

TO: BOARD OF DIRECTORS  
FROM: MICHAEL LEBRUN *ML*  
INTERIM GENERAL MANAGER  
DATE: JANUARY 21, 2011



## 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 January 12, 2011 Regular Meeting
- D-3) INVESTMENT POLICY-FOURTH QUARTER REPORT [RECOMMEND APPROVAL]
- D-4) AMEND PERSONNEL POLICIES AND PROCEDURES MANUAL RELATED TO  
PART-TIME POSITIONS [RECOMMEND APPROVE AMENDMENT]
- D-5) APPROVE ADDITIONAL WORK AUTHORIZATION DOUG WOOD &  
ASSOCIATES, SOUTHLAND WWTP UPGRADE ENVIRONMENTAL  
CONSULTANT [RECOMMEND APPROVAL]

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\2011\CONSENT AGENDA\01-26-11 CONSENT.DOC

TO: BOARD OF DIRECTORS  
 FROM: MICHAEL LEBRUN *mon*  
 INTERIM GENERAL MANAGER  
 DATE: JANUARY 21, 2011

**AGENDA ITEM  
 D-1  
 JANUARY 26, 2011**

**TOTAL COMPUTER  
 CHECKS  
 \$163,826.45**

**HAND WRITTEN CHECKS**

01-12-11	20192	EMPLOYMENT DEVELOPMENT DEPT	QUARTERLY EMPLOYMENT TAXES	\$183.49
01-12-11	20193	NORTH PREISKER RANCH LP	EASEMENT ACQUISITION	\$500.00
01-18-11	20194	LARRY VIERHEILIG	PERSONNEL COMMITTEE	\$100.00
01-18-11	20195	DAN GADDIS	PERSONNEL COMMITTEE	\$100.00
01-26-11	20196	RUTH EVANGELO	HIGH EFFICIENCY WASHER REBATE	\$75.00
01-26-11	20197	EMORY HAMMOND	HIGH EFFICIENCY WASHER REBATE	\$75.00
01-26-11	20198	JORGE GARCIA	HIGH EFFICIENCY WASHER REBATE	\$75.00
01-26-11	20199	TIM SNYDER	TURF REPLACEMENT REBATE	\$500.00
01-26-11	20200	CA WATER ENVIRON ASSOC	GRADE 1-DAVISON	\$71.00
01-26-11	20201	CA WATER ENVIRON ASSOC	GRADE 2-BREWER	\$76.00
VOID-NONE				

**COMPUTER GENERATED CHECKS**

18982	01/21/11	EMP01	EMPLOYMENT DEVELOP DEPT	1344.64	.00	1344.64	B10118	STATE INCOME TAX
18983	01/21/11	FRA01	FRANCHISE TAX BOARD	37.43	.00	37.43	B10118	WITHHOLDING ORDER
18984	01/21/11	MID01	RABOBANK-PAYROLL TAX DEPO	4014.34	.00	4014.34	B10118	FEDERAL INCOME TAX
				584.00	.00	584.00	1B10118	FICA
				1029.10	.00	1029.10	2B10118	MEDICARE (FICA)
			Check Total.....:	5627.44	.00	5627.44		
18985	01/21/11	MID02	RABOBANK-DIRECT DEPOSIT	28502.47	.00	28502.47	B10118	NET PAY
18986	01/21/11	PER01	PERS RETIREMENT	7525.19	.00	7525.19	B10118	PERS PAYROLL REMITTANCE
18987	01/21/11	STA01	ING-PERS 457 DEFERRED COM	825.00	.00	825.00	B10118	457 DEFERRED COMP
018988	01/26/11	ABA01	ABALONE COAST BACTERIOLOG	105.00	.00	105.00	10-5255	LAB TEST-SOUTHLAND WWTP
				175.00	.00	175.00	11-0057	LAB TEST-WATER SAMPLES
				20.00	.00	20.00	11-0058	LAB TEST-BL WWTP
				147.00	.00	147.00	11-0080	LAB TEST-SOUTHLAND WWTP
				105.00	.00	105.00	11-0081	LAB TEST-SOUTHLAND WWTP
				20.00	.00	20.00	11-0083	LAB TEST-BL WWTP
				176.00	.00	176.00	11-0084	LAB TEST-SOUTHLAND WWTP
				124.00	.00	124.00	11-0085	LAB TEST-BL WWTP
				20.00	.00	20.00	11-0131	LAB TEST-BL WWTP
				20.00	.00	20.00	11-0148	LAB TEST-BL WWTP
				20.00	.00	20.00	11-0194	LAB TEST-BL WWTP
				175.00	.00	175.00	11-0225	LAB TEST-WATER SAMPLES
				20.00	.00	20.00	11-0226	LAB TEST-BL WWTP
				124.00	.00	124.00	11-0287	LAB TEST-BL WWTP
				147.00	.00	147.00	11-0288	LAB TEST-SOUTHLAND WWTP
				176.00	.00	176.00	11-0290	LAB TEST-SOUTHLAND WWTP
				20.00	.00	20.00	11-0291	LAB TEST-BL WWTP
				115.20	.00	115.20	11-0292	LAB TEST-WATER SAMPLES
				20.00	.00	20.00	11-0322	LAB TEST-BL WWTP
				20.00	.00	20.00	11-0342	LAB TEST-BL WWTP
				25.00	.00	25.00	11-0343	LAB TEST-WATER SAMPLES
				175.00	.00	175.00	11-0405	LAB TEST-WATER SAMPLES
			Check Total.....:	1949.20	.00	1949.20		
018989	01/26/11	AME03	AMERI PRIDE	402.18	.00	402.18	510011270	UNIFORMS
018990	01/26/11	ATT02	AT&T	185.09	.00	185.09	1994181	TELEPHONE
018991	01/26/11	BLU02	BLUE SHIELD OF CALIFORNIA	978.89	.00	978.89	JAN 11	COBRA SUBSIDY-FEBRUARY
018992	01/26/11	BRE02	BRENNTAG PACIFIC INC.	708.37	.00	708.37	BPI062577	SODIUM HYPOCHLORITE
				335.12	.00	335.12	BPI062578	SODIUM HYPOCHLORITE
				3258.35	.00	3258.35	BPI063958	CITRIC ACID
			Check Total.....:	4301.84	.00	4301.84		
018993	01/26/11	BRE03	BREWER, REED	54.11	.00	54.11	GAS11511	REIMBURSEMENT-GAS ON CALL

