

TO: BOARD OF DIRECTORS  
FROM: MARIO IGLESIAS *LSB*  
GENERAL MANAGER  
DATE: AUGUST 9, 2019



## **PRESENTATIONS AND REPORTS**

The following presentations and reports are scheduled:

- C-1) DIRECTORS' ANNOUNCEMENTS OF DISTRICT AND COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES AND SEMINARS.  
[RECEIVE ANNOUNCEMENTS AND REPORTS FROM DIRECTORS]
  
- C-2) RECEIVE PUBLIC COMMENT ON PRESENTATIONS AND REPORTS PRESENTED UNDER ITEM C AND BY MOTION RECEIVE AND FILE PRESENTATIONS AND REPORTS

TO: BOARD OF DIRECTORS  
FROM: MARIO IGLESIAS *LSB*  
GENERAL MANAGER  
DATE: AUGUST 9, 2019



## CONSENT AGENDA

The following items are considered routine and non-controversial by staff and may be approved by one motion if no member of the Board wishes an item removed. If discussion is desired, the item may be removed from the Consent Agenda by a Board member and will be considered separately at the conclusion of the Administrative Items. Individual items on the Consent Agenda are approved by the same vote that approves the Consent Agenda, unless an item is pulled for separate consideration. The recommendations for each item are noted in bracket. Members of the public may comment on the Consent Agenda items.

**Questions or clarification may be made by the Board members  
without removal from the Consent Agenda.**

- D-1) WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE JULY 24, 2019, REGULAR BOARD MEETING MINUTES  
[RECOMMEND APPROVE MINUTES]
- D-3) AUTHORIZE TASK ORDER FOR MODIFICATION OF WELL SITE SUPERVISORY  
CONTROL AND DATA ACQUISITION SYSTEM [RECOMMEND BY MOTION AND  
ROLL CALL VOTE ADOPT RESOLUTION AUTHORIZING STAFF TO EXECUTE  
TASK ORDER IN THE AMOUNT OF \$55,959 WITH TESCO CONTROLS, INC]
- D-4) AUTHORIZE TASK ORDER FOR SUPERVISORY CONTROL AND DATA  
ACQUISITION SYSTEM RADIO REPLACEMENT PROJECT [RECOMMEND BY  
MOTION AND ROLL CALL VOTE ADOPT RESOLUTION AUTHORIZING STAFF TO  
EXECUTE TASK ORDER IN THE AMOUNT OF \$55,880 WITH APPLIED  
TECHNOLOGY GROUP, INC. AND AUTHORIZE CHANGE ORDER CONTINGENCY  
IN THE AMOUNT OF \$5000]
- D-5) CONSIDER REQUEST FOR WATER, SEWER AND SOLID WASTE SERVICE  
(INTENT-TO-SERVE LETTER) FOR MIXED USE (COMMERCIAL AND  
RESIDENTIAL) DEVELOPMENT LOCATED AT 166 & 186 NORTH THOMPSON  
AVE APNS 090-384-013 & 090-384-014 [RECOMMEND CONSIDER INTENT-TO-  
SERVE AND APPROVE WITH CONDITIONS]
- D-6) ADOPT REVISED EMPLOYEE HANDBOOK [RECOMMEND ADOPT RESOLUTION]

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER

FROM: LISA BOGNUDA   
FINANCE DIRECTOR

DATE: AUGUST 9, 2019



## WARRANTS

TOTAL COMPUTER CHECKS  
\$209,474.27

HANDWRITTEN CHECKS  
None

VOIDS – NONE

**COMPUTER GENERATED CHECKS – SEE ATTACHED**



Nipomo Community Services District

Item D-1 Warrants AUGUST 14, 2019

By Payment Number

Payment Dates 08/14/2019 - 08/14/2019

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
<b>Payment: 5119</b>				
Advanced Flow Measurement	2019 Compliance checks - SW	3685	08/14/2019	500.00
Advanced Flow Measurement	2019 Compliance checks - BL	3703	08/14/2019	500.00
<b>Payment 5119 Total:</b>				<b>1,000.00</b>
<b>Payment: 5120</b>				
Tyler Technologies, Inc.	Training seminar - Wallravin	025-257975	08/14/2019	137.50
Tyler Technologies, Inc.	Annual software maintenance	025-256644	08/14/2019	480.00
<b>Payment 5120 Total:</b>				<b>617.50</b>
<b>Payment: 5121</b>				
USA Bluebook	Lab recycling containers	935744	08/14/2019	583.20
<b>Payment 5121 Total:</b>				<b>583.20</b>
<b>Payment: 5122</b>				
Abalone Coast Analytical, Inc.	Lab tests	4678	08/14/2019	7,817.00
<b>Payment 5122 Total:</b>				<b>7,817.00</b>
<b>Payment: 5123</b>				
Advantage Answering Plus, In	Answering service	14-566-991	08/14/2019	261.52
<b>Payment 5123 Total:</b>				<b>261.52</b>
<b>Payment: 5124</b>				
Alexander's Contract Services,	Meter reading	201907300872	08/14/2019	2,626.97
<b>Payment 5124 Total:</b>				<b>2,626.97</b>
<b>Payment: 5125</b>				
AmeriPride	Uniforms	1502448301	08/14/2019	408.78
AmeriPride	Uniforms	1502443753	08/14/2019	340.31
AmeriPride	Uniforms	1502439249	08/14/2019	275.21
<b>Payment 5125 Total:</b>				<b>1,024.30</b>
<b>Payment: 5126</b>				
Applied Technology Group, In	SCADA repair - JRPS	17781	08/14/2019	2,581.38
Applied Technology Group, In	SCADA repair - JRPS	17764	08/14/2019	949.85
<b>Payment 5126 Total:</b>				<b>3,531.23</b>
<b>Payment: 5127</b>				
AT&T	Telephone	13366122	08/14/2019	29.06
AT&T	Telephone	13366123	08/14/2019	163.53
AT&T	Telephone	13366124	08/14/2019	231.81
<b>Payment 5127 Total:</b>				<b>424.40</b>
<b>Payment: 5128</b>				
Bentley Systems, Inc.	WaterGEMS/SewerGEMS sub	48016719	08/14/2019	1,971.25
<b>Payment 5128 Total:</b>				<b>1,971.25</b>
<b>Payment: 5129</b>				
Blair, Robert	Travel reimbursement - CSD	JUL2019	08/14/2019	52.78
<b>Payment 5129 Total:</b>				<b>52.78</b>
<b>Payment: 5130</b>				
Bognuda, Lisa	Travel reimbursement - CSDA	JULY2019	08/14/2019	68.44
<b>Payment 5130 Total:</b>				<b>68.44</b>
<b>Payment: 5131</b>				
BR Services	Quarterly gate maintenance	5563	08/14/2019	179.00
<b>Payment 5131 Total:</b>				<b>179.00</b>
<b>Payment: 5132</b>				
Brenntag Pacific, Inc.	Sodium hypochlorite	967497	08/14/2019	180.43
Brenntag Pacific, Inc.	Sodium hypochlorite	967495	08/14/2019	745.16
Brenntag Pacific, Inc.	Sodium hypochlorite	967496	08/14/2019	360.86

