

TO: BOARD OF DIRECTORS
FROM: MICHAEL S. LEBRUN *MSL*
GENERAL MANAGER
DATE: JANUARY 6, 2012



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) APPROVE DECEMBER 14, 2011 BOARD MEETING MINUTES [RECOMMEND APPROVE]
- D-3) APPROVE RESOLUTION RECOGNIZING SERVICE OF RETIRED UTILITY SUPERVISOR RICK MOTLEY [RECOMMEND APPROVE RESOLUTION]
- D-4) CONSIDER BUDGET \$35,000 BUDGET AUGMENTATION WITH WALLACE GROUP FOR ON-GOING ASSESSMENT ENGINEERING IN SUPPORT OF SUPPLEMENTAL WATER PROJECT [RECOMMEND APPROVE \$35,000 BUDGET AUGMENTATION]

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TO: BOARD OF DIRECTORS
 FROM: MICHAEL S. LEBRUN
 GENERAL MANAGER
 DATE: JANUARY 6, 2012

**AGENDA ITEM
 D-1
 JANUARY 11, 2012**

**TOTAL COMPUTER CHECKS
 \$426,308.75**

HAND WRITTEN CHECKS

12-14-11	10023	SLO COUNTY PUBLIC WORKS	REIMBURSEMENT AGREEMENT DEPOSIT	\$22,000.00
12-22-11	10024	ED EBY	AD HOC COMMITTEE	\$75.00
12-22-11	10025	MICHAEL WINN	AD HOC COMMITTEE	\$75.00
12-28-11	10026	MICHAEL WINN	AD HOC COMMITTEE	\$75.00
12-28-11	10027	ED EBY	AD HOC COMMITTEE	\$75.00
01-03-12	10028	PGE	ELECTRICITY	\$24,165.20
01-11-12	10029	DEBRA GLAHN	WASHER REBATE	\$75.00
01-11-12	10030	DANIEL DEJONG	WASHER REBATE	\$75.00
01-11-12	10031	CHEROL PEDERSEN	WASHER REBATE	\$75.00

VOIDS – 20157

COMPUTER GENERATED CHECKS

20217	12/23/11	EMP01	EMPLOYMENT DEVELOP DEPT	B11219	12/19/11	STATE INCOME TAX	12-11	1203.18	1203.18
20218	12/23/11	MID01	RABOBANK-PAYROLL TAX DEPOS	B11219	12/19/11	FEDERAL INCOME TAX	12-11	3495.47	
20218	12/23/11	MID01	RABOBANK-PAYROLL TAX DEPOS	1B11219	12/19/11	MEDICARE (FICA)	12-11	937.16	4432.63
20219	12/23/11	MID02	RABOBANK-DIRECT DEPOSIT	B11219	12/19/11	NET PAY	12-11	24977.17	24977.17
20220	12/23/11	PER01	PERS RETIREMENT	B11219	12/19/11	PERS PAYROLL REMITTANCE	12-11	8781.72	8781.72
20221	12/23/11	STA01	CALPERS 457 DEFERRED COMP	B11219	12/19/11	457 DEFERRED COMP	12-11	1855.00	1855.00
20222	01/06/12	EMP01	EMPLOYMENT DEVELOP DEPT		46.06	.00	46.06	B11219A	STATE INCOME TAX
					1167.22	.00	1167.22	B20103	STATE INCOME TAX
					506.05	.00	506.05	1B11219	STATE INCOME TAX
					22.56	.00	22.56	2B11219	STATE INCOME TAX
			Check Total.....:		1741.89	.00	1741.89		
20223	01/06/12	MID01	RABOBANK-PAYROLL TAX DEPO		214.46	.00	214.46	B11219A	FEDERAL INCOME TAX
					3297.00	.00	3297.00	B20103	FEDERAL INCOME TAX
					71.88	.00	71.88	1B11219A	MEDICARE (FICA)
					885.14	.00	885.14	1B20103	MEDICARE (FICA)
					1916.86	.00	1916.86	2B11219	FEDERAL INCOME TAX
					222.36	.00	222.36	3B11219	MEDICARE (FICA)
					85.46	.00	85.46	4B11219	FEDERAL INCOME TAX
					9.92	.00	9.92	5B11219	MEDICARE (FICA)
			Check Total.....:		6703.08	.00	6703.08		
20224	01/06/12	MID02	RABOBANK-DIRECT DEPOSIT		23285.41	.00	23285.41	B20103	NET PAY
20225	01/06/12	PER01	PERS RETIREMENT		702.24	.00	702.24	B11219A	PERS PAYROLL REMITTANCE
					8110.69	.00	8110.69	B20103	PERS PAYROLL REMITTANCE
					.00	.00	.00	1B11219	PERS PAYROLL REMITTANCE
					.00	.00	.00	2B11219	PERS PAYROLL REMITTANCE
			Check Total.....:		8812.93	.00	8812.93		
20226	01/06/12	STA01	CALPERS 457 DEFERRED COMP		.00	.00	.00	B11219A	457 DEFERRED COMP
					2005.00	.00	2005.00	B20103	457 DEFERRED COMP
			Check Total.....:		2005.00	.00	2005.00		
020227	01/11/12	ABA01	ABALONE COAST BACTERIOLOG		6762.00	.00	6762.00	1496	LAB TESTS
020228	01/11/12	ADV01	ADVANTAGE ANSWERING PLUS		168.53	.00	168.53	12252011	JANUARY ANSWERING SERVICE
020229	01/11/12	AEC01	AECOM USA INC		27391.50	.00	27391.50	37178840	SOUTHLAND WWTF UPGRADE
					1417.50	.00	1417.50	37188143	PCI CO-06-0225
					931.50	.00	931.50	37188148	PLAN CHECK MARIA VISTA
			Check Total.....:		29740.50	.00	29740.50		
020230	01/11/12	AIR01	AIR POLLUTION CONTROL		1348.58	.00	1348.58	14224	PERMIT-PORTABLE GENERATOR
					575.00	.00	575.00	14225	PERMIT-TEFFT ST L/S
					642.50	.00	642.50	14226	PERMIT-AIR COMPRESSOR
					1542.00	.00	1542.00	14227	PERMIT-MV GENERATOR
			Check Total.....:		4108.08	.00	4108.08		
020231	01/11/12	ALX01	ALEXANDER'S CONTRACT SERV		3293.96	.00	3293.96	JAN 2012	METER READING SERVICE

