

TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL *BB*  
DATE: FEBRUARY 21, 2008



CONSIDER ADOPTION OF CONFINED SPACE POLICY

**ITEM**

Consider adoption of Confined Space Policy [ADOPT RESOLUTION].

**BACKGROUND**

Title 8 of the California Code of Regulations requires employers to have an effective Confined Space Policy to ensure that employees are adequately trained and informed of the hazards associated with work in or near confined spaces. The District currently does not have a confined space policy and does not allow employees to work in confined spaces, which is not practical given the nature of the District's utility operations.

Staff has prepared the attached Confined Space Policy based on the Cal/OSHA's model requirements. Once the policy is adopted, staff will proceed to purchase the necessary safety equipment to implement the program, which was budgeted in the FY 07-08 Budget, and conduct the appropriate training.

**RECOMMENDATION**

Staff recommends that your Honorable Board adopt the attached Resolution.

**ATTACHMENT**

Resolution 2008-XXXX with Exhibit "A" – Confined Space Policy

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**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2008-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT  
ADOPTING A CONFINED SPACE POLICY**

**WHEREAS**, the Nipomo Community Services District (herein "District") does not have a Confined Space Policy, and

**WHEREAS**, Staff has determined that the District needs a Confined Space Policy to ensure that employees are adequately trained and informed of the hazards associated with work in or near confined spaces; and

**WHEREAS**, the draft Confined Space Policy has been circulated for employee comment; and

**WHEREAS**, the Confined Space Policy attached as Exhibit "A" to this Resolution has been reviewed by the Board of Directors of the Nipomo Community Services District.

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

1. The policies attached hereto as Exhibit "A" are hereby adopted as the Confined Space Policy of the Nipomo Community Services District.
2. Effective Date. This Resolution and the attached Confined Space Policy shall take effect immediately.

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

AYES:

NOES:

ABSENT:

CONFLICT:

the foregoing resolution is hereby passed and adopted this 27<sup>th</sup> day of February, 2008.

\_\_\_\_\_  
Michael Winn  
President of the Board  
Nipomo Community Services District

ATTEST:

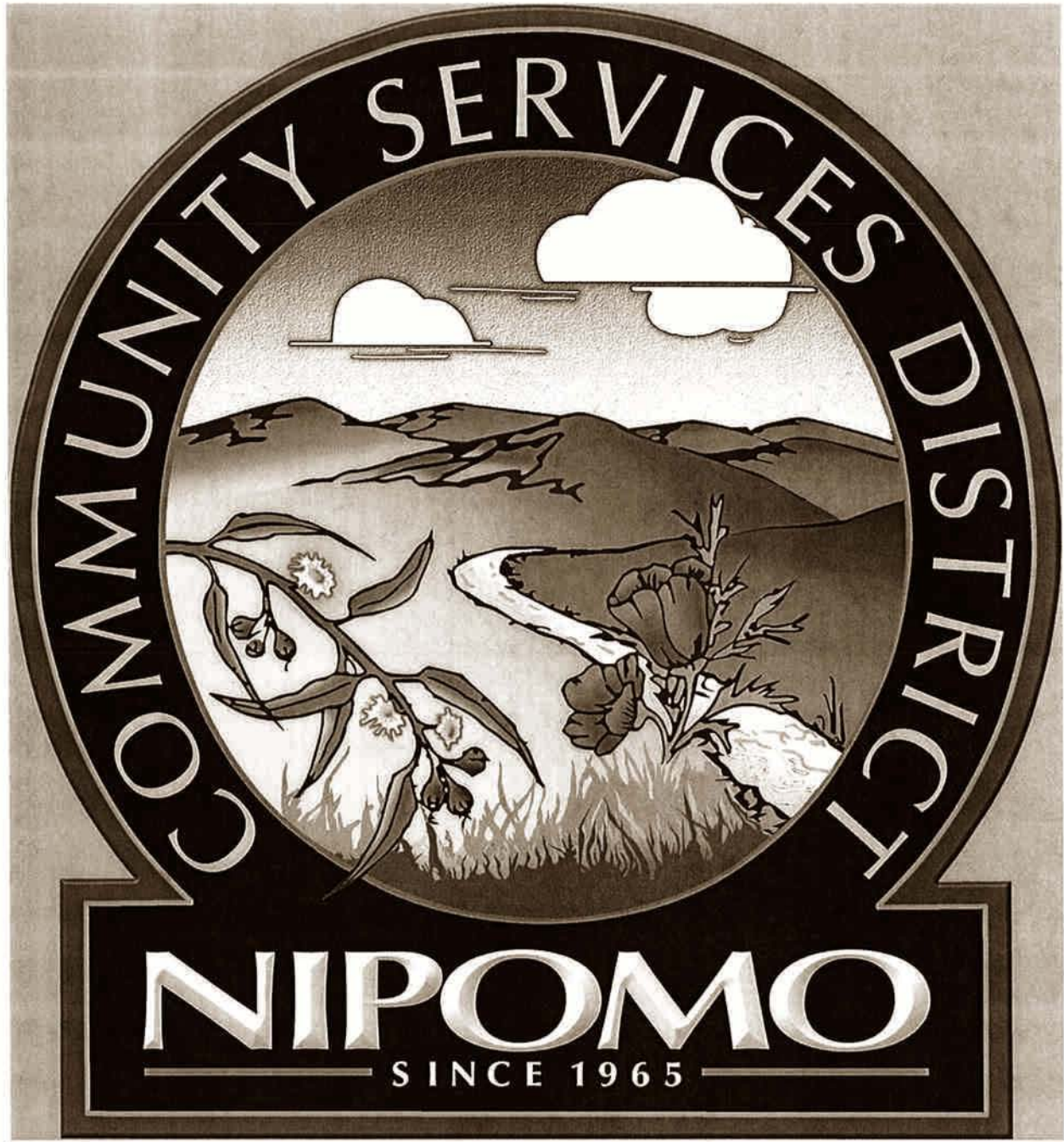
APPROVED:

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

\_\_\_\_\_  
JON S. SEITZ  
District Legal Counsel



**NCSD SAFETY POLICIES AND PROCEDURES  
CONFINED SPACE POLICY**



# NCSO SAFETY POLICIES AND PROCEDURES

## CONFINED SPACE POLICY

### I. PURPOSE

The purpose of the NCSO Confined Space Policy is to ensure that employees are adequately trained and informed of the hazards associated with work in or near confined spaces.

