

TO: BOARD OF DIRECTORS
FROM: BRUCE BUEL *BBP*
DATE: FEB. 22, 2008



REVIEW STRATEGIC PLAN WORKSHOP REPORT

ITEM

Review report from strategic plan workshop and order implementation of recommendations subject to funding in FY2008-09 Budget [RECOMMEND ADOPTION].

HISTORY

Attached is a copy of Chuck Beesley's Draft Report from the November 30-December 1, 2007 Strategic Plan Workshop. Your Honorable Board discussed this Report at your January 23, 2008 Board Meeting and directed staff to report back with information on implementation of the recommendations set forth in the report. Following is a recommendation by recommendation background and staff recommendation for each of the implementation "AGREEMENTS" printed on report pages 6 through 12 (Staff has numbered the following narrative to mirror each section of the report).

2007 STRATEGIC PLAN REPORT AGREEMENTS

1A1. Explore Purchase of Bartelson Ranch Water (Top of Page 7)

BACKGROUND - Staff has determined that the Bartelson Ranch is within the Northern Cities Management Area and the Stipulated Judgment limits development of its water.

RECOMMENDATION -- No additional action is recommended.

1B1. Communicate Cost of Supplemental Water (Bottom of Page 7)

BACKGROUND - Staff published an article on Supplemental Water in the January "District News" (attached) and expects to publish more detailed information as it becomes available. Boyle is scheduled to publish their revised project report in April including cost estimates for the expected project phases. See Recommendation 5B below regarding the quarterly newsletter.

RECOMMENDATION - Staff strongly supports maximum public disclosure on the cost of developing supplemental water.

1B2. Interact with Media on NCSD Issues (Bottom of Page 7)

BACKGROUND - Staff supplies agendas to the media, responds to inquiries, issues press releases, and participates in interviews.

RECOMMENDATION - Staff recommends continued outreach.

1B3. Promote Water Conservation via Public Information Program (Bottom Page 7)

BACKGROUND - Staff is pursuing implementation of the adopted Water Conservation Program.

RECOMMENDATION - Staff recommends continued outreach

2. Monitor OWTS Regulations (Top of Page 8)

BACKGROUND - Staff is monitoring the RWQCB's Draft Amendments to the Basin Plan.

RECOMMENDATION - Staff will present all future RWQCB, SWRCH and County drafts to the Board for consideration.

3. Publish Project Development Guidelines (Top of Page 9)

BACKGROUND - Staff is preparing the draft Guidelines for presentation to the Board.

RECOMMENDATION - Staff recommends that the Board set this item for the 6/25 Meeting.

4. Submit Parks Assessment Ballot to Property Owners (Top of Page 10)

BACKGROUND - Your Honorable Board has reviewed the Assessment Report, agreed to a draft funding plan, and set 3/12/08 as the hearing for initiation of the Zone of Benefit.

RECOMMENDATION - Staff recommends that the Board, on March 12, 2008, set the Protest Hearing for formation of the Zone of Benefit at your April 9, 2008 Board Meeting.

5A. Upgrade NCSD Website to Feature Projects (Middle of Page 10)

BACKGROUND – Staff has initiated the requested revisions to NCSD's Website and expects to complete those revisions by the end of March.

RECOMMENDATION – No additional action necessary.

5B. Publish quarterly newsletter (Middle of Page 10)

BACKGROUND – Staff did publish the first edition of the "District News" in January (attached) and your Honorable Board is scheduled to consider authorizing publication of a quarterly newsletter on this agenda.

RECOMMENDATION – Staff recommends that the Board authorize quarterly publication of the District News.

6A. Consider Solar Power Projects Proposal (Top of Page 11)

BACKGROUND - Staff expects to propose funding for retrofit of the shop office with solar panels in the FY08-09 Budget per the W&S Master Plan.

RECOMMENDATION – Staff recommends that the Board consider inclusion of funding when you adopt the FY08-09 Budget.

6B. Submit Proposal for Solar Power at Southland WWTF (Top of Page 11)

BACKGROUND – Staff previously presented an unsolicited proposal for development of solar power at the Southland WWTF to the Southland WWTF upgrade committee and the Committee directed staff to develop a proposal for an unbiased evaluation of technology to the Board. Staff presented a proposal to your Honorable Board, which was rejected. Staff expects to include the concept of integrating solar power into the Draft Master Plan, when the Master Plan is presented to the Board.

RECOMMENDATION – Staff recommends that the Board consider inclusion of solar power into the Southland WWTF Upgrade Project Master Plan when the Plan is presented to the Board.

7A&B. Publish Information/Proposal re Salt Management (Bottom of Page 11)

BACKGROUND – Staff published an article on regenerative water softeners in the January 2008 “District News” and expects to publish similar articles in future editions. Staff also expects to propose funding for development of a Salt Management Program in the FY2008-2009 Budget.

RECOMMENDATION – staff recommends that the Board consider inclusion of funding when you adopt the FY2008-09 Budget.

8. President Winn to discuss Property Taxes with Supervisor Achadjian (Page 12)

BACKGROUND/RECOMMENDATION – Staff supports the proposal for President Winn to discuss Property Taxes with Supervisor Achadjian with the caveat that there is a very low probability of change.

ATTACHMENTS

- Draft Report
- April “District News”

NIPOMO COMMUNITY SERVICES DISTRICT

2007 STRATEGIC PLANNING WORKSHOP

REPORT

CHARLES BEESLEY
SPECIAL DISTRICT CONSULTING

February 4, 2008

NIPOMO COMMUNITY SERVICES DISTRICT

2007 STRATEGIC PLANNING WORKSHOP

TABLE OF CONTENTS

INTRODUCTION	1
Professional Services.....	1
Workshop Format.....	1
PRESENTATIONS	1
1. Budgeted Revenue & Expenditure by District.....	1
2. County Use Planning.....	2
3. Salt Management.....	2
4. NCS D Preventive Maintenance Plan Implementation.....	3
5. Statewide General Waste Discharge Requirements for Sanitary Sewer Systems.....	3
6. NCS D Safety Program.....	3
7. Review 2006/07 Progress.....	4
EXPECTATIONS	4
ISSUES	5
1. Board vs. Community Vision.....	5 7
2. Items of Concern outside the District's Borders.....	8
3. District Lessons Learned and Performance Review.....	9
4. Funding for Parks.....	10
5. Media Interactions.....	10
6. Rising Power Costs.....	11
7. Black Lake Water Treatment Upgrades.....	12
8. County Presentations.....	
SUMMARY	12

ATTACHMENTS

- A. Agenda
- B. List of Attendees
- C. Strategic Planning Process
- D. Budgeted Review & Expenditures by District
- E. County Land Use Planning
- F. Salt Management
- G. NCSD Preventive Maintenance Plan Implementation
- H. Statewide General Waste Discharge Requirements for Sanitary Sewer Systems
- I. NCSD Safety Program

NIPOMO COMMUNITY SERVICES DISTRICT

2007 STRATEGIC PLANNING WORKSHOP REPORT

INTRODUCTION

PROFESSIONAL SERVICES

The Nipomo Community Services District (District) conducted a one and a-half day Planning Workshop with the Board of Directors (Board) and Management of the District on November 30 and December 1, 2007, at the District's headquarters: 148 South Wilson Street, Nipomo, California. The District retained an outside Facilitator who conducted Pre-Workshop telephone interviews with the General Manager; prepared advance materials; facilitated the Workshop; and wrote this report. The purpose of the Workshop was to develop consensus on Board and Management priorities and action plans for the current year and foreseeable future. This report summarizes the discussions and agreements reached during the Workshop.

WORKSHOP FORMAT

The Workshop was conducted in accordance with the Ralph M. Brown Act (Attachment A). A total of 15 people were in attendance Friday and 10 people Saturday (Attachment B). President Mike Winn welcomed everyone and commented the Board was very satisfied with the 2006 Workshop and thought this Workshop format was a very productive approach to review important issues, receive outside reports, and determine Board and District priorities for the coming year. His comments were supported by the General Manager who reiterated his support for the Workshop and appreciation for the Board's willingness to spend the time and energy to devote to District business. The Facilitator then explained the Workshop format and Strategic Planning Process (Attachment C) and described his role: to listen and guide discussions, keep the group on time as the meeting progressed through the agenda, and to challenge their assumptions, if needed. He discussed the ground rules for the Workshop: to maintain open discussions and respond to disagreements.

The small number of participants allowed for continuous, open dialogue between themselves and the Facilitator. Key thoughts were recorded on a flip chart by the Facilitator and utilized to develop this report.

PRESENTATIONS

1. BUDGETED REVENUE & EXPENDITURES BY DISTRICT

Mr. Paavo Ogren, Assistant Public Works Director, County of San Luis Obispo gave a report on the County service areas (Attachment D). His presentation focused on the various County service areas and potential opportunities to transfer service area functions from the County to the District. These services included street lighting, collection systems, flood control and various county service areas. He indicated that the County was interested in an all-or-nothing approach to transferring services to the District. If the District was only interested in absorbing services that were fully funded there was no apparent benefit to the County to agree to such transfers. There were several other unresolved issues such as the allowable use of property taxes and reserves upon service transfers and potential complications associated with annexations. The District's primary concern was ensuring that any transfer of services was fully funded; otherwise there was the potential to have a negative impact on existing services.

There were no public comments.

2. COUNTY LAND USE PLANNING

Mr. Dana Lilley, Supervising Planner from the County gave a report on growth and long range planning for San Luis Obispo (Attachment E). He stated the County is conducting a General Plan Update which will incorporate Smart Growth components which is anticipated to be completed in two years. Key points of his presentation included:

- Managing growth that the County can afford, not unlimited growth.
- Affordable housing through a flexible policy to allow for extra densities.
- Mobile home park closures or conversion to another housing use such as condominiums.
- Preparation of a County-wide plan to identify where growth should occur.

