





Nipomo Community Services District  
REGULAR MEETING  
AGENDA

- D. CONSENT AGENDA *The following items are considered routine and non-controversial by staff and may be approved by one motion if no member of the Board wishes an item removed. If discussion is desired, the item will be removed from the Consent Agenda and will be considered separately. Questions or clarification may be made by the Board members without removal from the Consent Agenda. The recommendations for each item are noted in brackets.*

D-1) WARRANTS [RECOMMEND APPROVAL]

D-2) BOARD MEETING MINUTES [RECOMMEND APPROVAL]

Approve Minutes of December 6, 2006, Special Meeting

Approve Minutes of December 9, 2006, Special Meeting

Approve Minutes of December 13, 2006, Regular Meeting

D-3) ACCEPT TEFFT STREET LIFT STATION FENCE [RECOMMEND APPROVAL]

D-4) ACKNOWLEDGE PRESIDENT'S 2007 APPOINTMENTS TO AGENCIES AND COMMUNITY ORGANIZATIONS [ACKNOWLEDGE APPOINTMENTS]

D-5) AMEND WATER CONSERVATION SPECIALIST JOB DESCRIPTION [RECOMMEND APPROVAL]

D-6) AMEND GENERAL MANAGER EMPLOYMENT AGREEMENT TO MODIFY CAR ALLOWANCE [RECOMMEND APPROVAL]

D-7) REFER REVIEW OF EMPLOYEE LONG TERM ENTITLEMENTS TO COMMITTEE [RECOMMEND APPROVAL]

D-8) REFER REVIEW OF WATER CONSERVATION PROGRAM, EMERGENCY SUPPLY ORDINANCE, AND RETROFIT PROPOSAL TO NEWLY FORMED AD HOC COMMITTEE [RECOMMEND APPROVAL]

E. ADMINISTRATIVE ITEMS

E-1) REVIEW WATER ALLOCATION AND ANNEXATION OPTIONS AND DEVELOP PROPOSAL FOR SUBSEQUENT CONSIDERATION [PROVIDE POLICY DIRECTION]

E-2) NOT USED

E-3) SELECT STANDING COMMITTEE MEMBERSHIP [FORM COMMITTEES AND SELECT MEMBERSHIP]

E-4) RECEIVE RECOMMENDATION FROM PARKS COMMITTEE REGARDING PROPOSED SURVEY AND AUTHORIZE OR REJECT SURVEY REQUEST FOR PROPOSAL [RECOMMEND APPROVAL]

F. MANAGER'S REPORT

G. COMMITTEE REPORTS

1.) RECEIVE MINUTES FROM 12/11/06 PARKS [RECOMMEND RECEIVING MINUTES]

H. DIRECTORS' COMMENTS

**Nipomo Community Services District  
REGULAR MEETING  
AGENDA**

I. CLOSED SESSION ANNOUNCEMENTS

1. CONFERENCE WITH LEGAL COUNSEL PENDING LITIGATION GC§54956.9 SMVWCD VS NCSD SANTA CLARA COUNTY CASE NO. CV 770214 AND ALL CONSOLIDATED CASES.
2. CONFERENCE WITH LEGAL COUNSEL PENDING LITIGATION GC§54956.9 MARIA VISTA VS. NCSD CASE NO. CV 040877
3. CONFERENCE WITH LEGAL COUNSEL RE: PENDING LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9; SAN LUIS OBISPO COASTKEEPER VS. NCSD (CASE NO. CV060349)
4. INITIATION OF LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(C)

J. PUBLIC COMMENT ON CLOSED SESSION ITEMS

K. ADJOURN TO CLOSED SESSION

L. OPEN SESSION

ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION

ADJOURN

➤ **THE NEXT REGULAR BOARD MEETING IS JANUARY 24, 2006.**

**TENTATIVELY SCHEDULED ITEMS INCLUDE:**

- Southland WWTF Master Plan
- Southland Shop Upgrade Environmental Determination
- Consideration of Strategic Action Plan

➤ **THE NEXT SPECIAL BOARD MEETING IS JANUARY 17, 2007.**

**TENTATIVELY SCHEDULED ITEMS INCLUDE:**

- Desalination Technology

➤ **THE FOLLOWING SPECIAL BOARD MEETING IS FEBRUARY 21, 2007.**

**TENTATIVELY SCHEDULED ITEMS INCLUDE:**

- Southland WWTF Master Plan
- Water and Sewer Master Plan



TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL  
DATE: JANUARY 5, 2007



CONSENT AGENDA

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**Questions or clarification may be made by the Board members  
without removal from the Consent Agenda.**

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ALLOWANCE [RECOMMEND APPROVAL]
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[RECOMMEND APPROVAL]
- D-8) REFER REVIEW OF WATER CONSERVATION PROGRAM, EMERGENCY SUPPLY  
ORDINANCE, AND RETROFIT PROPOSAL TO NEWLY FORMED AD HOC  
COMMITTEE [RECOMMEND APPROVAL]

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\BOARD LETTER 2007\CONSENT 1-10-07.DOC

TO: BOARD OF DIRECTORS  
 FROM: BRUCE BUEL  
 DATE: JANUARY 4, 2007

**AGENDA ITEM  
 D-1  
 JANUARY 10, 2007**

**HAND WRITTEN CHECKS**  
 NONE

**TOTAL COMPUTER  
 CHECKS  
 \$ 163,779.97**

**VOIDED CHECKS**  
 12939

**COMPUTER GENERATED CHECKS**

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
12989	12/15/06	EMP01	EMPLOYMENT DEVELOP DEPT	565.04	.00	565.04	A61211	STATE INCOME TAX
12990	12/15/06	MID01	MIDSTATE BANK-PR TAX DEP	2344.95 104.16 613.58	.00 .00 .00	2344.95 104.16 613.58	A61211 1A61211 2A61211	FEDERAL INCOME TAX FICA MEDICARE (FICA)
Check Total.....:				3062.69	.00	3062.69		
12991	12/15/06	MID02	MIDSTATE BANK - DIRECT DP	17585.12	.00	17585.12	A61211	NET PAY
12992	12/15/06	PER01	PERS RETIREMENT	5693.67	.00	5693.67	A61211	PERS PAYROLL REMITTANCE
12993	12/15/06	SIM01	SIMMONS, DEBRA	150.00	.00	150.00	A61211	WAGE ASSIGNMENT
12994	12/15/06	STA01	STATE STREET GLOBAL	1105.00	.00	1105.00	A61211	457 DEFERRED COMP
012995	12/22/06	AME03	AMERI PRIDE	67.12 71.89	.00 .00	67.12 71.89	F854652 F860430	UNIFORMS ETC UNIFORMS ETC
Check Total.....:				139.01	.00	139.01		
012996	12/22/06	ATT01	AT&T/MCI	123.88	.00	123.88	T5825008	PHONE 9291341
012997	12/22/06	AVC01	AVCO FIRE EXTINGUISHER C.	521.69 31.00	.00 .00	521.69 31.00	12451 12452	FIRE EXTINGUISHERS/ANNUAL FIRE EXTINGUISHER ANNUAL
Check Total.....:				552.69	.00	552.69		
012998	12/22/06	BOB01	BOB'S RUBBER STAMPS	95.36	.00	95.36	28719	SUPPLIES
012999	12/22/06	BRE02	BRENNTAG PACIFIC INC.	657.62 538.11	.00 .00	657.62 538.11	BPI622996 BPI622997	CHLORINE CHLORINE
Check Total.....:				1195.73	.00	1195.73		
013000	12/22/06	CAR04	CAR QUEST ARROYO GRANDE	109.83	.00	109.83	127655	VEHICLE SUPPLIES
013001	12/22/06	CRE01	CREEK ENVIRONMENTAL LABS	200.00 144.00 24.00 176.00 24.00 200.00 24.00 24.00 24.00	.00 .00 .00 .00 .00 .00 .00 .00 .00	200.00 144.00 24.00 176.00 24.00 200.00 24.00 24.00 24.00	N7185 N7186 N7219 N7291 N7292 N7338 N7339 N7367 N7394	TOWN WWTP LAB BL WWTP BL WWTP LAB WATER SAMPLES LAB BL WWTP LAB TOWN WWTP LAB BL WWTP LAB BL WWTP LAB BL WWTP LAB
Check Total.....:				840.00	.00	840.00		
013002	12/22/06	FAR01	FARM SUPPLY COMPANY	60.38	.00	60.38	196870	SUPPLIES
013003	12/22/06	FGL01	FGL ENVIRONMENTAL	78.00 103.00 112.00 212.00 212.00 112.00	.00 .00 .00 .00 .00 .00	78.00 103.00 112.00 212.00 212.00 112.00	611563A 611836A 611838A 612256A 612522A 612523A	TOWN WWTP LAB TOWN WWTP LAB BL WWTP LAB TOWN WWTP LAB TOWN WWTP LAB BL WWTP LAB
Check Total.....:				829.00	.00	829.00		
013004	12/22/06	HAY01	HAYES & SONS	925.00	.00	925.00	501736	REPAIR ASPHALT
013005	12/22/06	JOH01	JOHNSON, DONNA	82.88	.00	82.88	121206	SUPPLIES REIMB
013006	12/22/06	MID05	MID STATE BANK PETTY CASH	159.18	.00	159.18	122006	OFFICE SUPPLIES
013007	12/22/06	MIG01	MIGLIAZZO, DAN	319.80	.00	319.80	121306	TRAVEL TO SEMINAR
013008	12/22/06	MOR02	MORE OFFICE SOLUTIONS	346.38	.00	346.38	335171	COPIER MAINT
013009	12/22/06	NUT01	NU TECH PEST MGMT	265.00	.00	265.00	59817	PEST CONTROL



