


TO: BOARD OF DIRECTORS
FROM: BRUCE BUEL 
DATE: FEBRUARY 9, 2007

AGENDA ITEM
D-6
FEB. 14, 2007

AMEND CANNON WATER AND SEWER MASTER PLAN AGREEMENT

ITEM

Amend Cannon Water and Sewer Master Plan agreement to add additional evaluation of Water and Sewer Demand Projections and amend FY2006-07 Budget [Recommend Approval].

BACKGROUND

Your Honorable Board, in September 2006, approved the execution of an agreement with Cannon and Associates to produce a new Water and Sewer Master Plan with a not to exceed expenditure limit of \$258,904. Cannon proceeded with their scope of work and shared their initial demand projections with the Board in December 2006. The Board requested that Cannon add an additional set of demand projections to capture the worst case build-out scenario and Cannon agreed to do so with an increase in their not to exceed expenditure limit of \$11,460. Attached is Cannon's proposal for this additional work.

RECOMMENDATION

Staff recommends that your Honorable Board approve the extra work, authorize execution of an amendment to the agreement and amend the FY2006-07 Budget to transfer \$11,460 from reserves (\$5,730 from Town Water and \$5,730 from Town Sewer).

ATTACHMENT –

- CANNON PROPOSAL

January 5, 2007

Mr. Bruce Buel
General Manager
Nipomo Community Services District
148 S. Wilson Street
Nipomo, CA 93444

**PROJECT: NCSO WATER AND SEWER MASTER PLAN UPDATE
REQUEST FOR ADDITIONAL SERVICES – WATER & SEWER USE FACTORS**

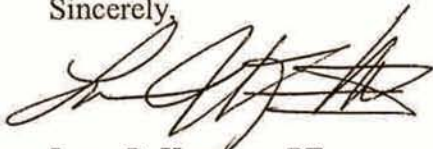
Dear Bruce:

At the request of NCSO, we are adding to our analysis the increase in water use (and corresponding sewer loads) for several land-use types based on recent data gathered by the District. This data suggests a significantly higher water usage rate for residential multi-family, residential single family and residential suburban land-types than did the Urban Water Management Plan (2005). In doing so, we are revising and updating Technical Memorandum Phase I – Water Demand and Sewer Load Projections to show the results of these differences.

We believe our re-focused work to show these differences is beyond the intent of the original scope of work and are therefore requesting additional compensation and a time extension to update Technical Memorandum Phase I. We have included an Additional Services Request form which outlines the proposed services along with a breakdown of hours and corresponding fees. If this meets your approval, please sign and return to our office.

If you have any questions regarding the additional services please do not hesitate to give me a call.

Sincerely,



Larry P. Kraemer, PE
Senior Civil Engineer



ENGINEERS
PLANNERS
SURVEYORS

REQUEST FOR ADDITIONAL SERVICES

Project Name: NCSD Water and Sewer Master Plan Update

Date: January 5, 2007 Client: Nipomo Community Services District

Job No. 060801

Description of Services:

Revise and update Technical Memorandum Phase I – Water Demand and Sewer Load Projections (including revising and adding tables, figures, charts, and exhibits) to incorporate the water-use factors recently developed by the District for Residential Multi-Family, Residential Single Family, and Residential Suburban.

Costs: Hourly billing according to Fee Schedule presented in original agreement.

<u>Employee</u>	<u>Position</u>	<u>Hours</u>	<u>Rate</u>	<u>Charge</u>
Malcolm McEwan	Associate Civil Engineer	52.0	105.00	5,460.00
Jonathan Jacobson	Civil Engineer I	32.0	80.00	2,560.00
Rebekah Oulton	Civil Engineer III	24.0	100.00	2,400.00
Larry Kraemer	Senior Civil Engineer	8.0	130.00	<u>1,040.00</u>

Total Not-to-Exceed (without prior written authorization) _____ \$11,460.00

Contract Time: To be determined at a later date.

Authorization:

In witness whereof, the parties hereto have caused this agreement consisting of the Request for Additional Services, the original signed services agreement, and any other necessary and applicable documents to be executed of the date and year first above written.

