

TO: BOARD OF DIRECTORS
FROM: MARIO IGLESIAS
GENERAL MANAGER
DATE: MAY 4, 2018



AGENDA ITEM
C
MAY 9, 2018

PRESENTATIONS AND REPORTS

The following presentations and reports are scheduled:

- 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
- 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 IGLESIAS
GENERAL MANAGER *MI*

DATE: MAY 4, 2018

AGENDA ITEM

D

MAY 9, 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 25, 2018, REGULAR BOARD MEETING MINUTES
[RECOMMEND APPROVE MINUTES]
- D-3) ACCEPT THIRD QUARTER FISCAL YEAR 2018 QUARTERLY FINANCIAL
REPORT [RECOMMEND ACCEPT AND FILE REPORT]

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER ~~MI~~

FROM: LISA BOGNUDA LSB
FINANCE DIRECTOR

DATE: MAY 4, 2018

AGENDA ITEM
D-1
MAY 9, 2018

WARRANTS

HANDWRITTEN CHECKS
20485 04-25-18

CHRISTOPHER LEMUS

REFUND

TOTAL COMPUTER CHECKS
\$50,809.78
\$80.00

VOIDS - NONE

COMPUTER GENERATED CHECKS - SEE ATTACHED



Nipomo Community Services District

Item D-1 Warrants MAY 9, 2018
By Payment Number

Payment Dates 05/09/2018 - 05/09/2018

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 3700				
Abalone Coast Analytical, Inc.	Lab tests	4102	05/09/2018	6,621.05
				Payment 3700 Total: 6,621.05
Payment: 3701				
Advantage Answering Plus, In	Answering service	11-161-081	05/09/2018	169.20
				Payment 3701 Total: 169.20
Payment: 3702				
Alexander's Contract Services,	Meter reading	201804270871	05/09/2018	3,449.31
				Payment 3702 Total: 3,449.31
Payment: 3703				
AT&T	Telephone	000011243767	05/09/2018	29.64
AT&T	Telephone	000011243769	05/09/2018	215.53
AT&T	Telephone	00011243768	05/09/2018	165.32
				Payment 3703 Total: 410.49
Payment: 3704				
Bentley Systems, Inc.	WaterGEMS/SewerGEMS sub	47911561	05/09/2018	1,925.00
				Payment 3704 Total: 1,925.00
Payment: 3705				
Big Brand Tire & Service	Vehicle repair/maintenance	287982	05/09/2018	574.77
				Payment 3705 Total: 574.77
Payment: 3706				
CalPortland Construction	Class II base	93699935	05/09/2018	654.08
				Payment 3706 Total: 654.08
Payment: 3707				
Cannon Corporation	Eureka Well replacement proj	65959	05/09/2018	3,661.25
				Payment 3707 Total: 3,661.25
Payment: 3708				
Charter Communications	Internet - Shop and/or Office	MAY2018A	05/09/2018	204.97
Charter Communications	Internet - Shop and/or Office	MAY2018B	05/09/2018	214.97
				Payment 3708 Total: 419.94
Payment: 3709				
Corix Water Products (US) Inc.	Neoprene gaskets	17813009091	05/09/2018	36.05
				Payment 3709 Total: 36.05
Payment: 3710				
Cross Industries Inc.	Decals	25469	05/09/2018	123.01
				Payment 3710 Total: 123.01
Payment: 3711				
Environmental Resource Asso	Lab tests	861854	05/09/2018	733.52
				Payment 3711 Total: 733.52
Payment: 3712				
FGL Environmental	Lab tests	880845	05/09/2018	30.00
FGL Environmental	Lab tests	880410	05/09/2018	57.00
FGL Environmental	Lab tests	880278	05/09/2018	521.00
FGL Environmental	Lab tests	880411	05/09/2018	521.00
FGL Environmental	Lab tests	880277	05/09/2018	494.00
				Payment 3712 Total: 1,623.00
Payment: 3713				
Fisher Pump & Well Service, I	SWWTF pump repair	5452	05/09/2018	960.00
				Payment 3713 Total: 960.00

Item D-1 Warrants MAY 9, 2018

Payment Dates: 05/09/2018 - 05/09/2018

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 3714				
Frontier Communications	BL phone	MAY2018	05/09/2018	53.11
Payment 3714 Total:				<u>53.11</u>
Payment: 3715				
GLM Landscape Management	Landscape maintenance	APR2018	05/09/2018	380.00
Payment 3715 Total:				<u>380.00</u>
Payment: 3716				
Great Western Alarm and Co	Alarm monitoring service	180400640101	05/09/2018	35.00
Great Western Alarm and Co	Alarm monitoring service	180402107101	05/09/2018	67.00
Great Western Alarm and Co	Alarm monitoring service	180402062101	05/09/2018	67.00
Payment 3716 Total:				<u>169.00</u>
Payment: 3717				
Home Depot Credit Services D	Headlights, bench vise, lightb	8070670	05/09/2018	216.22
Payment 3717 Total:				<u>216.22</u>
Payment: 3718				
Hopkins Technical Products, I	Spare parts kits	3617301392	05/09/2018	2,212.41
Payment 3718 Total:				<u>2,212.41</u>
Payment: 3719				
Industrial Medical Group of S	Pre-employment physical	69451	05/09/2018	100.00
Payment 3719 Total:				<u>100.00</u>
Payment: 3720				
Integrated Industrial Supply, I	Disposable gloves	52888	05/09/2018	357.63
Payment 3720 Total:				<u>357.63</u>
Payment: 3721				
Lee Central Coast Newspapers	Clean Up Week ads	APR2018B	05/09/2018	422.35
Lee Central Coast Newspapers	Employment ads	APR2018A	05/09/2018	802.16
Payment 3721 Total:				<u>1,224.51</u>
Payment: 3722				
Lompoc Excel Personnel Servi	Temporary help	2506150	05/09/2018	434.00
Payment 3722 Total:				<u>434.00</u>
Payment: 3723				
Multi W Systems	Service and repair- rotating as	31830570	05/09/2018	2,541.08
Payment 3723 Total:				<u>2,541.08</u>
Payment: 3724				
Municipal Maintenance Equip	Safety handle assembly	0127496	05/09/2018	70.05
Payment 3724 Total:				<u>70.05</u>
Payment: 3725				
Newton Geo-Hydrology Cons	Litigation support through 04-	APR2018	05/09/2018	8,501.55
Payment 3725 Total:				<u>8,501.55</u>
Payment: 3726				
NexTraq	GPS subscription	HWI054551	05/09/2018	59.95
Payment 3726 Total:				<u>59.95</u>
Payment: 3727				
Nu-Tech Pest Management	Pest control	0134657	05/09/2018	75.00
Nu-Tech Pest Management	Rodent control	0134655	05/09/2018	265.00
Payment 3727 Total:				<u>340.00</u>
Payment: 3728				
Office Depot	Office supplies	129498449001	05/09/2018	41.49
Office Depot	Office supplies	128005806001	05/09/2018	70.76
Office Depot	Office supplies	129499359001	05/09/2018	47.48
Payment 3728 Total:				<u>159.73</u>
Payment: 3729				
Polydyne, Inc.	Clarifloc	1232643	05/09/2018	598.46
Payment 3729 Total:				<u>598.46</u>

Item D-1 Warrants MAY 9, 2018

Payment Dates: 05/09/2018 - 05/09/2018

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 3730				
Public Sector Excellence	Training workshop- Maldonad	APR2018	05/09/2018	155.00
				Payment 3730 Total: 155.00
Payment: 3731				
Santa Maria Ford Lincoln	Vehicle repair/maintenance	166783	05/09/2018	115.20
				Payment 3731 Total: 115.20
Payment: 3732				
Santa Maria Sun, LLC	Conservation ads	279338	05/09/2018	396.00
				Payment 3732 Total: 396.00
Payment: 3733				
SoCalGas	Heat - shop/office	APR2018A	05/09/2018	14.30
SoCalGas	Heat - shop/office	APR2018B	05/09/2018	34.80
				Payment 3733 Total: 49.10
Payment: 3734				
South County Sanitary Service	Solid waste tax liens	MAY2018	05/09/2018	256.23
				Payment 3734 Total: 256.23
Payment: 3735				
Southwest Valve, LLC	Gear boxes for plug valves	4623	05/09/2018	6,258.52
				Payment 3735 Total: 6,258.52
Payment: 3736				
Staples	Office supplies	2060978221	05/09/2018	54.97
				Payment 3736 Total: 54.97
Payment: 3737				
State Water Resources Contro	D1 certification renewal - Bro	BROWN2018	05/09/2018	70.00
				Payment 3737 Total: 70.00
Payment: 3738				
US Bank National Association	CSDA Legislative Days registra	APR2018F	05/09/2018	275.00
US Bank National Association	Storage unit	APR2018D	05/09/2018	149.00
US Bank National Association	Board meeting supplies	APR2018A	05/09/2018	8.00
US Bank National Association	Employment ads	APR2018B	05/09/2018	480.00
US Bank National Association	Computer expense-domain h	APR2018C	05/09/2018	95.88
US Bank National Association	Travel & meals	APR2018E	05/09/2018	183.21
				Payment 3738 Total: 1,191.09
Payment: 3739				
USA Bluebook	pH buffer, storage solution, a	545159	05/09/2018	382.26
USA Bluebook	Ammonia tests, glass microfib	556409	05/09/2018	248.87
USA Bluebook	Recycling service, 5-gallon pic	556284	05/09/2018	597.14
USA Bluebook	Drum pump set	553079	05/09/2018	1,111.14
				Payment 3739 Total: 2,339.41
Payment: 3740				
Verizon Wireless	Cell service	342038271	05/09/2018	400.83
				Payment 3740 Total: 400.83
Payment: 3741				
Wallace Group	FOG program	45837	05/09/2018	295.25
				Payment 3741 Total: 295.25
Payment: 3742				
Waste Connections	Waste collection - Olde Towne	6043746	05/09/2018	218.69
Waste Connections	Waste collection - Southland	6044162	05/09/2018	189.90
Waste Connections	Waste collection - Office	6042720	05/09/2018	41.23
				Payment 3742 Total: 449.82

TO: BOARD OF DIRECTORS
FROM: MARIO IGLESIAS *MIG*
GENERAL MANAGER
DATE: MAY 4, 2018

AGENDA ITEM
D-2
MAY 9, 2018

**APPROVE APRIL 25, 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 25, 2018 draft Regular Board Meeting Minutes

MAY 9, 2018

ITEM D-2

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community Since 1965

DRAFT REGULAR MINUTES

APRIL 25, 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.

