

TO: BOARD OF DIRECTORS
FROM: MICHAEL LEBRUN *ml*
DATE: APRIL 23, 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 April 14, 2010 and April 19, 2010
- D-3) QUARTERLY FINANCIAL REPORT [RECOMMEND APPROVAL]
- D-4) QUARTERLY INVESTMENT POLICY [RECOMMEND APPROVAL]

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TO: BOARD OF DIRECTORS
 FROM: MICHAEL LEBRUN *ML*
 DATE: APRIL 23, 2010

**AGENDA ITEM
 D-1
 APRIL 28, 2010**

**TOTAL COMPUTER
 CHECKS
 \$122,811.66**

HAND WRITTEN CHECKS

04-12-10	20108	M WINN	SWWTF UPGRADE COMM	100.00
04-12-10	20109	J HARRISON	SWWTF UPGRADE COMM	100.00
04-14-10	20110	CALPERS	SURVIVOR BENEFITS	327.60
04-21-10	20111	CDPH-OCP	WATER DIST CERT	170.00
04-21-10	20112	D FLEMING	WASHER REBATE	75.00
04-21-10	20113	A MONTOYA	WASHER REBATE	75.00
04-21-10	20114	J EVANCHEK	WASHER REBATE	75.00

VOID - 17736, 17860

COMPUTER GENERATED CHECKS

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
17852	04/16/10	EMP01	EMPLOYMENT DEVELOP DEPT	1324.82	.00	1324.82	B00413	STATE INCOME TAX
17853	04/16/10	MID01	RABOBANK-PAYROLL TAX DEPO	3477.87	.00	3477.87	B00413	FEDERAL INCOME TAX
				626.06	.00	626.06	1B00413	FICA
				908.00	.00	908.00	2B00413	MEDICARE (FICA)
			Check Total.....:	5011.93	.00	5011.93		
17854	04/16/10	MID02	RABOBANK-DIRECT DEPOSIT	26498.78	.00	26498.78	B00413	NET PAY
17855	04/16/10	PER01	PERS RETIREMENT	7378.34	.00	7378.34	B00413	PERS PAYROLL REMITTANCE
17856	04/16/10	STA01	ING-PERS 457 DEFERRED COM	1125.00	.00	1125.00	B00413	457 DEFERRED COMP
017857	04/19/10	EBY01	EBY, ED	100.00	.00	100.00	041910	SPEC BD METING 041910
017858	04/19/10	HAR02	HARRISON, JAMES	100.00	.00	100.00	041910	SPEC BD MEETING 041910
017859	04/19/10	NEL01	NELSON, WILLIAM J	100.00	.00	100.00	041910	SPEC BD MEETING 041910
017860	04/19/10	VIE01	VIERHEILIG, LARRY	100.00	.00	100.00	041910	SPEC BD MEETING 041910
				-100.00	.00	-100.00	041910u	Ck# 017860 Reversed
			Check Total.....:	.00	.00	.00		
017861	04/19/10	WIN01	WINN, MICHAEL	100.00	.00	100.00	041910	SPEC BD MEETING 041910
017862	04/28/10	ABA01	ABALONE COAST BACTERIOLOG	20.00	.00	20.00	10-749	BL WWTF LAB
				20.00	.00	20.00	10-763	BL WWTF LAB
				175.00	.00	175.00	10-764	WATER SAMPLES
				20.00	.00	20.00	10-778	TOWN WWTF LAB
				20.00	.00	20.00	10-779	BL WWTF LAB
				176.00	.00	176.00	10-780	TOWN WWTF LAB
				20.00	.00	20.00	10-791	BL WWTF LAB
				20.00	.00	20.00	10-797	BL WWTF LAB
				20.00	.00	20.00	10-804	BL WWTF LAB
				175.00	.00	175.00	10-818	WATER SAMPLES
				20.00	.00	20.00	10-819	BL WWTF LAB
				20.00	.00	20.00	10-828	BL WWTF LAB
				20.00	.00	20.00	10-837	BL WWTF LAB
				20.00	.00	20.00	10-844	BL WWTF LAB
			Check Total.....:	746.00	.00	746.00		
017863	04/28/10	AIR01	AIR POLLUTION CONTROL	1877.11	.00	1877.11	12932	EQUIPMENT PERMITS
017864	04/28/10	AME03	AMERI PRIDE	123.02	.00	123.02	54301	UNIFORMS ETC
				107.58	.00	107.58	60096	UNIFORMS ETC
			Check Total.....:	230.60	.00	230.60		
017865	04/28/10	ATT01	AT&T/MCI				1282767	PHONE

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WARRANTS APRIL 23, 2010**

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Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
017866	04/28/10	BEN02	BENTLEY SYSTEMS, INC.	1749.30	.00	1749.30	47311838	WATER/SEWER GEMS
017867	04/28/10	BLU02	BLUE SHIELD OF CALIFORNIA	836.55	.00	836.55	041010	COBRA SUBSIDY-CRUZ MAY
017868	04/28/10	BRE02	BRENNTAG PACIFIC INC.	986.16 658.42	.00 .00	986.16 658.42	BPI984555 BPI984556	CHLORINE CHLORINE
			Check Total.....	1644.58	.00	1644.58		
017869	04/28/10	CAL03	CALIFORNIA ELECTRIC SUPPL	6424.64	.00	6424.64	799194	EUREKA WELL SUPPLIES
017870	04/28/10	CAN02	CANNON ASSOCIATES	1687.50 3046.25 262.50 332.50	.00 .00 .00 .00	1687.50 3046.25 262.50 332.50	48177 48414 48474 48475	SUNDALE WELL ELECTRIFICAT SUNDALE WELL ELECTRIFICAT SCADA MAINT SCADA MAINT
			Check Total.....	5328.75	.00	5328.75		
017871	04/28/10	CLE06	CLEVER DUCKS	1738.75 275.00	.00 .00	1738.75 275.00	9553 10171	COMPUTER SUPPORT COMPUTER SUPPORT
			Check Total.....	2013.75	.00	2013.75		
017872	04/28/10	CON02	CONSERVETRACK	3150.00	.00	3150.00	294	3 MONTHS WEB HOST/TECH SU
017873	04/28/10	DES01	DESIGN PROS	466.16 169.71	.00 .00	466.16 169.71	420 454	CONSERVATION POSTCARDS CONSERVATION FLYERS
			Check Total.....	635.87	.00	635.87		
017874	04/28/10	DIS02	DISCRETE WIRELESS	308.50	.00	308.50	653305	GPS SERVICE
017875	04/28/10	EBY01	EBY, ED	100.00	.00	100.00	042810	REG BD MEETING 042810
017876	04/28/10	FER01	FERGUSON ENTERPRISES INC	508.81	.00	508.81	1732259B	SUPPLIES
017877	04/28/10	FGL01	FGL ENVIRONMENTAL	81.00 306.00 100.00	.00 .00 .00	81.00 306.00 100.00	3010A 3011A 3272A	BL WWTF LAB TOWN WWTF LAB TOWN WWTF LAB
			Check Total.....	487.00	.00	487.00		
017878	04/28/10	FLO02	FLO SYSTEMS, INC.	310.74	.00	310.74	F11403	TEFPT LPT SN SUPPLIES
017879	04/28/10	FUG01	FUGRO WEST, INC.	6112.50	.00	6112.50	3596.5.15	SOUTHLAND EXPANSION PASQU
017880	04/28/10	HAM02	HAMNER JEWELL & ASSOCIATE	1060.00	.00	1060.00	4841	WATERLINE INTERTIE
017881	04/28/10	HAR02	HARRISON, JAMES	100.00	.00	100.00	042810	REG BD MEETING 042810
017882	04/28/10	JUS01	JUSTIFACTS CREDENTIAL	44.25	.00	44.25	157932	BACKGROUND CHECK
017883	04/28/10	KIN03	KINEQUIP INC	525.07	.00	525.07	140170	SUPPLIES
017884	04/28/10	LAN02	LANDMARK LANDSCAPE CO INC	298.01	.00	298.01	48625	IRRIGATION REPAIR VISTA V
017885	04/28/10	LIN02	LINC DELIVERY	253.00	.00	253.00	2454	DELIVERY TO LAB
017886	04/28/10	MOR02	MORE OFFICE SOLUTIONS	245.60 382.26	.00 .00	245.60 382.26	549355 549446	COPIER MAINT COPIER MAINT
			Check Total.....	627.86	.00	627.86		
017887	04/28/10	MUL01	MULLAHEY FORD	45.27	.00	45.27	205399	09 TRUCK MAINT
017888	04/28/10	NEL01	NELSON, WILLIAM J	100.00	.00	100.00	042810	REG BD MEETING 042810
017889	04/28/10	NEX01	NEXTEL COMMUNICATIONS	817.06	.00	817.06	87314-101	CELL PHONES
017890	04/28/10	NUT01	NU TECH PEST MGMT	265.00 98.00 846.00	.00 .00 .00	265.00 98.00 846.00	78039 78040 78718	PEST CONTROL PEST CONTROL WEED CONTROL
			Check Total.....	1209.00	.00	1209.00		
017891	04/28/10	OFF01	OFFICE DEPOT	202.40 92.99 168.41	.00 .00 .00	202.40 92.99 168.41	51536719 57478001 60078001	OFFICE SUPPLIES SUPPLIES SUPPLIES
			Check Total.....	463.80	.00	463.80		
017892	04/28/10	RBA01	R BAKER, INC	578.12 4470.17	.00 .00	578.12 4470.17	10034151 10034153	WATER TANK GATE REPAIR INSTALL SERVICE
			Check Total.....	5048.29	.00	5048.29		
017893	04/28/10	RIC01	RICHARDS, WATSON, GERSHON	5121.27	.00	5121.27	170834	WATER RIGHTS ADJUDICATION

