

TO: BOARD OF DIRECTORS
FROM: DON SPAGNOLO 
DATE: JUNE 3, 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.

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.

ATTACHMENT

- Monthly Report

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\2010\PRESENTATIONS\100609AECOM.DOC

Memorandum

To Don Spagnolo, General Manager - NCSD Page 1

CC Michael LeBrun, 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 June 2, 2010

The Project Team has completed the following items this month:

1. AECOM attended a kickoff meeting with District staff and the District's peer reviewers for the project on May 17, 2010. AECOM presented the draft phasing plan and cost opinion prepared for the Master Plan Amendment.
2. The District received comments on the conceptual design from the peer reviewers and forwarded them to AECOM. Comments were reviewed for preparation of the Master Plan Amendment and a response memorandum will be prepared and submitted to the District.
3. AECOM submitted the Administrative Draft Master Plan Amendment for the District's review and comment.

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 Draft WWTF Master Plan Amendment, after District review and comments.

Yours Sincerely



Michael K. Nunley, PE

Enclosures: Project Schedule
Invoice Summary
Project Budget Summary

Southland WWTF Upgrades Design Schedule

Thu 6/3/10

ID	Task Name	% Work Complete	Duration	Start	Finish	Gantt Chart																																															
						Q08	1Q09	2Q09	3Q09	4Q09	1Q10	2Q10	3Q10	4Q10	1Q11	2Q11	3Q11	4Q11	1Q12	2Q12	3Q12	4																															
						N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O
1	Negotiation and Notice to Proceed	100%	20 days	Thu 2/26/09	Wed 3/25/09	100% 3/25																																															
2	Design	0%	514 days	Thu 3/26/09	Tue 3/15/11	[Gantt bars for Design tasks]																																															
3	Survey	100%	105 days	Thu 3/26/09	Wed 8/19/09	100% 8/19																																															
4	Preliminary Soils Report	100%	75 days	Thu 3/26/09	Wed 7/8/09	100% 7/8																																															
5	Draft Site Plan	100%	117 days	Thu 3/26/09	Fri 9/4/09	100% 9/4																																															
6	Draft Soils Report	100%	50 days	Thu 7/9/09	Wed 9/16/09	100% 9/16																																															
7	Draft Operations Plan - TM 1	100%	30 days	Thu 8/20/09	Wed 9/30/09	100% 9/30																																															
8	Revised Draft Soils Report	100%	15 days	Thu 10/1/09	Wed 10/21/09	100% 10/21																																															
9	Facility Master Plan Amendment #1	20%	12 wks	Wed 3/10/10	Tue 6/1/10	20% 6/1																																															
10	Administrative Draft Concept Report	0%	8 wks	Wed 6/2/10	Tue 7/27/10	0% 7/27																																															
11	District Review	0%	10 days	Wed 7/28/10	Tue 8/10/10	0% 8/10																																															
12	Draft Concept Report	0%	5 days	Wed 8/11/10	Tue 8/17/10	0% 8/17																																															
13	District / Peer Review	0%	10 days	Wed 8/18/10	Tue 8/31/10	0% 8/31																																															
14	Final Concept Report	0%	20 days	Wed 9/1/10	Tue 9/28/10	0% 9/28																																															
15	60% Plans, Specifications, and Estimates	0%	60 days	Wed 9/29/10	Tue 12/21/10	0% 12/21																																															
16	District / Peer Review	0%	10 days	Wed 12/22/10	Tue 1/4/11	0% 1/4																																															
17	95% Plans, Specifications, and Estimates	0%	20 days	Wed 1/5/11	Tue 2/1/11	0% 2/1																																															
18	District / Peer Review	0%	10 days	Wed 2/2/11	Tue 2/15/11	0% 2/15																																															
19	Final Plans, Specifications, and Estimates	0%	20 days	Wed 2/16/11	Tue 3/15/11	0% 3/15																																															
20																																																					
21	Environmental Impact Report	0%	423 days	Wed 4/8/09	Fri 11/19/10	[Gantt bars for EIR tasks]																																															
22	Notice of Award	100%	1 day	Wed 4/8/09	Wed 4/8/09	100% 4/8																																															
23	Completion of subconsultant analyses	0%	59.7 wks	Thu 4/9/09	Tue 6/1/10	0% 6/1																																															
24	Administrative Draft EIR	0%	2 wks	Tue 6/1/10	Tue 6/15/10	0% 6/15																																															
25	District Review and Revision of Project Description	0%	3 wks	Tue 6/15/10	Tue 7/6/10	0% 7/6																																															
26	Preparation of Public Draft EIR	0%	2 wks	Tue 7/6/10	Tue 7/20/10	0% 7/20																																															
27	EIR Public Review Period	0%	6.3 wks	Tue 7/20/10	Wed 9/1/10	0% 9/1																																															
28	Preparation of Administrative Final EIR/Responses to Comments	0%	16 days	Thu 9/2/10	Thu 9/23/10	0% 9/23																																															
29	Completion and Receipt of Comments from District on Final EIR	0%	17 days	Fri 9/24/10	Mon 10/18/10	0% 9/24																																															
30	Completion of Final EIR and Findings of Fact	0%	6 days	Thu 10/28/10	Thu 11/4/10	0% 11/4																																															
31	Public Hearings/EIR Certification	0%	11 days	Fri 11/5/10	Fri 11/19/10	0% 11/19																																															
32																																																					
33	RWQCB Permitting	0%	110 days	Mon 11/22/10	Fri 4/22/11	[Gantt bars for RWQCB tasks]																																															
34	Prepare ROWD	0%	2 wks	Mon 11/22/10	Fri 12/3/10	0% 12/3																																															
35	RWQCB review and issuance of WDRs	0%	5 mons	Mon 12/6/10	Fri 4/22/11	0% 4/22																																															
36																																																					
37	Bid Phase	0%	55 days	Mon 4/25/11	Fri 7/8/11	[Gantt bars for Bid Phase tasks]																																															
38	Advertisement	0%	30 days	Mon 4/25/11	Fri 6/3/11	0% 6/3																																															
39	Bid Opening	0%	5 days	Mon 6/6/11	Fri 6/10/11	0% 6/10																																															
40	Bid Review and Notice of Award	0%	20 days	Mon 6/13/11	Fri 7/8/11	0% 7/8																																															
41																																																					
42	Construction	0%	424 days	Wed 12/22/10	Mon 8/6/12	[Gantt bars for Construction tasks]																																															
43	Retain Design Firm to Perform Services During Construction	0%	20 days	Wed 12/22/10	Tue 1/18/11	0% 1/18																																															
44	Construct	0%	261 days	Mon 7/11/11	Mon 7/9/12	0% 7/9																																															
45	Startup & Testing	0%	20 days	Tue 7/10/12	Mon 8/6/12	0% 8/6																																															

