

TO: BOARD OF DIRECTORS
FROM: MARIO IGLESIAS
GENERAL MANAGER 
DATE: JULY 22, 2021



PRESENTATIONS AND REPORTS

The following presentations and reports are scheduled:

- C-1) QUARTERLY ENGINEER'S REPORT, DIRECTOR OF ENGINEERING AND OPERATIONS REPORT ON DISTRICT PROJECTS SYSTEM-WIDE [RECOMMEND RECEIVE AND FILE]
- C-2) DIRECTORS' ANNOUNCEMENTS OF DISTRICT AND COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES AND SEMINARS.
Receive Announcements and Reports from Directors
- C-3) RECEIVE PUBLIC COMMENT ON PRESENTATIONS AND REPORTS PRESENTED UNDER ITEM C AND BY MOTION RECEIVE AND FILE PRESENTATIONS AND REPORTS

TO: BOARD OF DIRECTORS
REVIEW: MARIO E. IGLESIAS
GENERAL MANAGER
FROM: PETER SEVCIK
DIRECTOR ENG. & OPERATIONS
DATE: JULY 23, 2021

**AGENDA ITEM
C-1
JULY 28, 2021**

**QUARTERLY ENGINEER'S REPORT
DIRECTOR OF ENGINEERING AND OPERATIONS REPORT
ON DISTRICT PROJECTS SYSTEM-WIDE**

ITEM

Engineering and Operations update for April 2021 through June 2021.

BACKGROUND

Director of Engineering and Operations, Peter Sevcik will overview his update (Attachment A) and discuss District projects for the April through June 2021 period.

RECOMMENDATION

Staff recommends that your Honorable Board receive the update.

ATTACHMENTS

- A. Engineering and Operations Update for April 2021 to June 2021

JULY 28, 2021

ITEM C-1

ATTACHMENT A

Engineering and Operations Update

– April 2021 to June 2021

Peter V. Sevcik, P.E.
Director of Engineering and Operations
Nipomo Community Services District
July 28, 2021



Projects in Construction

Supplemental Water Project Joshua Road Pump Station Pump #1-4 Improvements

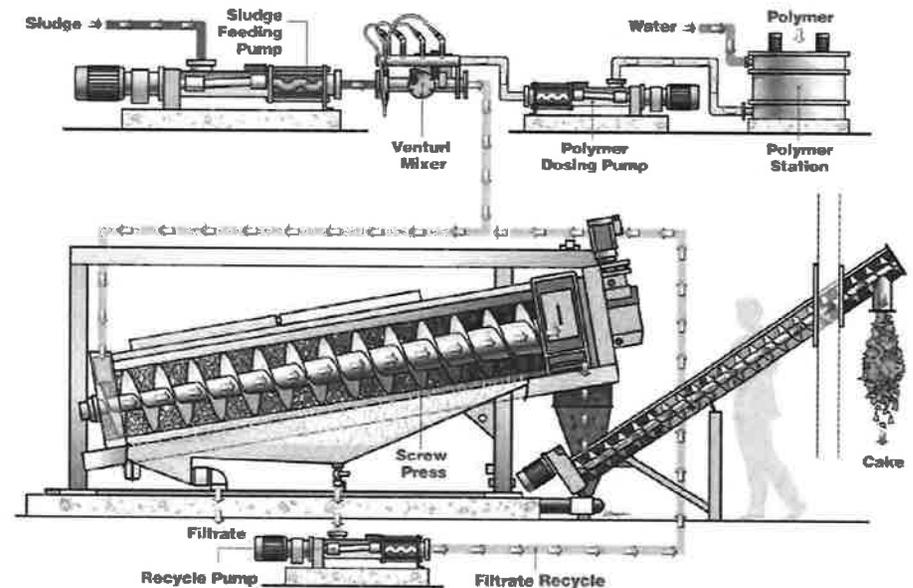
- Contract cost - \$385,149
- Notice to proceed issued – 8/19/2020
- Original projected completion date – 5/3/2021
- Revised projected completion date – 9/2021
- Pump delivery impacted by COVID-19
- Factory pump testing in progress



Projects in Construction

Southland WWTF Screw Press

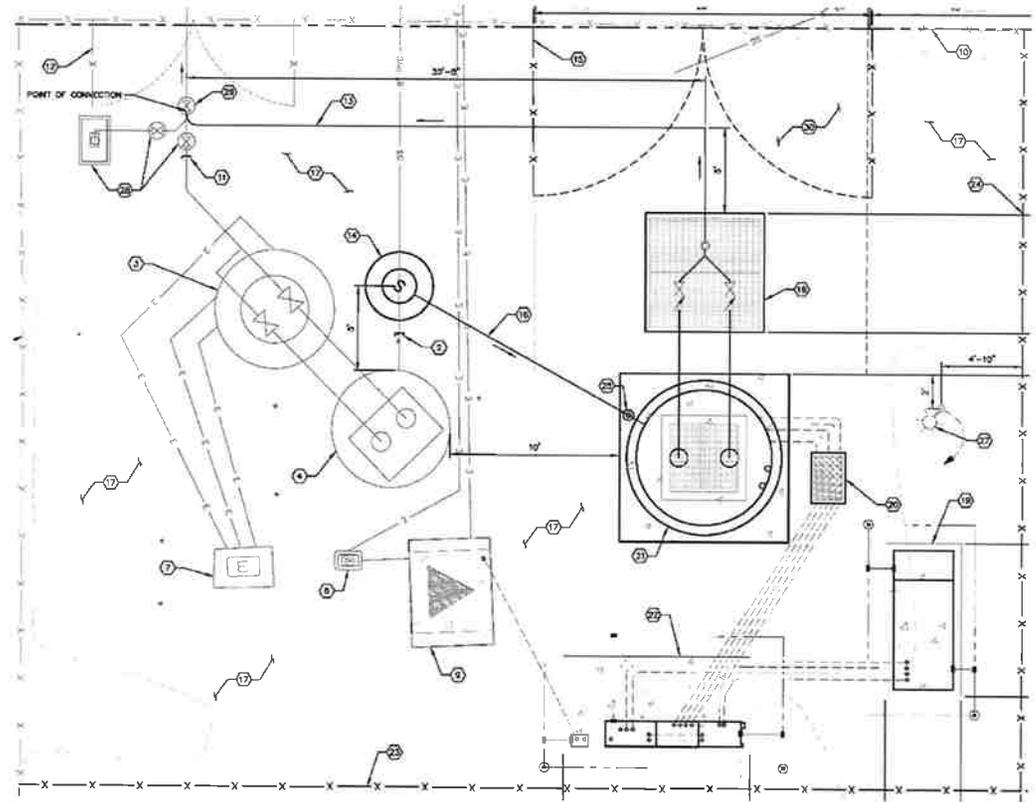
- Contract Cost – \$969,200
- Notice to Proceed Issued – 12/21/2020
- Projected Completion Date – 11/15/2021
- Performance testing pending



