

TO: BOARD OF DIRECTORS
FROM: MARIO IGLESIAS
GENERAL MANAGER
DATE: APRIL 20, 2018

AGENDA ITEM
C
APRIL 25, 2018

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

- C-2) DIRECTORS' ANNOUNCEMENTS OF DISTRICT & COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES, AND SEMINARS.
Receive Announcements and 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: MARIO E. IGLESIAS
GENERAL MANAGER
DATE: APRIL 19, 2018

AGENDA ITEM
C-1
APRIL 25, 2018

**2018 SECOND QUARTER
DIRECTOR OF ENGINEERING AND OPERATIONS REPORT ON
DISTRICT PROJECTS SYSTEM-WIDE**

ITEM

Engineering and Operations update for January to March 2018 [NO ACTION REQUESTED].

BACKGROUND

Director of Engineering and Operations, Peter Sevcik will overview his update (attached) and discuss District projects for the January to March 2018 period.

RECOMMENDATION

Staff recommends that your Honorable Board receive the update.

ATTACHMENTS

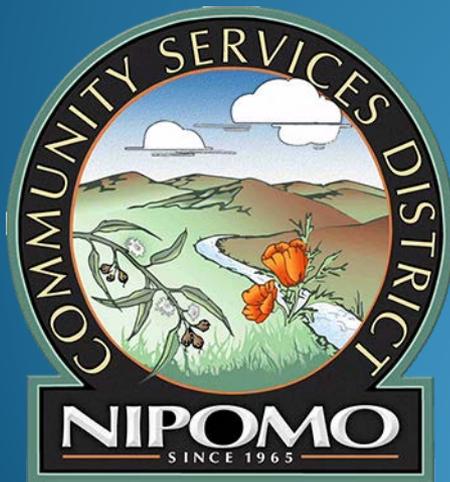
- A. Engineering and Operations Update for January to March 2018

APRIL 25, 2018

ITEM C-1

ATTACHMENT A

Engineering and Operations Update – January to March 2018



Peter V. Sevcik, P.E.
Director of Engineering and Operations
Nipomo Community Services District
April 25, 2018

Projects in Design

Eureka Well Replacement

- Well drilling design in progress
- Easement acquisition in progress
 - Need to secure temporary construction easements for development water disposal
- Tentative Bid Date - On hold until easements secured
- Budgeted Project Cost \$1,000,000

Projects in Planning

Supplemental Water Project Interconnects

- Concept Design Reports for three interconnects in progress
 - Golden State Water Company Nipomo
 - Golden State Water Company Cypress Ridge
 - Woodlands Mutual Water Company
- Surveying and geotechnical investigations completed
- Budgeted Project Cost \$500,000 in FY 17/18 and \$250,000 in FY 18/19

Projects in Design

Nipomo Palms Lift Station Replacement

- 90% design plans - District review pending
- Budgeted Project Cost \$800,000

Woodgreen Lift Station Replacement

- Design on hold
- Coordinating design with Blacklake Fairways HOA and BLMA
- Budgeted Project Cost \$610,000

Projects in Design

Southland WWTF Storage Building

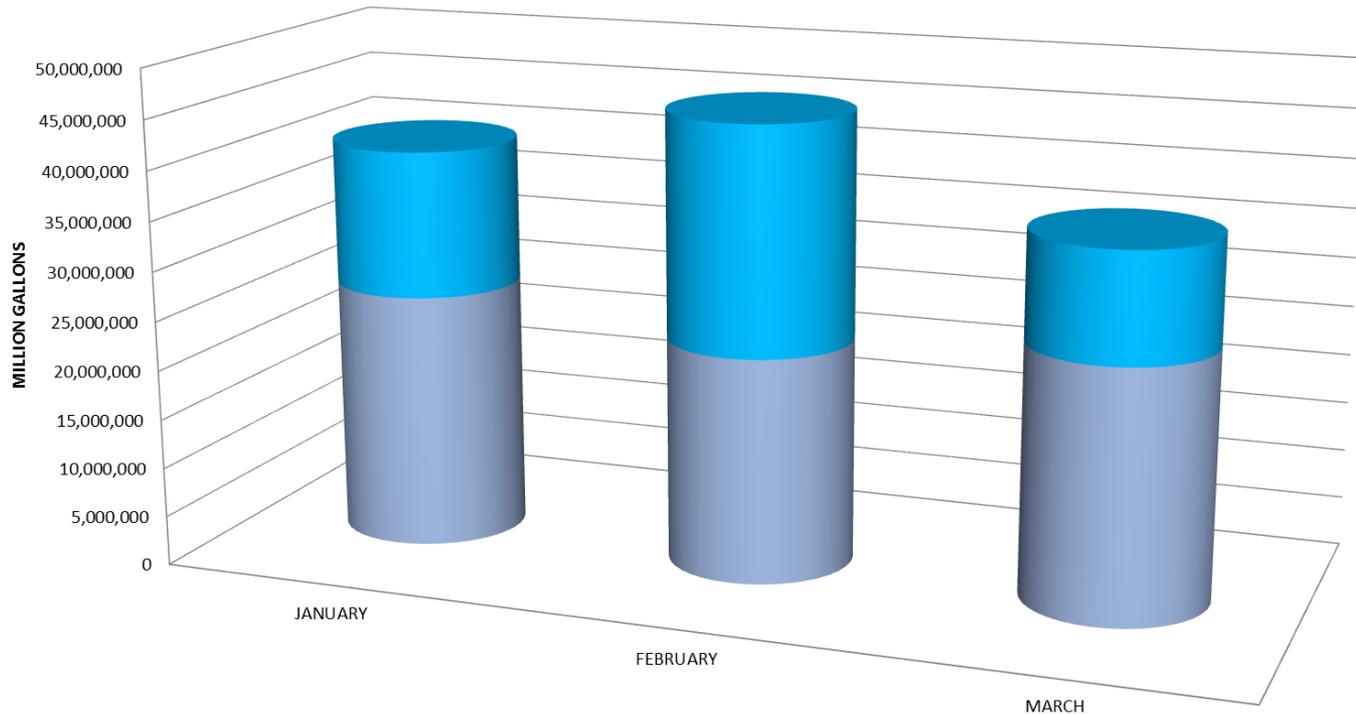
- Bid documents being finalized
- Anticipated Bid Date May 2017
- Budgeted Project Cost \$150,000

Branch Street Waterline Replacement Project

- 90% design plans completed – on hold
- Property owner right of entry acquisition – on hold
- Budgeted Project Cost \$650,000

