

NIPOMO COMMUNITY SERVICES DISTRICT

AGENDA

JANUARY 9, 2002

BOARD MEETING 9:30 A.M.

BOARD ROOM 148 S. WILSON STREET NIPOMO, CA

BOARD MEMBERS

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

STAFF

DOUGLAS JONES, GENERAL MANAGER
DONNA JOHNSON, SEC. 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. COMMENT PERIOD

C-1) BOARD PRESIDENT COMMENTS

C-2) 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) REQUEST FOR SERVICE - CO 01-512 (HAND)

Request for water & sewer service for a 3-lot development between Primrose & Bracken Lanes

D-2) DISTRICT POLICIES AND PROCEDURES

Review establishment of capitalization, accounting and fee collection policies

E. OTHER BUSINESS

E-1) SAN LUIS OBISPO CITY/COUNTY LIBRARY

Review presentation made to County Board of Supervisors.

E-2) SPECIAL DISTRICT LATENT POWER

Review procedure to acquire latent powers

E-3) BOARD COMMITTEES

President to appoint committee members to established committees

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 December 12, 2001 Regular Board meeting

F-3) ACCEPTANCE OF IMPROVEMENTS - PARCEL MAP CO 95-0262 (NIPOMO GROUP)

Acceptance of water improvements for a commercial development on N. Frontage Rd.

F-4) ACCEPTANCE OF IMPROVEMENTS - PARCEL MAP CO 89-217 (MOORE)

Acceptance of water and sewer improvements for a 4-lot development on Butterfly Lane

G. MANAGER'S REPORT

G-1) Minutes - IWMA meeting

G-2) CSA-1F connected to District sewer system

H. DIRECTORS COMMENTS

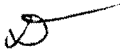
CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL Pending Litigation GC54956.9

- a. SMWWCD vs NCSA Santa Clara County Case No. CV 770214 and all consolidated cases.
- b. NCSA vs State Dept of Health Services CV 990716
- c. Holliday/Hill vs NCSA CV 010563

ADJOURN

The regular Board meetings for January 2, 2002 and January 16, 2002 have been canceled.
The next Board Meeting will be held on January 23, 2001 at 9:30 a.m.

TO: BOARD OF DIRECTORS
FROM: DOUG JONES 
DATE: JANUARY 9, 2002

AGENDA ITEM
JAN 09 2002



REQUEST FOR SERVICE
CO 01-512
HAND

ITEM

Request for District services for a 3-lot development between Primrose and Bracken Lanes.

BACKGROUND

The District received a request from Central Coast Engineering, representing Morris Hand, for an Intent-to-Serve letter for a vesting tentative Parcel Map CO 01-512. The proposed 3-lot development is between Primrose and Bracken Lanes, as shown on the attached map. The Board may issue an Intent-to-Serve letter with the following conditions:

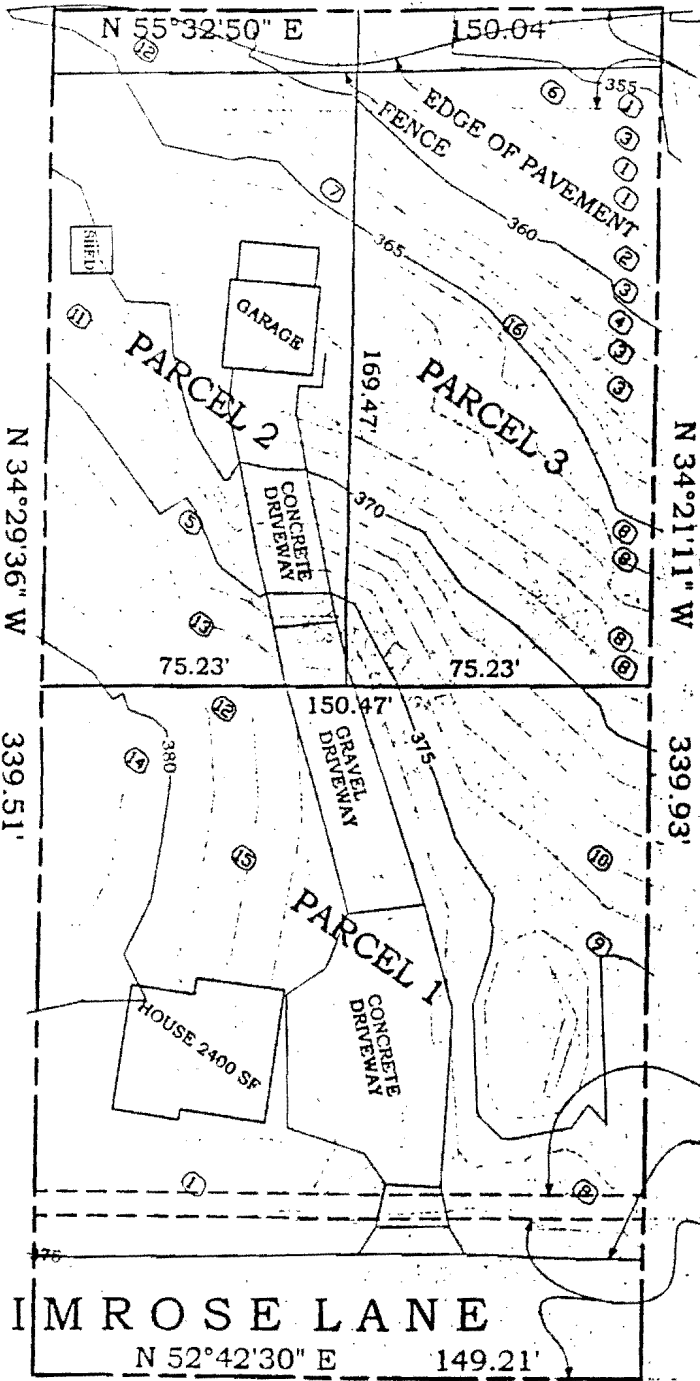
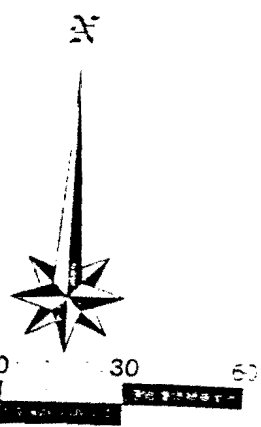
1. Enter into a Plan Check and Inspection Agreement and pay the appropriate fees.
2. Submit improvement plans in accordance with the District Standards and Specifications for review and approval.
3. Pay all appropriate District water and other fees associated with this development.
4. Construct the improvements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

RECOMMENDATION

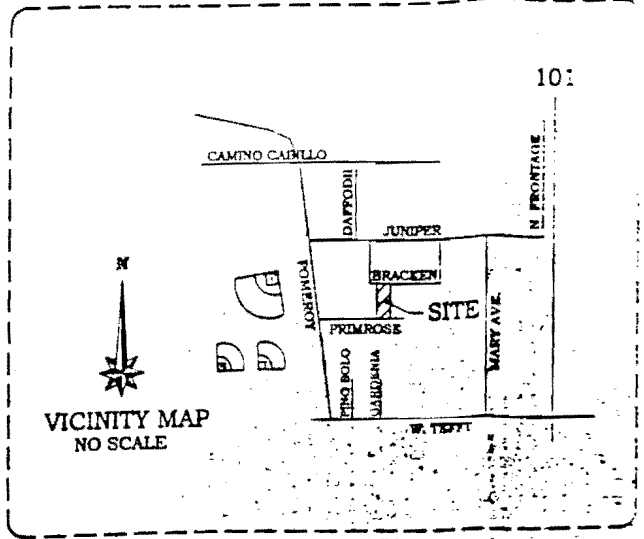
Staff recommends that your Honorable Board approve an Intent-to-Serve letter for Parcel Map CO 01-512 with the above mentioned conditions.

Board 2001\Intent CO 01-512 Hand.DOC

BRACKEN LANE



25' OFFER FOR DEDICATION
PER CO 82-095



VICINITY MAP
NO SCALE

PRIMROSE LANE
N 52°42'30" E 149.21'

OWNER/APPLICANT

MORRIS O. HAND
P.O. BOX 60
NIPOMO, CA 93444

ASSESSOR NUMBER

092-572-009

UTILITIES

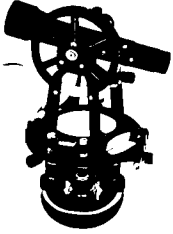
- P.G.&E.
- CHARTER COMMUNICATIONS
- PACIFIC BELL
- SO. CAL. GAS CO.
- N.C.S.D. WATER
- N.C.S.D. SEWER

ZONING

RESIDENTIAL SINGLE FAMILIAL

**VESTING TENTATIVE
PARCEL MAP CO 01-512**

BEING A SUBDIVISION OF PARCEL 2 PER
PARCEL MAP 39-97 OF THE COUNTY OF
SAN LUIS OBISPO, STATE OF CALIFORNIA



CENTRAL COAST
ENGINEERING

396 Buckley Road, Suite 1
San Luis Obispo
California 93401
(805) 544-3278
FAX (805) 541-3137

January 2, 2002
E2538

Nipomo Community Services District
148 S. Wilson Avenue
Nipomo, CA 93444
Attn: Doug Jones

Subject: Parcel Map CO 01-512

Dear Doug,

I am writing on behalf of Morris Hand to request an Intent To Serve letter for Parcel Map CO 01-512. You currently provide water to an existing residence on the property and with the two (2) new parcels we are creating we are requesting the intent to serve letter for three sewer services and two additional water services.