### II. APPLICABILITY

This Policy applies to all NCSO employees whose jobs require them to participate in confined space entries as outlined in this policy.

### III. POLICY

It is the policy of the Nipomo Community Services District that all aspects of Cal/OSHA's requirements for Confined Spaces, *California General Industry Safety Orders, Title 8, GISO Articles 5156, 5157, and 5158* shall be met or exceeded. These articles provide minimum standards for preventing employee exposure to confined space hazards as defined within spaces such as vaults, pits, sewers, pressure vessels, pipelines, tanks, silos, vats, compartments, ducts, bins, and tubs.

### IV. DEFINITION OF TERMS

*"Attendant"* - an individual stationed outside one or more permit spaces who monitors the authorized entrants, and perform all attendant's duties assigned in the District's permit space program.

*"Authorized Entrant"* - an employee who is authorized by NCSO to enter a permit space.

*"Confined Space"* - a space that: (1) is large enough and so configured that an employee can enter and perform assigned work; (2) has limited or restricted means of entry or exit (i.e. tanks, pressure vessels, bins, vaults and pits); and (3) is not designed for continuous occupancy.

*"Emergency"* - any occurrence, including any failure of hazard control measures or monitoring equipment, or an internal or external event affecting the permit space that could endanger the entrants.

*"Entry Permit"* - the written or printed document that is provided by NCSO to allow and control entry into a permit space.

*"Entry Supervisor"* - the person, such as the Utility Superintendent or Utility Supervisor, responsible for determining if acceptable entry conditions are present at a permit space where entry is planned; for authorizing entry and overseeing entry operations; and, for terminating entry as required by these specifications. NOTE: An entry supervisor also may serve as an attendant or as an authorized entrant, as long as that person is trained



# NCSD SAFETY POLICIES AND PROCEDURES

## CONFINED SPACE POLICY

and equipped as required by this Policy for each role that he/she fills. Also, the duties of the entry supervisor may be passed from one individual to another during the course of an entry operation.

*"Hot Work Permit"* - the District's written authorization to perform operations involving riveting, cutting, welding, brazing or like-work capable of providing a source of ignition.

*"Immediately Dangerous to Life or Health"* - any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a permit space.

*"Non-Permit Required Confined Space"* - a confined space that does not contain, or with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

*"Oxygen Deficient Atmosphere"* - an atmosphere containing less than 19.5% oxygen by volume.

*"Oxygen Enriched Atmosphere"* - an atmosphere containing more than 23.5% oxygen by volume.

*"Permit-Required Confined Space"* - a confined space that has one or more of the following characteristic: (1) contains or has the potential to contain a hazardous atmosphere; (2) contains a material that has the potential for engulfing an entrant; (3) has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; and/or (4) contains any other recognized serious safety or health hazard.

*"Permit-Required Confined Space Program"* - the employer's overall program for controlling and protecting employees from permit space hazards, and for regulating employee entry into permit spaces.

*"Permit System"* - the employer's written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.

*"Prohibited Condition"* - any condition in a permitted space that is not allowed by the permit during the period when entry is authorized.

*"Retrieval System"* - the equipment, including a retrieval line, full-body harness, and a lifting device, used for non-entry rescue of persons from permit spaces.

*"Testing"* - the process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.

# NCSD SAFETY POLICIES AND PROCEDURES

## CONFINED SPACE POLICY

### v. RESPONSIBILITY

#### A. Utility Superintendent shall:

1. Ensure that the Confined Space Policy is implemented. The Utility Superintendent has the authority to delegate any or all portions of this Policy to subordinates, but the Superintendent will be held responsible for compliance.
2. Implement the Confined Space Policy.
3. Annually budget for items related to confined space equipment and training.

#### B. Employees shall:

1. Use all required equipment necessary for entry into confined spaces and following all confined space entry requirements as outlined in this policy or on the entry permit.

#### C. Safety Officer shall:

1. Update and maintain the Confined Space Policy on an annual basis.

### VI. PROCEDURE

#### A. Permit Required Confined Space

A "Permit Required Confined Space" (PRCS) is any structure not designed for continuous occupancy, yet large enough or so shaped that a person may enter, but the means of entry and exit are restricted and the structure is not designed for continuous employee occupancy. A list of confined spaces normally encountered by District employees may be found in Appendix A. If an employee encounters an area that meets the definition of a PRCS that is not listed in Appendix A, said employee shall consult with the "Entry Supervisor" prior to entering the space. An entry supervisor, who is currently certified in First Aid and CPR, as well as confined space entry and pre-entry testing, must determine if acceptable entry conditions exist.

Prior to entering a PRCS, a "Confined Space Permit" shall be filled out by the entry supervisor and/or other employees involved in the PRCS entry as required on the respective form. The following requirements shall apply to all PRCS entries:

1. In addition to the employee entering the confined space, also known as the "Authorized Entrant", the entry supervisor and one additional employee must be on the job site at all times. The entry supervisor shall continuously observe, and be in voice contact with the authorized entrant and shall be responsible for atmospheric testing. In addition, the entry supervisor must document these conditions on the confined space permit. The other employee who may be performing other tasks must be in visible contact, within a short distance, and shall be available at all times to assist in an emergency.
2. The following equipment shall be at the site prior to entering a PRCS:
  - a. A properly executed and dated NCSD Confined Space Permit.



