


TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL   
DATE: SEPT. 20, 2006

**AGENDA ITEM**  
**E-4**  
**SEPTEMBER 27, 2006**

APPLICATION FOR SERVICE - TRACT 2441 – BLUME & GRANDE

**ITEM**

Consider Issuing an Intent-to-Serve letter pursuant to District's updated Policies and Charges for an on-going 38-lot subdivision located at Blume and Grande.

**BACKGROUND**

The applicant for this project, the Gray Trust, originally applied to the District for Water and Sewer Service to this 38-lot residential subdivision off of Blume Street in July 2001 with Board approval on an Intent to Serve Letter in August 2001. This Intent to Serve Letter expired in 2003 and the applicant re-applied. On August 27, 2003, your Honorable Board issued a new Intent-to-Serve letter to this development (See attached Board letters and Site Plans). The Intent-to-Serve letter expired on August 28, 2006, after two extensions. On August 21, 2006, the Applicant requested an Intent-to-Serve letter in writing and paid a \$50.00 administrative fee.

On September 13, 2006, your Honorable Board discussed the application and continued consideration of this matter to this meeting. Your Board requested that staff document the history of the project (See above and referenced attachments); evaluate the phasing of the project to comply with the District's adopted Allocation Policy (attached), and comment on the calculation of the projected water demand.

Both the phasing and the calculation of the projected water demand are determined by the allocation policy. According to Section 3.05.030(A) in page 2 of the Allocation Policy, the projected "total demand, including landscaping" shall be established as .3 AFY per single family dwelling unit located on a parcel size of four thousand five hundred (4,500) square feet or less. According to Section 3.05.040(A1), a total of thirty-five (35) AFY including landscaping is reserved for single family dwelling units in any one allocation year. According to Section 3.05.100(A) the District will not allocate more than twenty percent (20%) of the use type allocation to any one project during any one allocation year. Thus, the allocation policy would project the total demand for 38 lots on small parcels at 11.4 AFY (38 times .3) and require that no more than 7AFY (.2 times 35) be allocated in any one allocation year.

As set forth in the attached Water Allocation Accounting Summary, the District has approved other single family dwelling projects consuming 17.7 acre feet of water in Allocation Year 2005-06, leaving 17.3 AF available this allocation year.

The District adopted the allocation policy to provide for some interim growth until supplemental water project could be completed and the adjudication finalized. At the same time, the District initiated capacity charges so that the growth permitted under the allocation policy would contribute towards payment of a supplemental water project. The District could consider amendments to its allocation policy at any time or consider some type of moratorium under Water Code Section 350, however, any such action would need to be applied comprehensively and not applied to any one project. Further, the Board would need to determine which projects are exempt from any such amendments given their respective filing dates. Should the Board wish to change its policies at this time and to apply them to this project, the Board should continue consideration of this application to a subsequent meeting so that any such policy changes could be developed and considered.

**RECOMMENDATION**

Staff recommends your Honorable Board direct staff to allocate water to the project (7 acre-feet in AY05-06 and 4.4 acre-feet in AY06-07) in accordance the District's water allocation policy and re-issue the Intent-to-Serve (ITS) letter for the project with the following conditions:

- A Will-Serve letter for the project will be issued after development plans are approved and signed by General Manager.
- Make a non-refundable deposit ("Deposit") at the time the District issues a Will-Serve letter in an amount equal to the then calculated Fees for Connection.
- Fees for Connection shall be calculated and owing as of the date the District sets the water meter(s) to serve the affected property from which the amount of the Deposit shall be deducted.
- The District will set water meter(s) upon proof of a building permit from the County of San Luis Obispo and that the District has accepted improvements to be dedicated to the District, if applicable.
- Intent-to-Serve letters shall automatically terminate in Two (2) years. However, applicant shall be entitled to a one-year extension upon proof of reasonable due diligence in processing the project.
- This Intent-to-Serve letter shall be subject to the current and future rules, agreements, regulations, fees, resolutions and ordinances of the District.
- This Intent-to-Serve letter may be revoked, or amended, as a result of conditions imposed upon the District by a court or availability of resources, or by a change in ordinance, resolution, rules, fees or regulations adopted by the Board of Directors.

Should your Honorable Board not wish to approve this intent-to-serve letter, this matter should be continued and policy direction provided to staff regarding the policy changes that the Board wishes to consider before it considers this application.

**ATTACHMENT**

- Historic Applications and Board Letters
- Current Application
- Allocation Policy
- Water Allocation Accounting Summary

T:BOARD LETTER 2006\SERVICE REQUEST TRACT 2441.DOC

TO: BOARD OF DIRECTORS  
FROM: DOUG JONES *D*  
DATE: AUGUST 1, 2001

AGENDA ITEM **D3**  
AUG 01 2001

REQUEST FOR SERVICE  
TRACT 2441 (MID STATE PROPERTIES)

**ITEM**

Request for water and sewer service for a 38-lot development at the intersection of Blume and Grande Avenue.

**BACKGROUND**

The District has received a request for water and sewer service from Pamela Jardini of Westland Engineering, representing the developer - Mid State Properties, LLC, for a 38-lot project at the intersection of Blume and Grande. The 38-lot plan configuration has been submitted to the County Planning Department for their review and comment. It is believed that streets B & C, as indicated on the attached tract map will be privately owned, therefore, some form of homeowners association will be formed to maintain the streets as well as the open space.

An Intent-to-Serve letter for the 38-lot development may be granted subject to the following conditions:

1. Enter into a Plan Check and Inspection Agreement and pay the appropriate fees.
2. Submit improvement plans in accordance with the District Standards and Specifications for review and approval. Consideration of street lighting should also be incorporated into the plan.
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 and sewer improvements
  - b. Offer of Dedication
  - c. Engineer's Certification
  - d. A summary of all water and sewer improvement costs
5. This Intent-to-Serve Letter will expire two years from date of issuance.

**RECOMMENDATION**

Staff recommends that your Honorable Board approve the Intent-to-Serve letter for Tract 2441 with the above mentioned conditions.

July 18, 2001

Doug Jones  
c/o Nipomo Community Services District  
P.O. Box 326  
Nipomo, CA 93444

RE: Intent to serve letter for Tract Map #2441

Dear Doug,

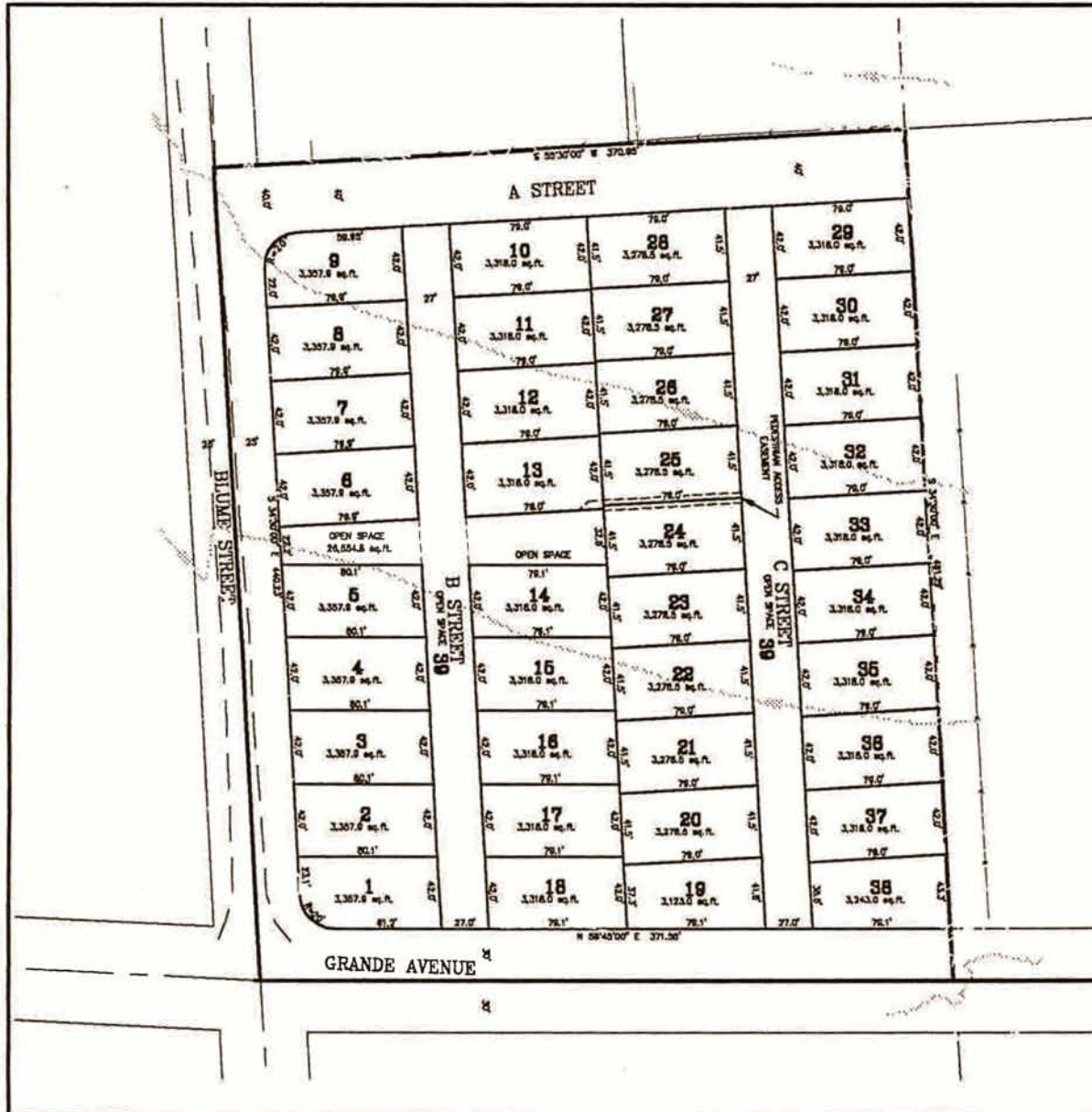
We are submitting an application to the County of San Luis Obispo's Planning Department for a development of thirty-eight (38) lots on this property. The County's Planning Department requires an intent to serve letter from NCSD in order to process the tentative Tract Map. The owner of the property is Mid-State Properties, LLC, at 1320 Archer Street, San Luis Obispo, CA 93401; Assessor's Parcel Number 092-130-049. Please provide us with an intent to serve letter and the date this map will go before your Board for discussion. A copy of the proposed Tract Map and a reduction is enclosed for your review.

Sincerely,



Pamela Jardim  
Senior Planner  
Westland Engineering

RECEIVED  
JUL 18 2001  
NIPOMO COMMUNITY SERVICES DISTRICT  
P.O. BOX 326  
NIPOMO, CA 93444



**OWNER'S STATEMENT**

I HEREBY APPLY FOR APPROVAL OF THE DIVISION OF REAL PROPERTY SHOWN ON THIS PLAT AND STATE THAT I AM THE LEGAL OWNER OF SAID PROPERTY OR THE AUTHORIZED AGENT OF THE LEGAL OWNER AND THAT THE INFORMATION SHOWN HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

WESTLAND ENGINEERING COMPANY  
75 ZACA LANE, SUITE 100, SAN LUIS OBISPO, CA 93401  
(805)-541-2384

RECORD OWNER:

MID-STATE PROPERTIES, LLC  
1320 ARCHER STREET  
SAN LUIS OBISPO, CA 93401

**ENGINEER'S STATEMENT**

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

TERRANCE K. ORTON, P.E. 21807, EXPIRES 8-30-2001  
WESTLAND ENGINEERING COMPANY  
75 ZACA LANE, SUITE 100, SAN LUIS OBISPO, CA 93401  
(805)-541-2384

**ASSESSOR'S PARCEL MAPS**

082-130-048



VICINITY MAP  
NO SCALE



TRACT 2441

**VESTING TENTATIVE MAP**

A DIVISION OF PORTIONS OF LOT 15 OF MESA GRANDE TRACT AS RECORDED IN BOOK 07 OF A PARCEL MAPS AT PAGE 18 IN THE COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA

REQUESTED BY:  
MID-STATE PROPERTIES, LLC  
PREPARED BY:  
**WESTLAND ENGINEERING COMPANY**

75 ZACA LANE, SUITE 100, SAN LUIS OBISPO, CA 93401  
(805)-541-2384

JULY 2001 JOB NO. 04.081  
SHEET 1 OF 1

TO: BOARD OF DIRECTORS  
FROM: DOUG JONES  
DATE: DECEMBER 4, 2002



RENEWAL OF INTENT TO SERVE  
TRACT 2441  
MID STATE PROPERTIES

**ITEM**

Request to renew an Intent-to-Serve letter for Tract 2441, a 38-lot development at the intersection of Blume and Grande Avenue in Nipomo

**BACKGROUND**

The District has received a request from Westland Engineering, Inc., representing Mid State Properties, to renew an Intent-to-Serve letter for water and sewer service for Tract 2441, a 38-lot development at the intersection of Blume and Grande Avenue in Nipomo. The original Intent-to-Serve letter was approved August 1, 2001. 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 and sewer improvements
  - b. Offer of Dedication
  - c. Engineer's Certification
  - d. A summary of all water and sewer improvement costs
5. This Intent-to-Serve Letter will expire two years from date of issuance.

**RECOMMENDATION**

Staff recommends that your Honorable Board issue an Intent-to-Serve letter to Westland Engineering (Mid State Properties) for water and sewer service for Tract 2441, with the above mentioned conditions.

WESTLAND ENGINEERING, INC.



