

TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL *BB*  
DATE: July 20, 2007

**AGENDA ITEM  
E-6  
JULY 20, 2007**

RECEIVE REQUEST TO REVIEW MEETING ROOM USE POLICY

**ITEM**

Receive request from Director Harrison to review meeting room use policy and determine willingness to set item for consideration [RECOMMEND ADOPTION].

**BACKGROUND**

Director Harrison has requested that the Board revisit the attached policy on use of the Board Meeting Room. In particular, Director Harrison has requested that the Board determine if it is necessary for groups to provide for liability insurance coverage.

Also attached is a copy of the special events coverage program available to groups and individuals through SDRMA.

**RECOMMENDATION**

Staff believes that the insurance requirements are prudent and that the rates available through SDRMA are reasonable. Staff recommends that your Honorable Board discuss the request and determine if there are potential edits that would justify setting an item on a subsequent agenda for consideration of revising the policy.

**ATTACHMENTS**

- Board Room Use Policy
- SDRMA Special Events Insurance Program

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RESOLUTION NO. 2003-883

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT  
ESTABLISHING A BOARD ROOM POLICY

WHEREAS, the Nipomo Community Services District's (herein "District") wishes to modify the Board Room Use Policy, and

WHEREAS, based on the staff report, staff presentation and public comment, the District finds that the policy established by this Resolution are fair and reasonable.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

1. The policy establishing the Nipomo Community Services District Board Room Use Policy, attached hereto as Exhibit "A", is hereby approved and adopted.

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

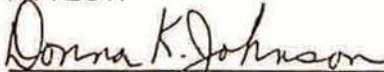
AYES: Directors Blair, Vierheilg, Trotter, Wirsing and Winn  
NOES: None  
ABSENT: None  
CONFLICTS: None

The foregoing hereby adopted this 8<sup>th</sup> day of October, 2003.



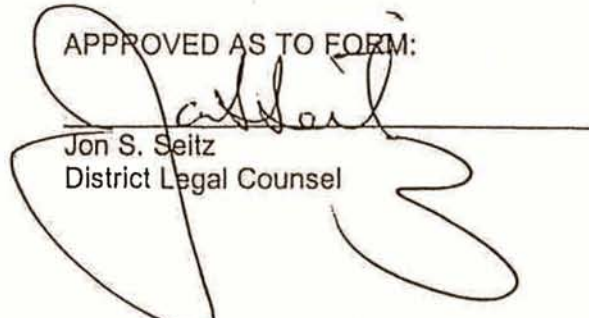
Michael Winn, President  
Nipomo Community Services District

ATTEST:



Donna K. Johnson  
Secretary to the Board

APPROVED AS TO FORM:

  
Jon S. Seitz  
District Legal Counsel



**EXHIBIT A  
NIPOMO COMMUNITY SERVICES DISTRICT  
BOARD ROOM USE POLICY**

The District Board Room (sometimes referred to as the "facility") is available to the community of Nipomo in accordance with the following Guidelines;

**A. Regular Use:**

1. Subject to District use, the District Board Room is available Monday through Friday from 8:30 a.m. to 4:00 p.m.
2. The Board Room is not available on Sundays and District holidays.
3. The rental charge is as follows:
  - \$10.00 per hour, or fraction thereof with a minimum charge of one hour for residents of Nipomo Community Services District
  - \$15.00 per hour, or fraction thereof with a minimum charge of one hour for non-residents
  - No charge for governmental agencies

**B. Evenings and Saturdays:**

1. Subject to staff availability, the District Board Room is available weekday evenings until 10:30 p.m. and Saturdays from 8:00 a.m. to 4:00 p.m.
2. In addition to the charge referenced in Paragraph A3 above, fifty dollars (\$50.00) will be charged for District office personnel to open and close the building.
3. The fifty dollars (\$50.00) referenced in Paragraph B2 above may be waived if a District Director volunteers to open and close the Board Room.
4. Whoever opens and closes the building (District office personnel or Board of Directors) need not remain at the District office during the reserved time.

**C. The following rules apply to the proposed use/occupancy of the Board Room:**

1. The use of the Board Room is limited for the purposes of conducting meetings and programs that benefit the community of Nipomo such as youth groups, community groups and other governmental agencies.
2. A refundable cleaning/security deposit of one hundred (\$100.00) is required for the use of the facility, with a designated contact person. Deposits are refunded upon satisfactory acceptance of the facility's condition at the end of the event. Refunds are issued through the District approximately two (2) weeks after the date of use.
3. Permission by the District for a group to use of the Board Room is not an endorsement by the District of that particular group's policies. The name

EXHIBIT A  
NIPOMO COMMUNITY SERVICES DISTRICT  
BOARD ROOM USE POLICY

"Nipomo Community Services District" may not be used in the promotion of an event without specific written permission from the District Board of Directors. Any promotion initiated by an applicant prior to receiving written permission for use may result in cancellation of the reservation.

4. The meeting place shall be identified as the Nipomo Community Services District or NCS D Board Room.
5. The seating capacity is limited to sixty four (64) persons.
6. The District's Board Room is not intended for long term use by any one group. Therefore a particular group's use of the Board Room is limited to four times per month and cannot be reserved for more than two (2) consecutive days for a single event.
7. Reservations for use of the Board Room must be made by an adult (over 18 years old) on the District's standard reservation form that is available at the District's office located at 148 South Wilson, Nipomo. Reservations will not be confirmed until a deposit is paid.
8. Any changes to confirmed reservations must be made no later than five (5) working days prior to the event, or they will not be honored. All changes must be made during regular business hours through the District at (805) 929-1133. Users should carefully plan their event dates, times, and setup to avoid changes to the original reservation.
9. If a need arises to cancel a reservation for the District Board Room, the District will refund the reservation fee in full if District is given at least five (5) working days advance notice; otherwise the fees will not be refunded.
10. The General Manager or his/her designee is responsible for approving requests for use and may, at his/her discretion, grant exceptions to these guidelines as deemed appropriate. The General Manager may not waive the rental fees for non-residents or groups outside of the Nipomo Community Services District boundary.
11. The District General Manager reserves the right to refuse use of the Board Room to any group or Applicant for previous misuse.
12. All uses are subject to approval based upon availability, maintenance schedules, and nature of use. The District reserves the right to cancel a group's reservation if the use of the room is essential for official District business.
13. Requests from District residents for fee waiver shall be made in writing to the District General Manager no later than thirty (30) working days prior to the scheduled event.



EXHIBIT A  
NIPOMO COMMUNITY SERVICES DISTRICT  
BOARD ROOM USE POLICY

14. Users are encouraged to inspect the Board Room and restrooms upon arrival and note any problems at that time to a staff member on duty.
15. Groups shall not charge an admission fee or have merchandise sales.
16. Users are required to present evidence of suitable liability insurance in which the District is named primary additional insured. Special Events Insurance may be obtained through the District.
17. Smoking in the premises or within twenty-five (25) feet of a doorway is prohibited.
18. Food and drink, except for water, are not permitted in the District Board Room. Kitchen facilities are not available.
19. Permission to use the room is not transferable to other groups. All reservations must be approved through the District.
20. Activities, which will cause excessive wear and tear, will not be allowed, such as handicrafts, activities involving pets, etc.
21. Provisions for adequate protection of exhibits are the responsibility of the Applicant. The District assumes no responsibility for exhibits or materials brought into the District Board Room and does not provide supervision, security or staffing for gatherings.
22. Noise and activity levels should be controlled by the sponsoring group so as not to interfere with the neighborhood or normal District operations.
23. Exhibits or decorating shall not be nailed, stapled, taped, or glued to the ceilings, soundproofing panels, painted surfaces or floors. The Applicant is responsible for all costs associated with any damages incurred during its usage, including District staff time needed to correct the situation. Charges will be deducted from the cleaning/security deposit and additional billing may be necessary.
24. Security of personal property as well as the District's property from theft and vandalism is the sole responsibility of the group representative whose name appears on the reservation form. Therefore, the room should not remain unattended due to breaks, intermissions, etc., during the reserved time. In the event that the group recesses during their reserved time slot, a responsible adult should remain on site.
25. Any group who does not have the reserved room completely vacated of all their attendees at the confirmed ending time of their room reservation, will be considered late. A written warning may be issued to the group and future use of the room may be jeopardized.



