

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

AGENDA ITEM

OCT 17 2001



REIMBURSEMENT OF EXPENSES FOR EASEMENT
TRACT 2219 (DANA WELLS)

ITEM

Authorize reimbursement of expenses for easements - Tract 2219 (Dana Wells).

BACKGROUND

On September 13, 1989, Nipomo Community Services District entered into an agreement with said Owners of Assessor Parcel Number 091-283-012, currently known as Tract 2219 (Barlogio). The agreement provided that the Owners grant an easement and access for water wells in return for the District's conditional commitment to construct public water system improvements on Owner's property. The District desires to acquire the easements for the purposes of acquiring the well sites by reimbursing the Owners for the cost of construction of said improvements.

On September 24, 2001, the District offered the Owners a reimbursement of costs in the amount of \$52,489.00 plus interest at the LAIF rates from December 5, 2000 to the date of resolution of this matter (October 17, 2001). A copy of the letter is attached for your reference. The interest, at the LAIF rates, has been calculated to be \$2,632.69.

On October 10, 2001, the Owner, John Barlogio, reviewed the attached Resolution and accepted the District's offer of reimbursement. He has acknowledged by signing and dating the document.

RECOMMENDATION

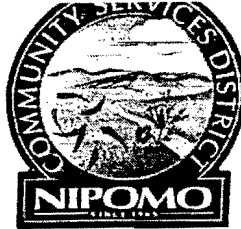
Staff recommends that Your Honorable Board adopt Resolution 2001-Dana authorizing the reimbursement of expenses for easement.

Board 2001\dana easements.DOC

NIPOMO COMMUNITY

BOARD MEMBERS

ROBERT BLAIR, PRESIDENT
RICHARD MOBRAATEN, DIRECTOR
MICHAEL WINN, DIRECTOR
JUDITH WIRSING, DIRECTOR
CLIFFORD TROTTER, DIRECTOR



SERVICES DISTRICT

STAFF

DOUGLAS JONES, GENERAL MANAGER
JON SEITZ, GENERAL COUNSEL
LEE DOUGLAS, MAINTENANCE SUPERVISOR

148 SOUTH WILSON STREET POST OFFICE BOX 326 NIPOMO, CA 93444 - 0326
(805) 929-1133 FAX (805) 929-1932 Email address gm@nipomocsd.com

September 24, 2001

John Barlogio
P O Box 325
Nipomo, CA 93444

SUBJECT: TRACT 2219 CAMINO CABALLO WELL SITES

The Board of Directors of the Nipomo Community Services District reviewed your letter dated September 11, 2001, concerning the two well sites on Tract 2219 known as the Dana well site easements. The Board of Directors authorized the reimbursement to the owners for improvement costs of \$52,489.00 plus interest from the date of completion of December 5, 2000. Interest from December 5, 2000 to the date of this letter is estimated to be \$2,445.29. The Local Agency Investment Fund Interest rates are posted quarterly and are as follows:

Quarter Ending December 31, 2000	6.52%
Quarter Ending March 31, 2001	6.16%
Quarter Ending June 30, 2001	5.32%

The interest rate of 5.32% was used for the period of July 1, 2001 to September 24, 2001, as the quarter has not yet ended. The final computation of interest will be made upon execution of the agreement.

The District will direct District Legal Counsel, Jon Seitz, to prepare the necessary easement documents to be executed to complete this transaction.

If you have any questions, please contact me.