TO: BOARD OF DIRECTORS  
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 INTERIM GENERAL MANAGER

DATE: JANUARY 21, 2011

**AGENDA ITEM**  
**D-1**  
**JANUARY 26, 2011**

**PAGE TWO**

018994	01/26/11	CAL03	CALIFORNIA ELECTRIC SUPPL	464.23	.00	464.23	435182	PARTS-NEW SHOP BLDG
				5.98	.00	5.98	435330	PARTS-NEW SHOP BLDG
				25.46	.00	25.46	435343	PARTS-NEW SHOP BLDG
			Check Total.....:	495.67	.00	495.67		
018995	01/26/11	CAL20	CALPORTLAND CONSTRUCTION	23800.00	.00	23800.00	91185265	ADJ WATER VALVES/MANHOLES
018996	01/26/11	CAN02	CANNON ASSOCIATES	4393.75	.00	4393.75	50035	QUAD TANK SITING
				19008.86	.00	19008.86	50057	WILLOW ROAD PHASE I
			Check Total.....:	23402.61	.00	23402.61		
018997	01/26/11	CAR04	CAR QUEST AUTO PARTS	14.46	.00	14.46	453143	VEHICLE REPAIR PARTS
018998	01/26/11	CLE06	CNSLO INC	2041.00	.00	2041.00	12022	COMPUTER SUPPORT
018999	01/26/11	COR01	CORBIN WILLITS SYSTEMS	750.83	.00	750.83	B101151	MONTHLY SUPPORT
019000	01/26/11	DEP03	DEPT OF HEALTH SERVICES	65.00	.00	65.00	HUGHES	WATER DISTRIBUTION EXAM
019001	01/26/11	DEW01	J B DEWAR INC	259.28	.00	259.28	927317	WELL PUMP OIL
019002	01/26/11	DFK01	DFK SOLUTIONS GROUP, LLC	350.00	.00	350.00	1220	SAFTEY SUBSCRIPTION
019003	01/26/11	DIS02	DISCRETE WIRELESS	308.50	.00	308.50	0707399	GPS SERVICE
019004	01/26/11	DKF01	DKF SOLUTIONS GROUP, LLC	350.00	.00	350.00	B10121	MONTHLY SUBSCRIPTION
019005	01/26/11	DLT01	DLT SOLUTIONS INC	192.90	.00	192.90	SI141657	AUTOCAD RENEWEL
019006	01/26/11	EBY01	EBY, ED	100.00	.00	100.00	01262011	BOARD MEETING 1-26-11
019007	01/26/11	FER01	FERGUSON ENTERPRISES INC	1246.39	.00	1246.39	6610558-3	3/4 X 1 ANGLE VALVES
019008	01/26/11	GAD01	GADDIS, DAN A.	100.00	.00	100.00	01262011	BOARD MEETING 1-26-11
019009	01/26/11	GRO01	GROENIGER & CO	432.68	.00	432.68	11016706	OPERATING SUPPLIES
019010	01/26/11	HAR02	HARRISON, JAMES	100.00	.00	100.00	01262011	BOARD MEETING 1-26-11
019011	01/26/11	LIN02	LINC DELIVERY	231.00	.00	231.00	2791	DELIVERY-DECEMBER
019012	01/26/11	MOR02	MORE OFFICE SOLUTIONS	625.81	.00	625.81	21202	COLOR COPIES
				420.48	.00	420.48	21203	COPIER MAINTENANCE
			Check Total.....:	1046.29	.00	1046.29		
019013	01/26/11	MUL01	MULLAHEY FORD	280.72	.00	280.72	2113564	REPAIR
019014	01/26/11	NEX01	NEXTEL COMMUNICATIONS	276.04	.00	276.04	87314-110	CELL SERVICE
019015	01/26/11	NIP08	NIPOMO CSD	113.24	.00	113.24	DEC 2010	LANDSCAPE MAINT DIST WATE
019016	01/26/11	NUT01	NU TECH PEST MGMT	3570.00	.00	3570.00	83035	WEED CONTROL
019017	01/26/11	OFF01	OFFICE DEPOT	175.31	.00	175.31	372628001	OFFICE SUPPLIES
019018	01/26/11	PER04	PERRY'S ELECTRIC MOTORS	374.31	.00	374.31	11956	MOTOR REPAIR
019019	01/26/11	PLU01	PLUMBERS DEPOT INC.	309.05	.00	309.05	15153	LIFT STATION CLEANING
019020	01/26/11	ROX01	ROXSAND	377.14	.00	377.14	15278	CLASS II BASE
019021	01/26/11	SAN09	SAN LUIS MAILING SERVICE	45.17	.00	45.17	217575	MAIL LATE NOTICES
				189.15	.00	189.15	217659	MAIL BILLS
				124.52	.00	124.52	217575A	POSTAGE FOR LATE NOTICES
				1059.01	.00	1059.01	217659A	POSTAGE FOR BILLS
			Check Total.....:	1417.85	.00	1417.85		
019022	01/26/11	SLO03	SAN LUIS OBISPO RECORDER	354.63	.00	354.63	NOV 2010	CONSOLIDATED GENERAL ELEC
019023	01/26/11	SOU03	SOUTH COUNTY SANITARY	911.20	.00	911.20	JAN 11	SOLID WASTE TAX LIENS-DEC
019024	01/26/11	SPE01	SPECIAL DISTRICT RISK	1000.00	.00	1000.00	4683	DEDUCTIBLE
019025	01/26/11	TRU01	TRUE NORTH RESEARCH, INC.	19182.90	.00	19182.90	1711	A/D OUTREACH/EDUCATION
019026	01/26/11	UCM01	UTILITY COST MANAGEMENT L	5436.73	.00	5436.73	14966	ELECTRICAL SAVINGS JULY-S
019027	01/26/11	VIE01	VIERHEILIG, LARRY	100.00	.00	100.00	01262011	BOARD MEETING 1-26-11

