

TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL *BB*  
DATE: AUGUST 22, 2008

**AGENDA ITEM**  
**C-1**  
**AUGUST 27, 2008**

**NCSD SUPERINTENDENT REPORT**

**ITEM**

NCSD Superintendent Tina Grietens re Utility Dept. update [NO ACTION REQUESTED].

**BACKGROUND**

Tina Grietens is scheduled to summarize the attached outline.

**RECOMMENDATION**

Staff recommends that your Honorable Board receive the presentations and ask questions as appropriate.

**ATTACHMENTS**

- Utility Operations Update

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\BOARD LETTER 2008\080827SuperReport.DOC

# NIPOMO COMMUNITY

## BOARD MEMBERS

MICHAEL WINN, PRESIDENT  
JAMES HARRISON, VICE PRESIDENT  
CLIFFORD TROTTER, DIRECTOR  
ED EBY, DIRECTOR  
LARRY VIERHEILIG, DIRECTOR



# SERVICES DISTRICT

## STAFF

BRUCE BUEL, GENERAL MANAGER  
LISA BOGNUDA, ASSISTANT GENERAL MANAGER  
JON SEITZ, GENERAL COUNSEL

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148 SOUTH WILSON STREET POST OFFICE BOX 326 NIPOMO, CA 93444 - 0326  
(805) 929-1133 FAX (805) 929-1932 Website address: NCS.D.CA.GOV

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TO: BRUCE BUEL, GENERAL MANAGER  
FROM: TINA GRIETENS, UTILITY SUPERINTENDENT *TG*  
DATE: AUGUST 20, 2008  
SUBJECT: UTILITY DIVISION UPDATE

- **Introduction of new personnel**
- **Southland Wastewater Plant**  
Pond #3 was placed online on 7/25/08 and is now operating properly. BOD analyses results indicate the plant to be heading into compliance.
- **Southland Utility Yard**  
Continuing work to eliminate SCADA problems  
General utility yard clean up and weed abatement, remodel of new lab area in progress
- **Collection system**  
Continuing work with District Engineer and Cannon to implement reliable backup alarm systems at lift stations  
Repairing telemetry system problems and reducing unnecessary call outs at lift stations
- **Wells**  
Repairs to Sundale well are ongoing.  
Researching cost of replacing the existing natural gas engine with an electric motor.
- **Distribution System**  
Ipaac system communication failure occurred 8/12/08 at approximately 5:00 p.m., resulting in the overflow of water from the Quad tanks. The Ipaac system was not set up to provide an alarm in the event of a communication alarm. The system is now being set up to provide such an alarm. (see attached memo)

A 6" water main break on Avocado Street 8/9/08 was repaired and several water line shutdowns were performed by Staff.

SLO County began bridge work on Haystack Creek on Tefft and Thompson Streets. The 10" water line has been replaced on Tefft, and is now back in service.

Our 6 inch water line on Pomeroy was crushed by an excavator on 8/12/08 and repaired by Staff who also lowered a water service in the adjacent area during the same week. The repaired water line and a new valve are scheduled to be replaced the week of August 26<sup>th</sup>.

- **Personnel**  
First aid training was held at the Southland Facility on July 30, 2008.  
Wellhead protection and proper sampling technique training was given August 12, and 13<sup>th</sup>
- **Compliance**  
Monitored laboratory results, assisted District Engineer with compliance reports to regulatory agencies

- **Other**

Coordinated sampling for Boyle for the Salts Minimization Plan

Reviewed design proposals for Willow Road Waterline Extension from Pomeroy to Hetrick, and construction management proposals for the Waterline Intertie Project with General Manager and District Engineer

Studied for and took examinations in Collections System Maintenance and Water Distribution System Operations



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DATE: AUGUST 20, 2008

TO: BRUCE BUEL, DISTRICT MANAGER

FROM: TINA GRIETENS, UTILITY SUPERINTENDENT

SUBJECT: RESPONSE TO DIRECTORS EBY AND HARRISON'S CONCERNS REGARDING QUAD TANK LEVELS

The high level at the Quad tanks on 8/9/08 was a result of flow restriction through the 12" main that both feeds and delivers water to and from the tanks. The communication failure of the Ipaac system on 8/12/08 was not a result of any changes in the system supply or delivery, and could not have been foreseen from the levels indicated on the computer screen on 8/9/08. These events were caused by two distinctly separate incidents.

