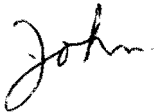


# NIPOMO COMMUNITY SERVICES DISTRICT AGENDA



SPECIAL BOARD MEETING JANUARY 29, 1997 7:00 P.M.  
BOARD ROOM 261 W. DANA STREET, SUITE 100 NIPOMO, CA

## **BOARD MEMBERS**

KATHLEEN FAIRBANKS, **PRESIDENT**  
ALEX MENDOZA, **VICE PRESIDENT**  
AL SIMON, **DIRECTOR**  
ROBERT BLAIR, **DIRECTOR**  
GENE KAYE, **DIRECTOR**

## **STAFF**

DOUGLAS JONES, **General Manager**  
DONNA JOHNSON, **Secretary to the Board**  
JON SEITZ, **General Counsel**

## **CALL TO ORDER AND FLAG SALUTE**

## **ROLL CALL**

## **APPROVAL OF MINUTES**

1. REGULAR MEETING OF JAN. 8, 1997

## **PUBLIC COMMENTS PERIOD**

2. PUBLIC COMMENTS  
Public comments on matters other than scheduled items. Presentations limited to three (3) minutes

## **BOARD ADMINISTRATION (The following may be discussed and acted on by the Board.)**

3. INVESTMENT POLICY  
Review the District's 1996 Annual Investment Report

## **FINANCIAL REPORT**

4. Approval of Warrants

## **OTHER BUSINESS**

5. MANAGER'S REPORT
  1. Small Claims Court
  2. New employee
6. DIRECTORS COMMENTS
7. PUBLIC COMMENTS

## **CLOSED SESSION - CONFERENCE WITH LEGAL COUNSEL**

1. Existing Litigation, Pratt vs. NCSO Case No. CV 79715 GC§54956

\*GC§ refers to Government Code Sections

## **ADJOURN**

# NIPOMO COMMUNITY SERVICES DISTRICT

## MINUTES

REGULAR BOARD MEETING JANUARY 8, 1997 7:00 P.M.  
BOARD ROOM 261 W. DANA STREET, SUITE 100 NIPOMO, CA

### **BOARD MEMBERS**

KATHLEEN FAIRBANKS, **PRESIDENT**  
ALEX MENDOZA, **VICE PRESIDENT**  
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### **STAFF**

DOUGLAS JONES, **General Manager**  
DONNA JOHNSON, **Secretary to the Board**  
JON SEITZ, **General Counsel**

### **CALL TO ORDER AND FLAG SALUTE**

President Fairbanks called the Regular Meeting of January 8, 1997 at 7:09 p.m. and led the flag salute.

### **ROLL CALL**

At Roll Call the following Board members were present:

Directors Kay, Blair, Simon, Mendoza and Fairbanks

### **APPROVAL OF MINUTES**

1. REGULAR MEETING OF DEC. 4, 1996  
SPECIAL MEETING OF DEC. 11, 1996

Upon motion of Director Simon and seconded by Director Blair, the Board approved the Minutes of the December 4, 1996 Regular Meeting and the Special Meeting of December 11, 1996.

### **PUBLIC COMMENTS PERIOD**

2. PUBLIC COMMENTS  
Public comments on matters other than scheduled items. Presentations limited to three (3) minutes

President Fairbanks opened the meeting to Public Comments.

No one commented.

### **BOARD ADMINISTRATION** (The following may be discussed and acted on by the Board.)

3. PARCEL MAP CO 90-208 (PRUITT) REQUEST FOR SERVICE  
A request for an Intent-to-Serve letter for a mini-storage development between Inga Rd. & Camino Caballo off North Frontage Rd.

Upon motion of Director Blair and seconded by Director Simon, the Board unanimously approved an Intent-to-Serve for Parcel Map CO 90-208 with conditions as outlined in the Board letter and add an additional condition for owners to agree to hook up to sewer when available as discussed by the Board.

4. DISTRICT INVESTMENT POLICY  
Adoption of the District's annual investment policy as required by Gov. Code § 53646

Upon motion of Director Blair and seconded by Director Kaye, the Board unanimously approved the District's annual investment policy as Resolution 97-606.

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 97-606**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT  
ADOPTING THE 1997 DISTRICT INVESTMENT POLICY**

MINUTES  
JANUARY 8, 1997  
PAGE TWO

5. CONSIDERATION TO CANCEL THE REGULAR BOARD OF DIRECTORS MEETING OF JANUARY 15, 1997  
Possibly hold a meeting on January 22, 1997

Upon motion of Director Kaye and seconded by Director Blair, the Board unanimously decided to cancel the regular January 15, 1997 meeting. The next regularly scheduled meeting will be February 5, 1997.

**FINANCIAL REPORT**

6. APPROVAL OF WARRANTS  
Upon motion of Director Simon and seconded by Director Kaye, the Board approved Warrants presented at the January 8, 1997 meeting.

**OTHER BUSINESS**

7. MANAGER'S REPORT

Manager Doug Jones presented information on the following:

1. Managing Calif. Liquid Gold Seminar  
January 31, 1997
2. ASCE Certificate of Recognition - Standpipe  
December 19, 1996
3. AWWA Cal-NeV Spring Conference  
April 9-11, 1997
4. Water Industry Survey
5. Foundation for Community Design
6. SLO Planning Commission Approval of Cypress Ridge Development  
December 16, 1996
7. New computer needed for the SCADA system
8. Revolving Fund Loan Status
9. New pump needed for sewer plant monitoring well cost about \$1,000 .
10. Interviews set up for new employee
11. SMVWD to study basin

8. DIRECTORS COMMENTS

Director Blair commented on the Santa Maria City Council Meeting concerning the Woodland Project buying water from the City of Santa Maria.

