

TO: BOARD OF DIRECTORS  
FROM: MARIO IGLESIAS  
GENERAL MANAGER  
DATE: AUGUST 18, 2023



**AGENDA ITEM  
E-2  
AUGUST 23, 2023**

**APPROVE MISCELLANEOUS FEE SCHEDULE STUDY AND ADOPT  
RESOLUTION TO RESTATE, AMEND AND/OR ESTABLISH  
MISCELLANEOUS FEES**

**ITEM**

Approve Miscellaneous Fee Schedule Study and adopt Resolution [RECOMMEND ADOPT RESOLUTION TO RESTATE, AMEND AND/OR ESTABLISH MISCELLANEOUS FEES]

**BACKGROUND**

The last review and adoption of miscellaneous fees took place in 2015.

The District charges fees for a variety of specific services provided on behalf of individual customers or groups. The underlying assumption for the fee is that costs of services benefiting individuals (not the entire District service area) should be borne by the individual(s) receiving the service. The basic concept of fees is to determine the “reasonable cost” of each service provided by the District and recover the cost of providing the service. The District’s fees cannot exceed the District’s cost of providing the requested services.

The District performed an analysis of fees which included evaluation of staff involved in each fee generating service, time estimates of each activity, and applied the appropriate employees’ hourly rates to calculate the cost of full recovery for performing each service to generate these proposed fees pursuant to Code Section 2.04.010 (C).

The 2023 Miscellaneous Fee Schedule Study (Attachment B) is a detailed analysis of each new fee and for fees with a proposed increase.

The study is broken down into three sections:

- New Fees to be effective 30 days after adoption
- Existing Fees with proposed increases to be effective 30 days after adoption
- Existing Fees with no proposed increases for FY 23-24

**FISCAL IMPACT**

Data-supported and current miscellaneous fees keep District rates equitable for all customers, and ensure that people who use District services pay for the costs of those services.

**STRATEGIC PLAN**

Goal 1. WATER SUPPLIES. 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 4. FINANCE. Maintain conservative, long-term financial management to minimize rate impacts on customers while meeting program financial needs.

- 4.1 Ensure that purveyors and others pay their fair share of financing water supply, supplemental water, conservation, and sustainability of the regional water supply.
- 4.4 Maintain adequate rates to fund future capital replacements.

**RECOMMENDATION**

Staff recommend your Honorable Board approve the Miscellaneous Fee Schedule Study and adopt the Resolution.

**ATTACHMENTS**

- A. Resolution 2023-XXXX
- B. 2023 Miscellaneous Fee Schedule Study

AUGUST 23, 2023

ITEM E-2

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION 2023-XXXX

A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE NIPOMO COMMUNITY SERVICES DISTRICT  
TO RESTATE, AMEND AND/OR ESTABLISH MISCELLANEOUS FEES

WHEREAS, it is a major responsibility of the Nipomo Community Services District (“District”) to maintain adequate levels of revenue, equitably collected from all classes of utility customers, to meet the District’s financial commitments; and

WHEREAS the District Staff performed a Miscellaneous Fee Study (herein “Study”). The Study included an analysis of existing miscellaneous fees and charges. The fees were reviewed based on estimates of District labor, materials and equipment used to perform the service to ensure the District is charging the appropriate fee for the costs incurred. In addition, the Study recommended adding new miscellaneous fees that would recover District costs where services are being provided but are not currently being charged.

WHEREAS, Government Code §61115 authorizes the District to adopt rates and charges by Resolution; and

WHEREAS, the Study is available for public inspection at the District office during regular business hours and on the District website.

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

- A. The miscellaneous fees and charges that are the subject of this Resolution do not exceed the estimated reasonable cost of providing the services for which the fees and/or charge or charges are imposed;
- B. The District should recover as much as feasible of the full cost of providing services from those whom the services are provided.

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

**Section 1.**                      Incorporation of Recitals

To the best of the Board’s knowledge, the Recitals are true and correct and incorporated herein by this reference. The Recitals and cited reports, facts and studies contained therein constitute and support the findings of the District in support of this Resolution.

NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION 2023-XXXX

A RESOLUTION OF THE BOARD OF DIRECTORS OF  
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**Section 2.** Miscellaneous Fee Schedule

The Miscellaneous Fee Schedule (Exhibit A) is approved and may be amended from time to time by Resolution of the Board. Any and all District fees and chargers that are not specifically amended by this Resolution shall remain in effect unless and until expressly amended or repealed by the District.

**Section 3.** Effect of Repeal on Past Actions and Obligations

This Resolution does not affect prosecutions for violations committed prior to the effective date of this Resolution, does not waive any fee or penalty due and unpaid on the effective date of this Resolution, and does not affect the validity of any bond or cash deposit posted, filed or deposited pursuant to the requirements of any prior Resolution or Ordinance.

**Section 4.** CEQA Findings

The Board of Directors of the District finds that the rates and charges adopted by this Resolution exempt from the California Environmental Quality Act pursuant to Public Resources Code § 21080(b)(8) and CEQA Guidelines Section 15273. The District General Manager is directed to prepare and file appropriate notices.

**Section 5.** Severance Clause

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 Governing Board of the District hereby declares that it would have adopted this Resolution and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional, ineffective, or in any manner in conflict with the laws of the United States or the State of California.

**Section 6.** Effective Date

This Resolution shall take effect immediately. The new and proposed rates and charges adopted by this Resolution shall take effect October 1, 2023

NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION 2023-XXXX

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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 23<sup>rd</sup> day of August 2023.