Client: NCSD

Cannon Associates

Bruce Buel
General Manager

Michael F. Cannon
President

Date: _____

Date: _____

TO: BOARD OF DIRECTORS
FROM: BRUCE BUEL ~~BS~~
DATE: FEBRUARY 9, 2007



**AUTHORIZE EXECUTION OF AGREEMENT WITH CROSBY AND CINDRICH
TO PREPARE THE FY 06-07 THROUGH FY 08-09 AUDITS**

ITEM

Authorize execution of agreement with Crosby and Cindrich to prepare the FY 06-07 through FY 08-09 audits

BACKGROUND

On January 10, 2007, Staff sent out a Request for Proposals for Auditing Services to six accounting firms. The District received three proposals (copies of the proposals are available in the Office). The Finance, Audit, and Personnel Committee met on January 31, 2007, and reviewed the three proposals. A summary of the proposals is as follows:

Crosby & Cindrich	\$8,000 2006-2007 \$8,000 + CPI 2007-2008 \$8,000 + CPI 2008-2009
Glenn, Burdette, Phillips & Bryson	\$12,100 2006-2007 \$12,500 2007-2008 \$12,950 2008-2009
Barbich, Longcrier Hooper & King	\$14,525 each year

Director Vierheilg spoke with Gina at Oceano CSD and she gave Crosby & Cindrich a high recommendation. Bruce Buel also stated that he had worked with Crosby & Cindrich in the past and was pleased with their work.

The Finance, Audit, and Personnel Committee unanimously agreed to recommend to the Board of Directors to hire Crosby & Cindrich.

RECOMMENDATION

The Board of Directors authorize the execution of agreement with Crosby & Cindrich to prepare FY 06-07 through FY 08-09 audits.

ATTACHMENT

Agreement



CROSBY & CINDRICH, CERTIFIED PUBLIC ACCOUNTANTS
A PROFESSIONAL CORPORATION

1368 MARSH STREET - SAN LUIS OBISPO, CA 93401
PHONE: (805)543-5800 FAX: (805)543-2575

February 5, 2007

Board of Directors
Nipomo Community Services District
148 South Wilson Street
Post Office Box 326
Nipomo, California 93444-0326

We are pleased to confirm our understanding of the services we are to provide Nipomo Community Services District for the years ended June 30, 2007, 2008, and 2009. We will audit the financial statements of the Nipomo Community Services District as of and for the years ended June 30, 2007, 2008, and 2009.

The objective of our audits is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with U.S. generally accepted auditing standards and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. If our opinion is other than unqualified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express such an opinion or to issue a report as a result of this engagement.

You are responsible for making all financial records and related information available to us. We understand that you will provide us with such information required for our audit and that you are responsible for the accuracy and completeness of that information. We will advise you about appropriate accounting principles and their application and will assist you in the preparation of your financial statements, but the responsibility for the financial statements remains with you. You are responsible for making all management decision, performing all management functions, and designating a management-level employee with sufficient skills, knowledge, or experience to oversee our financial statement preparation services and to evaluate the adequacy and results of those services.

RECEIVED

FEB 08 2007

NIPOMO COMMUNITY
SERVICES DISTRICT

As part of our engagement, we may propose standard, adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the financial statements. That responsibility includes the establishment and maintenance of adequate records and effective internal controls over financial reporting, the selection and application of accounting principles, and the safeguarding of assets. You are responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal act could have a material effect on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud or illegal acts affecting the Organization received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring the Organization complies with applicable laws and regulations and for taking timely and appropriate steps to remedy any fraud, illegal acts, or violations of contracts or grant agreements that we may report.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District. Because an audit is designed to provide reasonable assurance, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, or violation of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any matters that might arise during any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of the audit, we will require certain written representations from you about the financial statements and related matters.

Identifying and ensuring that Nipomo Community Services District complies with laws, regulations, contracts, and agreements is the responsibility of management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform test of Nipomo Community Services District's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

In planning and performing our audit, we will consider the internal control sufficient to plan the audit in order determine the nature, timing, and extent of audit procedures for the purpose of expressing our opinion on Nipomo Community Services District's financial statements.

An audit is not designed to provide assurance on internal control or identify reportable conditions. However, we will inform the governing body or audit committee of any matters involving internal control and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control that, in our judgment, could adversely affect the District's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

Our fees for these services will be billed at our regular hourly rates for specific staff members involved. The total current year and two subsequent years audit fees are not expected to exceed \$8,000 per year, with a possible adjustment for inflation based on the consumer price index, provided that we don't encounter unforeseen obstacles, and the necessary schedules are timely prepared by your staff. If any extraordinary circumstances or major personnel changes indicate more intensive and detailed services are required, we will consult with you before increasing our maximum fee. Invoices are payable upon presentation.

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Rules, before resorting to litigation. Costs of any mediation proceeding shall be shared equally by all parties.

Nipomo Community Services District
February 5, 2007
Page Four

We are pleased to have this opportunity to serve you and look forward to working with you and your staff.

If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy where indicated and return it to us.

Sincerely,



Robert P. Crosby, CPA

CROSBY & CINDRICH
Certified Public Accountants
A Professional Corporation

This letter correctly sets forth the understanding of Nipomo Community Services District.

By: _____

Title: _____

Date: _____

TO: BOARD OF DIRECTORS
FROM: BRUCE BUEL ~~BB~~B
DATE: FEBRUARY 9, 2007



SCAC INCORPORATION COMMITTEE LIAISON

ITEM

Acknowledge President's Assignment of Director Harrison as Liaison to the SCAC Incorporation Committee [Acknowledge Assignment].