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020232	01/11/12	AME03	AMERI PRIDE	109.77	.00	109.77	524231	UNIFORMS
				118.50	.00	118.50	529231	UNIFORMS
				154.27	.00	154.27	534181	UNIFORMS
				118.50	.00	118.50	539801	UNIFORMS
			Check Total.....:	501.04	.00	501.04		
020233	01/11/12	ATT02	AT&T	185.07	.00	185.07	2868426	TELEPHONE
				147.91	.00	147.91	2905655	TELEPHONE
				31.71	.00	31.71	2905899	TELEPHONE
				133.09	.00	133.09	2905969	TELEPHONE
			Check Total.....:	497.78	.00	497.78		
020234	01/11/12	BES01	BEST BEST & KRIEGER	2504.40	.00	2504.40	667858	NOVEMBER LEGAL-PRE QUAL M
020235	01/11/12	BRE02	BRENNTAG PACIFIC INC.	527.22	.00	527.22	BPI155263	SODIUM HYPOCHLORITE
				692.85	.00	692.85	BPI155264	SODIUM CHLORITE
				607.09	.00	607.09	BPI160742	SODIUM HYPOCHLORITE
				489.82	.00	489.82	BPI160743	SODIUM HYPOCHLORITE
			Check Total.....:	2316.98	.00	2316.98		
020236	01/11/12	CAL03	CALIFORNIA ELECTRIC SUPPL	890.18	.00	890.18	466096	PLUGS FOR PORTABLE GENERA
				15.72	.00	15.72	469975	H/O/A SWITCH-VIA CONCHA W
			Check Total.....:	905.90	.00	905.90		
020237	01/11/12	CAN02	CANNON CORPORATION	8375.00	.00	8375.00	51888	BLACKLAKE WELL NO. 4
				4496.25	.00	4496.25	51893	WILLOW RD PHASE II
				935.43	.00	935.43	51895	SOUTHLAND WWTP COMM ISSUE
			Check Total.....:	13806.68	.00	13806.68		
020238	01/11/12	CHA02	CHARTER COMMUNICATIONS	204.99	.00	204.99	JAN 2012A	OFFICE INTERNET SERVICES
				204.99	.00	204.99	JAN 2012B	SHOP INTERNET SERVICES
			Check Total.....:	409.98	.00	409.98		
020239	01/11/12	CLE06	CNSSLO INC	2041.00	.00	2041.00	13951	COMPUTER SUPPORT
020240	01/11/12	COR01	CORBIN WILLITS SYSTEMS	750.83	.00	750.83	B112151	COMPUTER SUPPORT
020241	01/11/12	CRO02	CROSBY COMPANY	700.00	.00	700.00	22945	PROFESSIONAL SERVICES
020242	01/11/12	DKF01	DKF SOLUTIONS GROUP, LLC	350.00	.00	350.00	1454	MONTHLY SAFETY SUBSCRIPTI
020243	01/11/12	DWI01	DWIGHT'S AUTOMOTIVE	52.00	.00	52.00	52839	VEHICLE SMOG
				52.00	.00	52.00	52840	VEHICLE SMOG
				52.00	.00	52.00	52841	VECHILE SMOG
			Check Total.....:	156.00	.00	156.00		
020244	01/11/12	ELE02	ELEMENTS	25.00	.00	25.00	212285	DOMAIN RENEWAL
020245	01/11/12	FAR02	FAR WEST EXPRESS	23.00	.00	23.00	DEC 2011	DELIVERY
020246	01/11/12	FER01	FERGUSON ENTERPRISES INC	495.80	.00	495.80	7783391	HYD EXT RSR
				332.48	.00	332.48	7817429	MJ HYD BURY
				166.24	.00	166.24	7817433	MJ HYD BURY
			Check Total.....:	994.52	.00	994.52		
020247	01/11/12	FOR01	FORMS 2020	682.64	.00	682.64	4971	RETURN ENVELOPES
				1633.97	.00	1633.97	4972	ENVELOPES
			Check Total.....:	2316.61	.00	2316.61		
020248	01/11/12	GER01	GERMAN, SCOTT	120.00	.00	120.00	B20106	REIMBURSEMENT-WORK BOOTS
020249	01/11/12	GIL01	GLM, INC.	320.00	.00	320.00	DEC 2011	LANDSCAPE MAINTENANCE
020250	01/11/12	GOL02	GOLD COAST ENVIRONMENTAL	312.79	.00	312.79	10279	OPERATING SUPPLIES
020251	01/11/12	GWA01	GWA INC	53.00	.00	53.00	JAN 2012A	OFFICE MONITORING
				85.00	.00	85.00	JAN 2012B	SHOP/LAB MONITORING
				85.00	.00	85.00	JAN 2012C	UTILITY OFFICE MONITORING
			Check Total.....:	223.00	.00	223.00		
020252	01/11/12	HAM02	HAMNER JEWELL & ASSOCIATE	406.25	.00	406.25	5540	WATERLINE INTERTIE PROJEC
020253	01/11/12	KOE01	KOEHLER PLUMBING, INC	125.00	.00	125.00	5504	BACK FLOW TESTS
020254	01/11/12	KOF01	KOFF & ASSOCIATES, INC.	2593.94	.00	2593.94	1295	PROFESSIONAL RECRUITMENT
020255	01/11/12	LAN02	LANDMARK LANDSCAPE CO INC	214.00	.00	214.00	54627	LANDSCAPE MAINTENANCE

