

TO: BOARD OF DIRECTORS
FROM: BRUCE BUEL *BB*
DATE: MAY 9, 2008

**AGENDA ITEM
F
MAY 14, 2008**

MANAGER'S REPORT

ITEM

Standing report to your Honorable Board --*Period covered by this report April 24, 2008 through May 7, 2008.*

DISTRICT BUSINESS

Administrative

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

Staff has met with CAL FIRE, the Fire Safe Council and CCC to set up the 2008 Nipomo Greenwaste Chipping Days. Zone 1 chipping will take place May 27 through June 6. Zone 2 chipping will take place from June 9 through June 20. Zone 3 Chipping will take place from June 23 through July 3.

Mickey Apodaca has accepted the position of part time utility clerical and she is expected to start work on May 12, 2008.

Attached is a copy of a seminar report from General Manager Bruce Buel.

Attached are minutes of recent IRWMA Board Meetings.

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.

Conservation Program Activities

Staff has initiated implementation of the Water Conservation Program.

RECOMMENDATION

Staff seeks direction and input from your Honorable Board.

ATTACHMENTS

- Report on Strategic Planning Seminar
- IRWMA Board and Executive Committee Meeting Minutes
- Listing of Upcoming Meetings and Events

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TO: HONORABLE BOARD
FROM: BRUCE BUEL *BBB*
DATE: MAY 6, 2008
RE: REPORT ON CSDA "STRATEGIC PLANNING" SEMINAR

I attended CSDA's "Strategic Planning for Special Districts" seminar in Emeryville on May 5, 2008. The presenter was Brent Ives of BHI Management Consulting and the course covered the benefits of strategic planning, the process for starting a strategic plan, generation of a Mission Statement, generation of a vision statement, and development of the plan itself. Attached are sheets from the presentation and a copy of a sample Strategic Plan.

I found the information very useful and I do like the format of the sample Strategic Plan much better than the Workshop Report that we have received the past two years. I also liked the presenter's concept of holding the workshop in February instead of December. I did not like the projected cost (\$12,000 to \$15,000) or the timeline (8 to 10 Months). My goal is to provide NCSD with a 5 year Strategic Plan but at a lower cost and time commitment.

Feel free to contact me if you have any questions.

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What is Strategic Planning?

- A higher level, directional planning tool, serving to support a clear mission and move a deliberate vision forward.
- Many forms/models/approaches/examples:
 - some think a Master Plan is a Strategic Plan
 - some think their CIP is a Strategic Plan
 - some think their Infrastructure Plan is a Strategic Plan

Strategic planning does not deal with future decisions, it deals with the futurity of present decisions.

The Uses and Intentions of an Action Oriented Strategic Plan?

- Clear and collective forward motion... "*Directional*"
- Articulate the Purpose and Vision... "*Foundational*"
- Carefully linked strategy stemming from the challenges from a Vision
- Intentional identification and working of issues, opportunities and vulnerabilities (SWOT)
- A useful tool for planning - "*a clear path*" - "*a planning tool*" - "*our telescope*"
- Establishes a directional trend

What is Strategic Planning?



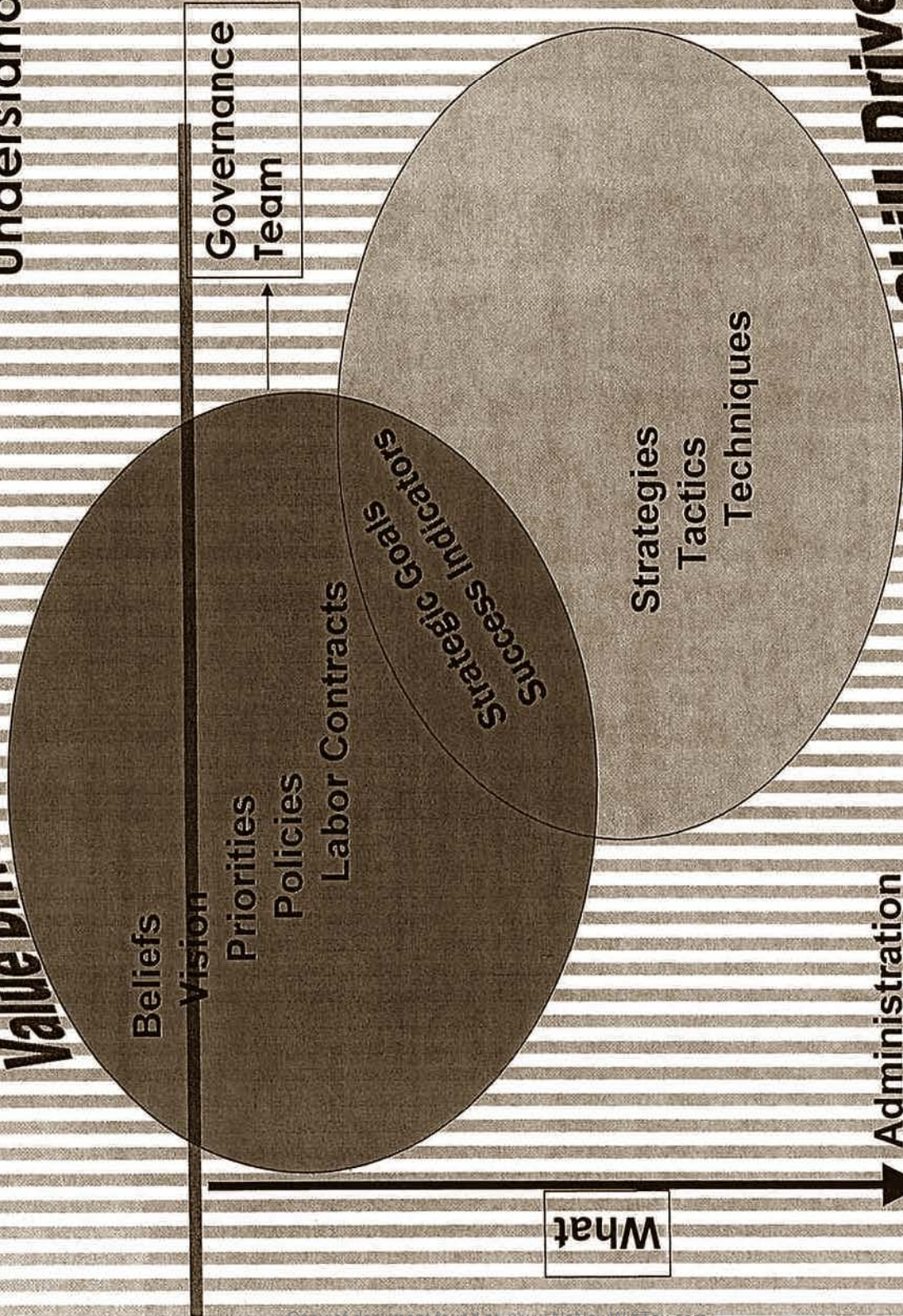
Strategic Planning for Public Agencies

Public Agencies have “special” needs and challenges:

1. The Board/Manager/Employee/Public relationships
2. California and growth
3. Shifting, aging, needy workforce
4. Evolving regulations
5. Working with a Boards

