

TO: BOARD OF DIRECTORS  
FROM: MICHAEL S. LEBRUN *MSL*  
GENERAL MANAGER  
DATE: SEPTEMBER 9, 2011

**AGENDA ITEM  
D**  
**SEPTEMBER 14, 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) WARRANTS [RECOMMEND APPROVAL]
- D-2) BOARD MEETING MINUTES:  
AUGUST 10, 2011, REGULAR AND SPECIAL MEETING [RECOMMEND APPROVAL]  
AUGUST 23, 2011, SPECIAL MEETING [RECOMMEND APPROVAL]
- D-3) ADOPT RESOLUTION RECOGNIZING DISTRICT BILLING CLERK SERVICE [RECOMMEND ADOPT RESOLUTION]
- D-4) TRACT 2516 – MAD'S CIRCLE ADOPT RESOLUTION ACCEPTING WATER AND SEWER IMPROVEMENTS [ADOPT RESOLUTION]

TO: BOARD OF DIRECTORS  
 FROM: MICHAEL S. LEBRUN *MSL*  
 GENERAL MANAGER  
 DATE: SEPTEMBER 9, 2011

**AGENDA ITEM  
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 SEPTEMBER 14, 2011**

**TOTAL COMPUTER CHECKS  
 \$447,082.72**

**HAND WRITTEN CHECKS**

08-10-11	20312	TRAMUTOLA	SERVICES FOR JULY	\$5,225.90
08-10-11	20313	PG&E	ELECTRICITY FOR JULY	\$45,290.47
08-10-11	20314	CUSTOM MAILING	POSTAGE FOR PROP 218 NOTICES	\$2,000.00
08-18-11	20315	CHP	ACCIDENT REPORT	\$10.00
08-19-11	20316	ED EBY	AD HOC COMMITTEE	\$75.00
08-19-11	20317	MICHAEL WINN	AD HOC COMMITTEE	\$75.00
08-26-11	20318	ED EBY	AD HOC COMMITTEE	\$75.00
08-26-11	20319	MICHAEL WINN	AD HOC COMMITTEE	\$75.00
08-30-11	20320	JAMES HARRISON	AD HOC COMMITTEE	\$75.00
08-30-11	20321	ED EBY	AD HOC COMMITTEE	\$75.00
09-09-11	20322	ED EBY	AD HOC COMMITTEE	\$75.00
09-09-11	20323	MICHAEL WINN	AD HOC COMMITTEE	\$75.00
09-14-11	20324	CALIF ELECTRIC SUPPLY	REPLACEMENT CHECK	\$61.66
09-14-11	20325	WALTER CROOKES	WASHER REBATE	\$75.00
09-14-11	20326	BRUCE SCOTT	WASHER REBATE	\$75.00

VOIDS - 19776

**COMPUTER GENERATED CHECKS**

19795	08/19/11	EMP01	EMPLOYMENT DEVELOP DEPT	1346.20	.00	1346.20	B10811	STATE INCOME TAX
19796	08/19/11	MID01	RABOBANK-PAYROLL TAX DEPO	3771.38	.00	3771.38	B10811	FEDERAL INCOME TAX
				944.90	.00	944.90	B10811	MEDICARE (FICA)
			Check Total.....:	4716.28	.00	4716.28		
