

TO: BOARD OF DIRECTORS  
REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER   
FROM: PETER V. SEVCIK, P.E.  
DIRECTOR OF  
ENGINEERING & OPERATIONS  
DATE: AUGUST 19, 2022

**AGENDA ITEM  
E-1  
AUGUST 24, 2022**

**AUTHORIZE PURCHASE OF REPLACEMENT JETTER TRUCK  
AND CONSIDER BUDGET AMENDMENT REQUEST**

**ITEM**

Authorize staff to purchase replacement Jetter Truck [RECOMMEND ADOPT RESOLUTION AUTHORIZING STAFF TO PURCHASE VACTOR JETTER TRUCK FROM HAAKER EQUIPMENT COMPANY AT A COST OF \$567,086 AND AMEND FY 2022-2023 BUDGET].

**BACKGROUND**

The District owns a sewer cleaning vacuum truck ("Jetter Truck") that is used for maintaining the District's sewer collection system. The Jetter Truck is a necessary piece of equipment used to flush sewer lines on a regular basis throughout the District to remove debris such as grease, roots or other objects that can cause sewer lines to plug in the sewer collection system. In addition, the Jetter Truck is used to clean the District's 13 sewer lift station wet wells on a routine basis to remove similar materials. The existing Jetter Truck is a 2010 Vac-Con on a 2010 International chassis. Projected life expectancy for this vehicle is 15 years, so it would be scheduled for replacement in 2025.

The California Air Resources Board (CARB) developed a regulation in 2008 to regulate emissions from diesel powered trucks. The regulation requires heavy diesel vehicles be replaced by January 1, 2023, with vehicles that have 2010 or newer model year engines. While the District's existing Jetter Truck chassis is a 2010 model year, District staff recently discovered that the engine is a 2009 model year engine and thus the existing Jetter Truck will not comply with the CARB regulation.

Further investigation revealed that the existing engine emission controls system cannot be retrofitted and thus the only practical compliance option for the District is to replace the truck. The CARB regulation does contain a provision that the existing, non-complying Jetter Truck can continue to be utilized beyond the January 1, 2023 deadline, as long as the District orders a replacement truck by September 1, 2022. Once the District receives the replacement Jetter Truck from the dealer, the District's existing Jetter Truck will have to be taken out of service.

The District is a member of Sourcewell, formerly known as National Joint Powers Alliance (NJPA), a national government purchasing cooperative. Sourcewell provides the District the opportunity to purchase equipment through nationally bid contracts. This allows the District to purchase the vehicle without developing a specification and conducting District lead public bid process. The District has purchased several generators over the last few years through a Sourcewell vendor at a considerable cost savings to the District. The District contacted Sourcewell for the purchase of the replacement Jetter Truck. A current Sourcewell Jetter Truck vendor is Vactor. The local representative for Vactor is Haaker Equipment Company. District staff solicited a proposal from

Haaker Equipment Company for a single axle Jetter Truck. Haaker provided a Sourcewell quote of \$567,086 for a Vactor 2100 series Jetter Truck with a rapid deployment boom mounted on a 2024 Freightliner chassis. The new Jetter Truck complies with CARB regulations.

Anticipated delivery time for the Jetter Truck is 330 days from the date the purchase order is issued. The quote includes a \$20,000 allowance for manufacturer surcharges that go into effect after the District orders the Jetter Truck. Thus, the actual cost may be less than the quote, but in no case will it exceed the quoted amount. Haaker will provide the District with documentation of all manufacturer surcharges prior to issuing the final invoice for the new Jetter Truck.

The new Jetter Truck will have several new features that will improve the efficiency and safety of the District's sewer cleaning operations. The most significant operational efficiency features include a 70 gallon per minute variable flow water system, 1,000-gallon water tank, 10 cubic yard debris body, hose reel with 1,000 feet of sewer hose and 15-foot rapid deployment boom. The most significant safety features include wireless controls, auto wind hose reel, and camera system (front, rear, and both sides).

### **FISCAL IMPACT**

Funding for the replacement Jetter Truck was not anticipated for the current Fiscal Year Budget. A budget amendment in the amount of \$567,086 from Town Sewer Funded Replacement Fund #810 is required. The current balance in Fund #810 exceeds \$3.5 million and the impact to the fund balance, while significant, does not alter the District's 5-year capital maintenance program.