Project: Southland Design 8 03 09 Date: Thu 6/3/10	Task Progress Baseline Milestone		Baseline Milestone Baseline Summary Rolled Up Baseline Rolled Up Baseline Milestone		Baseline Milestone Split Baseline Split External Tasks		Project Summary Group By Summary Deadline	
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Project Budget Summary

6/2/2010

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	\$140,448.19	\$89.10	72%	72%
Task Group 2 - Construction Documents	\$478,948.00	\$14,640.75	\$540.00	3%	3%
Task Group 3 - Project Management	\$68,787.00	\$22,214.25	\$2,902.50	37%	37%
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	\$28,458.00	\$3,140.10	85%	85%
Total	\$966,615.00	\$205,761.19	\$6,671.70	22%	22%

Date Printed 6/3/2010

Item	Description	Budgeted Amount Jan 2009 Master Plan (1)(2)(3)	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 (assumed January 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)

TO: BOARD OF DIRECTORS
FROM: DON SPAGNOLO 
DATE: JUNE 3, 2010

AGENDA ITEM
C-4
JUNE 9, 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.

ATTACHMENT

- 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: DON SPAGNOLO, P.E., GENERAL MANAGER
FROM: PETER V. SEVCIK, P.E., DISTRICT ENGINEER
DATE: JUNE 2, 2010
RE: DISTRICT ENGINEER ACTIVITIES UPDATE

- **Santa Maria Waterline Intertie Project**
 - Reviewed 90% plans for Bid Package #3, Blosser Road
 - Reviewing draft final plans for Bid Package #2, Nipomo Area Pipelines
 - Met with PG&E to discuss requirements for pump station power
- **Southland WWTF Upgrade**
 - Reviewing Draft Master Plan Amendment #1
 - Coordinating additional hydrogeologic investigation for Pasquini property
- **Willow Road Waterline Extension Phase 1 Project**
 - Attended Pre-Construction Meeting
 - Construction scheduled to begin 6/14
- **Willow Road Waterline Extension Phase 2 Project**
 - Met with County to discuss 65% waterline design drawings
- **Water and Sewer Master Plan Implementation**
 - Coordinating Quad Tank 1 and 2 Rehabilitation Project
 - SCADA upgrade design in progress
- **Safety Program**
 - Conducted quarterly safety training for all District employees on 5/13
 - Continue to coordinate on-line safety training for all District Employees
- **Sewer System Management Plan**
 - Fats, Oils and Grease (FOG) Control program in progress
- **Regulatory Compliance**
 - Submitted monthly compliance reports for the water and wastewater systems
- **Other**
 - Assisting GM with Urban Water Management Plan
 - Prepared bid documents for shop storage building and managed bid process

TO: BOARD OF DIRECTORS
FROM: DON SPAGNOLO
DATE: JUNE 3, 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 May 26, 2010

