

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER

DATE: OCTOBER 23, 2020

AGENDA ITEM

C

OCTOBER 28, 2020

PRESENTATIONS AND REPORTS

The following presentations and reports are scheduled:

- C-1) 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
- C-2) RECEIVE PUBLIC COMMENT ON PRESENTATIONS AND REPORTS PRESENTED UNDER ITEM C AND BY MOTION RECEIVE AND FILE PRESENTATIONS AND REPORTS

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER



DATE: OCTOBER 23, 2020

AGENDA ITEM

D

OCTOBER 28, 2020

CONSENT AGENDA

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

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

- D-1) WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE OCTOBER 14, 2020, REGULAR BOARD MEETING MINUTES
[RECOMMEND APPROVE MINUTES]
- D-3) AUTHORIZE TASK ORDER FOR PREPARATION OF 2020 URBAN WATER
MANAGEMENT PLAN UPDATE WITH MKN & ASSOCIATES, INC. IN THE AMOUNT OF
\$46,091 [RECOMMEND BY MOTION AND ROLL CALL VOTE AUTHORIZE STAFF TO
EXECUTE TASK ORDER IN THE AMOUNT OF \$46,091 WITH MKN & ASSOCIATES,
INC.]
- D-4) ANNUAL REVIEW OF CASH RESERVES IN ACCORDANCE WITH RESERVE POLICY
[RECOMMEND RECEIVE AND FILE REPORT]
- D-5) REVIEW INVESTMENT POLICY THIRD QUARTER REPORT [RECOMMEND ACCEPT
AND FILE REPORT]
- D-6) AUTHORIZE TASK ORDER FOR SUPERVISORY CONTROL AND DATA
ACQUISITION (SCADA) MAINTENANCE AND SUPPORT WITH TESCO
CONTROLS, INC. IN THE AMOUNT OF \$27,000 [RECOMMEND BY MOTION AND
ROLL CALL VOTE APPROVE RESOLUTION AUTHORIZING STAFF TO EXECUTE
TASK ORDER IN THE AMOUNT OF \$44,500 WITH TESCO CONTROLS, INC.]
- D-7) CONSIDER REQUEST FOR WATER AND SOLID WASTE SERVICE (INTENT-TO-
SERVE LETTER) FOR PARCEL MAP CO 20-0066, A 2-PARCEL COMMERCIAL
SUBDIVISION LOCATED AT 572 LINDON LANE IN NIPOMO, APN 091-327-076
[RECOMMEND CONSIDER INTENT-TO-SERVE LETTER AND APPROVE WITH
CONDITIONS].

TO: BOARD OF DIRECTOR

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER




FROM: LISA BOGNUDA
FINANCE DIRECTOR

DATE: OCTOBER 23, 2020



WARRANTS WILL BE DISTRIBUTED ON TUESDAY, OCTOBER 27, 2020.

TO: BOARD OF DIRECTORS
FROM: MARIO IGLESIAS
GENERAL MANAGER 
DATE: OCTOBER 23, 2020

AGENDA ITEM
D-2
OCTOBER 28, 2020

**APPROVE OCTOBER 14, 2020
REGULAR BOARD MEETING MINUTES**

ITEM

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

BACKGROUND

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

RECOMMENDATION

Approve Minutes

ATTACHMENT

- A. October 14, 2020 draft Regular Board Meeting Minutes

OCTOBER 28, 2020

ITEM D-2

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community since 1965

DRAFT REGULAR MINUTES

OCTOBER 14, 2020 AT 9:00 A.M.

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

BOARD of DIRECTORS

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

PRINCIPAL STAFF

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

Mission Statement:

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

Pursuant to Governor Newsom's Executive Order N-25-20, members of the Nipomo Community Services District Board or staff may participate in this meeting in person, or via teleconference. To protect the health and safety of the public, Board members, and staff, social distancing will be practiced at the District's physical location, 148 S. Wilson Street. Members of the public may choose to participate in person at this location or monitor the audio portion of the meeting and any public hearings telephonically by calling (800) 567-5900 (code 242-2614#). Pursuant to Governor Newsom's Executive Order N-29-20, members of the public may also comment – on items on this agenda or items not on the agenda but within the jurisdiction of the Board – via email sent to info@ncsd.ca.gov prior to the 9:00 am meeting start time. All emails received by that time will be distributed to the Board. Public participation in the meeting and public hearings will be taken only as described above. If any individual with a disability requires assistance to observe or participate in the meeting, please contact the District office by telephone at least 24 hours in advance.

A. CALL TO ORDER AND FLAG SALUTE

Vice President Armstrong called the Regular Meeting of October 14, 2020, 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, Director Woodson, Eby, Blair and Armstrong were present. President Gaddis was absent.

Bob Blair, NCSD customer, stated cost to sign up for new service is too expensive.

C. PRESENTATIONS AND REPORTS

- C-1) QUARTERLY 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

SUBJECT TO BOARD APPROVAL

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

Director Woodson

- *October 5, attended SCAC meeting.*

Director Eby

- *September 9, attended NMMA TG meeting remotely.*
- *October 6, attended BLMA meeting remotely.*
- *October 13, met with Mario Iglesias and Peter Sevcik regarding NSWP.*

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

There were no public comments.

*Upon the motion of Director Eby and seconded, the Board unanimously approved receiving and filing presentations and reports.
Vote 4-0.*

YES VOTES	NO VOTES	ABSENT
<i>Directors Eby, Blair, Woodson and Armstrong</i>	<i>None</i>	<i>Gaddis</i>

D. CONSENT AGENDA

- D-1) WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE SEPTEMBER 23, 2020, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]
- D-3) ACCEPT EUREKA WELL REPLACEMENT PROJECT [RECOMMEND, BY MOTION AND ROLL CALL VOTE, ACCEPT PROJECT AND DIRECT STAFF TO FILE NOTICE OF COMPLETION]
- D-4) AUTHORIZE STAFF TO ISSUE REQUEST FOR PROPOSALS FOR CEQA COMPLIANCE SERVICES FOR BLACKLAKE SEWER SYSTEM CONSOLIDATION PROJECT [RECOMMEND AUTHORIZE STAFF TO ISSUE REQUEST FOR PROPOSALS]
- D-5) ACCEPT SUPPLEMENTAL WATER PROJECT NIPOMO AREA PIPELINE IMPROVEMENTS [RECOMMEND BY MOTION AND ROLL CALL VOTE, ACCEPT PROJECT AND DIRECT STAFF TO FILE NOTICE OF COMPLETION]
- D-6) CONSIDER REQUEST FOR WATER, SEWER AND SOLID WASTE SERVICE (INTENT-TO-SERVE LETTER) FOR TRACT 3148, A MIXED USE SUBDIVISION LOCATED AT 691 TEFFT STREET [RECOMMEND CONSIDER INTENT-TO-SERVE LETTER AND APPROVE WITH CONDITIONS]
- D-7) AUTHORIZE TASK ORDER FOR NIPOMO COMMUNITY SERVICES DISTRICT'S ADMINISTRATION COMPUTER SYSTEM SERVER REPLACEMENT PROJECT [RECOMMEND ADOPT RESOLUTION AUTHORIZING STAFF TO EXECUTE TASK ORDER IN THE AMOUNT OF \$36,220 WITH CLEVER DUCKS, AND AUTHORIZE CHANGE ORDER CONTINGENCY IN THE AMOUNT OF \$2,000]

SUBJECT TO BOARD APPROVAL

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

- D-8) AWARD CONSTRUCTION CONTRACT FOR SOUTHLAND WASTEWATER TREATMENT FACILITY SCREW PRESS PROJECT TO CUSHMAN CONTRACTING CORPORATION [RECOMMEND ADOPT RESOLUTION AWARDING CONTRACT TO CUSHMAN CONTRACTING CORPORATION IN THE AMOUNT OF \$969,200, AUTHORIZING STAFF TO EXECUTE CONTRACT, AND AUTHORIZING CHANGE ORDER CONSTRUCTION CONTINGENCY IN AN AMOUNT UP TO \$90,000 AND APPROVING BUDGET ADJUSTMENT IN THE AMOUNT OF \$251,000]
- D-9) APPROVE TASK ORDER WITH MNS ENGINEERS INC. FOR CONSTRUCTION MANAGEMENT SERVICES FOR SOUTHLAND WASTEWATER TREATMENT FACILITY SCREW PRESS PROJECT [RECOMMEND BY MOTION AND ROLL CALL APPROVE TASK ORDER WITH MNS ENGINEERS, INC. IN THE AMOUNT OF \$165,000 AND AUTHORIZE STAFF TO EXECUTE TASK ORDER]
- D-10) APPROVE TASK ORDER WITH MKN & ASSOCIATES INC. FOR ENGINEERING SERVICES DURING CONSTRUCTION FOR SOUTHLAND WASTEWATER TREATMENT FACILITY SCREW PRESS PROJECT [RECOMMEND BY MOTION AND ROLL CALL APPROVE TASK ORDER WITH MKN & ASSOCIATES INC. IN THE AMOUNT OF \$26,737 AND AUTHORIZE STAFF TO EXECUTE TASK ORDER]

There were no public comments.

*Upon the motion of Director Eby and seconded, the Board unanimously approved the Consent Agenda.
Vote 4-0.*

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

RESOLUTION NO. 2020-1574

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT AUTHORIZING A TASK ORDER FOR THE ADMINISTRATION COMPUTER SYSTEM'S SERVER REPLACEMENT PROJECT WITH CLEVER DUCKS

RESOLUTION NO. 2020-1575

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT AWARDING THE BID FOR THE CONSTRUCTION OF THE SOUTHLAND WASTEWATER TREATMENT FACILITY SCREW PRESS PROJECT TO CUSHMAN CONTRACTING CORPORATION IN THE AMOUNT OF \$969,200, AUTHORIZING A CONSTRUCTION CONTINGENCY OF \$90,000 AND APPROVING A BUDGET ADJUSTMENT IN THE AMOUNT OF \$251,000

E. ADMINISTRATIVE ITEMS

- E-1) CONSIDER AUTHORIZING THE GENERAL MANAGER TO DISPENSE WITH COMPETITIVE SOLICITATION REQUIREMENTS FOR THE PURCHASE AND INSTALLATION OF THE SENSUS DISTRIBUTION LEAK DETECTION AND AUTOMATED METER READING SYSTEM [RECOMMEND ADOPT RESOLUTION AUTHORIZE THE GENERAL MANAGER TO DISPENSE WITH COMPETITIVE SOLICITATION REQUIREMENTS FOR THE PURCHASE AND INSTALLATION OF THE SENSUS DISTRIBUTION LEAK DETECTION AND AUTOMATED METER

SUBJECT TO BOARD APPROVAL

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

READING SYSTEM AND ENTER INTO AN PROFESSIONAL SERVICES AGREEMENT WITH AQUA METRICS FOR THE PURPOSE THERE OF]

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

The Board of Directors requested additional information to be presented at the next Board Meeting, including:

- *Return on initial investment*
- *Schedule of multi-phase program, including cost and return on investment for each subsequent phase*

Phil Henry, NCSD customer, asked about the annual support contract and capacity of system to add additional levels of service.

