

TO: BOARD OF DIRECTORS
REVIEWED: RAY DIENZO R.D.
GENERAL MANAGER
FROM: CRAIG A. STEELE
GENERAL COUNSEL



DATE: DECEMBER 7, 2023

APPOINTMENT OF DIRECTOR TO FILL VACANCY ON THE BOARD FOR THE REMAINDER OF DIRECTOR WOODSON'S TERM

ITEM

Appoint a qualified individual to fill the vacancy on the Board for the remainder of Director Woodson's term [RECOMMEND APPOINTING A QUALIFIED INDIVIDUAL AT THE PLEASURE OF THE BOARD TO FILL THE VACANCY]

BACKGROUND

Director William D. Woodson has moved outside the District boundaries and resigned from the Board of Directors as of October 31, 2023. Government Code Section 1780 provides the procedures the Board must follow to fill the vacancy, within 60 days of receiving notice of the vacancy. At the November 8, 2023 Board meeting, the Board received the Notice of Vacancy, and directed staff to post the Notice of Vacancy in the community and solicit applications from qualified individuals interested in being appointed to fill the vacancy.

Director Woodson's term expires after the certification of the election results from the November 5, 2024 regular District election, so the appointment term will be relatively brief.

Since the District opened the application period, the District received (1) application from Phil Henry. A copy of the letter of application is attached to this report.

RECOMMENDATION

It is recommended that your Honorable Board review the applicants and appoint an individual to fill the vacancy on the Board for the remaining term, prior to January 8, 2024.

ATTACHMENT

- A. Letter of Application

DECEMBER 13, 2023

ITEM E-1

ATTACHMENT A

Philip Henry III

November 20, 2023

Mr. Raymond Dienzo,
General Manager
Nipomo Community Services District
148 South Wilson Street
Nipomo, CA 93444

Via E-mail

Dear Mr. Dienzo,

Regarding the November 8, 2023 Notice of Vacancy on the NCSB Board, please accept my application for appointment to the open Director position. I believe that my skills and work experience will be an asset to the NCSB board.

I have been living in Nipomo since 2006 and currently reside in Black Lake. I confirm that I meet all eligibility requirements as outlined in the vacancy notice.

My desire to serve on the NCSB Board of Directors stems from wanting to continue to make positive contributions to the local community. My goals are to continue to foster good communications between the District and community, and to continue to aid in developing the NCSB Strategic Plan to ensure that we are prepared to meet the future needs of the community.

If appointed, I pledge to work collaboratively with the community, the NCSB staff, and the Board of Directors to achieve these objectives.

A brief synopsis of my relevant career experience is attached.

I would be grateful if you would provide copies of both this cover letter and the attachment to President Malvarose, Vice-President Gaddis, and Directors Eby and Hansen.

Thank you for your consideration.

Regards,

[signed]

Phil Henry

Philip Henry III – November 15, 2023
Application for Appointment to NCS D Board of Directors
Brief Synopsis of Experience

I have long been active in local community affairs. My involvement includes performing volunteer work with local charities, service clubs, and for various community events over the years. I am a director on the Black Lake Management Association board of directors, and am also the past president of the Fairways at Black Lake HOA, and continue to serve as director on that board.

During the NCS D's efforts to initiate the Black Lake Sewer Consolidation project, my role in aiding to educate the 550 homeowners as to the benefits of the project was instrumental in gaining community support. This resulted in 402 ballots being returned for a 76% participation of all homeowners, and 78% of the Black Lake homeowners who voted approved the \$11M Assessment District bond.

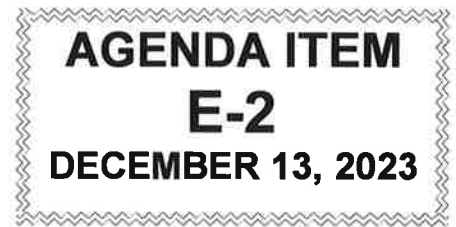
My community engagement includes serving two years as a Commissioner on the San Luis Obispo County Planning Commission, and I was Chair of the Commission in 2023. Although the role was county-wide, a number of applications were for projects in Nipomo – all with significant reliance on NCS D services. These included a 24-apartment complex behind Flint Place, a 10-home People's Self Help Housing project at Thompson and Branch, a proposed large apartment complex between Tefft and Juniper west of Mary, and the proposed 1,308 homes in the Dana Reserve.

While serving as Chair of the Commission, I introduced the idea of holding regular purview workshops between the Commission and County Planning staff to foster improved processes and knowledge. One example is my organizing a briefing by the LAFCO executive officer to educate the commission on LAFCO's role in the proposed annexation of the Dana Reserve into the Nipomo Community Services District (NCS D) for water and wastewater service.

Brief career synopsis:

- Retired from SLO County – Managed the county Communications Shop, and previously was an IT project manager (Project Management Institute certified Project Management Professional – PMP).
- Post retirement, was employed as a contractor by the County Planning Department to create and teach a custom project management course for County Planning staff.
- Lived in the UK for 30 years. Worked in a number of European countries as a consultant in senior management and director level positions in the pharmaceutical, aerospace, and telecommunications industries. Roles included business startups, mergers, business change, managing large scale technical projects.
- Lockheed Missiles & Space Company senior mission controller, responsible for managing the command and control of advanced National Reconnaissance Office defense program satellites.
- US Air Force Vietnam veteran. Served 2 tours of duty in the Vietnam War as a signals intelligence specialist directly supporting tactical air operations over north Vietnam, Laos, and Cambodia.