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DATE: JANUARY 21, 2011

**AGENDA ITEM**  
**D-1**  
**JANUARY 262, 2011**

**PAGE THREE**

019028	01/26/11	WAG01	WAGNER & BONSIGNORE	3571.05	.00	3571.05	01-11-1	GROUNDWATER LITIGATION
				2659.64	.00	2659.64	01-11-2	GENERAL CONSULTATION
			Check Total.....:	6230.69	.00	6230.69		
019029	01/26/11	WAL01	WALLACE GROUP	4148.00	.00	4148.00	31066	GIS SYSTEM IMPROVEMENTS
				6548.73	.00	6548.73	31134	INTERTIE ASSESSMENT DISTR
			Check Total.....:	10696.73	.00	10696.73		
019030	01/26/11	WIN01	WINN, MICHAEL	100.00	.00	100.00	01262011	BOARD MEETING 1-26-11
019031	01/26/11	WSC01	WSC	4606.41	.00	4606.41	231	URBAN WATER MGMT PLAN UPD
019032	01/26/11	\C005	CALPORTLAND CONSTRUCTION,	428.05	.00	428.05	000B10101	MQ CUSTOMER REFUND FOR CA
019033	01/26/11	\F005	WEST TEFFT LLC,	24.94	.00	24.94	000B10101	MQ CUSTOMER REFUND FOR FL
019034	01/26/11	\R004	RAMINHA CONSTRUCTION,	458.94	.00	458.94	000B10101	MQ CUSTOMER REFUND FOR RA
019035	01/26/11	\S003	SOUZA CONSTRUCTION,	381.48	.00	381.48	000B10101	MQ CUSTOMER REFUND FOR SO



# NIPOMO COMMUNITY SERVICES DISTRICT

*Celebrating 46 Years of Service 1965 - 2011*

D2

## DRAFT MINUTES

**JANUARY 12, 2011 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  
DAN A. GADDIS, DIRECTOR

### PRINCIPAL STAFF

MICHAEL LEBRUN, INTERIM GENERAL MANAGER  
LISA BOGNUDA, ASSIST. GENERAL MANAGER  
MERRIE WALLRAVIN, SECRETARY/CLERK  
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 Regular Meeting of January 12, 2011, to order at 9:00 a.m. and led the flag salute.

#### B. ROLL CALL

At Roll Call, all Board members were present.

00:02:00

#### C. PRESENTATIONS AND PUBLIC COMMENT

##### C-1) SHERIFF COMMANDER KEN CONWAY

Update re: South County Law Enforcement Activities

Deputy Sheriff Jason Nadal gave an update in place of Sheriff Commander Ken Conway and answered questions from the Board. The Board thanked Mr. Nadal for his report. There was no public comment.

##### C-2) CAL FIRE BATTALION CHIEF BILL FISHER

Update re: South County Cal Fire Activities

Battalion Chief Bill Fisher reviewed the activity report for December 2010 and answered questions from the Board. The Board thanked Mr. Fisher for his report. There was no public comment.

##### C-3) FIRE PREVENTION SPECIALIST, COUNTY FIRE MARSHAL PAUL LEE

Fire Prevention Overview

Fire Marshal Paul Lee gave an update on the new Fire Codes and Regulations for 2011. He informed us that all new residential structures will be required by the State of California Fire Code to have fire sprinklers installed, regardless of square footage, state wide starting January 1, 2011, and also in all commercial structures 1,000 square feet or over. The Fire Marshal answered questions from the Board. The Board thanked Mr. Lee for his presentation. There was no public comment.

##### C-4) MIKE NUNLEY OF AECOM

Update re: Southland Wastewater Treatment Plant Upgrade

Mike Nunley, AECOM Engineering Project Manager, reviewed the report as presented in the Board packet. Peter Sevcik, District Engineer, and Mr. Nunley answered questions from the Board. The Board thanked Mr. Nunley for the report. There was no public comment.

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

- C-5) NCS D DISTRICT ENGINEER PETER SEVCIK  
Update re: Recent Activities  
Peter Sevcik, District Engineer, reviewed the report as presented in the Board packet and answered questions from the Board. The Board thanked Mr. Sevcik for the report. There was no public comment.
- C-6) DIRECTORS' ANNOUNCEMENTS OF DISTRICT & COMMUNITY INTEREST  
Receive Announcements from Directors Items of District & Community Interest

Director Eby

- ◇ The representative for LAFCO's CSD seat was won by Merle Cliff.
- ◇ NCS D's investigative efforts paid off, after seeing the blow out on the bluffs at the Pasquini property.

Director Winn

- ◇ January 21, 2011 – The Annual seminar on Land Use and Water Law will be held at UCLA.
- ◇ January 21, 2011 – The County Chapter of CSDA Annual Meeting will be held at the Avila Beach Community Center at 5:30 p.m.
- ◇ February 26, 2011 – The New Director Orientation Meeting will be held in Templeton from 12:30-4:30 p.m.

C-7) PUBLIC COMMENT ON ITEMS NOT ON AGENDA

Alex Mendoza, Nipomo resident, expressed concerns about local businesses wasting water through irrigation. He suggests that the Board address these issues with people who are paying the water bill.

