

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS  
GENERAL MANAGER



DATE: OCTOBER 18, 2019



## **PRESENTATIONS AND REPORTS**

The following presentations and reports are scheduled:

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

TO: BOARD OF DIRECTORS  
FROM: MARIO E. IGLESIAS  
GENERAL MANAGER  
DATE: OCTOBER 18, 2019



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

**ITEM**

Engineering and Operations update for July to September 2019

**BACKGROUND**

Director of Engineering and Operations, Peter Sevcik will overview his update (Attachment A) and discuss District projects for the July to September 2019 period.

**RECOMMENDATION**

Staff recommends that your Honorable Board receive the update.

**ATTACHMENTS**

- A. Engineering and Operations Update for July to September 2019

OCTOBER 23, 2019

ITEM C-1

ATTACHMENT A

# Engineering and Operations Update – July to September 2019



Peter V. Sevcik, P.E.  
Director of Engineering and Operations  
Nipomo Community Services District  
October 23, 2019

# Projects in Bid Phase

## Supplemental Water Project Nipomo Area Pipeline Improvements

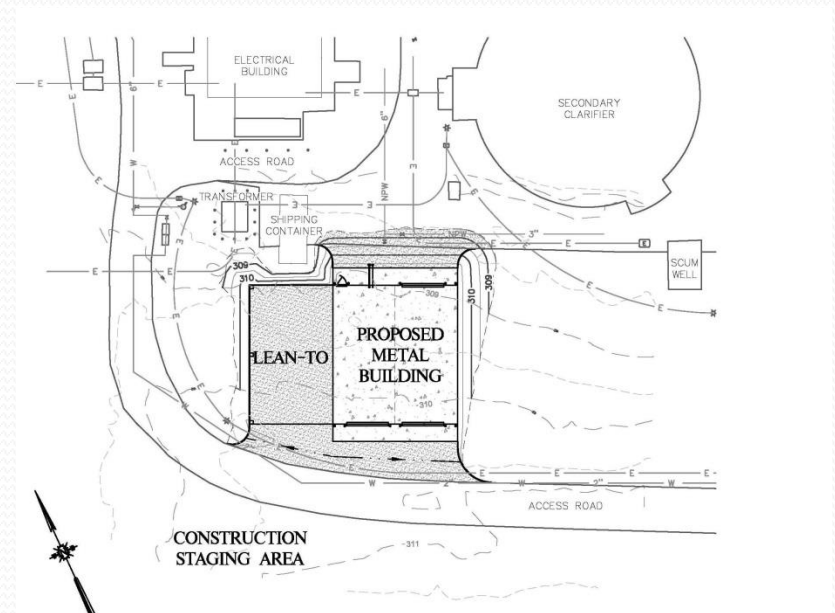
- Advertised – September 27, 2019
- Bids due – November 7, 2019
- Tentative Board bid award – December 11, 2019
- Tentative Completion Date – September 2020
- Engineer's Estimate \$4,374,000



# Projects in Bid Phase

## Southland WWTF Storage Building

- Revised specifications
- Re-advertised – October 3, 2019
- Bids due – November 14, 2019
- Tentative Board bid award – December 11, 2019
- Tentative Completion Date – July 2020
- Engineer's Estimate \$200,000

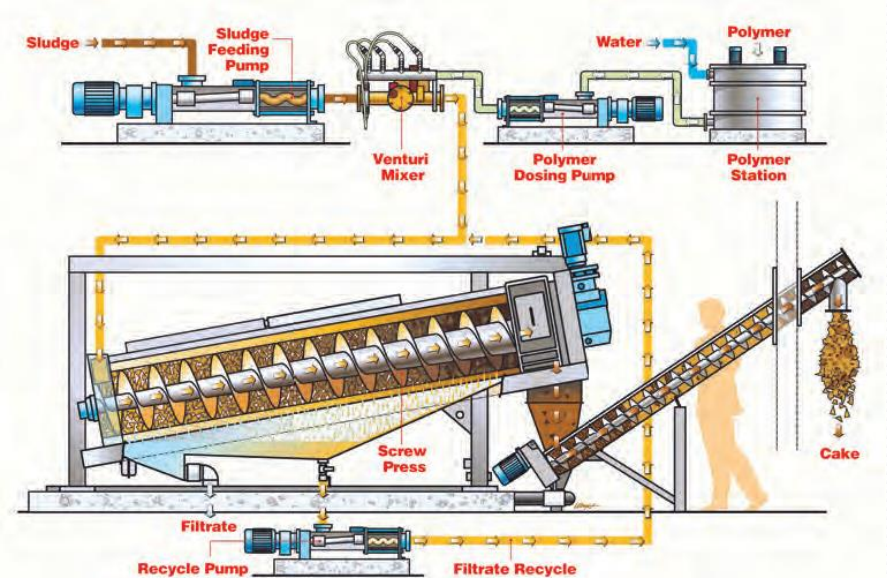




# Projects in Design

## Southland WWTF Screw Press

- 100% design plans pending
- Tentative Board authorization to bid – December 11, 2019
- Tentative Board bid award – March 2020



# Projects in Design

## **Eureka Well Replacement**

- Easement acquired for development water disposal
- Caltrans Permit obtained for Highway 1 pipe crossing
- Hired replacement hydrogeologist
- 90% design pending
- Temporary power activated – existing overhead service removed
- Tentative Board authorization to bid – December 11, 2019
- Tentative Board bid award – March 2020



# Projects in Design

## Supplemental Water Project Joshua Road Pump Station Improvements

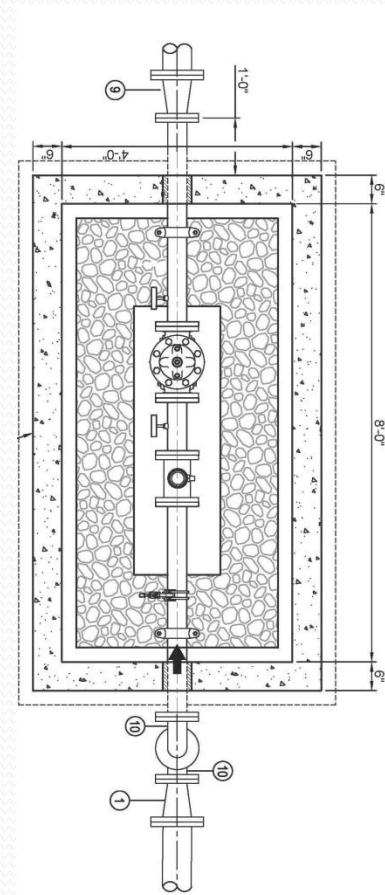
- Pump selection and specification revision in progress
- Tentative Board authorization to bid – January 2020
- Tentative Board bid award – April 2020



# Projects in Design

## Supplemental Water Project Interconnects

- 95% Design pending
- Public Review Draft Mitigated Negative Declaration pending
- Tentative Board authorization to bid – January 2020
- Tentative Board award – April 2020



# Projects in Design

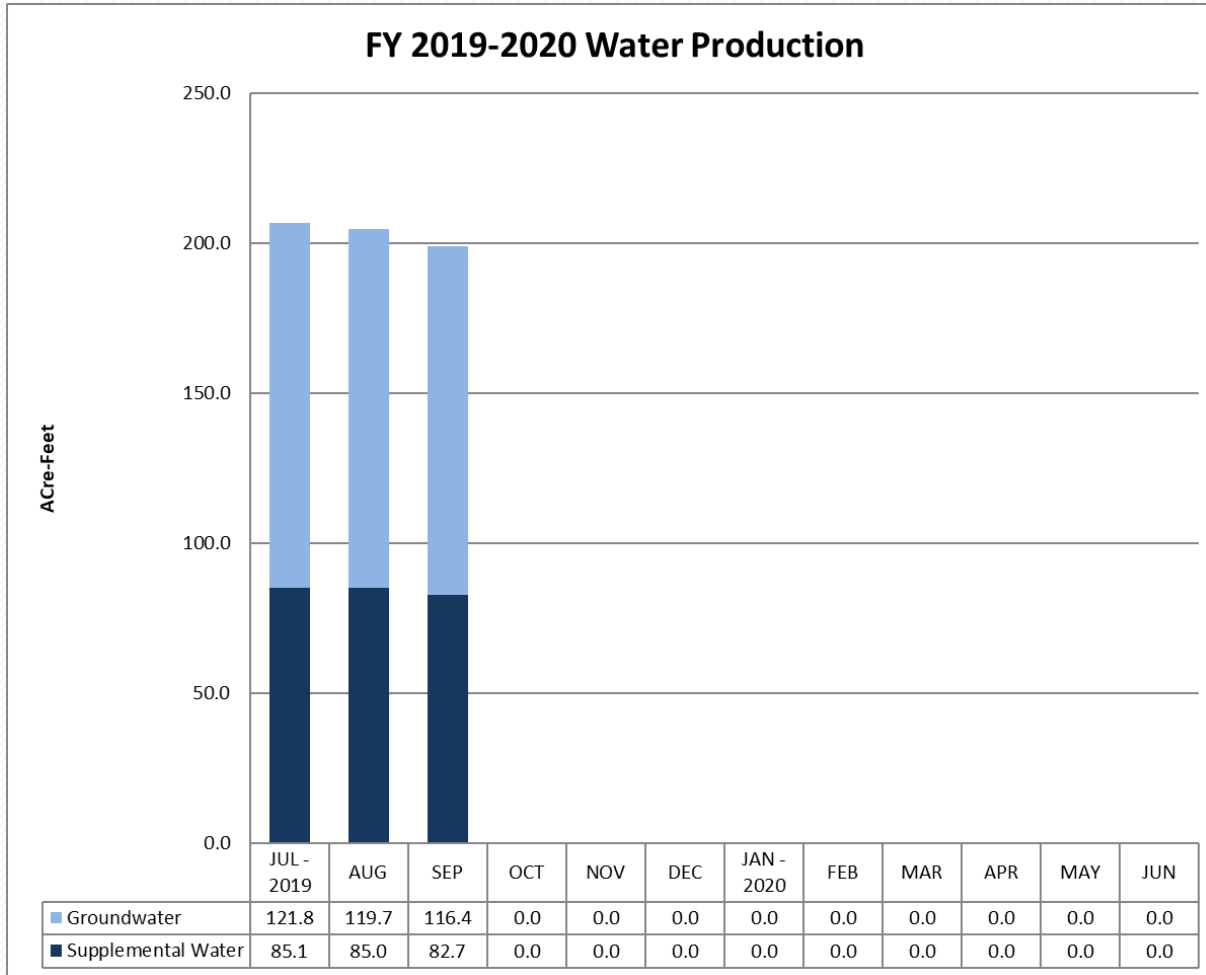
## **Nipomo Palms Lift Station Replacement**

- 100% design pending
- Tentative Board authorization to bid – February 2020
- Tentative Board bid award – May 2020

## **Woodgreen Lift Station Replacement**

- 50% design plans pending
- Tentative Board authorization to bid– April 2020
- Tentative Board bid award – June 2020