TO: BOARD OF DIRECTORS
FROM: RAY DIENZO R.D.
GENERAL MANAGER
DATE: DECEMBER 7, 2023



ELECTION OF BOARD PRESIDENT AND VICE PRESIDENT FOR 2024

ITEM

Election of Board President and Vice President for 2024 [RECOMMEND DIRECTORS ELECT BOARD OFFICERS FOR 2024 CALENDAR YEAR]

BACKGROUND

Section 1.4 of the Board By-Laws requires the Board of Directors elect a President and a Vice President for the upcoming year at the last regular meeting of the calendar year. The term of office for the President and Vice President shall commence on January 1 and end on December 31, annually.

FISCAL IMPACT

None

STRATEGIC PLAN

Goal 6. GOVERNANCE AND ADMINISTRATION. Conduct District activities in an efficient, equitable and cost-effective manner.

RECOMMENDATION

At your Board's direction, the General Manager will administer the election of officers of the Board of Directors as follows:

- Nominations taken for the President of the Board
- Public Comment is taken
- Voice vote taken for the President, if by acclamation
- If there are two or more candidates, Staff will distribute ballots
- Staff will announce the results of the ballots – both the voting Director and vote cast.
- Nominations taken for the Vice President of the Board
- Public Comment is taken
- Voice vote taken for the Vice President, if by acclamation
- If there are two or more candidates, Staff will distribute ballots
- Staff will announce the results of the ballots – both the voting Director and vote cast.

TO: BOARD OF DIRECTORS
FROM: RAY DIENZO, P.E. *R.D.*
GENERAL MANAGER
DATE: DECEMBER 7, 2023

**AGENDA ITEM
E-3
DECEMBER 13, 2023**

**AUTHORIZE SAN LUIS OBISPO COUNTY INTEGRATED WASTE
MANAGEMENT AUTHORITY TO SUBMIT A JPA APPLICATION AND
ACT AS LEAD AGENCY ON BEHALF OF NIPOMO COMMUNITY
SERVICES DISTRICT FOR CALRECYCLE SB1383 LOCAL
ASSISTANCE GRANT**

ITEM

Consider authorizing San Luis Obispo County Integrated Waste Management Authority ("IWMA") to submit a JPA application and act as lead agency on behalf of Nipomo Community Services District for CalRecycle SB1383 Local Assistance Grant [RECOMMEND PARTICIPATION AND APPROVAL FOR GENERAL MANAGER TO SIGN LETTER OF AUTHORIZATION]

BACKGROUND

The SB 1383 Local Assistance Grant is funding provided by CalRecycle to assist local jurisdictions in meeting the requirements of SB 1383. SB 1383 is the statewide effort to reduce the emissions of Short-Lived Climate Pollutants. The funding can be used to assist jurisdictions through the implementation of the following programs related to SB 1383 - Capacity Planning, Collection, Edible Food Recovery, Education and Outreach, Enforcement and Inspection, Program Evaluation, Procurement Requirements, and Recordkeeping

The goal of IWMA is to assist the local jurisdictions in meeting the state mandated programs related to SB 1383. These funds will be used to support and expand SB 1383-related programs relating to the list above.

The IWMA is tasked with making sure all of our member jurisdictions meet the requirements of CalRecycle. By participating with the other jurisdictions, we can better achieve our goals through the scale of economics. Having a single message and single voice benefits all of the member jurisdictions.

The District participated in Round 1 of the SB1383 Local Assistance Grant (see attached LOA letter dated February 15, 2022). Staff recommends participation in this Second Round of Funding. IWMA will handle the submission, reporting, and administrative duties of this grant. Staff will coordinate with IWMA to help efficiently implement the grant funds.

FISCAL IMPACT

No financial obligations or commitments are being sought at this time.

STRATEGIC PLAN

Goal 8. ADDITIONAL COMMUNITY SERVICES. Staff should focus on meeting the goals and objectives of existing services. Adding new services will be considered on a case-by-case basis and entered into only if funding can be found and existing services are not harmed.

- A.1 SOLID WASTE. Seek to maximize solid waste services for community and build understanding of services like hazardous waste, recycling, etc. and District's role.

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

RECOMMENDATION

The ongoing efforts to plan, provide for, and maintain District facilities and other physical assets to achieve reliable, environmentally sensible, and efficient District operations for the community of Nipomo now and in the future is one of the District's primary purposes. It is recommended that your Board of Directors authorize the General Manager to sign and submit the letter of authorization to participate in the SB1383 Local Assistant Grant.

ATTACHMENTS

- A. Letter of Authorization for SB 1383 Local Assistance Grant Program (FY 2022-2023)
- B. Letter of Authorization for SB 1383 Local Assistance Grant Program (FY 2021-2022)
- C. Procedures and Requirements for SB 1383 Local Assistance Grant Program

DECEMBER 13, 2023

ITEM E-3

ATTACHMENT A

NIPOMO COMMUNITY

BOARD MEMBERS
RICHARD MALVAROSE, PRESIDENT
DAN ALLEN GADDIS, VICE PRESIDENT
ED EBY, DIRECTOR
GARY HANSEN, DIRECTOR



Serving the Community since 1965

SERVICES DISTRICT

STAFF
RAY DIENZO, P.E., GENERAL MANAGER
LISA BOGNUDA, ASST. GENERAL MANAGER
JANA ETTEDDUE, FINANCE DIRECTOR
PETER SEVCIK, P.E., DIRECTOR OF ENG. & OPS.
CRAIG STEELE, GENERAL COUNSEL

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

December 6, 2023

Peter Cron
Executive Director
Integrated Waste Management Authority
870 Osos Street
San Luis Obispo, CA 93401

SUBJECT: Letter of Authorization for SB 1383 Local Assistance Grant Program (FY 2022-2023)

Dear Mr. Cron,

I am the General Manager of Nipomo Community Services District ("District"). As directed by our District Board of Directors, I am authorized to contractually bind the District. Pursuant to this authority, I hereby authorize San Luis Obispo County Integrated Waste Management Authority ("IWMA") to submit a JPA application and act as Lead Agency on behalf of the District. The San Luis Obispo County Integrated Waste Management Authority ("IWMA") is hereby authorized to execute all documents necessary to implement the project under the Local Assistance Grant Program.

