

TO: BOARD OF DIRECTORS
FROM: MICHAEL S. LEBRUN *MSL*
GENERAL MANAGER
DATE: JANUARY 20, 2012



PRESENTATIONS AND REPORTS

- C-1) REPORT ON January 11, 2012 REGULAR MEETING CLOSED SESSION
Announcement of Actions, if any, Taken in Closed Session
- C-2) SHERIFF COMMANDER JAMES TAYLOR
Update Report re: South County Law Enforcement and Department News
- C-3) CAL FIRE BATTALION CHIEF BILL FISHER
Update Report re: South County Cal Fire Activity and Department News.
- C-4) NCSD SUPERINTENDENT TINA GRIETENS
Update Report re: Summary of 2011 Utility Division Activities
- C-5) DIRECTORS' ANNOUNCEMENTS OF DISTRICT & COMMUNITY INTEREST AND
REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS,
CONFERENCES, AND SEMINARS.
Receive Announcements and Reports from Directors
- C-6) RECEIVE PUBLIC COMMENT ON PRESENTATIONS AND REPORTS
PRESENTED UNDER ITEM C AND BY MOTION RECEIVE and FILE
PRESENTATIONS AND REPORTS

TO: BOARD OF DIRECTORS
FROM: MICHAEL S. LEBRUN *MSL*
GENERAL MANAGER
DATE: JANUARY 19, 2012



**JANUARY 11, 2012 REGULAR MEETING
CLOSED SESSION REPORT**

ITEM

Announcement of Actions, if any, Taken during Closed Session at previous Regular Meeting [NO ACTION REQUESTED].

BACKGROUND

The January 11, 2012 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. 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

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

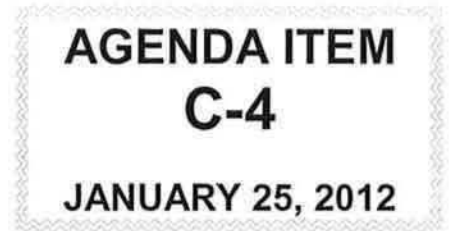
RECOMMENDATION

No Action

ATTACHMENTS

- None

TO: BOARD OF DIRECTORS
FROM: MICHAEL S. LEBRUN *msl*
GENERAL MANAGER
DATE: JANUARY 20, 2012



SUPERINTENDENT ANNUAL SUMMARY REPORT

ITEM

NCSD Utility Superintendent Tina Grietens Report re Utility Division 2011 Activities [NO ACTION REQUESTED].

BACKGROUND

District Utility Superintendent Tina Grietens will present her report.

RECOMMENDATION

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

ATTACHMENTS

- Utility Division 2011 Annual Summary

NIPOMO COMMUNITY

BOARD MEMBERS

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



SERVICES DISTRICT

STAFF

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

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TO: MICHAEL S. LEBRUN, P.E., GENERAL MANAGER
FROM: TINA GRIETENS, UTILITY SUPERINTENDENT *TG*
DATE: JANUARY 19, 2012
SUBJECT: UTILITY DIVISION UPDATE –ANNUAL SUMMARY - 2011

Southland Wastewater Plant and Utility Yard

- Sludge dredged from treatment ponds #1 and #2
- Pond aerator motors rebuilt, two new installed
- In-house laboratory analyses continues
- Environmental Laboratory Accreditation Program application submitted to California Department of Public Health
- All percolation ponds ripped and disked to enhance percolation of effluent
- Flow meter calibrated
- Electrical panel maintenance
- New vehicle storage building alarm system installed

Blacklake Wastewater Reclamation Facility

- Aerator repairs
- Sewage grinders, motors and controllers replaced at head-works
- Electrical panel maintenance
- Flow meters calibrated

Sewer Collection system

- Electrical panel maintenance at lift stations
- Hydro-jetting of sewer collection system, including lift station cleaning
- Juniper Lift Station; replaced pumps, and level transmitter
- Misty Glenn Lift Station; repaired pumps
- Purchased, permitted and placed two Tier 3 compliant portable generators into service, for emergency operation at District lift stations
- Purchased, permitted and placed one Tier 3 compliant standby generator into service at Tefft Street Lift Station, for emergency operation

