

TO: BOARD OF DIRECTORS
FROM: MICHAEL LEBRUN
DATE: APRIL 9, 2010

AGENDA ITEM
C-3
APRIL 14, 2010

SOUTHLAND WWTP UPGRADE PROJECT UPDATE

ITEM

Mike Nunley of AECOM Engineering re Southland wastewater treatment plant upgrade project status [NO ACTION REQUESTED].

BACKGROUND

Attached is the latest Monthly Report from AECOM, along with a draft project Budget. AECOM has begun the additional site planning work that was authorized by the Board last month.

Doug Wood and Associates is proceeding with preparation of the Draft Environmental Impact Report.

It should be noted that the Board has already funded the proposed project and the District already owns the land for construction.

RECOMMENDATION

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

ATTACHMENTS

- Monthly Report

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\2010\PRESENTATIONS\100414AECOM.DOC

Memorandum

To Michael LeBrun, Intertim General Manager - NCSD Page 1

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

Subject Southland WWTF Upgrade Project – Design Phase Status Report

From Michael K. Nunley, PE

Date April 7, 2010

The Project Team has completed the following items this month:

1. AECOM has made progress on the revised phasing plan for Master Plan Amendment #1.
2. AECOM met with District staff to review the revised flows and loadings, design criteria, and draft site plan.
3. AECOM will present the revised Phasing Plan to the Southland WWTF Upgrade Project Committee.
4. AECOM has updated the project schedule with input from the District's EIR Consultant, Doug Wood.

Schedule

The latest Project Schedule is attached.

Budget Status

The Invoice Summary is attached. The Invoice Summary indicates an amount invoiced which is consistent with the work completed to date. Amounts charged to Task Group #2 to date reflect work on construction documents for portions of the Frontage Road Sewer Upgrade. The project cost opinion has not been updated since the January 2009 Master Plan, but the summary table is included and will be updated with the WWTF Master Plan Amendment.

Yours Sincerely



Michael K. Nunley, PE

Enclosures: Project Schedule
Invoice Summary
Project Budget Summary

Project Budget Summary

4/6/2010

Engineering Services for NCSD - Southland WWTF Upgrade

Nipomo CSD

	Total Budget	Amount Previously Invoiced	Current Invoice Amount	% of Budget Earned to date	% of Work Complete
Task Group 1 - Concept Design Phase	\$195,123.00	\$147,200.74	\$4,336.20	78%	78%
Task Group 2 - Construction Documents	\$478,948.00	\$9,477.00	\$3,037.50	3%	3%
Task Group 3 - Project Management	\$68,787.00	\$17,712.00	\$3,206.25	30%	30%
Task Group 4 - Assistance During Bid	\$39,539.00	\$0.00	\$0.00	0%	0%
Task Group 5 - Office Engineering Services	\$147,198.00	\$0.00	\$0.00	0%	0%
Task Group 7 - Amendment 1 Facility MP	\$37,020.00	\$0.00	\$6,655.50	18%	18%
Total	\$966,615.00	\$174,389.74	\$17,235.45	20%	20%

Date Printed 4/7/2010

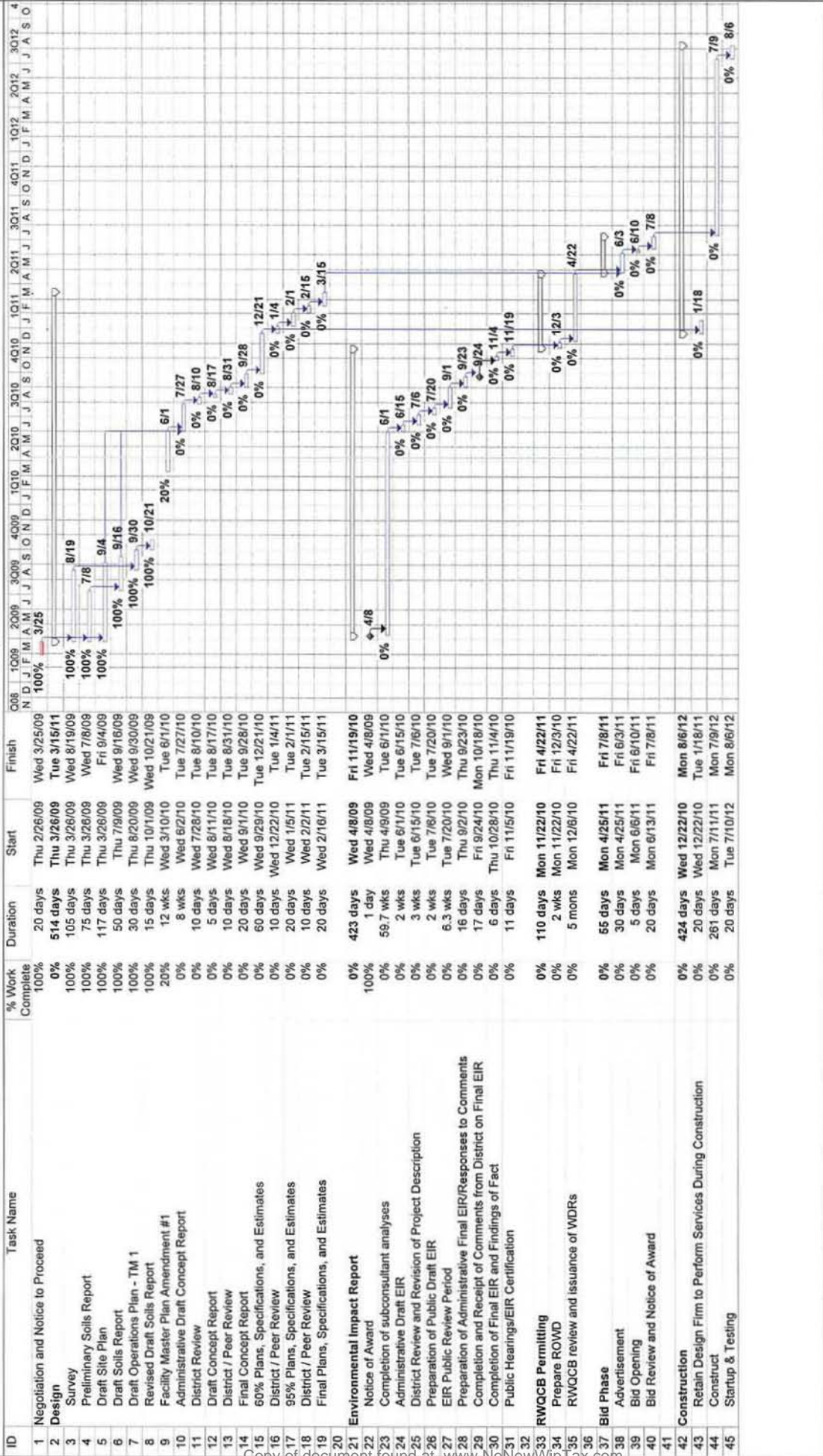
Item	Description	Budgeted Amount Jan 2009 Master Plan	Updated Amount
1	Frontage Road sewer upgrade (street to influent pump station)	\$366,000 (4) (5)	\$366,000
2	Influent pump station upgrade	\$670,900	\$670,900
3	Influent screening system	\$327,400	\$327,400
4	Grit removal system	\$402,700	\$402,700
5	Phase I Biolac system	\$3,877,500	\$3,877,500
6	Phase I Sludge holding lagoons	\$67,700	\$67,700
7	Phase I Sludge drying beds	\$1,160,700	\$1,160,700
Construction Subtotal		\$6,872,900	\$6,872,900
8	Contingency	\$2,061,870 (6)	\$2,061,870
9	Design-Phase Engineering	\$923,093	\$923,093
10	Construction Management	\$1,138,777 (7)	\$1,138,777
11	Environmental Mitigation	— (8)	— (8)
12	Environmental Monitoring	— (8)	— (8)
13	Permitting Fees	— (8)	— (8)
WWTF PROJECT TOTAL (Rounded to 1000)		\$10,997,000	\$10,997,000