# Operations – Water System

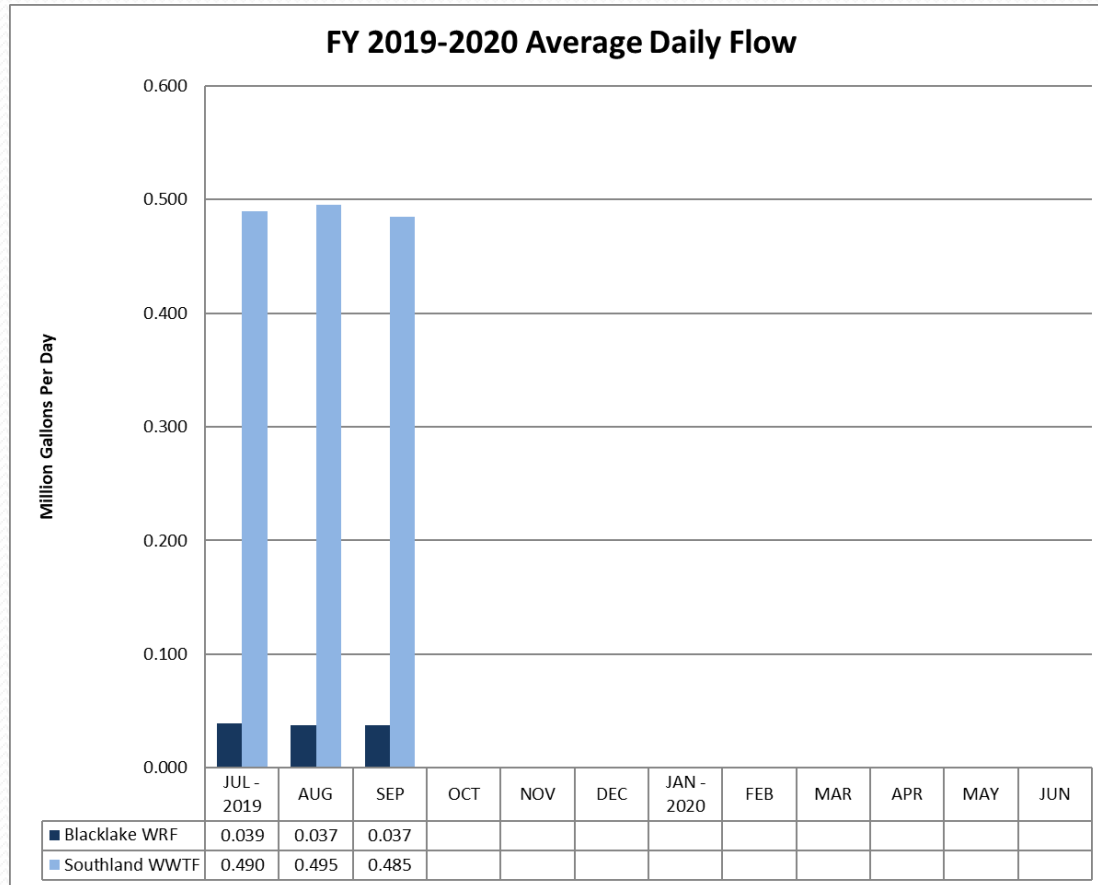


<b>Supplemental Water</b>	<b>252.8 AF</b>
Groundwater	357.9 AF
<b>FY 19-20 Total Production To Date</b>	<b>610.7 AF</b>

# Operations – Water System

- **State Water Resources Control Board Division of Drinking Water**
  - Routine monthly and quarterly reports submitted
  - UCMR<sub>4</sub> fourth round completed September 2019
- **Other Water Operations**
  - Rebuilt chlorine pumps at all well sites
  - Annual cathodic protection system maintenance at all tank sites
  - Well site operator interface terminal project initiated

# Operations – Wastewater



<b>Blacklake WRF</b>	<b>3.5 MG</b>
Southland WWTF	45.1 MG
FY 19-20 Total Wastewater Flow Treated To Date	48.6 MG or 149 AF



# Operations – Wastewater System

- **State Water Resources Control Board**
  - Routine monthly and quarterly reports submitted
  - Completed annual compliance certification for lab balances
- **Other Wastewater Operations**
  - Replaced level transmitters at Southland WWTF
  - Performed annual inspection and preventive maintenance of Clarifiers 1 and 2 at Southland WWTF
  - Replaced conductivity meter at Blacklake WRF

# Other Engineering and Operations

- **Other**

- Blacklake Sewer Consolidation Study
- Replacement truck ordered and received
- Replacement tractor ordered and received
- SCADA radio replacement project initiated

- **Personnel – Safety Training**

- First Aid/CPR
- Temporary Traffic Control

# Other Engineering and Operations

- **New Development**

- CO 17-0131 – Frank Court – Single Family Residential – In construction
- Tract 2441 – Blume – Single Family Residential – In construction
- Tract 2558 – Magenta – Single Family Residential – Finalized

# Engineering and Operations

## Questions

TO: BOARD OF DIRECTORS  
FROM: MARIO IGLESIAS  
GENERAL MANAGER  
DATE: OCTOBER 18, 2019



**AGENDA ITEM**  
**D**  
**OCTOBER 23, 2019**

### **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 OCTOBER 9, 2019, REGULAR BOARD MEETING MINUTES  
[RECOMMEND APPROVE MINUTES]
- D-3) REVIEW INVESTMENT POLICY – THIRD QUARTER REPORT [RECOMMEND  
ACCEPT AND FILE REPORT]
- D-4) ANNUAL REVIEW OF CASH RESERVES IN ACCORDANCE WITH RESERVE  
POLICY [RECOMMEND RECEIVE REPORT AND DIRECT STAFF]
- D-5) RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY  
SERVICES DESIGNATING THE DISTRICT'S GENERAL MANAGER AS THE  
AUTHORIZED REPRESENTATIVE TO FILE APPLICATION AND EXECUTE  
AGREEMENTS FOR THE 2019 PROPOSITION 1 INTEGRATED REGIONAL  
WATER MANAGEMENT IMPLEMENTATION GRANT PROGRAM [RECOMMEND  
ADOPT RESOLUTION]

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER



FROM: LISA BOGNUDA (LSB)  
FINANCE DIRECTOR

DATE: OCTOBER 18, 2019

**AGENDA ITEM**  
**D-1**  
**OCTOBER 23, 2019**

**WARRANTS**

TOTAL COMPUTER CHECKS  
\$104,442.07

HANDWRITTEN CHECKS  
None

VOIDS – NONE

**COMPUTER GENERATED CHECKS – SEE ATTACHED**





Nipomo Community Services District

Item D-1 Warrants OCTOBER 23, 2019  
By Payment Number

Payment Dates 10/23/2019 - 10/23/2019

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
<b>Payment: 5348</b>				
Advantage Answering Plus, In	Answering service	15-096-261	10/23/2019	195.63
				<b>Payment 5348 Total:</b>
				<u>195.63</u>
<b>Payment: 5349</b>				
Allweather Landscape Mainte	LMD	36005	10/23/2019	325.00
				<b>Payment 5349 Total:</b>
				<u>325.00</u>
<b>Payment: 5350</b>				
American Industrial Supply	Wire rope, locknuts	0335939	10/23/2019	60.71
				<b>Payment 5350 Total:</b>
				<u>60.71</u>
<b>Payment: 5351</b>				
AmeriPride	Uniforms	1502488989	10/23/2019	347.04
AmeriPride	Uniforms	1502484856	10/23/2019	289.67
AmeriPride	Credit for check no. 5125, Inv	CM0000057	10/23/2019	-84.32
AmeriPride	Uniforms	1502493111	10/23/2019	296.42
AmeriPride	Uniforms	1502476091	10/23/2019	284.97
				<b>Payment 5351 Total:</b>
				<u>1,133.78</u>
<b>Payment: 5352</b>				
BR Services	Quarterly gate maintenance	5627	10/23/2019	179.00
				<b>Payment 5352 Total:</b>
				<u>179.00</u>
<b>Payment: 5353</b>				
Burdine Printing	Postage for bills	40428B	10/23/2019	823.45
Burdine Printing	Mail bills	40393A	10/23/2019	126.00
Burdine Printing	Mail bills	40428A	10/23/2019	180.73
Burdine Printing	Postage for bills	40393B	10/23/2019	172.00
				<b>Payment 5353 Total:</b>
				<u>1,302.18</u>
<b>Payment: 5354</b>				
California Electric Supply	8x8x6 cover	7826-792787	10/23/2019	27.87
California Electric Supply	Fish tape, screwdriver kit, pull	7826-799871	10/23/2019	141.38
California Electric Supply	Credit for Inv. # 792787	7826-793967	10/23/2019	-27.87
				<b>Payment 5354 Total:</b>
				<u>141.38</u>
<b>Payment: 5355</b>				
Cannon Corporation	Eureka Well Drilling Implemen	70227	10/23/2019	3,750.00
				<b>Payment 5355 Total:</b>
				<u>3,750.00</u>
<b>Payment: 5356</b>				
Clever Ducks	Computer expense	27673	10/23/2019	2,535.00
				<b>Payment 5356 Total:</b>
				<u>2,535.00</u>
<b>Payment: 5357</b>				
Corrpro Companies, Inc.	Tank inspection services	573205	10/23/2019	3,625.00
				<b>Payment 5357 Total:</b>
				<u>3,625.00</u>
<b>Payment: 5358</b>				
Electricraft, Inc.	Juniper LS repair	13962	10/23/2019	2,055.00
Electricraft, Inc.	Service at Southland WWTF	13965	10/23/2019	1,172.50
				<b>Payment 5358 Total:</b>
				<u>3,227.50</u>
<b>Payment: 5359</b>				
Engel & Gray, Inc.	Biosolids collection	99X00010	10/23/2019	2,926.51
				<b>Payment 5359 Total:</b>
				<u>2,926.51</u>
<b>Payment: 5360</b>				
Excel Personnel Services, Inc.	Employment agency	2878782	10/23/2019	930.00
Excel Personnel Services, Inc.	Employment agency	2883717	10/23/2019	930.00
				<b>Payment 5360 Total:</b>
				<u>1,860.00</u>

