

John D

NIPOMO COMMUNITY SERVICES DISTRICT

AGENDA

DECEMBER 3, 1997 7:00 P.M.

BOARD ROOM 148 S. WILSON STREET NIPOMO, CA

*15
3.*

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 NOVEMBER 19, 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 action may be taken by the Board.)

3. SOUTH COUNTY AIR QUALITY FEE PROGRAM
Mr. John McKenzie, SLO Co Environmental Specialist, will be speaking to the Board and answering any questions from the Board or public about the program.
4. NEW OFFICE BUILDING
Architect will review improvement status with possible acceptance of the improvements.
5. SUMMIT STATION WATER PRESSURE
Review water pressure status and possible remedies
6. P.B. PIPE SERVICE REPLACEMENTS
Review bids to replace 1" P.B. (polybutylene) water services

FINANCIAL REPORT

7. APPROVAL OF WARRANTS

OTHER BUSINESS

8. MANAGER'S REPORT
 1. LAFCO action on Annex. #16 (Wastewater Facility)
 2. End of the year election of Board officers
9. DIRECTORS COMMENTS
10. PUBLIC COMMENTS

CLOSED SESSION - CONFERENCE WITH LEGAL COUNSEL

- Existing litigation GC§ 54956.9
1. NCSD vs. Shell Oil, et. al. Case No. CV 077387

ADJOURN

NIPOMO COMMUNITY SERVICES DISTRICT

MINUTES

NOVEMBER 19, 1997 7:00 P.M.

BOARD ROOM 148 S. WILSON STREET 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 meeting to order at 7:02 p.m. and led the flag salute.

ROLL CALL

At Roll Call, the following Board members were present. Directors Kaye, Blair, Simon and Mendoza. President Fairbanks was absent.

APPROVAL OF MINUTES

1. REGULAR MEETING OF NOVEMBER 5, 1997

Upon motion of Director Kaye and seconded by Director Simon, the Board unanimously approved the Minutes of the November 5, 1997 with corrections noted in Items 7, 12 and 13.

PUBLIC COMMENTS PERIOD

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

Vice President Mendoza opened the meeting up for Public Comment. There were none.

BOARD ADMINISTRATION (The following may be discussed and action may be taken by the Board.)

3. TRACT 2151 - CONDITIONAL WILL SERVE LETTER
Request from developer of Tr 2151 for conditional will serve letter to start four model homes.

Mr. Jones explained that developers of Tract 2151 requested a Will-Serve letter for four model homes. A conditional Will-Serve was drafted. Mr. Seitz explained that a precedence is being set if developer is allowed to build without all off-site improvements being completed. Mr. Pat Speer answered questions from the Board. While Mr. Speer read the draft letter, the Board discussed the situation. The Black Lake Advisory Committee will review draft letter Nov. 20. Mr. Stoddard, President of BLAC, did not object to the letter. Upon motion of Director Simon and seconded by Director Blair, the Board unanimously tentatively approved the Conditional Will-Serve letter, striking condition #5, subject to approval by the BLAC.

After Item 3 was complete, the Board skipped to Item 10 Manager's Report, to report on the status of the Summit Station area. Mr. Jones presented information concerning the water there. The water quality has tested okay. Several pressure tests that have been taken show a static pressure of 40 psi. He explained that the varied terrain and the backflow devices have effect on the pressure. There is on-going investigation into the problem. More information will be presented at future meetings. Doug and Lee are meeting with Boyle Engineering Nov. 25 to get some ideas to remedy the problem. Mrs. Holder, 234 Summit Station, spoke her concerns. Mr. Norman Forcier, 231 Summit Station Rd., complained about the pressure not being enough to run his dishwasher.

4. FENCING WASTEWATER 20 ACRE PARCEL
Review proposals to fence 20 acres of the Southland Wastewater Facility area

Mr. Jones explained that a fence is necessary around the newly acquired 20 acre parcel of the Southland Wastewater Facility. Two proposals were received. There were no public comments. Upon motion of Director Blair and seconded by Director Simon, the Board unanimously awarded the contract to construct a 5-strand barbed wire fence to Central Coast Fence at a bid of \$5,620.00.

