

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER

FROM: LISA BOGNUDA 
FINANCE DIRECTOR

DATE: MAY 20, 2016



THIRD QUARTER FINANCIAL REPORT

ITEM

Accept Quarterly Financial Report [RECOMMEND ACCEPT AND APPROVE]

BACKGROUND

The quarterly financial report consists of two components:

1. Nipomo Community Services District (NCSD) Quarterly Financial Report
2. Nipomo Supplemental Water Project (NSWP) Purveyor Customer Accounting Summary

NCSD QUARTERLY FINANCIAL REPORT (Pages 1-11)

As of March 31, 2016, the 2015-2016 Fiscal year is 75% complete. The consolidated operating revenues are 75.75% of budget, operating expenditures are at 82.52% of budget and general and administrative expenditures are at 60.15% of budget.

Attached are the following which provide an overview of the first nine months of the fiscal year:

Page 1	Consolidated Balance Sheet
Page 2-3	Consolidated Income Statement
Page 4	Summary of Revenues, Expenses and Cash Balances by Fund
Page 5	Summary of Approved Budget Adjustments
Page 6-7	Graphs for Consolidated Revenues and Expenses
Page 8-11	Graphs for major funds (Water, NCSD Supplemental Water, Town Sewer, and Blacklake Sewer)

SUPPLEMENTAL WATER ACCOUNTING SUMMARY (Pages 12 and 13)

NCSD began purchasing supplemental water from the City of Santa Maria on July 2, 2015, pursuant to the Wholesale Water Agreement. The City of Santa Maria invoices the District quarterly and the District in turn invoices its Purveyor Customers pursuant to the Supplemental Water Management and Groundwater Replenishment Agreement (Purveyor Agreement).

The accounting summary (Page 12) reflects the components of Invoice #1, #2 and #3 and reflects collections from the purveyor customers. Attached is a flow chart which depicts the inflow and outflow of funds for the NSWP (Page 13).

In July 2015, the District began assessing supplemental water fixed charges and volume charges on its customers to pay for its share of the NSWP, pursuant to the Water Rate Study and Prop 218 proceedings. As of March 31, 2016, the District has not collected enough supplemental water charges from its customers to cover its share of the NSWP invoices. The deficit is attributable to two factors - the first being conservation and the second factor is a result of our two month billing cycle. The District will not receive revenues for the water sold in February/March billing cycle until April. This accounts for the remaining portion of the deficit as of March 31. The District is covering its shortfall from Fund #125 Water cash reserves.

STRATEGIC PLAN

Goal 4. FINANCE. Maintain conservative, long-term financial management to minimize rate impacts on customers while meeting program financial needs.

RECOMMENDATION

It is recommended that your Honorable Board accept report and direct Staff to file the quarterly financial report for the third quarter of fiscal year 2015-2016.

ATTACHMENT

- A. Pages 1-11 – NCSD Quarterly Financial Report
- B. Pages 12-13 – NSWP Accounting Summary and Flow of Funds Flow Chart

May 25, 2016

ITEM D-3

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
CONSOLIDATED BALANCE SHEET
AS OF MARCH 31, 2016**

Current Assets		
Cash and cash equivalents	18,316,784	
Accounts receivable	271,473	
Unbilled accounts receivable	750,000	
Receivable-other	111,703	
Prepaid expenses	44,025	
Accrued Interest receivable	18,928	
Notes receivable-current portion	<u>33,968</u>	
Total current assets		19,546,883
Noncurrent Assets		
Land and construction in progress	2,094,784	
Capital assets, net of depreciation	<u>62,651,569</u>	
Total noncurrent assets		64,746,353
Other Assets		
Due from WMW-Capital Recovery	2,856,090	
Due from GSW-Capital Recovery	2,851,469	
Notes receivable (less current portion)	<u>139,634</u>	
		5,847,192
Total Assets		<u><u>90,140,428</u></u>
Current Liabilities		
Accrued Liabilities	367,711	
Deposits	1,012,070	
Due to NSWP-NCSD	219,941	
Deferred revenue-WMW and GSW	5,742,576	
Current portion long term debt	<u>501,017</u>	
Total current liabilities		7,843,315
Noncurrent Liabilities		
Net pension liability	1,075,480	
Deferred penions	316,193	
Long term debt	<u>21,397,960</u>	
Total noncurrent liabilities		22,789,633
Fund Balance		
Contributed captial	39,940,270	
Restricted-Funded Replacement	13,771,727	
Unrestricted	4,395,550	
Current earnings	<u>1,399,932</u>	
Total fund Balance		59,507,479
Total Liabilities and Fund Balance		<u><u>90,140,428</u></u>

**NIPOMO COMMUNITY SERVICES DISTRICT
CONSOLIDATED INCOME STATEMENT
FOR THE PERIOD ENDING MARCH 31, 2016**

	YTD <u>ACTUAL</u>	ANNUAL <u>BUDGET</u>	% OF <u>BUDGET</u>
OPERATING REVENUES			
Water-Fixed Charges	892,110	1,234,000	72.29%
Water-Usage	1,535,039	2,575,000	59.61%
Supplemental Water-Fixed Charges	217,394	0	0.00%
Supplemental Water- Usage	326,864	0	0.00%
Sewer Charges	1,722,655	2,307,500	74.65%
Fees and Penalties	77,553	45,000	172.34%
Franchise Fees	60,103	116,500	51.59%
Street Lighting Charges	18,441	24,508	75.24%
Landscape Maintenance Charges	7,936	10,080	78.73%
Miscellaneous Income	51,883	51,000	101.73%
Operating Transfer In-Funded Admin	282,689	479,896	58.91%
Operating Transfer In-Funded Replacement	846,750	1,129,000	75.00%
	<u>6,039,417</u>	<u>7,972,484</u>	<u>75.75%</u>

	YTD <u>ACTUAL</u>	ANNUAL <u>BUDGET</u>	% OF <u>BUDGET</u>
OPERATING EXPENSES - OPERATIONS AND MAINTENANCE			
Wages and Benefits	891,437	1,314,200	67.83%
Supplemental Water	650,126	0	0.00%
Electricity	345,649	521,150	66.32%
Water	8,493	0	0.00%
Chemicals	35,193	71,000	49.57%
Lab Tests	48,599	96,000	50.62%
Operating Supplies	80,061	72,000	111.20%
Ouside Services	102,579	320,500	32.01%
Permits and Operating Fees	28,266	36,000	78.52%
Repairs and Maintenance	167,692	237,000	70.76%
Engineering	2,088	18,000	11.60%
Fuel	21,197	33,000	64.23%
Meters	14,580	50,000	29.16%
Safety Program	3,829	11,000	34.80%
Uniforms	11,352	13,500	84.09%
Landscape Maintenance Program	3,011	9,200	32.73%
Solid Waste Program	134,881	165,000	81.75%
Conservation Program	26,038	50,000	52.08%
Funded Replacement-Transfer Out	846,750	1,129,000	75.00%
	<u>3,421,819</u>	<u>4,146,550</u>	<u>82.52%</u>

	YTD <u>ACTUAL</u>	ANNUAL <u>BUDGET</u>	% OF <u>BUDGET</u>
OPERATING EXPENSES - GENERAL AND ADMINISTRATIVE			
Wages and Benefits	639,446	831,725	76.88%
Ouside Services	14,822	18,200	81.44%
Bank Charges and Fees	4,973	8,500	58.50%
Computer Expense	76,721	90,000	85.25%
Dues and Subscriptions	38,746	40,756	95.07%
Education and Training	8,616	16,500	52.22%
Insurance-Liability	57,734	105,000	54.98%
Landscape and Janitorial	8,586	22,900	37.49%
Legal-General Counsel	61,090	125,000	48.87%
Legal-Water Counsel	39,097	169,000	23.13%

