

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS *MI*  
GENERAL MANAGER

FROM: LISA BOGNUDA *LSB*  
FINANCE DIRECTOR

DATE: MAY 21, 2021



**REVIEW THE DRAFT 2021-2022 FISCAL YEAR BUDGET FOR NIPOMO SUPPLEMENTAL WATER PROJECT (NSWP)**

**ITEM**

Review the draft Budget for Fiscal Year 2021-2022 for Nipomo Supplemental Water Project (NSWP) [RECOMMEND CONSIDER DRAFT BUDGET AND SCHEDULE FOR ADOPTION ON JUNE 9, 2021]

**BACKGROUND**

On April 20, 2021, the Finance and Audit Committee met and reviewed the draft Budget for Fiscal Year 2021-2022 for NSWP.

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

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

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

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

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

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

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

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

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

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

#### **STRATEGIC PLAN**

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

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

#### **FISCAL IMPACT**

The cost of drafting and reviewing annual budget was included in this year's budget.

#### **RECOMMENDATION**

It is recommended your Honorable Board provide direction to Staff and set Wednesday, June 9, 2021, 9:00 a.m. as the date and time for a Public Hearing to consider adoption of the NSWSP Budget for Fiscal Year 2021-2022.

#### **ATTACHMENTS**

- A. Draft Budget

MAY 26, 2021

ITEM E-1 (B)

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT  
NIPOMO SUPPLEMENTAL WATER PROJECT (NSWP)  
BUDGET FOR FISCAL YEAR 2021-22**

	Acre Feet Purchase (A)	Cost per Acre Foot (AF)	Total Cost	
Water Purchase Fiscal Year 2021-2022 (see page 2)	1050	see page 2	\$2,224,857	
NCSD Water O & M Cost per AF ** (see page 3)	1050	\$184.30	\$193,515	
NCSD Admin Fee per AF (15% of O & M per AF) ** (see page 3)	1050	\$27.65	\$29,033	
		<u>\$211.95</u>	<u>\$2,447,405</u>	
**To be adjusted annually based on actual costs				
	TOTAL	NCSD	WMWC	GSWC
1 Phase 1 Supplemental Water Annual Allocation (AF)	1000	666.68	166.66	166.66
2 Phase 1 Supplemental Water Delivery Percentages	100.00%	66.68%	16.66%	16.66%
3 Pass-Through Supplemental Water Cost	\$2,224,857	\$1,483,535	\$370,661	\$370,661
4 Supplemental Water O & M Cost	\$193,515	\$129,036	\$32,240	\$32,240
5 Supplemental Water NCSD Admin Fee	\$29,033	\$19,359	\$4,837	\$4,837
<b>6 Total Annual Supplemental Water Volume Cost</b>	<b>\$2,447,405</b>	<b>\$1,631,929</b>	<b>\$407,738</b>	<b>\$407,738</b>