Due to the County relocation of the bridges over Haystack Creek on Thompson and Tefft, it was necessary to isolate both the 8" and the 10" water lines over the weekend of 8/9/08. On 8/9/08 there was a main line break on the 6" water line in the same area of town, necessitating the closure of several valves in order to repair the line. Three of our staff worked most of the day to repair the water leak, and restore service to those without water. During this time, there was increased restriction of flow both into and out of the Quad tanks. This caused the level in the tanks to remain higher than usual for a longer period than is normal. Staff was aware of the situation due to the SCADA system which we rely upon for this information.

A communication failure of our SCADA system occurred at approximately 5:00 p.m. Tuesday, August 12, 2008. At the time of the communication failure, the wells were filling the reservoirs. The wells operate on automatic control, through communication of the SCADA system, and based upon the reservoir levels they will either pump or shut down. Since there was no communication, the wells continued to run, and the Quad tanks spilled over.

The area into which the water overflowed was a natural drainage channel. The land owner has a culvert pipe through his property, but has diverted much of the drainage channel beyond the culvert pipe. The water that flowed over the farmer's road would have followed the natural stream drainage, had the land owner not changed the topography of the field. The farmer leases the land from the land owner who diverted the stream channel. It is well known that the Quad tanks have overflowed frequently in the past. District Council and our Board may be aware of any documented damage reported by the farmer or the land owner as a result of these past events. At this time there has been no documentation of alleged damage due to the SCADA failure.

The communication failure of the SCADA system could not be foreseen, and there was no failsafe in place. The system was not set up to provide an alarm when communications failed. The system is now being set up to provide an alarm which will alert the staff in the event of a communications failure in the future. An automatic alarm will be sent to the answering service if communication fails for more than 75 minutes. The alarm sent to the answering service via e-mail and through text messaging, will be forwarded to the on call operator who will then respond and reset the system. We are working with Cannon Associates Instrumentation and Electrical Engineering Department and Advantage Answering Plus to set up the new alert system, and anticipate it to become operational by the end of business today.

## Abalone Coast Bacteriology Lab

4149 Santa Fe Road, Suite 6 San Luis Obispo CA, 93401  
Phone: 595-1080 Fax: 595-1080

Order #	08-1527
Date/Time Rec'd	7/30/08 1525


Nipomo CSD  
P.O. Box 326  
Nipomo, CA 93444

Contact:	Rick Motley
Phone:	431-1309
Sampler:	Rick Motley

### Project- Southland WWTP 97-75

Sample #	Sample description	Date / Time	Analysis	Method	Result	Units	RL	Completed
-1	Effluent #1	7/30/08 1410	Suspended Solids	SM 2540D	72.	mg/L	1	7/30/08
			BOD	SM 5210B	74.	mg/L	3	8/4/08
			Sol. BOD	SM 5210B	40.	mg/L	3	8/4/08
			Carb. BOD	SM 5210C	23.	mg/L	3	8/4/08
-2	Influent #2	7/30/08 1415	Suspended Solids	SM 2540D	157.	mg/L	1	7/30/08
			BOD	SM 5210B	494.	mg/L	3	8/4/08

Report Completion Date: 8/4/2008

Reviewed:   
Amanda Smith, Lab Director

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AUG 11 2008  
NIPOMO COMMUNITY  
SERVICES DISTRICT

