

# NIPOMO COMMUNITY SERVICES DISTRICT

*Celebrating 41 - Years of Service 1965 - 2006*

## AGENDA

**JULY 26, 2006 9:00 A. M.**

BOARD ROOM 148 SOUTH WILSON STREET, NIPOMO, CA

### BOARD of DIRECTORS

LARRY VIERHEILIG, PRESIDENT  
MICHAEL WINN, VICE PRESIDENT  
JUDITH WIRSING, DIRECTOR  
CLIFFORD TROTTER, DIRECTOR  
ED EBY, DIRECTOR

### PRINCIPAL STAFF

EDWARD KREINS, INTERIM GEN. MANAGER  
LISA BOGNUMA, ASSIST. ADMINISTRATOR  
DONNA JOHNSON, BOARD SECRETARY  
JON SEITZ, GENERAL COUNSEL  
BRUCE BUEL, PROJECTS ASSISTANT

Mission Statement: The Nipomo Community Services District's mission is to provide the citizens of the District with quality, innovative, and cost-effective services through responsive and responsible local government to meet the changing needs of the community.

#### NOTE:

- **All comments concerning any item on the agenda are to be directed to the Board President.**
- Consistent with the Americans with Disabilities Act and California Government Code §54954.2 requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the below referenced public meeting by contacting the District General Manager or Assistant Administrator at 805-929-1133.
- District-prepared staff reports and documents are generally posted on the District's website ([Nipomocsd.com](http://Nipomocsd.com)) on the same date the agenda is posted.
- Items may be taken out of order. The Board typically breaks for lunch at approximately 12 noon and conducts closed session at that time, reconvening to public session at approximately 1:00 p. m.

A. CALL TO ORDER AND FLAG SALUTE NEXT RESOLUTION 2006-990

B. ROLL CALL NEXT ORDINANCE 2006-106

C. PUBLIC COMMENT PERIOD  
PUBLIC COMMENT

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 President.**

D. 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 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 brackets.*

D-1) WARRANTS [RECOMMEND APPROVAL]

D-2) BOARD MEETING MINUTES [RECOMMEND APPROVAL]  
Approve minutes of July 12, 2006, Regular meeting.

D-3) AUTHORIZE PROCESSING OF REQUEST FOR PROPOSAL FOR WATER AND SEWER MASTER PLAN UPDATE [RECOMMEND APPROVAL]

D-4) REVISE FY2006-07 BUDGET TO ADJUST LAFCO CONTRIBUTION [RECOMMEND APPROVAL]

D-5) SET SPECIAL BOARD MEETING FOR 8AM ON WEDNESDAY AUGUST 16, 2006 REGARDING TOUR OF VENTURA RIVER HDD CROSSING IN OJAI [RECOMMEND APPROVAL]

D-6) AUTHORIZE PRESIDENT TO EXECUTE PHASE II AMENDMENT TO SERVICES AGREEMENT WITH BOYLE ENGINEERING FOR SOUTHLAND WWTF UPGRADE PROJECT [RECOMMEND APPROVAL]

D-7) ADOPT RESOLUTION OF ACCEPTANCE FOR FOUR LOT SUBDIVISION AT THE SOUTHWEST CORNER OF LIVE OAK RIDGE ROAD AND AMBER WAY (APN 091-296-001) PATRICK WHEELER [RECOMMEND APPROVAL]



Nipomo Community Services District  
REGULAR MEETING  
AGENDA

- E. ADMINISTRATIVE ITEMS (The following may be discussed and action may be taken by the Board.)
  - E-1) PROVIDE POLICY DIRECTION TO STAFF ON WATER CONSERVATION ISSUES AND APPROVE SELECT WATER CONSERVATION PROGRAMS [RECOMMEND APPROVAL]
  - E-2) SELECT CONCEPT FOR DESIGN OF SOUTHLAND SHOP UPGRADE AND AUTHORIZE STAFF TO INITIATE ENVIRONMENTAL REVIEW [RECOMMEND APPROVAL]
  - E-3) CREATE STANDING PARKS COMMITTEE AND DIRECT COMMITTEE TO DEVELOP RECOMMENDATIONS REGARDING POTENTIAL PARKS FACILITIES [RECOMMEND APPROVAL]
  - E-4) AWARD SALARY SURVEY AND AUTHORIZE PRESIDENT TO EXECUTE SERVICES [RECOMMEND APPROVAL]

F. MANAGER'S REPORT

G. COMMITTEE REPORTS

- 1. Minutes of July 19, 2006 Waterline Intertie Project Design Committee Meeting

H. DIRECTOR'S COMMENTS

I. CLOSED SESSION ANNOUNCEMENTS

- 1. CONFERENCE WITH LEGAL COUNSEL Pending Litigation GC§54956.9 SMVWCD VS NCSO SANTA CLARA COUNTY CASE NO. CV 770214 AND ALL CONSOLIDATED CASES.
- 2. CONFERENCE WITH LEGAL COUNSEL Pending Litigation GC§54956.9 MARIA VISTA VS. NCSO CASE NO. CV 040877
- 3. CONFERENCE WITH LEGAL COUNSEL PENDING LITIGATION GOVT. CODE §54956.9 – JESSE HILL (IN PRO PER) V. NCSO CV 060325 AND RELATED LIABILITY CLAIM PURSUANT TO GOVT. CODE §54961.
- 4. CONFERENCE WITH LEGAL COUNSEL RE: PENDING LITIGATION GC 54956.9 NCSO VS. COUNTY OF SAN LUIS OBISPO (SUMMIT STATION LAND USE ORDINANCE AND ENVIRONMENTAL IMPACT REPORT
- 5. CONFERENCE WITH LEGAL COUNSEL RE: PERSONNEL PURSUANT TO GOVERNMENT CODE SECTION 54957; PUBLIC EMPLOYMENT; GENERAL MANAGER

J. PUBLIC COMMENT ON CLOSED SESSION ITEMS

K. ADJOURN TO CLOSED SESSION

L. OPEN SESSION

ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION

ADJOURN

➤ THE NEXT REGULAR BOARD MEETING IS AUGUST 9, 2006.

TENTATIVELY SCHEDULED ITEMS INCLUDE:

- Update on Waterline Intertie Project Pre-Design
- Select Firm to Perform Hetrick Construction Management

➤ THE BOARD MAY CONDUCT A SPECIAL MEETING AT 8AM ON WEDNESDAY AUGUST 16, 2006, TO TOUR THE VENTURA RIVER CROSSING IN OJAI

TO: BOARD OF DIRECTORS  
FROM: ED KREINS  
DATE: JULY 21, 2006



### 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 brackets.

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MASTER PLAN UPDATE [RECOMMEND APPROVAL]
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[RECOMMEND APPROVAL]
- D-5) SET SPECIAL BOARD MEETING FOR 8AM ON WEDNESDAY AUGUST 16, 2006  
REGARDING TOUR OF VENTURA RIVER HDD CROSSING IN OJAI  
[RECOMMEND APPROVAL]
- D-6) AUTHORIZE PRESIDENT TO EXECUTE PHASE II AMENDMENT TO SERVICES  
AGREEMENT WITH BOYLE ENGINEERING FOR SOUTHLAND WWTF UPGRADE  
PROJECT [RECOMMEND APPROVAL]
- D-7) ADOPT RESOLUTION OF ACCEPTANCE FOR FOUR LOT SUBDIVISION AT THE  
SOUTHWEST CORNER OF LIVE OAK RIDGE ROAD AND AMBER WAY  
(APN 091-296-001) PATRICK WHEELER [RECOMMEND APPROVAL]

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\BOARD LETTER 2006\CONSENT 7-26-06.DOC



# NIPOMO COMMUNITY SERVICES DISTRICT WARRANTS JULY 21, 2006

## AGENDA ITEM D-1 JULY 26, 2006

### HAND WRITTEN CHECKS

18890	07-11-06	ACCURATE MAILING SERVICE	943.80
18891	07-19-06	EBY, ED	50.00
18892	07-19-06	TROTTER, CLIFF	50.00

**TOTAL COMPUTER  
CHECKS  
\$ 83,680.85**

### VOIDED CHECKS

NONE

### COMPUTER GENERATED CHECKS

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
12359	07/14/06	EMP01	EMPLOYMENT DEVELOP DEPT	30.00	.00	30.00	71406	STATE INCOME TAX
				521.23	.00	521.23	A60707	STATE INCOME TAX
			Check Total.....:	551.23	.00	551.23		
12360	07/14/06	MID01	MIDSTATE BANK-PR TAX DEP	125.00	.00	125.00	71406	FEDERAL INCOME TAX
				2203.19	.00	2203.19	A60707	FEDERAL INCOME TAX
				14.50	.00	14.50	071406A	MEDICARE (FICA)
				403.74	.00	403.74	1A60707	FICA
				623.94	.00	623.94	2A60707	MEDICARE (FICA)
			Check Total.....:	3370.37	.00	3370.37		
12361	07/14/06	MID02	MIDSTATE BANK - DIRECT DP	17620.00	.00	17620.00	A60707	NET PAY
12362	07/14/06	PER01	PERS RETIREMENT	189.08	.00	189.08	70106	PERS
				5133.98	.00	5133.98	A60707	PERS PAYROLL REMITTANCE
				.93	.00	.93	070106A	SURVIVOR BENEFIT
			Check Total.....:	5323.99	.00	5323.99		
12363	07/14/06	SIM01	SIMMONS, DEBRA	150.00	.00	150.00	A60707	WAGE ASSIGNMENT
12364	07/14/06	STA01	STATE STREET GLOBAL	980.00	.00	980.00	A60707	457 DEFERRED COMP
012365	07/26/06	ACC01	ACCURATE MAILING SERVICE	211.23	.00	211.23	7464	MAILING BILLS
012366	07/26/06	AME03	AMERI PRIDE	60.24	.00	60.24	F724274	UNIFORMS, ETC
				64.74	.00	64.74	F729973	UNIFORMS ETC
			Check Total.....:	124.98	.00	124.98		
012367	07/26/06	AWW01	AWWA BOOKSTORE	87.50	.00	87.50	10197865	WATERBORNE PATHOGENS BOOK
012368	07/26/06	BRE02	BRENNIAG PACIFIC INC.	318.02	.00	318.02	BPI569579	CHLORINE
				512.00	.00	512.00	BPI569580	CHLORINE
			Check Total.....:	830.02	.00	830.02		
012369	07/26/06	BUE01	BUEL, BRUCE	344.90	.00	344.90	071706	TRAVEL TO SACRAMENTO
012370	07/26/06	COR01	CORBIN WILLITS SYSTEMS	710.80	.00	710.80	A607151	COMPUTER SUPPORT
012371	07/26/06	CRE01	CREEK ENVIRONMENTAL LABS	24.00	.00	24.00	N3690	BL WWTP LAB
				20.00	.00	20.00	N3725	NEW WATER LINE LAB
				24.00	.00	24.00	N3726	BL WWTP LAB
				24.00	.00	24.00	N3760	BL WWTP LAB
				24.00	.00	24.00	N3787	BL WWTP LAB
				24.00	.00	24.00	N3847	BL WWTP LAB
				80.00	.00	80.00	N3848	WATER SYSTEM LAB
				24.00	.00	24.00	N3893	BL WWTP LAB
				24.00	.00	24.00	N3934	BL WWTP LAB
				20.00	.00	20.00	N3960	WATER SYSTEM LAB
				60.00	.00	60.00	N3994	BL WWTP LAB
			Check Total.....:	348.00	.00	348.00		
012372	07/26/06	DEW01	J B DEWAR INC	327.34	.00	327.34	359782	OIL FOR WELLS
012373	07/26/06	EBY01	EBY, ED	100.00	.00	100.00	072606	REG BD MEETING 072606
012374	07/26/06	FGL01	FGL ENVIRONMENTAL	176.00	.00	176.00	606375A	TOWN WWTP LAB
				129.00	.00	129.00	606376A	BL WWTP LAB
				129.00	.00	129.00	606589A	BL WWTP LAB
				194.00	.00	194.00	606598A	TOWN WWTP LAB
			Check Total.....:	628.00	.00	628.00		
012375	07/26/06	GAR01	GARING TAYLOR & ASSOC	868.79	.00	868.79	6385	PCI-MARIA VISTA
				1228.25	.00	1228.25	6386	SHOP EXPANSION TOPO
			Check Total.....:	2097.04	.00	2097.04		

