

TO: BOARD OF DIRECTORS
FROM: MICHAEL S. LEBRUN *MSL*
GENERAL MANAGER
DATE: February 21, 2013



PRESENTATIONS AND REPORTS

The following presentations and reports are scheduled;

- C-1) SUPPLEMENTAL WATER ALTERNATIVES EVALUATION COMMITTEE
PRESENTATION OF DRAFT-FINAL REPORT
Receive report from Citizen's Committee
- C-2) DISTRICT UTILITIES SUPERINTENDENT TINA GRIETENS
Receive 2012 Annual Summary and January 2013 Monthly Summary
- 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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TO: BOARD OF DIRECTORS
 FROM: MICHAEL S. LEBRUN *MSL*
 GENERAL MANAGER
 DATE: FEBRUARY 21, 2013



**SUPPLEMENTAL WATER ALTERNATIVES EVALUATION COMMITTEE
 PRESENTATION OF DRAFT-FINAL REPORT**

ITEM

The Board's Supplemental Water Alternatives Evaluation Committee will deliver and present their draft-Final report [NO ACTION REQUESTED].

BACKGROUND

On June 27, 2012, your Board approved Bylaws for and the formation of, a citizens' committee, the 'Supplemental Water Alternatives Evaluation Committee' (Evaluation Committee). The District received sixteen applications for membership on the committee from throughout the community. A nomination committee was formed with appoints by 4th District Supervisor Paul Teixeira, the District and other area water Purveyors. On August 14, 2012, your Board approved the nomination committee's recommendation for membership on the Evaluation Committee.

The Evaluation Committee is tasked with conducting an evaluation of alternatives for delivering supplemental water to the Nipomo Mesa Water Conservation Area and making a report to your Board on their findings. The Evaluation Committee has seven (7) voting members, a non-voting Chair, and Vice Chair, as follows:

VOTING MEMBERS	SEAT
Garson, Dan	Citizen-at-Large
Graue, Dennis	Engineering
Matsuyama, Kathie	Environmental
Miller, Robert	Engineering
Saltoun, Sam	Finance
Watson, Dave	Finance
Woodson, Dan	Environmental
NON-VOTING MEMBERS	
Nunley, Michael	Chair
Sevcik, Peter	Vice-Chair

While your Board purposely narrowed the Committee's scope in order to facilitate a reasonable task assignment and timely process, the Committee decided early on to broaden the scope of their effort to include review of water conservation, regional water issues, and a detailed review of all possible alternatives. Despite taking on the additional review, the Committee and each of its individual volunteer members stayed committed to delivering a comprehensive report to your Board in early 2013.

Since the Committee's first meeting in September 2012, the Evaluation Committee has met formally in public Brown-act compliant notice meetings more than ten times. In addition to the hours of full-committee public meetings, members have put in long hours working in sub-committee and individually, researching and analyzing potential water sources and writing up their findings.

The Evaluation Committee met on February 22, 2013 to review and edit their Administrative Draft Evaluation Report. Today, committee members will present the draft-Final report, summarize their process, discuss findings, and answer questions.

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GENERAL MANAGER
DATE: FEBRUARY 21, 2013



SUPERINTENDENT SUMMARY REPORTS

ITEM

NCSD Utility Superintendent Tina Grietens re Utility Division 2012 Annual Summary and January 2013 Monthly Summary[NO ACTION REQUESTED].

BACKGROUND

District Utility Superintendent Tina Grietens will review the 2012 Utility Division Annual Summary and the January 2013 Monthly Summary.

RECOMMENDATION

Staff recommends that your Honorable Board receive the reports.