BACKGROUND

In response to Mike Eisner's request for appointment of a liaison to the SCAC Incorporation Committee, President Winn has appointed Director Harrison to fill this role and Director Harrison has accepted the assignment.

RECOMMENDATION

No Board action is required – this item is for information only.

ATTACHMENT – NONE

T:\doc\board matters\board meetings\board letter 2007\Incorporation Liaison

TO: BOARD OF DIRECTORS
FROM: BRUCE BUEL *BB*
DATE: FEBRUARY 9, 2007



ACCEPT AND FILE MINUTES OF ANNUAL STAFF TRAINING

ITEM

Accept and file minutes of annual Staff training

BACKGROUND

The District is a member of Special District Risk Management Authority (SDRMA), a self-insured risk pool for special districts. SDRMA is committed to establishing a strategic partnership with its members to provide maximum protection, help control losses and positively impact the overall cost of property and liability and workers' compensation coverage through the Credit Incentive Program. Credit Incentives earned each year are credited against the District's premiums in the following year.

One of the Credit Incentives offered is for the District to have a sexual harassment and discrimination policy in place and to have the Agency Counsel review this policy annually with the employees and to have this action ratified by the Board of Directors.

Minutes

On February 1, 2007, District Legal Counsel, Jon Seitz, reviewed Chapter Five of the Personnel Policy and Procedures Manual with the employees. Chapter Five includes the District's policies on Sexual Harassment and Harassment.

The following employees were present: Bruce Buel, Lisa Bognuda, Donna Johnson, Kathy Beltran, Faith Watkins, Dan Migliazzo, Rick Motley, Rigo Rodriguez, Scott German, Reed Brewer, Danny Mann and James Lattimer.

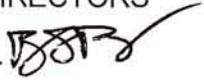
The following employees were absent: Butch Simmons

RECOMMENDATION

It is recommended that your Honorable Board accept and file the minutes.

ATTACHMENT

None

TO: BOARD OF DIRECTORS
FROM: BRUCE BUEL 
DATE: FEBRUARY 9, 2007

AGENDA ITEM
E-1
FEB. 14, 2007

MISSION STATEMENT AMENDMENT/VISION STATEMENT ADOPTION

ITEM

Consider amending the District Mission Statement and adopting District Vision Statement [Recommend Adoption].

BACKGROUND


Your Honorable Board at your December 9, 2006 Strategic Plan Workshop reviewed your current 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") and discussed replacing it with a new Mission Statement that would read, "The District's Mission is to provide the community with reliable quality and cost effective services". Your Honorable Board also discussed adopting a Vision Statement that would read, "The District's vision is to manage the resources and future growth of the community".

RECOMMENDATION

Staff recommends that your Honorable Board amend the District's Mission Statement and adopt the District's Vision Statement as set forth above.

ATTACHMENT – NONE

T:\doc\board matters\board meetings\board letter 2007\Amend Mission Statement

TO: BOARD OF DIRECTORS
FROM: BRUCE BUEL 
DATE: FEB. 9, 2007

AGENDA ITEM
E-2
FEBRUARY 14, 2007

APPLICATION FOR SERVICE - TRACT 2906 – 1 AVENIDA DE AMIGOS

ITEM

Consider Intent-to-Serve Application for water and sewer service at 1 Avenida De Amigos (APN 092-142-033) [RECOMMEND APPROVAL]

BACKGROUND

Your Honorable Board previously approved an Intent-to-Serve Letter for 15 multiple family units to Richards Investment Company for this site on December 1, 2004. That Intent to Serve Letter expired on December 1, 2006 and the applicant did not seek an extension (See 2004 Application and 2004 I-T-S Letter attached). Richards Development Company has an outstanding Plan Check and Inspection Deposit on account at NCSD of \$2,730.

The District received the attached new Intent to Serve Application from Mike Allshouse on January 9, 2007. Mr. Allshouse has purchased the development from Richards Investment Company and redesigned the project as illustrated by the attached site map. Mr. Allshouse is still proposing 15 new multi-family units to be built behind the existing four units.

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 0.18 AFY per multiple family dwelling. According to Section 3.05.040(A1), a total of thirty-five (10.2) AFY including landscaping is reserved for multiple 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 15 units at 2.7 AFY (15 times 0.18) and require that no more than 2.04 AFY (0.2 times 10.2) be allocated in any one allocation year.

As set forth in the attached Water Allocation Accounting Summary, the District has previously approved 6.0 AF for other multiple family dwelling projects in Allocation Year 2006-07, leaving 4.2 AF available this allocation year.