The District's concern was what was its role in this planned development or Smart Growth? How can it mitigate the growth and development impacts to demand for District services? President Winn indicated he will take the District's concerns to the Board of Supervisors.

There were no public comments.

3. SALT MANAGEMENT

Mr. Mike Nunley, Boyle Associates, gave a presentation on the current waste water permit status at the Black Lake Water Treatment Plant (Attachment F).

ISSUE: The current Regional Water Quality Control Board (RWQCB) permit limits the amount of allowable salts in waste water discharged at Black Lake Water. Current discharge is exceeding this limit and there is reason to believe the District can expect even more permit restrictions in the near future. In essence, RWQCB does not want waste water

discharged if it will degrade existing water conditions whether to surface water or underground aquifers.

DISCUSSION: Participants acknowledged this is a complex issue that will take time to resolve. There are several factors involved which will influence District strategic decisions, goals and priorities for wastewater treatment at Black Lake , such as:

- Permit restrictions on total allowable salts in wastewater discharge.
- Different salt management strategies.
- Contributing factors to salt buildup.
- Unknown future permit restrictions and/or requirements.
- Technological improvements to removing salts which are being tested at Santa Clarita.
- Well-head treatment.
- Regulating self generating water softeners.
- Enhanced treatment of waste water.

There was no public comment.

4. NCS D PREVENTIVE MAINTENANCE PLAN IMPLEMENTATION

Mr. Peter Sevcik, NCS D District Engineer, briefed the Board on a proposed new software system to improve the District's preventive maintenance program (Attachment G). The current program is difficult to coordinate and monitor the different maintenance activities, leaving the District vulnerable to service and staffing problems. The goal is to change the current program from a response basis to a preventive basis through the implementation of new software which will allow improved managing, scheduling and tracking of maintenance. All maintenance activities will be linked to a GIS system and the accounting department to measure overall activity and effectiveness. District staff will be submitting a proposal to the Board at the February Board meeting.

There was no public comment.

5. STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR SANITARY SEWER SYSTEMS

Mr. Sevcik gave a presentation on the State's sewer system overflow discharge requirements as they impact the District (Attachment H). The waste discharge requirements prohibit the release of untreated or partially treated wastewater to waters of the United States or backing up into buildings and property due to system blockages. The District is in compliance with the basic requirements of the regulations and must now submit a Sewer Goals Statement for overall compliance in February 2008. Staff will submit a report to the Board in June 2008 on what needs to be done, and an implementation plan to meet these regulatory requirements.

There was no public comment.

6. NCS D SAFETY PROGRAM

Mr. Sevcik gave a presentation on the District's current safety program (Attachment I). He will be submitting a report for Board approval in the winter 2008. The proposed Safety Program includes important safety topics such as:

- Operational employee safety requirements.
- Illness and injury prevention.
- Safe work practices.
- Future safety programs

There was no public comment.

7. REVIEW 2006/07 PROGRESS

General Manager Buel briefed the Board on the progress or status of the 2006 Strategic Planning Workshop goals and objectives. He gave an itemized report on each of the identified Achievable Goals and Big Picture issues.

EXPECTATIONS

The Saturday portion of the Workshops began by developing a list of Board and management expectations for the workshop, what participants would like to discuss and resolve. The following items were identified.

- Hear from the County on Nipomo issues.
- Look within the District to see what can be done better.
- Review items of concern outside the District boundaries.
- Develop a prioritized list of what the District does over the next five years.
- Review last year's progress results.
- Assess whether last year's goals are still relevant.
- Ensure there is sufficient dialogue.
- Review last year's goals to see if they are on track, derailed or no longer applicable.
- Compare the current Board vision to the community's vision.
- Review the District's strengths, weaknesses, challenges and opportunities.
- Review lessons learned from last year and look at what we could have done differently.
- Discuss funding for parks.
- Hear the presentation on District maintenance and management.
- Hear the presentation on the District's safety program.
- Develop a vision of where the District needs to be.
- Hear the report on sewer overflow regulations; this will be a major issue next year.
- Receive an update on regulations affecting the District's on-site waste treatment system.
- Receive an understandable document for public review and Board adoption.
- Improve the District's public announcement efforts.
- Develop a way to encourage the media to attend the Board meetings and/or generate more news releases.

-
- Ensure the Board takes the budget into consideration when developing new programs and/or priorities.
 - Discuss the impacts of the rising costs of power to District operations.

After some discussion and suggestions, the above list was narrowed to the following 15 Issues for Workshop discussion.

1. Look within the District, retain what we do well and look to see what can be done better.
2. Review items of concern outside the District boundaries.
3. Compare the current Board vision to the community's vision.
4. Conduct an environmental scan of the District's strengths, weaknesses, opportunities and threats or concerns.
5. Review lessons learned from last year and look at what we could have done differently.
6. Discuss funding for parks.
7. Hear the presentation on District maintenance and management.
8. Hear the presentation on the District's safety program.
9. Hear the report on sewer overflow regulations; this will be a major issue next year.
10. Receive an update on regulations affecting the District's on-site waste treatment system.
11. Improve the District's public announcement efforts.
12. Develop a way to encourage the media to attend the Board meetings and/or generate more news releases.
13. Discuss the impacts of the rising costs of power to District operations.
14. An upgrading of the Black Lake Water Treatment Plant.
15. Discuss Friday's presentations.

ISSUES

The above 15 items were then narrowed down to eight related issues for Workshop review in order of importance as follows:

1. The Board versus the community's vision (3).
2. Items of concern outside the District's borders (2, 10)
3. District lessons learned and performance review (items 1, 5, 7).
4. Funding for parks (6).
5. Media interactions (11, 12).
6. Rising power costs (13).
7. Black Lake Water treatment upgrades (14).
8. County presentations (15).

The remainder of the day focused on the above Issues after a brief discussion on the District's current Mission and Vision Statements which are described below.

MISSION STATEMENT

The District's current Mission Statement is: "To provide the community with reliable, quality, and cost effective services."

VISION STATEMENT

The District's current Vision Statement is: "To manage the resources and future growth of the community."

1. BOARD VERSUS COMMUNITY VISION

- A. ISSUE: There is not enough water to provide residents and too much of a water demand on sewer treatment operations.

DISCUSSION: Residents with regenerative water softeners impact everyone in the mesa by overloading the wastewater treatment facility with effluent high in salts. The District needs to develop a facility sized for the needs of the overall District, one which is capable of expansion to coincide with the growth of the community. The undermining question is who should pay for the expansion: existing customers or new customers at the time they hook up for sewer services. Current water supply is also impacted by salt water intrusion.

Participants recognized the District should take the lead role in developing a strategy to respond to community growth and increased demand for services. Before doing so, the District must first determine who pays for the costs of facility expansion. The District has a technical group meeting with other water agencies to explore cost efficiencies and potential partnerships. Other considerations included:

- The District needs to develop independent contact with the Rural Water Company.
- The District pushed for an in lieu fee as a developer fee for supplemental water on the theory that developers were drawing water from the underground water basin.
- The District could potentially pipe in water from the State.

Participants expressed that at best, the District may influence local community growth. On the other hand, it can exercise control over its water delivery capabilities. The core function of the District's strategy is to deliver good, clean water to all of its customers. At present, the District's treated water is not always acceptable to homeowners, who in turn install self generating water softeners which in turn lead to a build up in salts at the sewer treatment plant, exceeding State effluent requirements.

District options to deliver reliable, quality water include the following:

- 1) Build a desalination plant.
- 2) Purchase water from the Bartelson Ranch.
- 3) Purchase State water within their jurisdiction.
- 4) Pursue the waterline inter-tie project.

It was noted that the Board and Supplemental Water Project Committee were already working on the above and would report to the Board at the December 12, 2007 meeting.

AGREEMENT: As most of the above items are already being researched and explored, it was felt worthwhile for the General Manager to explore item 2 above, the purchase of water from the Bartelson Ranch.

- B. ISSUE: The District is inextricably linked with local growth and demand for increased water delivery.

DISCUSSION: This growth comes in many forms, the proliferation of small community (pocket) parks, landscape medians, commercial growth and support trails. However, the pressure to increase water delivery comes not from new growth but growth that has already been approved. It was recognized the District can help to manage this growth by the following actions:

- Developing positive, supportive relations with County staff.
- Increasing public education efforts.
- Being prepared to litigate water practices outside the District which affect District water supply and delivery.
- Developing good relations with other water delivery agencies.
- Developing a policy for everyone outside the District such as “do no harm” for farmers.
- Find a more effective way to interact with local, private water districts.

AGREEMENT: Participants agreed the District was doing a lot already through the Water Resources Group and other activities. In response to the question “what else could they do” the following actions were recommended...

- Restrain street lighting.
- Restrain the expansion of sewer services.
- Restrain commercial growth.
- Remind the cities to take more control of South County growth.
- Explore building relations with the Building Industry Association (BIA) and local realtors.
- Prepare the public for the coming sticker shock of anticipated large rate increases to expand water deliver capabilities which may require passage of a local bond. It is important to communicate the relevant facts and hard costs associated with increased service demand.
- Develop a more effective public outreach program. Information should be submitted to the local media with the goal of presenting information in a non-polarizing fashion, based on relevant facts.
- Continue to emphasize water conservation through its Public Information program.

2. ITEMS OF CONCERN OUTSIDE THE DISTRICT’S BORDERS

ISSUE: The State Water Resources Control Board (SWRCB) proposed regulations in 2005 regarding septic systems which state that if a septic system needs to be upgraded and/or replaced at a cost of \$35K or more, the property owner must hook up to an existing sewer system. These draft regulations were withdrawn in March 2006.

