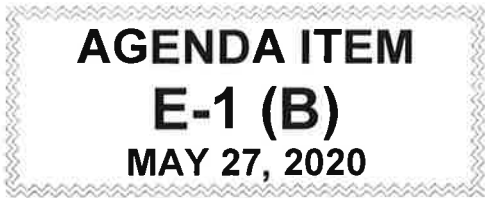


TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER

FROM: LISA BOGNUDA  
FINANCE DIRECTOR

DATE: MAY 20 2020



**REVIEW THE DRAFT 2020-2021 FISCAL YEAR BUDGET FOR NIPOMO SUPPLEMENTAL WATER PROJECT (NSWP)**

**ITEM**

Review the draft Budget for Fiscal Year 2020-2021 for Nipomo Supplemental Water Project (NSWP) [RECOMMEND CONSIDER DRAFT BUDGET AND SCHEDULE FOR ADOPTION ON JUNE 10, 2020

]

**BACKGROUND**

On April 6, 2020, the Finance and Audit Committee met and reviewed the draft Budget for Fiscal Year 2020-2021 for NSWP.

The Nipomo Community Services District (District), City of Santa Maria (City), Woodlands Mutual Water Company (WMWC), Golden State Water Company (GSWC), Rural Water Company (RWC), along with hundreds of other individuals and entities are parties to a certain groundwater adjudication commonly referred to as the Santa Maria Groundwater Litigation. The Judgment (through the Stipulation) requires the District to purchase and transmit to the Nipomo Mesa Management Area (NMMA) a minimum of 2,500 acre-feet of "Nipomo Supplemental Water" each year and to employ its best efforts to timely implement the Nipomo Supplemental Water Project (NSWP).

The Judgment further provides that once the Nipomo Supplemental Water is capable of being delivered, the Parties shall purchase the following portions of Nipomo Supplemental Water each year to offset groundwater pumping within the NMMA.

ENTITY	PERCENT ALLOCATION	ACRE FEET/YEAR (AFY)
NCSD	66.68	1,667.00
WMWC	16.66	416.50
GSWC/RWC	16.66	416.50
TOTAL	100.00	2,500.00

On May 3, 2013, the District entered into a Wholesale Water Supply Agreement with the City of Santa Maria to purchase supplemental water. Upon completion of the interconnection, the minimum quantity of purchase/delivery is as follows:

DELIVERY YEARS	FISCAL YEAR ENDING	MINIMUM DELIVERY VOLUME (AFY)
1	July 1, 2015 to June 30, 2016	645
2-5	July 1, 2016 to June 30, 2020	800
6-10	July 1, 2020 to June 30, 2025	1,000
11- Term	July 1, 2026 to June 30, 2035	2,500

On July 2, 2015, supplemental water began flowing from the City of Santa Maria into the Nipomo Community Services District system.

On October 16, 2015, the Supplemental Water Management and Groundwater Replenishment Agreement (Agreement) was approved by the District, WMWC, GSWC and RWC. The agreement outlines all parties' responsibilities and obligations relating to the delivery and payment of supplemental water. Section VIII of the agreement states in part as follows:

- A. District shall operate the NSWSP as an enterprise fund, separating all costs related to the NSWSP within and only to that NSWSP fund. Prudent Utility Practices shall apply to District's management of the NSWSP Enterprise Fund.
- B. Each Fiscal Year District shall prepare a NSWSP Enterprise Fund Budget (Budget) for all revenues and expenditures related to the NSWSP Enterprise Fund. The Budget shall include a summary of projected NSW deliveries and Costs associated with those deliveries. A draft of the Budget shall be available to each Water Company for review by May 1<sup>st</sup> of each year. District shall make every reasonable effort to adopt the final Budget during June of each year at a regularly scheduled District board meeting. The Advisory Committee shall determine the most effective content, format and reporting frequency for financial and budget reports for the NSWSP Enterprise Fund.
- C. The Budget shall provide the basis for and detail the cost allocations and quarterly billing described in Section IX.

The District receives and pays a quarterly invoice from the City for the cost of water. The District in turn invoices WMWC and GSWC for their applicable percentages of the cost of water in addition to other applicable costs pursuant to the agreement. WMWC and GSWC are current on their quarterly payments.

