

TO: BOARD OF DIRECTORS
FROM: RAY DIENZO, P.E. *P.D.*
GENERAL MANAGER
DATE: SEPTEMBER 20, 2024



PRESENTATIONS AND REPORTS

The following presentations and reports are scheduled:

- C-1) DIRECTORS' ANNOUNCEMENTS OF DISTRICT AND COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES AND SEMINARS. [RECOMMEND RECEIVE AND FILE 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: RAY DIENZO, P.E. R.D.
GENERAL MANAGER
DATE: SEPTEMBER 20, 2024



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. Individual items on the Consent Agenda are approved by the same vote that approves the Consent Agenda, unless an item is pulled for separate consideration. The recommendations for each item are noted in bracket. Members of the public may comment on the Consent Agenda items.

**Questions or clarification may be made by the Board members
without removal from the Consent Agenda**

- D-1) WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE SEPTEMBER 11, 2024 BOARD MEETING MINUTES
[RECOMMEND APPROVE MINUTES]
- D-3) AUTHORIZE PURCHASE OF FORKLIFT IN ACCORDANCE WITH APPROVED FY
24-25 BUDGET [RECOMMEND AUTHORIZE STAFF TO PURCHASE MANITOU
FORKLIFT FROM QUINN LIFT AT A COST OF \$91,109]
- D-4) AUTHORIZE STAFF TO BID 2024 WATER DISTRIBUTION SYSTEM
IMPROVEMENT PROJECT [BY MOTION AND ROLL CALL VOTE, AUTHORIZE
STAFF TO BID PROJECT]

TO: BOARD OF DIRECTORS
REVIEWED: RAY DIENZO, P.E. *R.D.*
GENERAL MANAGER
FROM: JANA ETTEDDGUE *Jaw*
FINANCE DIRECTOR
DATE: SEPTEMBER 20, 2024

AGENDA ITEM
D-1(A)
SEPTEMBER 25, 2024

WARRANTS

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$272,534.74
HAND WRITTEN CHECKS	NONE
VOIDED CHECKS	12606

Item D-1(A) Warrants SEPTEMBER 25, 2024

Nipomo Community Services District

By Payment Number

Payment Dates 09/25/2024 - 09/25/2024

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 12737				
Achievement House, Inc.	Clean Streets Program - August	76283	09/25/2024	4,760.00
Payment 12737 Total:				4,760.00
Payment: 12738				
All Systems Electrical, Inc.	Control panels for Interconnects 24-1030		09/25/2024	105,413.75
Payment 12738 Total:				105,413.75
Payment: 12739				
American Industrial Supply	Wire rope, thimbles, roll pins	0399335-IN	09/25/2024	170.43
Payment 12739 Total:				170.43
Payment: 12740				
Andrew Kravariotis	Washer rebate	AUG2024	09/25/2024	75.00
Payment 12740 Total:				75.00
Payment: 12741				
Aqua-Metric Sales, Co.	(20) - meter radio housing	INV0102792	09/25/2024	943.03
Payment 12741 Total:				943.03
Payment: 12742				
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI458631	09/25/2024	1,267.32
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI458632	09/25/2024	259.82
Brenntag Pacific, Inc.	Ammonium sulfate	BPI460758	09/25/2024	1,459.74
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI457884	09/25/2024	666.50
Brenntag Pacific, Inc.	Ammonium sulfate	BPI460755	09/25/2024	1,147.87
Brenntag Pacific, Inc.	Ammonium sulfate	BPI460757	09/25/2024	1,292.30
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI459002	09/25/2024	1,256.75
Brenntag Pacific, Inc.	Ammonium sulfate	BPI460756	09/25/2024	1,366.93
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI459673	09/25/2024	818.31
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI458633	09/25/2024	3,020.36
Payment 12742 Total:				12,555.90
Payment: 12743				
California Electric Supply	Locking fork terminals, fuses	7826-1148436	09/25/2024	80.83
Payment 12743 Total:				80.83
Payment: 12744				
Charter Communications	Dedicated fiber line - Shop	170591901090124	09/25/2024	734.20
Payment 12744 Total:				734.20
Payment: 12745				
Charter Communications	Dedicated fiber line - Shop	170593201090124	09/25/2024	734.20
Payment 12745 Total:				734.20
Payment: 12746				
Cla-Val Griswold Industries	Pressure relief valve for Sundale	900704	09/25/2024	3,080.19
Payment 12746 Total:				3,080.19
Payment: 12747				
Clever Ducks	Computer expense - new power	36785	09/25/2024	31.53
Payment 12747 Total:				31.53
Payment: 12748				
Core & Main, LP	Customer valves, angle stop	V488361	09/25/2024	2,187.90
Payment 12748 Total:				2,187.90
Payment: 12749				
Delay, Terry & Monica	425 MEREDITH -	AUG2024	09/25/2024	1,330.24
Payment 12749 Total:				1,330.24
Payment: 12750				
Dienzo, Ray	Cell phone reimbursement	SEPT2024	09/25/2024	100.00