DISCUSSION: In consideration of this proposed regulation, the District was considering “red tagging” properties that were identified as being out of compliance and requiring them to hook up to a sewer service. In November 2007 the Regional Water Quality Control Board (RWQCB) proposed a new set of regulations, all responsibilities to enforce septic systems to hook up will be enforced by the County, not the District. Nevertheless, the District recently adopted an ordinance that upon a change of property title in the so-called prohibition zone (impaired areas and orphaned sites), septic systems must be abandoned and sealed, and the property must hook up to sewer service.

AGREEMENT: The District will eventually have to deal with the issue of septic system conversion to sewer hookup. It is in the best interest of the District to stay abreast of proposed septic system regulations and the role of local agencies such as the County and District. What is important for property owners and local agencies is the development of consistent, enforceable standards within the County and Basin, irrespective of political boundaries.

3. DISTRICT LESSONS LEARNED AND PERFORMANCE REVIEW

ISSUE: The District needs to look at what it does well, learn from past lessons and retain a sound fiscal policy for future projects and budget management.

DISCUSSION: Participants expressed that the District was too quick to act on the Supplemental Water Project. It didn’t explore all of its options and in hindsight probably spent more on the Project than it should have. Participants thought the Cannon Study was under-scoped and overlooked the bigger picture of what the District was trying to accomplish. As a result of this lesson, the District did a better job at the Southland Waste Water Treatment Project. To complicate matters, participants felt there is a public perception that the District conducts too many studies before making project decisions. It was also thought that the District made the mistake of over-educating the public rather than simply presenting them with the relevant facts and seemingly unpopular news in a timely fashion. Participants also agreed the District needs to develop some thresholds or guidelines for staff/consultant decisions and interactions to address issues such as:

- Inadequate scoping of the study.
- Late changes to projects.
- Ensuring the big picture is taken into consideration before approving projects.
- Monitoring project follow-through on consultant’s work.

Although there are no formal guidelines, it was noted that the General Manager utilizes a strategic planning process to monitor projects and report back to the Board for approval and/or change orders. The General Manager noted that projects are often very complex, making the decision process for weighing up options and subsequent project approval difficult and oftentimes lengthy. He thought the process could be expedited if the Board first selected the preferred project approach or method they wanted to pursue followed by a comparison of costs before making a final decision. The Waterline Inter-tie Project was cited as a good example of the process and is a good case study of what was being recommended.

AGREEMENT: The District will compile adequate information, make a timely decision, and educate the public on their decisions. The General Manager will develop approval guidelines for approval at the June 2008 Board meeting.

4. FUNDING FOR PARKS

ISSUE: The Board does not have a coherent philosophy on the use and/or expenditure of property taxes.

DISCUSSION: There is a community need for local neighborhood (pocket) parks but it would be difficult to fully fund them with the current allocation of property taxes. The District might be able to get public support through an assessment for maintenance and operating costs but the park development costs appear to be prohibitive for needed public support. At present, the only source of District funds that could be allocated to parks would be a portion of the local property taxes collected by the District. The District has approximately \$1.6M of local property taxes in reserves which will grow by approximately \$400K per year after debt service (C.O.P.s) is paid. By law, property tax expenditures are limited to publicly approved services. The District would need to get property owner approval to use assessment proceeds for park development and/or maintenance. Before asking the public for such support the Board should establish its overall priorities between water and wastewater versus a new service like parks. The District's current philosophy regarding property tax reserves is to use them for one time events. This approach ensures the District can pay as it goes for projects without incurring long term, potentially escalating costs. A comparison of current services, reserve allocation and estimated funding needs is itemized below.

<u>Item</u>	<u>\$ Reserves Amount Sufficient?</u>	<u>Current Service</u>	<u>M&O Funding</u>	<u>Capital Development Costs</u>
1	\$4M, N	Water	Y	\$100M, N
2	\$5M, N	Wastewater	Y	\$12M (Southland WWTF)
3	0	Parks	N*	0.5M
4	Y	Solid Waste	Y	Y
5	\$50K, N	Lighting	Y	N
6	Y	Landscape maintenance	Y	Y
7	Y	Drainage	Y	Y

* There is potential for supplemental funding from the County or Rotary Club
Y= Yes, sufficient funds, N= No, insufficient funds

The above table indicates most services are fully funded for maintenance and operations but not for large scale capital projects. The District recognizes these reserve deficiencies and steadily builds up reserve accounts through annual reserve allocations. These annual contributions will provide sufficient funds for all capital expenditures with the exception of supplemental water facility improvements. Supplemental water facility improvements will more than likely require a bond or similar funding mechanism. Regardless, participants

thought the community would support parks although they were unsure whether the District should expand services to include parks when current services are not all fully funded, now or for the foreseeable future.

AGREEMENT: The General Manager will submit an Assessment Report to the Board in the winter 2008. The Board intends to submit a ballot to property owners in late summer or early fall of 2008. If the District gets a negative vote from the property owners the Board will discontinue District efforts to fund parks.

5. MEDIA INTERACTIONS

ISSUE: The District does not appear to be receiving adequate media coverage. The local community seems to be getting most of their information about the District second hand rather than direct from the District.

DISCUSSION: There is no local reporter regularly following District activities and issues. The public seems to get misleading or negative information about the District, resulting in public or media attacks on the District and community distrust of the District. Participants thought a proactive community outreach program informing the public what the District was doing and how well it was performing services was needed at this point in time. The goal of a community outreach program would be to provide accurate, factual, non controversial information in the newspapers, perhaps in a current events column. Other options included a weekly guest column by a member of the Board, perhaps having Board meetings on community cable television, Board attendance at civic and/or social groups as liaisons to the District; developing a quarterly newspaper and/or inserting the latest news to on the District's website.

AGREEMENT: The staff will check with the current website provider to determine how feasible it would be to include current District activities/events or operational/capital projects. The District's Community Outreach person will also develop a quarterly newsletter for distribution.

6. RISING POWER COSTS

ISSUE: The District's power consumption (natural gas, electricity) with the current facilities is relatively constant. In contrast, the price of natural gas and electricity continues to escalate and long range forecasts indicate this problem will not abate.

DISCUSSION: Power consumption cost increases will play a greater role in long range planning. The District needs to develop strategies to account for these costs and/or develop methodologies to offset these cost increases. Suggestions included:

- Purchasing the most efficient equipment at time of replacement.
- Developing an offsite substitute power source.
- Developing an onsite photovoltaic power source at the Southland Waste Water Treatment Facility.

Participants thought some of these strategies such as Southland could be incorporated within the near future with an 8-12 year cost payback. The District anticipates a water shortage in the near future (2-3 years) from the local aquifer due to overconsumption and limited ability to recharge the aquifer.

AGREEMENT: The General Manager will submit a proposal for future projects for the June 2008 Board meeting. He will also submit a plan for full power operation at the Southland Project by March 2008.

7. BLACK LAKE WATER TREATMENT UPGRADES

ISSUE: The Waste Water Treatment Facility (WWTF) operations effluent consistently violates State effluent requirements on allowable dissolved salts.

DISCUSSION: Effluent requirements are mandated by the State and enforced by the RWQCB. Participants expressed that as long as the District is making reasonable progress to "fix" the problems through upgrades and/or replacements the RWQCB will probably not fine them. However, in the long run other effluent requirements mandate that plant operations must be upgraded to stay in compliance. Problems are exacerbated by local homeowners with regenerative water softeners. These water softeners treat potable water coming into the homes but have a downside of producing unwanted salts in the effluent going into the WWTF, resulting in effluent discharge violations. The average household discharges approximately 120 lbs of salt per month into the District's wastewater collection system. If the RWQCB issues fines, the entire Black Lake Water Fund will more than likely be responsible for the fine. District options to offset these potential fines include: providing rebates or incentives to homeowners if they upgrade their water softeners or abandon them, or pre-treating the well water before distributing potable water to homeowners. Because the District's reserve fund for the Black Lake Homeowners Association is expected to be depleted by the end of 2008, neither of these options are considered to be viable at this point in time. As a result, participants thought the following actions were needed:

- 1) Conduct legal research to verify if an ordinance prohibiting the use of regenerative water softeners is needed.
- 2) Conduct a community survey to determine how many homeowners have these regenerative water softeners.
- 3) If an ordinance is determined to be necessary, adopt such an ordinance prohibiting the use of such water softeners.
- 4) Notify affected homeowners of the proposed ordinance and the proposed impact to homeowners.
- 5) Notify homeowners of the latest salt measurement results by the District.
- 6) Notify homeowners of the potential fines by RWQCB for the use of water softeners and current effluent violations.
- 7) Take out the existing water softeners.

AGREEMENT: The General Manager will write a letter to affected homeowners for mailing by April 1, 2008. The Board expressed that it wants more presentations on the RWQCB's regional discharge requirements including salt discharge with the goal of developing a

District Salt Management Plan. The Board would like to see how the District could utilize supplemental water to eliminate the need for water softeners.

8. COUNTY PRESENTATIONS

ISSUE: The District is not getting its full share of property taxes from the County.

DISCUSSION: Participants expressed concern that four prior District annexations from the County resulted in no property tax increment agreements. The County gained by transferring property to the District and was unwilling to share the property taxes with the District to offset the increased jurisdiction and long term service demands.

AGREEMENT: The District Board will conduct informal discussions with the Board of Supervisors to determine if there is room for an agreement to pass through incremental property tax agreements. The Board President, Mike Winn will approach Supervisor Katcho on this matter.

SUMMARY

The Facilitator reviewed the initial list of expectations to determine if there was anything overlooked. Participants indicated they were very satisfied with the presentations and that they were relevant to the Workshop. They also expressed the identified issues reviewed and discussed were worthwhile and the Workshop was an effective follow-up to the 2006 Workshop, useful as both a Board and management tool for establishing priorities and monitoring District activities and performance for the coming year.