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RICHARD MALVAROSE  
President of the Board

ATTEST:

APPROVED AS TO FORM:

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MARIO IGLESIAS  
General Manager and Secretary to the Board

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CRAIG A. STEELE  
District Legal Counsel

NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION 2023-XXXX

A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE NIPOMO COMMUNITY SERVICES DISTRICT  
TO RESTATE, AMEND AND/OR ESTABLISH MISCELLANEOUS FEES  
EXHIBIT A

**NIPOMO COMMUNITY SERVICES DISTRICT  
SCHEDULE OF MISCELLANEOUS FEES**

**NEW FEES – EFFECTIVE OCTOBER 1, 2023**

CODE SECTION	DESCRIPTION OF FEE	AMOUNT
1.04.030 (C)	Appeal Fee	\$600
2.04.070 (A)	Reimbursement and Inspection Agreement Deposit	\$3,000
2.08.045 (B)(1)	Automated Metering Opt-Out Set Up and Meter Pull/Replace Fee	\$220
2.08.045 (B)(2)	Automated Metering Opt-Out Monthly Reading Fee	\$36
3.06.110 (C)	Backflow Testing	\$220
4.04.080 (B)	FOG Permit Fee	\$555
4.04.140 (B)	Administrative Citation for Violations of Grease Trap and Grease Interceptors	1 <sup>st</sup> Violation \$100 2 <sup>nd</sup> Violation, in a calendar year \$250 3 <sup>rd</sup> Violation in a calendar Year \$500
4.06.010 (D) and 4.06.090	Wastewater Discharge Permit	\$1,000 Deposit
4.06.100	Wastewater Discharge Permit Application fee	\$1,000 Deposit
4.06.120	Wastewater Discharge Permit renewal fee	\$680
4.06.130	Wastewater Discharge permit modification fee	\$1,020
4.06.150	Wastewater Discharge permit transfer fee	\$1,020
4.06.370 (3) and (4)	Administrative fine for Wastewater Violations	1 <sup>st</sup> Violation \$250 2 <sup>nd</sup> Violation, in a calendar year \$500 3 <sup>rd</sup> Violation in a calendar Year \$1,000
N/A	Sewer Dye Test	\$365
N/A	Inquiry Fee	\$200

Note: Subject to Section 2.04.010 (B) – to be adjusted annually each July 1, commencing July 1, 2024

**EXISTING FEES – WITH PROPOSED INCREASES – EFFECTIVE OCTOBER 1, 2023**

CODE SECTION	DESCRIPTION OF FEE	PROPOSED AMOUNT
2.04.050 (A) and (B)	Application for Verification of Service Letter for Water and/or Sewer	\$380
2.04.070 (A)	Water Lateral Inspection Fee	\$420
2.04.070 (A)	Sewer Lateral Inspection Fee	\$275
2.06.030 (E)(7)(a)	Fee to Request Extension of Intent to Serve Letter	\$200
3.04.010 (D)	Fire Flow Letter	\$155
3.04.030 (A)	Fire Hydrant Meter (at designated location)	\$3,500.00 deposit, \$30.00 per month equipment rental with one month minimum fixed charge plus cost of water

Note: Subject to Section 2.04.010 (B) – to be adjusted annually each July 1, commencing July 1, 2024

NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION 2023-XXXX

A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE NIPOMO COMMUNITY SERVICES DISTRICT  
TO RESTATE, AMEND AND/OR ESTABLISH MISCELLANEOUS FEES  
EXHIBIT A

**EXISTING FEES – (NO PROPOSED INCREASE) REMAIN IN EFFECT**

CODE SECTION	DESCRIPTION OF FEE	AMOUNT
1.04.040 (D)	Variance Deposit	Actual cost with \$900 deposit
2.04.080 (A)	Meter Fees	See Below
2.04.080 (B)(1) and (2) and 2.08.170	Meter removal/ire-install fee	Actual cost plus \$118 minimum plus capacity charge, if applicable
2.06.020 (C )	Application Fees for Development	See Below
2.06.090 (A)	Annexation Application Fee	\$1,500
2.06.090 (B)	Annexation Fees	\$500 per acre or parcel, if less than one acre
2.08.020 (A)	Account Set Up Fee	\$42
2.08.040 (D) and 2.08.045 (B)(2)	Meter Read Surcharge	\$36
2.08.040 (G)	Duplicate Billing	\$1.50 per billing cycle
2.08.060 (B)	Late Fee Penalty	Greater of \$10 or 10% of unpaid balance
2.08.070 (B)	Non-Payment/reconnection fee	\$50
2.08.090 (A)	Shut Off Notice (Door Hanger) Non- Residential	\$20
2.08.100 (B)	Turn On/Off after hours	\$147
2.08.140	Returned Check Fee	\$28
2.08.150	Water Meter Calibration Check	\$118 plus cost of calibration
2.08.160 (B)	Tampering	\$137
3.04.010 (E)	Fire Flow Test	\$175 per hour with 1.5 hour minimum \$39 plus account set up plus cost of water
3.04.030 (A)	Fire Hydrant Access (Near Office)	\$150
3.04.030 (B)	Fire Hydrant Relocation Charge	\$150
3.06.050 (B)	Backflow Administration Fee	\$1 per billing cycle
N/A	Board Room Use Fee	Rental Fees of \$10 or \$15 an hour plus \$50 open/close fee
N/A	Special Meeting Fee	Actual cost plus 15% overhead
N/A	In house copy charge, Black and White Standard Size 8.5 x 11	\$0.15 per page normal size 8.5 x 11 black/white, except \$0.10 per page of FPPC campaign and economic disclosure statements (Not subject to annual increase)
N/A	In-house copy charge, Color	\$1.50 first page and \$0.40 each page thereafter
N/A	Outside Copy Charge	\$25 plus actual cost
N/A	CD/Thumb Drive Charge	\$10
N/A	Lien Release Fee	Pass Through Fee from San Luis Obispo County

Note: Subject to Section 2.04.010 (B) – to be adjusted annually each July 1, commencing July 1, 2024



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2.04.080 (A)	Meter Fees			
Meter Size	Meter Setting(1)	Meter Cost(2)	MXU Radio(2)	Total Cost
1"	\$120	\$564	\$251	\$935
1.5"	\$200	\$1,816	\$251	\$2,267
2"	\$200	\$2,095	\$251	\$2,546
3"	\$250	\$2,653	\$251	\$3,154
4"	\$250	\$4,609	\$251	\$5,110
6"	\$350	\$7,960	\$251	\$8,561

