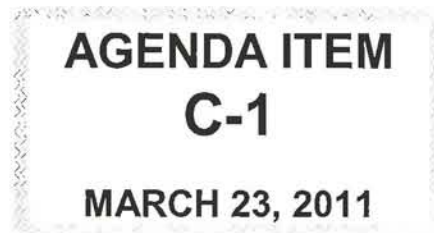


TO: BOARD OF DIRECTORS
FROM: MICHAEL LEBRUN *MLL*
INTERIM GENERAL MANAGER
DATE: MARCH 18, 2011



MARCH 9, 2011 REGULAR MEETING CLOSED SESSION REPORT

ITEM

Announcement of Actions, if any, Taken in Closed Session [NO ACTION REQUESTED].

BACKGROUND

The March 9, 2011 Regular Meeting Closed Session included:

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. PUBLIC EMPLOYEE APPOINTMENT (GOVERNMENT CODE §54957)
Title: District Interim General Manager Performance Review

Staff will report on closed session action taken, if any.

RECOMMENDATION

No Action

ATTACHMENTS

- None

TO: BOARD OF DIRECTORS
FROM: MICHAEL LEBRUN *mejl*
INTERIM GENERAL MANAGER
DATE: MARCH 18, 2011

AGENDA ITEM
C-2
MARCH 23, 2011

MONTHLY SUPERINTENDENT UPDATE

ITEM

NCSD Utility Superintendent Tina Grietens re Summary Operations Activities [NO ACTION REQUESTED].

BACKGROUND

District Utility Superintendent Tina Grietens is scheduled to summarize the attached outline.

RECOMMENDATION

Staff recommends that your Honorable Board receive the presentations and ask questions as appropriate.

ATTACHMENTS

- Operations Report

NIPOMO COMMUNITY

BOARD MEMBERS

JAMES HARRISON, PRESIDENT
LARRY VIERHEILIG, VICE PRESIDENT
ED EBY, DIRECTOR
MIKE WINN, DIRECTOR
DAN GADDIS, DIRECTOR



SERVICES DISTRICT

STAFF

MICHAEL LEBRUN, INTERIM GENERAL MANAGER
LISA BOGNUDA, ASSISTANT GENERAL MANAGER
PETER SEVCIK, P.E., DISTRICT ENGINEER
TINA GRIETENS, UTILITY SUPERINTENDENT
JON SEITZ, GENERAL COUNSEL

Serving the Community since 1965

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

TO: MICHAEL LEBRUN, INTERIM GENERAL MANAGER

FROM: TINA GRIETENS, UTILITY SUPERINTENDENT

DATE: MARCH 17, 2011

SUBJECT: UTILITY DIVISION UPDATE –FEBRUARY 17- MARCH 17, 2011

- **Southland Wastewater Plant and Utility Yard**

- Southland effluent BOD in compliance; suspended solids exceeded monthly average, daily max requirements: Total flow 17.9 Million Gallons, average daily flow: 0.639 Million Gallons in February
- Sludge dredging equipment arrived 3/15, set up for dredging ponds #1, #2
- Sea train storage container moved from main office to Southland Utility Yard

- **Blacklake Wastewater Reclamation Facility**

- 2.3 Million Gallons treated, average daily flow: 0.145 Million Gallons in February
- Installed new grinders and grinder control panels
- Replaced two aerators in pond #1

- **Sewer Collection system**

- Ordered/Received loaner pump for Misty Glenn Lift Station, for rebuilding of pumps
- Cleaning problematic lift stations every other week with VacCon

- **Water Distribution System**

- Replaced one leaking fire hydrant on Ten Oaks
- Exercising valves in Summit Station

- **Wells**

- February well production: 43.17 Million Gallons, 132.54 Acre Feet
- Sundale well back online
- Via Concha Well offline for warranty replacement of pvc tubes damaged in installation (utilized for well level measurement equipment conveyance and chlorine feed line system)

- **Maintenance Program**

- Updating 2010 maintenance records, creating files and inputting 2011 maintenance records

- **Compliance**

- Preparing monthly drinking water report to DPHS
- Preparing Wastewater monthly monitoring reports to CRWQCB
- Participated in DPHS webinar training for new Electronic Annual Reporting format
- Training staff in laboratory analyses

- **Training**

- Annual Safety Training of staff: Confined Space, Lock out Tag Out, Electrical Safety 3/15/11

- **Personnel**
 - New office assistant, Lisa Haslet, started 2/28/11; Utility Worker position open 3/12/11-4/15/11
- **Incident**
 - Battery exploded at Blacklake Booster generator, no injuries, summary below