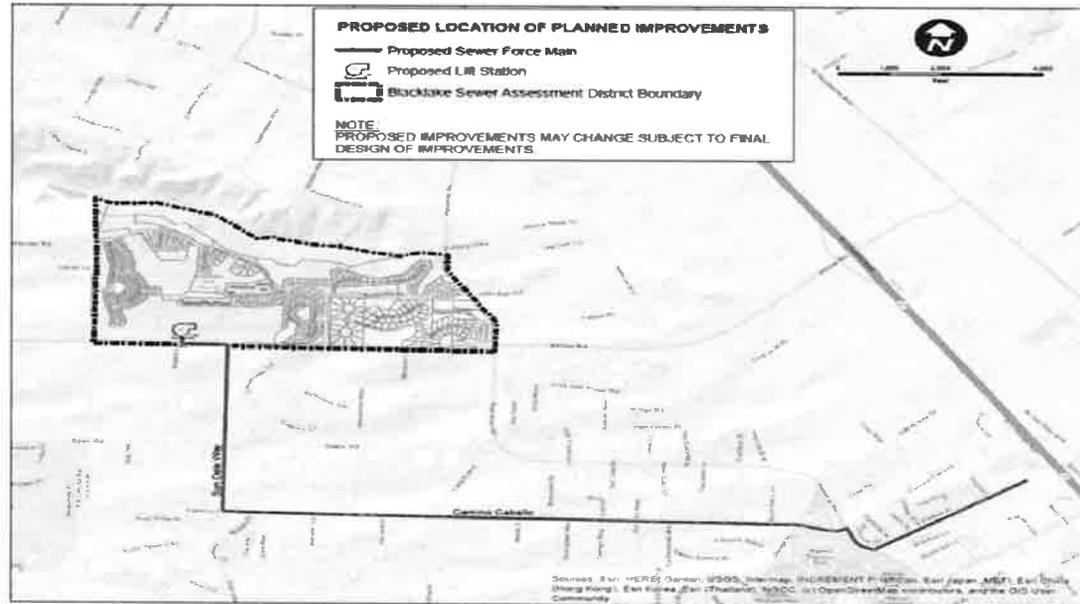
Projects in Construction

Nipomo Palms Lift Station Replacement

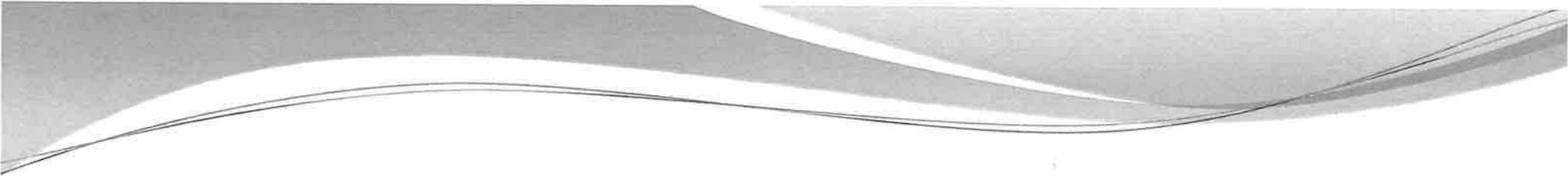
- Contracted awarded – 3/24/2021
- Notice to Proceed Issued – 5/17/2021
- Project completion date – 2/11/2022
- Submittal review in progress



Blacklake Sewer System Consolidation Project



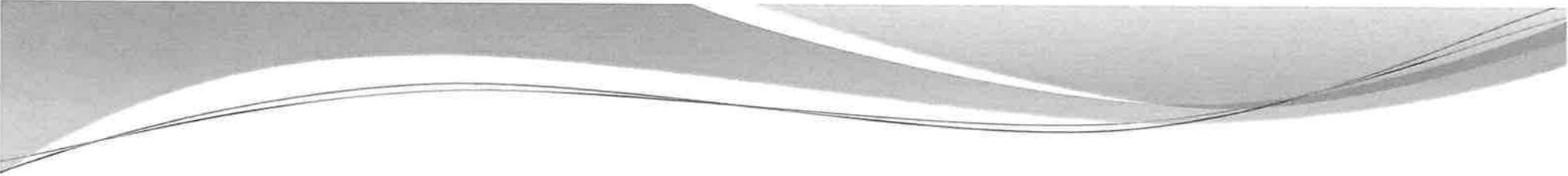
- Construction of lift station and force main to pump wastewater to Southland Wastewater Treatment Facility
- Decommission existing Blacklake Water Reclamation Facility



Blacklake Sewer System Consolidation Project

Contracts to Date

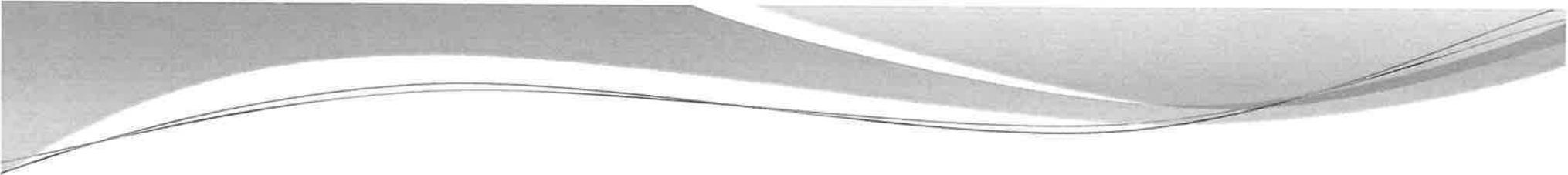
- Permitting assistance contract approved – 7/2020
 - Southland WWTF and Blacklake WRF permitting in progress
- Design contract for lift station and force main approved – 8/2020
 - 60% design review in progress
- Flow monitoring contract approved – 10/2020
 - Completed
- CEQA contract approved – 12/2020
 - Initial study in progress



