

TO: BOARD OF DIRECTORS
FROM: MICHAEL LEBRUN *MSL*
DATE: MARCH 19, 2010



WATERLINE INTERTIE PROJECT UPDATE

ITEM

Mike Nunley of AECOM Engineering re Waterline Intertie project status [NO ACTION REQUESTED].

BACKGROUND

Mike Nunley is scheduled to summarize the attached report.

RECOMMENDATION

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

ATTACHMENTS

- March 17, 2010 WIP Design Phase Status Report

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\2010\PRESENTATIONS\100324AECOM.DOC

Memorandum

To Michael LeBrun, Interim General Manager – NCSD Page 1

CC Peter Sevcik, Jon Hanlon, Josh Reynolds, Jim Froelicher, Eileen Shields,
Kirk Gonzalez

Subject Waterline Intertie Project – Design Phase Status Report

From Michael K. Nunley, AECOM

Date March 17, 2010

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

1. AECOM submitted 90% Plans and Specifications for Bid Package #3 (Blosser Road Improvements) to District staff, the District's peer review and construction management team, and to City of Santa Maria staff for review and comments.
2. AECOM continued work towards Bid Package #2 (Nipomo Area Improvements) draft final submittal and Bid Package #4 (Pump Station, Reservoir, and Chloramination Systems) 90% submittal. With authorization from NCSD staff, due dates have been switched for these two submittals, as reflected in the updated project schedule.
3. AECOM coordinated Phase II potholing work performed by MGE and integrated results into the project plans.
4. AECOM attended a meeting with NCSD staff and San Luis Obispo County Planning Department staff regarding the public lot process for the future pump station / reservoir site on the mesa.
5. Wallace Group and AECOM are working with Hamner, Jewell, and Associates to pull updated Title Reports for preparation of the Public Lot Map and easement descriptions for property negotiations.

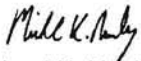
Schedule

The Project Schedule is attached.

Budget Status

As shown on the attached Design Budget and Invoice Summary, our fee earned is slightly ahead of the work completed under Task 3.

Yours Sincerely



Michael K. Nunley, PE

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

Project Budget Summary

3/17/2010

Engineering Services for NCSD - SWP Design

Nipomo CSD

	Total Budget	Amount Previously Invoiced	Current Invoice Amount	% of Budget Earned to date	% of Work Complete
Task Group 1 - Concept Design Report	\$441,553.65	\$427,415.85	\$0.00	97%	97%
Task Group 2 - Permitting	\$38,545.92	\$30,651.03	\$0.00	80%	80%
Task Group 3 - Construction Documents	\$442,933.43	\$433,455.18	\$0.00	98%	92%
Task Group 4 - Project Management	\$82,869.68	\$59,045.24	\$0.00	71%	71%
Task Group 5 - Assistance During Bids	\$48,942.36	\$0.00	\$0.00	0%	0%
Task Group 6 - Office Engineering During Construction (5 Bid Packages)	\$175,836.96	\$2,431.46	\$0.00	1%	1%
Total	\$1,230,682.00	\$952,998.76	\$0.00	77%	75%

	Amount Previously Invoiced	Current Invoice Amount	Total Permitting Fees to date
Permitting Fees	\$6,573.01	\$0.00	\$6,573.01

TO: BOARD OF DIRECTORS
FROM: MICHAEL LEBRUN *MSL*
DATE: MARCH 19, 2010

AGENDA ITEM
C-2
MARCH 24, 2010

MONTHLY SUPERINTENDENT UPDATE

ITEM

NCSD Facilitates Superintendent Tina Grietens re Update recent Operations Activities [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

- Operations Report

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\2010\PRESENTATIONS\100324SUPER BL.DOC

NIPOMO COMMUNITY



SERVICES DISTRICT

BOARD MEMBERS

JAMES HARRISON, PRESIDENT
LARRY VIERHEILIG, VICE PRESIDENT
ED EBY, DIRECTOR
MIKE WINN, DIRECTOR
BILL NELSON, DIRECTOR

STAFF

MICHAEL LEBRUN, INTERIM GENERAL MANAGER
LISA BOGNUDA, ASSISTANT GENERAL MANAGER
JON SEITZ, GENERAL COUNSEL

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

TO: MICHAEL LEBRUN, INTERIM GENERAL MANAGER
FROM: TINA GRIETENS, UTILITY SUPERINTENDENT
DATE: MARCH 17, 2010
SUBJECT: UTILITY DIVISION UPDATE FOR FEBRUARY 17- MARCH 17, 2010

Southland Wastewater Plant and Utility Yard

- Ordered, received and installed second grinder cartridge for Southland WWTP
- Rebuilding aerators at plant
- Problems with rags entering system reduced
- California Conservation Corps assisted in weeding at Southland WWTP
- Emergency radio antenna installation scheduled for 3/23/10 at Utility Office (EOC)

Collection system

- Vac Con practical training held 3/1/10

Distribution System

- Via Concha well scheduled to be pulled for repair 3/17/10
- Fence damaged by wind-blown Via Concha well roof repaired
- Sundale well rehabilitation project nearly complete

Maintenance

- Truck and valve exerciser received
- Valve Exerciser Training held 3/16 with Wachs Company Representative
- Advertised for high bid for old tractors; public viewing - 3/17; bid opening - 3/19
- APCD Annual inspection of generators

Compliance

- Reviewing lab analyses results, preparing compliance reports for WWTPs

Personnel

- Reviewed applications, interviewed candidates for Utility Worker position
- Utility staff participated in Lock-out/Tag-out and confined space training
- Utility staff participated in Quarterly Safety meeting
- 2 staff attended Distribution Exam Prep class; exam date 3/20/10
- 2 staff attended California Rural Water Association Seminar

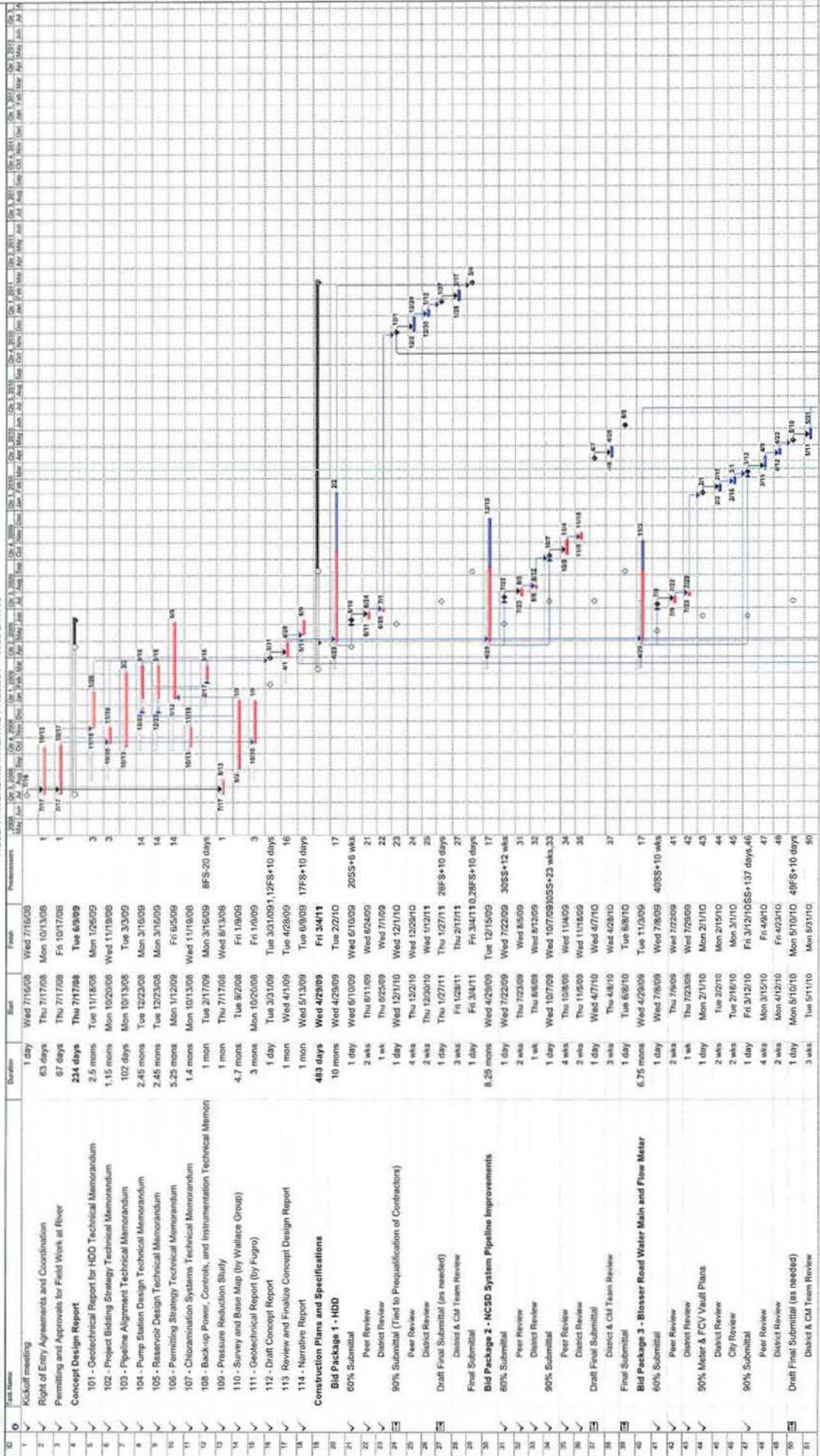
Other

- Budget Preparation; Strategic Plan Review,
- Working with District Engineer on Scada program development

