

NIPOMO COMMUNITY SERVICES DISTRICT

AGENDA

John S

REGULAR BOARD MEETING JUNE 4, 1997 7:00 P.M.
BOARD ROOM 261 W. DANA STREET, SUITE 100 NIPOMO, CA

35
20
7.00
1.50
8.50

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 MAY 21, 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 WATER CAPACITY CHARGES AND INSTALLATION FEES
Second reading of an Ordinance to increase Water Capacity Charges (Developer Fees) and Installation Fees.
4. PUBLIC WATER SYSTEM FINANCIAL ASSISTANCE
Submit a pre-application request for State Drinking Water Revolving Funds.
5. SET A PUBLIC HEARING FOR THE 1997-98 NCS D BUDGET
Set June 18, 1997 for a Public Hearing for the District's 1997-98 fiscal year budget.
6. SET A PUBLIC HEARING FOR THE BLACK LAKE STREET LIGHTING ANNUAL CHARGE
Set June 18, 1997 for a Public Hearing for the amount to be collected on the tax bill for operating the Black Lake Street Lighting. No increase recommended.
7. WATER RATE STUDY
Review the Request for Proposals for the Town Division water rate study.

FINANCIAL REPORT

8. APPROVAL OF WARRANTS

OTHER BUSINESS

9. MANAGER'S REPORT
 1. Groundwater Management Workshop
 2. Foundation for Community Development Correspondence
 3. Jack O'Connell State Budget briefing, June 20, 1997
 4. SLO-CSDA Chapter Meeting
10. DIRECTORS COMMENTS
11. PUBLIC COMMENTS

CLOSED SESSION - CONFERENCE WITH LEGAL COUNSEL

Existing litigation GC§ 54956.9

1. NCS D vs. Shell Oil, et. al. Case No. CV 077387

*GC§ refers to Government Code Sections

ADJOURN

NIPOMO COMMUNITY SERVICES DISTRICT MINUTES

REGULAR BOARD MEETING MAY 21, 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

Vice-President Mendoza called the May 21, 1997 Regular Meeting to order at 7:00 p.m. and led the flag salute.

ROLL CALL

At Roll Call, the following directors were present: Kaye, Blair, Simon & Mendoza
President Fairbanks was absent.

APPROVAL OF MINUTES

1. REGULAR MEETING OF MAY 7, 1997
Upon motion of Director Kaye and seconded by Director Simon
the Board unanimously approved the Minutes of the May 7, 1997 Regular Meeting.

PUBLIC COMMENTS PERIOD

2. PUBLIC COMMENTS
Public comments on matters other than scheduled items. Presentations limited to three (3) minutes
Director Mendoza opened the meeting to public comment.
Ed Sauer of 363 Hazel Lane gave the Board some information.

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

3. PUBLIC HEARING -
ADJUSTMENT OF TOWN AND BLACK LAKE DIVISIONS MONTHLY SEWER USER FEES
Second reading of an Ordinance increasing monthly sewer user fees \$2/mo. for the
Town Division and \$4/mo. for the Black Lake Division.

Mr. Jones explained that the Board had the first reading of Ordinance No. 97-85 on
May 7, 1997. This ordinance adjusts the monthly sewer user fees for the
Town Division (\$16 to \$18/mo.) and Black Lake Division (\$16 to \$20/mo.)

Vice-President Mendoza opened the meeting to a Public Hearing.

There were no public comments.

Director Kaye moved to have Ord. 97-85 read in title only. Director Simon seconded.
Motion carried. Vote was 3-1 with Director Blair voting No.

Director Simon moved to adopt Ord. 97-85. Director Kaye seconded.

Motion carried. Vote 3-1 with Director Blair voting No.

NIPOMO COMMUNITY SERVICES DISTRICT

ORDINANCE NO. 97-85

**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**

4. PROPOSED ADJUSTMENT OF DISTRICT CAPACITY CHARGES AND INSTALLATION FEES
Review District water and wastewater facility capacities.
Introduction of an ordinance modifying water capacity charges and connection fees.

Mr. Jones explained the need for more water and wastewater treatment facility capacity. Jim Garing, District Engineer, explained the seriousness of the water capacity situation. In the summer of 1996 production was 4.2 MGD with .2 MGD in reserve. The projected 1997 summer use leaves no reserves even with 6 wells pumping. There was much Board discussion. There were no public comments. Upon motion of Director Kaye and seconded by Director Mendoza, the Board approved introducing Ordinance 97-86 and setting the date of June 4, 1997 for a Public Hearing. Director Blair voted No.

NIPOMO COMMUNITY SERVICES DISTRICT

ORDINANCE NO. 97- 86

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 SERVICE;
2. AMEND ADMINISTRATIVE PROCEDURES

5. LAFCO LETTER ON WATER SERVICE AREAS
1. LAFCO requesting NCSD and Cal Cities work together on water service areas.

Mr. Jones explained that LAFCO was requesting that the District and California Cities Water company work together to solve service areas within the Sphere of Influence and the Urban Service Area of the District.

Mr. Seitz explained that LAFCO is offering arbitration for drawing boundaries between the District and Cal Cities. Ed Sauer commented on Mr. Seitz' comments. Upon motion of Director Blair and seconded by Director Kaye, the Board unanimously agreed to direct staff to meet with Cal Cities to discuss. There were no public comments on the motion.

2. Service outside District boundary (Moore Property).
He reported that at the May 15, 1997 LAFCO meeting, the Moore property was discussed and it was decided to reaffirm the inventory of services outside the District boundary.

6. TRACT 1813 (SKYLARK PARK)
Accept water & sewer improvements constructed in Tract 1813 off the S. Frontage Rd. The developer for Tract 1813, a 26 lot development on S. Frontage has met all the requirements of the District. Upon motion of Director Simon and seconded by Director Blair, the Board unanimously approved Resolution 97-612 for Tract 1813.

RESOLUTION NO. 97- 612

RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT ACCEPTING THE WATER AND SEWER IMPROVEMENTS FOR TRACT 1813

7. MINUTES OF SAFETY MEETING
Accept and file Minutes of the May 8, 1997 Safety Meeting.
Upon motion of Director Blair, seconded by Director Simon, the Board approved to accept and file the Minutes of the May 8, 1997 Safety Meeting.

FINANCIAL REPORT

8. APPROVAL OF WARRANTS
Upon motion of Director Kaye and seconded by Director Blair, the Board unanimously approved the Warrants presented at the May 21, 1997 meeting.

OTHER BUSINESS

9. MANAGER'S REPORT

Mr. Jones presented information on the following items:

1. Pismo Beach letter on District Coastal Valve
Letter from Mayor of Pismo Beach May 7, 1997.
2. SLO CSDA meeting May 22, SLO Library
Mr. Blair volunteered to attend the meeting.
3. Budget study session
Board set a Study Session for June 4, 1997 at 8:30 a.m.

10. DIRECTORS COMMENTS

Director Blair commented on the Sacramento Special Affairs Day of the CSDA meeting.
Would like letter in support of SB 712.

11. PUBLIC COMMENTS

There were no public comments.

Mr. Seitz explained the need to go into Closed Session.

CLOSED SESSION - CONFERENCE WITH LEGAL COUNSEL

Existing litigation GC§ 54956.9

1. NCSD vs. Shell Oil, et. al. Case No. CV 077387
2. Brenizer vs NCSD, Case No. SC 90130

*GC§ refers to Government Code Sections

The Board returned from the Closed Session with no reportable action.

Vice-President Mendoza adjourned the meeting at 8:55 p.m.

ADJOURN



TO: BOARD OF DIRECTORS
FROM: DOUG JONES
DATE: JUNE 4, 1997

ADJUSTMENT OF WATER CAPACITY CHARGES
(DEVELOPER FEES)
AND INSTALLATION FEES

At the Regular Meeting of May 21, 1997, the Board introduced and had the first reading of Ordinance 97-86 adjusting the water capacity charges and installation fees.