**NIPOMO COMMUNITY SERVICES DISTRICT  
WARRANTS JULY 21, 2006**

**AGENDA ITEM  
D-1  
JULY 26, 2006  
PAGE TWO**

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
012376	07/26/06	GRO01	GROENIGER & CO	58.45	.00	58.45	577017SM	SUPPLIES
				35.02	.00	35.02	577018SM	SUPPLIES
			Check Total.....:	93.47	.00	93.47		
012377	07/26/06	HAC01	HACH COMPANY	375.00	.00	375.00	120506	TRAINING CLASS
012378	07/26/06	IND01	INDUSTRIAL MEDICAL GROUP	70.00	.00	70.00	062306	PRE EMP SCREEN LATJA001
012379	07/26/06	JUS01	JUSTIFACTS CREDENTIAL	96.00	.00	96.00	120549	PRE EMP BACKGROUND CHECK
012380	07/26/06	KIN01	KINKO'S FED EX KINKO'S	489.92	.00	489.92	545000494	WATER & SEWER BOOKS UPDAT
012381	07/26/06	MCD01	McDONOUGH HOLLAND & ALLEN	5157.36	.00	5157.36	177786	LEGAL SERVICES - CANN
012382	07/26/06	NEW03	NEW IMAGE TECHNOLOGIES	36.55	.00	36.55	2558	WEB SUPPORT
012383	07/26/06	NEX01	NEXTEL COMMUNICATIONS	269.83	.00	269.83	87314-056	CELL PHONES
012384	07/26/06	NIC01	NICKSON'S MACHINE SHOP	248.00	.00	248.00	72743	MAINT SUNDALE WELL
012385	07/26/06	NIP08	NIPOMO CSD	224.70	.00	224.70	063006	TRACT 2409 LMD
012386	07/26/06	ONE01	1-800-CONFERENCE	54.98	.00	54.98	388047	PHONE CONFERENCE ACCT #02
012387	07/26/06	PAC01	SBC/MCI	37.11	.00	37.11	T5206194	PHONE 9290161
				113.05	.00	113.05	T5206197	PHONE 9291341
			Check Total.....:	150.16	.00	150.16		
012388	07/26/06	POO01	POOR RICHARD'S PRESS	663.88	.00	663.88	110860	WATER CONSERVATION NEWSLE
012389	07/26/06	PUL01	PULITZER CENTRAL COAST NP	46.80	.00	46.80	221710	WATERLINE PROJ NOTICE
012390	07/26/06	PWM01	PW MANN ELECTRIC INC	2346.01	.00	2346.01	6048	ELECTRICAL AT TOWN WWTP
				1039.27	.00	1039.27	6049	ELECTRICAL TOWN WWTP
			Check Total.....:	3385.28	.00	3385.28		
012391	07/26/06	QUI01	QUILL CORPORATION	211.37	.00	211.37	8026366	OFFICE SUPPLIES
012392	07/26/06	QUI03	QUINN RENTAL SERVICES	52.25	.00	52.25	2073554	SUPPLIES
				17.05	.00	17.05	2073586	SUPPLIES
				52.19	.00	52.19	2073908	SUPPLIES
			Check Total.....:	121.49	.00	121.49		
012393	07/26/06	RIC01	RICHARDS, WATSON, GERSHON	9623.16	.00	9623.16	147110	WATER RIGHTS ADJUDICATION
				5989.38	.00	5989.38	147111	SLO COASTKEEPER
			Check Total.....:	15612.54	.00	15612.54		
012394	07/26/06	SAN04	SANTA MARIA TIMES	62.10	.00	62.10	070106	SUBSCRIPTION
012395	07/26/06	SAN09	SAN LUIS MAILING SERVICE	26.96	.00	26.96	30556A	MAILING BILLS
				83.46	.00	83.46	30556B	POSTAGE FOR BILLS
			Check Total.....:	110.42	.00	110.42		
012396	07/26/06	SHI01	SHIPSEY & SEITZ, INC	10491.20	.00	10491.20	061506	LEGAL SERVICES
012397	07/26/06	SIM03	SIMMONS, TOLBERT	653.04	.00	653.04	071306	TRAVEL TO SEMINAR
012398	07/26/06	SLO02	DIV OF ENVIRON HEALTH	1822.66	.00	1822.66	45213	CROSS CONNECTION
012399	07/26/06	SNY01	SNYDER LANDSCAPE MAINT CO	553.00	.00	553.00	205	LMD TRACT 2409
012400	07/26/06	STA03	STATEWIDE SAFETY & SIGNS	33.39	.00	33.39	49377	SAFETY VEST
012401	07/26/06	TAR01	TARVIN & ASSOCIATES	880.00	.00	880.00	#1	WATERLINE INTERTIE PROJEC
012402	07/26/06	THE01	THE GAS COMPANY	7020.38	.00	7020.38	062906	GAS ENGINE CAMINO CABALLO
012403	07/26/06	THE03	THE PERFORMANCE GROUP	99.88	.00	99.88	47529	SUPPLIES
012404	07/26/06	TRO01	TROTTER, CLIFFORD	100.00	.00	100.00	072606	REG BD MEETING 072606
012405	07/26/06	USP01	U S POSTAL SERVICE	390.00	.00	390.00	072606A	STAMPED ENVELOPES
012405	07/26/06	USP01	U S POSTAL SERVICE	52.05	.00	52.05	072606B	ENVELOPES
			Check Total.....:	442.05	.00	442.05		
012406	07/26/06	VIE01	VIERHEILIG, LARRY	100.00	.00	100.00	072606	REG BD MEETING 072606
012407	07/26/06	WIN01	WINN, MICHAEL	100.00	.00	100.00	072606	REG BD MEETING 072606
012408	07/26/06	WIR02	WIRSING, JUDY	100.00	.00	100.00	072606	REG BD MEETING 072606

Copy of document found at [www.NoNewWipTax.com](http://www.NoNewWipTax.com)



# NIPOMO COMMUNITY SERVICES DISTRICT

# D2

*Celebrating 41 - Years of Service 1965 - 2006*

## MINUTES

**JULY 12, 2006 9:00 A. M.**

BOARD ROOM 148 SOUTH WILSON STREET, NIPOMO, CA

### BOARD of DIRECTORS

LARRY VIERHEILIG, **PRESIDENT**  
MICHAEL WINN, **VICE PRESIDENT**  
JUDITH WIRSING, **DIRECTOR**  
CLIFFORD TROTTER, **DIRECTOR**  
ED EBY, **DIRECTOR**

### PRINCIPAL STAFF

EDWARD KREINS, **INTERIM GEN. MANAGER**  
LISA BOGNUDA, **ASSIST. ADMINISTRATOR**  
DONNA JOHNSON, **BOARD SECRETARY**  
JON SEITZ, **GENERAL COUNSEL**  
BRUCE BUEL, **PROJECTS ASSISTANT**

**Mission Statement:** The Nipomo Community Services District's mission is to provide the citizens of the District with quality, innovative, and cost-effective services through responsive and responsible local government to meet the changing needs of the community.

**00:00:00** A. CALL TO ORDER AND FLAG SALUTE

President Vierheilig called the meeting to order at 9:00 a.m. and led the flag salute

**00:00:40** B. ROLL CALL

At Roll Call, all Board members were present.

**00:00:51** C. PUBLIC COMMENT PERIOD  
PUBLIC COMMENT

Jesse Hill, Nipomo resident- In referencing the mixed-use project he is currently processing, he informed the Board of the Public Streamlining Act. He stated that he had paid his fees and has received a Will-Serve letter from the District.

Mr. Hill left the Board room after commenting.

Jon Seitz, District Legal Counsel, responded that Mr. Hill was speaking of an active litigation matter. Mr. Seitz advised that not making a comment is not an agreement with Mr. Hill's statement to the Board.

**00:05:25** C-1) COMMANDER BASTI OF SOUTH COUNTY SHERIFF'S STATION

Commander Martin Basti presented information concerning sheriff activities in the Nipomo area for the past month.

Cmdr. Basti apologized for missing last month but he was attending an award ceremony at the Rotary Club last month when JT Cant received recognition for excellent law enforcement.

There were a number of vehicle thefts and equipment thefts this past month.

4<sup>th</sup> of July had no major problems.

Staff will soon be increasing.

Director Wirsing asked about collisions that occur in Nipomo. She stated that we never hear about them.

Cmdr. Basti stated that the Highway Patrol handles most collisions. He will ask if a representative from CHP can report to NCSO to inform the public of those matters.

The Board thanked him for his report.

**00:11:30** C-2) BATTALION CHIEF DAN ANDERSON OF CALIFORNIA DEPARTMENT OF FORESTRY  
Captain Kirk Petrie spoke in behalf of Chief Anderson.

There was a combined total of 262 calls in June, which included 83 were medical, 34 fires.

The chipping event in Nipomo is over now and was successful.

The 4<sup>th</sup> of July was a little hectic but there were no significant fires.

There was a discussion about safe and sane fireworks being legal to sell but not legal to use in the unincorporated areas of the county. The Board thanked him for the report.

**MINUTES SUBJECT TO BOARD APPROVAL**

Copy of document found at [www.nipomocsa.com](http://www.nipomocsa.com)



**Nipomo Community Services District  
REGULAR MEETING  
MINUTES**

**00:18:19** C-3) MIKE NUNLEY OF BOYLE ENGINEERING

Mike Nunley of Boyle Engineering gave an Update on the Waterline Intertie Project Pre-Design Study. A chart was given to the Board showing progress to date. Padre started reviewing environmental documentation in order to begin surveys. Director Trotter asked if any permits have been pulled yet. Mr. Nunley explained that until it is determined where the pipeline will cross the river, permits cannot be pulled. The Draft EIR has been provided to each responsible agency involved. The Board thanked Mr. Nunley for the report.

