

TO: BOARD OF DIRECTORS
FROM: MICHAEL S. LEBRUN *MSC*
GENERAL MANAGER
DATE: APRIL 20, 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 APRIL 11, 2012 REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE]
- D-3) ACCEPT QUARTERLY FINANCIAL REPORT [RECOMMEND ACCEPT AND APPROVE]
- D-4) ACCEPT FIRST QUARTER INVESTMENT REPORT [RECOMMEND ACCEPT]
- D-5) SOUTH FRONTAGE ROAD TRUNK SEWER PROJECT ACCEPTANCE [RECOMMEND ACCEPT PROJECT AND DIRECT STAFF TO FILE NOTICE OF COMPLETION]

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

**AGENDA ITEM
 D-1
 APRIL 25, 2012**

**TOTAL COMPUTER CHECKS
 \$299,601.50**

HAND WRITTEN CHECKS

04-11-12	10052	CHARTER	OFFICE INTERNET	\$204.99
04-11-12	10053	CHARTER	SHOP INTEREST	\$201.92
04-25-12	10054	CRYSTAL HOVING	WASHER REBATE	\$75.00
04-25-12	10055	AARON MICHALEE	WASHER REBATE	\$75.00

VOIDS - 20554

COMPUTER GENERATED CHECKS

20589	04/13/12	EMP01	EMPLOYMENT DEVELOP DEPT	1218.24	.00	1218.24	B20409	STATE INCOME TAX
20590	04/13/12	MID01	RABOBANK-PAYROLL TAX DEPO	3402.77	.00	3402.77	B20409	FEDERAL INCOME TAX
				49.40	.00	49.40	1B20409	FICA
				904.44	.00	904.44	2B20409	MEDICARE (FICA)
			Check Total.....:	4356.61	.00	4356.61		
20591	04/13/12	MID02	RABOBANK-DIRECT DEPOSIT	23763.95	.00	23763.95	B20409	NET PAY
20592	04/13/12	PER01	PERS RETIREMENT	8190.74	.00	8190.74	B20409	PERS PAYROLL REMITTANCE
20593	04/13/12	STA01	CALPERS 457 DEFERRED COMP	2005.00	.00	2005.00	B20409	457 DEFERRED COMP
020594	04/25/12	AEC01	AECOM USA INC	30591.54	.00	30591.54	37224688	WATERLINE INTERTIE PROJEC
				11458.80	.00	11458.80	37224689	SOUTHLAND WWTF UPGRADE
				1689.62	.00	1689.62	37224691	SCADA PROPOSAL/CONSTRUCTI
			Check Total.....:	43739.96	.00	43739.96		
020595	04/25/12	ATT02	AT&T	185.07	.00	185.07	3277513	TELEPHONE
020596	04/25/12	CAL14	CALIFORNA WATER	132.00	.00	132.00	B20412	GRIETENS-MEMBERSHIP RENEW
				267.00	.00	267.00	B20413	MALDONADO-GRADE 1 TEST
			Check Total.....:	399.00	.00	399.00		
020597	04/25/12	CAN02	CANNON CORPORATION	1622.50	.00	1622.50	52451	NIPOMO WELL NO. 4
				797.50	.00	797.50	52453	WILLOW RD PHASE II
				757.50	.00	757.50	52457	TEJAS/WOODGREEN CALIBRATI
				272.50	.00	272.50	52459	CALIBRATE LEVER TRANSDUCE
			Check Total.....:	3450.00	.00	3450.00		
020598	04/25/12	CLE06	CNS SLO INC	2041.00	.00	2041.00	APR 2012	COMPUTER SUPPORT
020599	04/25/12	DEP03	DEPT OF HEALTH SERVICES	90.00	.00	90.00	B20418	S. GERMAN-D3 CERTIFICATIO
020600	04/25/12	DKF01	DKF SOLUTIONS GROUP, LLC	350.00	.00	350.00	1535	MONTHLY SAFETY SUBSCRIPTI
020601	04/25/12	ENV05	ENVIRONMENTAL RESOURCE AS	506.22	.00	506.22	649504	SETTLEABLE SOLIDS/PH/DEMA
				128.70	.00	128.70	650800	RESIDUAL CHLORINE
			Check Total.....:	634.92	.00	634.92		
020602	04/25/12	FGL01	FGL ENVIRONMENTAL	-80.00	.00	-80.00	280215BC	LAB TESTS
				80.00	.00	80.00	280215C	LAB TESTS
				660.00	.00	660.00	280365A	WELLS-LAB TEST
				68.00	.00	68.00	280836A	LAB TESTS
				24.00	.00	24.00	280965A	WELLS-LAB TESTS
				63.00	.00	63.00	280967A	BLACKLAKE LAB TESTS
			Check Total.....:	815.00	.00	815.00		
020603	04/25/12	GWA01	GWA INC	50.00	.00	50.00	2062201	REMOVED 1/ADDED 2 USERS F
020604	04/25/12	IND01	INDUSTRIAL MEDICAL GROUP	140.00	.00	140.00	2371	DRUG SCREEN/PHYSICAL
				140.00	.00	140.00	2378	DRUG SCREEN/PHYSICAL
			Check Total.....:	280.00	.00	280.00		
020605	04/25/12	JAM02	JAMES MARTA & COMPANY	1100.00	.00	1100.00	41712	CONSULTING SERVICES-OPEB
020606	04/25/12	LEB02	LeBRUN, MICHAEL	65.00	.00	65.00	APR 2012	REIMBURSEMENT-CELL PHONE
020607	04/25/12	LIN02	LINC DELIVERY	264.00	.00	264.00	MAR 2012	DELIVERY
020608	04/25/12	LIN03	LINDSAY ENGINEERING	1500.00	.00	1500.00	12-202001	VIA CONCHA VIBRATION ANAL

