

TO: BOARD OF DIRECTORS
FROM: MICHAEL LEBRUN *MSL*
INTERIM GENERAL MANAGER
DATE: MARCH 4, 2011

**AGENDA ITEM
D**

MARCH 9, 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 February 23, 2011 Regular Meeting
- D-3) ADOPT RESOLUTION APPROVING 2011 STRATEGIC PLAN UPDATE AS
AMENDED AT THE FEBRUARY 23, 2011 NCSD MEETING [RECOMMEND ADOPT
RESOLUTION]

TO: BOARD OF DIRECTORS
 FROM: MICHAEL LEBRUN *ML*
 INTERIM GENERAL MANAGER
 DATE: MARCH 4, 2011

**AGENDA ITEM
 D-1
 MARCH 9, 2011**

**TOTAL COMPUTER
 CHECKS
 \$142,639.65**

HAND WRITTEN CHECKS

| | | | | |
|----------|-------|------------------|-----------------------------|--------|
| 02-28-11 | 20221 | SLO CHAPTER CSDA | WORKSHOP | 120.00 |
| 03-01-11 | 20222 | LARRY VIERHEILIG | FINANCE AND AUDIT COMMITTEE | 100.00 |
| 03-01-11 | 20223 | ED EBY | FINANCE AND AUDIT COMMITTEE | 100.00 |
| 03-09-11 | 20224 | BETTY RAMOS | WASHER REBATE | 75.00 |
| 03-09-11 | 20225 | BENJAMIN RUIZ | WASHER REBATE | 75.00 |
| 03-09-11 | 20226 | AMY HAYCRAFT | WASHER REBATE | 75.00 |
| 03-09-11 | 20227 | KATHY BECK | WASHER REBATE | 75.00 |

VOID-19115, 20103

COMPUTER GENERATED CHECKS

| | | | | | | | | |
|--------|----------|-------|---------------------------|----------|-----|----------|----------|-------------------------|
| 19141 | 03/04/11 | EMP01 | EMPLOYMENT DEVELOP DEPT | .00 | .00 | .00 | B10215 | STATE INCOME TAX |
| | | | | 1400.65 | .00 | 1400.65 | B10228 | STATE INCOME TAX |
| | | | Check Total.....: | 1400.65 | .00 | 1400.65 | | |
| 19142 | 03/04/11 | MID01 | RABOBANK-PAYROLL TAX DEPO | .00 | .00 | .00 | B10215 | FEDERAL INCOME TAX |
| | | | | 4076.82 | .00 | 4076.82 | B10228 | FEDERAL INCOME TAX |
| | | | | 7.80 | .00 | 7.80 | 1B10215 | MEDICARE (FICA) |
| | | | | 584.00 | .00 | 584.00 | 1B10228 | FICA |
| | | | | 1003.60 | .00 | 1003.60 | 2B10228 | MEDICARE (FICA) |
| | | | Check Total.....: | 5672.22 | .00 | 5672.22 | | |
| 19143 | 03/04/11 | MID02 | RABOBANK-DIRECT DEPOSIT | 27556.14 | .00 | 27556.14 | B10228 | NET PAY |
| 19144 | 03/04/11 | PER01 | PERS RETIREMENT | 70.98 | .00 | 70.98 | B10215 | PERS PAYROLL REMITTANCE |
| | | | | 7216.17 | .00 | 7216.17 | B10228 | PERS PAYROLL REMITTANCE |
| | | | Check Total.....: | 7287.15 | .00 | 7287.15 | | |
| 19145 | 03/04/11 | STA01 | ING-PERS 457 DEFERRED COM | 825.00 | .00 | 825.00 | B10228 | 457 DEFERRED COMP |
| 019146 | 03/09/11 | ABA01 | ABALONE COAST BACTERIOLOG | 175.00 | .00 | 175.00 | 11-0988 | LAB TEST-WATER SAMPLES |
| | | | | 20.00 | .00 | 20.00 | 11-1020 | LAB TEST-BL WWTP |
| | | | | 128.00 | .00 | 128.00 | 11-1021 | LAB TEST-BL WWTP |
| | | | | 184.00 | .00 | 184.00 | 11-1022 | LAB TEST-SOUTHLAND WWTP |
| | | | | 147.00 | .00 | 147.00 | 11-1023 | LAB TEST-SOUTHLAND WWTP |
| | | | | 105.00 | .00 | 105.00 | 11-1024 | LAB TEST-SOUTHLAND WWTP |
| | | | | 20.00 | .00 | 20.00 | 11-1056 | LAB TEST-BL WWTP |
| | | | | 20.00 | .00 | 20.00 | 11-1073 | LAB TEST-BL WWTP |
| | | | | 175.00 | .00 | 175.00 | 11-1120 | LAB TEST-WATER SAMPLES |
| | | | | 20.00 | .00 | 20.00 | 11-1121 | LAB TEST-BL WWTP |
| | | | | 147.00 | .00 | 147.00 | 11-1148 | LAB TEST-SOUTHLAND WWTP |
| | | | | 105.00 | .00 | 105.00 | 11-1149 | LAB TEST-SOUTHLAND WWTP |
| | | | | 192.00 | .00 | 192.00 | 11-1150 | LAB TEST-SOUTHLAND WWTP |
| | | | | 136.00 | .00 | 136.00 | 11-1151 | LAB TEST-BL WWTP |
| | | | | 20.00 | .00 | 20.00 | 11-1152 | LAB TEST-BL WWTP |
| | | | | 20.00 | .00 | 20.00 | 11-1172 | LAB TEST-BL WWTP |
| | | | | 20.00 | .00 | 20.00 | 11-1199 | LAB TEST-BL WWTP |
| | | | | 16.00 | .00 | 16.00 | 11-1264 | LAB TEST-WATER SAMPLES |
| | | | Check Total.....: | 1650.00 | .00 | 1650.00 | | |
| 019147 | 03/09/11 | ADV01 | ADVANTAGE ANSWERING PLUS | 150.70 | .00 | 150.70 | 2252011 | ANSWERING SERVICE |
| 019148 | 03/09/11 | ALX01 | ALEXANDER'S CONTRACT SERV | 3250.19 | .00 | 3250.19 | MAR 2011 | METER READING-MARCH |
| 019149 | 03/09/11 | AME03 | AMERI PRIDE | 132.65 | .00 | 132.65 | 290300 | UNIFORMS |
| | | | | 114.46 | .00 | 114.46 | 295793 | UNIFORMS |
| | | | | 243.57 | .00 | 243.57 | 301170 | UNIFORMS |
| | | | | 166.19 | .00 | 166.19 | 306570 | UNIFORMS |
| | | | Check Total.....: | 656.87 | .00 | 656.87 | | |
| 019150 | 03/09/11 | ATT02 | AT&T | 154.33 | .00 | 154.33 | 2163516 | TELEPHONE |
| | | | | 25.36 | .00 | 25.36 | 2163767 | TELEPHONE |
| | | | | 123.76 | .00 | 123.76 | 2163837 | TELEPHONE |
| | | | Check Total.....: | 303.45 | .00 | 303.45 | | |