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020256	01/11/12	LEE02	LEE CENTRAL COAST NEWSPAP	249.48	.00	249.48	794917	PUBLIC NOTICE-PRE QUALIFI
020257	01/11/12	LIN02	LINC DELIVERY	264.00	.00	264.00	NOV 2011	DELIVERY
020258	01/11/12	MIN02	MINER'S ACE HARDWARE	511.00	.00	511.00	DEC 2011	OPERATING SUPPLIES
020259	01/11/12	MNS01	MNS ENGINEERS INC	37902.85	.00	37902.85	61668	FRONTAGE RD SEWER LINE PR
				4732.50	.00	4732.50	61669	SOUTHLAND WWTF UPGRADE
			Check Total.....:	42635.35	.00	42635.35		
020260	01/11/12	MOR02	MORE OFFICE SOLUTIONS	213.47	.00	213.47	182839	B&W/COLOR COPIES
				278.98	.00	278.98	190242	B&W/COLOR COPIES
			Check Total.....:	492.45	.00	492.45		
020261	01/11/12	NEX01	NEXTEL COMMUNICATIONS	674.34	.00	674.34	121811	CELLULAR SERVICE
020262	01/11/12	NEX03	NEXTRAQ	308.50	.00	308.50	818835	GPS SERVICE
020263	01/11/12	NUT01	NU TECH PEST MGMT	265.00	.00	265.00	88643	PEST CONTROL
				75.00	.00	75.00	88644	RODENT CONTROL
			Check Total.....:	340.00	.00	340.00		
020264	01/11/12	OFF01	OFFICE DEPOT	339.45	.00	339.45	19763001	OFFICE SUPPLIES
				42.81	.00	42.81	19914001	OFFICE SUPPLIES
				216.45	.00	216.45	65730001	OFFICE SUPPLIES
				10.61	.00	10.61	65730002	OFFICE SUPPLIES
			Check Total.....:	609.32	.00	609.32		
020265	01/11/12	PRE01	PRECISION JANITORIAL	650.00	.00	650.00	DECEMBER	JANITORIAL SERVICE
020266	01/11/12	RAB01	RABOBANK	75.00	.00	75.00	B20106	SAFE DEPOSIT BOX RENTAL
020267	01/11/12	RBA01	R BAKER, INC	188788.95	.00	188788.95	4	PROGRESS BILLING #4
020268	01/11/12	SHI01	SHIPSEY & SEITZ, INC	13238.48	.00	13238.48	11-30-11	LEGAL SERVICES
020269	01/11/12	SLO08	SAN LUIS OBISPO COUNTY	1336.67	.00	1336.67	3439	INSPECTION-SEWER MAIN REP
020270	01/11/12	SOU01	SOUTH COUNTY SANITARY	34.92	.00	34.92	3552706	GARBAGE SERVICE-OFFICE
				169.12	.00	169.12	3554053	GARBAGE SERVICE-OLDE TOWN
			Check Total.....:	204.04	.00	204.04		
020271	01/11/12	SOU03	SOUTH COUNTY SANITARY	1510.28	.00	1510.28	DEC 2011	SOLID WASTE TAX LIENS
020272	01/11/12	SOU08	SOUTH COUNTY SANITARY SVC	1353.00	.00	1353.00	3554510	RATE DEFFERAL-COMMERCIAL
020273	01/11/12	SPE01	SPECIAL DISTRICT RISK	3753.01	.00	3753.01	38174	WORKERS COMPJAN-MAR
020274	01/11/12	THE01	THE GAS COMPANY	77.84	.00	77.84	12-20-11	OFFICE HEAT
				15.76	.00	15.76	12/16/11	SHOP HEAT
			Check Total.....:	93.60	.00	93.60		
020275	01/11/12	TOW01	TOWN & COUNTRY FENCING	260.00	.00	260.00	B20106	GATE REPAIR
020276	01/11/12	USB01	US BANK (VISA)	62.33	.00	62.33	122211A	MEETINGS
				406.92	.00	406.92	122211B	SUPPLIES
				150.24	.00	150.24	122211C	OPERATING SUPPLIES
			Check Total.....:	619.49	.00	619.49		
020277	01/11/12	VER01	VERIZON	43.36	.00	43.36	B20105	TELEPHONE
020278	01/11/12	WAL01	WALLACE GROUP	1738.50	.00	1738.50	32623	ANNUAL GIS MAINTENANCE
				1193.00	.00	1193.00	32633	ASSESSMENT DISTRICT
				1030.62	.00	1030.62	32638	FOG OUTREACH/INSPECTION
			Check Total.....:	3962.12	.00	3962.12		
020279	01/11/12	WIN02	WINN, MICHAEL	382.95	.00	382.95	NOV/DEC	MILEAGE REIMBURSEMENT
020280	01/11/12	WOOD1	DOUGLAS WOOD & ASSOCIATES	1296.68	.00	1296.68	26	SOUTHLAND WWTP UPGRADE
020281	01/11/12	WSC01	WSC	616.05	.00	616.05	370	CUWCC SUPPORT SERVICE
020282	01/11/12	\B002	HENKELS & MCCOY,	485.91	.00	485.91	000B20101	MQ CUSTOMER REFUND FOR BU
020283	01/11/12	\C006	CALPORTLAND CONSTRUCTION	370.80	.00	370.80	000B20101	MQ CUSTOMER REFUND FOR CA
020284	01/11/12	\P009	FERRAVANTI GRADING & PAVI	349.52	.00	349.52	000B20101	MQ CUSTOMER REFUND FOR PA
020285	01/11/12	\S005	SPECIALTY CONSTRUCTION IN	348.62	.00	348.62	000B20101	MQ CUSTOMER REFUND FOR SC

