

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS  
GENERAL MANAGER

DATE: MAY 4, 2023

**AGENDA ITEM**

**D**

**MAY 10, 2023**

## **CONSENT AGENDA**

The following items are considered routine and non-controversial by staff and may be approved by one motion if no member of the Board wishes an item removed. If discussion is desired, the item may be removed from the Consent Agenda by a Board member and will be considered separately at the conclusion of the Consent Items. Individual items on the Consent Agenda are approved by the same vote that approves the Consent Agenda, unless an item is pulled for separate consideration. The recommendations for each item are noted in bracket. Members of the public may comment on the Consent Agenda items.

### **Questions or clarification may be made by the Board members without removal from the Consent Agenda**

- D-1) WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE APRIL 26, 2023, REGULAR BOARD MEETING MINUTES  
[RECOMMEND APPROVE MINUTES]
- D-3) ACCEPT THIRD QUARTER FISCAL YEAR 2022-2023 FINANCIAL REPORT  
[RECOMMEND RECEIVE AND FILE]
- D-4) INVESTMENT POLICY - QUARTER REPORT [RECOMMEND ACCEPT AND FILE]
- D-5) ACCEPT NIPOMO PALMS LIFT STATION REPLACEMENT PROJECT  
[RECOMMEND BY MOTION AND ROLL CALL VOTE, ACCEPT PROJECT AND  
DIRECT STAFF TO FILE NOTICE OF COMPLETION]
- D-6) APPROVE 2023 SANITARY SEWER MANAGEMENT PLAN UPDATE  
[RECOMMEND APPROVE]
- D-7) AUTHORIZE CONTRACT AMENDMENT FOR ENGINEERING SERVICES FOR  
WOODGREEN LIFT STATION REHABILITATION PROJECT WITH CANNON  
CORPORATION [RECOMMEND AUTHORIZE CONTRACT AMENDMENT]

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER 

FROM: JANA ETTEDDGUE  
FINANCE DIRECTOR 

DATE: MAY 4, 2023

**AGENDA ITEM**

**D-1**

**MAY 10, 2023**

**WARRANTS**

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$243,032.87
HAND WRITTEN CHECKS	NONE
VOIDED CHECKS	NONE

# Item D-1 Warrants MAY 10, 2023

Nipomo Community Services District

By Payment Number

Payment Dates 05/10/2023 - 05/10/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
<b>Payment: 11135</b>				
Abalone Coast Analytical, Inc.	Lab tests	6095	05/10/2023	8,334.00
<b>Payment 11135 Total:</b>				<b>8,334.00</b>
<b>Payment: 11136</b>				
Advantage Answering Plus, Inc.	Answering service	000028-891-131	05/10/2023	287.78
<b>Payment 11136 Total:</b>				<b>287.78</b>
<b>Payment: 11137</b>				
Alexander's Contract Services,	Meter reading	202304270012	05/10/2023	5,116.05
<b>Payment 11137 Total:</b>				<b>5,116.05</b>
<b>Payment: 11138</b>				
Allweather Landscape	LMD	47228	05/10/2023	325.00
<b>Payment 11138 Total:</b>				<b>325.00</b>
<b>Payment: 11139</b>				
Amazon Capital Services, Inc.	Phone case	1PFH-YN4K-GTP4	05/10/2023	16.40
Amazon Capital Services, Inc.	Round point digging shovels	1FTK-9QNT-3MGY	05/10/2023	1,045.65
Amazon Capital Services, Inc.	OSHA danger signs, ammonium	1LDM-PTW6-JM7G	05/10/2023	274.36
Amazon Capital Services, Inc.	PPE storage signs, decals	1VTD-RGR6-9QWR	05/10/2023	96.00
<b>Payment 11139 Total:</b>				<b>1,432.41</b>
<b>Payment: 11140</b>				
Aqua-Metric Sales, Co.	1-1/2" meter	INV0093552	05/10/2023	829.55
<b>Payment 11140 Total:</b>				<b>829.55</b>
<b>Payment: 11141</b>				
AT&T	Telephone	000019833418	05/10/2023	29.66
AT&T	Telephone	000019833419	05/10/2023	180.52
AT&T	Telephone	000019833420	05/10/2023	285.72
<b>Payment 11141 Total:</b>				<b>495.90</b>
<b>Payment: 11142</b>				
Bee Safe Lock & Key	Duplicate keys	116865	05/10/2023	109.62
<b>Payment 11142 Total:</b>				<b>109.62</b>
<b>Payment: 11143</b>				
Bognuda, Lisa	Mileage reimbursement -	APR2023B	05/10/2023	32.59
<b>Payment 11143 Total:</b>				<b>32.59</b>
<b>Payment: 11144</b>				
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI325240	05/10/2023	968.64
Brenntag Pacific, Inc.	Sodium hypochlorite,	BPI325244	05/10/2023	2,289.28
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI325243	05/10/2023	351.58
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI325239	05/10/2023	835.22
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI325242	05/10/2023	1,821.27
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI325241	05/10/2023	903.68
<b>Payment 11144 Total:</b>				<b>7,169.67</b>
<b>Payment: 11145</b>				
Brough Construction Inc.	Nipomo Palm LS replacement	8	05/10/2023	61,533.24
<b>Payment 11145 Total:</b>				<b>61,533.24</b>
<b>Payment: 11146</b>				
Cal-Coast Machinery, Inc.	Replacement ignition keys - John822612		05/10/2023	44.13
<b>Payment 11146 Total:</b>				<b>44.13</b>
<b>Payment: 11147</b>				
Camp & Associates, Inc	Refund for Verizon Standpipe	MAY2023	05/10/2023	2,090.00
<b>Payment 11147 Total:</b>				<b>2,090.00</b>

**Item D-1 Warrants MAY 10, 2023**

**Payment Dates: 05/10/2023 - 05/10/2023**

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
<b>Payment: 11148</b>				
Charter Communications	Internet - Shop and/or Office	0224495042023	05/10/2023	734.20
<b>Payment 11148 Total:</b>				<b>734.20</b>
<b>Payment: 11149</b>				
Charter Communications	Internet - Shop and/or Office	0225708042223	05/10/2023	734.20
<b>Payment 11149 Total:</b>				<b>734.20</b>
<b>Payment: 11150</b>				
Clever Ducks	Computer expense	34258	05/10/2023	4,319.62
<b>Payment 11150 Total:</b>				<b>4,319.62</b>
<b>Payment: 11151</b>				
Collaboration Business	Leadership training program	15412	05/10/2023	2,500.00
<b>Payment 11151 Total:</b>				<b>2,500.00</b>
<b>Payment: 11152</b>				
Electricraft, Inc.	Troubleshoot ATS at JRPS	17723	05/10/2023	996.00
<b>Payment 11152 Total:</b>				<b>996.00</b>
<b>Payment: 11153</b>				
EMCOR Services Mesa Energy	HVAC maintenance agreement	962012793	05/10/2023	1,449.00
<b>Payment 11153 Total:</b>				<b>1,449.00</b>
<b>Payment: 11154</b>				
Famcon Pipe and Supply Inc.	Rubber repair kit for Wilkins 4"	S100100820.001	05/10/2023	239.25
Famcon Pipe and Supply Inc.	Materials for Mary St angle stop	S100100563.001	05/10/2023	890.66
Famcon Pipe and Supply Inc.	3/4" Ford angle ball valves	S100101091.001	05/10/2023	391.50
<b>Payment 11154 Total:</b>				<b>1,521.41</b>
<b>Payment: 11155</b>				
Farm Supply Company	Backpack sprayer, weed	90874	05/10/2023	320.52
Farm Supply Company	Weed abatement supplies	90540	05/10/2023	157.40
<b>Payment 11155 Total:</b>				<b>477.92</b>
<b>Payment: 11156</b>				
Fisher Pump & Well Service, Inc.	Install rewound motor - Sundale 4507		05/10/2023	4,322.50
<b>Payment 11156 Total:</b>				<b>4,322.50</b>
<b>Payment: 11157</b>				
Frontier Communications	BL Telephone	APR2023	05/10/2023	71.33
<b>Payment 11157 Total:</b>				<b>71.33</b>
<b>Payment: 11158</b>				
Gibbs International Truck	Repair & maintenance -	56874	05/10/2023	1,212.78
<b>Payment 11158 Total:</b>				<b>1,212.78</b>
<b>Payment: 11159</b>				
GLM Landscape Management	Landscape maintenance	CI-1841	05/10/2023	948.65
<b>Payment 11159 Total:</b>				<b>948.65</b>
<b>Payment: 11160</b>				
Home Depot Credit Services	Operating Supplies	APR2023	05/10/2023	168.13
<b>Payment 11160 Total:</b>				<b>168.13</b>
<b>Payment: 11161</b>				
Integrated Industrial Supply, Inc.	Disposable gloves, nylon gloves,	91177	05/10/2023	456.11
Integrated Industrial Supply, Inc.	Hardhats	90886	05/10/2023	419.77
Integrated Industrial Supply, Inc.	Ball valves, nipples	90956	05/10/2023	126.51
Integrated Industrial Supply, Inc.	Disposable gloves	91048	05/10/2023	232.14
Integrated Industrial Supply, Inc.	Rust-proof enamel, push broom,	90887	05/10/2023	1,744.14
<b>Payment 11161 Total:</b>				<b>2,978.67</b>
<b>Payment: 11162</b>				
Ixom Watercare Inc	Submersible electric mixer for	6646839	05/10/2023	14,930.27
<b>Payment 11162 Total:</b>				<b>14,930.27</b>
<b>Payment: 11163</b>				
Maycotte, Jaime	Uniform - Boot reimbursement	APR2023	05/10/2023	185.00
<b>Payment 11163 Total:</b>				<b>185.00</b>

## Item D-1 Warrants MAY 10, 2023

Payment Dates: 05/10/2023 - 05/10/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
<b>Payment: 11164</b>				
Miner's Ace Hardware	Supplies	APR2023	05/10/2023	629.10
<b>Payment 11164 Total:</b>				<b>629.10</b>
<b>Payment: 11165</b>				
Mission Uniform Service	Uniforms	519158473	05/10/2023	214.32
Mission Uniform Service	Uniforms	519199577	05/10/2023	203.76
<b>Payment 11165 Total:</b>				<b>418.08</b>
<b>Payment: 11166</b>				
MNS Engineers, Inc.	Construction management -	82973	05/10/2023	13,145.00
<b>Payment 11166 Total:</b>				<b>13,145.00</b>
<b>Payment: 11167</b>				
Newton Geo-Hydrology	Litigation support through 04-	APR2023	05/10/2023	2,960.00
<b>Payment 11167 Total:</b>				<b>2,960.00</b>
<b>Payment: 11168</b>				
Nipomo Area Recreation	April 2023 Clean Streets	APR2023	05/10/2023	474.00
<b>Payment 11168 Total:</b>				<b>474.00</b>
<b>Payment: 11169</b>				
Nipomo Community Services	Water	APR2023	05/10/2023	593.92
<b>Payment 11169 Total:</b>				<b>593.92</b>
<b>Payment: 11170</b>				
Nipomo Community Services	Petty Cash	APR2023	05/10/2023	176.02
<b>Payment 11170 Total:</b>				<b>176.02</b>
<b>Payment: 11171</b>				
Office Depot	Office supplies	307284613001	05/10/2023	105.08
Office Depot	Office supplies	307011518001	05/10/2023	16.13
Office Depot	Office supplies	305396811001	05/10/2023	15.65
<b>Payment 11171 Total:</b>				<b>136.86</b>
<b>Payment: 11172</b>				
Olivas, Silas	D2 exam fee and T2 certification MAY2023		05/10/2023	125.00
<b>Payment 11172 Total:</b>				<b>125.00</b>
<b>Payment: 11173</b>				
O'Reilly Automotive Inc.	Vehicle repair/maintenance -	6185-129172	05/10/2023	56.86
O'Reilly Automotive Inc.	Vehicle repair/maintenance -	6185-127005	05/10/2023	162.99
<b>Payment 11173 Total:</b>				<b>219.85</b>
<b>Payment: 11174</b>				
PG&E	Electricity	APR2023	05/10/2023	49,684.07
<b>Payment 11174 Total:</b>				<b>49,684.07</b>
<b>Payment: 11175</b>				
Pollard Water	LPD DCHLOR tablets	0236246	05/10/2023	3,962.38
<b>Payment 11175 Total:</b>				<b>3,962.38</b>
<b>Payment: 11176</b>				
R. Baker, Inc.	Water service repair - Misty	562	05/10/2023	11,418.18
R. Baker, Inc.	Angle stop repairs - Mary Street	566	05/10/2023	15,000.00
<b>Payment 11176 Total:</b>				<b>26,418.18</b>
<b>Payment: 11177</b>				
Ray Morgan Company	B&W/Color copies	4078869	05/10/2023	318.70
Ray Morgan Company	B&W/Color copies	4078776	05/10/2023	197.44
<b>Payment 11177 Total:</b>				<b>516.14</b>
<b>Payment: 11178</b>				
Simplot Grower Solutions	CAN 17	780159104	05/10/2023	1,047.52
<b>Payment 11178 Total:</b>				<b>1,047.52</b>
<b>Payment: 11179</b>				
SLO County Environmental	Backflow program	IN0144101	05/10/2023	1,626.40
<b>Payment 11179 Total:</b>				<b>1,626.40</b>

**Item D-1 Warrants MAY 10, 2023**

**Payment Dates: 05/10/2023 - 05/10/2023**

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
<b>Payment: 11180</b>				
Statewide Traffic Safety & Signs	Marking paint, crossbrace &	03022194	05/10/2023	672.74
<b>Payment 11180 Total:</b>				<b>672.74</b>
<b>Payment: 11181</b>				
Tyler Technologies, Inc.	Billing software conversion	025-420941	05/10/2023	260.00
<b>Payment 11181 Total:</b>				<b>260.00</b>
<b>Payment: 11182</b>				
US Bank National Association	Postage	APR2023F	05/10/2023	63.00
US Bank National Association	Storage unit	APR2023E	05/10/2023	243.00
US Bank National Association	Office supplies	APR2023I	05/10/2023	76.11
US Bank National Association	Travel and meals	APR2023D	05/10/2023	319.79
US Bank National Association	Newspaper subscription	APR2023H	05/10/2023	644.21
US Bank National Association	Software subscription	APR2023C	05/10/2023	71.99
US Bank National Association	Website domain renewal	APR2023G	05/10/2023	119.88
US Bank National Association	Vehicle repair - Ford Ranger &	APR2023B	05/10/2023	2,315.48
US Bank National Association	Training materials	APR2023K	05/10/2023	316.50
US Bank National Association	Safety program	APR2023L	05/10/2023	258.84
US Bank National Association	Operating supplies	APR2023J	05/10/2023	162.34
US Bank National Association	Board meeting supplies	APR2023A	05/10/2023	53.45
<b>Payment 11182 Total:</b>				<b>4,644.59</b>
<b>Payment: 11183</b>				
USA Bluebook	Orifice for bubbler	323113	05/10/2023	104.32
USA Bluebook	Dechlorinator	345880	05/10/2023	1,161.46
USA Bluebook	Danger signs - Chemicals, No	340588	05/10/2023	145.50
USA Bluebook	pH buffer solution, ammonia	353288	05/10/2023	606.68
<b>Payment 11183 Total:</b>				<b>2,017.96</b>
<b>Payment: 11184</b>				
Wallace Group	FOG program - SSMP Update	59062	05/10/2023	5,400.00
Wallace Group	FOG program	59060	05/10/2023	2,249.19
Wallace Group	FOG program - Municipal Code	59061	05/10/2023	306.25
<b>Payment 11184 Total:</b>				<b>7,955.44</b>

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS  
GENERAL MANAGER 

DATE: MAY 4, 2023

**AGENDA ITEM**

**D-2**

**MAY 10, 2023**

**APPROVE APRIL 26, 2023  
REGULAR BOARD MEETING MINUTES**

**ITEM**

Approve action minutes from previous Board meetings. [RECOMMEND APPROVE MINUTES]

**BACKGROUND**

The draft minutes are a written record of the previous Board Meeting action.