If you have any questions or require additional information please call me.

Thank you for your help in this matter.

Regards,


Tim Crawford
Project Engineer

RECEIVED

JAN 02 RECD

**NIPOMO COMMUNITY
SERVICES DISTRICT**

TO: BOARD OF DIRECTORS
FROM: DOUG JONES
DATE: JANUARY 9, 2002

ESTABLISHMENT OF ACCOUNTING POLICIES

ITEM

To establish a capitalization threshold for capital assets and accounting for fees collected from developers for sewer sags during installation.

BACKGROUND

The District's Auditor, Carlos J. Reynoso, CPA, recommends that the District adopt formal policies for:

A. Establishing capitalization thresholds for capital assets

The term "capital assets" is used to describe assets that are used in operations and that have initial lives extending beyond a single reporting period. Capital assets may be either intangible (e.g., easements, water rights) or tangible (e.g., land, buildings, building improvements, vehicles, machinery, equipment and infrastructure).

Items with extremely short useful lives (e.g., less than 2 years) or of small monetary value are reported as an "expense" or "expenditure" in the period in which they are acquired.

The District is currently utilizing \$1,000.00 as the capitalization threshold, however, this amount has not been formally adopted. Carlos J. Reynoso, CPA concurs with the use of \$1,000.00 as the capitalization threshold.

B. A method for accounting for fees collected from developers for sewer sags during installation

The District adopted Standard Improvement Specifications and Drawings on October 1, 1997. Section 4.09 (M) (3) provides that newly constructed sewer lines shall be T.V. inspected, at the contractor's cost. Video inspection is required again for any section or sections of pipe found to be faulty, after repairs have been completed. All sags greater than 1/2 inch or other visible defects shall be repaired. Since sags may create additional maintenance, any sag between 1/4" to 1/2" shall be charged \$100.00 per foot of sag length. Any pipe joints that are not fully set shall be charged \$50.00 per joint.

In some cases, when there is a sag between 1/4" to 1/2", the contractor will choose to pay the per foot charge rather than make the repair.

Amounts collected from contractors are currently placed in a maintenance guarantee deposit account. The Auditor, Carlos J. Reynoso, CPA, recommends that amounts collected from contractors be recognized as income in the period collected. Future repairs that are necessary due to the sewer sags would be paid out of the Repair and Maintenance Budget.

RECOMMENDATION

Staff recommends that Your Honorable Board adopt Resolution 2002-ACTG formalizing these accounting policies.

RESOLUTION NO. 2002- Accounting

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
ESTABLISHING THE FOLLOWING ACCOUNTING POLICIES
A. CAPITALIZATION THRESHOLDS FOR CAPITAL ASSETS
B. ACCOUNTING FOR FEES COLLECTED FROM DEVELOPERS
FOR SEWER SAGS DURING INSTALLATION**

WHEREAS, the Nipomo Community Services District's (herein "District") Auditor recommends that the District adopt formal policies for:

- A. Establishing capitalization thresholds for capital assets,
- B. A method for accounting for fees collected from developers for sewer sags during installation; and

WHEREAS, based on the staff report, staff presentation and public comment, the District finds that the policies established by this Resolution are fair and reasonable.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

- 1. The policy establishing capitalization thresholds for capital assets, attached hereto as Exhibit "A", is hereby approved and adopted.
- 2. The policy establishing a method for accounting for fees collected from developers for sewer sags during installation, attached hereto as Exhibit "B", is hereby adopted and approved.

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

AYES: Directors
NOES:
ABSENT:
CONFLICTS:

The foregoing hereby adopted this ____ day of January 2002.

Richard Mobraaten, President
Nipomo Community Services District

ATTEST:

APPROVED AS TO FORM:

Donna K. Johnson
Secretary to the Board

Jon S. Seitz
District Legal Counsel

RESOLUTION NO. 2002- Accounting

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
ESTABLISHING THE FOLLOWING ACCOUNTING POLICIES
A. CAPITALIZATION THRESHOLDS FOR CAPITAL ASSETS
B. ACCOUNTING FOR FEES COLLECTED FROM
DEVELOPERS FOR SEWER SAGS DURING INSTALLATION
PAGE TWO

EXHIBIT "A"

POLICY TITLE: CAPITALIZATION THRESHOLDS FOR CAPITAL ASSETS

POLICY NUMBER:

The purpose of this policy is to establish capitalization thresholds for capital assets.

Background

The term "capital assets" is used to describe assets that are used in operations and that have initial lives extending beyond a single reporting period. Capital assets may be either intangible (e.g., easements, water rights) or tangible (e.g., land, buildings, building improvements, vehicles, machinery, equipment and infrastructure).

Items with extremely short useful lives (e.g., less than 2 years) or of small monetary value are reported as an "expense" or "expenditure" in the period in which they are acquired.

Capitalization thresholds are as follows:

1. Tangible capital-type items should be capitalized only if they have an estimated useful life of at least two years following the date of acquisition.
2. Capitalization thresholds shall be applied to individual items rather than to groups of similar items (e.g., chairs, tables).
3. The capitalization threshold shall be greater than \$1,000.00.
4. If NCSD is the recipient of any federal/state award to acquire capital-type assets, the capitalization thresholds shall be governed by the awarding agency's contract documents.
5. Even though assets less than \$1,000.00 are not capitalized, NCSD shall exercise control over them.

Policy adopted _____, Resolution No. _____

RESOLUTION NO. 2002- Accounting

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
ESTABLISHING THE FOLLOWING ACCOUNTING POLICIES
A. CAPITALIZATION THRESHOLDS FOR CAPITAL ASSETS
B. ACCOUNTING FOR FEES COLLECTED FROM
DEVELOPERS FOR SEWER SAGS DURING INSTALLATION
PAGE THREE

EXHIBIT "B"

POLICY TITLE: FEES COLLECTED FOR SEWER SAGS

POLICY NUMBER:

The purpose of this policy is to establish a method of accounting for fees collected from developers for sewer sags during installation.

Background

The District adopted Standard Improvement Specifications and Drawings on October 1, 1997. Section 4.09 (M) (3) provides that newly constructed sewer lines shall be T.V. inspected, at the contractor's cost. Video inspection is required again for any section or sections of pipe found to be faulty, after repairs have been completed. All sags greater than ½ inch or other visible defects shall be repaired. Since sags may create additional maintenance, any sage between ¼ " to ½" shall be charged \$100.00 per foot of sag length. Any pipe joints that are not fully set shall be charged \$50.00 per joint.

In some cases, when there is a sag between ¼" to ½", the contractor will choose to pay the per foot charge rather than make the repair.

1. Any charges collected under Section 4.09 (M)(3) of the District's Standard Improvement Specifications and Drawings, shall be recognized as income in the period collected in the Sewer Operating Fund, rather than placed as a maintenance guarantee deposit on the Balance Sheet.
2. Any future maintenance on the sewer line will be paid for out of the Sewer Operating Fund's Repair and Maintenance budget.

Policy adopted _____, Resolution No. _____

AGENDA ITEM

JAN 09 2002



TO: BOARD OF DIRECTORS
FROM: DOUG JONES
DATE: JANUARY 9, 2002

SAN LUIS OBISPO CITY- COUNTY LIBRARY

ITEM

Review San Luis Obispo City/County Library presentation to the County Board of Supervisors

BACKGROUND

At the December 12, 2001 Board meeting, Director Wirsing requested that the San Luis Obispo City/County Library presentation to the SLO County Board of Supervisors be put on the agenda. Enclosed are excerpts from the South County presentation showing the Nipomo Library and its operations and expenses.

