

TO: BOARD OF DIRECTORS
FROM: MICHAEL S. LEBRUN *MSL*
GENERAL MANAGER
DATE: JANUARY 4, 2013



PRESENTATIONS AND REPORTS

The following presentations and reports are scheduled;

- C-1) RECOGNITION OF FORMER DIRECTORS MICHAEL W. WINN AND EDWARD D. EBY
Present resolution commending service of former Directors
- C-2) REPORT ON DECEMBER 12, 2012 REGULAR MEETING CLOSED SESSION
Announcement of actions, if any, taken in Closed Session
- C-3) NCSD DISTRICT ENGINEER PETER SEVCIK
Update Report re: Recent Activities
- C-4) 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-5) 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 4, 2013



**RECOGNITION OF FORMER DIRECTORS MICHAEL W. WINN AND
EDWARD D. EBY**

ITEM

Recognize and commend service by former members of the Board of Directors, Michael W. Winn and Edward D. Eby [RECOMMENDED ACTION: RECOGNIZE FORMER DIRECTORS]

BACKGROUND

Former Directors Winn and Eby served the District and community for twelve-years and eight-years respectively.

RECOMMENDATION

Staff recommends that your Board present Resolutions of commendation and otherwise recognize the outstanding service of these two former members of the Board of Directors.

ATTACHMENT

- A. Resolution 2012-1283 WINN
- B. Resolution 2012-1284 EBY

JANUARY 9, 2013

ITEM C-1

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION 2012-1283**

**A RESOLUTION OF THE NIPOMO COMMUNITY SERVICES DISTRICT
COMMENDING MICHAEL W. WINN FOR HIS
DEDICATED SERVICE TO NIPOMO COMMUNITY SERVICES DISTRICT**

WHEREAS, Michael W. Winn was appointed and sworn into office as a Director of Nipomo Community Services District on May 5, 2000; and

WHEREAS, Michael W. Winn was elected to serve three consecutive terms on the Board of Directors for a total service to the community of twelve years seven months serving as the President of the Board of Directors in 2003, 2004, 2007 and 2008; and

WHEREAS, during his tenure on the Board of Directors, Michael W. Winn chaired and/or served on numerous Board standing committees and Ad-Hoc committees; and

WHEREAS, Michael W. Winn regularly and diligently attended County Board of Supervisor meetings and Planning Commission meetings providing strong District representation before both bodies; and

WHEREAS, Michael W. Winn was first appointed to the County Water Resources Advisory Committee (WRAC) on August 21, 2001, and has acted as WRAC Chairperson since January 1, 2005, during which time the Committee benefited from marked increase in membership participation and strength of voice before the County Board of Supervisors; and

WHEREAS, Michael W. Winn regularly represented the District at the local chapter of the California Special Districts Association and served as Chapter President in 2008 and 2009 during which time Chapter organization and participation greatly improved; and

WHEREAS, during his entire tenure on the Board, Michael W. Winn continually supported many vital District projects including: and

- | | |
|--|--|
| • Southland Sewer Plant Upgrade – <i>largest project in District history</i> | • South Frontage Road Sewer Trunk Replacement |
| • 2005 and 2010 Municipal Services Review and Sphere of Influence updates | • Supplemental Water Project alternatives review, selection, design, and environmental certification |
| • 2007 Water and Sewer Master Plan | • Willow Road Watermain Extension |
| • 2005-2013 Strategic Plan Development and Adoption | • 2005 and 2010 Urban Water Management Plan updates |
| • Development and Adoption of District's first Water Conservation Plan | • 2010 Wholesale Water Agreement with City of Santa Maria |
| • Unification of District Water system | • Annual adoption of a Balanced Budget |

WHEREAS, Michael W. Winn proudly and competently represented Nipomo Community Services District at the local, county, state, and national level; and

WHEREAS, Michael W. Winn's service to this Board, the community of Nipomo, and all Nipomo residents has been of great value to us all.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED that the Board of Directors of the Nipomo Community Services District expresses great appreciation and lasting gratitude to Michael W. Winn for his service to Nipomo Community Services District.

The Board unanimously adopted the foregoing resolution on December 12, 2012.