Very truly yours,

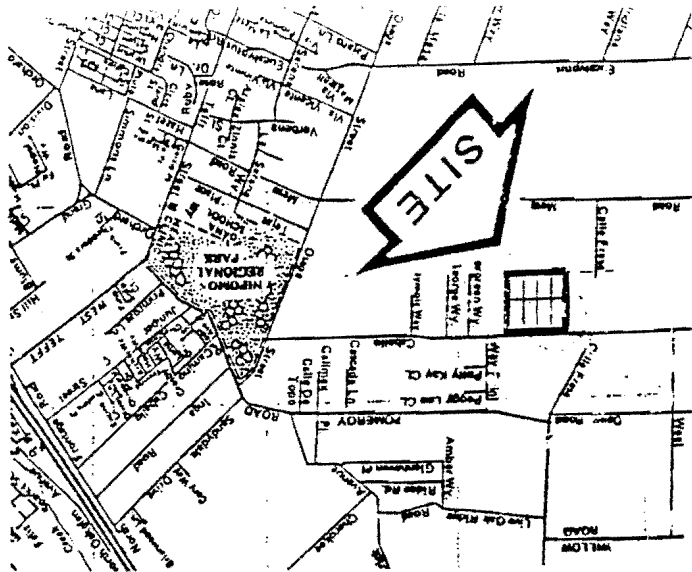
NIPOMO COMMUNITY SERVICES DISTRICT



Doug Jones
General Manager

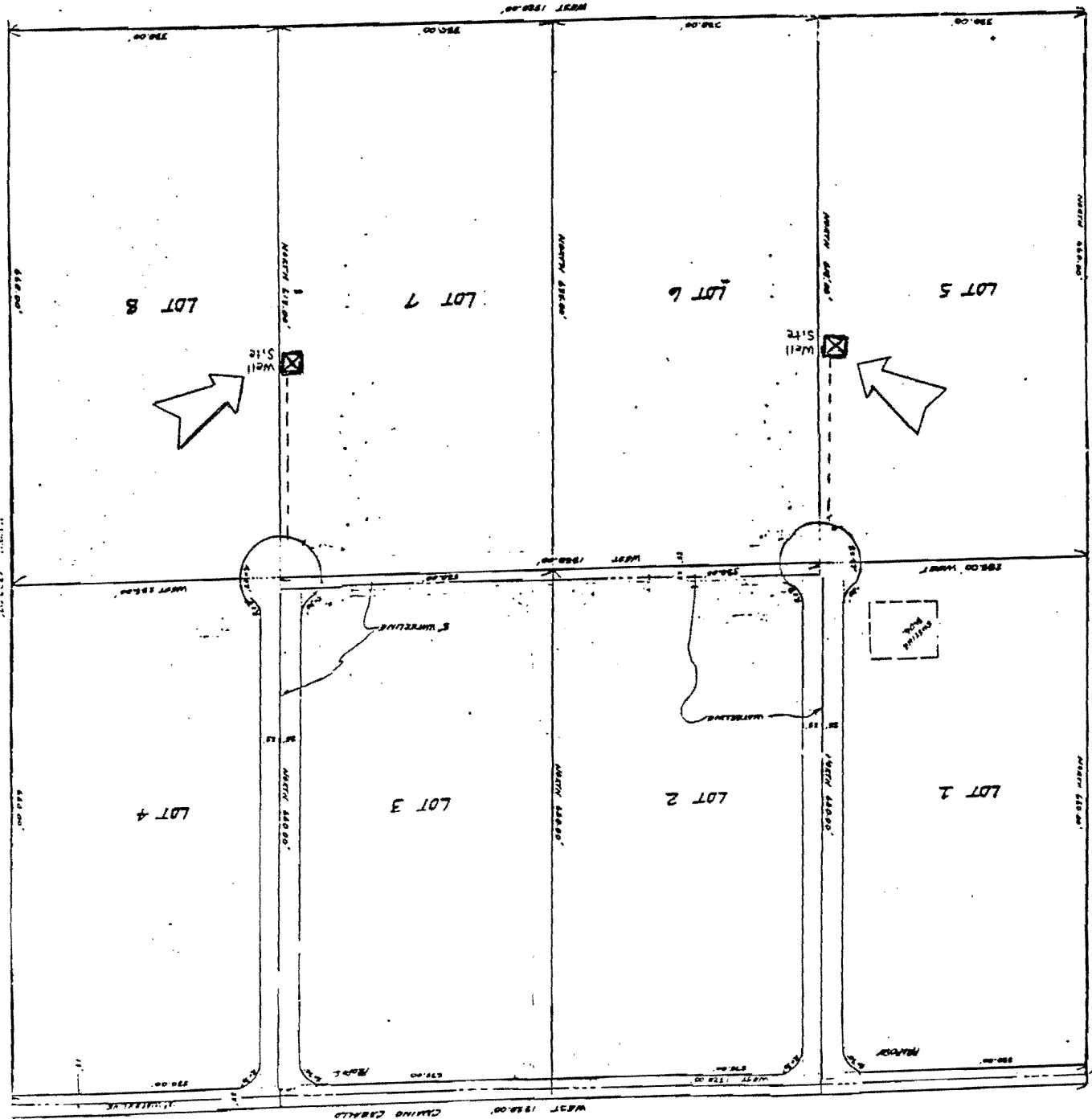
cc: Board of Directors
Jon Seitz

Tracts/2219/Well site easements



VICINITY MAP

TRACT # 2219



**RECORDING REQUESTED BY AND WHEN
RECORDED RETURN TO:**

Nipomo Community Services District
P.O. Box 326
Nipomo, CA 93444
Attn: General Manager

**FORMERLY APN #: 091-283-012
NEW APN# 091-283-060, 091-283-061, 091-283-062, 091-283-063,
091-283-064, 091-283-065, 091-283-066, 091-283-067**

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2001-Dana**

**A RESOLUTION OF THE NIPOMO COMMUNITY SERVICES DISTRICT
AUTHORIZING REIMBURSEMENT OF EXPENSES FOR EASEMENT**

WHEREAS, the Nipomo Community Services District ("District") and Robert W. Coates, Marian C. Coates, and David A. Dana ("Owners") entered into an agreement ("Agreement") entitled Grant of Easement and Water Service Agreement Affecting Real Property, Tentative Tract Map 1822 (aka Tract Map 2219) recorded on May 30, 1990 as Document #20199 of the official records of San Luis Obispo County; and

WHEREAS, the Agreement provided that the Owners granted an easement and access for water wells in return for the District's conditional commitment to construct public water system improvements ("Improvements") on Owner's property; and

WHEREAS, District desires to acquire said easements for the purposes of acquiring well sites by reimbursing Owners for the cost of construction of said Improvements.

NOW, THEREFORE, be it ordered, determined and resolved as follows:

1. That the Board of Directors of the Nipomo Community Services District does hereby direct payment in the amount of \$55,121.69 to Owners for the construction of the Improvements as consideration for the Easements.
2. The Board of Directors of the District finds that the adoption of this Resolution does not constitute a "project" under the California Environmental Quality Act ("CEQA") (Public Resources Code Section 21000 et seq.) or its implementing Guidelines (14 California Code of Regulations Section 15000 et seq.) ("CEQA Guidelines"). The Board further finds that the construction of public facilities within the easement will require future review pursuant to CEQA and its implementing guidelines. Even if the adoption of this Resolution were a "project" for purposes of CEQA, the District Board finds that it is exempt from review pursuant to Section 15061(b)(3) which provides that an activity is not subject to CEQA review where it can be seen with certainty that there is no possibility that it may have a "significant effect on the environment." The District Board

NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2001-_____

A RESOLUTION OF THE NIPOMO COMMUNITY SERVICES DISTRICT
AUTHORIZING REIMBURSEMENT OF EXPENSES FOR EASEMENT

finds that it can be seen with certainty that there is no possibility that the adoption of this Resolution and the approval of the provisions contained herein may have a significant effect on the environment. The District General Manager is authorized to prepare, execute and file a notice of exemption pursuant to the above provisions.

3. The Board of Directors of the Nipomo Community Services District does hereby direct the General Manager to cause a certified copy of this Resolution to be recorded in the office of the County Clerk/Record of the County of San Luis Obispo, State of California.

Upon motion of Director _____, seconded by Director _____, and on the following roll call vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAINING:

the foregoing Resolution is hereby adopted this 17th day of October, 2001.

ROBERT L. BLAIR, PRESIDENT


ATTEST:

APPROVED AS TO FORM:

DONNA K. JOHNSON
Secretary to the Board

JON S. SEITZ
District Legal Counsel

RESOLUTIONS/01-DANA EASEMENTS

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



DRAINAGE AND FLOOD PROTECTION AUTHORITY

ITEM

Review District powers to provide drainage and flood control services for the community.

BACKGROUND

Community members have been meeting since the March 2001 floods about a means to prevent future flooding of the Nipomo area. They are looking for a public agency to perform this service. Most of the damage in the past floods occurred within the District boundary but much of the drainage basin is outside the District boundary. This would require cooperation with San Luis Obispo County for the District to provide drainage and/or flood control services.

The District's powers are under Section 61600 (1)(2) of the Government Code, reads as follows:

- (1) The planning, design, construction, maintenance, and operation of flood protection works and facilities, or substantially similar works or facilities, is not within the authority of another public agency, except that a public agency and the District are not precluded from entering into agreements for the District to provide those services.
- (2) The governing body of the city or County in which the services specified in paragraph (1) are to be provided by the District has consented to the District providing those services.

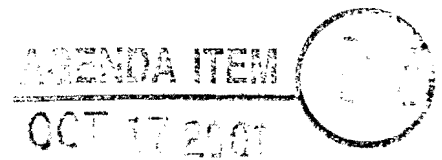
The District could provide flood protection services to with consent from the County.

RECOMMENDATION

Staff recommends that your Honorable Board appoint two Board members to a drainage and flood zone committee to meet with a group(s) who is (are) interested in establishing a zone of benefit. The committee should investigate the scope, magnitude and mission desired for the proposed drainage and flood control services.

Board 2001\Flood control.DOC

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



EVALUATION OF WATER SUPPLY ALTERNATIVES

ITEM

Receiving the final report from Kennedy/Jenks Consultants on evaluation of water supply alternatives.


BACKGROUND

The District hired the firm of Kennedy/Jenks Consultants to research supplemental water supplies for the District. At the September 5, 2001 regular Board meeting, your Honorable Board reviewed a draft report from Kennedy/Jenks Consultants. They have finalized the report based on comments received at that meeting. The final report is presented to the Board to receive and file.

RECOMMENDATION

Your Honorable Board may wish to have a study session to review the final report and direct staff on how you wish to proceed.

A COPY OF THE REPORT IS ENCLOSED.

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



MEETING TIME CHANGE

ITEM

Consideration of changing the regular Board Meeting time.

BACKGROUND

At the regular Board Meeting of October 3, 2001, the Board of Directors discussed the possibility of changing the regular Board Meeting time from 10:30 a.m. to 9:30 a.m. on the first and third Wednesday of each month. The earlier start would allow a majority of the meetings to be completed by noon, therefore, freeing up the afternoon for other meetings and appointments.

RECOMMENDATION

It is recommended that your Honorable Board approve Resolution 2001- Bd time, changing the regular meeting time from 10:30 a.m. to 9:30 a.m.

Board 2001\meeting time change.DOC

RESOLUTION NO. 2001-Bd time

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
ESTABLISHING THE TIME FOR HOLDING ITS REGULAR MEETINGS

WHEREAS, the California Government Code Section 61221 authorizes the Board of Directors to establish the time for holding its Regular Meetings.

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

The Board of Directors shall change the time of its Regular Board Meeting to 9:30 a. m. from 10:30 a.m. on the first and third Wednesday of the month at the regular meeting place.