**Item D-1 Warrants OCTOBER 23, 2019**


**Payment Dates: 10/23/2019 - 10/23/2019**

<b>Vendor Name</b>	<b>Description (Payable)</b>	<b>Payable Number</b>	<b>Payment Date</b>	<b>Amount</b>
<b>Payment: 5361</b>				
Farm Supply Company	Weed abatement supplies	65777	10/23/2019	204.42
<b>Payment 5361 Total:</b>				<b>204.42</b>
<b>Payment: 5362</b>				
Iglesias, Mario	Cell phone reimbursement	OCT2019	10/23/2019	65.00
<b>Payment 5362 Total:</b>				<b>65.00</b>
<b>Payment: 5363</b>				
Integrated Industrial Supply, I	Earmuffs	64329	10/23/2019	34.68
<b>Payment 5363 Total:</b>				<b>34.68</b>
<b>Payment: 5364</b>				
Iron Mountain	On-site shredding	BZYN475	10/23/2019	33.55
<b>Payment 5364 Total:</b>				<b>33.55</b>
<b>Payment: 5365</b>				
Jan-Pro Central Coast	Janitorial services	85596	10/23/2019	727.14
<b>Payment 5365 Total:</b>				<b>727.14</b>
<b>Payment: 5366</b>				
JB Dewar, Inc.	Pump oil	80758	10/23/2019	886.64
<b>Payment 5366 Total:</b>				<b>886.64</b>
<b>Payment: 5367</b>				
Municipal Code Corporation	Online hosting of District Cod	00333974	10/23/2019	900.00
<b>Payment 5367 Total:</b>				<b>900.00</b>
<b>Payment: 5368</b>				
National Safety Council	Membership renewal	OCT2019	10/23/2019	425.00
<b>Payment 5368 Total:</b>				<b>425.00</b>
<b>Payment: 5369</b>				
Nipomo Community Services	805 Alta Vista - landscape	OCT2019C	10/23/2019	46.52
Nipomo Community Services	805 Alta Vista - domestic	OCT2019B	10/23/2019	46.52
Nipomo Community Services	BLWWTF	OCT2019A	10/23/2019	153.83
<b>Payment 5369 Total:</b>				<b>246.87</b>
<b>Payment: 5370</b>				
Nunley & Associates, Inc.	PCIA - Tract 2441 Blume St.	6189	10/23/2019	341.60
Nunley & Associates, Inc.	PCIA - CO 17-0131 Frank Ct.	6190	10/23/2019	297.50
Nunley & Associates, Inc.	Blacklake Sewer System Cons	6180	10/23/2019	6,078.29
Nunley & Associates, Inc.	GIS Implementation Services	6147	10/23/2019	911.55
Nunley & Associates, Inc.	JRPS ESDC	6157	10/23/2019	821.60
Nunley & Associates, Inc.	Southland WWTP Screw Press	6164	10/23/2019	1,112.25
Nunley & Associates, Inc.	On-Call GIS Services	6146	10/23/2019	479.50
Nunley & Associates, Inc.	Blacklake Sewer System Cons	6179	10/23/2019	1,811.27
<b>Payment 5370 Total:</b>				<b>11,853.56</b>
<b>Payment: 5371</b>				
Office Depot	Office supplies	387769748001	10/23/2019	232.61
Office Depot	Office supplies	385757586001	10/23/2019	49.43
<b>Payment 5371 Total:</b>				<b>282.04</b>
<b>Payment: 5372</b>				
Polydyne, Inc.	Clarifloc	1393059	10/23/2019	649.38
<b>Payment 5372 Total:</b>				<b>649.38</b>
<b>Payment: 5373</b>				
Ray Morgan Company	Copier maintenance	2707058	10/23/2019	845.33
<b>Payment 5373 Total:</b>				<b>845.33</b>
<b>Payment: 5374</b>				
ReadyRefresh by Nestle	Distilled water	09I0900023136	10/23/2019	23.80
<b>Payment 5374 Total:</b>				<b>23.80</b>
<b>Payment: 5375</b>				
Richards, Watson & Gershon	Water rights adjudication	223807	10/23/2019	3,102.50
<b>Payment 5375 Total:</b>				<b>3,102.50</b>

Item D-1 Warrants OCTOBER 23, 2019

Payment Dates: 10/23/2019 - 10/23/2019

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
<b>Payment: 5376</b>					
Richards, Watson & Gershon	Legal services through 9-30-1	223806	10/23/2019		10,853.29
				<b>Payment 5376 Total:</b>	<b>10,853.29</b>
<b>Payment: 5377</b>					
Santa Maria Sun, LLC	Conservation ads	304483	10/23/2019		396.00
Santa Maria Sun, LLC	Conservation ads	304109	10/23/2019		396.00
				<b>Payment 5377 Total:</b>	<b>792.00</b>
<b>Payment: 5378</b>					
Sedaru, Inc.	Annual software subscription	310-001-05	10/23/2019		16,200.00
				<b>Payment 5378 Total:</b>	<b>16,200.00</b>
<b>Payment: 5379</b>					
SGS Guadalupe	CAN-17	780130925	10/23/2019		781.85
				<b>Payment 5379 Total:</b>	<b>781.85</b>
<b>Payment: 5380</b>					
SLO County Environmental He	Backflow program	IN0121130	10/23/2019		2,787.20
				<b>Payment 5380 Total:</b>	<b>2,787.20</b>
<b>Payment: 5381</b>					
SLO County Public Works	Encroachment permit- Willow	6598	10/23/2019		333.00
				<b>Payment 5381 Total:</b>	<b>333.00</b>
<b>Payment: 5382</b>					
SLO County Tax Collector	Property taxes	2019/20 092-231-016	10/23/2019		7.00
SLO County Tax Collector	Property taxes	2019/20 091-232-016	10/23/2019		1,410.94
				<b>Payment 5382 Total:</b>	<b>1,417.94</b>
<b>Payment: 5383</b>					
Special District Risk Managem	Property/Liability Package mo	67487	10/23/2019		1,664.03
				<b>Payment 5383 Total:</b>	<b>1,664.03</b>
<b>Payment: 5384</b>					
Spiess Construction Co.	Partial Mutual Termination Ag	OCT2019	10/23/2019		27,547.16
				<b>Payment 5384 Total:</b>	<b>27,547.16</b>
<b>Payment: 5385</b>					
WaterISAC	Annual membership	10799-2019	10/23/2019		524.00
				<b>Payment 5385 Total:</b>	<b>524.00</b>

TO: BOARD OF DIRECTORS  
FROM: MARIO IGLESIAS  
GENERAL MANAGER   
DATE: OCTOBER 18, 2019



**APPROVE OCTOBER 9, 2019  
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. October 9, 2019 draft Regular Board Meeting Minutes

OCTOBER 23, 2019

ITEM D-2

ATTACHMENT A

# NIPOMO COMMUNITY SERVICES DISTRICT

*Serving the Community since 1965*

## DRAFT REGULAR MINUTES

OCTOBER 9, 2019 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:

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

#### A. CALL TO ORDER AND FLAG SALUTE

*President Eby called the Regular Meeting of October 9, 2019, 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 Board Members were present.*

*President Eby announced that the Board of Directors will take items out of order. The Board of Directors will adjourn into Closed Session after Item E-1.*

*The following members of the public spoke:*

*Commander Michael Manuele of the San Luis Obispo County Sheriff's Office provided a summary of Calls for Service and Reports written for the month of September for South County known as Beat 7.*

*Dylan Jones, representative from One Cool Earth, is seeking financial support for garden-based education at Dorthea Lange Elementary School in Nipomo.*

*Peter Sevcik, Director of Engineering and Operations, introduced the District's newest employee, Christian White, Wastewater Operator I.*

#### C. PRESENTATIONS AND REPORTS

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

Receive Announcements and Reports from Directors

##### Director Blair

- *September 23-27, attended CSDA annual conference and accepted District Transparency Certificate of Excellence on behalf of the District.*

##### Director Gaddis

- *September 30, attended Board Officers' meeting.*
- *October 2, IRWM meeting was canceled.*

##### Director Armstrong

- *October 2, attended WRAC meeting.*

SUBJECT TO BOARD APPROVAL



**Nipomo Community Services District  
DRAFT REGULAR MEETING  
MINUTES**

Director Eby

- September 27, attended Blacklake/NCSD Ad Hoc Comm.
- September 30, attended Board Officers' meeting.
- October 1, attended BLMA meeting.
- October 2, attended WRAC meeting.

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

*There were no public comments.*

*Upon the motion of Director Armstrong and seconded, the Board unanimously approved receiving and filing presentations and reports.  
Vote 5-0.*

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

D. CONSENT AGENDA

D-1) WARRANTS [RECOMMEND APPROVAL]

D-2) APPROVE SEPTEMBER 25, 2019, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]

*There were no public comments.*

*Upon the motion of Director Woodson and seconded by Director Armstrong, the Board unanimously approved the Consent Agenda.  
Vote 5-0.*

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

E. ADMINISTRATIVE ITEMS

E-1) ADOPT RESOLUTIONS TO INITIATE PROCEEDINGS RELATING TO THE PROPOSED BLACKLAKE SEWER ASSESSMENT DISTRICT FORMATION AND TO ALLOW FOR REIMBURSEMENT OF EXPENDITURES MADE PRIOR TO THE ISSUANCE OF TAX-EXEMPT OBLIGATIONS, AND AUTHORIZE EXECUTION OF PROFESSIONAL SERVICES AGREEMENT WITH WILLDAN FINANCIAL SERVICES, INC. [RECOMMEND ADOPT RESOLUTIONS AND AUTHORIZE GENERAL MANAGER TO EXECUTE PROFESSIONAL SERVICES AGREEMENT]

*Mario Iglesias, General Manager, presented the item and answered questions from the Board of Directors. Whitney McDonald, District Legal Counsel, suggested a correction to Section 4 of the Resolution, designating Peter Sevcik, Director of Engineering and Operations as the Principal Civil Engineer. She also stated the term of the Professional Services Agreement will be completed upon execution of the agreement.*

SUBJECT TO BOARD APPROVAL

**Nipomo Community Services District  
DRAFT REGULAR MEETING  
MINUTES**

*There were no public comments.*

*Upon the motion of Director Blair and seconded, the Board unanimously approved the Professional Services Agreement, as amended to include the term.  
Vote 5-0.*

YES VOTES	NO VOTES	ABSENT
<i>Directors Blair, Gaddis, Woodson, Armstrong and Eby</i>	<i>None</i>	<i>None</i>

*Upon the motion of Director Blair and seconded, the Board unanimously approved the Resolution, as amended.  
Vote 5-0.*

YES VOTES	NO VOTES	ABSENT
<i>Directors Gaddis, Woodson, Blair, Armstrong and Eby</i>	<i>None</i>	<i>None</i>

**RESOLUTION 2019-1528**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT INITIATING PROCEEDINGS  
AND MAKING CERTAIN DESIGNATIONS IN CONNECTION WITH A PROPOSED  
BLACKLAKE ASSESSMENT DISTRICT**

*Upon the motion of Director Woodson and seconded, the Board unanimously approved the Resolution.  
Vote 5-0.*

YES VOTES	NO VOTES	ABSENT
<i>Directors Woodson, Blair, Armstrong, Gaddis and Eby</i>	<i>None</i>	<i>None</i>

**RESOLUTION 2019-1529**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT DECLARING  
ITS INTENT TO ISSUE TAX-EXEMPT OBLIGATIONS FOR  
CERTAIN PUBLIC IMPROVEMENTS AND TO ALLOW FOR  
THE REIMBURSEMENT OF EXPENDITURES MADE  
PRIOR TO THE ISSUANCE OF SUCH OBLIGATIONS**

President Eby announced Closed Session Items would be taken out of order.