**00:24:05** D. CONSENT AGENDA

- D-1) WARRANTS
- D-2) BOARD MEETING MINUTES  
Approve Minutes of June 21, 2006, Special Meeting  
Approve Minutes of June 28, 2006, Regular meeting
- D-3) RECEIVE TECHNICAL MEMORANDUM ON SOUTHLAND WASTEWATER TREATMENT FACILITY UPGRADE TIMELINE
- D-4) AUTHORIZE EXECUTION OF AGREEMENT WITH LABORATORY FOR WATER QUALITY TESTING SERVICES
- D-5) AUTHORIZE EXECUTION OF ANNEXATION AGREEMENT WITH KENNETH CRAIG FOR 18.9 ACRE PARCEL ON WILLOW ROAD (APN 091-181-031)
- D-6) AUTHORIZE EXECUTION OF NOTICE OF COMPLETION FOR FAIRWAYS STREET LIGHT PAINTING PROJECT
- D-7) ADOPT RESOLUTION OF ACCEPTANCE FOR CARRIAGE HOMES, PHASE 1, IMPROVEMENTS
- D-8) AUTHORIZE SUBMITTAL OF LETTER TO SLO COUNTY BOARD OF SUPERVISORS CHAIR ACHADJIAN REGARDING COLLECTION OF IN-LIEU FEES ADOPTED BY THE BOARD OF SUPERVISORS ON MAY 23, 2006

Mr. Kreins reviewed the items on the Consent Agenda. Director Wirsing asked to pull Item D-5 for separate consideration. Director Winn asked to pull Item D-8 for separate consideration. The Board pointed out some changes needed in the Directors Comments in the Minutes of the June 21, 2006, meeting.

Mr. Mike Nunley from Boyle Engineering explained how the figures on Appendix B Worksheet were obtained. There was no public comment. Upon motion of Director Winn and seconded by Director Eby, the Board unanimously approved Items D-1, D-2, D-3, D-4, D-6, and D-7 with amendments in the Minutes. Vote 5-0

YES VOTES	NO VOTES	ABSENT
Directors Winn, Eby, Trotter, Wirsing, and Vierheilig	None	None

**00:50:20** D-5) Director Wirsing asked why this item was put on the Consent Agenda. She was concerned with the annexation of properties before the supplemental water is approved and flowing. There was much Board discussion on the finer points of the Craig Annexation agreement.



**Nipomo Community Services District  
REGULAR MEETING  
MINUTES**

D. CONSENT AGENDA (CONTINUED)  
D-5) (CONTINUED)

Carol Florence, representative for the Craig Family Trust, answered questions from the Board. Ms. Florence stated that the SLO County Planning Area Standards will only permit sixteen (16) homes in the proposed Tract 2650. The title to the well parcel will be recorded to the School District. Upon motion of Director Winn and seconded by Director Trotter, the Board agreed to approve the Annexation Agreement, conditional upon the receipt of two things: 1. Recorded title transfer to Lucia Mar. 2. Proof that the well was transferred in the title. Vote 3-2 with Directors Eby and Wirsing voting no.

YES VOTES	NO VOTES	ABSENT
Directors Winn, Trotter, and Vierheilg	Directors Wirsing and Eby	None

01:39:06

D-8) The Board discussed a letter, concerning the In-Lieu Fee Ordinance, proposed to be sent to Supervisor Achadjian, formalizing NCSD's suggestion for the preferred method for collecting the in-lieu fee. Upon motion of Director Eby and seconded by Director Winn, the Board unanimously approved the letter with the changes, as discussed. Vote 5-0.

YES VOTES	NO VOTES	ABSENT
Directors Eby, Winn, Wirsing, Trotter, and Vierheilg	None	None

At 11:03 a.m., the Board took at break and resumed at 11:18 a.m.

E. ADMINISTRATIVE ITEMS

02:03:40

**ADJOURN TO THE NIPOMO COMMUNITY SERVICES DISTRICT PUBLIC FACILITIES CORPORATION**

President Vierheilg adjourned the Regular meeting of the Nipomo Community Services District at 11:19 a.m. and opened the meeting of the Nipomo Community Services District Public Facilities Corporation.

**ROLL CALL**

At Roll Call, all Board members were present.

Interim General Manager, Ed Kreins, explained that it is necessary for the Board to approve the Minutes of the July 13, 2005, meeting of the Community Services District Public Facilities Corporation.

**Public Comment on Agenda Items**

There was no public comment.

**A. NIPOMO COMMUNITY SERVICES DISTRICT PUBLIC FACILITIES CORPORATION  
Annual Meeting of the Nipomo Community Services District Public Facilities Corporation**

Upon motion of Director Winn and seconded by Director Trotter, the Board unanimously approved the Minutes of the July 13, 2005, meeting of the Nipomo Community Services District Public Facilities Corporation. Vote 5-0

YES VOTES	NO VOTES	ABSENT
Directors Winn, Trotter, and Vierheilg	Directors Wirsing and Eby	None

**ADJOURN TO NIPOMO COMMUNITY SERVICES DISTRICT - REGULAR MEETING**

President Vierheilg adjourned the meeting at 11:20 a.m.



President Vierheilg re-opened the Regular Meeting of the Nipomo Community Services District at 11:20 a.m.

02:06:20 F. MANAGER'S REPORT

Mr. Kreins presented the Manager's Report. He answered questions from the Board about the report. Mr. Bruce Buel, Projects Manager, explained about the water allocation report and Mr. Dan Migliazzo's report about the sewer plant. Director Wirsing asked about the manholes on Orchard Rd. It was explained that the manholes are a part of the Maria Vista development. Director Trotter asked about the all-service road proposed for the lift station on Woodgreen in Blacklake. Mr. Buel explained the necessity for the road. President Vierheilg suggested that the SCAC get a copy of the Initial Study and the draft Mitigated Negative Declaration for the Hetrick Road Waterline Upgrade. They also discussed the security system at the District's water storage reservoir.

02:36:10 G. COMMITTEE REPORTS

Director Trotter

July 19, 2006, Waterline Intertie Project Standing Committee Meeting – District Board room  
Mr. Buel has organized a tour for August 16, 2006, to observe the horizontal directional drilling in Ventura.

President Vierheilg

Personnel Sub-Committee – Open period for General Manager position closes Friday, July 14, 2006. Sub committee will be meeting with Mr. Kreins near end of month.

02:42:58 H. DIRECTOR'S COMMENTS

Director Winn

San Luis Drainage Project – 30 day comment period on EIS is under way

Meeting July 5<sup>th</sup> with Madonna Dunbar, Conservation Specialist - discussed being involved with the Creek Clean Up Saturday, September 30, 2006, but not with the Sept 16, 2006 - Coastal Clean Up

Planning Commission meeting – to discuss increased water demand

Stormwater Partners meets Friday, July 14, 2006, in San Luis Obispo discussing run-off

Sunday, July 23, 2006 – Dana Adobe Special Event – attendance encouraged

Olde Towne Nipomo Association will be meeting every Thursday at the Creekside Café. One topic of interest is the chain link fence and industrial look across the street, which is in violation of the Olde Towne Design Plan.

He is representing NCS D in the contract negotiations with the City of Santa Maria. Since Dwayne Chisam has resigned, the negotiations will resume after a new contact person comes on board.

Letter from Mr. Fox could possibly be agendaized for further discussion.

Director Eby

Tickets are still available for the Dana Adobe fundraising event for July 23<sup>rd</sup>.

Has been attending LAFCo meetings to watch the Los Osos saga unfold. If Los Osos CSD goes back to the County, it would impact the whole County.

Draft Initial Study for the Nipomo Park The amount of water estimated for the improvements seems too low. The increased parking spaces proposed also means more people and a greater wastewater issue.



Nipomo Community Services District  
REGULAR MEETING  
MINUTES

H. DIRECTORS COMMENTS (CONTINUED)

Director Eby

SCAC meetings planned to discuss the parks design and receive public comment.

August 14, 2006, 6:30 p.m. at the Nipomo High School

August 21, 2006, 6:30 p.m. NCS D Board room

SCAC is asking for comments by August 15<sup>th</sup>.

Save The Mesa meeting September 9, 2006, 1:30 -3:30 to discuss the Dalidio Project debate.

Letter from John Snyder (CD with appendices was given to Mr. Snyder.)

Director Trotter

Encouraged all to attend the Nipomo Dana event.

President Vierheilig

Old Town Nursery is having a native grass workshop, Saturday, July 15, 2006.

03:00:22

I. CLOSED SESSION ANNOUNCEMENTS

Jon Seitz, District Legal Counsel, announced the following items to be discussed in Closed Session.

1. CONFERENCE WITH LEGAL COUNSEL Pending Litigation GC§54956.9  
SMWCD VS NCS D SANTA CLARA COUNTY CASE NO. CV 770214 AND  
ALL CONSOLIDATED CASES.
2. CONFERENCE WITH LEGAL COUNSEL Pending Litigation GC§54956.9  
MARIA VISTA VS. NCS D CASE NO. CV 040877
3. CONFERENCE WITH LEGAL COUNSEL PENDING LITIGATION GOVT.  
CODE §54956.9 – JESSE HILL (IN PRO PER) V. NCS D CV 060325 AND  
RELATED LIABILITY CLAIM PURSUANT TO GOVT. CODE §54961.
4. CONFERENCE WITH LEGAL COUNSEL RE: PENDING LITIGATION GC  
54956.9 NCS D VS. COUNTY OF SAN LUIS OBISPO (SUMMIT STATION  
LAND USE ORDINANCE AND ENVIRONMENTAL IMPACT REPORT

J. PUBLIC COMMENT ON CLOSED SESSION ITEMS

There was no public present to comment.

K. ADJOURN TO CLOSED SESSION

President Vierheilig adjourned to Close Session at 12:16 p.m.

L. OPEN SESSION

ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION

The Board came back into Open Session.

Jon Seitz, District Legal Counsel, announced that the Board heard an update on the items above. There was no reportable action.

ADJOURN

President Vierheilig adjourned the meeting at 1:04 p.m.

➤ **THE NEXT REGULAR BOARD MEETING IS JULY 26, 2006.**

**TENTATIVELY SCHEDULED ITEMS INCLUDE:**

Award Salary Survey

Southland Upgrade – Phase II Engineering



TO: BOARD OF DIRECTORS  
FROM: EDWARD KREINS *EK*  
DATE: JULY 21, 2006

**AGENDA ITEM  
D-3  
JULY 26, 2006**

**AUTHORIZE WATER AND SEWER MASTER UPDATE RFP**

**ITEM**

Authorize Processing of Request for Proposal (RFP) for Water and Sewer Master Plan Update.