**NIPOMO COMMUNITY SERVICES DISTRICT  
WARRANTS JANUARY 10, 2007**

**AGENDA ITEM  
D-1  
JANUARY 10, 2007  
PAGE TWO**

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Payment Information	
							Invoice #	Description
013010	12/22/06	ONE01	1-800-CONFERENCE	51.64	.00	51.64	426913	CONFERENCE CALL ACCT #
013011	12/22/06	QUI03	QUINN RENTAL SERVICES	62.37 40.65	.00 .00	62.37 40.65	2077627 2077748	SUPPLIES SAFETY VESTS
013011	12/22/06	QUI03	QUINN RENTAL SERVICES	19.07 152.64	.00 .00	19.07 152.64	2077847 2077883	SUPPLIES SUPPLIES
			Check Total.....:	274.73	.00	274.73		
013012	12/22/06	RAK01	RAK INDUSTRIES	488.60	.00	488.60	417709	SUPPLIES
013013	12/22/06	REL01	RELIABLE	43.02	.00	43.02	YRG40901	RETURN ADDRESS LABELS
013014	12/22/06	SAN09	SAN LUIS MAILING SERVICE	89.04 578.39	.00 .00	89.04 578.39	31197A 31197B	MAILING BILLS POSTAGE FOR BILLS
			Check Total.....:	667.43	.00	667.43		
013015	12/22/06	SLO01	SAN LUIS OBISPO COUNTY	233.00	.00	233.00	AGENDA	PLANNING DEPT AGENDA
013016	12/22/06	SPE01	SPECIAL DISTRICT RISK	4430.00	.00	4430.00	19742	W/C INS 3RD QTR
013017	12/22/06	STA03	STATEWIDE SAFETY & SIGNS	27.91 45.82	.00 .00	27.91 45.82	52006 52108	SUPPLIES SUPPLIES
			Check Total.....:	73.73	.00	73.73		
013018	12/22/06	STA04	STATE DEPT OF HEALTH SERV	70.00	.00	70.00	GERMAN 07	DIST CERT RENEWAL
013019	12/22/06	TER01	TERMINIX	244.44	.00	244.44	265091105	PEST CONTROL - OFFICE
013020	12/22/06	TGP01	TGP WEST, INC.	984.39	.00	984.39	3546	SUNDALE WELL MAINT
013021	12/22/06	USA01	USA BLUEBOOK	1214.60	.00	1214.60	285586	2 FLAPPER TYPE CHECK VALV
13022	12/29/06	EMP01	EMPLOYMENT DEVELOP DEPT	637.35	.00	637.35	A61222	STATE INCOME TAX
13023	12/29/06	MID01	MIDSTATE BANK-PR TAX DEP	2532.19 163.68 606.04	.00 .00 .00	2532.19 163.68 606.04	A61222 1A61222 2A61222	FEDERAL INCOME TAX FICA MEDICARE (FICA)
			Check Total.....:	3301.91	.00	3301.91		
13024	12/29/06	MID02	MIDSTATE BANK - DIRECT DP	17428.50	.00	17428.50	A61222	NET PAY
13025	12/29/06	PER01	PERS RETIREMENT	5377.22	.00	5377.22	A61222	PERS PAYROLL REMITTANCE
13026	12/29/06	STA01	STATE STREET GLOBAL	505.00	.00	505.00	A61222	457 DEFERRED COMP
013027	01/10/07	ADV01	ADVANTAGE ANSWERING PLUS	92.95	.00	92.95	82003	ANSWERING SERVICE
013028	01/10/07	ALX01	ALEXANDER'S CONTRACT SERV	2757.68	.00	2757.68	3099	METER READING FOR JANUARY
013029	01/10/07	AME03	AMERI PRIDE	69.16 71.89	.00 .00	69.16 71.89	F866262 F872006	UNIFORMS ETC UNIFORMS ETC
			Check Total.....:	141.05	.00	141.05		
013030	01/10/07	ATT01	AT&T/MCI	34.93 142.08 117.72	.00 .00 .00	34.93 142.08 117.72	T5943188 T5943190 T5943191	PHONE 920161 PHONE 9291133 PHONE 9291341
			Check Total.....:	294.73	.00	294.73		
013031	01/10/07	BRE02	BRENNTAG PACIFIC INC.	597.87 329.00	.00 .00	597.87 329.00	BPI627927 BPI627928	CHLORINE CHLORINE
			Check Total.....:	926.87	.00	926.87		
013032	01/10/07	COM01	COMPUTER NETWORK SERVICES	497.92	.00	497.92	0612A	DECEMBER COMPUTER SUPPORT
013033	01/10/07	COR01	CORBIN WILLITS SYSTEMS	710.80	.00	710.80	A612151	BILLING PROGRAM SUPPORT
013034	01/10/07	CRE01	CREEK ENVIRONMENTAL LABS	24.00 256.00 24.00 200.00 24.00 30.00 24.00 256.00 24.00 200.00 24.00 24.00 24.00 24.00 24.00	.00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00	24.00 256.00 24.00 200.00 24.00 30.00 24.00 256.00 24.00 200.00 24.00 24.00 24.00 24.00 24.00	N7475 N7476 N7514 N7515 N7564 N7593 N7647 N7648 N7682 N7683 N7723 N7779 N7795 N7828	BL WWTP LAB WATER SAMPLES BL WWTP LAB TOWN WWTP LAB BL WWTP LAB BL WWTP LAB BL WWTP LAB WATER SAMPLES BL WWTP LAB TOWN WWTP LAB BL WWTP LAB BL WWTP LAB BL WWTP LAB BL WWTP LAB BL WWTP LAB
			Check Total.....:	1158.00	.00	1158.00		

**NIPOMO COMMUNITY SERVICES DISTRICT  
WARRANTS JANUARY 10, 2007**

**AGENDA ITEM  
D-1  
JANUARY 10, 2007  
PAGE THREE**

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
013035	01/10/07	CUE01	CUESTA EQUIPMENT	116.49	.00	116.49	20	SUPPLIES
013036	01/10/07	CUL02	CULLIGAN WATER CONDITION	18.01	.00	18.01	123106	DELIVERY SM 01-361030
013037	01/10/07	DEW01	J B DEWAR INC	620.49	.00	620.49	361839	OIL FOR SUNDALE WELL
013038	01/10/07	DWI01	DWIGHT'S AUTOMOTIVE	74.87	.00	74.87	32432	MAINT - 03 FORD
				40.18	.00	40.18	32436	MAINT - 02 TOYOTA
				74.87	.00	74.87	32443	MAINT - 04 FORD
			Check Total.....:	189.92	.00	189.92		
013039	01/10/07	EBY01	EBY, ED	100.00	.00	100.00	011007	REG BD MEETING 011007
013040	01/10/07	EMP01	EMPLOYMENT DEVELOP DEPT	333.90	.00	333.90	123106	QTR 12/31/06 SUI/ETT
013041	01/10/07	FAR02	FAR WEST EXPRESS	22.00	.00	22.00	72728+	MAILING SERVICE 72747
013042	01/10/07	FEN01	FENCE FACTORY SANTA MARIA	9295.00	.00	9295.00	512660	IRON FENCE AROUND LIFT ST
013043	01/10/07	FGL01	FGL ENVIRONMENTAL	187.00	.00	187.00	612769A	TOWN WWTP LAB
013043	01/10/07	FGL01	FGL ENVIRONMENTAL	137.00	.00	137.00	612770A	BL WWTP LAB
			Check Total.....:	324.00	.00	324.00		
013044	01/10/07	FIS01	FISHER PUMP SERVICE	754.77	.00	754.77	271	VIA CONCHA WELL MAINT
013045	01/10/07	GIL01	GLM, INC.	300.00	.00	300.00	122906A	LANDSCAPE OFFICE
				100.00	.00	100.00	122906B	LANDSCAPE BL
			Check Total.....:	400.00	.00	400.00		
013046	01/10/07	GRA01	GRANDFLOW, INC.	2067.20	.00	2067.20	89416	PRINTED BILLS
013047	01/10/07	GRO01	GROENIGER & CO	121.61	.00	121.61	639936SM	SUPPLIES
				760.23	.00	760.23	639939SM	SUPPLIES
				271.81	.00	271.81	639941SM	SUPPLIES
				838.81	.00	838.81	641581SM	SUPPLIES
				401.09	.00	401.09	644047SM	SUPPLIES
			Check Total.....:	2393.55	.00	2393.55		
013048	01/10/07	GWA01	GWA INC	28.00	.00	28.00	640101	FIRE ALARM
013049	01/10/07	HAR02	HARRISON, JAMES	100.00	.00	100.00	011007	REG BD MEETING 011007
013050	01/10/07	HAR03	HARRY BROWN TRAINING	300.00	.00	300.00	020607	WATER DISTRIBUTION CLASS
013051	01/10/07	HOM01	HOME MOTORS	347.21	.00	347.21	212524-5	04 CHEVY MAINT
013052	01/10/07	IMP02	IMPAC GOVERNMENT SERVICES	280.40	.00	280.40	122206A	COMPUTER SUPPLIES
				173.00	.00	173.00	122206B	TRAVEL
				61.41	.00	61.41	122206C	SUPPLIES
				49.00	.00	49.00	122206D	SEMINAR REGISTRATION
			Check Total.....:	563.81	.00	563.81		
013053	01/10/07	KOF01	KOFF & ASSOCIATES, INC.	3085.00	.00	3085.00	189	COMPENSATION STUDY
013054	01/10/07	MCD01	McDONOUGH HOLLAND & ALLEN	11411.32	.00	11411.32	183039	LEGAL SERVICES
013055	01/10/07	MID06	MIDSTATE BANK	50.00	.00	50.00	012507	SAFE DEPOSIT BOX RENT
013056	01/10/07	NEW03	NEW IMAGE TECHNOLOGIES	810.00	.00	810.00	3152	WEB SITE HOSTING FOR 2007
013057	01/10/07	NEX01	NEXTEL COMMUNICATIONS	280.90	.00	280.90	314-061	CELL PHONES
013058	01/10/07	NIP01	NIPOMO ACE HARDWARE INC	310.21	.00	310.21	613013+	SUPPLIES
013059	01/10/07	NIP09	NIPOMO MARKET PLACE	1513.74	.00	1513.74	DEC 06	FUEL FOR DECEMBER
013060	01/10/07	NUT01	NU TECH PEST MGMT	49.00	.00	49.00	59818	PEST CONTROL
				265.00	.00	265.00	60413	PEST CONTROL
			Check Total.....:	314.00	.00	314.00		
013061	01/10/07	PER04	PERRY'S ELECTRIC MOTORS	435.87	.00	435.87	6627	BLACKLAKE CONTACT CHAMBER
013062	01/10/07	PGE01	P G & E	26468.64	.00	26468.64	122006	ELECTRICITY 4449664603-3
013063	01/10/07	PRE01	PRECISION JANITORIAL	275.00	.00	275.00	157	DECEMBER JANITORIAL SERVI
013064	01/10/07	PUL01	PULITZER CENTRAL COAST NP	23.40	.00	23.40	233474	PUBLICATION - COROLLA