19797	08/19/11	MID02	RABOBANK-DIRECT DEPOSIT	25918.96	.00	25918.96	B10811	NET PAY
19798	08/19/11	PER01	PERS RETIREMENT	8139.15	.00	8139.15	B10811	PERS PAYROLL REMITTANCE
19799	08/19/11	STA01	ING-PERS 457 DEFERRED COM	855.00	.00	855.00	B10811	457 DEFERRED COMP
019800	08/23/11	ABA01	ABALONE COAST BACTERIOLOG	147.00	.00	147.00	11-4357	LAB TEST-SOUTHLAND WWTP
				105.00	.00	105.00	11-4358	LAB TEST-SOUTHLAND WWTP
				136.00	.00	136.00	11-4443	LAB TEST-SOUTHLAND WWTP
				136.00	.00	136.00	11-4475	LAB TEST-SOUTHLAND WWTP
				20.00	.00	20.00	11-4500	LAB TEST-BL WWTP
				136.00	.00	136.00	11-4501	LAB TEST-BL WWTP
				192.00	.00	192.00	11-4502	LAB TEST-SOUTHLAND WWTP
				20.00	.00	20.00	11-4543	LAB TEST-BL WWTP
				136.00	.00	136.00	11-4564	LAB TEST-SOUTHLAND WWTP
				20.00	.00	20.00	11-4565	LAB TEST-BL WWTP
				20.00	.00	20.00	11-4610	LAB TEST-BL WWTP
			Check Total.....:	1068.00	.00	1068.00		
019801	08/23/11	AME03	AMERI PRIDE	113.43	.00	113.43	432452	UNIFORMS
				106.20	.00	106.20	442690	UNIFORMS
			Check Total.....:	219.63	.00	219.63		
019802	08/23/11	APX01	APEX AUTO GLASS	343.30	.00	343.30	57478	WINDSHIELD REPLACEMENT 08
019803	08/23/11	ATT02	AT&T	184.82	.00	184.82	2565161	TELEPHONE
019804	08/23/11	BRE02	BRENNTAG PACIFIC INC.	783.86	.00	783.86	BPI119688	SODIUM HYPOCHLORITE
				648.54	.00	648.54	BPI119689	SODIUM HYPOCHLORITE
				375.22	.00	375.22	BPI123718	SODIUM HYPOCHLORITE
				393.25	.00	393.25	BPI123719	SODIUM HYPOCHLORITE
			Check Total.....:	2200.87	.00	2200.87		
019805	08/23/11	CAL08	CALIFORNIA RURAL WATER A	500.00	.00	500.00	B10822	GERMAN/DAVISON-DIST. REVI
019806	08/23/11	CAL14	CALIFORNIA WATER	262.00	.00	262.00	B10822	EDWARDS-GRADE 1 EXAM
019807	08/23/11	CIT01	CITY NATIONAL BANK	65706.50	.00	65706.50	B10822	DEBT SERVICE A/D 93-1
019808	08/23/11	CLE06	CNSLSO INC	2700.00	.00	2700.00	12895	FIREWALL/WAN CONNECTIONS
				2041.00	.00	2041.00	13273	COMPUTER SUPPORT-AUGUST
			Check Total.....:	4741.00	.00	4741.00		
019809	08/23/11	COR01	CORBIN WILLITS SYSTEMS	750.83	.00	750.83	B108151	COMPUTER SUPPORT

