

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER



DATE: JANUARY 6, 2021

AGENDA ITEM
E-2
JANUARY 13, 2021

**ADOPT RESOLUTION TO AMEND
NIPOMO COMMUNITY SERVICES DISTRICT'S
WATER METER REPLACEMENT POLICY**

ITEM

Review and consider proposed modifications to the Nipomo Community Services District's ("District") Water Meter Replacement Policy [RECOMMEND REVIEW, TAKE PUBLIC COMMENT, DISCUSS PROPOSED AMENDMENTS TO THE DISTRICT'S POLICY, AND ADOPT RESOLUTION]

BACKGROUND

Water meters are subject to wear and deterioration over a period of time. They can lose accuracy, allowing water to pass through them without measuring the full volume of water. The District replaces inaccurate water meters to increase the District's ability to fairly and equitably collect revenue. Water sales are the largest source of revenue in the District's Water Enterprise. Replacing inefficient water meters reduces non-revenue water loss and more accurately accounts for per capita water use.

The District adopted a resolution in 2011 to define a Water Meter Replacement Policy ("Policy"). Since that time, the District has conducted tests on meters removed from the system to determine if the Policy is adequate to produce the desired outcomes. Adjustments to the Policy seen as beneficial are:

- Change the currently defined target objective of replacing meters older than 10 years old, to evaluating meters between 10 and 15 years old in service for performance. Different manufacturers' meters perform differently in the system. Ongoing performance testing of meters pulled as a result of the Meter Replacement Program is beneficial in determining the appropriate meter replacement period for the different manufacturers. .
- The proposed Policy requires an annual evaluation of the 25 highest users for each customer class of service. Based on the evaluation, actions such as meter testing, repair, or replacement may be necessary.

STRATEGIC PLAN

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

A.2 Ensure billing processes are efficient, cost-effective and fair. Evaluate the potential costs and benefits of monthly compared to bi-monthly billing.

B.1 Evaluate, plan for and maintain finances that are adequate for all needs, stable, and reliable over the long-term.

FISCAL IMPACT

The District includes in its budget the cost of meter maintenance. The proposed modifications to the Policy will increase the cost of monitoring and maintaining the water meter program in future years.

RECOMMENDATION

Staff recommends your Board review the proposed modifications to the District's Policy and adopt the resolution.

ATTACHMENTS

- A. Resolution 2021-XXXX, Proposed Water Meter Replacement Policy
- B. Resolution 2011-1231, Current Water Meter Replacement Policy

JANUARY 13, 2021

ITEM E-2

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2021-XXXX**

**A RESOLUTION OF THE
BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
ADOPTING THE WATER METER REPLACEMENT POLICY**

WHEREAS, water meters are subject to wear and deterioration and over a period of time, lose accuracy and may allow water to pass through without proper measurement; and

WHEREAS, replacement of inaccurate water meters will increase the District's ability to fairly and equitably collect revenue from the customer base; and

WHEREAS, water sales are the largest source of revenue in the District's water enterprise; and

WHEREAS, replacement of inefficient water meters will assist the District in reduction of non-revenue water loss and more accurately account for per capita water use;

NOW, THEREFORE, the Board of Directors of the Nipomo Community Services District does hereby resolve, declare, determine and order as follows:

Repeal Resolution 2011-1231 The Water Meter Replacement Policy in its entirety

Exhibit "A", attached hereto, is hereby incorporated by this reference as the District's Water Meter Replacement Policy

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

AYES:

NOES:

ABSENT:

CONFLICTS:

The foregoing policy is hereby passed, approved and adopted by the Board of Directors of the Nipomo Community Services District this ____ day of _____, 2021.

Ed Eby, President
Nipomo Community Services District

ATTEST:

APPROVED AS TO FORM:

Mario Iglesias
Secretary to the Board

Craig A. Steele
District Legal Counsel

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2021-XXXX**

**A RESOLUTION OF THE
BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
ADOPTING THE WATER METER REPLACEMENT POLICY**

**“EXHIBIT A”
NIPOMO COMMUNITY SERVICES DISTRICT
WATER METER MAINTENANCE AND REPLACEMENT POLICY**

Nipomo Community Services District (NCSD) has a variety of manufacturers, makes, and models of water meters that range in age from 1 year to 20 years. Water meters that are 15 – 20 years old are most likely to be less accurate in measuring water consumption than meters less than 15 years old. The inaccuracy of water meters contributes significantly to the District's non-revenue water accounting total as reported in the annual water audit submitted to the Department of Water Resources. To comply with industry standards and to bill District customers fairly and equitably, water meters must be replaced on a regular basis.

The District will replace water meters greater than 15 years old and evaluate water meters greater than 10 years old but less than 15 years old. Water meter accuracy can be influenced by water quality and, therefore different manufacturers' water meters must be performance tested and evaluated. The District shall test 10% of water meters taken out of service under the meter replacement program every year and perform meter performance tests.

The NCSD is responsible for measuring the amount of water delivered through the distribution system to the District's customers and recovering the cost of service to sustain the enterprise.

In order to facilitate this objective, the District commits to the following goals:

- 1) Install water meters at each customer connection to measure the amount of water each customer consumes, and
- 2) Schedule meter reads to generate timely and regular water billings.