5. SOUTH COUNTY AIR QUALITY FEE PROGRAM
Review changes and additions of the Air Quality Fee Program

Mr. Jones explained that the Environmental Division of the SLO County Planning Department is requesting comments on the South County Air Quality Fee Program. Mr. Seitz indicated that the Planning Department is asking for comments in an advisory manner. NCSD has no jurisdiction.

Motion by Director Kaye, seconded by Director Blair to write letter to Mr. McKenzie saying that NCSD questions the numbers and the validity of the fees. The numbers do not justify the fees. The letter should request that Mr. McKenzie come down and explain this to NCSD Board and to the residents of Nipomo. Also invite Ruth Brackett to attend. All in favor.

6. ELECTION TO FILL CONGRESSIONAL VACANCY
Review office building use for special Congressional election

SLO County will be holding a special election to fill the vacancy of the 22nd District seat. The use of the building was requested for a polling place. Upon motion of Director Simon and seconded by Director Blair, the Board unanimously approved the use of the building for election purposes.

7. PROPOSITION 208 - CANDIDATES EXPENDITURE LIMITS
Review legislation establishing spending limits for elective candidates

Mr. Jones presented information about Proposition 208 which limits the expenditures for elective offices to one dollar per resident within the jurisdiction of the District. The Board took no on this item.

8. TRACT 1901 - SEVEN (7) LOT SUBDIVISION (JAMES)
Review resolution accepting water and sewer improvements for Tract 1901

The developer for Tract 1901, has completed the water and sewer improvements up to District standards and met all the conditions necessary for approval. Upon motion of Director Blair and seconded by Director Simon, the Board unanimously approved Resolution 97-628 approving Tract 1901.

**RESOLUTION NO. 97-628
RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NIPOMO COMMUNITY SERVICES DISTRICT
ACCEPTING THE WATER AND SEWER IMPROVEMENTS FOR TRACT 1901**

FINANCIAL REPORT

9. APPROVAL OF WARRANTS

Upon motion of Director Blair and seconded by Director Simon, the Board unanimously approved the Warrants presented at the November 19, 1997 Regular Meeting.

OTHER BUSINESS

10. MANAGER'S REPORT

Manager Doug Jones presented information on the following:

1. LAFCO review of NCSA Annex. #16 (Wastewater Facility) Nov. 20, 1997
Public Hearing
 2. State Water Contractors Advisory Comm. Meeting Nov. 20, 1997
Board directed Doug to write a letter to Mr. Priddy requesting meeting of all the players.
 3. Summit Station Status Report
Moved after Item 3
 4. CSDA Information
11. DIRECTORS COMMENTS
Director Blair was concerned with the cost of an emergency turnout being \$5,000.
12. PUBLIC COMMENTS
John Snyder informed the Board that the City of Santa Maria extended the agreement with the Woodland project.

At 9:10 p.m. Legal counsel, Jon Seitz, explained the need to go into Closed Session.

CLOSED SESSION - CONFERENCE WITH LEGAL COUNSEL

Existing litigation GC§ 54956.9

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

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

ADJOURN

Vice President Mendoza adjourned the meeting at 9:26 p.m.

AGENDA ITEM
DEC 3 1997



TO: BOARD OF DIRECTORS
FROM: DOUG JONES
DATE: DECEMBER 3, 1997

SOUTH COUNTY AIR QUALITY FEE PROGRAM

At the Regular Meeting held on November 19, 1997, your Honorable Board reviewed the South County Air Quality Fee Program and invited Mr. John McKenzie, Environmental Specialist, to meet with your Honorable Board to discuss the program in the Nipomo area. Mr. McKenzie has graciously accepted the Board's offer and will be at the December 3rd meeting to review the program.

Your Honorable Board may wish to bring the Environmental Division's office memo dated October 29, 1997 to review and assimilate any questions the Board may wish to ask Mr. McKenzie.

C:\w\airqualityprogram.doc

AGENDA ITEM
DEC 3 1997



TO: BOARD OF DIRECTORS
FROM: DOUG JONES
DATE: DECEMBER 3, 1997

NEW OFFICE BUILDING

Mr. Barry Williams, the architect for the new building, will review the progress of the construction of the new office building with the possible acceptance of the improvements and a resolution of acceptance and setting a retention for the amount of work that needs to be completed. Some of the items that the architect will review are as follows:

1. The American Disability Act requirements on the parking lot and sidewalk entering the building.
2. Masonry sub-contractor dispute on extra work in building the wall around the patio.
3. The door hardware sub-contractor (material supplied for the job.)
4. Punch list

With respect to the dollar amount in the retention, it would be staff's recommendation that \$ _____ be withheld until all the above items are completed.