Item	Description	Budgeted Amount May 2008 PER	Updated Amount 17-Mar-09	Updated Amount 22-Apr-09 Concept Design Report	Updated Amount Dec-09 60% Design Plans
1	Mobilization	\$580,000	\$580,000	\$607,000	\$706,800
2	Blosser Extension (16-in)	\$1,247,000	\$1,247,000	\$1,129,000	\$1,148,800
3	Pump Station No. 1 turnout & meter (Blosser Rd)	\$61,000	\$61,000	\$158,000	\$186,400
4	River Crossing (24-in HDD & levee jack & bore)	\$6,135,000	\$6,135,000	\$5,462,500	\$5,414,200
5	24-in Pipeline to Joshua	\$656,000	\$656,000	\$400,000	\$399,500
6	Reservoir (0.6-MG)	\$1,361,000	\$1,361,000	\$1,385,000	\$1,364,700
7	Pump Station No. 2	\$603,000	\$603,000	\$1,572,500	\$1,512,300
8	Pressure Regulators (200 homes)	\$30,000	--	--	--
9	Pressure Reducing Valve Stations	\$18,000	\$72,000	\$243,000	\$290,100
10	Chloramination (Joshua & 5 wellheads)	\$707,000	\$707,000	\$739,500	\$739,200
11	Upgrade Southland to 12-in	\$798,500 (1)	\$780,000 (7)	\$849,000	\$828,900
12	Upgrade Frontage to 12-in	\$1,101,300 (1)	\$880,000 (7)	\$957,000	\$958,600
13	Upgrade Orchard to 12-in	\$509,000	\$1,040,000 (8)	\$1,103,500	\$1,200,600
14	Upgrade Division to 10-in between Alegre and Meridian (6)	\$53,000	--	--	--
15	Oakglen Avenue 12-in main (5)	--	\$420,000	\$457,000	\$472,600
16	Darby Lane 12-in main (5)	--	\$100,000	\$153,000	\$114,100
17	HWY 101 Bore & Jack (5)	--	\$132,000	\$241,000	\$228,700
18	Isolation Valves (5)	--	\$12,000	\$12,000	\$12,000
19	Pump Station All Weather Access Road	--	--	\$128,000	\$127,500
20	Pipe Cleaning Launch Station Stub Out (Blosser Rd)	--	--	--	\$20,400 (13)
	Construction Subtotal	\$13,860,800	\$14,786,000	\$15,577,000	\$15,705,600
21	Contingency	\$3,643,000	\$3,696,500 (9)	\$3,115,400 (11)	\$3,141,120
	Construction Subtotal + Contingency	\$17,503,800	\$18,482,500	\$18,692,400	\$18,846,720
22	Property Allowance	not included (4)	not included (4)	\$500,000 (4)	\$304,964 (4) (14)
23	Design-Phase Engineering				
	Original Agreement (July 2005)		\$744,993	\$744,993	\$744,993
	Budget Revision 1 - Pressure Reduction		\$132,798	\$132,798	\$132,798
	Budget Revision 2 - Biological Survey for HDD		\$4,050	\$4,050	\$4,050
	Budget Revision 3 - Modeling for GSW/Woodlands Turnou		\$8,380	\$8,380	\$8,380
	Budget Revision 4 - Additional Survey Services		\$9,900	\$9,900	\$9,900
	Budget Revision 5 - Utility Investigation (Potholing)		--	--	\$8,883
	Budget Revision 6 - Additional Property Research		--	--	\$805
	Budget Revision 7 - PG&E Savings by Design support		--	--	\$4,164
	Budget Revision 8 - 60% Design Budget Update		--	--	\$140,872
24	Office Engineering during construction		\$175,837	\$175,837	\$175,837
25	Estimated Construction Management (3)	\$2,428,000 (2)	\$1,507,170 (10)	\$1,507,170 (10)	\$1,507,170 (10)
26	Permitting Fees To Date	--	\$1,573	\$1,573	\$6,173
27	Non-Final Design Funds Spent To Date	not included	not included	\$1,402,879 (12)	\$1,402,879 (12)
28	Estimated Other Costs (Assessment, etc)	not included	not included	\$415,420 (12)	\$415,420 (12)
29	Public Outreach	not included	not included	not included	\$50,000 (15)
	WATERLINE PROJECT TOTAL (Rounded to 1000)	\$19,932,000 (4)	\$21,068,000	\$23,596,000	\$23,765,000
A	Frontage Road Sewer Replacement	--	--	\$1,239,500 (A)	\$1,858,600 (A) (B)
B	Sewer Contingency	--	--	\$247,900 (A)	\$331,720 (A)
	FRONTAGE RD SEWER TOTAL (Rounded to 1000)			\$1,487,400 (A)	\$1,990,320 (A)

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, construction staking, and environmental monitoring
- (4) Estimate only. Property allowance not included prior to April 2009 estimate.
- (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.
- (11) Contingency was modified to 20% which is more appropriate for 30% design phase.
- (12) Estimate provided by District staff.
- (13) Item added during 60% design for potential future pipe cleaning launch station. Cost for potential future receiving station was added to line item #7 (pump station).
- (14) Reduced at 12/9/2009 Board Meeting.
- (15) Added to January 2010 cost opinion per District
- not included = Item was not included in previous construction cost opinions, but was added to provide a complete assessment of anticipated project costs.
- (A) Frontage Road Sewer to be Part of Bid Package #2, but to be paid for out of funds separate from the Supplemental Water Project
- (B) Includes 1100 LF of 24-in sewer and manholes from Southland Street to WWTP Lift Station, which was not previously included in project scope.



Task Progress Summary

Project Summary

Group By Summary

Deadline

Page 1

TO: BOARD OF DIRECTORS
FROM: MICHAEL LEBRUN *ML*
DATE: MARCH 19, 2010



CONSENT AGENDA

The following items are considered routine and non-controversial by staff and may be approved by one motion if no member of the Board wishes an item be removed. If discussion is desired, the item will be removed from the Consent Agenda and will be considered separately.

**Questions or clarification may be made by the Board members
without removal from the Consent Agenda.**

- D-1) APPROVE WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE BOARD MEETING MINUTES [RECOMMEND APPROVAL]
Approve Minutes of March 10, 2010
- D-3) ADOPT RESOLUTION APPROVING CHANGES TO PERSONNEL POLICY
REVISE JOB DESCRIPTIONS FOR SECRETARY/CLERK [RECOMMEND
ADOPTION]
- D-4) ADOPT RESOLUTIONS APPROVING CHANGES TO PERSONNEL POLICY
REVISE JOB DESCRIPTIONS FOR UTILITY FIELD SUPERVISOR AND
MAINTENANCE SUPERVISOR [RECOMMEND APPROVAL]
- D-5) APPROVE CONTRACT WITH HARPER AND ASSOCIATES FOR
CONSTRUCTION MANAGEMENT AND INSPECTION FOR TANK
REHABILITATION PROJECT [RECOMMEND APPROVAL]

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TO: BOARD OF DIRECTORS
 FROM: MICHAEL LEBRUN
 DATE: MARCH 19, 2010

**AGENDA ITEM
 D-1
 MARCH 24, 2010**

**TOTAL COMPUTER
 CHECKS
 \$256,745.20**

HAND WRITTEN CHECKS

03-08-10	20088	M WINN	S WWTF UPGRADE COMM	100.00
03-08-10	20089	J HARRISON	S WWTF UPGRADE COMM	100.00
03-08-10	20090	D HAGSTROM	WASHER REBATE	75.00
03-09-10	20091	PG&E	ELECTRICITY	35,528.21
03-15-10	20092	J HARRISON	PERSONNEL COMM	100.00
03-15-10	20093	L VIERHEILIG	PERSONNEL COMM	100.00
03-17-10	20094	E EBY	WIP EDUCATION COMM	50.00
03-17-10	20095	M WINN	WIP EDUCATION COMM	50.00
03-19-10	20096	L MCCRAY	WASHER REBATE	75.00

VOID - 17681, 17702, 17576

COMPUTER GENERATED CHECKS

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
17707	03/19/10	EMP01	EMPLOYMENT DEVELOP DEPT	1349.78	.00	1349.78	B00315	STATE INCOME TAX
17708	03/19/10	MID01	RABOBANK-PAYROLL TAX DEPO	3547.58	.00	3547.58	B00315	FEDERAL INCOME TAX
				626.06	.00	626.06	1B00315	FICA
				916.24	.00	916.24	2B00315	MEDICARE (FICA)
			Check Total.....:	5089.88	.00	5089.88		
17709	03/19/10	MID02	RABOBANK-DIRECT DEPOSIT	26684.47	.00	26684.47	B00315	NET PAY
17710	03/19/10	PER01	PERS RETIREMENT	7454.91	.00	7454.91	B00315	PERS PAYROLL REMITTANCE
17711	03/19/10	STA01	ING-PERS 457 DEFERRED COM	1125.00	.00	1125.00	B00315	457 DEFERRED COMP
017712	03/24/10	ABA01	ABALONE COAST BACTERIOLOG	20.00	.00	20.00	10-479	BL WWTF LAB
				175.00	.00	175.00	10-490	WATER SAMPLES
				20.00	.00	20.00	10-491	BL WWTF LAB
				20.00	.00	20.00	10-495	BL WWTF LAB
				176.00	.00	176.00	10-496	TOWN WWTF LAB
				20.00	.00	20.00	10-508	BL WWTF LAB
				20.00	.00	20.00	10-522	BL WWTF LAB
				20.00	.00	20.00	10-533	BL WWTF LAB
				20.00	.00	20.00	10-546	BL WWTF LAB
				175.00	.00	175.00	10-547	WATER SAMPLES
				20.00	.00	20.00	10-556	BL WWTF LAB
				20.00	.00	20.00	B00316	BL WWTF LAB
			Check Total.....:	706.00	.00	706.00		
017713	03/24/10	AME03	AMERI PRIDE	88.98	.00	88.98	25556	UNIFORMS ETC
				114.25	.00	114.25	31391	UNIFORMS ETC
				73.85	.00	73.85	151001425	UNIFORMS ETC
			Check Total.....:	277.08	.00	277.08		
017714	03/24/10	ATT01	AT&T/MCI	185.32	.00	185.32	1218352	PHONE
017715	03/24/10	BEE01	BEE SAFE LOCK & KEY	154.00	.00	154.00	79815	SERVICE CALL & RE-KEY
017716	03/24/10	BOB02	BOB MURRAY & ASSOCIATES	4081.23	.00	4081.23	3788	MANAGER RECRUITMENT
017717	03/24/10	BRE02	BRENNTAG PACIFIC INC.	767.67	.00	767.67	BPI978512	CHLORINE
017718	03/24/10	CAN02	CANNON ASSOCIATES	8595.95	.00	8595.95	48179	SUNDALE SCADA PANEL
				1003.03	.00	1003.03	48184	SCADA & LIGHTNING
				5115.00	.00	5115.00	48185	SCADA MAINT
				300.00	.00	300.00	48186	SCADA MAINT
				1197.50	.00	1197.50	48270	WILLOW RD WATERLINE EXT P
				8986.44	.00	8986.44	48271	MISTY GLEN WILLOW RD PHAS
				18444.80	.00	18444.80	48272	WILLOW RD EXT PHASE II
				217.50	.00	217.50	48285	MISTY GLEN CONSSTRUCTION
			Check Total.....:	43860.22	.00	43860.22		
017719	03/24/10	CLE06	CLEVER DUCKS	275.00	.00	275.00	9908	COMPUTER WORK
017720	03/24/10	COA01	COASTLINE EQUIPMENT	280.25	.00	280.25	4913569	TRACTOR MAINT