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Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
017894	04/28/10	SAN09	SAN LUIS MAILING SERVICE	127.98	.00	127.98	210781 L	MAILING BILLS
				657.02	.00	657.02	210781 P	POSTAGE FOR BILLS
			Check Total.....:	785.00	.00	785.00		
017895	04/28/10	SEV01	SEVCIK, PETER	441.98	.00	441.98	040910	REIMB FOR TRAVEL SAFETY S
017896	04/28/10	SPE01	SPECIAL DISTRICT RISK	14231.90	.00	14231.90	32266	INSURANCE
017897	04/28/10	STA04	STATE DEPT OF HEALTH SERV	396.80	.00	396.80	1050560	WATER SYSTEM FEES 4010026
017898	04/28/10	USA01	USA BLUEBOOK	126.40	.00	126.40	126232	SUPPLIES
017899	04/28/10	VAN01	VAN SCOYOC ASSOCIATES	4500.00	.00	4500.00	34662	LOBBYING SERVICE FOR APRI
017900	04/28/10	VIE01	VIERHEILIG, LARRY	100.00	.00	100.00	042810	REG BD MEETING 042810
017901	04/28/10	WAL01	WALLACE GROUP	60.25	.00	60.25	29630	DIST ENGINEERING
				404.46	.00	404.46	29631	INTERTIE ASSESSMENT
				4162.23	.00	4162.23	29638	FOG OUTREACH & INSPECTION
				466.00	.00	466.00	29645	GIS DATA MAINT
			Check Total.....:	5092.94	.00	5092.94		
017902	04/28/10	WAT05	WATER WORKS INDUSTRY SOLU	568.73	.00	568.73	1467	TRAINING VIDEOS
017903	04/28/10	WHI02	CELESTE WHITLOW	63.00	.00	63.00	041810 A	TRAVEL REIMBURSEMENT
				720.31	.00	720.31	041810 B	REIMBURSEMENT FOR SUPPLIE
			Check Total.....:	783.31	.00	783.31		
017904	04/28/10	WIN01	WINN, MICHAEL	100.00	.00	100.00	042810	REG BD MEETING 042810
017905	04/28/10	WSC01	WSC	5582.83	.00	5582.83	108	URBAN WATER MGMT PLAN UPD

NIPOMO COMMUNITY SERVICES DISTRICT

Celebrating 45 Years of Service 1965 - 2010

D2

DRAFT MINUTES

APRIL 14, 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.

TODAY'S MEETING INCLUDES A STRATEGIC PLAN WORKSHOP BEGINNING AT 1:00 PM.

00:00:00

A. CALL TO ORDER AND FLAG SALUTE

President Harrison called the meeting to order at 9:01 a.m. and led the flag salute.

B. ROLL CALL

At Roll Call, all directors were present.

00:00:39

C. PRESENTATIONS AND PUBLIC COMMENT

C-1) SHERIFF COMMANDER BRIAN HASCALL

Update re: South County Law Enforcement Activities

At the end of March, there was an armed robbery on the 2400 block of Tienda Place off Highway 1. Three arrests were made and most of the property was recovered.

On March 21, 2010, R. Martinez was stopped on Orchard and found in possession of methamphetamines and a false registration on his car.

Scam phone calls are being received about winning the Oklahoma lottery. He warned citizens not to send money to receive money.

April 13, 2010, a routine traffic stop on Hazel and Briar Rose found I. Garcia in possession of methamphetamines.

Cmdr. Hascall warned that there has been illegal solicitation of magazine sales. There have been some arrests.

At the duck pond in Oceano, seven people were arrested in possession of methamphetamines.

Cmdr. Hascall answered questions from the Board. He stated that it is illegal to discharge a firearm within 100 feet of an inhabited dwelling. The Board thanked him 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 CalFire activities on the Nipomo Mesa and reviewed the activity report given to the Board and public.

Some of the information in the report includes:

In March 2010, Nipomo Station #20 had a total of 80 calls: 9 fire calls, 15 vehicle accidents, 37 medical aids and 19 other calls.

Mesa Station #22 had a total of 72 calls: 8 fire calls, 18 vehicle accidents, 31 medical aids and 15 other calls.

On March 4th, four RV's burned at the Sheridan Rd. RV Storage area. On March 27th, there was a structure fire on Callender Road.

Nipomo Community Services District
REGULAR MEETING
DRAFT MINUTES

- C-2) CAL FIRE BATTALION CHIEF BILL FISHER (CONTINUED)
The Chipping Program will continue in the Nipomo Area from April 19th to June 17th.
Tri-tip BBQ to benefit Company 20 PCFs (Paid Call Firefighters) Sunday, April 25, 2010,
10am to 2pm, Von's parking lot.
- C-3) MIKE NUNLEY OF AECOM
Update re: Southland Wastewater Treatment Plant Upgrade
Eileen Shields, AECOM Engineer, reported for Mike Nunley today. She reviewed the
report in the Board packet and answered questions from the Board.
- C-4) NCSD DISTRICT ENGINEER PETER SEVCIK
Update re: Recent Activities
Peter Sevcik, District Engineer, reviewed the report published in the Board packet and
answered questions from the Board.
- C-5) DIRECTORS' ANNOUNCEMENTS OF DISTRICT & COMMUNITY INTEREST
Receive Announcements from Directors Items of District & Community Interest

Director Winn

April 6, 2010 – The SLO Board of Supervisors approved Conservation Open Space
Element

April 7, 2010 – Water Resources Advisory Committee (WRAC) met and discussed the
Master Water Plan Workshop in the morning and the Resource Management System
Annual Report (RMS) in the afternoon. These affect the District's water supply, water
system, and sewer system. The recommendation was to continue with a Level II
Severity.

April 6, 2010 – There was a meeting in the District Boardroom. Discussion included
information about a light-brown apple moth doing damage to the apple trees and other
crops.

Met with Supervisor Achadjian and discussed the MOU.

May 5, 2010 – WRAC will discuss the Creston Master Plan. The decision made on
principles may set a precedent.

April 19, 2010 – Paso Robles Basin Plan, resource capacity study, which affects Nipomo
in a way that private farmers can report water use and still maintain privacy.