This authorization is effective as long as IWMA's Resolution No. 2022-02-03 is in effect not to exceed 5 years.

Sincerely,

NIPOMO COMMUNITY SERVICES DISTRICT

Ray Dienzo
General Manager

c: file

DECEMBER 13, 2023

ITEM E-3

ATTACHMENT B

NIPOMO COMMUNITY

BOARD MEMBERS

ED EBY, **PRESIDENT**
RICHARD MALVAROSE, **VICE PRESIDENT**
DAN ALLEN GADDIS, **DIRECTOR**
DAN WOODSON, **DIRECTOR**
CRAIG ARMSTRONG, **DIRECTOR**



Serving the Community since 1965

SERVICES DISTRICT

STAFF

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

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

February 15, 2022

Mr. Paavo Ogren
Interim Executive Director
Integrated Waste Management Authority
870 Osos Street
San Luis Obispo, CA 93401

Re: Letter of Authorization for SB 1383 Local Assistance Grant Program (FY 2021-22)

Dear Mr. Ogren:

This letter hereby authorizes the San Luis Obispo County Integrated Waste Management Authority ("IWMA") to submit a JPA application, act as a lead agency on behalf of the Nipomo Community Services District ("District"), and to execute all documents necessary to implement the SB 1383 Local Assistance Grant Program (FY 2021-22), on behalf of the District.

In addition, this letter will be valid for as long as the IWMA's RESOLUTION NO. 2022-02-03 is in effect not to exceed five years.

Sincerely,

NIPOMO COMMUNITY SERVICES DISTRICT

Mario Iglesias
General Manager

c: file

DECEMBER 13, 2023

ITEM E-3

ATTACHMENT C



September 2023

Department of Resources Recycling and Recovery

Exhibit B

Procedures and Requirements SB 1383 Local Assistance Grant Program

Fiscal Year 2022–23

Copies of these Procedures and Requirements must be shared with both the Finance Department and the staff responsible for implementing the grant activities.

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Introduction

The Department of Resources Recycling and Recovery (CalRecycle) administers the SB 1383 Local Assistance Grant Program. These Procedures and Requirements describe project and reporting requirements, report due dates, report contents, grant payment conditions, eligible and ineligible project costs, project completion and closeout procedures, and records and audit requirements.

In a Regional Grant, the term “grantee” used throughout this document refers to the Lead Participant (Lead). The Lead is designated to act on behalf of all Non-Lead Participant(s). The Lead manages the grant, is responsible for the performance of the grant and all required documentation and administers the grant funds to its Non-Lead Participants on its behalf.

This document is attached to, and incorporated by reference, into the Grant Agreement.

Milestones

Notice to Proceed Date: Grant Term Begins on the date that CalRecycle sends the award email.

October 1, 2024: Progress Report 1 Due

April 1, 2025: Progress Report 2 Due

October 1, 2025: Progress Report 3 Due

April 1, 2026: Final Report Due

April 1, 2026: Grant Term End

Grants Management System (GMS)

GMS is CalRecycle’s web-based grant application and Grants Management System. Access to GMS is secure; grantees must log in using a WebPass. WebPass accounts are tied to a specific email address. If an email address changes, or if it becomes inactive, the grantee must create a new WebPass account to continue accessing GMS. Establish or manage a WebPass at [CalRecycle’s WebPass page](https://secure.calrecycle.ca.gov/WebPass/) (<https://secure.calrecycle.ca.gov/WebPass/>).

Accessing the Grant

Grantees must [log in to GMS](https://secure.calrecycle.ca.gov/Grants) (<https://secure.calrecycle.ca.gov/Grants>) using their web pass. After logging in, locate the grant in the **My Awarded/Open Grants** table and select the **Grant Management** link. The **Grant Management Module** includes the following sections:

- **Summary tab:** Shows approved budget, paid and remaining amounts. (This section is available to the grantee in read-only mode.)
- **Payment Request tab:** Grantee requests reimbursement.
- **Reports tab:** Grantee uploads required reports.

- **Documents tab:** Grantee uploads all other grant documents that are not supporting documents to a payment request or a report. This section also provides access to documents that were uploaded within other sections of GMS.

Follow the instructions in GMS to work in the system. The following sections describe the reports, transactions, and supporting documents CalRecycle requires.

Contact Updates

Access to the grant is limited to those listed in the **Contacts** tab of the **Application Module** with the “Allow Access” check box marked. A contact may be listed but not granted access by not checking the box. Please note, if a contact is granted access to a grant they will be able to edit contacts, submit payment requests, upload reports, and view all documents. Those with access may update contact information for all contact types except Signature Authority. Email the assigned Grant Manager regarding any changes to Signature Authority information.

Prior to Commencing Work

Prior to commencing work under this grant, the grantee's Grant Manager or primary contact and authorized grant Signature Authority should review the Terms and Conditions (Exhibit A) and the Procedures and Requirements (Exhibit B) to identify key grant administrative requirements. Evaluation of the grantee's compliance with these requirements is a major focus of grant audits.