00:00:00

A. CALL TO ORDER AND FLAG SALUTE

President Eby called the Regular Meeting of April 25, 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) QUARTERLY ENGINEER'S REPORT – DIRECTOR OF ENGINEERING AND OPERATIONS REPORT ON DISTRICT PROJECTS SYSTEM-WIDE

Peter Sevcik, Director of Engineering and Operations, reviewed the report as presented in the Board Packet and answered questions from the Board.

C-2) DIRECTORS' ANNOUNCEMENTS OF DISTRICT & COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES, AND SEMINARS.

Director Woodson

- *April 23, attended South County Advisory Council meeting.*

Director Gaddis

- *April 16, attended Board Officers meeting.*
- *April 19, attended Finance and Audit Committee meeting.*

Director Armstrong

- *April 13, attended Blacklake Ad Hoc Committee meeting.*
- *April 19, attended Finance and Audit Committee meeting.*

Director Eby

- *April 13, attended Blacklake Ad Hoc Committee meeting.*
- *April 16, attended Board Officers meeting.*
- *April 19, attended Local Agency Formation Commission meeting.*

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

- C-3) 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 Armstrong 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 Armstrong, Gaddis, Woodson, Blair, and Eby	None	None

00:33:37

D. 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]

There were no public comments.

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

Vote 5-0.

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

RESOLUTION 2018-1471
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT ADOPTING THE
2018 STRATEGIC PLAN

E. ADMINISTRATIVE ITEMS

- E-1) AUTHORIZE STAFF TO CIRCULATE A REQUEST FOR PROPOSAL FOR THE BLACKLAKE SEWER RATE STUDY [RECOMMEND CONSIDER DRAFT REQUEST FOR PROPOSAL, AMEND AS NECESSARY, AND AUTHORIZE STAFF TO CIRCULATE THE REQUEST TO UTILITY RATE CONSULTING FIRMS]

Mario Iglesias, General Manager, presented the request for proposal (RFP) for the Blacklake Sewer Rate Study.

Sandy Caughill, NCSD/Blacklake resident, was appreciative of the Board's efforts.

Upon motion of Director Gaddis and seconded, the Board unanimously approved the RFP and authorized staff to circulate it to qualified firms.

Vote 5-0.

00:36:20

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

00:44:22 E-2) CONSIDER NEGOTIATING WITH ENGIE ENERGY COMPANY TO ENTER INTO AN ENERGY SERVICES CONTRACT [RECOMMEND DISCUSS AND DIRECT STAFF]

Mario Iglesias, General Manager, presented the report.

Pam Wilson, NCS D resident, asked if the water meter project could be completed separate from the solar project.

Ashu Jain, P.E., Senior Manager of Engie, submitted his best and final offer for the project.

Upon motion of Director Armstrong and seconded, the Board unanimously approved Staff recommendation #3, to conclude the District's current efforts to develop an energy project with Engie and pay them for their Report as agreed upon in the amount of \$29,853. Vote 5-0.

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

00:58:01 E-3) REVIEW AND PROVIDE DIRECTION ON FISCAL YEAR 2017-18 IMPORT WATER SCHEDULE [RECOMMEND DIRECTING STAFF TO INCREASE THE DISTRICT'S PURCHASE OF IMPORT WATER FROM THE CITY IN AN AMOUNT NOT TO EXCEED 160 AFY ABOVE THE DISTRICT'S 800 AFY MINIMUM REQUIRED IN THE AGREEMENT WITH THE CITY FOR FISCAL YEAR 2017-18 IN ORDER TO PROTECT THE GROUNDWATER BASIN]

Mario Iglesias, General Manager, presented the report and discussed the advantages and disadvantages for increased purchase water for the remainder of FY 17-18.

There were no public comments.

Upon motion of Director Armstrong and seconded, the Board unanimously agreed to purchase additional supplemental water up to 160 acre feet and a not-to-exceed total of 960 acre feet by June 30, 2018. Vote 5-0.

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

The Board directed Staff to issue a Press Release regarding the Board's decision.

01:24:13 F. MANAGER'S REPORT

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

There were no public comments.

G. COMMITTEE REPORTS

- Minutes of Finance and Audit Committee Meeting – April 9, 2018
- Minutes of Facilities and Water Resources Committee Meeting – April 9, 2018
- Minutes of Finance and Audit Committee Meeting – April 19, 2018

Mario Iglesias, General Manager, stated the Board By-Laws require Meeting Summaries to be prepared for Committee Meetings. Minutes and Audio recordings are not required.

There were no public comments.

01:29:07

H. DIRECTORS' REQUEST TO STAFF AND SUPPLEMENTAL REPORTS

Director Blair requested Staff consider looking into initiating an Automated Meter Interface (AMI) project in-house.

There were no public comments.

I. CLOSED SESSION ANNOUNCEMENTS

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

a) SMVWCD VS. NCSO (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 there was no need to adjourn to Closed Session.

J. PUBLIC COMMENT ON CLOSED SESSION ITEMS

There were no public comments.

ADJOURN

President Eby adjourned the meeting at 10:32 a.m.

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	1 hour 32 minutes
Closed Session	0 hour 00 minutes
TOTAL HOURS	1 hour 32 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: MAY 4, 2018



**ACCEPT THIRD QUARTER FISCAL YEAR 2018
QUARTERLY FINANCIAL REPORT**

ITEM

Review third quarter Fiscal Year 2017-2018 quarterly financial report [RECOMMEND ACCEPT AND FILE REPORT].

BACKGROUND

As of March 31, 2018, the 2017-2018 Fiscal year is 75% complete. The consolidated operating revenues are 82.14% of budget, operating expenditures are at 78.74% of budget and general and administrative expenditures are at 68.10% of budget.

Attached are the following which provide an overview of the first nine months of the fiscal year:

Page 1	Consolidated Statement of Net Position
Page 2-3	Consolidated Statement of Revenues and Expenses
Page 4	Summary of Revenues, Expenses and Cash Balances by Fund
Page 5	Summary of Approved Budget Adjustments
Page 6-7	Graphs for Consolidated Revenues and Expenses
Page 8-10	Graphs for major funds (Water, Town Sewer, and Blacklake Sewer)

STRATEGIC PLAN

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

RECOMMENDATION

It is recommended that your Honorable Board accept report and direct Staff to file the quarterly financial report for the third quarter of fiscal year 2017-2018.

ATTACHMENT

- A. Pages 1-10 – NCSD Quarterly Financial Report

MAY 9, 2018

ITEM D-3

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
STATEMENT OF NET POSITION - (Unaudited)
MARCH 31, 2018**

ASSETS

Current assets:

Cash and cash equivalents	\$ 17,019,639
Accounts receivable	357,999
Unbilled utilities receivable	978,000
Accrued interest receivable	59,275
Due from partner purveyors	148,771
Contracts receivable, current portion	80,094
Total current assets	<u>18,643,778</u>

Noncurrent assets:

Restricted cash-NSWP funded replacement	518,475
Cash with fiscal agent	1,420
Deposits and other assets	370,955
Contracts receivable, less current portion	6,674,891
Net OPEB asset	189,261
Capital assets:	
Capital assets, net of depreciation	<u>66,628,145</u>
Total noncurrent assets	<u>74,383,147</u>

Total assets 93,026,925 (A)

Deferred Outflows of Resources

Pension related 748,064 (B)

LIABILITIES

Current liabilities:

Accounts payable	498,167
Deposits	326,151
Accrued Liabilities	395,639
Current portion of long-term debt	492,049
Total current liabilities	<u>1,712,006</u>

Noncurrent liabilities:

Net pension liability	1,480,964
Long-term debt, less current portion	<u>20,249,361</u>
Total noncurrent liabilities	<u>21,730,325</u>

Total liabilities 23,442,331 (C)

Deferred Inflows of Resources

Pension related 85,191 (D)

NET POSITION

Net investment in capital assets	44,744,193
Restricted for system expansion, replacement and debt service	10,241,071
Unrestricted	<u>15,262,203</u>

Total net position \$ 70,247,467 (A)+(B)-(C)-(D)

**NIPOMO COMMUNITY SERVICES DISTRICT
STATEMENT OF REVENUES AND EXPENSES - (Unaudited)
FOR THE NINE MONTHS ENDED MARCH 31, 2018**

	YEAR-TO- DATE	BUDGET	% OF BUDGET
<u>OPERATING REVENUES</u>			
Water fixed charges	\$ 1,160,652	1,480,000	78.42%
Water usage charges	2,754,618	3,004,000	91.70%
Sewer charges	1,858,452	2,497,000	74.43%
Miscellaneous fees and charges	145,292	149,200	97.38%
Street light and landscape maintenance charges	25,066	35,148	71.32%
Franchise fees	40,582	63,500	63.91%
NSWP - collections from purveyors	479,012	490,462	97.67%
Operating transfers in - Funded Administration	338,782	477,310	70.98%
Operating transfers in - Funded Replacement	857,250	1,129,000	75.93%
Total Operating Revenues	<u>7,659,706</u>	<u>9,325,620</u>	<u>82.14%</u>
<u>OPERATING EXPENSES - OPERATIONS AND MAINTENANCE</u>			
Wages and benefits	1,001,119	1,587,520	63.06%
Purchased water	1,187,411	1,130,900	105.00%
Electricity	451,267	591,220	76.33%
Water	3,156	15,650	20.17%
Chemicals	60,251	71,000	84.86%
Lab tests	67,795	99,000	68.48%
Operating supplies	154,432	194,000	79.60%
Outside services	137,475	202,000	68.06%
Permits and operating fees	40,855	36,000	113.49%
Repairs and maintenance	179,007	243,000	73.67%
Engineering	13,668	18,000	75.93%
Fuel	23,604	33,000	71.53%
Meters	0	50,000	0.00%
Safety program	1,501	10,000	15.01%
Uniforms	10,822	16,200	66.80%
Landscape maintenance district	5,433	10,000	54.33%
Solid waste program	124,740	15,000	831.60%
Conservation program	22,855	50,000	45.71%
Operating transfer out - Funded Replacement	857,250	1,143,000	75.00%
Subtotal - Operating Expenses (Operations and Maintenance)	<u>4,342,641</u>	<u>5,515,490</u>	<u>78.74%</u>

continued on next page

**NIPOMO COMMUNITY SERVICES DISTRICT
STATEMENT OF REVENUES AND EXPENSES - (Unaudited)
FOR THE NINE MONTHS ENDED MARCH 31, 2018**