The Board reviewed the memo to the Financial Committee dated May 16, 1997 and heard a report from the District's engineer, Jim Garing on the proposed capacity fees and the need for them.

Now is the time to hold a Public Hearing to receive public input on the proposed ordinance that would adjust the District water capacity fees (developer fees) and installation charges.

After the Public Hearing is complete, your Honorable Board may consider adoption of Ordinance 97-86 by the following:

1. A motion to read Ordinance 97-86 (in title only) followed by a roll call vote.
2. A motion to adopt Ord. 97-86 followed by a second and a roll call vote.

NIPOMO COMMUNITY SERVICES DISTRICT

ORDINANCE NO. 97- 86

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 SERVICE;
2. AMEND ADMINISTRATIVE PROCEDURES

**NIPOMO COMMUNITY SERVICES DISTRICT
ORDINANCE NO. 97- 86**

**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 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 sewer 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:

METER SIZE	1997	2001
UP TO 1 INCH	\$ 3,180.00	\$ 3,370.00

Capacity charge for meters larger than 1" shall be determined by dividing 30 gpm into the flow rate of the larger meter times the capacity charge of the 1" meter.

Standard Schedule of Installation Fees are established as follows:

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

*AT COST = TIME AND MATERIALS

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

Section 7. 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 8. Repeal of Prior Ordinances and Resolutions

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

Section 9. 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 10. 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 11. 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 12. 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 13. 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 21, 1997, and **PASSED AND ADOPTED** by the Board of Directors of the Nipomo Community Services District on the 4th day of June 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

MEMO TO FINANCE COMMITTEE

DATE: MAY ¹⁶~~23~~, 1997 MEETING 8:30 A.M. DISTRICT OFFICE
FROM: DOUG JONES

WATER REQUIREMENTS

TOWN DIVISION

Staff has reviewed the water production for the Town Division for calendar year 1996. The following information is presented:

AVERAGE ANNUAL DEMAND (1996)
528.1 MILLION GALLONS (MG) = 1005 GPM

AVERAGE SUMMER DEMAND (June, July Aug. 1996)
191.5 MG = 1446 GPM

Based on the District's Master Water Plan developed by Boyle Engineering the following maximum daily demands are calculated:

MAX. DAILY DEMAND 2 TIMES SUMMER DEMAND = 2,892 GPM = 4.2 MGD
PEAK HOURLY DEMAND 4 TIMES SUMMER DEMAND = 5,784 GPM = 8.4 MGD

— The District has six (6) producing wells in the Town Division which were measured in March 1997 and are producing as follows:

District Well Production (5/97)

<u>WELL</u>	<u>GPM</u>
Eureka	900
Via Concha	690
Bevington	340
Omiya	125
Olympic	140
Church	150

2,345 gpm = 3.3 MGD equivalent to 3020 AFY (at 80% production)

The following is the District analysis to meet the maximum daily demand in the summer.

The District presently has 2 million gallons of storage, of which about 1.1 million gallons is available to meet daily demand because the standpipe storage, once it drops to approx. 20 feet, water pressure in the higher elevation area (Summit Station) becomes limited. The following is the well production and storage to meet the District's maximum daily demand.

Maximum well production	= 3.3 MG
Available storage	= <u>1.1 MG</u>
Total Available	4.4 MG
Max. Daily Demand	<u>4.2 (Summer of 1996)</u>
Excess available or (Shortage)	0.2 MGD

Projecting the water demand for the summer of 1997, with over 100 new services added, the District may be reaching or exceeding its maximum daily demand.

FUTURE SUPPLY

The Boyle Water and Sewer Master Plan estimates, based on the County Land Use Element, that the future number of units within the District would be approx. 4100 residential units and 300 commercial units for a total of approx. 4400 units.

Based on water use of 0.6 acre foot per unit the District needed would be about 2640 AFY to provide water to these units. The District's present pumping capacity, assuming 80% production in which 20% would be down time, can presently produce over 3000 AFY. Therefore, the existing District production is adequate to meet the future consumption of the District. The District shortfall is in meeting the maximum daily and peak hourly demands. These demands can be met by additional production wells and/or storage. The Boyle Report recommends adding additional production facilities, transmission facilities and storage to meet the existing and future needs of the District. Presently, the District has a design underway for a second crossing of Nipomo Creek to bolster its distribution system from the east side to the west side. The 1998 budget will include the acquisition engineering and construction of a new production well.

FUNDING OF IMPROVEMENTS

Water Capacity Fees have been collected by the District as new development comes into the District. Prior to the early 90's, these capacity fees were used to supplement the monthly user charges, along with paying for capital improvements, i.e. Hetrick water storage facility. Since 1993, water capacity fees in the Town Division have been kept in a separate account. As of 3/31/97 these fees total \$522,900. Future capital water improvements will be expended from this account. Presently, the District is under design for a second crossing in Nipomo Creek. Estimated construction cost for this project is \$160,000. Construction of new well would cost approx. \$350,000. The Town Division water capacity fee account with these two projects will almost be depleted.

Future near term facilities that are needed for the District is an additional one million gallon storage tank at the twin tank site and a distribution line from that site to Thompson Ave. It is estimated that these improvements would cost \$1.2 million. Since there are not sufficient funds in the water capacity fee account, borrowing would have to be commenced to install these improvements and such costs would have to be paid back to the appropriate lender. The funds to pay back this loan would primarily come from the water capacity fees and/or with the approval of the Board, the monthly water user charges. It is proposed that the water capacity fees be adjusted so that the loan paid back through future connections and not from the monthly water user charge. It is previously proposed that the capacity fee of \$3,180 for setting of a meter of 1 inch or smaller. The water capacity fee is determined by dividing 30 gpm into the flow rate of meters that are larger than 1 inch times the capacity fee of the one inch meter. Larger meters would be charged their appropriate capacity fee for the demand on the system.

It is recommended that capacity charges can be calculated on meter sizes of 2 inches or larger based on the meter capacity to determine the appropriate fee. Larger meters may have different flow characteristics depending on the meter style, i.e. 4" compound 500 gpm vs. 4" turbine 1000 gpm.

- The District should proceed with a new production facility and adjusting its water capacity fees to establish a funding mechanism to support future needs. Without proceeding with improvements and the funding mechanism for such improvements, the District may not have sufficient capacity to serve already approved developments.