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community Since 1965

REGULAR MINUTES

DECEMBER 14, 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 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 December 14, 2011, to order at 9:00 a.m. and led the flag salute.

00:00:40
B. ROLL CALL AND PUBLIC COMMENT ON ITEMS NOT ON AGENDA

At Roll Call all Board members were present.

Michael LeBrun, General Manager, announced that Mike Seitz, will be acting in place of Jon Seitz for today's meeting.

There was no public comment.

00:02:04
C. PRESENTATIONS AND PUBLIC COMMENT

C-1) 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. Michael LeBrun, General Manager, Peter Sevcik, District Engineer, and Mr. Nunley answered questions from the Board. The Board thanked Mr. Nunley for his report.

C-2) NCSD DISTRICT ENGINEER PETER SEVCIK

Update Report re: Recent Activities

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-3) NCSD UTILITY SUPERINTENDENT

Update Report re: Recent Activities

Michael LeBrun, General Manager, reviewed the reports as present in the Board packet. Peter Sevcik, District Engineer, and Mr. LeBrun answered questions from the Board. The Board thanked Mr. LeBrun for his report.

C. PRESENTATIONS AND PUBLIC COMMENT (continued)

C-4) DIRECTORS' ANNOUNCEMENTS OF DISTRICT & COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES, AND SEMINARS

Receive Announcements from Directors Items of District & Community Interest

Director Eby

- ◇ December 13, 2011 – The SLO County Board of Supervisors approved NCSD to lead the assessment district formation effort.
- ◇ December 14, 2011 – Oceano Community Services District will meet at 6:30 p.m.
- ◇ December 15, 2011 – There will be a LAFCO luncheon from 11:30 a.m. to 1:30 p.m. at the LAFCO office. There will be no regular LAFCO meeting this month.

Director Winn

- ◇ December 7, 2011 – WRAC met for a workshop on the County Integrated Regional Water Management Plan from 9:00 a.m. to 12:00 p.m. and the regular meeting followed the workshop at 1:30 p.m.
- ◇ December 19, 2011 – WRAC sub-committee will meet from 2-4 p.m. to look at grants.
- ◇ January 20, 2012 – CSDA will hold its annual meeting at Avila CSD.

Director Harrison

- ◇ December 15, 2011 – Parks and Recreation meeting at the SLO Board of Supervisors.

C-5) PUBLIC COMMENT ON ITEMS NOT ON AGENDA

There was no public comment.

Upon the motion of Director Eby and seconded by Director Vierheilg, the Board unanimously approved to receive and file the presentations and reports.
Vote 5-0.

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

D. CONSENT AGENDA

- D-1) APPROVE WARRANTS
- D-2) BOARD MEETING MINUTES:
NOVEMBER 9, 2011 SPECIAL MEETING
NOVEMBER 16, 2011 REGULAR MEETING
- D-3) ACCEPT SECOND QUARTER FINANCIAL STATEMENT

00:33:23

Nipomo Community Services District
REGULAR MEETING
MINUTES

- D-4) APPROVE WAGNER & BONSIGNORE TASK ORDER BUDGETS FOR 2012 CONSULTING SERVICES AS FOLLOWS:
 - TASK ORDER 100 – GENERAL CONSULTATION NOT-TO-EXCEED \$10,000
 - TASK ORDER 200 – SANTA MARIA GROUNDWATER ADJUDICATION NOT-TO-EXCEED \$80,000
 - TASK ORDER 300 – OSO FLACO LAKE REPLACEMENT SERVICES NOT-TO-EXCEED \$5,000 [RECOMMEND APPROVAL]

- D-5) AUTHORIZE REAL PROPERTY PURCHASE AGREEMENT IN SUPPORT OF SUPPLEMENTAL WATER PROJECT APN 090-291-041 JAUREQUI

Michael LeBrun, General Manager, announced that on item D-4 the Board will only be considering task orders 100 and 200. Task order 300 will be brought back to the Board in the future, as needed.