EXHIBIT A  
NIPOMO COMMUNITY SERVICES DISTRICT  
BOARD ROOM USE POLICY

26. Groups using the room are responsible for setting up and putting away all furniture needed for their event (please make sure that reservation includes sufficient time to accomplish this). NCSD is not responsible for providing additional tables and chairs. When a group takes possession of the room, the furniture will be set up in a standard configuration. Any deviation from this room configuration (e.g., more tables, fewer chair, changes to the layout of tables and chairs) will be the responsibility of the user group and requires staff approval to ensure that fire code regulations have been met. At the conclusion of the event, tables and chairs must be returned to room configuration (a diagram is posted in the Board Room for reference) (copy attached). If the room is not returned to the proper setup, a written warning may be issued to the group and future use of the room may be jeopardized.
27. Users are expected to abide by all laws and ordinances set forth by all local, state and federal agencies. Users are also expected to comply with rules and regulations for facility use and obey all District staff members in attendance at facility. Non-compliance will result in cancellation of reservation and loss of fees paid.
28. To assure the safety of the users, all occupancy requirements must be followed and fire exiting pathways and doors must be kept clear for the duration of all reserved events.
29. Personal items may be used in the rooms only during the reserved time slot and may not be stored overnight. In addition, they may not create a potential hazard to others or to the room. Large items, such as full size pianos, must be professionally installed, and should be coordinated with District staff to ensure that there will not be any access or clearance problems.
30. All reservation concerns should be reported to the District Manager or his/her designee, during normal working hours.
31. The District may cancel or reschedule use of the District's Board Room for any reason deemed necessary. Users will be given as much notice as possible. Fees will be refunded, through the District, approximately two (2) weeks after the date of notification.
32. The District is not responsible for accidents, injury or loss of individual property during the facility's use.
32. District staff and Board of Directors may enter the room during Applicant's event for the purposes of conducting District business.

# NIPOMO COMMUNITY SERVICES DISTRICT

## REQUEST TO USE DISTRICT BOARD ROOM

DATE RESERVATION MADE

REQUESTED DATE OF USE			
TIME OF USE	From	a.m./p.m.	To a.m./p.m.
NAME OF ORGANIZATION / SUB-COMMITTEE			
DESIGNATED CONTACT PERSON *			
DESIGNATED CONTACT PERSON ADDRESS			
PHONE #			
Refundable cleaning/security deposit received \$		Check #	
Fee \$	Check #		

Certificate of Insurance, with NCSD named primary additional insured, must be provided at time of reservation request.

Provided
On File with NCSD

I have received and read the "Board Room Use Policy" and fully understand the conditions and obligations contained therein and agree that the organization's use will comply with the conditions and obligations.

\_\_\_\_\_  
 \* Signature                      Designated Contact Person                      Date

\_\_\_\_\_  
 Approved by                      General Manager                      Date

Official Use	
Deposit Returned	_____
Date	_____
Amount Returned \$	_____
Check #	_____

**PROMPT COVER**  
**SPECIAL EVENTS LIABILITY**  
**INSURANCE PROGRAM**  
JANUARY 2005

ADMINISTRATED BY:  
MUNICIPALITY INSURANCE SERVICES, INC.  
302 W. CERRITOS AVE., BLDG. 7  
ANAHEIM, CA 92805-6550  
TEL.#(714) 687-1100 or (800) 420-0555  
FAX#(714)687-1106 EMAIL: [carol@2sparta.com](mailto:carol@2sparta.com)  
LIC.# 0C04849



# PROMPT COVER SPECIAL EVENT PROGRAM

January 2005

This policy was designed to provide liability protection for public entities that permit public events to be held on Public Entity owned or managed property, street closures or participating Public Entity sponsored activities.

## Examples of event classifications:

- a. A group of citizens want to hold a block party on the 4<sup>th</sup> of July and request a street closure.
- b. A religious group wants to hold a service in a public park.
- c. A parade, street fair, sidewalk sale, a wedding, reunion or social gathering taking place on Public Entity property or in an Entity owned or managed facility.
- d. Public Entity sponsored events held at other than their owned or managed locations.

These are just some of the most common examples. Consult the attached Event Schedule for a full range of eligible activities.

When the event holder contacts the Public Entity for a permit or permission to use a Public Entity facility they would be informed of the insurance requirement and offered the opportunity to access the Master Policy. We can provide a simple handout with a toll free number the event holder can access for additional information or a quotation of event coverage. To request handout please fax or email our office. We would provide the event holder with a formal quotation and instructions on binding the coverage. Once the coverage has been paid for and bound, a Certificate of Insurance would be issued and a faxed copy sent to the appropriate location or department and the event holder. This would be followed in the mail by an original "wet" signature document to the Master Policy holder, the department and the event holder.

Municipality Insurance Services, Inc. can provide the event holder with a free quotation for their specific event within twenty-four hours. There are several ways in which the event holder can contact us at no cost to them. We have an interactive web site ([www.2sparta.com](http://www.2sparta.com)) where they can apply for a quotation on line and pay for the coverage, once it is quoted. We can fax the event holder quote to them or place it in the mail if they do not have access to a fax or the internet. Payment for coverage is made by cashiers check, money order, bank draft or over the internet by credit card. Once the event date has passed no refunds will be given or coverage cancelled without the permission of the Master Policy holder. If an event is cancelled prior to the event date and we are notified in writing, fax or email the premiums can be refunded with the approval of the Master Policy holder.

# **SPECIAL EVENT LIABILITY INSURANCE PROGRAM**

**January 2005**

The Special Event Program was designed to provide General Liability Coverage for activities held on Public Entity property by the general public or activities sponsored by the Public Entity and held at locations not owned or operated by the Public Entity. Municipality Insurance Services, Inc. is the exclusive program administrator.

**1. Policy Forms:** Commercial General Liability-New Occurrence Form and Liquor Liability

**2. Policy Limits:**

\$1,000,000 General Aggregate  
\$1,000,000 Per Occurrence  
\$1,000,000 Products/Completed Operations  
\$1,000,000 Personal and Advertising Injury  
\$ 100,000 Fire Damage (any one fire)

**3. Deductible:**

The deductible is \$500.00 bodily injury and property damage per claim

**4. Claims:**

Claims will be reported to Municipality Insurance Services, Inc. at 302 W. Cerritos Ave., Bldg. 7, Anaheim, CA 92805-6550. Should a claim be received by either the Public Entity or Municipality Insurance Services, Inc., it will be the responsibility of the recipient of the report to inform all parties, The Public Entity, Municipality Insurance Services, Inc. and the carrier as soon as possible. Monthly reports will be provided to The Public Entity regarding claims status if any.

**5. Additional Insured:**

The following may be added as "Additional Insured" for a charge of \$50.00 plus 3.225% in SLA taxes and fees.

- a) Adjacent property owners, public or private who grant the Public Entity or the certificate holder access via their premises.
- b) Public Entity organizations, as pre-approved by the Master Policy holder.
- c) Event sponsors other than tobacco and alcoholic beverage manufacturers.

**6. Exclusions:**

The policy contains the following exclusions: Care, Custody & Control; Total Pollution; Asbestos; Silica Dust or Toxic Substances; Voluntary Labor; Employment Related Practices; Assault & Battery; Abuse and



Sexual Molestation; Professional Liability; Absolute Liquor Liability; Animal Bite; Medical Payments; Computer Related Problems; Amusement Devices; Punitive or Exemplary Damages; Unscheduled Activities; Pyrotechnics (fireworks); Athletic Participant; Independent Contractors.

7. Premium for individual certificate holders will be determined by the exposure and attendance. Class I Risks are those with low or minimal exposure, Class II risks average or medium exposure, Class III risk heavy exposure. Class IV risks require carrier approval, and Class V risks where the exposure is too great for the program are excluded from participation. The following is a schedule of exposures by class:

### **CLASS I EVENTS**

(Low exposure)

Amateur Sporting Events	Fashion Shows
Antique Shows	Festivals - No Rides or Amusement Devices
Art Festivals	Flower Shows
Art Shows or festivals	Graduation Ceremonies
Auctions	Home Shows
Auto Shows excluding races and/or rallies	Ice Skating Competitions/Shows
Awards Presentations	Instructional Classes (Non-Mechanical)
Ballets	Job Fairs
Ball Games	Ladies club meetings
Bazaars	Lectures
Beauty Pageants	Meetings
Bingo Games	Mobile Home Shows
Boat Shows	Motion Picture Presentations
Body Building Contests	Musicals
Business Meetings	Operas
Camping	Pageants
Charity Auctions/Benefits/Sales	Plays
Cinemas	Religious Assembly
Club or Group Meetings	RV Shows
Classical music concerts	Seminars
Consumer shows	Software Demonstrations
Craft Shows	Social Gatherings (No alcohol)*
Dance Shows	Speaking Engagements
Debutante Balls	Theatrical Stage Performances
Dinner Theater (no alcohol)*	Trade shows
Dog Shows	Weddings & Receptions (no alcohol)*
Exhibitions - In doors	
Exhibits in buildings	

Any Class I Event with the sale of alcohol or where alcohol is included in the ticket price will be considered a Class II Event and will need to have Liquor Liability added to their event coverage by endorsement.