**NIPOMO COMMUNITY SERVICES DISTRICT  
WARRANTS JANUARY 10, 2007**

**AGENDA ITEM  
D-1  
JANUARY 10, 2007  
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013065	01/10/07	QUI03	QUINN RENTAL SERVICES	21.40	.00	21.40	2077989	SUPPLIES
013066	01/10/07	SAN01	SANTA MARIA TIRE INC	36.88	.00	36.88	440466	MAINT 00 TRUCK
013067	01/10/07	SEC01	SECRETARY OF STATE	20.00	.00	20.00	033107	FILING FEE-STATEMENT OF I
013068	01/10/07	SNY01	SNYDER LANDSCAPE MAINT CO	571.00	.00	571.00	463	TRATC 2409 LMD
013069	01/10/07	SOU01	SOUTH COUNTY SANITARY	34.24	.00	34.24	1672965	TRASH COLLECTION
				165.80	.00	165.80	1679142	TRASH COLLECTION OLDE TO
			Check Total.....:	200.04	.00	200.04		
013070	01/10/07	SPM01	SP MAINTENANCE SERVICES	1832.00	.00	1832.00	17092	STREET SWEEPING
013071	01/10/07	STA09	STANDARD INSURANCE	1074.08	.00	1074.08	121906	INSURANCE
013072	01/10/07	THE01	THE GAS COMPANY	131.42	.00	131.42	121806	OFFICE HEAT 06235160949
				115.25	.00	115.25	122106	GAS ENGINE SOUTHLAND 110
				11051.49	.00	11051.49	122906	GAS FOR SUNDALE WELL 0861
			Check Total.....:	11298.16	.00	11298.16		
013073	01/10/07	TRO01	TROTTER, CLIFFORD	100.00	.00	100.00	011007	REG BD MEETING 011007
013074	01/10/07	VAL01	VALLEY SEPTIC SERVICE	1585.50	.00	1585.50	3698	JETTING SEWER LINES
				1006.50	.00	1006.50	3706	JETTING SEWER LINES
				1296.00	.00	1296.00	3708	JETTING SEWER LINES
				1689.00	.00	1689.00	3712	JETTING SEWER LINES
				1534.50	.00	1534.50	3713	JETTING SEWER LINES
			Check Total.....:	7111.50	.00	7111.50		
013075	01/10/07	VER01	VERIZON	29.79	.00	29.79	121906A	BL PHONE
				29.79	.00	29.79	121906B	BL PHONE
			Check Total.....:	59.58	.00	59.58		
013076	01/10/07	VIE01	VIERHEILIG, LARRY	100.00	.00	100.00	011007	REG BD MEETING 011007
013077	01/10/07	WIN01	WINN, MICHAEL	100.00	.00	100.00	011007	REG BD MEETING 011007
013078	01/10/07	WIQ01	WATER QUALITY INC	350.00	.00	350.00	S GERMAN	SEMINAR - WASTEWATER EXAM
013079	01/10/07	\D004	DLG DEVELOPMENT,	362.15	.00	362.15	000A70101	MQ CUSTOMER REFUND
013080	01/10/07	\G003	SYCAMORE CONSTRUCTION,	406.95	.00	406.95	000A70101	MQ CUSTOMER REFUND
013081	01/10/07	\H009	HERNANDEZ, FERNANDO	284.90	.00	284.90	000A70101	MQ CUSTOMER REFUND
013082	01/10/07	\U001	UNION ASHPHALT INC,	387.70	.00	387.70	000A70101	MQ CUSTOMER REFUND



**NIPOMO COMMUNITY SERVICES DISTRICT**  
**Wednesday, December 6, 2006**

**9:00 A. M.**

**SPECIAL MEETING MINUTES**

**BOARD of DIRECTORS**

LARRY VIERHEILIG, **PRESIDENT**  
MICHAEL WINN, **VICE PRESIDENT**  
CLIFFORD TROTTER, **DIRECTOR**  
ED EBY, **DIRECTOR**  
JAMES HARRISON, **DIRECTOR**

**PRINCIPAL STAFF**

BRUCE BUEL, **GENERAL MANAGER**  
LISA BOGNUDA, **ASSIST. ADMINISTRATOR**  
DONNA JOHNSON, **BOARD SECRETARY**  
JON SEITZ, **GENERAL COUNSEL**  
DAN MIGLIAZZO, **UTILITY SUPERVISOR**

148 S. Wilson Street  
Nipomo, California

**A. CALL TO ORDER, FLAG SALUTE, AND ROLL CALL**

President Vierheilig called the meeting to order at 9:00 a.m. and led the flag salute. At Roll Call, all Board members were present.

President Vierheilig announced that prior to the end of the meeting, one Closed Session item will be added.

Jon Seitz, District Legal Counsel, announced Government Code Section 54954.2 provides that an item may be added to the agenda upon a 2/3 vote. Upon a determination that a need arose subsequent to the posting of the agenda and there is a need to take immediate action. Something occurred at the Board of Supervisors meeting yesterday (December 5, 2006) with the approval of a general plan amendment (DeGroot) that apparently would allow a general plan amendment without the provision of supplemental water and other issues including the District's MOA with the County. It is believed there is a need to take immediate action. This matter is supposed to go back to the Board of Supervisors on December 12<sup>th</sup>. The item to be added to the NCS D agenda would be pursuant to Government Code Section 54956.9 to give the Board the opportunity for the Board to discuss whether or not to initiate litigation with respect to the Board of Supervisors' action taken yesterday and anticipated actions taken on December 12<sup>th</sup>. A motion and a second is required to have this item placed on the agenda in a Closed Session pursuant to Government Code Section 54956.9 to include findings that the events occurred subsequent to the posting of the agenda and there is a need to take immediate action. The Board decided to swear in the new directors before the vote.

**B. ADMINISTER OATH OF OFFICE FOR BOARD MEMBERS ELECTED ON 11/7/06**

The Board Secretary administered the Oath of Office for the Board members (Larry Vierheilig, Clifford Trotter, and Jim Harrison) elected on November 7, 2006. Each Director executed the Certificate of Election and Oath of Office.

Upon motion of Director Eby and seconded by Director Winn, the Board unanimously agreed to place the Closed Session item discussed above on the agenda based on the findings discussed. Vote 5-0

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



**NIPOMO COMMUNITY SERVICES DISTRICT**  
**Wednesday, December 6, 2006**  
**9:00 A. M.**  
**SPECIAL MEETING MINUTES**

**C. APPROVE WARRANTS**

Upon motion of Director Eby and seconded by Director Winn, the Board unanimously approved the Warrants presented at the December 6, 2006, meeting. There was no public comment. Vote 5-0

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

**D. CONFIRM INTERIM APPOINTMENTS TO PARKS COMMITTEE**

Bruce Buel, General Manager, reviewed the process to appoint members to the Standing Parks Committee for the balance of 2006.

Director Trotter nominated Director Winn as Chair of the Committee. All Board members voted in favor. There was no opposition.

Director Winn nominated Director Harrison for member to the committee. All Board members voted in favor. There was no opposition.

Director Eby asked for clarification of the Olde Towne Parcels Committee. Director Winn explained that it is a standing committee created by the Board to negotiate with the County for the transfer of the two parcels that are in Olde Towne to the NCS D if a responsible financial way can be worked out. Director Eby also asked about the Community Projects Grant Funding Committee. President Vierheilig explained that the committee considers special projects funding out of the Solid Waste Fund.

**E. CONSIDER WATERLINE INTERTIE PROJECT PRE-DESIGN TECHNICAL MEMORANDUM AND CONSIDER EVALUATING ALTERNATE SUPPLEMENTAL WATER SUPPLY PROJECTS FEASIBILITY AND COST**

Bruce Buel, General Manager, explained that the Waterline Intertie Project Design and Construction Committee had recommended that the District suspend work on the WIP Pre-Design with the exception of time-sensitive biological and hydraulic evaluations and that the District agree to evaluate alternative supplemental water supply projects. The Board discussed the WIP monthly report through October 2006. Mr. Buel and Mr. Seitz explained some of the expenses listed in the report.

The following members of the public spoke:

Bill Nelson, NCS D resident – asked if the \$6.00 charge presently included in the bills is being charged as revenue to the supplemental water project. And an expense item is not shown on the report for the debt service on the \$4 million loan.

Mr. Buel answered that the \$6.00 is intended to defray the costs of the water rights litigation/adjudication. He also answered that he would work to have that expense item shown on the following reports.

Paul Richer, EDA of San Luis Obispo – asked about the viability of projects that are in the works now

Jon Seitz, District Legal Counsel, responded - the Allocation Policy and the Intent-to-Serve process will be brought to the December 13<sup>th</sup> meeting.