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TO: BOARD OF DIRECTORS
 FROM: DON SPAGNOLO
 DATE: JUNE 4, 2010

**AGENDA ITEM
 D-1
 JUNE 9, 2010**

**TOTAL COMPUTER
 CHECKS
 \$221,272.45**

HAND WRITTEN CHECKS

05-24-10	20126	E. EBY	SUPPLEMENTAL WATER COMM	\$ 100.00
05-24-10	20127	J. HARRISON	SUPPLEMENTAL WATER COMM	100.00
05-25-10	20128	CALIF. WATER ENV. ASSOC.	MEMBERSHIP - BREWER	132.00
05-25-10	20129	L. WADE	DAMAGE CLAIM	75.00
06-04-10	20130	T. SPITTLER	WASHER REBATE	75.00
06-04-10	20131	M.J. PONDER	WASHER REBATE	75.00
06-04-10	20132	PG&E	ELECTRICITY	36,950.20

VOID - NONE

COMPUTER GENERATED CHECKS

Number	Date	Vendor/Organization	Invoice Id	Date	Description/Reference	Period	Amount	Amount Paid
18042	05/28/10	EMP01 EMPLOYMENT DEVELOP DEPT	B00524	05/24/10	STATE INCOME TAX	05-10	1366.84	1366.84
18043	05/28/10	MID01 RABOBANK-PAYROLL TAX DEPOS	B00524	05/24/10	COMBINED CHECK	05-10	5178.57	5178.57
18044	05/28/10	MID02 RABOBANK-DIRECT DEPOSIT	B00524	05/24/10	NET PAY	05-10	28166.80	28166.80
18045	05/28/10	PER01 PERS RETIREMENT	B00524	05/24/10	PERS PAYROLL REMITTANCE	05-10	7752.12	7752.12
18046	05/28/10	STA01 ING-PERS 457 DEFERRED COMP	B00524	05/24/10	457 DEFERRED COMP	05-10	1125.00	1125.00

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
018047	06/09/10	ABA01	ABALONE COAST BACTERIOLOG	97.00	.00	97.00	10-1072	SOUTHLAND WWTF LAB
				20.00	.00	20.00	10-1092	BL WWTF LAB
				20.00	.00	20.00	10-1104	BL WWTF LAB
				175.00	.00	175.00	10-1119	WATER SAMPLES
				20.00	.00	20.00	10-1120	BL WWTF LAB
				97.00	.00	97.00	10-1141	SOUTHLAND WWTF LAB
				105.00	.00	105.00	10-1142	SOUTHLAND WWTF LAB
				20.00	.00	20.00	10-1144	BL WWTF LAB
				176.00	.00	176.00	10-1145	SOUTHLAND WWTF LAB
				124.00	.00	124.00	10-1146	BL WWTF LAB
				20.00	.00	20.00	10-1158	BL WWTF LAB
				20.00	.00	20.00	10-1172	BL WWTF LAB
				20.00	.00	20.00	10-1187	BL WWTF LAB
				175.00	.00	175.00	10-1202	WATER SAMPLES
				20.00	.00	20.00	10-1203	BL WWTF LAB
				176.00	.00	176.00	10-1217	SOUTHLAND WWTF LAB
				124.00	.00	124.00	10-1218	BL WWTF LAB
				20.00	.00	20.00	10-1219	BL WWTF LAB
				20.00	.00	20.00	10-1242	BL WWTF LAB
				20.00	.00	20.00	10-1258	BL WWTF LAB
			Check Total.....:	1469.00	.00	1469.00		
018048	06/09/10	ADV01	ADVANTAGE ANSWERING PLUS	141.78	.00	141.78	112882	ANSWERING SERVICE
018049	06/09/10	ALX01	ALEXANDER'S CONTRACT SERV	2279.72	.00	2279.72	5260012	METER READS
018050	06/09/10	AME03	AMERI PRIDE	121.17	.00	121.17	88227	UNIFORMS ETC
				117.02	.00	117.02	94571	UNIFORMS, ETC
			Check Total.....:	238.19	.00	238.19		
018051	06/09/10	ATT01	AT&T/MCI	150.13	.00	150.13	1382404	PHONE
				29.97	.00	29.97	1382656	PHONE
				154.38	.00	154.38	1382726	PHONE
			Check Total.....:	334.48	.00	334.48		
018052	06/09/10	BAN01	THE BANK OF NEW YORK	2194.20	.00	2194.20	1474416	COP BOND ADMINISTRATION
018053	06/09/10	BER02	BERKADIA COMMERCIAL MORTG	12750.00	.00	12750.00	051710	DEBT SERVICE INT - EUREKA
018054	06/09/10	BHI01	BHI MANAGEMENT CONSULTING	580.00	.00	580.00	010-45	STRATEGIC PLAN UPDATE
018055	06/09/10	BRE02	BRENNTAG PACIFIC INC.	676.63	.00	676.63	BPI998694	CHLORINE - WELLS
				257.85	.00	257.85	BPI998695	CHLORINE BLWW
			Check Total.....:	934.48	.00	934.48		

