

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER

DATE: October 21, 2021

**AGENDA ITEM
E-2
OCTOBER 27, 2021**

CONSIDER PARTICIPATING IN THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION ELECTION PROCESS BY VOTING FOR A CANDIDATE TO FILL THE ASSOCIATION'S ALTERNATE REPRESENTATIVE SEAT ON THE INTEGRATED WASTE MANAGEMENT AUTHORITY ("IWMA") BOARD OF DIRECTORS

ITEM

Consider Nipomo Community Services District's participation in the California Special District Association ("CSDA") election of an alternate representative to the Integrated Waste Management Authority's Board of Directors. [RECOMMEND REVIEW CANDIDATE STATEMENTS AND DIRECT STAFF].

BACKGROUND

CSDA is looking to fill an alternate seat on the IWMA Board of Directors that would represent the CSDA's interests should the primary CSDA representative be unable to attend a Board function. The CSDA Chapter Chairman called for candidates to submit letters of interest. Two individuals have filed a letter of interest and those letters are attached for your Board's review [Attachment A].

FISCAL IMPACT

Minimal cost to prepare staff report.

RECOMMENDATION

Consider the information and should your Board desire, select a candidate from the two listed candidates, and direct staff to submit your choice to the CSDA Board Chairman.

ATTACHMENTS

- A. Candidates Letters of Interest to Serve as CSDA Alternate on IWMA Board of Directors

OCTOBER 27, 2021

ITEM E-2

ATTACHMENT A

Tom Gray

Mr. Gray and his wife, Barbara, have been Cambria homeowners since 2005 and full-time residents since 2009. He is now retired from a career in journalism and communications consulting, including editorial positions at the Daily News of Los Angeles and Investor's Business Daily. He holds degrees from Stanford University (B.A.), UCLA (M.A.) and California Lutheran University (M.B.A.).

Tom has been active in a number of advisory roles concerning land-use planning, water supply and infrastructure. He has served as chair of the North Coast Advisory Council (NCAC), chair of the NCAC's Land Use Committee and co-chair of its transportation committee. He has also been a member of the Cambria Community Services District's Resources & Infrastructure Committee. He is currently the chairman of the Finance Committee at CCSD. On a regional level, he has been the Second Supervisorial District representative on the San Luis Obispo County Water Resources Advisory Committee.

Please Elect

Daniel Burgess, HRCSD Director

term of 2020 through 2024

For

IWMA Alternate Director Seat

Dear Fellow Directors,

With the up-coming selection for the IWMA Alternate Director seat position just a few weeks away, I ask that you please vote for me, **Daniel Burgess**. I have served on the HRCSD Board diligently for the past thirteen and a half years. I am on my fourth term (3 years left on the 4th term) and plan to maybe run for a fifth. I have attended 150 of my last 158 meetings and I make it a point to go to the CSD office at least once a week, so I am always fully aware of the issues. This shows the commitment that I will also have if selected to IWMA.

I feel that I have the valued experience that's needed for this position. I have been a General Contractor for 35 years. As a self-employed contractor, I have done small housing projects, large scale housing tract projects, large commercial buildings, road and bridge retrofit projects, and large underground utility projects. With that experience I do understand Waste Management well. I now work for PG&E as an IT Infrastructure and Operations Supervisor. In my current position I am in charge of all the Computer Field analysts, Engineers, Desktop support, all computing hardware, emergency back-up systems for IT and Plant communications. This involves direct actions with DCPD Plant Control, SLO county Sheriff 911, CDF Fire, SLO IT, Office of Emergency Services, PGE Emergency Planning, and all other utilities like Verizon etc. I have been an elected Director of the HRCSD for the past thirteen years, serving four times as President. I have also sat on the Board of Directors of Heritage Ranch HOA. We work closely with Public officials, and all county Departments. We are now currently working on three new tract developments and a spillway project. So, I understand the most complex issues with the construction, real estate development, the utility industry, and the community safety aspect. I understand the business end of a CSD, I understand the business end of a large utilities company, and most of all I understand the needs of the people impacted with real estate development and landfill issues. With that said, I feel that I'm completely qualified for this position on the IWMA Board of Directors.


