


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



MANAGER'S REPORT

ITEM

Standing report to your Honorable Board --*Period covered by this report February 7, 2008 through February 21, 2008.*

DISTRICT BUSINESS

Administrative

Maria Vista Estates has set a total of ten water meters.

Staff expects to occupy the shop office by the end of February and to hold an Open House from 4pm to 6pm on Wednesday March 19th. See agenda item D-3 re acceptance of the works.

Judge Komar has filed his decision in the Groundwater Litigation.

Attached is an outline of the topics that the District Superintendent will present at Agenda Item C-2.

Attached is an outline of the topics that the District Water Conservation Specialist will present at Agenda Item C-3.

Attached is a letter from South County Sanitary regarding renewal of the Franchise Agreement.

Attached is a listing of upcoming meetings and events per the request of Director Vierheilg.

Safety Program

No injury reports during the period.

Project Activity

Staff will provide a verbal projects update to the Board at the Board Meeting. Attached is the Supplemental Water fiscal report through January 2007.

Conservation Program Activities

Staff has initiated implementation of the Water Conservation Program. Both the 2/9 and 2/16 Landscape Workshops were full and well received.

RECOMMENDATION

Staff seeks direction and input from your Honorable Board.

ATTACHMENTS

- Listing of District Superintendent Activities
- Listing of Water Conservation Specialist Activities
- Letter from South County Sanitary Service re Franchise
- Listing of Upcoming Meetings and Events
- SWP Fiscal Activity Summary

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**NIPOMO COMMUNITY SERVICES DISTRICT
SUPPLEMENTAL WATER FEES COLLECTED**

PROJECT	DEVELOPER	SUMMARY	DATE PAID	WATER SUPPLY PORTION	PIPELINE PORTION	SUPPLEMENTAL TOTAL
2939	NEWDOLL	FINAL FEES-BALANCE DUE TO FEE INCREASE 7/1/07	7/25/2007	6,699.92	828.08	7,528.00
2595	BAUR	FINAL FEES-BALANCE DUE TO FEE INCREASE 7/1/07	7/24/2007	1,801.36	222.64	2,024.00
CO 06-0082	BEAUCHAMP	FINAL FEES-BALANCE DUE TO FEE INCREASE 7/1/07	8/7/2007	900.68	111.32	1,012.00
CO 04-0606	PEOPLE SELF HELP	FINAL FEES-BALANCE DUE TO FEE INCREASE 7/1/07	8/27/2007	1,935.75	239.25	2,175.00
2595	PUHEK	FINAL FEES-BALANCE DUE TO FEE INCREASE 7/1/07	10/15/2007	5,024.94	621.06	5,646.00
092-130-044	ROOSEVELT APTS	DEPOSIT FOR TWO 4" DOMESTIC, ONE 2" IRRIGATION, ONE 4" IRRIGATION, ONE 4" FIRE SYSTEM, ONE 6" FIRE SYSTEM AND CREDIT FOR ONE 1" SERVICE	10/31/2007	725,246.10	89,637.15	814,883.25
090-135-006	SPENCER	DEPOSIT FOR ONE 1" DOMESTIC, ONE 1" IRRIGATION AND ONE 3" FIRE SYSTEM	11/27/2007	45,625.40	5,639.10	51,264.50
CO 06-0037	VILLAGE AT NIPOMO	DEPOSIT FOR ONE 1.5" DOMESTIC, ONE 4" DOMESTIC AND THREE 1" IRRIGATION AND CREDIT FOR 5 1" DOMESTIC	11/26/2007	53,644.75	6,630.25	60,275.00
2658	PACE	FINAL FEES-BALANCE DUE TO FEE INCREASE 7/1/07	11/27/2007	3,602.72	445.28	4,048.00
092-130-043	CIDER VILLAGE	FINAL FEES-BALANCE DUE TO FEE INCREASE 7/1/07	12/18/2007	62,320.90	7,702.60	70,023.50
FISCAL YEAR 2007-2008			SUBTOTAL	906,802.52	112,076.73	1,018,879.25

CARRY FORWARD TOTALS FOR FY 04-05,
FY 05-06 AND FY 06-07

1,146,297.23	141,327.02	1,287,624.25
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GRAND TOTAL **2,053,099.75** **253,403.75** **2,306,503.50**