All the libraries within the County, except the City of Paso Robles, are funded from the SLO County General Fund. Community Service Districts may provide library services. Government Code Section 61600 paragraph (i) reads as follows:

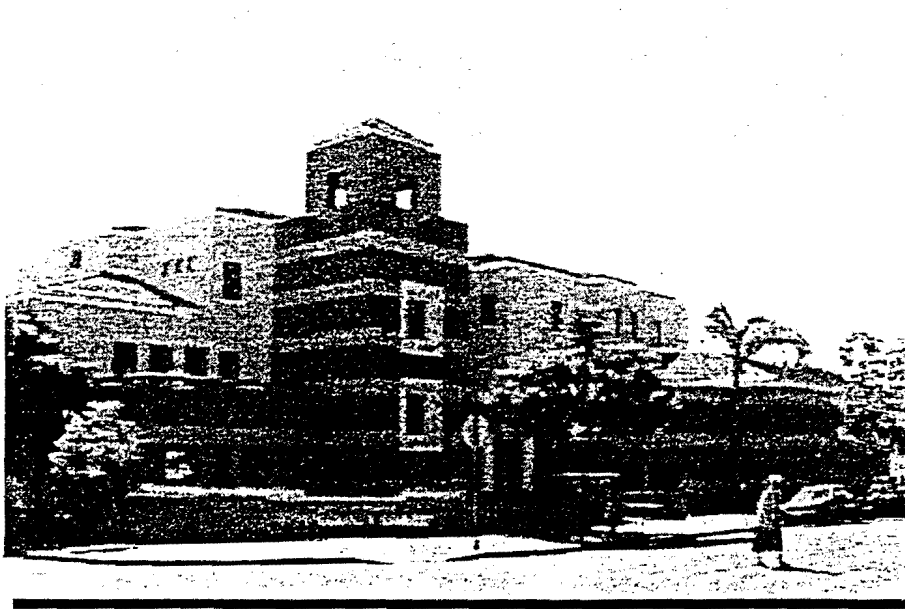
To acquire sites for, construction, and maintain library buildings, and to cooperate with other governmental agencies for library services.

Before the District could exercise this latent power, LAFCO approval would be needed and a funding mechanism established to provide this service.

RECOMMENDATION

The Board may direct staff how it wishes to proceed in this matter.

Board 2002\SLO Library.DOC



San Luis Obispo City/County Library

***Presentation to the
County Board of Supervisors
October 16, 2001***

Regional Summary

North County Region

	2000/01	Standards	+/- vs 00/01	2020	+/- vs 00/01
Population	36,986			48,256	30% increase
Square footage	10,073	23,409	(13,336)	30,707	(20,634)
Staffing (FTE)	9.5	13.2	(3.7)	12.9	(3.4)
Open Hours	100	200	(100)	190	(90)
Books/materials	104,223	134,772	(30,549)	181,610	(77,387)
Increase books x \$25			\$763,725		\$1,934,675
00/01 Operating Expenses: \$ 860,172	Notes: * Increase open hours by 100 hrs/week. * Add 3.7 FTEs. * Add a total of 13,336 sq. ft. including building libraries in Templeton & Nacimiento. * Add 30,549 books/materials.				
Building Maintenance/year: \$19,441					
Technology Maintenance/year: \$30,184					
01/02 Projected Expenses: \$ 968,934 (6.5%)					
Increased Staffing/Hrs.: \$ 114,229					
Capital Expenses: \$ 3,444,250					
Equipment/Furnishings: \$200,000					
Templeton/Nacimiento expenses: \$695,000					
Revised Operating Exp.: \$1,778,163					

South County Region

	2000/01	Industry Standard	+/- vs 00/01	2020	+/- vs 00/01
Population	58,458			77,979	33% inc.
Square footage	16,845	35,205	(18,360)	46,952	(30,107)
Staffing (FTE)	14.1	29.6	(15.5)	30.6	(16.5)
Open Hours	103	296	(193)	308	(205)
Books/materials	130,866	209,616	(78,750)	267,890	(137,024)
Increase books x \$25			\$1,968,750		\$3,425,600
00/01 Operating Expenses: \$ 1,291,191	Notes: * Increase open hours by 193 hrs/week. * Add 15.5 FTEs. * Add 78,750 books/materials. * Add 18,360 sq. ft. including new libraries in Grover Beach, Pismo Beach, and Oceano.				
Building Maintenance/year: \$ 32,511					
Technology Maintenance/year: \$ 35,511					
01/02 Projected Expenses: \$ 1,447,562 (6.5%)					
Increased Staffing/Hrs.: \$ 27,729					
Capital Expenses: \$ 5,239,750					
Equipment/Furnishings: \$300,000					
Grover, Oceano, Pismo expenses: \$1,416,000					
Revised Operating Exp.: \$2,891,291					

South County (& San Luis Bay)

Nipomo Library



	2000/01	Standards	+/- vs 00/01	2020	+/- vs 00/01
Population	12,612			19,876	58% inc.
Square footage	4,415	7,567	(3,152)	11,926	(7,511)
Staffing (FTE)	3.8	5	(1.2)	9	(5.2)
Open Hours	38	54	(16)	60	(22)
Books/materials	29,228	37,836	(8,608)	59,628	(30,400)
Increase books x \$25			\$215,200		\$750,000

00/01 Operating Expenses: \$ 332,664	Notes: * Onsite expansion planned. * Recently increased hours. * Ideal schedule: M 10-6 T 10-9 W 10-6 Th 10-9 F 10-6 S 10-6 = 54 hrs * Staffing at 5 FTEs.
Building Maintenance/year: \$8,521	
Technology Maintenance/year: \$14,287	
01/02 Projected Expenses: \$ 378,578 (6.5%)	
Increased Staffing/Hrs.: \$ 54,445	
Capital Expenses: \$788,000 increase sq. ft.	
Revised Operating Exp.: \$433,023	

Appendix:

Market Research:

- 2001 Action for Healthy Communities Telephone Survey, published in the "2001/2002: San Luis Obispo County Community wide Results Report"
- Report of County Voter Mail Survey, EMRG Consulting Group on behalf of San Luis Obispo County Foundation for Public Libraries, Winter 1999

Population Group by Community (2000/01 and 2020):

- Prepared by the San Luis Obispo County Planning Department based upon Census information (see attached detail)

Open Hours & Staffing (FTEs):

- **0 to 500 Residents: 10 open hours (T & Th 12-5); Staff 13 hrs/week = 0.3 FTE**
 - Pozo
 - Simmler
- **500 to 5,000 Residents: 20 open hours (M 12-6, W 12-8, F 12-6), Staff 25 hrs/week = 0.6 FTE**
 - Cayucos
 - Creston
 - Nacimiento
 - San Miguel
 - Shandon
 - Santa Margarita
 - Shell Beach
 - Templeton
- **5,000 to 15,000 Residents: 54 open hours (M 10-6, T 10-9, W 10-6, Th 10-9, F&S 10-6), Staff = 5 FTEs**
 - Cambria
 - Grover Beach
 - Los Osos
 - Morro Bay
 - Nipomo
 - Oceano
 - Pismo Beach
- **15,000 and up: 60 open hours (M to Th 10-9, F&S 10-6)**
 - Arroyo Grande: 9 FTEs
 - Atascadero: 9 FTEs
 - San Luis Obispo: 18.2 FTEs
- **Bookmobile: 40 hours (Tuesday through Saturday), Staffing 1 FTE (see attached Bookmobile Schedule for detail)**

Appendix:

Books/materials:

Volumes per capita (Population x 2.75 to 5 books/person):

- Under 10,000 3.5 to 5
- 10,000 to 35,000 2.75 to 3

Source: Joseph L. Wheeler and Herbert Goldhor, Practical Administration of Public Library, Harper and Row

Cost to increase number of books:

- Number of books x \$25/volume (average replacement price for children, adult, and paperback books)

Square Footage:

- Square footage for existing libraries in California ranges between 0.5 and 0.8 depending on community population with an average of .68 square feet per capita.

- | | |
|--|-----------------------------------|
| <ul style="list-style-type: none">• Under 10,000 residents: .7 to .8 sq. ft. per capita.• 10,000 to 35,000: .6 to .65 sq. ft. per capita• 35,000 to 100,000: .5 to .6 sq. ft. per capita | } Average: .68 sq. ft. per capita |
|--|-----------------------------------|

- San Luis Obispo: 0.5 sq. ft. per capita
- Atascadero, Grover Beach, Los Osos, Morro Bay, Nipomo, Arroyo Grande: 0.6 sq. ft. per capita
- Cambria, Cayucos, Creston, Nacimiento, Pismo Beach, Pozo, Oceano, San Miguel, Santa Margarita, Shandon, Shell Beach, Simmler, Templeton: 0.7 sq. ft. per capita

00/01 Operating Expenses:

- Actual expenditures allocated by branch including expenses for Administration and Support split proportionately by branch.

Building Maintenance:

- Whitestone Building and Repair (1998) average of \$1.93 per square foot for annual facility maintenance for Library-owned property (\$2.03 to \$2.19 per square foot for exterior and \$1.54 to \$1.66 for interior maintenance).

TO: BOARD OF DIRECTORS

FROM: DOUG JONES 

DATE: JANUARY 9, 2002

AGENDA ITEM
JAN 09 2002



SPECIAL DISTRICT LATENT POWERS

ITEM

Review procedures for special districts activating latent powers.

BACKGROUND

At the December 12, 2001 meeting, Director Winn requested that this item be place on the agenda for the Board's consideration of the District acquiring its latent powers.