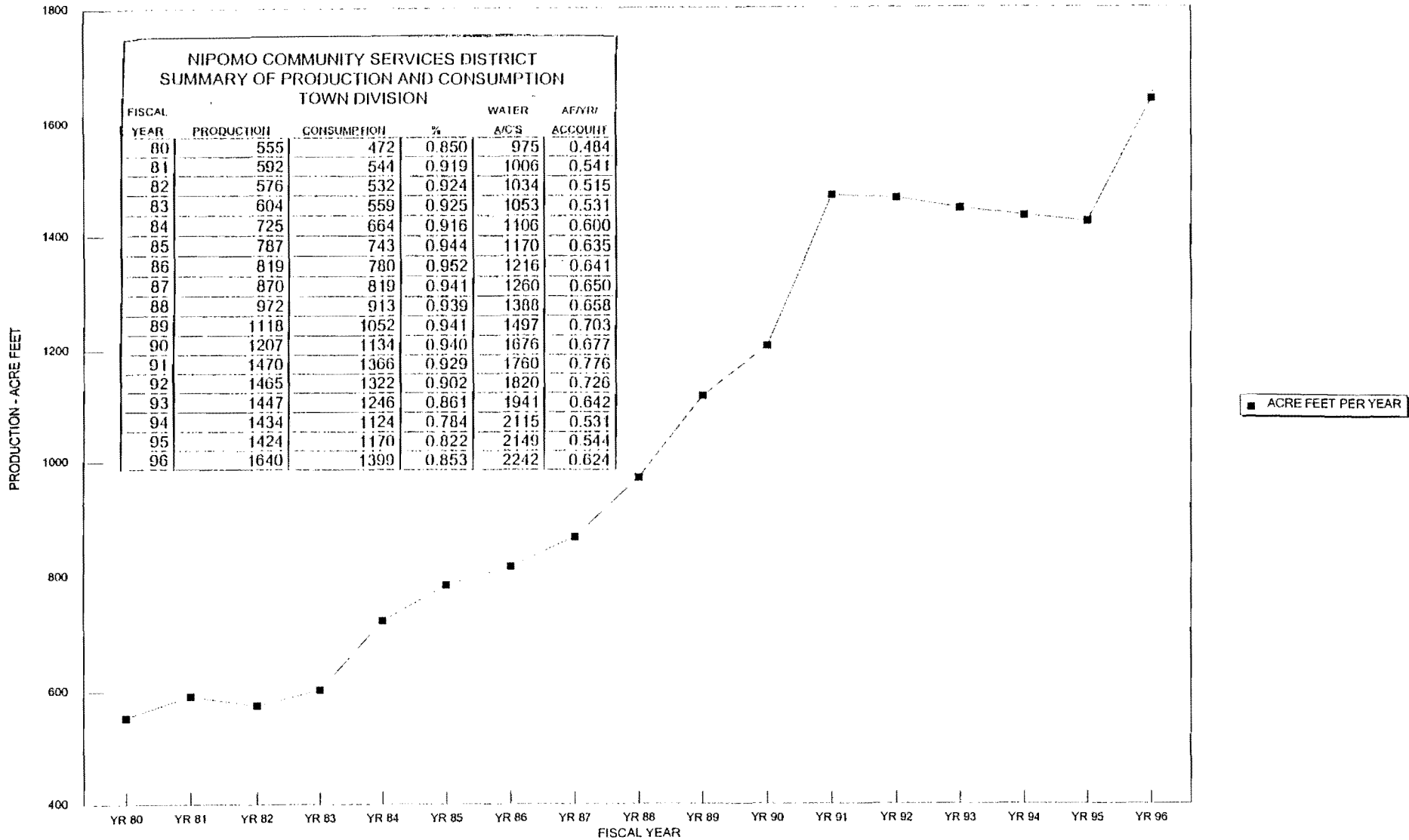
WASTEWATER CAPACITY

The District is in the final stages of acquiring the State Revolving Fund Loan for the expansion of the Town Division wastewater treatment facility. The existing treatment facility was designed for 0.36 MGD. It is presently running above that amount. Garing, Taylor and Assoc. along with Kennedy/Jenks Engineering have analyzed the existing plant with respect to future design and has determined that the existing capability of the plant would be closer to 0.4 MGD. Based on this engineering analysis, we are reaching the capacity of the plant, but we are still meeting the discharge requirements of the Regional Quality Control Board. Staff is presently completing the application requirements for the State loan for their approval. It is anticipated that this approval will be received in the near future so that funding and expansion of the plant can proceed.

Attached are graphs showing the District water production and wastewater treatment flows.

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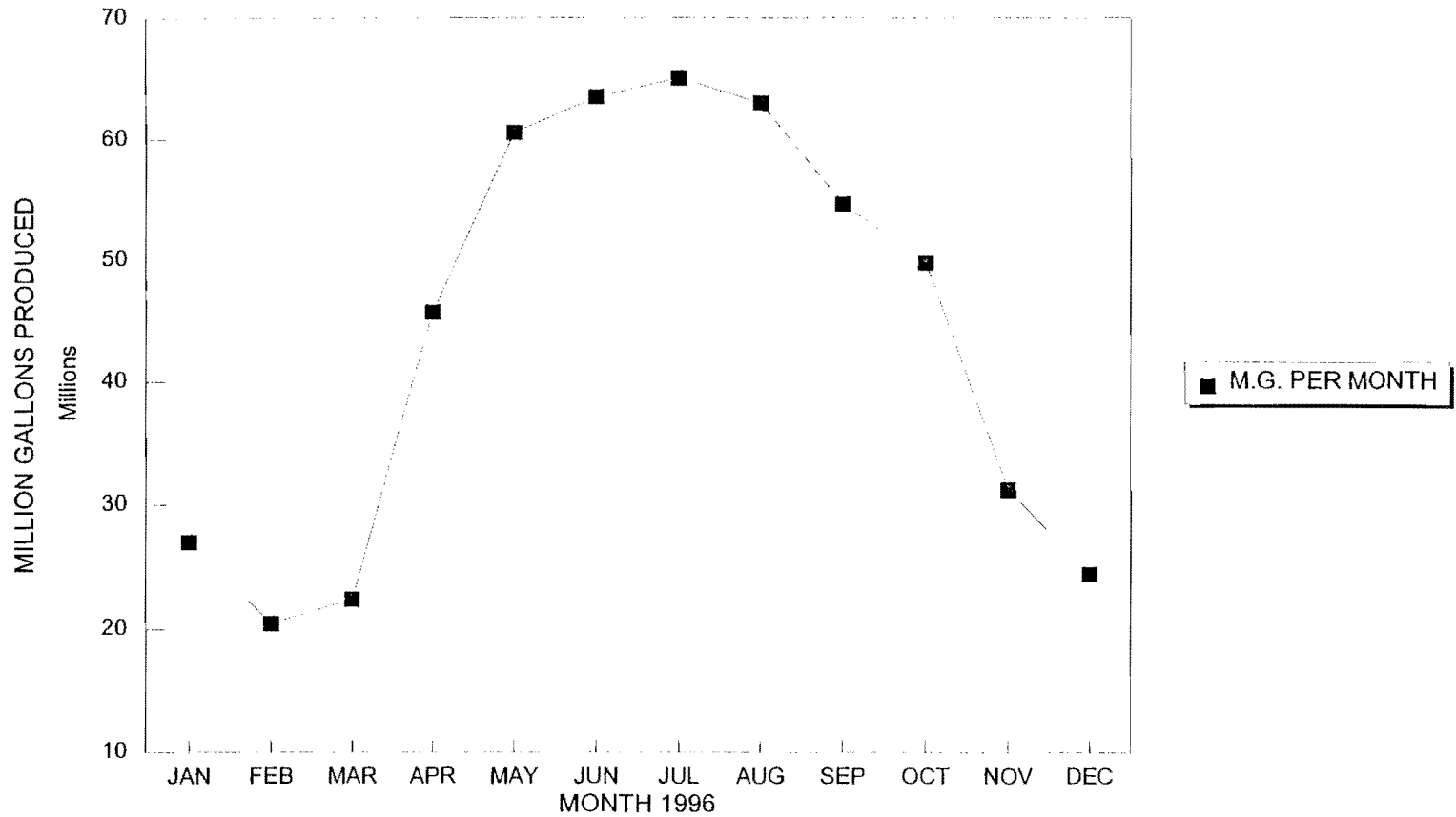
NIPOMO COMMUNITY SERVICES DISTRICT
TOWN DIVISION-WATER PRODUCTION