Water Distribution System

- Valves exercised in Blacklake area, Summit Station, SE side of Tefft/101
- Flushed all dead end water lines, spring and fall
- Dana School 3"water meter replaced, Two 4" meters repaired at Roosevelt apartments
- Staff assisted in water line tie ins and water line shut-downs for District Projects including Willow Road Stage II and Frontage Road Sewer Line Replacement Project
- Emergency repairs on distribution system performed as needed

Wells

- Sundale Well motor rebuilt
- Via Concha Well warranty repair to replace water level measurement and chlorination tubing which was crushed during installation of column pipe
- Annual well efficiency testing performed; rehabilitation recommended due to reduced pumping efficiency of 14% at Olympic Well and 4% at Bevington Wells
- Well buildings replaced at Via Concha, Bevington and Eureka Wells

Maintenance Program

- Utilizing VacCon, Valve Exercising equipment for planned maintenance in addition to preventive maintenance
- Annual multi-point inspection and maintenance performed on all 7 emergency generators and air compressor
- Battery chargers and battery replacement completed at 4 stationary generator locations

Compliance

- No sewage spills!
- Updated 2011 Water and Wastewater sampling and analyses schedule
- Annual Water Report preparation to California Department of Public Health (CDPH)
- Coordinated and completed sampling of water distribution system and wells, as mandated by California Department of Public Health (CDPH)
- Annual Inspection of Water Production and Distribution System by CDPH
- Monitored sampling protocol, laboratory results for water and wastewater systems
- Prepared compliance reports for Blacklake WWRF and Southland WWTF
- Assisted in preparation of both Wastewater Facilities' Annual Reports to California Regional Water Quality Control Board (CRWQCB)
- Conducted tour of Southland WWTF for CRWQCB staff
- Prepared and submitted application for Laboratory Certification to Environmental Laboratory Certification Program (ELAP), California Department of Public Health
- New permit application process completed for Tier 3 compliant emergency generators
- Inspection of generators and facilities by Air Pollution Control Board (APCD)
- Hazardous Materials Business Plans for Sundale Well and Blacklake WWTP updated for San Luis Obispo County Department of Environmental Health