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

AGENDA ITEM
D-1
APRIL 25, 2012
PAGE TWO

020609	04/25/12	MOR02	MORE OFFICE SOLUTIONS	351.45	.00	351.45	234475	B/W AND COLORIED COPIES
				461.04	.00	461.04	234476	COPIER MAINTENANCE
			Check Total.....:	812.49	.00	812.49		
020610	04/25/12	MUL01	MULLAHEY FORD	159.17	.00	159.17	58353	09' FORD #1323211/REPAIR
				196.58	.00	196.58	59483	BRAKES/ROTORS 07' FORD TR
			Check Total.....:	355.75	.00	355.75		
020611	04/25/12	NEX03	NEXTRAQ	308.50	.00	308.50	MAY 2012	GPS SERVICE
020612	04/25/12	NUT01	NU TECH PEST MGMT	265.00	.00	265.00	90698	PEST CONTROL
				75.00	.00	75.00	90699	RODENT CONTROL
			Check Total.....:	340.00	.00	340.00		
020613	04/25/12	OFF01	OFFICE DEPOT	214.74	.00	214.74	864683001	OFFICE SUPPLIES
020614	04/25/12	RBA01	R BAKER, INC	69541.72	.00	69541.72	#8	PROGRESSIVE BILLING #8
020615	04/25/12	SAN09	POOR RICHARD'S PRESS	130.31	.00	130.31	227441A	MAIL BILLS
				688.58	.00	688.58	227441B	POSTAGE BILLS
				54.16	.00	54.16	227455A	MAIL LATE NOTICES
				221.40	.00	221.40	227455B	POSTAGE LATE NOTICES
			Check Total.....:	1094.45	.00	1094.45		
020616	04/25/12	SHI01	SHIPSEY & SEITZ, INC	13114.90	.00	13114.90	MAR 2012	LEGAL SERVICES
020617	04/25/12	SLO08	SAN LUIS OBISPO COUNTY	2925.27	.00	2925.27	3479	INSPECTION-SEWER
020618	04/25/12	STA07	SRF ACCOUNTING OFFICE	34868.35	.00	34868.35	B20413	SRF LOAN-DEBT SERVICE
020619	04/25/12	THE05	THE CAPRICORN GROUP	171.81	.00	171.81	7858	SPEC CHECK STANDARDS SET
020620	04/25/12	TIT01	TITAN INDUSTRIAL & SAFETY	131.25	.00	131.25	1049564	RUBBER GLOVES
020621	04/25/12	USA01	USA BLUEBOOK	349.70	.00	349.70	636630	CLAMP-ON METER
020622	04/25/12	USPO2	U.S. POSTAL SERVICE (CMRS	1000.00	.00	1000.00	B20419	POSTAGE-REFILL METER
020623	04/25/12	VER01	VERIZON	38.68	.00	38.68	B20416	TELEPHONE-MARCH
				38.68	.00	38.68	B02416A	TELEPHONE-APRIL
			Check Total.....:	77.36	.00	77.36		
020624	04/25/12	WAG01	WAGNER & BONSIGNORE	6089.75	.00	6089.75	04-12-1	GENERAL CONSULTATION
020625	04/25/12	WAL01	WALLACE GROUP	1952.67	.00	1952.67	33232	FOG OUTREACH AND INSPECTI
				75378.41	.00	75378.41	33326	INTERTIE ASSESSMENT DISTR
			Check Total.....:	77331.08	.00	77331.08		
020626	04/25/12	YOU01	YOUR PEOPLE PROFESSIONALS	1500.00	.00	1500.00	MAY	MAY DEPOSIT-EMPLOYMENT AG

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community Since 1965

REGULAR MINUTES

APRIL 11, 2012, 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

Vice President Vierheilig called the Regular Meeting of April 11, 2012, 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, Directors Gaddis, Eby, Winn, and Vierheilig were present. Director Harrison was not present due to a scheduled absence.

There was no public comment.

00:02:06

C. PRESENTATIONS AND PUBLIC COMMENT

C-1) NCSD DISTRICT ENGINEER PETER SEVCIK Update Report re: Recent Activities (Written only)

Michael LeBrun, General Manager, announced that Peter Sevcik, District Engineer, is on vacation this week and will not be present for his report. Mr. LeBrun reviewed the report as presented in the Board packet. Mr. LeBrun answered questions from the Board.

C-2) DIRECTORS' ANNOUNCEMENTS OF DISTRICT & COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES, AND SEMINARS.

Receive Announcements and Reports from Directors

Director Gaddis

- ◇ April 9, 2012 – SCAC met and discussed the Nipomo Community Park Draft PEIR.
- ◇ April 23, 2012 – SCAC will meet and submit comments on the Nipomo Community Park Draft PEIR.

Director Eby

- ◇ April 12, 2012 – NMMA Technical Group will meet at 10:00 a.m. at the Wallace Group.
- ◇ April 19, 2012 – LAFCO will meet and discuss the final findings on the appeal of the Los Robles Del Mar annexation.

Nipomo Community Services District
REGULAR MEETING
MINUTES

C-2) DIRECTORS' ANNOUNCEMENTS OF DISTRICT & COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES, AND SEMINARS. (Continued)

Director Winn

- ◇ April 14, 2012 – Central Coast Greenhouse Growers Association will hold their annual open door tours and sale. Native Sons Nursery will hold its one-day sale and there will be booths and a BBQ at the Edwards Barn.
- ◇ May 2, 2012 – The WRAC will hold its regular monthly meeting beginning at 1:30 p.m. in the SLO Library and will discuss Land Use Ordinance (Title 22) update and the RMS update.
- ◇ June 22, 2012 – The WRAC will sponsor a public forum on hydraulic fracturing from 9 a.m. to 4 p.m. in San Luis Obispo.

Director Vierheilig

- ◇ April 13, 2012 – NCSD's Finance and Audit Committee will meet and review the Draft Budget for 2012-2013.
- ◇ April 15, 2012 – Nipomo Native Garden will host its Spring Tour this Sunday from 12 to 3 p.m.
- ◇ April 21, 2012 – Nipomo Chamber of Commerce will host Casino Night at the Edwards Barn.
- ◇ April 25, 2012 – SLO County will present and discuss the Economic Effects of Growth Management Policies from 6 to 8 p.m. at the City County Library.

C-3) RECEIVE PUBLIC COMMENT ON PRESENTATIONS AND REPORTS PRESENTED UNDER ITEM C AND BY MOTION RECEIVE and FILE PRESENTATIONS AND REPORTS

The following members of the public spoke:

Michael Vitaz, NCSD customer, questioned hydraulic fracturing.

Daniel Diaz, NCSD customer, commented on NCSD's water tank over-topping.

Upon the motion of Director Eby and seconded by Director Winn, the Board unanimously approved to receive and file the presentations and reports.

Vote 4-0.

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

00:17:24

The Board considered item E-3 next.

- E-3) CONSIDER REQUEST BY HERITAGE OAKS BANK TO RELEASE COVENANT FOR TRACT 2499

Jon Seitz, District Legal Counsel, reviewed the report as presented in the Board packet. John Fricks, Heritage Oaks Bank's Legal Counsel, Michael LeBrun, General Manager, and Mr. Seitz 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 2012-1252.
Vote 4-0.

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

RESOLUTION NO. 2012-1252

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS RELEASING AND DISCHARGING THE DECLARATION OF RESTRICTIVE COVENANT RECORDED ON FEBRUARY 29, 2008, AS A DOCUMENT #2008010074 WITH THE SAN LUIS OBISPO COUNTY RECORDER

00:50:18

D. CONSENT AGENDA

- D-1) WARRANTS
- D-2) APPROVE MARCH 28, 2012 REGULAR BOARD MEETING MINUTES
- D-3) INITIATE PROCEEDINGS FOR ANNUAL LEVY OF ASSESSMENTS FOR STREET LANDSCAPE MAINTENANCE DISTRICT NO.1

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.

Upon the motion of Director Eby and seconded by Director Winn, the Board unanimously approved the Consent Agenda as submitted.
Vote 4-0.

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

RESOLUTION NO. 2012-1253

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT INITIATING PROCEEDINGS FOR ANNUAL LEVY OF ASSESSMENTS FOR THE STREET LANDSCAPE MAINTENANCE DISTRICT NO. 1 FOR FISCAL YEAR 2012-2013 PURSUANT TO THE PROVISIONS OF PART 2 OF DIVISION 15 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE

Nipomo Community Services District
REGULAR MEETING
MINUTES

E. ADMINISTRATIVE ITEMS

00:53:10

E-1) CONSIDER DISTRICT'S SUPPLEMENTAL WATER PROJECT ASSESSMENT
BALLOTS WITH TOTAL VALUE OF \$13,476.73

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.