Battery Explosion at Blacklake Booster Summary

- Date of incident: 2/24/11, 1300 hrs
- Description of incident: Battery exploded when generator was turned on for monthly maintenance, the battery was encased in metal box, no injuries occurred as a result
- Follow up investigation: Battery was purchased 5/5/10 from Quinn. Semi annual maintenance had been performed in January by the Quinn Company, finding nothing unusual.
- Probable cause: Battery charger was an older automotive style, which does not turn off when the battery is overcharged
- Actions taken: Staff review (3/7/11) of Battery Safety SOP (8/5/09), purchase of new commercial battery charger which has safety feature for 'over voltage' conditions, warranty replacement of batteries, review of all battery installations, upgrades as needed

TO: BOARD OF DIRECTORS
FROM: MICHAEL LEBRUN *ML*
INTERIM GENERAL MANAGER
DATE: MARCH 18, 2011

**AGENDA ITEM
D**

MARCH 23, 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) TRACT 2523, SCHAEFER – ADOPT RESOLUTION ACCEPTING WATER AND SEWER IMPROVEMENTS [ADOPT RESOLUTION]

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TO: BOARD OF DIRECTORS
 FROM: MICHAEL LEBRUN *msl*
 INTERIM GENERAL MANAGER
 DATE: MARCH 17, 2011

**AGENDA ITEM
 D-1
 MARCH 23, 2011**

**TOTAL COMPUTER CHECKS
 \$299,165.73**

HAND WRITTEN CHECKS

03-07-11	20228	JAMES HARRISON	SOUTHLAND WWTF COMMITTEE	\$100.00
03-07-11	20229	MICHAEL WINN	SOUTHLAND WWTF COMMITTEE	\$100.00
03-15-11	20230	LARRY VIERHEILIG	FINANCE & AUDIT COMMITTEE	\$100.00
03-15-11	20231	ED EBY	FINANCE & AUDIT COMMITTEE	\$100.00
03-15-11	20232	SECRETARY OF STATE	NOTARY EXAM FEE-WALLRAVIN	\$40.00
03-23-11	20233	CHRISTOPHER JUAREZ	WASHER REBATE	\$75.00
03-23-11	20234	JOYCE ADAMS	WASHER REBATE	\$75.00
03-23-11	20235	WILLIAM TORPEY	WASHER REBATE	\$75.00
03-23-11	20236	BRIAN ANDERSON	WASHER REBATE	\$75.00
03-23-11	20237	TERRILEE CANALES	WASHER REBATE	\$75.00
03-23-11	20239	RICK BOGNUDA	TURF REPLACEMENT	\$500.00
VOID-20238				