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019810	08/23/11	CUS01	CUSTOM PRINTING	1484.44	.00	1484.44	114271	MAILERS-NOTICE OF PUBLIC
019811	08/23/11	DAV03	DAVISON, PETE	50.00	.00	50.00	B10822	REIMBURSEMENT-PIER DIEM
019812	08/23/11	DKF01	DKF SOLUTIONS GROUP, LLC	350.00	.00	350.00	1372	MONTHLY SAFETY SUBSCRIPTI
019813	08/23/11	EBY01	EBY, ED	100.00	.00	100.00	82311	SPECIAL MEETING 8-23-11
019814	08/23/11	FER01	FERGUSON ENTERPRISES INC	203.78	.00	203.78	7431728	VALVE BOX LID
019815	08/23/11	FGL01	FGL ENVIRONMENTAL	4842.00	.00	4842.00	181701A	LAB TEST-WELLS
				288.00	.00	288.00	181788A	LAB TEST-WELLS
				24.00	.00	24.00	181790A	LAB TEST-BEVINGTON WELL
			Check Total.....:	5154.00	.00	5154.00		
019816	08/23/11	GAD01	GADDIS, DAN A.	100.00	.00	100.00	82311	SPECIAL MEETING 8-23-11
019817	08/23/11	GER01	GERMAN, SCOTT	227.60	.00	227.60	B10822	REIMBURSEMENT-MILEAGE/PER
019818	08/23/11	GRO01	GROENIGER & CO	475.15	.00	475.15	11019148	OPERATING SUPPLIES
				66.12	.00	66.12	11019149	OPERATING SUPPLIES
			Check Total.....:	541.27	.00	541.27		
019819	08/23/11	HAM02	HAMNER JEWELL & ASSOCIATE	2325.53	.00	2325.53	5350	WATERLINE INTERTIE PROJEC
019820	08/23/11	HAR02	HARRISON, JAMES	100.00	.00	100.00	82311	SPECIAL MEETING 8-23-11
019821	08/23/11	IRO01	IRON MOUNTAIN RECORDS MGT	34.52	.00	34.52	DWT0758	SHREDDING SERVICES
019822	08/23/11	LEB02	LeBRUN, MICHAEL	65.00	.00	65.00	AUG 2011	CELL PHONE REIM-AUGUST
019823	08/23/11	LIN02	LINC DELIVERY	240.00	.00	240.00	3031	DELIVERY
019824	08/23/11	MOR02	MORE OFFICE SOLUTIONS	76.50	.00	76.50	117059	B/W COPIES
				186.78	.00	186.78	122828	COLOR/B&W COPIES
			Check Total.....:	263.28	.00	263.28		
019825	08/23/11	MUL01	MULLAHEY FORD	310.85	.00	310.85	53575	REPLACE SHOCKS 04' FORD T
019826	08/23/11	NEX01	NEXTEL COMMUNICATIONS	506.11	.00	506.11	AUG 2011	CELLULAR SERVICE
019827	08/23/11	NEX03	NEXTRAQ	308.50	.00	308.50	SEP 2011	GPS SERVICE
019828	08/23/11	OFF01	OFFICE DEPOT	47.17	.00	47.17	573081294	OFFICE SUPPLIES
				174.67	.00	174.67	575223799	OFFICE SUPPLIES
			Check Total.....:	221.84	.00	221.84		
019829	08/23/11	PGE01	P G & E	14394.49	.00	14394.49	B10822	VIA CONCHA WELL-ELECTRICI
019830	08/23/11	SAN09	SAN LUIS MAILING SERVICE	129.24	.00	129.24	233499	MAIL BILLS
				665.68	.00	665.68	233499A	POSTAGE-BILLS
			Check Total.....:	794.92	.00	794.92		
019831	08/23/11	SMA01	SMART BUSINESS INTERIORS	272.98	.00	272.98	2011-5476	SHOP FURNITURE
019832	08/23/11	SPE02	SPECIAL DISTRICT FINANCI	1500.00	.00	1500.00	10643	ASSESSMENT ADMINISTRATION
019833	08/23/11	STA03	STATEWIDE SAFETY & SIGNS	82.37	.00	82.37	18913	PURPLE MARKING PAINT
019834	08/23/11	TAF01	TAFT ELECTRIC	285.00	.00	285.00	30751IK	MISTY GLEN L/S-REWIRE PUM
019835	08/23/11	TES01	TESCO CONTROLS, INC.	366.00	.00	366.00	47051	OPERATING SUPPLIES-MISTY
019836	08/23/11	UCM01	UTILITY COST MANAGEMENT L	3638.25	.00	3638.25	15708	ELECTRICAL SAVINGS MAR-JU
019837	08/23/11	VIE01	VIERHEILIG, LARRY	100.00	.00	100.00	82311	SPECIAL MEETING 8-23-11
019838	08/23/11	WAY01	WAYNE COOPER AG SERVICES	700.00	.00	700.00	1024A	ELECTRIC PUMP TEST
019839	08/23/11	WES05	WESTAMERICA BANK	23607.16	.00	23607.16	B10822	LEASE PYMT-VACCON TRUCK
019840	08/23/11	WIN01	WINN, MICHAEL	100.00	.00	100.00	82311	SPECIAL MEETING 8-23-11
019841	08/23/11	\N005	N & L PROPERTIES,	34.70	.00	34.70	000B10701	MQ CUSTOMER REFUND FOR NE
019842	08/24/11	YOU01	YOUR PEOPLE PROFESSIONALS	1500.00	.00	1500.00	SEPT	DEPOSIT-EMPLOYMENT AGENCY