TO: BOARD OF DIRECTORS
 FROM: MICHAEL LEBRUN
 INTERIM GENERAL MANAGER

DATE: MARCH 4, 2011

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|--------|----------|-------|---------------------------|-------------------------------------|--------------------------|-------------------------------------|--|---|
| 019151 | 03/09/11 | CAL16 | CALPERS | 25750.00 | .00 | 25750.00 | MAR 2011 | QUARTERLY OPEB CONTRIBUTI |
| 019152 | 03/09/11 | CIT04 | CITY OF ARROYO GRANDE | 48.35 | .00 | 48.35 | 11-004 | TEST-WATER METER |
| 019153 | 03/09/11 | CLE06 | CNSSLO INC | 350.00 1777.78 | .00 .00 | 350.00 1777.78 | 12202 AAAQ2397I | COMPUTER SUPPORT 600 GB INTERNAL HARD DRIV |
| | | | Check Total.....: | 2127.78 | .00 | 2127.78 | | |
| 019154 | 03/09/11 | COR01 | CORBIN WILLITS SYSTEMS | 750.83 | .00 | 750.83 | B102151 | MONTHLY SUPPORT |
| 019155 | 03/09/11 | CWE01 | CWEA | 71.00 | .00 | 71.00 | RODRIGUEZ | R. RODRIGUEZ-GRADE 1 |
| 019156 | 03/09/11 | DIS02 | DISCRETE WIRELESS | 308.50 | .00 | 308.50 | 0717416 | GPS SERVICE |
| 019157 | 03/09/11 | EBY01 | EBY, ED | 100.00 | .00 | 100.00 | 030911 | BOARD MEETING 03-09-11 |
| 019158 | 03/09/11 | EBY02 | ED EBY | 50.59 | .00 | 50.59 | 022611 | MILEAGE REIMBURSEMENT |
| 019159 | 03/09/11 | FAR02 | FAR WEST EXPRESS | 33.00 | .00 | 33.00 | FEB 2011 | DELIVERY |
| 019160 | 03/09/11 | FGL01 | FGL ENVIRONMENTAL | 710.00 | .00 | 710.00 | 180097A | LAB TEST-9 WELLS |
| 019161 | 03/09/11 | FIS01 | FISHER PUMP SERVICE | 12765.00 3198.00 | .00 .00 | 12765.00 3198.00 | 1715 1726 | SUNDALE WELL-REPAIR/MAINT SUNDALE WELL-REPAIR/MAINT |
| | | | Check Total.....: | 15963.00 | .00 | 15963.00 | | |
| 019162 | 03/09/11 | GAD01 | GADDIS, DAN A. | 100.00 | .00 | 100.00 | 030911 | BOARD MEETING 03-09-11 |
| 019163 | 03/09/11 | GRO01 | GROENIGER & CO | 611.43 692.27 522.85 17.43 | .00 .00 .00 .00 | 611.43 692.27 522.85 17.43 | 11017166 17041-00 17041-01 17041-02 | OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES |
| | | | Check Total.....: | 1843.98 | .00 | 1843.98 | | |
| 019164 | 03/09/11 | GWA01 | GWA INC | 50.00 85.00 85.00 53.00 | .00 .00 .00 .00 | 50.00 85.00 85.00 53.00 | 200640202 MAR 2011A MAR 2011B MAR 2011C | UPDATE CODES SHOP/LAB MONITORING UTILITY OFFICE MONITORING OFFICE MONITORING |
| | | | Check Total.....: | 273.00 | .00 | 273.00 | | |
| 019165 | 03/09/11 | HAR02 | HARRISON, JAMES | 100.00 | .00 | 100.00 | 030911 | BOARD MEETING 03-09-11 |
| 019166 | 03/09/11 | LAN02 | LANDMARK LANDSCAPE CO INC | 214.00 | .00 | 214.00 | 51573 | LANDSCAPE MAINT DISTRICT |
| 019167 | 03/09/11 | MCE01 | MCEWEN, MALCOLM | 480.00 480.00 | .00 .00 | 480.00 480.00 | 002 003 | STANDARDS AND SPECS UPDAT TECHNICAL MEMO |
| | | | Check Total.....: | 960.00 | .00 | 960.00 | | |
| 019168 | 03/09/11 | MID07 | MID STATE CONTAINERS | 180.00 | .00 | 180.00 | 7040 | TRANSPORTING SEA TRAIN |
| 019169 | 03/09/11 | MNS01 | MNS ENGINEERS INC | 1200.00 | .00 | 1200.00 | 60611 | FRONTAGE ROAD SEWER LINE |
| 019170 | 03/09/11 | MOR02 | MORE OFFICE SOLUTIONS | 150.48 | .00 | 150.48 | 40237 | COPIER MAINTENANCE-SHOP |
| 019171 | 03/09/11 | NEX01 | NEXTEL COMMUNICATIONS | 572.92 | .00 | 572.92 | 87314-111 | CELL SERVICE |
| 019172 | 03/09/11 | NUT01 | NU TECH PEST MGMT | 265.00 49.00 | .00 .00 | 265.00 49.00 | 83294 83295 | PEST CONTROL RODENT CONTROL |
| | | | Check Total.....: | 314.00 | .00 | 314.00 | | |
| 019173 | 03/09/11 | OFF01 | OFFICE DEPOT | 71.90 | .00 | 71.90 | 646599001 | OFFICE SUPPLIES |
| 019174 | 03/09/11 | PER04 | PERRY'S ELECTRIC MOTORS | 2612.67 | .00 | 2612.67 | 12120 | BL WWTP-REPAIR/MAINT |
| 019175 | 03/09/11 | PGE01 | P G & E | 10759.88 | .00 | 10759.88 | 7080489-3 | SUNDALE WELL DEFICIENCY B |
| 019176 | 03/09/11 | PRE01 | PRECISION JANITORIAL | 650.00 | .00 | 650.00 | 209 | JANITORIAL-FEBRUARY |
| 019177 | 03/09/11 | PRO02 | PRO CARE JANITORIAL SUPPL | 65.47 | .00 | 65.47 | 43670 | SUPPLIES |
| 019178 | 03/09/11 | QUI04 | QUINN POWER SYSTEMS | 588.13 343.09 621.16 | .00 .00 .00 | 588.13 343.09 621.16 | 4822 910010725 W04535-01 | GENERATOR MAINTENANCE OPERATING SUPPLIES BACK-UP GENERATOR |
| | | | Check Total.....: | 1552.38 | .00 | 1552.38 | | |
| 019179 | 03/09/11 | RIC01 | RICHARDS, WATSON, GERSHON | 2865.00 | .00 | 2865.00 | 176042 | WATER RIGHTS ADJUDICATION |
| 019180 | 03/09/11 | RUS01 | RUSSCO | 1121.19 | .00 | 1121.19 | 21558 | OFFICE FURNITURE |
| 019181 | 03/09/11 | SAN01 | SANTA MARIA TIRE INC | 260.05 | .00 | 260.05 | 460303 | 2009 4X4-MAINT |

TO: BOARD OF DIRECTORS
 FROM: MICHAEL LEBRUN
 INTERIM GENERAL MANAGER

DATE: MARCH 4, 2011

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|--------|----------|-------|---------------------------|----------|-----|----------|-----------|---------------------------|
| 019182 | 03/09/11 | SHI01 | SHIPSEY & SEITZ, INC | 13415.80 | .00 | 13415.80 | JAN 2011 | LEGAL SERVICE JANUARY 201 |
| 019183 | 03/09/11 | SLO09 | SAN LUIS OBISPO COUNTY IW | 50.00 | .00 | 50.00 | 1126 | BATTERY COLLECTION FEE |
| 019184 | 03/09/11 | SOU01 | SOUTH COUNTY SANITARY | 34.92 | .00 | 34.92 | 3236470 | TRASH SERVICE |
| | | | | 169.12 | .00 | 169.12 | 3237846 | OLDE TOWN TRASH SERVICE |
| | | | Check Total.....: | 204.04 | .00 | 204.04 | | |
| 019185 | 03/09/11 | STA03 | STATEWIDE SAFETY & SIGNS | 101.32 | .00 | 101.32 | B10301 | MARKING PAINT |
| 019186 | 03/09/11 | THE01 | THE GAS COMPANY | 17.32 | .00 | 17.32 | FEB 2011 | SHOP OFFICE HEAT |
| 019187 | 03/09/11 | TIT01 | TITAN INDUSTRIAL & SAFETY | 332.40 | .00 | 332.40 | 1043612 | OPERATING SUPPLIES |
| 019188 | 03/09/11 | UCM01 | UTILITY COST MANAGEMENT L | 4568.36 | .00 | 4568.36 | 15132 | ELECTRICAL SAVINGS SEPT-D |
| 019189 | 03/09/11 | UND01 | UNDERGROUND SERVICE ALERT | 138.00 | .00 | 138.00 | 11020038 | UNDERGROUND SERVICE ALERT |
| 019190 | 03/09/11 | USA01 | USA BLUEBOOK | 212.61 | .00 | 212.61 | 332343 | OPERATING SUPPLIES |
| 019191 | 03/09/11 | USB01 | US BANK TRUST | 169.00 | .00 | 169.00 | 022211A | TRAVEL |
| | | | | 47.61 | .00 | 47.61 | 022211B | COMPUTER EXPENSE |
| | | | | 127.01 | .00 | 127.01 | 022211C | MEETING SUPPLIES |
| | | | | 257.00 | .00 | 257.00 | 022211D | NOTARY DUES |
| | | | | 211.51 | .00 | 211.51 | 022211E | OPERATING SUPPLIES |
| | | | Check Total.....: | 812.13 | .00 | 812.13 | | |
| 019192 | 03/09/11 | VER01 | VERIZON | 38.18 | .00 | 38.18 | B10301 | TELEPHONE |
| 019193 | 03/09/11 | VIE01 | VIERHEILIG, LARRY | 100.00 | .00 | 100.00 | 030911 | BOARD MEETING 03-09-11 |
| 019194 | 03/09/11 | WEA02 | WEATHER TRAK | 84.00 | .00 | 84.00 | B10224 | WEATHER TRAK |
| 019195 | 03/09/11 | WIN01 | WINN, MICHAEL | 100.00 | .00 | 100.00 | 030911 | BOARD MEETING 03-09-11 |
| 019196 | 03/09/11 | YOU01 | YOUR PEOPLE PROFESSIONALS | 1452.00 | .00 | 1452.00 | MAR 2011 | DEPOSIT TO EMPLOYEE AGENC |
| 019197 | 03/09/11 | \S004 | R SIMONS CO INC, | 481.15 | .00 | 481.15 | 000B10301 | MQ CUSTOMER REFUND FOR SI |

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community Since 1965

MINUTES

FEBRUARY 23, 2011 AT 9:00 A.M.