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

AYES: Directors _____
NOES: None
ABSENT: None
ABSTAIN: None

the foregoing resolution is hereby adopted this 19th day of October, 2001.

Robert L. Blair, President
Nipomo Community Services District

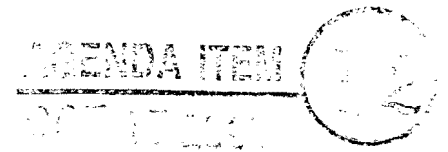
ATTEST:

APPROVED AS TO FORM:

Donna K. Johnson
Secretary to the Board

Jon S. Seitz
District Legal Counsel

TO: BOARD OF DIRECTORS
FROM: MICHAEL W. SEITZ, DEPUTY DISTRICT COUNSEL
DATE: OCTOBER 17, 2001



REQUEST LEGISLATION FOR STREET LANDSCAPING POWER

ITEM

This is a proposal to request of the Legislature that the District be granted power to form landscaping districts pursuant to the Landscaping and Lighting act of 1972.

BACKGROUND

The District has received a request from Mr. Ron Edwards to provide landscaping services for his development on Tefft Street, across from the Dana Elementary School. Landscaping is not included within the powers identified in Government code. The Jurupa Community Services District has previously obtained from the Legislature special legislation to allow it the powers to landscaping pursuant to the Landscaping and Lighting Act of 1972.

Attached is Resolution 2001-landscape. This Resolution authorizes the District to seek special legislation from the California legislature to be included within Government Code §61600.21. This would allow the District "for the purpose of installing or planting and maintaining landscaping, be authorized to provide for and accomplish that purpose through proceedings pursuant to the Landscaping and Lighting Act of 1972".

Once the District is granted this power by the State legislature, the District would be authorized pursuant to the Landscaping and Lighting Act of 1972 to seek voter approval of Assessment Districts in order to provide this service.

RECOMMENDATION

Should the Board desire to add the landscaping power then the Board should adopt the attached resolution and direct the District Manager to take action to have this power added through special legislation or as an add on to a pending bill.

RESOLUTION NO. 2001-LANDSCAPE

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NIPOMO COMMUNITY SERVICES DISTRICT TO REQUEST ADDITIONAL POWERS
FROM THE LEGISLATURE RELATING TO LANDSCAPING AND LIGHTING ACT OF 1972**

WHEREAS, the Nipomo Community Services District is a Community Services District established pursuant to the Government Code; and

WHEREAS, the Nipomo Community Services District exercises certain powers pursuant to Government Code Section 61600; and

WHEREAS, the Board of Directors finds that there is a need for the District to exercise powers for the purpose of forming landscaping districts within the District; and

WHEREAS, formation of landscaping districts is not among those powers designated in Government Code Section 61600; and

WHEREAS, Nipomo Community Services District is aware that the Jurupa Community Services District has petitioned the legislature and has received approval to exercise its powers for the purpose of establishing landscaping districts for installing, planting and maintaining of landscaping within the public street rights of ways or easements within the District; and

WHEREAS, Nipomo Community Services District finds that it is feasible, economically sound and in the public interest for the Nipomo Community Services District to exercise its powers for the formation of assessment districts for the purpose of planting and maintaining landscaping within public right of ways.

NOW THEREFORE BE IT RESOLVED AND DETERMINED BY THE NIPOMO COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS AS FOLLOWS:

- 1) The District desires to have authority pursuant to the Landscaping and Lighting Act of 1972.
- 2) The District Manager is hereby directed to seek legislation from the California State Legislature to include the Nipomo Community Services District as a District authorized to have such authority pursuant to Government Code Section 61601.21.

RESOLUTION NO. 2001-LANDSCAPE

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NIPOMO COMMUNITY SERVICES DISTRICT TO REQUEST ADDITIONAL POWERS FROM THE
LEGISLATURE RELATING TO LANDSCAPING AND LIGHTING ACT OF 1972
PAGE TWO

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

DIRECTORS

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

the foregoing resolution is hereby adopted this ____ day of _____, 2001.

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

RESOLUTIONS/2001-LANDSCAPE

§ 61601.21

COMMUNITY SERVICES DISTRICTS

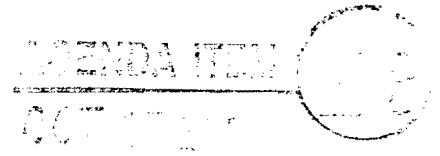
Title 6

§ 61601.21. Adoption of additional purpose; installation or maintenance of landscaping

Notwithstanding Sections 61600 and 61601, whenever the Board of Directors of the Jurupa Community Services District determines, by resolution, that it is feasible, economically sound, and in the public interest for the district to exercise its powers for the purpose of installing or planting and maintaining landscaping within public street rights-of-way or easements within the district, the board may adopt that additional purpose by resolution, and thereafter the powers of the district may be exercised for that purpose. The district shall, for the purpose of installing or planting and maintaining landscaping, be authorized to provide for and accomplish that purpose through proceedings pursuant to the Landscaping and Lighting Act of 1972 (Part 2 (commencing with Section 22500) of Division 15 of the Streets and Highways Code).

(Added by Stats.1989, c. 104, § 3.)

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



WATER & SEWER MASTER PLAN UPDATE
BOYLE ENGINEERING

ITEM

Approve a change order for Boyle Engineering to complete the District's Water and Sewer Master Plan update.

BACKGROUND

Enclosed is correspondence for Boyle Engineering reviewing the District's Water and Sewer Master Plan update and the additional work that needs to be done to complete the project. Boyle Engineering was asked to put this project on hold until Nobel Systems could complete their GIS mapping of the District's system. It was felt that the GIS mapping was more accurate than some of the information that Boyle had because Nobel's scanning of the as-built drawings was put into the GIS mapping. Boyle Engineering has now been asked to complete the Water and Sewer Master Plan. Additional work would be needed in the amount of \$5,865.00, as indicated in their correspondence.

RECOMMENDATION

Staff recommends that your Honorable Board authorize the General Manager to execute a change order with Boyle Engineering to complete the District's Water and Sewer Master Plan in the amount of \$5,865.00.

Board 2001\Boyle update.DOC



5851 Thille Street, Suite 201
Ventura, CA 93003
TEL: (805)644-9704
FAX: (805)642-8277
www.boyleengineering.com

Mr. Doug Jones
General Manager
NIPOMO COMMUNITY SERVICES DISTRICT
148 South Wilson Street
P.O. Box 326
Nipomo, CA 93444-0326

October 4, 2001
VT-N04-101-08

Nipomo Community Services District
Proposal to Provide Additional Engineering Services for
Completion of the 2001 Water and Sewer Master Plan Update

Dear Mr. Jones:

Boyle Engineering is currently in the process of updating the *Water and Sewer Master Plan* for the Nipomo Community Services District (NCSD). Due to unforeseen delays in the project and the request for an Interim Letter Report, Boyle will be required to provide additional services, not included in the original scope of work, in order to complete this project. At the request of NCSD staff, Boyle has prepared this proposal to outline the additional work and associated fees needed to complete the *2001 Water and Sewer Master Plan Update*.

Background

Boyle Engineering is currently updating the NCSD *Water and Sewer Master Plan*. As part of the *2001 Water and Sewer Master Plan Update*, Boyle has completed a detailed evaluation of the NCSD water system and analyzed its ability to meet existing customers and additional demand from future development.

The District provided data regarding land use, water consumption and production, and water facilities. The information was evaluated by Boyle and used to update water demand forecasts. The computer model of the NCSD water system was then updated and used to evaluate the water system's ability to serve the existing and future customers. Water facility upgrade recommendations were developed for the existing and general plan build out water demands. The results of this analysis were used to update the portions of the Master Plan related to the Water System. These tasks were included in the original scope of services and were mostly complete by May 2000.