13	Frontage Rd Sewer Upgrade Project (Division St to WWTF property)	—	\$1,658,600 (9) (10)
14	Frontage Rd Sewer Upgrade Project Contingency	—	\$331,720 (9) (10)
FRONTAGE RD SEWER PROJECT TOTAL (Rounded to 1000)		—	\$1,991,000 (9) (10)

Notes:

- (1) ENR CCI: November 2008 = 8602
- (2) Costs are from the January 2009 Southland WWTF Master Plan.
- (3) Costs are escalated by 4 % per year to anticipated midpoint of construction (2011).
- (4) The Frontage Rd Sewer Upgrade project includes the sewer main from Division St. to the influent pump station. The portion between the street and the influent pump station is currently included in the Southland WWTF Upgrades project scope of work, but may be moved to the Waterline Intertie Project for expedited construction.
- (5) The cost for this portion of Frontage Rd was estimated by prorating the cost opinion for the Frontage Road Sewer Upgrade (based on linear footage) to arrive at the 2008 Construction Cost Opinion. A 4% per year escalation was used to arrive at the 2011 midpoint of construction cost opinion.
- (6) Contingency is estimated at 30% of construction subtotal.
- (7) To be updated by CM Team, assumed to be 30% of construction subtotal minus the engineering fee.
- (8) Costs to be developed with EIR process
- (9) The Frontage Road Sewer Upgrade Project plans are being developed as part of the Waterline Intertie Project effort, but construction will be paid for using separate sewer funds, not supplemental water funds
- (10) Costs based on the 90% plans and specifications for Bid Package #2 of Waterline Intertie Project (October 2009)

Southland WWTF Upgrades Design Schedule



Legend:

- Task: Progress (solid blue), Baseline (dashed blue), Milestone (circle)
- Summary: Summary (solid blue), Milestone (circle)
- Rollup Milestone: Summary (solid blue), Milestone (circle)
- Rollup Task: Summary (solid blue), Milestone (circle)
- Rollup Critical Task: Summary (solid blue), Milestone (circle)
- Rollup Progress: Split (dashed blue), Baseline Split (dashed blue), External Tasks (dashed blue)
- Project Summary: Project Summary (solid blue), Group By Summary (solid blue), Deadline (dashed blue)

Project: Southland Design 8 to 09
Date: Thu 4/8/10

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TO: BOARD OF DIRECTORS
FROM: MICHAEL LEBRUN
DATE: APRIL 9, 2010

AGENDA ITEM
C-4
APRIL 14, 2010

MONTHLY ENGINEER UPDATE

ITEM

NCSD District Engineer Peter Sevcik re Recent District Engineer Activities [NO ACTION REQUESTED].

BACKGROUND

Peter Sevcik is scheduled to summarize the attached outline.

