

NIPOMO COMMUNITY SERVICES DISTRICT AGENDA

NOVEMBER 6, 2002

REGULAR MEETING 9:00 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

John
1152


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

- A. CALL TO ORDER AND FLAG SALUTE NEXT RESOLUTION 2002-838
B. ROLL CALL NEXT ORDINANCE 2002-94
C. PUBLIC COMMENTS PERIOD
PUBLIC COMMENTS
Any member of the public may address and ask questions of the Board relating to any matter within the Board's jurisdiction, provided the matter is not on the Board's agenda, or pending before the Board. Presentations are limited to three (3) minutes or otherwise at the discretion of the Chair.
D. ADMINISTRATIVE ITEMS (The following may be discussed and action may be taken by the Board.)
D-1) PUBLIC HEARING – DANA-FOOTHILL WATER STORAGE FACILITY ENVIRONMENTAL REVIEW
Review an Environmental Negative Declaration for the project
D-2) REQUEST FOR SERVICE – PARCEL MAP CO 02-0320 NELSON
Request for water and sewer service for a lot split at Chestnut & Thompson Ave.
D-3) RENEWAL OF INTENT TO SERVE LETTER – PARCEL MAP CO 00-0155 (PRUIT)
Request for renewal of Intent-to-Serve for a 20-unit apartment complex on Ave de Amigos
D-4) RENEWAL OF INTENT TO SERVE LETTER – PARCEL MAP CO 00-0156 (PRUIT)
Request for renewal of Intent-to-Serve for a 22-unit apartment complex on Ave de Amigos
E. OTHER BUSINESS
E-1) MONTECITO VERDE II SEWER PROJECT – AWARDING OF BID
Review bids to connect MVII on-site sewer system to the District's system
E-2) CONSTRUCTION MANAGEMENT AND INSPECTION
Approval for Construction Management & Inspection for Montecito Verde II Sewer Project
E-3) PERSONNEL POLICIES & PROCEDURES MANUAL MODIFICATIONS
Changes in job title, job descriptions and salary schedule
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 October 23, 2002, Regular Board meeting
G. MANAGER'S REPORT
G-1) TEFFT STREET WATER LINE UPDATE
G-2) SUMMIT STATION BOOSTER PUMP UPDATE
G-3) ARROYO GRANDE/NIPOMO FINAL DWR REPORT
H. COMMITTEE REPORTS
I. DIRECTORS COMMENTS
CLOSED SESSION
CONFERENCE WITH LEGAL COUNSEL Pending Litigation GC§54956.9
A. SMVWCD VS NCSD SANTA CLARA COUNTY CASE NO. CV 770214 AND ALL CONSOLIDATED CASES
B. SAVE THE MESA VS. NCSD CV 020181
C. ANTICIPATED LITIGATION, ONE CASE
CONFERENCE WITH NEGOTIATOR GC§54956.8
D. WATER LINE EASEMENT ACROSS COUNTY PARK - DISTRICT NEGOTIATOR - DOUG JONES.
COUNTY NEGOTIATOR - PETE JENNY, REGARDING TERMS & PRICE. POSSIBLE LITIGATION INITIATION GC§549569

ADJOURN

The next regular Board Meeting will be held on November 20, 2002, at 9:00 a.m.

Special Meeting to be held November 22, 2002 at 9:00 a.m. to review rate study with consultant, Perry Louck, CPA

TO: BOARD OF DIRECTORS
FROM: DOUG JONES 
DATE: NOVEMBER 6, 2002

AGENDA ITEM
D1
NOVEMBER 6, 2002

PUBLIC HEARING
DANA-FOOTHILL WATER STORAGE FACILITY
ENVIRONMENTAL REVIEW

ITEM

Hold a Public Hearing to review and approve a mitigated Negative Declaration for a one-million gallon water storage facility to be constructed at Dana-Foothill Rd. storage facility site.

BACKGROUND

Garing, Taylor and Associates have been authorized to proceed with the design of the improvements the addition of a one million gallon water storage facility at Dana-Foothill Rd. Part of the project is to review if there are any environmental impacts with respect to these improvements. The initial study and checklist for the Dana-Foothill water storage facility has been completed. The CEQA document has been filed, posted and published. A Public Hearing was set for today, November 6, 2002, to review the Mitigated Negative Declaration. Jim Garing, of Garing, Taylor and Associates, will present the environmental review for the project.

The District has not received any comments on the environmental report.

RECOMMENDATION

After the Public Hearing, receiving public comments and Board discussion, staff recommends that your Honorable Board:

1. Approve the attached resolution and notices
 - a) Mitigated Negative Declaration
 - b) Notice of Determination
 - c) Fish and Game Certificate of Fee Exemption
2. Authorize staff to request bids for this project.

RESOLUTION NO. 2002-Mit Neg

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
ADOPTING A MITIGATED NEGATIVE DECLARATION AND
AUTHORIZING THE GENERAL MANAGER TO
FILE A NOTICE OF DETERMINATION FOR THE
DANA-FOOTHILL WATER STORAGE FACILITY**

WHEREAS, the Nipomo Community Services District is in the process of implementing the District's Water and Sewer System Master Plan, which requires additional water storage (herein "the Project"); and

WHEREAS, the Project will be construction of one million gallon waters storage facility at the Dana-Foothill storage site in Nipomo, California; and

WHEREAS, California Environmental Quality Act (CEQA) requires the District to assess the impact of the Project on the environment, circulate such assessment and hold a public hearing on the findings thereof; and

WHEREAS, the firm of Garing, Taylor and Associates has prepared the initial Study for the Project which proposes that a Mitigated Negative Declaration be approved. The analysis and findings of said study are incorporated herein by reference; and

WHEREAS, public notice of the proposed negative declaration was given as required by Section 21092 of the Public Resource Code; and

WHEREAS, on Wednesday, November 6, 2002, the District held a Public Hearing on the proposed Mitigated Negative Declaration, reviewed written comments, and accepted public testimony regarding the proposed Mitigated Negative Declaration; and

WHEREAS, the hearings on this Project have been appropriately noticed under the Brown Act and the California Environmental Quality Act; and

WHEREAS, based on the information contained in the Initial Study prepared for this Project, the proposed mitigation measures, the staff report, and testimony received as a result of the public notice, the District, using its own independent and objective judgment, finds that all potentially significant effects of the Project on the environment can and will be avoided or mitigated to a level of insignificance by imposing the mitigation measures identified in the independent study of cultural resources.

RESOLUTION NO. 2002-Mit Dec

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
ADOPTING AN MITIGATED NEGATIVE DECLARATION AND
AUTHORIZING THE GENERAL MANAGER TO FILE A NOTICE OF DETERMINATION FOR
THE DANA-FOOTHILL WATER STORAGE FACILITY**

PAGE TWO

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED THAT THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT does hereby adopt the Mitigated Negative Declaration for the Dana-Foothill Water Storage Facility and authorize the General Manager to file a Notice of Determination in compliance with Section 21108 or 21152 of the Public Resource Code and the State Department of Fish & Game, Certificate of Fee Exemption.

PASSED AND ADOPTED by the Board of Directors of the Nipomo Community Services District this 6TH day of November, 2002, on the following roll call vote:

AYES: Directors

NOES:

ABSENT:

ABSTAIN:

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

Notice of Determination

TO: County Clerk
San Luis Obispo County
Government Center Room 385
San Luis Obispo, CA 93408

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

SUBJECT: Filing of Notice of Determination in compliance with
Section 15072 and 15094 of the Public Resources Code

PROJECT TITLE: One Million Gallon Water Storage Project

CONTACT PERSON: Doug Jones **TELEPHONE:** (805) 929-1133

PROJECT LOCATION: Nipomo

PROJECT DESCRIPTION: Construction of a one million gallon storage tank at Dana-Foothill site

This is to advise that the **NIPOMO COMMUNITY SERVICES DISTRICT** has approved the above-described project and has made the following determinations regarding the above described project on October 2, 2002.

1. The Project will not have a significant effect on the environment.
2. An Environmental Study was prepared for this project pursuant to the provisions of CEQA.

The Negative Declaration and record of project approval may be examined at:

Nipomo Community Services District Office
148 S. Wilson Street
Nipomo, CA 93444

3. A statement of Overriding Considerations was not adopted for this project.

Date Rec'd for Filing: _____ Signature: _____
General Manager

PROJECTS/MILLION GALLON STORAGE/DETERMIN NOTICE

CALIFORNIA DEPARTMENT OF FISH AND GAME

CERTIFICATE OF FEE EXEMPTION

De Minimis Impact Finding

Project Title/Location

Nipomo Community Services District
Dana-Foothill Water Storage Facility
Post Office Box 326
Nipomo, California 93444-0326

Project Description: Dana-Foothill Water Storage Facility

Findings of Exemption:

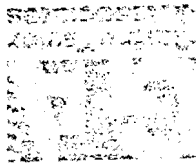
Based upon the evidence in the initial environmental study, which has been completed on the proposed improvement, the Board of Directors of the Nipomo Community Services District have found no evidence that this project will have an adverse effect on wildlife resources or the habitat upon which wildlife depends.

Certification:

I hereby certify that the lead agency has made the above findings of fact and that based upon the initial study and hearing record the project will not individually or cumulatively have an adverse effect on wildlife resources, as defined in Section 711.2 of the Fish and Game Code.

Doug L. Jones, General Manager
Nipomo Community Services District

Date _____



Nipomo Community Services District
RESERVOIR NO. 5

ND 02-060
September, 2002

Initial Study *and Checklist*

Dana Foothill Water Storage Site

Environmental Checklist Form

Project Title: Dana Foothill Water Reservoir No. 5

Lead Agency: Nipomo Community Services District
148 South Wilson Street
Nipomo, California 93444

Contact: Doug Jones, General Manager
(805) 929-1133

Project Location: Intersection of Dana Foothill Rd. and Tefft Street, Nipomo, County of San Luis
Obispo, CA,

Project Sponsor: Nipomo Community Services District

Description of Project: Construct 1 mg storage tank for NCSD.

In 1995 Boyle Engineering prepared a Water and Sewer Master Plan for the District (a copy is on file at District offices for public review). According to the study 4.0 mg is the recommended storage volume at the project location necessary to meet the needs of the District. The District currently has 3.0 mg of storage in place at the project location. An additional 1.0 mg of storage is recommended to reliably meet the needs of future customers for fire protection during peak demand periods and for enhanced distribution of water. Approximately 0.4 mgd of the additional 1.0 mgd capacity will be required for a new high school under construction.

Surrounding Land Uses and Setting: The construction site is part of a fenced 1.82 acre site owned by the NCSD fronting upon Dana Foothill Blvd. The site is currently developed with three water storage reservoirs or tanks except for its eastern one-third. It is on this eastern one-third of the site that the proposed fourth and final water storage reservoir or tank will be constructed on this site. The site sits at the base of high hills to the immediate east, which minimize any profile the tank could create. The setting is rural grazing grasslands. Construction and setting disturbance, if any, are limited to the site.

Environmental Impacts: Explanations of all answers to the Initial Study are on attached sheets.

Discussion of environmental evaluation: The purpose of this project is to meet the recommendations of the Boyle report and Title 22 of the California Code of Regulations. The project is within the scope, and is consistent with, the South County Area Plan and its updates, which are summarized in the context of this project as follows:

The adopted South County Area Plan consists of text and maps describing and delineating land use categories and density. It also contains a detailed land use category map for the Nipomo Community Service District depicting land use categories within the District ranging from open-space through residential single-family, residential multiple-family and office and commercial. As such, the South County Area Plan sets forth and predicts future population density, land use, water use and wastewater generation throughout the entire District.

CEQA mandates that projects which are consistent with the development density established by existing zoning, community plan, or general plan policies for which an EIR was certified shall not require additional

environmental review, except as might be necessary to examine whether there are project-specific significant effects which are peculiar to the project or its site.

The Plan indicates existing population within Nipomo at approximately 9,000 people, estimated by the NCSD as of January 1, 2002. The build out or ultimate population for Nipomo, according to the Plan is shown to be 18,438 people, which is an increase in population of 9,438 over the January 1, 2002 estimated population. The District estimates 15,050 people in 2020.

The FEIR for the South County Area Plan Update also analyzes water balance calculations for low-density single-family, medium density single-family, high-density multi-family, and typical industrial development on the mesa. Summarizing the impacts of this development on the mesa, the report indicates "The impact scenario developed above indicate that medium-to-low density residential development can be accommodated on the mesa with essentially no significant impact on water resources. High density multi-family and most industrial developments will have a beneficial impact on water resources due to the elimination of use by existing natural vegetation and the very low consumption of water by these land uses."

With regard to providing water service, the FEIR for the South County Area Plan Update indicates that "Continued build out under the proposed plan may require expansion of facilities of the NCSD.... to provide service in the Nipomo Urban Area... ."

There currently are no restrictions on growth in the District due to water supply. The construction of this storage tank and extension of the waterline will not lead to an increased population of the area and is consistent with current demands of the District and the population densities established by the South County Area Plan.