## Item D-1 Warrants AUGUST 14, 2019

Payment Dates: 08/14/2019 - 08/14/2019

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Brenntag Pacific, Inc.	Sodium hypochlorite	960873	08/14/2019	135.33
Brenntag Pacific, Inc.	Sodium hypochlorite	960874	08/14/2019	725.04
Brenntag Pacific, Inc.	Sodium hypochlorite	967498	08/14/2019	546.70
Brenntag Pacific, Inc.	Sodium hypochlorite	967494	08/14/2019	315.75
Brenntag Pacific, Inc.	Citric acid	967491	08/14/2019	1,324.54
Brenntag Pacific, Inc.	Sodium hypochlorite	967493	08/14/2019	875.08
Brenntag Pacific, Inc.	Sodium hypochlorite	960872	08/14/2019	649.27
Brenntag Pacific, Inc.	Sodium hypochlorite	967492	08/14/2019	595.41
<b>Payment 5132 Total:</b>				<b>6,453.57</b>
<b>Payment: 5133</b>				
Burdine Printing	Postage for bills	39844a	08/14/2019	229.50
Burdine Printing	Mail bills	39844	08/14/2019	125.11
<b>Payment 5133 Total:</b>				<b>354.61</b>
<b>Payment: 5134</b>				
Cahua, Luisa	Travel reimbursement - Notar	JUL2019	08/14/2019	81.80
<b>Payment 5134 Total:</b>				<b>81.80</b>
<b>Payment: 5135</b>				
California Highway Patrol	Collision report - Vault at Mist	JUL2019	08/14/2019	10.00
<b>Payment 5135 Total:</b>				<b>10.00</b>
<b>Payment: 5136</b>				
California Municipal Statistics,	CAFR report statistics FY18-19	19071904	08/14/2019	950.00
<b>Payment 5136 Total:</b>				<b>950.00</b>
<b>Payment: 5137</b>				
Cannon Corporation	Eureka Well Drilling	69588	08/14/2019	2,197.00
<b>Payment 5137 Total:</b>				<b>2,197.00</b>
<b>Payment: 5138</b>				
Charter Communications	Internet - Shop and/or Office	AUG2019A	08/14/2019	214.97
Charter Communications	Internet - Shop and/or Office	AUG2019B	08/14/2019	734.20
<b>Payment 5138 Total:</b>				<b>949.17</b>
<b>Payment: 5139</b>				
Clever Ducks	Computer expense	27311	08/14/2019	405.00
Clever Ducks	Computer expense	27310	08/14/2019	540.00
<b>Payment 5139 Total:</b>				<b>945.00</b>
<b>Payment: 5140</b>				
Dwight's Automotive	Vehicle repair/maintenance	75795	08/14/2019	52.00
Dwight's Automotive	Vehicle repair/maintenance	75774	08/14/2019	52.00
Dwight's Automotive	Vehicle repair/maintenance	75783	08/14/2019	52.00
Dwight's Automotive	Vehicle repair/maintenance	75793	08/14/2019	52.00
<b>Payment 5140 Total:</b>				<b>208.00</b>
<b>Payment: 5141</b>				
Engel & Gray, Inc.	Biosolids collection	97X00008	08/14/2019	7,062.37
<b>Payment 5141 Total:</b>				<b>7,062.37</b>
<b>Payment: 5142</b>				
Environmental Water Solution	Wear plate assembly, lock wa	2954	08/14/2019	418.94
<b>Payment 5142 Total:</b>				<b>418.94</b>
<b>Payment: 5143</b>				
Excel Personnel Services, Inc.	Employment agency	2834258	08/14/2019	899.00
Excel Personnel Services, Inc.	Employment agency	2829097	08/14/2019	899.00
Excel Personnel Services, Inc.	Employment agency	2824214	08/14/2019	806.00
<b>Payment 5143 Total:</b>				<b>2,604.00</b>
<b>Payment: 5144</b>				
Famcon Pipe and Supply, Inc.	Gate valve	7793.001	08/14/2019	636.19
<b>Payment 5144 Total:</b>				<b>636.19</b>
<b>Payment: 5145</b>				
Farm Supply Company	Copper sulfat	64438	08/14/2019	1,217.91
<b>Payment 5145 Total:</b>				<b>1,217.91</b>

## Item D-1 Warrants AUGUST 14, 2019

Payment Dates: 08/14/2019 - 08/14/2019

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
<b>Payment: 5146</b>				
FGL Environmental	Lab tests	981622	08/14/2019	521.00
FGL Environmental	Lab tests	982053	08/14/2019	147.00
FGL Environmental	Lab tests	982139	08/14/2019	746.00
<b>Payment 5146 Total:</b>				<b>1,414.00</b>
<b>Payment: 5147</b>				
FP Mailing Solutions	Postage machine annual renta	RI104122207	08/14/2019	351.35
<b>Payment 5147 Total:</b>				<b>351.35</b>
<b>Payment: 5148</b>				
Frontier Communications	BL phone	AUG2019	08/14/2019	66.64
<b>Payment 5148 Total:</b>				<b>66.64</b>
<b>Payment: 5149</b>				
GLM Landscape Management	Landscape maintenance	JUL2019	08/14/2019	405.00
<b>Payment 5149 Total:</b>				<b>405.00</b>
<b>Payment: 5150</b>				
Golden State Water Company	FY 18-19 Year End Reconciliati	CM #2	08/14/2019	6,035.00
<b>Payment 5150 Total:</b>				<b>6,035.00</b>
<b>Payment: 5151</b>				
Great Western Alarm and Co	Alarm monitoring service	190702107101	08/14/2019	67.00
Great Western Alarm and Co	Alarm monitoring service	190701327201	08/14/2019	50.00
Great Western Alarm and Co	Alarm monitoring service	190700640101	08/14/2019	35.00
Great Western Alarm and Co	Alarm monitoring service	190702062101	08/14/2019	67.00
<b>Payment 5151 Total:</b>				<b>219.00</b>
<b>Payment: 5152</b>				
Hopkins Technical Products, I	Pulsation dampener, bladder	3619300794	08/14/2019	1,344.68
<b>Payment 5152 Total:</b>				<b>1,344.68</b>
<b>Payment: 5153</b>				
Integrated Industrial Supply, I	Disposable gloves	62413	08/14/2019	112.83
Integrated Industrial Supply, I	First aid supplies	62729	08/14/2019	81.09
Integrated Industrial Supply, I	PVC safety hi boots, first aid ki	62933	08/14/2019	144.22
<b>Payment 5153 Total:</b>				<b>338.14</b>
<b>Payment: 5154</b>				
Miner's Ace Hardware	Supplies	JULY2019	08/14/2019	584.04
<b>Payment 5154 Total:</b>				<b>584.04</b>
<b>Payment: 5155</b>				
NexTraq	GPS subscription	AT01446742	08/14/2019	479.40
NexTraq	GPS subscription	SV022784	08/14/2019	150.00
<b>Payment 5155 Total:</b>				<b>629.40</b>
<b>Payment: 5156</b>				
Nunley & Associates, Inc.	PCIA - Tract 2441 Blume St.	5804	08/14/2019	90.00
Nunley & Associates, Inc.	PCIA - Tract 2558	5805	08/14/2019	425.00
Nunley & Associates, Inc.	SWP Hydraulic Analysis	5795	08/14/2019	292.52
Nunley & Associates, Inc.	Blacklake Sewer System Cons	5796	08/14/2019	13,220.07
Nunley & Associates, Inc.	Supplemental Water Project I	5745	08/14/2019	147.00
<b>Payment 5156 Total:</b>				<b>14,174.59</b>
<b>Payment: 5157</b>				
Office Depot	Office supplies	343756835002	08/14/2019	12.34
Office Depot	Office supplies	343756836001	08/14/2019	63.27
Office Depot	Office supplies	342879344001	08/14/2019	105.08
Office Depot	Office supplies	343756832001	08/14/2019	120.19
<b>Payment 5157 Total:</b>				<b>300.88</b>
<b>Payment: 5158</b>				
Perry Ford Lincoln	Truck purchase - 2019 F250 S	JUL2019	08/14/2019	30,291.69
<b>Payment 5158 Total:</b>				<b>30,291.69</b>
<b>Payment: 5159</b>				
PG&E	Electricity	JULY2019B	08/14/2019	58,698.59

