


TO: BOARD OF DIRECTORS
FROM: BRUCE BUEL 
DATE: APRIL 25, 2008

**AGENDA ITEM
F
APRIL 30, 2008**

MANAGER'S REPORT

ITEM

Standing report to your Honorable Board --*Period covered by this report April 5, 2008 through April 23, 2008.*

DISTRICT BUSINESS

Administrative

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

Staff conducted interviews of prospective candidates to fill the open part time utility clerical position on April 17, 2008 and additional interviews are scheduled for April 24, 2008 and April 25, 2008.

Attached is a copy of a summary of the training provided to the Utility Supervisor 3/31/08 through 4/5/08.

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

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 a fiscal summary of the Supplemental Water Project Fund through March 31, 2008.

Conservation Program Activities

Staff has initiated implementation of the Water Conservation Program.

RECOMMENDATION

Staff seeks direction and input from your Honorable Board.

ATTACHMENTS

- Training Summary
- March 2008 SWP Fiscal Report
- Listing of Upcoming Meetings and Events

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NIPOMO COMMUNITY SERVICES DISTRICT

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

DATE: 4/10/08

TO: Bruce Buel

FROM: Tina
Per your Request - Summary of
Training from Dan

THIS TRANSMISSION CONSISTS OF 2 PAGES, INCLUDING THIS COVER SHEET.
IF THERE ARE ANY QUESTIONS, PLEASE CONTACT:

Tina

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The class I attended from 3/31/08 – 4/5/08 was a study of the complex mathematical calculates that would be encountered on the Grades 3 – 5 of the Wastewater Treatment Exam. We also reviewed several essay questions similar to the essay questions that would be encountered on the exam and discussed possible solutions to the questions.

These classes are helpful because they cover activated sludge and the processes that are involved at a plant of that type. Most of the questions that are encountered on these wastewater exams pertain to activated sludge, digesters, belt presses and other processes and equipment you find at that type of facility. Nipomo's wastewater plants are simply treated by surface aeration and the effluent is disposed in percolation ponds or in the case of Black Lake transported to the golf course for irrigation.

In order to pass the test you need to understand the processes and equipment at an activated sludge plant. The class helps you to understand those processes, plus the way the equipment processes the waste stream as it goes through the plant.

I believe these two classes helped greatly dealing with the complexity of the test. I will not have results from the test for several weeks because each essay question has to be read individually then graded by content.

LISTING OF UPCOMING MEETINGS AND EVENTS

4/28/08 @ 6:30pm @ NCSO – SCAC Meeting
4/29/08 @ 9am @ NCSO – Finance and Audit Committee Meeting
4/30/08 @ 9am @ NCSO – Board Meeting
5/2/08 @ 9am @ Emeryville – General Manager participates in Strategic Plan Training
5/3/08 @ 10am @ Atascadero Sunken Gardens – Water Fest 2008
5/5/08 @ 10am @ NCSO – Southland WWTF Upgrade Project Committee
5/7/08 @ 1:30pm @ Co/City Library – WRAC
5/8/08 @ Noon @ The Wallace Group – CSDA Chapter Meeting
5/9/08 @ 9am @ RWQCB Office – RWQCB Review of OWTS Regulations
5/12/08 @ 9am @ Sheraton Sacramento – CSDA Government Affairs Day
5/14/08 @ 9am @ NCSO – Board Meeting
5/15/08 @ 9am @ Board Chambers – LAFCO
5/19/08 @ 1pm @ NCSO – Supplemental Water Project Committee Meeting
5/26/08 @ 6:30pm @ NCSO – SCAC Meeting

* * * *

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

NOTE: The DeGroot Appeal Hearing previously scheduled for 5/6 is cancelled

**NIPOMO COMMUNITY SERVICES DISTRICT
WATERLINE INTERTIE PROJECT
MONTHLY REPORT TO THE BOARD OF DIRECTORS
MARCH 31, 2008**

