

TO: BOARD OF DIRECTORS  
FROM: MARIO IGLESIAS  
GENERAL MANAGER  
DATE: MARCH 19, 2021

**AGENDA ITEM  
E-1  
MARCH 24, 2021**

**CONSIDER LANDSCAPE IMPROVEMENTS AT  
SOUTHLAND WASTEWATER TREATMENT FACILITY,  
ADOPT RESOLUTION ADJUSTING FY2020-21 BUDGET, AND  
AWARD CONTRACT TO INSTALL LANDSCAPE IMPROVEMENTS**

**ITEM**

Consider landscape improvements at Southland Wastewater Treatment Facility ("SWWTF"), adopt resolution to adjust budget, and approve contract in the amount of \$33,344 with GLM Landscape Maintenance to install landscape improvements on the property, and authorize contingency of \$5,000 [RECOMMEND CONSIDER IMPORVEMENTS, ADOPT BUDGET ADJUSTMENT RESOLUTION AND APPROVE CONTRACT WITH CONTINGENCY TO INSTALL LANDSCAPE IMPROVEMENTS AT SWWTF]

**BACKGROUND**

The SWWTF is located on a parcel that is contiguous to Highway 101 at the southerly most boundary of Nipomo. The SWWTF is visible from Highway 101 and odors from the area can, at times, be mistakenly associated with sewer operations at the facility. Agricultural operations on lands that surround the SWWTF produce strong odors when fields are fertilized and irrigated. The District receives odor complaints from the community that are not always originating from the SWWTF. Screening the SWWTF may help reduce the number of complaints. In addition to the visual screening, the landscape improvements will reduce the wind-blown sand from entering treatment processes.

During the planning and construction of the 2014 SWWTF upgrades, the area of the work outlined in this staff report was landscaped to provide screening from Highway 101 and a wind buffer. Remnants of the original landscaping remain, but are insufficient to provide wind and visual screening of the facility as many of the plants have died. The contract maintenance service provider refused to maintain the landscape area when the water system was shut off during the 2015 drought. Part of the current contract work includes overhauling and repairing the irrigation system where necessary to sustain the proposed new plants. The added contingency is included in the requested Board action to address the uncertainty in overhauling and repairing the existing irrigation system.

The proposals received from Allweather Landscape Maintenance ("ALM") and GLM Landscape Maintenance ("GLM") both have included planting Oleander. They both included the cost to include stainless steel gopher baskets and running new drip line with new emitters to the new plants. There are other plant varieties such as Carolina Laurel and Myoporum that could substitute for Oleandor and there would be no cost difference. Your Board could choose any of the three plant species and the project cost would not increase.

**FISCAL IMPACT**

The funds originally dedicated to this project in the Fiscal Year 2020-21 Budget, were diverted to the installation of the Southland WWTF Screw Press Project. A budget adjustment is necessary to put funds into Fund 810 to complete the Landscape Improvement Project to include the \$33,344 proposal and \$5,000 construction contingency, for a combined total budget adjustment of \$38,344.

**STRATEGIC PLAN**

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.

- B.1 NCSD shall maintain long-range infrastructure management, upgrade and replacement planning.

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

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

**RECOMMENDATION**

Staff recommends that your Honorable Board adopt the resolution and award GLM the contract in the amount of \$33,344, with a construction contingency of \$5,000 to install the landscape improvements described in their proposal.

**ATTACHMENT**

- A. Resolution 2021-XXXX, Southland Wastewater Treatment Facility Landscape Improvements
- B. GLM Landscape Management Proposal

MARCH 24, 2021

ITEM E-1

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2021-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT AWARDING THE BID FOR  
LANDSCAPE IMPROVEMENTS AT SOUTHLAND WASTEWATER TREATMENT FACILITY  
TO GLM LANDSCAPE MANAGEMENT IN THE AMOUNT OF \$33,344  
AUTHORIZING CONTINGENCY OF \$5,000, AND AMEND FY 2020/2021 BUDGET**

**WHEREAS**, the Landscape Improvements Project at Southland Wastewater Treatment Facility ("SWWTF") involves installing plant materials at the easterly boundary of the property on existing landscape irrigation systems to screen the SWWTF from Highway 101; and

**WHEREAS**, staff adhered to Resolution No. 2020-1572, Nipomo Community Services District Purchasing Policy and Procedures, Chapter 5 – Procedures for Public Works; and

**WHEREAS**, staff solicited bids for the project from two (2) qualified contractors; and

**WHEREAS**, based on the staff report, staff presentation and public comment, the Board makes the following findings:

1. The District received two (2) bids for the project.
2. Staff has reviewed the project bids and has determined that GLM Landscape Management, the apparent low bidder, submitted a responsive bid and is a responsible bidder.

