

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER

FROM: LISA BOGNUDA
FINANCE DIRECTOR

DATE: OCTOBER 7, 2022

AGENDA ITEM
D-3
OCTOBER 12, 2022

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, 2022 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 12, 2022

ITEM D-3

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT
CASH RESERVE POLICY REVIEW – OCTOBER 2022

| FUND NAME | FUND NUMBER | CASH RESERVE TARGET CRITERIA | CASH RESERVE GOAL AMOUNT ADOPTED OPERATING BUDGET 2022-2023 (Total Operating Expenses Less Funded Replacement) | CASH BALANCE AS OF 6/30/22 (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 | \$7,140,383- \$657,000= \$6,483,383 | Fund #125 and Fund #128 \$4,192,049 + \$434,276= \$4,626,325 | No | No action recommended at this time – Rate increase scheduled January 1, 2023 |
| Town Sewer Fund | 130 | 180 days (6 months or 50%) of operating expenses (not including Funded Replacement) Including Water Rate #135 | \$1,973,907- \$200,000= \$1,773,907 x 50%= \$886,954 | Fund #130 and Fund #135 \$242,726 + \$326,557 = \$569,283 | No | No action recommended at this time – Rate increase scheduled July 1, 2023 |
| Blacklake Sewer Fund | 150 | 180 days (6 months or 50%) of operating expenses (not including Funded Replacement) Including Water Rate #155 | \$633,201- \$188,000= \$445,201 x 50% = \$222,601 | Fund #150 and Fund #155 \$577,117 + \$54,285 = \$631,402 | Yes | No action recommended at this time |

| FUND NAME | FUND NUMBER | Cash Reserve Target Criteria | CASH BALANCE AS OF 6/30/22 | CASH RESERVE CRITERIA MET? | RECOMMENDATION |
|---|-------------|------------------------------|----------------------------|----------------------------|--|
| Water Rate Stabilization Fund | 128 | \$400,000 | \$434,276 | Yes | No action recommended at this time |
| Town Sewer Rate Stabilization Fund | 135 | \$300,000 | \$326,557 | Yes | No action recommended at this time |
| Blacklake Sewer Rate Stabilization Fund | 155 | \$50,000 | \$54,285 | Yes | No action recommended at this time |
| Blacklake Street Lighting Fund | 200 | \$30,000 | -\$11,531 | No | Assessment District passed and increased from \$50.00 to \$85.00. Loan from Fund #150 to Fund #200 was provided in FY 22-23 |
| Landscape Maintenance District | 250 | \$20,000 | \$13,820 | No | Action taken in Fiscal Year 22-23- Assessment increased to \$500.00 from \$490.00 |
| Solid Waste | 300 | \$150,000 | \$511,832 | Yes | The invoice for the Temporary Delayed Implementation Rate Increase for May through September has not been received thus far. Fund balance will be evaluated during FY 23-24 budget process |
| Drainage | 400 | \$50,000 | \$57,302 | Yes | No action recommended at this time |

OCTOBER 12, 2022

ITEM D-3

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^d 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 DIRECTOR
REVIEWED: MARIO IGLESIAS
GENERAL MANAGER
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS
DATE: OCTOBER 6, 2022

**AGENDA ITEM
D-4
OCTOBER 12, 2022**

**DECLARE 2009 FORD PICKUP TRUCK SURPLUS
AND AUTHORIZE SALE**

ITEM

Consider request to declare 2009 Ford pickup truck surplus and authorize disposal by sale [RECOMMEND DECLARE 2009 FORD PICKUP SURPLUS AND AUTHORIZE STAFF TO DISPOSE OF BY SALE].

BACKGROUND

Government agencies that wish to dispose of obsolete equipment and other items need to declare that these items are surplus by the governing board prior to disposal of these items. The District's 2009 Ford pickup truck is no longer serviceable and staff requests that the Board declare the vehicle surplus and authorize disposal by sale.

FISCAL IMPACT

Development of the staff report required budgeted staff time. Proceeds from the sale will be credited to the Water Fund.

RECOMMENDATION

Staff recommends that the Board declare the 2009 Ford pickup truck as surplus and authorize staff to dispose of the vehicle by sale.

ATTACHMENTS

None

TO: BOARD OF DIRECTORS
REVIEWED: MARIO IGLESIAS
GENERAL MANAGER
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS
DATE: OCTOBER 6, 2022

**AGENDA ITEM
D-5
OCTOBER 12, 2022**

**AUTHORIZE TASK ORDER WITH TESCO CONTROLS, INC. FOR
SUPERVISORY CONTROL AND DATA ACQUISITION SYSTEM
MAINTENANCE AND SUPPORT**

ITEM

Authorize Task Order for Supervisory Control and Data Acquisition (SCADA) Maintenance and Support with Tesco Controls, Inc. in the amount of \$30,000 [RECOMMEND BY MOTION AND ROLL CALL VOTE APPROVE RESOLUTION AUTHORIZING STAFF TO EXECUTE TASK ORDER IN THE AMOUNT OF \$30,000 WITH TESCO CONTROLS, INC.].

BACKGROUND

In December 2011, at the conclusion of a Request for Proposal (RFP) process, the Board selected Tesco Controls, Inc. to provide process control and instrumentation system integration services for the District's Supervisory Control and Data Acquisition (SCADA) System Upgrade Project. At the time, the District's SCADA system monitored 27 remote sites including water wells, water storage tanks, water pressure reducing stations, sanitary sewer lift stations and both of the District's wastewater treatment plants. The purpose of the project was to upgrade the District's obsolete SCADA system. Implementation was completed in March 2013.

Since that time, Tesco added numerous other facilities to the SCADA system including the upgraded Southland Wastewater Treatment Facility (WWTF) (2014), the Joshua Road Pump Station (2015), the Blosser Road Flow Meter Station (2015), the Santa Maria Vista Way Pressure Reducing Station (2015), the Joshua Road Pump Station Reservoir (2017), the Westgate Pressure Reducing Station (2019) and the Summit Station Pressure Monitoring Station (2022).

In order to maintain the integrity of the District's SCADA System, maintain system reliability, minimize the potential for multiple system integrators simultaneously working on the District's SCADA System, and minimize the coordination risk/expense to the District, staff recommends that all process control and instrumentation system maintenance and support work be completed by Tesco Controls, Inc. In accordance with the District's Purchasing Policy, Tesco Controls, Inc. is uniquely knowledgeable and qualified because similar/related services have been previously provided to the District.

Staff requested that Tesco provide a proposal to provide preventive maintenance and support services for the District's SCADA system. Tesco submitted a proposal to provide SCADA system preventive maintenance services for a not to exceed amount of \$30,000. The scope of work includes but is not limited to inspection, verification and cleaning of all SCADA panels as well as functional performance verification for all instrumentation. In addition, the SCADA servers will be inspected, verified and backed up.

FISCAL IMPACT

Funding for SCADA system maintenance and support is available in the FY 2022-2023 Water, Supplemental Water, Town Sewer and Blacklake Sewer budgets.