Director Eby

He attended the WRAC meeting where the Resource Management Report was
presented. He found Nipomo Mesa and NCSD numbers are inconsistent with the facts.
He suggested WRAC wait for the NMMA Technical Group Annual Report at the end of
April and the NCSD's Urban Water Management Plan Update.

LAFCO meeting on April 15th will consider:

- ◇ a small annexation to Arroyo Grande;
- ◇ review the NCSD Sphere of Influence Municipal Service Review;
- ◇ LAFCO budget for the coming fiscal year. 15% budget reduction.

Director Vierheilg

April 17, 2010 – Central Coast Greenhouse Growers Association (CCGGA) will hold its
annual greenhouse open house from 8-3. For more information, go to CCGGA.org.

Nipomo Native Garden Spring Garden Tour will be April 25th from 1-3 pm.

Director Harrison

There will be CCGGA demonstrations and FFA groups at the Edwards Barn. Rotary
Club will sell BBQ sandwiches at the Edwards Barn.

Rotary Club will hold a clean-up day at Oso Flaco Lake April 24th. The Chumash will be

Nipomo Community Services District
REGULAR MEETING
DRAFT MINUTES

putting in a story along the causeway of how the Chumash lived.

May 7, 2010 - Rotary Golf Club at Cypress Ridge

April 14, 2010, 7:00 p.m. – Meeting at Grover Beach City Hall concerning what to do with the staging area for equestrians at the beach end of Grand Avenue.

C-6) PUBLIC COMMENT ON ITEMS NOT ON AGENDA

There was no public comment.

00:49:50

D. CONSENT AGENDA

D-1) APPROVE WARRANTS

D-2) APPROVE BOARD MEETING MINUTES

Approve Minutes of March 24, 2010

D-3) INITIATE LANDSCAPE MAINTENANCE DISTRICT ENGINEERING REPORT

RESOLUTION NO. 2010-1183
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

D-4) MISTY GLEN WATERLINE CONNECTION PROJECT ACCEPTANCE

There was one minor correction in the proposed resolution.

Upon motion by Director Vierheilig, and seconded by Director Winn, the Board unanimously approved the items on the Consent Agenda, as amended. There was no public comment. Vote 5-0.

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

E. ADMINISTRATIVE ITEMS

00:51:47

E-1) RECEIVE WORK PRODUCT #1 2010 URBAN WATER MANAGEMENT PLAN UPDATE

Michael LeBrun, Interim General Manager, explained that Water Systems Consulting will present the development of the Demand Database (Work Product #1) and computation of District per capita use.

Jeffery Szytel, PE, from Water Systems Consulting, reviewed the information provided to the Board and the public. Mr. Szytel answered questions from the Board.

The following member of the public spoke:

Bill Petrick, Blacklake resident, stated that the report was well written and the District got it's money's worth; however, he stated that there should be a section on conservation rather than just a statement on Table 17. He disagreed with the choice of how some of the information on Table 9 was presented. The NMMA Annual Reports are the best source for information on Mesa groundwater status.

Board discussion followed about production data, dates chosen for reporting, and the report in general. The Board received the report and thanked Mr. Szytel for the report.

The Board took a break at 11:18 a.m. and returned at 11:30 a.m.

The Board considered E-3 next. No one from the public commented on Item E-2.

Nipomo Community Services District
REGULAR MEETING
DRAFT MINUTES

02:16:37

E-3) REVIEW SEWER SYSTEM MANAGEMENT PLAN

Peter Sevcik, District Engineer, explained that the California State Water Resources Control Board adopted Order No. 2006-003, Statewide General Waste Discharge Requirements (WDR) for Wastewater Collection Agencies, on May 2, 2006. The WDR requires development of a Sewer System Management Plan (SSMP) and specifies monitoring, reporting and SSMP implementation requirements. Mr. Sevcik answered questions from the Board.

The following member of the public spoke:

Bill Petrick, Blacklake resident, stated that the proposed plan is a boiler-plate plan and does not connect to District procedures. He asked if the plan would prevent Blacklake Sewer System from financial meltdown, as happened in the past.

Upon motion by Director Eby, and seconded by Director Vierheilg, the Board unanimously adopted Resolution 2010-1184, as amended, approving SSMP Elements. Vote 5-0.

RESOLUTION NO. 2010-1184
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
APPROVING FINAL TOWN AND BLACKLAKE
SEWER SYSTEM MANAGEMENT PLAN (SSMP) ELEMENTS

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

The Board considered Closed Session next.

02:35:08

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
5. INITIATION OF LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9 (1 CASE)

J. PUBLIC COMMENT ON CLOSED SESSION ITEMS

There was no public comment.

Nipomo Community Services District
REGULAR MEETING
DRAFT MINUTES

K. ADJOURN TO CLOSED SESSION

President Harrison adjourned the meeting to Closed Session at 11:49 a.m.

L. OPEN SESSION

ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION

The Board came back into Open Session at 1:10 p.m.

Jon Seitz, District Legal Counsel, announced the following:

The Board considered Item 4, above, gave direction to staff and took no formal action.

The Board also commenced discussion of Item 1, above, but did not conclude that discussion.

The Board anticipates re-adjourning to Closed Session after the regular agenda items to continue with the subject.

The Board took a break at 1:12 p.m. and returned at 1:18 p.m.

02:42:32

E-4) STRATEGIC PLANNING WORKSHOP

Brent Ives, of BHI Consulting, conducted a workshop focused on an annual update of the District's Strategic Plan. He outlined that he would do the following in the workshop:

- ◇ Review action the District has taken, to date.
- ◇ Re-look at the District's Mission and Vision statements.
- ◇ Discuss how the plan changes after one year.
- ◇ Get thoughts on the update.
- ◇ Incorporate the Board's input.

The Board discussed the plan and made suggestions for changes to the plan. The amended plan will be brought back to a future meeting for approval.

The Board took a break at 3:13 p.m. and returned at 3:22 p.m.

05:18:57

E-2) REVIEW PRIOR BOARD DIRECTION ON TUCKFIELD & ASSOCIATES WATER FUND FINANCIAL ANALYSIS/RATE STUDY

The Board discussed tabling Item E-2. President Harrison asked if there was any public present wishing to comment on the item.

The following member of the public spoke:

Bill Petrick, Blacklake resident, stated that Table 1 on Capital Improvements is unrealistic considering that NCSD's history does not support doing \$13 million of capital improvements in one year and should probably be stretched out. Also, the reserve cap of \$500,000 per year seems arbitrary. He stated that the costs (in the assessment financing table) include the supplemental costs (\$1 million) when it may not happen. He asked why start charging for something that won't occur for two or three years.

Michael LeBrun, Interim General Manager, stated that the latest design is at 90 percent.

Upon motion by Director Vierheilig, and seconded by Director Winn, the Board unanimously agreed to continue the item to April 28, 2010. Vote 5-0.

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

Nipomo Community Services District
REGULAR MEETING
DRAFT MINUTES

05:24:17

E-5) LAFCO REQUEST FOR NOMINATIONS, ALTERNATE SPECIAL DISTRICT MEMBER

The Board had no suggestions for nominations. Upon motion by Director Winn and seconded by Director Vierheilig, the request for nominations was received and filed. There was no public comment. Vote 5-0.

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

05:25:24

F. MANAGER'S REPORT

Upon motion by Director Winn and seconded by Director Vierheilig, the Board unanimously agreed to defer this item to the next regular meeting. There was no public comment. Vote 5-0.

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

G. COMMITTEE REPORT

There was no Committee Report.

H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

Directors will contact staff with additional requests.

I. CLOSED SESSION

Jon Seitz, District Legal Counsel, announced that the Board would adjourn to Closed Session to continue the items listed earlier. Item 4 will not be discussed in this portion. The Board adjourned to Closed Session to resume the session at 4:11 p.m.

J. OPEN SESSION

ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION

The Board came back into Open Session at 5:30 p.m.

Jon Seitz, District Legal Counsel, announced that the Board heard an update on the items above, gave instructions to legal counsel, and took no reportable action.