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

1. The contract for the Landscape Improvements Project at SWWTF is hereby awarded to the lowest responsive and responsible bidder, GLM Landscape Management, in the amount of \$33,344, and the General Manager is authorized to execute the construction agreement.
2. The General Manager is authorized to issue Change Orders for construction of project with an aggregate total amount not to exceed \$5,000.
3. The Board authorizes transfer of \$38,344 from Fund #810, Town Sewer Funded Replacement Reserves, to provide additional funding for the project in the FY 2020-2021 Budget.
4. The above recitals and findings are incorporated herein by this reference.

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 24<sup>th</sup> day of March 2021.

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2021-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT AWARDDING THE BID FOR  
LANDSCAPE IMPROVEMENTS AT SOUTHLAND WASTEWATER TREATMENT FACILITY  
TO GLM LANDSCAPE MANAGEMENT IN THE AMOUNT OF \$33,344  
AUTHORIZING CONTINGENCY OF \$5,000, AND AMEND FY 2020/2021 BUDGET**

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**ED EBY**  
President, Board of Directors

ATTEST:

APPROVED AS TO FORM AND  
LEGAL EFFECT:

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

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**CRAIG A. STEELE**  
District Legal Counsel

MARCH 24, 2021

ITEM E-1

ATTACHMENT B

**PROPOSAL**

**GLM LANDSCAPE MANAGEMENT  
CONTRACTOR LICENSE #815393  
833 SOUTH 4<sup>TH</sup> STREET  
GROVER BEACH, CA 93433  
Office: (805) 473-1159 Fax: (805) 473-2728  
Email: Office@GLM1.net**

DATE 3/16/21

**Proposal submitted to:**

**NIPOMO COMMUNITY SERVICES DISTRICT  
MARIO IGLESIAS  
P.O. BOX 326  
NIPOMO, CA 93444**

**Job name/Location:**

**148 S. WILSON STREET  
NIPOMO, CA**

**We hereby submit specifications and estimates for:**

Landscape to include the following:

- 1) Amend area to be planted with mulch.
- 2) Install gopher baskets around root ball (stainless)
- 3) Plant (585) 5-gal Oleander.
- 4) Install drip line and emitters to all new plants.

Note: Any irrigation repairs to existing valve or controller to that will provide watering to new plants will be extra charging.

Thirty-three thousand two hundred forty-four dollars even -----\$33,244.00

Authorized signature:

\_\_\_\_\_

Accepted by:

\_\_\_\_\_

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS  
GENERAL MANAGER

DATE: MARCH 19, 2021

**AGENDA ITEM**  
**E-2**  
**MARCH 24, 2021**

**CONSIDER MAKING A NOMINATION FOR LOCAL AGENCY  
FORMATION COMMISSION'S SPECIAL DISTRICT MEMBER SEAT**

**ITEM**

Consider making a nomination for LAFCO's Special District Member's Seat [RECOMMEND THE BOARD CONSIDER NOMINATION AND DIRECT STAFF]

**BACKGROUND**

LAFCO is seeking nominations for the Special District's Member representative to fill the Special District's seat on the LAFCO Board. The term of the Special District seat currently held by LAFCO Commissioner Robert Enns expired in December 2020. The Cortese-Knox-Hertzberg Act allows Commissioner Enns to represent Special Districts on LAFCO until the nomination and election process is complete.

LAFCO oversees and approves changes in the District's services and service boundaries as well as of cities and service districts. Your Board may nominate a candidate to fill the seat. The nomination period ends at 5:00 p.m. on April 19, 2021.

**FISCAL IMPACT**

Minor budgeted staff time to prepare these materials.

**STRATEGIC PLAN**

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

7.B. Ongoing activities

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

**RECOMMENDATION**

Staff recommends your Board direct staff to file a nomination form [attached] to fill the open LAFCO Special District seat, should you decide to put a candidate forward. There is no action necessary if your Board does not wish to nominate a candidate.

**ATTACHMENTS**

A. LAFCO Nomination Materials

MARCH 24, 2021

ITEM E-2

ATTACHMENT A



LAFCO - San Luis Obispo - Local Agency Formation Commission  
SLO LAFCO - Serving the Area of San Luis Obispo County

**TO: EACH INDEPENDENT SPECIAL DISTRICT**  
**FROM: DAVID CHURCH, INTERIM LAFCO EXECUTIVE OFFICER**  
**DATE: MARCH 4, 2021**  
**RE: REQUEST FOR NOMINATIONS FOR LAFCO SPECIAL DISTRICT MEMBER**

COMMISSIONERS

Chairperson  
ROBERT ENNS  
Special District Member

Vice-Chair  
ED WAAGE  
City Member

DEBBIE ARNOLD  
County Member

MARSHALL OCHYLSKI  
Special District Member

STEVE GREGORY  
City Member

LYNN COMPTON  
County Member

TOM MURRAY  
Public Member

ALTERNATES

ED EBY  
Special District Member

VACANT  
City Member

HEATHER JENSEN  
Public Member

JOHN PESCHONG  
County Member

STAFF

DAVID CHURCH  
Executive Officer

BRIAN A. PIERIK  
Legal Counsel

IMELDA MARQUEZ  
Analyst

The term of the Special District seat currently held by LAFCO Commissioner Robert Enns expired in December 2020. The Cortese-Knox-Hertzberg Act allows Commissioner Enns to represent Special Districts on LAFCO until the nomination and election process is complete.