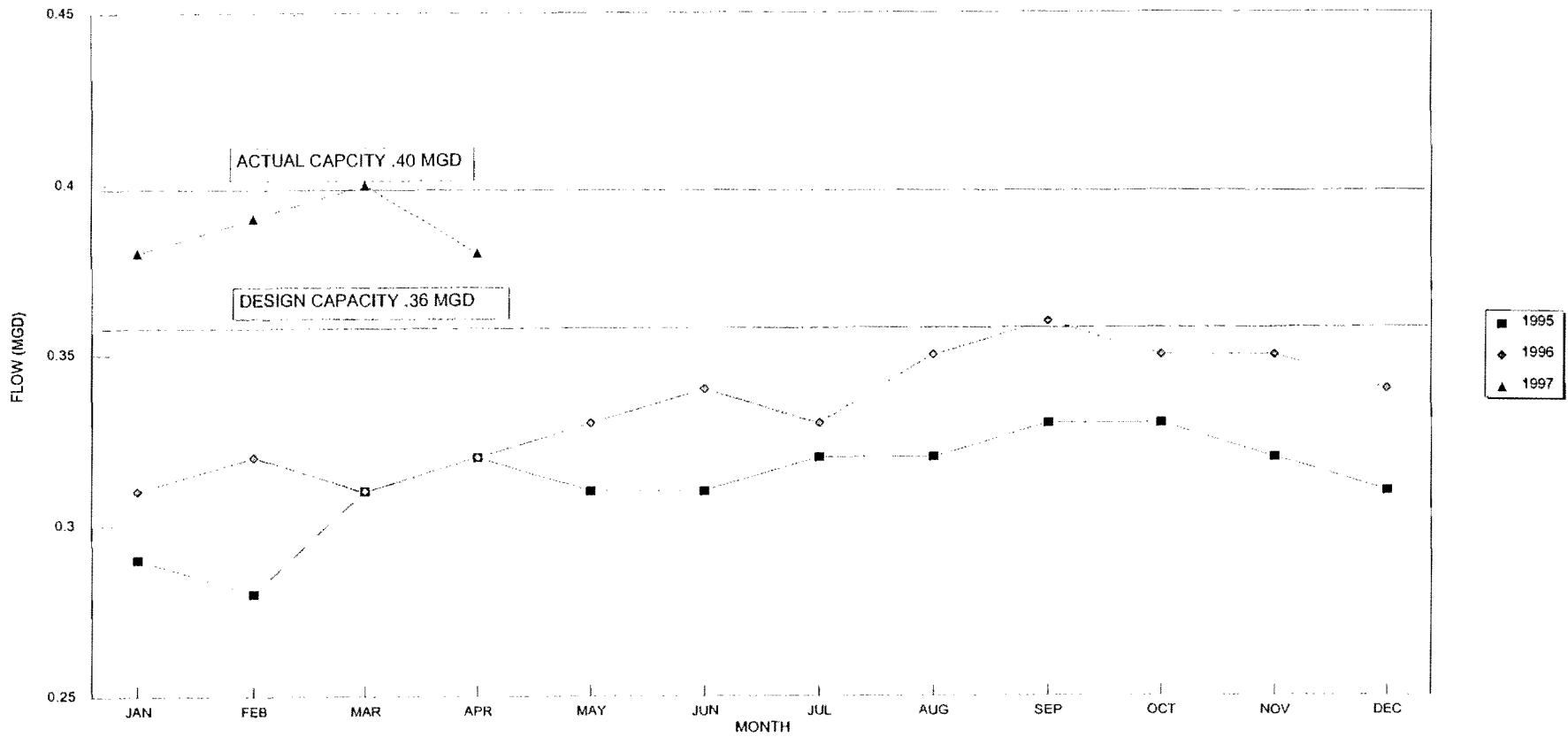
■ ACRE FEET PER YEAR

NIPOMO COMMUNITY SERVICES DISTRICT

TOWN DIVISION-MONTHLY PRODUCTION (MILLION GALLONS)



NIPOMO COMMUNITY SERVICES DISTRICT
TOWN DIVISION-SEWER TREATMENT PLANT FLOW (MGD)



AGENDA ITEM

JUN 4 1997



TO: BOARD OF DIRECTORS

FROM: DOUG JONES

DATE: JUNE 4, 1997

PUBLIC WATER SYSTEM FINANCIAL ASSISTANCE

Attached is the correspondence the District received from the Department of Health Services with respect to public water systems financial assistance program. Included is the pre-application completed form for possible funding for a new storage facility, a production well and a new transmission line to the new storage facility.

This pre-application form allows the District to be included in the initial project priority list. It does not obligate the District to acquire a loan. It is staff's recommendation that your Honorable Board approve the pre-application be submitted to the Dept. of Health Services to participate in the State Revolving Fund Loan Program.

C:\W:\BD\assist.DOC

DEPARTMENT OF HEALTH SERVICES

744 P STREET
BOX 942732
SACRAMENTO, CA 94234-7320

May 1, 1997



TO: California Public Water Systems

SUBJECT: Public Water System Financial Assistance Program, Pre-application Request

During 1996, Congress adopted amendments to the federal Safe Drinking Water Act that included grants to States to establish State Drinking Water Revolving Funds (SDWRF). This new program will assist public water systems to finance needed drinking water facilities and improvements. This program will be administered by the State Department of Health Services. The attached Fact Sheet describes this program in more detail.

As described in the Fact Sheet, the first step in the financial assistance process is the establishment of a State Priority List. The ranking of projects will be based on "pre-application" forms that are received from interested public water systems. At this time, we are requesting that all community water systems and non-profit noncommunity water systems that may be interested in participating in the SRF program complete and return the attached pre-application form for each project for which funding may be sought during the next five years. **In order to be included on the initial priority list, all pre-application forms must be postmarked or received by the Department by close of business August 1, 1997. Pre-application forms received after that date will not be included in the initial project priority list but will be held for the next annual priority list.**

Submission of the pre-application form does not obligate the system in any manner but is essential should the system decide to seek State financial assistance now or in the future. The Department is in the process of developing project ranking criteria that will be used to rank projects in the order of public health concern. Both the ranking criteria and the initial ranking of potential projects will be subject to a public hearing before they become final. A system that has more than one project, or a project for which staged funding will be requested (e.g. separate loans for planning/design and construction), should submit a separate pre-application form for each project or each stage. Water systems may duplicate the attached form as necessary.

Instructions to assist you in filling out the form are attached. If you have any questions about the SRF program, or desire assistance in filling out the form, please contact the drinking water district office serving your area as listed on the reverse of the attached Fact Sheet.

A handwritten signature in cursive script, reading "David P. Spath".

David P. Spath, Ph.D, P.E., Chief
Division of Drinking Water and
Environmental Management

PUBLIC WATER SYSTEM FINANCIAL ASSISTANCE PROGRAM

FACT SHEET

California Department of Health Services - March 1997

During 1996, Congress adopted amendments to the federal Safe Drinking Water Act (SDWA). Those amendments included provisions for providing significant grants to States to establish a State Revolving Fund (SRF) program. The objective of this SRF program is to provide low interest loans and other types of assistance to public drinking water systems to make necessary improvements to those systems. Based on current funding formulas, California expects to receive \$80 to \$100 million per year in federal grants through the year 2003. This will occur, however, only if the California Legislature approves legislation authorizing the establishment of this program and the State is able to provide the 20 percent matching funds that the federal law requires. At the present time, it is anticipated that the required State matching funds will be derived from a State Bond measure that will be placed on the June 1998 ballot for voter approval.

The California Department of Health Services (Department), as the administrator of California's drinking water program, is proceeding with the preparation for rapid implementation of the SRF program under the expectation that the Bond measure will be approved. The application for the federal funds will be submitted to the United States Environmental Protection Agency (USEPA) in late spring of 1998. Under this timeline, the Department expects the federal grant award to be received and the program to begin by late summer of 1998.

All community water systems (whether public or privately owned), as well as nonprofit noncommunity water systems, will be eligible to receive SRF financial assistance. This includes irrigation districts that will become subject to the SDWA due to the change in the federal definition of a public water system. Financial assistance will be in the form of low interest loans. Communities that meet specified financial hardship criteria may be eligible for partial grants in some cases. A wide variety of public water system improvements will be eligible for financing under the SRF program. Examples of types of projects that are eligible include: (1) measures to improve, protect, or expand sources of water; (2) water treatment and disinfection facilities; (3) distribution system improvements or replacement; (4) transmission lines; (5) treated water storage facilities; and (6) consolidation of water systems. Existing projects that were constructed after July 1, 1993 are also eligible for refinancing of existing loans. All costs associated with the planning, design, and construction of these types of projects are eligible for financing.

The SRF program will be conducted pursuant to federal requirements and will be similar in many respects to the wastewater SRF program that the State Water Resources Control Board has conducted for several years. As such, all projects seeking financial assistance must be ranked on a statewide project priority list. The Department is currently developing the project ranking criteria. In general, however, project ranking categories will be established based on the relative

DRINKING WATER STATE REVOLVING FUND JAN PRE-APPLICATION

For the placement of a water system on the Priority List
See instructions on back of sheet.