The original scope of services for the project also outlined tasks for updating the portion of the Master Plan relating to the NCSD sewer system. These tasks included data collection and

MPADDITIONAL_WORK_PROPOSAL

evaluation, update of sewer loading factors, update of the sewer model, analysis, and update of the report. Boyle was in the process of completing these tasks in an effort to complete the project. However, at the same time NCSD had hired Nobel Systems to digitize the atlas maps of the District's water and sewer facilities. In order to provide more complete information regarding sewer facilities, the District requested that Boyle delay the analysis of the sewer system until Nobel was finished with their work.

While Boyle was waiting for sewer facility information, NCSD requested that Boyle prepare an Interim Report summarizing the preliminary results of the water system analysis, including projected water demands and sizing of recommended piping upgrades in Tefft Street. Boyle submitted the Interim Report dated April 24, 2001, with revisions dated May 23, 2001 and Aug. 31, 2001. This letter report and its revisions were not included in the original scope of services. The Interim Report was requested by the District for two reasons: 1) for reference in the *Evaluation of Water Supply Alternatives*, which was concurrently being prepared by Kennedy/Jenks Consultants, and 2) for sizing the Tefft Street pipeline, which is currently in design.

The Water System analysis and preliminary recommendations completed by Boyle were based on the information provided by the District and assumptions regarding future water supply. NCSD had directed Boyle to assume a future connection to State Water on Thompson Avenue as the major potential supply of water. In the *Draft Report-Evaluation of Water Supply Alternatives*, Kennedy/Jenks recommended that NCSD pursue four new water supplies:

- A connection to the City of Santa Maria to obtain state water project water
- Desalination of blowdown water, produced water, and or recycled water and groundwater exchange with the Tosco Refinery
- Recycled water delivery to and groundwater exchange with agricultural users
- Hard rock drilling

According to NCSD staff, it will be at least a few years until it can be determined which of these supply alternatives are viable and will be put to use. In order to complete the update to the *Water and Sewer Master Plan*, NCSD has requested that Boyle not redo the water system analysis to consider the water supply recommendations and information included in the *Evaluation of Water Supply Alternatives*. However, NCSD has requested that Boyle make reference to the *Evaluation of Water Supply Alternatives*. Recommendations regarding the water system will be made based on the analysis that was already completed. Any assumptions that were made regarding future water supplies will be clarified by the statement that future water supply sources are yet to be determined. Further analysis will be recommended as decisions are made about future water supply. This could include water system design reports to evaluate the effect of connecting new developments, as well as an overall water distribution and storage analysis to be completed once NCSD has decided what the future water sources will be.

We have received an electronic copy of the District's water and sewer atlas maps. There are some discrepancies between the information Boyle had received previously and the information shown on the newly digitized atlas maps. This information will be reviewed and corrected at NCSD's request. The sewer information provided will allow Boyle to complete the sewer portion of the *2001 Water and Sewer Master Plan Update*.

Proposed Scope of Services

The proposed scope of additional services needed to complete the *2001 Water and Sewer Master Plan Update* is:

Task 101 Interim Letter Report

Prepare an interim report to outline the preliminary findings of the water system analysis. Include existing and build out water demand estimates, and specific recommendations for improving transmission along Tefft Street. Boyle submitted an interim letter report on April 24, 2001, at the request of the District to provide this information. A first revision of that letter report was submitted on May 23, 2001, to include clarified demand estimates and a comparison to NCSD's water demand forecast. A second revision was submitted on August 31, 2001, to include comments regarding the water supply recommendations made in the Kennedy/Jenks report and a revised water system boundary map. Boyle staff also discussed the Interim Report with San Luis Obispo County Engineering staff preparing a Nipomo Area Water Supply Study.

Task 102 Reconcile Digitized Atlas Maps With the Models

Reconcile the digitized atlas maps of NCSD's water and sewer systems, completed by Nobel Systems in July 2001, with the existing water and sewer system models. Boyle will compare the digitized water system map with the map that was previously used to update the water model. Boyle will also compare the digitized sewer system map with the map that had previously been marked up for use in updating the sewer system model. Significant changes and discrepancies will be discussed with the NCSD personnel so that both the existing water and sewer system models reflect existing conditions.

Any revision of modeling and hydraulic analysis, not included in the original scope of this project, is not included in this task. However, if any significant changes to the existing water system model have to be made due to the updated information included with the digitized maps, another task may be added to complete the additional modeling.

Proposed Fee

Compensation for these additional services shall be on a time and materials basis for an additional not to exceed fee of **\$5,865** in accordance with the attached fee schedule and project budget.

October 4, 2001

The other tasks needed to complete the 2001 Water and Sewer Master Plan Update were included in the original scope of services for the project and will be completed as outlined in the original proposal for the project. Compensation for those services was addressed in the original proposal.

Proposed Schedule

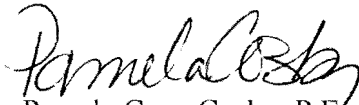
The entire *Draft Water and Sewer Master Plan Update* will be submitted within one month after receiving authorization to do the additional work. The final report will be submitted within two weeks after we receive the District's comments on the draft report.

Boyle Engineering will provide these services as Amendment No. 1 to our existing Engineering Services Agreement dated November 30, 2000. If you find this contract amendment to be in order, please sign all three copies and return two copies to us as notice to proceed.

As always, it is a pleasure to assist the District with engineering services. Please contact us if you have any questions regarding our proposal.

Sincerely,

Boyle Engineering Corporation


Pamela Gene Cosby, P.E., AICP
Assistant Managing Engineer

Agreed and Accepted by:

Nipomo Community Services District

Attachment

Project Budget

Water and Sewer Master Plan - 20001 Update - Additional Work

Nipomo Community Services District

Task Description	Personnel Hours					Budget			
	Principal Engineer	Senior Engineer II	Associate Engineer	Designer/CADD Oper	Clerical	Total Hours	Labor	Non-Labor	Total
Task Group 1									
101 Interim Letter Report	1	18	16	2	6	43	\$ 4,403	\$ 352	\$ 4,755
102 Reconcile Digitized Atlas Maps With the Models		2	8			10	\$ 1,028	\$ 82	\$ 1,110
						-	\$ -		\$ -
Subtotal	1	20	24	2	6	53	\$ 5,431	\$ 434	\$ 5,865
Total	1	20	24	2	6	53	\$ 5,431	\$ 434	\$ 5,865

Amounts shown are fee.