Value Driven

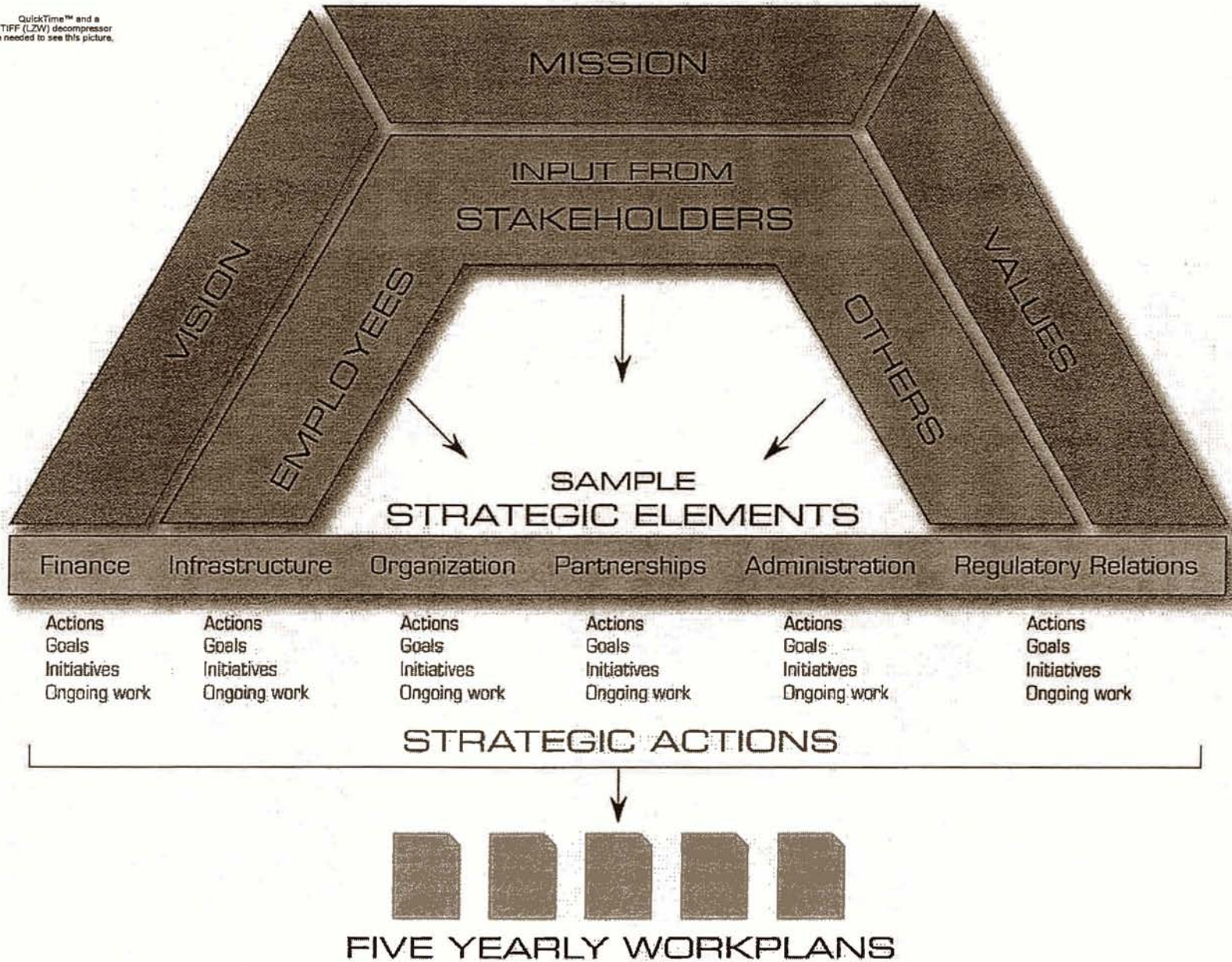
Understanding Roles



The Attributes of a Strategic Plan?

- Collective Leadership *Board/management/Staff*
- Foundational Statements - Understood Mission/Collective Vision
- Clarity of Forward Movement
- Inclusiveness
- Linkage
- Comprehensive Coverage
- Detailed Focus on all Elements of Operation
- Detailed, Element Level, Objective and Strategy
- Actions, projects, initiatives, etc. • Practical/Useful Nature
- Annual Maintenance/ Re-focusing/Refinement/Re-issuance

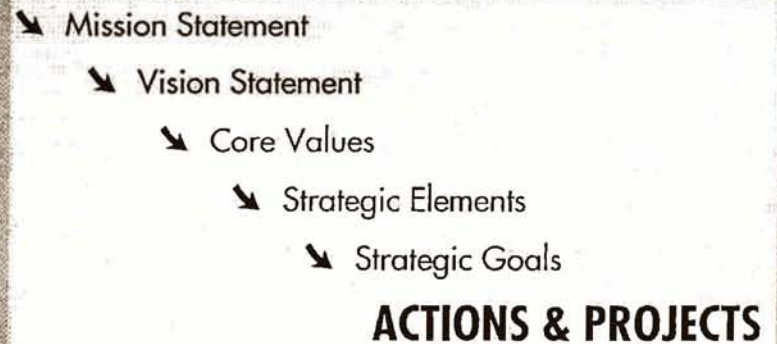
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are needed to see this picture.



What - is a Strategic Plan

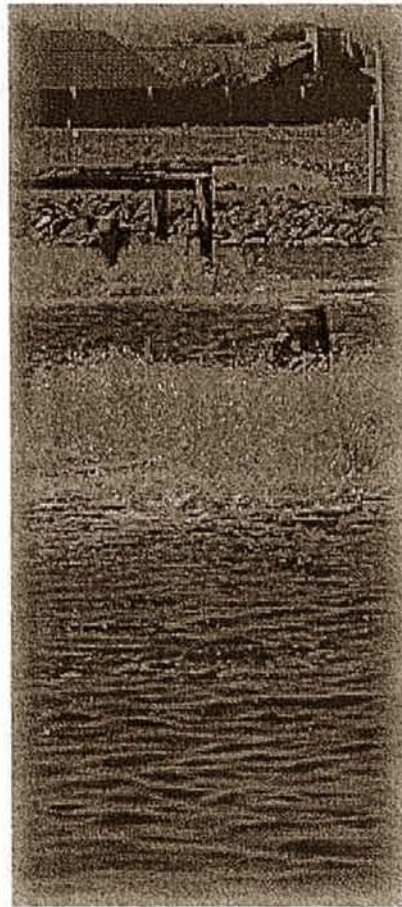
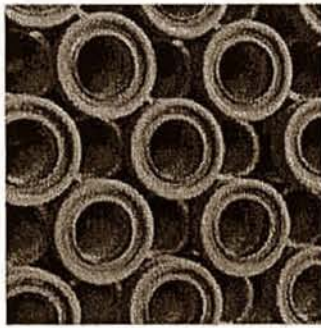
WHAT does one include? - Many models...

- Mission Statement
 - Vision
 - Strategic Elements
 - Element specific Objective and Strategy
 - Strategic Goals/Actions
- =====
- Five-year roadmap
 - Annual Planning maintenance



“A PRACTICAL Strategic Plan must plan real actions!”