Attached is the draft Budget based on purchase of 1,050 acre feet of supplemental water (1,000 acre feet per contract plus 50 acre feet operational buffer). The City adopted a new rate structure commencing January 1, 2020. The Base Energy Cost CPI will be adjusted based on the July index; however, the City has agreed to implement the energy adjustment to coincide with the January 1 rate increases. The Operations and Maintenance (O&M) Budget has been estimated based on current fiscal year expenditures plus 3% inflation, with the exception of electricity which reflects the increase in pumping of an additional 200 acre feet per year. The administrative fee is set at 15% of O & M costs.

#### RECOMMENDATION

It is recommended your Honorable Board provide direction to Staff and set Wednesday, June 10, 2020, 9:00 a.m. as the date and time for a Public Hearing to consider adoption of the NSWSP Budget for Fiscal Year 2019-2020.

#### ATTACHMENTS

- A. Draft Budget

MAY 27, 2020

ITEM E-1(B)

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT  
NIPOMO SUPPLEMENTAL WATER PROJECT (NSWP)  
BUDGET FOR FISCAL YEAR 2020-21**

	Acre Feet Purchase	Cost per Acre Foot (AF)	Total Cost
Water Purchase Fiscal Year 2020-2021 (see page 2) (A)	1050	\$2,124.00	\$2,230,200.00
NCSD Water O & M Cost per AF ** (see page 3)	1050	\$184.07	\$193,273.50
NCSD Admin Fee per AF (15% of O & M per AF) ** (see page 3)	1050	\$27.61	\$28,990.50
		<u>\$2,335.68</u>	<u>\$2,452,464.00</u>

\*\*To be adjusted annually based on actual costs

	TOTAL	NCSD	WMWC	GSWC
1 Phase 1 Supplemental Water Annual Allocation (AF)	800	533.44	133.28	133.28
2 Phase 1 Supplemental Water Delivery Percentages	100.00%	66.68%	16.66%	16.66%
3 Pass-Through Supplemental Water Cost	\$2,230,200	\$1,487,097	\$371,551	\$371,551
4 Supplemental Water O & M Cost	\$193,274	\$128,875	\$32,199	\$32,199
5 Supplemental Water NCSD Admin Fee	\$28,991	\$19,331	\$4,830	\$4,830
<b>6 Total Annual Supplemental Water Volume Cost</b>	<b>\$2,452,464</b>	<b>\$1,635,303</b>	<b>\$408,581</b>	<b>\$408,581</b>

	TOTAL	NCSD	WMWC	GSWC
7 Allocated Project Capacity (AF)	3,000.00	2,167.00	416.50	416.50
8 Percentage of Fixed Capital Cost Allocation	100.00%	72.24%	13.88%	13.88%
9 Yearly Capital Recovery Charge-Principal (1)	\$86,604	\$0	\$34,797	\$51,807
10 Yearly Capital Recovery Charge-Interest (1)	\$299,814	\$0	\$154,061	\$145,753
11 Yearly Capital Recovery Charge-Principal (2)	\$7,305	\$0	\$3,292	\$4,013
12 Yearly Capital Recovery Charge-Interest (2)	\$25,866	\$0	\$14,575	\$11,291
13 Yearly Capital Recovery Charge-Principal (3)	\$13,024	\$0	\$5,858	\$7,166
14 Yearly Capital Recovery Charge-Interest (3)	\$46,096	\$0	\$25,936	\$20,160
14 Yearly Capital Recovery Charge-Principal (4)	\$908	\$0	\$408	\$500
15 Yearly Capital Recovery Charge-Interest (4)	\$3,213	\$0	\$1,805	\$1,408
16 Yearly Capital Recovery Charge-Principal (5)	\$1,114	\$0	\$499	\$615
17 Yearly Capital Recovery Charge-Interest (5)	\$3,940	\$0	\$2,210	\$1,730
18 Supplemental Water Project Yearly Replacement(6)	\$206,865	\$149,439	\$28,713	\$28,713
<b>19 Total Annual Fixed Supplemental Charges</b>	<b>\$694,749</b>	<b>\$149,439</b>	<b>\$272,154</b>	<b>\$273,156</b>

<b>Total Volume and Annual Fixed Charges for Fiscal Year 2020-2021</b>				
<b>20 (Line 6 + Line 19)</b>	<b>\$3,147,213</b>	<b>\$1,784,742</b>	<b>\$680,734</b>	<b>\$681,736</b>

21 Electrical Pumping Credit (\$241.40 per acre foot-estimated)	(\$80,434)	\$0	(\$40,217)	(\$40,217)
<b>22 SUPPLEMENTAL WATER BUDGET FISCAL YEAR 2020-2021</b>	<b>\$3,066,779</b>	<b>\$1,784,742</b>	<b>\$640,517</b>	<b>\$641,519</b>