Mr. LeBrun answered questions from the Board.

President Harrison pulled items D-1, D-4, and D-5 for further discussion.

There was no public comment.

Upon the motion of Director Vierheilig and seconded by Director Winn, the Board approved consent items D-2 and D-3, as amended.
Vote 5-0.

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

Item D-1

Peter Sevcik, District Legal Counsel, and Mr. LeBrun answered questions from the Board.

There was no public comment.

Upon the motion of Director Winn and seconded by Director Vierheilig, the Board unanimously approved consent Item D-1.
Vote 5-0.

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

Item D-4

Dr. Brad Newton, Wagner and Bonsignore and Mr. LeBrun, answered questions from the Board.

There was no public comment.

**Nipomo Community Services District
REGULAR MEETING
MINUTES**

Upon the motion of Director Vierheilg and seconded by Director Winn, the Board unanimously approved the following:

- The 2012 support services contract with Wagner & Bonsignore.
- Task order 100-12 not to exceed amount of \$10,000.
- Task order 200-12 not to exceed amount of \$80,000.
- Reimbursement mileage rate will be changed to the IRS standards.

Vote 5-0.

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

Item D-5

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

There was no public comment.

Upon the motion of Director Winn and seconded by Director Vierheilg, the Board unanimously approved the Real Property Purchase Agreement, the Easement Deed, and the Memorandum of Agreement, and directed staff to process the documents accordingly.

Vote 5-0.

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

The Board took a break from 10:05 to 10:20 a.m.

E. ADMINISTRATIVE ITEMS

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

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

There was no public comment.

E-2) REVIEW DANA ADOBE NIPOMO AMIGOS PROJECT WATER USE PROJECTION

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

The following members of the public spoke:

Al and Helen Daurio, D.A.N.A. Co-Presidents, thanked NCSD staff for all of their time and work.

Jan Di Leo, D.A.N.A. Project Manager, agreed with staff recommendation.

The Daurio's and Mr. LeBrun answered questions from the Board.

01:05:47

Nipomo Community Services District
REGULAR MEETING
MINUTES

01:35:37

E-2) REVIEW DANA ADOBE NIPOMO AMIGOS PROJECT WATER USE PROJECTION
(Continued)

Upon motion of Director Gaddis and seconded by Director Winn, the Board unanimously received the presentation, considered the draft comment letter and directed staff to provide the comment letter for the project to the County.
Vote 5-0.

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

01:47:43

E-3) REVIEW BASIS FOR SUPPLEMENTAL WATER PROJECT BENEFIT ASSIGNMENT AND PROVIDE STAFF DIRECTION FOR DRAFTING A POLICY FOR EVALUATING BENEFIT CHANGE REQUESTS

Michael LeBrun, General Manager, reviewed the report as presented in the Board packet. Kari Wagner, Assessment Engineer, reviewed the memo as presented in the Board packet. Mr. LeBrun and Ms. Wagner answered questions from the Board.

There was no public comment.

Upon the motion of Director Winn and seconded by Director Eby, the Board unanimously reaffirmed the Supplemental Water Project's Basis of Assessment.
Vote 5-0.

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

03:05:24

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 RE: PENDING LITIGATION PURSUANT TO GC SECTION 54956.9; NCSD VS. COUNTY SLO, ET AL. (CASE #CV090010)
3. PUBLIC EMPLOYEE EVALUATION (GOVERNMENT CODE §54957)
Title: District General Manager Six-Month Performance Evaluation

J. PUBLIC COMMENT ON CLOSED SESSION ITEMS

There was no public comment.

K. ADJOURN TO CLOSED SESSION

President Harrison adjourned to closed session at 12:15 p.m.

Nipomo Community Services District
REGULAR MEETING
MINUTES

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

The Board came back into Open Session at 12:45 p.m.

Mike Seitz, District Legal Counsel, announced that the Board discussed item I-3 listed above for closed session, but took no reportable action.

03:06:21

E-4) AWARD CONTRACT FOR SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) UPGRADE PROJECT IN AMOUNT OF \$318,648 TO TESCO CONTROLS INC. AND AUTHORIZE PROJECT CONTINGENCY IN AMOUNT OF \$32,000 AND AMEND FY 2011/2012 BUDGET

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

There was no public comment.

Upon the motion of Director Vierheilig and seconded by Director Eby, the Board unanimously approved Resolution 2011-1240, SCADA system upgrade, as amended. Vote 5-0.

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

RESOLUTION NO. 2011-1240

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES
AUTHORIZING CONTRACT FOR THE SUPERVISORY
CONTROL AND DATA ACQUISITION UPGRADE PROJECT
WITH TESCO CONTROLS INC. AND AMENDING FY 2011-2012 BUDGET

The Board considered item E-6 next.