Copy of document found at www.NoNewWipTax.com

**NIPOMO COMMUNITY SERVICES DISTRICT
WARRANTS MARCH 19, 2010**

**AGENDA ITEM
D-1
MARCH 24, 2010
PAGE TWO**

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
017721	03/24/10	CUW01	CALIFORNIA URBAN WATER	2519.11	.00	2519.11	35202	MEMBERSHIP DUES
017722	03/24/10	DEW01	J B DEWAR INC	272.21	.00	272.21	375428	OIL FOR WELLS
017723	03/24/10	DIS02	DISCRETE WIRELESS	250.00	.00	250.00	SV002152	GPS SERVICE
017724	03/24/10	DKF01	DKF SOLUTIONS GROUP, LLC	350.00	.00	350.00	1080	SAFETY SUBSCRIPTION
017725	03/24/10	EBY01	EBY, ED	100.00	.00	100.00	032410	REG BD MEETING 032410
017726	03/24/10	EHW01	E.H. WACHS COMPANY	46817.67	.00	46817.67	52121	VALVE OPERATOR
017727	03/24/10	FGL01	FGL ENVIRONMENTAL	306.00 81.00	.00 .00	306.00 81.00	1569A 1570A	TOWN WWTF LAB BL WWTF LAB
017727	03/24/10	FGL01	FGL ENVIRONMENTAL	306.00 81.00 81.00	.00 .00 .00	306.00 81.00 81.00	1816A 1828A 2093A	TOWN WWTF LAB BL WWTF LAB BL WWTF LAB
			Check Total.....:	855.00	.00	855.00		
017728	03/24/10	FUG01	FUGRO WEST, INC.	2272.00	.00	2272.00	3596.5.14	SOUTHLAND EXPANSION
017729	03/24/10	GRO01	GROENIGER & CO	301.74	.00	301.74	110125100	SUPPLIES
017730	03/24/10	HAM02	HAMNER JEWELL & ASSOCIATE	802.50	.00	802.50	4808	WATERLINE INTERTIE
017731	03/24/10	HEA01	HEACOCK TRAILERS & TRUCK	3735.50	.00	3735.50	31622	TRAILER HITCH & LIGHTS
017732	03/24/10	JOH01	JOHNSON, DONNA	44.43	.00	44.43	031510	SUPPLIES
017733	03/24/10	JWC01	JWC ENVIRONMENTAL	-3409.88 23294.20	.00 .00	-3409.88 23294.20	32519C 32941	EXCHANGE CREDIT RETURN CM WWTF GRINDER
			Check Total.....:	19884.32	.00	19884.32		
017734	03/24/10	LIN02	LINC DELIVERY	231.00	.00	231.00	53710+	DELIVERY TO LAB
017735	03/24/10	MGE01	MGE UNDERGROUND	5775.00	.00	5775.00	101513	WATERLINE PROJECT POTHOLI
017736	03/24/10	MNS01	MNS ENGINEERS INC	3840.00	.00	3840.00	031110	WIP PRE-CONSTRUCTION PHAS
017737	03/24/10	MOR02	MORE OFFICE SOLUTIONS	462.53	.00	462.53	542551	COPIER MAINT
017738	03/24/10	MOT01	MOTLEY, RICK	271.26	.00	271.26	030810	TRAVEL REIMB DIST III REV
017739	03/24/10	NEL01	NELSON, WILLIAM J	100.00	.00	100.00	032410	REG BD MEETING 032410
017740	03/24/10	NIP08	NIPOMO CSD	175.04	.00	175.04	022810	LANDSCAPE MAINT WATER TR
017741	03/24/10	OFF01	OFFICE DEPOT	140.45 34.63	.00 .00	140.45 34.63	510898452 898452002	SUPPLIES SUPPLIES
			Check Total.....:	175.08	.00	175.08		
017742	03/24/10	ONE01	1-800-CONFERENCE	183.65	.00	183.65	120069144	PHONE CONFERENCE
017743	03/24/10	POO01	POOR RICHARD'S PRESS	604.08	.00	604.08	209909	WTR CONSV BILL STUFFER
017744	03/24/10	PWS01	PROTECTIVE WEATHER STRUCT	14960.00	.00	14960.00	91113-3	SUNDALE WELL STEEL BLDG
017745	03/24/10	ROX01	ROXSAND	248.98	.00	248.98	13417	CLASS 2 BASE
017746	03/24/10	SAN04	SANTA MARIA TIMES	341.13 41.58	.00 .00	341.13 41.58	137073 665763	JOB ADVERTISING SURPLUS EQUIP BID AD
			Check Total.....:	382.71	.00	382.71		
017747	03/24/10	SAN09	SAN LUIS MAILING SERVICE	1052.80 961.83 101.64 42.93 200.92	.00 .00 .00 .00 .00	1052.80 961.83 101.64 42.93 200.92	209958 210050 209876A 209876B 209958A	POSTAGE FOR BILLING FIX A LEAK WEEK CARDS POSTAGE FOR LATE NOTICES MAILING LATE NOTICES MAILING BILLS
			Check Total.....:	2360.12	.00	2360.12		
017748	03/24/10	SHI01	SHIPSEY & SEITZ, INC	7573.30	.00	7573.30	022810	LEGAL SERVICES

**NIPOMO COMMUNITY SERVICES DISTRICT
WARRANTS MARCH 19, 2010**

**AGENDA ITEM
D-1
MARCH 24, 2010
PAGE THREE**

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
017749	03/24/10	SLO02	DIV OF ENVIRON HEALTH	917.31	.00	917.31	68759	CROSS CONNECTION-NOV/DEC
				795.26	.00	795.26	68775	CROSS CONNECTION-JAN/FEB
			Check Total.....:	1712.57	.00	1712.57		
017750	03/24/10	SPA01	SPANGO VOICE COMM	89.00	.00	89.00	6803	PHONE SERVICE
017751	03/24/10	SPE01	SPECIAL DISTRICT RISK	146.88	.00	146.88	31807	VALV EXER MACH INS
				4908.00	.00	4908.00	32031	W/C INS 4TH QTR
			Check Total.....:	5054.88	.00	5054.88		
017752	03/24/10	STA03	STATEWIDE SAFETY & SIGNS	123.73	.00	123.73	76776	SUPPLIES
017753	03/24/10	TIT01	TITAN INDUSTRIAL & SAFETY	5155.53	.00	5155.53	1040007	SEWER GAS MONITOR
017754	03/24/10	TRI03	THE TRIBUNE	405.00	.00	405.00	B00205	RECRUITMENT AD
017755	03/24/10	UCM01	UTILITY COST MANAGEMENT L	3364.15	.00	3364.15	13983	ELECTRICAL SAVINGS SEPT-D
017756	03/24/10	VAN01	VAN SCOYOC ASSOCIATES	4500.00	.00	4500.00	34351	LOBBYING SERVICES FOR MAR
017757	03/24/10	VIE01	VIERHEILIG, LARRY	100.00	.00	100.00	032410	REG BD MEETING 032410
017758	03/24/10	VOR01	VORTEX INDUSTRIES INC	4438.60	.00	4438.60	015195141	FRONT DOOR REPAIR
017759	03/24/10	WAL01	WALLACE GROUP	3248.00	.00	3248.00	29484	GIS DATA MAINT
				2440.11	.00	2440.11	29492	FOG OUTREACH & INSPECTION
				523.30	.00	523.30	29537	DIST ENGINEERING
				936.21	.00	936.21	29538	INTERTIE ASSESSMENT DATA
			Check Total.....:	7147.62	.00	7147.62		
017760	03/24/10	WOO01	DOUGLAS WOOD & ASSOCIATES	1277.76	.00	1277.76	3/15/10#9	SOUTHLAND WWTF UPGRADE PR
017761	03/24/10	WSC01	WSC	15538.32	.00	15538.32	0088	URBAN WATER MGMT PLAN UPD

DRAFT

NIPOMO COMMUNITY SERVICES DISTRICT

Celebrating 45 Years of Service 1965 - 2010

D2

DRAFT MINUTES

MARCH 10, 2010, AT 9AM

BOARD ROOM 148 SOUTH WILSON STREET, NIPOMO, CA

BOARD of DIRECTORS

JAMES HARRISON, **PRESIDENT**
LARRY VIERHEILIG, **VICE PRESIDENT**
MICHAEL WINN, **DIRECTOR**
ED EBY, **DIRECTOR**
BILL NELSON, **DIRECTOR**

PRINCIPAL STAFF

MICHAEL LEBRUN, **INTERIM GENERAL MANAGER**
LISA BOGNUDA, **ASSIST. GENERAL MANAGER**
DONNA JOHNSON, **BOARD SECRETARY**
JON SEITZ, **GENERAL COUNSEL**
PETER SEVCIK, **DISTRICT ENGINEER**

Mission Statement: The Nipomo Community Services District's mission is to provide its customers with reliable, quality, and cost-effective services now and in the future.

A. CALL TO ORDER AND FLAG SALUTE

President Harrison called the March 10, 2010 Regular Meeting of the Nipomo Community Services District to order at 9:02 a.m. and led the flag salute.

B. ROLL CALL

At Roll Call, the following Directors were present: Directors Nelson, Eby, Winn and Harrison. Director Vierheilig was absent.

C. PRESENTATIONS AND PUBLIC COMMENT

C-1) SHERIFF COMMANDER BRIAN HASCALL

Update re: South County Law Enforcement Activities

Sheriff Commander Brian Hascall presented information on the activities of the South County Sheriff's Department.

An arrest was made February 15, 2010, for the homicide of Pedro Gonzales on Bonita School Rd.

An arrest was made on Jupiter and Division during a routine traffic stop. Suspect had methamphetamine and marijuana packaged for sale in the car.

Personal property was stolen from a car on Brisas Lane on March 1st during the hours of 6:00 p.m. and 8:00 a.m. The car was unlocked. Cmdr. Hascall reminds the public to keep cars locked and remove valuables from their cars.

The Board thanked Cmdr. Hascall for the report.

C-2) CAL FIRE BATTALION CHIEF BILL FISHER

Update re: South County Cal Fire Activities

Battalion Chief Bill Fisher gave an update of the Cal Fire activities on the Nipomo Mesa and reviewed the activity report given to the Board and public.

In December 2009, Nipomo Station #20 had a total of 91 calls: 4 fire calls, 10 vehicle accidents, 59 medical aids, and 18 other calls.

Mesa Station #22 had a total of 44 calls: 2 fire calls, 7 vehicle accidents, 26 medical aids, and 9 other calls.

Cal Fire will be in charge of the Chipping Program for the Nipomo area.

DRAFT

MINUTES SUBJECT TO BOARD APPROVAL

Copy of document found at: <http://www.newslip.com>

Nipomo Community Services District
REGULAR MEETING
DRAFT MINUTES

C-3) MIKE NUNLEY OF AECOM

Update re: Southland Wastewater Treatment Plant Upgrade

Mike Nunley, AECOM Engineering Project Manager, presented the report as written in the Board packet. There was no public comment. The Board thanked Mr. Nunley for the report.