**Background.** The appointment could not be completed by the Independent Special District Selection Committee due to the difficulty in gathering a quorum. In the event that a meeting of the Selection Committee is not feasible, the Government Code allows the LAFCO Executive Officer to conduct the business of the committee in writing or via e-mail. If only one candidate is nominated, that candidate shall be deemed selected, with no further proceeding.

**Instructions.** If your District wishes to nominate a candidate for this position, please schedule this request for nominations on an agenda for a meeting of your Board of Directors as soon as possible.

The nomination must be approved by the District's governing body. Nomination forms are required to be submitted by the end of nomination period. **The nomination period ends at 5:00 p.m. on April 19, 2021.**

The completed nomination form may be submitted to the LAFCO office via mail, Fax-805-788-2072, or e-mail: [Imarquez@slolafco.com](mailto:Imarquez@slolafco.com). Please make sure the form is signed by the Board President or General Manager and the Nominee.

If more than one nomination is received, the Executive Officer shall prepare a ballot and send it by email to each special district with voting instructions.

A nomination form is attached to assist your District in the nomination process. Also, the LAFCO website ([www.slolafco.com](http://www.slolafco.com)) has additional information about LAFCO. Please call me at 805.788-2096 if you have any questions.

cc: Members, Formation Commission  
Brian Peirik, LAFCO Legal Counsel

**NOMINATION FOR LAFCO  
SPECIAL DISTRICT MEMBER**

The \_\_\_\_\_  
(Insert Name of Special District)

Hereby nominates \_\_\_\_\_ as a nominee to serve as the  
(Insert Name of Nominee)

Special District Member on the San Luis Obispo Local Agency Formation Commission  
(SLOLAFCO).

The Board of Director's action was taken on an agenda item on:

\_\_\_\_\_  
(Insert Date of Board Agenda and Action)

\_\_\_\_\_  
(General Manager or Chairman/President)

\_\_\_\_\_  
(Email address)

\_\_\_\_\_  
(Signature-Nominee)

TO: BOARD OF DIRECTORS  
FROM: CRAIG A. STEELE  
DISTRICT COUNSEL  
REVIEW BY: MARIO IGLESIAS  
GENERAL MANAGER

*AK*

DATE: March 19, 2021

**AGENDA ITEM  
E-3  
MARCH 24, 2021**

## **APPROVE QUITCLAIM OF EASEMENT OUTSIDE THE DISTRICT'S SPHERE OF INFLUENCE**

### **ITEM**

Approve the Quitclaim Deed Relinquishing an Easement Over APN 091-121-051 [RECOMMEND ADOPT RESOLUTION APPROVING THE QUITCLAIM OF AN EASEMENT OVER APN 091-121-051]

### **BACKGROUND**

On December 1, 1972, in consideration of the District's waiver of potential future annexation fees, Thomas S. Nelson and Jessi D. Nelson, and Robert P. Yamin and Elziabeth Yamin, then owners of the property commonly known as 1205 Pomeroy Road, which includes Assessor Parcel Number (APN) 091-121-051 ("Property"), granted to the NCSD an exclusive easement and right of way to construct, reconstruct, operate, maintain, repair, renew, replace and enlarge water wells, pumps, water lines, and other water producing facilities as NCSD may at any time or from time to time require, together with all necessary related underground, surface and above ground appurtenances, under, upon, over, across and within the Property ("Easement").

Because the Property is located outside of the NCSD's sphere of influence, the NCSD has not constructed water wells, pumps, water lines, or other water producing facilities on the Property. In addition, the current owners of the Property, Nasholm & Sausa Kiwi Assocs, have violated the exclusivity of the Easement by allowing other improvements on the easement area. Staff have determined that there is no future need for the easement.

The Resolution would approve the quitclaim deed relinquishing the Easement and authorize the General Manager to execute the quitclaim deed on behalf of the NCSD and have it recorded.

### **FISCAL IMPACT**

No fiscal impact.

### **STRATEGIC PLAN**

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.

B.1 NCSD shall maintain long-range infrastructure management, upgrade and replacement planning.

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

**RECOMMENDATION**

It is recommended that your Honorable Board adopt the Resolution approving the Quitclaim Deed relinquishing the easement over APN 091-121-051.