Operations – Water System

2018 Water Production

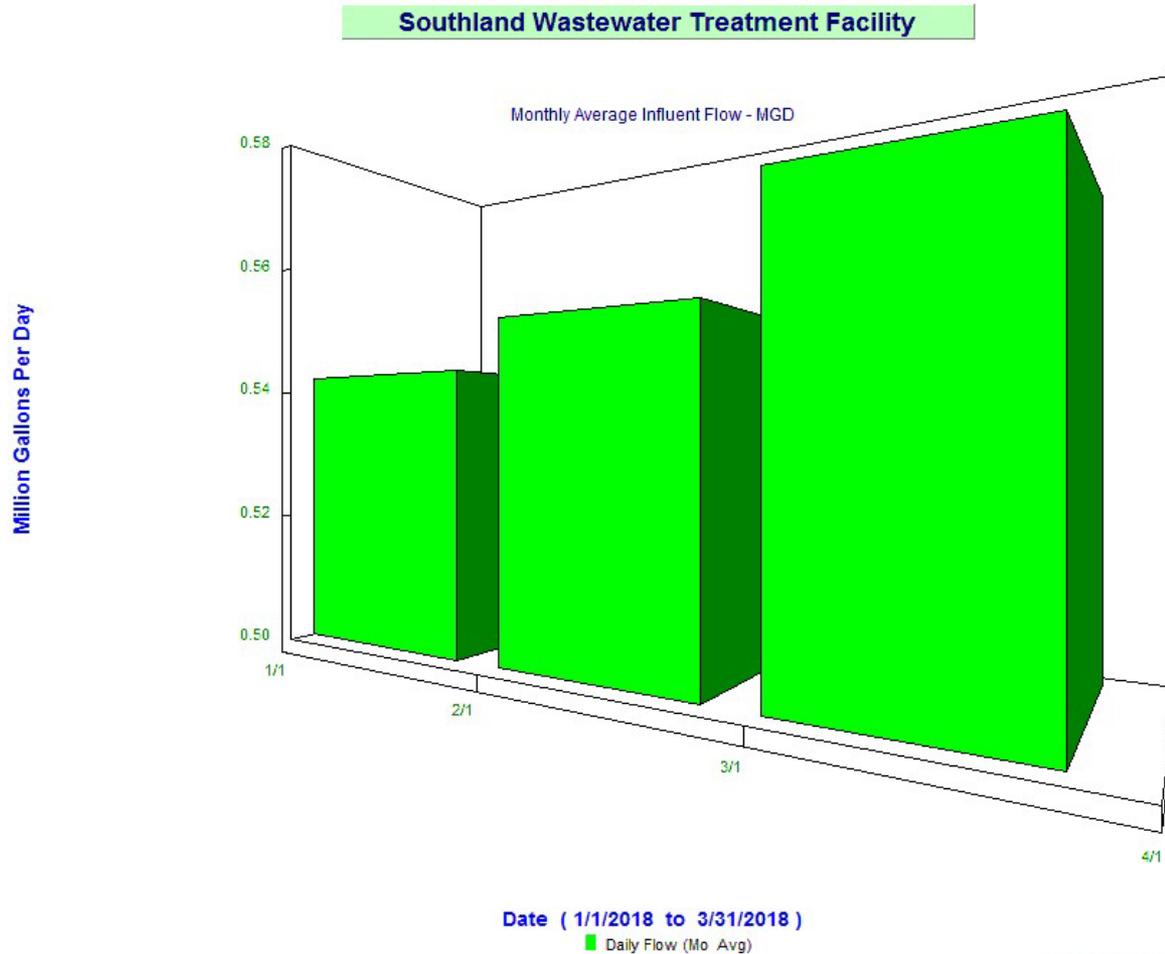


	JANUARY	FEBRUARY	MARCH
■ 2018 GROUNDWATER	14,775,805	22,871,671	10,996,842
■ 2018 IMPORTED WATER	25,857,000	22,777,000	25,361,000

Operations – Water System

- **State Water Resources Control Board Division of Drinking Water Inspection**
 - Began quarterly monitoring of nitrate (as N) at Knollwood Well for 1 year
 - Began quarterly monitoring for 1,2,3-TCP at all wells
 - Compile inventory of known lead service lines – none in system

Operations – Wastewater



Operations – Wastewater System

- **San Luis Obispo Air Pollution Control District Notice of Violation**
 - In process of removing biosolids as soon as practical
 - Planning to install cover over 1 drying bed on a trial basis
- **Other Operations Issues**
 - Process Water Pump 1 motor repaired
 - Maria Vista Lift Station repaired
 - ELAP Recertification Application submitted

Other Engineering and Operations Tasks

- **District**
 - SCADA Server Replacement
 - Opterra Energy Services Development Program
 - Sedaru Software Implementation
- **New Development**
 - 164 Mallagh – Multifamily
 - Tract 2923 – Grande – Single Family Residential
 - Tract 2558 – Magenta – Single Family Residential
 - Dana Adobe Waterline – Commercial
 - Dana Elementary School Sewer Connection

Other Engineering and Operations Tasks

- **Personnel**

- Water Operator 1 Recruitment – In Progress
- Assistant Engineer Recruitment – In Progress
- Wastewater Supervisor Recruitment – Not Started
- Wastewater Operator 1 Recruitment – Not Started

TO: BOARD OF DIRECTORS
FROM: MARIO IGLESIAS
GENERAL MANAGER
DATE: APRIL 20, 2018

AGENDA ITEM

D

APRIL 25, 2018

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 APRIL 11, 2018, REGULAR BOARD MEETING MINUTES
[RECOMMEND APPROVE MINUTES]
- D-3) RECEIVE INVESTMENT POLICY – FIRST QUARTER REPORT [RECOMMEND
ACCEPT AND FILE REPORT]
- D-4) ADOPT 2018 STRATEGIC PLAN [RECOMMEND ADOPT RESOLUTION]

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER

FROM: LISA BOGNUDA *LSB*
FINANCE DIRECTOR

DATE: APRIL 20, 2018

AGENDA ITEM
D-1
APRIL 25, 2018

WARRANTS

HANDWRITTEN CHECKS			TOTAL COMPUTER CHECKS	
20483	03-14-18	DMV	License Plate replacement fee	\$21.00
20484	04-20-18	DEBBIE MUSCH	PCIA deposit refund	\$1,697.47
20485	04-25-18	SLO CLERK RECORDER	Lien Releases	\$34.00
				\$191,943.03

VOIDS – NONE

COMPUTER GENERATED CHECKS – SEE ATTACHED



Nipomo Community Services District

Item D-1 Warrants APRIL 25, 2018

By Payment Number

Payment Dates 04/25/2018 - 04/25/2018

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 3662				
Advantage Answering Plus, In	Answering service	000010-946-601	04/25/2018	168.98
				Payment 3662 Total: 168.98
Payment: 3663				
Aerzen USA Corporation	Air filters	18-000348	04/25/2018	520.82
				Payment 3663 Total: 520.82
Payment: 3664				
AGM California, Inc.	Conservation ads	5883	04/25/2018	400.00
AGM California, Inc.	Conservation ads	2797	04/25/2018	450.00
AGM California, Inc.	Conservation ads	11177	04/25/2018	450.00
				Payment 3664 Total: 1,300.00
Payment: 3665				
Allweather Landscape Mainte	LMD	31882	04/25/2018	325.00
				Payment 3665 Total: 325.00
Payment: 3666				
AmeriPride	Uniforms	1502123077	04/25/2018	213.11
AmeriPride	Uniforms	1502119616	04/25/2018	216.24
				Payment 3666 Total: 429.35
Payment: 3667				
AT&T	Telephone	000011182943	04/25/2018	172.84
				Payment 3667 Total: 172.84
Payment: 3668				
Brenntag Pacific, Inc.	Sodium hypochlorite	827683	04/25/2018	607.09
				Payment 3668 Total: 607.09
Payment: 3669				
Burdine Printing	Postage for bills	35959B	04/25/2018	195.99
Burdine Printing	Postage for bills	35980B	04/25/2018	812.95
Burdine Printing	Mail bills	35959A	04/25/2018	78.56
Burdine Printing	Mail bills	35980A	04/25/2018	199.91
				Payment 3669 Total: 1,287.41
Payment: 3670				
California Highway Patrol	Accident report	APR2018	04/25/2018	10.00
				Payment 3670 Total: 10.00
Payment: 3671				
California Water Environment	Membership renewal	MAR2018	04/25/2018	265.00
				Payment 3671 Total: 265.00
Payment: 3672				
Cannon Corporation	Legal description - Eureka Wel	65857	04/25/2018	694.50
				Payment 3672 Total: 694.50
Payment: 3673				
Clever Ducks	Computer expense	25037	04/25/2018	2,535.00
				Payment 3673 Total: 2,535.00
Payment: 3674				
Great Western Alarm and Co	Alarm monitoring service	180302107101	04/25/2018	67.00
Great Western Alarm and Co	Alarm monitoring service	180302062101	04/25/2018	67.00
Great Western Alarm and Co	Alarm monitoring service	180300640101	04/25/2018	35.00
				Payment 3674 Total: 169.00
Payment: 3675				
Growers Supply	Cold frames and parts	7327648	04/25/2018	21,686.64
				Payment 3675 Total: 21,686.64