FOR DHS USE ONLY	
Project No.: _____	Category: _____
Rater: _____	Date Received: _____

Official Water

System Name: Nipomo Community Services District System ID No.: 4 - 0 - 0 - 2 - 6 -

Population Served: 9,000

County (where physically located): San Luis Obispo

1. State Revolving Fund loans are intended to be used to fund improvements to community water systems, both public and private, and nonprofit noncommunity water systems. The fund is not to be used for federally owned systems.
 Check the box if this system complies with the above criteria.

2. Identify your system's problem(s). (Attach documentation if available; refer to instructions.)
Insufficient water supply, well production, distribution system and storage facilities.

3. Describe your project to correct the problem(s) noted above. Drill a new well, construct a new transmission line to a new water storage facility.

4. Project involves:
 Refinance of projects started after 7/1/93 Study to determine cause of problem Design to solve problem Construction Other

5. Estimate the amount of SRF funding required to correct the problem(s): \$ 1,500,000

6. Will this project involve a physical consolidation with another water system? Yes No

7. Desired fiscal year (FY) of project initiation : 98/99 99/00 00/01 01/02 02/03

Please type or print legibly. You will receive an acknowledgement of the receipt of the pre-application.

<u>Signature of Representative</u>	<u>Douglas Jones</u> Printed Name of Representative	<u>General Manager</u> Title of Representative
<u>P O Box 326</u> Address: (street)	<u>Nipomo</u> (city)	<u>CA 93444</u> (zip code)
<u>805 929-1133</u> Phone Number: (area code)	<u>805 929-1932</u> FAX Number: (area code)	<u>June 5, 1997</u> Date

SEND TO:
 Department of Health Services
 Drinking Water Program – Santa Barbara District
 P.O. Box 4339
 Santa Barbara, CA 93140-4339

OR FAX TO: 805-962-0927

AGENDA ITEM

JUN 04 1997



TO: BOARD OF DIRECTORS
FROM: DOUG JONES
DATE: JUNE 4, 1997

PUBLIC HEARING FOR 1997-98 FISCAL YEAR NCSD BUDGET

The 1997-98 Fiscal year budget for the Nipomo Community Services District has been prepared. Now is the time to set a Public Hearing on the budget for June 18, 1997 at the Regular Board Meeting.

Your Honorable Board held a Study Session on the proposed budget. Any appropriate changes have been incorporated into the budget. It is proposed after the June 18, 1997 Public Hearing that the budget for the 1997-98 Fiscal Year be adopted.

C:\W:\BD\97-98BDGT.DOC

NIPOMO COMMUNITY SERVICES DISTRICT
BUDGET
FISCAL YEAR 1997-98

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AGENDA ITEM

JUN 04 1997

6

TO: BOARD OF DIRECTORS
FROM: DOUG JONES
DATE: JUNE 4, 1997

PUBLIC HEARING FOR THE BLACK LAKE STREET LIGHTING

It is recommended that your Honorable Board hold a Public Hearing on June 18, 1997 to hear any public comments about setting the annual charges for the Black Lake Street Lighting in the Black Lake Golf Course Development. The funding for the Black Lake Street Lighting comes from an assessment to each parcel in the Black Lake Development. It is proposed to have no increase in the assessment from the preceding year.

NOTICE OF PUBLIC HEARING
NIPOMO COMMUNITY SERVICES DISTRICT
TO
CONSIDER STREET LIGHTING CHARGES FOR THE
BLACK LAKE GOLF COURSE DEVELOPMENT
ON
WEDNESDAY, JUNE 18, 1997

The Board of Directors of the District will conduct a Public Hearing on June 18, 1997 at 7:00 p.m. at 261 West Dana, Suite 100, Nipomo. At that time, the Board will receive and consider all public comments concerning the Black Lake Golf Course Street Lighting Charge for fiscal year 1997-98. The study does not recommend a rate increase. The proposed rate will remain at \$34.00 per parcel.

Please publish on June 4 and 11

AGENDA ITEM

JUN 04 1997



TO: BOARD OF DIRECTORS

FROM: DOUG JONES

DATE: JUNE 4, 1997

WATER RATE STUDY

At the previous Board Meeting, the Board directed staff to prepare a Request for Proposals for a water rate study for the Town Division of the District. Attached is a copy of the RFP that will be sent to consultants for their review.

Once the proposals are received and reviewed by staff, they will be brought back to the Board for your review and selection of the consultant.

C:\W:\BD\ratesd4.DOC

NIPOMO COMMUNITY SERVICES DISTRICT

REQUEST FOR PROPOSAL

WATER RATE STUDY

Nipomo Community Services District is requesting proposals to conduct a water rate study. The intent of the study is to independently assess and evaluate the existing water user rate structure of the District. The study shall include recommendations as to how the rate should be fairly and equitably structured to meet current and future fiscal requirements of the District.

The study will be based on comprehensive review of the District's Water Fund and Budget, Water Master Plan, current usage data, future planned growth of the District pursuant to the San Luis Obispo County County Area Update, and any other information deemed necessary.

The District currently operates two separate and distinct water systems. The study shall address only the Town Division when making recommendations. The number of services for each system is as follows:

	<u>Water</u>	<u>Sewer</u>
Town Division	2374	1754
Black Lake Division	412	380

SCOPE OF WORK

A. STUDY OBJECTIVES

The objective of the study is to review the District's monthly user water rate structure and recommend modifications as appropriate in conformance with the following policy directions.

1. The recommended rate structure shall be based on cost of service and shall be sufficient to meet the short and long-term revenue requirements of the District's Water Fund.
2. The study shall consider the current and future price of water and its effect on demand.
3. The recommended rate structure shall consider basic health and sanitation needs as well as promote efficient water use by providing a disincentive for inefficient use of water.
4. The recommended rate structures shall be consistent with industry practice for utility rate making in California.
5. The benefits of any proposed modifications shall be weighed against the financial impacts on ratepayers.

**NIPOMO COMMUNITY SERVICES DISTRICT
REQUEST FOR PROPOSAL
WATER RATE STUDY**

6. Justification for any special classes of customers under the recommended rate structure shall be demonstrated.
7. The recommended rate structure shall result in increased stability of the revenue stream to the Water Fund, as compared to the current structure. Consideration should be given to funding of past and future depreciation (replacement of facilities).
8. The recommended rate structure shall be easy to administer and understand.
9. The District's current automated billing system should be able to handle any proposed rate structure.
10. The recommended rate structure shall be planned for at least five years.

B. STUDY ELEMENTS

1. Consideration of different rate structures for different classes of users including domestic, commercial, schools, agriculture, irrigation, construction and out-of-District.
2. Review of the monthly service charge based on meter size
3. Consideration of a "lifeline" rate for basic health and sanitation
4. Consideration of water rates with respect to conservation of resources
5. Consideration of water rates for future supplemental water costs

C. SERVICES TO BE PROVIDED BY CONSULTANT

The services to be provided by the Consultant shall include, but not necessarily limited to the following:

1. Conduct a detailed review of the existing water rate and status of the Town Water Fund, and develop a general familiarity with the District's billing system.
2. Meet or confer with staff as needed.
3. Conduct analyses as required to address the scope of work.
4. Provide for public input during the development of the recommended rate structures.

**NIPOMO COMMUNITY SERVICES DISTRICT
REQUEST FOR PROPOSAL
WATER RATE STUDY**

5. Preliminary Report:
 - a. Prepare a preliminary study report and tentative rate structure
 - b. Submit 8 copies
 - c. Present preliminary report and tentative rate structure to Board of Directors at a regular Board Meeting

6. Final Report:
 - a. Incorporate changes pursuant to comments received at the first presentation
 - b. Submit 8 copies, plus one reproducible copy
 - c. Present the final report and recommended rate structure to the Board of Directors and members of the public at a regular Board Meeting.

7. Supply a time schedule for developing the preliminary and final reports

D. SERVICES TO BE PROVIDED BY DISTRICT

The services to be provided by the District shall include, but not necessarily limited to the following:

1. Furnish all available records and information, including financial reports, budgets, and consumption data
2. Copy of the District's Water Master Plan
3. Provide staff support and assistance as required.