**RECOMMENDATION**

Approve Minutes

**ATTACHMENT**

- A. April 26, 2023 draft Regular Board Meeting Minutes

May 10, 2023

ITEM D-2

ATTACHMENT A

# NIPOMO COMMUNITY SERVICES DISTRICT

*Serving the Community since 1965*

## DRAFT REGULAR MINUTES

**APRIL 26, 2023 AT 9:00 A.M.**

JON S. SEITZ BOARD ROOM 148 SOUTH WILSON STREET, NIPOMO, CA

### **BOARD of DIRECTORS**

RICHARD MALVAROSE, **PRESIDENT**  
DAN ALLEN GADDIS, **VICE PRESIDENT**  
ED EBY, **DIRECTOR**  
DAN WOODSON, **DIRECTOR**  
GARY HANSEN, **DIRECTOR**

### **PRINCIPAL STAFF**

MARIO IGLESIAS, **GENERAL MANAGER**  
LISA BOGNUDA, **ASST GENERAL MANAGER**  
JANA ETTEDDGUE, **FINANCE DIRECTOR**  
PETER SEVCIK, **DIRECTOR OF ENG. & OPS.**  
CRAIG STEELE, **GENERAL COUNSEL**

**Mission Statement:**

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

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

*President Malvarose called the Regular Meeting of April 26, 2023, to order at 9:00 a.m. and led the flag salute.*

#### B. ROLL CALL AND PUBLIC COMMENT FOR ITEMS NOT ON AGENDA

*At Roll Call, all Directors were present.*

*There were no public comments.*

#### C. PRESENTATIONS AND REPORTS

##### C-1) ENGINEERS QUARTERLY REPORT TO THE BOARD [RECOMMEND RECEIVE AND FILE]

*Peter Sevcik, Director of Engineering and Operations, presented the item and answered questions from the Board.*

##### C-2) DIRECTORS' ANNOUNCEMENTS OF DISTRICT AND COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES AND SEMINARS. Receive Announcements and Reports from Directors

*Director Gaddis*

- *April 17, attended Harassment Prevention Training*

*Director Eby*

- *April 17, attended Harassment Prevention Training*
- *April 19, attended Finance and Audit Committee Meeting*
- *April 20, attended LAFCO Meeting*
- *April 21, attended SLO – SCDA Luncheon*

*Director Malvarose*

- *April 18, attended Board Officers' Meeting*

SUBJECT TO BOARD APPROVAL

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

- C-3) RECEIVE PUBLIC COMMENT ON PRESENTATIONS AND REPORTS PRESENTED UNDER ITEM C AND BY MOTION RECEIVE AND FILE PRESENTATIONS AND REPORTS

*There were no public comments.*

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

YES VOTES	NO VOTES	ABSENT
Directors Eby, Woodson, Hansen, Gaddis, and Malvarose	None	None

**D. CONSENT AGENDA**

- D-1) WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE APRIL 12, 2023, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]
- D-3) ACCEPT DEED RESTRICTION FOR APN 090-384-015, 135 EAST BRANCH STREET, NIPOMO [RECOMMEND ADOPT RESOLUTION ACCEPTING OFFER OF DEED RESTRICTION]
- D-4) AUTHORIZE STAFF TO BID SOUTHLAND WASTEWATER TREATMENT FACILITY INFLUENT LIFT STATION REHABILITATION PROJECT [RECOMMEND AUTHORIZE STAFF TO BID LIFT STATION REHABILITATION PROJECT]

*Staff answered questions regarding item D-3.*

*There were no public comments.*

*Upon the motion of Director Eby and seconded, the Board approved Consent Agenda.  
Vote 5-0.*

YES VOTES	NO VOTES	ABSENT
Directors Eby, Woodson, Hansen, Gaddis, and Malvarose	None	None

RESOLUTION NO. 2023-1663  
A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
ACCEPTING 135 BRANCH STREET DEED RESTRICTION  
APN 090-384-015

**E. ADMINISTRATIVE ITEMS**

- E-1) ADOPT RESOLUTION AMENDING INVESTMENT POLICY AND REVIEW PROPOSED POLICY GUIDELINES FOR INVESTING [RECOMMEND ADOPT RESOLUTION AMENDING DISTRICT INVESTMENT POLICY]

*Jana Ettetdgue, Finance Director, presented the item and answered questions from the Board.*

SUBJECT TO BOARD APPROVAL

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

*Director Gaddis requested his statement be included in the minutes:*

*"The Nipomo Community Services District (NCSD) was formed on January 28, 1965, 58 years ago. The District has historically invested funds, not needed in the short-term, in the Local Agency Fund (LAIF).*

*Who in NCSD will monitor & make buying and selling decisions on short term securities such as Treasury Bills ( T-Bills) & Certificates of Deposit (CD's).  
The Finance Director & the General Manager.*

*Do we have sufficient staff to adequately monitor buys & sells of these short term securities?*

*How much are we willing to invest?  
Anywhere from \$250,000 to \$9,000,000?*

*The present General Manager is retiring on June 30, 2023, but in reality is leaving on June 22nd and utilizing earned vacation days. So in effect, after about 57 days, the present General Manager will no longer be in charge.*

*Right now we have engaged a recruitment firm to find a new General Manager.*

*I think this new type of short term investing, put forward by Director Eby, in investing in short term securities such as Treasury Bills (T-Bills) & Certificates of Deposit (CD'S), can be economically beneficial to NCSD.*

*However, stating it again, in addition to their other duties, the Finance Director & General Manager will now also have to monitor the buying & selling of these short term investments.*

*However, stating it again, our present General Manager is leaving direct management in about 57 days. What is the rush to get Resolutions E-1 & E-2 approved ?*

*The new General Manager will have a big job helping to ensure our potential millions are invested properly.*

*The new General Manager will shortly be on board.  
I recommend we hold off on implementing resolutions for Agenda Items E-1 & E-2.*

*Hold off until the new General Manager is on board and can be part of this decision process.*

*Hold off on resolution to amend the Districts investment policy to allow investing in securities such as short term Treasury Bills (T-Bills) & certificates of Deposit ( CD's).*

*Hold off on passing resolution authorizing District to open an account with Multi-Bank Securities Inc., and a separate custodial account with Pershing LLC.*

*I think we should wait on approving these resolutions until the new General Manager is on board & let that person be part of the investment decision process.*

*To do otherwise I believe would be disrespectful to the new General Manager that will be hired."*

**SUBJECT TO BOARD APPROVAL**

Nipomo Community Services District  
DRAFT REGULAR MEETING  
MINUTES

Director Eby stated that the District should take advantage of the current interest rates and investing in treasury bills and if the new manager would like to amend the Investment Policy he or she is able to bring that concern to the Board.

Director Malvarose thanked everyone for their work and thought it was a good idea.

Pam Wilson, NCSD Resident, asked what amount of District funds would be invested.

Staff answered questions from the Board and the public.

Upon the motion of Director Eby and seconded, the Board approved the Resolution. Vote 4-1.

YES VOTES	NO VOTES	ABSENT
Directors Eby, Hansen, Woodson, and Malvarose	Gaddis	None

RESOLUTION NO. 2023-1664  
A RESOLUTION OF THE  
BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT  
AMENDING THE DISTRICT'S INVESTMENT POLICY

- E-2) CONSIDER ENTERING INTO AN AGREEMENT WITH MULITI-BANK SECURITIES, INC. (MBS) AND OPENING A CUSTODIAL ACCOUNT WITH PERSHING LLC [RECOMMEND APPROVAL AND AUTHORIZE GENERAL MANAGER TO SIGN AGREEMENTS ADOPT RESOLUTION]

Jana Etteddgue, Finance Director, presented the item and answered questions from the Board.

Director Eby asked about if MBS charged fees and if there was an obligation to MBS per the contract.

Craig Steele, General Council, stated that there is a 30 day termination clause in the agreement.

Director Malvarose asked how MBS makes money.

There were no public comments.

Upon the motion of Director Eby and seconded, the Board approved the agreement with MBS and authorized the General Manager to sign on behalf of the District and approved the Resolution.

Vote 4-1.

YES VOTES	NO VOTES	ABSENT
Directors Eby, Woodson, Hansen, and Malvarose	Gaddis	None

RESOLUTION NO. 2023-1665  
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT  
AUTHORIZING DESIGNATING OFFICIALS OF THE  
DISTRICT TO TAKE SPECIFIED ACTIONS WITH  
REGARD TO DISTRICT INVESTMENTS

- E-3) ADOPT RESOLUTION APPROVING UPDATED PURCHASE POLICY AND PROCEDURES [RECOMMEND ADOPT RESOLUTION APPROVING UPDATED PURCHASE POLICY AND PROCEDURES]

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

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District  
DRAFT REGULAR MEETING  
MINUTES

Mario Iglesias, General Manager, passed out an updated version of page 8 of the policy.

There were no public comments.

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

YES VOTES	NO VOTES	ABSENT
Directors Woodson, Hansen, Eby, Gaddis, and Malvarose	None	None

RESOLUTION NO. 2023-1666  
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT ADOPTING AN  
UPDATED PURCHASE POLICY AND PROCEDURES

F. GENERAL MANAGER’S REPORT

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

There were no public comments.

G. COMMITTEE REPORTS

Director Eby attended the Finance and Audit Committee meeting on April 19<sup>th</sup> where the investment policy was reviewed and discussed. The Committee recommended the items be presented to the Board.

H. DIRECTORS’ REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

None.

I. CLOSED SESSION ANNOUNCEMENTS

Craig Steele, District Legal Counsel, announced that there would be no closed session.

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

- a. SMVWCD V. NCSD (SANTA CLARA COUNTY CASE NO. CV 770214, SIXTH APPELLATE COURT CASE NO. H032750, AND ALL CONSOLIDATED CASES

There were no public comments.

ADJOURN MEETING

President Malvarose adjourned the meeting at 9:54 a.m.

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	0 hour 54 minutes
Closed Session	0 hour 00 minutes
TOTAL HOURS	0 hour 54 minutes

Respectfully submitted,

Mario Iglesias, General Manager and Secretary to the Board \_\_\_\_\_ Date

SUBJECT TO BOARD APPROVAL

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER 

FROM: JANA ETTEDDGUE  
FINANCE DIRECTOR 

DATE: MAY 3, 2023

**AGENDA ITEM  
D-3  
MAY 10, 2023**

**ACCEPT THIRD QUARTER FISCAL YEAR 2022-2023  
FINANCIAL REPORT**

**ITEM**

Accept Third Quarter Financial Report [RECOMMEND RECEIVE AND FILE REPORT]

**BACKGROUND**

As of March 31, 2023, the 2022-2023 Fiscal Year is 75% complete. The consolidated operating revenues are at 71.77% of budget, operating expenditures are at 71.62% of budget and general and administrative expenditures are at 69.12% of budget.

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

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

**STRATEGIC PLAN**

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

**RECOMMENDATION**

It is recommended that your Honorable Board receive report and direct Staff to file the quarterly financial report for the third quarter of fiscal year 2022-2023.

**ATTACHMENT**

A. Pages 1-10 – NCSD Quarterly Financial Report

May 10, 2023

ITEM D-3

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT  
STATEMENT OF NET POSITION - (Unaudited)  
MARCH 31, 2023**

**ASSETS**

Current assets:

Cash and cash equivalents	\$ 20,823,910
Accounts receivable	177,614
Unbilled utilities receivable	832,000
Accrued interest receivable	134,600
Due from partner purveyors	229,623
Contracts receivable, current portion	148,855
Total current assets	<u>22,346,602</u>

Noncurrent assets:

Restricted cash-NSWP funded replacement	1,619,027
Restricted cash - Held in Trust	3,078,340
Cash with fiscal agent	70,029
Deposits and other assets	346,078
Contracts receivable, less current portion	6,825,345
Capital assets:	
Capital assets, net of depreciation	69,457,541
Total noncurrent assets	<u>81,396,360</u>

Total assets 103,742,962 (A)

Deferred Outflows of Resources

OPEB related	811,020
Pension related	543,670
Total deferred outflows of resources	<u>1,354,690</u> (B)

**LIABILITIES**

Current liabilities:

Accounts payable	915,854
Deposits	260,232
Accrued Liabilities	1,002,171
Current portion of long-term debt	557,867
Total current liabilities	<u>2,736,124</u>

Noncurrent liabilities:

Net OPEB liability	1,113,770
Net pension liability	955,076
Long-term debt, less current portion	19,932,133
Total noncurrent liabilities	<u>22,000,979</u>

Total liabilities 24,737,103 (C)

Deferred Inflows of Resources

OPEB related	307,886
Pension related	841,605
Total deferred inflows of resources	<u>1,149,491</u> (D)

**NET POSITION**

Net investment in capital assets	47,205,936
Restricted for system expansion, replacement and debt service	19,660,722
Unrestricted	<u>12,344,400</u>

Total net position (A)+(B)-(C)-(D) \$ 79,211,058

**NIPOMO COMMUNITY SERVICES DISTRICT  
STATEMENT OF REVENUES AND EXPENSES - (Unaudited)  
FOR THE NINE MONTHS ENDED MARCH 31, 2023**

	YEAR-TO- DATE	BUDGET	% OF BUDGET
<u>OPERATING REVENUES</u>			
Water fixed charges	\$ 1,294,118	1,770,000	73.11%
Water usage charges	3,584,682	5,563,000	64.44%
Sewer charges	2,538,183	3,290,400	77.14%
Miscellaneous fees and charges	161,781	96,000	168.52%
Street light and landscape maintenance charges	48,850	61,345	79.63%
Franchise fees	153,924	183,000	84.11%
NSWP - collections from purveyors for water purchased	637,848	813,212	78.44%
NSWP - collections from purveyors for related expenses	64,810	83,092	78.00%
NSWP - collections for funded replacement	155,150	206,865	75.00%
Operating transfers in - Funded Administration	396,833	579,450	68.48%
Operating transfers in - Funded Replacement	790,417	1,045,000	75.64%
Total Operating Revenues	<u>9,826,596</u>	<u>13,691,364</u>	<u>71.77%</u>
<u>OPERATING EXPENSES - OPERATIONS AND MAINTENANCE</u>			
Wages and benefits	1,443,266	2,200,950	65.57%
Purchased water -NCS D share	1,276,460	1,627,399	78.44%
Purchased water-purveyors	637,848	813,212	78.44%
Operating costs, admin and funded replacement-NCS D share	219,435	315,723	69.50%
Electricity	510,300	687,400	74.24%
Water	6,257	6,150	101.74%
Chemicals	84,239	108,000	78.00%
Lab tests	91,275	126,000	72.44%
Operating supplies	191,044	281,000	67.99%
Outside services	191,991	338,400	56.73%
Permits and operating fees	27,725	58,000	47.80%
Repairs and maintenance	178,910	302,000	59.24%
Engineering	19,879	101,000	19.68%
Fuel	52,567	74,000	71.04%
Meter Program	163,179	200,000	81.59%
Safety program	5,965	4,500	132.55%
Uniforms	16,041	19,400	82.69%
Landscape maintenance district	3,370	5,000	67.40%
Solid waste program	187,195	220,995	84.71%
Conservation program	25,423	15,000	169.49%
Operating transfer out - Funded Replacement	790,417	1,045,000	75.64%
Subtotal - Operating Expenses (Operations and Maintenance)	<u>6,122,785</u>	<u>8,549,129</u>	<u>71.62%</u>

continued on next page

**NIPOMO COMMUNITY SERVICES DISTRICT  
STATEMENT OF REVENUES AND EXPENSES - (Unaudited)  
FOR THE NINE MONTHS ENDED MARCH 31, 2023**

	<u>YEAR-TO- DATE</u>	<u>BUDGET</u>	<u>% OF BUDGET</u>
<u>OPERATING EXPENSES - GENERAL AND ADMINISTRATIVE</u>			
Wages and benefits	796,738	1,139,380	69.93%
Outside services	17,725	30,900	57.36%
Bank charges and fees	7,752	12,100	64.07%
Computer expense	195,165	251,750	77.52%
Dues and subscriptions	78,950	82,900	95.24%
Education and training	11,996	17,000	70.56%
Elections	0	16,080	0.00%
Liability insurance	201,754	255,210	79.05%
Landscape and janitorial	16,044	21,950	73.09%
Legal counsel-general	61,158	103,000	59.38%
Legal counsel-water	48,263	75,000	64.35%
Professional services	81,453	154,000	52.89%
Miscellaneous	5,632	10,250	54.95%
Newsletters and mailers	1,495	7,300	20.49%
Office supplies	9,609	19,100	50.31%
Postage	27,440	44,100	62.22%
Public notices	1,975	5,700	34.65%
Repairs and maintenance	12,593	33,850	37.20%
Property taxes	2,185	1,700	128.50%
Telephone	10,151	7,160	141.78%
Travel and mileage	5,143	12,500	41.15%
Utilities	17,414	24,150	72.11%
Operating transfer out - Funded Administration	396,833	579,450	68.48%
Subtotal - Operating Expenses (General and Administrative)	<u>2,007,470</u>	<u>2,904,530</u>	<u>69.12%</u>
 Total Operating Expenses	 <u>8,130,255</u>	 <u>11,453,659</u>	 <u>70.98%</u>
 Total Operating Surplus (Deficit)	 1,696,341	 2,237,705	 75.81%
<u>NON-OPERATING INCOME (EXPENSES)</u>			
Interest income	551,583	493,852	111.69%
Property tax revenue	626,777	845,764	74.11%
Cell site revenue	15,999	43,900	36.44%
Other revenue - purveyors	147,530	147,530	100.00%
Capacity Charges collected	322,114	0	0.00%
IRWM Grant Funds	720,000	0	0.00%
Interest expense	(591,454)	(787,109)	75.14%
Total non-operating revenues (expenses)	<u>1,792,549</u>	<u>743,937</u>	
 Total Operating and Non-operating Surplus (Deficit)	 \$ <u>3,488,890</u>	 <u>2,981,642</u>	

NIPOMO COMMUNITY SERVICES DISTRICT  
SUMMARY OF REVENUES AND EXPENSES BY FUND  
NINE MONTHS ENDING MARCH 31, 2023

FUND	FUND #	YTD		SUBTOTAL	FUNDED REPLACEMENT	TRANSFERS B/W FUNDS	YTD SUPRPLUS/ (DEFICIT)
		REVENUES	EXPENSES				
Administration	110	417,532	(417,532)	0	0	0	0
Water	125	5,085,040	(4,498,739)	586,301	(492,750)	0	93,551
Water Rate Stabilization	128	6,563	0	6,563	0	0	6,563
Town Sewer	130	1,914,983	(1,491,474)	423,509	(150,003)	0	273,506
Town Sewer Rate Stabilization	135	4,935	0	4,935	0	0	4,935
Blacklake Sewer	150	661,765	(318,550)	343,215	(141,003)	0	202,212
Blacklake Sewer Rate Stabilization	155	820	0	820	0	0	820
Blacklake Street Lighting	200	37,496	(24,927)	12,569	(6,661)	0	5,908
Funded Replacement-BL Street Lighting	205	50	0	50	6,661	0	6,711
Street Landscape Maintenance	250	11,708	(6,913)	4,795	0	0	4,795
Solid Waste	300	161,233	(207,304)	(46,071)	0	0	(46,071)
Drainage Maintenance	400	18,047	0	18,047	0	0	18,047
Supplemental Water Capacity Fees	500	1,267,624	(282,432)	985,192	0	533,100	1,518,292
Property Taxes	600	614,632	(62,850)	551,782	0	(533,100)	18,682
Water Capacity Fees	700	85,146	0	85,146	0	0	85,146
Town Sewer Capacity Fees	710	135,930	0	135,930	0	0	135,930
Funded Replacement-Water	805	62,588	0	62,588	492,750	0	555,338
Funded Replacement-Town Sewer	810	43,778	0	43,778	150,003	0	193,781
Funded Replacement-BL Sewer	830	5,743	0	5,743	141,003	0	146,746
NSWP Operations & Maintenance	910	2,108,820	(2,021,663)	87,157	0	0	87,157
NSWP Funded Replacement	915	176,841	0	176,841	0	0	176,841
TOTAL		12,821,274	(9,332,384)	3,488,890	(0)	0	3,488,890