Item D-1(A) Warrants SEPTEMBER 25, 2024

Payment Dates: 09/25/2024 - 09/25/2024

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Dienzo, Ray	CSDA conference	SEPT2024-B	09/25/2024	2,298.53
Payment 12750 Total:				2,398.53
Payment: 12751				
Donahue Truck Centers	Back-up alarm for water truck	INV-SM-79813	09/25/2024	48.80
Donahue Truck Centers	Filters, brake service for water	INV-SM-79747	09/25/2024	2,608.98
Payment 12751 Total:				2,657.78
Payment: 12752				
Eagle Aerial Photography Inc	Water conservation software	20703	09/25/2024	26,750.00
Payment 12752 Total:				26,750.00
Payment: 12753				
Electricraft, Inc.	Service on generator switch at	20836	09/25/2024	419.25
Electricraft, Inc.	Remove and replace light	20819	09/25/2024	139.03
Payment 12753 Total:				558.28
Payment: 12754				
Engel & Gray, Inc.	Biosolids collection	48X00009	09/25/2024	10,472.97
Payment 12754 Total:				10,472.97
Payment: 12755				
Famcon Pipe and Supply Inc.	Meter boxes and lids	S100136756.001	09/25/2024	1,231.23
Famcon Pipe and Supply Inc.	Ball valves, adapters, meter	S100134495.001	09/25/2024	1,886.81
Famcon Pipe and Supply Inc.	B16 Christy meter box lids	S100136806.001	09/25/2024	398.03
Famcon Pipe and Supply Inc.	Hydrant check valves, pipe	S100135312.001	09/25/2024	4,149.50
Famcon Pipe and Supply Inc.	Ball valves with handles	S100136808.001	09/25/2024	1,350.68
Famcon Pipe and Supply Inc.	6" flanged and top bolt	S100137316.001	09/25/2024	3,072.73
Payment 12755 Total:				12,088.98
Payment: 12756				
FedEx	Package handling	8-612-51806	09/25/2024	33.53
Payment 12756 Total:				33.53
Payment: 12757				
FGL Environmental	Lab tests	483092A	09/25/2024	330.00
Payment 12757 Total:				330.00
Payment: 12758				
Hach Company	Portable multi-parameter meter	14172822	09/25/2024	823.68
Payment 12758 Total:				823.68
Payment: 12759				
Integrated Industrial Supply, Inc.	Disposable gloves	100457	09/25/2024	216.58
Integrated Industrial Supply, Inc.	Valve rebuild kit, disposable	101146	09/25/2024	988.66
Payment 12759 Total:				1,205.24
Payment: 12760				
Iron Mountain	Shredding services	JTKM995	09/25/2024	36.92
Payment 12760 Total:				36.92
Payment: 12761				
Lewis, Mark & Maureen	971 OLYMPIC - Reimbursement	AUG2024	09/25/2024	994.79
Payment 12761 Total:				994.79
Payment: 12762				
Melchor, Sandro	230 E TEFFT - Reimbursement	AUG2024	09/25/2024	330.87
Payment 12762 Total:				330.87
Payment: 12763				
Miner's Ace Hardware	Supplies	AUG2024	09/25/2024	541.56
Payment 12763 Total:				541.56
Payment: 12764				
Mission Uniform Service	Uniforms	522323561	09/25/2024	236.65
Mission Uniform Service	Uniforms	522359409	09/25/2024	247.21
Payment 12764 Total:				483.86

