


TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL   
DATE: FEBRUARY 20, 2009

**AGENDA ITEM  
C-1  
FEBRUARY 25, 2009**

**WATERLINE INTERTIE PROJECT UPDATE**

**ITEM**

Mike Nunley of AECOM Engineering re Waterline Intertie Project Update [NO ACTION REQUESTED].

**BACKGROUND**

Mike Nunley is scheduled to summarize the attached reports.

**RECOMMENDATION**

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

**ATTACHMENTS**

- February Monthly Report
- Memo Explaining WIP Cost Increase

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\BOARD LETTER 2009\090225AECOM.DOC

AECOM  
 1194 Pacific Street, Suite 100  
 San Luis Obispo CA 93401  
 T 805 542.9840 F 805 542 9990 www.aecom.com

## Memorandum

**Date:** February 17, 2009  
**To:** Bruce Buel, General Manager – Nipomo Community Services District  
**From:** Michael K. Nunley, PE  
**Subject:** Waterline Intertie Project – Design Phase Status Report

**Distribution:** Josh Reynolds, PE  
 Cesar Romero, PE  
 Peter Sevcik, PE  
 Eileen Shields  
 Jim Froelicher

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

1. All aerial mapping and survey have been completed. Budget Revision Request #4 was submitted to authorize additional survey work such as staking for the HDD locations and additional easement research in the Linda Vista Farms area.
2. Preliminary layout of the pipeline has been completed and is undergoing internal QC review.
3. A final geotechnical report is anticipated to be complete by February 20, 2009. A draft geotechnical report has already been completed and has been utilized by the design team in preparation of 30% design plans.
4. Geotechnical Report for HDD (Technical Memorandum #1) was presented to the Supplemental Water Committee and submitted to the District on January 26, 2009
5. A memorandum describing the differences between the May 2008 Preliminary Engineering Memorandum cost opinion and the January 21, 2009, Project Budget Summary was submitted on February 9, 2008, as requested by the Board of Directors.
6. An HDD workshop has been scheduled with District staff, AECOM staff, peer reviewers and the Construction Management team to discuss the pending conceptual design submittals. This meeting has been scheduled for March 23, 2009.

### Schedule


The Project Schedule is attached.

### Budget Status

As shown on the attached Design Budget and Invoice Summary, our fee earned matches the amount expended. This indicates we are on budget as of this date.

Budget Revision #4 (\$9,900 for additional survey services as described above) has been added to the project budget.

Yours Sincerely



Michael K. Nunley, PE

Enclosures: Design Budget and Invoice Summary; Project Budget Summary; and Project Schedule

AECOM Water

Item	Description	Budgeted Amount May 2008 PER	Updated Amount 17-Feb-09
1	Mobilization	\$580,000	\$580,000
2	Blosser Extension (18-in)	\$1,247,000	\$1,247,000
3	Pump Station No. 1 turnout & meter (Blosser Rd)	\$61,000	\$61,000
4	River Crossing (24-in HDD)	\$6,135,000	\$6,135,000
5	24-in Pipeline to Joshua	\$656,000	\$656,000
6	Reservoir (0.5-MG)	\$1,361,000	\$1,361,000
7	Pump Station No. 2	\$603,000	\$603,000
8	Pressure Regulators (200 homes)	\$30,000	--
9	Pressure Reducing Valve Stations	\$18,000	\$72,000
10	Chloramination (Joshua & 5 wellheads)	\$707,000	\$707,000
11	Upgrade Southland to 12-in	\$799,500 (1)	\$780,000 (7)
12	Upgrade Frontage to 12-in	\$1,101,300 (1)	\$880,000 (7)
13	Upgrade Orchard to 12-in	\$509,000	\$1,040,000 (8)
14	Upgrade Division to 10-in between Allegre and Meridian (6)	\$53,000	--
15	Oakglen Avenue 12-in main (5)	--	\$420,000
16	Darby Lane 12-in main (5)	--	\$100,000
17	HWY 101 Bore & Jack (5)	--	\$132,000
18	Isolation Valves (5)	--	\$12,000
	<b>Construction Subtotal</b>	<b>\$13,860,800</b>	<b>\$14,786,000</b>
19	Contingency	\$3,643,000	\$3,696,500 (9)
20	Property Acquisition	-- (4)	--
21	Design-Phase Engineering		
	Original Agreement (July 2008)		\$744,993
	Budget Revision 1 - Pressure Reduction		\$132,798
	Budget Revision 2 - Biological Survey for HDD		\$4,050
	Budget Revision 3 - Modeling for GSW/Woodlands Turnouts		\$8,380
	Budget Revision 4 - Additional Survey Services		\$9,900
22	Office Engineering during construction		\$175,837
23	Construction Management (3)	\$2,428,000 (2)	\$1,507,170 (10)
24	Environmental Mitigation	-- (4)	--
25	Environmental Monitoring	-- (4)	--
26	Permitting Fees	--	\$1,572.91
	<b>PROJECT TOTAL (Rounded to 1000)</b>	<b>\$19,932,000 (4)</b>	<b>\$21,068,000</b>