01:15:37

D. CONSENT AGENDA

- D-1) WARRANTS
- D-2) BOARD MEETING MINUTES OF DECEMBER 15, 2010
- D-3) CONFIRM BOARD MEETING SCHEDULE FOR 2011
- D-4) ADOPT RESOLUTION EXPENDING \$505,155 IN SOLID WASTE FUNDS TO ABATE SOLID WASTE ENTERING DISTRICT SEWER TREATMENT FACILITIES
- D-5) CONSIDER PURCHASE OF WATERLINE INTERTIE EASEMENT ON APN 118-002-095 FOR \$500.00
- D-6) RECEIVE ADMINISTRATIVE DRAFT EIR, SOUTHLAND WWTP UPGRADE COMMENTS
- D-7) ADOPT RESOLUTION COMMENDING FORMER DIRECTOR BILL NELSON, FOR PRESENTATION AT SUBSEQUENT MEETING  
Director Eby requested that Item D-6 be pulled for separate consideration.

Upon the motion of Director Winn and seconded by Director Vierheilig, the Board unanimously approved Items D-1, D-2, D-3, D-4, D-5, and D-7. There was no public comment.

Vote 5-0.

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

RESOLUTION NO. 2011-1204

A RESOLUTION OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
COMMENDING WILLIAM "BILL" NELSON FOR HIS  
DEDICATED SERVICE TO NIPOMO COMMUNITY SERVICES DISTRICT

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

RESOLUTION NO. 2011-1205

NIPOMO COMMUNITY SERVICES DISTRICT  
AUTHORIZING THE EXPENDITURE OF SOLID WASTE FUNDS  
TO ABATE SOLID WASTE ENTERING  
WASTEWATER TREATMENT FACILITIES

01:24:23

Item D-6

Michael LeBrun, Interim General Manager, reviewed the report as presented in the Board packet. Peter Sevcik, District Engineer, and Mr. LeBrun answered questions from the Board.

The following member of the public spoke:

John Snyder, Nipomo resident, commented on this EIR verses past EIR's. He expressed concerns about the effluent disposal options and lack of descriptions of the disposal options.

Upon the motion of Director Eby and seconded by Director Vierheilig, the Board received the report and will provide comments to staff prior to January 26, 2011.

Vote 4-1.

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

*The Board took a break from 10:50 to 11:00 a.m.*

E. ADMINISTRATIVE ITEMS

01:52:21

E-1) RECEIVE GROUNDWATER INDEX PRESENTATION BY BRAD NEWTON, Ph.D, PG FROM WAGNER& BONSIGNORE CONSULTING CIVIL ENGINEERS

Brad Newton, PG for Wagner & Bonsignore, reviewed the report as presented in the Board packet and answered questions from the Board. The Board thanked Mr. Newton for the report.

The following member of the public spoke:

John Snyder, Nipomo resident, stated that information in an EIR is public information and is not confidential. He questioned the 2008 "Groundwater in Storage" data verses the 2010 "Groundwater Index" data. He commented on the Nipomo Mesa Technical Group's lack of supply and demand numbers for ground water.

02:42:00

I. CLOSED SESSION ANNOUNCEMENTS

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)

Nipomo Community Services District  
REGULAR MEETING  
DRAFT MINUTES

4. PUBLIC EMPLOYEE APPOINTMENT (GOVERNMENT CODE §54957)  
Title: District General Manager.

02:43:48

J. PUBLIC COMMENT ON CLOSED SESSION ITEMS

The following member of the public spoke:

John Snyder, Nipomo resident, asked the Board to elaborate on what the law suit was with the County and when it was initiated.

Jon Seitz, District Legal Counsel, responded it was initiated approximately a year and a half ago and it has to do with their housing determination and their environmental impact report.

02:44:00

K. ADJOURN TO CLOSED SESSION

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

02:44:01

L. OPEN SESSION

ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION

The Board came back into Open Session at 1:15 p.m.

Jon Seitz, District Legal Counsel, announced that the Board heard an update on items one thru three listed above for closed session, but took no reportable action. On item four listed above for closed session, the Board heard and update and delayed any further consideration of moving forward with the District's General Manager appointment for at least two or three months.

*The Board considered Item E-5 next.*

02:45:30

E-5) SCIENCE DISCOVERY PRESENTATION AND 2011 CONTRACT CONSIDERATION

Celeste Whitlow, Conservation Coordinator reviewed the report as presented in the Board packet. Mike DiMilo, Science Discovery, Michael LeBrun, Interim General Manager, and Mrs. Whitlow answered questions from the board. There was no public comment.

Upon the motion of Director Winn and seconded by Director Vierheilig, the Board unanimously approved item E-5. There was no public comment.  
Vote 5-0.

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

E-2) REVIEW RURAL WATER COMPANY APPLICATION TO CALIFORNIA PUBLIC UTILITIES COMMISSION FOR EXPANDED SERVICE AREA

Michael LeBrun, Interim General Manager, reviewed the report as presented in the Board packet. Jon Seitz, District Legal Counsel, and Mr. LeBrun answered questions from the Board. There was no public comment.

Upon the motion of Director Gaddis and seconded by Director Eby, the Board unanimously approved to inform the PUC that we will take no position at this time.  
Vote 5-0.

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



03:55:57

E-3) RATIFY 2011 BOARD MEMBER COMMITTEE ASSIGNMENTS

Michael LeBrun, Interim General Manager, reviewed the report as presented in the Board packet and answered questions from the Board. There was no public comment.

Upon the motion of Director Winn and seconded by Director Vierheilg, the Board unanimously approved to ratify the proposed assignments as modified and directed staff to post these assignments in compliance with state law.

Vote 5-0.

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

04:21:09

E-4) ADOPT 2011 INVESTMENT POLICY

Lisa Bognuda, Finance Director, reviewed the report as presented in the Board packet. Jon Seitz, District Legal Counsel, and Mrs. Bognuda answered questions from the Board. There was no public comment.