ADJOURN

President Harrison adjourned the meeting at 5:31 p.m.

NIPOMO COMMUNITY SERVICES DISTRICT

MONDAY APRIL 19, 2010

8:30 A.M.

SPECIAL MEETING DRAFT MINUTES

BOARD of DIRECTORS

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

MEETING LOCATION

District CONFERENCE Room
148 S. Wilson Street
Nipomo, California

A Special Meeting of the Nipomo Community Services District ("District") was held on Monday, April 19, 2010, 8:30 a.m. at the District Office located at 148 S. Wilson Street, Nipomo, CA. The following items were be considered by the District Board of Directors as part of the Special Meeting Agenda.

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

President Harrison called the meeting to order at 8:30 a.m. and led the flag salute.
At Roll Call, the following directors were present:
Directors Nelson, Winn, Eby and Harrison. Director Vierheilig was absent.

CLOSED SESSION ITEMS

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

2. CONFERENCE WITH DISTRICT LEGAL COUNSEL RE: PENDING LITIGATION PURSUANT TO GC §54956.9 SMVWCD VS. NCSO (SANTA CLARA COUNTY CASE NO. CV 770214, SIXTH APPELLATE COURT CASE NO. H032750 AND ALL CONSOLIDATED CASES).

3. PUBLIC COMMENT ON CLOSED SESSION ITEM

There was no public comment.

4. ADJOURN TO CLOSED SESSION

The Board went into Closed Session at 8:35 a.m.

5. OPEN SESSION/ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION

The Board came out of Closed Session at 9:25 a.m. Jon Seitz, District Legal Counsel, announced that the Board heard and update of the subject above but had no reportable action.

ADJOURN

President Harrison adjourned the meeting at 9:26 a.m.

TO: BOARD OF DIRECTORS
FROM: MICHAEL LEBRUN *ML*
DATE: APRIL 23, 2010



ACCEPT QUARTERLY FINANCIAL REPORT

ITEM

ACCEPT QUARTERLY FINANCIAL REPORT [RECOMMEND APPROVAL]

BACKGROUND

The District's fiscal year is now 75% complete. The consolidated operating revenues are at 66.24% of the budget, operating expenditures are at 63.71% of the budget and general and administrative expenditures are at 58.90% of the budget.

Attached are the following which provide an overview of the first nine months of the fiscal year:

Page 1	Summary of Approved Budget Amendments
Page 2	Summary of Revenues, Expenses and Cash Balances by Fund
Page 3	Consolidated Balance Sheet
Page 4-5	Consolidated Income Statement
Page 6-7	Graphs for Consolidated Revenues and Expenses
Page 8-10	Graphs for major funds (Water, Town Sewer, and Blacklake Sewer)

Detailed information by fund is available in the office.

RECOMMENDATION

It is recommended that your Honorable Board accept and direct Staff to file the quarterly financial report for the third quarter of fiscal year 2009-2010.

NIPOMO COMMUNITY SERVICES DISTRICT
SUMMARY OF APPROVED BUDGET AMENDMENTS

FIRST QUARTER ENDING SEPTEMBER 30, 2009

DATE	DESCRIPTION	FUNDS	APPROVED BUDGET	APPROVED AMENDMENT	AMENDED BUDGET
8/20/09	Transfer from EOC Set Up line item to Ford Ranger	Fund #110	\$14,000	\$2,619	\$16,619
			\$10,000	(\$2,619)	\$ 7,381
9/9/09	Purchase Back Hoe	Fund #600	\$0	\$83,322	\$83,322
		Fund #125	\$14,453	(\$14,453)	\$0
		Fund #130	\$4,818	(\$4,818)	\$0
		Fund #150	\$2,628	(\$2,628)	\$0
9/30/09	Willow Road Waterline Phase 1	Fund #700	\$1,000,000	\$150,506	\$1,150,506

SECOND QUARTER ENDING DECEMBER 31, 2009

DATE	DESCRIPTION	FUNDS	APPROVED BUDGET	APPROVED AMENDMENT	AMENDED BUDGET
10/14/09	EOC Radio Purchase & Set Up	Fund #700	\$11,000	\$6,600	\$17,600
		Fund #710	\$7,600	\$2,200	\$9,800
		Fund #830	\$1,400	\$1,200	\$2,600
12/9/09	General Manager Replacement (recruitment, overlap of wages and legal)	Fund #110	\$0	\$51,000	\$51,000

THIRD QUARTER ENDING MARCH 31, 2010

DATE	DESCRIPTION	FUNDS	APPROVED BUDGET	APPROVED AMENDMENT	AMENDED BUDGET
	NONE				

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NIPOMO COMMUNITY SERVICES DISTRICT
SUMMARY OF REVENUES AND EXPENSES BY FUND
NINE MONTHS ENDING MARCH 31, 2010

FUND	FUND #	YTD REVENUES	YTD EXPENSES	FUNDED REPLACEMENT	YTD SUPRLUS/ (DEFICIT)
Administration	110	280,979	(280,979)	0	0
Water	125	2,548,664	(1,678,565)	(525,000)	345,099
Town Sewer	130	1,116,426	(708,178)	(279,225)	129,023
Blacklake Sewer	150	249,221	(175,521)	(15,000)	58,700
Blacklake Street Lighting	200	12,921	(16,744)	0	(3,823)
Street Landscape Maintenance	250	5,964	(11,060)	0	(5,096)
Solid Waste	300	63,329	(25,518)	0	37,811
Drainage Maintenance	400	8,609	0	0	8,609
Supplemental Water Capacity Fees	500	13,468	0	0	13,468
Property Taxes	600	343,315	(158,803)	0	184,512
Water Capacity Fees	700	21,899	0	0	21,899
Town Sewer Capacity Fees	710	24,569	(340,867)	0	(316,298)
Funded Replacement-Water	805	33,331	0	525,000	558,331
Funded Replacement-Town Sewer	810	18,023	0	279,225	297,248
Funded Replacement-BL Sewer	830	0	0	15,000	15,000
Town Sewer Sinking Fund	880	479,171	0	0	479,171
TOTAL		5,219,889	(3,396,235)	0	1,823,654

CASH BALANCE OF EACH FUND
AS OF MARCH 31, 2010

FUND	FUND #	CASH BALANCE 3/31/2010
Administration	110	(35,516)
Water	125	2,387,592
Town Sewer	130	387,957
Blacklake Sewer	150	170,927
Blacklake Street Lighting	200	36,215
Street Landscape Maintenance	250	16,537
Solid Waste	300	642,569
Drainage Maintenance	400	13,654
Supplemental Water (Incl COP)	500	2,465,029
Property Taxes	600	1,469,803
Water Capacity Fees	700	3,675,706
Town Sewer Capacity Fees	710	4,449,273
Funded Replacement-Water	805	3,465,627
Funded Replacement-Town Sewer	810	3,663,383
Funded Replacement-BL Sewer	830	(9,430)
Sinking Fund-Town Sewer	880	711,605
Funds held by Trustee		249,025
TOTAL		23,759,956

NIPOMO COMMUNITY SERVICES DISTRICT
BALANCE SHEET - CONSOLIDATED
AS OF MARCH 31, 2010

ASSETS

Cash and Cash Equivalents	23,759,956.18
Accounts Receivable - Utility Billing	191,310.97
Unbilled Accounts Receivable	642,500.00
Property, Plant & Equipment	45,156,764.37
Accumulated Depreciation	(13,288,115.72)
Prepaid Expenses	13,960.88
Accrued Interest Receivable	35,795.09
Receivable - Other	1,782.72
Notes Receivable - BL Sewer	203,172.91
Notes Receivable - BL Water Merger	222,243.00
Reservation Fee	37,500.00
Loan Fees - SRF Loan	256,834.00
Accumulated Amortization - SRF Loan Fees	(177,433.08)
Revenue COP's Bond Discount	178,100.60
Accumulated Amortization - Bond Discount	(36,361.92)