Tasks involved in support of these goals are outlined below:

- **Water Meter Reading**
Water meters are read on a regular schedule, when abnormal readings are registered (high and low), when water service is started and stopped, and when water meters are accessed for general maintenance.
- **Water Meter Replacement and Maintenance**
Ensure proper metering operation by replacing obsolete meters to ensure accurate measurement of water for billing purposes. Also, replace meters on a replacement schedule based on meter technology and meter performance. Evaluate meter replacement considering the efficient use of funds as a variable, and repair meter leaks when they are discovered. Annually budget sufficient funding to purchase new meters.
- **Large Meter Testing and Repair**
Maintain large irrigation and commercial meters (1.5" to 4") and contract services for the testing and repair of these meters on a three- to four-year schedule.
- **Annually review the highest (25) twenty-five water users in the District, by customer class and verify status of meter age and, for meters greater than 2-inch, review meter accuracy test data.**

JANUARY 13, 2021

ITEM E-2

ATTACHMENT B

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2011-1231**

**A RESOLUTION OF THE
BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
ADOPTING THE WATER METER REPLACEMENT POLICY**

WHEREAS, water meters are subject to wear and deterioration and over a period of time, lose peak efficiency and may allow water to pass through without accurate measurement; and

WHEREAS, replacement of inaccurate water meters may increase the District revenue; and

WHEREAS, water sales are the largest revenue in the District; and

WHEREAS, replacement of inefficient water meters may assist the District in reduction of unaccounted for water loss and per capita water use;

NOW, THEREFORE, the Board of Directors of the Nipomo Community Services District does hereby resolve, declare, determine and order as follows:

Exhibit "A", attached hereto, is hereby incorporated by this reference as the District's Meter Replacement Policy

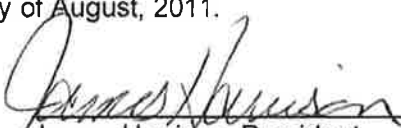
On the motion of Director Eby, seconded by Director Winn, and on the following roll call vote, to wit:

AYES: Directors Eby, Winn, Vierheilig, Gaddis, and Harrison
NOES: None
ABSENT: None
CONFLICTS: None

The foregoing policy is hereby passed, approved and adopted by the Board of Directors of the Nipomo Community Services District this 10th day of August, 2011.

ATTEST:


Michael S. LeBrun
Secretary to the Board


James Harrison, President
Nipomo Community Services District

APPROVED AS TO FORM:


Jon S. Seitz
District Legal Counsel

EXHIBIT A

NIPOMO COMMUNITY SERVICES DISTRICT WATER METER REPLACEMENT POLICY

Many of the Nipomo Community District Water meters are 15 – 20 years old and may not be operating efficiently. The District is currently in the process of replacing water meters, which are greater than 10 years old. The Operations and Maintenance Program, approved by the District Board of Directors in 2009, and the Water and Sewer Master Plan, approved by the Board of Directors in 2007, recommend replacement of 10% of the meters each year.

The NCSD is responsible for measuring the amount of water delivered through the distribution system to the District's customers.

In order to facilitate this goal, the District:

- 1) Accurately measures the amount of water which passes through the customer water meters, and
- 2) Schedules meter reads which generate timely and regular water billings.

This process is outlined below:

- **Water Meter Reading.** Approximately 4,154 water meters are read over a two-month period, approximately one half each month, abnormal readings (high and low) are investigated, water service is started and stopped, and access to water meters is maintained.
- **Water Meter Replacement and Maintenance.** Replace all obsolete meters to conserve water and accurately measure water use for billing purposes; replace meters on a 10-year replacement schedule to ensure proper operation, and repair meter leaks as necessary. Annually budget purchase of new meters.
- **Priority is to replace the oldest meters first; > 20 years; then >15 years; then older than 10 years**
- **Large Meter Testing and Repair.** Maintain large irrigation and commercial meters (1.5" to 4") and contract services for the testing and repair on a two- to four-year schedule.

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER



DATE: JANUARY 6, 2021

AGENDA ITEM
E-3
JANUARY 13, 2021

**CONSIDER AMENDING APPENDIX "A" TO CHAPTER 3.04
OF THE NIPOMO COMMUNITY SERVICES DISTRICT CODE
TO ADJUST WATER METER FEES**

ITEM

Consider amending Appendix A to Chapter 3.04 of the Nipomo Community Services District Code to adjust the fees collected by the District for installing water meters on new water services [RECOMMEND ADOPT RESOLUTION TO ADJUST THE FEES COLLECTED BY THE DISTRICT FOR INSTALLING WATER METERS ON NEW WATER SERVICES]

BACKGROUND

The Nipomo Community Services District's ("District") last completed a cost analysis of meter costs and amended Appendix A of Chapter 3.04 addressing these in August 2000. Since that time the cost of water meters, the transmitters that support automated meter reading (AMR), and labor for installing meters have increased.

The District is installing Sensus water meters and AMR transmitters on all new water service connections. The current cost of a 1-inch water meter is \$200 and the transmitter cost is \$160. The cost of a water meter increases as the size of the water meter increases, while the transmitter cost remains the same across the full range of water meter sizes. The meter installation and AMR activation cost is calculated using the current fully burdened cost of one employee for the 30 minutes it takes to complete the work and an administrative fee of 15% of material costs but no more than \$75. The larger and more complex meter installations will take a greater amount of administrative involvement.

For water meters greater than 1-inch and their installations, the site-specific variables must be evaluated individually and therefore the cost of the water meter and the work necessary to construct the meter facility can vary widely. This is addressed in the proposed amended Appendix A by stating "At Cost" for these types of installations.

If the District's Board of Directors ("Board") chooses not to amend Appendix A, the District will continue to collect the \$275 for a 1-inch meter installation. The current cost to the District for this installation is \$480. The table below provides your Board with the current costs for various sized water meters and the AMR transmitter.

Model	Meter Size	Cost
iPerl	3/4-inch	\$ 130
iPerl	1-inch	\$ 200
Omni C2	2-inch	\$ 1,340
Omni C2	3-inch	\$ 1,695
Omni C2	4-inch	\$ 2,944
AMR Transmitter	MXU Radio	\$ 160

STRATEGIC PLAN

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

A.2 Ensure billing processes are efficient, cost-effective and fair. Evaluate the potential costs and benefits of monthly compared to bi-monthly billing.

B.1 Evaluate, plan for and maintain finances that are adequate for all needs, stable, and reliable over the long-term.