- E-2) ADOPT ORDINANCE TO AMENDING CHAPTER 4.12 OF THE NIPOMO COMMUNITY SERVICES DISTRICT CODE TO ADD PROVISIONS RELATING TO SEWER SERVICES FEES FOR ACCESSORY DWELLING UNITS [RECOMMEND CONDUCT SECOND READING OF THE ORDINANCE, READ BY TITLE ONLY, WAIVE FURTHER READING OF THE ORDINANCE, AND DIRECT DISTRICT COUNSEL AND STAFF TO PREPARE AND PUBLISH SUMMARY OF ORDINANCE PER GOVERNMENT CODE SECTION 25124].

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

There were no public comments.

Upon the motion of Director Blair and seconded, the Board unanimously moved to adopt and read by title only Ordinance 2020-132, ORDINANCE 2020-132, AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT AMENDING NIPOMO COMMUNITY SERVICES DISTRICT CODE SECTION 4.12 ADDING PROVISIONS RELATED TO SEWER SERVICE FEES FOR ACCESSORY DWELLING UNITS, waive further reading of the ordinance and direct District counsel and staff to prepare and publish a summary of the ordinance in accordance with Government Code section 25124.

Vote 4-0.

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

ORDINANCE 2020-132

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT AMENDING NIPOMO COMMUNITY SERVICES DISTRICT CODE SECTION 4.12 ADDING PROVISIONS RELATED TO SEWER SERVICE FEES FOR ACCESSORY DWELLING UNITS.

SUBJECT TO BOARD APPROVAL

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

F. GENERAL MANAGER'S REPORT

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

Phil Henry, NCSD customer, commented on social media such as Nipomo Neighbors, and the messages that are distributed on these types of platforms.

G. COMMITTEE REPORTS

None

H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

Director Eby requested a Supplemental Water master plan and capacity study be initiated to study how to implement and define the incremental increase in capacity to 6200 acre feet of water. Director Eby believes this is necessary before the District can consider annexation of parcels outside the current District boundaries.

I. CLOSED SESSION ANNOUNCEMENTS

1. CONFERENCE WITH DISTRICT LEGAL COUNSEL RE: PENDING LITIGATION
PURSUANT TO GC §54956.9
 - a. SMVWCD V. NCSD (SANTA CLARA COUNTY CASE NO. CV 770214,
SIXTH APPELLATE COURT CASE NO. H032750, AND ALL
CONSOLIDATED CASES

District Legal Counsel, Craig Steele, stated there was no need for Closed Session.

ADJOURN MEETING

Vice President Armstrong adjourned the meeting at 10:36 a.m.

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	1 hour 36 minutes
Closed Session	0 hour 00 minutes
TOTAL HOURS	1 hour 36 minutes


Respectfully submitted,

Mario Iglesias, General Manager and Secretary to the Board

Date

SUBJECT TO BOARD APPROVAL

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS 
GENERAL MANAGER

FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS

DATE: OCTOBER 22, 2020

AGENDA ITEM
D-3
OCTOBER 28, 2020

**AUTHORIZE TASK ORDER WITH MKN & ASSOCIATES INC. FOR
PREPARATION OF 2020 URBAN WATER MANAGEMENT PLAN
UPDATE**

ITEM

Authorize Task Order for preparation of 2020 Urban Water Management Plan Update with MKN & Associates, Inc. in the amount of \$46,091 [RECOMMEND BY MOTION AND ROLL CALL VOTE AUTHORIZE STAFF TO EXECUTE TASK ORDER IN THE AMOUNT OF \$46,091 WITH MKN & ASSOCIATES, INC.]

BACKGROUND

The California Urban Water Management Planning Act requires water suppliers that provide water to more than 3,000 customers develop an Urban Water Management Plan (UWMP). The UWMP provides a framework that ensures adequate water supplies for existing and future demands. This includes reporting on water delivery and uses; water supply sources; efficient water uses; demand management measures; and water shortage contingency planning.

Water suppliers are required to update their UWMP for submission to the Department of Water Resources (DWR) at least once every five (5) years. The Nipomo Community Services District, as a water supplier subject to the Act, has prepared an UWMP since 1988, with the last update, the 2015 UWMP, adopted by the District Board of Directors on June 8, 2016. The 2015 UWMP was prepared by MKN & Associates, Inc.

In each UWMP update cycle, the District is responsible for reporting how the District performed in achieving targets set in previous UWMP as well as explaining how the District is planning to manage demand and supplies into the future. In the 5-year period between 2015 and now, the California State Legislature also enacted changes to the California Urban Water Management Planning Act that are to be incorporated into the 2020 UWMP update including the following:

- o Changes in how water purveyors assess demands and supplies
- o Usage targets water purveyors will be required to achieve in future years
- o Additional land use planning coordination
- o Added energy evaluation component
- o Added seismic risk assessment

Staff requested that MKN & Associates, Inc. provide a proposal for preparation of the 2020 UWMP Update. MKN & Associates, Inc. submitted the attached proposal to perform the work for a not to exceed amount of \$46,091. In accordance with the District's Purchasing Policy, MKN is

uniquely knowledgeable and qualified because similar/related services have been previously provided to the District.

FISCAL IMPACT

The 2020 UWMP Update was included in the FY 20-21 Budget. The total contract cost is \$46,091. In addition, preparation of the plan is expected to involve significant budgeted staff time.

STRATEGIC PLAN

Goal 1. WATER SUPPLY. Actively plan to provide reliable water supply of sufficient quality and quantity to serve both current customers and those in the long-term future.

Goal 2. FACILITIES THAT ARE RELIABLE, ENVIRONMENTALLY SENSIBLE AND EFFICIENT. Plan, provide for and maintain District facilities and other physical assets to achieve reliable, environmentally sensible, and efficient District operations.

RECOMMENDATION

Staff recommends that the Board, by motion and roll call vote, authorize staff to execute a Task Order for the 2020 Urban Water Management Plan Update with MKN & Associates, Inc. in the amount of \$46,091.

ATTACHMENTS

- A. MKN Proposal Dated October 13, 2020

OCTOBER 28, 2020

ITEM D-3

ATTACHMENT A



MKN & Associates, Inc.
P O Box 1604
Arroyo Grande CA 93421
805-904-6530

October 13, 2020

Peter Sevcik, PE
Director of Engineering and Operations
Nipomo Community Services District
(Submitted Electronically)

RE: Urban Water Management Plan Update 2020

Dear Peter,

Michael K. Nunley & Associates, Inc., (MKN) is pleased to provide this proposal to provide engineering services related to preparing the 2020 update to the Nipomo Community Services District (NCSD) Urban Water Management Plan (UWMP).

PROJECT UNDERSTANDING

In accordance with the Urban Water Management Planning Act of the California Water Code, NCSD is required to prepare an update to their UWMP every five years. The 2020 update is to be submitted to the Department of Water Resources (DWR) by July 1, 2021.

In each UWMP update cycle, NCSD is responsible for reporting how NCSD performed in achieving targets set in 2015 as well as explaining how NCSD is planning to manage demand and supplies into the future. In the 5-year period between 2015 and now, the California State Legislature enacted changes to the California Water Code that include the following:

- Changes in how water purveyors assess demands and supplies,
- Usage targets water purveyors will be required to achieve in future years,
- Additional land use planning coordination,
- Changes in the Nipomo Supplemental Water Project (if applicable)
- Introduction of an energy evaluation component,
- Introduction of a seismic risk assessment,
- Other minor changes to reporting format and content.

All of these changes are to be incorporated into the 2020 UWMP update. In preparation for this UWMP update cycle, MKN staff engaged in the DWR UWMP Guidebook Development workshop and performed a detailed review of the code changes that will impact how UWMPs are prepared. Although the official UWMP Guidebook for 2020 will not be issued by DWR until the fall of 2020, MKN's engagement in the guidebook planning and our review of the legislative changes has allowed us to prepare this scope of services that defines in detail the anticipated efforts associated with preparing NCSD's 2020 UWMP update. Note that tasks resulting from legislation changes (i.e., those not incorporated in NCSD's past UWMP efforts) have been identified as separate task groups for clarity.

SCOPE OF WORK

Task Group 100 – Project Management

Task 101 | Project Management

MKN's Project Manager will appropriately assign and manage personnel to accomplish the defined scope tasks within the MKN team. Although the scope has been broken into Task Groups, MKN recognizes that tasks are rarely independent and thus MKN's PM will be tasked with assessing, instigating, and adjusting the sequencing of the tasks as needed. MKN's PM will manage the deliverables and the budget as well as communicate progress to NCSD. MKN's PM will also monitor and update the schedule on a monthly basis and submit the schedule (if changes are made) with the invoicing and progress reports.

Task 102 | Quality Assurance/Quality Control

All project deliverables will be subjected to internal quality control review by personnel who have the appropriate expertise and who were not involved directly in the development of the deliverable. MKN's Quality Control Reviewer is responsible for identifying technical issues as well as scope elements that have not been fully addressed. MKN's Quality Management System will be implemented throughout the life of the project.