Director Eby asked if the District is continuing the hydraulic analysis of the District's system.



**NIPOMO COMMUNITY SERVICES DISTRICT**  
**Wednesday, December 6, 2006**  
**9:00 A. M.**  
**SPECIAL MEETING MINUTES**

**E. CONSIDER WATERLINE INTERTIE PROJECT PRE-DESIGN TECHNICAL MEMORANDUM AND CONSIDER EVALUATING ALTERNATE SUPPLEMENTAL WATER SUPPLY PROJECTS FEASIBILITY AND COST (continued)**

Josh Reynolds, Boyle Engineering – stated that further hydraulic analysis is not needed for planning purposes for the waterline intertie project. The engineer performing the water master plan is in the process of doing some hydraulic analysis. Upon motion of Director Eby and seconded by Director Winn, the Board unanimously agreed to accept the recommendation of the Committee: District to suspend work on the Waterline Intertie Project Pre-Design with the exception of time-sensitive biological and hydraulic evaluations and that the District agree to evaluate alternative supplemental water supply projects. Vote 5-0

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

There was no public present to comment on the Closed Session

**CLOSED SESSION convened at 10:00 a.m.**

The Closed Session adjourned at 10:36 a.m.

Jon Seitz, District Legal Counsel announced the following:

Jon Seitz, District Legal Counsel reviewed the December 5, 2006, San Luis Obispo County Board of Supervisors consideration of the DeGroot General Plan Amendment. The Board did not authorize litigation. The District Board did instruct the Board's Legal Counsel to work with the General Manager to demand that San Luis Obispo County not adopt the DeGroot General Plan Amendment.

Upon motion of Director Winn and seconded by Director Eby, the Board unanimously agreed to direct staff to write a letter to the San Luis Obispo County Board of Supervisors protesting the DeGroot General Plan Amendment and present it to the County. Vote 5-0

**F. ADJOURN**

President Vierheilg adjourned the meeting at 10:38 a.m.

D2

**NIPOMO COMMUNITY SERVICES DISTRICT  
SPECIAL MEETING  
MINUTES**

**DECEMBER 9, 2006 8:30 A. M.**

BLACKLAKE COMMUNITY CENTER – 498 COLONIAL PLACE - NIPOMO, CA

**BOARD of DIRECTORS**

LARRY VIERHEILIG, **PRESIDENT**  
MICHAEL WINN, **VICE PRESIDENT**  
CLIFFORD TROTTER, **DIRECTOR**  
ED EBY, **DIRECTOR**  
JAMES HARRISON, **DIRECTOR**

**PRINCIPAL STAFF**

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

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

**A. CALL TO ORDER, FLAG SALUTE, AND ROLL CALL**

President Vierheilig called the meeting to order at 8:30 a.m. and led the flag salute. General Manager Bruce Buel called the roll and determined that President Vierheilig, Director Trotter, Director Eby and Director Harrison were present. Vice President Winn joined the meeting at 8:46am. In addition, General Manager Bruce Buel, Administrative Assistant Lisa Bognuda, and Utility Supervisor Dan Migliazzo were present. Chuck Stevenson from SLO County Planning Department joined the meeting at 9:00am.

**B. STRATEGIC PLAN WORKSHOP**

President Vierheilig and General Manager introduced Chuck Beesley and described Mr. Beesley's role as facilitator. Mr. Beesley then reviewed his background and provided an overview of the strategic planning process. Each Director and Staff member then summarized their respective expectations for the session. There were no comments from the public. General Manager, Bruce Buel, reviewed the latent powers available to all California Community Services Districts and Board discussion followed regarding the powers that NCSO currently does not exercise. Chuck Stevenson then presented an overview of "Nipomo Quick Hits" and Board discussion followed on land use and circulation issues.

The Board recessed from 10:15am to 10:25am.

Following the recess, Chuck Beesley reviewed the Board's expectations for the workshop and led a discussion regarding the priorities amongst the identified issues. The Board agreed to start with achievable goals and discussion followed on pending water, sewer, parks and policy issues.

The Board recessed from 12:05pm to 12:40pm.

Following the lunch recess, Chuck Beesley reviewed the "Big Picture" topics identified to occur in the 10 to 30 year time horizon. The Board discussed unexercised latent powers, incorporation, water issues and sewer issues. The Board then assessed current programs, identified fiscal challenges, and identified policies that needed updating.

Chuck Beesley thanked the Board for its effort and promised to submit a draft Action Plan for subsequent Board review.

**C. ADJOURNMENT**

President Vierheilig adjourned the Meeting at 4:25 pm.



# NIPOMO COMMUNITY SERVICES DISTRICT

*Celebrating 41 - Years of Service 1965 - 2006*

## MINUTES

**DECEMBER 13, 2006 9:00 A. M.**

BOARD ROOM 148 SOUTH WILSON STREET, NIPOMO, CA

### BOARD of DIRECTORS

LARRY VIERHEILIG, **PRESIDENT**  
MICHAEL WINN, **VICE PRESIDENT**  
CLIFFORD TROTTER, **DIRECTOR**  
ED EBY, **DIRECTOR**  
JAMES HARRISON, **DIRECTOR**

### PRINCIPAL STAFF

BRUCE BUEL, **GENERAL MANAGER**  
LISA BOGNUDA, **ASSIST. ADMINISTRATOR**  
DONNA JOHNSON, **BOARD SECRETARY**  
JON SEITZ, **GENERAL COUNSEL**  
DAN MIGLIAZZO, **UTILITY SUPERVISOR**

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

- 00:00:00** A. CALL TO ORDER AND FLAG SALUTE  
President Vierheilig called the meeting to order at 9:01 a.m. and led the flag salute.
- 00:01:07** B. ROLL CALL AND WELCOME TO NEW DIRECTOR JAMES D. HARRISON  
At Roll Call, all Board members were present.  
President Vierheilig welcomed Director Harrison to the Board.
- 00:01:53** C. PRESENTATIONS AND PUBLIC COMMENT
- C-1) COMMANDER BASTI OF SOUTH COUNTY SHERIFF'S STATION  
Bruce Buel, General Manager, explained that Commander Basti had another meeting and apologized that he could not be here on time, but he has asked to address the Board at a later time.
- C-2) BATTALION CHIEF BILL FISHER OF CA DEPARTMENT OF FORESTRY (CDF)  
Battalion Chief Bill Fisher of the California Department of Forestry introduced himself. He has worked in San Luis Obispo County off and on for approximately 24 years. He has also worked in Riverside, Ventura, and Monterey. His duties will include working in Nipomo, Avila, Pismo and at the Santa Maria airport.  
Chief Fisher presented CDF activities on the Nipomo Mesa.  
Station 22 had the following calls during November = 13 fires, 27 medical, 4 TC and 10 others. Station 20 had 15 fires, 90 medical, 14 TC and 13 others.  
He warned that this is the time of year when house fires occur and to be careful with open flames.  
Operation Santa Claus is on-going. Citizens may drop off unwrapped gifts at the fire station.  
President Vierheilig thanked Mr. Fisher for his presentation.
- C-3) LARRY KRAEMER OF CANNON AND ASSOCIATES  
Bruce Buel, General Manager, introduced Larry Kraemer of Cannon Associates.  
Larry Kraemer gave the Board a packet of information pertaining to the progress in developing the Water and Sewer Master Plan (packet in the office copy). The study includes developing water demand and sewer flow projections for use in the master planning process.  
The Board discussed the project with Mr. Kraemer. The Board would like to have the water demand scenarios to include a 3% or higher growth rate.



C-3) LARRY KRAEMER OF CANNON AND ASSOCIATES (continued)  
Malcolm McEwen, from Garing, Taylor & Associates, explained how the figures for the percentages were obtained. Director Winn stated that the reality of the growth does not match with the projections. The projections need to look at a higher rate of growth. Mr. Kraemer stated that their firm would be looking at ultimate build-out. Director Trotter stated that the public needs to be informed about what NCSD is doing. There was no public comment. Mr. Buel stated that a workshop concerning the Master Plan will be held in the near future.

C- 4) STAFF UPDATE ON DISCUSSIONS WITH BLACKLAKE RE: BOOSTER STATION

Bruce Buel, General Manager, presented the status of Blacklake discussions for the possibility of combining with the Town Division water system. Boyle Engineering has been retained to compare the alternatives of either upgrading the Blacklake Booster Station and leaving Blacklake as a stand-alone water system or the cost of merging Blacklake with the existing community system. Dee Jasper Associates has been retained to do a peer review of the earlier design memorandum of the design of the booster station. Both reports will be presented in January. There will be additional discussions with the committee appointed by the Blacklake community and the NCSD Board Ad Hoc Committee in January.

C-5) PUBLIC COMMENT ON PRESENTATIONS AND ITEMS NOT ON AGENDA

Jesse Hill, NCSD customer – commented about the allocation limit being different than how the basin works. It might help to have Scalminini help explain.

He sent a letter to LAFCo asking to waive their conditions because the Holloway project will be using less water than they are presently using. He asked that NCSD help to move the possible annexation forward.

Director Eby asked Mr. Hill if he had received a letter from LAFCo denying the appeal because the project was outside the statute of limitations.

Mr. Hill stated that he did receive such a letter not allowing the annexation until supplemental water comes through.

Ed Jones, TCG, project management company for the Maria Vista Estates – handed the Board a packet of information (a copy is in the office). He reviewed the outline. He thanked the Board for its time.

Jon Seitz, District Legal Counsel, asked Mr. Jones if the video tapes NCSD had requested had been delivered to the District.

Mr. Jones stated that the tapes were due to be copied and will be delivered today.

Herb Kandel, NCSD resident – welcomed Director Harrison to the Board. He stated that he wished to compliment the Board for the conservation education efforts and Ms. Dunbar's work with the high school kids and others. The efforts may not be measurable but it is valuable.