COMPUTER GENERATED CHECKS

19198	03/18/11	EMP01	EMPLOYMENT DEVELOP DEPT	1361.28	.00	1361.28	B10314	STATE INCOME TAX
19199	03/18/11	MID01	RABOBANK-PAYROLL TAX DEPO	3923.30	.00	3923.30	B10314	FEDERAL INCOME TAX
				525.60	.00	525.60	1B10314	FICA
				982.36	.00	982.36	2B10314	MEDICARE (FICA)
			Check Total.....:	5431.26	.00	5431.26		
19200	03/18/11	MID02	RABOBANK-DIRECT DEPOSIT	27049.88	.00	27049.88	B10314	NET PAY
19201	03/18/11	PER01	PERS RETIREMENT	7216.17	.00	7216.17	B10314	PERS PAYROLL REMITTANCE
19202	03/18/11	STA01	ING-PERS 457 DEFERRED COM	825.00	.00	825.00	B10314	457 DEFERRED COMP
019203	03/23/11	ABA01	ABALONE COAST BACTERIOLOG	20.00	.00	20.00	11-1234	LAB TEST-BL WWTP
				25.00	.00	25.00	11-1235	LAB TEST-WATER SAMPLES
				175.00	.00	175.00	11-1262	LAB TEST-WATER SAMPLES
				25.00	.00	25.00	11-1263	LAB TEST-WATER SAMPLES
				20.00	.00	20.00	11-1265	LAB TEST-BL WWTP
				136.00	.00	136.00	11-1293	LAB TEST-BL WWTP
				147.00	.00	147.00	11-1294	LAB TEST-SOUTHLAND WWTP
				105.00	.00	105.00	11-1295	LAB TEST-SOUTHLAND WWTP
				192.00	.00	192.00	11-1296	LAB TEST-SOUTHLAND WWTP
				20.00	.00	20.00	11-1297	LAB TEST-BL WWTP
				20.00	.00	20.00	11-1314	LAB TEST-BL WWTP
				151.00	.00	151.00	11-1315	WATER SAMPLES
				20.00	.00	20.00	11-1345	LAB TEST-BL WWTP
				20.00	.00	20.00	11-1376	LAB TEST-BL WWTP
				175.00	.00	175.00	11-1405	LAB TEST-WATER SAMPLES
				20.00	.00	20.00	11-1406	LAB TEST-BL WWTP
				20.00	.00	20.00	11-1452	LAB TEST-BL WWTP
				136.00	.00	136.00	11-1453	LAB TEST-BL WWTP
				192.00	.00	192.00	11-1454	LAB TEST-SOUTHLAND WWTP
				20.00	.00	20.00	11-1479	LAB TEST-BL WWTP
				20.00	.00	20.00	11-1500	LAB TEST-BL WWTP
				20.00	.00	20.00	11-1536	LAB TEST-BL WWTP
			Check Total.....:	1679.00	.00	1679.00		
019204	03/23/11	AEC01	AECOM USA INC	141088.23	.00	141088.23	37095812	SOUTHLAND WWTF UPGRADE
019205	03/23/11	AME03	AMERI PRIDE	122.13	.00	122.13	312267	UNIFORMS
019206	03/23/11	ATT02	AT&T	185.09	.00	185.09	2198802	TELEPHONE
019207	03/23/11	BRE02	BRENNTAG PACIFIC INC.	592.72	.00	592.72	BPI076505	SODIUM HPOCHLORITE
				711.07	.00	711.07	BPI076506	SODIUM HYPOCHLORITE
			Check Total.....:	1303.79	.00	1303.79		
019208	03/23/11	CAN02	CANNON ASSOCIATES	440.00	.00	440.00	50158	JUNIPER L/S ALARMS
				585.00	.00	585.00	50159	JUNIPER L/S
				413.15	.00	413.15	50275	STANDPIPE CONSTRUCTION OB
				5586.97	.00	5586.97	50327	WILLOW ROAD PHASE I
				810.00	.00	810.00	50338	WILLOW ROAD PHASE II
				445.00	.00	445.00	50376	JUNIPER L/S
				1147.50	.00	1147.50	50377	SUNDALE WELL
				831.25	.00	831.25	50415	REPLACE IPAAC SERVER
			Check Total.....:	10258.87	.00	10258.87		

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

DATE: MARCH 17, 2011

AGENDA ITEM
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MARCH 23, 2011
PAGE TWO