(1)	Per applicable amortization schedule as of June 30, 2015
(2)	Per applicable amortization schedule as of June 30, 2016
(3)	Per applicable amortization schedule as of June 30, 2017
(4)	Per applicable amortization schedule as of June 30, 2018
(5)	Per applicable amortization schedule as of June 30, 2019
(6)	Monthly replacement contribution of total Supplemental Water Project cost of \$20,686,509 assuming a 100 year project life = \$206,865 per year not to exceed \$3,000,000 adjusted annually for CPI per agreement

(A) 1000 ACRE FEET PER CONTRACT PLUS 50 ACRE FEET FOR OPERATIONAL BUFFER

NCSD = Nipomo Community Services District  
WMWC = Woodlands Mutual Water Company  
GSWC = Golden State Water Company

**NIPOMO COMMUNITY SERVICES DISTRICT  
NIPOMO SUPPLEMENTAL WATER PROJECT (NSWP)  
BUDGET FOR FISCAL YEAR 2020-21**

FISCAL YEAR	City Rate Chg	ACRE FEET PURCHASED	Base Water	Chg in Energy	COST PER ACRE FOOT	TOTAL COST
FY 15-16	7/1/2015	660	\$1,495.85	\$23.00	\$1,518.85	\$1,001,760
FY 16-17	7/1/2016	860	\$1,570.77	\$17.00	\$1,587.77	\$1,365,482
FY 17-18	7/1/2017	945	\$1,649.18	\$0	\$1,649.18	\$1,558,475
FY 18-19	7/1/2018	950	\$1,649.18	\$52.00	\$1,701.18	\$1,616,121
FY 19-20	7/1/2019	487	\$1,649.18	\$45.92	\$1,695.10	\$825,514
FY 19-20	1/1/2020		\$2,077.81	\$45.92	\$2,123.73	

**City of SM Adopted Rate Increases**

	(a) BASE COST PER UNIT (hcf)	(b) units per AF	(a)*(b) Base Cost
1/7/2015	\$3.43	435.6	\$1,495.85
7/1/2016	\$3.61	435.6	\$1,570.77
7/1/2017	\$3.79	435.6	\$1,649.18
7/1/2018	\$3.79	435.6	\$1,649.18
7/1/2019	\$3.79	435.6	\$1,649.18
1/1/2020	\$4.77	435.6	\$2,077.81
1/1/2021	\$4.96	435.6	\$2,160.58
1/1/2022	\$5.16	435.6	\$2,247.70
1/1/2023	\$5.37	435.6	\$2,339.17

**NIPOMO COMMUNITY SERVICES DISTRICT  
NIPOMO SUPPLEMENTAL WATER PROJECT (NSWP)  
BUDGET FOR FISCAL YEAR 2020-21**

**OPERATIONS AND MAINTENANCE BUDGET**

OPERATIONS AND MAINTENANCE	800 AFY 2018-19 ACTUAL	800 AFY 2019-20 BUDGET	800 AFY 2019-20 EST ACTUAL	1,000 AFY 2020-21 PROPOSED
Electricity (1)	64,920	68,060	71,000	89,000
Labor (fully weighted) (2)	47,897	40,213	49,000	50,470
Water (2)	545	553	600	618
Chemicals (2)	6,176	7,815	5,000	5,150
Operating Supplies (2)	0	1,030	0	0
Outside Services (2)	3,919	1,524	11,000	11,330
Permits and Operating Fees (2)	1,651	1,281	624	643
Insurance (2)	4,336	4,374	9,573	9,860
Repairs and Maintenance (2)	3,373	10,300	16,500	16,995
<b>TOTAL OPERATIONS AND MAINTENANCE</b>	<b>132,817</b>	<b>135,150</b>	<b>163,297</b>	<b>184,066</b>
Cost per acre foot @ 800 acre feet	166.02	168.94	204.12	
Cost per acre foot @ 1,000 acre feet				184.07
Overhead allocation 15% of O and M	24.90	25.34	30.62	27.61