TO: BRUCE BUEL
FROM: TINA GRIETENS
DATE: February 20, 2008

UPDATE: RE: UTILITY OPERATIONS

FIRST WEEK (January 29 – February 5, 2008)

1. Water leak on Dana St. was repaired without incident.
2. Blacklake WWTP Pond liner is pulling away from the wall. Contractor notified, pond isolated and the water is being pumped out. To be repaired on warranty.
3. Noncompliance issues with DHS
 - a. Notified that distribution samples were not collected the first week of Jan. 2008
 - b. Letter of correction from May 2007 inspection by DHS had not been completed or mailed out. This situation has been addressed, and the response to DHS is being resolved.
 - c. Quarterly Raw Well water samples weren't collected in Jan. 2008
 - d. When sampled in Feb. 2008, two of the wells had positive coliform results.

Responses to the letter of correction have been made, and corrective measures are in place to insure that sampling will be completed when scheduled. The wells that had positive coliform results had been offline for a period of time. One had a plugged chlorine injection line which has been temporarily repaired. The wells have been properly chlorinated and flushed. The staff has been notified of proper flushing and sampling techniques.

4. Pumping of pond at Southland WWTP- in progress.
5. Water Quality problems with BODs at Southland WWTP. Per the District Engineer's Feb. 13, 2008 report to the board, we assume that it was caused by redirecting the flow of the ponds in preparation of pumping down the pond #3. Staff has started keeping a log of activities at the plant. Timers are being used to start the composite samplers in the early hours, so that the samples are "fresh".
6. Woodgreen Lift Station had a pump replaced temporarily. Both pumps are to be replaced. One is on order- due this month.

SECOND WEEK: (Feb. 6 – Feb. 12, 2008)

7. Began working with contractors on new purchase order contract procedure.
8. Fire hydrant replaced at Orchard and Tefft.
9. Furniture was delivered at the new building.

THIRD WEEK: (Feb. 13 – Feb 19, 2008)

10. Budget preparation
11. Aerator readjustment at Blacklake WWTP
12. Getting estimates for electrical work



NIPOMO COMMUNITY SERVICES DISTRICT

148 SOUTH WILSON STREET
POST OFFICE BOX 326
NIPOMO, CA 93444 - 0326
(805) 929-1133 FAX (805) 929-1932
Web site address www.nipomocsd.com

MEMORANDUM

TO: BRUCE BUEL, GENERAL MANAGER
FROM: CELESTE WHITLOW, CONSERVATION AND PUBLIC OUTREACH
COORDINATOR
DATE: FEBRUARY 27, 2008
RE: WATER CONSERVATION UPDATE ACTIVITIES UPDATE

- **Grant funding update**

- Continue to learn the Department of Water Resources' grant process and its online grant filing program.

- **California Urban Water Conservation Council Update**

- A plenary meeting will be held on March 12, 2008 in San Diego at which time final application approval vote by the Council membership will occur. The District will then receive our password for access to the CUWCC website's members-only sections, which include the One-Stop-Grant section and research/reference section.
- A survey was distributed statewide in 2007 to assess the status of water shortage throughout the state, agencies' interest in assistance with drought preparation, and other issues. The survey's respondents demonstrated:
 - 71%: Taking extra steps to reduce water use throughout much of California in 2007.
 - 72%: Looking for information and assistance in helping customers reduce demand.
 - 68%: Interested in applying for financial assistance to support supply augmentation and demand reduction programs
 - Many were concerned about Delta pumping restrictions, inadequate billing systems, staffing, funding, and presenting a consistent message to the public.
- Assembly Bill 715: passed and chaptered. Requires that by the year 2014 all toilets offered for sale in California be high-efficiency models (1.2-gallons or less per flush; includes dual-flush models). A graduated ramp up (50% by 2010, 67% by 2011, etc.) is required to the 2014 100% target date.
- Federal Department of Energy denied the petition of the California Energy Commission to allow more stringent energy-efficiency clothes-washer standards for California. The CEC is considering an appeal.

