

NIPOMO COMMUNITY SERVICES DISTRICT AGENDA

John S
7-9-10

REGULAR BOARD MEETING MAY 7, 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 APRIL 16, 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. PUBLIC HEARING - ADJUSTMENT OF DISTRICT CAPACITY CHARGES AND CONNECTION/METER FEE
Second reading of an Ordinance adjusting District water and sewer capacity charges (Developer fees) and water connection/meter fees.
4. REVIEW SEWER USER FEES
Introduction of an ordinance adjusting sewer user fees for the Town and Black Lake Divisions and setting a date for a Public Hearing.
5. REVIEW WATER USER FEES
Review of proposed monthly water user fees for the Town and Black Lake Divisions.
6. BLACK LAKE SEWER ALIGNMENT
Review remedies for a flat sewer line in Black Lake Golf Course.
7. UNAUTHORIZED WATER USE - TRACT 2151
Prohibited use of unmetered water by contractor of Tract 2151.

FINANCIAL REPORT

8. THIRD QUARTER FINANCIAL REPORT
9. APPROVAL OF WARRANTS

OTHER BUSINESS

10. MANAGER'S REPORT
 1. Phase 1 Environmental Assessment of 20-acre acquisition
 2. County Clerk Schedule for Nov. 4, 1997 General Election
 3. New Office Building update
 4. Chamber of Commerce Trade Fair
11. DIRECTORS COMMENTS
12. PUBLIC COMMENTS

CLOSED SESSION - CONFERENCE WITH LEGAL COUNSEL

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

*GC§ refers to Government Code Sections

ADJOURN

NIPOMO COMMUNITY SERVICES DISTRICT

MINUTES

REGULAR BOARD MEETING APRIL 16, 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**

6:30 P.M. CLOSED SESSION 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
*GC§ refers to Government Code Sections

There was no reportable action.

7:00 P.M. REGULAR BOARD MEETING

CALL TO ORDER AND FLAG SALUTE

President Fairbanks called the April 16, 1997 Regular Board Meeting to order at 7:15 p.m. and led the flag salute.

ROLL CALL

At Roll Call, the following Board members were present:
Directors Kaye, Blair, Simon, Mendoza, Fairbanks

APPROVAL OF MINUTES

1. REGULAR MEETING OF MARCH 19, 1997
Upon motion of Director Kaye and seconded by Director Blair, the Board unanimously approved the Minutes of the March 19, 1997 Regular Meeting.

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.
The following commented during this time.

John Snyder handed out information to the Board. He pointed out page 4 of the information sheets. Copy in Minutes.

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

3. TURNOUT ON THE COASTAL AQUEDUCT
Review District correspondence and authorize staff to work with CCWA and others to establish a turnout for a possible emergency water supply.

Mr. Jones explained the steps taken by him to obtain an emergency turn-out in the Coastal Branch Aqueduct, as directed by the Board at the last meeting. CCWA indicated that they may install a valve in the line at the time the aqueduct is down for inspection of maintenance procedures. The valve would be buried and not used except in the case of an emergency. The Board agreed that a turn-out would make sense. John Snyder thought the turn-out was a good idea. Upon motion of Director Blair, seconded by Director Simon, the Board unanimously agreed to direct staff to ask CCWA about a possible valve installation.

4. **PROPOSED ADJUSTMENTS OF DISTRICT'S CAPACITY CHARGES AND CONNECTION/METER FEES**
Review water and sewer capacity charges (Developer Fees) and water connection/meter fee. Introduction of an Ordinance modifying water and sewer capacity fees and connection/meter fees and the setting of a Public Hearing. Data indicating the estimated costs required to provide the service is available at the District office.
Mr. Jones described the Finance Committee's review of the District's water and sewer capacity charges and connection/meter fees. The Board discussed the information. Jack Stoddard commented about Black Lake not being included in this matter. John Snyder asked why the District did not use money from sewer fees to improve the water system. Mr. Jones explained that the law states that sewer money cannot be used for water improvements and vice versa.
Upon motion of Director Kaye, seconded by Director Mendoza, the Board agreed to introduce Ordinance 97-84, and set a Public Hearing for May 7, 1997. Director Blair voted against the Ordinance.
5. **REVIEW WATER AND SEWER MONTHLY USER FEES**
Report from Finance Committee on proposed adjustment for the Town & Black Lake Divisions water and sewer monthly user fees.
The Finance Committee met on April 9, 1997 and reviewed the District's water and sewer monthly user fees. The proposed adjustments of fees were based on the rate study and financial plan received in April 1996. The fees included reserve funds to replace facilities as needed in the future. There was much board discussion. Jack Stoddard has called for the Black Lake Advisory Committee to meet on April 28, 1997, at 4:00 p.m. to discuss proposed rate increases. John Snyder commented.

FINANCIAL REPORT

6. **QUARTERLY INVESTMENT POLICY REPORT**
Mr. Jones presented the Investment Policy Quarterly Report. Upon motion of Director Simon, seconded by Director Kaye, the Board unanimously agreed to receive the report into file.
7. **APPROVAL OF WARRANTS**
Upon motion of Director Kaye and seconded by Director Mendoza, the Board approved the Warrants presented at the April 16, 1997 Regular Meeting.

OTHER BUSINESS

8. **MANAGER'S REPORT**
Mr. Jones presented information of the following items:
 1. Capital Seminar 1997 Information
 2. ACWA Managing Groundwater Workshop
 3. Foundation for Community Design Newsletter
9. **DIRECTORS COMMENTS**
There were no further Director's comments.
John Snyder commented on the CCWA adopting a Conflict of Interest Code.

Jon Seitz, Legal Counsel for the District, explained the need for the Board to go into Closed Session. President Fairbanks adjourned to Closed Session.

CLOSED SESSION

The Board came back into open session and announced an agreement was made with Charles Pratt Construction for a "Judgment on Stipulation for Entry of Judgment."
A copy is attached.

ADJOURN

President Fairbanks adjourned the meeting at 9:30 p.m.

MAY 7 1997

TO: BOARD OF DIRECTORS
FROM: DOUG JONES
DATE: MAY 7, 1997

SECOND READING OF ORDINANCE
ADJUSTING WATER AND SEWER CAPACITY CHARGE (DEVELOPER FEES)
AND CONNECTION/METER FEES

At the Regular Meeting held on April 16, 1997, your Honorable Board introduced and had the first reading of an ordinance which adjusts the water and sewer capacity charges (developer fees) and connection/meter fees. The Board's Finance Committee has previously reviewed these fees and charges and has recommended it be brought to the full Board for their review and adoption.

Attached is the notice that was sent out 14 days prior to the adoption of the proposed fees as required by the Brown Act and Government Code requirements for establishing such fees.

Now is the time to hold a Public Hearing to take public comments on the proposed adjustment of fees and charges. After the Public Hearing, the second reading and adoption of the ordinance would be in order. The ordinance would become effective 30 days after adoption.

It is staff's recommendation that a motion to adopt Ordinance 97-84 be made and seconded. A roll call vote is necessary to pass the ordinance.

C:\W:\BD\ord97-84.DOC

NOTICE OF PUBLIC HEARING

NIPOMO COMMUNITY SERVICES DISTRICT
TO
CONSIDER THE ADOPTION OF ORDINANCE
1. TO ESTABLISH NEW CAPACITY CHARGES FOR WATER AND SEWER
SERVICE (DEVELOPER FEES)
2. TO ESTABLISH NEW CONNECTION/METER FEE
ON
WEDNESDAY, MAY 7, 1997

The Board of Directors of Nipomo Community Services District will conduct a Public Hearing at 7:00 p.m. at 261 West Dana, Suite 100, Nipomo. At that time, the Board will receive and consider all public comments on new Capacity Charges for water and sewer service (developer fees) and the establishment of new connection/meter fees.

The ordinance as introduced establishes the following Water Capacity Charges:

METER SIZE	1997	2001
UP TO 1 INCH	\$ 3,180.00	\$ 3,370.00
1-1½ INCH	10,490.00	11,130.00
2 INCH	16,850.00	17,880.00
3 INCH	31,800.00	33,750.00
4 INCH	56,280.00	59,730.00
6 INCH	105,890.00	112,330.00

The ordinance as introduced establishes the following Sewer Capacity Charges:

Cost of Sewer Capacity Charge - Nipomo Division
per Dwelling Unit Equivalent (DUE)

1997	2001
Per DUE \$ 2,370	\$ 2,500

The ordinance as introduced establishes the following water connection/meter fees.:

The variable Connection Fees will take effect 30 days after ordinance is passed.

METER SIZE	INSTALLATION	METER FEE	ACCOUNT FEE
1 INCH	\$760	\$170	\$10
1½ INCH	\$835	\$450	\$10
2 INCH	\$995	\$510	\$10
3 INCH AND LARGER	AT COST	AT COST	\$10

The Capacity Charges and Fees will take effect 30 days after ordinance is passed. The future increases will take effect on July 1st of the year 2001:

The study indicating the revenue source and the cost to provide the services that are the subject of the new ordinance is available at the District office located at 261 W. Dana St. Suite 101, Nipomo, CA 93444.