The District has communicated with and could, as an option, obtain lease-purchase financing from the California Special Districts Association ("CSDA") Finance Corporation. Once the delivery date is known, District staff will review CSDA Finance Corporation interest rates to determine if financing the replacement Jetter Truck purchase would be beneficial to the District and, if so, staff will present a recommendation to the Board at that time.

### **STRATEGIC PLAN**

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, adopt Resolution 2022-XXXX, Replacement Sewer Cleaner, to:

1. Authorize staff to purchase Vactor 2100 series Jetter Truck from Haaker Equipment Company for total cost of \$567,086.
2. Amend FY 2022-2023 budget and transfer \$567,086 from Town Sewer Replacement Fund #810 to provide funding for the purchase of the replacement Jetter Truck.

### **ATTACHMENTS**

- A. Resolution 2022-XXXX, Replacement Jetter Truck

AUGUST 24, 2022

ITEM E-1

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2022-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT AUTHORIZING PURCHASE OF  
VACTOR JETTER TRUCK FROM HAAKER EQUIPMENT COMPANY  
AT A COST OF \$567,086 AND AMENDING FY 2022/2023 BUDGET**

**WHEREAS**, the District owns a 2010 model year jetter truck that is used for jetting sewer lines on a regular basis throughout the District to remove debris such as grease, roots or other objects that can cause sewer lines to plug in the sewer collection system; and

**WHEREAS**, the California Air Resources Board (CARB) developed a regulation to regulate emissions from diesel powered trucks that requires the District to order a replacement sewer cleaner by September 1, 2022 in order to comply with the rule; and

**WHEREAS**, the District is a member of Sourcewell, formerly known as National Joint Powers Alliance (NJPA), a national government purchasing cooperative, which provides the District the opportunity to purchase equipment through nationally bid contracts; and

**WHEREAS**, Haaker Equipment Company provided a Sourcewell quote of \$567,086 for a Vactor 2100 series jetter truck with a rapid deployment boom mounted on a 2024 Freightliner chassis; and

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

1. The above recitals and referenced findings are true and correct and incorporated herein by this reference.
2. The District's General Manager is authorized to purchase a Vactor 2100 series sewer cleaner with a rapid deployment boom mounted on a 2024 Freightliner chassis from Haaker Equipment Company for \$567,086.
3. The Board authorizes transfer of \$567,086 from Fund #810, Town Sewer Funded Replacement, to provide funding for the purchase in the FY 2022-2023 Budget.

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

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

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2022-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT AUTHORIZING PURCHASE OF  
VACTOR SEWER CLEANER FROM HAAKER EQUIPMENT COMPANY  
AT A COST OF \$567,086 AND AMENDING FY 2022/2023 BUDGET**

The foregoing resolution is hereby adopted this 24<sup>th</sup> day of August 2022.

\_\_\_\_\_  
**ED EBY**  
President, Board of Directors

ATTEST:

APPROVED AS TO FORM AND  
LEGAL EFFECT:

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

\_\_\_\_\_  
**CRAIG A. STEELE**  
District Legal Counsel

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS  
GENERAL MANAGER

DATE: AUGUST 19, 2022

**AGENDA ITEM  
E-2  
AUGUST 24, 2022**

**AUTHORIZE INTER-FUND LOAN BETWEEN BLACKLAKE SEWER  
FUND #150 AND BLACKLAKE STREET LIGHTING DISTRICT FUND  
#200 [RECOMMEND AUTHORIZE INTER-FUND LOAN]**

**ITEM**

Authorize Inter-Fund loan between Blacklake Sewer Fund #150 and Blacklake Street Lighting District Fund #200 [RECOMMEND BY MOTION AND ROLL CALL VOTE ADOPT RESOLUTION AUTHORIZING INTER-FUND LOAN]

**BACKGROUND**

The Nipomo Community Services District has been operating the Blacklake Street Lighting District Fund #200 (Enterprise) since 1993, when it was annexed into the District. The Enterprise cash reserves had been declining over the years due to increased electricity costs and On June 23, 2021, the Board of Directors approved a rate study to identify the funding requirements of the Enterprise. Lechowicz & Tseng prepared the rate study and it was approved by the Board.

Subsequent to the approval of the rate study, and throughout the Proposition 218 process, the Blacklake Street Lighting District incurred unanticipated rate consultant fees and legal costs due to the complexity of issues that arose during the process. As a result the Enterprise began the 2022-2023 fiscal year with a negative cash balance of (\$13,736) instead of the rate study projected beginning negative balance of (\$395).