**NIPOMO COMMUNITY SERVICES DISTRICT
WARRANTS JUNE 4, 2010**

**AGENDA ITEM
D-1
JUNE 9, 2010
PAGE TWO**

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
018056	06/09/10	CAL03	CALIFORNIA ELECTRIC SUPPL	169.93	.00	169.93	411042	SUPPLIES
				84.44	.00	84.44	411271	SUPPLIES
				220.90	.00	220.90	411606	SUPPLIES
				12.12	.00	12.12	411617	SUPPLIES
				1.04	.00	1.04	411655	SUPPLIES
			Check Total.....:	488.43	.00	488.43		
018057	06/09/10	CAL16	CALPERS	28250.00	.00	28250.00	6/2010	OPEB QUARTERLY FUNDING
018058	06/09/10	CAN02	CANNON ASSOCIATES	5501.85	.00	5501.85	48477	SUNDALE SCADA PANEL
				5900.34	.00	5900.34	48711-R	WILLOW RD EXT PHASE II
				532.08	.00	532.08	48712-R	MISTY GLEN WILLOW RD PHAS
				9546.25	.00	9546.25	48713-R	WILLOW RD EXT PHASE I
			Check Total.....:	21480.52	.00	21480.52		
018059	06/09/10	CLE06	CLEVER DUCKS	1671.25	.00	1671.25	10578	COMPUTER SUPPORT
				350.00	.00	350.00	10579	COMPUTER SUPPORT
				1050.00	.00	1050.00	10580	REPLACE WORKSTATIONS
				495.00	.00	495.00	10581	BLACKBERRY
			Check Total.....:	3566.25	.00	3566.25		
018060	06/09/10	COA01	COASTLINE EQUIPMENT	12.23	.00	12.23	3968554	SUPPLIES
018061	06/09/10	CRO03	CROSNO CONSTRUCTION INC	19341.00	.00	19341.00	052410	WATER STORAGE TANKS
018062	06/09/10	DEL03	DENNIS DELZEIT	1152.00	.00	1152.00	060110	PEER REVIEW SOUTHLAND WWT
018063	06/09/10	EBY01	EBY, ED	100.00	.00	100.00	060910	REG BD MEETING 060910
018064	06/09/10	FAR02	FAR WEST EXPRESS	13.00	.00	13.00	E19110	DELIVERY
018065	06/09/10	FGL01	FGL ENVIRONMENTAL	24.00	.00	24.00	3971A	WATER SAMPLES
018066	06/09/10	FIS02	FISHER SCIENTIFIC	9389.08	.00	9389.08	4117630	LAB EQUIPMENT
018067	06/09/10	FOR01	FORMS 2020	1450.55	.00	1450.55	4466	BILLING ENVELOPES
				1371.96	.00	1371.96	4467	BILLING ENVELOPES
			Check Total.....:	2822.51	.00	2822.51		
018068	06/09/10	GAS02	GAS COMPANY, THE	40.60	.00	40.60	052110	OFFICE HEAT
				15.79	.00	15.79	052710	SHOP HEAT 04163737945
			Check Total.....:	56.39	.00	56.39		
018069	06/09/10	GIL01	GLM, INC.	325.00	.00	325.00	052810	LANDSCAPE OFFICE
018070	06/09/10	GWA01	GWA INC	50.00	.00	50.00	10060064	ALARM SET UP
				53.00	.00	53.00	100500640	ALARM MONITORING
				85.00	.00	85.00	100502062	ALARM MONITORING
				85.00	.00	85.00	100502107	ALARM MONITORING
			Check Total.....:	273.00	.00	273.00		
018071	06/09/10	HAR02	HARRISON, JAMES	100.00	.00	100.00	060910	REG BD MEETING 060910
018072	06/09/10	HAR04	HARPER & ASSOCIATES ENG I	6196.22	.00	6196.22	ENG-4119	CONST MGMT WATER TANKS
				1320.00	.00	1320.00	ENG-4120	ENG SERV WATER TANKS 1 &
			Check Total.....:	7516.22	.00	7516.22		
018073	06/09/10	KOE01	KOEHLER PLUMBING, INC	75.00	.00	75.00	4605	BACKFLOW DEVICE TEST
018074	06/09/10	LAN02	LANDMARK LANDSCAPE CO INC	214.00	.00	214.00	48790	LANDSCAPE MAINT
018075	06/09/10	MNS01	MNS ENGINEERS INC	6000.00	.00	6000.00	59621	WIP PRE CONSTRUCTION PHAS
018076	06/09/10	NEL01	NELSON, WILLIAM J	100.00	.00	100.00	060910	REG BD MEETING 060910
018077	06/09/10	OFF01	OFFICE DEPOT	187.53	.00	187.53	519609570	SUPPLIES
				67.06	.00	67.06	519673618	SUPPLIES
				21.06	.00	21.06	519673957	SUPPLIES
				130.35	.00	130.35	519830399	SUPPLIES
				8.06	.00	8.06	519830530	SUPPLIES
			Check Total.....:	414.06	.00	414.06		
018078	06/09/10	ONE01	1-800-CONFERENCE	316.97	.00	316.97	120701671	CONFERENCE CALLS
018079	06/09/10	PRE01	PRECISION JANITORIAL	650.00	.00	650.00	200	JANITORIAL SERVICE FOR MA
018080	06/09/10	RIC01	RICHARDS, WATSON, GERSHON	2325.00	.00	2325.00	171421	WATER RIGHTS ADJUDICATION
018081	06/09/10	SAI01	SAIC	436.00	.00	436.00	871063	NMMA TG