Provision of additional transmission facilities and storage facilities is necessary in order to provide adequate fire flow and domestic peaking capability. The need to provide these facilities has also been forecast by the 1995 Boyle Engineering Water and Sewer Master Plan for the District.

Conclusions:

The South County Area Plan Update establishes land use and future growth within the Nipomo Community Services District and the Final Environmental Impact Report for the South County Area Plan Update analyzes the water resource impact of that growth and concludes that the impacts of accommodating that growth are mitigable. Growth, which is framed by the South County Area Plan Update, requires Nipomo Community Services District to expand facilities.

Other mitigations (mandating ultra-low flow fixtures in new development and mandating draught resistant landscaping in all new development) have been implemented. In addition, the Nipomo Community Services District has its own water use reducing measures, which have been implemented.

This project is within the scope and is consistent with the latest adopted South County Area Plan - Inland Area and the project is hereby found to be de minimis in its effect on fish and wildlife. There will be no negative cumulative effects due to the construction or operation of the project.

Both the South County Area Plan - Inland Area and the Final Environmental Impact Report for that Plan (certified by the Board of Supervisors on March 15, 1994) are hereby incorporated by reference and are on file and available for public review at the District offices.

Dana Foothill Road

1. Construct new underground overflow drain line from new tank to connect with existing storm drain.

2. Construct inlet in existing manhole to drain surface water to existing underground storm drain.

3. Construct new brow ditch.

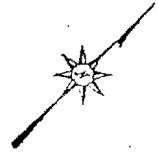
5. Construct new underground inflow / outflow water line from new tank to connect with existing underground water line.

4. Construct new brow ditch.

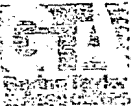
EXIST 60' DIA. TANK
200,000 GAL.

EXISTING 86' DIAMETER
1,000,000 GALLON WATER
STORAGE TANK
BOTTOM ELEVATION 522.8

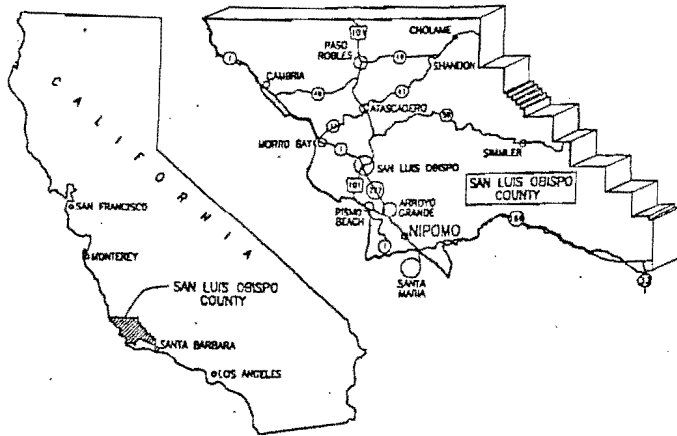
Proposed 1,000,000
Water Storage Tank
86 ft Dia
BOTTOM EL. 522.8



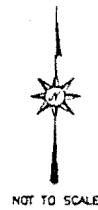
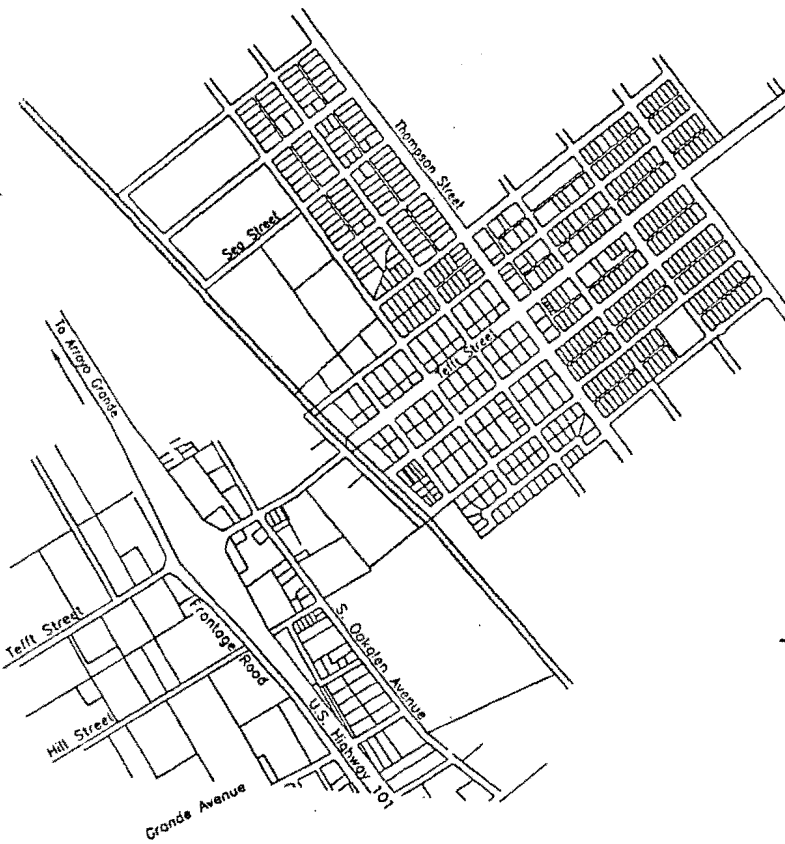
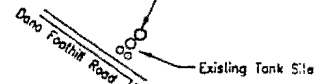
Nipomo Community Services District
RESERVOIR NO. 5
ND 02 060
September, 2002



Vicinity Map



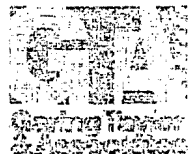
PROPOSED LOCATION
TANK #5 - 1 MILLION
GALLON WATER STORAGE
FACILITY



Location Map

Nipomo Community Services District
RESERVOIR NO. 5

ND 02-060
September, 2002



TO: BOARD OF DIRECTORS
FROM: DOUG JONES *DJ*
DATE: NOVEMBER 6, 2002

AGENDA ITEM
D2
NOVEMBER 6, 2002

REQUEST FOR SERVICE
PARCEL MAP CO 02-0320
NELSON

ITEM

Request for an Intent-to-Serve letter for a lot-split, Parcel Map CO 02-0320 on No. Thompson Ave. at Chestnut Street in Nipomo

BACKGROUND

The District has received a request from Bill Dyer of WRD Engineering representing Nelson for an Intent-to-Serve letter for water and sewer service for a lot split known as Parcel Map CO 02-0320 at N. Thompson at Chestnut Street in Nipomo. Your Honorable Board may grant an Intent-to-Serve letter with the following conditions:

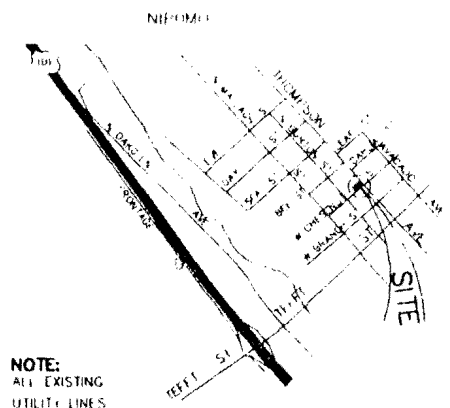
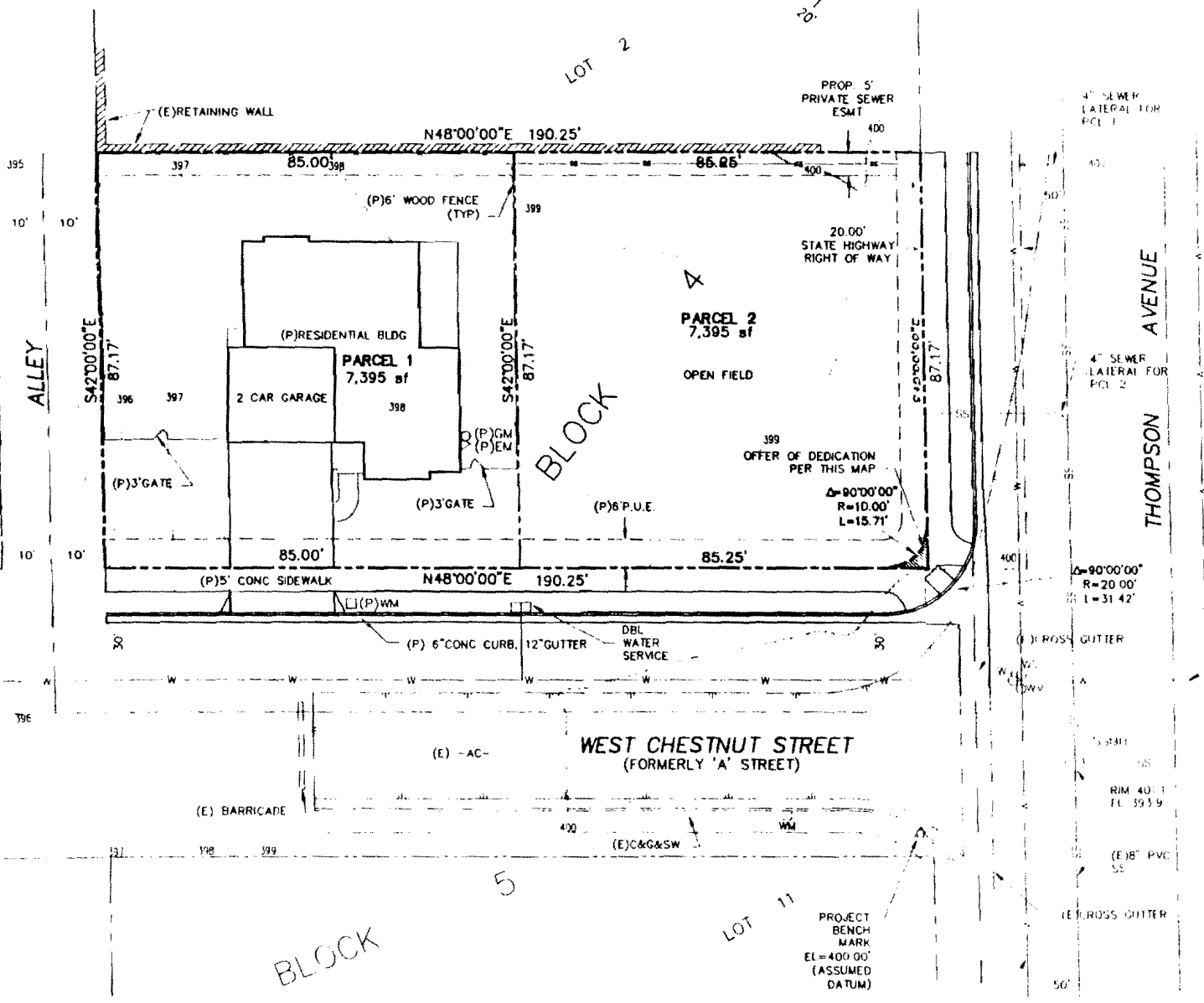
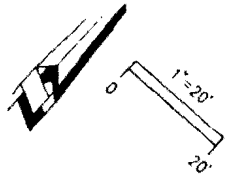
1. Enter into a Plan Check and Inspection Agreement and pay the appropriate fees.
2. Submit improvement plans prepared in accordance with the District Standards and Specifications for review and approval.
3. Pay all appropriate District water, sewer and other fees associated with this development.
4. Construct the improvements required and submit the following:
 - a. Reproducible "As Builts" - A 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 and sewer improvement costs
5. This Intent-to-Serve Letter will expire two years from date of issuance.

RECOMMENDATION

Staff recommends that your Honorable Board issue an Intent-to-Serve letter to Norman & Vasquez Associates for water and sewer service for Parcel Map CO 02-0320, with the above mentioned conditions.