Deliverables:

- *Monthly invoicing (in either hard copy, electronic PDF format, or both)*
- *Monthly progress report in electronic PDF copy*
- *Monthly updated project schedules (if needed) in electronic PDF format*

Task Group 200 – Data Collection and Review

MKN will prepare a Data Needs List prior to the kickoff meeting so that NCSD can gather identified information in advance. A number of changes to the way data is presented (e.g., monthly supply/demand analysis) are anticipated to be required in the 2020 UWMP and thus MKN will format the data request to streamline NCSD gathering this information. It is preferred that the requested information be provided in an electronic format such as Microsoft Word, Excel, etc. Based on the legislation changes to date the Data Needs List is anticipated to include the following:

- Monthly production records (for each source) for 2015 through 2020
- Monthly water billing records for 2015 through 2020
- Monthly summary of users in each usage category (categories include – single-family, multi-family, industrial, commercial, landscape, agricultural irrigation, other). Note – legislative changes require identification of large landscape (non-residential) users as a separate category for 2020.
- NCSD planning documents (if available) such as General Plans, Specific Plans, etc. for NCSD's service area. If NCSD does not prepare them directly, then identification of relevant planning documents that overlap NCSD's service area would be appropriate.
- List of ongoing and/or planned supply projects (i.e., new wells, interconnections, recycled water projects, etc.) along with their anticipated dates of implementation
- Current water shortage contingency plan for NCSD and any supporting codes, standards, ordinances. Previous Water Shortage Contingency Plans in effect between 2015 and 2020.
- Energy records for each source of supply (e.g., wells, turnouts, etc.), conveyance to treatment (e.g., raw water pumping), treatment plant, and conveyance to users (i.e., treated water boosting). Monthly utility bills by meter number should be sufficient provided NCSD can

identify which meter applies to which facility. Listing should identify any facilities that supply or convey water for multiple agencies so that energy usage can be pro-rated appropriately.

- NCSD (or outside entity) developed hazard mitigation plans, particularly those identifying seismic risks
- List of wholesale suppliers (if applicable) to NCSD including points of contact. MKN will coordinate obtaining the wholesale supply related elements that must be tiered off of in NCSD's 2020 UWMP update.
- Water contract information - delivery schedule, quantity, etc. Specifically, this needs to highlight any changes in supplies (i.e., ramp up schedules, etc.).
- Copies of annual validated water loss audits (2017 to present).
- Updated report figures (as required).
- Any reports submitted to DWR between 2015 to 2020.

MKN will setup a Sharepoint site that the requested data can be uploaded to and managed. Each data request will be labeled with a data request identification (i.e. A, B, C) and files named accordingly when uploaded (i.e. A – Usage Data). Additional Data Needs Requests will be issued as the need is identified subsequent to reviewing DWR's UWMP Guidebook in the final format and during the development of the plan.

Deliverables:

- *Data Needs List(s) in electronic PDF format*

Assumptions:

- *NCSD will provide data in electronic format (i.e., MS Word documents and MS Excel spreadsheets) so that MKN data manipulation can be kept to a minimum*

Task Group 300 – UWMP Update

Initial indications from DWR are that the recommended UWMP Table of Contents will be substantially the same as the 2015 UWMP and thus very little reorganization of NCSD's overall document is anticipated. That being said, the information required to be updated and presented with multiple sections of the UWMP will require significantly different reporting and as usual all sections will require updating to cover the most recent 5-year period and to expand projections in to the future.

Each chapter of NCSD's UWMP will be updated based on the 2020 UWMP Guidebook. MKN will follow the Guidebook chapter layout and introduce each chapter's content with the relevant code sections. Changes from 2015 will be introduced with the new code sections and tables will be expanded and updated as needed to present the required information. It should be noted that DWR typically issues the tables in electronic format for ease of uploading into the State's Water Use Efficiency (WUE) Data Portal. New general items required for 2020 UWMP include the following:

- An expanded layperson's description of supplies, demand, management approach
- Changes in the Nipomo Supplemental Water Project (if applicable)
- Energy analysis
- Seismic risk assessment

The level of effort associated with the general update and the new 2020 elements are defined in the various task groups below:

Task 301 | Demand Analysis

The system description will be updated by MKN using current and projected population, climate, housing density, development, income levels, etc. Demand analysis will include past, current, and projected water demands including residential, commercial, industrial, institutional, landscape/recreation, agricultural, and groundwater recharge as well as the newly defined CII large landscape non-residential uses. Distribution system water loss (from validated water loss audits), water savings from codes and standards, and transient population demands will be included in the calculation.

Water Code changes have introduced a new element for the 2020 UWMP which involves calculating Urban Water Use Objectives. These are estimates of the aggregate efficient water use for the previous year based on NCSD's adopted water use efficiency standards and take into account local service area characteristics. Urban Water Use Objectives will be required to be reported for: indoor residential use, outdoor residential use, CII use, losses, and unique local uses. The objectives must also consider recycled water in establishing irrigation efficiency. Furthermore, the Water Code has established an indoor water use target of 55 gpcd through 2025 and this target will drop in future years. NCSD will need to measure their progress (similar to the SB X7-7 baseline and target analysis) against the Urban Water Use objectives. Final formatting for reporting of the Urban Water Use Objectives will be included in the UWMP Guidebook.

Demand projections are also required to coordinate with local land-use authorities in the 2020 update. Thus, MKN will review NCSD-identified planning documents (i.e., General Plans, Specific Plans, etc.) Demand projections will be presented in the form of a brief technical memorandum for NCSD buy-in.

Deliverables:

- *Draft and final Demand Analysis TM in electronic PDF format*

Assumptions:

- *NCSD will review and provide comments on Demand Analysis TM within 2 weeks of submittal*

Task 302 | Water Supply Analysis

Each UWMP cycle requires NCSD to address changes in supply including both groundwater and surface water. In the 2020 update, NCSD will be required to evaluate each supply independently (i.e., each groundwater well, each surface supply, etc.) which will require evaluation individually in addition to in aggregate by category. Indications are that the supply and demand analysis will be required to be reported monthly, which is a change from past UWMP cycles but in practicality should be straightforward as NCSD likely already maintains this information. MKN will work with NCSD to reformat supply summaries into the DWR required intervals. The 2020 update also includes the following:

- An expansion of the evaluation of supply to include single-dry and multiple-dry year scenarios to include a 5-year drought
- An analysis which considers the impacts of climate change on supplies (this was previously optional)

- An analysis which considers GSP impacts (if applicable) and updates to supply projections accordingly

MKN will prepare a current and future supply summary draft for review and comment by NCSD staff. After NCSD comments are received, MKN will finalize the water supply-related chapters.

Deliverables:

- *Draft and final Water Supply Analysis TM in electronic PDF format*

Assumptions:

- *Existing/future demand and supply estimates will be based on water resource planning information provided by NCSD and/or local land planning agencies*
- *NCSD will review and provide comments on the Water Supply TM within 2 weeks of submittal*

Task 303 | Water Shortage Contingency Plan (WSCP)

Water shortage contingency planning for the 2020 UWMP includes new requirements that NCSD coordinate with the DWR's six (6) predefined shortage levels and NCSD's planned actions in response to each. NCSD has an existing plan that can be cross-walked to the DWR-required tiers which range from <10% to >50% reductions in supply. The WSCP must include the following:

- Impacts of groundwater level changes
- Subsidence impacts
- Hydrogeological condition impacts
- Supply augmentation actions
- Locally appropriate demand reduction strategies
- Prohibitions
- Estimates of how each planned action will narrow the gap between supply and demand
- Communications strategy
- Monitoring strategy
- Exemptions
- Financial impacts associated with implementation
- Legal authority

MKN will work with NCSD to understand each level proposed and MKN will prepare estimates of impacts for each proposed action for consideration and inclusion in the updated Water Shortage Contingency Plan.

Deliverables:

- *Draft and final suggested edits to WSCP in electronic PDF format*

Assumptions:

- *NCSD will review and provide comments on the WSCP within 2 weeks of submittal*

Task 304 | Energy Efficiency Analysis

Water code changes since 2015 will require that NCSD consider and report on energy usage related to the following water delivery tasks:

- Energy used to extract/divert supplies
- Energy used to convey water supplies to treatment or distribution
- Energy used to treat supplies
- Energy used to distribute water
- Energy used for treated water supplies vs. non-treated supplies
- Energy used to place water into or withdraw water from storage
- Any other relative energy related information

MKN will provide NCSD with a data request that includes supply energy consumption related elements. MKN will work with NCSD to evaluate typically and readily available energy related data (such as meter readings for wells, etc.) and suggest a reporting approach. The Water Code allows for NCSD to only report on information that is readily available.

Deliverables:

- *None – this information will be incorporated into the relevant UWMP section.*

Assumptions:

- *Energy usage will be provided in electronic format (i.e., MS Excel spreadsheets)*

Task 305 | Seismic Risk Assessment

The 2020 UWMP update cycle must now include a seismic risk assessment and mitigation plan that assesses the vulnerability of NCSD facilities to seismic activities. The assessment must also include mitigation of the identified vulnerabilities. Compliance can be accomplished by submitting a copy of the most recent adopted local hazard mitigation plan or multi-hazard mitigation plan under Federal Disaster Mitigation Act of 2000 if the plan addresses seismic risk.

It is presumed that NCSD has not prepared an in-house seismic risk assessment and therefore MKN has assumed that NCSD will tier off of the San Luis Obispo County Multi-Jurisdictional Hazard Mitigation Plan 2019 Update (2019, Wood). Although these documents are not specific to NCSD, MKN will identify the elements therein that are applicable to NCSD planning and mitigation and provide a summary reference. Relevant sections from the document will be attached as an appendix to the UWMP for easy reference.

Should NCSD wish to prepare a detailed seismic risk assessment and mitigation plan, MKN can perform that work under a separate authorization in conjunction with our specialty structural subconsultant.

Deliverables:

- *None – this information will be incorporated into the relevant UWMP section*

Assumptions:

- *Seismic risk assessment limited to the assessment and mitigation plan included in the San Luis*

Obispo County Multi-Jurisdictional Hazard Mitigation Plan 2019 Update

Task 306 | Meetings

Early and regular communication is essential to successful execution of the work. Working with NCSD, MKN's PM will develop communications protocols. MKN will keep NCSD's team informed regularly by establishing procedures that satisfy NCSD without overloading NCSD staff. It is assumed that project meeting will be held at NCSD office or by web conference. MKN anticipates the following meetings:

- Kickoff Meeting (1 total)
- Draft Sections Review Meetings (3 web conference total)
- Stakeholder and NCSD Coordination Meeting (2 total)
- Administrative Draft UWMP Review Meeting (1 total)
- Board Meeting for Public Hearing (1 total)
- Board Meeting for Adoption (1 total)

The kickoff meeting will be held with NCSD staff to discuss the project approach, review changes since 2015, discuss communications protocols and public outreach, and review the proposed schedule. At this meeting, any new DWR documents (e.g., the 2020 UWMP Guidebook) that have been released will be discussed to identify whether any adjustments the scope of services are needed. MKN will prepare an agenda for each meeting that will be distributed to NCSD's team 3 days in advance to allow for NCSD input. Meeting notes will be prepared within five days of each meeting that document discussions and key decisions.