Item D-1 Warrants AUGUST 14, 2019

Payment Dates: 08/14/2019 - 08/14/2019

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
				<b>Payment 5159 Total:</b> <u>58,698.59</u>
<b>Payment: 5160</b>				
PG&E	Electricity	JUL2019A	08/14/2019	53.97
				<b>Payment 5160 Total:</b> <u>53.97</u>
<b>Payment: 5161</b>				
Pollard Water	Dechlorination tablets	WP004808	08/14/2019	1,769.63
				<b>Payment 5161 Total:</b> <u>1,769.63</u>
<b>Payment: 5162</b>				
Praxair Distribution, Inc.	Cylinder rental	90732446	08/14/2019	49.50
				<b>Payment 5162 Total:</b> <u>49.50</u>
<b>Payment: 5163</b>				
R.H. Newdoll Construction, In	Deposit balance refund-water	Sandydale	08/14/2019	314.64
				<b>Payment 5163 Total:</b> <u>314.64</u>
<b>Payment: 5164</b>				
Santa Maria Ford Lincoln	Vehicle repair/maintenance	182644	08/14/2019	55.29
Santa Maria Ford Lincoln	Vehicle repair/maintenance	182693	08/14/2019	53.06
				<b>Payment 5164 Total:</b> <u>108.35</u>
<b>Payment: 5165</b>				
Santa Maria Sun, LLC	Conservation ads	301286	08/14/2019	396.00
Santa Maria Sun, LLC	Conservation ads	300933	08/14/2019	396.00
Santa Maria Sun, LLC	Conservation ads	301593	08/14/2019	396.00
				<b>Payment 5165 Total:</b> <u>1,188.00</u>
<b>Payment: 5166</b>				
SGS Guadalupe	CAN-17	780128902	08/14/2019	646.72
				<b>Payment 5166 Total:</b> <u>646.72</u>
<b>Payment: 5167</b>				
SLO County Auditor Controller	LAFCO charges FY2019-2020	LAFCO FY19-20	08/14/2019	25,535.37
				<b>Payment 5167 Total:</b> <u>25,535.37</u>
<b>Payment: 5168</b>				
SoCalGas	Heat - shop/office	JULY2019B	08/14/2019	40.82
				<b>Payment 5168 Total:</b> <u>40.82</u>
<b>Payment: 5169</b>				
South County Sanitary Service	FY 18-19 Solid waste tax liens	JULY2019	08/14/2019	776.22
				<b>Payment 5169 Total:</b> <u>776.22</u>
<b>Payment: 5170</b>				
State Water Resources Contro	T1 certification renewal	CAMACHO2019	08/14/2019	55.00
				<b>Payment 5170 Total:</b> <u>55.00</u>
<b>Payment: 5171</b>				
State Water Resources Contro	T2 certification renewal	VOELKER2019	08/14/2019	60.00
				<b>Payment 5171 Total:</b> <u>60.00</u>
<b>Payment: 5172</b>				
SWCA, Inc.	Interconnect environmental w	98031	08/14/2019	684.00
				<b>Payment 5172 Total:</b> <u>684.00</u>
<b>Payment: 5173</b>				
Terminix Commercial	Pest control	388189550	08/14/2019	52.00
				<b>Payment 5173 Total:</b> <u>52.00</u>
<b>Payment: 5174</b>				
Tyler Technologies, Inc.	Training seminar - Wallravin	025-267778	08/14/2019	275.00
Tyler Technologies, Inc.	Training seminar - Wallravin	025-266489	08/14/2019	137.50
Tyler Technologies, Inc.	Training seminar - Cahua	025-267760	08/14/2019	137.50
				<b>Payment 5174 Total:</b> <u>550.00</u>
<b>Payment: 5175</b>				
United Rentals	Water truck rental	165510172-007	08/14/2019	2,612.30
				<b>Payment 5175 Total:</b> <u>2,612.30</u>

Item D-1 Warrants AUGUST 14, 2019

Payment Dates: 08/14/2019 - 08/14/2019

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
<b>Payment: 5176</b>				
UPS Store #6031	Package handling	10989	08/14/2019	36.91
<b>Payment 5176 Total:</b>				<u>36.91</u>
<b>Payment: 5177</b>				
US Bank National Association	Storage unit	JULY2019B	08/14/2019	190.50
US Bank National Association	Operating supplies	JULY2019D	08/14/2019	179.40
US Bank National Association	Recording fees	JULY2019C	08/14/2019	51.49
US Bank National Association	Travel and meals	JULY2019A	08/14/2019	215.04
<b>Payment 5177 Total:</b>				<u>636.43</u>
<b>Payment: 5178</b>				
USA Bluebook	Repair kit	951655	08/14/2019	1,872.85
USA Bluebook	CHEMKEYS	968395	08/14/2019	3,472.07
USA Bluebook	pH buffer	943743	08/14/2019	135.44
USA Bluebook	CHEMKEYS	942284	08/14/2019	269.21
USA Bluebook	Inductive conductivity probe	965315	08/14/2019	1,330.08
USA Bluebook	Electrode cleaning solution	971782	08/14/2019	411.18
<b>Payment 5178 Total:</b>				<u>7,490.83</u>
<b>Payment: 5179</b>				
Verizon Wireless	Cell service	9834686175	08/14/2019	601.35
<b>Payment 5179 Total:</b>				<u>601.35</u>
<b>Payment: 5180</b>				
Waste Connections	Waste collection - Olde Towne	6555100	08/14/2019	218.69
Waste Connections	Waste collection - Southland	6555494	08/14/2019	193.27
Waste Connections	Waste collection - Office	6554133	08/14/2019	41.23
<b>Payment 5180 Total:</b>				<u>453.19</u>
<b>Payment: 5181</b>				
White, Christian	LiveScan reimbursement	JULY2019	08/14/2019	72.95
White, Christian	Uniform - Boot reimbursemen	JULY2019B	08/14/2019	150.00
<b>Payment 5181 Total:</b>				<u>222.95</u>
<b>Payment: 5182</b>				
Woodlands Mutual Water Co	FY 18-19 Year End Reconciliati	CM #2	08/14/2019	6,035.00
<b>Payment 5182 Total:</b>				<u>6,035.00</u>
<b>Payment: 5183</b>				
Zierman Plumbing, Inc	Drinking fountain repairs	103664	08/14/2019	401.94
<b>Payment 5183 Total:</b>				<u>401.94</u>



TO: BOARD OF DIRECTORS  
FROM: MARIO IGLESIAS <sup>LSB</sup>  
GENERAL MANAGER  
DATE: AUGUST 9, 2019



**APPROVE JULY 24, 2019  
REGULAR BOARD MEETING MINUTES**

**ITEM**

Approve action minutes from previous Board meetings. [RECOMMEND APPROVE MINUTES]

**BACKGROUND**

The draft minutes are a written record of the previous Board Meeting action.