**ATTACHMENT**

- A. Draft Resolution Approving the Quitclaim of an Easement Over APN 091-121-051  
Easement documents
- B. Parcel Map Depicting Easement
- C. APN 091-121-051 "QUITCLAIM DEED AND TERMINATION OF EASEMENT"

MARCH 24, 2021

ITEM E-3

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2021-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT APPROVING THE QUITCLAIM OF AN  
EASEMENT OVER APN 091-121-051**

**WHEREAS**, Nasholm & Sausa Kiwi Assocs ("Owners") own the property commonly known as 1205 Pomeroy Rd which includes Assessor Parcel Number (APN) 091-121-051 ("Property"); and

**WHEREAS**, on December 1, 1972, for and in consideration of the waiver of annexation fees, Thomas S. Nelson and Jessi D. Nelson, and Robert P. Yamin and Elziabeth Yamin, then owners of the Property, granted to the Nipomo Community Services District ("NCSD") an exclusive easement and right of way to construct, reconstruct, operate, maintain, repair, renew, replace and enlarge water wells, pumps, water lines, and other water producing facilities as the NCSD may at any time or from time to time require, together with all necessary related underground, surface and above ground appurtenances, under, upon, over, across and within the Property ("Easement"); and

**WHEREAS**, the NCSD has not constructed water wells, pumps, water lines, or other water producing facilities on the Property because the Property is outside of the NCSD's sphere of influence; and

**WHEREAS**, NCSD staff have determined that the District has no present or future need for facilities outside the District's sphere of influence; and

**WHEREAS**, the Owners have violated the exclusivity of the Easement by allowing other improvements on the easement area; and

**WHEREAS**, the Board of Directors desires to relinquish the Easement.

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

1. To the best of the Board's knowledge, the facts and findings stated above are true and correct and incorporated herein.
2. The Board of Directors approves that certain Quitclaim Deed relinquishing the Easement, attached hereto as Attachment 1.
3. The General Manager is authorized to execute said Quitclaim Deed on behalf of the NCSD and file it in the office of the County Recorder.

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

**AYES:**  
**NOES:**  
**ABSENT:**

**ABSTAIN:**

the foregoing resolution is hereby passed and adopted this \_\_\_\_ day of \_\_\_\_\_, 2021.