8/6/08  
AS



# Abalone Coast Bacteriology Lab

4149 Santa Fe Road, Suite 6 San Luis Obispo CA, 93401  
 Phone: 595-1080 Fax: 595-1080

Order #	08-1582
Date/Time Rec'd	8/6/08 1530

Nipomo CSD  
 P.O. Box 326  
 Nipomo, CA 93444

Contact:	Rick Motley
Phone:	431-1309
Sampler:	Rick Motley

## Project- Southland WWTP 97-75

Sample #	Sample description	Date / Time	Analysis	Method	Result	Units	RL	Completed
-1	Effluent #1	8/6/08 1030	Suspended Solids	SM 2540D	54.	mg/L	1	8/6/08
			BOD	SM 5210B	49.	mg/L	3	8/1/08
			Sol. BOD	SM 5210B	18.	mg/L	3	8/11/08
			Carb. BOD	SM 5210C	16.	mg/L	3	8/11/08
-2	Influent #2	8/6/08 1040	Suspended Solids	SM 2540D	237.	mg/L	1	8/6/08
			BOD	SM 5210B	737.	mg/L	3	8/11/08

Report Completion Date: 8/11/2008

Reviewed: *Amanda Smith*  
 Amanda Smith, Lab Director

RECEIVED  
 AUG 12 2008  
 NIPOMO COMMUNITY  
 SERVICES DISTRICT

8/12/08  
 AS

TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL *BBB*  
DATE: AUGUST 22, 2008



WATER CONSERVATION PROGRAM UPDATE & KICK-OFF

**ITEM**

NCSD Water Conservation Coordinator Celeste Whitlow re Water Conservation Program and Program Kick-Off [NO ACTION REQUESTED].

**BACKGROUND**

Celeste Whitlow is scheduled to summarize the attached materials.

**RECOMMENDATION**

Staff recommends that your Honorable Board receive the presentations and ask questions as appropriate.

**ATTACHMENTS**

- Water Conservation Program Outline

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# 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.ncsd.com](http://www.ncsd.com)

## MEMORANDUM

TO: BRUCE BUEL, GENERAL MANAGER

FROM: CELESTE WHITLOW, CONSERVATION AND PUBLIC OUTREACH  
COORDINATOR (CW)

DATE: 08/20/2008

RE: ITEM – C-2: WATER CONSERVATION ACTIVITIES UPDATE

- **Community Events and Educational Workshops**

- **Fall Community Clean-Up Week.** September 21-26. Free pickup of trash (no hazardous waste) at the curb. See flyer (attached).
- **Creek Day 2008. September 27, 9 am to Noon.** Volunteers are needed for the county-wide Creek Day. Locally, our focus will be cleaning portions of the Nipomo Creek and surrounding public areas in Olde Towne. We will meet at the Adobe Plaza at 9 am. Volunteering for Creek Day is a great way to meet neighbors and others in the community while cleaning the creek of accumulated debris. Fall clean-up is especially important because removing trash from the creek decreases the amount of material, which, with winter rains, can form dams, which in turn can lead to flooding. Graphic art work for Creek Day posters, flyers and ads is being provided by the NCSD. See flyer (attached).
- **Annual October Festival, October 11.** This annual festival will be held at Nipomo Park. There will be lots of interesting booths, food, exhibits, and stuff for sale. Be sure to stop by the NCSD's booth where we will have give-aways AND will be raffling off California native plants.

- **Newsletters, Mailings, Advertising**

- Water-conservation newspaper ads, flyers and brochures.
- High-efficiency clothes washer rebate post cards and bill-stuffers.
- District News at the printer, scheduled to be delivered for mailing on August 25.
- Graphics for Creek Day 2008.

- **WC Program Implementation**

- Post cards and bill-stuffers have gone out.
- Planning for Program launch, ordering materials and organizing ads.



- **Landscape**
  - Planning for outreach to the Landscape Maintenance District #1 homeowners is in the planning stages.
  