	<u>YEAR-TO- DATE</u>	<u>BUDGET</u>	<u>% OF BUDGET</u>
<u>OPERATING EXPENSES - GENERAL AND ADMINISTRATIVE</u>			
Wages and benefits	581,039	868,430	66.91%
Outside services	13,768	16,050	85.78%
Bank charges and fees	6,949	9,000	77.21%
Computer expense	59,653	115,150	51.80%
Dues and subscriptions	44,498	44,600	99.77%
Education and training	6,285	19,500	32.23%
Elections	0	0	0.00%
Liability insurance	63,143	82,000	77.00%
Landscape and janitorial	10,871	15,000	72.47%
Legal counsel-general	82,833	125,000	66.27%
Legal counsel-water	68,651	75,000	91.53%
Professional services	105,573	183,000	57.69%
Miscellaneous	2,373	7,000	33.90%
Newsletters and mailers	5,670	12,000	47.25%
Office supplies	11,845	17,000	69.68%
Postage	17,751	27,000	65.74%
Public notices	5,249	6,450	81.38%
Repairs and maintenance	23,236	16,550	140.40%
Property taxes	1,347	1,800	74.83%
Telephone	6,017	9,720	61.90%
Travel and mileage	4,844	14,200	34.11%
Utilities	12,218	20,500	59.60%
Operating transfer out - Funded Administration	338,782	477,310	70.98%
Subtotal - Operating Expenses (General and Administrative)	1,472,595	2,162,260	68.10%
 Total Operating Expenses	 5,815,236	 7,677,750	 75.74%
 Total Operating Surplus (Deficit)	 1,844,470	 1,647,870	 111.93%
<u>NON-OPERATING INCOME (EXPENSES)</u>			
Interest income	364,392	62,400	583.96%
Property tax revenue	457,284	622,000	73.52%
Cell site revenue	30,335	37,000	81.99%
Other revenue - purveyors	868,147	0	0.00%
Capacity Charges collected	75,246	0	0.00%
Nipomo Mesa Water Conservation Fees	520,189	0	0.00%
Interest expense	(513,165)	(687,772)	74.61%
Total non-operating revenues (expenses)	1,802,428	33,628	
 Total Operating and Non-operating Surplus (Deficit)	 \$ 3,646,898	 1,681,498	

NIPOMO COMMUNITY SERVICES DISTRICT
SUMMARY OF REVENUES AND EXPENSES BY FUND
NINE MONTHS ENDING MARCH 31, 2018

FUND	FUND #	YTD REVENUES	YTD EXPENSES	SUBTOTAL	FUNDED REPLACEMENT	TRANSFERS B/W FUNDS	YTD SUPPLUS/ (DEFICIT)
Administration	110	354,070	(354,070)	0	0	0	0
Water	125	4,068,521	(3,045,282)	1,023,239	(435,000)	0	588,239
Water Rate Stabilization	128	3,663	0	3,663	0	0	3,663
Town Sewer	130	1,555,614	(1,065,688)	489,926	(296,250)	168,503	362,179
Town Sewer Rate Stabilization	135	2,755	0	2,755	0	0	2,755
Blacklake Sewer	150	335,207	(219,112)	116,095	(126,000)	0	(9,905)
Blacklake Sewer Rate Stabilization	155	458	0	458	0	0	458
Blacklake Street Lighting	200	18,217	(21,287)	(3,070)	0	0	(3,070)
Street Landscape Maintenance	250	7,811	(16,185)	(8,374)	0	0	(8,374)
Solid Waste	300	43,461	(132,305)	(88,844)	0	3,658	(85,186)
Drainage Maintenance	400	13,104	0	13,104	0	0	13,104
Supplemental Water Capacity Fees	500	1,658,548	(262,698)	1,395,850	0	398,250	1,794,100
Property Taxes	600	450,949	(74,456)	376,493	0	(401,908)	(25,415)
Water Capacity Fees	700	30,914	0	30,914	0	0	30,914
Town Sewer Capacity Fees	710	21,634	0	21,634	0	0	21,634
Funded Replacement-Water	805	31,666	0	31,666	435,000	0	466,666
Funded Replacement-Town Sewer	810	34,309	0	34,309	296,250	(108,184)	222,375
Funded Replacement-BL Sewer	830	7,319	0	7,319	126,000	0	133,319
Town Sewer Sinking Fund	880	151	0	151	0	(60,319)	(60,168)
NSWP Operations & Maintenance	910	1,308,348	(1,264,553)	43,795	0	0	43,795
NSWP Funded Replacement	915	155,815	0	155,815	0	0	155,815
TOTAL		10,102,534	(6,455,636)	3,646,898	0	0	3,646,898

CASH BALANCE OF EACH FUND

FUND	FUND #	CASH BALANCE 3/31/2018
Administration	110	100,762
Water	125	1,862,271
Water Rate Stabilization	128	409,362
Town Sewer	130	1,729,193
Town Sewer Rate Stabilization	135	307,823
Blacklake Sewer	150	222,399
Blacklake Sewer Rate Stabilization	155	51,170
Blacklake Street Lighting	200	20,709
Street Landscape Maintenance	250	12,727
Solid Waste	300	243,809
Drainage Maintenance	400	77,906
Supplemental Water	500	1,919,142
Property Taxes	600	167,815
Water Capacity Fees	700	1,687,795
Town Sewer Capacity Fees	710	423,885
Funded Replacement-Water	805	3,619,923
Funded Replacement-Town Sewer	810	3,914,008
Funded Replacement-BL Sewer	830	842,457
Sinking Fund-Town Sewer	880	0
NSWP	910	6,593
NSWP-Funded Replacement	915	518,475
Funds held by Trustee		(600,110)
Restricted		(518,475)
TOTAL		17,019,639

NOTE:

STATEMENT OF NET POSITION AND STATEMENT OF REVENUE AND EXPENSES FOR EACH FUND ARE AVAILABLE FOR REVIEW UPON REQUEST

NIPOMO COMMUNITY SERVICES DISTRICT
SUMMARY OF APPROVED BUDGET AMENDMENTS
FISCAL YEAR JUNE 30, 2018

FIRST QUARTER ENDING SEPTEMBER 30, 2017

DATE	DESCRIPTION	FUND(S)	APPROVED BUDGET	APPROVED AMENDMENT	AMENDED BUDGET
8/9/2017	Purchase of Track Loader and Compost Aerator	130	0	108,184	108,184
9/13/2017	Remove turf and replant area with drought tolerant landscape	250	0	8,000	8,000