Total Assets	57,198,010.00
=====	

LIABILITIES

Accounts Payable	236,818.45
Other Payables	192.96
Refunds Payable	427.25
Construction Meter Deposits	4,000.00
Compensated Absences Payable	75,493.00
Deposits	47,260.03
Payroll Taxes Payable	6,453.82
Deposit - Maintenance Guarantee	3,657.55
Deposit - Pomeroy Rd Water Line	24,170.00
Deferred Revenue	6,300.00
Notes Payable - Property Tax Fund	203,172.91
Notes Payable - BL Water Merger	222,243.00
Revenue Bonds - Current Portion	10,000.00
SRF Loan #110 - Current Portion	34,868.35
SRF Loan #120 - Current Portion	42,180.25
Revenue COP's-Current Portion	85,000.00
Revenue Bonds Payable - Long Term Portion	100,000.00
SRF Loan #110 Payable - Long Term Portion	278,946.80
SRF Loan #120 Payable - Long Term Portion	421,802.50
Revenue COP's - Long Term Portion	3,425,000.00

Total Liabilities	5,227,986.87
=====	

FUND EQUITY

Contributed Capital - Assets	11,820,955.78
Contributed Capital - Capacity Fees (CY)	73,934.00
Contributed Capital - Supplemental Water Fees (CY)	34,900.00
Contributed Capital - Capacity Fees (PY)	17,405,450.62
Contributed Capital - Supplemental Water Fees (PY)	2,961,414.75
Contributed Capital - Right of Way	70,100.00
Contributed Capital - Assessment Districts	1,256,794.00
Contributed Capital - Grants	2,674,618.66
Retained Earnings-Reserved (Debt Service)	15,600.00
Retained Earnings-Reserved (Emergencies)	50,000.00
Retained Earnings-Reserved (Sewer Grant)	330,000.00
Retained Earnings-Reserved (Funded Replacement)	7,678,315.38
Retained Earnings - Unreserved	5,774,285.51
CURRENT EARNINGS	1,823,654.43

Total Fund Equity	51,970,023.13

Total Liabilities and Fund Equity	57,198,010.00
=====	

NIPOMO COMMUNITY SERVICES DISTRICT
INCOME STATEMENT - CONSOLIDATED
FOR THE PERIOD ENDING MARCH 31, 2010

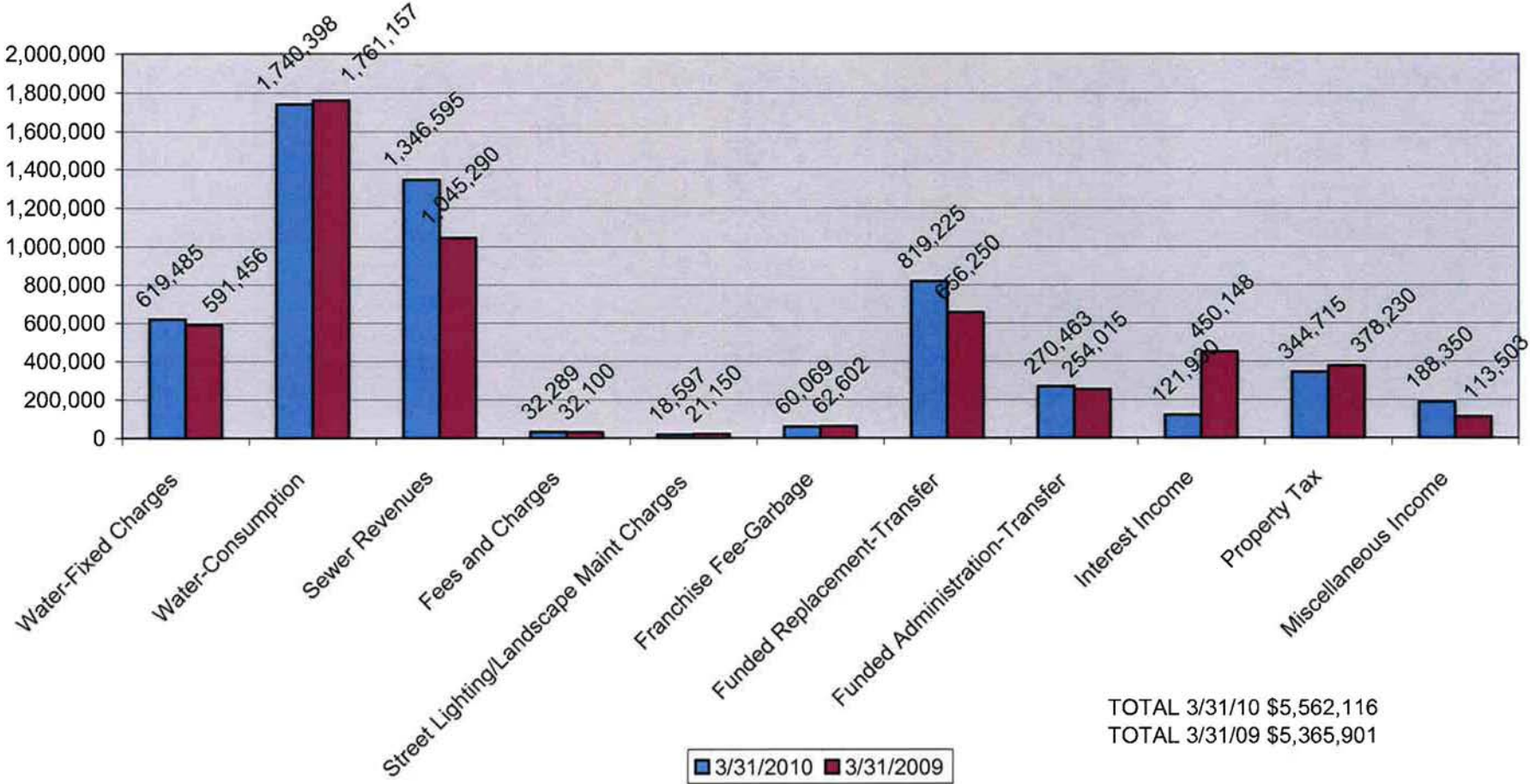
	YTD ACTUAL -----	ANNUAL BUDGET -----	% OF BUDGET -----
REVENUES			
Water - Fixed Charge	619,485.25	951,400.00	65.11 %
Water - Usage	1,710,616.10	3,003,900.00	56.95 %
Construction Water	26,195.70	35,000.00	74.84 %
Fire System Fee	3,586.70	4,000.00	89.67 %
Sewer Charges	1,346,594.72	1,872,000.00	71.93 %
Fees and Penalties	30,988.70	44,895.00	69.02 %
Meters	1,100.00	0	.00 %
Plan Check & Inspection Fees	200.00	0	.00 %
Franchise Fees	60,069.10	91,980.00	65.31 %
Miscellaneous Income	155,263.87	34,500.00	450.04 %
Street Lighting Charges	12,730.00	18,836.00	67.58 %
Landscape Maintenance Dist Charges	5,867.71	8,450.00	69.44 %
Operating Transfers In - Funded Administration	270,463.27	485,440.00	55.72 %
Operating Transfers In - Funded Replacement	819,224.91	1,092,300.00	75.00 %
Total Revenues	5,062,386.03	7,642,701.00	66.24 %
OPERATIONS AND MAINTENANCE			
Wages and Benefits	474,170.23	876,754.00	54.08 %
Electricity	467,171.57	623,620.00	74.91 %
Natural Gas	11,673.55	0	.00 %
Chemicals	26,257.25	32,000.00	82.05 %
Lab Tests	43,621.00	78,000.00	55.92 %
Operating Supplies	78,738.66	150,000.00	52.49 %
Outside Services	26,263.95	40,020.00	65.63 %
Permits and Operating Fees	25,222.81	25,500.00	98.91 %
Repairs and Maintenance	213,351.11	422,200.00	50.53 %
Engineering	46,223.32	13,000.00	355.56 %
Fuel	18,606.39	45,000.00	41.35 %
Paging Service	5,238.30	9,805.00	53.42 %
Meters - New Installation	0	10,000.00	.00 %
Meters - Replacement Program	0	48,000.00	.00 %
Uniforms	5,290.10	9,000.00	58.78 %
Landscape Maintenance & Water	10,972.84	8,080.00	135.80 %
Clean Up	0	9,460.00	.00 %
Conservation Program	33,247.57	126,000.00	26.39 %
Street Sweeping/Trash Collection	1,522.08	2,040.00	74.61 %
Operating Transfers Out - Funded Replacement	819,224.91	1,092,300.00	75.00 %
Subtotal - O & M	2,306,795.64	3,620,779.00	63.71 %
GENERAL AND ADMINISTRATIVE			
Wages and Benefits	495,749.43	695,694.00	71.26 %
Utilities	9,970.19	11,600.00	85.95 %
Audit	8,000.00	8,500.00	94.12 %
Bank Charges and Fees	1,816.96	1,500.00	121.13 %
Computer Expense	32,591.95	49,000.00	66.51 %