# NCSD SAFETY POLICIES AND PROCEDURES

## CONFINED SPACE POLICY

- b. A tripod and harness designed to lift an employee from the confined space.
  - c. A properly calibrated oxygen meter and a metering sensing device capable of detecting any gases suspected of being present.
  - d. A fresh air ventilating device.
  - e. A two-way radio, cellular telephone, or other device capable of contacting emergency personnel.
3. Prior to entering a PRCS, the following tests shall be performed and the results entered on the permit:
- a. The location of the confined space, the date and time of entry, the names of all personnel at the site, and estimated time to complete the job.
  - b. The oxygen content of the space as recorded by the oxygen meter. (Note: If the oxygen meter registers less than 19.5 % by volume or greater than 23.5% by volume, no one shall enter the space.
  - c. The presence of any flammable or toxic gas detected, (Note: Any time a 20% or greater lower flammable limit (LFL) of combustible gas is detected, all employees except those necessary to eliminate the hazard, shall be removed to a safe location).
4. Whenever an oxygen deficiency is detected, or when flammable gases are present, the confined space shall be ventilated. The ventilation process shall be maintained until the hazardous gases are brought to an acceptable level and/or until the oxygen reading is at least 19.5%. Ventilation shall be maintained while any employee is in the space. Monitoring shall be maintained on a continual basis and the readings shall be recorded no less than every 15 minutes.
5. To facilitate non-entry rescue, retrieval systems or methods shall be used whenever an authorized entrant enters a permit space, unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant. Retrieval equipment shall meet the following requirements:
- a. Each authorized entrant shall use a full body harness with a retrieval line attached at a suitable point so that when rescue is required, the entrant presents the smallest possible profile (i.e. at the center of the entrant's back near the shoulder level).
  - b. The retrieval line shall be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available

# NCSD SAFETY POLICIES AND PROCEDURES

## CONFINED SPACE POLICY

to retrieve personnel from the vertical permit spaces more than five feet deep.

6. The entry supervisor shall terminate the entry and cancel the entry permit when:
  - a. The operations covered by the entry permit have been completed
  - b. A condition that is not covered by the entry permit arises in or near the confined space.
7. The Utility Superintendent shall retain the entry permit for three (3) years. Any problems encountered during the operation shall be noted on the permit so that appropriate steps to correct the problem are taken. A copy of all completed entry permits shall be forwarded to the District Safety Officer.

### B. Non-Permit Required Confined Spaces

A Non-Permit Required Confined Space (NPRCS) is defined as a confined space that does not contain, with respect to atmospheric hazards, or have the potential to contain any hazard capable of causing death or serious physical harm. The following requirements shall be observed when entering a NPRCS:

1. The entry supervisor shall demonstrate that the only hazard posed by the permit space is an actual or potential hazardous atmosphere.
2. The entry supervisor shall demonstrate that continuous forced air ventilation alone is sufficient to maintain that permit space safe for entry.
3. The entry supervisor shall develop and maintain monitoring and inspection data that supports the demonstration required by (VI) (B)(1) and (B)(2).
4. The entry supervisor shall provide written certification containing the date, location of the space, and signature of the person making the certification. A confined space entry permit may be used for this purpose, but must be clearly marked "Alternate Entry Procedures" to explain the partial absence of data, such as the name of an attendant. Certification shall be made prior to entry and shall be made available to each employee entering the space.
5. Alternate Entry Procedures shall include the following:
  - a. Any conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed.
  - b. When entrance covers are removed, the opening shall be promptly guarded by a railing, temporary cover, or other temporary barrier that will prevent an accidental fall through the opening and that will protect each employee working in the space from foreign objects entering the space.



# NCSD SAFETY POLICIES AND PROCEDURES

## CONFINED SPACE POLICY

- c. Before an employee enters the NPRCS, the internal atmosphere shall be tested for the following conditions in this order: 1) oxygen content; 2) flammable gases and vapors; and 3) potential toxic air contaminants.
6. There may be no hazardous atmospheres within the space whenever any employee is inside the space.
7. Continuous forced air ventilation shall be used at all times when an employee is in the space.
8. The atmosphere shall be periodically tested with an oxygen meter and gas detector to ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere.
9. If a hazard arises within a NPRCS, each employee shall immediately exit the space. The entry supervisor shall determine if the hazard can be eliminated or if the operation must be re-defined as a PRCS entry.

### C. Wastewater System Confined Space Entry

The Entry supervisor must determine if a Sewer System Confined Space entry can be maintained in a safe condition for entry by continuous force air ventilation alone. The following procedures shall be followed prior to making a Sewer System Confined Space entry:

1. Check the surrounding area to make sure there are no hazards such as drifting vapors from tanks, piping, or sewers.
2. Using a gas monitor, test the confined space atmosphere to determine whether dangerous air contamination and/or an oxygen deficiency exist. Testing shall be performed by a person who has successfully completed gas detector training.
3. The minimum conditions to be monitored are oxygen deficiency, lower flammability limit, and hydrogen sulfide concentration. A record of the pre-entry test results shall be made on the entry permit and kept at the work site for the duration of the job. Affected employees shall be able to review the testing results. When work is being performed in two adjoining connected spaces, use the most hazardous readings from the two spaces.
4. Mechanical ventilation systems shall be set at 100% outside air. Wherever possible, additional manholes should be opened to increase air circulation. Use portable blowers to augment natural circulation if needed. After a suitable ventilating period, repeat the testing. Entry may not begin until testing has demonstrated that the hazardous atmosphere has been eliminated.
5. Ensure that all appropriate employees are adequately trained to handle sudden

# NCSD SAFETY POLICIES AND PROCEDURES

## CONFINED SPACE POLICY

flooding or accidental releases of hazardous materials.

### D. Water Reservoirs

A "Water Reservoir" is defined as a large above ground or partially submerged concrete or steel tank containing potable for delivery to the water distribution system. Water reservoirs shall normally be considered non-permit required confined spaces. The following procedure shall be followed prior to entering a water reservoir:

1. The reservoir shall be tested for oxygen content in order to determine if a hazardous atmosphere exists.
2. Ensure that all electrical outlets/sources are adequately locked-out and tagged, and do not have the potential of becoming a shock hazard.
3. Prior to entering a water reservoir, as much water as practicable shall be removed from the vessel. Under no circumstances shall the reservoir be entered if the water level, measured from the floor, exceeds one (1) foot.
4. Prior to entering the reservoir, all devices capable of allowing water to enter the reservoir shall be closed and locked or otherwise prevented from being accidentally opened.
5. For those reservoirs divided by a wall so that one half of the reservoir remains in service, the half being entered shall be drained and blocked as described in Section (VI)(D)(3) and (VI)(D)(4) above. Additionally, the half of the reservoir containing water shall be continuously observed and monitored to prevent water from overflowing the wall.