	TOTAL	NCSD	WMWC	GSWC
7 Allocated Project Capacity (AF)	3,000.00	2,167.00	416.50	416.50
8 Percentage of Fixed Capital Cost Allocation	100.00%	72.24%	13.88%	13.88%
9 Yearly Capital Recovery Charge-Principal 6/30/2015 (1)	\$91,889	\$0	\$37,233	\$54,656
10 Yearly Capital Recovery Charge-Interest 6/30/2015 (1)	\$294,530	\$0	\$151,626	\$142,904
11 Yearly Capital Recovery Charge-Principal 6/30/2016 (2)	\$7,756	\$0	\$3,522	\$4,234
12 Yearly Capital Recovery Charge-Interest 6/30/2016 (2)	\$25,416	\$0	\$14,345	\$11,071
13 Yearly Capital Recovery Charge-Principal 6/30/2017 (3)	\$13,828	\$0	\$6,268	\$7,560
14 Yearly Capital Recovery Charge-Interest 6/30/2017 (3)	\$45,292	\$0	\$25,526	\$19,766
14 Yearly Capital Recovery Charge-Principal 6/30/2018 (4)	\$964	\$0	\$436	\$528
15 Yearly Capital Recovery Charge-Interest 6/30/2018 (4)	\$3,156	\$0	\$1,776	\$1,380
16 Yearly Capital Recovery Charge-Principal 6/30/2019 (5)	\$1,183	\$0	\$534	\$649
17 Yearly Capital Recovery Charge-Interest 6/30/2019 (5)	\$3,871	\$0	\$2,175	\$1,696
18 Yearly Capital Recovery Charge-Principal 6/30/2020 (6)	\$15,176	\$0	\$6,839	\$8,337
19 Yearly Capital Recovery Charge-Interest 6/30/2020 (6)	\$49,647	\$0	\$27,849	\$21,798
20 Supplemental Water Project Yearly Replacement (7)	\$206,865	\$149,439	\$28,713	\$28,713
<b>21 Total Annual Fixed Supplemental Charges</b>	<b>\$759,573</b>	<b>\$149,439</b>	<b>\$306,842</b>	<b>\$303,292</b>

<b>Total Volume and Annual Fixed Charges for Fiscal Year 2021-2022</b>				
<b>22 (Line 6 + Line 21)</b>	<b>\$3,206,978</b>	<b>\$1,781,369</b>	<b>\$714,579</b>	<b>\$711,029</b>

23 Electrical Pumping Credit (\$242.82 per acre foot-estimated)	(\$80,434)	\$0	(\$40,217)	(\$40,217)
<b>24 SUPPLEMENTAL WATER BUDGET FISCAL YEAR 2021-2022</b>	<b>\$3,126,543</b>	<b>\$1,781,369</b>	<b>\$674,362</b>	<b>\$670,812</b>

(1)	Per applicable amortization schedule as of June 30, 2015
(2)	Per applicable amortization schedule as of June 30, 2016
(3)	Per applicable amortization schedule as of June 30, 2017
(4)	Per applicable amortization schedule as of June 30, 2018
(5)	Per applicable amortization schedule as of June 30, 2019
(6)	Per applicable amortization schedule as of June 30, 2020
(7)	Monthly replacement contribution of total Supplemental Water Project cost of \$20,686,509 assuming a 100 year project life = \$206,865 per year not to exceed \$3,000,000 adjusted annually for CPI per agreement

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

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

**NIPOMO COMMUNITY SERVICES DISTRICT  
NIPOMO SUPPLEMENTAL WATER PROJECT (NSWP) - COST OF WATER PURCHASED FROM CITY OF SANTA MARIA (SM)  
BUDGET FOR FISCAL YEAR 2021-22**

FISCAL YEAR	CITY OF SM RATE INCR EFF DATE	(a)	(b)	(c)	(d)	(a)*(d)
		ACRE FEET PURCHASED	CITY OF SM BASE Cost PER ACRE FOOT	CITY OF SM CHANGE IN ENERGY	(b)+(c) COST PER ACRE FOOT	TOTAL COST
FY 15-16	July 1, 2015 to June 30, 2016	1/7/2015	660 \$ 1,495.85	\$ 23.00	\$1,518.85	\$1,001,760
FY 16-17	July 1, 2016 to June 30, 2017	7/1/2016	860 \$ 1,570.77	\$ 17.00	\$1,587.77	\$1,365,482
FY 17-18	July 1, 2017 to June 30, 2018	7/1/2017	945 \$ 1,649.18	\$ -	\$1,649.18	\$1,558,475
FY 18-19	July 1, 2018 to June 30, 2019	7/1/2018	950 \$ 1,649.18	\$ 52.00	\$1,701.18	\$1,616,121
FY 19-20	July 1, 2019 to December 31, 2019	7/1/2019	487 \$ 1,649.18	\$ 45.92	\$1,695.10	\$825,514
FY 19-20	January 1, 2020 to June 30, 2020	1/1/2020	463 \$ 2,077.81	\$ 45.92	\$2,123.73	\$983,287
FY 20-21	July 1, 2020 to December 31, 2020	1/1/2020	555 \$ 2,077.81	\$ 45.92	\$2,123.73	\$1,178,670
FY 20-21	January 1, 2021 to June 30, 2021	1/1/2021	495 \$ 2,160.58	\$ 43.19	\$2,203.77	\$1,090,866
FY 21-22	July 1, 2021 to December 31, 2021	1/1/2021	525 \$ 2,160.58	\$ 43.19	\$2,203.77	\$1,090,866
FY 21-22	January 1, 2022 to June 30, 2022	1/1/2022	525 \$ 2,247.70	\$ 43.19	\$2,290.89	\$1,133,991