UNPLANNED

ELEVATION
WATER
SEWER



NOTE:
ALL EXISTING
UTILITY LINES
ARE IN AN
APPROXIMATE
LOCATION

VICINITY MAP
(NO SCALE)

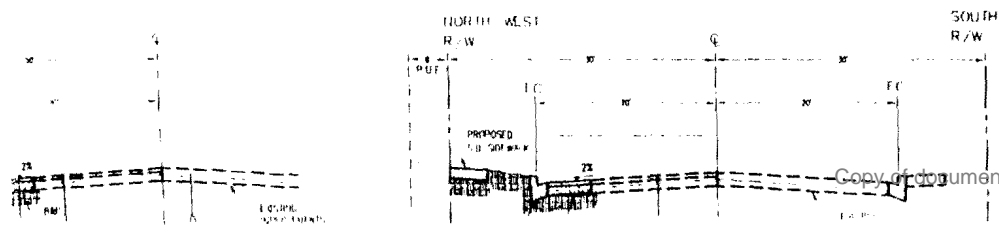
PROJECT BENCHMARK

(E)B' PVC W
A SCREWD 'X' ON THE TOP OF CURB AT THE CURB RETURN AT INTERSECTION OF THOMPSON & CHESTNUT
ELEVATION = 400.00' (ASSUMED DATUM)

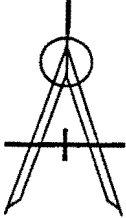
(E)B' PVC S

NOTE

BEARINGS AND DISTANCES ARE PER RECORD DAT AND ARE SHOWN FOR REFERENCE ONLY. PROFILE LINES ARE APPROXIMATE



VESTING TENTATIVE PARC
NO. CO 02-0320
A SUBDIVISION OF LOT 1,
BLOCK 4, BROOKSIDE TRACT
TOWN OF NIPOMO
(A.M. 1984)



WRD Engineering

Civil Engineering - Land Surveying

592 South 13th Street
P. O. Box 432
Grover Beach CA 93483

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

October 14, 2002

Doug Jones
Nipomo Community Service District
148 S. Wilson Ave.
Nipomo, CA 93444

Subject: Parcel Map CO 02-0320, Thompson Ave, Nipomo


Dear Doug:

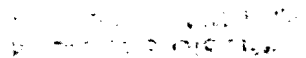
On behalf of the owner of the above referenced project, this is a request for "Can-and-Will-Serve" letter for Tentative Map processing with the County of San Luis Obispo. A copy of the Tentative Parcel Map is enclosed for your information.

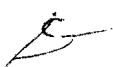
Please respond at your earliest convenience. If you have any questions please call.

Regards,


Bill Dyer





TO: BOARD OF DIRECTORS
FROM: DOUG JONES 
DATE: NOVEMBER 6, 2002

AGENDA ITEM
NOVEMBER 6, 2002

RENEWAL OF INTENT TO SERVE
PARCEL MAP CO 00-0155
PRUIT

ITEM

Request to renew an Intent-to-Serve letter for Parcel Map Parcel Map CO 00-0155, a 20-unit apartment complex on Avenue de Amigos in Nipomo

BACKGROUND

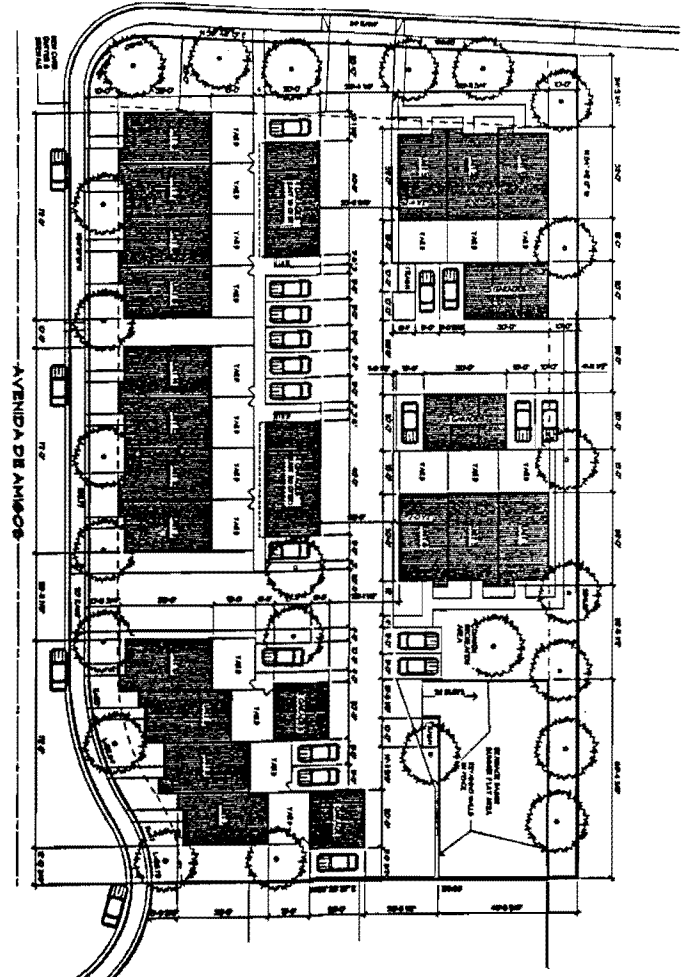
The District has received a request from Norman & Vasquez Associates, representing Pruit, to renew an Intent-to-Serve letter for water and sewer service for Parcel Map CO 00-0155 (APN 092-142-034), a 20-unit apartment complex on Avenue de Amigos in Nipomo. The original Intent-to-Serve letter was issued November 16, 2000. The \$50.00 renewal fee has been paid. Your Honorable Board may renew the 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 prepared in accordance with the District Standards and Specifications for review and approval.
3. Pay all appropriate District water, sewer and other fees associated with this development.
4. Construct the improvements required and submit the following:
 - a. Reproducible "As Builts" - A 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 and sewer improvement costs
5. This Intent-to-Serve Letter will expire two years from date of issuance.

RECOMMENDATION

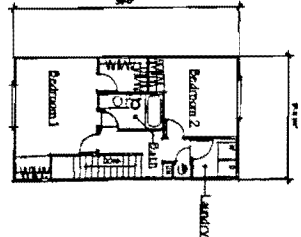
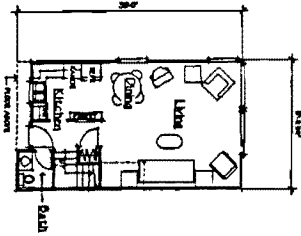
Staff recommends that your Honorable Board issue an Intent-to-Serve letter to Norman & Vasquez Associates (Pruit) for water and sewer service for Parcel Map CO 00-0155 (Pruit), with the above mentioned conditions.

GRANDE AVENUE

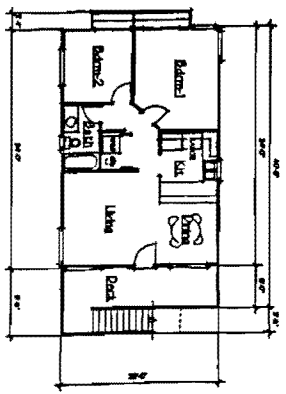


SITE PLAN

LEGAL DESCRIPTION:
 PARCEL 12 OF PARCEL MAP 0041, BE CON (AS SH.)
 COUNTY OF SAN LUIS OBISPO



2 STORY UNIT LAYOUT
 Lower Floor Layout
 Upper Floor Layout



SINGLE LEVEL UNIT LAYOUT

PROJECT DATA

OWNER	Norman & Vasquez Associates
ARCHITECT	Norman & Vasquez Associates
DATE	10/24/00
PROJECT NO.	0041-12
UNIT NO.	20
SCALE	1/8" = 1'-0"

A-0	20 UNITS	A 20 Unit Apartment Complex	Norman & Vasquez Associates Commercial Development and Planning Associates 221 West Street - Suite 25 Avondale, California 94002 (415) 498-7000 James E. Norman, Architect	DATE	SCALE
		Avenida del Arroyo, Milpitas, California Owner		10/24/00	1/8" = 1'-0"

Norman & Vasquez Associates

101 West Branch Street, Suite 12
Arroyo Grande, California 93420
(805) 481-5645

James R. Norman, Architect
Mark Vasquez Associate

Nipomo Community Services District
PO Box 326
Nipomo, California 93444
(805) 929-1133
ATTN: Doug Jones
RE: Building Permit B002340, 20 Unit Apartment Complex
APN 092-142-034

Oct 28, 2002

Mr. Jones,

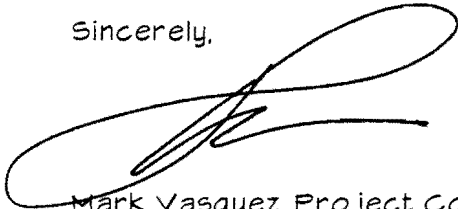
In response to your conversation with Sandy Harwood today, I am writing to request extension of the Intent to Serve letter dated November 16, 2000 for the aforementioned project. We are currently in Building Plancheck and are anticipating starting the work in the next two months.

I also understand, from your conversation, that you have all of the necessary paperwork to process this request. If this is not the case please contact me as soon as possible.

Enclosed is the requested Fifty dollar fee for the extension letter.

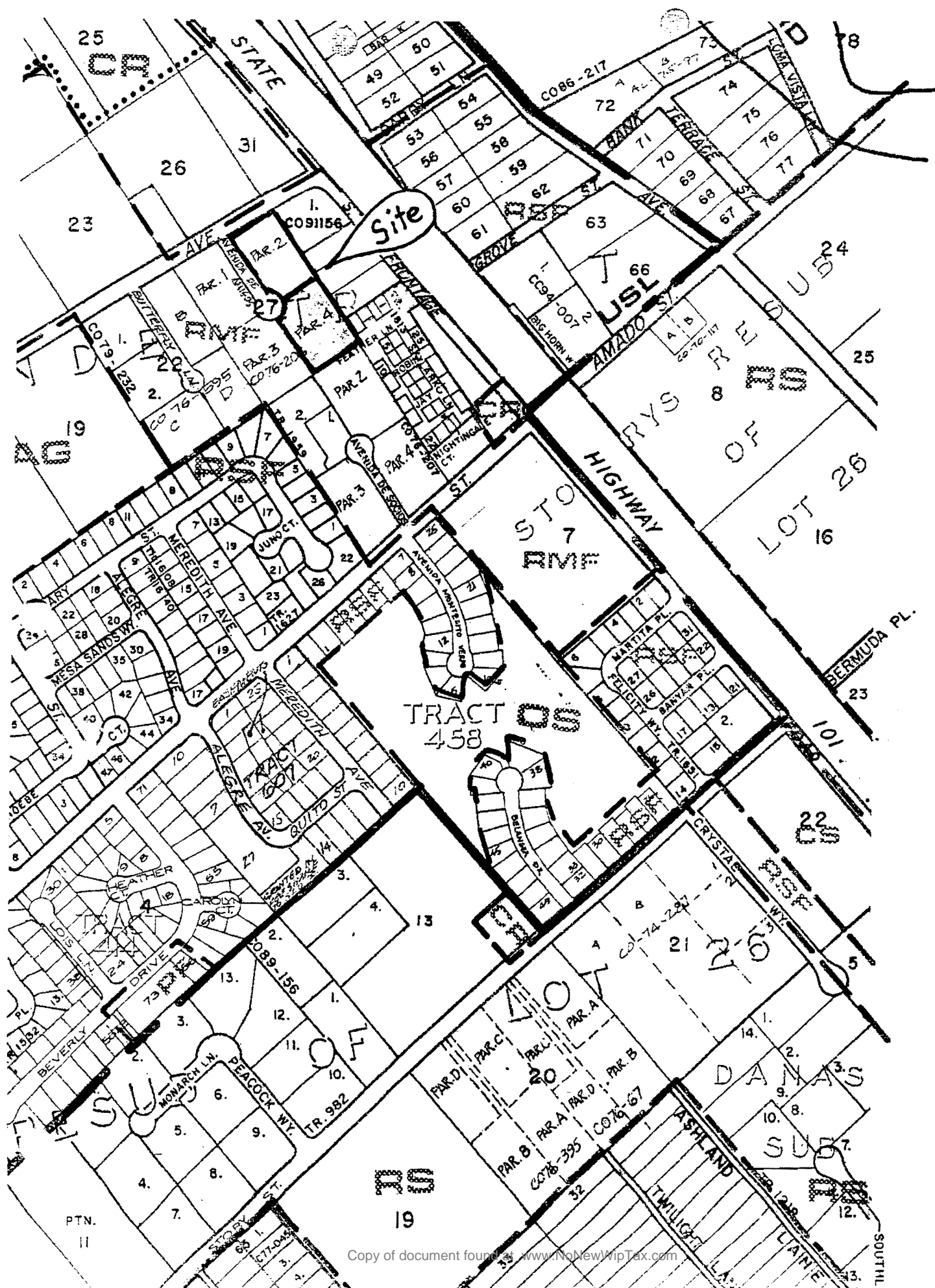
If you have any further questions, please do not hesitate to contact me to discuss the project.