STRATEGIC PLAN

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

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

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

RECOMMENDATION

Staff recommends that the Board, by motion and roll call vote, approve Resolution 2022-16XX SCADA System Maintenance, authorizing staff to execute a Task Order for the SCADA System Maintenance and Support with Tesco Controls, Inc. in the amount of \$30,000.

ATTACHMENTS

- A. Resolution 2022-16XX SCADA System Maintenance

OCTOBER 12, 2022

ITEM D-5

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2022-16XX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY
SERVICES DISTRICT AUTHORIZING A TASK ORDER FOR SUPERVISORY
CONTROL AND DATA ACQUISITION SYSTEM PREVENTIVE MAINTENANCE WITH
TESCO CONTROLS INC.**

WHEREAS, Tesco Controls, Inc. was selected in 2011 by the District to provide SCADA integration services for the SCADA System Upgrade Project and completed the implementation of the SCADA System Upgrade Project in 2013; and

WHEREAS, the District selected Tesco Controls, Inc. to provide SCADA integration services for the Southland WWTF Phase 1 Improvement Project (2014), the Joshua Road Pump Station (2015), the Blosser Road Flow Meter Station (2015), the Santa Maria Vista Way Pressure Reducing Station (2015), the Joshua Road Pump Station Reservoir (2017), the Westgate Pressure Reducing Station (2019), and the Summit Station Pressure Monitoring Station (2022) to maintain the integrity of the District's SCADA system; and

WHEREAS, the District needs on-going SCADA preventive maintenance and support services to maintain system reliability; and

WHEREAS, all process control and instrumentation system maintenance and support work should be completed by single integrator in order to maintain the integrity of the District's SCADA System, minimize the potential for multiple system integrators simultaneously working on the District's SCADA System, and minimize the coordination risk/expense to the District; and

WHEREAS, District Purchasing Policy Resolution 2020-1572 provides for the procurement of professional services through non-competitive negotiations in limited situations; and

WHEREAS, Tesco Controls, Inc. is qualified pursuant to Section 4.30 of the District's Purchasing Policy, the cost of the services is reasonable, and Tesco Controls, Inc. is uniquely knowledgeable and qualified because similar/related services have been previously provided to the District.

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

- 1) The District Board of Directors does hereby direct District staff to execute a Task Order for the SCADA Preventive Maintenance and Support Services with Tesco Controls, Inc. in the amount of \$30,000.
- 2) The above recitals are true and correct and constitute findings for the exclusive use of the Tesco Controls, Inc. to provide professional services for SCADA system preventive maintenance and support.

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2022-16XX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY
SERVICES DISTRICT AUTHORIZING A TASK ORDER FOR SUPERVISORY
CONTROL AND DATA ACQUISITION SYSTEM PREVENTIVE MAINTENANCE WITH
TESCO CONTROLS INC.**

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 12th day of October 2022.

ED EBY
President, Board of Directors

ATTEST:

APPROVED AS TO FORM AND
LEGAL EFFECT:

MARIO IGLESIAS
General Manager and
Secretary to the Board

CRAIG A. STEELE
District Legal Counsel

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER

**AGENDA ITEM
E-1
OCTOBER 12, 2022**

DATE: OCTOBER 7, 2022

**CONSIDER GRANT REQUEST FROM ONE COOL EARTH
IN THE AMOUNT OF \$10,000 TO SUPPORT THE
NIPOMO ELEMENTARY SCHOOL GARDEN PROGRAM**

ITEM

Consider grant request from One Cool Earth in the amount of \$10,000 to support the Nipomo Elementary School Garden Program [RECOMMEND AUTHORIZE GENERAL MANAGER TO EXECUTE AGREEMENT WITH ONE COOL EARTH].

BACKGROUND

One Cool Earth Inc. is a local non-profit organization, founded in 2001, that provides education and outreach programs for local schools that teaches students about water conservation, solid waste management, and food production. Understanding composting of food waste, efficient use of water, and teaching children where food comes from through the organizations Garden Program, One Cool Earth creates and operates gardens as learning labs that grow healthy, happy and smart youth.

The attached proposal from One Cool Earth highlights on Page 6, the program outputs and outcomes. With California's increase focus on solid waste management, in particular food waste and composting, the program's outputs are timely and pertinent. The program's stated outcomes help build a youth community of environmentally conscience students who will grow into adulthood with the "skills, confidence and knowledge about environmental concepts involving waste and water...." Students will take these skills home, share them with family members, and expand the knowledge base within their communities.

FISCAL IMPACT

The District has funds dedicated in the current year budget to support community education and outreach for the services it provides; water, wastewater, and solid waste. The grant request is for \$10,000. Staff is recommending \$8,000 of the request to be funded from Fund #300 Solid Waste and \$2,000 from Fund #125 Water. Both funding sources have adequate funds available.

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.

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

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

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

RECOMMENDATION

It is recommended that your Board review and consider the presentation from One Cool Earth and, if appropriate, authorize the General Manager to execute a one-year grant agreement for an amount not to exceed \$10,000.