- **Water Use Comparison**
  - **Table 1: Acre-Feet of Water Delivered, SFR 2006-2008** (See attached "*Water Consumption Status Report, SFR, 08/20/2008*").
  - **Chart 1: Single-Family Residence, Avg. Water Use, Acre-Feet/Meter, 2006-2008, Bi-Monthly Billing Periods** (See attached "*Water Consumption Status Report, SFR, 08/20/2008*"). Comparison was made for the first three billing periods (January-February, March-April, May-June) of 2006, 2007 and 2008. The most remarkable finding is the significant increase from Mar-Apr 2008 (0.058 acre-feet average per meter, single-family residence) to May-Jun 2008 (0.106 acre-feet per meter). Comparing 2006, 2007 and 2008, 2008 showed an early and marked increase in water consumption, probably due to the intense period of high heat we experienced during that period.
  - **Chart 2: Single-Family Residence, Difference in Avg. Water use/Meter, Comparing 2008-2007, Bi-Monthly Billing Periods** (See attached "*Water Consumption Status Report, SFR, 08/20/2008*"). The graph for the difference in water usage, comparing 2008 to 2007, demonstrates again the large jump shown in May-Jun 2008.
  
- **Nipomo Mesa Plumbing Retrofit Program**
  - Staff continues to work with San Luis Obispo County on a comprehensive program for mitigation of water demand by new development.
  
- **Water Conservation Program Launch**
  - Utilizing the "Water Use It Wisely" campaign materials for a District-wide mailing in the next week, and new ideas for print advertising, the Water Conservation Program will bring an increased, streamlined focus on helping District customers save water (and money). See materials (attached)

#### **ATTACHMENTS**

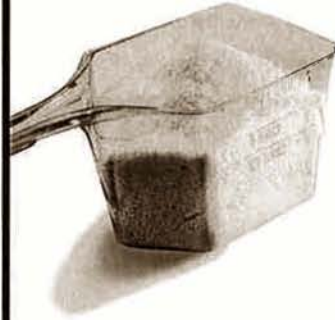
- Fall Community Clean-Up Week Flyer
- Creek Day 2008 Flyer
- "Water Use It Wisely" Campaign Materials
- "*Water Consumption Status Report, SFR, 08/20/2008*"

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# There are a number of ways to save water, and they all start with you

## Water-Saving Device #14

Use a layer of organic mulch around plants to reduce evaporation and save hundreds of gallons of water a year.

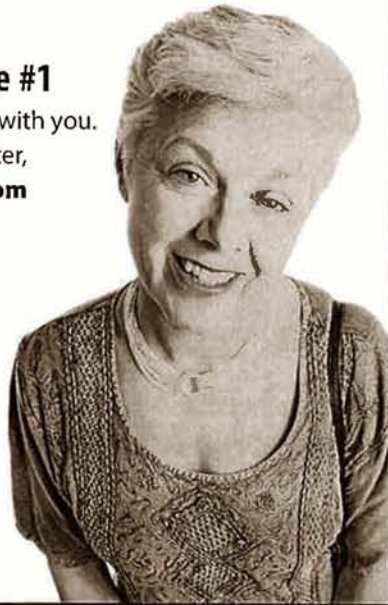


## Water-Saving Device #83

Reach for the scoop only when you have a full load and save up to 600 gallons each month.

## Water-Saving Device #1

Water conservation starts with you. For more ways to save water, visit [wateruseitwisely.com](http://wateruseitwisely.com)

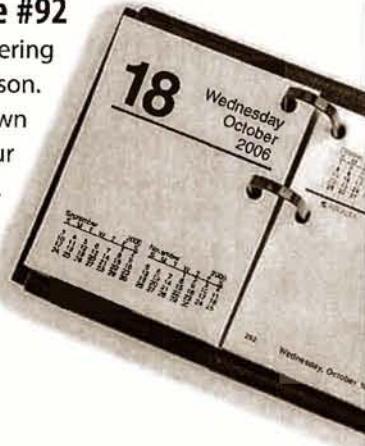


[www.bjwsa.com](http://www.bjwsa.com)  
843.987.9292

# There are a number of ways to save water, and they all start with you

## Water-Saving Device #92

Adjust your watering schedule to the season. Water your summer lawn every third day and your winter lawn every fifth day.



