

# NIPOMO COMMUNITY SERVICES DISTRICT

## AGENDA

JANUARY 17, 2001

REGULAR MEETING 10:30 A.M.  
BOARD ROOM 148 S. WILSON STREET NIPOMO, CA

### BOARD MEMBERS

ROBERT BLAIR, PRESIDENT  
AL SIMON, VICE PRESIDENT  
RICHARD MOBRAATEN, DIRECTOR  
MICHAEL WINN, DIRECTOR  
JUDITH WIRSING, DIRECTOR

### STAFF

DOUGLAS JONES, GENERAL MANAGER  
DONNA JOHNSON, SECRETARY TO THE BOARD  
JON SEITZ, GENERAL COUNSEL

**NOTE: All comments concerning any item on the agenda are to be directed to the Board Chairperson.**

**A. CALL TO ORDER AND FLAG SALUTE**

**B. ROLL CALL**

**C. PUBLIC COMMENTS PERIOD**

**PUBLIC COMMENTS**

Any member of the public may address and ask questions of the Board relating to any matter within the Board's jurisdiction, provided the matter is not on the Board's agenda, or pending before the Board. Presentations are limited to three (3) minutes or otherwise at the discretion of the Chair.

**D. ADMINISTRATIVE ITEMS** (The following may be discussed and action may be taken by the Board.)

**D-1) GIS DATA AUTOMATION PROJECT PRESENTATION**

Establishing District water and sewer facilities on a GIS computer mapping system  
Presentation by Michael Samuel, Nobel Systems

**D-2) SUMMIT STATION - REBATE PROGRAM**

Review rebate program for installation of booster pumps at Summit Station area higher elevation residences

**D-3) REQUEST FOR ANNEXATION - TRACT 2325 (MARTIN)**

A 55-lot development on 160 acres fronting Willow Rd. across from Black Lake Golf Course

**D-4) MONTECITO VERDE II SEWER CONNECTION**

Review consultant options to connect MVII to District sewer system

**D-5) REQUEST FOR SERVICE - PARCEL MAP CO 00-345 (WHEELER)**

Request for water service for a 4-lot development on Live Oak Ridge Rd.

**D-6) REQUEST FOR SEWER SERVICE - (OUTSIDE DISTRICT)**

Request for emergency sewer connection at 447/445 Amado Street

**E. OTHER BUSINESS**

**E-1) REFUSE COLLECTION BY NCSD**

Application to LAFCO to establish garbage collection by NCSD

**F. 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. The recommendations for each item are noted in parenthesis.*

**F-1) WARRANTS [RECOMMEND APPROVAL]**

**F-2) BOARD MEETING MINUTES [RECOMMEND APPROVAL]**

Approval of Minutes of January 3, 2001 Regular Board meeting

**F-3) INVESTMENT POLICY - QUARTERLY REPORT [ACCEPT AND FILE]**

**F-4) YEAR 2001 DISTRICT INVESTMENT POLICY [RECOMMEND APPROVAL]**

Resolution adopting District annual investment policy

**G. MANAGER'S REPORT**

**G-1) PROPOSED COUNTY PARKS POLICY ON EASEMENTS**

**H. DIRECTORS COMMENTS**

**CLOSED SESSION**

**CONFERENCE WITH LEGAL COUNSEL GC\$54956.9**

- a. Litigation CPUC Appl. No. A 00-03-029 (Gov. Code §54956.9)
- b. SMVWCD vs NCSD Santa Clara County Case No. CV 770214 and all consolidated cases.
- c. NCSD vs State Dept of Health Services CV 990716, GC §54956.9

**ADJOURN**

The next regular Board meeting will be held on February 7, 2001.

AGENDA ITEM  
JAN 17 2001



TO: BOARD OF DIRECTORS  
FROM: DOUG JONES *D*  
DATE: JANUARY 17, 2001

GIS DATA AUTOMATION  
PROJECT PRESENTATION

**ITEM**

Mr. Michael Samuel of Nobel Systems will be making a GIS presentation.

**BACKGROUND**

Geographical Information Systems (GIS) combines the best of computer aided drafting (CAD) and database technology to create intelligent maps that are able to be linked to other important databases, such as customer billing, fire hydrant detail and other information.

A typical GIS system would include computer hardware, GIS software (typically ArcInfo, AutoCAD Map or ArcView), data software applications and staff to provide the input and develop the system.

Rather than the District purchase the software and train or hire additional staff to input and design the GIS system and related databases, Nobel Systems has submitted a proposal to provide these services.

Mr. Samuel has obtained a set of as-builts for a Tract in NCSD. He will utilize this data in his presentation.

On page 7 of the proposal the costs are outlined as well as the optional costs.

NCSD's atlas map history is outdated. The latest atlas map dates back to 1993. It was prepared by GTA on AutoCAD. Our only other history is as-built drawings of tracts are stored in flat filing cabinets in the District office, which Nobel Systems will use to develop the District's GIS system.

**RECOMMENDATION**

Upon completion of Mr. Samuel's presentation, it is staff's recommendation that your Honorable Board direct staff to prepare an agreement for a District GIS system with Nobel Systems not to exceed \$50,000.

This year's budget includes \$50,000 for this project.

bd/2001/gis

# NOBEL SYSTEMS PROPOSAL

## Nipomo Community Services District GIS Data Automation Project

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November 13, 2000

**Nobel Systems**



Prepared by:

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## Nobel Systems



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November 13, 2000


Mr. Douglas Jones  
General Manager  
Nipomo Community Services District  
148 S. Wilson St.,  
Nipomo, CA 93444

Dear Mr. Jones,

Thank you for giving me the opportunity to present our capabilities to your company. As discussed, I am enclosing our proposal for data conversion and GIS support for the Nipomo Community Services District.

Please feel free to contact me should you require more information.

Sincerely

  
Michael Samuel  
President

**1. Executive Summary.** Nipomo Community Services District (NCSD) has made a significant investment in water and sewer system maps, which are a critical source of information in the District's operations. The maps are a combination of AutoCAD files and hand drafted atlas sheets that were compiled from detailed drawings. While these atlas maps have served the District well, they have not been updated and are considered inaccurate, hence plans have started to convert these maps to a Geographical Information Systems (GIS) database.

GIS combines the best of computer aided drafting (CAD) and database technology to create intelligent maps that are able to be linked to other important databases, such as customer billing, valve cards, hydrant cards and other information.

In order to provide Nipomo Community Services District with the information necessary to plan this map automation, Nobel Systems proposes to perform a pilot project of one tile and then continue the production.

GIS systems include computer hardware, GIS software (typically ArcInfo, AutoCAD Map, or ArcView), data, software applications, and staff. Rather than investing in high cost GIS software at this time, Nobel Systems recommends that the District procure the GIS viewing application defined elsewhere in this proposal to view the data. The most significant cost savings and service improvements will be derived from facilities-based GIS applications.

## **2. Scope of Work**

**2.1 Introduction.** The objective of the project is to complete a GIS Project for Nipomo Community Services District water & sewer facilities, including

### **2.1.1 Project Kick Off Meeting**

1. development of database design
2. data capture standards
3. water symbol library

### **2.1.2 Acquisition of parcel Data**

### **2.1.3 Pilot Area Conversion**

**2.2 Water and Sewer Facilities Data Conversion.** GIS databases of water and sewer facilities data. The primary task of the Project is conversion of facilities data shown on separate tile map sheets

**2.3 Color laser printing of the atlas books**

**2.4 Easement document conversion**

**2.5 Scanning of asbuilts, and linking to the GIS**

**2.6 GIS viewing application**

**2.7 Handheld PC maintenance application**

**2.1.1 Project Kick Off Meeting.** Nobel and Nipomo Community Services District staff will meet to review the technical aspects of the Project, including reviewing the preliminary database design, receiving copies of the source maps from Nipomo

## Nipomo Community Services District – GIS facilities Conversion Project

Community Services District, and a review of the preliminary data capture standards. Sample plots will also be reviewed for the development of the map plotting symbols.

- **Database Design.** Nobel Systems will prepare a preliminary database design, including layering, database items and definitions, look up tables, table relationships diagrams.
- **Data Capture Standards.** Nobel Systems will develop a written document (preliminary and final) for water and sewer facilities data capture standards. These standards will be based on similar projects Nobel Systems has completed, customized for Nipomo Community Services District. This document will define the rules and standards for developing the water and sewer facilities GIS layer, both in the Pilot Project and in District-wide conversion.
- **Water Symbol Library.** Nobel Systems will develop the water and sewer facilities map symbology tables to be used to produce maps according to Nipomo Community Services District's standards. These will be ArcInfo line, marker set, and shade set tables. Nobel will provide preliminary symbol sets for Nipomo Community Services District review and comment. Final symbols will be used to produce the final plots.

### 2.1.2 Acquisition of parcel Data

Nobel Systems has reviewed the parcel data in AutoCAD format provided by the District. The parcel base map can be used as the landbase for this project. This base map needs to be converted to a GIS database, and it also needs to be populated with the Assessor's Parcel Number as the attribute. Nobel Systems proposes to obtain this attribute from the First American Real Estate Solutions disk, and populate this in the parcel data.

### 2.1.3 Pilot Area Conversion.

**Conversion.** Convert water and sewer facilities GIS data shown on one atlas map into a GIS database. The data will be delivered in AutoCAD Map or ArcView shapefile format on mutually agreeable media. Nobel shall implement changes or corrections marked by Nipomo Community Services District on the preliminary plots as part of the project.

**Water Facility Plots.** Using the Pilot Project data, Water and Sewer Symbol Library and software, Nobel will deliver preliminary and final color plots of the Pilot Project area.

#### **Nipomo Community Services District Responsibilities:**

- Provide copies of the atlas maps showing water facilities.
- Attend project kick off and pilot wrap up meetings, and be available for telephone and email communications during the project
- Review project deliverables, and provide comments and requests for changes as necessary.

## Nipomo Community Services District – GIS facilities Conversion Project

**Pilot Project Wrap Up Meeting and Deliverables.** Nobel Systems and Nipomo Community Services District will meet at the conclusion of the pilot project to review the project deliverables and discuss next steps for GIS development for the rest of the region. The project deliverables will be:

- **Database Design.** A written document and Excel spreadsheets detailing the GIS database design (preliminary and final) for water facilities.
- **Data Capture Standards.** A written document (preliminary and final) for water and sewer facilities data capture standards. This defines the rules and standards for developing the water and sewer facilities GIS layer, both in the Pilot Project and in later District conversion projects.
- **Symbol Library.** Develop the water and sewer facilities map symbology tables to be used to produce maps according to Nipomo Community Services District's standards.
- **Plotting Routine.** Nobel Systems will deliver the plotting routine used to produce the final plots.

**2.2 Facilities Data Conversion:** Develop water and sewer facilities GIS data, AutoCAD Map or ArcView shapefile format, for the District. Using the standards and the database design finalized during the pilot, Nobel Systems will complete the data conversion of the rest of the tiles for the District. Nobel Systems proposes to use the asbuilt construction plans to develop the facilities layers, by offsetting the distances, and using the stationing values.

**Water and Sewer Facility Plots.** Nobel will deliver preliminary and final color plots of the Project area. Changes or corrections marked by Nipomo Community Services District on the preliminary plots shall be implemented by Nobel as part of the project.

**Project Communications.** Nobel Systems uses a standardized approach to project communications.

**Meetings.** Project communication and coordination is the key to the success of this project. To facilitate excellent communication, Nobel Systems will meet as necessary with Nipomo Community Services District staff during the project.

**Reports.** Nobel Systems' standard is to provide periodic status reports. Nobel Systems usually provides project/production status, source status, and PAR status. Nobel Systems prefers to email these documents, which is a reliable and convenient way to distribute these reports. Nobel Systems proposes to use the same forms used on similar projects. Nobel Systems will also provide notes from project meetings (typically emailed as Microsoft Word documents).

## Nipomo Community Services District – GIS facilities Conversion Project

**Project and Production Status Reports.** Nobel Systems uses Microsoft Excel spreadsheets to report project status, by task, to clients. Once in full data conversion, Nobel Systems also provides status maps to give management an easy way to see status and progress.

**Source Status Reports.** Digital land base data and source maps require accurate inventory and reports on what was expected, what was received, and what (if any) sources require further attention from the client. Nobel Systems will prepare a Source Status Report, which helps maintain schedules and identify problems and bottlenecks in production.

**Problem and Resolution Tracking.** Nobel has developed a sophisticated problem and resolution (PAR) tracking mechanism, which documents issues or data content anomalies, which require review and resolution by the client. Typically, PAR forms are generated as needed, reviewed by the project manager, and then forwarded to the client. Nobel Systems requests a 3-day turn around on PARS. Nobel Systems uses telephone, fax, email, FTP, overnight delivery and mail to insure close communications both within our District and with our clients. Nobel Systems is available for on-site meetings with Nipomo Community Services District as needed during the project.

### Quality Assurance Plan

Although Nobel Systems strives to employ programs and procedures that creates perfect data during data capture, Nobel also has developed both manual and automated methods of quality control checks.

- **AutoCAD QC Tool.** After completion of data capture for a grid, the AutoCAD QC Tool shall be run. This program finds missing extended data, logic errors, out-of-range errors, and invalid extended data values. The GIS technicians run this program and correct the errors shown on the error report.
- **Manual Quality Control.** After completion of data capture for a grid, including corrections of errors detected using AutoCAD QC Tool, a QC Plot is generated. The purpose of the QC plot is to perform a 100% audit of the source documents against the plot, a process called "Table QC." Both graphic and attribute data is completely checked. Errors are noted in colored pencil on the plots and returned to the GIS technician who performed the data entry. This process gives the technicians, feedback necessary to learn from mistakes and to produce progressively better quality work.
- **Final Quality Control Checks.** Nobel performs both visual and programmatic QC checks on the data prior to delivery to Nipomo Community Services District.

### 2.3 Color laser printing of the atlas books

Nobel Systems will print 11" X 17" color laser prints at 1:200 scale of your atlas books. We can print them either front and back with atlas grids, or front would be atlas, and back will be valve and hydrant spreadsheet data.



## 2.4 Easement document conversion

Easement information is used by many NCS D staff and is critical to the operation of the District. NCS D maintains hand-marked hard copy atlases showing easement locations and easement document numbers. Easement document numbers are used to locate the correct easement documents from the hard copy filing system. While many easements are shown in these atlases, it does not include all easements. This manual-based system is cumbersome to use and update, and greatly limits the access to easement information.

Converting NCS D's easement data to GIS will reduce the cost of accessing and updating this information, make this information much easier and quicker to access throughout NCS D, and will result in improved service to NCS D's customers. Nobel Systems also proposes to scan source documents and link them to the GIS easement data by easement document number, which will make all easement information instantly available through the GIS viewing application, proposed separately.

Nobel Systems believes that each easement type has a different procedure for conversion, as follows:

Type	Description
1	<i>Easements - Construct From Facilities.</i> These easement polygons will be generated from existing facilities graphics (buffer or copy offset), plus attributes.
2	<i>Missing Easements -Construct Using COGO.</i> Easement graphics must be captured using coordinate geometry of bearings and distances on easement documents.

The result will be complete and correct easement GIS database layers for NCS D. Nobel Systems also includes scanning the easement documents as part of this proposal.

## 2.5 Scanning of asbuilts, and linking to the GIS

Nobel Systems has performed large-volume scanning of asbuilt maps, atlases and other similar maps to high quality scanned images. Nobel proposes black-and-white images, 150 - 300-dots per inch resolution. Nobel Systems does scanning in-house, with our own scanner (Contex model number FSC-6010) and trained staff. Nobel Systems proposes to pick up 300 to 500 maps per week. Nobel Systems will scan these maps and return them the following week, and pick up a new set of maps for scanning. Nobel Systems includes in its proposal adding bar codes to the original maps. Bar codes effectively eliminate the possibility of mis-naming scanned images files. Since drawing numbers on source maps can often have widely varying numbering systems, barcodes provide a logical numbering system for all maps that improves document management greatly. The bar code labels will also have the numbers printed as text clearly on the label so that the bar code numbers can also be read without the pen reader.

## 2.6 GIS viewing application

Nobel Systems proposes to develop a GIS viewing and query software application, the “GeoBrowser”, for NCSD. Nobel Systems’ GeoBrowser system is a 32-bit Windows application that runs on Windows 95, 98 or NT4 or Windows2000, although NT4 or 2000 is recommended. The system was developed using ESRI MapObjects and Microsoft Visual Basic. It connects to GIS databases (ArcInfo coverages, ArcCad files, or shape files) running on Windows NT servers. The system includes viewing and analysis tools, but it does not allow GIS data editing (which remains under the control of the GIS staff). The proposed system is designed to access a read-only copy of existing GIS databases. This design makes the data access fast and non-conflicting with database maintenance activities.

Nobel Systems’ proposal includes customization to meet NCSD’s specifications, five (5) seat licenses, documentation to added or update GIS layers, and unlimited telephone and email technical support for one year.

The GeoBrowser includes the following features:

- Organized theme manager
- Leaves small footprint on client machines
- Legend ( table of contents )
- Excellent memory management
- Integrates well with all GIS databases
- Label manager
- Spatial analysis tools
- Parcel search (if APN is added to NCSD’s parcel database)
- Open up scanned documents linked to GIS data

Nobel Systems will customize the GeoBrowser to include the following:

- Water facilities
- Sewer facilities
- Reclaimed water facilities
- Parcel and street landbase
- Easement GIS database
- Other NCSD GIS layers
- Scanned easement document images, linked to the easement GIS layer

As an option, Nobel Systems would like the opportunity to host the data on the Internet, and Nipomo CSD access data, using any standard web browser. The advantage to this hosting solution would be that Nobel Systems will be responsible for maintenance of the data in addition to creation of the same.

**2.7 Handheld PC maintenance application**

The District needs a program written by Nobel Systems that will allow a technician go out in the field with a handheld PC, running Windows CE operating system, and update the maintenance data for the water system. This will allow the City to accurately monitor the system and take proactive maintenance decisions. Nobel Systems proposes to provide an easy-to-use customizable ArcPad product from ESRI, customized to meet the District’s requirements. The application will provide a simple user interface, which provides data entry and display capabilities. Users can populate the database through logical or graphical point-and-click map-based queries. This application is designed for non-GIS staff with basic computer skills.

Nobel Systems proposes to develop the application in ArcPad that will allow the technician to zoom into the area he wants to work in. He then identifies the feature, such as valve or hydrant in the GIS database and clicks on it. This will bring up a data entry input screen. The technician will then enter the data in the sequence as mutually defined by the District and Nobel. After data entry for the day, the technician will bring the handheld back to the field office and connect it through a hotsync port. An automated routine will be run in the GIS server that imports this data, and updates the GIS database accordingly. Nobel Systems will also provide training for system use.

**3. Schedule.** Nobel Systems proposes to complete the project in 4 months from Nipomo Community Services District's notice to proceed, depending on Nipomo Community Services District’s turn around time of acceptance plots.

**4. Cost Proposal**

Project Set Up.....	\$2,500
Database Design (preliminary & final).....	\$2,500
Data Capture Standards (preliminary & final).....	\$2,500
Parcel Conversion .....	\$5,000
Pilot Area Conversion.....	\$7,000
Water & Sewer Facilities Data Capture. ....	\$20,000
Scanning of 2000 asbuilts .....	\$5,500
Geobrowser viewing application .....	\$5,000
<b>Total.....</b>	<b>\$50,000</b>

Optional Costs:

Easement Document Conversion.....	\$2,500
Handheld PC maintenance application .....	\$5,000
<b>Total.....</b>	<b>\$7,500</b>

Notes:

Unit Cost for asbuilt conversion .....	\$75 per asbuilt
Unit Cost for easement conversion .....	\$20 per easement
Unit cost for scanning .....	\$2.75 per scan
Geobrowser viewing application .....	5 licenses are included

Nipomo Community Services District – GIS facilities Conversion Project

Additional cost per seat.....	\$900
Handheld PC .....	2 handheld PCs with software are included
Additional cost per handheld .....	\$1400
Cost of 11" X 17" laser prints for the atlas books .....	\$0.39 per print

**5. Company Overview, Reference Projects, and Key Staff**

**5.1 Company Overview**

Nobel Systems is a privately held California corporation owned primarily by Michael Samuel, with a minority interest owned by Environmental Systems Research Institute, Inc (ESRI), which specializes in conversion of paper maps and non-spatial digital data into high quality GIS databases. Nobel Systems specializes in water, sewer, storm water, electrical, and reclaimed water facilities data conversion.

Nobel Systems is based in San Bernardino, California (9 employees), and has an additional production facility in Bangalore, India (50 employees). The company was founded in 1988 and has a highly skilled and experienced staff that does quality GIS data conversion at very affordable prices.