019209	03/23/11	CLE06	CNSSLO INC	361.91	.00	361.91	AAAQ2418T	COMPUTER SUPPORT
019210	03/23/11	COA01	COASTLINE EQUIPMENT	49.70	.00	49.70	13261	PARTS
				68.05	.00	68.05	18529	REPAIRS
			Check Total.....:	117.75	.00	117.75		
019211	03/23/11	COA02	COASTAL ROLLOFF	54.06	.00	54.06	52149	ROLLOFF
019212	03/23/11	CON02	CONSERVETRACK	2538.00	.00	2538.00	331	JULY-SEPT 2010 WEB HOSTIN
				2538.00	.00	2538.00	332	OCT-DEC 2010 WEB HOSTING
				2538.00	.00	2538.00	333	JAN-MARCH 2011 WEB HOSTIN
				2000.00	.00	2000.00	335	BALANCE ON SOFTWARE/INSTA
				-3150.00	.00	-3150.00	336C	CREDIT-APRIL-JUNE 2010
				2538.00	.00	2538.00	294A	REVISED APRIL-JUNE 2010 W
			Check Total.....:	9002.00	.00	9002.00		
019213	03/23/11	COR02	CORRPRO COMPANIES, INC.	529.25	.00	529.25	J1186786	CATHODIC PROTECTION
019214	03/23/11	CRY01	CRYSTAL SPRINGS	30.09	.00	30.09	FEB 2011	LAB-DISTILLED WATER
019215	03/23/11	DKF01	DKF SOLUTIONS GROUP, LLC	350.00	.00	350.00	1254	MONTHLY SAFETY SUBSCRIPTI
019216	03/23/11	EAR02	EARTHSCAPES	1500.00	.00	1500.00	2011-152	WATER AUDIT
				1000.00	.00	1000.00	2010-1000	TURF REBATE
				975.00	.00	975.00	2010-1002	WATER AUDIT
			Check Total.....:	3475.00	.00	3475.00		
019217	03/23/11	EBY01	EBY, ED	100.00	.00	100.00	032311	BOARD MEETING 03-23-11
019218	03/23/11	GAD01	GADDIS, DAN A.	100.00	.00	100.00	032311	BOARD MEETING 03-23-11
019219	03/23/11	GIL01	GLM, INC.	320.00	.00	320.00	FEB 2011	LANDSCAPE SERVICE-FEB
019220	03/23/11	GRO01	GROENIGER & CO	234.90	.00	234.90	11017271	OPERATING SUPPLIES
				32.18	.00	32.18	11017328	OPERATING SUPPLIES
				245.37	.00	245.37	11017329	OPERATING SUPPLIES
				-25.98	.00	-25.98	11017389C	OPERATING SUPPLIES
			Check Total.....:	486.47	.00	486.47		
019221	03/23/11	HAM02	HAMNER JEWELL & ASSOCIATE	2046.73	.00	2046.73	5161	TANK SITE ACQUISITION
				3298.04	.00	3298.04	5162	WATERLINE INTERTIE PROJEC
			Check Total.....:	5344.77	.00	5344.77		
019222	03/23/11	HAR02	HARRISON, JAMES	100.00	.00	100.00	032311	BOARD MEETING 03-23-11
019223	03/23/11	LEE02	LEE CENTRAL COAST NEWSPAP	120.12	.00	120.12	B10317	UWMP-PUBLIC NOTICE
				18.97	.00	18.97	1066925	CONSERVATION ADVERTISING
			Check Total.....:	139.09	.00	139.09		
019224	03/23/11	LIN02	LINC DELIVERY	231.00	.00	231.00	2854	DELIVERY-FEBRUARY
019225	03/23/11	LIP01	TONY LIPKA	2500.00	.00	2500.00	1101	SAFTEY TRAINING
019226	03/23/11	MIN02	MINER'S ACE HARDWARE	169.97	.00	169.97	FEB 2011	OPERATING SUPPLIES
019227	03/23/11	MOR02	MORE OFFICE SOLUTIONS	508.78	.00	508.78	46685	COPIER MAINTENANCE
019228	03/23/11	MUL01	MULLAHEY FORD	426.74	.00	426.74	213576	04 FORD TRUCK-MAINT/REPAI
				130.68	.00	130.68	213639	07 FORD TRUCK-MAINT/REPAI
				41.56	.00	41.56	213678	10 FORD TRUCK-MAINT/REPAI
			Check Total.....:	598.98	.00	598.98		
019229	03/23/11	MUN03	MUNICIPAL MAINTENANCE EQU	480.00	.00	480.00	65902	QUARTERLY MAINT
019230	03/23/11	NIP08	NIPOMO CSD	189.46	.00	189.46	FEB 2011	LANDSCAPE MAINT DIST WATE
019231	03/23/11	OFF01	OFFICE DEPOT	78.76	.00	78.76	389797001	OFFICE SUPPLIES
019232	03/23/11	ONE01	1-800-CONFERENCE	522.76	.00	522.76	730616	TELECONFRENCE
019233	03/23/11	PGE01	P G & E	32822.92	.00	32822.92	FEB 2011	ELECTRICITY
019234	03/23/11	POL01	POLLARD WATER.COM	393.55	.00	393.55	1294267	REPAIRS-VIA CONCHA WELL
019235	03/23/11	QUI03	QUINN RENTAL SERVICES	343.09	.00	343.09	91C000767	CONCRETE/HOTSAW BLADES
019236	03/23/11	RSI02	R. SIMONS CO. INC.	526.00	.00	526.00	201017-03	RELOCATION OF INFRASTRUCT