**BACKGROUND**

Attached is the text of a RFP that staff proposes to post and mail to qualified engineering firms on July 27, 2006 so that the Board could select one firm to perform the update at its September 13, 2006 Meeting. The intent of the Update is to compile a comprehensive set of upcoming water and sewer upgrades and to evaluate the staffing required now and into the future when the upgrades are implemented. The Upgrade would not duplicate the efforts of the Waterline Intertie Project Pre-Design or the Southland WWTF Upgrade Master Plan but instead, would incorporate the results of these independent efforts into the Water and Sewer Master Plan. Staff proposes to complete this update in winter 2007 so that the high priority projects can be incorporated into the FY07-08 Budget.

Staff expects to screen the submittals down to a short list and interview the finalists before making a recommendation to the Board on selecting one firm.

**RECOMMENDATION**

Staff recommends that your Honorable Board accept (or edit) the attached RFP and then authorize staff to post and mail to qualified engineering firms.

**ATTACHMENT**

Draft RFP

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\BOARD LETTER 2006\W&S MASTER PLAN RFP.DOC



# NIPOMO COMMUNITY

## BOARD MEMBERS

LARRY VIERHEILIG, PRESIDENT  
MICHAEL WINN, VICE PRESIDENT  
JUDITH WIRSING, DIRECTOR  
CLIFFORD TROTTER, DIRECTOR  
ED EBY, DIRECTOR



# SERVICES DISTRICT

## STAFF

EDWARD KREINS, GENERAL MANAGER  
LISA BOGNUDA, ASSISTANT ADMINISTRATOR  
JON SEITZ, GENERAL COUNSEL  
BRUCE BUEL, PROJECTS MANAGER

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148 SOUTH WILSON STREET POST OFFICE BOX 326 NIPOMO, CA 93444 - 0326  
(805) 929-1133 FAX (805) 929-1932 Website address: NipomoCSD.com

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July 27, 2006

ZZZZZZ

AAAAA.

BBBBB

CCCCC, CA DDDDD

## **SUBJECT: REQUEST FOR PROPOSAL FOR ENGINEERING SERVICES – WATER AND SEWER MASTER PLAN UPDATE**

Dear zzzzz

Nipomo Community Services District (NCSD) intends to update its March 2002 Water and Sewer Master Plan (available for review at NCSD) to acknowledge projects completed, to add new projects, to estimate the costs of all projects, to re-prioritize all projects, and to evaluate the District's current and future Utility Department staffing complement and organization. The District is seeking proposals from Consultants to conduct the required research, prepare an administrative draft update, interact with staff regarding edits to the administrative draft, publish a draft update, present the draft update to the Board, interact with staff regarding edits to the draft update, and publish the final update. Included in the required research will be the development of a water system hydraulic flow model capable of identifying bottlenecks and pressure profiles in the distribution system given the current water production and consumption patterns and with the introduction of supplemental water and new consumption patterns related to growth, annexations and interconnections with other purveyors. In addition, the Consultant will be expected to integrate the findings of the Waterline Intertie Project Pre-Design Study (under preparation); to integrate the findings of the Southland WWTF Master Plan (under preparation); to address the requirements of the State's Sanitary Sewer Overflow Regulations; and to provide for a preventative maintenance program. The evaluation of the Utility Department staffing complement and organization must accommodate the current systems demands, the staffing necessary to implement a preventative maintenance program at the current systems demands, and the staffing necessary to implement the new projects developed in the update.

## **SERVICES REQUESTED**

The District requires engineering services to:

1. Review background information and meet with NCSD staff;



2. Based on the general plan and zoning densities adopted by the County of San Luis Obispo, the sphere of influence designations adopted by SLO LAFCO, and water conservation factors provided by the District develop population projections, duty factors, water demands and sewer flow and load projections for both the existing Blacklake and Town Water and Sewer service areas (including the "orphan" areas described below) and water demands and sewer flow and load projections for the un-annexed areas within NCSD's Sphere of Influence.
3. Prepare and submit 5 sets of a Draft Technical Memorandum within 45 calendar days of agreement execution incorporating the results of Task 2 to NCSD staff for comment;
4. Edit the Draft Task 2 Technical Memorandum to reflect Staff's comments and submit 5 copies of the Final Technical Memorandum within 14 calendar days of receiving Staff's comments.
5. Compile hydraulic flow model of current NCSD Water System in "Water Cad" and calibrate model based on observed pressure and flow observations;
6. Structure hydraulic flow model to adapt to various changes in the source of supply to accommodate introduction of supplemental water and to various changes in demand patterns to reflect future growth, annexations, and interconnections with other water purveyors.
7. Evaluate flow bottlenecks in the Town and Blacklake Water distribution system related to current conditions and conditions with at least three combinations of future supply and demand.
8. Determine the appropriate Hydrant flow color coding for all hydrants based on the calibrated hydraulic model and prepare a listing for coating;
9. Evaluate the cost effectiveness of converting the existing groundwater wells from electric power to natural gas power; propose a project to convert cost effective wells; and estimate conversion costs.
10. Develop new project proposals to eliminate the identified water distribution bottlenecks, production deficiencies, and treatment deficiencies and develop conceptual cost estimates for those new project proposals and previously proposed projects that have not been completed.
11. Incorporate the recommendations from the Waterline Intertie Project Pre-Design Studies into the Listing of new water system projects.
12. Propose projects to loop dead end water lines identified by staff and provide cost estimates for each such project;
13. Propose a project to separate the intake from the discharge water line and a booster station at the Standpipe tank and provide a cost estimate;
14. Evaluate the adequacy of mixing in each water storage reservoir and propose projects to enhance mixing where desirable;
15. Evaluate the cost of relocating each NCSD water main that is inside of the six respective County Drainage structures to be replaced within the next three years.
16. Prepare and submit 5 sets of a Draft Technical Memorandum within 90 calendar days of agreement execution incorporating the results of Tasks 5 through 15 to NCSD staff for comment;
17. Edit the Draft Tasks 5-15 Technical Memorandum to reflect Staff's comments and submit 5 copies of the Final Technical Memorandum within 14 calendar days of receiving Staff's comments.
18. Comment on the potential concept of substituting desalted sea water or brackish ground water for the fresh groundwater currently used in Conoco-Phillips cooling towers using surplus energy from Conoco-Phillips Refinery and if such a project has potential to cost effectively save potable supply, develop a scope of work for a feasibility study;
19. Prepare and submit 5 sets of a Draft Technical Memorandum within 90 calendar days of agreement execution incorporating the results of Task 18 to NCSD staff for comment;
20. Edit the Draft Task 18 Technical Memorandum to reflect Staff's comments and submit 5 copies of the Final Technical Memorandum within 14 calendar days of receiving Staff's comments.
21. Evaluate the respective capacities of Town and Blacklake Sewer collection system and propose new project proposals to satisfy future flow conditions, to serve "Orphan" areas, and to



- satisfy the new requirements of the State's Sewer System Overflow Regulations and develop conceptual cost estimates for those new project proposals and previously proposed projects that have not been completed.
22. Identify logical Zones of Benefit for provision of sewer service to properties in the Septic Tank Prohibition Zone that are not currently connected to NCSD's sewer collection system.
  23. Evaluate the capacity of the Blacklake Sewer Treatment System and propose new projects to satisfy projected flows/loads. Develop conceptual cost estimates for those new project proposals and previously proposed projects that have not been completed.
  24. Evaluate the respective capacities of the Southland and Blacklake Sewer Disposal and Sludge Systems and propose new projects to satisfy projected discharge flows and solids. Develop conceptual cost estimates for those new project proposals and previously proposed projects that have not been completed.
  25. Perform a screening evaluation of potential additional up-gradient locations to recharge treated wastewater flows from the Southland WWTF based on ownership, distance from the WWTF and the available geotechnical data (no new testing); develop cost allowances for up to six locations for future examination; and propose the next steps for such examination.
  26. Incorporate the recommendations of the Southland WWTF Master Plan into the Water & Sewer Master Plan.
  27. Incorporate the Southland Shop upgrade project into the Water and Sewer Master Plan;
  28. Determine if solar panels would be a cost effective investment at the Southland Shop and if so, develop cost estimates for installation;
  29. Evaluate the cost of relocating each NCSD sewer main that is inside of the six respective County Drainage structures to be replaced within the next three years.
  30. Prepare and submit 5 sets of a Draft Technical Memorandum within 90 calendar days of agreement execution incorporating the results of Tasks 21 through 29 to NCSD staff for comment;
  31. Edit the Draft Tasks 21-29 Technical Memorandum to reflect Staff's comments and submit 5 copies of the Final Technical Memorandum within 14 calendar days of receiving Staff's comments.
  32. Determine the additional planning requirements necessary for NCSD to qualify for FEMA Hazard Mitigation Grant Funding and recommend projects to bring NCSD into compliance;
  33. Evaluate the security of NCSD's water production and storage facilities; propose projects to upgrade each facility's security and provide cost estimates for each such upgrade;
  34. Evaluate the security of NCSD's sewer treatment and disposal facilities; propose projects to upgrade each facility's security and provide cost estimates for each such upgrade;
  35. Prepare and submit 5 sets of a Draft Technical Memorandum within 60 calendar days of agreement execution incorporating the results of Tasks 32 through 34 to NCSD staff for comment;
  36. Edit the Draft Tasks 32-34 Technical Memorandum to reflect Staff's comments and submit 5 copies of the Final Technical Memorandum within 14 calendar days of receiving Staff's comments.
  37. Evaluate the upcoming Potable Water Quality requirements being considered by US EPA and CA DOHS and recommend projects that may be necessary to comply with those requirements.
  38. Evaluate the upcoming Wastewater Quality requirements being considered by the SWRCB and the RWQCB and recommend projects that may be necessary to comply with those requirements.
  39. Prepare and submit 5 sets of a Draft Technical Memorandum within 60 calendar days of agreement execution incorporating the results of Tasks 37 & 38 to NCSD staff for comment;
  40. Edit the Draft Tasks 37 & 38 Technical Memorandum to reflect Staff's comments and submit 5 copies of the Final Technical Memorandum within 14 calendar days of receiving Staff's comments.



41. Evaluate the work load requirements for the Utility Department crew to perform current operations and recommend a crew size, organizational structure and job descriptions/classifications to respond to that work load. Propose a Preventative Maintenance program for NCSD's Water Systems, Sewer Systems, and Fleet operations and recommend a revised crew size to respond to the revised work load. Project future work loads with the preventative maintenance program, the supplemental water project, the upgraded Southland WWTF, and full implementation of the Sanitary Sewer Overflow program and project the crew complement necessary to satisfy those future workloads.
42. Prepare and submit 5 sets of a Draft Technical Memorandum within 90 calendar days of agreement execution incorporating the results of Task 41 to NCSD staff for comment;
43. Edit the Draft Task 41 Technical Memorandum to reflect Staff's comments and submit 5 copies of the Final Technical Memorandum within 14 calendar days of receiving Staff's comments.
  
