


TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL   
DATE: OCTOBER 19, 2007



QUARTERLY FINANCIAL REPORT-FIRST QUARTER

**ITEM**

Review, accept, and direct Staff to file quarterly financial report for the first quarter of fiscal year 2007-2008.

**BACKGROUND**

The District's fiscal year is now 25% complete. The consolidated operating revenues are at 29.85% of the budget, operating expenditures are at 21.32% of the budget and general and administrative expenditures are at 23.10% of the budget.

Attached are the following which provide an overview of the first three months of the fiscal year:

Page 1	Summary of Approved Budget Amendments
Page 2	Summary of Revenues, Expenses and Cash Balances by Fund
Page 3	Consolidated Balance Sheet
Page 4-5	Consolidated Income Statement
Page 6-7	Graphs for Consolidated Revenues and Expenses
Page 8-11	Graphs for major funds (Town Water, Town Sewer, Blacklake Water and Blacklake Sewer)

Detailed information by fund is available in the office.

**RECOMMENDATION**

It is recommended that your Honorable Board accept and direct Staff to file the quarterly financial report for the first quarter of fiscal year 2007-2008.

NIPOMO COMMUNITY SERVICES DISTRICT  
SUMMARY OF APPROVED BUDGET AMENDMENTS  
FIRST QUARTER ENDING SEPTEMBER 30, 2007

DATE	DESCRIPTION	FUNDS	APPROVED BUDGET	APPROVED AMENDMENT	AMENDED BUDGET
	NONE				

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NIPOMO COMMUNITY SERVICES DISTRICT  
SUMMARY OF REVENUES AND EXPENSES BY FUND  
THREE MONTHS ENDING SEPTEMBER 30, 2007

FUND	FUND #	YTD REVENUES	YTD EXPENSES	FUNDED REPLACEMENT	YTD SUPRLUS/ (DEFICIT)
Administration	110	66,152	(66,152)	0	0
Town Water	120	897,551	(415,652)	(98,000)	383,899
Town Sewer	130	228,005	(151,287)	(87,750)	(11,032)
Blacklake Water	140	78,336	(77,215)	0	1,121
Blacklake Sewer	150	40,203	(50,754)	(10,000)	(20,551)
Blacklake Street Lighting	200	533	(3,647)	0	(3,114)
Street Landscape Maintenance	250	153	(1,119)	0	(966)
Solid Waste	300	26,400	(7,186)	0	19,214
Drainage Maintenance	400	541	0	0	541
Supplemental Water Capacity Fees	500	27,775	0	0	27,775
Property Taxes	600	30,829	(43,890)	0	(13,061)
Town Water Capacity Fees	700	61,382	0	0	61,382
Town Sewer Capacity Fees	710	68,541	0	0	68,541
Funded Replacement-Town Water	800	26,595	0	98,000	124,595
Funded Replacement-Town Sewer	810	37,089	0	87,750	124,839
Funded Replacement-BL Water	820	4,564	0	0	4,564
Funded Replacement-BL Sewer	830	0	0	10,000	10,000
<b>TOTAL</b>		<b>1,594,649</b>	<b>(816,902)</b>	<b>0</b>	<b>777,747</b>

CASH BALANCE OF EACH FUND  
AS OF SEPTEMBER 30, 2007

FUND	FUND #	CASH BALANCE 9/30/2007
Administration	110	18,703
Town Water	120	1,638,661
Town Sewer	130	554,495
Blacklake Water	140	61,963
Blacklake Sewer	150	37,136
Blacklake Street Lighting	200	37,712
Street Landscape Maintenance	250	10,994
Solid Waste	300	483,742
Drainage Maintenance	400	5,600
Supplemental Water	500	2,378,161
Property Taxes (incl COP)	600	930,467
Town Water Capacity Fees	700	4,644,375
Town Sewer Capacity Fees	710	5,191,646
Funded Replacement-Town Water	800	2,078,634
Funded Replacement-Town Sewer	810	2,879,399
Funded Replacement-BL Water	820	341,639
Funded Replacement-BL Sewer	830	(83,371)
Funds held by Trustee		250,980
<b>TOTAL</b>		<b>21,460,936</b>



NIPOMO COMMUNITY SERVICES DISTRICT  
BALANCE SHEET - CONSOLIDATED  
AS OF SEPTEMBER 30, 2007

ASSETS	
-----	
Cash and Cash Equivalents	21,460,936.40
Accounts Receivable - Utility Billing	273,575.28
Unbilled Accounts Receivable	567,000.00
Property, Plant & Equipment	35,868,327.01
Accumulated Depreciation	(11,234,903.72)
Prepaid Expenses	30,332.34
Accrued Interest Receivable	253,827.14
Notes Receivable - MVI/MVII	822.74
Reservation Fee	37,500.00
Loan Fees - SRF Loan	256,834.00
Accumulated Amortization - SRF Loan Fees	(147,363.82)
Revenue COP's Bond Discount	178,100.60
Accumulated Amortization - Bond Discount	(24,488.64)
	-----
Total Assets	47,520,499.33
	=====

LIABILITIES	
-----	
Accounts Payable	274,678.25
Refunds Payable	606.46
Construction Meter Deposits	11,000.00
Compensated Absences Payable	59,366.00
Deposits	73,467.12
Payroll Taxes Payable	(1,234.57)
Deposit - Pomeroy Rd Water Line	24,170.00
Deferred Revenue	6,300.00
Revenue Bonds - Current Portion	9,000.00
SRF Loan #110 - Current Portion	34,868.35
SRF Loan #120 - Current Portion	42,180.25
Revenue COP's-Current Portion	85,000.00
Revenue Bonds Payable - Long Term Portion	120,000.00
SRF Loan #110 Payable - Long Term Portion	383,551.85
SRF Loan #120 Payable - Long Term Portion	506,163.00
Revenue COP's - Long Term Portion	3,595,000.00
	-----
Total Liabilities	5,224,116.71
	=====

FUND EQUITY	
-----	
Contributed Capital - Assets	8,618,631.78
Contributed Capital - Capacity Fees (CY)	7,251.00
Contributed Capital - Supplemental Water Fees (CY)	12,739.00
Contributed Capital - Capacity Fees (PY)	16,554,400.62
Contributed Capital - Supplemental Water Fees (PY)	1,287,624.25
Contributed Capital - Right of Way	70,100.00
Contributed Capital - Assessment Districts	1,324,940.00
Contributed Capital - Grants	2,859,920.66
Retained Earnings-Reserved (Debt Service)	15,600.00
Retained Earnings-Reserved (Emergencies)	50,000.00
Retained Earnings-Reserved (Sewer Grant)	300,000.00
Retained Earnings-Reserved (Funded Replacement)	5,806,514.95
Retained Earnings - Unreserved	4,610,913.56
CURRENT EARNINGS	777,746.80
	-----
Total Fund Equity	42,296,382.62
	-----
Total Liabilities and Fund Equity	47,520,499.33
	=====

UNAUDITED

NIPOMO COMMUNITY SERVICES DISTRICT  
 INCOME STATEMENT - CONSOLIDATED  
 FOR THE PERIOD ENDING SEPTEMBER 30, 2007

	YTD ACTUAL	ANNUAL BUDGET	% OF BUDGET
	-----	-----	-----
<b>REVENUES</b>			
-----			
Water - Fixed Charge	183,908.50	708,000.00	25.98 %
Water - Usage	729,405.70	1,965,000.00	37.12 %
Construction Water	14,087.54	25,000.00	56.35 %
Fire System Fee	1,074.20	0	.00 %
Emergency Intertie Water Sales - SCWC	5,250.45	0	.00 %
Sewer Charges	259,865.92	1,073,000.00	24.22 %
Fees and Penalties	9,400.97	42,200.00	22.28 %
Meters	(170.00)	6,875.00	( 2.47) %
Plan Check & Inspection Fees	1,865.55	1,000.00	186.56 %
Franchise Fees	20,195.62	88,000.00	22.95 %
Miscellaneous Income	12,775.88	30,000.00	42.59 %
Street Lighting Charges	0	18,836.00	.00 %
Landscape Maintenance Dist Charges	0	10,236.00	.00 %
Operating Transfers In - Funded Administration	63,200.44	262,205.00	24.10 %
Operating Transfers In - Funded Replacement	195,749.97	783,000.00	25.00 %
	-----	-----	-----
Total Revenues	1,496,610.74	5,013,352.00	29.85 %
	-----	-----	-----
<b>OPERATIONS AND MAINTENANCE</b>			
-----			
Wages and Benefits	125,836.37	677,200.00	18.58 %
Electricity	114,984.74	572,410.00	20.09 %
Natural Gas	470.58	147,000.00	.32 %
Water	460.22	2,950.00	15.60 %
Chemicals	7,650.36	46,000.00	16.63 %
Lab Tests	14,759.09	66,000.00	22.36 %
Operating Supplies	34,803.30	87,000.00	40.00 %
Outside Services	8,804.96	112,000.00	7.86 %
Permits and Operating Fees	9,939.95	16,750.00	59.34 %
Repairs and Maintenance	86,851.82	244,600.00	35.51 %
Engineering	11,745.05	13,500.00	87.00 %
Fuel	4,881.63	36,000.00	13.56 %
Paging Service	1,319.97	6,200.00	21.29 %
Meters - New Installation	2,721.47	15,000.00	18.14 %
Meters - Replacement Program	0	22,000.00	.00 %
Uniforms	1,423.40	6,600.00	21.57 %
Landscape Maintenance & Water	642.00	3,000.00	21.40 %
Clean Up	157.36	0	.00 %
Conservation Program	4,291.45	70,725.00	6.07 %
Street Sweeping/Trash Collection	1,993.80	25,000.00	7.98 %
Operating Transfers Out - Funded Replacement	195,749.97	783,000.00	25.00 %
	-----	-----	-----
Subtotal - O & M	629,487.49	2,952,935.00	21.32 %
	-----	-----	-----
<b>GENERAL AND ADMINISTRATIVE</b>			
-----			
Wages and Benefits	101,499.97	612,185.00	16.58 %
Utilities	1,555.99	6,500.00	23.94 %
Audit	4,000.00	8,000.00	50.00 %