### E. Training Requirements

Employees required to participate in confined space entries shall be trained, in advance and at least annually thereafter, to ensure they have the understanding, knowledge and skills necessary for the safe performance of duties within a confined space. Training shall include the following:

1. An explanation of confined space hazards and interpretation/application of this policy.
2. Discussion of specific hazards of the facility, location or entry operation.
3. Reasons for proper use and limitations of personal protective equipment and other safety equipment.
4. An explanation of the PRCS entry permit system and procedural requirements.
5. CPR and first aid certification.



# NCSD SAFETY POLICIES AND PROCEDURES

## CONFINED SPACE POLICY

6. Equipment testing training, such as gas testing equipment and calibration, tripod and rescue equipment usage).
7. Emergency response training including annual rescue drills.
8. Duties and responsibilities of each member of the confined space entry team.
9. Description of how to recognize exposure symptoms to themselves and co-workers.
10. Methods for alerting the attendant.

### F. Emergency Procedures During Confined Space Entries:

In the event that a confined space team member becomes injured or incapacitated, the other team members shall implement the following rescue procedures:

1. In the event of an emergency, the local fire department (911) shall be called immediately for rescue assistance.
2. If at any time there is any questionable action or non-movement by the employee inside of the confined space, a verbal check will be made. If there is no response, the attendant will attempt to remove the worker using the external rescue equipment, such as the tripod and lifeline. (Exception: If the worker is disabled due to falling or impact, he/she shall not be removed from the confined space until the paramedics are on site to direct the rescue, unless there is immediate danger to his/her life.)

# NCSD SAFETY POLICIES AND PROCEDURES

## CONFINED SPACE POLICY

### APPENDIX A

#### LIST OF NCSD CONTROLLED CONFINED SPACES

**NOTE: Per NCSD Confined Space Procedures, all confined spaces – whether designated Permit-Required Confined Spaces (PRCS) or Non-Permit-Required Confined Spaces (NPRCS) - are to have their atmosphere tested before entry. The following designations of PRCS or NPRCS are a starting point only.**

<b>PRCS: Sanitary Sewer Manholes</b> hazardous atmosphere restricted entry / exit depth water and debris	<b>PRCS: Sanitary Lift Stations</b> restricted entry / exit depth hazardous atmosphere water and debris electrical sources
<b>PRCS: Water Meter Vaults</b> restricted entry / exit depth hazardous atmosphere water source electrical sources	<b>PRCS:</b>
<b>PRCS:</b>	<b>PRCS:</b>

<b>NPRCS: Water Reservoirs</b>	<b>NPRCS:</b>
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# CONFINED SPACE ENTRY PERMIT – Nipomo Community Services District

**Confined Space to be Entered:** \_\_\_\_\_  
**Date/ Time Permit Issued:** \_\_\_\_\_  
**Description of Work to be Performed:** \_\_\_\_\_

<b>NATURE OF HAZARDS IN CONFINED SPACE: (check)</b> <input type="checkbox"/> Oxygen deficiency (Less than 19.5% at sea level) <input type="checkbox"/> Flammable gases or vapors (greater than 10% of the lower flammable limit, or greater than 23.5% oxygen at sea level) <input type="checkbox"/> Toxic gases or vapors (greater than the permissible exposure limit) <input type="checkbox"/> Mechanical hazard <input type="checkbox"/> Electrical shock <input type="checkbox"/> Materials harmful to the skin <input type="checkbox"/> Engulfment <input type="checkbox"/> Configuration Hazard <input type="checkbox"/> Other _____	<b>EQUIPMENT REQUIRED FOR ENTRY AND WORK: (check)</b> <input type="checkbox"/> Full body harness with D ring <input type="checkbox"/> Emergency escape retrieval equipment <input type="checkbox"/> Lifeline <input type="checkbox"/> Tripod <input type="checkbox"/> Personal protective equipment (PPE) <input type="checkbox"/> Lighting (explosion proof) <input type="checkbox"/> Electrical tools approved for hazardous conditions <input type="checkbox"/> Communication equipment _____ <input type="checkbox"/> Other _____
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**PREPARATION: (check)**

Notify affected departments of service interruption  
 Isolate - blanked or double valve, with lock and tag  
 Zero Energy State (Lock out all energy sources)  
 Cleaned, drained, washed and purged  
 Ventilation to provide fresh air  
 Emergency response team available  
 Employees informed of specific confined space hazards  
 Secure area (post, sign and flag)  
 Procedures reviewed with each employee  
 Atmospheric test in compliance  
 Attach hot work permit, if applicable  
 Other \_\_\_\_\_

**AUTHORIZED ENTRANTS: (names)**  
 \_\_\_\_\_  
 \_\_\_\_\_

**AUTHORIZED ATTENDANTS: (names)**  
 \_\_\_\_\_  
 \_\_\_\_\_

**STAND BY SAFETY PERSONNEL: (names)**  
 \_\_\_\_\_  
 \_\_\_\_\_


TEST	Allowable Limits	Check if Required	Result	Result	Result	Result
Time			_____	_____	_____	_____
Oxygen-min	19.5%	_____	_____	_____	_____	_____
Oxygen-max	23.5%	_____	_____	_____	_____	_____
Flammability	<10% LEL	_____	_____	_____	_____	_____
CO	2ppm	_____	_____	_____	_____	_____
Heat	°F / °C	_____	_____	_____	_____	_____
Toxic _____	_____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____	_____

Name of employee conducting atmospheric monitoring: \_\_\_\_\_ Instruments used: \_\_\_\_\_  
 Statement of acceptable entry conditions: \_\_\_\_\_  
 \_\_\_\_\_

**AUTHORIZATION:**

I certify that all required precautions have been taken and necessary equipment is provided for safe entry and work in this confined space.