(1) Subject to Section 2.04.010 (B) – to be adjusted annually each July 1, commencing July 1, 2024

(2) Cost adjusted annually to reflect pass through cost from meter vendor

2.06.020 (C)	Application Fees for Development PROJECT SIZE/TYPE	AMOUNT
	Residential <3 units*	\$1,437
	Residential 4-20 units*	\$1,974
	Residential > 20 units*	\$2,325
	Commercial <1 acre*	\$1,974
	Commercial 1-3 acres*	\$2,325
	Commercial > 3 acres*	\$3,212
	Mixed Use 3 or less Dwelling Units*	\$2,325
	Mixed Use with four or more Dwelling Units*	\$3,212
	*Outside Consulting and Legal fees will be billed to the Applicant at direct rate.	

Note: Subject to Section 2.04.010 (B) – to be adjusted annually each July 1, commencing July 1, 2024

AUGUST 23, 2023

ITEM E-2

ATTACHMENT B

**NIPOMO COMMUNITY SERVICES DISTRICT**  
**2023 MISCELLANEOUS FEE SCHEDULE STUDY**

Nipomo Community Services District (District) charges fees for a variety of specific services provided on behalf of individual customers or groups. The underlying assumption for the fee is that costs of services benefiting individuals (not the entire District service area) should be borne by the individual(s) receiving the service. The basic concept of fees is to determine the “reasonable cost” of each service provided by the District and recover from the requester an amount that does not exceed the District’s cost of providing the requested service.

The District performed an analysis of fees which included evaluation of staff involved in each fee generating service, time estimates of each activity and applied appropriate employees’ the hourly rates to calculate the cost of full recovery for performing each service, to generate these proposed fees pursuant to Code Section 2.04.010(C). In many cases, the actual fee amount proposed represents less than the estimated full cost due to rounding or other business considerations. A detailed analysis for each new fee and for fees with a proposed increase and is available for review during regular business hours by contacting the District’s Finance Department. For purposes of this report, a summary by fee is presented.

The fee schedule below is broken down into three sections:

- New Fees to be effective 30 days after adoption
- Existing Fees with proposed increases to be effective 30 days after adoption
- Existing Fees with no proposed increases for FY 23-24

**NEW FEES**

(Subject to Section 2.04.010(B) – to be adjusted annually each July 1, commencing on July 1, 2024)

**APPEAL FEE 1.04.030(C)**

POSITION	ESTIMATED HOURS OF LABOR	COST OF SERVICE (see Page 9 for hourly rates)
General Manager	1.50	\$267
District Engineer	0.50	\$100
Legal Counsel	1.00	\$240
TOTAL		\$607
<b>PROPOSED FEE</b>		<b>\$600</b>

**REIMBURSEMENT AND INSPECTION AGREEMENT DEPOSIT 2.04.070(A)**

POSITION	ESTIMATED HOURS OF LABOR	COST OF SERVICE (see Page 9 for hourly rates)
Customer Service Clerk III	1.50	\$114
Customer Service Specialist	4.00	\$280
Finance Director	1.00	\$156
Assistant Engineer	3.50	\$329
District Engineer	0.25	\$50
Water Supervisor	1.50	\$150
Estimated Time and Materials of Operations Staff and equipment to perform work		\$2,000
TOTAL		\$3,079
<b>PROPOSED DEPOSIT</b>		<b>\$3,000</b>

**NIPOMO COMMUNITY SERVICES DISTRICT**  
**2023 MISCELLANEOUS FEE SCHEDULE STUDY**

**AUTOMATED METERING OPT-OUT SET UP AND METER PULL/REPLACE FEE 2.08.045(B)(1)**

POSITION	ESTIMATED HOURS OF LABOR	COST OF SERVICE (see Page 9 for hourly rates)
Customer Service Specialist	1.00	\$70
Customer Service Clerk III	2.00	\$152
<b>TOTAL</b>		<b>\$222</b>
<b>PROPOSED FEE</b>		<b>\$220</b>

**AUTOMATED METERING OPT-OUT MONTHLY METER READING FEE 2.08.045(B)(2)**

POSITION	ESTIMATED HOURS OF LABOR	COST OF SERVICE (see Page 9 for hourly rates)
Customer Service Specialist	0.25	\$18
Customer Service Clerk III	0.25	\$18
<b>TOTAL</b>		<b>\$36</b>
<b>PROPOSED FEE</b>		<b>\$36</b>

**BACKFLOW TESTING FEE 3.06.110(C)**

POSITION	ESTIMATED HOURS OF LABOR	COST OF SERVICE (see Page 9 for hourly rates)
Customer Service Specialist	1.50	\$105
Customer Service Clerk III	1.50	\$115
<b>TOTAL</b>		<b>\$220</b>
<b>PROPOSED FEE</b>		<b>\$220</b>

**FOG PERMIT FEE 4.04.080(B)**

Annual Contract for FOG Program is \$23,300 divided by 40 Food Service Establishments that require FOG permits		
<b>TOTAL</b>		<b>\$557</b>
<b>PROPOSED FEE</b>		<b>\$555</b>

**ADMINISTRATIVE CITATION FOR VIOLATIONS OF GREASE TRAP AND GREASE INTERCEPTORS 4.04.140(B)**

First violation	\$100
Second violation, in a calendar year	\$250
Third violation in a calendar year	\$500

**WASTEWATER DISCHARGE PERMIT 4.06.010(D) AND 4.06.090**

Actual annual cost based on nature of wastewater discharge and amount of monitoring required. Deposit required annually with actual costs reconciled annually at December 31.		
<b>TOTAL</b>		<b>\$1,000</b>
<b>PROPOSED DEPOSIT</b>		<b>\$1,000</b>