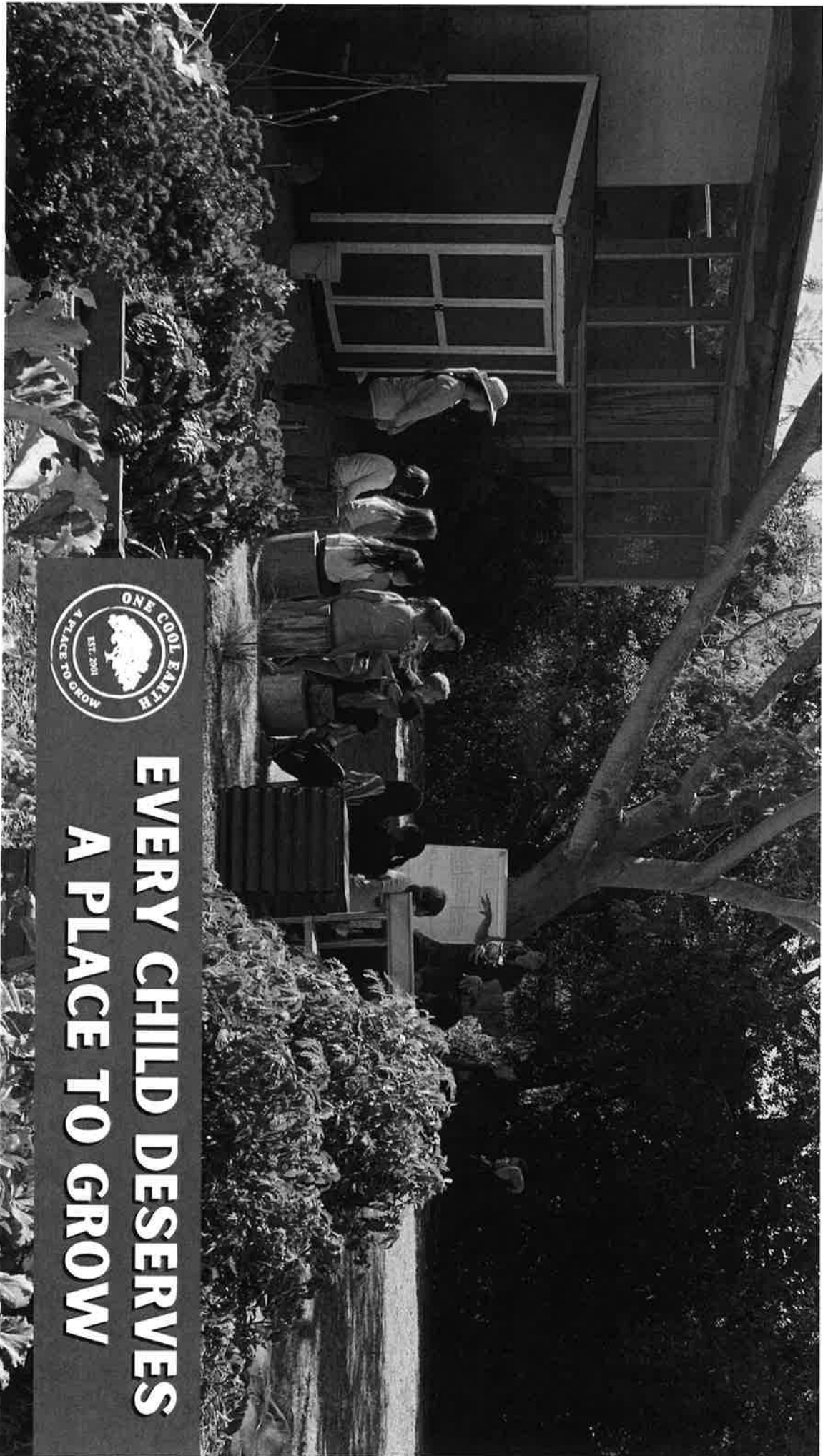
ATTACHMENTS

- A. One Cool Earth Presentation
- B. One Cool Earth Proposal
- C. NCSD Grant Agreement

OCTOBER 12, 2022

ITEM E-1

ATTACHMENT A



**EVERY CHILD DESERVES
A PLACE TO GROW**





KATHARINE RONDTHALER KRIEG

Executive Director

- Worked in the field of garden education and sustainable agriculture since 2010
- BA from UC Santa Cruz in Environmental Studies and Biology, MS from Green Mountain College in Sustainable Food Systems
- Joined OCE in May 2022 as Executive Director





MISSION

We create school garden programs that grow healthy, happy, and smart youth.





HISTORY

- One Cool Earth founded in 2001
- School Garden program started in 2012
- North County with partnerships throughout
- First Green School certification - 2015 in Atascadero, Monterey Road Elementary
- Everything we do is with community in mind
- Currently have 5 lead team staff; 12 Garden Educators; 3 supporting staff



HEALTHY

By the age of 20, 1/3 elementary students will be overweight, and 4/10 will have type II diabetes. **We are changing that, by growing food which makes nutrition fun and personal.**





HAPPY

In a time when more students than ever feel disconnected from their school and community, **gardens bring people together and give space for exploration and play.**





SMART

Outdoor, living-laboratories and project-based-learning bridge textbooks and the real world. **Gardens help youth who struggle with learning science to increase test scores by up to 17%.**





OUR PROGRAM

STANDARD PROGRAM

A Garden Educator spends 10 hours **every week** devoted to your school.

They provide:

- Minimum of 3 classes taught weekly
- Garden maintenance, planning, and project implementation
- Monthly Garden newsletters for the school community
- Partnership with PTA to make sure that school needs are met
- Availability to support teachers as needed, particularly with connecting garden education with in classroom learning
- Facilitation of **two** community focused Garden workday per year

LITE PROGRAM

A Garden Educator spends 10 hours **every other week** devoted to your school.

They provide:

- Minimum of 3 classes taught bimonthly
- Garden maintenance, planning, and project implementation
- Monthly Garden newsletters for the school community
- Partnership with PTA to make sure that school needs are met
- Availability to support teachers as needed, particularly with connecting garden education with in classroom learning
- Facilitation of **one** community focused Garden workday per year



OUR PROGRAM

OPTIONAL ADD-ONS

- Garden Build
- Weekly Garden Lunch Club
- Virtual Family Cooking Night
- Additional Garden Workdays
- Grow, Cook, Eat After School Program
- Seasonal Farm Stand
- School-Wide Waste Audit
- Green Team Trainings and Coordination
- School Specific School Garden Teacher Training
- Field trips to partner organizations



OUR SCHOOLS

28 total partner schools in 7 school districts

PRJUSD

- Virginia Peterson
- Winifred Pifer
- Glen Speck
- Georgia Brown
- Kermit King
- Pat Butler
- Independent Study Center

AUSD

- Paloma Creek High
- Atascadero Middle
- San Benito
- Santa Margarita
- Monterey Road
- San Gabriel
- Santa Rosa
- Creston
- Carissa Plains

SLCUSD

- Los Ranchos
- C.L. Smith
- Pacheco
- Baywood
- Hawthorne

LMUSD

- Branch
- Oceano
- Harloe
- Nipomo

CUSD

- Cabria Grammer

GUSD

- Mary Buren

SMUSD

- Cappy Culver



NIPOMO ELEMENTARY

Nipomo Elementary School Garden Lite program includes:

- 18 Solid Waste-focused Lessons taught over the course of the year as part of 54 class package reaching 367 students at Nipomo Elementary. Lessons are offered every other week.
- Campus Waste Audit;
- School Assembly;
- Green Team with composting and lunchtime waste sorting;
- Waste Handling Manual for Schools and waste consultation for leadership and teachers;





OUR STUDENTS

- 24% are English Language learners
- 50% of students this year are socioeconomically disadvantaged
- 17% of 5th graders are at risk for a diet related disease based on 2019 physical fitness testing,
- 52% self-identify as a marginalized ethnicity.