Name (print) _____	PERMIT CANCELLED: TIME: _____
Signature: _____	DATE: _____
Time: _____ Date: _____	SIGNATURE: _____

TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL   
DATE: FEBRUARY 22, 2008



**ADOPT RESOLUTION CONFIRMING CONTINUED USE OF AUTOMATIC CLEARING HOUSE (ACH) ORIGINATION FOR DEBIT TRANSACTIONS FOR BILLING AND PAYROLL VIA RABOBANK**

**ITEM**

Adopt Resolution confirming continued use of Automatic Clearing House (ACH) origination for debit transactions for billing and payroll via Rabobank [RECOMMEND APPROVAL].

**BACKGROUND**

Nipomo Community Services District currently uses the ACH (Automatic Clearing House) feature offered by Rabobank. NCSD currently offers "Auto Pay" to its utility customers and processes payroll via ACH. The current daily limit is \$60,000.00.

Rabobank requested NCSD to reaffirm by minute order the authorization. The Board of Directors unanimously affirmed this at the regular Board Meeting on January 23, 2008.

Rabobank has subsequently requested NCSD adopt a Resolution confirming continued use of Automatic Clearing House (ACH) for debit transactions for billing and payroll via Rabobank.

**RECOMMENDATION**

Staff recommends that your Honorable Board adopt the attached Resolution.

**ATTACHMENTS**

- Resolution



**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2008-RABOBANK**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT  
CONFIRMING CONTINUED USE OF AUTOMATIC CLEARING HOUSE (ACH) ORIGATION  
FOR DEBIT TRANSACTIONS FOR BILLING AND PAYROLL VIA RABOBANK**

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

**WHEREAS**, Nipomo Community Services District currently uses the Automatic Clearing House (ACH) feature offered by Rabobank to provide "Auto Pay" to its utility customers and process payroll;

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

1. The Nipomo Community Services District Board of Directors confirm continued use of Automatic Clearing House (ACH) origination for debit transactions for billing and payroll via Rabobank with a daily limit exposure of \$60,000.00,
2. The following persons and their successors are authorized and directed for and on behalf of the Board of Directors to take any further action, and execute any and all other necessary documents to renew ACH with Rabobank:

Michael Winn, President	James Harrison, Vice President
Lawrence Vierheilig, Director	Clifford Trotter, Director
Ed Eby, Director	Donna Johnson, Board Secretary

Upon motion by \_\_\_\_\_, seconded by \_\_\_\_\_, on the following roll call vote,  
to wit:

AYES:  
NOES:  
ABSTAIN:

the foregoing resolution is hereby passed and adopted this 27<sup>th</sup> day of February 2008.

\_\_\_\_\_  
MICHAEL WINN  
President of the Board

ATTEST:

APPROVED:

\_\_\_\_\_  
DONNA K. JOHNSON  
Secretary to the Board

\_\_\_\_\_  
JON S. SEITZ  
District Legal Counsel

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TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL *BB*  
DATE: FEB. 22, 2008

**AGENDA ITEM**  
**D-7**  
**FEB 27, 2008**

**APPOINT REPRESENTATIVES TO NMMA TECHNICAL GROUP**

**ITEM**

Appoint representatives to NMMA Technical Group [RECOMMEND ADOPTION].

**BACKGROUND**

Judge Komar has finalized his decision in the Santa Maria Groundwater Litigation and specifically embraced the Stipulation and the formation of the Nipomo Mesa Management Area (NMMA) Technical Group. The Technical Group is now obligated to develop a monitoring program, emergency water shortage triggers and annual reports.

**RECOMMENDATION**

Staff recommends that your Honorable Board appoint Bob Beeby, Brad Newton, Bruce Buel and Jon Seitz as Technical Group representatives with ongoing consultation with the Board and direction provided by the Board on policy issues.

**ATTACHMENTS**

- None

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TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL *BBB*  
DATE: FEB. 22, 2008

**AGENDA ITEM**  
**D-8**  
**FEB 27, 2008**

REVISE RESOLUTION 2005-932

**ITEM**

Revise policy (Resolution No. 2005-932) authorizing processing of engineering services task orders [ADOPT RESOLUTION].

**BACKGROUND**

Director Vierheilig has submitted the attached re-write of Resolution No. 2005-932 for Board Consideration (Also attached is the adopted version of Resolution No. 2005-932). The requested re-write amends the title and reformats Section 1C, but it does not change the substance of the policy. District Counsel has reviewed the revision and has no objection to the proposed changes.

Attached is a draft Resolution, which would affect the requested changes, if adopted.

**RECOMMENDATION**

Staff recommends that your Honorable Board adopt the attached resolution.

**ATTACHMENTS**

- Director Vierheilig Submittal
- Original Resolution No. 2005-932
- Draft Resolution revising the Policy

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NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO.

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT  
ESTABLISHING THE POLICIES AND PROCEDURES  
FOR EXECUTING TASK ORDERS AND CONTRACTS  
FOR ENGINEERING SERVICES UNDER  
NON-EMERGENCY AND EMERGENCY SITUATIONS

WHEREAS, the Nipomo Community Services District ("District") desires to establish policy guidelines for approval of "task orders" for engineering services pursuant to District approved Engineering Services Contracts; and

WHEREAS, the District desires to establish policy guidelines for the General Manager approval of Task Orders or Contracts for engineering services for non-emergency (routine) operations and in the event of an emergency; and

WHEREAS, the District annually adopts budgets that itemize capital, operation and maintenance expenses (herein "Budgeted Projects") for the budget year.

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

Non-Emergency Situations

1. In non-emergency situations, the following Policies and Procedures shall apply to the General Manager's authority to issue Task Orders:

- A. Provided the Task Order is consistent with Reimbursement Agreements that require engineering services, the General Manager is authorized to issue Task Orders for engineering plan check and inspection.
- B. Provided the Task Order is consistent with District's Budgeted Projects, the General Manager is authorized to issue Task Orders, without Board approval, up to an amount of ten thousand dollars (\$10,000) for each Budgeted Project.
- C. For Non-Budgeted projects, provided the General Manager first determines the need for engineering services, the General Manager is authorized to issue Task Orders, without Board approval, up to an amount of three thousand dollars (\$3,000) per individual project.