Incidents/Safety Issues

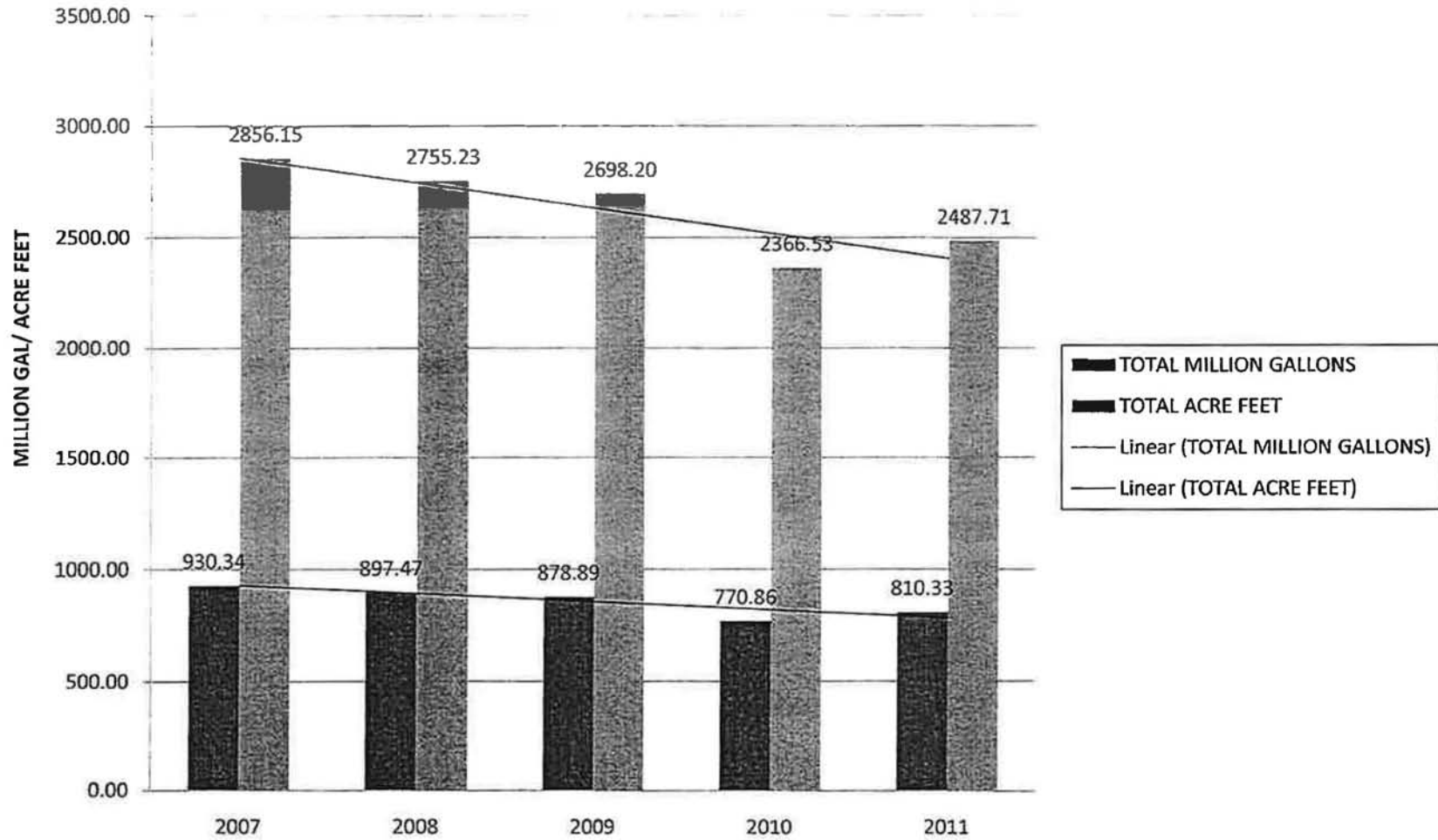
- 2 Non injury, minor vehicle accidents
- Battery explosion at Blacklake Booster, caused by overcharged battery -no injury

Personnel

- Staff Training included: distribution system operation review, regulations, sampling, VacCon operation, valve exercising, correspondence course on Small Water System Operation and Maintenance, Confined Space, Traffic Safety, Lock out/Tag out, Fire Extinguisher, Fall Protection Awareness, Defensive Driving, Electrical, Auto Crane Operation, weekly tailgate safety meetings and online safety assignments
- Superintendent completed Utility Management correspondence course through University of Sacramento, compliance courses, online courses
- Superintendent provided bi-monthly updates to General Manager, monthly updates to Board of Directors, Budget Preparation, Purchasing and Inventory Control, Employee oversight, coordination and support to District Engineer on District Projects
- Preventive Maintenance crew assisted in daily Operations due to decrease in staff
- Recruitment for new employees resulted in one new Utility Worker