Strategic Plan for the ROUND MOUNTAIN SANITARY DISTRICT



2006 / 2007

Table EXECUTIVE SUMMARY- Strategic Elements and Goals

Strategic Element	Strategic Goals	Timeframe
1.0 Strategic Partnering	1.1 Partner for outfall enhancement	Ongoing
	1.2 Monitor for escalation of regulations	Ongoing
	1.3 Watershed planning	Ongoing
	1.4 Grant Assistance opportunities (Regulators)	Ongoing
2.0 Stakeholder Interactions	2.1 Audubon Society nesting, bird census and native pl events	Ongoing
	2.2 Position District for smooth permitting	Ongoing
3.0 Infrastructure	3.1 Conduct systems reliability study	2004/2005 - 5 year frequency
	3.2 Conduct comprehensive infrastructure audit	2005/2006
	3.3 Out-year Studies	2006-2019
4.0 Personnel Management	4.1 Perform annual compensation programs	Annually
	4.2 Perform job description review	2004/2005
	4.3 Conduct succession planning study	2004/2005
	4.4 Begin Intern program for key personnel replacement	2004/2005
	4.5 Perform comprehensive staffing analysis	2005/2006
	4.6 Develop function specific training and development program for all employee levels	2005/2006
	4.7 Recruit for General Manager position	2007/2009
5.0 Administrative Management	5.1 Perform comprehensive Policy and Procedures review	2004/2005 - 5 yr. frequency
	5.2 Review program for admin. equipment and tool replacement	Annually
6.0 Financial Management	6.1 Perform annual rate and fee review	Annually
	6.2 Seek grant funding	Annually
	6.3 Seek private funding	Annually
	6.4 Conduct Financial audit	Annually
	6.5 Assess ad valorem funding	2004/2005 - 5 yr. frequency
	6.6 Study consultant/contractor costs	2004/2005 - 5 yr. frequency
	6.7 Conduct revenue study	2005/2006 - 5 yr. frequency
7.0 Environmental	7.1 Outfall enhancement	Annually
	7.2 Conduct program efficiency review	2005/2006
	7.3 Conduct growth potential review	2005/2006
Color Code	Project Start	
	2004	2008
	2005	2008
	2006	2008
	Annually	Ongoing Effort

Strategic Plan

Introduction

Throughout its 57 year history the Round Mountain Sanitary District (District) has consistently planned for success. The District enjoys excellent relationships with both rate-payers and regulators and is recognized for its innovation, planning, and prudent financial management and wise investments. It is with this solid heritage and as a proud example of excellence in management that the District has embarked on means of insuring that the high standard of proactive and deliberate management will continue into the future by means of this strategic plan.

A strategic planning effort seeks to serve as a framework for decision making in the moderate term (0-5 years). It provides a strategic basis for detailed planning. As a top level-planning document, a strategic plan begins by dovetailing with current activities, details actions and activities to support objectives in the 1 to 5 year timeframe and projects. It seeks to create a clear, schedule loaded, roadmap of actions and activities into the future. A strategic plan should be visionary, conceptual, and directional in nature. It should identify and forecast areas where attention is now will be needed followed by realistic, attainable goals for future actions. A strategic plan also seeks to assure that actions will be taken in the proper sequence and at the appropriate time to protect the District. These plans often take the form of actions that may be conducted annually or in planning efforts to be performed in the future to identify specific key need areas.

This plan, as a top-level document, is no exception in that it looks into the future and, given the mission of the District, identifies actions, activities, and planning efforts needed to reflect the roadmap of activities for continued success in operations and management. It works to build on strengths, address weaknesses, build on opportunities, and avoid threats.

This plan seeks to prepare the District for known issues while, simultaneously, creating coverage for the District in areas where future conditions may be more difficult to anticipate. In recognition of these future uncertainties, the plan also provides for periodic reviews and updates in a planned and deliberate fashion.

A number of assumptions have been made in conducting this planning effort.

- Collection, treatment, and discharge regulations are likely to evolve over time and the District must be proactive and flexible enough to spot and respond to these changes.
- Associations with partner agencies and stakeholders are valuable, yet can change.
- Technology can present unanticipated process related opportunities.
- Certain environmentally related changes and challenges can significantly affect District operations.
- Changes in Federal, State and local laws and land use policies can have significant effects on District operations and opportunities.
- Any employee of the District can leave the organization at any time.

The plan is organized so that strategies are derived from the overall mission of the District with strategic elements closely aligned in support. Strategic goals are specific plans and activities to assure that the mission and strategic elements are accomplished and well planned.

Process

The Board of Directors began the strategic planning process by engaging a facilitating consultant to coordinate the process. Input was then gathered from District staff in the areas of core values, mission statement, current issues, and known future issues as well as first cut strategic elements. This process allowed all employees of the District to play a foundational role in the development of the District strategic plan.

The Board of Directors completed a questionnaire that led in the strategic outlook process. The Board also participated in a study session where Board members spent significant time with the consultant, senior staff of the District, and other consulting staff to complete the District mission statement, identify strategic elements, and work through supporting strategic goals.

The planning effort worked through series of questions that led to a set of top-level areas (Strategic Elements) meant to carefully and wholly comprise coverage for the District. Each Strategic Element is then supported with Strategic Goals that will assure that each element is planned, resource-loaded and managed to success throughout the plan term. These goals are articulated herein and scheduled to allow for District leadership to plan the resources necessary to assure completion.

These pieces, when linked, create the strategic plan. The process culminates with the development of this report. Strategy plan maintenance is also included where the current and future Boards and staff may continue the strategic planning process.

Mission Statement of the Round Mountain Sanitary District

To protect the public health and environment by providing quality wastewater collection, treatment, disposal and related service programs. The District is committed to sound financial management, progressive technology, environmental education, and employee welfare.

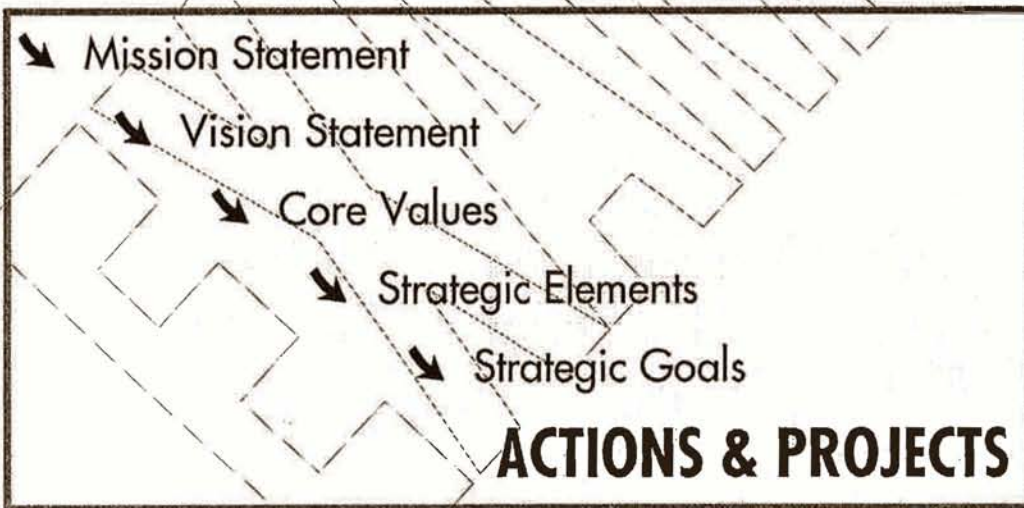
Vision Statement of the Round Mountain Sanitary District

The Round Mountain Sanitary District will be know as a sanitary district of distinction. We will use progressive techniques, innovation and top-quality people to assure our constituents that we are efficient, practical and safe. We will enjoy positive and open relationships with out stakeholders and we will grow with the community as it projects growth.