<u>Personnel Category</u>	<u>\$/HR</u>
Principal Engineer	\$145.00
Senior Engineer II	\$126.00
Associate Engineer	\$97.00
Designer/CADD Oper	\$72.00
Clerical	\$49.00

Boyle Engineering Corporation (VT/SLO)
FEE SCHEDULE FOR PROFESSIONAL SERVICES
Effective January 1, 2001

Engineers, Planners, Architects, Scientists:

Student Assistant	\$	56.00 per hour
Assistant I	\$	69.00 per hour
Assistant II	\$	79.00 per hour
Associate	\$	97.00 per hour
Senior I	\$	112.00 per hour
Senior II	\$	126.00 per hour
Principal	\$	145.00 per hour
Special Consultant	\$	110.00 per hour

Construction Administration Personnel:

Resident Project Representative	\$	78.00 per hour
Senior Resident Project Representative	\$	94.00 per hour
Resident Engineer	\$	106.00 per hour
Construction Services Manager	\$	145.00 per hour

Technical Support Staff:

Clerical/General Office	\$	49.00 per hour
Administrative Specialist	\$	58.00 per hour
Drafter/CADD Technician	\$	52.00 per hour
Assistant CADD Operator	\$	62.00 per hour
Designer/CADD Operator	\$	72.00 per hour
Designer	\$	74.00 per hour
Senior Designer/Design CADD Operator	\$	85.00 per hour
Design/CADD Supervisor	\$	94.00 per hour

General Project Expenses^{1/} 8% of Labor

Direct Project Expenses


Other Reproduction (8 1/2 x11/11x17 Color)	\$1.15/1.50 per page
Plan Sheet Printing - In House Bond/Vellum/Mylar	\$3.00/4.00/7.00 per sheet
Subcontracted Services/Reproduction	Cost + 15%
Subcontracted or Subconsultant Services	Cost + 15%
Auto Mileage for Construction Phase Services	\$0.50 per mile
Travel & Subsistence (other than mileage)	Cost
Miscellaneous Materials	Cost + 15%

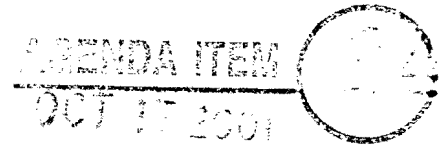
If authorized by the Client, an overtime premium multiplier of 1.5 may be applied to the billing rate of hourly personnel who work overtime in order to meet a deadline which cannot be met during normal hours.

Applicable sale taxes, if any, will be added to these rates. Invoices will be rendered monthly. Payment is due upon presentation. A late payment finance charge of 1.5% per month (but not exceeding the maximum rate allowable by law) will be applied to any unpaid balance commencing 30 days after the date of the original invoice.

Fee schedule is subject to change.

^{1/} Includes mail, telephone, fax, office photo copies, personal computers and mileage (except as noted).

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



MONTECITO VERDE II SEWER PROJECT

ITEM

Approve a change order with Engineering Development Association (EDA) to design the on-site sewer collector system.

BACKGROUND

The District has authorized EDA to evaluate different alternatives to tie-in the Montecito Verde II on-site sewer disposal system to the District area-wide sewer system. EDA evaluated five design criteria and selected the one which extends the sewer line along Montecito Verde Ave. to Story Street and connect to the District's system. Connecting the on-site system was not included in the original engineering proposal from EDA. EDA will prepare the plans and specifications to connect the five separate systems together and to abandon the on-site systems for the amount of \$3,500. This is a reasonable amount for this work.

RECOMMENDATION

Staff recommends that your Honorable Board authorize the General Manager to execute a change order in the amount of \$3,500 with EDA to prepare the design specifications to connect the Montecito Verde II on-site sewer system to the District sewer collector system.

Board 2001\MVII Change order.DOC



ENGINEERING
DEVELOPMENT
ASSOCIATES

RECEIVED

SEP 18 2000

REC'D
SERV. DIVISION

ADDENDUM

This document comprises an addendum to the proposal dated 6/7/00, by and between Nipomo Community Services District ("Client"), and Engineering Development Associates ("EDA"), for the project known as Montecito Verde II EDA Job # 22484-000. The following additional services are

requested of EDA:

- 1) Preparation of a one (1) sheet on-site demolition plan for the existing septic leach fields, and
- 2) Preparation of a one (1) sheet construction plan for the connection of the proposed sewer system to the existing collection system.

EDA estimates that the additional fee for these services shall not exceed \$ 3,500⁰⁰;

EDA will contact Client before proceeding if it is found that the fee will exceed this amount.

These additional services will be shown on your invoice under Product Code .560.

The work covered by this Addendum shall be performed under the same terms and conditions as specified in the original proposal. For purposes of expedition, all parties agree that a facsimile version of this agreement shall suffice. Work will not be performed until this Addendum is fully signed.