**NIPOMO COMMUNITY SERVICES DISTRICT**  
**2023 MISCELLANEOUS FEE SCHEDULE STUDY**

**WASTEWATER DISCHARGE PERMIT APPLICATION FEE 4.06.100**

Actual annual cost based on nature of wastewater discharge, strength and character. Deposit of \$1,000 required with actual costs reconciled at issuance of permit.	
<b>TOTAL</b>	<b>\$1,000</b>
<b>PROPOSED DEPOSIT</b>	<b>\$1,000</b>

**WASTEWATER DISCHARGE PERMIT RENEWAL FEE 4.06.120**

POSITION	ESTIMATED HOURS OF LABOR	COST OF SERVICE (see Page 9 for hourly rates)
Customer Service Clerk III	1.00	\$76
Assistant Engineer	2.00	\$188
Wastewater Supervisor	1.00	\$116
Engineer	1.50	\$300
<b>TOTAL</b>		<b>\$680</b>
<b>PROPOSED</b>		<b>\$680</b>

**WASTEWATER DISCHARGE PERMIT MODIFICATION FEE 4.06.130(B)**

POSITION	ESTIMATED HOURS OF LABOR	COST OF SERVICE (see Page 9 for hourly rates)
Customer Service Clerk III	1.00	\$76
Assistant Engineer	3.50	\$329
Wastewater Supervisor	1.00	\$116
Engineer	2.50	\$500
<b>TOTAL</b>		<b>\$1,021</b>
<b>PROPOSED</b>		<b>\$1,020</b>

**WASTEWATER DISCHARGE PERMIT TRANSFER FEE 4.06.140**

POSITION	ESTIMATED HOURS OF LABOR	COST OF SERVICE (see Page 9 for hourly rates)
Customer Service Clerk III	1.00	\$76
Assistant Engineer	3.50	\$329
Wastewater Supervisor	1.00	\$116
Engineer	2.50	\$500
<b>TOTAL</b>		<b>\$1,021</b>
<b>PROPOSED</b>		<b>\$1,020</b>

**ADMINISTRATIVE FINE FOR WASTEWATER VIOLATIONS 4.06.370(D)(3) AND (4)**

First violation	\$250
Second violation	\$500
Third violation	\$1,000

**NIPOMO COMMUNITY SERVICES DISTRICT**  
**2023 MISCELLANEOUS FEE SCHEDULE STUDY**

**SEWER DYE TEST**

POSITION	ESTIMATED HOURS OF LABOR	COST OF SERVICE (see Page 9 for hourly rates)
Wastewater Supervisor	2.00	\$232
Wastewater Operator I	2.00	\$136
	<b>TOTAL</b>	<b>\$368</b>
	<b>PROPOSED FEE</b>	<b>\$365</b>

**INQUIRY FEE – NON-REFUNDABLE**

POSITION	ESTIMATED HOURS OF LABOR	COST OF SERVICE (see Page 9 for hourly rates)
General Manager or District Engineer	1.00	\$200
	<b>TOTAL</b>	<b>\$200</b>
	<b>PROPOSED FEE</b>	<b>\$200</b>

At request of individual/applicant, no more than one hour of Staff time in total to research topic or attend meeting of specific interest. Fee is required to be submitted prior to commencement of Staff time/meeting and is non-refundable.

**NIPOMO COMMUNITY SERVICES DISTRICT**  
**2023 MISCELLANEOUS FEE SCHEDULE STUDY**

**EXISTING FEES WITH PROPOSED INCREASES**

(Subject to Section 2.04.010(B) – to be adjusted annually each July 1, commencing on July 1, 2024)

**APPLICATION FOR VERIFICATION OF SERVICE LETTER FOR WATER AND/OR SEWER  
2.04.050 (A) and (B)**

Current Fee \$50		Proposed Fee \$380
POSITION	ESTIMATED HOURS OF LABOR	COST OF SERVICE (see Page 7 for hourly rates)
Customer Service Specialist	1.00	\$70
Customer Service Clerk III	1.25	\$95
Assistant Engineer	1.75	\$165
District Engineer	0.25	\$50
	<b>TOTAL</b>	<b>\$380</b>
	<b>PROPOSED</b>	<b>\$380</b>

**WATER LATERAL INSPECTION FEE 2.04.070(A)**

Current Fee \$115		Proposed Fee \$420
POSITION	ESTIMATED HOURS OF LABOR	COST OF SERVICE (see Page 7 for hourly rates)
Customer Service Specialist	2.00	\$140
Customer Service Clerk III	0.25	\$19
Assistant Engineer	1.75	\$164
Water Supervisor	1.00	\$100
	<b>TOTAL</b>	<b>\$423</b>
	<b>PROPOSED</b>	<b>\$420</b>

**SEWER LATERAL INSPECTION FEE 2.04.070(A)**

Current Fee \$115		Proposed Fee \$275
POSITION	ESTIMATED HOURS OF LABOR	COST OF SERVICE (see Page 7 for hourly rates)
Customer Service Clerk III	0.25	\$19
Assistant Engineer	1.50	\$141
Wastewater Supervisor	1.00	\$116
	<b>TOTAL</b>	<b>\$276</b>
	<b>PROPOSED</b>	<b>\$275</b>

**FEE TO REQUEST EXTENSION OF INTENT TO SERVE LETTER 2.06.030(E)(7)(A)**

Current Fee \$50		Proposed Fee \$200
POSITION	ESTIMATED HOURS OF LABOR	COST OF SERVICE (see Page 7 for hourly rates)
Customer Service Clerk III	0.50	\$38
Assistant Engineer	1.25	\$118
District Engineer	0.25	\$50
	<b>TOTAL</b>	<b>\$206</b>
	<b>PROPOSED</b>	<b>\$200</b>