Along with the negative cash balance, the Enterprise is incurring ongoing monthly expenses (i.e. electricity and other expenses) of approximately \$2,700 per month. The Enterprise will not begin receiving tax roll assessment collections (i.e. cash inflow) until December after property owners begin paying their property tax bills.

In order to cover the negative cash balance of \$13,736 and six months (July to December 2022) of ongoing expenses of \$16,200 (\$2,700 x 6), an inter-fund loan of \$30,000 from the Blacklake Sewer Fund #150 is recommended. It is proposed the inter-fund loan be retroactive to July 1, 2022, at the LAIF rate of 1.01% and be paid annually on June 30 for a period of 10 years. The annual principal and interest payment would be \$3,165.24.

The inter-fund loan could be paid back sooner if the fund balance is available due to the lower electricity costs due to anticipated installation of LED street lights or other costs being lower than anticipated.

**FISCAL IMPACT**

The Blacklake Street Lighting District Fund #200 assessments will repay the principal and interest to Blacklake Sewer Fund #150. Upon consolidation, the Street Lighting District would still be obligated to pay the inter-fund loan.

**STRATEGIC PLAN**

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

GOAL 8.4 – Street Lighting. Monitor maintenance of facilities and respond to observed problems.

**RECOMMENDATION**

By motion and roll call vote, adopt the attached resolution authorizing the inter-fund loan.

**ATTACHMENTS**

- A. Resolution 2022-XXXX Inter-Fund Loan

AUGUST 24, 2022

ITEM E-2

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2022-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT APPROVING AND ESTABLISHING THE  
INTEREST RATE FOR AN INTER-FUND LOAN BETWEEN THE BLACKLAKE SEWER FUND  
AND THE BLACKLAKE STREETLIGHTING FUND**

**WHEREAS**, as of the end of the NCSD's 2021-22 fiscal year, the Blacklake Streetlighting Fund balance was showing a deficit and has not recovered as of the date of this Resolution (herein "Deficit"); and

**WHEREAS**, to address the ongoing and projected future deficit in the Blacklake Streetlighting Fund, the NCSD's Board voted to form Blacklake Streetlighting Maintenance Assessment District 2022-01 ("Blacklake Assessment District") following a lawfully conducted Proposition 218 Assessment District approval process; and

**WHEREAS**, the Board further ordered that the assessments for the Blacklake Assessment District for fiscal year 2022-23 be collected on the property tax rolls from assessed properties; and

**WHEREAS**, due to the negative cash balance at June 30, 2022, the typical timing of NCSD's receipt of tax roll disbursements from the County of San Luis Obispo later in the calendar year and NCSD's continuing expenses to fund the maintenance and operation of the streetlighting services in the area of the Blacklake Assessment District, the approved Engineer's Report for the Blacklake Assessment District estimates that the Deficit has grown, and will continue to grow, until NCSD receives sufficient tax roll disbursements of assessment revenue; and

**WHEREAS**, NCSD may not subsidize the Deficit with other fund revenue and NCSD expects to receive sufficient assessment revenue to retire the Deficit over a ten year period; and

**WHEREAS**, based on the advice of staff, the Board finds that the most practical and equitable way of financing the Deficit caused by continuing Blacklake streetlighting expenses in the absence of revenue is to approve an inter-fund loan, with interest, from the sufficiently funded Blacklake Sewer Fund to the Blacklake Streetlighting Fund.

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

1. The above Recitals are true and correct, to the best of the Board's knowledge, and constitute findings in support of this Resolution.
2. An inter-fund loan from the Blacklake Sewer Fund (Fund 150) to the Blacklake Streetlighting Fund (Fund 200) is hereby approved, in an amount of \$30,000, retroactive to July 1, 2022.
3. The inter-fund loan principal and interest shall be annually on June 30 of each year until paid in full.

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2022-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT APPROVING AND ESTABLISHING THE  
INTEREST RATE FOR A TEMPORARY INTER-FUND LOAN BETWEEN THE BLACKLAKE  
SEWER FUND AND THE BLACKLAKE STREETLIGHTING FUND**

4. The Blacklake Streetlighting Fund shall pay to the Blacklake Sewer Fund interest at the same rate District receives from its investments in the Local Agency Investment Fund ("LAIF") as of July 1, 2022, at a rate of 1.01%.

PASSED, APPROVED, and ADOPTED this 24th day of August, 2022.