EDA

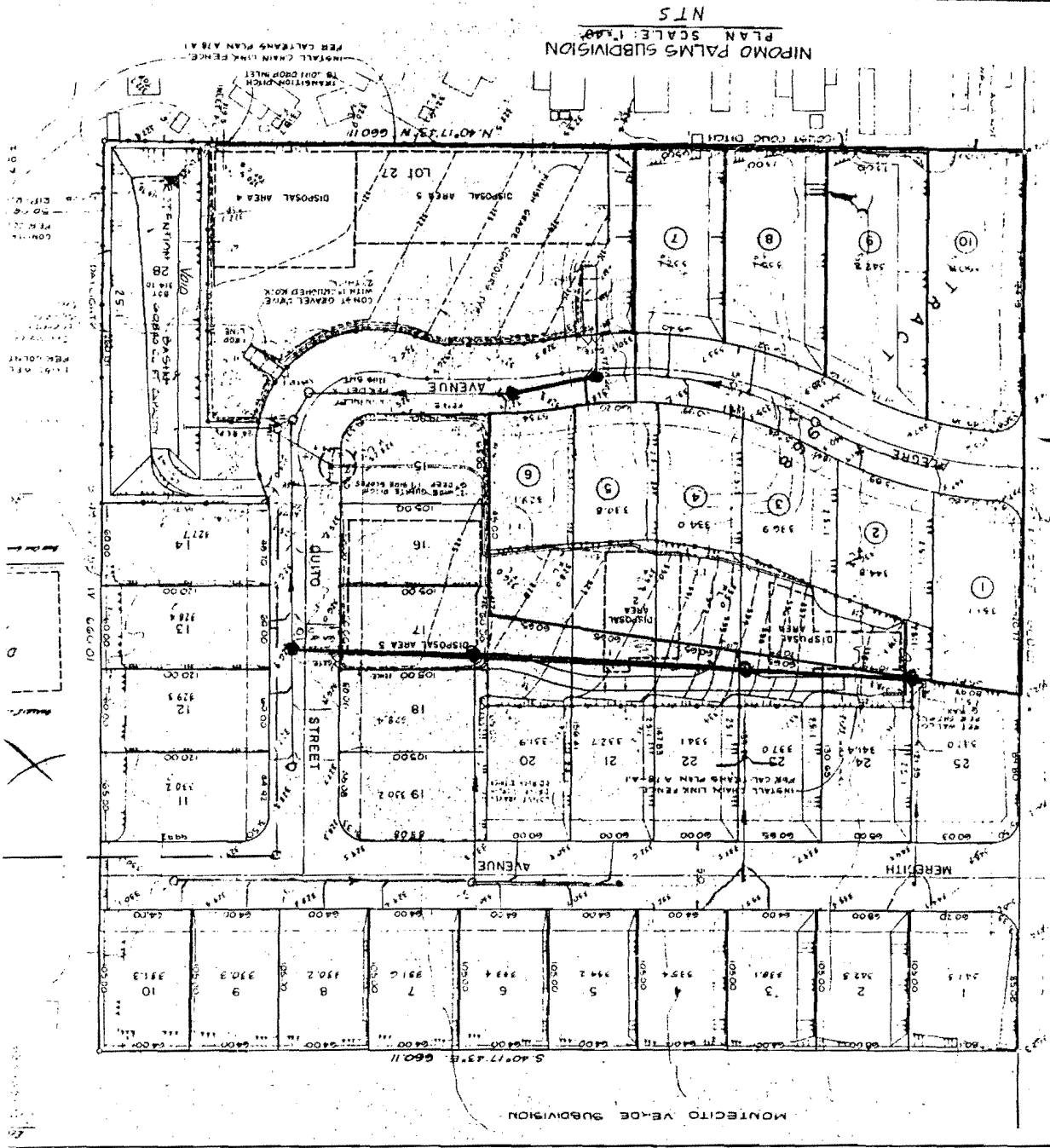
CLIENT

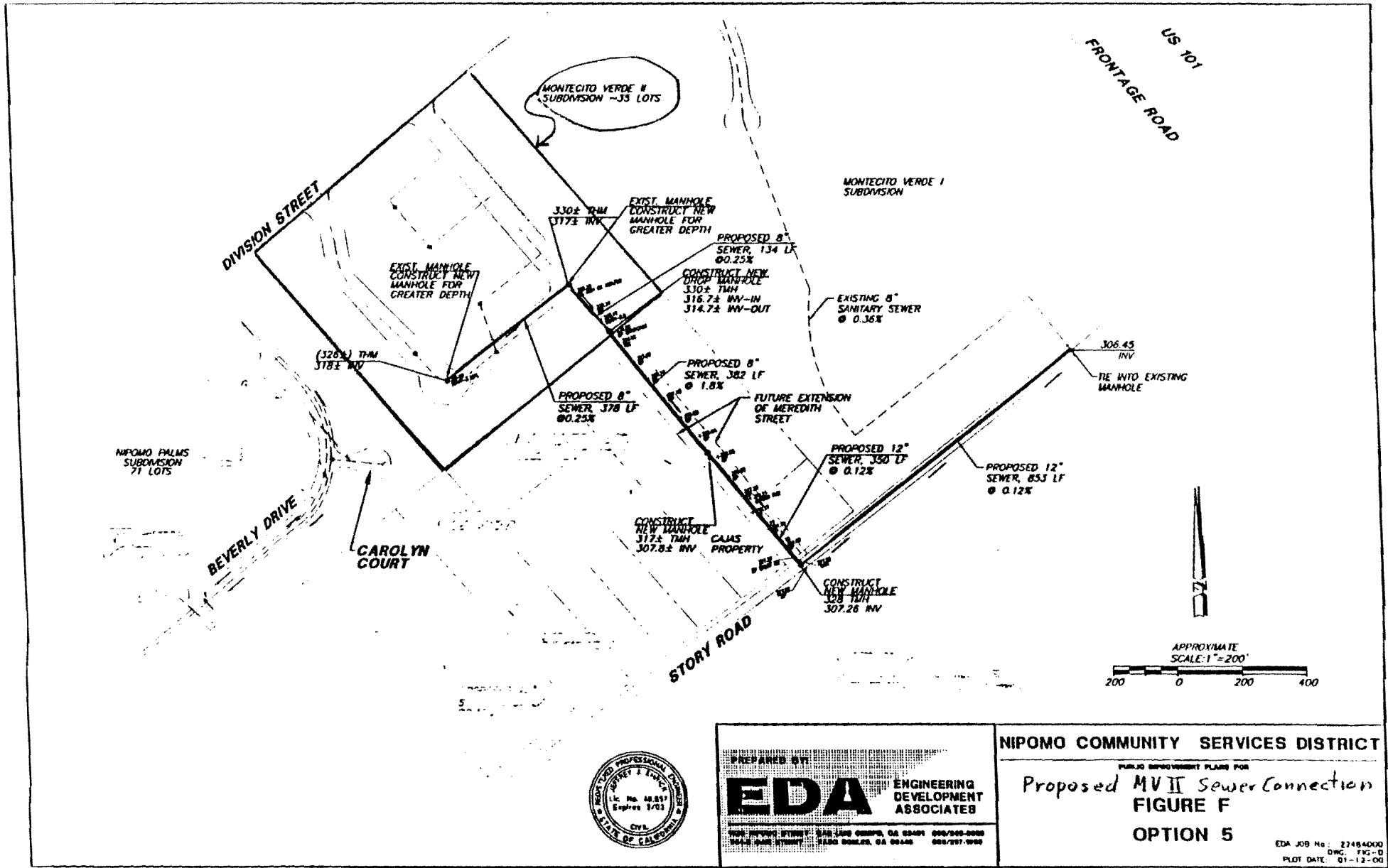
Date: 10/3/01

Date: _____

bd:\data\proposals\addendum.frm(7/97)

Design New Sewer Lines by EDA
For On Site Collection





PREPARED BY:

EDA ENGINEERING DEVELOPMENT ASSOCIATES

15400 BAKER STREET, SUITE 200, GAITHERSBURG, MD 20878-4200
 301-251-7700 FAX: 301-251-7701

NIPOMO COMMUNITY SERVICES DISTRICT

PUBLIC IMPROVEMENT PLANS FOR

Proposed MV II Sewer Connection

FIGURE F

OPTION 5

EDA JOB No. 22484000
 DWG. TFC-0
 PLOT DATE: 01-12-00

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

REQUEST FROM SOUTH COUNTY SANITARY SERVICE INC.
TO PLACE A PAYMENT DROP BOX IN NCSD LOBBY

ITEM

Request from Tom Martin of South County Sanitary Service Inc. to place a payment drop box in the NCSD lobby.

BACKGROUND

Nipomo Garbage Company currently has a payment drop box at the Nipomo Rexall. With the addition of three pharmacies in town, Mr. Martin believes that the Nipomo Rexall will be bought out and the payment drop box will no longer be available to their customers at that location.

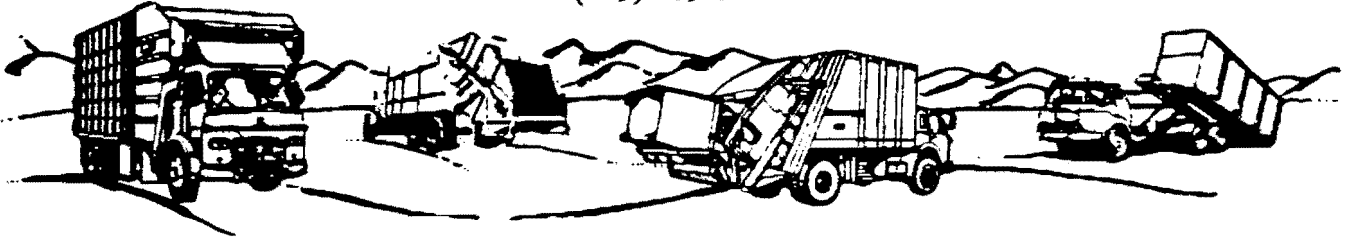
Nipomo Garbage Company requests that a payment drop box be placed in the NCSD lobby for customers to pay their garbage bills. They will supply the box and the envelopes and will pick up the payments on schedule to be determined. The Garbage Company staff has indicated that they do not expect NCSD staff to handle the payments nor make change.

RECOMMENDATION

Staff recommends that Your Honorable Board approve the request from South County Sanitary Service Inc. to allow a payment drop box in the NCSD lobby and to direct staff to work out the details with Mr. Martin.

Board 2001\garbage drop box.DOC

South County Sanitary Service Inc.
(805) 489-4246



Tri-City Disposal Service
(805) 489-3534

874 Grand Avenue
Grover Beach, California 93433

Nipomo Garbage Company
(805) 489-3534

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

12/11/2000

RE: Accepting garbage payments

Dear Doug,

Now that the CSD has officially taken over the administration of garbage for the district, I would like to request that Nipomo Garbage be allowed to place a payment drop in your lobby. We would supply you with envelopes and our staff would pick it up daily, every other day, or weekly depending on your desire.

We have constant requests for this community service at your location because so many people pay their water bills in your office. Your office staff will confirm this demand. We currently have a dropoff at Nipomo Rexall. With the Vons Pharmacy, Savon, & Longs Drugstores in town I believe the Rexall will get bought out.

I hope your Board will seriously consider this request for the convenience of the community. We will be happy to send our staff down to hold a training session with your staff on what we need. Our required information is relatively minor and is very similar to what you require for water. I am confident that your staff can handle this.