Nobel Systems has successfully completed over 75 GIS conversion projects for a wide range of clients (working both as a contractor and as a subcontractor), including:

- Calaveras County, CA
- Chevron Pipeline Company, CA
- City of Burbank, CA
- City of Casper, WY
- City of Colton, CA
- City of Glendale, CA
- City of Los Angeles
- City of Manhattan Beach, CA
- City of Marietta, GA
- City of Newport Beach, CA
- City of Ontario, CA
- City of Philadelphia, PA
- City of Redlands, CA
- City of Spokane, WA
- City of Stamford, CT
- City of San Juan Capistrano, CA
- City of Sacramento, CA
- County Sanitation Districts of Los Angeles County, CA
- Cucamonga County Water District, CA
- East Bay Municipal Utilities District, CA

## Nipomo Community Services District – GIS facilities Conversion Project

- Eastern Municipal Water District, Perris, CA
- Elsinore Valley Municipal Water District, CA
- Four Corners Pipeline Company, CA
- Helix Water District, CA
- Irvine Ranch Water District, CA
- Metropolitan Water District, CA
- National Imagery and Mapping Agency (NIMA)
- Rancho California Water District, CA
- Santa Ana Watershed Project Authority, CA

### Company Contact Information:

Nobel Systems  
194 S. Del Rosa Drive, Suite G  
San Bernardino, CA 92408  
909-382-0160 voice  
909-382-0163 fax  
[mail@nobel-systems.com](mailto:mail@nobel-systems.com)

### 5.2 Reference Projects

Nobel Systems has completed a large number of GIS data conversion projects, primarily in water, sewer and related facilities for municipalities and retail water districts. The following reference projects demonstrate:

- Nobel Systems' technical expertise and focus on water and sewer GIS conversion
- Nobel Systems' high customer satisfaction: repeat business with the same customer
- Nobel Systems ability to organize and manage large GIS conversion projects

All of the work described below was done by Nobel Systems. No subcontractors were used. The work was done using equipment and software owned (or licensed) by Nobel Systems. These projects included all graphics, attributes and annotation at accuracy rates of 99%+. The reference projects were all done in the past 5 years, and the deliverables were all in ArcInfo and/or AutoCAD format.

#### Irvine Ranch Water District

Sewer, water, reclaimed water conversion

GIS update maintenance system, on-site programming support

#### Rancho California Water District

Sewer conversion

Water conversion

Asbuilt scanning

#### Elsinore Valley Municipal Water District

Sewer, water, reclaimed water conversion

Asbuilt scanning

## Nipomo Community Services District – GIS facilities Conversion Project

### City of Glendale

- Water Database Design

- Water Conversion (including hardware, scanning, update software, viewing software)

- Storm Water Conversion

### City of Burbank (7 projects)

- Sewer GIS Conversion

- Water GIS Conversion

- Storm Drain System Conversion

- GIS Update System for Water

- Electric Distribution Conversion

- ArcInfo-to-SDE and ArcFM Conversion

- Phase 2 Electric Database Design

### City of Colton (9 projects)

- City-wide water GIS conversion

- Primary Electric Circuit Conversion

- Database design for water and sewer

- Water System Pilot GIS Conversion

- Update Street Centerline layers

- Intranet Geobrowser

- GIS Electric Distribution Facilities Pilot Project

- City-wide sewer GIS conversion

- City-wide electric GIS conversion

### City of San Juan Capistrano

- Sewer Conversion, asbuilt scanning, GIS/document viewing application

### **Irvine Ranch Water District, CA**

Contact: Mr. Mike Hoolihan, Irvine Ranch Water District, 15600 Sand Canyon Ave., Irvine, CA 92718, 949-453-5553

Start: 1994

Complete: 1998

### **Irvine Ranch Project 1: Water, Sewer and Reclaimed Water GIS Conversion**

#### *Summary*

In 1994, Irvine Ranch Water District contracted with ESRI, and Nobel Systems as a subcontractor, to provide GIS data conversion services for their water, sewer and reclaimed water network. Due to the District's familiarity with AutoCAD, the data capture was in AutoCAD, and the final deliverable was in ArcInfo.

#### *Description*

Using its proven methodology in data automation, Nobel Systems performed the initial conversion tasks in AutoCAD. AutoCAD was selected as the software for data conversion due its flexibility in data capture and neater positioning of features. The District provided Nobel Systems with Atlas sheets for the data conversion of water

## Nipomo Community Services District – GIS facilities Conversion Project

features. They also provided Nobel Systems with asbuilt construction plans for capture of the sewer features. Nobel Systems positioned the feature, depending on its predefined location on the atlas sheet or the asbuilt construction plan. Water service laterals and sewer service laterals were also added as a part of this project. Attribute features were added such as size, diameter, material, and existing valve and hydrant databases. The databases were generated in Dbase. On completion of the data automation, the data was translated to ArcCAD for subsequent conversion to ArcInfo. The ArcCAD database was developed based on the database design submitted by the District. The outputs were then submitted to ESRI for delivery to the District in ArcInfo.

### **Irvine Ranch Project 2: GIS Programming Services, GIS Maintenance Application**

#### *Summary*

Nobel Systems was further contracted by Irvine Ranch Water District to provide services of their technicians to update the database at the District's office. This involved creation of an AutoCAD update maintenance application, support of Nobel technicians at the District's site, and data updating. During the update process, the programs were also updated from AutoCAD release 12 for DOS (the software of choice in 1994) to AutoCAD Map ver 2 for Windows NT. This allowed the District to enter data in AutoCAD, and directly convert to ArcInfo without going through an ArcCAD process.

### **Rancho California Water District, Temecula, CA**

#### Contact and Reference

Mr. Pete Muserelli, Rancho California Water District, 42135 Winchester Road, Temecula, CA 92589. Telephone 909-296-6900.

Start Date: 1997

End Date: 1999

#### *Summary*

The Rancho California Water District awarded two successive contracts to Nobel Systems to provide GIS data conversion services for their water, sewer and reclaimed water network. The projects included modifications to the existing database design, correction on an existing GIS database, conversion of the existing VMS/Oracle database Microsoft Access database, and update of the GIS database by converting new asbuilt construction plans. As a follow on to the initial contract, Nobel received another contract in 1999 to further enhance the District's GIS database for the water system.

#### *Description*

### **Rancho Project 1: Database Design Analysis and Modification**

The existing ArcInfo coverages and database structures were analyzed. Since they did not totally conform to the District's requirements, Nobel recommended the best-suited architecture of the systems. Microsoft Access was used as the DBMS of choice in the

## Nipomo Community Services District – GIS facilities Conversion Project

District. Nobel Systems reviewed and implemented the database design after conducting a user-needs assessment, to determine the GIS requirements and standards for the project.

### **Rancho Project 2: Water & Reclaimed Water GIS Conversion**

Prior to Nobel Systems' work, the District contracted with an engineering firm to create a GIS database. This work was also done before the District standardized on ArcInfo software. The original water database lacked node topology and did not have pipeline connectivity or continuity. Nobel Systems edited the data and attempted to create a complete and correct ArcInfo database. During this work it became evident that it was taking longer to find and correct errors, since the construction asbuilt maps had to be reviewed to make the repairs. Nobel completed the edits so that the District would have a provisional database to use for ongoing projects, but the original database lacked critical attribute data as well. Nobel Systems was then contracted to rebuild the water and reclaimed water systems using construction asbuilt maps. The existing water database was used as a reference during the conversion.

### **Rancho Project 3: Sewer GIS Conversion**

This was a new project, and the database was created from the asbuilt construction plans. Nobel digitized the pipes and features from the asbuilt construction plans. Since sewer flows by gravity (in 90% of the network), the pipes were always digitized in the direction of flow. This insured adaptability to the sewer flow models. The initial data capture process involved placement of nodes such as manholes, cleanouts, stubouts or pumpstations. The source information (asbuilt plans) allowed for accurate placement of data. Using a set of sophisticated programs, Nobel employed a "connect-the-dots" technique, whereby each node was connected by a pipeline, depending on the invert elevations. Nobel Systems ran QCview (an automated QC program in ArcView) to check data integrity and consistency.

### **Rancho Project 4: Integration and Coordination with County Landbase**

The District uses the Riverside County GIS landbase as the base of its GIS system. The county provides access to the landbase via FTP, and posts updates on a regular basis. The problem is that the data does not conform to the District's needs. The county GIS layers, layer names, database design and tiling structure all differ from the District's specifications. Nobel Systems developed ArcInfo AMLs that makes it fast and easy for the District to download and reformat the county landbase. This insures that the District always has the most current and up-to-date version of the landbase in its GIS.

### **Rancho Project 5: GIS Updates**

The District contracted with Nobel systems to update the sewer and water GIS databases from new construction asbuilt maps. Nobel will capture facilities according to the standards and merge the resulting data into existing ArcInfo coverages.

## **Elsinore Valley Municipal Water District, Lake Elsinore, CA**

### Contact and Reference



## Nipomo Community Services District – GIS facilities Conversion Project

Mr. Jim Ollerton; Elsinore Valley Municipal Water District; 31315 Chaney Street; Lake Elsinore, CA 92531; 909-674-3146 X277

Start Date: 1997

End Date: 1998

### *Summary*

In 1998, the Elsinore Valley Municipal Water District contracted with Nobel Systems, to provide GIS data conversion services for their water, sewer and reclaimed water network. The data capture was in AutoCAD, and the final deliverable was in ArcInfo.

### *Description*

#### **Water System GIS Conversion**

Nobel Systems, Inc. digitized the water features from asbuilt construction drawings. Since water flows in a pressurized mains system the flow direction is hard to determine. This generated a rule by Nobel that all pipes would be drafted in a particular pattern. Horizontal pipes were drafted from West to East and vertical pipes from North to South. Pipes ending in a parcel, such as fire service or general services were drafted in a flow direction that showed water flowing from the main pipe and ending at the parcel. The conversion included extensive attribute data as well as the graphics. The resulting databases were used “as is” to produce a high quality water atlas used by District staff both in the office and in the field.

#### **Sewer System GIS Conversion**

Nobel digitized the sewer features from asbuilt construction plans. Since sewer flows by gravity (in 90% of the network), the pipes were always digitized in the direction of flow. This insured adaptability to the sewer models. The initial data capture process involved placement of nodes such as manholes, cleanouts, stubouts or pumpstations. The source information (asbuilt plans) allowed for accurate placement of data. Using a set of sophisticated programs, Nobel employed a “connect-the –dots” technique, whereby each node was connected by a pipeline, depending on the invert elevations.

Nobel Systems ran QCview (an automated QC program in ArcView) to check data integrity and consistency.

### *Deliverables*

- Pilot area database
- Water, sewer and reclaimed water ArcInfo GIS databases
- Plots

#### **City of Glendale, CA**

Public Services Department, Water Division  
Raja Takidin, 818-548-3906

Start date: July 1999

## Nipomo Community Services District – GIS facilities Conversion Project

Estimated Completion Date: March, 2000

### **Glendale Project 1: Water System GIS Database Design**

#### *Summary*

In September 1998, Nobel Systems was contracted to by the City of Glendale, CA to create the database design for the water and reclaimed water network.

#### *Description*

The database design defined the detailed structure and specifications of the water and reclaimed water GIS layers. The design specifications were documented in the form of a data dictionary. The data dictionary contained a description of each layer, the data types used to model water and reclaimed water facilities, table structures, item (field) definitions, coding schemes, and other relevant information. The data dictionary served as the information resource for conversion vendors, data maintenance staff, programmers, managers and end users as to what GIS data are available and what format they are in. The database design effort included:

- *ArcInfo coverage definition and topology.* This described the type of features in each coverage.
- *Annotations and text attribute tables (TAT).* This described the fixed annotation display and identified the attributes stored in the TAT. This also defined text size and position standards for annotation.
- *Symbol Library.* This described the different symbols for all node and point features. It also defined the line types and symbols for other features such as easements.

### **Glendale Project 2: Water and Reclaimed Water GIS Data Conversion Development of GIS Database Maintenance Application Development of ESRI MapObjects GIS Viewing Application**

#### *Summary*

In June, 1999, the City of Glendale contracted with Nobel Systems to convert water and reclaimed water atlas maps and asbuilt maps into an ArcInfo database. Once converted, GIS will enable Glendale to improve service and reduce costs. Also included in the project is the development of GIS software applications (maintenance and viewing applications), training on GIS and the applications developed under this contract, and recommendations on the GIS computer hardware and software requirements. The end result will be a fully functioning GIS system in Glendale's Water Services Department.

#### *Description*

The focus of the City of Glendale GIS Data Conversion Project consists of converting all sectionals maps and asbuilt drawings pertaining to potable and recycled water distribution systems into the City's ARC/INFO database. The conversion process will include rectification of all features and interpretation of attributes depicted on existing sectionals, as-built drawings, and other source documents. It then upgrades previous Pilot Project data and complete automation of new pilot area data so that both conform to the

## Nipomo Community Services District – GIS facilities Conversion Project

Production Database Design. Nobel will input information from valve and hydrant data sources and link valid information to features in GIS coverage, and finally provide applications for database maintenance and GIS-based data query and analysis. Nobel will also provide training to City Staff on use of applications.

### **City of Burbank, CA**

Nobel Systems has completed seven (7) separate projects for the City of Burbank, CA over a period of 5 years. These projects include water, sewer, electrical and storm drain GIS conversion projects, GIS database design, development of an ArcInfo-based GIS update system, and conversion of ArcInfo data into ArcSDE and ArcFM format.

Contact: Mr. Nosh Vadoli, Manager- Information Systems Division, City of Burbank, 275 E. Olive Ave., Burbank, CA 91510, 818-238-5090

Start Date: 1994  
End Date: 1999

### **Burbank Project 1: Water System GIS Conversion**

#### *Summary*

The City of Burbank contracted with Nobel Systems to convert water and reclaimed water atlas maps into ArcInfo GIS databases. Nobel Systems worked with their Public Services Department, in the source gathering and preparation efforts, data conversion and loading of completed data into the City's IBM RS workstation. Nobel Systems also contracted with the City to provide training on using the data.

#### *Description*

Using its proven methodology in data automation, Nobel Systems performed the initial conversion tasks in AutoCAD. AutoCAD was selected as the software for data conversion due its flexibility in data capture and neater positioning of features. The earlier aerial photogrammetry captured some hydrant positions. These positions were then highlighted in the City's water atlas sheets. The City also provided Nobel Systems with intersection details to get a best fit location for the pipeline, as offsets from the centerline. For hydrants not captured photogrammetrically, due to blocking vegetation and other obstruction features, Nobel Systems positioned the feature, depending on its predefined location on the atlas sheet. Water service laterals were also added as a part of this project. Attribute features were added such as size, diameter, material, and existing valve and hydrant databases were added to the ArcInfo database.

#### *Deliverables*

- Pilot area database
- Water system ArcInfo database
- Reclaimed water system ArcInfo database
- Plots

## **Burbank Project 2: Sewer System GIS Conversion**

### *Summary*

The City of Burbank contracted with Nobel Systems to convert their sewer system maps into an ArcInfo GIS database. Nobel Systems worked with their Public Works Department, in the source gathering and preparation efforts, data conversion and loading of completed data into the City's IBM RS workstation.

### *Description*

Using its proven methodology in data automation, Nobel Systems performed the initial conversion tasks in AutoCAD. AutoCAD was selected as the software for data conversion due its flexibility in data capture and neater positioning of features. The earlier aerial photogrammetry captured most sewer manhole positions. These positions were then highlighted in the City's sewer atlas sheets. Using a "heads-up" "connect-the-dots" technique, the pipelines were automatically drafted in the direction of flow. For manholes not captured photogrammetrically, due to blocking vegetation and other obstruction features, Nobel Systems positioned the feature, depending on its predefined location on the atlas sheet. In certain instances, Nobel Systems had to manually draft the pipelines, whenever a forced main was encountered. Sewer service laterals were also added as a part of this project. Attribute features were added such as invert elevation, size, diameter, material etc.

### *Deliverables*

- Pilot area database
- Sewer system ArcInfo GIS database
- Plots

## **Burbank Project 3: Stormdrain System GIS Conversion**

### *Summary*

The City of Burbank contracted with Nobel Systems to convert stormdrain maps into an ArcInfo GIS database. Nobel Systems worked with their Public Works Department, in the source gathering and preparation efforts, data conversion and loading of completed data into the City's IBM RS workstation.

### *Description*

Using its proven methodology in data automation, Nobel Systems performed the initial conversion tasks in AutoCAD. AutoCAD was selected as the software for data conversion due its flexibility in data capture and neater positioning of features. The earlier aerial photogrammetry captured most Stormdrain catch basin locations. These positions were highlighted in the City's construction plans. The manholes were positioned by drafting its precise location as an offset from the street centerline. Using a "heads-up" "connect-the-dots" technique, the pipelines and channels were automatically drafted in the direction of flow, For catch basins not captured photogrammetrically, due to

## Nipomo Community Services District – GIS facilities Conversion Project

blocking vegetation and other obstruction features, Nobel Systems positioned the feature, depending on its defined spot in the construction plan. Attribute features were added such as invert elevation, size, diameter, material etc.

### *Deliverables*

- Pilot area database
- Stormdrain system ArcInfo GIS database
- Plots

### **Burbank Project 4: GIS Update System for Water**

#### *Summary*

After completion of conversion of the City of Burbank's water facility data to ArcInfo, Burbank contracted with Nobel Systems to provide a GIS update system. Initially, the City did not think that there would be enough changes that would require a formal system, but within two years they had accumulated a backlog of updates. Nobel Systems developed and installed an ArcEdit update system at Burbank Water.

#### *Description*

Nobel Systems developed an ArcEdit menu-based update system. First, Nobel Systems met with Burbank to develop the specifications and user interface requirements of the update system. Several options were considered, but ArcEdit was chosen as best meeting the City's needs. Next, Nobel Systems developed an Alpha version for Burbank to test. Using this system designed to run on the City's GIS system, Burbank was able to update and maintain their water and reclaimed water facilities coverages in a proficient manner. Nobel Systems also installed the software and provided training to the staff.

### **Burbank Project 5: Electric Distribution GIS Conversion**

#### *Summary*

The City of Burbank contracted with Nobel Systems to convert their electric distribution atlas maps into an ArcInfo GIS database. Nobel Systems worked with their Public Services Dept., in the source gathering and preparation efforts, data conversion and loading of completed data into the City's IBM RS workstation. Nobel Systems was also contracted with the City to provide training on use of the data. The Burbank electrical distribution system includes over 27,000 services and a total of over 135,000 arc, point and annotation features.

#### *Description*

The first task was development of the database design. The next task was to produce color scans of the City's 65 atlas maps. Nobel then plotted these scans, which formed the source documents for data capture. The graphic capture process involved first geographically referencing the scanned images to Burbank's landbase. Using a 'heads up' digitizing technique the technician positioned arcs and nodes, to its best-fit location, using ACAD map. Each facility was assigned a unique ID, which was used to relate the

## Nipomo Community Services District – GIS facilities Conversion Project

feature to its respective set of attributes. The source documents were then scrubbed for attribute data. The scrubbed data was then entered in an Access database. On completion of the data capture process, the attributes were linked to the AutoCAD data through a LISP routine. A plot was generated and sent for QC. On completion of the QC process, the data was converted to ArcInfo and delivered to the City.

### *Deliverables*

- Electric distribution ArcInfo GIS database
- Check Plots

## **Burbank Project 6: ArcInfo-to-SDE and ArcFM Conversion**

### *Summary*

Burbank contracted with Nobel Systems to convert their electric distribution facilities data into SDE/Oracle format, to implement and install the data in a customized ArcFM system at Burbank, and to provide the training necessary to system users who will maintain the electric distribution facilities data as well as managers.

### *Description*

The City of Burbank has invested heavily in GIS technology as part of an overall effort to improve the Information Technology and reap the benefits of improved services and reduced costs. The Public Service-Electric Department was one of the last city departments to implement GIS. The city decided to implement the latest developments in GIS technology, object oriented GIS, as a way to meet both the needs of the department as well as to provide the experience needed to determine the plan for implementation city-wide. Nobel Systems worked closely with ESRI and Miner & Miner, developers of SDE and ArcFM, respectively. As the electric distribution GIS conversion was started one year before ArcFM was released, the first task was to revise the database design and rework the ArcInfo coverages to conform to the ArcFM data model. The next task was conversion of the ArcInfo coverages into SDE/Oracle databases. Finally, the Rule Based Interface was customized along with various point symbols in accordance with Burbank's specifications. Nobel Systems installed the data, software and provided user training to both editors and managers of the GIS database.

### *Deliverables*

- Electric distribution SDE/Oracle GIS database
- Installation of customized ArcFM RBE
- Training on use of ArcFM and GIS databases

## **Burbank Project 7: Phase 2 Electric Database Design**

### *Summary*

Burbank contracted with Nobel Systems to develop the database design for Phase 2 Electrical conversion, which includes transmission, substations and street lighting facilities data.