- EPA "WaterSense" labeling for testing certification programs of landscape irrigation professionals. Certification requires those doing the testing and certification to test experienced professionals and provide program oversight in order to accurately assess their competency in designing, installing/maintaining and auditing water-efficient landscape irrigation systems.
- EPA "WaterSense" labeling program for products. Will educate American consumers on making smart water choices that save money and maintain high environmental standards without compromising performance.
- **Public education and outreach**
 - Workshops, development of new public education materials
 - Letters to new customers
 - Website updates
- **District landscape refurbishment update**
 - Major refurbishment on hold until April groundwater assessment.
 - District office's composting center has been installed. Worms are doing well and seem to love mashed potatoes.
- **District office tree removal**
 - Received County approval ("Land Use Authorization") for removal of trees. In negotiations with County to obtain waiver for requirement to replace each tree with two trees, in the same location as the tree removed.
- **Tree grate installation**
 - Estimated arrival date of grates: first week in March.
- **Qualifications for landscape irrigation contractors (water-efficiency)**
 - See attachment.

ATTACHMENT

"California Landscape Contractors Association: Certified Water Management Certification"



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MEMORANDUM

TO: BRUCE BUEL, GENERAL MANAGER
FROM: CELESTE WHITLOW, CONSERVATION AND PUBLIC OUTREACH COORDINATOR
DATE: FEBRUARY 27, 2008
RE: INFORMATION ON LANDSCAPE CONTRACTORS AND IRRIGATION EFFICIENCY

Background. Many District customers are willing to conserve water, but the landscape maintenance companies they use do not appear to be willing or able to aggressively manage the irrigation and the landscape to achieve water efficiency. The Board instructed staff to research the requirements for becoming a landscape contractor, and search for certifications or trainings which produce contractors who are able to efficiently manage the irrigation of a client's landscape.

California Landscape Contractors Association. The CLCA (www.clca.org) was incorporated as a non-profit entity in 1952, and currently has 17 regional chapters. The chapter for our area is the San Luis Obispo Chapter.

To become a Licensed Landscape Contractor, applicants are required to:

- Have four years experience in the landscape trade before testing. Credit for part of the four-year requirement may be given for education, technical training, or apprenticeship training.
- Pass the test. Application to test is \$250. There are license schools that can help the applicant in preparing for the test. The tests are given regularly throughout the state. If an applicant does not pass the first time, they can take the test as many times as they want for 18 months from the date of application to test before they have to file a new application.
- Other. License fees are \$150/year. Contractors are required to have a license bond, which is about \$100/year.

To join the CLCA, an applicant must be a Licensed Landscape Contractor, fill out the forms, and pay the dues.

CLCA Water Management Certification Program. The CLCA offers a Water Management Certification Program (WMCP) to landscape contractors and others, including consultants, architects and policymakers. The California Urban Water Conservation Council supports this program.

The program was initiated because of rising water rates and fines for run-off which have provided pocketbook incentive to residential and nonresidential landscape owners and managers to increase the efficiency of their irrigation practices. There was a rising need for landscape contractors trained to achieve and maintain maximum irrigation efficiency.

The program was started in 2007. The goal was to have a practical, profitable solution to the increased need for water efficiency in the landscape by training landscape contractors and other green industry professionals to provide their customers with good-to-excellent landscape appearance, using water based on actual plant requirements.

There are two levels of certification:

1. Full Certification, "CLCA Water Manager." Requires passing the certification test and maintenance of at least one property for one year at or below the landscape water budget as set by the CLCA Water Management Performance Program (100% of ETo).
2. Expert Certification, "CLCA Expert Water Manager." Requires passing the certification test and maintenance of at least five properties for one year, and continue to manage five properties at or below the water budget. The budget may not be more than 80% of ETo.

There are three parts to the certification process:

1. Passing the certification test. This provides the certificate holder with a "Provisional Certification."
2. Completion of the performance part of the process. This provides the certificate holder with a "Full Certification" as CLCA Water Manager.
3. Maintenance of certification status.

For part 2 and part 3 of the process, the certificate holder submits to the CLCA the sites the certificate holder is managing. The CLCA WMCP then analyzes each site and prepares a water budget for each site. Verification of maintenance of water budget for performance certification, and maintenance of certification, is accomplished by the certificate holder (on a monthly basis) demonstrating water management results by submitting documentation (meter readings or water use billing statements) on each of the sites being managed. The CLCA then, on a monthly basis, sends a monthly report to each certificate holder outlining the percentage of the water budget used that month. These reports can then be submitted to customers as proof of the water savings.