\_\_\_\_\_  
Ed Eby, President

ATTEST:

APPROVED AS TO FORM AND  
LEGAL EFFECT:

\_\_\_\_\_  
**MARIO IGLESIAS**  
General Manager and

\_\_\_\_\_  
**CRAIG A. STEELE**  
District Legal Counsel

TO: BOARD OF DIRECTORS  
FROM: MARIO IGLESIAS  
GENERAL MANAGER  
DATE: AUGUST 19, 2022

**AGENDA ITEM  
F  
AUGUST 24, 2022**

**GENERAL MANAGER'S REPORT**

**ITEM**

Standing report to your Honorable Board -- *Period covered by this report is July 10, 2022 through August 19, 2022. The second meeting in July (July 27<sup>th</sup>) was cancelled and there was no General Manager's report for the first meeting in August (August 10<sup>th</sup>) as the General Manager was on leave.*

**DISTRICT BUSINESS**

**Administrative**

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

**OFFICE ACTIVITIES**

	July 22	Jan 22 - July 22
Reports of Water Waste	0	1
Leak Adjustments	0	14
Leak Adjustment Amount	\$0	\$4,898
Late Fee Waivers	0	22
Late Fee Waiver Adjustment Amount	\$0	\$758

On January 1, 2022, the District shifted to a monthly billing cycle from a bi-monthly billing cycle. During the first several months of 2022, the District did not assess late fees. The District will begin normal billing operations in September of this year, to include assessing late fees, providing customer payment arrangements, and discontinuance of water services for delinquent accounts. Staff estimates less than 50 customers will be subject to discontinuance of service for non-payment in September. The District last discontinued water service for non-payment in January 2020.

The new federal Low Income Household Water Assistance Program (LIHWAP) provides financial assistance to low-income Californians to help manage their residential water utility costs. Established by Congress in December 2020, this federally funded program helps low-income households pay down their outstanding residential water or wastewater bills. California has been allocated \$116 million in funding to provide one-time LIHWAP payment assistance.

The District enrolled in the program, a requirement of the LIHWAP in order for District customers to tap into the program funds. To date, six customers have applied for funds resulting in a total of \$9,341 of LIHWAP payments to the District. Many more applications have been provided by the District to customers and it is expected that additional customers will sign up and gain funds from the program. The program will operate through August 31, 2023.

**Water Resources**

For the first month of the 2022-23 Fiscal Year, the District's total combined production, including groundwater production wells and supplemental water imported through the Joshua Road Pump Station, registered 198.9 AF. Imported water through the Joshua Road Pump Station was about equal to the groundwater production. This trend will continue through the next several months as the District strives to maintain the 50% groundwater reduction goal.

	July - 22	Jul 22 - Jul 22
Groundwater Production	101.0	101.0
Supplemental Water Imported	<u>97.9</u>	<u>97.9</u>
Total Production	198.9	198.9

**NCSD GW Reduction**

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

	July-22	Jul 21 – June 22
NCSD GW Well Production	101.0	101.0
Purveyor Customer Credit (33.3% of Import Water)	<u>32.6</u>	<u>32.6</u>
NCSD Total Calculated GW Production	133.6	133.6
Average GW Production for 2009-2013	<u>291.2</u>	<u>291.2</u>
NCSD Percentage of GW Reduction	54%	54%

**2022 Fiscal Year Groundwater Pumping Forecast**

	Jul-22	Year-to-Date Jul-Jun 2023	Target	Over/(Under)	
NCSD GW Well Production	101.0	870.1		30	AcFt
Purveyor Customer Credit (33.3% of Import Water)	<u>32.6</u>	<u>366.4</u>			
NCSD Total Calculated GW Production	133.6	1,236.5	1,266.7		
Average GW Production for 2009-2013	<u>291.2</u>	<u>2,533.4</u>	2,533.4		
NCSD Percentage of GW Reduction	54%	51.2%	50.0%		

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

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

	Jul-22	Jul 22 - Jul 22	Jul-21	Jul 21 - Jul 21
NCSW GW Well Production	101.0	101.0	109.1	109.1
Purveyor Customer Credit (33.3% of Import Water)	32.6	32.6	32.8	32.8
NCSW Total Calculated GW Production	133.6	133.6	141.9	141.9
Average GW Production for 2009-2013	291.2	291.2	291.2	291.2
NCSW Percentage of GW Reduction	54%	54%	51%	51%