**RECOMMENDATION**

Approve Minutes

**ATTACHMENT**

- A. July 24, 2019 draft Regular Board Meeting Minutes

AUGUST 14, 2019

ITEM D-2

ATTACHMENT A

# NIPOMO COMMUNITY SERVICES DISTRICT

*Serving the Community Since 1965*

## DRAFT REGULAR MINUTES

JULY 24, 2019 AT 9:00 A.M.

JON S. SEITZ BOARD ROOM 148 SOUTH WILSON STREET, NIPOMO, CA

### BOARD of DIRECTORS

ED EBY, **PRESIDENT**  
DAN ALLEN GADDIS, **VICE PRESIDENT**  
BOB BLAIR, **DIRECTOR**  
CRAIG ARMSTRONG, **DIRECTOR**  
DAN WOODSON, **DIRECTOR**

### PRINCIPAL STAFF

MARIO IGLESIAS, **GENERAL MANAGER**  
LISA BOGNUDA, **FINANCE DIRECTOR**  
WHITNEY MCDONALD, **GENERAL COUNSEL**  
PETER SEVCIK, **DIRECTOR OF ENG. & OPS.**

Mission Statement: The Nipomo Community Services District's mission is to provide its customers with reliable, quality, and cost-effective services now and in the future.

### A. CALL TO ORDER AND FLAG SALUTE

*President Eby called the Regular Meeting of July 24, 2019, to order at 9:00 a.m. and led the flag salute.*

### B. ROLL CALL, AND PUBLIC COMMENT FOR ITEMS NOT ON AGENDA

*At Roll Call, all Board Members were present.*

*Commander Michael Manuele of the San Luis Obispo County Sheriff's Office introduced himself to the Board of Directors, Staff and audience. He provided a summary of Calls for Service and Reports written from the month of June for South County known as Beat 7.*

### C. PRESENTATIONS AND REPORTS

#### C-1) RECEIVE 2019 THIRD QUARTER ENGINEER'S REPORT – DIRECTOR OF ENGINEERING AND OPERATIONS REPORT ON DISTRICT PROJECTS SYSTEM-WIDE [RECOMMEND RECEIVE AND FILE]

*Peter Sevcik, Director of Engineering and Operations, presented the item and answered questions from the Board.*

*There were no public comments.*

#### C-2) DIRECTORS' ANNOUNCEMENTS OF DISTRICT AND COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES AND SEMINARS [RECEIVE ANNOUNCEMENTS AND REPORTS FROM DIRECTORS]

##### Director Woodson

- July 22, attended SCAC meeting.

##### Director Gaddis

- July 15, attended Board Officers' meeting.

##### Director Eby

- July 11, attended BLMA Oversight meeting.
- July 15, attended Board Officers' meeting.

#### C-3) RECEIVE PUBLIC COMMENT ON PRESENTATIONS AND REPORTS PRESENTED UNDER ITEM C AND BY MOTION RECEIVE AND FILE PRESENTATIONS AND REPORTS SUBJECT TO BOARD APPROVAL

**Nipomo Community Services District  
DRAFT REGULAR MEETING  
MINUTES**

*Upon the motion of Director Armstrong and seconded, the Board unanimously approved receiving and filing presentations and reports.  
Vote 5-0.*

<b>YES VOTES</b>	<b>NO VOTES</b>	<b>ABSENT</b>
<i>Directors Armstrong, Blair, Woodson, Gaddis and Eby</i>	<i>None</i>	<i>None</i>

**D. CONSENT AGENDA**

D-1) WARRANTS [RECOMMEND APPROVAL]

D-2) APPROVE JULY 10, 2019, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]

D-3) REVIEW INVESTMENT POLICY – SECOND QUARTER REPORT [RECOMMEND ACCEPT AND FILE REPORT]

D-4) AUTHORIZE PURCHASE OF REPLACEMENT TRACTOR IN ACCORDANCE WITH APPROVED FY 19-20 BUDGET [RECOMMEND AUTHORIZE STAFF TO PURCHASE REPLACEMENT TRACTOR FROM CAL-COAST MACHINERY AT A COST OF \$56,619]

D-5) CONSIDER UPDATE/REVISIONS TO EMPLOYEE HANDBOOK [RECOMMEND REVIEW, EDIT IF NEEDED, AND DIRECT STAFF TO PROVIDE TO EMPLOYEES FOR REVIEW AND COMMENT]

*President Eby pulled Item D-5 for discussion.*

*There were no public comments.*

*Upon the motion of Director Armstrong and seconded, the Board unanimously approved Consent Agenda Items D-1, D-2, D-3 and D-4.  
Vote 5-0.*

<b>YES VOTES</b>	<b>NO VOTES</b>	<b>ABSENT</b>
<i>Directors Armstrong, Blair, Woodson, Gaddis and Eby</i>	<i>None</i>	<i>None</i>

*President Eby asked questions on Item D-5 and directed Staff to bring back Item D-5 at the next Board Meeting.*

*There were no public comments.*

**E. ADMINISTRATIVE ITEMS**

E-1) ADOPT RESOLUTION APPROVING INTEGRATED WASTE MANAGEMENT AUTHORITY HOUSEHOLD HAZARDOUS WASTE COLLECTION SITE GROUND LEASE AGREEMENT [RECOMMEND REVIEW PROPOSED GROUND LEASE AGREEMENT AND, BY MOTION AND ROLE CALL VOTE, ADOPT RESOLUTION].

*Mario Iglesias, General Manager, presented the item and answered questions from the Board.*

**Nipomo Community Services District  
DRAFT REGULAR MEETING  
MINUTES**

*Patty Toews, Program Director, answered questions from the Board.*

*There were no public comments.*

*Upon the motion of Director Blair and seconded, the Board unanimously approved the Resolution approving the ground lease agreement.*

*Vote 5-0.*

YES VOTES	NO VOTES	ABSENT
Directors Blair, Gaddis, Woodson, Armstrong and Eby	None	None

**RESOLUTION NO. 2019-1516**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT APPROVING INTEGRATED WASTE MANAGEMENT AUTHORITY HOUSEHOLD HAZARDOUS WASTE COLLECTION SITE GROUND LEASE AGREEMENT**

**NCSD PUBLIC FACILITIES CORPORATION ANNUAL MEETING**

President Eby adjourned to the NCSD Public Facilities Corporation Annual Meeting.