BOARD ROOM 148 SOUTH WILSON STREET, NIPOMO, CA

D2

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, **ASSISTANT 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

Vice President Vierheilig called the Regular Meeting of February 23, 2011, to order at 9:07 a.m. and led the flag salute.

B. ROLL CALL

At Roll Call, Directors Vierheilig, Winn, Eby, and Gaddis were present. President Harrison was absent. Vice President Vierheilig announced President Harrison's absence was previously planned.

00:01:34

C. PRESENTATIONS AND PUBLIC COMMENT

C-1) NCSD SUPERINTENDENT TINA GRIETENS

Update re: Summary of Utility Division Activities

Tina Grietens, NCSD Utility Superintendent, reviewed the report as presented in the Board packet. Michael LeBrun, Interim General Manager, and Ms. Grietens answered questions from the Board. The Board thanked Ms. Grietens for the report.

C-2) DIRECTORS' ANNOUNCEMENTS OF DISTRICT & COMMUNITY INTEREST

Receive Announcements from Directors Items of District & Community Interest

Director Gaddis

- ◇ February 28, 2011 – SCAC will meet at NCSD at 6:30 p.m.
- ◇ The SCAC Traffic & Circulation committee met on February 10, 2011, and discussed the Willow Road Project.

Director Eby

- ◇ February 17, 2011 – LAFCO met and discussed changing LAFCO laws and authorities.

Director Winn

- ◇ February 22, 2011 – The Board of Supervisors met and discussed strategic planning and redistricting.
- ◇ February 28, 2011 – SCAC will meet at NCSD at 6:30 p.m.
- ◇ March 2, 2011 – WRAC will meet at 1:30 p.m. in San Luis Obispo. Items of interest to Nipomo include the 2010 Annual Summary Report of the County's Resource Management System.

Director Vierheilig

- ◇ April 2nd / 3rd The Central Coast Orchid Show will be held at the South County Regional Center in Arroyo Grande.
- ◇ April 1, 2011 – Fundraiser to benefit the 5 Cities Homeless Coalition, tickets are \$40.00. See Director Vierheilig for more information

Copy of document found at www.NoNewWipTax.com

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
REGULAR MEETING
MINUTES

C-3) PUBLIC COMMENT ON ITEMS NOT ON AGENDA

There was no public comment.

00:28:20

D. CONSENT AGENDA

D-1) APPROVE WARRANTS

D-2) APPROVE BOARD MEETING MINUTES

Approve Minutes of February 9, 2011 Regular Meeting

D-3) APPROVE EASEMENT PURCHASE APPROXIMATELY 1,350 SQ. FT. AT EXISTING DISTRICT 'VIA CONCHA' WELL SITE ON VIA CONCHA ROAD APN 091-201-074

Michael LeBrun, Interim General Manager, answered questions from the Board.

Upon the motion of Director Winn and seconded by Director Eby, the Board members present unanimously approved the consent agenda. There was no public comment. Vote 4-0.

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

E. ADMINISTRATIVE ITEMS

The Board considered Item E-2 next.

00:38:02

E-2) HOLLOWAY OUTSIDE USERS AGREEMENT TRACT 2642, CONSIDER 2-YEAR EXTENSION REQUEST

Peter Sevcik, District Engineer, reviewed the report as presented in the Board packet. Michael LeBrun, Interim General Manager, Jon Seitz, District Legal Counsel, and Mr. Sevcik answered questions from the Board. The Board thanked Mr. Sevcik for the report.

The following members of the public spoke:

Carl Holloway, Nipomo Resident, stated that this is the only way to proceed with the District's backing. He also stated that he has not continued with the plans due to hard economic times and he asked the Board to please consider this agreement.

Terry Orton, Project Engineer, stated that he is present, if the Board has any questions.

Upon the motion of Director Winn and seconded by Director Vierheilig, the Board members present approved the two-year time extension, and adopted the Resolution authorizing Amendment No. 2 to the Agreement for providing water, sewer, and solid waste services to Tract 2642.

Vote 3-1. (Director Eby abstained, pursuant to section 2.9 of the NCSD's by-laws; an abstained vote is counted as a No vote.)

| YES VOTES | NO VOTES | ABSENT |
|--|--------------|-------------------|
| Directors Winn, Vierheilig, and Gaddis | Director Eby | Director Harrison |

RESOLUTION NO. 2011-1211

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
APPROVING AMENDMENT NO. 2 TO OUTSIDE USER AGREEMENT
FOR WATER, SEWER, AND SOLID WASTE SERVICES TO TRACT 2642

The Board took a break from 10:05 to 10:12 a.m.

Copy of document found at www.NoNewWipTax.com

SUBJECT TO BOARD APPROVAL

**Nipomo Community Services District
REGULAR MEETING
MINUTES**

00:57:40

E-1) REVIEW WATERLINE INTERTIE PROJECT STATUS

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

01:44:38

E-3) CONSIDER INTENT-TO-SERVE LETTER CO 03-0301 FOR 3-PARCEL COMMERCIAL SUBDIVISION LOCATED AT INTERSECTION OF NORTH FRONTAGE ROAD AND SANDYDALE DRIVE

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

Upon the motion of Director Eby and seconded by Director Winn, the Board members present approved Item E-3 as amended.

Vote 3-1. (Director Gaddis abstained, pursuant to section 2.9 of the NCSD's by-laws; an abstained vote is counted as a no vote.)

| YES VOTES | NO VOTES | ABSENT |
|-------------------------------------|-----------------|-------------------|
| Directors Eby, Winn, and Vierheilig | Director Gaddis | Director Harrison |

02:15:42

E-4) BOARD BY-LAW REVIEW

Jon Seitz, District Legal Counsel, reviewed the report as presented in the Board packet. Mr. Seitz reviewed changes and took comments. There was no public comment.

Upon the motion of Director Winn and seconded by Director Gaddis, the Board members present adopted the Resolution approving the revised By-Laws as modified.

Vote 4-0.

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

RESOLUTION NO. 2011-1212

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
ADOPTING AMENDED BOARD BY-LAWS AND POLICIES (2011)

The Board considered closed session next.

02:33:10

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).

J. PUBLIC COMMENT ON CLOSED SESSION ITEMS

There was no public comment.

K. ADJOURN TO CLOSED SESSION

Vice President Vierheilig adjourned to Closed Session at 11:55 p.m.

L. OPEN SESSION

ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION

The Board came back into Open Session at 1:05 p.m.

Jon Seitz, District Legal Counsel, announced that the Board discussed the items listed above for closed session, but took no reportable action.

02:35:30

E-5) STRATEGIC PLAN UPDATE

Michael LeBrun, Interim General Manager, reviewed the report as presented in the Board packet. Jon Seitz, District Legal Counsel, Peter Sevcik, District Engineer, and Mr. LeBrun answered questions from the Board. Mr. LeBrun took comments from the Board. The Board directed staff to bring this item back, on the Consent Agenda, for Board approval by Resolution.

04:20:21

F. GENERAL MANAGER'S REPORT

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. There was no public comment.

G. COMMITTEE REPORT

There were no committee reports.

04:39:17

H. DIRECTOR'S REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

Director Winn

- ◇ Requested the resolution of water conservation data that was sent to LAFCO be folded into the Urban Water Management Plan, and sent to San Luis Obispo County Public Works and Planning Departments.
- ◇ Requested staff to look into an uninterruptable power supply for critical electronic equipment in the District office.
- ◇ Requested District Counsel to review the pros and cons of utilizing NCSD's well site on Riverside Drive.
- ◇ Questioned the progress of Woodlands and NCSD installing a meter at the Intertie.
- ◇ Requested District Counsel to clarify if and when mutual water laws changed to allow then to import water without changing their overlying user status.
- ◇ Questioned staff on the costs of teleconferencing versus using newer technology.
- ◇ Questioned District Counsel on a potential court hearing in April.
- ◇ Questioned the progress of the District working with the County on the NMWCA Supplemental Water in-lieu fee.

ADJOURN

Vice President Vierheilig adjourned the meeting at 3:23 p.m.

TO: BOARD OF DIRECTORS
FROM: MICHAEL LEBRUN *ML*
INTERIM GENERAL MANAGER
DATE: MARCH 3, 2011

**AGENDA ITEM
D-3
MARCH 9, 2011**

ADOPT RESOLUTION APPROVING DISTRICT STRATEGIC PLAN 2011 UPDATE

ITEM

Adopt 2011 Strategic Plan Update as Amended at the February 23, 2011, NCSD Meeting
[ADOPT RESOLUTION]

BACKGROUND

In July 2009, your Board adopted the 2010 – 2014 Strategic Plan. In May 2010, your Board adopted the 2010 Strategic Plan Update. On February 23, 2011, your Board reviewed staff recommended edits and updates to the Strategic Plan. Your Board directed staff to make changes discussed and return it to the Board for final review and approval.