\$2,224,857

**City of Santa Maria Adopted Rate Increases**

Effective Date of City of SM Rate Increase	(e)	(f)	(e)*(f)
	Base Cost Per Unit (hcf)	Units per Acre Foot	Base Cost per Acre Foot
1/7/2015	\$3.43	435.6	\$1,495.85
7/1/2016	\$3.61	435.6	\$1,570.77
7/1/2017	\$3.79	435.6	\$1,649.18
7/1/2018	\$3.79	435.6	\$1,649.18
7/1/2019	\$3.79	435.6	\$1,649.18
1/1/2020	\$4.77	435.6	\$2,077.81
1/1/2021	\$4.96	435.6	\$2,160.58
1/1/2022	\$5.16	435.6	\$2,247.70
1/1/2023	\$5.37	435.6	\$2,339.17

**CITY OF SANTA MARIA - BASE ENERGY COST ADJUSTMENT (A)**

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
(1) Current CPI (July)	258.017	264.979	261.037	281.402	289.173	307.536
(2) Base Period CPI (May 2013)	264.188	264.188	264.188	264.188	264.188	<b>264.188</b>
(3) Index Point Change (1)-(2)	-6.171	0.791	-3.151	17.214	24.985	43.348
(4) Divided by prior period (3) + (2)	-0.023358366	0.00299408	-0.011927113	0.065158145	0.094572804	0.164080125
(5) Multiply by 100 for percent change (4) x 100	-2.335836601	0.299407997	-1.192711251	6.515814496	9.457280422	16.40801248
(6) Adjusted to 50% per agreement (5) x 50%	-1.167918301	0.149703999	-0.596355626	3.257907248	4.728640211	8.204006238
(7) Base Cost of Energy (Per Agreement)	206.85	206.85	206.85	206.85	206.85	206.85
(8) Energy Adjustment (7) x (6) + 100	-2.42	0.31	-1.23	6.74	<b>9.78</b>	<b>16.97</b>
(9) Adjusted Base Cost of Energy (7) + (8)	204.43	207.16	205.62	213.59	216.63	223.82
(10) CCWA BUDGET (Per published document)	\$227.27	\$223.71	\$191.77	\$265.90	\$262.54	\$267.02
(11) Change in Cost of Energy (10) - (9), not less than 0	<b>\$23</b>	<b>\$17</b>	<b>\$0</b>	<b>\$52</b>	<b>\$46</b>	<b>\$43</b>

(A) City of Santa Maria has agreed to implement the Base Energy Adjustment to coincide with the January 1 rate increases.