RECOMMENDATION

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

ATTACHMENTS

- District Engineer Activities Outline

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NIPOMO COMMUNITY SERVICES DISTRICT

148 SOUTH WILSON STREET
POST OFFICE BOX 326
NIPOMO, CA 93444 - 0326
(805) 929-1133 FAX (805) 929-1932
Web site address www.ncsd.ca.gov

MEMORANDUM

TO: MICHAEL LEBRUN, INTERIM GENERAL MANAGER
FROM: PETER V. SEVCIK, P.E., DISTRICT ENGINEER
DATE: APRIL 7, 2010
RE: DISTRICT ENGINEER ACTIVITIES UPDATE

- **Santa Maria Waterline Intertie Project**
 - Reviewing 90% plans for Bid Package #3, Blosser Road
 - Met with Construction Manager to discuss budget for construction phase
- **Southland WWTF Upgrade**
 - Reviewing proposed revised site plan and phasing of upgrade
 - Coordinating additional hydrogeologic investigation for Pasquini property
- **Willow Road Waterline Extension Phase 1 Project**
 - Met with County construction engineer
- **Willow Road Waterline Extension Phase 2 Project**
 - Reviewing 65% design drawings
- **Water and Sewer Master Plan Implementation**
 - Misty Glen Connection Project completed
 - Coordinating Quad Tank 1 and 2 Rehabilitation Project
 - SCADA upgrade design in progress
- **Safety Program**
 - Conducted monthly safety training for operations employees on 3/11
 - Continue to coordinate on-line safety training for all District Employees
- **Sewer System Management Plan**
 - Fats, Oils and Grease (FOG) Control program in progress
- **Sundale Well Electrification Project**
 - Startup and testing in progress
- **Regulatory Compliance**
 - Submitted monthly compliance reports for the water and wastewater systems
- **Other**
 - Reviewed Urban Water Management Plan Submittals

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**AGENDA ITEM
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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 24, 2010
- D-3) INITIATE LANDSCAPE MAINTENANCE DISTRICT ENGINEERING REPORT
[RECOMMEND APPROVAL]
- D-4) MISTY GLEN WATERLINE CONNECTION PROJECT ACCEPTANCE
[RECOMMEND ACCEPT PROJECT]

TO: BOARD OF DIRECTORS
 FROM: MICHAEL LEBRUN
 DATE: APRIL 9, 2010

**AGENDA ITEM
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 APRIL 14, 2010**

**TOTAL COMPUTER
 CHECKS
 \$303,277.38**

HAND WRITTEN CHECKS

03-22-10	20097	NATIONAL NOTARY ASSN	NOTARY PACKAGE	444.75
04-05-10	20098	S GREENE	CLAIM PAYMENT	200.00
04-05-10	20099	CWEA-TCP	CERT RENEWAL	69.00
04-08-10	20100	M AUGUST JR.	TRAVEL STIPEND	250.00
04-08-10	20101	P MILLER	TRAVEL STIPEND	250.00
04-08-10	20102	P IWERKS	WASHER REBATE	75.00
04-08-10	20103	G HULL	WASHER REBATE	75.00
04-08-10	20104	V BRAVO	WASHER REBATE	75.00
04-08-10	20105	S WILKISON	WASHER REBATE	75.00
04-08-10	20106	R CAMACHO	WASHER REBATE	75.00
04-09-10	20107	B DAVIS	REFUND	155.00

VOID - 17736

COMPUTER GENERATED CHECKS

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
17762	04/02/10	EMP01	EMPLOYMENT DEVELOP DEPT	1301.89	.00	1301.89	B00329	STATE INCOME TAX
17763	04/02/10	MID01	RABOBANK-PAYROLL TAX DEPO	3441.06	.00	3441.06	B00329	FEDERAL INCOME TAX
				626.06	.00	626.06	1B00329	FICA
				908.90	.00	908.90	2B00329	MEDICARE (FICA)
			Check Total.....:	4976.02	.00	4976.02		
17764	04/02/10	MID02	RABOBANK-DIRECT DEPOSIT	26588.69	.00	26588.69	B00329	NET PAY
17765	04/02/10	PER01	PERS RETIREMENT	7369.53	.00	7369.53	B00329	PERS PAYROLL REMITTANCE
17766	04/02/10	STA01	ING-PERS 457 DEFERRED COM	1125.00	.00	1125.00	B00329	457 DEFERRED COMP
017767	04/08/10	EBY01	EBY, ED	100.00	.00	100.00	040810	SPECIAL MTG 4/8/10
017768	04/08/10	HAR02	HARRISON, JAMES	100.00	.00	100.00	040810	SPECIAL MTG 4/8/10
017769	04/08/10	NEL01	NELSON, WILLIAM J	100.00	.00	100.00	040810	SPECIAL MTG 4/8/10
017770	04/08/10	VIE01	VIERHEILIG, LARRY	100.00	.00	100.00	040810	SPECIAL MTG 4/8/10
017771	04/08/10	WIN01	WINN, MICHAEL	100.00	.00	100.00	040810	SPECIAL MTG 4/8/10
017772	04/09/10	EBY01	EBY, ED	100.00	.00	100.00	040910	SPECIAL MTG 4/9/10
017773	04/09/10	HAR02	HARRISON, JAMES	100.00	.00	100.00	040910	SPECIAL MTG 4/9/10
017774	04/09/10	NEL01	NELSON, WILLIAM J	100.00	.00	100.00	040910	SPECIAL MTG 4/9/10
017775	04/09/10	VIE01	VIERHEILIG, LARRY	100.00	.00	100.00	040910	SPECIAL MTG 4/9/10
017776	04/09/10	WIN01	WINN, MICHAEL	100.00	.00	100.00	040910	SPECIAL MTG 4/9/10
017777	04/14/10	ABA01	ABALONE COAST BACTERIOLOG	176.00	.00	176.00	10-557	TOWN WWTF LAB
				20.00	.00	20.00	10-576	BL WWTF LAB
				20.00	.00	20.00	10-590	BL WWTF LAB
				175.00	.00	175.00	10-605	WATER SAMPLES
				20.00	.00	20.00	10-606	BL WWTF LAB
				20.00	.00	20.00	10-611	BL WWTF LAB
				176.00	.00	176.00	10-612	TOWN WWTF LAB
				20.00	.00	20.00	10-619	BL WWTF LAB
				20.00	.00	20.00	10-627	BL WWTF LAB
			Check Total.....:	647.00	.00	647.00		
017778	04/14/10	ADV01	ADVANTAGE ANSWERING PLUS	147.40	.00	147.40	111406	ANSWERING SERVICE

