

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

**AGENDA ITEM  
F  
APRIL 28, 2010**

**MANAGER'S REPORT**

**ITEM**

Standing report to your Honorable Board -- *Period covered by this report April 9, 2010 through April 23, 2010.*

**DISTRICT BUSINESS**

**Administrative**

- Negotiations with a new General Manager are progressing.
- Interviews will be conducted May 11, 2010, to fill pending vacancy of Board Secretary.
- Development of the District's 2010/2011 Budget continues. Finance Committee will meet May 4, 2010 to review the current draft Budget. A Board workshop on the draft Budget is scheduled for May 19, 2010.
- District office:
  - Roof repair is complete. Painting bids are being received.
- LAFCO will consider the District SOI/MSR update on May 20, 2010. District staff met with LAFCO and County planning staff on April 22, 2010, to discuss the May 2005 Memorandum of Agreement between the County and District. Based on discussions at that meeting, LAFCO will draft and update of the MOA for consideration by both agencies.

**Operations**

- Sundale Well is operational. Issues with power supply and pump controls continue to be diagnosed and corrected. The standby generator will be secured at the site and emergency operation trials will be conducted in the coming weeks. SDRMA has made an initial insurance distribution on the fire damage claim.
- Via Concha Well was pulled for evaluation. The well will be rehabilitated and put back in service in 30-60 days.
- Maria Vista Estates has set a total of ten water meters.

**Capital Improvement Projects**

- Waterline Intertie Project; Project accounting through March 2010 is attached.

**Conservation Program**

- Spring Workshops are currently being conducted. The final workshop of the season is scheduled for May 1, 9AM at the District offices. "Go Wild With Container Gardening" is the title. The Workshop will be conducted by District Conservation Specialist, Celeste Whitlow. Recent meeting summary attached.

**Meetings**

Significant meetings attended or scheduled:

- April 12, 2010; Town Sewer Upgrade Committee
- April 19; NMMA Technical Group
- April 19; Coordination Meeting with Board Officers
- April 20; Phone Conference with WIP Finance Team
- April 22; Meeting with LAFCO and County Planning staff
- April 23; Meeting with Board President and Board Liaison to NMMA TG

**Safety Program**

No incidents or accidents to report.

**Other**

**RECOMMENDATION**

Staff seeks direction and input from your Honorable Board.

**ATTACHMENTS**

- WIP Accounting through March 2010
- April 10 Spring Workshop Summary
- April 14 Manager's Report

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\2010\MANAGER'S REPORT\MANAGERS REPORT 100428.DOC

NIPOMO COMMUNITY SERVICES DISTRICT  
WATERLINE INTERTIE PROJECT  
MONTHLY REPORT TO THE BOARD OF DIRECTORS  
MARCH 2010 (FY JUNE 30, 2010)