C:\W:\newbuildcompletion.DOC

DEC 3 1997

TO: BOARD OF DIRECTORS
FROM: DOUG JONES
DATE: DECEMBER 3, 1997

SUMMIT STATION WATER PRESSURE

At the last Board meeting held on November 19, 1997, the Board received input from residents at the Summit Station area and reviewed the available pressure on Summit Station and Dale Avenue from the District water system. As presented at this meeting, the higher elevations in this area, with the standpipe on line, would have a maximum of 38-40 psi. When the standpipe becomes full and shuts off, the pressure in the higher areas increases approx. 30+ psi due to the well pumps being on line. In Section 64566, Systems Pressure, of the California Safe Drinking Water Act, known as Title 22, (copy enclosed) states that a water system is to be designed with not less than 20 psi pressure during periods of maximum hourly demand and average daily demand plus designed fire flow. The Boyle Master Plan outlines the criteria for the District. The average daily demand for the system would be 40 psi and the maximum hourly demand within the system minimum pressure would be 30 psi. Based on the recent pressure charts received from the Summit Station area, at the present time, the District is meeting the requirements of Title 22.

A number of property owners in the Summit Station area have installed a backflow pressure device so that they may maintain their wells. District staff contacted suppliers of Febco and Wilkins backflow devices to determine the pressure losses when water passes through these devices. The District was informed that the pressure loss is greater than 8 psi at 2 gal./min and at 5 gal/min. the pressure loss is up to 14 psi. These pressure drops across the backflow devices are not advantageous to the higher elevation areas within the Summit Station area.

Staff is planning to record pressures during the summer peak hour demands to check the pressures at the higher elevation areas of Summit Station to determine if the District is in compliance with Title 22.

Staff has also investigated possible means of boosting the pressure in the higher elevation areas within Summit Station. The following are some possible scenarios with advantages and disadvantages of each scenario:

ADVANTAGES

DISADVANTAGES

SCENARIO	DISTRICT	PROPERTY OWNER	DISTRICT	PROPERTY OWNER
1. Each property owner install a pressure booster device to increase the pressure.	No capital or O & M increased costs	Higher pressures	None	Capital outlay to install and maintain facility
2. District install a pressure booster device to increase the pressure. Property owner to operate and maintain.	No O & M costs	No capital outlay Higher pressures	One time capital outlay for installation	Operate and maintain the system
3. District install a booster pressure device to increase the pressure. District to operate and maintain.	None	No responsibility for operation and maintenance. Higher pressures	Capital outlay for installation and operation and maintenance	Possible water surcharge
4. Convert a section (the Summit Station area, approx. 2000 feet and approx. 1700 feet of Dale Ave.) a booster zone. A small hydromatic system would be installed in each of these locations.	None	Increased pressure, no responsibility for operation and maintenance	Capital outlay for installation and operation and maintenance costs Must be designed properly to maintain a minimum 500 gal/min for fire flow through isolation valves at each end of Summit Station Rd. and Dale Ave.	Possible water surcharge for maintaining the hydromatic system.
5. Install a hydromatic system (booster pump station) on Hetrick Ave. prior to Summit Station, thereby boosting the whole area up 5-10 psi.	None	High elevation areas would have adequate water pressure	Capital outlay for hydromatic system and operation and maintenance costs. Fire flow same as No. 4.	Possible water surcharge for higher elevation areas Property owners in lower areas would need to install devices to reduce pressure level.
6. Do Nothing	Maintain status quo if in compliance with Title 22			

If any of the booster hydromatic systems would have to be designed by a consulting engineering firm and go out to bid for construction. The installation of individual booster pumps would be an *off-the-shelf* item and installed based on scenario selected.

After your Honorable Board has reviewed the above scenarios and information received, you may direct staff to proceed. The financial and legal aspects of these scenarios will require additional investigation.