Item D-1 Warrants APRIL 25, 2018

Payment Dates: 04/25/2018 - 04/25/2018

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 3676				
Hammond, Janet	Washer rebate	APR2018	04/25/2018	75.00
				Payment 3676 Total: 75.00
Payment: 3677				
Houston, David	Washer rebate	APR2018	04/25/2018	75.00
				Payment 3677 Total: 75.00
Payment: 3678				
Iglesias, Mario	Cell phone reimbursement	APR2018	04/25/2018	65.00
				Payment 3678 Total: 65.00
Payment: 3679				
Integrated Industrial Supply, I	Compression fittings	52567	04/25/2018	268.96
				Payment 3679 Total: 268.96
Payment: 3680				
Left Coast T-Shirt Company	Uniforms	26497A	04/25/2018	487.90
				Payment 3680 Total: 487.90
Payment: 3681				
Martin B. Feeney, PG, CHg	Eureka Well replacement proj	2004-723	04/25/2018	2,730.00
				Payment 3681 Total: 2,730.00
Payment: 3682				
Michael Ellison	Refund of application fee	APR2018	04/25/2018	50.00
				Payment 3682 Total: 50.00
Payment: 3683				
More Office Solutions	B&W/Color copies	2020225	04/25/2018	58.58
More Office Solutions	B&W/Color copies	2021864	04/25/2018	161.48
				Payment 3683 Total: 220.06
Payment: 3684				
NexTraq	GPS subscription	AT01359919	04/25/2018	439.45
				Payment 3684 Total: 439.45
Payment: 3685				
Nipomo Community Services	805 Alta Vista - DOM	APR2018B	04/25/2018	42.51
Nipomo Community Services	805 Alta Vista - IRR	APR2018A	04/25/2018	42.51
Nipomo Community Services	BLWWTF	APR2018C	04/25/2018	276.14
				Payment 3685 Total: 361.16
Payment: 3686				
Nunley & Associates, Inc.	PCIA - 545 Grande	4260	04/25/2018	1,656.10
Nunley & Associates, Inc.	Interconnect Concept Design -	4299	04/25/2018	3,251.76
Nunley & Associates, Inc.	Interconnect Concept Design -	4298	04/25/2018	5,881.76
Nunley & Associates, Inc.	Interconnect Concept Design -	4300	04/25/2018	5,401.76
Nunley & Associates, Inc.	PCIA - 335 Summit Station	4264	04/25/2018	127.00
Nunley & Associates, Inc.	PCIA - Dana Elementary	4262	04/25/2018	82.50
Nunley & Associates, Inc.	PCIA - Dana Adobe	4261	04/25/2018	90.00
Nunley & Associates, Inc.	PCIA - Tract 2558	4263	04/25/2018	1,292.45
				Payment 3686 Total: 17,783.33
Payment: 3687				
Office Depot	Office supplies	125356576001	04/25/2018	70.74
				Payment 3687 Total: 70.74
Payment: 3688				
Perry Ford Lincoln	Truck purchase - '17 F250	90281	04/25/2018	31,065.40
Perry Ford Lincoln	Truck purchase - '17 F250	22656	04/25/2018	31,065.40
				Payment 3688 Total: 62,130.80
Payment: 3689				
Perry's Electric Motors & Cont	Pump repair	21668	04/25/2018	2,568.11
				Payment 3689 Total: 2,568.11
Payment: 3690				
PG&E	Electricity	APR2018	04/25/2018	35,014.79

Item D-1 Warrants APRIL 25, 2018

Payment Dates: 04/25/2018 - 04/25/2018

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount	
Payment: 3690				Payment 3690 Total:	35,014.79
Pollard Water	Manhole cover dolly	000799	04/25/2018	765.09	
Pollard Water	Magnetic lifters	000798	04/25/2018	2,267.35	
Payment: 3691				Payment 3691 Total:	3,032.44
Price, Postel & Parma, LLP	Water Inter Tie Project	150011	04/25/2018	127.32	
Payment: 3692				Payment 3692 Total:	127.32
Rabobank	Petty cash	APR2018	04/25/2018	92.66	
Payment: 3693				Payment 3693 Total:	92.66
Richards, Watson & Gershon	Water rights adjudication	216554	04/25/2018	19,987.44	
Payment: 3694				Payment 3694 Total:	19,987.44
Richards, Watson & Gershon	Legal services through 03-31-	216553	04/25/2018	11,479.05	
Payment: 3695				Payment 3695 Total:	11,479.05
Santa Maria Sun, LLC	Conservation ads	278197	04/25/2018	396.00	
Santa Maria Sun, LLC	Conservation ads	278529	04/25/2018	396.00	
Payment: 3696				Payment 3696 Total:	792.00
Science Discovery	Water conservation education	994NCSD	04/25/2018	553.55	
Payment: 3697				Payment 3697 Total:	553.55
Special District Financing & A	Annual disclosure reports - pr	14149	04/25/2018	900.00	
Special District Financing & A	Annual disclosure report - Sou	14147	04/25/2018	750.00	
Special District Financing & A	Annual disclosure reports- Su	14148	04/25/2018	900.00	
Payment: 3698				Payment 3698 Total:	2,550.00
USA Bluebook	Pump hear cover, tube housin	538928	04/25/2018	515.43	
USA Bluebook	Debris basket	531631	04/25/2018	301.21	
Payment: 3699				Payment 3699 Total:	816.64

TO: BOARD OF DIRECTORS
FROM: MARIO IGLESIAS
GENERAL MANAGER
DATE: APRIL 20, 2018

AGENDA ITEM
D-2
APRIL 25, 2018

**APPROVE APRIL 11, 2018
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. April 11, 2018 draft Regular Board Meeting Minutes

APRIL 25, 2018

ITEM D-2

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community Since 1965

DRAFT REGULAR MINUTES

APRIL 11, 2018 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
CRAIG ARMSTRONG, DIRECTOR
DAN WOODSON, DIRECTOR

PRINCIPAL STAFF

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

Mission Statement: The Nipomo Community Services District's mission is to provide its customers with reliable, quality, and cost-effective services now and in the future.

00:00

A. CALL TO ORDER AND FLAG SALUTE

President Eby called the Regular Meeting of April 11, 2018 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, all Directors were present.

There was no public comment.

C. PRESENTATIONS AND REPORTS

C-1) DIRECTORS' ANNOUNCEMENTS OF DISTRICT & COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES, AND SEMINARS.

Receive Announcements and Reports from Directors

Director Woodson

- *April 9, attended Facilities and Water Resources Committee meeting.*

Director Blair

- *April 4, attended Water Resources Advisory Committee.*

Director Armstrong

- *April 4, attended Water Resources Advisory Committee*

Director Gaddis

- *April 2, attended Board Officers meeting*
- *April 4, attended Regional Water Management Group meeting in San Luis Obispo*
- *April 4, attended Water Resources Advisory Committee meeting in San Luis Obispo*
- *April 9, attended Finance and Audit Committee and Facilities and Water Resources Committee meeting.*

Director Eby

- *April 2, attended Blacklake Ad Hoc Committee meeting.*
- *April 4, attended Water Resources Advisory Committee.*
- *April 9, attended the Finance and Audit Committee and Facilities and Water Resources Committee meetings.*

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

- April 21 will be the annual Green House Open House.

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.

*Upon the motion of Director Gaddis and seconded, the Board unanimously approved to receive and file the presentations and reports as submitted.
Vote 5-0.*

YES VOTES	NO VOTES	ABSENT
Directors Gaddis, Armstrong, Blair, Woodson, and Eby	None	None

D. CONSENT AGENDA

D-1) WARRANTS [RECOMMEND APPROVAL]

D-2) APPROVE MARCH 28, 2018, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]

D-3) INITIATE PROCEEDINGS FOR ANNUAL LEVY OF ASSESSMENTS FOR STREET LANDSCAPE MAINTENANCE DISTRICT NO. 1 [RECOMMEND ADOPT RESOLUTION]

D-4) AUTHORIZE STAFF TO BID SOUTHLAND WASTEWATER TREATMENT FACILITY STORAGE BUILDING PROJECT [RECOMMEND AUTHORIZE STAFF TO ADVERTISE PROJECT FOR BIDS]

D-5) AUTHORIZE STAFF TO PURCHASE TWO TRUCKS IN ACCORDANCE WITH APPROVED FY 17-18 BUDGET [RECOMMEND AUTHORIZE STAFF TO PURCHASE TWO TRUCKS FROM PERRY FORD AT A COST OF \$62,132]

D-6) CONSIDER A RESOLUTION OF SUPPORT FOR THE SANTA MARIA RIVER VALLEY GROUNDWATER BASIN BOUNDARY MODIFICATION REQUEST BY THE SANTA MARIA BASIN FRINGE AREAS - COUNTY OF SAN LUIS OBISPO GROUNDWATER SUSTAINABILITY AGENCY TO THE CALIFORNIA DEPARTMENT OF WATER RESOURCES [RECOMMEND ADOPT RESOLUTION OF SUPPORT]

Item D-2 was pulled for separate consideration due to Director Gaddis' absence from the March 28, 2018 Board Meeting.