**NIPOMO COMMUNITY SERVICES DISTRICT**  
**2023 MISCELLANEOUS FEE SCHEDULE STUDY**

**FIRE FLOW LETTER 3.04.010(D)**

Current Fee \$50		<b>Proposed Fee \$155</b>	
POSITION	ESTIMATED HOURS OF LABOR	COST OF SERVICE (see Page 7 for hourly rates)	
Customer Service Clerk III	0.50	\$38	
Assistant Engineer	0.75	\$70	
District Engineer	0.25	\$50	
	TOTAL	\$158	
	<b>PROPOSED</b>	<b>\$150</b>	

**FIRE HYDRANT METER (ON LOCATION) 3.04.030(A)**

<b>Current Fee</b> \$2,000 deposit, \$30 per month equipment rental with one month minimum fixed charge plus cost of water	<b>Proposed Fee</b> <b>\$3,500 deposit, \$30 per month</b> <b>equipment rental with one month</b> <b>minimum fixed charge plus cost</b> <b>of water</b>
Deposit based on actual cost of fire hydrant meter and backflow assembly.	



**NIPOMO COMMUNITY SERVICES DISTRICT**  
**2023 MISCELLANEOUS FEE SCHEDULE STUDY**

**EXISTING FEES WITH NO PROPOSED INCREASES FOR FY 23-24**

(Subject to Section 2.04.010(B) – to be adjusted annually each July 1, commencing on July 1, 2024)

CODE SEC	DESCRIPTION OF FEE	AMOUNT
1.04.040 (D)	Variance Deposit	Actual cost with \$900 deposit
2.04.080 (A)	Meter Fees	See Below
2.04.080 (B)(1) and (2) and 2.08.170	Meter removal/reinstall fee	Actual cost plus \$118 minimum plus capacity charge, if applicable
2.06.020 (C)	Application Fees for Development requiring an Intent to Serve Letter	See Below
2.06.090 (A)	Annexation Application Fee	\$1,500
2.06.090 (B)	Annexation Fees	\$500 per acre or parcel, if less than one acre
2.08.020 (A)	Account Set Up Fee	\$42
2.08.040 (D) and 2.08.045 (B)(2)	Meter Read Surcharge	\$36
2.08.040 (G)	Duplicate Billing	\$1.50 per billing cycle
2.08.060 (B)	Late Fee Penalty	Greater of \$10 or 10% of unpaid balance
2.08.070 (B)	Non-Payment/reconnection fee	\$50
2.08.090 (A)	Shut Off Notice (Door Hanger) Non-Residential	\$20
2.08.100 (B)	Turn On/Off after hours	\$147
2.08.140	Returned Check Fee	\$28
2.08.150	Water Meter Calibration Check	\$118 plus cost of calibration
2.08.160 (B)	Tampering	\$137
3.04.010 (E)	Fire Flow Test	\$175 per hour with 1.5 hour minimum
3.04.030 (A)	Fire Hydrant Access (Near Office)	\$39 plus account set up plus cost of water
3.04.030 (B)	Fire Hydrant Relocation Charge	\$150
3.06.050 (B)	Backflow Administration Fee	\$1 per billing cycle
N/A	Board Room Use Fee	Rental Fees of \$10 or \$15 an hour plus \$50 open/close fee
N/A	Special Meeting Fee	Actual cost plus 15% overhead
N/A	In house copy charge, Black and White Standard Size 8.5 x 11	\$0.15 per page normal size 8.5 x 11 black/white, except \$0.10 per page of FPCC campaign and economic disclosure statements (Not subject to annual increase)
N/A	In-house copy charge, Color	\$1.50 first page and \$0.40 each page thereafter
N/A	Outside Copy Charge	\$25 plus actual cost
N/A	CD/Thumb Drive Charge	\$10
N/A	Lien Release Fee	Pass Through Fee from San Luis Obispo County

N/A = not applicable

**NIPOMO COMMUNITY SERVICES DISTRICT**  
**2023 MISCELLANEOUS FEE SCHEDULE STUDY**

Meter Fees – 2.04.080 (A)

Meter Size	Meter Setting(1)	Meter Cost(2)	MXU Radio (2)	Total Cost
1"	\$120	\$564	\$251	\$935
1.5"	\$200	\$1,816	\$251	\$2,267
2"	\$200	\$2,095	\$251	\$2,546
3"	\$250	\$2,653	\$251	\$3,154
4"	\$250	\$4,609	\$251	\$5,110
6"	\$350	\$7,960	\$251	\$8,561

(1) Subject to Section 2.04.010(B) – to be adjusted annually each July 1, commencing on July 1, 2024

(2) Cost adjusted annually to reflect pass through cost from meter vendor

Application Fees for Development 2.06.020(C)

Project Size/Type	AMOUNT(1)
Residential <3 units*	\$1,437
Residential 4-20 units*	\$1,974
Residential > 20 units*	\$2,325
Commercial <1 acre*	\$1,974
Commercial 1-3 acres*	\$2,325
Commercial > 3 acres*	\$3,212
Mixed Use 3 or less Dwelling Units*	\$2,325
Mixed Use with four or more Dwelling Units*	\$3,212
*Outside Consulting and Legal fees will be billed to the Applicant at direct rate.	

Subject to Section 2.04.010(B) – to be adjusted annually each July 1, commencing on July 1, 2024

**NIPOMO COMMUNITY SERVICES DISTRICT**  
**2023 MISCELLANEOUS FEE SCHEDULE STUDY**

Section 2.04.010 (C)

For charges, reimbursements, or new fees based on the cost of the District's time and materials expended, Staff shall determine the cost of Staff time by using the rates for applicable Employee Classification at Step 5, multiplied by 2, to determine fully burdened hourly rate. Hourly rates for Employee Classifications will be determined as of each July 1 for that fiscal year. District equipment charges will be adjusted every July 1 based on the most current published Caltrans Labor Surcharge and Equipment Rental Rates. Reimbursement rates for other equipment shall be determined by then-current published rental rates in the local market.