Substantive edits received during the February 23 meeting have been highlighted in the attached Draft-Final Strategic Plan 2011 Update.

FISCAL IMPACT

Development of this Plan used previously-budgeted staff time and legal consulting cost. Implementation of the plan will be dependent on subsequent adoption of budgets and approval of specific projects.

RECOMMENDATION

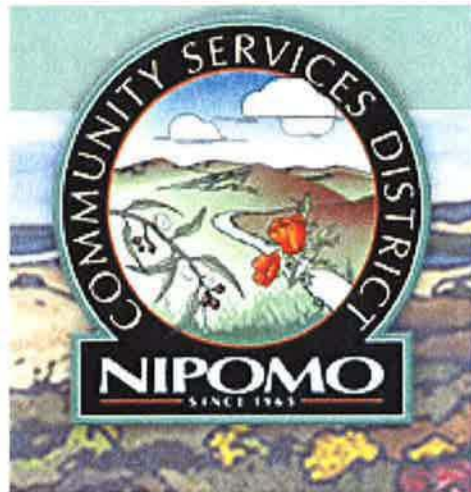
Staff recommends that the Board review the edits from the previous review and then consider adopting the attached Resolution.

ATTACHMENTS

- Revised Draft Strategic Plan
- Draft Resolution

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*Nipomo
Community
Services
District
Strategic Plan
2011 Update*



March 9, 2011

Board of Directors

Jim Harrison, President

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Ed Eby, Director

Mike Winn, Director

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Introduction

A Strategic Plan is a top-level planning document for an organization to set clear direction over all operational aspects of its mission. It serves as a framework for decision making over a five-year period. It is a disciplined effort to produce fundamental decisions that shape what a District plans to accomplish by selecting a rational course of action. This planning process began with an environmental scan of the District's business environment including an objective assessment of the District's strengths, weaknesses, opportunities and threats. Input from various stakeholders was gathered and analyzed. Starting with that information the District's Mission, Vision, Core Values and the overall structure of this Strategic Plan were developed by the Board in workshop settings. Within the framework of that structure and the business environment, strategies and goals were developed to sustain and where appropriate improve the District over the next five years. At its highest level, this Strategic Plan seeks to strengthen and build upon opportunities while addressing areas of concern.

This plan also identifies actions, activities, and planning efforts that are currently underway and which are needed for continued success in operations and management of the District, and provides for periodic reviews and updates.

The strategic planning effort has focused on several or all of the following areas:

- Ensuring the District's long-term financial health and stability;
- Cost efficiencies;
- Maintaining infrastructure;
- Stewardship of the environment;
- Sustaining a high performing, motivated and adaptable workforce;
- Fostering professional relationships when needed to better achieve our Mission; and
- Assuring clear, proactive and meaningful communications with the community we serve and the regulatory and land use agencies that impact District services.

Strategic Planning Definitions

Mission Statement: A declaration of the District's purpose which succinctly describes why the District exists. All activities of the District will be in support of the Mission Statement. The Mission Statement is adopted by the Board of Directors. The Mission Statement will be reviewed annually but is intended to be constant over the long term.

Vision Statement: A statement that articulates where the District wants to be over the life of the Strategic Plan. It outlines at the highest level the key changes that must be achieved by the Strategic Plan. The Vision creates and drives strategy and tactics identified elsewhere in the Strategic Plan. The Vision Statement is adopted by the Board of Directors. The Vision Statement will be reviewed annually and will typically change more frequently than the Mission Statement to reflect the direction the Board wants to take the District over the five-year time horizon of the Strategic Plan.

Core Values: A guidepost to the things that the District values when faced with options and alternatives. These are used every time decisions are made as a District. The Core Values are adopted by the Board of Directors. The Core Values are reviewed annually but are intended to be relatively constant over the long term.

Strategic Elements: The broad and primary areas of District operations, planning, and management that are addressed and supported by the Strategic Plan goals. These essentially serve as the outline and organization of the Strategic Plan. The Strategic Elements are adopted by the Board of Directors. The Strategic Elements are reviewed annually but are intended, absent major new issues to be faced, to be relatively constant over the life of the five year Strategic Plan.

- Strategic Element Objective: A concise statement associated with each Strategic Element that describes the objective of that element. It explains why that element is important to the District's overall strategy.

- Strategic Element Strategy: A concise statement associated with each Strategic Element that describes how the Objective for that Element will be achieved.

- Measurement of Strategic Element: A concise statement associated with each Strategic Element that describes in simple high-level terms how an observer will know if the Objective for the Element is achieved.

Strategic Goals: Short statements of desired success. The goal statement is supported by a narrative that more fully explains the nature of the goal and the issues that the goal intends to address. The Strategic Goals are prepared by management and accepted by the Board. The Strategic Goals will change from year-to-year when the annual assessment is made of the progress on each Strategic Element. The Strategic goals straddle the line between policy (Board responsibility) and implementation (management responsibility) and as such are a collaborative effort of both the Board and management.

Strategic Work Plan: An objective-by-objective prioritized and year-by-year summary of the activities that management anticipates undertaking to achieve the Strategic Goals. The Work Plan is a tool and a road map to prioritize the broad approach to the Strategic Goals. The work plan is not a task or "to-do" list. It is presented at a higher level of milestones that are intended to be accomplished each year to move the District towards success on the broad Strategic Goals. The Strategic Work Plan is prepared by management. To the extent that it prioritizes the undertaking of efforts to implement the Strategic Elements policy direction from the Board is sought by management.

Business Plans: Detailed and shorter to mid-term implementation plans that will be prepared by each operating Division in the District at the time of budget preparation and separately from this over-arching Strategic Plan. The Business Plans identify specifically what each division intends to accomplish, what resources they require to do so and the detailed steps, milestones and metrics that will be used to assess their performance. Business Plans are prepared annually by mid-level management and are to be in alignment with the Strategic Work Plan.

Strategic Plan Development

In FY2008-09, the District retained the services of BHI Management Consulting (BHI) to facilitate and coordinate the development of the District's five-year Strategic Plan. BHI first gathered input from the District employees in a number of meetings so as to allow direct and "ground level" input to Board during their deliberations on the Strategic Plan. To prepare for the Board workshop the Consultant circulated questionnaires to the District Board members on the matters they thought were most relevant to future strategy for the District. The following topics were discussed at all of the input gathering meetings:

- Mission
- Vision
- Core Values
- Current and future issues
- Important future projects

The Board supported this process as a way to allow all to participate in the foundation of the Strategic Plan. A full-day Board workshop was conducted. At the workshop the Board reviewed all input, revisited and refined the existing Mission Statement of the District, created a Vision Statement and developed Core Values for the District. The Board also identified the seven strategic elements providing balanced implementation actions across District operations that will support the Mission and achieve success of the Vision.

A steering committee, consisting of Senior Management and staff, worked with BHI to develop the Strategic Goals that support each Strategic Element. The Strategic Work Plan was developed in a collaborative fashion by Senior Management. District staff was regularly briefed in General Employee and in Division-level meetings about the process and content of the Strategic Plan as it was being developed. Using this process along with both external and internal input the Strategic Plan was assembled in a way that best articulates the Board's Vision and Strategy for the District over the next five years.

Continuation Process of the Plan

A key part of the Strategic Planning process is to conduct an annual review and update of the Plan during January of each year. This draft represents the second update and was accomplished in March of 2011. These reviews allow for regular maintenance of the Plan so that it reflects the actual progress and needs of the District. The reviews will be documented, and followed up with by either a Plan supplement or an updated Plan. A five-year planning horizon will be maintained with each review effort developing a new fifth year of actions, projects and initiatives.

The General Manager shall prepare a written quarterly update (Apr/July/Oct) on the District's progress and report his findings to the Board of Directors at a regular Board Meeting.

DISTRICT MISSION

The Nipomo Community Services District's mission is to provide its customers with reliable, quality and cost-effective services now and in the future.

DISTRICT CORE VALUES

- *Is it open, transparent and responsive to our customers?*
- *Is it sensitive to rates and cost efficient?*
- *Does it support our commitment to maintenance of our facilities and infrastructure?*
- *Does it support our ability to provide reliability in the services we provide?*
- *Does it support the welfare of our employees?*
- *Does it protect the rural character of our community?*

DISTRICT VISION

The District:

- **has sufficient water supplies to meet current needs and is actively planning for and funding future needs.**
- **has investments in our infrastructure to maintain reliable and efficient services.**
- **is practicing environmental stewardship to protect our resources**
- **has a growing understanding of available resources and conveys that information to customers.**
- **has substantially upgraded and continues to upgrade water and wastewater systems to accommodate new water supplies and meet growth and regulatory requirements.**
- **is sustaining a qualified, long-term and productive workforce to assure an effective organization.**
- **continues conservative, well managed finances reaching incremental targeted reserve goals.**
- **achieves a high level of public support through public outreach.**
- **is utilizing proven and cost-effective technologies to enhance the performance of our Mission.**
- **has improved relationships with local agencies, regulators and providers.**
- ~~**has constructed and is operating at least one neighborhood park.**~~

Strategic Elements

Strategic Elements represent the vital areas of the District's operation and management. They assure that the implementation of work to be performed in support of the Mission and Vision are comprehensive in nature and properly cover the District in all areas. Strategic elements are derived from the foundational Mission and Vision statements of the District. They are linked to action and results through the Strategic Goals written in each area and the Strategic Work Plan, Business Plans and Employee Goals. Within the five-year period covered by this Strategic Plan, these Elements assure that all aspects of District operations are well supported and are moving forward in a way that reflects Board priorities and creates balanced implementation. They are not ordered in any particular order but meant to be equally important to the long-term balanced future of the District.