C-4) NCSD DISTRICT ENGINEER PETER SEVCIK

Update re: Recent Activities

Peter Sevcik, District Engineer, reviewed the report as written in the Board packet. He answered questions from the Board. The Board thanked Mr. Sevcik for the report.

C-5) DIRECTORS' ANNOUNCEMENTS OF DISTRICT & COMMUNITY INTEREST

Receive Announcements from Directors Items of District & Community Interest

Director Winn

The Water Resources Advisory Committee met March 3, 2010, in San Luis Obispo. Items discussed included:

The Resource Capacity Study for the Paso Robles Basin is almost finished. It should be coming to WRAC in May.

The annual County RMS (Resource Management Survey) will be coming possibly in May.

Conservation Open Space Element is in hearings in the Board of Supervisors - the Water Chapter will be heard April 6, 2010.

Letter-of-Intent to evaluate permanent Schedule A water allocations from the from the County's unallocated 15,000 afy to the CCWA.

CCWA could possibly allow others to use some of their excess water capacity in pipeline, SLO County subcontractors first.

CCWA could possibly allow others to use excess water capacity in pipeline.

Central Coast Water Quality Control Board - how to use agricultural water was discussed.

03-12, 13, & 14, 2010 – Santa Barbara International Orchid Show at the Earl Warren Showgrounds.

03-29-10, 6:00 p.m. – Huasna Excelaron Petroleum Plan public meeting will be at the South County Regional Center in Arroyo Grande.

Director Eby

South County Advisory Committee met March 8, 2010, and had its Candidate's Forum. There will be no election. All nominations ran unopposed and will be appointed. All incumbents will keep their seats. The inaugural meeting will be March 22, 2010.

There will be no LAFCO meeting in March. The next meeting will be April 15, 2010. One of the seats representing cities, held by Allen Settle, is up for renewal.

C-6) PUBLIC COMMENT ON ITEMS NOT ON AGENDA

There was no public comment.

00:28:35

D. CONSENT AGENDA

D-1) APPROVE WARRANTS

D-2) APPROVE BOARD MEETING MINUTES

Approve Minutes of February 24, 2010

DRAFT

Nipomo Community Services District
REGULAR MEETING
DRAFT MINUTES

D. CONSENT AGENDA (CONTINUED)

D-3) ADOPT RESOLUTION APPROVING TEFFT STREET SEWER FACILITY AND WATER WELL EASEMENT TRANSFERS WITH SLO COUNTY

RESOLUTION NO. 2010- 1178
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT
QUITCLAIMING THE DISTRICTS INTEREST IN A WATER WELL EASEMENT TO THE COUNTY OF SAN LUIS
OBISPO AND ACCEPTING A SANITARY LIFT STATION AND
PIPELINE EASEMENT FROM THE COUNTY OF SAN LUIS OBISPO

D-4) APPROVE CONTRACT FOR OTHER POST EMPLOYMENT BENEFITS (OPEB) ACTUARIAL VALUATION

Michael LeBrun, Interim General Manager, reviewed the items on the Consent Agenda. The Board made suggestions to the proposed resolution. There was no public comment. Upon motion by Director Winn and seconded by Director Eby, the Board unanimously approved the Consent Agenda, as amended. Vote 4-0.

YES VOTES	NO VOTES	ABSENT
Directors Winn, Eby, Nelson and Harrison	None	Director Vierheilig

E. ADMINISTRATIVE ITEMS

00:32:38

E-1) AECOM CONTRACT AMENDMENT FOR SOUTHLAND WWTF UPGRADE PROJECT ENGINEERING DESIGN

Michael LeBrun, Interim General Manager, gave an overview of the proposal from AECOM for a contract amendment for the engineering design of the Southland Wastewater Treatment Facility Upgrade Project.

Mike Nunley, AECOM Engineering Project Manager, reviewed the presentation handed to the Board and the public. Mr. Nunley answered questions from the Board about the changes in the design of the project. It is proposed to complete the project in three phases rather than the originally proposed two phases. A contract amendment is necessary to engineer the changes.

Upon motion of Director Eby and seconded by Director Nelson, the Board authorized the General Manager to execute an amendment in the amount of \$37,020 to the existing Southland WWTF Final Design Agreement. Vote 3-1, with Director Harrison voting no.

YES VOTES	NO VOTES	ABSENT
Directors Eby, Nelson and Winn	Director Harrison	Director Vierheilig

01:30:50

E-2) FUGRO CONTRACT AMENDMENT FOR PASQUINI PROPERTY HYDRO-GEOLOGIC INVESTIGATION AGREEMENT

Michael LeBrun, Interim General Manager, reviewed the proposal from Fugro West Inc. to provide hydrogeologic services to investigate further into the feasibility of the Pasquini property as an alternate effluent disposal site for the Southland Wastewater Treatment Facility. The proposal for the amendment to the original contract is for \$30,200.

Paul Sorenson, representative of Fugro West Inc., explained the need for the further investigation. Mr. Sorenson answered questions from the Board.

There was no public comment.

MINUTES SUBJECT TO BOARD APPROVAL

**Nipomo Community Services District
REGULAR MEETING
DRAFT MINUTES**

E-2) FUGRO CONTRACT AMENDMENT FOR PASQUINI PROPERTY HYDRO-GEOLOGIC INVESTIGATION AGREEMENT (CONTINUED)

Upon motion by Director Winn and seconded by Director Eby, the Board unanimously agreed to authorize the General Manager to execute an amendment in the amount of \$30,200 to the existing Fugro Pasquini Hydro-geologic Investigation Agreement. Vote 4-0.

YES VOTES	NO VOTES	ABSENT
Directors Winn, Eby, Nelson and Harrison	None	Director Vierheilig

The Board took a break at 11:02 a.m. and returned at 11:16 a.m.

01:58:39

E-3) AUTHORIZE WILLOW ROAD EXTENSION PROJECT PHASE 1 WATERLINE EXPENDITURE

Peter Sevcik, District Engineer, reviewed additive bid item for waterline work to the County road bid and discussed the County's requirement for the District to deposit a total of 120% of the estimated project costs for the waterline construction costs with the County. The Board discussed the acceptance of the bidder finally chosen by the County. Mr. Sevcik answered questions from the Board. Some minor changes were suggested to the proposed resolution to authorize disbursement of funds to San Luis Obispo County for construction of Willow Road Waterline Extension Project Phase 1.

Upon motion by Director Nelson and seconded by Director Eby, the Board agreed to staff's recommendation to rescind Resolution 2009-1162 and approve Resolution 2010-1179 Authorizing Remaining Deposit to San Luis Obispo County for Construction of the Willow Road Phase 1 Waterline Extension. There was no public comment. Vote 3-1, with Director Winn voting no.

**RESOLUTION NO. 2010-1179
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT
AUTHORIZING REMAINING DEPOSIT TO SAN LUIS OBISPO COUNTY FOR CONSTRUCTION OF WILLOW
ROAD PHASE 1 WATERLINE EXTENSION**

YES VOTES	NO VOTES	ABSENT
Directors Nelson , Eby, and Harrison	Director Winn	Director Vierheilig

02:19:27

E-4) AUTHORIZE AMENDMENT OF CANNON DESIGN AND CONSTRUCTION MGMT CONTRACT - WILLOW ROAD PHASE 1 WATERLINE

Peter Sevcik, District Engineer, explained that in 2008, the Board selected Cannon to provide design services and construction management services for the Willow Road Phase 1 Waterline Extension Project. With many changes since that time, Cannon proposed to amend the original contract to include 100% of the construction management at a not-to-exceed cost of \$99,600. Mr. Sevcik answered questions from the Board. There was no public comment.

Upon motion by Director Winn and seconded by Director Eby, the Board unanimously agreed to staff's recommendation to authorize the General Manager to execute an amendment in the amount of \$99,600 to the existing Cannon Willow Road Phase 1 Waterline Design and Construction Management Agreement. Vote 4-0.

YES VOTES	NO VOTES	ABSENT
Directors Winn, Eby, Nelson and Harrison	None	Director Vierheilig

Nipomo Community Services District
REGULAR MEETING
DRAFT MINUTES

02:29:27

E-5) CONSIDER CHANGE IN BOARD MEETING SCHEDULE FOR MAY

Michael LeBrun, Interim General Manager, explained that President Harrison and Director Winn will be representing the District at California Special Districts Legislative Days in Sacramento. With two Directors absent, the remaining three Directors must be present to constitute a quorum. The Board discussed the different options available for the May meetings.

Upon motion by Director Eby and seconded by Director Winn, the Board unanimously agreed to authorize the President to cancel the May 12th meeting if all directors are needed for that meeting and for him to set a special meeting when all directors can be present. There was no public comment. Vote 4-0.

YES VOTES	NO VOTES	ABSENT
Directors Eby, Winn, Nelson and Harrison	None	Director Vierheilig

The Board considered Closed Session next.

I. CLOSED SESSION ANNOUNCEMENTS

Jon Seitz, District Legal Counsel, announced the following items to be considered during Closed Session:

1. CONFERENCE WITH DISTRICT LEGAL COUNSEL RE: PENDING LITIGATION PURSUANT TO GC §54956.9 SMVWCD VS. NCSD (SANTA CLARA COUNTY CASE NO. CV 770214, SIXTH APPELLATE COURT CASE NO. H032750 AND ALL CONSOLIDATED CASES).
2. CONFERENCE WITH LEGAL COUNSEL PENDING LITIGATION GC§54956.9 MARIA VISTA VS. NCSD (CASE NO. CV 040877), MARIA VISTA VS. NCSD (CASE NO. CV 061079), AND MARIA VISTA VS. LINDA VISTA FARMS, NCSD ET AL. (CASE NO. CV 040150);
3. CONFERENCE WITH LEGAL COUNSEL RE: PENDING LITIGATION PURSUANT TO GC SECTION 54956.9; NCSD VS. COUNTY SLO, ET AL. (CASE #CV090010)
4. INITIATION OF LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9 (1 CASE)

J. PUBLIC COMMENT ON CLOSED SESSION ITEMS

There was no public present to comment.

K. ADJOURN TO CLOSED SESSION

President Harrison adjourned the meeting to Closed Session at 11:55 a.m.

L. OPEN SESSION

ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION

The Board came back into Open Session at 1:22 p.m.

Jon Seitz, District Legal Counsel, announced the following:

The Board heard an update on Items 1 and 3 above, but took no reportable action.

Item E-6 was considered next.