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19843	09/02/11	EMP01	EMPLOYMENT DEVELOP DEPT	1375.69	.00	1375.69	B10830	STATE INCOME TAX
19844	09/02/11	MID01	RABOBANK-PAYROLL TAX DEPO	3833.78	.00	3833.78	B10830	FEDERAL INCOME TAX
				961.02	.00	961.02	1B10830	MEDICARE (FICA)
			Check Total.....:	4794.80	.00	4794.80		
19845	09/02/11	MID02	RABOBANK-DIRECT DEPOSIT	26388.53	.00	26388.53	B10830	NET PAY
19846	09/02/11	PER01	PERS RETIREMENT	8867.85	.00	8867.85	B10830	PERS PAYROLL REMITTANCE
19847	09/02/11	STA01	ING-PERS 457 DEFERRED COM	855.00	.00	855.00	B10830	457 DEFERRED COMP
019848	09/14/11	ABA01	ABALONE COAST BACTERIOLOG	20.00	.00	20.00	11-4356	LAB TEST-BL WWTP
				5672.00	.00	5672.00	AUG 2011	LAB TESTS
			Check Total.....:	5692.00	.00	5692.00		
019849	09/14/11	ADV01	ADVANTAGE ANSWERING PLUS	141.56	.00	141.56	08252011	SEPTEMBER ANSWERING SERVI
019850	09/14/11	AEC01	AECOM USA INC	10602.90	.00	10602.90	37149089	SOUTHLAND WWTF UPGRADE
				1478.68	.00	1478.68	37149090	FRONTAGE RD SEWER
				2058.75	.00	2058.75	37150801	PCI CO 06-0225
				1012.50	.00	1012.50	37150803	PCI-TRACT 2650
				41131.80	.00	41131.80	37158932	SOUTHLAND WWTF UPGRADE
				604.80	.00	604.80	37158934	WATER SCADA UPGRADE
				172.80	.00	172.80	37158936	SEWER SCADA UPGRADE
				11397.66	.00	11397.66	37159104	FRONTAGE RD SEWER
			Check Total.....:	68459.89	.00	68459.89		
019851	09/14/11	ALX01	ALEXANDER'S CONTRACT SERV	3294.97	.00	3294.97	SEP 2011	METER READING SERVICE
019852	09/14/11	AME03	AMERI PRIDE	122.82	.00	122.82	417226	UNIFORMS
				122.82	.00	122.82	437547	UNIFORMS
				122.82	.00	122.82	447840	UNIFORMS
				115.27	.00	115.27	452987	UNIFORMS
			Check Total.....:	483.73	.00	483.73		
019853	09/14/11	ATT02	AT&T	146.85	.00	146.85	2603372	TELEPHONE
				42.44	.00	42.44	2603619	TELEPHONE
				146.76	.00	146.76	2603689	TELEPHONE
			Check Total.....:	336.05	.00	336.05		
019854	09/14/11	BRE02	BRENNTAG PACIFIC INC.	427.53	.00	427.53	BPI124909	SODIUM HYPOCHLORITE
				447.38	.00	447.38	BPI124910	SODIUM HYPOCHLORITE
				474.45	.00	474.45	BPI129034	SODIUM HYPOCHLORITE
				718.02	.00	718.02	BPI129035	SODIUM HYPOCHLORITE
			Check Total.....:	2067.38	.00	2067.38		
019855	09/14/11	CAL16	CALPERS	25750.00	.00	25750.00	QTR93011	OPEB-QUARTER 9/30/11
019856	09/14/11	CAN02	CANNON ASSOCIATES	1286.41	.00	1286.41	51206	WILLOW RD PHASE I
				5477.50	.00	5477.50	51222	WILLOW RD PHASE II
				760.00	.00	760.00	51240	IPPAC ISSUES
				185.00	.00	185.00	51241	IPPAC ISSUES
				4638.75	.00	4638.75	51319	SOUTHLAND WWTP PEER REVIE
			Check Total.....:	12347.66	.00	12347.66		
019857	09/14/11	CHA02	CHARTER COMMUNICATIONS	204.99	.00	204.99	SEP 2011	OFFICE INTERNET-SEP
				99.00	.00	99.00	SEP 2011A	INTERNET INSTALL-SHOP
				204.99	.00	204.99	SEP 2011B	SHOP INTERNET SERVICE
			Check Total.....:	508.98	.00	508.98		
019858	09/14/11	CRY01	CRYSTAL SPRINGS	23.09	.00	23.09	AUG 2011	DISTILLED WATER FOR LAB
019859	09/14/11	CUS01	CUSTOM PRINTING	546.90	.00	546.90	3495	PROP 218-NOTICE
019860	09/14/11	EBY01	EBY, ED	100.00	.00	100.00	091411	BOARD MEETING 9-14-11
019861	09/14/11	EBY02	ED EBY	21.20	.00	21.20	081111	REIMBURSEMENT-CONFERENCE
019862	09/14/11	FAM01	FAMCON PIPE AND SUPPLY	366.96	.00	366.96	135937	PIPE SUPPLIES
019863	09/14/11	FAR01	FARM SUPPLY COMPANY	14.51	.00	14.51	734030	SUPPLIES
019864	09/14/11	FAR02	FAR WEST EXPRESS	24.00	.00	24.00	AUG 2011	DELIVERY
019865	09/14/11	FAS01	FASTENAL COMPANY	16.30	.00	16.30	40624	TIRE GAUGES
019866	09/14/11	FER01	FERGUSON ENTERPRISES INC	269.82	.00	269.82	74317281	METER BOX/LID