Sincerely,



Mark Vasquez, Project Coordinator

Attachments: Copy of Intent to Serve letter dated 11/16/2000



Site

TRACT 458

TRACT 100

RS 19

DANNA'S SUB

TO: BOARD OF DIRECTORS
FROM: DOUG JONES *D*
DATE: NOVEMBER 6, 2002

AGENDA ITEM
04
NOVEMBER 6, 2002

RENEWAL OF INTENT TO SERVE
PARCEL MAP CO 00-0156
PRUIT

ITEM

Request to renew an Intent-to-Serve letter for Parcel Map CO 00-0156, a 22-unit apartment complex on Avenue de Amigos in Nipomo

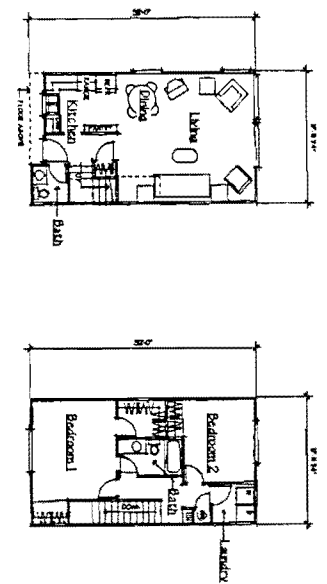
BACKGROUND

The District has received a request from Norman & Vasquez Associates, representing Pruit, to renew an Intent-to-Serve letter for water and sewer service for Parcel Map CO 00-0156 (APN 092-142-034), a 22-unit apartment complex on Avenue de Amigos in Nipomo. The original Intent-to-Serve letter was issued November 16, 2000. The \$50.00 renewal fee has been paid. Your Honorable Board may renew the 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 prepared in accordance with the District Standards and Specifications for review and approval.
3. Pay all appropriate District water, sewer and other fees associated with this development.
4. Construct the improvements required and submit the following:
 - a. Reproducible "As Builts" - A 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 and sewer improvement costs
5. This Intent-to-Serve Letter will expire two years from date of issuance.

RECOMMENDATION

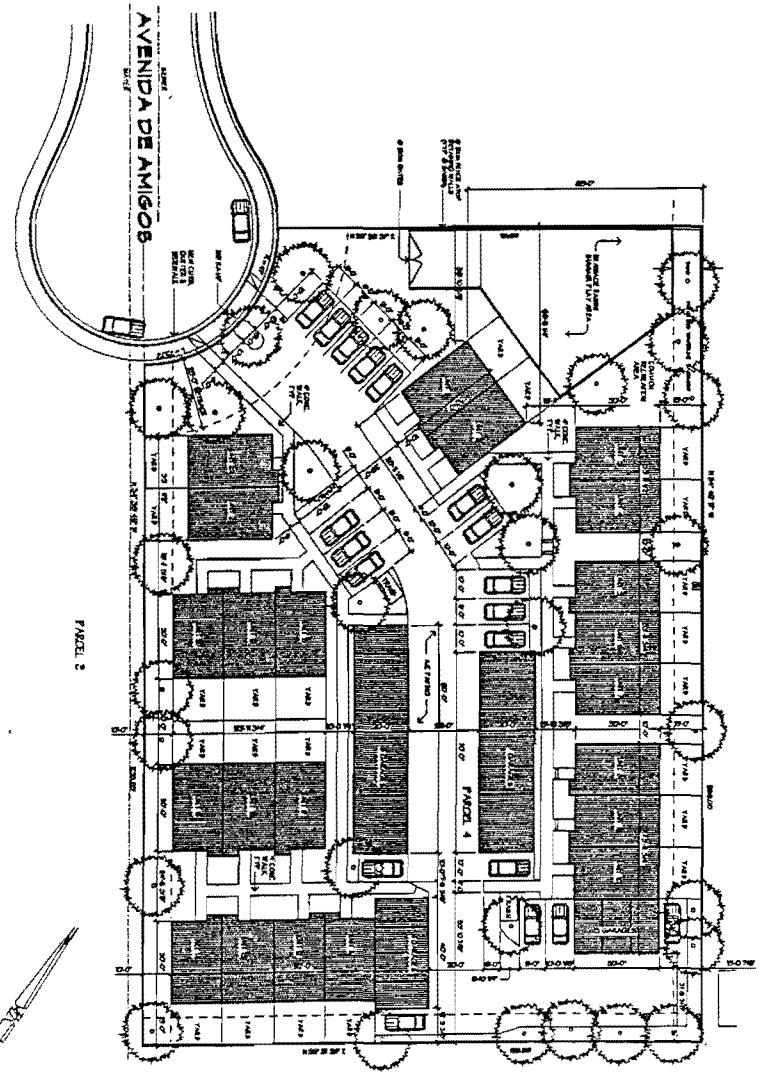
Staff recommends that your Honorable Board issue an Intent-to-Serve letter to Norman & Vasquez Associates (Pruit) for water and sewer service for Parcel Map CO 00-0156, with the above mentioned conditions.



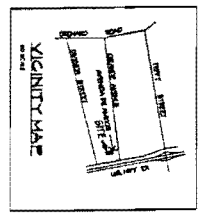
Lower Floor Layout
 1st Floor Area
Upper Floor Layout
 2nd Floor Area

PROJECT DATA

PROJECT NAME	22 UNIT APARTMENT COMPLEX
OWNER	LYNDE VASQUEZ ASSOCIATES, INC.
ARCHITECT	NORMAN & VASQUEZ ASSOCIATES
DATE	NOVEMBER 1, 2000
SCALE	AS SHOWN
PROJECT LOCATION	AVENIDA DE AMIGOS, NEARLY, NEARLY
PROJECT TYPE	RESIDENTIAL
PROJECT STATUS	PRELIMINARY
PROJECT PHASE	ARCHITECTURAL
PROJECT DESCRIPTION	22 UNIT APARTMENT COMPLEX
PROJECT AREA	1.2 ACRES
PROJECT ZONE	RESIDENTIAL
PROJECT PERMITS	APPROVED
PROJECT COST	\$1,200,000
PROJECT RENT	\$1,200 PER MONTH
PROJECT CONTACT	LYNDE VASQUEZ ASSOCIATES, INC.
PROJECT PHONE	(951) 755-1234
PROJECT FAX	(951) 755-5678
PROJECT EMAIL	LYNDE@LVASQUEZ.COM
PROJECT WEBSITE	WWW.LVASQUEZ.COM



SITE PLAN
 LEGAL DESCRIPTION:
 THE TRACT OF LAND BEING THE
 22 UNIT APARTMENT COMPLEX
 PROJECT AREA
 APPROXIMATE



<p>A-0</p> <p>DATE: 11/1/00</p> <p>SCALE: AS SHOWN</p> <p>PROJECT: 22 UNIT APARTMENT COMPLEX</p> <p>OWNER: LYNDE VASQUEZ ASSOCIATES, INC.</p> <p>ARCHITECT: NORMAN & VASQUEZ ASSOCIATES</p>	<p>A 22 Unit Apartment Complex</p> <p>Avenida de Amigos, Newport, California</p> <p>Owner: Lynde Vasquez Townhomes, P.O. Box 920, Newport, California 95447</p>	<p>Norman & Vasquez Associates</p> <p>Commercial Development and Planned Residential Specialists</p> <p>174 West Branch - Suite C Arroyo Grande, California 93420 James C. Norman, Architect</p> <p>(805) 488-1234</p>	<p>REVISIONS</p> <p>NO.</p> <p>DATE</p> <p>DESCRIPTION</p>
	<p>DATE: 11/1/00</p> <p>SCALE: AS SHOWN</p> <p>PROJECT: 22 UNIT APARTMENT COMPLEX</p> <p>OWNER: LYNDE VASQUEZ ASSOCIATES, INC.</p> <p>ARCHITECT: NORMAN & VASQUEZ ASSOCIATES</p>	<p>REVISIONS</p> <p>NO.</p> <p>DATE</p> <p>DESCRIPTION</p>	<p>REVISIONS</p> <p>NO.</p> <p>DATE</p> <p>DESCRIPTION</p>

Norman & Vasquez Associates

101 West Branch Street, Suite 12
Arroyo Grande, California 93420
(805) 481-5645

James R. Norman, Architect
Mark Vasquez Associate

Nipomo Community Services District
PO Box 326
Nipomo, California 93444
(805) 929-1133
ATTN: Doug Jones
RE: Building Permit B020506, 22 Unit Apartment Complex
APN 092-142-036

Oct 28, 2002

Mr. Jones,

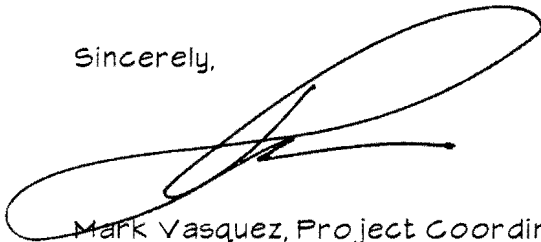
In response to your conversation with Sandy Harwood today, I am writing to request extension of the Intent to Serve letter dated November 16, 2000 for the aforementioned project. We are currently in Building Plancheck and are anticipating starting the work in the next two months.

I also understand, from your conversation, that you have all of the necessary paperwork to process this request. If this is not the case please contact me as soon as possible.

Enclosed is the requested Fifty dollar fee for the extension letter.


If you have any further questions, please do not hesitate to contact me to discuss the project.

Sincerely,



Mark Vasquez, Project Coordinator

Attachments: Copy of Intent to Serve letter dated 11/16/2000

..TO: BOARD OF DIRECTORS
FROM: DOUG JONES 
DATE: NOVEMBER 6, 2002

AGENDA ITEM

NOVEMBER 6, 2002

MONTECITO VERDE II SEWER PROJECT AWARDING OF BID

ITEM

Review bids to connect MVII on-site sewer system tie-in to the District's system

BACKGROUND

The District hired EDA Consulting Engineering firm to design the tie-in of the Montecito Verde II existing on-site sewage disposal system into the District's area wide sewer collector system. The design was completed and bids for construction were requested. The following is the result of five bids received:

CONTRACTOR	BID
1. Tierra Contracting	\$323,755.00
2. Souza Construction	327,338.50
3. D-Kal Engineering	346,149.50
4. Whitaker Contractors	370,688.00
5. John Madonna Construction	396,364.50

The bids have been reviewed by Sandy Harwood of EDA. It is his recommendation that the bid is awarded to Tierra Contracting Co. in the amount of \$323,755.00.

The FY 2002-2003 budget amount for this project is \$256,000 (\$184,000 grant funds plus \$72,000 District funds). The budget amount was based on the estimate from 2002 Master Plan Update. The engineer from EDA estimates the costs as follows:

On-site (Montecito Verde II area)	\$167,812
Off-site sewer line from MVII	<u>\$192,463</u>
Total	<u>\$360,275</u>

The following is a breakdown of the estimated total costs of the MVII project:

Bid	\$323,755	
County Road Fee	3,000	
Inspection	25,000	
Survey	5,000	
10% contingencies	32,000	
Total	<u>\$388,755</u>	Say \$ 390,000
Less budget amount		<u>\$256,000</u>
Unbudgeted amount		\$144,000

TO: BOARD OF DIRECTORS
FROM: DOUG JONES
PAGE TWO

AGENDA ITEM

NOVEMBER 6, 2002

Most of the off-site construction costs are associated with the off-site deep sewer line in Story Road. It is recommended that the unbudgeted amount of \$144,000 be allocated from the sewer capacity fees to cover these improvements.

Once this project is completed, staff will propose a sewer reimbursement program for District installed sewer lines. The District has a water reimbursement ordinance already in place. Properties connecting to the sewer line will be subject to a portion of the costs of the improvements.

RECOMMENDATION

Staff recommends that your Honorable Board award the contract to connect MVII on-site sewer system to the District's system to Tierra Contractors Co. in the amount of \$323,755 and approve a budget adjustment in the amount of \$144,000 from the Sewer Capacity Fees fund to cover the cost of these improvements. The attached resolution awarding the contract and the budget adjustment is presented for the Board's adoption.

Board 2002/MVII AWARD BID.DOC

RESOLUTION 2002-MVII

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NIPOMO COMMUNITY SERVICES DISTRICT
AWARDING A CONTRACT TO TIERRA CONTRACTORS
FOR THE MONTECITO VERDE II SEWER PROJECT**

WHEREAS, the District requested bid proposals from contractors to construct the Montecito Verde II Sewer Project, which consists of connecting the on-site wastewater system to the District's area-wide sewer system, and

WHEREAS, the District received five bids, in which Tierra Contracting was the apparent low bidder at \$323,755, and

WHEREAS, this project is being funded with Community Block Funds of \$184,000 and the District has budgeted \$72,000 of District funds for this project, and

WHEREAS, the estimated total costs of the improvements, including the bid price, County road fee, inspection, surveying and 10% contingencies should be about \$390,000, and

WHEREAS, to fund this project a budget adjustment of \$144,000 from the Sewer Capacity Fund is required to complete this project.

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

1. That the contract to construct the Montecito Verde II Sewer Project be awarded to Tierra Contracting in the amount of \$323,755, and
2. That \$144,000 be appropriated from the Sewer Capacity Fund to augment the budget amount of this project, and
3. That the President of the Board is instructed to execute the contract on behalf of the District.

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

AYES: Directors _____
ABSENT:
ABSTAIN:

the foregoing Resolution is hereby adopted this 6th day of November, 2002.