About 1990, the State Legislature passed legislation whereas LAFCO was given the authority to review special districts' latent powers. Legislation allowed LAFCO to take inventory of districts' operations in which latent powers they were exercising and those which were not. Part of the process of seating special district's representations on LAFCO was that those powers that were not exercised would become dormant under the jurisdiction of LAFCO and a the District would have to request LAFCO to exercise those powers.

Recent legislation would allow, with the request of the majority of special districts in the County to have LAFCO return the unexercised latent powers to the districts.

Below is the Govt. Code Section 56820 which allows this procedure:


§ 56820. Proceedings for adoption, amendment or repeal of regulations; initiation


The Commission may take proceedings pursuant to this chapter for the adoption, amendment, or repeal of regulations affecting the functions and services of special districts within the County. Those proceedings may be initiated either by the commission or by independent special districts within the commission has previously adopted regulations limiting the exercise of powers by its special districts as a condition of that representation, those regulations shall be repealed upon the request of a majority of independent special districts within the County.

RECOMMENDATION

This item is proposed to be on the agenda for the March SLO-CSDA Board meeting.

Board 2002\Latent powers.DOC

TO: BOARD OF DIRECTORS
 FROM: DOUG JONES 
 DATE: JANUARY 9, 2002

AGENDA ITEM 
 JAN 09 2002

BOARD COMMITTEES

ITEM

Committee members to be appointed to established committees

BACKGROUND

The President may appoint committee members to serve on established committees.

At the last meeting of the calendar year, the Board selects a President of the Board to administer the Board functions of the District for the upcoming year. For the year 2002, the Board has selected Dick Mobraaten as President and Mike Winn as Vice President. Section 9 of the By-laws of the Board of Directors of the Nipomo Community Services District covers the appointment of Board committees which are appointed by the President of the Board.

Any changes to the Ad Hoc Committees or the Standing Committees would be appropriate to make at this time.

Section 9 of the Board of Directors By-laws is as follows:

9. COMMITTEES

9.1 Ad Hoc Committees

The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

9.2 Standing Committees

- (a) The Board may create standing committees at its discretion. Standing committees shall be advisory committees to the Board of Directors and shall not commit the District to any policy, act or expenditure. Each standing committee may consider District related issues, on a continuing basis, assigned to it by the Board of Directors. Committee members shall be appointed by the President of the Board of Directors.
- (b) All standing committee meetings shall be conducted as public meetings in accordance with the Brown Act and Sections 2,3 and 4 of these Bylaws. Summary notes for each meeting of each committee shall be forwarded to the NCS D Board of Directors as a public record.

RECOMMENDATION

Staff will proceed with adjusting the committee assignments.

The following were the established committees for the year 2001. These committees may be reconstituted, modified or remain as-is for the year 2002.

These committees require one member and an alternate.

<u>Committees for 2001</u>	<u>Present Member</u>	<u>Present 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	Judy Wirsing	Mike Winn

These committees require two (2) members.

<u>Committees for 2000</u>	<u>Present Members</u>	
Finance Committee	Dick Mobraaten	Cliff Trotter
Water Committee	Mike Winn	Bob Blair
High School Committee	Dick Mobraaten	Bob Blair
Annexation Policy Committee	Mike Winn	Bob Blair
Personnel	Dick Mobraaten	Mike Winn

AGENDA ITEM **F**
JAN 09 2002

TO: BOARD OF DIRECTORS
FROM: DOUG JONES
DATE: JANUARY 9, 2002

CONSENT AGENDA

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- F-2) BOARD MEETING MINUTES [RECOMMEND APPROVAL]
Minutes of December 12, 2001 Regular Board meeting
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Acceptance of water improvements for a commercial development on N. Frontage Rd.
- F-4) ACCEPTANCE OF IMPROVEMENTS - PARCEL MAP CO 89-217 (MOORE)
Acceptance of water and sewer improvements for a 4-lot development on Butterfly Lane

Bd2001\Consent-010902.DOC

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
6491	12/17/01	EMP01	EMPLOYMENT DEVELOP DEPT	382.60	.00	382.60	A11217	STATE INCOME TAX
6492	12/17/01	MID01	MIDSTATE BANK-PR TAX DEP	1659.24 382.82	.00 .00	1659.24 382.82	A11217 1A11217	FEDERAL INCOME TAX MEDICARE (FICA)
			Check Total.....:	2042.06	.00	2042.06		
6493	12/17/01	MID02	MIDSTATE BANK - DIRECT DP	11324.41	.00	11324.41	A11217	NET PAY DEDUCTION
6494	12/17/01	PER01	PERS RETIREMENT	950.89	.00	950.89	A11217	PERS PAYROLL REMITTANCE
6495	12/17/01	SIM01	DEBRA SIMMONS	150.00	.00	150.00	A11217	WAGE ASSIGNMENT
6496	12/17/01	STA01	STATE STREET GLOBAL	898.00	.00	898.00	A11217	DEFERRED COMP
6497	12/21/01	CLA01	CLANIN & ASSOCIATES, INC	355.65	.00	355.65	9155	REPAIR METER
6498	12/21/01	COM02	COMMUNICATION SOLUTIONS	332.50	.00	332.50	2954	BL WATER PLANT REPAIR
6499	12/21/01	COR01	CORBIN WILLITS SYSTEMS	60.00 520.00	.00 .00	60.00 520.00	A11216 A112151	COMPUTER CHANGES ENHANCEMENT AND SERVICE F
			Check Total.....:	580.00	.00	580.00		
6500	12/21/01	COU01	COURIER SYSTEMS	60.00	.00	60.00	113001	LAB DELIVERY
6501	12/21/01	CRE01	CREEK ENVIRONMENTAL LABS	75.00 30.00 30.00 30.00 30.00	.00 .00 .00 .00 .00	75.00 30.00 30.00 30.00 30.00	I3918 I3983 I4018 I4081 I4109	BL WWTP LAB BL WWTP LAB BL WWTP LAB BL WWTP LAB BL WWTP LAB
			Check Total.....:	195.00	.00	195.00		
6502	12/21/01	FGL01	FGL ENVIRONMENTAL	44.80 44.80 44.80	.00 .00 .00	44.80 44.80 44.80	110903 110904 111058	BL WWTP LAB NIPOMO WWTP LAB NIPOMO WWTP LAB
			Check Total.....:	134.40	.00	134.40		
6503	12/21/01	FIR01	FIRST AMERICAN REAL EST	101.07	.00	101.07	10522977	APN MAPS
6504	12/21/01	GAR01	GARING TAYLOR & ASSOC	367.50 6742.54 588.00	.00 .00 .00	367.50 6742.54 588.00	2354 2355 23556	GENERAL DIST ENG TEFFT ST TRANSM LINE DESI BLUFFS ENG
			Check Total.....:	7698.04	.00	7698.04		
6505	12/21/01	GOV02	GOVERNING MAGAZINE	15.00	.00	15.00	2002	MAGAZINE OF STATES AND LO
6506	12/21/01	IKO01	IKON OFFICE SOLUTIONS	47.17	.00	47.17	16403456	MAINT AGREEMENT & TONER
6507	12/21/01	JOH01	DONNA JOHNSON	71.20	.00	71.20	121101	REIMBURSEMENT FOR SUPPLIE
6508	12/21/01	MCI01	MCI WORLD COM	68.49 5.61	.00 .00	68.49 5.61	343745 370652	LONG DISTANCE LONG DISTANCE
			Check Total.....:	74.10	.00	74.10		
6509	12/21/01	MCM01	MCMILLEN CONSTRUCTION	500.00	.00	500.00	6063	REPAIR SUMP PUMP MILLER H
6510	12/21/01	NIP02	NIPOMO GARBAGE	14.55	.00	14.55	1802-12	TRASH COLLECTION
6511	12/21/01	PAC01	PACIFIC BELL	37.41 66.30 48.63	.00 .00 .00	37.41 66.30 48.63	0161-12 1133-12 1341-12	PHONE PHONE PHONE
			Check Total.....:	152.34	.00	152.34		
6512	12/21/01	PUB01	PUBLIC SECTOR EXCELLENCE	270.00	.00	270.00	012402	WORKSHOP
6513	12/21/01	QUI02	QUINN ENGINE SYSTEMS	445.05	.00	445.05	793	BATTERY FOR BL WATER
6514	12/21/01	RBA01	R BAKER, INC	1832.00	.00	1832.00	01-11-499	SUNDALE WELL PUMP STATION
6515	12/21/01	REL01	RELIABLE	137.42 155.77	.00 .00	137.42 155.77	XD404800 XFM19400	MISC SUPPLIES MISC SUPPLIES
			Check Total.....:	293.19	.00	293.19		
6516	12/21/01	SAI01	SAIC	27010.54	.00	27010.54	399432	LITIGATION OF SM VALLEY G
6517	12/21/01	SAN01	SANTA MARIA TIRE INC	66.96	.00	66.96	101533	TIRE
6518	12/21/01	SAN03	SANTA MARIA TOOL	60.99	.00	60.99	23439	REPAIR ON OLYMPIC WELL
6519	12/21/01	SHI01	SHIPSEY & SEITZ, INC	9127.59	.00	9127.59	113M-11	LEGAL SERVICES
6520	12/21/01	SLO02	DIV OF ENVIRON HEALTH	247.00	.00	247.00	15553	LAB TESTS
6521	12/21/01	UND01	UNDERGROUND SERVICE ALERT	106.00	.00	106.00	21120024	UNDERGROUND NOTIFICATION
6522	12/21/01	USA01	USA BLUEBOOK	210.24	.00	210.24	494929	24 LOCKS
6523	12/21/01	WO001	DOUGLAS WOOD & ASSOCIATES	300.00	.00	300.00	2	INITIAL STUDY-BLUFFS