RECOMMENDATION

Staff recommends your Honorable Board direct staff to allocate water to the project (2 acre-feet in AY06-07 and 0.7 acre-feet in AY07-08) in accordance the District's water allocation policy and re-issue the Intent-to-Serve (ITS) letter for the project with the following conditions:

- This project will obtain water and sewer service for all parcels, existing and planned.
- Water Service for the entire parcel (existing and new) shall be served by two meters – a single Master Meter for dwelling units and a separate meter for the landscaping.
- Will-Serve letters for the project will be issued in "phases" as follows:
 - No more than 11 units (2.0 acre-feet) prior to September 30, 2007;
 - No more than 15 units (2.7acre-feet), cumulative, prior to September 30, 2008
- On-site fire service (e.g. fire sprinklers) requires a dedicated service lateral. CDF of SLO County must approve the development plans prior to District approval. Fire capacity charges may be applicable.

- Applicant shall provide the District with a copy of County application approval and County project conditions of approval. (See expiration conditions below)
- Enter into a new Plan Check and Inspection Agreement;
- Submit improvement plans in accordance with the District Standards and Specifications for review and approval. A sewer and water master plan review of project impacts, at the applicant's expense, may be required by the District.
- Project landscape plan shall incorporate best management water conservation measures and be approved by the District General Manager.
- Any required easements shall be offered to the District prior to final improvement plan approval.
- A Will-Serve letter for the project will be issued after improvement plans are approved and signed by General Manager.
- Applicant shall 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.
- For improvements that will be dedicated to the District, submit the following:
 - Reproducible "As Builts" - A mylar copy and digital format disk (Auto Cad) which includes engineer, developer, tract number and water and sewer improvements
 - Offer of Dedication
 - Engineer's Certification
 - A summary of improvement costs
- The District will set water meter(s) upon proof of a building permit from the County of San Luis Obispo and after the District has accepted improvements to be dedicated to the District, if applicable.
- This letter is void if land use is other than multi-family.
- Intent-to-Serve letters shall automatically terminate on the first to occur:
 - 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
 - End of allocation phasing period (October 1, 2008). 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

- Current Application
- Previous Application
- Water Allocation Accounting Summary

Planning Solutions

LAND PLANNING
SUBDIVISIONS
PROJECT MANAGEMENT

Pamela Jardini 805 801 0453

1360 NEW WINE PLACE
TEMPLETON, CA 93465

PLANNINGSOLUTIONS@FIX.NET

TRANSMITTAL

To: NCS D General Manager
Organization: Nipomo Community Services District

From: Pamela Jardini
Date: December 27, 2006
Subject: Tract 2906 (Allshouse)
Via: Mailed

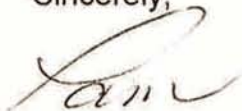
Comments:
Dear Sir,

Please find enclosed an application for 16 water and 15 sewer connections for property located at 1 Avenida De Amigos (APN 092-142-033) in Nipomo. The property was issued an intent-to-serve letter in December of 2004. Unfortunately, an extension of that intent-to-serve letter was not requested. The project has been redesigned as a subdivision for 15 residential units and one common lot. The apartment complex has existing water and sewer connections.

We have included 6 full sized Tract Maps, an 8 ½ x 11 reduction, a copy of the previous intent to serve letter and the application form.

Please contact me at (805) 801-0453 if you have any questions.

Sincerely,



Pamela Jardini

RECEIVED

JAN 09 2007

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

- This is an application for: 15 Sewer and Water Service 16 Water Service Only
- SLO County Planning Department/Tract or Development No.: Tract #2906
- 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.

- Project location: 1 Avenida De Amigos (Corner of Grande + Avenida)
- Assessor's Parcel Number (APN) of lot(s) to be served: 092-142-033
- Owner Name: Mike Allhouse
- Mailing Address: 330 James Way Suite 160 Pismo Beach
- Email: mike@allhouseengineering.com
- Phone: 773-7118 FAX: 773-2577
- Agent's Information (Architect or Engineer):
Name: Pamela Jardini / Planning Solutions
Address: 1360 New Wine Place Templeton 93465
Email: planningolutions@fix.net
Phone: 805-801-0453 FAX: 805-434-1363

- 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 15 and 4 apartments (existing units) Number of Low Income units _____

- Does this project require a sub-division? yes (yes/no)
If yes, number of new lots created 16 and one common lot

- 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.