FISCAL IMPACT

The District is responsible for maintaining adequate levels of revenue, equitably collected to meet the District's financial commitments for the existing facilities and establishing charges for new facilities to be constructed which benefit persons or properties being charged. New water meter services are currently being underfunded by customers for water meters 1-inch and less and could be underfunded by customers with meters greater than 1-inch. Amending Appendix A to District Code, Chapter 3.04 will place the cost of constructing facilities on persons or properties benefiting from said construction.

RECOMMENDATION

Staff recommends your Board review the proposed amendments to Appendix A to District Code 3.04, take public comment, discuss and edit as necessary, and adopt the resolution to amend Appendix A.

ATTACHMENTS

A. Resolution 2021-XXXX, Amend District Code 3.04, Appendix A

JANUARY 13, 2021

ITEM E-3

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2021- XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NIPOMO COMMUNITY SERVICES DISTRICT
AMENDING APPENDIX "A" TO CHAPTER 3.04 OF THE
NIPOMO COMMUNITY SERVICE DISTRICT CODE TO
ADJUST WATER METER FEES**

WHEREAS, it is a major responsibility of the Nipomo Community Services District (the "District") to maintain adequate levels of revenue, equitably collected from all classes of water customers to meet the financial commitment of the District's water operations department; and

WHEREAS, the District adjusts the fee it charges for a water meter and transmitter from time to time in order to recover the actual cost of these devices; and

WHEREAS, Section 3.04.050(C) of the District Code provides that the meter fee shall be established and amended by Resolution of the Board of Directors with reference to this Code Section; and

WHEREAS, based upon the facts and analysis presented by the Staff Report, public testimony received, the District Board of Directors finds:

A. The public meeting adopting this Resolution has been properly noticed pursuant to Government Code Section 54954.2 (The Brown Act); and that the District has complied with the requirements of Government Code Section 66016; and

B. The fee that is the subject of this Resolution does not exceed the estimated reasonable cost of providing the service for which the fee is imposed.

NOW, THEREFORE, BE IT RESOLVED DETERMINED AND ORDERED by the District Board of Directors as follows:

Section 1. Incorporation of Recitals

The Recitals are true and correct and incorporated herein by this reference. The Recitals and referenced reports and studies contained therein constitute and support the findings of the District in support of this Resolution.

Section 2. Appendix A to Chapter 3.04 of the District Code that establishes water meter fees is amended as follows:

Water Meter Fees

METER SIZE	METER SETTING	METER FEE	TRANSMITTER FEE
1 Inch or less	\$120	\$200	At Cost ²
1½ Inch	At Cost ¹	At Cost ²	At Cost ²
2 Inch	At Cost ¹	At Cost ²	At Cost ²
3 Inch and larger	At Cost ¹	At Cost ²	At Cost ²

Note 1: Time and Material

Note 2: Cost of Material

NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2021-XXXX

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NIPOMO COMMUNITY SERVICES DISTRICT
AMENDING APPENDIX "A" TO CHAPTER 3.04 OF THE
NIPOMO COMMUNITY SERVICE DISTRICT CODE TO
AMEND WATER METER FEES

Section 3. Severability. If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be unconstitutional, ineffective or in any manner in conflict with the laws of the United States, or the State of California, such decision shall not affect the validity of the remaining portions of this Resolution. The District Board of the Directors hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsection, sentence, clause or phrase be declared unconstitutional, ineffective, or in any manner in conflict with the laws of the United States or the State of California.

Section 4. Incorporation of Findings and Recitals. The above-referenced recitals and findings are determined to be true and correct and are incorporated herein.

Section 5. Inconsistency. To the extent that the terms of this Resolution may be inconsistent or in conflict with the terms or conditions of any prior District Motions or Resolutions governing the same subject matter thereof, then such inconsistent and conflicting provisions of prior Motions, Resolutions, Rules, and Regulations are hereby repealed.

Upon the motion of Director _____, seconded by Director _____, and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

CONFLICTS:

the foregoing resolution is hereby adopted this _____ day of January, 2021.

ED EBY
President, Board of Directors
Nipomo Community Services District

ATTEST:

APPROVED AS TO FORM:

MARIO IGLESIAS
General Manager and Secretary to the Board

CRAIG A. STEELE
District Legal Counsel

TO: BOARD OF DIRECTORS
FROM: MARIO IGLESIAS
GENERAL MANAGER
DATE: JANUARY 7, 2021



**AGENDA ITEM
E-4
JANUARY 13, 2021**

**AUTHORIZE BUDGET ADJUSTMENT OF \$70,000 TO THE WATER
OPERATIONS FUND #125 TO PURCHASE WATER METERS IN SUPPORT
OF THE DISTRICT'S METER REPLACEMENT POLICY**

ITEM

Consider authorizing a budget adjustment to Water Operations, Fund #125, to purchase water meters in support of the District's Water Meter Replacement policy [RECOMMEND
AUTHORIZE BUDGET ADJUSTMENT OF \$70,000 TO WATER OPERATIONS FUND #125]

BACKGROUND

Water meters provide a means for the Nipomo Community Services District ("District") to equitably recover the cost of water service from users to support the Water Enterprise. Water meters lose accuracy over time and this loss of accuracy translates into non-revenue water loss. In order to maintain an efficient and equitable level of rate recovery and minimize non-revenue water loss, water meters should be changed out regularly. The District has a Water Meter Replacement Policy ("Policy") that sets the targeted meter life-cycle to 15 years. Once a water meter reaches the end of its life-cycle, it should be scheduled for replacement.

The District has not been able to meet the Policy objectives due to under-resourcing the Meter Change-out Program (Program), but is fully committed to meeting the Policy objectives this year. The District created a position, Customer Service Specialist (CSS), and filled the position at the beginning of the current fiscal year. A major function of the CSS is to manage the Program. Prior to bringing on the CSS, customer service work, including the Program, was managed by the Water Department. Increasing demands on water operator time to manage water quality and distribution operations limited the available resources within the Water Department. With the addition of the CSS position and shifting the Program to this position, it has allowed the District to create time to commit to the Program and meet the District's Policy.