03:17:24

E-6) REVIEW CENTRAL COAST REGIONAL WATER QUALITY CONTROL BOARD DRAFT PROPOSED WASTE DISCHARGE REQUIREMENTS FOR DISTRICT'S SOUTHLAND WASTEWATER TREATMENT FACILITY, CONSIDER DRAFT COMMENT LETTER AND DIRECT STAFF

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.

There was no public comment.

Upon the motion of Director Eby and seconded by Director Winn, the Board unanimously received staff's presentation, considered the draft comment letter, and directed staff to provide the comment letter to RWQCB, by December 21, 2011. Vote 5-0.

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

The board considered item E-5 next after 1:00 p.m. as noted on the Agenda.

Nipomo Community Services District
REGULAR MEETING
MINUTES

03:31:09

E-5) CERTIFY SOUTHLAND WASTEWATER TREATMENT FACILITY IMPROVEMENTS
FINAL ENVIRONMENTAL IMPACT REPORT

Doug Wood, Doug Wood & Associates, reviewed the report as presented in the Board packet. Peter Sevcik, District Engineer, and Mr. Wood answered questions from the Board.

There was no public comment.

Upon the motion of Director Winn and seconded by Director Gaddis, the Board unanimously adopted Resolution 2011-1241, and directed staff to file a Notice of Determination with the County in compliance with CEQA.
Vote 5-0.

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

RESOLUTION NO. 2011-1241

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES
ADOPTING CEQA FINDINGS OF FACT FOR THE SOUTHLAND WASTEWATER TREATMENT
FACILITIES IMPROVEMENTS PROJECT; ADOPTING A STATEMENT OF OVERRIDING
CONSIDERATIONS; ADOPTING A PROJECT MITIGATION MONITORING PLAN; APPROVING
THE SOUTHLAND WASTEWATER TREATMENT FACILITIES IMPROVEMENTS
PROJECT; AND AUTHORIZING THE FILING OF THE NOTICE OF DETERMINATION

E-7) ELECT 2012 BOARD OFFICERS

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

General Manager took nominations for the President of the Board. The nominations were as follows:

Director Winn nominated Director Harrison.

By acclamation, Director Harrison will be the 2012 Board President.
There was no public comment.

General Manager took nominations for the Vice President of the Board. The nominations were as follows:

Director Harrison nominated Director Winn.
Director Winn nominated Director Vierheilig.

Director Winn declined his nomination in favor of Director Vierheilig's nomination.

Director Vierheilig accepted his nomination.

General Manager asked for any more nominations.

By acclamation, Director Vierheilig will be the 2012 Board Vice President.
There was no public comment.

03:54:12

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.

04:05:45

G. COMMITTEE REPORT

November 28, 2011 Southland WWTF Upgrade Committee
 November 29, 2011 Outreach Ad Hoc Committee
 December 2, 2011 Water Conservation Committee

The committee minutes were as presented. There was no public comment.

04:14:10

H. DIRECTOR'S REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

Director Harrison

- ◇ Questioned when the next agenda setting meeting will be held.

Director Gaddis

- ◇ Requested staff to take some time off and spend time with family.

Director Vierheilig

- ◇ Requested staff to look into a debt policy for the District.
- ◇ Commented on the meeting he had with Bill Petrick.

Director Eby

- ◇ Commented on the Oceano Community Services District meeting this evening.

Director Winn

- ◇ Requested staff to look into California Salt Management law.
- ◇ Requested staff to look into adding language to the by-laws to prohibit hiding recording devices.

ADJOURN

President Harrison adjourned the meeting at 2:05 p.m.

MEETING SUMMARY	HOURS
Regular Meeting	4.30
Closed Session	0.30
TOTAL HOURS	5.00

TO: BOARD OF DIRECTORS
FROM: MICHAEL S. LEBRUN *MSL*
GENERAL MANAGER
DATE: JANUARY 6, 2012



ADOPT RESOLUTION RECOGNIZING STAFF SERVICE

ITEM

Adopt a Resolution recognizing Retired Utility Field Supervisor [ADOPT RESOLUTION]

BACKGROUND

Recently retired Utility Supervisor Mr. Rick Motley has served the District with distinction for nearly fifteen years.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends your Board by motion and roll call vote adopt resolution recognizing Mr. Motley.

ATTACHMENT

Draft Resolution 2012-XXXX Motley

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2012-XXXX**

**A RESOLUTION OF APPRECIATION TO
RICK MOTLEY
FOR SERVICE TO THE NIPOMO COMMUNITY SERVICES DISTRICT**

WHEREAS, Rick Motley began his employment with the Nipomo Community Services District as a temporary employee on February 1, 1997 and became a regular employee on July 1,1997; and

WHEREAS, after nearly fifteen (15) years of dutiful service to the District, Rick retired on December 30, 2011; and

WHEREAS, As a Utility Worker, during the first years of employment with the District, Rick obtained his Water Treatment Operator Grade 1 (T1) license in November 1997, Water Distribution Operator Grade 1 (D1) license in November 1998, Wastewater Treatment Operator Grade 1 in 1999; and