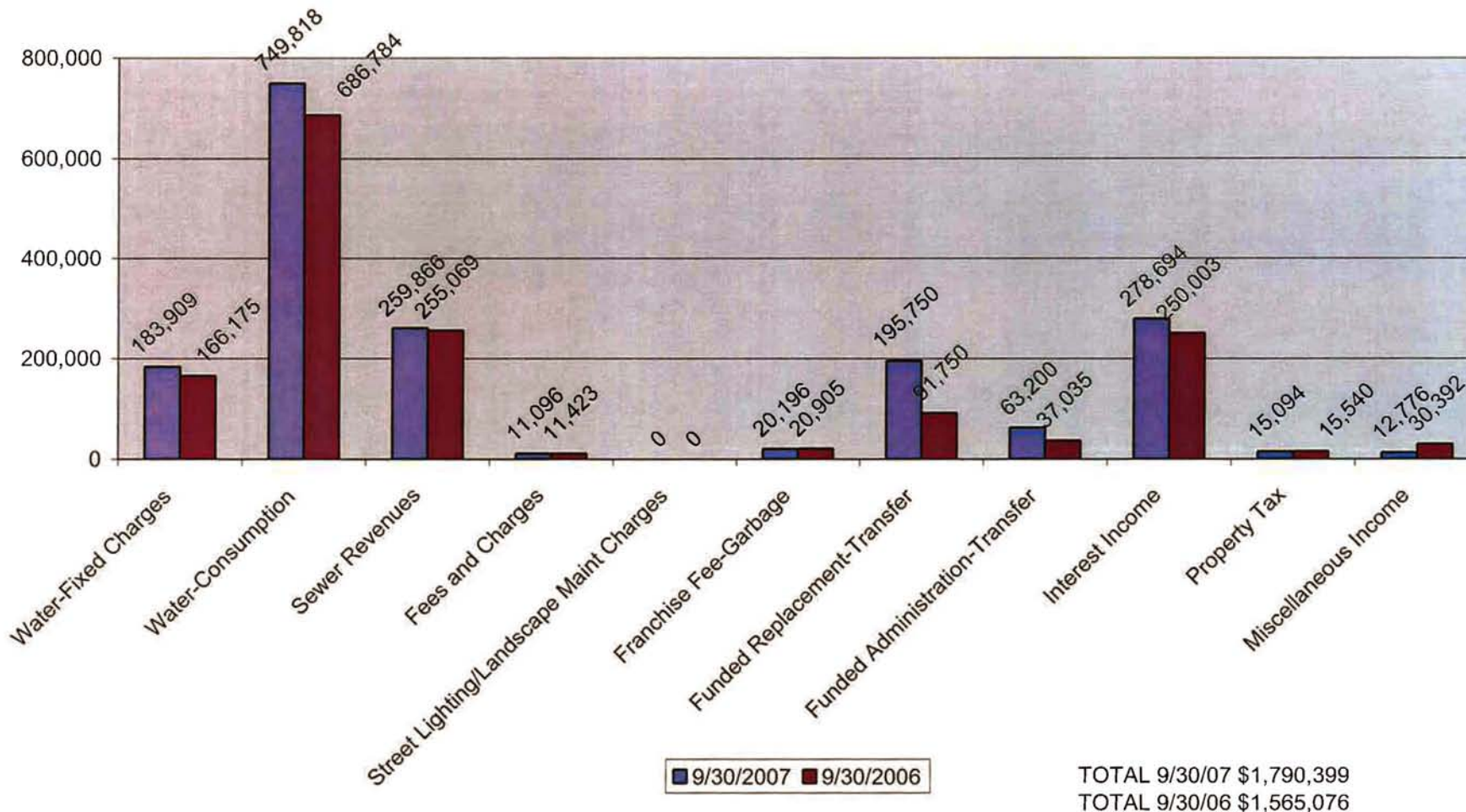
NIPOMO COMMUNITY SERVICES DISTRICT  
 INCOME STATEMENT - CONSOLIDATED  
 FOR THE PERIOD ENDING SEPTEMBER 30, 2007

	YTD ACTUAL	ANNUAL BUDGET	% OF BUDGET
Bank Charges and Fees	373.35	1,880.00	19.86 %
Computer Expense	5,136.20	32,000.00	16.05 %
Director Fees	4,500.00	24,000.00	18.75 %
Dues and Subscriptions	1,691.15	9,900.00	17.08 %
Education and Training	3,005.00	5,500.00	54.64 %
Insurance - Liability	9,432.27	36,000.00	26.20 %
LAFCO Funding	15,832.00	17,800.00	88.94 %
Landscape and Janitorial	2,025.00	8,820.00	22.96 %
Legal - General Counsel	19,723.25	125,000.00	15.78 %
Legal - Special Counsel	1,003.80	30,000.00	3.35 %
Legal - Water Counsel	25,939.77	100,000.00	25.94 %
Professional Services	83,501.41	168,000.00	49.70 %
Miscellaneous	469.16	5,700.00	8.23 %
Newsletters & Mailers	0	3,060.00	.00 %
Office Supplies	4,013.29	14,500.00	27.68 %
Outside Service	1,084.80	9,690.00	11.20 %
Postage	3,610.61	22,690.00	15.91 %
Public Notices	907.48	13,450.00	6.75 %
Repairs and Maintenance	561.43	7,500.00	7.49 %
Property Taxes	0	830.00	.00 %
Telephone	826.28	5,340.00	15.47 %
Travel and Mileage	1,934.13	10,000.00	19.34 %
Operating Transfer Out - Funded Administration	63,200.44	262,205.00	24.10 %
<b>Subtotal - G &amp; A</b>	<b>355,826.78</b>	<b>1,540,550.00</b>	<b>23.10 %</b>
<b>NON OPERATING INCOME</b>			
Interest Income	278,694.01	931,965.00	29.90 %
Property Tax Revenues	15,093.82	503,000.00	3.00 %
<b>Subtotal - Non Operating Income</b>	<b>293,787.83</b>	<b>1,434,965.00</b>	<b>20.47 %</b>
<b>NON OPERATING EXPENSES</b>			
Interest Expense	27,337.50	169,908.00	16.09 %
<b>Subtotal - Non Operating Expenses</b>	<b>27,337.50</b>	<b>169,908.00</b>	<b>16.09 %</b>
<b>Net Surplus/(Deficit)</b>	<b>777,746.80</b>	<b>1,784,924.00</b>	<b>43.57 %</b>

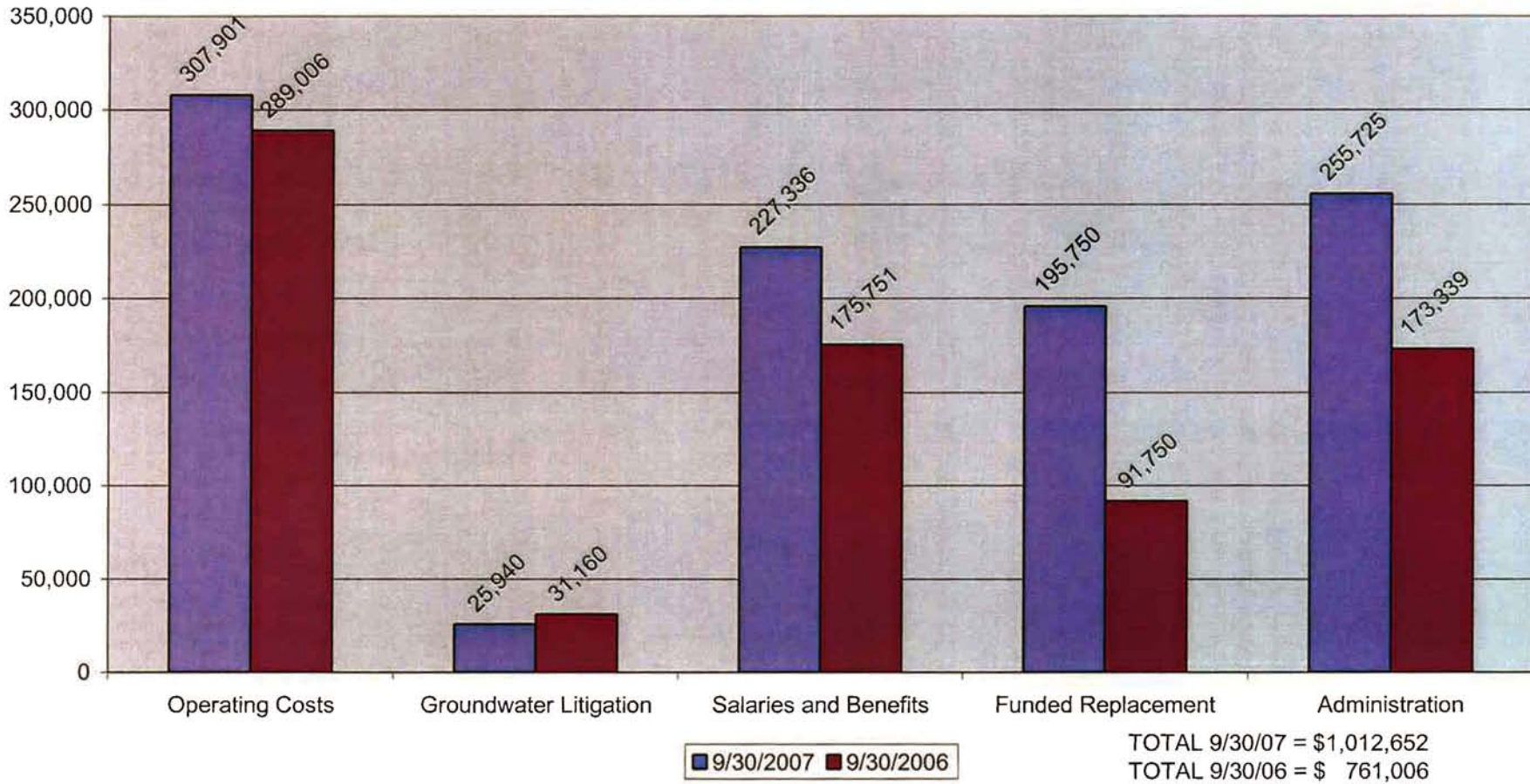
UNAUDITED



**NIPOMO COMMUNITY SERVICES DISTRICT  
 COMBINED REVENUES FOR ALL FUNDS  
 THREE MONTHS ENDED  
 SEPTEMBER 30, 2007 AND SEPTEMBER 30, 2006**