**Nipomo Community Services District
REGULAR MEETING
DRAFT MINUTES**

02:38:58

E-6) LAFCO SPHERE OF INFLUENCE COMMENT LETTER

Michael LeBrun, Interim General Manager, explained that the Board considered the public review draft of the San Luis Obispo Local Agency Formation Commission (LAFCO) proposed 2010 update of the District's Sphere of Influence (SOI) at the February 24, 2010 Regular Meeting. Comments on the SOI are due no later than March 22, 2010. Mr. LeBrun presented a draft letter to LAFCO commenting on the proposed update of the District's SOI. The Directors made suggestions for changes to the letter. There was no public comment. The Board directed Mr. LeBrun to make the changes and submit the letter to LAFCO.

03:52:48

F. MANAGER'S REPORT

The Manager's Report was presented as written. Mr. LeBrun added the following information: The time for an Ethics Training for the Directors is being discussed. It may be on line.

The following copies were made available to the Board and public:

- Rainfall data reports.

- Mandi Well depths.

- CSDA e-News.

- Copies of letters of support of FY Appropriation Request for the Restoration of the Dana Adobe.

- Chamber of Commerce flyer.

- Letter from SLO Public Works –boundary survey work in Olde Towne.

Mr. LeBrun answered questions from the Board. There was no public comment.

04:42:59

G. COMMITTEE REPORT

March 1, 2010 Finance Committee Minutes

The Committee Report was as presented.

04:43:22

H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

Director Winn

- The meeting meant for 3-9-10 with Mike Anderson at CCC will be rescheduled.
- Board of Supervisors met 3-9-10.
 - ◇ Bio Solids/Sludge Ordinance was extended for another three years.
 - ◇ County staff requested an "interpretation" of the ordinance regulating the processing of recycled road materials on RL- and Ag-zoned land. The Board of Supervisors turned down the request the change the ordinance.
 - ◇ Would like to agendize some discussion on the District's policy for installing photovoltaic systems on District buildings.
 - ◇ Some information needs to be conveyed to James Caruso at County Planning concerning a Level of Severity II for the District sewer system.
 - ◇ Information about the District's 16% reduction in water use was sent to LAFCO. How does that relate to Craig and Holloway annexations?

ADJOURN

President Harrison adjourned the meeting at 3:42 pm.

➤ Next Regular Board Meeting is March 24, 2010

DRAFT

TO: BOARD OF DIRECTORS
FROM: MICHAEL LEBRUN *MSL*
DATE: MARCH 19, 2010

**AGENDA ITEM
D-3
MARCH 24, 2010**

**ADOPT RESOLUTION APPROVING CHANGES TO PERSONNEL POLICY
REVISE JOB DESCRIPTIONS FOR SECRETARY/CLERK**

ITEM

Review and consider changes to job description, salary range, set recruitment schedule
[RECOMMEND ADOPTION]

BACKGROUND

The Secretary/Clerk has given notice that she will retire on June 1, 2010 after more than 30 years of hard work and dedication to the District. Staff is beginning the recruitment process to fill the up-coming vacancy.

Staff met with the Personnel Committee on March 15, 2010, to review the proposed modifications to the Secretary/Clerk job description. The primary changes are to emphasize that the candidate must be proficient in Microsoft Word, Excel and Outlook and assist daily with utility billing and serve as the Billing Clerk in his/her absence.

The current salary range for the Secretary/Clerk is at Step Range No. 25 (\$3,217 - \$3,910) per month. The current salary range is reflective of the current Secretary/Clerk's accumulated knowledge and 30+ years of experience. It is proposed that the new Secretary/Clerk start at Step Range No. 17 (\$2,646 - \$3,217) to reflect the extensive training that will be required. In addition, it is recommended that the current Billing Clerk be moved from Step Range No. 22 to Step Range No. 25 to compensate her for the training she will need to provide to the new Secretary/Clerk in the utility billing while continuing to perform her duties.

Staff proposes the following recruitment schedule:

- Accept applications between March 25 and April 9
- Written examinations week of April 19
- Interviews week of April 26
- Second interviews week of May 3, job offer, background check and physical
- Commence employment upon completion of above items

The Personnel Committee unanimously recommended the changes be forwarded to the Board of Directors.

RECOMMENDATION

Staff recommends adoption of attached Resolution.

ATTACHMENTS

- Resolution

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**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2010-SECRETARY**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
AMENDING THE DISTRICT PERSONNEL POLICY TO
REVISE SECRETARY/CLERK JOB DESCRIPTION AND SALARY STEP RANGE**

WHEREAS, the Nipomo Community Services District (herein "District") Board of Directors (herein "Board") is a local governmental agency formed and authorized to provide services within its jurisdiction, pursuant to Section 61000 et seq. of the California Government Code; and

WHEREAS, pursuant to District Resolution 2007-1018, the District Board of Directors adopted the NCSA Personnel Policies and Procedures; and

WHEREAS, the District Board of Directors desires to revise the Secretary/Clerk job description and Salary Step Range for both the Secretary/Clerk and Billing Clerk due to change in duties and level of responsibilities.

NOW, THEREFORE, the Board of Directors of the Nipomo Community Services District does hereby resolve, declare, determine and order as follows:

1. Secretary/Clerk Job Description is amended (Exhibit "A")
2. Secretary/Clerk Salary Step Range is No. 17 (Included in FY 09-10 Budget)
3. Billing Clerk Salary Step Range is No. 25 (Included in FY 09-10 Budget)

On the motion of Director _____, seconded by Director _____, and on the following roll call vote, to wit:

AYES:
NOES:
ABSENT:
CONFLICTS:

the foregoing resolution is hereby passed, approved and adopted by the Board of Directors of the Nipomo Community Services District this 24th day of March, 2010.

James Harrison, President
Nipomo Community Services District

ATTEST:

APPROVED AS TO FORM:

Donna K. Johnson
Secretary to the Board

Jon S. Seitz
General Counsel

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EXHIBIT "A"

7020 - SECRETARY/CLERK

1. DEFINITION

Under general supervision, provides varied office support for District staff and activities; prepares agenda packets, minutes and other materials for the Board of Directors; receives and provides information to District customers and the public; assists in all aspects of customer service related to utility billing, serves as Billing Clerk in his/her absence; performs related work as assigned.

2. CLASS CHARACTERISTICS

This is a fully experienced office support class, capable of providing a variety of office support to District Board members, management and field and office staff. Successful performance of the work may require attendance at off-hours Board meetings and the skill to deal with the public successfully. The employee is capable of independently performing a full range of customer service activities and providing office support to the District.

3. EXAMPLES OF DUTIES (Illustrative Only)

A. Prepares the agenda for meetings of the Board of Directors from notes provided by the ~~District General Manager~~; assures that appropriate legal notification of meeting time and content is publicized; word processes or types ~~agenda items and accompanying documentation~~; prepares materials for the consent calendar; duplicates materials and prepares and distributes agenda packets to Board members and other interested parties, post agendas and board packets on web and email notifications,

B. ~~May act as Secretary to the Board of Directors;~~

C. Attends all Board meetings; assures that all required materials are available; operates a recorder for documentation of the meetings and takes supplemental notes,

D. Drafts Board meetings minutes from recording and notes; after review, prepares and distributes copies following established instructions,

E. Maintain Ordinances, Resolutions, official records and District files including hard copies and scanning and electronic filing,

~~E-F.~~ Opens, stamps and logs incoming mail; distributes as appropriate and obtains back up and other materials as required for processing,

~~F-G.~~ Word processes and types a variety of correspondence, procedures, proposals, memos, forms and other written materials from drafts, prior information or brief notes; duplicates and distributes, as instructed,

~~G-~~ Receives, codes and balances invoices for payment, proficient use in accounts payable software, process all aspects of accounts payable; resolves billing discrepancies with vendors, may assist in other accounting functions as assigned, ~~Enters information into automated~~

EXHIBIT "A"

~~systems to produce required reports; compiles and summarizes data and makes arithmetic calculations to produce periodic and special reports,~~

H. ~~Assists customers and the public in person and over the telephone; takes applications for service and arranges for discontinuance of utility service; receives and prepares receipts for payments in all aspects of District business; explains District policies and procedures, answers questions and resolves complaints or problems,~~

~~I. Provides assistance and relief back-up to customer service and customer Billing Clerk on a daily basis accounting staff; assists in the preparation of accounting documentation and financial reports and the processing of accounts receivable and payable, signs warrants,~~

~~I.~~
J. Performs a variety of general secretarial office support work, such as maintaining filing systems (hard copy and electronic), taking minutes of staff meetings, arranges for meetings and conferences and seminar attendance, maintaining calendars of activities and calculating expenditures,

~~L. Updates District web site, as requested. Learns and performs customer and accounting office support on a training or a relief basis,~~

~~K. Maintains District records in accordance with the District's records retention and destruction policies.~~

L. May drive a motor vehicle to perform District duties.

4. EMPLOYMENT STANDARDS

Knowledge of:

A. Standard office practices and procedures, including filing and the use of standard office equipment,

B. Microsoft Word, Excel and Outlook. Proficiency in these applications is required. Knowledge of Microsoft Access is desirable. ~~Business computer applications, including word processing, spreadsheets and standard reports generation,~~

C. Business letter writing and the standard format for typed correspondence and other materials,

D. Record keeping principles and practices including electronic records creation and retrieval methods,

E. Business arithmetic,

F. Correct business English, including spelling, grammar and punctuation,

G. Techniques for dealing with the public, in person and over the telephone.

Skill in:

A. Performing detailed office and secretarial support work with minimal supervision,

EXHIBIT "A"

- B. Composing correspondence and other written materials from notes or brief instructions,
- C. Taking accurate minutes of Board and other meetings,
- D. Entering numerical and other data into a computer with speed and accuracy,
- E. Ability to prioritize and handle multiple tasks and Mmeeting critical time deadlines,
- F. Filing/scanning with speed and accuracy,
- G. Applying and explaining policies and procedures,
- H. Working effectively and cooperatively with a wide variety of customers and other individuals in person and over the telephone,
- I. Typing or word processing at a net rate of 45 words per minutes from standard copy,
- J. Exercising sound independent judgment within established policy and procedural guidelines,
- K. Establishing and maintaining effective working relationships with those contacted in the course of the work.

Physical Characteristics:

- A. Vision to read printed materials and a computer screen,
- B. Hearing and speech to interact in person and on the telephone,
- C. Mobility to work in a standard office environment and use standard office equipment.

License:

- A. Possession of a Valid California Class C driver's license and a satisfactory driving record is desirable.
- B. Notary Public required, to be obtained prior to the end of the Introductory Period.
- C. Must be bondable by the District's fidelity bond insurer.

Working Conditions:

Must be willing to attend after-hours Board meetings.