REVENUES FY 2009-2010 (1)	<u>MONTH OF</u> <u>MARCH</u>	<u>FISCAL YEAR</u> <u>7/1/2009 TO</u> <u>6/30/2010</u>
Supplemental Water Capacity Fees Collected	0.00	34,900.00
Interest Income (monthly & quarterly posting)	1,853.45	13,467.63
Revenue Subtotal	1,853.45	48,367.63
<u>EXPENDITURES FY 2009-2010 (2)</u>		
<u>CONSULTANTS</u>		
1590-A1 Feasibility Study (Cannon)	0.00	0.00
1590-A2 EIR Preparation (Wood & Assoc)	0.00	0.00
1590-A3 Estimate/Preliminary Schedule (Cannon)	0.00	0.00
1590-A4 Proposed Routes/Facilities (Cannon)	0.00	0.00
1590-A5 Prop 50 Grant Applicatin	0.00	0.00
1590-A6 Project Support (Cannon)	0.00	0.00
1590-A7 Groundwater Grant Assistance (SAIC)	0.00	0.00
<u>LEGAL</u>		
1590-B1 Shipsey & Seitz	2,622.40	9,834.38
1590-B2 McDonough, Holland & Allen	0.00	0.00
1590-B3 Richards, Watson & Gershon	0.00	0.00
<u>LAND ACQUISITION</u>		
1590-C1 Appraisals (Tarvin & Reeder Gilman)	0.00	8,000.00
1590-C2 Property Negotiations (Hamner Jewell)	802.50	9,530.00
1590-C3 Property Acquisitions	0.00	0.00
<u>FINANCIAL</u>		
1590-D1 Reed Group and Wallace Group	0.00	4,476.25
1590-D2 Lobbying	4,500.00	40,500.00
<u>ENGINEERING</u>		
1590-E1 Preliminary Engineering Design (AECOM)	0.00	0.00
1590-E2 Water Modeling by Carollo (City of Santa Maria)	0.00	0.00
1590-E3 Alternative Water Supplies (AECOM)	0.00	0.00
1590-E4 Project Information (AECOM)	0.00	0.00
1590-E5 Project Design (AECOM)	0.00	199,507.19
1590-E6 Pressure Testing	0.00	0.00
1590-E7 Peer Review	72.50	12,907.65
1590-E8 Pot Holing	5,775.00	29,053.05
<u>OTHER</u>		
1590-F1 FGL Environmental	0.00	0.00
1590-F2 Copy/Print	0.00	0.00
<u>PERMITS</u>		
1590-G1 Santa Maria Valley Water Conservation District	0.00	0.00
<u>ASSESSMENT DISTRICT</u>		
1590-H1 Wallace Group	936.21	17,620.63
1590-H2 SLO County Reimbursement Agreement for JPA	0.00	10,000.00
<u>CONSTRUCTION</u>		
1590-I1 Construction Management (MNS)	0.00	13,650.00
<u>SALARY AND BENEFITS (3)</u>		
1590-Z1 Wages-Capitalized	3,289.20	36,158.11
1590-Z2 Payroll Taxes-Capitalized	190.76	1,330.94
1590-Z3 Retirement-Capitalized	271.82	7,621.49
1590-Z4 Medical-Capitalized	126.18	3,012.40
1590-Z5 Dental/Vision-Capitalized	18.01	405.59
1590-Z6 Workers Compensation-Capitalized	17.86	203.61
Expenditure Subtotal	18,622.44	403,811.29
Net Revenues less Expenditures	(16,768.99)	(355,443.66)
Beginning Fund Balance as of July 1, 2009		2,830,850.76
Ending Fund Balance as of March 31, 2010		2,475,407.10

(1) See attached "Supplemental Water Fees Collected" Schedule for more detail.  
(2) See attached "Supplemental Water Cost Summary" for more detail.  
(3) Salary and Benefits of Project Manager are allocated among NCSD projects and capitalized as part of the cost of the project.