Strategic Elements

Strategic elements of this plan represent the areas of District operations, planning, and management that must be carefully and thoroughly covered and projected in order to ensure the best possible readiness for the future. Strategic elements are supported by the District's philosophical approach through linkage to the core values and mission statement of the District. They are linked to action in the form of strategic goals that serve to implement the plan in the future.

Linkages – the following graphic shows how Strategic Goals and resultant actions are linked back to the Core Values and Mission of the District.



.0 Work with Partner Agencies and Professional Organizations

Element Objective: Partnering with local agencies has been and remains one of the most important pieces of strategy for the District. This is true because the District relies on cooperation between itself and its peer organizations partners, stakeholder groups and others to achieve openness and opportunity for the challenges the District has faced throughout the years. These associations also allow for opportunities to gain acceptance for grant funding.

1.1 Partnering for Outfall enhancement -- The District is a pioneer in the wetlands reclamation arena. For the past thirty years, the District has been providing secondary treated effluent to enhance marsh wildlife habitat values. The optimization of freshwater reuse for marsh habitat enhancement has benefited plants, birds, fish, and mammals, as well as, providing thousands of educational and recreational hours for the public each year. The District is a principal member of the Outfall Management Advisory Committee (OMAC), formed by the Department of Fish and Game in 1992. The OMAC consists of public agencies and non-profit organizations. Though the committee has no operational or regulatory authority, its voluntary participation has provided steering for wetlands marsh projects and the development of the Resource Management & Monitoring Plan for the outfall.

Members include:

- Department of Fish & Game
- Local Mosquito and Vector Control District
- Regional Park District
- Western Chapter of the Audubon Society
- State Department of Transportation
- Fish and Wildlife Committee
- Land Trust
- Regional Water Quality Control Board

The District should continue to partner with and encourage this type of stakeholder group approach in stewarding the restoration and enhancement of Outfall.

1.2 District Monitoring of Regulations -- Potential exists for continuing escalation of regulations. The District should continue its positive involvement in professional organizations, with legislators, partner groups, and other local decision makers. These efforts should be formalized as a clear expectation of the District senior staff, through continued involvement and participation in Clean Water Agencies (CWA), Water Environment Association (WEA), Water Environment Federation (WEF), Association of Sanitation Agencies (ASA), and Special Districts Association (SDA). This is important to assure that knowledge of and, where possible, influence in emerging regulatory initiatives can be gained. Leadership positions in this and other similar organizations should also be encouraged.

1.3 Watershed Planning -- The District should maintain and expand its interactions with the County Flood Control District and County Fish and Wildlife Conservation District in proactive planning for the local marshes.

1.4 Grant Assistance Opportunities (FEDs) -- The District should continue pursuit of grant assistance through federal, state, and local government programs whenever feasible. If appropriate, the District should encourage and pursue grant opportunities with other strategic partners such as Regional Parks District (RPD), VCD, etc.

2. Stakeholder Interactions

Element Objective: Like partnering above, stakeholder interaction has been a hallmark for the District. It is through successful proactive association with stakeholder groups that the District is allowed a measure of latitude with management of the primary role of wastewater treatment and effluent management. District philosophy is clearly to maintain positive and contributory relationships with all stakeholders.

2.1 Work with local groups -- The District should continue to work with local groups. Volunteering and sponsoring events like the nesting survey with the Audubon Society and native plant restoration activities with interest groups and the general public serve to encourage and develop knowledge of the District's strong environmental philosophy.

The District should maintain and improve its interactions with the public through ongoing educational activities in order to assure continued strong relationships and associations. Proper resources and allowances must also be allocated as needed to continue the relationships.

2.2 Permits -- The District, through its senior staff, should work proactively to be positioned in operations and relationships that allow for smooth permitting. Additionally, staff should keep and maintain a clear schedule that assures that all dates and actions necessary in the permitting process are met and exceeded.

3. Infrastructure

Element Objective: Proper management, operations, and assessment of infrastructure are critical to properly forecast and plan for continued District success. This has been strength of the District. This is usually done through engineering studies and evaluations, and daily close-coupled monitoring of the equipment and facilities by staff.

3.1 Conduct comprehensive infrastructure audits. (0-2 years and repeat every 5 years) -- The District should commission the following infrastructure studies to assess and plan for infrastructure needs into the future. These studies include:

- Governmental Accounting Standards Board (GASB-34)
- Total Maximum Daily Loadings (TMDL)
- Capacity Management Operations and Maintenance (CMOM)

The studies should be part of a comprehensive review of infrastructure conducted within 3-5 years and repeated every 5 years thereafter. The studies should also include mapping and closed circuit television assessment of transmission lines.

3.2 Conduct systems reliability study -- The District should commission a reliability study to assure the long-term reliability of all physical systems within the District. This study should be commissioned within two years and repeated at a frequency that allows for proper evaluation and resource allocation by the Board.

3.3 Studies to be Conducted or Repeated beyond in the 5-15 year timeframe other studies should be conducted such as:

- Regular infrastructure audits
- Air Quality study
- Tertiary treatment study
- By-product study

These studies and reviews should be scheduled by District leadership as needed.

4. Personnel Management

Element Objective: The District is clearly committed to its employees. Strategy for managing this key asset must be based on current knowledge that high quality employees are hard to find and keep. Moreover skilled and experienced candidates are in short supply in the current market. Thus a clear strategy must be developed to assure proper management of this critical threatened resource.

4.1 Perform annual compensation assessments -- The District should continue to perform annual compensation studies. These studies should include salary and whole compensation package value comparisons with similar competing agencies. Studies should project trends in the market and have a clear eye toward the cost of replacement of each position. Results of studies should play a key role in annual compensation package determinations.

4.2 Update all job descriptions -- The District should conduct a comprehensive job description review for all District positions in the near future and plan for updates every five years. Updates should be based on a standardized format that allows for proper use during employee recruitment, selection, and performance management. Job descriptions should seek to carefully and completely create accurate descriptions of duties, reporting relationships, and expectations.

4.3 Succession Plan -- The District should commission the development of a succession plan. This study should be a comprehensive study of all personnel areas and create a plan for anticipating staffing gaps and provide for adequate staffing in the future. It should be assumed that a firm will be engaged to assist with this effort.

4.4 Begin an intern program for succession potential of key personnel -- The District should begin an intentional intern program for the purposes of replacing key personnel. In 2004, the District should engage an upper-division/graduate level student, with the intent of assessing potential for eventual replacement of the District's biologist and other positions as needed. Proper preparation for this program and selection of this position is the key to success.