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

**OPERATIONS AND MAINTENANCE BUDGET**

OPERATIONS AND MAINTENANCE	1000 AFY 2019-20 ACTUAL	1000 AFY 2020-21 BUDGET	1000 AFY 2020-21 EST ACTUAL	1,000 AFY 2021-22 PROPOSED
Electricity	69,075	89,000	88,000	90,640
Labor (fully weighted)	44,436	50,470	51,000	52,530
Water	647	618	600	618
Chemicals	6,407	5,150	10,000	10,300
Outside Services	7,918	11,330	5,000	5,150
Permits and Operating Fees	1,031	643	700	721
Insurance	9,573	9,860	13,633	14,042
Repairs and Maintenance	12,902	16,995	10,000	10,300
<b>TOTAL OPERATIONS AND MAINTENANCE</b>	<b>151,989</b>	<b>184,066</b>	<b>178,933</b>	<b>184,301</b>
<b>Cost per acre foot @ 1,000 acre feet</b>	<b>151.99</b>	<b>184.07</b>	<b>178.93</b>	<b>184.30</b>
<b>Overhead allocation 15% of O and M</b>	<b>22.80</b>	<b>27.61</b>	<b>26.84</b>	<b>27.65</b>

(1) Estimated 3% increase in expenses FY 21-22

**NIPOMO COMMUNITY SERVICES DISTRICT  
NIPOMO SUPPLEMENTAL WATER PROJECT (NSWP)  
BUDGET FOR FISCAL YEAR 2021-22**

**FUNDED REPLACEMENT RESERVES**

	<u>FY 20-21</u> <u>EST ACTUAL</u>	<u>FY 20-21</u> <u>PROPOSED</u>
Beginning Balance, July 1	1,017,645	1,232,610
Collections during fiscal year		
NCSD	149,439	149,439
WMWC	28,713	28,713
GSWC	28,713	28,713
	<u>206,865</u>	<u>206,865</u>
Estimated interest income	<u>8,100</u>	<u>14,000</u>
Estimated Ending Balance, June 30	<u>1,232,610</u>	<u>1,453,475</u>

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

<b>Funded Replacement Reserve Requirement - Pursuant to Section VIII (J)</b>		
CPI Adjustment as of June 30, 2021		
CPI - 2020 Annual	278.567	
CPI - 2019 Annual	<u>(274.114)</u>	
	4.453	
Divide by previous period CPI ÷	<u>274.114</u>	
	0.0162	
X	<u>100.000</u>	
Percent Change	<u>1.62</u>	
Maximum Balance computed as of June 30, 2020		3,391,989
Adjusted by CPI June 30, 2021 (\$3,391,989 * 1.62%)		54,950
Maximum Balance adjusted as of June 30, 2021		<u>3,446,939</u>

	CPI INDEX	ADJ	RUNNING BALANCE
			3,000,000
6/30/2016	0.907	27,210	3,027,210
6/30/2017	1.89	57,214	3,084,424
6/30/2018	2.79	86,055	3,170,479
6/30/2019	3.81	120,478	3,290,957
6/30/2020	3.07	101,032	3,391,989
6/30/2021	1.62	54,950	3,446,939

CPI = Consumer Price Index

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

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TO: BOARD OF DIRECTORS  
 FROM: MARIO IGLESIAS  
 GENERAL MANAGER *MIG*  
 DATE: May 21, 2021

**AGENDA ITEM**  
**F**  
**MAY 26, 2021**

**GENERAL MANAGER'S REPORT**

**ITEM**

Standing report to your Honorable Board -- *Period covered by this report is May 9, 2021 through May 22, 2021.*

**DISTRICT BUSINESS**

**Administrative**

OFFICE ACTIVITIES

	Apr 21	Jan 21 - Apr 21
Official Payment (Count March-June)	14	57
Official Payments cost to District	\$55	\$399

**Water Resources**

<u>Table 1. Total Production Acre Feet (AF)</u>		
	Apr-21	Jul 20 - Apr 21
Groundwater Production	77.2	818.0
Supplemental Water Imported	<u>94.2</u>	<u>882.4</u>
Total Production	171.4	1,700.4

The District's total combined production, including groundwater production wells and supplemental water imported through the Joshua Road Pump Station, registered 171.4 AF for the month of April.