NEXT PAGE

NIPOMO COMMUNITY SERVICES DISTRICT ANNUAL WATER PRODUCTION 2007-2011

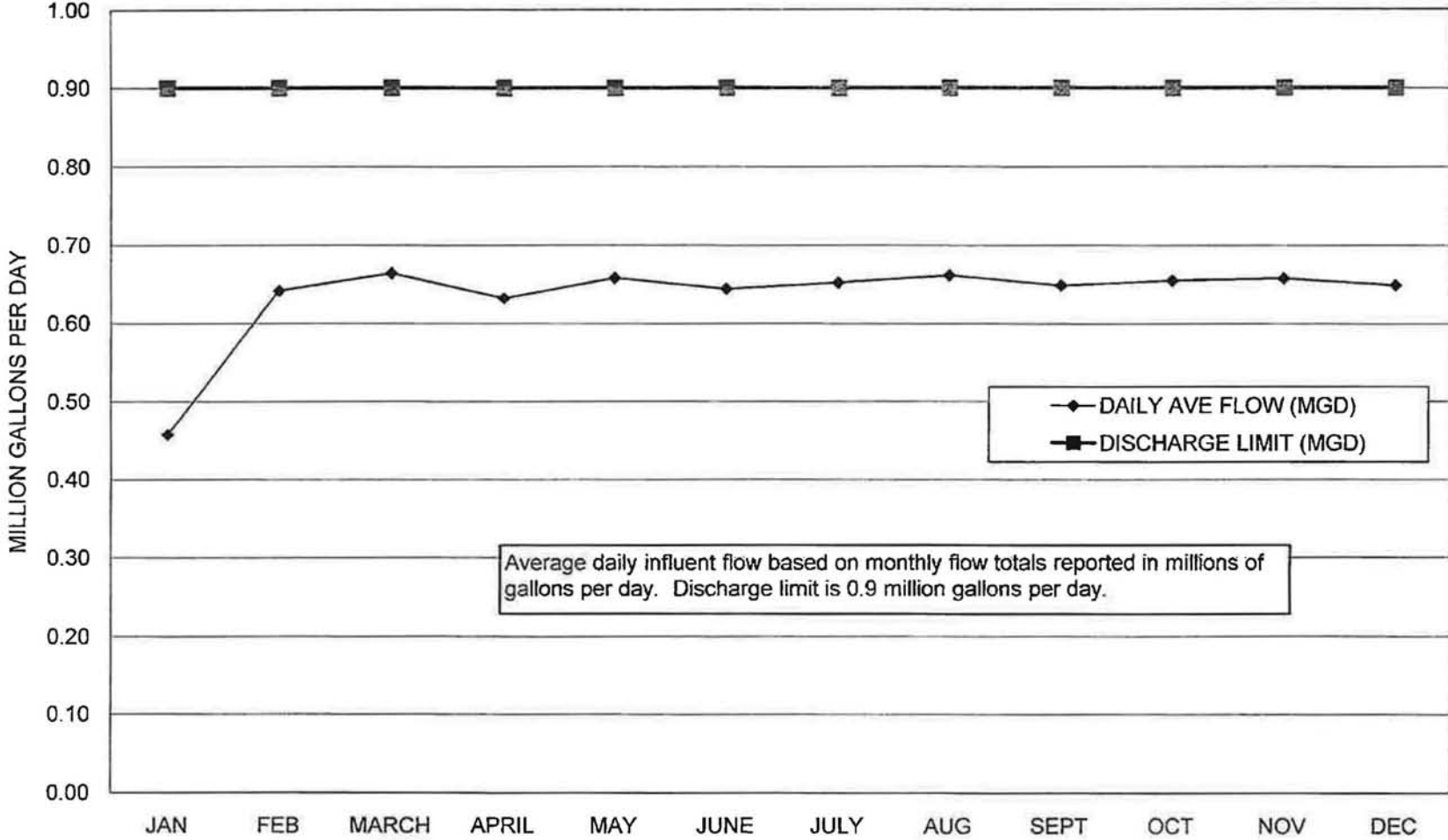


NIPOMO COMMUNITY SERVICES DISTRICT
 SOUTHLAND WASTEWATER TREATMENT FACILITY
 2011 ANNUAL REPORT

NIPOMO COMMUNITY SERVICES DISTRICT SOUTHLAND FACILITY MONTHLY AND ANNUAL AVERAGES - 2011

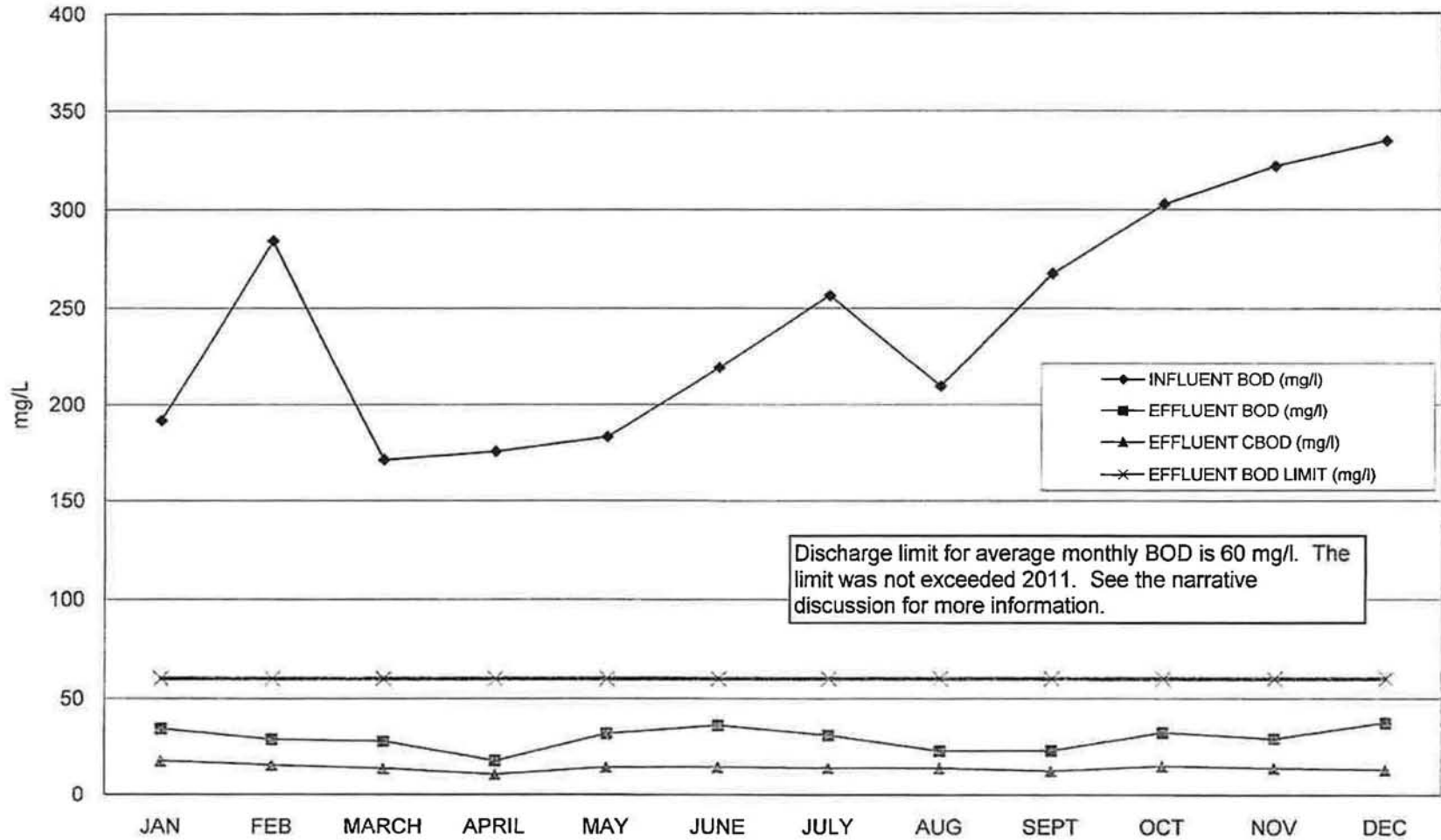
MONTH (2011)	FLOW (MGD)	DAILY AVE FLOW (MGD)	INFLUENT BOD (mg/l)	EFFLUENT BOD (mg/l)	EFFLUENT CBOD (mg/l)	INFLUENT SUSPENDED SOLIDS (mg/l)	EFFLUENT SUSPENDED SOLIDS (mg/l)	EFFLUENT SETTLEABLE SOLIDS (mg/l)	EFFLUENT PH	EFFLUENT DISSOLVED OXYGEN
JAN	14.2	0.46	192	35	18	610	94	0.08	7.43	8.77
FEB	18.0	0.64	284	29	16	770	96	0.05	7.64	9.31
MARCH	20.6	0.66	171	28	14	831	102	0.05	7.62	9.02
APRIL	19.0	0.63	176	18	11	1276	66	3.38	7.73	9.15
MAY	20.4	0.66	183	32	15	225	60	0.05	7.64	8.55
JUNE	19.3	0.64	220	36	15	220	50	0.05	7.42	6.77
JULY	20.2	0.65	257	31	14	258	65	0.05	7.60	7.72
AUG	20.5	0.66	210	23	14	577	59	0.08	7.54	7.53
SEPT	19.5	0.65	268	23	13	345	59	0.10	7.42	7.71
OCT	20.3	0.66	303	33	15	230	69	0.10	7.29	7.82
NOV	19.7	0.66	322	29	14	309	55	0.10	7.42	8.71
DEC	20.1	0.65	335	38	13	418	39	0.10	7.53	9.94
ANNUAL AVERAGE	19.3	0.64	243	30	14	506	68	0.35	7.52	8.42
HIGH MONTHLY AVERAGE	20.6	0.66	335	38	18	1276	102	3.38	7.73	9.94
LOW MONTHLY AVERAGE	14.2	0.46	171	18	11	220	39	0.05	7.29	6.77