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

**ATTEST:**

**APPROVED AS TO FORM:**

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

\_\_\_\_\_  
**Craig A. Steele**  
District Legal Counsel

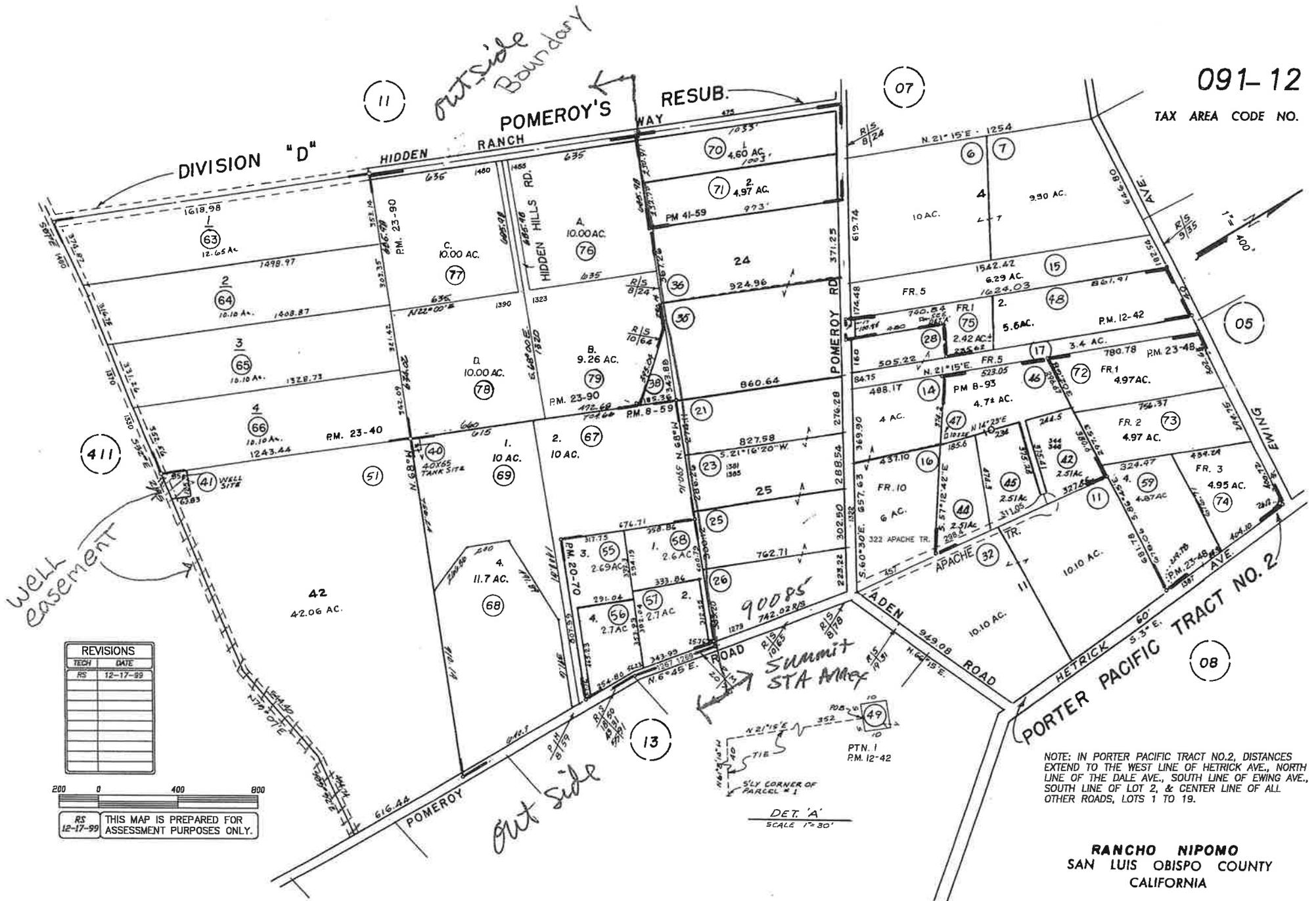
MARCH 24, 2021

ITEM E-3

ATTACHMENT B

091-12

TAX AREA CODE NO.



REVISIONS	
TECH	DATE
RS	12-17-99

200 0 400 800

RS 12-17-99 THIS MAP IS PREPARED FOR ASSESSMENT PURPOSES ONLY.

NOTE: IN PORTER PACIFIC TRACT NO.2, DISTANCES EXTEND TO THE WEST LINE OF HETRICK AVE., NORTH LINE OF THE DALE AVE., SOUTH LINE OF EWING AVE., SOUTH LINE OF LOT 2, & CENTER LINE OF ALL OTHER ROADS, LOTS 1 TO 19.

**RANCHO NIPOMO**  
 SAN LUIS OBISPO COUNTY  
 CALIFORNIA

MARCH 24, 2021

ITEM E-3

ATTACHMENT C

RECORDING REQUESTED BY,  
AND WHEN RECORDED MAIL TO:

General Manager  
Nipomo Community Services District  
148 South Wilson Street  
Nipomo, CA 93444

SPACE ABOVE THIS LINE FOR RECORDER'S USE

Grantor declares that this Quitclaim Deed is exempt from recording fees pursuant to California Government Code Section 27383.

APN 091-121-051

**QUITCLAIM DEED AND TERMINATION OF EASEMENT**

**FOR A VALUABLE CONSIDERATION**, receipt of which is hereby acknowledged, Nipomo Community Services District (“Grantor”), hereby remises, releases, and forever quitclaims to Nasholm & Sausa Kiwi Assocs (“Grantee”), without representation or warranty, express or implied, all of the Grantor’s right, title and interest (if any) in, across, under and to the land in the County of San Luis Obispo, State of California described on Exhibit “A” (which is also depicted on Exhibit “B”) with Assessor’s Parcel Number 091-121-051.

The purpose of this Quitclaim Deed and Termination of Easement is to terminate that certain easement in favor of the Nipomo Community Services District that was recorded on December 1, 1972 in Book 1699, Page 807 of the Official Records of the County of San Luis Obispo.

IN WITNESS WHEREOF, the undersigned has executed this Quitclaim Deed and Termination of Easement as of the date set forth below.

Dated as of \_\_\_\_\_, 2021

NIPOMO COMMUNITY SERVICES  
DISTRICT

By: \_\_\_\_\_  
Mario Iglesias, General Manager

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Craig Steele, General Counsel

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of San Luis Obispo )

On \_\_\_\_\_, before me, \_\_\_\_\_,  
(insert name and title of the officer)

Notary Public, personally appeared \_\_\_\_\_,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

**EXHIBIT "A"**

**LEGAL DESCRIPTION OF QUITCLAIMED EASEMENT AREA**

A portion of Lot 41, beginning at the South-westerly corner of said Lot 41; thence, 1st- North 22° East, 360.25 feet, along the Westerly line of said Lot 41 to a point; thence, 2nd- South 68° East 300.00 feet, along a line at right angles to said Westerly line to a point; thence, 3rd- South 22° West, 256.95 feet more or less along a line parallel to said Westerly line, to a point in the Southerly line of said Lot 41; thence, 4th- North 87° West 317.20 feet more or less, along the said Southerly line of Lot 41, to the point of beginning and containing 2.125 acres more or less.

Together with a ten foot easement for installing, maintaining, repairing and replacing water mains and related equipment, the center line of which is twenty five feet northerly of the southerly property line of said Lots 41 and 42.