**NIPOMO COMMUNITY SERVICES DISTRICT
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Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description			
017779	04/14/10	AEC01	AECOM USA INC	1552.50	.00	1552.50	7074468	FRONTAGE RD SEWER MAIN			
				6547.50	.00	6547.50	7074491	SOUTHLAND WWTF UPGRADE			
				1468.80	.00	1468.80	7075011	SEWER SCADA UPGRADE			
				1468.80	.00	1468.80	7075012	WATER SCADA UPGRADE			
				259.20	.00	259.20	7074983A	PCI TR 2523			
				604.80	.00	604.80	7074983B	PCI TR 2663			
				1382.40	.00	1382.40	7074983C	PCI TR 2689			
				345.60	.00	345.60	7074983D	PCI PRIMROSE LN			
				Check Total.....:				13629.60	.00	13629.60	
				017780	04/14/10	ALX01	ALEXANDER'S CONTRACT SERV	2279.72	.00	2279.72	3250012
017781	04/14/10	AME03	AMERI PRIDE	107.58	.00	107.58	37146	UNIFORMS ETC			
				114.25	.00	114.25	42904	UNIFORMS ETC			
				148.55	.00	148.55	48321	UNIFORMS ETC			
				15.99	.00	15.99	1050833	UNIFORMS ETC			
Check Total.....:				386.37	.00	386.37					
017782	04/14/10	AQU01	AQUA-METRIC SALES CO.	13885.29	.00	13885.29	32021	REPLACEMENT METERS			
017783	04/14/10	ATT01	AT&T/MCI	156.10	.00	156.10	1251757	PHONE			
				23.64	.00	23.64	1252009	PHONE			
				156.12	.00	156.12	1252079	PHONE			
Check Total.....:				335.86	.00	335.86					
017784	04/14/10	BHI01	BHI MANAGEMENT CONSULTING	1000.00	.00	1000.00	010-23	STRATEGIC PLAN UPDATE			
017785	04/14/10	BLU02	BLUE SHIELD OF CALIFORNIA	1563.48	.00	1563.48	MAR/APR	COBRA SUBSIDY-CRUZ MAR &			
017786	04/14/10	BOI01	BOILER AND STEAM PARTS, I	930.24	.00	930.24	103826	LIFT STN CONTROLS			
017787	04/14/10	BRE02	BRENNTAG PACIFIC INC.	4324.59	.00	4324.59	BPI980455	COPPER SULFATE			
				612.90	.00	612.90	BPI981675	CHLORINE			
Check Total.....:				4937.49	.00	4937.49					
017788	04/14/10	BRI01	BRISCO'S	58.70	.00	58.70	144153	SUPPLIES			
017789	04/14/10	CAL03	CALIFORNIA ELECTRIC SUPPL	221.85	.00	221.85	404389	SUPPLIES			
017790	04/14/10	CAN02	CANNON ASSOCIATES	3802.90	.00	3802.90	48178-R	MISTY GLEN INTERTIE SCADA			
017791	04/14/10	CAR04	CAR QUEST AUTO PARTS	89.68	.00	89.68	399728	SUPPLIES			
017792	04/14/10	CLE06	CLEVER DUCKS	2165.00	.00	2165.00	10076	COMPUTER SERVICE			
017793	04/14/10	COR01	CORBIN WILLITS SYSTEMS	750.83	.00	750.83	B003151	COMPUTER SUPPORT			
017794	04/14/10	DIS02	DISCRETE WIRELESS	308.50	.00	308.50	AT0645564	GPS SERVICE			
017795	04/14/10	DKF01	DKF SOLUTIONS GROUP, LLC	350.00	.00	350.00	1093	D=SAFETY SUBSCRIPTION			
017796	04/14/10	EBY01	EBY, ED	100.00	.00	100.00	041410	REG BD MEETING 041410			
017797	04/14/10	EDW01	JONATHAN EDWARDS	120.00	.00	120.00	032210	REIMB FOR BOOTS			
017798	04/14/10	EHW01	E.H. WACHS COMPANY	257.07	.00	257.07	52121B	VALVE OPERATOR			
017799	04/14/10	EMP01	EMPLOYMENT DEVELOP DEPT	5511.62	.00	5511.62	3-31-2010	SUI/ETT 1ST QTR 3/10			
017800	04/14/10	ENV01	ENVIRONMENTAL EQUIP ENG	4687.18	.00	4687.18	3849	SOUTHLAND WWTF AERATOR			
017801	04/14/10	FAR01	FARM SUPPLY COMPANY	16.25	.00	16.25	256906	SUPPLIES			
				80.28	.00	80.28	268098	SUPPLIES			
Check Total.....:				96.53	.00	96.53					
017802	04/14/10	FAR02	FAR WEST EXPRESS	12.00	.00	12.00	18403	DELIVERY			
				11.00	.00	11.00	18579	DELIVERY			
				11.00	.00	11.00	118636	DELIVERY			
Check Total.....:				34.00	.00	34.00					
017803	04/14/10	FER01	FERGUSON ENTERPRISES INC	3973.37	.00	3973.37	1742181	SUNDALE WELL CLA VALVE			
				755.59	.00	755.59	1742185	MISTY GLEN PRESSURE STN			
				7.82	.00	7.82	5979593	SUPPLIES			
				104.51	.00	104.51	1742181B	SUPPLIES			
Check Total.....:				4841.29	.00	4841.29					

