

TO: BOARD OF DIRECTORS
 FROM: MARIO IGLESIAS
 GENERAL MANAGER
 DATE: July 2, 2020

**AGENDA ITEM
 F
 JULY 8, 2020**

GENERAL MANAGER’S REPORT

ITEM

Standing report to your Honorable Board -- *Period covered by this report is June 21, 2020 through July 4, 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 is 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 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)

	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

	Jun-20	Year-to-Date Jul-Jun 2020	Target	Over/(Under)	
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

	Nipomo East (Dana Hills Reservoirs)	Nipomo South (Southland Plant)
(Reported in inches)		
June 2020 Total	0.04	0.00
July-2019 through June-2020 (Season Total)	13.91	11.66

July 1, 2020 to July 3, 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

Next Quarterly Safety Meeting Scheduled for Friday, July 10, 2020.

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 (June 21, through July 4)

Meetings Attended (telephonically or in person):

- June 22, SLO County EOC Briefing
- June 23, Staff Mtg. – Cust. Service Specialist
- June 23, Eng/Admin Coordination Meeting
- June 24, Rotary
- June 24, Regular NCSD Board Meeting
- June 24, Exec. Team After-Board Meeting

- June 25, Staff Interview – Temporary Staffer
- June 25, NMMA-TG Meeting
- June 25, NMMA Manager's Meeting
- June 26, Staff Mtg. – AGM & Cust. Service Specialist
- June 26, SLO County EOC Briefing
- June 26, Monthly Administration Staff Meeting
- June 26, SLO County EOC Briefing
- June 26, NCSD BL Assessment District Team Mtg.
- June 29, Management Team Meeting
- June 29, Board Officer Meeting
- June 30, Staff Mtg. – Cust. Service Specialist
- July 1, Rotary
- July 1, PG&E PSPS Portal Training
- July 1, Finance and Audit Comm.
- July 2, NCSD BL Assessment District Team Mtg.
- July 3, Holiday
- June 10, Rotary

Meetings Scheduled (July 5 through July 11):

Upcoming Meetings (telephonically or in person):

- July 7, Staff Mtg. – Cust. Service Specialist
- July 7, Eng/Admin Coordination Meeting
- July 7, BLMA Meeting
- 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
- June 25, NMMA Manager's Meeting
- June 26, Staff Mtg. – AGM & Cust. Service Specialist
- June 26, Monthly Administration Staff Meeting
- June 26, SLO County EOC Briefing

Upcoming Water Resource and Other Meetings

Upcoming Standing Meetings:

- NMMA-TG: August 11th (Tuesday) @ 10:00 AM, Conf. Call
- RWMG: Unscheduled
- 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 8, 2020

ITEM F

ATTACHMENT A

Date: July 8, 2020
Response Activities to COVID19 Health Emergency
Prepared by: Mario Iglesias, General Manager

DISTRICT RESPONSE TO COVID 19

New Actions

1. Waiting for window modifications at the office. Once completed, all barriers planned to address safety for opening the lobby will be completed.
2. Office remains closed to public. Board Meetings open to public.
3. Accounting update of COVID related expenses attached.

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
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.



Nipomo Community Services District

Detail Report Account Detail

Date Range: 03/01/2020 - 06/30/2020

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance				
Fund: 110 - Admin										
<u>110-30-80300</u>	COVID-19 Expense	0.00	21,873.76	23,032.44	1,158.68	21,873.76				
Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits	Credits	Running Balance		
03/25/2020	APPKT00687	INV0006652	2 Trailer rentals	0374 - Get Away RV Rentals		3,400.00		3,400.00		
03/30/2020	APPKT00698	APR2020J	RV Rentals	0010 - Advantage Answering Plus, Inc.		1,030.00		4,430.00		
03/30/2020	APPKT00698	APR2020J	Face Masks	0038 - US Bank National Association		397.95		4,827.95		
03/30/2020	APPKT00698	APR2020K	RV Rentals	0038 - US Bank National Association		1,030.00		5,857.95		
03/30/2020	APPKT00698	APR2020L	Hand sanitizer	0038 - US Bank National Association		387.85		6,245.80		
03/30/2020	APPKT00698	APR2020M	Cameras for conference calls	0038 - US Bank National Association		285.09		6,530.89		
03/30/2020	APPKT00703	APR2020J-R	Advantage Answering Plus, Inc. Reversal	0010 - Advantage Answering Plus, Inc.			1,030.00	5,500.89		
03/31/2020	APPKT00684	28449	Computer expense	0016 - Clever Ducks		900.00		6,400.89		
03/31/2020	APPKT00698	226403	Legal services through 03-31-20	0032 - Richards, Watson & Gershon		5,061.00		11,461.89		
04/01/2020	APPKT00685	INV0006650	2 trailer rentals	0374 - Get Away RV Rentals		4,000.00		15,461.89		
04/01/2020	APPKT00691	28535	Remote work setup	0016 - Clever Ducks		1,485.00		16,946.89		
04/01/2020	APPKT00694	APR2020B	Reimbursement for materials purchase	0116 - Iglesias, Mario		213.50		17,160.39		
04/30/2020	APPKT00698	APR2020I	Zoom conference calls	0038 - US Bank National Association		161.13		17,321.52		
04/30/2020	APPKT00706	226796	Legal Services thru 4-30-20	0032 - Richards, Watson & Gershon		2,877.00		20,198.52		
05/22/2020	APPKT00709	MAY2020C	Glass window insert	0038 - US Bank National Association		249.68		20,448.20		
05/22/2020	APPKT00709	MAY2020D	Zoom/Conference calls	0038 - US Bank National Association		350.06		20,798.26		
05/22/2020	GLPKT04006	JN02310	Hand sanitizer-COVID-19				128.68	20,669.58		
05/22/2020	GLPKT04006	JN02310	Webcams-COVID-19			128.68		20,798.26		
05/22/2020	GLPKT04006	JN02310	Face Masks-COVID-19			248.03		21,046.29		
05/22/2020	GLPKT04017	JN02320	Hand sanitizer-COVID-19			482.35		21,528.64		
05/22/2020	GLPKT04017	JN02320	Hand sanitizer-COVID-19-correct entry			128.68		21,657.32		
05/31/2020	APPKT00717	244104	Forehead thermometers	0077 - USA Bluebook		216.44		21,873.76		
		Total Fund: 110 - Admin:				0.00	21,873.76	23,032.44	1,158.68	21,873.76
		Grand Totals:				0.00	21,873.76	23,032.44	1,158.68	21,873.76