

TO: BOARD OF DIRECTORS
FROM: BRUCE BUEL *BBB*
DATE: SEPT. 4, 2009

**AGENDA ITEM
E-6
SEPT. 9, 2009**

USER FEE PROTEST PROCEEDING GUIDELINES

ITEM

Consider adoption of protest proceeding guidelines [ADOPT RESOLUTION]

BACKGROUND

Your Board previously edited a draft set of guidelines and directed staff to bring a revised version back for Board consideration. Attached are the draft guidelines as revised along with a draft resolution providing for adoption.

It should be noted that staff is working on a set of guidelines for conducting an assessment proceeding and will present these guidelines separately.

FISCAL IMPACT

Development of this draft did use previously budgeted staff time and legal consulting cost.

RECOMMENDATION

Staff recommends that the Board review the draft guidelines, order any additional edits and then consider adoption of the resolution.

ATTACHMENTS

- Draft Guidelines
- Draft Resolution

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\2009\PROTEST GUIDELINES.DOC

NIPOMO COMMUNITY SERVICES DISTRICT

GUIDELINES FOR THE SUBMISSION AND TABULATION OF PROTESTS

APPLICATION

Where notice of a public hearing, with respect to the adoption or increase of a utility charge, has been given by the Nipomo Community Services District (NCSD or District) pursuant to Article XIID, Section 6(a) of the California Constitution, the following guidelines shall apply.

RELEVANT DISTRICT CODE SECTIONS

District Code Section 3.03.040 states:

The owner of the property which is furnished services is the customer and shall be responsible for the payment of all rates, charges and fees, including penalties, thereon regarding such furnished services. Unpaid obligations shall run with the land, and shall lead to delinquency and termination of service for the residential unit or other real property involved without regard to any changes of residency or occupancy by persons different than the persons shown on district records as obligated to pay said bill. (Ord. 95-81 § 1 (part), 1995)

District Code Section 3.04.020 states:

A. Each house or building under separate ownership shall be provided with its own service connection or connections.

B. Two or more houses or buildings (such as apartments) under one ownership and located on the same lot or parcel of land may be supplied through one service connection.

C. When a parcel or building receiving water service through one connection is subdivided into smaller lots, parcels or units, capable of separate ownership, then the existing service connection shall be deemed appurtenant to the parcel or building unit upon which it is situated or most immediately adjacent.

D. The district reserves the right to limit the number of houses or buildings, or the area of the land under one ownership to be supplied by one service connection.

E. A service connection shall not be used to supply adjoining property of a different owner or to supply the property of the same owner on opposite sides of a public street or alley. (Ord. 98-87 § 8, 1998)

District Code Section 3.04.030 states:

Except for connection to a single-family residence, a separate service connection with backflow prevention device shall be provided to each parcel of property for landscape irrigation. A separate landscape connection fee shall be computed pursuant to Section 3.04.050, and paid. (Ord. 98-87 § 9, 1998)

DEFINITIONS

Unless the context plainly indicates another meaning was intended, the following definitions shall apply in construction of these Guidelines:

1. "Parcel" means a piece of land or property (within the NCSD) identified by Assessor's Parcel Number (APN) that is served by the NCSD, as determined by the San Luis Obispo County Tax Assessor.
2. "Record customer" and "customer of record" means the person or persons whose name or names appear on the NCSD's records as the person who has contracted for utility services to a particular parcel and utility account. Record customer is generally the record owner but, in a limited number of cases, a record customer means a tenant or property manager when the tenant or property manager's name appears on NCSD's records as the person who has contracted for utility services to a particular parcel.
3. "Record owner" or "parcel owner" means the person or persons whose name or names appear on the San Luis Obispo County Tax Assessor's latest equalized assessment roll as the owner of a parcel that is receiving utility services. Pursuant to District Code Section 3.03.040, the record owner is responsible for the payment of all rates, charges, and fees, including penalties thereon regarding such furnished services.
4. A "fee protest proceeding" is not an election, but the District Secretary/Clerk will maintain the confidentiality of protests as provided in Section 12 below.
5. "Public hearing" means the public hearing on the proposed charges.
6. "Protest official" means the NCSD District Secretary/Clerk or his/her designee.
7. "Representative(s)" means designated trustees, legal guardians, probate estate executors or administrators, court-appointed or other legal representatives, or property managers/agents of a record owner or a record customer.

NOTICE OF PROPOSED RATES AND PUBLIC HEARING

6. **Notice Delivery.**
 - A. The NCSD shall give notice of proposed charges and public hearing on the proposed charges via 1st-class U.S. mail to all record owners and customers of record served by the NCSD, effective on the date the public hearing is approved by the Board of Directors.
 - B. The NCSD will mail each notice subject to a request that the U.S. Postal Service provide forwarding address information to the NCSD for any notices forwarded by the U.S. Postal Service.

- C. If the U.S. Postal Service returns any notice to the NCSD as undeliverable and provides the NCSD a forwarding address, the NCSD shall mail the notice to the forwarding address, but its doing so does not extend the time in which protests may be submitted with respect to the proposed charges that are the subject of the public hearing.
- D. The NCSD will provide the notice of proposed charges and public hearing to each record owner and/or record customer who initiates NCSD utility services after the notice is mailed and before the date of the public hearing on the proposed charges, but its doing so does not extend the time in which protests may be submitted with respect to the proposed charges that are the subject of the public hearing.
- E. The NCSD will post the notice of proposed charges and public hearing at its official posting site on the date the notice is mailed pursuant to subparagraph 6(B) above.

SUBMISSION OF PROTESTS

7. *Protest Requirements.*

- A. A written protest must include:
 - (i) A statement that it is a protest against the proposed charge which is the subject of the notice;
 - (ii) Name of the record owner or customer of record;
 - (iii) Identity of the affected parcel by assessor's parcel number or service address;
 - (iv) Original signature of the record owner or customer of record with respect to the identified parcel; and
 - (v) The date the written protest is signed.
- B. Protests shall not be counted if any of the required elements (i thru v) outlined in the preceding subsection "7.A." are omitted.
- C. A notice of proposed charges may, but need not, include a form by which record owners and customers of record may note their protest of, or support for, a proposed charge. However, use of such a protest form shall not be required and the NCSD shall accept any protest which complies with these Guidelines.

8. ***Protest Submittal.***

- A. Any record owner or customer of record who is subject to the proposed utility charges may submit a written protest to the District Secretary/Clerk, by:
- Delivery to the District Secretary/Clerk's Office, 148 S. Wilson, Nipomo, CA 93444,
 - Mail to the NCSD, Attention: District Secretary/Clerk, 148 S. Wilson, Nipomo, CA 93444 or P.O. Box 326 Nipomo, CA 93444-0326, or
 - Personally submitting the written protest at the public hearing.
- B. Protests must be received by the close of the public hearing, including those mailed to the NCSD. No postmarks will be accepted; therefore, any protest not actually received by the close of the public hearing, whether or not mailed prior to the public hearing, shall not be counted.
- C. In order to reduce duplicate protests and to avoid fraud, a protest may only be submitted by a record owner or a customer of record who has signed the protest or an individual authorized in writing, with original signature, by the record owner or the customer of record, to submit the protest. That written authorization with original signature shall be provided to the District Secretary/Clerk with the written protest so that the District Secretary/Clerk may accept a protest from someone other than the person who signed it.
- D. A Representative may sign a written protest on behalf of a record owner or a record customer provided the Representative attaches written documentation/authorization, with original signature, to act in such capacity to the written protest.
- E. Emailed or faxed protests shall not be counted. Only protests with original signatures shall be counted.
- F. Copied protests shall not be counted. Only protests with original signatures shall be counted.
- G. Although oral comments at the public hearing will not qualify as a formal protest unless accompanied by a written protest, the NCSD Board of Directors welcomes input from the community during the public hearing on the proposed charges.

