

TO: BOARD OF DIRECTORS
FROM: MICHAEL S. LEBRUN *msl*
GENERAL MANAGER
DATE: MARCH 23, 2012



PRESENTATIONS AND REPORTS

- C-1) REPORT ON MARCH 14, 2012 REGULAR MEETING CLOSED SESSION
Announcement of Actions, if any, Taken in Closed Session
- C-2) NCSD SUPERINTENDENT TINA GRIETENS intro new staff?
Update Report re: Utility Division Activities
- C-3) 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-4) RECEIVE PUBLIC COMMENT ON PRESENTATIONS AND REPORTS
PRESENTED UNDER ITEM C AND BY MOTION RECEIVE AND FILE
PRESENTATIONS AND REPORTS

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**MARCH 14, 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 March 14, 2012 Regular Meeting Closed Session included:

- 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. CONFERENCE WITH LEGAL COUNSEL - INITIATION OF LITIGATION PURSUANT to GC 54956.9(c) No. of cases: two. Related to the District's acquisition of two easements in real property through eminent domain: one owned by Durley /McLanahan AP# 090-341-019, 090-331-005, 06 & 08 and one owned by Troesh Properties & Investments, LCC AP# 090-341-003

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

TO: BOARD OF DIRECTORS

FROM: MICHAEL S. LEBRUN *MSL*
GENERAL MANAGER

DATE: MARCH 23, 2012

AGENDA ITEM

C-2

MARCH 28, 2012

SUPERINTENDENT SUMMARY REPORT

ITEM

NCSD Utility Superintendent Tina Grietens Report re Utility Division Monthly 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 Summary 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 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
DATE: MARCH 22, 2012
SUBJECT: UTILITY DIVISION UPDATE – FEBRUARY 2012

- **Southland Wastewater Plant and Utility Yard**

- 18.88 Million Gallons treated; Average daily flow: 0.651 Million Gallons –Feb
- Suspended solids and BOD (biochemical oxygen demand) in compliance
- Annual flow meter calibration
- Environmental Laboratory Accreditation Program inspection scheduled 4/2/12

- **Blacklake Wastewater Reclamation Facility**

- 1.893 Million Gallons treated; Average daily flow: 0.064 Million Gallons –Feb.
- Annual flow meter calibration
- Conducted tour for Cal Poly Environmental Engineering Graduate Students

- **Water Distribution System and Wells**

- February well production: 49.8 Million Gallons, 152.78 Acre Feet
- Via Concha Well; working with Layne Christensen on warranty-vibration
- Independent vibration analysis performed on Via Concha Well March 21, 2012
- Standpipe water tank inspection March 21, 2011; report pending

- **Maintenance Program**

- Annual review of Preventive Maintenance Program
- Misc repairs and maintenance on vehicles
- 2 Angle stops replaced, water sample stations air release valves and blow off devices inspected this month
- Spring flushing of dead end water lines in progress

- **Compliance**

- Prepared Distribution Coliform Monitoring Summary to Department of Health Services for February 2012
- Prepared Monthly Wastewater Monitoring Report for the Blacklake Wastewater Reclamation Facility to California Regional Water Quality Control Board for February 2012
- Prepared Monthly Wastewater Monitoring Report for the Southland Wastewater Treatment Facility to California Regional Water Quality Control Board for February 2012
- Preparation for ELAP inspection, scheduled for April 2, 2012
- Preparation of Annual Water Report to California Department of Health Services
- Preparation of Annual Consumer Confidence Report to District Customers and California Department of Health Services

- **Projects**

- SCADA upgrade: planning and design with District Engineer
- InfraMap maintenance software installation scheduled; training pending
- Budget preparation

- **Training**

- Staff participated in Automatic External Defibrillator training on March 1st
- Staff received distribution system operator review training
- Weekly Tailgate Safety training

- **Personnel**

- Maintenance/Customer Service Worker, one position filled
- Interviews held for Part time Office Assistant position; filled 3-26-12

- **Incidents**

Ipaac malfunction caused water tanks over flow of 130,000 gallons March 14th
Regulatory agencies have no concerns regarding overflow