**\*No coverage for alcohol is included for these classes. If alcohol is served, a separate Liquor Liability Policy will need to be purchased and these events would automatically become a "Class II Event".**

## **CLASS II EVENTS**

(Medium Exposure)

Aerobics & Jazzercise Classes	Photographic Shoots - Stills Only - No Video/Film
Banquets-with alcohol	Picnics without pool, lake or beach exposure
Carnivals - less than 500 in attendance NO RIDES	Political Rallies less than 500 in attendance
Chamber of Commerce Events	Reunions
Concerts - less than 500 in attendance	Rummage Sales
Country Western Events	School Band Competitions
Consumer & Trade Shows	Sidewalk Sales
Dances - over 21 - Less than 100 in attendance	Social Receptions
Debuts	Street Fairs
Fishing Events	Swap Meets
Marathons (Walking, Running, Etc.)	Weddings & Receptions with alcohol
Old Timer/Alumni Events	Voter Registration
Organized Sight Seeing Tours	
Parades less than 500 spectators	

## **CLASS III EVENTS**

(High Exposure)

Animal Acts or Shows  
Carnivals - 501 to 4,999 in attendance - No rides or amusement devices  
Circus- 501 to 4,999 in attendance  
Concerts - 501 to 4,999 in attendance - No Heavy Metal, Rap, Hard Rock, Slam, Old School  
Dances - Over 21 - over 100 in attendance  
Parades - 501 to 7,000 in attendance  
Rodeos-501 to 7,000 in attendance

## **CLASS IV EVENTS**

(Submit for Company Approval)

Events submitted to insurance company for approval and premium quotation:

All events with over 7,001 in attendance  
Events with exposures not noted above or in the Excluded list  
Concerts-with more than 4,999 in attendance  
Events with television or radio advertising  
Celebrity Events



## CLASS V EVENTS

(Prohibited Exposures)

Aircraft and Balloon Events  
 Air shows  
 Concerts with Heavy Metal, Rap, Old School, Hard Rock or Slam Music.  
 Gun Shows  
 Mechanical Amusement Devices  
 Motorized Sporting Events  
 Professional Sporting Events  
 Tractor / Truck Pulls

### ATTENDANCE / PREMIUM SCHEDULE

	Number of Attendees		Class I*	Class II*	Class III*
1	-	25	\$ 30	\$ 35	\$ 100
26	-	50	70	95	170
51	-	100	90	120	215
101	-	500	130	180	400
501	-	1000	160	270	495
1001	-	1500	220	300	550
1501	-	3000	270	360	750
3001	-	5000	360	525	1000
5001	-	7000	495	690	1500

Over 7000 – submit to Carrier for approval

A certificate fee will be charged based on primary premiums as follows:

\$30-65 will be \$15.00

\$101-500 will be \$35.00

\$1,001 and up-\$100.00

\$66-100 will be \$25.00

\$501-1,000 will be \$50.00

**The Terrorism Risk Insurance Act of 2002, effective November 26, 2002, requires that all insurance carriers offer terrorism coverage. If you wish to have Terrorism Coverage added to this policy the premium will be calculated at a 10% increase in the rates given above.**

## ADDITIONAL COVERAGES AVAILABLE

Street Closure Existence Hazard Only - NO EVENT COVERAGE \$75 / per day per 150 in attendance/per location

Set-Up & Break-Down:	Class I & II	35% of total event premium per day
	Class III	50% of total event premium per day

Additional Insured's - no event participation	\$ 50
Additional Insured's - with event participation	\$100


Concessionaire / Exhibitor rate in addition to event premium:

Exhibitor with No Sales	\$20 per day per exhibitor
Concessionaires with No Food Sales	\$20 per day per exhibitor
Concessionaires with Food Sales	\$25 per day per exhibitor
Concessionaires who are Restaurants or food Manufacturers commercially licensed to prepare food from a permanent location.	\$75 per day per exhibitor

Liquor Liability Available upon request.

Class I risks include Host Liquor Liability as long as no liquor is sold, included in the ticket price or paid for by the participants. Classes II and III exclude Liquor Liability unless specifically purchased and endorsed to their Event Certificate.



TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL   
DATE: JULY 20, 2007



Nipomo Community Services District  
PUBLIC FACILITIES CORPORATION

**ITEM**

Annual Meeting of the Nipomo Community Services District Public Facilities Corporation

**BACKGROUND**

The Nipomo Community Services District Public Facilities Corporation is required to meet annually in the month of July to review corporate activities, take appropriate action, and approve of previous Board minutes. The only action at this time is approving the minutes of the July 12, 2006, meeting of the Nipomo Community Services District Public Facilities Corporation. These Board minutes were included in the regular NCS D meeting minutes but were not separately approved by the corporation. The minutes are being presented today for approval.

**RECOMMENDATION**

Staff recommends that your Honorable Board approve the minutes of July 12, 2006, of the Nipomo Community Services District Public Facilities Corporation meeting.

**ATTACHMENT**

Proposed minutes

**Nipomo Community Services District  
REGULAR MEETING  
MINUTES**

D. CONSENT AGENDA (CONTINUED)

D-5) (CONTINUED)

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

01:39:06

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

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

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

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

E. ADMINISTRATIVE ITEMS

02:03:40

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

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

**ROLL CALL**

At Roll Call, all Board members were present.

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

**Public Comment on Agenda Items**

There was no public comment.

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

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

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

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

President Vierheilg adjourned the meeting of the Public Facilities Corporation at 11:20 a.m.



TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL *BB*  
DATE: July 20, 2007

**AGENDA ITEM  
F  
JULY 25, 2007**

**MANAGER'S REPORT**

**ITEM**

Standing report to your Honorable Board --*Period covered by this report June 20, 2007 through July 18, 2007*

**DISTRICT BUSINESS**

**Administrative**

The Board of Supervisors did Certify a LOS III for Nipomo Mesa Water Supply at their June 26<sup>th</sup> Board Meeting. The BoS has requested that NCSD provide an update to them regarding NCSD's progress in selecting a Supplemental Water Project at their October 16<sup>th</sup> Meeting.

At the request of Supervisor Achadjian, staff retained Boyle Engineering to evaluate the cost of routing a Supplemental Water Transmission Line across H. D. Parret's property. Attached is the resulting letter report from Boyle.

Staff and President Winn did participate in the Chamber's Summer Festival on July 15, 2007. Attached is a summary of the event with recommendations for future events.

As of the July 13<sup>th</sup> cut-off date for applications, NCSD received 7 Engineer submittals, 4 Inspector Submittals and 1 Superintendent Submittal. Engineer interviews will be held on August 6, 2007.

**Safety Program**

No injury reports during the period.

**Project Activity**

Staff will provide a verbal projects' update to the Board at the Board Meeting. Attached is a fiscal accounting of Supplemental Water Project revenues and costs through June 2007.

**Conservation Program Activities**

Staff has been working with the Conservation Committee on the Emergency Shortage Ordinance. The Ad Hoc Water Conservation Committee met on 6/11/07 and 6/19/07 and is scheduled to meet again on Tuesday 7/24/07 to discuss the ordinance and the draft water conservation program.

**RECOMMENDATION**

Staff seeks direction and input from your Honorable Board.

**ATTACHMENTS**

- Boyle Letter Report on the Cost of a Suey Crossing Water Line
- Staff Evaluation of Summer Festival Public Outreach Effort
- June SWP Fiscal Accounting

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1194 Pacific Street, Suite 204  
San Luis Obispo CA 93401  
Phone: 805-542-9840  
Fax: 805-542-9990

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

July 5, 2007  
19996.43

**Evaluation of Supplemental Water Alternatives**  
**- Preliminary Screening of Perrett Proposal for River Crossing Site**

As requested, Boyle has produced the following items pertinent to the above named project.

**Map of Approximate Location of Subject Parcel(s)**

Public records were accessed to identify Mr. Parret's properties which are pertinent to the proposed crossing. These parcels are shown on Attachment 1.

Note that the narrow parcel which encompasses much of the bluffs on the north side of the Santa Maria River was not used for the alignment study because use of the northern most portion (a 30-foot wide strip running east-west across the river) would result in a triple river crossing: once at Suey crossing, once east-west to the Hutton road extension, then again north-south to the northern bank of the Santa Maria River.

**Task 2 – Map Preliminary Pipeline Alignment**

Boyle has produced a preliminary alignment for a proposed waterline intertie as follows: (1) connect to Santa Maria water distribution system on East Main Street, (2) follow Panther to Suey Crossing, (3) cross the Santa Maria River at Suey Crossing, (4) follow Bull Canyon Road to the subject property, (5) take the shortest direct route across the property to Highway 166, (6) follow Highway 166 to Thompson, then (7) up Thompson to Tefft to connect with District facilities.

Our initial assumption was that an HDD crossing would be needed to cross the Santa Maria River. However, it may be possible to attach a water line to the existing bridge. (Further investigation would be required to verify this assumption.) Therefore, we assumed this pipe-attachment crossing is practical in order to establish a "low end" estimate of the probable cost for construction.

RECEIVED  
JUL 11 2007  
SAN LUIS OBISPO



**Task 3 – Preliminary Evaluation of Alignment**

Boyle has estimated the total distance involved and the total distance for river crossing. We have compared these distances to similar distances estimated for the other alignments previously studied, and have prepared an opinion of probable cost for each of the alignments, for the construction of the pipeline only, as shown below.

Worksheets detailing the opinions of probable cost are also attached.

**Comparison of Alignment Alternatives**

Alignment	I – Western River Crossing <sup>1</sup>	II- Eastern River Crossing @ Old State Highway <sup>1</sup>	III – Highway 101 Bridge Crossing <sup>1</sup>	Perrett Option
Total pipeline distance	5.3 miles	7.4 miles	7.5 miles	10.6 miles
River Crossing Technique	Jack & Bore, Open Trench, and Horizontal Directional Drilling	Jack & Bore, and Open Trench	Install into Existing Bridge	Install onto Existing Bridge
Probable Cost of Construction of Pipeline Only	\$18 million	\$16 million	\$16 million	\$21 million

(1) Excerpted from Nipomo Waterline Intertie Project – Preliminary Engineering Memorandum

**Discussion**

The comparison summarized above was based on the most favorable assumptions for the proposed Perrett alternative with regards to alignment (straight across the subject properties) and river crossing (simple attachment to existing structure).