Upon the motion of Director Winn and seconded by Director Vierheilg, the Board unanimously approved to adopt the Resolution 2011 Investment Policy.

Vote 5-0.

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

RESOLUTION NO. 2011-1206

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
 NIPOMO COMMUNITY SERVICES DISTRICT  
 ADOPTING THE YEAR 2011 DISTRICT INVESTMENT POLICY

04:45:47

F. GENERAL MANAGER'S REPORT

Michael LeBrun, Interim General Manager, reviewed the report as presented in the Board packet and answered questions from the Board. The Board thanked Mr. LeBrun for the report. There was no public comment.

G. COMMITTEE REPORT

There were no Committee reports.

05:10:09

E. DIRECTOR'S REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

Director Vierheilg

- ◇ Requested the Board to consider adopting an Ordinance for commercial irrigation systems.
- ◇ Requested a copy of the Annual Financial Report.

Director Eby

- ◇ Questioned the assessment report and when the Board will hear it.
- ◇ Had some questions about the WIP meeting on January 24, 2011.
- ◇ Questioned who would be the other NCSD member attending the NNMA meeting on Friday January 14.

Nipomo Community Services District  
REGULAR MEETING  
DRAFT MINUTES

Director Winn

- ◇ Requested to amend any application on Cypress Ridge expansion pending before the planning commission, or County Board of Supervisors.
- ◇ Requested definitive maps for the assessment district.
- ◇ Requested staff to send a letter to the Manager of Commercial businesses that are irrigating incorrectly.
- ◇ Questioned the Districts quantity and need for staff cell phones.
- ◇ Questioned the updated schedule of the Water Intertie Project.
- ◇ Confirming District Counsel is working with the County on the in-lieu fee.
- ◇ Requested District to continue tracking County bio-solids Ordinance.
- ◇ Requested a benefit analysis for new hires from the Personnel Committee.

Director Harrison

- ◇ Requested that on the agenda setting meetings, with the President and the General Manager, the remaining Board members alternate attending.

ADJOURN

President Harrison adjourned the meeting at 4:08 p.m.

TO: BOARD OF DIRECTORS  
 FROM: LISA BOGNUDA (SB)  
 FINANCE DIRECTOR  
 DATE: JANUARY 21, 2011

**AGENDA ITEM  
 D- 3  
 JANUARY 26, 2011**

**INVESTMENT POLICY – FOURTH QUARTER REPORT**

**ITEM**

Review Investment Policy Fourth Quarter Report [RECOMMEND ACCEPT]

**BACKGROUND**

The Board of Directors have adopted an Investment Policy for NCS D 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 December 31, 2010 Quarterly Report for your review. 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.

**RECOMMENDATION**

After Board consideration and public comment, it is recommended that your Honorable Board accept the quarterly report by motion and minute order and direct staff to file the Report with District Auditor.

**INVESTMENT POLICY-FOURTH QUARTER REPORT 12/31/10**

Investment	Institution	Amount of Deposit 12/31/10	Rate of Interest	Quarterly Interest Earned or Accrued 12/31/10	Amount of Deposit 12/31/09	Rate of Interest	Quarterly Interest Earned or Accrued 12/31/09
Public Checking	Rabaobank	\$29,083.62	0.00%	\$0.00	\$33,742.11	0.00%	\$0.00
Savings	Rabobank	\$926.89	0.05%	\$0.12	\$926.31	0.15%	\$0.35
Pooled Money Investment	Local Agency Investment Fund (LAIF)	\$21,800,894.88	0.46%	\$24,701.57	\$21,878,970.31	0.60%	\$33,069.62
Certificate of Deposit Account Registry Service (CDARS)	Mission Community Bank	\$2,064,830.66	0.53%	\$2,838.62	\$2,052,512.73	0.65%	\$3,364.18

**ATTACHMENTS**

None

TO: BOARD OF DIRECTORS  
FROM: MICHAEL LEBRUN *ML*  
INTERIM GENERAL MANAGER  
DATE: JANUARY 21, 2011



**AMEND PERSONNEL POLICIES AND PROCEDURES MANUAL  
RELATED TO PART-TIME POSITIONS**

**ITEM**

Amend Personnel Policies and Procedures Manual related to Part-Time Positions [RECOMMEND ADOPTION].

**BACKGROUND**

Several years ago the District advertised and hired a part-time employee to work 20 hours per week. The position was advertised as a position that would not include any benefits. After the hiring of the part-time employee, it was determined that there was a discrepancy in the Personnel Policies and Procedures Manual.

The District does not currently employ any part-time employees. Staff would like to correct the discrepancies in the Personnel Policies and Procedures Manual prior to advertising and filling the open part-time position. The proposed modifications do not affect the District's current regular employees.

Attached are the following sections of the Personnel Policies and Procedures Manual that need to be modified. Staff has red-lined the proposed changes (attached as Exhibit "A" to the proposed Resolution):

1. Policy 1010 (13) and (15)
2. Policy 4000
3. Policy 4010
4. Policy 4020
5. Policy 4110

The Personnel Committee met on January 18, 2011 and unanimously agreed to recommend to the Board of Directors they approve the attached amendments and direct Staff to investigate the use of an employment agency to fill the open part-time position and other openings in the future.

**FISCAL IMPACT**

Part-time positions working 20 hours or less would not be eligible for paid vacation and sick leave, thus reducing the fiscal obligation of the District.

**RECOMMENDATION**

Staff recommends that your Honorable Board adopt Resolution 2011-xxxx and direct Staff to investigate the use of an employment agency to fill the open part-time position and other openings in the future.