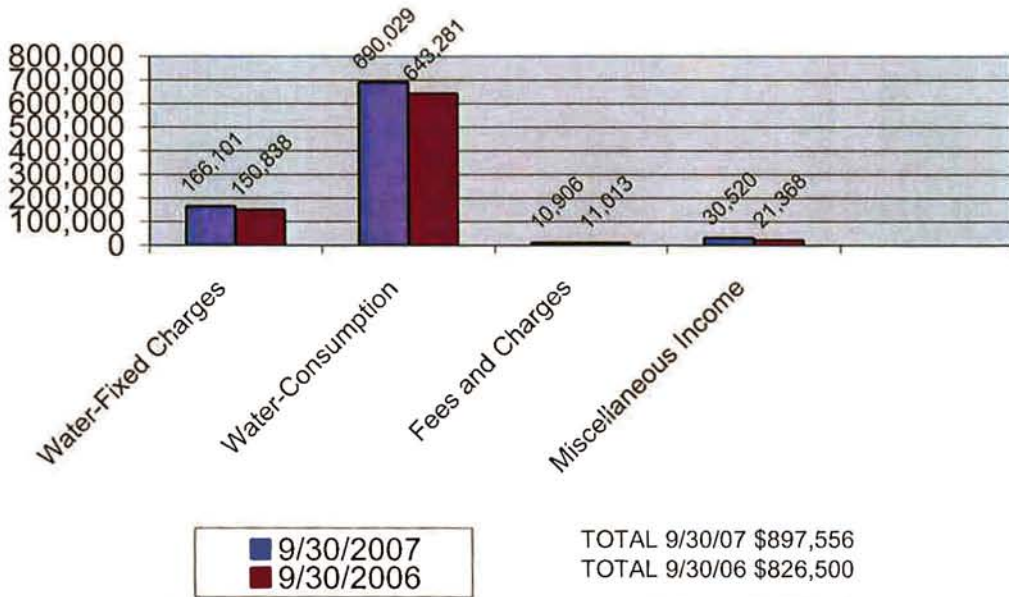


**NIPOMO COMMUNITY SERVICES DISTRICT  
 COMBINED EXPENDITURES FOR ALL FUNDS  
 THREE MONTHS ENDED  
 SEPTEMBER 30, 2007 AND SEPTEMBER 30, 2006**

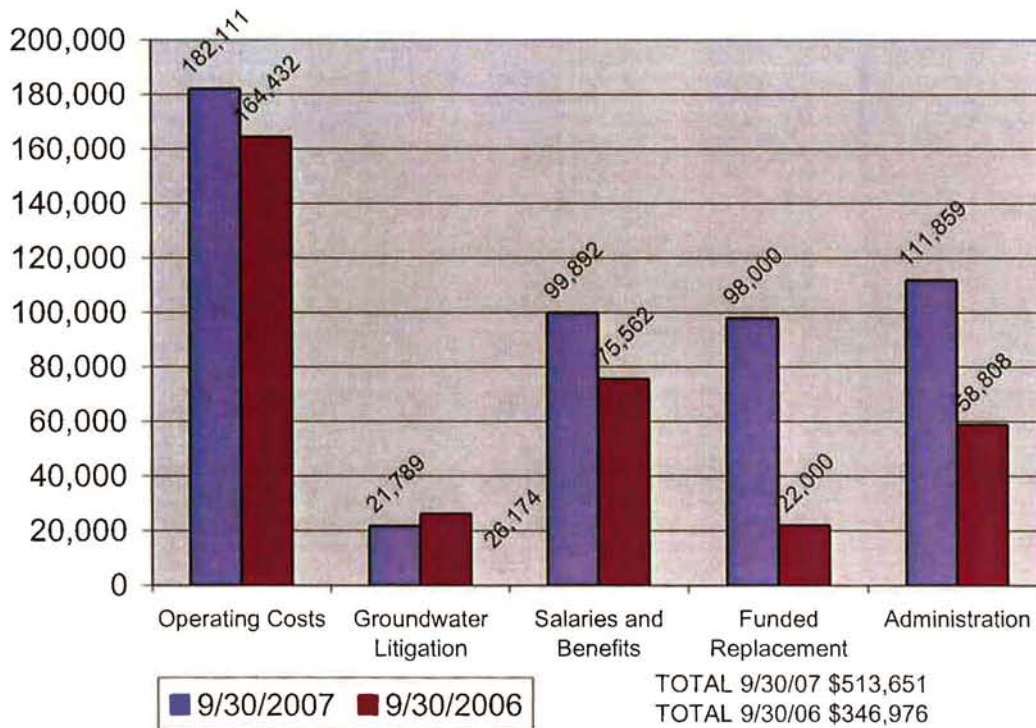




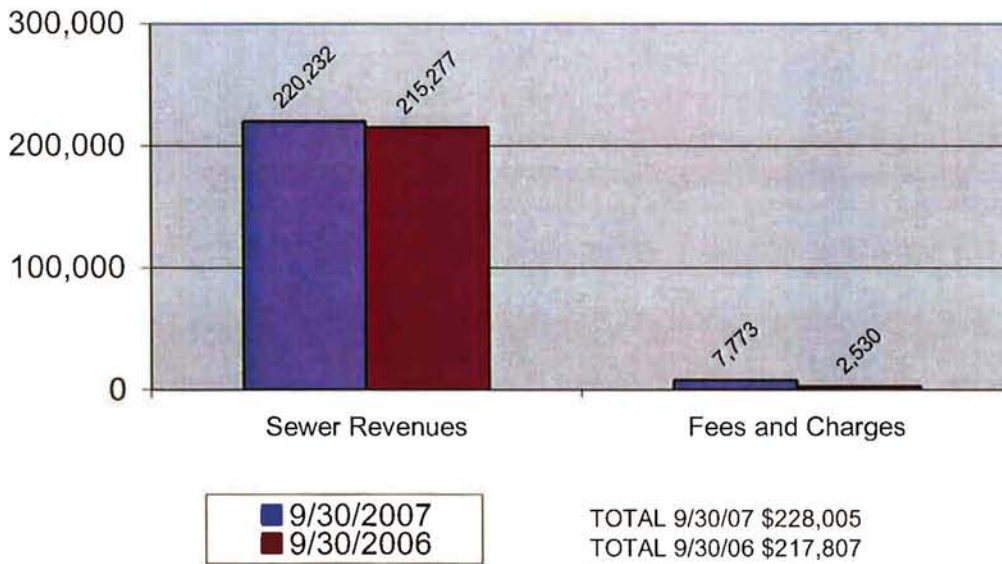
**NIPOMO COMMUNITY SERVICES DISTRICT  
TOWN WATER FUND #120  
REVENUES-SEPTEMBER 30, 2007 AND SEPTEMBER 30, 2006**



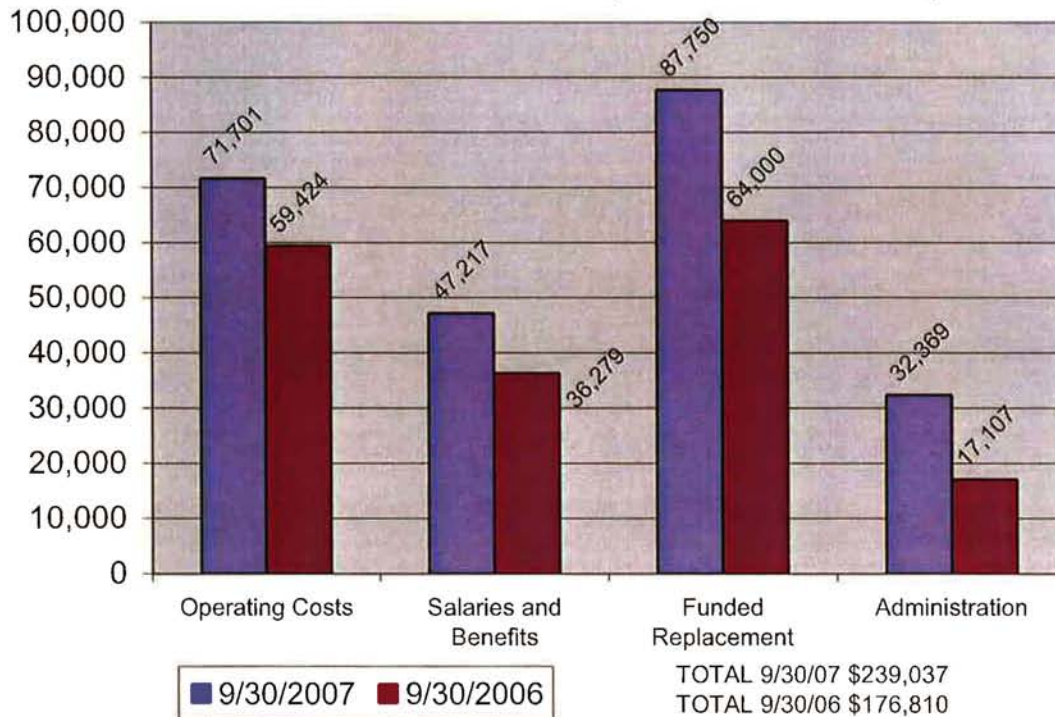
**NIPOMO COMMUNITY SERVICES DISTRICT  
TOWN WATER FUND #120  
EXPENDITURES-SEPTEMBER 30, 2007 AND SEPTEMBER 30, 2006**