**NIPOMO COMMUNITY SERVICES DISTRICT
CONSOLIDATED INCOME STATEMENT
FOR THE PERIOD ENDING MARCH 31, 2016**

	YTD <u>ACTUAL</u>	ANNUAL <u>BUDGET</u>	% OF <u>BUDGET</u>
Professional Services	63,143	242,800	26.01%
Miscellaneous	11,620	10,500	110.67%
Newsletters and Mailers	5,880	13,000	45.23%
Office supplies	11,251	20,000	56.26%
Postage	18,257	29,000	62.95%
Public Notices	2,870	9,500	30.21%
Repairs and Maintenance	8,847	24,000	36.86%
Property Taxes	1,181	1,600	73.81%
Telephone	5,908	9,105	64.89%
Travel and Mileage	10,168	13,500	75.32%
Utilities	12,440	20,500	60.68%
Operating Transfer Out-Funded Admin	282,689	479,897	58.91%
	<u>1,384,085</u>	<u>2,300,983</u>	<u>60.15%</u>
Total Operating Expenses	<u>4,805,904</u>	<u>6,447,533</u>	<u>58.91%</u>
Total Operating Surplus/(Deficit)	<u>1,233,513</u>	<u>1,524,951</u>	<u>80.89%</u>
Non Operating Income			
Interest Income	51,074	39,558	129.11%
Inninterest Income-WMW & GSW	179,455	0	0.00%
Property Tax Revenue	408,959	547,460	74.70%
BL Water and Sewer Surcharges	33,242	50,259	66.14%
	<u>672,730</u>	<u>637,277</u>	<u>105.56%</u>
Non Operating Expenses			
Interest Expense	495,819	369,704	134.11%
Other expense	10,492	0	0
	<u>506,311</u>	<u>369,704</u>	<u>136.95%</u>
Total Non Operating Surplus/(Deficit)	<u>166,419</u>	<u>267,573</u>	
Total Operating and None Operating Surplus/(Deficit)	<u>1,399,932</u>	<u>1,792,524</u>	

NIPOMO COMMUNITY SERVICES DISTRICT
SUMMARY OF REVENUES AND EXPENSES BY FUND
NINE MONTHS ENDING MARCH 31, 2016

FUND	FUND #	YTD REVENUES	YTD EXPENSES	SUBTOTAL	FUNDED REPLACEMENT	TRANSFERS B/W FUNDS	YTD SUPRLUS/ (DEFICIT)
Administration	110	304,556	(304,556)	0	0	0	0
Water	125	2,556,525	(1,897,493)	659,032	(424,500)	0	234,532
NCSD Supplemental Water	126	544,338	(650,126)	(105,788)	0	0	(105,788)
Water Rate Stabilization	128	1,138	0	1,138	0	0	1,138
Town Sewer	130	1,412,101	(876,992)	535,109	(296,250)	183,476	422,335
Town Sewer Rate Stabilization	135	854	0	854	0	0	854
Blacklake Sewer	150	332,588	(197,503)	135,085	(126,000)	(35,000)	(25,915)
Blacklake Sewer Rate Stabilization	155	142	0	142	0	0	142
Blacklake Street Lighting	200	18,526	(15,704)	2,822	0	0	2,822
Street Landscape Maintenance	250	7,991	(3,091)	4,900	0	0	4,900
Solid Waste	300	60,954	(151,362)	(90,408)	0	0	(90,408)
Drainage Maintenance	400	11,165	(15,100)	(3,935)	0	0	(3,935)
Supplemental Water Capacity Fees	500	183,426	(272,122)	(88,696)	0	3,734,850	3,646,154
Property Taxes	600	401,130	(81,416)	319,714	0	(834,850)	(515,136)
Water Capacity Fees	700	4,288	0	4,288	0	0	4,288
Town Sewer Capacity Fees	710	609	0	609	0	0	609
Funded Replacement-Water	805	14,234	0	14,234	424,500	(2,900,000)	(2,461,266)
Funded Replacement-Town Sewer	810	6,034	0	6,034	296,250	0	302,284
Funded Replacement-BL Sewer	830	2,020	0	2,020	126,000	35,000	163,020
Town Sewer Sinking Fund	880	2,778	0	2,778	0	(183,476)	(180,698)
TOTAL		5,865,397	(4,465,465)	1,399,932	0	0	1,399,932

CASH BALANCE OF EACH FUND

FUND	FUND #	CASH BALANCE 3/31/2016
Administration	110	768,658
Water	125	1,653,839
NCSD Supplemental Water	126	70,363
Water Rate Stabilization	128	403,320
Town Sewer	130	1,821,824
Town Sewer Rate Stabilization	135	302,746
Blacklake Sewer	150	201,597
Blacklake Sewer Rate Stabilization	155	50,415
Blacklake Street Lighting	200	32,158
Street Landscape Maintenance	250	22,050
Solid Waste	300	261,869
Drainage Maintenance	400	43,098
Supplemental Water	500	3,870,270
Property Taxes	600	114,710
Water Capacity Fees	700	1,559,114
Town Sewer Capacity Fees	710	326,829
Funded Replacement-Water	805	2,884,239
Funded Replacement-Town Sewer	810	2,236,491
Funded Replacement-BL Sewer	830	789,039
Sinking Fund-Town Sewer	880	904,155
TOTAL		18,316,784

NOTE:
BALANCE SHEETS AND INCOME STATEMENTS
FOR EACH FUND ARE AVAILABLE FOR REVIEW
UPON REQUEST

NIPOMO COMMUNITY SERVICES DISTRICT

SUMMARY OF APPROVED BUDGET AMENDMENTS

FISCAL YEAR ENDING JUNE 30, 2016

FIRST QUARTER ENDING SEPTEMBER 30, 2015

DATE	DESCRIPTION	FUNDS	APPROVED BUDGET	APPROVED AMENDMENT	AMENDED BUDGET
7-22-15	Transfer \$50,000 from Bio Solids Budget to supplement funding of purchase of Caterpillar Wheel Loader	130	\$200,000	(\$50,000)	\$150,000