OUR PROGRAM

SO FAR. IN THE 2022-2023 SCHOOL YEAR. WE HAVE:



DISTRIBUTED 187 POUNDS OF PRODUCE



TAUGHT 92 HANDS-ON LESSONS



SERVED 1212 TASTE TESTS

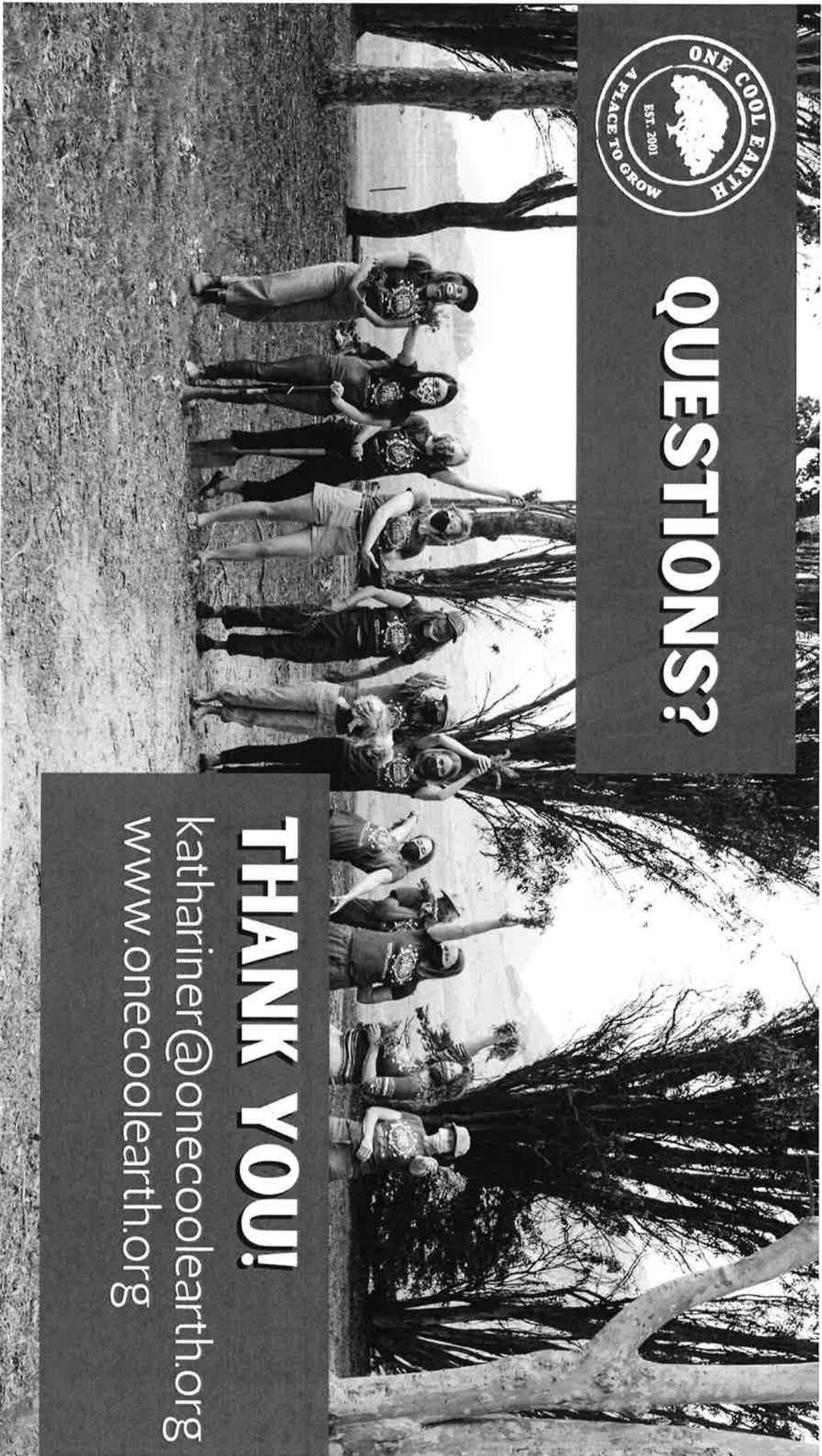
AND COUNTING!



QUESTIONS?

THANK YOU!

kathariner@onecoolearth.org
www.onecoolearth.org



OCTOBER 12, 2022

ITEM E-1

ATTACHMENT B



One Cool Earth

Nipomo Elementary School Education Proposal

Sept. 15st, 2022

1. Organization Background

One Cool Earth (OCE), a 501(c)3 nonprofit, operates in San Luis Obispo and Northern Santa Barbara County. OCE believes that every child deserves a place to grow--physically, personally, and intellectually. Our school garden program creates and operates gardens as learning labs that grow healthy, happy and smart youth.

Over the past twenty years OCE has steadily expanded, refining our mission and adding partners to support garden-based educational opportunities at public schools throughout the county. In the 2021-22 school year, OCE worked with 2000 students/week on garden-related educational projects at 23 schools, focusing on elementary grade levels. In the 2022-23 school year, we are working with 28 schools averaging 3000 students/week.

2. Program Summary

One Cool Earth requests funding to support our garden education program at Nipomo Elementary School in Nipomo. Our School Garden Program facilitates student-led projects that create real-world impacts (water savings, waste reduction, food production), building student wellbeing by encouraging responsibility, teamwork, environmental stewardship, and pride for their campus. In addition, our program makes water conservation and waste reduction relevant and personal by tying these concepts to growing food in school gardens. All our lessons are aligned with NGSS standards-based academics to support student learning in many subject areas, but especially science.

One Cool Earth provides a dedicated, weekly outdoor educator to each school who works directly with approximately 100 students each week (Standard Program) or every other week (Lite Program), teaching a series of 18 project-based lessons to students outdoors on campus. Our program engages students with all five of their senses by completing garden improvement projects that reinforce science, technology, engineering, and math concepts. Example lessons include operating a school-wide vermicomposting and recycling program to reduce school waste hauling costs and provide fertilizer for garden beds, conducting home water audits, installing home water conservation fixtures, and building habitat gardens to reduce school water use, increase pollinators and beneficial predatory insects, and reduce pesticide use.

In addition, the lessons involve planting and harvesting vegetables, and our schedule produces a minimum of 3 harvests per year at a school site. Harvested vegetables are used in cooking lessons and tastings. Excess vegetables are provided to the Food Services department to be included in school lunches.

Besides teaching lessons directly to students, our program builds schools' capacity to incorporate outdoor education as a standard practice. Our educators work with

Katharine Krieg | Executive Director | 415-802-4144 | kathariner@onecoolearth.org

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One Cool Earth

Nipomo Elementary School Education Proposal

Sept. 15st, 2022

teachers to model student management and age-appropriate, standards-based lessons. In addition, working with students and volunteer community groups, we build and maintain outdoor education infrastructure, ensuring that compost systems, garden irrigation, soil, pathways, and other vital features are safe, attractive, and functional.

3. Program Needs

School gardens address several local needs of County residents. Overall, our program has developed at the invitation of local school administrators, teachers, parents, and students. School gardens are a resource requested by the community. The percentage of Nipomo Elementary students on free and reduced lunch assistance (75.0%) is **slightly higher** than the state average of 60.7%. Our School Garden Program addresses several inter-related needs of students--environmental wellbeing, academics, and health--this holistic approach has proven more effective and engaging than addressing any one need in isolation from the others.

Environment

South San Luis Obispo county currently faces many environmental issues. Students represent key influencers in their family and community. By involving them in meaningful projects to improve their campuses, they gain knowledge, skills, attitudes and behaviors that they pass on to their families and communities.