## Nipomo Community Services District – GIS facilities Conversion Project

### *Description*

Nobel Systems met several times with Burbank to review source maps and to discuss uses and applications of the GIS system. Based on this information, along with the knowledge gained in the SDE/ArcFM project, Nobel Systems developed the Phase 2 database design.

### *Deliverable*

- Phase 2 Electric database design documents (hard and soft copy)

### **City of Colton, CA**

Nobel Systems has completed six (6) separate projects for the City of Colton, CA over a period of 2 years, and was just recently awarded two additional projects, the city-wide water facilities GIS conversion, and the sewer pilot project. These completed projects include water, and electrical GIS conversion projects, GIS database design, and development of a MapObjects viewer for the water data applications

Contact: Ms. Michelle Pierce, Electrical Engineer, City of Colton, 650 N. La Cadena Dr., Colton, CA 92324, 909-370-6191

Start Date: 1998  
End Date: 2000

### **City of Colton, CA**

Michelle Pierce, 909-370-6191

\$79,876

Start date: December 1999

Estimated Completion Date: April, 2000

### **Colton Project 1: City Wide Water GIS Conversion**

#### *Summary*

In December 1999, the City of Colton contracted with Nobel Systems to develop the water and reclaimed water network for the City. The purpose of the Water System Distribution Data Automation Project is primarily to convert the City of Colton's water system information to GIS. Once converted, GIS will enable Colton to improve service and reduce costs. Also included in the project is the development of GIS maintenance software application, copying and scanning of source maps, training on GIS and the applications developed under this contract, and recommendations on the GIS computer hardware and software requirements. The end result will be a fully functioning GIS system in Colton's Water Services.

#### *Description*

The focus of the City of Colton GIS Data Conversion Project consists of converting all sectionals/as-built drawing data pertaining to potable and recycled water distribution

## Nipomo Community Services District – GIS facilities Conversion Project

systems into the City's ARC/INFO database. Nobel assigned a technician to work at Colton making scans and copies of source atlas and asbuilt maps for use in the project. The conversion process will include rectification of all features and interpretation of attributes depicted on existing sectionals, as-built drawings, and other source documents. It then upgrades previous Pilot Project data and complete automation of new pilot area data so that both conform to the Production Database Design. Nobel will provide applications for database maintenance and GIS-based data query and analysis. Nobel will also provide training to City Staff on use of applications.

### *Deliverable*

- Pilot area database
- Water system database
- Plots
- CD containing ArcInfo coverages
- Production and user AMLs

### **Colton Project 2: Database design for water and sewer**

#### *Summary*

The City of Colton contracted with Nobel Systems to develop a database design for the water and sewer facilities.

#### *Description*

The database design defined the detailed structure and specifications of the water and sewer GIS layers. The design specifications were documented in the form of a data dictionary. This dictionary contained a description of each layer, the data types used to model water and sewer facilities, table structures, item (field) definitions, coding schemes, and other relevant information. The data dictionary will serve as an information resource for conversion vendors, data maintenance staff, programmers, managers and end users, as to what GIS data is available, and what format they are on.

#### *Deliverables*

- Preliminary and final database design in Microsoft Excel

### **Colton Project 3: Water System Pilot GIS Conversion**

#### *Summary*

The City of Colton contracted with Nobel Systems to convert about 122 water asbuilt construction plans into a pilot ArcInfo GIS database. This included creation of data capture standards and ArcInfo plotting symbols.

#### *Description*

Nobel and the City staff met to review the technical aspects of the pilot project, which included receiving copies of the asbuilt sources, and a review of the preliminary data capture standards. Nobel then developed a written document for the water facilities data capture standards. All water facilities on the asbuilt plans were converted into GIS data for twelve (12) atlas grids. The conversion was done in AutoCAD, for the graphic capture, and Microsoft Access was used for attribute data entry. The AutoCAD data was converted to ArcInfo, and the Access data was converted to an ASCII file for import and link to the ArcInfo graphic database. Check plots were generated for QC, and edits were



## Nipomo Community Services District – GIS facilities Conversion Project

made on incorrect data. After editing a preliminary plot was generated and delivered to Colton for acceptance/review.

### *Deliverables*

- Pilot area ArcInfo database
- Plots

### **Colton Project 4: Update Street Centerline layers**

#### *Summary*

Nobel Systems updated the City's street centerlines layer and the streets annotation layer in ArcInfo format.

#### *Description*

Nobel Systems developed this street centerline editing and annotations creations using an ArcEdit menu-based update system. First, Nobel Systems met with Colton to develop the specifications and user interface requirements of the update system. Several options were considered, but ArcEdit was chosen as best meeting the City's needs.

#### *Deliverables*

- Str\_cent, center2, and str\_anno layers, in ArcInfo format on CD-ROM

### **Colton Project 5: Intranet Geobrowser**

#### *Summary*

Nobel Systems developed an intranet query system for the City of Colton's water and sewer GIS databases

#### *Description*

GeoBrowser is based on ESRI's MapObjects, customized to work on water and sewer facilities GIS systems. This approach has the advantage of high performance coupled with an easy-to-use graphics interface that is ideal for non-GIS staff. The system is designed to answer many GIS and facilities questions quickly and easily. It provides an interactive dynamic map of the entire service area. Nobel Systems customized and configured GeoBrowser for Colton's water and sewer system, and provided installation, testing and initial training.

### **Colton Project 6: Primary Electric Circuit Conversion**

#### *Summary*

The City of Colton contracted with Nobel Systems to digitize their primary electric circuits.

#### *Description*

Using its proven methodology in data automation, Nobel Systems performed the initial conversion tasks in AutoCAD. AutoCAD was selected as the software for data conversion due its flexibility in data capture and neater positioning of features. Nobel screen digitized the lines and nodes on the map, substituting line color for line type (solid, dashed, dotted, etc.). A plot was generated, compared to the original source, for a visual Quality Control check.

## Nipomo Community Services District – GIS facilities Conversion Project

### *Deliverables*

- AutoCAD drawing file
- Plots

### **Colton Project 7: GIS Electric Distribution Facilities Pilot Project**

#### *Summary*

Nobel Systems completed a Pilot Project for Colton electric distribution facilities, including development of data capture standards, ArcInfo plotting symbols, and ArcInfo format GIS databases of electric distribution facilities data.

#### *Description*

Nobel Systems developed a written document (preliminary and final) for electric distribution facilities data capture standards. These standards are based on similar projects Nobel Systems has completed, customized for Colton. This document defines the rules and standards for developing the electric distribution facilities GIS layer, both in the Pilot Project and in City-wide conversion. Nobel then converted the electric distribution facilities GIS data shown on the atlas and workorder documents into ArcInfo format GIS databases (for the same Pilot Project area done by Nobel Systems for water system facilities). The data is delivered in ArcInfo format on mutually agreeable media. Nobel implemented all changes and/or corrections marked by Colton on the preliminary plots as part of the project. During the Pilot Project technical questions arose on how to capture unique facilities situations. Nobel submitted written descriptions of these problems on PAR sheets to Colton, along with the necessary supporting information, for Colton to review and resolve these problems.

#### *Deliverables*

- Electric distribution GIS pilot database
- Plots

### **City of San Juan Capistrano, CA Sewer System GIS Conversion**

Contact: Mr. Eric Bauman- Associate Engineer, City of San Juan Capistrano, 34000 Paseo Adelanto, San Juan Capistrano, CA 92675, 949-487-4312

#### *Summary*

The City of San Juan Capistrano contracted with Nobel Systems to perform GIS conversion of their sewer system from construction asbuilt maps. Also included in the project is development of a GIS database maintenance and document management applications, scanning of asbuilt maps, and training on the applications developed under this contract.

#### *Description*

Copies of the source maps will be used as the primary data source for this project. Nobel Systems will review these maps and all source materials for unclear or ambiguous features. Using Nobel Systems' AutoCAD-based proprietary data capture methodology

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and system, sewer facilities data is captured, per the location information given on the source maps. Unique ID numbers are assigned to each arc and node feature at the completion of data capture for a given tile. Easements are captured using COGO. Street centerlines will also be constructed from source maps using SJC-approved methods. FEMA polygons will also be captured in AutoCAD. Plots are produced for completed tiles showing the arc and node ID numbers. These plots are used to “scrub” attribute data. “Scrubbing” refers to entering attribute data onto data entry forms. Technicians take a scrub plot and the associated source maps. The features on a source map are compared to the Scrub Plot, and the feature ID is written onto the form. Then the attribute values for that feature are read from the source map, and written onto the form. If a graphic (arc, node or easements) shown on a source map is missing from the scrub plot, it is sketched onto the plot along with the source map ID, and then highlighted for data capture later. The scrub forms are then given to the data entry person, who enters the data into a Microsoft Access database, using a data entry form. The form has validity and quality checks customized to meet SJC quality specifications. The scrub sheet is entered a second time (“double data entry”), and the two databases are compared. Differences are researched and corrected in the final database. The attribute data is exported into a text file, then linked to the AutoCAD graphics using a LISP program and the arc and node ID’s that are in both the graphics and attribute files. The data is then converted to the final ArcInfo format specified by SJC.

*Deliverables*

- Pilot area database
- Sewer system ArcInfo database
- Plots
- Database maintenance application
- GIS/document viewing application

**5.3 Project Organization.** Nobel Systems has developed a system of rotating project managers and lead staff between our U.S. and Indian operations, which results in well managed successful projects. Senior Nobel Systems management typically travel to India several times per year, and Indian staff comes to the U.S. as needed on projects. This gives Nobel Systems excellent project management controls and project communications within our organization. Michael Samuel and G. R. Venkatesh all take an active roll in every project, adding their years of technical and management experience in GIS conversion projects.

Project Manager: .....Michael Samuel, BS Engineering  
Data Conversion Manager, India .....G.R. Venkatesh, BS Civil Engineering

Upon review and acceptance of the project set up materials by Nipomo Community Services District, these production materials (the procedures, data capture standards, copies of source maps, digital data, and applications programs- Access and AutoCAD macros), necessary to start production will be transferred to India by FedEx. Mr. G.R.

Nipomo Community Services District – GIS facilities Conversion Project

Venkatesh will set up the project. Mr. Venkatesh will train the team members and manage production. Completed work will be sent via FTP on a weekly basis to Nobel Systems – San Bernardino. Email, telephone, fax and express delivery service are used as needed to insure good communication and production work flow. Mr. Samuel will manage the day-to-day aspects of the U.S. portion of the process, which includes receiving the data from India, generating QC plots, table QC, running QC programs, making final edits in ArcInfo, delivery of intermediate and final data to Colton, handling PARS, rework, and all communications and meetings with the client.

**5.4 Key Staff Resumes**

Project Manager ..... Michael Samuel  
Data Conversion Manger, India ..... G.R. Venkatesh

**MICHAEL SAMUEL- Project Manger**

*Summary.*

Michael Samuel is the President and CEO of Nobel Systems, Inc. He earned his BS degree in Mechanical Engineering from the University of Madras, India. He has over 18 years of work experience of which more than ten (10) are in Geographic Information Systems (GIS). He also has a wide experience in marketing and project management. Mr. Samuel’s unique skills have helped grow Nobel Systems from a one-person operation to a 50 plus member team in less than 5 years. His marketing skills have given the company sufficient business every year.

*Principal GIS related experience*

In his role as Project Manager, Mr. Samuel oversees both the management and customer liaison of large GIS projects. He applies the procedures and methodologies developed for the project. A few of his typical projects are outlined below:

- City of Glendale. In 1999, City of Glendale Water Department contracted with Nobel Systems to provide GIS data conversion services for their water distribution network. The project includes development, installation and training of GIS database maintenance and viewing applications for Glendale, as well as scanning services. This project is scheduled to complete the end of 1999. Mr. Samuel was primarily responsible for developing the RFP and database design, and working out the overall project plan with Glendale.
- City of Colton. The City of Colton contracted with Nobel Systems to provide a GIS pilot database for their water network. Mr. Samuel was responsible for project implementation of the Pilot Project, develop standards, customize the database design, and create a PMP.
- County Sanitation Districts of Los Angeles County. Mr. Samuel was the Project Manager for the District’s GIS implementation project. He created the database design, process flow and project standards. He coordinated the production activities between the San Bernardino office and the Nobel production facility in Bangalore,

## Nipomo Community Services District – GIS facilities Conversion Project

India. The customer was very appreciative of fast turnaround of high quality data from time of shipment of sources.

- Irvine Ranch Water District (NCSD). Nobel completed a project with NCSD, through ESRI, to develop the GIS database for their sewer, water and reclaimed water network. Mr. Samuel was actively involved in the Project Management and customer feedback implementation. He was solely responsible for keeping the project on schedule, notify clients on data errors, track PARs, develop status reports and a PMP. He was also responsible to provide key people at NCSD site for data updates.
- Elsinore Valley Municipal Water District. Nobel bid this project directly, to develop the GIS database for their sewer, water and reclaimed water network. Mr. Samuel was actively involved in the bid process, contract negotiations, Project Management and customer feedback implementation. He was solely responsible for keeping the project on schedule, notify clients on data errors, track problems and resolution, develop status reports and a Project Management Plan.
- City of Burbank. Mr. Samuel directed the Project Managers by fully explaining customer's needs and special requests. His responsibilities included overseeing the timeline and ensuring adherence to delivery dates. He was instrumental in securing this Contract against significant competition.
- East Bay Municipal Utility District. Mr. Samuel was responsible in negotiating this contract with Montgomery Watson, Sacramento, CA, to deliver digital data to the client. He negotiated with the USGS to procure the contour information and arranged for automatic vectorization as well as data conversion to ArcInfo. His efforts to deliver the product on time and on budget were well appreciated by the client.
- Other Experience. Mr. Samuel was a representative for a Japanese Trading Company, Nissho Iwai Corporation. He was a specialist in negotiating contracts for large power plants supplied to developing countries. He set up a professionally managed after sales service unit to organize annual maintenance for these power plants.

Other GIS project management experience includes:

- Helix Water District, CA (1989),
- City of Manhattan Beach, CA (1990),
- City of Malibu, CA (1990),
- Eastern Municipal Water District, San Jacinto, CA (1991),
- City of Philadelphia, PA (1992),
- Four Corners Pipeline Co., Long Beach, CA (1992),
- Santa Fe Pacific Pipelines, Los Angeles, CA (1993),
- Chevron Pipeline Co., Bakersfield, CA (1993),
- Santa Ana Watershed Project Authority, Riverside, CA (1993),
- City of Glendale, CA (1994),
- City of Spokane, CA (1995),
- City of Redlands, CA (1996),
- Digital Nautical Charts for the Defense Mapping Agency (1996),
- City of Casper, WY (1996), Nipomo Community Services District (1996),
- City of Philadelphia, PA (1997),

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- Rancho California Water District, CA (1998),
- Planning Department, City of Los Angeles, CA (1998)

### Membership in Professional Societies

- Member in the Advisory Committee - ITT Technical Institute, CA
- Member, GIS Advisory Committee – Pasadena City College, CA
- Association of Overseas Technical Scholarship, Japan
- Sponsor - UC Riverside Entrepreneur program, CA
- Member – Inland Empire Technology Entrepreneurs
- Treasurer – Norton Area Business Association

### **G.R. VENKATESH, Data Conversion Manger, India**

#### *Summary.*

Mr. G. R. Venkatesh is the Vice President- Operations of Nobel Systems' production facility in Bangalore, India, where he has full responsibility for all aspects of this unit. Mr. Venkatesh has 28 years professional experience in mapping, surveying and GIS, including technical, managerial and instructional positions. He has a B.S. degree in Civil Engineering from the University of Madras, India, and an M.S. degree in Geo-Informatics from the world renowned International Institute of Aerospace Survey and Earth Sciences (ITC), Netherlands. Mr. Venkatesh has expert knowledge in land surveying, photogrammetry, GIS, topographic mapping and remote sensing. As a commissioned officer in the Indian Army Corps of Engineers, he rose to the rank of Lt. Colonel.

#### *Principal Mapping and GIS related experience*

In his role as Operations Manager, Mr. Venkatesh works as both office manager and project manager, drawing on his many years experience in digital mapping.

- National Survey Authority, Sultanate of Oman. Mr. Venkatesh established the Photogrammetric Department at the National Survey Authority of Oman. He brought the department from the planning stage to full production of digital terrain and infrastructure maps.
- Survey of India, Personnel and Technical Administration. Mr. Venkatesh was promoted to executive level position of Deputy Director, Personnel and Technical Administration, where he had managerial responsibility for budget, planning and administrative functions for over 1,000 staff.
- Survey of India Drawing Office- Cartography. Mr. Venkatesh was Officer in Charge of the Drawing Office- Cartography. This section is a production map unit responsible for both manual and digital map production, and has a staff of 180 engineers.
- Survey of India- Digital Mapping Center. Mr. Venkatesh was Officer in Charge of the Digital Mapping Center. This section creates digital maps using photogrammetry, GIS and related technologies, and has a staff of 150 engineers.
- Survey of India- Topographical Field Unit. As Officer in Charge, Mr. Venkatesh planned and executed the International Boundary Demarcation between India and

## Nipomo Community Services District – GIS facilities Conversion Project

Bangladesh for two sectors – totaling over 600 miles of international boundary. Mr. Venkatesh's unit included over 300 field surveyors and engineers.

- Indian College of Military Engineering. Mr. Venkatesh was Instructor in surveying, photogrammetry and GIS. He planned and conducted college level courses for Corps of Engineers surveyors and engineers.
- Survey of India- Training Institute. Mr. Venkatesh was Instructor in surveying, photogrammetry and GIS. He planned and conducted college level courses for Corps of Engineers surveyors and engineers.
- Indian Army Corps of Engineers. Held various Commissioned Officer appointments in the Corps of Engineers, Indian Army.

### Membership in Professional Societies

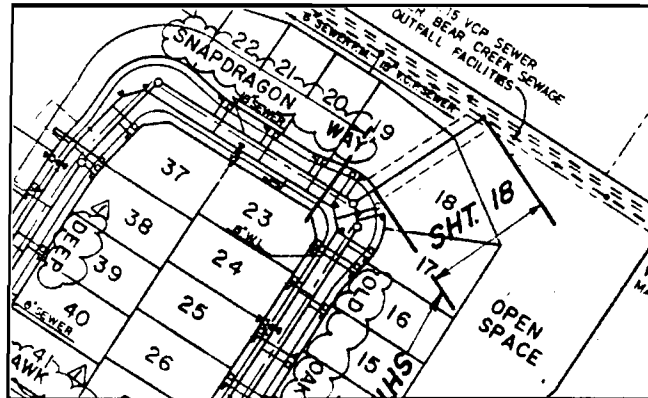
- Member Institution of Military Engineers, India
- Member Institution of Surveyors, India
- Member Indian National Cartographic Association

This proposal is valid for 60 days.

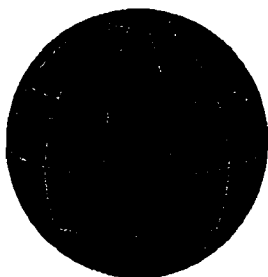
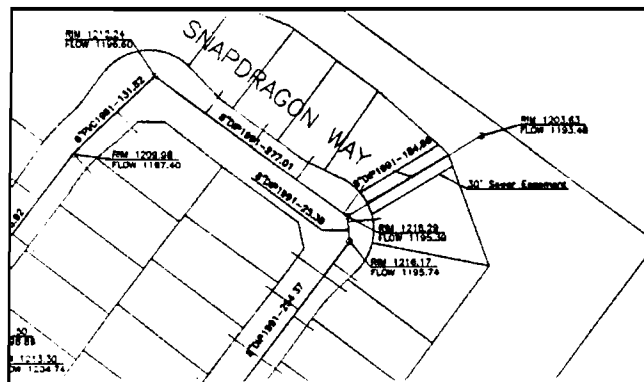
[end proposal]

# GIS DATA CONVERSION

Converting your maps . . .



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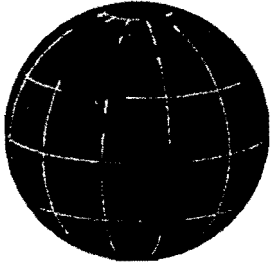


## NOBEL SYSTEMS

Quality Data Conversion  
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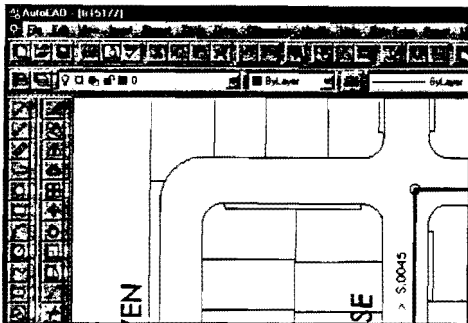


# NOBEL SYSTEMS



Nobel Systems is a privately held corporation that specializes in conversion of paper maps into high quality geographic information system (GIS) databases for a wide range of clients in the United States and throughout the world. Nobel Systems is based in San Bernardino, California, and has an additional production facility in Bangalore, India. The company was founded in 1988 and has over 40 full time staff who are highly skilled and experienced to do the best quality GIS data conversion at the most affordable price.