**NIPOMO COMMUNITY SERVICES DISTRICT  
TOWN SEWER FUND #130  
REVENUES-SEPTEMBER 30, 2007 AND SEPTEMBER 30, 2006**

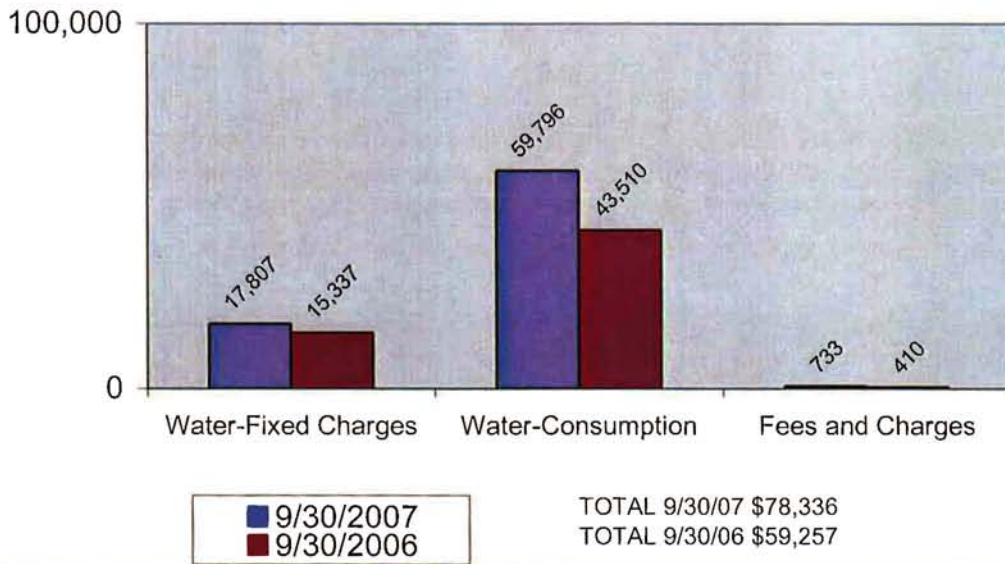


**NIPOMO COMMUNITY SERVICES DISTRICT  
TOWN SEWER FUND #130  
EXPENDITURES-SEPTEMBER 30, 2007 AND SEPTEMBER 30, 2006**

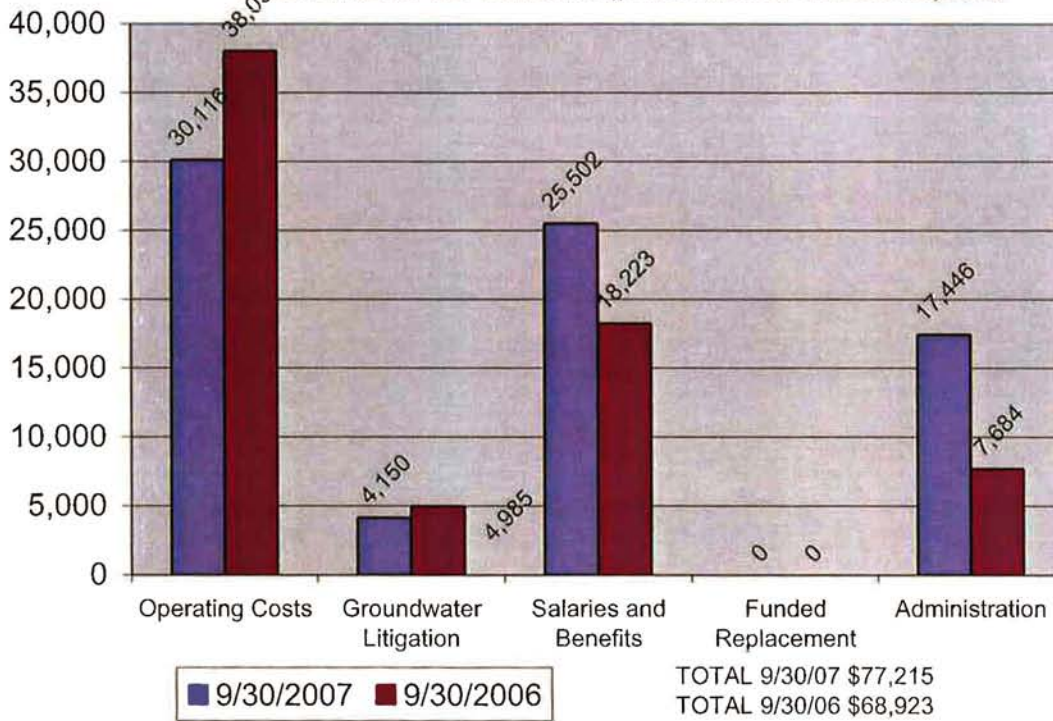




**NIPOMO COMMUNITY SERVICES DISTRICT  
BLACKLAKE WATER FUND #140  
REVENUES-SEPTEMBER 30, 2007 AND SEPTEMBER 30, 2006**

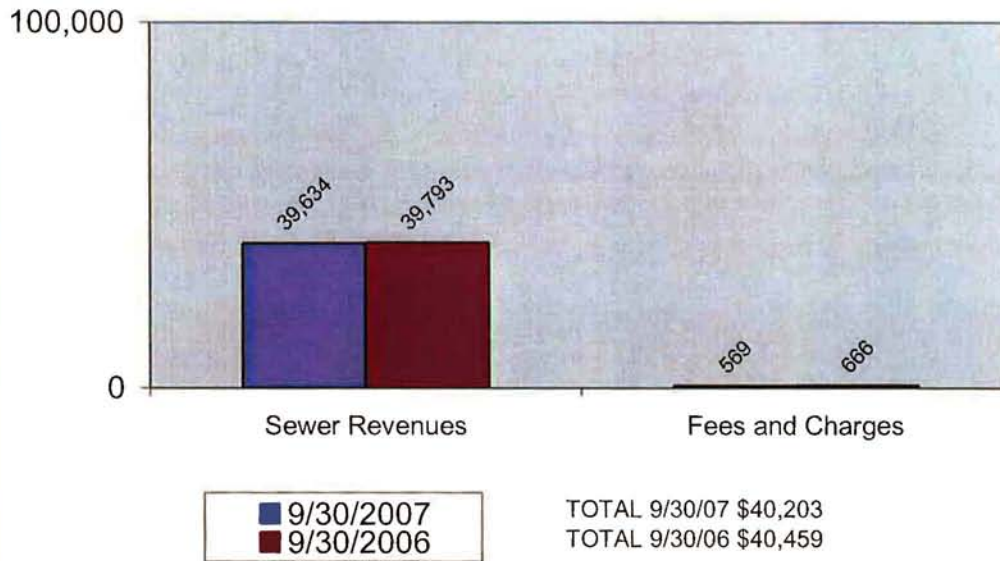


**NIPOMO COMMUNITY SERVICES DISTRICT  
BLACKLAKE WATER FUND #140  
EXPENDITURES-SEPTEMBER 30,, 2007 AND SEPTEMBER 30, 2006**

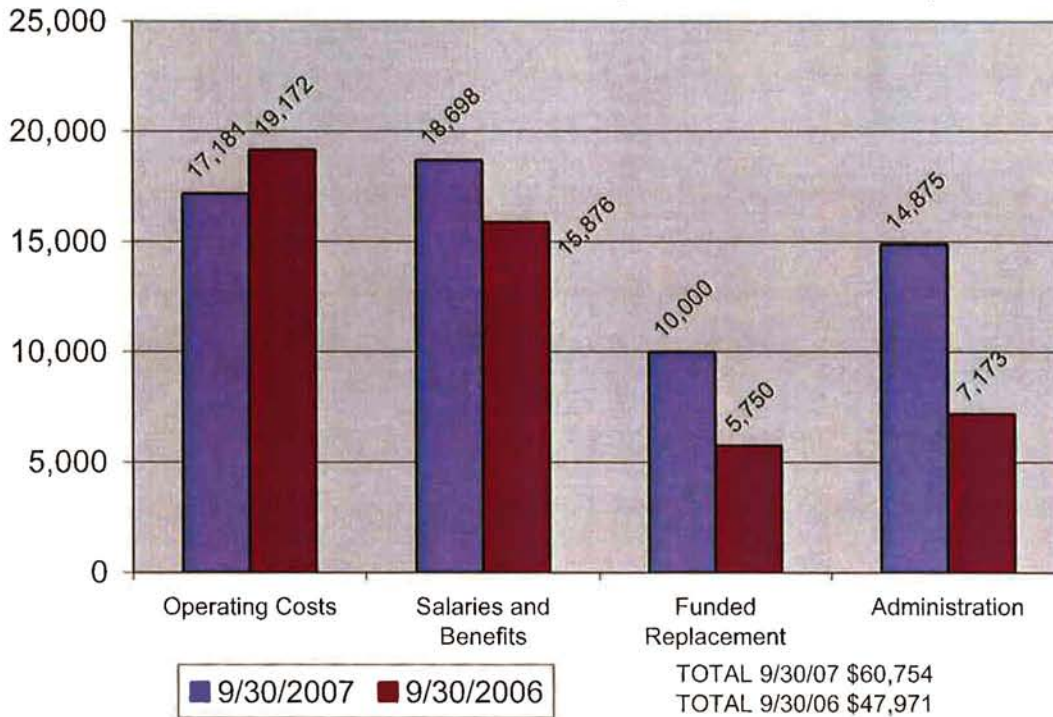





**NIPOMO COMMUNITY SERVICES DISTRICT  
BLACKLAKE SEWER FUND #150  
REVENUES-SEPTEMBER 30, 2007 AND SEPTEMBER 30, 2006**



**NIPOMO COMMUNITY SERVICES DISTRICT  
BLACKLAKE SEWER FUND #150  
EXPENDITURES-SEPTEMBER 30, 2007 AND SEPTEMBER 30, 2006**



TO: BOARD OF DIRECTORS  
 FROM: BRUCE BUEL   
 DATE: OCTOBER 19, 2007



INVESTMENT POLICY –THIRD QUARTER REPORT

**BACKGROUND**

The Board of Directors has adopted an Investment Policy for NCSD which states that the Finance Officer shall file a quarterly report that identifies the District's investments and their compliance with the District's Investment Policy. The quarterly report must be filed with the District's auditor and considered by the Board of Directors.