Reliable Contractor Declaration

Prior to authorizing a contractor or subcontractor to commence work under this grant, the grantee shall submit to the Grant Manager a declaration from the contractor or subcontractor, signed under penalty of perjury, stating that within the preceding three (3) years, none of the events listed in [section 17050 of Title 14](https://www.calrecycle.ca.gov/Laws/Regulations/Title14/) (<https://www.calrecycle.ca.gov/Laws/Regulations/Title14/>), California Code of Regulations, Natural Resources, Division 7, has occurred with respect to the contractor or subcontractor. The grantee must submit this form for each contractor and subcontractor working under the grant.

If a contractor or subcontractor is placed on the [CalRecycle Unreliable Contractor List](https://www.calrecycle.ca.gov/Funding/Unreliability/) (<https://www.calrecycle.ca.gov/Funding/Unreliability/>) after award of this grant, the grantee may be required to terminate the contract. Obtain the Reliable Contractor Declaration form (CalRecycle 168) from [CalRecycle's Grant Forms web page](https://www.calrecycle.ca.gov/Funding/Forms/) (<https://www.calrecycle.ca.gov/Funding/Forms/>).

The grantee must upload a scanned copy of each signed Reliable Contractor Declaration form in GMS. To upload the form:

1. Go to the **Reports** tab.
2. Click on **Reliable Contractor Declaration** under **Report Type**.
3. Click the **Add Document** button.
4. Select Reliable Contractor Declaration in the **Document Type** drop down box, enter a document title, click the **Browse** button to search and upload the document, and then **Save**.
5. Click on the **Submit Report** button.

For further instructions regarding GMS, including login directions, see the "Grants Management System" section (above).

Grant Term

The Grant Term begins on the date CalRecycle sends the award email, which is the formal notification from CalRecycle authorizing the grantee to begin the grant project and ends on April 1, 2026. The grantee must make all grant-eligible program expenditures and incur all grant-eligible costs within this period. Expenditures made or costs incurred prior to the grant term start date or after the end date are not eligible for reimbursement.

The Final Report is due on April 1, 2026.

Eligible Costs

Grantees may incur eligible costs only during the Grant Term, which starts on the date CalRecycle sends the award email and ends on April 1, 2026. (All grant expenditures must be for activities, products, and costs specifically included in the approved Budget. Costs must be incurred after the term start date and before the end of the Grant Term. All services must be provided, and goods received during this period in order to be eligible costs. Invoices for goods and services must be paid by the grantee prior to the inclusion of those goods or services in the progress report.

Eligible costs are limited to the following:

- Personnel
 - Consultants
 - Safety Equipment
 - Vehicles/Trucks/Trailers
 - Vehicles/tractors/trailers, turf tires, forklifts or compost slingers
- Note:** The Grantee needs to own and control all items if they do not have a service agreement with a food recovery facility/hub, however the Grantee may allow a food recovery facility/hub to use the vehicle for grant implementation purposes.
- Mobile pantries
 - Education and Outreach materials
 - Print Media
 - Television, radio, video, and social media
 - Materials offered in other languages
 - Door-to-Door Outreach
 - Signage
 - Conferences and symposiums (requires Grant Manager pre-approval)
 - Recordkeeping or tracking software
 - Software to match donor with food bank
 - Recordkeeping/reporting software
 - Procurement tracking software
 - Apps for food recovery
 - Mobile app development
 - Inspections and Enforcement
 - Training
 - Mileage
 - Educational materials

- Tablet/Electronic Devices (seven inches or more measured diagonally) used for the purposed of organic tracking and Education and Outreach
 - Maximum price of \$500 (excluding sales tax) and limit to one (exceptions may be approved on a case-by-case basis)
 - Accessories used for security, protection, and charging
- Equipment
 - Food dehydrator
 - Personal protection equipment
 - Food distribution – including refrigeration, coolers, and packing materials.

Note: The Grantee needs to own and control all items if they do not have a service agreement with a food recovery facility/hub, however the Grantee may allow a food recovery facility/hub to use the vehicle for grant implementation purposes.
- Bins and lids
 - Includes, but is not limited to, curbside, small household food waste pail, labeling, and liners
- Procurement of recovered/recycled organic products
- Food safety certification
- Cameras to prevent contamination
- Edible Food Recovery projects
 - Grantees are encouraged to use a percentage of grant funds for Edible Food Recovery projects.
- Food Waste Prevention projects
 - Projects that prevent food waste from being generated and becoming waste that is normally destined for landfills. Examples of food waste prevention projects include, but are not limited to:
 - Modernizing production and handling practices to prevent and reduce food preparation waste.
 - Identifying and modifying ordering practices that result in measurable decreases in food waste.
 - Creating and expanding education and outreach programs that result in quantifiable reductions in food waste.

Ineligible Costs

Any costs not directly related to SB 1383 implementation are ineligible for reimbursement. The grantee should contact the Grant Manager if clarification is needed. Ineligible costs include, but are not limited to:

- Costs incurred prior to the Term Start Date
- Development, purchase, or distribution of strictly promotional give-away items [Stuff We All Get, \(SWAG\)](https://calrecycle.ca.gov/funding/acronyms/swag/) (<https://calrecycle.ca.gov/funding/acronyms/swag/>)
- Purchase or lease of land or buildings
- Equipment or services not directly related to grant implementation
- Food liquefiers
- Food recovery facility rent (without service agreement)
- Disposal costs
- Costs currently covered by or incurred under any other CalRecycle loan, grant, or contract
- Cell phones