Deliverables:

- *Meeting agendas in electronic PDF format*
- *Meeting notes in electronic PDF format*

Assumptions:

- *Meetings will be held at NCSD office or by web conference unless otherwise agreed*

Task Group 400 – Public Review and Final UWMP

Task 401 | Administrative Draft of UWMP

MKN will prepare updated UWMP chapters from all subtasks in Task Group 300 and compile these chapters into an Administrative Draft UWMP for NCSD review. It is assumed the Microsoft Word and Excel files of the 2015 UWMP will be used for the 2020 UWMP. MKN recommends using the 2015 UWMP as the baseline report. We will revise sections, tables, and figures as needed to complete the 2020 UWMP update. The DWR-issued UWMP completion checklist will also be completed in order to verify that the UWMP is complete. Both the Administrative Draft UWMP and checklist will be provided for NCSD review.

Deliverables:

- *Administrative Draft UWMP and DWR forms in electronic PDF format*

Assumptions:

- *NCSD will use the 2015 UWMP in electronic format (i.e., MS Word documents and MS Excel*

- spreadsheets) so that MKN data manipulation can be kept to a minimum*
- *NCSD will provide comments on the Administrative Draft UWMP within 3 weeks of issuance*

Task 402 | Public Draft of UWMP

Following NCSD's review of the Administrative Draft, MKN will incorporate comments and prepare a Public Draft of the UWMP. It is recommended that NCSD notify local cities and counties at the beginning of the UWMP update process to provide ample opportunity for those agencies to participate in the UWMP process. Per the Water Code, a 60-day notice of the public hearing on the plan is required to be sent to local cities and counties.

MKN will prepare a presentation to NCSD's Board of Directors (if required) that will be delivered during public hearing.

Deliverables:

- *Public Draft UWMP and DWR forms in electronic PDF, MS Word, and MS Excel format*

Assumptions:

- *NCSD to send notification of UWMP update to local cities, counties, and other interested agencies prior to the 60-day notice deadline*
- *NCSD will post the Public Draft of the 2020 UWMP for public access and review*
- *NCSD will compile all comments received into a single set of review comments*

Task 403 | Final Draft of UWMP

The Final UWMP will be produced and will incorporate local city/county, public, and review comments received related to the Public Draft UWMP. MKN will submit the Final UWMP to NCSD in PDF format and MS Word format and to DWR in PDF format by the designated date.

MKN and NCSD will respond to comments after the DWR review of the Final UWMP. We have allocated eight hours for responding to DWR comments and resubmittal of deliverables (if required).

Deliverables:

- *Final UWMP and DWR forms in electronic PDF and MS Word format*
- *UWMP tables in electronic Microsoft Excel format*
- *Confirmation that NCSD's UWMP was uploaded to WUE portal in electronic PDF format*
- *Responses to DWR comments, as necessary (up to eight hours)*

SCHEDULE

While initial work (e.g., notifications, information gathering, and potentially seismic resiliency and energy analysis) can proceed upon approval, some work tasks will depend on the final requirements within the UWMP Guidebook (anticipated to be issued by DWR in the Fall of 2020) as well as coordination with outside agencies (County of San Luis Obispo and City of Santa Maria).

It is also important to note that DWR has not published the Final Guidebook with appendices and standardized tables at this time. After these documents are available, MKN will review it for any new requirements and provide recommended updates to this scope of services if required.

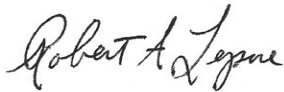
A preliminary schedule is provided and will be revisited after the Final Guidebook is published. The most critical schedule milestone will be to complete the draft for public review and input in time to allow a public meeting for adoption no later than NCSD's first Regular Board Meeting in June 2021.

BUDGET

MKN proposes to perform this work for a budget not to exceed \$46,091. A cost breakdown per task is attached. Payment requests will be submitted monthly on a time and materials (T&M) basis. Rates are attached and are subject to annual revisions. Costs for copies, mileage and other direct reimbursables are included as 3% of labor charges.

Thank you for providing MKN the opportunity to propose on this work for NCSD. If you have any questions regarding this proposal, please contact either of us at (805) 904-6530.

Sincerely,



Robert A. Lepore, GISP
Water Resources Planner



Eileen Shields, PE
Operations Manager

Attachments:
Project Budget
2020 MKN Fee Schedule
Project Schedule

**Nipomo Community Services District
Urban Water Management Plan Update 2020**

	Hourly Rates					Labor (MKN)		ODCs (MKN)		Total Fee
	Principal Engineer	Senior Project Engineer	Water Resources Planner	Assistant Engineer II	Administrative Assistant	Total Hours (MKN)				
	206	180	145	136	65					
Task Group 100: Project Management										
Task 101 Project Management			24			24	\$3,480	\$ 104	\$ 3,584	
Task 102 Quality Assurance/Quality Control	8					8	\$1,648	\$ 49	\$ 1,697	
	8	0	24	0	0	32	\$ 5,128	\$ 154	\$ 5,282	
Task Group 200: Data Collection and Review										
Data Collection and Review			4	16		20	\$2,756	\$ 83	\$ 2,839	
	0	0	4	16	0	20	\$ 2,756	\$ 83	\$ 2,839	
Task Group 300: UWMP Update										
Task 301 Demand Analysis	4		8	16		28	\$4,160	\$ 125	\$ 4,285	
Task 302 Water Supply Analysis	2		8	8		18	\$2,660	\$ 80	\$ 2,740	
Task 303 Water Conservation and Shortage Contingency Plan	4		8	16		28	\$4,160	\$ 125	\$ 4,285	
Task 304 Energy Efficiency Analysis	4		8	16		28	\$4,160	\$ 125	\$ 4,285	
Task 305 Seismic Risk Assessment	4	8	6	8		26	\$4,222	\$ 127	\$ 4,349	
Task 306 Meetings (9 total)			20	4		24	\$3,372	\$ 227	\$ 3,599	
Kickoff Meeting (1 total)			2			2				
Draft Sections Review Meetings (3 total)			6			6				
Stakeholder and Agency Coordination Meeting (2 total)			4			4				
Administrative Draft UWMP Review Meeting (1 total)			2			2				
Board Meeting for Public Hearing (1 total)			4	4		8				
Board Meeting for Adoption (1 total)			2			2				
	18	8	77	72	0	175	\$ 22,734	\$ 808	\$ 23,542	
Task Group 400: Public Review and Final UWMP										
Task 401 Administrative Draft of UWMP	4		8	24	2	38	\$5,378	\$ 261	\$ 5,639	
Task 402 Public Draft of UWMP	4		8	12	2	26	\$3,746	\$ 412	\$ 4,158	
Task 403 Final Draft of UWMP	2		4	8	2	16	\$2,210	\$ 66	\$ 2,276	
DWR Standardized Reporting Forms and Electronic Submittal			2	4		6	\$834	\$ 325	\$ 1,159	
Response to DWR Comments			8			8	\$1,160	\$ 35	\$ 1,195	
	10	0	30	48	6	94	\$ 13,328	\$ 1,100	\$ 14,428	
TOTAL BUDGET	36	8	135	136	6	321	\$43,946	\$ 2,144	\$ 46,091	