Upon the motion of Director Gaddis and seconded by Director Eby, the Board unanimously approved to cast votes of support on all District ballots.
Vote 4-0.

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

The Board took a break from 10:00 to 10:10 a.m.

00:59:10

E-2) CONSIDER DISTRICT BILL PAYMENT POLICY CONSIDER REQUEST FROM
CUSTOMER VITAZ FOR RELIEF FROM POLICY

Michael LeBrun, General Manager, reviewed the report as presented in the Board packet. Michael Vitaz, NCSD customer, Jon Seitz, District Legal Counsel, and Mr. LeBrun 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 to remove all suspensions of payment arrangements and continue the current policy pending a possible change of policy in the future.
Vote 4-0.

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

The Board took a break from 10:35 to 10:45 a.m.

The Board directed staff to draft a policy which should include the suggestions presented from the Board.

Nipomo Community Services District
REGULAR MEETING
MINUTES

02:29:59

E-4) CONSIDERATION 1.5% EMPLOYEE COST OF LIVING ADJUSTMENT FOR FISCAL 2012-2013

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.

Upon the motion of Director Gaddis and seconded by Director Vierheilg, the Board approved a 1.5% Cost of Living Adjustment.

Vote 3-1.

YES VOTES	NO VOTES	ABSENT
Directors Gaddis, Vierheilg, and Eby	Director Winn	Director Harrison

02:42:29

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)

J. PUBLIC COMMENT ON CLOSED SESSION ITEMS

There was no public comment.

K. ADJOURN TO CLOSED SESSION

Vice President Vierheilg adjourned to closed session at 12:00 p.m.

02:42:33

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

The Board came back into Open Session at 2:00 p.m.

Jon Seitz, District Legal Counsel, announced that the Board discussed items 1 and 2 listed above for closed session, but took no reportable action.

02:44:09

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.

Nipomo Community Services District
REGULAR MEETING
MINUTES

02:48:36 G. COMMITTEE REPORT

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

02:48:50 H. DIRECTOR'S REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

Director Winn

- ◇ Confirming that staff did agendize the Nipomo Park Draft PEIR for possible action in the next regular Board meeting.
- ◇ Commented on a proposed CA bill that would require all drilling logs and pumping records be public documents.
- ◇ Requested the Board to revisit the District's Tampering Ordinance.

02:53:27 ADJOURN

Vice President Vierheilig adjourned the meeting at 2:05 p.m.

MEETING SUMMARY	HOURS
Regular Meeting	3:05
Closed Session	2.00
TOTAL HOURS	5:05

TO: MICHAEL S. LEBRUN *MSL*
GENERAL MANAGER

FROM: LISA BOGNUDA *LB*
FINANCE DIRECTOR

DATE: APRIL 20, 2012



ACCEPT QUARTERLY FINANCIAL REPORT

ITEM

ACCEPT QUARTERLY FINANCIAL REPORT [RECOMMEND ACCEPT AND APPROVE]

BACKGROUND

The District's fiscal year is now 75% complete. The consolidated operating revenues are at 78.79% of the budget, operating expenditures are at 57.56% of the budget and general and administrative expenditures are at 63.79% of the budget.

Attached are the following which provide an overview of the first six months of the fiscal year:

- Page 1 Summary of Approved Budget Amendments
- Page 2 Summary of Revenues, Expenses and Cash Balances by Fund
- Page 3 Consolidated Balance Sheet
- Page 4-5 Consolidated Income Statement
- Page 6-7 Graphs for Consolidated Revenues and Expenses
- Page 8-10 Graphs for major funds (Water, Town Sewer, and Blacklake Sewer)

Detailed information by fund is available in the office.

RECOMMENDATION

It is recommended that your Honorable Board accept report and direct Staff to file the quarterly financial report for the third quarter of fiscal year 2011-2012.

NIPOMO COMMUNITY SERVICES DISTRICT
SUMMARY OF APPROVED BUDGET AMENDMENTS
FISCAL YEAR ENDING JUNE 30, 2012

FIRST QUARTER ENDING SEPTEMBER 30, 2011

DATE	DESCRIPTION	FUNDS	APPROVED BUDGET	APPROVED AMENDMENT	AMENDED BUDGET
8/11/11	SOLID WASTE RATE DEFERRAL	300	\$0	\$45,600	\$45,600

SECOND QUARTER ENDING DECEMBER, 2011

DATE	DESCRIPTION	FUNDS	APPROVED BUDGET	APPROVED AMENDMENT	AMENDED BUDGET
12/14/11	SCADA UPGRADE	700	\$140,000	\$23,653	\$163,653
		710	\$120,000	\$20,259	\$140,259
		830	\$40,000	\$6,736	\$46,736

THIRD QUARTER ENDING MARCH 31, 2012

DATE	DESCRIPTION	FUNDS	APPROVED BUDGET	APPROVED AMENDMENT	AMENDED BUDGET
	NONE				

NIPOMO COMMUNITY SERVICES DISTRICT
SUMMARY OF REVENUES AND EXPENSES BY FUND
NINE MONTHS ENDING MARCH 31, 2012

FUND	FUND #	YTD REVENUES	YTD EXPENSES	FUNDED REPLACEMENT	TRANSFERS B/W FUNDS	YTD SUPRLUS/ (DEFICIT)
Administration	110	333,953	(333,953)	0	0	0
Water	125	2,410,138	(1,556,785)	(424,500)	0	428,853
Town Sewer	130	1,361,951	(547,588)	(296,250)	(209,548)	308,565
Blacklake Sewer	150	307,161	(215,531)	(126,000)	0	(34,370)
Blacklake Street Lighting	200	13,716	(16,539)	0	0	(2,823)
Street Landscape Maintenance	250	6,135	(6,783)	0	0	(648)
Solid Waste	300	62,698	(32,057)	0	0	30,641
Drainage Maintenance	400	9,159	0	0	0	9,159
Supplemental Water Capacity Fees	500	3,724	0	0	0	3,724
Property Taxes	600	340,644	(101,868)	0	0	238,776
Water Capacity Fees	700	9,576	0	0	0	9,576
Town Sewer Capacity Fees	710	5,330	0	0	(524,686)	(519,356)
Funded Replacement-Water	805	11,910	0	424,500	0	436,410
Funded Replacement-Town Sewer	810	12,709	0	296,250	0	308,959
Funded Replacement-BL Sewer	830	359	0	126,000	0	126,359
Town Sewer Sinking Fund	880	5,985	0	0	734,234	740,219
TOTAL		4,895,148	(2,811,104)	0	0	2,084,044

CASH BALANCE OF EACH FUND
AS OF MARCH 31, 2012

FUND	FUND #	CASH BALANCE 3/31/2012
Administration	110	(43,619)
Water	125	2,170,944
Town Sewer	130	718,258
Blacklake Sewer	150	288,493
Blacklake Street Lighting	200	28,954
Street Landscape Maintenance	250	18,168
Solid Waste	300	261,651
Drainage Maintenance	400	14,165
Supplemental Water (Incl COP)	500	1,665,205
Property Taxes	600	2,063,255
Water Capacity Fees	700	3,309,786
Town Sewer Capacity Fees	710	816,230
Funded Replacement-Water	805	4,401,829
Funded Replacement-Town Sewer	810	4,062,280
Funded Replacement-BL Sewer	830	188,951
Sinking Fund-Town Sewer	880	2,594,939
Funds held by Trustee		251,568
TOTAL		22,811,057