- Purchase of data plans and/or mobile service plans/hotspots
- Costs related to website host and web page domain
- Audit expenses
- Sponsorship or licensing fees for events/programs
- Food or beverages (e.g., as part of meetings, workshops, or events)
- Travel costs exceeding the state-approved rates for mileage, per diem, lodging, etc.
 - Refer to the Memorandum for travel policies (<https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>).
 - Reimbursement rates are subject to change at any time by the State of California without prior notification.
- Personnel costs not directly related to grant activities
- Fines or penalties due to violation of federal, state, or local laws, ordinances, or regulations
- Any costs for construction projects by charter cities prohibited by Labor Code section 1782.
- Any costs not consistent with local, state, or federal laws, guidelines, and regulations
- Costs deemed unreasonable or not related to the project by the Grant Manager
- The total amount of indirect costs charged to the grant shall not exceed 10 percent of the grant funds reimbursed. These costs are expenditures not capable of being assigned or not readily itemized to a particular project or activity but considered necessary for the operation of the organization and the performance of the program. The costs of operating and maintaining facilities, accounting services, and administrative salaries as well as contractor's indirect costs in their contracts, are examples of indirect costs. All indirect costs charged to the grant must be associated with grant activities.

Modifications

The grantee must submit any proposed revision(s) to the Budget in writing to the Grant Manager. The grantee may not incur costs or make expenditures based on the revision without first receiving the Grant Manager's written approval. Proposed revisions must be clearly marked in the Budget document and must be accompanied by a summary of proposed changes or modifications, including justification for the proposed changes. If approved, the Grant Manager will upload the revised Budget to GMS and notify the grantee. The grantee may submit proposed revisions in conjunction with a Progress Report, but they cannot be submitted as part of the Progress Report. The grantee should retain the approval document(s) for audit purposes. See the "Audit Record/Access" section of the Terms and Conditions (Exhibit A).

Acknowledgements

The grantee shall acknowledge CalRecycle's support each time a project funded, in whole or in part, by this Agreement is publicized in any medium, including news media, brochures, or other types of promotional materials. The acknowledgement of CalRecycle's support must incorporate the CalRecycle logo. Initials or abbreviations for CalRecycle shall not be used. The Grant Manager may approve deviation from this requirement on a case-by-case basis where such deviation is consistent with CalRecycle's Communication Strategy and Outreach Plan. Please contact your Grant Manager for the CalRecycle logo.

The following items require acknowledgement of funding from CalRecycle and pre-approval from the CalRecycle Grant Manager prior to incurring the expense:

- All television, radio and video scripts
- Functional premiums, if the per unit price is greater than \$6.00
- Advertisements
- Audio and/or visual material
- Brochures
- Newspaper ads
- Pamphlets
- Other outreach

All publicity and education materials must include the following:

1. “Funded by a grant from CalRecycle.” Exception: The acknowledgement line is not required on small items where space constraints would not allow for this line or if it would interfere with the message.
 - There are two acceptable Spanish translations: “Financiado por una beca del CalRecycle” or “Patrocinado por fondos del CalRecycle.” For other languages, the Grantee must work with a certified translator or person fluent in reading and writing that language. All exceptions must be pre-approved in writing by the CalRecycle Grant Manager.
2. [CalRecycle logo](https://www.calrecycle.ca.gov/gallery/) (<https://www.calrecycle.ca.gov/gallery/>) as reflected on the CalRecycle website, can be obtained from the Office of Public Affairs at opa@calrecycle.ca.gov.
3. Press Releases – the only requirement is to place the name of “CalRecycle” as an acknowledgement in the body of the release.

Reporting Requirements

The Grant Agreement requires three Progress Reports and a Final Report; however, the Grant Manager may require additional Progress Reports at any time during the Grant Term. Failure to submit the Final Report with appropriate documentation by the due date may result in rejection of the report and/or forfeiture by the grantee of claims for costs incurred that might otherwise have been eligible for grant funding.

The grantee must upload all reports in GMS. For further instructions regarding GMS, including login directions, see the “Grants Management System” section (above).

To upload a report:

1. Go to the **Reports** tab.
2. Click on the appropriate Report Type.
3. Click on the **Add Document** button.
4. Choose the Document Type, enter a document title, click the **Browse** button to search and upload the document, and then **Save**.
 - Select the **Back** button to upload another document and continue the process until all required documents as listed below are uploaded.
 - The maximum allowable file size for each document is 35MB.
 - The maximum character limit is 60.
 - Do not include special characters in file names.
5. Click the **Submit Report** button to complete your report submittal. The **Submit Report** button will not be enabled until all required reporting documents are uploaded.

The reports must be current, include all required sections and documents, and must be approved by the Grant Manager before any Payment Request can be processed.

Failure to comply with the specified reporting requirements may be considered a breach of the Grant Agreement and may result in the termination of the Grant Agreement, rejection of the Payment Request, and/or forfeiture by the grantee of claims for costs incurred that might otherwise have been eligible for grant funding. The grantee must report any problems or delays immediately to the Grant Manager.

Electronic and Original Signatures

CalRecycle requires certified e-Signature on documents or forms that certify legally binding information.

Note: E-signatures must include the first and last name of the Signature Authority, be in the Adobe Digital ID format (or through another certified digital signature program) and cannot be the “Fill and Sign” function within Adobe. Any documents using the “Fill and Sign” method is considered incomplete and may be sent back to the grantee.

If you have questions, email grantassistance@calrecycle.ca.gov.

Progress Report

The grantee must submit a **Progress Report** by the due dates listed in the Milestones Section of this document. CalRecycle will provide the reporting template at a later date. These reports should cover grant activities that occurred within the specified reporting period.