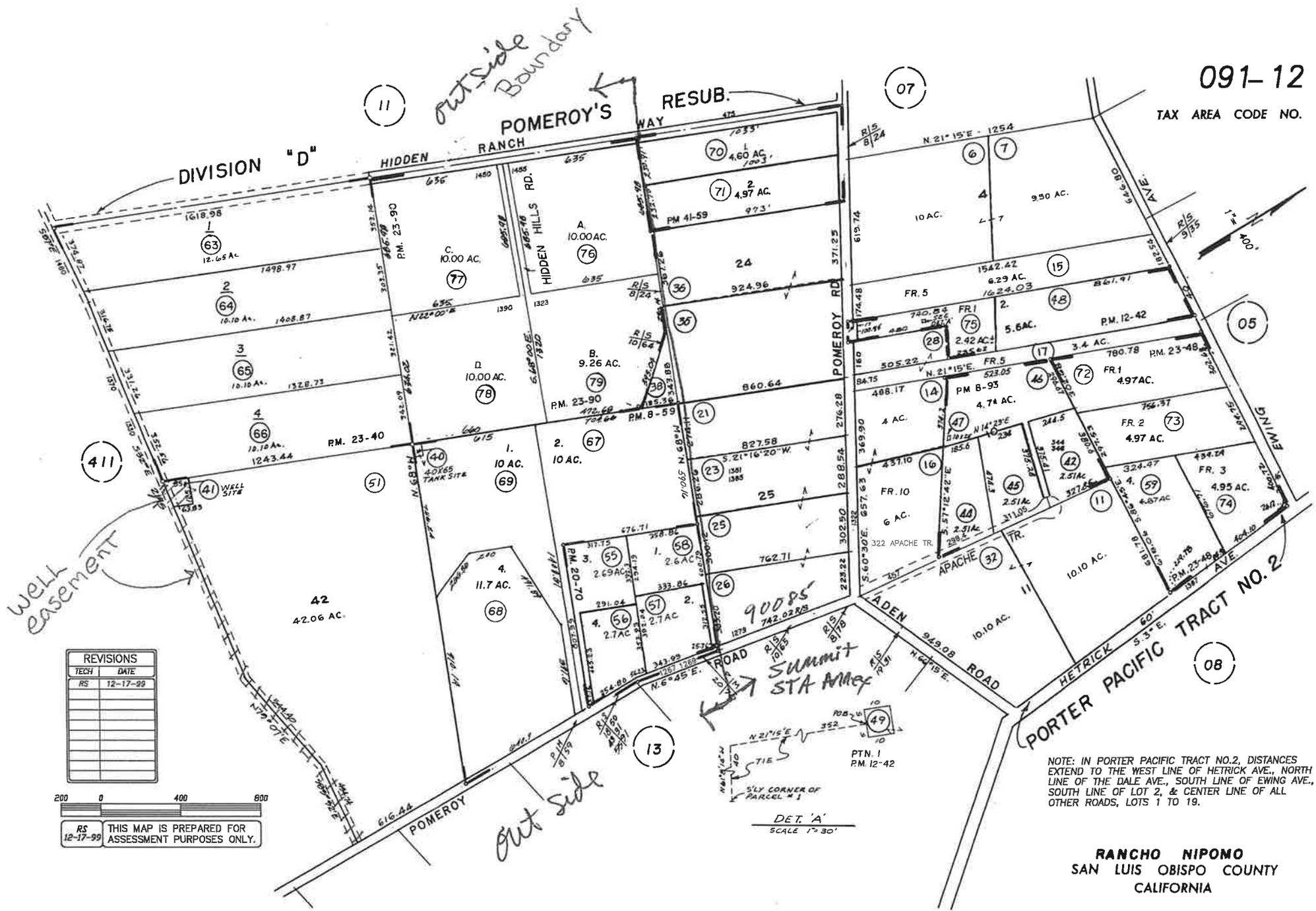
**EXHIBIT "B"**

**MAP SHOWING EASEMENT AREA**

(Attached.)

091-12

TAX AREA CODE NO.



REVISIONS	
TECH	DATE
RS	12-17-99

200 0 400 800

RS 12-17-99 THIS MAP IS PREPARED FOR ASSESSMENT PURPOSES ONLY.

NOTE: IN PORTER PACIFIC TRACT NO.2, DISTANCES EXTEND TO THE WEST LINE OF HETTRICK AVE., NORTH LINE OF DALE AVE., SOUTH LINE OF EWING AVE., SOUTH LINE OF LOT 2, & CENTER LINE OF ALL OTHER ROADS, LOTS 1 TO 19.