Below is the September 30, 2007 Quarterly Report for your review. As District Finance Officer and Treasurer, I am pleased to inform the Board of Directors that the District is in compliance with the 2007 Investment Policy and that the objectives of safety, liquidity, and yield have been met. The District has the ability to meet cash flow requirements for the next six months.

**INVESTMENT POLICY-THIRD QUARTER REPORT 9/30/07**

Investment	Institution	Amount of Deposit <u>9/30/07</u>	Rate of Interest	Quarterly Interest Earned or Accrued 9/30/07	Amount of Deposit <u>9/30/06</u>	Rate of Interest	Quarterly Interest Earned or Accrued 9/30/06
Money Market	Rabobank	\$140,441.96	0.19%	\$14.18	\$106,477.59	0.25%	\$19.19
Savings	Rabobank	\$920.71	0.92%	\$2.25	\$898.86	1.00%	\$2.26
Pooled Money Investment	Local Agency Investment Fund (LAIF)	\$19,234,505.27	5.24%	\$254,698.27	\$18,151,079.88	4.93%	\$233,903.43
Certificate of Deposit	Rabobank	\$1,959,503.13	4.50%	\$7,320.68	\$1,873,437.73	4.50%	\$6,997.71

**RECOMMENDATION**

After Board consideration and public comment, it is recommended that your Honorable Board accept the quarterly report by motion and minute order.

**ATTACHMENT**

None

TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL *BB*  
DATE: OCTOBER 19, 2007

**AGENDA ITEM  
D-5  
OCT. 24, 2007**

**AWARD BID FOR SHOP OFFICE FURNISHINGS**

**ITEM**

Award bid for shop office furnishings [ADOPT RESOLUTION].

**BACKGROUND**

In September, staff solicited quotes for the desk, chairs, tables, file cabinets, bookshelves, and cubicle dividers not included in MSI's bid for the office shell (see floor plan illustrating placement of furnishings). Two quotes were received, one from Smart! Business Interiors (attached) and one from Russco (attached). The quote of \$37,850 from Smart! is the lower cost quote and in staff's opinion the better value than the quote from Russco.

Funding for this purchase was included in the adopted FY07-08 Budget. The Board should note that separate quotes are being developed for computers and phone systems for presentation at a later date. Staff expects to complete the entire project under the total Budget allocation adopted by the Board.

Also attached is a draft resolution awarding the bid for provision of the detailed furnishings to Smart! for \$37,850.

**RECOMMENDATION**

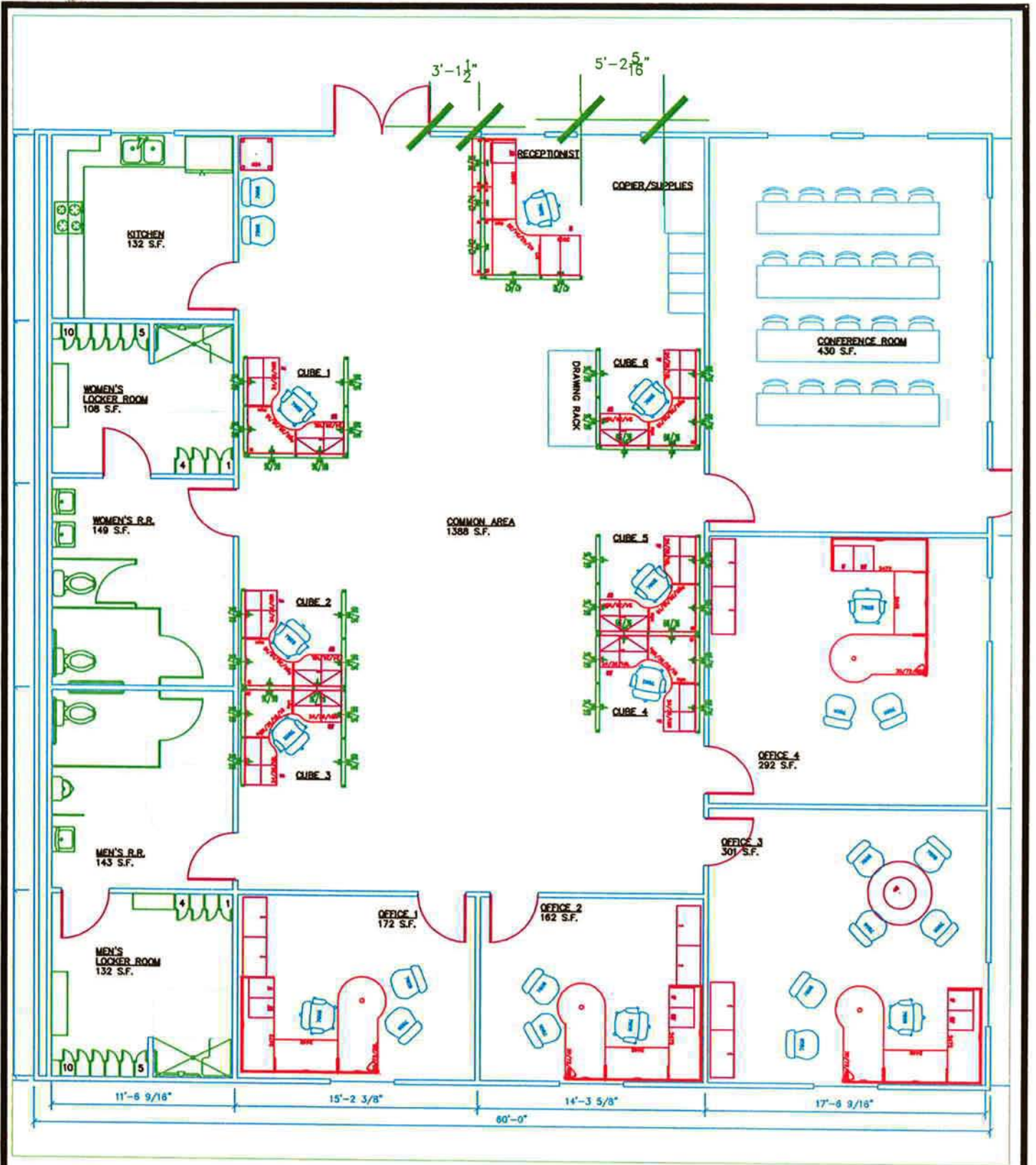
Staff recommends that your Honorable Board adopt the attached resolution.

**ATTACHMENTS**

- Floor Plan
- Smart! Quote
- Russco Quote
- Draft Resolution

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**Smart!**  
BUSINESS INTERIORS

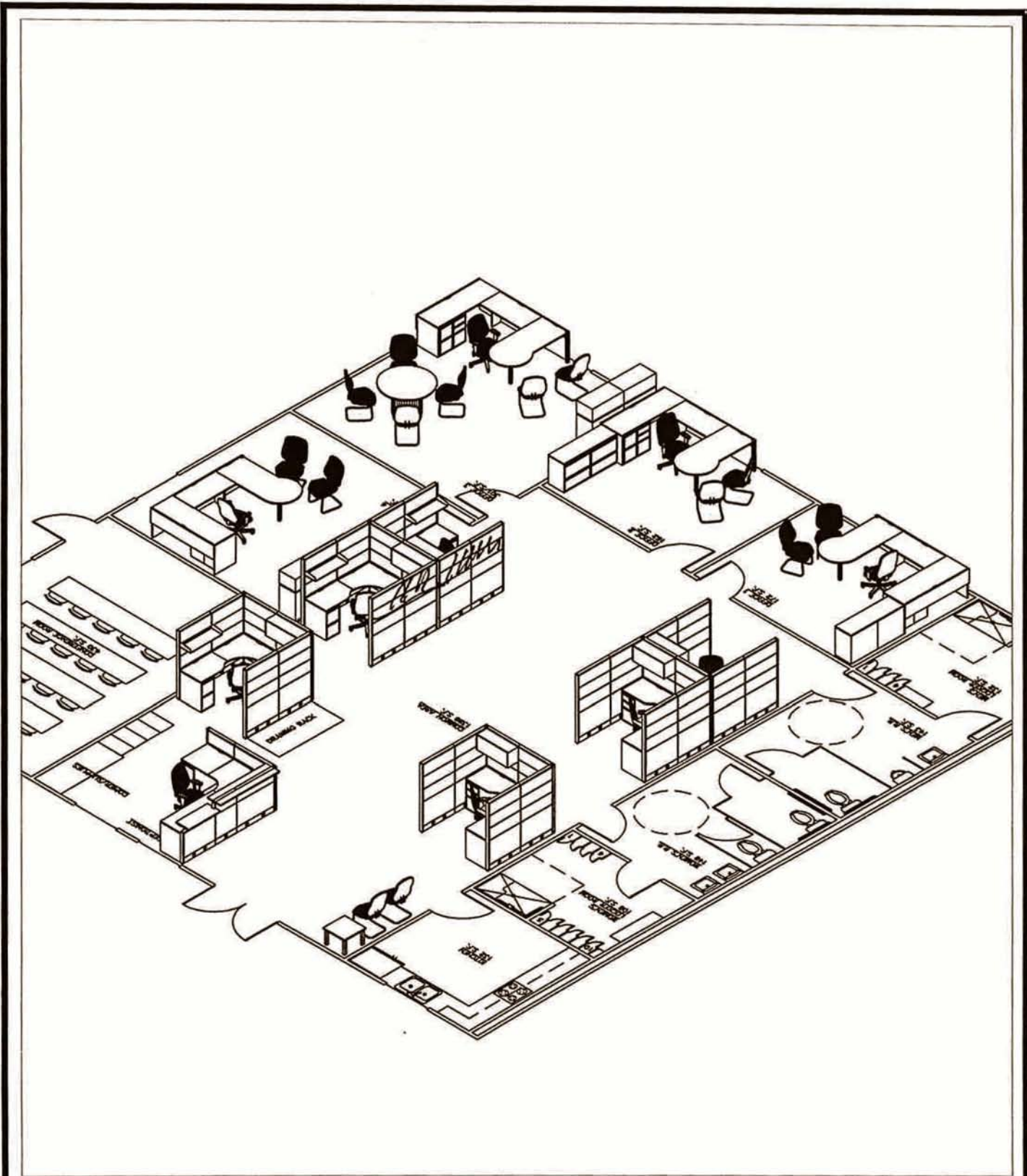
18 ANAPCAPA ST.  
SANTA BARBARA, CA 93101  
PH: 805-965-8585  
FAX: 805-965-5119