Final Report

The Final Report is due **April 1, 2026**. The reporting template will be provided at a later date. This report should cover grant activities **from the Term Start Date** through **April 1, 2026**. The grantee must include the following items in the Final Report:

- The Grant Number, grantee’s name, and Grant Term.
- The following disclaimer statement on the cover page:
“The statements and conclusions of this report are those of the grantee and not necessarily those of the Department of Resources Recycling and Recovery (CalRecycle), its employees, or the State of California. The state makes no warranty, express or implied, and assumes no liability for the information contained in the succeeding text.”

Grant Payment Information

- CalRecycle will only make grant payments to the grantee. It is the grantee’s responsibility to pay all contractors and subcontractors for purchased goods and services. CalRecycle will make payments to the grantee as promptly as fiscal procedures permit.
- The grantee must provide a [Reliable Contractor Declaration \(CalRecycle 168\)](https://www.calrecycle.ca.gov/Funding/forms/) (<https://www.calrecycle.ca.gov/Funding/forms/>) signed under penalty of perjury by the grantee’s contractors and subcontractors in accordance with the “Reliable Contractor Declaration” section of the Terms and Conditions (Exhibit A). The declaration must be received and approved by the Grant Manager prior to

commencement of work. See the “Reliable Contractor Declaration” section in Terms and Conditions (Exhibit A) for more information.

Reporting and Documentation

The grantee must submit all expenditures in GMS. For further instructions regarding GMS, including login directions, see the “Grants Management System” section (above). Please refer to the “Milestones” section (above) for required due dates.

To submit Supporting Documentation:

1. Go to the **Payment Request** tab.
2. Click on the **Create a Payment Request** button.
 - a. Choose **Advance Reconcile** for the **Transaction Type** and enter the amount spent in each budget subcategory.
 - b. When the transaction is complete, click the **Save** button.
 - c. After the transaction is saved, the **Upload Supporting Documents** button will appear in the lower right corner.
3. Click the **Upload Supporting Documents** button.
 - a. Choose the **Document Type**, enter a **document title**, click the **Browse** button to search and upload the document, and then **Save**.
 - b. Select the **Back** button to upload another document and continue this process until all required supporting documents as listed below are uploaded.
 - c. The maximum allowable file size for each document is 35MB.
 - d. The maximum character limit is 60.
4. Do not include special characters in file names. Click the **Submit Transaction** button, located on the transaction page, to complete your payment request. The **Submit Transaction** button will not be enabled until all required supporting documents are uploaded.

Note: Once a transaction is saved, select the transaction number from the **Payment Request** tab to access it again. Please do not create multiple transactions for the same requested funds.

Supporting Documentation

- **Expenditure Itemization Summary (EIS)**
 - All expenditures must be itemized and arranged by the reporting and expenditure categories as contained in the grantee’s Budget tab.
 - Grantees are required to maintain supporting documentation pertaining to the EIS and may be required to provide them at the request of the Grant Manager at any time.

Note: CalRecycle will provide a template at a later date.
- **Certification Document**
 - The Signature Authority will need to certify under penalty of perjury that information provided in the EIS is correct.

Note: CalRecycle will provide a template at a later date.
- **Personnel Expenditure Summary (PES) (CalRecycle 165)**
 - A Personnel Expenditure Summary should be submitted if salaries are included. Salaries include government taxes and benefits.

- Document personnel expenditures based on actual time spent on grant activities and actual amounts paid to personnel.
- **Travel Expense Log (CalRecycle 246)**
 - A Travel Expense Log should be submitted if vehicle mileage is included for reimbursement in the payment request. Only travel expenses directly related to the implementation of the grant can be claimed. Mileage will be reimbursed at the State rate.
- **Cost and Payment Documentation**
 - Acceptable cost and payment documentation must include at least one of each of the following.
 - Invoices, receipts, or purchase orders must include the vendor's name and telephone number, address, description of goods or services purchased, amount due, and date. The claimed expenses should be highlighted and identified with applicable task number on each invoice.
 - Proof of payment may include:
 - copy of cancelled check(s) that shows an endorsement from the banking institution
 - invoice(s) showing a zero balance, or stamped "paid" with a check number, date paid, and initials
 - accounting system report from local government if it contains the vendor name, date of invoice, invoice number, check number or internal ID, and date amount was paid
 - bank statement(s) along with a copy of the endorsed check or invoice showing the check number
 - copy of an electronic funds transfer confirmation
 - copy of a credit card statement(s)
 - The Grant Manager may require additional cost and payment documentation as necessary to verify eligible costs.

Most forms listed above are available on the [CalRecycle Grant Forms web page](https://www.calrecycle.ca.gov/Funding/Forms) (<https://www.calrecycle.ca.gov/Funding/Forms>).

Unspent Funds

Funds that are unspent at the end of the grant term must be returned by check to CalRecycle by April 1, 2026. Checks should be made payable to the Department of Resources Recycling and Recovery. Checks must contain the Grant Number (i.e., OWR4-22-xxxx), specify "SB 1383 Local Assistance Grant Unspent Funds," and be mailed to:

CalRecycle Accounting
 SB 1383 Local Assistance Grant Unspent Funds
 PO Box 4025
 Sacramento, CA 95812-4025

Unspent funds due to CalRecycle but left unpaid may result in ineligibility for future grant and payment program funding. If there are questions or other issues related to expenditures, work with your Grant Manager to resolve these issues.

Audit Considerations

The grantee agrees to maintain records and supporting documentation pertaining to the performance of this grant subject to possible audit for a minimum of three (3) years after final payment date or Grant Term end date, whichever is later. CalRecycle may stipulate a longer period of records retention in order to complete any action and/or resolution of all issues which may arise as a result of any litigation, dispute, or audit, whichever is later.