9. ***Protest Withdrawal.***

Any record owner, record customer, or Representative who submits a written protest may withdraw it by submitting to the District Secretary/Clerk a signed and dated written request that the protest be withdrawn. The withdrawal of a protest

shall identify the affected parcel by parcel number or service address and the name of the record owner or customer of record who submitted both the protest and the request that it be withdrawn.

10. ***Multiple Record Owners or Customers of Record.***

A. Each record owner or customer of record of a parcel served by the NCSD may submit a protest. This includes, but is not limited to, instances where:

- (i) A parcel is owned by more than a single record owner or more than one name appears on the NCSD's records as the customer of record for the parcel, or
- (ii) A customer of record is not the record owner, or
- (iii) A parcel includes more than one record customer, or
- (iv) Multiple parcels are served via a single utility account such as master-metered condominium units and multi-family residential units.

B. Only one protest will be counted per parcel.

C. Any one protest submitted in accordance with these rules will be sufficient to count as a protest for the identified parcel.

11. ***NCSD as Record Owner of Parcel.***

Parcels owned by the NCSD that receive utility services, but are not subject to the proposed charges which are the subject of the public hearing, shall not be included in the parcel count for tabulation.

12. ***Transparency, Confidentiality, and Disclosure.***

A. To ensure transparency and accountability in the fee protest tabulation, while protecting the privacy rights of record owners and customers of record, protests will be maintained in confidence until tabulation begins following the public hearing.

B. Once a protest is opened during the tabulation, it becomes a disclosable public record, as required by state law.

TABULATION OF PROTESTS

13. *Protest Official.*

The Protest Official shall tabulate written protests. The Protest Official shall not accept as valid any protest if he or she determines that any of the following conditions exist:

- A. The protest does not state its opposition to the proposed charges.
- B. The protest does not name the record owner or record customer of the parcel identified in the protest, as of the date of the public hearing.
- C. The protest does not identify a parcel served by the NCSD which is subject to the proposed charge.
- D. The protest is not dated.
- E. The protest does not bear an original signature of the named record owner, record customer or Representative (pursuant to subsection 8.D) with respect to the parcel identified on the protest. Whether a signature is valid shall be entrusted to the reasonable judgment of the Protest Official, who may review and compare it with signatures on file with the County Elections Official and/or the NCSD. If the signature is questionable, it will be retained for further follow-up with the record owner or customer of record. Should the count be close enough that any retained protest might change it, the Protest Official will mail a notice to the record owner, customer of record or representative requesting they contact the Protest Official within five (5) business days of the date of the mailing to verify their signature.
- F. The protest was altered in a way that raises a fair question as to whether the protest actually expresses the intent of a record owner or a customer of record to protest the charges.
- G. The protest was emailed, faxed, copied or by any other means without an original signature.
- H. The protest was not received by the District Secretary/Clerk before the close of the public hearing on the proposed charges.
- I. A request to withdraw the protest was received prior to the close of the public hearing on the proposed charges.
- J. The Protest Official's decision that a protest is not valid shall constitute a final administrative action of the NCSD.

14. *Majority Protest.*

A majority protest exists if protests are timely submitted and not withdrawn by the record owners, or customers of record with respect to, a majority (50% plus one) of the parcels subject to the proposed charge.

15. ***Tabulation of Protests.***

At the conclusion of the public hearing, the Protest Official shall tabulate all protests received, including those received during the public hearing, and shall report the results of the tabulation to the NCSD Board of Directors.

16. ***Report of Tabulation.***

If at the conclusion of the public hearing the Protest Official determines that he or she will require additional time to tabulate the protests, he or she shall so advise the NCSD Board of Directors, which may continue the meeting to allow the tabulation to be completed on another day or days. If so, the NCSD Board shall declare the time and place of tabulation, which shall be conducted in a place where interested members of the public may observe the tabulation, and the Board shall declare the time at which the meeting shall be resumed to receive and act on the tabulation report of the Protest Official.

17. ***Severability***

If any section, paragraph or phrase within these guidelines are in conflict with the California Constitution, the Proposition 218 Omnibus Implementation Act or other legislation (as now exists or as adopted in the future) then such legislation or Constitutional provisions shall prevail.

RESOLUTION 2009-XXXX

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NIPOMO COMMUNITY SERVICES DISTRICT
ADOPTING GUIDELINES FOR THE SUBMISSION AND TABULATION OF
PROTESTS IN CONNECTION WITH RATE HEARINGS
CONDUCTED PURSUANT TO ARTICLE XIID, SECTION 6,
OF THE CALIFORNIA CONSTITUTION,
AND RELATED NOTICING**

WHEREAS, Proposition 218 was adopted on November 6, 1996 adding Article XIID to the California Constitution; and

WHEREAS, Article XIID Section 6 of the California Constitution imposes certain procedural and substantive requirements related to the adoption of fees and charges for property-related services; and

WHEREAS, the State of California has adopted the Proposition 218 Omnibus Implementation Act, Sections 57750 et seq. of the Government Code; and

WHEREAS, some of the requirements of Proposition 218 and the Omnibus Implementation Act do not offer specific guidance as to how written protest are to be submitted or how the Nipomo Community Services District (District) is to tabulate the protests; and

WHEREAS, Government Code Section 61040(a) states, in relevant part, "a legislative body of five members known as the board of directors shall govern each district. The board of directors shall establish policies for the operation of the district"; and

WHEREAS, Government Code Section 61045(g) states, "the board of directors shall adopt policies for the operation of the district, including, but not limited to, administrative policies, fiscal policies, personnel policies, and the purchasing policies required by this division"; and

WHEREAS, the District Board of Directors believes it to be in the best interest of the community, and pursuant to Government Code Section 61040(a) and 61045(g), to adopt guidelines for the implementation of the provisions of Article XIID Section 6 of the California Constitution and the Proposition 218 Omnibus Implementation Act related to the adoption of fees and charges for property related services;

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

SECTION 1. The Guidelines for the Submission and Tabulation of Protests attached hereto as Exhibit A are incorporated herein by this reference and are hereby adopted and approved.

SECTION 2. If any section, paragraph or phrase within the Guidelines for the Submission and Tabulation of Protests are in conflict with the California Constitution, the Proposition 218 Omnibus Implementation Act or other legislation (as now exists or as adopted in the future) then such legislation or Constitutional provisions shall prevail.

SECTION 3. The above recitals including references to the California Constitution and the Proposition 218 Omnibus Implementation Act, are incorporated herein by this reference and constitute further findings in support of the District's approval of the attached Guidelines for the Submission and Tabulation of Protests.

Upon motion by Director _____, seconded by Director _____, on the following roll call vote, to wit:

AYES:
NOES:
ABSTAIN:

the foregoing resolution is hereby passed and adopted on this _____ day of _____ 2009.