Notes:

- ENR CCI: March 2008 = 8109
- (1) Costs are from the December 2007 Water and Sewer Master Plan (Cannon).
  - (2) Engineering and Construction Management were originally presented as a "lump sum" amount
  - (3) Includes material testing and construction staking
  - (4) Excludes property acquisition, environmental mitigation, and monitoring
  - (5) These work items were added to relieve high pressures on Mesa as an alternative to service pressure regulating valves (See Tech Memo 9). One PRV station at Maria Vista was required initially. Four are recommended for revised project. This was design Budget Revision #1.
  - (6) Based on review of record drawings, this pipeline is already a 10-in main
  - (7) Initial estimate incorporated Master Plan project costs. Revised estimate includes higher unit costs to reflect paving 1 traffic lane, per County standards
  - (8) Updated unit costs include higher costs to reflect paving 1 traffic lane, per County standards
  - (9) Contingency was modified to 25% which is more appropriate for concept design phase.
  - (10) To be provided by CM team - Has not been revised to reflect additional work for construction management of Oakglen, Darby, and Orchard extensions.



**Project Budget Summary**

1/30/2009

**Engineering Services for NCSD - SWP Design**

**Nipomo CSD**

	<b>Total Budget</b>	<b>Amount Previously Invoiced</b>	<b>Current Invoice Amount</b>	<b>% of Budget Earned to date</b>	<b>% of Work Complete</b>
Task Group 1 - Concept Design Report	\$416,461.00	\$244,705.29	\$101,543.93	83%	83%
Task Group 2 - Permitting	\$30,607.00	\$10,261.47	\$4,472.55	48%	48%
Task Group 3 - Construction Documents	\$350,691.00	\$20,487.60	\$1,414.80	6%	6%
Task Group 4 - Project Management	\$43,520.00	\$20,581.57	\$2,735.10	54%	54%
Task Group 5 - Assistance During Bids	\$48,942.00	\$0.00	\$0.00	0%	0%
Task Group 6 - Office Engineering During Construction (5 Bid Packages)	\$175,837.00	\$0.00	\$0.00	0%	0%
<b>Total</b>	<b>\$1,066,058.00</b>	<b>\$296,035.93</b>	<b>\$110,166.38</b>	<b>38%</b>	<b>38%</b>

	<b>Amount Previously Invoiced</b>	<b>Current Invoice Amount</b>	<b>Total Permitting Fees to date</b>
Permitting Fees	\$1,572.91	\$0.00	\$1,572.91

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Address Line City, State Zip  
T 000 00 0000 F 000.00 0000 www.aecom.com

## DRAFT Memorandum

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Date: February 9, 2009  
To: Bruce Buel, General Manager – Nipomo CSD  
From: Mike Nunley, PE – Project Manager, Waterline Intertie Project Design  
Subject: Revised Cost Opinion dated January 21, 2009

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Distribution: Peter Sevcik, PE

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As requested in the Board meeting on January 28, 2009, we are providing a brief description of several line items in our latest project budget (dated January 21, 2009) and explanation of changes between the May 2008 Preliminary Engineering Memorandum and the latest cost opinions.