He stated that he would like to do a presentation soon. The Land Conservancy has completed the Nipomo Water Shed Management Plan. He would like to give the Board a truncated version sometime soon. Cambria CSD is facing difficulties similar to NCSD and they have some good ideas he would like to share with the Board.

Chad Wittstrom, developer – stated that a minor ag cluster project received recommendation for denial by NCAC. ECO-SLO suggested a green-build project.

He would like to know what steps he needs to take to be approved by the NCSD Board.

Jon Seitz, District Legal Counsel, stated that the District has an water allocation policy and is in the process of reconsidering the policy.



00:55:36

- C-5) PUBLIC COMMENT ON PRESENTATIONS AND ITEMS NOT ON AGENDA (continued)  
Commander Basti from the South County Sheriff's station spoke to the Board. He apologized for being late. He had been to a very important budget meeting. He presented information concerning Sheriff's activities on the Nipomo Mesa.
- "Avoid the 14" – fourteen law enforcement agencies provide extra patrol for drunk driving during the holiday season.
  - Tips to avoid identity theft include, pick up mail immediately, take mail to the post office, activate gift cards
  - Six will graduate from academy Saturday, December 16<sup>TH</sup>
  - Six more to be hired in January to go to the academy
- Director Winn asked about graffiti removal. Cmdr. Basti explained that Miner's Hardware has donated paint. Volunteers are allowed to paint over the graffiti after the sheriff's office has identified the writing.  
 Cmdr. Basti congratulated Mr. Harrison for becoming the newest Board member.

00:46:00

**CONSENT AGENDA**

- D-1) WARRANTS Delete check # 12939
- D-2) BOARD MEETING MINUTES  
 Approve Minutes of November 15, 2006, Special Meeting  
 Approve Minutes of November 22, 2006, Regular Meeting  
 Correction: E-1 (typo)
- D-3) ADOPT RESOLUTION OF APPRECIATION FOR JUDITH WIRSING  
**RESOLUTION 2006-998  
 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
 NIPOMO COMMUNITY SERVICES DISTRICT  
 THANKING JUDITH WIRSING  
 FOR HER SERVICE TO THE NIPOMO COMMUNITY SERVICES DISTRICT  
 AND TO THE COMMUNITY OF NIPOMO**
- D-4) AMEND AGREEMENT WITH SHIPSEY AND SEITZ TO INCREASE HOURLY CHARGES
- D-5) AMEND AGREEMENT WITH RICHARDS WATSON LAW FIRM TO INCREASE HOURLY CHARGES
- D-6) THE ADDITION OF JAMES D. HARRISON TO BANK SIGNATURE CARDS
- D-7) AUTHORIZE RETENTION OF OFFICE TEMPORARY HELP DURING RECRUITMENTS PERIOD
- D-8) ADOPT RESOLUTION AMENDING DESIGNATED PARTY FOR SANITARY SEWER OVERFLOW REPORTING  
**RESOLUTION NO. 2006-999  
 A RESOLUTION OF THE BOARD OF DIRECTORS  
 OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
 AUTHORIZING BRUCE BUEL, NCSD GENERAL MANAGER,  
 AS A LEGALLY RECOGNIZED REPRESENTATIVE FOR REPORTING PURPOSES**

Upon motion of Director Winn, and seconded by Director Eby, the Board unanimously approved the Consent Agenda, as amended in D-1, and D-2. Vote 5-0.



**Nipomo Community Services District  
REGULAR MEETING  
MINUTES**

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

**01:00:25** D. ADMINISTRATIVE ITEMS

E-1) REVIEW WATER ALLOCATION AND ANNEXATION OPTIONS AND DEVELOP PROPOSAL FOR SUBSEQUENT CONSIDERATION

Bruce Buel, General Manager, suggested to the Board that because of the time restraints today, that the Board continue this item until the January 2007 meeting. There was no public comment. Upon motion of Director Trotter and seconded by Director Winn, the Board agreed to continue this item until the January 10, 2007, meeting. Vote 5-0

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

**01:05:07** E-2) CONSIDER INTENT-TO-SERVE LETTER APPLICATION FROM GEORGE NEWMAN FOR TRACT 2652 COMMERCIAL PROJECT AT MARY AND JUNIPER

Bruce Buel, General Manager, reviewed the request for water and sewer service for Tract 2652, a commercial project at Mary and Juniper.

The Board asked if a lift station would be necessary for sewer service.

Dan Migliazzo, NCSD Utility Supervisor – explained how there was no problem for the sewer gravity flow from the project.

The Board asked if what was presented today was the entire project.

George Newman, project developer – answered that the project will not be bigger.

Director Eby asked if Mr. Newman is aware that the fees are based on the old Capacity Fee schedule for the \$6 million previously projected costs of the supplemental water project and not the higher-cost supplemental water project.

Mr. Newman – Yes. He commented that the trend occurring is the increasing District fees and service improvements and County road improvements. He asked that the Board consider a broader base for funding the supplemental water project.

Director Trotter stated that the costs must be borne by the developers and not the ratepayers.

There was no public comment.

Upon motion of Director Winn and seconded by Director Trotter, the Board unanimously agreed to direct staff to issue an Intent-to-Serve letter for the project (Tract 2652) with general and special conditions, as outlined in the Board letter. Vote 5-0.

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

**01:24:12** E-3) AUTHORIZE EXECUTION OF AGREEMENT WITH BOYLE ENGINEERING REGARDING DEVELOPMENT OF AN EVALUATION OF SUPPLEMENTAL WATER ALTERNATIVES

Bruce Buel, General Manager, informed the Board of the draft Scope of Work proposed by Boyle Engineering to perform a Water Supply Alternatives Evaluation.

Mike Nunley, Boyle Engineering – handed the Board the proposed Scope of Work (a copy is in the office). He reviewed the draft scope.

Mr. Buel recommended that Boyle perform the work as proposed.

The Board asked questions of Mr. Nunley and Mr. Buel:

- o Dual lines in Tefft Street



**Nipomo Community Services District  
REGULAR MEETING  
MINUTES**

E-3) AUTHORIZE EXECUTION OF AGREEMENT WITH BOYLE ENGINEERING REGARDING DEVELOPMENT OF AN EVALUATION OF SUPPLEMENTAL WATER ALTERNATIVES (continued)

- o If a project being considered is not feasible, the Board suggested not to spend too much time on it
- o Consider recycle wastewater return flow rights.
- o Would like more meetings to inform the public more thoroughly
- o Seawater feasibility
- o Are legal fees included
- o Water analysis to be borne by the District

There was no public comment.

Upon motion of Director Trotter and seconded by Director Harrison, the Board unanimously agreed to accept the proposal from Boyle with the recommended changes (such as including the cost of the pipeline) to include not-to-exceed \$183,000. Vote 5-0.

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

E-4) RECEIVE PRESENTATION FROM BOYLE ENGINEERING REGARDING SOUTHLAND WWTF MASTER PLAN CONCEPTS

Bruce Buel, General Manager, reviewed the possibility of continuing this item until a special meeting February 21.

There was no public comment.

Upon motion of Director Eby and seconded by Director Winn, the Board unanimously agreed to continue this item to a future date. Vote 5-0

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

01:57:41

E-5) CONSIDER ACCEPTING COMPENSATION STUDY, APPROVE PHASE-IN OF SALARY ADJUSTMENTS, AND APPROVE MONTHLY SALARY SCHEDULE AND POSITION PLACEMENT

Bruce Buel, General Manager, reviewed the proposed salary adjustment and salary schedule. He reviewed the different meetings held with Koff and Associates and the employees, the Personnel Committee, and the Board. He recommended that the Board accept the Total Compensation Study prepared by Koff & Associates, approve the phase-in of salary adjustments, adopt the proposed resolution (approval of salary schedule, position placement), approve Staff recommendation of preserving the existing salary of Secretary/Clerk and Billing Clerk and provide for COLA adjustments on July 1 of each year until such time that the salary schedule is adjusted accordingly, authorize Staff to advertise for the positions of District Engineer, Utility Foreman and Water Conservation Specialist at the newly-approved monthly salary schedule.

Director Trotter suggested that in the future an employee be appointed as representative for the other employees for communication with the Board, if necessary or desirable.

Director Eby asked about the two positions (Secretary and Billing Clerk) that on one chart showed were over the average and another chart showed they were under. Mr. Buel explained that the charts compared total compensation and salaries with other agencies.



**Nipomo Community Services District  
REGULAR MEETING  
MINUTES**

E-5) CONSIDER ACCEPTING COMPENSATION STUDY, APPROVE PHASE IN OF SALARY ADJUSTMENTS, AND APPROVE MONTHLY SALARY SCHEDULE AND POSITION PLACEMENT (continued)

Director Eby also asked for clarification of the charts "Budgeted Salary of GM and Projects Manager Fiscal Year 2006-2007" and "Proposed Monthly and Annual Cost to NCSD". Mr. Buel explained.

Director Winn stated that he supports the recommendations from staff. He also stated that there is a problem with long-term entitlements, which will increase over the years. This should be looked at for new employees to reduce the costs to rate-payers.

President Vierheilig stated that on page 6B of 11 and page 2B of 11 it shows that the Billing Clerk and the Secretary would be receiving zero dollars increase. He recommended the following amendments: Billing Clerk salary adjustment of 5.7% resulting in a change to Salary Range 22. Secretary/Clerk salary adjustment of 6% resulting in a change to Salary Range 25.

Director Winn stated that he could not support the recommendation. The reason for going to a professional firm is to find out where the District is. If we only accept the employees whose compensation is low, then those who have been more generously compensated inflates our budget artificially. Those who have been paid more than the mean salary for years have enjoyed the benefits of being paid more over the years.

There was no public comment.