Position	Employee Classification	Hourly at Step 5 (1) (2)	Fully Burdened Hourly Rate
General Manager	Contract	\$89	\$178
Finance Director	50	\$78	\$156
Customer Service Clerk III	21	\$38	\$76
Customer Service Clerk II	13	\$32	\$64
Customer Service Clerk I	5	\$26	\$52
Customer Service Specialist	17	\$35	\$70
Director of Engineering and Operations	60	\$100	\$200
Assistant Engineer	29	\$47	\$94
Operations Manager	48	\$69	\$138
Water Supervisor	32	\$50	\$100
Water Operator III	17	\$35	\$70
Water Operator II	13	\$32	\$64
Water Operator I	9	\$29	\$58
Wastewater Supervisor	38	\$58	\$116
Wastewater Operator III	24	\$41	\$82
Wastewater Operator II	20	\$37	\$74
Wastewater Operator I	16	\$34	\$68

(1) Rounded to nearest dollar

(2) to be adjusted annually each July 1, commencing on July 1, 2024

TO: BOARD OF DIRECTORS  
 FROM: MARIO IGLESIAS  
 GENERAL MANAGER  
 DATE: August 18, 2023

**AGENDA ITEM  
 F  
 AUGUST 23, 2023**

**GENERAL MANAGER'S REPORT**

**ITEM**

Standing report to your Honorable Board -- *Period covered by this report is August 6, 2023 through August 19, 2023.*

**DISTRICT BUSINESS**

**Administrative**

The District encourages residents to provide reports of any observed water waste. The District also keeps an accounting of leak adjustments as a measure of non-revenue water lost to leaks, as well as tracking late fee waivers. The table below provides July data which is the most recent monthly data available.

**OFFICE ACTIVITIES**

	July 23	Jan 23 - July 23
Reports of Water Waste	0	0
Leak Adjustments	3	16
Leak Adjustment Amount	\$1,019	\$5,323
Late Fee Waivers	12	80
Late Fee Waiver Adjustment Amount	\$240	\$6,937

**Water Resources**

For the first month of the 2023-24 Fiscal Year, the District's total combined production, including groundwater production wells and supplemental water imported through the Joshua Road Pump Station, registered 192.6 AF. Contrary to past trends, imported water through the Joshua Road Pump Station was less than groundwater production. This trend will shift through the year as the District strives to maintain the 50% groundwater reduction goal and to reach the District's contract take amount of 1,000 AFY minimum.

**Table 1. Total Production Acre Feet (AF)**

	July - 23	Jul 23 - June 24
Groundwater Production	110.0	110.0
Supplemental Water Imported	<u>82.6</u>	<u>82.6</u>
Total Production	192.6	192.6

**NCSD GW Reduction**

The District's purveyor customers, Golden State Water Company and Woodlands Mutual Water Company, each are responsible for 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, captures this data.

	July - 23	Jul 23 - June 24
NCSD GW Well Production	110.0	110.0
Purveyor Customer Credit (33.3% of Import Water)	<u>27.5</u>	<u>27.5</u>
NCSD Total Calculated GW Production	137.5	137.5
Average GW Production for 2009-2013	<u>291.2</u>	<u>291.2</u>
NCSD Percentage of GW Reduction	52.8%	52.8%

**2022 Fiscal Year Groundwater Pumping Forecast**

Table 3 projects the District's groundwater pumping reduction for the 2023-24 Fiscal Year. Under the current Stage 4 of the NMMA Water Shortage Response Stages, the District's targeted groundwater pumping reduction goal is to pump no more than 1,266 AFY (50% of 2009-2013 average District GW Pumping). The first month of fiscal year 2023-24 actual – July – shows an actual groundwater pumping reduction of 53% while projected year end groundwater reduction estimates a 61.6% level of reduction.

	Jul-23	Year-to-Date Jul-Jun 2024	Target	Over/(Under)
NCSD GW Well Production	110.0	609.7		
Purveyor Customer Credit (33.3% of Import Water)	<u>27.5</u>	<u>366.2</u>		
NCSD Total Calculated GW Production	137.5	975.9	1,266.7	291
Average GW Production for 2009-2013	<u>291.2</u>	<u>2,533.4</u>	2,533.4	AcFt
NCSD Percentage of GW Reduction	53%	61.5%	50.0%	

As demonstrated in Table 3 above, the District has anticipates it will achieve its 50% groundwater pumping reduction target by 291 AcFt under the conditions stated in the previous paragraph.

The Table 4 data provides operations personnel with insight into year-end water production values and assists in their efforts to balance import and groundwater production with the purpose of reducing groundwater pumping to meet the self-imposed 50% pumping groundwater reduction – the current stage IV objective.

Below, Table 4 compares groundwater pumping for the same periods in 2023 and 2022.

	Jul-23	Jul 23 - Jun 24	Jul-22	Jul 22 - Jun 23
NCSW GW Well Production	110.0	110.0	101.0	101.0
Purveyor Customer Credit (33.3% of Import Water)	27.5	27.5	32.6	32.6
NCSW Total Calculated GW Production	137.5	137.5	133.6	133.6
Average GW Production for 2009-2013	291.2	291.2	291.2	291.2
NCSW Percentage of GW Reduction	52.8%	52.8%	54.1%	54.1%

**Rainfall Gauge**

Table 4, below provides the most recent available rain data for the Fiscal Year 2023-24.