**Projects.** Nobel Systems has successfully completed GIS projects for cities, utilities, pipeline companies, telecommunication companies, and the National Imagery and Mapping Agency (NIMA). Nobel Systems specializes in high quality data conversion of parcel landbases, facilities (water, electric, sewer, storm water and reclaimed water), and zoning as well as database design, landcover mapping, petroleum pipelines and address geocoding. Nobel Systems provides both one-time and on-going database conversion and maintenance services, and has also developed and installed complete GIS database update systems for clients who want to do their own database updates.

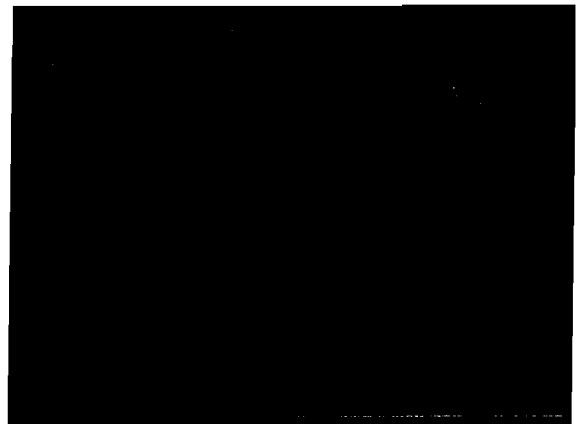
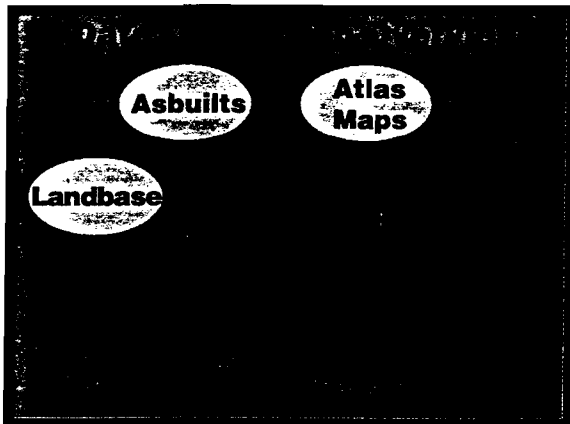


**Technology.** Nobel Systems uses the latest in GIS and computer mapping systems, including products from ESRI (ArcInfo, ArcView, QCVIEW, ArcCAD) and Autodesk (AutoCAD, AutoCAD Map), along with custom programs to meet our customers needs. Nobel Systems works closely with the leaders in the GIS software industry to keep current with the newest developments that improve quality, add new functions and lower the cost to our clients.



**People.** Nobel Systems' staff includes production technicians, computer programmers, project managers, and senior management. Simply stated, Nobel's people are the best. They provide our customers with highest quality data and systems, within budget and on time. Nobel Systems prides itself on delivering the highest quality GIS data at very competitive prices, due to our offshore production facility.

# GIS DATA CONVERSION



**GIS Data Conversion at Prices You Can Afford.** Many organizations have decades worth of data and information locked up in paper and Mylar maps, maps that are physically deteriorating, and are costly and difficult to keep up to date. GIS offers state-of-the-art applications to better operate and manage your organization, but you need your organization's map data converted to reap the cost and management benefits of GIS. Conversion of traditional map data to GIS is the single biggest expense in implementing your GIS. Nobel Systems just made things easier and cheaper for your organization. Nobel Systems offers high quality GIS data conversion at prices you can afford.

## EXPERIENCE

Nobel Systems has served a wide range of organizations in developing their GIS systems:

### **Cities**

- Parcel landbase development
- Water facilities data conversion
- Sewer facilities data conversion
- Electric facilities data conversion
- Storm drain facilities data conversion
- Zoning maps conversion
- Database design
- Needs assessment, scope of work dev.
- GIS Address matching

### **Pipeline Companies**

- Pipeline facilities conversion

### **Water Districts**

- Water facilities data conversion
- Sewer facilities data conversion
- Reclaimed water facilities data conversion
- Database design
- Environmental mapping
- Database automation


### **Telecommunications**

- Parcel landbase development

### **Defense**

- Digital nautical charts

JAN 17 2001

TO: BOARD OF DIRECTORS - NCSD  
FROM: DOUG JONES   
DATE: JANUARY 17, 2001

## SUMMIT STATION – REBATE PROGRAM

### ITEM

Consideration of Staff Recommendation for a Rebate Program Pursuant to Boyle Engineering Report on the Summit Station Evaluation.

### BACKGROUND

The Board has previously reviewed the Boyle Engineering Report on the Summit Station Evaluation. The Board has authorized by motion and vote a rebate program to certain Summit Station residents to cover a portion of the costs relating to installation of individual booster pumps on the customer side of the meter. This recommendation by Boyle was determined by the Board to be the most cost-effective methodology for relieving low-pressure complaints. The Boyle Report determined that the cause of low-pressure complaints was based upon the failure of the on-site plumbing systems of those complaining to comply with the Uniform Plumbing Code.

### RECOMMENDATION

Staff recommends participation in a full or partial rebate program for installation of on-site booster pumps not to exceed \$2,000.00. Installation will be based upon compliance with District application for pressure pump rebate program. Payment of the rebate will be made after the booster pump was installed pursuant to the "Application for Pressure Pump Rebate Program".

Boyle Engineering has indicated that there are approximately 21 homes at or above the house pad elevation of over 442 feet, which could participate in the installation of on-site booster pumps. (See attached Table 2) Of these locations, eleven (11) of the property owners have signed the application for water service which acknowledges that customers in areas of low pressure may need booster pressure devices and that the customer is to install and maintain the device. Since these customers were notified before receiving water service, the Board may wish to exclude them from the rebate program.

This item is brought before the Board for discussion. If the Board approves the draft application rebate program, this item will be brought back with a resolution for adoption approving the rebate program.

**NIPOMO COMMUNITY SERVICES DISTRICT  
APPLICATION FOR PRESSURE PUMP  
REBATE PROGRAM**

I, \_\_\_\_\_ (Applicant) am the owner of certain real property located  
at \_\_\_\_\_  
Street address APN#

Applicant requests participation in the Nipomo Community Service District's (District's) pressure pump rebate program and agrees to install and operate the booster pump in accordance with District's rebate procedures and guidelines.

**DISTRICT REBATE PROCEDURES AND GUIDELINES**

A. This program is available to those existing District residents that meet or satisfy the following qualifications:

1. Location of real property with a house pad elevation at or above 442 feet taken from the Summit Station Assessment District contour map
2. Complete this application.
3. This Application has been approved in writing by the District prior to Applicant incurring costs.

B. Pursuant to the following terms and conditions the District will rebate up to two thousand dollars (\$2,000) of Applicant's invoiced costs upon being presented with both the invoices identified in Paragraph 1 below and the verifying statement identified in Paragraph 2 below.

1. Invoices\*:
  - a. Purchase of booster pump
  - b. Invoices from licensed plumbing contractors verifying that the booster pump was installed in accordance with manufacturer's guidelines and industry standards.
  - c. Invoices from licensed electricians for installing electrical service to the booster pump and verifying that such installation was completed in accordance with manufacturer's guidelines and industry standards.

\* The work of individual homeowners/applicants in purchasing and installing the booster and/or electrical services is not subject to the District's rebate program.

2. Verifying Statements
  - a. Written statement of Applicant verifying that the booster pump was installed in accordance with manufacturer's guidelines and industry standards and that electrical services to the booster pump were installed in accordance with manufacturer's guidelines and industry standards: or

NIPOMO COMMUNITY SERVICES DISTRICT  
APPLICATION FOR PRESSURE PUMP  
REBATE PROGRAM

- b. Written statement of licensed plumbing contractor, on the contractor's letterhead and identifying the contractor's license number, verifying that the booster pump was installed in accordance with manufacturer's guidelines and industry standards; and
  - c. Written statement from licensed electrical contractor, on the contractor's letterhead and identifying the contractor's license number, verifying that electrical services to the booster pump was installed in accordance with manufacturer's guidelines and industry standards.
- 3. The District recommends but does not require that Applicant have their individual service lines (from the meter to their residence) checked by a plumbing contractor to verify quality and size of service lines.
  - 4. The Applicant is responsible for the installation, operation and maintenance of individual booster pumps including the supply of electrical service to the booster pump. Applicant, by signing this Agreement, agrees to hold the District harmless for any payments/costs over and above the rebate amount for installation, operation, or maintenance of individual booster pumps, including the supply of electrical services to the booster pump.
  - 5. The District does not warrant and/or guarantee the quality or mechanical function of individual booster pumps installed by Applicants and/or their contractors.
  - 6. The District does not warrant or guarantee the work of contractors hired by individual Applicants.
  - 7. For those Applicants that have appropriate quality and sized service lines (from the meter to their residence) the District has been presented with evidence that the installation of an individual booster pump will improve water service to the Applicants residence. However, the District does not warrant and/or guarantee that the installation of individual booster pumps will improve water pressure delivery to individual residences.

Date \_\_\_\_\_, 2001

\_\_\_\_\_  
Applicant

APPROVED: NIPOMO COMMUNITY SERVICE DISTRICT

Date: \_\_\_\_\_, 2001

\_\_\_\_\_

TABLE 2  
NIPOMO CSD - SUMMIT STATION SERVICE SU.

Meter Unit	Owner Name	Address	Meter Size (in)	Meter Elevation (ft) <sup>1</sup>	House Pad Elevation (ft) <sup>1</sup>	Diameter of Connection to House (ft) <sup>2</sup>	Water Service <sup>3</sup>	Backflow Preventer <sup>3</sup>	Code <sup>4</sup>	Notes
10	Bantz, John	1530 Dale Ave	1	455	490	1 1/2	Yes	No	V H X	
134	Mauss, Edward and Marianne	1345 Ewing Rd.	1	378	472	1 1/2	Yes	Yes	X	Staff reported high use - 8/7/99. Pressure fluctuation - 9/17/99. No water - 9/27/99, 3/14/00. Low pressure complaint - 10/13/99. House
126	Gonzales, Modesto and Rosalita	Summit Station Rd.	1	455	471		Yes	No	X	
125	Holder, Fred	234 Summit Station Rd.	1	455	471		Yes	Yes	X	Low pressure complaint - 7/28/99, 7/30/99, 8/7/99, 8/11/99, 9/27/99, 11/1/99. Air in line - 3/16/00. Pressure fluctuation - 9/17/99. No water
135	Hudson, John	1252 Futura Lane	1	458	469		Yes	Yes	X	
123	Hodges, Mary	268 Summit Station Rd.	1	457	466		Yes	Yes	X	
122	Crosby, Lavern, P.	1254 Futura Lane	1	458	463		Yes	Yes	X	
118	Swanson, Wilbur	1250 Futura Lane	1	458	463		Yes	Yes	X	Low pressure complaint - 7/30/99
7	Heller, Lee and Melissa	165 Poppy Lane	1	459	462	1	Yes	No	V H X	
37	Frankle, Shirley	1467 Dale Ave.	1	449	462	1	Yes	Yes	X	Low pressure complaint - 7/22/99, 8/2/99, 9/28/99. Pressure fluctuation - 5/5/00. House is 14 ft. above meter. Tested, modeled 9/00.
6	Gray, James and Terri	145 Poppy Lane	1	459	460	1	Yes	No	V H X	Air in line complaint - 9/7/99
141	Hampton, Richard	1335 Hetrick			459		No			
107	Gillespie, Scott and Carol	259 Summit Station Rd.	1	457	457		Yes	No	V H	Low pressure complaint - 11/15/99, 11/17/99, 12/6/99
105	Baird, Timothy and Laune	271 Summit Station Rd.	1	457	454		Yes	Yes		Low pressure complaint - 8/11/99
109	Offermann, Gene and Susan	243 Summit Station Rd. (2nd service)	1	453	454		Yes	No	V H	Low pressure complaint - 10/4/99
106	Stevens, Tim	231 Summit Station Rd.	1	453	454		Yes	No	V H	Low pressure complaint - 8/11/99
136	Kaplanek, Robert and Katherine	273 Val Verde Lane	1	440	453		Yes	Yes		No water - 3/9/00, 5/17/00 (customer had broken line behind house)
121	Gray, Miranda and Raynor, Dianita	1225 Futura Lane			453		No			
102	Horn-McCoy, Cynthia	267 Summit Station Rd.	1	459	452		Yes	Yes		
104	Kaye, Eugene	275 Summit Station Rd.	1	456	452		Yes	Yes		No water - 3/9/00, 3/14/00. Air vac can leaking 5/8/00. Low pressure complaint - 6/21/00.
5	Wrzenski, Daniel	1620 Dale Ave.	1	419	450	1	Yes	No	V H X	
5	Wrzenski, Daniel	150 Poppy Lane (2nd service)	1	450	450	1	Yes	No	V H X	
119	Taliman, Christopher	1230 Futura Lane	1	458	449		Yes	Yes		No water - 3/14/00. Low pressure complaint 3/22/00.
137	Black, Andrew and Susan	251 Val Verde Lane	1	440	448		Yes	Yes		
74	Beck, Clay & Kathy	1366 Hetrick	1	447	448		Yes	Yes		
75	Esmay, Tim	1387 Hetrick	1	442	446		Yes	Yes		
128	Zielke, Larry and Mollie	226 Summit Station Rd.	1	444	445		Yes	Yes		
110	Hurdle, Marc	225 Summit Station Rd.	1	458	445		Yes	Yes		
142	Hirtz, Gary and Lorne	1376 Ewing	1	428	445		Yes	Yes		
139	Herrera, Joseph (2nd service)	1248 Futura Ln.	1	458	445		Yes	Yes	X	Low pressure complaint - 6/7/99, 10/28/99
38	Blair, Robert	1449 Dale Ave.			445		No			
139	Willara, Elviano	270 Val Verde Lane	1	440	444		Yes	Yes	X	
42	Armstrong, Richard and Esther	1448 Ewing	1	440	443		Yes	Yes	E V H	
115	Johnson, Samuel	1285 Hetrick	1	427	443		Yes	Yes		
138	Bell, Derek and Cynthia	260 Val Verde Lane	1	440	442		Yes	Yes		
106	Pryor, Dorothy	265 Summit Station Rd.	1	457	439		Yes	Yes	E V H	
22	Weber, Ramon	1565 Dale Ave.	1	431	437		Yes	No	E V H	No water - 3/14/00/99
106	Carson, John and Karen	267 Summit Station Rd.	1	457	434		Yes	Yes		
112	Neumann, Helmut	1229 Hetrick Ave.	1	430	432		Yes	Yes		Meter on Summit Sta. Rd.
95	Leon, Sal	335 Summit Station Rd.	1	440	430		Yes	Yes		
32	Rilling, Robert and Jane	1511 Dale Ave.	1	438	430	1 1/2	Yes	Yes		
77	Ricker, John and Alice	1330 Hetrick	1	432	430		Yes	No	V H	Low pressure complaint - 12/1/99
100	Cal Fire Wire Pension Dba	325 Summit Station Rd.	1	437	429		Yes	Yes	E V H	
165	Aheworth, Jim	1441 Ewing Ave.	1	429			Yes			
70	Lynch, Dale E. & Kai	344 Apache Trail	1	428			Yes	No		
12	Freeman, M.A.	181 Sunlust Lane	1	427	428		Yes	Yes		
97	McGregor, J.F.	1129 Hetrick	1	412	428		Yes	Yes		
93	Simmons, Dan and Mona	1133 Hetrick	1	412	427		Yes	Yes		
91	Ross, Gary and Marilyn	375 Summit Station Rd.	1	429	426		Yes	Yes		
8	Pabst, Larry	190 Poppy Lane	1	422	425		Yes	No	V H X	No water - 3/14/00
41	Parkhurst, Joe	1448 Hetrick	1	420	425		Yes	Yes		
39	Twist, John	1437 Dale Ave.	1	407	425		Yes	Yes		
110	Ybarra, Angela	221 Summit Station Rd. (2nd service)	1	445	423		Yes	Yes		
71	Weaver, Robert	358 Apache Trail			423		No			
18	Wauugh, Donald	1577 Dale Ave.	1	422			Yes			
88	Ames, Paul & Dorothy	1192 Hetrick	1	420			Yes			
98	Busch, Michael & Janet	1127 Hetrick	1	420			Yes			
96	Sweeney, Evelyn L.	352 Apache Trail	1	415			Yes			
129	Martin, W.P.	220 Summit Station Rd.	1	415			Yes			
60	Werner, Leland & Betty	1455 Ewing Ave.	1	415			Yes			
82	Laroche, Roger A.	1155 Hetrick	1	415			Yes			
46	McDonald, Margaret	312 Applegate Way	1	414			Yes			
111	Kraps, Roy & Joetta	213 Summit Station Rd.	1	412			Yes			
94	Beightol, W.S.	1111 Hetrick	1	411			Yes			
89	Aero Camino Ranch	Hetrick Rd.	1	408			Yes			
40	Oliver, Michael	1417 Dale Ave.	1	407			Yes			
87	Gimbal, Denise	1228 Hetrick	1	405			Yes			
57	McConeghy, Mark	1475 Ewing Ave.	1	404			Yes			
38	Selle, Steve	235 Wagon Wheel Way	1	400			Yes			
56	Lopez, David G.	1468 Pomeroy Rd.	1	398			Yes			
33	Jones, Jeffrey & Rosalita	230 Wagon Wheel Way	1	397			Yes			
65	Rucker, Gary L.	1279 Pomeroy Rd.	1	396			Yes			
29	Teixera, Edwen & Joann	1512 Ewing	1	395			Yes			
19	Johnson, Arnold W.	235 Applegate Way	1	394			Yes			
83	Lopez, Juan	1381 Pomeroy Rd.	1	393			Yes			
56	Matthews, Parter J.	435 Aurelia Lane	1	391			Yes			
137	Brown, Robert									

TO: BOARD OF DIRECTORS  
FROM: DOUG JONES  
DATE: JANUARY 17, 2001

AGENDA ITEM  
JAN 17 2001



ANNEXATION REQUEST  
TRACT 2325 (MARTIN)

**ITEM**

The District received a request from John Martin to annex Tract 2325, a 55-lot development on 160 acres fronting Willow Rd. across from Black Lake Golf Course

**BACKGROUND**

The request for annexation of Tract 2325 includes 55 lots on 160 acres fronting Willow Rd. and by West Wind Way on the east side, Sundale Way on the west side and Dawn Rd. on the southerly side. The developer is requesting water and fire services for his development and therefore requesting annexation to the District. Each lot will have on-site wastewater disposal.

The District's present annexation policy requires that the applicant provide a water supply with the annexation which may consist of a well with a 5-year pumping history, retrofitting on a 2:1 basis, or providing a supplemental water supply. The inventory for the retrofit program have been encumbered, therefore, none would be available for this or future annexations. The well with a 5-year pumping record or an alternate water supply will be the options available for this proposed annexation.

The developer's original concept was to have an on-site water supply developed and maintained by a homeowners association or equivalent. The District is on record of opposing a homeowner association for utility operations due to their often inefficiency of operations.

**Alternate Water Supply**

The Board may wish to establish a policy of developing an "in lieu" retro-fit or a supplemental water supply fee. A parcel could be annexed with an appropriate fee paid for the estimated cost of an alternate water supply.

If your Honorable Board wishes to consider a policy establishing an "in-lieu" retrofit or supplemental water fees, they may direct staff accordingly. Staff could develop an estimated in-lieu fee for possible comparison with the Kennedy-Jenks alternate water supply study.

**RECOMMENDATION**

Staff recommends that your Honorable Board look favorably on the annexation of Tract 2325 and direct staff to develop the concept of an in-lieu fee with possible comparison with the Kennedy-Jenks alternate water supply report associated costs.



Martin ♦ Farrell  
Homes, Inc.

330 E. Canon Perdido St., Suite F  
Santa Barbara, CA 93101

Telephone (805) 962-8299  
Facsimile (805) 962-2919

December 29, 2000

Mr. Doug Jones  
Nipomo Community Services District  
148 South Wilson Street  
Nipomo, CA 93444

RE: Annexation Request, Tract 2325

Dear Doug,

Please find attached the completed application form you requested of me for the subject tract. I am looking forward to being on your next Board agenda. Please let me know what will be recommended ahead of time. Thank you for your help.