Item D-1(A) Warrants SEPTEMBER 25, 2024

Payment Dates: 09/25/2024 - 09/25/2024

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 12765				
Morelos, Matthew & Esmeralda	1953 VISTA DEL SOL -	AUG2024	09/25/2024	2,509.38
Payment 12765 Total:				2,509.38
Payment: 12766				
NewLane Finance Company	Telephone	285555	09/25/2024	313.98
Payment 12766 Total:				313.98
Payment: 12767				
Newton Geo-Hydrology	Litigation support through 8-31-	AUG2024	09/25/2024	5,087.50
Payment 12767 Total:				5,087.50
Payment: 12768				
Nipomo Area Recreation	Clean Streets Program - August	AUG2024	09/25/2024	552.71
Payment 12768 Total:				552.71
Payment: 12769				
Nunley & Associates, Inc.	Tract 3163 PCIA	0010500000495	09/25/2024	507.28
Nunley & Associates, Inc.	TO#2022-004 Frontage Rd Trunk	0010500000500	09/25/2024	10,073.79
Nunley & Associates, Inc.	Dana Reserve LAFCO Plan	0010500000481	09/25/2024	1,580.00
Nunley & Associates, Inc.	Branch St. Waterline Project	0010500000501	09/25/2024	3,280.55
Nunley & Associates, Inc.	TO#2021-011 NOI For General	0010500000499	09/25/2024	347.63
Payment 12769 Total:				15,789.25
Payment: 12770				
OEC	Lab tests - BLWRF	A240907	09/25/2024	2,796.00
OEC	Lab tests - SWWTF	A240908	09/25/2024	2,833.00
OEC	Lab tests - water	A240906	09/25/2024	2,940.00
Payment 12770 Total:				8,569.00
Payment: 12771				
Office Depot	Office supplies	380461319001	09/25/2024	23.58
Office Depot	Office supplies	381803006001	09/25/2024	16.08
Office Depot	Office supplies	380463591001	09/25/2024	129.36
Office Depot	Office supplies	378592969001	09/25/2024	10.99
Office Depot	Office supplies	380357104001	09/25/2024	43.41
Office Depot	Office supplies	381800516001	09/25/2024	19.75
Office Depot	Office supplies	380353738001	09/25/2024	71.27
Payment 12771 Total:				314.44
Payment: 12772				
O'Reilly Automotive Inc.	Grease gun, grease, mini fuses,	AUG2024	09/25/2024	162.38
Payment 12772 Total:				162.38
Payment: 12773				
Quinn Company	Replace fuel injector pump at	WON10023166	09/25/2024	9,062.41
Quinn Company	Service on CAT 279D - starting	WO030059181	09/25/2024	7,039.01
Quinn Company	Coolant, hydraulic oil, hose	PC030378368	09/25/2024	538.38
Quinn Company	Service for CAT 914K - air	WO030059180	09/25/2024	1,666.87
Quinn Company	Service for CAT BR378 -	WO030059194	09/25/2024	3,982.48
Payment 12773 Total:				22,289.15
Payment: 12774				
R. Baker, Inc.	Emergeny repair - Tefft Street	813	09/25/2024	11,959.77
Payment 12774 Total:				11,959.77
Payment: 12775				
ReadyRefresh by Nestle	Distilled water	0410900023136	09/25/2024	71.94
Payment 12775 Total:				71.94
Payment: 12776				
SAF-T-FLO Water Services	4" Westfall static mixer,	103693	09/25/2024	3,837.37
Payment 12776 Total:				3,837.37
Payment: 12777				
Simplot Grower Solutions	CAN 17	780171946	09/25/2024	676.88
Payment 12777 Total:				676.88

Item D-1(A) Warrants SEPTEMBER 25, 2024

Payment Dates: 09/25/2024 - 09/25/2024

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 12778				
Smith's Alarms & Electronics,	Alarm monitoring - October	081755	09/25/2024	480.00
Payment 12778 Total:				480.00
Payment: 12779				
SoCalGas	Heat - shop/office	SEPT2024	09/25/2024	17.83
Payment 12779 Total:				17.83
Payment: 12780				
Terminix Commercial	Pest control	451308085	09/25/2024	80.00
Payment 12780 Total:				80.00
Payment: 12781				
UBEO Business Services fka Ray	B&W/Color copies	4625579	09/25/2024	499.83
UBEO Business Services fka Ray	B&W/Color copies	4625578	09/25/2024	205.37
UBEO Business Services fka Ray	B&W/Color copies	4625577	09/25/2024	386.53
Payment 12781 Total:				1,091.73
Payment: 12782				
UPS Store #6031	Package handling	27 - 2024	09/25/2024	319.58
UPS Store #6031	Package handling	12 - 2024	09/25/2024	55.20
UPS Store #6031	Package handling	28 - 2024	09/25/2024	536.38
Payment 12782 Total:				911.16
Payment: 12783				
USA Bluebook	Zero oxygen standard, ammonia	INV00473861	09/25/2024	980.15
Payment 12783 Total:				980.15
Payment: 12784				
Viveros, Cecilio	297 N BEECHNUT-	AUG2024	09/25/2024	968.68
Payment 12784 Total:				968.68
Payment: 12785				
White, Christian	Travel reimbursement for	AUG2024-B	09/25/2024	472.00
Payment 12785 Total:				472.00
Payment: 12786				
Witcher Electric Inc.	Service on VFD at Sundale Well	41000AA	09/25/2024	2,731.16
Payment 12786 Total:				2,731.16
Payment: 12787				
YC & BC Farming, Inc	890 TEN OAKS - Reimbursement	AUG2024	09/25/2024	864.09
Payment 12787 Total:				864.09

TO: BOARD OF DIRECTORS

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

FROM: JANA ETTEDDGUE *JW*
FINANCE DIRECTOR

DATE: SEPTEMBER 20, 2024

AGENDA ITEM
D-1(B)
SEPTEMBER 25, 2024

WARRANTS – BLACKLAKE ASSESSMENT DISTRICT 2020-1

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$16,113.96
VOIDED CHECKS	NONE

Item D-1(B) Warrants SEPTEMBER 25, 2024

Nipomo Community Services District

By Payment Number

Payment Dates 09/25/2024 - 09/25/2024

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 158				
ASAP Reprographics	Blacklake Sewer Consolidation	235240	09/25/2024	4,381.93
			Payment 158 Total:	4,381.93
Payment: 159				
Nunley & Associates, Inc.	CM - Blacklake Lift Station Sewer	001050000473	09/25/2024	10,465.00
			Payment 159 Total:	10,465.00
Payment: 160				
SWCA, Inc.	Blacklake Sewer Consolidation	202067	09/25/2024	1,267.03
			Payment 160 Total:	1,267.03