**NIPOMO COMMUNITY SERVICES DISTRICT
ORDINANCE NO. 97-84**

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE NIPOMO COMMUNITY SERVICES DISTRICT
AMENDING TITLE 3 AND TITLE 4 OF THE
NIPOMO COMMUNITY SERVICES DISTRICT CODE TO:**
1. ESTABLISH CAPACITY CHARGES FOR WATER AND SEWER SERVICE;
2. AMEND ADMINISTRATIVE PROCEDURES

WHEREAS, it is the responsibility of the Nipomo Community Services District ("District") to maintain adequate levels of revenue, equitably collected from all classes of utility customers, to meet the District's financial commitments; and

WHEREAS, the District has completed a water and wastewater comprehensive Financial Plan. The Financial Plan includes an analysis of both operating and non-operating District rates and charges. The purpose of the Financial Plan is to assess the District's revenue requirements and provide an independent evaluation of the fairness and equity of the District's charges, and

WHEREAS, the Financial Plan was received and filed on April 27, 1996, and has been available to the public since that date; and

WHEREAS, the Financial Plan demonstrates the necessity to modify the District's connection and capacity charges to the District's domestic water and sewer system, and

WHEREAS, based upon facts and analysis presented in the Financial Plan, the Staff Report, and public testimony received, the Board of Directors finds:

- A. This public meeting has been properly noticed pursuant to Government Code Section 54954.2 (The Brown Act); and that the District has complied with the requirements of Government Code Section 66016; and
- B. The fees and charges, for development within the District that are the subject of this Ordinance, do not exceed the estimated reasonable cost of providing the services for which the fees and/or charges are imposed; and
- C. That the public benefits from the logical, long-range approach to financing of public facilities:

NOW, THEREFORE, BE IT ORDAINED, by the Board of Directors of the District as follows:

Section 1. Authority.

1.1. This Ordinance is enacted pursuant to Government Code Sections 61600(a) and (b), 61621, 61621.5, 61623, 66013 and 66016.

Section 2. Section 3.03.190.

Section 3.03.190 of the District Code is hereby repealed in its entirety and replaced with the following:

“Collection of delinquent charges with taxes.

A. The Board of Directors adopts the procedures for the collection of rates, charges and fees for nonpayment of delinquent bills established in Government Code Sections 61621, 61621.2 and 61621.3 or any successor statutes.

B. Remedies for collection and enforcement for nonpayment of delinquent rates, charges and fees are cumulative and may be pursued alternatively or consecutively by the District. The General Manager or his/her designee is authorized to record a Certificate specifying the amount of such charges and fees and the name and address of the persons liable therefore, 60 days after the payment becomes delinquent, pursuant to Government Code Section 61621.”

Section 3. Section 3.04.060A and A1.

Sections 3.04.060A and A1 of the District Code are repealed in their entirety and replaced with the following:

“A. Fees. New connections shall be subject to water connection fees/capacity charges based on the estimated reasonable cost of the district facilities required to provide the service. The fees shall consist of five component parts (i.e., capacity charge, installation fee, meter fee, account set-up fee and supplemental charge {if applicable}).

1. For municipal, industrial and irrigation services six inches or less in diameter that do not require a pressure regulator, backflow prevention device or other special facilities, standard schedules of fees are set forth in Appendix A to Chapter 3.04.”

Section 4. Section 3.04.140.

Section 3.04.140 (B)(3) is hereby established to read as follows:

“The capacity charge for private fire service shall be 25% of the water capacity charge established by Appendix A to Chapter 3.04.”

Section 5. Section 3.04.150.

Section 3.04.150 is repealed in its entirety.

Section 6. Appendix A to Chapter 3.04.

There is hereby established Appendix A to Chapter 3.04 as follows:

Appendix A to Chapter 3.04

Standard Schedule of Water Capacity and Connection Fees

The Water Capacity Charge will take effect 30 days after ordinance is passed. The future increases will take effect on July 1st the year 2001:

Standard Schedule of Capacity Charges are established as follows:

<u>METER SIZE</u>	<u>1997</u>	<u>2001</u>
UP TO 1 INCH	\$ 3,180.00	\$ 3,370.00
1-1½ INCH	10,490.00	11,130.00
2 INCH	16,850.00	17,880.00
3 INCH	31,800.00	33,750.00
4 INCH	56,280.00	59,730.00
6 INCH	105,890.00	112,330.00

Standard Schedule of Connection Fees are established as follows:

The variable Connection Fees will take effect 30 days after ordinance is passed.

<u>METER SIZE</u>	<u>INSTALLATION</u>	<u>METER FEE</u>	<u>ACCOUNT FEE</u>
1 INCH or less	\$760	\$170	\$10
1½ INCH	\$835	\$450	\$10
2 INCH	\$995	\$510	\$10
3 INCH AND LARGER	AT COST	AT COST	\$10

Section 7. Appendix to Chapter 4.12, Exhibit A.

Appendix to Chapter 4.12, Exhibit A of the District Code is repealed in its entirety and replaced with the following:

Appendix to Chapter 4.12

Exhibit A

**Cost of Sewer Capacity Charge - Nipomo Division
per Dwelling Unit Equivalent (DUE)**

The Sewer Capacity Charge will take effect 30 days after ordinance is passed. The future increases will take effect on July 1st of the year 2001:

	<u>1997</u>	<u>2001</u>
Per DUE	\$2,370	\$2,500

Note: *Volunteers (Properties within the Nipomo Sewer Project Assessment District) with existing structures or new construction replacing structures existing prior to 1985 and having no greater DUE will not have a sewer capacity charge. All other new construction on volunteer property as zoned in 1985 shall have the option to pay the District Sewer Capacity Charge, as defined above or \$2,100/DUE.*

Section 8. CEQA Finding

The Board of Directors of the District finds that the adoption of this ordinance does not constitute a "project" under the California Environmental Quality Act ("CEQA") (Public Resources Code Section 21000 et seq.) or its implementing Guidelines (14 California Code of Regulations Section 15000 et seq.) ("CEQA Guidelines"). The Board further finds that the adoption of this ordinance falls within the activities described in Section 15378(b)(3) of the CEQA Guidelines which are deemed not to be "projects". Even if the adoption of this ordinance were a "project" for purposes of CEQA, the District Board finds that it is exempt from review pursuant to Section 15061(b)(3) which provides that an activity is not subject to CEQA review where it can be seen with certainty that there is no possibility that it may have a "significant effect on the

environment." The District Board finds that it can be seen with certainty that there is no possibility that the adoption of this ordinance and the approval of the provisions contained herein may have a significant effect on the environment. The District General Manager is authorized to prepare, execute and file a notice of exemption pursuant to the above provisions.

Section 9. Repeal of Prior Ordinances and Resolutions

All ordinances, sections of ordinances and resolutions that are inconsistent with this ordinance are hereby repealed.

Section 10. Repeal Shall not Revive any Ordinances.

The repeal of ordinances and sections of ordinances herein shall not repeal the repealing clause of such ordinances or revive any ordinances which have been repealed thereby.

Section 11. Effect of Repeal on Past Actions and Obligations.

This ordinance does not affect prosecutions for ordinance violations committed prior to the effective date of this ordinance, does not waive any fee, rate, charge or penalty due and unpaid on the effective date of this ordinance, and does not affect the validity of any bond or cash deposit posted, filed or deposited pursuant to the requirements of any ordinance.

Section 12. Severance Clause.

If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional, ineffective or in any manner in conflict with the laws of the United States, or the State of California, such decision shall not affect the validity of the remaining portions of this ordinance. The Governing Board of the District hereby declares that it would have passed this ordinance and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsection, sentence, clause or phrase be declared unconstitutional, ineffective, or in any manner in conflict with the laws of the United States or the State of California.

Section 13. Effect of Headings in Ordinance.

Title, division, part, chapter, article, and section headings contained herein do not in any manner affect the scope, meaning, or intent of the provisions of this Ordinance.

Section 14. Effective Date.

This ordinance shall take effect and be in full force and effect thirty (30) days after its passage except that the fees, rates, and charges shall effect at the dates prescribed. Before the expiration of fifteen (15) days after passage it shall be posted in three (3) public places with the names of the members voting for and against the ordinance and

shall remain posted thereafter for at least one (1) week. The ordinance shall be published once with the names of the members of the Board of Directors voting for and against the ordinance in the Five Cities Times Press Recorder.

Introduced at a regular meeting of the Board of Directors held on April 16, 1997, and **PASSED AND ADOPTED** by the Board of Directors of the Nipomo Community Services District on the _____ day of _____ 1997, by the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

KATHLEEN FAIRBANKS
President of the Board
Nipomo Community Services District

ATTEST:

APPROVED AS TO FORM:

DONNA K. JOHNSON
Secretary to the Board

JON S. SEITZ
General Counsel

MAY 7 1997

TO: BOARD OF DIRECTORS
FROM: DOUG JONES
DATE: MAY 7, 1997

REVIEW OF MONTHLY SEWER USER FEES

Upon direction from the Board at the April 21, 1997 meeting, staff reviewed the proposed the sewer and water rates for the Black Lake and the District with the Black Lake Advisory Committee. The memo to the committee is attached for the Board's review.

The Black Lake Advisory Committee, in reviewing the sewer rates, recommended adopting Option 2. Option 2 is an increase of the monthly sewer fee to \$20.00 per month. Any shortfall within the first year should be covered by a loan from the Black Lake Water Fund. The committee recommended no further increases until the operation and maintenance costs is reviewed in the 4th quarter of fiscal year 98. Possible future rates would be implemented in July 1998.