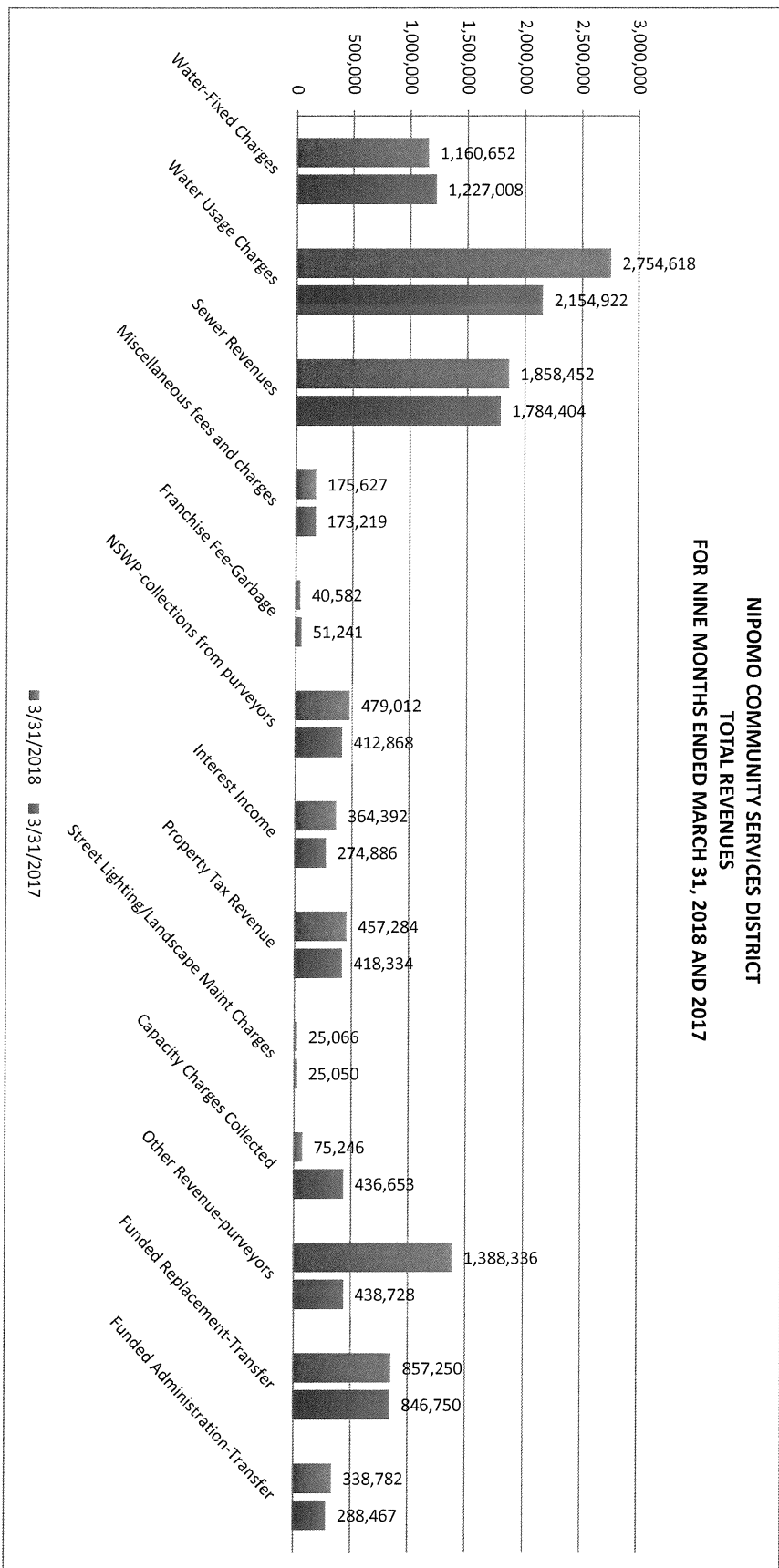
SECOND QUARTER ENDING DECEMBER 31, 2017

DATE	DESCRIPTION	FUND(S)	APPROVED BUDGET	APPROVED AMENDMENT	AMENDED BUDGET
10/25/2017	Opterra Energy Development Program Report	125 and 130	0	30,000	30,000
11/8/2017	Tesco Controls SCADA system server replacement	805, 810 and 830	50,000	115,000	165,000
12/13/2017	One-month Solid Waste Rate Holiday	300	0	120,378	120,378

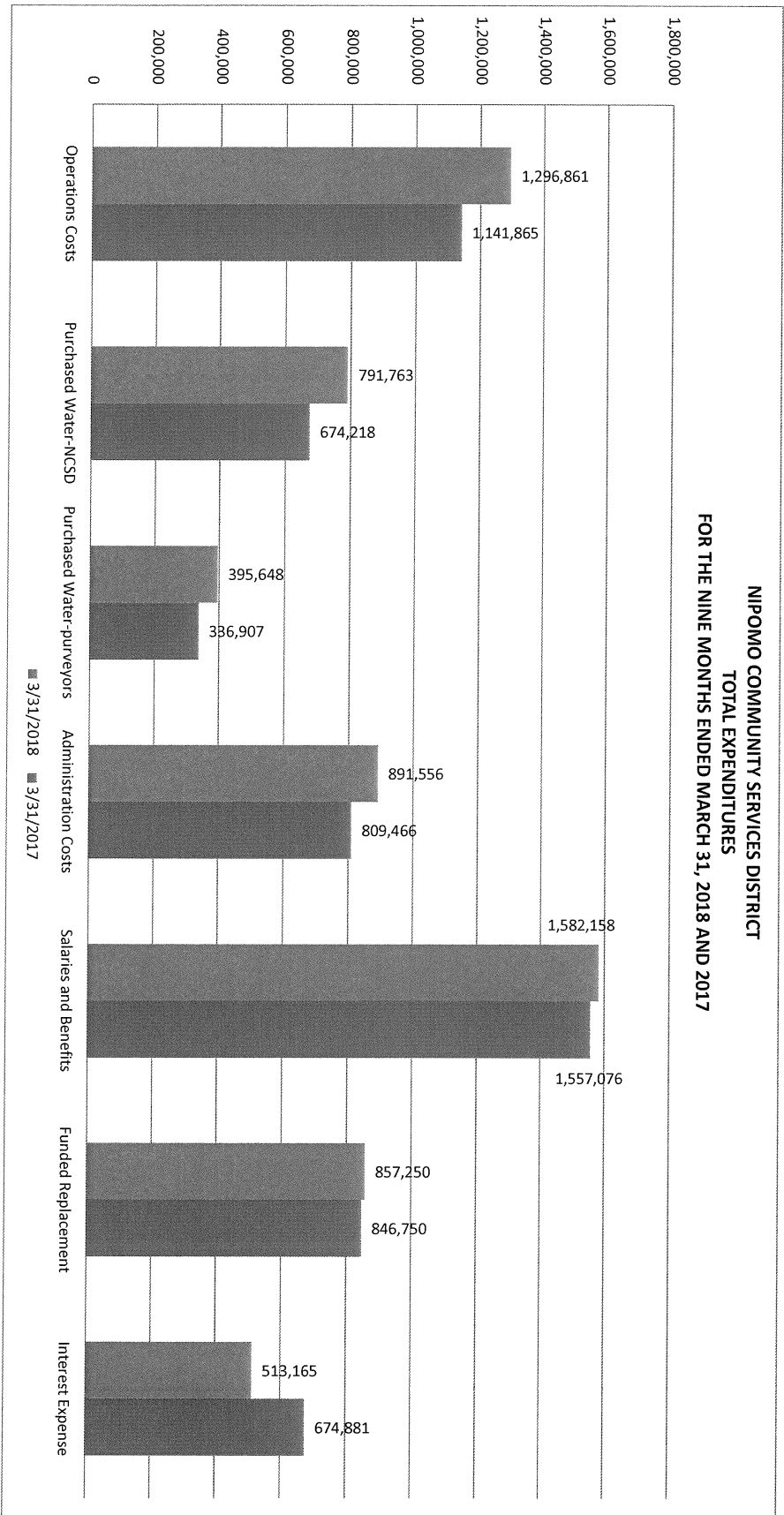
THIRD QUARTER ENDING MARCH 31, 2018

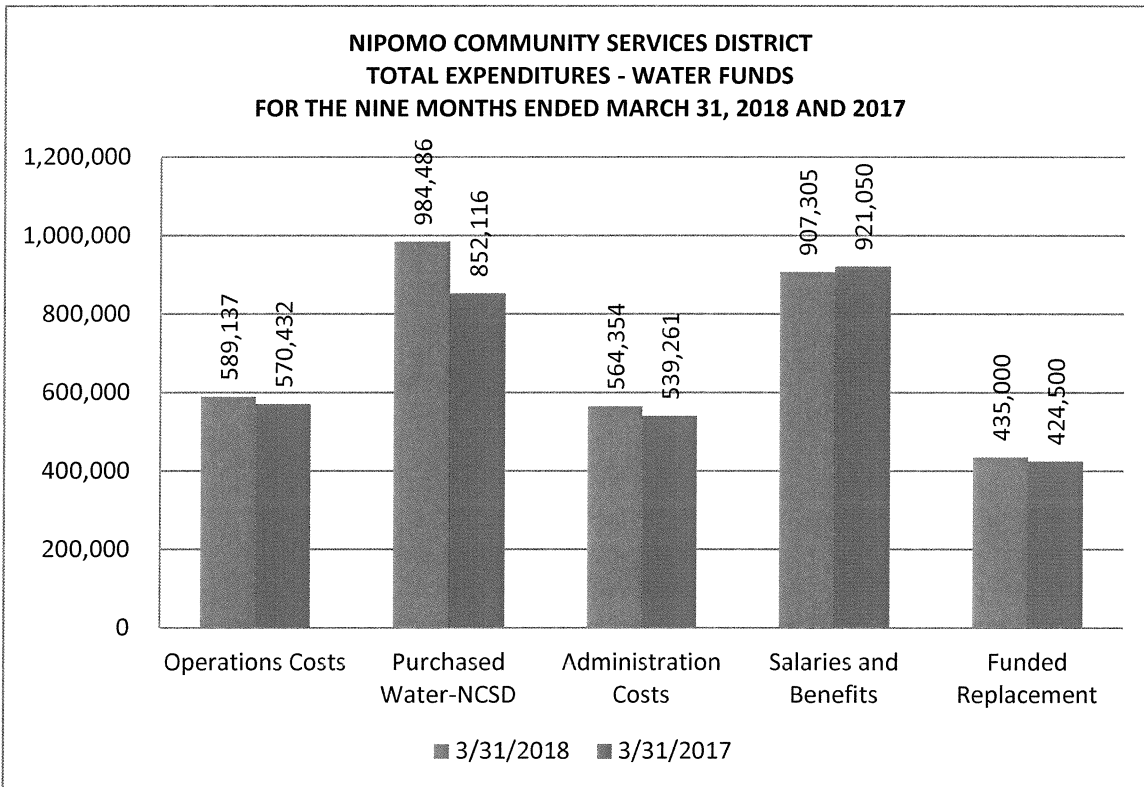
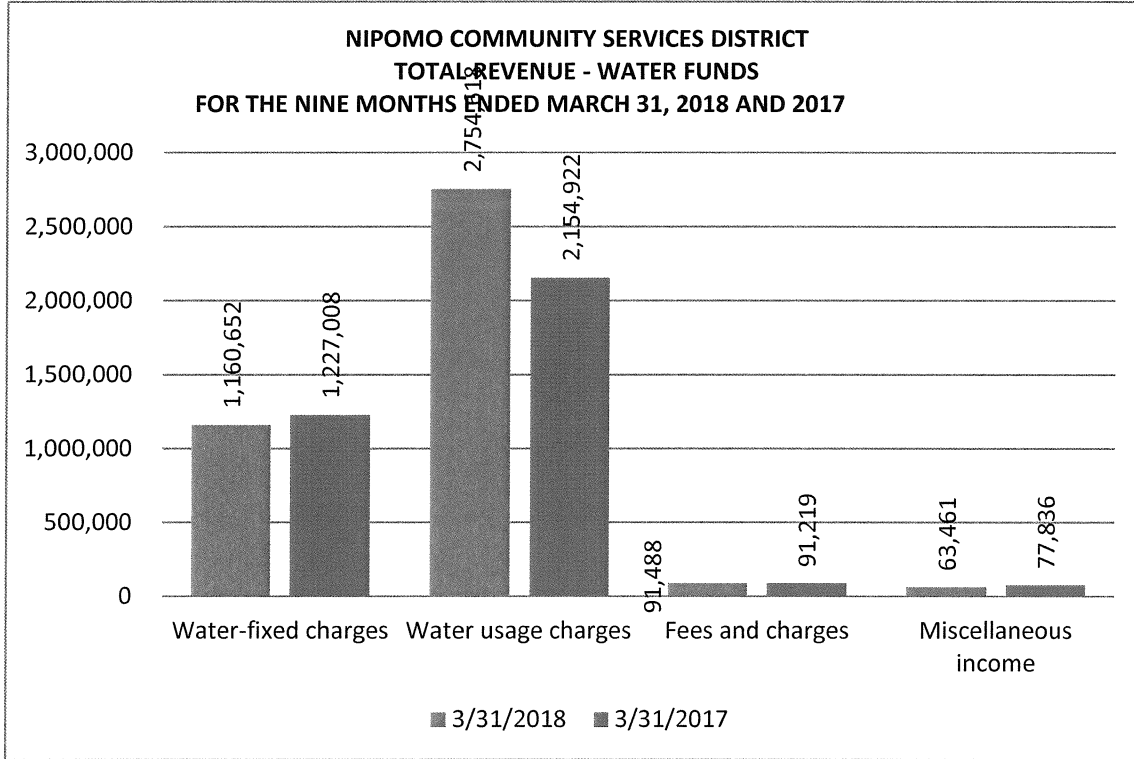
DATE	DESCRIPTION	FUND(S)	APPROVED BUDGET	APPROVED AMENDMENT	AMENDED BUDGET
	None				