(Reported in inches)	Nipomo East (Dana Hills Reservoirs)	Nipomo South (Southland Plant)
July 2023 Total	0.00	0.03
July-2023 through June-2024 (Season Total)	0.00	0.03
<u>Aug 1, through Aug 18, 2023</u>	<u>0.06</u>	<u>0.08</u>
Total Rainfall to date	0.06	0.11
County Reported Avg. Ann. Year Rainfall <sup>1</sup>	18.00	14.00
2006 - 2020 Avg. Ann. Year Rainfall <sup>1</sup>	15.39	13.30
2006 - 2020 Median Ann. Rainfall <sup>1</sup>	12.64	11.30

Note:

1. Data from County website

**Connection Report**

WATER	1/31/23	2/28/23	3/31/23	4/30/23	5/31/23	6/30/23	7/31/23	8/31/23	9/30/23	10/31/23	11/30/23	12/31/23
Water Connections - Total	4506	4508	4508	4508	4509	4509	4509					
New Water Connections	0	2	0	0	1	0	0	0	0	0	0	0
<b>SEWER CONNECTIONS</b>												
Sewer Town connections	2735	2736	2736	2736	2736	2736	2736					
Galaxy and PSSH at Orchard and Division Sewer connections billed to the County	484	484	484	484	484	484	484					
Subtotal	3219	3220	3220	3220	3220	3220	3220	0	0	0	0	0
BLACKLAKE	559	559	559	559	559	559	559					
Sewer Connections - Total	3778	3779	3779	3779	3779	3779	3779	0	0	0	0	0
New Sewer Connections Town and Blacklake	0	1	0	0	0	0	0	0	0	0	0	0
New Sewer Connections Galaxy	0	0	0	0	0	0	0	0	0	0	0	0

The Connection Report as of August 4, 2023

**Other Items**

CCWA – no water deliveries from August 12<sup>th</sup> to August 19<sup>th</sup> due to damage to CCWA pump facility feeding the coastal branch pipeline.

**Safety Program**

No Safety Issues

**Supplemental Water Capacity Accounting**

Summary Since January 25, 2008

	Number of Equivalent Meters	AFY
Supplemental Water Available for Allocation	947	500.0
Supplemental Water Reserved (Will Serve Letter Issued)	149	-78.1
Subtotal Net Supplemental Water Available for Allocation	798	421.9
Supplemental Water Assigned (Intent-to-Serve Issued)	153	-80.8
<b>Total Remaining Supplemental Water Available for Allocation</b>	<b>645</b>	<b>341</b>

Updated August 4, 2023

**Meetings (August 6 through August 19)**

*Meetings Attended (telephonically or in person):*

- Aug 7, Staff Mtg. - Admin Supervisor Mtg.
- Aug 8, Eng/Admin Coordination Meeting
- Aug 9, Rotary
- Aug 9, NCSD Regular Board Meeting
- Aug 9, After-Board Exec. Team Meeting
- Aug 10, Eng. – Infrastructure Planning Mtg.
- Aug 11, Staff Mtg. - Cust. Service Specialist
- Aug 11, Cal. State Assemblyman G. Hart
- Aug 11, Prep for WRAC Mtg. – Dir. Eby
- Aug 14, Staff Mtg. - Admin Supervisor Mtg.
- Aug 14, Management Team Meeting
- Aug 14, IWMA Task Force Update
- Aug 15, NCSD Board Officer Meeting
- Aug 16, Rotary
- Aug 17, LAFCO Board Meeting
- Aug 18, Staff Mtg. - Admin Supervisor Mtg.

**Meetings Scheduled (August 20 through August 26):**

*Upcoming Meetings (telephonically or in person):*

- Aug 21, Staff Mtg. - Admin Supervisor Mtg.
- Aug 22, Eng/Admin Coordination Meeting
- Aug 23, Rotary
- Aug 23, NCSD Regular Board Meeting
- Aug 23, After-Board Exec. Team Meeting
- Aug 24, NMMA-TG Manager's Meeting
- Aug 24, NMMA-TG Monthly Meeting
- Aug 25, Staff Mtg. - Cust. Service Specialist

**Upcoming Water Resource and Other Meetings**

*Upcoming Standing Meetings:*

- *NMMA-TG: August 24<sup>th</sup> (Thursday) @ 10:00 AM, Zoom Meeting*
- *RWVG: No Meeting Scheduled for the Month*
- *WRAC: September 6<sup>th</sup> (Wednesday) @ 1:30 pm, County Library*
- *NMMA Manager's Meeting: August 24<sup>th</sup> (Thursday) @ 9:00 AM, Zoom Meeting*
- *NCSD Board Officer Meeting: September 5<sup>th</sup> (Tuesday) @ 3:30 pm, NCSD Board Rm*
- *BLMA: September 5<sup>th</sup> (Tuesday) 2:00 pm, BL Community Center*

**RECOMMENDATION**

Staff seeks direction and input from your Board.

**ATTACHMENTS**

- A. Dana Reserve Schedule (No Change)
- B. Desal Meeting Schedule (No Change)



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AUGUST 23, 2023

ITEM F

ATTACHMENT A

DANA RESERVE REVIEW SCHEDULE (AS OF 8/18/2023)

Status Update: No Change

Date	Description	Comment
April 24, 2022	NCS D Review "Utility" Section of EIR	
June 16, 2022	Release of EIR	Extended from May 16, 2022
July 14, 2022	SLO County Planning Comm. Study Session	Zoom Meeting
July 21, 2022	LAFCO Study Session	County Lead Agency (9:00 am)
Aug. 1, 2022 <sup>1</sup>	Close Public Comment - DEIR	Was June 20, 2022 (Mario on Vaca)
Sept. 2022	Consider Ad-hoc Comm. (Annexation Agr.)	Establish January 2023
Nov. 17, 2022	NOTICE OF PETITION OF APPLICATION FOR ANNEXATION #30 DANA RESERVE <sup>1</sup>	60 Day Letter
Jan. 9, 2023	Ad-hoc Com. – Response to Notice of Petition	Prepare for Jan. 11 <sup>th</sup> Board Mtg.
July 24, 2023	SCAC – Town Hall Meeting, Nipomo H.S.	Community Meeting
August 30, 2023	County Planning Commission <sup>2</sup>	Two days (8/30 & 8/31)
September 2023	Review of revised EIR impact	
September 2023	Tax Sharing Agreement (NCS D/SLO Cnty)	Start 60 day Period of Negotiations
October 2023	1 <sup>st</sup> Meeting: County Board of Supervisors	Consider recommendation of PC to Certify EIR, General Plan Amendment, Approve Subdivision Map, Issue Conditional Use Permits
November 2023	2 <sup>nd</sup> Meeting: County Board of Supervisors	
December 2023	NCS D Board Negotiations with Developer [Infrastructure Improvements/Costs]	Adopt Annexation Agreement Between Developer and NCS D
January 2024	LAFCO Review & Approval	

The above schedule is suggested and drawn from conversations with staff from the County, LAFCO, and the Developer. This schedule is a rough outline and is subject to change over time.