CASH BALANCE OF EACH FUND

FUND	FUND #	CASH BALANCE
		3/31/2023
Administration	110	(114,052)
Water	125	4,138,996
Water Rate Stabilization	128	438,729
Town Sewer	130	536,049
Town Sewer Rate Stabilization	135	329,906
Blacklake Sewer	150	740,019
Blacklake Sewer Rate Stabilization	155	54,841
Blacklake Street Lighting	200	19,109
Funded Replacement-BL Street Lighting	205	6,676
Street Landscape Maintenance	250	15,581
Solid Waste	300	487,810
Drainage Maintenance	400	73,814
Supplemental Water	500	3,609,133
Property Taxes	600	385,442
Water Capacity Fees	700	2,076,471
Town Sewer Capacity Fees	710	541,604
Funded Replacement-Water	805	4,306,226
Funded Replacement-Town Sewer	810	2,696,304
Funded Replacement-BL Sewer	830	443,802
NSWP	910	37,450
TOTAL		20,823,910

NOTE:

BALANCE SHEETS AND STATEMENTS OF REVENUES AND EXPENSES FOR EACH FUND ARE AVAILABLE FOR REVIEW UPON REQUEST

NIPOMO COMMUNITY SERVICES DISTRICT  
SUMMARY OF APPROVED BUDGET AMENDMENTS  
FISCAL YEAR JUNE 30, 2023

FIRST QUARTER ENDING SEPTEMBER 30, 2022

DATE	DESCRIPTION	FUNDS	APPROVED BUDGET	APPROVED AMENDMENT	AMENDED BUDGET	RESOLUTION NUMBER
9/14/2022	Vactor Jetter Truck	810	\$0	\$567,086	\$567,086	2022-1639
9/28/2022	Yard Security System	110	\$0	\$10,000	\$10,000	2022-1643

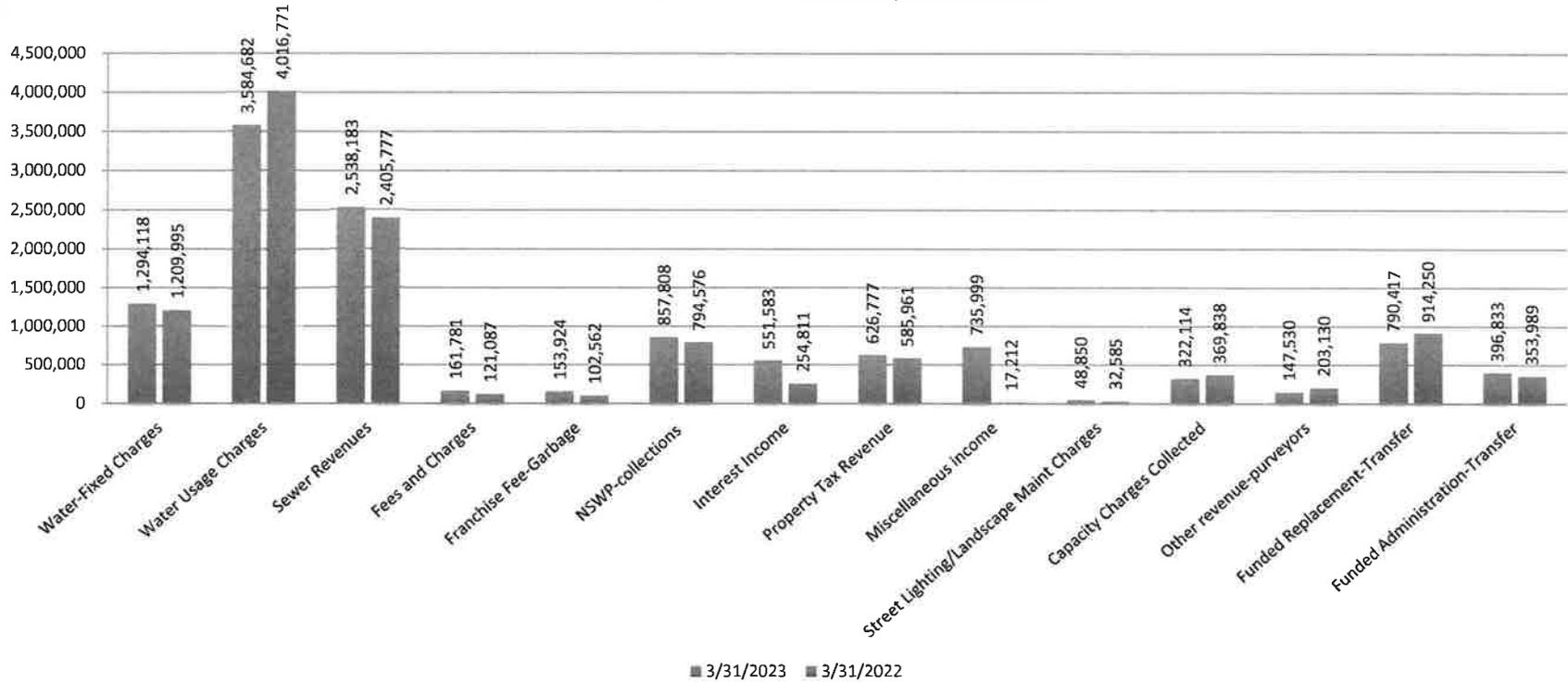
SECOND QUARTER ENDING DECEMBER 31, 2022

DATE	DESCRIPTION	FUNDS	APPROVED BUDGET	APPROVED AMENDMENT	AMENDED BUDGET	RESOLUTION NIMBER
12/14/2022	CM Agreement with MNS	810	\$0	\$30,025	\$30,025	2022-1647

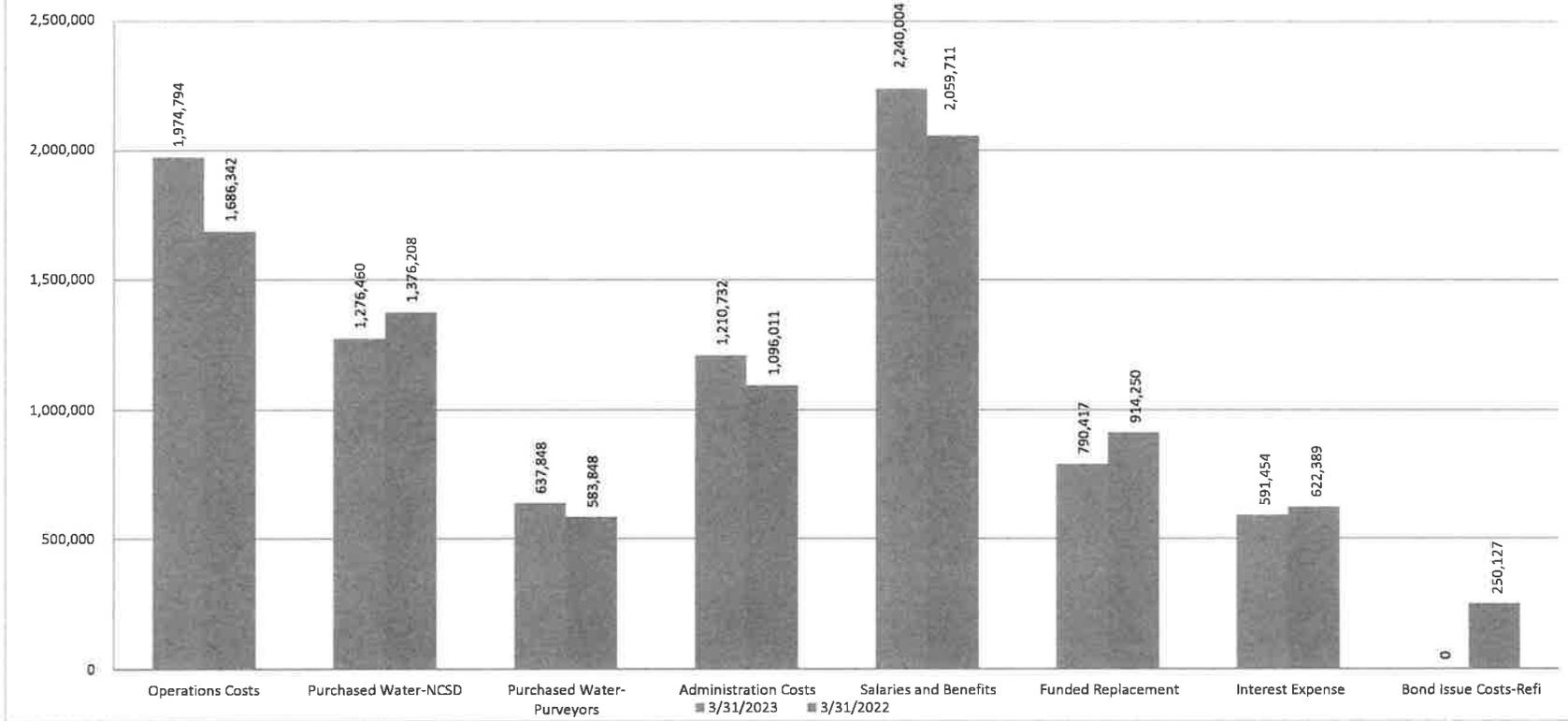
THIRD QUARTER ENDING MARCH 31, 2023

DATE	DESCRIPTION	FUNDS	APPROVED BUDGET	APPROVED AMENDMENT	AMENDED BUDGET	RESOLUTION NIMBER
3/8/2023	Sanitary Sewer Management Plan - Wallace Group	130 and 150	\$0	\$26,150	\$26,150	2023-1657

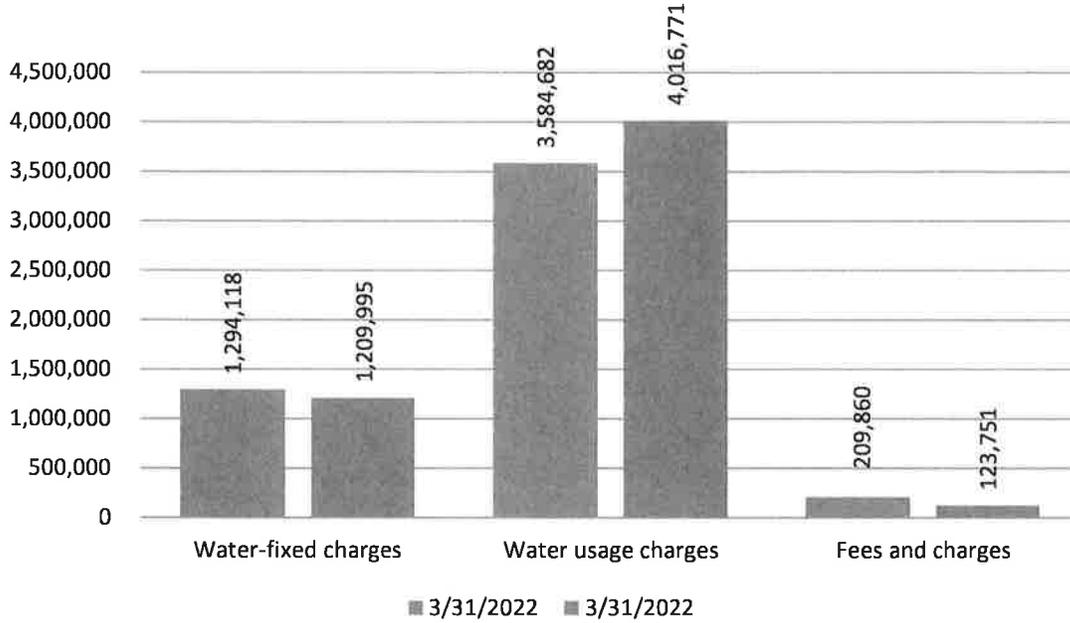
**NIPOMO COMMUNITY SERVICES DISTRICT  
TOTAL REVENUES  
FOR NINE MONTHS ENDED MARCH 31, 2023 AND 2022**



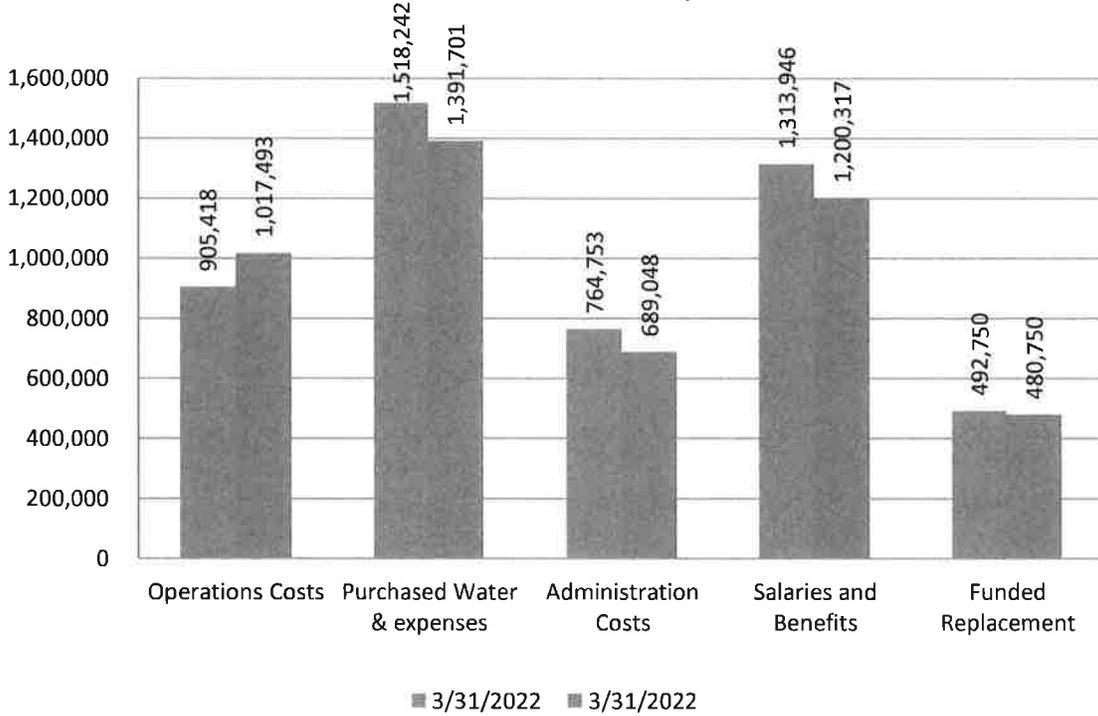
**NIPOMO COMMUNITY SERVICES DISTRICT  
TOTAL EXPENDITURES  
FOR THE NINE MONTHS ENDED MARCH 31, 2023 AND 2022**



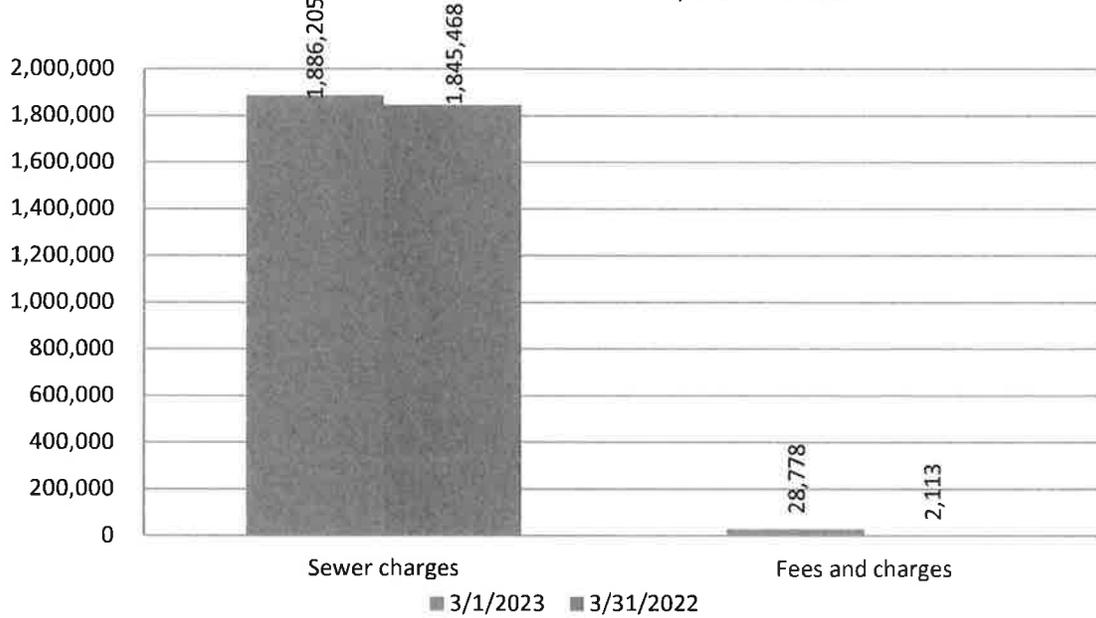
**NIPOMO COMMUNITY SERVICES DISTRICT  
TOTAL REVENUE - WATER FUNDS  
FOR THE NINE MONTHS ENDED MARCH 31, 2023 AND 2022**



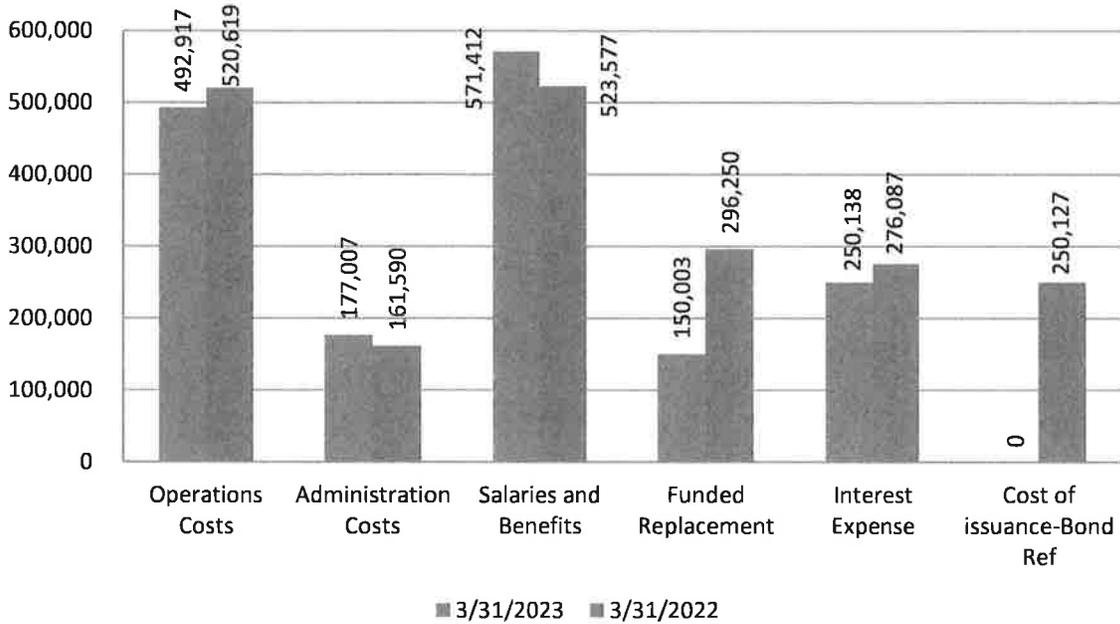
**NIPOMO COMMUNITY SERVICES DISTRICT  
TOTAL EXPENDITURES - WATER FUNDS  
FOR THE NINE MONTHS ENDED MARCH 31, 2023 AND 2022**