Education and Experience:

Equivalent to graduation from high school or equivalent and five years of secretarial and/or general office experience and two years of increasingly responsible clerical accounting work.— ~~Some experience in dealing with the public is desirable.~~

TO: BOARD OF DIRECTORS
FROM: MICHAEL LEBRUN *myl*
DATE: MARCH 17, 2010



**ADOPT RESOLUTIONS APPROVING CHANGES TO PERSONNEL POLICY
REVISE JOB DESCRIPTIONS FOR UTILITY FIELD SUPERVISOR AND
MAINTENANCE SUPERVISOR**

ITEM

Review proposed revisions to Utility Field Supervisor and Maintenance Supervisor job descriptions. [RECOMMEND ADOPTION]

BACKGROUND

During the Budget development process for FY 09-10, staff prepared a cost-benefit analysis of out-sourcing maintenance for sewer main cleaning, hydrant flushing and valve exercising versus performing these functions in house. The Finance Committee reviewed the analysis and recommended these tasks be performed in-house. In order to perform these tasks in-house, additional equipment and the recruitment of two new employees were approved along with the creation of an Inspector/Preventive Maintenance Supervisor position.

Currently, the Inspector/Preventive Maintenance Supervisor position is vacant. Staff is recommending changes to the job description better reflect District need. Inspection of new development-related facilities has declined significantly in the recent years. Due to the cyclic nature of new construction, it is in the District's interest to contract for these inspection services according to demand. Costs for construction-related inspection are passed on to the applicable development interest. For this reason, staff is recommending inspection tasks are dropped from the Maintenance Supervisor job description and the title of the position is revised accordingly.

Staff has carefully reviewed and revised the Maintenance Supervisor job descriptions to provide clarity regarding the nature of the position. The proposed and existing job descriptions are attached. Minor changes are proposed to the Utility Field Supervisor job descriptions due to the changes in the Maintenance Supervisor description. A 'redlined' version of the Utility Field Supervisor description is attached.

Staff met with the Personnel Committee on March 15, 2010, to review the proposed modifications. The Personnel Committee unanimously recommended the changes be forwarded to the Board.

RECOMMENDATION

Staff recommends that your honorable Board adopt a Resolution approving the revised Job Description for Maintenance Supervisor, and adopt a Resolution approving modifications to the Utility Field Supervisor Job Description.

ATTACHMENTS

- Resolution No. 2010-MAINT
- Existing job description for Inspector/Preventive Maintenance Supervisor
- Resolution No. 2010-Field

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2010-MAINT**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
AMENDING THE DISTRICT PERSONNEL POLICY TO
REVISE MAINTENANCE SUPERVISOR JOB DESCRIPTION**

WHEREAS, the Nipomo Community Services District (herein "District") Board of Directors (herein "Board") is a local governmental agency formed and authorized to provide services within its jurisdiction, pursuant to Section 61000 et seq. of the California Government Code; and

WHEREAS, pursuant to District Resolution 2007-1018, the District Board of Directors adopted the NCSD Personnel Policies and Procedures; and

WHEREAS, the District Board of Directors desires to revise the Maintenance Supervisor job description to better reflect and serve the District's needs.

NOW, THEREFORE, the Board of Directors of the Nipomo Community Services District does hereby resolve, declare, determine and order as follows:

1. Maintenance Supervisor Job Description is amended (Exhibit "A")

On the motion of Director _____, seconded by Director _____, and on the following roll call vote, to wit:

AYES:
NOES:
ABSENT:
CONFLICTS:

the foregoing resolution is hereby passed, approved and adopted by the Board of Directors of the Nipomo Community Services District this 24nd day of March, 2010.

James Harrison, President
Nipomo Community Services District

ATTEST:

APPROVED AS TO FORM:

Donna K. Johnson
Secretary to the Board

Jon S. Seitz
General Counsel

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7120 – MAINTENANCE SUPERVISOR
DEFINITION**FSLA:NON-EXEMPT**

Under general supervision, plans, organizes, implements, and oversees the District's preventive maintenance program and activities; and performs related work as required. Plans, schedules, assigns, and reviews the work of maintenance and customer service staff within the Utility Department. Performs the full range of utility maintenance and operations duties, and provides technical input for assigned utility maintenance, and repair projects. Performs a variety of technical tasks relative to the preventive maintenance of the District water and wastewater treatment, distribution, and collection systems. Works cooperatively with Utility Field Supervisor on staff scheduling and on special projects, and supervises operations staff in the absence of Utility Field Supervisor. Acts for the Utility Superintendent in the event that both Utility Field Supervisor and Utility Superintendent are absent, and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Utility Superintendent. Exercises technical and functional supervision over maintenance and customer service staff.

CLASS CHARACTERISTICS

This is a working supervisory-level class. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of the utility maintenance and customer service staff. Incumbents are expected to independently perform the full range of utility maintenance and operations duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Utility Superintendent in that the latter has management responsibility for entire Utility Department.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- A. Plans, organizes, implements, and oversees the District's preventive maintenance program and activities.
- B. Plans, organizes, assigns, supervises, and reviews the work of assigned maintenance and customer service staff in the Utility Department.
- C. Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- D. Supervises operations staff in the absence of Utility Field Supervisor.
- E. Develop weekly work schedules and priorities for assigned personnel and work projects and special projects to be completed; determine needed parts and supplies, prepare purchase orders.
- F. Conducts traffic control when working in high traffic areas of the District; oversees installation of street barricades and cones prior to the performance of maintenance or repair activities; directs and controls traffic around work sites.
- G. Performs and supervises confined space entry.
- H. Oversee installation/conversion of residential water meters and installation of commercial meters.

- I. Supervise and perform water distribution preventive maintenance activities, including valve exercising/testing, hydrant flushing, respond to and direct emergency repairs as appropriate.
- J. Supervise and perform collection system flushing with sewer vacuum truck/hydrocleaner, cleaning of manholes, sewer lift stations and TV inspection of sewer lines, respond to and direct emergency repairs as appropriate.
- K. Trains staff in work and safety procedures and in the operation and use of equipment and supplies.
- L. Performs line locating, inspect sewer laterals and water service lines for new construction as necessary.
- M. Perform a variety of skilled mechanical installation, maintenance and repair of pump and lift stations, maintain and repair pneumatic, hydraulic and electronic control systems, including computer-controlled telemetry systems at District facilities.
- N. Assist Utility Field Supervisor with special projects involving coordination of crews
- O. Maintain and update all maintenance records and prepare weekly and monthly reports to the Utility Superintendent.
- P. Track performance goals of Preventive Maintenance Program.
- Q. Performs other duties as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

- A. Materials, methods, equipment, tools, practices and procedures used in maintenance and repair of water and wastewater distribution and collection system infrastructure and facilities.
- B. Occupational hazards and standard safety practices, and appropriate precautions applicable to work assignments, including those associated with working with high pressure equipment, and working in vaults and confined spaces.
- C. Basic principles and procedures of record keeping.
- D. Operation, materials, and methods of wastewater collection, treatment, water treatment and distribution and construction.
- E. Tools, equipment, and procedures used in the overhaul, repair, and adjustment of wastewater, lift stations, collection systems, potable water distribution system equipment.
- F. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- G. Procedures, principles, practices, techniques, and methods of preventative maintenance programs and related activities.
- H. Modern office practices, methods and computer equipment.
- I. Computer applications related to the work, including computer tracking programs for facility maintenance activities. Microsoft Word, Excel, and Outlook highly desirable.
- J. English usage, grammar, spelling, vocabulary, and punctuation.
- K. Techniques for effectively dealing with engineers, developers, contractors, District staff, and representatives of other agencies.
- L. Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

ABILITY TO:

- A. Perform routine installation, repair and maintenance activities of wastewater collection system and water distribution system.
- B. Lead in diagnosis, disassembly and repair of routine wastewater, lift station, water pump station system equipment.
- C. Perform preventive maintenance on utility equipment per preventive maintenance schedule.
- D. Train employees to read and understand various manuals, blueprints, and schematics.
- E. Train employees to use and operate hand tools, power tools, and equipment in a safe and efficient manner.
- F. Oversee and maintain a variety of maintenance and repair records.
- G. Work independently and exercise higher level of responsibility in the absence of the Superintendent.
- H. Accurately determine mechanical repair needs.
- I. Perform a variety of tasks for extended periods of time and in unfavorable weather conditions.
- J. Apply good judgment and practical knowledge to resolve unusual or irregular problems in the area of work assigned.
- K. Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- L. Plan, coordinate, oversee, and track facility maintenance and repair activities.
- M. Maintain accurate records and files of work performed.
- N. Make sound, independent decisions within established policy and procedural guidelines.
- O. Organize own work, set priorities and meet critical time deadlines.
- P. Operate modern office equipment including computer equipment and software programs.
- Q. Use English effectively to communicate in person, over the telephone and in writing.
- R. Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- S. Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and two (2) years of increasingly responsible supervisory experience. Supplemental college coursework in potable or wastewater sciences is desirable. Maintenance experience is desirable.

LICENSES:

- A. Valid California class C driver's license with satisfactory driving record.
- B. Must have Grade III Water Distribution Operator Certificate from the State of California Department of Health Services, and Grade I Wastewater Treatment Operator Certificate issued by the California State Water Resources Control Board, or hold one of the two certifications, and

Must be able to complete certification requirement (Water Distribution III and Wastewater Treatment Grade I) within 18 months of hire. Failure to obtain certification within the 18 months will be grounds for termination.

- C. Grade II Wastewater Collections System Maintenance Certificate issued by California Water Environment Federation must be obtained within 18 months of hire.

PHYSICAL DEMANDS

This is a working supervisory position. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards; working and/or walking for long periods of time, on various types of surfaces including slippery or uneven surfaces and rough terrain. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to use, repair and operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb for extended periods of time in performance of their duties. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work primarily in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees interact with upset public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS:

Regular on-call duty for response to off-hours emergency situations is required. Must be able to arrive at District facilities within thirty (30) minutes from the time of an initial call-back notification. Work hours are subject to 24-hour emergency callbacks and standby and requires working varying hours, overtime, weekends and holidays.



7120 – INSPECTOR/PREVENTIVE MAINTENANCE SUPERVISOR

FLSA: NON-EXEMPT

DEFINITION

Under general supervision, performs field inspections on the workmanship and materials used in a variety of construction and development projects within the District's jurisdiction, including water distribution and wastewater collection construction and repair work performed by private contractors, home owners, and District projects; reviews construction plans; ensures conformance with applicable Federal and State laws, District codes, approved plans, specifications, and departmental regulations; plans, organizes, implements, and oversees the District's preventive maintenance program and activities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Utility Superintendent. Exercises direct or general supervision over maintenance staff.