SELECTION PROCESS AND CRITERIA

Following review of the proposals and possible interviews, the selection will be based on the following:

1. The firm's qualifications and the qualifications of the assigned staff and their ability to meet the needs as described above.
2. Experience of the firm's key staff on projects similar in scope and nature.
3. Responsiveness to project needs and ability to perform the tasks outlined above within a reasonable time frame.
4. Cost estimates of project.

As part of the consideration for entering into agreements with the successful firm, the firm will be required to sign a contract and provide proof of insurance, including liability, workman's compensation and errors and omissions insurance.

AGENDA ITEM

JUN 04 1997



TO: BOARD OF DIRECTORS
FROM: DOUG JONES
DATE: JUNE 4, 1997

MANAGER'S REPORT

The following is enclosed for your information:

1. Groundwater Management Workshop
June 18, 1997 Sacramento
2. Foundation for Community Development Correspondence
SLO County correspondence
3. Jack O'Connell State Budget briefing, Friday, June 20, 1997
Correspondence concerning State budget briefing.
4. SLO-CSDA Chapter Meeting
 1. Ex. Committee was abolished
 2. A new 9 member Board of Directors was established and elected.
 3. Chapter-By Laws on file for review.
 4. Next Board of Directors meeting scheduled for June 17, 1997

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Groundwater 97

June 18, Sacramento, 8:30-5:00

8:30-9:00 Registration, The Grand, 12th & J, Downtown

9:00-9:30 California Source Water Assessment Program (SWAP)

Otis Wollan, Executive Director, POWER, Moderator

Bruce Macler, EPA

Alexis Milea, Senior Engineer and Chief of Standards and Technology, DHS

Panelists present: an overview of the conference day, origins of SWAP and the 1996 Safe Drinking Water Act; the relationship between SWAP, EPA's Disinfection Rule, Monitoring Relief; the expectations and intent of Congress and EPA, and how public and stakeholder participation will work as part of the process.

9:30-9:50 Isotope Age Measurement: Practical Application in GW Management

Dr. Lee Davidson, Lawrence Livermore Laboratories

10:00-11:00 Virus in California Groundwater

Dr. Marylynn Yates, UC Riverside

Dr. Yates will present a status report of the national research project on viruses in groundwater, with a special focus on California findings (in progress) and their implications. The early data have indicated some unexpected findings which may directly impact California groundwater management methods. This session will cover the early surprises which appear to be:

- viruses have been found at surprising depths in some samples
- viruses are being discovered in a surprising frequency
- movement of viruses seems to be greater than expected
- survival rates for viruses may be longer than anticipated
- viruses are being found in the absence of coliform bacteria, raising questions about adequacy of testing procedures
- unexpected presence of virus in older, isotope dated groundwater have stimulated some new questions.

11:10-11:55 Next Steps for Groundwater Managers in California

Linda Adams, California Senate Resource Committee Staff

Anthony Saracino, CALFED Groundwater Consultant

Carl Hauge, DWR Chief Hydrogeologist

Bruce Macler, EPA

Representative of the Environmental Community, To Be Announced

11:55 Introduction to Groundwater OnLine, new interactive web site for groundwater

Noon Luncheon Speaker, Senator Jim Costa

The AB3030 legislation called for a review by the legislature of the status of groundwater management in California in early 1998. What is the expectation of the legislature at this time? How well is groundwater management progressing in California from the perspective of one of the most attentive and influential political leaders in the State?

DHS Source Water Assessment Program (SWAP) Stakeholder Interaction and Input Forum

1:00-1:45 SWAP Overview, Introduction to the Afternoon Sessions

Bob Hultquist, Supervising Sanitation Engineer, DHS

Cliff Bowen, Senior Engineer, DHS

Leah Walker, Associate Engineer, DHS

The Department of Health Services is formulating its approach to the Source Water Assessment Program (SWAP) over the summer months of 1997. It is the purpose of this forum to inform the stakeholders in California groundwater management of the intention of the program, the currently proposed program elements, and to receive feedback from the water community on those program elements as they are being formulated. The purpose of the forum is to involve the affected community in a dialogue early in the process to minimize surprises, and maximize the effectiveness of the Source Water Assessment Program which has been mandated by Congress. The afternoon sessions will be held in smaller breakout sessions. The conference participants will be divided into three groups so the questions can be fully addressed, and there can be quality exchange and dialogue among participants and DHS resource staff. Every conference participant will attend all three of the following facilitated sessions in rotation:

2:00-5:00 Feedback Sessions:

Session A: Contaminant source inventories & Vulnerability/Sensitivity Assessments

Bob Hultquist, Supervising Sanitation Engineer, Chief, Technical Operations Section, DHS

What criteria should be used to determine what to look at in different zones? Should there be risk ranking of contaminants as a function of temporal and spatial proximity to the drinking water source? Do other agencies have guidance or materials on vulnerability and sensitivity assessments that would be helpful?

Session B: Protection Zones for Delineation Purposes

Leah Walker, Associate Engineer, Technical Branch, DHS

Should the SWAP use time of travel or fixed distances? Should the methods for delineating be the same for groundwater and surface water or different?

Session C: Standardized Mapping and Data

Cliff Bowen, Senior Engineer, Div. of Drinking Water and Environmental Management, DHS

How could standardized mapping be achieved to facilitate integration of information? What have other agencies done along these lines. Ideas for SWAP? What data is available and how could it be collected and brought together in a usable format? (e.g., contaminant source identification, local wellhead protection programs, AB3030 management plans, special independent/voluntary utility studies, source water delineations, etc.)

5:00 Adjourn

**Foundation For Community Design
of The County of San Luis Obispo**

P.O. Box 1510 San Luis Obispo, CA 93406

April 25, 1997

Dear Future Communities Project Participant,

The Foundation for Community Design (FCD) would like to take this opportunity to acknowledge that your participation in the Future Communities Project is making a difference in shaping the future of San Luis Obispo County. We also would like to let you know why your continued participation is so important.

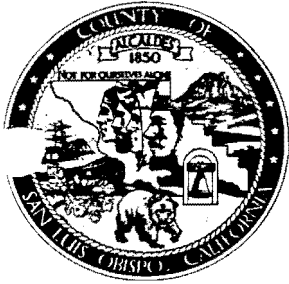
Never before have a diverse cross-section of residents come together in a countywide effort, sponsored by a non-government group of volunteers, to discuss what they like most and like least about living in San Luis Obispo County, and what their vision is for the future of the county. Through community conversations, a widely-distributed community comment form, and the Future Communities Summit workshop, we heard repeatedly from participants that our county's current system for public involvement is neither accessible nor viable.

For that reason, the Future Communities Project is committed toward implementing new ways of civic involvement to establish collaboration among local governments and residents. As you know, we are working to present findings from our Future Communities Summit to county and local decision-makers at the end of the year through a "Compact for the Future." This document will ensure that the success of our project is monitored over time and that our community's vision is achieved.

The summary of strategic directions identified through the Future Communities Summit will assist our community with a focused course of action, and allow the FCD to offer continued opportunities for civic participation through community conversations, public forums and other events.

Another opportunity to once again make our voices heard is a series of upcoming public workshops, sponsored by the County of San Luis Obispo, in cooperation with the Economic Advisory Committee. The county has notified the FCD that they are soliciting input from the public for an optional element to their state mandated General Plan. This plan, called the Economic Element, will serve to articulate the county's vision for economic vitality and set out policies and programs to implement the vision.

Once the draft document is completed at the end of this year, the county will hold a series of public workshops in early 1998 to receive comments and recommendations. The document, which will include the FCD's "Compact for the Future," will then go through the public hearing process before the Planning Commission and Board of Supervisors.