**Nipomo Community Services District
 Southland Wastewater Treatment Facility
 2011 Monthly Averages Influent Flow -Million Gallons Per Day (MGD)**



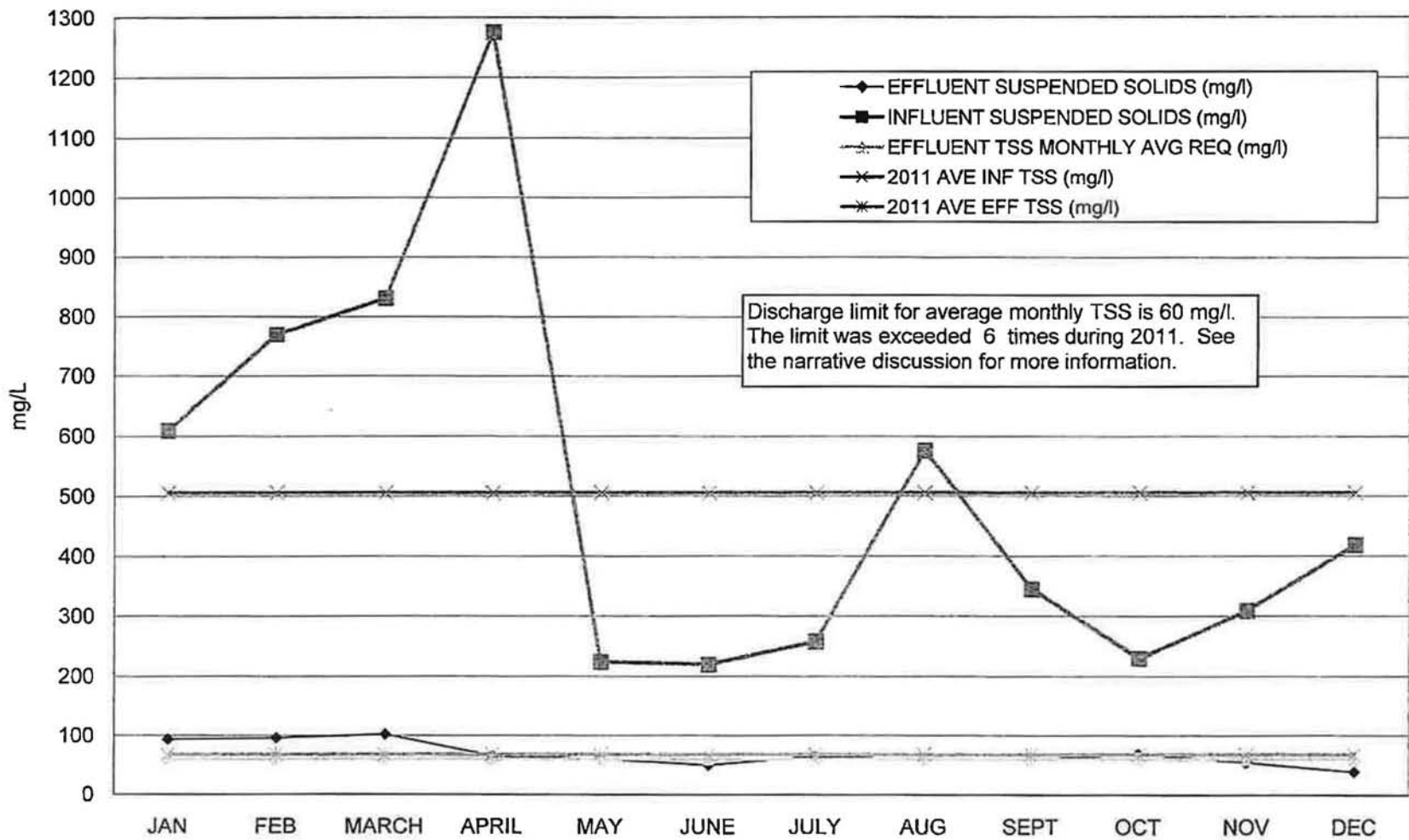
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**Nipomo Community Services District
Southland Wastewater Treatment Facility
2011 Monthly Averages-Biochemical Oxygen Demand, mg/L (BOD)**