FEE SCHEDULE FOR PROFESSIONAL SERVICES

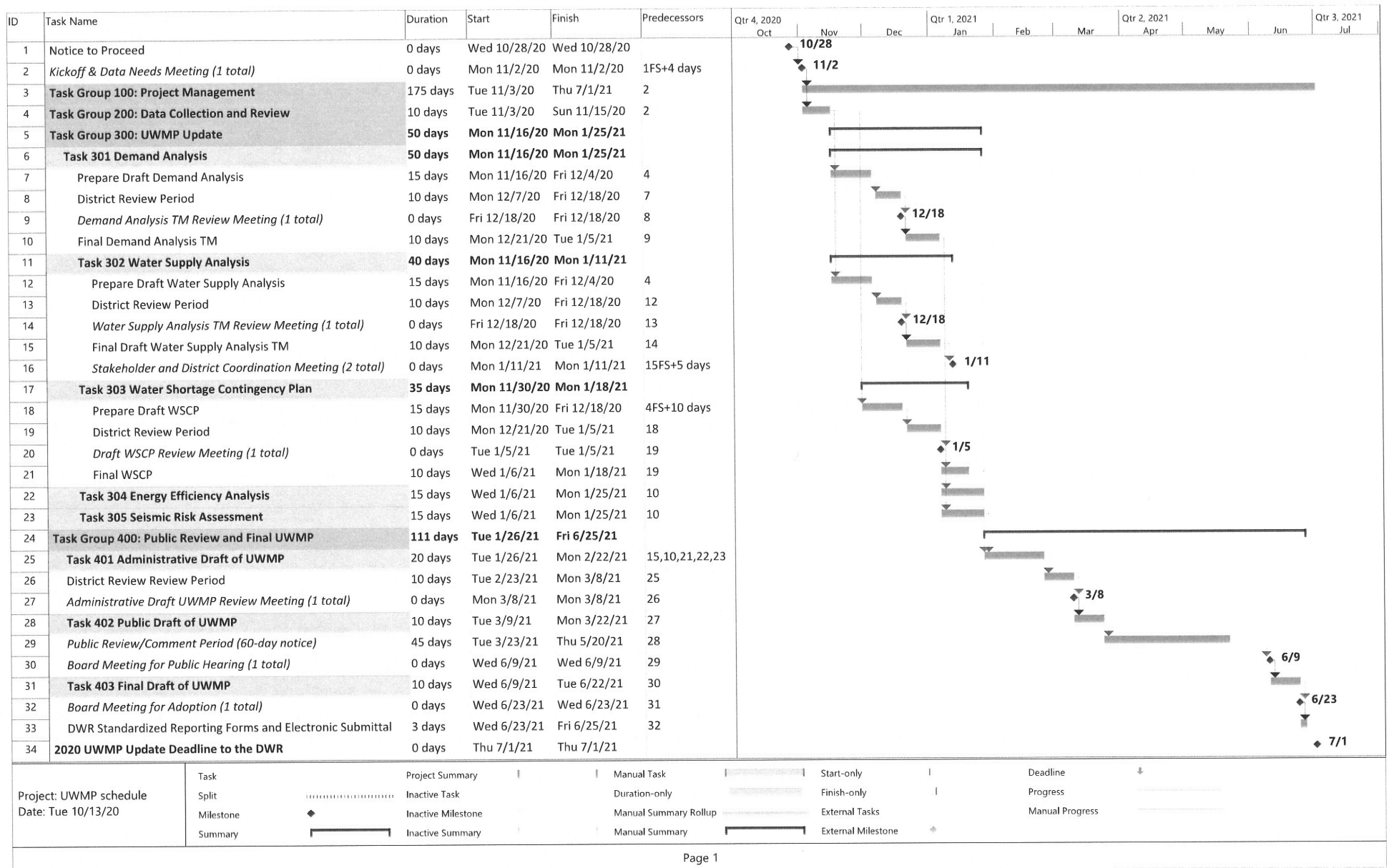
ENGINEERS AND TECHNICAL SUPPORT STAFF

Project Director/ Operations Manager	\$206/HR
Principal Engineer	\$191/HR
Senior Project Engineer	\$180/HR
Project Engineer/ Senior Scientist	\$159/HR
Water Resources Planner	\$145/HR
GIS Specialist	\$139/HR
Assistant Engineer II	\$136/HR
Assistant Engineer I	\$115/HR
GIS Technician	\$115/HR
Supervising Drafter	\$138/HR
Drafting/Design Technician II	\$128/HR
Drafting/Design Technician I	\$105/HR
Administrative Assistant	\$65/HR
Engineering Intern	\$60/HR

Routine office expenses such as computer usage, software licenses and fees, telephone charges, office equipment and supplies, incidental postage, copying, and faxes are included as a 3% fee on labor cost.

DIRECT PROJECT EXPENSES

Outside Reproduction	Cost + 10%
Subcontracted or Subconsultant Services	Cost + 10%
Travel & Subsistence (other than mileage)	Cost
Auto Mileage	Current IRS Rate - \$.58/mi.



TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER



FROM: LISA BOGNUDA
FINANCE DIRECTOR

DATE: OCTOBER 23, 2020

AGENDA ITEM

D-4

OCTOBER 28, 2020

ANNUAL REVIEW OF CASH RESERVES IN ACCORDANCE WITH RESERVE POLICY

ITEM

Annual review of Cash Reserves in accordance with Cash Reserve Policy [RECOMMEND
RECEIVE REPORT AND DIRECT STAFF]

BACKGROUND

On October 24, 2018, the Board of Directors adopted Resolution 2018-1489 Amending the Cash Reserve Policy for the District.

The policy states in part that after the adoption of the budget and within 120 days after the end of the fiscal year, the Board of Directors shall review the cash reserves, and if there is excess above the reserve requirement based on the cash reserve balance as of the fiscal year just completed, the Directors may approve a transfer of excess balances from operating funds to funded replacement funds.

In accordance with the Cash Reserve policy, attached is a table providing a review of each Fund's cash reserve target criteria, the cash balance as of June 30, 2020 and determination if target criteria has been met (Attachment A).

FISCAL IMPACT

None

STRATEGIC PLAN

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

RECOMMENDATION

Staff recommends the Board of Directors receive report and take no action at this time.

ATTACHMENTS

- A. Cash Reserve Review
- B. Resolution 2018-1489 Amending Cash Reserve

OCTOBER 28, 2020

ITEM D-4

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
CASH RESERVE POLICY REVIEW – OCTOBER 2020**

FUND NAME	FUND NUMBER	CASH RESERVE TARGET CRITERIA	CASH RESERVE GOAL AMOUNT ADOPTED OPERATING BUDGET 2020-2021 (Total Operating Expenses Less Funded Replacement)	CASH BALANCE AS OF 6/30/20 (including Rate Stabilization Fund)	CASH RESERVE CRITERIA MET?	RECOMMENDATION
Water Fund	125	Equal to or greater than twelve months (360 days) of annual budgeted operating expenses (not including Funded Replacement) Including Water Rate Stabilization Fund #128	\$6,110,541- \$625,000= \$5,485,541	Fund #125 and Fund #128 \$2,692,552 + \$429,486= \$3,122,038	No	No action recommended at this time
Town Sewer Fund	130	180 days (6 months or 50%) of operating expenses (not including Funded Replacement) Including Water Rate #135	\$1,967,479- \$395,000= \$1,572,479 x 50% = \$786,240	Fund #130 and Fund #135 \$648,803 + \$322,956 = \$971,759	Yes	No action recommended at this time
Blacklake Sewer Fund	150	180 days (6 months or 50%) of operating expenses (not including Funded Replacement) Including Water Rate #155	\$523,191- \$178,000= \$345,191 x 50% = \$172,596	Fund #150 and Fund #155 \$231,416 + \$53,686 = \$285,102	Yes	No action recommended at this time

FUND NAME	FUND NUMBER	Cash Reserve Target Criteria	CASH BALANCE AS OF 6/30/20	CASH RESERVE CRITERIA MET?	RECOMMENDATION
Water Rate Stabilization Fund	128	\$400,000	\$429,486	Yes	No action recommended at this time
Town Sewer Rate Stabilization Fund	135	\$300,000	\$322,956	Yes	No action recommended at this time
Blacklake Sewer Rate Stabilization Fund	155	\$50,000	\$53,686	Yes	No action recommended at this time
Blacklake Street Lighting Fund	200	\$30,000	\$14,520	No	Action taken in Fiscal Year 18-19- Assessment increased to \$50.00 from \$44.00
Landscape Maintenance District	250	\$20,000	\$18,032	No	Action taken in Fiscal Year 18-19- Assessment increased to \$435.00 from \$380.00
Solid Waste	300	\$150,000	\$453,016	Yes	Pursuant to Franchise Fee Policy, Resolution 2018-1492, Section 4, Board directed rate holiday in fiscal year 2020-2021
Drainage	400	\$50,000	\$79,323	Yes	No action recommended at this time

OCTOBER 28, 2020

ITEM D-4

ATTACHMENT B

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2018-1489**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO
COMMUNITY SERVICES DISTRICT AMENDING THE CASH RESERVE
POLICY FOR THE DISTRICT**

WHEREAS, the Board of Directors of the Nipomo Community Services District ("District") intends that the District will at all times have sufficient capital available to meet its operating, replacement, capital projects and debt service payments; and

WHEREAS, the District desires to establish sound financial policies to promote favorable bond ratings in capital markets so that bonds may be used for future financing of District projects; and

WHEREAS, the District desires to reserve capital for unanticipated and unforeseeable expenses; and

WHEREAS, the District desires to establish a buffer should revenue estimates in any year not meet projections; and

WHEREAS, the Cash Reserve Policy has been amended and is hereby presented at this meeting and it is appropriate at this time for the Board of Directors to consider approval of the adoption of the amended Policy.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Nipomo Community Services District:

SECTION 1. The above recitals are true and correct.

SECTION 2. The Cash Reserve Policy, as amended, in the form presented at this meeting attached hereto Exhibit "A" are hereby approved and adopted.

SECTION 3. The officers of the District are hereby directed to do and cause to be done any and all acts and things necessary or proper in order to effectuate the purposes of this resolution.

SECTION 4. This resolution shall take effect immediately.

Upon a motion by Director Armstrong, seconded by Director Blair, on the following roll call vote, to wit:

AYES: Director Armstrong, Blair, Woodson, Gaddis and Eby
NOES: None
ABSTAIN: None
ABSENT: None

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2018-1489**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO
COMMUNITY SERVICES DISTRICT AMENDING THE CASH RESERVE
POLICY FOR THE DISTRICT**

The foregoing resolution is hereby adopted this 24^d day of October 2018



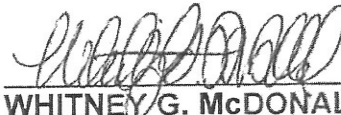
ED EBY
President of the Board

ATTEST:

APPROVED AS TO FORM AND
LEGAL EFFECT:



MARIO IGLESIAS
General Manager and Secretary to the Board



WHITNEY G. McDONALD
District Legal Counsel

NIPOMO COMMUNITY SERVICES DISTRICT
CASH RESERVE POLICY
EXHIBIT "A"

PURPOSE

A key element of prudent financial planning is to ensure that sufficient funding is available for current operating, capital and debt service needs. Additionally, fiscal responsibility requires anticipating the likelihood of, and preparing for, unforeseen events. Nipomo Community Services District (District) will strive at all times to have sufficient funding available to meet its operating, capital and debt service obligations as well as to protect its creditworthiness. The District is committed to maintaining a financial structure that provides adequate and predictable revenues at the lowest possible cost to meet forecasted needs and operational objectives.

It should be noted that the District has a Debt Management Policy that establishes parameters for evaluating, issuing and managing the District's debt. The District's Debt Management Policy should be considered prior to committing to any new financial obligations.

The adequacy of the targeted cash reserve year-end balance ranges and/or annual contributions to each fund will be reviewed annually during the budgeting process or when a major change in conditions threatens the reserve levels established within this policy.

OPERATING FUNDS

WATER FUND (FUND #125)

Purpose: To ensure sufficient cash resources are available to fund daily administration, operations and maintenance of providing water services. (Funded from rates and charges)

Target Criteria: To meet the District's cash flow needs and unbudgeted expenses, the Water Fund cash reserves, including the Water Rate Stabilization Fund #128, should be equal to or greater than twelve months (360 days) of annual budgeted operating expenses (not including Funded Replacement).

After adoption of the budget and within 120 days after the end of the fiscal year, the Board of Directors shall review the cash reserves, and if there is excess above the reserve requirement based on the cash reserve balance as of the fiscal year just completed, the Directors may approve a transfer of the excess balance from Water Fund #125 to the Funded Replacement Water Fund #805.

