

TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL *BB*  
DATE: DECEMBER 8, 2006



## ELECTION OF OFFICERS

### ITEM

Election of Board President and Vice President for 2007

### 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, 2007 and end on December 31, 2007.

### RECOMMENDATION

Staff recommends that the General Manager administer the election of officers of the Board of Directors.

The following is the recommended procedure:

- 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 (ballots become part of the public record)
- 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 (Ballots become part of the public record)

### ATTACHMENTS

None

TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL *B812*  
DATE: DEC. 8, 2006



## MANAGER'S REPORT

### ITEM

Standing report to your Honorable Board --*Period covered by this report November 15, 2006 through December 6, 2006*

### DISTRICT BUSINESS

#### Administrative

There were no applications submitted for the Foreman Position as of the October 27, 2006, deadline. There have been no applications received for the District Engineer Position with the initial deadline set for January 5, 2007. Madonna Dunbar has tendered her resignation as NCSD's Conservation Coordinator with an effective date of December 8, 2006. Staff is requesting that your Honorable Board consider these recruitments at this Meeting (See Agenda Item E-5).

Koff and Associates has initiated the Classification Study as part of Cannon's Water and Sewer Master Plan scope of work.

Staff has received the digital image software system and has been trained on digitizing select files for permanent digital storage in lieu of paper copies.

Staff has purchased the 2007 Ford Escape and has advertised for sale of the Toyota Corolla.

The Fence Factory is scheduled to install the new fence at the Tefft Street Lift Station on December 11, 2006 and December 12, 2006.

#### Safety Program

No injury reports during the period.

#### Project Activity

Oral Summary to be provided at Board Meeting.

#### Field Activity

No Report

#### Conservation Program Activities

Staff has been working with the Conservation Committee on the Emergency Shortage Ordinance.

### RECOMMENDATION

Staff seeks direction and input from your Honorable Board.

### ATTACHMENTS -- None



NIPOMO COMMUNITY SERVICES DISTRICT

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**MEMORANDUM – Manager's Report**

TO: BRUCE BUEL, GENERAL MANAGER  
FROM: MADONNA DUNBAR, SAFETY OFFICER  
DATE: DECEMBER 8,, 2006  
RE: SAFETY PROGRAM ACTIVITIES – November / December 2006

**PROGRAM ACTIVITIES:**

- 1) There was one minor, non-injury, vehicular accident involving a District vehicle and a private vehicle on Dec. 6, 2006. The SLO sheriff's department is compiling a full report. Lisa Bognuda is serving as the District liaison on the incident.
- 2) Staff conducted the monthly employee Safety Training meeting on 12/07/06 with most staff in attendance (Kathy Beltran, Bruce Buel were absent) . The topics covered this month were "Defensive Driving for Government Employees" and "Winter Travel Safety Tips". These items were covered by booklet materials from the SDRMA Safety Training Library.
- 3) The four staff members assigned to the "Target Safety" online training courses are ahead of schedule on completion of the modules. Madonna Dunbar and Scott German have completed all assigned classes.
- 4) The duties of conducting the monthly safety training sessions has been transferred to Reed Brewer, under the supervision of Dan Migliazzo, Utility Supervisor.






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**MEMORANDUM – Manager's Report**

TO: BRUCE BUEL, GENERAL MANAGER  
FROM: MADONNA DUNBAR, CONSERVATION/COMPLIANCE SPECIALIST   
DATE: DECEMBER 8, 2006  
RE: CONSERVATION PROGRAM ACTIVITIES – November / December 2006

**PROGRAM ACTIVITIES:**

- 1) Staff prepared a comparable agency questionnaire regarding water conservation program activities, customer water use history, and mailed inquiry to 20 agencies in November. To date, only 1 reply has been received.
- 2) Continued expansion of education publications / NCSD website. Newsletter bill stuffers are prepared for January / February & March / April 2007. All existing publications in lobby well stocked, with digital and hard copy masters on file for future usage.
- 3) Wrap up and housekeeping of files for vacancy of position.

**PROFESSIONAL DEVELOPMENT / TRAINING:**

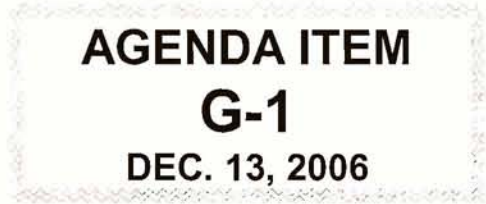
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**KEY MEETINGS:**

none

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CONSERVATION MEMO TO DEC 8 2006.DOC

TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL *BBB*  
DATE: DEC. 8, 2006



COMMITTEE REPORTS

**ITEM**

Receive Minutes from November 29 2006, Waterline Intertie Project Design & Construction Committee Meeting (adopt draft minutes).