It would be staff's recommendation, based on the Black Lake Advisory Committee's recommendation that the monthly sewer rates be increased \$20.00/mo. for the Black Lake Division and to \$18.00/mo. for the Town Division effective July 1, 1997. Any shortfall in the O & M of the Black Lake Sewer Division will be made up with a loan from the Black Lake Water Fund. This loan would be coordinated with the necessary funding for replacing the sewer alignment problems on th golf course. Attached for the Board's review is a proposed ordinance adjusting the sewer rate for the Town Division and the Black Lake Division for possible introduction and first reading and setting a Public Hearing on this ordinance for May 21, 1997.

bsewrates

MEMO

TO: BLACK LAKE ADVISORY COMMITTEE
FROM: DOUG JONES
DATE: APRIL 21, 1997

BLACK LAKE SEWER RATE ADJUSTMENTS

The District is in the process of preparing the budget and has made projections of the revenue requirements to support the Operation and Maintenance of the Black Lake Division Wastewater Facilities. It is being proposed that the monthly sewer fee be increased to cover the costs of operating the system.

BACKGROUND

The County of San Luis Obispo operated the Black Lake Water and Wastewater Facilities until the Nipomo Community Services District took over the operation in March of 1993. The County found that their \$12.00 per month charge for operating the sewer facilities at Black Lake was not covering their expenses. The County Board of Supervisors met in July 1991 and increased the rate to \$26.00, which went into effect in the fall of that year. When the District took over the operation it reduced the water and sewer rates to match the Town Division. This sewer rate was insufficient to operate and maintain the Black Lake Sewer Division. The District has proposed to increase the monthly sewer rate to meet the revenue requirements necessary for the operation and maintenance of the facilities. Attached for the committee's review is the proposed rate schedules for the Black Lake Division.

The District is proposing a water rate increase which would be the same for the Town and Black Lake Divisions. These rates are based on the District's Financial Study completed in April 1996. The proposed rates are attached for your review.

After the committee has reviewed these proposed rates and makes associated comments, this matter will be taken back to the Board of Directors of the District for consideration and possible adoption.

NIPOMO COMMUNITY SERVICES DISTRICT
SEWER RATES
TOWN AND BLACK LAKE DIVISIONS

<u>REVENUE REQUIREMENTS</u>	<u>TOWN DIVISION</u>			
	<u>PRESENT</u>	<u>PROP JUL 97</u>	<u>PROP JUL 98</u>	<u>PROP JUL 99</u>
TOWN DIVISION (A)	311,000	374,000	441,000	463,000
ANNUALIZED DUES (B)	19,400	20,652	21,800	23,000
MONTHLY RATE (A)/(B)	16.03	18.11	20.23	20.13
PROPOSED RATE-TOWN	16.00	18.00	20.00	20.00

<u>REVENUE REQUIREMENTS</u>	<u>BLACK LAKE DIVISION</u>			
	<u>PRESENT</u>	<u>PROP JUL 97</u>	<u>PROP JUL 98</u>	<u>PROP JUL 99</u>
BLACK LAKE DIVISION (A)	119,000	125,000	132,000	138,000
ANNUALIZED DUES (B)	4,632	5,112	5,592	6,072
MONTHLY RATE (A)/(B)	25.69	24.45	23.61	22.73
PROPOSED RATE-BL OPTION #1	16.00	23.00	23.00	23.00
PROPOSED RATE-BL OPTION #2	16.00	20.00	22.00	24.00
Shortfall in Black Lake revenue-option #1		(7,400)	(3,400)	1,656 (1)
Shortfall in Black Lake revenue-option #2		(22,800)	(9,000)	7,700 (1)

(1) Positive cash flow in year 99 does not include the payback of loan plus interest to the Black Lake Water Fund to absorb the projected shortfalls in years 97 and 98.

**NIPOMO COMMUNITY SERVICES DISTRICT
ORDINANCE NO. 97-SEWER**

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE NIPOMO COMMUNITY SERVICES DISTRICT
AMENDING TITLE 3 AND TITLE 4 OF THE
NIPOMO COMMUNITY SERVICES DISTRICT CODE TO
ESTABLISH MONTHLY RATES FOR SEWER SERVICE**

WHEREAS, it is the responsibility of the Nipomo Community Services District ("District") to maintain adequate levels of revenue, equitably collected from all classes of utility customers, to meet the District's financial commitments; and

WHEREAS, the District has completed a water and wastewater rate study and comprehensive financial plan (Financial Plan.) The Financial Plan includes an analysis of both operating and non-operating District rates and charges. The purpose of the Financial Plan is to assess the District's revenue requirements and provide an independent evaluation of the fairness and equity of the District's rate and charge structure; and

WHEREAS, the Financial Plan was received and filed on April 27, 1996, and has been available to the public since that date; and

WHEREAS, the Financial Plan demonstrates the necessity to modify the District's monthly sewer user fees for the Town Division and the Blacklake Division identified on Exhibit B to the Appendix to Chapter 4.12 ; and

WHEREAS, based upon facts and analysis presented in the Financial Plan, the Staff Report, and public testimony received, the Board of Directors finds:

- A. This public meeting has been properly noticed pursuant to Government Code Section 54954.2 (The Brown Act); and that the District has complied with the requirements of Government Code Section 66016; and
- B. The fees that are the subject of this Ordinance, do not exceed the estimated reasonable cost of providing the services for which the fees are imposed; and
- C. The existing Folkert Oaks Standby Charge identified in Exhibit B in the Appendix to Chapter 4.12 is used exclusively to finance the capital and maintenance and operations costs for the community sewer system.

NOW, THEREFORE, BE IT ORDAINED, by the Board of Directors of the District as follows:

Section 1. Authority.

1.1. This Ordinance is enacted pursuant to Government Code Sections 61600(b), 61621, and 61621.5.

Section 2. Section 3.03.180B.

Section 3.03.180B is amended to read:

"District monthly sewer user fees are set forth in the Appendix to Chapter 4.12 as Exhibit B."

ORDINANCE NO-97-SEWER
PAGE 2

Section 4. Section 4.12.150A.

Section 4.12.150A is amended to read as follows:

"A. Monthly user fee (based upon the dwelling unit equivalent of each customer as determined by the District). A monthly sewer user fee is set forth in the Appendix to this Chapter 4.12 as Exhibit B;"

Section 5. CEQA Finding.

The Board of Directors of the District finds that the adoption of this ordinance does not constitute a "project" under the California Environmental Quality Act ("CEQA") (Public Resources Code Section 21000 *et seq.*) or its implementing Guidelines (14 California Code of Regulations Section 15000 *et seq.*) ("CEQA Guidelines"). The Board further finds that the adoption of this ordinance falls within the activities described in Section 15378(b)(3) of the CEQA Guidelines which are deemed not to be "projects". Even if the adoption of this ordinance were a "project" for purposes of CEQA, the District Board finds that it is exempt from review pursuant to Section 15061(b)(3) which provides that an activity is not subject to CEQA review where it can be seen with certainty that there is no possibility that it may have a "significant effect on the environment." The District Board finds that it can be seen with certainty that there is no possibility that the adoption of this ordinance and the approval of the provisions contained herein may have a significant effect on the environment. The District General Manager is authorized to prepare, execute and file a notice of exemption pursuant to the above provisions.

Section 6. Repeal of Prior Ordinances and Resolutions.

All ordinances, sections of ordinances and resolutions that are inconsistent with this ordinance are hereby repealed.

Section 7. Repeal Shall not Revive any Ordinances.

The repeal of ordinances and sections of ordinances herein shall not repeal the repealing clause of such ordinances or revive any ordinances which have been repealed thereby.

Section 8. Effect of Repeal on Past Actions and Obligations.

This ordinance does not affect prosecutions for ordinance violations committed prior to the effective date of this ordinance, does not waive any fee, rate, charge or penalty due and unpaid on the effective date of this ordinance, and does not affect the validity of any bond or cash deposit posted, filed or deposited pursuant to the requirements of any ordinance.

Section 9. Severance Clause.

If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional, ineffective or in any manner in conflict with the laws of the United States, or the State of California, such decision shall not affect the validity of the remaining portions of this ordinance. The Governing Board of the District hereby declares that it would have passed this ordinance and each section, subsection, sentence, clause and phrase thereof,

ORDINANCE NO-97-SEWER
PAGE 3

irrespective of the fact that any one or more sections, subsection, sentence, clause or phrase be declared unconstitutional, ineffective, or in any manner in conflict with the laws of the United States or the State of California.

Section 10. Effect of Headings in Ordinance.

Title, division, part, chapter, article, and section headings contained herein do not in any manner affect the scope, meaning, or intent of the provisions of this Ordinance.

Section 11. Effective Date.

This ordinance shall take effect and be in full force and effect thirty (30) days after its passage except that the fees, rates, and charges shall effect at the dates prescribed. Before the expiration of fifteen (15) days after passage it shall be posted in three (3) public places with the names of the members voting for and against the ordinance and shall remain posted thereafter for at least one (1) week. The ordinance shall be published once with the names of the members of the Board of Directors voting for and against the ordinance in the Five Cities Times Press Recorder.