TOWN SEWER FUND (FUND #130)

Purpose: To ensure sufficient cash resources are available to fund daily administration, operations and maintenance of providing waste water services. (Funded from rates and charges)

Target Criteria: To meet the District's cash flow needs and unbudgeted expenses, the Town Sewer Fund cash reserves, including the Town Sewer Rate Stabilization Fund #135, should be equal to or greater than six months (180 days) of annual budgeted operating expenses (not including Funded Replacement).

NIPOMO COMMUNITY SERVICES DISTRICT
CASH RESERVE POLICY
EXHIBIT "A"

After adoption of the budget and within 120 days after the end of the fiscal year, the Board of Directors shall review the cash reserves, and if there is excess above the reserve requirement based on the cash reserve balance as of the fiscal year just completed, the Directors may Approve a transfer of the excess balance from the Town Sewer Fund #130 to the Funded Replacement Town Sewer Fund #810.

BLACKLAKE SEWER FUND (FUND #150)

Purpose: To ensure sufficient cash resources are available to fund daily administration, operations and maintenance of providing waste water services. (Funded from rates and charges)

Target Criteria: To meet the District's cash flow needs and unbudgeted expenses, the Blacklake Sewer Fund cash reserves, including the Blacklake Sewer Rate Stabilization Fund #155, should be equal to or greater than six months (180 days) of annual budgeted operating expenses (not including Funded Replacement).

After adoption of the budget and within 120 days after the end of the fiscal year, the Board of Directors shall review the cash reserves, and if there is excess above the reserve requirement based on the cash reserve balance as of the fiscal year just completed, the Directors may approve a transfer of the excess balance from the Blacklake Sewer fund #150 to the Funded Replacement Blacklake Sewer Fund #830.

WATER RATE STABILIZATION FUND (FUND #128)

Purpose: To serve as a buffer to water rates during any period where there are unexpected increases in operating costs or decreases in revenues. In addition, in a severe drought or extremely wet conditions, it is reasonable to expect that water sales could fluctuate significantly. As such, this fund will absorb these types of fluctuations in operations and help stabilize rates and enable smooth or level increases to rates despite uneven increases in underlying costs or variations in annual revenues received. This fund should not be used to artificially suppress rates (i.e. to sustain rates at levels below the costs of service). (Funded by rates and charges)

Target Criteria: Minimum reserve requirement of \$400,000.

TOWN SEWER RATE STABILIZATION FUND (FUND #135)

Purpose: To serve as a buffer to sewer rates during any period where there are unexpected increases in operating costs or decreases in revenues. This fund should be used to enable smooth or level increases to rates despite uneven increases in underlying costs or variations in annual revenues received. This fund should not be used to artificially suppress rates (i.e. to sustain rates at levels below the costs of service). (Funded by rates and charges)

Target Criteria: Minimum reserve requirement of \$300,000 set by Bond Indenture Agreement for the Revenue of Certificates of Participation Series 2012.

NIPOMO COMMUNITY SERVICES DISTRICT
CASH RESERVE POLICY
EXHIBIT "A"

BLACKLAKE SEWER RATE STABILIZATION FUND (FUND #155)

Purpose: To serve as a buffer to sewer rates during any period where there are unexpected increases in operating costs or decreases in revenues. This fund should be used to enable smooth or level increases to rates despite uneven increases in underlying costs or variations in annual revenues received. This fund should not be used to artificially suppress rates (i.e. to sustain rates at levels below the costs of service). (Funded by rates and charges)

Target Criteria: Minimum reserve requirement of \$50,000.

BLACKLAKE STREET LIGHTING (FUND #200)

Purpose: To ensure sufficient cash resources are available to fund administration, operations and maintenance of providing street lighting services for Blacklake Village. (Funded by annual assessment to property owners in Blacklake Village)

Target Criteria: Minimum reserve requirement of \$30,000.

LANDSCAPE MAINTENANCE DISTRICT (FUND #250)

Purpose: To ensure sufficient cash resources are available to fund administration, operations and maintenance of providing landscape maintenance to the property owners of Tract 2409. (Funded by annual assessment to property owners in Tract 2409 aka Vista Verde Estates)

Target Criteria: Minimum reserve requirement of \$20,000.

SOLID WASTE (FUND #300)

Purpose: To ensure sufficient cash resources are available to fund solid waste programs, rate stabilization and to cover operating costs in the event that the District may find itself operating solid waste collection, disposal and recycling functions should its business partner now franchised to do these functions be unable to continue to provide these services due to an unforeseen event. This reserve provides assurance that solid waste services remain uninterrupted during an extended disruption to service provider. (Funded by Franchise Fees)

Target Criteria: Minimum reserve requirement of \$150,000.

DRAINAGE (FUND #400)

Purpose: To ensure sufficient cash resources are available to operate and maintain the Nipomo Drainage Maintenance District 76-02 (storm water conveyance system and basin serving Folkert Oaks Mobile Home Park and adjacent properties on Juniper Street). (Funded by a 1% ad valorem property tax rate)

Target Criteria: Minimum reserve requirement of \$50,000.

NIPOMO COMMUNITY SERVICES DISTRICT
CASH RESERVE POLICY
EXHIBIT "A"

FUNDED REPLACEMENT- WATER (FUND #805)

Purpose: The reserves can be used for both short-term and long-term purposes. The objective of the Funded Replacement Fund is to provide monies for the current and future replacement of existing capital assets as they reach the end of their useful lives. The District recognizes that the Funded Replacement fund may only be sufficient to pay a portion of the full cost of future capital asset replacements and other sources of replacement funding may be needed, such as a bond issuance. This fund will also help normalize the impact of the capital asset replacements on future water rates. (Funded by water rates and charges and interest earnings)

Target Criteria: No minimum target is maintained

FUNDED REPLACEMENT- TOWN SEWER (FUND #810)

Purpose: The reserves can be used for both short-term and long-term purposes. The objective of the Funded Replacement Fund is to provide monies for the current and future replacement of existing capital assets as they reach the end of their useful lives. The District recognizes that the Funded Replacement fund may only be sufficient to pay a portion of the full cost of future capital asset replacements and other sources of replacement funding may be needed, such as a bond issuance. This fund will also help normalize the impact of the capital asset replacements on future town sewer rates. (Funded by Town sewer rates and charges and interest earnings)

Target Criteria: No minimum target is maintained

FUNDED REPLACEMENT- BLACKLAKE SEWER (FUND #830)

Purpose: The reserves can be used for both short-term and long-term purposes. The objective of the Funded Replacement Fund is to provide monies for the current and future replacement of existing capital assets as they reach the end of their useful lives. The District recognizes that the Funded Replacement fund may only be sufficient to pay a portion of the full cost of future capital asset replacements and other sources of replacement funding may be needed, such as a bond issuance. This fund will also help normalize the impact of the capital asset replacements on future Blacklake sewer rates. (Funded by Blacklake sewer rates and charges and interest earnings)

Target Criteria: No minimum target is maintained

NON-OPERATING FUNDS

SUPPLEMENTAL WATER FUND (#500)

Purpose: The revenue generated from the Supplemental Water Capacity Charge accumulates in this fund and its use is restricted to projects, programs and expenditures that reduce the District's reliance on groundwater as its sole water supply. (Funded by development capacity charges and interest earnings)

Target Criteria: No minimum target is maintained.

PROPERTY TAX (FUND #600)

Purpose: District's share of the 1% ad valorem tax on real property collected by the County of San Luis Obispo and distributed to the District pursuant to Article XIII A of the California Constitution. (Funded by property taxes and interest earnings)

Target Criteria: No minimum target is maintained, however, the annual property tax revenue stream is pledged to pay the annual debt service for the 2013 Certificates of Participation and the 2013 Refunding Revenue Bonds.

WATER CAPACITY CHARGES (FUND #700)

Purpose: The revenue generated from the Water Capacity Charge accumulates in this fund and is used to offset new development related capital improvements as outlined by the District's Capital Improvement Plan. (Funded by development capacity charges and interest)

Target Criteria: No minimum target is maintained.

TOWN SEWER CAPACITY CHARGES (FUND #710)

Purpose: The revenue generated from the Town Capacity Charge accumulates in this fund and is used to offset new development related capital improvements as outlined by the District's Capital Improvement Plan. (Funded by development capacity charges and interest earnings)

Target Criteria: No minimum target is maintained.

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER

AGENDA ITEM

D-5

OCTOBER 28, 2020

DATE: OCTOBER 23, 2020

INVESTMENT POLICY – THIRD QUARTER REPORT

ITEM

Review Investment Policy Third Quarter Report [RECOMMEND ACCEPT AND FILE REPORT]

BACKGROUND

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

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

INVESTMENT POLICY-QUARTERLY REPORT 9/30/20

Investment	Institution	Amount of Deposit 9/30/20	Rate of Interest as of 9/30/20	Quarterly Interest Earned or Accrued 9/30/20	Amount of Deposit 9/30/19	Rate of Interest as of 9/30/19	Quarterly Interest Earned or Accrued 6/30/19
Public Checking (1)	Mechanics Bank	\$113,353.07	n/a	n/a	\$409,896.04	n/a	n/a
Pooled Money Investment	Local Agency Investment Fund (LAIF)	\$17,130,223.93	0.84%	\$38,239.04	19,758,623.71	2.45%	\$120,265.88
Savings-NSWP Funded Replace (2)	Five Star	\$1,072,025.91	0.82%	\$2,664.71	\$849,044.73	2.341%	\$4,976.16
Savings-Improvement Bonds(3)	Mechanics Bank	\$22,691.15	0.05%	\$3.60	\$29,252.24	0.07%	\$16.79
Savings-Performance Bonds(3)	Five Star	\$19,034.04	0.82%	\$48.55	n/a	n/a	n/a
Savings-Performance Bonds (3)	Five Star	Account Closed-Funds Returned	n/a	n/a	\$208,008.15	2.37%	\$1,249.48
Checking-BL A/D 93-1 (4)	Five Star	\$1,000,327.72	0.82%	\$997.88	n/a	n/a	n/a
Savings-BL A/D 93-1 (4)	Five Star	\$951,775.59	0.82%	\$2,472.19	n/a	n/a	n/a

- (1) Analyzed Account
- (2) Nipomo Supplemental Water (NSWP) Funded Replacement Fund
- (3) Held in Trust – to be returned to developer upon completion of projects
- (4) Held in Trust – Blacklake Assessment District 2020-1
- n/a Not applicable


RECOMMENDATION

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

ATTACHMENTS

None

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER 

FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS

DATE: OCTOBER 22, 2020

AGENDA ITEM
D-6
OCTOBER 28, 2020

**AUTHORIZE TASK ORDER WITH TESCO CONTROLS, INC. FOR
SUPERVISORY CONTROL AND DATA ACQUISITION SYSTEM
MAINTENANCE AND SUPPORT**

ITEM

Authorize Task Order for Supervisory Control and Data Acquisition (SCADA) Maintenance and Support with Tesco Controls, Inc. in the amount of \$27,000 [RECOMMEND BY MOTION AND ROLL CALL VOTE APPROVE RESOLUTION AUTHORIZING STAFF TO EXECUTE TASK ORDER IN THE AMOUNT OF \$27,000 WITH TESCO CONTROLS, INC.].