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WARRANTS APRIL 9, 2010**

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Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Payment Information	
							Invoice #	Description
017804	04/14/10	FGL01	FGL ENVIRONMENTAL	306.00	.00	306.00	2092A	TOWN WWTF LAB
				331.00	.00	331.00	2337A	BL WWTF LAB
				56.00	.00	56.00	2338A	TOWN WWTF LAB
				331.00	.00	331.00	2583A	TOWN WWTF LAB
				56.00	.00	56.00	2584A	BL WWTF LAB
				81.00	.00	81.00	2808A	BL WWTF LAB
				Check Total.....:			1161.00	.00
017805	04/14/10	FLO02	FLO SYSTEMS, INC.	976.16	.00	976.16	F11362	TEFFT LIFT STN
017806	04/14/10	FLU01	FLUID RESOURCE MANAGEMENT	4442.00	.00	4442.00	W2148	SUPPLIES
017807	04/14/10	GAR01	GARING TAYLOR & ASSOC	72.50	.00	72.50	10453	WIP PEER REVIEW
017808	04/14/10	GAS02	GAS COMPANY, THE	91.56	.00	91.56	032410	OFFICE HEAT
				16.30	.00	16.30	032910	SHOP HEAT 04163737945
Check Total.....:			107.86	.00	107.86			
017809	04/14/10	GIL01	GLM, INC.	320.00	.00	320.00	033110	OFFICE LANDSCAPE
017810	04/14/10	GWA01	GWA INC	53.00	.00	53.00	10030064	ALARM MONITORING
				85.00	.00	85.00	10030206	ALARM MONITORING
				85.00	.00	85.00	10030210	ALARM MONITORING
Check Total.....:			223.00	.00	223.00			
017811	04/14/10	HAR02	HARRISON, JAMES	100.00	.00	100.00	041410	REG BD MEETING 041410
017812	04/14/10	HAR05	HARRISON, JAMES	248.00	.00	248.00	032410	REIMB TRAVEL TO DC
017813	04/14/10	HEA01	HEACOCK TRAILERS & TRUCK	1217.85	.00	1217.85	31645	TOOL BOXES FOR 04 F150
017814	04/14/10	IND01	INDUSTRIAL MEDICAL GROUP	140.00	.00	140.00	040610	PREEMPLOYMENT PHYSICAL
017815	04/14/10	KIN03	KINEQUIP INC	335.89	.00	335.89	139869	SUPPLIES
017816	04/14/10	LAN02	LANDMARK LANDSCAPE CO INC	214.00	.00	214.00	48175	LANDSCAPE MAINT VISTA VER
				127.15	.00	127.15	48341	IRRIGATION REPAIR VISTA V
Check Total.....:			341.15	.00	341.15			
017817	04/14/10	LEE02	LEE CENTRAL COAST NEWSPAP	2591.31	.00	2591.31	1057283	CONSERVATION ADVERTISING
017818	04/14/10	MIN02	MINER'S ACE HARDWARE	442.61	.00	442.61	603821+	SUPPLIES
017819	04/14/10	NEL01	NELSON, WILLIAM J	100.00	.00	100.00	041410	REG BD MEETING 041410
017820	04/14/10	NEX01	NEXTEL COMMUNICATIONS	400.76	.00	400.76	87314-100	CELL PHONES
017821	04/14/10	NIA01	NIAGRA CONSERVATION	2015.68	.00	2015.68	143941	CONSERVATION SUPPLIES
017822	04/14/10	NUT01	NU TECH PEST MGMT	265.00	.00	265.00	77625	PEST CONTROL
				49.00	.00	49.00	77626	PEST CONTROL
Check Total.....:			314.00	.00	314.00			
017823	04/14/10	OFF01	OFFICE DEPOT	409.25	.00	409.25	7517001	SUPPLIES
				58.40	.00	58.40	59624001	SUPPLIES
Check Total.....:			467.65	.00	467.65			
017824	04/14/10	ONE01	1-800-CONFERENCE	383.08	.00	383.08	26674240	CONFERENCE PHONE
017825	04/14/10	PGE01	P G & E	32731.31	.00	32731.31	032910	ELECTRICITY 44496646033
				9.61	.00	9.61	B00409	MISTY GLEN
Check Total.....:			32740.92	.00	32740.92			
017826	04/14/10	POS01	POSTMASTER	88.00	.00	88.00	040910	STAMPS
017827	04/14/10	PRE01	PRECISION JANITORIAL	650.00	.00	650.00	198	MARCH JANITORIAL SERVICE