6526	01/03/02	MID02	MIDSTATE BANK - DIRECT DP	11475.39	.00	11475.39	A20103	NET PAY DEDUCTION
6527	01/03/02	PER01	PERS RETIREMENT	950.89	.00	950.89	A20103	PERS PAYROLL REMITTANCE
6528	01/03/02	SIM01	DEBRA SIMMONS	150.00	.00	150.00	A20103	WAGE ASSIGNMENT
6529	01/03/02	STA01	STATE STREET GLOBAL	935.00	.00	935.00	A20103	DEFERRED COMP
6530	01/09/02	AWW02	AMERICAN WATER WORKS ASSO	61.75	.00	61.75	58271	EMER PLANNING FOR WATER
				53.00	.00	53.00	156602	DUES FOR SIMMONS
				-54.75	.00	-54.75	10033111C	CREDIT-OVERPAYMENT
			Check Total.....:	60.00	.00	60.00		
6531	01/09/02	BCS01	BASIC CHEMICAL SOLUTIONS	808.97	.00	808.97	47322	CHLORINE
				151.17	.00	151.17	47324	CHLORINE
			Check Total.....:	960.14	.00	960.14		
6532	01/09/02	BLA01	ROBERT L BLAIR	100.00	.00	100.00	010902	BD MEETING
6533	01/09/02	BOY01	BOYLE ENGINEERING CORP	1414.32	.00	1414.32	2/122001	MASTER PLAN
6534	01/09/02	CHA02	CHARTER COMMUNICATIONS	46.35	.00	46.35	122301	INTERNET SERVICES
6535	01/09/02	COR02	CORRPRO WATERWORKS	370.00	.00	370.00	58899	CATHODIC PROTECTION
6536	01/09/02	CRE01	CREEK ENVIRONMENTAL LABS	30.00	.00	30.00	14163	BL WWTP LAB
				30.00	.00	30.00	14184	BL WWTP LAB
			Check Total.....:	60.00	.00	60.00		
6537	01/09/02	CUL02	CULLIGAN WATER CONDITION	18.45	.00	18.45	361030-12	DELIVERY
6538	01/09/02	DAT01	DATAMATIC INC	2597.29	.00	2597.29	38729	ANNUAL MAINT CONTRACT FOR
6539	01/09/02	FGL01	FGL ENVIRONMENTAL	44.80	.00	44.80	111312	BL WWTP LAB
				44.80	.00	44.80	111313	NIPOMO WWTP LAB
				44.80	.00	44.80	111540	NIPOMO WWTP LAB
				44.80	.00	44.80	111541	BL WWTP LAB
			Check Total.....:	179.20	.00	179.20		
6540	01/09/02	GIL01	GLM	217.00	.00	217.00	33001-12	LANDSCAPE MAINT
				90.00	.00	90.00	72001-12	LANDSCAPE MAINT-BL PLANT
			Check Total.....:	307.00	.00	307.00		
6541	01/09/02	GRA01	GRAND FORMS	47.62	.00	47.62	61377	1099 FORMS
6542	01/09/02	GWA01	GWA INC	25.00	.00	25.00	122001	FIRE ALARM
6543	01/09/02	JOH01	DONNA JOHNSON	39.75	.00	39.75	SUPPLIES	REIMB FOR SUPPLIES
6544	01/09/02	KAM01	KAMAN INDUSTRIAL TECH	158.10	.00	158.10	C401028	PUMP FOR CHLORINE
6545	01/09/02	KIN01	KINKO'S	310.57	.00	310.57	204307	PRINTING
6546	01/09/02	MID03	MIDSTATE BANK MASTERCARD	44.30	.00	44.30	0607-12	GRAYBAR ELEC PARTS
6547	01/09/02	MIL01	MILLS-KOEHLER	70.00	.00	70.00	12416862	BACKFLOW TEST & REPORT
6548	01/09/02	MIS01	MISSION UNIFORM SERVICE	201.80	.00	201.80	82967-12	UNIFORM SERVICE
6549	01/09/02	MOB01	RICHARD MOBRAATEN	100.00	.00	100.00	010902	BD MEETING
6550	01/09/02	NEX01	NEXTEL COMMUNICATIONS	105.78	.00	105.78	121801	CELL PHONES
6551	01/09/02	NIP06	NIPOMO AUTO PARTS	15.59	.00	15.59	201105	BOOSTER PUMP PARTS-BL WTP
6552	01/09/02	NOB01	NOBEL SYSTEMS	5000.00	.00	5000.00	7732	GIS SYSTEM
6553	01/09/02	PER02	PERS HEALTH BENEFITS	3835.95	.00	3835.95	1067-0102	HEALTH INSURANCE-JAN
6554	01/09/02	PGE01	P G & E	31474.92	.00	31474.92	013919-12	ELECTRICITY
6555	01/09/02	FRE01	PRECISION JANITORIAL	275.00	.00	275.00	128	DECEMBER JANITOR SERVICE
6556	01/09/02	PUL01	PULTIZER CENTRAL COAST NP	113.88	.00	113.88	108274	ANNEX 20 NEG DEC PUB
6557	01/09/02	RIC01	RICHARDS, WATSON, GERSHON	6082.80	.00	6082.80	118536	WATER RIGHTS ADJUDICATION
6558	01/09/02	SAI01	SAIC	25052.91	.00	25052.91	399433	LIT ON SMVG BASIN
6559	01/09/02	STA02	STATE WORKERS' COMP FUND	3706.06	.00	3706.06	A20103	W/C INS 10/1/01 TO 1/01/0
6560	01/09/02	THE01	THE GAS COMPANY	84.12	.00	84.12	60949-12	OFFICE HEAT
6561	01/09/02	TRO01	TROTTER, CLIFFORD	100.00	.00	100.00	010902	BD MEETING
6562	01/09/02	USA01	USA BLUEBOOK	102.45	.00	102.45	500086	BLEED VALVE
6563	01/09/02	VER01	VERIZON	29.44	.00	29.44	343239712	BL PHONE
				28.52	.00	28.52	343606112	BL PHONE
			Check Total.....:	57.96	.00	57.96		
6564	01/09/02	VER02	VERIZON	145.49	.00	145.49	07256-12	PHONE
6565	01/09/02	WIN01	MICHAEL WINN	100.00	.00	100.00	010902	BD MEETING
6566	01/09/02	WIR02	WIRSING, JUDY	100.00	.00	100.00	010902	BD MEETING

NIPOMO COMMUNITY SERVICES DISTRICT

MINUTES

DECEMBER 12, 2001

AGENDA ITEM
JAN 09 2002



REGULAR MEETING 9:30 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**

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

DRAFT

A. CALL TO ORDER AND FLAG SALUTE

President Blair called the meeting to order at 9:34 a.m. and led the flag salute.

B. ROLL CALL

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 Comment.

Vince McCarthy, 194 E. Dana, Nipomo - Are Automatic Meter Reading devices in use? - Yes.

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

D-1) PUBLIC HEARING

ENVIRONMENTAL REVIEW OF INFRASTRUCTURE TO MARIA VISTA DEVELOPMENT
Review/adopt Draft Initial Study/Mitigated Neg Dec of infrastructure to Tracts 1802, 1808 & 1856

Douglas Wood of Douglas Wood & Assoc. 1461 Higuera Suite A, San Luis Obispo presented the Draft Initial Study/Mitigated Negative Declaration of infrastructure of Tract 1802 and 1856 and answered questions from the Board.

President Blair opened the Public Hearing.

The following members of the public spoke:

John Snyder, 662 Eucalyptus, Nipomo -

Nora Jenae, 692 Beverly Drive, Nipomo - Spoke against annexation

Vince McCarthy, 194 E. Dana, Nipomo - Spoke against annexation

Jesse Hill, 1910 Grant Ave, AG - Proposed project believed to be growth inducing

Eric Benham, 124 W. Main St, Santa Maria - (Developer of proposed project) Said he was available for questions.

Upon motion of Director Winn and seconded by Director Trotter, the Board agreed to table this item until _____. Vote 4-1 with Director Mobraaten voting no.