NIPOMO COMMUNITY SERVICES DISTRICT

PLANNING WORKSHOP

148 South Wilson Street
Nipomo, CA 93444

November 30-December1, 2007

AGENDA

Friday November 30

<u>Time</u>	<u>Item</u>	<u>Description</u>	<u>Person</u>
1:00 PM	1	Welcome and introductions	Board President, GM
1:05	2	Workshop format and process	Facilitator
1:10	3	Board and staff expectations	“ “
1:30	4	Outside presentations	??
3:00	5	BREAK	
3:15	6	Review 2006/07 Progress	General Manager
4:00	7	Identify Planning or Strategic issues for 2008	Facilitator
5:00	8	Adjourn	Board President

Saturday December 1

<u>Time</u>	<u>Item</u>	<u>Description</u>	<u>Person</u>
8:30 AM	9	Identify priorities	Facilitator
9:00	10	Develop action plans	“ “
10:30	11	BREAK	
10:45	12	Continue developing action plans	“ “
12:00 PM	13	Lunch	
12:30	14	Continue developing action plans	“ “
3:00	15	BREAK	
3:15	16	Finalize action plans, clarify agreements	“ “
4:15	17	Review Board and staff expectations	
4:30	18	Closing statements, Adjourn	Board President, GM
4:40	19	Post Workshop review	Board President, GM, Facilitator

ATTACHMENT B

LIST OF ATTENDEES

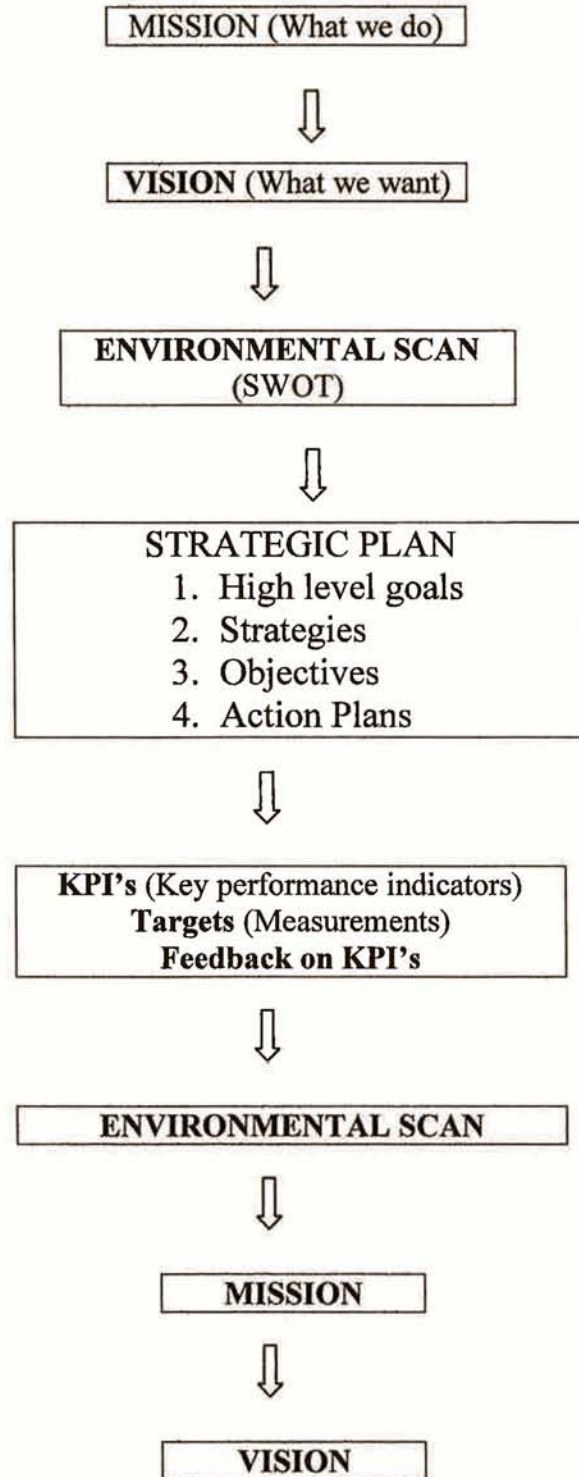
Friday November 30, 2007

Mike Winn, President
Larry Vierheilig, Vice President
Cliff Trotter, Director
Ed Eby, Director
Jim Harrison, Director
Bruce Buel, General Manager
Lisa Bognuda, Assistant Administrator
Peter Sevcik, District Engineer
Jon Seitz, General Counsel
Mike Nunley, Boyle Associates
Paavo Ogren, Assistant Public Works Director, San Luis Obispo County
Straith Zenarto, Planning Department, San Luis Obispo County
Dana Lilley, Supervising Planner, Long Range Planner, San Luis Obispo County
Two members of the public

Saturday, December 1, 2007

Mike Winn, President
Larry Vierheilig, Vice President
Cliff Trotter, Director
Ed Eby, Director
Jim Harrison, Director
Bruce Buel, General Manager
Lisa Bognuda, Assistant Administrator
Dan Migliazzo, Utilities Supervisor
Peter Sevcik, District Engineer
One member of the public

STRATEGIC PLANNING PROCESS



CSA 1 - FCZ 16
2007/08 Budgeted Revenue and Expenditures by District

	Nipomo Lighting										
	District	CSA 1	CSA 1A	CSA 1B	CSA 1C	CSA 1D	CSA 1F	FCZ #16	Total		
Total Equity @ 6/30/07	346,959	444,037	263,596	49,648	50,983	145,218	365,687	67,608	1,733,736		
07/08 Budgeted Revenues:											
Property Taxes	31,004	7,619	31,362	18,324	7,502	30,689	0	0	126,500		
Service Charges	1,809	55,730 (1)	76,380 (2)	0	0	0	21,978 (3)	34,983 (4)	190,880		
Interest	12,875	3,172	3,444	1,125	923	3,289	808	2,000	27,636		
Other	0	0	0	0	0	0	0	2,000	2,000		
Total Revenues	B-1 45,688	B-2 66,521	B-3 111,186	B-4 19,449	B-5 8,425	B-6 33,978	B-7 22,786	B-8 38,983	347,016		
07/08 Budgeted Expenditures:											
Operations & Maintenance	17,232	35,239	48,907	7,969	6,168	7,604	5,720	37,888	166,727		
Utilities	0	4,993	5,459	1,620	1,134	1,890	0	0	15,096		
Contract Services	0	41,068	80,306	0	0	0	19,969	0	141,343		
Accounting & Administration	0	5,113	6,352	2,100	1,471	1,363	2,148	4,400	22,947		
Capital Outlays	20,000 (5)	0	0	0	0	0	0	0	20,000		
Total Expenditures	B-1 17,232	B-2 86,413	B-3 141,024	B-4 11,689	B-5 8,773	B-6 10,857	B-7 27,837	B-8 42,288	366,113		
Surplus (Shortfall)	28,456	(19,892)	(29,838)	7,760	(348)	23,121	(5,051)	(3,305)	(19,097)		
Budgeted Total Equity @ 6/30/08	375,415	424,145	233,758	57,408	50,635	168,339	360,636	64,303	1,714,639		

- (1) - A service charge of \$354 is established for sewer, waste disposal, drainage and lighting services.
A service charge of \$68.40 is established for lighting services for Tract 1690.
- (2) - A service charge of \$288 is established for sewer, waste disposal, drainage and lighting services.
A service charge of \$84 is established for parkway facilities maintenance services.
- (3) - A service charge of \$333 is established for sewer and waste disposal services.
- (4) - For FCZ 16A, a service charge of \$16 is established for drainage basin maintenance.
For FCZ 16B, a service charge varying from \$41 to \$1,162 is established for drainage basin maintenance.
- (5) - Purchase of 30 new lights

CSA 1 - 1F, FCZ 16
2007/08 Budgeted Revenue and Expenditures by Function

	<u>General (G)</u>	<u>Wastewater (W)</u>	<u>Drainage (D)</u>	<u>Lighting (Li)</u>	<u>Landscape (La)</u>	<u>Total</u>
Total Equity @ 6/30/07						1,733,736
07/08 Budgeted Revenues:						
Property Taxes	126,500 <i>a</i>	0	0	0	0	126,500
Service Charges	0	139,770 <i>f</i>	34,982 <i>k</i>	3,040 <i>n</i>	8,148 <i>p</i>	185,940
Interest	27,636 <i>b</i>	0	0	0	0	27,636
Other	<u>6,939</u> <i>c</i>	<u>0</u> <i>g</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>6,939</u>
Total Revenues	<u>161,075</u>	<u>139,770</u>	<u>34,982</u>	<u>3,040</u>	<u>8,148</u>	<u>347,015</u>
07/08 Budgeted Expenditures:						
Operations & Maintenance	16,011 <i>d</i>	47,737 <i>h</i>	76,128 <i>l</i>	0	0	139,876
Utilities	0	30,220 <i>i</i>	0	51,695 <i>o</i>	0	81,915
Contract Services	0	114,486 <i>j</i>	0	0	6,888 <i>q</i>	121,374
Accounting & Administration	22,947 <i>e</i>	0	0	0	0	22,947
Capital Outlays	<u>0</u>	<u>0</u> (<i>s</i>)	<u>0</u> <i>m</i>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>38,958</u>	<u>192,443</u>	<u>76,128</u>	<u>51,695</u>	<u>6,888</u>	<u>366,112</u>
Surplus (Shortfall)	122,117	(52,673)	(41,146)	(48,655)	1,260	(19,097)
						<u>1,714,639</u>