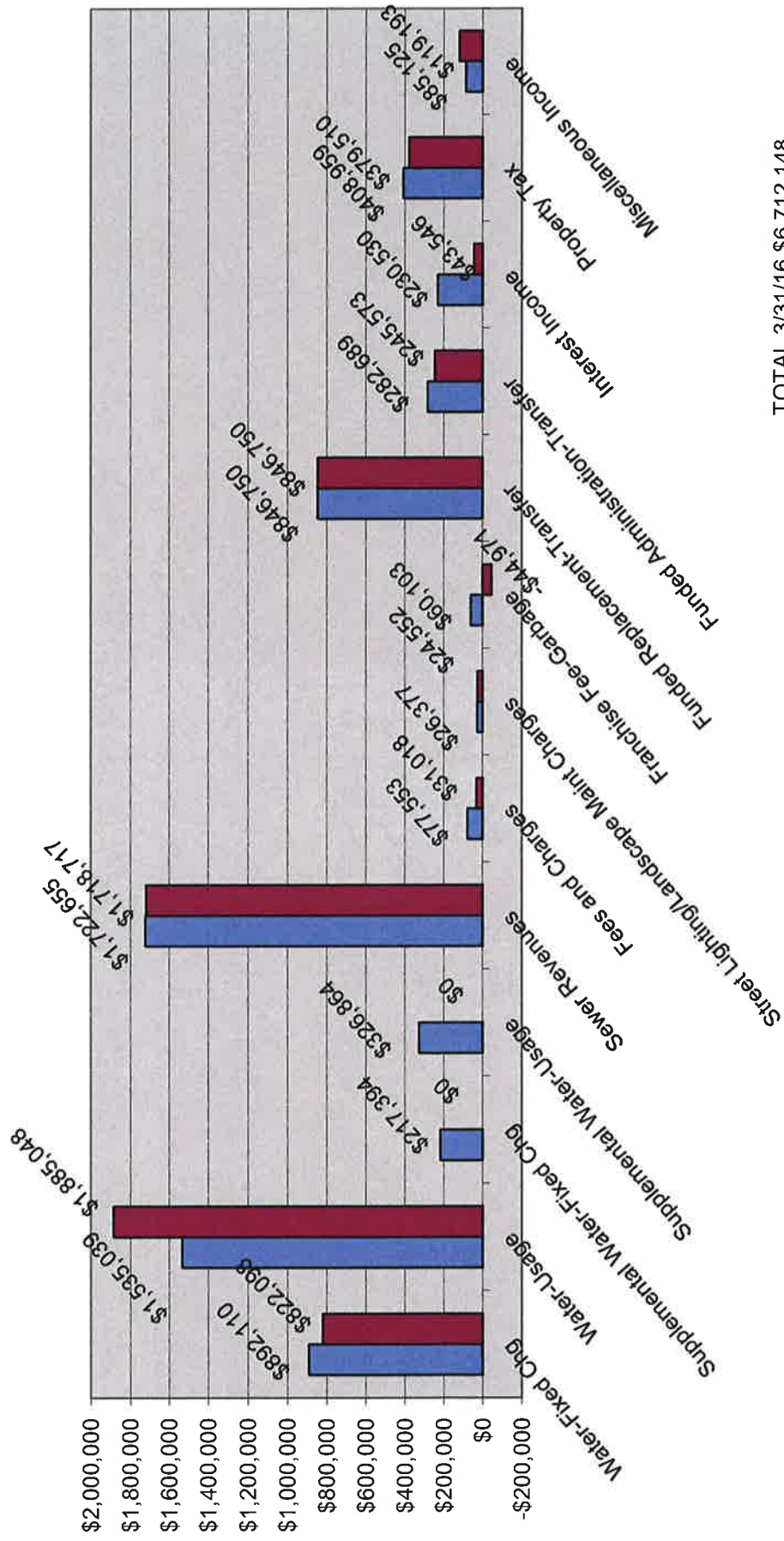
SECOND QUARTER ENDING DECEMBER 31, 2015

DATE	DESCRIPTION	FUNDS	APPROVED BUDGET	APPROVED AMENDMENT	AMENDED BUDGET
10-28-15	Transfer \$51,995 from Cash Reserves from Funded Replacement-Town Sewer to purchase influent pump	810	0	\$51,995	\$51,995
11-12-15	Transfer \$15,000 from Cash Reserves from Drainage Fund to pay for maintenance work	400	0	\$15,000	\$15,000
12-09-15	Transfer \$52,050 from Cash Reserves to Funded Replacement –Water to purchase SCADA chlorine analyzer	805	0	\$52,050	\$52,050

THIRD QUARTER ENDING MARCH 31, 2016

DATE	DESCRIPTION	FUNDS	APPROVED BUDGET	APPROVED AMENDMENT	AMENDED BUDGET
03-09-16	Transfer \$900,000 from Cash Reserves from Funded Replacement-Water to fund construction of Joshua Road Pump Station Reservoir	805	\$2,000,000	\$900,000	\$2,900,000

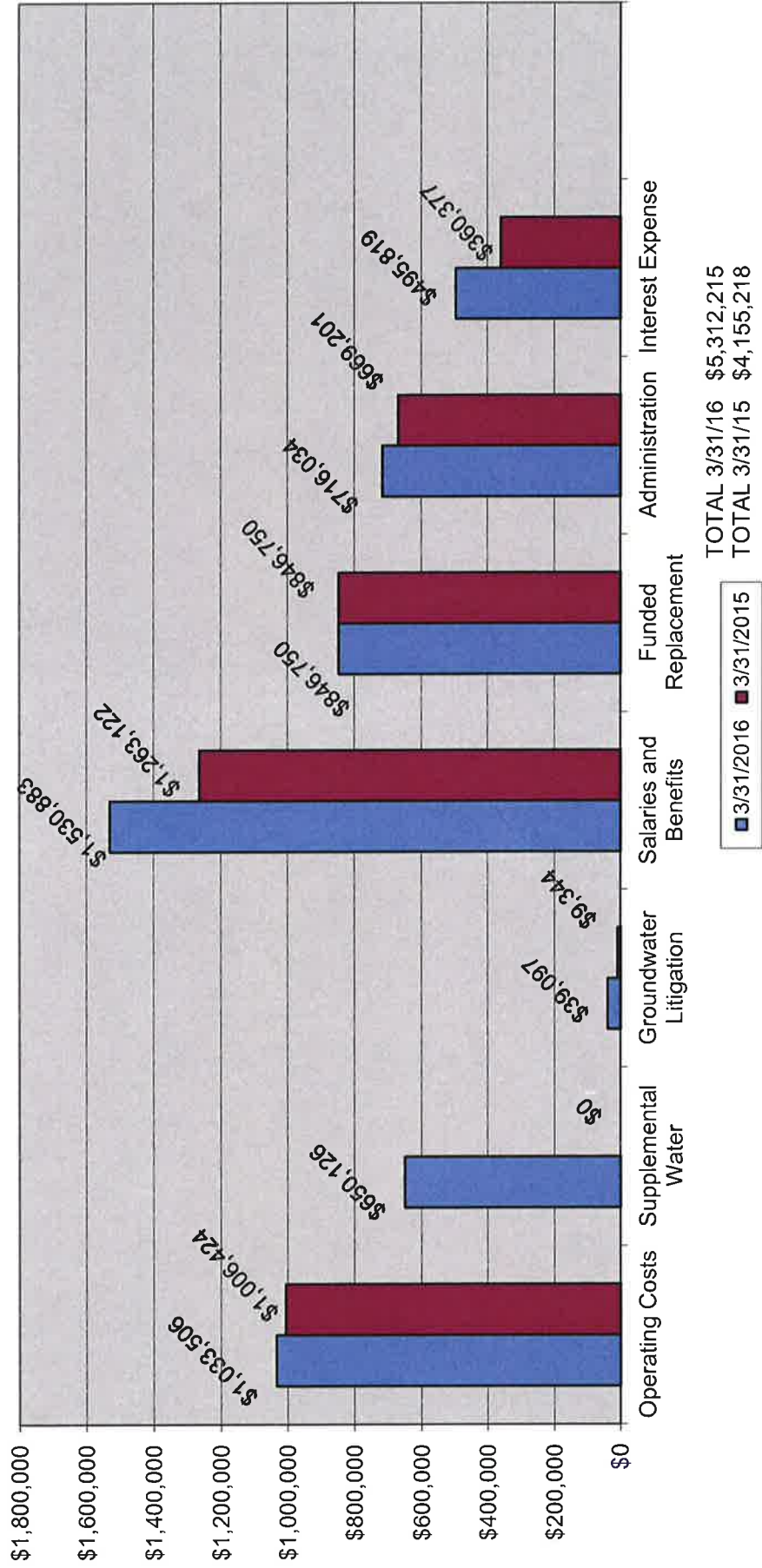
**NIPOMO COMMUNITY SERVICES DISTRICT
 COMBINED REVENUES FOR ALL FUNDS
 NINE MONTHS ENDED
 MARCH 31, 2016 AND MARCH 31, 2015**