CIVIL ENGINEERING  
LAND SURVEYING  
LAND PLANNING

75 ZACA LANE, SUITE 100 • SAN LUIS OBISPO, CA 93401  
TELEPHONE:(805) 541-2394 • FAX:(805) 541-2439

November 25, 2002

Doug Jones  
c/o Nipomo Community Services District  
148 South Wilson Street  
Nipomo, CA 93444-0326

RE: Renewal on an intent to serve letter for Tract <sup>2441</sup>~~2241~~, Mid-State Properties

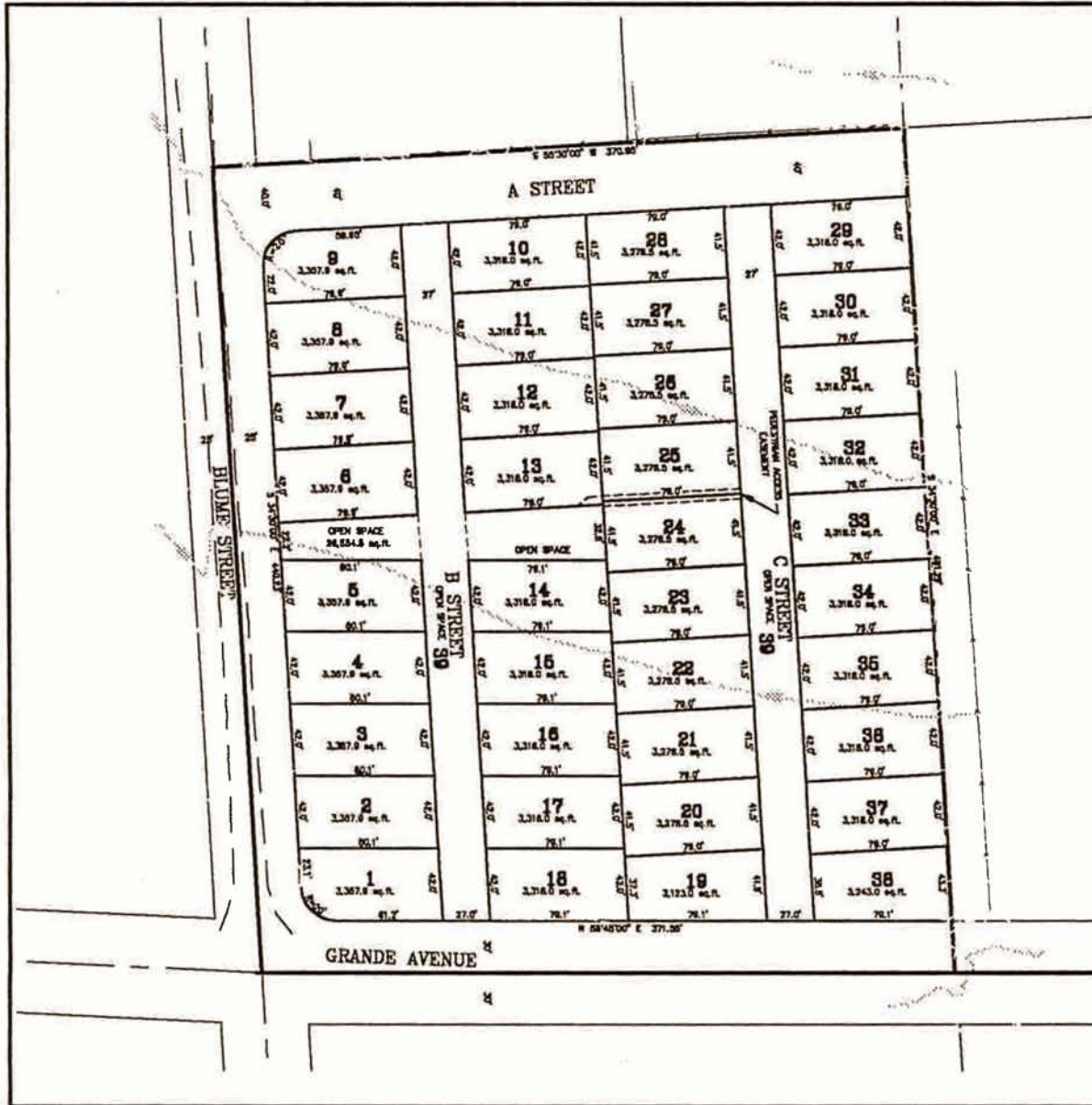
Dear Mr. Jones,

We respectfully request a renewal on the intent-to-serve letter on this project. I have attached a copy of the original intent-to-serve letter for your reference and the appropriate renewal fee has been paid. The project has not change from our original submittal.

If you have any questions or concerns, please contact me at 541-2394.

Sincerely,

Pamela Jardini  
Senior Planner



**OWNER'S STATEMENT**

I HEREBY APPLY FOR APPROVAL OF THE DIVISION OF REAL PROPERTY SHOWN ON THIS PLAT AND STATE THAT I AM THE LEGAL OWNER OF SAID PROPERTY OR THE AUTHORIZED AGENT OF THE LEGAL OWNER AND THAT THE INFORMATION SHOWN HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

WESTLAND ENGINEERING COMPANY  
75 ZACA LANE, SUITE 100, SAN LUIS OBISPO, CA 93401  
(805)-541-2384

RECORD OWNER:

MID-STATE PROPERTIES, LLC  
1320 ANCHER STREET  
SAN LUIS OBISPO, CA 93401

**ENGINEER'S STATEMENT**

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WESTLAND ENGINEERING COMPANY  
75 ZACA LANE, SUITE 100, SAN LUIS OBISPO, CA 93401  
(805)-541-2384

**ASSESSOR'S PARCEL MAPS**

082-130-048



**TRACT 2441  
VESTING TENTATIVE MAP**

A DIVISION OF PORTIONS OF LOT 19 OF MESA GRANDE TRACT AS RECORDED IN BOOK OF A PARCEL MAPS AT PAGE 18 IN THE COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA

REQUESTED BY:  
MID-STATE PROPERTIES, LLC  
PREPARED BY:  
WESTLAND ENGINEERING COMPANY  
75 ZACA LANE, SUITE 100, SAN LUIS OBISPO, CA 93401  
(805)-541-2384

JULY 2001 JOB NO. 00.081

SHEET 1 OF 1



# NIPOMO COMMUNITY

## BOARD MEMBERS

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



# SERVICES DISTRICT

## STAFF

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

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

August 16, 2001

Effective date August 6, 2001

Pamela Jardini  
Westland Engineering Company  
75 Zaca Lane, Suite 100  
San Luis Obispo, CA 93401

THIS IS NOT A WILL-SERVE LETTER

**SUBJECT: INTENT-TO-SERVE WATER AND SEWER SERVICE  
TRACT 2441 BLUME & GRANDE, NIPOMO (Mid State Properties)**

At their Regular Meeting on August 1, 2001, the Board of Directors of the Nipomo Community Services District considered your request for water and sewer service for Tract 2441, a 38-lot development at Blume and Grande in Nipomo. The Intent-to-Serve letter for your development was granted subject to the following conditions:

1. Enter into a Plan Check and Inspection Agreement and pay the appropriate fees.
2. Submit improvement plans in accordance with the District Standards and Specifications for review and approval.
3. Pay all appropriate District water, 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 and sewer improvements
  - b. Offer of Dedication
  - c. Engineer's Certification
  - d. A summary of all water improvement costs
5. This Intent-to-Serve Letter will expire two years from date of issuance.

As required by Section 19.20.238 Title 19 of the San Luis Obispo County Code, the Nipomo Community Services District certifies that it will provide potable water service to Tract <sup>2441</sup>~~2393~~, and that it has sufficient water resources and system capacity to provide such service. Notwithstanding any other language in this letter, the District certifies that (1) it will provide new service to the parcel(s) within the development on the same basis as it provides new service to any other legal parcel within the District's service area; and (2) once new service is established for a parcel(s) within the development, the District will provide service to said parcel on the same basis as it provides service to other customers within the same land use designation.

Pamela Jardini  
Westland Engineering Company  
Tract 2441  
Intent-to-Serve  
August 16, 2001  
Page 2

THIS IS NOT A WILL-SERVE LETTER

Notwithstanding to the above paragraph, notice is provided that Nipomo Community Services District has been made a party to that lawsuit entitled Santa Maria Valley Water Conservation District, et al. v. City of Santa Maria, et al., Santa Clara Superior Court Case No. CV 770214. The case involves competing claims to the right to produce water from and/or store water in the Santa Maria Valley Groundwater Basin, the water source from which Nipomo Community Services District derives the water, which it serves. The District is now unable to predict with any certainty the outcome of the above-referenced litigation. However, the litigation conceivably could result in a limitation on the availability of groundwater for the District's production and/or an increase in the cost of water which the District serves to its water customers.


**The County Planning & Building Department is directed to withhold the building permit until the District's fees have been paid.**

This "Intent-to-Serve" letter shall be subject to the current and future rules, regulations, fees, resolutions and ordinances of the Nipomo Community Services District. This "Intent-to-Serve" letter may be revoked as a result of conditions imposed upon the District by a Court or availability of resources, or by a change in ordinance, resolution, rules, fees or regulations adopted by the Board of Directors for the protection of the health, safety, and welfare of the District. The District reserves the right to revoke this "Intent-to-Serve" letter at any time.


**A TWO YEAR EXPIRATION DATE IS IN EFFECT**

Sincerely,

NIPOMO COMMUNITY SERVICES DISTRICT

  
Doug Jones  
General Manager

Will-Serve\Intent\Tr 2441 Mid State Properties new.doc

TO: BOARD OF DIRECTORS  
FROM: DOUG JONES   
DATE: AUGUST 13, 2003



REQUEST FOR SERVICE  
TRACT 2441  
GRAY TRUST

**ITEM**

Request for renewal of an Intent-to-Serve letter for a 38-lot project at Blume and Grande

**BACKGROUND**

The District received a request from Westland Engineering to renew an Intent-to-Serve letter for water and sewer service to a 38-lot development at Blume and Grande (Tract 2441). The original Intent-to-Serve letter was issued August 16, 2001. Your Honorable Board may renew the Intent-to-Serve letter Tract 2441 with the following conditions:

1. Enter into a Plan Check and Inspection Agreement and pay the appropriate fees.
2. Submit improvement plans showing appropriate looping 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 renew the Intent-to-Serve letter for Tract 2441 with the above conditions.

WESTLAND ENGINEERING, INC.



CIVIL ENGINEERING  
LAND SURVEYING  
LAND PLANNING

75 ZACA LANE, SUITE 100 • SAN LUIS OBISPO, CA 93401

TELEPHONE:(805) 541-2394 • FAX:(805) 541-2439

July 30, 2003

Doug Jones  
N.C.S.D.  
148 Wilson Street  
Nipomo, CA 93444

Re: Intent-to-Serve Renewal for Tract 2441

Dear Mr. Jones,

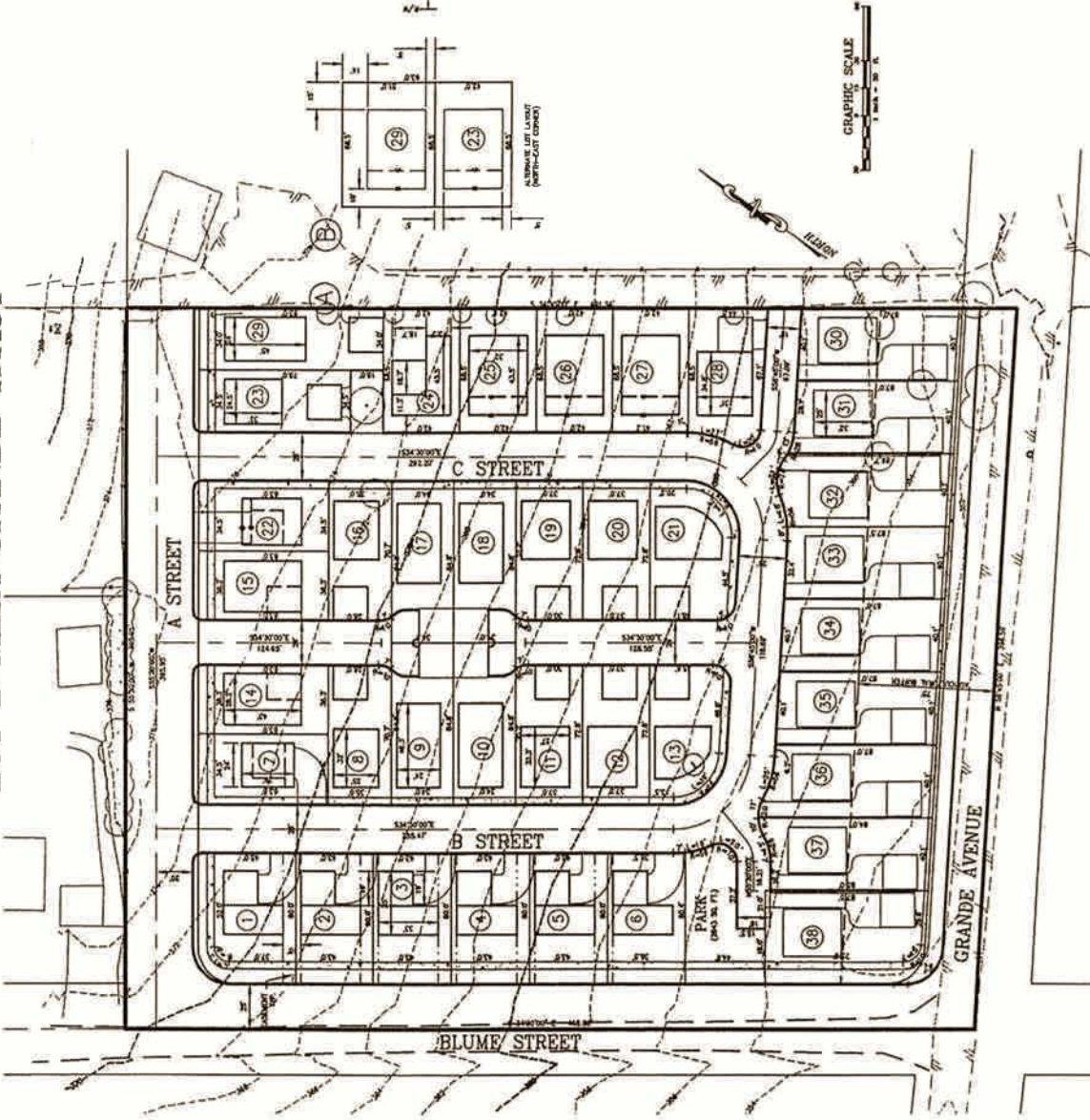
We respectfully request a renewal of the intent-to-serve for the above-mentioned tract. I have attached a copy of the original intent-to-serve for your reference along with a check for the renewal fee of \$50. Please note that this project has not changed from our original submittal. If you have any questions, please contact me at 805/541-2394.

Sincerely,

A handwritten signature in cursive script that reads "Jessica George". The signature is written in dark ink and is positioned above the typed name.

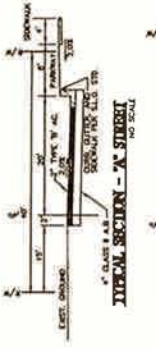
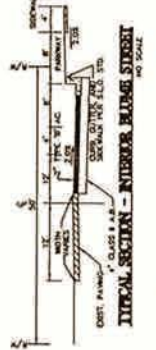
Jessica George  
Assistant Planner

# CONCEPTUAL PLAN LOT 15 MESA GRANDE TRACT



### LEGEND

- EXISTING MAJOR CENTERLINE
- EXISTING MAJOR CENTERLINE
- PROPOSED RETAINING WALLS
- PROPOSED SPOT ELEVATIONS
- PROPOSED SPOT ELEVATIONS
- AREAS TO BE REWORKED



**WESTLAND ENGINEERING, INC.**  
CIVIL ENGINEERING, SURVEYING, PLANNING  
1000 W. 10TH ST., SUITE 100  
DENVER, COLORADO 80202  
PHONE: 333-1111 FAX: 333-1111

**CONCEPTUAL PLAN**

**LOT 15 MESA GRANDE TRACT**

Project No.	15-001
Client	WESTLAND ENGINEERING, INC.
Date	10/1/00
Scale	AS SHOWN
Sheet No.	1 OF 1

11-652 E. 1162

### GRAVING NOTES

1. GRADING SHALL CONFORM TO APPLICABLE COUNTY ORDINANCES, CHAPTER 33 OF THE UNIFORM BUILDING CODE AND OTHER APPLICABLE CODES.
2. ALL EXISTING AND PROPOSED SPOT ELEVATIONS SHALL BE VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPLICABLE AGENCIES AND AUTHORITIES.
3. ALL EXISTING AND PROPOSED SPOT ELEVATIONS SHALL BE COMPARED TO THE EXISTING AND PROPOSED SPOT ELEVATIONS AND TO THE EXISTING AND PROPOSED SPOT ELEVATIONS.
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TO: BOARD OF DIRECTORS  
FROM: DOUG JONES   
DATE: AUGUST 27, 2003



REQUEST FOR SERVICE  
TRACT 2441  
GRAY TRUST

**ITEM**

Request for renewal of an Intent-to-Serve letter for a 38-lot project at Blume and Grande  
This item was continued from the Board meeting of August 13, 2003.