SLO_nipomo_resi.xls

Location/Area	Project Name	Size (sf)	# Uni	Prices	SubType	Developer	Status	Entered/Updated
Ave. de Amigos	Loma Vista	1235 each	22	N/A	Twnhse	Keenan Carter Group	Completed	11/1/06
E of Hwy 101, S. Oakglen Av	Christmas Tree Farm	N/A	18	N/A	SFU	Holloways	Approved	3/5/07
Black Lake Cyn Dr.	Knollwood@Black Lake	2556-3650	50	\$700-800	SFU	Martin Farrell	In Construction	11/9/06
NE of Thompson/Chestnut	Oak Leaf Estates(Ph. II)	1459-1928	151	\$490s-up	SFU	Carriage Homes	In Construction	11/1/06
Pomeroy/Camino Caballo	Nipomo Oaks	N/A	N/A	N/A	SFU	Kaminaka/Nester	Pre-App	11/9/06
Nipomo Mesa	The Villas	2,460-3,014	40	\$690s-up	SFU	Woodlands Ventures	In Construction	10/23/07
Nipomo Mesa	Trilogy Central Coast	1,671-3,694	1320	\$500 - \$1m	SFU	Shea Holmes	In Construction	10/23/07
Mesa/Osage	N/A	N/A	16	N/A	SFU	George Newman	Approved	11/1/06
Via Concha Way/Willow Road			16		SFU	Ken Craig	Approved	10/22/07
700s E. Tefft St.	N/A	N/A	16		SFU	N/A	Pending	11/1/06
Tejas/W. Tefft	Mesa View Ests (Ph. III)	2395-2488	28	669	SFU	Newdoll Homes	In Construction	11/2/06
Live Oak Ridge	Vista Roble Ph.2	N/A	18	N/A	SFU	Greg Nester	In Construction	11/1/06
Nipomo Mesa	Monarch Ridge	1600	N/A	N/A	SFU		Approved	10/23/07
600s E. Tefft	Flatley Mixed Use	1,018-2,644	22	N/A	MFU	Flatley Homes	In Construction	11/7/05
Thompson/Chestnut	Chestnut Villas	1,155-4,931	16	N/A	Condos	Nester/Bergman	Approved	11/9/06
170 S Frontage	Nipomo Commons	1200 each	51	N/A	Condos	(Shapiro)	Approved	11/1/06
600s E. Tefft	Flatley Mixed Use	N/A	N/A	N/A	Commercial	Flatley Homes	In Construction	11/7/05
Bt 101 & Pomeroy Rd.	Nipomo Oaks	N/A	N/A	N/A	Commercial	Kaminaka/Nester	Pre-App	11/9/06
	Peoples' Self-Help		8	400	Affrd hsg		In Construction	10/22/07
750 Grande St.	Cider Village	908-1,058	52	N/A	Affrd hsg	Global Premier	Approved	10/23/07
Ave. de Amigos/Grande	Vista Grande	1,348-1635	18	N/A	MFU	Peikart Group	Pre-App	9-Nov
Juniper St.	N/A	N/A	4	N/A	SFU	Mid-State Properties	Pre-App	9-Nov
Ave. de Amigos	N/A	1189-1330	15	N/A	MFU	Mike Allshouse	Pre-App	9-Nov
359 S. Frontage	Vista Colina Village	N/A	9	N/A	MFU	Vista Colina Village LLC	Pre-App	9-Nov
Hill Street/S. Frontage	Nipomo Oaks	1,352 to 1,584	24	N/A	MFU	Cary Geihs	Approved	9-Nov
Butterfly Lane	Butterfly Ct. LLC	1600	8	N/A	MFU	Greg Nester	Approved	9-Nov
Hill Street	Eucalyptus Gardens	964-1127	81	N/A	Affrd hsg	Global Premier	Pre-App	9-Nov
Willow/Albert	Oakview Dev.	N/A	6	N/A	SFU	Ron Chappell	Approved	9-Nov
Willow/Guadalupe	Avila Ventures	N/A	7	N/A	SFU	Rob Anderson	Approved	9-Nov
Eucalyptus/Illinois	Ramos	N/A	7	N/A	SFU	John Ramos	Pre-App	9-Nov

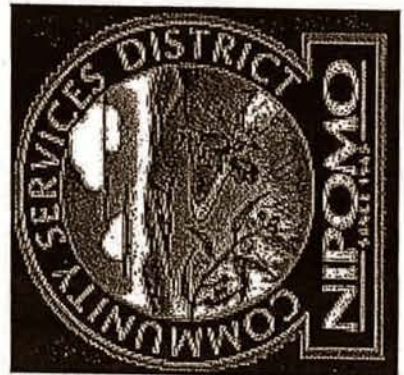
SLO_nipomo_nonResi

Location/Area	Project Name	Sq# Ft#	Specific	Developer	Status	Entered/Updated
Juniper/Mary	Nipomo Town Square	17508	Gen. Ofc.	George Newman	Approved	10/22/07
Juniper/Mary	Nipomo Town Square	42857	Gen. Ofc.	George Newman	Approved	10/22/07
170 S Frontage	Nipomo Commons	12000	Gen. Ofc.	(Shapiro)	Approved	11/1/06
Nipomo Mesa	Hotel	N/A	Hotel	Woodlands Ventures	Approved	10/23/07
	BlackLake Golf Resort	N/A	Hotel	Rob Rossi	Pending	10/22/07
Juniper/Mary	Nipomo Town Square	128,162	fc. (assisted)	George Newman	Approved	10/22/07
Thompson/Chestnut	Chestnut Villas	9050	N/A	Nester/Bergman	Approved	11/9/06
Tefft Street and Mary Avenue	The Village at Nipomo	37948	Retail	E.F. Moore and Co.	Approved	10/22/07
NWC Frontage & Grande	Nipomo Retail Center	64500	Retail	King Ventures	Approved	11/1/06
Juniper/Mary	Nipomo Town Square	79641	Retail	George Newman	Approved	10/22/07
Juniper/Mary	Nipomo Town Square	52783	Retail	George Newman	Approved	10/22/07
170 S Frontage	Nipomo Commons	44000	Retail	(Shapiro)	Approved	11/1/06
Nipomo Mesa	Village Center	140000	Retail	Woodlands Ventures	Approved	10/23/07
Nipomo Mesa	Business Park	N/A	Retail	Woodlands Ventures	Approved	10/23/07
Nipomo Mesa	Monarch Club	31000	Retail	Shea Holmes	In Construction	10/22/07
Hill St.	Marinai	71-unit	Hotel	Rob Marinai	Approved	

Salt Management

NCSD Strategic Planning Workshop

November 30, 2007



Presentation Overview

- What we know
- └ What we don't know
- └ Options



What we know

- RWQCB has high interest in regulating salts
- WDR's often contain salt limits
 - Black Lake WWTF has salt limits
 - Southland WWTF has receiving water limits
 - Salt management typically required as well



What we know (Cont.)

- Monthly monitoring reports indicate salt violations occur at Black Lake
- RWQCB has ability to fine dischargers for violations
- Brine from self-regenerating water softeners (SRWS) contains remarkable salt concentrations
 - Examples: Santa Clarita, Paso Robles



What we don't know

- Salt contributions or significance of brine discharge from SRWS in causing violations
- Number of SRWS in either Black Lake or Town division
- Future permit conditions at either Black Lake or Southland WWTF
- Deep aquifer (receiving water) conditions at Southland site



Salt Management Options

- Wellhead treatment
- Regulating self-regenerating water softeners
- Enhanced treatment at WWTFs

- Goals must be community-based
 - Proposition 218



NCSD Preventative Maintenance Plan Implementation

Presentation to NCSD Board of Directors
December 1, 2007

Preventative Maintenance Plan Review

- Currently operate on a responsive basis
- Difficult to assess overall service performance
- Could result in being understaffed to maintain operations in the event of a serious problem or series of problems

Benefits of Proactive Preventative Maintenance Plan

- Minimize likelihood of problems occurring
- Problems are generally less severe
- More staff available when problems occur
- Potential to minimize additional staff cost
- Measure performance
- Compare programs to industry standards
- Required by regulatory agencies

Elements of Successful Preventative Maintenance Program

Documentation of all tasks and procedures:

- Establishes standards and methodologies
- Helps with training new staff
- Simplifies regulatory compliance
- Retains standard methodologies in case of staff change

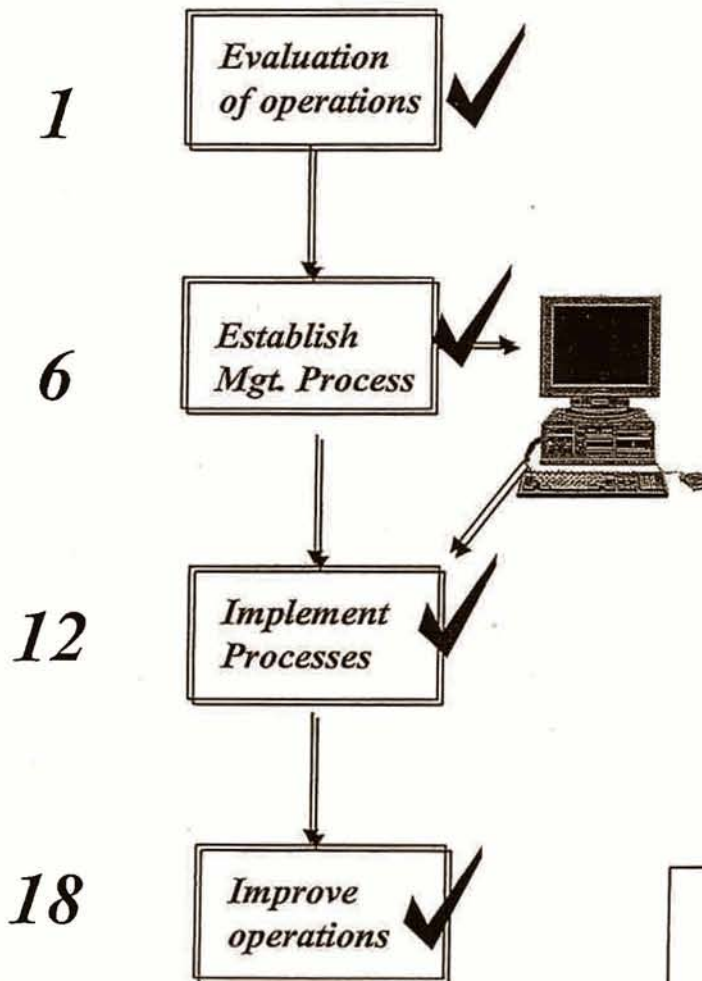
Elements of Successful Preventative Maintenance Program