Introduced at a regular meeting of the Board of Directors held on May 7, 1997, and passed and adopted by the Board of Directors of the Nipomo Community Services District on the ____ day of _____, by the following roll call vote, to wit:

AYES: •

NOES:

ABSENT:

ABSTAINING:

KATHLEEN FAIRBANKS
President of the Board
Nipomo Community Services District

ATTEST:

APPROVED AS TO FORM:

DONNA K. JOHNSON
Secretary to the Board

JON S. SEITZ
General Counsel

ncsd\ord\97-SEWER 4/30/97

ORDINANCE NO-97-SEWER
PAGE 4

**Appendix to Chapter 4.12
Exhibit B
Bi-Monthly Sewer User Fees**

Bi-Monthly Operation & Maintenance Charge	Per DUE
All sewer customers Town Division	\$36.00
All sewer customers Black Lake Division	\$40.00
Montecito Verde II Sewer Maintenance District	\$28.00
Folkert Oaks Sewer Maintenance District	\$12.00
Folkert Oaks Sewer Stand-by Charge	\$ 6.00

ncsd\ord\97-SEWER 4/30/97

TO: BOARD OF DIRECTORS
FROM: DOUG JONES
DATE: MAY 7, 1997

REVIEW OF MONTHLY WATER USER FEES

Upon direction from the Board on April 21, 1997, staff met with the Black Lake Advisory Committee and reviewed the proposed sewer and water rates for the Black Lake.

The Black Lake Advisory Committee recommended to freeze the existing water rates. They wish to conduct a rate study for the Black Lake Division. This rate study would be conducted by the Black Lake Advisory Committee and funded through their Homeowner's Associations.

Since the proposed water rate increases would not take effect until January 1, 1998, staff does not see a problem with maintaining the present rate structure and having a rate study for the Black Water Division. This rate study should be completed by this September to allow the Board and/or the Advisory Committee to review the results prior to possible implementation by Jan. 1, 1998.

It would be staff's recommendation, that any adjustment in the water rates for the Town and Black Lake Divisions be postponed until a rate study by the Black Lake Advisory Committee is completed.

C:\W:\BD\watrates

TO: BOARD OF DIRECTORS
 FROM: DOUG JONES
 DATE: APRIL 16, 1997

WATER AND SEWER MONTHLY USER CHARGES
 PAGE TWO

After your Honorable Board has reviewed the proposed user fees, it is staff's recommendation that the Black Lake Division fees be reviewed by the Black Lake Advisory Committee. After their review of the proposed rates, the matter will be brought back to your Honorable Board for consideration of adoption of an ordinance to implement the proposed fee schedule.

PROPOSED WATER RATES - TOWN AND BLACK LAKE DIVISIONS

QUANTITY	PRESENT
0-20 HCF	0.75/HCF
20-40 HCF	1.15/HCF
41 ± HCF	1.15/HCF

PROPOSED RATES

QUANTITY	JAN. 98	JAN 00	JAN 02	JAN 04
0-10 HCF	0.85/HCF	1.00	1.15	1.30
11-40 HCF	1.25/HCF	1.35	1.50	1.70
41 ± HCF	1.35/HCF	1.60	1.90	2.30

MONTHLY INCREASE (IN DOLLARS) BASED ON THE PROPOSED WATER RATES

USED	PRESENT	JAN 98	JAN 00	JAN 02	JAN 04	TOTAL
10 HCF	0	\$ 1.00	1.50	1.50	1.50	5.50
40 HCF	0	8.00	4.50	6.00	7.50	26.00
60 HCF	0	12.00	9.50	12.00	15.50	49.00

MONTHLY WATER COST (IN DOLLARS AND PERCENTAGE INCREASE) BASED ON THE PROPOSED WATER RATES

USED	PRESENT	%	JAN 98	%	JAN 00	%	JAN 02	%	JAN 04	%	TOTAL \$
											INCREASE OVER 6 YRS:
10 HCF	14.00	0%	15.00	7%	16.50	10%	18.00	9%	19.50	8%	5.50
40 HCF	44.50	0%	52.50	17%	57.00	8%	63.00	10%	70.50	11%	26.00
60 HCF	67.50	0%	79.50	17%	89.00	11%	101.00	13%	116.50	15%	49.00

MAY 7 1997

TO: BOARD OF DIRECTORS
FROM: DOUG JONES
DATE: MAY 7, 1997

BLACK LAKE SEWER LINE CORRECTION

The Black Lake Advisory Committee reviewed the problem of approximately an eight-foot section of the sewer line on the golf course that was not constructed to the original plans. (See attached memo.) The Committee reviewed the following options:

1. Leave the line in place with additional maintenance costs
2. Realignment - which would reduce long term O & M costs
3. Proceed with legal action

The Committee recommended that the realignment be made and that the offer of \$9,396.75 from the developer (Black Lake Estates Partners LP) be accepted and that Black Lake sewer fund would pay for the difference in the realignment costs.

The estimated cost, if the District did the reconstruction of this sewer line, would be as follows:

- | | |
|------------------------------------|-------------|
| 1. Acquisition of new right-of-way | \$1,500 |
| 2. Engineering and staking | \$1,000 |
| 3. Construction Costs | \$25-35,000 |

The construction costs are estimated higher than a bid that was received to make the corrections due to the District public bidding process and the paying of prevailing wages for such work. It would be staff's recommendation that the District develop an agreement with the developer (Black Lake Estates Partners LP) to do this work and then reimbursing the developer for the appropriate costs. It is believed that this would be a more economical approach to solving this problem.

The cash reserves in the Black Lake sewer fund are insufficient to pay for this work. Any shortfall would be covered with a loan from the Black Lake water fund into the Black Lake sewer fund. It is recommended that the Black Lake Advisory Committee review the loan prior to Board consideration.

There may be some legal issues to review on this item. Therefore, it is recommended that your Honorable Board discuss this in closed session before making a final decision.

MEMO

TO: BLACK LAKE ADVISORY COMMITTEE
FROM: DOUG JONES
DATE: APRIL 21, 1997

BLACK LAKE SEWER SAG GOLF COURSE

The Nipomo Community Services District assumed the operations of the Black Lake sewer system from the San Luis Obispo County in 1993. The District noticed that on a certain sewer line section on the golf course, there have been periodical stoppages. This section was videotaped which indicated a possible sag in the line. Since this section of the sewer line was improperly constructed, the responsibility for corrections would be of the developer and/or contractor who installed the system. The District conditionally approved the development of Tract 1912, in which the developer would make the sewer correction and the District would pay one-half of the cost. The Contractor dug up the line and found that the sewer line was laid flat between two manholes. This cost was approximately \$8,338, in which the District contributed half of the cost.

To minimize any future O & M costs to the Black Lake users, it was thought that the sewer line should be reconstructed to eliminate the flat section. In consulting with the engineer, Garing, Taylor & Associates, it was felt that the best solution would be to construct a new sewer line with a constant grade, bypassing the flat section on the golf course. The engineer considered the on-going maintenance of the system, i.e. sewer jetting, and possibly installing a flushing manhole, etc., but felt reconstruction was the best solution to minimizing operation and maintenance costs so they would not be passed on to the Black Lake users.

A bid was received to construct the new alignment of the sewer line, which was approximately \$20,000. The District has incurred engineering and legal fees of approximately \$8,000. The total estimated cost for this project is about \$28,000. Keeping with the intent of sharing the cost with the developer, the District and developer would each pay approx. \$14,000 to correct the sewer alignment problem. The District has received a proposal from the developer (Black Lake Estates Partnership LP) of less than \$10,000 to make this repair. (See attached letter.) The District portion of these costs would come from the Black Lake sewer fund account. Therefore, any associated costs of making corrections to the sewer line and future O & M costs will be paid for by the Black Lake users.

Staff's position is that the original intent of sharing the costs to eliminate this sewer alignment problem, should be borne equally by the developer and the District. This item is being brought to the Black Lake Advisory Committee for their input and consideration prior to the consideration by the District's Board of Directors.



18 March 1997

Mr. Doug Jones
Nipomo Community Services District
261 West Dana St., Suite 101
P.O. Box 326
Nipomo, CA 93444

Subject: Blacklake (Golf Course Area) Sewer Sag Repair

Dear Mr. Jones:

Pursuant to our recent conversation regarding the above, and subject to the settlement of various issues, in that we have paid a total of \$137,896.75 in capacity fees including the phasing fee, the agreed upon settlement figure to be credited against these fees is \$128,500.00 leaving a balance of \$9396.75 due Blacklake Estates Partners, L.P.

We would propose that these remaining funds (\$9396.75) be set aside in an escrow and designated for use by the District in paying our proportionate share of our contribution toward the mitigation of the sewer line problem, subject to approval of the Blacklake Advisory Committee and the obtaining of necessary easements required to perform the work. These funds represent our "not to exceed" commitment for this issue, and will once and for all satisfy our obligation relative to the Tract 1912 intent-to-serve letter regarding this matter.

If the district concurs with the above, please respond in writing on their behalf.

Very Truly Yours,

Carlo Alfano
Director of Development
Blacklake Estates Partners, L.P.