## Water-Saving Device #28

Put food coloring in your toilet tank. If it seeps into the toilet bowl, you have a leak. Leaks are easy to fix, and can save more than 600 gallons a month.

## Water-Saving Device #1

Water conservation starts with you. For more ways to save water, visit [wateruseitwisely.com](http://wateruseitwisely.com)



[www.bjwsa.com](http://www.bjwsa.com)  
843.987.9292





# IT'S TIME FOR FALL CLEAN UP! GET READY TO TAKE OUT THE TRASH!

**WHEN:** April 22-26

**WHERE:** Your curb!

**WHAT:** EVERYTHING *(almost)*



**COMMUNITY CLEAN-UP DAY:** A community service provided free to single-family residential customers of South County Sanitary Service, Nipomo Community Services District, Oceano Community Services District, Pismo Beach, Arroyo Grande, Grover Beach, and Avila Beach are all included in this free customer service.

**ON THE CURB:** Place your Clean-Up Week garbage on the curb no later than 6:00 a.m. on your regular garbage collection day.

**CONTAINER NOTES:** Clean-Up-Day garbage may be placed in standard trash cans, various containers, or tied in bundles. Standard trash containers will be emptied and left on the curb. Boxes and plastic bags will be taken away with your garbage. If you want your non-standard containers left behind, please mark or place a note on them.

**COMMUNITY CLEAN-UP TRASH LIMITS:** Each single-family residence is limited to 12 standard trash cans, bags or bundles. Bundles equal 4 feet or less in length and 75 lbs or less in weight...PLUS your trash wheeler! **EXCESS GARBAGE WILL BE LEFT ON THE CURB.**

**BULKY ITEMS (must call first)** The following special prices are valid only during Fall Clean-Up 2007. Items must be on the curb to qualify for these special prices. Large items requiring two men to handle will have additional cost by quote only.

**\$10.00 EACH:** Televisions, chairs, water heaters, washers, dryers, small appliances, box springs, mattresses, couches, passenger tires, refrigerators, computer monitors, overstuffed chairs, and all metal items. NO HAZARDOUS WASTE.