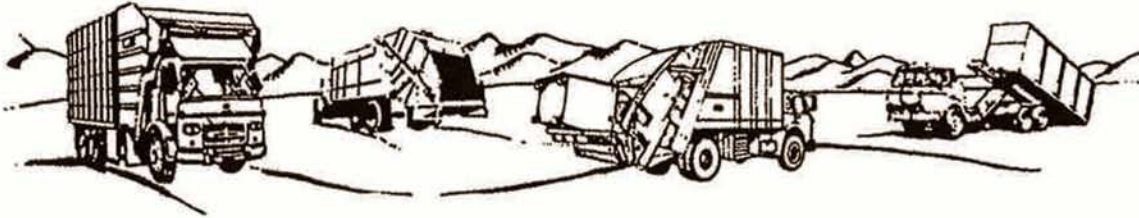
The CLCA website has a list of companies employing Certified Water Managers, and a list of individual Certified Water Managers. Review of the current lists shows that there are no companies that employ Full Certified Water Managers in San Luis Obispo County listed. There are six companies that employ Provisional Certified Water Managers:

- Earthscapes (San Luis Obispo)
- Ewing Irrigation (San Luis Obispo)
- Garden Escapes (San Luis Obispo)
- J.K. Tubb Landscape and Design, Inc. (Paso Robles)
- K.D. Janni Landscaping (San Luis Obispo)
- Sprinkler King (San Luis Obispo)

There are no listings for companies Certified Water Managers in Santa Barbara County.

On the website there is a list for individual Certified Water Managers, but the locations for these individuals are not given.

South County Sanitary Service



**866 West Grand Avenue • Grover Beach, CA 93433
805-489-4246 • 805-489-3534 • 805-489-2104**

Nipomo CSD
Bruce Buel
148 South Wilson
Nipomo, CA 93444

February 20, 2008

Dear Bruce,

The franchise agreement between South County Sanitary Service and Nipomo CSD expires in June of 2008. Given that lawyers are involved, we need to get started. There are two significant changes coming that will effect our new agreement.

The first one is the Cold Canyon Landfill expansion. We are down to roughly two and half year's worth of capacity. The expansion project has been filed with the County of San Luis Obispo and the EIR is being prepared. The expansion will provide 30 years of future disposal capacity, an elevated C&D recycling line and an improved public recycling area. We are estimating it will require us to spend a minimum of \$9,000,000 plus county required mitigations. As before, Cold Canyon must borrow the funds and the Bank of America wants proof they will be paid back. They want to see long-term franchises from Cold Canyon's customers so the tonnage is committed.

The second change is the Air Pollution Control District's push to reduce emissions. Our changeover to CNG garbage trucks should provide a large part of the reductions that APCD will set as the goal for Nipomo CSD. We have started this replacement project. However, given the number of remaining diesel trucks and the cost of a CNG truck it will take many years.

The biggest concern for a garbage company is recovering the cost of the various advance expenditures. The longer term we have for recovery, the less impact it has on rate changes. San Luis Garbage has a 15 year franchise agreement with the City of San Luis Obispo. Mission Country Disposal has a 15 year franchise agreement with the Cayucos Sanitary District. I would like to meet with you to discuss a 15 year franchise. That will help keep Nipomo CSD's and South County Sanitary Service's costs to a minimum for the long term. We have requested the same length of term from Arroyo Grande, Pismo Beach, Grover Beach, and Oceano CSD.

Tom Martin, General Manager

LISTING OF UPCOMING MEETINGS AND EVENTS

2/23 @ 9am @ NCSD – WC Workshop 4
2/23 @ 9:30am @ NHS – Cal Poly Land Use Forum
2/25 @ 1pm @ NCSD – SWP Committee Meeting
2/25 @ 6:30pm @ NCSD – SCAC
2/27 @ 9am @ NCSD – Board Meeting
2/27 @ Noon @ Blacklake – Chamber Lunch
3/3 @ 9am @ NCSD – Finance and Audit Committee
3/3 @ 2pm @ NCSD – Southland WWTF Upgrade Project – CANCELLED
3/5 @ 1:30pm @ City/County Library – WRAC
3/12 @ 9am @ NCSD – Board Meeting
3/19 @ 4pm @ Southland WWTF – Open House
3/25 @ 7am @ Monarch Dunes – Chamber Breakfast (Pres Winn Speech)
3/26 @ 9am @ NCSD – Board Meeting
3/27 @ 9am @ BoS Chambers – LAFCO