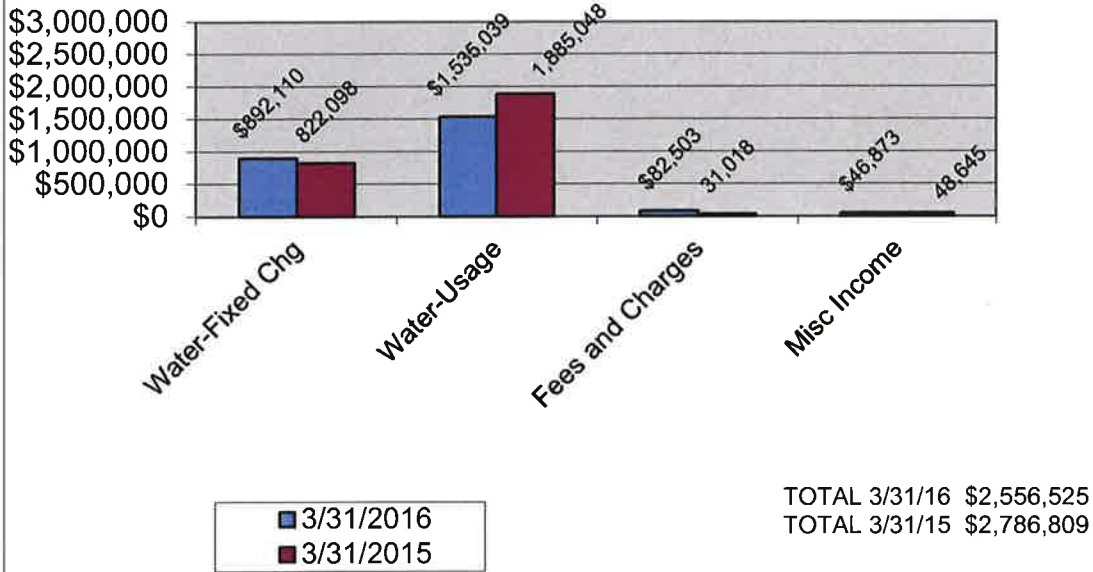
■ 3/31/2016 ■ 3/31/2015

TOTAL 3/31/16 \$6,712,148
 TOTAL 3/31/15 \$6,071,034

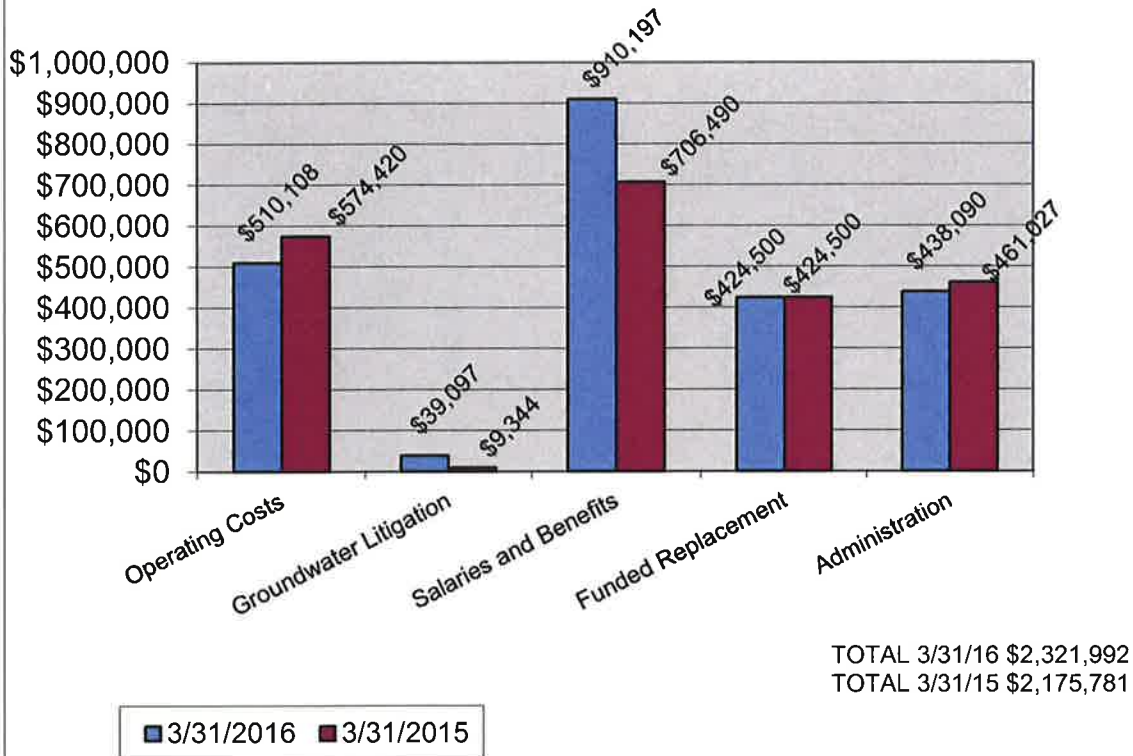
**NIPOMO COMMUNITY SERVICES DISTRICT
 COMBINED EXPENDITURES FOR ALL FUNDS
 NINE MONTHS ENDED
 MARCH 31, 2016 AND MARCH 31, 2015**



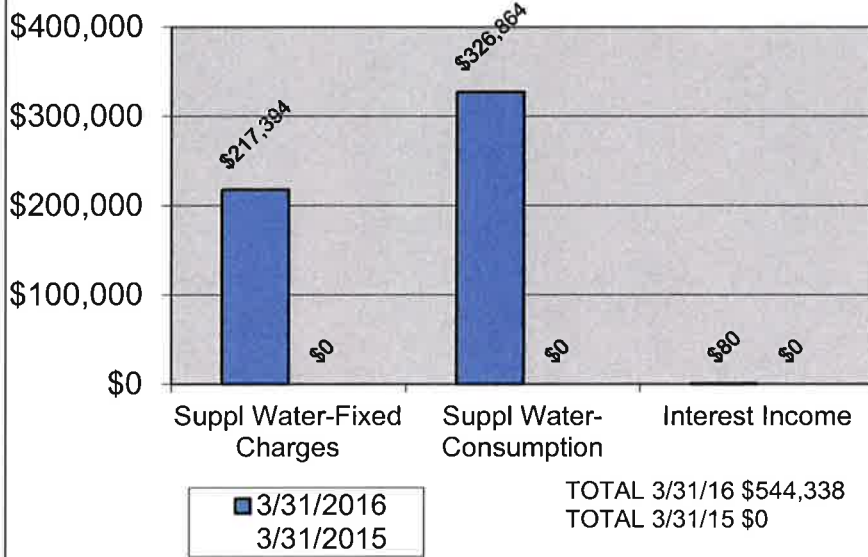
**NIPOMO COMMUNITY SERVICES DISTRICT
WATER FUND #125
REVENUES-MARCH 31 2016 AND MARCH 31, 2015**



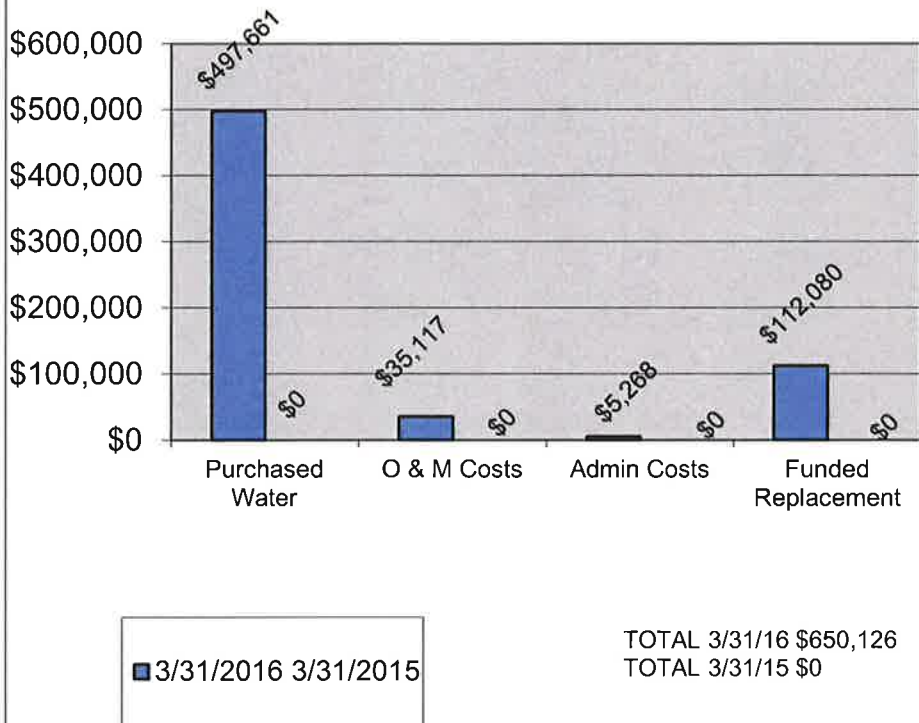
**NIPOMO COMMUNITY SERVICES DISTRICT
WATER FUND #125
EXPENDITURES-MARCH 31, 2016 AND MARCH 31, 2015**



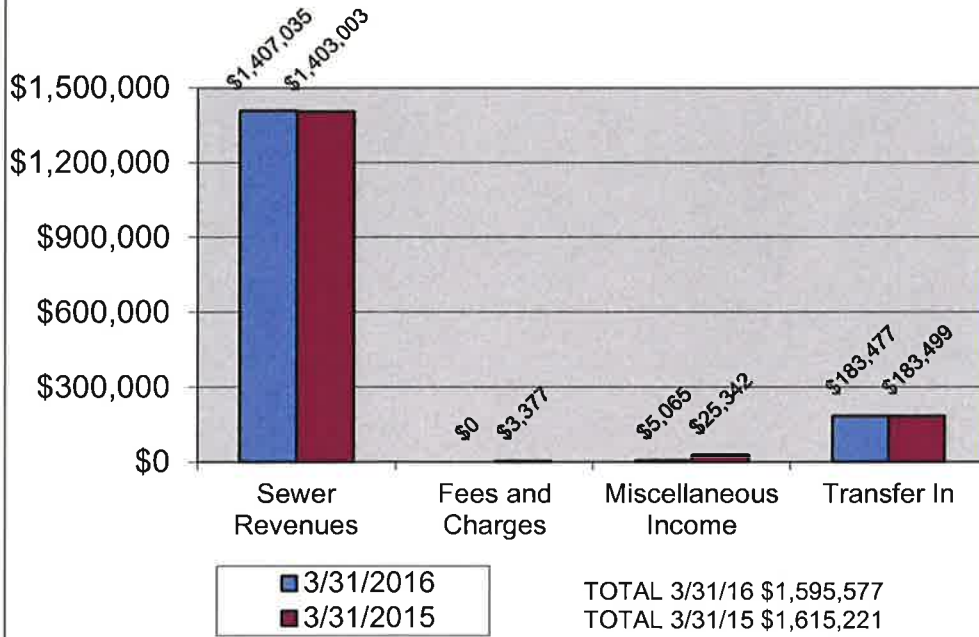
**NIPOMO COMMUNITY SERVICES DISTRICT
NCSD SUPPLEMENTAL WATER FUND #126
REVENUES-MARCH 31, 2016 AND MARCH 31, 2015**