The Strategic Work Plan which contains the supportive actions and initiatives organized and prioritized by year within the planning period, is presented along with each Strategic Goal and is also consolidated in tabular form in Table 1 - Strategic Plan "At-a-Glance" (pg. 20). These too are not prioritized within each section of the Plan but by how they are implemented throughout the five-year term of the Plan. Business Plans and Employee Goals are not a part of the Strategic Plan; these are developed on a one to two year timeframe with tasks, and are handled within the management structure of the District.

The Strategic Elements are:

- 1.0 Water
- 2.0 Wastewater
- 3.0 Partnerships/Regulatory Relations
- 4.0 Personnel/Organization
- 5.0 Administrative Management
- 6.0 Finances
- 7.0 Other Services

1.0 Water

Objective: The objective is reliability; to ensure that water supplies of sufficient quality and quantity are available for existing and future customers.

Strategy: We will do this by managing water resources under the District's control, developing a diversified water supply portfolio, and by partnering with and/or influencing agencies that have an impact on the quantity or quality of the water supplies available to the District.

1.1 Protect, Enhance, and Assess Available Water Supplies

Continuous assessment of available groundwater in storage, quality trends of groundwater, threats to water supplies, and the ability to serve existing and future customers is necessary to maintain adequate service levels. District production wells will be monitored and analyzed to insure operational reliability and water quality. Production parameters and quality will be tracked. District wells will also be monitored in support of District and NMMA Technical Group efforts to understand basin production and health. The District will increase understanding of stormwater and return flow inputs to the groundwater basin in order to inform efforts to maximize quantity and quality of these supply elements. Customers and users of the basin will be informed as to the 'semi-closed loop' nature of the basin and their role in protecting the basin.. The District is in the process of converting monthly well level depth measurement to continuous readings and monthly evaluation of District well level depths. Similarly, the practice of semi-annual (Spring and Fall) basin-wide storage calculation based on the County's reading of water well levels, will be augmented to include continuous monitoring of the coastal sentinel wells and the "key" inland wells and the periodic water quality measurements set forth in the 2008 NMMA Annual Report.

In addition to this high- priority, continuous reporting conversion, the The District will support and advance NMMA Technical Group efforts to monitor and evaluate area

groundwater resources. The NMMA Technical Group has identified six longer term management recommendations, including the development of a third Coastal Monitoring Well at Oso Flaco. Implementation of these additional management recommendations will improve the understanding of the groundwater basin and provide information critical to management of the basin. The District will participate in the identification and implementation of Technical Group Annual Report recommendations.

Over the past three years, the District has reported the volume of groundwater in storage as an indicator of basin health; however, this measurement metric has been criticized for not accurately representing the basin's geo-hydrology. With the publication of the 2008 NMMA Annual Report, there is now a new metric available, namely the Key Well Index, that is supported by the technical experts serving on the Technical Group (TG). The District will coordinate with the NMMA TG to periodically assess the basin status and to implement appropriate response plans when the TG or the Court determines that the basin is in a Severe or Potentially- Severe Water Shortage situation.

The District's Urban Water Management Plan (UWMP) provides the basis for the District's Water Supply Program and it must be kept current so the District can understand current water resource demands and plan to meet future needs. The State requires updates of the UWMP every five years to be eligible to receive state grant funding. The District completed an assessment of per capita water use and an estimate of future demands and supply, among numerous other metrics during the course of the 2010 update of the District's UWMP. The 2010 UWMP update is scheduled to be adopted by the Board in April 2011. The District will track existing customer demand, commitments to future development, and plans for future development as it actively revises the UWMP in 2010.

1.2 Secure New Supplies to Meet Demands

WATERLINE INTERTIE PROJECT - As detailed in the 2009 NMMA Annual Report, the average annual consumptive use of groundwater exceeds the average annual recharge. This situation is not sustainable and must be corrected to prevent future long-term damage to the aquifer. The District is implementing a \$25 Million Dollar Waterline Intertie Project (WIP) to augment supply on the Nipomo Mesa and enable better Mesa-wide groundwater management. Once the project is fully operational, the District will reduce its groundwater pumping and continue to provide new water for development infill within District boundaries consistent with the current County General Plan. Once the project is completed, at least one new operator position will be required to manage the new facilities and treatment processes. [ESTIMATED COMPLETION DATE = FY12-13]

FUTURE WATER SUPPLY AUGMENTATION Additional water, beyond the WIP initial capacity, will be necessary to support development of the lands within the District's Sphere of Influence. The District will need additional supplemental water to support development, in accordance with the County General Plan, within the Sphere of Influence. ~~This work program~~ Future water supply augmentation will evolve as a business plan is developed. The initial phase of research will be conducted, potential partnerships will be negotiated and an initial project proposal will be developed within the five-year term of this Strategic Plan [ESTIMATED COMPLETION DATE = FY14-15]

1.3 Upgrade and Maintain Water Storage and Distribution Works

WATER AND SEWER MASTER PLAN - The District is proceeding with the phased implementation of its Water and Sewer Master Plan. Every year as the budget is adopted, technical staff recommends, and the Board selects projects to upgrade the storage and distribution works. In FY09-10 NCS D funded the first phase of the Willow Road waterline extension and a new pressure reducing station for the Blacklake pressure zone.. In FY10-11 the District funded the second phase of the Willow Road waterline extension as well as the preliminary site layout for expanding the Dana Foothill Water Storage Tank Site. In addition, projects to replace and rehabilitate existing water storage and distribution works are funded each year including tank rehabilitation, hydrant replacement, valve replacement and well refurbishment [ESTIMATED COMPLETION DATE = ongoing]

PREVENTIVE MAINTENANCE - The Board has approved development of an overall Management and Operations Plan that includes a formalized preventive maintenance program. The District will purchase the program software and fully implement the program by the end of FY11-12[ESTIMATED COMPLETION DATE = FY11-12]

SCADA (REMOTE ELECTRONIC MONITORING OF WATER AND SEWER FACILITIES) – The District currently uses a proprietary Supervisory Control and Data Acquisition System (SCADA) that has limited capabilities to monitor, control, and document water and sewer facility performance. These limitations reduce the District’s ability to control and manage its water and sewer systems. The District will upgrade its SCADA system to improve the efficiency of operation and to enhance both the evaluation and control of facilities [ESTIMATED COMPLETION DATE = FY11-12]

GIS - The District currently uses a Geographic Information System (GIS) system that is not accessible to field personnel and is very cumbersome to update. These

limitations reduce the ability of staff to get information on water and sewer facilities and to keep information current. The District will upgrade and regularly update this system so that it can be accessed by all field personnel and other relevant agencies. The GIS system will also be integrated into the Operations and Management Plan [ESTIMATED COMPLETION DATE = ONGOING]

WATER QUALITY ANALYSIS - The District currently contracts out all laboratory analysis of water quality with both a primary contractor and a control contractor to ensure accuracy. Although the vendors have performed well, reliance on vendors limits the District's ability to timely evaluate the performance of NCSD's water and sewer facilities and to respond to emergencies. The District is in the process of setting up an in-house water quality laboratory to provide for internal control and for emergency response. Once completed, one new Utility Operator/Water Quality position will be required to assist with laboratory analyses. [ESTIMATED COMPLETION DATE = FY12-13]

1.4 Consistently Reduce Average Demand per Customer

The District has adopted a comprehensive Water Conservation Program, which includes twelve major conservation efforts. The goal of the Plan is to reduce average demand per customer so that less new water is required to return the basin to a long-term sustainable status. Water saved through conservation is much less expensive per unit than water developed through new water supply projects. Staff has been implementing the Water Conservation Program with program dedicated staffing and identified funding. The District is tracking water demand per connection as a basis for measuring reduction levels.. The District reduced production per connection by 16% over the last 5 years between 2005 and 2010 and is continuing efforts to reduce average annual use per connection over the long- term. The largest factors that affect the demand per connection/customer are outdoor irrigation and water rates. Implementation of the District's 2008 Water Conservation Plan will be prioritized to focus on reduction of irrigation use. The Board has agreed a four-tiered water-rate

structures can reduce water usage. The Board has also agreed to evaluate 2012-2015 water rates in 2011. [On-going]

1.5 Comply with State and Federal regulations and mandates

The District must comply with both State and Federal Water Regulations and submit the required water quality reports as well as prepare the annual Consumer Confidence Report. An additional major component of this compliance is tracking changes to the District water system and new regulations, and implementing regulations as they become applicable and/or effective. This tracking includes an evaluation of each new regulation to determine the cost to implement, documenting the changes necessary in facilities and operations, commenting to the regulatory body regarding impacts to the District and then implementing the final regulation after it is adopted. [On-going]

2.0 Wastewater

Objective: Collect, treat and beneficially dispose of wastewater and its by-products to meet the needs of existing and future customers.