**BACKGROUND**

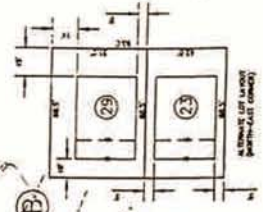
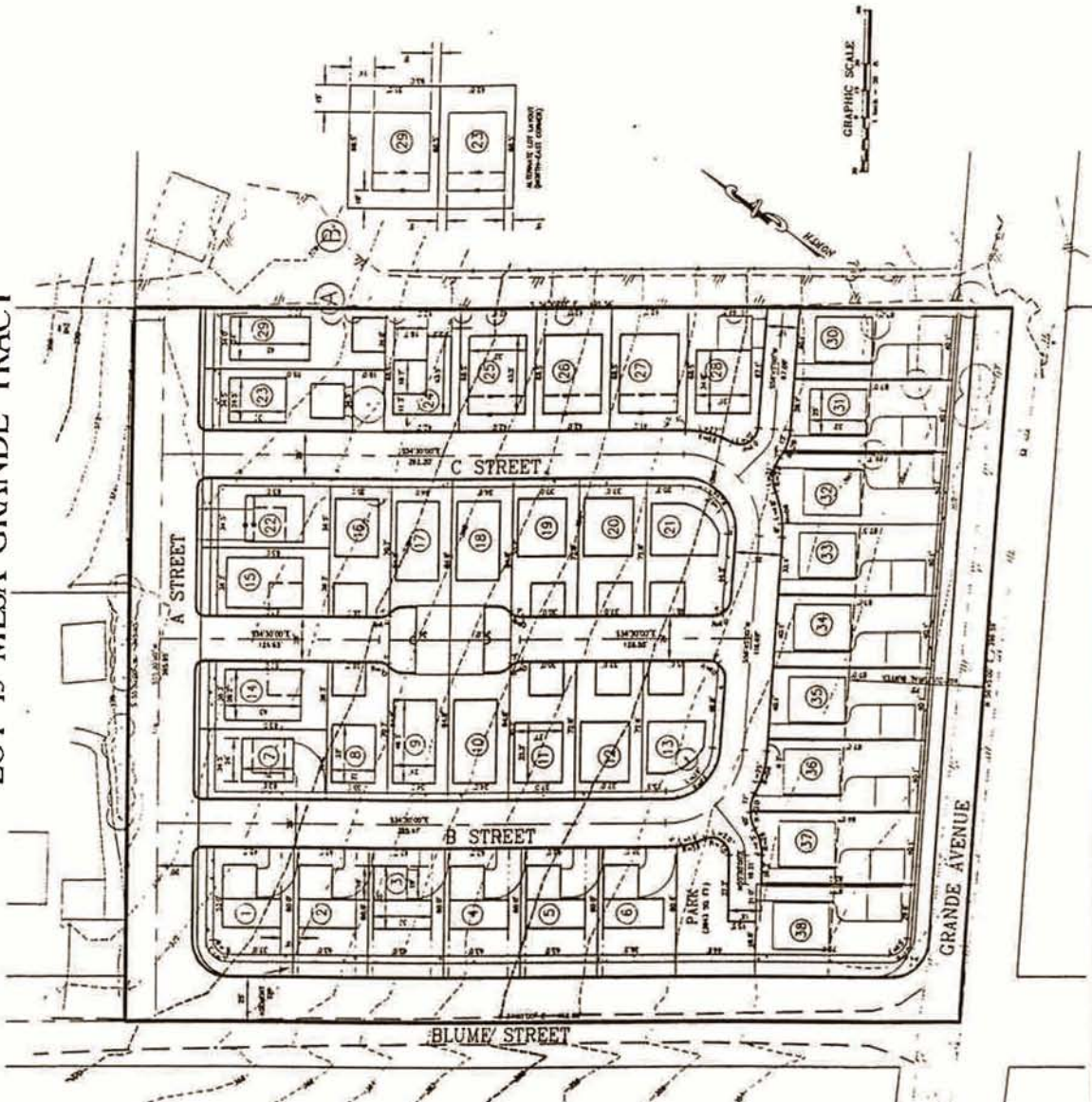
The District received a request from Westland Engineering to renew an Intent-to-Serve letter for water and sewer service to a 38-lot development at Blume and Grande (Tract 2441). The original Intent-to-Serve letter was issued August 16, 2001. The estimated water use would be about 15 AFY. Wastewater flow will be approx. 0.01 MGD. Your Honorable Board may renew the Intent-to-Serve letter Tract 2441 with the following conditions:

1. Enter into a Plan Check and Inspection Agreement and pay the appropriate fees.
2. Submit improvement plans showing appropriate looping 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.
6. Other future conditions the Board of Directors may establish prior to the issuance of a Will-Serve letter.

**RECOMMENDATION**

Staff recommends that your Honorable Board renew the Intent-to-Serve letter for Tract 2441 with the above conditions.

CONCEPTUAL PLAN  
LOT 15 MESA GRANDE TRACT

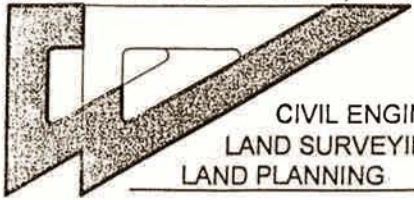


WESTLAND ENGINEERING, INC.  
1000 N. W. 10th St., Suite 100, Ft. Lauderdale, FL 33304  
TEL: (954) 571-1111 FAX: (954) 571-1112  
WWW.WESTLAND-ENG.COM

LOT 15 MESA GRANDE TRACT  
CONCEPTUAL PLAN

DATE: 11/14/27  
SCALE: 1" = 100'

WESTLAND ENGINEERING, INC.



CIVIL ENGINEERING  
LAND SURVEYING  
LAND PLANNING

75 ZACA LANE, SUITE 100 • SAN LUIS OBISPO, CA 93401  
TELEPHONE:(805) 541-2394 • FAX:(805) 541-2439

July 30, 2003

Doug Jones  
N.C.S.D.  
148 Wilson Street  
Nipomo, CA 93444

Re: Intent-to-Serve Renewal for Tract 2441

Dear Mr. Jones,

We respectfully request a renewal of the intent-to-serve for the above-mentioned tract. I have attached a copy of the original intent-to-serve for your reference along with a check for the renewal fee of \$50. Please note that this project has not changed from our original submittal. If you have any questions, please contact me at 805/541-2394.

Sincerely,

Jessica George  
Assistant Planner



DATE 7-31-03

NIPOMO COMMUNITY SERVICES DISTRICT  
APPLICATION FOR  
INTENT-TO SERVE LETTER

1. SLO County Planning Department/Tract or Development No.: Tract 2441
2. Project's Location: On Corner of Blume & Grande
3. Assessor's Parcel Number(APN) of lot(s) to be served: 092-130-049
4. Total Number of Residential Units: 38 res. 1 open Space
5. Owner Name: Mid-State Properties
6. Business Address: 1320 Archer St., SLO CA 93401
7. Mailing Address: 1320 Archer St., SLO CA 93401
8. Phone Number: 543-1500
9. Agent's Name(Architect or Engineer): Westland Engineering
10. Mailing Address: 75 Zaca Lane, SLO CA 93401
11. Phone Number: (805) 541-2394
12. Type of Use:
  - Single Family Residence     Duplex     Triplex     Multi-Family
  - Subdivision
  - Commercial? \_\_\_\_\_ Type \_\_\_\_\_
  - Remodel: (Project Description) \_\_\_\_\_

13. Applications for commercial projects, projects that exceed two (2) residential units, or multi-family projects will not be approved until the following have been submitted to the District for its review:
  - a. Two (2) separate sets of site plans that show the approximate square footage of each unit, the site topography and an estimate of the number of water fixtures to serve each unit in the project; and
  - b. A reduced copy of the site plan (8½" x 11")
  - c. The number of plumbing fixture units 760 (more or less)
  - d. An engineer or architect's estimate of monthly water and sewer and demand (in gallons per month) for the project. 342,000 gal/mo.

NIPOMO COMMUNITY SERVICES DISTRICT  
APPLICATION FOR  
INTENT-TO SERVE LETTER  
PAGE TWO

14. The Applicant agrees that in accordance with generally accepted construction practices, Applicant shall assume sole and complete responsibility for the condition of the job site during the course of the project, including the safety of persons and property; that this requirement shall apply continuously and not be limited to normal working hours; and the Applicant shall defend, indemnify, and hold the District and District's agents, employees and consultants harmless from any and all claims, demands, damages, costs, expenses (including attorney's fees) judgements or liabilities arising out of the performance or attempted performance of the work on this project; except those claims, demands, damages, costs, expenses (including attorney's fees) judgements or liabilities resulting from the negligence or willful misconduct of the District.

Nothing in the foregoing indemnity provision shall be construed to require Applicant to indemnify District against any responsibility or liability or contravention of Civil Code §2782.

15. The undersigned acknowledges receipt of the Nipomo Community Services District Application for District Service Policy and Guidelines (attached).

16. APPLICATION FEES:  
Intent to Serve Application Processing Fee.....\$ 50.00  
(Non-refundable payment attached to this application)

Date 7-31-03

Westland Engineering  
(Must be signed by owner or owner's agent)

Westland Engineering  
Print name

FOR DISTRICT OFFICE USE:

AMOUNT PAID \$ 50<sup>00</sup> DATE: 7-30-03 RECEIPT # 66364

DATE 7-31-03

NIPOMO COMMUNITY SERVICES DISTRICT  
APPLICATION FOR  
INTENT-TO SERVE LETTER

1. SLO County Planning Department/Tract or Development No.: Tract 2441
2. Project's Location: On Corner of Blume & Grande
3. Assessor's Parcel Number (APN) of lot(s) to be served: 092-130-049
4. Total Number of Residential Units: 38 res. 1 open Space
5. Owner Name: Mid-State Properties
6. Business Address: 1320 Archer St., SLO CA 93401
7. Mailing Address: 1320 Archer St., SLO CA 93401
8. Phone Number: 543-1500
9. Agent's Name (Architect or Engineer): Westland Engineering
10. Mailing Address: 75 Zaca Lane, SLO CA 93401
11. Phone Number: (805) 541-2394
12. Type of Use:

- Single Family Residence     Duplex     Triplex     Multi-Family
- Subdivision
- Commercial? \_\_\_\_\_ Type \_\_\_\_\_
- Remodel: (Project Description) \_\_\_\_\_

13. Applications for commercial projects, projects that exceed two (2) residential units, or multi-family projects will not be approved until the following have been submitted to the District for its review:

a. Two (2) separate sets of site plans that show the approximate square footage of each unit, the site topography and an estimate of the number of water fixtures to serve each unit in the project; and

b. A reduced copy of the site plan (8 1/2" x 11")

c. The number of plumbing fixture units Unable to determine at this time.

d. An engineer or architect's estimate of monthly water and sewer and demand (in gallons per month) for the project.

460,000

Please supply this information

WESTLAND ENGINEERING, INC.



CIVIL ENGINEERING  
LAND SURVEYING  
LAND PLANNING

3480 SOUTH HIGUERA STREET, SUITE 130 • SAN LUIS OBISPO, CA 93401  
info@westlandengr.com • TELEPHONE: (805) 541-2394 • FAX: (805) 541-2439

August 21, 2006  
Job #00.081

Mr. Bruce Buel  
Nipomo Community Service District  
148 South Wilson Street  
Nipomo, CA 93444

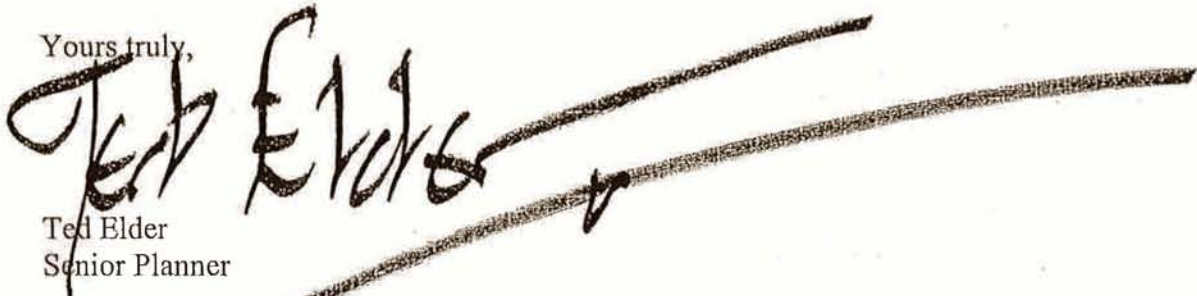
**RE: INTENT-TO-SERVE EXPIRATION – TRACT 2441 – BLUME & GRANDE**

Dear Mr. Buel:

Please accept the enclosed application to extend the Intent-To-Serve which expires on August 28, 2006. We have included the required \$50.00 extension fee.

If you should need any additional information, give our office a call.

Yours truly,



Ted Elder  
Senior Planner

Enclosures: Map

RECEIVED  
AUG 22 2006  
NIPOMO COMMUNITY  
SERVICES DISTRICT





# NIPOMO COMMUNITY SERVICES DISTRICT

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

Office use only:  
Date and Time  
Complete  
Application and  
fees received:

## INTENT-TO-SERVE/WILL-SERVE APPLICATION

1. This is an application for:  Sewer and Water Service  Water Service Only
2. SLO County Planning Department/Tract or Development No.: Tract 2241
3. Attach a copy of SLO County application.

**Note:** District Intent-to-Serve letters expire eight (8) months from date of issue, unless the project's County application is deemed complete.

4. Project location: Corner of Blume & Grande in Nipomo
5. Assessor's Parcel Number (APN) of lot(s) to be served: 092-130-049
6. Owner Name: Gray Trust (Mid-State Properties, LLC)
7. Mailing Address: 1320 Archer Street, San Luis Obispo CA 93401
8. Email: \_\_\_\_\_
9. Phone: 805 543-1500 FAX: 805 543-1590

10. Agent's Information (Architect or Engineer):

Name: Westland Engineering, Inc.

Address: 3480 S. Higuera Street #130, San Luis Obispo CA 93401

Email: telder@westlandengr.com

Phone: 805 541-2394 FAX: 805 541-2439

11. Type of Project: (circle as applicable)

Single Family Residence    Duplex    Secondary (a.k.a Granny) Unit  
Multi-Family (under single roof)    Commercial    Mixed-Use (commercial & residential)

11. Number of Dwelling Units 38    Number of Low Income units 0

12. Does this project require a sub-division? Yes (yes/no)  
If yes, number of new lots created 3

13. Site Plan:

For projects requiring Board approval, submit six (6) standard size (24" x 36") copies and one reduced copy (8½" x 11"). Board approval is needed for the following:

- more than four dwelling units
- property requiring sub-divisions
- higher than currently permitted housing density
- commercial developments

All other projects, submit two (2) standard size (24" x 36") and one reduced copy (8½" x 11").