NIPOMO COMMUNITY SERVICES DISTRICT
BALANCE SHEET - CONSOLIDATED
AS OF MARCH 31, 2012

ASSETS

Cash and Cash Equivalents	22,811,057.34
Accounts Receivable - Utility Billing	227,650.41
Unbilled Accounts Receivable	680,000.00
Property, Plant & Equipment	50,254,623.94
Accumulated Depreciation	(14,821,254.72)
Prepaid Expenses	22,771.86
Accrued Interest Receivable	21,232.50
Notes Receivable - BL Sewer - Current	18,898.65
Notes Receivable - BL Water Merger - Current	20,546.32
Reservation Fee	37,500.00
Loan Fees - SRF Loan	256,834.00
Accumulated Amortization - SRF Loan Fees	(202,950.99)
Revenue COP's Bond Discount	178,100.60
Accumulated Amortization - Bond Discount	(48,235.20)
Notes Receivable - BL Sewer - Long Term	148,399.19
Notes Receivable - BL Water Merger - Long Term	162,403.41
Total Assets	59,767,577.31

LIABILITIES

Accounts Payable	311,262.44
Other Payables	956.69
Construction Meter Deposits	4,500.00
Compensated Absences Payable	68,062.00
Deposits	65,416.55
P/R Tax and Workers Comp Payable	10,590.69
Retention Payable	98,910.90
Deposit - NMWCA	27,750.00
Deposit - Maintenance Guarantee	3,657.55
Deposit - Pomeroy Rd Water Line	24,170.00
Deferred Revenue	6,300.00
Notes Payable - Property Tax Fund - Current	18,898.65
Notes Payable - BL Water Merger - Current	20,546.32
SRF Loan #110 - Current Portion	34,868.35
SRF Loan #120 - Current Portion	42,180.25
Revenue COP's - Current Portion	90,000.00
Notes Payable - Property Tax Fund - Long Term	148,399.19
Notes Payable - BL Water Merger - Long Term	162,403.41
SRF Loan #110 Payable - Long Term Portion	244,078.45
SRF Loan #120 Payable - Long Term Portion	337,442.00
Revenue COP's - Long Term Portion	3,240,000.00
Total Liabilities	4,960,393.44

FUND EQUITY

Contributed Capital - Assets	11,158,036.78
Contributed Capital - Capacity Fees (CY)	62,912.00
Contributed Capital - Supplemental Water Fees (CY)	17,898.00
Contributed Capital - Capacity Fees (PY)	17,580,144.62
Contributed Capital - Supplemental Water Fees (PY)	3,146,460.25
Contributed Capital - Right of Way	70,100.00
Contributed Capital - Assessment Districts	1,188,648.00
Contributed Capital - Grants	2,489,316.66
Retained Earnings - Reserved (Sewer Grant)	360,000.00
Retained Earnings - Reserved (Funded Replacement)	10,124,053.87
Retained Earnings - Unreserved	6,525,569.40
CURRENT EARNINGS	2,084,044.29
Total Fund Equity	54,807,183.87
Total Liabilities and Fund Equity	59,767,577.31

UNAUDITED

NIPOMO COMMUNITY SERVICES DISTRICT
INCOME STATEMENT - CONSOLIDATED
FOR THE PERIOD ENDING MARCH 31, 2012

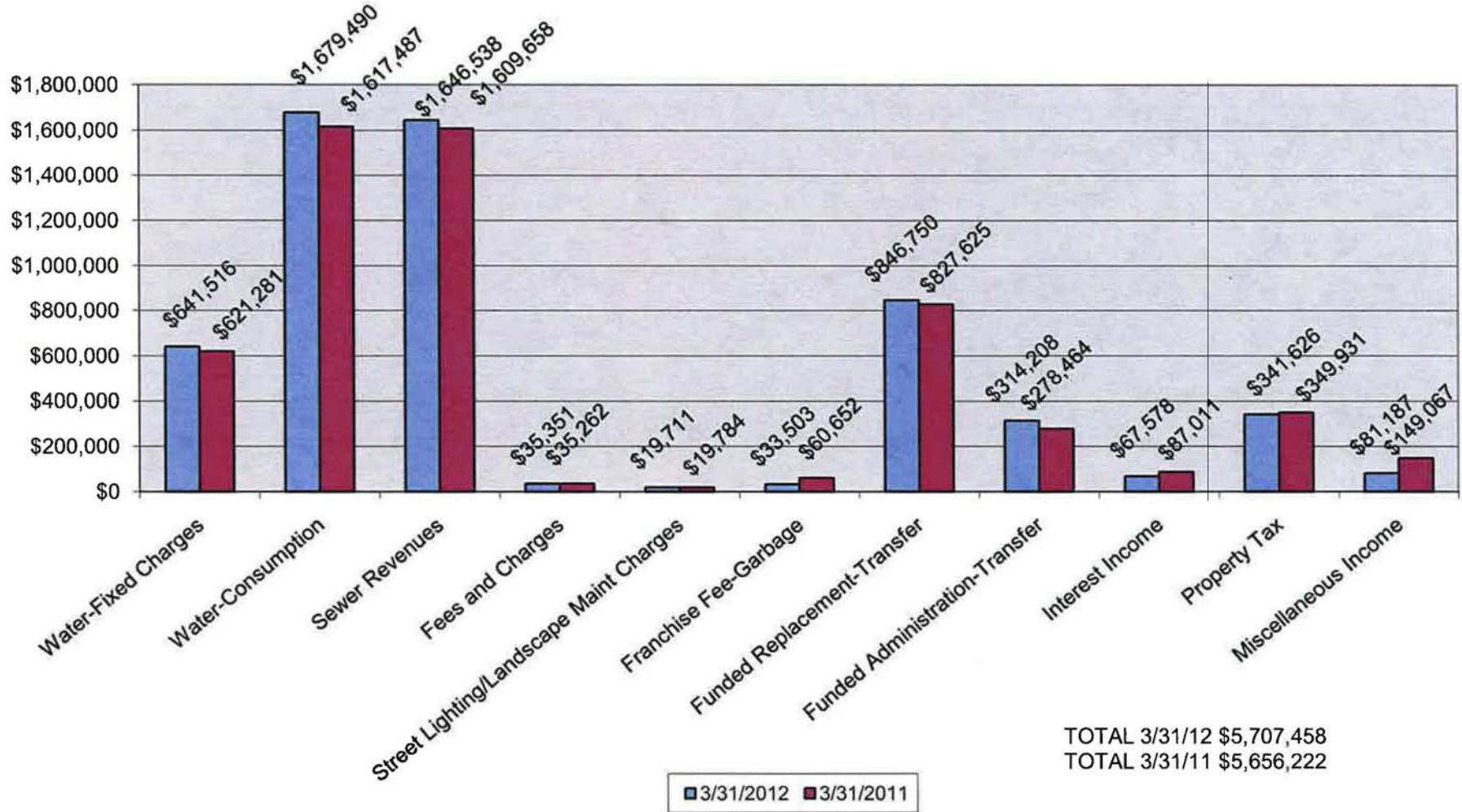
	YTD ACTUAL	ANNUAL BUDGET	% OF BUDGET
OPERATING REVENUES			
Water - Fixed Charge	641,516.16	805,000.00	79.69 %
Water - Usage	1,650,479.51	1,972,500.00	83.67 %
Construction Water	24,924.26	23,000.00	108.37 %
Fire System Fee	4,086.61	4,500.00	90.81 %
Sewer Charges	1,646,537.53	2,155,000.00	76.41 %
Fees and Penalties	33,780.88	37,000.00	91.30 %
Meters	1,170.00	2,200.00	53.18 %
Plan Check & Inspection Fees	400.00	300.00	133.33 %
Franchise Fees	62,002.67	90,000.00	68.89 %
Solid Waste Rate Deferral	(28,500.00)	(45,600.00)	62.50 %
Miscellaneous Income	48,096.06	34,900.00	137.81 %
Street Lighting Charges	13,628.00	18,904.00	72.09 %
Landscape Maintenance Dist Charges	6,083.20	8,500.00	71.57 %
Operating Transfers In - Funded Administration	314,207.96	447,132.00	70.27 %
Operating Transfers In - Funded Replacement	846,749.88	1,129,000.00	75.00 %
Total Operating Revenues	5,265,162.72	6,682,336.00	78.79 %
OPERATING EXPENSES - OPERATIONS & MAINTENANCE			
Wages and Benefits	463,585.87	899,114.00	51.56 %
Electricity	428,019.61	767,150.00	55.79 %
Chemicals	27,797.32	38,000.00	73.15 %
Lab Tests	63,640.20	72,000.00	88.39 %
Operating Supplies	39,303.32	108,000.00	36.39 %
Outside Services	38,159.59	46,000.00	82.96 %
Permits and Operating Fees	28,770.89	27,500.00	104.62 %
Repairs and Maintenance	157,046.48	415,000.00	37.84 %
Engineering	16,424.41	100,000.00	16.42 %
Fuel	18,356.54	35,000.00	52.45 %
Paging Service	6,366.62	11,000.00	57.88 %
Meters - New Installation	0	1,000.00	.00 %
Meters - Replacement Program	19,168.65	48,000.00	39.93 %
Safety Program	11,867.50	12,000.00	98.90 %
Uniforms	4,691.46	11,000.00	42.65 %
Landscape Maintenance & Water	6,698.73	7,500.00	89.32 %
Clean Up	428.99	10,000.00	4.29 %
Conservation Program	6,759.87	57,000.00	11.86 %
Street Sweeping/Trash Collection	1,522.08	2,100.00	72.48 %
Operating Transfers Out - Funded Replacement	846,749.88	1,129,000.00	75.00 %
Subtotal - Operating Expenses Operations & Maint	2,185,358.01	3,796,364.00	57.56 %
OPERATING EXPENSES - GENERAL AND ADMINISTRATIVE			
Wages and Benefits	502,044.92	706,002.00	71.11 %
Utilities	12,715.28	16,500.00	77.06 %
Audit	8,000.00	8,000.00	100.00 %
Bank Charges and Fees	5,002.12	14,050.00	35.60 %
Computer Expense	39,397.38	62,800.00	62.73 %
Director Fees	9,050.00	25,220.00	35.88 %
Dues and Subscriptions	16,151.32	16,000.00	100.95 %
Education and Training	6,310.74	15,000.00	42.07 %
Insurance - Liability	59,097.30	80,000.00	73.87 %