Section 64566. System Pressure

(a) Changes in distribution systems shall be designed to maintain an operating pressure at all service connections of not less than 20 pounds per square inch gauge (psig) (140 kiloPascals gauge (kPag)) under the following demand conditions:

- (1) User maximum hour demand.
- (2) User average day demand plus design fire flow.

(b) In a public water system supplying users at widely varying elevations, a water supplier may furnish a service to a user which does not comply with (a) if the user is fully advised of the conditions under which minimum service may be expected and the user's agreement is secured in writing. This waiver shall be applicable only to individual service connections.

(c) Water mains shall be designed to have at least five psig (35 kPag) pressure throughout any buried length of the main except when the main is removed from service for repairs or maintenance. This requirement shall not apply to short lengths of water main near reservoir inlets and outlets provided:

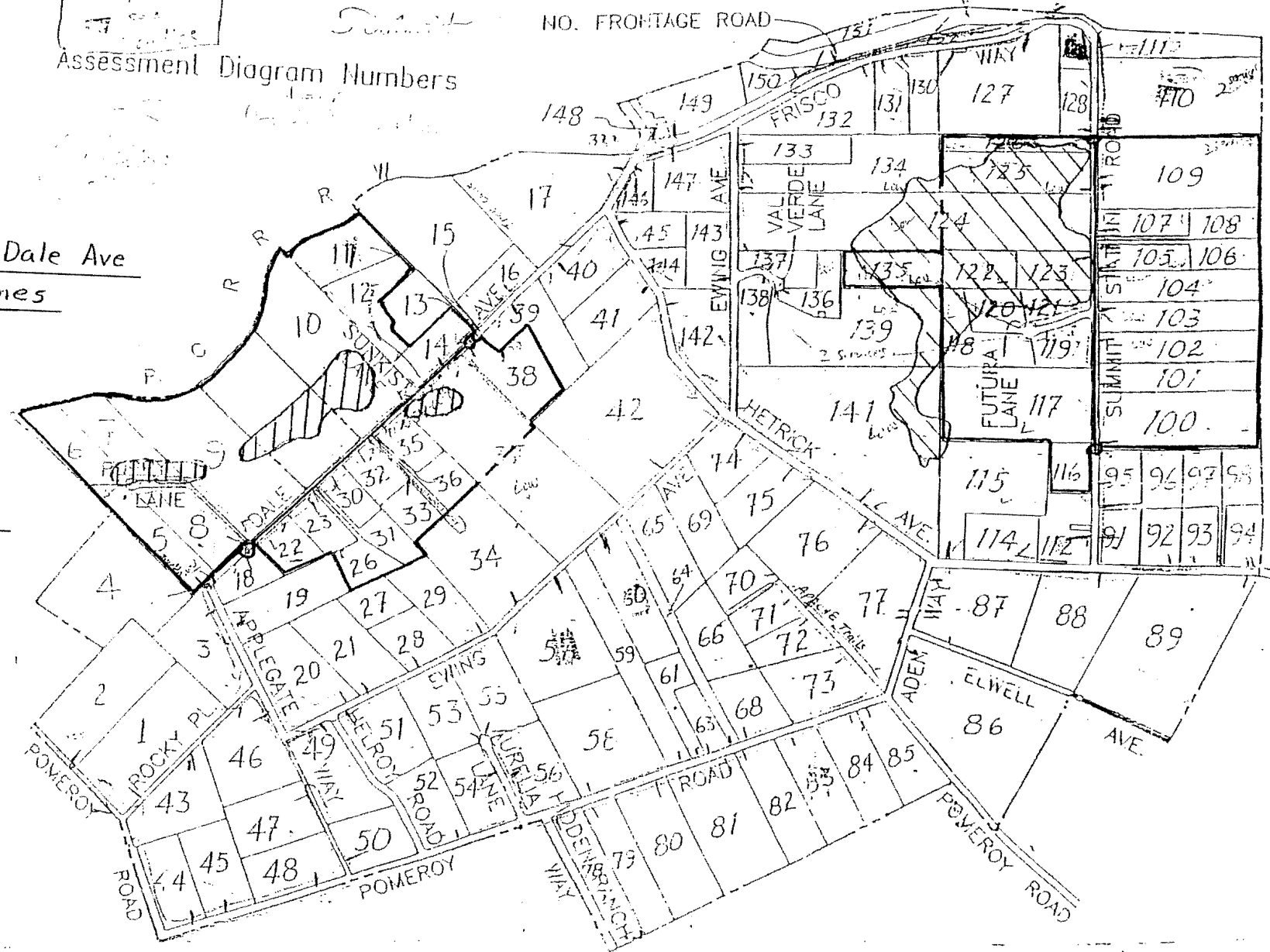
- or
- (1) The water main is on premises owned, leased or controlled by the water supplier;
 - (2) The prior review and written approval of the Department is obtained.