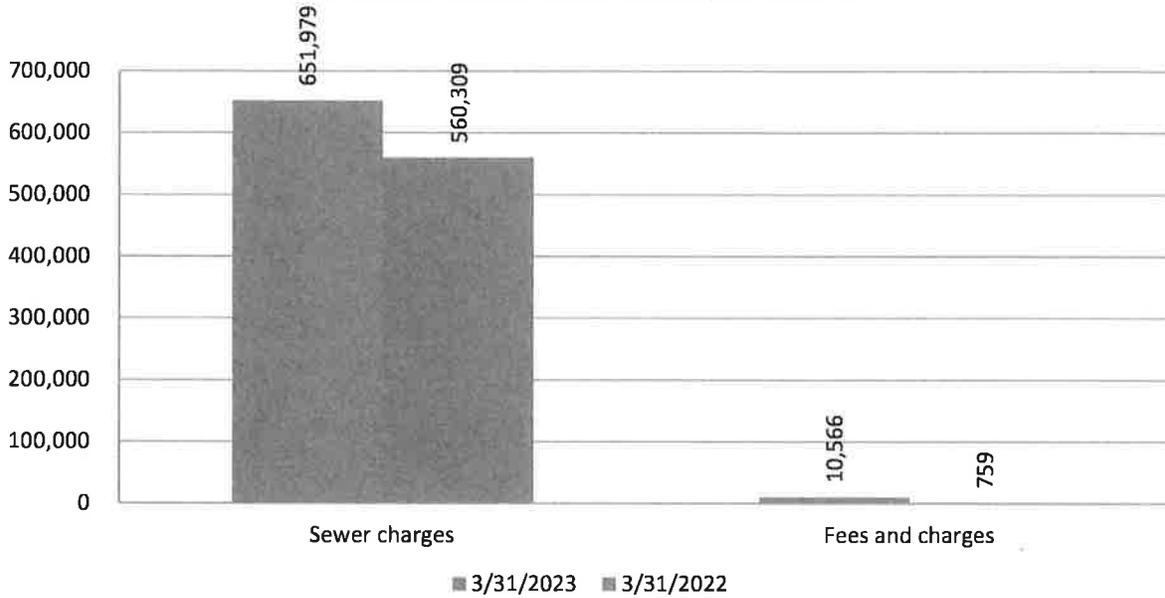
**NIPOMO COMMUNITY SERVICES DISTRICT  
TOTAL REVENUES - TOWN SEWER  
FOR THE NINE MONTHS ENDED MARCH 31, 2023 AND 2022**



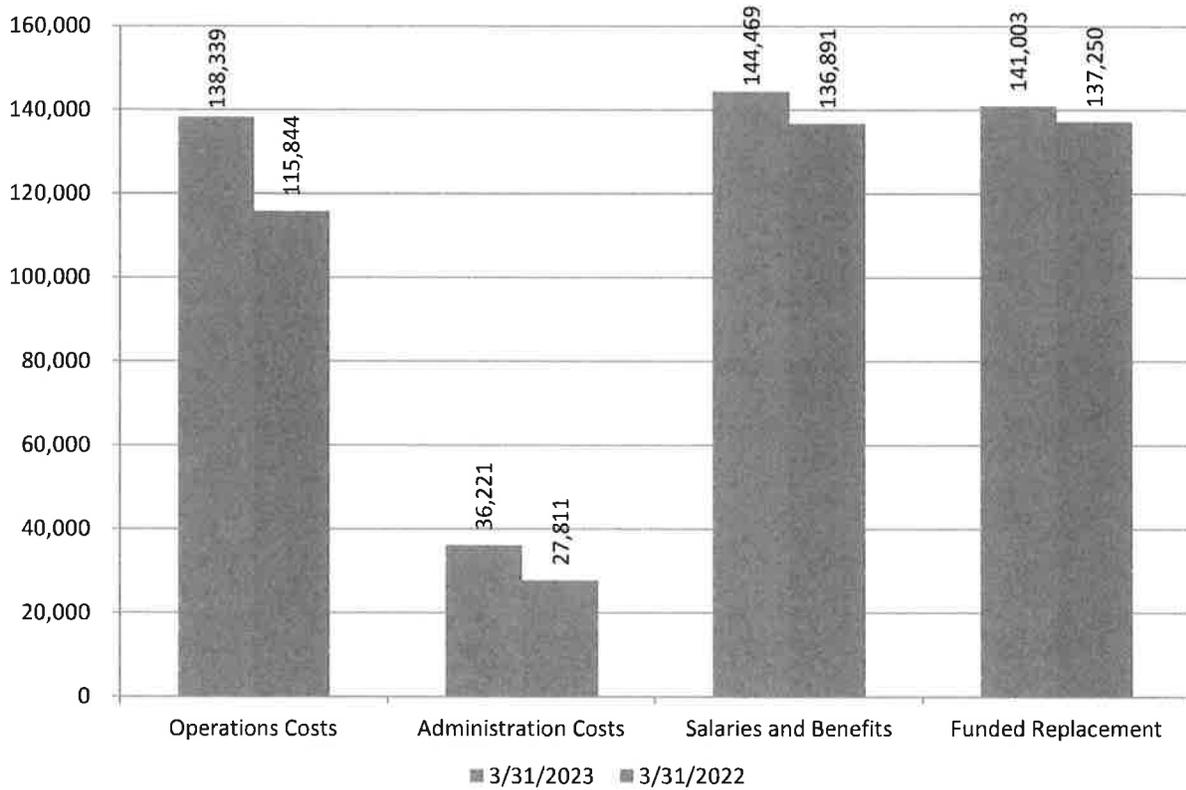
**NIPOMO COMMUNITY SERVICES DISTRICT  
TOTAL EXPENDITURES - TOWN SEWER  
FOR THE NINE MONTHS ENDED MARCH 31, 2023 AND 2022**



**NIPOMO COMMUNITY SERVICES DISTRICT  
TOTAL REVENUES - BLACKLAKE SEWER  
FOR THE NINE MONTHS ENDED MARC 31, 2023 AND 2022**



**NIPOMO COMMUNITY SERVICES DISTRICT  
TOTAL EXPENDITURES - BLACKLAKE SEWER  
FOR THE NINE MONTHS ENDED MARCH 31, 2023 AND 2022**



TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS  
GENERAL MANAGER



**AGENDA ITEM**

**D-4**

**MAY 10, 2023**

DATE: MAY 4, 2023

## **INVESTMENT POLICY – QUARTERLY REPORT**

### **ITEM**

Review Investment Policy Quarterly Report [RECOMMEND ACCEPT AND FILE REPORT]

### **BACKGROUND**

The District's Investment Policy requires the Treasurer/Finance Officer file a quarterly report that identifies the District's investments and their compliance with the policy. The quarterly report (attached) is considered by the Board of Directors and is filed with the District's auditor.

As District Treasurer/Finance Officer, I am pleased to inform the Board of Directors that the District is in compliance with the Investment Policy and that the objectives of safety, liquidity, and yield have been met. The District has the ability to meet cash flow requirements for the next six months.

### **STRATEGIC PLAN**

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

### **RECOMMENDATION**

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

### **ATTACHMENTS**

- A. Quarterly Investment Report

May 10, 2023

ITEM D-4

ATTACHMENT A

**ATTACHMENT A**

**NIPOMO COMMUNITY SERVICES DISTRICT**

**INVESTMENT POLICY-QUARTERLY REPORT 3/31/23**

<b>UNRESTRICTED POOLED CASH ACCOUNTS</b>							
<i>Investment</i>	<i>Institution</i>	<i>Amount of Deposit 3/31/23</i>	<i>Rate of Interest as of 3/31/23</i>	<i>Quarterly Interest Earned or Accrued 3/31/23</i>	<i>Amount of Deposit 3/31/22</i>	<i>Rate of Interest as of 3/31/22</i>	<i>Quarterly Interest Earned or Accrued 3/31/22</i>
<b>Public Checking (1)</b>	<i>Mechanics</i>	\$1,144.94	n/a	n/a	\$482,828.96	n/a	n/a
<b>Public Checking (1)</b>	<i>Five Star Bank</i>	\$29,311.26	n/a	n/a	n/a	n/a	n/a
<b>Public Money Market</b>	<i>Five Star Bank</i>	\$565,437.31	2.66%	\$437.31	n/a	n/a	n/a
<b>Public Money Market</b>	<i>Mechanics Bank</i>	\$37,106.80	3.04%	\$17.25	\$3,089.09	0.02%	\$0.15
<b>Pooled Money Investment</b>	<i>Local Agency Investment Fund (LAIF)</i>	\$20,200,128.61	2.74%	\$134,599.73	18,264,426.06	0.32%	\$13,887.22
<b>RESTRICTED CASH ACCOUNTS – DEVELOPER BOND FUNDS HELD IN TRUST</b>							
<b>Money Mkt - Performance Bond</b>	<i>Five Star</i>	\$19,430.81	2.63%	\$113.42	\$19,136.26	0.27%	\$11.23
<b>Money Mkt - Performance Bond</b>	<i>Five Star</i>	Closed – Deposit returned	n/a	n/a	\$107,644.81	0.27%	\$63.16
<b>Money Mkt - Performance Bond</b>	<i>Five Star</i>	\$28,079.69	2.63%	\$163.91	\$27,654.03	0.27%	\$3.79
<b>Money Mkt - Performance Bond</b>	<i>Five Star</i>	\$16,426.36	2.63%	\$95.97	n/a	n/a	n/a
<b>RESTRICTED CASH ACCOUNT – NIPOMO SUPPLEMENTAL WATER FUNDED REPLACEMENT HELD IN TRUST</b>							
<b>Savings–NSWP Funded Replacement</b>	<i>Five Star</i>	\$1,619,027.18	2.63%	\$9,337.33	\$1,388,717.62	0.27%	\$801.19
<b>RESTRICTED CASH ACCOUNTS – ASSESSMENT DISTRICT 2020-1 HELD IN TRUST</b>							
<b>Money Mkt - BL A/D 2020-1</b>	<i>Five Star</i>	\$302,934.66	2.63%	\$1,836.96	\$453,585.39	0.27%	\$276.56
<b>Money Mkt - BL A/D 2020-1 Prepayments</b>	<i>Five Star</i>	\$971,615.60	2.63%	\$5,671.49	\$956,886.71	0.27%	\$561.49
<b>Money Mkt - BL Tax Roll Collections</b>	<i>Five Star</i>	\$226,616.80	2.63%	\$1,632.89	\$2,500.01	0.15%	\$.01

(1) Analyzed Account  
n/a Not applicable

TO: BOARD OF DIRECTORS  
REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER   
FROM: PETER V. SEVCIK, P.E.  
DIRECTOR OF  
ENGINEERING & OPERATIONS  
DATE: MAY 2, 2023

**AGENDA ITEM  
D-5  
MAY 10, 2023**

**ACCEPT NIPOMO PALMS LIFT STATION REPLACEMENT PROJECT**

**ITEM**

Accept work performed by Brough Construction, Inc. for the Nipomo Palms Lift Station Replacement Project and authorize staff to file Notice of Completion [RECOMMEND, BY MOTION AND ROLL CALL VOTE, ACCEPT PROJECT AND DIRECT STAFF TO FILE NOTICE OF COMPLETION].

**BACKGROUND**

On March 24, 2021, the Board awarded a construction contract for the Nipomo Palms Lift Station Replacement Project to Brough Construction, Inc. The work involved the construction of a replacement lift station and demolition of the old lift station. The work has been completed.

**FISCAL IMPACT**

<b>Construction Contract Cost Summary</b>	
Original Contract Amount	\$918,368
Final Contract Amount	\$866,827

**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.

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, accept the project and authorize the General Manager to file a Notice of Completion for the project.

**ATTACHMENTS**

None

TO: BOARD OF DIRECTORS  
REVIEWED: MARIO IGLESIAS   
GENERAL MANAGER  
FROM: PETER V. SEVCIK, P.E.  
DIRECTOR OF  
ENGINEERING & OPERATIONS  
DATE: MAY 2, 2023

**AGENDA ITEM  
D-6  
MAY 10, 2023**

**APPROVE 2023 SANITARY SEWER SYSTEM  
MANAGEMENT PLAN UPDATE**

**ITEM**

Consider approving 2023 Sanitary Sewer System Management Plan Update. [RECOMMEND APPROVAL]

**BACKGROUND**

The State Water Resources Control Board (SWRCB) established Statewide General Wastewater Discharge Requirements (GWDR) for Sanitary Sewer Systems, Orders No. 2006 0003-DWQ and revised Monitoring and Reporting Program WQ 2013-0058-EXEC, which required all public entities that own or operate sanitary sewer systems greater than one mile in length in California to create, implement, and maintain a Sanitary Sewer Management Plan (SSMP). The current SSMP was adopted by the District Board of Directors on April 14, 2010.

On December 6, 2022, the SWRCB adopted new regulatory requirements (Statewide Sanitary Sewer System General Order No. 2022-0103-DWQ) that require existing enrollees to complete certain tasks by June 5, 2023:

- Enroll for continuation of regulatory coverage
- Upload SSMP
- Develop a Spill Emergency Response Plan
- Submit an electronic Sanitary Sewer System Service Area Boundary Map
- Submit an Annual Report
- Perform an SSMP Audit every 3 years
- Update the SSMP every 6 years or as needed

At the March 8, 2023 Board meeting, the Board authorized a contract with Wallace Group for preparation of the 2023 SSMP Update in order to meet the new requirements. Attachment A is the proposed 2023 SSMP Update.

**FISCAL IMPACT**

Reserves in Fund #130, Town Sewer, and Fund #150, Blacklake Sewer, were utilized for the budget adjustment to provide funding in the amount of \$26,150 for the Wallace Group contract. In addition, budgeted staff time was used to develop and review the SSMP update.

**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.

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 the 2023 Sanitary Sewer Management Plan Update.

**ATTACHMENTS**

- A. 2023 Sanitary Sewer System Management Plan Update

May 10, 2023

ITEM D-6

ATTACHMENT A

# TOWN AND BLACKLAKE SANITARY SEWER SYSTEM MANAGEMENT PLAN



## Nipomo Community Services District

WDID: 3SSO10298

WDID: 3SSO10297

May 2023



# Nipomo Community Services District

## SEWER SYSTEM MANAGEMENT PLAN

**Revision 1**

**May 2023**

**WDID: 3SSO10298**

**WDID: 3SSO10297**

The Sewer System Management Plan, Revision 1 was created with the assistance of the following Nipomo CSD and Wallace Group Staff:

District Staff

Peter Sevcik, PE, Director of Engineering and Operations

Elizabeth Villanueva, EIT, Assistant Engineer

Francisco Maldonado, Operations Manager

Wallace Group Staff

Bill Callahan, Senior Environmental Compliance Specialist

## **CERTIFICATION STATEMENT**

---

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.



---

Peter V. Sevcik, P.E.

Director of Engineering and Operations



## **Executive Summary**

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The State Water Resources Control Board's (SWRCB's) Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems, Order No. 2006-0003-DWQ, Amended Monitoring and Reporting Program (MRP), Order No. WQ 2008-0002-EXEC, and Order No. WQ 2013-0058-EXEC require the Nipomo Community Services District (District) to have and maintain a Sewer System Management Plan (SSMP), which provides "a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system" in order to "help reduce and prevent sanitary sewer overflows (SSOs), as well as mitigate any SSOs that do occur" [Order No. 2006-0003-DWQ Section D.13 (i)]. The SSMP must be updated every five (5) years and must include any significant program changes. Re-certification by the District Board is required in accordance with D.14 when significant updates to the SSMP are made. The District must enter the data in the Online SSO Database and mail the form to the State Water Board, as described above, to complete the re-certification process.

It should be noted that new regulatory requirements were adopted in 2022 (Statewide Sanitary Sewer System General Order No. 2022-0103-DWQ). The effective date of these new regulatory requirements is June 5, 2023, and will require the District to complete an Audit this SSMP on or before May 2, 2025, and complete an update based on the new regulatory requirements by May 2, 2026. Based on these new requirements, SSMP Audits will be required every three (3) years and SSMP Updates will be required every six (6) years.

The SSMP includes the following eleven (11) Elements:

### **Goal**

The District's goals, which are included in the SSMP, are:

1. Minimize the number and the magnitude of spills.
2. Respond to emergency sewer calls within 1 hour 95% of the time.
3. Conduct appropriate analysis/evaluation of SSOs utilizing historical maintenance records and develop strategies to reduce future risk.
4. Clean the entire sanitary sewer collection system every 2 years and problem lines on a more frequent basis to limit the occurrence of spills and ensure reliable service.
5. Operate all pump stations at peak efficiency and perform preventative maintenance on equipment at all sanitary sewer pump stations on a regular basis.

### **Organization**

The Organization Element of the SSMP identifies the District's Staff who are responsible for implementing the SSMP, responding to Sewer Spills, and meeting the Spill reporting requirements, and identifies the lines of authority of Spill response responsibilities and

chains of communication for SSO response and reporting. The Legally Responsible Official (LRO) is also designated in this SSMP Element in order to meet the SWRCB requirements for completing and certifying SSO reports in the SWRCB's online regulatory information database and tracking system, California Integrated Water Quality System (CIWQS).