**NIPOMO COMMUNITY SERVICES DISTRICT
Water Demand Certification**

Page 2

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	<u>16</u>	X	0.18	=	<u>2.88</u>
Number of Duplexes/Secondary Units	<u> </u>	X	0.3	=	<u> </u>
Number of Single Family Units with:					
Parcel less than 4,500 sq. ft.	<u> </u>	X	0.3	=	<u> </u>
Parcel between 4,500 and 10,000 sq. ft.	<u> </u>	X	0.45	=	<u> </u>
Parcel greater than 10,000 sq. ft.	<u> </u>	X	0.55	=	<u> </u>
Total demand all dwelling units including irrigation					<u> </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:

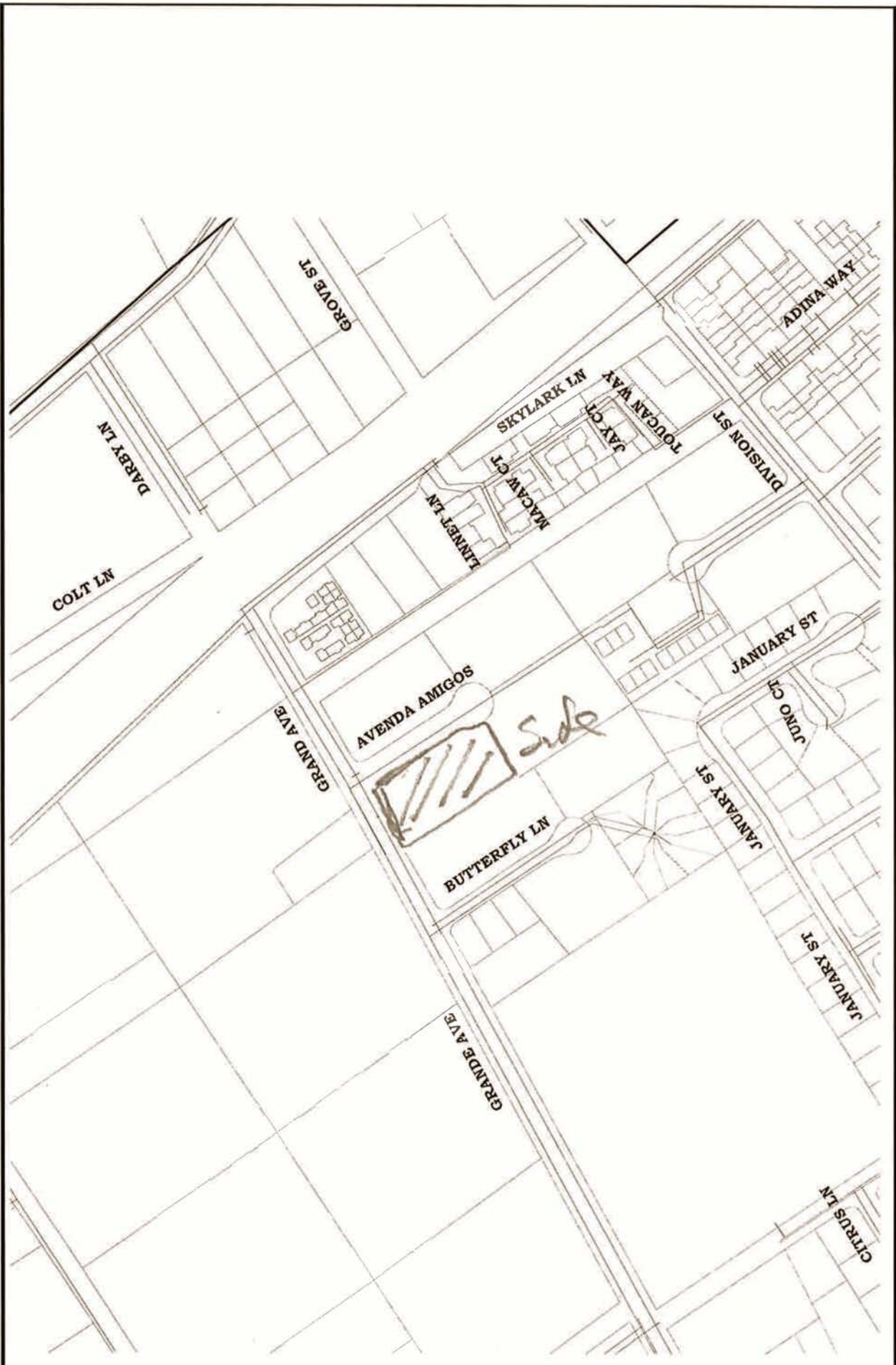
- 0.18 AFY per Multi-Family Dwelling Unit;
- 0.3 AFY per Dwelling Unit for duplexes and Secondary Dwellings;
- 0.3 AFY per Single Family Dwelling Unit located on a parcel size of four thousand five hundred (4,500) square feet or less;
- 0.45 AFY per Single Family Dwelling Unit located on a parcel size 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 Mike Allhouse Date 2.7.07
Must be signed by project engineer/architect

Title Mike Allhouse, P.E. License Number C-62506

Project Tract 2906 (e.g. Tract Number, Parcel Map #, APN)



Not for Construct
This map is to used as a graphical representation.
It is not intended for use as an Abseult.