CLASS CHARACTERISTICS

This is a journey-level construction inspection class that independently performs a variety of complex inspections of District infrastructure and private developments to ensure safety and conformance with plans and specifications. Responsibilities include working closely with engineers, developers, contractors, and the public to effect project modifications to meet field contingencies. This class has the authority to stop work on projects within specified guidelines until modifications in design, materials, or practices are accomplished. This class is distinguished from the Utility Superintendent in that the latter has management responsibility for entire Utility Department.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- A. Inspects all phases of a variety of infrastructure, capital improvement, and private development construction projects for conformance with approved plans, specifications, contract provisions, and safe work practices in accordance with District, State, and Federal codes; inspects materials for identification and conformance to specifications; performs routine field tests as needed.
- B. Reviews plans and specifications of assigned construction projects; conducts pre-construction conferences, develops and issues notice-to-proceed documents.
- C. Records amounts of materials used and work performed; prepares necessary reports for progress payments.
- D. Confers with contractors and developers regarding conformance to standards, plans, specifications and codes; explains requirements and evaluates alternatives.
- E. Issues "stop-work" notices, notices of violation, and change orders within specific guidelines; conducts change order negotiations; consults with engineering staff regarding problems and change alternatives.
- F. Prepares and maintains daily inspection reports, progress payments, claims and other written documentation.

- G. Collects samples of materials for examination or analysis by laboratories; performs routine materials and field tests to assure material/workmanship quality.
- H. Inspects sites and reviews plans and specifications prior to the bidding or development process; attends bid openings for capital improvement and private construction projects.
- I. Assists in the District's National Pollution Discharge Elimination System (NPDES) water pollution prevention program as it relates to stormwater compliance.
- J. Acts as liaison between the District, contractors, other agencies, businesses, and residents; maintains communication among the parties and responds to and resolves issues and complaints or refers them to the proper office for resolution.
- K. Plans, organizes, implements, and oversees the District's preventive maintenance program and activities.
- L. Plans, organizes, assigns, supervises, and reviews the work of assigned maintenance staff in the Utility Department.
- M. Trains staff in work and safety procedures and in the operation and use of equipment and supplies.
- N. Performs other duties as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

- A. Materials, methods, equipment, tools, practices and procedures used in public work construction, including streets, gutters, sidewalks, drainage, water and wastewater lines and facilities, and related facilities and appurtenances, as well as private development construction projects.
- B. Principles and practices of construction and wastewater pollution inspection.
- C. Operation, materials, and methods of wastewater collection, treatment, water distribution and construction.
- D. Construction practices, procedures, methods, tools, equipment and supplies.
- E. Safety hazards and appropriate precautions applicable to work assignments.
- F. Applicable Federal, State, and local laws, codes, regulations and departmental policies governing the construction of assigned projects, including National Pollution Discharge Elimination System (NPDES).
- G. Technical principles and practices of engineering design, specification, and cost estimate preparation.
- H. Materials sampling, testing, and estimating procedures.
- I. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- J. Principles, practices, techniques, and methods of preventative maintenance programs and related activities.
- K. Modern office practices, methods and computer equipment.
- L. Computer applications related to the work, including computer tracking programs for facility maintenance activities.
- M. English usage, grammar, spelling, vocabulary, and punctuation.
- N. Techniques for dealing effectively with the engineers, developers, contractors, District staff, and representatives of other agencies in an effective manner.
- O. Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

ABILITY TO:

- A. Interpret, apply, and explain laws, regulations, codes, and departmental policies governing the public works, infrastructure, capital improvement, and private development construction.
- B. Review and authorize change orders, claims, and progress payments within specific procedural guidelines.
- C. Detect and locate faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- D. Review and analyze construction plans, specifications, and maps for conformance with District standards and policies; read and interpret as-built plans of water and wastewater system construction projects.
- E. Coordinate and deal tactfully with contractors, engineers, and property owners.
- F. Respond to complaints or inquiries from citizens, staff, and outside organizations.
- G. Perform the entire range of construction inspection activities with a minimum of supervision.
- H. Effectively represent the department and the District in meetings with public and private organizations and individuals.
- I. Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- J. Plan, coordinate, oversee, and track facility maintenance activities.
- K. Prepare clear, effective, and accurate reports, correspondence, change orders, specifications, and other written materials.
- L. Maintain accurate records and files of work performed.
- M. Make sound, independent decisions within established policy and procedural guidelines.
- N. Organize own work, set priorities and meet critical time deadlines.
- O. Operate modern office equipment including computer equipment and software programs.
- P. Use English effectively to communicate in person, over the telephone and in writing.
- Q. Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- R. Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and two (2) years of increasingly responsible construction inspection experience. Supplemental college coursework in potable or wastewater sciences and/or building or construction inspection is desirable.

LICENSE:

- A. Valid California class C driver's license with satisfactory driving record.
- B. Inspector certification by the American Concrete Institute highly desirable.
- C. Grade I Water Distribution Operator Certification from the State of California.
- D. Grade I Wastewater Treatment Plant Operator Certificate issued by the California State Water Resources Control Board is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work primarily in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees interact with upset public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS:

Regular on-call duty for response to off-hours emergency situations is required. Must be able to arrive at District facilities within thirty (30) minutes from the time of an initial call-back notification.

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2010-FIELD**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
AMENDING THE DISTRICT PERSONNEL POLICY TO
REVISE MAINTENANCE SUPERVISOR JOB DESCRIPTION**

WHEREAS, the Nipomo Community Services District (herein "District") Board of Directors (herein "Board") is a local governmental agency formed and authorized to provide services within its jurisdiction, pursuant to Section 61000 et seq. of the California Government Code; and

WHEREAS, pursuant to District Resolution 2007-1018, the District Board of Directors adopted the NCSD Personnel Policies and Procedures; and

WHEREAS, the District Board of Directors desires to revise the Utility Field Supervisor job description to better reflect and serve the District's needs.

NOW, THEREFORE, the Board of Directors of the Nipomo Community Services District does hereby resolve, declare, determine and order as follows:

1. Field Utility Supervisor Job Description as amended (Exhibit "A")

On the motion of Director _____, seconded by Director _____, and on the following roll call vote, to wit:

AYES:
NOES:
ABSENT:
CONFLICTS:

the foregoing resolution is hereby passed, approved and adopted by the Board of Directors of the Nipomo Community Services District this 24nd day of March, 2010.

James Harrison, President
Nipomo Community Services District

ATTEST:

APPROVED AS TO FORM:

Donna K. Johnson
Secretary to the Board

Jon S. Seitz
General Counsel

**UTILITY FIELD SUPERVISOR
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7110
EFFECTIVE: 05/28/08**

7110 - UTILITY FIELD SUPERVISOR

FLSA: NON-EXEMPT

DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of ~~maintenance and~~ operations staff within the Utility Department; coordinates, monitors, and provides technical input for assigned utility maintenance, construction, and repair projects, and other special programs; performs a variety of technical tasks relative to the maintenance and repair of District water and wastewater treatment facilities and water distribution and wastewater collection systems; ~~works cooperatively with the Maintenance Supervisor on staff scheduling and on special projects~~; provides technical assistance to the Utility Superintendent and acts for the Utility Superintendent in their absence; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Utility Superintendent. Exercises direct and general supervision over lower-level staff. Coordinates and monitors the work of outside contractors, vendors, and consultants.

CLASS CHARACTERISTICS

This is the working supervisory-level class in the utility series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of utility operations ~~and maintenance staff~~. Incumbents are expected to independently perform the full range of utility maintenance and operations duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Utility Superintendent in that the latter has management responsibility for all utility maintenance and operations functions and activities of the District.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- A. Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the Utility Department.
- B. Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- C. Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- D. Monitors operations and activities of the utility operations ~~and maintenance~~ work unit; recommends improvements and modifications and prepares various reports on operations and activities.
- E. Determines and recommends equipment, materials, and staffing needs for assigned maintenance projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.

**UTILITY FIELD SUPERVISOR
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7110
EFFECTIVE: 05/28/08**

- F. Monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in informal bid processes for repair and construction projects as necessary.
- G. Coordinates with contractors in providing contract utility maintenance services.
- H. Performs the most complex utility maintenance and operations duties and provides technical assistance to crews.
- I. Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- J. Maintains logs and records of work performed; prepares periodic reports.
- K. Conducts traffic control when working in high traffic areas of the District; oversees installation of street barricades and cones prior to the performance of maintenance or repair activities; directs and controls traffic around work sites.
- L. Performs and supervises confined space entry.
- M. Responds to emergency situations as necessary.
- N. Supports the ~~Inspector/Preventive~~ Maintenance Supervisor on certain projects, as assigned.
- O. Acts for the Utility Superintendent in their absence.
- P. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- A. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- B. Principles and practices of utility maintenance and operations program development and administration.
- C. Principles, practices, equipment, tools and materials of utility construction, maintenance, and repair.
- D. Basic principles of contract administration for utility maintenance and repair projects.
- E. Basic principles and practices of budget and capital improvement program development, administration, and accountability.
- F. Safety principles, practices, and procedures of water and wastewater facilities and systems, including equipment and hazardous materials.
- G. The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- H. Applicable Federal, State, and local laws, codes, regulations and departmental policies, including National Pollution Discharge Elimination System (NPDES).
- I. Modern office practices, methods and computer equipment.
- J. Computer applications related to the work.
- K. English usage, grammar, spelling, vocabulary, and punctuation.
- L. Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various professional, educational, regulatory, and legislative organizations.
- M. Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

ABILITY TO:

**NIPOMO COMMUNITY SERVICES DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

**JOB DESCRIPTIONS
7000**

**UTILITY FIELD SUPERVISOR
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7110
EFFECTIVE: 05/28/08**

- A. Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- B. Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- C. Organize, implement, and direct utility maintenance and operations activities.
- D. Analyze, interpret, apply, and enforce Federal, State and local policies, procedures, laws and regulations.
- E. Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- F. Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- G. Perform the most complex maintenance duties and operate related equipment safely and effectively.
- H. Develop contract specifications for utility maintenance contracts; administer such contracts.
- I. Develop cost estimates for supplies and equipment.
- J. Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- K. Maintain accurate records and files of work performed.
- L. Make sound, independent decisions within established policy and procedural guidelines.
- M. Organize own work, set priorities and meet critical time deadlines.
- N. Operate modern office equipment including computer equipment and software programs.
- O. Use English effectively to communicate in person, over the telephone and in writing.
- P. Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Q. Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and four (4) years of progressive field experience in the operation and maintenance of water production, treatment, and distribution facilities and equipment, and wastewater collection and treatment facilities. Supplemental college coursework in potable or wastewater sciences or related field is desirable.

LICENSE:

- A. Valid California Class C driver's license with satisfactory driving record; specified assignments and/or equipment may require possession of a class B driver's license.
- B. Grade III Water Distribution Operator Certification from the State of California.
- C. Grade II Wastewater Treatment Plant Operator Certificate as issued by the California State Department of Health Services and/or the California State Water Resources Control Board.
- D. Grade II Water Treatment Plant Operator Certificate as issued by the State of California highly desirable.
- E. Grade II Wastewater Collection System Maintenance Certification from the California Water Environment Association highly desirable.