Show parcel layout, water and sewer laterals, and general off-site improvements, as applicable.

14. Water Demand Certification:

A completed Water Demand Certification, signed by project engineer/architect, must be included for all residential and the residential-portion of mixed use.

15. Commercial Projects Service Demand Estimates:

Provide an estimate of yearly water (AFY) and sewer (MGD) demand for the project.

**Please note:** All commercial projects are required to use low water use irrigation systems and water conservation best management practices.

16. Agreement:

The Applicant agrees that in accordance with generally accepted construction practices, Applicant shall assume sole and complete responsibility for the condition of the job site during the course of the project, including the safety of persons and property; that this requirement shall apply continuously and not be limited to normal working hours; and the Applicant shall defend, indemnify, and hold the District and District's agents, employees and consultants harmless from any and all claims, demands, damages, costs, expenses (including attorney's fees) judgments or liabilities arising out of the performance or attempted performance of the work on this project; except those claims, demands, damages, costs, expenses (including attorney's fees) judgments or liabilities resulting from the negligence or willful misconduct of the District.

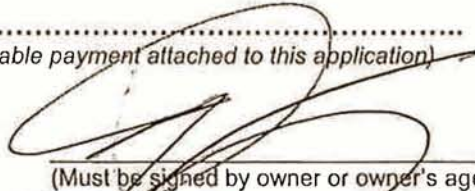
Nothing in the foregoing indemnity provision shall be construed to require Applicant to indemnify District against any responsibility or liability or contravention of Civil Code §2782

Application Processing Fee..... \$50.00

*(Non-refundable payment attached to this application)*

Date 8/21/06

Signed



*(Must be signed by owner or owner's agent)*

Print Name

WILL GRAY FERGUSON TRUST



# NIPOMO COMMUNITY SERVICES DISTRICT

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

## WATER DEMAND CERTIFICATION

Supplement to Intent-to-Serve/Will Serve Application

### Definitions

(Please note – these definitions do NOT reconcile with standard SLO County Planning department definitions)

**Multi-family dwelling unit** – means a building or portion thereof designed and used as a residence for three or more families living independently of each other under a common roof, including apartment houses, apartment hotels and flats, but not including automobile courts, or boardinghouses.

**Two-family dwelling units (duplex)** – means a building with a common roof containing not more than two kitchens, designed and/or used to house not more than two families living independently of each other.

**Single-family dwelling unit** – means a building designed for or used to house not more than one family.

**Secondary dwelling units** – means an attached or detached secondary residential dwelling unit on the same parcel as an existing single-family (primary) dwelling. A secondary unit provides for complete independent living facilities for one or more persons.

### Commercial Projects

Commercial projects are exempt from Water Demand Certification; however, low water-use irrigation systems and water conservation best-management practices are required. The dwelling component of Mixed-Use projects (e.g. commercial and residential), are required to provide Water Demand Certification for the dwelling unit portion of the project.

### Non-Commercial Projects

Water Demand Certification is required for all non-commercial projects and for the dwelling units of Mixed-Use. Certification must be signed by a licensed Engineer/Architect.

- - - Go to next page for demand calculation and certification - - -



**Demand Calculation (for new dwelling units only)**

Total project water demand (dwelling units including irrigation), by District standard, is as follows:

Number of Multi-family Units	_____	X	0.18	=	_____
Number of Duplexes/Secondary Units	_____	X	0.3	=	_____
Number of Single Family Units with:					
Parcel less than 4,500 sq. ft.	<u>38</u>	X	0.3	=	<u>11.4</u>
Parcel between 4,500 and 10,000 sq. ft.	_____	X	0.45	=	_____
Parcel greater than 10,000 sq. ft.	_____	X	0.55	=	_____
Total demand all dwelling units including irrigation				=	<u>11.4</u>

**Certification**

I the undersigned do here by certify:

Project design incorporates low water use landscape and landscape irrigation systems.

The design maximum total water demand, including landscaping does not exceed the following:

- 0.18 AFY per Multi-Family Dwelling Unit;
- 0.3 AFY per Dwelling Unit for duplexes and Secondary Dwellings;
- 0.3 AFY per Single Family Dwelling Unit located on a parcel size of four thousand five hundred (4,500) square feet or less;
- 0.45 AFY per Single Family Dwelling Unit located on a parcel size between four thousand five hundred (4,500) and ten thousand (10,000) square feet.
- 0.55 AFY per Single Family Dwelling Unit located on a parcel size that exceeds ten thousand (10,000) square feet.
- 0.85 AFY for the entire parcel when a secondary home is being added.

Note: "AFY" = acre-foot per year  
 Parcel size is net area

Signed  Date 8.21.06  
 Must be signed by project engineer/architect

Title Pres License Number 7821807 Expires 3.30.07

Project Tract Map 2441 (e.g. Tract Number, Parcel Map #, APN)

ORDINANCE NO. 2004 - 100

AN ORDINANCE OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
ADOPTING RULES AND REGULATIONS FOR ALLOCATING  
INTENT-TO-SERVE LETTERS FOR PROJECTS WITHIN  
THE DISTRICT BOUNDARY  
CHAPTER 3.05 OF THE DISTRICT CODE

**WHEREAS**, it is essential for the protection of the health, welfare, and safety of the residents of the Nipomo Community Services District ("District"), and the public benefit of the State of California ("State"), that the groundwater resources of the Nipomo Mesa be conserved; and

**WHEREAS**, all of the current water supply requirements for the District are met by the use of groundwater; and

**WHEREAS**, the District is a party to a groundwater litigation matter, Santa Maria Valley Water Conservation District v. City of Santa Maria, etc. et al., Case No. CV 770214 ("Groundwater Litigation"). Until the Groundwater Litigation is resolved or settled the District's ability to rely on groundwater from the Santa Maria Groundwater Basin cannot be quantified; and

**WHEREAS**, the District's Urban Water Management Plan acknowledges that the District's future water supply will be dependent on the Court's decision on the adjudication of the Santa Maria Groundwater Basin with the possibility of the District having to curtail its pumpage from the Nipomo Sub-Area of the Santa Maria Groundwater Basin; and

**WHEREAS**, S.S. Papadopoulos and Associates, Inc. has prepared a report titled *Nipomo Mesa Groundwater Resource Capacity Study, San Luis Obispo, California* for the San Luis Obispo County Board of Supervisors (said Report and referenced documents are incorporated herein by this reference). Said Report included the following opinions and findings:

1. That groundwater pumping in the Nipomo Mesa area is in excess of the dependable yield. Since current and projected pumping beneath Nipomo Mesa exceeds inflow (natural recharge plus subsurface inflow), the Nipomo Mesa portion of the Santa Maria Groundwater Basin is currently in overdraft and projections of future demand indicate increasing overdraft.
2. DWR's findings for groundwater beneath the Nipomo Mesa Area are consistent with the County's Resource Management System Water Supply Criterion, Level of Severity III - existing demand equals or exceeds the dependable supply.

ORDINANCE NO. 2004 - 100

AN ORDINANCE OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
ADOPTING RULES AND REGULATIONS FOR ALLOCATING  
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THE DISTRICT BOUNDARY  
CHAPTER 3.05 OF THE DISTRICT CODE

3. Although, existing and projected future water demand at Nipomo Mesa exceeds sustainable groundwater supply based on local water balance analyses, associated potential impact such as seawater intrusion of the aquifer system is not an imminent threat. Hydraulic analyses indicate that a time lag of many decades is likely before heavy groundwater pumping a few miles from the coast results in evidence of seawater intrusion near the coastline.
4. Analysis of historical rainfall data indicate a 30% likelihood that another 10-year period will occur within the next 100 years with annual rainfall nearly 2 inches below average. This would result in major declines in groundwater levels in the Santa Maria River Valley and Nipomo Mesa accompanied by reduced production capability from many wells, increased energy costs for pumping, and increased risk of seawater intrusion of the aquifers near the coastal margin.
5. Management response to these findings could include increased use of recycled water, increased importation of supplemental water, implementation of additional conservation measures, and appropriate limits on development; and

**WHEREAS**, the San Luis Obispo County Department of Planning and Building's 2004 Resource Capacity Study for the Water Supply in the Nipomo Mesa Area recommends a Level of Severity III (existing demand equals or exceeds dependable supply) be certified for the Nipomo Mesa Area and that measures be implemented to lessen adverse impacts of future development (said Study and referenced documents are incorporated herein by reference); and

**WHEREAS**, SAIC, the District's groundwater expert, has testified to Phase III of the above referenced Groundwater Adjudication that the Nipomo Mesa Area is in overdraft (said testimony and exhibits are incorporated herein by this reference); and

**WHEREAS**, the County of San Luis Obispo has adopted a "Growth Management Ordinance" (Title 26 of the County Code) that imposes a 2.3 percent growth limitation for non-exempt projects for the Nipomo Mesa area (said Title 26 and implementing Ordinance and supporting studies, including the supporting CEQA analysis are incorporated herein by this reference). The stated

ORDINANCE NO. 2004 - 100

AN ORDINANCE OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
ADOPTING RULES AND REGULATIONS FOR ALLOCATING  
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THE DISTRICT BOUNDARY  
CHAPTER 3.05 OF THE DISTRICT CODE

purpose of Title 26 is to establish regulations to protect and promote the public health, safety and welfare including:

1. To establish an annual rate of growth that is consistent with the ability of community resources to support the growth, as established by the Resource Management System (RMS) of the County General Plan;
2. To establish a system for allocating the number of residential construction permits to be allowed each year by the annual growth rate set by the County Board of Supervisors; and
3. To minimize adverse effects on the public resulting from a rate of growth which will adversely affect the resources necessary to support existing and proposed new development as envisioned by the County General Plan; and

**WHEREAS**, it is essential for conservation purposes, and for the protection of groundwater resources, that the District adopt procedures allocating water service.; and

**WHEREAS**, the District Board of Directors, at a public meeting, on June 16, 2004, considered a Staff Report, and public testimony regarding potential actions to implement restrictions on water service within the District boundary; and

**WHEREAS**, on September 7, 2004, the District Board of Directors conducted a public hearing, considered the Staff Report and public testimony on the proposed Ordinance (Chapter 3.05 to the District Code); and

**WHEREAS**, on September 29, 2004, the District Board of Directors conducted a Public Hearing, considered the Staff Report and public testimony on the proposed Ordinance (Chapter 3.05 to the District Code) and continued the Public Hearing; and

**WHEREAS**, on October 13, 2004, the District Board of Directors, at a continued Public Hearing, took the following actions in considering the adoption of this Ordinance:

- A. Considered the facts and analysis as presented in the Staff Report prepared for the adoption of this Ordinance;

ORDINANCE NO. 2004 - 100

AN ORDINANCE OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
ADOPTING RULES AND REGULATIONS FOR ALLOCATING  
INTENT-TO-SERVE LETTERS FOR PROJECTS WITHIN  
THE DISTRICT BOUNDARY  
CHAPTER 3.05 OF THE DISTRICT CODE

- B. Conducted a public hearing to obtain public testimony on the proposed Ordinance;
- C. Considered the contents of an environmental initial study and adopted a negative declaration status for the Ordinance.

**WHEREAS**, in adopting this Ordinance, the District does not intend to limit other authorized means of managing, protecting and conserving the groundwater basin, and intends to work cooperatively with other agencies to implement joint groundwater management practices; and

**WHEREAS**, based on the Staff Report, Staff presentation, and public comment, the District Board of Directors finds:

- A. That it is the purpose and intent in adopting this Ordinance includes those purposes found in Section 3.05.010 of the Ordinance;
- B. Adopting and allocating Intent-to-Serve Letters for water service, based on resource quantities, will provide greater assurance that there will be adequate groundwater to meet present and future needs of District residents;
- C. That imposing a 2.3 percent cap on water allocation to non-exempt projects provides a logical, consistent approach to water allocation;
- D. That adopting this Chapter 3.05 will conserve the water supply for the greater public benefit, with particular regards to domestic use, sanitation and fire protection.
- E. That the hearing adopting this Ordinance has been appropriately noticed as required by law.

**NOW, THEREFORE BE IT ORDAINED**, by the Board of Directors of the District as follows:

**Section 1. Adoption of Chapter 3.05 to the District Code**

Chapter 3.05 to the District Code, attached hereto as Exhibit "A", is hereby incorporated herein by reference and adopted by the Board of Directors of the Nipomo Community Services District.

**Section 2. Incorporation of Recitals**

The recitals to this Ordinance are true and correct, support the

ORDINANCE NO. 2004 - 100

AN ORDINANCE OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
ADOPTING RULES AND REGULATIONS FOR ALLOCATING  
INTENT-TO-SERVE LETTERS FOR PROJECTS WITHIN  
THE DISTRICT BOUNDARY  
CHAPTER 3.05 OF THE DISTRICT CODE

implementation of conservation measures and procedures adopted by this Ordinance and are incorporated herein by this reference.

**Section 3. Severability**

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional, ineffective or in any manner in conflict with the laws of the United States, or the State of California, such decision shall not affect the validity of the remaining portions of this Ordinance. The Governing Board of the District hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsection, sentence, clause or phrase be declared unconstitutional, ineffective, or in any manner in conflict with the laws of the United States or the State of California.

**Section 4. Effect of headings in Ordinance**

Title, division, part, chapter, article, and section headings contained herein do not in any manner affect the scope, meaning, or intent of the provisions of this Ordinance.

**Section 5. Inconsistency**

To the extent that the terms of provision of this Ordinance may be inconsistent or in conflict with the terms or conditions of any prior District Ordinance(s), Motions, Resolutions, Rules, or Regulations or any County Ordinance(s), Motions, Resolutions, Rules, or Regulations adopted by the District, governing the same subject matter thereof, then such inconsistent and conflicting provisions of prior Ordinances, Motions, Resolutions, Rules, and Regulations are hereby repealed.

**Section 6. Effective Date**

This Ordinance shall take effect immediately upon its adoption. Before the expiration of fifteen (15) days after passage it shall be posted in three (3) public places with the names of the members voting for and against the Ordinance and shall remain posted thereafter for at least one (1) week. The Ordinance shall be published once with the names of the members of the Board of Directors voting for and against the Ordinance in the Five Cities Times Press Recorder.

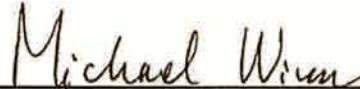
ORDINANCE NO. 2004 - 100

AN ORDINANCE OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
ADOPTING RULES AND REGULATIONS FOR ALLOCATING  
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THE DISTRICT BOUNDARY  
CHAPTER 3.05 OF THE DISTRICT CODE

On motion of Board Member Vierheilig, seconded by Board Member Trotter, and on the following roll call vote, to wit:

AYES: Directors Vierheilig, Trotter, Winn  
NOES: Directors Wirsing and Blair  
ABSENT: None

The foregoing Ordinance was passed and adopted this 13<sup>th</sup> day of October, 2004.