TO: BOARD OF DIRECTORS
FROM: RAY DIENZO, P.E. *R.D.*
GENERAL MANAGER
DATE: SEPTEMBER 20, 2024



**APPROVE SEPTEMBER 11, 2024
REGULAR BOARD MEETING MINUTES**

ITEM

Approve action minutes from previous Board meeting. [RECOMMEND APPROVE MINUTES]

BACKGROUND

The draft minutes are a written record of the previous Board meeting action.

RECOMMENDATION

Approve Minutes

ATTACHMENT

- A. September 11, 2024 draft Board Meeting Minutes

SEPTEMBER 25, 2024

ITEM D-2

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community since 1965

DRAFT REGULAR MEETING MINUTES AND DRAFT SPECIAL MEETING MINUTES

SEPTEMBER 11, 2024 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
GARY HANSEN, DIRECTOR
PHIL HENRY, DIRECTOR
MARIO IGLESIAS, DIRECTOR

PRINCIPAL STAFF

RAY DIENZO, GENERAL MANAGER
JANA ETTEDDGUE, FINANCE DIR/ASST GM
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.

A. CALL TO ORDER AND FLAG SALUTE

President Eby called the Regular Meeting of August 28, 2024, to order at 9:00 a.m. and led the flag salute.

B. ROLL CALL AND PUBLIC COMMENT FOR ITEMS NOT ON AGENDA

At roll call Directors Iglesias, Henry, Gaddis, and Eby were present. Director Hansen was absent.

There were no public comments.

C. PRESENTATIONS AND REPORTS

- C-1) DIRECTORS' ANNOUNCEMENTS OF DISTRICT AND COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES AND SEMINARS. [RECOMMEND RECEIVE AND FILE REPORTS FROM DIRECTORS].

Director Gaddis

- *September 3, attended Board Officers' meeting*

Director Eby

- *September 4, there was no WRAC meeting*
- *September 6, attended the NMMA-TG meeting*

- C-2) RECEIVE PUBLIC COMMENT ON PRESENTATIONS AND REPORTS PRESENTED UNDER ITEM C AND BY MOTION RECEIVE AND FILE PRESENTATIONS AND REPORTS.

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
REGULAR MEETING
AGENDA

There were no public comments.

Upon the motion of Director Iglesias, and seconded, the Board approved receiving and filing presentations.

Vote 4-0-1

YES VOTES	ABSTAIN	ABSENT
Directors Iglesias, Henry, Gaddis, and Eby	None	Hansen

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 AUGUST 28, 2024 BOARD MEETING MINUTES
[RECOMMEND APPROVE MINUTES]

Director Henry requested a minor correction to the Board meeting minutes.

Upon the motion of Director Gaddis, and seconded, the Board approved the Consent Agenda, with the correction to the minutes.

Vote 4-0-1

YES VOTES	ABSTAIN	ABSENT
Directors Gaddis, Henry, Iglesias, and Eby	None	Hansen

E. ADMINISTRATIVE ITEMS

E-1 A) RESOLUTION OF THE BOARD AUTHORIZING THE EXECUTION AND DELIVERY BY THE DISTRICT OF AN INSTALLMENT PURCHASE AGREEMENT, A TRUST AGREEMENT, A CONTINUING DISCLOSURE CERTIFICATE, ONE OR MORE ESCROW AGREEMENTS AND A CERTIFICATE PURCHASE AGREEMENT IN CONNECTION WITH THE NIPOMO COMMUNITY SERVICES DISTRICT WATER REVENUE CERTIFICATES OF PARTICIPATION, SERIES 2024, AUTHORIZING THE EXECUTION AND DELIVERY OF SUCH CERTIFICATES OF PARTICIPATION EVIDENCING PRINCIPAL IN AN AGGREGATE AMOUNT OF NOT TO EXCEED \$14,500,000, APPROVING THE FORM AND AUTHORIZING THE DISTRIBUTION OF A PRELIMINARY OFFICIAL STATEMENT AND THE EXECUTION AND DELIVERY OF A FINAL OFFICIAL STATEMENT IN CONNECTION WITH THE OFFERING AND SALE OF SUCH CERTIFICATES OF PARTICIPATION AND AUTHORIZING THE EXECUTION OF NECESSARY DOCUMENTS AND RELATED ACTIONS [RECOMMEND ADOPT RESOLUTION]

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
**REGULAR MEETING
 AGENDA**

Jana Eteddgue, Finance Director, introduced the item.

James Prichard, Financial Advisor, Columbia Capital Management, LLC, presented the item and answered questions from the Board.

Maryann Goodkind, Bond Counsel, Norton Rose Fulbright US LLP, presented the item and answered questions from the Board.