**ATTACHMENTS**

- Resolution 2011-xxxx with Exhibit "A" attached (red-lined)



**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2011-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT  
AMENDING THE DISTRICT PERSONNEL POLICY  
REGARDING PART-TIME POSITIONS**

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

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

**WHEREAS**, the District Board of Directors desires to amend Sections 1010(13) and (15), 4000, 4010, 4020 and 4110 of the Personnel Policy regarding part-time positions; and

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

Exhibit "A", attached hereto, is hereby incorporated by this reference and the amendments are adopted as part of the District's Personnel Policies and Procedures.

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

AYES:

NOES:

ABSENT:

CONFLICTS:

the foregoing resolution is hereby passed, approved and adopted by the Board of Directors of the Nipomo Community Services District this 26<sup>th</sup> day of January, 2011.

\_\_\_\_\_  
James Harrison, President  
Nipomo Community Services District

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Michael LeBrun, Interim General Manager  
And Secretary to the Board

\_\_\_\_\_  
Jon S. Seitz  
District Legal Counsel

EXHIBIT "A"

**DEFINITIONS  
CHAPTER ONE - EMPLOYMENT**

**NUMBER: 1010  
EFFECTIVE: 05/23/07**

7. Employee: Any person legally occupying a position in the District service.
8. Exempt Employee: Employee designated as Executive, Administrative or Professional are exempt employees, as defined by the Fair Labor Standards Act. An exempt employee is expected to complete his/her assigned duties rather than adhere to a strict workday schedule. Consequently, no overtime or compensatory time will be provided for working beyond a forty-hour work-week.
9. Immediate Family: Is defined as being spouse and the following, if living in the employee's household: parents, grandparents, child, step child, brother or sister, grandchild or corresponding relatives by marriage or any other person who is a legal dependent of employee.
10. Introductory Employees: An introductory period regarded as part of the examination process which provides the General Manager the opportunity to observe and evaluate an employee's competence and ability to perform assigned duties. A new and/or returning employee shall be regarded as an introductory employee for the first 365 calendar days of employment. Introductory employees serve entirely at the will and pleasure of the General Manager and may be terminated by the General Manager without cause and without right of appeal or hearing at any time.
11. Leave of Absence: Permission to be absent from duty without pay for a specified period and purpose.
12. Step-Merit Increase: That periodic increase in salary that is based on performance and duration of employment in any given position.
13. Part-Time Position: A position, approved by the District Board, in which an employee works a continuing, year-round shift averaging 20 hours or more-less per week. ~~All such employees are entitled to vacation and sick leave according to a formula adopted by the Board of Directors.~~
14. Reclassification: As approved by the Board, a significant change in the duties and responsibilities of a position. A reclassification downward does not affect an employee's anniversary date. In a reclassification upward, the anniversary date is changed to the date the Board approves the reclassification.
15. Regular Employees: A regular employee is one who has been hired to fill a regular position in any job classification and has completed his/her introductory period and works 30-21 or more hours per week on a regular and continuous basis.
16. Regular Pay Rate: The hourly rate actually paid an employee for the normal work time performing the duties for which that employee has been employed by the District.
17. Transfer: At the General Manager's discretion, a change of an employee from one position to another with the same or comparable duties.

EXHIBIT "A"

VACATION  
CHAPTER FOUR - BENEFITS

NUMBER: 4000  
EFFECTIVE: 05/23/07

CHAPTER FOUR - BENEFITS

4000 - VACATION

1. This policy shall apply to regular ~~full-time~~ and introductory employees in all classifications. District policy shall discourage employees from working during vacations.
2. Paid vacations shall be accrued according to the following schedule on an annual basis:
  - A. From the date of employment through the fourth anniversary date of hire, at the rate of five-sixths of a working day per month of paid employment (10 working days);
  - B. After the fourth anniversary date of hire through the ninth anniversary date of hire, at the rate of one and one-fourth working days per month of paid employment (15 working days);
  - C. After the ninth anniversary date of hire, vacation time shall be accrued at the rate of one and two-thirds working days per month of paid employment (20 working days).
3. Limitations on accumulated vacation time. Once the maximum vacation accrual is reached, vacation time will no longer be accumulated. Once the vacation accrual is below the maximum, vacation accrual will again start to accumulate. An employee shall be able to accrue no more than the number of vacation days they are entitled to earn in two years of employment.
4. At termination of employment for any reason, the District shall compensate the employee for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination.
5. Exempt employees shall earn an additional five (5) days per year of administrative leave, to be used subject to General Manager approval, in a similar manner as vacation time. Administrative leave shall not be accumulated and carried over from one calendar year to the next.
6. The District will not require an employee to take vacation time in lieu of sick leave or leave of absence during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used.
7. No vacation accrues during a layoff or other leave of absence. An employee is not permitted to borrow on future accrual of vacation benefits.
8. If a holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.



9. Vacations may be scheduled at any time during the year upon approval of the employee's immediate supervisor. Vacation requests must be submitted in writing, and may not be approved if not submitted at least three weeks in advance, or if the request conflicts with other vacation requests. Leave Request Form is located at Appendix "G".
- A. Vacations shall be scheduled on a first-come-first-serve basis by the employee's Supervisor, based on operational needs of the District
- B. Overlapping vacations within a department may be permissible with the approval of the Supervisor and the Manager. Vacation preference shall be by seniority where conflicts exist.
10. Introductory employees shall not accrue vacation time during the introductory period. However, if an introductory employee becomes a regular employee of the District, after twelve (12) months of employment with the District, the period that the employee occupied introductory status shall be included in calculating his/ her entitlement to vacation with pay.
11. Vacations are provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee. As such, pay in lieu of vacation time away from work shall not be permitted.
12. Employees are eligible for vacation ~~and sick leave~~ based on the following formulas:

Hours Worked Per Week	Proportion of Vacation, Sick and Holiday-Sick Benefits
0-17	-0.0%
18-20	50.0%
21-23	57.5%
24-26	65.0%
27-29	72.5%
30-32	80.0%
33-35	87.5%
36-38	95.0%
39-40	100.0%