JAMES HARRISON
President of the Board

ATTEST:

APPROVED:

DONNA K. JOHNSON
Secretary to the Board

JON S. SEITZ
District Legal Counsel

TO: BOARD OF DIRECTORS
FROM: BRUCE BUEL
DATE: SEPT. 4, 2009

**AGENDA ITEM
E-7
SEPT. 9, 2009**

RECONSIDERATION OF SPHERE POLICY

ITEM

Discuss request to reconsider position on Sphere of Influence definition for LAFCO Municipal Service Review and consider placing item on subsequent agenda [DETERMINE PROCESS]

BACKGROUND

Your Honorable Board previously established a policy of supporting the existing Sphere of Influence Boundary as the Boundary that LAFCO should retain when it revisits this matter. On August 26, 2009, Director Eby requested a reconsideration of that position.


FISCAL IMPACT - NONE

RECOMMENDATION

Staff recommends that the Board either agree with its previous position or set this matter for subsequent Board consideration.

ATTACHMENTS – NONE

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\2009\LAFCO SPHERE POLICY.DOC

TO: BOARD OF DIRECTORS
FROM: BRUCE BUEL 
DATE: SEPT. 4, 2009

AGENDA ITEM

F

SEPT. 9, 2009

MANAGER'S REPORT

ITEM

Standing report to your Honorable Board --*Period covered by this report August 20, 2009 through September 2, 2009.*

DISTRICT BUSINESS

Administrative

Maria Vista Estates has set a total of ten water meters.

Staff has submitted the letter to Supervisor Achadjian requesting placement of an agenda item on an upcoming Board of Supervisor's agenda regarding the proposed JPA. No date has been set as of yet.

SLO LAFCO staff unanimously activated NCSD's Latent Parks authority at its August 20, 2009 Meeting with appropriate conditions.

Staff has filed a complaint against the two firms that were illegally drawing water out of NCSD's hydrants at Maria Vista Estates. The Sheriff is investigating the theft.

Staff opened proposals for preparation of the 2010 Update to NCSD's Urban Water Management Plan on September 1, 2009. Four firms submitted proposals. Staff will screen these proposals and forward a recommendation to the Board for consideration at the Sept. 30, 2009 Meeting.

The SLO County Planning Commission expects to review the Water Chapter of the Conservation and Open Space Element during their Sept. 24, 2009 meeting.

The NMMA TG has set their presentation of the 2008 NMMA Annual Report at 7pm on Monday September 14, 2009 at the Forum at Nipomo High School.

The Parks Committee has set a forum at 6:30pm on Tuesday September 29th at NCSD to gather feedback from the community regarding design of Miller Park.

The team promoting Sustainable Communities will hold a forum at 6:30pm on Thursday October 8, 2009 at the NCSD Office.

The Chamber will host its annual October Festival at the Community Park on October 10, 2009.

Attached are minutes from this quarter's IWMA Board and Executive Committee Meetings. Also attached is a re-print of the August Drought Update.

Safety Program - No new accidents and/or injuries. For Sundale Fire, See Item C-1.

RECOMMENDATION

Staff seeks direction and input from your Honorable Board.

ATTACHMENTS

- IWMA Minutes
- August CA Drought Update

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\BOARD LETTER 2009\MANAGERS REPORT090909.DOC

Draft

**SAN LUIS OBISPO COUNTY
INTEGRATED WASTE MANAGEMENT AUTHORITY
BOARD MEETING**

MINUTES OF MAY 13, 2009

1. Call to Order/Roll Call

Board Members Present:

Katcho Achadjian, County Supervisor (*arrived after meeting started*)
Ed Arnold, City of Arroyo Grande
Ellen Beraud, City of Atascadero
Carla Borchard, City of Morro Bay (*arrived after meeting started*)
Dave Brooks, Authorized Districts
Ted Ehring, City of Pismo Beach
Bruce Gibson, County Supervisor (*arrived after meeting started*)
John Hamon, City of Paso Robles
Adam Hill, County Supervisor
Jan Marx, City of San Luis Obispo
Frank Mecham, County Supervisor
Robert Mires, City of Grover Beach (*arrived after meeting started*)
Jim Patterson, County Supervisor

Board Members Absent:

None

Staff Members Present:

William A. Worrell, Manager
Carolyn Goodrich, Board Secretary
Ray Biering, IWMA Counsel

2. Public Comments. Bruce Falkenhagen, Corbett Canyon Road resident addressed the Board with concerns about Cold Canyon Landfill's existing operations and proposed expansion. Mr. Falkenhagen was requested to provide a copy of his presentation so it could be distributed to all Board Members.

3. Manager's Report. Bill Worrell provided a municipal programs update, the IWMA had received a stop work notice from the California Department of Conservation due to the State's

revenue, and the education program.

Board Member Marx moved to approve Resolution 09-01 adopting the San Luis Obispo County Integrated Waste Management Authority 2009/2010 Fiscal Year Budget. Seconded by Board Member Brooks and passed on the following roll call vote:

AYES: Achadjian, Arnold, Beraud, Borchard, Brooks, Ehring, Hamon, Hill, Marx, Mecham, Mires, Patterson and Gibson
NOES: None
ABSTAIN: None
ABSENT: None

During the vote Board Member Mecham stated he would like to see more detail in the budget.

8. Plastic Bag Update. Bill updated the Board on efforts by various jurisdictions to ban single use plastic bags, successful legal challenges and the Ocean Protection Council's EIR, which is anticipated to be completed in the next 9 months. Ray Biering, IWMA Counsel, suggested the best option would be to continue monitoring. Discussion included voluntary efforts to ban the use of plastic bags by area merchants.

Motion was made by Board Member Achadjian, seconded by Board Member Hamon, and unanimously passed 13-0 directing staff to continue monitoring, support local merchants who choose to voluntarily stop using plastic bags, and Ray Biering will work with city attorneys on this project.

9. Legislative Update. Motion was made by Board Member Mecham, seconded by Board Member Hamon and unanimously passed authorizing the President to send letters of support for AB 68/87, AB 1173, AB 222, AB 1343 and AB 486 with changes. Ray Biering, IWMA Counsel, noted he would review the bills for preemptive language.

10. Election of Officers. Bill Worrell advised that the Joint Powers Agreement states that the President and Vice President shall be elected at the last meeting preceding July. President Gibson opened the floor to nominations for the election of officers.

It was moved by Board Member Brooks, seconded by Board Member Hill to close the nomination and announce the ballot, and passed 13-0 to elect Board Member Gibson to continue as IWMA President. Motion was made by Board Member Brooks, seconded by Board Member Hill to close the nomination and announce the ballot, and passed 13-0 to elect Board Member Hamon to continue as IWMA Vice President.

11. Cancellation of July 29, 2009 Meeting. Motion was made by Board Member Hamon, seconded by Board Member Patterson and unanimously passed to cancel the July 29, 2009 Board Meeting.

12. Member Comments and Future Agenda Items. Board Member Ehring requested staff

DATE: September 9, 2009 ITEM: 5

Approve Deny

Continue to _____

TO: Integrated Waste Management Authority

FROM: William A. Worrell, Manager

RE: Draft Minutes of the August 26, 2009 Executive Committee Meeting (Receive and File)

RECOMMENDATION

Receive and File

ATTACHMENT: Draft Minutes of the August 26, 2009 Executive Committee Meeting



California's Drought Update

Aug 31, 2009

For more information:

Contact:

Drought Operations Center

Phone:

(888) 5-DROUGHT
(888) 537-6844

E-mail:

drought@water.ca.gov

Drought website:

<http://www.water.ca.gov/drought/>

State of California
Governor
Arnold Schwarzenegger

The Natural Resources Agency
Secretary for Resources
Mike Chrisman

Department of Water Resources
Director
Lester A. Snow

Introduction

This Drought Bulletin provides a monthly update to California's water conditions. New or additional information is provided this month on hydrologic conditions, the potential impact of developing El Niño conditions in the Pacific Ocean, local drought impacts including groundwater conditions, impacts by hydrologic region, the status of drought emergencies declared by counties, Save Our Water conservation outreach activities, and planning for a dry 2010.