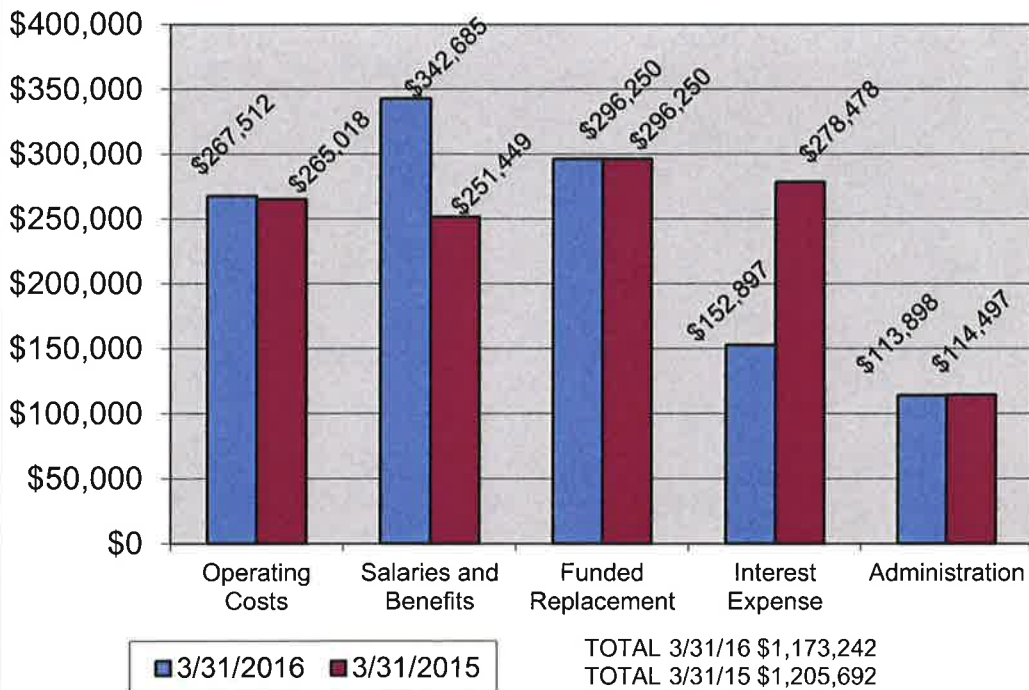
**NIPOMO COMMUNITY SERVICES DISTRICT
NCSD SUPPLEMENTAL WATER FUND #126
EXPENDITURES-MARCH 31, 2016 AND MARCH 31, 2015**



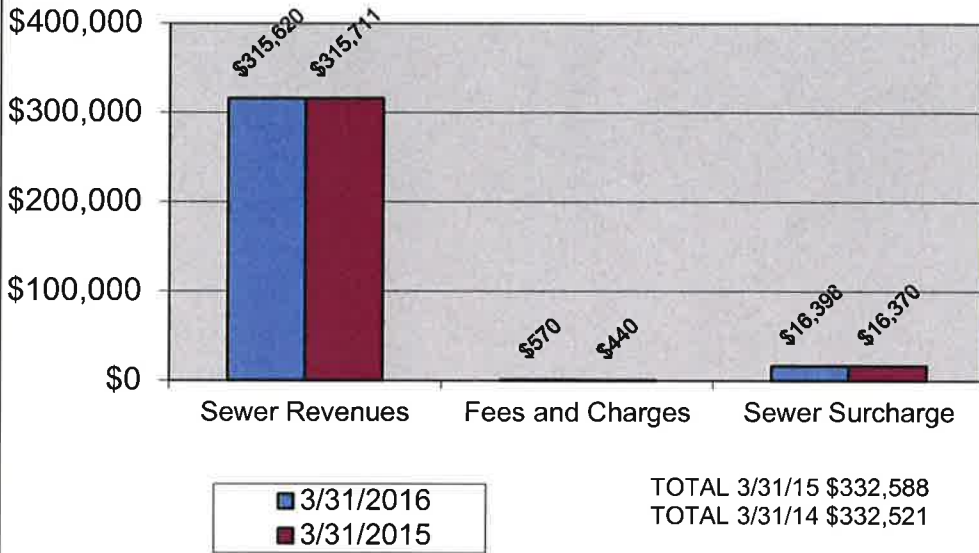
**NIPOMO COMMUNITY SERVICES DISTRICT
TOWN SEWER FUND #130
REVENUES-MARCH 31, 2016 AND MARCH 31, 2015**



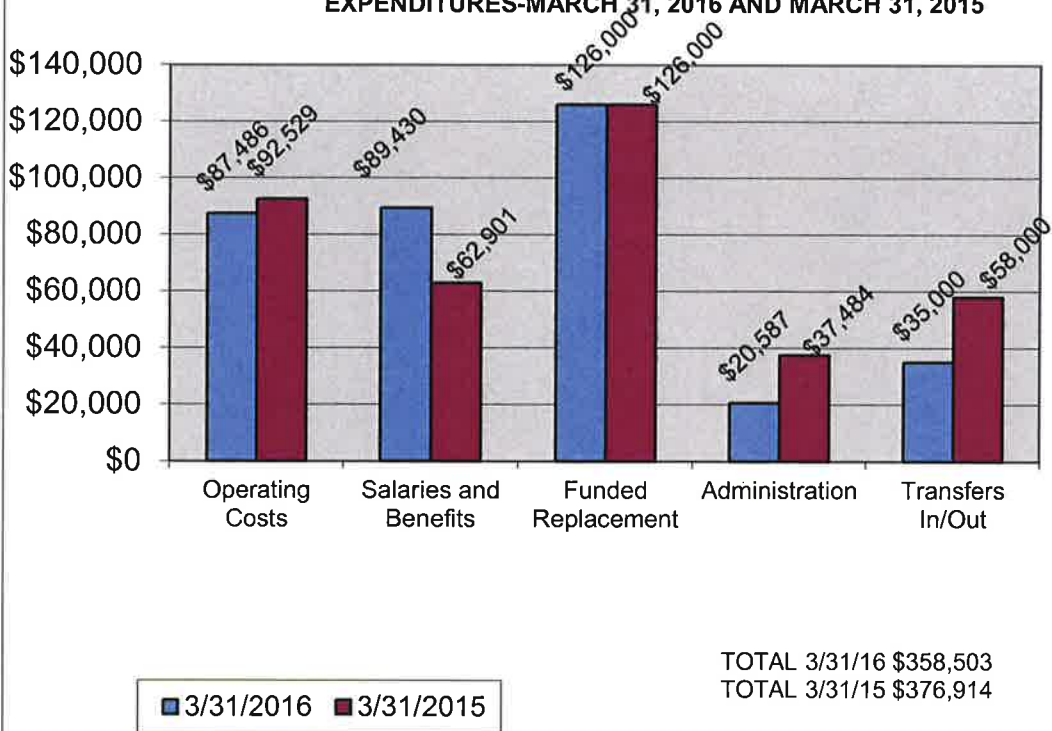
**NIPOMO COMMUNITY SERVICES DISTRICT
TOWN SEWER FUND #130
EXPENDITURES-MARCH 31, 2016 AND MARCH 31, 2015**



**NIPOMO COMMUNITY SERVICES DISTRICT
BLACKLAKE SEWER FUND #150
REVENUES-MARCH 31, 2016 AND MARCH 31, 2015**



**NIPOMO COMMUNITY SERVICES DISTRICT
BLACKLAKE SEWER FUND #150
EXPENDITURES-MARCH 31, 2016 AND MARCH 31, 2015**



May 25, 2016

ITEM D-3

ATTACHMENT B

NIPOMO COMMUNITY SERVICES DISTRICT
NIPOMO SUPPLEMENTAL WATER PROJECT (NSWP)
PURVEYOR CUSTOMER ACCOUNTING SUMMARY
PURSUANT TO SUPPLEMENTAL WATER MANAGEMENT AND GROUNDWATER REPLENISHMENT AGREEMENT
JULY 1, 2015 TO MARCH 31, 2016