Blacklake Sewer System Consolidation Project

Schedule milestones

- Design completion – 12/2021
- Permitting completion – 12/2021
- Board authorization to bid – 1/2022
- Board construction contract award – 5/2022
- Construction completion date – 3/2024



Blacklake Sewer System Consolidation Project

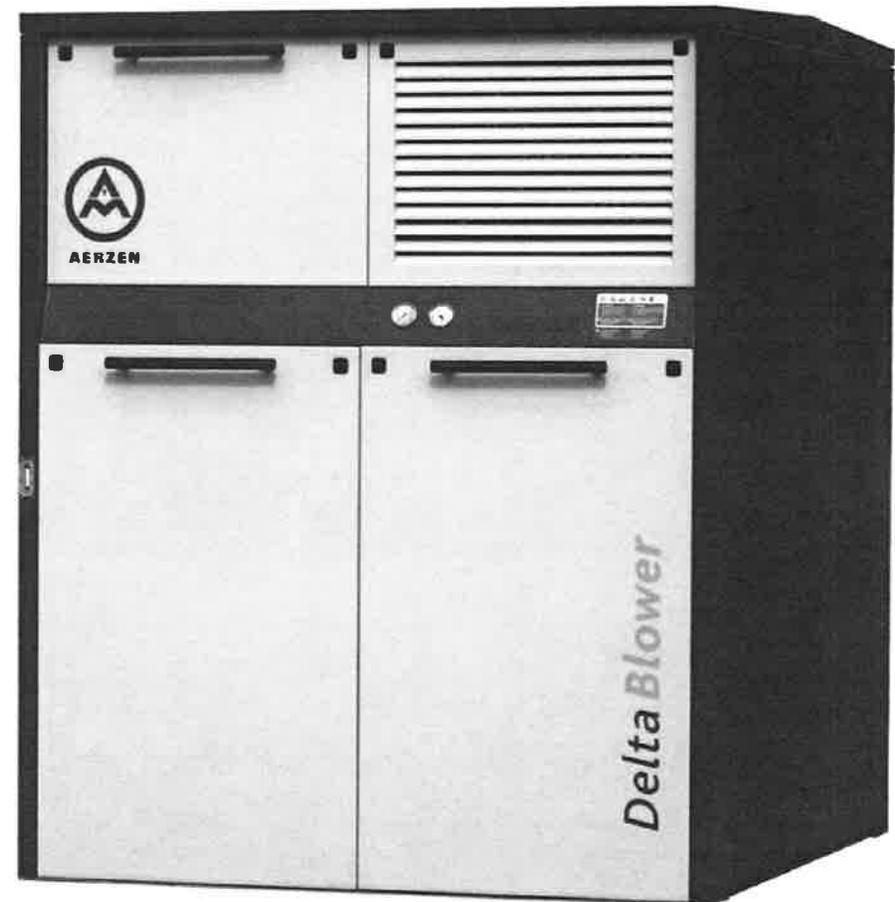
California Environmental Quality Act (CEQA) Compliance

- Project Description and Notice of Preparation
- California Red Legged Frog habitat assessment
 - Survey in early April
 - Informal consultation with US Fish and Wildlife Service pending
- Botanical surveys
 - Field survey results pending
- Cultural resources
 - Native American Heritage Committee records search completed
 - Field survey results pending
 - Tribal consultation once field survey results are available

Other Projects in Design

Southland WWTF Blower #3

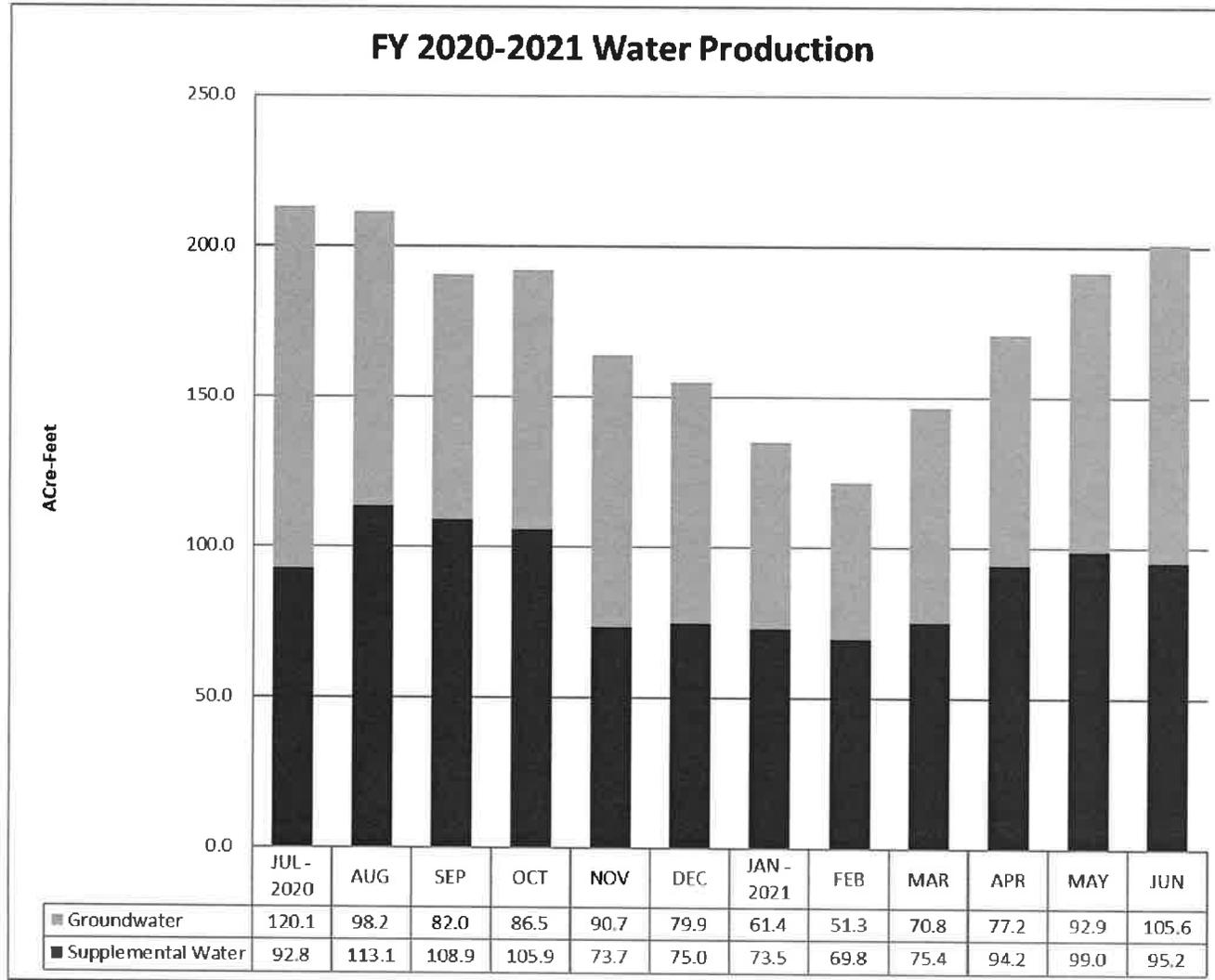
- Board authorization to purchase equipment – 1/13/2021
- Blower installed
- VFD installation in progress
- Completion anticipated – 8/2021