**ROLL CALL**

At roll call, all Board members were present.

**A. APPROVE MINUTES OF THE JULY 25, 2018 MEETING**

There were no public comments.

*Upon the motion of Director Gaddis and seconded, the Board unanimously approved the minutes of July 25, 2018.*

*Vote 5-0.*

YES VOTES	NO VOTES	ABSENT
Directors Gaddis, Armstrong, Woodson, Blair and Eby	None	None

President Eby adjourned to NCSD Regular Board Meeting.

**F. GENERAL MANAGERS REPORT**

*Mario Iglesias, General Manager, presented the item and answered questions from the Board.*

*There were no public comments.*

**G. COMMITTEE REPORTS**

*The Administration Committee met regarding the Employee Handbook (Item D-5).*

Nipomo Community Services District  
DRAFT REGULAR MEETING  
MINUTES

H. DIRECTORS' REQUEST TO STAFF AND SUPPLEMENTAL REPORTS

*Director Woodson thanked Staff for the guest wi-fi signs.  
Director Blair requested Staff look into trees along Highway 101 and Southland WWTF.  
Director Armstrong suggested agenda items be taken out of order to accommodate guests.*

I. CLOSED SESSION ANNOUNCEMENTS

1. CONFERENCE WITH DISTRICT LEGAL COUNSEL RE: PENDING LITIGATION  
PURSUANT TO GC §54956.9

- a) SMVWCD V. NCSO (SANTA CLARA COUNTY CASE NO. CV 770214, SIXTH APPELLATE COURT CASE NO. H032750 AND A LITIGATION PURSUANT TO GC §54956.9 ALL CONSOLIDATED CASES)
- b) KIERAN L. ADAM, ET AL. V. CITY OF SANTA MARIA, ET AL. (SANTA BARBARA COUNTY SUPERIOR COURT, CASE NO. 19CV02091)
- c) JC & ELSIE TEIXEIRA FAMILY LIMITED PARTNERSHIP, ET AL. V. CITY OF SANTA MARIA, ET AL. (SANTA BARBARA COUNTY SUPERIOR COURT, CASE NO. 19CV02086)
- d) JC & ELSIE TEIXEIRA FAMILY LIMITED PARTNERSHIP V. CITY OF SANTA MARIA, ET AL. (SAN LUIS OBISPO COUNTY SUPERIOR COURT, CASE NO. 19CV-0230)
- e) KOCH CALIFORNIA LTD., ET AL. V. CITY OF SANTA MARIA, ET AL. (SAN LUIS OBISPO COUNTY SUPERIOR COURT, CASE NO. 19CV-0227)

2. CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code 54957.6)  
AGENCY DESIGNATED REPRESENTATIVES: BOARD PRESIDENT AND/OR VICE PRESIDENT  
UNREPRESENTED EMPLOYEE: GENERAL MANAGER

J. PUBLIC COMMENT ON CLOSED SESSION ITEMS

*Whitney McDonald, District Legal Counsel, announced that there was no need for Closed Session regarding Item 1a-1e. Ms. McDonald announced that Item 2 be pulled from the agenda and be placed on the next Board Meeting due to incorrect agenda description.*

There were no public comments.

ADJOURN

*President Eby adjourned the meeting at 10:07 a.m.*

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	1 hour 07 minutes
Closed Session	0 hour 00 minutes
TOTAL HOURS	1 hour 07 minutes

Respectfully submitted,

Mario Iglesias, General Manager and Secretary to the Board

Date

TO: BOARD OF DIRECTORS  
REVIEWED: MARIO IGLESIAS <sup>LSB</sup>  
GENERAL MANAGER  
FROM: PETER V. SEVCIK, P.E. <sup>P.V.S.</sup>  
DIRECTOR OF  
ENGINEERING & OPERATIONS  
DATE: AUGUST 7, 2019



## **AUTHORIZE TASK ORDER FOR MODIFICATION OF WELL SITE SUPERVISORY CONTROL AND DATA ACQUISITION SYSTEM**

### **ITEM**

Authorize Task Order for Modification of Well Site Supervisory Control and Data Acquisition System (SCADA) with Tesco Controls, Inc. in the amount of \$55,959 [RECOMMEND BY MOTION AND ROLL CALL VOTE ADOPT RESOLUTION AUTHORIZING STAFF TO EXECUTE TASK ORDER IN THE AMOUNT OF \$55,959 WITH TESCO CONTROLS, INC.]

### **BACKGROUND**

In December 2011, at the conclusion of a Request for Proposal (RFP) process, the Board selected Tesco Controls, Inc. (Tesco) to provide process control and instrumentation system integration services for the District's Supervisory Control and Data Acquisition (SCADA) System Upgrade Project. At the time, the District's SCADA system monitored 27 remote sites including water wells, water storage tanks, water pressure reducing stations, sanitary sewer lift stations and both of the District's wastewater treatment plants. The purpose of the project was to upgrade the District's obsolete SCADA system. Since the original SCADA project was completed, Tesco has added the upgraded Southland Wastewater Treatment Facility (WWTF) to the SCADA system as well as the Supplemental Water Project facilities including the Joshua Road Pump Station, the Blosser Road Flow Meter Station, the Santa Maria Vista Way Pressure Reducing Station and the Chloramination Facilities constructed at five of the District's Wells.

Staff requested that Tesco furnish a proposal to modify the District's well site SCADA system to provide operator interface panels to facilitate local set point changes. Tesco provided a proposal with a not to exceed amount of \$55,959.

Tesco furnished all of the instrumentation and control panels for the current SCADA system at the well sites and is currently supporting the District's SCADA system. In order to maintain the integrity of the District's control panels, instrumentation and SCADA System, minimize the potential for multiple system integrators simultaneously working on the District's SCADA System, and minimize the coordination risk/expense to the District, staff recommends that the well site operator panels and SCADA integration be completed by Tesco. In accordance with the District's Purchasing Policy, Tesco is uniquely knowledgeable and qualified because it has previously provided similar/related services to the District.

**FISCAL IMPACT**

The approved FY 19-20 budget includes funding in the amount of \$60,000 for well site SCADA operator interface panels and integration.

**STRATEGIC PLAN**

Goal 1 – WATER SUPPLY – Actively plan to provide reliable water supply of sufficient quality and quantity to serve both current customers and those in the long-term future.

Goal 2. FACILITIES THAT ARE RELIABLE, ENVIRONMENTALLY SENSIBLE AND EFFICIENT. Plan, provide for and maintain District facilities and other physical assets to achieve reliable, environmentally sensible, and efficient District operations.

**RECOMMENDATION**

Staff recommends that the Board, by motion and roll call vote, adopt Resolution 2019-XXXX, Well Site SCADA System Modification, authorizing staff to execute a Task Order for Modification of Well Site Supervisory Control and Data Acquisition System (SCADA) with Tesco Controls, Inc. in the amount of \$55,959.