(1) Estimated increase in Electricity to pump 1,000 afy

(2) Estimated 3% increase in expenses FY 20-21

**NIPOMO COMMUNITY SERVICES DISTRICT  
NIPOMO SUPPLEMENTAL WATER PROJECT (NSWP)  
BUDGET FOR FISCAL YEAR 2020-21**

**FUNDED REPLACEMENT RESERVES**

Beginning Balance, July 1, 2019		792,352
Collections FY 2019-20		
NCS D	149,439	
WMWC	28,713	
GSWC	28,713	
		206,865
Estimated interest income FY 2019-20		17,000
Estimated Ending Balance, June 30, 2020		1,016,217
Collections FY 2020-21		
NCS D	149,439	
WMWC	28,713	
GSWC	28,713	
		206,865
Estimated interest income FY 2020-21		12,000
Estimated Ending Balance, June 30, 2021		1,235,082

**Funded Replacement Reserve Requirement - Pursuant to Section VIII (J)**

CPI Adjustment as of June 30, 2020		
CPI - 2019 Annual	274.114	
CPI - 2018 Annual	(265.962)	
	8.152	
Divide by previous period CPI ÷	265.962	
	0.0307	
X	100.000	
Percent Change		3.07
Maximum Balance computed as of June 30, 2019		3,290,957
Adjusted by CPI June 30, 2020 (\$3,290,957 * 3.07%)		101,032
Maximum Balance adjusted as of June 30, 2021		3,391,989

	CPI INDEX	ADJ	RUNNING BALANCE
			3,000,000
6/30/2016	0.907	27,210	3,027,210
6/30/2017	1.89	57,214	3,084,424
6/30/2018	2.79	86,055	3,170,479
6/30/2019	3.81	120,478	3,290,957
6/30/2019	3.07	101,032	3,391,989

Note: Funds held in separate savings account at Five Star Bank

TO: BOARD OF DIRECTORS  
 FROM: MARIO IGLESIAS  
 GENERAL MANAGER  
 DATE: May 22, 2020

**AGENDA ITEM  
 F  
 MAY 27, 2020**

**GENERAL MANAGER'S REPORT**

**ITEM**

Standing report to your Honorable Board -- *Period covered by this report is May 10, 2020 through May 23, 2020.*

**DISTRICT BUSINESS**

**Administrative**

The District encourages residents to provide reports of any observed water waste. The District keeps an accounting of leak adjustments as a measure of non-revenue water lost to leaks as well as tracking late fee waivers. For the month of April 2020, the District is waiving all late fees and is not keeping track of late payments due to the District's response to the COVID19 health emergency. There were 4 Leak Adjustments applied for and granted. The District is also offering to customers to credit their account the third-party cost for paying their bill on-line. There is a \$3.95 charge by Official Payments, the third-party vender that provides the service. A total of 9 customers took advantage of the District's offer in the month of April.

**Office Activities**

	April 20	Jan 20 - April 2020
Reports of Water Waste	0	0
Leak Adjustments	4	11
Leak Adjustment Amount	\$2,182	\$3,643
Late Fee Waivers	0	15
Late Fee Waiver Adjustment Amount	\$0	\$2,940
Official Payments cost to District	\$36	\$36

**Water Resources**

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

	Apr-20	Jul 19 - Apr 20
Groundwater Production	63.1	781.6
Supplemental Water Imported	<u>77.4</u>	<u>804.1</u>
Total Production	138.7	1,585.7

NCSD imported 77.5 AF of water over the 30 day period in April averaging 585 gallons per minute for an average total of 841,782 gallons per day. For fiscal year 2019-20 the District must import at least 800 AF of supplemental water to meet its contractual obligation with the City of Santa Maria. On average, the District must import an average of 67 AF per month. For the ten-month period, July 1, 2019 through April 31, 2020, a total of 670 AF would indicate the District was on target to meet its import water obligation. Compared to the 804 AF imported in this time period (July through April), the District has reached 120% of its import water obligation.



The District’s total combined production, including groundwater production wells and supplemental water imported at the Joshua Road Pump Station, registered 138.7 AF for the month and 1,585.7 AF for the ten months of FY 2020. Compared to 1,538 AF in FY 2019 for the same period, the current fiscal years total water production is a 3% increase year over year.

**NCSD GW Reduction**

Table 2 compares the District’s total water production for the month of April and the fiscal year-to-date (July 2019 through April 2020) total against the same period for 2013 (pre-drought production). The Department of Water Resources (“DWR”) designated 2013 as the pre-drought production year. The pre-drought production data is included in the monthly water production report and compared to current usage, all of which is submitted by water purveyors statewide to DWR. There is no mandate by DWR at this time for the District to reach a particular conservation level. The District’s year-to-date conservation effort improved to 25% for the fiscal year.