TO: BOARD OF DIRECTORS
FROM: MICHAEL LeBRUN *MSL*
DATE: DECEMBER 1, 2004

**AGENDA ITEM
E-1
DECEMBER 1, 2004**

SERVICE REQUEST – APN 092-142-033

ITEM

Consider service request for a 15 unit development at 565 – 595 Grande Avenue

BACKGROUND

Your Honorable Board considered this item November 17, 2004. At that time, the applicant was not present and therefore your Honorable Board did not act on the request. Staff contacted the applicant (Richard Investment Company) who stated they would be present at the December 1, 2004 meeting. The remainder of this staff report is identical to the report presented to your Honorable Board for the November 17, 2004 meeting.

Application for sewer and water service to 565 - 595 Grande was originally received on September 24, 2004, and placed on the waiting list pending Board adoption of the new service ordinance. The applicant, Richard Investment Company, Incorporated, James Richard, President, re-applied for service under the new application procedure on October 21, 2004.

Applicant requests sewer and water service for fifteen (15) yet to be constructed residential multi-family dwelling units. The property currently contains four multi-family dwellings served with water service only. All units, existing and planned, will be required to obtain sewer and water service in compliance with current District standards for residential multi-family.

Applicant is not subject to 2004–2005 water year allocation limit (51 acre-feet). Water allocation for the project is 2.7 acre-feet per year (15 X .18). The applicant indicates four of the planned units qualify as Low Income in accordance with San Luis Obispo County housing standards. The project water demand exceeds the twenty percent per project limitation for the multi-family category. By allocating four units to the low-income category, the project meets the twenty percent limitation.

A complete Water Demand Certification is included with application. The applicant filed an application for the project with the County of San Luis Obispo on August 20, 2004. The zoning for the project site is residential multi-family as specified in the South County Area Plan, Inland, May 2002.

RECOMMENDATION

Staff recommends your Honorable Board direct staff to issue an Intent-to-Serve letter for the project with the following conditions:

- This project shall obtain sewer and water service for all units, existing and planned.
- Water service for entire parcel (existing and new) shall be served by two water meters. A single "master" meter for dwelling units and a separate meter for landscape.
- Enter into a Plan Check and Inspection Agreement.
- Submit improvement plans in accordance with the District Standards and Specifications for review and approval.
- Pay all appropriate District fees associated with this development.

December 1, 2004

RECOMMENDATION (continued)

- Construct the improvements required and submit the following:
 - Reproducible "As Built" - A mylar copy and digital format disk (Auto Cad) which includes engineer, developer, tract number and water and sewer improvements
 - Offer of Dedication
 - Engineer's Certification
 - A summary of all water and sewer improvement costs
- This letter is void if land use is other than multi-family.
- Install and pay fees for separate fire service, if CDF requires on-site fire protection.
- Comply with District water conservation program.
- Intent-to-Serve Letters shall automatically terminate on the first to occur:
 - 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
 - Two (2) years. However, applicant shall be entitled to a one year extension upon proof of reasonable due diligence in processing the project.