**FOR INFORMATION CALL:  
South County Sanitary Service  
489-4246**

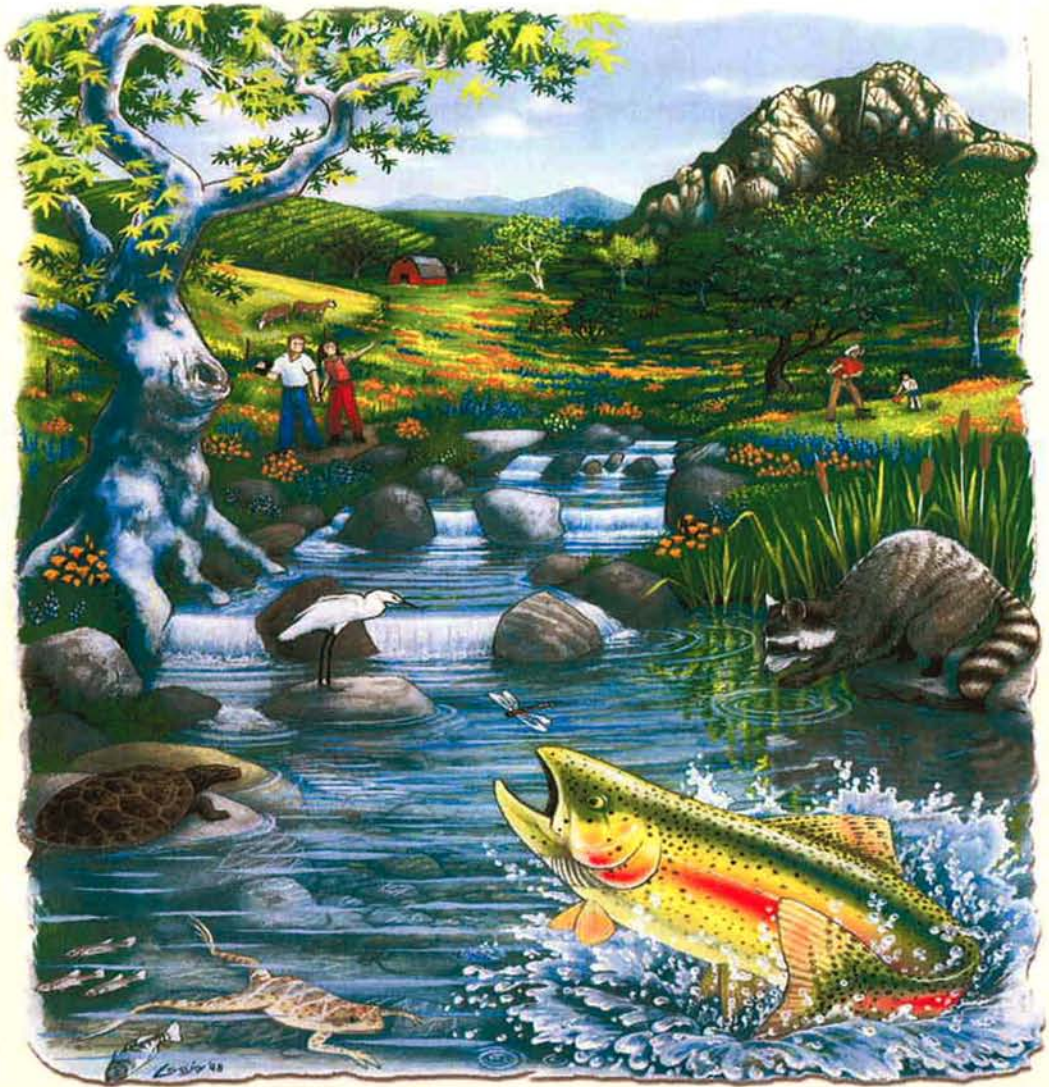
To arrange for pickup of bulky items (not free) you **must first call 489-4246 no later than one week prior to your pickup day. That's seven days beforehand. No exceptions.**



SAN LUIS  
OBISPO  
COUNTY

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2007



**SLO COUNTY CREEK DAY** Saturday • Sept. 27, 2007 • 9 am to Noon

Let's get together and clean up the creeks!

Join family, friends and neighbors at this fun volunteer event.

Cleaning the creeks helps protect wildlife and improves the beauty of our county. Fall is an important time to remove trash, before winter rainstorms arrive and wash debris into the ocean.

**PLEASE CHECK IN** at one of these stations on Saturday morning:

**NIPOMO**  
Adobe Plaza (East Tefft St.)  
Nipomo Community Svcs. District  
929-1133

**ARROYO GRANDE, PISMO BEACH**  
Central Coast Salmon Enhancement  
Exploration Station  
867 Ramona Ave., Grover Beach  
473-8221

**SAN LUIS OBISPO**  
Mission Plaza in Downtown SLO  
Host: The Land Conservancy  
544-9096

**CAL POLY at SLO**  
Dexter Lawn  
Kim Busby: 756-6664

**ATASCADERO**  
Colony House Parking Lot  
Hosts: Atascadero Mutual Water Company and the City of Atascadero.  
470-3148

**TEMPLETON**  
Templeton Community Svcs. District  
206 Fifth Street  
434-4914

**PASO ROBLES**  
Larry Moore Park (behind WalMart)  
Hosts: Upper Salinas Las Tablas Resource Conservation District  
434-0396 ext. 4 or  
City of Paso Robles  
237-3861