The costs noted above are for installation of the pipeline only and do not include the cost of pumping facilities or reservoirs. Operation and maintenance costs are also not included.

The cost opinions shown are based on the per-unit cost assumptions used in developing the cost opinions for the Waterline Intertie Project, and are therefore comparable.

Therefore, it appears that the Perrett alternative does not provide a lower cost for installation. Given the greater overall distance involved, its operation and maintenance costs are likely to be greater than the other alternatives.



**Boyle Engineering Corporation**

A handwritten signature in black ink, appearing to read "M. A. McEwen", written in a cursive style.

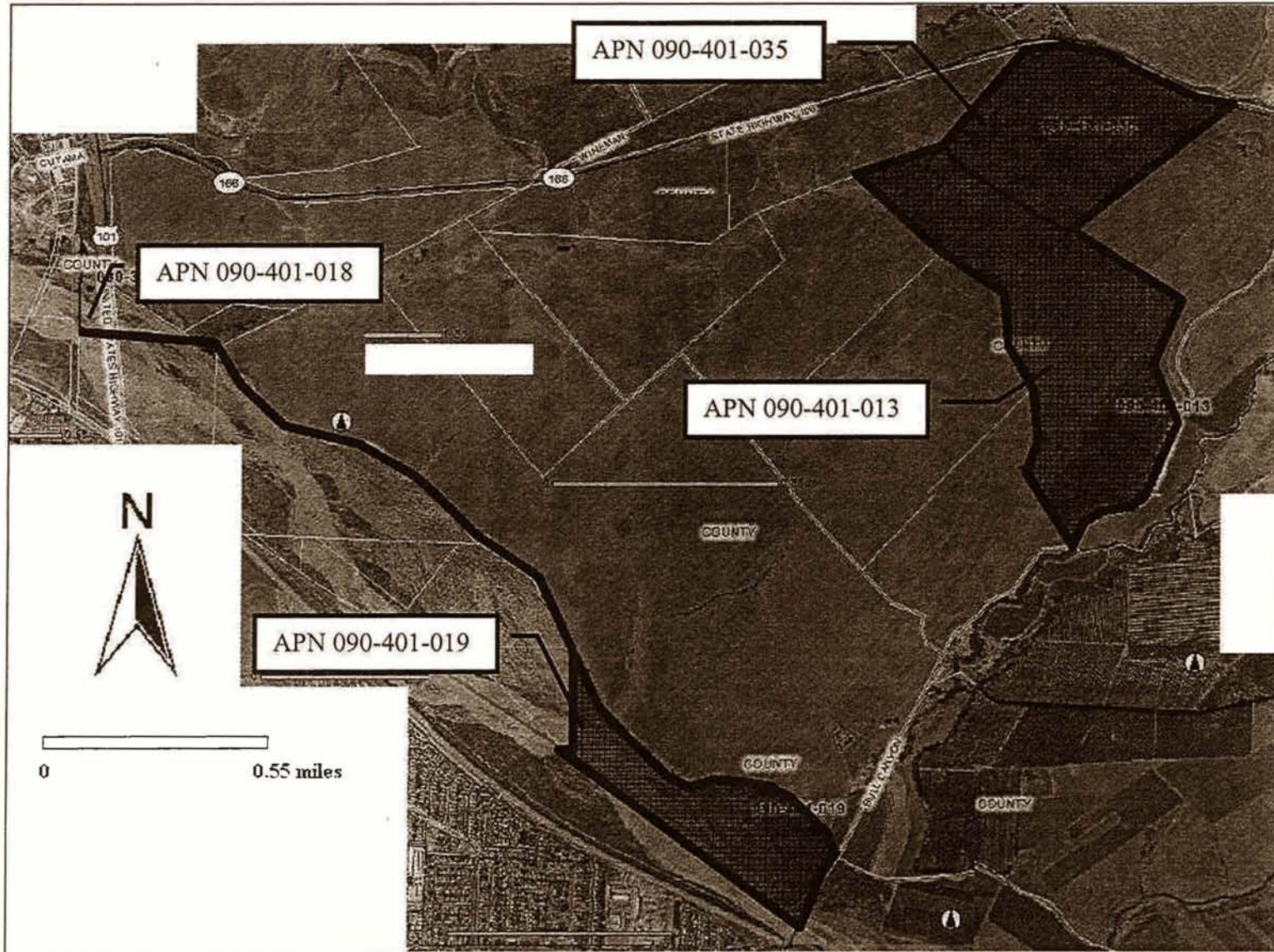
Malcolm McEwen, PE  
Senior Engineer

Attachments:

- 1 – Map of subject properties
- 2 – Map of proposed alignment
- 3 – Opinion of Probable Cost worksheets



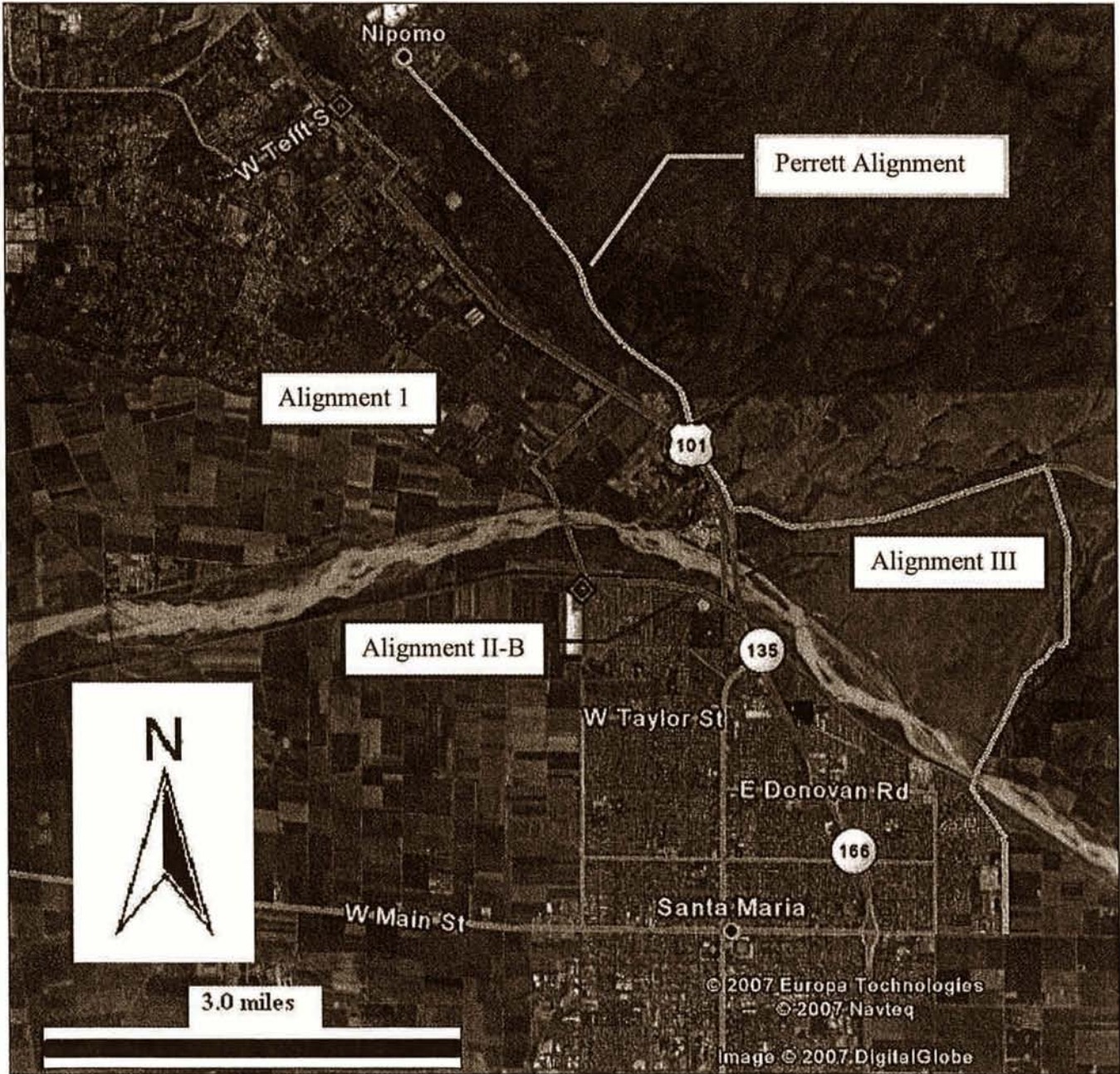
Attachment 1 - Perrett Subject Properties



Source: San Luis Obispo County Department of Planning and Building, Interactive GIS Mapping web page:  
<http://www.sloplanning-maps.org/>