**NIPOMO COMMUNITY SERVICES DISTRICT  
SUPPLEMENTAL WATER COST SUMMARY**

A/C #	DESCRIPTION	7/1/2004 TO 6/30/2005	7/1/2005 TO 6/30/2006	7/1/2006 TO 6/30/2007	7/1/2007 TO 6/30/2008	7/1/2008 TO 6/30/2009	7/1/2009 TO 6/30/2010	GRAND TOTAL
1645	Reservation Fee-City of Santa Maria	37,500.00	0.00	0.00	0.00	0.00	0.00	37,500.00
1590-A1	Feasibility Study (Cannon)	25,887.29	0.00	0.00	0.00	0.00	0.00	25,887.29
1590-A2	EIR Preparation (Wood & Assoc)	29,037.48	87,100.23	16,053.83	45,407.70	76,544.11	0.00	254,143.35
1590-A3	Est/Preliminary Schedule (Cannon)	3,706.19	2,602.75	0.00	0.00	0.00	0.00	6,308.94
1590-A4	Proposed Routes/Facilities (Cannon)	5,050.07	520.00	0.00	0.00	0.00	0.00	5,570.07
1590-A5	Prop 50 Grant Application	2,757.00	6,210.00	0.00	1,857.60	0.00	0.00	10,824.60
1590-A6	Project Support (Cannon)	0.00	11,797.44	0.00	0.00	0.00	0.00	11,797.44
1590-A7	Groundwater Grant Assistance (SAIC)	0.00	0.00	0.00	15,000.00	0.00	0.00	15,000.00
1590-B1	Shipsey & Seitz	0.00	23,095.55	17,564.25	2,201.50	18,224.00	9,834.38	70,919.68
1590-B2	McDonough, Holland & Allen	0.00	34,177.28	15,871.65	0.00	0.00	0.00	50,048.93
1590-B3	Richard, Watson & Gershon	0.00	9,472.38	27,954.81	0.00	0.00	0.00	37,427.19
1590-C1	Appraisals (Tarvin & Reeder Gilman)	0.00	0.00	16,170.00	10,000.00	0.00	8,000.00	34,170.00
1590-C2	Property Negotiations (Hamner Jewell)	0.00	0.00	0.00	0.00	15,250.00	9,530.00	24,780.00
1590-C3	Property Acquisitions	0.00	0.00	0.00	0.00	673.00	0.00	673.00
1590-D1	Reed Group and Wallace Group	0.00	2,809.85	0.00	0.00	7,585.45	4,476.25	14,871.55
1590-D2	Lobbying	0.00	0.00	0.00	38,801.11	38,950.00	40,500.00	118,251.11
1590-E1	Preliminary Engineering Design (Boyle)	0.00	6,470.33	223,286.67	103,460.19	2,194.43	0.00	335,411.62
1590-E2	Water Modeling by Carollo (City of SM)	0.00	0.00	24,942.00	0.00	0.00	0.00	24,942.00
1590-E3	Alternative Water Supplies (Boyle)	0.00	0.00	164,230.48	70,772.01	0.00	0.00	235,002.49
1590-E4	Project Information (Boyle)	0.00	0.00	0.00	6,000.00	0.00	0.00	6,000.00
1590-E5	Project Design (Boyle)	0.00	0.00	0.00	0.00	752,319.66	199,507.19	951,826.85
1590-E6	Pressure Testing	0.00	0.00	0.00	0.00	8,682.92	0.00	8,682.92
1590-E7	Peer Review	0.00	0.00	0.00	0.00	2,936.05	12,907.65	15,843.70
1590-E8	Pot Holing	0.00	0.00	0.00	0.00	0.00	29,053.05	29,053.05
1590-F1	Lab Testing (FGL Environmental)	0.00	0.00	5,047.00	0.00	0.00	0.00	5,047.00
1590-F2	Copy/Print	0.00	0.00	740.24	1,022.01	0.00	0.00	1,762.25
1590-G1	Permits	0.00	0.00	0.00	0.00	130.00	0.00	130.00
1590-H1	Assessment District	0.00	0.00	0.00	0.00	83,030.71	17,620.63	100,651.34
1590-H2	SLO County Reimb Agreement-JPA	0.00	0.00	0.00	0.00	0.00	10,000.00	10,000.00
1590-I1	Construction Management (MNS)	0.00	0.00	0.00	0.00	4,635.00	13,650.00	18,285.00
1590-Z1	Wages-Capitalized	0.00	29,076.92	35,884.51	28,197.08	31,926.57	36,158.11	161,243.19
1590-Z2	Payroll Taxes-Capitalized	0.00	587.22	587.42	455.96	504.53	1,330.94	3,466.07
1590-Z3	Retirement-Capitalized	0.00	8,418.08	10,344.53	8,110.84	8,690.47	7,621.49	43,185.41
1590-Z4	Medical-Capitalized	0.00	2,861.36	3,367.02	2,564.88	2,757.36	3,012.40	14,563.02
1590-Z5	Dental/Vision-Capitalized	0.00	0.00	247.90	328.23	348.15	405.59	1,329.87
1590-Z6	Workers Compensation-Capitalized	0.00	260.35	341.83	225.21	259.81	203.61	1,290.81
		103,938.03	225,459.74	562,634.14	334,404.32	1,055,642.22	403,811.29	2,685,889.74