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

	Apr-20	July – Apr 2020
Total Production (AF) for FY 2019-20	138.7	1,585.7
Total Production (AF) for 2013	<u>224.0</u>	<u>2,108.0</u>
Reduction (AF)	<u>85.3</u>	<u>522.3</u>
Percentage Reduction	<u>38.7%</u>	<u>24.8%</u>

The District’s purveyor customers, Golden State Water Company and Woodlands Mutual Water Company, each claim 16.66% (cumulatively 33.33%) of the imported water NCSD brings onto the basin through the NSWP. Of the 800 AF minimum imported water from the City of Santa Maria, 266.6 AF or 33.33 % of the imported water – whichever is greater – will be credited to these two purveyor customers. The credited amount must be added to the District’s groundwater pumping total every month to reflect the groundwater pumped by these customers in-lieu of taking imported water from the District. Table 3 below demonstrates the calculus for determining the District’s groundwater pumping reduction.

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

	Apr-20	Jul 19 - Apr 20
NCSD GW Well Production	61.3	781.6
Purveyor Customer Credit (33.3% of Import Water)	<u>25.8</u>	<u>267.6</u>
NCSD Total Calculated GW Production	87.1	1,049.5
Average GW Production for 2009-2013	<u>199.0</u>	<u>2,008.1</u>
NCSD Percentage of GW Reduction	56%	48%

Taking into consideration the above referenced purveyor customer credit, the District can claim a groundwater pumping reduction of 56% for the month of April compared to the 5-year average from 2009 to 2013 (NMMA-TG assigned comparator). For Fiscal Year 2020, the total groundwater pumping reduction for the District is 48%. At the current Stage IV level of NMMA's Water Shortage Condition and Response Plan, the District is short of achieving its targeted groundwater pumping reduction level of 50% for the year.

**2020 Fiscal Year Groundwater Pumping Forecast**

Table 4 projects the District's groundwater pumping reduction effectiveness for Fiscal Year 2020. The targeted groundwater pumping reduction as stated above is 50%. At current usage through in April 2020, and using last year's production values for the remaining 2 months of the fiscal year inserted, the District is predicted to make its pumping reduction goals for fiscal year 2020. This exercise demonstrates that there would be a nominal amount of ground water pumped in excess of the 50% target. Each year, water use trends slightly differ depending upon the weather – a major factor that drives consumer water demand. Table 4 is a forecasting tool used to help staff respond and adjust its actions to help reach the groundwater pumping reduction target.

**Table 4. Projected Groundwater Pumping**

	Year-to-Date		Target	Over/(Under)	AcFt
	Apr-20	Jul-Jun 2020			
NCSD GW Well Production	61.3	951.7			
Purveyor Customer Credit (33.3% of Import Water)	25.8	323.3			
NCSD Total Calculated GW Production	87.1	1,275.0	1,266.0	(9.05)	
Average GW Production for 2009-2013	199.0	2,533.3	2,533.3		
NCSD Percentage of GW Reduction	56%	50%	50.0%		

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

	Apr-20	Jul 19-Apr 20	Apr-19	Jul 18-Apr 19
	NCSD GW Well Production	61.3	781.6	86.7
Purveyor Customer Credit (33.3% of Import Water)	25.8	267.9	25.2	268.3
NCSD Total Calculated GW Production	87.1	1,049.5	112.0	978.2
Average GW Production for 2009-2013	199.0	2,008.1	199.0	2,008.1
NCSD Percentage of GW Reduction	56%	48%	44%	51%

Table 5 compares the previous year's groundwater pumping with the current year's groundwater pumping for the same period. The District's overall water demand is up for the current year. The community may achieve the same level of groundwater pumping reduction year over year depending upon the weather. The data leaves open a possibility that, all things being equal, the District could reach its groundwater pumping reduction target for the fiscal year.

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

Note 1: SLO County Website

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

Note 2: SLO County Website

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

(Reported in inches)	Nipomo East (Dana Hills Reservoirs)	Nipomo South (Southland Plant)
April 2020 Total	1.77	1.41
July-2019 through Apr-2020 (Seasonal Total)	11.70	11.42
May 1, 2020 to May 21, 2020	0.36	0.20
Total Rainfall to date	13.83	11.62
Average Annual Year Rainfall	18.0 <sup>1</sup>	14.0 <sup>2</sup>

**Safety Program**

Next Quarterly Safety Meeting Scheduled for Friday, June 19, 2020.