D-2) REQUEST FOR SERVICE - 427 AMADO STREET (NUNEZ)

Request of water and sewer service outside District boundary

A request was received from the Nunez family for the District to provide water and sewer service to their property outside the District boundary on a hardship basis. There was no public comment. Upon motion of Director Winn seconded by Director Wirsing, the Board unanimously agreed to table this item for a time when the applicant can attend the meeting to provide more information to the Board. Vote 5-0

DRAFT

- D-3) REQUEST FOR SERVICE - CO 01-0375 (VONS)
Request for service for a lot split at Juniper and N. Frontage Rd.

A request was received from EDA for a Will-Serve letter for service for a lot split on a commercial property at Juniper Street and N. Frontage Rd. There was no public comment. Upon motion of Director Winn and seconded by Director Mobraaten, the Board unanimously agreed to issue an Intent-to-Serve letter for Parcel Map CO 01-0375 with the conditions as outlined in the Board letter. Vote 5-0

- D-4) PURCHASE POLICY AND PROCEDURES

Approving a resolution establishing a purchase policy for the District
Gov. Code § 54202 provides that every local agency shall adopt policies and procedures, including bidding regulations, government purchases of supplies and equipment. The Board reviewed the proposed Purchase Policy. There was no public comment. Upon motion of Director Trotter and seconded by Director Mobraaten, the Board unanimously approved Resolution 2001-800 establishing a Purchase Policy.

**RESOLUTION NO. 2001- 800
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT
ESTABLISHING POLICIES, PROCEDURES, AND REGULATIONS GOVERNING THE PURCHASE OF
SUPPLIES AND EQUIPMENT BY THE DISTRICT**

- D-5) SPECIAL DISTRICT REPRESENTATION ON LAFCO
Review Special District representatives action concerning NCSD's interests

Legal Counsel, Jon Seitz, explained the process to change a representative to LAFCO from the Special District's Association.

The following members of the public spoke:

Vince McCarthy, 194 E. Dana, Nipomo - Asked which representative did some Board members wish to have removed. Answer - Carolyn Moffatt
No action was taken.

E. OTHER BUSINESS

- E-1) BLACK LAKE WATER SYSTEM

Authorization to install a variable frequency drive system in the hydromatic water system.

The existing hydromatic water system at Black Lake needs to be replaced with a more efficient system. There was no public comment.

Upon motion of Director Mobraaten and seconded by Director Wirsing, the Board unanimously authorize a budget adjustment in the Black Lake Water Operation Fund of \$20,000 for the installation of a variable speed drive system for the Black Lake water system. Vote 5-0

- E-2) FEDERAL/STATE SURPLUS PROPERTY PROGRAM

Authorize District to participate in the Fed/State surplus property program

The California Department of General Services Reutilization disposes of salvage and surplus personal property from California state agencies. The property is made available to other state agencies, political subdivisions, and assistance organizations for a predetermined service and handling fee. There was no public comment. Upon motion of Director Mobraaten and seconded by Director Trotter, the Board unanimously approved Resolution 2001-801 authorizing the purchase of surplus property and directed staff to submit the necessary documents to the Department of General Services. Vote 5-0

**Resolution 2001-801
CALIFORNIA DEPARTMENT OF GENERAL SERVICES
PROCUREMENT
FEDERAL/STATE SURPLUS PROPERTY PROGRAM**

DRAFT

E-3) ELECTION OF BOARD OFFICERS

Election of President & Vice President of the Board for calendar year 2002 (§ 1.4 By-Laws)

There was no public in the audience so requests for public comment was suspended.

Director Winn nominated Director Mobraaten for President for the year of 2002.

There were no other nominations. Roll Call vote 5-0.

President Blair nominated Director Winn for Vice-President for the year of 2002.

Director Mobraaten nominated Director Wirsing for Vice-President for the year of 2002.

Director Trotter seconded the nomination for Director Winn. There was no second for the nomination for Director Wirsing. Vote 4-1 for Director Winn for Vice-President for the year of 2002 with Director Mobraaten voting no.

Committee members will be appointed in January.

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 November 28, 2001 Regular Board meeting

F-3) NOTICE OF COMPLETION - PAINTING OF TANKS

Notice that the contract to paint District water storage tanks is completed

F-4) ACCEPTANCE OF IMPROVEMENTS - TRACT 2277 (NEWDOLL) Res. 2001-802

Acceptance of water and sewer improvements for a 4-lot development on Mesa Rd.

Upon motion of Director Winn and seconded by Director Trotter, the Board unanimously approved the Consent Agenda. Vote 5-0

RESOLUTION NO. 2001-802

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT
ACCEPTING THE WATER AND SEWER IMPROVEMENTS FOR TRACT 2277 (NEWDOLL)**

G. **MANAGER'S REPORT**

There was no Manager's Report.

H. **DIRECTORS COMMENTS**

Legal Counsel, Jon Seitz, announced the need to go into Closed Session.

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL Pending Litigation GC54956.9

- a. SMVWCD vs NCSD Santa Clara County Case No. CV 770214 and all consolidated cases.
- b. NCSD vs State Dept of Health Services CV 990716
- c. Holliday/Hill vs NCSD CV 010563
- d. Ronald Amett, et al vs. California Public Employees Retirement System (PERS) et al Case No. C 95-3022 CRB

The Board came back into Open Session and announced the unanimous decision to opt out of the Item d case above.

ADJOURN

President Blair adjourned the meeting at 11:59 a.m.

The regular Board meetings for December 19, 2001 and January 2, 2002 have been canceled. The next Board Meeting will be held on January 9, 2001 at 9:30 a.m.

TO: BOARD OF DIRECTORS
FROM: DOUG JONES *D*
DATE: JANUARY 9, 2002

AGENDA ITEM
JAN 09 2002 

ACCEPTANCE OF WATER IMPROVEMENTS
PROJECT CO 95-0262
NIPOMO GROUP

ITEM

Acceptance of water improvements for a commercial development on N. Frontage Rd.

BACKGROUND

Upon completion of a developer's project, the District accepts improvements of the project when all requirements are met. The developer (Nipomo Group) for CO 95-0262, a commercial development on N. Frontage Road, has installed water improvements and has met the District's conditions:

- Installed the improvements
- Paid associated fees
- Provided the necessary paperwork, including the Offer of Dedication and the Engineer's Certification

RECOMMENDATION

Staff recommends that your Honorable Board approve the attached Resolution 2002-Nipomo Group, accepting the water improvements for CO 95-0262.

Board 2002\Accept 95-0262 Nipomo Group.DOC

RESOLUTION NO. 2002-Nipomo Group
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NIPOMO COMMUNITY SERVICES DISTRICT
ACCEPTING THE WATER IMPROVEMENTS
FOR PARCEL MAP CO 95-0262 (NIPOMO GROUP)

WHEREAS, the water improvements have been constructed for a commercial development known as Parcel Map CO 95-0262 on North Frontage Road and said improvements are complete and certified by the engineer; and

WHEREAS, on October 12, 2001, the Owner offered the water improvements to the Nipomo Community Services District; and

WHEREAS, this District has accepted such offer without obligation except as required by law, and

WHEREAS, all water fees for service, required in conformance with District Ordinances, have been paid in full for Parcel Map CO 95-0262.

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

That the water improvements constructed to serve Parcel Map CO 95-0262 on North Frontage Road in Nipomo are accepted by this District.

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

AYES: Directors _____
NOES:
ABSENT:
ABSTAIN:

the foregoing resolution is hereby adopted this 9th day of January 2002.

Richard Mobraaten, President
Nipomo Community Services District


ATTEST:

APPROVED AS TO FORM:

Donna K. Johnson
Secretary to the Board

Jon S. Seitz
General Counsel

AGENDA ITEM 
JAN 09 2002

TO: BOARD OF DIRECTORS
FROM: DOUG JONES 
DATE: JANUARY 9, 2002

ACCEPTANCE OF WATER AND SEWER IMPROVEMENTS
PROJECT CO 89-217
MOORE

ITEM

Acceptance of water and sewer improvements for a 4-lot development on Butterfly Lane

BACKGROUND

Upon completion of a developer's project, the District accepts improvements of the project when all requirements are met. The developer (Moore) for CO 89-217, a 4-lot development on Butterfly Lane has installed water and sewer improvements and has met the District's conditions:

- Installed the improvements
- Paid associated fees
- Provided the necessary paperwork, including the Offer of Dedication and the Engineer's Certification

RECOMMENDATION

Staff recommends that your Honorable Board approve the attached Resolution 2002-Moore, accepting the water and sewer improvements for CO 89-217.