**ATTACHMENTS**

- A. Resolution 2019-XXXX Well Site SCADA System Modification



AUGUST 14, 2019

ITEM D-3

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2019-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
AUTHORIZING A TASK ORDER FOR MODIFICATION OF WELL SITE SUPERVISORY CONTROL AND DATA  
ACQUISITION SYSTEM WITH TESCO CONTROLS INC.**

**WHEREAS**, Tesco Controls, Inc. was previously selected by the District to provide instrumentation and SCADA integration services for the SCADA System Upgrade Project and completed the implementation of the SCADA System Upgrade Project; and

**WHEREAS**, the District selected Tesco Controls, Inc. to provide instrumentation and SCADA integration services for the Southland WWTF Phase 1 Improvement Project to maintain the integrity of the District's SCADA system; and

**WHEREAS**, the District selected Tesco Controls, Inc. to provide instrumentation and SCADA integration services for Supplemental Water Project to maintain the integrity of the District's SCADA system; and

**WHEREAS**, the District is proceeding with modification of the existing well site SCADA system and requires instrumentation and SCADA integration services to incorporate the project into the District's SCADA system; and

**WHEREAS**, to maintain the integrity of the District's SCADA System and minimize the coordination risk/expense to the District, staff recommends that the instrumentation and SCADA integration services be completed by Tesco Controls, Inc.; and

**WHEREAS**, District Purchasing Policy Resolution 2010-1201 provides for the procurement of professional services through non-competitive negotiations in limited situations; and

**WHEREAS**, Tesco Controls, Inc. is qualified pursuant to Section 8.4.30 of the District's Purchasing Policy, the cost of the services is reasonable, and Tesco Controls, Inc. is uniquely knowledgeable and qualified because similar/related services have been previously provided to the District.

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

- 1) The above recitals are true and correct and constitute findings for the exclusive use of the Tesco Controls, Inc. to provide instrumentation and SCADA integration for the Well Site SCADA Modification Project.
- 2) The Board of Directors does hereby direct District staff to execute a Task Order for Well Site SCADA Modification with Tesco Controls, Inc. in the amount of \$55,959.

On the motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and on the following roll call vote, to wit:

**AYES:**  
**NOES:**  
**ABSENT:**  
**CONFLICTS:**

The foregoing resolution is hereby adopted this 14th day of August 2019.

\_\_\_\_\_  
**ED EBY**  
President, Board of Directors

ATTEST:

APPROVED AS TO FORM AND LEGAL EFFECT:

\_\_\_\_\_  
**MARIO IGLESIAS**  
General Manager and Secretary to the Board

\_\_\_\_\_  
**WHITNEY G. MCDONALD**  
District Legal Counsel

TO: BOARD OF DIRECTORS  
REVIEWED: MARIO IGLESIAS *LSB*  
GENERAL MANAGER  
FROM: PETER V. SEVCIK, P.E. *P.V.S*  
DIRECTOR OF  
ENGINEERING & OPERATIONS  
DATE: AUGUST 8, 2019



**AUTHORIZE TASK ORDER FOR SUPERVISORY CONTROL AND DATA ACQUISITION SYSTEM RADIO REPLACEMENT PROJECT**

**ITEM**

Authorize Task Order for Supervisory Control and Data Acquisition System (SCADA) Radio Replacement Project with Applied Technology Group, Inc. in the amount of \$55,880 and authorize \$5000 contingency for the project [RECOMMEND BY MOTION AND ROLL CALL VOTE ADOPT RESOLUTION AUTHORIZING STAFF TO EXECUTE TASK ORDER IN THE AMOUNT OF \$55,880 WITH APPLIED TECHNOLOGY GROUP, INC. AND AUTHORIZE CHANGE ORDER CONTINGENCY IN THE AMOUNT OF \$5000.]

**BACKGROUND**

The District's SCADA system monitors 30 remote sites including water wells, water storage tanks, water pressure reducing stations, sanitary sewer lift stations, water pump station and both of the District's wastewater treatment plants. The radio system that connects the District's remote sites was not modified as part of the 2011 SCADA Upgrade Project or subsequent SCADA system additions or modifications related to the construction of new facilities. Most of the existing radios have been in use since 2004. Applied Technology Group, Inc. performed a system wide assessment of the SCADA radio system in early 2019 after the radio at the Standpipe failed and while the system is currently functional, a significant issue that came to light is that the radio model that the District is currently using is approaching end of life.

Staff requested that Applied Technology Group, Inc. furnish a proposal to replace all SCADA radios system wide. Applied Technology Group, Inc. provided a proposal with a not to exceed amount of \$55,880.

Applied Technology Group, Inc. is currently supporting the District's SCADA system. In order to maintain the integrity of the District's SCADA radio system, minimize the potential for multiple communications vendors simultaneously working on the District's SCADA Radio System, and minimize the coordination risk/expense to the District, staff recommends that the SCADA Radio Replacement Project be completed by Applied Technology Group, Inc.. In accordance with the District's Purchasing Policy, Applied Technology Group, Inc. is uniquely knowledgeable and qualified because it has previously provided similar/related services to the District.

**FISCAL IMPACT**

The approved FY 19-20 budget includes funding in the amount of \$100,000 for the SCADA Radio Replacement Project.

**STRATEGIC PLAN**

Goal 1 – WATER SUPPLY – Actively plan to provide reliable water supply of sufficient quality and quantity to serve both current customers and those in the long-term future.

Goal 2. FACILITIES THAT ARE RELIABLE, ENVIRONMENTALLY SENSIBLE AND EFFICIENT. Plan, provide for and maintain District facilities and other physical assets to achieve reliable, environmentally sensible, and efficient District operations.

**RECOMMENDATION**

Staff recommends that the Board, by motion and roll call vote, adopt Resolution 2019-XXXX, SCADA Radio Replacement Project, authorizing staff to execute a Task Order for the Supervisory Control and Data Acquisition System (SCADA) Radio Replacement Project with Applied Technology Group, Inc. in the amount of \$55,880 and authorizing the General Manager to execute change orders with an aggregate amount not to exceed \$5000.

**ATTACHMENTS**

- A. Resolution 2019-XXXX SCADA Radio Replacement Project

AUGUST 14, 2019

ITEM D-4

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2019-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
AUTHORIZING A TASK ORDER FOR SUPERVISORY CONTROL AND DATA ACQUISITION SYSTEM RADIO  
REPLACEMENT PROJECT WITH APPLIED TECHNOLOGY GROUP, INC.**

**WHEREAS**, Applied Technology Group, Inc. was previously selected by the District to provide SCADA radio support services for the District's SCADA radio system; and

**WHEREAS**, Applied Technology Group, Inc. performed a system wide assessment of the SCADA radio system in early 2019; and

**WHEREAS**, the SCADA radio model that the District is currently using is approaching end of life and needs to be replaced system wide; and

**WHEREAS**, the District is proceeding with the SCADA Radio Replacement Project and requires SCADA radio communications services to incorporate the project into the District's SCADA Radio system; and

**WHEREAS**, to maintain the integrity of the District's SCADA Radio System and minimize the coordination risk/expense to the District, staff recommends that the SCADA Radio Replacement Project be completed by Applied Technology Group, Inc.; and

**WHEREAS**, District Purchasing Policy Resolution 2010-1201 provides for the procurement of professional services through non-competitive negotiations in limited situations; and

**WHEREAS**, Applied Technology Group, Inc. is qualified pursuant to Section 8.4.30 of the District's Purchasing Policy, the cost of the services is reasonable, and Applied Technology Group, Inc. is uniquely knowledgeable and qualified because similar/related services have been previously provided to the District.