DET. A'  
SCALE 1"=30'

**RANCHO NIPOMO**  
SAN LUIS OBISPO COUNTY  
CALIFORNIA

TO: BOARD OF DIRECTORS  
 FROM: MARIO IGLESIAS  
 GENERAL MANAGER   
 DATE: March 19, 2021

**AGENDA ITEM  
 F  
 MARCH 24, 2021**

**GENERAL MANAGER'S REPORT**

**ITEM**

Standing report to your Honorable Board -- *Period covered by this report is March 7, 2021 through March 20, 2021.*

**DISTRICT BUSINESS**

**Administrative**

**OFFICE ACTIVITIES**

	Feb 21	Jan 21 - Feb 21
Official Payment (Count March-June)	36	43
Official Payments cost to District	\$142	\$170

**Water Resources**

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

	Feb-21	Jul 20 - Feb 21
Groundwater Production	51.3	670.1
Supplemental Water Imported	<u>69.8</u>	<u>712.8</u>
Total Production	121.1	1,382.9

**NCSD GW Reduction**

**Table 2. NCSD GW Production (NCSD GW Well Production plus Purveyor Credit)**

	Feb-21	Jul 20 - Feb 21
NCSD GW Well Production	51.3	670.1
Purveyor Customer Credit (33.3% of Import Water)	<u>23.3</u>	<u>237.5</u>
NCSD Total Calculated GW Production	74.6	907.6
Average GW Production for 2009-2013	<u>122.0</u>	<u>1,665.7</u>
NCSD Percentage of GW Reduction	39%	46%

**2021 Fiscal Year Groundwater Pumping Forecast**

**Table 3. Projected Groundwater Pumping**

	<u>Feb-21</u>	<u>Year-to-Date Jul-Jun 2021</u>	<u>Target</u>	<u>Over/(Under)</u>	
NCSD GW Well Production	51.3	908.8			
Purveyor Customer Credit (33.3% of Import Water)	23.3	342.3			
NCSD Total Calculated GW Production	74.6	1,251.1	1,266.0	14.92	AcFt
Average GW Production for 2009-2013	122.0	2,533.4	2,533.4		
NCSD Percentage of GW Reduction	39%	51%	50.0%		

**Table 4. FY 2020 v. FY 2021 Groundwater Pumping**

	<u>Feb-21</u>	<u>Jul 20 -Jun 21</u>	<u>Feb-20</u>	<u>Jul 19-Jun 20</u>
NCSD GW Well Production	51.3	908.8	27.2	1,026.0
Purveyor Customer Credit (33.3% of Import Water)	23.3	342.3	26.0	323.1
NCSD Total Calculated GW Production	74.6	1,251.1	53.3	1,349.1
Average GW Production for 2009-2013	122.0	2,533.4	122.0	2,533.4
NCSD Percentage of GW Reduction	39%	51%	56%	47%

**Rainfall Gauge – (gathered from the following websites)**

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)

(Reported in inches)	<u>Nipomo East (Dana Hills Reservoirs)</u>	<u>Nipomo South (Southland Plant)</u>
February 2021 Total	0.27	0.23
July-2020 through June-2021 (Season Total)	6.22	5.51
Mar 1, 2021 - Mar 19, 2021	1.15	1.27
Total Rainfall to date	7.37	6.78
Average Annual Year Rainfall	18.0 <sup>1</sup>	14.0 <sup>2</sup>

**Safety Program**

No safety issue to report.

**Other Items**

- COVID19 NCSD Response Plan Update [Attachment A]
- California Groundwater Update 2020 – Draft Review

**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)	124	-65.5
Subtotal Net Supplemental Water Available for Allocation	<b>823</b>	<b>434.5</b>
Supplemental Water Assigned (Intent-to-Serve Issued)	177	-93.4
<b>Total Remaining Supplemental Water Available for Allocation</b>	<b>646</b>	<b>341.1</b>

As of March 5, 2021

**Connection Report**

Nipomo Community Services District  
 Water and Sewer Connections

END OF MONTH REPORT

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Water Connections (Total)	4476	4477										
Sewer Connections (Total)	3243	3243										
New Water Connections	1	1										
New Sewer Connection	1	0										
Galaxy & PSHH at Orchard and Division Sewer Connections billed to the County	477	477										

The Connection Report is current through February 5, 2021.

**Meetings (March 7 through March 20)**

*Meetings Attended (telephonically or in person):*

- Mar 8, Finance & Audit Committee Mtg.
- Mar 8, Staff Mtg. – Admin Supervisor
- Mar 9, Staff Mtg. - Cust. Service Specialist
- Mar 9, Eng/Admin Coordination Meeting
- Mar 9, Asset Management – Sedaru Mtg.
- Mar 10, NCSD Regular Board Meeting
- Mar 10, Exec. Team After-Board Meeting
- Mar 10, Staff Mtg. – Admin Supervisor
- Mar 11, AWWA Seminar – Cyber Security
- Mar 11, NMMA-TG Meeting
- Mar 11, SB 91 Utility Assistance Program Seminar
- Mar 11, Harassment Prevention Training
- Mar 12, Staff Mtg. - Cust. Service Specialist
- Mar 12, Harassment Prevention Training
- Mar 12, GLM – Southland WWTF Screening
- Mar 15, NCSD Management Team Meeting
- Mar 15, NCSD Board Officer Meeting
- Mar 16, Staff Mtg. – Admin Supervisor Community Outreach
- Mar 16, DWR Landscape Area Measurement Training