**NIPOMO COMMUNITY SERVICES DISTRICT
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**AGENDA ITEM
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Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
017828	04/14/10	QUA01	JAMES A QUAGLINO, INC.	4790.00	.00	4790.00	6232	ROOFING 148 S WILSON
017829	04/14/10	QUI01	QUILL CORPORATION	29.22 58.44 21.26	.00 .00 .00	29.22 58.44 21.26	4370693 4379245 4387250	SUPPLIES SUPPLIES SUPPLIES
			Check Total.....	108.92	.00	108.92		
017830	04/14/10	QUI04	QUINN POWER SYSTEMS	451.75	.00	451.75	330004476	TOWN WWTF SUPPLIES
017831	04/14/10	RBA01	R BAKER, INC	6867.56 79068.50	.00 .00	6867.56 79068.50	10034152 10034156	SUNDALE MISTY GLEN WATERLINE CONN
			Check Total.....	85936.06	.00	85936.06		
017832	04/14/10	RIC01	RICHARDS, WATSON, GERSHON	1682.50	.00	1682.50	170424	WATER RIGHTS ADJUDICATION
017833	04/14/10	SAG02	SAGE DESIGNS, INC	1009.71	.00	1009.71	1003118	STANDPIPE SENSOR
017834	04/14/10	SAI01	SAIC	7529.00	.00	7529.00	780808	NMMA TECH GROUP
017835	04/14/10	SAN01	SANTA MARIA TIRE INC	395.57 44.86	.00 .00	395.57 44.86	456659 456667	04 CHEVY MAINT 02 TOYOTA MAINT
			Check Total.....	440.43	.00	440.43		
017836	04/14/10	SAN09	SAN LUIS MAILING SERVICE	192.24 668.59 54.33 218.24	.00 .00 .00 .00	192.24 668.59 54.33 218.24	210061A 210061B 210685L 210685P	SPRING WORKSHOP MAILING SPRING WORKSHOP POSTAGE MAILING LATE NOTICES POSTAGE FOR LATE NOTICES
			Check Total.....	1133.40	.00	1133.40		
017837	04/14/10	SOU01	SOUTH COUNTY SANITARY	34.92 169.12	.00 .00	34.92 169.12	2890401 2891834	TRASH COLLECTION OFFICE OLDE TOWNE TRASH COLLECTI
			Check Total.....	204.04	.00	204.04		
017838	04/14/10	SOU03	SOUTH COUNTY SANITARY	614.69	.00	614.69	MAR 2010	SOLID WASTE TAX LIENS
017839	04/14/10	STA03	STATEWIDE SAFETY & SIGNS	117.23	.00	117.23	77179	SUPPLIES
017840	04/14/10	STA07	SRF ACCOUNTING OFFICE	34868.35	.00	34868.35	88081011	SRF LOAN C064501110 CNTRC
017841	04/14/10	TES01	TESCO CONTROLS, INC.	1024.25 357.23	.00 .00	1024.25 357.23	43549 43644	SUPPLIES MG LFT STN MISTY GLEN LFT STN SUPPLI
			Check Total.....	1381.48	.00	1381.48		
017842	04/14/10	TIT01	TITAN INDUSTRIAL & SAFETY	478.43 128.46	.00 .00	478.43 128.46	1040148 1040283	SAFETY SUPPLIES SUPPLIES
			Check Total.....	606.89	.00	606.89		
017843	04/14/10	TOW01	TOWN & COUNTRY FENCING	1010.00	.00	1010.00	2706	VIA CONCHA & SUNDALE FENC
017844	04/14/10	TUC01	TUCKFIELD & ASSOCIATES	1105.00	.00	1105.00	0263	FINANCIAL PLAN AND RATE S
017845	04/14/10	USB01	US BANK TRUST	354.00 450.22 450.00 1724.55	.00 .00 .00 .00	354.00 450.22 450.00 1724.55	032210A 032210B 032210C 032210D	AWWA DUES SUPPLIES CSDA SEMINAR COMPUTER SUPPLIES
017845	04/14/10	USB01	US BANK TRUST	144.65 227.47	.00 .00	144.65 227.47	032210E 032210F	BD MEETING SUPPLIES CONSERVATION SUPPLIES
			Check Total.....	3350.89	.00	3350.89		
017846	04/14/10	USP01	U S POSTAL SERVICE	1000.00	.00	1000.00	040210	POSTAGE FOR MACHINE
017847	04/14/10	VER01	VERIZON	37.52	.00	37.52	031910	BL PHONE
017848	04/14/10	VIE01	VIERHEILIG, LARRY	100.00	.00	100.00	041410	REG BD MEETING 041410
017849	04/14/10	WIN01	WINN, MICHAEL	100.00	.00	100.00	041410	REG BD MEETING 041410
017850	04/14/10	\P006	EMMETT VALLEY CONSTRUC,	269.08	.00	269.08	000B00401	MQ CUSTOMER REFUND FOR PG
017851	04/14/10	\R001	BOBBI STOFFERS,	52.29	.00	52.29	000B00401	MQ CUSTOMER REFUND FOR RE

NIPOMO COMMUNITY SERVICES DISTRICT*Celebrating 45 Years of Service 1965 - 2010***DRAFT MINUTES****MARCH 24, 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.

00:00:00

A. CALL TO ORDER AND FLAG SALUTE

Vice President Vierheilig called the March 24, 2010 Regular Meeting of the Nipomo Community Services District to order at 9:01 a.m. and led the flag salute.

B. ROLL CALL

At Roll Call, the following Directors were present:

Directors Nelson, Eby and Vierheilig.

Directors Harrison and Winn were in Washington, D.C. on District business.

00:01:06

C. PRESENTATIONS AND PUBLIC COMMENT**C-1) MIKE NUNLEY OF AECOM**

Update re: Waterline Intertie Project

Michael LeBrun, Interim General Manager, reviewed information concerning budget items 21, 27 and 28 presented in the Waterline Intertie Project Report.

Mike Nunley, AECOM Engineering Project Manager, reviewed the report as submitted in the Board packet. Mr. Nunley and Mr. LeBrun answered questions from the Board.

C-2) NCSD SUPERINTENDENT TINA GRIETENS

Update recent Operations activities

Tina Grietens, Utility Superintendent, reviewed the report supplied in the Board packet. Ms. Grietens and Peter Sevcik, District Engineer, answered questions from the Board.

C-3) DIRECTORS' ANNOUNCEMENTS OF DISTRICT & COMMUNITY INTEREST

Receive Announcements from Directors Items of District & Community Interest

Director Eby

As Board representative to the Nipomo Mesa Management Area Technical Group, Director Eby attended the meeting last week. The annual report should be out by the end of April. The next meeting will be April 5 at 1:00 p.m. at NCSD and the following meeting will be April 19, 2010, at 10:00 a.m. at Wallace Group in San Luis Obispo.

Director Eby was elected to fill the Special District seat of the Local Agency Formation Commission. The position runs through December 2010. This freed the alternate position.

At the SCAC meeting Monday, March 22, the new council was sworn in. Mike Murphy, was elected president.

Director Nelson

March 25, 2010, Nipomo Chamber of Commerce meeting. He plans to attend the meeting.