**BACKGROUND**

Attached is a set of draft minutes from the 11/29/06 Project Design & Construction Committee Meeting. Chairman Trotter, Director Eby, or staff can respond to questions and receive comments from the Board regarding the meeting or the draft minutes.

**RECOMMENDATION**

It is recommended that your Honorable Board edit the draft minutes as appropriate and, adopt a final set of minutes.

**ATTACHMENTS**

1. Draft Minutes

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## MINUTES OF THE 11/29/06 MEETING OF THE WATERLINE INTERTIE PROJECT DESIGN & CONSTRUCTION COMMITTEE

### 1. CALL TO ORDER, ROLL CALL AND FLAG SALUTE

Chairman Trotter called the Special Meeting to order at 10am in the NCSD Board Chambers. Both Chairman Trotter and Director Eby were in attendance along with staff member Bruce Buel, Boyle representatives Mike Nunley and Cesar Romero, and nine members of the public. Chairman Trotter described the purpose and format of the meeting.

### 2. CONSIDER WATERLINE INTERTIE PROJECT PRE-DESIGN TECHNICAL MEMORANDUM AND CONSIDER EVALUATING POSSIBLE ALTERNATIVE WATER SUPPLY PROJECTS FEASIBILITY AND COST

Bruce Buel expressed his opinion that the Waterline Intertie Project as described in the Technical Memorandum was too costly to be feasible and recommended that the Committee forward a recommendation to the Board that Boyle's Pre-Design Study be placed on hold until alternative water supply projects could be evaluated. Bruce Buel did request that the time sensitive biological and hydraulic components proceed. Director Eby asked about the Environmental Impact Report and Bruce Buel confirmed that the EIR was already on hold and could remain so through the term of the proposed evaluation of alternatives. Chairman Trotter requested that staff provide an analysis of how the project cost went from \$6 million to \$27 million along with an analysis of what the District has spent on the project to date. Director Eby agreed with the need for the information requested by Chairman Trotter and provided information on the cost increases.

Bruce Buel then distributed the attached listing of possible Supplemental Water Project Alternatives and described each alternative. Mike Nunley explained the timeline and the process that Boyle would propose to evaluate the listed alternatives. Substantial Committee discussion followed on the listed alternatives with a request that staff develop a map illustrating the location of the alternative locations including Twitchell Reservoir. The Committee emphasized the need for the evaluation to evaluate cost, water quality, water rights, and permit information on the options so that the Board could make an informed comparison. Kevin Beauchamp asked about the two referendums regarding the use of State Water and the possibility of constructing a new reservoir.



**MINUTES OF THE 11/29/06 MEETING OF THE  
WATERLINE INTERTIE PROJECT DESIGN & CONSTRUCTION COMMITTEE  
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Director Eby moved to recommend to the Board that the District suspend work on the Waterline Intertie Project Pre-Design with the exception of time sensitive biological and hydraulic evaluations and that the District agree to evaluate alternative supplemental water supply projects. Chairman Trotter seconded the motion, which passed unanimously. Director Eby and Chairman Trotter requested that staff develop a level of magnitude cost estimate for the evaluation of alternatives at the December 6, 2006 Board Meeting and that staff submit a detailed proposal for Board consideration at the December 13, 2006 Board Meeting.

**3. SET NEXT COMMITTEE MEETING**

The Committee agreed by consensus to meet at 2pm on Wednesday January 31, 2007. There was no public comment.

**4. ADJOURNMENT**

Chairman Cliff Trotter thanked the public for participating. Chairman Trotter adjourned the meeting at 10:55a.m.

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**MINUTES OF THE 11/29/06 MEETING OF THE  
WATERLINE INTERTIE PROJECT DESIGN & CONSTRUCTION COMMITTEE  
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NCSD SUPPLEMENTAL WATER ALTERNATIVES (11/29/06)

I. INITIAL PROJECT

- NCSD-City of Santa Maria Waterline Intertie Project

II. POTENTIALLY LOWER COST ALTERNATIVES

- Santa Maria Valley Groundwater at South End of Hutton Road
- Santa Maria Valley Groundwater at Bonita Well Site
- CCWA or Exchange Water at Nipomo Turnout or at Tefft & Thompson

III. OTHER ALTERNATIVES

- Desalination of Sea Water, Brackish Water, and/or Irrigation Runoff
  - Partner with Conoco-Phillips
  - Partner with SCSD with Added NCSD Pipeline
  - NCSD Owned Facility
- Participate in Nacimiento Project with Added NCSD Pipeline
- Recharge of Treated Wastewater from Southland WWTF
- Exchange of Treated Wastewater for Agricultural Production