| REVENUES FY 2007-2008 (1) | <u>MONTH OF</u> <u>MARCH</u> | <u>FISCAL YEAR</u> <u>7/1/2007 TO</u> <u>6/30/2008</u> |
|---|---------------------------------|--|
| Supplemental Water Capacity Fees Collected | 65,186.00 | 1,084,065.25 |
| Interest Income (monthly & quarterly posting) | <u>17,914.24</u> | <u>88,404.28</u> |
| Revenue Subtotal | <u><u>83,100.24</u></u> | <u><u>1,172,469.53</u></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 | 1,954.50 |
| 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 | 1,328.40 |
| 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 Lobbying (Marlowe & Company) | 396.99 | 20,801.11 |
| <u>ENGINEERING</u> | | |
| 1590-E1 Preliminary Engineering Design (Boyle) | 15,165.76 | 51,260.71 |
| 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 |
| 1590-E4 Project Information (Boyle) | 0.00 | 6,000.00 |
| <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 | 2,211.54 | 20,456.71 |
| 1590-Z2 Payroll Taxes-Capitalized | 32.06 | 343.75 |
| 1590-Z3 Retirement-Capitalized | 636.02 | 5,884.77 |
| 1590-Z4 Medical-Capitalized | 223.97 | 1,892.97 |
| 1590-Z5 Dental/Vision-Capitalized | 28.75 | 241.98 |
| 1590-Z6 Workers Compensation-Capitalized | 17.68 | 163.33 |
| Expenditure Subtotal | <u><u>18,712.77</u></u> | <u><u>197,349.74</u></u> |
| Net Revenues less Expenditures | <u><u>64,387.47</u></u> | <u><u>975,119.79</u></u> |
| Beginning Fund Balance as of July 1, 2007 | | 2,354,803.02 |
| Ending Fund Balance as of March 31, 2008 | | <u><u>3,329,922.81</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 | 1,954.50 | 134,146.04 |
| 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 | 1,328.40 | 10,295.40 |
| 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 | Lobbying (Marlowe & Company) | 0.00 | 0.00 | 0.00 | 20,801.11 | 20,801.11 |
| 1590-E1 | Preliminary Engineering Design (Boyle) | 0.00 | 6,470.33 | 223,286.67 | 51,260.71 | 281,017.71 |
| 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-E4 | Project Information (Boyle) | 0.00 | 0.00 | 0.00 | 6,000.00 | 6,000.00 |
| 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 | 20,456.71 | 85,418.14 |
| 1590-Z2 | Payroll Taxes-Capitalized | 0.00 | 587.22 | 587.42 | 343.75 | 1,518.39 |
| 1590-Z3 | Retirement-Capitalized | 0.00 | 8,418.08 | 10,344.53 | 5,884.77 | 24,647.38 |
| 1590-Z4 | Medical-Capitalized | 0.00 | 2,861.36 | 3,367.02 | 1,892.97 | 8,121.35 |
| 1590-Z5 | Dental/Vision-Capitalized | 0.00 | 0.00 | 247.90 | 241.98 | 489.88 |
| 1590-Z6 | Workers Compensation-Capitalized | 0.00 | 260.35 | 341.83 | 163.33 | 765.51 |
| | | <u>103,938.03</u> | <u>225,459.74</u> | <u>562,634.14</u> | <u>197,349.74</u> | <u>1,089,381.65</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> |
|------------------|------------------|-----------------|-------------------------------|------------------------------|
| | | | | 4,000,000.00 |
| 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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**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 |
| 2499 | NESTER | FINAL FEES-BALANCE DUE TO FEE INCREASE 7/1/07 | 3/18/2008 | 15,074.82 | 1,863.18 | 16,938.00 |
| CO 04-0342 | NEWDOLL | FINAL FEES FOR FOUR RESIDENTIAL | 3/26/2008 | 42,940.72 | 5,307.28 | 48,248.00 |
| FISCAL YEAR 2007-2008 | | | SUBTOTAL | 964,818.06 | 119,247.19 | 1,084,065.25 |

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 |
|--------------|------------|--------------|

| | | | |
|--------------------|---------------------|-------------------|---------------------|
| GRAND TOTAL | 2,111,115.29 | 260,574.21 | 2,371,689.50 |
|--------------------|---------------------|-------------------|---------------------|

TO: BOARD OF DIRECTORS
FROM: BRUCE BUEL *BBB*
DATE: April 25, 2008

**AGENDA ITEM
G
APRIL 30, 2008**

COMMITTEE REPORTS

ITEM

Review Committee Matters.

BACKGROUND

The Water Conservation Committee met on April 7, 2008 and minutes are attached. Directors Winn and Vierheilg can respond to questions regarding the meeting.

The Finance and Audit Committee met on April 10, 2008 and minutes are attached. Directors Vierheilg and Harrison can respond to questions regarding the meeting.