MICHAEL WINN,  
President of the 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

T:\Documents\Ordinances\2004-100 Allocation.doc

**NIPOMO COMMUNITY SERVICES DISTRICT**

**EXHIBIT "A"**

**CHAPTER 3.05 OF THE DISTRICT CODE**

**WATER SERVICE LIMITATIONS**

**3.05.010 Purpose.**

The purposes of this Chapter include the following:

- A. To promote public health and safety and to avoid water shortage emergencies by establishing a maximum annual water allocation for residential water service within the District boundaries.
- B. To promote conservation by establishing goals for the maximum beneficial use of water by residential category.
- C. To allocate water service by categories to avoid a particular category from being excluded from participation and receiving water service.
- D. To establish a maximum allocation for any one project during an allocation year, so as to allow greater opportunity for all projects in a category to participate and to receive water service.
- E. To avoid speculation by requiring applicants to diligently process their projects consistent with the rules and regulations of the County of San Luis Obispo.
- F. To grant a priority for the provision of available resources to proposed housing developments which help meet the County of San Luis Obispo's share of regional housing need for lower income households as identified in the Housing Element adopted by the San Luis Obispo County Board of Supervisors.
- G. To provide flexibility by allowing the Board to consider redistributing allocations at the end of the second (2<sup>nd</sup>) quarter and in the middle of the fourth (4<sup>th</sup>) quarter of each allocation year.

**3.05.020 Definitions.**

- A. **AFY** – means acre feet per year.
- B. **Allocation Year** – means October 1<sup>st</sup> through September 30<sup>th</sup> of each calendar year.



C. **Lower income housing** – means lower income housing as identified in the Housing Element of the San Luis Obispo County General Plan, as amended from time to time.

D. **Multi-family dwelling unit** – means a building or portion thereof designed and used as a residence for three or more families living independently of each other under a common roof, including apartment houses, apartment hotels and flats, but not including automobile courts, or boardinghouses.

E. **Two family dwelling unit (duplex)** – means a building with a common roof containing not more than two kitchens, designed and/or used to house not more than two families living independently of each other.

F. **Single family dwelling unit** – means a building designed for or used to house not more than one family.

G. **Secondary dwelling units** – means an attached or detached secondary residential dwelling unit on the same parcel as an existing single-family (primary) dwelling. A secondary unit provides for complete independent living facilities for one or more persons.

#### 3.05.030. **Limitations on Water Use.**

The following total demand limitations, including landscaping, are established for the following uses:

- A. 0.18 AFY per Multi-Family Dwelling Unit;
- B. 0.3 AFY per Dwelling Unit for duplexes and Secondary Dwellings;
- C. 0.3 AFY per Single Family Dwelling Unit located on a parcel size of four thousand five hundred (4,500) square feet or less;
- D. Subject to subsection C, above 0.45 AFY per Single Family Dwelling Unit located on a parcel size between four thousand five hundred (4,500) and ten thousand (10,000) square feet.;
- E. 0.55 AFY per Single Family Dwelling Unit located on a parcel size that exceeds ten thousand (10,000) square feet.

#### 3.05.040 **Water Allocation per Allocation Year.**

A. Fifty-one (51) acre feet per allocation year is allocated to non-exempt projects on a first come first served basis as follows:

1. Category 1: A total of thirty-five (35) AFY, including landscaping, is reserved for:

- a. For Single Family Dwelling Units; and

- b. Two Family Dwelling Units (duplexes).
2. Category 2: A total of eleven (11) AFY, including landscaping, is reserved for Multi-Family Dwelling Units.
3. Category 3: A total of five (5) AFY is reserved for Secondary Dwelling Units and local agency maintained landscaping projects.

B. During the end of the second (2<sup>nd</sup>) quarter and in the middle of the fourth (4<sup>th</sup>) quarter of each allocation year the unused allotments for Categories referenced in Section A, above, may be re-allocated by the Board of Directors to other Categories referenced in Section A, above.

C. Notwithstanding subparagraph B, above, the District shall reserve 3.3 AFY for proposed housing developments which help meet the County of San Luis Obispo's share of regional housing needs for lower income housing as identified in the Housing Element adopted by the San Luis Obispo County Board of Supervisor's. Said reservation shall be applied only to Category 1 and Category 2 projects referenced in Subparagraph A, above. Further, said reservation may only be re-allocated during the fourth (4<sup>th</sup>) quarter of each allocation year.

#### **3.05.050 Water Demand Certifications Required.**

A. Will Serve Letters: All applications for Will Serve Letters for Single Family Dwelling Units on existing parcels and for Secondary Dwelling Units require an engineer's or architect's certification that:

1. Low use landscape irrigation systems will be installed to irrigate landscaping; and

2. The Maximum total water demand, including landscaping does not:

- a. For Single Family Dwelling Units – exceed the limitations established in Section 3.05.030, above for single family dwelling units;

- b. For Secondary Dwelling Units – exceed a total water demand of 0.8 AFY for both the secondary and the primary dwelling units.

B. Intent to Serve Letters: All applications for Intent to Serve Letters require a registered engineer's or architect's certification that:

1. That low use landscape irrigation systems will be installed to irrigate landscaping; and

2. That the design maximum total water demand, including landscaping, does not exceed the limitations on water use established in 3.05.030, above.

**3.05.060 Application for Intent-to-Serve Letters, Will-Serve Letters and Termination**

The following procedures, are in addition to other District Rules and Regulations relating to Intent-to-Serve Letters and Will-Serve Letters, and shall apply to all applications for Intent-to-Serve Letters and Will-Serve Letters approved by the District:

A. Application shall be made on District's Application for Intent-to-Serve Letter or Will-Serve Letter form. In order to be considered for an Intent-to-Serve Letter or Will-Serve Letter applications shall contain a verification that applicant has submitted the proposed project for initial review to the County Planning and Building Department.

B. Intent-to-Serve Letters shall automatically terminate on the first to occur:

1. Failure of the applicant to provide District with written verification that County application for the project has been deemed complete within two hundred forty (240) calendar days of the date the Intent-to-Serve Letter is issued; or
2. Two (2) years. However, applicant shall be entitled to a one year extension upon proof of reasonable due diligence in processing the project.

**3.05.70 Exempt Projects.**

The following projects are exempt from the requirements of Section 3.05.040:

A. Commercial Projects that submit a landscape plan consistent with best management practices, including that low use landscape irrigation systems will be installed.

B. Projects with existing Intent-to-Serve Letters that have not expired.

C. Projects with existing Will-Serve Letters.

D. Remodels, and changes of use (i.e. commercial to residential) where the resulting water demand does not exceed the requirements of Section 3.05.030, above.

E. Projects that require annexation and are supported by supplemental water pursuant to the District's Annexation Policy as amended from time to time.

**3.05.080 Mixed Use Projects.**

Projects that include both commercial and dwelling units (mixed use) will only be approved if the dwelling units associated with the project meet the Dwelling Unit Standard set forth in Section 3.05.030 (A), above.

**3.05.090 Limitation on Secondary Units**

In addition to the other requirements contained in this Chapter, applications for water service to secondary units will only be accepted that include an engineer's or architect's certification that the total water demand for the secondary unit and the primary dwelling unit will not exceed 0.8 AFY. Applications for secondary units will be allocated Will-Serve Letters under 3.05.040 (A)(3), above.

**3.05.100 Limitations on Allocations**

A. Only one (1) request for an Intent-to-Serve Letter will be considered for any one (1) project or parcel. The District will not allocate more than twenty percent (20%) of the allocations referenced in 3.05.040 (A) (1) (2) or (3) to a project during any one allocation year.

B. A maximum of fifty percent (50%) of the annual water allocation for each successive allocation year may be reserved for projects requiring phasing of water commitments.

**3.05.110. Waiting List**

A. The General Manager shall maintain a waiting list for the issuance of Intent-to-Serve Letters.

B. Only applicants who have submitted a completed Intent to Serve/Will Serve application shall be placed on the waiting list and/or considered for approval.

### **3.05.120 Transfer of Allocations**

Allocations provided in the District's Intent-to-Serve Letter shall run with the land and cannot be transferred to other parcels.

### **3.05.130 Implementing Procedures**

The General Manager is hereby authorized to develop and implement procedures for allocating Intent to Serve Letters and Will Serve Letters consistent with this Chapter and its purposes and intent.

### **3.05.140 Annual Review**

A. During the fourth quarter of each allocation year, the District Board of Directors shall hold a public hearing to:

- Evaluate the water allocation formulas contained in this Ordinance; and
- To evaluate the water allotment for ensuing year.

B. The Board of Directors reserves the right, at any time, to evaluate, amend or modify this Ordinance.


### **3.05.150 Re-evaluation**

The District Board of Directors will re-evaluate Chapter 3.05 concurrently with any final agreement that obligates the parties for the delivery of supplemental water.

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Nipomo Community Services District  
Water Allocation Accounting Summary

Water Year 2005-2006														
Project	NUMBER OF UNITS				ACRE-FEET OF ALLOTTED WATER							Notes:		
	SFR > 10	SFR 4.5 - 10	SFR < 4.5/DUP	SEC	MF	Low I	SFR/DUP	SEC	MF	Low I	Total		Tally	
APN 092-083-009/010 - PHASED (year 2 of 4)					11		32.5	5	10.2	3.3		51	Low 1 pulls from SRF/DUP and MF. Proportionally. Approved 4/9/05	
092-130-019, Hill Street - Phased (year 2 of 2)			21				0.0	0.0	(2.0)	0.0	(2.0)	49.0	Phased, 4- years, Board approved 5/25/05	
APN 092-572-046, 852 PRIMROSE	3						(6.3)	0.0	0.0	0.0	(6.3)	42.7	Phased, 2- years, Board approved on 5/11/05	
APN 091-311-010, Haanpaa	3			3			(1.7)	0.0	0.0	0.0	(1.7)	41.1	Issued by GM on 10/24/05	
APN 092-130-043, GRANDE, PEARSON, Phased 1/3					11	4	(1.7)	(0.9)	0.0	0.0	(2.6)	38.5	BOD approved 10/26/05	
APN 090-135-006, W. TEFFT, SPENSER					3		0.0	0.0	(2.0)	(0.7)	(2.7)	35.8	BOD approved 10/26/05	
APN 092-138-013, 759 JUNIPER	1			1			0.0	0.0	(0.5)	0.0	(0.5)	35.3	BOD approved 11/28/05	
APN 090-143-005/007, Sparks/Dana			4				(0.6)	(0.3)	0.0	0.0	(0.9)	34.4	GM approved 2/15/06	
APN 092-130-071, FEDERER	2	1					(1.2)	0.0	0.0	0.0	(1.2)	33.2	Re-issued ITS by BOD, 2/22/06	
APN 091-283-057, RITCHIE	2						(1.6)	0.0	0.0	0.0	(1.6)	31.7	Re-issued ITS by BOD, 3/08/06	
APN 092-141-028, KRICHEVSKY	3						(1.1)	0.0	0.0	0.0	(1.1)	30.6	Issued by GM on 03/27/06	
APN 092-241-022, WALKER	1						(1.7)	0.0	0.0	0.0	(1.7)	28.9	Issued by GM on 04/26/06	
APN 092-130-044 ROOSEVELT apts, Phased 1/4					11	4	(0.6)	0.0	0.0	0.0	(0.6)	28.4	Issued by GM on 04/27/06	
Tract 2855, Mid State Properties			3				0.0	0.0	(2.0)	(0.7)	(2.7)	25.7	BOD Approved 5/10/06	
APN 092-261-007, Orie Johnson					3		(0.9)	0.0	0.0	0.0	(0.9)	24.8	Issued by GM on 05/23/06	
APN 092-531-005, Chris Candini	1						0.0	0.0	(0.5)	0.0	(0.5)	24.3	Issued by GM on 6/20/06	
Totals	15	1	28	4	39	4	(17.7)	(1.2)	(7.0)	(1.4)	(27.3)		Issued by GM on 6/22/06	
Phasing Limit Check (Max 50% of annual allocation or 25.5 AF)							Percent of annual allotment:		54.5%	24.0%	68.4%	43.6%	53.6%	
Phased allocation =							8.3	Updated:		9/19/06				
							Percent Water-Year over:		92.0%					
Abbreviations: SFR = single family residence SEC = secondary dwelling (a.k.a. Granny Unit) DUP = Duplex MF = multi-family development (e.g. multiple dwelling units sharing a common roof)														

TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL   
DATE: SEPT. 22, 2006

**AGENDA ITEM  
E-6  
SEPT. 27, 2006**

**SCHEDULE STRATEGIC PLAN WORKSHOP**

**ITEM**

Set Date and Time for Strategic Plan Workshop and Create Ad Hoc Steering Committee  
[Recommend Approval].

**BACKGROUND**

Strategic Planning is the process of looking forward to envision the direction and priorities for future activity given changes in the environment. It is an ongoing activity that requires intense effort to compile on a periodic basis, usually in the form of a one day or two day workshop facilitated by a professional facilitator. The output of the workshop is usually an action plan that provides direction to staff regarding planning and budgeting. Given that the results of this fall's District Board Member Election will be know on or shortly after 11/7/06, such a workshop would also allow the new Board to initiate Team Building.

Staff has requested proposals from three firms qualified to facilitate the workshop and will distribute proposals received at the Board Meeting.

**RECOMMENDATION**

Staff recommends that your Honorable Board set a date for an initial workshop in either late November or Early December and create an Ad Hoc Steering Committee to prepare for the workshop and to recommend a facilitator for subsequent Board consideration. Should your Board create such an Ad Hoc Steering Committee, the President would then select members to serve on that committee.

**ATTACHMENTS**

None.

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\BOARD LETTER 2006\Stategic Plan 9-27-06.DOC

TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL **B**  
MADONNA DUNBAR **(no)**  
DATE: Sept 20, 2006

**AGENDA ITEM  
E-5  
SEPTEMBER 27, 2006**

CONSIDER INITIAL SAFETY PROGRAM

**ITEM**

Consider staff recommendations of Initial Safety Program.

**BACKGROUND**

The NCSD Safety Program is in need of prioritization as an administrative and operational focus. Staff has reviewed current program, consulted with Alden Tansey, CSP, CHMM, Sr. Safety & Loss Control Analyst, Special District Risk Management Authority and is now presenting an initial program for review.

**RECOMMENDATION**

Staff requests the Honorable Board discuss program and provide feedback.

**ATTACHMENTS**

Attachment A: Initial Safety Program

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\BOARD LETTER 2006\INITIAL SAFETY PROGRAM COVER LETTER.DOC





NIPOMO COMMUNITY SERVICES DISTRICT

Attachment A:

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

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TO: BRUCE BUEL, GENERAL MANAGER  
FROM: MADONNA DUNBAR, SAFETY OFFICER  
DATE: SEPTEMBER 20, 2006  
RE: INITIAL SAFETY PROGRAM

Background: The NCSD Safety Program currently consists of:

Training:

- 1) Monthly "Safety Talks", which are safety based training sessions where all employees review a booklet and handouts on 2 different topics each month. As a group, employees learn the materials, answer a short exam and discuss the topics. The Safety Talk topics are provided by Special Districts Risk Management Association (SDRMA), and the sessions are conducted by Madonna Dunbar, NCSD Safety Officer. All employees are required to attend.
2. "Tail Gate Talks", an additional training session, are geared at special concerns for the field staff. These are conducted by Dan Migliazzo, NCSD Utilities Supervisor.
3. Field Staff are required to attend regular training in water and wastewater operations.