	<u>NCS</u>	<u>WM</u>	<u>GS</u>	<u>TOTAL</u>
INVOICE #1 (JULY 1, 2015 - SEPTEMBER 30, 2015)				
Supplemental Water	162,222	40,531	40,531	243,284
O&M Costs	11,446	2,860	2,860	17,166
Admin Costs	1,717	429	429	2,575
Capital Recovery (Principal & Interest)	0	57,847	49,390	107,237
Funded Replacement	37,360	7,178	7,178	51,716
One-Time Adjustments and credits	0	(10,492)	(92,400)	(102,892)
Pumping Credit	0	(2,684)	(2,684)	(5,368)
	<u>212,745</u>	<u>95,669</u>	<u>5,304</u>	<u>313,718</u>

INVOICE #2 (OCTOBER 1, 2015 - DECEMBER 31, 2015)				
Supplemental Water	166,561	41,615	41,615	249,791
O&M Costs	11,754	2,936	2,936	17,626
Admin Costs	1,764	440	440	2,644
Capital Recovery (Principal & Interest)	0	57,847	49,390	107,237
Funded Replacement	37,360	7,178	7,178	51,716
Pumping Credit	0	(2,756)	(2,756)	(5,512)
	<u>217,439</u>	<u>107,260</u>	<u>98,803</u>	<u>423,502</u>

INVOICE #3 (JANUARY 1, 2016 - MARCH 31, 2016)				
Supplemental Water	168,877	42,194	42,194	253,265
O&M Costs	11,917	2,977	2,977	17,871
Admin Costs	1,787	447	447	2,681
Capital Recovery (Principal & Interest)	0	57,847	49,390	107,237
Funded Replacement	37,360	7,178	7,178	51,716
Pumping Credit	0	(2,794)	(2,794)	(5,588)
	<u>219,941</u>	<u>107,849</u>	<u>99,392</u>	<u>427,182</u>

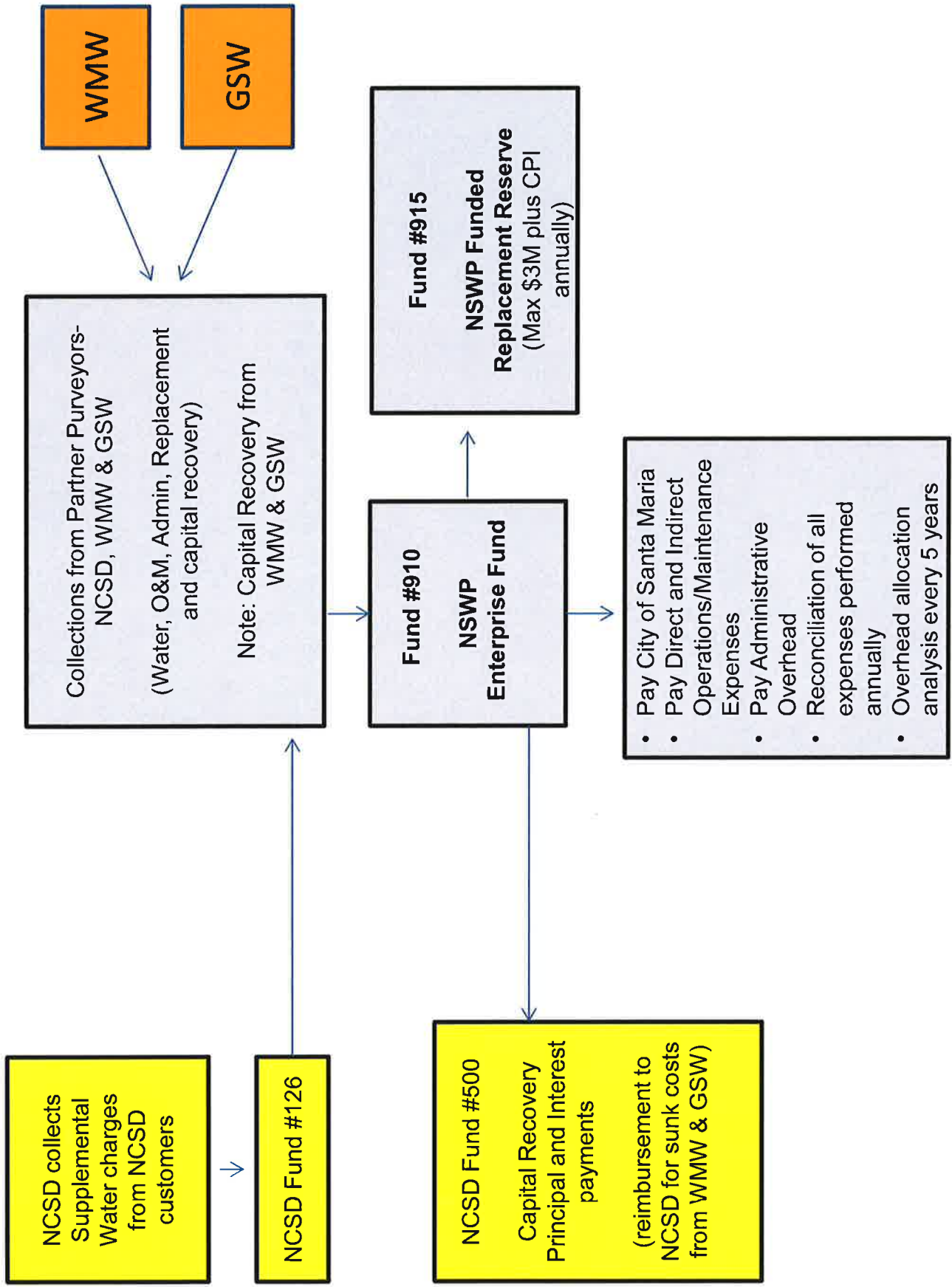
TOTAL OF INVOICE #1, #2 AND #3	<u>650,125</u>	<u>310,778</u>	<u>203,499</u>	<u>1,164,402</u>
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PAYMENTS

NCS,WMWC AND GSWC (all current as of 5/3/16)	(650,125)	(310,778)	(203,499)	(1,164,402)
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Balance Due	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
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**NIPOMO SUPPLEMENTAL WATER PROJECT (NSWP)
FLOW OF FUNDS**



TO: BOARD OF DIRECTOR
REVIEWED: MARIO IGLESIAS
GENERAL MANAGER 
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS
DATE: MAY 19, 2016

**AGENDA ITEM
D-4
MAY 25, 2016**

**DECLARE 2004 FORD PICKUP TRUCK AND 1983 SULLAIR
COMPRESSOR SURPLUS AND AUTHORIZE SALE**

ITEM

Consider request to declare 2004 Ford pickup truck and 1983 Sullair air compressor surplus and authorize disposal by sale [RECOMMEND DECLARE 2004 FORD PICKUP AND 1983 SULLAIR AIR COMPRESSOR SURPLUS AND AUTHORIZE STAFF TO DISPOSE OF BY SALE].

BACKGROUND

Government agencies that wish to dispose of obsolete equipment and other items need to declare that these items are surplus by the governing board prior to deposition of these items. The District's 2004 Ford pickup truck and the 1983 Sullair air compressor are no longer serviceable and staff requests that the Board declare both surplus and authorize disposal by sale.

FISCAL IMPACT

Development of the staff report required budgeted staff time. Proceeds from the sale will be credited to Water Fund.

RECOMMENDATION

Staff recommends that the Board declare the 2004 Ford pickup truck and the 1983 Sullair air compressor as surplus and authorize staff to dispose of both by sale.

ATTACHMENTS

None

TO: BOARD OF DIRECTORS

FROM: MARIO E. IGLESIAS
GENERAL MANAGER



DATE: MAY 17, 2016

AGENDA ITEM

D-5

MAY 25, 2014

REQUEST CONSOLIDATION OF DISTRICT BOARD ELECTION WITH FALL GENERAL ELECTION

ITEM

Request Consolidation of District Board Election with Fall General Election [RECOMMEND ADOPT RESOLUTION]

BACKGROUND

On May 1, 2016, the Office of the County Clerk-Recorder contacted the District and requested the District:

1. File a Notice of Offices to be Filled;
2. Provide a map of District Boundary; and
3. Provide a Resolution requesting consolidation with the November 8, 2016 General Election.

The draft Resolution provides for the election of the District's Board of Directors to be included on the ballot with the County-wide General Election.

The Notice and Map are due back to the County by July 6, 2016. The Resolution must be adopted and provided to the County Clerk Recorder no later than August 12, 2016.

RECOMMENDATION

Adopt attached Resolution approving consolidation of Board election with General Election and direct staff to submit all election related material to the County Clerk Recorder no later than July 6, 2016.