James Harrison, President

Larry Vierheilig, Vice President

Dan A. Gaddis

Bob Blair

Craig Armstrong



JANUARY 9, 2013

ITEM C-1

ATTACHMENT B

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION 2012-1284**

**A RESOLUTION OF THE NIPOMO COMMUNITY SERVICES DISTRICT
COMMENDING EDWARD D. EBY FOR HIS
DEDICATED SERVICE TO NIPOMO COMMUNITY SERVICES DISTRICT**

WHEREAS, Edward D. Eby was appointed and sworn into office as a Director of Nipomo Community Services District on December 3, 2004; and

WHEREAS, Edward D. Eby was elected to serve two consecutive terms on the Board of Directors for a total service to the community of eight years; and

WHEREAS, during his entire tenure on the Board of Directors, Edward D. Eby chaired the Board's Supplemental Water Project Committee and supported District efforts to secure supplemental water by chairing numerous project related committees and leading the District's outreach and public involvement efforts; and

WHEREAS, Edward D. Eby regularly and diligently prepared for and attended Board Meetings; and

WHEREAS, Edward D. Eby served as Alternate Special District Member to the Local Area Formation Commission 2006-2011, served as regular Special District Member to the Commission beginning in April 2011, as served as Vice-Chairman of the Commission in 2012; and

WHEREAS, Edward D. Eby served as the Board's Delegate or Alternate to the County Water Resources Advisory Committee during his entire tenure, attending WRAC meetings with a high degree of regularity; and

WHEREAS, Edward D. Eby served as Board liaison to the Nipomo Mesa Management Area Technical Group; and

WHEREAS, during his entire tenure on the Board, Edward D. Eby continually supported many vital projects including; and

- | | |
|---|--|
| • Southland Sewer Plant Upgrade –
<i>largest project in District history</i> | • South Frontage Road Sewer Trunk
Replacement |
| • 2005 and 2010 Municipal Services
Review and Sphere of Influence
updates | • Supplemental Water Project
alternatives review, selection, design,
and environmental certification |
| • 2007 Water and Sewer Master Plan | • Willow Road Watermain Extension |
| • 2005-2013 Strategic Plan
Development and Adoption | • 2005 and 2010 Urban Water
Management Plan updates |
| • Development and adoption of District's
first Water Conservation Plan | • 2010 Wholesale Water Agreement
with City of Santa Maria |
| • Unification of District Water System | • Annual adoption of a Balanced Budget |

WHEREAS, Edward D. Eby's service to this Board, the community of Nipomo, and all Nipomo residents has been of great value to us all.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED that the Board of Directors of the Nipomo Community Services District expresses great appreciation and lasting gratitude to Edward D. Eby for his service to Nipomo Community Services District.

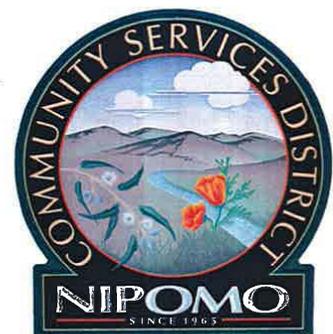
The Board adopted the foregoing resolution on December 12, 2012.

James Harrison, President

Larry Vierheilig, Vice President

Dan A. Gaddis

Craig Armstrong



TO: BOARD OF DIRECTORS
FROM: MICHAEL S. LEBRUN *MSL*
GENERAL MANAGER
DATE: JANUARY 3, 2013



**DECEMBER 12, 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 December 12, 2012 Regular Meeting Closed Session included:

I. CLOSED SESSION ANNOUNCEMENTS

1. CONFERENCE WITH DISTRICT LEGAL COUNSEL RE: PENDING LITIGATION PURSUANT TO GC §54956.9 SMWCD 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, WHITLOW/NCSD (CASE # E20112E1116-00-APS FILED WITH THE DEPARTMENT OF FAIR HOUSING AND EMPLOYMENT)
3. CONFERENCE WITH LEGAL COUNSEL PURSUANT TO GOVT. CODE §54956.9(b):
Anticipated litigation - 1 case

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

TO: BOARD OF DIRECTORS

FROM: MICHAEL S. LEBRUN
GENERAL MANAGER

MSL

DATE: JANUARY 3, 2013



NCSD DISTRICT ENGINEER 2012 SUMMARY OF ACTIVITIES

ITEM

District Engineer Update on 2012 Activities [NO ACTION REQUESTED].

BACKGROUND

District Engineer Peter V. Sevcik will review the attached activities summary.