NIPOMO COMMUNITY SERVICES DISTRICT
 INCOME STATEMENT - CONSOLIDATED
 FOR THE PERIOD ENDING MARCH 31, 2010

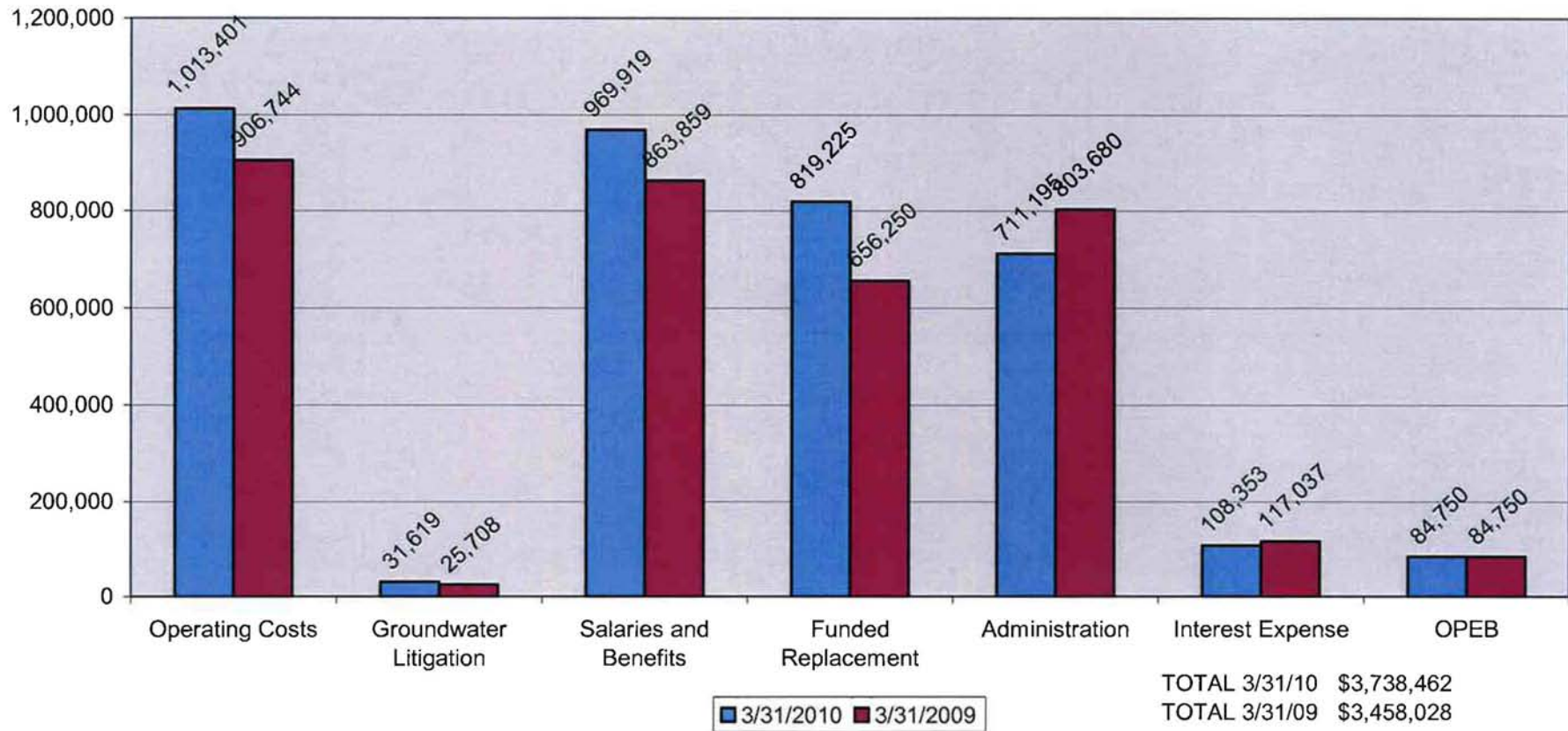
	YTD ACTUAL	ANNUAL BUDGET	% OF BUDGET
Director Fees	13,723.25	25,220.00	54.41 %
Dues and Subscriptions	16,837.45	15,000.00	112.25 %
Education and Training	3,588.37	31,000.00	11.58 %
Insurance - Liability	33,623.99	44,000.00	76.42 %
LAFCO Funding	23,358.54	20,350.00	114.78 %
Landscape and Janitorial	9,470.31	13,665.00	69.30 %
Legal - General Counsel	76,905.25	144,000.00	53.41 %
Legal - Water Counsel	31,619.36	150,000.00	21.08 %
Professional Services	141,344.31	209,000.00	67.63 %
Miscellaneous	4,419.47	6,000.00	73.66 %
Newsletters & Mailers	1,940.49	11,000.00	17.64 %
Office Supplies	7,235.65	23,000.00	31.46 %
Outside Service	9,980.85	13,505.00	73.90 %
Postage	12,964.59	19,465.00	66.60 %
Public Notices	3,356.59	15,350.00	21.87 %
Repairs and Maintenance	14,781.49	83,000.00	17.81 %
Property Taxes	1,069.84	1,040.00	102.87 %
Telephone	6,015.68	8,980.00	66.99 %
Travel and Mileage	5,986.01	17,500.00	34.21 %
Bond Administration	1,750.00	0	.00 %
Operating Transfer Out - Funded Administration	270,463.27	485,440.00	55.72 %
Subtotal - G & A	1,238,563.29	2,102,809.00	58.90 %
NON OPERATING INCOME			
Interest Income	121,929.81	492,630.00	24.75 %
Property Tax Revenues	344,714.85	508,140.00	67.84 %
BL Sewer Surcharge	16,329.81	24,480.00	66.71 %
BL Water Surcharge	16,755.78	25,779.00	65.00 %
Subtotal - Non Operating Income	499,730.25	1,051,029.00	47.55 %
NON OPERATING EXPENSES			
Interest Expense	108,352.92	171,725.00	63.10 %
Other Post Employment Benefits (OPEB)	84,750.00	113,000.00	75.00 %
Subtotal - Non Operating Expenses	193,102.92	284,725.00	67.82 %
Net Surplus/(Deficit)	1,823,654.43	2,685,417.00	67.91 %