* * * *

Board of Supervisors – Most Tuesdays
WRAC – 1st Wed
SLO County Planning Commission – 2nd Thursday
LAFCO – 3rd Thursday
SCAC – Last Monday
Chamber – Last Wed Lunch + Quarterly Tues Breakfast
SLO County Planning Commission – 4th Thursday

**NIPOMO COMMUNITY SERVICES DISTRICT
WATERLINE INTERTIE PROJECT
MONTHLY REPORT TO THE BOARD OF DIRECTORS
JANUARY 2008**

REVENUES FY 2007-2008 (1)	<u>MONTH OF</u> <u>JANUARY</u>	<u>FISCAL YEAR</u> <u>7/1/2007 TO</u> <u>6/30/2008</u>
Supplemental Water Capacity Fees Collected	0.00	1,018,879.25
Interest Income (monthly & quarterly posting)	<u>5,506.40</u>	<u>65,766.41</u>
Revenue Subtotal	<u>5,506.40</u>	<u>1,084,645.66</u>
EXPENDITURES FY 2007-2008 (2)		
<u>CONSULTANTS</u>		
1590-A1 Feasibility Study (Cannon)	0.00	0.00
1590-A2 EIR Preparation (Wood & Assoc)	0.00	0.00
1590-A3 Estimate/Preliminary Schedule (Cannon)	0.00	0.00
1590-A4 Proposed Routes/Facilities (Cannon)	0.00	0.00
1590-A5 Prop 50 Grant Applicatin	0.00	923.40
1590-A6 Project Support (Cannon)	0.00	0.00
1590-A7 Groundwater Grant Assistance (SAIC)	0.00	15,000.00
<u>LEGAL</u>		
1590-B1 Shipsey & Seitz	0.00	1,249.50
1590-B2 McDonough, Holland & Allen	0.00	0.00
1590-B3 Richards, Watson & Gershon	0.00	0.00
<u>LAND ACQUISITION</u>		
1590-C1 Tarvin & Associates	0.00	0.00
<u>FINANCIAL</u>		
1590-D1 Reed Group	0.00	0.00
1590-D2 Marlowe & Company (Lobbyist)	0.00	9,000.00
<u>ENGINEERING</u>		
1590-E1 Preliminary Engineering Design (Boyle)	11,978.55	11,978.55
1590-E2 Water Modeling by Carollo (City of Santa Maria)	0.00	0.00
1590-E3 Alternative Water Supplies (Boyle)	0.00	70,772.01
<u>OTHER</u>		
1590-F1 FGL Environmental	0.00	0.00
1590-F2 Copy/Print	0.00	0.00
<u>SALARY AND BENEFITS (3)</u>		
1590-Z1 Wages-Capitalized	2,211.53	16,033.63
1590-Z2 Payroll Taxes-Capitalized	79.29	279.63
1590-Z3 Retirement-Capitalized	636.02	4,612.73
1590-Z4 Medical-Capitalized	223.97	1,445.03
1590-Z5 Dental/Vision-Capitalized	27.13	184.48
1590-Z6 Workers Compensation-Capitalized	17.68	127.97
Expenditure Subtotal	<u>15,174.17</u>	<u>131,606.93</u>
Net Revenues less Expenditures	<u>(9,667.77)</u>	<u>953,038.73</u>
Beginning Fund Balance as of July 1, 2007		2,354,803.02
Ending Fund Balance as of January 31, 3008		<u><u>3,307,841.75</u></u>

(1) See attached "Supplemental Water Fees Collected" Schedule for more detail.

(2) See attached "Supplemental Water Cost Summary" for more detail.

(3) Salary and Benefits of Project Manager are allocated among NCSD projects and capitalized as part of the cost of the project.