Information in this report is based on hydrologic data compiled through either the end of July, or through late August, depending on availability. Additional drought information can be found on the drought website, <http://www.water.ca.gov/drought/>.

Hydrologic and Water Supply Conditions

Precipitation

Water Year 2009 is the third consecutive dry year for the state. Water Year 2007-08 resulted in 63 percent of average annual precipitation across the state, and Water Year 2008-09 resulted in 72 percent of average annual precipitation. By the end of July, 2009, statewide precipitation stood at 78 percent of average for this water year. End of August and end of Water Year 2008-09 figures are not yet available. Table 1 gives the average monthly contribution to statewide precipitation as well as the current season's measurements through July 31, 2009. As Table 1 shows, this water year has had below normal precipitation thus far, with an exceptionally dry January.

What's New

A developing El Niño is making news this month, with warm conditions occurring over the tropical Pacific Ocean. Public awareness about this climate signal is relatively high, due to the strong coastal storms that have occurred during El Niño episodes. El Niño is forecast to persist and strengthen heading into the winter. This month's report shows they are not always associated with heavy snowpack or increased statewide water supply. See pages 4-7 for more on the latest El Niño conditions.

Month	Average Precipitation Statewide (inches)	Water Year 2008-09 Observed Precipitation	% of Average (by month)
October	1.22	0.73	60%
November	2.80	2.49	89%
December	3.91	3.05	78%
January	4.35	1.25	29%
February	3.66	5.03	137%
March	3.12	2.16	69%
April	1.64	0.50	30%
May	0.89	1.49	164%
June	0.35	0.58	166%
July	0.18	0.03	16%
August	0.28	N/A	N/A
September	0.48	N/A	N/A
Total to Date (July 31, 2009)	22.12	17.31	78% to date

Table 1. Average statewide precipitation by month, with current Water Year precipitation through July 31, 2009. Data from California Climate Tracker (Western Region Climate Center) based on National Weather Service Cooperative Observer data.

Reservoir Storage

Statewide reservoir storage at the end of July, 2009 was 80% of average for the date, with individual key reservoirs much lower. Figure 1 shows the condition of the state's larger reservoirs as of August 24, 2009.

CURRENT RESERVOIR CONDITIONS

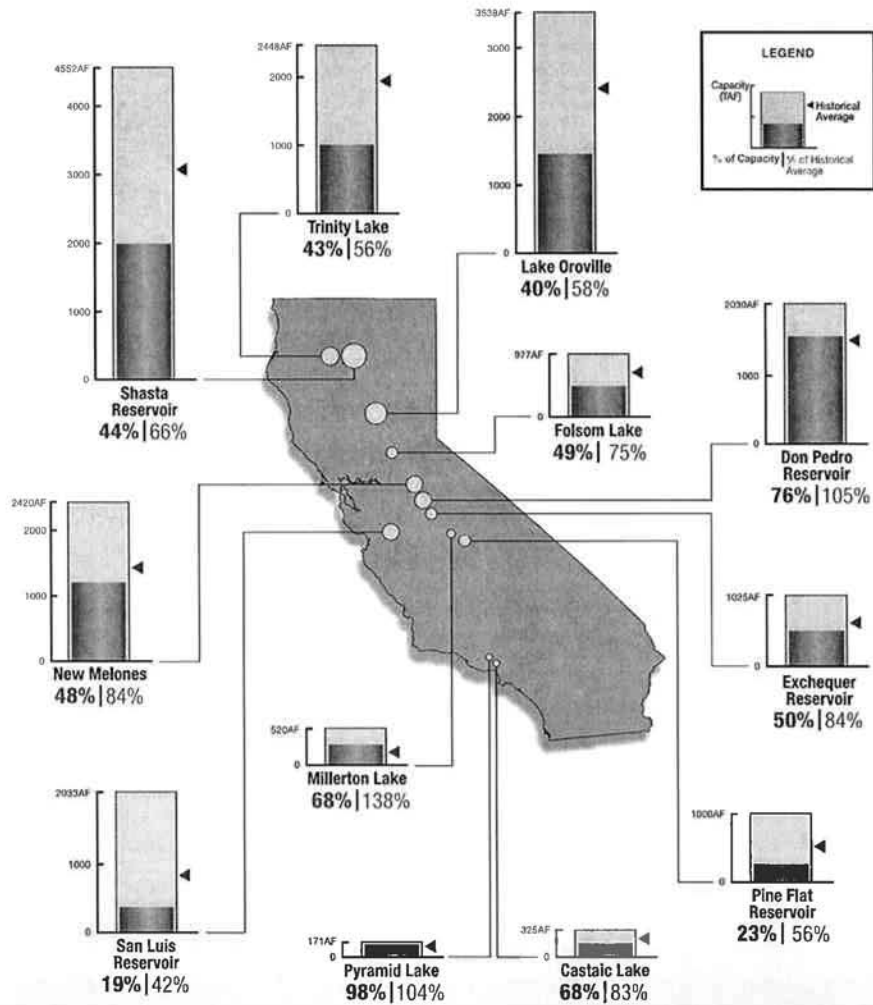


Figure 1. Selected reservoir storage for Aug 24, 2009 (Midnight).

End of Water Year Key Reservoir Storage

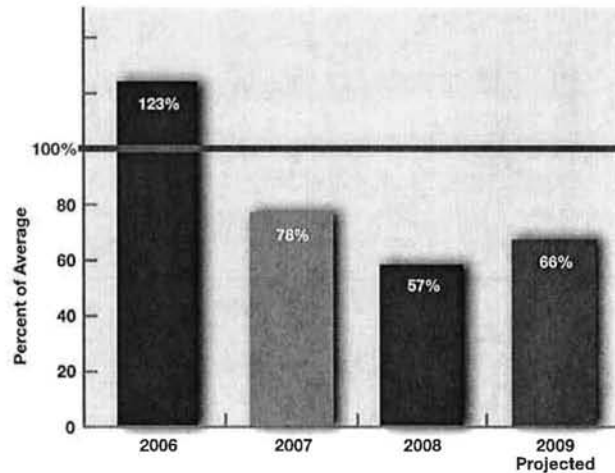


Figure 2. Percent of average storage for the state's key reservoirs at the end of the water year, from 2006 - 2009 (projected). (Trinity, Shasta, Oroville, Folsom, Don Pedro, New Melones, and San Luis)

Figure 2 shows storage for key reservoirs for the end of the last four water years, including a projection for 2009. The three-year drought, from 2006 to the present, is evident in the well-below normal storage readings. The state will enter the 2009-2010 Water Year with its key supply reservoirs at only 66% of average.

El Niño

Overview

El Niño is a warming of sea surface temperatures over the eastern equatorial Pacific Ocean. Depending on the duration and strength of El Niño conditions, weather patterns can be modified across portions of the Northern Hemisphere. As of August 15, 2009, NOAA's Climate Prediction Center (CPC) indicates that warm conditions are in place, and that El Niño is present across the equatorial Pacific Ocean. Current observations and dynamical model forecasts indicate El Niño is expected to strengthen and last through Northern Hemisphere winter 2009. By early winter, the determination will be made as to whether warm anomalies have lasted long enough to be classified as an official El Niño episode (see CPC link below).