**NCSD GW Reduction**

<u>Table 2. NCSD GW Production (NCSD GW Well Production plus Purveyor Credit)</u>		
	Apr-21	Jul 20 - Apr 21
NCSD GW Well Production	77.2	818.0
Purveyor Customer Credit (33.3% of Import Water)	<u>31.4</u>	<u>294.0</u>
NCSD Total Calculated GW Production	108.6	1,112.0
Average GW Production for 2009-2013	199.0	2,025.0
NCSD Percentage of GW Reduction	45%	45%

**2021 Fiscal Year Groundwater Pumping Forecast**

Table 3 projects the District's groundwater pumping reduction for the Fiscal Year 2021.

	<u>Apr-21</u>	<u>Year-to-Date Jul-Jun 2021</u>	Target	Over/(Under)	
NCSD GW Well Production	77.2	968.0			
Purveyor Customer Credit (33.3% of Import Water)	<u>31.4</u>	<u>341.8</u>			
NCSD Total Calculated GW Production	108.6	1,309.9	1,266.0	(43.86)	AcFt
Average GW Production for 2009-2013	<u>199.0</u>	<u>2,533.4</u>	2,533.4		
NCSD Percentage of GW Reduction	45%	48%	50.0%		

Table 4 compares the previous year's groundwater pumping with the current year's groundwater pumping for the same period.

	<u>Apr-21</u>	<u>Jul 20 -Jun 21</u>	<u>Apr-20</u>	<u>Jul 19-Jun 20</u>
NCSD GW Well Production	77.2	968.0	61.3	1,026.0
Purveyor Customer Credit (33.3% of Import Water)	<u>31.4</u>	<u>341.8</u>	<u>25.8</u>	<u>323.1</u>
NCSD Total Calculated GW Production	108.6	1,309.9	87.1	1,349.1
Average GW Production for 2009-2013	<u>199.0</u>	<u>2,533.4</u>	<u>199.0</u>	<u>2,533.4</u>
NCSD Percentage of GW Reduction	45%	48%	56%	47%

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

Note 1: SLO County Website  
[https://wr.slocountywater.org/site.php?site\\_id=3&site=935e7af7-0e94-4042-bc11-e02906d5ba44](https://wr.slocountywater.org/site.php?site_id=3&site=935e7af7-0e94-4042-bc11-e02906d5ba44)

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

(Reported in inches)	Nipomo East (Dana Hills Reservoirs)	Nipomo South (Southland Plant)
April 2021 Total	0.00	0.00
July-2020 through June-2021 (Season Total)	7.41	6.81
May 1, 2021 - May 21, 2021	<u>0.04</u>	<u>0.00</u>
Total Rainfall to date	7.45	6.81
County Reported Avg. Ann. Year Rainfall	18.0 <sup>1</sup>	14.0 <sup>2</sup>
2006 - 2020 Avg. Ann. Year Rainfall*	15.39	13.30
2006 - 2020 Median Ann. Rainfall*	12.64	11.30

\*Data from County website

**Safety Program**

June 18<sup>th</sup> All-crew In-person Quarterly Safety Meeting

**Other Items**

- COVID19 NCSD Response Plan Update [Attachment A]

**Supplemental Water Capacity Accounting**

As of May 7, 2021

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)	182	-96.1
<b>Total Remaining Supplemental Water Available for Allocation</b>	<b>641</b>	<b>338.5</b>

**Connection Report**

Nipomo Community Services District Water and Sewer Connections	END OF MONTH REPORT											
	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Water Connections (Total)	4476	4477	4485	4485								
Sewer Connections (Total)	3243	3243	3250	3250								
New Water Connections	1	1	8	0								
New Sewer Connection	1	0	7	0								
Galaxy & PSHH at Orchard and Division Sewer Connections billed to the County	477	477	477	477								

The Connection Report is current through May 5, 2021.