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019867	09/14/11	GAD01	GADDIS, DAN A.	100.00	.00	100.00	091411	BOARD MEETING 9-14-11
019868	09/14/11	GIB01	GIBBS INTERNATIONAL	20.53	.00	20.53	100662N	STT LAMP-ON CALL TRUCK
019869	09/14/11	GIL01	GLM, INC.	322.50	.00	322.50	AUG 2011	LANDSCAPE MAINTENANCE
019870	09/14/11	GWA01	GWA INC	85.00	.00	85.00	SEP 2011A	SHOPLAB MONITORING
				53.00	.00	53.00	SEP 2011B	OFFICE MONITORING
				85.00	.00	85.00	SEP 2011C	UTILITY OFFICE MONITORING
			Check Total.....:	223.00	.00	223.00		
019871	09/14/11	HAM02	HAMNER JEWELL & ASSOCIATE	1663.79	.00	1663.79	5389	WATERLINE INTERTIE PROJEC
019872	09/14/11	HAR02	HARRISON, JAMES	100.00	.00	100.00	091411	BOARD MEETING 9-14-11
019873	09/14/11	KOF01	KOFF & ASSOCIATES, INC.	10089.51	.00	10089.51	1221	PROFESSIONAL RECRUITMENT
019874	09/14/11	LAN02	LANDMARK LANDSCAPE CO INC	214.00	.00	214.00	53423	LANDSCAPE MAINTENANCE
019875	09/14/11	LEE02	LEE CENTRAL COAST NEWSPAP	575.00	.00	575.00	303946	OUTREACH-NOTICE
019876	09/14/11	MIN02	MINER'S ACE HARDWARE	99.82	.00	99.82	AUG 2011	SUPPLIES
019877	09/14/11	MNS01	MNS ENGINEERS INC	1875.00	.00	1875.00	61233	FRONTAGE ROAD SEWER LINE
				5535.00	.00	5535.00	61234	SOUTHLAND WWTF UPGRADE
			Check Total.....:	7410.00	.00	7410.00		
019878	09/14/11	NUT01	NU TECH PEST MGMT	265.00	.00	265.00	86451	RODENT CONTROL
				75.00	.00	75.00	86452	RODENT CONTROL
			Check Total.....:	340.00	.00	340.00		
019879	09/14/11	OFF01	OFFICE DEPOT	101.04	.00	101.04	576009838	OFFICE SUPPLIES
019880	09/14/11	PGE01	P G & E	47417.71	.00	47417.71	AUG 2011	ELECTRICITY
019881	09/14/11	PRE01	PRECISION JANITORIAL	650.00	.00	650.00	215	JANITORIAL-AUG
019882	09/14/11	ROD01	RODRIGUEZ, RIGOBERTO	120.00	.00	120.00	B10907	REIMBURSEMENT-WORK BOOTS
019883	09/14/11	SAN09	SAN LUIS MAILING SERVICE	48.61	.00	48.61	222928	LATE NOTICES
				159.72	.00	159.72	222928A	POSTAGE-LATE NOTICES
			Check Total.....:	208.33	.00	208.33		
019884	09/14/11	SHI01	SHIPSEY & SEITZ, INC	10495.30	.00	10495.30	07312011	LEGAL SERVICES
019885	09/14/11	SIG02	SIGN PLACE-SLO, THE	1289.66	.00	1289.66	24480	FRONTAGE RD TRUCK SEWER-S
019886	09/14/11	SOU01	SOUTH COUNTY SANITARY	34.92	.00	34.92	3414490	GARBAGE SERVICE-OFFICE
				169.12	.00	169.12	3415858	GARBAGE SERVICE-OLDE TOWN
			Check Total.....:	204.04	.00	204.04		
019887	09/14/11	SPM01	SP MAINTENANCE SERVICES	125.00	.00	125.00	36456	SWEEPING SERVICES
019888	09/14/11	STA08	STAPLES	87.90	.00	87.90	28774001	OFFICE SUPPLIES
019889	09/14/11	THE01	THE GAS COMPANY	762.41	.00	762.41	91066644	GAS SERVICE REPAIR
				16.46	.00	16.46	AUG 2011	SHOP HEAT
				19.60	.00	19.60	AUG 2011A	OFFICE HEAT
			Check Total.....:	798.47	.00	798.47		
019890	09/14/11	TRA02	TRAMUTOLA	5000.00	.00	5000.00	117945	SUPPLEMENTAL WATER-OUTREA
019891	09/14/11	USB01	US BANK (VISA)	96.73	.00	96.73	82211A	TRAVEL/MILEAGE
				244.77	.00	244.77	82211B	MEETINGS
				571.54	.00	571.54	82211C	SUPPLIES
				115.50	.00	115.50	82211D	EDUCATION
			Check Total.....:	1028.54	.00	1028.54		
019892	09/14/11	VER01	VERIZON	38.07	.00	38.07	B10902	TELEPHONE
019893	09/14/11	VIE01	VIERHEILIG, LARRY	100.00	.00	100.00	091411	BOARD MEETING 9-14-11
019894	09/14/11	WAG01	WAGNER & BONSIGNORE	6234.65	.00	6234.65	8-11-1	GROUNDWATER LITIGATION
				165.00	.00	165.00	8-11-2	GENERAL CONSULTATION
			Check Total.....:	6399.65	.00	6399.65		