Attachment 2 – Alignment Comparisons





**Nipomo Community Services District**  
**WATERLINE INTERTIE PROJECT**  
 Alignment I - Western River Crossing - Pipeline Only  
 OPINION OF PROBABLE CONSTRUCTION COST

Item	Description	Quantity	Unit	Unit Price	Amount
<b>I. Santa Maria Pipeline</b>					
2	Traffic Control	5000	LF	\$7	\$35,000
3	Furnish & Install 18" PVC water main & appurtenances (along Blosser from Taylor to Atlantic)	5000	LF	\$200	\$1,000,000
4	AC Pavement Overlay (assume 1/2 of road)	16667	YD^2	\$12	\$200,000
<b>III. Santa Maria River Crossing (JACK/BORE, OPEN-TRENCH, &amp; HDD)</b>					
13	Furnish & Install 36" jacked steel casing (1/2" wall) & 24" DIP carrier pipe	300	LF	\$850	\$255,000
14	Furnish & Install 24" PVC water main & appurtenances (open-trench, normal depth)	900	LF	\$260	\$234,000
15	Furnish & Install 24" HDPE water main (HDD)	2500	LF	\$1,850	\$4,625,000
16	Furnish & Install 42" surface/conductor (3/4" wall) steel casings for HDD	200	LF	\$1,000	\$200,000
	<i>General Contractors Markup for Overhead/profit</i>	15%			\$762,000
<b>IV. Nipomo-Side Pipeline</b>					
17	Furnish & Install 18" PVC water main & appurtenances (open-trench to Reservoir)	2500	LF	\$180	\$450,000
<b>VIII. Required Nipomo Upgrades</b>					
33	Furnish & Install 18" PVC water main & appurtenances (upgrade)	17000	LF	\$200	\$3,400,000
34	Traffic Control	17000	LF	\$7	\$119,000
35	AC Pavement Overlay (assume 1/2 of road)	56666.67	YD^2	\$12	\$680,000
	<i>Sub Total</i>				\$11,960,000
	<i>Engineering &amp; Construction Mngmt</i>	20%			\$2,392,000
	<i>Contingency</i>	30%			\$3,588,000
	<i>Total</i>				\$17,940,000

*Total Distance of Pipeline*    5.3    miles

Source: Quantities and Unit Prices Excerpted from Nipomo Waterline Intertie Project - Preliminary Engineering Memorandum

**Nipomo Community Services District**  
**WATERLINE INTERTIE PROJECT**  
 Alignment II - Option B (Eastern River Crossing @ Old State HWY) - Pipeline Only  
 OPINION OF PROBABLE CONSTRUCTION COST

Item	Description	Quantity	Unit	Unit Price	Amount
<b>I. Santa Maria Pipeline</b>					
2	Traffic Control	7500	LF	\$7	\$52,500
3	Furnish & Install 18" PVC water main & appurtenances (along Atlantic Place, behind levee)	5200	LF	\$200	\$1,040,000
4	Furnish & Install 18" PVC water main & appurtenances (along Blosser from Taylor to Atlantic)	5000	LF	\$200	\$1,000,000
5	AC Pavement Overlay (assume 1/2 of road)	25000	YD^2	\$12	\$300,000
<b>III. Santa Maria River Crossing (JACK/BORE &amp; Open Trench)</b>					
14	Furnish & Install 36" jacked steel casing (1/2" wall) & 24" DIP carrier pipe	300	LF	\$850	\$255,000
15	Furnish & Install 24" PVC water main & appurtenances (deep open-trench)	2000	LF	\$680	\$1,360,000
	<b>General Contractors Markup for Overhead/profit</b>	15%			\$38,250
<b>IV. Nipomo-Side Pipeline</b>					
15	Furnish & Install 18" PVC water main & appurtenances (open-trench to reservoirs)	9800	LF	\$200	\$1,960,000
16	Traffic Control	9800	LF	\$7	\$68,600
17	AC Pavement Overlay (assume 1/2 of SLO County road)	32667	YD^2	\$12	\$392,000
<b>VIII. Required Nipomo Upgrades</b>					
34	Furnish & Install 18" PVC water main & appurtenances (upgrade)	17000	LF	\$200	\$3,400,000
	Traffic Control	17000	LF	\$7	\$119,000
	AC Pavement Overlay (assume 1/2 of SLO County road)	56666.67	YD^2	\$12	\$680,000
	<i>Sub Total</i>				\$10,665,000
	<i>Engineering &amp; Construction Mngmt</i>	20%			\$2,133,000
	<i>Contingency</i>	30%			\$3,200,000
	<b>Total</b>				<b>\$15,998,000</b>
<i>Total Distance of Pipeline</i>		7.4	miles		

Source: Quantities and Unit Prices Excerpted from Nipomo Waterline Intertie Project - Preliminary Engineering Memorandum



**Nipomo Community Services District**  
**WATERLINE INTERTIE PROJECT**  
 Alignment III - Hwy 101 Bridge Crossing - Pipeline Only  
 OPINION OF PROBABLE CONSTRUCTION COST

Item	Description	Quantity	Unit	Unit Price	Amount
<b>I. Santa Maria Pipeline</b>					
2	Traffic Control	7500	LF	\$7	\$52,500
3	Furnish & Install 18" PVC water main & appurtenances (along Atlantic Place & behind levee)	5900	LF	\$200	\$1,180,000
4	Furnish & Install 18" PVC water main & appurtenances (along Blosser from Taylor to Atlantic)	5000	LF	\$200	\$1,000,000
5	AC Pavement Overlay (assume 1/2 of road)	25000	YD^2	\$12	\$300,000
<b>III. Santa Maria River Bridge Crossing</b>					
14	Coring through 2-ft thick Diaphragms (between bridge girders); 12.75" nominal core	29	EA	\$2,000	\$58,000
15	Coring through 8-in thick intermediate Diaphragms (between bridge girders); 12.75" nominal core	29	EA	\$1,000	\$29,000
16	Water control/containment during coring operation Provide and Install 12.75" O.D. Steel carrier pipe, FBE lined & coated, Flg'd or Grooved-Joint	1	LS	\$40,000	\$40,000
17	Provide and Install intermediate pipe hangers	2100	LF	\$300	\$630,000
18	Unanticipated Bridge Upgrades (following Structural review during design phase)	58	EA	\$3,000	\$174,000
19	General Contractors Markup for Overhead/profit	1	LS	\$250,000	\$250,000
		15%			\$177,150
<b>IV. Nipomo-Side Pipeline</b>					
20	Furnish & Install 18" PVC water main & appurtenances (open-trench)	9800	LF	\$200	\$1,960,000
21	Traffic Control	9800	LF	\$7	\$68,600
22	AC Pavement Overlay (assume 1/2 of road)	32667	YD^2	\$12	\$392,000
<b>VIII. Required Nipomo Upgrades</b>					
34	Furnish & Install 18" PVC water main & appurtenances (upgrade)	17000	LF	\$200	\$3,400,000
	Traffic Control	17000	LF	\$7	\$119,000
	AC Pavement Overlay (assume 1/2 of SLO County road)	56666.67	YD^2	\$12	\$680,000
	<i>Sub Total</i>				\$10,510,000
	<i>Engineering &amp; Construction Mngmt</i>	20%			\$2,102,000
	<i>Contingency</i>	30%			\$3,153,000
	<i>Total</i>				\$15,765,000

Total Distance of Pipeline 7.5 miles

Source: Quantities and Unit Prices Excerpted from Nipomo Waterline Intertie Project - Preliminary Engineering Memorandum

**Nipomo Community Services District**  
**WATERLINE INTERTIE PROJECT**  
**Perrett Alignment Option - Pipeline Only**  
**OPINION OF PROBABLE CONSTRUCTION COST**

Item	Description	Quantity	Unit	Unit Price	Amount
<b>I. Santa Maria Pipeline</b>					
2	Traffic Control	7920	LF	\$7	\$55,400
3	Furnish & Install 18" PVC water main & appurtenances (along Atlantic Place & behind levee)	7920	LF	\$200	\$1,584,000
5	AC Pavement Overlay (assume 1/2 of road)	26400	YD^2	\$12	\$316,800
<b>III. Santa Maria River Bridge Crossing</b>					
17	Provide and Install 18" O.D. Ductile Iron Pipe	600	LF	\$300	\$180,000
18	Provide and Install Intermediate pipe hangers	30	EA	\$3,000	\$90,000
19	Unanticipated Bridge Upgrades (following Structural review during design phase)	1	LS	\$250,000	\$250,000
	<b>General Contractors Markup for Overhead/profit</b>	15%			\$78,000
<b>IV. Nipomo-Side Pipeline (unpaved)</b>					
17	Furnish & Install 18" PVC water main & appurtenances (across Perrett properties)	7920	LF	\$180	\$1,425,600
<b>IV. Nipomo-Side Pipeline (paved)</b>					
20	Furnish & Install 18" PVC water main & appurtenances (open-trench)	39600	LF	\$200	\$7,920,000
21	Traffic Control	39600	LF	\$7	\$277,200
22	AC Pavement Overlay (assume 1/2 of road)	132000	YD^2	\$12	\$1,584,000
	<b>Sub Total</b>				\$13,761,000
	<b>Engineering &amp; Construction Mngmt</b>	20%			\$2,752,000
	<b>Contingency</b>	30%			\$4,128,000
	<b>Total</b>				\$20,641,000