Operational Safety Reduction:

In 2004-2005, SDRMA prepared the following for NCSD:

- a) Occupational Safety and Health Hazards Identification Survey binder
- b) Liability Loss Control Review and Hazards identification Survey binder
- c) Injury and Illness Prevention Program manual

These materials provided suggestions and specific problems for the District to address relative to safety concerns. Staff is working to review the documentation, to prioritize mediation of identified hazards and create a preventative maintenance program for both shop and office.

Safety Administration:

Safety Officer duties are presently delegated to one individual, who works in the administration office. The Safety Officer works with management, field staff and the Utilities Supervisor on addressing safety issues. The current Safety Officer is administratively based, so is not in a good position to monitor utilities operation.

**Safety Officer Recommendations for the NCS D Safety Program:**

- 1) Formation of 4 member safety committee consisting of: NCS D General Manager or the NCS D Administrative Assistant (as assigned), the NCS D Utilities Supervisor, the NCS D Safety Administrative Officer and the NCS D Safety Field Officer.**

This will entail the designation of a Safety Officer, in addition to the Utilities Supervisor, from the utilities staff. The duties of overseeing worker safety require a team approach. By co – assigning additional representation in the field, the utility worker safety issues can better monitored and addressed. The Safety Officer administrative assignee will be responsible for the monthly training classes, safety program upgrade implementation and the reporting components, and work in tandem with the Safety Officer Field assignee. The NCS D Management Cabinet will track the reporting of hazards and remediation as part of the weekly standing cabinet meeting agenda.

- 2) Initiate a “Safety is Everyone’s Daily Job,” - Rewards and Recognition / Safety Incentive Program (Jan 2007).**

Safety Incentive programs are recommended by SDRMA’s Incident and Injury Prevention Program, and are encouraged by CAL OSHA. The basis of a successful Rewards and Recognition Program is: safe work habits should be recognized, tracked and celebrated. Maintain the focus that NCS D employees are expected to do their jobs effectively, efficiently and safely, each and every day – by making the safety process more interactive. Employees become the stakeholders in group safety, and realize its importance in daily operations.

**“Safety is Everyone’s Daily Job” program components:**

Based on incident free operations, offer a quarterly “Safety Celebration”, to encourage employee communication about safety concerns and provide employee recognition for having performed safely for the past 3 months. The celebration offers a get-together time with food (BBQ/Pizza) to celebrate and recognize all members’ *commitment* to safety. Incorporated into the agenda are the following possibilities:

- 1) Hold a fun, interactive game show type quiz, 20 minutes at each meeting, with the “exam questions” being taken from the materials covered in the monthly safety talks. Players get points for correct answers – winner gets \$25 gift certificate to a local business.

II) Award certificates at the ceremony, for employees who pass a job anniversary date and are incident free for the year.

III) Discuss any incidents in depth. Recognize status of the NCSD Excellent Safety Performance record for the quarter.

IV) Provide updates/chart - safety improvements/ problems fixed during the quarter.

**3) Initiate field workers participation in the SDRMA online classes relative to water and wastewater treatment.** Integrate points earned online into another bi-annual " Rewards and Recognition" contest.

**4) Initiate a Giveaway" Safety Incentive Program with the Water Line Inter-Tie Project.**

"Giveaway" Safety Incentive Programs have been studied to be highly effective when tied to an individual project with defined start/end time, such as a 3 year construction project. Employers initiate the new project with an emphasis on successful completion of the project with an excellent safety record. NCSD could use the upcoming Inter-tie project as the launch for this component. The goal is to involve both regular staff and contractors. This will create incentives to a team approach to safety. Incident free operations are recognized by awarding small gifts (\$25) quarterly to all involved in project.

**5) Continue the monthly Safety Talks.**

**6) Prioritize schedule of bi-weekly Tailgate Meetings.**

**7) Continue to address the identified safety hazards.**

**8) Review / Update current methods for recording and tracking hazard and accidents.**

**9) Establish a written Code of Safe Practices for Water / Wastewater treatment and review annually.**

**10) Establish a written Traffic Control plan for street work and review annually.**

**11) Review Emergency Response Plan and conduct annual Emergency Drills.**

Safety Program Goals:


Reaffirm NCSD's commitment to safety by providing employees with the knowledge, skills, training and tools to do the job right.

Maintain NCSD's record as an incident free workplace.

Foster open communication between field staff and administration on safety issues.

Increase safety in Daily Operations.

Updated 9/20/06 C:\MADONNA DESKTOP DOCUMENTS\SAFETY\PROPOSAL FOR NCSD SAFETY PROGRAM 2.DOC

TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL   
DATE: SEPT. 22, 2006

**AGENDA ITEM**  
**E-6**  
**SEPT. 27, 2006**

**SCHEDULE STRATEGIC PLAN WORKSHOP**

**ITEM**

Set Date and Time for Strategic Plan Workshop and Create Ad Hoc Steering Committee  
[Recommend Approval].

**BACKGROUND**

Strategic Planning is the process of looking forward to envision the direction and priorities for future activity given changes in the environment. It is an ongoing activity that requires intense effort to compile on a periodic basis, usually in the form of a one day or two day workshop facilitated by a professional facilitator. The output of the workshop is usually an action plan that provides direction to staff regarding planning and budgeting. Given that the results of this fall's District Board Member Election will be known on or shortly after 11/7/06, such a workshop would also allow the new Board to initiate Team Building.

Staff has requested proposals from three firms qualified to facilitate the workshop and will distribute proposals received at the Board Meeting.

**RECOMMENDATION**

Staff recommends that your Honorable Board set a date for an initial workshop in either late November or Early December and create an Ad Hoc Steering Committee to prepare for the workshop and to recommend a facilitator for subsequent Board consideration. Should your Board create such an Ad Hoc Steering Committee, the President would then select members to serve on that committee.

**ATTACHMENTS**

None.

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\BOARD LETTER 2006\Strategic Plan 9-27-06.DOC

TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL *B*  
DATE: SEPTEMBER 22, 2006

**AGENDA ITEM  
E-7  
SEPTEMBER 27, 2006**

**BOARD MEETING AND OFFICE SCHEDULE – NOVEMBER AND DECEMBER**

**ITEM**

Review Board Meeting and Office Schedule for the months of November and December

**BACKGROUND**

November Schedule (No changes Proposed to the normal calendar):

November 7, 2006	Election Day-Polling in the NCSD Board Room
November 8, 2006	Regular Board Meeting
November 10, 2006	Veteran's Day – Office Closed
November 22, 2006	Regular Board Meeting
November 23-24, 2006	Thanksgiving Holidays – Office Closed

Proposed December Schedule

December 13, 2006	Regular Board Meeting
December 20, 2006	Cancellation of Regular Board Meeting
December 25, 2006 to January 1, 2007	Office Closed (Minimal Field Crew will be working)

Special Meetings can be noticed and held if urgent matters arise that need the Board of Directors' immediate attention.

**RECOMMENDATION**

Approve the proposed Board Meeting and Office Schedule for the months of November and December.

**ATTACHMENT**

None

t:\board matters\board meetings 2006\board letters 2006\holiday meeting schedule.doc

TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL *B*  
DATE: SEPT. 22, 2006

**AGENDA ITEM  
F  
SEPT. 27, 2006**

**MANAGER'S REPORT**

**ITEM**

Standing report to your Honorable Board  
*Period covered by this report Sept. 6, 2006 through September 20, 2006*

**DISTRICT BUSINESS**

**Administrative**

Nothing to report. All Administrative items will be on the agenda, as necessary.

**Safety Program**

No injury reports during the period – See the attached memorandum on activity

**Project Activity**

Please see the attached Projects Update.

**Field Activity**

No Report

**Conservation Program Activities**

Please see attached report.

**RECOMMENDATION**

Staff seeks direction and input from your Honorable Board.

**ATTACHMENTS**

- Memorandum Summarizing Projects Activity
- Memoranda from Madonna Dunbar regarding Safety Program
- Memorandum from Madonna Dunbar regarding Water Conservation Program Activities



# NIPOMO COMMUNITY SERVICES DISTRICT

148 SOUTH WILSON STREET  
POST OFFICE BOX 326  
NIPOMO, CA 93444 - 0326  
(805) 929-1133 FAX (805) 929-1932  
Web site address [www.nipomocsd.com](http://www.nipomocsd.com)

## MEMORANDUM

**TO:** HONORABLE BOARD  
**FROM:** BRUCE BUEL  
**DATE:** SEPTEMBER 20, 2006  
**RE:** PROJECTS UPDATE – 9/6/06 to 9/20/06

Following is a narrative describing the status and progress on projects that office and field staff has worked on from 9/6/06 through 9/20/06. Additionally, this Update includes a section on Projects Completed, a section on Environmental Review Task Orders issued; a section on Small Construction Work Orders issued a section on new water allocations approved, a section on parks related activities, and a section on the Waterline Intertie Project fiscal activity.

### I. PROJECTS UPDATE

#### **NCS D Water Intertie Project –**

- This project is in environmental review with the Draft EIR circulated on May 24, 2006. As of the August 16, 2006 deadline for submission of comments, sixteen comments had been received.
- The Board on September 13, 2006 conducted a workshop on Disinfection Options and authorized additional research by Doug Wood and Associates to respond to two concerns expressed in the comments. The Board also heard an update from Boyle Engineering on the preliminary findings from the Project Pre-Design Study.
- Boyle Engineering is scheduled to submit its Draft Pre-Design Report to the District on November 1, 2006 and to present the Draft Report to the Committee and the Board during the second week of November. The Board is scheduled to consider the Report on November 22, 2006 and to determine if the Project Description in the Draft EIR should change and if a revised Draft EIR should be re-circulated before the Board considers certification of the Final EIR.

- The Water Project Design & Construction Standing Committee held a Special Meeting on Wednesday August 30, 2006 at the NCSD Office to discuss water quality issues, to receive an update on the Pre-Design Study progress, and to discuss the process for responding to comments. The Committee has set its next meeting for 2 pm on Wednesday September 20, 2006.
- Staff has submitted the energy rebate pre-application to PG&E authorized by the Board on August 9, 2006.
- Staff is preparing the agreement amendment with Doug Wood and Associates for preparing the additional research to respond to the comments on the Draft EIR.
- Staff has circulated a Request for Statement of Qualifications for Construction Management services to eleven local firms to determine the interest and availability of these firms to provide Construction Management Services. Five firms responded and each responding firm has been pre-qualified to submit a proposal for the Project Construction Management. Staff is still preparing the RFP for these services.
- Staff and Director Winn held the second meeting with Rick Sweet and Bruce Nybo of the City of Santa Maria and with Boyle Engineering on August 31, 2006 to discuss the City's Water System Hydraulics.
- Staff has sent a third letter to the three remaining property owners who have not responded to earlier requests for access to their respective properties for testing.
- Staff submitted the un-audited Fy05-06 Financials to the I-Bank Staff in Sacramento on July 17, 2006 regarding the draft Loan Pre-Application developed by staff. Staff has now submitted all the required documentation to the I-Bank so that the I-Bank can determine NCSD's eligibility to submit a full Loan Application in November.
- Staff is revising the Strategic Plan Outline and the Critical Path Network to adjust for the additional research authorized by the Board on September 13, 2006 and will republish both documents in October.

#### **Southland WWTF Upgrade Project –**

- Phase I of this project is complete (responding to the RWQCB's Notice of Violation). Phase II is in process (considering logical upgrades to the WWTF and to the adjacent collection system).
- The Board on July 26, 2006 the Board authorized the President to execute the agreement for the Phase II work.
- Boyle is proceeding with their Phase II Scope of Work and expects to complete all tasks by the end of November.



- Staff has completed its effort to remove sludge from the bottom of pond 4.
- Staff is attempting to facilitate the digestion of sludge in ponds 1, 2 and 3 with surface aeration. The "Sludge Judging" at Southland substantial progress as a result of the surface aeration. In addition, the discharge results from Southland are far superior to the water quality results that NCSD observed during this time in 2005.

#### **Southland Shop Upgrades –**

- This Project is at the Environmental Review stage with Douglas Wood and Associates preparing the Initial Study (IS) and Draft Mitigated Negative Declaration (MND).
- The Board on July 26, 2006 Board selected the "Preferred Project" for environmental review of enlarging the shop and reorganizing the site.
- Staff expects to circulate a Notice of Availability of the IS/MND in October, to respond to comments in November, and to conduct the Environmental Determination Hearing in December.
- Garing Taylor and Associates are completing the site improvement plan for incorporation into the IS/MND.

#### **Hetrick Road Waterline Upgrade –**

- Boyle Engineers has completed the preliminary design and presented the preliminary design to the Board at its April 26, 2006, Board Meeting. Staff expects that the Board will make an environmental determination on the Project at its October 11, 2006 Board Meeting. (NOTE: Staff thought that the Environmental Determination could be held on September 13, 2006 but District Legal Counsel ruled that the original Notice of Availability Specified the Determination Hearing Date on October 11, 2006).
- Padre Associates submitted a Draft Initial Study and the draft Mitigated Negative Declaration on July 11, 2006 and a Notice of Intent to Adopt a Mitigated Negative Declaration was posted and published. Copies of the IS/MND were circulated to Responsible Agencies, Trustee Agencies, Interested Parties and the Nipomo Library. As of the August 15, 2006 deadline for comment submittal, staff received no comments on the IS/MND.
- Staff has also circulated a Request for Statement of Qualifications for Construction Management Services (CM) to eleven local firms. Five firms responded to the RSOQ and each SOQ was responsive. Staff then circulated a Request for Quotes specific to the Hetrick Project. The Board on August 9, 2006 selected Ground Up Design and

Construction Management to perform the construction management. Ground Up has executed the District's Standard Agreement and is preparing to do this work.

- Staff has requested that Boyle Engineering submit a proposal to provide Engineering Services During Construction. Staff expects to present this proposal to the Board on October 25, 2006
- Staff has worked with District Legal Counsel and Linda Beck of MHA to develop the front end bid documents for this project and as a model for subsequent projects. Staff advertised for bids on September 17, 18 and 23, 2006 with a bid opening set for October 17, 2006. The Board is scheduled to award the bid at your October 25, 2006 Board Meeting.

#### **Blacklake Pump Station Upgrade –**

- This project is in the concept design phase with the consultant expected to produce a draft concept design report for upgrades to the pumps and the distribution system by the end of August. Staff expects to present the plans to the Board on October 11, 2006 and bid the project so that it is completed during the winter when water demand is at its lowest.
- The Board on May 10, 2006 approved an amendment to the design services agreement with Boyle Engineers to authorize additional engineering analysis. Staff has executed a task order with Boyle for the approved additional engineering.
- Staff is independently preparing to upgrade the intertie between the Town System and the Blacklake System so that the District can take the Blacklake Pump Station off-line when it comes time for the upgrade.