RECOMMENDATION

Staff recommends that your Honorable Board receive the update and ask questions

ATTACHMENT

- A. District Engineer Activities Update – 2012 Summary

JANUARY 9, 2013

ITEM C-3

ATTACHMENT A



NIPOMO COMMUNITY SERVICES DISTRICT

148 SOUTH WILSON STREET
POST OFFICE BOX 326
NIPOMO, CA 93444 - 0326
(805) 929-1133 FAX (805) 929-1932
Web site address www.ncsd.ca.gov

MEMORANDUM

TO: MICHAEL S. LEBRUN, P.E., GENERAL MANAGER
FROM: PETER V. SEVCIK, P.E., DISTRICT ENGINEER *P.V.S.*
DATE: JANUARY 3, 2013
RE: DISTRICT ENGINEER ACTIVITIES UPDATE – 2012 SUMMARY

COMPLETED PROJECTS

- **Frontage Road Trunk Sewer Replacement Project**
 - SCOPE OF WORK – 1,100 lineal feet of 24-inch diameter and 3,160 lineal feet of 21-inch diameter sanitary sewer and associated ancillary facilities along South Frontage Road from Southland WWTF to Division Street
 - BUDGETED PROJECT COST \$2,200,000
 - ACTUAL PROJECT COST \$1,900,000
 - Most significant sewer collection system improvement since construction of original system in 1985

- **Willow Road Waterline Extension Project**
 - SCOPE OF WORK – 1,300 lineal feet of 14-inch diameter and 9400 lineal feet of 12-inch diameter waterline and associated ancillary facilities along new Willow Road extension from Misty Glen to future North Frontage Road
 - Concurrent with County Willow Road Extension Project
 - BUDGETED PROJECT COST \$1,840,000
 - ACTUAL TOTAL PROJECT COST \$1,340,000

PROJECTS IN CONSTRUCTION

- **Southland WWTF Phase 1 Improvement Project**
 - SCOPE OF WORK - Phase 1 improvements to the 900,000 gallon per day treatment plant include an influent metering station, influent pump station, influent screening system, grit removal system, Biolac® extended-aeration system and two final clarifiers, gravity belt thickener and lined drying beds for biosolids handling, larger effluent piping and associated power, control, instrumentation, chemical and plant water systems.
 - Most significant and complex capital project in District’s history
 - MAJOR TASKS COMPLETED IN 2012
 - New Waste Discharge Order issued by RWQCB
 - Design
 - Contractor prequalification
 - Bid solicitation
 - Construction contract awarded
 - Construction management contract awarded
 - Groundbreaking ceremony
 - Biological pre-construction survey
 - Archeological pre-construction survey
 - Technical support for financing effort and \$9.7 million bond sale
 - STATUS
 - Construction in Progress
 - Notice to Proceed Issued 7/2012
 - Scheduled Contract Completion 5/2014

Construction Contract Cost Summary	
Contract Amount – Cushman	\$10,224,900.00
Change Orders	\$20,854.00
Revised Contract Amount	\$10,245,754.00
Completed to Date	\$1,633,523.69

Project Cost Summary	
Description	Contract Amount
Design – AECOM	\$1,525,120
Construction Management – MNS	\$1,276,560
Construction Management Contingency	\$65,000
Subtotal	\$2,866,680
Revised Construction Contract – Cushman	\$10,245,754
Construction Contingency Remaining	\$479,146
Subtotal	\$10,724,900
EIR and Permitting	\$115,370
Estimated Total Project Cost	\$13,706,950

PROJECTS IN CONSTRUCTION – CONTINUED

- **SCADA Upgrade Project**
 - SCOPE OF WORK – New SCADA system servers, SCADA software, SCADA software configuration, reconfiguration of all existing remote site control panels, and re-programming of all existing Programmable Logic Controllers (PLC) at all existing remote site control panels
 - BUDGETED PROJECT COST \$350,648
 - MAJOR TASKS COMPLETED IN 2012
 - On-site assessment of existing control panels
 - Submittal review
 - Review of existing radio communications system
 - Change Order for replacement of 4 existing serial radios issued
 - Factory acceptance test
 - New SCADA servers installed and operational
 - All remote sites migrated to new SCADA system
 - Initial training completed
 - Old IPAAC SCADA system decommissioned
 - STATUS
 - 21 day acceptance test pending
 - Report generation setup pending
 - Completion of training pending
 - Operation and Maintenance Manual pending
 - Scheduled completion 1/2013

Item	Description	Contract Amount
1	Implementation Services	\$318,648
2	Change Order	\$24,794
3	Revised Contract Amount	\$343,442
4	Remaining Contingency	\$7206
Estimated Total Project Cost		\$350,648