Other Projects in Design

- Eureka Well #2 Pump and Controls
 - 90% design review in progress
- Branch Street Watermain Replacement
 - 90% design in progress
- Woodgreen Lift Station
 - 90% design in progress
- Supplemental Water Project Interconnects
 - Woodlands easement pending
- District Office Generator
 - 30% design review in progress

Operations – Water System



Supplemental Water	1076.7 AF
Groundwater	1016.7 AF
FY 20-21 Total Production To Date	2093.4 AF

Operations – Water System

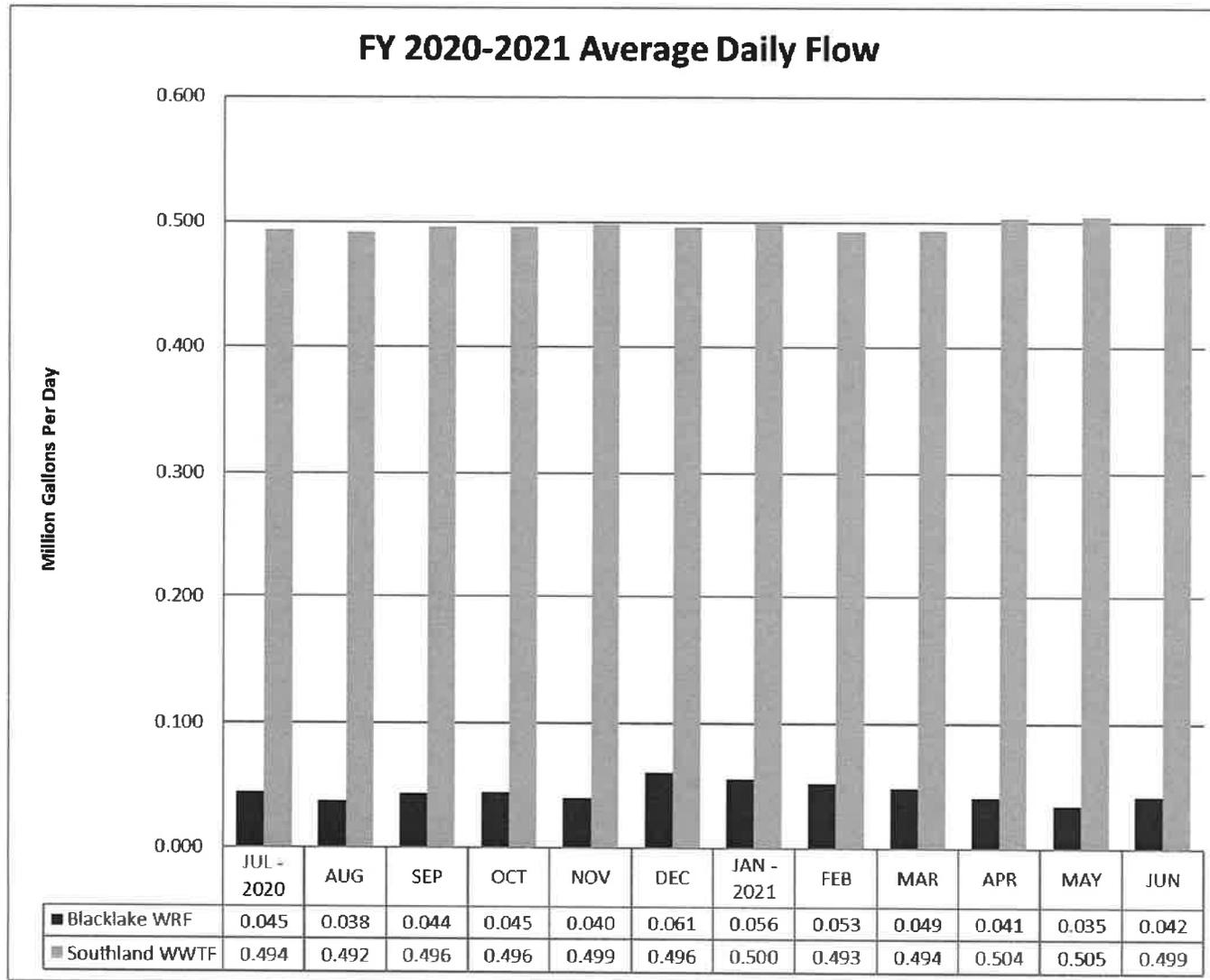
- **Regulatory**

- State Water Resources Control Board Division of Drinking Water
 - Submitted routine monthly coliform, quarterly raw water coliform, quarterly nitrate, quarterly disinfection byproducts
 - Prepare and submitted annual water system report

- **Other Water Operations**

- Water system data management software implementation completed
- Completed water system risk assessment and submitted certification to USEPA

Operations – Wastewater



Blacklake WRF	16.5 MG
Southland WWTF	181.6 MG
FY 20-21 Total Wastewater Flow Treated To Date	198.1 MG or 608 AF