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

DATE: MARCH 17, 2011

AGENDA ITEM
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MARCH 23, 2011

PAGE THREE

019237	03/23/11	SAN09	SAN LUIS MAILING SERVICE	45.69	.00	45.69	21903B	MAIL LATE NOTICES
				187.26	.00	187.26	219113	MAIL BILLS
				129.80	.00	129.80	219038A	POSTAGE-LATE NOTICES
				1046.59	.00	1046.59	219113A	POSTAGE-BILLS
			Check Total.....:	1409.34	.00	1409.34		
019238	03/23/11	SHE01	SHEPARD BROS. INC.	84.96	.00	84.96	81760	DISINFECTION OF TAPS
019239	03/23/11	SHI01	SHIPSEY & SEITZ, INC	11412.20	.00	11412.20	FEB 2011	LEGAL SERVICE FEBRUARY 20
019240	03/23/11	SPE01	SPECIAL DISTRICT RISK	5678.00	.00	5678.00	35587-IN	WORKERS COMP 4TH QUARTER
019241	03/23/11	TAF01	TAFT ELECTRIC	2272.00	.00	2272.00	30771	BLACKLAKE GRINDER
				1535.14	.00	1535.14	30751B	BL LIFT STATION/WWTP
				380.00	.00	380.00	30751D	SUNDALE WELL-POWER QUALIT
				475.00	.00	475.00	30751E	BL WWTP
				760.00	.00	760.00	30751F	SUNDALE WELL
				760.00	.00	760.00	30751G	WELLS/AERATORS-MAINT
			Check Total.....:	6182.14	.00	6182.14		
019242	03/23/11	THE01	THE GAS COMPANY	97.55	.00	97.55	FEB 2011A	OFFICE HEAT
019243	03/23/11	THE05	THE CAPRICORN GROUP	269.53	.00	269.53	5935	OPERATING SUPPLIES
019244	03/23/11	TIT01	TITAN INDUSTRIAL & SAFETY	25.88	.00	25.88	1044628	OPERATING SUPPLIES
019245	03/23/11	VIE01	VIERHEILIG, LARRY	100.00	.00	100.00	032311	BOARD MEETING 03-23-11
019246	03/23/11	WAG01	WAGNER & BONSIGNORE	9447.60	.00	9447.60	6001-1	GROUNDWATER LITIGATION
				4603.67	.00	4603.67	6001-2	GENERAL CONSULTATION
			Check Total.....:	14051.27	.00	14051.27		
019247	03/23/11	WAL01	WALLACE GROUP	854.00	.00	854.00	31384	GIS SYSTEM IMPROVEMENTS
				2104.50	.00	2104.50	31385	GIS DATA MAINTENANCE
			Check Total.....:	2958.50	.00	2958.50		
019248	03/23/11	WIN01	WINN, MICHAEL	100.00	.00	100.00	032311	BOARD MEETING 03-23-11
019249	03/23/11	\L004	LANE, JAY & PAULA	400.00	.00	400.00	000B10301	MQ CUSTOMER REFUND FOR LA

TO: MICHAEL LEBRUN *MSL*
INTERIM GENERAL MANAGER

FROM: PETER SEVCIK *PVS*
DISTRICT ENGINEER

DATE: MARCH 17, 2011

**AGENDA ITEM
D-2
MARCH 23, 2011**

ACCEPT WATER AND SEWER IMPROVEMENTS FOR TRACT 2523

ITEM

Accept water and sewer improvements for TRACT 2523, a seven lot subdivision located on Cyclone Street and Tejas Street in Nipomo [ADOPT RESOLUTION].

BACKGROUND

Upon completion of a developer's project, the District accepts improvements for the project after all requirements have been met. William Schaefer, the developer for TRACT 2523, a seven lot subdivision located on Cyclone Street and Tejas Street, has installed water and sewer improvements to District standards and has met the District's standard conditions:

- Installed the improvements
- Paid associated capacity fees
- Provided the necessary paperwork, including the Offer of Dedication and the Engineer's Certification

Regarding the Plan Check and Inspection Fees, the developer may owe the District for inspection and other costs that have yet to be billed to the District. Historically, the District has recovered these costs after the Board accepts the project as part of staff's project close out procedure. Staff will not physically set the meters for the new units until all of these costs are paid.

FISCAL IMPACT

The developer paid District Capacity Fee Charges in the amount of \$77,714 for the project.

STRATEGIC PLAN

N/A

RECOMMENDATION

Staff recommends that your Honorable Board approve Resolution 2011-XXXX Accept Tract 2523, Accepting the Water and Sewer System Improvements for Tract 2523.

ATTACHMENT

Resolution 2011-XXXX Accept Tract 2523

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\2011\ACCEPT PROJECTS\110323 TRACT 2523
ACCEPTANCE.doc

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

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NIPOMO COMMUNITY SERVICES DISTRICT
ACCEPTING WATER AND SEWER IMPROVEMENTS FOR TRACT 2523**

WHEREAS, the District approved the construction plans on October 1, 2007, for the water and sewer improvements to be constructed; and

WHEREAS, the water and sewer improvements have been constructed and said improvements are complete and certified by the Owners' Engineer; and

WHEREAS, on October 1, 2010, the Owner offered the water and sewer improvements to the Nipomo Community Services District; and

WHEREAS, this District has accepted such offer without obligation except as required by law; and

WHEREAS, all water and sewer capacity fees for service, required in conformance with District ordinances, have been paid for TRACT 2523.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED BY THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT AS FOLLOWS:

1. That the water and sewer improvements to serve TRACT 2523 in Nipomo are accepted by this District.
2. That staff is authorized to set water meters to serve the project once all legal costs and the Plan Check and Inspection Agreement costs have been paid by the Owner.

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

AYES:

NOES:

ABSENT:

CONFLICT:

the foregoing resolution is hereby adopted this 23rd 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

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