Notes:

1. NCS D Staff will provided a staff report at the January 11<sup>th</sup> Board Meeting that provided the Board of Directors with more information and possible actions.
2. The Commission action is to consider a recommendation to the Board of Supervisors to: Certify the Final EIR, Adopt the CEQA findings, Approve the Specific Plan, Approve the Vesting Tentative Tract Map, Approve related General Plan and Ordinance amendments, Approve a related Conditional Use Permit.
3. Developer shifted to an annexation process that focuses first on LAFCO application and second the District's application process. Under this format, LAFCO will be the agency that coordinates communication between the Developer and NCS D.  
Developer mailed letter September 20, 2022 to residents in Nipomo directing their attention to District website and the three reports addressing utilities – focus on explaining water situation.

RWG submitted comments on the Dana Reserve Specific Plan DEIR, August 1, 2022, to the County of San Luis Obispo supervision planner, Jennifer Guetschow.

**Phasing Plan Schedule** – Defines the fee schedule for the development. (May slip do to key NCSO staff shortage)

Administrative Draft Final Report	June 2023
District Comments on Admin Draft Final Report	July 2023
Draft Final Report	August 2023*
District Board Presentation	September 2023 (1 <sup>st</sup> Board Meeting)
Final Report	September 2023

\* Previously July 2023 (Changed on the 7/26/2023 Report)

AUGUST 23, 2023

ITEM F

ATTACHMENT B

Update: August 18, 2023

Mario Iglesias

## County Water Action Team (CWAT)

### County DESAL Meetings

Date	Speaker	Item/Issue/discipline	Company
1/10/2023	Dmitry Semenov	Financing Projects	Ridgeline Municipal Strategies, LLC
1/12/2023	Eric Miller	Fisheries Biologist	Miller Marin Science Consultants
1/17/2023	Did Not Attend		
1/19/2023	Tim Hogan	Biologist	TWB Environmental Research Consulting
2/6/2023	Rob Morrow	Engineering/Planning Team	WSC Inc. (Local Group)
2/7/2023	Did Not Attend		
2/7/2023	Lydia	Planning and Feasibility	Carollo Engineering
2/9/2023	Larry Kraemer	Engineering Firm	Cannon Eng.
2/9/2023	Daniel Heimel	Program Management/Engineering Services	Confluence Engineering Solutions
4/4/2023	Floyd Wicks	Sea-Well Buoy – Another solution	Seawell LLC
4/5/2023	Michael Wasgatt	Wind powered DESAL – Ocean Mounted	Offshore Wind Power Systems of Texas, Inc.
4/6/2023	Mr. Yamada		
4/24/2023	Neal Aronson	Oceanus Power and Water	is an infrastructure development company
4/25/2023	Antoine Vuillermet	Waterise (subsea tech)	subsea tech combined w/ membrane desal
6/2/2023	County CWAT Committee	Next Steps	(Conflicting Meeting – Didn't attend)
6/14/2023	Jennifer Jacobus	Everything but physically building a Plant	RINCON

1. **DESAL Plan participation:** The following agencies have adopted resolutions or submitted letters agreeing to participate: the Cities of San Luis Obispo, Arroyo Grande, Morro Bay, Paso Robles, the Community Services Districts of Avila Beach, Cambria, Los Osos, Nipomo, San Miguel, Templeton, Oceano and other water purveyors, such as Atascadero Mutual, Golden State, San Miguelito and Santa Barbara County
  - a. Grover is targeting next week for consideration
2. **DESAL Plan scope / grant:** We submitted an application (attached) to USBR and anticipate hearing about awards no later than June. To fit the timing required for USBR's grant (project must be completed w/in 24 months), Phase 2 was broken into Phase 2a and Phase 2b (snippet of 5 phases below)
  - a. **Phase 2a (proposed grant scope)**
    - i. Will be completed within 24 months and, if awarded grant, will cost District \$550K and USBR \$550K for total \$1.2M project
    - ii. Will include public engagement, identifying/vetting/analyzing project concept alternatives
    - iii. Outcome will be "short-list" of potential projects to further pursue and scope/schedule/budget to do so in Phase 2b

Update: August 18, 2023

Mario Iglesias

**b. Phase 2b (not proposed in grant scope)**

- i. Will include more detailed analysis/studies of projects on “short-list”
- ii. Outcome will be selection of single preferred project to move forward to Phase 3

**3. Desal planning meetings:**

- a. CWAT meetings (TBD) – we’ll be reaching out for your availability soon to schedule the next CWAT meeting and round of working group / consultant meetings
  - the request for your availability may come from Jenny Williamson in our office – please respond at your earliest convenience so we can continue coordination with the consultants’ availabilities, etc.
- b. Board of Supervisors (April) – The grant application requires the District to adopt a resolution within 60 days of submitting the grant application. We plan to go to our Board on April 18 with the required resolution, along with an update on the scope and request for direction to return with a consultant contract

**4. Misc. desal info just fyi**

- a. Glenn Farrel (CalDesal Executive Director) sent over the CalDesal Regulatory Committee Meeting Agenda Packet; it includes a brief write-up on Innovations in Desalination and newly-introduced legislation relevant to desal projects
- b. Paul Herman (GHD contact) sent over the International Weekly Desal Report; it includes a brief write-up on the CalDesal conference (key note: the SWRCB representative said the State’s desal siting guidelines anticipated this summer will be out for public comment in April!)