The Supplemental Water Project Committee met on April 14, 2008 and minutes are attached. Directors Eby and Trotter can respond to questions regarding the meeting.

The Supplemental Water Project Committee met on April 21, 2008 and minutes are attached. Directors Eby and Trotter can respond to questions regarding the meeting.

The Southland WWTF Upgrade Project Committee is scheduled to meet on May 5, 2008.

The Supplemental Water Project Design and Construction Committee is scheduled to meet on May 19, 2008.

RECOMMENDATION

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

ATTACHMENT

- 4/7/08 WATER CONSERVATION COMMITTEE MEETING MINUTES
- 4/10/08 FINANCE AND AUDIT COMMITTEE MEETING MINUTES
- 4/14/08 SUPPLEMENTAL WATER PROJECT COMMITTEE MEETING MINUTES
- 4/21/08 SUPPLEMENTAL WATER PROJECT COMMITTEE MEETING MINUTES

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NIPOMO COMMUNITY SERVICES DISTRICT

148 SOUTH WILSON STREET
POST OFFICE BOX 326
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Web site address www.ncsd.ca.gov

MINUTES OF THE 4/10/08 MEETING OF THE FINANCE AND AUDIT COMMITTEE

1. CALL TO ORDER, ROLL CALL AND FLAG SALUTE

Chairman Vierheilig called the Special Meeting to order at 9:03 a.m. in the NCSD Board Chambers. Both Chairman Vierheilig and Director Harrison were in attendance along with staff members Bruce Buel, Lisa Bognuda, Peter Sevcik, Tina Grietens. There were no members of the public present.

2. REPLACEMENT STUDY STATUS REPORT BY BOYLE ENGINEERING

Malcolm McEwen of Boyle Engineering presented a Power Point presentation to the Finance and Audit Committee. The presentation highlighted their findings for the 2007 Water and Sewer Replacement Study. The Committee asked Mr. McEwen to equate the cost of replacement funding on a per meter basis. A draft report will be distributed next week. This was an informational item only.

At 9:50 a.m. the Committee took a 10 minute break.

3. REVIEW DRAFT BUDGET FOR FISCAL YEAR 2008-2009

The Finance and Audit Committee reviewed the draft budget for fiscal year 2008-2009. The Committee and Staff discussed the budget in detail and minor corrections were suggested. The meter replacement budget was discussed and it was suggested that Staff prepare a meter replacement policy and present it to the Board of Directors for consideration. Staff will make the minor corrections and distribute the draft budget to the Board of Directors for their review. The Special Meeting to review the draft budget with the Board of Directors was previously set and will be held on Wednesday, May 21, 2008, at 9:00 a.m.

4. SET NEXT MEETING DATE

The next meeting of the Finance and Audit Committee will be on Tuesday, April 29, 2008, at 9:00 a.m.

The meeting was adjourned at 12:05 p.m.

NIPOMO COMMUNITY SERVICES DISTRICT

MONDAY, APRIL 14, 2008

1:00 P. M.

SPECIAL MEETING MINUTES SUPPLEMENTAL WATER PROJECT DESIGN & CONSTRUCTION COMMITTEE

COMMITTEE MEMBERS

ED EBY, CHAIR
CLIFFORD TROTTER, MEMBER

PRINCIPAL STAFF

BRUCE BUEL, GENERAL MANAGER
LISA BOGNUDA, ASSIST. GENERAL MANAGER
DONNA JOHNSON, BOARD SECRETARY
JON SEITZ, GENERAL COUNSEL
PETER SEVCIK, DISTRICT ENGINEER

MEETING LOCATION

**District Board Room
148 S. Wilson Street
Nipomo, California**

1. CALL TO ORDER, ROLL CALL AND FLAG SALUTE

Chairperson Eby called the meeting to order at 1:00 p.m. and led the flag salute. Committee members Trotter and Eby were both present.

2. RECEIVE UPDATES REGARDING WATERLINE INTERTIE PROJECT

Peter Sevcik, District Engineer, facilitated the meeting in the absence of Bruce Buel, General Manager.

Mr. Sevcik provided a brief update on the status of the project:

1. Boyle submitted their Draft Engineering Memorandum on April 8, 2008.
2. District is negotiating a final agreement with the City of Santa Maria instead of a revised Memorandum of Understanding as originally anticipated.
3. Boyle submitted a project billing for \$15,166 for March 2008, increasing the project billing to date to \$281,018.