**Items 8 (Pressure Regulators for 200 homes) and 9 (Pressure Reducing Valve stations).**

Preliminary design recommendation changed from 200 independent pressure regulating valves installed on individual water services to four (4) buried PRV vaults including telemetry, pipe, fittings, shutoff valves, and dual PRVs (one high-flow and one low-flow). The equipment and labor required for 200 pressure regulators, which could be installed by most plumbers, and these municipal-quality valve stations resulted in a cost increase of \$24,000 (\$72,000 as opposed to \$48,000 for regulators and one PRV station near Orchard for Maria Vista customers).

**Items 11 through 13, 15, and 16 (Pipelines along Southland, Frontage, Orchard, and Darby alignments).** The Board requested an explanation as to why the revised construction cost for Frontage Road and Oakglen Avenue is significantly different from the original cost opinion for the Frontage Road water main, since the total length is roughly the same.

This is attributed to a change in unit cost assumptions. Unit costs for pipeline were increased above those used in the District's Water and Sewer Master Plan Update, as well as the May 2008 Memorandum (ibid.), in expectation that the County will require paving one full traffic lane after pipelines are installed, as opposed to only paving the pipeline trench. This is briefly stated in Footnote 7 (see attached table) and the cost breakdown is provided in Technical Memorandum 9.

**Item 18 (Isolation Valves).** In order to create a separate pressure zone within the area bounded by Grande Ave., Frontage Road, Orchard Street, and Southland Street on the west side of Highway 101, as well as the east side of Highway 101 within Darby Lane, Amado Street, Highway 101, and Oakglen Avenue, five (5) new gate valves are recommended. These valves will be normally closed in order to isolate the existing customers from higher pressures resulting from the Waterline Intertie Project. However, they will be able to be utilized in case of an emergency such as a fire or water main failure in the "lower" pressure zone.

I hope this is an adequate response to the questions raised at the Board meeting on January 28, 2009. Please let me know if you have questions or need further clarification.