### **Legal Authority**

This SSMP Element outlines the District Codes, Ordinances and Standards with the legal authority to:

- a. Prevent illicit discharges;
- b. Require that sewers and connections be properly designed and constructed;
- c. Limit the discharge of fats, oils, and grease (FOG) and other debris that may cause blockages; and
- d. Enforce any violation of its sewer ordinances.

### **Operation and Maintenance Program**

The District's operation and maintenance of its collection system ensures that the system is kept in good working condition, and this SSMP Element outlines the work that is conducted to accomplish the optimal operation and maintenance of the District's collection system. This SSMP Element details a:

- a. Sanitary sewer system map, which is developed and maintained in GIS, additionally, the District coordinates with SLO County for storm drain map data in the event of a sewer spill;
- b. Preventative Maintenance Program, which consists of activities such as cleaning of sewer lines and other regular maintenance;
- c. Rehabilitation and Replacement Plan, which will focus on sewer pipes at risk of collapse or prone to more frequent blockages due to pipe defects;
- d. Training program and records for District Staff and Contractor collection system operation and maintenance activities; and
- e. Equipment and replacement part inventory with critical replacement parts and equipment identified.

### **Design and Performance Provisions**

The Design and Performance Provisions Element describes the standards and specifications for new construction, repair of the existing sanitary sewer system, and the inspection and testing of these items.

## **Spill Emergency Response Plan**

The Spill Emergency Response Plan (SERP) contains the following information and procedures in order to protect public health and the environment in the event of a Spill:

- a. Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;
- b. Notify other potentially affected entities (for example: health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;
- c. Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;
- d. Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;
- e. Address emergency system operations, traffic control and other necessary response activities;
- f. Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;
- g. Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;
- h. Remove sewage from the drainage conveyance system;
- i. Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;
- j. Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;
- k. Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;
- l. Conduct post-spill assessments of spill response activities;
- m. Document and report spill events as required in this General Order; and
- n. Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.

## **FOG Control Program**

The goal of the FOG Control Program is to reduce the amount of FOG discharged to the sanitary sewer system. This SSMP Element includes the following information:

- a. Public education outreach implementation plan and schedule;
- b. FOG disposal plan and schedule;
- c. The legal authority to prohibit FOG discharges and prevent associated SSOs;
- d. Grease control device installation, maintenance, best management practices, and record keeping and reporting requirements and design standards;
- e. High maintenance area identification and cleaning maintenance schedule; and
- f. FOG source control measure development and implementation.

### **System Evaluation and Capacity Assurance Plan (SECAP)**

The System Evaluation and Capacity Assurance Plan summarize the current status of the District's sewer collection and conveyance system and the absence of Sanitary Sewer Overflows (SSOs) due to dry or wet weather hydraulic restrictions. The SECAP commits to the development of a hydraulic model to assess areas of the sewer system that may be identified as deficient in the future. A Capital Improvement Plan (CIP) would be developed in the event portions of the system were identified as hydraulically restricted and the cause of SSOs.

### **Monitoring, Measurement, and Program Modifications**

The District monitors the implementation of the SSMP Elements in order to measure the effectiveness of the District's SSMP program in reducing Spills. This SSMP Element outlines the manner in which each SSMP Element is monitored and evaluated and the schedule with which the District completes this monitoring and evaluation.

### **Sewer System Management Plan Program Audits**

The SSMP Program Audits Element outlines the audit process and identifies the District Staff responsible for conducting or participating in SSMP Program Audits and generating the required SSMP Program Audit Report. SSMP Program Audits are required to evaluate the District's SSMP Program, identify program deficiencies, and provide an improvement schedule based on the audit findings.

### **Communication Program**

This SSMP Element describes the manner in which the District communicates the development, implementation, and performance of its SSMP with the public in order to provide them with the opportunity to provide input as the SSMP program is developed and implemented.

The District plans to utilize several methods to communicate with the public on items related to the SSMP. Examples are listed as follows:

- a) District Website
- b) District Board Meetings

c) Public Outreach Pamphlets

This Sewer System Management Plan (SSMP) was developed for compliance with the requirements of the State Water Resources Control Board (SWRCB) Statewide General Waste Discharge Requirements (WDR), Order No. 2006-0003-DWQ, Amended Monitoring and Reporting Program (MRP) Order No. WQ 2008-0002-EXEC, and Order No. WQ 2013-0058-EXEC.

Element 6: Overflow Emergency Response Plan has been updated to meet the recent changes to governing regulatory requirements (Statewide Waste Discharge Requirements General order for Sanitary Sewer Systems: Order WQ 2022-0103-DWQ) with the development of a Spill Emergency Response Plan (SERP) which is due for implementation on or before June 4, 2023.

## ***List of Acronyms and Abbreviations***

BMP	Best Management Practice
Cal OES	California Office of Emergency Services
CCTV	Closed Circuit Television
CDFW	California Department of Fish and Wildlife
CIP	Capital Improvement Plan
CIWQS	California Integrated Water Quality System
CWEA	California Water Environment Association
EH	Environmental Health
FOG	Fats, Oils, and Grease
FSE	Food Service Establishment
GIS	Geographic Information System
HMA	High Maintenance Area
I/I	Inflow and Infiltration
LRO	Legally Responsible Official
SERP	Spill Emergency Response Plan
OES	Office of Emergency Services (County)
RWQCB	Regional Water Quality Control Board
SSMP	Sewer System Management Plan
SWRCB	State Water Resources Control Board
WDR	Waste Discharge Requirements

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# **Introduction**

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The California State Water Resources Control Board adopted Order No. 2006-003, Statewide General Waste Discharge Requirements (WDR) for Wastewater Collection Agencies, on May 2, 2006. The WDR affects all sewer agencies in the state and regulates the discharge of sanitary sewer overflows to receiving waters. The WDR requires the electronic reporting of all sanitary sewer overflows as well as the development of a Sewer System Management Plan (SSMP) and specifies monitoring, reporting and SSMP implementation requirements. The District began electronic reporting on May 2, 2007.

Development of the SSMP is phased with compliance dates based on population. As required by the WDR, the Nipomo Community Services District SSMP Development Plan and Schedule was approved by the Board of Directors on January 9, 2008. The SSMP applies to both sewer systems operated by the District – the Town system and the Blacklake system.

The purpose of the SSMP is to:

- Properly manage, operate, and maintain all portions of the District’s wastewater collection system
- Provide adequate wastewater collection system capacity to convey peak wastewater flows
- Minimize frequency of sanitary sewer system overflows
- Mitigate impacts of sanitary sewer overflows that may occur
- Meet all notification and reporting requirements related to sanitary sewer overflows

## ***SSMP Organization***

The organization of this SSMP (section numbering and nomenclature) follows the General Waste Discharge Requirements for Wastewater Collection Agencies, State Water Resources Control Board Order Number 2006-0003 dated May 2, 2006. Each section includes the requirement as the introduction for reference. As an introduction to the SSMP, this section provides background on the District’s wastewater collection system. Following this introduction, the SSMP includes eleven required sections including:

- Goals
- Organization
- Legal Authority
- Operation and Maintenance
- Design and Construction Standards
- Spill Emergency Response Plan
- Fats, Oils and Grease Control
- System Evaluation and Capacity Management
- Monitoring, Measurement, Program Modification,
- SSMP Audits
- Communication Program

## **Section I. Goals**

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*The General Waste Discharge Requirements for the Goals section of the Sewer System Management Plan state that the District must develop goals to properly manage, operate, and maintain all parts of its wastewater collection system in order to reduce and prevent SSOs, as well as to mitigate any SSOs that occur.*

### ***Sewer System Management Plan Goals***

The District's goals for the wastewater collection system are:

1. Minimize the number and the magnitude of spills.
2. Respond to emergency sewer calls within 1 hour 95% of the time.
3. Conduct appropriate analysis/evaluation of SSOs utilizing historical maintenance records and develop strategies to reduce future risk.
4. Clean entire sanitary sewer collection system every 2 years and problem lines on a more frequent basis to limit the occurrence of spills and ensure reliable service.
5. Operate all pump stations at peak efficiency and perform preventative maintenance on equipment at all sanitary sewer pump stations on a regular basis

## Section II. Organization

The General Waste Discharge Requirements for the Organization section state that the District's Sewer System Management Plan must identify:

- a) The name of the responsible or authorized representative;
- b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the Sewer System Management Plan program. Include lines of authority as shown in an organization chart or similar document with a narrative explanation; and
- c) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, and/or State Office of Emergency Services (OES))

### Organization

The District's Wastewater Operations Field Staff oversees operation and maintenance of the system. Operations Field Staff consists of a Wastewater Supervisor and five operators. Operations Field Staff respond to all sewage spills seven days a week, 24-hours a day.

The authorized representative, or *legally responsible official* (LRO), for the implementation and administration of the District's SSMP is the General Manager, Mario Iglesias. The District has two alternative LROs, Peter Sevcik, Director of Engineering and Operations, and Francisco Maldonado, Operations Manager to ensure the District is always available to meet the legal reporting requirements. Figure 2-1, Organizational Chart, identifies the line of authority for the implementation on the SSMP.

The responsibilities of the designated LROs are as follows:

**General Manager** – The General Manager is appointed by a five-member Board of Directors and is the chief administrative officer of the District. The General Manager is the District's Legally Responsible Official (LRO) and is responsible for the overall development and implementation of the District's SSMP as well as reporting SSOs to the appropriate agencies. The General Manager is also the District's public information officer. *Contact Information:* [miglesias@ncsd.ca.gov](mailto:miglesias@ncsd.ca.gov), (805) 929-1133.

**Director of Engineering and Operations** – The Director of Engineering and Operations plans, manages, oversees, reviews and directs the work of difficult and complex engineering, operations, repair and maintenance functions and activities related to all programs of the Engineering and Operations Department. The Director of Engineering and Operations is also the District's Safety Officer. The Director of Engineering and Operations coordinates the development and implementation of the District's SSMP, leads emergency response and investigates SSOs. The Director of Engineering and Operations is responsible for ensuring that SSO emergency response and investigations are appropriately documented for reporting purposes. *Contact Information:* [psevcik@ncsd.ca.gov](mailto:psevcik@ncsd.ca.gov), (805) 929-1133.

**Operations Manager** – The Operations Manager oversees the Operations Field Staff. Operations Field Staff operate, clean, inspect, repair and maintain the District’s sewer collection system. The Operations Manager and Operations Field Staff are responsible for responding to service requests including SSOs. SSOs are investigated and documented by the Operations Manager and Operations Field Staff. *Contact Information: [fmaldonado@ncsd.ca.gov](mailto:fmaldonado@ncsd.ca.gov), (805) 929-1133.*

### ***Service Request Response***

The District office is open Monday through Friday, except for holidays, 8:00 AM to 4:30 PM. The telephone number is (805) 929-1133. All District personnel can be reached via this telephone number. All service calls are referred directly to Operations Field Staff. All after-hours calls are routed to the District’s answering service who then directly notifies the District’s On-Call Operations Field Staff. The On-Call Operations Field Staff member is furnished with a District truck and cell phone to facilitate timely response.



**Figure 2-1. Organization of District Staff Responsible for Sewer System**

## ***Chain of Communication for Responding to SSOs***

In the event of a Sanitary Sewer Overflow (SSO) the District's Communication directives are as follows.

A sewer spill (SSO) is typically reported to the District one of five ways:

1. A call to District Office
2. A call to the Sheriff's Department
3. A call to the Fire Department
4. A call to the Public Works Department, or
5. A call by radio from District Staff

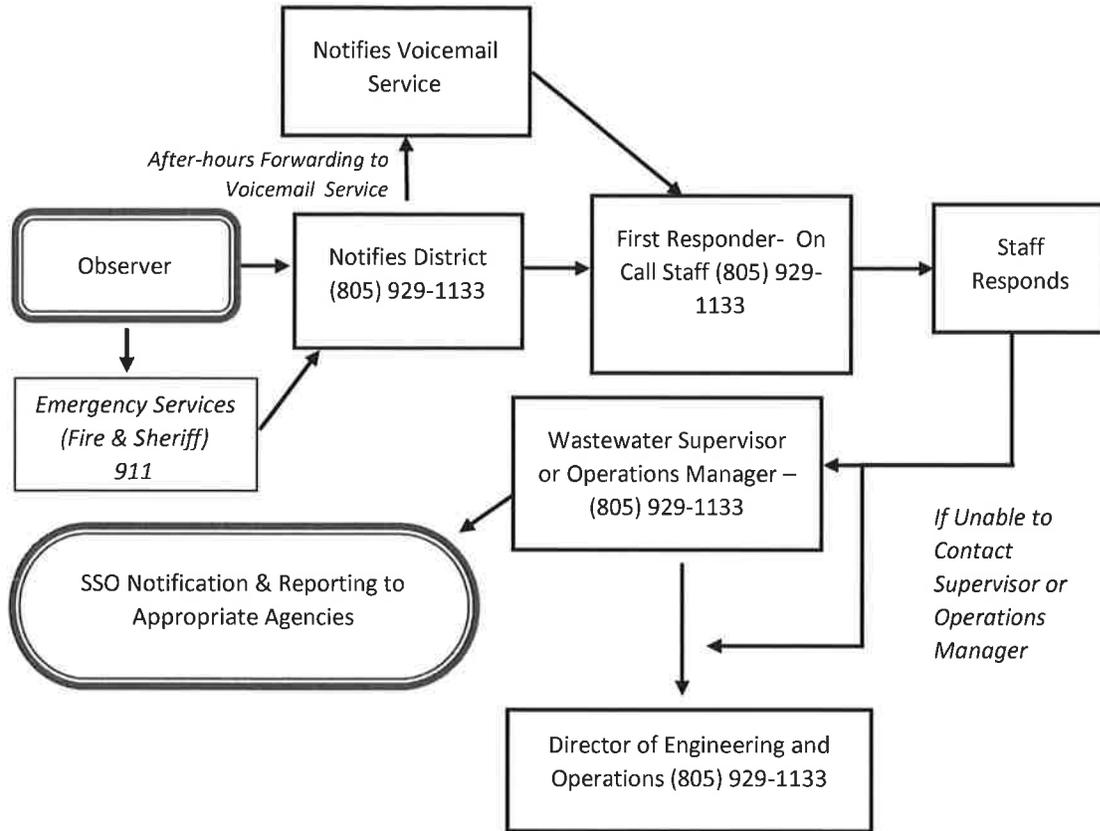
See Figure 2-2 for chain of communication.

The District Operations telephone contact number is (805) 929-1133. After hours calls are automatically forwarded to the District answering service in the event of a sewer emergency.

During the process of responding to a Spill, the following actions are taken to verify the report and ensure the safety of the public:

1. During regular business hours, the District receives the call from a citizen, Sheriff, or Fire Department and obtains the location of concern and a description of the problem. The name and phone number of the caller is requested and documented for follow-up information.
2. After hours, the answering service, contacts the on-call District staff member and directs them to the described location. The Spill Emergency Response Plan (SERP) is initiated.
3. The District on call staff member proceeds to the location to verify the report.
4. If a Spill is verified, the District on call staff member contacts the Wastewater Supervisor or Operations Manager and requests support, as needed.
5. The Wastewater Supervisor will notify the Operations Manager or Director of Engineering and Operations both during and after business hours.
6. District on call staff responds and notifies applicable regulatory agencies.
7. Cal OES must be contacted within two (2) hours of an SSO, when the SSO is over 1,000 gallons reaches a drainage channel or surface water. SLO County Environmental Health, and RWQCB are additional contacts that may require notification.
8. SLO County Environmental Health may be contacted if conditions warrant due to a spill to a surface water.

SSMP Element 6 – Spill Emergency Response Plan and the associated District Spill Emergency Response Plan contains a chain of communication for reporting SSOs for use in the field by the District staff. This chain of communication is reproduced in Figure 2-2 for reference.



**Figure 2-2: Spill Response Chain of Communication**

## **Section III. Legal Authority**

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*The General Waste Discharge Requirements for the Legal Authority section of the Sewer System Management Plan include that the wastewater collection system agency must demonstrate, through collection system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:*

- a) Prevent illicit discharges into its wastewater collection system (examples may include infiltration and inflow (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc.);*
- b) Require that sewers and connections be properly designed and constructed;*
- c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the District;*
- d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages;*
- e) Enforce any violation of its sewer ordinances;*
- f) Authority to inspect grease producing dischargers; and*
- g) Authority to enforce sewer-related ordinances.*

### ***District Code***

As a purveyor of sanitary sewer service within Nipomo, the District is responsible for the preparation and implementation of the Sewer System Management Plan. The District possesses legal authority through its District Code as described in Table 3-1, Legal Authority from District Code. The District Code is available to the public on the Internet at the following link:

<https://ncsd.ca.gov/resources/documents/district-codes/>

These ordinances provide the District with the necessary legal authority to construct, operate and maintain the District's two wastewater treatment plants and all District-owned sewer lines within the District. The authority to enforce current building/construction codes and ordinances as they relate to sewer laterals falls to the County of San Luis Obispo.

### ***Agreements with Satellite Agencies***

Discharge collected by the District comes to the District from District-owned sewer lines within the District's service area and San Luis Obispo County-owned sewer lines within the County's service area. The District is responsible for maintenance of the publicly owned sewer line system within its service area, for treating the discharge that enters the system and for meeting proper constituent levels throughout the treatment process. The County is responsible for maintenance of its collection system within its service area that feeds into the District's system in accordance with the Service Agreement between San Luis Obispo County and Nipomo Community Services District for the Construction, Operation and Maintenance of the Nipomo Sewerage Project as amended from time to time.