Sincerely,

Tom Martin, Controller
Nipomo Garbage

AGENDA ITEM
OCT 17 2001



TO: BOARD OF DIRECTORS
FROM: DOUG JONES
DATE: OCTOBER 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 October 3, 2001 Special Board meeting
- F-3) INVESTMENT POLICY QUARTERLY REPORT [RECOMMEND APPROVAL]

Bd2001\Consent-101701.DOC



WARRANTS OCTOBER 17, 2001

OCT 17 2001

HAND WRITTEN CHECKS

COMPUTER GENERATED CHECKS

18472	10/02/01	R. MOBRAATEN	50.00
18473	10/02/01	M. WINN	50.00
18474	10/04/01	R. MOBRAATEN	50.00
18475	10/04/01	M. WINN	50.00
18476	10/09/01	POSTMASTER	114.10
18477	10/17/01	J BARLOGIO	55,121.69
VOID 6245, 6267, 6278, 6281			
6304	10/03/01	USP01 U S POSTAL SERVICE	510.00
		Check Total.....:	579.20
6305	10/03/01	VER01 VERIZON	26.27
6306	10/03/01	WAS01 WASTE NEWS	25.00
6307	10/17/01	ARR02 ARROYO GRANDE, CITY OF	310.00
6308	10/17/01	BLA01 ROBERT L BLAIR	100.00
6309	10/17/01	COM01 COMPUTER NETWORK SERVICES	361.49
6310	10/17/01	COU01 COURIER SYSTEMS	80.00
6311	10/17/01	CRE01 CREEK ENVIRONMENTAL LABS	30.00
			30.00
			30.00
		Check Total.....:	90.00
6312	10/17/01	FGL01 FGL ENVIRONMENTAL	44.80
			44.80
		Check Total.....:	89.60
6313	10/17/01	GAR01 GARING TAYLOR & ASSOC	147.00
			4175.14
		Check Total.....:	4322.14
6314	10/17/01	KEN01 KENNEDY/JENKS CONSULTANTS	4049.17
6315	10/17/01	MIS01 MISSION UNIFORM SERVICE	208.37
6316	10/17/01	MOB01 RICHARD MOBRAATEN	100.00
6317	10/17/01	NIP01 NIPOMO ACE HARDWARE INC	119.60
6318	10/17/01	NIP02 NIPOMO GARBAGE	14.55
6319	10/17/01	NIP05 NIPOMO CHAMBER OF COMMERC	75.00
6320	10/17/01	SAI01 SAIC	8250.42
6321	10/17/01	SHI01 SHIPSEY & SEITZ, INC	5070.00
6322	10/17/01	STA02 STATE WORKERS' COMP FUND	1725.56
6323	10/17/01	THE01 THE GAS COMPANY	2845.76
6324	10/17/01	TRO01 TROTTER, CLIFFORD	100.00
6325	10/17/01	WES02 WEST COAST INDUSTRIAL	10211.80
6326	10/17/01	WIN01 MICHAEL WINN	100.00
6327	10/17/01	WIR02 WIRSING, JUDY	100.00

6282	10/03/01	\J001 JG CONSTRUCTION,	395.44
6283	10/03/01	\M001 MCSREGOR GONSTRUCTION,	440.00
6284	10/03/01	\O001 ONSOEN, ERLING	262.66
6285	10/03/01	\S001 SANCHEZ, MAGGIE	63.66
6286	10/01/01	EMP01 EMPLOYMENT DEVELOP DEPT	374.80
6287	10/01/01	MID01 MID STATE BANK	1699.00
			409.80
		Check Total.....:	2278.44
6288	10/01/01	MID02 MIDSTATE BANK - DIRECT DE	10278.88
6289	10/01/01	SIM01 DEBRA SIMMONS	150.00
6290	10/01/01	STA01 STATE STREET GLOBAL	938.00
6291	10/03/01	BCS01 BASIC CHEMICAL SOLUTIONS	674.14
			403.12
		Check Total.....:	1077.26
6292	10/03/01	BOB01 BOB'S RUBBER STAMPS	32.05
6293	10/03/01	CRE01 CREEK ENVIRONMENTAL LABS	30.00
6294	10/03/01	DWI01 DWIGHT'S AUTOMOTIVE	349.12
6295	10/03/01	ESC01 JOE ECOBAR BLOCK & CEMENT	3400.00
6296	10/03/01	FGL01 FGL ENVIRONMENTAL	44.80
			44.80
		Check Total.....:	89.60
6297	10/03/01	GIL01 GLM	267.00
			90.00
		Check Total.....:	357.00
6298	10/03/01	GRO01 GROENIGER & CO	1027.82
6299	10/03/01	MID03 MIDSTATE BANK MASTERCARD	88.76
			250.00
		Check Total.....:	338.76
6300	10/03/01	PER01 PERS RETIREMENT	2060.15
6301	10/03/01	QUI03 QUINN RENTAL SERVICES	43.34
6302	10/03/01	REY01 CARLOS J. REYNOSO, CPA	1000.00
6303	10/03/01	STA06 STATE WATER RESOURCES	400.00
			400.00
			100.00
		Check Total.....:	1000.00
6304	10/03/01	USP01 U S POSTAL SERVICE	69.00

NIPOMO COMMUNITY SERVICES DISTRICT

MINUTES

October 3, 2001

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

BOARD MEMBERS

ROBERT BLAIR, PRESIDENT
RICHARD MOBRAATEN, VICE PRESIDENT
MICHAEL WINN, DIRECTOR
JUDITH WIRSING, DIRECTOR
CLIFFORD TROTTER, DIRECTOR

STAFF

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

CLOSED SESSION

9:45 A.M.

CONFERENCE WITH LEGAL COUNSEL GC\$54956.9

- Istar Holliday, Jesse Hill vs. NCSD CV 010563
- Property Negotiation - Barlogio/NCSD, Camino Caballo & Via Caballo, Terms & Conditions of purchase

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 9:45 a.m. and led the flag salute. The Board adjourned to Closed Session.

The Board came out of Closed Session and reported that the Board heard an update on the Istar Holliday, Jesse Hill case with no reportable action taken by the Board.

B. ROLL CALL

At 10:40 a.m. President Blair came back into Open Session and reported that the flag salute was led at 9:45 a.m. and the Board went into Closed Session.

At Roll Call, all Board members were present.

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 Comments.

The following members of the public spoke:

Lowell Davis, 1775 Calle Laguna, Nipomo - spoke of Urban Water Mgmt Plans

Herb Kandel, 776 Inga Rd., Nipomo - Requested that the Board members attend a Flood Control Creek meeting on 3rd Wed in November. Also, asked Board about taking on parks power.

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

- D-1) SPECIAL PRESENTATION FOR ACHIEVING THE TARGET RECYCLING GOALS
By Bill Worrell - Integrated Waste Management Authority Manager

Mr. Bill Worrell, Manager of the Integrated Waste Management Authority, presented the Board with a plaque representing appreciation to the Nipomo Community Services District for commitment to reduce, reuse and recycle which resulted in a 52% diversion rate, exceeding the state goal of 50%. There was no public comment.

- D-2) DISTRICT SERVICE CAPACITIES
Review District water and sewer capacities

The Board reviewed the information presented concerning Nipomo Community Services District service capacities. There was no public comment. There was no Board action.

MINUTES -- OCTOBER 3, 2001
Page 2 of 3

- D-3) PROPOSED ANNEXATION NO. 19 - LMUSD HIGH SCHOOL AREA
To annex approx. 77 ac. off N. Thompson Rd. - Request by Lucia Mar Unified School District

The Board reviewed the proposed Annexation #19, a 77-acre site for the Nipomo High School
The following members of the public spoke:

Jesse Hill, 1910 Grant Ave, Arroyo Grande - Stated that the newspaper reported a 177-acre site. Mr. Jones said it was a typo.