One Cool Earth's School Garden Program encourages wise water-use. In an area of drought and groundwater overdraft, water conservation supports the stability of an area dependent on agricultural crops. Low-income residents are often hardest-hit by increasing utility prices, and water conservation provides direct financial savings. Overall, the current widespread community debate over water and land use presents an opportunity to inform decisions and promote both urban and agricultural watershed conservation behaviors through community education, using the schools as an entry point to discussion and action. Students versed in basic agricultural practices and urban water conservation techniques will be well-suited as watershed stewards now and in the future. One Cool Earth will incorporate stormwater and Low Impact Design (LID) education with the upcoming Nipomo Elementary capital improvement project and education funding yet to be determined from a Prop 1 grant awarded to Nipomo CSD.

Furthermore, OCE's School Garden Program addresses school waste costs as well as state mandates to reduce waste. Our garden programs are linked with school-wide recycling and composting programs. We process the compost in bins using worms to produce fertilizer for our gardens. By recycling, we reduce school waste hauling costs by up to \$3000 per year per school, helping to justify schools in partially funding garden programs. Increased student waste-disposal awareness leads to reduced pollution from improper waste disposal.

¹ School Accountability Report Card <http://www.cde.ca.gov/ta/ac/sa/> Accessed Nov. 1st, 2016. Katharine Krieg | Executive Director | 415-802-4144 | kathariner@onecoolearth.org

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Nipomo Elementary School Education Proposal

Sept. 15st, 2022

School Garden Program takes place entirely outdoors, in school gardens, and encourages student familiarity and comfort in outdoor settings, encouraging outdoor activity and recreation on their own, which leads to appreciation for and stewardship of natural resources--if they connect with nature, they will protect nature.

Education

US students lag behind their international peers in Science (including Health), Technology, Engineering, and Math (STEM) education, and the gap is greatest for low-income students. Science is a challenging subject for many students, even more so since elementary² schools lack dedicated lab space where hands-on science projects can take place. In addition, multi-subject elementary teachers often lack strong background training in scientific subjects and science education pedagogy. Elementary science achievement is important, as success forms a basis for continued student learning in STEM subjects through middle school and high school. Basic science education will also allow students to make more informed and reasoned decisions in their personal and civic lives.³

One Cool Earth's Program bridges textbook learning with the real world, and garden-based lessons aligned to classroom standards serve as effective, engaging, and low-cost⁴ laboratories as they model many of the basic concepts in earth science, life sciences, and physical sciences. Also, by providing teachers with training, coaching, and resources, and by maintaining gardens, increases the capacity of schools to teach science effectively.

Health

Our program includes best-practices in nutrition education by involving students in every step of the food system, from growing and harvesting, to cooking, eating, and sharing and operating the program over the duration of the school year. Nutrition makes outdoor education personal and relevant, and ties resource conservation and outdoor appreciation and recreation to health, a critical feature of our program at schools like Nipomo Elementary.

The body of research has found that garden-based nutrition education programs are a more effective method for increasing nutrition knowledge, fruit and vegetable identification.² National Math + Science Initiative, "The STEM Crisis."

<https://www.nms.org/AboutNMSI/TheSTEMCrisis.aspx> Accessed: 29 November 2016.³

Marincola, Elizabeth. "Why Is Public Science Education Important?" *Journal of Translational Medicine* 4 (2006): 7. PMC. Web. 30 Jan. 2017.

⁴Pigg, A., Waliczek, T., & Zajicek, J. (2006). Effects of a Gardening Program on the Academic Progress of Third, Fourth, and Fifth Grade Math and Science Students. *HortTechnology*, 16(2), 262-264. ⁵Smith, L., & Motsenbocker, C. (2005). Impact of Hands-on Science through School Gardening in Louisiana Public Elementary Schools. *HortTechnology*, 15(3), 439-443.

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Nipomo Elementary School Education Proposal

Sept. 15st, 2022

skills, and fruit and vegetable consumption than in-classroom nutrition education programs. Research also supports that garden-based interventions that involved consistent⁶⁷⁸ exposure to the garden over a longer period of time were more likely to increase consumption of fruits and vegetables¹². Three determinants lead to the most effective nutritional behavior change: 1) decrease fear of trying new foods (neophobia); 2) increase perception that it is socially acceptable to eat fruits and vegetables; and 3) increase self-efficacy in abilities to eat fruits and vegetables. The hands-on nature of our school garden program is a key component for nutritional behavior change in children because it directly connects them to new foods in a supportive environment, offers many opportunities to taste and eat new foods, and provides skills that students can use to independently choose and prepare healthy foods.⁹

4. Collaboration

One Cool Earth closely partners with public schools to thoroughly integrate garden education with curriculum. In addition, our program has formed partnerships with many local agencies.

We partner with the National Oceanic and Atmospheric Administration, Creeklands Conservation, the Central Coast State Parks and the Resource Conservation Districts to enhance our science programming through the use of their facilities, funding, and technical expertise.

We have received funding and technical support from the County Public Health Department, the Food Bank Coalition, and the UC Cooperative Extension for the health components of our garden-education. City Farm, a 501(3)c, and OCE collaborate to cross promote our efforts, as we continue to work towards a common goal of community access to local, sustainable food. Additionally we partner with the National Oceanic and Atmospheric Administration to enhance our science programming through the use of their facilities, funding, and expertise.

In addition, we have partnered deeply with the communities we serve, taking the time to understand our student's needs and meet them where they are: culturally and linguistically. We have built our organization's cultural competency through diversity trainings, Spanish language lessons, and by soliciting input and advice from our diverse community partners, including teachers, social workers, and parents as we design and implement our programs.

⁶ Morgan, P., Warren, J., Lubans, D., Saunders, K., Quick, G., & Collins, C. (2010). The impact of nutrition education with and without a school garden on knowledge, vegetable intake and preferences and quality of school life among primary-school students. *Public Health Nutrition*, 13(11), 1931-1940. ⁷ McAleese, J. D., & Rankin, L. L. (2007). Garden-Based Nutrition Education Affects Fruit and Vegetable Consumption in Sixth-Grade Adolescents. *Journal of the American Dietetic Association [H.W. Wilson - GS]*, 107(4), 662.

⁸ Wright, W., & Rowell, L. (2010). Examining the effect of gardening on vegetable consumption among youth in kindergarten through fifth grade. *Wisconsin Medical Journal*. 3(109), 125-129. ⁹ Roche, E., Conner, D., Kolodinsky, J. M., Buckwalter, E., Berlin, L., & Powers, A. (2012). Social Cognitive Theory as a Framework for Considering Farm to School Programming. *Childhood Obesity*, 8(4), 357-363.

Every child deserves a place to grow!