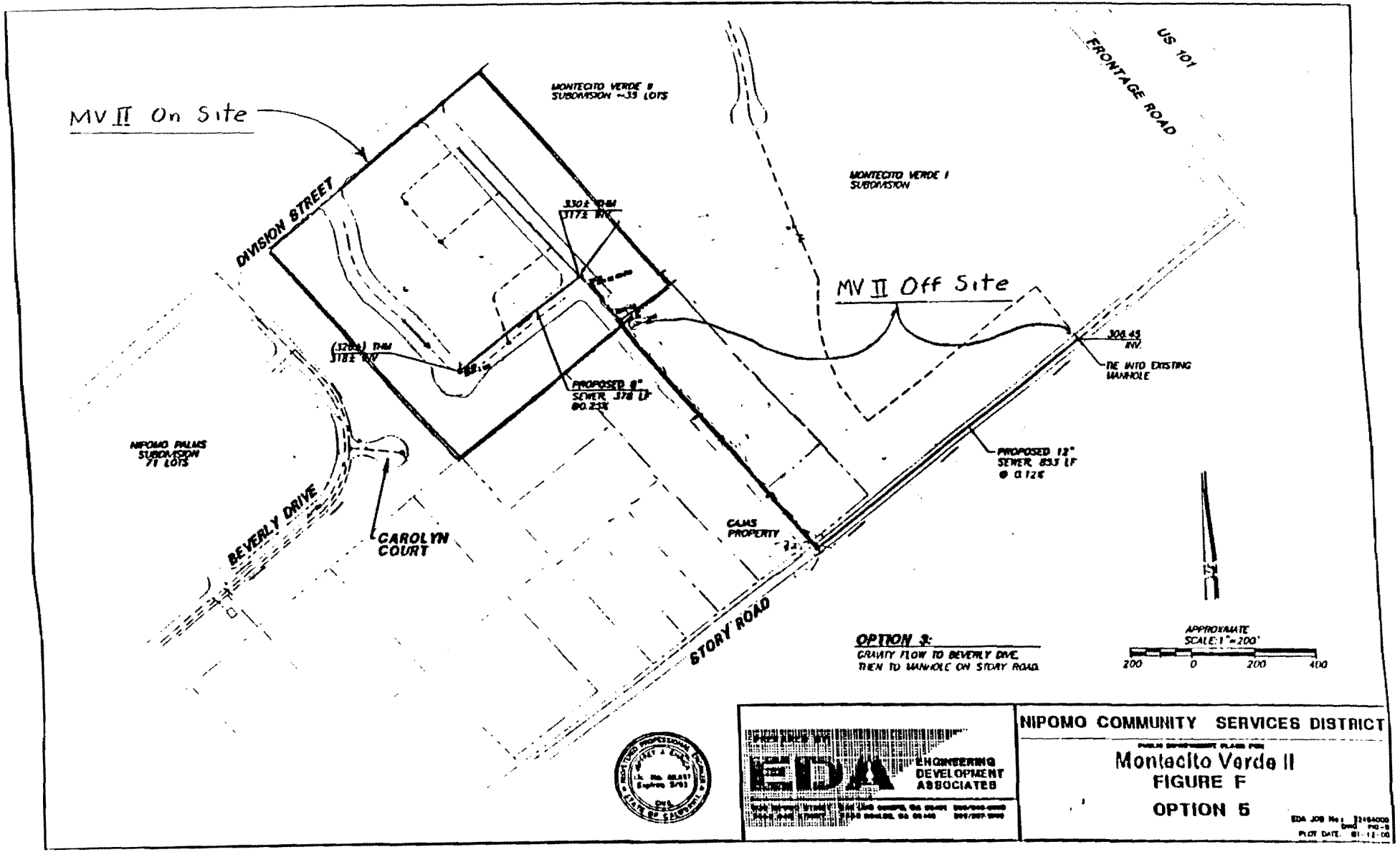
Richard Mobraaten, President
Nipomo Community Services District

ATTEST:

APPROVED AS TO FORM:

Donna K. Johnson
Secretary to the Board

Jon S. Seitz
District Legal Counsel



EDA ENGINEERING DEVELOPMENT ASSOCIATES

1000 S. GARDEN ST. SUITE 100
CANAAN, CA 95920
916-261-1111

NIPOMO COMMUNITY SERVICES DISTRICT

PUBLIC IMPROVEMENT PLAN FOR
Montecito Verde II
FIGURE F
OPTION 5

EDA JOB No. 12184000 DATE: PG-3
PLOT DATE: 01-12-00

TO: BOARD OF DIRECTORS
FROM: DOUG JONES
DATE: NOVEMBER 6, 2002

AGENDA ITEM
NOVEMBER 6, 2002

MONTECITO VERDE II
SEWER PROJECT
CONSTRUCTION MANAGEMENT AND INSPECTION

ITEM

Approval of Construction Management & Inspection for MVII Sewer Project

BACKGROUND

The District has hired EDA Consulting Engineering firm to design the Montecito VerdeII Sewer Project. The contract did not include Construction Management and Inspection. The District has requested proposals from two consulting engineering firms that do this work. The following firms submitted proposals:

CONSULTING ENGINEER	PROPOSAL
1. Garing, Taylor & Assoc.	\$21,827
2. John Wallace & Assoc	\$41,025

Funding for this work has been included in the cost of construction of the Montecito VerdeII Sewer Project associated with the bid from Tierra Contractors.

RECOMMENDATION

Staff recommends that your Honorable Board approve Garing, Taylor & Associates to provide the Construction Management and Inspection services for the Montecito Verde II Sewer Project.



*Civil Engineering
Surveying
Project Development*

October 29, 2002

Mr. Doug Jones, General Manager
Nipomo Community Services district
148 S. Wilson Street
Nipomo, CA 93444

Dear Doug:

SUBJECT: PROPOSAL TO PROVIDE INSPECTION AND CONSTRUCTION
MANAGEMENT SERVICES FOR THE MONTECITO VERDE II SEWER
SYSTEM IMPROVEMENTS PROJECT

Garing, Taylor & Assoc., Inc. is pleased to submit this proposal to provide inspection and construction management services for the Montecito Verde II Sewer System Improvements project.

As identified in the Project Manual the work entails demolition of an existing sanitary sewage disposal system and construction of new sewer system improvements including grading, trenching, sanitary sewers, base and paving for the Montecito Verde II residential subdivision.

SCOPE OF SERVICES

Garing, Taylor and Associates, Inc. will provide the following general inspection and construction management services for the project:

1. Pre-Construction:

a. Prepare an agenda, schedule and administer a pre-construction meeting with the Contractor and District personnel. The pre-construction meeting will be held primarily to establish acceptable ground rules for all parties concerned and to assure that the Contractor understands the complete job requirements for the project.

2. Construction Management And Inspection:

a. Provide overall on-site construction inspection and project management for the duration of the project to assure that the Work is in conformance with the Plans, Project Manual and District Standards. Advise the Contractor whenever any Work is unsatisfactory, faulty or in non-conformance with the Contract Documents and assure that proper measures are taken to correct such Work.

b. Serve as the District's liaison with the Contractor, working principally with the Contractor's superintendent to assist him in understanding and complying with the intent of the Plans and Contract Documents.

c. Meet regularly with District staff to provide updates on Work progress. Maintain a written daily log of work activities, weather conditions, personnel, equipment and related events and provide copies to appropriate District Engineering staff.

d. Some specific duties and inspections would include the following: Assuring that proper traffic controls are established and followed; assuring public notifications for construction work and road closures are distributed; inspection of demolition and removal of existing sewer system facilities; verification of specified pipe and other materials; verifying location, alignment, gradient, depth, bedding and backfill of sewer pipes, manholes, cleanouts and house laterals; inspection of trenching, shoring and bracing; inspection of air testing (or alternate hydrostatic testing), ball and mandrell testing and TV video inspections; inspection of placement of trench base course and asphalt paving.

3. Contract Administration:

a. Review and process progress billings and payments.

b. Maintain files for correspondence, payments, change orders, as-built changes, certificates, job conference reports, submittals, sample submissions, Contract Documents and all other reports and documents relating to the project.

ESTIMATED FEE

Due to the nature of sewer construction projects we anticipate that nearly full-time inspection will be required during the actual progress of the work. This would be necessary to assure that the required materials are provided and that sewer pipes and appurtenant materials are installed at the proper location, depth and gradient. For example, Addendum 3 identifies several sewer sections where quality assurance of pipe connections will be obtained by continuous on-site inspection rather than pressure testing. In addition, time for contract administration duties will be needed to assure that proper quantities and billings are being submitted for payment.

The Contract allows 90 calendar days, or about 13 weeks, for the Contractor to complete work on the project. Assuming 4 hours per day for inspection and contract management for 13 weeks would require about 260 hours (4 hours per day x 5 days per week x 13 weeks = 260 hours). To cover additional, unanticipated costs and time a 15% contingency should be added for a total of 299 hours.

The person primarily responsible for inspection and construction management will be Russell Garing. At a rate of \$73 per hour, the inspection/management cost will not exceed \$21,827 (299 hours x \$73 = \$21,827). Billing will be submitted only for time and expenses required to perform the work described. We will make every effort to keep our costs below the above not-to-exceed amount.

We look forward to working with the District on this project. Please contact me if you have any questions or need additional information.

Very truly yours,

GARING, TAYLOR & ASSOCIATES, INC.



R. James Garing, President

November 1, 2002

Mr. Doug Jones
Nipomo Community Services District
Post Office Box 326
Nipomo, CA 93444

Subject: Construction Management Services for Montecito Verde II Sewer System Improvements,
Nipomo

Dear Mr. Jones:

John L. Wallace and Associates (JLWA) is very pleased to submit this proposal to provide construction management services for the sewer system improvements. We have assembled a project team and an approach that will provide the Owner with the exceptional service this project warrants.

The personnel we have assigned to this project are highly skilled and experienced in construction contract administration, inspection, bidding, and coordinating and documenting for CDBG Funding. Mr. Roberto Sanchez, a registered civil engineer with JLWA, will be the construction contract administrator on the project, and brings 13 years of municipal construction management experience. Our designated inspector and the Contract Manager are fluent in both the spanish and english languages.

This project will include the many and varied challenges associated with constructing improvements to Montecito Verde II Sewer System. JLWA has a proven track record of successfully administering and inspecting similar projects. Our team understands how to ensure contracts and schedules are followed, and excels at clear and concise documentation. We are familiar with the local contractors and believe that our reputation for being fair but firm will be an asset to your project.

SCOPE OF WORK

JLWA will provide daily inspection reports and provide monthly construction progress financial reports and construction progress updates. Our inspection services will be performed in accordance with the Contract Documents of the project. Based upon the nature of this contract document, we estimate that this project will require an average of 84 hours per month of construction inspection and 20 hours per month of administration for the contract time of 90 calendar days. A detailed breakdown of our Construction Management services is as follows:

1. **Construction Administration**
 - 1.1 Monthly construction financial reports and construction progress updates;
 - 1.2 Chair and maintain records of construction progress meetings;
 - 1.3 Administration of progress payments, RFI's, contract change orders, submittals.
 - 1.4 Project closure including: record drawings, punch lists, lien releases, notice of completion, warranties and insurances.

Mr. Doug Jones
Nipomo Community Services District
November 1, 2002
Page 2

2. Construction Inspection

We will inspect the facilities included in the Plans and Specifications, as follows:

- 2.1 Four (4) hours per day average inspection for 66 working days (90 calendar day construction period).
- 2.2 Daily inspection records will be prepared.
- 2.3 Coordination with the Soils Engineer (compaction testing is excluded from this contract).
- 2.4 We will provide the District with verification of the Contractor's prevailing wage worksheets and invoices.

3. Reimbursables

This proposal includes the following anticipated reimbursable expenses:

- 3.1 Mileage
- 3.2 Telephone and miscellaneous charges.
- 3.3 Document reproduction.

ITEMS NOT INCLUDED IN SCOPE OF WORK

This contract does not include soils inspection services. JLWA recommends that the District retain the services of said consultant under a separate contract. However, if the District prefers this item can be added to our Scope of Work, for an additional cost.

It is our understanding that Community Development Block Grant (CDBG) administration will be performed by the District (other than verification of the Contractor's prevailing wage worksheet and invoice's).

The scope of the inspection services is to observe construction activities for compliance with the Contract Documents. Inspection does not include any guarantees of performance of the contractor's work (i.e. pressure test).

PROJECT FEES

JLWA will perform the services denoted in the proposed Scope of Work on an hourly basis according to the attached fee schedule. Our estimate of the total fee is \$41,025.00, however, this cost can vary depending on the performance of the Contractor, and the actual duration of the construction activities. Our services will be invoiced monthly on a percent complete basis, in accordance with the attached Schedule of Fees (Exhibit A). (See Exhibit C for a cost breakdown.)

The fees stated above are based on prevailing wage rates. If the client and the California Department of Labor determine that prevailing wage payments are not required, the fees for the applicable items in the above Scope of Work will be adjusted and billed according to the per hour rate of the Standard Wage column on the Schedule of Fees provided.

Mr. Doug Jones
Nipomo Community Services District
November 1, 2002
Page 3

At the request of the client, additional services to the above Scope of Work will be performed by JLWA following the signature of our Revision Authorization Request (change to original contract form) or the initiation of a new contract. Additional services will be invoiced on a time and materials basis using the Schedule of Fees currently in use at JLWA.