ATTACHMENTS

- A. 2012 Utility Division Annual Summary
- B. January 2013 Utility Division Monthly Summary

FEBRUARY 27, 2013

ITEM C-2

ATTACHMENT A

NIPOMO COMMUNITY

BOARD MEMBERS

JAMES HARRISON, PRESIDENT
LARRY VIERHEILIG, VICE PRESIDENT
DAN GADDIS, DIRECTOR
BOB BLAIR, DIRECTOR
CRAIG ARMSTRONG, 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 *MSL*
FROM: TINA GRIETENS, UTILITY SUPERINTENDENT
DATE: FEBRUARY 13, 2013
SUBJECT: UTILITY DIVISION –ANNUAL SUMMARY - 2012

Southland Wastewater Treatment Facility (SLWWTF) and Utility Yard

- Operations Open House Event and Ground Breaking Ceremony for Plant Upgrade
- Daily inspection and operations of wastewater treatment facility
- Treatment pond aerators repaired
- Environmental Laboratory Accreditation Program Certification approved by California Department of Public Health
- All percolation ponds ripped and disked at WWTF to enhance percolation of effluent
- Flow meter calibrated
- Electrical panel maintenance Electrical system installed in vehicle storage building
- Parking lot asphalt maintenance at Utility Yard
- In support of plant upgrade: Reconfigured plant flow from parallel to series, Pond #1 taken out of service, maximized aeration in remaining treatment ponds
- Implemented new SCADA system to monitor Operations at District Facilities

Blacklake Wastewater Reclamation Facility (BLWWRF)

- Daily inspection and operations of wastewater reclamation facility
- Aerator repairs
- Asphalt and grounds maintenance
- Electrical panel maintenance
- Flow meters calibrated
- RFQ for Blacklake Wastewater Reclamation and Collection System Master Plan

Sewer Collection Systems (SLWWTF and BLWWRF)

- No Sewage Spills
- Electrical panel maintenance at all lift stations
- Hydro-jetting of sewer collection systems, including monthly lift station cleaning
- Video of sewer lines in Maria Vista and Blacklake collection systems
- Daily inspection, operations and maintenance of lift stations

February 13, 2013

- Annual multi-point inspection and maintenance performed on all emergency generators and air compressor as well as performance of monthly inspections
- **Water Distribution System**
- Standpipe Water Storage Tank underwater inspection of original coating
- Warranty inspection and repair of internal coating on two 500,000 gal. Storage Tanks
- Annual inspection of all six Water Storage Tank Cathodic Protection Systems
- Flushed all dead end water lines, spring and fall
- Inspections, repairs of water sample stations, air release valves and flush valves
- Two 4" meters replaced 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 performed in twenty eight locations within distribution system
- Meter change out program continued

Wells

- Sundale Well motor rehabilitated; Bevington Well motor replaced
- Annual well efficiency testing performed
- Daily inspection of all wells

Compliance

- Updated 2012 and 2013 Water and Wastewater sampling and analyses schedules
- Monitored sampling protocol, laboratory results for water and wastewater systems
- Completed sampling, analyses and 100% on time reporting of water distribution system and wells, as mandated by California Department of Public Health (CDPH), including:
 - *Annual Water Report* preparation to California Department of Public Health (CDPH)
 - *Annual Consumer Confidence Report* preparation to California Department of Public Health (CDPH) and distribution to District Customers
 - Prepared *Monthly Distribution System Coliform Sampling Summary* to California Department of Public Health (CDPH)
 - Prepared *Quarterly Raw Well Water Coliform Sampling Summary* to California Department of Public Health (CDPH)
 - Prepared *Quarterly Distribution System Disinfection Summary* to California Department of Public Health (CDPH)
 - Prepared *Annual Distribution System Summary of Total Trihalomethane and Haloacetic Acid* analyses to California Department of Public Health (CDPH)
 - Coordination, sampling, report preparation for triennial *Lead and Copper Sampling Program* to California Department of Public Health (CDPH) and District Customers
- Completed sampling, analyses and 100% on time reporting of wastewater treatment processes, in accordance with Waste Discharge Requirements Orders by California Regional Water Quality Control Board, including:
 - *Monthly, Quarterly, Semi-annual and Annual compliance reports for Blacklake Wastewater Reclamation Facility*
 - *Monthly, Quarterly, Semi-annual and Annual compliance reports for Southland Wastewater Reclamation Facility*