2. Budgeted engineering services exceeding twenty-five thousand dollars (\$25,000) will only be awarded on the basis of Requests for Proposals ("RFP's") that are approved by the Board.

3. Task Orders that exceed the amount referenced in Sections 1, B and C and Section 2 above shall be approved by the Board of Directors.



Emergency Situations

4. In the event of an emergency involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities which will severely impair public health and/or safety, as determined by the General Manager, the General Manager is authorized to issue Task Orders or enter into engineering contracts in an amount determined by the General Manager.

5. Task Orders issued pursuant to Sections 1, B and C, and Section 4 above shall be reported in the General Manager's bi-weekly report to the District Board of Directors.

etc.....

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2005-932**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT  
ESTABLISHING THE POLICIES AND  
PROCEDURES FOR EXECUTING TASK ORDERS AND  
EMERGENCY CONTRACTS FOR ENGINEERING SERVICES**

**WHEREAS**, the Nipomo Community Services District ("District") desires to establish policy guidelines for approval of "task orders" for engineering services pursuant to District approved Engineering Services Contracts; and

**WHEREAS**, the District desires to establish policy guidelines for the General Manager approval of Task Orders or Contracts for engineering services in the event of an emergency; and

**WHEREAS**, the District annually adopts budgets that itemize capital, operation and maintenance expenses (herein "Budgeted Projects") for the budget year.

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

1. In non-emergency situations the following Policies and Procedures shall apply to the General Manager authority to issue Task Orders:
  - A. Provided the Task Order is consistent with Reimbursement Agreements that require engineering services, the General Manager is authorized to issue Task Orders for engineering plan checking and inspection.
  - B. Provided the Task Order is consistent with District's Budgeted Projects, the General Manager is authorized to issue Task Orders, without Board approval, up to an amount of ten thousand dollars (\$10,000) for each Budgeted Project.
  - C. Provided the General Manager first determines the need for engineering services for non-budgeted projects, the General Manager is authorized to issue Task Orders, without Board Approval, up to an amount of three thousand dollars (\$3,000) per individual project.
2. Budgeted engineering services exceeding twenty-five thousand dollars (\$25,000) will only be awarded on the basis of requests for proposals ("RFP's") that are approved by the Board.
3. Task Orders that exceed the amount referenced in Sections 1, (B), (C) and Section 2, above shall be approved by the Board of Directors.



RESOLUTION NO. 2005-932

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT  
ESTABLISHING THE POLICIES AND  
PROCEDURES FOR EXECUTING TASK ORDERS AND  
EMERGENCY CONTRACTS FOR ENGINEERING SERVICES

4. In the event of an emergency involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities which will severely impair public health and/or safety, as determined by the General Manager, the General Manager is authorized to issue Task Orders or enter into engineering contracts in an amount determined by the General Manager.

5. Task Orders issued pursuant to Sections 1, B and C, and Section 4, above, shall be reported in the General Manager's bi-monthly report to the District Board of Directors.

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

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

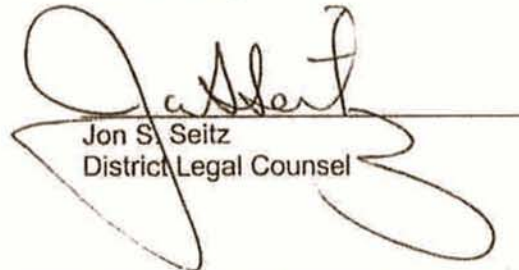
the foregoing resolution is hereby adopted this 13<sup>TH</sup> day of April, 2005.

  
Lawrence Vierheilig  
President, Board of Directors  
Nipomo Community Services District

ATTEST:

  
Donna K. Johnson  
Secretary to the Board

APPROVED AS TO FORM

  
Jon S. Seitz  
District Legal Counsel

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**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2008-xxx**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT  
ESTABLISHING THE POLICIES AND  
PROCEDURES FOR EXECUTING TASK ORDERS AND  
CONTRACTS FOR ENGINEERING SERVICES UNDER NON-EMERGENCY AND  
EMERGENCY SITUATIONS**

**WHEREAS**, the Nipomo Community Services District ("District") desires to establish policy guidelines for approval of "task orders" for engineering services pursuant to District approved Engineering Services Contracts; and

**WHEREAS**, the District desires to establish policy guidelines for the General Manager approval of Task Orders or Contracts for engineering services in the event of an emergency; and

**WHEREAS**, the District annually adopts budgets that itemize capital, operation and maintenance expenses (herein "Budgeted Projects") for the budget year.

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

1. In non-emergency situations the following Policies and Procedures shall apply to the General Manager authority to issue Task Orders:

- A. Provided the Task Order is consistent with Reimbursement Agreements that require engineering services, the General Manager is authorized to issue Task Orders for engineering plan checking and inspection.
- B. Provided the Task Order is consistent with District's Budgeted Projects, the General Manager is authorized to issue Task Orders, without Board approval, up to an amount of ten thousand dollars (\$10,000) for each Budgeted Project.
- C. For Non-Budgeted projects, provided the General Manager first determines the need for engineering services, the General Manager is authorized to issue Task Orders, without Board Approval, up to an amount of three thousand dollars (\$3,000) per individual project.

2. Budgeted engineering services exceeding twenty-five thousand dollars (\$25,000) will only be awarded on the basis of requests for proposals ("RFP's") that are approved by the Board.

3. Task Orders that exceed the amount referenced in Sections 1, (B), (C) and Section 2, above shall be approved by the Board of Directors.



RESOLUTION NO. 2005-932

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT  
ESTABLISHING THE POLICIES AND  
PROCEDURES FOR EXECUTING TASK ORDERS AND  
EMERGENCY CONTRACTS FOR ENGINEERING SERVICES

4. In the event of an emergency involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities which will severely impair public health and/or safety, as determined by the General Manager, the General Manager is authorized to issue Task Orders or enter into engineering contracts in an amount determined by the General Manager.