There were no public comments.

*Upon the motion of Director Armstrong and seconded, the Board unanimously approved the Consent Items D-1, D-3, D-4, D-5 and D-6.
Vote 5-0.*

YES VOTES	NO VOTES	ABSENT
Directors Armstrong, Gaddis, Woodson, Blair and Eby	None	None

RESOLUTION 2018-1469

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

NIPOMO COMMUNITY SERVICES DISTRICT INITIATING PROCEEDINGS FOR ANNUAL
LEVY OF ASSESSMENTS FOR THE STREET LANDSCAPE MAINTENANCE DISTRICT NO. 1
FOR FISCAL YEAR 2018-2019 PURSUANT TO THE PROVISIONS OF PART 2 OF
DIVISION 15 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE

RESOLUTION 2018-1470

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SUPPORT FOR THE SANTA MARIA RIVER VALLEY GROUNDWATER BASIN BOUNDARY MODIFICATION REQUEST
BY THE SANTA MARIA BASIN FRINGE AREAS - COUNTY OF SAN LUIS OBISPO GROUNDWATER SUSTAINABILITY
AGENCY TO THE CALIFORNIA DEPARTMENT OF WATER RESOURCES

*Upon the motion of Director Armstrong and seconded, the Board approved Item D-2.
Vote 4-0.*

00:10:54

YES VOTES	NO VOTES	ABSTAIN
Directors Armstrong, Woodson, Blair and Eby	None	Gaddis

E. ADMINISTRATIVE ITEMS

E-1) ADOPT 2018 STRATEGIC PLAN [RECOMMEND RECEIVE PRESENTATION AND ADOPT
A RESOLUTION

*Mario Iglesias, General Manager, presented a Power Point presentation on the 2018
Strategic Plan. The Board discussed the plan and made recommended changes.*

There were no public comments.

*Upon motion of President Eby and seconded, the Board unanimously approved providing
Staff direction to make the recommended changes and bring back the 2018 Strategic Plan
for adoption at a future Board Meeting.
Vote 5-0.*

YES VOTES	NO VOTES	ABSENT
Directors Eby, Blair, Woodson, Gaddis and Armstrong,	None	None

00:38:29

F. MANAGER'S REPORT

Mario Iglesias, General Manager, presented the report as presented in the Board packet.

Mr. Iglesias verbally presented:

- *Nipomo Chamber of Commerce initiated a payment of \$500.00 to Achievement House*
- *April 12, Santa Maria Groundwater Boundary Modification meeting will be held.*
- *May 8, SLO Chapter of CSDA will meet in Templeton.*

There were no public comments.

G. COMMITTEE REPORTS

*Director Gaddis reported on the Facilities and Water Resources Committee meeting held on
April 9, 2018. The Committee heard presentations from Engie and Sensus and asked
questions of the presenters and Staff. The Committee did not vote to make a
recommendation to the Board of Directors.*

SUBJECT TO BOARD APPROVAL

Director Armstrong reported on the Finance and Audit Committee meeting held on April 9, 2018. The Finance and Audit Committee could not find savings from AMI and additional cost of AMI would be passed on to the customers. The Board would need to assess the subjective benefits of AMI, such as leak detection, over the 20 year period. If the Board wishes to move forward with proposal, the Committee would recommend 1) a Risk Analysis of the project be prepared, 2) consider the possibility of PUC changes to electric rates in the future and 3) have the proposal independently vetted for reasonableness.

Pam Wilson, NCS D Customer, stated the District raised rates to improve its financial position. Would lease payments negate the District's financial position?

Director Eby directed Staff to place the Engie proposal on a future agenda.

H. DIRECTORS' REQUEST TO STAFF AND SUPPLEMENTAL REPORTS

Director Gaddis requested the Warrants be included with the packet.

Director Woodson suggested the District consider using Amazon to make purchases.

President Eby requested a summary of legal fees incurred due to the latest legal actions in the groundwater litigation.

I. CLOSED SESSION ANNOUNCEMENTS

1. CONFERENCE WITH DISTRICT LEGAL COUNSEL RE: PENDING LITIGATION PURSUANT TO GC §54956.9

a) SMVWCD VS. NCS D (SANTA CLARA COUNTY CASE NO. CV 770214, SIXTH APPELLATE COURT CASE NO. H032750 AND ALL CONSOLIDATED CASES).

2. CONFERENCE WITH DISTRICT LEGAL COUNSEL - ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: Number of potential cases,

Whitney McDonald, District Legal Counsel, stated the Board will be discussing the Notice of Violation received on April 2, 2018, from the Air Pollution Control District concerning odors at the Southland Wastewater Treatment Plant. This qualifies as anticipated litigation under Brown Act sections 54956.9(e)(2) and (3), and the Notice of Violation is available for inspection by the public upon request.

J. PUBLIC COMMENT ON CLOSED SESSION ITEMS

There were no public comments.

K. ADJOURN TO CLOSED SESSION

President Eby adjourned to Closed Session at 10:12 a.m.

President Eby requested a break and Closed Session would re-adjourn at 10:25 a.m.

SUBJECT TO BOARD APPROVAL

01:10:00

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

L. OPEN SESSION

ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION

The Board came back into Open Session at 11:43 a.m.

Whitney McDonald, District Legal Counsel, announced that the Board discussed Item 1 and 2. The Board took no reportable action.

There were no public comments.

ADJOURN

President Eby adjourned the meeting at 11:44 a.m.

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	1 hour 25 minutes
Closed Session	1 hour 19 minutes
TOTAL HOURS	2 hour 44 minutes

Respectfully submitted,

Mario Iglesias, General Manager and Secretary to the Board

Date

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER

FROM: LISA BOGNUDA
FINANCE DIRECTOR

DATE: APRIL 20, 2018

**AGENDA ITEM
D-3
APRIL 25, 2018**

INVESTMENT POLICY – FIRST QUARTER REPORT

ITEM

Review Investment Policy First Quarter Report [RECOMMEND ACCEPT AND FILE REPORT]

BACKGROUND

The District’s Investment Policy requires the 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 Finance Officer and Treasurer, 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-FIRST QUARTER REPORT 3/31/18

Investment	Institution	Amount of Deposit 3/31/18	Rate of Interest as of 3/31/18	Quarterly Interest Earned or Accrued 3/31/18	Amount of Deposit 3/31/17	Rate of Interest as of 3/31/17	Quarterly Interest Earned or Accrued 3/31/17
Public Checking(1)	Rabobank	148,738.59	0.00%	\$0.00	\$157,271.30	0.00%	\$0.00
Savings-Improvement Bonds	Rabobank	\$29,257.31	0.08%	\$5.91	\$48,367.92	0.20%	\$26.91
Savings-Performance Bonds	Rabobank	\$202,195.67	0.20%	\$100.79	\$201,792.81	0.20%	\$100.58
Savings-NMWCA Fees (2)	Rabobank	\$0.00	0.00%	\$0.00	\$519,705.03	0.20%	\$259.06
Savings-NSWP Funded Replacement	Rabobank	\$518,389.52	0.20%	\$245.41	\$339,489.20	0.20%	\$144.26
Pooled Money Investment	Local Agency Investment Fund (LAIF)	\$16,229,923.33	1.51%	\$59,553.50	\$15,687,563.01	0.78 %	\$30,283.00

(1) Analyzed business account-interest earned offset account fees

(2) Account closed September 2017

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 DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER 

DATE: APRIL 19, 2018

AGENDA ITEM

D-4

APRIL 25, 2018

ADOPT 2018 STRATEGIC PLAN

ITEM

Adopt by resolution the 2018 Strategic Plan as edited by the Board [RECOMMEND ADOPT RESOLUTION]

BACKGROUND

At your April 11, 2018 Board Meeting, staff presented a draft version of the 2018 Strategic Plan for your Board's consideration. Your Board provided edits to the draft of the Strategic Plan at that meeting. The attached draft reflects the edits your Board provided.