Mr. Sevcik then reviewed the Waterline Intertie Project Strategic Plan and asked for comments from the Committee. Director Trotter asked whether it was appropriate to hiring the Construction Management firm as early in the process as indicated by the schedule.

Mike Nunley, Boyle Engineering Project Manager for the Supplemental Water Project (SWP) reviewed the benefits of hiring the construction management firm early on in the project.

NIPOMO COMMUNITY SERVICES DISTRICT
MONDAY, APRIL 14, 2008
SPECIAL MEETING MINUTES
SUPPLEMENTAL WATER PROJECT
DESIGN & CONSTRUCTION COMMITTEE

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The Committee will report to the full board at the next meeting that the Committee has reviewed the timelines and has no comments on them.

3. REVIEW WATERLINE INTERTIE PROJECT ENGINEERING REPORT

Mr. Sevcik briefly reviewed Boyle Engineering's recommendations from the WIP Engineering Report and introduced Mike Nunley from Boyle Engineering.

Mike Nunley, Boyle Engineering Project Manager for the WIP, and Josh Reynolds, Boyle Project Engineer, reviewed the slides presented. The slides include the following information:

1. NCSD/Santa Maria Waterline Intertie Project
2. Need for Water {Prevent overdraft of NMMA; Urban Water Management Plan; Settlement; Salt management (wastewater)}
3. Previous WIP Reports {2005 Reports - \$6-9M project; Draft EIR circulated May, 2006}
4. 2006 Draft Memorandum {\$24-26 M project; 2.5 MG storage (maximum); 3 alternative alignments; Chloramination recommended; New 18" mains}
5. 2006 Unknowns {SM capacity and pressure; Nipomo CSD system capacity and future needs; Minimum storage required}
6. Evaluation of Supplemental Water Alternatives {True Supplemental Water (from outside the NMMA); Water Resource Management Alternatives}
7. Constraints Summary {shows alternatives and the parameters each meets}
8. Costs Summary {shows alternatives and the parameters each meets} Alternatives (2) CCWA pipeline, (3) Desalination and (8) Intertie Project – are the three feasible alternatives to pursue.
9. Board Direction {Pursue-Waterline Intertie Project, Desalination; Investigate – State Water, aquifer storage/recovery with State Water or City Water}
10. Santa Maria's Distribution System {Updated hydraulic model in January 2007; Evaluated delivery scenarios provided by Boyle; POC required by City at Taylor and Blosser}
11. Nipomo CSD Water Master Plan {Developed detailed water system model; Recommended supplemental water improvements}
12. Project Phasing {Phase 1-1300 gpm (2000 AFY, existing demand)}
13. Project Phasing (cont'd) {Phase II 1900 gpm (3000 AFY, MPBO demand)}
14. Advantages of Storage {Isolates both systems in case of Santa Maria emergency; simplifies controls; 4 hour "buffer" for emergency response}
15. EIR Project Descriptions {Alternative analysis is CEQA requirement}
16. Recommended Project {Capital Cost; O&M cost = \$230,000 per year}
17. Future Improvements for 6300 AFY {5000 lf parallel 18" Blosser water main; evaluate need for pump station No. 1; new pump station No. 2 (four 250 hp pumps); 27000 lf 24" main (PS No. 2 to Quad tanks)}
18. Project Schedule {Present to Board on 4-30-08; peer review comments by end of April; finalize memorandum by end of May, 2008}

The following members of the public spoke:

Jeanne Taylor, NCSD resident – requested a copy of the report.

Mr. Sevcik told Ms. Taylor that a copy was at the back table for viewing; a copy could be obtained by request in the office; or a copy can be viewed on the NCSD website.

The Committee reviewed the report and gave some suggestions for correction.

NIPOMO COMMUNITY SERVICES DISTRICT
MONDAY, APRIL 14, 2008
SPECIAL MEETING MINUTES
SUPPLEMENTAL WATER PROJECT
DESIGN & CONSTRUCTION COMMITTEE

- 3 -

Douglas Wood, principal for Douglas Wood & Associates – explained about the difficulty of obtaining environmental permits for open trench construction for crossing the Santa Maria River and the time required to obtain the permits.

Director Eby suggested deferring recommending the Phase I project until how to proceed with the environmental review was discussed. The Committee had no comments on the draft RFP for design services and recommended that the RFP be forwarded to the full Board.