**VOLUNTEERS NEEDED!!**

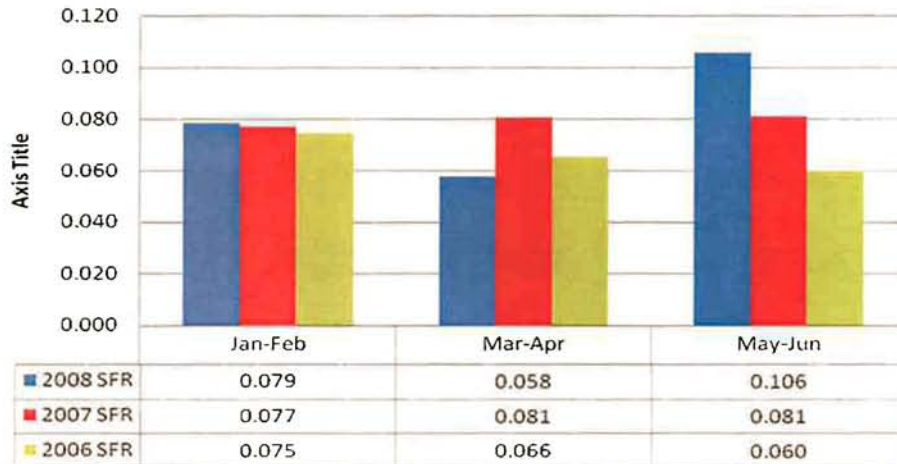


# Water Consumption Status Report, SFR 08/20/3008

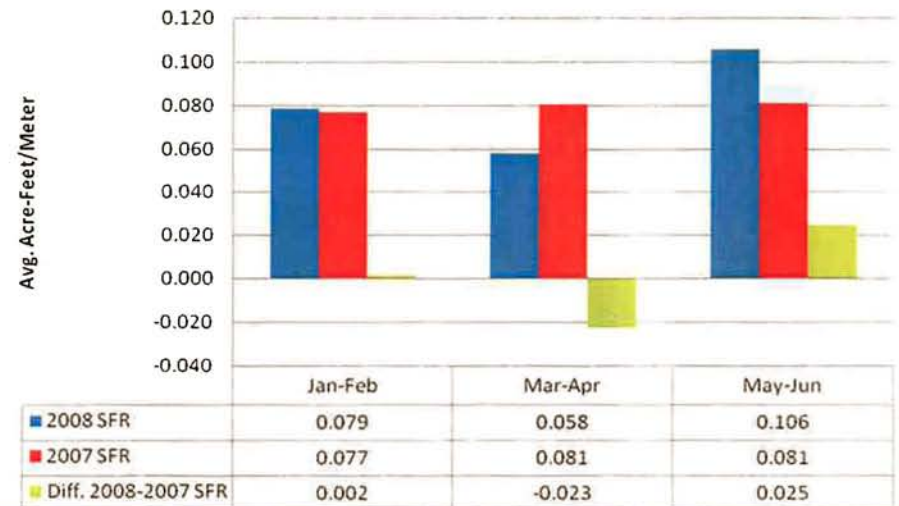
**TABLE 1: ACRE-FEET OF WATER DELIVERED, SFR 2006-2008, TOTAL**

Year	Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Meters
2008	SFR	202.28	73.94	121.66	82.59	239.63	130.45	320.90							3502
	<b>Total:</b>	276.22		204.25		370.08									
	<b>Avg. per meter</b>	<b>0.079</b>		<b>0.058</b>		<b>0.106</b>									
2007	SFR	178.70	89.85	203.41	77.98	211.63	131.85	304.20	141.62	309.19	164.45	297.14	95.87	<b>2205.89</b>	3481
	<b>Total:</b>	268.55		281.39		343.48		445.82		473.64		393.01		<b>2205.89</b>	
	<b>Avg. per meter</b>	<b>0.077</b>		<b>0.081</b>		<b>0.099</b>		<b>0.128</b>		<b>0.136</b>		<b>0.113</b>			
2006	SFR	188.84	68.16	153.99	70.79	114.46	92.55	282.78	139.92	361.93	145.19	284.22	107.40	<b>2010.23</b>	3423
	<b>Total:</b>	257.00		224.78		207.01		422.70		507.12		391.62		<b>2010.23</b>	
	<b>Avg. per meter</b>	<b>0.075</b>		<b>0.066</b>		<b>0.060</b>		0.123		0.148		0.114			