**F. CLOSED SESSION ANNOUNCEMENTS**

1. CONFERENCE WITH DISTRICT LEGAL COUNSEL RE: PENDING LITIGATION PURSUANT TO GC §54956.9 SMVWCD V. NCSO (SANTA CLARA COUNTY CASE NO. CV 770214, SIXTH APPELLATE COURT CASE NO. H032750 AND A LITIGATION PURSUANT TO GC §54956.9 ALL CONSOLIDATED CASES)
2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: DISTRICT GENERAL COUNSEL

SUBJECT TO BOARD APPROVAL

G. PUBLIC COMMENT ON CLOSED SESSION ITEMS

*There were no public comments.*

H. ADJOURN TO CLOSED SESSION

*The Board adjourned to Closed Session at 9:30 a.m.*

*The Board reconvened to Open Session at 10:37 a.m.*

I. OPEN SESSION

ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION

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

*President Eby announced the Board would continue with the remaining Agenda Items.*

ADMINISTRATIVE ITEMS (continued)

- E-2) REVIEW SAN LUIS OBISPO COUNTY'S PROPOSED AMENDMENTS TO THEIR ACCESSORY DWELLING UNIT ORDINANCE AND EVALUATE POTENTIAL IMPACTS PROPOSED AMENDMENTS HAVE ON DISTRICT'S WATER ENTERPRISE AND POLICIES [RECOMMEND REVIEW COUNTY ORDINANCE AMENDMENTS, ASSESS POTENTIAL IMPACTS, AND DIRECT STAFF]

*Mario Iglesias, General Manager, presented the item and Power Point presentation and answered questions from the Board of Directors. Based on the analysis of potential Accessory Dwelling Units (ADU's) within the District boundary, it was concluded that the impact on water resources can be up to 400 acre feet per year (assuming every eligible parcel within the District boundary adds an ADU).*

*There were no public comments.*

*President Eby directed Staff to prepare a summary report based on the data and have it available for future use.*

J. GENERAL MANAGER'S REPORT

*Mario Iglesias, General Manager, presented the item and answered questions from the Board.*

*There were no public comments.*

K. COMMITTEE REPORTS

*President Eby announced Blacklake/NCSD Oversight Ad Hoc Committee met on September 27, 2019, and unanimously agreed to recommend proceeding with the regionalization process.*

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District  
DRAFT REGULAR MEETING  
MINUTES

L. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

*None*

ADJOURN MEETING

*President Eby adjourned the meeting at 11:36 a.m.*

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	1 hour 29 minutes
Closed Session	1 hour 07 minutes
TOTAL HOURS	2 hour 36 minutes

Respectfully submitted,

---

Mario Iglesias, General Manager and Secretary to the Board

Date

TO: BOARD OF DIRECTOR

REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER

FROM: LISA BOGNUDA  
FINANCE DIRECTOR

DATE: OCTOBER 18, 2019

**AGENDA ITEM**  
**D-3**  
**OCTOBER 23, 2019**

**REVIEW INVESTMENT POLICY THIRD QUARTER REPORT**

**ITEM**

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

**BACKGROUND**

The District's Investment Policy requires the Finance Officer to 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-THIRD QUARTER REPORT 9/30/19**

Investment	Institution	Amount of Deposit 6/30/19	Rate of Interest at 9/30/19	Quarterly Interest Earned or Accrued 9/30/19	Amount of Deposit 6/30/18	Rate of Interest at 9/30/18	Quarterly Interest Earned or Accrued 9/30/18
Public Checking(1)	Mechanics Bank	\$409,896.04	0.0%(1)	\$0.00(1)	\$360,466.07	0.00%(1)	\$0.00(1)
Pooled Money Investment	Local Agency Investment Fund (LAIF)	\$19,758,623.71	2.45%	\$120,265.88	\$16,677,847.10	2.16%	\$90,494.32
Savings-NSWP Funded Replacement (2)	Five Star/Rabobank	\$849,044.73	2.341%	\$4,976.16	\$624,995.55	1.96%	\$2,792.14
Savings-Performance Bonds (3)	Five Star/Rabobank	\$208,008.15	2.37%	1,249.48	\$203,245.53	1.96%	\$949.03
Savings-Improvement Bond (3)	Five Star Bank	\$18,710.79	2.37%	\$16.79	n/a	n/a	n/a
Savings-Improvement Bonds (3)	Mechanics Bank	\$29,252.24	0.07%	\$5.76	\$29,248.98	0.20%	\$9.27

- (1) Analyzed Account
- (2) Nipomo Supplemental Water (NSWP) Funded Replacement Fund
- (3) Held in Trust -- to be returned to developer upon completion of project

**RECOMMENDATION**

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

**ATTACHMENTS**

None

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER



FROM: LISA BOGNUDA  
FINANCE DIRECTOR

DATE: OCTOBER 18, 2019

**AGENDA ITEM**  
**D-4**  
**OCTOBER 23, 2019**

## **ANNUAL REVIEW OF CASH RESERVES IN ACCORDANCE WITH RESERVE POLICY**

### **ITEM**

Annual review of Cash Reserves in accordance with Cash Reserve Policy [RECOMMEND RECEIVE REPORT AND DIRECT STAFF]

### **BACKGROUND**

On October 24, 2018, the Board of Directors adopted Resolution 2018-1489 Amending the Cash Reserve Policy for the District.

The policy states in part that after the adoption of the budget and within 120 days after the end of the fiscal year, the Board of Directors shall review the cash reserves, and if there is excess above the reserve requirement based on the cash reserve balance as of the fiscal year just completed, the Directors may approve a transfer of excess balances from operating funds to funded replacement funds.

In accordance with the Cash Reserve policy, attached is a table providing a review of each Fund's cash reserve target criteria, the cash balance as of June 30, 2019 and determination if target criteria has been met (Attachment A).

### **FISCAL IMPACT**

None

### **STRATEGIC PLAN**

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

### **RECOMMENDATION**

Staff recommends the Board of Directors receive report and take no action at this time.

### **ATTACHMENTS**

- A. Cash Reserve Review
- B. Resolution 2018-1489 Amending Cash Reserve

OCTOBER 23, 2019

ITEM D-4

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT  
CASH RESERVE POLICY REVIEW – OCTOBER 2019

FUND NAME	FUND NUMBER	CASH RESERVE TARGET CRITERIA	CASH RESERVE GOAL AMOUNT ADOPTED OPERATING BUDGET 2019-2020 (Total Operating Expenses Less Funded Replacement)	CASH BALANCE AS OF 6/30/19 (including Rate Stabilization Fund)	CASH RESERVE CRITERIA MET?	RECOMMENDATION
Water Fund	125	Equal to or greater than twelve months (360 days) of annual budgeted operating expenses (not including Funded Replacement) Including Water Rate Stabilization Fund #128	\$5,347,434- \$610,000= <b>\$4,737,434</b>	Fund #125 and Fund #128 \$2,284,654 + \$419,780= <b>\$2,704,434</b>	No	No action recommended at this time
Town Sewer Fund	130	180 days (6 months or 50%) of operating expenses (not including Funded Replacement) Including Water Rate #135	\$1,858,126- \$395,000= <b>\$1,463,126 x 50%= \$731,563</b>	Fund #130 and Fund #135 \$242,017 + \$315,657 = <b>\$557,674</b>	No	No action recommended at this time
Blacklake Sewer Fund	150	180 days (6 months or 50%) of operating expenses (not including Funded Replacement) Including Water Rate #155	\$538,602- \$173,000= <b>\$365,602 x 50% = \$182,801</b>	Fund #150 and Fund #155 \$177,253 + \$52,473 = <b>\$229,726</b>	Yes	No action recommended at this time due to possible regionalization proceedings

FUND NAME	FUND NUMBER	Cash Reserve Target Criteria	CASH BALANCE AS OF 6/30/19	CASH RESERVE CRITERIA MET?	RECOMMENDATION
Water Rate Stabilization Fund	128	\$400,000	\$419,780	Yes	No action recommended at this time
Town Sewer Rate Stabilization Fund	135	\$300,000	\$315,657	Yes	No action recommended at this time
Blacklake Sewer Rate Stabilization Fund	155	\$50,000	\$52,473	Yes	No action recommended at this time
Blacklake Street Lighting Fund	200	\$30,000	\$20,733	No	Action taken in Fiscal Year 18-19- Assessment increased to \$50.00 from \$44.00
Landscape Maintenance District	250	\$20,000	\$15,832	No	Action taken in Fiscal Year 18-19- Assessment increased to \$435.00 from \$380.00
Solid Waste	300	\$150,000	\$312,586	Yes	Pursuant to Franchise Fee Policy, Resolution 2018-1492, Section 4, Staff recommends that a rate holiday be included in the next fiscal year budget (FY 20-21)
Drainage	400	\$50,000	\$57,402	Yes	No action recommended at this time



OCTOBER 23, 2019

ITEM D-4

ATTACHMENT B

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2018-1489**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO  
COMMUNITY SERVICES DISTRICT AMENDING THE CASH RESERVE  
POLICY FOR THE DISTRICT**

**WHEREAS**, the Board of Directors of the Nipomo Community Services District ("District") intends that the District will at all times have sufficient capital available to meet its operating, replacement, capital projects and debt service payments; and

**WHEREAS**, the District desires to establish sound financial policies to promote favorable bond ratings in capital markets so that bonds may be used for future financing of District projects; and

**WHEREAS**, the District desires to reserve capital for unanticipated and unforeseeable expenses; and

**WHEREAS**, the District desires to establish a buffer should revenue estimates in any year not meet projections; and

**WHEREAS**, the Cash Reserve Policy has been amended and is hereby presented at this meeting and it is appropriate at this time for the Board of Directors to consider approval of the adoption of the amended Policy.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Nipomo Community Services District:

**SECTION 1.** The above recitals are true and correct.

**SECTION 2.** The Cash Reserve Policy, as amended, in the form presented at this meeting attached hereto Exhibit "A" are hereby approved and adopted.

**SECTION 3.** The officers of the District are hereby directed to do and cause to be done any and all acts and things necessary or proper in order to effectuate the purposes of this resolution.

**SECTION 4.** This resolution shall take effect immediately.

Upon a motion by Director Armstrong, seconded by Director Blair, on the following roll call vote, to wit:

**AYES:** Director Armstrong, Blair, Woodson, Gaddis and Eby  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2018-1489**

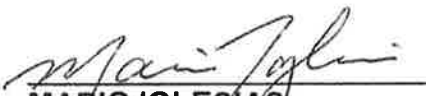
**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO  
COMMUNITY SERVICES DISTRICT AMENDING THE CASH RESERVE  
POLICY FOR THE DISTRICT**

The foregoing resolution is hereby adopted this 24<sup>d</sup> day of October 2018

  
\_\_\_\_\_  
**ED EBY**  
President of the Board

ATTEST:

APPROVED AS TO FORM AND  
LEGAL EFFECT:

  
\_\_\_\_\_  
**MARIO IGLESIAS**  
General Manager and Secretary to the Board

  
\_\_\_\_\_  
**WHITNEY G. McDONALD**  
District Legal Counsel

NIPOMO COMMUNITY SERVICES DISTRICT  
CASH RESERVE POLICY  
EXHIBIT "A"

**PURPOSE**

A key element of prudent financial planning is to ensure that sufficient funding is available for current operating, capital and debt service needs. Additionally, fiscal responsibility requires anticipating the likelihood of, and preparing for, unforeseen events. Nipomo Community Services District (District) will strive at all times to have sufficient funding available to meet its operating, capital and debt service obligations as well as to protect its creditworthiness. The District is committed to maintaining a financial structure that provides adequate and predictable revenues at the lowest possible cost to meet forecasted needs and operational objectives.

It should be noted that the District has a Debt Management Policy that establishes parameters for evaluating, issuing and managing the District's debt. The District's Debt Management Policy should be considered prior to committing to any new financial obligations.

The adequacy of the targeted cash reserve year-end balance ranges and/or annual contributions to each fund will be reviewed annually during the budgeting process or when a major change in conditions threatens the reserve levels established within this policy.

**OPERATING FUNDS**

**WATER FUND (FUND #125)**

Purpose: To ensure sufficient cash resources are available to fund daily administration, operations and maintenance of providing water services. (Funded from rates and charges)

Target Criteria: To meet the District's cash flow needs and unbudgeted expenses, the Water Fund cash reserves, including the Water Rate Stabilization Fund #128, should be equal to or greater than twelve months (360 days) of annual budgeted operating expenses (not including Funded Replacement).