Yours sincerely,

Michael K. Nunley, PE

Attachment: Project Budget – dated January 21, 2009

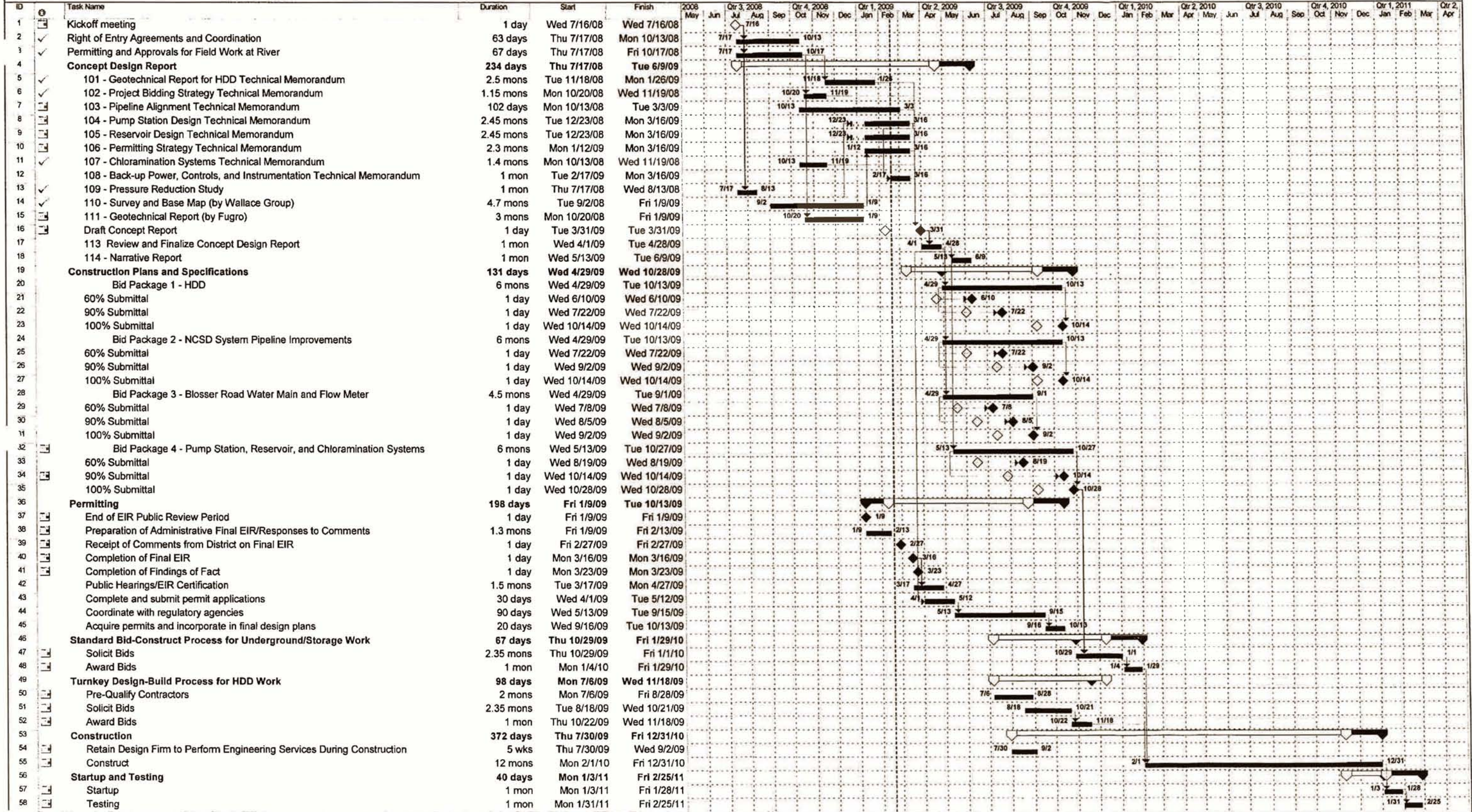


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5	24-in Pipeline to Joshua	\$656,000	2500	\$656,000	2500
6	Reservoir (0.5-MG)	\$1,361,000	--	\$1,361,000	--
7	Pump Station No. 2	\$603,000	--	\$603,000	--
8	Pressure Regulators (200 homes)	\$30,000	--	--	--
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13	Upgrade Orchard to 12-in	\$509,000	3200	\$1,040,000	5200 (8)
14	Upgrade Division to 10-in between Allegre and Meridian (6)	\$53,000	340	--	--
15	Oakglen Avenue 12-in main (5)	--	--	\$420,000	2100
16	Darby Lane 12-in main (5)	--	--	\$100,000	500
17	HWY 101 Bore & Jack (5)	--	--	\$132,000	220
18	Isolation Valves (5)	--	--	\$12,000	--
	<b>Construction Subtotal</b>	<b>\$13,860,800</b>	<b>25110</b>	<b>\$14,786,000</b>	<b>27520</b>
19	Contingency	\$3,643,000		\$3,696,500	(9)
20	Property Acquisition	-- (4)		--	
21	Design-Phase Engineering				
	Original Agreement (July 2008)			\$744,993	
	Budget Revision 1 - Pressure Reduction			\$132,798	
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Project: WIP Design Schedule  
Date: Tue 2/17/09

Task	Milestone	Rolled Up Task	Rolled Up Baseline	Split	Project Summary
Progress	Baseline Milestone	Rolled Up Milestone	Rolled Up Baseline Milestone	Baseline Split	Group By Summary
Baseline	Summary	Baseline Summary	Rolled Up Progress	External Tasks	Deadline



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TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL *BB*  
DATE: FEBRUARY 25, 2009

**AGENDA ITEM  
C-2  
FEBRUARY 25, 2009**

**SUPERINTENDENT UPDATES**

**ITEM**

NCSD District Superintendent Tina Grietens re Utility Division Activities in 2008 and January 2009 [NO ACTION REQUESTED].