5. Task Orders issued pursuant to Sections 1, B and C, and Section 4, above, shall be reported in the General Manager's bi-monthly report to the District Board of Directors.

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

AYES:  
NOES:  
ABSENT:  
CONFLICTS:

the foregoing resolution is hereby adopted this 27<sup>TH</sup> day of February, 2008.

\_\_\_\_\_  
Michael Winn, President  
Board of Directors  
Nipomo Community Services District

ATTEST:

APPROVED AS TO FORM

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

\_\_\_\_\_  
Jon S. Seitz  
District Legal Counsel

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pumps in the *Gardenia lift station*. We have begun standardization of electrical panels with *Oak Glen, La Mirada, Juniper, Bracken and Gardenia Lift Stations*. We acquired two new lift stations, *Misty Glen* and *Maria Vista* which added some different problems into the mix. It has been and is the intention of operational staff to refurbish one lift station completely each year until they are finished. Lately, we have concentrated more of our time at the *Woodgreen lift station* because of pump problems that have arisen in the last few months. We had to install a temporary pump in the interim, awaiting a new pump that was order earlier in December 2007 and will not arrive until later in February 2008. When all lift stations have standardized electric panels, it will be just a matter of stocking and replacing ice-cube relays.

- 8) **Major Projects** completed by field staff with contract labor assistance. The biggest project was the *Booster Pump for Blacklake*. This, with the six inch interconnection, helped us supply the Blacklake development more reliably than in previous years. Also completed was the *installation of individual pump panels at the Southland Wastewater Facility, Liner Replacement at the Blacklake Wastewater Facility, Sludge Removal and Liner Repairs at the Southland Wastewater Facility and the Installation of New Aeration Equipment at the Southland Wastewater Facility*.
- 9) **Telemetry System** had several additions connected into the scope of controls and information being compiled for review. Additions include new lift stations, totalized flows from all well sites, except Olympic well(it is scheduled to be added soon), wet well levels from lift stations and several added alarm circuits.



TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL *BB*  
DATE: FEBRUARY 22, 2008



REVISE PERSONNEL POLICY TO ADD PART TIME UTILITY CLERICAL POSITION  
AND AUTHORIZE GENERAL MANAGER TO HIRE [ADOPT RESOLUTION]

**ITEM**

Revise Personnel Policy to add part time utility clerical position and authorize General Manager to hire [ADOPT RESOLUTION].

**BACKGROUND**

On April 18, 2007, the Finance, Audit and Personnel Committee met and recommended the hiring of a part-time Secretary/Clerk to report to duty approximately three months after the Utility Superintendent reports to work. A part-time clerical position with no benefits was included in the FY 2007-2008 budget.

Pursuant to CALPERS, the guideline to consider for a less than full-time employee is 1,000 hours or 125 days in a fiscal year (125 8-hour days equals 1,000 hours). This standard is the equivalent of a 20-hour week for 50 weeks out of the year.

The Utility Superintendent reported to work on January 29, 2008, and now is the time to begin the recruitment process. Staff has prepared the attached Job Description for your review. Staff proposes the salary for this position be set at Range 3, Step 1, which is equivalent to \$10.14 per hour.

**RECOMMENDATION**

Staff recommends that your Honorable Board adopt the attached Resolution and job description and direct staff to begin the recruitment process.

**ATTACHMENTS**

- Resolution
- Job Description

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**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2008-CLERICAL**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT  
AMENDING THE DISTRICT PERSONNEL POLICY TO  
ADD THE POSITION OF UTILITY OFFICE ASSISTANT**

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

**WHEREAS**, pursuant to District Resolution 2007-1018, the District Board of Directors adopted the NCSD Personnel Policies and Procedures; and

**WHEREAS**, the District Board of Directors desires to create the position of Utility Office Assistant to be incorporated as part of the District's Personnel Policies and Procedures; and

**WHEREAS**, the job description attached as Exhibit A describes the definition of the position, the class characteristics, examples of duties, and employment standards for said Utility Office Assistant.

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

Exhibit "A", attached hereto, is hereby incorporated by this reference and is adopted as Job Description 7200 in chapter Seven of the District's Personnel Policies and Procedures.

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

AYES:  
NOES:  
ABSENT:  
CONFLICTS:

The foregoing resolution is hereby passed, approved and adopted by the Board of Directors of the Nipomo Community Services District this 27th day of February, 2008.

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

ATTEST:

APPROVED AS TO FORM:

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

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

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## Utility Office Assistant- Part-Time (no benefits)

## DEFINITION

Under general supervision, provides varied office support and clerical duties for District field staff and activities; receives and directs telephone calls and visitors. Provides information to District customers and the public; receives, routes, and distributes incoming and outgoing mail; and maintains a variety of files and records; performs work as assigned.

## 1. CLASS CHARACTERISTICS

This is a fully experienced office support class, capable of providing a variety of office support to field and office staff. Successful performance of the work requires ability to handle multiple tasks concurrently and meet deadlines. The employee is capable of independently performing a full range of customer service activities and providing office support to the District field office primarily, and to the main office on an "as-needed" basis (vacation relief).

## 2. EXAMPLES OF DUTIES (Illustrative Only)

- A. Perform general receptionist duties including answering telephones and taking messages; refers callers to appropriate parties; answer routine, nontechnical questions concerning District policies and procedures.
- B. Collect and assemble data and background materials for a variety of reports; compile and enter data into software programs from various sources, verify data for accuracy and completeness; input corrections and update data.
- C. Verify and review materials, applications, records, and reports for completeness; apply applicable policies and procedures in determining completeness of applications, records, and reports; provide information and forms to the public; collect and process appropriate information.
- D. Maintain accurate and up-to-date files and records; monitor various logs, accounts, and files for current and accurate information; develop, organize, and maintain filing systems.
- E. Type, proofread and word process a variety of documents and forms including general correspondence, reports, and memoranda from rough draft or verbal instruction; disseminate information as appropriate.
- F. Perform a variety of routine clerical accounting duties involved in financial record keeping and reporting; maintain a variety of accounting records, logs, and files; verify accounting records; provide assistance to staff and vendors.
- G. Maintain supplies and materials for office; prepare purchase orders; receive invoices and check for accuracy; deliver to main office for processing. Process mail including receiving, sorting, and distributing incoming and outgoing correspondence.
- H. Coordinate printing and reproduction services; transport plans to developers and engineers.
- I. Occasionally prepare agendas, attend meetings, and take and transcribe minutes.