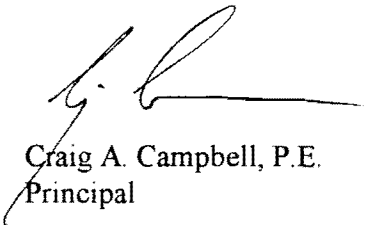
TERMS AND CONDITIONS

In order to insure a clear understanding of all matters related to our mutual responsibilities regarding this proposal, the attached Standard Terms and Conditions (Exhibit B) are considered a part of our proposal agreement. If this proposal meets with your approval, please sign where indicated and return one original to our office which will serve as our notice-to-proceed.

We want to thank you for this opportunity to present our proposal to provide professional services and trust that it adequately presents our approach to your project and exhibits our interest toward its success. Please call me if you have any questions.

JOHN L. WALLACE & ASSOCIATES

TERMS AND CONDITIONS ACCEPTED:


Craig A. Campbell, P.E.
Principal

Signature

Printed Name

Title


Date

leh:P002-1606,24,std

Attachments

- Exhibit A
- Exhibit B

THIS PROPOSAL IS VALID FOR 60 DAYS FROM THE DATE OF THIS DOCUMENT

TO: BOARD OF DIRECTORS
FROM: DOUG JONES 
DATE: NOVEMBER 6, 2002

AGENDA ITEM
NOVEMBER 6, 2002

PERSONNEL POLICIES & PROCEDURES MANUAL MODIFICATIONS

ITEM

Review changes in job title, job descriptions and salary schedule within District Policies & Procedures Manual

BACKGROUND

The Board's Personnel Committee (Directors Mobraaten and Winn) met October 30, 2002, and reviewed job titles, descriptions and salary schedules recommended by the District's Utility Supervisor. The recommended changes are as follows:

- The Assistant Utility Supervisor title would be changed to Utility Field Foreman (No change in job description)
- The Assistant Utility Supervisor schedule would be eliminated and a new Salary Schedule for Utility Operator Foreman, as shown:

Utility Field Foreman	\$3,170	3,329	3,495	3,670	3,854	3,950	4,049
-----------------------------	---------	-------	-------	-------	-------	-------	-------

- The job description for the entry level Utility Worker position has been changed to allow the applicant to obtain the Water Distribution I certification within 12 months, instead of upon recruitment.

Because of the vacancy of the Utility Supervisor position for approx. 3 months, sufficient salary savings have occurred to fund the appropriate changes, therefore not budget adjustment is requested.

RECOMMENDATION

The attached resolution is presented to your Honorable Board for adoption, which makes the above stated changes to the District's Personnel Policy & Procedures.

Board 2002/Personnel Policies Change.DOC

RESOLUTION NO. 2002-FIELD FOREMAN

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NIPOMO COMMUNITY SERVICES DISTRICT
AMENDING ITS PERSONNEL POLICIES TO**

- 1) RENAME THE POSITION OF ASSISTANT UTILITY SUPERVISOR TO
UTILITY FIELD FOREMAN**
- 2) MODIFY THE LICENSE AND CERTIFICATION REQUIREMENT OF A UTILITY WORKER**

WHEREAS, Section 1000 of the Nipomo Community Services District ("District") Personnel Policies provides that the District reserves the right to modify or delete any of these policies when, in the opinion of its management and the Board of Directors, it becomes advisable to do so, and

WHEREAS, the General Manager recommends that the District rename the position of Assistant Utility Supervisor to Utility Field Foreman, adjust the Step and Range Plan and modify the license and certification requirement of a Utility Worker, and

WHEREAS, based on the Staff Report, Staff Presentation and public comment the Board of Directors finds that it is advisable to make these modifications.

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

1. The position of Assistant Utility Supervisor be renamed Utility Field Foreman. Policy 7050 attached to this Resolution is hereby approved.
2. The license and certification requirement of the Utility Worker be modified. Policy 7070 attached to this Resolution is hereby approved.
3. The Employee Step and Range Plan be modified for the Utility Field Foreman position. The Step and Range Plan attached to this Resolution is hereby approved.

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

AYES:
NOES:
ABSENT:
ABSTAIN:

the foregoing resolution is hereby adopted this 6th day of November, 2002.

Richard Mobraaten,
President, Board of Directors
Nipomo Community Services District

ATTEST:

APPROVED AS TO FORM

Donna K. Johnson,
Secretary to the Board

Jon S. Seitz,
District Legal Counsel

**ASSISTANT UTILITY SUPERVISOR
UTILITY FIELD FOREMAN
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7050
EFFECTIVE: 7/17/02**

7050 - ASSISTANT UTILITY SUPERVISOR UTILITY FIELD FOREMAN

1. DEFINITION

Under direction of the Utility Supervisor, plans, directs and reviews the work of a crew of systems operators; performs the full range of duties required to operate and maintain water production, treatment and related distribution equipment and facilities and operate and maintain wastewater collection and treatment facilities; acts as the Utility Supervisor in his/her absence; performs related work as assigned.

2. CLASS CHARACTERISTICS

Assistant shall be fully competent to operate and maintain a variety of equipment and facilities required to produce and distribute potable water and collect, treat and dispose of waste water for District residents. Responsibilities also include performing the full range of systems operations work, including being available for stand-by and off-hours emergency work.

3. EXAMPLES OF DUTIES (Illustrative Only)

- A. Assures that District operating and safety procedures are observed; participates in safety meetings and accident reviews
- B. Assists in the preparation of and participates in work schedules, including water and wastewater sampling, meter reading and equipment maintenance schedules; prepares daily work assignments based upon operational and customer needs
- C. Troubleshoots equipment and process problems; determines materials, parts and contract or in-house staff requirements; assures that work is performed in accordance with District standards
- D. Inspects construction and/or repair work performed by outside contractors to assure conformance to standard specifications
- E. Reviews records of equipment operation, chemical and biological testing results and process control to make recommendations to the Utility Supervisor on process and procedural modifications and assure compliance with applicable rules and regulations
- F. Assists in the preparation of a variety of periodic and special reports for submission to District management and regulatory agencies; represents the District in contacts with other agencies, public and private groups and customers
- G. Develops and recommends changes to equipment, policies and procedures to maintain compliance with laws and regulations and effective system performance
- H. Performs the full range of systems operations activities, including:
 - 1) Inspecting and recording activities of plant operations and remote pumping and storage equipment and facilities on a regularly scheduled basis;
 - 2) Reviewing and analyzing automated information and control system data and revising equipment settings as appropriate;

**ASSISTANT UTILITY SUPERVISOR
UTILITY FIELD FOREMAN
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7050
EFFECTIVE: 7/17/02**

- 3) Taking samples of potable water and wastewater influent and effluent, performing standardized tests and adjusting chemical feed and other equipment accordingly, maintaining a work relationship with the contract commercial laboratory;
- 4) Inspecting, troubleshooting and performing scheduled and unscheduled maintenance and repairs to pumps, valves, underground and above-ground piping systems, chemical feeders and related equipment as required
- 5) Performing semi-skilled maintenance and repair on electrical and electronic equipment; operating small and medium sized construction in the course of the work and driving a variety of motor vehicles
- 6) Dealing with difficult customer service problems
- 7) Using a variety of and performing maintenance to a variety of hand and power tools and mobile equipment

- I. Is available for stand-by calls; responds to emergencies in off hours as scheduled.

4. EMPLOYMENT STANDARDS

Knowledge of:

- A. Principles and practices of employee supervision, including work planning, direction, review and evaluation
- B. The operation and maintenance of potable water production, treatment and distribution facilities and equipment
- C. The operation and maintenance of wastewater collection and treatment facilities
- D. The operation and maintenance of underground piping systems, including pipes, valves and relation appurtenances
- E. The operation, servicing and minor maintenance of a variety of vehicles and mobile equipment
- F. Tools and equipment required for the work
- G. Safety equipment and practices related to the work, including the handling and storage of hazardous chemicals
- H. Applicable laws, codes and regulations
- I. Standard laboratory tests related to the treatment of water
- J. Mechanical, electrical, electronic and hydraulic principles
- K. Computer applications related to the work

Skill in:

- A. Planning, directing, reviewing and evaluating the work of a small staff
- B. Training staff in work procedures
- C. Developing and implementing work procedures to meet laws and regulations
- D. Maintaining accurate records and preparing accurate reports and clear and concise correspondence

**ASSISTANT UTILITY SUPERVISOR
UTILITY FIELD FOREMAN
CHAPTER SEVEN - JOB DESCRIPTIONS**

NUMBER: 7050
EFFECTIVE: 7/17/02

- E. Operating, maintaining and repairing a variety of water production, treatment and distribution equipment and facilities and wastewater collection and treatment facilities
- F. Using and maintaining the tools and equipment of the work skillfully and safety
- G. Performing semi-skilled craft work in the electrical, electronic, carpentry, mechanical and painting trades
- H. Performing standardized tests of water and wastewater
- I. Handling hazardous chemicals in accordance with appropriate Materials Safety Data Sheets
- J. Working independently within established procedural guidelines
- K. Identifying customer problems and resolving them in an effective manner
- L. Establishing and maintaining effective working relationships with those contacted in the course of the work

Physical Characteristics:

- A. Vision to read gauges, meters, computer screens, instruction manuals and to operate a motor vehicle
- B. Hearing to interact in person, on the telephone and over a radio
- C. Strength to lift and move equipment and tools weighing up to 80 pounds with proper equipment
- D. Stamina to do heavy physical work
- E. Mobility to inspect various work sites, work in confined spaces and climb ladders
- F. Ability to wear self-contained breathing equipment

Working Conditions:

- A. Must work out of doors in all weather conditions.
- B. Must be available for regularly scheduled stand-by, off-hours shifts and emergency call-out.
- C. Must be able to arrive at District facilities within 30 minutes from the time an initial call-back notification.

License and Certification:

- A. Must possess a valid California Class C driver's license and have a satisfactory driving record. Specified assignments and/or equipment may require possession of a class B driver's license.
- B. Must possess a California Grade D-3 Distribution Operator certificate.
- C. Must possess a California Grade I Wastewater Treatment Plant Operator certificate.

Education and Experience:

Equivalent to graduation from high school or equivalent and four years of experience in the operation and maintenance of water production, treatment and distribution facilities and equipment and wastewater collection and treatment facilities.

7070 - UTILITY WORKER

1. DEFINITION

Under direct supervision, performs the full range of duties required to operate and maintain potable water production, treatment and related distribution equipment and facilities and wastewater collection and treatment equipment and facilities on an assigned shift to assure the health and safety of the public water supply and the proper disposal of wastewater; performs general maintenance and repair of all District facilities; performs related work as assigned.

2. CLASS CHARACTERISTICS

Under supervision, be competent to operate and maintain a variety of equipment and facilities required to produce and distribute potable water and collect, treat and dispose of wastewater for District residential and commercial properties. Be available for stand-by and off-hours emergency work.

3. EXAMPLES OF DUTIES (Illustrative Only)

- A. Inspects plant operational and remote pumping and storage equipment and facilities on a regularly-scheduled basis; reads and records readings of pumps, chemical feed and other production, treatment, distribution and collection equipment
- B. Lubricates and packs pumps and valves; replaces bearings and other parts; assists in removing and reinstalling pumps, valves and other equipment
- C. Operates small and medium-sized construction equipment in the course of the work; drives a variety of motor vehicles
- D. Cleans bar screens, aerators and related wastewater treatment equipment; makes emergency repairs to water production and distribution and wastewater collection facilities and equipment as required; replaces and/or repairs meters and appurtenances as required
- E. Reads water meters to determine customer usage; investigates and resolves customer complaints regarding high billings and/or water quality; turns services on and off as required
- F. Performs maintenance painting of and minor modifications to equipment and facilities; maintains landscaped areas and green space around District facilities; controls animal, insect and vegetation pests as required; performs concrete, welding and other semi-skilled maintenance work as required
- G. Uses a variety of and performs maintenance and minor repairs to a variety of hand and power tools and mobile equipment
- H. Maintains accurate records of gauge and meter readings, chemical test results and work performed
- I. Is available for stand-by call; responds to emergencies in off-hours as scheduled
- J. Maintains work areas in a clean and orderly condition

K. Operate and maintain automatic meter reading devices

4. EMPLOYMENT STANDARDS

Knowledge of:

- A. The operation and maintenance of potable water production, treatment and distribution facilities and equipment
- B. The operation and maintenance of wastewater collection and treatment facilities and equipment
- C. The operation and maintenance of underground piping systems, including pipes, valves and related appurtenances
- D. The operations, servicing and minor maintenance of a variety of vehicles and mobile equipment
- E. Tools and equipment required for the work
- F. Safety equipment and practices related to the work, including the handling and storage of hazardous chemicals
- G. Applicable laws, codes and regulations
- H. Mechanical, electrical, electronic and hydraulic principles
- I. Computer applications related to the work

Skill in:

- A. Operating, maintaining and repairing a variety of water production, treatment and distribution equipment and facilities
- B. Operating, maintaining and repairing a variety of wastewater collection and treatment facilities and equipment
- C. Using and maintaining the tools and equipment of the work skillfully and safely
- D. Performing semi-skilled craftwork in the electrical, electronic, carpentry, mechanical and painting trades
- E. Handling hazardous chemicals in a safe manner
- F. Maintaining accurate records related to work performed
- G. Working independently within established procedural guidelines
- H. Identifying customer problems and resolving them in an effective manner
- I. Establishing and maintaining effective working relationships with those contacted in the course of the work

Physical Characteristics:

- A. Vision to read gauges, meters, computer screens, instruction manuals and to operate a motor vehicle
- B. Hearing to interact in person, on the telephone and over a radio

**UTILITY WORKER
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7070
EFFECTIVE: 7/17/02**

- C. Strength to lift and move equipment and tools weighing up to 80 pounds with proper equipment
- D. Stamina to do heavy physical work
- E. Mobility to inspect various work sites and climb ladders

Working Conditions:

- A. Must work out of doors in all weather conditions
- B. Must be available for regularly scheduled stand-by, off-hours shifts and emergency call-out
- C. Must be able to arrive at District facilities within 30 minutes from the time an initial call-back notification

License and Certification:

- A. Must possess a valid California Class C driver's license and have a satisfactory driving record. Specified assignments and/or equipment may require possession of a Class B driver's license
- B. ~~Must possess a California Distribution I Operator certificate~~
Must obtain a Water Distribution 1 Operator certificate and Operator in Training (OIT) in wastewater within 12 months of hire.
- C. Must be bondable by District's fidelity bond insurer.