Jana Eteddgue, Finance Director, answered questions from the Board.

Janine Arie, Nipomo resident, commented on the item.

Craig Steele, District Legal Counsel, answered questions from the Board and public.

Upon the motion of Director Henry, and seconded, the Board adopted the resolution.

Vote 4-0-1

YES VOTES	NO	ABSENT
<i>Directors Henry, Iglesias Gaddis, and Eby</i>	<i>None</i>	<i>Hansen</i>

RESOLUTION NO. 2024-1723

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT AUTHORIZING THE EXECUTION AND DELIVERY BY THE DISTRICT OF AN INSTALLMENT PURCHASE AGREEMENT, A TRUST AGREEMENT, A CONTINUING DISCLOSURE CERTIFICATE, TWO ESCROW AGREEMENTS AND A CERTIFICATE PURCHASE AGREEMENT IN CONNECTION WITH THE NIPOMO COMMUNITY SERVICES DISTRICT WATER REVENUE CERTIFICATES OF PARTICIPATION, SERIES 2024, AUTHORIZING THE EXECUTION AND DELIVERY OF SUCH CERTIFICATES OF PARTICIPATION EVIDENCING PRINCIPAL IN AN AGGREGATE AMOUNT OF NOT TO EXCEED \$14,500,000, APPROVING THE FORM AND AUTHORIZING THE DISTRIBUTION OF A PRELIMINARY OFFICIAL STATEMENT AND THE EXECUTION AND DELIVERY OF A FINAL OFFICIAL STATEMENT IN CONNECTION WITH THE OFFERING AND SALE OF SUCH CERTIFICATES OF PARTICIPATION AND AUTHORIZING THE EXECUTION OF NECESSARY DOCUMENTS AND RELATED ACTIONS

Director Eby called for a motion to convene the Special Meeting for the Nipomo Community Services District Public Corporation.

Upon the motion of Director Iglesias, and seconded, the Board moved to convene to the Special Meeting of the Nipomo Community Services District Public Facilities Corporation
Vote 4-0-1

YES VOTES	NO	ABSENT
<i>Directors Iglesias, Gaddis, Henry, and Eby</i>	<i>None</i>	<i>Hansen</i>

ADJOURN TO PUBLIC FACILITIES CORPORATION

SUBJECT TO BOARD APPROVAL

**Nipomo Community Services District
REGULAR MEETING
AGENDA**

E-1 B) Convene Special Meeting of the Board of Directors of the Nipomo Community Services District Public Facilities Corporation (“PFC”) without adjourning the regular meeting of the District Board

a) Public comment for items on the PFC Special Meeting agenda only.

b) RESOLUTION OF THE BOARD AUTHORIZING THE EXECUTION AND DELIVERY BY THE CORPORATION OF AN INSTALLMENT PURCHASE AGREEMENT AND A TRUST AGREEMENT IN CONNECTION WITH THE NIPOMO COMMUNITY SERVICES DISTRICT WATER REVENUE CERTIFICATES OF PARTICIPATION, SERIES 2024, AUTHORIZING THE EXECUTION AND DELIVERY OF SUCH CERTIFICATES OF PARTICIPATION EVIDENCING PRINCIPAL IN AN AGGREGATE AMOUNT OF NOT TO EXCEED \$14,500,000 AND AUTHORIZING THE EXECUTION OF NECESSARY DOCUMENTS AND RELATED ACTIONS [RECOMMEND ADOPT RESOLUTION]

c) Adjourn Special Meeting of the PFC and reconvene Regular Board Meeting.

There were no public comments.

Upon the motion of Director Iglesias, and seconded, the Board adopted the resolution.

Vote 4-0-1

YES VOTES	NO	ABSENT
<i>Directors Iglesias, Henry, Gaddis, and Eby</i>		<i>Hansen</i>

RESOLUTION NO. 2024-09

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT PUBLIC FACILITIES CORPORATION AUTHORIZING THE EXECUTION AND DELIVERY BY THE CORPORATION OF AN INSTALLMENT PURCHASE AGREEMENT AND A TRUST AGREEMENT IN CONNECTION WITH THE NIPOMO COMMUNITY SERVICES DISTRICT WATER REVENUE CERTIFICATES OF PARTICIPATION, SERIES 2024, AUTHORIZING THE EXECUTION AND DELIVERY OF SUCH CERTIFICATES OF PARTICIPATION EVIDENCING PRINCIPAL IN AN AGGREGATE AMOUNT OF NOT TO EXCEED \$14,500,000 AND AUTHORIZING THE EXECUTION OF NECESSARY DOCUMENTS AND RELATED ACTIONS

ADJOURN TO NCSD REGULAR MEETING

F. GENERAL MANAGER’S REPORT

There was no written General Manager’s report for this meeting.

G. COMMITTEE REPORTS

None

H. DIRECTORS’ REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

None

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
REGULAR MEETING
AGENDA

I. CLOSED SESSION ANNOUNCEMENTS

Craig Steele, General Counsel, announced that there would be closed session on item 2.