**BACKGROUND**

Tina Grietens is scheduled to summarize the attached outlines.

**RECOMMENDATION**

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

**ATTACHMENTS**

- 2008 District Utilities Division Activities Outline
- January 2009 Outline

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# NIPOMO COMMUNITY

## BOARD MEMBERS

JAMES HARRISON, PRESIDENT  
LARRY VIERHEILIG, VICE PRESIDENT  
CLIFFORD TROTTER, DIRECTOR  
ED EBY, DIRECTOR  
MIKE WINN, 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: NCSD.CA.GOV

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TO: BRUCE BUEL, GENERAL MANAGER  
FROM: TINA GRIETENS, UTILITY SUPERINTENDENT TG  
DATE: FEBRUARY 18, 2009  
SUBJECT: UTILITY DIVISION UPDATE FOR JANUARY 2009

- **Southland Wastewater Plant and Utility Yard**
  - Reviewed proposal for plant expansion
  - Biosolids committee meeting attendance
  - Installation of Security lighting at Utility Office
- **Collection system**
  - Jetted sewer lines in old town near restaurant district
  - Removed blockage in Tefft St Lift Station pump impeller
  - Cleaned Tejas and Tefft St Lift Stations
  - Finalizing lift station panel design and telemetry problem resolution with District Engineer and Cannon
- **Wells**
  - Working with Cannon to eliminate communication problems with Eureka Well
  - Replaced motor on Eureka well motor
  - Repaired oil leak at Sundale well
  - Working with Cannon on Sundale Electrification design
- **Distribution System**
  - Reviewed RFP s for water valve and hydrant testing
  - Exercised valves on Orchard Road in preparation for pressure testing
  - Cathodic protection inspection of water tanks
- **Maintenance**
  - Weed abatement has begun
  - Air-vac and water sample stations being rebuilt/replaced, hydrants painted/numbered
  - Finalized draft preventative maintenance plan
  - Received 2 new trucks
- **Personnel**
  - Confined space training for entire crew 1/15/09
  - Two operators preparing for the Distribution exam, and four prepare for the Collections exam
  - Recruiting of Inspector /Maintenance Supervisor, Customer Service/Maintenance Worker, & Office Assistant
- **Compliance**
  - Accompanied DPHS inspector during annual water system inspection 1/29/09
  - Monitored laboratory results, preparing compliance reports for WWTPs, reviewed annual WWTP reports
- **Other**
  - Installed rain gauges at both wastewater plants
  - Working with District Engineer on SCADA system upgrade
  - Installation of cyberlocks implemented



# NIPOMO COMMUNITY

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# SERVICES DISTRICT

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TO: BRUCE BUEL, GENERAL MANAGER

FROM: TINA GRIETENS, UTILITY SUPERINTENDENT TG

DATE: FEBRUARY 18, 2009

SUBJECT: UTILITY DIVISION ANNUAL REPORT FOR 2008

### WASTEWATER TREATMENT PLANTS:

**SOUTHLAND WWTP-** Removed sludge from Pond #3, and placed plant back in normal operation mode in July. Compliance problems resolved, with no further BOD violations for the balance of the year. Aerators were plagued with problems in first half of the year. Motor savers were set to proper operational mode with no further problems. Spare aerators were ordered, and annual maintenance was established. Staff began keeping log books of operational and maintenance activities. Revised self monitoring report forms to reflect permit requirements. Proper sampling protocol was established and maintained to ensure proper sampling procedures and holding time of samples. A mini laboratory was built for process control analyses. Weed abatement throughout plant process area. Percolation ponds were ripped to increase percolation efficiency of final effluent. Flow meters calibrated.