NIPOMO COMMUNITY SERVICES DISTRICT
INCOME STATEMENT - CONSOLIDATED
FOR THE PERIOD ENDING MARCH 31, 2012

	YTD ACTUAL	ANNUAL BUDGET	% OF BUDGET
LAFCO Funding	20,649.49	23,000.00	89.78 %
Landscape and Janitorial	9,138.00	14,000.00	65.27 %
Legal - General Counsel	69,763.30	157,000.00	44.44 %
Legal - Water Counsel	1,955.00	30,000.00	6.52 %
Professional Services	120,301.53	218,000.00	55.18 %
Miscellaneous	3,889.73	8,050.00	48.32 %
Newsletters & Mailers	1,484.44	5,000.00	29.69 %
Office Supplies	7,571.25	15,000.00	50.48 %
Outside Service	7,308.47	16,400.00	44.56 %
Postage	13,365.60	26,000.00	51.41 %
Public Notices	1,899.75	10,700.00	17.75 %
Repairs and Maintenance	8,481.55	20,500.00	41.37 %
Property Taxes	1,033.40	1,035.00	99.85 %
Telephone	5,566.59	10,480.00	53.12 %
Travel and Mileage	5,423.47	13,500.00	40.17 %
Operating Transfer Out - Funded Administration	314,207.96	447,132.00	70.27 %
Subtotal - Operating Expenses General & Admin	1,249,808.59	1,959,369.00	63.79 %
Total Operating Expenses	3,435,166.60	5,755,733.00	59.68 %
Total Operating Surplus/(Deficit)	1,829,996.12	926,603.00	197.50 %
NON OPERATING INCOME			
Interest Income	67,577.60	118,795.00	56.89 %
Property Tax Revenues	341,626.18	502,280.00	68.02 %
BL Sewer Surcharge	16,339.98	24,480.00	66.75 %
BL Water Surcharge	16,750.71	25,779.00	64.98 %
Total Non Operating Income	442,294.47	671,334.00	65.88 %
NON OPERATING EXPENSES			
Interest Expense	107,731.89	176,634.00	60.99 %
Other Post Employment Benefits (OPEB)	77,250.00	103,000.00	75.00 %
Other Expense	3,264.41	0	.00 %
Total Non Operating Expenses	188,246.30	279,634.00	67.32 %
Total Operating & Non Operating Surplus/(Deficit)	2,084,044.29	1,318,303.00	158.09 %