Strategy: We will do this by the careful management of effluent and biosolids, using prudent planning and maintenance, with financial strategies to maintain sufficient capacity and respond to changing regulatory demands.

2.1 Efficiently operate collection, treatment and disposal works

PREVENTIVE MAINTENANCE - The Board has approved development of an overall Management and Operations Plan that includes a formalized preventive maintenance program. The District will purchase the program software and fully implement the program by the end of FY11-12. [ESTIMATED COMPLETION DATE = FY11-12]

SCADA (REMOTE ELECTRONIC MONITORING OF WATER AND SEWER FACILITIES) –The District currently uses a proprietary Supervisory Control And Data Acquisition (SCADA) system that has limited capabilities to monitor, control, and document water and sewer facility performance. These limitations reduce the District’s ability to control and manage its water and sewer systems creating costs inefficiencies. The District will upgrade its SCADA system to improve the efficiency of operation and to enhance both the evaluation and control of facilities. [ESTIMATED COMPLETION DATE = FY11-12]

GIS - The District currently uses a Geographic Information System (GIS) system that is not accessible to field personnel and is very cumbersome to update. These limitations reduce the ability of staff to get information on water and sewer facilities and to keep information current increasing trip miles and increasing “time to project completion”. The District will upgrade and regularly update this system so that it can be accessed by all field personnel and other relevant agencies. The GIS will also be

integrated into the Operations and Management Plan. [ESTIMATED COMPLETION DATE = ONGOING]

WASTEWATER QUALITY ANALYSIS - The District currently contracts out all laboratory analysis of wastewater quality with both a primary contractor and a control contractor to ensure accuracy. Although the vendors have performed well, reliance on vendors limits the District's ability to operate the new Biolac® Treatment System, to timely evaluate the performance of NCSD's water and sewer facilities and to respond to emergencies. Tthe District will continue to expand an in-house water quality laboratory to provide for internal control & for emergency response.[ESTIMATED COMPLETION DATE = FY12-13]

2.2 Upgrade and maintain collection and treatment works

SOUTHLAND WASTEWATER TREATMENT FACILITY - The District is implementing the "Business Plan" for development of the Southland WWTF Upgrade Project (WWTF) including environmental review, design, permits, funding, construction, start up, testing and operations. The Project is planned in three phases. Phase I of the Project will result in improved effluent quality and improved bio-solids management. Phase I upgrade is scheduled to begin in the fall of 2011 and complete one year later in the fall of 2012. Subsequent Phases will be timed on plant flow and community growth rates. Once Phase I of this project is completed, two new operator positions will be required to staff the new operation. [ESTIMATED COMPLETION DATE = FY12-13]

WATER AND SEWER MASTER PLANS - The District is proceeding with the phased implementation of its 2007 Water and Sewer Master Plan. Every year as the budget is adopted, the Board endorses projects to upgrade the collection, treatment and disposal works. In FY10-11the District expects to fund the replacement of the South Frontage Collector. In addition, projects to replace and rehabilitate existing collection and treatment works are funded each year including lift station rehabilitation, manhole

rehabilitation and Closed Circuit Television (CCTV) pipe condition assessment. [ESTIMATED COMPLETION DATE = ON-GOING]

EFFLUENT WATER QUALITY IMPROVEMENT - Separate from the SoWWTF upgrade, the District will pursue improvement of effluent water quality through the following source control efforts:

- The District will develop a Salts Management Program for both the Town Sewer Service Area and for the Blacklake Sewer Service Area. The program will include both a regulatory component prohibiting the installation of new self-regenerative water softeners and an education and rebate component to encourage existing customers who have self-regenerative water softeners to either abandon the use of water softeners or to convert to canister style systems.
- The District will continue implementation of a Fats Oils and Grease (“FOG”) reduction program and expand the program to include development of information to residential customers.
- The District will develop education and outreach information about other customer source threats to effluent water quality (medical wastes, grease, oils, fats) and septic tank management. The effort will be integrated with supply water quality education efforts (1.1). [ESTIMATED COMPLETION DATE = FY11-12 and Ongoing].

2.3 Select disposal solution for Southland Effluent and implement

The District currently discharges the treated wastewater from the Southland WWTF into the adjacent disposal ponds. This practice results in a, a subsurface mound. The estimated capacity of this disposal method is .57 million gallons per day which is the approximate average plant flow rate currently. As effluent volume increases, this mound will grow closer to the surface and may ultimately create health problems unless additional disposal solutions can be implemented. The Board has directed staff to implement a work program to evaluate the feasibility of alternative disposal

sites and to compare the most promising disposal sites in the Southland WWTF EIR. In the meantime, the District will maximize available disposal area at the Southland WWTF in order to mitigate mounding and maximize the time for resolving disposal capacity limitations. The District will then propose a subsequent project and develop a business plan for implementation of the selected disposal option. [ESTIMATED COMPLETION DATE = FY12-13].

2.4 Select disposal solutions for Bio-Solids and implement

In addition to creating treated wastewater, both wastewater treatment facilities also produce bio-solids. Historically, the District has stockpiled bio-solids and contracted with a hauler as needed to remove the material for off-site disposal/use. ; The District will develop a Bio-solids Management Program for both the Town Sewer Service Area and for the Blacklake Sewer Service Area. The program will include the investigation of long-term cost-effective bio-solids reuse options and implementation of a strategy. [ESTIMATED COMPLETION DATE = FY12-13]

2.5 Comply with State and Federal regulations and mandates

The District must comply with both State and Federal Water Regulations and submit the required water quality reports as well as continue the electronic reporting of sewer system overflows and complete development of a Sewer System Management Plan. Another major component of this compliance is tracking changes to the District treatment and collection system and new regulations and implementing regulations as they become effective and/or applicable. This tracking includes an evaluation of each new regulation to determine the cost to implement, documenting the changes necessary in facilities and operations, commenting to the regulatory body regarding impacts to NCSD and then implementing the final regulation after it is adopted. [On going]

3.0 Partnerships/Regulatory Relations

Objective: To foster beneficial relationships to accomplish the goals of the District.

Strategy: We will do this by embracing strategic ties with other organizations, working closely with regulators, developing a deliberate legislative agenda and participating in professional associations.

3.1 Strengthen strategic ties with neighboring purveyors and Technical Group

The District shares the Nipomo Mesa Management Area groundwater resources with three other major purveyors-providers (Golden State Water Company, Woodlands Mutual Water Company and the Rural Water Company), the Mesa Dunes Water Company, thirteen other smaller private water companies, and thousands of private land/well owners including golf course and agricultural users. The District is also a participant in the Nipomo Mesa Management Area Technical Group along with ConocoPhillips, the Woodlands, Golden State Water Company, Rural Water Company, and the agricultural landowners. To achieve viable management of the groundwater basin and to develop equitable funding for the importation of supplemental water, the District will negotiate agreements with the individual purveyors and fully participate in the Technical Group process. In addition, NCSD will monitor the growth in groundwater production and number of NMMA mutual water companies and will seek mechanisms to integrate mutual water company activities into the management of the basin. [On going]

3.2 Strengthen strategic ties with County of SLO, APCD, County Environmental Health and WRAC

All land use decision-making for the Nipomo Mesa Water Conservation Area (NMWCA) is vested in the County of San Luis Obispo. The County needs feedback from the District on the availability of water and sewer capacity in regards to the development of policies and the consideration of private development projects. The District will closely monitor both policies and projects under consideration and

communicate on each such policy and project so that the County understands the relevant constraints. Where policies conflict, the District will take the additional action necessary to prevent overuse of the resources. [On going]

3.3 Work closely with RWQCB, SWRCB, and State DPH

As stated above in Goals 1.5 and 2.5, the District is subject to new regulations and once those regulations are promulgated, the District must implement. Prior to adoption, the District will provide feedback to the Regional Board, the State Board, and the Public Health Officer.. Pending regulations include the septic management systems (SWRCB and RWQCB), Basin Plan Amendments (RWQCB and State DPH), and recharge regulations (State DPH). [On going]

3.4 Develop a deliberate legislative Agenda

The District is subject to the dictates of new state and federal legislation and the requirements of initiatives. The District can also secure funding through the legislative process. The District will monitor proposed bills and initiatives and comment on those bills and initiatives and provide information to the community where appropriate. The District also will lobby for state and federal funding for its major infrastructure projects with the help of professional lobbyists and provision of information to our respective state and federal representatives. [On going]

3.5 Participate in LAFCO, IWMA, CSDA, CSDA Chapter, AWWA, CRWA, CWEA

The District is subject to LAFCO's decisions regarding the District's Sphere of Influence, latent powers and annexation and will track any review of municipal services being conducted by LAFCO. Likewise, the District will participate fully in the Integrated Waste Management Authority regarding solid waste regulations and funding. The District will also take advantage of the information and resources available through CSDA, the SLO County Chapter of CSDA, AWWA, CRWA, and CWEA. [On going]

4.0 Personnel/Organization

Objective: To employ and retain a high quality, motivated workforce.