**NIPOMO COMMUNITY SERVICES DISTRICT  
CERTIFICATES OF PARTICIPATION  
DEBT SERVICE SCHEDULE**

	PRINCIPAL	INTEREST	TOTAL DEBT SERVICE	PRINCIPAL BALANCE
				4,000,000.00
FY June 30, 2004	0.00	136,384.79	136,384.79	4,000,000.00
FY June 30, 2005	75,000.00	169,950.00	244,950.00	3,925,000.00
FY June 30, 2006	80,000.00	167,625.00	247,625.00	3,845,000.00
FY June 30, 2007	80,000.00	165,225.00	245,225.00	3,765,000.00
FY June 30, 2008	85,000.00	163,132.50	248,132.50	3,680,000.00
FY June 30, 2009	85,000.00	161,198.75	246,198.75	3,595,000.00
FY June 30, 2010	85,000.00	158,988.75	243,988.75	3,510,000.00
FY June 30, 2011	90,000.00	156,425.00	246,425.00	3,420,000.00
FY June 30, 2012	90,000.00	153,545.00	243,545.00	3,330,000.00
FY June 30, 2013	95,000.00	150,397.50	245,397.50	3,235,000.00

**NIPOMO COMMUNITY SERVICES DISTRICT  
SUPPLEMENTAL WATER FEES COLLECTED**

<b>PROJECT</b>	<b>DEVELOPER</b>	<b>SUMMARY</b>	<b>DATE PAID</b>	<b>WATER SUPPLY PORTION</b>	<b>PIPELINE PORTION</b>	<b>SUPPLEMENTAL TOTAL</b>
CO 06-0225	KENGEL	DEPOSIT FOR 2 ONE INCH METERS AND CREDIT FOR 1 ONE INCH METER EXISTING	11/3/2009			13,858.00
091-326-003	KENNY	1 ONE INCH METER	1/11/2010			13,858.00
TRACT 2663	KELLEY	FINAL FEES RECOMPUTED DUE TO INCREASE 7/1/09	1/11/2010			7,184.00
<b>FISCAL YEAR 2009-2010</b>			<b>SUBTOTAL</b>	0.00	0.00	34,900.00
CARRY FORWARD TOTALS FOR FY 04-05, FY 05-06, FY 06-07, FY 07-08 & FY 08-09				2,635,970.76	325,443.99	2,961,414.75
<b>GRAND TOTAL</b>				<b>2,635,970.76</b>	<b>325,443.99</b>	<b>2,996,314.75</b>



# NIPOMO COMMUNITY



# SERVICES DISTRICT

## BOARD MEMBERS

JAMES HARRISON, PRESIDENT  
LARRY VIERHELIG, VICE-PRESIDENT  
MICHAEL WINN, DIRECTOR  
ED EBY, DIRECTOR  
WILLIAM NELSON, DIRECTOR

## STAFF

MICHAEL LEBRUN, INTERIM GENERAL MANAGER  
LISA BOGNUDA, ASSISTANT GENERAL MANAGER  
TINA GRIETANS, UTILITY SUPERINTENDENT  
JON SEITZ, GENERAL COUNSEL  
CELESTE WHITLOW, CONSERVATION  
COORDINATOR

*Celebrating 45-Years of Service 1965-2010*

---

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

---

## MEMORANDUM

TO: MICHAEL LEBRUN, INTERIM GENERAL MANAGER  
FROM: CELESTE WHITLOW, CONSERVATION COORDINATOR  
DATE: APRIL 13, 2010  
RE: WORKSHOP #4 – TOP 25 PLANTS FOR THE NIPOMO AREA

### **BACKGROUND.**

The Nipomo Community Services District provides public education to our customers on methods to save water in the home and landscape. In the early Spring, we present four or five landscaping-oriented workshops. These workshops are very popular, and are a good way to provide information for our customers, and become aware of gardening and water conservation issues in our community.