4.5 Perform comprehensive staffing review -- A comprehensive staffing review should include the study of staffing mix and organizational structure to ensure that levels are correct in terms of overall effectiveness, best practices, cost effectiveness, workflow, proper staffing levels, etc. The District should also periodically study the cost effectiveness of the supplemental staff to determine if full time employees would better serve the District. Positions such as District engineer, source control specialist, wetlands educator, plant security services, grounds keeping services, and clerical staff.

4.6 Training Programs -- The District should develop function-specific training and development program for all employee levels. As part of the District's commitment to its employees, a position-specific training program should be developed. This training should be designed to promote the development of employee's skills, knowledge, abilities as well as a clear element of career development. Function-related training should also include safety related training associated with the function.

The District should also develop a supervisory training module for all supervisory personnel. All employee positions where direct first-line supervision is included in the job description should receive a deliberate suite of courses in supervision. These courses should be assigned and referred to in job descriptions and performance appraisals.

4.7 Prepare for Manager replacement -- In order to be thoroughly prepared in this crucial area, the District will need to conduct a search effort for a general manager in the 5-10 year timeframe. If possible the District should seek a one-year notification in order to properly perform the search effort and allow for crossover time. The District should plan to engage the services of a search firm for this task.

5.0 Administrative Management

Element Objective: Careful assessment and management of administrative policy, procedure and supportive tools is important. The District acknowledges that it must assure that these are maintained in an organized, up to date and functional manner.

5.1 Perform Comprehensive Policy and Procedures review -- The District should conduct a comprehensive policy and procedures review. The review should cover a study of all current District procedures regarding policy, policy gap analysis, procedures, records keeping, as well as overall information and records management. The program should also identify policies and procedures that may be needed in the future.

5.2 Review program for administrative equipment and tool replacement -- The District should engage in a periodic review of all administrative equipment and tools. This review should cover all computers, copiers, fax machines, office-related equipment including furniture, internal LAN and server systems, webpage management, internet service provision, and other aspects of the administrative information management of the District. The program should propose periodic reviews in the future to allow for proper resource allocation.

6.0 Financial Management

Element Objective: Strategic planning regarding financial management is crucial to assure that the District can continue to provide for services. Goals herein must reflect known fiscal conditions and provide proper flexibility to assess and respond to potential threatening changes in the future.

6.1 Perform annual rate and fee reviews -- The District should continue with this practice in light of current, pending, and potential changes in the operational environment.

6.2 Seek grant funding -- The District should seek to diversify its revenue stream by expanding on its ability and experience in identifying, positioning, and applying for grants. This may require employing the services of professional grant writing firms.

6.3 Seek private funding -- The District should seek to diversify its revenue stream by continuing to partner with private concerns and seeking opportunities for public/private cost-sharing of projects and operations of mutual benefit.

6.4 Conduct Financial audit -- The District should continue to contract and comprehensive financial audits every year.

6.5 Conduct periodic reviews of ad valorem funding -- The District should annually assess the confidence with which ad valorem funds may be assumed to be available. This internal report from staff should be presented to the Board of Directors in May of each year.

6.6 Check consultant/contractor costs -- The District should assess the costs associated with consultants/contractors in concert with the overall staffing assessment conducted in section 4 above. The assessment should present the Board with information regarding the cost-effectiveness of the current contract relationships, the potential impacts of these relationships, alternatives for getting the work done, if possible, and other work in the future that will require consultant contracts.

6.7 Conduct revenue study to determine potential funding sources -- The District has a limited number of potential sources of funding that should be organized and presented to the Board. Potential sources could include recycle water for the City, providing cooling water to power plants and others.

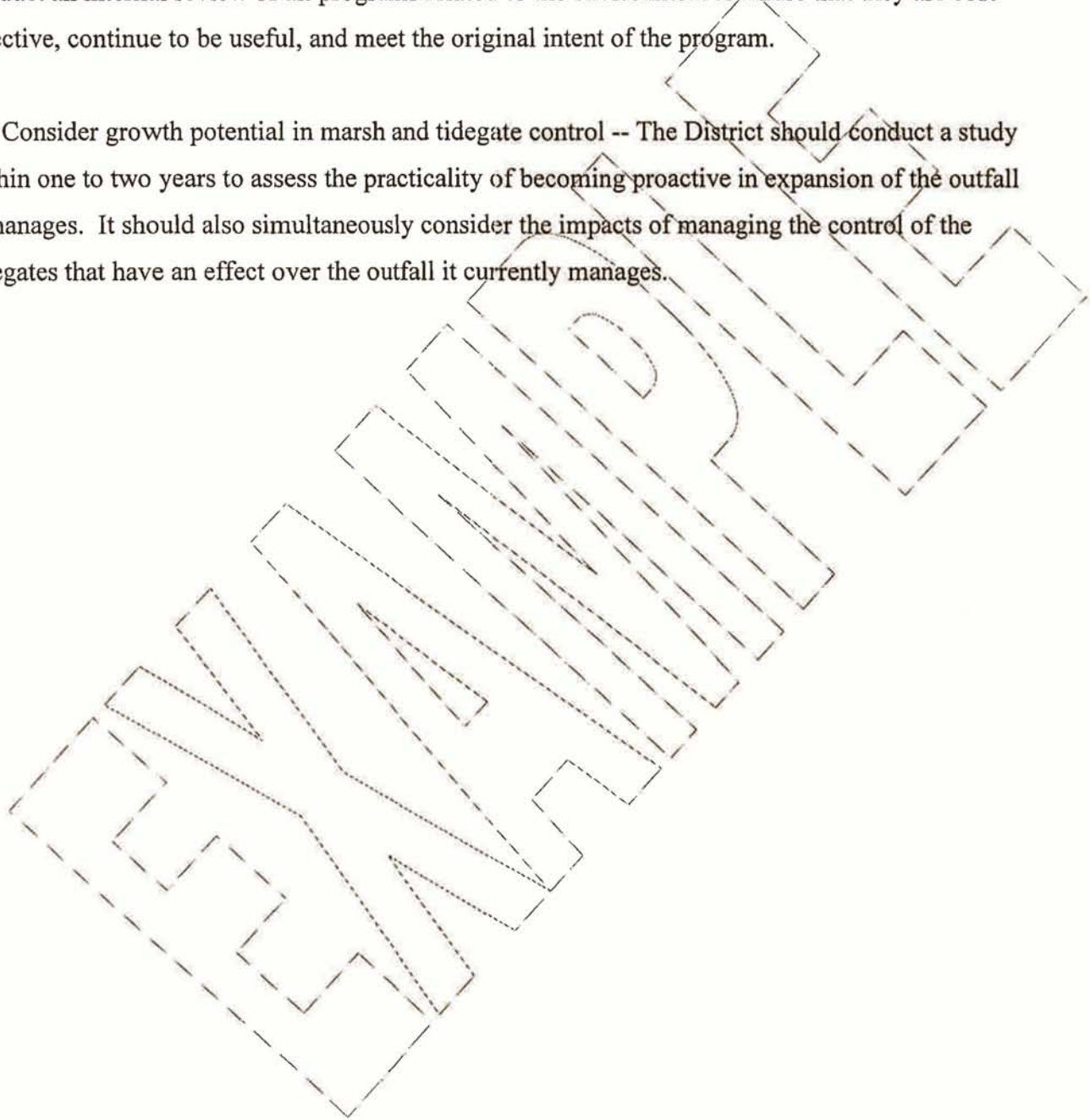
7:0 Environment

Element Objective: Placing the environment in the proper priority position has been a true success for the District and is very important to its continued success. As such, these goals seek to assure that the District maintains and enhances its careful management of this public trust.