Sincerely,

JON MARTIN

JAN 2 2001  
REC'D  
COMMUNITY



NIPOMO COMMUNITY SERVICES DISTRICT

Request For Annexation

Property/Project Information and Proposal  
(To be completed by Project Proponents/Owners)

1. Property Owner: Glenn Handel, et al.  
Address: Willow Road at Sundale
2. Developer: Martin Farrell Homes, Inc.
3. Engineer: RRM Design Group
4. Assessor's Parcel Number: 91-240-01, 91-232-02, -42
5. Location:
  - A. Text/Legal Description: \_\_\_\_\_  
See attached legal description  
\_\_\_\_\_
  - B. Provide Map (attachments)
6. General Description of Project: Annexation to allow water service from NCS D to approved tentative map 2,325, consisting of 55 single family lots, each one acre in size, approximately 75 acres of undeveloped open space and 5 acres of landscaped open space.
7. Services Requested from NCS D: \_\_\_\_\_
  - A. Water: 55 single family connections & 2 or 3 common landscape meters.
  - B. Sewer: \_\_\_\_\_
8. Current Zoning: Rural residential
9. Identify any proposed or pending zone changes on the property to be annexed (Ref. District Resolution No. 197):
  - A. Maximum number of units based on current zoning: 55 units - approved tentative map.
  - B. Maximum number of units based on proposed zoning: N/A - Tract 2,325 is an approved project.
10. Proposed number of Residential Units:  
(Describe phased construction plan if applicable)  
Phase 1 = 32 units, Phase 2 = 23 units.  
\_\_\_\_\_

v.	15-92
v.	7-8-92
	6-30-92

11. If non-residential use, provide information as to number of plumbing fixtures, manloading, intended use, etc. (Describe phased construction plan if applicable):

\_\_\_\_\_  
\_\_\_\_\_

12. Total acreage of proposed project: 160 acres

13. Total acreage of proposed annexation: 160 acres

14. If total acreage to be annexed differs from the acreage to be developed, explain the difference:

\_\_\_\_\_  
\_\_\_\_\_

15. Status of water resources available on proposed annexation acreage:

A. Quantity (pumping log and date: \_\_\_\_\_)

B. Quality (quality tests and date: \_\_\_\_\_)

C. Other information: Property is in an area known to have substantial groundwater availability.

D. Water resources to be dedicated to NCSD: \_\_\_\_\_  
Water rights appurtenant to the overlying subdivided lots, and well site location, if desired by NCSD.

16. Description of existing and proposed wastewater disposal system: None existing, none proposed.

\_\_\_\_\_  
\_\_\_\_\_

17. Reason proponents are requesting annexation: \_\_\_\_\_  
To enhance groundwater basin management by avoiding construction of a private water system, and to avoid private system maintenance for future homeowners.

18. ~~Other comments:~~ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:**

In its effort to make a competent and informed annexation decision, NCSD may, at its sole discretion, request additional information from the proponent(s) of the annexation, and/or revise this checklist as NCSD deems necessary.

By signing below, I certify that I am the Owner of said property, or am empowered to act on the Owner's behalf, and that I understand the information provided herein by me or my representatives is true to the best of my knowledge.

Signed:  \_\_\_\_\_

Full Name: Jon Martin

Street Address: 330 E. Canon Perdido St., #F, Santa Barbara,

Mail Address (If different): \_\_\_\_\_ CA 93101-7229

Home telephone number: \_\_\_\_\_

Work telephone number: (805) 962-8299

(BLACK LAKE GOLF COURSE)  
APNs 041-414

WILLOW ROAD

T: 1256  
APNs 041-344

APNs 041-030-016

SUN DALE WAY

APNs 041-030-024

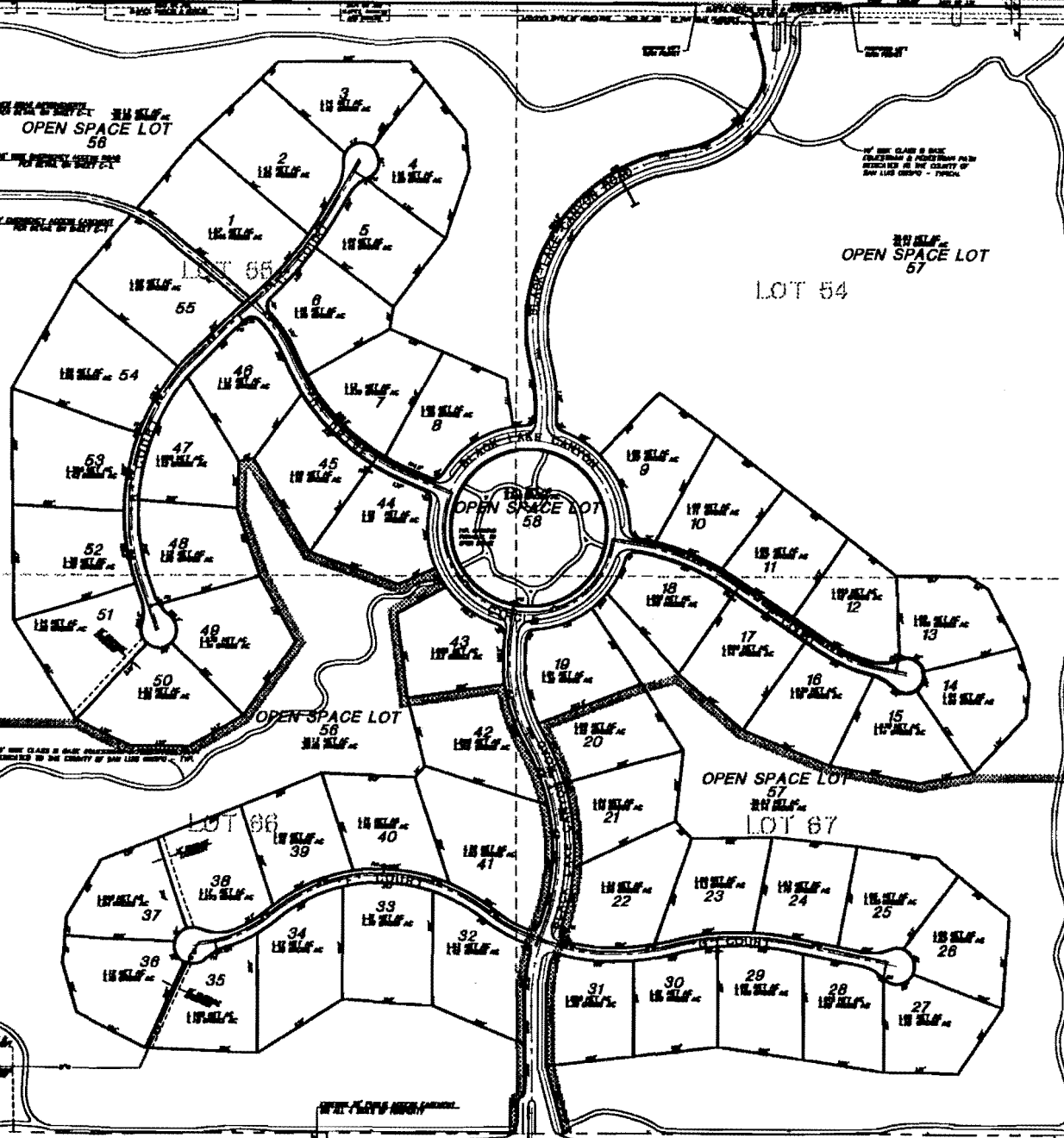
APNs 041-340

WESTWIND WAY

APNs 041-232-008

APNs 041-232-008

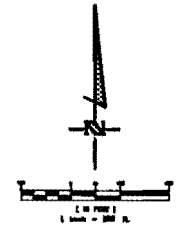
APNs 041-232-007



**NOTES:**

- 1) ALL LOTS HAVE INDIVIDUAL SEPTIC SYSTEMS.
- 2) PHASE I WATER SUPPLY TO INCLUDE WELL, TANK, RESERVOIR & PIPING THROUGH 1" COUPLER AND BLACK LASE TO PHASE I. SURFACE IMPROVEMENTS ARE NOT INCLUDED.
- 3) PHASE I = 32 LOTS  
PHASE II = 30 LOTS

PHASE 1  
PHASE 2



**SRM DESIGN GROUP**  
Architects Planning Engineers Surveyors Interior Designers  
200 First Street, San Luis Obispo, California 93401  
805 First Street, Suite 100, San Luis Obispo, California 93401  
Tel: 805/762-1100 Fax: 805/762-1101  
www.srm-design.com

**TRACT 2325**  
**TENTATIVE TRACT MAP**  
**C-2 - SHEET 2 of 3**  
September 1998

APNs 041-232-013      APNs 041-232-048      **DAWN ROAD**      APNs 041-232-048      APNs 041-232-022

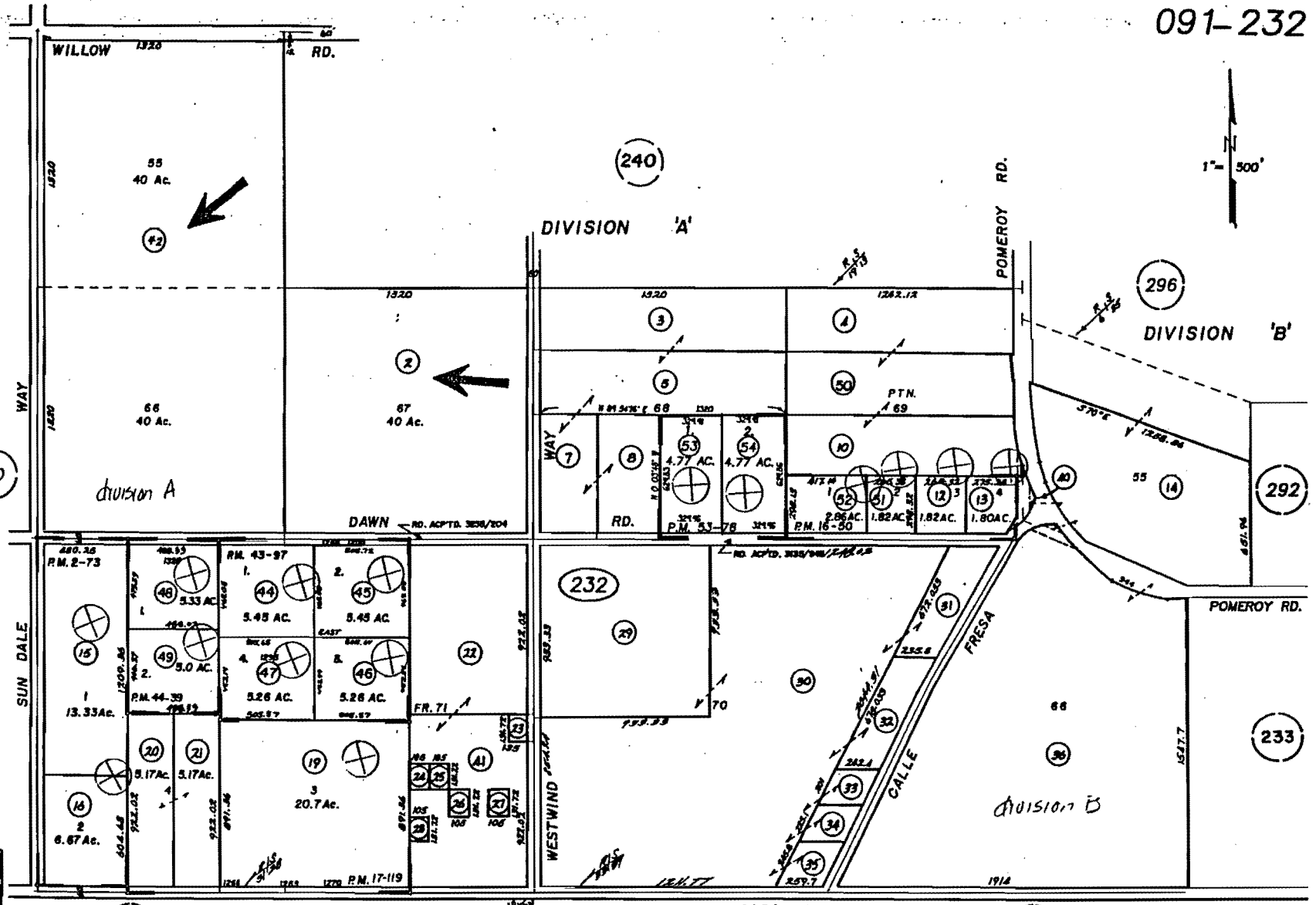
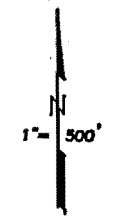


SLO-67212 LG

**LEGAL DESCRIPTION**

Lots 54, 55, 66 and 67 in Division "A" of Pomeroy's Subdivision of a part of the Los Berros Tract, in the County of San Luis Obispo, State of California, according to map recorded September 26, 1903 in Book A, Page 109 of Maps, in the office of the County Recorder of said County.

091-232



IONS
DATE
-01-89
-29-00

26 MAY 11 2000

Copy of document found at www.NoNewWipTax.com

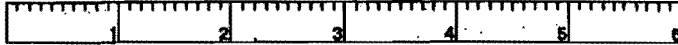
THIS MAP IS PREPARED FOR ASSESSMENT PURPOSES ONLY.

POMEROY'S RESUBDIVISION OF THE LOS BERROS TRACT - R.M. BK. A. PG. 109

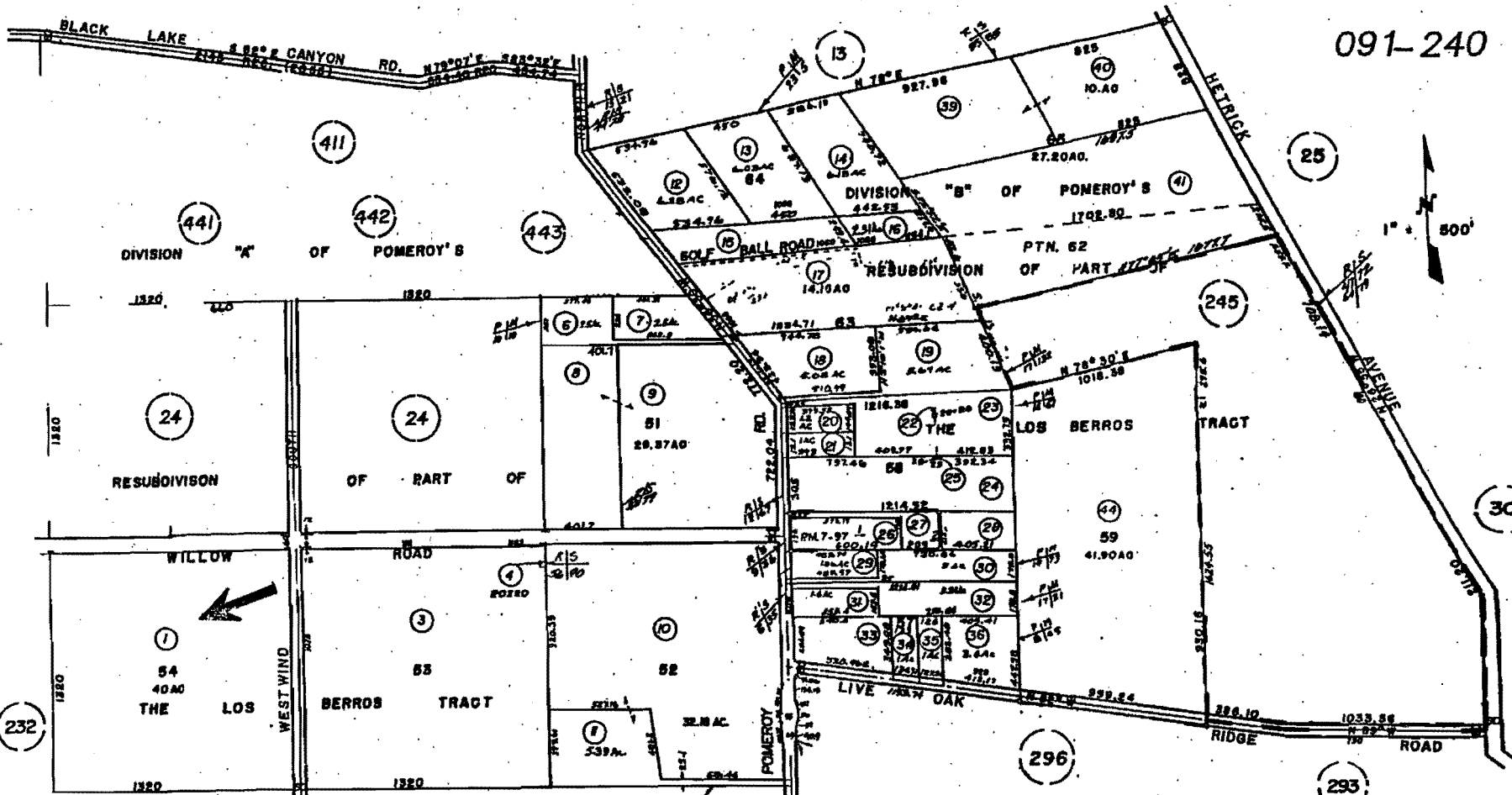
NIPOMO ASSESSOR'S MAP, COUNTY OF SAN LUIS OBISPO, CA

72

1-800-345-7334



SCALE IS 1/16 OF AN INCH



091-240

REVISIONS	
NO.	DATE
1	11-18-97

250 0 500 1000

SHW 11-18-97 THIS MAP IS PREPARED FOR ASSESSMENT PURPOSES ONLY.

DIVISION A, POMEROY'S RESUB OF PART OF LOS BERROS TR., R.M. Bk. A, Pg. 109

DEC 02 1997  
 NIPOMO VICINITY  
 ASSESSOR'S MAP, COUNTY OF  
 SAN LUIS OBISPO, CA  
 BOOK 091 PAGE 240

Order: RRM Description: 91.240 Page 1 of 2 Comment:

TO: BOARD OF DIRECTORS  
FROM: DOUG JONES *DJ*  
DATE: JANUARY 17, 2001

AGENDA ITEM **D 4**  
JAN 17 2001

MONTECITO VERDE II  
SEWER CONNECTION

**ITEM**

Montecito Verde II sewer connection to the District's area wide sewer system

**BACKGROUND**

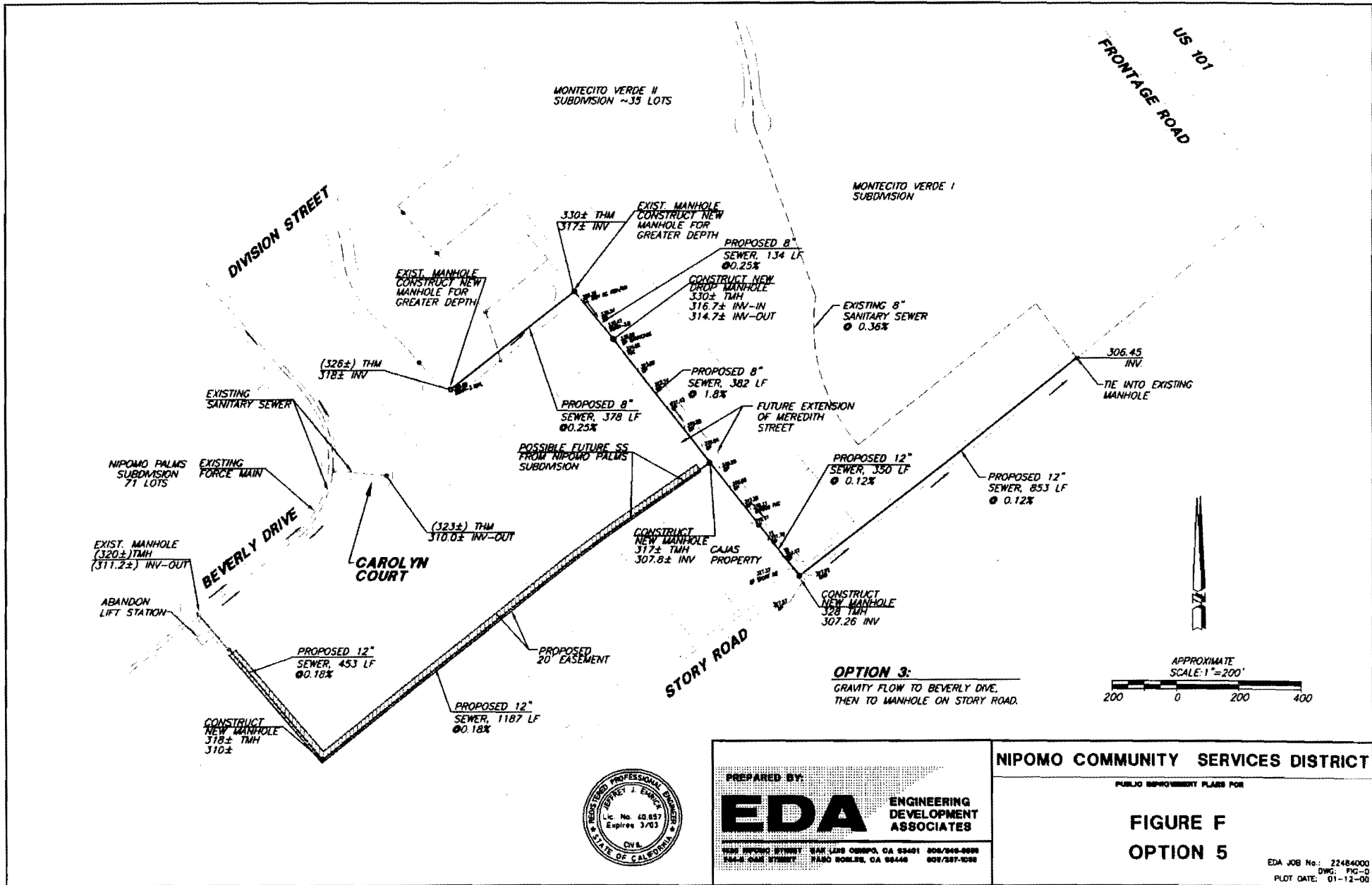
Your Honorable Board has reviewed a number of concepts presented by the engineering firm of EDA on the method of connecting the Montecito Verde II on-site sewage collector system to the District area-wide sewer system. One concept was to eliminate the Nipomo Palms lift station and make it a gravity flow system. In reviewing the cost differential, the engineer requested to review another option of design. This altered design and new cost information will be presented to the Board for review and consideration.