After adoption of the budget and within 120 days after the end of the fiscal year, the Board of Directors shall review the cash reserves, and if there is excess above the reserve requirement based on the cash reserve balance as of the fiscal year just completed, the Directors may approve a transfer of the excess balance from Water Fund #125 to the Funded Replacement Water Fund #805.

**TOWN SEWER FUND (FUND #130)**

Purpose: To ensure sufficient cash resources are available to fund daily administration, operations and maintenance of providing waste water services. (Funded from rates and charges)

Target Criteria: To meet the District's cash flow needs and unbudgeted expenses, the Town Sewer Fund cash reserves, including the Town Sewer Rate Stabilization Fund #135, should be equal to or greater than six months (180 days) of annual budgeted operating expenses (not including Funded Replacement).

NIPOMO COMMUNITY SERVICES DISTRICT  
CASH RESERVE POLICY  
EXHIBIT "A"

After adoption of the budget and within 120 days after the end of the fiscal year, the Board of Directors shall review the cash reserves, and if there is excess above the reserve requirement based on the cash reserve balance as of the fiscal year just completed, the Directors may Approve a transfer of the excess balance from the Town Sewer Fund #130 to the Funded Replacement Town Sewer Fund #810.

**BLACKLAKE SEWER FUND (FUND #150)**

**Purpose:** To ensure sufficient cash resources are available to fund daily administration, operations and maintenance of providing waste water services. (Funded from rates and charges)

**Target Criteria:** To meet the District's cash flow needs and unbudgeted expenses, the Blacklake Sewer Fund cash reserves, including the Blacklake Sewer Rate Stabilization Fund #155, should be equal to or greater than six months (180 days) of annual budgeted operating expenses (not including Funded Replacement).

After adoption of the budget and within 120 days after the end of the fiscal year, the Board of Directors shall review the cash reserves, and if there is excess above the reserve requirement based on the cash reserve balance as of the fiscal year just completed, the Directors may approve a transfer of the excess balance from the Blacklake Sewer fund #150 to the Funded Replacement Blacklake Sewer Fund #830.

**WATER RATE STABILIZATION FUND (FUND #128)**

**Purpose:** To serve as a buffer to water rates during any period where there are unexpected increases in operating costs or decreases in revenues. In addition, in a severe drought or extremely wet conditions, it is reasonable to expect that water sales could fluctuate significantly. As such, this fund will absorb these types of fluctuations in operations and help stabilize rates and enable smooth or level increases to rates despite uneven increases in underlying costs or variations in annual revenues received. This fund should not be used to artificially suppress rates (i.e. to sustain rates at levels below the costs of service). (Funded by rates and charges)

**Target Criteria:** Minimum reserve requirement of \$400,000.

**TOWN SEWER RATE STABILIZATION FUND (FUND #135)**

**Purpose:** To serve as a buffer to sewer rates during any period where there are unexpected increases in operating costs or decreases in revenues. This fund should be used to enable smooth or level increases to rates despite uneven increases in underlying costs or variations in annual revenues received. This fund should not be used to artificially suppress rates (i.e. to sustain rates at levels below the costs of service). (Funded by rates and charges)

**Target Criteria:** Minimum reserve requirement of \$300,000 set by Bond Indenture Agreement for the Revenue of Certificates of Participation Series 2012.

NIPOMO COMMUNITY SERVICES DISTRICT  
CASH RESERVE POLICY  
EXHIBIT "A"

**BLACKLAKE SEWER RATE STABILIZATION FUND (FUND #155)**

Purpose: To serve as a buffer to sewer rates during any period where there are unexpected increases in operating costs or decreases in revenues. This fund should be used to enable smooth or level increases to rates despite uneven increases in underlying costs or variations in annual revenues received. This fund should not be used to artificially suppress rates (i.e. to sustain rates at levels below the costs of service). (Funded by rates and charges)

Target Criteria: Minimum reserve requirement of \$50,000.

**BLACKLAKE STREET LIGHTING (FUND #200)**

Purpose: To ensure sufficient cash resources are available to fund administration, operations and maintenance of providing street lighting services for Blacklake Village. (Funded by annual assessment to property owners in Blacklake Village)

Target Criteria: Minimum reserve requirement of \$30,000.

**LANDSCAPE MAINTENANCE DISTRICT (FUND #250)**

Purpose: To ensure sufficient cash resources are available to fund administration, operations and maintenance of providing landscape maintenance to the property owners of Tract 2409. (Funded by annual assessment to property owners in Tract 2409 aka Vista Verde Estates)

Target Criteria: Minimum reserve requirement of \$20,000.

**SOLID WASTE (FUND #300)**

Purpose: To ensure sufficient cash resources are available to fund solid waste programs, rate stabilization and to cover operating costs in the event that the District may find itself operating solid waste collection, disposal and recycling functions should its business partner now franchised to do these functions be unable to continue to provide these services due to an unforeseen event. This reserve provides assurance that solid waste services remain uninterrupted during an extended disruption to service provider. (Funded by Franchise Fees)

Target Criteria: Minimum reserve requirement of \$150,000.

**DRAINAGE (FUND #400)**

Purpose: To ensure sufficient cash resources are available to operate and maintain the Nipomo Drainage Maintenance District 76-02 (storm water conveyance system and basin serving Folkert Oaks Mobile Home Park and adjacent properties on Juniper Street). (Funded by a 1% ad valorem property tax rate)

Target Criteria: Minimum reserve requirement of \$50,000.

NIPOMO COMMUNITY SERVICES DISTRICT  
CASH RESERVE POLICY  
EXHIBIT "A"

**FUNDED REPLACEMENT- WATER (FUND #805)**

Purpose: The reserves can be used for both short-term and long-term purposes. The objective of the Funded Replacement Fund is to provide monies for the current and future replacement of existing capital assets as they reach the end of their useful lives. The District recognizes that the Funded Replacement fund may only be sufficient to pay a portion of the full cost of future capital asset replacements and other sources of replacement funding may be needed, such as a bond issuance. This fund will also help normalize the impact of the capital asset replacements on future water rates. (Funded by water rates and charges and interest earnings)

Target Criteria: No minimum target is maintained

**FUNDED REPLACEMENT- TOWN SEWER (FUND #810)**

Purpose: The reserves can be used for both short-term and long-term purposes. The objective of the Funded Replacement Fund is to provide monies for the current and future replacement of existing capital assets as they reach the end of their useful lives. The District recognizes that the Funded Replacement fund may only be sufficient to pay a portion of the full cost of future capital asset replacements and other sources of replacement funding may be needed, such as a bond issuance. This fund will also help normalize the impact of the capital asset replacements on future town sewer rates. (Funded by Town sewer rates and charges and interest earnings)

Target Criteria: No minimum target is maintained

**FUNDED REPLACEMENT- BLACKLAKE SEWER (FUND #830)**

Purpose: The reserves can be used for both short-term and long-term purposes. The objective of the Funded Replacement Fund is to provide monies for the current and future replacement of existing capital assets as they reach the end of their useful lives. The District recognizes that the Funded Replacement fund may only be sufficient to pay a portion of the full cost of future capital asset replacements and other sources of replacement funding may be needed, such as a bond issuance. This fund will also help normalize the impact of the capital asset replacements on future Blacklake sewer rates. (Funded by Blacklake sewer rates and charges and interest earnings)

Target Criteria: No minimum target is maintained

**NON-OPERATING FUNDS**

**SUPPLEMENTAL WATER FUND (#500)**

Purpose: The revenue generated from the Supplemental Water Capacity Charge accumulates in this fund and its use is restricted to projects, programs and expenditures that reduce the District's reliance on groundwater as its sole water supply. (Funded by development capacity charges and interest earnings)

Target Criteria: No minimum target is maintained.

**PROPERTY TAX (FUND #600)**

**Purpose:** District's share of the 1% ad valorem tax on real property collected by the County of San Luis Obispo and distributed to the District pursuant to Article XIII A of the California Constitution. (Funded by property taxes and interest earnings)

**Target Criteria:** No minimum target is maintained, however, the annual property tax revenue stream is pledged to pay the annual debt service for the 2013 Certificates of Participation and the 2013 Refunding Revenue Bonds.

**WATER CAPACITY CHARGES (FUND #700)**

**Purpose:** The revenue generated from the Water Capacity Charge accumulates in this fund and is used to offset new development related capital improvements as outlined by the District's Capital Improvement Plan. (Funded by development capacity charges and interest)

**Target Criteria:** No minimum target is maintained.

**TOWN SEWER CAPACITY CHARGES (FUND #710)**

**Purpose:** The revenue generated from the Town Capacity Charge accumulates in this fund and is used to offset new development related capital improvements as outlined by the District's Capital Improvement Plan. (Funded by development capacity charges and interest earnings)

**Target Criteria:** No minimum target is maintained.



TO: BOARD OF DIRECTORS  
FROM: MARIO IGLESIAS  
GENERAL MANAGER  
DATE: October 17, 2019

**AGENDA ITEM  
D-5  
OCTOBER 23, 2019**

**ADOPT RESOLUTION DESIGNATING THE NIPOMO COMMUNITY SERVICES DISTRICT'S GENERAL MANAGER AS THE AUTHORIZED REPRESENTATIVE TO FILE APPLICATION AND EXECUTE AGREEMENTS FOR THE 2019 PROPOSITION 1 INTEGRATED REGIONAL WATER MANAGEMENT IMPLEMENTATION GRANT PROGRAM**

**ITEM**

Adopt a resolution designating the District's General Manager as the authorized representative to file application and execute agreements for the 2019 Proposition 1 Integrated Regional Water Management Implementation Grant Program in an amount not to exceed \$15,000. [RECOMMEND ADOPT RESOLUTION]

**BACKGROUND**

San Luis Obispo County Flood Control ("County") is the interfacing agency between the Department of Water Resources ("DWR") and grant applicants seeking Proposition 1 grant funding. The Nipomo Community Services District ("District") is seeking grant funding for its Nipomo Supplemental Water Project Final Phase. The County is required to secure certain commitments from agencies who are part of the County's grant application to DWR.

Water Specialties Consultants ("WSC") was selected through a County Request for Proposal process to assist the County in preparing the final application to DWR. The cost for WSC's assistance is to be paid for out of the grant fund. The resolution before your Board of Directors commits the District to paying for its share of WSC's application preparation costs. While the County has not defined a formula for allocating WSC's cost to the grant applicants, the resolution identifies a not-to-exceed amount, "...no Agency's payment obligation pursuant to this Agreement shall exceed fifteen thousand dollars (\$15,000).

**FISCAL IMPACT**

The District has yet to be awarded any grant funding from the Proposition 1 Grant. Therefore, the maximum \$15,000 funding obligation in the reimbursement agreement between the District and the County will come from the Water Operating Fund.

**STRATEGIC PLAN**

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.

- A.5 Expedite funding and implementation of final phases of the Supplemental Water Supply Projects (up to 3,000 acre-feet).

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

- B.4 Monitor opportunities for grant funding. Staff is pursuing Proposition 1 grant funding and looking for other ways to pay for infrastructure improvements.

**RECOMMENDATION**

Staff recommends your Honorable Board adopt the resolution designating the General Manager as the authorized representative to file application and execute agreements for the 2019 Proposition 1 IRWM Grant Program.