Upon motion of Director Trotter and seconded by Director Harrison, the Board unanimously agreed to :

- Approve Resolution 2006-1000, approving the recommendations from the salary survey with the exception of the Billing Clerk salary adjustment of 5.7% resulting in a change to Salary Range 22. Secretary/Clerk salary adjustment of 6% resulting in a change to Salary Range 25, and
- Authorize Staff to advertise for the positions of District Engineer, Utility Foreman and Water Conservation Specialist at the newly approved monthly salary schedule.

Vote 5-0

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

**RESOLUTION NO. 2006-1000  
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT  
ADOPTING THE MONTHLY SALARY SCHEDULE, PROPOSED SALARY  
RANGE PLACEMENT, AND CPI INDEX**

02:20:49

E-6) ELECT 2007 OFFICERS

Bruce Buel, General Manager, described the process to elect 2007 officers of the Board.  
*Nomination for President.*

Director Trotter nominated Director Winn for President.

Upon motion of Director Harrison and seconded by Director Eby, the Board agreed to close the nominations. Vote 5-0

*Nomination for Vice President.*

Director Winn nominated Director Vierheilig for Vice President.

Director Trotter nominated Director Eby for Vice President.

Ballots were passed out to each Board member. Mr. Buel explained the process. Mr. Seitz collected the ballots. Mr. Buel tabulated the votes.

The following is the result of the votes:

Director Vierheilig is now the Vice President on a 4-1 vote with Director Trotter voting for Director Eby.



02:25:59 F. MANAGER'S REPORT

Bruce Buel, General Manager, directed the Board to the Manager's Report in the packet. He also mentioned the new fence around the Tefft Street Lift Station. Director Winn thanked Mr. Buel for following through on the Olde Towne perspective. President Vierheilig also appreciated the new fence.

Director Eby asked that now that the system for conservation has been so well set up by Ms. Dunbar, is a Conservation Specialist position necessary: How effective is the job? Mr. Buel stated that an item will be brought to the January meeting introducing the concept of a full time position for conservation and outreach.

There was no public comment.

02:30:00 G. COMMITTEE REPORTS

1.) RECEIVE MINUTES FROM 11/29/06 WATERLINE INTERTIE PROJECT DESIGN AND CONSTRUCTION COMMITTEE

There was no public comment.

02:31:30 H. DIRECTORS' COMMENTS

Director Trotter

No longer involved in the Parks Committee and the pipeline committee report was given.

Director Eby

He will provide a copy of the letter to Jesse Hill from LAFCo explaining that if Mr. Hill objected to the conditions set forth, the 30 days for comment ended in July. Mr. Winn stated that the County's ag open space element says ag pumping shall not create a residential pumping entitlement.

Director Winn

WRAC met December 1, 2006, in San Luis Obispo. Mr. Caruso was present. The discussion of the RMS has been changed ahead to January 10<sup>th</sup>.

Parks Committee (Winn & Harrison) met on December 11<sup>th</sup>.

WRAC will meet on the second Wednesday in January. It would be a good meeting for other NCSD Board members to attend because the RMS will be discussed.

He met with President Vierheilig and Supervisor Achadjian on December 3<sup>rd</sup>. A meeting is scheduled with Jon Seitz also on January 3<sup>rd</sup> to talk about the RMS, probably about supplemental water issues, and parks.

Saturday, January 13<sup>th</sup>, County CSDA in Templeton

I. CLOSED SESSION ANNOUNCEMENTS

Jon Seitz, District Legal Counsel, announced the following items to be discussed in Closed Session. Mr. Seitz had nothing to report for Items 3 and 5

1. CONFERENCE WITH LEGAL COUNSEL PENDING LITIGATION GC§54956.9 SMVWCD VS NCSD SANTA CLARA COUNTY CASE NO. CV 770214 AND ALL CONSOLIDATED CASES.
2. CONFERENCE WITH LEGAL COUNSEL PENDING LITIGATION GC§54956.9 MARIA VISTA VS. NCSD CASE NO. CV 040877
3. ~~CONFERENCE WITH LEGAL COUNSEL RE: PENDING LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9; SAN LUIS OBISPO COASTKEEPER VS. NCSD (CASE NO. CV060349)~~

**Nipomo Community Services District  
REGULAR MEETING  
MINUTES**

- 4. TORT LIABILITY CLAIM PURSUANT TO GOVERNMENT CODE SECTION 54956.9 – CLAIMANT: DLG DEVELOPMENT – AGENCY CLAIMED AGAINST: NIPOMO COMMUNITY SERVICES DISTRICT
- 5. ~~INITIATION OF LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(C) – 1 CASE~~

**02:45:06** J. PUBLIC COMMENT ON CLOSED SESSION ITEMS  
There was no public comment.

**02:45:15** K. ADJOURN TO CLOSED SESSION  
The Board adjourned to Closed Session at 11:55 a.m.

L. OPEN SESSION  
ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION

The Board came back into Open Session at 12:56 p.m. Jon Seitz, District Legal Counsel, announced the following:

Upon motion of Director Eby and seconded by Director Trotter, the Board unanimously agreed to deny the Tort Liability Claim in Item I-4. Vote 5-0

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


The Board heard an update on Items I-1 and I-2. There was no reportable action.

**ADJOURN**

President Vierheilig adjourned the meeting at 12:58 p.m.

- **THE NEXT REGULAR BOARD MEETING IS JANUARY 10, 2006.**  
**TENTATIVELY SCHEDULED ITEMS INCLUDE:**
  - Southland WWTF Master Plan
- **THE NEXT SPECIAL BOARD MEETING IS JANUARY 17, 2006.**  
**TENTATIVELY SCHEDULED ITEMS INCLUDE:**
  - Desalination Technology



TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL   
DATE: JANUARY 4, 2007

**AGENDA ITEM**  
**C-6**  
**JANUARY 10, 2007**

## RECEIVE LAND CONSERVANCY PRESENTATION

### ITEM

Receive presentation from Herb Kandell and/or Bob Hill of the Land Conservancy of SLO County regarding the Nipomo Creek Watershed Management Plan [Receive Presentation].

### BACKGROUND

Attached is a printout from the Land Conservancy's Website and the Executive Summary from the Nipomo Creek Watershed Management Plan. The full text of the Plan is available on the website and there is a hard copy in the office for public review (top of file cabinet; next to mail slots).

### RECOMMENDATION

Staff recommends that your Honorable Board receive the presentation and ask questions as appropriate.

### ATTACHMENT

Materials describing the Plan

T:\doc\board matters\board meetings\board letter 2007\Presentation LC WMP.doc

The Land  
Conservancy  
of San Luis Obispo County



[Home](#)   [About Us](#)   [Land Conservation](#)   [Restoration](#)   [News and I](#)

## Conservation Planning:

### Nipomo Creek Watershed Management Plan

#### Links to studies:

[San Luis Obispo Greenbelt Program](#)

[San Luis Obispo Creek Watershed Enhancement Plan](#)

[Baywood and Los Osos Conservation Plan](#)

[Black Lake Canyon Enhancement Plan](#)

[Arroyo Grande Valley Agricultural Conservation Program Study](#)

[Rural Settlement Pattern Strategy Studies](#)

[Nipomo Creek Watershed Management Plan](#)



Photo of main stem of Nipomo Creek taken at Old Towne Nipomo Creekside Preserve in early spring

The Nipomo Creek Watershed Management Plan, in partnership with Central Coast Salmon Enhancement, obtained a grant from the Guadalupe - Nipomo Dunes Restoration subcommittee to create Nipomo Creek Watershed Program.

The program was developed with community and landowner input. It has three main elements:

1. Water quality and biological monitoring,
2. Riparian restoration,
3. Protection of land with important natural resources.

The plan was co-written by Salmon Enhancement and the Land Conservancy. It contains the following work products:

1. Summary/details of Nipomo Watershed Forum,
2. Summary of volunteer water quality monitoring,
3. Riparian habitat assessment,
4. Existing data for watershed characterization,
5. Recommendations for short-term project implementation.



The plan also contains information about the history and prehistory of the watershed.

Go to [Nipomo Creek Watershed Management Plan, pp 1 to 66](#) for the first part of the plan in PDF format.

Go to [Nipomo Creek Watershed Management Plan, pp 67 to 150](#) for the second part of the plan in PDF format.

[View our site map.](#) Search this site:



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## Executive Summary

A legal settlement was reached to resolve a case involving many years of slow discharge of diluent (an oil/kerosene mix) in the Guadalupe Nipomo Dunes which resulted in funds being allocated for restoring or replacing lost natural resources that had been damaged.


The Guadalupe-Nipomo Dunes Restoration Subcommittee, comprised of representatives from the Department of Fish and Game, Office of Spill Prevention and Response, and the State Coastal Conservancy, was established to facilitate identifying and funding projects that would restore or replace lost resources in the Guadalupe-Nipomo Dunes area.

The Land Conservancy of San Luis Obispo, in partnership with Central Coast Salmon Enhancement, secured a grant from the Restoration Subcommittee in 2002 to create the Nipomo Creek Watershed Program. Through a comprehensive community and landowner outreach program, the Nipomo Creek Watershed Program was developed to establish water quality and biological monitoring programs, pursue riparian restoration projects, and permanent protection of land areas containing important natural resources. This report represents the culmination of the tasks specified in the approved work plan. The following work products are integrated into this watershed management plan:

- Summary/Details of Nipomo Watershed Forum
- Summary of Volunteer Water Quality Monitoring
- Report on Riparian Habitat Assessment
- Existing Data on the Watershed (Watershed Characterization Report)
- Nipomo Creek Watershed Program Final Report of Concept Recommendations for Short-term Project Implementation

The original approved work plan included fisheries related assessment and monitoring tasks. Following start up of the project it was decided to modify the work plan to reduce fisheries related tasks. While there are fisheries issues within the watershed, there was a lack of sufficient perennial flow to support an extensive habitat assessment for salmonids in the Nipomo Creek Watershed. This report does, however, address historical accounts of salmonids in the watershed based on limited written records and anecdotal evidence.



TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL   
DATE: JANUARY 4, 2007



ACCEPT TEFFT STREET LIFT STATION FENCE

**ITEM**

Accept Tefft Street Lift Station fence [Recommend Approval].

**BACKGROUND**

On November 8, 2006, the Board of Directors awarded a construction contract to the Fence Factory for replacement of the Fence at the Tefft Street Lift Station for \$9,295. The Fence Factory completed this work on December 12, 2006 and submitted an invoice for the work. Staff is satisfied with the work and has prepared a notice of acceptance.

**RECOMMENDATION**

It is recommended that your Honorable Board direct staff to file the notice of acceptance for the work.

**ATTACHMENT**

None

T:\doc\board matters\board meetings\board letter 2007\accept Tefft St LS Fence.doc

TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL ~~DSB~~  
DATE: JANUARY 4, 2007



ACKNOWLEDGE PRESIDENT'S APPOINTMENTS

**ITEM**

Acknowledge President's 2007 appointments to agencies and community organizations.

**BACKGROUND**

Attached is a listing of the agency and community organization appointments made by President Winn for 2007. This listing omits active Ad Hoc Committees pursuant to the advice of District Legal Counsel that Ad Hoc Committees are short term bodies created by the Board for a specific mission.

The Board should note that Agenda Item E-3 addresses standing committee membership.

**RECOMMENDATION**

This item is advisory only. No action is required of your Honorable Board.

**ATTACHMENT**

Draft 2007 Appointments Roster

T:\doc\board matters\board meetings\board letter 2007\2007 Appointments.doc



# DRAFT 2007 NCSD Committee Assignments

As of January 10, 2007

Standing Committee Assignments (2 members)	Chairperson	Member
Supplemental Water Project Design & Construction	TBD	TBD
Finance/Audit/Personnel	TBD	TBD
Parks	TBD	TBD


Standing Committees and appointments are approved by the Board of Directors. A Standing Committee is a legislative body of the Board whose meetings are conducted in compliance with the Brown Act. The Committee Chair is responsible for coordinating meeting announcements with District staff, complying with the Brown Act, and making reports back to the full Board of Directors.

Delegates to Agencies & Community Organizations (1 member & 1 alternate)	Member	Alternate
South County Advisory Committee (Includes SCAC Water Committee and Land Use Committee)	James Harrison	None per SCAC Bylaws- no alternate allowed
Water Resources Advisory Committee	Bruce Buel	Ed Eby
Chamber of Commerce (meets last Wed. @ noon @ Blacklake Club House)	Larry Vierheilig	-----
West Tefft Corridor Design Committee	Larry Vierheilig	-----
City of Santa Maria/CCWA	Michael Winn	Bruce Buel
Olde Towne Nipomo Association	Michael Winn	Larry Vierheilig
Blacklake Village Council/Committees	Cliff Trotter	-----

Delegates are appointed by the President of the Board of Directors.

\*Subject to other requirements of the Brown Act, Committee appointments are not to be interpreted as limiting individual contacts between Board members or any other person or persons.

T:\BOARD MATTERS\BOARD MEMBERS\COMMITTEES\COMMITTEES 07.doc

TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL   
DATE: JANUARY 4, 2007

**AGENDA ITEM**  
**D-5**  
JANUARY 10, 2007

APPROVE REVISED JOB TITLE AND JOB DESCRIPTION FOR  
CONSERVATION AND PUBLIC INFORMATION SPECIALIST

**ITEM**

Approve revised job title and job description for Conservation and Public Information Specialist

**BACKGROUND**

In 2005, the Board of Directors approved the job description and the hiring of a Water Conservation/Compliance Specialist. The job description and vision for this position was initiated by the previous General Manager, Michael LeBrun.

In February 2006, the District's first ever Water Conservation/Compliance Specialist was hired – Madonna Dunbar. Through Ms. Dunbar's efforts, the position and duties became more defined and focused. It became apparent over the past ten months that the compliance and safety elements of the job description might be better handled by a field staff member who is more intimately involved in these issues on a day-to-day basis.

Ms. Dunbar resigned in December and the position is now vacant. Prior to the recruitment process, Staff believes that modifications to the job title and job description are needed. It is recommended that the job title be changed from Conservation/Compliance Specialist to Conservation and Public Information Specialist. In addition, it is recommended that all references to compliance and safety issues be removed from the job description. A red-lined version reflecting the changes is attached.

**RECOMMENDATION**

Approve the attached Resolution amending the job title and job description for the Conservation and Public Information Specialist.

**ATTACHMENT**

Red-lined version  
Resolution 2007-XXX (Exhibit "A" – Job Title and Job Description)



## 7035 – CONSERVATION/COMPLIANCE AND PUBLIC INFORMATION SPECIALIST

### 1. DEFINITION

Under supervision of the General Manager and Assistant Administrator, provides for the planning, development, and implementation of programs and services related to reducing water consumption, water reuse and solid waste management; acts as a liaison between the District and the community and facilitates and participates in public outreach programs; develops and monitors related budget; provides for the planning, development and implementation of all safety compliance programs and training; tracks, prepares and submits compliance reports to all appropriate regulatory agencies; provides for the maintenance and updating of the District's web site. Performs related work and duties as assigned.

### 2. CLASS CHARACTERISTICS

This employee is capable of independently performing a full-range of duties including customer and employee relations. This class is distinguished from other District office support classes by its emphasis on conservation, compliance activities and public outreach. This employee may be required to make public appearances in the evenings and to work on the weekends.

### 3. EXAMPLES OF DUTIES (Illustrative Only)

- A. Develops, plans and implements water use and solid waste reduction program
- B. Conducts water conservation inspection services including conducting home and business water audits
- C. Develops, organizes and implements an effective public information, education and public relations plan in support of the resources management programs; acts as an information source to the media and general public regarding the District's resource management programs, represents the District regarding these issues with various community groups
- D. Acts as an information source to the media and general public regarding the District's resource management programs
- E. Represents the District regarding resource management program issues with various community groups
- D.F. Research and write compliance reports and other public relations material
- G. Make presentations to and conducts workshops for the Board of Directors and other groups
- E. Compiles, analyzes and interprets data and information to monitor all programs for effectiveness and assure compliance with local, State and Federal laws.
- F. Develop, implement and monitor general safety and health and loss control programs
- G. Conduct a variety of health and safety inspections at District facilities
- H. Coordinate and conduct health and safety training programs
- I. Review employee accident and injury reports; investigate claims
- J. Prepares and submits the mandatory reporting as required by all local, State and Federal agencies regarding all District issues
- K. Makes presentations to and conducts workshops for the Board of Directors and other groups
- L.H. Coordinates events such as Community Clean Up events
- I. Represents NCS&D at events in order to promote conservation activities
- J. Represents NCS&D by attending meetings with various agencies on conservation and related issues
- M.K. Maintains and updates the District's web site.
- N.L. May drive a motor vehicle to perform District duties
- M. Provides administrative and office support staff

4. EMPLOYMENT STANDARDS

Knowledge of:

A. Water conservation techniques and standards including irrigation practices and best management practices

~~B. OSHA and safety compliance~~

~~C. B. Computer function and software (Microsoft Office Suite including Word, Power Point, Excel, Access)~~

~~C. Desktop publishing software (Adobe Creative Suite 2, Photoshop, In Design, Illustrator)~~

D. Web site maintenance and update (using an existing interface program)

E. Record keeping principles and practices

F. Correct business English, including spelling, grammar and punctuation

G. Techniques for dealing with the public, in person and over the telephone

Skill in:

a. Public speaking

b. Composing correspondence and other written materials

c. Entering data with speed and accuracy

d. Customer relations

e. Applying and explaining policies and procedures

f. Exercising sound independent judgment

g. Establishing and maintaining effective working relationships with those contacted in the course of work

h. Multi-tasking

Physical Characteristics:

a. vision to read printed material and a computer screen

b. hearing and speech to interact in person, on the telephone, and in the public forum

c. mobility to work in a standard office environment and use standard office equipment

d. mobility to work outside and walk over "uneven" terrain

e. strength to lift and move equipment and tools weighing up to 20 pounds

License

a. Possession of a valid California Class C driver's license and satisfactory driving record

b. Must be bondable by District's fidelity bond insurer.

c. Must obtain an American Water Works Association Water Conservation Practitioner Certification within ~~12~~ 15 months of hire. Failure to obtain certification within the twelve months will be grounds for termination.

Education and Experience

Graduation from an accredited college or university with a BS or BA degree. Two years of increasingly responsible public relations experience, preferably with a public utility or a municipality preferred. Bilingual (Spanish) desirable.

Salary Step and Range Plan (Pursuant to Koff & Associates, Inc.)

Step 1	Step 2	Step 3	Step 4	Step 5
<del>\$2,735</del>	<del>\$2,872</del>	<del>\$3,015</del>	<del>\$3,166</del>	<del>\$3,324</del>
\$3,127	\$3,283	\$3,447	\$3,619	\$3,800



**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2007-**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT  
AMENDING THE DISTRICT PERSONNEL POLICY TO AMEND THE  
JOB TITLE AND JOB DESCRIPTION OF THE  
CONSERVATION AND PUBLIC INFORMATION SPECIALIST**

**WHEREAS**, the Nipomo Community Services District (herein "District") Board of Directors (herein "Board") is a local governmental agency formed and authorized to provide services within its jurisdiction, pursuant to Section 61000 et seq. of the California Government Code; and

**WHEREAS**, pursuant to District Resolution 2002-826, the District Board of Directors adopted the NCSD Personnel Policies and Procedures; and

**WHEREAS**, on September 14, 2005, the Board of Directors approved the job description for the Water Conservation/Compliance Specialist; and

**WHEREAS**, the need to modify the job title and job description has been determined to focus the efforts on conservation and remove the compliance and safety aspects of the position; and

**NOW, THEREFORE**, the Board of Directors of the Nipomo Community Services District does hereby resolve, declare, determine and order as follows:

Exhibit "A", attached hereto, is hereby incorporated by this reference amending Job Description 7035 in Chapter Seven of the District's Personnel Policies and Procedures.