**NIPOMO COMMUNITY SERVICES DISTRICT
WARRANTS JUNE 4, 2010**

**AGENDA ITEM
D-1
JUNE 9, 2010
PAGE THREE**

018082	06/09/10	SHI01	SHIPSEY & SEITZ, INC	26767.93	.00	26767.93	043010	LEGAL SERVICES THRU 4/30/
018083	06/09/10	SOU01	SOUTH COUNTY SANITARY	34.92	.00	34.92	2952890	TRASH COLLECTION
				169.12	.00	169.12	2954311	OLDE TOWNE TRASH COLLECTI
			Check Total.....:	204.04	.00	204.04		
018084	06/09/10	SOU03	SOUTH COUNTY SANITARY	343.12	.00	343.12	MAY 2010	SOLID WASTE TAX LIENS
018085	06/09/10	TAF01	TAFT ELECTRIC	1228.07	.00	1228.07	30617G	ANNUAL ELECT MAINT
				2139.48	.00	2139.48	30617H	LFT STN SAETY MAINT
			Check Total.....:	3367.55	.00	3367.55		
018086	06/09/10	TIT01	TITAN INDUSTRIAL & SAFETY	142.27	.00	142.27	1041006	SUPPLIES
018087	06/09/10	TUC01	TUCKFIELD & ASSOCIATES	1950.00	.00	1950.00	0273	FINANCIAL PLAN & RATE STU
018088	06/09/10	UND01	UNDERGROUND SERVICE ALERT	108.00	.00	108.00	10050028	UNDERGROUND NOTIFICATION
018089	06/09/10	VAN01	VAN SCOYOC ASSOCIATES	4500.00	.00	4500.00	35001	LOBBYING SERVICE FOR MAY
018090	06/09/10	VER01	VERIZON	37.70	.00	37.70	051910	BL PHONE
018091	06/09/10	VIE01	VIERHELLIG, LARRY	100.00	.00	100.00	060910	REG BD MEETING 060910
018092	06/09/10	WIN01	WINN, MICHAEL	100.00	.00	100.00	060910	REG BD MEETING 060910

NIPOMO COMMUNITY SERVICES DISTRICT

D2

Celebrating 45 Years of Service 1965 - 2010

DRAFT MINUTES

MAY 26, 2010 AT 9:00 A.M.

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

President Harrison called the meeting of the May 26, 2010 Regular Meeting of the Nipomo Community Services District to order at 9:00 a.m. and led the flag salute.

B. ROLL CALL

At Roll Call, all directors were present.

00:00:55

C. PRESENTATIONS AND PUBLIC COMMENT

President Harrison announced that he would go off the scheduled agenda. He informed the public present at the meeting that the article in the May 21st Adobe Press newspaper, referring to a proposed sewer rate increase, was not correct. He stated that NCS D has the rate set for the Blacklake area until 2013. The last increase for the Town Division became effective January 2010. He explained that before such an increase would take place, the District would need to do a rate study. The District has not contracted to have such a study performed. Once a rate study is complete, a notice would be sent to every homeowner and customer affected by the proposed rate increase. Then there would be a Proposition 218 protest vote.

Jon Seitz, District Legal Counsel, confirmed what President Harrison stated. The District must follow a very specific process in order to raise rates. This includes providing written notice to each property owner and tenant of the proposed area affected and give them the opportunity to protest. The process is embodied in the California Constitution by statute. He stated that there is nothing on the agenda to contract a rate study or have a rate increase.

Michael LeBrun, Interim General Manager, stated that he read the article Saturday and contacted Ms. Fredericks Monday morning. He informed Ms. Fredericks that the District has no plan today or in the near future for a sewer rate increase. She apologized and said she would be writing a retraction in the next issue.

President Harrison stated an upgrade is planned in the sewer treatment facility. The funds for the update are available from the rate increases already in place and the capacity fees paid by new development. He opened the meeting to public comment.