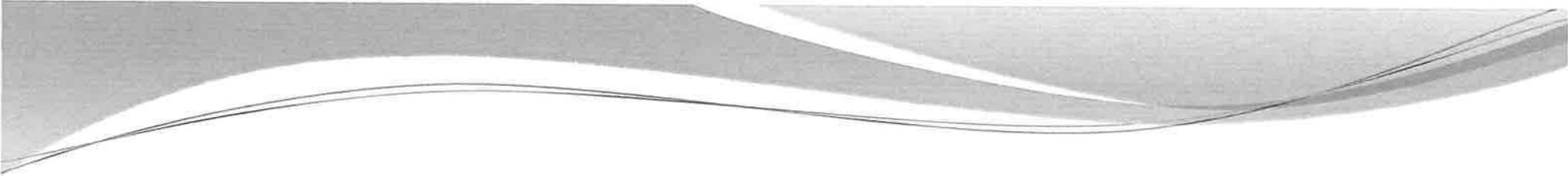
Operations – Wastewater System

- **Regulatory**

- State Water Resources Control Board
 - Routine monthly and quarterly reports submitted

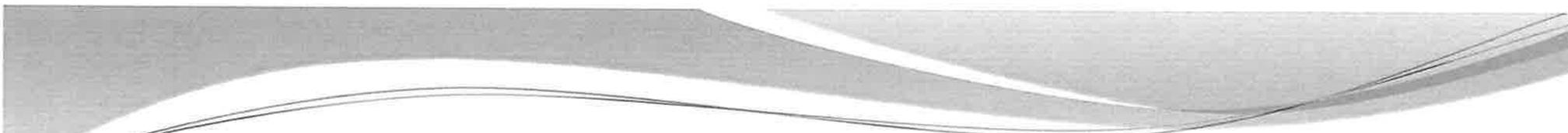
- **Other Wastewater Operations**

- Blower #1 back on line
- Blower #2 failure
- Plants installed along 101 frontage



COVID-19 Response Current Status

- Following CDC, state and local guidance
- Most operations employees vaccinated
- Staff working normal schedule
- Performing normal operations and maintenance tasks
- Monitoring inventory and availability of critical services, materials and supplies
- Continuing work on construction projects but schedules are being impacted due to delivery delays of equipment



Engineering and Operations

Questions

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER 

DATE: JULY 22, 2021



CONSENT AGENDA

The following items are considered routine and non-controversial by staff and may be approved by one motion if no member of the Board wishes an item removed. If discussion is desired, the item may be removed from the Consent Agenda by a Board member and will be considered separately at the conclusion of the Administrative Items. Individual items on the Consent Agenda are approved by the same vote that approves the Consent Agenda, unless an item is pulled for separate consideration. The recommendations for each item are noted in bracket. Members of the public may comment on the Consent Agenda items.

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

- D-1) WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE JULY 14, 2021, REGULAR BOARD MEETING MINUTES
[RECOMMEND APPROVE MINUTES]
- D-3) REVIEW INVESTMENT POLICY – SECOND QUARTER REPORT [RECOMMEND
ACCEPT AHD FILE REPORT]
- D-4) AUTHORIZE GENERAL MANAGER TO ENTER INTO A 3-YEAR AGREEMENT
WITH ESRI IN THE TOTAL AMOUNT OF \$58,190 FOR GIS SOFTWARE IN
SUPPORT OF UTILITY MAINTENANCE PROGRAM [RECOMMEND AUTHORIZE
GENERAL MANAGER TO ENTER INTO AN AGREEMENT WITH ESRI FOR GIS
SOFTWARE IN THE TOTAL AMOUNT OF \$58,190]

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER *MIG*

FROM: LISA BOGNUDA *LSB*
FINANCE DIRECTOR

DATE: JULY 23, 2021

AGENDA ITEM
D-1(A)
JULY 28 2021

WARRANTS

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$987,373.27
HAND WRITTEN CHECKS	NONE
VOIDED CHECKS	NONE



Nipomo Community Services District

Item D-1(A) Warrants JULY 28, 2021
By Payment Number

Payment Dates 07/28/2021 - 07/28/2021

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount	
Payment: 7398						
Applied Technology Group, In	Tejas Lift Station Repair	22373	07/28/2021		1,096.35	
					Payment 7398 Total:	<u>1,096.35</u>
Payment: 7399						
Aqua-Metric Sales, Co.	Meter supplies	83490	07/28/2021		1,506.00	
					Payment 7399 Total:	<u>1,506.00</u>
Payment: 7400						
Ashley Koontz	Washer Rebate	JULY 2021	07/28/2021		75.00	
					Payment 7400 Total:	<u>75.00</u>
Payment: 7401						
Bentley Systems, Inc.	WaterGEM/SewerGEMS Subs	48215082	07/28/2021		2,215.75	
					Payment 7401 Total:	<u>2,215.75</u>
Payment: 7402						
Bognuda, Lisa	Mileage reimbursement -SLO	JULY 2021	07/28/2021		27.44	
					Payment 7402 Total:	<u>27.44</u>
Payment: 7403						
Brenntag Pacific, Inc.	Sodium Hypochlorite	BPI161953	07/28/2021		278.85	
Brenntag Pacific, Inc.	Sodium Hypochlorite	BPI161952	07/28/2021		519.63	
					Payment 7403 Total:	<u>798.48</u>
Payment: 7404						
Brown, Kenneth	D1 Renewal 2021	JULY 2021	07/28/2021		55.00	
					Payment 7404 Total:	<u>55.00</u>
Payment: 7405						
Calleja, Derek	Certificate renewals	JULY 2021	07/28/2021		230.00	
					Payment 7405 Total:	<u>230.00</u>
Payment: 7406						
Canvas Solutions, Inc.	Work order software subscrip	65706	07/28/2021		168.49	
					Payment 7406 Total:	<u>168.49</u>
Payment: 7407						
Charter Communications	Internet - Shop and/or Office	0225708072221	07/28/2021		734.20	
Charter Communications	Internet - Shop and/or Office	0224495072021	07/28/2021		734.20	
					Payment 7407 Total:	<u>1,468.40</u>
Payment: 7408						
Excel Personnel Services, Inc.	Employment agency	3768433	07/28/2021		93.00	
					Payment 7408 Total:	<u>93.00</u>
Payment: 7409						
Executive Janitorial	Janitorial services	81343	07/28/2021		780.00	
					Payment 7409 Total:	<u>780.00</u>
Payment: 7410						
Famcon Pipe and Supply, Inc.	Operating supplies	S100057959.001	07/28/2021		389.87	
					Payment 7410 Total:	<u>389.87</u>
Payment: 7411						
Farm Supply Company	Operating supplies	78991	07/28/2021		99.07	
					Payment 7411 Total:	<u>99.07</u>
Payment: 7412						
FP Mailing Solutions	Postage Machine Rental	RI104959820	07/28/2021		351.35	
					Payment 7412 Total:	<u>351.35</u>