*Total Distance of Pipeline*    10.6    miles

Source: Unit Prices Excerpted from Nipomo Waterline Intertie Project - Preliminary Engineering Memorandum



# NIPOMO SUMMER FESTIVAL 2007 EVENT SUMMARY

**DATE:** 07/14/2007  
**LOCATION:** Nipomo Regional Park

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## RECYCLING/ GARBAGE BOXES and 3 YD RECYCLE BIN

**Contact:** Didi Kimball ([DidiK@WasteConnections.com](mailto:DidiK@WasteConnections.com))  
Office Manager  
South County Sanitary Service  
Dist. 4120  
489-4245

**Cost:**

14 sets of garbage & recycling boxes:	\$280.00
1 3yd recycle bin:	\$ 34.98
1 delivery fee	\$ 14.37
(-50% discount)	- \$164.67
South County Sanitary Donation	- \$ 50.00
<b>TOTAL:</b>	<b>\$114.68</b>

**Arrangements:** They deliver the 3-yard bin and the unassembled boxes (with plastic bags that go inside the boxes) at the park on Friday night, the night before the event, and pick them up the following Monday.

Except for the large garbage disposal band (Chamber of Commerce takes care of that), the NCSO is responsible for all aspects of this program (arranging for the delivery, assembling the boxes and setting them out at the festival, taking the boxes apart after the festival is over, getting the recycled bags and garbage bags to the appropriate bins, paying for the program).

For this event, it took my husband about 30 minutes to supervise the volunteers collecting the garbage and recycle bags, and placing them into the appropriate container, and to break down the boxes so we could bring them back to the NCSO facility for use at future events.

**NOTE:** After this festival, instead of just throwing the cardboard boxes into the large bins, we broke them down and brought them back to the NCSO for storage (in the storage room off of the board room). Therefore, at the next festival boxes don't need to be ordered. They charge \$140.00 (\$280.00 x 50%) for the boxes and garbage bags, so this will be a significant savings. Large garbage bags will need to be purchased in two different colors to aid in post-festival depositing of the bags of waste into the appropriate large bins.

Therefore, for the next festival arrangements need to be made for the 3-yr recycle bin to be delivered before the festival and picked up after the festival. Personnel should be made available to assist in this task.

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## BROCHURES, HANDOUTS, GIVE-AWAYS

Refer to the NIPOMO SUMMER FESTIVAL 2007 table, pages 3 and 4 of this summary, for the list of materials taken for give-away, the number taken, and the cost for the materials taken. Refer to the tables on page 5 for costs-of-printing, in-house v. Poor Richard's.

**Cost:** \$265.61

For this small festival with a limited number of attendees, the most popular give-aways were the canvas "recycle" tote bags, the wildflower seeds, and the "Selected Drought-Tolerant Plants for the Nipomo Area" brochure.

---

### **HARD MATERIALS FOR THE EVENT**

- 1 pop-up canvas-ish canopy with three optional canvas-ish back and side panels.
- 2 folding tables.
- 5-gallon bottle of drinking water, pump, and small cups.
- 2 stools.
- 2 lawn chairs.
- 1 easel

The lawn chairs were not used at this event.

Hard materials, such as maps, displays, brochure holders, easel, etc. can be "borrowed" as needed from the NCSD facility for the day.

Available is a very nice brown ruffled table skirt which, unfortunately, couldn't be used at this event because the tables need to be modified (Velcro stuck around the edges) to accommodate the skirts.

---

### **PREPARATION**

I spent a solid day before the event gathering materials in preparation for loading Saturday morning.

I first selected the materials I thought would be of interest to the festival attendees, and then counted them into bundles of 25 each. This made it much easier to tally numbers of materials taken after the event was over, and to enable better planning and more accurate funding requests for future events.

Look in the "EVENT BOX" where I've gathered the little this-and-that's needed at the event, and add to it as appropriate for the current event.

---

### **LOADING, UNLOADING**

We arrived at the NCSD facility at 6:45 a.m. on the day of the event. We left the NCSD facility after the event at around 4:00 p.m. My husband assisted me for the day of the event.

It took my husband and me about 30 minutes to load two vehicles (the district vehicle and our own vehicle) before the event, and 30 minutes to unload them after the event. Loading and unloading requires two people (including the conservation specialist), and extra personnel should be made available for this.

### **SET-UP AT THE EVENT**

It takes at least two people to set up the canopy. Again, personnel should be made available to assist the conservation specialist. About 15 minutes was required to completely set up the canopy, side panels, and tables, and another 15 minutes to set out and arrange supplies and materials.



**AT THE EVENT**

One person can handle the booth, if the festival-goers' numbers are low, but two persons is more reasonable to allow for bathroom breaks, etc.

**CALIF. NATIVE/ XERISCAPE PLANT RAFFLE**

I purchased 6 flowering California native plants from Old Town Nursery for \$50.30. The purpose was to promote the use of Calif. native/xeriscape plants, and to serve as a focal interest to attract festival attendees to the booth. The entries were limited to one per person. There were 12 entries. Names were drawn the Monday after the event, and the winners were notified by phone (three directly, three by voicemail).

**TAKE-DOWN AFTER THE EVENT**

It took about 30 minutes to take down the booth and load into the two vehicles. Personnel should be made available to assist in this task.

**PERSONNEL**

I spent 10 hours the day before the event and 9 hours the day of the event in preparation and execution of the event. I would anticipate that subsequent events will take much less prep work than this first event. My husband assisted me in loading, unloading, driving a vehicle, and booth set-up and take-down.

Donna assisted in the booth for 5 hours.

An extra person is required for loading and unloading the vehicles (at the facility and at the event), putting together and placing the garbage/recycling stations, and taking down and sorting the stations. An extra person is reasonable for the booth, as well. For future events I would estimate that one extra NCSD person for 9 hours on the day of the event would be sufficient.

NIPOMO SUMMER FESTIVAL 2007					
BROCHURES GIVEAWAYS	Amount	Name	Cost Ea.	#Given	Cost
	50	PureWater			
	50	ConsumerConfidence 2006	\$0.8250	1	\$0.83
	50	ConservationNews		0	\$0.00
	75	FAQ - SupplementalWater	\$1.0275	3	\$3.08
	75	Green Scaping	\$0.0000	2	\$0.00
	50	Biological Pollution	\$0.3300	0	\$0.00
	75	FAQ-Southland Wastewater	\$1.0275	0	\$0.00
	75	Don't Plant a Pest	\$0.3300		\$0.00
	125	SelectedDrougtTolerantPlants	\$1.0275	21	\$21.58
	100	Tired of Paying...Lawn	\$1.0275		\$0.00
	100	25-Tips to Save Water	\$0.8300		\$0.00

	70	Magnets	\$0.0000	10	\$0.00
	58	Healthy Home and Garden	\$0.0000	9	\$0.00
	18	Pest or Pal	\$0.0000	3	\$0.00
	50	8-sticker pages	\$0.0000	13	\$0.00
	24	Coloring/Activity Pages	\$0.0074	0	\$0.00
	14	Reducing Storm Water	\$0.0000		\$0.00
	70	We Recycle cards	\$0.0000	2	\$0.00
	54	Calif. es tu casa	\$0.0000		\$0.00
	11	Litter Bugs	\$0.0000	0	\$0.00
	12	Don't Trash Calif. sticker(small)	\$0.0000	10	\$0.00
	18	Perez y Velez	\$0.0000	9	\$0.00
	15	Don't Trash Calif.sticker (large)	\$0.0000	15	\$0.00
	10	Don't Trash Calif.sticker (med)	\$0.0000	8	\$0.00
	54	Don't Trash calif.Cards	\$0.0000		\$0.00
	50	Thurstin'...(Activity Book)	\$0.0536	37	\$1.98
	50	Fish's Wish (Activity Book)	\$0.0536	41	\$2.20
	50	Keeping Fleas off of your pet	\$1.0275		\$0.00
	25	Leak Detection	\$1.0275		\$0.00
	136	Canvas Tote bags	\$3.6800	48	\$176.64
	30	Pencils	\$0.5000	8	\$4.00
	1	5 Plants (Raffle)	\$50.3000	1	\$50.30
	100	Wildflower Seeds	\$0.5000	10	\$5.00
		Pests Bugging You?	\$0.0000	2	\$0.00
		<b>TOTAL MATERIALS COSTS</b>			<b>\$265.61</b>
<b>RECYCLING SVCS (SO.CO.)</b>					
	14	Sets Garbage/Recycling Containers	\$20.0000	14	\$280.00
	1	3-yd recycle bin	\$34.9800	1	\$34.98
	1	Delivery Fee	\$14.3700		\$14.37
		<b>SUBTOTAL:</b>			<b>\$329.35</b>
	Discount	(-50% discount)	\$164.6750		\$164.68
	So.Co.Dtn.	(-\$50.00)	-\$50.0000		\$114.68
		<b>TOTAL GARBG/RECYCLING</b>			<b>\$114.68</b>
<b>PERSONNEL</b>	19	Hours, conserv. Specialist	\$22.5000	19	\$427.50
	5	Hours, assist. Personnel	\$15.0000	5	\$75.00
		<b>TOTAL PERSONNEL</b>			<b>\$502.50</b>
<b>FEE REGIST.</b>		Booth registration fee	\$35.0000	1	\$35.00
		<b>TOTAL EVENT COSTS</b>			<b>\$917.79</b>

\* Estimate.