### **SUMMARY.**

On Saturday, April 10, 2010, I presented a workshop, "Top 25 Plants for the Nipomo Area." Thirty-one enthusiastic people attended the workshop, and were active participants in the workshop process. Many of these attendees have been to the workshops before and, as a group, we work well together.

I prepared a PowerPoint presentation for the workshop, and have already provided you a copy of the presentation.

Our last workshop for the Spring series will be on May 1, 2010, when I will present a workshop entitled "Going Wild with Container Gardening!"

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

**AGENDA ITEM  
F  
APRIL 14, 2010**

**MANAGER'S REPORT**

**ITEM**

Standing report to your Honorable Board --*Period covered by this report March 19, 2010 through April 9, 2010.*

**DISTRICT BUSINESS**

**Administrative**

- General Manager Recruitment continues. Interviews were conducted April 8 and 9, 2010.
- Mr. Aaron Hughes will be joining the District team on April 19, 2010 as our newest Maintenance Worker.
- Mr. Pete Davidson has been promoted from Maintenance Worker to Utility Worker in recognition of his performance and recent assignment to the Vac Con team.
- The processes for recruiting a replacement for the retiring Board Secretary commenced.
- Development of the District's 2010/2011 Budget continues.
- District office:
  - Roof repair is complete. Painting services RFP has been developed and is being circulated.
- A meeting with LAFCO staff to discuss District comments to the 2010 SOI/MSR Update took place on March 26, 2010. A copy of the LAFCO April 15, 2010 staff report on the Update is attached for Board review.

**Operational**

- Sundale Well is operational.
- Via Concha Well was pulled for evaluation. A scope and proposal for rehabilitation is scheduled for Board review on April 28.
- Tefft Street Lift Station easement transfer is pending SLO County Board of Supervisor approval.
- District Engineer attended Disaster Safety Assessment Training – see attached program flyer.
- Maria Vista Estates has set a total of ten water meters.

**Conservation Program**

- Spring Workshops are currently being conducted. See summary of Workshop #3 attached.
- On March 16, District Conservation Specialist participated in a panel discussion on the State's Model Water Efficient Landscape Ordinance – see attached summary.
- The District achieved significant water conservation reductions during the past six years. These reductions are reviewed in the attached April 8, 2010 memo by District Conservation Specialist.

**Meetings**

Significant meetings attended or scheduled:

- April 1, 2010 UWMP Workproduct #1
- April 2, 2010, Meeting with Craig Annexation Proponents
- April 5, 2010, NMMA Technical Group

- April 7, 2010, Meeting with County on WIP MOU

**Safety Program**

Minor District Vehicle Accident – non-injury. See memo from Utility Superintendent.

**Other**

- CSDA Renewal and Annual Report – see Attachment.
- County Request to ConocoPhillips for further investigation on Miller Park Property – see attachment.

**RECOMMENDATION**

Staff seeks direction and input from your Honorable Board.

**ATTACHMENTS**

- April 15, 2010 LAFCO staff report
- Disaster Safety Program flyer
- April 4, 2010, Workshop Summary Memo
- April 7, 2010, MWELO Panel Summary Memo
- April 8, 2010, Water Conservation Memo
- April 7, 2010, Accident Memo
- March 22, 1010, CSDA Renewal Letter and 2009 Annual Report
- SLO County Letter to ConocoPhillips

NOT INCLUDED WITH  
APRIL 28 REPRODUCTION  
OF REPORT