00:05:14

The following members of the public spoke to the newspaper article:

Joe de Santos, NCS D customer, stated that he moved here in 2005 and did not receive a notice before the last increase. He agreed that it may have been sent before he moved here.

Jeanne Taylor, NCS D resident, stated that the sewer rate for a single person in a home is high. She agreed that a protest notice was sent out and only 32 people objected.

MINUTES SUBJECT TO BOARD APPROVAL

Copy of document found at www.NoNewWmpTax.com

**Nipomo Community Services District
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Roanna Holm, NCSD resident, stated that she didn't know why she must pay so much for sewer service for one person. There should be a tier for people who don't put much water into the sewer.

Peggy Shurtleff, NCSD resident, stated that rates have increased quite a bit. There should be tiers on the sewer rate for people who do not use the water or the sewer.

Kenneth Gilder, NCSD resident, stated that he lives alone. The rates are high for one person and there needs to be a rate decrease for the sewer.

Linda Tomlinson, NCSD customer, stated that many parents of the children she taught here in Nipomo complained about not being able to afford the housing here. Her renters on Dana Street are having a difficult time affording rate increases.

Roy Damas, NCSD resident, stated that he would like the cost of expansion to go to the developers and not all of the costs to the users.

Jon Seitz, District Legal Counsel, reviewed some information for the audience.

- ◇ Regulatory requirements: There are certain discharge and treatment requirements from the State Water Resources Control Board. Sewer systems are highly regulated by the State. NCSD is responding to those requirements by improving on the quality of wastewater treatment.
- ◇ Operation & maintenance: There are constant maintenance needs. Equipment needs to be maintained and replaced.
- ◇ Expansion: Paid for by AB1600 fees, which are capacity charges to developers.
- ◇ Proposition 218 protest hearings for rate increases are held through the proper method.
- ◇ NCSD Rate Study is published on the District website.

00:18:52

C-1) MIKE NUNLEY OF AECOM
Update re: Waterline Intertie Project

Mike Nunley, AECOM Engineering Project Manager, reviewed the memorandum in the Board packet and answered questions from the Board.

Josh Reynolds, Project Manager, explained about the creation of a public lot which would require the property owner's signature first.

There was no public comment.

The Board thanked Mr. Nunley and Mr. Reynolds for the report.

00:30:26

C-2) NCSD SUPERINTENDENT TINA GRIETENS
Update recent Operations activities.

Tina Grietens, Utility Superintendent, reviewed the report provided in the Board packet, summarizing the activities of the recent operations. She answered questions from the Board. There was no public comment. The Board thanked Ms. Grietens for the report.

00:43:03

C-3) DIRECTORS' ANNOUNCEMENTS OF DISTRICT & COMMUNITY INTEREST
Receive Announcements from Directors Items of District & Community Interest

Director Vierheilig

May 27, 2010, 9:00 a.m. - SLO County Planning Commission meeting at the Board of Supervisors. One topic to be considered will be the proposed medical marijuana dispensary in Nipomo. If you don't want it in this community, go to the meeting and let yourself be heard.

Nipomo Community Services District
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C-3) DIRECTORS' ANNOUNCEMENTS OF DISTRICT & COMMUNITY INTEREST
Receive Announcements from Directors Items of District & Community Interest (CONT.)

Director Winn

There is an ordinance in this county that permits medical marijuana dispensary within certain limits; however, the proximity to a children's gymnastics building may be the cause to deny the dispensary request.

Director Eby

Willow Road Extension ribbon-cutting ceremony will be held at the Edwards Barn at 12:00 noon, today.

Director Harrison

He stated that he attended the California Special Districts Association (CSDA) seminar in Sacramento May 11th & 12th. He reported that the state received 3.8 billion less income taxes than was anticipated in April, which put the state about \$8 billion short of the budget projections. Last year, the State is looking at ways to take property taxes from special districts. The state proposes taking more money from the special districts. This year the state took property taxes from special districts. There is a bill being discussed, proposed by Mendoza, whereby public entities cannot go bankrupt, without going through a state-controlled agency, a six-month or more process before approval. He met with a representative from Blakeslee's office, as well as those from Maldonado's office.

South County Advisory Committee – A garage built in right-of-way in Upper Los Berros Road. The Planning Department is recommending that a variance be granted because others in vicinity did the same.

The Board decided to take a break at 11:45 a.m. to go to the ground-breaking ceremony.

C-4) PUBLIC COMMENT ON ITEMS NOT ON AGENDA

There was no public comment.