Need appropriate software for:

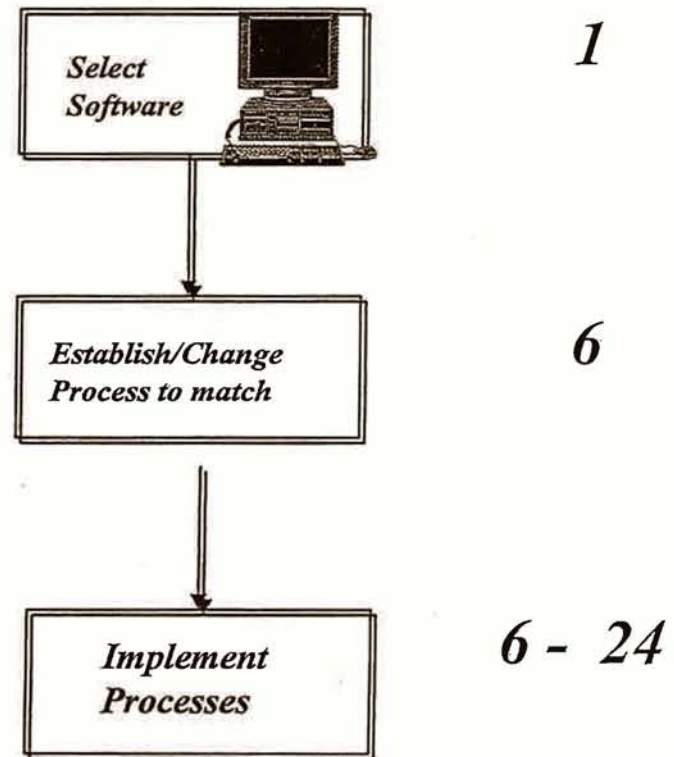
- Managing
- Scheduling
- Tracking
- Link to GIS and accounting system

Implementing a Systems Approach to a PMP

Suggested Approach

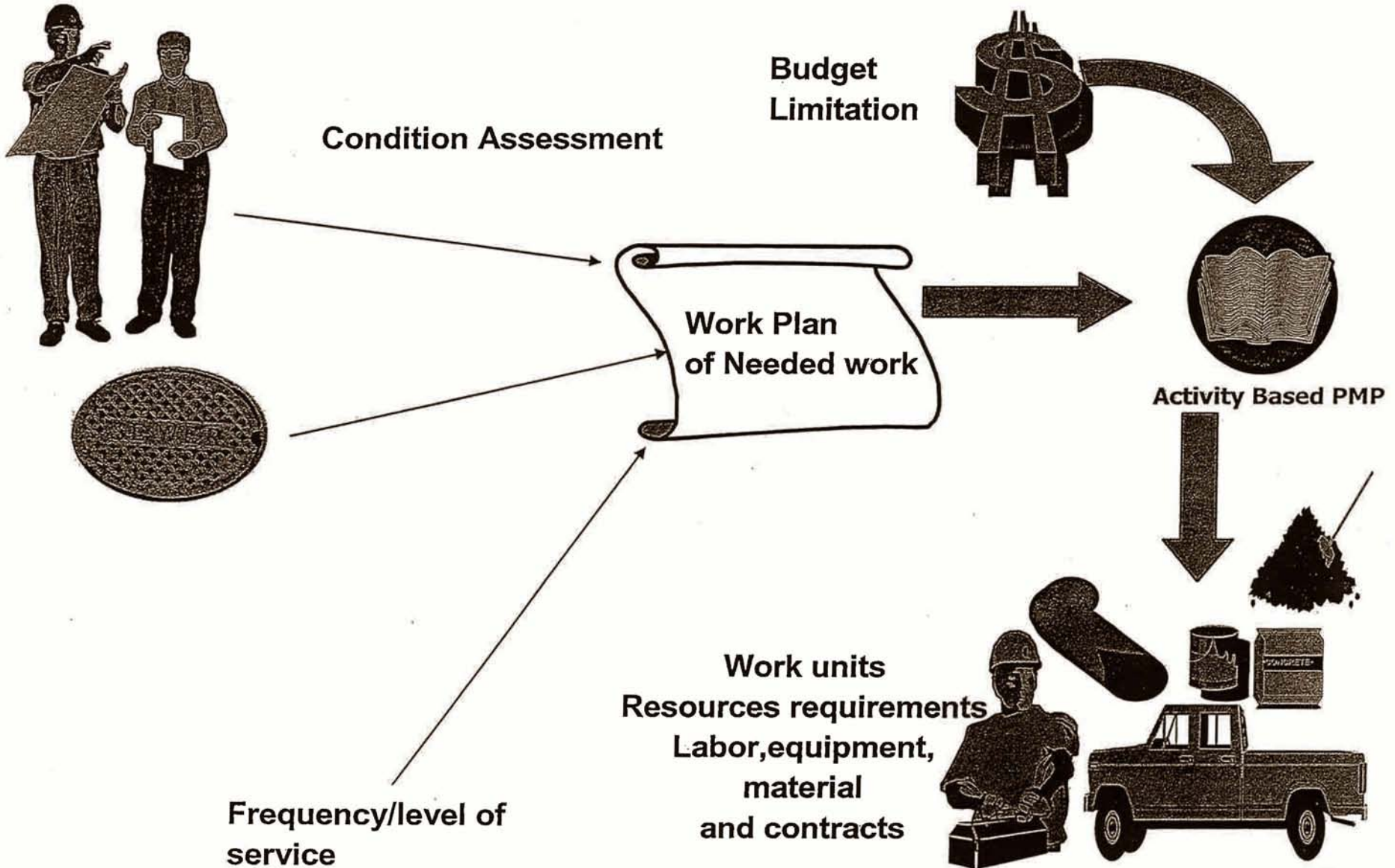


Typical Approach



Utilize technology to assist,
not direct, operations

Preventative Maintenance Plan Implementation



Sample Activity Guideline

ACTIVITY GUIDELINE													October 21, 2014									
MAINTENANCE MANAGEMENT SYSTEM																						
WORKSIMILARITY										HIGH VELOCITY CLEANING		PROGRAM CODE		2 2.202								
DESCRIPTION OF WORK																						
All work associated with the routine cleaning of sanitary sewer lines using high pressure water jetting to remove solid materials such as sand, grease, rocks, rags, paper and other foreign materials. Work is performed to insure uninterrupted flow and to eliminate blockages that may create problems for users.																						
PLANNING CONSIDERATIONS																						
	YAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC										
	X	X	X	X	X	X	X	X	X	X	X	X										
Work is scheduled primarily by routine maintenance. Also created by in-house and outside service requests.																						
PERSONNEL				EQUIPMENT				MATERIALS				WORKSCHEDULE			CHECKPOINTS							
<u>Personnel</u>		<u>Quantity</u>		<u>Equipment</u>		<u>Quantity</u>		<u>Materials</u>		<u>Quantity</u>												
LW		1		Utility Truck	1			Water	1,000-10,000 gal						1. Receive work orders from supervisor. 2. Pre-planning morning meeting. 3. Conduct pre-trip vehicle and equipment inspection. 4. Load all necessary equipment and materials. 5. Proceed to the job site.				-Wear proper PPE. -Bring 36" traffic cones for high volume traffic setups.			
MW 2		0-3		Vactor	1										6. Set up Vactor and traffic control at downstream manhole. 7. Insert hose with proper nozzle attached into manhole pointed upstream. 8. Secure hose with shoe or bumblebee. 9. Insert channel shovel. 10. Proceed with cleaning operation to upstream manhole at appropriate PSI according to nozzle type and location. 11. Upon reaching upstream manhole, pull back to downstream manhole at appropriate pace for effective cleaning. 12. Remove debris from channel. 13. Repeat steps 10-12 as necessary.				-Refer to WATCH manual for proper traffic control procedures.			
MW 1		0-3 2-4		Arrowboard	0-1										14. Clean up work area. 15. Remove traffic control. 16. Travel to next site. 17. At end of day return to yard. 18. Clean and refuel vehicles. 19. Leadworker completes paperwork.				-Reset counter. -Document work done			
PERFORMANCE/PRODUCTION UNITS																						
2,000,400 - Main Line-FT																						
APPROVAL																						
2,500-6,000 - FT																						

Describe the Work to be Performed

List Work Criteria and Considerations

List the Required Resources

Indicate the Results Expected

Sample Work Status Report

Fiscal Year 2007

September - September

	Inventory Qty	Labor Days		Accomplishment		Total Cost		Unit per Hour		Unit Cost		YTD Labor Days		YTD Accomplishment	
		Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual		
CATEGORY: 110.22 - SEWER MAIN															
201 BALL	Feet	1	0	378		\$494	\$0	86.87		\$1.31		2	1	1,181	502
202 HIGH VELOCITY CLEANING	Feet	49	73	135,009	201,127	\$40,184	\$54,162	343.75	344.10	\$0.30	\$0.27	153	186	421,903	511,282
203 POWER RODDING	Feet	8	29	21,801	23,796	\$4,901	\$15,002	318.75	101.91	\$0.23	\$0.63	26	86	67,504	95,587
204 HAND RODDING	Feet	3	3	1,620	652	\$1,824	\$1,801	62.50	29.64	\$1.13	\$2.46	10	9	5,083	2,419
Category Total:		62	105			\$47,402	\$70,765					192	283	495,652	609,790
Fiscal Year Total:		62	105			47402	70765					192	283		

Preventative Maintenance Plan Implementation

Success can occur, but it takes

- ✓ **Time**
- ✓ **Involvement**
- ✓ **Training and Guidance**
- ✓ **Flexibility**



**And it never
ends!**

Questions?