**4010 - HOLIDAYS**

1. This policy shall apply to all regular and introductory employees.
2. The following days shall be recognized and observed as paid holidays:
  - New Years Day;
  - Martin Luther King, Jr's Birthday;
  - President's Day (third Monday in February);
  - Memorial Day;
  - Independence Day;
  - Labor Day;
  - Veteran's Day;
  - Thanksgiving Day;
  - The Friday in November immediately following the day designated as Thanksgiving Day;
  - The four regularly scheduled working hours immediately preceding the day designated as Christmas Day;
  - Christmas Day;
  - The four regularly scheduled working hours immediately preceding the day designated as New Year's Day;
  - All regular District employees have one floating holiday per calendar year. If not taken during the calendar year earned, the floating holiday will be forfeited.
  - All other days as may be proclaimed by the District Board of Directors.
3. All regular work shall be suspended and employees shall receive one (1) day's pay for each of the holidays listed above. An employee on a leave without pay will not receive holiday pay.
4. Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday.
5. When an employee is taking an authorized leave with pay when a holiday occurs, he/she will receive holiday pay.
6. If any employee works on any of the holidays listed above, he/she shall, in addition to his/her holiday pay, be paid for all hours worked at the rate of time and one-half (1½) his/her regular rate of pay or as otherwise specified under Section 3000.
7. Employees are eligible for holidays based on the following formulas:

**HOLIDAYS  
CHAPTER FOUR - BENEFITS**

**EXHIBIT "A"**

**NUMBER: 4010  
EFFECTIVE: 05/23/07**

6.

<u>Hours Worked Per Week</u>	<u>Proportion of Vacation, Sick and Holiday Benefits</u>
<u>21-23</u>	<u>57.5%</u>
<u>24-26</u>	<u>65.0%</u>
<u>27-29</u>	<u>72.5%</u>
<u>30-32</u>	<u>80.0%</u>
<u>33-35</u>	<u>87.5%</u>
<u>36-38</u>	<u>95.0%</u>
<u>39-40</u>	<u>100.0%</u>

**4020 - SICK LEAVE**

1. This policy shall apply to introductory and regular ~~full-time~~ employees in all classifications.
2. Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided to his/her immediate supervisor.
3. Sick leave may be used to care for the needs of a sick member of the employee's immediate family as defined in Section 1010 (8).
4. Employees shall earn sick leave at the rate of one (1) working day per month cumulative to a maximum of one hundred eighty (180) working days. Overtime work shall accrue no additional sick leave credit.
5. Sick leave shall not be used in lieu of or in addition to vacation leave.
6. No sick leave accrues during layoff, or other leave of absence. An employee is not permitted to borrow on future accrual of sick benefits.
7. In order to receive compensation while on sick leave, the employee shall notify his/her supervisor prior to the time for beginning the regular work day.
8. If absence from duty by reason of illness occurs, satisfactory evidence may be required by the General Manager or other responsible managing employee.
9. If an employee who has more than 5 years of service with the District as a regular employee leaves the District in good standing, he/she shall be compensated for all accrued sick leave not in excess of 180 days. Compensation shall be at a rate equivalent to 25% of his/her unweighted hourly salary.
10. Sick leave is not a privilege that an employee may use at his/her discretion, but shall be allowed only in case of necessity and actual sickness or disability of the employee, or because of illness in his/her immediate family. Sick leave may be donated to another employee needing additional sick leave, pursuant to Section 4030.

11. Employees are eligible for sick leave based on the following formulas:

EXHIBIT "A"

**SICK LEAVE  
CHAPTER FOUR - BENEFITS**

**NUMBER:  
EFFECTIVE:**

**4020  
05/23/07**

<u>Hours Worked Per Week</u>	<u>Proportion of Vacation, Sick and Holiday Benefits</u>
<u>21-23</u>	<u>57.5%</u>
<u>24-26</u>	<u>65.0%</u>
<u>27-29</u>	<u>72.5%</u>
<u>30-32</u>	<u>80.0%</u>
<u>33-35</u>	<u>87.5%</u>
<u>36-38</u>	<u>95.0%</u>
<u>39-40</u>	<u>100.0%</u>



EXHIBIT "A"

**BENEFIT CONTRIBUTIONS  
CHAPTER FOUR - BENEFITS**

**NUMBER: 4110  
EFFECTIVE: 05/23/07**

**4110 - BENEFIT CONTRIBUTIONS**

The District has the right to change medical and/or dental providers after consultation with affected employees.

1. Medical Expense Insurance - Accident, health, and hospital insurance to cover non-occupational injuries and sickness for introductory and ~~full-time~~ regular employees and their dependents (working more than 20 hours per week pursuant to PERS rules) in all job classifications, shall be provided by the District. The scope of coverage and the payment of premiums may be subject to annual review and revision by the Board of Directors.
2. Dental insurance shall be provided for regular employees and their dependents (working 30 or more hours per week pursuant to Dental Insurance Carrier Policy) upon completion of ~~six~~ one months of continuous employment. The scope of coverage and the payment of premiums may be subject to annual review and revision by the Board of Directors.
3. Vision Insurance shall be provided for regular employees and their dependents (working 30 or more hours per week pursuant to vision Insurance Carrier Policy) upon completion of ~~six~~ one months of continuous employment. The scope of coverage and the payment of premiums may be subject to annual review and revision by the Board of Directors.
4. Workers' Compensation Insurance - All District employees will be insured against injuries received while on the job as required by State law.
5. Retirement Plan - The District is a member of PERS (Public Employees Retirement System). The District contributes the required percentage of gross wages (excluding overtime) to PERS on behalf of each eligible employee.
6. Deferred Compensation Plan - The District offers an IRS 457 Deferred Compensation Plan to its employees who are PERS members. This plan is provided as an optional PERS benefit. The District does not contribute to this plan.
7. 1959 Survivor Benefit Allowance - This benefit provides for a monthly allowance to eligible survivors of members who were covered for this benefit program and dies before retirement. The cost to each employee is \$2.00 per month. The District contributes \$3.20 per month on behalf of each employee.