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019895	09/14/11	WAL01	WALLACE GROUP	238.00	.00	238.00	32038	INTERTIE ASSESSMENT DISTR
				1520.25	.00	1520.25	32073	SOUTHLAND WWTF PEER REVIE
				41.50	.00	41.50	32136	FOG OUTREACH & INSPECTION
			Check Total.....:	1799.75	.00	1799.75		
019896	09/14/11	WIN01	WINN, MICHAEL	100.00	.00	100.00	091411	BOARD MEETING 9-14-11
019897	09/14/11	W0001	DOUGLAS WOOD & ASSOCIATES	3189.11	.00	3189.11	WWTP#22	SOUTHLAND WWTP UPGRADE
				7110.00	.00	7110.00	WWTP#23	SOUTHLAND WWTP UPGRADE
			Check Total.....:	10299.11	.00	10299.11		

**NIPOMO COMMUNITY SERVICES DISTRICT**  
*Serving the Community Since 1965*  
**REGULAR AND SPECIAL MEETING MINUTES**  
**AUGUST 10, 2011, AT 9:00 A.M.**

D2

BOARD ROOM 148 SOUTH WILSON STREET, NIPOMO, CA

**BOARD of DIRECTORS**

JAMES HARRISON, **PRESIDENT**  
LARRY VIERHEILIG, **VICE PRESIDENT**  
MICHAEL WINN, **DIRECTOR**  
ED EBY, **DIRECTOR**  
DAN A. GADDIS, **DIRECTOR**

**PRINCIPAL STAFF**

MICHAEL S. LEBRUN, **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**

President Harrison called the Regular Meeting of August 10, 2011, to order at 9:00 a.m. and led the flag salute.

00:00:44

**B. ROLL CALL AND PUBLIC COMMENT FOR ITEMS NOT ON AGENDA**

At Roll Call all Board members were present.

There was no public comment.

00:01:15

**C. PRESENTATIONS AND PUBLIC COMMENT**

**C-1) COUNTY SHERIFF REPRESENTATIVE**

Update re: South County Law Enforcement Activities

The County Sheriff representative was unable to attend.

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

Update re: South County Cal Fire Activities

Battalion Chief Bill Fisher reviewed the activity report for July 2011 and answered questions from the Board. The Board thanked Chief Fisher for his report.

**C-3) MIKE NUNLEY OF AECOM**

Update Report re: Southland Wastewater Treatment Plant Upgrade

Mike Nunley, AECOM Project Manager, reviewed the report as presented in the Board packet. Mr. Nunley answered questions from the Board. The Board thanked Mr. Nunley for his report.

**C-4) NCSD DISTRICT ENGINEER PETER SEVCIK**

Update Report re: Recent Activities and Water Allocation

Peter Sevcik, District Engineer, reviewed the report as presented in the Board packet. Mr. Sevcik answered questions from the Board. The Board thanked Mr. Sevcik for his report.

**C-5) DIRECTORS' ANNOUNCEMENTS OF DISTRICT & COMMUNITY INTEREST**  
Receive Announcements from Directors Items of District & Community Interest

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District  
REGULAR AND SPECIAL MEETING  
MINUTES

Director Gaddis

- ◇ August 11, 2011 – SCAC Traffic & Circulation committee will meet at NCSD at 9:00 a.m.
- ◇ August 22, 2011 – SCAC will meet at NCSD at 6:30 p.m.

Director Vierheilig

- ◇ August 22, 2011 – Santa Barbara Chapter CSDA will meet at the Santa Ynez Marriott at 6:00 p.m. The discussion will be on experiences with a solar project.

Director Eby

- ◇ There will be no LAFCO meeting in August. The next LAFCO meeting will be September 15, 2011.

Director Winn

- ◇ August 17, 2011 – Tri-Cities joint chamber luncheon in Arroyo Grande. Supervisor Hill and Supervisor Teixeira will be discussing water projects in South County.
- ◇ There will be no WRAC meeting in August. The next WRAC meeting will be September 7, 2011.

C-6) RECEIVE PUBLIC COMMENT ON PRESENTATIONS AND REPORTS PRESENTED UNDER ITEM C AND BY MOTION RECEIVE and FILE PRESENTATIONS AND REPORTS

There was no public comment.

00:25:45

D. CONSENT AGENDA

- D-1) APPROVE WARRANTS
- D-2) BOARD MEETING MINUTES OF JULY 27, 2011
- D-3) APPROVE RESOLUTION AUTHORIZING EARLY PAY OFF OF 1978 WATER REVENUE BOND
- D-4) APPROVE DRAFT LETTER TO SAN LUIS OBISPO COUNTY REGARDING PROPOSED JIM O MILLER PARK SITE

*NOTE: PURSUANT TO SPECIAL MEETING AGENDA NOTICE THE FOLLOWING SPECIAL MEETING ITEM WAS ADDED TO THE CONSENT AGENDA AS PART OF THE CONCURRENT REGULAR MEETING AGENDA.*

D-5) CANCEL AUGUST 24, 2011 REGULAR BOARD OF DIRECTORS MEETING

Director Winn requested item D-4 to be pulled for further discussion.