7.1 Marsh enhancement -- Review the objectives of the marsh enhancement program, with separate reviews for XXXX outfall. The District should produce a long-range plan for XXXX outfall planning. The plan should include routine maintenance as well as new ways to enhance its habitat value and value for the public. Review and update projects and resource monitoring plan every 5 years.

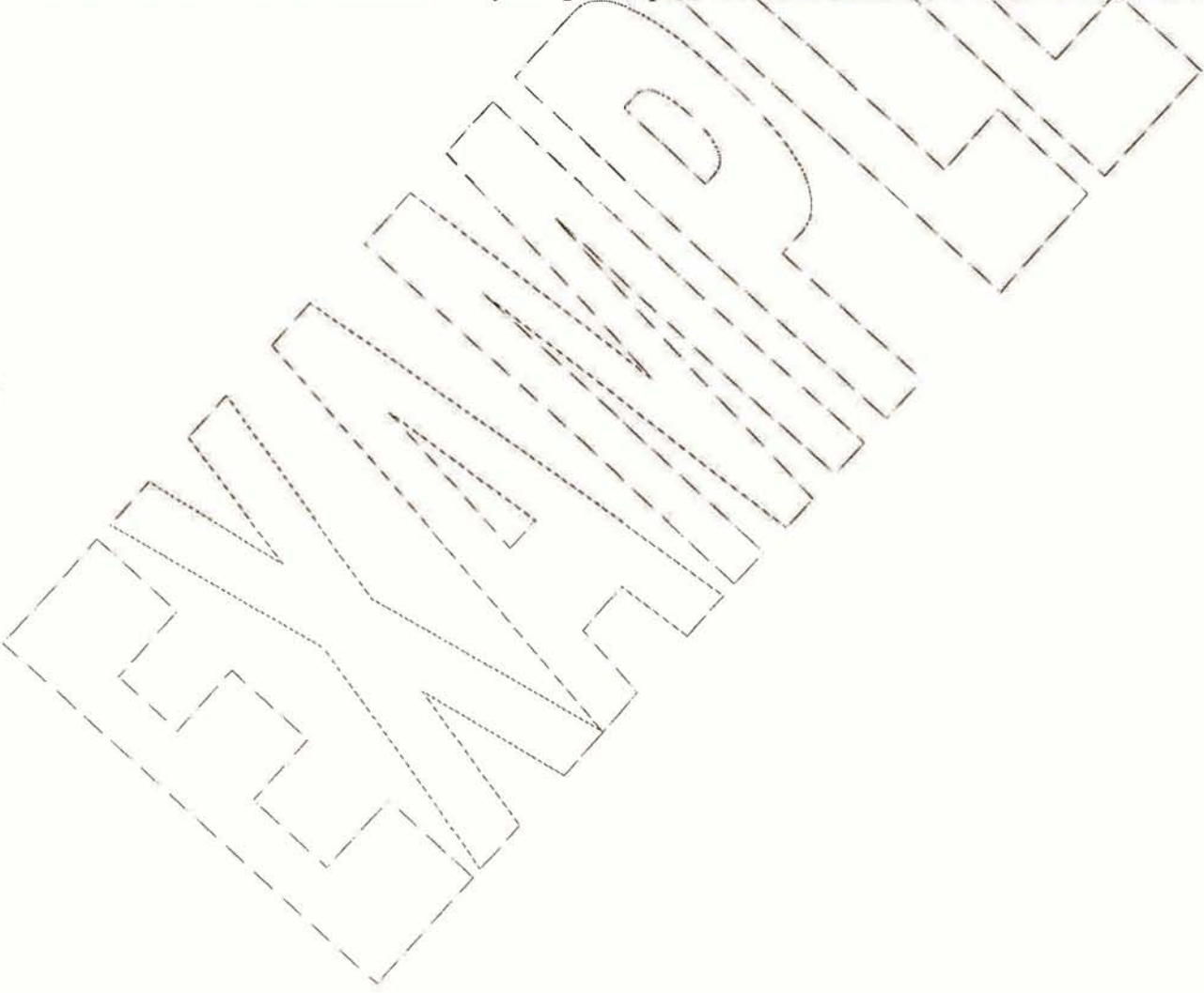
7.2 Review the efficiency of existing programs related to the environment -- The District should conduct an internal review of all programs related to the environment to insure that they are cost effective, continue to be useful, and meet the original intent of the program.

7.3 Consider growth potential in marsh and tidegate control -- The District should conduct a study within one to two years to assess the practicality of becoming proactive in expansion of the outfall it manages. It should also simultaneously consider the impacts of managing the control of the tidegates that have an effect over the outfall it currently manages.



Strategic Plan Maintenance

Reviews of this plan should be conducted annually, in February, with updates of the plan being carried out every five years. Reviews to be conducted internally by staff and presented to the Board with updated strategies are recommended. Review actions should be carefully documented in Board meeting minutes and yearly Strategic Plan supplements. Updates should involve a facilitated comprehensive overview of the existing plan with a 15 year planning horizon. Updates should result in and be documented by an updated plan with new and revised elements as needed.



DATE: May 14, 2008 ITEM: 4

Approve Deny

Continue to _____

TO: Integrated Waste Management Authority

FROM: William A. Worrell, Manager

RE: Draft Minutes of the March 12, 2008 IWMA Board Meeting (Action Item - Voice Vote)

RECOMMENDATION

Approve minutes.

ATTACHMENT: Draft Minutes of the March 12, 2008 IWMA Board Meeting

Draft

**SAN LUIS OBISPO COUNTY
INTEGRATED WASTE MANAGEMENT AUTHORITY
BOARD MEETING**

MINUTES OF MARCH 12, 2008

1. Call to Order/Roll Call.

Board Members Present:

Ed Arnold, City of Arroyo Grande
Chuck Ashton, City of Grover Beach
Ellen Beraud, City of Atascadero
Dave Brooks, Authorized Districts
Ted Ehring, City of Pismo Beach
Melody DeMeritt, City of Morro Bay
Bruce Gibson, County Supervisor
John Hamon, City of Paso Robles
Jerry Lenthall, County Supervisor
Christine Mulholland, City of San Luis Obispo
Harry Ovitt, County Supervisor

Board Members Absent:

Katcho Achadjian, County Supervisor
Jim Patterson, County Supervisor

Staff Members Present:

William A. Worrell, Manager
Carolyn Goodrich, Board Secretary
Ray Biering, IWMA Counsel

2. Public Comments. None.

3. Manager's Report. Bill Worrell reported on municipal programs, California Integrated Waste Management Board members, PG&E Request for Information project and reminded members their Conflict of Interest form 700s are due March 31, 2008.

CONSENT CALENDAR

Motion was made, seconded and unanimously passed to approve the Consent Calendar.