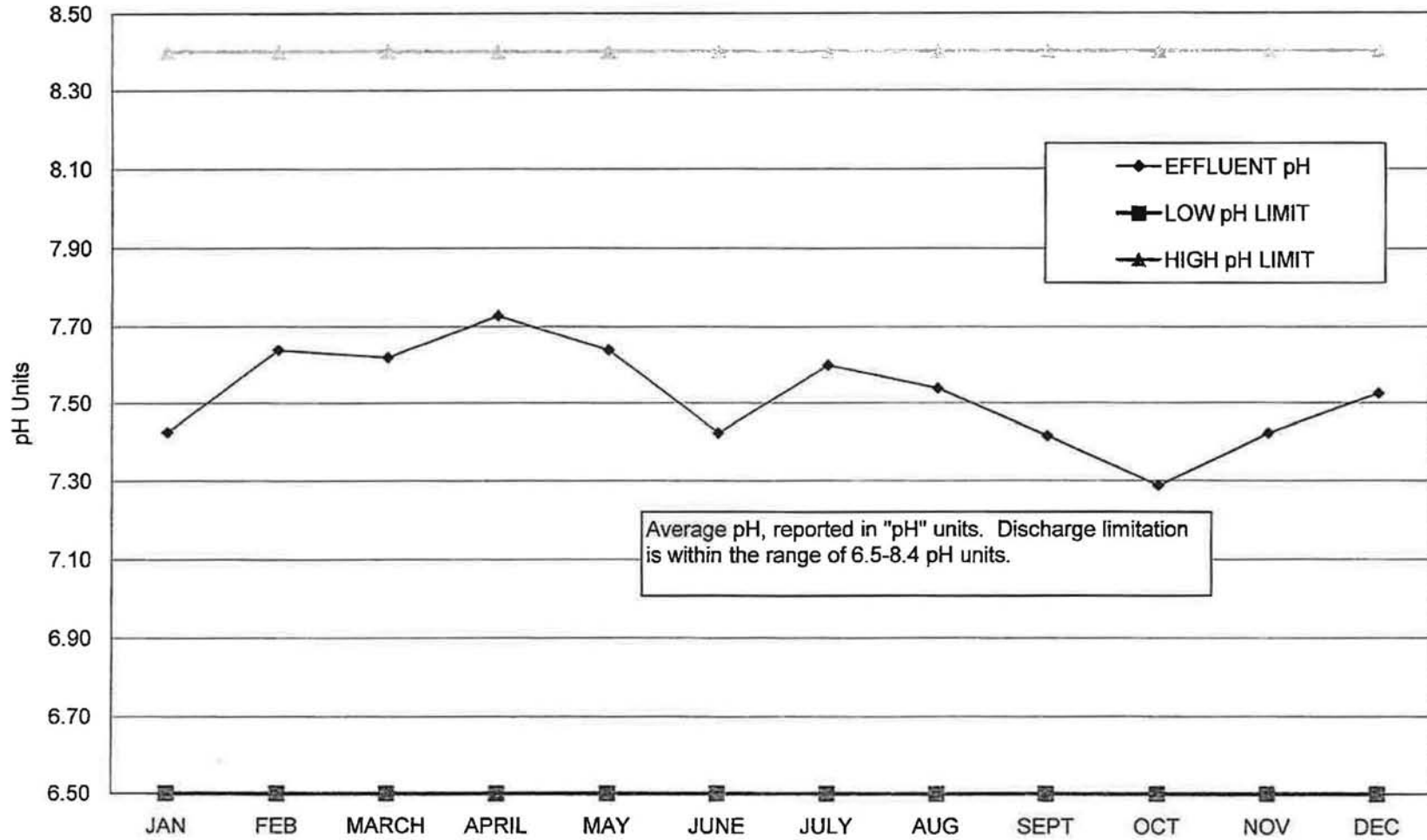
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**Nipomo Community Services District
Southland Wastewater Treatment Facility
2011 Monthly Averages-Suspended Solids, mg/L (TSS)**