44. Prepare and submit 5 sets of the Administrative Draft Master Plan Update within 120 calendar days of agreement execution incorporating the results of the previous tasks and the respective Final Technical Memorandums to NCSD staff for comment;
45. Edit the Administrative Draft Master Plan to compile a proposed Draft Master Plan within 21 calendar days of receiving NCSD Feedback on the Administrative Draft, submit 20 sets for presentation to the NCSD Board, and participate in a meeting with the NCSD Board;
46. Edit the Draft to compile the Final Master Plan within 14 calendar days, submit 20 copies of the Final Master Plan and present the Final Master Plan to the Board;
47. Submit the Water System Water Cad Hydraulic Model along with user's manual, assist the staff in securing appropriate software, initialize the settings on the software and provide at least eight hours of instruction to NCSD staff on accessing the hydraulic model. NCSD will be responsible for separately securing more detailed training to perform queries regarding the impacts of new development and/or new water supplies on system pressures and flows;
48. Participate in monthly progress meetings and monthly committee meetings during the development of the Master Plan Update and up to five additional staff meetings as requested;
49. Submit electronic copy of all work product deliverables in a format acceptable to NCSD.

### PROPOSAL REQUIREMENTS

Ten copies of the proposal package must be received by NCSD in a sealed envelope by **4 p.m. on Tuesday August 25, 2006**, to be considered. The exterior of the envelope must identify the proposal as "NCSD Water & Sewer Master Plan Update". Faxes, E-Mails, proposals not enclosed in a sealed/labeled envelope, and proposals received after 4:00 p.m. on Tuesday August 25, 2006, will be returned to the submitter. The main proposal shall be limited to 20 pages, with the exception of résumés and project lists, and include as a minimum the following:

1. Introduction
  - Present your understanding of the project and the services requested;
  - Discuss any proposed scope amendments;
  - Briefly discuss the team's qualifications
  
2. Scope of Services and Timeline
  - Detail your proposed approach to the assignment;
  - Describe your proposed timeline for execution of the requested services.



3. Personnel

- Identify and define the experience of the design team leader and provide résumé;
- Include an organizational chart depicting the name and position of all team members including employees of sub-consultants and provide résumés;
- Describe the role of each team member.

4. Experience

- Describe your team's experience with compiling master plan updates;
- Describe your success in meeting project budgets and timelines for similar projects and explain circumstances resulting in failures.

5. References

- Provide references for projects of similar scope and nature performed within the past five years;
- List the client's name, address, and a description of the work performed. Include the name, phone, and e-mail for the client's key contact on the project.

6. Cost Estimate

- Provide an anticipated cost summary including the proposed basis of fees and charges along with the hourly rates of all team members and a breakout of professional service costs versus out of pocket expenses.

7. Signature

- The proposal shall be signed by an official authorized to bind the firm and shall contain a statement that the proposal is valid for ninety (90) Days.

### **SELECTION PROCESS**

NCSD will screen proposals and select a short list for interviews. Interviews are tentatively scheduled for the week beginning September 5, 2006. The Board is tentatively scheduled to select a firm at its September 13, 2006 meeting.

### **PROPOSAL EVALUATION**

Proposals will be evaluated on the following:

- Responsiveness to Request for Proposal
- Work product timeliness
- Team qualifications and expertise
- Prior experience in providing similar services to CA Local Government
- Cost
- References

**Notes:**

This is a time sensitive project. The District requires completion of the project with the given time intervals such that the Master Plan will be completed in time for incorporation into the District's FY07-08 Budget.

The District uses a standard consulting agreement for all engineering services. Attached is a sample copy of the agreement that NCSD will expect to execute with the selected design firm for this project.

NCSD reserves the right to reject all submittals and/or re-open submittals at its discretion. NCSD reserves the right to negotiate with lesser ranked firms if the negotiation with the top ranked firm is unsuccessful. The submitter retains no interest in the proposal once received by NCSD.

For more information on the project or this RFP, contact NCSD Project Assistant Bruce Buel at 805-929-1133 or [bbuel@nipomocsd.com](mailto:bbuel@nipomocsd.com).

Sincerely,

NIPOMO COMMUNITY SERVICES DISTRICT

Edward Kreins  
General Manager

CC: Bruce Buel

ENCLOSURES

- Standard consulting agreement

T:\DOCUMENTS\DISTRICT PROJECTS\WATER&SEWER MASTER PLAN\RFP - W&S MASTER PLAN.DOC



TO: BOARD OF DIRECTORS  
FROM: EDWARD KREINS *gn*  
DATE: JULY 21, 2006



REVISE FISCAL YEAR 2006-07 BUDGET TO ADJUST LAFCO CONTRIBUTION

**ITEM**

Revise Fiscal Year 2006-07 budget to adjust LAFCO contribution.

**BACKGROUND**

All cities and special districts in San Luis Obispo County are required by law to fund a portion of the SLO County LAFCO annual budget. The funding requirement began in fiscal year 2001-2002. Annually, LAFCO holds a public hearing on their proposed budget and when approved, the allocation is made to the cities and special districts. NCSD did not receive its final allocation notification until the afternoon of June 14, 2006, therefore, the actual amount was not included in the NCSD budget. The following historical data is provided:

Fiscal Year	NCSD Budget	LAFCO Actual	Variance
2001-2002	\$17,000	\$10,367	\$6,633
2002-2003	\$17,000	\$15,371	\$1,629
2003-2004	\$17,000	\$13,249	\$3,751
2004-2005	\$17,000	\$10,178	\$6,822
2005-2006	\$13,000	\$12,148	\$852
2006-2007	\$13,365	\$16,163	(\$2,798)

There is a variance of \$2,798 between NCSD's approved budget and the LAFCO actual allocation.

**RECOMMENDATION**

Recommend approval of adjustment to the FY 2006-2007 Budget to increase the LAFCO budget amount from \$13,365 to \$16,163 and the variance be funded from reserves.

**ATTACHMENT**

LAFCO Budget Allocations for 2006-2007

**County of San Luis Obispo**  
*Office of the Auditor-Controller*  
1055 Monterey Street, Room D220  
San Luis Obispo, California 93408  
(805) 781-5040 FAX (805) 781-1220



**GERE W. SIBBACH, CPA**  
*Auditor-Controller*  
**BILL ESTRADA**  
*Assistant*

**TO: CITIES AND INDEPENDENT SPECIAL DISTRICTS**

**FROM: GERE SIBBACH, COUNTY AUDITOR-CONTROLLER**

**DATE: JUNE 12, 2006**

**SUBJECT: LAFCO BUDGET ALLOCATIONS FOR 2006-07**

On March 16, 2006 the Local Agency Formation Commission (LAFCO) adopted its 2006-07 Final Budget. The amount allocated to the county, special districts, and cities is \$151,505 each, with individual amounts for each city and special district set forth in the attachment. The individual special district and city allocations were calculated based on the revenues reported in the Annual Reports for 2003-04 as published by the State Controller's Office.

**The amount for your agency is due and payable no later than August 30, 2006.** Payment should be made to the County Auditor-Controller, 1055 Monterey Street, Room D220, San Luis Obispo, CA 93408. Please note "LAFCO 2006-07" on the payment or stub.

If you have any questions or need additional information, please contact Bill Estrada, Assistant County Auditor, extension 781-5442.

cc Paul Hood, LAFCO Director

RECEIVED  
JUN 14 2006  
NIPOMO COMMUNITY  
SERVICES DISTRICT



**LAFCO APPORTIONMENT COSTS TO CITIES  
FISCAL YEAR 06/07**

City	Total Revenue*	Less: Other Financing Sources	Net Revenues	Allocation Factor	LAFCO Cost \$151,505	Amount Paid	Amount Due
Arroyo Grande	\$17,134,671		\$17,134,671	0.08915	13,507	\$0	\$13,507
Atascadero	18,484,113	0	18,484,113	0.09617	14,571	0	14,571
Grover Beach	12,246,615	385,254	11,861,361	0.06171	9,350	0	9,350
Morro Bay	17,467,453	0	17,467,453	0.09088	13,769	0	13,769
Paso Robles	42,538,507		42,538,507	0.22133	33,532	0	33,532
Pismo Beach	24,439,308	7,500,000	16,939,308	0.08814	13,353	0	13,353
San Luis Obispo	76,371,300	8,600,200	67,771,100	0.35261	53,423	0	53,423
<b>TOTAL</b>	<b>\$208,681,967</b>	<b>\$16,485,454</b>	<b>\$192,196,513</b>	<b>1.00000</b>	<b>\$151,505</b>	<b>\$0</b>	<b>\$151,505</b>

\* Revenues taken from State of California Cities Annual Report FY03-04

F:\LAFCO\CITIES LAFCO COSTS 06-07FY.xls]Sheet3


LAFCO COST TO SPECIAL DISTRICTS ALLOCATED BASED ON TOTAL REVENUES LESS GOVT AID  
LAFCO'S 2006-2007 BUDGETED COSTS \$151,505

SPECIAL DISTRICT	REVENUE TOTAL	GOVT AID REDUCTION	ADJUSTED REVENUE	ALLOCATION FACTOR	LAFCO COST TO DISTRICT
ARROYO GRANDE CEMETERY	434,870	500	434,370	0.01284	\$1,945
ATASCADERO CEMETERY	329,930	5,303	324,627	0.00960	\$1,454
AVILA BEACH CSD	753,426	38,397	715,029	0.02114	\$3,202
CALIFORNIA VALLEY CSD	312,230	719	311,511	0.00921	\$1,395
CAMBRIA HEALTHCARE DISTRICT	833,173	50	833,123	0.02463	\$3,731
CAMBRIA CSD	7,746,292	123,886	7,622,406	0.22533	\$34,139
CAMBRIA CEMETERY	129,297	812	128,485	0.00380	\$575
CAYUCOS FIRE	230,342	6,311	224,031	0.00662	\$1,003
CAYUCOS-MORRO CEMETERY	321,055	2,591	318,464	0.00941	\$1,426
CAYUCOS SANITARY	1,060,192	50	1,060,142	0.03134	\$4,748
COASTAL SAN LUIS RCD	4,208	0	4,208	0.00012	\$19
GARDEN FARMS WATER	95,952	258	95,694	0.00283	\$429
HERITAGE RANCH CSD	1,839,372	100	1,839,272	0.05437	\$8,238
INDEPENDENCE RANCH CSD	44,930	0	44,930	0.00133	\$201
LOS OSOS CSD	3,169,312	15,849	3,153,463	0.09322	\$14,124
LINNE CSD	32,045	161	31,884	0.00094	\$143
NIPOMO CSD	3,613,182	4,480	3,608,702	0.10688	\$16,163
OCEANO CSD	2,750,128	127,440	2,622,688	0.07753	\$11,747
PASO ROBLES CEMETERY	447,846	3,519	444,327	0.01314	\$1,990
PORT SAN LUIS HARBOR	3,098,265	71,523	3,026,742	0.08948	\$13,556
SAN MIGUEL CEMETERY	49,195	518	48,677	0.00144	\$218
SAN MIGUEL CSD	1,284,630	202,336	1,082,294	0.03199	\$4,847
SANTA MARGARITA CEMETERY	26,529	257	26,272	0.00078	\$118
SANTA MARGARITA FIRE	163,559	99,661	63,898	0.00189	\$286
SAN SIMEON CSD	608,835	761	608,074	0.01798	\$2,723
SHANDON CEMETERY	13,054	124	12,930	0.00038	\$58
SO SLO COUNTY SANITATION	1,985,873	45,684	1,940,189	0.05736	\$8,690
SQUIRE CANYON CSD	8,899	0	8,899	0.00026	\$40
TEMPLETON CEMETERY	84,610	693	83,917	0.00248	\$376
TEMPLETON CSD	3,359,433	252,010	3,107,423	0.09186	\$13,918
UPPER SALINAS/LAS TABLAS RCD	200,398	199,972	426	0.00001	\$2
<b>TOTAL</b>	<b>35,031,062</b>	<b>1,203,965</b>	<b>33,827,097</b>	<b>1.00000</b>	<b>\$151,505</b>

