

TO: BOARD OF DIRECTORS

FROM: MARIO E. IGLESIAS
GENERAL MANAGER



DATE: JULY 17, 2020

AGENDA ITEM

PUBLIC FACILITIES
CORPORATION

A

JULY 22, 2020

NIPOMO COMMUNITY SERVICES DISTRICT PUBLIC FACILITIES CORPORATION

ITEM

Annual Meeting of the Nipomo Community Services District Public Facilities Corporation

BACKGROUND

The Nipomo Community Services District Public Facilities Corporation is required to meet annually in the month of July to review corporate activities, take action as needed, and review and approve the previous meeting's Board minutes. The only action needed at this time is to approve the meeting minutes of the July 24, 2019, meeting of the Nipomo Community Services District Public Facilities Corporation. These Board minutes were included in the regular NCSO meeting minutes but were not separately approved by the corporation. The minutes are being presented today for approval.

FISCAL IMPACT

Funds for staff time and effort to support the annual meeting of the Nipomo Community Services District Public Facilities Corporation are included in the Budget.

STRATEGIC PLAN

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

RECOMMENDATION

Staff recommends that your Board approve the Minutes of the Nipomo Community Services District Public Facilities Corporation meeting held on July 24, 2019.

ATTACHMENT

- A. Minutes of July 24, 2019

NCSD PUBLIC FACILITIES CORPORATION

JULY 22, 2020

ITEM A

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community Since 1965

REGULAR MINUTES

JULY 24, 2019 AT 9:00 A.M.

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

BOARD of DIRECTORS

ED EBY, PRESIDENT
DAN ALLEN GADDIS, VICE PRESIDENT
BOB BLAIR, DIRECTOR
CRAIG ARMSTRONG, DIRECTOR
DAN WOODSON, DIRECTOR

PRINCIPAL STAFF

MARIO IGLESIAS, GENERAL MANAGER
LISA BOGNUDA, FINANCE DIRECTOR
WHITNEY MCDONALD, GENERAL COUNSEL
PETER SEVCIK, DIRECTOR OF ENG. & OPS.

Mission Statement: The Nipomo Community Services District's mission is to provide its customers with reliable, quality, and cost-effective services now and in the future.
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A. CALL TO ORDER AND FLAG SALUTE

President Eby called the Regular Meeting of July 24, 2019, 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 Board Members were present.

Commander Michael Manuele of the San Luis Obispo County Sheriff's Office introduced himself to the Board of Directors, Staff and audience. He provided a summary of Calls for Service and Reports written from the month of June for South County known as Beat 7.

C. PRESENTATIONS AND REPORTS

C-1) RECEIVE 2019 THIRD QUARTER ENGINEER'S REPORT – DIRECTOR OF ENGINEERING AND OPERATIONS REPORT ON DISTRICT PROJECTS SYSTEM-WIDE [RECOMMEND RECEIVE AND FILE]

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

There were no public comments.

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 Woodson

- July 22, attended SCAC meeting.

Director Gaddis

- July 15, attended Board Officers' meeting.

Director Eby

- July 11, attended BLMA Oversight meeting.
- July 15, attended Board Officers' meeting.

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

**Nipomo Community Services District
REGULAR MEETING
MINUTES**

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

YES VOTES	NO VOTES	ABSENT
Directors Armstrong, Blair, Woodson, Gaddis and Eby	None	None

D. CONSENT AGENDA

D-1) WARRANTS [RECOMMEND APPROVAL]

D-2) APPROVE JULY 10, 2019, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]

D-3) REVIEW INVESTMENT POLICY – SECOND QUARTER REPORT [RECOMMEND ACCEPT AND FILE REPORT]

D-4) AUTHORIZE PURCHASE OF REPLACEMENT TRACTOR IN ACCORDANCE WITH APPROVED FY 19-20 BUDGET [RECOMMEND AUTHORIZE STAFF TO PURCHASE REPLACEMENT TRACTOR FROM CAL-COAST MACHINERY AT A COST OF \$56,619]

D-5) CONSIDER UPDATE/REVISIONS TO EMPLOYEE HANDBOOK [RECOMMEND REVIEW, EDIT IF NEEDED, AND DIRECT STAFF TO PROVIDE TO EMPLOYEES FOR REVIEW AND COMMENT]

President Eby pulled Item D-5 for discussion.

There were no public comments.

*Upon the motion of Director Armstrong and seconded, the Board unanimously approved Consent Agenda Items D-1, D-2, D-3 and D-4.
Vote 5-0.*

YES VOTES	NO VOTES	ABSENT
Directors Armstrong, Blair, Woodson, Gaddis and Eby	None	None

President Eby asked questions on Item D-5 and directed Staff to bring back Item D-5 at the next Board Meeting.

There were no public comments.