ATTACHMENTS

- A. Draft Resolution
- B. Copy of Notice and Map
- C. Special District Calendar of Events for the November 8, 2016 Consolidated General Election

May 25, 2016

ITEM D-5

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2016-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NIPOMO COMMUNITY SERVICES DISTRICT
REQUESTING THE BOARD OF SUPERVISORS OF
THE COUNTY OF SAN LUIS OBISPO TO CONSOLIDATE
A GENERAL DISTRICT ELECTION TO BE HELD ON NOVEMBER 8, 2016,
WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THE
SAME DATE PURSUANT TO SECTION 10403 OF THE ELECTION CODE**

WHEREAS, the Board of Directors of the Nipomo Community Services District has called a District Election to be held on November 8, 2016, for the purpose of the election of three members of the Board of Directors for full terms of four years, and

WHEREAS, pursuant to Section 10555 of the Elections Code, said election may be consolidated with other elections to be held on the same day pursuant to Chapter 3, Part 3, Division 10 of the Elections Code (commencing with Section 10400); and

WHEREAS, Section 13307 of the Elections Code of the State of California provides that the governing body of the local agency adopt regulations pertaining to the materials prepared by any candidate for election, including the costs of the candidate's statement; and

WHEREAS, the Board of Directors of the Nipomo Community Services District desires to request the San Luis Obispo County Board of Supervisors to consolidate the District's General Election with the Statewide General Election to be held on the same date.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. That pursuant to the requirements of Section 10403 of the Election Code, the Board of Supervisors of the County of San Luis Obispo is hereby requested to consent and agree to consolidate the District's General Election with the Statewide General Election to be held on Tuesday, November 8, 2016, for the purpose of the election of two members to the Nipomo Community Services District Board of Directors.

- A. This request is made pursuant to Section 10555 and 10400, et seq of the Election Code.
- B. That the County Election Department is authorized to canvas the returns of the District election.
- C. That the District recognizes that additional costs will be incurred by the County by reasons of this consolidation and agrees to reimburse the County for the additional costs.
- D. The Board of Supervisors is requested to issue instructions to the County Elections Department to take any and all steps necessary for the holding of the consolidated election.

Section 2. The Notice to County Election Official attached hereto as Exhibit "A" provides that the candidate will pay for the printing and handling of the Statement of Qualifications is hereby approved and adopted.

NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2016-XXXX

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NIPOMO COMMUNITY SERVICES DISTRICT
REQUESTING THE BOARD OF SUPERVISORS OF
THE COUNTY OF SAN LUIS OBISPO TO CONSOLIDATE
A GENERAL DISTRICT ELECTION TO BE HELD ON NOVEMBER 8, 2016,
WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THE
SAME DATE PURSUANT TO SECTION 10403 OF THE ELECTION CODE

Section 3. The Secretary to the Board is hereby directed to file a certified copy of this Resolution, with attachments, with the Board of Supervisors and the County Elections Department of the County of San Luis Obispo.

PASSED AND ADOPTED by the Board of Directors of the Nipomo Community Services this 25th day of May, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CRAIG ARMSTRONG

President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

MARIO E. IGLESIAS

Secretary to the Board

MICHAEL W. SEITZ

District Legal Counsel

May 25, 2016

ITEM D-5

ATTACHMENT B

Office of the County Clerk-Recorder

COUNTY OF SAN LUIS OBISPO ♦ 1055 MONTEREY ST. RM. D120 ♦ SAN LUIS OBISPO, CA 93408 ♦ (805) 781-5080/5088



TOMMY GONG
COUNTY CLERK RECORDER

ELAINA CANO
ASSISTANT COUNTY CLERK RECORDER



May 11, 2016

Nipomo Community Services District
P.O. Box 326
Nipomo CA 93444
Attn: District Secretary

Dear District Secretary:

Pursuant to California Elections Code (EC) Section (§) 1303(b), your district's biennial election will be held on Tuesday, November 8, 2016. In connection with this election the items listed below must be acted upon by the district board of directors and submitted to our office by the deadlines set in accordance with the enclosed Calendar of Events.

1. Notice to County Elections Official EC§10509 - Elective Offices to be Filled; Payment for Publication of Candidate Statement (enclosed)
2. A map of your district's boundaries, pursuant to EC§ 10522 (even if they haven't changed)
3. A resolution by the board of directors requesting consolidation with the November 8, 2016, Consolidated Presidential Election (sample enclosed)

To prepare for the nomination period (July 18-Aug 12), Items 1 and 2 above must be filed with our office by **Wednesday, July 6, 2016**. Item 3 above shall be filed with our office no later than **Friday, August 12, 2016**, although it would be appreciated if your resolution could be submitted by July 12, 2016. If you are planning on putting a measure on the ballot, along with the offices to be filled, please contact our office immediately.

Attached is a list of the terms which are to be filled at the upcoming election according to our records. Please review your district's information and notify us immediately if this information is incorrect.

Thank you in advance for your cooperation for providing the required information in a timely manner.

Sincerely,

Elaina Cano
Assistant County Clerk-Recorder

Encl:

COMMUNITY SERVICES DISTRICT DIRECTORS

DISTRICT	# OF TERMS	INCUMBENT	TERM BEGINS	TERM ENDS
Avila Beach Community Services District	2 Full Terms	John Philip Janowicz Shanna L. Richards	12/2/16	12/4/20
California Valley Community Services District	3 Full Terms	Misty Marie Lambert Rosemarie Webb Lisa Marrone	12/2/16	12/4/20
Cambria Community Services District	2 Full Terms	Amanda C. Rice Gail Rae Robinette	12/2/16	12/4/20
	1 Short Term	Gregory Sanders		
Creston Hills Ranch Community Services District	2 Full Terms	Tommy R. Blankinship Michael J. Prowse	12/2/16	12/4/20
Ground Squirrel Hollow Community Services District	3 Full Terms	Scott C. Simons Donald D. Dougherty Frank A. Duckworth	12/2/16	12/4/20
Heritage Ranch Community Services District	2 Full Terms	Anthony G. Foti Daniel W. Burgess	12/2/16	12/4/20
Independence Ranch Community Services District	3 Full Terms	Carol C. Noe Terry D. Leezer William P. Mulcahy	12/2/16	12/4/20
Linne Community Services District	2 Full Terms	Joan D. Somerville James P. Dempsey	12/2/16	12/4/20
Los Osos Community Services District	2 Full Terms	Marshall E. Ochylski Robert M. Wright	12/2/16	12/4/20
Nipomo Community Services District	2 Full Terms	Craig W. Armstrong Robert L. Blair	12/2/16	12/4/20
Oceano Community Services District	3 Full Terms	Jennifer Blackburn Matthew G. Guerrero Mary K. Lucey	12/2/16	12/4/20
San Miguel Community Services District	3 Full Terms	Travis Dawes John R. Green Anthony R. Kalvans	12/2/16	12/4/20
San Simeon Community Services District	3 Full Terms	Alan M. Fields Leroy E. Price Daniel M. Williams	12/2/16	12/4/20
Squire Canyon Community Services District	3 Full Terms	Christopher W. Johnson	12/2/16	12/4/20
		Thomas J. Murphy	12/2/16	12/2/16
		Stephen W. Fiant		
Templeton Community Services District	3 Full Terms	Geoffrey T. English David LaCaro Judith K. Dietch	12/2/16	12/4/20

SPECIAL DISTRICT DIRECTORS

DISTRICT	# OF TERMS	INCUMBENT	TERM BEGINS	TERM ENDS
Port San Luis Harbor District	3 Full Terms	James Barr Blecha William R. Barrow David Mitchell Kirk	1/2/17	1/4/21
Cayucos Fire Protection District	2 Full Term	Christopher H. Pope Robert J. DuFosse	12/2/16	12/4/20
Santa Margarita Fire Protection District	1 Full Term	Suzanne E. Brandt	12/2/16	12/4/20
Cambria Community Healthcare District	2 Full Terms	Kristi A. Jenkins Barbara B. Gray	12/2/16	12/4/20
Cayucos Sanitary District	2 Full Terms	Daniel R. Lloyd Robert B. Enns	12/2/16	12/4/20
Garden Farms Community Water District	2 Full Terms	John L. Pinson John E. Billings	12/2/16	12/4/20
Santa Maria Valley Water Conservation District Trustee Area No. 3	1 Full Term		12/2/16	12/4/20

(SAMPLE RESOLUTION)

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE

(NAME OF DISTRICT)

REQUESTING CONSOLIDATION OF THEIR BIENNIAL ELECTION WITH THE

NOVEMBER 8, 2016, CONSOLIDATED PRESIDENTIAL ELECTION

WHEREAS, an elections shall be conducted on November 8, 2016, for this district pursuant to the Uniform District Election Law commencing with Elections Code §10500; and

WHEREAS, pursuant to Elections Code §10555, said election may be consolidated with any other election pursuant to Part 3 (commencing with Section 10400); and

WHEREAS, the Board of Directors requests the San Luis Obispo County Board of Supervisors consolidate this District's General District Election with any other election which may be held on the same day;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors as follows: The Board of Supervisors of San Luis Obispo County is hereby requested to consolidate the General District Election of this district to be held on November 8, 2016, with all other elections held on the same date. This request is made pursuant to Elections Code § 10555 and 10400, et seq. The Board of Directors agrees to reimburse, upon presentation of a bill, the County of San Luis Obispo in full for services performed relating to this election.