February 13, 2013

- Received *Certification of District Environmental Laboratory* by Environmental Laboratory Certification Program (ELAP), California Department of Public Health
 - *Environmental Laboratory Sampling and Analyses SOP Manual*
 - *Environmental Laboratory Annual Performance Testing*
 - *Inspection of District Environmental Laboratory* for Quality Assurance and Quality Control by Environmental Laboratory Certification Program (ELAP) personnel
- Sanitary Sewer System Management Plan Program
 - Fats, Oils and Grease: *Grease Trap Inspections* at restaurants within District
 - Fats, Oils and Grease: *Public Information Flyer* developed and distributed
 - Sanitary Sewer System Management Plan Program Audit
 - Report of Commercial and Industrial Sewer Users within District received
- Inspection of generators and wastewater facilities by Air Pollution Control Board
- Registration of special equipment through Department of Motor Vehicles (DMV)

Incidents/Safety Issues

- One non injury, minor vehicle accident
- No work-loss accidents

Training and Personnel

- Staff Training included: Distribution System Operation Review, Water and Wastewater Regulations and Sampling, VacCon Operation, Valve Exercising, Cla-Valve Maintenance, Confined Space, Traffic Safety, Lock out/Tag out, Fire Extinguisher, Fall Protection Awareness, Automatic External Defibrillator; Defensive Driving, Electrical, infraMap and SCADA software, weekly tailgate safety meetings, monthly and quarterly staff safety meetings and online safety assignments.
- Superintendent completed Utility Management and Collection System Management correspondence courses through University of Sacramento, Water and Wastewater Regulatory Compliance courses
- Supervisor completed training requirements and passed exam for Water Distribution Operator Grade 3 Certification
- Utility Worker completed requirements for Wastewater Treatment Operator certification and was promoted to Utility Operator
- Employee recruitment resulted in two Maintenance /Customer Service Workers and one part time office assistant

February 13, 2013

New Certifications Received by District Operations Staff during 2012

Sewer Collections System Operations and Maintenance- Grade 1 California Water Environment Association	2
Water Distribution System Operations and Maintenance-Grade 1 California Department of Health Services	2
Water Distribution System Operations and Maintenance-Grade 3 California Department of Health Services	1
Wastewater Treatment Operator Certification-Grade 1 California State Water Resources Control Board	1
Wastewater Treatment Operator-in-Training Certification California State Water Resources Control Board	2