FISCAL IMPACT

Strategic planning helps focus limited staff resources and improve efficiency. Implementation of the updated Strategic Plan will be dependent on subsequent adoption of budgets and approval of specific projects. Budgeted staff time was used to prepare this report.

STRATEGIC PLAN

Strategic Plan Goal 6. – Governance and Administration. Periodically review, update and reaffirm District policies and procedures.

RECOMMENDATION

It is recommended that the Board of Directors consider the edits and by motion and roll call vote, approve Resolution 2018-XXXX adopting the 2018 Strategic Plan.

ATTACHMENTS

- A. Draft Resolution 2018-XXXX including Exhibit A, Draft 2018 Strategic Plan
- B. Red-line Version of Draft 2018 Strategic Plan

APRIL 25, 2018

ITEM D-4

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2018-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT ADOPTING THE 2018 STRATEGIC PLAN**

WHEREAS, the Nipomo Community Services District (herein "District") Board of Directors (herein "Board") is a local governmental agency formed and authorized to provide services within its jurisdiction, pursuant to Section 61000 et seq. of the California Government Code; and

WHEREAS, the District Board conducted a Strategic Plan Workshop; and

WHEREAS, the District Board has reviewed and edited the attached Strategic Plan that provides for strategic planning; and

WHEREAS, the District Board desires to integrate strategic planning into the District's operations.

**NOW THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED BY THE
NIPOMO COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS AS FOLLOWS:**

1. 2018 Strategic Plan, attached as Exhibit A, is adopted; and
2. Staff is directed to integrate the 2018 Strategic Plan into District operations.

On the motion of Director _____, seconded by Director _____, and on the following roll call vote, to wit:

AYES:
NOES:
ABSENT:
CONFLICTS:

The foregoing resolution is hereby adopted this _____ day of April 2018.

ED EBY
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

MARIO IGLESIAS
General Manager and Secretary to the Board

WHITNEY G. MCDONALD
District Legal Counsel

Nipomo Community Services District 2018 Strategic Plan

Prepared by Rauch Communication Consultants, Inc.

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Dan Woodson, Director
Bob Blair, Director

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Mario Iglesias: General Manager
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Peter V. Sevcik: Director of Engineering & Operations

148 South Wilson Street
Nipomo, CA 93444
805-929-1133
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CONSULTANT

Martin Rauch, Managing Consultant

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DEVELOPING THE STRATEGIC PLAN

Planning is strategic when it helps move an organization forward from its current situation to its desired future, and anticipates new challenges and conditions.

About Strategic Planning

The Strategic Plan Nipomo Community Service District's highest level planning document, and represents the Board's direction for the future. It is developed through a step-by-step process that includes understanding the District's situation and operating environment, while identifying the highest priority issues, strengths and weaknesses, as well as its opportunities and threats.

The Strategic Plan defines the agency's mission and vision, while providing a framework of goals and objectives that becomes a basis for all decision-making.

The Strategic Plan is also a practical working tool that provides clear direction to the staff about the Board's goals and objectives. The District staff will develop and implement a practical work plan or implementation plan to guide them in carrying out the Board policy-level goals and objectives.

Given its importance, the Strategic Plan should be referred to regularly as a guide to agency actions during the period covered.

To keep it fresh, it should be updated periodically as new factors enter the picture, and rolled forward so that there is always a multi-year guide to the future.

How the Strategic Plan was Developed

The strategic planning process was carried out in the series of steps as outlined below.

FOLLOW UP TO 2014 PLAN

Nipomo Community Services District completed a full strategic planning process in 2014. This is an update to that plan.

INITIAL RESEARCH

Research. The consultant began by holding discussions with the General Manager, and by reviewing background documents, including agendas and minutes, documents and reports, the budget, and other pertinent information.

Confidential Interviews. The research phase was followed by a series of confidential interviews carried out by the consultant. The goal was for the interviewees to candidly express their interests and perspectives on the District. Interviewees included the Board of Directors, General Manager, Finance Director/Assistant General Manager, Director of Engineering & Operations.

PLANNING WORKSHOPS

The Board of Directors, senior management staff and general counsel participated in one strategic planning workshop facilitated by Rauch Communication Consultants.

Workshop. During the workshop, the participants reviewed the results of the interviews, undertook exercises to examine the current state of the District, and identified critical issues and opportunities expected to confront the District in the future. They also identified priorities.

Additional Information from the Planning Process

During the planning process, a number of exercises and discussions were undertaken to review.

They provide useful additional information and ideas.

Expectations of the Participants.

Summary of the Interviews.

Current questions, challenges and open issues needing direction.

What is Coming Down the Road: Challenges and Opportunities.

Highest Priority Issues

Below are the initial priority issues for the coming years, identified during the workshop of the strategic planning process as areas that merit additional attention. Note that these priorities don't mean they are more important than other issues – for example, Safety is a top priority, but it is already being well attended to. The numbers in parenthesis at the end of each item represent “votes” by workshop participants with 1 being a highest-level priority, 2 a next-level priority, etc.

FIRST-LEVEL PRIORITIES

Seek to Maintain and Enhance Community Sustainability. This refers both to ensure quality service and to maintaining the affordability and sustainability of the service for customers. (1, 1, 1, 1, 3)

Financial Stability. The District will ensure that it maintains strong and reliable finances over time. (1, 1, 2, 3)

Infrastructure Stability. Ensure the District's infrastructure is built and maintained for long-term cost effectiveness, and reliability. (2, 2, 2, 3, 3)

SECOND-LEVEL PRIORITIES

Operational Optimization. The District seeks to maximize cost-effectiveness, reliability. (1, 4, 4, 4))

Customer Satisfaction. The sole reason for the District's existence is to serve customer needs, this has been a focus for a long-time and is a top priority. It is only a second-level priority in terms of new initiatives. (3, 3, 4)

THIRD-LEVEL PRIORITIES

Operational Resiliency. Is the District prepared for emergencies such as if Creeks back up and leaving generators underwater and causing backups? (4, 4)

Employee Leadership and Development. Ensure the District is prepared for succession of staff, that staff are well trained, enjoy their positions, etc. (3).

MISSION, VISION, AND VALUES

Mission

A mission statement describes the reason an organization or program exists, services it exists to supply, who it serves, and how it measures excellence. The District's, existing mission statement is reproduced below.

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

Vision

A clear vision provides a guide for an agency. The clearer the vision, the easier it is for the Board, Staff and stakeholders to picture what the Board is trying to achieve and then achieve it. The existing Vision of Nipomo Community Services District is reproduced below:

Provide superior and cost-effective services to our customers, a valued place to work for employees, respected and supported by our public and peers, and helping to maintain the rural quality of life in Nipomo.

Values

Values are what we consider important—what we believe is right. The Board is responsible for identifying and being the guardian of values. Effective organizations identify and develop clear, concise and shared values, beliefs, priorities, and provide direction so that every employee understands and can contribute by implementing their work in line with the organization's values. The existing values statements are written as questions which can be posed to help make difficult decisions.