REVENUE AMOUNTS FROM STATE CONTROLLER'S SPECIAL DISTRICTS REPORT 03-04

F:\LAFCO\SDIST CHARGES 06-07\FY.xls\Summary



TO: BOARD OF DIRECTORS  
FROM: EDWARD KREINS   
DATE: JULY 21, 2006

**AGENDA ITEM  
D-5  
JULY 26, 2006**

**SET SPECIAL BOARD MEETING FOR TOUR OF OJAI HDD PROJECT**

**ITEM**

Set a special Board Meeting for 8am on Wednesday August 16, 2006 regarding a tour of the Ventura River Horizontal Directional Drilling (HDD) Crossing in Ojai.

**BACKGROUND**

One component of Boyle Engineering's Pre-Design agreement is to organize a tour of a nearby HDD project so that the Board could see the project and interact with the designers and the operators to answer questions regarding the technology. Boyle has proposed to tour the Ojai Valley Sanitary District's (OVSD) Ventura River Crossing at Meiners Oaks in the Ojai Valley on Wednesday August 16, 2006. The Tour would leave the NCSD office at approximately 8am and return by 5pm with a lunch break for interaction with Boyle's Design Team and staff from OVSD.

Section 54954b3 allows a public agency to meet outside of its District Boundaries where the purpose of the meeting is to discuss a topic of multi-agency significance with another agency in that agency's jurisdiction.

**RECOMMENDATION**

Staff recommends that your Honorable Board set a Special Meeting so that a quorum of the Board can participate in the tour as set forth above and direct staff to post/publish and make all relevant arrangements.

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TO: BOARD OF DIRECTORS  
FROM: EDWARD KREINS *EK*  
DATE: JULY 21, 2006

**AGENDA ITEM  
D-6  
JULY 26, 2006**

PHASE II AGREEMENT FOR SOUTHLAND WWTF UPGRADE

**ITEM**

Authorize President to Execute Phase II Amendment to Services Agreement with Boyle Engineering for Southland Wastewater Treatment Facility (WWTF) upgrade.

**BACKGROUND**

The Board in March 2006 selected Boyle Engineering to respond to the Notice of Violation from the RWQCB (Phase I) and to prepare a Facility Master Plan proposing the upgrades to the WWTF that will be needed to correct current deficiencies, to address capacity limitations, and to address projected changes in NCSD's Discharge Order. The Board authorized execution of a phase I agreement with a not to exceed expenditure limit of \$29,939 and budgeted an additional \$78,610 for Phase II. Boyle actually spent \$23,939 on phase I.

Attached is a draft scope of work and budget for Phase II that staff has negotiated with Boyle. Boyle is requesting a budget of \$85,290 for this work on top of the \$23,939 already spent for a total not to exceed expenditure limit of \$109,229. Thus, the increase in the Not to Exceed Expenditure Limit would be \$79,290.

**RECOMMENDATION**

Staff recommends that your Honorable Board authorize the President to execute an amendment to the existing agreement to accomplish the attached scope of work with an increase in the Not to Exceed Expenditure Limit of \$79,290.

**ATTACHMENT**

Boyle proposal

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\BOARD LETTER 2006\SOUTHLAND UPGRADE PHASE II.DOC



## Exhibit A

### Scope of Services Southland WWTF Master Plan

**Project Understanding** – The District operates the Southland Wastewater Treatment Facility (WWTF), which is rated for 900,000 gallons per day averaged over the maximum month. The plant consists of 2 “Muffin Monster” comminutors below grade at the headworks; overflow with bypass around the comminutors; a submersible pump station (each pump has capacity of 2400 gpm); and four (4) aeration ponds with a combination of “splasher” type conventional aerators and subsurface injectors. Effluent from the treatment ponds flows by gravity to percolation ponds. Unlined sludge drying beds are available to receive settled solids from the treatment ponds.

The objective of the proposed Wastewater Treatment Facility Master Plan is to develop a comprehensive Capital Improvements Program for the WWTF. The advantage of preparing a comprehensive Master Plan is it will allow the District to develop design criteria (flow demand and water quality standards) for the new treatment facility, then to design and construct all improvements with the ultimate buildout demands and treatment goals in mind. Our work will rely on the analysis presented in our previous Action Plan and Technical Memorandum, completed as the initial phase of the District’s plans to improve the Southland facility.

#### **Task 100** – Review of Plant Performance and Capacity

- Analysis of current average and peak flow demands, including dry and wet weather, from available previous 2 years of data. Boyle will develop peaking factors and evaluate possible infiltration/inflow to the collection system based on available treatment plant data;
- Analysis of loading rates and solids production;
- Review of historical plant performance from previous 2 years of data; and
- Assessment of existing hydraulic and process capacity of influent pumps, pipes, ponds and aeration systems.

#### **Task 200** – Development of design criteria

- Projection of buildout flow demands, plant loading, and solids production, based on information available from Sphere of Influence study. Projected flow demands and plant loading will be developed for 2011, 2016, 2021, and 2026 if planning information is available for these increments;
- Anticipation of future water quality standards, assuming effluent will either be used for irrigation or groundwater recharge. It is assumed one (1) meeting will be held with RWQCB staff to discuss trends. We will review Title 22 requirements, draft Groundwater Recharge standards from CDHS, and Basin Plan criteria as well. At this time, potential users will not be identified. Plant design criteria will be developed in order to meet current and anticipated discharge regulations for the alternatives discussed in Task 400.

#### **Task 300** – Facility Improvements

Boyle will recommend improvements which will be implemented over the next 1-2 years to address existing deficiencies (other than minor items addressed in previous Technical

Memorandum) and enhance plant performance. These improvements will help meet final Waste Discharge Requirements, will be compatible with future plant upgrades to meet buildout, but will not require major plant process modifications (such as conversion to a different treatment process). For example, Boyle will evaluate approach and cost for screening and removal of inorganics at the headworks of the plant. Two alternatives for screening will be analyzed.

This component of the Plan will focus on developing a robust headworks; improving the hydraulic capacity of the trunk main from Division Street to the WWTP; improving operability and automation, in order to minimize staff maintenance time; upgrading sludge handling and drying facilities; and utilizing existing facilities to the extent possible.

This work will include a planning-level hydraulic analysis of the pipeline capacity along Frontage Road from Division Street to the WWTP; recommended pipe size; and cost estimate to replace this trunk line. We will rely on available record drawings for our calculations.

#### **Task 400 – Alternatives Evaluation for Future Plant Improvements**

Future demands and anticipated water quality goals may require expansion, augmentation, or conversion of the pond system. It is assumed four (4) treatment process alternatives will be evaluated for meeting community needs at buildout. Boyle will prepare process flow diagrams, schematic plans, and planning-level conceptual cost opinions for each alternative.

It is assumed that percolation ponds will be used for discharge of treated effluent in two of the process alternatives. At least one process alternative will allow either percolation disposal or direct reuse for irrigation. Current loading rates and soil conditions at the plant site will be used to project future percolation pond and/or wet weather size requirements. No hydrogeological investigation will be performed at this time to evaluate capacity of percolation ponds. District staff may want to look at reuse options or other disposal opportunities at a later date. No effluent pumping stations (for offsite transmission), offsite pipelines, or offsite storage facilities will be included in this analysis.

Upon completion of this alternatives evaluation, process alternatives will be presented to the District for consideration. The recommended alternative will be identified as the preferred project. Boyle and the District will develop a phased plan (Task 500) for upgrading the plant toward this ultimate facility.

#### **Task 500 – Capital Improvements Plan**

The Master Plan will provide a phased Capital Improvements Plan for the Wastewater Treatment Facility. It will include a schematic plan with recommended improvements, as well as a schedule and cost for implementation of the improvements.

It is assumed the District will provide anticipated permitting schedules (including CEQA and all other federal, state, and local permits required for the project).



It is assumed Boyle staff will attend one Kickoff meeting, three (3) progress meetings with District staff, and one (1) meeting with District and RWQCB staff. Boyle will also prepare two (2) presentations for the District Board (one with slides/exhibits and one with handouts).

Boyle will submit ten (10) copies of the draft and twenty (20) copies of the final Master Plan to the District.

**Schedule:** The Draft Wastewater Treatment Facility Master Plan will be submitted within 180 calendar days of Notice to Proceed. The Final Plan will be submitted with 15 calendar days of receiving review comments from the District.

**Budget:** Boyle proposes to perform these tasks on a time and materials basis (per the attached Fee Schedule) with a not-to-exceed amount of \$85,690. A detailed breakdown of manhours is attached.