BACKGROUND

In December 2011, at the conclusion of a Request for Proposal (RFP) process, the Board selected Tesco Controls, Inc. to provide process control and instrumentation system integration services for the District's Supervisory Control and Data Acquisition (SCADA) System Upgrade Project. At the time, the District's SCADA system monitored 27 remote sites including water wells, water storage tanks, water pressure reducing stations, sanitary sewer lift stations and both of the District's wastewater treatment plants. The purpose of the project was to upgrade the District's obsolete SCADA system. Implementation was completed in March 2013.

Since that time, Tesco added numerous other facilities to the SCADA system including the upgraded Southland Wastewater Treatment Facility (WWTF) (2014), the Joshua Road Pump Station (2015), the Blosser Road Flow Meter Station (2015), the Santa Maria Vista Way Pressure Reducing Station (2015), the Joshua Road Pump Station Reservoir (2017), and the Westgate Pressure Reducing Station (2019).

In order to maintain the integrity of the District's SCADA System, maintain system reliability, minimize the potential for multiple system integrators simultaneously working on the District's SCADA System, and minimize the coordination risk/expense to the District, staff recommends that all process control and instrumentation system maintenance and support work be completed by Tesco Controls, Inc. In accordance with the District's Purchasing Policy, Tesco Controls, Inc. is uniquely knowledgeable and qualified because similar/related services have been previously provided to the District.

Staff requested that Tesco provide a proposal to provide preventive maintenance and support services for the District's SCADA system. Tesco submitted a proposal to provide SCADA system preventive maintenance services for a not to exceed amount of \$27,000. The scope of work includes but is not limited to inspection, verification and cleaning of all SCADA panels as well as functional performance verification for all instrumentation. In addition, the SCADA servers will be inspected, verified and backed up.

FISCAL IMPACT

Funding for SCADA system maintenance and support is available in the FY 2020-2021 Water, Supplemental Water, Town Sewer and Blacklake Sewer budgets.

STRATEGIC PLAN

Goal 1. WATER SUPPLY. Actively plan to provide reliable water supply of sufficient quality and quantity to serve both current customers and those in the long-term future.

Goal 2. FACILITIES THAT ARE RELIABLE, ENVIRONMENTALLY SENSIBLE AND EFFICIENT. Plan, provide for and maintain District facilities and other physical assets to achieve reliable, environmentally sensible, and efficient District operations.

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

RECOMMENDATION

Staff recommends that the Board, by motion and roll call vote, approve Resolution 2020-XXXX SCADA System Maintenance, authorizing staff to execute a Task Order for the SCADA System Maintenance and Support with Tesco Controls, Inc. in the amount of \$27,000.

ATTACHMENTS

- A. Resolution 2020-XXXX SCADA System Maintenance

OCTOBER 28, 2020

ITEM D-6

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2020-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY
SERVICES DISTRICT AUTHORIZING A TASK ORDER FOR SUPERVISORY CONTROL
AND DATA ACQUISITION SYSTEM PREVENTIVE MAINTENANCE WITH
TESCO CONTROLS INC.**

WHEREAS, Tesco Controls, Inc. was selected in 2011 by the District to provide SCADA integration services for the SCADA System Upgrade Project and completed the implementation of the SCADA System Upgrade Project in 2013; and

WHEREAS, the District selected Tesco Controls, Inc. to provide SCADA integration services for the Southland WWTF Phase 1 Improvement Project (2014), the Joshua Road Pump Station (2015), the Blosser Road Flow Meter Station (2015), the Santa Maria Vista Way Pressure Reducing Station (2015), the Joshua Road Pump Station Reservoir (2017), and the Westgate Pressure Reducing Station (2019) to maintain the integrity of the District's SCADA system; and

WHEREAS, the District needs on-going SCADA preventive maintenance and support services to maintain system reliability; and

WHEREAS, all process control and instrumentation system maintenance and support work should be completed by single integrator in order to maintain the integrity of the District's SCADA System, minimize the potential for multiple system integrators simultaneously working on the District's SCADA System, and minimize the coordination risk/expense to the District; and

WHEREAS, District Purchasing Policy Resolution 2020-1572 provides for the procurement of professional services through non-competitive negotiations in limited situations; and

WHEREAS, Tesco Controls, Inc. is qualified pursuant to Section 4.30 of the District's Purchasing Policy, the cost of the services is reasonable, and Tesco Controls, Inc. is uniquely knowledgeable and qualified because similar/related services have been previously provided to the District.

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

- 1) The District Board of Directors does hereby direct District staff to execute a Task Order for the SCADA Preventive Maintenance and Support Services with Tesco Controls, Inc. in the amount of \$27,000.
- 2) The above recitals are true and correct and constitute findings for the exclusive use of the Tesco Controls, Inc. to provide professional services for SCADA system preventive maintenance and support.

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. 2020-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY
SERVICES DISTRICT AUTHORIZING A TASK ORDER FOR SUPERVISORY CONTROL
AND DATA ACQUISITION SYSTEM PREVENTIVE MAINTENANCE WITH
TESCO CONTROLS INC.**

The foregoing resolution is hereby adopted this 28th day of October 2020.

DAN ALLEN GADDIS

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
REVIEWED: MARIO IGLESIAS 
GENERAL MANAGER
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF ENGINEERING
AND OPERATIONS
DATE: OCTOBER 22, 2020

**AGENDA ITEM
D-7
OCTOBER 28, 2020**

**CONSIDER REQUEST FOR WATER AND SOLID WASTE
SERVICE (INTENT-TO-SERVE LETTER) FOR
PARCEL MAP CO 20-0066, A COMMERCIAL
SUBDIVISION LOCATED AT 572 LINDON LANE**

ITEM

Consider request for water and solid waste service (Intent-to-Serve Letter) for Parcel Map CO 20-0066, a 2-parcel commercial subdivision located at 572 Lindon Lane in Nipomo, APN 091-327-076 [RECOMMEND CONSIDER INTENT-TO-SERVE LETTER AND APPROVE WITH CONDITIONS].

BACKGROUND

The District received an application for water and solid waste service for Parcel Map CO 20-0066 located at 572 Lindon Lane, APN 091-327-076, on September 23, 2020. The applicant, Pruit Investments, is requesting water and solid waste services for a 2-parcel commercial subdivision. The applicant is represented by Kim Link, Urban Planning Concepts. The District previously issued an Intent-to-Serve letter for the Project in 2006 that has since expired.

The project will consist of a subdivision of 1 existing parcel into 2 commercial parcels. The existing 4.62 acre parcel is zoned Commercial Service and the District does not currently provide water or solid waste service to the parcel.

All parcels, existing and planned, will be required to obtain water and solid waste service in compliance with current District standards. Any existing well(s) on the property will not be utilized to provide domestic water service to any part of the project.

In accordance with the District's Supplemental Water Accounting Policy, Resolution 2015-1372, water demand for the project will be tracked against the 500 AFY supplemental water project capacity reservation for new development. Based on the preliminary information provided, total water demand for the project is estimated at 2.1 acre-feet per year (AFY). Sufficient supplemental water for the project is available.

FISCAL IMPACT

Water capacity fees will be based on the domestic sizes requested for the final County approved project as well as CAL FIRE's fire service requirements. Based on the information provided, the following services are proposed:

- Domestic: 2 @ 1-inch

- Irrigation: 2 @ 1-inch
- Fire: 2 @ 4-inch

The estimated fee deposit for the project is \$96,037 based on the current FY 20-21 District fee schedule. Fees for Connection shall be calculated and owing as of the date the District accepts the public water improvements for the project and sets the water meter(s) to serve the affected property from which the amount of the Deposit shall be deducted.

RECOMMENDATION

Staff recommends that the Board approve the Applicant's request for an Intent-to-Serve letter for the project with the following conditions:

PROJECT-SPECIFIC CONDITIONS

- Each new parcel shall be served by a single 1-inch meter and backflow assembly for indoor use. Water capacity charges are applicable.
- Each new parcel shall be served by a single 1-inch meter and backflow assembly for irrigation use. Water capacity charges are applicable.
- Each new parcel shall be served by a single 4-inch or larger fire service backflow assembly, as required and approved by CAL FIRE of SLO County, for fire sprinkler service. Fire capacity charges are applicable.

STANDARD CONDITIONS

- Project shall obtain solid waste and water service for all parcels.
- CAL FIRE of SLO County must approve the development plans prior to District approval. Fire capacity charges are applicable if dedicated fire service laterals are required.
- Properly abandon any existing groundwater wells and provide documentation to District.
- Record a restriction, subject to District approval, on the property prohibiting the use of well(s) to provide water service to any parcel within the Project.
- Record a restriction, subject to District approval, on all parcels prohibiting use of self-regenerating water softeners.
- Comply with District water conservation program.
- Pay all appropriate District fees associated with this development.
- Applicant shall provide the District with a copy of County application approval and County project conditions of approval.
- Enter into a Plan Check and Inspection Agreement and provide a deposit.
- Submit improvement plans in accordance with the District Standards and Specifications for review and approval. Applicant shall provide plans consistent with current District Standards and based on the proposed lot configuration.
- Any easements required for water improvements that will be dedicated to the District shall be offered to the District prior to final improvement plan approval.
- Any easements required for private water laterals shall be recorded prior to final improvement plan approval and shall be subject to District approval.
- All water improvements to be dedicated to the District shall be bonded for or otherwise secured in the District's name prior to issuance of Will-Serve letter.
- A Will-Serve letter for the Project will be issued after improvement plans are approved and signed by the District.