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One Cool Earth

Nipomo Elementary School Education Proposal

Sept. 15st, 2022

5. Proposed Scope of Work for Fiscal Year 2022 -2023

Program/Project Summary:

| |
|---|
| <p>Lite Program OUTPUTS:</p> <ul style="list-style-type: none">● 18 Solid Waste-focused Lessons taught over the course of the year as part of 54 class package reaching 367 students at Nipomo Elementary. Lessons are offered every other week.● Campus Waste Audit;● School Assembly;● Green Team with composting and lunchtime waste sorting;● Waste Handling Manual for Schools and waste consultation for leadership and teachers; |
| <p>Program OUTCOMES:</p> <ol style="list-style-type: none">1) 90% of students will increase their skills, confidence and knowledge about environmental concepts involving waste and water, measured using pre- and post-tests2) 70% of students will improve nutrition behaviors as evidenced by vegetable identification and preference pre- and post- test evaluations.3) Schools will save an average of \$1500 per year, per school in waste hauling costs by reducing waste through student-run recycling and composting programs, measured using school waste-hauling bills and waste audits to calculate diversion rates.4) Students will save an average of 1000 gallons of water per year per student (230K gallons total) through the use of water savings measures in their homes and landscapes, and through water reduction projects at school, measured based on water conservation projects savings on school campus, through self-reported behavior changes in pre- and post-test, as well as through participation rate in pledges to implement water-savings behaviors and technologies at home and in school. |

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OCTOBER 12, 2022

ITEM E-1

ATTACHMENT C



Nipomo Community Services District

148 S. Wilson Street | P.O. Box 326 | Nipomo, CA 93444

PHONE (805) 929-1133 | FAX (805) 929-1932

THIS AGREEMENT is made and entered into this _____ day of _____, by and between the Nipomo Community Services District, Nipomo, California, hereinafter referred to as “District”, and One Cool Earth, whose principal place of business is in San Luis Obispo County, California, hereinafter referred to as “Contractor”.

IT IS AGREED THAT:

1. Contractor will provide the services as set forth in the attachment (Exhibit A), subject to an executed agreement between Contractor and the Lucia Mar Unified School District (“LMUSD”) on behalf of Nipomo Elementary School (“School”), who is the intended recipient of the services. All such efforts shall be in coordination with the District General Manager or his designee, LMUSD and the School.
2. This Agreement shall commence on the ___ day of _____, and end on _____.
3. The total compensation paid by the District to Contractor under this Agreement shall not exceed Ten Thousand Nine Hundred Eighty Dollars (\$10,000).
4. Payments for services and reimbursement for expenses under this Agreement shall be made within thirty (30) days following District’s receipt of monthly invoices from Contractor, detailing the services Contractor completed performed in the preceding month.
5. Contractor warrants and represents that it is in compliance with all applicable conditions and/or necessary agreements with LMUSD.
6. Contractor shall include the District logo on any and all printed information materials related to the services identified herein in recognition of the District funding.
7. Contractor agrees that, at a minimum and at the request of the District, it will include a District representative in one lesson plan wherein the District representative may inform students about the Nipomo Community Services District and its support of Contractor and its programs.
8. Contractor will provide a representative at one (1) District Board Meeting in order to inform the public of the District efforts in support of Contractor and its services.
9. Contractor shall not assign or transfer in any way its interest or obligations under this Agreement without the written consent of the District and LMUSD.
10. This Agreement may be amended or modified only by mutual agreement of the parties in writing.
11. It is understood and agreed that the Contractor is at all times an independent contractor and neither Contractor nor Contractor’s employees and volunteers are employees of the District.

12. Contractor shall maintain general liability insurance sufficient to cover any and all loss, liabilities, or judgments arising out of or related to its performance of the services identified herein. Contractor agrees to indemnify, defend, and hold harmless, the District, its Board of Directors, employees, agents, representatives, and assigns from any and all loss, liability, claims, damages, causes of actions, or accusations related to or arising out of Contractor's performance under this agreement.
13. Contractor will not engage in any services identified herein prior to the execution of an agreement between Contractor and LMUSD to accept delivery of the services identified herein. Contractor shall provide the District with a copy of said agreement with the LMUSD within five (5) days of execution and will notify the District immediately upon termination of the agreement for any reason whatsoever.
14. District or Contractor may cancel this Agreement at any time without cause, providing a 30 day notice of intent to terminate is executed and delivered in a timely manner, and under these condition, only those funds already invoiced shall be paid to Contractor.

IN WITNESS THEREOF, the parties hereto have executed this Agreement the day and year first above written.

Mario Iglesias
General Manager
Nipomo Community Services District

Katherine Krieg,
Executive Director
One Cool Earth

TO: BOARD OF DIRECTORS
 FROM: MARIO IGLESIAS
 GENERAL MANAGER
 DATE: OCTOBER 7, 2022



**AGENDA ITEM
 F
 OCTOBER 12, 2022**

GENERAL MANAGER'S REPORT

ITEM

Standing report to your Honorable Board -- *Period covered by this report is September 25, 2022 through October 8, 2022.*

DISTRICT BUSINESS

Administrative

The District encourages residents to provide reports of any observed water waste. The District also keeps an accounting of leak adjustments as a measure of non-revenue water lost to leaks, as well as tracking late fee waivers. The table below provides September and Calendar Year-to-date data for these items.

OFFICE ACTIVITIES

| | Sept 22 | Jan 22 - Sept 22 |
|-----------------------------------|---------|------------------|
| Reports of Water Waste | 0 | 1 |
| Leak Adjustments | 1 | 16 |
| Leak Adjustment Amount | \$558 | \$6,092 |
| Late Fee Waivers | 2 | 24 |
| Late Fee Waiver Adjustment Amount | \$48 | \$806 |

The District began normal billing operations in September, to include assessing late fees, providing customer payment arrangements, and discontinuance of water services for delinquent accounts. The first instance of assessing late fees was September 27th for unpaid balances on August 2022 water/sewer usage. For unpaid July 2022 balances, water service was discontinued; a total of 35 accounts were shut off for non-payment. Notices were sent 10 business days before the scheduled action. All but 4 accounts were reinstated within 24 hours. The District last discontinued water service for non-payment in January 2020.

Water Resources

For the first three months of the 2022-23 Fiscal Year, the District's total combined production, including groundwater production wells and supplemental water imported through the Joshua Road Pump Station, registered 572.6 AF. Imported water through the Joshua Road Pump Station was greater than the groundwater production. This trend will continue through the next several months as the District strives to maintain the 50% groundwater reduction goal.

| | Sept - 22 | Jul 22 - Sept 22 |
|-----------------------------|--------------|------------------|
| Groundwater Production | 71.0 | 259.9 |
| Supplemental Water Imported | <u>103.9</u> | <u>312.7</u> |
| Total Production | 174.9 | 572.6 |

NCSD GW Reduction

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

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

| | Sept -22 | Jul 21 – Sept 22 |
|--|----------|------------------|
| NCSD GW Well Production | 71.0 | 259.9 |
| Purveyor Customer Credit (33.3% of Import Water) | 34.6 | 104.2 |
| NCSD Total Calculated GW Production | 105.6 | 364.1 |
| Average GW Production for 2009-2013 | 264.7 | 840.6 |
| NCSD Percentage of GW Reduction | 60% | 57% |