My family and I have resided in the county since 2000 and have been property owners in SLO County since 1996; we have a stake in the wellbeing of the community, and the growth of the County. I'm writing this letter not as a politician, but as just a regular person like you. I am married 31 years, father of two, my son is a fireman, and my daughter is a teacher. So, you see, I have the regular concerns like everybody else.

So, with your vote, please let me represent you.

Thank you

Daniel Burgess

HRCSD Director

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

**AGENDA ITEM
 F
 OCTOBER 27, 2021**

GENERAL MANAGER'S REPORT

ITEM

Standing report to your Honorable Board -- *Period covered by this report is October 10, 2021 through October 23, 2021.*

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 September and Fiscal Year-to-date data of these items. The District did not impose late fees during the reporting period January 2021 through June 2021. July 2021 was the first month this calendar year that late fees were charged.

OFFICE ACTIVITIES

	Sept 21	Jan 21 - Dec 21
Reports of Water Waste	0	0
Leak Adjustments	0	8
Leak Adjustment Amount	\$0	\$7,427
Late Fee Waivers (Fees Start 7/1/21)	12	22
Late Fee Waiver Adjustment Amount	\$414	\$1,269

Water Resources

	Sept-21	Jul 21 - Jun 22
Groundwater Production	89.7	302.0
Supplemental Water Imported	<u>94.2</u>	<u>291.6</u>
Total Production	183.9	593.6

The District's total combined production, including groundwater production wells and supplemental water imported through the Joshua Road Pump Station, registered 183.9 AF for the month of September 2021.

NCSD imported 94.2 AF of water over the 30 day period in September, averaging 710 gallons per minute for an average total over 1 million gallons per day. For fiscal year 2021-22 the District must import at least 1,000 AF (84 AF per month on average) of supplemental water to meet the contractual obligation it has with the City of Santa Maria. The District has imported 291.6 AF of water for the first three months of the 12 month period, July 2021 through June 2022. Compared to the District's required 1,000 AF [Contract Amount], at the current take level, the District would be 40 AF over the minimum water import requirement for the fiscal year ending June 30, 2022.

NCSD GW Reduction

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

	Sep-21	Jul 21 – Sep 21
NCSD GW Well Production	89.7	302.0
Purveyor Customer Credit (33.3% of Import Water)	31.4	97.2
NCSD Total Calculated GW Production	121.1	399.2
Average GW Production for 2009-2013	264.7	840.6
NCSD Percentage of GW Reduction	54%	53%

2022 Fiscal Year Groundwater Pumping Forecast

Table 3 projects the District’s groundwater pumping reduction for the 2022 Fiscal Year. Under the current Stage 4 of the NMMA Water Shortage Response Stages, the targeted groundwater pumping reduction goal is to pump a total of 1,266 AFY (50% of 2009-2013 average District GW Pumping). July 2021 through September 2021 actual production and October 2020 through June 2021 historic production are combined to estimate the projected estimate.

Each year water demand trends slightly different depending upon the weather, a major factor that drives water consumption. As actual data replaces projected data, the value of the table to provide year-end groundwater reduction targets becomes more reliable and aids staff in recognizing opportunities for shifting water production strategies. Table 3 shows the District falling short of its pumping reduction goals for fiscal year 2022 by approximately 103 acft. Efforts will be made to reduce the shortfall. New pumps at JRPS will be installed in the second quarter of the fiscal year and once installed will add to the District’s import water capacity.

Table 3 projects the District’s groundwater pumping reduction for the Fiscal Year 2022.

	Sep-21	Year-to-Date Jul-Jun 2022	Target	Over/(Under)	
NCSD GW Well Production	89.7	1,018.2			
Purveyor Customer Credit (33.3% of Import Water)	31.4	351.0			
NCSD Total Calculated GW Production	121.0	1,369.2	1,266.0	(103.23)	AcFt
Average GW Production for 2009-2013	264.7	2,533.4	2,533.4		
NCSD Percentage of GW Reduction	54%	46%	50.0%		

Table 4 compares the previous year's groundwater pumping with the current year's groundwater pumping for the same period.