In the FY 2020-21 Budget, \$50,000 was allocated to purchasing water meters. These funds have been spent on water meters and those meters have been installed. In order to meet the Policy, additional meters are needed for the next half of the fiscal year. In total, 320 existing residential and 5 existing large commercial water meters will need to be replaced this fiscal year. The schedule below lists the meter inventory needed to finish this year's Program.

Table 1. Unbudgeted Water Meters to be installed by June 30, 2021

Model	Meter Size	Quantity	Cost	Total
iPerl	3/4-inch	110	\$ 130	\$ 14,300
iPerl	1-inch	70	\$ 200	\$ 14,000
Omni C2	2-inch	1	\$ 1,340	\$ 1,340
Omni C2	3-inch	1	\$ 1,695	\$ 1,695
Omni C2	4-inch	2	\$ 2,944	\$ 5,888
Flexnet	MXU Radio	200	\$ 160	\$ 32,000
Total Cost				\$ 69,223

STRATEGIC PLAN

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

- A.2 Ensure billing processes are efficient, cost-effective and fair. Evaluate the potential costs and benefits of monthly compared to bi-monthly billing.
- B.1 Evaluate, plan for and maintain finances that are adequate for all needs, stable, and reliable over the long-term.

FISCAL IMPACT

Funding for the purchase of the water meters identified in Table 1 was not planned for Fiscal Year 2020-21 and therefore requires a budget adjustment to fund #125, Water Operations. There is approximately \$3.1 million in the Water Reserve/Stabilization fund, which is the funding source for these water meters. Reducing the Reserve fund by \$70,000 does not greatly impair the Reserve/Stabilization fund's ability to fulfill its purpose since there is sufficient fund balance to manage unplanned expenditures. The cost of the Program will be included in subsequent budget year requests, so future budget adjustments for this item will not be routine. Staff is committed to moving forward with the Program and maintaining the Policy as approved by the District's Board of Directors.

RECOMMENDATION

Recommend your Honorable Board authorize a budget adjustment for Water Operation Fund #125 in the amount of \$70,000.

ATTACHMENTS

- A. Resolution 2021-XXXX, Authorize Purchase of Water Meters and Amend FY 2020-21 Budget

JANUARY 13, 2021

ITEM E-4

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2021-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE NIPOMO COMMUNITY SERVICES DISTRICT
AUTHORIZING PURCHASE OF WATER METERS
AND AMENDING FY 2020/21 BUDGET**

WHEREAS, the District has a Water Meter Replacement policy to address water meters that wear out over time and become inefficient and inaccurate; and

WHEREAS, the District sets a budget line item in its annual budget to purchase water meters to replace old water meters and for new service connections; and

WHEREAS, the District's existing budget for purchasing replacement and new service connection water meters is insufficient to meet the District's Water Meter Replacement Policy; and

WHEREAS, additional replacement water meters need to be purchased to meet the current fiscal year meter replacement policy; and

WHEREAS, the District's Purchasing Policy allows the use of non-competitive negotiations to purchase unique items where the purchase price is reasonable and the product is the only one that will properly meet the needs of the District because the item is unique and is available only from a sole source;

NOW, THEREFORE, the Board of Directors of the Nipomo Community Services District does hereby resolve, declare, determine and order as follows:

- 1) The above recitals are true and correct and constitute findings for the sole source purchase of the Sensus Automated Metering Infrastructure (AMI) water meters.
- 2) The Board of Directors does hereby authorize a budget amendment of \$70,000 to be transferred from Water Reserves.
- 3) The Board of Directors does hereby approve the purchase of water meters of various sizes from Sensus in the amount of \$70,000.

On the motion of Director _____, seconded by Director ____, and on the following roll call vote, to with:

AYES:

NOES:

ABSENT:

CONFLICTS:

The foregoing resolution is hereby adopted this _____ day of _____ 2021.

ED EBY
President, Board of Directors

ATTEST:

APPROVED AS TO FORM
AND LEGAL EFFECT:

MARIO IGLESIAS
General Manager and Secretary to the Board

CRAIG STEELE
District Legal Counsel

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER



DATE: JANUARY 6, 2021

AGENDA ITEM

E-5

JANUARY 13, 2021

RATIFY 2021 BOARD COMMITTEE ASSIGNMENTS

ITEM

Ratify 2021 Committee/Delegate assignments [RECOMMEND APPROVE COMMITTEE ASSIGNMENTS]

BACKGROUND

In accordance with Board By-laws section 12.2(a), the Board President is tasked with defining committees, committee members, and delegate assignments. President Eby will review his proposed 2021 assignments with the Board. The 2020 Committee Assignments are attached for reference.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the Board by motion and roll call vote, discuss, confer and ratify the proposed assignments and direct staff to post Committee assignments in compliance with state law.

ATTACHMENTS

- A. 2020 Draft Committee Assignments

JANUARY 13, 2021

ITEM E-5

ATTACHMENT A

**Nipomo Community Services District
Board of Directors
2021 COMMITTEE ASSIGNMENTS**

Standing Committee Assignments

Finance and Audit

Eby

Gaddis

Administration

Blair

Malvarose

(Includes personnel/parks/solid waste/conservation)

Facilities/Water Resources

Gaddis

Woodson

(Includes physical facilities/ resources)

Delegates

Member

Alternate

South County Advisory Council (SCAC)

Woodson

Not Allowed by SCAC By Laws

Water Resources Advisory Committee (WRAC)

Eby

Malvarose

Regional Water Management Group (RWMG)

Gaddis

General Manager

Blacklake Village Council/Committees

Eby

Woodson

NOTES:

Delegates are appointed by the president of the Board of Directors.


Subject to other requirements of the Brown Act, Committee appointments are not to be interpreted as limiting contacts between individual Board Members or any other person or persons.