Strategy: We will do this by utilizing sound policies and personnel practices, offering competitive compensation and benefits, providing opportunities for training, development and professional growth, while ensuring a safe and secure workplace.

4.1 Retain long-term employees & attract new employees by providing industry-competitive salary/benefits

Although the District has a good track record in terms of keeping long-term employees, it is becoming very difficult to recruit new employees especially where certifications are required. To continue to retain existing employees and to be competitive in regards to new recruitments, the District will need to offer competitive salaries and benefits. The concern of the Board of Directors is that employees will be recognized for the level and scope of work described in their job description and that they are paid on a fair and regionally competitive basis that allows the District to recruit and retain a high-quality staff. NCSD will update the Total Compensation Study in 2011). [2011-2012, On-going]

4.2 Provide appropriate training and education for all employees

A formal program for training staff to improve work knowledge and performance is in development. Staff is enrolled in training as a part of an overall strategy. A formal staff development program will include using in-house training programs, webinars and other available resources and integrate training goals into the performance management system. [On-going]

4.3 Continue commitment to a safe workplace environment

Each week the District management team meets, discusses, and addresses any safety issues, accidents or injuries. The District's Utility Superintendent conducts bi-weekly safety tailgate meetings and the District's Engineer and Safety Officer conducts safety tailgate meetings with the Utility crew on a monthly basis. In

addition, the entire Staff participates in a quarterly safety meeting. At these meetings, various safety topics are addressed. Staff is encouraged to participate and suggestions are encouraged. The District's Safety Officer presents written policies, collectively the 'Safety Policy' on safety-related topics to the Board of Directors for approval. The Safety Officer updates the Safety Policy on an annual basis and as required by changes in operations or regulations. A formal review of the Policy by the Board of Directors is conducted every 5 years or when policy level changes to the Program are required. The Safety Policy is included in the Employee Safety Manual. These programs will continue with an emphasis on finding ways to improve workplace safety. [On-going]

4.4 Develop and maintain efficient disaster response capability

The District is committed to continuing hands-on training and education and purchasing the necessary equipment for District personnel to respond to an emergency. District staff received the initial emergency response training during FY08-09 and FY 09-10. The District has established an Emergency Operations Center, updated the Emergency Response Plan, conducted additional emergency response training and will regularly test the District's plan with tabletop exercises. The District has joined and participates in CALWARN, the statewide water sector mutual aid agreement and will integrate CALWARN protocols including resource typing into the District's Emergency Response Plan. The District also coordinates with other CSD's in the area to share resources in an emergency. [On-going]

4.5 Integrate technology into operations to maximize productivity & communications

BILLING AND ACCOUNTING SYSTEM - The District's current utility billing and accounting system was implemented in 2000. It is a DOS-based system and sometimes does not provide Staff with flexibility in data retrieval, manipulation and reporting. The District will investigate other utility billing and accounting software and determine if newer technology would be beneficial to staff and its customers. Staff will

report their findings to the Board of Directors. [ESTIMATED COMPLETION DATE = FY 11-12].

GIS/SCADA - Additionally, the field crew currently has limited access to either the GIS database or the SCADA system when they are in the field. The District will purchase and implement a computer-based maintenance management system. [ESTIMATED COMPLETION DATE = FY11-12].

5.0 Administrative Management

Objective: To create, maintain and implement policies and procedures to ensure sound management of the District.

Strategy: We will conduct periodic review, refine and implement policies and procedures, and assure that the General Manager has the direction and tools necessary for successful operations throughout the District.

5.1 Maintain clear and functional policies and procedures

The District is committed to providing clear and functional policies and procedures for its employees, Board of Directors and customers. The District maintains a Safety Manual and Policy Manual and each employee and Board Member have a copy. These documents are available to the public. District staff monitors these policies and procedures and is committed to keeping them current and up-to-date. The District will train staff on implementation of all new policies and provide refresher information on established policy. [On-going]

5.2 Complete conversion to electronically archived District records

As with most organizations the volume of historic records has increased to levels that defy manual inspection of paper copies. The District has completed the conversion of its customer utility billing accounts data to electronic format for storage and retrieval.. In addition, District Staff has scanned and electronically-stored Ordinances, Resolutions, Board Minutes and recorded documents. The District utilizes an automated off-site electronic backup system to protect electronic records. The District will prepare a plan to scan and electronically store all District documents as time and staffing permits.. [On-going]

5.3 Provide for excellent Customer Service

The District is committed to provide excellent customer service. Staff prides itself on being friendly, knowledgeable and helpful. Staff is committed to continuing to have a “real person” answer the phone during business hours.

District staff is currently investigating the implementation of accepting credit card payments for payment of customer utility bills. This includes both over-the counter payments, over-the-phone payments and web-based payments. [FY 2010-11 and On-going]

6.0 Finances

Objective: Recognizing that finances are critical to the ability of the District to effectively carry out the Mission the District must ensure the short-term and long-term fiscal health of the District.

Strategy: The District will forecast and plan income and expenditures and provide financial resources to fund current and planned obligations.

6.1 Operate all enterprise funds to be financially sound.

The District is committed to operating all enterprise funds to be balanced and financially sound with reserves that cover both unforeseen emergencies and projected cash flow variations. In order to accomplish this, the rates and charges must reflect the cost of providing the services including the cost of replacing and/or rehabilitating aging facilities. Rates and charges will be reviewed at least every three years by a professional rate consultant. [On-going]

6.2 Achieve and maintain targeted operating reserves

The targeted operating reserve for the Water Fund is 50% of the annual Operations and Maintenance Budget less Funded Replacement. The targeted operating reserve for the Sewer Funds is 25% of the annual Operations and Maintenance Budget less Funded Replacement. In the adopted budget for FY2010-11, the targeted operating reserves have been met. The targeted operating reserves will be included in the review of rates and charges. [On-going]

6.3 Ensure that decisions consider short-term and long-term fiscal impacts

Every decision made may have a short-term and long-term fiscal impact on the District. Requests to expend funds that are not approved in the adopted annual budget will consider both the short-term and long-term fiscal impacts of the decision and be approved by the Board of Directors. [On-going]

6.4 Minimize commitment of discretionary resources to long-term projects

The District has one major source of discretionary funds -- property tax revenues. Historic property tax revenues are not a guarantee of future tax revenue stream. The State of California ERAF (Educational Revenue Augmentation Fund) has "raided" the District's property taxes every year since 1992, totaling more than \$3.7M. The District will minimize commitment of property taxes to long-term projects and instead use property tax reserves to pay for large one-time projects that benefit a cross section of the community. If property taxes are committed to a long-term project, the District will have a contingency plan in place to provide funding for that project if property taxes cease. [On-going]

6.5 Protect Reserves with Sound Investment Policy and Investments

The District's Investment Policy and investment portfolio are structured to protect the available reserves instead of maximizing interest yield. The District will review its Investment Policy at least annually and adjust to changes in market conditions. [On-going]

6.6 Review Other Post-Employment Benefits (OPEB) for future employees

The District currently provides one OPEB to its fully vested CalPERS employees. This OPEB is health insurance. The District joined California Employee Benefit Retirement Trust (CEBRT) in 2008 and began funding this obligation as required by GASB 45. This is a substantial financial obligation of the District, and the Board of Directors ~~would like to~~will review the options of providing OPEB to future employees. [2011-2012 and Ongoing]

7.0 Other Services

Objective: To provide solid waste service ~~and neighborhood parks~~ throughout the District, and street lighting, drainage and street landscape maintenance in designated areas of the District.

Strategy:

- In the area of Solid Waste we will do this by continually looking for ways to improve the service through judicious contracting, recycling, diversion and assessing alternative methods while being sensitive to rates.
- In the area of Street Lighting we will do this by seeking ways to provide reliable street lighting in appropriate areas.
- In the area of Drainage we will do this by assuring that the drainage systems are efficient, protect the community from storm related flooding and meet State drainage requirements.
- ~~In the area of Parks we will do this by constructing a community park and seek ways to provide increased parks and Open Space for the community.~~
- In the area of Street Landscaping we will do this by continually assessing the type and health of the existing landscaping within our landscape maintenance zone and making appropriate upgrades and performing needed and appropriate maintenance.