President Harrison pulled item D-4 for separate consideration.

There was no public comment.

Upon the motion of Director Winn and seconded by Director Eby, the Board unanimously approved items D-1, D-2, D-3, and D-5.

Vote 5-0.

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



Nipomo Community Services District  
REGULAR AND SPECIAL MEETING  
MINUTES

00:28:01

Item D-4

Michael LeBrun, General Manager, reviewed the report as presented in the Board packet.

The following member of the public spoke:

Kathy Kubiak, President of the Olde Towne Nipomo Association (OTNA), supports the letter and hopes the Board would approve the letter. She would like a copy of the letter.

Upon the motion of Director Eby and seconded by Director Vierheilig, the Board unanimously approved the letter as edited and directed staff to convey the final letter to the County.

Vote 5-0.

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

E. ADMINISTRATIVE ITEMS

00:33:41

E-1) REVIEW DRAFT SOLID WASTE RATE INCREASE PROPOSED BY SOUTH COUNTY SANITARY SERVICES (FRANCHISEE) AND CONSIDER OPTIONS FOR DELAYING THE PROPOSED INCREASE AND REQUIRED NOTICING

Michael LeBrun, General Manager, reviewed the report as presented in the Board packet. Jon Seitz, District Legal Counsel, Tom Martin, South County Sanitary Services General Manager, Lisa Bognuda, Finance Director, and Mr. LeBrun answered questions from the Board.

The following member of the public spoke:

Dan Hall, NCSD customer, questioned the franchise fee. He had concerns with the amount of money and the bad timing. He stated the public doesn't understand the franchise fee.

President Harrison and Jon Seitz, District Legal Counsel, commented on Mr. Hall's questions and concerns.

Upon the motion of Director Eby and seconded by Director Gaddis, the Board approved to continue the consideration of the application for a rate increase, to review the application on a quarterly basis and during the period of the continuance the District agrees to pay the Franchisee \$5,700 monthly from solid waste reserves to offset franchisee operational expenses that where the subject of the proposed rate increase.  
Vote 4-1.

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

*The Board took a break from 10:35 to 10:48 a.m.  
The Board considered item E-4 next*

**Nipomo Community Services District  
REGULAR AND SPECIAL MEETING  
MINUTES**

01:35:38

- E-4) CONSIDER PERSONNEL COMMITTEE RECOMMENDATION TO AWARD A CONTRACT TO KOFF & ASSOCIATES IN THE AMOUNT OF \$34,500 FOR RECRUITING SERVICES TO ASSIST IN FILLING THREE VACANT UTILITY DEPARTMENT POSITIONS CHARGE

Michael LeBrun, General Manager, reviewed the report as presented in the Board packet. Tina Grietens, Utility Superintendent, Lisa Bognuda, Finance Director, and Mr. LeBrun answered questions from the Board.

The following member of the public spoke:

Dan Hall, NCS D customer, stated that hiring is very difficult, voiced concerns about NCS D using a recruiter to fill an entry level position.

Upon the motion of Director Vierheilig and seconded by Director Gaddis, the motion was to approve a contract with Koff & Associates Inc. not to exceed \$34,500 and direct staff to proceed with the recruitment process.

Vote 2-3. Motion failed.

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

Director Eby offered a motion of utilizing Koff & Associates to fill the Utility Operator/Water Quality Technician position only. Due to lack of a second, the motion failed.

Upon the motion of Director Winn and seconded by Director Gaddis, the Board approved staff to work with Koff & Associated to fill the Utility Worker and the Utility Operator/Water Quality Technician positions.

Vote 3-2.

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

*The Board considered item E-2 next.*

02:17:42

- E-2) CONSIDER DRAFT WATER METER REPLACEMENT POLICY

Tina Grietens, Utility Superintendent, reviewed the report as presented in the Board packet. Michael LeBrun, General Manager, Jon Seitz, District Legal Counsel, Peter Sevcik, District Engineer, and Ms. Grietens answered questions from the Board. There was no public comment.

Upon the motion of Director Eby and seconded by Director Winn, the Board unanimously approved Resolution 2011-1231 as amended with edits.

Vote 5-0.

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

RESOLUTION NO. 2011-1231

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES  
ADOPTING THE WATER METER REPLACEMENT POLICY

- 02:49:28 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).

J. PUBLIC COMMENT ON CLOSED SESSION ITEMS

There was no public comment.

K. ADJOURN TO CLOSED SESSION

President Harrison adjourned to close session at 12:10 p.m.

- 2:53:39 L. OPEN SESSION  
ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION

The Board came back into open session at 1:22 p.m.

President Harrison left the meeting at 12:42 p.m.