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

- 1) The above recitals are true and correct and constitute findings for the exclusive use of the Applied Technology Group, Inc. to provide communications services for the SCADA Radio Replacement Project.
- 2) The Board of Directors does hereby direct District staff to execute a Task Order for the SCADA Radio Replacement Project with Applied Technology Group, Inc. in the amount of \$55,880.
- 3) Staff is authorized to issue change orders for the project with an aggregate total amount not to exceed \$5000.

On the motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and on the following roll call vote, to wit:

**AYES:**

**NOES:**

**ABSENT:**

**CONFLICTS:**

The foregoing resolution is hereby adopted this 14th day of August 2019.

\_\_\_\_\_  
**ED EBY**  
President, Board of Directors

ATTEST:

APPROVED AS TO FORM AND LEGAL EFFECT:

\_\_\_\_\_  
**MARIO IGLESIAS**  
General Manager and Secretary to the Board

\_\_\_\_\_  
**WHITNEY G. MCDONALD**  
District Legal Counsel

TO: MARIO IGLESIAS *LSB*  
GENERAL MANAGER

FROM: PETER V. SEVCIK, P.E. *P.V.S.*  
DIRECTOR OF ENGINEERING  
AND OPERATIONS

DATE: AUGUST 9, 2019

**AGENDA ITEM  
D-5  
AUGUST 14, 2019**

**CONSIDER REQUEST FOR WATER, SEWER, AND  
SOLID WASTE SERVICE (INTENT-TO-SERVE LETTER) FOR  
A MIXED USE (COMMERCIAL AND RESIDENTIAL) DEVELOPMENT  
LOCATED AT 166 & 186 NORTH THOMPSON AVE  
APNS 090-384-013 & 090-384-014**

**ITEM**

Consider request for water, sewer and solid waste service (Intent-to-Serve Letter) for a mixed use (commercial and residential) development located at 166 & 186 North Thompson Avenue, APNs 090-384-013 and 090-384-014 [RECOMMEND CONSIDER INTENT-TO-SERVE LETTER AND APPROVE WITH CONDITIONS].

**BACKGROUND**

The District received an application for water, sewer and solid waste service for a project located at 166 & 186 North Thompson Avenue, APNs 090-384-013 and 090-384-014, on July 16, 2019. The applicant, Chestnut Ventures, LLC., is requesting water, sewer, and solid waste service for a mixed used (commercial and residential) development. The District previously issued Intent-to-Serve (ITS) letters for the project in 2004 and 2007 that have since expired.

The project will consist of 14 multifamily residential units with future commercial use on two existing parcels, APN 090-384-013 (0.41 acre) and APN 090-384-014 (0.27 acre). The District does not currently provide water, sewer or solid waste service for either parcel. APN 090-384-014 is on the District's Reserved Capacity List.

The project will be required to obtain water, sewer and solid waste service in compliance with current District standards. Any existing well(s) on the property will not be utilized to provide domestic water service to any part of the project.

In accordance with the District's Supplemental Water Accounting Policy, Resolution 2015-1372, water demand for the project will be tracked against the 500 AFY supplemental water project capacity reservation for new development. Based on the preliminary information provided, total water demand for the project is estimated at 3.1 acre-feet per year (AFY). After applying a credit of 0.53 AFY for reserved capacity service (1 @ 1-inch), the project's supplemental water demand is estimated at 2.53 AFY. Sufficient supplemental water for the project is available.

Sufficient wastewater treatment capacity for the project is available in the District's Southland WWTF.

**FISCAL IMPACT**

Water and sewer capacity fees will be based on the domestic and irrigation meter sizes requested for the final County approved project as well as CAL FIRE's fire service requirements. Based on the preliminary information provided, the following services are proposed:

- Domestic: 1 @ 2-inch
- Irrigation: 1 @ 1-inch
- Fire: 1 @ 4-inch
- Sewer: 1 service

The estimated fee deposit for the project is \$128,169.75 based on the current FY 19-20 District fee schedule including a credit for a 1-inch meter. Fees for Connection shall be calculated and owing as of the date the District accepts the public water and sewer improvements for the project and sets the water meter(s) to serve the affected property from which the amount of the Deposit shall be deducted.

**RECOMMENDATION**

Staff recommends that the Board approve the Applicant's request for an Intent-to-Serve letter for the project with the following conditions:

**PROJECT-SPECIFIC CONDITIONS**

- A single 2-inch meter and backflow assembly shall be provided for indoor water use. Water capacity charges are applicable.
- A separate 1-inch irrigation meter and backflow assembly shall be provided for outdoor irrigation use. Water capacity charges are applicable.
- A separate 4-inch or larger fire sprinkler service, as required and approved by CAL FIRE of SLO County, shall be provided for fire sprinkler service. Fire capacity charges are applicable.

**STANDARD CONDITIONS**

- Project shall obtain solid waste, sewer and water service for all parcels.
- CAL FIRE of SLO County must approve the development plans prior to District approval. Fire capacity charges are applicable if dedicated fire service lateral(s) are required.
- Properly abandon any existing groundwater wells and provide documentation to District.
- Record a restriction, subject to District approval, on the property prohibiting the use of well(s) to provide water service to any parcel within the Project.
- Record a restriction, subject to District approval, on all parcels prohibiting use of self-regenerating water softeners.
- Comply with District water conservation program.
- Pay all appropriate District fees associated with this development.
- Applicant shall provide the District with a copy of County application approval and County project conditions of approval.
- Enter into a Plan Check and Inspection Agreement and provide a deposit.
- Submit improvement plans in accordance with the District Standards and Specifications for review and approval. Applicant shall provide plans consistent with current District Standards and based on the proposed lot configuration.