Current Certifications Held by District Operations Staff

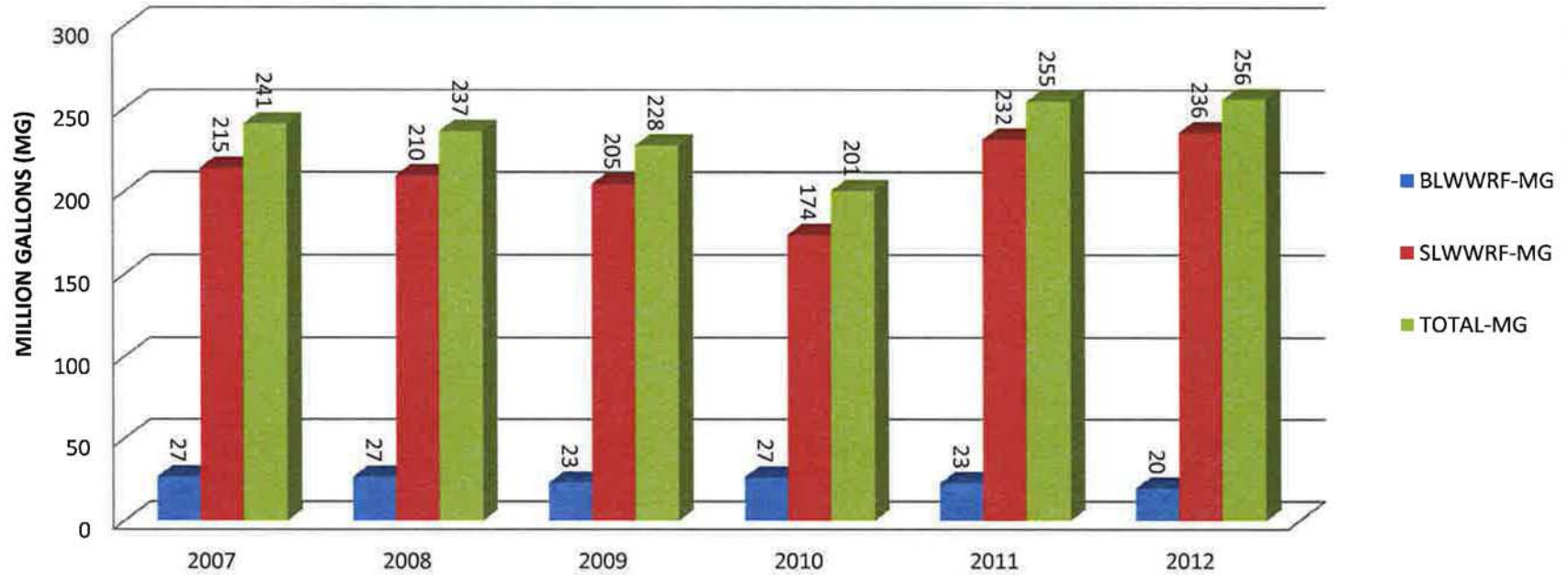
<u>Certificate</u>	<u>Grade (number of staff)</u>
Water Treatment Operator	T4 (1); T2 (2)
Water Distribution Operator	D3 (2); D2 (1); D1 (4)
Wastewater Treatment Operator	WW-3(1); WW-1 (2)
Wastewater Treatment Operator in Training	WW-OIT (2)
Wastewater Collections System Maintenance	Coll-2 (3); Coll-1 (3)

Other

- Budget approval of a Heavy Duty Service Truck and one daily maintenance truck
- Surplus vehicle and generators sold at auction
- Utility Superintendent provided Department Oversight; Prepared bi-monthly updates to General Manager; Monthly updates to Board of Directors; Budget Preparation; Purchasing and Inventory Control; Employee supervision, Scheduling and Oversight; Project Coordination and also provided operational support to District Engineer for District Projects