SAN LUIS OBISPO COUNTY
DEPARTMENT OF PLANNING AND BUILDING

ALEX HINDS
DIRECTOR

BRYCE TINGLE
ASSISTANT DIRECTOR

ELLEN CARROLL
ENVIRONMENTAL COORDINATOR

BARNEY MCCAY
CHIEF BUILDING OFFICIAL

NORMA SALISBURY
ADMINISTRATIVE SERVICES OFFICER

April 25, 1997

To: Interested Parties

From: Alex Hinds, Director, Department of Planning and Building
Rose Bowker, Chairperson, Economic Advisory Committee

Subject: Preparation of the Economic Element to the San Luis Obispo County General Plan

On April 23, 1996, the county Board of Supervisors approved the use of Community Development Block Grant funds for preparation of an Economic Element to the county's General Plan. This was done pursuant to recommendations by the Economic Advisory Committee(EAC) and the county Department of Planning and Building. The current budget for this project is \$38,853.

State law requires all cities and counties in California to adopt a general plan. This plan consists of the following required elements: land use, circulation, housing, conservation, open space, noise and safety. Cities and counties may also adopt optional elements to address other local issues. Once the elements are adopted, they become the "constitution" for growth and development in the jurisdiction. The economic element falls into the category of an optional element to the county general plan. Its purpose will be to articulate the county's vision for economic vitality and set out policies and programs to implement the vision. This is the first time the county has prepared an economic element.

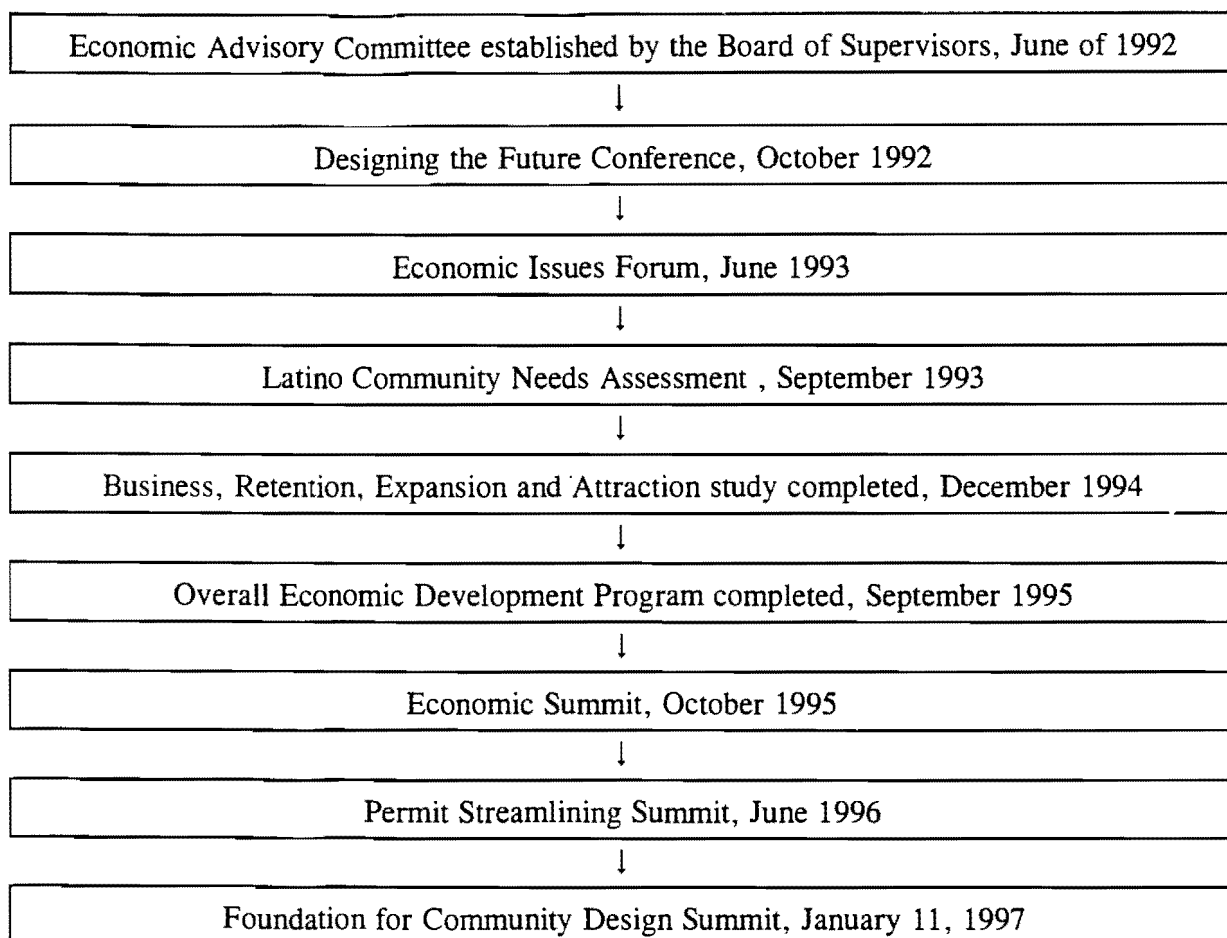
Preparation of the economic element began in March. Since this is a general plan element, the county will function as the lead agency. The EAC will be the primary advisory body for policy and program development and will work closely with county staff on the development of the document. The EAC will also be involved in the consultant selection process for those portions of the document where outside expertise is required.

Preparation of the element will encompass studies and work that has already been accomplished as well as development of new information, as needed. Primary sources of information and their focus include:

- The Business Retention, Expansion and Attraction study - detailed economic data as well as extensive discussion of the county's economic assets and liabilities.

- The Overall Economic Development Program - physical and economic conditions in the county, general approaches to economic development from several cities and some broad goals adopted by the Board of Supervisors.
- The Foundation for Community Design, Future Communities Project - collecting public input in order to develop a priority vision and strategic directions that should guide the future of the county.

Other information that will be used in the element has been collected from participants in a series of events dating back to June of 1992. These are summarized below.



In addition, county staff has received a great deal of input on economic issues through the annual workshops that are held for the county's Consolidated Plan for funding from the U.S. Department of Housing and Urban Development.

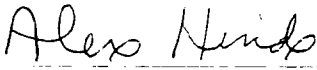
Information from these sources should comprise the bulk of the Economic Element. Other information regarding economic development financing options, the fiscal and economic impacts of the element itself and the environmental impacts of proposed policies and programs will also be gathered. It is anticipated that requests for proposals will be issued for work on these sections. Next steps include:

- Preparing a draft work program.
- Editing existing information for inclusion in the element.
- Soliciting requests for qualifications from consultants.

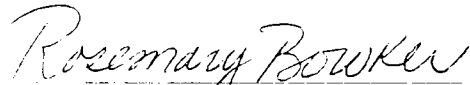
Our goal is to complete the draft document by the end of the year. Once the draft is complete, we will hold a series of public workshops to receive comments and recommendations. The document will then go through the public hearing process before the Planning Commission and Board of Supervisors.

Your input is welcomed and encouraged throughout this process. If you have any comments, please contact John Busselle, Associate Planner at 781-5154.

Sincerely,



Alex Hinds, Director
Department of Planning and Building



Rose Bowker, Chairperson
Economic Advisory Committee

SACRAMENTO OFFICE
CAPITOL, ROOM 2187
SACRAMENTO, CA 95814
(916) 445-5405

SAN LUIS OBISPO OFFICE
1260 CHORRO STREET, SUITE A
SAN LUIS OBISPO, CA 93401
(805) 547-1800

SANTA BARBARA OFFICE
28 WEST CARRILLO, SUITE F
SANTA BARBARA, CA 93101
(805) 966-2296

VENTURA OFFICE
89 S. CALIFORNIA STREET, SUITE E
VENTURA, CA 93001
(805) 641-1500

California State Senate

SENATOR
JACK O'CONNELL
EIGHTEENTH SENATORIAL DISTRICT



COMMITTEES
CHAIR
TOXICS AND PUBLIC SAFETY
MANAGEMENT
MEMBER
BUDGET AND FISCAL REVIEW
BUSINESS AND PROFESSIONS
EDUCATION
INSURANCE
JUDICIARY
NATURAL RESOURCES

May 22, 1996

Douglas Jones, General Manager
Nipomo Community Services District
P.O. Box 326
Nipomo, CA 93444

Dear Mr. Jones:

I am writing to invite you to my annual budget briefing to help explain the Legislature's budget options for Fiscal Year 1997-98. Once again, Ms. April Manatt, Consultant to the Senate Local Government Committee, will join me in discussing this year's budget and how local governments may be impacted.