PROJECTS IN DESIGN AND PLANNING STAGES

- **Supplemental Water Project**

- SCOPE OF WORK – 2,600 lineal feet 24-inch diameter HDD bore, 4,800 lineal feet of 18-inch diameter waterline, 2,726 lineal feet of 24-inch waterline, flow meter and flow control station, 400 gallon per minute pump station with back-up power, controls, and instrumentation systems, a pressure reducing station and chloramination systems at 4 existing District wells
- MAJOR TASKS COMPLETED IN 2012
 - Streambed Alteration Agreement for Santa Maria River HDD crossing issued by California Department of Fish and Game
 - Phasing technical feasibility study
 - Phase 1 budget and schedule
 - Bid Package 1 – Santa Maria River Crossing – 100% Design
 - Bid Package 1 – Santa Maria River Crossing – Contractor prequalification advertisement
 - Bid Package 3 – Blosser Road Waterline – 100% Design
 - Bid Package 4 – Joshua Road Pump Station – 95% design
 - DWR Grant Agreement Scope, Budget and Schedule submitted for Phase 1 project (\$2.2 million)
 - EIR Addendum completed
 - Provided technical support for property acquisition
- STATUS
 - Bid Package 1 – Santa Maria River Crossing – Contractor prequalification packages due 1/11/2013
 - Request for Authorization to Bid – Tentatively scheduled for 2/13/2013 Board meeting

- **Water and Sewer Master Plan Implementation**

- Blacklake Well #4 Pump Replacement Project
 - SCOPE OF WORK – Replacement of existing 40 horsepower, 350 gpm pump with 100 horsepower, 350 gpm pump, installation of pump control valve, electrical panel upgrade and connection to main water system pressure zone
 - MAJOR TASKS COMPLETED IN 2012
 - Design
 - Environmental compliance
 - Authorization to bid
 - STATUS
 - Bid opening tentatively scheduled for 1/31/2013
 - Construction contract award tentatively scheduled for 2/13/2013 Board meeting

PROJECTS IN DESIGN AND PLANNING STAGES – CONTINUED

- Standpipe Tank Inlet Modification and Interior Rehabilitation
 - SCOPE OF WORK – Installation of new inlet pipe along outside of tank to the top of tank, altitude valve, replacement of flexible connections and recoating of inside of tank
 - MAJOR TASKS COMPLETED IN 2012
 - 90% Design
 - STATUS
 - Final design in progress
 - Temporary pressure booster system design in progress

OTHER PROJECTS AND PROGRAMS

- **Safety Program**
 - Monthly safety training for operations employees 1/26, 6/11, 7/23, 9/24, 10/15, 12/10
 - Quarterly safety meeting for all District employees 2/9, 5/11, 8/9, 11/8
 - Annual electrical safety, confined space and lock-out/tag-out training for operations employees 2/16
 - AED training for all District employees 3/1
 - Fire extinguisher training for all District employees 6/12
 - Annual hearing tests for operations employees 9/6
 - Continued to coordinate on-line safety training for all District employees
- **GIS System**
 - Continued to update and develop new map layers
 - Published updated system maps
 - Updated water system hydraulic model
- **Assistant Engineer**
 - Job description developed, approved and position advertised

- **Development Oversight**

- Hillside Terrace Apartments – Hill and Blume
 - Continued to process project plans
- Maria Vista Estates – Sequoia Financial and Rialto Capital
 - Assisted new owners with developing plan to complete project
 - Lift station air compressor replaced
 - Entire sewer system was inspected via CCTV
- Tract 2650 – Via Concha and Willow
 - Oversaw construction of water system improvements
- Tract 2689 – 25 lot mixed use development at Tefft and Blume
 - New Intent-to-Serve Letter developed and issued
- Tract 2906 – 17 lot residential development at Avenida de Amigos and Grande
 - New Intent-to-Serve Letter developed and issued
- Tract 2642 – 18 lot residential development on South Oakglen
 - Outside User Agreement extended
- Processed and issued 22 verification letters for new water and/or sewer service

ATTACHMENT

- December 2012 Southland WWTF Improvements Phase 1 Project Monthly Construction Progress Report

Nipomo Community Services District



Southland WWTF Improvements Phase 1 Project Monthly Progress Report



Prepared By:
MNS Engineers, Inc.

December 2012

Schedule and Budget Summary

Schedule Summary

Notice to Proceed	July 30, 2012
Original Contract Days	645
Contract Days Added	0
Revised Contract Days	645
Elapsed Time (Days)	(154)
Remaining Time (Days)	491
Contract Completion Date	May 6, 2014
Time Elapsed to Date	24%
Work Completed to Date	16%
Approved Change Orders (Days)	0 days

Budget Summary

Original Contract Amount	\$10,224,900.00
Approved Change Orders (Cost)	\$20,854.00
Revised Contract Amount	\$10,245,754.00
Previous Payments	\$1,349,007.56
Current Month Pay Request	\$284,516.13
Total Work Completed	\$1,633,523.69
Work Remaining	\$8,612,230.31

Progress Summary

Process 45 Electrical/ Blower Building

Summary of Work:

Cushman completed backfill and compaction of native base material under the future Electric/Blower Building north of RAS/WAS Pump Station #2 and the clarifiers.