Global Average Sea Surface Temperature Anomalies
 July 19, 2009 – August 15, 2009
 Degrees Celsius

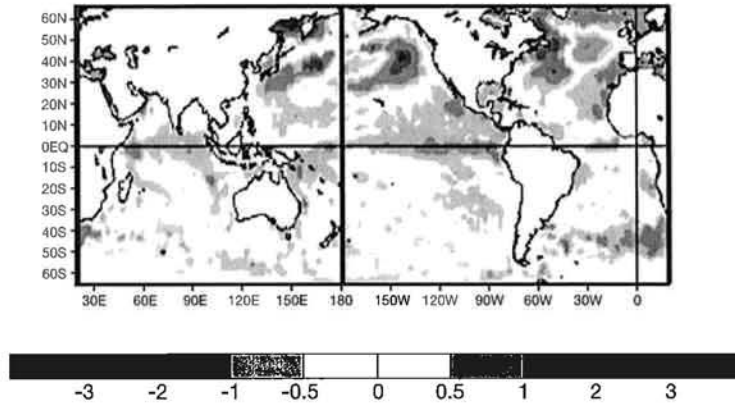


Figure 3. Sea surface temperatures (SST) remain +0.5 to +1.5 °C above-average across much of the equatorial Pacific Ocean. The warmer than average region stretching west from South America along the equator is the signature of El Niño. (Data courtesy National Oceanic and Atmospheric Administration)

Figure 3 shows warm temperature anomalies in red, across the eastern equatorial Pacific. Figure 4 shows a time series of the warm anomalies, as the Pacific sea surface temperatures shifted from cooler to warmer than normal conditions over the past year.

Equatorial Upper-Ocean Temperature Anomalies
for the Eastern Pacific Ocean
 (Degrees Celsius)

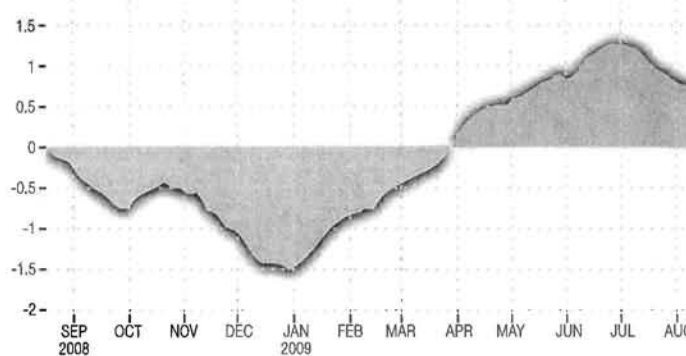


Figure 4. Sea surface ocean temperatures over the eastern half of the Pacific Ocean have had positive (warm) anomalies since April, 2009. The preceding winter had negative (cool) temperature anomalies. (Data courtesy National Oceanic and Atmospheric Administration)

Possibilities / Climatology

For California, El Niño is not an exact predictor for winter precipitation. El Niño episodes are not all alike, varying in strength, duration, and timing. El Niño events have produced wet water years for the state, but have also been in place during dry years.

Table 2 lists the strongest recent El Niño episodes as ranked by the Climate Prediction Center (CPC). A full description of El Niño intensity, methodology, and determination can be found on the National Center for Environmental Prediction website:

<http://www.cpc.ncep.noaa.gov/products/precip/CWlink/MJO/enso.shtml#discussion>

El Niño Water Year	8 Station Percent of Average Precipitation	April 1 Percent of Average Snowpack	Water Year Percent of Average Statewide Runoff	Los Angeles Percent of Average Precipitation*
1957-58	141	171	162	140
1965-66	72	83	77	135
1972-73	103	148	103	141
1982-83	177	227	207	207
1986-87	57	59	52	51
1987-88	69	29	52	83
1991-92	72	60	47	139
1997-98	164	158	169	205

Table 2. Strong El Niño episode water years, percent of normal precipitation over the Northern Sierra 8 Stations (Mt. Shasta City, Shasta Dam, Mineral, Brush Creek, Quincy, Sierraville, Pacific House, and Blue Canyon), percent of normal April 1 snowpack, percent of normal statewide runoff, and precipitation for Los Angeles. *Note: Downtown Los Angeles precipitation year runs from July 1 to June 30 of the following year. The rest of the figures refer to water years which run from October 1 to Sept. 30 of the following year. (Los Angeles data courtesy National Oceanic and Atmospheric Administration)

In order to assess the impact of strong El Niño episodes on California’s water supply, Table 2 provides four hydrologic variables. The Northern Sierra 8-Station Index is a measure of water year precipitation for large state reservoir projects. The eight strong El Niño seasons since 1957 have produced a variety of precipitation impacts in that region: three above-average, one near-average, and four below-average years. April 1 snowpack for the Sierra-Nevada Mountains during the eight strong El Niño seasons had four well-above average years, and four below-average years, with one water year especially low, 1987-88. Statewide Water Year Runoff during these events was also mixed, with three above-average seasons, one near-average, and four below-average seasons. Downtown Los Angeles is one general measurement for Southern California annual rainfall. While strong El Niño years produce greater than average precipitation, with two seasons at double the average, not all are wet. Based on these four key variables, El Niño on its own is not a sufficient predictor of the upcoming winter in California; El Niños result in a wide range of wet and dry (above- or below- average) hydrologic impacts.

The timing and strength of the El Niño as well as wind patterns of individual storms determine which parts of the state may receive enhanced precipitation. Strong El Niños do not always correlate with high snowpack and runoff years, but may lead to coastal flooding, especially in Southern California. The public has been made aware of El Niño primarily through news reports of coastal wind, waves, and mudslides (see Figure 5). Stormy coastal weather, though, is not necessarily an indicator of improved statewide water supply.



Figure 5. A huge wave breaks over the seawall at the Golden Gate Bridge and crashes onto a parked car on February 1, 1998. Throughout the following week, high winds and heavy rains combined with abnormally high tides to wreak havoc in the San Francisco Bay region. U.S. Geological Survey scientists have shown that these extreme conditions were the direct result of the 1997–98 El Niño atmospheric phenomenon. (Photo copyright San Francisco Chronicle.)

Looking ahead

This winter's rainfall and snowpack remains uncertain this far in advance, in spite of the continuing development of El Niño. Much depends on how strong the El Niño becomes, how long it lasts, and where heavy precipitation occurs, if it does take place. By early winter, climatologists will have a better idea of the impact of this tropical ocean phenomenon on California's water supply.

State Water Project and Central Valley Project Allocations

South-of-Delta water allocations for the State Water Project (SWP) and Central Valley Project (CVP) continue to remain low. As reported in the previous month's drought bulletin, SWP and CVP allocations remain as shown in Table 3.

Year	Type	CVP Allocation*	SWP Allocation
2006	Wet	100% ag/75% M&I	100%
2007	Dry	50% ag/75% M&I	60%
2008	Critical	40% ag/75% M&I	35%
2009	Dry	10% ag/60% M&I	40%

Ag: Agricultural
M&I: Municipal and Industrial
*South of Delta

Table 3. State Water Project and Central Valley Project Allocations

Groundwater Basin Conditions

Figure 6, presented in the previous month's drought bulletin, shows a comparison of Spring 2009 groundwater levels in the Central Valley with historical drought levels for selected wells. It has been revised as of August 20, 2009.