**Other Items**

COVID19 RESPONSE PLAN UPDATE [ATTACHMENT A]

**Supplemental Water Capacity Accounting**

	Number of Equivalent Meters	AFY
<b>Supplemental Water Available for Allocation</b>	947	500
<b>Supplemental Water Reserved (Will Serve Letter Issued)</b>	123	-64.9
<b>Subtotal Net Supplemental Water Available for Allocation</b>	824	435.1
<b>Supplemental Water Assigned (Intent-to-Serve Issued)</b>	126	-66.5
<b>Total Remaining Supplemental Water Available for Allocation</b>	698	368.5

As of May 21, 2020

**Connection Report**

Nipomo Community Services District  
 Water and Sewer Connections

**END OF MONTH REPORT**

	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Water Connections (Total)	4441	4444	4444	4445								
Sewer Connections (Total)	3208	3211	3211	3213								
New Water Connections	0	3	0	1								
New Sewer Connection	1	3	0	2								
Galaxy & PSHH at Orchard and Division Sewer Connections billed to the County	476	476	476	476								

The Connection Report is current through May 1, 2020.

**Meetings (May 10, through May 23)**

Meetings Attended (telephonically or in person):

- May 12, Eng/Admin Coordination Mtg.
- May 13, Rotary

- *May 12, Specialty Glass – Front Counter Window*
- *May 13, Regular NCSD Board Meeting*
- *May 13, Exec. Team After-Board Meeting*
- *May 14, Assessment District Team Meeting*
- *May 18, NCSD Management Team Meeting*
- *May 18, Board Officers Meeting*
- *May 20, CSD General Manager's Meeting*
- *May 21, NMMA-TG Meeting*

**Meetings Scheduled (May 24 through May 30):**

*Upcoming Meetings (telephonically or in person):*

- *May 25, Holiday (Memorial Day)*
- *May 26, Eng/Admin Coordination Meeting*
- *May 27, Regular NCSD Board Meeting*
- *May 27, Exec. Team After-Board Meeting*

**Upcoming Water Resource and Other Meetings**

*Upcoming Standing Meetings:*

- *NMMA-TG: June 25<sup>th</sup> (Thursday) @ 10:00 AM, Conf. Call*
- *RWVG: June 3<sup>rd</sup> (Wednesday) Virtual Meeting @ 10:00 AM*
- *WRAC: June 3<sup>rd</sup>, Virtual Meeting @ 1:30 PM, Conf. Call*
- *NMMA Purveyor Meeting: May 28<sup>th</sup> @ 11:00 AM, NCSD Conf. Rm.*
- *NCSD Board Officer Meeting: June 1<sup>st</sup> @2:00 PM, NCSD Conf. Rm.*

**RECOMMENDATION**

Staff seeks direction and input from your Board

**ATTACHMENTS**

- A. COVID19 - NCSD Response Plan Update

MAY 27, 2020

ITEM F

ATTACHMENT A

Date: May 27, 2020  
Response Activities to COVID19 Health Emergency  
Prepared by: Mario Iglesias, General Manager

## DISTRICT RESPONSE TO COVID 19

### New Actions

1. Temporary Admin Support Workers brought back to Office (Provider incentivized due to PPP Funds) – June 1
2. Lobby Modifications: Glass will be equipped with speaker plates to allow the communication between customer and clerk without opening the sliding window.

### Ongoing Actions

1. Participate in SLO County Daily EOC Briefing
2. Review SLO County Daily EOC Status Report
3. Practicing Social Distancing

### Previous Actions

1. NCSB Board Passes Resolution Declaring Emergency in District
2. Admin Office Closed to the Public
  - a. Meetings are virtual – Conference Calls
3. Split staff into two teams
  - a. See schedule on Response Plan
4. Received directions for FEMA Public Assistance – Cost Tracking Guidance
5. Governor's Executive Order – No Water Turn-offs
  - a. District instituted this policy as well as a No Late Fee – No Penalty Fees
6. Wipe-down between shifts
7. Each operator in separate designated vehicle.
8. Received additional PPE. Administration Staff will be on normal schedule 8-4:30 starting Monday May 18th
9. Operations Staff are on normal 7:00 am to 3:30 pm work schedule as of Monday, May 4<sup>th</sup>. County opened up construction sites.
10. Expanded Customer Service Work to include site visits for investigations (high bills, meter issues) week of May 11
11. Trailers for quarantine have been returned – May 1
12. District to begin wastewater sampling in conjunction with County effort to determine presents of COVID19 in communities – May 11