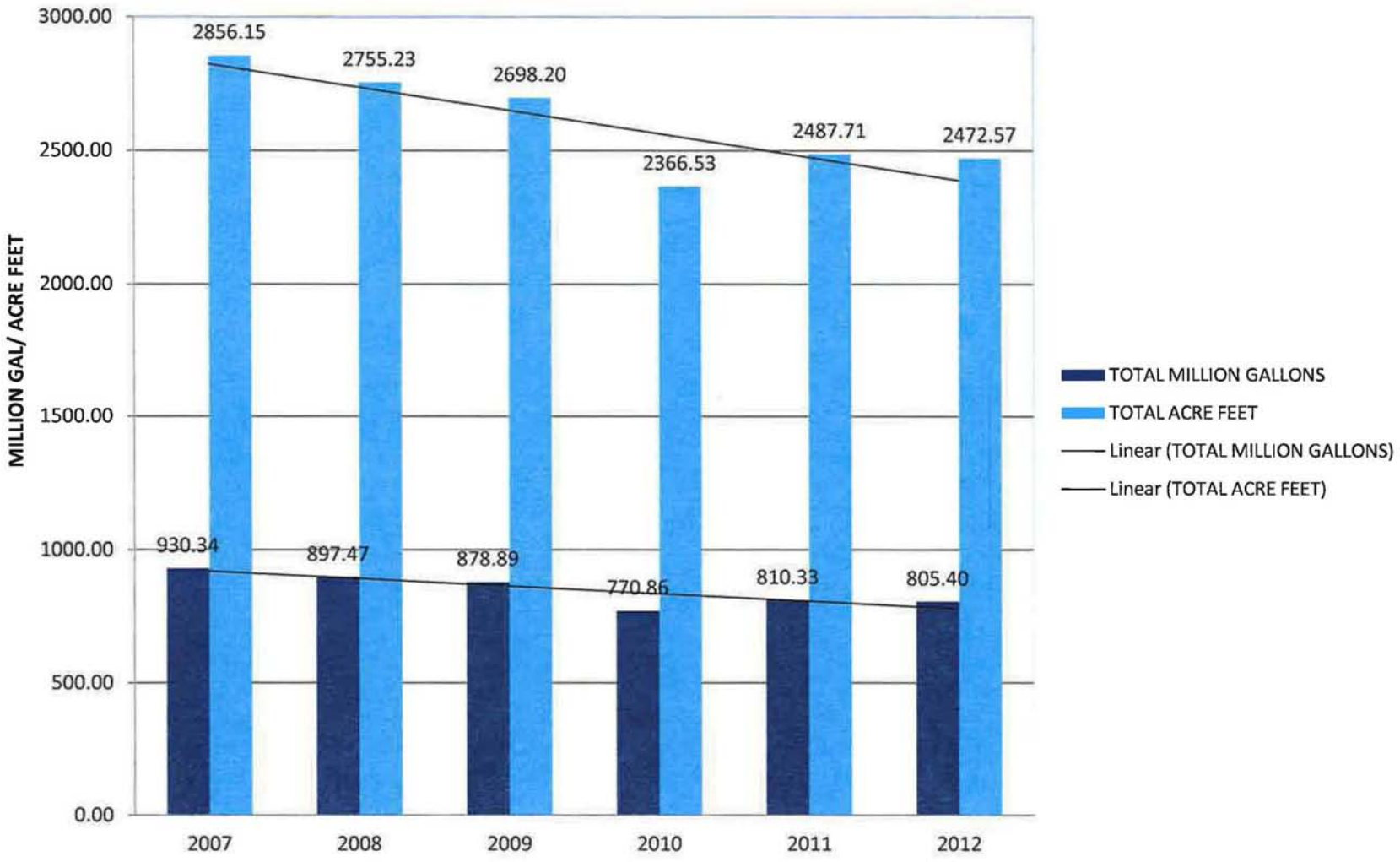
NEXT PAGE

**NIPOMO COMMUNITY SERVICES DISTRICT
WASTEWATER TREATMENT VOLUME-MILLION GALLONS (MG)
2007-2012**



YEAR	BLACKLAKE-(MG)	SOUTHLAND-(MG)	TOTAL (MG)
2007	27	215	241
2008	27	210	237
2009	23	205	228
2010	27	174	201
2011	23	232	255
2012	20	236	256

NIPOMO COMMUNITY SERVICES DISTRICT ANNUAL WATER PRODUCTION 2007-2012



FEBRUARY 27, 2013

ITEM C-2

ATTACHMENT B

NIPOMO COMMUNITY

BOARD MEMBERS

JAMES HARRISON, PRESIDENT
LARRY VIERHEILIG, VICE PRESIDENT
DAN GADDIS, DIRECTOR
BOB BLAIR, DIRECTOR
CRAIG ARMSTRONG, DIRECTOR



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TO: MICHAEL S. LEBRUN, P.E., GENERAL MANAGER
FROM: TINA GRIETENS, UTILITY SUPERINTENDENT
DATE: FEBRUARY 21, 2012
SUBJECT: UTILITY DIVISION UPDATE – DECEMBER 2012-JANUARY 2013