## Project Budget

Southland WWTF  
Facility Master Plan

Nipomo CSD

Task Description	Personnel Hours					Budget			
	Principal	Senior Engineer	Assistant Engineer	Drafter	Clerical	Total Hours	Labor	Non-Labor Fee	Total
<b>Task 100 - Review of Plant Performance</b>									
Flow analysis and peaking factor development	1	1	8			10	\$ 1,120	\$ 90	\$ 1,210
Analysis of loading rates and solids production	1	1	8			10	\$ 1,120	\$ 90	\$ 1,210
Review of historical plant performance	2		8			10	\$ 1,170	\$ 94	\$ 1,264
Assessment of hydraulic and process capacity	1	4	8			13	\$ 1,525	\$ 122	\$ 1,647
<b>Subtotal</b>	<b>5</b>	<b>6</b>	<b>32</b>	<b>-</b>	<b>-</b>	<b>43</b>	<b>\$ 4,935</b>	<b>\$ 395</b>	<b>\$ 5,330</b>
<b>Task 200 - Development Design Criteria</b>									
Demand projection and review of SOI study information	8	16	16	8		48	\$ 5,840	\$ 467	\$ 6,307
Prediction of future WQ standards	8	1	16			25	\$ 3,215	\$ 257	\$ 3,472
Meeting with RWQCB	8	4			2	14	\$ 2,154	\$ 172	\$ 2,326
Development of design criteria for potential reuse alternatives	8		16			24	\$ 3,080	\$ 246	\$ 3,326
<b>Subtotal</b>	<b>32</b>	<b>21</b>	<b>48</b>	<b>8</b>	<b>2</b>	<b>111</b>	<b>\$ 14,289</b>	<b>\$ 1,143</b>	<b>\$ 15,432</b>
<b>Task 300 - Facility Improvements</b>									
Hydraulic analysis of trunk main	4	2	12			18	\$ 2,210	\$ 177	\$ 2,387
Screenings removal and headworks - alternatives evaluation	4	2	24			30	\$ 3,410	\$ 273	\$ 3,683
Yard piping	2	2	8			12	\$ 1,440	\$ 115	\$ 1,555
Automation/controls	4	2				6	\$ 1,010	\$ 81	\$ 1,091
Upgrade sludge handling/drying facilities	8	2	40			50	\$ 5,750	\$ 460	\$ 6,210
Cost opinions	8	2	20			30	\$ 3,750	\$ 300	\$ 4,050
<b>Subtotal</b>	<b>30</b>	<b>12</b>	<b>104</b>	<b>-</b>	<b>-</b>	<b>146</b>	<b>\$ 17,570</b>	<b>\$ 1,406</b>	<b>\$ 18,976</b>
<b>Task 400 - Alternatives Evaluation for Future Plant Improvements</b>									
Develop alternatives	8	2				10	\$ 1,750	\$ 140	\$ 1,890
Process flow diagrams	8	2		16		26	\$ 2,950	\$ 236	\$ 3,186
Schematic plans	8	2	40	40		90	\$ 8,750	\$ 700	\$ 9,450



## Project Budget

Southland WWTF  
Facility Master Plan

Nipomo CSD

Task Description	Personnel Hours					Budget			
	Principal	Senior Engineer	Assistant Engineer	Drafter	Clerical	Total Hours	Labor	Non-Labor Fee	Total
Planning-level cost opinions	16	2	40			58	\$ 7,230	\$ 578	\$ 7,808
Identify preferred project and implementation plan	8	8				16	\$ 2,560	\$ 205	\$ 2,765
<b>Subtotal</b>	<b>48</b>	<b>16</b>	<b>80</b>	<b>56</b>	<b>-</b>	<b>200</b>	<b>\$ 23,240</b>	<b>\$ 1,859</b>	<b>\$ 25,099</b>
<b>Task 500 - Capital Improvements Plan</b>									
Schematic plan	2	2	2	8		14	\$ 1,440	\$ 115	\$ 1,555
Schedule	1	4	-			5	\$ 725	\$ 58	\$ 783
Cost opinions	4		4			8	\$ 1,140	\$ 91	\$ 1,231
<b>Subtotal</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>8</b>	<b>-</b>	<b>27</b>	<b>\$ 3,305</b>	<b>\$ 264</b>	<b>\$ 3,569</b>
<b>Meetings and Deliverables</b>									
Kickoff meeting	4	4			2	10	\$ 1,414	\$ 113	\$ 1,527
Progress meetings (3)	9	12				21	\$ 3,285	\$ 263	\$ 3,548
Board presentations (2)	10	8		8	2	28	\$ 3,664	\$ 294	\$ 3,958
Draft Report	8	16		4		28	\$ 3,940	\$ 315	\$ 4,255
Final Report	8	12		8		28	\$ 3,700	\$ 296	\$ 3,996
<b>Subtotal</b>	<b>39</b>	<b>52</b>	<b>-</b>	<b>20</b>	<b>4</b>	<b>115</b>	<b>\$ 16,003</b>	<b>\$ 1,281</b>	<b>\$ 17,284</b>
<b>Total</b>	<b>161</b>	<b>113</b>	<b>270</b>	<b>92</b>	<b>6</b>	<b>642</b>	<b>\$ 79,342</b>	<b>\$ 6,348</b>	<b>\$ 85,690</b>

Amounts shown are fee.

**BOYLE ENGINEERING CORPORATION  
(BAKERSFIELD AND SAN LUIS OBISPO OFFICES)**

**FEE SCHEDULE FOR PROFESSIONAL SERVICES  
Effective January 1, 2006**

**Engineers, Planners, Architects, Scientists:**

Principal	\$185.00 per hour
Senior II	\$150.00 per hour
Senior I	\$135.00 per hour
Associate	\$110.00 per hour
Assistant	\$100.00 per hour
Construction Observer	\$100.00 per hour

**Technical Support Staff:**

Design/CADD Supervisor	\$105.00 per hour
Senior Designer/Design CADD Operator	\$100.00 per hour
Drafter/CADD Operator	\$95.00 per hour
Assistant CADD Operator	\$75.00 per hour
Clerical/General Office	\$67.00 per hour

**General Project Expenses** <sup>(1)</sup> 8% of Labor

**Direct Project Expenses**

Other Reproduction (8-1/2 x 11/11x17 Color)	\$1.15/1.50 per page
Plan Sheet Printing – In House Bond / Mylar	\$3.00/7.00 per sheet
Subcontracted Services/Reproduction	Cost + 10%
Subcontracted or Subconsultant Services	Cost + 10%
Auto Mileage for Construction Phase Services	\$0.60 per mile
Travel & Subsistence (other than mileage)	Cost
Miscellaneous Supplies/Services	Cost + 10%


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

Applicable sale taxes, if any, will be added to these rates. Invoices will be rendered monthly. Payment is due upon presentation.

Fee schedule is subject to change.

<sup>(1)</sup> Includes mail, telephone, fax, office photo copies, personal computers and mileage (except as noted).



TO: BOARD OF DIRECTORS  
FROM: EDWARD KREINS   
DATE: July 21, 2006

**AGENDA ITEM  
D-7  
JULY 26, 2006**

ACCEPTANCE OF WATER IMPROVEMENTS FOR APN 091-296-001 (PATRICK WHEELER)

**ITEM**

Acceptance of water improvements for the four lot subdivision at the SW corner of Live Oak Ridge Road and Amber Way (APN 091-296-001 – Patrick Wheeler).

**BACKGROUND**

Upon completion of a developer's project, the District accepts improvements of the project after all requirements have been met. The developer, Patrick Wheeler, has installed all required 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 Resolution 2006 - \_\_\_\_\_, accepting the water improvements for APN 091-296-001.

**ATTACHMENT**

Resolution 2006-\_\_\_\_\_

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**RESOLUTION NO. 2006-\_\_\_\_\_**  
**A RESOLUTION OF THE BOARD OF DIRECTORS**  
**OF THE NIPOMO COMMUNITY SERVICES DISTRICT**  
**ACCEPTING THE WATER IMPROVEMENTS**  
**FOR APN 091-296-001 (Patrick Wheeler)**

**WHEREAS**, the District approved the construction plans on Feb. 27, 2003, for the water improvements to be constructed; and

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

**WHEREAS**, on June 27, 2006, 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 fees for service, required in conformance with District ordinances, have been paid in full for all four lots on the project.

**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 to serve the lots created by the four lot subdivision of APN 091-296-001 in Nipomo are accepted by this District.

On the motion by 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 \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Lawrence Vierheilig, President  
Nipomo Community Services District

ATTEST:


APPROVED AS TO FORM:

\_\_\_\_\_  
Donna K. Johnson  
Secretary to the Board

\_\_\_\_\_  
Jon S. Seitz  
General Counsel

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TO: BOARD OF DIRECTORS  
FROM: ED KREINS   
MADONNA DUNBAR  
DATE: July 19, 2006

**AGENDA ITEM  
E-1  
JULY 26, 2006**

**CONSIDER PROPOSED WATER CONSERVATION PROGRAM  
[RECOMMEND ADOPTION]**

**ITEM**

Provide policy direction to staff on water conservation issues and approve water conservation program.

**BACKGROUND**

The District Conservation / Compliance Specialist, Madonna Dunbar, has been working under the supervision of the Conservation Subcommittee to develop a comprehensive Conservation Program Outline. At this time, the outline specific to the Water Conservation Program (Exhibit A) is complete and is ready for formal adoption by the Board of Directors.

The purpose of the Board of Directors adopting the Water Conservation Program formal outline is:

- To provide the District staff with written, accepted guidelines of the Conservation Program goals, components and structure.
- To provide authorization for the conservation specialist to research and develop elements of the program beyond community outreach.

**RECOMMENDATION**

Staff recommends your Honorable Board consider staff presentation, comment, approve the Conservation Program.

**ATTACHMENTS**

Water Conservation Program (Exhibit A)

Attachment 1: Town and Black Lake Combined Water Production and Consumption

Attachment 2: Consumption by Account Type

Attachment 3: NCSD per Connection Average According to 2005 Urban Water Management Plan

Attachment 4: Target Goal Support Information and 2004 Regional Use Comparison Information

DRAFT

NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2006- Conservation Program and Policy

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
AUTHORIZING THE ADOPTION OF CONSERVATION PROGRAM AND POLICY GUIDELINES

**WHEREAS**, the Nipomo Community Services District Board of Directors has authorized the development of a formal Conservation Program,

**WHEREAS**, the California Urban Water Conservation Council (CUWCC) has developed 14 Best Management Practices (BMP's) as recommendations for municipalities as main areas of focus in developing water conservation programs,

**WHEREAS**, Madonna Dunbar, NCS D Conservation Specialist, following the CUWCC recommendations, along with comparison of complementary local agencies' water conservation programs, has developed specific program goals, objectives and structure defining the NCS D Conservation Program which are detailed in Exhibit A ,

**WHEREAS**, the adoption of these guidelines will provide Board of Director approval to the direction of the program and grant District Staff permission to continue with program development,

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

1. The Conservation Program be adopted.

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

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

the foregoing resolution is hereby adopted this 26th day of July, 2006.

\_\_\_\_\_  
Lawrence Vierheilig, President  
Nipomo Community Services District

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Donna K. Johnson  
Secretary to the Board

\_\_\_\_\_  
Jon S. Seitz  
General Counsel



## **Nipomo Community Services District Conservation Program**

**Conservation Program Purpose:** The protection and efficient use of Nipomo's natural resources are in the best interest of the District's current and future residents. The NCS D CARE (Conservation and Resource Education) Program will promote conservation and resource protection, and will primarily rely upon research, educational materials, community outreach and the development of customer incentive programs to reach District conservation goals.

**Conservation Program Scope:** The CARE program shall develop outreach in the areas of: Water Conservation, Water Quality Awareness, Solid Waste / Recycling, and Household Hazardous Waste.

**Program Review:** The Conservation Committee shall annually review the Conservation Program's effectiveness. If changes are thought to be desirable, the committee shall make appropriate recommendations to the Board of Directors.