**RECOMMENDATION**

After reviewing the options, the Board may wish to direct staff to proceed on an option to connect MVII to the District system.

Board 2001\MV2 design .DOC





PREPARED BY:  
**EDA** ENGINEERING DEVELOPMENT ASSOCIATES  
1000 BAYVIEW BLVD., SUITE 100, OAKLAND, CA 94612 415/764-0000  
2640 SAN STREET, SAN JOSE, CA 95128 408/287-1058

**NIPOMO COMMUNITY SERVICES DISTRICT**  
PUBLIC IMPROVEMENT PLANS FOR  
**FIGURE F**  
**OPTION 5**  
EDA JOB No.: 22484000  
DWG: FIG-F  
PLOT DATE: 01-12-00

TO: BOARD OF DIRECTORS  
FROM: DOUG JONES *DJ*  
DATE: JANUARY 17, 2001

AGENDA ITEM  
JAN 17 2001



REQUEST FOR SERVICE  
PARCEL MAP CO 00-345  
WHEELER

**ITEM**

Request for water for a 4-lot development on Live Oak Ridge

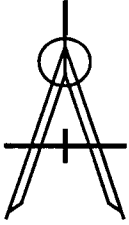
**BACKGROUND**

The District has received a request from Randy Hopkins of William R. Dyer Engineering and Land Surveying Co. for water service to Parcel Map CO 00-345 on Live Oak Ridge at Amber Way. An Intent-to-Serve letter may be issued for this 4-lot development with the following conditions.

1. Enter into a Plan Check and Inspection Agreement and pay the appropriate fees.
2. Submit improvement plans, prepared in accordance with the District Standards and Specifications for review and approval.
3. Pay all appropriate District water, sewer and other fees associated with this development.
4. Construct the improvements required and submit the following:
  - a. Reproducible "As Builts" - A paper copy and digital format disk (Auto Cad) which includes engineer, developer, tract number and water and sewer improvements
  - b. Offer of Dedication
  - c. Engineer's Certification
  - d. A summary of all water and sewer improvement costs
5. This Intent-to-Serve Letter will expire two years from date of issuance.

**RECOMMENDATION**

Staff recommends that your Honorable Board approve an Intent-to-Serve letter for Parcel Map CO 00-345.



**William R. Dyer**

Civil Engineering - Land Surveying

1123 West Grand Avenue, Suite A  
P. O. Box 432  
Grover Beach CA 93483

Phone: (805) 481-1964  
FAX: (805) 481-9146

December 21, 2000

Nipomo Community Services District  
P.O. Box 326  
Nipomo, CA 93444-0326

Subject: Tentative Parcel Map CO 00-345; Live Oak Ridge Road, Arroyo Grande

Enclosed for your review is a copy of the above-mentioned Tentative Parcel Map. Please provide a can-and-will serve letter for tentative map processing at your earliest convenience.

Please call if you have any questions.

Thank You,

  
Randy Hopkins



JAN 11 2001

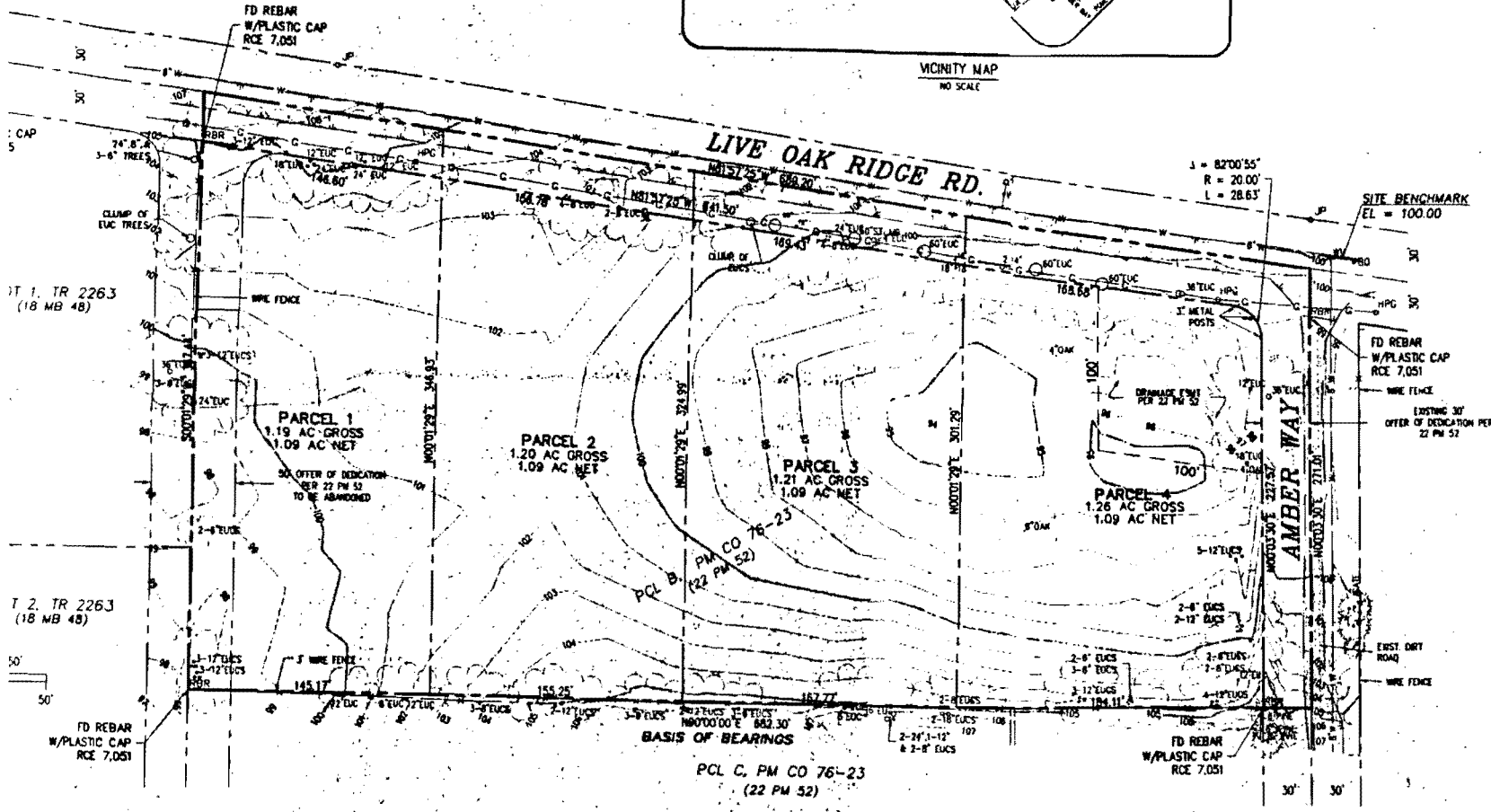
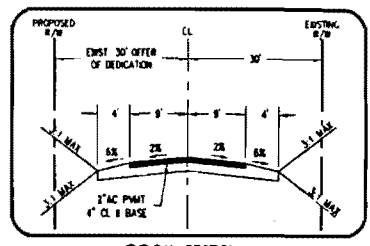
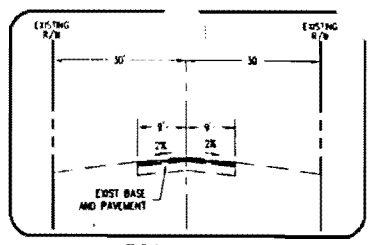
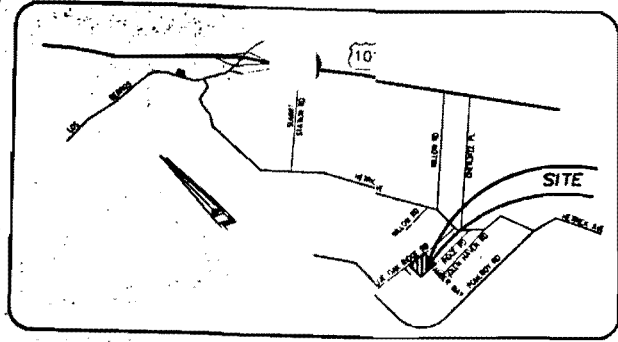
NIPOMO COMMUNITY SERVICES DISTRICT  
GENERAL MANAGER



**SURVEY STATEMENT**

THIS MAP WAS PREPARED BY ME OR UNDER MY SUPERVISION AND TO THE BEST OF MY KNOWLEDGE COMPLIES WITH THE LOT DIVISION ORDINANCE OF THE COUNTY OF SAN LUIS OBISPO, CALIFORNIA.

BY: WILLIAM DYER L.S. 5661, EXP. 9/30/2003



Surveying by:  
**William R. Dyer**  
Civil Engineering - 1004 Subdiving  
P. O. Box 432, Grover Beach, CA 93483  
PH: (805) 481-1964 FAX: (805) 481-9146

**TENTATIVE PARCEL MAP  
CO 00-345**

A 4 LOT SUBDIVISION OF PARCEL  
B OF PARCEL MAP CO 76-23  
(22 PM 52)  
County of San Luis Obispo

DECEMBER 2000

SHEET 1 OF 1

**MENT**  
APPROVAL OF THE DIVISION OF REAL PROPERTY SHOWN  
TRY THAT WE ARE THE LEGAL OWNER OF SAID  
MORTGAGED AGENT OF THE LEGAL OWNER AND THAT THE  
FROM IS TRUE AND CORRECT TO THE BEST OF OUR

**ASSESSOR'S PARCEL NUMBER:**  
001-206-001

**UTILITIES:**  
POWER - P.S.B.C.  
TELEPHONE - PACIFIC BELL  
GAS - SOUTHERN CALIFORNIA GAS COMPANY  
TELEVISION - CHARTER COMMUNICATIONS  
WATER - IMPROVED COMMUNITY SERVICES DISTRICT

**SITE BENCHMARK**  
NAIL & SHIMMER 0.50' FROM EDGE OF PAVEMENT AND BETWEEN TWO WATER  
VALVES AT THE INTERSECTION OF LIVE OAK RIDGE ROAD AND AMBER WAY.  
ELEVATION = 100.00 (ASSUMED DATUM)

**BASIS OF BEARINGS**  
THE SLY LINE OF PARCEL B BEARS N 90°00'00" E PER 22 PM 52 BETWEEN  
FOUND MONUMENTS

ELLER  
RD  
5420

TO: BOARD OF DIRECTORS  
FROM: DOUG JONES *DJ*  
DATE: JANUARY 17, 2001

**AGENDA ITEM** **D6**  
JAN 17 2001

APN 092-231-010  
447/449 AMADO STREET  
OUTSIDE DISTRICT SEWER SERVICE

**ITEM**

Request for emergency sewer hook-up outside District boundary

**BACKGROUND**

The District received a letter from Pedro Nunez requesting emergency hook-up to the District's sewer system due to a failing on-site waste disposal system. This item was previously brought to this District indicating that the water is presently provided to the property by the District and a sewer line presently exists in front of the property. Presently, the District does not provide sewer service outside its boundary, except for a contractual agreement with SLO County Service Area 1-A.

The primary difference between District and outside District services is that a portion of the property tax revenues is received from inside District ratepayers. This is not applicable of outside District service users.

The Board may consider the following in establishing an Outside District sewer use charge.

Annual property taxes associated with sewer services	\$5,000
Approx. # of sewer accounts	
Approx. # of tax revenue per account rounded up to the nearest dollar	\$4.00 per month
Percent of tax revenue vs. monthly sewer charge	Approx. 22%


Since property owners within the District pay property taxes, this percentage (22%) could be added to the -In-District user rates, along with an approx. additional 3-10% for annexation fee costs, outside account set-up and encumbering some capacity of the sewer system. The Board could justify an outside user rate of 130% of in-District rates.

**RECOMMENDATION**

If the Board wishes to establish an Outside-District Sewer User Rate, that rate would be 130% of the In-District Rate. On direction from your Honorable Board, staff would prepare a resolution for the Board's consideration for establishing an Outside-District Sewer User Rate.

TO: BOARD OF DIRECTORS  
FROM: DOUG JONES  
DATE: JANUARY 17, 2001

AGENDA ITEM  
JAN 17 2001



REFUSE COLLECTION BY NCSD

**ITEM**

Resolution to Local Agency Formation Commission (LAFCO) for NCSD to establish garbage collection

**BACKGROUND**

NCSD has been investigating the possibility of providing refuse collection for its customers. Other CSD's providing this service are Heritage Ranch, Cambria, Cayucos Sanitation District, Oceano, Templeton, and Los Osos.

Legal counsel has prepared a resolution applying to LAFCO for the District to establish garbage collection. Also, included in the resolution, Exhibit A is the nature of the proposal and a reason for the District to exercise refuse collection for the community.

**RECOMMENDATION**

Staff recommends that your Honorable Board adopt Resolution 01-Refuse requesting LAFCO to establish garbage collection.

Board 2001\Refuse res.DOC

RESOLUTION NO. 2001-\_\_\_\_\_

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
FOR APPLICATION TO THE LOCAL AGENCY FORMATION COMMISSION  
TO ESTABLISH GARBAGE COLLECTION

**WHEREAS**, in January of 1965 the Nipomo area was reorganized into the Nipomo Community Services District (herein "District"); and

**WHEREAS**, pursuant to County Resolution 18-65, the District was formed and established with all the purposes and powers authorized by Government Code Section 61000 et seq. of the Government Code; and

**WHEREAS**, Government Code Section 61600(c) authorizes Community Services Districts to provide the collection or disposal of garbage for refuse matter; and

**WHEREAS**, in order to establish the authority to provide for the collection or disposal of garbage or refuse matter, it is necessary, in accordance with Section 10 of the Rules and Regulations of the San Luis Obispo Local Agency Formation Commission, for a resolution of application to be filed with the Executive Officer of the Commission for the purpose of scheduling a hearing by the Commission for the approval of the exercise of said authority; and

**WHEREAS**, the District, based on evidence and public testimony provided during numerous public hearing regarding the collection or disposal of garbage or refuse matter, finds:

A. That the residents of the District desire local control regarding the nature, extent and cost of garbage collection;

B. That the District can provide garbage collection service to its residents at a greater advantage than other public agencies; and

C. That the District is not in the sphere of influence of another city or special district that currently provides

garbage service.

**NOW THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED** by the Nipomo Community Services District Board of Directors, as follows:

1. In accordance with Section 10 of the Rules and Regulations of the San Luis Obispo Local Agency Formation Commission, Exhibit A (statement of additional information) is approved for filing with the Executive Officer of the Local Agency Formation Commission.

2. The Executive Officer of the Local Agency Formation Commission set the matter for public hearing by the Commission pursuant to Section 11 of the Rules and Regulations of the San Luis Obispo Local Agency Formation Commission.

3. That the Local Agency Formation Commission approve the proposal of the Nipomo Community Services District to provide its residents with the collection or disposal of garbage or refuse matter, pursuant to Government Code Section 61600(c).

On the motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and on the following roll call vote, to wit:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

the foregoing Resolution is hereby passed and adopted this \_\_\_\_ day of \_\_\_\_\_, 2001.

\_\_\_\_\_  
ROBERT BLAIR, President  
Board of Directors  
Nipomo Community Services  
District

ATTEST:

\_\_\_\_\_  
DONNA JOHNSON  
Secretary to the Board



**FIRST WORKING DRAFT FOR STAFF  
REVIEW AND COMMENT**

EXHIBIT A TO RESOLUTION 2001-  
\_\_\_\_\_, A RESOLUTION OF THE  
BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES  
DISTRICT FOR APPLICATION TO  
THE LOCAL AGENCY FORMATION  
COMMISSION TO ESTABLISH  
GARBAGE COLLECTION

**A. STATEMENT OF THE NATURE OF THE PROPOSAL AND THE  
REASONS THEREFOR.**

**BACKGROUND**

A Community Services District is a form of local government that provides municipal services to its residents. Government Code Section 61600 articulates 16 different services that can be provided by a Community Services District. The Nipomo Community Services District currently provides its residents with the following services (see inventory of services previously filed with the LAFCO Commission):

1. Water: Supply District residents with water for domestic use, irrigation, sanitation, industrial use, fire protection, and recreation. (Government Code, Section 61600(a).)
2. Sewer: Collection and transportation of sewage and waste water. (Government Code Section 61600(b).)
3. Street Lighting/Landscaping: Provides limited street lighting to District residents. (Government Code Section 61600(f).)
4. Drainage: Maintains limited drainage improvements pursuant to Government Code Section 61600(k).

## **AUTHORIZATION TO PROVIDE SOLID WASTE COLLECTION**

\_\_\_\_\_, a California corporation, currently provides District residents with garbage collection on a modified mandatory basis, pursuant to County Ordinances and a County franchise agreement.

The Nipomo Community Services District proposes to be the governmental agency that provides its residents with the collection or disposal of garbage or refuse matter pursuant to Government Code Section 61600(c).

The driving force behind this proposal is local governance of community oriented services. During the past couple of months the Nipomo Community Services District has placed on its agenda the issue of garbage collection within its District. During these meetings the Board of Directors has been presented with evidence and testimony as follows:

1. That the residents of the Nipomo Community Services District desire local control regarding the nature, extent and cost of garbage collection. The residents want a local service provider.
2. That if the Nipomo Community Services District is the provider of garbage service, all District fees collected would be used within the boundaries of the Nipomo Community Services District to assist the District residents in providing garbage collection and/or disposal.
3. That there is the potential that the actual garbage rates for some residents would be lowered if the District modified the garbage container size to accommodate the needs of residents that generate minimal solid waste, assume the billing function that is traditionally assumed by the franchisee, and/or implement mandatory garbage collection.

## **CALIFORNIA INTEGRATED WASTE MANAGEMENT ACT OF 1989**

In making this application, the District acknowledges the obligations of local agencies found in Sections 40051, 40057 and 41821.2 of the Public Resources Code (California

Integrated Waste Management Act of 1989). These Codes state:

**Section 40051. Duties of board and local agencies.**

In implementing this division, the board and local agencies shall do both of the following:

(a) Promote the following waste management practices in order of priority:

1. Source reduction.
2. Recycling and composting.
3. Environmentally safe transformation and environmentally safe land disposal, at the discretion of the City or County.

(a) Maximize the use of all feasible source reduction, recycling, and composting options in order to reduce the amount of solid waste that must be disposed of by transformation and land disposal. For wastes that cannot feasibly be reduced at their source, recycled, or composted, the local agency may use environmentally safe transformation or environmentally safe land disposal, or both of those practices."

**"Section 40057. Provisions of services by local governmental agencies.**

Each County, City, District, or other governmental agency which provides solid waste handling services shall provide for those services, including, but not limited to, source reduction, recycling, composting activities, and the collection, transfer, and disposal of solid waste within or without the territory subject to its solid waste handling jurisdiction."

**Section 41821.2 (Which subjects the District to a portion of a penalty imposed upon a County or Regional agency, that is in proportion to the District's responsibility for failure to implement that jurisdictions source reduction program.)**

a) For the purposes of this section, "district" means a community service district or sanitary district that

provides solid waste handling services or implements source reduction and recycling programs.