CA:dlws

RECEIVED

MAR 21 1997

NIPOMO COMMUNITY
SERVICES DISTRICT

TO: BOARD OF DIRECTORS
FROM: DOUG JONES
DATE: MAY 7, 1997

AGENDA ITEM
MAY 7 1997



UNAUTHORIZED WATER USE FOR TRACT 2151

On April 17, 1997, Mr. Brock Baker, representing Pratt Construction Co. for construction purposes requested that a meter be set on a fire hydrant. District legal counsel advised that a statement be received from a representative of the Pratt Construction Co., which would include that the water use would not be credited toward the Pratt vs. NCSO settlement and that this construction water would not be construed as connecting to the District system. The District received a note at 4:18 p.m. of April 17, 1997 from Pat Speer, representing Pratt Construction Co., which said they agreed to conditions set forth by legal counsel. No representative came back in to the office to sign up for construction water after Mr. Speer's note was received.

On Wednesday April 23, 1997, field staff found a representative from Pratt Construction Co. using water from a fire hydrant without a meter in Tract 2151. This is in violation of District Code Section 3.20.02.

Since this matter was within the Black Lake community, it was reviewed by the Black Lake Advisory Committee, which recommended no fine be imposed. In the past two months, seven fines have been levied for violations of District Code § 3.20.02, unmetered water use from fire hydrants. The fines imposed were either \$25 or \$50.

This matter is being brought to your Honorable Board for your review of District Code Sections §3.20.02 unmetered water and §3.20.02 (B-2) "Violations" (copy attached).

Nipomo Community Services District Code

3.20.010

Chapter 3.20

FIRE HYDRANTS, USE OF DISTRICT FIRE HYDRANTS FOR TEMPORARY WATER SERVICE FOR CONSTRUCTION AND OTHER PURPOSES*

Sections:

- 3.20.010 Fire hydrants.
- 3.20.020 Unmetered water—Use prohibited.
- 3.20.030 Permits for temporary water service for construction and other purposes.
- 3.20.035 Temporary water service rates.
- 3.20.040 Immediate termination of temporary water service.
- 3.20.050 Violations.

*Prior history: Resos. 354 and 359.

3.20.010 Fire hydrants.

A. Use and Damage to Fire Hydrants. It is unlawful for any person other than a California Department of Forestry (C.D.F.) employee, or Nipomo Community Services District employee to open any fire hydrant, or attempt to draw water from it, or in any manner without a written permit from the Nipomo Community Services District.

B. Moving of Fire Hydrants. When a fire hydrant has been installed in a location specified by proper authority, the community services district has fulfilled its obligation. If a property owner or other party desires change in size, type or location of the hydrant, that party shall bear all costs of such change or changes, without refund. Any change in the location of a fire hydrant

must be approved in writing by the C.D.F. and the district. Where said approval in writing is provided by the C.D.F. said permission shall be presented to the district prior to the change in location.

C. Use of Spanner. It is unlawful to operate the valve of any fire hydrant other than by the use of a spanner wrench designed for this purpose. (Ord. 95-79 § 2 (part), 1995)

3.20.020 Unmetered water—Use prohibited.

A. No person other than district personnel or public safety personnel in the performance of their duties shall draw or use water from the district's water supply system which has not been delivered through a water meter approved and maintained by the district except as provided in Section 3.20.030. (Ord. 95-79 § 2 (part), 1995)

3.20.030 Permits for temporary water service for construction and other purposes.

A. All temporary water service shall be supplied through a fire hydrant designated by the district. A permit for the use of the fire hydrant shall be obtained from the Nipomo Community Services District prior to the use of water from the fire hydrant. The rates for such temporary service shall be established from time to time by resolution of the board. (See Section 3.20.035.)

B. If temporary water service is required for more than two consecutive days, a fire hydrant water meter shall be required. The amount of deposit and rent for a fire hydrant water meter shall be set from time to time by resolution of the board.

AGENDA ITEM



TO: BOARD OF DIRECTORS
FROM: LISA BOGNUDA
DATE: MAY 7, 1997

THIRD QUARTER FINANCIAL REPORT
NINE MONTHS ENDED MARCH 31, 1997

Attached is the Balance Sheet as of March 31, 1997 and the Income Statement for the nine months ended March 31, 1997 for each Fund. Also, attached is the summary of cash balances as of March 31, 1997 by Fund. The summary sheet has been divided into two parts - Enterprise Funds and Non-Enterprise Funds

The fiscal year is 75% complete with three months remaining. Revenues have met or exceeded the 75% mark. Most expenditures are within the 75% range and the total operating expenditures for the nine months is at 68% of the budgeted amount. As addressed in the first quarter report, engineering and repair and maintenance have exceeded their budgeted amounts due to unforeseen expenditures.

NIPOMO COMMUNITY SERVICES DISTRICT
SUMMARY OF REVENUES AND EXPENSES BY FUND
NINE MONTHS ENDING MARCH 31, 1997

ENTERPRISE FUNDS	FUND #	YTD REVENUE	YTD EXPENSES	YTD NET INC/ (NET LOSS)
Administration	110	72,755	(72,755)	0
Town Water	120	776,207	(562,248)	213,959
Town Sewer	130	282,970	(201,910)	81,060
Blacklake Water	140	127,851	(100,916)	26,935
Blacklake Sewer	150	49,837	(78,334)	(28,497)
Sewer Maint Dist (Folkert Oaks)	180	11,492	(326)	11,166
Montecito Verde II	190	4,871	(274)	4,597
SUBTOTAL OF ENTERPRISE FUNDS		1,325,983	(1,016,763)	309,220

NON-ENTERPRISE FUNDS				
Blacklake Streetlighting	160	10,099	(8,177)	1,922
Drainage Maintenance	170	7,539	0	7,539
Property Taxes	210	101,277	0	101,277
Town Water Capacity Fees	220	25,671	0	25,671
Town Sewer Capacity Fees	230	72,291	0	72,291
Blacklake Water Capacity Fees	240	4,593	0	4,593
Funded Replacement-TownWater	800	81,849	0	81,849
Funded Replacement-TownSewer	801	78,795	0	78,795
Funded Replacement-BL Water	802	8,129	0	8,129
Funded Replacement-BL Sewer	803	5,247	0	5,247
SUBTOTAL OF NON-ENTERPRISE FUNDS		395,490	(8,177)	387,313
TOTAL		1,721,473	(1,024,940)	696,533

		CASH BALANCE 3/31/97	
ENTERPRISE FUNDS	FUND #		
Administration	110	3,846	
Town Water	120	235,825	
Town Sewer	130	202,350	
Blacklake Water	140	373,424	
Blacklake Sewer	150	5,866	
Sewer Maint Dist (Folkert Oaks)	180	126,825	
Montecito Verde II	190	34,335	
SUBTOTAL ENTERPRISE FUNDS		982,471	

*— S SHOULD BE \$500,000
213,959 this, on
70,000 1.1.1997*

NON-ENTERPRISE FUNDS		
Blacklake Streetlighting	160	47,799
Drainage Maintenance	170	95,034
Property Taxes	210	165,464
Town Water Capacity Fees	220	522,900
Town Sewer Capacity Fees	230	1,845,348
Blacklake Water Capacity Fees	240	139,893
Funded Replacement-Town Water	800	149,365
Funded Replacement-Town Sewer	801	242,625
Funded Replacement-BL Water	802	19,234
Funded Replacement-BL Sewer	803	11,466
SUBTOTAL NON-ENTERPRISE FUNDS		3,239,128

CUSTODIAL FUNDS-ASSESSMENT DISTRICT 93-1		
A/D-Redemption Fund	820	119,938
A/D-Reserve Fund	820	119,127
SUBTOTAL CUSTODIAL FUNDS		239,065

GRANDTOTAL 4,460,664

Combined

Period Ending: 03/31/97
FISCAL YR 97

BALANCE SHEET
NIPOMO COMMUNITY SERVICES DIST

Page 1
Report Date: 04/22/97
(Consolidated) 100 - 803

	Current Balance	Year's Beg. Bal.	Change	Cur Month Last Year	Change	% of Change
ASSETS						
CURRENT ASSETS						
Cash on Hand	350	350	0	350	0	0
1040 Cash-Checking	-3,108	6,824	-9,931	15,342	-18,449	%-121
1045 Cash-Savings	3,103	22,520	-19,417	67,221	-64,118	-96
1080 Cash in L.A.I.F.	4,438,435	4,275,246	163,189	3,794,836	643,598	16
1081 Cash-Fiscal Agent	-115	28,481	-28,595	14,842	-14,956	%-101
1082 C.D.-Held by SLO Cty	22,000	0	22,000	0	22,000	0
1085 Cash-A.D. Improvement Fund 93-1	0	770	-770	1,957	-1,957	%-100
Due To/From Cash Pool	-239,065	-618,276	379,211	-539,644	300,579	-56
1210 Accounts Receivable-Water/Sewer	49,224	53,727	-4,503	35,264	13,960	39
1220 Unbilled Water Sales Receivable	158,000	158,000	0	65,000	93,000	143
1221 Unbilled Sewer Sales Receivable	40,000	40,000	0	16,000	24,000	150
1260 Prepaid Insurance	10,515	2,741	7,774	11,013	-498	-5
1270 Prepaid Rent	1,980	1,931	49	1,931	49	2
TOTAL CURRENT ASSETS	4,481,320	3,970,523	510,797	3,484,112	997,208	28
FIXED ASSETS						
Property, Plant and Equipment	18,566,049	18,069,840	496,209	17,706,503	859,546	4
Accumulated Depreciation	3,962,277	4,004,258	-41,981	3,847,972	114,305	-2
NET FIXED ASSETS	14,603,772	14,065,582	538,190	13,858,531	745,241	5
OTHER ASSETS						
1800 Accrued Interest Receivable	58,384	48,250	10,135	44,237	14,147	31
1810 Receivable-Other	1,500	0	1,500	0	1,500	0
1833 Deposit-W/C Insurance	2,700	3,766	-1,066	5,747	-3,047	-54
1835 Notes Receivable-M.V. I	104,571	112,259	-7,688	111,604	-7,033	-7
TOTAL OTHER ASSETS	167,155	164,275	2,880	161,588	5,567	3
TOTAL ASSETS	19,252,247	18,200,379	1,051,868	17,504,231	1,748,016	9
LIABILITIES AND FUND EQUITY						
CURRENT LIABILITIES						
2100 Accounts Payable	46,632	43,889	2,743	46,061	571	1
2101 Compensated Absences Payable	26,692	26,692	0	24,719	1,973	7
2105 A/P-Uncashed Check (Brand)	0	30,810	-30,810	30,810	-30,810	%-100
2110 Customer Deposits	0	0	0	13,960	-13,960	%-100
2115 Construction Meter Deposits	5,057	3,500	1,557	2,918	2,139	73
2116 PCI Deposit	3,817	3,627	190	0	3,817	0
2118 Maintenance Guarantee Deposit	5,000	5,000	0	5,000	0	0