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)

2) CONFERENCE WITH DISTRICT LEGAL COUNSEL RE: PENDING LITIGATION
PURSUANT TO GC §54956.9(d)(1)

- a. NIPOMO ACTION COMMITTEE, ET AL. V. COUNTY OF SAN LUIS OBISPO, ET. AL. (SAN LUIS OBISPO COUNTY SUPERIOR COURT CASE NO. 24CV-0351)

J. PUBLIC COMMENT ON CLOSED SESSION ITEMS

There were no public comments on closed session items.

K. ADJOURN TO CLOSED SESSION

L. OPEN SESSION

Craig Steele, District Legal Counsel, announced there were no reportable actions in closed session.

Director Eby adjourned the meeting at 10:28 a.m.

MEETING SUMMARY	HOURS & MINUTES	
Regular Meeting	1 hours	8 minutes
Closed Session	0 hours	20 minutes
TOTAL HOURS	1 hours	28 minutes

Respectfully submitted,

Ray Dienzo, General Manager and Secretary to the Board

Date

SUBJECT TO BOARD APPROVAL

TO: BOARD OF DIRECTORS
REVIEWED: RAY DIENZO, P.E. R.D.
GENERAL MANAGER
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS
DATE: SEPTEMBER 19, 2024

AGENDA ITEM
D-3
SEPTEMBER 25, 2024

**AUTHORIZE PURCHASE OF FORKLIFT
IN ACCORDANCE WITH APPROVED FY 2024-2025 BUDGET**

ITEM

Authorize staff to purchase forklift in accordance with approved FY 2024-2025 Budget [RECOMMEND AUTHORIZE STAFF TO PURCHASE MANITOU FORKLIFT FROM QUINN LIFT AT A COST OF \$91,109].

BACKGROUND

The District's FY 2024-2025 budget includes funding for the purchase of a forklift for the Operations Department. The forklift will be used to safely unload and move materials and supplies at the District's Operations Yard as well as at the Southland Wastewater Treatment Facility. District staff solicited a quote for a compact rough terrain forklift from Quinn Lift, a local Manitou dealer, through Sourcewell, formerly known as National Joint Powers Alliance ("NJPA"), a national government purchasing cooperative that the District belongs to, and received a quote of \$91,109 for a Manitou MC30-4 rough terrain forklift.

FISCAL IMPACT

The FY 2024-2025 Budget includes funding in the amount of \$90,000 for the purchase of a forklift. The District's purchasing policy allows for the purchase of equipment from a vendor that provided a bid to another public agency, in this case Sourcewell.

RECOMMENDATION

Staff recommends that the Board, by motion and roll call vote, authorize staff to purchase a Manitou forklift from Quinn Lift for total cost of \$91,109.

ATTACHMENTS

None

TO: BOARD OF DIRECTORS
REVIEWED: RAY DIENZO, P.E. *P.D.*
GENERAL MANAGER
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS
DATE: SEPTEMBER 19, 2024