DATE: <b>10/09/07</b>	DRAWN BY: <b>P.FENNER</b>	SCALE: <b>NTS</b>	ACCT. MANAGER: <b>D.KRUEGER</b>	QUOTE/ORDER #: QUOTE: ORDER:
PROJECT NAME: <b>NIPOMO_WATER_DISTRICT</b>			REVISED: <b>DATE</b>	
DRAWING TITLE: <b>INITIAL_FURNITURE_PLAN</b>			CONTACT: <b>NAME</b>	

SHEET NUMBER  
**1/1**

VERIFY ALL NOTES AND DIMENSIONS PRIOR TO COMMENCING THIS PROJECT.

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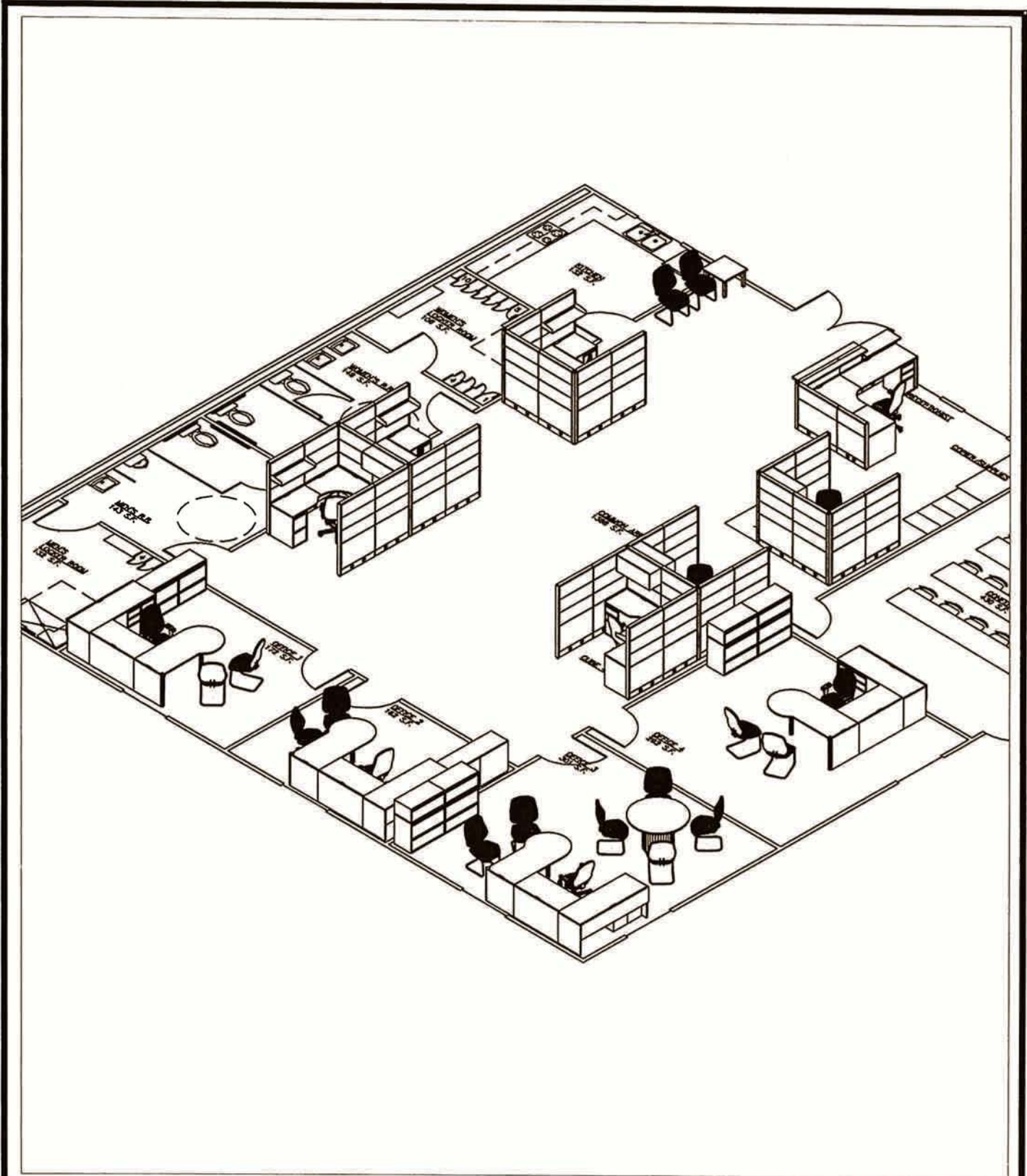



18 ANAPCAPA ST.  
 SANTA BARBARA, CA 93101  
 PH: 805-965-8585  
 FAX: 805-965-5119

DATE: 10/09/07	DRAWN BY: P.FENNER	SCALE: NTS	ACCT. MANAGER: D.KRUEGER	QUOTE/ORDER #: QUOTE: ORDER:
PROJECT NAME: NIPOMO_WATER_DISTRICT			REVISED: DATE	
DRAWING TITLE: INITIAL_FURNITURE_PLAN_NW_VIEW			CONTACT: NAME	

SHEET NUMBER  
**NW**  
 VERIFY ALL NOTES AND  
 DIMENSIONS PRIOR TO  
 COMMENCING THIS  
 PROJECT.  
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 <p>18 ANAPCAPA ST. SANTA BARBARA, CA 93101 PH: 805-965-8585 FAX: 805-965-5119</p>	DATE: 10/09/07	DRAWN BY: P.FENNER	SCALE: NTS	ACCT. MANAGER: D.KRUEGER	QUOTE/ORDER #: QUOTE: ORDER:	SHEET NUMBER <b>SE</b>
	PROJECT NAME: NIPOMO_WATER_DISTRICT			REVISED: DATE		
	DRAWING TITLE: INITIAL_FURNITURE_PLAN_SE_VIEW			CONTACT: NAME		





*buy SMART... work SMART*

October 18, 2007

## **Overview for Office Furniture Proposal**

**Total Price: \$ 37,850** (to include items listed below)

**Lobby Furniture:** (2) Guest Chairs, (1) End Table

**Receptionist Station:** (1) 'L' Shape Station, (2) Storage & (2) Lateral File Cabinets, (1) Desk Chair

**Conference Room:** (8) Tables, (16) Chairs

**Offices #4, #2, #1:** (1) Bookcase each, (1) 'U' Shape Desk Unit, (including a bridge and storage behind desk, with 2 file pedestals), (1) Desk Chair, (2) Guest Chairs

**Office #3:** (1) Bookcase, (1) 'U' Shape Desk Unit, (including a bridge and storage behind desk with 2 file pedestals), (1) Desk Chair, (2) Guest Chairs

**Cubicles:** (5) Total Cubicles (Include 54" high panels, (2) free-standing hutches, (2) base file pedestals, (1) Desk chair

**Men's Bathroom:** (10) Lockers

**Women's Bathroom:** (3) Lockers

**Kitchen/Breakroom:** (1) Table, (4) Chairs

**Freight & Delivery:** (Includes Assembly of Furniture, Installation, Leveling all Product, and Removing of all Packaging)

**Design Fees:** (Waived) We will provide 2-Dimensional and 3-Dimensional Drawings for all areas.

**Products:** We are using products that qualify as “GREEN”, meaning they are made from recycled materials. (You have a CD from the manufacturer that goes into this in much more detail.)

**Installation:** I will coordinate this with Faith, so that it fits with the convenience of your schedules.

**Lead Time:** Approximately 5-6 weeks from the day the order is placed.

**Media Coverage:** As I discussed with Faith, I will coordinate with her to arrange coverage from local media after we’ve completed the installation, to let the community know that you have chosen to use “GREEN” products for all of your office furniture.

Deborah Krueger  
Regional Sales Executive  
(805) 544-4230



October 18, 2007

**To: NIPOMO COMMUNITY SERVICES DISTRICT**

**Fax #: 929-1932**

**Number of pages including cover sheet: 15**

**Regarding: Proposal # 18710**

Good Afternoon Faith,

Immediately following this cover please find the information as requested.

Kindly review and let me know if you have any questions, concerns or something else you would like to see.

It is our intent to provide you with the best in office furnishing and industrial solutions for your needs.

Thank you for your business. We greatly appreciate the opportunity to serve you.

Sincerely,

A handwritten signature in black ink that reads "Cindy Hodgson". The signature is written in a cursive, flowing style.