- Mar 17, SLO County EOC update
- Mar 17, CSDA Manager's Meeting
- Mar 17, Finance & Audit Committee, Swr Rate Finance Plan
- Mar 18, NMMA Manager's Meeting
- Mar 18, DWR Water Loss Webinar
- Mar 19, Staff Mtg. - Cust. Service Specialist

**Meetings Scheduled (March 21 through March 27):**

*Upcoming Meetings (telephonically or in person):*

- Mar 22, Staff Mtg. – Cust. Service Specialist
- Mar 22, Staff Mtg. – Admin Supervisor
- Mar 23, Eng/Admin Coordination Meeting
- Mar 24, Rotary
- Mar 24, Regular NCSD Board Meeting
- Mar 24, Exec. Team After-Board Meeting
- Mar 25, BL\NCSD Oversight Committee Mtg.
- Mar 25, Asset Management – Sedaru Mtg.
- Mar 26, Staff Mtg. – Cust. Service Specialist

**Upcoming Water Resource and Other Meetings**

*Upcoming Standing Meetings:*

- NMMA-TG: April 2<sup>nd</sup> (Friday) @ 10:00 AM, Conf. Call
- RWMG: No Schedule Posted –
- WRAC: April 7<sup>th</sup> (Wednesday) @ 1:30 PM, Zoom Meeting
- NMMA Purveyor Meeting: April 23<sup>rd</sup> (Friday) @ 10:00 PM, Zoom Meeting
- NCSD Board Officer Meeting: April 5<sup>th</sup> (Monday) @ 2:00 PM, NCSD Conf. Rm.

**RECOMMENDATION**

Staff seeks direction and input from your Board

**ATTACHMENTS**

- A. COVID19 - NCSD Response Plan:

MARCH 24, 2021

ITEM F

ATTACHMENT A

Date: March 24, 2021  
Response Activities to COVID19 Health Emergency  
Prepared by: Mario Iglesias, General Manager

## DISTRICT RESPONSE TO COVID 19 Update – March 19, 2021

### New Actions

#### Personnel on Quarantine

##### Office Personnel:

No administrative personnel affected at this time

##### Operational Personnel:

No operational personnel affected at this time.

##### Vaccine Update:

- 14 District Personnel received their second dose of the vaccine.
- 2 employees received first dose of the vaccine
- 4 employees declined vaccination

Administrative Office will open to the Public on April 19, 2021.

### Ongoing Actions

1. Participate in SLO County EOC Briefings
2. Review SLO County Daily EOC Status Report
3. Practicing Social Distancing
4. Face coverings are required when employees are in District Buildings when they are away from their work stations

### Previous Actions

1. NCSB Board Passes Resolution Declaring Emergency in District [Res. 2020-1550, Mar. 24, 2020]
2. Admin Office Closed to the Public
  - a. Meetings are virtual – Conference Calls
3. Discontinued: Split staff into two teams
  - a. See schedule on Response Plan
4. Received directions for FEMA Public Assistance – Cost Tracking Guidance
5. Governor’s Executive Order – No Water Turn-offs
  - a. District instituted this policy as well as a No Late Fee – No Penalty Fees
6. Wipe-down between shifts
7. Each operator in separate designated vehicle.
8. Received additional PPE. Administration Staff will be on normal schedule 8-4:30 starting Monday May 18th
9. Operations Staff are on normal 7:00 am to 3:30 pm work schedule as of Monday, May 4<sup>th</sup>. County opened up construction sites.
10. Expanded Customer Service Work to include site visits for investigations (high bills, meter issues) week of May 11
11. Trailers for quarantine have been returned – May 1

Date: March 24, 2021

Response Activities to COVID19 Health Emergency

Prepared by: Mario Iglesias, General Manager

12. District to begin wastewater sampling in conjunction with County effort to determine presence of COVID19 in communities – May 11
13. Temporary Admin Support Workers brought back to Office (Provider incentivized due to PPP Funds) – June 1
14. Lobby Modifications: Glass is equipped with speaker plates to allow the communication between customer and clerk without opening the sliding window.
15. Board Meetings open to the public.
16. County Offices Continued Closed with Appointments provided to some departments as needed.
17. June 18, 2020, Governor Order issued requiring face masks be worn in public places. District management purchased disposable face masks for staff, Board Members, and any public that attends District Board Meetings and lack a face mask.
18. The customer counter window modifications at the office are completed.
19. Capital Improvement Projects continue to be impacted and schedules for completion continue to be pushed back due to material delivery delays.