**Table 3-1. Legal Authority from District Code.**

<b>Requirement</b>	<b>District Code Reference</b>	<b>Meets General Waste Discharge Requirements?</b>
<b>General</b>		
Prevent illicit discharges into the wastewater system	District Code 4.08.020, 4.08.100, 4.08.130	Yes
Limit the discharge of fats, oils, and grease and other debris that may cause blockages	District Code 4.08.130	Yes
Require that sewers and connections be properly designed and constructed	District Code 2.12.010, 5.02.010	Yes
Require proper installation, testing, and inspection of new and rehabilitated sewers	District Code 2.12.010, 5.02.010	Yes
<b>Laterals</b>		
Clearly define District responsibility and policies	District Code 4.08.045	Yes
Ensure access for maintenance, inspection, or repairs for portions of the service lateral owned or maintained by the District	Not applicable; maintenance of service laterals is the responsibility of property owner per District Code 4.08.045	Yes
Control infiltration and inflow (I/I) from private service laterals	District Code 4.08.100	Yes
<b>FOG Source Control</b>		
Requirements to install grease removal devices (such as traps or interceptors), design standards for the grease removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements	District Code 4.08.131, 4.08.132	Yes
Authority to inspect grease producing facilities	District Code 4.08.210	Yes
<b>Enforcement</b>		
Enforce any violation of the District's sewer ordinances	District Code 4.08.200	Yes

## **Section IV. Operations and Maintenance**

*The General Waste Discharge Requirements for the Operations and Maintenance component of the Sewer System Management Plan are:*

- a) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm water conveyance facilities;*
- b) Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;*
- c) Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;*
- d) Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained; and*
- e) Provide equipment and replacement part inventories, including identification of critical replacement parts.*

The District has a variety of preventative maintenance programs in place to reduce the potential of SSOs from the sewer system including area-wide and problem area maintenance cleaning, CCTV, and lift station maintenance. These programs allow for the Operations Staff to continually evaluate the system.

### ***Sewer System Mapping and Database***

The District maintains a Geographic Information System (GIS) database that is linked to scanned images of records drawings for the sewer system. The database contains mainline sewer attribute information including ID number, diameter, direction of flow, segment length, material type and date built as shown in Table 4-1. The GIS data is available to all field personnel in the form of a map book that is periodically updated. Operations Staff can also electronically access the sewer system database utilizing iPads issued by the District. The District maintains a street directory that is cross referenced to the District's sewer location mapping. Mapping is updated in the GIS system as new tracts are accepted or as necessary map corrections are identified by the Operations Staff. The GIS program itself is maintained and updated by the District GIS consultant.

**Table 4-1. Collection System Database**

Facility Type	Basic Map Information	Additional Map Information
Manholes	<ul style="list-style-type: none"> <li>• ID number</li> <li>• Location, with reference to streets and property lines</li> </ul>	<ul style="list-style-type: none"> <li>• Installation date</li> <li>• Rim elevation</li> <li>• Invert elevation</li> <li>• Atlas grid</li> <li>• Link to As-Built</li> </ul>
Pipes	<ul style="list-style-type: none"> <li>• ID number</li> <li>• Location, with reference to streets and property lines</li> <li>• Size</li> <li>• Direction of flow</li> <li>• Force mains</li> <li>• Length</li> <li>• Material type</li> <li>• Distance between manholes</li> </ul>	<ul style="list-style-type: none"> <li>• Installation date</li> <li>• Downstream elevation</li> <li>• Upstream elevation</li> <li>• Atlas grid</li> <li>• Link to As-Built</li> <li>• Lift Station Sewer Shed</li> </ul>
Lift Stations	<ul style="list-style-type: none"> <li>• Location, with reference to streets and property lines</li> </ul>	<ul style="list-style-type: none"> <li>• Atlas grid</li> <li>• Link to As-Built</li> </ul>

***Storm Drain Maps***

The District does not own or operate any portion of the storm drain system within its service area. Storm drain maps were acquired from the County of San Luis Obispo which will be utilized by District staff in the event of a sewer spill to identify storm drain inlets, outlets and intermediate manholes where spills entering the storm drain system may be isolated, recovered and returned to the sanitary sewer system. The District coordinates with the County of San Luis Obispo when spills reach storm water conveyance facilities as identified in the Spill Emergency Response Plan (SERP).

***Routine Preventive Operation and Maintenance Activities***

The following are preventative operation and maintenance activities performed by Operations Staff:

Daily:

- Check lift station performance based on SCADA data.

Weekly:

- Lift station inspection, including cleaning floats, washing down wet well and checking pump run time.

Monthly:

- Check generator hour meter readings, fluids, belt and transfer switch.

- Pump amperage readings.
- Lift station cleaning, including vacuuming out lift station.

Quarterly:

- Inspection and jetting of high maintenance areas (HMAs). The District Maintains a list of these HMAs at the Operations Office.

Semi-annually:

- General preventative maintenance for check valves and isolation valves.
- General pump inspection.

Annually:

- Clean entire collection system
- Manholes are inspected during routine sewer line cleaning.

District Staff performs or assists contractors performing regular maintenance tasks as follows:

- Monitor SCADA system
- Inspect, clean and maintain 13 lift stations
- Mark underground utilities
- Trouble-shoot lift station electrical controls and pumps
- Coordinate lift station pump maintenance with vendors
- Coordinate sewer main maintenance including, monthly, quarterly, and annual line cleaning
- Respond to wastewater emergencies
- Maintain manual records related to service and repair work performed

The majority of maintenance is documented through the use paper based records and on file at the District Operations office.

Table 4-2 provides a description of District Lift Station operating characteristics.

**Table 4-2 Lift Station Summary**

<b>Lift Station</b>	<b>No. of Pumps/ Pump Capacity (gpm)/ Horsepower (hp)</b>	<b>Wet Well Containment Capacity (Active)</b>
Bracken	2 Flygt pumps/ 110 gpm/ 10 hp Generator receptacle capable for trailer mounted power	401 gal
Gardenia	2 Flygt pumps/ 110 gpm/ 3.2 hp Generator receptacle capable for trailer mounted power Camlock for Bypass Capabilities	431 gal
Tejas	2 Gorman Rupp pumps/ 110 gpm/ 10 hp Generator receptacle capable for trailer mounted power	734 gal
Honey Grove	2 Gorman Rupp pumps/ 200 gpm/ 14 hp Generator receptacle capable for trailer mounted power	541 gal
Juniper	2 Flygt pumps/ 175 gpm/ 10 hp Generator receptacle capable for trailer mounted power	253 gal
La Mirada	2 Flygt pumps/ 190 gpm/ 5 hp Generator receptacle capable for trailer mounted power	293 gal
Maria Vista	2 ABS pumps/ 100 gpm/ 16.5 hp Permanent Generator with ATS Camlock for Bypass Capabilities	220 gal
Misty Glen	2 Flygt pumps/5hp Generator receptacle capable for trailer mounted power	587 gal
Nipomo Palms	2 Flygt pumps/ 175 gpm/ 10 hp Permanent Generator with ATS Camlock for Bypass Capabilities	1315 gal
Oakglen	2 Flygt pumps/ 175 gpm/ 5 hp Generator receptacle capable for trailer mounted power	489 gal
Tefft	2 Fairbanks Morse pumps/ 640 gpm/ 30 hp Permanent Generator with ATS Camlock for Bypass Capabilities	592 gal
The Oaks	2 ABS pumps/4.7 hp Generator receptacle capable for trailer mounted power	643 gal
Woodgreen	2 Flygt pumps/10 hp Generator receptacle capable for trailer mounted power	1184 gal

## ***Rehabilitation and Replacement Plan***

A Sewer System Master Plan was completed by Cannon Corporation in 2007 for both Town and Blacklake sewer systems. In 2017, MKN & Associates completed a Sewer System Master Plan for the Blacklake sewer system only. Both plans address dry and wet weather existing sanitary sewer system needs and future needs based on data collected during the evaluation of the collection system and provides recommendations for capital improvements based on priorities. The evaluation of the collection system included:

- Capacity Analysis: Results from the SewerCad software model of the District sewer system were used to determine improvements required to resolve existing capacity deficiencies and to prepare the collection system facilities for future loading rates.
- Capital Improvement and Maintenance Program: A list was developed of prioritized system improvements to meet existing and future design flows based on analysis as part of the Sewer System Master Plan. Cost estimates for implementation were also developed. Several lift station and other collection system improvements are planned.

A link to the Master Plan is provided here: <https://ncsd.ca.gov/wp-content/uploads/2014/03/MKN-NCSD-Blacklake-SMP-FINAL-Oct-2017.pdf>

The Districts 2022/2023 Budget includes Annual Sewer Budget (Fund 810) and Capital Projects (Fund 710 & 950) and can be found in the following link: <https://ncsd.ca.gov/wp-content/uploads/2022/06/Budget-22-23.pdf>

## ***CCTV***

There is currently no plan to conduct CCTV investigations throughout the system. A plan and schedule will be included in the SSMP after this is developed. There have been recent CCTV investigation in the downtown area in the Tefft Lift Station Basin and additional CCTV investigations currently take place as warranted when problems in the collection system are encountered.

## ***Staff Training in Sewer Operations***

Training is an important aspect, and a training budget exists to ensure all Operations Staff is properly trained. New staff receive on-the-job training specific to the collection system and maintenance equipment used. Operations Staff also attends outside workshops whenever possible. Certification in Collection System Maintenance is required as well as training through online courses. On-the-job cross training is actively pursued to ensure that each staff member has proficient working knowledge of specific tasks required for optimal sewer system performance.

All staff is trained on new equipment by the contractor or manufacturer. Equipment manuals are reviewed by staff for maintenance and operational parameters.

The District provides much of the required safety training through the Special District Risk Management Authority (SDRMA) and outside training workshops. Staff receives training in

Confined Space Entry, Hazardous Materials Management, and First Aid and CPR. Training includes on-line training, formal classroom training, informal on-the-job and hands-on training.

Proficiency is required for all job positions and promotions, and training records are maintained to monitor completed classes and schedule employee training.

Operations Staff is trained on the District’s Spill Emergency Response Plan (SERP) and reporting procedures for Sewer Spills.

### ***Equipment and Maintenance Inventories***

The District does not keep parts and supplies in inventory that can be readily accessed from local suppliers due to space constraints. Replacement of underground pipelines, manholes and lift stations is contracted out to licensed contractors who have the equipment, materials and staff to complete the work.

The equipment identified in Table 4-3 is utilized during response to emergency conditions, such as an SSO, as well as for conducting area and preventive maintenance activities, and pump station maintenance. Operations Staff also maintain an inventory of replacement parts as shown in Table 4-4. These materials are kept on hand to address unscheduled maintenance activities and overflows. Staff experience and knowledge of local availability of critical parts needed for system operation and maintenance contributes to the maintenance of this inventory. Although these specific numbers vary throughout the year, listed is an average that staff uses for inventory ordering.

**Table 1-3. Emergency Response Wastewater Collection Equipment**

<b>Manufacturer</b>	<b>Type</b>	<b>Year</b>	<b>Specifications</b>	<b>Location</b>	<b>Quantity</b>	<b>Use</b>
International	Vac-Con	2010	3000 psi @ 30 gpm	Yard Shop	1	Hydro-Cleaner/Combination Unit
Caterpillar	XQ60 Generator	2011	60 kW, 97.6 HP	Yard	2	Emergency Auxiliary Power
Honda	GX Trash Pump	2010	3-inch, 319 gpm capacity	Yard Shop	1	Emergency By-Passing
Godwin	CDI 100M Pump	2015	4-inch	Yard Shop	1	Emergency By-Passing
Godwin	NC150 Pump	2016	6-inch	Yard Shop	1	Emergency By-Passing
Flygt	2" Sump Pump with Hose	2015	110V, 2"-20' Hose	Yard Shop	1	Emergency By-Passing

**Table 4-4. Replacement Parts Inventory**

Item	Size	Quantity	Location
6" Ring and Lid	30"	5	Yard Shop
4" Ring and Lid	24"	3	Yard Shop
2" Composite Riser Ring	24"	5	Yard Shop
Composite Ring	24"	2	Yard Shop
Precast Concrete Risers	4"	8	Yard Shop

The District is enrolled in the California Water/Wastewater Agency Response Network (CALWARN), Region 1 to support their emergency preparedness and to access mutual assistance from surrounding agencies within the State. In addition to CALWARN, the District utilizes the Contractors and Vendors shown in Table 4-5 for routine and emergency services.

**Table 4-5. Contractors and Vendors**

Contractor/Vendor	Contact Information	Services
Electricraft Inc.	(805) 544-8224	Lift Station Electrical Assistance
Quinn Equipment	(805) 207-9823	Rental Emergency Generators
Pacific Petroleum	(805) 925-1947	Pumper Trucks
Xylem (Flygt)	(951) 356-9359	Lift Station Pumps
Environmental Water Solutions (Gorman-Rupp)	(310) 763-7929	Lift Station Pumps
John Lisee Pump Inc. (Fairbanks Morse)	(562) 927-2623	Lift Station Pumps
Flow n Control (ABS)	(818) 330-7425	Lift Station Pumps
Iconix Waterworks	(805) 354-0378	Pipe, Couplings, and other Miscellaneous Parts
R. Baker Inc	(805) 489-8711	General Engineering Contractor Services
Famcon Pipe and Supply	(805) 347-1306	Pipe, Manhole Covers, Expandable Plugs and Fittings

## **Section V. Design and Performance Provisions**

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*The General Waste Discharge Requirements for the Design and Performance Provisions section of the Sewer System Management Plan are:*

- a) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and*
- b) Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.*

### ***Design and Construction Standards***

The District has Standards and Design Specifications to ensure that sanitary sewer lines and connections are properly designed and constructed. The purpose of the Standards and Specifications is to provide minimum standards for the design, types and uses of materials, and the preparation of plans for construction, repair, or alteration of District facilities.

Installation of all new sanitary sewer systems, lift stations, and other appurtenances, as well as rehabilitation and repair of existing sanitary sewer systems, must adhere to the latest District Standard Details and Specifications, updated in August 2019. The standards are available on the District's website at:

<https://ncsd.ca.gov/resources/documents/standard-specifications/>

The Director of Engineering and Operations reviews plans for construction of new collection system infrastructure for adherence to the District's standards and specifications.

### ***Inspection and Testing Standards***

District staff or contract inspectors inspect all new construction, repairs and rehabilitation work. Inspection staff ensures that all construction meets District standards and requirements. All new and rehabilitated sewers are cleaned, pressure tested and CCTV inspected before acceptance. Flexible pipe is also mandrel tested to identify grade variations or other construction defects. The District requires that all new and rehabilitated sewers be warranted for a period of one (1) year. Prior to the expiration of the warranty period, these facilities are visually inspected, CCTV inspected as required, and maintenance records are reviewed to ensure that the facilities are functioning properly. Lift Stations are designed by Professional Engineers with design and testing standards that are specific to each site, following the Districts minimum design criteria.

## Section VI. Spill Emergency Response Plan

*The General Waste Discharge Requirements for this section state that the District shall update and implement its Spill Emergency Response Plan.*

*The Plan must include an up-to-date Spill Emergency Response Plan to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The Spill Emergency Response Plan must include procedures to:*

- *Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;*
- *Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;*
- *Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;*
- *Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;*
- *Address emergency system operations, traffic control and other necessary response activities;*
- *Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;*
- *Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;*
- *Remove sewage from the drainage conveyance system;*
- *Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;*
- *Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;*
- *Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;*
- *Conduct post-spill assessments of spill response activities;*
- *Document and report spill events as required in this General Order; and*
- *Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.*

The SERP is summarized below. The SERP addresses several issues such as spill notification, response, detection, mitigation, clean up, investigation, documentation and reporting.

### **Initial Spill Notification Procedures**

#### **Collections System:**

Notifications of possible spills are received via telephone calls. All telephone calls or complaints for actual or potential spills are routed directly to the District's main office and then to the Wastewater Supervisor via District office personnel. During non-business hours, the District's answering service will receive the call and notify the District's Water On-Call Operator. The Water On-Call Operator will then contact the Wastewater On-Call Operator.

### Lift Stations:

The District's Wastewater On-Call Operator and Wastewater Supervisor are responsible for responding to alarm notifications of lift station failure. The District operates and maintains 13 lift stations which are monitored continuously via supervisory control and data acquisition (SCADA). The SCADA system provides operators real time pump station monitoring. Staff is required to respond to all alarms within 30 minutes of call out. If the Operator requires assistance, he/she will contact the Wastewater Supervisor and/or other District Wastewater Operators.

The District ensures regulatory agencies are informed of all Spills in a timely manner through the Spill Chain of Communication.

### Spill Response Program

The District's Operations Department is open and can receive notifications of Spills from 7:00 AM to 3:30 PM, Monday through Friday, excluding legal holidays.

Figure 6-1 illustrates the chain of command, which must be observed and followed when a Spill occurs:

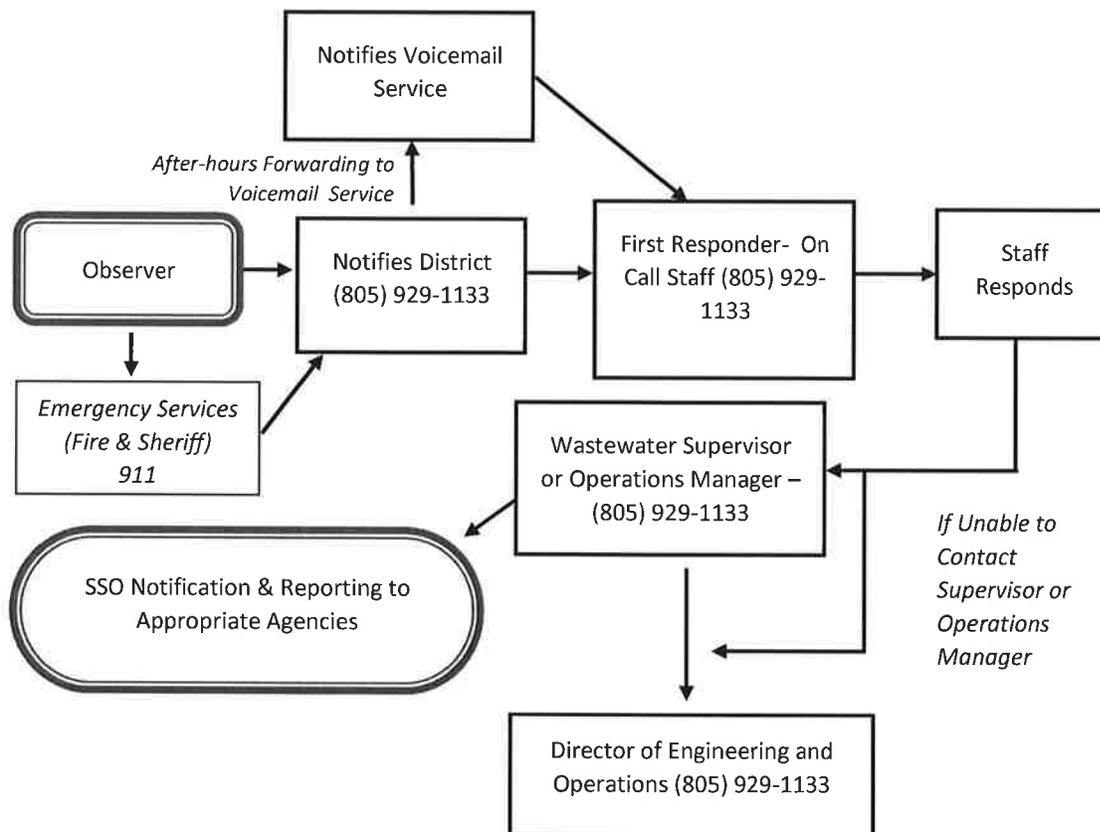


Figure 6-1: Spill Response Chain of Communication

When an On-Call Wastewater Operator receives notification of a potential spill or alarm from any lift station, he/she is required to respond to such call within an allotted 30 minutes. All Operators will assess the situation and extent of emergency and determine whether there is a need for assistance from his/her Supervisor or other Operators (i.e. generator use, confined space, electrical problems, etc.). All Spill Response requires staff to document applicable conditions on a Spill Response Field Checklist attached to the District's SERP.