Approved by motion and roll call vote of Board on January 13, 2021

Mario Iglesias

General Manager

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS 
GENERAL MANAGER

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

DATE: JANUARY 7, 2021

AGENDA ITEM
E-6
JANUARY 13, 2021

**AUTHORIZE CONTRACT AMENDMENT FOR
DESIGN ENGINEERING SERVICES FOR
EUREKA WELL REPLACEMENT PROJECT**

ITEM

Authorize contract amendment for design engineering services for the Eureka Well Replacement Project in the amount of \$29,674 with Cannon Corporation. [RECOMMEND AUTHORIZE DESIGN CONTRACT AMENDMENT WITH CANNON CORPORATION IN THE AMOUNT OF \$29,674].

BACKGROUND

The Eureka Well was historically one of the District's largest producing wells and was extremely important for water supply reliability. The well was drilled in 1979 and the 2007 Master Plan Update identified a nominal flow capacity of 890 gallons per minute (gpm) for the well based on the long-term average of flow records. In late 2016, the well casing failed and staff determined that the well needed to be properly abandoned and replaced with a new well. The plan was to drill the replacement well on the same site as the existing well since the existing well had excellent water quality and quantity characteristics. In addition, using the existing site for the replacement well would maximize use of the District's investment in support infrastructure at the site.

In 2017, the Board authorized a Task Order with Martin B. Feeney for professional hydrogeological services to assist in the design and drilling of the new well. The Board also authorized a Task Order with Cannon Corporation to assist in the design, bidding, and equipping of the new well. The original plan was to bid the well equipping contract immediately after completion of drilling of the new well.

Drilling a replacement well required the District to develop a plan for managing a significant amount of development water. More well drilling and development water than initially estimated needed to be disposed of during the well drilling process and establishing a means for managing this development water was critical in planning the project. In 2018, the Board authorized staff to negotiate with a neighboring landowner to lease property for a spray field. Those negotiations were completed in 2019 and the new well was successfully drilled in 2020.

The District put the design for equipping the well on hold in 2018 at the 60% complete design stage pending completion of drilling of the replacement well and now needs to restart the design process. Cannon has estimated the increased cost required to complete the design for equipping the well is \$29,674. The main reasons for the increased design costs are that the plans need to be updated to current standards, the well location was moved during the drilling phase due to County and State permit requirements, and the hydraulics of the existing water system need to be confirmed based on water system network improvements the District made since 2018. Updated design documents are key to mitigating the potential for problems during the construction

process and will help ensure the long-term performance of the well. Cannon proposes to complete the design by the end of May 2021.

FISCAL IMPACT

Cannon's original design contract was for the amount of \$116,446. The contract amendment of \$29,674 will increase the overall contract amount to \$146,120. To date, Cannon has billed approximately \$92,922 for the project.

The District's 2020/2021 Budget includes \$1,000,000.00 for the Eureka Well replacement project.

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 a contract amendment with Cannon Corporation in the amount of \$29,674 for engineering services for the Eureka Well Replacement Project.

ATTACHMENTS

- A. December 23, 2020, Cannon Additional Services Agreement, NCSD Eureka Well Replacement Project

JANUARY 13, 2021

ITEM E-6

ATTACHMENT A



December 23, 2020

Peter V. Sevcik, P.E.
Director of Engineering and Operations
Nipomo Community Services District
148 South Wilson Street
Nipomo, CA 93444

**PROJECT: ENGINEERING SERVICES FOR THE EQUIPPING OF THE EUREKA WELL
 ADDITIONAL SERVICES AGREEMENT No.1 (REVISED)**

Dear Mr. Sevcik:

The Nipomo Community Services District (District) is continuing to pursue improvements to the District's water system at the west end of their system. The District recently completed the proper abandonment of the existing well and has drilled a new Eureka well on the existing site. The new Eureka well is extremely important for water supply reliability. In August 2018, the well equipping part of the project was placed on hold.

I have been working with Larry Kraemer and Toby Turnage of Cannon, on the well drilling and construction of Eureka well #2. The original Cannon design team for the well equipping reviewed the status of the project and estimated the Plans and Specification were completed to about 60% prior to August 2018. We have also projected the amount of effort needed to complete this project. This Additional Services Agreement (ASA) outlines the remaining project budget and the required additional fees to complete the Construction Documents for the well equipping.

Should you have any immediate questions, please feel free to contact me to further discuss project details.

Sincerely,

A handwritten signature in cursive script, reading "Eric Porkert".

Eric Porkert
General Manager/Senior Principal Civil Engineer
C 57562



PROJECT BACKGROUND

The Nipomo well #2 has been drilled, constructed, and tested. Hopkins Groundwater Consultants, Inc. has prepared and provided Cannon with the Summary of Operations Report. The well design, found in the Summary Report, is closely aligned with the original design's values used to design the well equipping.

The current billing for the project is \$10,581.00. However, this amount was never billed because the project was placed on hold due to the postponement of the well drilling, as well as the plans not being submitted because they were not yet fully 60% complete.

The remaining budget for the project is \$23,523.93 (excludes the current billing). According to the original fee structure breakdown, \$14,876.93 remains in the design scope of the project and \$8,647.00 remains in the Bidding Assistance services.

APPROACH AND WORK PLAN

The project team includes civil, mechanical, electrical and automation engineers. Each department has reviewed the completed work and the estimated level of effort required to complete the contract documents. The additional requested fees are believed to be justified because of the following:

1. The project has been on hold for over three years and requires refamiliarization and a re-start.
2. Plans need to be updated to current standards.
3. The well location has moved, which require the plans to be updated.
4. The hydraulic of the existing water system should be reconfirmed. We have assumed the District will provide the improvements made to the overall water system and plan updating the hydraulic model we have rather than starting with a new hydraulic model.

The work plan would remain the same, as originally proposed in July of 2017, and we would restart and complete the project with the following task items.

Task 2.6 – 60% Plans and Specifications

Based on the findings and results of the previous tasks, Cannon will prepare and submit a design plan package at the 60% approximate completion level for the well equipping and site work. The separate design plan package will include the title sheet notes, plan and profile sheets, detail sheets, and technical specifications. Design plans will be prepared in accordance with project required standards. Technical specifications and special conditions will reference the District's standard boilerplate specifications.