Education and Experience:

Graduation from high school or equivalent. Experience in the operation of water production and distribution systems and/or wastewater collection systems is desirable.

NIPOMO COMMUNITY SERVICES DISTRICT
 EMPLOYEE STEP AND RANGE PLAN
 MONTHLY COMPENSATION
 2002-2003

PROPOSED MODIFICATIONS 11/6/02

<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>2.5% LONGEVITY PAY 15 YRS</u>	<u>2.5% LONGEVITY PAY 20 YRS</u>
Assistant Administrator	3,754	3,942	4,139	4,346	4,563	4,677	4,794
Secretary	2,516	2,642	2,774	2,913	3,059	3,135	3,214
Billing Clerk	2,324	2,440	2,562	2,690	2,825	2,896	2,968
Utility Supervisor	3,733	3,920	4,116	4,322	4,538	4,651	4,767
Utility Field Foreman	3,170	3,329	3,495	3,670	3,854	3,950	4,049
Assistant Utility Supervisor	3,016	3,167	3,325	3,491	3,666	3,758	3,852
Utility Operator	2,742	2,879	3,023	3,174	3,333	3,416	3,502
Utility Worker	2,088	2,192	2,302	2,417	2,538	2,601	2,666

TO: BOARD OF DIRECTORS
FROM: DOUG JONES
DATE: NOVEMBER 6, 2002

**AGENDA ITEM
F
NOVEMBER 6, 2002**

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 October 23, 2002, Regular Board meeting

Bd2002\Consent-110602.DOC

WARRANTS NOVEMBER 6, 2002

**AGENDA ITEM
F-1
NOVEMBER 6, 2002**

HAND WRITTEN CHECKS

18565	10/14/02	POSTMASTER	494.56
18566	10/30/02	R MOBRAATEN	50.00
18567	10/30/02	M WINN	50.00
18568	10/31/02	R BLAIR	862.10

COMPUTER GENERATED CHECKS

7395	10/25/02	EMP01	EMPLOYMENT DEVELOP DEPT	A21022	10/22/02	STATE INCOME TAX	10-02	375.94	375.94
7396	10/25/02	MID01	MIDSTATE BANK-PR TAX DEP	A21022	10/22/02	COMBINED CHECK	10-02	1861.49	1861.49
7397	10/25/02	MID02	MIDSTATE BANK - DIRECT DP	A21022	10/22/02	NET PAY DEDUCTION	10-02	11773.21	11773.21
7398	10/25/02	PER01	PERS RETIREMENT	A21022	10/22/02	PERS PAYROLL REMITTANCE	10-02	1996.04	1996.04
7399	10/25/02	SIM01	SIMMONS, DEBRA	A21022	10/22/02	WAGE ASSIGNMENT	10-02	150.00	150.00
7400	10/25/02	STA01	STATE STREET GLOBAL	A21022	10/22/02	DEFERRED COMP	10-02	735.00	735.00
007401	11/06/02	ADV01	ADVANTAGE ANSWERING PLUS		79.95	.00	79.95	48152	ANSWERING SERVICE
007402	11/06/02	BCS01	BASIC CHEMICAL SOLUTIONS		838.09	.00	838.09	53490	SODIUM HYPOCHLORITE
					238.72	.00	238.72	53495	SODIUM HYPOCHLORITE
			Check Total.....:		1076.81	.00	1076.81		
007403	11/06/02	CEN04	CENTRAL COAST SPRAY SERV		3370.00	.00	3370.00	2376	PRE & POST EMERGENT WEED
007404	11/06/02	CHA02	CHARTER COMMUNICATIONS		54.90	.00	54.90	102302	INTERNET ACCESS
007405	11/06/02	COM01	COMPUTER NETWORK SERVICES		1616.25	.00	1616.25	101702	COMPUTER UPGRADE/TROUBLES
007406	11/06/02	COM02	COMMUNICATION SOLUTIONS		300.66	.00	300.66	3084	REPAIR AT EUREKA
7407	11/06/02	COR01	CORBIN WILLITS SYSTEMS		65.00	.00	65.00	A21016	TECHNICAL ASSISTANCE
					545.48	.00	545.48	A210151	MOM PROGRAM MAINTENANCE F
			Check Total.....:		610.48	.00	610.48		
007408	11/06/02	CRE01	CREEK ENVIRONMENTAL LABS		30.00	.00	30.00	J3809	BL WWTP LAB
					30.00	.00	30.00	J3936	BL WWTP LAB
					30.00	.00	30.00	J3905	BL WWTP LAB
					30.00	.00	30.00	J3931	BL WWTP LAB
					30.00	.00	30.00	J3993	BL WWTP LAB
					30.00	.00	30.00	J4026	BL WWTP LAB
					30.00	.00	30.00	J4082	BL WWTP LAB
					30.00	.00	30.00	J4108	BL WWTP LAB
			Check Total.....:		240.00	.00	240.00		
007409	11/06/02	CUL02	CULLIGAN WATER CONDITION		11.10	.00	11.10	102502	DELIVERY
007410	11/06/02	DEW01	J B DEWAR INC		673.52	.00	673.52	735900	OIL FOR WELLS
007411	11/06/02	FER01	FERGUSON ENTERPRISES INC		192.33	.00	192.33	404174	SUPPLIES
007412	11/06/02	FGL01	FGL ENVIRONMENTAL		44.80	.00	44.80	210015	NIPOMO WWTP LAB
					44.80	.00	44.80	210016	BL WWTP LAB
					44.80	.00	44.80	210285	BL WWTP LAB
					44.80	.00	44.80	210288	NIPOMO WWTP LAB
					44.80	.00	44.80	210612	NIPOMO WWTP LAB
			Check Total.....:		224.00	.00	224.00		
007413	11/06/02	GAR01	GARING TAYLOR & ASSOC		922.14	.00	922.14	2895	TEFFT ST LIFT ST
007414	11/06/02	GRO01	GROENIGER & CO		217.61	.00	217.61	201440T	MISC PARTS
					339.77	.00	339.77	203768B	MISC PARTS
					392.86	.00	392.86	204547B	20 ANGLE STOPS
					374.28	.00	374.28	204549B	MISC PARTS
					420.94	.00	420.94	204551B	MISC PARTS
			Check Total.....:		1745.46	.00	1745.46		
007415	11/06/02	GWA01	GWA INC		25.00	.00	25.00	102002	FIRE ALARM
7416	11/06/02	IND01	INDUSTRIAL MEDICAL GROUP		135.00	.00	135.00	NN1003	PHYSICAL FOR DAN
007417	11/06/02	JOH01	JOHNSON, DONNA		20.64	.00	20.64	102102	MISC SUPP REIMB
007418	11/06/02	MOB01	MOBRAATEN, RICHARD		100.00	.00	100.00	110602	REG MEETING
007419	11/06/02	NEX01	NEXTEL COMMUNICATIONS		113.47	.00	113.47	87314-011	CELL PHONES

COMPUTER GENERATED CHECKS

007420	11/06/02	NIP02	NIPOMO GARBAGE	14.99	.00	14.99	1802-1102	TRASH COLLECTION
007421	11/06/02	NIP06	NIPOMO AUTO PARTS	263.51	.00	263.51	218897	MISC SUPPLIES
007422	11/06/02	PAC01	PACBELL/WORLDCOM	5.89	.00	5.89	T0743270	PHONE
007423	11/06/02	PER02	CALIF PUBLIC EMPLOYEES'	3778.69	.00	3778.69	10671102	HEALTH INSURANCE
007424	11/06/02	PER05	PERFORMANCE METER, INC	2010.94	.00	2010.94	5853	FIRE HYDRANT METERS - 3
007425	11/06/02	PGE01	P G & E	44494.83	.00	44494.83	13919	ELECTRICITY
007426	11/06/02	PLA01	PLATINUM PLUS FOR BUSINES	295.00	.00	295.00	102102	CSDA SEMINAR
				794.70	.00	794.70	A21101	DODGE HEATER CORE REPAIR
				92.70	.00	92.70	2002-10	WATER SUPPLIES FERGUSON
				27.99	.00	27.99	3609-10	COMP SUPP
				1069.19	.00	1069.19	4699*10	TRAVEL EXPENSES
				117.96	.00	117.96	5588-10	COPIER MAINT IKON
			Check Total.....	2397.54	.00	2397.54		
007427	11/06/02	POS02	FRANCOTYP-POSTALIA, INC.	8.31	.00	8.31	C00573	POSTAGE RESET
007428	11/06/02	PRE01	PRECISION JANITORIAL	275.00	.00	275.00	107	JANITOR SERVICE
007429	11/06/02	QUI01	QUILL CORPORATION	165.01	.00	165.01	6304259	MISC SUPPLIES
				153.79	.00	153.79	6477105	MISC SUPP
			Check Total.....	318.80	.00	318.80		
007430	11/06/02	QUI03	QUINN RENTAL SERVICES	224.69	.00	224.69	2038314	10 SHOVELS
007431	11/06/02	RIC01	RICHARDS, WATSON, GERSHON	17765.00	.00	17765.00	123467	WATER RIGHTS ADJUDICATION
				1632.50	.00	1632.50	123625	CORRECTED INVOICE 5/14/02
				1582.00	.00	1582.00	123626	CORRECTED INVOICE 6/13/02
				388.00	.00	388.00	123627	CORRECTED INVOICE 7/15/02
				1035.50	.00	1035.50	123628	CORRECTED INVOICE 8/15/02
				24434.02	.00	24434.02	123629	SAVE THE MESA 9/17/02
				10137.87	.00	10137.87	123630	SAVE THE MESA 10/9/02
			Check Total.....	56974.89	.00	56974.89		
007432	11/06/02	SAI01	SAIC	6408.43	.00	6408.43	399444	SMVWCD LITIGATION
007433	11/06/02	SHI01	SHIPSEY & SEITZ, INC	5253.30	.00	5253.30	091602	LEGAL SERVICES
007434	11/06/02	SLO06	SAN LUIS OBISPO TAX COLL	18.00	.00	18.00	MV 015	MV PROP TAX 092 551 015
				18.00	.00	18.00	MV 016	MV PROP TAX 092 551 016
				18.00	.00	18.00	MV 017	MV PROP TAX 092 551 017
				18.00	.00	18.00	MV 026	MV PROP TAX 092 551 026
				571.80	.00	571.80	091232016	SUNDALE WELL PROP TAX
				7.00	.00	7.00	092231016	SM RIVER LEVEE
			Check Total.....	650.80	.00	650.80		
007435	11/06/02	STA03	STATEWIDE SAFETY & SIGNS	18.18	.00	18.18	27090	SIGN - NO TRESPASSING
007436	11/06/02	TER01	TERMINIX	226.80	.00	226.80	123102	ANNUAL MAINT-PEST CONTROL
007437	11/06/02	THE01	THE GAS COMPANY	24.28	.00	24.28	6094-1002	OFFICE HEAT
007438	11/06/02	TRO01	TROTTER, CLIFFORD	100.00	.00	100.00	110602	REG MEETING
007439	11/06/02	UND01	UNDERGROUND SERVICE ALERT	147.00	.00	147.00	22010073	UNDERGROUND NOTIFICATION
007440	11/06/02	VER01	VERIZON	29.12	.00	29.12	34333970C	BL PHONE
				28.73	.00	28.73	34360610C	BL PHONE
			Check Total.....	57.85	.00	57.85		
007441	11/06/02	WIN01	WINN, MICHAEL	100.00	.00	100.00	110602	REG MEETING
007442	11/06/02	WIR02	WIRSING, JUDY	100.00	.00	100.00	110602	REG MEETING
007443	11/06/02	XER01	XEROX CORPORATION	80.17	.00	80.17	91741861	COPIER MAINTENANCE
007444	11/06/02	AK001	KENGEL CONSTRUCTION,	594.88	.00	594.88	000A21101	MQ CUSTOMER REFUND
007445	11/06/02	AM002	MOORADIAN, ELIZABETH	147.93	.00	147.93	000A21101	MQ CUSTOMER REFUND
007446	11/06/02	AW001	FORCUM, DORTHULIA	32.40	.00	32.40	000A21101	MQ CUSTOMER REFUND

NIPOMO COMMUNITY SERVICES DISTRICT

MINUTES

OCTOBER 23, 2002

REGULAR MEETING 9:00 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

President Mobraaten called the meeting to order at 9:03 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.