Item D-1(A) Warrants JULY 28, 2021

Payment Dates: 07/28/2021 - 07/28/2021

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount	
Payment: 7413						
Frontier Communications	Telephone	JULY 2021	07/28/2021		59.30	
					Payment 7413 Total:	59.30
Payment: 7414						
Hopkins Technical Products, I	Operating supplies	3621300749	07/28/2021		976.72	
					Payment 7414 Total:	976.72
Payment: 7415						
Iconix Waterworks (US) Inc.	Credit Memo return	U2115002822	07/28/2021		-190.47	
Iconix Waterworks (US) Inc.	Meter supplies	U2116034929	07/28/2021		1,301.22	
Iconix Waterworks (US) Inc.	Meter supplies	U2116036307	07/28/2021		578.44	
					Payment 7415 Total:	1,689.19
Payment: 7416						
Iglesias, Mario	Cell phone reimbursement	JULY 2021	07/28/2021		65.00	
					Payment 7416 Total:	65.00
Payment: 7417						
Mission Uniform Service	Uniforms	515117600	07/28/2021		234.52	
Mission Uniform Service	Uniforms	515154741	07/28/2021		201.13	
					Payment 7417 Total:	435.65
Payment: 7418						
NexTraq	GPS subscription	AT01573594	07/28/2021		419.25	
					Payment 7418 Total:	419.25
Payment: 7419						
Office Depot	Office supplies	180863668001	07/28/2021		99.80	
Office Depot	Office supplies	182273912001	07/28/2021		198.28	
Office Depot	Office supplies	180536735001	07/28/2021		18.00	
					Payment 7419 Total:	316.08
Payment: 7420						
Perry's Electric Motors & Cont	Pump repair	25290	07/28/2021		1,041.33	
					Payment 7420 Total:	1,041.33
Payment: 7421						
PG&E	Electricity	JULY 2021	07/28/2021		61,691.79	
					Payment 7421 Total:	61,691.79
Payment: 7422						
Polydyne, Inc.	Clarifloc	1560341	07/28/2021		649.38	
					Payment 7422 Total:	649.38
Payment: 7423						
Pumping Solutions Inc.	Operating supplies	3059338	07/28/2021		20.42	
					Payment 7423 Total:	20.42
Payment: 7424						
Ray Morgan Company	B&W/Color copies	3375978	07/28/2021		133.69	
Ray Morgan Company	B&W/Color copies	337979	07/28/2021		276.40	
					Payment 7424 Total:	410.09
Payment: 7425						
Santa Maria Ford Lincoln	Vehicle repair/maintenance	205959	07/28/2021		125.95	
					Payment 7425 Total:	125.95
Payment: 7426						
Simplot Grower Solutions	CAN 17	780144306	07/28/2021		617.76	
					Payment 7426 Total:	617.76
Payment: 7427						
SoCalGas	Heat - shop/office	JULY 2021A	07/28/2021		17.30	
SoCalGas	Heat - shop/office	JULY 2021	07/28/2021		20.88	
					Payment 7427 Total:	38.18
Payment: 7428						
Underground Service Alert of	Service alerts subscription	1552822021	07/28/2021		766.70	
					Payment 7428 Total:	766.70

Item D-1(A) Warrants JULY 28, 2021

Payment Dates: 07/28/2021 - 07/28/2021

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
Payment: 7429					
USA Bluebook	Maintenance Kit for CL17	652629	07/28/2021		5,155.51
USA Bluebook	Maintenance Kit for CL17	652536	07/28/2021		1,583.64
USA Bluebook	CHEMKEY	661356	07/28/2021		394.02
				Payment 7429 Total:	7,133.17
Payment: 7430					
Brenntag Pacific, Inc.	Sodium Hypochlorite	BPI158065	07/28/2021		437.61
Brenntag Pacific, Inc.	Sodium Hypochlorite	BPI158066	07/28/2021		827.24
				Payment 7430 Total:	1,264.85
Payment: 7431					
Cannon Corporation	Palms Lift Station ESDC	76950	07/28/2021		9,340.75
				Payment 7431 Total:	9,340.75
Payment: 7432					
City of Santa Maria	Water purchased 4-1-21 to 6-	85653	07/28/2021		623,668.61
				Payment 7432 Total:	623,668.61
Payment: 7433					
Cushman Contracting Corpora	Southland WWTF Screw Press	SP-6	07/28/2021		173,404.45
				Payment 7433 Total:	173,404.45
Payment: 7434					
Cushman Contracting FBO Nip	Retention Payment for Southl	RET PMT 06	07/28/2021		9,126.55
				Payment 7434 Total:	9,126.55
Payment: 7435					
Electricraft, Inc.	Service repair	16147	07/28/2021		237.00
				Payment 7435 Total:	237.00
Payment: 7436					
EMCOR Services Mesa Energy	HVAC Preventative Maintenanc	962002419	07/28/2021		1,325.25
				Payment 7436 Total:	1,325.25
Payment: 7437					
Engel & Gray, Inc.	Biosolids collection	16X00010	07/28/2021		10,152.19
				Payment 7437 Total:	10,152.19
Payment: 7438					
Excel Personnel Services, Inc.	Employment agency	3763819	07/28/2021		465.00
				Payment 7438 Total:	465.00
Payment: 7439					
FGL Environmental	Lab tests	181275A	07/28/2021		601.00
				Payment 7439 Total:	601.00
Payment: 7440					
Iconix Waterworks (US) Inc.	Operating supplies	U2116031088	07/28/2021		219.37
Iconix Waterworks (US) Inc.	Credit memo	U2115001773	07/28/2021		-50.30
				Payment 7440 Total:	169.07
Payment: 7441					
MNS Engineers, Inc.	Construction Management- S	78324	07/28/2021		33,060.00
MNS Engineers, Inc.	Construction Management- S	78323	07/28/2021		2,314.50
MNS Engineers, Inc.	Construction Management-Pa	78325	07/28/2021		3,047.50
				Payment 7441 Total:	38,422.00
Payment: 7442					
R. Baker, Inc.	Water meter change assistanc	1522-4	07/28/2021		2,540.00
				Payment 7442 Total:	2,540.00
Payment: 7443					
Ray Morgan Company	Canon IPF TX-3100 Plotter	2164652	07/28/2021		9,110.89
				Payment 7443 Total:	9,110.89
Payment: 7444					
Richards, Watson & Gershon	Water Rights Adjudication	232625	07/28/2021		5,619.50
				Payment 7444 Total:	5,619.50