Cindy Hodgson  
Sales Representative

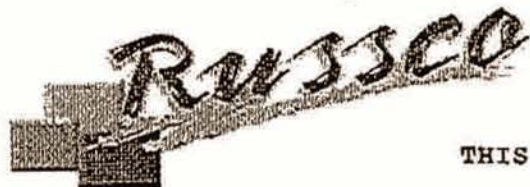
805 922 1311  
805 346 2933 Telefax  
chodgson@russco.com



PROPOSAL: 18710

PROJECT#: 220-1

DATE: 10/18/07



THIS IS NOT AN INVOICE

PROPOSAL FOR:

INSTALL AT:

NIPOMO COMMUNITY SERVICES DISTRICT  
148 SOUTH WILSON STREET  
P.O. BOX 326  
NIPOMO, CA 93444-0326

NIPOMO COMMUNITY SERVICES DISTRICT  
509 SOUTHLAND  
NIPOMO, CA 93444  
FAITH WATKINS 929-1133

SALESPERSON      TERMS                      CUSTOMER P/O...:                      QUOTE VALID  
CINDY              HODGSNET 10

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
1	1	FURNITURE	1 LOT OF FURNITURE TO INCLUDE: LOBBY AREA, RECEPTION STATION, CONFERENCE ROOM, 4 OFFICES, 6 CUBICLES, MAP FILE AND LOCKERS FOR RESTROOMS. THIS ALSO INCLUDES DELIVERY, DECARTONING & INSTALL.	42,645.00	42,645.00

SUBTOTAL....:                      42,645.00

DEPOSIT REQUIRED:                      21,322.00

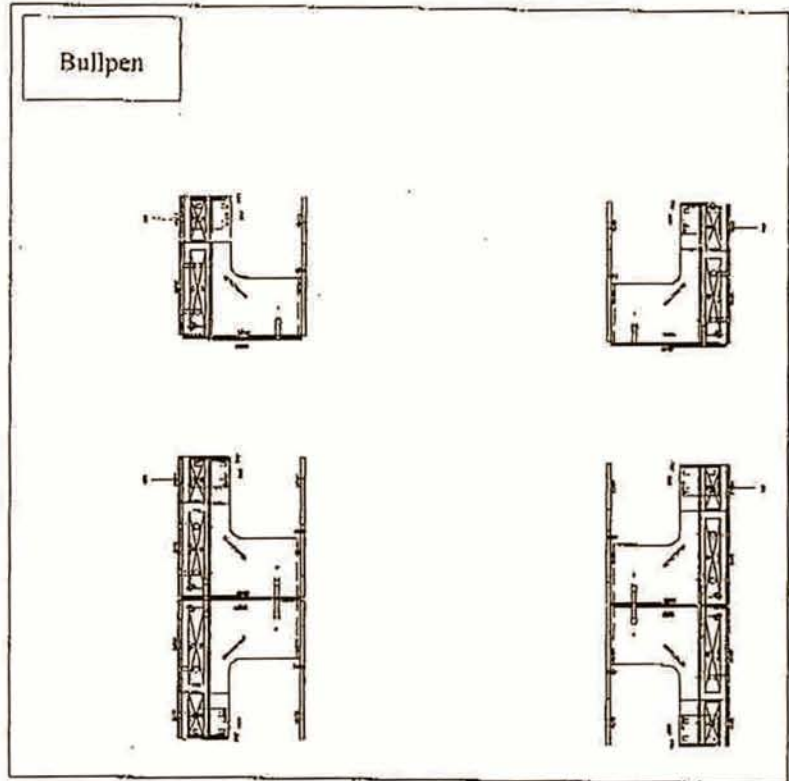
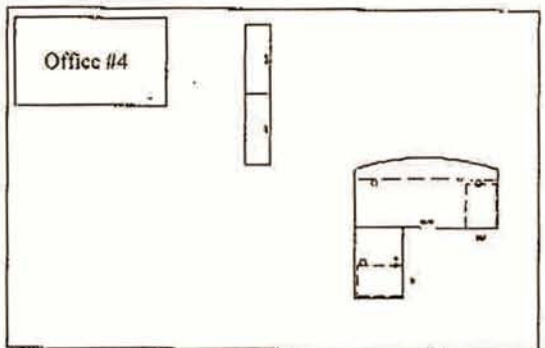
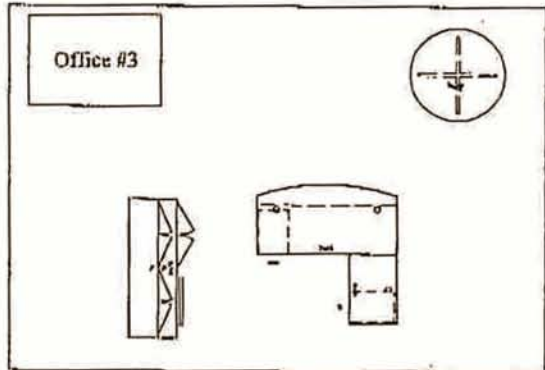
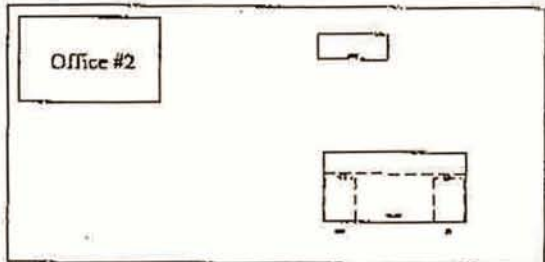
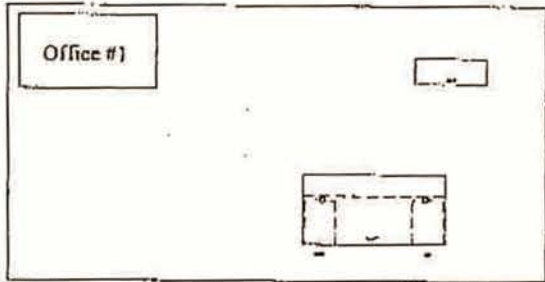
SALES TAX...:                      3,091.76

TOTAL                      45,736.76

I have read and understand the terms & conditions of this proposal.  
I have reviewed the product shown on this proposal for fabrics and finishes.

Customer Signature: \_\_\_\_\_

# Nipomo Community Services District



P. 005/015

NIPOMO COMMUNITY SERVICES-OFFICE 1

<u>Count</u>	<u>Mfg</u>	<u>Part #</u>	<u>Description</u>	<u>Sell</u>	<u>Extended Sell</u>	<u>Finish</u>	<u>Frame</u>	<u>Design</u>	<u>Other</u>	<u>Build</u>
1	HWC	10502	Floorstanding Full Height Ped B/B/F 15-5/8W x 22-3/4D							
1	HWC	10504	Floorstanding Full Height Ped F/F 15-5/8W x 22-3/4D							
1	HWC	10594	Desk Shell 72W x 36D x 29-1/2H							
1	HWC	1984	Bookcase 5-Shelf 13-1/8D x 36W x 67H							

P. 006/015

NIPOMO COMMUNITY SERVICES-OFFICE 2

<u>Count</u>	<u>Mfg</u>	<u>Part #</u>	<u>Description</u>	<u>Sell</u>	<u>Extended Sell</u>	<u>Finish</u>	<u>Frame</u>	<u>Design</u>	<u>Other</u>	<u>Build</u>
1	HWC	10502	Floorstanding Full Height Ped B/B/F 15-5/8W x 22-3/4D							
1	HWC	10504	Floorstanding Full Height Ped F/F 15-5/8W x 22-3/4D							
1	HWC	10594	Desk Shell 72W x 36D x 29-1/2H							
1	HWC	1984	Bookcase 5-Shelf 13-1/8D x 36W x 67H							

3

P. 007/015

NIPOMO COMMUNITY SERVICES-OFFICE 3

<u>Count</u>	<u>Mfg</u>	<u>Part #</u>	<u>Description</u>	<u>Sell</u>	<u>Extended Sell</u>	<u>Finish</u>	<u>Frame</u>	<u>Design</u>	<u>Other</u>	<u>Build</u>
1	HIA	BLX02	"X" Base for 144"L, 120"L, 96"L, 48", 42" Round To							
1	HIA	LD48G	48" dia Round Laminate Top							
1	HWC	10502	Floorstanding Full Height Ped B/B/F 15-5/8W x 22-3/4D							
1	HWC	10504	Floorstanding Full Height Ped F/F 15-5/8W x 22-3/4D							
1	HWC	10534K	72 x 37 1/8" Stack-On Storage, 4-Door, Locking, ETA							
1	HWC	105492	Cred w/Lateral File Left Storage 24x72							
1	HWC	105680	Return Shell 29-1/2H x 36W x 24D							
1	HWC	105856	Back enclosure for 72"W Stack on Storage							
1	HWC	10596	Desk Shell Bow Top 72W x 36D x 29-1							

Total:

0.00

(FAX)805 346 2933



P. 010/0

NIPOMO COMMUNITY SERVICES-RECEPTION

<u>Count</u>	<u>Mfg</u>	<u>Part #</u>	<u>Description</u>	<u>Sell</u>	<u>Extended Sell</u>	<u>Finish</u>	<u>Frame Design</u>	<u>Other</u>	<u>Build</u>
1	HWC	10502	Floorstanding Full Height Ped B/B/F 15-5/8" x 22-3/4"						
1	HWC	10504	Floorstanding Full Height Ped F/F 15-5/8" x 22-3/4"						
1	HWC	10561	Return Shell 29-1/2" x 47" x 24"						
1	HWC	105720	72" x 36" x 13-1/2" Reception Station w/Transac						
1	HWC	10594	Desk Shell 72" x 36" x 29-1/2"						

NIPOMO COMMUNITY SERVICES-OFFICE (4)