UNAUDITED

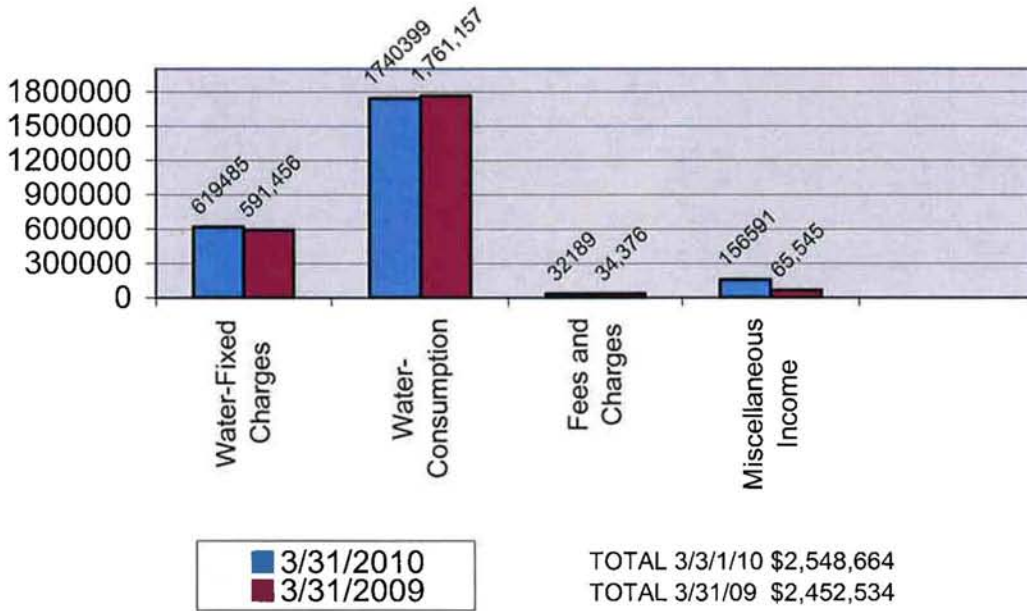
**NIPOMO COMMUNITY SERVICES DISTRICT
 COMBINED REVENUES FOR ALL FUNDS
 NINE MONTHS ENDED
 MARCH 31, 2010 AND MARCH 31, 2009**



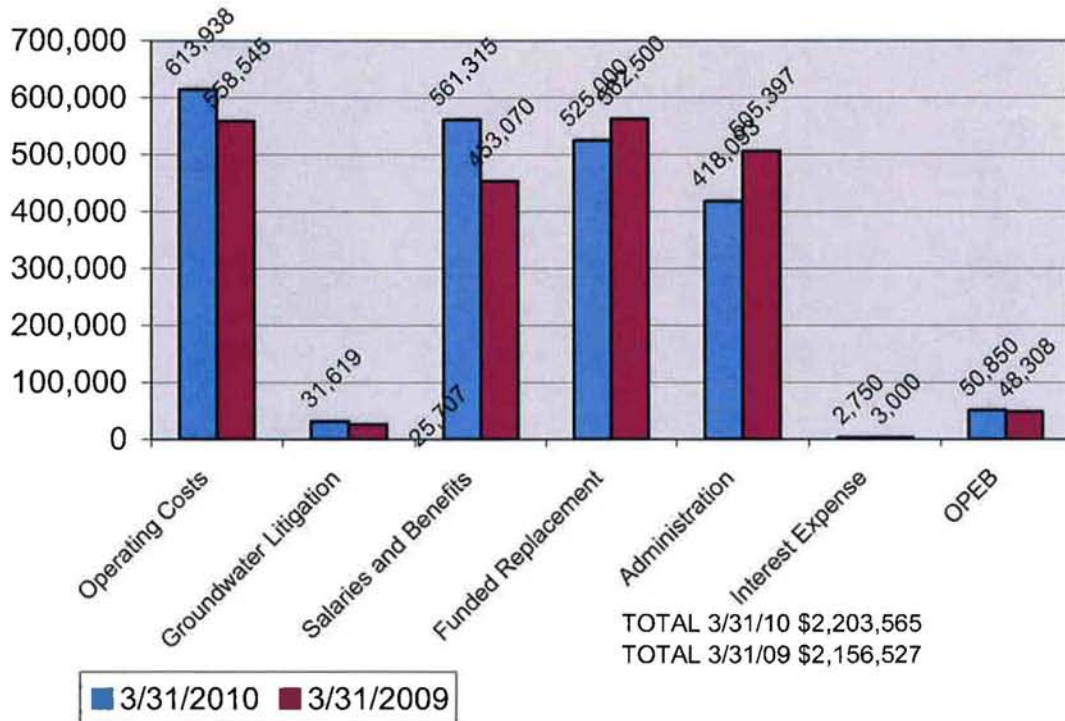
**NIPOMO COMMUNITY SERVICES DISTRICT
 COMBINED EXPENDITURES FOR ALL FUNDS
 NINE MONTHS ENDED
 MARCH 31, 2010 AND MARCH 31, 2009**



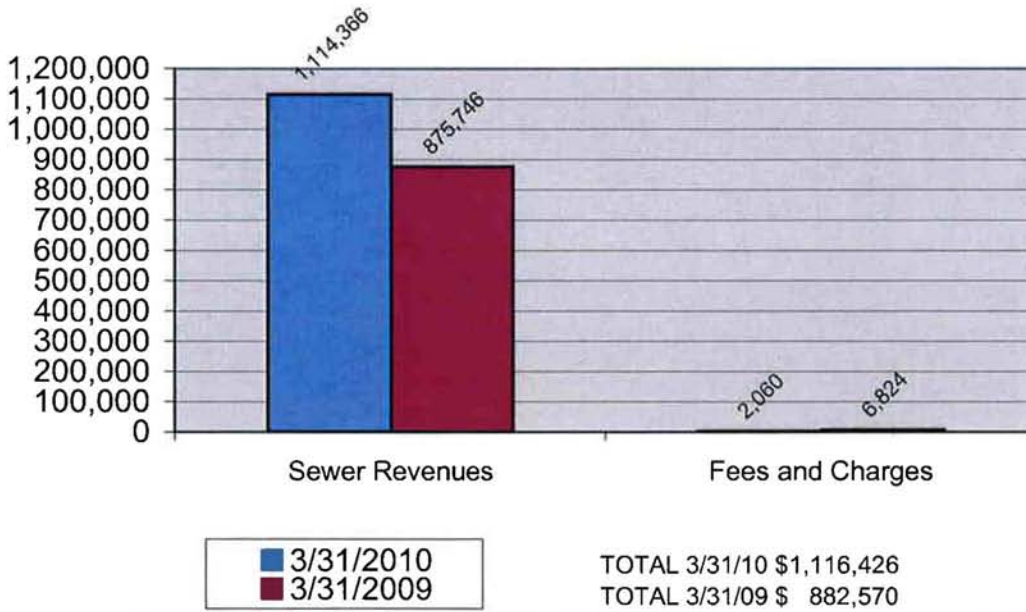
**NIPOMO COMMUNITY SERVICES DISTRICT
WATER FUND #125
REVENUES-MARCH 31 2010 AND MARCH 31, 2009**



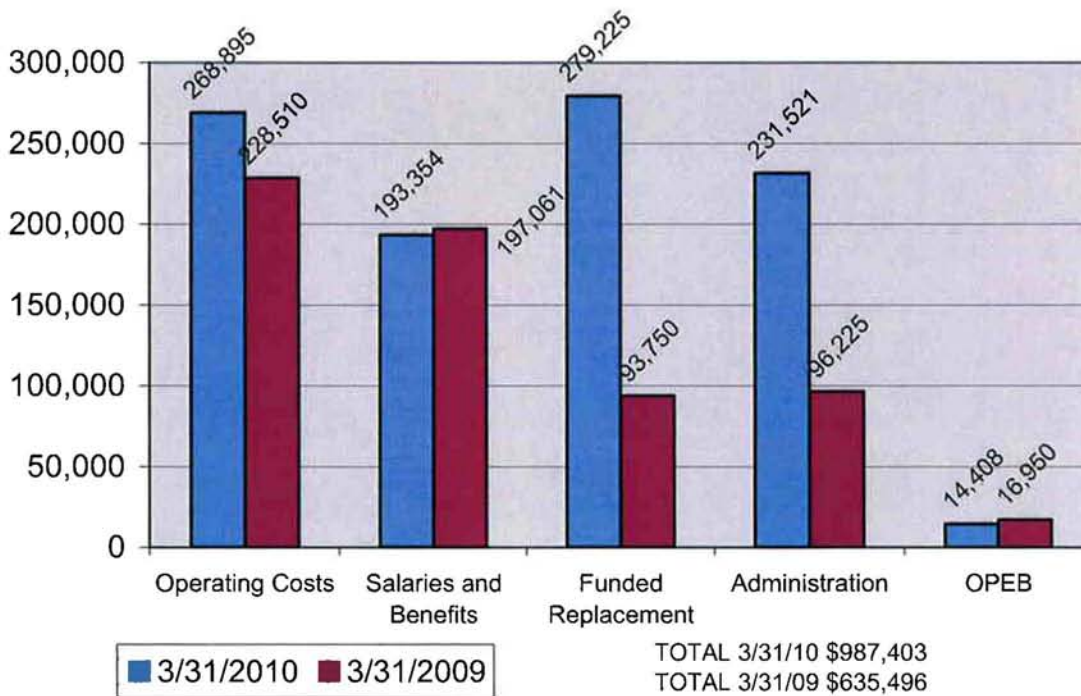
**NIPOMO COMMUNITY SERVICES DISTRICT
WATER FUND #125
EXPENDITURES-MARCH 31, 2010 AND MARCH 31, 2009**