<b>InHouse Brochures Color, 2-side, Printed &amp; Folded</b>				
	Price (100)	Price (500)	Price (1000)	Price (4200)
High GlossPaper	4.0000	20.0000	40.0000	168.0000
Printer	20.0000	100.0000	200.0000	840.0000
DesignHours 2hrs @ \$22.50	45.0000	45.0000	45.0000	22.5000
Cut/Fold Time 1.5hrs @\$22.50/100	33.7500	168.7500	337.5000	1,417.5000
<b>Total</b>	<b>102.7500</b>	<b>333.7500</b>	<b>622.5000</b>	<b>2,448.0000</b>
<b>Price Each</b>	<b>1.0275</b>	<b>0.6675</b>	<b>0.6225</b>	<b>0.5829</b>

<b>InHouse Brochures B&amp;W, 2-side, Printed &amp; Folded</b>				
	Price (100)	Price (500)	Price (1000)	Price (4200)
High GlossPaper	4.00	20.00	40.00	168.00
Printer	0.74	3.70	7.40	102.50
DesignHours 2hrs @ \$22.50	45.00	45.00	45.00	22.50
Cut/Fold Time 1.5hrs @\$22.50/100	33.75	168.75	337.50	1,417.50
<b>Total</b>	<b>83.49</b>	<b>237.45</b>	<b>429.90</b>	<b>1,710.50</b>
<b>Price Each</b>	<b>0.83</b>	<b>0.47</b>	<b>0.43</b>	<b>0.41</b>

<b>Brochures by Poor Richard's Press (Color, 2-side, Printed &amp; Folded</b>			
	Price (500)	Price (1000)	Price (4200)
Printing	442.37	464.96	634.50
DesignHours 2hrs @ \$22.50	22.50	22.50	22.50
Folding	33.05	40.06	89.88
<b>Total</b>	<b>497.92</b>	<b>527.52</b>	<b>746.88</b>
<b>Price Each</b>	<b>1.00</b>	<b>0.53</b>	<b>0.18</b>

<b>Brochures by Poor Richard's Press (B&amp;W, 2-side, Printed &amp; Folded</b>			
	Price (500)	Price( 1000)	Price (4200)
Printing			378.62
DesignHours 2hrs @ \$22.50			22.50
Folding			89.88
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>491.00</b>
<b>Price Each</b>	<b>0.00</b>	<b>0.00</b>	<b>0.12</b>

<b>Price for non-glossy paper (.006ea)</b>	0.6000
Pr.100nonglos-broc	99.3500
Pr.Ea,nonglos.bro	0.9935

<b>Copier Costs</b>	
Maint. Per month	110.0000
Blk, <30,001	0.0000
Blk, >30,001	0.0037
Color ea.	0.1000



**NIPOMO COMMUNITY SERVICES DISTRICT  
WATERLINE INTERTIE PROJECT  
MONTHLY REPORT TO THE BOARD OF DIRECTORS  
Jun-07**

REVENUES FY 2006-2007 (1)	<u>MONTH OF</u> <u>JUNE</u>	<u>FISCAL YEAR</u> <u>7/1/2006 TO</u> <u>6/30/2007</u>
Supplemental Water Capacity Fees Collected	115,560.00	389,593.50
Interest Income (monthly & quarterly posting)	7,238.94	106,593.61
Revenue Subtotal	<u>122,798.94</u>	<u>496,187.11</u>
 EXPENDITURES FY 2006-2007 (2)		
<u>CONSULTANTS</u>		
1590-A1 Feasibility Study (Cannon)	0.00	0.00
1590-A2 EIR Preparation (Wood & Assoc)	0.00	16,053.83
1590-A3 Estimate/Preliminary Schedule (Cannon)	0.00	0.00
1590-A4 Proposed Routes/Facilities (Cannon)	0.00	0.00
1590-A5 Prop 50 Grant Applicatin (Cannon)	0.00	0.00
1590-A6 Project Support (Cannon)	0.00	0.00
<u>LEGAL</u>		
1590-B1 Shipsey & Seitz	232.00	17,564.25
1590-B2 McDonough, Holland & Allen	0.00	15,871.65
1590-B3 Richards, Watson & Gershon	0.00	27,954.81
<u>LAND ACQUISITION</u>		
1590-C1 Tarvin & Associates	0.00	16,170.00
<u>FINANCIAL</u>		
1590-D1 Reed Group	0.00	0.00
<u>ENGINEERING</u>		
1590-E1 Preliminary Engineering Design (Boyle)	1,447.88	223,286.67
1590-E2 Water Modeling by Carollo (City of Santa Maria)	0.00	24,942.00
1590-E3 Alternative Water Supplies (Boyle)	54,768.82	164,230.48
<u>OTHER</u>		
1590-F1 FGL Environmental	0.00	5,047.00
1590-F2 Copy/Print	0.00	740.24
<u>SALARY AND BENEFITS (3)</u>		
1590-Z1 Wages-Capitalized	3,173.07	35,884.51
1590-Z2 Payroll Taxes-Capitalized	45.99	587.42
1590-Z3 Retirement-Capitalized	913.53	10,344.53
1590-Z4 Medical-Capitalized	203.51	3,367.02
1590-Z5 Dental/Vision-Capitalized	25.32	247.90
1590-Z6 Workers Compensation-Capitalized	28.83	341.83
Expenditure Subtotal	<u>60,838.95</u>	<u>562,634.14</u>
Net Revenues less Expenditures	<u>61,959.99</u>	<u>(66,447.03)</u>
Beginning Fund Balance as of July 1, 2006		2,421,250.05
Ending Fund Balance as of June 30, 2007		<u>2,354,803.02</u>

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

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

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

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

**NIPOMO COMMUNITY SERVICES DISTRICT  
SUPPLEMENTAL WATER COST SUMMARY**

<u>A/C #</u>	<u>DESCRIPTION</u>	<u>7/1/2004 TO 6/30/2005</u>	<u>7/1/2005 TO 6/30/2006</u>	<u>7/1/2006 TO 6/30/2007</u>	<u>GRAND TOTAL</u>
1645	Reservation Fee-City of Santa Maria	37,500.00	0.00	0.00	37,500.00
1590-A1	Feasibility Study (Cannon)	25,887.29	0.00	0.00	25,887.29
1590-A2	EIR Preparation (Wood & Assoc)	29,037.48	87,100.23	16,053.83	132,191.54
1590-A3	Est/Preliminary Schedule (Cannon)	3,706.19	2,602.75	0.00	6,308.94
1590-A4	Proposed Routes/Facilities (Cannon)	5,050.07	520.00	0.00	5,570.07
1590-A5	Prop 50 Grant Application (Cannon)	2,757.00	6,210.00	0.00	8,967.00
1590-A6	Project Support (Cannon)	0.00	11,797.44	0.00	11,797.44
1590-B1	Shipsey & Seitz	0.00	23,095.55	17,564.25	40,659.80
1590-B2	McDonough, Holland & Allen	0.00	34,177.28	15,871.65	50,048.93
1590-B3	Richard, Watson & Gershon	0.00	9,472.38	27,954.81	37,427.19
1590-C1	Tarvin Appraisal	0.00	0.00	16,170.00	16,170.00
1590-D1	Reed Group	0.00	2,809.85	0.00	2,809.85
1590-E1	Preliminary Engineering Design (Boyle)	0.00	6,470.33	223,286.67	229,757.00
1590-E2	Water Modeling by Carollo (City of SM)	0.00	0.00	24,942.00	24,942.00
1590-E3	Alternative Water Supplies (Boyle)	0.00	0.00	164,230.48	164,230.48
1590-F1	Lab Testing (FGL Environmental)	0.00	0.00	5,047.00	5,047.00
1590-F2	Copy/Print	0.00	0.00	740.24	740.24
1590-Z1	Wages-Capitalized	0.00	29,076.92	35,884.51	64,961.43
1590-Z2	Payroll Taxes-Capitalized	0.00	587.22	587.42	1,174.64
1590-Z3	Retirement-Capitalized	0.00	8,418.08	10,344.53	18,762.61
1590-Z4	Medical-Capitalized	0.00	2,861.36	3,367.02	6,228.38
1590-Z5	Dental/Vision-Capitalized	0.00	0.00	247.90	247.90
1590-Z6	Workers Compensation-Capitalized	0.00	260.35	341.83	602.18
		<u>103,938.03</u>	<u>225,459.74</u>	<u>562,634.14</u>	<u>892,031.91</u>