Examples of audit documentation include, but are not limited to, competitive bids, grant amendments if any relating to the Budget or Work Plan, copies of any agreements with contractors or subcontractors if utilized, expenditure ledger, payroll register entries, time sheets, personnel expenditure summary form, travel expense log, paid warrants, contracts and change orders, samples of items and materials developed with grant funds, invoices, and cancelled checks. Please refer to the Terms and Conditions (Exhibit A) for more information.

TO: BOARD OF DIRECTORS
 FROM: RAY DIENZO, P.E. R.D.
 GENERAL MANAGER
 DATE: DECEMBER 7, 2023

**AGENDA ITEM
 F
 DECEMBER 13, 2023**

GENERAL MANAGER'S REPORT

ITEM

Standing report to your Honorable Board -- *Period covered by this report is November 5, 2023 to December 9, 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 October data which is the most recent monthly data available.

OFFICE ACTIVITIES			
		Nov 23	Jan 23 - Nov 23
Reports of Water Waste		0	0
Leak Adjustments		3	27
Leak Adjustment Amount		\$416.92	\$7,515.84
Late Fee Waivers		15	123
Late Fee Waiver Adjustment Amount		\$336.13	\$8,380.39

Water Resources

For the four months 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 151.1.7 AF; the previous month registered 181.7 AF. The District imported more water through the Joshua Road Pump Station than it produced from groundwater sources. This trend will continue through the year as the District strives to maintain the 50% groundwater reduction goal while also reaching the District's contract import water take amount of 1,000 AFY minimum.

<u>Table 1. Total Production Acre Feet (AF)</u>		
	Nov - 23	Jul 23 - Jun 24
Groundwater Production	52.3	344.5
Supplemental Water Imported	<u>98.8</u>	<u>401.4</u>
Total Production	151.1	745.9

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.

	Nov - 23	Jul 23 - June 24
NCSD GW Well Production	52.3	396.8
Purveyor Customer Credit (33.3% of Import Water)	32.9	166.7
NCSD Total Calculated GW Production	85.2	563.4
Average GW Production for 2009-2013	179.1	1243.3
NCSD Percentage of GW Reduction	54.7%	50%

2023-24 Fiscal Year Groundwater Pumping Forecast

Below, Table 3 projects the District’s groundwater pumping reduction for the 2023-24 Fiscal Year. Under the current Stage 4 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 four months of fiscal year 2023-24 actual – July through November – shows a groundwater pumping reduction of 52% while projected year end groundwater reduction estimates a 60.4% level of reduction.

Table 3. Projected Groundwater Pumping

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Year-to-Date Jul-Jun 2024	Target	Over/(Under)	
NCSD GW Well Production	110.0	90.3	72.4	71.8	52.3	634.0			
Purveyor Customer Credit (33.3% of Import Water)	27.5	34.2	35.4	36.6	32.9	369.0			
NCSD Total Calculated GW Production	137.5	124.5	107.8	108.4	85.2	1,003.0	1,266.7	264	AcFt
Average GW Production for 2009-2013	291.2	284.7	264.7	223.6	179.1	2,533.4	2,533.4		
NCSD Percentage of GW Reduction	53%	56%	59%	51.5%	52%	60.4%	50.0%		

As demonstrated in Table 3, the District anticipates it will achieve its 50% groundwater pumping reduction target by 264 AcFt under the conditions stated in the previous paragraph.

On the following page, 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.

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

Table 4. FY 2023 vs. FY 2022 Groundwater Pumping

	Nov-23	Jul 23 - Jun 24	Nov-22	Jul 22 - Jun 23
NCSD GW Well Production	52.3	396.8	39.2	600.7
Purveyor Customer Credit (33.3% of Import Water)	32.9	166.7	31.8	104.2
NCSD Total Calculated GW Production	85.2	563.4	71.1	704.9
Average GW Production for 2009-2013	179.1	1,243.3	179.1	1,243.3
NCSD Percentage of GW Reduction	52.4%	54.7%	60.3%	43.3%

Rainfall Gauge

Below is the most recent available rain data¹ for the Fiscal Year 2023-24.

(Reported in inches)	Nipomo East (Dana Hills Reservoirs)	Nipomo South (Southland Plant)
November 2023 Total	0.96	0.73
July-2023 through June-2024 (Season Total)	1.32	0.97
County Reported Avg. Ann. Year Rainfall ¹	18.00	14.00
2006 - 2020 Avg. Ann. Year Rainfall ¹	15.39	13.30
2006 - 2020 Median Ann. Rainfall ¹	12.64	11.30

Note:

1. Data from County website

Connection Report

Nipomo Community Services District
Water and Sewer Connections

	END OF MONTH REPORT											
	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	4510	4510	4511	4513	
Sewer Town connections	2735	2736	2736	2736	2736	2736	2736	2736	2736	2736	2738	
Sewer Blacklake connections	559	559	559	559	559	559	559	559	559	559	559	
Subtotal	3294	3295	3295	3295	3295	3295	3295	3295	3295	3295	3297	0
Galaxy and PSSH at Orchard and Division Sewer connections billed to the County	484	484	484	484	484	484	484	484	484	484	484	
Sewer Connections (Total)	3778	3779	3779	3779	3779	3779	3779	3779	3779	3779	3781	0
New Water Connections	0	2	0	0	1	0	0	1	0	1	2	0
New Sewer Connection	0	1	0	0	0	0	0	0	0	0	2	0
New Sewer Connection-Galaxy and PSH	0	0	0	0	0	0	0	0	0	0	0	0

The Connection Report as of November 30, 2023

Other Items

The District's investment of \$2,355,000 in a 6-month treasury is maturing on December 14, 2023. The General Manager, with consultation with staff and MBS investment representative, intends to re-invest in a similar 6-month treasury bill for around 5.14%.