Board 2001\Accept CO 89-217 Moore.DOC

RESOLUTION NO. 2002-Accept 89-217

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NIPOMO COMMUNITY SERVICES DISTRICT
ACCEPTING THE WATER AND SEWER IMPROVEMENTS
FOR PARCEL MAP CO 89-217 (MOORE)**

WHEREAS, the District approved and signed the construction plans on November 17, 1993 for the water and sewer improvements to be constructed; and

WHEREAS, the water and sewer improvements have been constructed and said improvements are complete and certified by the engineer; and

WHEREAS, on December 17, 2001, the Owner offered the water and sewer improvements to the Nipomo Community Services District; and

WHEREAS, this District has accepted such offer without obligation except as required by law, and

WHEREAS, all water and sewer fees for service, required in conformance with District Ordinances, have been paid in full for Parcel Map CO 89-217 (Moore).

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

That the water and sewer improvements constructed to serve Parcel Map CO 89-217 on Butterfly Lane in Nipomo are accepted by this District.

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

AYES: Directors _____

NOES:

ABSENT:

ABSTAIN:

the foregoing resolution is hereby adopted this 9th day of January 2002.

Richard Mobraaten, President
Nipomo Community Services District

ATTEST:

APPROVED AS TO FORM:

Donna K. Johnson
Secretary to the Board

Jon S. Seitz
General Counsel

TO: BOARD OF DIRECTORS
FROM: DOUG JONES *DJ*
DATE: JANUARY 9, 2002

AGENDA ITEM

JAN 09 2002



MANAGER'S REPORT

G-1) IWMA MINUTES

Enclosed are the minutes of the IWMA meeting of November 14, 2001.

G-2) CSA-1F CONNECTED TO DISTRICT SEWER SYSTEM

The District has received correspondence from the SLO County Service Area 1F that the Galaxy Park section was connected their on-site septic system to the District's sewer collector system. CSA 1-F wastewater flows the lift station in the People's Self Help Housing project which pumps its effluent to the District for treatment. The connection fees for the 66 lots have been paid. The monthly sewer service fee is now being billed to the County for service.

Board 2002\mgr 010902.DOC

**SAN LUIS OBISPO COUNTY
INTEGRATED WASTE MANAGEMENT AUTHORITY MEETING**

MINUTES OF NOVEMBER 14, 2001

1. Call to Order/Roll Call

Board Members Present:

Achadjian, Katcho, County Supervisor	Shirley Bianchi, County Supervisor
Dave Brooks, Authorized Districts	Dave Elliott, City of Morro Bay
Tony Ferrara, City of Arroyo Grande	George Luna, City of Atascadero
Richard Neufeld, City of Grover Beach	Harry Ovitt, County Supervisor
Peg Pinard, County Supervisor	Mike Ryan, County Supervisor

Board Members Absent:

Joe Crescione, City of Pismo Beach	John Ewan, City of San Luis Obispo
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Staff Members Present:

William A. Worrell, Manager	Carolyn Goodrich, Board Secretary
Ray Biering, IWMA Counsel	

2. Presentation to Farm Supply. President Bianchi recognized Bill Coy and Farm Supply of San Luis Obispo for their participation in the promotion and sale of compost and worm bins.

3. Public Comments. None.

4. Manager's Report. Bill Worrell reported the IWMA is targeting Pepsi with the *Send It Back* campaign for plastic soda bottles and will kick off the campaign on America Recycles Day (November 15). Bill also reported on the problem associated with recycling amber plastic barrier bottles and construction material accounting. Bill noted that the HHW facilities received an award from the state and presented a newly published solid waste textbook he coauthored.

CONSENT CALENDAR

Motion was made, seconded and passed 10-0-2 absent (Crescione and Ewan) to approve the Consent Calendar.

Those items approved are as follows:

Item 5. Minutes of the September 12, 2001 IWMA Board Meeting (approved).

Item 6. Draft Minutes of the October 25, 2001 Executive Committee Meeting (receive and file).

REGULAR CALENDAR

7. **Budget Reallocation.** Bill reported that the contract with Tim Bolander was terminated and staff was recommending the program and funding be transferred to Mike Di Milo with no increase to the fiscal year budget. **Motion was made by Board Member Pinard, seconded by Board Member Achadjian and passed 10-0-2 absent (Crescione and Ewan) to modify the approved FY 2001-2002 IWMA budget by transferring \$52,425 from 2150-2150Y (Tim Bolander) to 2150-2150T (Michael Di Milo).**

8. **Audit Report for FY 2000/2001.** Bill provided an overview of the audit report for FY 2000/2001. **Motion was made by Board Member Neufeld, seconded by Board Member Ryan and passed 10-0-2 absent (Crescione and Ewan) to accept the FY 2000/2001 audit report.**

9. **Meeting Schedule for 2002.** Bill reviewed the proposed meeting schedule for 2002 and suggested cancelling the January 9, 2002. **Motion was made by Board Member Luna, seconded by Board Member Elliott and passed by 10-0-2 absent (Crescione and Ewan) to approve the staff recommended 2002 Board Meeting Schedule and cancel the January 9, 2002 meeting.**

10. **Update on Electronic Waste Management.** Bill reported on the costs for disposal of televisions and computer monitors. Currently the IWMA program accepts monitors at Chicago Grade and Cold Canyon Landfills at no cost to the public for the first item, and the second and subsequent items are charged a flat rate of \$20 per unit. Thrift stores can currently drop off televisions and monitors for free.

11. **Update on Programs and Revenues.** Bill Worrell reported on the FY 2001/2002 program objectives.

12. **IWMA Correspondence.** **Motion was made, seconded and passed to receive and file the IWMA correspondence.**

13. **Member Comments and Future Agenda Items.** Board Member Ryan commented on future Paso Robles membership and options for attracting customers in the unincorporated area.

14. **Adjournment.** The meeting was adjourned to the next regular meeting of the IWMA scheduled for **March 13, 2002**, at 1:30 p.m. in the San Luis Obispo County Board of Supervisor's Chambers, County Government Center, San Luis Obispo, CA 93408.

THESE MINUTES ARE NOT OFFICIAL NOR A PERMANENT PART OF THE RECORD UNTIL APPROVED BY THE IWMA AT THE NEXT REGULAR MEETING.

Respectfully,



AND WRITTEN CHECKS

COMPUTER GENERATED CHECKS

18495	12/13/01	A HENSON	4,500.00
18496	12/15/01	K BELTRAN	25.00
18497	12/15/01	D JOHNSON	25.00
18499	12/17/01	R H NEWDOLL	56,409.69
18500	12/18/01	BONITA HOMES	9,448.25

VOID 18498

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
6491	12/17/01	EMP01	EMPLOYMENT DEVELOP DEPT	382.60	.00	382.60	A11217	STATE INCOME TAX
6492	12/17/01	MID01	MIDSTATE BANK-PR TAX DEP	1659.24 382.82	.00 .00	1659.24 382.82	A11217 1A11217	FEDERAL INCOME TAX MEDICARE (FICA)
			Check Total.....:	2042.06	.00	2042.06		
6493	12/17/01	MID02	MIDSTATE BANK - DIRECT DP	11324.41	.00	11324.41	A11217	NET PAY DEDUCTION
6494	12/17/01	PER01	PERS RETIREMENT	950.89	.00	950.89	A11217	PERS PAYROLL REMITTANCE
6495	12/17/01	SIM01	DEBRA SIMMONS	150.00	.00	150.00	A11217	WAGE ASSIGNMENT
6496	12/17/01	STA01	STATE STREET GLOBAL	898.00	.00	898.00	A11217	DEFERRED COMP
6497	12/21/01	CLA01	CLANIN & ASSOCIATES, INC	355.65	.00	355.65	9155	REPAIR METER
6498	12/21/01	COM02	COMMUNICATION SOLUTIONS	332.50	.00	332.50	2954	BL WATER PLANT REPAIR
6499	12/21/01	COR01	CORBIN WILLITS SYSTEMS	60.00 520.00	.00 .00	60.00 520.00	A11216 A112151	COMPUTER CHANGES ENHANCEMENT AND SERVICE F
			Check Total.....:	580.00	.00	580.00		
6500	12/21/01	COU01	COURIER SYSTEMS	60.00	.00	60.00	113001	LAB DELIVERY
6501	12/21/01	CRE01	CREEK ENVIRONMENTAL LABS	75.00 30.00 30.00 30.00 30.00	.00 .00 .00 .00 .00	75.00 30.00 30.00 30.00 30.00	I3918 I3983 I4018 I4081 I4109	BL WWTP LAB BL WWTP LAB BL WWTP LAB BL WWTP LAB BL WWTP LAB
			Check Total.....:	195.00	.00	195.00		
6502	12/21/01	FGL01	FGL ENVIRONMENTAL	44.80 44.80 44.80	.00 .00 .00	44.80 44.80 44.80	110903 110904 111058	BL WWTP LAB NIPOMO WWTP LAB NIPOMO WWTP LAB
			Check Total.....:	134.40	.00	134.40		
6503	12/21/01	FIR01	FIRST AMERICAN REAL EST	101.07	.00	101.07	10522977	APN MAPS
6504	12/21/01	GAR01	GARING TAYLOR & ASSOC	367.50 6742.54 588.00	.00 .00 .00	367.50 6742.54 588.00	2354 2355 23556	GENERAL DIST ENG TEFFT ST TRANSM LINE DESI BLUFFS ENG
			Check Total.....:	7698.04	.00	7698.04		
6505	12/21/01	GOV02	GOVERNING MAGAZINE	15.00	.00	15.00	2002	MAGAZINE OF STATES AND LO
6506	12/21/01	IKO01	IKON OFFICE SOLUTIONS	47.17	.00	47.17	16403456	MAINT AGREEMENT & TONER
6507	12/21/01	JOH01	DONNA JOHNSON	71.20	.00	71.20	121101	REIMBURSEMENT FOR SUPPLIE
6508	12/21/01	MCI01	MCI WORLD COM	68.49 5.61	.00 .00	68.49 5.61	343745 370652	LONG DISTANCE LONG DISTANCE
			Check Total.....:	74.10	.00	74.10		
6509	12/21/01	MCM01	MCMILLEN CONSTRUCTION	500.00	.00	500.00	6063	REPAIR SUMP PUMP MILLER H
6510	12/21/01	NIP02	NIPOMO GARBAGE	14.55	.00	14.55	1802-12	TRASH COLLECTION
6511	12/21/01	PAC01	PACIFIC BELL	37.41 66.30 48.63	.00 .00 .00	37.41 66.30 48.63	0161-12 1133-12 1341-12	PHONE PHONE PHONE
			Check Total.....:	152.34	.00	152.34		
6512	12/21/01	PUB01	PUBLIC SECTOR EXCELLENCE	270.00	.00	270.00	012402	WORKSHOP
6513	12/21/01	QUI02	QUINN ENGINE SYSTEMS	445.05	.00	445.05	793	BATTERY FOR BL WATER
6514	12/21/01	RBA01	R BAKER, INC	1832.00	.00	1832.00	01-11-499	SUNDALE WELL PUMP STATION
6515	12/21/01	REL01	RELIABLE	137.42 155.77	.00 .00	137.42 155.77	XD404800 XFM19400	MISC SUPPLIES MISC SUPPLIES
			Check Total.....:	293.19	.00	293.19		
6516	12/21/01	SAI01	SAIC	27010.54	.00	27010.54	399432	LITIGATION OF SM VALLEY G
6517	12/21/01	SAN01	SANTA MARIA TIRE INC	66.96	.00	66.96	101533	TIRE
6518	12/21/01	SAN03	SANTA MARIA TOOL	60.99	.00	60.99	23439	REPAIR ON OLYMPIC WELL