Table 4. FY 20201 vs. FY 2020 Groundwater Pumping

	Sep-21	Jul 21 -Sep 21	Sep-20	Jul 20-Sep 20
NCSD GW Well Production	89.7	302.0	82.0	300.4
Purveyor Customer Credit (33.3% of Import Water)	31.4	97.2	36.3	104.9
NCSD Total Calculated GW Production	121.0	399.2	118.3	405.3
Average GW Production for 2009-2013	264.7	840.6	264.7	840.6
NCSD Percentage of GW Reduction	54.3%	52.5%	55.3%	51.8%

Rainfall Gauge

(Reported in inches)	Nipomo East (Dana Hills Reservoirs)	Nipomo South (Southland Plant)
Sept 2021 Total	0.00	0.08
July-2021 through June-2022 (Season Total)	0.00	0.12
Oct 1, 2021 – Oct 8, 2021	0.00	0.00
Total Rainfall to date	0.00	0.12
County Reported Avg. Ann. Year Rainfall	18.0 ¹	14.0 ²
2006 - 2020 Avg. Ann. Year Rainfall*	15.39	13.30
2006 - 2020 Median Ann. Rainfall*	12.64	11.30

*Data from County website

Safety Program

No Safety Incidents to Report

Other Items

- COVID19 NCSD Response Plan Update [Attachment A]

Connection Report

Nipomo Community Services District Water and Sewer Connections	END OF MONTH REPORT											
	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Water Connections (Total)	4476	4477	4485	4486	4495	4496	4496	4500	4500			
Sewer Connections (Total)	3243	3243	3250	3250	3259	3260	3260	3264	3264			
New Water Connections	1	1	8	1	9	1	0	4	0			
New Sewer Connection	1	0	7	0	9	1	0	4	0			
Galaxy & PSHH at Orchard and Division Sewer Connections billed to the County	477	477	477	477	478	478	478	478	478			

The Connection Report is current to September 2, 2021

Supplemental Water Capacity Accounting

Summary Since January 25, 2008

	Number of Equivalent Meters	AFY
Supplemental Water Available for Allocation	947	500.0
Supplemental Water Reserved (Will Serve Letter Issued)	130	-68.6
Subtotal Net Supplemental Water Available for Allocation	817	431.4
Supplemental Water Assigned (Intent-to-Serve Issued)	176	-92.4
Total Remaining Supplemental Water Available for Allocation	641	339.0

As of October 5, 2021

Meetings (October 11 through October 22)

Meetings Attended (telephonically or in person):

- Oct 11, Staff Mtg. – Admin Supervisor Mtg.
- Oct 11, Eagle Aerial – SB 606 Compliance
- Oct 12, Staff Mtg. - Cust. Service Specialist
- Oct 12, Eng/Admin Coordination Meeting
- Oct 12, Rate Consultant – 2012 COP Refin.
- Oct 13, Rotary
- Oct 13, Regular NCSD Board Meeting
- Oct 13, Exec. Team After-Board Meeting
- Oct 14, Code Book Review/Edit Staff Workshop
- Oct 14, De Crinis – Financial Consultant 2012 COPs
- Oct 15, Staff Mtg. - Admin Supervisor Mtg.
- Oct 18, Staff Mtg. - Cust. Service Specialist
- Oct 18, Board Officer Mtg.
- Oct 19, NCSD Management Team Mtg.
- Oct 20, Rotary
- Oct 20, Sedaru Software Overview
- Oct 21, Staff Interview – Temp Employee
- Oct 21, Sedaru – Meter Change-out Workflow
- Oct 22, Staff Mtg. - Admin Supervisor Mtg.
- Oct 22, De Crinis – Financial Consultant 2012 COPs

Meetings Scheduled (October 25 through October 29):

Upcoming Meetings (telephonically or in person):

- Oct 25, Staff Mtg. - Cust. Service Specialist
- Oct 25, NMMA-TG Purveyor Manager's Meeting
- Oct 26, Staff Mtg. - Admin Supervisor Mtg.
- Oct 26, Eng/Admin Coordination Meeting

- *Oct 27, Rotary*
- *Oct 27, Regular NCSD Board Meeting*
- *Oct 27, Exec. Team After-Board Meeting*
- *Oct 28, SLO County Water Action Team Mtg.*
- *Oct 29, Staff Mtg. - Cust. Service Specialist*
- *Oct 29, NMMA-TG Meeting*

Upcoming Water Resource and Other Meetings

Upcoming Standing Meetings:

- *NMMA-TG: October 29th (Friday) @ 10:00 AM, Conf. Call*
- *RWVG: November 3rd (Wednesday) @ 10:00 AM – Zoom Meeting*
- *WRAC: November 3rd (Wednesday) @ 1:30 PM, Zoom Meeting*
- *NMMA Purveyor Meeting: October 25th (Monday) @ 11:00 PM, Zoom Meeting*
- *NCSD Board Officer Meeting: November 1st (Monday) @ 2:00 PM, NCSD Conf. Rm.*

RECOMMENDATION

Staff seeks direction and input from your Board

ATTACHMENTS

- A. COVID19 - NCSD Response Plan

OCTOBER 27, 2021

ITEM F

ATTACHMENT A

Date: October 27, 2021 Board Meeting
Response Activities to COVID19 Health Emergency
Prepared by: Mario Iglesias, General Manager

DISTRICT RESPONSE TO COVID-19, Updated October 22, 2021

New Actions

County Health COVID19 Rapid Test on Back Order – NCSD requesting additional tests. Sufficient tests to sustain testing protocol through November 2021.

Admin Office COVID19 Testing: from Oct 1 through October 21 = 10 Test Conducted (all negative)

Corp Yard: Will Report COVID19 Testing results at the end of the Month (October).

Personnel on Quarantine

Office Personnel: [No Change]

No administrative personnel affected at this time

Operational Personnel: [No Change]

No operational personnel affected at this time. (One was quarantined week of 9/6/21)

Vaccine Update: [No Change]

- 17 District Personnel received their second dose of the vaccine.
- 3 employees declined vaccination

Ongoing Actions

1. Following SLO Co. Masking guidelines
2. Following Cal/OSHA guidelines
3. Participate in SLO County EOC Briefings
4. Review SLO County EOC Status Reports
5. Practicing Social Distancing
6. Face coverings are required when employees are in District Buildings when they are away from their work stations
7. Office Rules for Safe Customer Management – CDC Guidance Enforced

Previous Actions

1. For the Month of September, District Staff Tested 44 times (all negative results)
2. Mask Mandate Requirement Update – As of September 1, 2021, masks must be worn indoors at public facilities.
3. COVID19 Rapid Test Kits secured from SLO County at no cost to provide weekly work-place testing.
4. NCSD Board Passes Resolution Declaring Emergency in District [Res. 2020-1550, Mar. 24, 2020]
5. Admin Office Closed to the Public
 - a. Meetings are virtual – Conference Calls
6. Discontinued: Split staff into two teams
 - a. See schedule on Response Plan
7. Received directions for FEMA Public Assistance – Cost Tracking Guidance
8. Governor's Executive Order – No Water Turn-offs
 - a. District instituted this policy as well as a No Late Fee – No Penalty Fees
9. Wipe-down between shifts

Date: October 27, 2021 Board Meeting
Response Activities to COVID19 Health Emergency
Prepared by: Mario Iglesias, General Manager

10. Each operator in separate designated vehicle.
11. Received additional PPE. Administration Staff will be on normal schedule 8-4:30 starting Monday May 18th
12. Operations Staff are on normal 7:00 am to 3:30 pm work schedule as of Monday, May 4th. County opened up construction sites.
13. Expanded Customer Service Work to include site visits for investigations (high bills, meter issues) week of May 11
14. Trailers for quarantine have been returned – May 1
15. District to begin wastewater sampling in conjunction with County effort to determine presence of COVID19 in communities – May 11
16. Temporary Admin Support Workers brought back to Office (Provider incentivized due to PPP Funds) – June 1
17. Lobby Modifications: Glass is equipped with speaker plates to allow the communication between customer and clerk without opening the sliding window.
18. Board Meetings open to the public.
19. County Offices Continued Closed with Appointments provided to some departments as needed.
20. June 18, 2020, Governor Order issued requiring face masks be worn in public places. District management purchased disposable face masks for staff, Board Members, and any public that attends District Board Meetings and lack a face mask.
21. The customer counter window modifications at the office are completed.
22. Capital Improvement Projects continue to be impacted and schedules for completion continue to be pushed back due to material delivery delays.
23. Administrative Office open to public – April 19, 2021