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)	175.8	-91.2
Total Remaining Supplemental Water Available for Allocation	625	330.6

Updated November 2, 2023

Meetings (October 29 through December 9)

Meetings Attended (telephonically or in person):

- Oct 30, Staff Mtg. – Management Team
- Oct 31, NCSD Board Officer Mtg
- Nov 1, WRAC Meeting
- Nov 2, KSBY
- Nov 2, Leadership Training, Team Building Session
- Nov 3, Staff Mtg. – Discuss OMOU for GSWC and WMWC
- Nov 3, Board Packet deliveries
- Nov 6, Meeting with Rob Rossi to update Blacklake projects
- Nov 13, Meeting with Carollo Engineering – discuss DESAL
- Nov 15, Advance Clean Fleets Roundtable Discussion
- Nov 20, Finance and Audit Committee
- Nov 21, KSBY interview – relating to Solid Waste Rate Holiday
- Nov 22, Pre-meeting to discuss Dana Reserve Annexation Tax Share issue
- Nov 27, NMMA Tech Group Meeting
- Nov 27, Meeting with County Supervisor Bruce Gibson – Dana Reserve Annexation Tax Share issue
- Nov 27, Meeting with County Supervisor Debbie Arnold – Dana Reserve Annexation Tax Share issue
- Nov 29, Meeting with County Supervisor Dawn Ortiz-Legg – Dana Reserve Annexation Tax Share issue
- Nov 27, Meeting with Interim County Administrator Rebecca Campbell – Dana Reserve Annexation Tax Share issue
- Dec 4, Staff Mtg – Management Team
- Dec 5, NCSD Board Officer Mtg
- Dec 6, General Managers Monthly Meeting

Upcoming Water Resource and Other Meetings

Upcoming Standing Meetings:

- *RWVG: No Meeting Scheduled for the Month*
- *Meeting with State Senator Monique Limon: December 14th Thurs @ TBD*
- *All NCSD Staff Safety Meeting: December 15th (Friday) @ 11:00 AM*
- *County Water Action Team (CWAT): December 19th (Tuesday) @ 2:30 PM*
- *Radio Interview K-News 98.5 to discuss Solid Waste Rate Holiday: December 28th , Thursday @3:45pm*
- *NCSD Board Officer Meeting: January 2nd (Tuesday) @ 2:00 PM*
- *General Manager's Monthly Meeting: January 3rd (Wednesday) @ 12noon*
- *NMMA-TG: January 11 (Thursday) @ 10:00 AM, Zoom Meeting*
- *BLMA: January (Tuesday) 1:00 pm, BL Community Center*

RECOMMENDATION

Staff seeks direction and input from your Board.

ATTACHMENTS

- A. Dana Reserve Schedule – this schedule will need to be updated in January 2024 when staff gets more definitive project information from the County
- B. Desal Meeting Schedule (No Change)

DECEMBER 13, 2023

ITEM F

ATTACHMENT A

DANA RESERVE REVIEW SCHEDULE (AS OF 12/7/2023)

Status Update: This schedule will be updated in January 2024 when staff anticipates more definitive project information

Date	Description	Comment
April 24, 2022	NCSD 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 ¹	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 ¹	60 Day Letter
Jan. 9, 2023	Ad-hoc Com. – Response to Notice of Petition	Prepare for Jan. 11 th Board Mtg.
July 24, 2023	SCAC – Town Hall Meeting, Nipomo H.S.	Community Meeting
August 30, 2023	County Planning Commission ² (Postponed)	Two days (8/30 & 8/31)
September 28	Planning Commission Study Session ³	
October 2023 ⁵	Tax Sharing Agreement (NCSD/SLO County)	Start Negotiations with the County
October 23 & 24	Planning Commission Hearing ⁴	Two days of testimony
November 2023	Review of revised EIR impact	
January 2024	1 st Meeting: County Board of Supervisors	Consider recommendation of PC to Certify EIR, General Plan Amendment, Approve Subdivision Map, Issue Conditional Use Permits
February 2024	2 nd Meeting: County Board of Supervisors	
March 2024	NCSD Board Negotiations with Developer [Infrastructure Improvements/Costs]	Adopt Annexation Agreement Between Developer and NCSD
April 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. NCSD Staff will provide a staff report at the January 11th Board Meeting that provided the Board of Directors with more information and possible actions.
2. The Commission action was to continue the project hearing until the October 23 & 24 Special Planning Commission Meeting.
3. September 28th, Study Session with Planning Commission & Public – held at County Sups Chamber
4. Will consider a recommendation to provide 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.

5. Previously September 2023. This will take place after the Planning Commission meetings are concluded.
-
-

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 NCSD.

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. This schedule will be updated in January 2024 as more definitive project information becomes certain.

Administrative Draft Final Report	June 2023
District Comments on Admin Draft Final Report	July 2023
Draft Final Report	August 2023 ¹
District Board Presentation	Dec 2023 ²
Final Report	Jan 2024 ³

¹ Previously July 2023 (Changed on the 7/26/2023 Report)

² Previously September 2023 (Changed on 10/25/2023 Report) – staff awaiting final Planning Commission recommendations which got pushed to Oct 23&24, 2023

³ Previously September 2023 (Changed on 10/25/2023 Report)

DECEMBER 13, 2023

ITEM F

ATTACHMENT B

Update: December 7, 2023 (no change)

Ray Dienzo

County Water Action Team (CWAT) No Changes from July Report

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: December 7, 2023 (no change)

Ray Dienzo

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

c. CWAT meeting 12/19/2023 – Discuss grant status

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
- c. **CWAT meeting 12/19/2023 – Discuss grant status**

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!)