Statewide General Waste Discharge Requirements for Sanitary Sewer Systems

Presentation to NCSD Board of Directors
December 1, 2007

Basic Definition

Sanitary Sewer Overflow (SSO)

- Releases of untreated or partially treated wastewater to waters of the United States
- Releases of untreated or partially treated wastewater that do not reach waters of the United States
- Wastewater backups into buildings and on private property that are caused by blockages in the publicly owned portion of the sanitary sewer system

General Waste Discharge Requirements (WDR)

- WDR – Prohibits SSO's
- The Basic Requirements of the WDR
 - Application - Done
 - On-line reporting of Sewer System Overflows - Done
 - Development of a Sewer System Management Plan - Need to Develop



Sewer System Management Plan

- Sewer System Management Plan (SSMP) components
- Phased implementation timeframe

SSMP Components

- Plan and Schedule
- Goals
- Organization
- Legal Authority
- Overflow Emergency Response Plan
- Operation and Maintenance Plan
- FOG Control Program

SSMP Components

(continued)

- Design and Performance Standards
- System Capacity Assurance Plan
- Monitoring, Measurement, and Program Modifications
- SSMP Program Audits
- Communication Program
- Final Certification

SSMP

Final Certification

- SSMP and program to implement SSMP must be certified in compliance with GWDR by District Board at a public meeting
- Program must be internally audited every two years
- Program must be updated at least every five years

SSMP Implementation Schedule

Task	Population 2,500 to 10,000
Plan and Schedule	2/02/08
Goals Organization	5/02/08
Emer. Resp. Plan Legal Authority O&M Plan FOG Plan	11/02/09
Design and Perfor. Standards System Capacity Plan Final SSMP and Certification	5/02/10

Fiscal Impact

- Compliance with the GWDR, particularly the SSMP, will involve investment of resources
- NCSD will need to carefully review our resource needs and include it in our budget planning

NCSD Safety Program

Presentation to NCSD Board of Directors
December 1, 2007

Safety Program Review

Safety Program Requirements for all District Employees:

- IIPP – Injury & Illness Prevention Program
- Code of Safe Work Practices
- EAP – Emergency Action Plan
- SIMS/NEMS/ICS
- Fire Extinguisher
- First Aid and CPR

Safety Program Review

Safety Program Requirements for all District Operations Employees:

- HazCom
- PPE
- Hotwork Permit
- Heat Stress
- Confined Space
- Haz Waste
- Bloodborne Pathogen

Safety Program Review

Safety Program Requirements for all District Operations Employees Continued:

- Lockout Tagout
- Respiratory Protection
- Hearing Conservation
- Trenching & Shoring
- Fall Protection
- Traffic

Illness and Injury Prevention Program

IIPP ELEMENTS

- Responsibilities
- Compliance
- Communication
- Hazard Identification & Evaluation
- Injury/Illness Investigation
- Correction of Hazards
- Training

Safe Work Practices Handbook

Safe Practices – All Employees

- General Safety
- Driving Safety
- Fire Safety
- Housekeeping
- Office Safety
- Slips, Trips and Falls

Safe Work Practices Handbook

Safe Practices – Utility Operations

- Personal Protective Equipment
- Electrical Safety
- Excavation, Maintenance and Plant Operations
- Guarding
- Hand Tools
- Ladder Safety
- Power Tools and Equipment

Future Safety Program Action Items

- SDRMA PreventionLink web based training
- Quarterly Safety Inspections
- Quarterly Safety Training – All employees
- Monthly Safety Training – Operations Employees
- Development of hazard specific safety programs and training

Questions?

Nipomo Community Services District DISTRICT NEWS



Issue 1, 2008

CONSERVE! CONSERVE! CONSERVE!

Nipomo is running out of water, and at an alarming rate.

Just because it's raining doesn't mean our water-shortage problem is over.

Last year San Luis Obispo County received approximately 40% of its average rainfall. In 2007 NCSD customers used an average of nearly 11% more water than they did in 2006.

That puts us at a significant deficit for 2007, so even a normal rainfall year would still not be expected to bring us back to where we were at the time of the last groundwater reading (April 2007).

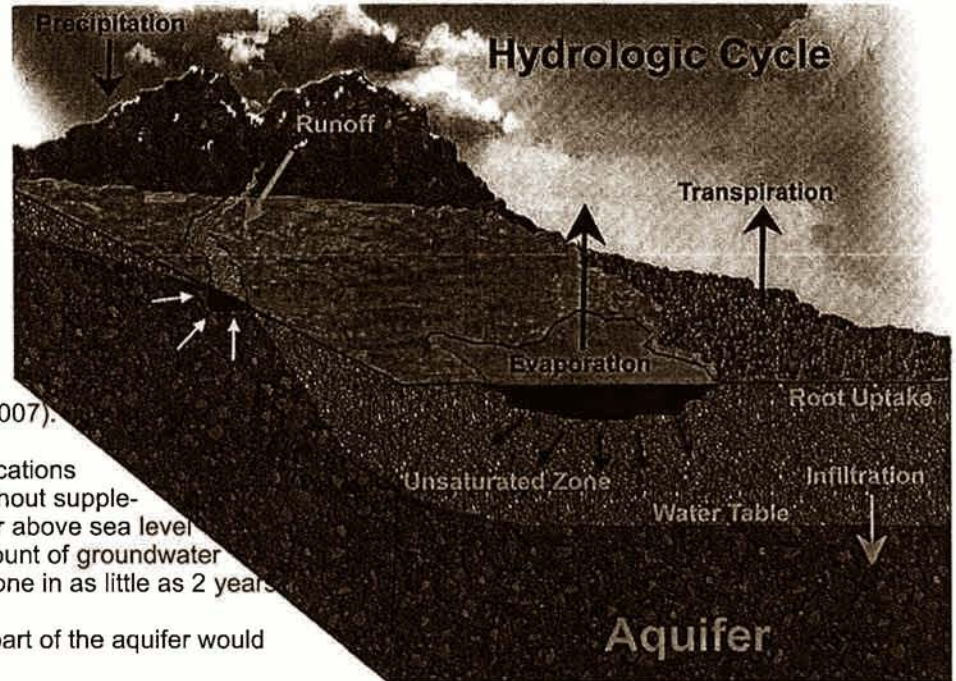
According to the latest studies by Science Applications International (SAIC), projected out 39 years, without supplemental water, 100% of the Nipomo Mesa aquifer above sea level could be used up in 11 to 12 years, and the amount of groundwater needed to prevent seawater intrusion may be gone in as little as 2 years.

If saltwater intrusion occurs in our aquifer, that part of the aquifer would never again be able to store drinking water.

Making the problem worse is the length of time necessary to bring supplemental water to Nipomo (see page 3, *Supplemental Water - Where Are We Now?*). The costs of supplemental water can be expected to raise water bills up to 3 times the current amount.

The cheapest, quickest way to start addressing Nipomo's water problems is to CONSERVE WATER.

Conserved water is immediately available, and a pipeline does not have to be constructed to bring it to Nipomo. That means less cost to you. SAVE WATER -- SAVE MONEY!



TOP 5 WAYS TO SAVE WATER

1. Check home and landscape plumbing for leaks. Fix leaks.
2. Replace indoor plumbing fixtures with water-saving fixtures.
3. Replace lawns and other high-water-use plants with water-saving plants.
4. Never let the water run in a sink unless it is doing a job. Turn off the water while brushing your teeth, cleaning vegetables, etc.
5. Don't use your water hose as a broom. Hoses can deliver up to 10 gallons a minute, which quickly adds up to \$\$\$\$!

Community Forum on Proposed Emergency Water Shortage Regulations and Fees.

On Wednesday, January 30, 2008, 6:30 PM, a public meeting will be held at the Nipomo High School Forum on the proposed Emergency Water Shortage Regulations and fees. These regulations would be enacted in stages should the groundwater storage in the aquifer under the Nipomo Mesa fall to specific levels. See page 2, "*Emergency Groundwater Shortage Regulations at a Glance*" for more details.

Supplemental Water - Where Are We Now?.

The NCSD Board of Directors continues to assess options for bringing supplemental water to Nipomo. See page 3, "*Supplemental Water, Where Are We Now?*" for more details.

FREE!

Workshops for the home gardener: Saving water in the landscape.

NCSD Board Room
148 S. Wilson St., Nipomo
(South of Tefft, In Olde Towne)

Did you know?
Approximately 60%
of a residence's
water bill is due to
landscape irrigation?

Learn How to Make Your Landscape Water-Efficient!

The District is presenting a series of free workshops designed to help residents make their landscapes more water-efficient. Space is limited, so make your reservations now! ~~Call 929.1133 or email cwhitlow@ncsd.ca.gov~~

Feb. 2, 2008 – 9 AM: Importance of Soil Building and Composting. Learn to help your soil use water and nutrients efficiently. Will include a demonstration of tumbler composting and starting a worm ranch. Presented by CalPoly lecturer Hunter Francis, who received his MS degree (from CalPoly in Agriculture (with a Soil Science specialization). Hunter is Co-founder and Program Associate for the Sustainable Agriculture Resource Consortium.