7A. Solid Waste

7.A.1 Promote recycling to ensure reduction target compliance

State law requires SLO County to divert at least 50% of the historic base period refuse into recycling and/or green waste. This goal is being met throughout the County. The District will promote recycling and provide education to the Community regarding recycling solutions. The District will practice recycling throughout the organization. [On-going]

7.A.2 Provide Additional Solid Waste Services

The Franchise Fee paid by the Solid Waste Vendor is available to pay for solid waste services that would otherwise go unmet. The District will promote South County Sanitation's two semi-annual clean up events, the annual Creek Clean Up and the Annual Chipping event and consider other initiatives that achieve solid waste goals. [On-going]

7.A.3 Communicate with Customers

One component of promoting beneficial diversion of waste involves provision of information to customers regarding options to recycle and to minimize solid waste through its newsletter and its outreach program. [On-going]

7B. Street Lighting

7.B.1. Monitor Maintenance of Facilities and Respond to Observed Problems

The District is responsible for maintenance of the streetlights in the Fairways Village at Blacklake. The District will routinely inspect these facilities to determine their need for maintenance. Where maintenance is warranted, the District will budget for the work needed and perform that work. [On-going]

7.B.2 Communicate with Customers

The District relies on feedback from the customers within the Fairways to identify problems and will respond promptly where such reports are rendered. [On-going]

7C. Drainage

7.C.1. Monitor Maintenance of Facilities and Respond to Observed Problems

The District is responsible for management of the Folkert Oaks Drainage Basin. The District inspects the drainage basin on an annual basis to determine if maintenance is required and responds to complaints . Where maintenance is required, the District will implement. [On-going]

7.C.2 Communicate with Customers

The District relies on feedback from the customers within the Folkert Oaks Mobile Home Park to identify problems and responds promptly where such reports are rendered. [On-going]

7D. Parks

7.D.1 Develop Miller Park

~~The Community Survey commissioned in 2007 shows a desire for additional park facilities in general and neighborhood parks in specific. The District has a Business Plan for development of Miller Park which includes negotiation of a MOU with SLO County, adoption of a financial plan, application to LAFCO to activate Parks Latent Authority, formation of a zone of benefit regarding assessing properties near the park to pay for a portion of operations cost, completing the environmental review, refining the design, conducting the assessment election, securing LAFCO approval, transferring the property, funding the initial core improvements, constructing the core improvements, funding the secondary improvements, constructing the secondary improvements and operating the park. In December 2009 an assessment vote to fund a portion of Miller Park annual operations costs failed. The District will identify secure long term funding sources to support park planning, construction and operation.~~

~~Investigation of contamination at the County owned proposed Park site, is ongoing. The District will continue to support the project as staff resources allow. Funding may be established and a final design completed by FY 12-13. Construction may commence by FY 13-14. [FY 13-14]~~

~~7.D.2 — Communicate with Constituents~~

~~The District will communicate with all of its constituents regarding the progress in development of Miller Park and the consideration of other parks priorities. [On-going]~~

7.D.13 Plan for Other Parks & Open Space

The District supports development of park facilities and neighborhood parks... [FY 2014-2015]

7E. Street Landscaping

7.E.1 Monitor landscape maintenance and respond to problems

The District is responsible for maintenance of some of the street landscaping in the Vista Verde subdivision and contracts with a landscape maintenance firm to perform the actual maintenance. The District will review the work of the then incumbent firm and provide guidance to that firm. Periodically, the District will use an open competition to select the contractor to do the maintenance. [On-going]

7.E.2 Communicate with Customers

The District relies on feedback from the residents within Vista Verde to identify problems and respond promptly where such reports are rendered. [On-going]

Table 1 –The Strategic Plan “At a Glance”

| STRATEGIC ELEMENTS | STRATEGIC GOALS | Estimated Completion Date (FY) |
|--|--|---------------------------------------|
| 1.0 WATER | 1.1 Protect, Enhance and Assess available Water Supplies | On-going |
| | 1.2 Secure New supplies | FY11-15 |
| | 1.3 Upgrade and maintain available storage and distribution works | FY10-15 On-going |
| | 1.4 Consistently reduce average demand per customer | Ongoing - |
| | 1.5 Comply with State and Fed. regulations | On-going |
| 2.0 WASTEWATER | 2.1 Efficiently operate collection, treatment and disposal works | FY10-13 |
| | 2.2 Upgrade and Maintain Collection and Treatment Works | FY12-13 On-going |
| | 2.3 Select disposal solution for Southland | FY12-13 |
| | 2.4 Provide for Disposal of Biosolids | FY12-13 |
| | 2.5 Comply with State and Federal regulations and mandates | On-going |
| 3.0 PARTNERSHIP/ REGULATORY RELATIONS | 3.1 Strengthen ties with neighboring agencies and technical groups | On-going |
| | 3.2 Strengthen ties with County of SLO, APCD, County Environmental Health and WRAC | On-going |
| | 3.3 Work closely with RWQCB and State DPH | On-going |
| | 3.4 Develop deliberate legislative agenda | On-going |
| | 3.5 Participate in LAFCO, , IWMA, CSDA, CSDA Chapter, AWWA and CWEF | On-going |
| 4.0 PERSONNEL/ ORGANIZATION | 4.1 Retain and attract new employees | On-going |
| | 4.2 Provide appropriate training and education for employees | On-going |
| | 4.3 Continue commitment to a safe workplace environment | On-going |
| | 4.4 Develop and maintain efficient disaster response capability | On-going |

| | | |
|--------------------------------------|--|------------------------------|
| | <i>4.5 Integrate operational technology</i> | <i>FY11-12</i> |
| 5.0 ADMINISTRATIVE MANAGEMENT | <i>5.1 Maintain clear and functional policies and procedures</i> | <i>On-going</i> |
| | <i>5.2 Complete conversion to electronic records</i> | <i>FY 11-12 On going</i> |
| | <i>5.3 Provide excellent customer service</i> | <i>FY 10-11 On-going</i> |
| 6.0 FINANCES | <i>6.1 Operate all enterprise funds to be financially sound</i> | <i>On-going</i> |
| | <i>6.2 Achieve targeted operating and non-operating reserves</i> | <i>On-going</i> |
| | <i>6.3 Ensure that decisions consider short and long term fiscal impacts</i> | <i>On-going</i> |
| | <i>6.4 Minimize commitment of discretionary resource long-term projects</i> | <i>Ongoing</i> |
| | <i>6.5 Protect reserves with sound investment policy aAnd investments</i> | <i>On-going</i> |
| | <i>6.6 Review Other Post- Employment Benefits (OPEB)</i> | <i>FY 11-12</i> |
| 7.0 OTHER SERVICES | <i>7.A.1 Promote recycling</i> | <i>On-going</i> |
| | <i>7.A.2 Provide additional solid waste services</i> | <i>On-going</i> |
| | <i>7.A.3 Communicate with customers</i> | <i>On-going</i> |
| | <i>7.B.1 Monitor maintenance of facilities</i> | <i>On-going</i> |
| | <i>7.B.2 Communicate with customers</i> | <i>On-going</i> |
| | <i>7.C.1 Monitor maintenance of facilities</i> | <i>On-going</i> |
| | <i>7.C.2 Communicate with customers</i> | <i>On-going</i> |
| | <i>7.D.1 Plan for Parks and Open Space</i> | <i>FY14-15</i> |
| | <i>7.E.1 Monitor landscape maintenance</i> | <i>On-going</i> |
| | <i>7.E.2 Communicate with residents</i> | <i>On-going</i> |

Acronyms

AWWA – American Water Works Association
CCTV – Closed Circuit Television
CERBT – California Employee Retirement Benefit Trust
CRWA – California Rural Water Association
CSDA – California Special Districts Association
CWEA – California Water Education Association
EIR – Environmental Impact Report
GIS – Geographic Information System
IWMA – Integrated Waste Management Authority
LAFCO – Local Agency Formation Commission
NMMA – Nipomo Mesa Management Area
NMMA TG – NMMA Technical Group
NMWCA – Nipomo Mesa Water Conservation Area
OPEB – Other Post-Employment Benefits
RWQCB – Regional Water Quality Control Board
SCADA – Supervisory Control and Data Acquisition
SoWWTF – Southland Wastewater Treatment Facility
STATE DPH – State Department of Public Health
SWRCB – State Water Resources Control Board
UWMP – Urban Water Management Plan
WIP – Waterline Intertie Project
WRAC – Water Resources Advisory Committee

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

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT (NCSD)
ADOPTING THE NCSD 2011 STRATEGIC PLAN UPDATE**

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, the District Board of Directors has reviewed and edited the attached Strategic Plan Update that provides for strategic planning; and

WHEREAS, the District Board of Directors desires to integrate strategic planning into the District's operations.

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

1. SECTION 1 – This Resolution adopts the attached Strategic Plan 2011 Update; and
2. SECTION 2 – This Resolution directs District Staff to integrate the attached Strategic Plan into District Operations.

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 9th day of March 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
General Counsel