**NIPOMO COMMUNITY SERVICES DISTRICT  
CERTIFICATES OF PARTICIPATION  
DEBT SERVICE SCHEDULE**

	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL DEBT SERVICE</u>	<u>PRINCIPAL BALANCE</u>
				4,000,000.00
FY June 30, 2004	0.00	136,384.79	136,384.79	4,000,000.00
FY June 30, 2005	75,000.00	169,950.00	244,950.00	3,925,000.00
FY June 30, 2006	80,000.00	167,625.00	247,625.00	3,845,000.00
FY June 30, 2007	80,000.00	165,225.00	245,225.00	3,765,000.00
FY June 30, 2008	85,000.00	163,132.50	248,132.50	3,680,000.00

T:\DOC\FINANCE\SUPP WATER\COST SUMMARY.XLS



NIPOMO COMMUNITY SERVICES DISTRICT  
SUPPLEMENTAL WATER FEES COLLECTED

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

PROJECT	DEVELOPER	SUMMARY	DATE PAID	WATER SUPPLY PORTION	PIPELINE PORTION	SUPPLEMENTAL TOTAL	
090-095-011 to 090-095-014	DANMARK	4 RESIDENTIAL MINUS CREDIT FOR 1 EXISTING	8/4/05	29,703.00	3,660.00	33,363.00	
2561	VISTA COLINA	8 RESIDENTIAL MINUS CREDIT FOR 1 EXISTING PLUS 1 IRRIGATION	11/7/05	79,208.00	9,760.00	88,968.00	
090-381-006	DENNERLEIN	1 RESIDENTIAL SERVICE 182 EAST CHESTNUT	1/25/06	9,901.00	1,220.00	11,121.00	
091-327-075	PRUIT	2 ONE INCH METERS	2/1/06	19,802.00	2,440.00	22,242.00	
091-327-075	PRUIT	1 FOUR INCH FIRE SYSTEM	2/1/06	37,125.23	4,588.52	41,713.75	
091-322-046	HARDESTY	1 ONE INCH METER	3/20/06	9,901.00	1,220.00	11,121.00	
090-251-021	BLUME	1 ONE INCH METER	4/19/06	9,901.00	1,220.00	11,121.00	
2565	PUHEK	5 RESIDENTIAL PLUS 1 IRRIGATION	5/9/06	59,406.00	7,320.00	66,726.00	
CO 04-0606	MVIII	5 RESIDENTIAL	5/18/06	49,505.00	6,100.00	55,605.00	
2499	NESTER	18 RESIDENTIAL	6/9/06	178,218.00	21,960.00	200,178.00	
FISCAL YEAR 2005-2006				<b>SUBTOTAL</b>	<b>482,670.23</b>	<b>59,488.52</b>	<b>542,158.75</b>

PROJECT	DEVELOPER	SUMMARY	DATE PAID	WATER SUPPLY PORTION	PIPELINE PORTION	SUPPLEMENTAL TOTAL	
090-091-017	SCOGGINS	2 RESIDENTIAL MINUS CREDIT FOR 1 EXISTING-325 N THOMPSON	7/18/06	10,288.00	1,268.00	11,556.00	
2595	BAUR	6 RESIDENTIAL MINUS CREDIT FOR 2 EXISTING	10/11/06	41,152.00	5,072.00	46,224.00	
091-327-075	PRUIT	FINAL FEES PAID-BALANCE DUE TO FEE INCREASE 7/1/06	10/11/06	2,226.00	275.00	2,501.00	
090-381-002	STEELE	1 RESIDENTIAL	10/18/2006	10,288.00	1,268.00	11,556.00	
2619	ALLSHOUSE	FINAL FEES PAID-BALANCE DUE TO FEE INCREASE 7/1/06	3/28/2007	7,820.00	966.50	8,786.50	
CO 04-0186	FEDERER	4 RESIDENTIAL MINUS CREDIT FOR 1 EXISTING	5/17/2007	30,864.00	3,804.00	34,668.00	
092-130-043	CIDER VILLAGE	1 THREE INCH METER, 1 1.5 INCH IRRIGATION, 1 THREE INCH FIRE MINUS CREDIT FOR 1 EXISTING	5/17/2007	136,244.00	16,843.00	153,087.00	
2513	COOL	FINAL FEES PAID-BALANCE DUE TO FEE INCREASE 7/1/06	5/23/2007	2,323.00	287.00	2,610.00	
2514	NEWDOLL	FINAL FEES PAID-BALANCE DUE TO FEE INCREASE 7/1/06	5/23/2007	2,710.00	335.00	3,045.00	
CO 06-0082	BEAUCHAMP	2 RESIDENTIAL	6/22/2007	20,576.00	2,536.00	23,112.00	
2658	PACE	9 RESIDENTIAL MINUS CREDIT FOR 1 EXISTING	6/12/2007	82,304.00	10,144.00	92,448.00	
FISCAL YEAR 2006-2007				<b>SUBTOTAL</b>	<b>346,795.00</b>	<b>42,798.50</b>	<b>389,593.50</b>

GRAND  
TOTAL 1,146,297.23 141,327.02 1,287,624.25

TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL *BB*  
DATE: July 20, 2007



COMMITTEE REPORTS

**ITEM**

Receive Minutes from the July 18, 2007 Parks Committee Meeting.

**BACKGROUND**

Attached is the set of draft minutes from the July 18, 2007, Parks Committee Meeting. The Members of the Committee or Staff can respond to questions and receive comments from the Board regarding the meeting or the draft minutes.

It should be noted that the Minutes from the July 23, 2007 Southland WWTF Committee Meeting will be presented along with the August 8, 2007, Board Meeting Packet.

**RECOMMENDATION**

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

**ATTACHMENT**

1. July 18, 2007, Parks Committee Meeting

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# NIPOMO COMMUNITY SERVICES DISTRICT

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Web site address [www.nipomocsd.com](http://www.nipomocsd.com)

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## MINUTES OF THE 7/18/07 MEETING OF THE PARKS COMMITTEE

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

Chairman Winn called the Special Meeting to order at 10:00am in the NCSD Board Chambers. Both Chairman Winn and Director Harrison were in attendance along with General Manager Bruce Buel, Assistant to the General Manager Faith Watkins, Justin Cross from Campbell-Rinker, Kari Wagner of the Wallace Group and five members of the public. Chairman Winn described the purpose and format of the meeting. There was no public comment on this item.

### 2. DISCUSS ACTIVATION AND PARK DEVELOPMENT STATUS

Mike Winn summarized the results of his meeting with SLO County Supervisor Achadjian and County staff members regarding the development of the proposed Miller Park including the conclusion that an MOU was not necessary, that the concept design resulted in significant "General Benefit", and that it would be possible to save capital cost by specifying pre-fabricated restrooms. Mike Winn also reported on his interaction with Cal Poly Professor Gary Clay with the conclusion Dr. Clay was willing to display the results from his student's evaluation of potential Miller Park design at a subsequent meeting in Nipomo. Bonnie Eisner asked if the County would also waive the adoption of an MOU for the Kaminaka property. Bruce Buel responded that the answer to Ms. Eisner's question was unknown but the two projects were different. Gary Halverson asked if NCSD would be asking property owners outside of the District to pay for development of parks. Bruce Buel responded that NCSD could only propose charges inside its boundaries.

### 3. REVIEW PARKS SURVEY QUESTIONNAIRE RESULTS

Bruce Buel summarized the process for development of the survey, distributed copies of the Cross-Tabs, and introduced Justin Cross from the firm that implemented the survey, Campbell-Rinker. Mr. Cross provided an overview of the survey results and then led a discussion of the specific results on a page by page basis. Mike Winn requested that the Cross-Tabs be posted on NCSD's Website. Mike Winn also requested that Mr. Cross provide to the District a copy of the Spanish language version of the questionnaire and present to the Board an evaluation of the significance of the responses to the Support for Potential Activities and Facilities for New Parks. The Committee, by consensus requested edits to the language of the presentation on pages 27 and 32. Gary Halverson offered his perspective that Nipomo would be better served by lobbying the County to develop new parks rather than adding that authority to NCSD. The Committee did not make a recommendation to the Board.

MINUTES OF THE 7/18/07 MEETING OF THE

PARKS COMMITTEE

Page 2 of 2

**4. REVIEW FUNDING DISTRICT BOUNDARY ISSUES AND TIMELINE**

Bruce Buel summarized the scope of work with the Wallace Group and introduced Kari Wagner of the Wallace Group. Ms. Wagner distributed a draft timeline, described the boundary of the Olde Towne "Downtown Study Area" and requested feedback from the Committee regarding potential boundaries for the various zones of benefit. Following significant Committee discussion, the Committee agreed that the Downtown Study Area was the logical area for the primary benefit zone; that the remaining area east of the Freeway and west of Thompson was a logical area for secondary benefits; and that the remainder of the District may be considered for a nominal assessment to capture General Benefits. Bruce Buel cautioned that large assessment districts were expensive to create and to maintain. The Committee requested that the Wallace Group provide the District with a cost scale for creating and maintaining assessment districts.

There was no public input.

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

The Committee agreed that Chairman Winn would call a subsequent meeting when it was needed.

There was no public comment.

**6. ADJOURNMENT**

Chairman Winn thanked the public for participating and adjourned the meeting at 11:46 a.m.