- *Is it open, transparent and responsive to our customers?*
- *Is it sensitive to rates, cost efficient and financially responsible?*
- *Does it support our commitment to maintaining-quality facilities and infrastructure?*
- *Does it support our ability to provide quality and reliable services?*
- *Does it support the welfare of our employees?*
- *Does it support the quality of life and rural character of our community?*

GOALS, OBJECTIVES AND IMPLEMENTATION APPROACH

About Goals and Objectives

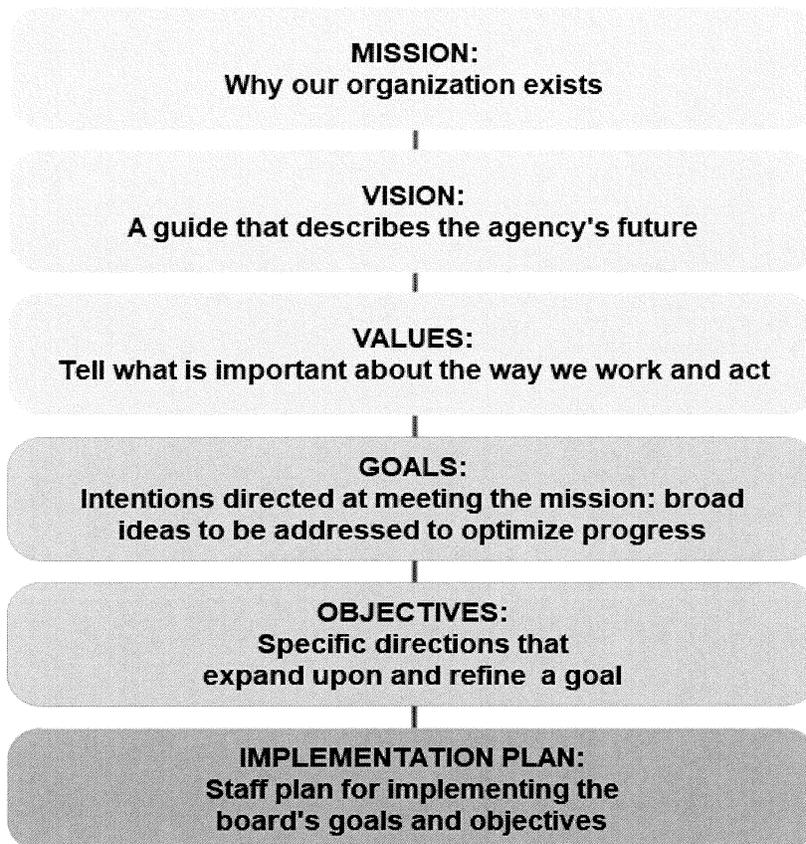
The goals and objectives are presented on the following pages. They, along with the mission, vision and values represent the core strategic direction provided in this plan.

Goals are intentions that are directed at meeting the mission of the District. They describe broad, primary areas of management, operations, and planning that need to be addressed to ensure optimum progress. Goals are not connected to timelines.

Objectives are more specific directions that expand upon and refine the goals. They are set by the Board. There may be multiple objectives for each goal. They are SMART: Specific, Measurable, Attainable, Related to Goals, and Time Certain.

Implementation. A summary of Staff's approach to implementing the plan is shown under each objective.

Timing. Staff will implement the goals and objectives as appropriate and report on all of them annually early in each budget season.



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

1.A. ACTIVITIES FOR COMPLETION

- A.1 Obtain the necessary permits to utilize the full capacity of the Supplemental Water Project pipeline. [2020]**
- A.2 The District shall provide new service connections to customers when the NCSB Board lifts Severe Criteria condition groundwater pumping restrictions. [July 2018]**
- A.4 NCSB will make available imported water to other purveyors once the NSWP pipeline is permitted to be used at full capacity. [2020]**
- A.5 Expedite funding and implementation of final phases of the Supplemental Water Supply Projects (up to 3,000 acre-feet). [2023]**
- A.6 Update the Water Master Plan to ensure: long-term quality; reliability; cost-effectiveness; and ability to meet customer needs and regulatory requirements. [2018]**
- A.7 The District will seek to sell temporary water to other purveyors to utilize take or pay water and offset costs. [2018]**

1.B. ONGOING ACTIVITIES

- B.1 Seek to have the County implement sustainable water supply policies that match the level of development they approve, including all the features described in the Water Resources Policy Statement.**
- B.2 Engage with other local and regional organizations to develop solutions to long-term water supply challenges such as providing emergency backup supplies, and ensuring long-term water supply reliability, etc.**
- B.3 Seek opportunities for mutually beneficial shared use of the Supplemental Water Project pipeline once it is permitted to transmit its full capacity.**
- B.4 Maintain the Water Shortage Response and Management Plan to respond to drought and other supply emergencies.**

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.

2.A. ACTIVITIES FOR COMPLETION

- A.1 Complete the Supplemental Water Project (NSWP). (2024)**

- A.2 Develop a pathway to complete needed upgrades and replacements for the Blacklake wastewater treatment plant. [2018]**

- A.3 Carry out treatment plant expansion on the scheduled trigger of 700,000 gallons per day of capacity. District is currently at 650,000 gallons per day (3-5 years).**

2.B. ONGOING ACTIVITIES

- B.1 NCS D shall maintain long-range infrastructure management, upgrade and replacement planning.**

- B.2 Manage both collection systems with the objective of zero spills and zero permit violations from all regulatory oversight agencies and to ensure the long-term preservation of assets.**

- B.3 Manage both treatment facilities with the objective of zero permit violations from all regulatory oversight agencies and to ensure the long-term preservation of assets.**

Goal 3. PERSONNEL AND ORGANIZATION. Maintain a qualified, long-term and productive workforce to assure an effective organization.

3.A. ACTIVITIES FOR COMPLETION

A.1 Raise the Bar on Operational Effectiveness. [Ongoing with Annual Report]

IMPLEMENTATION: Staff defined and follows operating rules and agreements with purveyors, coordinates with the city of Santa Maria on a daily basis on operating the SWP, is implementing a new disinfectant, and is managing the transmission system at a more sophisticated level.

A.2 Plan for staff succession.

Develop a 3 to 5 year staff succession plan by January 2019

3.B. ONGOING ACTIVITIES

B.1 Ensure the District is adequately staffed with high quality, long-term employees and supported by appropriate contractors and partnerships.

B.2 Maintain a strong commitment to a safe work place.

B.3 Maintain effective disaster response capability. This includes operational resiliency in the face of floods, earthquakes and other emergencies.

Goal 4. FINANCE. Maintain conservative, long-term financial management to minimize rate impacts on customers while meeting program financial needs.

4.A. ACTIVITIES FOR COMPLETION

- A.1** Develop a financial plan to fund the infrastructure buildout, including the fair share from participants in the water supply pipeline. [Prioritize after the current rate study is complete] (2018)
- A.2** Ensure billing processes are efficient, cost-effective and fair. Evaluate the potential costs and benefits of monthly compared to bi-monthly billing. [2018]
- A.3** Develop a Near-, Mid-, and Long-Term Plan to Pay for Take-or-Pay Water. Evaluate potential and options for ramping rates over time compared to making rate jumps as the water becomes available. [2019]

4.B. ONGOING ACTIVITIES

- B.1** Evaluate, plan for and maintain finances that are adequate for all needs, stable, and reliable over the long-term.
- B.2** Ensure that purveyors and others pay their fair share of financing water supply, supplemental water, conservation, and sustainability of the regional water supply. Purveyors should pay their share up front before getting water in order to help finance next phases of supplemental water program.
- B.3** Monitor liabilities for post-employment benefits. Continue to track State progress to reform post-employment benefit programs.
- B.4** Monitor opportunities for grant funding.
IMPLEMENTATION: Staff is pursuing Proposition 1 grant funding and looking for other ways to pay for infrastructure improvements.
- B.5** Maintain adequate rates to fund future capital replacements.
- B.6** Maintain sound investment policy and investments.

Goal 5. OPERATIONS. Maintain a proactive program to ensure readiness of systems and cost-effectiveness of operations.

5.A. ACTIVITIES FOR COMPLETION

A.1 Ensure efficiency and effectiveness in operations, including evaluating Automated Meter Reading. [2019]

A.2 Utilize metrics for measuring operational effectiveness to ensure improvements in reliability, and cost-effectiveness of operations and maintenance. [2020]

5.B. ONGOING ACTIVITIES

B.1 Continue to improve maintenance management programs for both water and wastewater systems to ensure quality and reliability of services, to maintain warranties, and protect investment in new facilities (maintenance management).

B.2 Meet all regulations.