**ATTACHMENT**

- A. 2019-XXXX Resolution Designating Representative for Proposition 1 IRWM Grant Program

OCTOBER 23, 2019

ITEM D-5

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2019-XXXX**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES  
DESIGNATING THE DISTRICT'S GENERAL MANAGER AS THE AUTHORIZED REPRESENTATIVE  
TO FILE APPLICATION AND EXECUTE AGREEMENTS FOR THE  
2019 PROPOSITION 1 INTEGRATED REGIONAL WATER MANAGEMENT  
IMPLEMENTATION GRANT PROGRAM**

The following Resolution is hereby offered and read:

**WHEREAS**, the State of California has established an Integrated Regional Water Management (IRWM) grant program pursuant the Water Quality, Supply, and Infrastructure Improvement Act of 2014 (also known as Proposition 1); and

**WHEREAS**, the Nipomo Community Services District ("District") approved a Memorandum of Understanding, incorporated herein as Attachment No. 1, which established the District as a member of the Regional Water Management Group for the San Luis Obispo County Region, and which also designates the San Luis Obispo County Flood Control and Water Conservation District (the "Flood Control District") as the lead agency to submit Integrated Regional Water Management grants; and

**WHEREAS**, the District General Manager, or Designee, is especially suited to ensure the grant application materials submitted by and on behalf of the District are prepared in a complete, efficient and adequate manner; and

**WHEREAS**, the District General Manager, has the authority to ensure that projects are carried out in full compliance with the applicable permits and agreements; and

**WHEREAS**, the District General Manager, submitted the Nipomo Supplemental Water Project Final Phase project for inclusion in the San Luis Obispo County Region's 2019 Proposition 1 Round 1 IRWM grant program application; and

**WHEREAS**, Nipomo Supplemental Water Project Final Phase was endorsed by the Regional Water Management Group and the San Luis Obispo County Water Resources Advisory Committee; and

**WHEREAS**, Attachment No. 2 includes a list of all the local projects endorsed to be in the Region's application to the California Department of Water Resources; and

**WHEREAS**, in anticipation of the final application submittal, Flood Control District staff has requested that local agencies adopt a resolution verifying support for the project, authorization to proceed with the IRWM grant application, and authorization to enter into reimbursement agreement to fund a share of the Flood Control District's costs; and

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** by the Board of Directors of the Nipomo Community Services District, State of California, that:

1. The District's Board of Directors supports the Nipomo Supplemental Water Project Final Phase project as described in Attachment No. 2, and that the application be made to the California Department of Water Resources to obtain a 2019 Proposition 1 Round 1 Integrated Regional Water Management Implementation

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2019-XXXX**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES  
DESIGNATING THE DISTRICT'S GENERAL MANAGER AS THE AUTHORIZED REPRESENTATIVE  
TO FILE APPLICATION AND EXECUTE AGREEMENTS FOR THE  
2019 PROPOSITION 1 INTEGRATED REGIONAL WATER MANAGEMENT  
IMPLEMENTATION GRANT PROGRAM**

Grant pursuant to the Water Quality, Supply, and Infrastructure Improvement Act of 2014 in coordination with the Flood Control District and the Regional Water Management Group.

2. The General Manager, or Designee, of the Nipomo Community Services District is hereby authorized and directed to prepare the necessary data, conduct investigations, file such application required for grant funding, and to execute a grant agreement (which must first be approved as to form by Nipomo Community Services District's Legal Counsel) with the San Luis Obispo County Flood Control and Water Conservation District.
  
3. The General Manager, or Designee, of the Nipomo Community Services District is hereby authorized to enter into a reimbursement agreement to pay for District's share of the Flood Control District costs not to exceed \$15,000.

Upon a motion by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, on the following roll call vote, to wit:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

the foregoing resolution is hereby passed and adopted on this \_\_\_\_\_ day of October, 2019.

\_\_\_\_\_  
ED EBY  
President of the Board

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
MARIO IGLESIAS  
Secretary to the Board

\_\_\_\_\_  
WHITNEY G. MCDONALD  
District Legal Counsel

TO: BOARD OF DIRECTORS  
FROM: MARIO IGLESIAS  
GENERAL MANAGER  
DATE: October 17, 2019

**AGENDA ITEM  
E-1  
OCTOBER 23, 2019**

**APPROVE JOB DESCRIPTION  
AND SALARY RANGE FOR THE POSITION OF  
CUSTOMER SERVICE SPECIALIST**

**ITEM**

Approve the job description and salary range for the position of Customer Service Specialist [RECOMMEND APPROVE JOB DESCRIPTION AND SALARY RANGE FOR THE CUSTOMER SERVICE SPECIALIST POSITION]

**BACKGROUND**

As part of the ongoing effort to adapt to customer service expectations and demands, a dedicated Customer Service Specialist ("CSS") position was budgeted for the current fiscal year. This is a new full-time position for the Nipomo Community Services District ("District") that will focus exclusively on providing District customers with an elevated level of customer service. Creating a position centered on (1) the soft skill-set needed to provide for an enriched customer engagement experience, and (2) the technical skills needed to harness current day technologies, will improve the District's interface with its customers.

At present, a Water Operator I position is assigned to the Administrative Office to fill the day-to-day administrative and customer service field tasks. With the advent of importation of supplemental water, the District's water production and distribution system has grown in size and complexity. The time demand for field work on Water Utility Operators has increased, putting additional pressure on allocating time for administrative and customer service field tasks, sometimes causing the customer service related tasks to be delayed. In addition, inefficiencies exist because Water Operators need to be trained in performing the necessary Administrative Office functions. The new CSS will allow the Water Operators to relinquish their office and customer related duties as well as the meter maintenance and change out program, thus allowing the Water Operators more time to dedicate to the operation of the water system.

The District is required by the Department of Water Resources ("DWR") to maintain and manage a cross-connection control program ("Program"). The District currently works in partnership with the San Luis Obispo County Environmental Health Department ("County") to meet DWR's requirement. The County and District Operations and Administration teams coordinate efforts to inspect and test new installation of backflow assemblies, distribute annual testing notifications, and survey potential cross-connections in the District. In Fiscal Year 2018-19, the County invoiced the District for \$11,500 as their portion of the cost of the Program. One of the responsibilities of the new CSS position, is to take on the County's portion of the Program thereby offsetting a portion of the cost to fund the CSS position.

Integrating new technologies that reduce cost, increase efficiencies, and provide for a higher degree of customer service is a reasonable expectation of our customers. The Customer Service Specialist position will be engaged in exploring, recommending, and implementing ways the District can meet these expectations through metering and other programs. The District has budgeted funds for the current fiscal year to begin a leak detection program. Part of the

responsibilities of the CSS is to learn and then train District staff and customers on the use of these critical tools as they are developed and implemented. Dedicating time and funds to assure that water is put to beneficial use and not lost to water leaks is key to controlling costs and protecting our valuable water resource. Leak detection is also a priority to DWR and currently an annual water loss report is required to be completed by water purveyors. DWR is increasing the pressure on water purveyors to do more to control their non-revenue water.

Staff created a job description modeled off similar agencies. However, the District's management team has nuanced the job description, its tasks and specific skills, to meet the unique job requirements to align with District needs and customer expectations. Staff is confident that the budgeted annual salary range of \$54,456 to \$66,192 will attract the qualified and competent candidates needed to complete a successful recruitment for this position. There are a total 60 defined salary ranges in the District's salary schedule with salary range 60 being the highest. The recommended salary range for this position is salary range 20.

### **FISCAL IMPACT**

The additional expense to the District's customers for providing a Customer Service Specialist, if approved at its proposed salary range, will be \$54,456 to \$66,192 plus the cost of benefits – approximately 30% of the proposed salary. It is anticipated that there will be some offset to this expenditure by the District taking on tasks currently contracted out to and billed by the County. The cost to support the addition of a Customer Service Specialist is included in the current year budget.

### **STRATEGIC PLAN**

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

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

### **RECOMMENDATION**

Staff recommends your Honorable Board approve the job title, description, and salary range for the Customer Service Specialist as proposed.

### **ATTACHMENT**

- A. Customer Service Specialist, Draft Job Description
- B. NCSD Organizational Chart
- C. NCSD Salary Range – Budgeted Positions

OCTOBER 23, 2019

ITEM E-1

ATTACHMENT A



**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

<b>POSITION:</b>	<b>Customer Service Specialist</b>
<b>FLSA STATUS:</b>	<b>Non-Exempt</b>
<b>REPORTS TO:</b>	<b>Finance Director/Assistant General Manager</b>

**1. DEFINITION AND SUMMARY OF DUTIES**

Under the direction of the Administrative Supervisor, performs a variety of District customer service functions. This position is the primary field representative for the District and serves the community in part by responding to concerns, questions, and complaints from customers regarding water quality, water pressure, service terminations, and service restoration. Additional customer engagement responsibilities include investigating potential cross-connections, conduct cross-connection surveys, issue and follow-up on delinquent backflow test reports, conduct high bill investigations, as well as reading and installing water meters, and leading the District's meter testing and repair program.

**SUPERVISION RECEIVED AND EXERCISED**

Employees in this classification receive limited supervision from the Finance Director/Assistant General Manager within a framework of District's standard policies and procedures. This position works closely with the Billing Department to complete customer service related Work Orders. From time to time, this position works cooperatively with the Water Supervisor and/or other Operations Department leadership positions to coordinate tasks associated with the District's Cross-connection and Metering Programs.

**2. ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Administrative Office (35% of Job Duties)**

- a) Performs customer service duties such as turn-ons and turn-offs, check water meter leak indicator and zero-read water meters; reports water use violations; assists customers in understanding water volume and pressure problems. Provides customers with specialized information about their water service.
- b) Responds to a variety of customer complaints concerning leaks, high or low bills, water pressure problems, insufficient water service, water quality etc.
- c) Serves as primary customer service field representative educating customers on water meter technology, conducting bucket tests, explaining irrigation usage as well as other internal water use facilities common to residential properties.
- d) Turns water on and off for incoming or outgoing customers or for emergency repair purposes; notifies customers of insufficient payment and termination of water services.
- e) Responds to customer water related emergencies such as service leaks and meter leaks; assesses situation, determines proper action, performs necessary repair work to resolve problems at the water meter and meter box or, if related to District facilities prior to the water meter, notifies appropriate Operations Department staff needed to resolve problem.

**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

<b>POSITION:</b>	<b>Customer Service Specialist</b>
<b>FLSA STATUS:</b>	<b>Non-Exempt</b>
<b>REPORTS TO:</b>	<b>Finance Director/Assistant General Manager</b>

- f) Interfaces with customers in office environment, taking payments and posting payments to customer billing system; verifying daily deposit and transporting deposit to bank.
- g) Supports administrative staff in meeting daily customer service needs, such as answering phones, explaining District policies and procedures as they relate to services fees and charges, picking up and delivering daily mail to and from post office.