The following members of the public spoke:

Jesse Hill, 1910 Grant Ave, AG – Outside District – Informed the Board of the decision of the SLO County Board of Supervisors to extend the map for Carriage Homes.

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

D-1) DISTRICT AUDIT REPORT FOR FY 2001-2002

Auditor Carlos Reynoso, CPA, to review FY 01-02 audit report

Carlos Reynoso, CPA, reviewed the Audit Report for the Board. There was some Board discussion. There was no public comment. Upon motion of Director Winn and seconded by Director Blair, the Board unanimously agreed to accept and file the Audit Report for FY 2002-2002. Vote 5-0

D-2) REQUEST FOR SERVICE-TRACT 2456 (KING VENTURES)

Request for water & sewer service for a 41-unit residential development at Division/Frontage Rd.

Dave Watson, representative for King Ventures, presented information to the Board about the project. There was no other public comment.

Director Trotter read a statement he wished to be included in the Minutes:

"In light of the profound observations by Garing October 11th, the San Luis County Resources Advisory Committee October 18th relative to the Nipomo area's future water supplies, as NCSD director, I request that the issuing of all NCSD or other commitments be tabled until it is determined that there is sufficient groundwater resources or supplemental water to meet the present and future needs of the community. This applies to the future discussions for Will-Serve letters on the agenda. I'll sanitize this thing and give it to Donna." (Copy attached)

Director Wirsing asked that her comments be added to the record:

In today's newspaper, about the water problems at Woodland's the last paragraph, it states, "If the basin is in Level 2 severity, the scale is from 1 to 3, with 3 being the most severe, Nipomo will be out of water within 7 years, according to the Resource Management System unless a supplemental water source is secured." I am extremely worried about our water to be able to... before we run out of water that will cause us to have mandatory conservation. I'm just really concerned about a project of this size and all the other projects that we have on line that have already received their Will-Serves and are not built yet and with our new high

school, that's not completely built out yet (student-wise anyway). I believe we are going to put our community in jeopardy."

Director Winn made a motion to issue an Intent-to-Serve letter. Motion failed due to lack of second.

Upon motion of Director Blair and seconded by Director Winn, the Board agreed to issue an Intent-to-Serve letter for Tract 2456 with the conditions as outlined in the Board letter and with the addition of the developer working with staff on CCR's for the project. Director Blair asked that Jon clarify the meaning of a vote of abstention. Jon Seitz, District Legal Counsel read from **NIPOMO COMMUNITY SERVICES DISTRICT RESOLUTION NO. 2002-811 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT ESTABLISHING BOARD BY-LAWS, ATTACHMENT A:**

2.7 A roll call vote shall be taken upon the passage of all ordinances and resolutions, and shall be entered in the minutes of the Board showing those Board members voting aye, those voting no and those not voting or absent. A roll call vote shall be taken and recorded on any vote not passed unanimously by the Board. Unless a Board member states that he or she is not voting because of a conflict of interest and steps down from the dais prior to the discussion of the item, his or her silence or vote of abstention shall be recorded as an affirmative vote.

Vote 3-2 with Directors Wirsing and Trotter voting no and Director Blair abstaining.

- D-3) REQUEST FOR SERVICE-TRACT 2470 (COOL)
Request for water & sewer service for a re-subdivision of Tract 2282 (addition of one lot) on Jasmine Way

Director Trotter stated that he has the same comments on this item as the last. There was no public comment.

A motion was made by Director Wirsing and seconded by Director Trotter to table this item until the water situation is clarified. Motion failed. Vote 2-3 with Directors Blair, Winn and Mobraaten voting no.

Upon motion of Director Winn and seconded by Director Blair, the Board agreed to issue an Intent-to-Serve letter for Tract 2470 with the conditions as outlined in the Board letter. Vote 3-2 with Directors Wirsing and Trotter voting no and Director Blair abstaining.

- D-4) REQUEST FOR SERVICE-CO 02-0251 (HILL)
Request for water & sewer service for a 4-lot commercial/residential development on West Tefft St.

Jesse Hill, 1910 Grant Ave, AG – Outside District, developer of project – discussed project with the Board. There was no other public comment.

Upon motion of Director Winn and seconded by Director Blair, the Board agreed to issue an Intent-to-Serve letter for Tract 2470 with the conditions as outlined in the Board letter. Vote 3-2 with Directors Wirsing and Trotter voting no.

E. OTHER BUSINESS

- E-1) AGREEMENT FOR PAYMENT OF FULL COST RECOVERY FEES FOR ANNEXATION STUDY
Review draft annexation study agreement for conceptual approval (ROBERTSON)

Gene Mintz, Outside District – Asked Board questions about annexation. When he drilled his well, he got 9 gal/min, which was adequate. Now with all the growth, his well only produces about 1½ gallons.

Don Hilliard, Outside District - Asked Board questions about annexation.

Upon motion of Director Trotter and seconded by Director Wirsing, the Board unanimously approved the agreement for an annexation study to be presented to the applicants for their signatures, giving applicant the cost estimates. Vote 5-0 with Director Blair abstaining.

Statement Cliff Trotter read before the October 23, 2002 NCS D board meeting with a request that it be included in the minutes.

Your attention is directed to the written observations made by Engineering Consultant Jim Garing (oct. 11, 02) , The San Luis Obispo County Water resources Advisory Committee (Oct. 18, 02) and Consulting Engineer Bob Beeby, an associate of NCS D special water counsel Jim Markman, which are included in your Board packet.

In light of these observations, which I believe predict that, in the absence of a supplemental water supply, there will be future water shortages in the Nipomo area. I strongly suggest that the NCS D board stop issuing "Will Serve " letters until it is determined that there are sufficient water resources to sustain the existing demand.

- E-2) REQUEST FOR SERVICES (RFS)
Consideration to issue Intent-to-Serve letters for RFS administratively

Upon motion of Director Winn and seconded by Director Blair, the Board unanimously agreed to direct staff to bring back language for a resolution for an Intent-to-Serve letter policy for residential developments having water consumption 4 or less Dwelling Unit Equivalents (DUE's). Vote 5-0. There was no public comment.

- 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 October 2, 2002, Regular Board meeting
F-3) INVESTMENT POLICY-QUARTERLY REPORT [RECOMMEND ACCEPT AND FILE]

Upon motion of Director Blair and seconded by Director Trotter, the Board unanimously approved the Consent Agenda with the correction in D-5 of the Minutes of October 2, 2002.

G. **MANAGER'S REPORT**

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

- G-1) LEGISLATIVE REVIEW

Mr. Jones also reported on the AWWA seminar he and Director Blair attended in Reno.

H. **COMMITTEE REPORTS**

There was no Committee Report.

I. **DIRECTORS COMMENTS**

Director Winn thanked Mr. Fox for attending the meetings.

Thanked staff for having Board room painted.

Letters from NCAC and WRAC were good letters supporting District position on Woodlands.

Comment on BofS decision on Carriage Homes

LAFCO okayed latent powers for the District

CSDA newsletter – SB 1586 requires CSD's to document why they block annexations

Director Blair gave a report on the AWWA Meeting in Reno.

The Board took a short break at 11:45 and resumed at 11:55 a.m.

Mr. Erik Benham addressed the Board with some concerns about his Maria Vista project.

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

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL Pending Litigation GC§54956.9

A. SMWCD VS NCSD SANTA CLARA COUNTY CASE NO. CV 770214 AND ALL CONSOLIDATED CASES.

B. SAVE THE MESA VS. NCSD CV 020181

C. INITIATION OF LITIGATION, ONE CASE

CONFERENCE WITH NEGOTIATOR GC§54956.8

D. WATER LINE EASEMENT ACROSS COUNTY PARK - DISTRICT NEGOTIATOR - DOUG JONES,


COUNTY NEGOTIATOR - PETE JENNY, REGARDING TERMS & PRICE. POSSIBLE LITIGATION INITIATION GC§54956.9

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

ADJOURN

President Mobraaten adjourned the meeting at 1:09 p.m.

The next regular Board Meeting will be held on November 6, 2002, at 9:00 a.m.

TO: BOARD OF DIRECTORS
FROM: DOUG JONES 
DATE: NOVEMBER 6, 2002

**AGENDA ITEM
G
NOVEMBER 6, 2002**

MANAGER'S REPORT

G-1 TEFFT STREET WATER LINE UPDATE

Attached is a letter from Garing, Taylor and Associates on the progress of the Tefft Street Water Line Project. The contractor (Whitaker) anticipates completion of project prior to Christmas holidays.

G-2) SUMMIT STATION BOOSTER PUMP PROGRAM UPDATE

The deadline for applying for a booster pump in the Summit Station areas was October 31, 2002. Of the 69 properties eligible for the booster pump program, fifteen (15) have applied. The installation of these facilities must be completed and the bills submitted to the District by the end of March 2003, for the rebate program.

G-3) ARROYO GRANDE/NIPOMO FINAL DWR GROUNDWATER REPORT

The final report from DWR is available.

Board 2002\mgr 110602.DOC



*Civil Engineering
Surveying
Project Development*

October 31, 2002

Nipomo Community Services District
148 South Wilson Street
P.O. Box 326
Nipomo, CA 93444

ATTN: Doug Jones
RE: Project Status
Tefft Street Water Main Project

Doug:

Attached is the Project Work Days Calendar for the Tefft Street Water Main Project. To this date the project has progressed from west to east from the Dana School to the current point of construction at the Tefft Street / Highway 101 Over Crossing. The ductile iron piping in the freeway bridge will be installed in the next few days along with the tie-ins on both sides of the freeway. Pressure testing has been completed to Sta. 44+30, which is near the Tefft Street Post Office.

The project is proceeding ahead of schedule. Per conversations with Whitaker Contractors they anticipate completion of the project in the first part of December. This maybe a little optimistic but getting the loose ends together before the Christmas holiday seems reasonable. Note that the original construction completion date is January 14, 2003.

If you have questions, please call.

Respectfully submitted,


GARING, TAYLOR & ASSOCIATES, INC.

Michael R. Ratty, Project Engineer

MRR:mrr
T:\ND01-056\NCSD4.doc

Nipomo Community Services District - Tefft Street Water Transmission Main Project Working Days Calendar

Date: October 30, 2002
 Date of "Notice to Proceed": August 13, 2002
 Contract working days: 100
 Computed completion date: January 14, 2003
 Contract extension days approved: 14 (Per CCO #1)
 Revised working days for contract: 114
 Extended date of completion: February 4, 2003
 Working days used to date: 50 (44% of contract time)
 Working days remaining: 64 (56% of contract time)

H: Holiday (as noted)
 Weekends & Holidays

Date	Aug	Sep	Oct	Nov	Dec '02	Jan '03	Feb	Mar	Apr	May	Jun	Jui
1			31	52		New Year's						
2			32		71	92						
3		14	33		72	93	113					
4		15	34	53	73		114					4th.
5		16		54	74							
6		17		55	75	94						
7			35	56		95						
8			36	57		96						
9		18	37		76	97						
10		19	38		77	98						
11		20	38		78							
12		21		58	79		Lincoln					
13	NTP	22		59	80	99						
14	1		Compt	60		100						
15	2		39	61		101						
16	3	23	40		81	102						
17		24	41		82	103	Pres					
18		25	42	62	83							
19	4	26		63	84							
20	5	27		64	85	MLK						
21	6		43			104						
22	7		44	65		105						
23	8	28	45		86	106						
24		29	46		87	107						
25		30	47	66	87							
26	9	31		67	88					Mem		
27	10	32		68	89	108						
28	11		48	69		109						
29	12		49	70		110						
30	13	30	50		90	111						
31			51		91	112						

State of California
The Resources Agency
Department of Water Resources
Southern District

*WATER RESOURCES OF THE
ARROYO GRANDE - NIPOMO MESA AREA*

*SOUTHERN DISTRICT REPORT
2002*

Gray Davis
Governor
State of California
Mary D. Nichols
Secretary for Resources
The Resources Agency
Thomas M. Hannigan
Director
Department of Water Resources