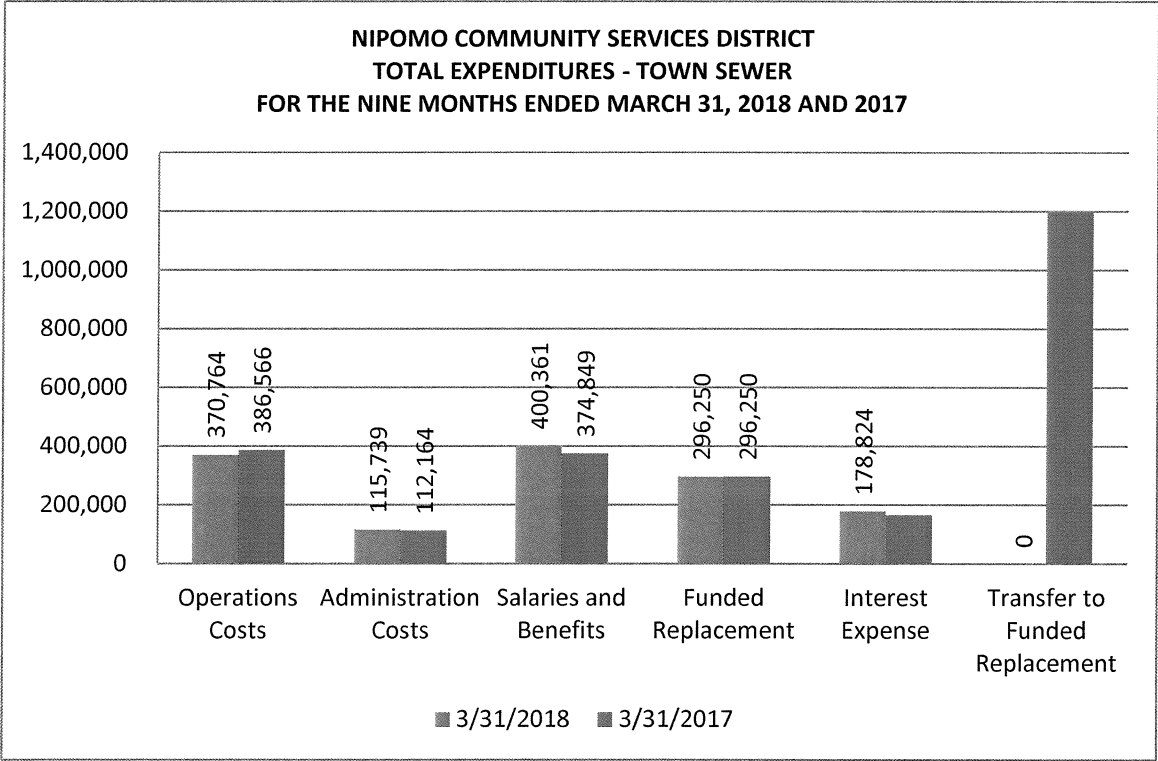
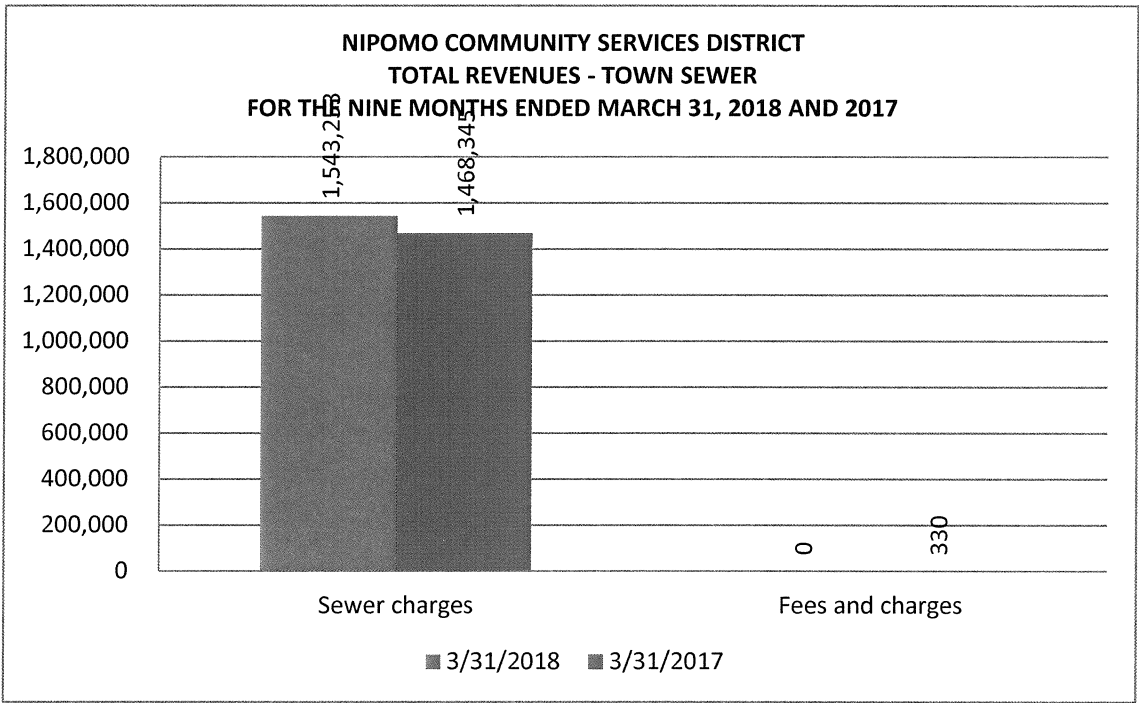
**NIPOMO COMMUNITY SERVICES DISTRICT
TOTAL REVENUES
FOR NINE MONTHS ENDED MARCH 31, 2018 AND 2017**