#### **Frontage Road Relocation/Tefft Corridor Design Standards –**

- The County is the lead agency on this project, which is in its concept phase with no defined timeline for completion.
- Staff attended the September 6, 2006 SCAC Meeting to observe the SCAC review of the West Tefft Corridor Design Standards. It is staff's understanding that the SLO County Planning Commission will review a final version of these standards at its November 9, 2006 Meeting.
- King Ventures and Shapiro have proposed to realign Frontage from Hill Street to Grande Street as part of their respective development proposals. EDA on behalf of the two parties submitted a draft set of plans and profiles to County Public Works last fall. The County and Caltrans have reviewed these initial plans and responded with

redlines, but additional discussions are necessary to determine the exact alignment and to deal with reconfiguration of the Southbound off-ramp and drainage.

- Staff has also met with a representative of EDA regarding the proposed extension of Mary South from West Tefft Street to Hill Street and the reconfiguration of Hill Street from the new intersection of Mary down to the realigned segment of Frontage.
- Staff met with Dale Ramey of County Public Works on August 17, 2006 to discuss the County's timing and design concepts. Mr. Ramey indicated that he expected that the extension of Mary to Hill would be completed by spring 2008.

#### **Telemetry and Control (SCADA)–**

- The Telemetry and Control System is functioning with all water storage reservoirs, ten wells, 12 lift stations, both WWTFs, the Blacklake Blower Building, and the Blacklake Connection connected. The Board on May 10, 2006 accepted the system and authorized staff to close out the development agreement with the contractor.
- Staff still needs to integrate additional facilities and start using the data capabilities of the software to gather data.
- Staff has contacted Mark Hutchinson of the County Public Works Department to discuss the status of the CIMIS station at the Woodlands and to share information on groundwater monitoring on the Nipomo Mesa.

#### **Geographic Information System (Geo-Viewer)**

- The GIS System is functioning with data attributes available for most layers in most of the District's Service Area.
- Staff is still adding data and attempting to rectify features to the actual geography.

#### **Basin Groundwater Monitoring-**

- Staff has fully executed the agreement with the consultant (SAIC) and conducted a kick off meeting with Bob Beeby on August 1, 2006. Bob Beeby has submitted his request for data and staff is assembling the requested data.
- Staff expects that this program will extend for multiple years and will involve interaction with the other basin stakeholders.
- Staff has secured the monitoring program being implemented by the Woodlands and has met with Woodland's Engineer to discuss their ongoing groundwater monitoring and production.

### **Preventative Maintenance and Staffing Review -**

- This project has just started with staff assembling all systems and facilities.
- Staff has reviewed various computer software systems capable of tracking and reporting on maintenance management and has focused on two competing systems that appear to be promising.
- The Master Plan Update RFP approved by the Board on July 26, 2006 Board includes work elements regarding Preventative Maintenance Management.

### **Woodgreen Lift Station Access Upgrade –**

- This project is in the concept phase with significant input from the homeowners group. Staff is preparing a “show and tell” with likely contractors to secure quotes for upgrading this access. Staff has also mailed out a Request for Statement of Qualifications to likely contractors in anticipation of a future Request for Quotes to do this work. Thirteen contractors returned SOQs and all 13 were responsive.

### **Water Tank Security –**

- The FY06-07 Budget includes funds to install video camera systems at the Tank Farm and the Standpipe Tank to address security issues.

### **Blacklake Salts –**

- This project involves limiting the discharge from regenerative water softener units within the Blacklake development. Staff expects to develop education material to share with the property owners late this year or early in 2007.
- Staff understands that the Blacklake Homeowner’s Association has promulgated amendments to its Master CCRs prohibiting the installation of new regenerative water softeners and encouraging conversion of existing units to the canister format.
- Staff with substantial assistance from District Legal Counsel prepared a response to the Pacific Water Quality Association.
- Staff has reviewed a new Anti-Scaling Technology being marketed by Five Cities Water and believes that this system could be used to soften interior water use without the discharge of salts involved in regenerative water softeners.

### **Relocation of NCSD Mains in/through County Drainage Structures -**

- SLO County recently agreed to upgrade six Nipomo Drainage Structures over the next three fiscal years. Staff has discussed the opportunity to coordinate with County Public Works as they plan each upgrade.
- As currently planned, SLO County would work on the Mallagh Culvert and the Burton Culvert; the Sea & Burton Culvert and the Haystack Culvert; and the Thompson Avenue and the Tefft & Avocado Culvert in FY 06-07.
- The Board has approved funding for the Mallagh Culvert and the Burton Culvert in the District's FY06-07 Budget.
- Staff has advised Supervisor Achadjian of NCSD's willingness to cooperate with the County in implementing these upgrades.
- Staff met with Dale Ramey of County Public Works to discuss the County's timing and design concepts for the six projects proposed this fiscal year. Staff has also retained Boyle Engineering to develop cost estimates for each reach.

### **SSO Overflows General Waste Discharge Requirements –**

- Staff researched the G-WDRs proposed by the SWRCB; discussed their potential impact on NCSD internally and with SWRCB staff; and presented staff conclusions at the Board's April 26, 2006 Board Meeting.
- The SWRCB at its May 2, 2006 Meeting did amend and then adopt the G-WDR. Staff presented the revised G-WDR at the June 14, 2005 District Board Meeting.
- The Board on September 13, 2006 designated the District's Water Conservation/Compliance Specialist as our Designated Party and authorized staff is to the application prior to the State's October 2, 2006 deadline.

### **AB885 –**

- Staff is tracking the status of the SWRCB's Septic System Management Program Guidelines and will report once the revised guidelines are available for public comment.

### **Water and Sewer Master Plan Update-**

- The Board approved a Request for Proposal for engineering firms to update our Water and Sewer Master Plan at its July 26, 2006 Board Meeting. Staff then circulated the RFP on July 27, 2006 with a submittal deadline of August 22, 2006. Three firms – Boyle, Cannon, and Penfield Smith submitted proposals and staff

interviewed all three firms on September 6, 2006. The Board on September 13, 2006 awarded this assignment to Cannon and Associates.

- Staff conducted the Kick Off meeting with Cannon on September 19, 2006 and is now gathering information so that Cannon can proceed.

#### **FY06-07 Projects Preparation -**

- The adopted FY06-07 Budget includes funds for a valve exercising program and staff has initiated research on this program as well as the upgrades to the Gardenia Lift Station and the Hazel Lift Station proposed in the old Sewer Master Plan.
- Staff requested quotes from contractors for renovation of four of the percolation ponds at the Southland Wastewater Treatment Facility. Only one firm (Fred Asmussen) responded and staff issued a Work Order to Asmussen for this work.
- Staff is monitoring the efforts of OCSD/Grover Beach/Arroyo Grande to evaluate the feasibility of a Desalination Plant at their Waste Water Treatment Facility. The Tri-Agency Group has retained the Wallace Group to prepare a Feasibility Study evaluating the cost effectiveness of desalting water at their WWTF for development of a future water supply. Staff expects to hold talks with Conoco-Phillips this summer to determine Conoco-Phillips willingness to participate in a feasibility study of using excess heat at their refinery as the primary energy source for desalination of brackish supply water. Staff has also been tracking developments in both the technology and funding for desalination.

#### **Willow Road Extension Referral From County –**

SLO County Public Works has requested NCSD feedback regarding the rough draft plans for the extension/realignment of Willow Road from Pomeroy to Thompson and the interconnection of Willow Road at the proposed US 101 overpass to North Frontage Road. Staff has retained Boyle Engineering to assist in this response. Staff has meting with Dale Ramey of County Public Works Department on August 17, 2006 to discuss interaction between the County and NCSD as the project proceeds.

#### **Pomeroy Road Widening Referral From County –**

SLO County Public Works has requested NCSD feedback regarding their project to widen Pomeroy Road from Live Oak Ridge Road to Aden Way in the summer of 2007. Staff has retained Boyle Engineering to assist in this response and to develop

specifications for resetting NCSD's water system valve canisters following County completion of their Widening Project.

## **II. PROJECTS COMPLETED**

Staff has completed the Standard Specifications, the Fairways Street Light Painting, the Southland Pond 4 sludge removal and SP Maintenance has initiated street sweeping.

## **III. ENVIRONMENTAL REVIEWS PROCESSED**

In addition to the Hetrick Project IS/MND reported earlier, staff has issued a Task Order with Douglas Wood and Associates for Environmental Review of the Southland Shop for \$4,800. Mr. Wood's quote was lower than Padre and Associates and the Morro Group.

## **IV. SMALL CONSTRUCTION PROJECT WORK ORDERS ISSUED**

Staff issued a Work Order on September 6, 2006 to Paul Mann Electric for \$20,000 for electric work at the Southland WWTF. In addition, staff issued a work order for up to \$20,000 on September 7, 2006 to TGP West for work on the Sundale Well and \$21,000 to Fisher Pump for removal and replacement of the Olympic Well.

## **V. CHANGES TO WATER ALLOCATION**

No new Intent to Serve Letters have been issued since the past projects update. Attached is a Water Allocation Accounting Summary which shows the aggregate allocation committed this water year is at 53.6% whereas 92% of the water year has passed. In addition, your Honorable Board has conditionally approved an annexation Agreement with Kenneth Craig for Tract 2650.

## **VI. PARKS ACTIVITIES**

Staff provided support to the Parks Committee for its September 11, 2006 Meeting (See Minutes attached to Agenda Item G-1).

## **VII. WIP FISCAL ACTIVITY**

Attached is a WIP Fiscal Activity Report for August 2006.

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Nipomo Community Services District  
Water Allocation Accounting Summary

Water Year 2005-2006													Notes:
Project	NUMBER OF UNITS				ACRE-FEET OF ALLOTTED WATER						Total	Tally	
	SFR > 10	SFR 4.5 - 10	SFR < 4.5/DUP SEC	MF	Low I	SFR/DUP SEC	MF	Low I					
APN 092-083-009/010 - PHASED (year 2 of 4)				11		32.5	5	10.2	3.3			51	Low 1 pulls from SFR/DUP and MF, Proportionally. Approved 4/9/05
092-130-019, Hill Street - Phased (year 2 of 2)			21			0.0	0.0	(2.0)	0.0	(2.0)	49.0	49.0	Phased, 4- years, Board approved 5/25/05
APN 092-572-046, 852 PRIMROSE	3					(6.3)	0.0	0.0	0.0	(6.3)	42.7	42.7	Phased, 2- years, Board approved on 5/11/05
APN 091-311-010, Haanpaa	3		3			(1.7)	0.0	0.0	0.0	(1.7)	41.1	41.1	Issued by GM on 10/24/05
APN 092-130-043, GRANDE, PEARSON, Phased 1/3				11	4	(1.7)	(0.9)	0.0	0.0	(2.6)	38.5	38.5	BOD approved 10/26/05
APN 090-135-006, W. TEFFT, SPENSER				3		0.0	0.0	(2.0)	(0.7)	(2.7)	35.8	35.8	BOD approved 10/26/05
APN 092-138-013, 759 JUNIPER	1		1			0.0	0.0	(0.5)	0.0	(0.5)	35.3	35.3	BOD approved 11/28/05
APN 090-143-005/007, Sparks/Dana			4			(0.6)	(0.3)	0.0	0.0	(0.9)	34.4	34.4	GM approved 2/15/06
APN 092-130-071, FEDERER	2	1				(1.2)	0.0	0.0	0.0	(1.2)	33.2	33.2	Re-issued ITS by BOD, 2/22/06
APN 091-283-057, RITCHIE	2					(1.6)	0.0	0.0	0.0	(1.6)	31.7	31.7	Re-issued ITS by BOD, 3/08/06
APN 092-283-057, RITCHIE	2					(1.1)	0.0	0.0	0.0	(1.1)	30.6	30.6	Issued by GM on 03/27/06
APN 092-141-028, KRICHEVSKY	3					(1.7)	0.0	0.0	0.0	(1.7)	28.9	28.9	Issued by GM on 04/26/06
APN 092-241-022, WALKER	1					(0.6)	0.0	0.0	0.0	(0.6)	28.4	28.4	Issued by GM on 04/27/06
APN 092-130-044 ROOSEVELT apts, Phased 1/4				11	4	0.0	0.0	(2.0)	(0.7)	(2.7)	25.7	25.7	BOD Approved 5/10/06
Tract 2855, Mid State Properties			3			(0.9)	0.0	0.0	0.0	(0.9)	24.8	24.8	Issued by GM on 05/23/06
APN 092-261-007, Orle Johnson				3		0.0	0.0	(0.5)	0.0	(0.5)	24.3	24.3	Issued by GM on 6/20/06
APN 092-531-005, Chris Canclini	1					(0.6)	0.0	0.0	0.0	(0.6)	23.7	23.7	Issued by GM on 8/22/06
Totals	15	1	28	4	39	4	(17.7)	(1.2)	(7.0)	(1.4)	(27.3)		
Percent of annual allotment:						54.5%	24.0%	68.4%	43.6%	53.6%			
Phasing Limit Check (Max 50% of annual allocation or 25.5 AF)						Updated:		9/19/06					
Phased allocation = 8.3						Percent Water-Year over:		92.0%					
Abbreviations:													
SFR = single family residence													
SEC = secondary dwelling (a.k.a. Granny Unit)													
DUP = Duplex													
MF = multi-family development (e.g. mutple dwelling units sharing a common roof)													



**NIPOMO COMMUNITY SERVICES DISTRICT  
WATERLINE INTERTIE PROJECT  
MONTHLY REPORT TO THE BOARD OF DIRECTORS  
AUGUST 2006**

REVENUES FY 2006-2007 (1)	<u>MONTH OF</u> <u>AUGUST</u>	<u>FISCAL YEAR</u> <u>7/1/2006 TO</u> <u>6/30/2007</u>
Supplemental Water Capacity Fees Collected	0.00	11,556.00
Interest Income (monthly & quarterly posting)	4,571.36	14,032.26
Revenue Subtotal	4,571.36	25,588.26
<b>EXPENDITURES FY 2006-2007 (2)</b>		
<u>CONSULTANTS</u>		
1590-A1 Feasibility Study (Cannon)	0.00	0.00
1590-A2 EIR Preparation (Wood & Assoc)	2,472.25	7,057.78
1590-A3 Estimate/Preliminary Schedule (Cannon)	0.00	0.00
1590-A4 Proposed Routes/Facilities (Cannon)	0.00	0.00
1590-A5 Prop 50 Grant Applicatin (Cannon)	0.00	0.00
1590-A6 Project Support (Cannon)	0.00	0.00
<u>LEGAL</u>		
1590-B1 Shipsey & Seitz	4,154.50	5,197.75
1590-B2 McDonough, Holland & Allen	5,023.72	5,023.72
1590-B3 Richards, Watson & Gershon	4,089.00	4,089.00
<u>LAND ACQUISITION</u>		
1590-C1 Tarvin & Associates	0.00	880.00
<u>FINANCIAL</u>		
1590-D1 Reed Group	0.00	0.00
<u>ENGINEERING</u>		
1590-E1 Preliminary Engineering Design (Boyle)	33,875.18	39,476.25
<u>SALARY AND BENEFITS (3)</u>		
1590-Z1 Wages-Capitalized	6,461.54	11,307.70
1590-Z2 Payroll Taxes-Capitalized	93.70	187.40
1590-Z3 Retirement-Capitalized	1,865.51	3,268.50
1590-Z4 Medical-Capitalized	715.54	1,430.68
1590-Z6 Workers Compensation-Capitalized	58.70	118.68
Expenditure Subtotal	58,809.64	78,037.46
Net Revenues less Expenditures	(54,238.28)	(52,449.20)
Beginning Fund Balance as of July 1, 2006		2,421,250.05
Ending Fund Balance as of August 31, 2006		2,368,800.85

(1) See attached "Supplemental Water Fees Collected" Schedule for more detail.