**BLACKLAKE WWTP-** Pond #3 was drained, and the liner was repaired by contractor. Staff began keeping log books of operational and maintenance activities. Revised self monitoring report forms to reflect permit requirements. Proper sampling protocol was established and maintained to ensure proper sampling procedures and holding time of samples. Flow meters calibrated.

### SOUTHLAND UTILITY YARD:

Moved into new Utility Office in March; including new furniture, phones, and computer system. The old office area was remodeled into Utility Parts Storage area and Mini Laboratory. Installed security fencing along western perimeter of property, and perpendicular to fence at freeway and western perimeter, and repaired damaged fencing along southern perimeter. Trimmed trees, and cleaned up and organized utility yard property. Maintenance was performed on Utility vehicles, and equipment. Two new pick-up trucks were purchased.

### COLLECTIONS:

Cleaned lift stations in the spring and fall, and as needed in between. The sagging sewer line at Blacklake Golf Course was jetted in April and October. The District experienced one sewage spill at the Tejas Lift Station due to a faulty air line, and no back up wet well level monitoring in place. Installed level indicating transducers at lift stations, and upgraded other SCADA hardware. Worked on upgrade of lift station panel design. Documentation of existing pumps in lift stations in preparation of preventative maintenance program.

### WELLS AND DISTRIBUTION:

New electrical panels installed at Bevington and Eureka wells. Cla valves were rebuilt at the Standpipe and at Via Concha well. Sundale well had major repairs to the natural gas engine, including coolant and oil leaks, minor engine overhaul, and replacement of the heat exchanger. A cost comparison between electric powered wells and this one natural gas powered well was performed, and Board approval was given to move forward with electrification of the Sundale well and for the purchase of a standby emergency generator capable of powering our largest well. A drainage problem under the road at the Olympic well, which impeded proper flushing of the well, was resolved by the County. Five water tanks were cleaned and inspected, and the cathodic protection systems of all of the water tanks were inspected as well. Two water tanks will be scheduled for repair this year, and two for next year.



## UTILITY DIVISION ANNUAL REPORT FOR 2008

Water line dead ends lines were flushed in the spring, and painting and numbering of fire hydrants began in late summer. Staff has been replacing air relief valve canisters, repairing water sample stations and water service line connections. The County relocation of bridges on Haystack creek this summer resulted in relocation of portions of the 12", 10" and 8" water lines, and installation of new valves with minimal disruption of service to NCSD residents in the area. A portion of the 6" waterline on Pomeroy which was damaged during the County widening project was replaced in late summer as well.

### REGULATORY COMPLIANCE:

Established protocol for sampling of water and wastewater per our Monitoring Frequency Guidelines from DPHS, and Discharge Monitoring Permits from RWQCB. Operators were trained in proper sampling and analysis techniques for the parameters we sample for. Employees attended formal training to maintain certification, and to prepare for certification examinations. Certifications achieved this year were Grade 3 Water Distribution, and Grade 2 Wastewater Collections for Tina Grietens; Grade 2 Water Treatment and Grade 2 Wastewater Treatment for Scott German.

### BOARD SUPPORT:

Monthly reports to the Board, response to questions regarding Utility Operations, attendance at Committee Meetings.

### SCADA SYSTEM:

Installed level transducers in lift station wet wells to ensure notification of wet well levels. Updated radios and antennas to increase communication efficiency between sites. Established failsafe alarm system to ensure response in the event of non-communication between sites and main computer system.

### PERSONNEL:

Utility Field Supervisor retired in May, and Inspector/Maintenance Supervisor retired in June. Internal promotions of staff filled the position of the Field Supervisor, and outside recruitment began in December to fill the position of the Maintenance Supervisor. The District hired a Customer Service/Maintenance Worker to fill a vacancy formed by the internal promotions, and another Customer Service/Maintenance Worker position has been budgeted, but not successfully filled. A Utility Office Assistant position has not yet been successfully filled.