(b) Notwithstanding any other law, each district shall do all of the following:

1. Comply with the source reduction and recycling element and the household hazardous waste element of the city, county, or regional agency in which the district is located, as required by the city, county, or regional agency. The city, county, or regional agency shall notify a district of any program that it is implementing or modifying when it annually submits a report to the board pursuant to Section 41821.
2. Provide each city, county, or regional agency in which it is located, information on the programs implemented by the district, the amount of waste disposed and reported to the disposal tracking system pursuant to Section 41821.5 for each city, county, or regional agency, and the amount of waste diverted by the district for each city, county, or regional agency.

(c) The board may adopt regulations pertaining to the format of the information to be provided pursuant to paragraph (2) of subdivision (b) and deadlines for supplying this information to the city, county, or regional agency, so that it may be incorporated into the annual report submitted to the board pursuant to Section 41821.

(d) A district is subject to the portion of a penalty imposed, pursuant to Section 41850, upon a city, county, or regional agency in which the district is located, that is in proportion to the district's responsibility for failure to implement that jurisdiction's source reduction and recycling element and household hazardous waste element, as determined by that city, county, or regional agency. The board shall not determine the proportion of a district's responsibility as part of its determination to impose penalties. The city, county, or regional agency shall provide the district with a written notice regarding the district's responsibility, including the basis for determining the district's proportional responsibility, and an opportunity for hearing before the city, county, or regional agency's governing body, before assessing the district a proportion of the penalty imposed by the board.

(e) A district may impose a fee in an amount sufficient to pay for the costs of complying with this section. The fees shall be assessed and collected in the same manner as the fees imposed pursuant to Sections 41901 and 41902.

(f) This section shall become operative on July 1, 2001.

**B. A DESCRIPTION OF THE TERRITORY WHICH IS THE SUBJECT OF THE PROPOSAL**

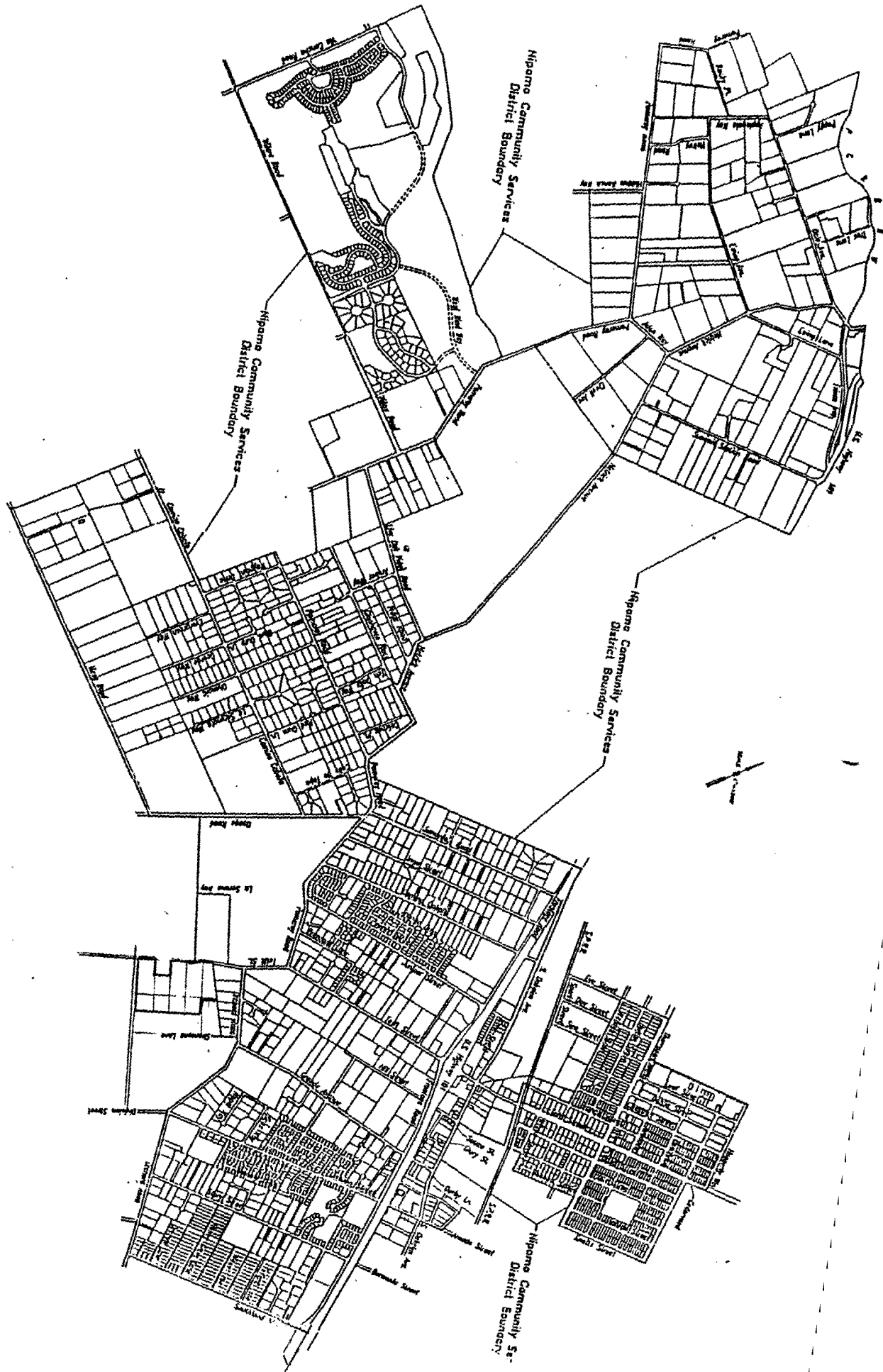
The territory which is the subject of the proposal is the boundaries of the Nipomo Community Services District as identified on Exhibit "A", attached hereto.

**C. SUCH ADDITIONAL DATA AND INFORMATION AS MAY BE REQUIRED BY THE EXECUTIVE OFFICER**

N/A

**D. THE NAMES OF THE OFFICERS OR PERSONS, NOT TO EXCEED FIVE, WHO ARE TO BE GIVEN MAILED NOTICE OF HEARING:**

1. Douglas Jones, General Manager  
Nipomo Community Services District  
P. O. Box 326  
Nipomo, CA 93444
2. Jon S. Seitz, District Legal Counsel  
Nipomo Community Services District  
1066 Palm Street  
San Luis Obispo, CA 93401
3. K. H. Achadjian  
County Supervisor, District No. 4  
County Board of Supervisors  
County Government Center  
San Luis Obispo, CA 93408
4. San Luis Obispo County Integrated Waste  
Management Authority  
C/O William A. Worrell, Manager  
870 Osos Street  
San Luis Obispo, CA 93401
5. Mary Whittlesey  
Solid Waste Coordinator  
County Engineering Department  
Room 207, County Government Center  
San Luis Obispo, CA 93408



**BOUNDARY MAP**  
**NCSD**

Date : 29 JUL 93

TO: BOARD OF DIRECTORS  
FROM: DOUG JONES  
DATE: JANUARY 17, 2001

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.** The recommendations for each item are noted in parenthesis.

- F-1) WARRANTS [RECOMMEND APPROVAL]
- F-2) BOARD MEETING MINUTES [RECOMMEND APPROVAL]  
Approval of Minutes of January 3, 2001 Special Board meeting
- F-3) INVESTMENT POLICY - QUARTERLY REPORT AND ANNUAL REVIEW  
[RECOMMEND ACCEPT AND FILE]
- F-4) YEAR 2001 DISTRICT INVESTMENT POLICY [RECOMMEND APPROVAL]  
Resolution adopting District annual investment policy

## WARRANTS JANUARY 17, 2001

### HAND WRITTEN CHECKS

18399	01-08-01	KINKO'S	107.50
18400	01-08-01	POSTMASTER	58.26
18401	01-11-01	POSTMASTER	538.04

**VOID 5477**

5481	01/17/01	BLA01	ROBERT L BLAIR	100.00
5482	01/17/01	BOY01	BOYLE ENGINEERING CORP	5996.16
5483	01/17/01	CRE01	CREEK ENVIRONMENTAL LABS	50.00 85.00 30.00
			Check Total.....	165.00
5484	01/17/01	DWI01	DWIGHT'S AUTOMOTIVE	52.07
5485	01/17/01	EMP02	EMPLOYMENT DEV DEPARTMENT	41.81
5486	01/17/01	FAR01	FARM SUPPLY COMPANY	35.39
5487	01/17/01	FGL01	FGL ENVIRONMENTAL	44.80 44.80 44.80 44.80
			Check Total.....	179.20
5488	01/17/01	GAR01	GARING TAYLOR & ASSOC	343.00
5489	01/17/01	GRO01	GROENIGER & CO	1377.09
5490	01/17/01	INV01	INVENSYS METERING SYSTEMS	750.58
5491	01/17/01	JIM01	JIM'S MACHINE REPAIR	92.02
5492	01/17/01	KTA01	KTA-TATOR, INC.	2203.50
5493	01/17/01	M&W01	M & W PUMPS, INC.	2074.92
5494	01/17/01	MID03	MIDSTATE BANK MASTERCARD	1423.00
5495	01/17/01	MIS01	MISSION UNIFORM SERVICE	202.79
5496	01/17/01	MOB01	RICHARD MOBRAATEN	100.00
5497	01/17/01	MOR01	MORRO GROUP INC	1241.21
5498	01/17/01	MUL01	MULLAHEY FORD	265.88
5499	01/17/01	NAT01	NATIONAL NOTARY ASSOC	538.53
5500	01/17/01	NIP01	NIPOMO ACE HARDWARE INC	101.28
5501	01/17/01	NIP02	NIPOMO GARBAGE	42.50 14.55
			Check Total.....	57.05
5502	01/17/01	NIP03	NIPOMO SHELL	1034.79
5503	01/17/01	SIM02	ALBERT SIMON	100.00
5504	01/17/01	SLO03	SAN LUIS OBISPO RECORDER	2408.78
5505	01/17/01	THE01	THE GAS COMPANY	30.31
5506	01/17/01	USP01	U S POSTAL SERVICE	49.20 340.00
			Check Total.....	389.20
5507	01/17/01	VER01	VERIZON	29.52
5508	01/17/01	WIN01	MICHAEL WINN	100.00
5509	01/17/01	WIR02	WIRSING, JUDY	100.00
5510	01/17/01	WIN02	MICHAEL WINN	106.65

### COMPUTER GENERATED CHECKS

5446	01/05/01	EMP01	EMPLOYMENT DEVELOP DEPT	333.00
5447	01/05/01	MID01	MID STATE BANK	1572.00 398.00
			Check Total.....	1973.00
5448	01/05/01	MID02	MIDSTATE BANK - DIRECT DP	11984.00
5449	01/05/01	SIM01	DEBRA SIMMONS	160.00
5450	01/05/01	STA01	STATE STREET GLOBAL	560.00
5451	01/03/01	ADV01	ADVANTAGE ANSWERING PLUS	107.00
5452	01/03/01	BEN01	BENERGY INC	6663.00
5453	01/03/01	BLA01	ROBERT L BLAIR	100.00
5454	01/03/01	BOY01	BOYLE ENGINEERING CORP	1962.00 2099.00
			Check Total.....	3961.00
5455	01/03/01	COP01	COPY-PRINT, ETC.	43.00
5456	01/03/01	COR01	CORBIN WILLITS SYSTEMS	500.00
5457	01/03/01	CRE01	CREEK ENVIRONMENTAL LABS	50.00 50.00 50.00
			Check Total.....	150.00
5458	01/03/01	FGL01	FGL ENVIRONMENTAL	44.00
5459	01/03/01	GIL01	GLM	219.00
5460	01/03/01	GRO01	GROENIGER & CO	400.00 350.00 92.00
			Check Total.....	1752.00
5461	01/03/01	MID03	MIDSTATE BANK MASTERCARD	868.00
5462	01/03/01	MOB01	RICHARD MOBRAATEN	100.00
5463	01/03/01	PER01	PERS RETIREMENT	977.00
5464	01/03/01	PER02	PERS HEALTH BENEFITS	3540.00
5465	01/03/01	PGE01	P G & E	1008.00
5466	01/03/01	PRE01	PRECISION JANITORIAL	188.00
5467	01/03/01	RIC01	RICHARDS, WATSON, GERSHON	1900.00
5468	01/03/01	SHI01	SHIPSEY & SEITZ, INC	592.00
5469	01/03/01	SIM02	ALBERT SIMON	100.00
5470	01/03/01	SLO02	DIV OF ENVIRON HEALTH	16.00
5471	01/03/01	SOA01	SOARES VACUUM SERVICE	150.00
5472	01/03/01	STA02	STATE WORKERS' COMP FUND	290.00
5473	01/03/01	THE01	THE GAS COMPANY	30.31
5474	01/03/01	VER02	VERIZON WIRELESS	29.52
5475	01/03/01	WES01	WEST GROUP	100.00
5476	01/03/01	WIN01	MICHAEL WINN	100.00
5478	01/03/01	XER01	XEROX CORPORATION	100.00
5479	01/17/01	AWW02	AMERICAN WATER WORKS ASSO	100.00
5480	01/17/01	BCS01	BASIC CHEMICAL SOLUTIONS	100.00
			Check Total.....	100.00



**NIPOMO COMMUNITY SERVICES DISTRICT**  
**MINUTES**

JANUARY 3, 2001

AGENDA ITEM

JAN 17 2001



REGULAR MEETING 10:30 A.M.  
BOARD ROOM 148 S. WILSON STREET NIPOMO, CA

**BOARD MEMBERS**

ROBERT BLAIR, PRESIDENT  
AL SIMON, VICE PRESIDENT  
RICHARD MOBRAATEN, DIRECTOR  
MICHAEL WINN, DIRECTOR  
JUDITH WIRSING, DIRECTOR

**STAFF**

DOUGLAS JONES, GENERAL MANAGER  
DONNA JOHNSON, SECRETARY TO THE BOARD  
JON SEITZ, GENERAL COUNSEL

**NOTE:** All comments concerning any item on the agenda are to be directed to the Board Chairperson.

**A. CALL TO ORDER AND FLAG SALUTE**

President Blair called the meeting to order at 10:37 a.m. and led the flag salute.

**B. ROLL CALL**

At Roll Call, the following Board members were present: Directors Winn, Mobraaten, Simon and Blair. Director Wirsing was absent.

**C. PUBLIC COMMENTS PERIOD**

**PUBLIC COMMENTS**

Any member of the public may address and ask questions of the Board relating to any matter within the Board's jurisdiction, provided the matter is not on the Board's agenda, or pending before the Board. Presentations are limited to three (3) minutes or otherwise at the discretion of the Chair.

President Blair opened the meeting to public comment. There was none.

**D. ADMINISTRATIVE ITEMS** (The following may be discussed and action may be taken by the Board.)

**D-4) MONTECITO VERDE II SEWER CONNECTIONS**

Review possible sewer connections of MVII to sewer system

This item was taken first to accommodate for arrival of representatives from Item D-1.

Sandy Harwood of EDA presented four alternatives to connecting the Montecito Verde II subdivision to the District's sewer system. Upon motion of Director Winn and seconded by Director Simon, the Board directed EDA to explore a fifth alternative and bring back to the Board for further review. There were no public comments. Vote 4-0 with Director Wirsing absent.

**D-1) SUMMIT STATION BOYLE REPORT**

Review the findings and recommendations of the Boyle Report

Since representatives from Boyle had not yet arrived, President Blair went to Item D-4.

After Pam Cosby from Boyle Engineering arrived, President Blair excused himself from the Board and sat in the audience. Ms. Cosby made a presentation of the Summit Station Boyle Report. Several different options were presented to help increase the water pressure to the homes at the higher elevations. The most cost effective method seemed to be installation of individual booster pumps.

The following members of the public spoke:

Nancy Ybarra, 221 Summit Station Rd., Nipomo - Agreed that the booster pumps seemed to be the best.

Dr. Tim Baird, 271 Summit Station Rd., Nipomo - Had some questions and comments about possible rebate program.

Upon motion of Director Winn and seconded by Director Mobraaten, the Board voted 3-0 to direct the staff to design a rebate program for installation of on-site booster pumps, with the rebate not to exceed \$2,000.00. President Blair had stepped down from the Board and did not vote.

D-2) SUMMIT STATION REZONING  
Status of County Land Use change

President Blair continued to be excused from Board discussion. Legal Counsel, Jon Seitz, explained the status of the SLO County Land Use changes for the Summit Station area.

The following members of the public spoke:

John Snyder, 662 Eucalyptus Rd., Nipomo - Cautions Board to check the General Plan Amendment which possibly includes property outside the current CSD boundary.

Nancy Ybarra, 221 Summit Station Rd., Arroyo Grande - Would like fair and equal treatment to the property owners of Summit Station area. Would like NCSD to tell County if NCSD can provide enough water for 5 acre parcels for the entire Summit Station area.

Bob Blair, 1449 Dale Ave., Arroyo Grande - 1978 property was purchased with 2½ acre limit. Then it was changed to 5 acres and a granny house was possible. After annexation to the District the County changed the zoning again.

No action was taken by the Board.

D-3) REQUEST FOR SEWER SERVICE (Outside District)  
Request for emergency sewer connection at 447/449 Amado St.

President Blair took his seat on the Board again.

A request was received from Pedro Nunez requesting emergency hook-up to the District's sewer system due to failure of the on-site waste disposal system. There were no public comments.

Upon motion of Director Mobraaten and seconded by Director Winn, the Board unanimously approved sewer service to the two residences on one parcel at 447 and 449 Amado Street and directed staff to establish an Outside District Sewer User Rate. The property owner must pay all the appropriate fees for connecting to the District's sewer system. Vote 4-0 with Director Wirsing absent.

D-4) MONTECITO VERDE II SEWER CONNECTIONS  
Review possible sewer connections of MVII to sewer system

This item was moved to the first position above.

E. OTHER BUSINESS

E-1) ENVIRONMENTAL REVIEW - MESA ROYALE TRACT MAP  
Lot split of one acre to two ½ acre parcels

The Board reviewed the possible lot split of a one acre parcel into two ½ acre parcels in the Mesa Royale Tract 2371 at 380 Apricot Street. Upon motion of Director Mobraaten and seconded by Director Simon, the Board directed staff to send an advisory letter to the SLO County Planning Department, concerning the wisdom of doubling the density of septic systems, given the RWQCB concern about contamination of the groundwater in that area.

E-2) REFUSE COLLECTION BY NCSD  
 Update review of NCSD providing refuse collection

Jon Seitz, District Legal Counsel, described the proposed resolution for application to the Local Agency Formation Commission to establish garbage collection.

The following member of the public spoke:

John Eppards, 1505 Champions Lane., Nipomo - asked questions about the proposed garbage services. Mr. Seitz explained.

Upon motion of Director Mobraaten and seconded by Director Simon, the Board unanimously agreed to direct staff to finalize the appropriate documents for consideration and to put the proper notices in the newspaper.

E-3) APPOINTMENT OF SUB-COMMITTEE MEMBERS

President Blair appointed the following committee members:

<u>Committees for 2001</u>	<u>Member</u>	<u>Alternate</u>
Nipomo Community Advisory Committee (Will Include NCAC Water Committee)	Mike Winn	Judy Wirsing
Water Resources Advisory Committee	Doug Jones	Bob Blair
Chamber of Commerce	Dick Mobraaten	Al Simon

These committees require two (2) members.

<u>Committees for 2001</u>	<u>Members</u>	
Finance Committee	Dick Mobraaten	Al Simon
Water Committee	Al Simon	Bob Blair
High School Committee	Dick Mobraaten	Bob Blair
Annexation Policy Committee	Mike Winn	Bob Blair

F. **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. The recommendations for each item are noted in parenthesis.*

- F-1) WARRANTS [RECOMMEND APPROVAL]
- F-2) BOARD MEETING MINUTES [RECOMMEND APPROVAL]  
 Approval of Minutes of December 13, 2000 Special Board meeting
- F-3) ACCEPTANCE OF TRACT 2331 IMPROVEMENTS (WITTSTROM) [RECOMMENDED APPROVAL]  
 Accept water system improvements for a 33 lot development
- F-4) EARLY RETURN TO WORK POLICY [RECOMMEND APPROVAL]  
 Resolution adopting an Early Return to Work Policy

Item F-4 was pulled by Manager.

Upon motion of Director Mobraaten and seconded by President Blair, the Board unanimously approved Items F-1, F-2, and F-3 of the Consent Agenda. Vote 4-0 with Director Wirsing absent.

**G. MANAGER'S REPORT**

General Manager, Doug Jones, presented information on the following:

- G-1) GLOBAL WARMING
- G-2) EPA CLEAN WATER RULES
- G-3) CSDA WORKSHOP
- G-4) PROPOSED DISTRICT WORKSHOP
- G-5) POWER CELL

**H. DIRECTORS COMMENTS**

Director Mobraaten described the meeting at Oceano CSD.

CSD Los Osos Workshop Saturday January 20, 2001.