Item D-1(A) Warrants JULY 28, 2021

Payment Dates: 07/28/2021 - 07/28/2021

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
Payment: 7445					
Richards, Watson & Gershon	General Legal Services June 2	232624	07/28/2021		6,185.44
Payment 7445 Total:					<u>6,185.44</u>
Payment: 7446					
Richards, Watson & Gershon	Dana Reserve Legal	232626	07/28/2021		232.50
Payment 7446 Total:					<u>232.50</u>
Payment: 7447					
Rogers, Anderson, Malody & S	Progress billing for FY 20-21	66184	07/28/2021		5,400.00
Payment 7447 Total:					<u>5,400.00</u>
Payment: 7448					
Santa Maria Ford Lincoln	Vehicle repair/maintenance	204350	07/28/2021		46.10
Santa Maria Ford Lincoln	Vehicle repair/maintenance	204729	07/28/2021		162.72
Santa Maria Ford Lincoln	Vehicle repair/maintenance	203776	07/28/2021		127.89
Santa Maria Ford Lincoln	Vehicle repair/maintenance	205283	07/28/2021		395.87
Santa Maria Ford Lincoln	Vehicle repair/maintenance	204710	07/28/2021		539.44
Payment 7448 Total:					<u>1,272.02</u>
Payment: 7449					
SLO County Environmental He	Cross Connection Services	IN0132296	07/28/2021		1,626.10
Payment 7449 Total:					<u>1,626.10</u>
Payment: 7450					
Staples	Office supplies	JUN2021	07/28/2021		275.93
Payment 7450 Total:					<u>275.93</u>
Payment: 7451					
Statewide Traffic Safety & Sign	Traffic Safety for meter chang	3428130504	07/28/2021		975.00
Payment 7451 Total:					<u>975.00</u>
Payment: 7452					
UPS Store #6031	Shipping	23	07/28/2021		145.35
Payment 7452 Total:					<u>145.35</u>
Payment: 7453					
USA Bluebook	Operating supplies	644375	07/28/2021		3.66
Payment 7453 Total:					<u>3.66</u>

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS #
GENERAL MANAGER

FROM: LISA BOGNUDA LBS
FINANCE DIRECTOR

DATE: JULY 23, 2021

AGENDA ITEM
D-1(B)
JULY 28, 2021

WARRANTS – BLACKLAKE ASSESSMENT DISTRICT 2020 -1

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$33,008.50
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Nipomo Community Services District

Item D-1(B) Warrants JULY 28, 2021

By Payment Number

Payment Dates 07/28/2021 - 07/28/2021

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
Payment: 25 Cannon Corporation	Blacklake Sewer Consolidatio	76956	07/28/2021		33,008.50
				Payment 25 Total:	<u>33,008.50</u>

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER 

DATE: JULY 22, 2021

AGENDA ITEM

D-2

JULY 28, 2021

**APPROVE JULY 14, 2021
REGULAR BOARD MEETING MINUTES**

ITEM

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

BACKGROUND

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

RECOMMENDATION

Approve Minutes

ATTACHMENT

- A. July 14, 2021 draft Regular Board Meeting Minutes

JULY 28, 2021

ITEM D-2

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community since 1965

DRAFT REGULAR MINUTES

JULY 14, 2021 AT 9:00 A.M.

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

BOARD of DIRECTORS

ED EBY, PRESIDENT
DAN ALLEN GADDIS, VICE PRESIDENT
BOB BLAIR, DIRECTOR
DAN WOODSON, DIRECTOR
RICHARD MALVAROSE, DIRECTOR

PRINCIPAL STAFF

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

Mission Statement:

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

A. CALL TO ORDER AND FLAG SALUTE

President Eby called the Regular Meeting of July 14, 2021, to order at 9:00 a.m. and led the flag salute.

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

At Roll Call, Directors Woodson, Blair, and Eby were present. Director Gaddis and Malvarose were absent.

A public comment in email form was given to each Board Member.

C. PRESENTATIONS AND REPORTS

- C-1) DIRECTORS' ANNOUNCEMENTS OF DISTRICT AND COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES AND SEMINARS.
Receive Announcements and Reports from Directors

Director Eby

- *July 6, attended Board Officers' meeting*
- *July 6, attended Blacklake Management Association meeting*
- *July 8, attended NMMA Technical Group meeting*

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

There were no public comments.

D. CONSENT AGENDA

- D-1) WARRANTS [RECOMMEND APPROVAL]
D-2) APPROVE JUNE 23, 2021, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
REGULAR MEETING
MINUTES

There were no public comments.

Upon the motion of Director Woodson and seconded, the Board approved the Consent Agenda.

Vote 3-0-2

YES VOTES	ABSTAIN	ABSENT
<i>Directors Woodson, Eby, and Blair</i>	<i>None</i>	<i>Directors Gaddis and Malvarose</i>

E. GENERAL MANAGER'S REPORT

None

F. COMMITTEE REPORTS

None.

G. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

None.

H. 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**

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

ADJOURN MEETING

President Eby adjourned the meeting at 10:11 p.m.