ATTACHMENT

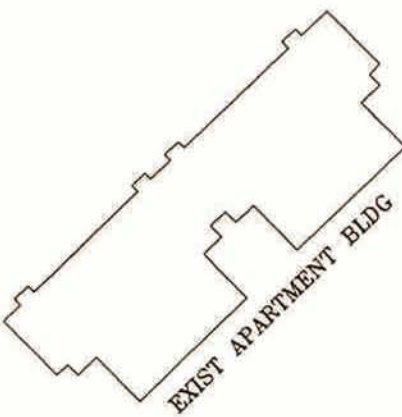
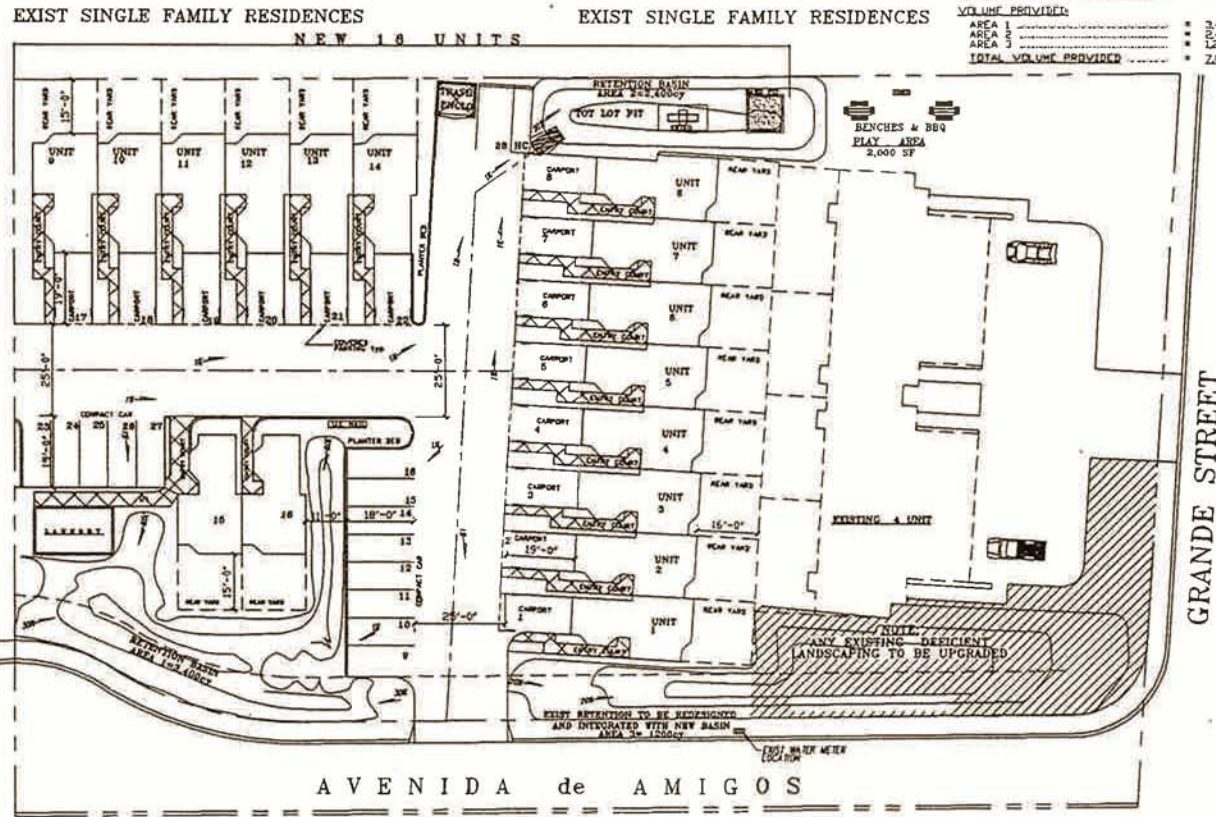
Plot plan for project site.

PROPOSED LUNDE APARTMENTS

Nipomo, California

RETENTION BASIN CALCULATIONS

IMPERVIOUS AREA	= 21,142
LOT AREA OF NEW DEVELOPMENT	= 34,000
C	= 21,100/34,000 = .62
REQUIRED VOLUME	= 62174.000033 = 6,265cy
VOLUME PROVIDED:	
AREA 1	= 3,486cy
AREA 2	= 2,460cy
AREA 3	= 1,200cy
TOTAL VOLUME PROVIDED	= 7,600cy



EXISTING FIRE HYDRANT

AVENIDA de AMIGOS

GRANDE STREET

EXISTING OPEN FIELD ZONE

EXISTING OPEN FIELD ZONE

Copy of document found at www.NoNewWipTax.com

CENTRAL COAST DRAFTING, INC
 1499 Corsica Drive
 Santa Maria, CA 93455
 (805) 937-7627



2 OF 4
 SCALE
 1/16" = 1'-0"
 DATE
 7/1/97
 DRAWN
 G. AUGUSTI
 FOR
 E.J. LUNDE
 JCP
 970301B

NIPOMO COMMUNITY

BOARD MEMBERS

MICHAEL WINN, PRESIDENT
JUDITH WIRSING, VICE PRESIDENT
ROBERT BLAIR, DIRECTOR
CLIFFORD TROTTER, DIRECTOR
LARRY VIERHEILIG, DIRECTOR



SERVICES DISTRICT

STAFF

MICHAEL LeBRUN, GENERAL MANAGER
LISA BOGNUDA, ASSISTANT ADMINISTRATOR
DAN MIGLIAZZO, UTILITY SUPERVISOR
JON SEITZ, GENERAL COUNSEL

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

December 2, 2004

Richard Investment Co. Inc.
P O Box 611
Solvang, CA 93464

This is NOT a Will-Serve Letter

SUBJECT: INTENT-TO-SERVE WATER and SEWER SERVICE
APN 092-142-033 GRANDE AVENUE
A FIFTEEN (15) UNIT DEVELOPMENT IN NIPOMO

An Intent-to-Serve letter for water and sewer service for APN 092-142-033, a 15-unit development on Grande Avenue in Nipomo, is granted subject to the following conditions:

- This project shall obtain sewer and water service for all units, existing and planned.
- Water service for entire parcel (existing and new) shall be served by two water meters. A single "master" meter for dwelling units and a separate meter for landscape.
- Enter into a Plan Check and Inspection Agreement.
- Submit improvement plans in accordance with the District Standards and Specifications for review and approval.
- Pay all appropriate District fees associated with this development.
- Construct the improvements required and submit the following:
 - Reproducible "As Built" - A mylar copy and digital format disk (Auto Cad) which includes engineer, developer, tract number and water and sewer improvements
 - Offer of Dedication
 - Engineer's Certification
 - A summary of all water and sewer improvement costs
- This letter is void if land use is other than multi-family.
- Install and pay fees for separate fire service, if CDF requires on-site fire protection.
- Comply with District water conservation program.
- Intent-to-Serve Letters shall automatically terminate on the first to occur:
 - 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
 - Two (2) years. However, applicant shall be entitled to a one year extension upon proof of reasonable due diligence in processing the project.