2022 Fiscal Year Groundwater Pumping Forecast

Table 3. Projected Groundwater Pumping

| | Year-to-Date | | Target | Over/(Under) | |
|--|--------------|--------------|---------|--------------|------|
| | Sep-21 | Jul-Jun 2023 | | | |
| NCSD GW Well Production | 71.0 | 836.1 | | | |
| Purveyor Customer Credit (33.3% of Import Water) | 34.6 | 373.6 | | | |
| NCSD Total Calculated GW Production | 105.6 | 1,209.7 | 1,266.7 | 57 | AcFt |
| Average GW Production for 2009-2013 | 264.7 | 2,533.4 | 2,533.4 | | |
| NCSD Percentage of GW Reduction | 60% | 52.2% | 50.0% | | |

Table 3 projects the District’s groundwater pumping reduction for the 2022-23 Fiscal Year. Under the current Stage 4 of the NMMA Water Shortage Response Stages, the District’s targeted groundwater pumping reduction goal is to pump no more than 1,266 AFY (50% of 2009-2013 average District GW Pumping). The three months of 2022 actual production for the fiscal year are combined with historic production from October 2021 through June 2021 to provide a projected estimate year end status. This data is used by operations to meter the groundwater pumping throughout the year in an effort to meet the District’s self-imposed, voluntary groundwater pumping reduction.

Table 4. FY 2022 vs. FY 2021 Groundwater Pumping

| | Sep-22 | Jul 22 - Sept 22 | Sep-21 | Jul 21 - Sept 21 |
|--|--------|------------------|--------|------------------|
| NCSD GW Well Production | 71.0 | 259.9 | 89.7 | 302.0 |
| Purveyor Customer Credit (33.3% of Import Water) | 34.6 | 104.2 | 31.4 | 97.2 |
| NCSD Total Calculated GW Production | 105.6 | 364.1 | 121.0 | 399.2 |
| Average GW Production for 2009-2013 | 264.7 | 840.6 | 264.7 | 840.6 |
| NCSD Percentage of GW Reduction | 60% | 57% | 54% | 53% |

Above, Table 4 compares groundwater pumping for the same periods in 2022 and 2021. This view of the data provides operations with insight into year-end water production values and assists operational personnel in their efforts to balance import and groundwater production with the purpose of reducing groundwater pumping to meet the self-imposed 50% pumping groundwater reduction – the current stage IV objective.

Rainfall Gauge

| (Reported in inches) | Nipomo East (Dana Hills Reservoirs) | Nipomo South (Southland Plant) |
|--|--|-----------------------------------|
| September 2022 Total | 0.94 | 1.36 |
| July-2022 through Sept-2022 (Season Total) | 0.94 | 1.36 |
| Oct 1, through Oct 7, 2022 | 0.00 | 0.00 |
| Total Rainfall to date | 0.94 | 1.36 |
| County Reported Avg. Ann. Year Rainfall ¹ | 18.00 | 14.00 |
| 2006 - 2020 Avg. Ann. Year Rainfall ¹ | 15.39 | 13.30 |
| 2006 - 2020 Median Ann. Rainfall ¹ | 12.64 | 11.30 |

Note:

1. Data from County website

Connection Report

| WATER | Jan-22 | Feb-22 | Mar-22 | Apr-22 | May-22 | Jun-22 | Jul-22 | Aug-22 | Sep-22 | Oct-22 | Nov-22 | Dec-22 |
|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Water Connections - Total | 4500 | 4500 | 4500 | 4501 | 4501 | 4501 | 4501 | 4505 | | | | |
| New Water Connections | 4 | 0 | 0 | 1 | 0 | 0 | 0 | 4 | | | | |
| SEWER CONNECTIONS | | | | | | | | | | | | |
| Sewer Town connections | 2729 | 2729 | 2729 | 2730 | 2730 | 2730 | 2731 | 2734 | | | | |
| Sewer Blacklake connections | 559 | 559 | 559 | 559 | 559 | 559 | 559 | 559 | | | | |
| Subtotal | 3288 | 3288 | 3288 | 3289 | 3289 | 3289 | 3290 | 3293 | 0 | 0 | 0 | 0 |
| Galaxy and PSSH at Orchard and Division Sewer connections billed to the County | 481 | 481 | 481 | 481 | 482 | 482 | 482 | 482 | | | | |
| Sewer Connections - Total | 3769 | 3769 | 3769 | 3770 | 3771 | 3771 | 3772 | 3775 | 0 | 0 | 0 | 0 |
| New Sewer Connections Town and Blacklake | 4 | 0 | 0 | 1 | 0 | 0 | 1 | 3 | | | | |
| New Sewer Connections Galaxy | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | | | | |

The Connection Report as of October 7, 2022

Safety Program

No Reportable Safety Issues

All-Staff Quarterly Safety Meeting Scheduled for December 16, 2022

Supplemental Water Capacity Accounting
Summary Since January 25, 2008

| | Number of Equivalent Meters | AFY |
|--|--------------------------------|--------------|
| Supplemental Water Available for Allocation | 947 | 500.0 |
| Supplemental Water Reserved (Will Serve Letter Issued) | 138 | -72.9 |
| Subtotal Net Supplemental Water Available for Allocation | 809 | 427.1 |
| Supplemental Water Assigned (Intent-to-Serve Issued) | 164.6 | -86.9 |
| Total Remaining Supplemental Water Available for Allocation | 644 | 340.3 |

Updated October 7, 2022

Other Items

- COVID19 NCSD Response Plan Update [Attachment A]
- Dana Reserve – Schedule [Attachment B]

Meetings (September 26 through October 7)

Meetings Attended (telephonically or in person):

- Sept 26, Staff Mtg. - Admin Supervisor Mtg.
- Sept 26, PG&E PSPS Training
- Sept 27, Eng/Admin Coordination Mtg.
- Sept 28, Aug 24, Rotary
- Sept 28, NCSD Regular Board Meeting
- Sept 28, After-Board Exec. Team Meeting
- Sept 30, Staff Mtg. - Cust. Service Specialist
- Sept 30, Meter Reading Contractor Meeting
- Sept 30, NCSD Board Officer Meeting
- Oct 3, Staff Mtg. - Admin Supervisor Mtg.
- Oct 4, Blacklake/NCSD Oversight Committee
- Oct 4, NCSD Management Team Meeting
- Oct 4, BLMA Monthly Meeting
- Oct 5, SLO County Planning Meeting
- Oct 5, CSDA Manager's Meeting
- Oct 6, RWG/NCSD Meeting S.B. Co. License Agreement
- Oct 7, Staff Mtg. - Cust. Service Specialist
- Oct 7, CSD Manager – Vandenberg Village CSD
- Oct 7, Developer Update – Dana Reserve Project

Meetings Scheduled (October 10 through October 14):

Upcoming Meetings (telephonically or in person):

- Oct 10, Staff Mtg. - Admin Supervisor Mtg.
- Oct 10, Public Service Presentation - RAMS

- Oct 11, Eng/Admin Coordination Mtg.
- Oct 11, RWG Board Prep Meeting
- Oct 11, SLO County CEO Meeting
- Oct 12, Rotary
- Oct 12, NCSD Regular Board Meeting
- Oct 12, After-Board Exec. Team Meeting
- Oct 14, Staff Mtg. - Cust. Service Specialist
- Oct 14, NCSD Board Officer Meeting
- Oct 14, City of Santa Maria – Utility Manager’s Meeting

Upcoming Water Resource and Other Meetings

Upcoming Standing Meetings:

- NMMA-TG: November 1st (Tuesday) @ 10:00 AM, Zoom Meeting
- RWMG: No Meeting Scheduled for November
- WRAC: No Meeting Scheduled for November
- NMMA Manager’s Meeting: October 17th (Monday) @ 3:00 PM, Zoom Meeting
- NCSD Board Officer Meeting: October 14th (Friday) @ 10:00 am, NCSD Conf. Rm.