Southland Wastewater Treatment Facility

TOTAL EFFLUENT TREATED		AVERAGE DAILY FLOW TREATED	
DECEMBER 2012	JANUARY 2013	DECEMBER 2012	JANUARY 2013
19.8 MILLION GAL.	19.6 MILLION GAL.	0.64 MILLION GAL.	0.63 MILLION GAL.
60.8 ACRE FEET	60.2 ACRE FEET	2.0 ACRE FEET	1.9 ACRE FEET

- o December and January effluent suspended solids in compliance
- o December and January effluent biochemical oxygen demand (BOD) requirements for monthly average (60mg/L) and daily maximum (100mg/L), requirements exceeded

Blacklake Wastewater Reclamation Facility

TOTAL EFFLUENT TREATED		AVERAGE DAILY FLOW TREATED	
DECEMBER 2012	JANUARY 2013	DECEMBER 2012	JANUARY 2013
1.88 MILLION GAL.	2.22 MILLION GAL.	0.06 MILLION GAL.	0.07 MILLION GAL.
5.8 ACRE FEET	6.8 ACRE FEET	0.19 ACRE FEET	0.21 ACRE FEET

- o RFP for Blacklake Sewer Master Plan approved; Contract awarded to MKN & Assoc.

Water Distribution System and Wells

TOTAL MONTHLY PRODUCTION		AVERAGE DAILY PRODUCTION	
DECEMBER 2012	JANUARY 2013	DECEMBER 2012	JANUARY 2013
36.6 MILLION GAL.	40.4 MILLION GAL.	1.2 MILLION GAL.	1.3 MILLION GAL.
112.5 ACRE FEET	124.1 MILLION GAL.	3.6 ACRE FEET	4.0 ACRE FEET

- o Knollwood Well pump failed; pump/motor replacement in process

Maintenance Program

<u>Maintenance Measure</u>	<u>Goal</u>	<u>Dec/Jan Totals</u>	<u>Annual Totals</u>
Water meter replacement	35 per month; 420/yr or 10% of total	Dec 27 meters replaced Jan 36 meters replaced	364/420 =87% 36/420=9%
Sewer line jetting	143,586 feet/year	Dec-2012 no jetting Jan -1,066 feet jetted	50,211/143,586 = 47% 1,066/143,586 = 1%

- Annual maintenance and monthly inspections performed on emergency generators
- Repaired water leaks on Branch and Wilson Streets
- Automatic cooling fan installed in Eureka Well building
- Bi-annual flushing of dead end water lines completed in December
- Jetting of sewer collection system and monthly cleaning of lift stations
- Daily maintenance and operations of wells, lift stations and wastewater facilities
- 2013 F150 Pickup truck received from Santa Maria Ford, outfitted with toolboxes, lights
- Board approved purchase of 2013 F550 Utility truck; ordered from Mullahey Ford

Compliance

- Monthly Distribution System Coliform Monitoring Summaries, and Fourth Quarter Distribution System Residual Summary to California Department of Public Health (CDPH)
- Monthly Wastewater Monitoring Report for the Blacklake Wastewater Reclamation Facility to California Regional Water Quality Control Board (CRWQCB) for November and December 2012
- Prepared Monthly Wastewater Monitoring Report for the Southland Wastewater Treatment Facility to California Regional Water Quality Control Board (CRWQCB) for November and December 2012
- Completed Monthly No-Spill Certification for California Integrated Water Quality System (CIWQS)
- Sanitary Sewer System Management Plan Audit Initiated

Training

- Monthly safety training 12/17
- Weekly Tailgate Safety training and ongoing online safety

Meetings

- Operations update meetings with General Manager: 12/05; 1/02
- Management coordination meetings: 12/13; 1/10
- Weekly operations planning meetings
- Board meeting attendance 12/12; 1/09

Personnel

- Maintenance Workers Calleja and Maldonado received Wastewater Operator in Training Certificates from the California State Water Quality Control Board
- Utility Operator Baumgarten received Grade 1 Wastewater Treatment Operator Certificate from the California State Water Quality Control Board