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

6.A. ACTIVITIES FOR COMPLETION

A.1 Periodically review, update and reaffirm District policies and procedures. [2020]

A.2 Conduct annual customer satisfaction survey. [Annually]

6.B. ONGOING ACTIVITIES

B.1 Utilize technology to maximize productivity and communications.

B.2 Provide excellent customer service.

Goal 7. COMMUNICATION. Use public outreach to communicate effectively with the public to obtain their input and build understanding and support for the District.

7.A. ACTIVITIES FOR COMPLETION

A.1 Develop and implement a complete outreach plan and timeline with specific goals and budget each year. [2018]

IMPLEMENTATION: Will continue to maintain the staffed position that utilizes current communication strategies including multiple online platforms, monthly news articles for the local paper, monthly and quarterly newsletters, advertisements in other traditional media platforms and other outreach efforts.

7.B. ONGOING ACTIVITIES

B.1 Maintain productive communication and relationships with key stakeholders, such as city, County, State and Federal legislators, service clubs, etc. As appropriate, plan and assign for this role.

Goal 8. ADDITIONAL COMMUNITY SERVICES. Staff should focus on meeting the goals and objectives of existing services. Adding new services will be considered on a case-by-case basis and entered into only if funding can be found and existing services are not harmed.

8.A. ACTIVITIES FOR COMPLETION

A.1 SOLID WASTE. Seek to maximize solid waste services for community and build understanding of services like hazardous waste, recycling, etc. and District's role. [2020]

8.B. ONGOING ACTIVITIES

B.1 PARK. Remain engaged in community planning at the Board level and communicate District's commitment to follow through with pending acquisition when/if availability of funding source is secured.

B.2 STREET LIGHTING. Monitor maintenance of facilities and respond to observed problems.

B.3 DRAINAGE. Monitor maintenance of facilities and respond to observed problems.

B.4 STREET LANDSCAPING. Monitor landscape maintenance and respond to observed problems.

MONITORING AND ENSURING RESULTS

Overseeing the Plan

To ensure that the Strategic Plan continues to be implemented and results achieved, the District plans to take the steps outlined below:

- Publish the Mission, Vision, Values Goals and Objectives in the, newsletter and on the district website
- Incorporate the Mission, Vision, Values, Goals and Objectives into the employee handbook, as well as orientation and training materials for new employees.
- Present the Strategic Plan to the entire staff so they are familiar with it and can better undertake their individual roles in fulfilling it.
- GM performance will be evaluated in part based on their implementation of the Strategic Plan Goals and Objectives.
- Staff will reference Strategic Plan items on Board meeting agendas as appropriate.
- The Board, with staff support, will review and update the Strategic Plan periodically and roll it forward.

Appendix

Expectations for the Strategic Planning Process

The first question asked in the first workshop was for each of the participants to share their initial expectations for the workshop by considering their own goals for the workshop, and what they hoped the outcome would be. The expectations are organized into topic headings below.

Note: the numbers in parenthesis indicate how many comments were made on that topic. E.G. BUILD CONSENSUS ON IMPORTANT ISSUES was commented on 7 times.

BUILD CONSENSUS ON IMPORTANT ISSUES (7)

Gain consensus on important issues coming up in the next several years.

Identify our priorities and reality check them.

Identify goals and objectives to stay on track.

Foster a good discussion and hear from each other.

Team building and hear from others.

RELATIONSHIPS WITH STAFF (3)

WHERE DO WE GO NEXT? (2)

Completed many projects, now what?

FUTURE INSTITUTIONAL RELATIONSHIPS (2)

Consider institutional relationships in light of upcoming LAFCO MSR

Determine how to deal with SOCWA moving forward (JPA Agreements, Representation, Cost Allocation and Management)

Identify how can we engage with neighbors more and more effectively?

BOARD AND STAFF ROLES AND RELATIONSHIPS

ROADMAP TO THE FUTURE

Develop a roadmap to pave the way for new direction in a way that would be useful in the near term and to future directors and staff.

Think ahead and consider what actions may affect us - supply, technology, regulations, etc. -- so we can be prepared.

Conduct what-if exercises and scenarios, and provide clarity of direction.

LOCAL WATER SUPPLY

Consider more options.

Identify what is next with recycled water?

SUCCESSION

BACK COVER
Prepared By:
RCC LOGO
www.rauchcc.com

APRIL 25, 2018

ITEM D-4

ATTACHMENT B

Nipomo Community Services District 2018 Strategic Plan

Prepared by Rauch Communication Consultants, Inc.

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GOALS, OBJECTIVES AND IMPLEMENTATION APPROACH

About Goals and Objectives

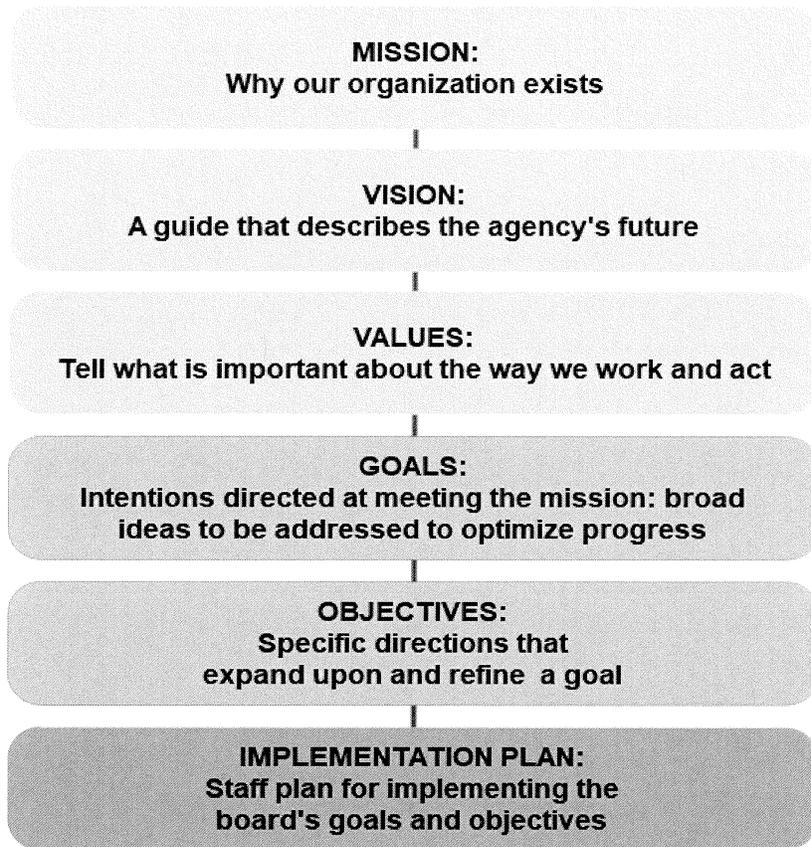
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1.A. ACTIVITIES FOR COMPLETION

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- A.4 NCSD will make available imported water to other purveyors once the NSWP pipeline is permitted to be used at full capacity. [2020]**
- A.5 Expedite funding and implementation of final phases of the Supplemental Water Supply Projects (up to 3,000 acre-feet). [2023]**
- A.6 Update the Water Master Plan to ensure: long-term quality; reliability; cost-effectiveness; and ability to meet customer needs and regulatory requirements. [2018]**
- A.7 The District will seek to sell temporary water to other purveyors to utilize take or pay water and offset costs. [2018]**

1.B. ONGOING ACTIVITIES

- B.1 Seek to have the County implement sustainable water supply policies that match the level of development they approve, including all the features described in the Water Resources Policy Statement.**
- B.2 Engage with other local and regional organizations to develop solutions to long-term water supply challenges such as providing emergency backup supplies, and ensuring long-term water supply reliability, etc.**
- B.3 Seek opportunities for mutually beneficial shared use of the Supplemental Water Project pipeline once it is permitted to transmit its full capacity.**
- B.4 Maintain the Water Shortage Response and Management Plan to respond to drought and other supply emergencies.**

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.