**Scale of the Conservation Programs:** Working in conjunction with ongoing community and regional efforts, the conservation program's educational component is geared at all residents of the Nipomo area. The incentive programs are limited to District customers only. In the event the funding for the rebate/incentive or other conservation program is forecast to be limited or depleted, the District reserves the right to suspend the incentive program component.

The following outline is specific to the Water Conservation Program.

**Water Conservation Program:** The Water Conservation Program will promote the efficient use of water through education, community outreach and incentive programs in order to achieve reliable and permanent reductions in the District's per connection demand. The program shall publicize and implement the drought and emergency use policies of the Board of Directors. The program will assist in the development of applicable water conservation ordinances and policies, as directed by the Board of Directors.

### **Staff Recommended Water Conservation Program Goals:**

- 1.) To educate the public in water efficient techniques for indoor and outdoor water use. Program outreach should be "user friendly" and supported by residents of Nipomo by their actions in conserving water.
- 2.) To reduce by 15% the District customers' average annual use per connection, a stated goal of the 2005 Nipomo Urban Water Management Plan.
- 3.) To educate the community on Nipomo's unique water balance, the link between use and supply, and the consumers' responsibility for protecting groundwater quality. To promote awareness that Nipomo's water resources are limited and could be seriously affected by long-term drought conditions and groundwater availability.
- 4.) To eliminate 'water waste' in order to extend the capacity of the current resources.
- 5.) To provide leadership in resource management by demonstrating practical and attractive water efficient devices and landscapes on District property and in cooperative arrangements.



## **Components of the Water Conservation Program:**

### **I) Community Outreach:**

- a. Distribution of water conservation, household hazardous waste and solid waste/recycling education materials tailored to Nipomo residents. This will take the form of flyers, brochures, bill stuffers, press releases, newspaper, and website development. Distribution of literature and promotional materials will occur by direct mailing, newspaper publishing, placement at community public information areas, and by hosting an information booth at local events. (Goals 1-4)
- b. Host relevant speakers and workshops for the community and local schools, on water conservation topics. Promote Water Conservation education in Nipomo schools through sponsorship of appropriate workshops and activities. (Goals 1-4)
- c. Explore collaboration with various county and state agencies promoting water conservation and water quality. (Goals 1, 5)
- d. Establish a low water use Demonstration Garden at the District office by phased redesign of existing landscaping. (Goals 1, 5)
- e. Encourage existing properties to be retrofitted with water conserving indoor and outdoor features and appliances. Encourage property owners to redesign landscapes to promote low water use. Research and recommend water conservation standard specifications for new developments within NCSD jurisdiction, in both indoor and outdoor water use. (Goals 1, 2, 4)
- f. Identify and target the highest residential and commercial customers and work with them directly to help them reduce their water use. Provide information and technical assistance to customers on current water-savings technologies. (Goals 1-5)

### **II) Customer Incentive Program (CIP):**

- a. Water Saving Device Distribution Program: free distribution of minor cost, water saving fixtures to District customers.
- b. Customer Leak Detection Program: The conservation program will continue to offer leak detection information and tools (dye tablets) for customers. On a per case basis, field staff may be routed to assist a customer with meter reading services, and basic leak detection.
- c. Rebate Incentives: Staff will research potential effectiveness and costs of rebates for District residential customers on High Efficiency appliances and irrigation technology.

### **III) Regulations, Ordinances and Policies:**

- a. Water Conservation Regulations and Ordinances: Staff will review water service and water conservation regulations, ordinances and policies and recommend updates to Conservation Committee and Board of Directors.
- b. Conservation Rate Structure: Staff will research potential effectiveness and impacts of multi-tiered rate structure and provide results to Conservation Committee and Board of Directors.
- c. Groundwater Monitoring Program: Staff will research groundwater monitoring program development and report to Conservation Committee and Board of Directors.



**Town and Black Lake Combined Water Production and Consumption**  
 (DWR fiscal year / well production reporting)

<u>YEAR</u>	<u>PRODUCTION (AF)</u>	<u>CONSUMPTION (AF)</u>	<u>% UNACCOUNTABLE (loss)</u>	<u># ACCOUNTS</u>	<u>AF/PROD/ACCT</u>	<u>AF/CONS/ACCT</u>
1995	1674	1350	19.35%	2503	.67	.54
1996	1970	1631	17.21%	2625	.75	.62
1997	2094	1891	9.69%	2778	.75	.68
1998	2118	1902	10.20%	2906	.72	.64
1999	2148	1910	11.08%	3119	.69	.61
2000	2364	2106	10.91%	3190	.74	.66
2001	2427	2167	10.71%	3349	.72	.65
2002	2494	2399	3.81%	3445	.72	.70
2003	2597	2505	3.54%	3526	.74	.71
2004	2828	2633	6.90%	3691	.77*	.71
2005	2606	2516	3.45%	3780	.69	.67

\*Tentative benchmark for LAFCO mitigation W-1

**Town Division:**

<b>PRODUCTION/CONSUMPTION</b>	
(2000)	.74 / .65
(2003)	.73 / .71
(2004)	.75 / .71
(2005)	.68 / .66

*Acre Feet Annual per account*

**Black Lake Division:**

<b>PRODUCTION/CONSUMPTION</b>	
(2000)	.76 / .72
(2003)	.77 / .69
(2004)	.84 / .71
(2005)	.72 / .68

*Acre Feet Annual per account*

**Compared to UWMP Report**

(2000) DWR .74 / UWMP .58
(2005) DWR .69 / UWMP .63

*Acre Feet Annual per account*

**NCSD Per Connection Water Use Average by Account Type**

Town and Black Lake Combined Water Production and Consumption

(DWR fiscal year well production reporting)

**SINGLE FAMILY RESIDENCE (SFR)**

YEAR	AFY DELIVERED	# ACCOUNTS	AF YEARLY PER ACCOUNT	GALLONS PER ACCOUNT PER DAY
2003	1964.47	3116	.63	563
2004	2119.87	3354	.63	564
2005	2088.94	3337	.63	559

**MULTI FAMILY RESIDENCE (MFR)**

YEAR	AFY DELIVERED	# ACCOUNTS	AF YEARLY PER ACCOUNT	GALLONS PER ACCOUNT PER DAY
2003	95.28	237	.40	357
2004	110.75	235	.47	421
2005	121.84	366	.32	360

**COMMERCIAL, INDUSTRIAL, INSTITUTIONAL (CII)**

YEAR	AFY DELIVERED	# ACCOUNTS	AF YEARLY PER ACCOUNT	GALLONS PER ACCOUNT PER DAY
2003	92.5	73	1.27	1131
2004	94.18	83	1.14	1014
2005	99.51	98	1.02	985

**LANDSCAPE & AG IRRIGATION, OTHER**

YEAR	AFY DELIVERED	# ACCOUNTS	AF YEARLY PER ACCOUNT	GALLONS PER ACCOUNT PER DAY
2003	414.13	83	4.99	4454
2004	485.34	79	6.14	5485
2005	328.22	78	4.21	3757

*CALCULATION FORMULA - # AFY / # ACCOUNTS X 325,851 GAL PER AF = AVERAGE GALLONS USED / 365 DAYS PER YEAR = GALLONS PER ACCOUNT PER DAY*

C:\MADONNA DESKTOP DOCUMENTS\CONSERVATION PROGRAM FILES\WATER CONSERVATION PROGRAM\ATTACHMENT 2 CONSUMPTION BY ACCOUNT TYPE (DWR).DOC



**NCSD Per Connection Water Use Average  
According to 2005 Urban Water Management Plan**

**2005 NCSD WATER DEMAND AVERAGE BY CONNECTION TYPE**

TYPE OF ACCOUNT	AFY DELIVERED	# ACCOUNTS	AF YEARLY PER ACCOUNT	GALLONS PER ACCOUNT PER DAY
SFR	2120	3354	.632	576
MFR	111	239	.464	420
COMML	94	83	1.1	1025
TOTAL	2324	3672	.63	573

**2000 NCSD WATER DEMAND AVERAGE BY CONNECTION TYPE**

TYPE OF ACCOUNT	AFY DELIVERED	# ACCOUNTS	AF YEARLY PER ACCOUNT	GALLONS PER ACCOUNT PER DAY
SFR	1729	2994	.58	523
MFR	99	239	.41	375
COMML	64	71	.90	816
TOTAL	1892	3254	.58	526

*CALCULATION FORMULA - # AFY / # ACCOUNTS X 325,851 GAL PER AF =  
AVERAGE GALLONS USED / 365 DAYS PER YEAR = GALLONS PER ACCOUNT PER DAY*

C:\MADONNA DESKTOP DOCUMENTS\CONSERVATION PROGRAM FILES\WATER CONSERVATION PROGRAM  
\ATTACHMENT 3 NCSD PER CONNECTION OVERALL AVERAGE ACCORDING TO  
2005 URBAN WATER MANAGEMENT PLAN.DOC

## Target Goal Support Information and 2004 Regional Use Comparison Information

### Staff Recommended Water Conservation Program Reduction Target Goal 15% reduction per connection average (by 2010).

#### Support for this goal:

15% is the stated goal in the NCSD 2005 Urban Water Management Plan.

15% is the stated goal - LAFCO Sphere of Influence Mitigation W-1 /Impact W-3.

15% is a median average goal from the Kennedy/Jenkins report.

15% by 2010 is the 2004 SLO County RCD Study (Hand) recommendation.

### Potential of Water Conservation and Water Efficiency Within the District

15% reduction by 2010 / 30% reduction by 2020.

Reference: 2004 SLO County RCD Study (Hand).

Estimates cost of conservation measures at \$200 AF.

Conservation potential estimated at 10-20%.

Reference: 2001 Kennedy/Jenkins Evaluation of Water Supply Alternatives.

Conservation cost is estimated at \$4 AF capital plus \$25,000 study in this report.

### Potential of Water Conservation and Water Efficiency within California

5% -30%: CUWCC: Urban Water Conservation Potential.

Indoor 40% / Outdoor 25-40%: "Waste Not, Want Not" - The Potential for Urban Water Conservation, 2003, Pacific Institute.

### 2004 Regional Use Comparison (per person per day)

#### San Luis Obispo County

NCSD (according to 2004 DWR fiscal year well production reporting) = 202

NCSD (according to 2005 UWMP) = 157

Arroyo Grande = 193

Los Osos CSD = 95

Templeton CSD = 96

Atascadero Mutual Water Co. = 165

#### Santa Barbara County

City of Santa Maria = 135

Cal Cities Water Company (all of SB County) = 201

Vandenberg Village CSD = 231

City of Solvang = 243

City of Buellton = 282

City of Santa Barbara = 129

Goleta Water District = 107

City of Lompoc = 103

<p><b>Calculation Formula::</b>            (AFY AVERAGE X 325,851            (GAL PER AF) / 365 ( DAYS IN YEAR)            = AVERAGE GALLONS PER DAY            PER ACCOUNT / 3.4 ( AVG.            HOUSEHOLD) = GALLONS PER DAY            PER PERSON</p>
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