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

AYES:  
NOES:  
ABSENT:  
CONFLICTS:

The foregoing resolution is hereby passed, approved and adopted by the Board of Directors of the Nipomo Community Services District this 10<sup>th</sup> day of January, 2007.

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

ATTEST:

APPROVED AS TO FORM:

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

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

EXHIBIT "A"  
RESOLUTION 2007-  
7035 – CONSERVATION AND PUBLIC INFORMATION SPECIALIST

1. DEFINITION

Under supervision of the General Manager and Assistant Administrator, provides for the planning, development, and implementation of programs and services related to reducing water consumption, water reuse and solid waste management; acts as a liaison between the District and the community and facilitates and participates in public outreach programs; develops and monitors related budget; provides for the maintenance and updating of the District's web site. Performs related work and duties as assigned.

2. CLASS CHARACTERISTICS

This employee is capable of independently performing a full-range of duties including customer and employee relations. This class is distinguished from other District office support classes by its emphasis on conservation, compliance activities and public outreach. This employee may be required to make public appearances in the evenings and to work on the weekends.

3. EXAMPLES OF DUTIES (Illustrative Only)

- A. Develops, plans and implements water use and solid waste reduction program
- B. Conducts water conservation inspection services including conducting home and business water audits
- C. Develops, organizes and implements an effective public information, education and public relations plan in support of the resources management programs;
- D. Acts as an information source to the media and general public regarding the District's resource management programs
- E. Represents the District regarding resource management program issues with various community groups
- F. Research and write public relations material
- G. Makes presentations to and conducts workshops for the Board of Directors and other groups
- H. Coordinates events such as Community Clean Up
- I. Represents NCSD at events in order to promote conservation activities
- J. Represents NCSD by attending meetings with various agencies on conservation and related issues
- K. Maintains and updates the District's web site
- L. May drive a motor vehicle to perform District duties
- M. Provides administrative and office staff support

4. EMPLOYMENT STANDARDS

Knowledge of:

- A. Water conservation techniques and standards including irrigation practices and best management practices
- B. Computer function and software (Microsoft Office Suite including Word, Power Point, Excel, Access)
- C. Desktop publishing software (Adobe Creative Suite 2, Photoshop, In Design, Illustrator)



EXHIBIT "A"  
RESOLUTION 2007-  
7035 – CONSERVATION AND PUBLIC INFORMATION SPECIALIST

- D. Web site maintenance and update (using an existing interface program)
- E. Record keeping principles and practices
- F. Correct business English, including spelling, grammar and punctuation
- G. Techniques for dealing with the public, in person and over the telephone

Skill in:

- a. Public speaking
- b. Composing correspondence, press releases, brochures, flyers and other written materials
- c. Entering data with speed and accuracy
- d. Customer relations
- e. Applying and explaining policies and procedures
- f. Exercising sound independent judgment
- g. Establishing and maintaining effective working relationships with those contacted in the course of work
- h. Multi-tasking

Physical Characteristics:

- a. vision to read printed material and a computer screen
- b. hearing and speech to interact in person, on the telephone, and in the public forum
- c. mobility to work in a standard office environment and use standard office equipment
- d. mobility to work outside and walk over "uneven" terrain
- e. strength to lift and move equipment and tools weighing up to 20 pounds

License

- a. Possession of a valid California Class C driver's license and satisfactory driving record
- b. Must be bondable by District's fidelity bond insurer.
- c. Must obtain an American Water Works Association Water Conservation Practitioner Certification within 15 months of hire. Failure to obtain certification within the twelve months will be grounds for termination.

Education and Experience

Graduation from an accredited college or university with a BS or BA degree. Two years of increasingly responsible public relations experience, preferably with a public utility or a municipality preferred. Bilingual (Spanish) desirable.

Salary Range (Pursuant to Koff & Associates, Inc.)

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
\$3,127	\$3,283	\$3,447	\$3,619	\$3,800

TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL *BB*  
DATE: JANUARY 4, 2007

**AGENDA ITEM  
D-6  
JANUARY 10, 2007**

**AMEND GENERAL MANAGER EMPLOYMENT AGREEMENT TO  
MODIFY CAR ALLOWANCE**

**ITEM**

Amend General Manager Employment Agreement to modify car allowance

**BACKGROUND**

On September 5, 2006, the Board of Directors approved the General Manager's Employment Contract. Included in the contract was Section 10 which states:

General Manager shall provide his/her own automobile. District shall provide General Manager three hundred dollars (\$300) as a monthly automobile allowance. General Manager shall not be entitled to reimbursement for travel mileage.

On December 1, 2006, NCSD purchased a Ford Escape for District business use by the General Manager and Administrative Staff.

**RECOMMENDATION**

It is recommended that the Board of Directors amend Section 10 of the General Manager's Agreement as follows:

General Manager shall use the District Vehicle for District Business when the District Vehicle is available. When the District Vehicle is not available for District Business, District shall reimburse General Manager for the actual mileage of General Manager's Vehicle at the then prevailing reimbursement rate.

**ATTACHMENT**

None



TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL *BB*  
DATE: JANUARY 4, 2007

**AGENDA ITEM  
D-7  
JANUARY 10, 2007**

**LONG TERM EMPLOYEE ENTITLEMENT REVIEW**

**ITEM**

Refer review of long term employee entitlements to committee [Recommend Approval].

**BACKGROUND**

On December 13, 2006, Michael Winn requested that the Board review the financial consequences of the attached adopted policy on long term entitlements. President-Elect Winn has placed this item on this agenda so that the issue can be referred to the Finance/Audit/Personnel Committee for review and recommendation. (NOTE: See Agenda Item E-3 regarding formation of 2007 Standing Committees). Specifically, the Committee is being asked to evaluate the future fiscal impacts of post retirement entitlements to new employees and develop a recommendation regarding edits to the policy for subsequent Board consideration.

**RECOMMENDATION**

It is recommended that your Honorable Board refer this issue to the Finance/Audit/Personnel Committee for review and recommendation.

**ATTACHMENT**

Adopted Policy

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EXHIBIT "B"

NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION 2005-959

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
ELECTING TO ESTABLISH A HEALTH BENEFIT VESTING REQUIREMENT FOR FUTURE  
RETIREES UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT

**WHEREAS**, Government Code 22893 provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act may amend its resolution to provide a post retirement vesting requirement to employees who retire for service, and

**WHEREAS**, Nipomo Community Services District certifies employees are not represented by a bargaining unit and there is no applicable memorandum of understanding, and

**WHEREAS**, the credited service for purposes of determining the percentage of employer contributions shall mean service as defined in Section 20069, except that not less than five years of that service shall be performed entirely with the Nipomo Community Services District; and

**WHEREAS**, the contribution for active employees cannot be less than what is defined in Section 22892(b);

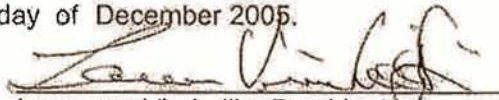
**NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED** by the Board of Directors of the Nipomo Community Services District, San Luis Obispo County, California, as follows:

1. That the employer's contribution for each retired employee first hired on or after the effective date of this resolution shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan or plans up to a maximum of 100 percent of the weighted average of the health benefits plan premiums for employees or annuitants enrolled for self alone plus 90 percent of the weighted average of the additional premiums required for enrollment of family members in the four health benefits plans that have the largest number of enrollments during the fiscal year to which the formula applied plus Administrative fees and Contingency Reserve Fund, and be it further
2. That the percentage of employer contribution payable for post retirement health benefits for each retired employee shall be based on the employee's completed years of credited service based upon Government Code Section 22893; plus administrative fees and Contingency Reserve Fund assessments.

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

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

the foregoing Resolution is hereby adopted this 14<sup>th</sup> day of December 2005.



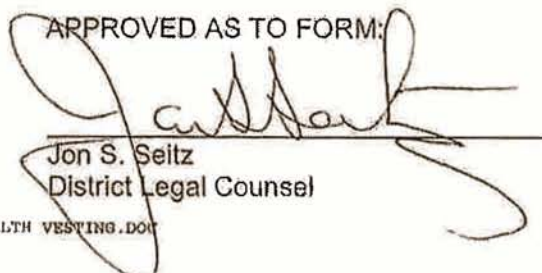
Lawrence Vierheilig, President  
Nipomo Community Services District

ATTEST:



Donna K. Johnson  
Secretary to the Board

APPROVED AS TO FORM:



Jon S. Seitz  
District Legal Counsel

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TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL *BB*  
DATE: JANUARY 4, 2007

**AGENDA ITEM**  
**D-8**  
**JANUARY 10, 2007**

## WATER CONSERVATION ISSUES REFERRAL

### **ITEM**

Refer review of water conservation program, emergency supply shortage ordinance, and retrofit proposal to newly formed Ad Hoc Committee [Recommend Approval].

### **BACKGROUND**

President-Elect Winn has placed this item on this agenda so that the Board can approve a mission statement to a newly formed Ad Hoc Water Conservation Committee comprised of President-Elect Winn and Director Vierheilig. The proposed mission of the Ad Hoc Water Conservation Committee would be to:

- Review the draft Water Conservation Program;
- Review the current Water Supply Emergency Ordinance; and
- Review the Proposal to develop and implement a toilet retrofit program for the District area East of Nipomo Creek; and
- Develop recommendations regarding each topic for subsequent Board consideration.

### **RECOMMENDATION**

It is recommended that your Honorable Board form the proposed ad hoc committee and refer these issues to that committee.

### **ATTACHMENT**

None

T:\doc\board matters\board meetings\board letter 2007\Water Conservation Referral.doc