(2) See attached "Supplemental Water Cost Summary" for more detail.

(3) Salary and Benefits of Project Manager are allocated among NCSD projects and capitalized as part of the cost of the project.

T:\documents\projects\supplemental Water\SWP\Financial Reports\FY 6-30-07\monthly report to board.xls

NIPOMO COMMUNITY SERVICES DISTRICT  
SUPPLEMENTAL WATER FEES COLLECTED

PROJECT	DEVELOPER	SUMMARY	DATE PAID	WATER SUPPLY PORTION	PIPELINE PORTION	SUPPLEMENTAL TOTAL
2513	COOL	7 RESIDENTIAL MINUS CREDIT FOR 1 EXISTING	6/23/05	59,406.00	7,320.00	66,726.00
2513	COOL	1 FOUR INCH FIRE SYSTEM	6/23/05	37,125.23	4,588.52	41,713.75
2514	NEWDOLL	7 RESIDENTIAL MINUS CREDIT FOR 1 EXISTING PLUS 1 IRRIGATION	6/23/05	69,307.00	8,540.00	77,847.00
2619	ALLSHOUSE	22 RESIDENTIAL MINUS 4 EXISTING PLUS 1 IRRIGATION	6/30/05	188,119.00	23,180.00	211,299.00
2619	ALLSHOUSE	1 TWO INCH FIRE SYSTEM	6/30/05	11,870.37	1,467.13	13,337.50
2513	COOL	REFUND 1 FOUR INCH FIRE SYSTEM	8/29/05	(37,125.23)	(4,588.52)	(41,713.75)
2619	ALLSHOUSE	REFUND 1 TWO INCH FIRE SYSTEM	8/29/05	(11,870.37)	(1,467.13)	(13,337.50)
<b>FISCAL YEAR 2004-2005</b>			<b>SUBTOTAL</b>	<b>316,832.00</b>	<b>39,040.00</b>	<b>355,872.00</b>

PROJECT	DEVELOPER	SUMMARY	DATE PAID	WATER SUPPLY PORTION	PIPELINE PORTION	SUPPLEMENTAL TOTAL
090-095-011 to 090-095-014	DANMARK	4 RESIDENTIAL MINUS CREDIT FOR 1 EXISTING	8/4/05	29,703.00	3,660.00	33,363.00
2561	VISTA COLINA	8 RESIDENTIAL MINUS CREDIT FOR 1 EXISTING PLUS 1 IRRIGATION	11/7/05	79,208.00	9,760.00	88,968.00
090-381-006	DENNERLEIN	1 RESIDENTIAL SERVICE 182 EAST CHESTNUT	1/25/06	9,901.00	1,220.00	11,121.00
CO 04-0581	PRUIT	2 ONE INCH METERS	2/1/06	19,802.00	2,440.00	22,242.00
CO 04-0581	PRUIT	1 FOUR INCH FIRE SYSTEM	2/1/06	37,125.23	4,588.52	41,713.75
091-322-046	HARDESTY	1 ONE INCH METER	3/20/06	9,901.00	1,220.00	11,121.00
090-251-021	BLUME	1 ONE INCH METER	4/19/06	9,901.00	1,220.00	11,121.00
2565	PUHEK	5 RESIDENTIAL PLUS 1 IRRIGATION	5/9/06	59,406.00	7,320.00	66,726.00
CO 04-0606	MVIII	5 RESIDENTIAL	5/18/06	49,505.00	6,100.00	55,605.00
2499	NESTER	18 RESIDENTIAL	6/9/06	178,218.00	21,960.00	200,178.00
<b>FISCAL YEAR 2005-2006</b>			<b>SUBTOTAL</b>	<b>482,670.23</b>	<b>59,488.52</b>	<b>542,158.75</b>

PROJECT	DEVELOPER	SUMMARY	DATE PAID	WATER SUPPLY PORTION	PIPELINE PORTION	SUPPLEMENTAL TOTAL
090-091-017	SCOGGINS	2 RESIDENTIAL MINUS CREDIT FOR 1 EXISTING-325 N THOMPSON	7/18/06	10,288.00	1,268.00	11,556.00
<b>FISCAL YEAR 2006-2007</b>			<b>SUBTOTAL</b>	<b>10,288.00</b>	<b>1,268.00</b>	<b>11,556.00</b>

GRAND TOTAL	809,790.23	99,796.52	909,586.75
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**NIPOMO COMMUNITY SERVICES DISTRICT  
SUPPLEMENTAL WATER COST SUMMARY**

<u>A/C #</u>	<u>DESCRIPTION</u>	<u>7/1/2004 TO 6/30/2005</u>	<u>7/1/2005 TO 6/30/2006</u>	<u>7/1/2006 TO 6/30/2007</u>	<u>GRAND TOTAL</u>
1645	Reservation Fee-City of Santa Maria	37,500.00	0.00	0.00	37,500.00
1590-A1	Feasibility Study (Cannon)	25,887.29	0.00	0.00	25,887.29
1590-A2	EIR Preparation (Wood & Assoc)	29,037.48	87,100.23	7,057.78	123,195.49
1590-A3	Est/Preliminary Schedule (Cannon)	3,706.19	2,602.75	0.00	6,308.94
1590-A4	Proposed Routes/Facilities (Cannon)	5,050.07	520.00	0.00	5,570.07
1590-A5	Prop 50 Grant Application (Cannon)	2,757.00	6,210.00	0.00	8,967.00
1590-A6	Project Support (Cannon)	0.00	11,797.44	0.00	11,797.44
1590-B1	Shipsey & Seitz	0.00	23,095.55	5,197.75	28,293.30
1590-B2	McDonough, Holland & Allen	0.00	34,177.28	5,023.72	39,201.00
1590-B3	Richard, Watson & Gershon	0.00	9,472.38	4,089.00	13,561.38
1590-C1	Tavrin Appraisal	0.00	0.00	880.00	880.00
1590-D1	Reed Group	0.00	2,809.85	0.00	2,809.85
1590-E1	Preliminary Engineering Design (Boyle)	0.00	6,470.33	39,476.25	45,946.58
1590-Z1	Wages-Capitalized	0.00	29,076.92	11,307.70	40,384.62
1590-Z2	Payroll Taxes-Capitalized	0.00	587.22	187.40	774.62
1590-Z3	Retirement-Capitalized	0.00	8,418.08	3,268.50	11,686.58
1590-Z4	Medical-Capitalized	0.00	2,861.36	1,430.68	4,292.04
1590-Z6	Workers Compensation-Capitalized	0.00	260.35	118.68	379.03
		<u>103,938.03</u>	<u>225,459.74</u>	<u>78,037.46</u>	<u>407,435.23</u>

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NIPOMO COMMUNITY SERVICES DISTRICT

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

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**MEMORANDUM – Manager's Report**

TO: BRUCE BUEL, GENERAL MANAGER  
FROM: MADONNA DUNBAR, SAFETY SPECIALIST   
DATE: SEPTEMBER 20, 2006  
RE: SAFETY PROGRAM ACTIVITIES – September 2006

**PROGRAM ACTIVITIES:**

- 1) There were no incidents, events or accidents to report.
- 2) Staff conducted the monthly safety meeting on Thurs. Sept. 7, 2006. This month's topics were: 1) Ergonomics, Breaking the Repetitive Movement Habit and 2) Resolving Conflict in the Workplace.
- 3) Staff is reviewing:
  - a) NCSD Illness and Prevention Program (May 2004) manual
  - b) SDRMA Liability Loss Control Program Review and Hazard Identification Survey
  - c) SDRMA Occupational Safety & Health Program Review and Hazard Identification Survey
- 4) Staff is presenting within this agenda an initial safety incentive program for NCSD.



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**MEMORANDUM – Manager's Report**

TO: BRUCE BUEL, GENERAL MANAGER  
FROM: MADONNA DUNBAR, CONSERVATION/COMPLIANCE SPECIALIST  
DATE: SEPTEMBER 20, 2006  
RE: CONSERVATION PROGRAM ACTIVITIES – September 2006



**PROGRAM ACTIVITIES:**

- 1) Continued expansion of education section of NCSD website.
- 2) Filed Sanitary Sewer Overflow application materials.
- 3) On-going cross training in general front office procedures.
- 4) Provided staff support at Partners in Water Quality booth at Coastal Cleanup Day on Sept. 16, 2006.

**PROFESSIONAL DEVELOPMENT / TRAINING:**

9/2/06 - Staff attended the "Talk About the Bay" Conference, a regional forum on water quality issues in SLO County.

**KEY MEETINGS:**

9/7/06 – Met with Lance Elliot; sales manager, Hunter Industries and John Thomas; manager of SLO's Ewing Irrigation Supply store, to discuss on site weather controller stations and upcoming irrigation training opportunities.

9/8/06 – Staff attended SLO County Creek and Community Cleanup Planning meeting and the Partners in Water Quality meeting. Review of status of submittal of SLO County Stormwater Management Plan (National Pollutant Discharge Elimination Phase II) to State Water Resources Control Board.

9/14/06 – met with Conservation Committee meeting to discuss Conservation Program status and Creek day planning.

9/15/06 – met with Herb Kandel to discuss Creek Day.

9/18/06 – met with Lupe Esquivel to discuss Creek Day.

9/19/06 – met with Danny Diez and Ralph Bishop to discuss Creek Day.

9/19/06 – met with Nipomo Chamber of Commerce October Festival planning committee, to discuss waste management at Oct 14 event. NCSD will sponsor the purchase of events recycling containers for the event.

9/19/06 – met with Tim Bolander to discuss Rainwater and Stormwater demonstration area.


**UPCOMING EVENTS AND ACTIVITIES:**

CREEK DAY EVENT - SAT. SEPT. 30, 2006 (9 AM - 1 PM)

NIPOMO OCTOBER FESTIVAL – SAT. OCT. 14, 2006 (10 AM – 3 PM)

NIPOMO STORM DRAIN MARKING EVENT – SAT. OCT. 21, 2006 (9 AM-12 NOON)

C:\MADONNA DESKTOP DOCUMENTS\MANAGER REPORTS\WORK ACTIVITY REPORT CONSERVATION MEMO TO SEPT 20 2006.DOC

TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL   
DATE: SEPT. 22, 2006

**AGENDA ITEM**  
**G-1**  
**SEPT. 27, 2006**

COMMITTEE REPORTS

**ITEM**

Receive Minutes from Sept. 11, 2006, Parks Committee Meeting (adopt draft minutes).

**BACKGROUND**

Attached is a set of draft minutes from the 9/11/06 Parks Committee Meeting. Chairman Trotter, Director Wirsing, or staff can respond to questions and receive comments from the Board regarding the meeting or the draft minutes.

**RECOMMENDATION**

It is recommended that your Honorable Board edit the draft minutes as appropriate and, adopt a final set of minutes.

**ATTACHMENTS**

1. Draft Minutes

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# NIPOMO COMMUNITY SERVICES DISTRICT

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## MINUTES OF THE 9/11/06 MEETING OF THE PARKS COMMITTEE

### 1. CALL TO ORDER, ROLL CALL AND FLAG SALUTE

Chairman Trotter called the Special Meeting to order at 2pm in the NCSB Board Chambers. Both Chairman Trotter and Director Wirsing were in attendance along with General Manager Bruce Buel, and five members of the public. Chairman Trotter described the purpose and format of the meeting. There was no public comment on this item.

### 2. REPORT ON RESEARCH RESULTS FROM 8/07/06 MEETING

Bruce Buel distributed a summary of the results from the 2004 County Parks Survey and commented on the number of surveys sent to Oceano residents and the number of surveys collected at the Park. Director Wirsing expressed a concern regarding the validity of the County's survey for use by the District and requested that the Committee discuss the feasibility of NCSB doing its own survey. Bruce Buel then summarized his discussions with County Planning Staff regarding Quimby Fees and Public Facility Fees. Bonnie Eisner reviewed the history of how the respective fees were generated and how the County has spent them. Director Wirsing requested that staff determine the boundary of the South County area that the County will use to track Quimby Fees. Bruce Buel then related the County Parks staff's philosophy on Special Tax votes. Committee discussion followed on the survey and funding for parks facilities and operations.

### 3. DISCUSS RECREATIONAL POTENTIAL AT KAMINAKA SITE

Chairman Trotter asked Greg Nester to describe the preliminary site plan for the Kaminaka Property and to summarize his thoughts on the potential recreational fields. Mr. Nester explained that the County had determined that the project will require an EIR and that it would be at least nine months before the project was at a point where it could be defined. Director Wirsing inquired as to how the site would handle both on-site and off-site drainage. Greg Nester reviewed his concepts for controlling drainage and also suggested that the District figure out how to provide well water to the recreational areas instead of municipal water. Committee discussion followed on options for funding the construction and operations of the recreational facilities. Chairman Trotter expressed a concern that the District may not be ready to consider this project by the time the site plan was being considered by the County. Bonnie Eisner suggested that the District might have as much as two years to make its determination given the delays inherent in the County's review process. The Committee agreed, by consensus, to track the land use approval process for the project for subsequent consideration.



**4. DISCUSS CONCEPTS FOR UTILIZATION OF OLD TOWN SITES**

Chairman Trotter asked staff for a definition of the respective property layout and ownership. Bruce Buel distributed copies of the Assessor Parcel Map for the area and described the locations and sizes of the two County properties, the railroad right-of-way and the streets. Bruce Buel then summarized the recent discussions with the County over development of the North one-acre property, transfer of that property to NCSD, and maintenance of the property. Committee discussion followed on funding and cooperation with the Old Town Nipomo Association. Chairman Trotter expressed his preference for a permanent and solid funding source to pay for maintenance. Bonnie Eisner suggested that Madonna Dunbar become involved in planning the softscape so that the new park could also be a display of drought tolerant garden ideas. Chairman Trotter directed staff to track this project and to report back with more details as they become available.

**5. SET MEETING DATE(S) FOR SUBSEQUENT MEETINGS**

The Committee agreed to meet again at 2 pm on Monday 10/16/06. Bonnie Eisner indicated that the SCAC Land Use Committee would meet at 9 am that morning but they should be done by 2 pm.

**6. ADJOURNMENT**

Chairman Trotter thanked the public for participating and adjourned the meeting at 2:57 p.m.

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