Those items approved are as follows:

4. **Draft Minutes of the January 9, 2008 IWMA Board Meetings (approved).**
5. **Draft Minutes of the February 27, 2008 Executive Committee Meeting (receive and file).**

Board Member Mulholland noted for the record she had a calendar conflict and could not attend the Executive Committee meeting; however, met with staff on February 26, 2008.

PUBLIC HEARING

6. **Proposed Battery and Fluorescent Tube Ordinance.** January 9, 2008 the Board introduced the proposed ordinance and made a minor change to specifically include compact fluorescents. Discussion centered on enforcement. There were no comments from the public, either written or oral, and the public hearing was closed.

It was moved by Board Member Gibson, seconded by Board Member Mulholland to approve the proposed Battery and Fluorescent Tube Ordinance Number 2008-1 establishing a Household batteries and Fluorescent Tubes Management Program, and direct staff to send a sample resolution to member jurisdictions for their adoption supporting the ordinance. Motion passed on the following roll call vote:

AYES: Arnold, Ashton, Beraud, Brooks, DeMeritt, Ehring, Gibson, Hamon, Mulholland, Ovitt, Lenthall

NOES: None

ABSTAIN: None

ABSENT: Achadjian, Patterson

REGULAR CALENDAR

7. **Introduction of a Proposed Home-Generated Sharps Waste Management Ordinance.** Bill Worrell provided an overview of the proposed home-generated sharps waste management ordinance. Questions centered on participation and enforcement. There were no comments from the public, either written or oral, and the public discussion was closed.

It was moved by Board Member Ovitt, seconded by Board Member Ashton to introduce Ordinance No. 2008-2, waive reading of the ordinance and set a public hearing for May 14, 2008. Motion passed on the following roll call vote:

AYES: Arnold, Ashton, Beraud, Brooks, DeMeritt, Ehring, Gibson, Hamon, Mulholland, Ovitt, Lenthall
NOES: None
ABSTAIN: None
ABSENT: Achadjian, Patterson

8. 2006 Annual Report. Bill Worrell reported the IWMA 2006 Annual Report was filed with the CIWMB on February 28, 2008. The region's diversion rate in 2006 was 63%. The report is pending approval by the CIWMB. **Motion was made, seconded and passed 11-0-2 absent (Achadjian, Patterson) to receive and file.**

9. IWMA Water Bottle and Styrofoam Container Policy and City of Morro Bay Model Ordinance. Bill Worrell presented a proposed amendment to the existing IWMA recycling policy to adopt a water bottle and Styrofoam container purchase restriction. Board Member DeMeritt reported on the City of Morro Bay's City Council approval of the first such policy and implementation at a recent city sponsored event.

There were no comments from the public, either written or oral, and public discussion was closed.

It was moved by Board Member Mulholland, seconded by Board Member Hamon to amend IWMA policy and procedures No. A-6 to include water bottle and Styrofoam container purchase restrictions, and direct the manager to send the model resolution to member jurisdictions. Motion passed on the following roll call vote:

AYES: Arnold, Ashton, Beraud, Brooks, DeMeritt, Ehring, Gibson, Hamon, Mulholland, Ovitt, Lenthall
NOES: None
ABSTAIN: None
ABSENT: Achadjian, Patterson

10. Conceptual Ordinances. Bill Worrell presented two model ordinances:

(1) **Paint management ordinance.** Requires retailers who sell paint to take back paint under the following conditions: (a) from a consumer that buys paint in an amount not to exceed the amount being purchased, (b) from a consumer who documents the previous purchase of paint in an amount not to exceed the amount previously purchased, and (c) from a consumer who lives in the jurisdiction (maximum amount limited to 2 gallons per week). Retailers who do not want to take back paint have the option of entering into an agreement with the IWMA to manage the paint. Enforcement would be the responsibility of either the IWMA or the local jurisdiction.

(2) **Mandatory recycling ordinance.** This ordinance is similar to the City of Arroyo Grande ordinance. Requires residential and commercial customers to participate in a curbside recycling program. This would also include recycling at special events.

Board Member Brooks inquired about public education in Section 4. Ray Biering stated we could add "information to be provided by the IWMA".

During public comment Tom Martin, Cold Canyon Landfill, reported that Mike Hoover was concerned with enforcement at the landfills.

Motion was made by Board Member Ovitt, seconded by Board Member Mulholland and passed 11-0-2 absent (Achadjian, Patterson) to approve in concept a mandatory recycling ordinance and a paint management ordinance.

11. **Grant Applications.** Bill Worrell reviewed grants available from the Department of Conservation City/County Recycling Grant, Department of Conservation Beverage Container Recycling Grant, California Integrated Waste Management Board Household Hazardous Waste Grant, and California Integrated Waste Management Board Used Oil Block Grant. Staff requested approval to apply for the grants and obtain letters of authorization from member jurisdictions.

Motion was made by Board Member Ovitt authorizing the Manager to submit grant applications to the Department of Conservation Recycling Grant for FY 08-09, the Department of Conservation (DOC) Beverage Container Recycling Grant, the California Integrated Waste Management Board (CIWMB) Household Hazardous Waste Grant, and the CIWMB Used Oil Block Grant, authorize the Manager to obtain letters of authorization from the Member Jurisdictions as needed, and further authorize the Manager to execute the subsequent grant agreements. Seconded by Board Member Brooks and passed on the following roll call vote:

AYES: Arnold, Ashton, Beraud, Brooks, DeMeritt, Ehring, Gibson, Hamon,
Mulholland, Ovitt, Lenthall
NOES: None
ABSTAIN: None
ABSENT: Achadjian, Patterson

12. **Proposed FY 08/09 Program Goals and Status of FY 07/08 Goals.** Bill Worrell reported on a list of proposed FY 08/09 program objectives and the status of FY 07/08 Goals.

13. **IWMA Correspondence.** Motion was made, seconded and passed to receive and file the IWMA correspondence.

14. **Member Comments and Future Agenda Items.** Board Member Mulholland advised she had directed Don Seawater, a local business owner with an involvement in recycling, to contact Bill Worrell.

15. **Closed Session.** The Authority adjourned to a closed session for discussion of the

manager's annual performance review (Government Code Section 54957).

16. **Report on Closed Session.** The Integrated Waste Management Authority considered one item in closed session and the following action was taken:

a. **Manager's Annual Performance Review (Government Code Section 54957).** The IWMA concluded that Mr. Worrell's performance is outstanding.

Motion was made by Board Member Ovitt to authorize the President to sign an amendment to the IWMA Manager's contract. Seconded by Board Member Mulholland and passed on the following roll call vote:

AYES: Arnold, Ashton, Beraud, Brooks, DeMeritt, Ehring, Gibson, Hamon, Mulholland, Ovitt, Lenthall
NOES: None
ABSTAIN: None
ABSENT: Achadjian, Patterson

17. **Adjournment.** The meeting was adjourned to the next regular meeting of the IWMA scheduled for May 14, 2008, at 1:30 p.m. in the San Luis Obispo Board of Supervisor's Chambers, County Government Center, San Luis Obispo, CA.