WARRANTS JANUARY 9, 2002

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
6524	01/03/02	EMP01	EMPLOYMENT DEVELOP DEPT	356.98 248.05	.00 .00	356.98 248.05	A20103 1A20103	STATE INCOME TAX SUI
			Check Total.....:	605.03	.00	605.03		
6525	01/03/02	MID01	MIDSTATE BANK-PR TAX DEP	1475.24 382.16	.00 .00	1475.24 382.16	A20103 1A20103	FEDERAL INCOME TAX MEDICARE (FICA)
			Check Total.....:	1857.40	.00	1857.40		
6526	01/03/02	MID02	MIDSTATE BANK - DIRECT DP	11475.39	.00	11475.39	A20103	NET PAY DEDUCTION
6527	01/03/02	PER01	PERS RETIREMENT	950.89	.00	950.89	A20103	PERS PAYROLL REMITTANCE
6528	01/03/02	SIM01	DEBRA SIMMONS	150.00	.00	150.00	A20103	WAGE ASSIGNMENT
6529	01/03/02	STA01	STATE STREET GLOBAL	935.00	.00	935.00	A20103	DEFERRED COMP
6530	01/09/02	AWW02	AMERICAN WATER WORKS ASSO	61.75 53.00 -54.75	.00 .00 .00	61.75 53.00 -54.75	58271 156602 10033111C	EMER PLANNING FOR WATER DUES FOR SIMMONS CREDIT-OVERPAYMENT
			Check Total.....:	60.00	.00	60.00		
6531	01/09/02	BCS01	BASIC CHEMICAL SOLUTIONS	808.97 151.17	.00 .00	808.97 151.17	47322 47324	CHLORINE CHLORINE
			Check Total.....:	960.14	.00	960.14		
6532	01/09/02	BLA01	ROBERT L BLAIR	100.00	.00	100.00	010902	BD MEETING
6533	01/09/02	BOY01	BOYLE ENGINEERING CORP	1414.32	.00	1414.32	2/122001	MASTER PLAN
6534	01/09/02	CHA02	CHARTER COMMUNICATIONS	46.35	.00	46.35	122301	INTERNET SERVICES
6535	01/09/02	COR02	CORRPRO WATERWORKS	370.00	.00	370.00	58899	CATHODIC PROTECTION
6536	01/09/02	CRE01	CREEK ENVIRONMENTAL LABS	30.00 30.00	.00 .00	30.00 30.00	I4163 I4184	BL WWTP LAB BL WWTP LAB
			Check Total.....:	60.00	.00	60.00		
6537	01/09/02	CUL02	CULLIGAN WATER CONDITION	18.45	.00	18.45	361030-12	DELIVERY
6538	01/09/02	DAT01	DATAMATIC INC	2597.29	.00	2597.29	38729	ANNUAL MAINT CONTRACT FOR
6539	01/09/02	FGL01	FGL ENVIRONMENTAL	44.80 44.80 44.80 44.80	.00 .00 .00 .00	44.80 44.80 44.80 44.80	111312 111313 111540 111541	BL WWTP LAB NIPOMO WWTP LAB NIPOMO WWTP LAB BL WWTP LAB
			Check Total.....:	179.20	.00	179.20		
6540	01/09/02	GIL01	GLM	217.00 90.00	.00 .00	217.00 90.00	33001-12 72001-12	LANDSCAPE MAINT LANDSCAPE MAINT-BL PLANT
			Check Total.....:	307.00	.00	307.00		
6541	01/09/02	GRA01	GRAND FORMS	47.62	.00	47.62	61377	1099 FORMS
6542	01/09/02	GWA01	GWA INC	25.00	.00	25.00	122001	FIRE ALARM
6543	01/09/02	JOH01	DONNA JOHNSON	39.75	.00	39.75	SUPPLIES	REIMB FOR SUPPLIES
6544	01/09/02	KAM01	KAMAN INDUSTRIAL TECH	158.10	.00	158.10	C401028	PUMP FOR CHLORINE
6545	01/09/02	KIN01	KINKO'S	310.57	.00	310.57	204307	PRINTING
6546	01/09/02	MID03	MIDSTATE BANK MASTERCARD	44.30	.00	44.30	0607-12	GRAYBAR ELEC PARTS
6547	01/09/02	MIL01	MILLS-KOEHLER	70.00	.00	70.00	12416862	BACKFLOW TEST & REPORT
6548	01/09/02	MIS01	MISSION UNIFORM SERVICE	201.80	.00	201.80	82967-12	UNIFORM SERVICE
6549	01/09/02	MOB01	RICHARD MOBRAATEN	100.00	.00	100.00	010902	BD MEETING
6550	01/09/02	NEX01	NEXTEL COMMUNICATIONS	105.78	.00	105.78	121801	CELL PHONES
6551	01/09/02	NIP06	NIPOMO AUTO PARTS	15.59	.00	15.59	201105	BOOSTER PUMP PARTS-BL WTP
6552	01/09/02	NOB01	NOBEL SYSTEMS	5000.00	.00	5000.00	7732	GIS SYSTEM
6553	01/09/02	PER02	PERS HEALTH BENEFITS	3835.95	.00	3835.95	1067-0102	HEALTH INSURANCE-JAN
6554	01/09/02	FGE01	P G & E	31474.92	.00	31474.92	013919-12	ELECTRICITY
6555	01/09/02	PRE01	PRECISION JANITORIAL	275.00	.00	275.00	128	DECEMBER JANITOR SERVICE
6556	01/09/02	PUL01	PULITZER CENTRAL COAST NP	113.88	.00	113.88	108274	ANNEX 20 NEG DEC PUB
6557	01/09/02	RIC01	RICHARDS, WATSON, GERSHON	6082.80	.00	6082.80	118536	WATER RIGHTS ADJUDICATION
6558	01/09/02	SAI01	SAIC	25052.91	.00	25052.91	399433	LIT ON SMVG BASIN
6559	01/09/02	STA02	STATE WORKERS' COMP FUND	3706.06	.00	3706.06	A20103	W/C INS 10/1/01 TO 1/01/0
6560	01/09/02	THE01	THE GAS COMPANY	84.12	.00	84.12	60949-12	OFFICE HEAT
6561	01/09/02	TRO01	TROTTER, CLIFFORD	100.00	.00	100.00	010902	BD MEETING
6562	01/09/02	USA01	USA BLUEBOOK	102.45	.00	102.45	500086	BLEED VALVE