MINUTES SUBJECT TO BOARD APPROVAL

Copy of document found at www.NoNewWipTax.com

Nipomo Community Services District
REGULAR MEETING
DRAFT MINUTES

C-3) DIRECTORS' ANNOUNCEMENTS OF DISTRICT & COMMUNITY INTEREST (CONT)

Director Vierheilig

March 27, 28, 2010 - Central Coast Orchid Show at the South County Regional Center in Arroyo Grande. March 26th is the fundraiser night for Alzheimer's Assoc.

April 11, 2010, from 1:00 to 3:00 p.m. Spring Garden Tour at the Nipomo Native Garden. There will be demonstrations and instructions. Also, plants and books will be for sale.

April 10, 2010, 9:00 – 11:00 a.m. - Sheriff Candidate Forum at the Blacklake Clubhouse.

C-4) PUBLIC COMMENT ON ITEMS NOT ON AGENDA

There was no public comment.

00:24:30

D. CONSENT AGENDA

D-1) APPROVE WARRANTS

D-2) APPROVE BOARD MEETING MINUTES

Approve Minutes of March 10, 2010

D-3) ADOPT RESOLUTION APPROVING CHANGES TO PERSONNEL POLICY REVISE JOB DESCRIPTION FOR SECRETARY/CLERK

RESOLUTION NO. 2010-1180
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

D-4) ADOPT RESOLUTIONS APPROVING CHANGES TO PERSONNEL POLICY REVISE JOB DESCRIPTION FOR UTILITY FIELD SUPERVISOR AND MAINTENANCE SUPERVISOR

RESOLUTION NO. 2010-1181
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
AMENDING THE DISTRICT PERSONNEL POLICY TO
REVISE MAINTENANCE SUPERVISOR JOB DESCRIPTION

RESOLUTION NO. 2010-1182
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
AMENDING THE DISTRICT PERSONNEL POLICY TO
REVISE UTILITY FIELD SUPERVISOR JOB DESCRIPTION

D-5) APPROVE CONTRACT WITH HARPER AND ASSOCIATES FOR CONSTRUCTION MANAGEMENT AND INSPECTION FOR TANK REHABILITATION PROJECT

Michael LeBrun, Interim General Manager, presented the items for the Consent Agenda. He suggested a few changes to the proposed resolutions. Mr. LeBrun answered questions from the Board. Upon motion by Director Eby and seconded by Director Nelson, the Board unanimously approved the Consent Agenda, as amended. There was no public comment. Vote 3-0.

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

Nipomo Community Services District
REGULAR MEETING
DRAFT MINUTES

00:33:00

E. ADMINISTRATIVE ITEMS

E-1) AUTHORIZE STORAGE TANK SITE PLAN

Peter Sevcik, District Engineer, explained that Cannon Engineering was commissioned to do a study to develop site locations for new water tanks. Cannon proposed to provide the required engineering site services to develop a preliminary site plan for placement of the two additional water tanks. Mr. Sevcik answered questions from the Board. The District will probably send out a Request For Proposal for the final design.

The following member of the public spoke:

Cliff Trotter, Blacklake resident, asked about the size of the proposed tanks. Mr. Sevcik answered that they are about 35 feet in diameter and one-million gallon capacity each.

Upon motion by Director Eby and seconded by Director Nelson, the Board unanimously agreed to authorize staff to execute a Task Order with Cannon for the development of a water tank siting for a not-to-exceed amount of \$23,135. Vote 3-0.

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

00:46:57

E-2) REVIEW PROPOSALS FOR EDUCATION AND OUTREACH SERVICES WATERLINE INTERTIE PROJECT AWARD CONTRACT

Michael LeBrun, Interim General Manager, reviewed the information concerning awarding a contract to provide Education and Outreach Services related to the Waterline Intertie Project. The District invited two proposers to provide a presentation to the Ad Hoc Committee on March 17, 2010.

Director Eby reported the results of the committee meeting. The True North firm seemed to have a more specific approach to the District's needs.

Director Nelson commented on the importance of educating the public of the necessity of the waterline project. It seemed that the True North firm was more specific to finding out what the public now knows about the project.

Jon Seitz, District Legal Counsel, stated that even though much of this community is comprised of retirees who may not benefit directly, the property value will be increased for the heirs of the property.

The following member of the public spoke:

Cliff Trotter, Blacklake resident, stated that the need for the pipeline is more serious than overdraft. It is vital that the public is made more aware of the threatening seawater intrusion.

Jon Seitz, District Legal Counsel, stated that the Northern Cities groundwater management group area was presented with the information about the seawater intrusion about six months ago. There has been more testing of the wells in the threatened area. The information will likely be released in the Northern Cities groundwater report due in April or May.

Upon motion by Director Eby and seconded by Director Nelson, the Board unanimously agreed to select True North as the consultant and authorize staff to negotiate a contract and scope of work not-to-exceed \$76,000. Vote 3-0.

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

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

The Board took a break at 10:16 and returned at 10:28 a.m.

01:15:34

F. MANAGER'S REPORT

Michael LeBrun, Interim General Manager, added the following to the report:
 The District received a public information records request from SLO Coastkeepers.
 Mr. LeBrun reviewed some of the items in the report and answered questions from the Board.

01:30:41

G. COMMITTEE REPORT

1. March 8, 2010 Southland Upgrade Committee
2. March 15, 2010 Personnel Committee

The Board agreed that the minutes reflect the discussions in both committee meetings.

01:32:00

H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

There was no Director request.

01:32:19

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. PUBLIC EMPLOYEE APPOINTMENT (GOVERNMENT CODE §54957) TITLE: DISTRICT GENERAL MANAGER

J. PUBLIC COMMENT ON CLOSED SESSION ITEMS

There was no public present to comment.