Task 2.7 – 60%, Opinion of Probable Construction Cost

During the preparation of the 60% submittal package, we will prepare an Opinion of Probable Construction Cost (OPCC) for the project. The OPCC will be tabularized in the same format as the construction document bid sheet and will be based on competitive Contractor pricing for similar projects in size and location. We will use actual construction costs from recent projects.

Task 2.8 – 60% Permitting Assistance

Along with each submittal to the District, Cannon will help with permit acquisitions from agencies with jurisdiction. Permitting for a well facility typically includes preparing the following: NPDES

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2



Permit Amendment Documents, Storm Drain Permit Application, DWSAP Reports, and CDPH Domestic Supply Permit Amendment Documents. Cannon will support the District and the Hydrogeologist in obtaining these permits with information and sketches.

Task 2.9 – 60% Review Meeting

Cannon will attend a meeting with the District to review and discuss the 60% design submittal. District comments and design preferences will be incorporated into the following submittal package.

Task 2.10 – 100% Plans and Specifications

Based on the findings and results of the previous tasks, Cannon will prepare and submit a design plan package at the 100% approximate completion level for the well equipping and site work. The separate design plan package will include the title sheet notes, plans and profile sheets, detail sheets, and technical specifications. Design plans will be prepared in accordance with project required standards. Technical specifications and special conditions will reference the District's standard boilerplate specifications.

Task 2.11 – 100% Opinion of Probable Construction Cost

During the preparation of the 100% submittal package, Cannon will prepare an OPCC for the project. The OPCC will be tabularized in the same format as the construction document bid sheet and will be based on competitive Contractor pricing for similar projects in size and location. We will use actual construction costs from recent projects.

Task 2.12 – Final Plans and Specifications

Based on the findings and results of the previous tasks, Cannon will prepare and submit a design plan package at the final approximate completion level for the well equipping and site work. The separate design plan package will include the title sheet notes, plans and profile sheets, detail sheets, and technical specifications. Design plans will be prepared in accordance with project required standards. Technical specifications and special conditions will reference the District's standard boilerplate specifications.

Tasks 2.13 – Final Opinion of Probable Construction Cost

During the preparation of the final submittal package, Cannon will prepare an OPCC for the project. The OPCC will be tabularized in the same format as the construction document bid sheet and will be based on competitive Contractor pricing for similar projects in size and location. We will use actual construction costs from recent projects.

Phase 1. Bidding Assistance

Cannon will develop a list of qualified Contractors from whom to solicit proposals, with the intention of receiving at least four to five responsive bids. As an extension of District staff, Cannon will assist in advertising the project(s) and attend a pre-bid site meeting with the interested Contractors. During bidding, Cannon will take questions from the Contractors, issue addenda, and respond to Request for Information (RFI) as required. We will provide an objective review of received bids to select the best value (lowest cost for services offered) responsive bidder; this will assist the District with proposal evaluation and selection of the Contractor. Bid assistance task items are as follows:

Task 3.1 – Pre-Bid Meeting

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3



Cannon will coordinate and conduct a pre-bidding meeting, prepare a meeting agenda, and prepare and distribute meeting minutes to the prospective bidders.

Task 3.2 – Requests for Information

Processing RFIs and Requests for Clarification (RFCs) are vital for keeping the project on-schedule and to minimize claims from the Contractor for additional funds based upon project delays. RFIs and RFCs received from the Contractor will be reviewed, and responses will be returned to the Contractor promptly to maintain the project schedule.

Task 3.3 – Bid Addenda

During the bidding period, it may be necessary to prepare and distribute bidding addenda. Cannon has estimated two addenda for this task.

Task 3.4 – Review Construction Bids and Provide Recommendations

Cannon will complete a tabulated bid review matrix of all the responsive bids. This matrix will provide an objective review of the received bids to select the best value (lowest cost for services offered) responsive bidder; this will assist the District with proposal evaluation and selection of the Contractor.

Task 3.5 – Conformed Plans and Specifications

After the District has selected a Contractor, Cannon will revise the drawings and specifications to incorporate all the addendum items. The conformed specifications will then be presented to the Contractor, District, and Construction Manager.

FEE SCHEDULE

As previously mentioned, the remaining budget for the project is \$23,523.93. According to the original fee structure breakdown, \$14,876.93 remain in the design scope and \$8,647.00 remain in the Bidding Assistance services.

The total additional fees required for design and engineering are summarized as follows:

Civil	\$13,000.00
Mechanical	\$2,600.00
Electrical	\$10,000.00
Automation	\$10,000.00
Hydraulic Model Updates	\$4,950.00
Project Management	<u>\$4,000.00</u>
	\$44,550.00
Remaining Design Fee	<u>- \$14,876.93</u>
Requested ASA Fee	\$29,673.07

\$8,647.00 would remain for Bidding Assistance services and would be Billed on time and material basis.

SCHEDULE

We assume a schedule of approximately 16 weeks to complete our tasks as stated above. The Contract Documents will be completed on May 28, 2021. Additional time may be necessary if


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4



comments during review submittals are not returned in a timely fashion. Cannon will provide written correspondence (by email) to District if we are experiencing delays in receiving comments on the submittals.