E. ADMINISTRATIVE ITEMS

E-1) ADOPT RESOLUTION APPROVING INTEGRATED WASTE MANAGEMENT AUTHORITY HOUSEHOLD HAZARDOUS WASTE COLLECTION SITE GROUND LEASE AGREEMENT [RECOMMEND REVIEW PROPOSED GROUND LEASE AGREEMENT AND, BY MOTION AND ROLE CALL VOTE, ADOPT RESOLUTION].

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

Patty Toews, Program Director, answered questions from the Board.

Nipomo Community Services District
REGULAR MEETING
MINUTES

There were no public comments.

Upon the motion of Director Blair and seconded, the Board unanimously approved the Resolution approving the ground lease agreement.
Vote 5-0.

YES VOTES	NO VOTES	ABSENT
Directors Blair, Gaddis, Woodson, Armstrong and Eby	None	None

RESOLUTION NO. 2019-1516

A RESOLUTION OF THE BOARD OF DIRECTORS OF NIPOMO COMMUNITY SERVICES DISTRICT APPROVING INTEGRATED WASTE MANAGEMENT AUTHORITY HOUSEHOLD HAZARDOUS WASTE COLLECTION SITE GROUND LEASE AGREEMENT

NCSD PUBLIC FACILITIES CORPORATION ANNUAL MEETING

President Eby adjourned to the NCSD Public Facilities Corporation Annual Meeting.

ROLL CALL

At roll call, all Board members were present.

A. APPROVE MINUTES OF THE JULY 25, 2018 MEETING

There were no public comments.

Upon the motion of Director Gaddis and seconded, the Board unanimously approved the minutes of July 25, 2018.
Vote 5-0.

YES VOTES	NO VOTES	ABSENT
Directors Gaddis, Armstrong, Woodson, Blair and Eby	None	None

President Eby adjourned to NCSD Regular Board Meeting.

F. GENERAL MANAGERS REPORT

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

There were no public comments.

G. COMMITTEE REPORTS

The Administration Committee met regarding the Employee Handbook (Item D-5).

H. DIRECTORS' REQUEST TO STAFF AND SUPPLEMENTAL REPORTS

Director Woodson thanked staff for the guest wine tastings.
Director Blair requested staff look into trees along Highway 101 and Southland WWTF.
Director Armstrong suggested agenda items be taken out of order to accommodate guests.

**Nipomo Community Services District
REGULAR MEETING
MINUTES**

I. CLOSED SESSION ANNOUNCEMENTS

1. CONFERENCE WITH DISTRICT LEGAL COUNSEL RE: PENDING LITIGATION PURSUANT TO GC §54956.9
 - a) SMVWCD V. NCSO (SANTA CLARA COUNTY CASE NO. CV 770214, SIXTH APPELLATE COURT CASE NO. H032750 AND A LITIGATION PURSUANT TO GC §54956.9 ALL CONSOLIDATED CASES)
 - b) KIERAN L. ADAM, ET AL. V. CITY OF SANTA MARIA, ET AL. (SANTA BARBARA COUNTY SUPERIOR COURT, CASE NO. 19CV02091)
 - c) JC & ELSIE TEIXEIRA FAMILY LIMITED PARTNERSHIP, ET AL. V. CITY OF SANTA MARIA, ET AL. (SANTA BARBARA COUNTY SUPERIOR COURT, CASE NO. 19CV02086)
 - d) JC & ELSIE TEIXEIRA FAMILY LIMITED PARTNERSHIP V. CITY OF SANTA MARIA, ET AL. (SAN LUIS OBISPO COUNTY SUPERIOR COURT, CASE NO. 19CV-0230)
 - e) KOCH CALIFORNIA LTD., ET AL. V. CITY OF SANTA MARIA, ET AL. (SAN LUIS OBISPO COUNTY SUPERIOR COURT, CASE NO. 19CV-0227)

2. CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code 54957.6)
 AGENCY DESIGNATED REPRESENTATIVES: BOARD PRESIDENT AND/OR VICE PRESIDENT
 UNREPRESENTED EMPLOYEE: GENERAL MANAGER

J. PUBLIC COMMENT ON CLOSED SESSION ITEMS

Whitney McDonald, District Legal Counsel, announced that there was no need for Closed Session regarding Item 1a-1e. Ms. McDonald announced that Item 2 be pulled from the agenda and be placed on the next Board Meeting due to incorrect agenda description.

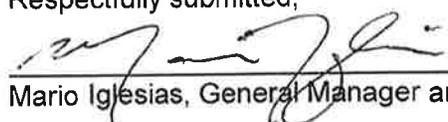
There were no public comments.

ADJOURN

President Eby adjourned the meeting at 10:07 a.m.