### OTHER:

Projects staff has been involved with include input on the Waterline Intertie Project, including assisting Fugro in the geotechnical investigation of the Santa Maria Riverbed, Southland WWTP Master Plan, Salts Minimization Study, attending CA/NEV AWWA conference, DPHS water regulations update seminar

TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL *BBB*  
DATE: FEBRUARY 20, 2009

**AGENDA ITEM  
C-3  
FEBRUARY 25, 2009**

MONTHLY WATER CONSERVATION COORDINATOR UPDATE

**ITEM**

NCSD District WCC Celeste Whitlow re January 2009 Outreach Activities [NO ACTION REQUESTED].

**BACKGROUND**

Celeste Whitlow is scheduled to summarize the attached outline.

**RECOMMENDATION**

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

**ATTACHMENTS**

- District January 2009 Outreach Activities 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, WATER CONSERVATION COORDINATOR *cw*  
DATE: FEBRUARY 25, 2009  
RE: ITEM – C3: WATER CONSERVATION ACTIVITIES UPDATE

- **Community Events and Educational Workshops**
  - Spring Water Conservation Gardening Workshops
    - Saturday, February 21, 2009, 9 AM: *"Landscaping With Drought-Tolerant Plants."* Presented by Celeste Whitlow.
    - Saturday, March 14, 2009, 9 AM: *"Water-Efficient Irrigation Basics for the Home Gardener."* Presented by Joe Turner from Farm Supply (San Luis Obispo store).
    - Due to difficulties in scheduling, the scheduled fifth workshop on less-toxic strategies for homeowners against plant disease and pests, a workshop on drought-tolerant sages, ceanothus and grasses will be substituted.
  - Chipping Event 2009
- **Website for preparing, collecting, and analyzing questionnaires (SurveyMonkey.com).**
- **Water Conservation tracking software (see Item D-4)**
- **Newsletters, Mailings, Advertising**
  - Conservation News (Issue 2, 2009).
  - Monthly billing inserts.
  - Press releases.
  - Design, printing and submission of ad materials for events and Water Conservation Program.
  - Update website.
- **District Landscape**
  - Preparation of demonstration areas for types of mulches and small-area landscaping solutions.
- **Workshops, Updates on Programs**
  - SLO County Partners in Water Conservation.
  - Preparation for Water Conservation Practitioner workshop and certification exam.

- **WC Program Implementation**

- High-efficiency clothes washer rebate program: The NCSD Board voted to suspend the rebate program because the Department of Water and Power precipitously stopped funding of their subsidization of the program. Funding may resume when the new California State budget is passed.
- Newsletters, mailings, advertising.
- Interview for water auditor/landscape irrigation controller installation.
- Continued research on weather-based smart irrigation controllers.
- Scheduling of installation of weather-based smart controller for Vista Verde HOA.

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TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL *BB*  
DATE: FEBRUARY 20, 2009

**AGENDA ITEM  
C-4  
FEBRUARY 25, 2009**

PREVIEW 2/27/09 STRATEGIC PLAN WORKSHOP

**ITEM**

NCSD District General Manager Bruce Buel preview of 2009-2014 Strategic Plan Workshop  
[NO ACTION REQUESTED].

**BACKGROUND**

Bruce Buel is scheduled to preview the Workshop.

**RECOMMENDATION**

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

**ATTACHMENTS**

- Agenda for 2/27/09 Strategic Plan Workshop

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# **NIPOMO COMMUNITY SERVICES DISTRICT**

**Friday, February 27, 2009**

**9:00 A. M.**

## **SPECIAL MEETING AGENDA AND NOTICE**

### **BOARD of DIRECTORS**

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

### **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 Shop**  
**509 Southland Street**  
**Nipomo, California**

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**Public Comment will be received on Agenda Item B**

- A. CALL TO ORDER, ROLL CALL, AND FLAG SALUTE**
- B. CONDUCT 2009-14 STRATEGIC PLAN WORKSHOP**  
BOARD ACTION REQUESTED: Provide Policy Direction
- C. ADJOURNMENT**

*\*\*\* End Special Meeting Notice \*\*\**

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