**Metering Program (35% of Job Duties)**

- a) Reads water meters in accordance with an assigned schedule and route including taking re-reads and final readings.
- b) Performs water meter maintenance, including installing new meters, overseeing contractor testing and repairing meters of various sizes, repairing meter leaks, and replacing meters as necessary.
- c) Performs maintenance, and repair activities of District water systems and facilities associated with water meters to ensure safe and efficient access for the public, including residential and commercial water meters, valve cans, meter boxes, and water service valves of various sizes.
- d) Participates in the inspection of assigned District infrastructure such as meter vaults and pits for safety issues, structural integrity, and possible future work projects and programs, and appropriately marks areas that need to be repaired.
- e) Operates, maintains, monitors, and adjusts water system software associated with leak detection and meter reading, inputting appropriate information.
- f) Monitors meter contractors working with and around underground services to ensure the work is appropriately performed to code; addresses discrepancies as necessary.
- g) Works cooperatively with Operations and Administrative staff to accomplish meter program tasks.
- h) Maintains accurate logs and records of work performed and materials and equipment used.
- i) Oversees implementation and maintains large meter radio read system; troubleshoots malfunctioning transponders, programs new and updated electronics.
- j) Installs meters for new construction; inspects water service and backflow installations to ensure compliance with District Engineering Standards and Specifications.
- k) Compiles, computes and researches data related to water consumption, meter location/sizes, etc. as assigned; maintains accurate records and inventory of meter parts; inputs data on computer to update records.
- l) Performs special projects related to water meter service operations as assigned such as reviewing and recommending a meter maintenance software package; developing and implementing a water meter retrofit program.

**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

<b>POSITION:</b>	<b>Customer Service Specialist</b>
<b>FLSA STATUS:</b>	<b>Non-Exempt</b>
<b>REPORTS TO:</b>	<b>Finance Director/Assistant General Manager</b>

**Cross-connection Program (20% of Job Duty)**

- a) Oversees Cross-connection Control Program including sending out test notices, follow-up notices, and failed notices.
- b) Investigates and identifies cross connections and potentially hazardous backflow conditions; follows up on regulatory and reporting requirements with regulatory agency.
- c) Conducts initial and follow-up surveys and notifies and educates customers of hazards and mitigation measures.
- d) Maintains program records in compliance with overseeing regulatory agency regulations.
- e) Perform initial backflow assembly test for new service installations.
- f) Performs special projects related to the Cross-connection Control Program as assigned such as reviewing and recommending a Cross-connection Control Program records maintenance software package.

**Other Activities (10% of Job Duty)**

- g) Operates and maintains a variety of hand and power tools and equipment related to work assignment as instructed.
- h) Observes safe work methods and makes appropriate use of related safety equipment as required.
- i) Installs street barricades and cones and controls traffic around work sites to ensure safe conditions for the general public and District staff.
- j) Performs related duties as assigned.

**3. QUALIFICATIONS**

This position requires knowledge and proficiency in the following:

- a) Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- b) Basic principles, practices, tools, and materials as they relate to the maintenance and repair of water systems infrastructure, facilities, and appurtenances similar to those in a municipal environment.
- c) Basic mathematics.
- d) Safe driving rules and practices.
- e) Experience with basic computer software; Microsoft Word, Excel, Outlook.
- f) English usage, spelling, vocabulary, grammar, and punctuation.
- g) Safe driving rules and practices
- h) Traffic control procedures and traffic sign regulations.
- i) Occupational hazards and safety equipment and practices related to assigned tasks.

**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

**POSITION: Customer Service Specialist**

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**FLSA STATUS: Non-Exempt**

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**REPORTS TO: Finance Director/Assistant General Manager**

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- j) Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- k) English usage, spelling vocabulary, grammar, and punctuation.

**4. ESSENTIAL ABILITIES**

- a) Employees must be able to effectively communicate with a variety of individuals.
- b) Must possess mobility to work in the field walking for long periods of time, sometimes over rough, uneven or rocky surfaces, in and around water system facilities.
- c) Must possess strength, stamina, and mobility to perform medium to heavy physical work.
- d) Must be able to work in confined spaces, around machines, and to climb and descend ladders.
- e) Must be able to operate varied hand and power tools and construction equipment.
- f) Must be able to read printed materials and a computer screen.
- g) Must be able to communicate in person and over the telephone and radio effectively.
- h) Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment.
- i) Must be capable of bending, stooping, kneeling, reaching and climbing to perform work and inspect work sites.
- j) Must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.
- k) Must be able to tolerate exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.
- l) Employees must be able to interact in an appropriate professional manner as the District's representative to public and private entities to interpret and enforce departmental policies and procedures.
- m) Operate and maintain specialized tools and equipment related to water meter and ancillary materials for emergency repairs for meter structures and facilities.
- n) Accurately perform arithmetical calculations.
- o) Understand and follow both written and oral instructions.
- p) Deal tactfully and courteously with the public and with irate customers as necessary.
- q) Maintain accurate records.
- r) Read water and street maps, understand symbols and designations.
- s) Organize, coordinate, and prioritize assigned tasks to successfully meet timelines.
- t) Operate computer terminal to access and input information.
- u) Train others in proper methods of water meter reading, installation and repair.
- v) Establish and maintain effective work relationships within a team oriented operation.
- w) Manage or lead an assigned project.
- x) Interpret and make judgment on the application of engineering standards and specifications as they relate to the District's meter and backflow assembly installations.
- y) Work in potentially hazardous working conditions such as heavy traffic areas, trenches, and other confined spaces.

**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

<b>POSITION:</b>	<b>Customer Service Specialist</b>
<b>FLSA STATUS:</b>	<b>Non-Exempt</b>
<b>REPORTS TO:</b>	<b>Finance Director/Assistant General Manager</b>

**5. PHYSICAL REQUIREMENTS**

- a) Ability to type on a keyboard and use a mouse for extended periods of time.
- b) Ability to use computer software to access, record and convey information in required format.
- c) Ability to interact in person and on the telephone, relaying information verbally.
- d) Ability to communicate clearly, concisely and effectively, both orally and in writing.
- e) Ability to maintain, regular, predictable, punctual attendance.
- f) Mobility to work in a standard office environment and use standard office equipment.
- g) Ability to grasp, lift and move files, binders, boxes and other collections of documents (which can total up to 40 pounds).

**6. EDUCATION AND EXPERIENCE**

Minimum entry level requirements are a high school graduation or G.E.D., mechanical aptitude, and demonstrated interest in advancement in a challenging, technical field.

Desired education and/or experience:

- 1. Specialized training related to the water distribution field.
- 2. Work experience in the water distribution field at a water system performing work in maintenance and repair of meters, pumps, motors, pressure regulating facilities and related equipment.

**7. LICENSES**

- a) Possession of a valid California Driver's License by time of appointment.
- b) Possession of or obtains a Grade III Water Distribution Certificate issued by the California State Water Resources Control Board within twelve (12) months of employment.
- c) Possession of or obtains a Backflow Tester Certification from a California State Water Resources Control Board recognized licensing association within 12 months.
- d) Possession of or obtains a Cross-connection Control Specialist Certification from a California State Water Resources Control Board recognized licensing association within 12 months.

**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

**POSITION:** Customer Service Specialist  
**FLSA STATUS:** Non-Exempt  
**REPORTS TO:** Finance Director/Assistant General Manager

**ACKNOWLEDGEMENT:**

By signing below, I acknowledge all of the following:

I have reviewed the above Job Description, and I understand it to be accurate and complete. I understand that management and/or the Board retains the right to assign me other tasks as necessary. I also understand that district management has the right to change this Job Description and my assigned job duties at any time.

If, at any time, I am unable to perform any of the assigned job duties or need any accommodation for medical reasons, I will alert the General Manager or his/her designee and will participate in an interactive process regarding possible workplace accommodations.

I understand that I am a non-exempt employee and that I can be required to work in excess of my normally assigned working hours, including being required to report to duty in cases of disaster response.

\_\_\_\_\_  
Employee's Name (print)

\_\_\_\_\_  
Employee's Name (signature)

\_\_\_\_\_  
Date

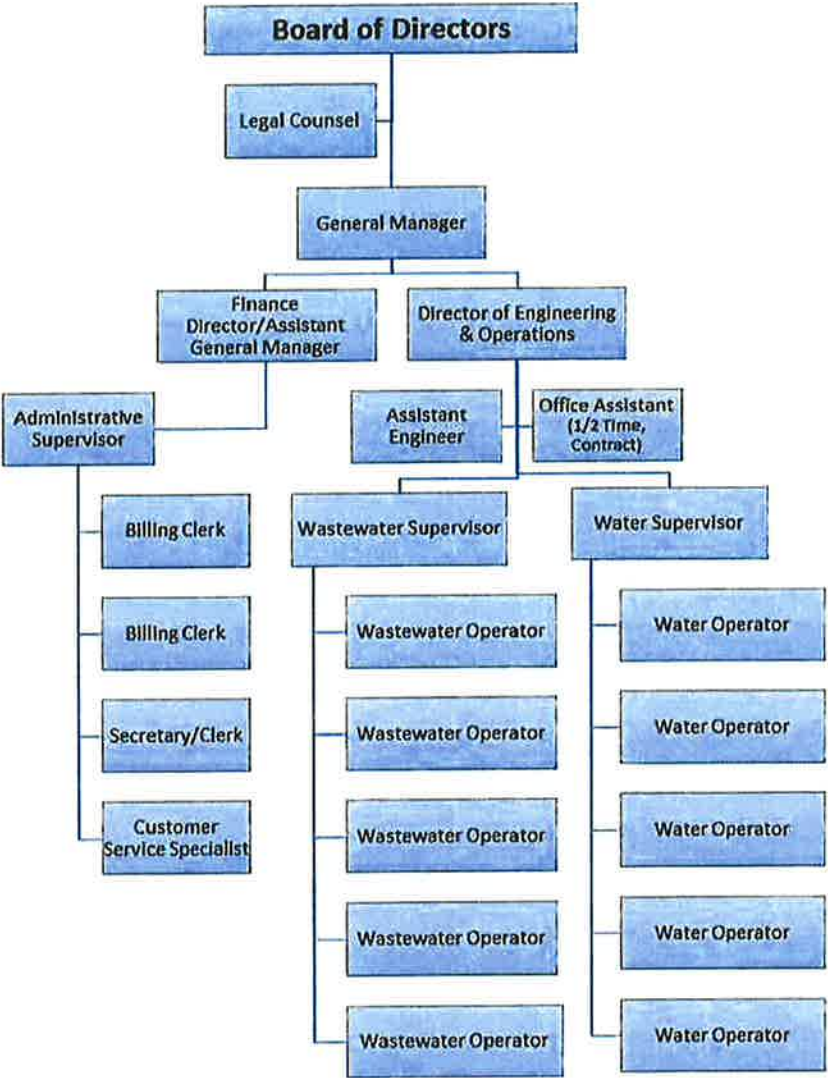
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OCTOBER 23, 2019

ITEM E-1

ATTACHMENT B

NIPOMO COMMUNITY SERVICES DISTRICT  
ORGANIZATIONAL STRUCTURE  
2019-2020





OCTOBER 23, 2019

ITEM E-1

ATTACHMENT C

**NIPOMO COMMUNITY SERVICES DISTRICT  
DISTRICT PERSONNEL  
2019-2020**

<b>ADMINISTRATION</b>	<b>MONTHLY SALARY STEP/RANGE (PAGE 11)</b>	<b>Budgeted FY 18-19</b>	<b>Additions 19-20</b>	<b>Budgeted 19-20</b>
General Manager	Contract	1	0	1
Assist General Manager/Finance Director	44	1	0	1
Billing Clerk	13	1	0	1
<b>Billing Clerk (1)</b>	<b>13</b>	<b>0</b>	<b>1</b>	<b>1</b>
Secretary/Clerk	5	1	0	1
<b>Administrative Supervisor (2)</b>	<b>31</b>	<b>1</b>	<b>0</b>	<b>1</b>
<b>Customer Service Specialist (3)</b>	<b>21</b>	<b>1</b>	<b>0</b>	<b>1</b>
<b>ADMINISTRATION SUBTOTAL</b>		<b><u>6</u></b>	<b><u>1</u></b>	<b><u>7</u></b>