Feb. 9, 2008 – 9 AM: Native and Drought-Tolerant Plants. Learn how beautiful your yard can look with water-efficient plants. Will include demonstration plants which will be raffled off to workshop participants at the end of the workshop! Presented by Carol Bornstein, co-author (along with our local David Fross, owner of Native Sons Wholesale Nursery) of *California Native Plants for the Garden*. Carol is also Director of Nursery Operations and Horticultural Outreach at the Santa Barbara Botanical Garden. Three signed copies of Carol's book will be raffled off at the end of the workshop!

Feb. 16, 2008 – 9 AM: Landscape Design with Drought-Tolerant Plants. Learn the tricks of incorporating water-efficient plants into your landscape. Given by Celeste Whitlow, NCSD Conservation and Public Outreach Specialist, who received her BS degree in Environmental Horticulture from CalPoly SLO. Three signed copies of *California Native Plants for the Garden* will be raffled off to workshop participants at the end of the workshop!

Feb. 23, 2008 – 9 AM: Water-Efficient Landscape Irrigation. Drip irrigation, timers and more! Leak detection! Presented by Joe Decker, who has over 25 years of experience in irrigation. He currently works for Farm Supply in SLO, where he daily helps people problem-solve and better manage their irrigation systems. A free discount coupon for irrigation materials from Farm Supply will be given to each workshop participant!

Proposed Emergency Water Shortage Regulations at a Glance

The available groundwater under the Nipomo Mesa is shrinking and something needs to be done to prevent salt-water intrusion. The decline in water levels is particularly rapid in dry years such as 2007 when there is minimum percolation. In an effort to reduce demand in dry years, NCSD has prepared a set of proposed Emergency Water Shortage Regulations. **A public workshop at Nipomo High School Forum is set for 6:30pm on Wednesday, January 30, 2008,** to get feedback from the community. Residents can download a copy of the proposed Draft Regulations from the NCSD's website (www.ncsd.ca.gov), or pick up a copy at the NCSD Office, 148 South Wilson Street.

The proposed Draft Regulations would establish four levels of drought response – Water Watch, Water Warning, Water Emergency, and Extreme Water Emergency. NCSD would take water level readings from approximately 60 groundwater wells in April of each year and use the data to compute the volume in groundwater storage above sea level. If the readings indicate there is at least 100,000 acre-feet (AF) of groundwater in storage above sea level in a particular year, then the regulations would not call for use restrictions.

If the readings indicate the available storage ranges from 90,000 AF to 100,000 AF, then the Board would implement

the Water Watch program. In addition to providing information on the need to conserve, this level would include some restrictions on the timing of irrigation and decorative use of potable water.

If the readings indicate the available storage ranges from 80,000 AF to 90,000 AF, then the Board would implement the Water Warning program. The goal would be to reduce demand by at least 10%. In addition to the Water Watch Programs, maximum-use targets for all customers would be established, and issuing Intent-To-Serve Letters for new development would be prohibited. If a customer's consumptions exceeds their ration, they would pay a surcharge on their excess use.

If the readings indicate the available storage ranges from 70,000 AF to 80,000 AF, then the Board would implement the Water Emergency program. The goal would be to reduce demand by at least 35%. In addition to the Water Warning Program, the maximum use targets would be smaller and the setting of new water meters would be prohibited.

If the readings indicate the available storage is 60,000 AF or less, then the Board would implement the Extreme Water Emergency program. The goal would be to reduce demand by at least 50%. In addition to Water Emergency Program, the maximum use targets would be set at a minimum level necessary for health and sanitation.

Supplemental Water—Where Are We Now?

On average, the amount of groundwater used by residents from the Nipomo aquifer is two times the amount nature puts into the aquifer. In other words, for every gallon nature puts into the aquifer, two gallons are drawn out.

In 2007 the amount of groundwater stored above sea level shrank by over 15%. With the current rate of water consumption, the District's geohydrologist predicts we could exhaust the remaining water storage in 12 years if the historic rainfall pattern repeats itself. While no one knows how much water is actually needed to prevent saltwater intrusion, it is clear a combination of new supply and reduced demand is needed to ensure the long-term health of our water supply.

The NCSD Board of Directors is committed to developing cost-effective and sustainable supplemental water supplies to augment the District's existing groundwater wells. With this goal in mind, the Board, in 2004, executed an agreement with the City of Santa Maria to bring in up to 3,000 acre-feet of Santa Maria City water with the understanding that NCSD would construct the plumbing to connect the two systems.

A preliminary study regarding the Waterline Intertie was completed in 2005, and the District circulated a Draft Environmental Impact Report (EIR). However, when the estimated cost of the project jumped from \$9 million to \$24 million in November 2006, the Board put the Waterline Intertie Project on hold and ordered a comparison of all



likely alternatives. Of the nine projects presented to the Board in June 2007, the Board directed staff to bring back more information on the two most promising alternatives to the Waterline Intertie: desalination and State water.

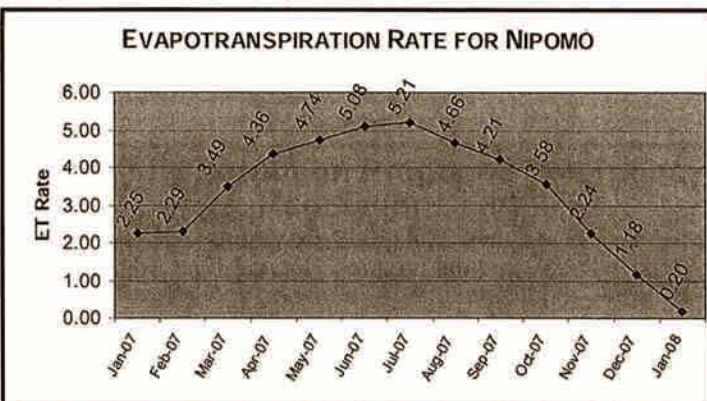
In November 2007, the Board reviewed an evaluation of possible desalination projects. Although desalination is likely to be very expensive to build and operate, the Board determined it was the only option likely to meet the long-term needs of the Nipomo Mesa.

In December 2007, the Board reviewed an evaluation of connecting to the State Water Project pipeline running down Thompson Avenue. Because of the high costs and uncertainty of water delivery, the Board put aside further consideration of the State Water Project. Instead, the Board determined the District should fine tune the Santa Maria Waterline Intertie Project to reduce its cost as the short-term supplemental water supply option, and proceed with the research to develop desalination as the long-term water supply.

Currently, the District is conducting design studies on the Waterline Intertie Project to see if costs can be reduced. These studies should be complete by Spring 2008, which would allow the District to re-circulate a new Draft EIR in Fall 2008, and to seek permits for construction in 2009. Additionally, the District is gearing up to start the research needed for designing a desalination facility.

Save Money—Don't Over-Water!

Landscape irrigation in San Luis Obispo County accounts for almost 80% of SLO County residential water use. It



makes sense to water less during the winter when it is cooler and sometimes even rains, but the question is always "How much do I decrease it?"

Starting this month, the NCSD will start publishing a monthly Watering Index, which is a scientifically based guide to help people adjust landscape watering schedules.

The Watering Index takes the amount of landscape irrigation water you used during the hottest, driest month of the year and then tells you how much water you should be applying to your landscape in the current month.

To find out the amount of water you need to apply in the current month: multiply the Watering Index by the amount of water used in July, then multiply that figure by 100.

January's Watering Index is 3.8%. If you watered your lawn 10 minutes a week in July, you should water it less than 4 minutes a week in January.

$$(38\%) \times (10 \text{ minutes a week in July}) \times (100) = (3.8 \text{ minutes a week in January})$$

You should apply no water to the landscape when it is raining and for a day or so after the rain stops.

For more information, visit the NCSD website (www.ncsd.ca.gov/Library/water_conservation/WateringIndex.pdf).

For More Information

Water-Efficient Home and Landscape

Be Water Wise: www.bewaterwise.com

Santa Barbara Water Page: www.sbwater.org

Water House: www.h2ouse.org

Water Family Game: www.thewaterfamily.co.uk

Water-Efficient Irrigation Systems

www.sbwater.org/WeatherTechnology.htm

Irrigation tutorials: www.irrigationtutorials.com

Drip Irrigation: www.dripirrigation.ca/

Info on the NCS D Website

(<http://www.ncsd.ca.gov/cm/Resources/Conservation.html>)

- "Reading Your Water Meter"
- "Detecting Leaks"
- "Drip Irrigation"
- "Septic Tank Maintenance"
- "Even You Can Fix a Leaky Faucet"
- "Why Use California Native Plants"
- "Selected Drought-Tolerant Plants for the Nipomo Area"
- "Frequently Asked Questions about Water Conservation"
- "Tired of Paying a High Price for Your Landscape?"
- "Timing is Everything! You and Your Irrigation Controller"
- "Septic Tank Maintenance"
- "Pharmaceuticals in the Water Supply"
- "Recycling and Re-Use Guide"
- "Household Hazardous Waste: Where Do I Put It?"



Printed copies of these documents
(and more!) are available in the
lobby at the NCS D Office.

NCS D Staff

- Bruce S. Buel, General Manager
- Lisa S. Borgnuda, Administrator
- Peter Sevcik, District Engineer
- Tina Grietens, Utilities Superintendent
- Celeste Whitlow, Water Conservation Specialist



Up-Coming Board Meetings

- 1/30/2008, 6:30 PM, Nipomo HS
- 2/13/2008, 9:00 AM, Board Meeting
- 2/27/2008, 9:00 AM, Board Meeting
- 3/12/2008, 9:00 AM, Board Meeting
- 3/26/2008, 9:00 AM, Board Meeting



Board Meetings, unless otherwise indicated, are held in the Board Room at the NCS D Office.

Board Packets can be downloaded from the NCS D website (www.ncsd.ca.gov)



Nipomo Community
Services District

148 S. Wilson Street
Nipomo, CA 93444-0326
Phone: (805) 929-1133
Fax: (805) 929-1932
www.ncsd.ca.gov