In this briefing we hope to focus on the current budget situation, tax cutting proposals, ERAF, ongoing mandates, overall funding levels for local government entities, and any issues you think are important.

The briefing will take place on Friday, June 20, in the Meeting Room of The San Luis Coastal Unified School District Offices, located at 1499 San Luis Drive, in San Luis Obispo. It will run from 1:00 to 2:00 p.m. Space is limited, so please contact Lorraine Dueñez at 547-1800 to make your reservations.

I look forward to seeing you on the 20th. And, as always, please do not hesitate to contact me with any questions on local government concerns.

Sincerely,

A handwritten signature in cursive script that reads "Jack O'Connell".

JACK O'CONNELL

JO:gwp
B3

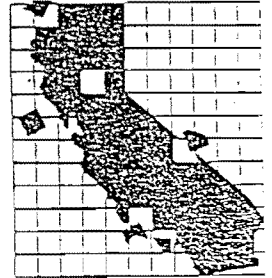
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MAY 27 1997

NIPOMO COMMUNITY
SERVICES DISTRICT

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION
SAN LUIS OBISPO COUNTY CHAPTER

4870 HERITAGE ROAD
PASO ROBLES, CA 93446
PHONE: (805)227-6133
FAX: (805) 227-6231
E-MAIL: hrcsd@thegrid.net



EXECUTIVE COMMITTEE

Laurie Ion
Carolyn Moffatt
Bill Van Orden
Jon Seitz
John Wallace

DIRECTORS

William Beser-Vice President
Byron Briley
Kit Carter-President/Secretary
William Engels
David Phillips

May 23, 1997

Dear Member,

On May 22, 1997, we held a General Membership Meeting. This letter is a report on the results of the meeting.

Pursuant to the proposed amendments to our Chapter By-Laws mailed out last January, all the amendments were approved. Enclosed is a copy of our revised By-Laws.

We also elected a whole new slate of nine directors to the Board. At their first meeting on June 17, 1997, they will elect Board officers. The new Directors are listed below:

1. Bill Beser, Director, Heritage Ranch CSD
2. Bob Blair, Director, Nipomo CSD
3. Byron Briley, Director, Avila Beach CSD
4. Gina Davis, General Manager, Oceano CSD
5. Bill Engels, Director, Templeton CSD
6. Carolyn Moffatt, Director, Port San Luis
7. David Phillips, General Manager, Cayucos Sanitary District
8. Bill Van Orden, General Manager, Templeton CSD
9. John Wallace, General Manager, South SLO County Sanitation District

A copy of the agenda for the June Board meeting is enclosed. These meetings are open and you are invited to attend.

This past year was a productive one for our Chapter. Let us purpose to continue supporting our organization. Thank you for allowing me to serve you this year.

Sincerely,

Kit Carter, Past President

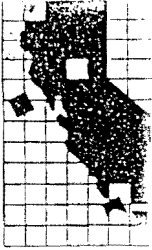
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MAY 28 1997

NIPOMO COMMUNITY
SERVICES DISTRICT

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION
SAN LUIS OBISPO COUNTY CHAPTER

4870 HERITAGE ROAD
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EXECUTIVE COMMITTEE

Laure Ion
Carolyn Moffatt
Bill Van Orden
Jon Seitz
John Wallace

DIRECTORS

William Beser-Vice President
Byron Briley
Kit Carter-President/Secretary
William Engels
David Phillips

AGENDA

BOARD OF DIRECTORS MEETING OF
TUESDAY, JUNE 17, 1997 AT 4:30 PM

LOCATION OF MEETING: OFFICE OF JOHN WALLACE & ASSOC.
4115 BROAD STREET, SUITE #B5
SAN LUIS OBISPO, CA 93401

Call To Order

Roll Call

1. Ascertain Terms of Office (Five-Two Year and Four-One Year).
2. Election of Officers.
 - a) President
 - b) Vice President
 - c) Secretary/Treasurer
3. Approval of Minutes For April 22, 1997.
4. Approval of Minutes for May 22, 1997.
5. Approval of Treasurer's Report for April, 1997.
6. Approval of Treasurer's Report for May, 1997.

COMMITTEE REPORTS

7. Will Serve Letter/Dave Phillips.

NEW BUSINESS

8. Report on LAFCO Activities/Byron Briley and Bill Engels.
9. Establish Meeting Calendar for FY 97-98.
10. Plans for FY 97-98.
11. Other.
12. Adjourn Meeting.

WARRANTS JUNE 4, 1997

HAND WRITTEN CHECKS

17874 MID STATE SOUND \$180.00
 17875 AL SIMON 100.00

VOIDS
 ck#9150
 9158
 2208

NET PAYROLL
 CK# 2209-2217 \$12,585.94

COMPUTER GENERATED CHECKS

9120	05/30/97	EMPLOYMENT DEVELOPMENT DEPARTMENT	\$803.66
9121	05/30/97	DOUG JONES	\$300.00
9122	05/30/97	MID STATE BANK	\$4,319.09
9123	06/01/97	DANA PROPERTIES	\$205.90
9124	06/01/97	J.O. MILLER	\$1,980.00
9125	06/04/97	ADB SYSTEMS	\$191.54
9126	06/04/97	ADVANTAGE ANSWERING PLUS	\$151.02
9127	06/04/97	ALL PURE CHEMICAL CO	\$352.57
9128	06/04/97	ROBERT BLAIR	\$150.00
9129	06/04/97	BOGNUDA, LISA	\$372.77
9130	06/04/97	CALIFORNIA ELECTRIC SUPPLY	\$186.62
9131	06/04/97	CHEVRON	\$140.85
9132	06/04/97	COAST ROCK PRODUCTS, INC.	\$106.78
9133	06/04/97	DEWAR, INC.	\$71.33
9134	06/04/97	EASTER RENTS	\$23.04
9135	06/04/97	FGL ENVIRONMENTAL ANALYTICAL CHEMIST	\$758.75
9136	06/04/97	KATHLEEN FAIRBANKS	\$150.00
9137	06/04/97	GEO SOURCE INC.	\$1,597.50
9138	06/04/97	GTE CALIFORNIA INCORPORATED	\$26.86
9139	06/04/97	GROENIGER & COMPANY	\$140.15
9140	06/04/97	JOHNSON, DONNA	\$78.68
9141	06/04/97	GENE KAYE	\$100.00
9142	06/04/97	ALEX MENDOZA	\$100.00
9143	06/04/97	MID STATE SOUND & TELEPHONE	\$3,300.00
9144	06/04/97	MID STATE BANK-MASTERCARD	\$504.12
9145	06/04/97	MISSION UNIFORM SERVICE	\$144.63
9146	06/04/97	NIPOMO REXALL DRUG	\$15.29
9147	06/04/97	P G & E	\$22,571.13
9148	06/04/97	PERS HEALTH BENEFIT SERVICES	\$3,006.95
9149	06/04/97	SHIPSEY & SEITZ, INC.	\$2,985.70
9151	06/04/97	STATE DEPARTMENT OF HEALTH SERVICES	\$3,402.98
9152	06/04/97	SYLVESTER'S SECURITY ALARMS, INC.	\$35.00
9153	06/04/97	TAABS UTILITY BILLING SPECIALISTS, I	\$150.00
9154	06/04/97	TIMES PRESS RECORDER	\$172.50
9155	06/04/97	UNION ASPHALT, INC.	\$346.78
9156	06/04/97	UNITED GREEN MARK, INC.	\$59.15
9157	06/04/97	U S POSTAL SERVICE	\$200.00