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

**Rainfall Gauge**

(Reported in inches)	Nipomo East (Dana Hills Reservoirs)	Nipomo South (Southland Plant)
July 2022 Total	0.00	0.00
July-2021 through July-2022 (Season Total)	10.43	8.35
Aug 1, 2022 – Aug 19, 2022	0.00	0.00
Total Rainfall to date	10.43	8.35
County Reported Avg. Ann. Year Rainfall	18.00	14.00
2006 - 2020 Avg. Ann. Year Rainfall*	15.39	13.30
2006 - 2020 Median Ann. Rainfall*	12.64	11.30

\*Data from County website

**Connection Report**

Nipomo Community Services District  
Water and Sewer Connections

END OF MONTH REPORT

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

The Connection Report as of August 19, 2022

**Safety Program**

No Reportable Safety Issues  
All-Staff Quarterly Safety Meeting Scheduled for September 16, 2022

**Supplemental Water Capacity Accounting**

Summary Since January 25, 2008

	Number of Equivalent Meters	AFY
Supplemental Water Available for Allocation	947	500.0
Supplemental Water Reserved (Will Serve Letter Issued)	138	-72.9
Subtotal Net Supplemental Water Available for Allocation	809	427.1
Supplemental Water Assigned (Intent-to-Serve Issued)	163.6	-86.4
<b>Total Remaining Supplemental Water Available for Allocation</b>	<b>645</b>	<b>340.8</b>

Updated August 16, 2022

**Other Items**

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

**Meetings (July 10 through August 20)**

*Meetings Attended (telephonically or in person):*

- July 11, Staff Mtg. - Admin Supervisor Mtg.
- July 11, Tribune News Paper Meeting
- July 12, NCSD Code Book Update Meeting
- July 13, Rotary
- July 13, NCSD Regular Board Meeting
- July 13, After-Board Exec. Team Meeting
- July 14, SLO County Planning Comm.
- July 15, Staff Mtg. - Cust. Service Specialist
- July 15, Mechanics Bank Branch Meeting
- July 15, LAFCO Meeting with E.O.
- July 18, Staff Mtg. - Admin Supervisor Mtg.
- July 18, NCSD Management Team Meeting
- July 18, SB Co. License Agreement Discussion
- July 19, Clever Ducks – Security System Discussion
- July 20, County Update – State Water Availability
- July 21, LAFCO Study Session – Dana Reserve
- July 22, Staff Mtg. - Cust. Service Specialist
- July 22, NMMA Water Purveyor Manager's Meeting
- July 22, Eng/Admin Coordination Mtg.
- July 22, Blacklake Golf Course Owner's Meeting
- July 22, NCSD Board Officer Meeting

*General Manager Vacation Period*

- July 25 through August 10
- Aug 12, Staff Mtg. - Cust. Service Specialist
- Aug 12, NCSD Board Officer Meeting
- Aug 12, Interview Candidate – NCSD Position

*General Manager Jury Duty On-call Period*

- Aug 15 through August 19
- Aug 15, Staff Mtg. - Admin Supervisor Mtg.
- Aug 15, NCSD Management Team Meeting
- Aug 15, General Counsel Steele Update Meeting
- Aug 15, Sun Newspaper Interview – Response to News Release
- Aug 17, Rotary
- Aug 17, WaterView – Eagle Aerial Training
- Aug 19, Staff Mtg. - Cust. Service Specialist
- Aug 19, PG&E PSPS Portal Training

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

*Upcoming Meetings (telephonically or in person):*

- Aug 22, Staff Mtg. - Admin Supervisor Mtg.
- Aug 22, South County Advisory Committee
- Aug 23, CalRecycle Check in Meeting
- Aug 23, Eng/Admin Coordination Mtg.
- Aug 24, Rotary
- Aug 24, NCSD Regular Board Meeting
- Aug 24, After-Board Exec. Team Meeting
- Aug 25, RWMG Working Group – Round 2
- Aug 26, Staff Mtg. - Cust. Service Specialist
- Aug 26, NMMA-TG Managers Meeting

**Upcoming Water Resource and Other Meetings**

*Upcoming Standing Meetings:*

- NMMA-TG: August 26 (Friday) @ 10:00 AM, Zoom Meeting
- RWMG: September 7th (Wednesday) 10:00 AM, Location TBD
- WRAC: No Meeting Scheduled
- NMMA Manager's Meeting: August 26<sup>th</sup> (Friday) @ 10:00 AM, Zoom Meeting
- NCSD Board Officer Meeting: Sept. 2<sup>nd</sup> (Friday) @ 2:00 pm, NCSD Conf. Rm.