Additional groundwater conditions in selected areas outside the Central Valley can be found at the following link on drought workshop presentations on DWR's drought website, <http://www.water.ca.gov/drought/assist/presentations-2009.cfm>.

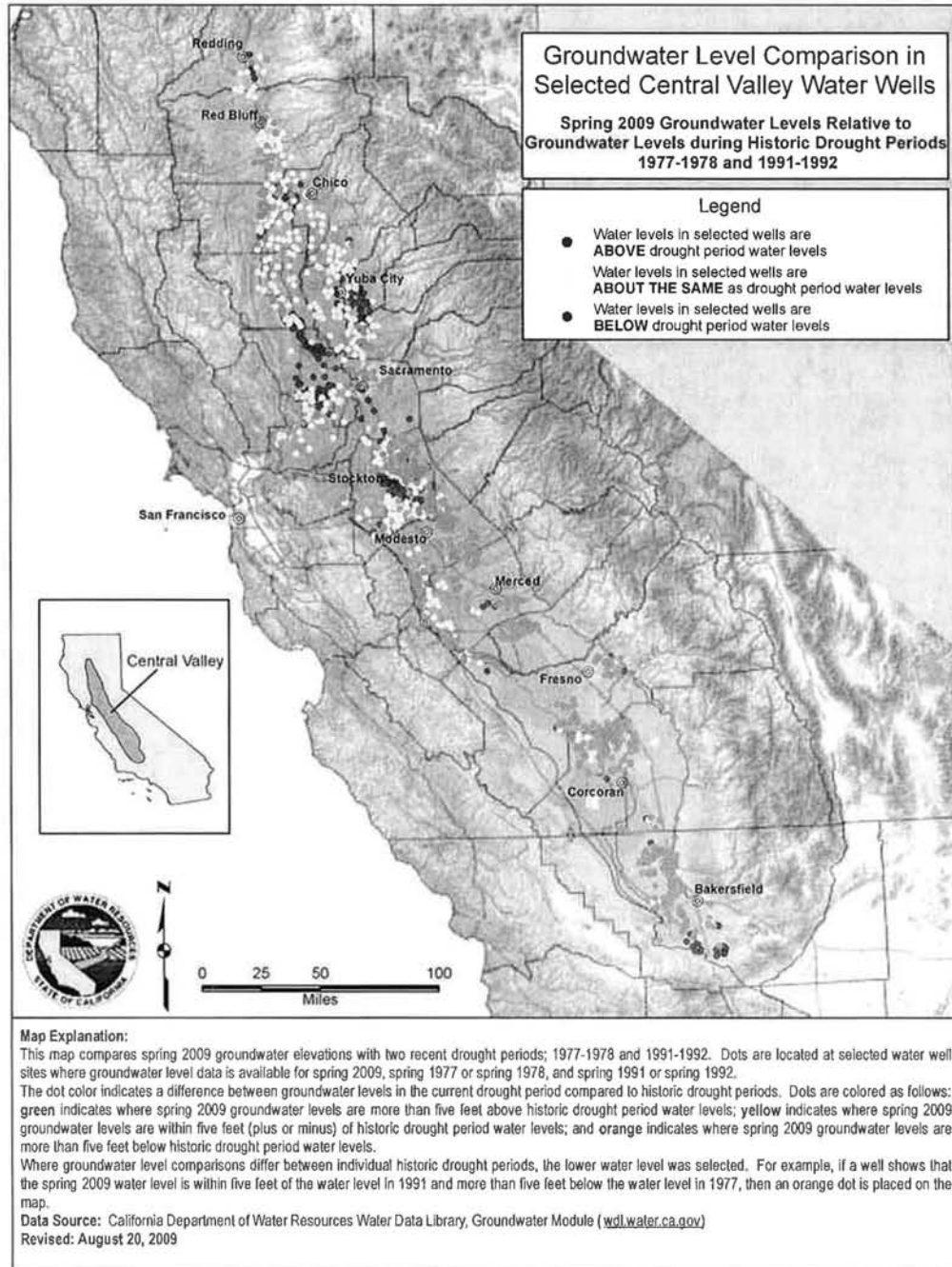


Figure 6. Groundwater Level Comparison in Selected Central Valley Water Wells

Local Impacts and Responses to the Drought

In May 2009, University of California at Davis researchers, using land use data and regional water supply and project delivery forecasts provided by DWR, predicted that anticipated reductions in 2009 SWP and CVP water deliveries would result in lost agricultural gross revenue in the Central Valley of between \$627 million and \$710 million. Impacts from farm losses spread and multiply throughout the Valley's economy, resulting in a forecasted overall loss of gross direct plus indirect income of between \$848 million and \$959 million in 2009. The surface water supply cuts were forecasted to lead to the loss of between 31,000 and 35,000 direct and indirect agricultural full time-equivalent jobs in the Valley. Also, groundwater pumping costs were forecasted to increase between \$148 million and \$154 million as farmers substitute groundwater for lost surface water supplies. UC Davis researchers are now revising their forecasts of 2009 water shortage impacts, and DWR economists are surveying agricultural drought impacts around the state. Results from this new research should be available in time for the September Drought Update.

North Coast Hydrologic Region---Sonoma County Water Agency (SCWA) submitted a petition to the State Water Resources Control Board (SWRCB) on April 6, 2009 to reduce the required in-stream flows in the Russian River below Lake Mendocino. The petition included a projection showing the potential dewatering of Lake Mendocino this September. The SWRCB approved the petition, held a workshop to receive comments, and issued an amended order on May 28, 2009. The order includes conditions requiring a 25 percent reduction in SCWA summer diversions, restrictions on commercial turf irrigation, a plan for Russian River water users to reach water conservation goals of 50% in Mendocino County and 25% in Sonoma County, and increased monitoring.

Storage in Lake Mendocino is currently about 53,000 acre-feet, about the same as it was last year at this time. Reduced releases from Lake Mendocino, the late spring rains, and successful conservation have improved the outlook. The lake level this fall is projected to be higher than the elevation of Redwood Valley County Water District's (RVCWD) intake, but should dry conditions persist into next winter, they could need to take emergency action to supply water to their service area. To conserve water, the RVCWD shut off all agricultural deliveries on May 15, 2009, the Mendocino County Russian River Flood Control and Water Conservation Improvement District reduced their allocation to all contractors to 50 percent, and other area agencies have taken similar measures. The City of Ukiah has expedited the construction of two new wells this summer due to concerns about the reliability of their existing water supply sources. The county has received calls from individual well owners in the coastal area of Mendocino County who are experiencing difficulties with groundwater reliability.

North Lahontan Hydrologic Region---As reported in last month's drought bulletin, the Truckee River Watermaster projects that Lake Tahoe's water level will drop to near its natural rim (elevation 6223 feet) by this December. The water surface elevation was 6223.76 as of August 24, 2009. The last time it dropped below its natural rim was in the fall of 2004. When the lake level drops below the natural rim no significant releases can be made to the reach of the Truckee River immediately downstream of Lake Tahoe.

Sacramento River Hydrologic Region---Groundwater levels measured in the northern Sacramento Valley at the beginning of August 2009 are about two feet lower on average than during the same period in 2008. Irrigation wells and observation wells show a larger decrease in ground water levels than domestic or other well uses. In general, mid summer groundwater levels in the northern Sacramento Valley are at their lowest levels during the year due to groundwater pumping for agriculture and many groundwater levels are near or at record lows due to the current drought conditions. Comparing the August 2009 data (“dry-year”) with the August 2006 (“wet-year”) data shows ground water levels are about 8 feet lower on average for all well-use types and depths. Irrigation and observation wells are down about 8 to 9 feet. Domestic and other well-uses are down 6.1 feet and 6.9 feet, respectively from summer 2006 to summer 2009. Water levels indicate that the largest impacts are in wells greater than 500 feet deep (approximately 8 to 12 feet lower) and that lesser impacts occurred in shallow domestic wells (approximately 6 feet lower) from 2006 to 2009.