00:55:21

D. CONSENT AGENDA

D-1) APPROVE WARRANTS

D-2) APPROVE BOARD MEETING MINUTES

Approve Minutes of May 12, 2010

Approve Minutes of May 19, 2010

D-3) ADOPT RESOLUTION SETTING BIENNIAL ELECTIONS

RESOLUTION NO. 2010-1188
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NIPOMO COMMUNITY SERVICES DISTRICT
REQUESTING THE BOARD OF SUPERVISORS OF
THE COUNTY OF SAN LUIS OBISPO TO CONSOLIDATE
A GENERAL DISTRICT ELECTION TO BE HELD ON NOVEMBER 2, 2010,
WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THE
SAME DATE PURSUANT TO SECTION 10403 OF THE ELECTION CODE

The Board suggested checking the boxes where appropriate for the proposed resolution. Upon motion by Director Eby and seconded by Director Vierheilg, the Board unanimously approved the Consent Agenda as amended. There was no public comment. Vote 5-0.

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

D. CONSENT AGENDA (CONTINUED)

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

00:58:15

E. ADMINISTRATIVE ITEMS

E-1) DANA ADOBE FACILITIES AND WATER SERVICE REVIEW

Michael LeBrun, Interim General Manager, summarized the staff report.

The following members of the public spoke:

Marina Washburn, Executive Director of the Dana Adobe Nipomo Amigos (D.A.N.A.) described the proposed expansion of the Dana Adobe area, which includes a park with individual family barbeque spots.

Dr. Herb Kandel, Nipomo resident and volunteer with Dana Adobe, showed an artist's rendering of the proposed park area. He reviewed the request to NCS D to partner with D.A.N.A, which may help secure a grant for the project.

Ms. Washburn and Dr. Kandel answered questions from the Board.

Director Winn gave them suggestions for useful information sources (Tim Cleath's water shed study, RCD's study of the Adobe Creek, etc.)

Upon motion by Director Winn and seconded by Director Eby, the Board unanimously agreed to direct staff to work with D.A.N.A. to provide a letter of support for the project, not using the term "partner" unless the funding application requires it. Vote 5-0.

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

The Board took a break at 10:32 a.m.

01:31:33

E-2) RETAIN WALLACE GROUP TO PREPARE SOURCE CONTROL NEEDS ASSESSMENT FOR THE DISTRICT'S SOUTHLAND WASTEWATER TREATMENT FACILITY SERVICE AREA FOR THE AMOUNT OF \$9,822

Peter Sevcik, District Engineer, reviewed the fact that the District is in the process of implementing a Fats, Oils, and Grease (FOG) Program as required by California State Water Resources Control Board Order No. 2006-003, Statewide General Waste Discharge Requirements (WDR) for Wastewater Collection Agencies. In order to implement a pretreatment program, the District first needs to identify the types of industrial and commercial wastewater users that are connected to the sanitary sewer system and determine what types of wastewater constituents might need to be regulated. The Board needs to have justification to prepare an ordinance for a pretreatment program.

Mr. Sevcik answered questions from the Board.

There was no public comment.

**Nipomo Community Services District
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- E-2) RETAIN WALLACE GROUP TO PREPARE SOURCE CONTROL NEEDS ASSESSMENT FOR THE DISTRICT'S SOUTHLAND WASTEWATER TREATMENT FACILITY SERVICE AREA FOR THE AMOUNT OF \$9,822

Upon motion by Director Eby and seconded by Director Vierheilig, the Board agreed to authorize the General Manager to execute a Task Order with Wallace Group to prepare a Source Control Program Needs Assessment for the not-to-exceed amount of \$9,822.00. Vote 3-2, with Directors Winn and Harrison voting no.

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

01:53:46

- E-3) CSDA BOARD CALL FOR NOMINATIONS

Michael LeBrun, Interim General Manager, reviewed the memorandum CSDA Board of Directors calling for nominations to Region 4, Seat B. The Board discussed the item and agreed there would be no nomination from the Nipomo Community Services District Board.

The Board considered item E-6 next.

01:58:39

- E-6) LAFCO SPECIAL DISTRICT BALLOT

Michael LeBrun, Interim General Manager, reviewed the item to vote for one of the two individuals nominated to fill the Special District alternate seat of the Local Agency Formation Commission. After some Board discussion, the Board unanimously agreed to support Brian Kreowski and directed staff to file the completed ballot with LAFCO. There was no public comment. Vote 5-0.

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

The Board considered Closed Session next.

02:03:55

- 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);

Nipomo Community Services District
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3. CONFERENCE WITH LEGAL COUNSEL RE: PENDING LITIGATION PURSUANT TO GC SECTION 54956.9; NCSD VS. COUNTY SLO, ET AL. (CASE #CV090010)

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 11:15 a.m.

The Board came back into Open Session at 1:00 p.m. with plans to enter into Closed Session later in the meeting.

The next item considered was E-4.

The Board went back into Closed Session at 3:29 p.m.