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

- 02:55:39 E-3) DISTRICT STRATEGIC PLAN 2011 UPDATE SIX MONTH REVIEW

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

There was no action taken.

- 03:23:41 F. MANAGER'S REPORT

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

There was no action taken.

- 03:31:04 G. COMMITTEE REPORT

The report was as presented. There was no public comment.

Nipomo Community Services District  
REGULAR AND SPECIAL MEETING  
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03:31:14 H. DIRECTOR'S REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

Director Winn

- ◇ Questioned staff on how far the District can go with the supplemental pipeline using Prop 84 and other moneys in hand.

Director Vierheilig

- ◇ Questioned staff on the impact to any permits in this idle time for supplemental water.

Peter Sevcik, District Engineer commented on Directors' requests to staff.

ADJOURN

Vice President Vierheilig adjourned the meeting at 2:00 p.m.

MEETING SUMMARY	HOURS
Regular Meeting	3.50
Closed Session	1.50
TOTAL HOURS	5.00



# NIPOMO COMMUNITY SERVICES DISTRICT

TUESDAY, AUGUST 23, 2011

6:30 P.M.

## SPECIAL MEETING MINUTES

### BOARD of DIRECTORS

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

### PRINCIPAL STAFF

MICHAEL S. LEBRUN, GENERAL MANAGER  
LISA BOGNUDA, ASSIST. GENERAL MANAGER  
MERRIE WALLRAVIN, SECRETARY/CLERK  
JON SEITZ, GENERAL COUNSEL  
PETER SEVCIK, DISTRICT ENGINEER

### MEETING LOCATION

Nipomo High School, Olympic Hall  
525 North Thompson Road  
Nipomo, California

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#### 1. CALL TO ORDER, FLAG SALUTE, AND ROLL CALL

President Harrison called the August 23, 2011, Special Meeting to order at 6:30 p.m. and led the flag salute. At Roll Call, all Directors were present. Also present were District General Manager and Assistant General Manager and approximately 325 members of the public.

President Harrison overviewed the evening's agenda.

#### 2. PRESENTATION: WATER RESOURCES ON THE NIPOMO MESA

- 45 - Minute Presentation and Overview of Water Resource Challenges Facing the Nipomo Mesa
- 30 Minute Questions and Answers

General Manager LeBrun and Directors Eby and Winn led the Presentation. Following the Presentation Directors Harrison, Eby and Winn and General Manager answered questions from the audience.

#### 3. PUBLIC COMMENT

At approximately 8:15 p.m. Public Comment was taken. Approximately fifteen persons gave comment.

#### ADJOURN

President Harrison adjourned the meeting at 8:34 p.m.

TO: BOARD OF DIRECTORS  
FROM: MICHAEL S. LEBRUN *MSL*  
GENERAL MANAGER  
DATE: SEPTEMBER 9, 2011



## ADOPT RESOLUTION RECOGNIZING STAFF SERVICE

### ITEM

Adopt a Resolution Recognizing District Billing Clerk Service [ADOPT RESOLUTION]

### BACKGROUND

District Billing Clerk has devotedly served the District since being hired on January 2, 1991.

### FISCAL IMPACT

Minor budgeted staff time was used to prepare these materials.

### RECOMMENDATION

Staff recommends your Board consider and adopt by motion and roll call vote adopt the draft resolution.

### ATTACHMENT

- None

Note: the draft Resolution will be distributed at the Board Meeting

TO: MICHAEL S. LEBRUN *MSL*  
GENERAL MANAGER

FROM: PETER V. SEVCIK *P.V.S.*  
DISTRICT ENGINEER

DATE: SEPTEMBER 7, 2011

**AGENDA ITEM**  
**D-4**  
**SEPTEMBER 14, 2011**

## **ACCEPT WATER AND SEWER IMPROVEMENTS FOR TRACT 2516**

### **ITEM**

Accept water and sewer improvements for TRACT 2516, a nine lot subdivision located on South Oakglen Avenue 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. Pine Tree Development, LLC, the developer for TRACT 2516, a nine lot subdivision located on South Oakglen Avenue, 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 \$54,661 for the project.

### **STRATEGIC PLAN**

N/A

### **RECOMMENDATION**

Staff recommends that your Honorable Board approve Resolution 2011-XXXX Accept Tract 2516, Accepting the Water and Sewer System Improvements for Tract 2516.

### **ATTACHMENT**

Resolution 2011-XXXX Accept Tract 2516

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**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 2516**

**WHEREAS**, the District approved the construction plans on April 25, 1995, 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 August 24, 2011, 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 2516.

**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 2516 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 14<sup>th</sup> day of September 2011.

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

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Michael S. LeBrun  
General Manager  
and Secretary to the Board

\_\_\_\_\_  
Jon S. Seitz  
General Counsel