**AGENDA ITEM
D-4
SEPTEMBER 25, 2024**

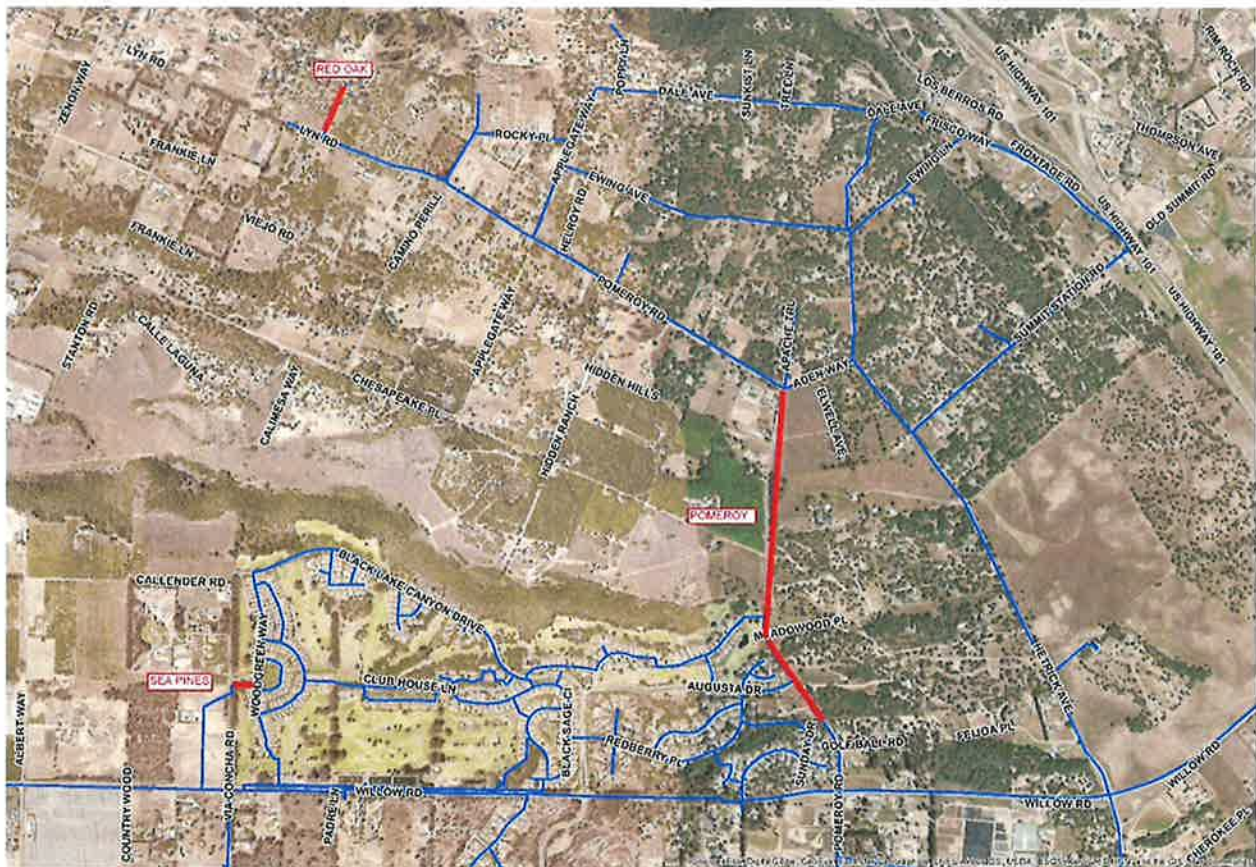
AUTHORIZE STAFF TO BID 2024 WATER DISTRIBUTION SYSTEM IMPROVEMENT PROJECT

ITEM

Authorize staff to bid 2024 Water Distribution System Improvement Project [BY MOTION AND ROLL CALL VOTE, AUTHORIZE STAFF TO BID PROJECT].

BACKGROUND

The 2024 Water Distribution System Improvement Project ("Project") is necessary to accommodate the delivery of supplemental water to the Golden State Cypress Ridge Interconnect starting in July 2025 as well as mitigate water quality issues related to dead end water mains in two locations as shown on the figure below.



The plans and specifications for the Project are being finalized. In accordance with the District's Purchasing Policy, staff needs Board approval to solicit bids for Project.

FISCAL IMPACT

The District's FY 2024-2025 Budget includes \$2,090,000 for the construction of all three components of the Project as follows:

- Pomeroy Water Main - \$1,800,000
- Sea Pines Water Main (Third Connection to Blacklake) - \$190,000
- Red Oak Water Main - \$100,000

STRATEGIC PLAN

Goal 1 – WATER SUPPLY – Actively plan to provide reliable water supply of sufficient quality and quantity to serve both current customers and those in the long-term future.

Goal 2. FACILITIES THAT ARE RELIABLE, ENVIRONMENTALLY SENSIBLE AND EFFICIENT. Plan, provide for and maintain District facilities and other physical assets to achieve reliable, environmentally sensible, and efficient District operations.

RECOMMENDATION

Staff recommends that your Board, by motion and roll call vote, authorize staff to solicit bids to construct the 2024 Water Distribution System Improvement Project.

ATTACHMENTS

None

TO: BOARD OF DIRECTORS
FROM: RAY DIENZO, P.E. *R.D.*
GENERAL MANAGER
DATE: SEPTEMBER 20, 2024

AGENDA ITEM
E-1
SEPTEMBER 25, 2024

CONSIDER CHANGES TO THE AGENDA AND MINUTES

ITEM

Consider changes to the language and format of the agenda and minutes. [BY MOTION AND ROLL CALL VOTE, AUTHORIZE STAFF TO MAKE SUGGESTED CHANGES]

BACKGROUND

Staff has observed that some changes to the agenda would make the Board meeting process more efficient. In addition, questions from the public and the Board regarding the minutes and written public comments require some clarification and some possible changes. Staff recommends the following changes:

- A. Remove the requirement to "receive and file" the C-1 Director's Announcements of District and Community Interest and Reports on Attendance at Public Meetings, Training Programs, Conferences, and Seminars. "Receive and file" is not an action that has any legal significance. "Receive and file" is more typically used when the Board wants to make it clear that the Board received a document (usually from another public agency) to formally establish the date the Board received the document. That formality is not necessary for oral report items, which are already covered in the minutes.
- B. To maintain consistency, remove the items C-2, and J. Public comments are required for each Board action item and do not need a separate agenda item. Other categories on the agenda do not have separate public comment items.
- C. Regarding documents and correspondence provided to the Board, the District complies with the Brown Act. Government Code Section 54957.5 states: "Materials provided to a majority of a body which are not exempt from disclosure under the Public Records Act must be provided, upon request, to members of the public without delay." The District does this preemptively, by posting such documents on the District's website immediately upon conclusion of the meeting or by the end of the business day. Staff recognizes we should make that availability clearer, and proposes adding the following clarifying comment in the Notes section:

"Written comments and correspondence about a Board item received by the District by the end of the business day prior to the Board meeting date will be posted on the District website in the Board Packet section for that Board meeting date. These may be printed and available for viewing on the day of the Board meeting, to the extent they are public records. Written comments received during the Board meeting will be available for public viewing after they are copied and provided to the Board and will be posted on the District website in the Board

Packet section for that Board meeting date. Written comments received after conclusion of the Board meeting will be available for public viewing upon request.”