NO. FRONTAGE ROAD

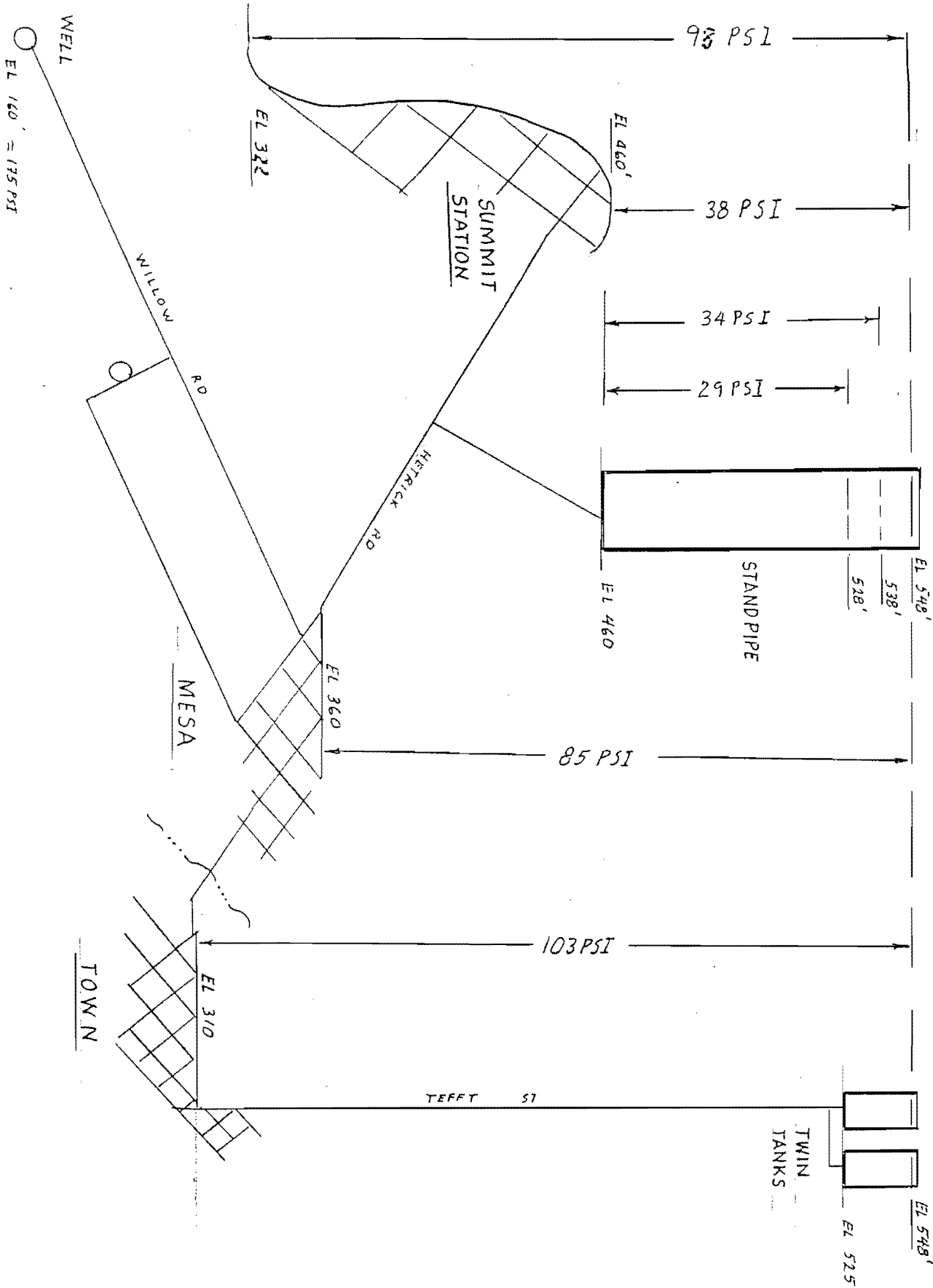
Assessment Diagram Numbers

Summit Sta. & Dale Ave
Pressure Zones

High Elev. Areas



STATIC PRESSURE



NCSD

TO: BOARD OF DIRECTORS
FROM: DOUG JONES
DATE: DECEMBER 3, 1997

REPLACEMENT OF POLYBUTYLENE SERVICES

The District had requested bids to replace approx. 175 polybutylene (PB) pipe services within the District on the replacement program. The following bids were received.

CONTRACTOR	REPLACE WITH COPPER	REPLACE WITH SCH 80 PVC
Brickey Engineering Construction Inc.	\$71,774.00	\$181,398.00
TLC Backhoe Service	\$76,140.00	\$84,440.00
Sansone Company, Inc.	\$94,295.00	No Bid
Tierra Contracting, Inc.	\$158,800.00	\$237,950.00
Cal-West Construction	\$172,976.00	\$169,450.00

The apparent low bidder for Option 1 for installing copper is Brickey Engineering Construction, Inc. and the apparent low bidder for Option 2 for installing Schedule 80 PVC is TLC Backhoe Service.

The amount budgeted this year was \$90,000 for this replacement program.

References have been checked on Brickey Engineering Construction, Inc. Previous agencies have been satisfied with their work. It is recommended that Brickey Engineering Construction, Inc. be awarded the contract for replacing water services. The attached resolution has been prepared for the Board's consideration.

**NIPOMO COMMUNITY SERVICES
RESOLUTION NO. 97-BECI**

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NIPOMO COMMUNITY SERVICES DISTRICT
AWARDING THE CONTRACT TO BRICKEY ENGINEERING CONSTRUCTION, INC.
FOR REPLACING POLYBUTYLENE (PB) WATER SERVICES**

WHEREAS, the Board of Directors of the Nipomo Community Services District ("DISTRICT") is desirous of replacing PB water service lines in its service area; and

WHEREAS, the DISTRICT has requested bids to replace the water services and said bids were open on November 21, 1997 at 4:30 p.m.; and