**NOTICE TO COUNTY ELECTIONS OFFICIAL
ELECTIVE OFFICES TO BE FILLED
MAP OF DISTRICT BOUNDARIES
PAYMENT OF CANDIDATE STATEMENT OF QUALIFICATIONS**
Elections Code §10509 & §10522

Name of District

TO THE COUNTY ELECTIONS OFFICIAL OF SAN LUIS OBISPO COUNTY:

1. Notice is hereby given that the elective offices of the district to be filled at the Consolidated Presidential Election on November 8, 2016, are as follows:

NUMBER OF DIRECTORS TO BE ELECTED	TERM OF OFFICE
_____	Four Year Term
_____	Two Year Term

2. The qualifications of a nominee and of an elective office of the District are as follows:

SHALL BE A REGISTERED ELECTOR RESIDING IN THE DISTRICT

3. Pursuant to Elections Code §10522, a map showing the boundaries of the district is attached.

Have the boundaries changed since 2014?

YES _____ **NO** _____

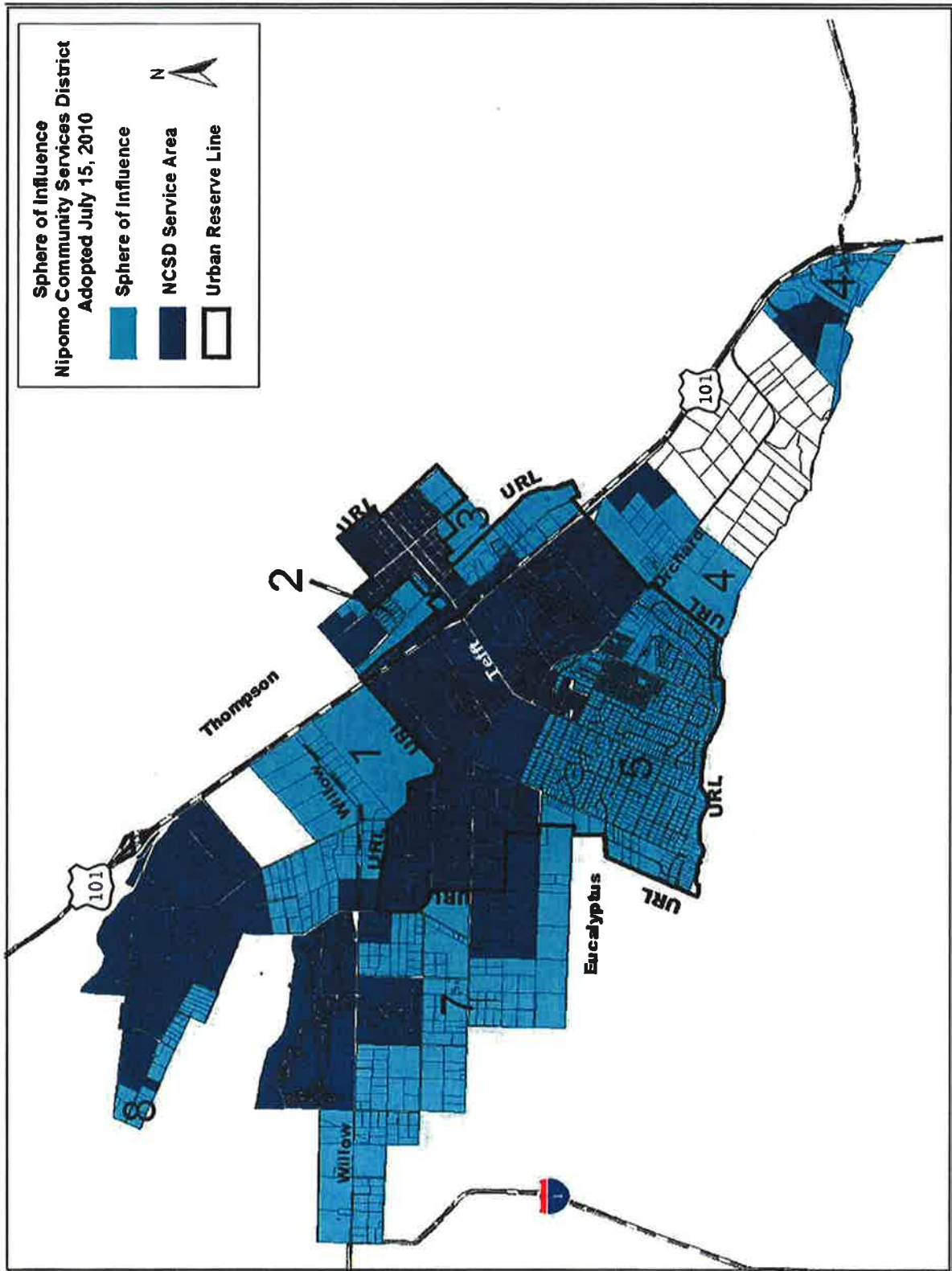
4. Please indicate whether the DISTRICT or the CANDIDATE will pay for the printing and handling of the Statement of Qualifications, per Elections Code §10509.

DISTRICT _____ **CANDIDATE** _____

Signed: _____ Dated: _____

Print Name and Title: _____

Figure 1:1 - Sphere of Influence



May 25, 2016

ITEM D-5

ATTACHMENT C

**SPECIAL DISTRICT CALENDAR OF EVENTS
NOVEMBER 8, 2016 CONSOLIDATED PRESIDENTIAL ELECTION**

DATE/DEADLINE	EVENT
July 6 125 days EC §10509, 10522	District Secretary completes and delivers to the County Elections Official, the Notice of Elective Offices to be filled, along with the map of the district's boundaries.
July 11 - Aug 10 120-90 Days EC Code §12112 EC §12113	County Elections Official shall publish the Notice of Election for each district containing: <ol style="list-style-type: none"> 1. The date of the election 2. The office for which candidates may file 3. The qualifications for office 4. Location where candidates may file for office and the deadlines 5. Statement regarding appointments EC §10515 In addition, County Elections official, shall, by a general press release, set forth the offices to be filled and a telephone number to call for information. County Elections Official shall deliver a copy of all published notices to the District Secretary for posting in the district office.
July 18 - Aug 12 113-88 Days EC §10510, 10603 EC §10515	Nomination period - Candidates file declaration of candidacy forms and other related nomination documents with the County Elections Official. No person may file papers for more than one district office at the same election. Candidates for Harbor Commissioner must file nomination papers signed by 25 to 50 registered voters within the District. Insufficient Nominees - If by the close of nominations for a given office, there are insufficient or no nominees, and a petition requesting an election has not been filed, the district will not hold an election. Those candidates who filed Declarations of Candidacy will be appointed in-lieu of election by the Board of Supervisors. Upon recommendation of the District, the Board of Supervisors will make appointments where no candidates filed the requisite papers.
Aug 12 88 Days EC §10403, 10603b	Last day for districts to file their resolutions requesting consolidation of their election with the November 8, 2016, Presidential Election with the County Elections Official Last day for a candidate to withdraw their Declaration of Candidacy.
Aug 13 - Aug 17 87-83 Days EC §10516	Extended Filing Period - If an incumbent officer does not file a declaration of candidacy by August 12, any person other than the incumbent , may file between these dates. The extension is not applicable if there is no incumbent to be elected.
Aug 15 85 Days EC §13307	Last Day for a candidate to withdraw their Statement of Qualifications. Once filed, the statement cannot be changed, only withdrawn. If the office has a filing extension, the last day to withdraw the statement of qualifications is August 18.
Dec 9 EC §10554	Term of Office begins. Prior to taking office, each elective officer shall take the official Oath of Office.
Jan 2, 2017 HNC §6050, 6055, 6056	Term of Office for Harbor Commissioners begins at noon. Prior to taking office, each commissioner shall take the official oath and execute any bond required by the principal act.