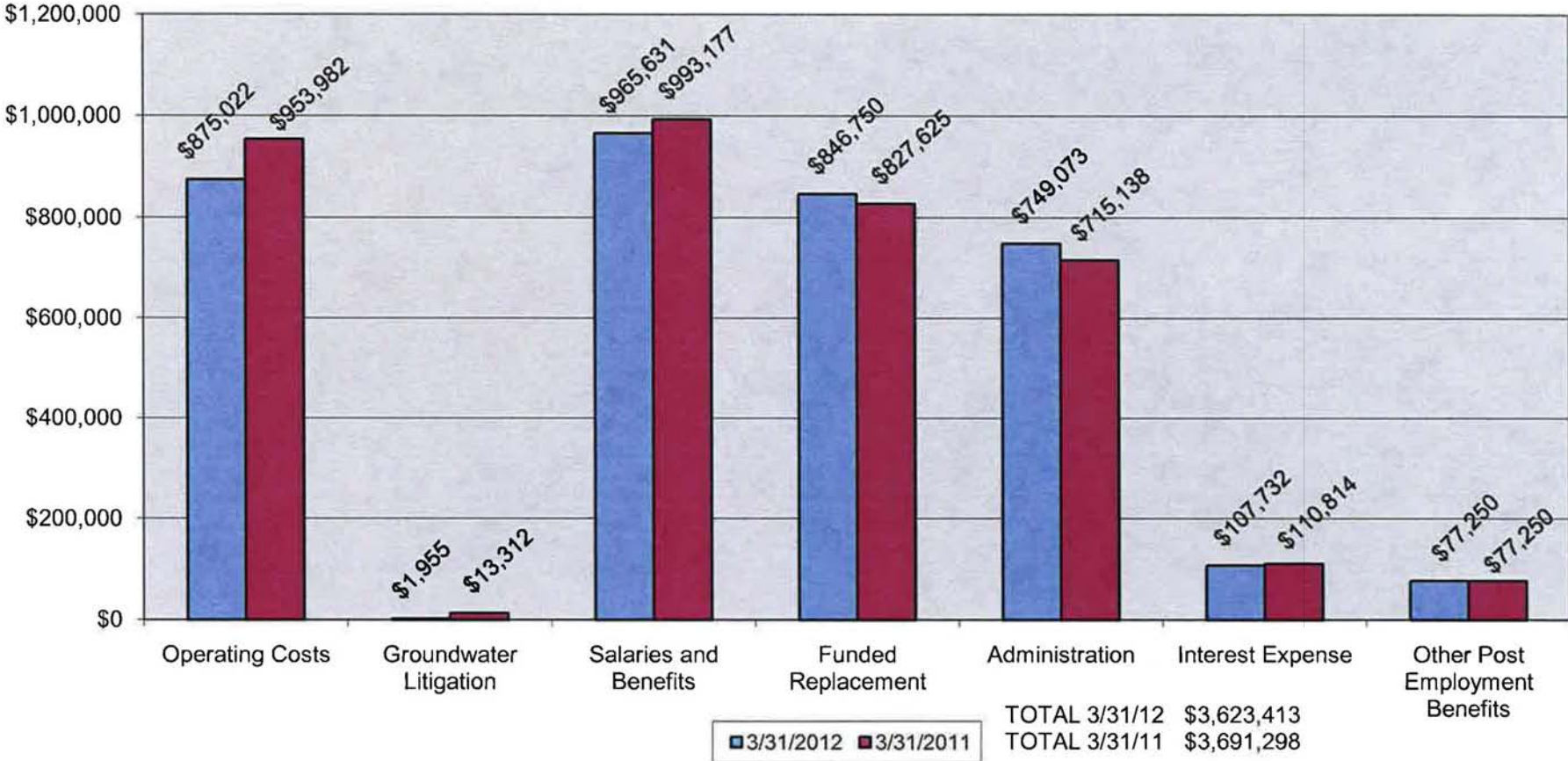
UNAUDITED

**NIPOMO COMMUNITY SERVICES DISTRICT
COMBINED REVENUES FOR ALL FUNDS
NINE MONTHS ENDED
MARCH 31, 2012 AND MARCH 31, 2011**

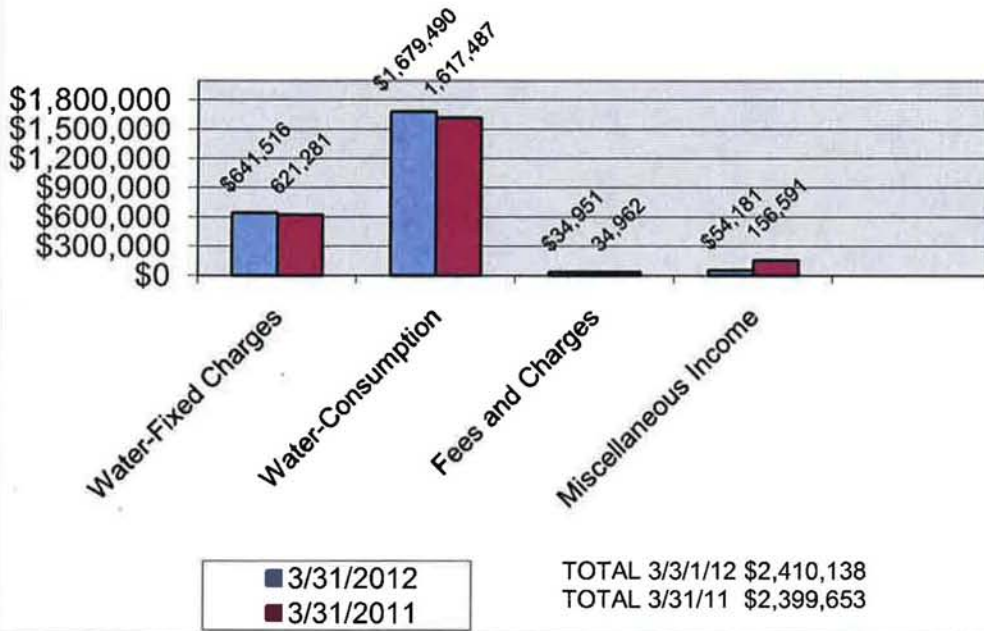


**NIPOMO COMMUNITY SERVICES DISTRICT
 COMBINED EXPENDITURES FOR ALL FUNDS
 NINE MONTHS ENDED
 MARCH 31, 2012 AND MARCH 31, 2011**

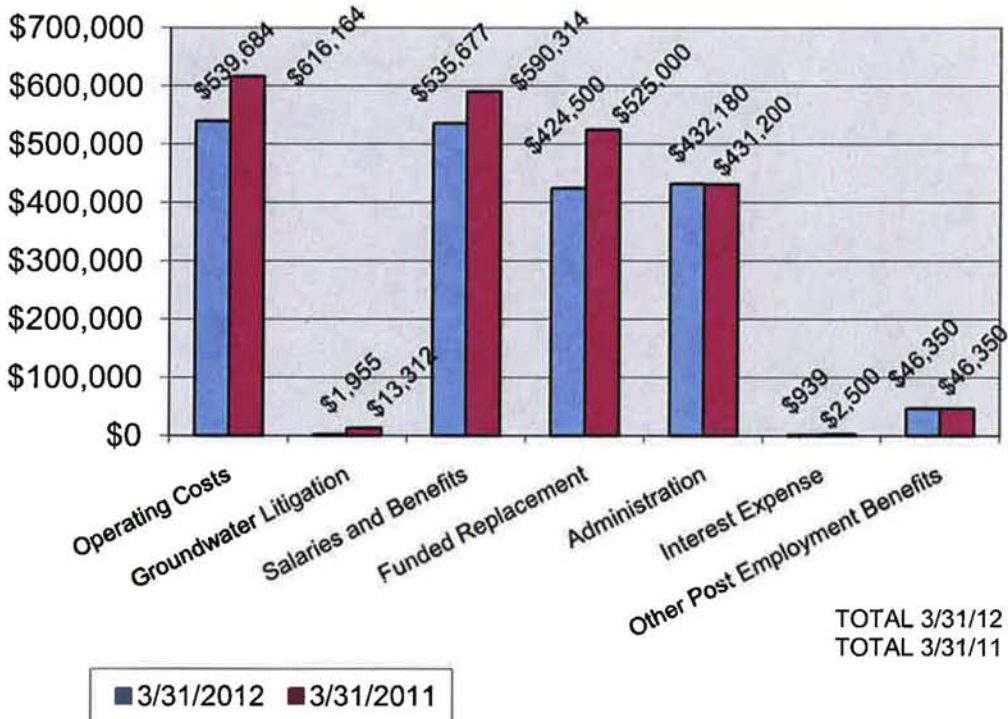
Copy of document found at www.NoNewWpTax.com