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 12 . _____ Signed 
(Must be signed by owner or owner's agent)

Print Name Pamela Jardini
Planning Solutions

Nipomo Community Services District Water Allocation Accounting Summary

Water Year 2006-2007													
Project	Dwelling units per category					Water allotment (acre-feet)					Total	Tally	Notes:
	SFR > 10	SFR 4.5 - 1	SFR <	SEC	MF	Low I	SFR/DUP	SEC	MF	Low I			
							32.5	5	10.2	3.3		51	
APN 092-083-009/010 - PHASED (year 3 of 4)					11		0.0	0.0	(2.0)	0.0	(2.0)	49.0	Low I (low income) pulls from SFR/DUP and
APN 092-130-043, GRANDE-PHASE (year 2 of 3)					11	4	0.0	0.0	(2.0)	(0.7)	(2.7)	46.3	Board approved 5/25/5 BOD approved 10/26/05
APN 092-130-044 ROOSEVELT apts, Phased 2/4					11	4	0.0	0.0	(2.0)	(0.7)	(2.7)	43.6	BOD Approved 5/10/06
Tract 2441, Blume and Grande, Phased 1/2			21				(6.3)	0.0	0.0	0.0	(6.3)	37.3	BOD Approved 10/25/06
Kengel Lot Split, West Tefft	3						(1.7)	0.0	0.0	0.0	(1.7)	35.7	GM Approved 11/06
Casas Lot Split, Pino Solo Lane	3						(1.7)	0.0	0.0	0.0	(1.7)	34.0	Gm Approved 12/06
Porter Lot Split, Pino Solo Lane	3						(1.7)	0.0	0.0	0.0	(1.7)	32.4	GM Approved 1/07
Tract 2906, Allshouse, 1 Ave De Amigos			0		11		0.0	0.0	(2.0)	0.0	(2.0)	30.4	Pending
							0.0	0.0	0.0	0.0	0.0	30.4	
Totals	9	0	21	0	44	8	(11.3)	0.0	(7.9)	(1.4)	(20.6)		
Abbreviations defined:													
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)													
Low I = Low income housing in accordance with County housing definition.													
Phasing Limit Check (Max 50% of annual allocation or 25.5 AF)													
Phased allocation = 7.4													

Nipomo Community Services District Water Allocation Accounting Summary

WATER YEAR 2007-2008													
Project	Dwelling units per category					Water allotment (acre-feet)					Total	Tally	Notes:
	SFR > 10	SFR 4.5 - 10	SFR < 4.5	SEC	MF	Low I	SFR/DUP	SEC	MF	Low I			
APN 092-083-009/010 - PHASED (year 4 of 4)					11		0.0	0.0	(2.0)	0.0	(2.0)	49.0	Board approved 5/25/05
APN 092-130-043, GRANDE-PHASE (year 3 of 3)					10		0.0	0.0	(1.8)	0.0	(1.8)	47.2	BOD approved 10/26/05
APN 092-130-044 ROOSEVELT apts, Phased 3/4					11	4	0.0	0.0	(2.0)	(0.7)	(2.7)	44.5	BOD Approved 5/10/06
Tract 2441, Blume&Grande, Phased 2/2			17				(5.1)	0.0	0.0	0.0	(5.1)	39.4	BOD Approved 10/25/06
Tract 2906, Allshouse, 1 Ave De Amigos					11		0.0	0.0	(2.0)	0.0	(2.0)	37.4	Pending
							0.0	0.0	0.0	0.0	0.0	37.4	
							0.0	0.0	0.0	0.0	0.0	37.4	
							0.0	0.0	0.0	0.0	0.0	37.4	
							0.0	0.0	0.0	0.0	0.0	37.4	
Totals	0	0	17	0	43	4	(5.1)	0.0	(7.7)	(0.7)	(13.6)		
Abbreviations defined: SFR = single family residence SEC = secondary dwelling (a.k.a. Granny Unit) DUP = Duplex MF = multi-family development (e.g. mutiple dwelling units sharing a common roof) Low I = Low income housing in accordance with County housing definition.													
Phasing Limit Check (Max 50% of annual allocation or 25.5 AF) Phased allocation = 6.5													