Combined

ending: 03/31/97
YR 97

BALANCE SHEET
NIPOMO COMMUNITY SERVICES DIST

Page 2
Report Date: 04/22/97
(Consolidated) 100 - 803

	Current Balance	Year's Beg. Bal.	Change	Cur Month Last Year	Change	% of Change
Payroll Taxes Payable	0	0	0	-10	10	%-100
2160 Deferred Revenues	6,300	6,300	0	6,300	0	0
2170 Bonds Payable-Current Portion	6,000	6,000	0	5,000	1,000	20
TOTAL CURRENT LIABILITIES	95,681	122,191	-26,510	134,757	-39,077	-29
LONG TERM LIABILITIES, LESS CURRENT PORT						
2220 Water Revenue Bonds Payable-1978	201,000	201,000	0	207,000	-6,000	-3
TOTAL LONG TERM LIABILITIES	201,000	201,000	0	207,000	-6,000	-3
TOTAL LIABILITIES	300,498	326,817	-26,320	341,757	-41,260	-13
FUND EQUITY						
3100 Contributed Capital-Assets	4,327,448	4,327,448	0	4,027,136	300,312	7
3101 Contrib Capital-Capacity Fees	6,471,991	6,090,336	381,655	5,786,821	685,170	11
3102 Contributed Capital-Assess Dist	1,699,743	1,699,743	0	1,708,265	-8,522	-1
3103 Contributed Capital-Right of Way	31,600	31,600	0	31,600	0	0
3110 Capital Grants-Federal and State	3,524,031	3,524,031	0	3,596,051	-72,020	-3
3120 R/E-Reserved	2,405,628	119,030	2,286,598	120,000	2,285,628	999
3121 R/E-Reserved (Debt Service)	15,600	15,600	0	15,600	0	0
3122 R/E-Reserved (Emergencies)	50,000	50,000	0	50,000	0	0
3123 R/E-Reserved (Sewer Grant)	135,000	135,000	0	0	135,000	0
3124 R/E-Unreserved	-405,825	1,880,774	-2,286,598	1,869,377	-2,275,201	%-122
NET INCOME/LOSS	696,533	0	696,533	-42,376	738,909	%-1744
TOTAL FUND EQUITY	18,951,749	17,873,562	1,078,188	17,162,473	1,789,276	10
TOTAL LIABILITIES AND FUND EQUITY	19,252,247	18,200,379	1,051,868	17,504,231	1,748,016	9

UNAUDITED REPORT

Combined

Period Ending: 03/31/97
FISCAL YR 97

INCOME STATEMENT
NIPOMO COMMUNITY SERVICES DIST

Page 3
Report Date: 04/22/97
(Consolidated) 100 - 803

	Total Budget	Cur Month Last Year	Current Month	YTD Total	% of Budget	Last Year YTD
REVENUES						
Water Sales	885,000	48,191	52,429	736,262	83	642,519
Sewer Revenues	399,100	24,909	27,786	312,568	78	276,241
Fees and Penalties	19,250	2,780	2,554	16,403	85	22,268
4220 Meter Fees	12,740	840	210	15,160	119	7,110
4240 Water Connection Fees	1,900	760	380	760	40	4,270
4250 Plan, Check and Inspection Fees	5,200	1,181	0	550	11	12,094
4265 Sewer Lift Station	5,000	0	0	13,000	260	7,500
Miscellaneous Income	800	1,125	1,110	4,757	594	6,826
4292 Administrative Fee	5,200	0	0	12,597	242	30,203
4295 Streetlighting Income	13,124	672	936	8,190	62	8,771
4310 Annexation Fees	4,000	500	0	1,000	25	4,500
4320 Backflow Test	0	0	0	130	0	562
4700 Settlement Income	0	0	0	110,000	0	0
4800 Oper Trans In-Admin	97,704	0	10,058	58,268	60	55,861
4810 Oper Trans In-Funded Deprec	213,360	7,179	17,780	160,020	75	92,933
TOTAL REVENUES	1,662,378	88,137	113,243	1,449,666	87	1,171,479
EXPENSES						
5010 Accounting	2,675	0	0	2,675	100	2,675
5020 Advertising	0	0	0	417	0	0
5030 Bank Charges	51	0	9	42	82	0
5035 BL Advisory Committee	0	0	0	853	0	0
5060 Chemicals	7,548	581	1,135	4,733	63	5,474
5070 Computer Expense	2,500	289	0	3,402	136	3,609
5090 Director Fees	15,000	1,000	1,000	8,550	57	9,042
5100 Dues and Subscriptions	3,000	38	188	2,565	86	2,348
5110 Education and Training	3,000	509	495	1,362	45	1,992
5112 Engineering	2,800	0	1,335	13,261	474	7,274
5115 Elections	4,550	0	0	1,964	43	0
5120 Equipment Rental	525	0	0	0	0	0
5123 Fire Alarm (Maint Bldg)	404	35	35	315	78	315
5125 Fuel	7,680	438	990	4,431	58	5,076
5130 Insurance-Liability	33,510	2,755	2,623	21,050	63	24,314
5140 Insurance-Medical/Dental	45,900	3,550	3,114	30,679	67	33,840
5150 Insurance-Workman's Compensation	11,220	2,520	2,530	7,644	68	8,217
5160 Lab Tests and Supplies	25,150	8,566	1,652	12,491	50	18,223
5170 Legal	30,250	1,541	6,373	23,392	77	23,999
5171 Legal-Litigation'	75,000	5,618	9,860	78,200	104	56,262
5172 Legal-Water Counsel	6,500	927	0	0	0	1,484
5180 Maps and Blueprints	200	0	0	0	0	0
5190 Meters-New	3,700	0	203	2,039	55	0
5195 Meters-Replacement Program	15,000	0	6,486	14,932	100	0
5200 Miscellaneous	2,500	-0	202	466	19	269
5210 Newsletter	1,805	0	225	225	12	618
5220 Office Supplies	2,710	159	421	2,242	83	2,088
5230 Outside Services	28,800	1,184	977	3,720	13	20,073

Combined

03/31/97

INCOME STATEMENT

Page 4

97

NIPOMO COMMUNITY SERVICES DIST

Report Date: 04/22/97
(Consolidated) 100 - 803

	Total Budget	Cur Month Last Year	Current Month	YTD Total	% of Budget	Last Year YTD
5 Outside Service-PB Repairs	25,000	11,227	0	0	0	68,287
5240 Operating Supplies	49,000	6,749	5,853	16,658	34	28,508
5250 Paging Expense	1,485	91	193	1,145	77	938
5280 Permits and Operating Fees	5,955	0	0	8,296	139	5,264
5290 Postage	10,330	1,080	985	4,332	42	6,504
5300 Printing	1,220	128	570	1,207	99	1,374
5310 Public and Legal Notices	5,075	107	0	30	1	1,610
5320 Rent	26,400	2,137	2,186	19,527	74	19,130
5330 Repairs & Maintenance-Vehicles	4,400	186	1,039	2,806	64	2,983
5345 Repairs & Maintenance-Office	1,200	35	38	335	28	268
5350 Repairs & Maintenance-Water	6,500	-2,020	6,332	25,570	393	1,126
5360 Repairs & Maintenance-Sewer	28,400	0	150	11,873	42	50
5365 Repairs & Maintenance-Misc.	200	0	658	941	470	252
5370 Retirement Benefits	18,875	0	0	0	0	8,992
5400 Taxes-Payroll	12,035	3,349	3,638	9,455	79	9,212
5405 Property Taxes	0	0	0	1,708	0	0
5410 Telephone	5,100	492	419	2,748	54	3,060
5420 Travel and Mileage	7,150	573	332	3,615	51	3,409
5430 Underground Notification	824	117	152	419	51	568
5440 Uniforms	2,000	0	353	1,421	71	1,500
5450 Utilities-Electricity	275,000	10,998	26,670	188,739	69	200,332
5455 Utilities-Electricity(StLight)	11,000	811	1,622	7,297	66	7,339
5460 Utilities-Gas	805	135	261	571	71	482
5465 Utilities-Trash Collection	935	53	53	475	51	470
5470 Wages-Office and Management	171,900	13,624	14,244	126,522	74	120,630
54 Wages-O.T.-Office and Management	2,000	119	97	815	41	1,654
51 Wages-Maintenance	139,800	11,091	12,413	98,723	71	108,996
5510 Wages-O.T.-Maintenance	23,250	1,405	2,575	24,600	106	20,231
TOTAL EXPENSES	1,167,817	92,195	120,688	801,477	68	874,672
EXCESS REV. OVER EXP.	494,561	-4,058	-7,445	648,189	131	296,807
OTHER INCOME AND EXPENSES						
OTHER INCOME						
Interest Income	180,955	44,937	59,277	173,640	95	135,594
6175 Tax Revenues	138,300	6,366	7,307	98,167	71	96,370
TOTAL OTHER INCOME	319,255	51,303	66,584	271,807	85	234,464