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	0 hour 04 minutes
Closed Session	1 hour 07 minutes
TOTAL HOURS	1 hour 11 minutes

Respectfully submitted,

Mario Iglesias, General Manager and Secretary to the Board

Date

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER

**AGENDA ITEM
D-3
JULY 28, 2021**

DATE: JULY 23, 2021

INVESTMENT POLICY –QUARTERLY REPORT

ITEM

Review Investment Policy Quarterly Report [RECOMMEND ACCEPT AND FILE REPORT]

BACKGROUND

The District's Investment Policy requires the Treasurer/Finance Officer file a quarterly report that identifies the District's investments and their compliance with the policy. The quarterly report is considered by the Board of Directors and is filed with the District's auditor.

As District Treasurer/Finance Officer, I am pleased to inform the Board of Directors that the District is in compliance with the Investment Policy and that the objectives of safety, liquidity, and yield have been met. The District has the ability to meet cash flow requirements for the next six months.

INVESTMENT POLICY-QUARTERLY REPORT 6/30/21

Investment	Institution	Amount of Deposit 6/30/21	Rate of Interest as of 6/30/21	Quarterly Interest Earned or Accrued 6/30/20	Amount of Deposit 6/30/20	Rate of Interest as of 6/30/20	Quarterly Interest Earned or Accrued 6/30/20
Public Checking (1)	Mechanics Bank	\$118,148.68	n/a	n/a	\$688,949.58	n/a	n/a
Pooled Money Investment	Local Agency Investment Fund (LAIF)	\$17,379,902.26	0.33%	\$14,264.05	\$19,621,916.49	1.36%	\$69,637.97
Savings-NSWP Funded Replace (2)	Five Star	\$1,231,336.44	0.32%	\$1,031.26	\$1,017,644.70	1.41%	\$4,002.77
Savings-Improvement Bonds(3)	Mechanics Bank	\$3,088.64	0.02%	\$0.16	\$32,367.55	.05%	\$4.04
Savings-Performance Bonds(3)	Five Star	\$19,103.53	0.32%	\$16.34	\$18,985.49	1.41%	\$77.05
Savings-Performance Bonds (3)	Five Star	\$107,460.73	0.32%	\$91.92	n/a	n/a	n/a
Savings-BL A/D 93-1 (4)	Five Star	\$955,250.37	0.32%	\$817.11	\$877,466.95	1.41%	\$499.50
Checking-BL A/D 93-1 (4)	Five Star	691,640.71	0.32%	\$625.19	n/a	n/a	n/a

- (1) Analyzed Account
- (2) Nipomo Supplemental Water (NSWP) Funded Replacement Fund
- (3) Held in Trust – to be returned to developer upon completion of projects
- (4) Held in Trust – Blacklake Assessment District 2020-1
- n/a Not applicable

RECOMMENDATION

After Board consideration and public comment, it is recommended that your Honorable Board accept the quarterly report and direct staff to file the Report with District Auditor.

ATTACHMENTS

None

TO: BOARD OF DIRECTOR
REVIEWED: MARIO IGLESIAS
GENERAL MANAGER
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS

**AGENDA ITEM
D-4
JULY 28, 2021**

DATE: July 21, 2021

**AUTHORIZE GENERAL MANAGER TO ENTER INTO A 3-YEAR
AGREEMENT WITH ESRI IN THE TOTAL AMOUNT OF \$58,190 FOR
GIS SOFTWARE IN SUPPORT OF UTILITY MAINTENANCE PROGRAM**

ITEM

Authorize the General Manager to enter into a 3-year agreement with ESRI for GIS software in support District water and sewer maintenance programs for a total amount of \$58,190 [RECOMMEND AUTHORIZE GENERAL MANAGER TO ENTER INTO AN AGREEMENT WITH ESRI FOR GIS SOFTWARE IN THE TOTAL AMOUNT OF \$58,190].

BACKGROUND

The District has invested millions in water and sewer facilities over its 55 plus year history. Maintaining accurate information about facilities and assets in order to effectively and efficiently sustain and extend the life-cycle of the District's infrastructure is beneficial to customers. Technology that supports field data collection and asset condition analytics allows staff to better understand total asset condition, easily track maintenance activities and make better decisions when directing limited resources to critical and timely infrastructure needs.

Geographical Information Systems (GIS) combine the best of computer aided drafting (CAD) and database technology to create intelligent maps that are able to be linked to other important databases, such as customer billing and other information. The District's current GIS system is a desktop computer-based system. While the District's existing GIS database is updated regularly, the desktop computer-based system cannot be linked in real time to other District databases. This makes updating databases that rely on GIS a manual time-consuming process.

Over the course of the last 3 years, District staff has been engaged in managing and collecting field data through the use of electronic hand-held devices equipped with Sedaru software. The District's Sedaru application was built using the District's existing ESRI GIS database. A manual update process must be utilized periodically to synchronize the GIS and Sedaru databases. With the expanding use of Sedaru, the need to upgrade the District's existing ESRI GIS software to link in a real time manner to provide more timely updates and better support Sedaru has become more evident.

Staff explored various options for purchasing the server level GIS license that would provide the capability to link real time with Sedaru. ESRI offers a three-year Small Utility Enterprise Agreement (SUEA) that would provide the District with server level licensing it needs for 15 field employees at a cost of \$10,875 per year. In addition, there is a one-time cost of \$22,000 for ESRI to install and configure the software on the District's system. ESRI also offered 5 days of training at a discounted amount of \$3,565 to train District staff to manage the server-based GIS system.

FISCAL IMPACT

The breakdown of the total three-year cost to upgrade the District's GIS system is as follows:

Description	Year 1	Year 2	Year 3
SUEA Agreement	\$10,875	\$10,875	\$10,875
Installation	\$22,000	\$0	\$0
Training (Optional)	\$ 3,565	\$0	\$0
Total	\$36,440	\$10,875	\$10,875

The total three-year cost is \$58,190. The District's current ongoing cost for the existing ESRI desktop GIS license is \$2,500 per year, which will no longer be incurred with the new agreement. Thus, the District's net cost for year 1 will be \$33,940 and \$8,375 for subsequent years 2 and 3.

The FY 21-22 budget includes funding in the amount of \$36,000 for upgrading the District's GIS system.

RECOMMENDATION

Staff recommends that your Board authorize the General Manager to enter into a 3-year Small Utility Enterprise Agreement with ESRI for a total amount of \$58,190 in support of the District's water and sewer maintenance program.

ATTACHMENTS

None.