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**Nipomo Community Services District
Southland Wastewater Treatment Facility
2011 Monthly Averages- pH (Units)**



**NIPOMO COMMUNITY SERVICES DISTRICT
BLACKLAKE WWRF
2011 ANNUAL REPORT - DISCHARGE ORDER NO 94-14
MONTHLY AVERAGES**

	Influent FLOW		Effluent COLIFORM	Effluent SETT SOL	Effluent pH	Effluent BOD	Effluent SUS SOL	Effluent DO	Effluent CL2-FREE
	MGM	MGD	MPN	mg/l	Units	mg/l	mg/l	mg/l	mg/l
	JAN	2.40	0.077	2	0.05	7.7	6.3	3.3	10.3
FEB	2.31	0.145	2	0.05	7.5	7.0	3.5	9.2	9.4
MAR	3.09	0.100	2	0.05	7.6	6.6	6.6	8.3	10.9
APR	1.92	0.064	2	0.05	7.8	6.5	9.8	7.6	10.4
MAY	1.61	0.052	2	0.05	7.7	11.0	9.5	7.7	10.0
JUN	1.82	0.061	2	0.05	7.7	3.6	6.4	7.6	9.5
JUL	1.60	0.052	2	0.05	8.0	5.3	7.3	7.7	10.6
AUG	1.92	0.062	2	0.05	8.0	13.5	5.5	8.1	10.1
SEP	1.25	0.042	2	0.05	7.5	17.0	9.3	8.2	14.0
OCT	1.60	0.051	2	0.05	7.5	10.8	10.8	8.8	14.5
NOV	1.86	0.062	2	0.05	7.8	6.0	10.0	11.0	22.7
DEC	1.74	0.056	2	0.05	7.6	3.5	6.5	12.4	11.8
Average	1.93	0.069	2	0.05	7.7	8.1	7.4	8.9	12.1
High	3.09	0.145	2	0.05	8.0	17.0	10.8	12.4	22.7
Low	1.25	0.042	2	0.05	7.5	3.5	3.3	7.6	9.4
Discharge Limit		0.2	23	0.1	6.5-8.4	40	30	1.0 (min)	1.0 (min)
Exceedances		0	0	0	1	0	0	0	0

Notes:
MGM = millions of gallons per month
MGD = millions of gallons per day
mg/l = milligrams per liter
MPN = most probable number of coliform bacteria
BOD = biochemical oxygen demand
DO = dissolved oxygen
SETT SOL = settleable solids
SUS SOL = suspended solids
CL2-FREE = free chlorine residual
WWRF= Wastewater Reclamation Facility