The Yolo County Flood Control and Water Conservation District delivered about 10 percent of normal supplies during a very short irrigation season this year because of extremely low reservoir storage. Combined storage in Clear Lake and Indian Valley Reservoir is currently about 15 percent of capacity, and will approach a historic low this fall, leaving no carryover storage for next year. Due to the shortened irrigation season, there has been a significant decrease in irrigated acreage this summer, and increased reliance on groundwater pumping.

Five water districts in Lake County have urgency ordinances or other drought related measures in effect, and the county board of supervisors approved a phased drought management plan.

As reported in the July drought bulletin, Sacramento’s Regional Water Authority reports improvement in the drought status for some area agencies due to increased allocation from the USBR, but conditions vary. El Dorado Irrigation District and Placer County Water Agency are implementing normal ongoing conservation. The Sacramento Suburban Water District and Orangevale Water Company remain at stage 3 status and have imposed a 20% reduction in deliveries.

Bay Area Hydrologic Region---As reported in the July drought bulletin, several agencies (retail and wholesale) are continuing mandatory conservation, with most of the remaining agencies requesting voluntary conservation. Mandatory conservation ranges from 15% for the Santa Clara Valley Water District to 25% for the North Marin Water District. With late spring rains, increased allocations for South Bay Aqueduct contractors, increased reliance on groundwater pumping, and effective conservation, the need for increased conservation and mandatory measures has subsided. In Napa County, the low allocation from the State Water Project was offset by deliveries from the Drought Water Bank. Groundwater levels are dropping, with some reports of failing wells.

San Joaquin River Hydrologic Region---As mentioned in the previous month’s report, many of the county water districts are experiencing water level declines earlier in the year compared to previous years. Other areas in the basin are reported to be stable.

Tulare Lake Hydrologic Region---Groundwater levels are continuing to decline in the Kings Groundwater Basin. The Upper Kings Basin Water Forum, an Integrated Regional Water Management group, is considering a subsidence monitoring project for the area.

Central Coast Region--- In the Central Coast Hydrologic Region, the local water management district reported diminishing numbers of steelhead trout in the Carmel River. The decline of fish population may be a direct effect of the drought because reduced precipitation and lower flows in the Carmel River. Lower flows could also decrease water quality and occurrence of habitat.

South Coast, South Lahontan, and Colorado River Hydrologic Regions--- A survey in April, 2009 of water agencies in the South Coast, South Lahontan, and Colorado River Hydrologic Regions revealed that 17 agencies anticipated a water shortage for the year. In July, 12 of the agencies were surveyed again and nine indicated that they no longer expected a water shortage. Each of these agencies attributes this change in status to the cutbacks made by customers. Conservation through increased rates, tiered rate structures, and drought ordinances were key strategies to accomplishing these cutbacks.

According to the Water Replenishment District of Southern California, Los Angeles County groundwater levels in both the Central Basin's Montebello Forebay and in the West Coast Basin are falling. In the Montebello Forebay, levels are down 40 feet in the past 4 years due to lack of stormwater and disruption of Metropolitan Water District seasonal storage water. Levels in the West Basin are also down due to increase groundwater pumping.

Water Conservation Actions by Local Water Agencies

As of August 25, 2009, there are 65 local water agencies in California that have mandated water conservation and 56 water agencies urging voluntary conservation measures. A current update of the number of agencies mandating conservation and urging voluntary conservation measures can be found at the Association of California Water Agencies (ACWA) website, <http://www.acwa.com/issues/cadrought/map.asp>.

Fresno County Drought Emergency Proclamation

The Governor's Office has appealed the July 24, 2009 decision by the Federal Emergency Management Agency (FEMA) to reject a request by the Governor to declare Fresno County a federal disaster area due to severe drought conditions. Federal assistance would provide food commodities, unemployment assistance, and other assistance. The appeal attempts to demonstrate that local, county, and state resources have been exhausted and federal help is needed.

In Mendota, Huron, San Joaquin, Firebaugh, and Selma food assistance is being provided twice each month through the end of October 2009. At a recent food distribution in Mendota, Fresno County reported that almost 500 people showed up, representing about 2700 family members. Each family is given about 40 pounds of food per person in the household, enough to meet their basic needs for two weeks. Additional volunteers have been requested as the need to provide assistance at giveaways has been projected to increase.

The California Emergency Management Agency (CalEMA) has completed a collaborative 56-page drought concept of operations report to address the preparedness, response, and recovery actions required for current and emerging drought conditions. The report includes preparedness measures by CalEMA, Employment Development Department, DWR, Department of Food and Agriculture (CDFA), Department of Community Services Development, Department of Social Services, and Department of Public Health. The report also includes assistance information, response activities, and recovery efforts and is available on the drought website, under Emergency Assistance at <http://www.water.ca.gov/drought/assist/>.

Mendocino County Drought Emergency Declaration

As reported last month, the Mendocino County Board of Supervisors passed a resolution on March 14, 2009 declaring a local emergency due to drought conditions. A new resolution on April 7, 2009 amended and extended the original resolution and requested technical and financial assistance, equipment, and regulatory relief from the State to mitigate drought impacts. The resolution also requested a federal declaration of emergency and federal assistance. The county supervisors and water agency managers from the Ukiah area met with DWR, CalEMA, and other state agency executives on April 8, 2009 to request assistance with water shortages expected later this year. The supervisors passed an urgency ordinance on July 14, 2009 to establish the necessary rules and regulations on matters related to the local drought emergency, in support of the State Water Resources Control Board's 50 percent water conservation goal for the Mendocino County portion of the Russian River drainage. Mendocino County continues to work on a scaled-down version of a drought action plan to submit to CalEMA, focusing on Redwood Valley County Water District.

Humboldt County Drought Emergency Declaration

Static water levels continue to decline in the South Fork Eel River at the Redway Community Services District (RCSD) diversion structure. In order to meet current demands from their public water supply system, the RCSD has enacted mandatory water conservation and is working with the Department of Public Health for funding improvements to their system. Work is continuing on the design of the improvement work and on obtaining the necessary environmental permits.

Kings County Drought Emergency Declaration

On June 19, 2007, the Kings County Board of Supervisors adopted Resolution No. 07-048 declaring a local emergency on the basis of drought conditions. The Resolution was renewed thereafter bi-weekly; the latest of which was adopted on 11 August 2009 (No. 07-048.57). The Resolution notes the lowering of water tables in irrigation wells throughout the region and states that for the 2009 growing season in Kings County, the County Agricultural Commissioner's office has predicted a loss of more than \$58 million due to drought conditions. The Resolution authorizes the County Emergency Services Officer to consult and cooperate with Federal and State Officials about mitigating the

conditions caused by the drought. The Resolution provides a means to assist rural school districts and community service districts that are not on a rural water system.

Water Conservation Awareness Campaign

DWR and the ACWA continue to expand outreach and promotional activities for the Save Our Water statewide water conservation program.