**UTILITY FIELD SUPERVISOR
CHAPTER SEVEN - JOB DESCRIPTIONS****NUMBER: 7110
EFFECTIVE: 05/28/08****PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in the field around water and wastewater facilities and systems; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work primarily in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees interact with upset public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS:

Regular on-call duty for response to off-hours emergency situations is required. Must be able to arrive at District facilities within thirty (30) minutes from the time of an initial call-back. Work hours are subject to 24-hour emergency callbacks and standby and requires working varying hours, overtime, weekends and holidays.

TO: BOARD OF DIRECTORS
FROM: MICHAEL LEBRUN *ML*
DATE: MARCH 19, 2010

**AGENDA ITEM
D-5
MARCH 24, 2010**

**APPROVE CONTRACT WITH HARPER AND ASSOCIATES FOR CONSTRUCTION
MANAGEMENT AND INSPECTION FOR TANK REHABILITATION PROJECT**

ITEM

Construction Management and Inspection for Tank Project [RECOMMEND APPROVAL]

BACKGROUND

Harper and Associates has provided the District with Engineering Consulting Services which included Specifications, Scope of Work, Cost Estimates and Bid Package for the repair of the two 500,000 gallon water tanks, designated as Tank No. 1 and Tank No.2.

The Contract has been awarded for the coating and repair of the two welded Steel water tanks. Construction management and Quality Control inspection of the repairs and tank coating will be required. Staff recommends utilizing Harper and Associates to provide this service.

The scope of work for Construction Assistance, cost for performing services will be \$4,900 for both tanks. The Quality Control Inspection is estimated to be \$13,204 per tank. The total for the construction and inspection of both tanks is estimated to be \$31,308.00.

FISCAL IMPACT

The FY 09-10 Budget includes \$325,000 for the tank rehabilitation project (Fund 805 – Water, Funded Replacement). The contract for the tank repairs and recoating was approved by your Board on February 24, 2010 for a not to exceed amount of \$222,700, leaving approximately \$102,300 of budgeted funds available.

The estimated amount of \$31,308.00 is within the amount budgeted in FY 09-10 for the repair of the tanks.

RECOMMENDATION

Staff recommends that the Board approve \$31,308.00 for Harper and Associates to provide the construction management and inspection for the tank rehabilitation project, and authorize the General Manager to execute a Task Order.

ATTACHMENTS

- Scope of Work and cost estimate from Harper and Associates for Construction Management and Inspection for Tank Project

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HARPER & ASSOCIATES ENGINEERING, INC.
CONSULTING ENGINEERS

1240 E. Ontario Ave., Ste. 102-312 Corona, CA 92881-8671
Phone (951) 372-9196 Fax (951) 372-9198

MEMORANDUM

Date: March 8, 2010
To: Tina Grietens,
Nipomo Community Services District
From: Krista Harper
Subject: Construction Management and Inspection for Tank Project

The following is the scope of work and cost estimates for HAE for the Construction Management and Inspection for the Two Tank Project:

A. SCOPE OF WORK – CONSTRUCTION ASSISTANCE

1. Attend Pre-Construction Conference to answer questions and enable all relevant parties to comprehend scope of project, implementation of specification and District requirements.
 - a. Prepare minutes of the Pre-Construction Conference covering all aspects of contractor's questions and clarification of project and present to all parties.
2. Assist District in review and approval of Contractor submittals and project procedures. Rejected submittals would be supplemented with an explanation of the reason for rejection and requirements for re-submittal.
3. Prepare change orders as needed. The modifications communicated by change order would be fully documented with drawings, sketches and/or written descriptions of the work required.
4. Review all contract invoices, inspection reports, inspector estimates of percent complete and make recommendations to the District for payment of contractor as appropriate.
5. Provide inspection of safety modifications on an as needed basis. Inspection will involve at a minimum two site visits per tank.
6. Assist District in final acceptance of project upon completion of all work by Contractor.

B. SCOPE OF WORK – QUALITY CONTROL INSPECTION

1. SURFACE PREPARATION INSPECTION - Physical inspection of blast cleaned surfaces to verify compliance to specification, removal of dust, etc.
 - a. Weather conditions will be verified by use of an electronic or sling psychrometer to determine suitability of climatic conditions prior to and during all blast cleaning operations.
 - b. Surface will be observed throughout cleaning operations to determine compliance with specifications.
 - (1) Preliminary Cleaning - For Any Steel Surfaces
 - (a) Surface will be inspected to verify removal of grease, oil, chemicals etc. after completion of solvent cleaning of surface.
 - (2) Abrasive Blast Cleaning -
 - (a) Inspect blasted surfaces to determine compliance with specification. At completion of blast cleaning areas not meeting specification will be re-blasted and tests again performed. This cycle will be repeated until surfaces are accepted for material application.
 - (b) Upon completion of above inspection, dust and other surface contaminants will be removed as specified and surfaces visually and physically inspected for compliance to specification.
2. COATING APPLICATION INSPECTION - After approval of surface preparation, ongoing inspection monitors weather condition, Contractor's application equipment and its operation, mixing of primer and physical inspection of prime coat application, including spray techniques, cleanliness of surface thickness, etc.
 - a. Weather conditions will be verified by use of an electronic or sling psychrometer to determine suitability of climatic conditions prior to and during all application operations.
 - b. Contractor's equipment is constantly monitored to determine operation will not contribute to any degradation of application (oil, moisture, etc.)
 - c. Applied materials are inspected for compliance to specification and all mixing/thinning operations are monitored.
 - d. Surfaces are re-inspected to verify no dust or other contaminants are on surface and remedial cleaning performed as required.
 - e. After approval of surface, application is carefully monitored to verify materials are evenly applied at proper thickness and with no overspray to interfere with adhesion.
3. FINISH COAT(S) INSPECTION - After approval of prime coat application, ongoing inspection monitors weather condition, Contractor's application equipment and its operation, mixing of primer and physical inspection of prime coat application, including

spray techniques, cleanliness of surface thickness, etc.

- a. Procedures outlined in 3. above are repeated during application of additional materials, including careful examination of areas where cleaning penetrated coating film to verify edges of film have not lifted, curled, etc. Where defects exists, additional cleaning will be performed to bring area into compliance with specification and area will be recoated as required.

4. FINAL INSPECTION - Requires input at conclusion of finish coatings to insure application, film continuity (holiday detection) and dry film thickness are in complete conformance to specification.

a. DRY FILM THICKNESS TESTING:

- (1) Prior to testing dry film thickness on any given day, Inspector will calibrate his instrument against N.B.S. metal plate standard. No plastic shims will be used. Instrument will be re-calibrated at the beginning of the afternoon session or at any time the instrument may have been subjected to impact against scaffold, structure, etc.
- (2) The coating is tested to determine it has sufficiently dried to eliminate indentation of the probe into the coating, which subtracts mils from the correct reading. If the coating does deform, the testing will be postponed until the coating is firm enough to prevent deformation by the gauge.
- (3) Dry film thickness measurements will be taken on 3' centers until it is determined deficient readings warrant more tests to truly indicate the thickness of the area. Testing will be performed as deemed necessary to accurately determine the thickness, regardless of what the Contractor may say. If widespread deficiencies are found, the Contractor will be advised to determine if they prefer you to proceed with testing after they apply additional material.
- (4) After completion of the testing and after the Contractor has recoated all of the deficient areas, tests on the recoated areas will be repeated until the minimum dry film thickness is obtained.

b. HOLIDAY DETECTION:

- (1) After completion of dry film thickness testing, all surfaces will then be holiday detected, utilizing the specified detector.
- (2) The Tinker-Razor AP or AP-W High Voltage Holiday Detector power pack voltage will be set according to the voltage required in the specification.
- (3) Holiday detection and marking of defective areas will be performed as noted above under "Dry Film Thickness Testing".

- (4) All marked areas are then to be repaired and holiday detection performed again. Re-detection and marking will continue until the surface is holiday-free unless otherwise instructed by the Owner or his Representative.

5. LIMITATIONS OF AUTHORITY

a. Resident Project Inspector:

- (1) Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by ENGINEER/OWNER in writing.
- (2) Shall not exceed limitations of CONSULTANT'S AUTHORITY as set forth in the Agreement or the Contract Documents.
- (3) Shall not undertake any of the responsibilities of CONTRACTOR, subcontractor or CONTRACTOR'S superintendent.
- (4) Shall not advise on, issue directions relative to or assume control over safety precautions and programs in connection with the work.
- (5) Shall not advise on, issue directions regarding or assume control over any aspect of the CONTRACTOR'S means, methods, techniques, sequences or procedures of construction unless such advice or directions are specifically required by the Contract Documents.
- (6) Shall not accept Shop Drawings or sample submittals from anyone other than CONTRACTOR, and shall immediately deliver such submittals to ENGINEER/OWNER.
- (7) Shall only recommend to the Owner when the project has been satisfactorily completed. Final approval shall come from the Owner.
- (8) Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by ENGINEER/OWNER.

b. Definitions:

- (1) ENGINEER/OWNER is intended to apply as a joint reference or a single reference subject to the applicable circumstances.

Based on the above scope of work, the following is the cost for both tanks:

- A. Based on previously noted Scope of Work for construction assistance, cost for performing services will be \$4,900 for both tanks.
- B. Based on previously noted Scope of Work Items, costs for Quality Control Inspection will not exceed \$13,204 per tank, based on project duration of twenty five (25) working days per tank.

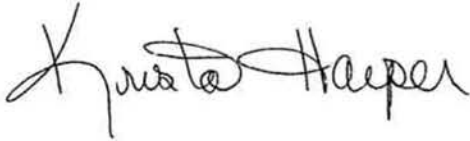
1. The estimate is based on an Inspector working 8 hours per day, 5 days per week, Monday through Friday at the hourly rate of \$45.50 per hour, subsistence of \$100 per day and initial travel time and mileage at \$0.50/mi to the site and final travel time and mileage from the site.
2. Should the Contractor complete the above noted coating and painting in less time the inspection costs would be reduced. If the Contractor fails to achieve the schedule, project's completion would be extended accordingly, resulting in additional inspection time and costs.

C. **The total for the above noted work would be \$31,308.**

Should you have any questions or comments regarding the above information, do not hesitate to call me at (951) 372-9196.

Sincerely,

Harper & Associates Engineering, Inc.

A handwritten signature in black ink that reads "Krista Harper". The signature is written in a cursive style with a large initial "K" and a long, sweeping underline.

Krista Harper, P.E.
Vice President of Engineering