K. ADJOURN TO CLOSED SESSION

The Board adjourned to Closed Session at 10:46 a.m.

L. OPEN SESSION

ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION

The Board came back into Open Session at 2:40 p.m.

Jon Seitz, District Legal Counsel, announced the following:

The Board heard an update on Item 4 first (potential appointment candidates).

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

ADJOURN

Vice President Vierheilg adjourned the meeting at 2:42 p.m.

- Next Regular Board Meeting is **APRIL 14, 2010**

MINUTES SUBJECT TO BOARD APPROVAL

TO: BOARD OF DIRECTORS
FROM: MICHAEL LEBRUN
DATE: APRIL 9, 2010

AGENDA ITEM
D-3
APRIL 14, 2010

**INITIATING PROCEEDINGS FOR ANNUAL LEVY OF ASSESSMENTS
FOR THE STREET LANDSCAPE MAINTENANCE DISTRICT NO. 1**

ITEM

Resolution initiating proceedings for annual levy of Street Landscape Maintenance District No. 1

BACKGROUND

In 2003, the Board of Directors formed Street Landscape Maintenance District No. 1 to provide the street landscape maintenance for Tract 2409 (Sculpture Homes located on Vista Verde and Ida Street). The Street Landscape Maintenance District was formed under Government Code Section 61601.20 and the Landscaping and Lighting Act of 1972.

Annually, NCSD must follow the procedures outlined in the Government Code and Prop. 218 to levy the assessment on each of the 28 property owners. In order to proceed, the attached Resolution should be adopted to initiate the proceedings and appoint Peter Sevcik, District Engineer, as the assessment engineer.

RECOMMENDATION

Staff recommends adoption of Resolution 2010-lmd initiation

ATTACHMENT

Resolution 2010-LMD Initiation

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

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT INITIATING PROCEEDINGS FOR ANNUAL
LEVY OF ASSESSMENTS FOR THE STREET LANDSCAPE MAINTENANCE DISTRICT NO. 1
FOR FISCAL YEAR 2010-2011 PURSUANT TO THE PROVISIONS OF PART 2 OF
DIVISION 15 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE**

WHEREAS, the Nipomo Community Services District Board of Directors ("NCSD") has, by previous Petition and Resolution, formed the Nipomo Community Services District Street Landscape Maintenance District No. 1 (hereinafter referred to as "Street Landscape Maintenance District No. 1") pursuant to the provisions of Government Code §61601.20 and the Landscaping and Lighting Act of 1772 (hereinafter referred to as the "Act") that provides for the levy and collection of assessments by the County of San Luis Obispo for the Nipomo Community Services District to pay for the installation, planting and maintenance of landscaping within public streets, right of ways or easements within the Nipomo Community Services District; and

WHEREAS, Street Landscape Maintenance District No. 1 and the associated assessments are in compliance with the provisions of California Constitution Article XIID; and

WHEREAS, the NCSD has appointed Peter Sevcik, a registered engineer, as assessment engineer for the purpose of assisting with the Annual Levy of the Street Landscape Maintenance District No. 1 and to prepare and file a report in accordance with the Act.

NOW, THEREFORE BE IT RESOLVED, DETERMINED, AND ORDERED by the Board of Directors of the Nipomo Community Services District for the Nipomo Street Landscape Maintenance District No. 1, as follows:

SECTION 1: The NCSD hereby initiates proceedings for annual levy of assessments for Street Landscape Maintenance District No. 1 for Fiscal Year 2010-2011 pursuant to the provisions of the Act.

SECTION 2: The improvements within Street Landscape Maintenance District No. 1 include: trees, shrubs, grass, other ornamental vegetation, and appurtenant facilities, including irrigation system within the Street Landscape Maintenance District No. 1. The Board of Directors does not anticipate new improvements or substantial changes in existing improvements.

SECTION 3: Engineer's Annual Levy Report: The NCSD Board of Directors hereby orders that Peter Sevcik, District Engineer prepare the Engineer's Annual Levy Report concerning the levy of assessments for Street Landscape Maintenance District No. 1 in accordance with *Chapter 3, Section 22622* of the Act.

PASSED AND ADOPTED by the Board of Directors of the Nipomo Community Services District this 14th day of April, 2010, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

James Harrison, President
Board of Directors
Nipomo Community Services District

ATTEST:

APPROVED:

Donna K. Johnson, Board Secretary
Nipomo Community Services District

Jon S. Seitz, District Legal Counsel
Nipomo Community Services District

TO: BOARD OF DIRECTORS
FROM: MICHAEL LEBRUN
DATE: APRIL 9, 2010

AGENDA ITEM
D-4
APRIL 14, 2010

MISTY GLEN WATERLINE CONNECTION PROJECT ACCEPTANCE

ITEM

ACCEPT WORK PERFORMED BY R. BAKER, INC. FOR MISTY GLEN WATERLINE CONNECTION PROJECT [ACCEPT PROJECT].

BACKGROUND

At the October 28, 2009 Board meeting, the Board approved a contract with R. Baker Inc. for construction of the Misty Glen Waterline Connection Project. The approved contract amount was \$76,989 and the Board also authorized a construction contingency of \$10,000. Construction was completed in March 2010. The actual cost to construct the project was \$83,230.

FISCAL IMPACT

The cost to implement the Misty Glen Waterline Connection Project was included in the FY 09-10 budget in the amount of \$100,000. Additional funding in the amount of \$31,000 was transferred to the project by the deferring the Blume Street project to provide the total estimated funding required for the design, construction, construction management, PG&E electrical service, and pre-purchase of the pressure reducing valves and meter. Total cost to date is approximately \$127,043.

RECOMMENDATION

Staff recommends that your Honorable Board accept the project and authorize the General Manager to file a Notice of Completion for the project.

ATTACHMENTS

None