WHEREAS, Rick obtained higher certifications during his tenure with the District, including Water Distribution Operator Grade 2 (D2) in 2001, Collections System Maintenance Grade 1 in 2008, Wastewater Treatment Grade 2 and Collections System Maintenance Grade 2 in 2009, Water Distribution Operator Grade 3 (D3) in 2010; and

WHEREAS, Rick was promoted from Utility Worker to Inspector/ Preventive Maintenance Supervisor in 2007and was laterally transferred to the Utility Field Supervisor Position in 2008; and

WHEREAS,in his nearly fifteen (15) years of service, Rick has had an exemplary attendance record and has displayed dedication and commitment to the District.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED that the Board of Directors of the Nipomo Community Services District expresses great appreciation and gratitude to Rick Motley for serving the District for the past fourteen (14) years and wish him well in his retirement years.

The Board unanimously adopted the foregoing resolution on January 11, 2012.

James Harrison, President

Larry Vierheilg, Vice President

Michael Winn

Ed Eby

Dan A. Gaddis



TO: BOARD OF DIRECTORS
FROM: MICHAEL S. LEBRUN *MSL*
GENERAL MANAGER
DATE: JANUARY 7, 2012

AGENDA ITEM
D-4
JANUARY 11, 2012

CONSIDER \$35,000 BUDGET AUGMENTATION WITH WALLACE GROUP FOR ON-GOING ASSESSMENT ENGINEERING IN SUPPORT OF SUPPLEMENTAL WATER PROJECT

ITEM

Approve a \$35,000 Budget Augmentation for Wallace Group to provide on-going Assessment Engineering Services. [RECOMMEND BY MOTION AND ROLL CALL VOTE APPROVE \$35,000 BUDGET AUGMENTATION AND AUTHORIZE STAFF TO EXECUTE TASK ORDER].

BACKGROUND

On January 28, 2009, your Board approved a contract with Wallace Group to conduct initial research into Assessment District formation as a means of funding the Supplemental Water Project. The budget for the initial contract is \$66,100.

On May 20, 2010, your Board reviewed the result of the initial study and authorized additional work to develop the Assessment Engineer's Report and supporting documentation for an Assessment District covering the District boundaries and the boundaries of the three partner purveyors (Golden State Water Company, Woodlands Mutual Water Company, and Rural Water Company). The additional work authorization (Contract Amendment 1) included a budget of \$106,792, increasing the Contract value to \$172,892.

On January 29, 2010, staff authorized Contract Amendment #2 with a value of \$9,900 to support loan and grant research in support of Supplemental Project funding. This increased the total contract value to \$182,792.

In spring 2011, following a survey of property owners and after receiving a report on survey results, your Board elected to delay the Supplemental Water Project funding vote and focus on efforts to educate property owners on the need for the project.

In October 2011, your Board directed staff to re-activate Supplemental Water Project design and assessment engineering. The Assessment Engineer is requesting a Contract Amendment of \$35,000 to fund continued project support. The attached December 12, 2011 Contract Amendment #3 details the additional effort and on-going work. If approved, this amendment would bring the total contract budget to \$217,792.

FISCAL IMPACT

Funds for Professional Services are included in the adopted 2011/2012 Budget. Supplemental Water project support contracts are funded from Supplemental Water Capacity charges and general tax secured certificates of participation. Assessment Engineering services are recoverable through project financing.

RECOMMENDATION

Staff recommends your Board, by motion and roll call vote, approve Contract Amendment #3 and a \$35,000 budget augmentation with Wallace Group and direct staff to issue a Task Order and revise the project Not to Exceed to \$217,792.

ATTACHMENTS

- December 12, 2011 Proposed Contract Amendment

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\2012\120111 ASSESSMENT ENGINEER BUDGET AUGMENT.DOCX

CONTRACT AMENDMENT

Project Name: Nipomo CSD Inter-tie Assessment	CA No. 3
Client Name: Nipomo Community Services District	Project/Phase No. 0673-0008
Attention: Michael LeBrun	Date: December 12, 2011
Address: PO Box 326, Nipomo, California 93444	



CIVIL ENGINEERING

CONSTRUCTION
MANAGEMENT

LANDSCAPE
ARCHITECTURE

MECHANICAL
ENGINEERING

PLANNING

PUBLIC WORKS
ADMINISTRATION

SURVEYING /
GIS SOLUTIONS

WATER RESOURCES

WALLACE SWANSON
INTERNATIONAL

Wallace Group requests the Client's authorization to proceed with revisions to the contract agreement for the above referenced project as herein described. Approval below incorporates this document as a part of the original contract signed January 29, 2009. If approved, please return one signed original Contract Amendment to Wallace Group.

Description and Purpose of the Revision(s)

Wallace Group has been under contract since January 2009 for work efforts relating to the Nipomo Mesa Supplemental Water Supply Project Assessment District formation. The original assessment district vote was scheduled for May 2011, and subsequently has been delayed to the spring of 2012. Wallace Group has been working with Nipomo Community Services District (District) staff for the past three years to develop the optimal strategy for obtaining successful vote for the assessment district. Wallace Group has been completing all additional meetings and support tasks, at the District's request, from the original budget and subsequent amendments. An amendment to the current contract is required in order to complete the necessary tasks through the assessment district formation hearings. The following Scope of Services outlines the tasks that are anticipated through September 2012.