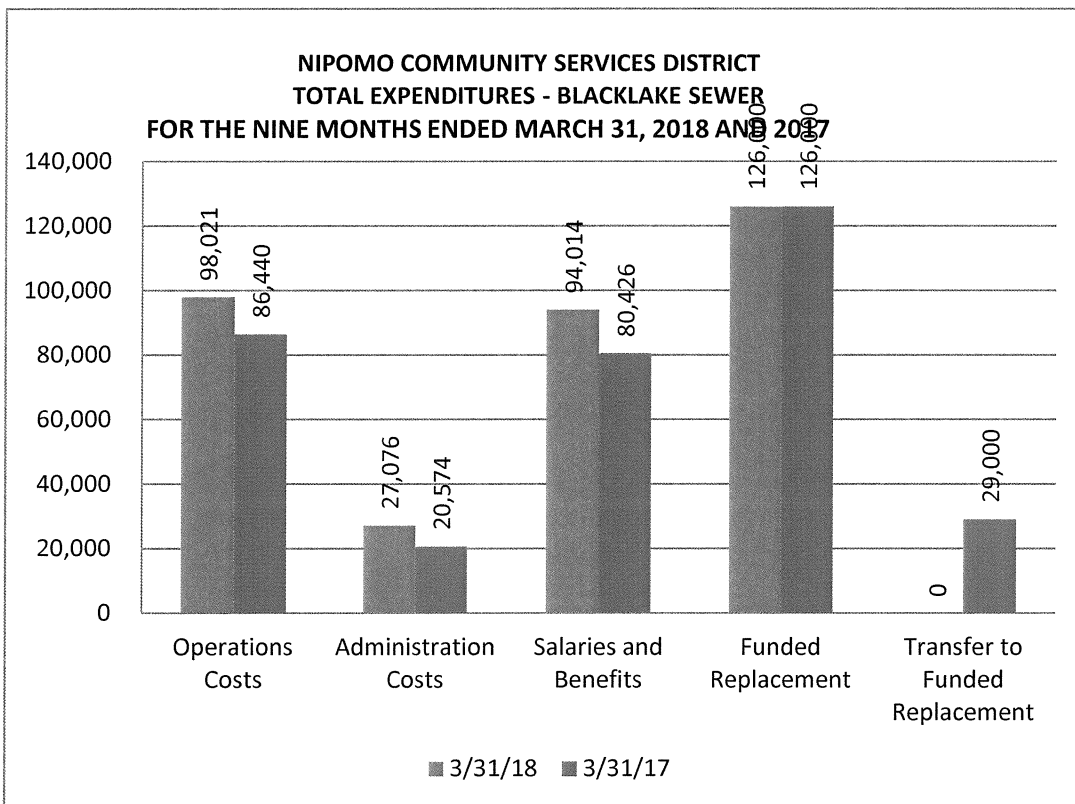
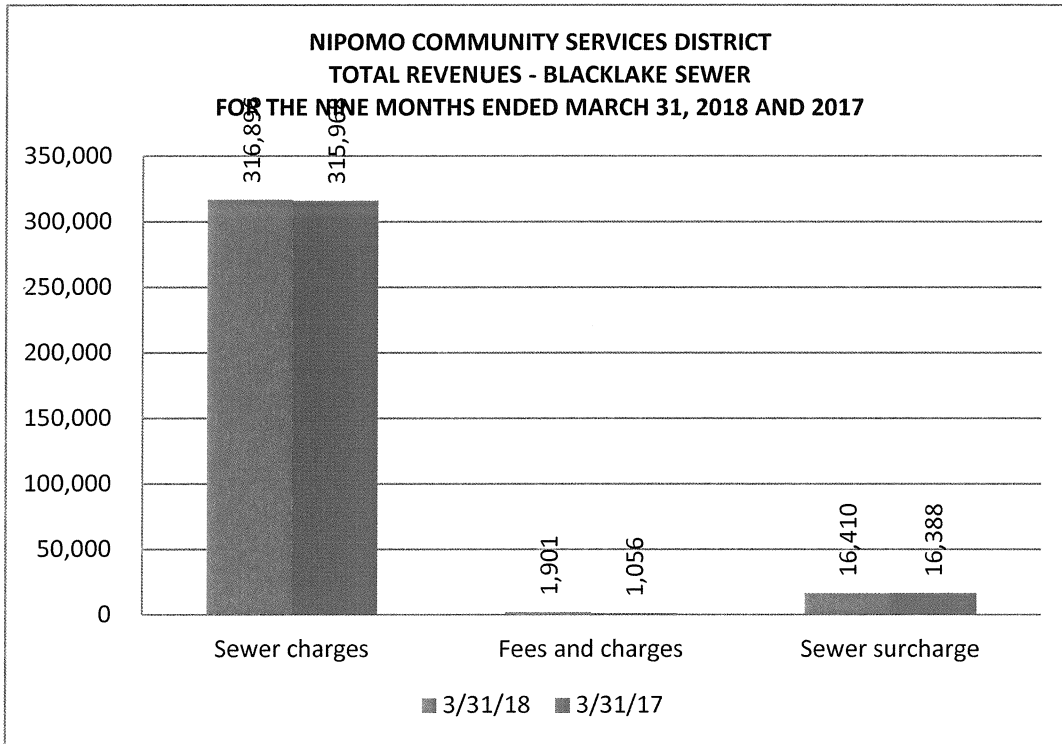


**NIPOMO COMMUNITY SERVICES DISTRICT
TOTAL EXPENDITURES
FOR THE NINE MONTHS ENDED MARCH 31, 2018 AND 2017**










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TO: BOARD OF DIRECTORS
REVIEWED: MARIO IGLESIAS
GENERAL MANAGER 
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS
DATE: MAY 2, 2018

**AGENDA ITEM
E-1
MAY 9, 2018**

**CONSIDER AUTHORIZING TASK ORDER FOR
SUPPLEMENTAL WATER PROJECT JOSHUA ROAD PUMP STATION
PUMP #4 ENGINEERING SERVICES AND AMENDING
FY 2017/2018 BUDGET**

ITEM

Authorize Task Order for engineering services for the Supplemental Water Project Joshua Road Pump Station Pump #4 in the amount of \$14,923 with MKN & Associates and Amend FY 2017/2018 Budget [RECOMMEND BY MOTION AND ROLL CALL VOTE ADOPT RESOLUTION AUTHORIZING TASK ORDER WITH MKN & ASSOCIATES IN THE AMOUNT OF \$14,923 AND AMENDING FY 2017/2018 BUDGET].

BACKGROUND

The Nipomo Supplemental Water Project (Project) delivers water purchased by the District from the City of Santa Maria and allows the District to reduce pumping from existing wells to slow the depletion of groundwater and reduce the potential for seawater intrusion on the Nipomo Mesa. The Project also increases the reliability of the District water supply by providing an additional source other than groundwater. The Project is consistent with the settlement agreement and the judgment related to the groundwater adjudication of the Santa Maria Groundwater Basin. Current project capacity is approximately 800 acre feet per year (AFY). The Project construction schedule for future phases takes into account the supplemental water delivery schedule required by the *Wholesale Water Supply Agreement* with the City of Santa Maria. The Project as currently envisioned will have the capacity to deliver up to 3000 AFY once construction is completed in 2024.

The current Project phasing plan includes the installation of a fourth pump at the Joshua Road Pump Station in FY 2018/2019. The installation of a fourth pump at the Joshua Road Pump Station will allow the District to provide redundancy and operational reliability for supplemental water deliveries up to 1000 AFY. Staff recommends that the District proceed with preparation of the construction documents required for bidding the project as soon as possible since the pump manufacturing lead time is anticipated to be approximately 24 weeks. Staff estimates that the schedule to prepare the bid documents will be approximately 12 weeks. Board approval of a budget amendment for FY 2017/2018 is required since the project is not budgeted until FY 2018/2019.

Staff requested a proposal for engineering services from MKN & Associates to prepare construction documents for the project. Attachment B is the proposed scope of work and budget. MKN is uniquely and extensively experienced with the District's Supplemental Water Project. MKN staff has been involved in the project since the project's inception.

FISCAL IMPACT

The approved FY 2017-2018 budget does not include funding for the project. A budget amendment in the amount of \$14,923 from Supplemental Water Fund #500 Reserves is needed to provide funding for the engineering phase of the project.

STRATEGIC PLAN

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

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

RECOMMENDATION

Staff recommends that the Board, by motion and roll call vote, adopt a resolution authorizing a Task Order for engineering services for the Supplemental Water Project Joshua Road Pump Station Pump #4 in the amount of \$14,923 with MKN & Associates and approving a budget amendment transferring \$14,923 from Supplemental Water Fund #500 Reserves for the project.

ATTACHMENTS

- A. Resolution 2018-XXXX JRPS Pump 4 Engineering
- B. MKN & Associates, Inc. proposal dated April 13, 2018

MAY 9, 2018

ITEM E-1

ATTACHMENT A

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

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT AUTHORIZING A TASK ORDER
TO MKN & ASSOCIATES, INC. IN THE AMOUNT OF \$14,923
FOR ENGINEERING SERVICES FOR SUPPLEMENTAL WATER PROJECT JOSHUA ROAD PUMP
STATION PUMP 4 AND AMENDING FY 2017/18 BUDGET**

WHEREAS, the construction of the Supplemental Water Project will increase the reliability of the District's water supply by providing an additional source other than groundwater; and

WHEREAS, the construction of the Supplemental Water Project is consistent with the settlement agreement and the judgment related to the groundwater adjudication of the Santa Maria Groundwater Basin; and

WHEREAS, the construction of the Supplemental Water Project will have beneficial effects on groundwater supplies within the Nipomo Mesa Management Area; and

WHEREAS, the current Supplemental Water Project phasing plan includes the installation of a fourth pump at the Joshua Road Pump Station in FY 2018/2019; and

WHEREAS, Staff recommends that the District proceed with preparation of the construction documents required for bidding the project as soon as possible since the pump manufacturing lead time is anticipated to be approximately 24 weeks; and

WHEREAS, Board approval of a budget amendment for FY 2017/2018 is required since the project is not budgeted until FY 2018/2019; and

WHEREAS, the Board of Directors has considered the staff report and staff presentation.

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

1. The above recitals and findings are incorporated herein by this reference.
2. The General Manager is authorized to execute a Task Order with MKN & Associates, Inc. for engineering services for the Joshua Road Pump Station Pump #4 in the amount of \$14,923.
3. The Board of Directors does hereby authorize a FY 17/18 budget amendment and transfer in the amount of \$14,923 from Supplemental Water Fund #500.

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 9th day of May 2018.

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

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT AUTHORIZING A TASK ORDER
TO MKN & ASSOCIATES, INC. IN THE AMOUNT OF \$14,923
FOR ENGINEERING SERVICES FOR SUPPLEMENTAL WATER PROJECT JOSHUA ROAD PUMP
STATION PUMP 4 AND AMENDING FY 2017/18 BUDGET**

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

MAY 9, 2018

ITEM E-1

ATTACHMENT B



MKN & Associates, Inc.
P O Box 1604
Arroyo Grande CA 93421
805 904 6530

April 13, 2018

Peter Sevcik, PE
Director of Engineering and Operations
Nipomo Community Services District
(Submitted Electronically)

RE: Proposal for Pump Selection and Design, Pump #4 - Joshua Road Pump Station

Dear Peter,

PROJECT UNDERSTANDING

Michael K. Nunley & Associates, Inc. (MKN) is pleased to provide this proposal for professional engineering services for the selection and installation of a fourth pump (800 gpm), valves, fittings, and 100 Hp variable frequency drive (VFD) at the Joshua Road Pump Station (JRPS). Consistent with the recommendations in the Supplemental Water Project Hydraulic Analysis and Phasing Plan (MKN 2016), the installation of a fourth pump at the JRPS will allow Nipomo Community Services District (District) to provide redundancy and operational reliability for supplemental water deliveries (up to 1,000 AFY) from the City of Santa Maria (City). The following scope of work outlines the proposed project tasks.

SCOPE OF WORK

MKN will perform the following services:

- Review existing pump design criteria, including ranges of flow and total dynamic head for the JRPS, and the recently installed third pump (800 gpm).
- Prepare construction plans and specifications for procurement and installation of new 800 gpm pump, VFD, cabinet, and control panel. It is assumed that the District will prepare Up-front contract documents.
- Prepare control narrative, loop descriptions, and requirements for modifications to the District's ClearSCADA system (addition of new screens to existing HMI).
- Provide bid and construction phase support.