THESE MINUTES ARE NOT OFFICIAL NOR A PERMANENT PART OF THE RECORD UNTIL APPROVED BY THE IWMA AT THE NEXT REGULAR MEETING.

DATE: May 14, 2008 ITEM: 5

Approve Deny

Continue to _____

TO: Integrated Waste Management Authority

FROM: William A. Worrell, Manager

RE: Draft Minutes of the April 23, 2008 Executive Committee Meeting (Receive and File)

RECOMMENDATION

Receive and File

ATTACHMENT: Draft Minutes of the April 23, 2008 Executive Committee Meeting

**SAN LUIS OBISPO COUNTY
INTEGRATED WASTE MANAGEMENT AUTHORITY
EXECUTIVE COMMITTEE MINUTES
OF
APRIL 23, 2008**

1. Call to Order/Roll Call.

Executive Committee

Members Present: Jerry Lenthall, San Luis Obispo County
Christine Mulholland, City of San Luis Obispo
Ron Munds, SWTAC Representative (non-voting)

Members Absent: Harry Ovitt, San Luis Obispo County

IWMA Staff: Ray Biering, IWMA Counsel
William A. Worrell, Manager
Carolyn Goodrich, Board Secretary

2. Public Comments. None.

3. Manager's Report. None.

4. Minutes of the Executive Committee Meeting. The minutes of the February 27, 2008 Executive Committee Meeting were received and filed.

5. Draft Minutes of the March 12, 2008 IWMA Board Meeting (receive and file).

6. May 14, 2008 IWMA Board Meeting Agenda. The Executive Committee reviewed and approved the tentative agenda for the May 14, 2008 IWMA Board Meeting including a recommendation by the Executive Committee to cancel the regularly scheduled July 9, 2008 IWMA Board Meeting.

7. Member Comments and Future Agenda Items. None.

8. Adjournment. There being no further business, the meeting was adjourned to June 25, 2008 at 12:00 p.m. in the San Luis Obispo County Integrated Waste Management Authority

Office, 870 Osos Street, San Luis Obispo, CA 93401.

THESE MINUTES ARE NOT OFFICIAL NOR A PERMANENT PART OF THE RECORD UNTIL APPROVED BY THE IWMA AT THE NEXT REGULAR MEETING.

LISTING OF UPCOMING MEETINGS AND EVENTS

5/12/08 @ 9am @ Sheraton Sacramento – CSDA Government Affairs Day
5/14/08 @ 9am @ NCSD – Board Meeting
5/19/08 @ 1pm @ NCSD – Supplemental Water Project Committee Meeting
5/22/08 @ 8:45am @ BoS Chambers – Planning Commission review of Inclusionary
Housing Ordinance and AHO EIR
5/26/08 @ 6:30pm @ NCSD – SCAC Meeting
5/31/08 @ 9am @ NCSD – Workshop on Septic Tank Maintenance
6/4/08 @ 1:30pm @ City/Co Library – WRAC

* * * *

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

TO: BOARD OF DIRECTORS
FROM: BRUCE BUEL *BBB*
DATE: MAY 9, 2008

**AGENDA ITEM
G
MAY 14, 2008**

COMMITTEE REPORTS

ITEM

Review Committee Matters.

BACKGROUND

The Finance and Audit Committee met on April 29, 2008 and minutes are attached. Directors Vierheilg and Harrison can respond to questions regarding the meeting.

The Southland WWTF Upgrade Project Committee met on May 5, 2008 and minutes are attached. Directors Winn and Harrison can respond to questions regarding the meeting.

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

- 4/29/08 FINANCE AND AUDIT COMMITTEE MEETING MINUTES
- 5/5/08 SOUTHLAND WWTF UPGRADE COMMITTEE MEETING MINUTES

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NIPOMO COMMUNITY SERVICES DISTRICT

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MINUTES OF THE 4/29/08 MEETING OF THE FINANCE AND AUDIT COMMITTEE

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

Chairman Vierheilg called the Special Meeting to order at 9:00 a.m. in the NCSD Board Chambers. Both Chairman Vierheilg and Director Harrison were in attendance along with staff members Bruce Buel, Lisa Bognuda and Peter Sevcik. There was one member of the public present, Richard Mobraaten.

2. **REPLACEMENT STUDY BY BOYLE ENGINEERING**

The Committee reviewed the draft report. Malcolm McEwen of Boyle Engineering answered questions. The Committee discussed Model 1 and Model 2 and the pros and cons of each. Director Harrison asked why the report addressed Town Water and Blacklake Water separately. Mr. McEwen stated that the systems have not yet been merged. There was no public comment. Mr. McEwen agreed to make minor corrections to the report. and include a list of acronyms.

The Committee unanimously recommends:

1. Continue funding replacement under the current policy for fiscal years 2008-2009 and 2009-2010.
2. Incorporate Model 2 into the rate study that will be commissioned in 2009 for implementation on January 1, 2010, and include the funding model in the fiscal year 2010-2011 budget.
3. Include any assets that will have been refurbished, replaced or added into Model 2 at the time of the rate study.

3. **SET NEXT MEETING DATE**

No meeting date was set.

The meeting was adjourned at 9:55 a.m.

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NIPOMO COMMUNITY SERVICES DISTRICT

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MINUTES OF THE 5/5/08 MEETING OF THE SOUTHLAND WWTF UPGRADE PROJECT COMMITTEE

1. CALL TO ORDER, ROLL CALL AND FLAG SALUTE

Chairman Winn called the Special Meeting to order at 10:00am in the NCSD Board Chambers. Both Chairman Winn and Director Harrison were in attendance along with General Manager Bruce Buel; Utility Superintendent Tina Grietens; District Engineer Peter Sevcik; Malcolm McEwen from Boyle Engineering and two members of the public. Chairman Winn described the purpose and format of the meeting.

2. DISCUSS FEEDBACK FROM RWQCB RE DISPOSAL OPTIONS

Bruce Buel reviewed the letter request sent to the RWQCB and the RWQCB's Response. The Committee agreed to divide the RWQCB into three parts – Salts Management, Disposal Options, and TMDLs – with audience feedback in each division.

In regards to Salts Management, the Committee discussed the chemistry of water softening, options to eliminate regenerative water softeners, and the process to enact various regulations. Mike Winn urged staff to expedite efforts to introduce regulations prohibiting new regenerative water softeners and to work with SLO County to prohibit new regenerative water softeners in the balance of the NMMA. There was no public comment on this topic.

In regards to disposal, the Committee discussed the RWQCB Feedback on each of the five options and agreed that the no action option (Option 0), the injection option (Option 3) and the dry well option (Option 4) were not acceptable. The Committee compared the remaining two options and agreed that more information was needed in regards to the feasibility of percolation on the West Side of Orchard Road and the interest of agricultural operators to take treated wastewater. Mike Winn requested that staff organize a tour of the Atascadero WWTF and contact agricultural operators south of the WWTF to gauge their willingness to take treated wastewater. There was no public comment.

In regards to TMDLs, the Committee discussed the likely quality of treated wastewater as it reaches Nipomo Creek and concluded that it would comply with the current Total Maximum Daily Load limitations. There was no public comment.

3. ADJOURNMENT

Chairman Winn adjourned the meeting at 10:55 a.m.