<u>Count</u>	<u>Mfg</u>	<u>Part #</u>	<u>Description</u>	<u>Sell</u>	<u>Extended Sell</u>	<u>Finish</u>	<u>Frame Design</u>	<u>Other</u>	<u>Build</u>
1	HWC	10502	Floorstanding Full Height Ped B/B/F 15-5/8" x 22-3/4"						
1	HWC	10504	Floorstanding Full Height Ped F/F 15-5/8" x 22-3/4"						
1	HWC	105680	Return Shell 29-1/2" x 36" x 24"						
1	HWC	10596	Desk Shell Bow Top 72" x 36" x 29-1/2"						
1	HWC	1982	Bookcase 3-Shelf 13-1/8" x 36" x 41-3/8"						
1	HWC	1984	Bookcase 5-Shelf 13-1/8" x 36" x 67"						

0.00

NIPOMO COMMUNITY SERVICES-BULLPEN

<u>Count</u>	<u>Mfg</u>	<u>Part #</u>	<u>Description</u>	<u>Sell</u>	<u>Extended Sell</u>	<u>Finish</u>	<u>Frame Design</u>	<u>Other</u>	<u>Build</u>
6	HIN	H870924	Tasklight 24"						
6	HIN	H870942	Tasklight 42"						
6	HIN	H871224	Electrical Power Harness 24" 3-1 & 2-2 Systems						
6	HIN	H871248	Electrical Power Harness 48" 3-1 & 2-2 Systems						
4	HIN	H871260	Electrical Power Harness 60" 3-1 & 2-2 Systems						
8	HIN	H871501	Duplex Receptacle Circuit 1 3-1 & 2-2 Systems						
8	HIN	H871502	Duplex Receptacle Circuit 2 3-1 & 2-2 Systems						
8	HIN	H871503	Duplex Receptacle Circuit 3 3-1 System Only						
4	HIN	H879072	Power In-Feed Cable, Base 3-1 & 2-2 Systems						
6	HIN	NEP2429	End Panel Non-Handed 24" 29"						
6	HIN	NEP3029	End Panel Non-Handed 30" 29"						
12	HIN	NR6824F	Raceway Fabric Panel 68" 24"						
12	HIN	NR6848F	Raceway Fabric Panel 68" 48"						
4	HIN	NR6860F	Raceway Fabric Panel 68" 60"						
6	HIN	NSC24DL	Overhead Storage Cab w/Doors 24"						
6	HIN	NSC48DL	Overhead Storage Cab w/Doors 48"						
6	HIN	NWR2424P	PVC Rectangular Worksurface 24" x 24"						
3	HIN	NWV75ABLP	60" x 48" x 24" x 30" Left Corner Cove Worksurface						
3	HIN	NWV75ABRP	60" x 48" x 24" x 30" Right Corner Cove Worksurface						
6	HSC	33720K	Pedestal "K" Pull Mobile B/B/F 20" D x 28" H						

Total:

0.00

P. 008/013

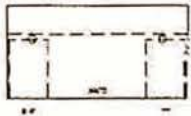
P. 004/0P933

(FAX) 805 346 2933

55CO/ONE SOURCE

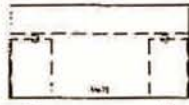
# Nipomo Community Services District

Office #1



\$997.89

Office #2



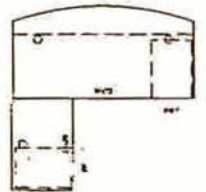
\$997.89

Office #3



\$2,281.17

Office #4



\$1,380.55

October 18, 2007

NIPOMO COMMUNITY SERVICES DISTRICT  
148 WILSON  
NIPOMO, CA 93444

CONFERENCE ROOM/ Pg 1

#1 8-tables  
#2 20 chairs

RECEPTION Pg 2

1 #5060 MOBILE PLAN CENTER/TROPIC SAND.

Restrooms Mens/womens

#1 10 Lockers  
#2 10 Lockers

LOBBY AREA/PG 1

#1 1 Corner Table  
#2 2 Chairs





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

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT  
AWARDING THE BID FOR FURNISHING THE SOUTHLAND SHOP OFFICE TO SMART!  
BUSINESS INTERIORS AND AUTHORIZING THE GENERAL MANAGER TO EXECUTE A  
CONTRACT WITH SMART! TO PROVIDE THE FURNISHINGS**

**WHEREAS**, the Nipomo Community Services District ("District") is a community services district with limited purposes and powers as identified in Sections 61100 et seq. of the Government Code; and

**WHEREAS**, pursuant to Government Code Section 61100 (a) the Nipomo Community Services District is authorized to supply water and to treat wastewater for beneficial use to its residents; and

**WHEREAS**, the District has initiated a Project to construct a new office for the Southland Shop and said shop will require furnishings ("Project"); and

**WHEREAS**, District staff has filed a Notice of Determination for the project in compliance with the California Environmental Quality Act (CEQA); and

**WHEREAS**, District staff noticed the opportunity for contractors to submit quotes on the project in accordance with state law; and

**WHEREAS**, two contractors submitted bids on October 18, 2007; and

**WHEREAS**, The apparent low bidder for the project based on the quotes received on October 18, 2007 was Smart! Business Interiors (Smart!) with a quote of \$37,850.00; and

**WHEREAS**, funds to pay for this expenditure are available in the adopted FY07-08 NCSD Budget;

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

1. That the Board of Directors of the Nipomo Community Services District, based on the Board of Directors independent judgment does hereby award the Southland Shop Office Furnishing Quote to Smart! for \$37,850.00.
2. District Staff is authorized to execute a contract with Smart! to provide the furnishings set forth in the quote for \$37,850.00.
3. The above Recitals and Findings are true and correct and incorporated into this Resolution by reference.

RESOLUTION NO. 2007-1031

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT  
AWARDING THE SOUTHLAND SHOP OFFICE FURNISHING QUOTE TO SMART! AND  
AUTHORIZING THE GENERAL MANAGER TO EXECUTE  
A CONTRACT WITH SMART! TO PROVIDE THE FURNISHINGS

**PASSED AND ADOPTED** by the Board of Directors of the Nipomo Community Services District  
this 24<sup>th</sup> day of October, 2007, on the following roll call vote:

AYES:

NOES:

ABSENT:

CONFLICTS:

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Michael Winn, President  
Nipomo Community Services District

ATTEST:

APPROVED AS TO FORM:

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Donna K. Johnson  
Secretary to the Board

---

Jon S. Seitz  
District Legal Counsel

T:\BOARD MATTERS\RESOLUTIONS\RESOLUTIONS 2007\2007-xxx. Shop office furnishings.DOC



TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL   
DATE: OCTOBER 19, 2007



ACCEPT HAANPAA WATER IMPROVEMENTS  
AT MESA ROAD AND EASY LANE CO 03-0120 [RECOMMEND APPROVAL]

**ITEM**

Acceptance of water improvements for CO 03-0120 (Haanpaa)

**BACKGROUND**

Upon completion of a developer's project, the District accepts improvements of the project after all requirements have been met. The developer for CO 03-0120, a 3-lot development on Easy Lane, has installed water improvements and has met the District's conditions:

- Installed the improvements
- Paid associated fees
- Provided the necessary paperwork, including the Offer of Dedication and the Engineer's Certification

**RECOMMENDATION**

Staff recommends that your Honorable Board adopt the following Resolution 2007 – haanpaa accepting the water improvements for CO 03-0120.

**ATTACHMENT**

Resolution 2007- haanpaa

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

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
ACCEPTING THE WATER IMPROVEMENTS  
FOR CO 03-0120 (HAANPAA)**

**WHEREAS**, the District approved the construction plans on February 17, 2005, for the water improvements to be constructed; and

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

**WHEREAS**, on February 19, 2007, the Owner offered the water improvements to the Nipomo Community Services District; and

**WHEREAS**, this District has accepted such offer without obligation except as required by law, and

**WHEREAS**, all water fees for service, required in conformance with District ordinances, have been paid in full for CO 03-0120 (Haanpaa).

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

That the water improvements to serve CO 03-0120 in Nipomo are accepted by this District.

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

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

the foregoing resolution is hereby adopted this 24<sup>th</sup> day of October, 2007.


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

ATTEST:

APPROVED AS TO FORM:

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

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

TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL   
DATE: OCTOBER 19, 2007



ACCEPT HAANPAA WATER IMPROVEMENTS  
AT MESA ROAD AND EASY LANE CO 03-0120 [RECOMMEND APPROVAL]

**ITEM**

Acceptance of water improvements for CO 03-0120 (Haanpaa)

**BACKGROUND**

Upon completion of a developer's project, the District accepts improvements of the project after all requirements have been met. The developer for CO 03-0120, a 3-lot development on Easy Lane, has installed water improvements and has met the District's conditions:

- Installed the improvements
- Paid associated fees
- Provided the necessary paperwork, including the Offer of Dedication and the Engineer's Certification

**RECOMMENDATION**

Staff recommends that your Honorable Board adopt the following Resolution 2007 – haanpaa accepting the water improvements for CO 03-0120.

**ATTACHMENT**

Resolution 2007- haanpaa

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\BOARD LETTER 2007\ACCEPT HAANPAA.DOC



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

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
ACCEPTING THE WATER IMPROVEMENTS  
FOR CO 03-0120 (HAANPAA)**

**WHEREAS**, the District approved the construction plans on February 17, 2005, for the water improvements to be constructed; and

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

**WHEREAS**, on February 19, 2007, the Owner offered the water improvements to the Nipomo Community Services District; and

**WHEREAS**, this District has accepted such offer without obligation except as required by law, and

**WHEREAS**, all water fees for service, required in conformance with District ordinances, have been paid in full for CO 03-0120 (Haanpaa).

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

That the water improvements to serve CO 03-0120 in Nipomo are accepted by this District.

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

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

the foregoing resolution is hereby adopted this 24<sup>th</sup> day of October, 2007.

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

ATTEST:

APPROVED AS TO FORM:

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

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