T:\documents\projects\supplemental Water\Financial Reports\FY 6-30-08\monthly report to board.xls


**NIPOMO COMMUNITY SERVICES DISTRICT
SUPPLEMENTAL WATER COST SUMMARY**

<u>A/C #</u>	<u>DESCRIPTION</u>	<u>7/1/2004 TO 6/30/2005</u>	<u>7/1/2005 TO 6/30/2006</u>	<u>7/1/2006 TO 6/30/2007</u>	<u>7/1/2007 TO 6/30/2008</u>	<u>GRAND TOTAL</u>
1645	Reservation Fee-City of Santa Maria	37,500.00	0.00	0.00	0.00	37,500.00
1590-A1	Feasibility Study (Cannon)	25,887.29	0.00	0.00	0.00	25,887.29
1590-A2	EIR Preparation (Wood & Assoc)	29,037.48	87,100.23	16,053.83	0.00	132,191.54
1590-A3	Est/Preliminary Schedule (Cannon)	3,706.19	2,602.75	0.00	0.00	6,308.94
1590-A4	Proposed Routes/Facilities (Cannon)	5,050.07	520.00	0.00	0.00	5,570.07
1590-A5	Prop 50 Grant Application	2,757.00	6,210.00	0.00	923.40	9,890.40
1590-A6	Project Support (Cannon)	0.00	11,797.44	0.00	0.00	11,797.44
1590-A7	Groundwater Grant Assistance (SAIC)	0.00	0.00	0.00	15,000.00	15,000.00
1590-B1	Shipsey & Seitz	0.00	23,095.55	17,564.25	1,249.50	41,909.30
1590-B2	McDonough, Holland & Allen	0.00	34,177.28	15,871.65	0.00	50,048.93
1590-B3	Richard, Watson & Gershon	0.00	9,472.38	27,954.81	0.00	37,427.19
1590-C1	Tarvin Appraisal	0.00	0.00	16,170.00	0.00	16,170.00
1590-D1	Reed Group	0.00	2,809.85	0.00	0.00	2,809.85
1590-D2	Marlowe & Company (Lobbyist)	0.00	0.00	0.00	9,000.00	9,000.00
1590-E1	Preliminary Engineering Design (Boyle)	0.00	6,470.33	223,286.67	11,978.55	241,735.55
1590-E2	Water Modeling by Carollo (City of SM)	0.00	0.00	24,942.00	0.00	24,942.00
1590-E3	Alternative Water Supplies (Boyle)	0.00	0.00	164,230.48	70,772.01	235,002.49
1590-F1	Lab Testing (FGL Environmental)	0.00	0.00	5,047.00	0.00	5,047.00
1590-F2	Copy/Print	0.00	0.00	740.24	0.00	740.24
1590-Z1	Wages-Capitalized	0.00	29,076.92	35,884.51	16,033.63	80,995.06
1590-Z2	Payroll Taxes-Capitalized	0.00	587.22	587.42	279.63	1,454.27
1590-Z3	Retirement-Capitalized	0.00	8,418.08	10,344.53	4,612.73	23,375.34
1590-Z4	Medical-Capitalized	0.00	2,861.36	3,367.02	1,445.03	7,673.41
1590-Z5	Dental/Vision-Capitalized	0.00	0.00	247.90	184.48	432.38
1590-Z6	Workers Compensation-Capitalized	0.00	260.35	341.83	127.97	730.15
		<u>103,938.03</u>	<u>225,459.74</u>	<u>562,634.14</u>	<u>131,606.93</u>	<u>1,023,638.84</u>

**NIPOMO COMMUNITY SERVICES DISTRICT
CERTIFICATES OF PARTICIPATION
DEBT SERVICE SCHEDULE**

	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL DEBT SERVICE</u>	<u>PRINCIPAL BALANCE</u>
FY June 30, 2004	0.00	136,384.79	136,384.79	4,000,000.00
FY June 30, 2005	75,000.00	169,950.00	244,950.00	3,925,000.00
FY June 30, 2006	80,000.00	167,625.00	247,625.00	3,845,000.00
FY June 30, 2007	80,000.00	165,225.00	245,225.00	3,765,000.00
FY June 30, 2008	85,000.00	163,132.50	248,132.50	3,680,000.00
FY June 30, 2009	85,000.00	162,240.00	247,240.00	3,595,000.00
FY June 30, 2010	85,000.00	160,157.50	245,157.50	3,510,000.00

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



COMMITTEE REPORTS

ITEM

Receive Committee Meeting Minutes.

BACKGROUND

President Winn and Director Harrison met with representatives from Blacklake on February 11, 2008. President Winn or Member Harrison can respond to questions regarding the meeting.

RECOMMENDATION

It is recommended that your Honorable Board discuss the meeting as appropriate.

ATTACHMENT - NONE

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