combined

ending: 03/31/97
F YR 97

INCOME STATEMENT
NIPOMO COMMUNITY SERVICES DIST

Page 5
Report Date: 04/22/97
(Consolidated) 100 - 803

	Total Budget	Cur Month Last Year	Current Month	YTD Total	% of Budget	Last Year YTD
OTHER EXPENSES						
6500 Interest Expense	10,400	0	0	5,175	-50	5,300
6800 Contingency-Budgeted	5,000	0	0	0	0	0
6901 Oper Trans Out-Admin	97,704	0	10,058	58,268	-60	55,861
6950 Oper Trans Out-Funded Deprec	213,360	7,179	17,780	160,020	-75	92,933
TOTAL OTHER EXPENSES	-326,464	39,438	-27,838	-223,463	68	265,459
TOTAL OTHER INCOME AND EXPENSES	-7,209	90,741	38,746	48,343	%-671	499,923
EXCESS REV. & OTHER OVER EXP.	487,352	86,683	31,301	696,533	142	796,730

UNAUDITED REPORT

MAY 7 1997

TO: BOARD OF DIRECTORS
 FROM: DOUG JONES
 DATE: MAY 7, 1997

MANAGER'S REPORT

1. PHASE 1 ENVIRONMENTAL ASSESSMENT OF 20 ACRE PARCEL FOR TREATMENT PLANT EXPANSION.

The District is in the process of acquiring 20 acres of land for the expansion of the Southland Wastewater Treatment Plant. An environmental site assessment is required to determine if any hazardous materials may exist on the 20-acre acquisition. The District has contacted a number of consultants that do the Phase 1 environmental assessment research to make that determination. The cost of this site assessment is \$1,600.

2. NOVEMBER 4, 1997 GENERAL ELECTION BALLOT.

The District has received a notice from the SLO County Clerk Recorder/Election office with an election schedule for the November 4, 1997 election. If the District wishes to put a measure on the ballot, the last date to submit the measure to the county would be July 16, 1997.

3. NEW OFFICE BUILDING CONSTRUCTION COSTS

The following is a summary of the current construction costs of the new office building at 148 S. Wilson, including separate contracts for alarm, computer and telephone wiring, radio communication equipment, and a flag pole.

OFFICE BUILDING

Contract costs paid to date including change orders	\$201,086
Costs per separate contracts	5,489
Total to date	<u><u>206,575</u></u>

4. Nipomo Chamber of Commerce Business Trade Fair Information attached.



April 19, 1997
Proposal 97-014P

Mr. Doug Jones
Nipomo Community Services District
261 West Dana Street, Suite 101
Nipomo, Ca 93444

SUBJECT: Proposal for Phase I Environmental Site Assessment
20 Acre Parcel - W. of Hwy 101 and S. of Range
Nipomo, California

Dear Doug:

Thank you for inviting us to submit a proposal to perform environmental work for the above noted site. This letter presents our scope of work and estimated fee to perform a Phase I environmental site assessment (ESA) for the property. In preparing this proposal we reviewed available soils and geologic information contained in our files. We also performed a brief site reconnaissance on April 17, 1997.

The purpose of our ESA will be to provide a professional opinion on the potential current presence of recognized environmental conditions at the project site, including potential impacts from known problems in the surrounding area. The term "recognized environmental conditions," as defined by ASTM Designation E1527-94, means:

"the presence or likely presence of any hazardous substances or petroleum products on a property under conditions that indicate an existing release, a past release, or a material threat of a release of any hazardous substances or petroleum products into structures on the property or into the ground, ground water, or surface water of the property."

SCOPE OF WORK

We propose to perform the following work according to the recommended guidelines established by ASTM Designation E 1527-94, "Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process."

1. Examine aerial photographs of the project site and vicinity for indications of environmental hazards. In addition, any readily available historic city directories and Sanborn Fire Insurance maps will be examined.
2. Review geologic maps and literature on file in our office for information on the hydrogeologic setting of the site. Review any geologic or geotechnical reports for adjacent properties that are available in our files.
3. Subcontract with a regulatory-agency-list search service for an environmental records search for sites located up to 1 mile from the site. The records search will include, at a minimum, the following pertinent lists: U.S. National Priority Lists (Superfund); U.S. Comprehensive Environmental Response, Compensation, and Liability System; U.S. Large Quantity Generators; U.S. Small and Very Small Quantity Generators; U.S. RCRA Treatment, Storage, and/or Disposal Sites; U.S. RCRA Transporters; U.S. ERNS list; California State Priority List; California Leaking Underground Storage Tanks; California Registered Underground Storage Tanks; and California Solid Waste Landfills, Incinerators, and Transfer Stations.



Office of the County Clerk-Recorder

COUNTY OF SAN LUIS OBISPO

1144 MONTEREY STREET, SUITE A

SAN LUIS OBISPO, CALIFORNIA 93408

Phone 805 781-5228

JULIE L. RODEWALD
COUNTY CLERK-RECORDER

JANET HALEY
DEPUTY REGISTRAR OF VOTERS

TO: COUNTY DEPARTMENTS, CITY CLERKS, & DISTRICT SECRETARIES

FROM: JULIE L. RODEWALD, County Clerk-Recorder
By Janet Haley, Deputy

DATE: APRIL 9, 1997

SUBJECT: ACTIVITY SCHEDULE FOR PLACING MEASURES ON THE
NOVEMBER 4, 1997 GENERAL DISTRICT ELECTION BALLOT

RECEIVED

APR 11 1997

NIPON
SERVICES

For your reference we have enclosed the Activity Schedule for putting a measure on the November 4, 1997 Election Ballot.

This schedule will also be published in the Telegram Tribune for the public's knowledge.

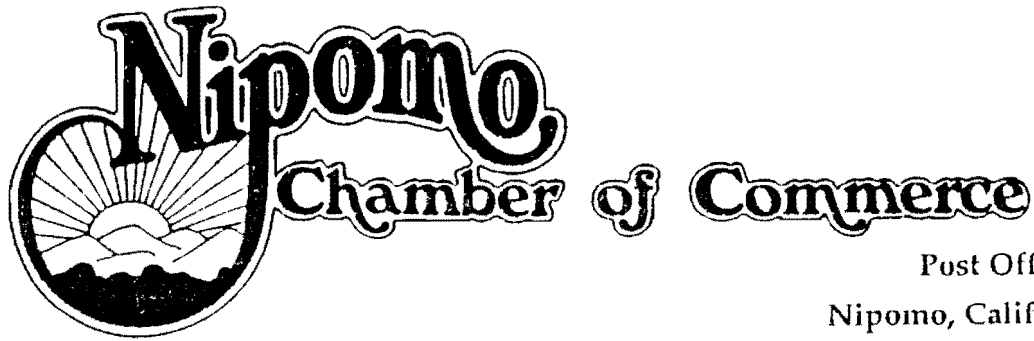
Cities and Districts must include a statement of agreement to pay for your portion of the election costs in your Resolution Requesting Consolidation.

Also, it is very important to set out the FULL TEXT OF THE MEASURE in the Resolution calling the election and to set forth the EXACT FORM OF THE QUESTION as it is to appear on the ballot.

Please feel free to call our office if you require any further information. Thank you!