After clean-up and reporting are completed the District will communicate with all staff and any agencies that provided assistance to determine the cause of the spill and discuss how a similar incident can be avoided in the future. This may include stepped up preventative maintenance, repair or rehabilitation of the line. The response procedures will also be discussed to determine if it should be modified in any way to make it more efficient.

### **Spill Emergency Response Plan Procedures**

The District has developed a complete Spill Emergency Response Plan that is maintained at the District Operations office. The plan contains the following information and procedures:

- Introduction and Definitions
- Prohibitions & Notification Procedures
- Regulatory Agency Contacts
- District Call Out List
- Spill Response Traffic Control
- Spill Containment and Cleanup
- Pump Station and Force Main Failure
- Contingency Contacts Lift Station Failure
- Force Main Spills
- Prolonged Spill Response
- Contractor Spill Response
- Spill Volume Estimation
- Coordination with Storm Drain Agencies and Water Systems
- Receiving Water Monitoring
- Water Body Closures & Beneficial Uses – Santa Maria Watershed
- Reporting Procedures
- Detailed Reporting Requirements
- Post Spill Investigations
- Training

#### **Attachments**

- Post Spill Investigation Form
- Spill Response Field Checklist

## **Section VII. Fats, Oils & Grease Control Program**

*Applicable General Waste Discharge Requirements for the Fats, Oil and Grease Control Program section of the Sewer System Management Plan state that the District shall evaluate its service area to determine whether a FOG control program is needed. The FOG source control program shall include the following as appropriate:*

- a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;*
- b) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;*
- c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;*
- d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the grease removal devices, maintenance requirements, best management practices (BMP) requirements, record keeping and reporting requirements;*
- e) Authority to inspect grease producing facilities, enforcement authorities, and determination of whether the collection system agency has sufficient staff to inspect and enforce the FOG ordinance;*
- f) An identification of sewer system sections subject to FOG blockages and the establishment of a cleaning maintenance schedule for each section; and*
- g) Development and implementation of source control measures, for all sources of FOG discharged to the sewer system, for each sewer system section identified in (f) above.*

### ***FOG Control Program Outreach***

The District's FOG Program begins with outreach and will remain a major component throughout the program. The District firmly believes that by having FSE's and its residential community understand the value in reducing the amount of grease in the District's sewer lines, the public can improve collection system efficiency and the costs associated with grease-related issues.

Each FSE within the District can obtain the following information or assistance:

- BMP Booklet;
- Facility training on BMPs;
- Grease Hauler List; and
- Cleaning Record Form (English and Spanish).

These forms are available at the District office and inspectors have them available when an FSE is inspected. Each form and training offered is at no cost to the customer.

Residential outreach is also an important element for reducing the amount of FOG entering the collection system. While requiring grease traps and interceptors is not possible to the residential community, education is. The District plans to implement a residential outreach program through flyers in homeowner's utility bills along with the development of door-hangers to "Stop

the FOG” to areas where Operations Staff have identified High Maintenance Area (HMA) prone locations.

Flyers intended for utility bill distribution will involve multiple topics in addition to FOG in order to provide public education in an economically-feasible manner. For example, a flyer may incorporate FOG information in addition to proper disposal methods for pharmaceuticals.

The District currently has developed a flyer that contains multiple topics to include proper disposal of grease. This flyer will be evaluated and modified based upon the needs of the District. The District’s flyer development and distribution will occur as an ongoing process, as needed. The goal of the District regarding residential outreach is to distribute “door-hanger” flyers to HMA areas and distribute a general flyer in sewer bills once every 12-24 months or sooner, if needed.

### ***FOG Control Program Discussion***

This FOG Program defines the goals and objectives of the District in reducing the amount of grease that enters the system from its FSE and residential community.

It is the District’s goal of the FOG Control Program to inspect all food service establishments, provide education to FSE and reduce maintenance costs directed to Operations Staff from grease-related problems. Doing so should reduce the probability of SSOs and improve the longevity of the collection system sewer lines.

The District’s FOG Control Program meets all the guidelines required by the State and Regional Water Quality Control Board and includes the following:

- Restaurants or any FSE that generate grease are required to obtain a Source Control/FOG Permit.
- FSE’s are inspected at a minimum of twice per year. FSE’s may be inspected more frequently as determined by District needs and/or as warranted by current stages of program compliance and past history.
- All FSE’s are required to use BMP’s to reduce grease discharged to the sewer system (e.g. store waste grease in barrels to haul off site, scrape remaining food off plates and into trash receptacle before washing).
- Any FSE planning a remodel is required to include installation of a grease trap/interceptor.
- All new construction of FSE’s will require installation of a County Code approved grease trap/interceptor regardless of size or value (type of foods produced may negate the need for trap installation; a variance will be issued in lieu of permit in such cases).
- Exemptions or variances shall be available to FSE’s that do not generate grease, do not cause related sewer blockages, and/or have limited space on their property that makes it impossible to install a grease trap/interceptor.
- Garbage grinders will be prohibited in all restaurants except where specifically allowed by the District.

- Several options regarding program fees will be evaluated annually. Program fees are intended to help alleviate the burden of program costs and assist in facilitating a successful FOG Control Program. The District currently is absorbing the program and inspection costs.

### ***Identification of Grease Problem Areas and Sewer Cleaning***

One objective of the District's FOG Program is the identification of trouble spots, or HMA, that are likely or prove to have grease accumulation. The District identifies potential grease problem areas by tracking locations and causes of dry weather blockages and SSOs. This is also noted when an area of the sewer system is viewed by CCTV. The specific locations of the areas with several restaurants or grease-producing facilities in close proximity to the CCTV or cleaned lines are likely considered potential grease problem areas and increased inspections take place. Additionally, the identified locations are noted in the Operation & Maintenance program and will be monitored for changes in cleaning frequency requirements.

The District's Operations Staff maintains a sewer atlas depicting each manhole location. This data is used in conjunction with cleaning logs, for which staff will note the date and time of flushing as well as debris type and severity. Additional information about cleaning and maintenance is included in Section 4: Operations and Maintenance.

The District's Operations Staff continues to identify sections of the sewer collection system subject to grease blockages and establish a cleaning maintenance schedule for each section. The District has compiled a list of 'hot spots', or HMA, within the community. These areas of concern have been put on an increased cleaning schedule and will be monitored annually for any changes in cleaning frequency. This list is maintained at the District Operations office. The District has very few Spills and monitors program success with the expectation of decreased cleaning frequency for grease related HMA locations.

### ***Legal Authority***

The District's current Ordinance fully meets the requirements set forth by the new Statewide General Order 2006-0003 DWQ. The current code that allows the District to enforce FOG ordinances is shown in Table 7.

If the District finds that a grease interceptor or gravity-separating device installed prior to the effective date of the current ordinance is incapable of adequately retaining the grease or oil in the wastewater flow, the District shall notify the user, in writing, that an adequate interceptor or gravity-separating device shall be installed within a specific, reasonable time period.

**Table 2. District Ordinances for FOG Control**

District Code	Description
Code 4.08.200	Establishment of enforcement authority
Code 4.08.130	Limits on types of wastes discharged to public sewers
Code 4.08.131	Requirements on specific design and construction of grease interceptors and/or traps
Code 4.08.131	Requirements for the installation of grease interceptors
Code 4.08.132	Requirements on maintenance of grease interceptors
Code 4.08.200	Enforcement
Code 4.08.210	Right of entry

***Guidelines for Control of Fats, Oils, and Grease***

The District has implemented FOG control measures for all sources of grease and fats discharged to the sewer system. One of the elements that are provided to FSE or interested parties is the BMP manual. This manual helps to provide guidance and suggestions to FSE’s in reducing the amount of FOG discharged. Many of the simple inexpensive procedures can reduce the amount of FOG discharged by 90%. The BMP’s consist of the following:

- Train kitchen staff and other employees about how they can help ensure BMP’s are implemented;
- Post "No Grease" signs where appropriate (i.e. above sinks and on the front of dishwashers);
- Use water temperatures less than 140° F in all sinks, especially the pre-rinse sink before the mechanical dishwasher;
- Recycle waste cooking oil;
- "Dry wipe" pots, pans, and dishware prior to dishwashing;
- Dispose of food waste by recycling and/or solid waste removal;
- Properly maintain grease trap/interceptors;
- Witness grease trap or interceptor cleaning/maintenance activities to ensure the device is being properly cleaned and is operating correctly;
- Clean under-the-sink grease traps weekly, or more frequently, if needed;
- Clean grease interceptors routinely, at least quarterly;
- Keep a maintenance log (recordkeeping);
- Cover outdoor grease and oil storage containers;
- Locate grease barrels and storage containers away from storm drain catch basins;
- Use absorbent pads or other material in the storm-drain catch basins if grease barrels and containers must be located nearby (absorbent pads may be required if the basin is within

20 feet of grease barrels or containers or if there are signs of grease in the catch basin at any distance) and;

- Routinely clean kitchen exhaust system filters

### ***FOG Characterization***

The District inspects all FSE's that are located within its jurisdiction. This may include: fast food facilities, grocery stores, restaurants, diners, retirement/nursing homes and schools. Each is closely evaluated to determine if the FSE is in compliance with the current regulations. On average the District has at any one point in time approximately 30 FSE's. A complete list of the FSE's found operating in the District will be updated throughout the year as new facilities open.

Facilities that contain fats, oils and grease menu items are inspected for properly working grease traps and/or interceptors. Facilities are also required to maintain proper documentation each time the trap or interceptor is cleaned. These records must be maintained on-site and be made available for a minimum of three years to District staff. In some cases where a facility does not currently maintain a grease trap or interceptor, one may be required to be installed. This is based upon current Uniform Plumbing Code (UPC) and the County Code. The current UPC is closely followed to determine the type and size of unit that will be required. Justification for trap versus interceptor installation is based upon foods served and prepared, number of drains found within the facility, type of dishwasher (if any), size and history of the establishment. Dye testing may also be conducted when it is necessary to determine specific drainage.

There are two types of permits that are issued. The first is the standard FOG Permit. This permit is issued to all typical FSE's that discharge FOG into the sewer system in amounts above 50 parts per million. Typically, this includes all facilities that have fryers or facilities that prepare foodstuffs containing moderate to high quantities of creams, soups, meat cutting, cheeses and dairy. Alternatively, a Variance Permit is issued to FSE's that do not discharge large quantities of FOG. These facilities can include coffee houses, small sandwich shops, prepackaged grocery stores, or facilities that due to design make it unfeasible to install a trap or interceptor. Should a variance facility sell, a new variance will not be issued if the variance was issued due to design. Variances will only be continued if the variance permit was issued due to types of food prepared and not due to design.

When an FSE is found to be out of compliance the facility is reinspected for compliance after a 30-day period. Additionally, when Operations Staff is sent out on an emergency or is conducting regular maintenance and identifies high levels of FOG, notification to the FOG inspectors is made. The FSE of concern is then inspected regardless of last inspection date. The FSE is informed of why the inspection is occurring and any compliance issues are addressed at that time. The inspector may be required to conduct a follow-up visit prior to 30 days at which time, if found to be in compliance, the facility will return to its regular inspection visits.

Facility inspection paperwork is maintained at the District office. The District plans to develop an up-to-date map of all FSE within the District. Due to frequent FSE turnover, the map will be updated annually. Any "hot spots" or HMA that are identified will be highlighted on GIS for review.

## Section VIII. System Evaluation and Capacity Assurance Plan

*The General Waste Discharge Requirements for the System Evaluation and Capacity Assurance Plan section of the Sewer System Management Plan are:*

*The District shall prepare and implement a Capital Improvement Plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:*

- a) Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events.*
- b) Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria.*
- c) Capacity Enhancement Measures: The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, inflow and infiltration (I/I) reduction programs, increases and redundancy in pumping capacity, and storage facilities. CIP shall include an implementation schedule and shall identify sources of funding.*
- d) Schedule: The District shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14 [of the WDR].*

The District has taken steps to ensure adequate capacity for dry and wet weather peak flow conditions. This includes evaluation, design criteria, and capacity enhancement measures that are funded through the District's capital improvement program.

The District prepared a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for buildout flow conditions, as well as the appropriate design storm or wet weather events.

### ***Sewer Master Plan***

A Sewer Master Plan Update was completed by Cannon Corporation in 2007 for both Town and Blacklake sewer systems. A Sewer Master Plan Update was completed by MKN & Associates in 2017 for the Blacklake sewer system. The purpose of the Master Plan Update was to provide the District with a hydraulic evaluation of the sanitary sewer collection system and pumping stations. The plan included flow projections, hydraulic modeling, identification of deficiencies, and recommendations for future projects. The Sewer Master Plan is used as a basis for the District's 5-year CIP budget. Projects are constructed based on priority and available funding.

### ***Capital Improvement Program***

The following project is based on future capacity needs and is in the District’s Sewer Capital Improvement Project list:

<b>Name</b>	<b>Approximate Cost</b>
Town Sewer Collection System Replacement – Frontage Road Trunk Sewer From Division Street to Juniper Street-	\$3,470,000
<b>Total</b>	<b>\$3,470,000</b>

### ***Schedule***

The Town Sewer Collection System Replacement Project is currently in the design phase and is anticipated for completion prior to the end of 2025.

## **Section IX. Monitoring, Measurement and Program Modifications**

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*The General Waste Discharge Requirements for the Monitoring, Measurement, and Program Modifications section of the Sewer System Management Plan state that the District shall:*

- a) Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;*
- b) Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;*
- c) Assess the success of the preventative maintenance program;*
- d) Update program elements, as appropriate, based on monitoring or performance evaluations; and*
- e) Identify and illustrate SSO trends, including: frequency, location, and volume.*

### ***Monitoring and Measurement***

If an SSO occurs within the District's service areas, the data collected and relevant information will be documented and electronically reported to the SWRCB CIWQS database. The information will further be used to assist in planning activities, programs, and policies that help eliminate future SSOs and their causes. Measures may include the following:

- SSO Rate (SSOs/100 miles of collection system/year);
- Number of SSOs by cause (roots, grease debris, pipe failure, capacity, lift station failure, etc.);
- Average SSO volume (gallons);
- Percentage of SSOs greater than 100 gallons;
- Percentage of SSOs reported as Category 1;
- Percentage of sewage contained compared to total volume spilled; and
- Percentage of total spilled sewage discharges to surface water

### ***Identifying Trends***

The District evaluates the performance of its wastewater collection system annually using the performance measures identified above. The District will update the data and analysis in this section at the time of the evaluation. The District may use other performance measures in its evaluation. The District will prioritize its actions and initiate changes to this SSMP and the related programs based on the results of the evaluation.

### ***SSMP Updates***

The District will update its SSMP every five years. The District will determine the need to update its SSMP more frequently based on the results of the biennial audits and the performance of its sanitary sewer system. In the event that the District decides that an update is warranted, the process to complete the update will be identified at that time. The District will complete the update within one year following identification of the need for the update.

District staff will seek approval from the Board of Directors for any significant changes to the SSMP. The authority for approval of minor changes such as employee names, contact information, or minor procedural changes is delegated to the General Manager.

The District will certify that it has completed the biennial audit using CIWQS. Copies of the current SSMP document will be available to all interested parties on the District’s website and the District Office located at 148 South Wilson Street, Nipomo, CA during normal business hours.

**Table 3-1. Historic Data on Sanitary Sewer Overflows 2009-2022**

Year	No. of SSOs	SSO Cause	Average Volume Spilled (gal)	Volume Spilled Discharged to Surface Water (gal)
2009	1	Structural Failure	300	0
2010	0	N/A	0	0
2011	0	N/A	0	0
2012	0	N/A	0	0
2013	0	N/A	0	0
2014	0	N/A	0	0
2015	1	Equipment Failure	4	0
2016	1	Debris	5,000	0
2017	1	Structural Failure	3	0
2018	0	N/A	0	0
2019	2	1 Equipment Failure 1 Pump Station/Mechanical Failure	7.5	0
2020	0	N/A	0	0
2021	1	Force Main Failure	1300	1300
2022	2	1 Manhole Coating Collapse 1 Concrete in Manhole	323	100

**Table 8-2 District Performance: Sewer Spills 2009 - 2022**

Based on the data provided above, the Districts SSO history compared to State and Regional Systems of similar size is as follows:

	Category 1 Spill Rate	Category 1 Spill Volume	Category 2 Spill Rate	Category 2 Spill Volume	Category 3 Spill Rate	Category 3 Spill Volume
Nipomo CSD	<b>0.37</b>	<b>11.08</b>	<b>0.18</b>	<b>39.02</b>	<b>1.28</b>	<b>6.51</b>
State Municipal Averages	<b>1.48</b>	<b>1015.29</b>	<b>0.54</b>	<b>262.11</b>	<b>3.13</b>	<b>24.19</b>
Region Municipal Average	<b>1.24</b>	<b>431.16</b>	<b>0.75</b>	<b>620.49</b>	<b>3.77</b>	<b>27.14</b>

*Cat 1: Spills that reach surface water. Cat 2: Spills 1,000 gallons or greater that do not reach surface water.  
Cat 3: All other spills.*

*Spill Rate = Spills per 100 miles per year. Spill Volume = Gallons per 1000 capita per year.*

Based on these comparisons, the District has historically done a good job at minimizing the number and volume of sewer spills when compared to State Municipalities of similar size and Regional Municipalities of similar size.