Upon motion of Director Winn and seconded by Director Mobraaten, the Board unanimously approved Resolution 2001-789 conditionally approving annexation of 77 acres for LMSD. Vote 5-0.

RESOLUTION NO. 2001 - 789
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT
CONDITIONALLY APPROVING THE LUCIA MAR SCHOOL DISTRICT'S REQUEST
TO ANNEX APPROXIMATELY 77 ACRES

- D-4) PROPOSED ANNEXATION NO. 20 - MARIA VISTA - TRACTS 1802, 1808 & 1856 - (BENHAM)
To annex approx. 124 acre dev. near the Santa Maria Speedway (formerly The Bluffs)
Amending the existing District annexation agreement to include Tract 1808
Acquiring consultant service to perform initial environmental review

The Board reviewed a progress report on the proposed Annexation No., 20.

The following members of the public spoke:

Jesse Hill, 1910 Grant Ave, Arroyo Grande - Asked about a CEQA review

Herb Kandel, 776 Inga Rd. Nipomo - Would like to insure the community that this project would not be growth inducing. Would like to see more study go into the development.

Vince McCarthy, 194 E. Dana, Nipomo - against project

The Board discussed the project. Director Wirsing made a motion to deny the annexation project. Motion failed for lack of second.

Eric Benham, developer of Maria Vista Development, answered questions from the Board.

Upon motion of Director Winn and seconded by Director Mobraaten, the Board approved the amended Annexation Agreement to include Tract 1808 conditioned upon 21 lots.

Vote 4-1 with Director Wirsing voting no.

Upon motion of Director Winn and seconded by Director Mobraaten, the Board approved Resolution No. 2001-790 for Douglas Wood to prepare an environmental review (CEQA) for the Maria Vista Dev. Vote 4-1 with Director Wirsing voting no.

RESOLUTION 2001-790
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NIPOMO COMMUNITY SERVICES DISTRICT
APPROVING DOUGLAS WOOD & ASSOC. TO PREPARE
AN INITIAL ENVIRONMENTAL REVIEW FOR THE MARIA VISTA DEVELOPMENT

- D-5) PROPOSED ANNEXATION NO. 21 - KNOLLWOOD - TRACT 2325 - (MARTIN)
To annex approx. 160 acres, 55 lot development on Willow Rd. across from Black Lake Golf Course

Jon Martin, developer of Tract 2325, 330 E. Canon Perdido St. Santa Barbara - addressed the Board and answered questions.

The following members of the public spoke:

John Snyder, 662 Eucalyptus Rd., Nipomo - Suggested using sewer at Black Lake

Herb Kandel, 776 Inga Rd., Nipomo - Supports this annexation

Upon motion of Director Winn and seconded by Director Mobraaten, the Board approved the annexation agreement with Jon Martin, Martin-Farrell Homes, Inc. for Tract 2325. Vote 5-0.

MINUTES -- OCTOBER 3, 2001
Page 3 of 3

E. OTHER BUSINESS

- E-1) REQUEST FOR SERVICE - 01-0162 (BODGER)
Request for water service for a 4-lot development between Sandysdale & Inga Rd.

There was no public comment.

Upon motion of Director Mobraaten and seconded by Director Winn, the Board unanimously approve the request for water service for CO 01-0162 (Bodger) and directed staff to write an Intent-to-Serve letter with the conditions as outlined in the Board letter. Vote 5-0

- E-2) REVIEW BOARD OF DIRECTORS BOARD MEETING TIME
Consider starting Board meeting earlier than 10:30 a.m.

The Board discussed the possibility of changing the Board meetings from 10:30 a.m. to 9:30 a.m. This item will be brought back to next meeting. There was no public comment. There was no Board action.

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]
Minutes of September 19, 2001 Regular Board meeting
F-3) ACCEPTANCE OF IMPROVEMENTS - CO 90-208 (PRUIT)
Accepting water improvements for a 4-lot commercial dev. on Lindon Lane

RESOLUTION NO. 2001-791
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT
ACCEPTING THE WATER IMPROVEMENTS FOR PARCEL MAP CO 90-208 ON LINDON LANE (PRUIT

There was no public comment.

Upon motion of Director Winn and seconded by Director Mobraaten, the Board approved the items on the Consent Agenda with a correction in the Minutes on E-3 (Jim not Ken) and G-1 Blair not Mobraaten). Vote 5-0.

G. MANAGER'S REPORT

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

- G-1) SOUTH COUNTY ROAD IMPROVEMENT FEE
G-2) SDRMA BOARD OF DIRECTORS VACANCY

H. DIRECTORS COMMENTS

At 12:25 p.m. President Blair left the meeting. Vice President Mobraaten took the gavel. Legal Counsel, Jon Seitz, announced the need to go into Closed Session to discuss Item c. below.

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL Pending Litigation GC\$54956.9

- a. SMWCD vs NCSA Santa Clara County Case No. CV 770214 and all consolidated cases.
b. NCSA vs State Dept of Health Services CV 990716
c. Property Negotiation - Barlogio/NCSA, Camino Caballo & Via Caballo, Terms & Conditions of purchase

The Board came back into Open Session. There was no reportable action on the Closed Session.

ADJOURN

Vice President Mobraaten adjourned the meeting at 12:35 p.m.

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

TO: BOARD OF DIRECTORS

FROM: DOUG JONES *D*

DATE: OCTOBER 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 September 30, 2001 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.

Note: LAIF interest posted on Monday, October 15, 2001. The accrued interest and interest rate as of September 30, 2001 will be given at the regular Board Meeting.

NIPOMO COMMUNITY SERVICES DISTRICT
INVESTMENT POLICY - QUARTERLY REPORT 9/30/01

The District's investments are as follows:

TYPE OF INVESTMENT	INSTITUTION	DATE OF MATURITY	AMOUNT OF DEPOSIT 9/30/01	RATE OF INTEREST	ACCRUED 09/30/01	AMOUNT OF DEPOSIT 9/30/00	RATE OF INTEREST	ACCRUED INTEREST 9/30/00
Money Market Checking	Mid-State Bank	n/a	\$36,289.64	0.50%	\$0.00	\$2,096.82	0.50%	\$0.00
Savings	Mid-State Bank	n/a	\$873.99	2.00%	\$0.00	\$2,845.55	2.00%	\$0.00
Pooled Money Investment	Local Agency Investment Fund	n/a	\$8,939,120.73	%		\$6,932,347.97	5.21%	\$110,922.40

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 2001 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,

Doug Jones
 Doug Jones
 General Manager and
 Finance Officer/Treasurer



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

MANAGER'S REPORT

G-1) CA/NV AWWA CONFERENCE REPORT
 General Manager's report on conference activities

G-2) BOARD MEETING SCHEDULE CHANGES
 Looking ahead to the upcoming holiday season, staff is recommending changes in the schedule of Board meetings as follows:

	MEETING DATE
Regular meeting	November 7, 2001
Change Nov. 21 (Thanksgiving Eve)	November 28, 2001
One meeting in Dec.	December 12, 2001
Change January 2, 2002	January 9, 2002
Change January 16, 2002	January 23, 2002
Back to regular schedule	First & third Wed. thereafter

Activities in the latter part of December have historically been slow, therefore, staff requests that the office be closed between December 24, 2001 through January 1, 2002. Employees use vacation and holidays during this time.

If any urgent items materialize, the Board President could call a Special Meeting.

Upon the Board's concurrence, staff will proceed to follow the suggested meeting schedule.