Task 1: Preliminary Engineering, Meetings, and Data Review

MKN will coordinate and attend a kickoff meeting and one progress meeting at the draft level of completion of the construction documents.

Task 2: Construction Documents

Existing record drawings and construction specifications will be utilized for the construction documents. It is anticipated that the following sheets will be required.

- Cover
- Abbreviations, general notes, sheet index

- Site Plan and Section
- Construction Details
- Revised Electrical Sheet with Revised Single Line Diagram, Equipment Layout Connection and Schedule

MKN anticipates including the following sheets from the February 2013 AECOM Conforming Planset for the Supplemental Water Project Bid Package 4, Phase 1 as reference only for the contractor:

- Instrumentation Sheets N-001, N-002, N-501, N-601 through N-604

Construction drawings will be prepared as 22-inch x 34-inch sheets and all drawings will be prepared using AutoCAD 2016.

In addition to new technical specifications, MKN will review, reference and potentially amend relevant existing technical specifications from the Supplemental Water Project Bid Package 4, Phase 1 for this project.

Task 4: Bid and Construction Phase Support

MKN will provide engineering services as requested during the bidding and construction phase of the project. This task includes the following:

- Providing written responses to up to two questions and/or clarifications during bidding
- Reviewing and managing up to 10 submittals and re-submittals
- Responding to up to two requests for information (RFIs) from the Contractor

It is assumed that District staff will prepare District up-front contract documents, and will advertise and distribute the bid documents. The District will receive and review bids and contract with the selected contractor without input from MKN. During the construction phase, MKN will support the District on an as-requested basis. Any work requested beyond the budgeted number of hours contained herein will be billed on a time-and-materials basis according to our standard 2018 rate sheet. Work associated with District-requested revisions to the approved contract documents during construction is not included in this proposal and will be billed on a time-and-materials basis according to our standard 2018 rate sheet. At the conclusion of construction, MKN will obtain record information from the District's Contractor.

ASSUMPTIONS:

Not included:

- Survey
- Geotechnical investigations
- Assessment of existing electrical systems or Motor Control systems
- Startup Support
- Preparation of "Front-end" contract documents
- Bidding or Advertising Support
- Contracting Support
- Construction Management
- Change Order Management

Peter Sevcik, PE
Page 3

It is assumed that the District will provide current record drawings and submittal information from the recent pump and VFD installation for review and incorporation into the contract documents.

BUDGET

MKN proposes to complete this work on a time and materials basis with a budget not to exceed \$14,923 without written authorization. Hourly rates are attached.

SCHEDULE

MKN will submit draft construction documents within six weeks of Notice to Proceed. Final construction documents will be submitted within three weeks of receipt of District comments on the draft submittal.

Thank you for providing Michael K. Nunley and Associates with the opportunity to provide professional services for your project. If you have any questions regarding this proposal, please contact me at jhanlon@mknassociates.us or by phone at (805) 904-6530.

Sincerely,



Jon Hanlon, PE
Principal

Attachments:

2018 MKN Fee Schedule

Nipomo Community Services District - Joshua Road Pump Station Pump Selection and Design

	Principal Engineer	Project Engineer	Drafting	Administrative Assistant	Total Hours	ODCs	Total MKN Labor	Total Cost
Task Group 1 - Preliminary Engineering, Meetings and Data Review								
Data Gathering and Review	2	4			6	\$ 15	\$ 960	\$ 975
Kickoff Meeting	2				2	\$ 15	\$ 360	\$ 375
Progress Meeting 2: Review 60% Design	2				2	\$ 15	\$ 360	\$ 375
Task Group 1 Subtotal	6	4	0	0	10	\$ 45	\$ 1,680	\$ 1,725
Task Group 2 - Construction Documents								
Draft Construction Plans	8		12		20		\$ 2,604	\$ 2,604
Draft Construction Specs	4	8		1	13		\$ 1,977	\$ 1,977
Final Construction Plans	4		8		12		\$ 1,496	\$ 1,496
Final Construction Specs	4	4		1	9		\$ 1,377	\$ 1,377
Task Group 2 Subtotal	20	12	20	2	54	\$ -	\$ 7,454	\$ 7,454
Task Group 3 - Bid and Construction Phase Support								
Contractor Pre-bid Meeting	2				2	\$ 15	\$ 360	\$ 375
Bid Phase Clarifications (up to two)		4			4		\$ 600	\$ 600
Contractor Pre-construction Meeting	2				2	\$ 15	\$ 360	\$ 375
Construction Phase RFI Response (up to two)		4			4		\$ 600	\$ 600
Submittal Review (up to 10 submittals and re-submittals)	4	8			12		\$ 1,920	\$ 1,920
Review proposed change orders (up to two)	2	4			6		\$ 960	\$ 960
Record Drawings			2		2		\$ 194	\$ 194
As-requested Support Allowance (up to 4 hours)	4				4		\$ 720	\$ 720
Task Group 3 Subtotal	34	20	2	0	36	\$ 30	\$ 5,714	\$ 5,744
TOTAL BUDGET	60	36	22	2	100	\$ 75	\$ 14,848	\$ 14,923

Billing Rates	\$/hr
Principal Engineer	180
Project Engineer	150
Senior Engineer	170
Assistant Engineer	127
Drafting	97
Administrative Assistant	57





MKN & Associates, Inc.
PO Box 1604
Arroyo Grande, CA 93421
805 904 6530

FEE SCHEDULE FOR PROFESSIONAL SERVICES

ENGINEERS AND TECHNICAL SUPPORT STAFF

Principal Engineer	\$180/HR
Senior Project Engineer	\$170/HR
Project Engineer	\$150/HR
Water Resources Planner	\$138/HR
Assistant Engineer	\$127/HR
GIS Specialist	\$130/HR
GIS Technician	\$110/HR
Senior Design Technician	\$97/HR
Administrative Assistant	\$57/HR

Routine office expenses such as computer usage, telephone charges, office equipment and supplies, incidental postage, copying, faxes, etc., are included in the hourly rates.

DIRECT PROJECT EXPENSES

Outside Reproduction	Cost + 10%
Subcontracted or Subconsultant Services	Cost + 10%
Travel & Subsistence (other than mileage)	Cost
Auto Mileage	Current IRS Rate - \$.54/mi.

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER



**AGENDA ITEM
E-2
MAY 9, 2018**

DATE: MAY 4, 2018

**CONSIDER PARTICIPATING IN AND PROVIDING FUNDING FOR
THE SAN LUIS OBISPO COUNTY COORDINATED NIPOMO
COMMUNITY CLEAN-UP DAY**

ITEM

Consider providing financial support in the amount of \$9,500 to support the San Luis Obispo County ("County") coordinated Nipomo Community Clean-up Day and approve a budget amendment transfer of \$9,500 from the Solid Waste Fund #300. [RECOMMEND ADOPT RESOLUTION TO FUND NIPOMO CLEAN-UP DAY IN AN AMOUNT NOT TO EXCEED \$9,500 AND AMEND SOLID WASTE FUND #300 2017-18 BUDGET ACCORDINGLY]

BACKGROUND

The District received a letter from Supervisor Compton's Office [attached] notifying the District that the San Luis Obispo County's Building and Planning Department is organizing a clean-up day, June 16, 2018, in Nipomo.

As stated in Supervisor Compton's letter, the clean-up day focuses on collecting and disposing of large items such as automobiles, appliances, and furniture. There is a need to fund dumpsters large enough to manage these items as well as the cost to dispose of items appropriately and in accordance with the law.

The \$9,500 cost estimate is broken down as follows:

1. Roll-off Costs (\$220/box with tipping fees of \$70/ton) = \$6,400
 - a. ten 40-yard boxes (10 x \$220/box) = \$2,200
 - b. averaging 6 tons/box (60 x \$70) = \$4,200
2. Volunteer Support Supplies: (water and lunch for ~70 volunteers) = \$500
3. Post Card Mailers w/ postage for NCSD customer = \$2,400
4. Hazard Fees – tires, refrigerators and air-conditioning unit handling = \$200

The County is dedicating staff time and effort to coordinating this project. If the District does not provide funding for the project then the County will have to scale back on the project and limit the items they collect and dispose of.

FISCAL IMPACT

Proposed funding would come from the Solid Waste Fund #300, which is funded by franchise fees received pursuant to the August 27, 2008 Amended and Restated Solid Waste Collection Franchise Agreement with South County Sanitary Service, Inc. A budget amendment is needed,

as this project was not included in the current year budget. There is a \$245,000 balance in Fund #300 and there are no other projects schedule for this year affecting the Fund balance.

STRATEGIC PLAN

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.

RECOMMENDATION

Staff recommends the Board, by motion and roll call vote, adopt a resolution authorizing the General Manager to expend funds for the Nipomo Clean-up Day in the amount of \$9,500 and approving a budget amendment transferring of \$9,500 from Solid Wastes Fund #300 Reserves for the project.