WHEREAS, five bids were received and the apparent responsive and reliable low bid was from Brickey Engineering Construction, Inc. (BECI) in the amount of \$71,774.00; and

WHEREAS, replacement of water services falls into statutory exemption as set forth by Public Resources Code/Division 13 Environmental Quality Chapter 2.6 General / § 21080.21 Pipeline Projects.

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

- 1) Finds the replacement of water services falls into statutory exemption as set forth by Public Resources Code/Division 13 Environmental Quality Chapter 2.6 General / § 21080.21 Pipeline Projects
- 2) The contract for replacement of PB water services with copper services be awarded to Brickey Engineering Construction, Inc. in the amount of \$71,774.00.
- 3) The President is instructed to execute the contract in behalf of the District.

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

AYES: Directors _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

the foregoing resolution is hereby adopted this 3rd day of December 1997.

Kathleen Fairbanks, Vice President
Nipomo Community Services District

ATTEST:

APPROVED AS TO FORM:

Donna K. Johnson
Secretary to the Board

Jon S. Seitz
General Counsel



TO: BOARD OF DIRECTORS

FROM: DOUG JONES

DATE: DECEMBER 3, 1997

MANAGER'S REPORT

1. LAFCO - Action on Annexation No. 16.
On November 20, 1997, LAFCO met and review the District's Annexation No. 16, the wastewater facility. The annexation was approved. Since the District waived its authority for holding a second hearing, the annexation is now complete. No additional action is needed by the Board.

2. End of the year election of Board officers.
In Paragraph 4.14 of the adopted Board By-laws it states that the President and Vice-President shall be elected annually at the last regular meeting of each calendar year. The last regular board meeting for the year will be held December 17, 1997. The Board should consider selection of a President and Vice-President at this meeting.