NTP	January 18, 2021
60% Submittal	3 weeks – February 12, 2021
District Review	3 weeks – March 5, 2021
100% Submittal	7 weeks – April 23, 2021
District Review	3 weeks – May 14, 2021
Final (100%) Submittal	2 weeks – May 28, 2021

TO: BOARD OF DIRECTORS
FROM: MARIO IGLESIAS
GENERAL MANAGER 
DATE: JANUARY 8, 2021

AGENDA ITEM
F
JANUARY 13, 2021

GENERAL MANAGER'S REPORT

ITEM

Standing report to your Honorable Board -- *Period covered by this report is December 6, 2020 through January 9, 2021.*

DISTRICT BUSINESS

Administrative

Listed below are several activities that have a financial impact on the District and so, are monitored and included in the General Manager's bi-monthly report. Water waste reports typically are generated by concerned community members who call the District to alert us to landscape overwatering. Leak adjustments are tracked – the number and adjustment amount –, to keep the Board apprised of the cost of this program. In response to the COVID19 health emergency, the District is waiving all late fees and is not tracking late payments, but is tracking customer's outstanding balances. Also due to the current health emergency, the District is offering to credit customer accounts to cover the third-party cost for paying their utility bills on-line; currently the fee is \$3.95. This provides customers with a safe means of paying their utility bill without leaving their home. For November, a total of 17 customers took advantage of the District's offer to pay this fee.

OFFICE ACTIVITIES

	Dec 20	Jan 20 - Dec 20
Reports of Water Waste	0	0
Leak Adjustments	3	26
Leak Adjustment Amount	\$1,055	\$7,272
Late Fee Waivers	0	15
Late Fee Waiver Adjustment Amount	\$0	\$2,940
Official Payment (Count March-June)	15	134
Official Payments cost to District	\$59	\$533

Water Resources

<u>Table 1. Total Production Acre Feet (AF)</u>		
	Dec-20	Jul 20 - Dec 20
Groundwater Production	79.9	557.4
Supplemental Water Imported	<u>75.0</u>	<u>563.5</u>
Total Production	154.9	1,126.9

The District's total combined production, including groundwater production wells and supplemental water imported through the Joshua Road Pump Station, registered 154.9 AF for the month of December. This is considerably higher than December 2019 when groundwater

pumping was measured at 27.2 acre-feet and total overall production was 105.4 acre-feet for the month – a 30% increase this year. The year's rainfall has been significantly lower, including December's rainfall, and this has driven higher than normal seasonal water demand.

NCSD imported 75 AF of water over the 31 day period in December, averaging 547 gallons per minute for an average total of 0.79 million gallons per day. For fiscal year 2020-21 the District must import at least 1,000 AF (84 AF per month on average) of supplemental water to meet the contractual obligation it has with the City of Santa Maria. The District has imported 563 AF of water for the six month period July through December. Compared to our required 504 AF [6 months x 84 AF = 504 AF] the District is 59 AF over the minimum for the six month period.

NCSD GW Reduction

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 1,000 AF minimum imported water from the City of Santa Maria, 333 AF or 33.33% of the total imported water – whichever is greater – will be credited to these two purveyor customers. The credited amount must be added to the District's groundwater pumping total every month to reflect the groundwater pumped by these customers in-lieu of taking imported water from the District. Table 2 below demonstrates the calculus for determining the District's adjusted groundwater pumping reduction.

<u>Table 2. NCSD GW Production (NCSD GW Well Production plus Purveyor Credit)</u>		
	Dec-20	Jul 20 - Dec 20
NCSD GW Well Production	79.9	557.4
Purveyor Customer Credit (33.3% of Import Water)	<u>25.0</u>	<u>189.8</u>
NCSD Total Calculated GW Production	104.9	747.2
Average GW Production for 2009-2013	<u>141.4</u>	<u>1,401.6</u>
NCSD Percentage of GW Reduction	26%	47%

2021 Fiscal Year Groundwater Pumping Forecast

<u>Table 3. Projected Groundwater Pumping</u>				
	Dec-20	Year-to-Date Jul-Jun 2021	Target	Over/(Under)
NCSD GW Well Production	79.9	962.5		
Purveyor Customer Credit (33.3% of Import Water)	<u>25.0</u>	<u>349.7</u>		
NCSD Total Calculated GW Production	104.9	1,312.2	1,266.0	(46.20)
Average GW Production for 2009-2013	<u>141.4</u>	<u>2,533.4</u>	<u>2,533.4</u>	
NCSD Percentage of GW Reduction	26%	48%	50.0%	

Table 3 projects the District's groundwater pumping reduction for the Fiscal Year 2021. Under the current Stage 4 of the NMMA Water Shortage Response Stages, the targeted groundwater

pumping reduction is 1,266 AFY (50% of 2009-2013 average District GW Pumping). At the current usage rate through the first 6 months of the fiscal year, the District is predicted to reach its pumping reduction goals for fiscal year 2021.

Table 4. FY 2020 v. FY 2021 Groundwater Pumping

	Dec-20	Jul 20 -Jun 21	Dec-19	Jul 19-Jun 20
NCSD GW Well Production	79.9	962.5	27.2	1,026.0
Purveyor Customer Credit (33.3% of Import Water)	25.0	349.7	26.0	323.1
NCSD Total Calculated GW Production	104.9	1,312.2	53.3	1,349.1
Average GW Production for 2009-2013	141.4	2,533.4	141.4	2,533.4
NCSD Percentage of GW Reduction	26%	48%	62%	47%

Table 4 compares the previous year's groundwater pumping with the current year's groundwater pumping for the same period. With the Fiscal Year 2021 requirement to import 8% more water from the City of Santa Maria than 2020, a requirement in the water purchase agreement, it is anticipated that the District will reduce groundwater pumping to the 50% self-imposed restriction. As the year progresses, it is anticipated that the GW Reduction percentage will increase from the 48% shown in table 4. With the high water demand the District experienced in December, the groundwater reduction was not as great as Dec. 2019, but the District is still in a better position to meet its 50% as it did last fiscal year.