2.A. ACTIVITIES FOR COMPLETION

- A.1 Complete the Supplemental Water Project (NSWP). (2024)**

- A.2 Develop a pathway to complete needed upgrades and replacements for the Blacklake wastewater treatment plant. [2018]**

- A.3 Carry out treatment plant expansion on the scheduled trigger of 700,000 gallons per day of capacity. District is currently at 650,000 gallons per day (3-5 years).**

2.B. ONGOING ACTIVITIES

- B.1 NCS D shall maintain long-range infrastructure management, upgrade and replacement planning.**

- B.2 Manage both collection systems with the objective of zero spills and zero permit violations from all regulatory oversight agencies and to ensure the long-term preservation of assets.**

- B.3 Manage both treatment facilities with the objective of zero permit violations from all regulatory oversight agencies and to ensure the long-term preservation of assets.**

Goal 3. PERSONNEL AND ORGANIZATION. Maintain a qualified, long-term and productive workforce to assure an effective organization.

3.A. ACTIVITIES FOR COMPLETION

A.1 Raise the Bar on Operational Effectiveness. [Ongoing with Annual Report]

IMPLEMENTATION: Staff defined and follows operating rules and agreements with purveyors, coordinates with the city of Santa Maria on a daily basis on operating the SWP, is implementing a new disinfectant, and is managing the transmission system at a more sophisticated level.

A.2 Plan for staff succession.

Develop a 3 to 5 year staff succession plan by January 2019

3.B. ONGOING ACTIVITIES

B.1 Ensure the District is adequately staffed with high quality, long-term employees and supported by appropriate contractors and partnerships.

B.2 Maintain a strong commitment to a safe work place.

B.3 Maintain effective disaster response capability. This includes operational resiliency in the face of floods, earthquakes and other emergencies.

Goal 4. FINANCE. Maintain conservative, long-term financial management to minimize rate impacts on customers while meeting program financial needs.

4.A. ACTIVITIES FOR COMPLETION

- A.1 Develop a financial plan to fund the infrastructure buildout**, including the fair share from participants in the water supply pipeline. [Prioritize after the current rate study is complete] (2018)
- A.2 Ensure billing processes are efficient, cost-effective and fair. Evaluate the potential costs and benefits of monthly compared to bi-monthly billing.** [2018]
- A.3 Develop a Near-, Mid-, and Long-Term Plan to Pay for Take-or-Pay Water.** Evaluate potential and options for ramping rates over time compared to making rate jumps as the water becomes available. [2019]

4.B. ONGOING ACTIVITIES

- B.1 Evaluate, plan for and maintain finances that are adequate** for all needs, stable, and reliable over the long-term.
- B.2 Ensure that purveyors and others pay their fair share of financing water supply**, supplemental water, conservation, and sustainability of the regional water supply. Purveyors should pay their share up front before getting water in order to help finance next phases of supplemental water program.
- B.3 Monitor liabilities for post-employment benefits.** Continue to track State progress to reform post-employment benefit programs.
- B.4 Monitor opportunities for grant funding.**
IMPLEMENTATION: Staff is pursuing Proposition 1 grant funding and looking for other ways to pay for infrastructure improvements.
- B.5 Maintain adequate rates to fund future capital replacements.**
- B.6 Maintain sound investment policy and investments.**

Goal 5. OPERATIONS. Maintain a proactive program to ensure readiness of systems and cost-effectiveness of operations.

5.A. ACTIVITIES FOR COMPLETION

A.1 Ensure efficiency and effectiveness in operations, including evaluating Automated Meter Reading. [2019]

A.2 Utilize metrics for measuring operational effectiveness to ensure improvements in reliability, and cost-effectiveness of operations and maintenance. [2020]

5.B. ONGOING ACTIVITIES

B.1 Continue to improve maintenance management programs for both water and wastewater systems to ensure quality and reliability of services, to maintain warranties, and protect investment in new facilities (maintenance management).

B.2 Meet all regulations.

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

6.A. ACTIVITIES FOR COMPLETION

~~A.1 Board carry out an annual self-evaluation seeking to provide better policy guidance, by-laws, and increase efficiency and effectiveness. [Annually]~~

A.2₁ Periodically review, update and reaffirm District policies and procedures. [2020]

A.2 Conduct annual customer satisfaction survey. [2018Annually]

6.B. ONGOING ACTIVITIES

B.1 Utilize technology to maximize productivity and communications. [date]

B.2 Provide excellent customer service.

Goal 7. COMMUNICATION. Use public outreach to communicate effectively with the public to obtain their input and build understanding and support for the District.

7.A. ACTIVITIES FOR COMPLETION

A.1 Develop and implement a complete outreach plan and timeline with specific goals and budget each year. [2018]

IMPLEMENTATION: Will continue to maintain the staffed position that utilizes current communication strategies including multiple online platforms, monthly news articles for the local paper, monthly and quarterly newsletters, advertisements in other traditional media platforms and other outreach efforts.

7.B. ONGOING ACTIVITIES

B.1 Maintain productive communication and relationships with key stakeholders, such as city, County, State and Federal legislators, service clubs, etc. As appropriate, plan and assign for this role.

Goal 8. ADDITIONAL COMMUNITY SERVICES. Staff should focus on meeting the goals and objectives of existing services. Adding new services will be considered on a case-by-case basis and entered into only if funding can be found and existing services are not harmed.

8.A. ACTIVITIES FOR COMPLETION

A.1 SOLID WASTE. Seek to maximize solid waste services for community and build understanding of services like hazardous waste, recycling, etc. and District's role. [2020]

8.B. ONGOING ACTIVITIES

B.1 PARK. Remain engaged in community planning at the Board level and -communicate District's commitment to follow through with pending acquisition when/if availability of funding source is secured.

B.2 STREET LIGHTING. Monitor maintenance of facilities and respond to observed problems.

B.3 DRAINAGE. Monitor maintenance of facilities and respond to observed problems.

B.4 STREET LANDSCAPING. Monitor landscape maintenance and respond to observed problems.

~~B.5 PARK. Communicate district's commitment to follow through pending acquisition and/or availability of funding source.~~

MONITORING AND ENSURING RESULTS

Overseeing the Plan

To ensure that the Strategic Plan continues to be implemented and results achieved, the District plans to take the steps outlined below:

- Publish the Mission, Vision, Values Goals and Objectives in the, newsletter and on the district website
- Incorporate the Mission, Vision, Values, Goals and Objectives into the employee handbook, as well as orientation and training materials for new employees.
- Present the Strategic Plan to the entire staff so they are familiar with it and can better undertake their individual roles in fulfilling it.
- GM performance will be evaluated in part based on their implementation of the Strategic Plan Goals and Objectives.
- Staff will reference Strategic Plan items on Board meeting agendas as appropriate.
- The Board, with staff support, will review and update the Strategic Plan periodically and roll it forward.

Appendix

Expectations for the Strategic Planning Process

The first question asked in the first workshop was for each of the participants to share their initial expectations for the workshop by considering their own goals for the workshop, and what they hoped the outcome would be. The expectations are organized into topic headings below.

Note: the numbers in parenthesis indicate how many comments were made on that topic. E.G. BUILD CONSENSUS ON IMPORTANT ISSUES was commented on 7 times.

BUILD CONSENSUS ON IMPORTANT ISSUES (7)

Gain consensus on important issues coming up in the next several years.

Identify our priorities and reality check them.

Identify goals and objectives to stay on track.

Foster a good discussion and hear from each other.

Team building and hear from others.

RELATIONSHIPS WITH STAFF (3)

WHERE DO WE GO NEXT? (2)

Completed many projects, now what?

FUTURE INSTITUTIONAL RELATIONSHIPS (2)

Consider institutional relationships in light of upcoming LAFCO MSR

Determine how to deal with SOCWA moving forward (JPA Agreements, Representation, Cost Allocation and Management)

Identify how can we engage with neighbors more and more effectively?

BOARD AND STAFF ROLES AND RELATIONSHIPS

ROADMAP TO THE FUTURE

Develop a roadmap to pave the way for new direction in a way that would be useful in the near term and to future directors and staff.

Think ahead and consider what actions may affect us - supply, technology, regulations, etc. -- so we can be prepared.

Conduct what-if exercises and scenarios, and provide clarity of direction.

LOCAL WATER SUPPLY

Consider more options.

Identify what is next with recycled water?

SUCCESSION

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