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	1 hour 07 minutes
Closed Session	0 hour 00 minutes
TOTAL HOURS	1 hour 07 minutes

Respectfully submitted,


 Mario Iglesias, General Manager and Secretary to the Board

8-15-2019
 Date

TO: BOARD OF DIRECTORS
 FROM: MARIO IGLESIAS
 GENERAL MANAGER 
 DATE: July 17, 2020

**AGENDA ITEM
 F
 JULY 22, 2020**

GENERAL MANAGER'S REPORT

ITEM

Standing report to your Honorable Board -- *Period covered by this report is July 5, 2020 through July 18, 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 June 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 no Leak Adjustments applied for or granted in June. 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 20 customers took advantage of the District's offer in the month of June.

Office Activities

	June 20	Jan 20 - June 2020
Reports of Water Waste	1	1
Leak Adjustments	0	11
Leak Adjustment Amount	\$0	\$3,643
Late Fee Waivers	0	15
Late Fee Waiver Adjustment Amount	\$0	\$2,940
Official Payment (Count March-June)	20	42
Official Payments cost to District	\$79	\$166

Water Resources

Table 1. Total Production Acre Feet (AF)

	Jun-20	Jul 19 - Jun 20
Groundwater Production	125.0	1,026.0
Supplemental Water Imported	<u>82.1</u>	<u>969.8</u>
Total Production	<u>207.1</u>	<u>1,995.8</u>

NCSD imported 82.1 AF of water over the 30 day period in June, averaging 619 gallons per minute for an average total of 891,745 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 fiscal year, July 1, 2019 through June 30, 2020, a total of 800 AF would indicate the District met

its targeted import water obligation. Compared to the 969.8 AF imported in this time period (July through June), 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 207.1 AF for the month and 1,995.8 AF for the FY 2020. Compared to 1,850.5 AF in FY 2019 for the same period, total water production is a 7% increase year over year.

NCSD GW Reduction

Table 2 compares the District's total water production for the month of June and the fiscal year-to-date (July 2019 through June 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 remains about 25% for the fiscal year.

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

	Jun-20	July – Jun 2020
Total Production (AF) for FY 2019-20	207.0	1,995.8
Total Production (AF) for 2013	<u>272.1</u>	<u>2,645.5</u>
Reduction (AF)	<u>65.1</u>	<u>649.7</u>
Percentage Reduction	<u>23.9%</u>	<u>24.6%</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 NSW. 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)

	Jun-20	Jul 19 - Jun 20
NCSD GW Well Production	125.0	1,026.0
Purveyor Customer Credit (33.3% of Import Water)	<u>27.3</u>	<u>323.1</u>
NCSD Total Calculated GW Production	152.3	1,349.1
Average GW Production for 2009-2013	<u>263.6</u>	<u>2,533.4</u>
NCSD Percentage of GW Reduction	42%	47%

Taking into consideration the above referenced purveyor customer credit, the District can claim a groundwater pumping reduction of 42% for the month of June 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 47%. At the current Stage IV level of NMMA's Water Shortage Condition and Response Plan, the District is slightly 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 June 2020, the District is short of its pumping reduction goals for fiscal year 2020 by 83 AFY.

Table 4. Projected Groundwater Pumping

	Year-to-Date		Target	Over/(Under)
	Jun-20	Jul-Jun 2020		
NCSD GW Well Production	125.0	1,026.0		
Purveyor Customer Credit (33.3% of Import Water)	27.3	323.0		
NCSD Total Calculated GW Production	152.3	1,349.0	1,266.0	(83.00) AcFt
Average GW Production for 2009-2013	263.5	2,533.3	2,533.3	
NCSD Percentage of GW Reduction	42%	47%	50.0%	

Table 5. FY 2019 v. FY 2020 Groundwater Pumping

	Jun-20	Jul 19-Jun 20	Jun-19	Jul 18-Jun 19
NCSD GW Well Production	125.0	1,026.0	97.3	880.1
Purveyor Customer Credit (33.3% of Import Water)	27.3	323.1	27.5	296.4
NCSD Total Calculated GW Production	152.3	1,349.1	124.8	1,176.5
Average GW Production for 2009-2013	263.6	2,533.4	263.6	2,533.4
NCSD Percentage of GW Reduction	42%	47%	53%	54%

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.

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

Note 2: SLO County Website

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)
June 2020 Total	0.04	0.00
July-2019 through June-2020 (Season Total)	13.91	11.66

July 3, 2020 to July 17, 2020	0.00	0.00
Total Rainfall to date	13.91	11.66
Average Annual Year Rainfall	18.0 ¹	14.0 ²

Safety Program

No Items

Other Items

- COVID19 RESPONSE PLAN UPDATE [ATTACHMENT A]
- BLACKLAKE ASSESSMENT DISTRICT EFFORT UPDATE

Supplemental Water Capacity Accounting

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

As of June 3, 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	4449	4452						
Sewer Connections (Total)	3208	3211	3211	3213	3217	3220						
New Water Connections	0	3	0	1	4	3						
New Sewer Connection	1	3	0	2	4	3						
Galaxy & PSHH at Orchard and Division Sewer Connections billed to the County	476	476	476	476	476	476						

The Connection Report is current through June 6, 2020.