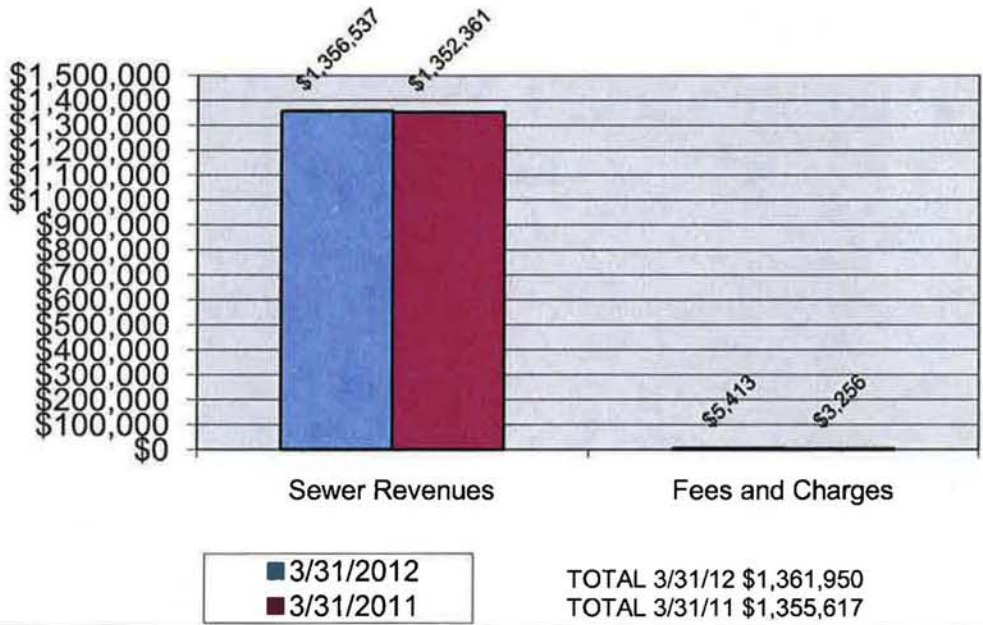
**NIPOMO COMMUNITY SERVICES DISTRICT
WATER FUND #125
REVENUES-MARCH 31 2012 AND MARCH 31, 2011**



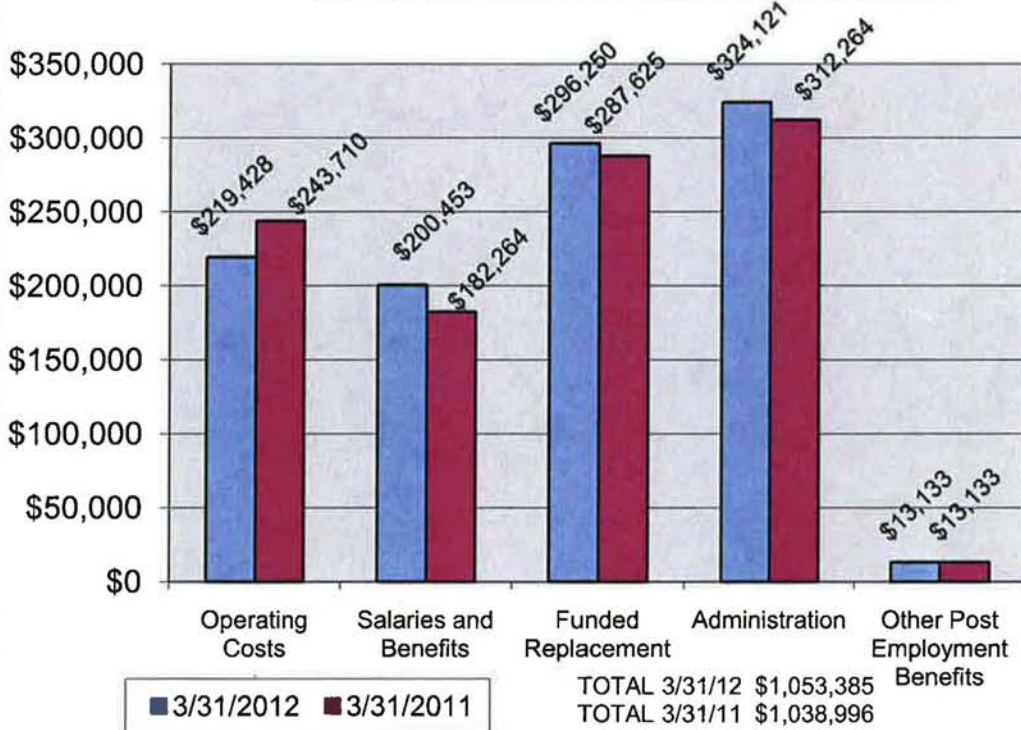
**NIPOMO COMMUNITY SERVICES DISTRICT
WATER FUND #125
EXPENDITURES-MARCH 31, 2012 AND MARCH 31, 2011**



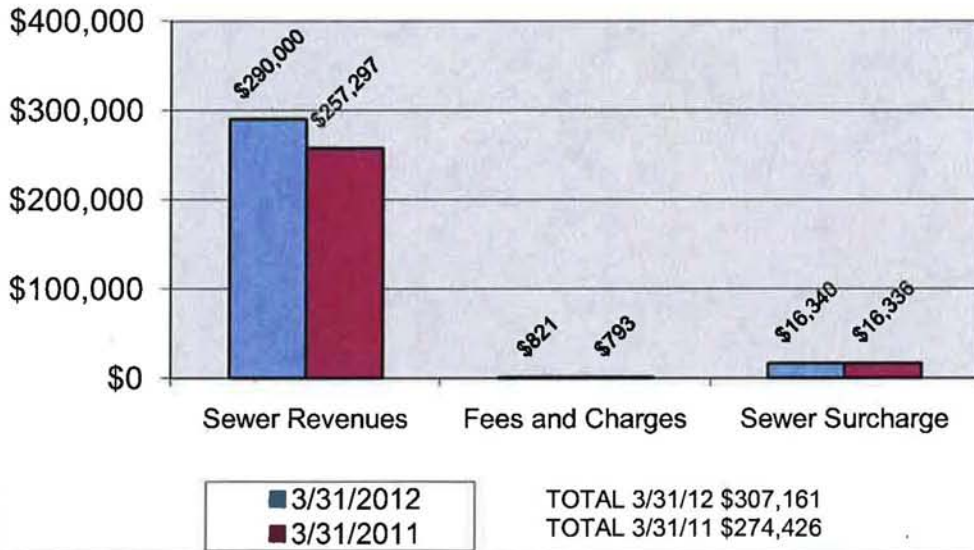
**NIPOMO COMMUNITY SERVICES DISTRICT
TOWN SEWER FUND #130
REVENUES-MARCH 31, 2012 AND MARCH 31, 2011**