Rainfall Gauge – (gathered from the following websites)

Note 1: SLO County Website

https://wr.slocountywater.org/site.php?site_id=3&site=935e7af7-0e94-4042-bc11-e02906d5ba44

Note 2: SLO County Website

https://wr.slocountywater.org/site.php?site_id=2&site=878bfdbf-5c40-4398-8226-418372e4039b

(Reported in inches)	Nipomo East (Dana Hills Reservoirs)	Nipomo South (Southland Plant)
December 2020 Total	1.18	0.91
July-2020 through June-2021 (Season Total)	1.65	1.46
Dec 1, 2020 to Dec 4, 2020	0.00	0.00
Total Rainfall to date	1.65	1.46
Average Annual Year Rainfall	18.0 ¹	14.0 ²

Safety Program

Forth Quarterly Safety Meeting - Cancelled

Other Items

- COVID19 NCSD Response Plan Update [Attachment A]

Supplemental Water Capacity Accounting

Summary Since January 25, 2008		Number of Equivalent Meters	AFY
Supplemental Water Available for Allocation		947	500
Supplemental Water Reserved (Will Serve Letter Issued)		124	-65.5
Subtotal Net Supplemental Water Available for Allocation		823	434.5
Supplemental Water Assigned (Intent-to-Serve Issued)		174	-91.9
Total Remaining Supplemental Water Available for Allocation		649	342.7

As of January 6, 2021

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	4459	4465	4471	4471	4475	4475
Sewer Connections (Total)	3208	3211	3211	3213	3217	3220	3227	3231	3237	3237	3241	3241
New Water Connections	0	3	0	1	4	5	7	6	6	0	4	0
New Sewer Connection	1	3	0	2	4	1	7	4	6	0	4	0
Galaxy & PSHH at Orchard and Division Sewer Connections billed to the County	476	476	476	476	476	476	476	476	476	476	476	476

The Connection Report is current through January 1, 2021.

Meetings (December 45 through January 9)

Meetings Attended (telephonically or in person):

- Dec. 7, NMMA TG Meeting
- Dec. 8, Sedaru Meter Assessment Development
- Dec. 8, Staff Mtg. – Cust. Service Specialist
- Dec. 8, New NCSD Board Member Orientation
- Dec. 8, Exec. Team – District Code Update
- Dec. 9, Rotary
- Dec. 9, Regular NCSD Board Meeting
- Dec. 9, Exec. Team After-Board Meeting
- Dec. 10, Eng/Admin Coordination Meeting
- Dec. 11, Staff Mtg. – Cust. Service Specialist
- Dec. 11, SLO County EOC Briefing
- Dec. 14, SLO County EOC Briefing
- Dec. 15, Staff Mtg. – Cust. Service Specialist
- Dec. 15, Management Team – Admin/Ops SOP Review
- Dec. 15, Sedaru Meeting
- Dec. 16, SLO County EOC Briefing
- Dec. 16, CSD Manager's Meeting
- Dec. 17, Training – DWR Water Loss Session
- Dec. 18, Staff Mtg. – CSS & Admin Sup.
- Dec. 18, SLO County EOC Briefing
- Dec. 21 through Dec 24: Vacation
- Dec. 25, Holiday
- Dec. 28, SLO County EOC Briefing

- Dec. 30, SLO County EOC Briefing
- Dec. 31, Holiday
- Jan. 1, Holiday
- Jan. 4, Management Team Meeting
- Jan. 4, Board Officer Meeting
- Jan. 5, Admin Staff Meeting
- Jan. 5, Staff Mtg. – Cust. Service Specialist
- Jan. 6, Rotary
- Jan. 6, Admin Sup. Meeting
- Jan. 6, SLO County EOC Briefing
- Jan. 6, CSD Manager's Meeting
- Jan. 7, Developer Meeting – Tompkins
- Jan. 8, Staff Mtg. – Cust. Service Specialist
- Jan. 8, SLO County EOC Briefing

Meetings Scheduled (January 10 through January 16):

Upcoming Meetings (telephonically or in person):

- Jan. 11, SLO County EOC Briefing
- Jan. 12, Eng/Admin Coordination Meeting
- Jan. 13, Rotary
- Jan. 13, Regular NCSD Board Meeting
- Jan. 13, Exec. Team After-Board Meeting
- Jan. 14, NMMA Manager's Meeting
- Jan. 14, Energy Consultant – Southland WWTP
- Jan. 15, Staff Mtg. – CSS & Admin Sup.
- Jan. 15, SLO County EOC Briefing

Upcoming Water Resource and Other Meetings

Upcoming Standing Meetings:

- NMMA-TG: January 20th (Wednesday) @ 10:00 AM, Conf. Call
- RWMG: No Schedule Posted –
- WRAC: February 3rd (Wednesday) @ 1:30 PM, Zoom Meeting
- NMMA Purveyor Meeting: January 14th (Thursday) @ 10:00 AM, Zoom Meeting
- NCSD Board Officer Meeting: January 19th (Tuesday) @ 2:00 PM, NCSD Conf. Rm.

RECOMMENDATION

Staff seeks direction and input from your Board

ATTACHMENTS

- A. COVID19 - NCSD Response Plan Update

JANUARY 13, 2021

ITEM F

ATTACHMENT A

DISTRICT RESPONSE TO COVID 19

New Actions

Personnel on Quarantine

Operations:

Utility Worker: Test Positive, 14 day Quarantine plus Negative Test (Week of 1/11/21)

County EOC

Gearing up for Vaccine – Essential Workers Tier 1-B

Ongoing Actions

1. Participate in SLO County Daily EOC Briefing
2. Review SLO County Daily EOC Status Report
3. Practicing Social Distancing
4. Face coverings are required when employees are in District Buildings when they are away from their work stations

Previous Actions

1. NCSD Board Passes Resolution Declaring Emergency in District [Res. 2020-1550, Mar. 24, 2020]
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. Board Meetings open to the public.
16. County Offices Continued Closed with Appointments provided to some departments as needed.

Date: January 13, 2021

Response Activities to COVID19 Health Emergency

Prepared by: Mario Iglesias, General Manager

17. June 18, 2020, Governor Order issued requiring face masks be worn in public places. District management purchased disposable face masks for staff, Board Members, and any public that attends District Board Meetings and lack a face mask.
18. The customer counter window modifications at the office are being rescheduled for November 16, 2020 by Valley Glass.