DWR's State Fair exhibit this year highlights the Save Our Water program, featuring several interactive games for kids and historical exhibits to educate Californians that saving water indoors and outdoors is easy and not a major lifestyle change. Since it launched on April 21, 2009 the program has produced several consumer materials, such as bumper stickers, water-proof decals, brochures and fact sheets, all available on the Save Our Water website. In mid-August the Save Our water website added Spanish-language content that includes an overview of the state's current water shortages and the need to conserve. Tips for conservation inside and outside the home are also included. To visit the Spanish-language portion of the site, find the "Español" link on the homepage at www.saveourH2O.org. Some of the "Save Our Water" downloadable material is also available in Spanish.

The Save Our Water program is designed to educate Californians on the state's water challenges and encourage them to reduce the amount of water they use every day. The statewide program offers consumer-oriented information and tools for understanding of the long-term issues facing the state's water system and practical tips for reducing water use indoors and outside.

Planning for a Dry 2010

DWR has taken immediate action to prepare for the possibility California's drought continuing into 2010 and beyond. In June, July, and August, DWR conducted drought assistance workshops in San Diego, Ukiah, Santa Rosa, and Bakersfield to help urban water suppliers address continuing dry conditions.

This month's Water Plan Advisory Committee meeting included presentations and discussion on actions being planned for a dry 2010 and a 5-year drought contingency plan. The final drought contingency plan will be incorporated into the California Water Plan update and finalized by February 2010. DWR and CDFA are sharing information on drought response actions with New South Wales and Victoria, two states in Australia which are undergoing severe drought conditions.

On August 12, U.S. Deputy Secretary of the Interior David J. Hayes and the Director of California Department of Water Resources Lester Snow held a California Water Issues Forum in Sacramento to discuss California's water challenges and Delta related issues. The forum included a presentation of current dry conditions and planning for a possible dry 2010. A webcast video and slides of all the presentations can be found on the DWR website, <http://www.water.ca.gov/news/>.

Other drought response actions being planned are increased water conservation, a 2010 drought water bank, a long-term water transfer program, improvements to the California Irrigation Management Information System, and meeting with CalEMA and other state and local agencies to coordinate emergency response activities. For more information on Planning for a Dry 2010, see our DWR link on Drought Planning and Preparedness at <http://water.ca.gov/drought/planning.cfm>.

Summary

This Water Year will be the third dry year in a row for California. Runoff and reservoir storage entering Water Year 2009-2010 will be below average, with key reservoirs significantly lower than average. Emergency declarations are in place in four counties currently experiencing economic or supply difficulties. Drought conditions remain severe at this time, and the developing El Niño over the Pacific Ocean may not improve statewide water supply next year.

A Drought Contingency Plan is being prepared concurrently with the California Water Plan Update 2009. The Drought Contingency Plan will focus on methods to evaluate drought severity, identify impacts from droughts, and suggest measures to reduce the economic, environmental, and social risks and consequences of drought events. A draft of the Drought Contingency Plan is scheduled for presentation at the California Water Plan Plenary Meeting, Oct. 14-15, 2009. A final Drought Contingency Plan is scheduled to be released with the California Water Plan Update 2009 at the end of February, 2010.

TO: BOARD OF DIRECTORS
FROM: BRUCE BUEL *BBB*
DATE: SEPT. 4, 2009

**AGENDA ITEM
G
SEPT. 9, 2009**

COMMITTEE REPORTS

ITEM

Review Committee Matters.

BACKGROUND

The Infrastructure Committee met at 2pm on Monday August 24, 2009. Attached is a copy of the minutes.

The Parks Committee has called a neighborhood meeting at 6:30pm on Tuesday Sept 29th at the NCSD Office to discuss the design of Miller Park.

RECOMMENDATION

It is recommended that your Honorable Board discuss the meetings as appropriate.

ATTACHMENT

- 8/24/09 INFRASTRUCTURE COMMITTEE MEETING MINUTES

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\BOARD LETTER 2007\COMMITTEE REPORTS 090909.DOC

NIPOMO COMMUNITY SERVICES DISTRICT

MONDAY, AUGUST 24, 2009

2:00 P. M.

SPECIAL MEETING MINUTES INFRASTRUCTURE COMMITTEE

COMMITTEE MEMBERS

ED EBY, CHAIR
MICHAEL WINN, MEMBER

PRINCIPAL STAFF

BRUCE BUEL, GENERAL MANAGER
LISA BOGNUDA, ASSIST. GENERAL MANAGER
DONNA JOHNSON, BOARD SECRETARY
JON SEITZ, GENERAL COUNSEL
PETER SEVCIK, DISTRICT ENGINEER

MEETING LOCATION

District Board Room
148 S. Wilson Street
Nipomo, California

1. CALL TO ORDER, ROLL CALL AND FLAG SALUTE

Chairperson Eby called the meeting to order at 2:00 p.m. and led the flag salute. Committee members Winn and Eby were both present. Also present were General Manager Bruce Buel, District Engineer Peter Sevcik, District Superintendent Tina Grietens, and AECOM/Boyle representatives Mike Nunley, Eileen Shields and Josh Reynolds. There was one member of the public was present.

2. REVIEW STATUS OF WATERLINE INTERTIE PROJECT

General Manager Bruce Buel summarized progress in advancing the Waterline Intertie Project and Mike Nunley reviewed the project status. Committee discussion followed on the status of the JPA and negotiations with the City of Santa Maria. Ed Eby expressed his frustration with the lack of responsiveness from County Staff regarding the JPA. The Committee then discussed the process for formation of the assessment district and the design of the pipeline down Blosser. There was no public comment.

3. REVIEW ASSESSMENT RESEARCH

Bruce Buel summarized the Wallace Group report published in the packet. Committee discussion followed on concerns expressed by the Woodlands over inclusion of the fixed portion of the City's Annual Cost to the assessment. Mike Winn indicated that the assessment might be premature unless NCS D could get firm commitments from the other purveyors that they would reduce their pumping corresponding to the volume of supplemental water received. Mike Winn also requested that the precise boundaries of the service areas being served by RWC and GSWC be reviewed with the PUC. Mike Winn asked about the maximum size for secondary units. There was no public comment.

NIPOMO COMMUNITY SERVICES DISTRICT
MONDAY, AUGUST 24, 2009
SPECIAL MEETING MINUTES
SUPPLEMENTAL WATER PROJECT
DESIGN & CONSTRUCTION COMMITTEE

- 2 -

4. DISCUSS TUCKFIELD COMPARISON OF ASSESSMENT VS. COP

Bruce Buel summarized the handouts published in the packet. Committee discussion followed on the savings to the customers by using the assessment methodology. Michael Nunley expressed his hope that all property owners would be given an adequate explanation of the proposal. There was no public comment.

5. REVIEW STATUS OF SOUTHLAND WWTF UPGRADE PROJECT

Bruce Buel and Michael Nunley provided oral updates on the project. Committee discussion followed on the ECOSTAR technology. There was no public comment.

6. DISCUSS ACCESS TO PASQUINI PROPERTY

Peter Sevcik explained the proposal and requested feedback from the Committee. Committee discussion followed regarding cost, goals and timeline. There was no public comment.

7. SET NEXT COMMITTEE MEETING

The Committee agreed to have another meeting on Monday, September 28, 2009, at 2:00 p.m. There was no public comment.

8. ADJOURN

The meeting was adjourned at 3:27 p.m.

T:\BOARD MATTERS\BOARD MEETINGS\MINUTES\MINUTES 2009\SWP COMMITTEE\090826\Infrastructure.DOC