- D. The Board meeting minutes are action minutes. These minutes record the actions taken and are not verbatim minutes. They comply with the Board By-laws, Resolution 2023-1654. See Attachment A – Excerpt of By-laws Section 4. Staff recommends no changes to the minutes format and content because verbatim minutes, or transcript minutes are very time consuming to prepare and will frequently cause more delay and controversy regarding the content

FISCAL IMPACT

No fiscal impact.

STRATEGIC PLAN

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

- A.1 Periodically review, update and reaffirm District policies and procedures.

RECOMMENDATION

Staff recommends that, after consideration and discussion, by direction and roll call vote, direct the General Manager to make recommended changes to the agenda and minutes or provide additional direction to staff.

ATTACHMENTS

- A. Excerpt of Board By-laws – Section 4

SEPTEMBER 25, 2024

ITEM E-1

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2023-1654**

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

EXHIBIT "A"

- (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

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2023-1654**

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

EXHIBIT "A"

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 residents, property owners and the public of the entire District.

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 through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter of the District.

TO: BOARD OF DIRECTORS
 FROM: RAY DIENZO, P.E. R.D.
 GENERAL MANAGER
 DATE: SEPTEMBER 20, 2024

**AGENDA ITEM
 F**

SEPTEMBER 25, 2024

GENERAL MANAGER’S REPORT

ITEM

Standing report to your Honorable Board -- *Period covered by this report is 8/25/2024 to 9/21/2024.*

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 and tracks late fee waivers. The table below provides August 2024 data, which is the most recent monthly data available.

OFFICE ACTIVITIES	Aug 24	Jan 24- Aug 24
Leak Adjustments	2	14
Leak Adjustment Amount	\$279.84	\$3064.79
Late Fee Waivers	8	36
Late Fee Waiver Adjustment Amount	\$899.09	\$2560.29

Water Resources

For the two (2) months of the 2024-2025 Fiscal Year, the District’s total combined production, including groundwater production wells and supplemental water imported through the Joshua Road Pump Station, registered 196.8 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.

Table 1. Total Production Acre Feet (AF)

	Aug 24	Jul 24- Aug 24
Groundwater Production	80.2	169.8
Supplemental Water Imported	<u>116.6</u>	<u>233.1</u>
Total Production	196.8	402.9

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 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, captures this data.

<u>Table 2. NCSD GW Production (NCSD GW Well Production plus Purveyor Credit)</u>		
	Aug-24	Jul 24 – Aug 24
NCSD GW Well Production	80.2	169.8
Purveyor Customer Credit (33.3% of Import Water)	38.9	77.7
NCSD Total Calculated GW Production	119.1	247.5
Average GW Production for 2009-2013	284.7	575.9
NCSD Percentage of GW Reduction	58%	57%

2024-2025 Fiscal Year Groundwater Pumping Forecast

This information will be updated in the first quarter of the Fiscal Year 2024-2025

Other Items

- Construction projects in progress
 - o Blacklake Sewer Consolidation
 - o Supplemental Water Project Interconnections with Golden State Water Company and Woodlands Mutual Water Company
- Dana Reserve Annexation Progress
 - o LAFCO Study Session – 9/19/24
 - o LAFCO Hearing – 11/14/2024
- Sewer Rate Study – in progress, target effective date July 2025
- Solid Waste Rate Review – in progress, target effective date Feb 2025

Upcoming Water Resource and Other Meetings

9/23/2024	- SCAC	6:30 PM	District Board Room
9/25/2024	- NCSD Board Meeting	9:00 AM	District Board Room
10/2/2024	- Water Resources Advisory Committee	1:30 PM	SLO Library Room
10/4/2024	- Quarterly All Staff Safety Meeting	11:00 AM	District Board Room
10/9/2024	- NCSD Board Meeting	9:00 AM	District Board Room
10/10/2024	- NMMA - TG	10:00 AM	Teams
10/10/2024	- Ray Volunteer - 13th Annual Empty Bowls	12 noon	Arroyo Grande
10/14/2024	- IWMA Local Task Force	1:00 PM	Teams
10/23/2024	- NCSD Board Meeting	9:00 AM	District Board Room
11/13/2024	- NCSD Board Meeting	9:00 AM	District Board Room
11/14/2024	- LAFCO - Dana Reserve Hearing	9:00 AM	SLOCo Board Room

SAFETY PROGRAM

No reportable issues

RECOMMENDATION

Staff seeks direction and input from your Board.