**Meetings (May 10 through May 21)**

*Meetings Attended (telephonically or in person):*

- May 10, SLO County/City of Santa Maria Planning Mtg.
- May 11, Staff Mtg. - Cust. Service Specialist
- May 11, Eng/Admin Planning Mtg.
- May 12, Rotary
- May 12, Regular NCSD Board Meeting
- May 12, Exec. Team After-Board Meeting
- May 12, Staff Mtg. - Cust. Service Specialist
- May 14, Staff Mtg. - Cust. Service Specialist
- May 14, Meeting w/Santa Barbara & SLO Counties
- May 17, Admin Supervisor Mtg.
- May 17, NCSD Management Team Mtg.
- May 17, NCSD Board Officer Mtg.
- May 18, Admin Supervisor Mtg. (Public Relations)

- *May 18, ½ Day Seminar (SCADA and Automation)*
- *May 19, Director Meeting – 2021-22 Budget Items*
- *May 19, ½ Day Seminar (SCADA and Automation)*
- *May 20, DWR Water Loss Webinar*
- *May 21, Staff Mtg. - Cust. Service Specialist*
- *May 21, Rotary Lunch w/ Supervisor Compton*

**Meetings Scheduled (May 24 through May 28):**

*Upcoming Meetings (telephonically or in person):*

- *May 24, Medical Appointment*
- *May 25, Staff Mtg. - Cust. Service Specialist*
- *May 25, Eng/Admin Planning Mtg.*
- *May 25, County Planning – Dana Reserve*
- *May 26, Rotary*
- *May 26, Regular NCSD Board Meeting*
- *May 26, Exec. Team After-Board Meeting*
- *May 27, NMMA-TG Meeting*
- *May 27, Sedaru Asset Mngmnt Update Mtg.*
- *May 28, Staff Mtg. - Cust. Service Specialist*
- *May 28, NMMA Manager's Meeting*

**Upcoming Water Resource and Other Meetings**

*Upcoming Standing Meetings:*

- *NMMA-TG: May 27<sup>th</sup> (Thursday) @ 10:00 AM, Conf. Call*
- *RWVG: No Schedule Posted –*
- *WRAC: June 2<sup>nd</sup> (Wednesday) @ 1:30 PM, Zoom Meeting*
- *NMMA Purveyor Meeting: May 28<sup>th</sup> (Friday) @ 10:00 PM, Zoom Meeting*
- *NCSD Board Officer Meeting: June 1<sup>st</sup> (Tuesday) @ 2:00 PM, NCSD Conf. Rm.*

**RECOMMENDATION**

Staff seeks direction and input from your Board

**ATTACHMENTS**

- A. COVID19 - NCSD Response Plan

MAY 26, 2021

ITEM F

ATTACHMENT A

Date: May 26, 2021 Board Meeting  
Response Activities to COVID19 Health Emergency  
Prepared by: Mario Iglesias, General Manager

## DISTRICT RESPONSE TO COVID-19, Updated May 20, 2021

### New Actions

No new actions

### Personnel on Quarantine

Office Personnel:

No administrative personnel affected at this time

Operational Personnel:

No operational personnel affected at this time.

### Ongoing Actions

1. Participate in SLO County EOC Briefings
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
5. Office Rules for Safe Customer Management – CDC Guidance Enforced

### Previous Actions

1. NCSO 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 4<sup>th</sup>. County opened up construction sites.
10. Expanded Customer Service Work to include site visits for investigations (high bills, meter issues) week of May 11
11. Trailers for quarantine have been returned – May 1
12. District to begin wastewater sampling in conjunction with County effort to determine presence of COVID19 in communities – May 11
13. Temporary Admin Support Workers brought back to Office (Provider incentivized due to PPP Funds) – June 1

Date: May 26, 2021 Board Meeting  
Response Activities to COVID19 Health Emergency  
Prepared by: Mario Iglesias, General Manager

14. Lobby Modifications: Glass is 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.
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 completed.
19. Capital Improvement Projects continue to be impacted and schedules for completion continue to be pushed back due to material delivery delays.
20. Administrative Office open to public – April 19, 2021