TO: BOARD OF DIRECTORS  
FROM: MICHAEL LEBRUN *ML*  
INTERIM GENERAL MANAGER  
DATE: JANUARY 21, 2011



**APPROVE ADDITIONAL WORK AUTHORIZATION FOR  
DOUG WOOD & ASSOCIATES, SOUTHLAND WASTEWATER  
TREATMENT FACILITY UPGRADE ENVIRONMENTAL CONSULTANT**

**ITEM**

Approve Additional Work Authorization for Doug Wood & Associates [RECOMMEND APPROVE].

**BACKGROUND**

Doug Wood and Associates entered into a \$85,560 contract with the District to perform Environmental work related to the Southland Wastewater Facility upgrade in April 2009. The project was scheduled to be completed by April 2010. Completion of the environmental work was delayed by effluent disposal site investigation. In June 2009, preliminary site investigations indicated Ca Red Legged Frog habitat existed in the project area or immediate surroundings. This finding required and increased scope of work to support frog survey. Additional Work Authorization #1 dated June 26, 2009, authorized an increase in project budget of \$9670. On October 13, 2010, several revisions involving effluent disposal options were necessitated resulting in an increase of the original scope of work. In October 2010, District approved Additional Work Authorization #1 (this numbering error was not caught by District staff at the time) in the amount of \$7,840.00.

Subsequently, additional treatment processes were added to the upgrade design resulting in further environmental work. Additionally, a workshop to review the Administrative Draft Report was added to the project scope. Additional Work Authorization #2, for \$1,460 covers these changes to the project scope.

Combined, these three Additional Work Authorizations increase the scope of work and value of contract to \$104,530. Staff feels these increases are clearly linked to an expansion in project scope.

**FISCAL IMPACT**

Minor impact to overall Southland upgrade budget.

**RECOMMENDATION**

Staff recommends that your Honorable Board approve Additional Work Authroization #2 (3) and direct staff to issue a Task Order budget augmentation in the amount of \$1,460 and revise the project Not to Exceed to \$104,530.

**ATTACHMENTS**

- Additional Work Authorization #2 (3), dated January 18, 2011



# Douglas Wood & Associates, Inc.

Land Use Planning / Governmental Relations / Environmental Analysis

January 18, 2011

Nipomo Community Services District  
148 S. Wilson Street  
Nipomo, CA 93444  
Attn: Michael LeBrun, Interim General Manager

Subject: Additional Work Authorization #2, Southland WWTF Improvements Draft EIR

Dear Michael,

It is the intent of this letter to provide an estimate of costs for additional document preparation efforts and attendance at an Administrative Draft EIR Workshop in relation to completion of the Southland WWTF Improvements Draft EIR.

## SCOPE OF WORK

- Additional Document Preparation

At their October 13<sup>th</sup> hearing, the NCSO Board of Directors directed our firm to complete several revisions and additions to the Administrative Draft EIR. These additional tasks included: 1) removal of the Pasquini Property as a wastewater disposal option and instead including this option as a project alternative; 2) preparation of a new wastewater disposal option involving a combination of treated wastewater disposal at Blacklake Golf Course, Nipomo Regional Park and the Kaminaka Property and the extension of pipelines to the Blacklake Golf Course; 3) preparation of additional impact analyses and mitigation measures associated with this additional disposal option addressing the potential impacts of the additional pipeline extensions and treated wastewater disposal at these additional locations; 4) provision of an additional project alternative involving expanded wastewater treatment followed by injection and subsequent withdrawal of treated wastewater in order to maximize potential disposal options and 5) provision of an additional project alternative involving expanded wastewater treatment at the Southland WWTF with surface discharge. Once we completed these revisions, I felt it necessary to have Peter Sevcik of NCSO and Mike Nunley of AECOM review the revised Section III. Project Description and Section VII. Alternatives to the Proposed Project. In AECOM's response to our request for review, it was indicated that an additional treatment step, that being the addition of a rotary drum or gravity belt sludge thickener, was added to the proposed improvements to the Southland Wastewater Treatment Facility. We were notified of this revision to the project plans on December 14<sup>th</sup>, four days prior to the anticipated completion of the Administrative Draft EIR. This addition to the proposed project required revisions to Section II. EIR Summary/Mitigation Monitoring Program, Section III. Project Description and Section V. Environmental Analysis as well as revisions to several graphics (Figures 5A through 5G) within the document, all of which is in addition to our original scope of work.

**29 Years of Excellence 1983 – 2011**

• Administrative Draft EIR Workshop

We have been requested to attend and participate in a workshop to receive comments from the NCSD Board of Directors on the Administrative Draft EIR. Preparation for, travel to and participation in this workshop, which was not covered by our original contract, will require a maximum of four (4) hours of staff time by the Project Principal.

COSTS


The costs for the additional document preparation efforts noted above are delineated below:

Project Principal	3.5 hours @ \$120.00/hour = \$	420.00
Project Manager	4 hours @ \$80.00/hour = \$	320.00
Clerical	4 hours @ \$40.00/hour = \$	<u>240.00</u>
	Total = \$	980.00

The costs for preparation for, travel to and attendance at the Administrative Draft EIR Workshop totals \$480.00 (four hours at \$120.00 per hour). The combined costs for these two tasks total \$1,460.00. All other terms and costs relative to our original contract remain unchanged.

Please do not hesitate to contact me if you have any questions concerning the above budget revision. We are pleased to be of continued service to the District.

Sincerely,



Douglas Wood  
President  
Douglas Wood & Associates, Inc.

Authorized by:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_