**Chart 1: Single-Family Residence, Avg. Water Use Acre-Feet/Meter, 2006 - 2008 Bi-Monthly Billing Periods**



**Chart 2: Single-Family Residence, Difference in Avg. Water use/Meter, Comparing 2008 - 2007, Bi-Monthly Billing Periods**





TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL *BB*  
DATE: AUGUST 22, 2008



WIP UPDATE

**ITEM**

Update on Waterline Intertie Project Final Design by Mike Nunley of Boyle Engineering [NO ACTION REQUESTED].

**BACKGROUND**

Attached is a monthly report from Boyle.

**RECOMMENDATION**

Staff recommends that your Honorable Board receive the presentations and ask questions as appropriate.

**ATTACHMENTS**

- Monthly Report

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Boyle Engineering  
1194 Pacific Street, Suite #204, San Luis Obispo, CA 93401  
T 805.542.9840 F 805.542.9990 www.boyle.aecom.com

## Memorandum

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Date: August 13, 2008  
To: Bruce Buel, General Manager – Nipomo Community Services District  
From: Michael K. Nunley, PE  
Subject: Waterline Intertie Project – Design Phase  
Status Report

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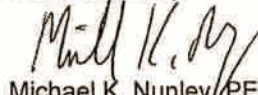
Distribution: Peter Sevcik

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The Project Team has completed the following work items this month:

1. Participated in kickoff meeting on July 16
2. Participated in EIR Scoping Meeting on July 23
3. Participated in Supplemental Water Committee meeting on August 11
4. Submitted draft of Technical Memorandum 9 (Service Pressure Reduction Study)
5. Coordinated with utility companies for record drawings and schematics of utilities along the proposed project alignment
6. Developed work plan for access and drilling test holes for the river crossing
7. Submitted permit applications to California Department of Fish & Game (CDFG), Regional Water Quality Control Board (RWQCB), and Army Corps of Engineers (ACOE) for test holes in the Santa Maria riverbed during the dry season. We have received approval from RWQCB and ACOE and are expecting to receive approval from CDFG by Friday August 15
8. Began preparing a map of potential laydown and construction yard areas for use in the Environmental Impact Report (EIR)
9. Started evaluating options for Blosser Road flow meter and WIP Reservoir flow control valve
10. Worked with District to select Via Concha, Black Lake #4, Sundale, and Eureka wells for chloramination systems

Yours Sincerely



Michael K. Nunley, PE

Enclosures: MS Project Schedule  
Budget Summary

## Nipomo CSD Waterline Intertie Project Design Budget Summary

As of last billing period, ending 7/31/08

	Total Budget	Amount Previously Invoiced	Current Invoice Amount	% of Budget Earned to date
Task Group 1 - Concept Design Report	\$313,192.00	\$0.00	\$17,514.90	5.59%
Task Group 2 - Permitting	\$26,557.00	\$0.00	\$499.50	1.88%
Task Group 3 - Construction Documents	\$311,982.00	\$0.00	\$0.00	0.00%
Task Group 4 - Project Management	\$43,520.00	\$0.00	\$9,879.85	22.70%
Task Group 5 - Assistance During Bids	\$48,942.00	\$0.00	\$0.00	0.00%
Task Group 6 - Office Engineering During Construction (5 Bid Packages)	\$175,837.00	\$0.00	\$0.00	0.00%
<b>Total</b>	<b>\$920,030.00</b>	<b>\$0.00</b>	<b>\$27,894.25</b>	<b>3.03%</b>

Updated 8/13/2008