**RECOMMENDATION**

Staff seeks direction and input from your Board

**ATTACHMENTS**

- A. COVID19 - NCSD Response Plan (No Changes)
- B. Dana Reserve Schedule (No Changes)
- C. Unofficial List of Candidates as of 8/17/22 (Filing Closed – uncontested seats)

AUGUST 24, 2022

ITEM F

ATTACHMENT A

Date: August 24, 2022 Board Meeting  
Response Activities to COVID19 Health Emergency  
Prepared by: Mario Iglesias, General Manager

## DISTRICT RESPONSE TO COVID-19, Updated August 19, 2022

### New Actions

No New Actions

### Personnel on Quarantine

Office Personnel: 0 (Changed since last reported: was 1)  
Operational Personnel: 1 (No changed since last reported)  
Vaccine Update: (No Change)

### Ongoing Actions

1. Testing available for Employees to test (Voluntary)
2. Following SLO Co. Masking guidelines (Voluntary)
3. Following Cal/OSHA guidelines
4. Review SLO County EOC Status Reports

### Previous Actions

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

Date: August 24, 2022 Board Meeting  
Response Activities to COVID19 Health Emergency  
Prepared by: Mario Iglesias, General Manager

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

#### Mask Mandate Status:

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

#### Masks in California are still required: (As of April 20, 2022: Guidance for the use of Face Masks)

- In Emergency shelters and cooling and heating centers
- In Healthcare settings (applies to all healthcare settings, including those that are not covered by the State Health Officer Order issued on July 26, 2021)
- At State and local correctional facilities and detention centers
- In Homeless shelters
- At Long Term Care Settings & Adult and Senior Care Facilities

AUGUST 24, 2022

ITEM F

ATTACHMENT B

DANA RESERVE REVIEW SCHEDULE (AS OF 8/19/2022)

Date	Description	Comment
April 24, 2022	NCS D Review "Utility" Section of EIR	
June 16, 2022	Release of EIR	Extended from May 16, 2022
July 14, 2022	SLO County Planning Comm. Study Session	Zoom Meeting
July 21, 2022	LAFCO Study Session	County Lead Agency (9:00 am)
Aug. 1, 2022 <sup>1</sup>	Close Public Comment - DEIR	Was June 20, 2022 (Mario on Vaca)
Q-1 2023	County Board of Supervisors	Accept EIR
Q-2 2023	NCS D Board	Annexation Application
Q-2 2023	LAFCO Review	

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

Notes:

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

AUGUST 24, 2022

ITEM F

ATTACHMENT C

**NOVEMBER 8, 2022, GENERAL ELECTION  
UNOFFICIAL LIST OF CANDIDATES AS OF 8/17/2022  
SAN LUIS OBISPO COUNTY**

OFFICE		CANDIDATE STATUS
<b>NIPOMO COMMUNITY SERVICES DISTRICT DIRECTOR</b> At Large Vote for 3 Length of Term: 4 Years		
<b>ED EBY</b> Incumbent	DAY PHONE #: EVE PHONE #: FAX: EMAIL: <a href="mailto:edeby@charter.net">edeby@charter.net</a> WEBSITE:	Qualified
<b>DAN ALLEN GADDIS</b> Incumbent	DAY PHONE #: EVE PHONE #: FAX: EMAIL: WEBSITE:	Qualified
<b>GARY R. HANSEN</b> Civil Engineer	DAY PHONE #: EVE PHONE #: FAX: EMAIL: <a href="mailto:garyhansen@earthlink.net">garyhansen@earthlink.net</a> WEBSITE:	Qualified
<b>NIPOMO COMMUNITY SERVICES DISTRICT DIRECTOR</b> At Large Vote for 1 Length of Term 2 Years		
<b>DAN WOODSON</b>	DAY PHONE #: EVE PHONE #: FAX: EMAIL: WEBSITE:	Qualified
<b>OCEANO COMMUNITY SERVICES DISTRICT DIRECTOR</b> Division 2 Vote for 1 Length of Term 4 Years		
<b>ALLENE VILLA</b> Incumbent	DAY PHONE #: EVE PHONE #: FAX: EMAIL: WEBSITE:	Qualified
<b>OCEANO COMMUNITY SERVICES DISTRICT DIRECTOR</b> At Large Vote for 1 Length of Term 2 Years		
<b>STEVE MONTES</b> Appointed Incumbent	DAY PHONE #: EVE PHONE #: FAX: EMAIL: <a href="mailto:brothersteve05@gmail.com">brothersteve05@gmail.com</a> WEBSITE:	Qualified