RECOMMENDATION

Staff seeks direction and input from your Board

ATTACHMENTS

- A. COVID19 - NCSD Response Plan (Updated)
- B. Dana Reserve Schedule (Updated)

OCTOBER 12, 2022

ITEM F

ATTACHMENT A

Date: October 12, 2022 Board Meeting
Response Activities to COVID19 Health Emergency
Prepared by: Mario Iglesias, General Manager

DISTRICT RESPONSE TO COVID-19, Updated October 7, 2022

New Actions

No New Actions/Activities

Personnel on Quarantine (No Change from September 28 Report)

Office Personnel: 0
Operational Personnel: 0
Vaccine Update: No Change

Ongoing Actions

1. Testing available for Employees to test (Voluntary)
2. Following SLO Co. Masking guidelines (Voluntary)
3. Following Cal/OSHA guidelines

Previous Actions

1. For the Month of September, District Staff Tested 44 times (all negative results)
2. Mask Mandate Requirement Update – As of September 1, 2021, masks must be worn indoors at public facilities.
3. COVID19 Rapid Test Kits secured from SLO County at no cost to provide weekly work-place testing.
4. NCSB Board Passes Resolution Declaring Emergency in District [Res. 2020-1550, Mar. 24, 2020]
5. Admin Office Closed to the Public
 - a. Meetings are virtual – Conference Calls
6. Discontinued: Split staff into two teams
 - a. See schedule on Response Plan
7. Received directions for FEMA Public Assistance – Cost Tracking Guidance
8. Governor's Executive Order – No Water Turn-offs
 - a. District instituted this policy as well as a No Late Fee – No Penalty Fees
9. Wipe-down between shifts
10. Each operator in separate designated vehicle.
11. Received additional PPE. Administration Staff will be on normal schedule 8-4:30 starting Monday May 18th
12. Operations Staff are on normal 7:00 am to 3:30 pm work schedule as of Monday, May 4th. County opened up construction sites.
13. Expanded Customer Service Work to include site visits for investigations (high bills, meter issues) week of May 11
14. Trailers for quarantine have been returned – May 1
15. District to begin wastewater sampling in conjunction with County effort to determine presence of COVID19 in communities – May 11
16. Temporary Admin Support Workers brought back to Office (Provider incentivized due to PPP Funds) – June 1

Date: October 12, 2022 Board Meeting
Response Activities to COVID19 Health Emergency
Prepared by: Mario Iglesias, General Manager

17. Lobby Modifications: Glass is equipped with speaker plates to allow the communication between customer and clerk without opening the sliding window.
18. Board Meetings open to the public.
19. County Offices Continued Closed with Appointments provided to some departments as needed.
20. June 18, 2020, Governor Order issued requiring face masks be worn in public places. District management purchased disposable face masks for staff, Board Members, and any public that attends District Board Meetings and lack a face mask.
21. The customer counter window modifications at the office are completed.
22. Capital Improvement Projects continue to be impacted and schedules for completion continue to be pushed back due to material delivery delays.
23. Administrative Office open to public – April 19, 2021
24. Mask Mandate in SLO County (reinstated on September 1st) will be lifted when:
 - a. The county reaches the yellow, “moderate” level of COVID-19 community transmission, as defined by the Centers for Disease Control and Prevention (CDC), and stay there for at least 10 days, and
 - b. Public Health Officer Dr. Penny Borenstein determines that COVID-19 hospitalizations are low and stable and area hospitals are able to meet the needs of patients.
25. County Health provided COVID19 Rapid Test that will get us through January 2022. NCSO requesting additional tests for February and March. The District has sufficient tests to sustain routine testing practices through January 2022.
26. February 16, 2022, Indoor Mask Mandate Lifted in San Luis Obispo County for vaccinated individuals.

Mask Mandate Status:

- Effective March 1, 2022, the requirement that unvaccinated individuals mask in indoor public settings will move to a strong recommendation that all persons, regardless of vaccine status, continue indoor masking.
- Universal masking shall remain required in specified high-risk settings.
- After March 11, 2022, the universal masking requirement for K-12 and Childcare settings will terminate. CDPH strongly recommends that individuals in these settings continue to mask in indoor settings when the universal masking requirement lifts.

September 23, 2023: Masks in California are required when:

Taking effect Friday (September 23, 2022) is the end of state-ordered mandatory masking in jails and prisons, homeless shelters, and emergency and cooling centers located in counties with a low COVID-19 community level, as defined by the U.S. Centers for Disease Control and Prevention.

OCTOBER 12, 2022

ITEM F

ATTACHMENT B

DANA RESERVE REVIEW SCHEDULE (AS OF 10/7/2022)

| Date | Description | Comment |
|---------------------------|---|-----------------------------------|
| April 24, 2022 | NCSD Review "Utility" Section of EIR | |
| June 16, 2022 | Release of EIR | Extended from May 16, 2022 |
| July 14, 2022 | SLO County Planning Comm. Study Session | Zoom Meeting |
| July 21, 2022 | LAFCO Study Session | County Lead Agency (9:00 am) |
| Aug. 1, 2022 ¹ | Close Public Comment - DEIR | Was June 20, 2022 (Mario on Vaca) |
| Sept. 2022 | Consider Ad-hoc Comm. (Annexation Agr.) | Establish January 2023 |
| Q-1 2023 | County Board of Supervisors | Accept EIR |
| Q-1 2023 | LAFCO Inquiry of NCSD (Service Provisions) ¹ | Added since last update |
| Q-2 2023 | NCSD Board | Annexation Application |
| Q-2 2023 | LAFCO Review | |

The above schedule is suggested and drawn from conversations with staff from the County, LAFCO, and the Developer. This schedule is a rough outline and is subject to change over time.

Notes:

1. Developer shifted to an annexation process that focuses first on LAFCO application and second the District's application process. Under this format, LAFCO will be the agency that coordinates communication between the Developer and NCSD.

Developer mailed letter September 20, 2022 to residents in Nipomo directing their attention to District website and the three reports addressing utilities – focus on explaining water situation.

RWG submitted comments on the Dana Reserve Specific Plan DEIR, August 1, 2022, to the County of San Luis Obispo supervision planner, Jennifer Guetschow.