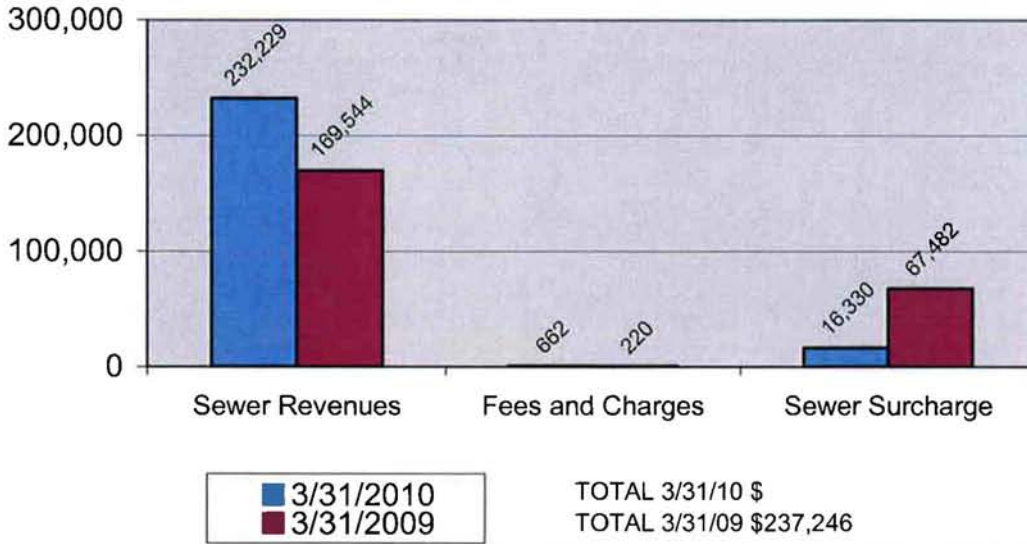
**NIPOMO COMMUNITY SERVICES DISTRICT
TOWN SEWER FUND #130
REVENUES-MARCH 31, 2010 AND MARCH 31, 2009**



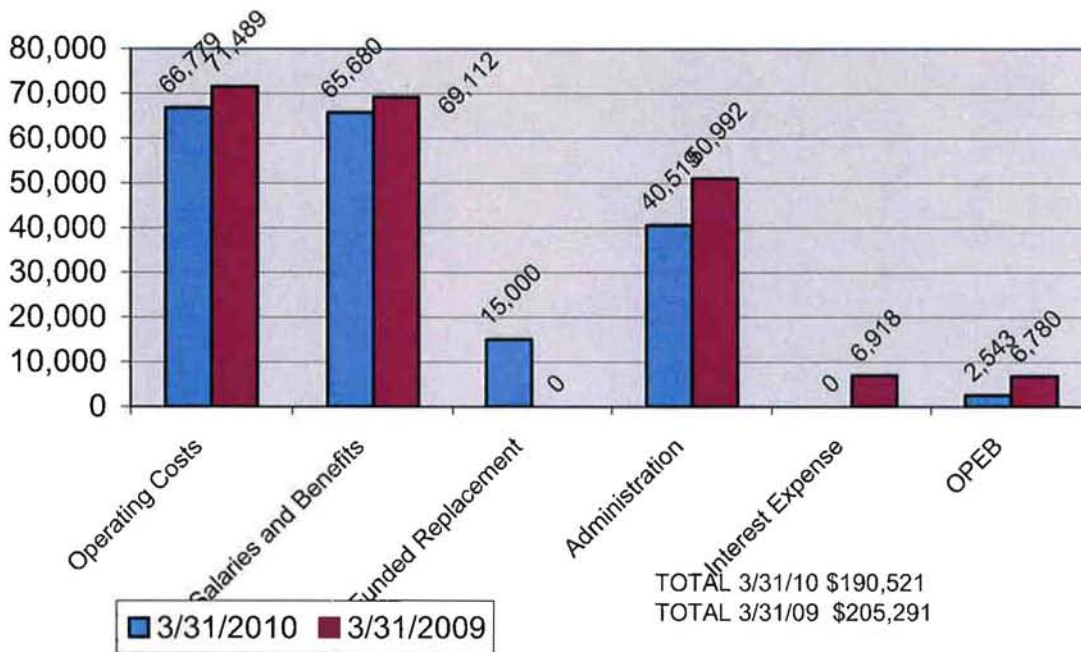
**NIPOMO COMMUNITY SERVICES DISTRICT
TOWN SEWER FUND #130
EXPENDITURES-MARCH 31, 2010 AND MARCH 31, 2009**



**NIPOMO COMMUNITY SERVICES DISTRICT
BLACKLAKE SEWER FUND #150
REVENUES-MARCH 31, 2010 AND MARCH 31, 2009**



**NIPOMO COMMUNITY SERVICES DISTRICT
BLACKLAKE SEWER FUND #150
EXPENDITURES-MARCH 31, 2010 AND MARCH 31, 2009**



TO: BOARD OF DIRECTORS
 FROM: MICHAEL LEBRUN *msl*
 DATE: APRIL 23, 2010

AGENDA ITEM
D-4
APRIL 28, 2010

INVESTMENT POLICY – FIRST QUARTER REPORT

The Board of Directors have adopted an Investment Policy for NCSD which states that the Finance Officer shall file a quarterly report that identifies the District's investments and their compliance with the District's Investment Policy. The quarterly report must be filed with the District's auditor and considered by the Board of Directors.

Below is the March 31, 2010 Quarterly Report for your review. The Finance Officer is pleased to report to the Board of Directors that the District is in compliance with the Investment Policy.

As District Finance Officer and Treasurer, I am pleased to inform the Board of Directors that the District is in compliance with the 2010 Investment Policy and that the objectives of safety, liquidity, and yield have been met. The District has the ability to meet cash flow requirements for the next six months.

After Board consideration and public comment, it is recommended that your Honorable Board accept the quarterly report by motion and minute order.

INVESTMENT POLICY-FIRST QUARTER REPORT 3/31/10

Investment	Institution	Amount of Deposit 3/31/10	Rate of Interest	Quarterly Interest Earned or Accrued 3/31/10	Amount of Deposit 3/31/09	Rate of Interest	Quarterly Interest Earned or Accrued 3/31/09
Money Market	Rabaobank (1)	\$110,052.18	N/A	\$0.00	\$149,689.50	.10%	\$37.83
Savings	Rabobank	\$926.54	0.10%	\$0.23	\$925.26	.16%	\$0.49
Pooled Money Investment	Local Agency Investment Fund (LAIF)	\$21,442,039.93	0.56%	\$29,994.68	\$22,220,142.18	1.91%	\$105,722.46
Certificate of Deposit (COP)	Rabobank	N/A	N/A	N/A	\$2,045,393.99	2.40%	\$12,056.63
Certificate of Deposit Account Registry Service (CDARS)	Mission Community Bank	\$2,052,512.73	0.65%	\$3,296.41	N/A	N/A	N/A

N/A – Not Applicable

(1) Account placed on Analyzed Services

ATTACHMENTS

None