SCOPE OF SERVICES

Wallace Group will provide the District with support for the following tasks:

- Attend staff meetings (3), Board meetings (5), and/or public outreach meetings (2) at the District's request.
- Coordinate work efforts with public outreach, financial and bond counsel, legal counsel, and District staff. Provide database information as necessary to support the team member's needs.
- Update project schedule at the request of District staff.
- Prepare, amend, and mail letters to property owners. The letters provide information specific to each property regarding their benefit unit assignments.
- Receive inquiries from property owners regarding their benefit unit assignments. Make recommendations for increased or decreased benefit unit assignments based on property owner requests to District Board for amendments to the assessment roll.
- Prepare the Engineer's Report, Roll and Diagram for review by the District staff, Assessment District Formation staff and the District Board.
- Prepare and mail the ballot package, in coordination with District Legal Counsel and Public Outreach, for the assessment vote.
- Support ballot counting process. Wallace Group will only be available to answer questions with the database and provide any support requested during the counting of the ballots. The District will contract with another consultant to count the ballots and provide the District with the results.

WALLACE GROUP
A California Corporation

612 CLARION CT
SAN LUIS OBISPO
CALIFORNIA 93401

T 805 544-4011

F 805 544-4294

www.wallacegroup.us



WALLACE GROUP®

PROJECT FEES

Wallace Group will perform the services denoted in the proposed Scope of Services in accordance with the attached Schedule of Fees (Exhibit A). These services will be invoiced monthly on an accrued cost basis, and our total fees, including reimbursables will not exceed our estimated fee of \$35,000 without receiving written authorization from the Client.

Revision(s) Represent:

- a change in previous instructions
- a change in Scope of Services
- other:

Revision(s) Fee:

- hourly (time & materials) \$
- progress billing: \$
- not-to-exceed w/o authorization: \$35,000

Revision(s) will be invoiced as:

- increase to an item within the existing contract
- a new item added to existing contract

Issued by,

WALLACE GROUP, a California Corporation

Approved by Client

Signature: 	Signature:
Print Name: Robert S. Miller, PE 57474	Print Name:
Title: Principal Engineer	Title:
Date: December 12, 2011	Date:

"Exhibit A"
Schedule of Fees
Personnel Hourly Rates

Engineering Services:

Prevailing Wage

Engineering Assistant I - III.....	\$ 66 - \$ 83
Project Analyst I - IV	\$ 83 - \$126
Project Coordinator.....	\$105
Engineering Associate I - V.....	\$100 - \$125
Senior Civil Designer I - III.....	\$132 - \$142
Civil Engineer I - IV.....	\$122 - \$137
Mechanical Engineer I - IV.....	\$122 - \$137
Senior Mechanical Engineer I - IV.....	\$144 - \$154
Senior Environmental Resource Engineer	\$144
Senior Civil Engineer I - IV.....	\$144 - \$154
Wetlands Specialist.....	\$160
Project Manager	\$150
Senior Project Manager	\$154
Director of Water Resources.....	\$154
Director of Mechanical Engineering	\$154
Director of Civil Engineering	\$154
Principal Engineer.....	\$166
Principal.....	\$176

GIS Services:

GIS Tech.....	\$ 78
GIS Specialist I-IV	\$107 - \$122
Senior GIS Specialist I-III.....	\$131 - \$137
GIS Manager	\$142

Planning Services:

Planning Assistant I - III	\$ 66 - \$ 83
Planning Designer I - III	\$ 80 - \$100
Planner I - IV.....	\$122 - \$137
Associate Planner I - V.....	\$100 - \$137
Senior Planner I - IV.....	\$144 - \$154
Supervising Planner.....	\$149
Consulting Planner	\$154
Director of Planning.....	\$154

Administrative Services:

Office Assistant.....	\$ 45
Administrative Assistant I - V.....	\$ 64 - \$ 79
Financial Analyst I - II.....	\$ 83 - \$105
Senior Financial Analyst.....	\$122

Additional Professional Services:

Fees for expert witness preparation, testimony, court appearances, or depositions will be billed at the rate of \$275 an hour.

Direct Expenses:

Reimbursement of direct expenses incurred in connection with the project scope of work will be invoiced to the client. A handling charge of 15% may be added to the direct expenses listed below. Direct expenses include, but are not limited to the following:

- travel expenses (automobile/
lodging/ meals)
- professional sub-consultants
- county/city fees
- document copies
- long distance telephone/fax
- postage/delivery service
- special materials
- blueprints
- photographs

Invoicing and Interest Charges:

Invoices are submitted monthly on an accrued cost basis in accordance with this Fee Schedule. A finance charge of 1.5% per month (18% per annum) will be assessed on all balances that are thirty days past due.

Fee Revisions:

Wallace Group reserves the right to revise our Schedule of Fees on a semi-annual basis, and also to adjust hourly prevailing wage rates (up or down) as the State establishes rate changes. As authorized in advance by the Client, overtime on a project will be billed at 1.3 times the normal employee's hourly rate.

Personnel Classifications:

Wallace Group may find it necessary to occasionally add new personnel classifications to our Schedule of Fees.

Mileage:

Wallace Group charges \$0.60 per mile.