4. REVIEW WATERLINE INTERTIE PROJECT OBJECTIVES

Peter Sevcik, District Engineer, reviewed the Board letter. The committee discussed the objectives. Director Eby recommended using 3000 AFY in Objective 4.

Douglas Wood, principal for Douglas Wood & Associates, explained the EIR concerns with understating the potential impact of the largest component of the project, the 24 inch crossing of the Santa Maria River.

Director Eby recommended to amend the objectives to provide for the potential contingency that the project could provide up to 6300 afy, assuming the additional infrastructure required to deliver this quantity of water as identified in Aril 2008 Boyle Draft Engineering Memorandum was constructed.

5. RECOMMEND MODIFICATION OF DEIR AGREEMENT

Peter Sevcik, District Engineer, reviewed the Board letter and distributed a proposal from Doug Wood & Associates. Mr. Sevcik recommended that Mr. Wood go through his presentation and that the committee set a meeting for April 21, 2008 to consider developing a recommendation to the Board.

Douglas Wood, principal for Douglas Wood & Associates – explained that he received Boyle's report last Wednesday and had to develop the proposal based on the revised project as well as obtain estimates from two sub consultants, Padre Associates and Robert Gibson. He reviewed the proposal with the committee.

The following members of the public spoke:

Dick Mobraaten, NCSD resident and former NCSD Board member – stated that when he read a report from Mr. Wood three years ago, it was good then.

Director Eby suggested that the committee defer this item to the next meeting to be able to review it.

**NIPOMO COMMUNITY SERVICES DISTRICT
MONDAY, APRIL 14, 2008
SPECIAL MEETING MINUTES
SUPPLEMENTAL WATER PROJECT
DESIGN & CONSTRUCTION COMMITTEE**

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6. SET NEXT COMMITTEE MEETING

The Committee agreed to have another meeting Monday, April 21, 2008 at 1:00 p.m. to discuss the revised objectives and the DEIR proposal from Douglas Wood & Associates.

7. ADJOURN

The meeting was adjourned at 3:16 p.m.

NIPOMO COMMUNITY SERVICES DISTRICT

MONDAY, APRIL 21, 2008

1:00 P. M.

SPECIAL MEETING MINUTES SUPPLEMENTAL WATER PROJECT DESIGN & CONSTRUCTION COMMITTEE

COMMITTEE MEMBERS

ED EBY, CHAIR

CLIFFORD TROTTER, MEMBER

PRINCIPAL STAFF

BRUCE BUEL, GENERAL MANAGER

LISA BOGNUDA, ASSIST. GENERAL MANAGER

DONNA JOHNSON, BOARD SECRETARY

JON SEITZ, GENERAL COUNSEL

PETER SEVCIK, DISTRICT ENGINEER

MEETING LOCATION

District Board Room

148 S. Wilson Street

Nipomo, California

1. CALL TO ORDER, ROLL CALL AND FLAG SALUTE

Chairperson Eby called the meeting to order at 1:00 p.m. and led the flag salute. Committee members Trotter and Eby were both present. Also present were General Manager Bruce Buel, District Engineer Peter Sevcik, District Superintendent Tina Grietens, Boyle representative Mike Nunley, DWA representative Doug Wood and one member of the public, Dick Mobraaten.

2. REVIEW WATERLINE INTERTIE PROJECT OBJECTIVES

General Manager Bruce Buel distributed copies of the set of objectives prepared by Chairperson Eby and compared that set with the set included in the meeting packet. Chairman Eby reviewed the comments previously received on the initial project DEIR and indicated his desire to fortify the objectives to address issues identified in those comments. In particular, Chairman Eby requested that the objectives better define the project phasing, including what was proposed now verses what could happen, but is not funded. Substantial Committee discussion followed on the phases proposed in the Preliminary Engineering Memorandum, CEQA requirements, and sensitivities at the NMMA Technical Group regarding the potential for sea water intrusion. Doug Wood reminded the Committee that the Objectives were critical in the DEIR in regards to evaluation of alternatives. The Committee directed staff to merge the two sets of objectives and to circulate the merged version prior to publication in the Board Packet for the April 30, 2008 Board Meeting. There was no public comment.