02:04:55

E-4) FEE COLLECTION POLICY REVIEW DRAFT ORDINANCE

Michael LeBrun, Interim General Manager, explained that the Board directed staff to provide an opportunity for review and discussion of District procedure for collection of supplemental water capacity charges. On several occasions, the Board has discussed fee collection and reviewed the District's schedule of fee collection with consideration for delaying development-related fee collection across all categories of development. District fees include connection and capacity charges and are set to represent a buy-in to existing infrastructure and cost of developing additional resources and infrastructure to serve the new development.

Jon Seitz, District Legal Counsel, reviewed the concepts in the proposed ordinance.

The following members of the public spoke:

Greg Nester, local developer, thanked the Board for the efforts to help in this economic climate. He asked for clarification of one part of the ordinance. Mr. Seitz explained.

Terry Flatley, local developer, thanked the Board for all they have done in this process.

The Board made comments and suggestions on the proposed ordinance.

Upon motion by Director Winn and seconded by Director Nelson, the Board agreed to direct staff to make the corrections and come back with an ordinance for the first reading. Vote 4-1, with Director Eby voting no.

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

The Board took a break at 2:00 p.m. and returned at 2:06 p.m.

02:58:51

E-5) REVIEW FRONTAGE ROAD TRUNK SEWER CONSTRUCTION TIMELINE

Peter Sevcik, District Engineer, reported that the Frontage Road Trunk Sewer Project involves the replacement of approximately 4,300 linear feet of sewer line in Frontage Road between Division Street and the Southland WWTF influent pump station. The Frontage Road Trunk Sewer can be built before or concurrently with the Southland WWTF Upgrade but not after the plant upgrade. Based on the current Waterline Intertie Project (WIP) schedule and the remaining obstacles that need to be overcome, the timeline for construction of the WIP is uncertain.

Nipomo Community Services District
REGULAR MEETING
DRAFT MINUTES

E-5) REVIEW FRONTAGE ROAD TRUNK SEWER CONSTRUCTION TIMELINE (CONTINUED)

Board discussion ensued. Mr. Sevcik and Mr. LeBrun answered the Board's questions. There was no public comment.

Upon motion by Director Eby and seconded by Director Vierheilig, the Board unanimously agreed to bid and construct the Frontage Road Trunk Sewer Project separately from the WIP. Vote 5-0.

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

03:19:39

E-7) STATUS UPDATE ON MAY 20, 2010 LOCAL AGENCY FORMATION COMMISSION MEETING REGARDING THE DISTRICT'S SPHERE OF INFLUENCE, MUNICIPAL SERVICE REVIEW AND COUNTY DISTRICT MOA REGARDING SERVICE WITH THE SOI

Michael LeBrun, Interim General Manager, discussed the planned LAFCO Sphere of Influence Update Municipal Service Review agenda for May 27, 2010 at 10:00 p.m. The Board discussed the proposed Memorandum of Agreement (MOA) (provided to the public on the back table). The Board discussed the MOA and made several suggestions for editing the MOA.

Jon Seitz, District Legal Counsel, will take the suggested modifications to the agreement to the LAFCO meeting on May 27, 2010.

At 3:20 p.m. the Board went back into Closed Session.

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

The Board came out of Closed Session at 4:30 p.m.
Jon Seitz, District Legal Counsel, announced the following:
The Board had a split Closed Session. The first portion began at 11:15 a.m. and ended at 11:45 a.m. The second portion began at 3:29 p.m. and ended at 4:30 p.m.
The Board heard an update on Items 1 & 2 of the Closed Session Agenda. The Board gave instructions to legal counsel but took no reportable action.

04-23-02

F. MANAGER'S REPORT

Michael LeBrun, Interim General Manager, thanked the Board for the opportunity of serving the District and working with an outstanding staff. He wished to specifically mention, District Engineer, Peter Sevcik, the finest engineer he has had the opportunity to work with in his career. It has been a great pleasure to work with him.

The incoming General Manager will begin on June 1, 2010.
There was a claim for \$75.00 repair which resulted from the crew repairing a water line and the pressure blew a gasket in a customer's home. Mr. LeBrun authorized the payment of the claim. The Board Secretary will remain on staff until June 30th. Candidates have been considered for the job. No offer has been made.

He reviewed that an "All Hands" meeting for the Waterline Intertie Outreach project is scheduled for June 10, 2010.

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04:33:50

G. COMMITTEE REPORT

There is no Committee Report.

04:33:59

H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

Director Nelson

He asked about the article in the paper concerning salt in the groundwater in Los Osos. Mr. Seitz gave some information.

Director Vierheilig

He will be having surgery, June 2, 2010.

Director Winn

May 20, 2010 – There was a meeting in SLO about AB 32. Follow-up meetings will be forthcoming, in particular, a meeting for all major CSD Board Presidents.

County says it will be doing an update for Land Use and Conservation Element. PDF format is available. Ordinance 3090 is critical.

ADJOURN

President Harrison adjourned the meeting at 4:50 p.m.

- Next Regular Board Meeting is June 9, 2010