Pictures:



Backfilling and compacting around RAS/WAS Pump Station # 2 to bring base up for future Electrical/Blower Building.



Backfilling and compaction of native base material at Electrical/Blower Building.

Process 50 – Secondary Clarifier No. 1 and 2.

Summary of Work:

Cushman placed and compacted base material for both clarifiers. Their subcontractor, CMC Steel, installed slab and wall reinforcing for the clarifiers and Cushman installed forms for the slab pours and construction joints with waterstop. Three pie shaped section of the slabs were poured at a time for each clarifier. A total of 280 yards of 4,000 psi concrete was placed. After the slab pours were complete, CMC Steel started steel installation for the clarifier walls.

Pictures:



Placing base material at Clarifier #2.



Compacting base material at Clarifier #2.



Cushman installing forms for slab construction joints with waterstop at Clarifier #2.



CMC Steel tying reinforcing for the slab at Clarifier #2.



Installed reinforcing and construction joints in clarifier slab at Clarifier #2.



Cushman placing 4000 psi concrete in three sections of clarifier slabs at Clarifier #2.



Fugro testing concrete, removing slump cone.



Measuring slumped concrete.



Making concrete test cylinders.



Final test cylinders waiting for pick-up.



Three sections of the slabs at each clarifier being finished and curing.



Keeping curing blankets wet to prevent cracks in concrete at Clarifier #2.



Base of wall reinforcing installed for Clarifier #1.



Tying wall reinforcing for Clarifier # 1.

Site Work

Summary of Work:

Cushman worked on removing old fencing and disposing of fencing materials and concrete debris left over from abandoned existing structures. They also received a large delivery of 18-inch diameter PVC sewer pipe.

Pictures:



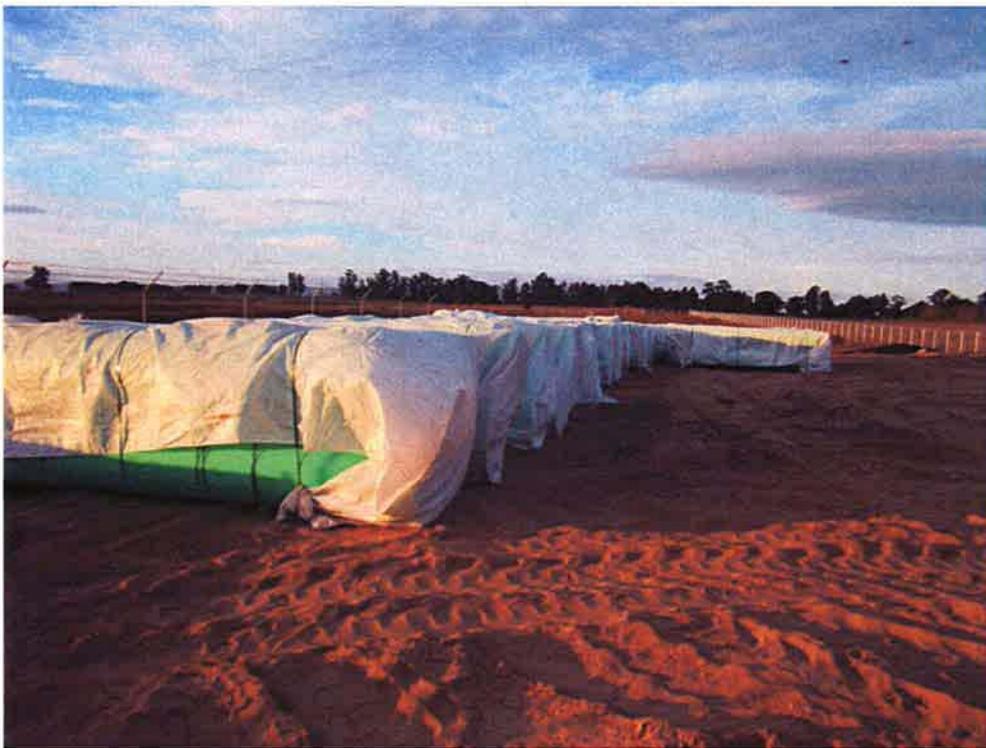
Removing existing chain link fencing.



Breaking up concrete debris for disposal.



PVC pipe being delivered and unloaded.



PVC pipe stored at site and covered for UV protection.