<b>OPERATIONS</b>				
Director of Engineering and Operations	60	1	0	1
Assistant Engineer	29	1	0	1
Water Supervisor	32	1	0	1
Wastewater Supervisor	38	1	0	1
Wastewater Operator III	24	0	0	0
Wastewater Operator II	20	3	0	3
Wastewater Operator I	16	2	0	2
Water Operator III	17	0	0	0
Water Operator II	13	1	0	1
Water Operator I	9	4	0	4
Utility Office Assistant	Contract	<u>0.5</u>	<u>0</u>	<u>0.5</u>
<b>OPERATIONS SUBTOTAL</b>		<b><u>14.5</u></b>	<b><u>0</u></b>	<b><u>14.5</u></b>

<b>TOTAL</b>		<b><u>20.5</u></b>	<b><u>1</u></b>	<b><u>21.5</u></b>
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**Positions projected to be filled in FY 19-20**

- (1) 2017 Rate Study included second billing clerk FY 19-20
- (2) Administrative Supervisor position replaced Public Information Director/Clerk position
- (3) 2017 Rate Study included customer Service Specialist FY 18-19

TO: BOARD OF DIRECTORS  
 FROM: MARIO IGLESIAS  
 GENERAL MANAGER  
 DATE: October 18, 2019



**AGENDA ITEM  
 F  
 OCTOBER 23, 2019**

**GENERAL MANAGER'S REPORT**

**ITEM**

Standing report to your Honorable Board -- *Period covered by this report is October 6, 2019 through October 19, 2019.*

**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 as well as tracking late fee waivers. The table below provides September and Fiscal Year-to-date data of these items.

**Office Activities**

	Sept-19	July 19 - Sept 2019
Reports of Water Waste	0	0
Leak Adjustments	3	5
Leak Adjustment Amount	\$490	\$853
Late Fee Waivers	15	22
Late Fee Waiver Adjustment Amount	\$585	\$880

**Water Resources**

**Table 1. Total Production Acre Feet (AF)**

	Sept-19	Jul 19 - Sept 19
Groundwater Production	116.3	357.8
Supplemental Water Imported	<u>82.7</u>	<u>252.9</u>
Total Production	199.0	610.7

NCSD imported almost 83 AF of water over the 30 day period in September averaging 624 gallons per minute for an average total of 898,262 gallons per day. For fiscal year 2019-20 the District must import at least 800 AF of supplemental water to meet its contractual obligation with the City of Santa Maria.

The District's total combined production, including groundwater production wells and supplemental water imported at the Joshua Road Pump Station, registered 199.0 AF for the month and 610.7 AF for the Fiscal Year 2020.

Table 2 compares the District's total water production for the month of September and the fiscal year (July 2019 through September 2019) total against the same period for 2013 (pre-drought production). The Department of Water Resources ("DWR") designated 2013 as the pre-drought production year. The pre-drought production data is included in the monthly water production report and compared to current usage, all of which is submitted by water purveyors statewide to DWR. There is no mandated by DWR at this time for the District to reach a particular conservation level. For September 2019, the community's water conservation effort reached approximately 24.6% compared to September 2013. The District's year-to-date conservation effort reached 25.6 % for the fiscal year and will continue to be monitored.

**Table 2. FY 2020 Total Demand To-date Compared to 2013**

	Sept-19	July – Sept 2019
Total Production (AF) for FY 2019-20	199.1	610.7
Total Production (AF) for 2013	<u>264.0</u>	<u>820.8</u>
Reduction (AF)	64.9	210.1
Percentage Reduction	<u>24.6%</u>	<u>25.6%</u>

**NCSW GW Reduction**

The District's purveyor customers, Golden State Water Company and Woodlands Mutual Water Company, each claim 16.66% (cumulatively 33.33%) of the imported water NCSW brings onto the basin through the NSWP. Of the 800 AF minimum imported water from the City of Santa Maria, 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 pumping reduction.

**Table 3. NCSW GW Production (NCSW GW Well Production plus Purveyor Credit)**

	Sept-19	Jul 19 - Sept 19
NCSW GW Well Production	116.3	357.8
Purveyor Customer Credit (33.3% of Import Water)	<u>27.6</u>	<u>84.3</u>
NCSW Total Calculated GW Production	143.9	442.1
Average GW Production for 2009-2013	<u>264.7</u>	<u>840.6</u>
NCSW Percentage of GW Reduction	46%	48%

Taking into consideration the above referenced purveyor customer credit, the District can claim a groundwater pumping reduction of 46% for the month of September compared to the 5-year average from 2009 to 2013 (NMMA-TG assigned comparator). For Fiscal Year 2020, the total groundwater pumping reduction for the District is 48%. At the current Stage IV level of NMMA's Water Shortage Condition and Response Plan, the District is short of achieving its targeted groundwater pumping reduction level of 50% for the year. However, summer months are typically higher water use months and it is not uncommon to balance out water use in winter months and, by the end of the fiscal year, have the District's groundwater reduction reach its targeted level of 50%.

**2020 Fiscal Year Groundwater Pumping Forecast**

Table 4 projects the District's groundwater pumping reduction effectiveness for Fiscal Year 2020. The targeted groundwater pumping reduction as stated above is 50%. At current usage through in September 2019, and with the last year's production values for the remaining 9 months inserted, the District is on-track to reach its pumping reduction goals for the fiscal year. This exercise demonstrates that there would be 13.59 acft of water available for use before the District exceeded its 50% target. Each year, water use trends slightly differ depending upon the weather – a major factor that drives consumer water demand. Table 4 is an estimating tool.

**Table 4. Groundwater Pumping**

	Year-to-Date		Target	Over/(Under)	AcFt
	Sep-19	Jul-Jun 2020			
NCSD GW Well Production	116.3	878.9			
Purveyor Customer Credit (33.3% of Import Water)	27.6	323.4			
NCSD Total Calculated GW Production	143.9	1,252.4	1,266.0	13.59	
Average GW Production for 2009-2013	264.7	2,533.3	2,533.3		
NCSD Percentage of GW Reduction	46%	51%	50.0%		

**Table 5. FY 2019 v. FY 2020 Groundwater Pumping**

	Sep-19	Jul 19-Sep 19	Sep-18	Jul 18-Sep 18
NCSD GW Well Production	116.3	357.8	108.3	358.9
Purveyor Customer Credit (33.3% of Import Water)	27.6	84.3	27.4	84.2
NCSD Total Calculated GW Production	143.9	442.1	135.7	443.1
Average GW Production for 2009-2013	264.7	840.6	264.7	840.6
NCSD Percentage of GW Reduction	46%	47%	49%	47%

Table 5 compares the previous year's groundwater pumping with the current year's groundwater pumping for the same period. The District achieved the same level of groundwater pumping reduction, 47%, for the current fiscal year as compared to the same period in 2018, 47. This indicator supports staff's conclusion that, all things equal, the District will reach its groundwater pumping reduction target for the fiscal year.

**Rainfall Gauge**

(Reported in inches)	Nipomo East (Dana Hills Reservoirs)	Nipomo South (Southland Plant)
September 2019 Total	0	0
July-2019 through September-2019 (Seasonal Total)	0	0
July 1, 2019 to October 18, 2019	0	0
Total Rainfall to date	0	0
Average Annual Year Rainfall	18.0 <sup>1</sup>	14.0 <sup>2</sup>

**Note 1: SLO County Website**

[https://wr.slocountywater.org/site.php?site\\_id=3&site=935e7af7-0e94-4042-bc11-e02906d5ba44](https://wr.slocountywater.org/site.php?site_id=3&site=935e7af7-0e94-4042-bc11-e02906d5ba44)

**Note 2: SLO County Website**

[https://wr.slocountywater.org/site.php?site\\_id=2&site=878bfdbf-5c40-4398-8226-418372e4039b](https://wr.slocountywater.org/site.php?site_id=2&site=878bfdbf-5c40-4398-8226-418372e4039b)

**Safety Program**

No items to report.

**Other Items and News of Interest**

City of Santa Maria Held Public Hearing for Water/Sewer Rate Adjustments – 10/1/2019  
Approved – becomes effective January 1, 2020

**Supplemental Water Capacity Accounting**

Summary Since January 25, 2008

		Number of Equivalent Meters	AFY
Supplemental Water Available for Allocation		947	500
Supplemental Water Reserved (Will Serve Letter Issued)	116	120	-63.4
Subtotal Net Supplemental Water Available for Allocation	831	827	436.6
Supplemental Water Assigned (Intent-to-Serve Issued)	51.6	54.4	-28.7
<b>Total Remaining Supplemental Water Available for Allocation</b>	<b>779.4</b>	<b>772.6</b>	<b>407.9</b>

As of September 20, 2019

**Connection Report**

Nipomo Community Services District  
Water and Sewer Connections

**END OF MONTH REPORT**

	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19
Water Connections (Total)	4434	4434	4437	4437	4437	4437	4438	4438	4440
Sewer Connections (Total)	3197	3197	3199	3199	3200	3201	3206	3206	3207
New Water Connections	0	0	3	0	0	0	1	0	2
New Sewer Connection	0	0	2	0	1	1	5	0	1
Galaxy & PSHH at Orchard and Division Sewer Connections billed to the County	475	475	475	475	475	475	472	472	472

The Connection Report is current through October 1, 2019.

**Meetings (October 6, through October 19)**

*Meetings Attended (telephonically or in person):*

- Oct 8, Eng/Admin Meeting
- Oct 9, Rotary
- Oct 9, Regular NCSD Board Meeting
- Oct 9, Exec. Team After-Board Meeting
- Oct 10, LAFCO Office
- Oct 10, IRWM Prop 1 Planning Meeting
- Oct 14, Management Team
- Oct 14, Board Officer Meeting
- Oct 15, Prop 1 Grant Funding Meeting WSC
- Oct 15, NMMA-TG Meeting
- Oct 16, Rotary
- Oct 17, Water Wise Contractor
- Oct 17, Management Team Personnel Review
- Oct 17, Asset Management Program (Sedaru)

**Meetings Scheduled (October 20 through October 26):**

*Upcoming Meetings (telephonically or in person):*

- Oct 21, Blacklake Assess. Distr. Formation Kickoff
- Oct 22, Eng/Admin Meeting
- Oct 23, Rotary
- Oct 23, Regular NCSD Board Meeting
- Oct 23, Exec. Team After-Board Meeting
- Oct 24, SLO Cnty Water Action Team
- Oct 24, Developer Mtg., Trailer Hitch

**Upcoming Water Resource and Other Meetings**

*Upcoming Standing Meetings:*

- NMMA-TG: November 19<sup>th</sup> (Tuesday) @ 10:00 AM, NCSD Board Room
- RWMG: November 6<sup>th</sup> @ 10:00 AM, SLO Library
- WRAC: November 6<sup>th</sup> @ 1:30 PM, SLO Library
- NMMA Purveyor Meeting: October 31<sup>st</sup> @ 10:00 AM, NCSD Conf. Rm

**RECOMMENDATION**

Staff seeks direction and input from your Honorable Board

**ATTACHMENTS**

None