## **Section X. Sewer System Management Plan Audits**

*The WDR requirements for Program Audits section of the Sewer System Management Plan state that the District shall:*

*Conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the District's compliance with the SSMP requirements identified in this subsection (D.13 [of the WDR]), including identification of any deficiencies in the SSMP and steps to correct them.*

### ***SSMP Program Audits***

The Director of Engineering and Operations will audit the effectiveness of all elements of this SSMP no less than every two years. The audit will document findings and recommend changes to the SSMP in a written report to the General Manager.

The results of the audit, including the identification of any deficiencies and the steps taken or planned to correct them, will be included in the SSMP Audit Report. The SSMP Audit Report will focus on the effectiveness of the SSMP program, compliance with the WDR requirements, and identification of any deficiencies in the SSMP. An Audit Checklist, based on the requirements in the WDR, is included in Appendix 10-A.

The SSMP Audit Report, based on the Audit Checklist will identify revisions that may be needed for a more effective program. Information collected as part of Section 9 – Monitoring, Measurement, and Program Modifications will be used in preparing the audit. Tables and figures or charts will be used to summarize information about performance indicators. Completed audits are kept on file for periodic review and assessment and are available to the public upon request. Minor changes to the SSMP, such as changes to the operation and maintenance element, will be made at the staff level. Significant changes, such as changes to legal authority, must be reviewed and approved by the Board of Directors.

## **Section XI. Communication Program**

*The WDR requirements for the Communication Program section of the Sewer System Management Plan state that the District shall:*

- a) Communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Agency as the program is developed and implemented.*
- b) Create a plan of communication with systems that are tributary and/or satellite to the Agency's sanitary sewer system.*

This section outlines the steps the District will take to provide multiple opportunities for interested parties to provide the District with input as the SSMP and associated programs are being developed.

### ***Communication Program***

The Board of Directors will consider approval of this SSMP during a regularly scheduled meeting. The meeting will be publicly noticed and the draft SSMP will be available for public review prior to the meeting. The public will have the opportunity to comment on the SSMP prior to Board approval.

The complete, adopted SSMP will be posted on the District's website. Changes to the adopted SSMP suggested by the public will be incorporated into the SSMP during the program audit process.

The County of San Luis Obispo operates a sewer system that is tributary to the District collection system. The County and the District have a written agreement in which the County agrees to limit wastewater flow and quality and pay its share of wastewater plant operation and maintenance costs. The District will promptly notify the County of any changes to the SSMP that may affect the County's sewer collection system.

# APPENDIX

**Appendix 10-A: SSMP Audit Checklist**

**Name of Auditor:** \_\_\_\_\_

**Audit Date:** \_\_\_\_\_

Section/Title	SSMP Requirement	Audit	Yes	No
1. Goals	<ul style="list-style-type: none"> <li>Reduce, prevent, and mitigate SSOs</li> </ul>	Are the goals stated in the SSMP still appropriate and accurate?		
2. Organization	<ul style="list-style-type: none"> <li>Names of District staff responsible for development, implementation, and maintenance of SSMP</li> <li>Names and phone numbers for key District staff</li> <li>Chain of Communication for reporting SSOs</li> <li>Designated LRO(s)</li> </ul>	<ol style="list-style-type: none"> <li>Is the District staff telephone list current?</li> <li>Is the SSO Chain of Communication telephone list current?</li> <li>Is Figure 2 of the SSMP entitled "Organization of District Staff Responsible for Sewer System" current?</li> <li>Are the position descriptions accurate portrayals of staff responsibilities?</li> </ol>		
3. Legal Authority	<ul style="list-style-type: none"> <li>Ability to prevent illicit discharges</li> <li>Ability to require sewer and connections to be properly designed and constructed</li> <li>Ability to ensure access for inspection, maintenance, and repairs (includes public portion of lateral)</li> <li>Ability to limit discharge of FOG and debris that may cause blockages</li> <li>Ability to require the installation of grease removal devices</li> <li>Ability to inspect FOG producing facilities</li> <li>Ability to enforce violations of the District's ordinances</li> </ul>	<p>Does the SSMP contain references to the current District Ordinance(s) documenting the District's legal authority to:</p> <ol style="list-style-type: none"> <li>Prevent illicit discharges?</li> <li>Require proper design and construction of sewers and connection?</li> <li>Ensure access for maintenance, inspection or repairs for portions of the laterals owned or maintained by the District?</li> <li>Limit discharges of fats, oils and grease?</li> <li>Require the installation of grease removal devices</li> <li>Require inspections of FOG producing facilities</li> <li>Enforce any violation of its sewer ordinance</li> </ol>		
4. Operation & Maintenance	<ul style="list-style-type: none"> <li>Describe routine preventative maintenance program</li> <li>Document completed preventative maintenance using work order system</li> <li>Rehabilitation and replacement plan that identifies and prioritizes sanitary sewer system facilities</li> <li>CIP showing the schedule for rehabilitation and replacement projects</li> <li>Provide regular technical training for District sanitary sewer system staff</li> <li>Require contractors to provide training for their employees who work with the District's sanitary sewer system facilities</li> <li>Maintain equipment inventory</li> <li>Maintain critical spare part inventory</li> </ul>	<p><i>Collection System Maps</i></p> <ol style="list-style-type: none"> <li>Does the SSMP reference the current process and procedures for maintaining the District's sewer collection system maps?</li> <li>Are the District's sewer collection system maps complete, current and sufficiently detailed?</li> </ol> <p><i>Resources and Budget</i></p> <ol style="list-style-type: none"> <li>Does the District allocate sufficient funds for the effective operation, maintenance and repair of the sewer collection system and is the current budget structure documented in the SSMP?</li> </ol> <p><i>Prioritized Preventative Maintenance</i></p> <ol style="list-style-type: none"> <li>Does the SSMP describe current preventative maintenance activities?</li> <li>Are the District's preventative maintenance activities sufficient and effective in minimizing SSO and blockages?</li> </ol> <p><i>Scheduled Inspections and Condition Assessments</i></p> <ol style="list-style-type: none"> <li>Is there an ongoing condition assessment program sufficient to develop a capital</li> </ol>		

		<p>improvement plan addressing the proper management and protection of infrastructure assets? Are current components of this program documented in the SSMP?</p> <p><i>Contingency Equipment and Replacement Inventory</i></p> <ol style="list-style-type: none"> <li>1. Does the SSMP list the major equipment currently used in the operation and maintenance of the collection system and document procedures of inventory management?</li> <li>2. Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?</li> </ol> <p><i>Training</i></p> <ol style="list-style-type: none"> <li>1. Are the training records current?</li> <li>2. Does the SSMP document current training expectations and programs within the District's wastewater department?</li> </ol> <p><i>Outreach to Contractors</i></p> <ol style="list-style-type: none"> <li>1. Does the SSMP document contain current outreach efforts to contractors?</li> </ol>		
5. Design & Performance Provisions	<ul style="list-style-type: none"> <li>• Maintain design and construction standards for new sanitary sewer system facilities</li> <li>• Maintain design and construction standards for repair/rehabilitation of existing sanitary sewer system facilities</li> <li>• Maintain procedures for the inspection and acceptance of sanitary sewer system facilities</li> </ul>	<ol style="list-style-type: none"> <li>1. Does the SSMP contain current design and construction standards for the installation of new sewer systems and for the rehabilitation and repair of existing sewer systems?</li> <li>2. Does the SSMP document contain current procedures and standards for inspecting and testing the installation of new and existing sewer systems?</li> </ol>		
6. Overflow Emergency Response Plan	<ul style="list-style-type: none"> <li>• Procedures for the notification of primary responders</li> <li>• Procedures for the notification of regulatory agencies</li> <li>• Program to ensure appropriate response to all SSOs</li> <li>• Proper reporting of all SSOs</li> <li>• Procedure to ensure staff are aware of, are trained, and follow OERP</li> <li>• Procedures to address emergency operations such as traffic and crowd control</li> <li>• Program to prevent the discharge of sewage to surface waters</li> <li>• Program to minimize or correct the impacts of any SSOs that occur</li> <li>• Program of accelerated monitoring to determine the impacts of any SSOs that occur</li> </ul>	<ol style="list-style-type: none"> <li>1. Does the District's SSO Overflow and Emergency Response Plan establish procedures for the emergency response, notification and reporting of SSOs?</li> <li>2. Is wastewater staff appropriately trained on the procedures of the SSO Overflow and Emergency Response Plan?</li> <li>3. Is the SSO Overflow and Emergency Response Plan effective in handling SSOs in order to safeguard public health and the environment?</li> </ol>		

7. FOG Control Program	<ul style="list-style-type: none"> <li>Public outreach program that promotes the proper disposal of FOG</li> <li>Plan for the disposal of FOG generated within the District's service area</li> <li>Demonstrate that the District has allocated adequate resources for FOG control program</li> <li>Identification of sanitary sewer system facilities that have FOG-related problems</li> <li>Program of preventative maintenance for sanitary sewer system facilities that have FOG-related problems</li> </ul>	<ol style="list-style-type: none"> <li>Does the FOG Control Program include efforts to educate the public on the proper handling and disposal of FOG?</li> <li>Does the FOG Control Program identify sections of the collection system subject to FOG blockages, establish a cleaning schedule and address source control measures to minimize these blockages?</li> <li>Are requirements for grease removal devices, BMPs, record keeping and reporting established in the District's FOG Control Program?</li> <li>Does the District have sufficient legal authority to implement and enforce the FOG Control Program?</li> <li>Is the current FOG Control Program effective in minimizing blockages of sewer lines resulting from discharges of FOG to the system?</li> </ol>		
8. System Evaluation & Capacity Assurance Plan	<ul style="list-style-type: none"> <li>Identification of elements of the sanitary sewer system that experience or contribute to SSOs caused by hydraulic deficiencies</li> <li>Established design criteria that provide adequate capacity</li> <li>Short- and long-term CIP that include schedules for projects to address known hydraulic deficiencies</li> <li>Procedures that provide for the analysis, evaluation, and prioritization of hydraulic deficiencies</li> </ul>	<ol style="list-style-type: none"> <li>Does the District's SSMP evaluate hydraulic deficiencies in the system and, if needed, establish sufficient design criteria and short/long term capacity enhancement projects?</li> <li>If needed, does the District's SSMP establish a schedule of approximate completion dates for both short-and long-term improvements and is the schedule reviewed and updated to reflect current budgetary capabilities and activity accomplishment?</li> </ol>		
9. Monitoring, Measurement, & Program Modifications	<ul style="list-style-type: none"> <li>Maintain relevant information to establish, evaluate, and prioritize SSMP activities</li> <li>Monitor implementation of the SSMP</li> <li>Assess success of the preventative maintenance program</li> <li>Update SSMP program elements based on monitoring or performance</li> <li>Identify and illustrate SSO trends</li> </ul>	<ol style="list-style-type: none"> <li>Does the SSMP accurately portray the methods of tracking and reporting selected performance indicators?</li> <li>Is the District able to sufficiently evaluate the effectiveness of the SSMP elements based on relevant information?</li> </ol>		
10. SSMP Program Audits	<ul style="list-style-type: none"> <li>Conduct audits at least every 2 years</li> <li>Record that results of the audit in a report</li> <li>Record the changes made and/or corrective actions taken</li> </ul>	Will the SSMP Audit be conducted every two years as required by SWRCB 2006-003-DWQ?		
11. Communication Program	<ul style="list-style-type: none"> <li>Communicate with the public regarding the preparation of the SSMP</li> <li>Communicate with the public regarding the performance of the SSMP</li> <li>Communicate with tributary or satellite sewer systems</li> </ul>	Does the District effectively communicate with the public about the development and implementation of its SSMP and continue to address any feedback?		

TO: BOARD OF DIRECTORS  
REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER  
FROM: PETER V. SEVCIK, P.E.  
DIRECTOR OF  
ENGINEERING & OPERATIONS  
DATE: MAY 2, 2023

**AGENDA ITEM  
D-7  
MAY 10, 2023**

**AUTHORIZE CONTRACT AMENDMENT FOR ENGINEERING  
SERVICES FOR WOODGREEN LIFT STATION REHABILITATION  
PROJECT WITH CANNON CORPORATION**

**ITEM**

Authorize Contract Amendment for engineering services for Woodgreen Lift Station Rehabilitation Project in the amount of \$32,410 with Cannon Corporation [RECOMMEND AUTHORIZE CONTRACT AMENDMENT].

**BACKGROUND**

The Nipomo Community Services District (NCSD) operates and maintains the Woodgreen Lift Station within the Blacklake Village of Nipomo. The lift station provides sewer service to mainly residential homes within Blacklake. The existing Woodgreen Lift Station is over 30 years old and in need of attention.

The facility and its components are very near the end of their useful life, and need to be replaced in the near future to ensure reliability of the station. Additionally, access to the lift station is problematic since the lift station is set down and away from the road, limiting access during inclement weather, which is the most likely time when emergency access by operators with generators and other equipment would be needed.

At the September 13, 2017 Board meeting, the Board authorized staff to execute a contract with Cannon Corporation to provide the engineering services required to construct the project. The project was put on hold when the Blacklake Sewer System Consolidation Project was initiated.

District staff and Cannon have identified several additional tasks and project challenges have occurred resulting in the need for a contract amendment in order for the design to be finalized and the project to be constructed:

- Modify design due to lessons learned from Nipomo Palms lift station project
- Update wet well and manhole materials
- Update SCADA controls and integration requirements
- Update electrical design to include permanent backup emergency generator

**FISCAL IMPACT**

The total Project budget is \$1,250,000. Funding is provided from Nipomo Community Services District Assessment District No. 2020-1 (Blacklake Sewer System Consolidation) bond proceeds. A summary of design costs is as follows:

Original Cannon design services contract	\$86,420
Proposed Contract Amendment #1	\$32,410
<b>Revised Contract Cost</b>	<b>\$118,830</b>

**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.

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

**RECOMMENDATION**

Staff recommends that the Board authorize staff to execute a contract amendment in the amount of \$32,410 with Cannon Corporation for engineering services for the Woodgreen Lift Station Rehabilitation Project.

**ATTACHMENTS**

- A. Cannon Project Scope and Budget dated April 20, 2023

May 10, 2023

ITEM D-7

ATTACHMENT A



April 20, 2023

Peter Sevcik, PE  
Director of Engineering and Operations  
Nipomo Community Services District  
509 Southland Street  
Nipomo, CA 93444

**PROJECT: WOODGREEN LIFT STATION REHABILITATION PROJECT  
ADDITIONAL SERVICES AGREEMENT NO. 1**

Dear Mr. Sevcik:

Cannon has completed a significant portion of the design for the Woodgren Lift Station but has exhausted the original budget for the project. Due to various factors, including scheduling postponements and modified design considerations, we are requesting additional budget to complete the design and prepare final bidding documents for the replacement of the facility. Based on discussions with you and your staff, we have prepared this proposal to include an updated budget for the following:

- 90% Design Plans and Specs
- Final Design Plans, Specs, and Bidding Document Package

Should you have any questions regarding our proposed scope of services, please contact me. Please note that the fees quoted in this proposal are based upon current California Prevailing Wages.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Kielborn".

Michael Kielborn, PE  
Civil Principal Engineer  
C 70112



**FEE ESTIMATE  
NCS D Blacklake Sewer Woodgreen Lift Station  
ASA No. 1**

		Cannon																Total				
		Principal In Charge		Project Manager		Project Engineer		Sr. Principal Electrical Engineer		Sr. Principal Automation Engineer		Electrical / Automation Designer		Sr. Principal Structural		Asst. Structural Engineer		Project Assistant		Reimbursables		
Hourly Rate		\$254		\$234		\$222		\$230		\$230		\$150		\$210		\$161		\$105		Lump Sum		
		Civil/Mechanical				Automation and Electrical				Structural												
		Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Cost	Hrs	Cost
<b>Additional Services</b>																						
A.1	Re-Start Meeting and Workshop	1	\$254	1	\$234	1	\$222	1	\$230	1	\$230										5	\$1,170
A.2	90% Construction Documents (Plans, Specs, Cost Estimates)	1	\$254	2	\$468	16	\$3,552	20	\$4,600	12	\$2,760	40	\$6,000	2	\$420	4	\$644	2	\$210		99	\$18,908
A.3	Design Review Meeting	1	\$254	1	\$234	1	\$222	1	\$230	1	\$230										5	\$1,170
A.4	Final Construction Documents (Plans, Specs, Cost Estimates)	1	\$254	2	\$468	8	\$1,776	12	\$2,760	8	\$1,840	20	\$3,000	1	\$210	4	\$644	2	\$210		58	\$11,162
<b>Total</b>		<b>4</b>	<b>\$ 1,016</b>	<b>6</b>	<b>\$ 1,404</b>	<b>26</b>	<b>\$ 5,772</b>	<b>34</b>	<b>\$ 7,820</b>	<b>22</b>	<b>\$ 5,060</b>	<b>60</b>	<b>\$ 9,000</b>	<b>3</b>	<b>\$ 630</b>	<b>8</b>	<b>\$ 1,288</b>	<b>4</b>	<b>\$ 420</b>	<b>\$</b>	<b>167</b>	<b>\$32,410</b>

**Reimbursables**

Cannon's expenses incurred in connection with this Project as follows:

- a) incidental and out-of-pocket expenses including but not limited to:
  - costs for postage, shipping, overnight courier, reproduction services, plotting, photocopies, parking fees and tolls, travel, mileage