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SPECIAL MEETING MINUTES
SUPPLEMENTAL WATER PROJECT
DESIGN & CONSTRUCTION COMMITTEE

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3. RECOMMEND MODIFICATION OF DEIR AGREEMENT

General Manager Bruce Buel summarized the DWA proposal and requested that Doug Wood comment on how phasing would affect the DEIR. Doug Wood indicated that the addition of phases would require additional environmental review, but he observed that the resulting document would be more understandable and defensible. Doug Wood agreed to revise his proposal and to re-submit his revised proposal no later than Thursday 4/24/08. Chairman Eby and Director Trotter both had specific questions and requested edits to the proposal. Doug Wood agreed to include the requested revisions in the revised proposal. There was no public comment.

4. REVIEW WATERLINE INTERTIE PROJECT ENGINEERING REPORT

Bruce Buel summarized the Draft Preliminary Engineering Memorandum and introduced Mike Nunley from Boyle Engineering. Mike Nunley acknowledged that the draft needed an executive summary and some additional information. He proposed to produce a final version by the end of May. Chairman Eby requested that Boyle provide a breakout of the works and the costs of those works by phase prior to the April 30, 2008 Board Meeting. Mike Nunley agreed to develop the requested exhibit for presentation to the Board at the April 30, 2008 Board Meeting. There was no public comment.

5. SET NEXT COMMITTEE MEETING

The Committee agreed to have another meeting on Monday, May 19, 2008 at 1:00 p.m. to discuss the development of the DEIR.

6. ADJOURN

The meeting was adjourned at 2:51 p.m.



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MINUTES OF THE 4/07/08 SPECIAL MEETING OF THE WATER CONSERVATION COMMITTEE

1. CALL TO ORDER, ROLL CALL AND FLAG SALUTE

Chairman Winn called the Special Meeting to order at 9am in the NCSD Board Chambers. Both Chairman Winn and Director Vierheilig were in attendance along with staff members Bruce Buel and Celeste Whitlow. No members of the public were present.

2. REVIEW SCIENCE DISCOVERY EDUCATION PROPOSAL

Celeste Whitlow reviewed the staff note distributed with the Board Packet and clarified the timeline proposed for program implementation. Larry Vierheilig pointed out a grammar error in one of the handouts, expressed a concern regarding the availability of school classroom time, and requested documentation on Science Discovery's historic performance. Mike Winn requested further review of Science Discovery's materials, pointed out a spelling error in the distributed materials, related his conversations with Nipomo school principals, requested outreach to the adult residents and questioned the ability to measure the results of youth education. Larry Vierheilig and Mike Winn agreed that NCSD should have outreach program addressing both youth and adult audiences. Mike Winn moved to recommend to the Board that the Board continue this item until the Committee could further meet with Science Discovery to review sample programs and develop subsequent recommendations to forward to the Board. Larry Vierheilig seconded the motion, which passed unanimously.

3. DISCUSS CA DEPARTMENT OF WATER RESOURCES GRANTS

Celeste Whitlow described the pre-application she was preparing for submittal to the state by the April 29th deadline. Committee discussion followed on the proposed grants and the process for development. The Committee agreed by consensus that the District should gather demographic and ethnic information so that this information could be included in subsequent grant applications. Mike Winn requested that staff contact both the Lucia Mar Unified School District and the County Office of Education to gather this information.

4. DISCUSS UPCOMING PROGRAMS

Celeste Whitlow reviewed the research she had prepared regarding high efficiency clothes washers and the timeline she proposed for Board consideration. The Committee agreed, by consensus, that this was a logical program and requested that staff research the highest month for customer conversions.

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WATER CONSERVATION COMMITTEE
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5. DISCUSS APPROACHES TO PUBLIC OUTREACH

Celeste Whitlow reviewed staff's current outreach activities and requested Committee feedback. The Committee agreed, by consensus, that NCSD should provide some Spanish language outreach and provide for periodic meetings with large users such as the County Park and the schools. There was some discussion of working with the Santa Maria Times Spanish-language paper – El Tiempo – for bilingual outreach. Mike Winn also suggested that the District organize large scale lectures on water conservation topics of broad application, or advertise same if offered at Cal Poly.

6. REVIEW LAUNCH MATERIALS

Celeste Whitlow distributed various materials from the "Water - Use It Wisely" campaign and proposed to organize the launch of the Water Conservation Campaign around this theme. The Committee agreed, by consensus, and expressed their preference for a launch in May 2008.

7. ADJOURNMENT

Chairman Winn adjourned the meeting at 11:17am.

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