District Legal Counsel, Jon Seitz, announced the need to go into Closed Session concerning the matter below.

**CLOSED SESSION**

CONFERENCE WITH LEGAL COUNSEL GC§54956.9

- a. Litigation CPUC Appl. No. A 00-03-029 (Gov. Code §54956.9)

The Board came back into Open Session and had no reportable action.

**ADJOURN**

President Blair adjourned the meeting at 1:42 p.m.

The next regular Board meeting will be held on January 17, 2001.

AGENDA ITEM  
JAN 17 2001



TO: BOARD OF DIRECTORS  
FROM: DOUG JONES *D*  
DATE: JANUARY 17, 2001

INVESTMENT POLICY - QUARTERLY 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 December 31, 2000 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.

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

NIPOMO COMMUNITY SERVICES DISTRICT  
INVESTMENT POLICY - QUARTERLY REPORT 12/31/00

The District's investments are as follows:

TYPE OF INVESTMENT	INSTITUTION	DATE OF MATURITY	AMOUNT OF DEPOSIT 12/31/00	RATE OF INTEREST	ACCRUED INTEREST 12/31/00	AMOUNT OF DEPOSIT 12/31/99	RATE OF INTEREST	ACCRUED INTEREST 12/31/99
Money Market Checking	Mid-State Bank	n/a	\$18,677.59	0.50%	\$0.00	\$45,500.61	1.01%	\$0.00
Savings	Mid-State Bank	n/a	\$861.53	2.00%	\$0.00	\$740.31	2.54%	\$0.00
Pooled Money Investment	Local Agency Investment Fund	n/a	\$7,286,270.37	6.52%	\$117,707.66	\$5,707,595.69	5.49%	\$79,773.64

n/a = not applicable

As District Finance Officer and Treasurer, I am pleased to inform the Board of Directors that the District is in compliance with the 2000 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.

Respectfully submitted,

*D. Jones*  
Doug Jones  
General Manager and  
Finance Officer/Treasurer

TO: BOARD OF DIRECTORS  
FROM: DOUG JONES *DJ*  
DATE: JANUARY 17, 2001

YEAR 2001 DISTRICT INVESTMENT POLICY

**ITEM**

Annual adoption of District Investment Policy

**BACKGROUND**

The California Government Code Section 53646 (2) requires local government entities to adopt an annual investment policy.

GC§ 52646(2) reads as follows:

**In the case of any other local agency, the treasurer or chief fiscal officer of the local agency shall annually render to the legislative body of that local agency and any oversight committee of that local agency a statement of investment policy, which the legislative body of the local agency shall consider at a public meeting, Any change in the policy shall also be considered by the legislative body of the local agency at a public meeting.**

Your Honorable Board adopted an investment policy for last year and it is proposed that the same investment policy be continued. Attached for the Board's review is the Year 2001 Investment Policy along with a resolution for adopting the policy.

**RECOMMENDATION**

Staff recommends that the Board approve Resolution 2001-invest adopting the Year 2001 District Investment Policy.

Board 2001\Investment policy.DOC

**RESOLUTION NO. 2001-Investment**

**A RESOLUTION OF THE  
BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT  
ADOPTING THE YEAR 2001 DISTRICT INVESTMENT POLICY**

**WHEREAS**, the Board of Directors of the Nipomo Community Services District believes that public funds should, so far as is reasonably possible, be invested in financial institutions to produce revenue for the District rather than to remain idle, and

**WHEREAS**, from time to time there are District funds which for varying periods of time will not be required for immediate use by the District, and which will, therefore, be available for the purpose of investing in financial institutions with the objectives of safety, liquidity, yield and compliance with state and federal laws and policies.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Nipomo Community Services District hereby adopts a District investment policy attached hereto as Exhibit "A".

**PASSED AND ADOPTED** by the Board of Directors of the Nipomo Community Services District this 17<sup>th</sup> day of January, 2001, on the following roll call vote:

AYES: Directors

NOES:

ABSENT:

ABSTAIN:

---

Robert L. Blair, President  
Nipomo Community Services District

ATTEST:

APPROVED AS TO FORM:

---

Donna K. Johnson  
Secretary to the Board

---

Jon S. Seitz  
District Legal Counsel

**RESOLUTION 01-INV  
EXHIBIT A**

**YEAR 2001 INVESTMENT POLICY  
NIPOMO COMMUNITY SERVICES DISTRICT**

**1. INTRODUCTION**

The purpose of this written *Investment Policy* is to establish the guidelines for the prudent investment of Nipomo Community Services District funds (herein referred to as District's funds). The objectives of this policy are safety, liquidity, yield, and compliance with state and federal laws and policies.

District funds are to be managed with a high degree of care and prudence. Though all investments contain a degree of risk, the proper concern for prudence, maintenance of high level of ethical standards and proper delegation of authority reduces the potential for any realized loss.

This policy establishes the standards under which the District's Finance Officer will conduct business with financial institutions with regard to the investment process.

**2. FINANCE OFFICER**

The Board of Directors appoints the General Manager as the District Finance Officer and Treasurer. The District's Administrative Assistant shall serve as the District's Finance Officer and Treasurer in the absence of the District's General Manager.

**3. SCOPE**

The District investment portfolio shall consist of money held in a sinking fund of, or surplus money in, the District's treasury not required for the immediate necessities of the District. The District's investment portfolio shall be invested in accordance with this policy.

**4. OBJECTIVES**

The primary objectives are safety, liquidity, yield, and compliance.

**A. SAFETY**

The investment portfolio shall be managed in a manner that ensures the preservation of capital. The objective is to minimize credit risk and interest rate risk.

**B. LIQUIDITY**

The investment portfolio shall remain sufficiently liquid to meet all operating requirements. This shall be accomplished by structuring the investment portfolio so that investments mature concurrent with cash needs.

**C. YIELD**

Yield shall be a consideration only after the requirements of safety and liquidity have been met.

**D. COMPLIANCE**

This Investment Policy is written to be in compliance with California and Federal law.



**RESOLUTION 01-INV  
EXHIBIT A**

**YEAR 2001 INVESTMENT POLICY**  
**NIPOMO COMMUNITY SERVICES DISTRICT**

**5. STANDARDS OF CARE**

**A. PRUDENCE**

The Finance Officer will manage the portfolio pursuant to the "Prudent Investor Standard." When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds in the District's investment portfolio, the Finance Officer shall act with care, skill, prudence, and diligence under the circumstances then prevailing, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District.

**B. DISCLOSURES**

Finance Officer shall disclose any material interest in financial institutions with which he/she conducts the District business.

**6. INVESTMENTS AUTHORITY**

**A. PERMITTED INVESTMENTS**

The District Finance Officer is authorized to invest in the following institutions:

1. County pooled funds (California Government Code § 61730)
2. The Local Agency Investment Fund created by the California State Treasury (California Government Code § 16429.1)
3. One or more FDIC insured Banks and/or Savings and Loan Associations that are designated as District depositories by resolution of the Board of Directors California Government Code § 61737.02).
4. Such other financial institutions or securities that may be designated by the Board of Directors from time to time in compliance with California and Federal law.

**B. PROHIBITED INVESTMENTS**

The District's Finance Officer shall not invest in:

1. Inverse floaters, range notes or interest only strips that are derived from a pool of mortgages.
2. Any security that could result in a zero interest accrual if held to maturity.
3. A state or federal credit union, if a member of the District's Board of Directors or an administrative officer also serves on the Board of Directors, or any committee appointed by the Board of Directors, or the credit committee or supervisory committee, of the state or federal credit union.

**C. DIVERSIFIED INVESTMENTS**

Investments, other than investments referenced in paragraphs **A** (1) and (2) above, will be diversified to avoid losses that may be associated with any one investment.

**RESOLUTION 01-INV  
EXHIBIT A**

**YEAR 2001 INVESTMENT POLICY  
NIPOMO COMMUNITY SERVICES DISTRICT**

**7. REPORTS**

**A. QUARTERLY REPORT**

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 District's Board of Directors within thirty (30) days after the end of each quarter (i.e., by May 1, August 1, November 1, and February 1) (California Government Code § 53646). Required elements of the quarterly report are as follows:

1. Type of Investment
2. Institution
3. Date of Maturity (if applicable)
4. Amount of deposit or cost of the security
5. Current market value of securities with maturity in excess of twelve months (if applicable)
6. Rate of Interest
7. Statement relating the report to the Statement of Investment Policy
8. Statement of the District's ability to meet cash flow requirements for the next six months.
9. Accrued Interest (if applicable)

**B. ANNUAL REPORT**

Prior to February 1, of each year, the Finance Officer shall file and submit an annual report to the District's auditor and Board of Directors which will contain the same information required in the quarterly report.

The annual report will include a recommendation to the Board of Directors to either:

1. Readopt the District's then current annual Investment Policy; or
2. Amend the District's then current Investment Policy.

**C. LIMITED QUARTERLY REPORT**

If the District has placed all of its investments in the Local Agency Investment Fund (LAIF), created by California Government Code § 16429.1, or in Federal Deposit Insurance Corporation, insured accounts in a bank or savings and loan association, in a County investment pool, or any combination of these, the Finance Officer may submit to the Board of Directors, and the auditor of the District the most recent statement or statements received by the District from these institutions in lieu of the information required in paragraph 7.A, above. This special reporting policy does not relieve the Finance Officer of the obligation to prepare an annual investment report as identified in paragraph 7.B, above.

**RESOLUTION 01-INV  
EXHIBIT A**

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NIPOMO COMMUNITY SERVICES DISTRICT**

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**RESOLUTION 01-INV  
EXHIBIT A**

**YEAR 2001 INVESTMENT POLICY  
NIPOMO COMMUNITY SERVICES DISTRICT**

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**RESOLUTION 01-INV  
EXHIBIT A**

**YEAR 2001 INVESTMENT POLICY  
NIPOMO COMMUNITY SERVICES DISTRICT**

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The annual report will include a recommendation to the Board of Directors to either:

1. Readopt the District's then current annual Investment Policy; or
2. Amend the District's then current Investment Policy.

**C. LIMITED QUARTERLY REPORT**

If the District has placed all of its investments in the Local Agency Investment Fund (LAIF), created by California Government Code § 16429.1, or in Federal Deposit Insurance Corporation, insured accounts in a bank or savings and loan association, in a County investment pool, or any combination of these, the Finance Officer may submit to the Board of Directors, and the auditor of the District the most recent statement or statements received by the District from these institutions in lieu of the information required in paragraph 7.A, above. This special reporting policy does not relieve the Finance Officer of the obligation to prepare an annual investment report as identified in paragraph 7.B, above.

TO: BOARD OF DIRECTORS  
FROM: DOUG JONES   
DATE: JANUARY 17, 2001

AGENDA ITEM   
JAN 17 2001

MANAGER'S REPORT

G-1) PROPOSED COUNTY PARKS POLICY ON EASEMENTS

Attached is the County's staff report with respect to establishing easements through County parks. This item was presented on the Consent Agenda of the County Board of Supervisors meeting of January 9, 2001. Director Winn was at the meeting and requested the item be pulled from the Consent Agenda for discussion purposes. After discussion, the matter was tabled for consideration at a later time. This item is brought to the Board for information.

Board 2001\mgr011700.DOC

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

AGENDA ITEM  
JAN 17 2001



(1) DEPARTMENT General Services		(2) MEETING DATE January 9, 2001	(3) CONTACT/PHONE Jeanette Di Leo (805) 781-4089	
(4) SUBJECT Adoption of a policy regarding private and quasi-public easements on public park and recreation lands.				
(5) SUMMARY OF REQUEST County Parks Division is receiving numerous requests for private easements on public parkland. The Parks Division is proposing adoption of a policy to address easements proposed on public parkland.				
(6) RECOMMENDED ACTION Authorize the Parks Division to use the attached policy when reviewing requests to provide private easements on public park and recreation lands.				
(7) FUNDING SOURCE(S) N/A	(8) CURRENT YEAR COST None	(9) ANNUAL COST N/A	(10) BUDGETED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A <input type="checkbox"/> NO	
(11) OTHER AGENCY/ADVISORY GROUP INVOLVEMENT (LIST): Parks and Recreation Commission, County Counsel				
(12) WILL REQUEST REQUIRE ADDITIONAL STAFF? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, How Many? _____ <input type="checkbox"/> Permanent _____ <input type="checkbox"/> Limited Term _____ <input type="checkbox"/> Contract _____ <input type="checkbox"/> Temporary Help _____				
(13) SUPERVISOR DISTRICT(S) 1st, 2nd, 3rd, 4th, 5th, (All)		(14) LOCATION MAP <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A		
(15) AGENDA PLACEMENT Consent <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Presentation <input type="checkbox"/> Board Business (Time Est. _____)		(16) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions (Orig + 4 copies) <input type="checkbox"/> Contracts (Orig + 4 copies) <input type="checkbox"/> Ordinances (Orig + 4 copies) <input checked="" type="checkbox"/> N/A		
(17) NEED EXTRA EXECUTED COPIES? <input type="checkbox"/> Number: _____ <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A		(18) APPROPRIATION TRANSFER REQUIRED? <input type="checkbox"/> Submitted <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A		

(19) ADMINISTRATIVE OFFICE REVIEW	<p style="font-size: 2em; font-weight: bold;">B-31 1-9-01</p>
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COUNTY OF SAN LUIS OBISPO  
**Department of General Services**

COUNTY GOVERNMENT CENTER • SAN LUIS OBISPO, CALIFORNIA 93408 • (805) 781-5200  
DUANE P. LEIB, DIRECTOR

**TO: BOARD OF SUPERVISORS**  
**FROM: *D. Leib* DUANE P. LEIB, GENERAL SERVICES DIRECTOR**  
**DATE: JANUARY 9, 2001**  
**SUBJECT: ADOPTION OF A POLICY REGARDING PRIVATE EASEMENTS ON PUBLIC PARK AND RECREATION LAND**

**RECOMMENDATION**

Authorize the Parks Division to use the attached policy when reviewing requests for private easements on public park and recreation lands.

**DISCUSSION**

During the last year the Parks Division of General Services has received various requests for private or quasi public facilities on County park and recreation property. Recent easement requests include:

- A proposed sewer line adjacent to the Bob Jones Pathway.
- A sewer connection across the Bob Jones Pathway and along a portion of the County's pedestrian bridge.
- A water line through a portion of Nipomo Community Park.
- A fiber optic line through a portion of Cuesta Park.
- A Fire Department access to a private development via the Bob Jones Pathway.

In order to assess how easement requests should be evaluated, staff contacted various park jurisdictions throughout California. In general, the jurisdictions contacted considered park and recreation lands an important community resource that is expensive to provide and very difficult to replace. As a result, many jurisdictions require a fee to evaluate proposed easements on public lands, and require the developer to pay for an appraisal, CEQA review, and any survey that is necessary. Jurisdictions require fees on the basis staff time is also valuable and limited. Requests for private or quasi-public easements are a benefit to a private party or quasi-public entity (which has its own revenue generating structure), thus the general public should not be paying for these evaluations through their tax dollars intended to provide for park services. In addition, the jurisdictions contacted required payment for the easement (when granted) and a finding that granting the easement results in a **significant** public benefit to the jurisdiction's park resources.

*B-310*  
*B-32*



Whether proposed easements are even considered by an agency varies between jurisdictions. For example, the County of Monterey denies most requests unless there is an *overriding, compelling reason* to approve the request. Within Santa Barbara County an easement is only granted if a finding of public benefit can be made. Santa Barbara County also requires that any easement granted contain a revocable clause. The City of San Francisco simply prohibits easements through public park or open space land as part of their city charter. East Bay Regional Parks District has very strict guidelines for approving easements. In general, easements are not looked upon favorably. If an easement is granted, East Bay Regional Parks District requires payment for the easement as well as replacement parkland.

To better address the numerous requests for private easements on public park and recreation lands (including natural or open space lands owned or managed by the County), staff is recommending adoption of the procedure outlined in Exhibit A (attached). This procedure outlines the applicant's responsibilities, easement criteria, and an appeal process.

#### **OTHER AGENCY INVOLVEMENT**

The County Parks and Recreation Commission has unanimously endorsed the proposed policy. This policy has been reviewed by County Counsel.

#### **FINANCIAL CONSIDERATIONS**

The proposed policy and procedure would compensate the County for reviewing private and quasi-public easement requests. In addition, the policy would better insure that the general public benefits from any easement granted on County park property or recreation lands.

#### **INTENDED RESULTS**

Provide a policy and procedures for reviewing and approving requests for private easements on public park and recreation lands, and to effectively protect the public's interest in said lands.

**Attachment:**  
Exhibit A: Proposed Policy

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**EXHIBIT A**

**POLICY AND PROCEDURES FOR PROCESSING EASEMENT REQUESTS ON COUNTY PARK PROPERTY AND RECREATION LANDS<sup>1</sup>**

- I. Pre-application Meeting.
  - A. An initial meeting between Parks Division staff and the applicant to review the applicant's request in relation to the adopted policy/procedures. No fee is associated with this initial meeting.
  
- II. If an applicant is interested in obtaining an easement over County park property or recreation lands the applicant shall submit the following to the Parks Division:
  - A. *An application.* The application would require an applicant to submit (1) plans clearly depicting what is proposed, (2) resources within or adjacent to the proposed easement, (3) a written description of the project, (4) the name and address of the applicant and the applicant's agent, and (5) an identification of what public park and recreation benefit the applicant is proposing.
  
  - B. *A fee.* The applicant would submit a fee covering the County's cost for processing the applicant's request. Typical staff for processing these requests would include Parks Division, County Counsel, and Property Management.
  
  - C. *Appropriate documents and processing fees.* Applicants requesting an easement would be financially responsible for the preparation of documents the County determines necessary to complete its review. These documents may include, but are not be limited to, (1) an appraisal, (2) CEQA review, (3) a legal description, (4) a survey, (5) permits or proof of permits from other necessary agencies such as Army Corps of Engineers, United States Fish and Wildlife Services, and, (6) case processing in a case where a lot line adjustment or a similar requirement would be necessary. County staff would require all documents be prepared by a County designated qualified professional.
  
- III. County staff will review the applicant's request consistent with the criteria listed below.
  - A. *Potential project impacts.* Staff would assess individual impacts to park and recreation lands associated with the proposed project and cumulative impacts/costs associated with approving numerous similar requests. Projects that have individual or cumulative impacts/costs greater than their benefits shall be denied. Impacts would include, but are not limited to, increased maintenance, increased monitoring, liability concerns, future park or recreation use limitations inconsistent with the intent of that park or recreation facility, or environmental or social impacts/costs.
  
  - B. *Better solutions.* Often easements are requested through a park or adjacent to a recreation

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<sup>1</sup> Includes open space and natural areas owned or managed by the County.

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facility because this option is significantly less costly to an applicant (in terms of time and/or money). Typically, not only is an easement for a facility required but also a maintenance corridor to service that facility. Unless a proposed easement would significantly benefit County park or recreation lands, the applicant shall be required to locate the proposed facility outside of County owned park and recreation lands.

- C. *Consistency with County Plans and Ordinances.* Projects which are inconsistent or incompatible with a park plan, master plan, or a County Element shall be denied.
  - D. *Public benefit.* The proposed public benefit must accrue to a park, open space, or recreation facility(ies). The project's benefit shall significantly outweigh potential public costs and impacts associated with the project, and shall have a nexus to the project being impacted. To determine public benefit, the County may use various methods including requiring an appraisal, assessing the County's long-term costs associated with the easement, and/or an assessment of the private value of the easement. To obtain a finding of significant public benefit, the public benefit shall be significantly greater than the County's short and long-term public cost (individually and cumulatively) of allowing the proposed easement.
  - E. *Consistency with the intent of providing the park and recreation facility.* The intent of providing park and recreation lands is to maximize opportunities for recreation, preserve areas for future public use and enjoyment, and protect sensitive resources. Private easements create an encumbrance on these lands by *potentially* restricting future uses, impacting sensitive areas, and/or creating County maintenance concerns thereby increasing the cost of that land to the general public. Projects which adversely impact the intent of that facility while providing only a minimal public recreational benefit shall be denied.
- IV. Easements recommended for approval by Parks/Property Management Division staff would be forwarded to the Board of Supervisors for approval in the form of a completed agreement with the applicant. Projects inconsistent with the County's policy or procedures would receive a written response from Parks or Property Management Division. The written response would specify (1) how the proposed project is inconsistent with County policy and/or procedure, and (2) the applicant's procedure and deadline for an appeal.
- V. *Appeals.* If the applicant is unsatisfied with the County's letter, the applicant shall have a maximum of ten days to file an appeal staff's decision to the Board of Supervisors. Prior to the applicant being scheduled for a Board of Supervisor's hearing, the project shall be heard by the Parks and Recreation Commission. The Parks and Recreation Commission would provide the Board of Supervisors with a recommendation regarding the proposed project.

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