C:\W:\mgr120397.DOC

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 96-**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
ESTABLISHING BOARD BYLAWS**

WHEREAS, the Board of Directors of Nipomo Community Services District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents.

WHEREAS, in order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed.

WHEREAS, the District is a member of the Special District Risk Management Authority (SDRMA). The District participates in the SDRMA Credit Incentive Program which includes the adoption of Board policies and procedures (Directors By-laws) for the District to receive a one point credit.

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

NIPOMO COMMUNITY SERVICES DISTRICT BOARD OF DIRECTOR BYLAWS

1. OFFICERS OF THE BOARD OF DIRECTORS

1.1 The officers of the Board of Directors are the President and Vice President.

1.2 The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

1.3 In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the president and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

1.4 The President and Vice President of the Board shall be elected annually at the last regular meeting of each calendar year.

1.5 The term of office for the President and Vice President of the Board shall commence on January 1 of the year immediately following their election.

1.6 The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

WARRANTS DECEMBER 3, 1997

HAND WRITTEN CHECKS

17947	SLO Eng. Dept	46.01
17948	Crown Rain Gutters	400.00
17949	David Lawless	25.00
17950	UC Regents	90.00
17951	SLO Sheriffs Dept	23.00
17952	Deferville Const.	27,634.92

VOIDS

9537
 9542
 9552

NET PAYROLL

CK# 2343-2351 \$12,609.30

COMPUTER GENERATED CHECKS

9538	11/26/97	EMPLOYMENT DEVELOPMENT DEPARTMENT	\$799.89
9539	11/26/97	DOUG JONES	\$300.00
9540	11/26/97	MID STATE BANK	\$4,161.88
9541	11/26/97	PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$1,885.29
9543	12/03/97	ADVANTAGE ANSWERING PLUS	\$114.96
9544	12/03/97	ALL PURE CHEMICAL CO	\$1,036.08
9545	12/03/97	ROBERT BLAIR	\$100.00
9546	12/03/97	CALIFORNIA APPLIED TECHNOLOGIES	\$241.05
9547	12/03/97	CALIFORNIA ELECTRIC SUPPLY	\$150.60
9548	12/03/97	CALIFORNIA SPECIAL DISTRICTS ASSOCIA	\$1,352.00
9549	12/03/97	CANNON ASSOCIATES	\$1,102.20
9550	12/03/97	CHEVRON	\$483.58
9551	12/03/97	DANA PROPERTIES	\$205.90
9553	12/03/97	GERALD LEE DOUGLAS	\$150.11
9554	12/03/97	FGL ENVIRONMENTAL ANALYTICAL CHEMIST	\$117.00
9555	12/03/97	KATHLEEN FAIRBANKS	\$100.00
9556	12/03/97	FARM SUPPLY COMPANY	\$29.59
9557	12/03/97	FRANK L. FREITAS	\$419.05
9558	12/03/97	GTE CALIFORNIA INCORPORATED	\$27.38
9559	12/03/97	GREAT WESTERN ALARM AND COMMUNICATIO	\$25.00
9560	12/03/97	KARDEL COMPUTER SERVICES	\$562.50
9561	12/03/97	GENE KAYE	\$100.00
9562	12/03/97	ALEX MENDOZA	\$100.00
9563	12/03/97	MID STATE BANK-MASTERCARD	\$1,056.80
9564	12/03/97	NIPOMO AUTO PARTS	\$94.85
9565	12/03/97	NIPOMO GARBAGE COMPANY	\$54.30
9566	12/03/97	P G & E	\$30,674.52
9567	12/03/97	PERS HEALTH BENEFIT SERVICES	\$4,940.57
9568	12/03/97	PRECISION JANITORIAL SERVICE	\$135.00
9569	12/03/97	SAN LUIS OBISPO COUNTY CLERK RECORDE	\$11.00
9570	12/03/97	SHIPSEY & SEITZ, INC.	\$7,997.50
9571	12/03/97	ALBERT SIMON	\$100.00
9572	12/03/97	SOUTHERN CALIF GAS COMPANY	\$43.58
9573	12/03/97	SYLVESTER'S SECURITY ALARMS, INC.	\$35.00
9574	12/03/97	TIMES PRESS RECORDER	\$65.00
9575	12/03/97	UNDERGROUND SERVICE ALERT	\$114.00