ATTACHMENTS

- A. Resolution 2018-XXXX, Amend Solid Waste Fund #300 for Fiscal Year 2017-18
- B. 4th District Supervisor Lynn Compton Letter of Support for Nipomo Clean-up Day

MAY 9, 2018

ITEM E-2

ATTACHMENT A

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

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NIPOMO COMMUNITY SERVICES DISTRICT
TO PROVIDE \$9,500 IN SUPPORT OF SAN LUIS OBISPO COUNTY
ORGANIZED NIPOMO CLEAN-UP DAY AND
AMEND FISCAL YEAR 2017-18 SOLID WASTE BUDGET**

WHEREAS, pursuant to San Luis Obispo County Local Agency Formation Commission (LAFCO) Resolution 2001-02 the Nipomo Community Services District (District) is authorized to provide its residents with the collection and disposal of garbage and refuse matter pursuant to Government Code Section 61100 (c); and

WHEREAS, the District entered into a Solid Waste Collection Franchise Agreement on July 18, 2001 with South County Sanitary Service, Inc., a California Corporation, a solid waste collection firm ("Franchisee"); and

WHEREAS, Franchisee has been providing solid waste collection services to the residents of the District pursuant to the Solid Waste Collection Franchise Agreement; and

WHEREAS, the District receives a franchise fee from Franchisee per the August 27, 2008 Amended and Restated Solid Waste Collection Franchise Agreement; and

WHEREAS, the County of San Luis Obispo is organizing a Nipomo Clean-up Day to collect and dispose of solid waste and refuse matter and has requested that the District provide a portion of the necessary funding for the clean-up day; and

WHEREAS, use of revenues derived from the franchise fees paid to the District by Franchisee for the purpose of funding the Nipomo Clean-Up Day will meet the intended purposes of the franchise fees, including finding the proper disposal of refuse matter; and

WHEREAS, Staff recommends that the District participate in Nipomo Clean-up Day and dedicate \$9,500 from the Solid Waste Fund #300 for the disposal of refuse matter in Nipomo; and

WHEREAS, Board approval of a budget amendment for FY 2017/2018 is required since the project is not budgeted; and

WHEREAS, the Board of Directors has considered the staff report and staff presentation.

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

1. The above recitals and findings above are true and correct and are incorporated herein by this reference.
2. The General Manager is authorized to dedicate funds in support of Nipomo Clean-up Day in the amount of \$9,500.

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

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT
TO PROVIDE \$9,500 IN SUPPORT OF SAN LUISE OBISPO COUNTY ORGANIZED NIPOMO CLEAN-UP DAY AND
AMEND FISCAL YEAR 2017-18 SOLID WASTE BUDGET**

3. The Board of Directors does hereby authorize a Fiscal Year 2017/18 budget amendment and transfer in the amount of \$9,500 from Solid Waste Fund #300.

Upon 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 _____ 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

MAY 9, 2018

ITEM E-2

ATTACHMENT B



COUNTY OF SAN LUIS OBISPO
BOARD OF SUPERVISORS
Lynn Compton *District Four Supervisor*

Nipomo Community Services District

148 S. Wilson St.

Nipomo, CA 93444

To the Nipomo Community Services District Board,

County of San Luis Obispo Staff, a committee of Nipomo residents, and my office are working diligently to organize a Community Cleanup Day for June 16th, 2018. The Committee is focusing on Vehicle Abatement, scrap metals, appliances, e-waste, furniture and mattresses and possible direction of disposable items such as car batteries and paint. This is not intended for trash collection, debris, or green waste because Nipomo already has those covered by mandatory collection services. Community Cleanup Days are an effective way of removing large items that can build up in a community. The intent is to serve residents of Nipomo and not Oceano or Arroyo Grande (they will have their own cleanup day in the near future).

It has been years since the last cleanup and we hope this is a success. In order to have these items removed, the group needs funding to cover the costs incurred from the landfill and other groups who are collecting items. If you have any funding that you could commit to this event, I know that the community and I would greatly appreciate your support. If you have any questions, please give my office a call at 805-781-4337.

Respectfully,

Lynn Compton

4th District Supervisor

County of San Luis Obispo Government Center

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TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER 

DATE: May 4, 2018

AGENDA ITEM

F

MAY 9, 2018

GENERAL MANAGER'S REPORT

ITEM

Standing report to your Honorable Board -- *Period covered by this report is April 22, 2018 through May 6, 2018.*

DISTRICT BUSINESS

Administrative

The District encourages residents to provide reports of any observed water waste. The District keeps an accounting of leak adjustments as a measure of non-revenue water lost to leaks. The March data below is the most current.

Office Activities

	Apr-18	Jul-Apr 2018
Reports of water waste followed up on	1	2
Leak Adjustments	0	20
Leak Adjustment Amount	\$0	\$6,684

Water Resources

Table 1. Total Production (AF)

	Apr-18	Jul - Apr 18
Groundwater Production	71.4	802.4
Supplemental Water Imported	<u>76.1</u>	<u>822.1</u>
Total Production	<u>147.5</u>	<u>1,624.5</u>

NCSD imported 76.1 AF of water over the 30 day period in April averaging 574 gallons per minute for a daily total of 826,560 gallons per day. For fiscal year 2017-18 [July-2017 through June-2018] the District must import 800 AF of supplemental water. During summer months, it is possible that additional import water up to the distribution systems capacity of 85 AF per month may be reached. The water distribution system pressure is the limiting variable with regards to the amount of water the District can safely import.

Table 2. FY 2018 Total Demand To-date Compared to 2013

	Apr-18	Jul - Apr 2018
Total Production (AF) for FY 2017-18	147.5	1,624.5
Total Production (AF) for 2013	<u>224.0</u>	<u>2,107.9</u>
Reduction	<u>76.5</u>	<u>483.4</u>
Percentage Reduction	34.2%	22.9%

Table 2 compares the District's total demand for the month of April and the Fiscal Year's year-to-date total. The community's water conservation effort reached 32% compared to April 2013. The District's Year-to-Date conservation effort for the first 10 months of the fiscal year is approximately 23%.

3) NCSD GW Reduction

The District's purveyor customers, GSWC and WMWC, each claim 16.66% (cumulatively 33.33%) of the imported water NCSD brings onto the basin through the NSWP. Of the 800 AF minimum imported water from the CSM, 266.6 AF 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 3 below demonstrates the calculus for determining the District's groundwater reduction.

Table 3. NCSD GW Reduction (NCSD GW Well Production plus Purveyor Credit)

	Apr-18	Jul - Apr 18
NCSD GW Well Production	71.4	802.4
Purveyor Customer Credit (33.3% of Import Water)	25.4	274.0
NCSD Total Calculated GW Production	96.8	1076.4
Average GW Production for 2009-2013	199.0	2,115.2
NCSD Percentage of GW Reduction	51%	49%

Taking into consideration the above referenced purveyor customer credit, the District can claim a groundwater pumping reduction of 51% for the month of April compared to the 5-year average from 2009 to 2013. For the first 10 months of the fiscal year, the cumulative groundwater pumping reduction reached 49%. At the current Stage IV level of NMMA's Water Shortage Condition and Response Plan, the District has targeted groundwater reduction level of 50% for the year.

Table 4 below is a forecasting tool used to track the District projection as it targets a 50% reduction in groundwater pumping. NCSD Total Calculated GW Production is calculated by projecting an estimate of 85 AF/month of supplemental water for each remaining month and subtracting this amount from last year's corresponding total monthly demand. Using these figures the District will need to reduce its groundwater pumping by 72.4 AF over the next 2 months to reach a 50% pumping reduction. This projection includes 992 AFY of imported water.

Table 4. Year-end Projection: NCSD Groundwater Pumping

	Apr-18	May-18	Jun-18	Jul-Jun 2018	Target	Over/Under
NCSD GW Well Production	71.4	99.9	105.7	1,008.0		
Purveyor Customer Credit (33.3% of Import Water)	25.4	28.3	28.3	330.6		
NCSD Total Calculated GW Production	96.7	128.2	134.0	1,338.4	1,266.0	-72.40 AcFt
Average GW Production for 2009-2013	199.0	261.6	263.5	2,533.3	2,533.3	
NCSD Percentage of GW Reduction	51%	51%	49%	47%	50.0%	

Rainfall Gauge

(Reported in inches)	Nipomo East (Dana Hills Reservoirs)	Nipomo South (Southland Plant)
April 2018 Total	.44	.43
July-2017 through March-2018 (Seasonal Total)	9.62	8.78
Average Annual Year Rainfall	18	16

Safety Program

- No incidents

Other Items and News of Interest

- None listed.

Supplemental Water Capacity Accounting

The District is not currently accepting applications for new water service.

Supplemental Water Available for Allocation	500	AFY
Supplemental Water Reserved (Will Serve Letters Issued)	-23.2	AFY
Subtotal Net Supplemental Water Available for Allocation	476.8	AFY
Supplemental Water Assigned (Intent-to-Serve Issued)	-79.1	AFY
Total Remaining Supplemental Water Available for Allocation	397.1	AFY

This information is accurate up to March 23, 2018.

Connection Report

The Connection Report is current through April 2018.

Nipomo Community Services District Water and Sewer Connections	END OF MONTH REPORT			
	18-Jan	18-Feb	18-Mar	18-Apr
Water Connections (Total)	4405	4405	4405	4405
Sewer Connections (Total)	3174	3174	3174	3174
New Water Connections	3	0	0	0
New Sewer Connection	3	0	0	0
Galaxy & PSHH at Orchard and Division Sewer Connections billed to the County	473	473	473	473

Meetings (April 8 through April 21)

Meetings Attended (telephonically or in person):

- *April 23, IRWM Working Group*
- *April 23, SCAC Meeting*
- *April 23, Nipomo Clean-up Day Comm.*
- *April 24, Engineering/Administration Meeting*
- *April 24, Rossi/Blacklake Update*
- *April 25, Rotary*
- *April 25, Regular Board Meeting*
- *April 25, General Counsel/Management Team*
- *April 30, Board Officer Meeting*
- *May 1, Management Team*
- *May 2, Rotary*
- *May 2, Government Agency Energy Meeting*

Meetings Scheduled (April 8 through April 14):

- *May 8, CSDA Quarterly Meeting*
- *May 8, Engineering/Administration Meeting*
- *May 9, Rotary*
- *May 9, Regular Board Meeting*
- *May 9, General Counsel/Management Team*

Upcoming Water Resource and Other Meetings

- *NMMA-TG: TBD May 17 @ 10:00 AM, NCSD Board Room*
- *IRWM: June 6th @ 10:00 AM, SLO Library*
- *WRAC: June 6th @ 1:30 PM, SLO Library*
- *NMMA Purveyor Meeting: May 17th @ 9:00 AM, NCSD Admin Office*
- *NCMA/NMMA Managers Meeting: May 14th @ 8:30 AM, NCSD Admin Office*
- *Nipomo Chamber of Commerce: TBA*

RECOMMENDATION

Staff seeks direction and input from your Honorable Board

ATTACHMENTS

No Attachments