**NOVEMBER 4, 1997 GENERAL DISTRICT ELECTION
ACTIVITY SCHEDULE FOR PLACING MEASURES ON THE BALLOT**

- JULY 16, 1997**
(111 Days)
EC Sec 9140, 9342
- **LAST DAY** for Governing Boards to submit a copy of their Resolution calling for and placing a measure on the ballot. The **FULL TEXT OF THE MEASURE** must be included in the Resolution. Also, the Resolution requesting consolidation with the November 4, 1997 Election must be filed and must set forth the exact form of the question as it is to appear on the ballot.
- JULY 22, 1997**
(105 Days)
EC Sec 9163, 9316, 9502
- **COUNTY CLERK** to publish the Notice of Election calling for Submission of Arguments by this date.
- JULY 29, 1997**
(98 Days)
EC Sec 9161, 9162, 9163, 9315, 9316, 9501, 9502
- **LAST DAY** Primary Arguments FOR or AGAINST measures may be filed with the County Clerk.
- AUGUST 8, 1997**
(88 Days)
EC Sec 9167, 9317, 9504
- **LAST DAY** for Rebuttal Arguments (if applicable) to be filed with the County Clerk.
- AUGUST 8, 1997**
(38 Days)
EC Sec 9160, 9313, 9500
- **IMPARTIAL ANALYSIS** due from County Counsel.
- AUGUST 8, 1997**
(88 Days)
EC Sec 9160
- **FISCAL IMPACT STATEMENT** due from Auditor (if applicable).
- AUGUST 8, 1997**
(88 Days)
EC Sec 10402, 10403
- **LAST DAY** for Cities to file with the Board of Supervisors and the County Clerk their Resolutions requesting consolidation with the November 4, 1997 Election. Resolution must set forth the exact form of the question as it is to appear on the ballot.
- AUGUST 9, 1997**
(87 Days)
EC Sec 9190, 9380, 9509
- **FIRST DAY** of the Public Examination Period.
- AUGUST 19, 1997**
(77 Days)
- **LAST DAY** of the Public Examination Period.
- JULY 14 - AUGUST 8, 1997**
(113 - 88 Days)
- **NOMINATION PERIOD**
- OCTOBER 6, 1997**
(29 Days)
- **CLOSE OF REGISTRATION - FIRST DAY FOR ABSENTEES**



Post Office Box 386
Nipomo, California 93444
Phone and Fax # (805) 929-1583

**Nipomo Chamber of Commerce
2nd Annual Business Trade Fair**

**Nipomo Recreation Center
Saturday, June 14, 1997
11:00 A.M. - 3:00 P.M.**

The Nipomo Chamber of Commerce is once again offering you the chance to feature your business at our Annual Business Trade Fair. Enclosed you will find this year's booth application and fee schedule. We are limiting the number of booths inside the Recreation Center to 30 and we will also feature a few booths in the front parking area.

Please return your completed application and payment to the Chamber Office as soon as possible to reserve your booth. Booth assignments and special needs and requests will be met on a first come basis.

We are asking each participant to provide at least one door prize (minimum value of \$25.00). The drawings for your door prizes will be held at your own booth at a time that you feel will be appropriate.

The Chamber will be advertising this event to the public through paid advertisements in the local newspapers, signs, public service announcements and the Nipomo Chamber communications. Don't miss this chance to make the public aware of your services and products.

The Trade Fair last year was a great success and we expect an even better event this year. If you have questions or need more information please call the Chamber Office at 929-1583 or John Skinner at 925-9279.

Sincerely,

John Skinner
Trade Fair Committee Chairman

Chamber of Commerce Office Location
257 W. Tefft St. Nipomo

APR 10 1997

NIPOMO COMMUNITY
SERVICES DISTRICT

WARRANTS MAY 7, 1997

HAND WRITTEN CHECKS

<u>CHECK #</u>	<u>NAME</u>	<u>AMOUNT</u>
17869	SCOTT ROWEN	\$90.00
17870	RW SCOTT	350.65
17871	MIDSTATE BANK	90.00
17872	TJN DOZER	417.25

VOIDS

ck#9038-9039, 9045, 9049, 9055, 9059-9061, 9064, 9076, 9079 & 2187

NET PAYROLL

CK# 2188-2196 \$12,624.66

COMPUTER GENERATED CHECKS

COMPUTER GENERATED CHECKS

9028	04/23/97	BOGNUDA, LISA	\$40.00
9029	04/23/97	CALIFORNIA ELECTRIC SUPPLY	\$11.45
9030	04/23/97	DEFERVILLE CONSTRUCTION, INC.	\$70,578.08
9031	04/23/97	FGL ENVIRONMENTAL ANALYTICAL CHEMIST	\$112.80
9032	04/23/97	GTE MOBILNET	\$35.75
9033	04/23/97	GROENIGER & COMPANY	\$4,572.53
9034	04/23/97	PACIFIC BELL	\$213.16
9035	04/23/97	SAN LUIS OBISPO COUNTY	\$40.00
9036	04/23/97	U S POSTAL SERVICE	\$200.00
9037	04/23/97	FLOYD V. WELLS, INC.	\$2,358.37
9040	04/30/97	EMPLOYMENT DEVELOPMENT DEPARTMENT	\$799.08
9041	04/30/97	DOUG JONES	\$300.00
9042	04/30/97	MID STATE BANK	\$4,269.83
9043	05/01/97	DANA PROPERTIES	\$205.90
9044	05/01/97	J.O. MILLER	\$1,980.00
9046	05/07/97	ADB SYSTEMS	\$1,370.90
9047	05/07/97	ADVANTAGE ANSWERING PLUS	\$122.94
9048	05/07/97	ALL PURE CHEMICAL CO	\$828.94
9050	05/07/97	BLUEPRINT EXPRESS	\$2.55
9051	05/07/97	CALIFORNIA APPLIED TECHNOLOGIES	\$235.12
9052	05/07/97	CHEVRON	\$117.33
9053	05/07/97	COSTCO MEMBERSHIP	\$90.00
9054	05/07/97	FGL ENVIRONMENTAL ANALYTICAL CHEMIST	\$542.60
9056	05/07/97	GARING, TAYLOR & ASSOCIATE, INC.	\$2,768.36
9057	05/07/97	GTE CALIFORNIA INCORPORATED	\$27.83
9058	05/07/97	JOHNSON, DONNA	\$40.00
9061	05/07/97	MID STATE BANK-MASTERCARD	\$116.25
9062	05/07/97	MILLER, JOHN R. CONSTRUCTION	\$1,492.00
9063	05/07/97	MISSION UNIFORM SERVICE	\$175.20
9064	05/07/97	NIPOMO AUTO PARTS	\$170.02
9065	05/07/97	NIPOMO CHEVRON	\$35.17
9066	05/07/97	NIPOMO GARBAGE COMPANY	\$54.30
9067	05/07/97	NIPOMO REXALL DRUG	\$15.82
9068	05/07/97	P G & E	\$18,503.46
9069	05/07/97	PERRY'S ELECTRIC MOTORS & CONTROLS	\$1,376.14
9070	05/07/97	PERS HEALTH BENEFIT SERVICES	\$3,204.94
9071	05/07/97	PETTY CASH-MIDSTATE BANK	\$79.57
9072	05/07/97	PIONEER EQUIPMENT CO.	\$1,587.00
9073	05/07/97	POSTALIA, INC.	\$489.06
9074	05/07/97	RUSSCO	\$29.89
9075	05/07/97	SHIPSEY & SEITZ, INC.	\$3,048.00
9077	05/07/97	SOUTHERN CALIF GAS COMPANY	\$49.84
9078	05/07/97	SYLVESTER'S SECURITY ALARMS, INC.	\$35.00
9080	05/07/97	WYATT & BAKER, Lawyers	\$3,887.55
9081	05/07/97	ROBERT BLAIR	\$100.00
9082	05/07/97	KATHLEEN FAIRBANKS	\$100.00
9083	05/07/97	GENE KAYE	\$100.00
9084	05/07/97	ALEX MENDOZA	\$100.00
9085	05/07/97	NIPOMO ACE HARDWARE	\$170.02
9086	05/07/97	ALBERT SIMON	\$100.00
9087	05/07/97	T.L.C. BACKHOE SERVICES	\$43,906.74

NOTICE OF PUBLIC HEARING

- NIPOMO COMMUNITY SERVICES DISTRICT
TO
CONSIDER THE ADOPTION OF ORDINANCE
1. TO ESTABLISH NEW CAPACITY CHARGES FOR WATER AND SEWER SERVICE (DEVELOPER FEES)
 2. TO ESTABLISH NEW CONNECTION/METER FEE
- ON
WEDNESDAY, MAY 7, 1997

The Board of Directors of Nipomo Community Services District will conduct a Public Hearing at 7:00 p.m. at 261 West Dana, Suite 100, Nipomo. At that time, the Board will receive and consider all public comments on new Capacity Charges for water and sewer service (developer fees) and the establishment of new connection/meter fees.

The ordinance as introduced establishes the following Water Capacity Charges:

<u>METER SIZE</u>	<u>1997</u>	<u>2001</u>
UP TO 1 INCH	\$ 3,180.00	\$ 3,370.00
1-1½ INCH	10,490.00	11,130.00
2 INCH	16,850.00	17,880.00
3 INCH	31,800.00	33,750.00
4 INCH	56,280.00	59,730.00
6 INCH	105,890.00	112,330.00

The ordinance as introduced establishes the following Sewer Capacity Charges:

Cost of Sewer Capacity Charge - Nipomo Division
per Dwelling Unit Equivalent (DUE)

<u>1997</u>	<u>2001</u>
Per DUE \$ 2,370	\$ 2,500

The ordinance as introduced establishes the following water connection/meter fees.:

The variable Connection Fees will take effect 30 days after ordinance is passed.

<u>METER SIZE</u>	<u>INSTALLATION</u>	<u>METER FEE</u>	<u>ACCOUNT FEE</u>
1 INCH	\$760	\$170	\$10
1½ INCH	\$835	\$450	\$10
2 INCH	\$995	\$510	\$10
3 INCH AND LARGER	AT COST	AT COST	\$10

The Capacity Charges and Fees will take effect 30 days after ordinance is passed. The future increases will take effect on July 1st of the year 2001:

The study indicating the revenue source and the cost to provide the services that are the subject of the new ordinance is available at the District office located at 261 W. Dana St. Suite 101, Nipomo, CA 93444.