Director Kaye commented on the Cypress Project.

9. PUBLIC COMMENTS

John Snyder described some of the discussion at the Santa Maria City Council Meeting that was held the previous evening.

MINUTES  
JANUARY 8, 1997  
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Legal Counsel, Jon Seitz explained the need to go into Closed Session.

**CLOSED SESSION - CONFERENCE WITH LEGAL COUNSEL**

1. Existing litigation GC§ 54956.9  
NCSD vs. Shell Oil, et. al. Case No. CV 077387
2. Existing Litigation, Pratt vs. NCSD Case No. CV 79715 GC§54956
3. Anticipated Litigation, One Case GC§ 54956.9 (c)

\*GC§ refers to Government Code Sections

The Board came back to open session . There was no reportable action.

**ADJOURN**

President Fairbanks adjourned the meeting at 9:50 p.m.

**AGENDA ITEM**

**3**

**JAN 29 1997**

TO: BOARD OF DIRECTORS  
FROM: DOUG JONES  
DATE: JANUARY 29, 1997

### INVESTMENT POLICY - 1996 ANNUAL REPORT

The Board of Directors adopted the 1996 Investment Policy for NCSD on February 21, 1996. The policy states that the Finance Officer shall file an annual report that identifies the District's investments and their compliance with the District's Investment Policy. The annual report must be filed with the District's auditor and considered by the Board of Directors within thirty (30) days after the end of the calendar year (i.e. February 1) (California Government Code Section 53646).

Pursuant to paragraph 7 (B) of the 1996 Investment Policy, attached is the District's 1996 Annual Report.

The Finance Officer is pleased to report to the Board of Directors that the District is in compliance with its Investment Policy.

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

C:\bd\invpol97

**NIPOMO COMMUNITY SERVICES DISTRICT  
INVESTMENT POLICY - 1996 ANNUAL REPORT**

TYPE OF INVESTMENT	INSTITUTION	DATE OF MATURITY(1)	AMOUNT OF DEPOSIT AT 12/31/96	RATE OF INTEREST	ACCRUED INTEREST AT 12/31/96
Money Market Checking	Mid-State Bank	n/a	\$1,943.68	1.69%	\$0.00
Savings	Mid-State Bank	n/a	\$60,931.09	2.54%	\$0.00
Certificate of Deposit	Mid-State Bank	12/11/97	\$22,000.00	5.10%	\$63.40
Pooled Money Investment	Local Agency Investment Fund	n/a	\$4,548,089.71	5.58%	\$61,344.96

(1) n/a = not applicable

As District Finance Officer and Treasurer, I am pleased to inform the Board of Directors of Nipomo Community Services District that the District is in compliance with the 1996 Investment Policy and that the objectives of safety, liquidity, and yield have been met. The District also has the ability to meet cash flow requirements of the next six months.

Respectfully submitted,

Doug Jones  
General Manager and  
Finance Officer/Treasurer

**WARRANTS JANUARY 29, 1997**

**HAND WRITTEN CHECKS**

<u>CHECK #</u>	<u>NAME</u>	<u>AMOUNT</u>
17845	Regents of UC	185.00
17846	P G & E	1500.00
17847	Abacus Prop..	5.30

**VOIDS**

8783-8784  
2115-2116

**NET PAYROLL**

ck# 2117-2123 \$10,967.29

**COMPUTER GENERATED CHECKS**

8785	01/29/97	ADVANTAGE ANSWERING PLUS	\$121.14
8786	01/29/97	ROBERT BLAIR	\$100.00
8787	01/29/97	BOGNUDA, LISA	\$22.50
8788	01/29/97	CALIFORNIA ENVIRONMENTAL CONTROLS, I	\$383.55
8789	01/29/97	CLANIN & ASSOCIATES, INC.	\$768.65
8790	01/29/97	COASTAL REPROGRAPHICS, INC.	\$93.04
8791	01/29/97	DEFERVILLE CONSTRUCTION, INC.	\$7,841.45
8792	01/29/97	EARTH SYSTEMS CONSULTANTS NORTHERN C	\$1,222.50
8793	01/29/97	FGL ENVIRONMENTAL ANALYTICAL CHEMIST	\$1,026.00
8794	01/29/97	KATHLEEN FAIRBANKS	\$100.00
8795	01/29/97	GTE MOBILNET	\$35.24
8796	01/29/97	GROENIGER & COMPANY	\$663.18
8797	01/29/97	GRAPHIC CONTROLS	\$49.68
8798	01/29/97	GENE KAYE	\$450.59
8799	01/29/97	McKESSON WATER PRODUCTS	\$17.05
8800	01/29/97	ALEX MENDOZA	\$100.00
8801	01/29/97	P G & E	\$13,673.97
8802	01/29/97	PACIFIC BELL	\$152.31
8803	01/29/97	SAN LUIS OBISPO COUNTY HEALTH DEPART	\$590.24
8804	01/29/97	ALBERT SIMON	\$100.00
8805	01/29/97	SOUTHERN CALIF GAS COMPANY	\$164.12
8806	01/29/97	UNITED GREEN MARK, INC.	\$23.94
8807	01/29/97	WILLIAMS, BARRY LORENZ ASSOCIATES	\$1,506.00
8808	01/29/97	WILSON, LEE ELECTRIC COMPANY	\$89.25