- Applicant shall make a non-refundable deposit ("Deposit") at the time the District issues a Will Serve Letter in an amount equal to the then calculated Fees for Connection.
- Fees for Connection shall be calculated and owing as of the date the District sets the water meter(s) to serve the affected property from which the amount of the Deposit shall be deducted.
- Construct the improvements required and submit the following:
 - Reproducible "As Builts" - A mylar copy and digital format disk (PDF) which includes engineer, developer, tract number and water improvements
 - Offer of Dedication
 - Engineer's Certification
 - Summary of all water improvement costs
- Solid waste collection services are mandatory. Applicant shall provide proof that the Project is provided with solid waste removal services in accordance with District regulations.
- The District will set water meter(s) upon proof of a building permit from the County of San Luis Obispo, the District's acceptance of improvements to be dedicated to the District, if applicable, and the final payment of all charges and fees owed to the District.
- This letter is void if land use is other than commercial use as defined by the District.
- Intent-to-Serve letters shall automatically terminate three (3) years, from date of issuance. However, Applicant shall be entitled to a one-year extension upon the following conditions:
 - Applicant makes written application for the extension prior to the expiration of the Intent-to-Serve Letter.
 - Applicant provides proof of reasonable due diligence in processing the Project.
 - Applicant agrees to revisions of the conditions contained in the Intent-to-Serve letter consistent with then existing District policies.
- This Intent-to-Serve letter shall be subject to the current and future rules, agreements, regulations, fees, resolutions and ordinances of the District.
- This Intent-to-Serve letter may be revoked, or amended, as a result of conditions imposed upon the District by a court or availability of resources, or by a change in ordinance, resolution, rules, fees or regulations adopted by the Board of Directors.
- District service is conditioned on the applicant complying with all terms, conditions, rules, and regulations of other agencies that have jurisdiction over the project.
- This Intent-to-Serve letter shall not be interpreted as the District's Board of Directors endorsement of the project.
- The District reserves the right to revoke this Intent-to-Serve letter at any time.
- The Applicant shall provide a signed copy of the Intent-to-Serve letter within thirty (30) days of issuance.

ATTACHMENTS

- A. Application
- B. Site Plan

OCTOBER 28, 2020

ITEM D-7

ATTACHMENT A



NIPOMO COMMUNITY SERVICES DISTRICT

148 SOUTH WILSON STREET
POST OFFICE BOX 326 NIPOMO, CA 93444 - 0326
(805) 929-1133 FAX (805) 929-1932
Website: ncsd.ca.gov

Office use only:
Date and Time
Complete
Application and
fees received:

RECEIVED

SEP 23 2020

NIPOMO COMMUNITY
SERVICES DISTRICT

INTENT-TO-SERVE APPLICATION

1. This is an application for: ☒ Sewer and Water Service ☐ Water Service Only
2. SLO County Planning Department/Tract or Development No.: (PAR. MAP CO 04-0581)
FINAL PAR. MAP CO-20-0066
3. Project location: 572 LINDON LANE, NIPOMO, CA
4. Assessor's Parcel Number (APN) of parcel(s) to be served: 091-327-076
5. Owner Name: NICK PRUIT c/o PRUIT INVESTMENTS
6. Mailing Address: 542 LINDON LANE, NIPOMO, CA 93444
7. Email: NICK@PRUITINVESTMENTS.COM
8. Phone: 805-234-2588 FAX: _____
9. **Agent's** Information (Architect or Engineer):
Name: KIM LINK c/o URBAN PLANNING CONCEPTS
Address: 2624 AIRPARK DRIVE, SANTA MARIA, CA 93455
Email: KIM@URBANPLANNINGCONCEPTS.COM
Phone: 805-934-5760 FAX: 805-934-3448
10. Type of Project: (check box) (see Page 3 for definitions)

<input type="checkbox"/> Single-family dwelling units	<input type="checkbox"/> Multi-family dwelling units
<input checked="" type="checkbox"/> Commercial	<input type="checkbox"/> Mixed Use (Commercial and Residential)
11. Does this project require a sub-division? ☒ Yes ☐ No
If yes, number of new lots created 2
12. Site Plan:
For all projects, submit three (3) standard size (24" x 36") and one reduced copy (8½" x 11") of site plans.

Show parcel layout, water and sewer laterals, and general off-site improvements, as applicable. **Note that the District only provides one domestic meter per parcel.**
13. Board Approval:
Board approval is required for the following type of projects:
 - more than four dwelling units
 - property requiring sub-divisions
 - higher than currently permitted housing density
 - commercial developments

14. **RESIDENTIAL SERVICE** N/A

Single Family Residential (SFR)

Number of Parcel's created		Proposed number of SFR	
----------------------------	--	------------------------	--

Multi-Family Residential (MFR) N/A

Number of Parcel's created		Proposed number of MFR	
Number of Domestic Meter(s)		Estimated Meter Size(s)	
Number of Landscape Meter(s)		Estimated Meter Size(s)	
Number of Fire System(s)		Estimated Meter Size(s)	

15. **COMMERCIAL AND/OR MIXED USE SERVICE DEMAND ESTIMATES:**

Commercial and Mixed Use

Number of Parcel's created	2	Proposed number of residential dwellings	0
Number of Domestic Meter(s)		Estimated Meter Size(s)	
Number of Landscape Meter(s)		Estimated Meter Size(s)	
Number of Fire System(s)		Estimated Meter Size(s)	

16. Provide an estimate of yearly water (AFY) and sewer (gallons) demand for the project prepared by a licensed Engineer/Architect.

Agreement:

The Applicant agrees that in accordance with generally accepted construction practices, Applicant shall assume sole and complete responsibility for the condition of the job site during the course of the project, including the safety of persons and property; that this requirement shall apply continuously and not be limited to normal working hours; and the Applicant shall defend, indemnify, and hold the District and District's agents, employees and consultants harmless from any and all claims, demands, damages, costs, expenses (including attorney's fees) judgments or liabilities arising out of the performance or attempted performance of the work on this project; except those claims, demands, damages, costs, expenses (including attorney's fees) judgments or liabilities resulting from the negligence or willful misconduct of the District.

Nothing in the foregoing indemnity provision shall be construed to require Applicant to indemnify District against any responsibility or liability or contravention of Civil Code §2782

Application Processing Fee.....**See Attached Fee Schedule on Page 3**

The District will only accept cashier's check or bank wire for the payment of Water Capacity, Sewer Capacity and other related development fees.

Date 9/11/2020

Signed

Kim Link
(Must be signed by owner or owner's agent)

Print Name

KIM LINK

DEFINITIONS

(Please note – these definitions do NOT reconcile with standard SLO County Planning Department definitions)

Single-family dwelling unit – means a building designed for or used to house not more than one family.

Accessory (Secondary) dwelling units – means an attached or detached secondary residential dwelling unit on the same parcel as an existing single-family (primary) dwelling. A secondary unit provides for complete independent living facilities for one or more persons.

Multi-family dwelling unit – means a building or portion thereof designed and used as a residence for three or more families living independently of each other under a common roof, including apartment houses, apartment hotels and flats, but not including automobile courts, or boardinghouses.

Two-family dwelling units (duplex) – means a building with a common roof containing not more than two kitchens, designed and/or used to house not more than two families living independently of each other.

Commercial – all non-residential and mixed-use projects.

**APPLICATION FEES AND CHARGES
EFFECTIVE July 1, 2020**

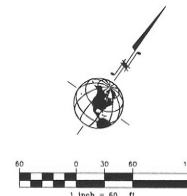
PROJECT SIZE/TYPE	TOTAL AMOUNT DUE AT TIME OF APPLICATION**
Residential <4 units	\$1,252.42
Residential 4-20 units	\$1,720.31
Residential > 20 units	\$2,025.46
Commercial <1 acre	\$1,720.31
Commercial 1-3 acres	\$2,025.46
Commercial > 3 acres	\$2,798.47
Mixed Use with less than 4 Dwelling Units	\$2,025.46
Mixed Use with four or more Dwelling Units	\$2,798.47
*Outside Consulting and Legal fees will be billed to the Applicant at direct rate.	

**Commencing on July 1, 2008 and each year thereafter the Application Fees shall be adjusted by a Consumer Price Index formula.

OCTOBER 28, 2020

ITEM D-7

ATTACHMENT B

[illegible]

NOTE: ABBREVIATIONS SHOWN ABOVE MAY OR MAY NOT BE EVIDENT ON MAP.

APN: 091-327-076
ADDRESS: 542 LINDON LANE
NIPOMO, CA

NPOMO SELF STORAGE, LLC
PO BOX 920
NPOMO, CA 93444
(805) 929-1984

POWER-	PG&E
TELEPHONE-	AT&T
GAS CO.-	SO. CAL GAS
TELEVISION-	CHARTER COMMUNICATIONS
WATER -	NICSD
SEWER-	SEPTIC SYSTEM

1. THE BEARINGS AND DISTANCES SHOWN ARE PER 54 PM 85 (R).
2. THE UTILITIES HAVE BEEN INSTALLED PER PUBLIC IMPROVEMENT PLANS FROM 2008 FOR CO 04-0581.

A SUBDIVISION OF REMAINDER LOT OF
PM CO 90-208
(54 PM 85)

WE HEREBY APPLY FOR APPROVAL OF THE DIVISION OF
REAL PROPERTY SHOWN ON THIS MAP AND CERTIFY THAT
WE ARE THE LEGAL OWNER OF SAID PROPERTY OR THE
AUTHORIZED AGENT OF THE LEGAL OWNER AND THAT THE
INFORMATION SHOWN HEREON IS TRUE AND CORRECT TO
THE BEST OF OUR KNOWLEDGE AND BELIEF.

THIS MAP WAS PREPARED BY ME OR UNDER MY SUPERVISION AND TO THE BEST OF MY KNOWLEDGE COMPLIES WITH THE LOT DIVISION ORDINANCE OF THE COUNTY OF SAN LUIS OBISPO, CALIFORNIA.

DAI



2624 AIRPARK DRIVE
SANTA MARIA, CA 93455
PHONE: (805) 934-5727
FAX: (805) 934-3448
DATE: OCTOBER 2020

JOB: 2010:

TENTATIVE MAP.DWG

PAGE: 1 OF 1