Meetings (July 5, through July 18)

Meetings Attended (telephonically or in person):

- July 7, Staff Mtg. – Cust. Service Specialist
- July 7, Eng/Admin Coordination Meeting
- July 7, BLMA Meeting
- July 7, NCSD Assessment District Team
- July 8, Rotary
- July 8, Regular NCSD Board Meeting

- July 8, Exec. Team After-Board Meeting
- July 8, AWWA Briefing Backflow Program
- July 9, Meter Location Mapping - MKN
- July 9, Operations/Administration Coordination Meeting
- July 10, Staff Mtg. – Cust. Service Specialist
- July 10, SLO County EOC Briefing
- July 10, PG&E PSPS Portal Training
- July 13, Meter Aging Report/Scheduling
- July 13, Board Officer Meeting
- July 14, Staff Mtg. – Cust. Service Specialist
- July 14, General Counsel Call – Board Meeting Planning
- July 15, Rotary
- July 15, NCSD Management Team
- July 15, Prop 1 IRWM Award Meet w/County
- July 15, Assessment District Team
- July 16, LAFCO Meeting
- July 16, County Wide Action Team
- July 17, Staff Mtg. – Cust. Service Specialist
- July 17, SLO County EOC Briefing
- July 17, S&P Rating Agency Presentation

Meetings Scheduled (July 19 through July 25):

Upcoming Meetings (telephonically or in person):

- July 20, SLO County EOC Briefing
- July 20, Bond Counsel – Due Diligence Prep.
- July 21, Staff Mtg. – Cust. Service Specialist
- July 21, Eng/Admin Coordination Meeting
- July 22, Rotary
- July 22, Regular NCSD Board Meeting
- July 22, Exec. Team After-Board Meeting
- July 23, NMMA Manager's Meeting
- July 23, Sensus – Radio Prop. Study Presentation
- July 24, SLO County EOC Briefing

Upcoming Water Resource and Other Meetings

Upcoming Standing Meetings:

- NMMA-TG: August 11th (Tuesday) @ 10:00 AM, Conf. Call
- RWMG: July 15th (Wednesday) @
- WRAC: September 2nd, @ 1:30 PM, SLO County Library
- NMMA Purveyor Meeting: July 23th @ 1:00 PM, NCSD Conf. Rm.
- NCSD Board Officer Meeting: July 13th @2:00 PM, NCSD Conf. Rm.

RECOMMENDATION

Staff seeks direction and input from your Board

ATTACHMENTS

- A. COVID19 - NCSD Response Plan Update

JULY 22, 2020

ITEM F

ATTACHMENT A

DISTRICT RESPONSE TO COVID 19

New Actions

1. The customer counter window modifications at the office is scheduled for August 7. Once completed, all physical barriers planned to address customer/employee safety for opening the lobby will be completed. However, the State is currently experiencing a dramatic increase in COVID infections as is Nipomo and businesses are being required to close to address the problem. Until the current upward trend of infections reverses, the risk/benefit equation for opening the office does not lend itself to opening the office. Management will continue to monitor the situation and keep the Board apprised of any changes.
2. Board Meetings open to the public.
3. County Offices Continued Closed with Appointments provided to some departments as needed.

Ongoing Actions

1. Participate in SLO County Daily EOC Briefing
2. Review SLO County Daily EOC Status Report
3. Practicing Social Distancing
4. Considering opening Office on August 1, 2020. Evaluating County EOC reports tracking COVID numbers – looking for a decline in number of cases week over week.

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. **Discontinued:** Split staff into two teams
 - a. See schedule on Response Plan
4. Received directions for FEMA Public Assistance – Cost Tracking Guidance
5. Governor's Executive Order – No Water Turn-offs
 - a. District instituted this policy as well as a No Late Fee – No Penalty Fees
6. Wipe-down between shifts
7. Each operator in separate designated vehicle.
8. Received additional PPE. Administration Staff will be on normal schedule 8-4:30 starting Monday May 18th
9. Operations Staff are on normal 7:00 am to 3:30 pm work schedule as of Monday, May 4th.
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 presence of COVID19 in communities – May 11
13. Temporary Admin Support Workers brought back to Office (Provider incentivized due to PPP Funds) – June 1

Date: July 22, 2020

Response Activities to COVID19 Health Emergency

Prepared by: Mario Iglesias, General Manager

14. Lobby Modifications: Glass will be equipped with speaker plates to allow the communication between customer and clerk without opening the sliding window.
15. June 18, 2020, Governor orders 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.