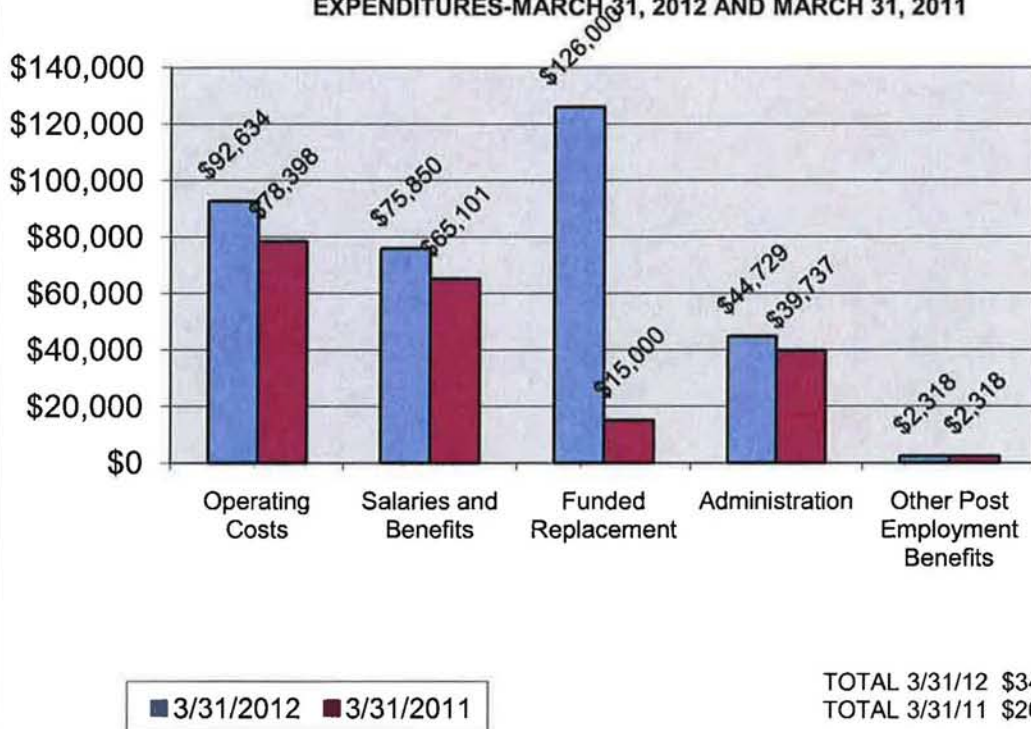
**NIPOMO COMMUNITY SERVICES DISTRICT
TOWN SEWER FUND #130
EXPENDITURES-MARCH 31, 2012 AND MARCH 31, 2011**



**NIPOMO COMMUNITY SERVICES DISTRICT
BLACKLAKE SEWER FUND #150
REVENUES-MARCH 31, 2012 AND MARCH 31, 2011**



**NIPOMO COMMUNITY SERVICES DISTRICT
BLACKLAKE SEWER FUND #150
EXPENDITURES-MARCH 31, 2012 AND MARCH 31, 2011**



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

**AGENDA ITEM
 D-4
 APRIL 25, 2012**

INVESTMENT POLICY – FIRST QUARTER REPORT

The Board of Directors have adopted an Investment Policy for NCSD which states that the Finance Officer shall file a quarterly report that identifies the District's investments and their compliance with the District's Investment Policy. The quarterly report must be filed with the District's auditor and considered by the Board of Directors.

Below is the March 31, 2012 Quarterly Report for your review. The Finance Officer is pleased to report to the Board of Directors that the District is in compliance with the Investment Policy.

As District Finance Officer and Treasurer, I am pleased to inform the Board of Directors that the District is in compliance with the 2012 Investment Policy and that the objectives of safety, liquidity, and yield have been met. The District has the ability to meet cash flow requirements for the next six months.

After Board consideration and public comment, it is recommended that your Honorable Board accept the quarterly report by motion and minute order.

INVESTMENT POLICY-FIRST QUARTER REPORT 3/31/12

Investment	Institution	Amount of Deposit 3/31/12	Rate of Interest	Quarterly Interest Earned or Accrued 3/31/12	Amount of Deposit 3/31/11	Rate of Interest	Quarterly Interest Earned or Accrued 3/31/11
Money Market	Rabaobank (1)	\$466,191.95	N/A	\$0.00	\$178,133.29	N/A	\$0.00
Savings	Rabobank	\$927.47	0.05%	\$0.11	\$927.00	0.04%	\$0.11
Pooled Money Investment	Local Agency Investment Fund (LAIF)	\$21,120,011.37	0.38%	\$27,298.64	\$21,442,039.93	0.51%	\$27,298.64
Certificate of Deposit Account Registry Service (CDARS)	Mission Community Bank	\$1,472,268.74	0.18%	\$661.11	\$2,068,036.72	0.20%	\$691.14

N/A – Not Applicable
 (1) Account placed on Analyzed Services

ATTACHMENTS

None

t:\board matters\board meetings\board letter\2012\120425 investment qtrly 03-31-12.docx

TO: MICHAEL S. LEBRUN
GENERAL MANAGER

M.S.L.

FROM: PETER V. SEVCIK
DISTRICT ENGINEER

P.V.S.

AGENDA ITEM

D-5

APRIL 25, 2012

DATE: April 20, 2012

SOUTH FRONTAGE ROAD TRUNK SEWER PROJECT ACCEPTANCE

ITEM

Accept Work Performed by R. Baker, Inc. for South Frontage Road Trunk Sewer Project and Authorize Staff to File Notice of Completion. [RECOMMEND, BY MOTION AND ROLL CALL VOTE, ACCEPT PROJECT AND DIRECT STAFF TO FILE NOTICE OF COMPLETION].

BACKGROUND

At the July 13, 2011 Board meeting, the Board approved a contract with R. Baker Inc. for construction of the South Frontage Road Trunk Sewer Replacement Project. The approved contract amount was \$1,459,236 and the Board also authorized a construction contingency of \$150,000. Change Orders in the total amount of \$40,758.12 were issued during the construction of the project from the construction contingency authorized by the Board. In addition, the Board separately authorized a change order in the amount of \$77,933 for repair and recoating of 14 manholes immediately upstream of the project. The final contract amount was \$1,577,927.12.

Construction was completed in March 2012 and all inspections have been completed. AECOM is in the process of preparing record drawings based on the contractor's and construction manager's notes documenting actual field conditions.

FISCAL IMPACT

The FY 11-12 Budget includes \$1,166,000 for construction of the Trunk Sewer Project in Fund 710, Town Sewer Capacity Charges, and \$1,034,000 in Fund 830, Funded Replacement Town Sewer, for a total amount of \$2,200,000. Engineering, construction management, environmental and other project related expenses have not yet been finalized but staff expects that the total project cost will be less than \$1,900,000.

Funding for the manhole repair and recoating was budgeted separately in Fund 830, Funded Replacement Town Sewer, for a total amount of \$90,000.

STRATEGIC PLAN

Strategic Plan Goal 2.2 – Upgrade and Maintain Collection and Treatment Works
Strategic Plan Goal 2.5 – Comply with State and Federal Regulations and Mandates

RECOMMENDATION

Staff recommends that your Honorable Board accept the project and authorize the General Manager to file a Notice of Completion for the project.

ATTACHMENTS

None