- J. Operate a variety of office equipment including a typewriter, telephone systems, copier, facsimile machine, adding machine, and computer.
- K. Arrange for meetings and conferences and seminar attendance, maintaining calendars of activities.
- L. Learn and perform customer and accounting office support on a training or relief basis.
- M. Drive a motor vehicle to perform District duties.

### 3. EMPLOYMENT STANDARDS

#### Knowledge of:

- A. Standard office practices and procedures, including filing and the use of standard office equipment,
- B. Proficient in Microsoft Word, Excel, Power Point and Outlook,
- C. Business letter writing and the standard format for typed materials,
- D. Record keeping principles and practices,
- E. Business arithmetic,
- F. Correct business English, including spelling, grammar and punctuation, and
- G. Techniques for dealing with the public, in person and over the telephone.

#### Skill in:

- A. Performing detailed office and secretarial support work with minimal supervision,
- B. Composing correspondence and other written materials from notes or brief instructions,
- C. Taking accurate minutes of meetings,
- D. Filing with speed and accuracy,
- E. Entering numerical and other data into a computer with speed and accuracy,
- F. Meeting critical time deadlines,
- G. Applying and explaining policies and procedures,
- H. Working effectively and cooperatively with a wide variety of customers and other individuals in person and over the telephone,
- I. Typing or word processing at a net rate of 40 words per minutes from standard copy,
- J. Exercising sound independent judgment within established policy and procedural guidelines, and
- K. Establishing and maintaining effective working relationships with those contacted in the course of the work.



Physical Characteristics:

- A. Vision to read printed materials and a computer screen,
- B. Hearing and speech to interact in person and on the telephone,
- C. Mobility to work in a standard office environment and use standard office equipment.

License:

- A. Possession of a Valid California Class C driver's license and a satisfactory driving record.
- B. Must be bondable by the District's fidelity bond insurer.

Working Conditions:

Must be willing to work flexible work hours.

Education and Experience:

Graduation from high school or equivalent and five years of secretarial and/or general office experience. Some experience in dealing with the public is desirable.

TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL *BBB*  
DATE: FEB. 22, 2008



RECEIVE 2007 DRAFT ANNUAL UTILITY REPORT

**ITEM**

Receive 2007 Draft Annual Utility Report [RECOMMEND ADOPTION].

**BACKGROUND**

Attached is a 2007 Draft Annual Utility Report prepared by Dan Migliazzo.

**RECOMMENDATION**

Staff recommends that your Honorable Board receive and file the Report.

**ATTACHMENTS**

- Draft 2007 Annual Utility Report

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Nipomo Community Services District Annual Field Report from Utility Supervisor for  
2007

- 1) **Town Water System Flushing** was begun earlier this year; we contracted with a service company to do the flushing for the District which was completed in late June before our water demand period begins. With the flushing program we incorporated our **valve program**. Every valve was operated within the system and if a problem arose we replaced or repaired the valve. In regards to the repairs we replaced three large diameter butterfly valves that were broken or would not shut down. We also replaced over twelve six inch diameter valves that would not operate or were broken.
- 2) **Blow Offs and Dead End Lines** were all located, flushed and inspected for operational ease. We have started an annual flushing of each of these dead ends to improve water quality to our customers that live near these points in the system. The system has a total, after our survey of 176. We added one on Bennett after we abandoned a loop between Price and Bennett to eliminate a possible liability for the District, the line ran next to two houses and through back yards.
- 3) **Fire Hydrant Replacements** this year have totaled more than forty. Some of these were total replacement from the main to the hydrant. Some of the areas we concentrated our efforts were; Blacklake Mobile Home Park area, North Frontage, Thompson Estates and both sides of Camino Caballo. These areas are nearly 100% completed with only seven more hydrants to replace, these should be finished before the end of 2007-2008 budget year.
- 4) **District Wells** that had major work this year are: *Sundale*(engine rebuild, new pump assembly and new 1to1 ratio gearhead). *Olympic*(totally new pump and motor assembly). *Blacklake #4* (totally new pump and motor assembly and new electric pump panel). *Blacklake #3* (pulled pump and motor assembly to clean casing perforations. We gained almost 100 gpm which took production to 200 gpm, after the cleaning). *Bevington* (new high efficiency motor was installed as a replacement for older motor that needed rewinding). *Via Concha, Eureka and Bevington had some electrical components replaced that were problems ready to happen*. All wells are ready for the summer season except Bevington which needs a few more electrical items checked and/or replaced.
- 5) **Meter Replacements** have been moving along well. Nearly three-hundred meters have been set for new installs or replacement of older meters. We currently standardized the use of Precision (Rockwell) meters in all applications within the District.
- 6) **Town Sewer Collections System** was completely jetted this year for the fourth straight year. Doing so has proved itself with no sewage back-ups or overflows from the system in the last year and a half. *We had an incident at the Catholic Church when a manhole was taken off by a contractor cutting a driveway into the church lot*. After the jetting process was completed in one section the lift station was pumped out and cleaned of all debris.
- 7) **District Lift Stations** have continued doing the job of transferring sewage to the wastewater treatment facilities with a few problems. We have replaced both

pumps in the *Gardenia lift station*. We have begun standardization of electrical panels with *Oak Glen, La Mirada, Juniper, Bracken and Gardenia Lift Stations*. We acquired two new lift stations, *Misty Glen* and *Maria Vista* which added some different problems into the mix. It has been and is the intention of operational staff to refurbish one lift station completely each year until they are finished. Lately, we have concentrated more of our time at the *Woodgreen lift station* because of pump problems that have arisen in the last few months. We had to install a temporary pump in the interim, awaiting a new pump that was order earlier in December 2007 and will not arrive until later in February 2008. When all lift stations have standardized electric panels, it will be just a matter of stocking and replacing ice-cube relays.

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