- Any easements required for water and sewer improvements that will be dedicated to the District shall be offered to the District prior to final improvement plan approval.
- Any easements required for private water and sewer laterals shall be recorded prior to final improvement plan approval and shall be subject to District approval.
- All water and sewer improvements to be dedicated to the District shall be bonded for or otherwise secured in the District's name prior to issuance of Will-Serve letter.
- A Will-Serve letter for the Project will be issued after improvement plans are approved and signed by the District.
- Applicant shall make a non-refundable deposit ("Deposit") at the time the District issues a Will Serve Letter in an amount equal to the then calculated Fees for Connection.
- Fees for Connection shall be calculated and owing as of the date the District sets the water meter(s) to serve the affected property from which the amount of the Deposit shall be deducted.
- Construct the improvements required and submit the following:
  - Reproducible "As Builts" - A mylar copy and digital format disk (PDF) which includes engineer, developer, tract number and water and sewer improvements
  - Offer of Dedication
  - Engineer's Certification
  - Summary of all water and sewer improvement costs
- Solid waste collection services are mandatory. Applicant shall provide proof that the Project is provided with solid waste removal services in accordance with District regulations.
- The District will set water meter(s) upon proof of a building permit from the County of San Luis Obispo, the District's acceptance of improvements to be dedicated to the District, if applicable, and the final payment of all charges and fees owed to the District.
- This letter is void if land use is other than mixed use (commercial and residential) as defined by the District.
- Intent-to-Serve letters shall automatically terminate three (3) years, from date of issuance. However, Applicant shall be entitled to a one-year extension upon the following conditions:
  - Applicant makes written application for the extension prior to the expiration of the Intent-to-Serve Letter.
  - Applicant provides proof of reasonable due diligence in processing the Project.
  - Applicant agrees to revisions of the conditions contained in the Intent-to-Serve letter consistent with then existing District policies.
- This Intent-to-Serve letter shall be subject to the current and future rules, agreements, regulations, fees, resolutions and ordinances of the District.
- This Intent-to-Serve letter may be revoked, or amended, as a result of conditions imposed upon the District by a court or availability of resources, or by a change in ordinance, resolution, rules, fees or regulations adopted by the Board of Directors.
- District service is conditioned on the applicant complying with all terms, conditions, rules, and regulations of other agencies that have jurisdiction over the project.
- This Intent-to-Serve letter shall not be interpreted as the District's Board of Directors endorsement of the project.
- The District reserves the right to revoke this Intent-to-Serve letter at any time.
- The Applicant shall provide a signed copy of the Intent-to-Serve letter within thirty (30) days of issuance.

**ATTACHMENTS**

- A. Application
- B. Site Plan
- C. Supplemental Water Project Accounting Summary
- D. Resolution 2015-1372

T:\LAND DEVELOPMENT\SITES\APN090-384-013 CHESTNUT VENTURES, LLC\190814 SERVICE REQUEST 166 & 186 THOMPSON AVE.docx

AUGUST 14, 2019

ITEM D-5

ATTACHMENT A



# NIPOMO COMMUNITY SERVICES DISTRICT

148 SOUTH WILSON STREET  
POST OFFICE BOX 326 NIPOMO, CA 93444 - 0326  
(805) 929-1133 FAX (805) 929-1932  
Website: ncsd.ca.gov

Office use only:  
Date and Time  
Complete  
Application and  
fees received:

## INTENT-TO-SERVE APPLICATION

1. This is an application for:  Sewer and Water Service  Water Service Only
2. SLO County Planning Department/Tract or Development No.: \_\_\_\_\_
3. Project location: 186 No Thompson Ave., 166 No Thompson Ave
4. Assessor's Parcel Number (APN) of parcel(s) to be served: 090-384-013, 090-384-014
5. Owner Name: Chestnut Ventures, LLC
6. Mailing Address: 3130 Skyway Drive, Suite 601, Santa Maria, CA 93455
7. Email: JoeHalsell@HalsellBuilders.com
8. Phone: (805) 928-8948 FAX: (805) 928-1129
9. Agent's Information (Architect or Engineer):  
 Name: Halsell Builders, Inc.  
 Address: 3130 Skyway Drive, Suite 601, Santa Maria, CA 93455  
 Email: JHeyward@HalsellBuilders.com  
 Phone: (805) 598-6323 FAX: (805) 928-1129

10. Type of Project: (check box) (see Page 3 for definitions)
 

<input type="checkbox"/> Single-family dwelling units	<input type="checkbox"/> Multi-family dwelling units
<input type="checkbox"/> Commercial	<input checked="" type="checkbox"/> Mixed Use (Commercial and Residential)

11. Does this project require a sub-division?  Yes  No  
 If yes, number of new lots created \_\_\_\_\_

12. Site Plan:  
**For all projects, submit three (3) standard size (24" x 36") and one reduced copy (8½" x 11") of site plans.**

Show parcel layout, water and sewer laterals, and general off-site improvements, as applicable. **Note that the District only provides one domestic meter per parcel.**

13. Board Approval:  
 Board approval is required for the following type of projects:
  - more than four dwelling units
  - property requiring sub-divisions
  - higher than currently permitted housing density
  - commercial developments

**14. RESIDENTIAL SERVICE**

Single Family Residential (SFR)

Number of Parcel's created		Proposed number of SFR	
----------------------------	--	------------------------	--

Multi-Family Residential (MFR)

Number of Parcel's created		Proposed number of MFR	
Number of Domestic Meter(s)		Estimated Meter Size(s)	
Number of Landscape Meter(s)		Estimated Meter Size(s)	
Number of Fire System(s)		Estimated Meter Size(s)	

**15. COMMERCIAL AND/OR MIXED USE SERVICE DEMAND ESTIMATES:**

Commercial and Mixed Use

Number of Parcel's created		Proposed number of residential dwellings	<b>14</b>
Number of Domestic Meter(s)	<b>1</b>	Estimated Meter Size(s)	<b>2</b>
Number of Landscape Meter(s)	<b>1</b>	Estimated Meter Size(s)	<b>3/4</b>
Number of Fire System(s)	<b>1</b>	Estimated Meter Size(s)	<b>4</b>

Provide an estimate of yearly water (AFY) and sewer (gallons) demand for the project prepared by a licensed Engineer/Architect.

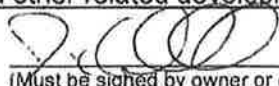
**Agreement:**

The Applicant agrees that in accordance with generally accepted construction practices, Applicant shall assume sole and complete responsibility for the condition of the job site during the course of the project, including the safety of persons and property; that this requirement shall apply continuously and not be limited to normal working hours; and the Applicant shall defend, indemnify, and hold the District and District's agents, employees and consultants harmless from any and all claims, demands, damages, costs, expenses (including attorney's fees) judgments or liabilities arising out of the performance or attempted performance of the work on this project; except those claims, demands, damages, costs, expenses (including attorney's fees) judgments or liabilities resulting from the negligence or willful misconduct of the District.

Nothing in the foregoing indemnity provision shall be construed to require Applicant to indemnify District against any responsibility or liability or contravention of Civil Code §2782

**Application Processing Fee.....See Attached Fee Schedule on Page 3**

The District will only accept cashier's check or bank wire for the payment of Water Capacity, Sewer Capacity and other related development fees.

Date 8/8/19 Signed   
(Must be signed by owner or owner's agent)  
Print Name Joe Halse

**DEFINITIONS**

(Please note – these definitions do NOT reconcile with standard SLO County Planning Department definitions)

**Single-family dwelling unit** – means a building designed for or used to house not more than one family.

**Secondary dwelling units** – means an attached or detached secondary residential dwelling unit on the same parcel as an existing single-family (primary) dwelling. A secondary unit provides for complete independent living facilities for one or more persons.

**Multi-family dwelling unit** – means a building or portion thereof designed and used as a residence for three or more families living independently of each other under a common roof, including apartment houses, apartment hotels and flats, but not including automobile courts, or boardinghouses.

**Two-family dwelling units (duplex)** – means a building with a common roof containing not more than two kitchens, designed and/or used to house not more than two families living independently of each other.

**Commercial** – all non-residential and mixed-use projects.

**APPLICATION FEES AND CHARGES**  
**EFFECTIVE July 1, 2018**

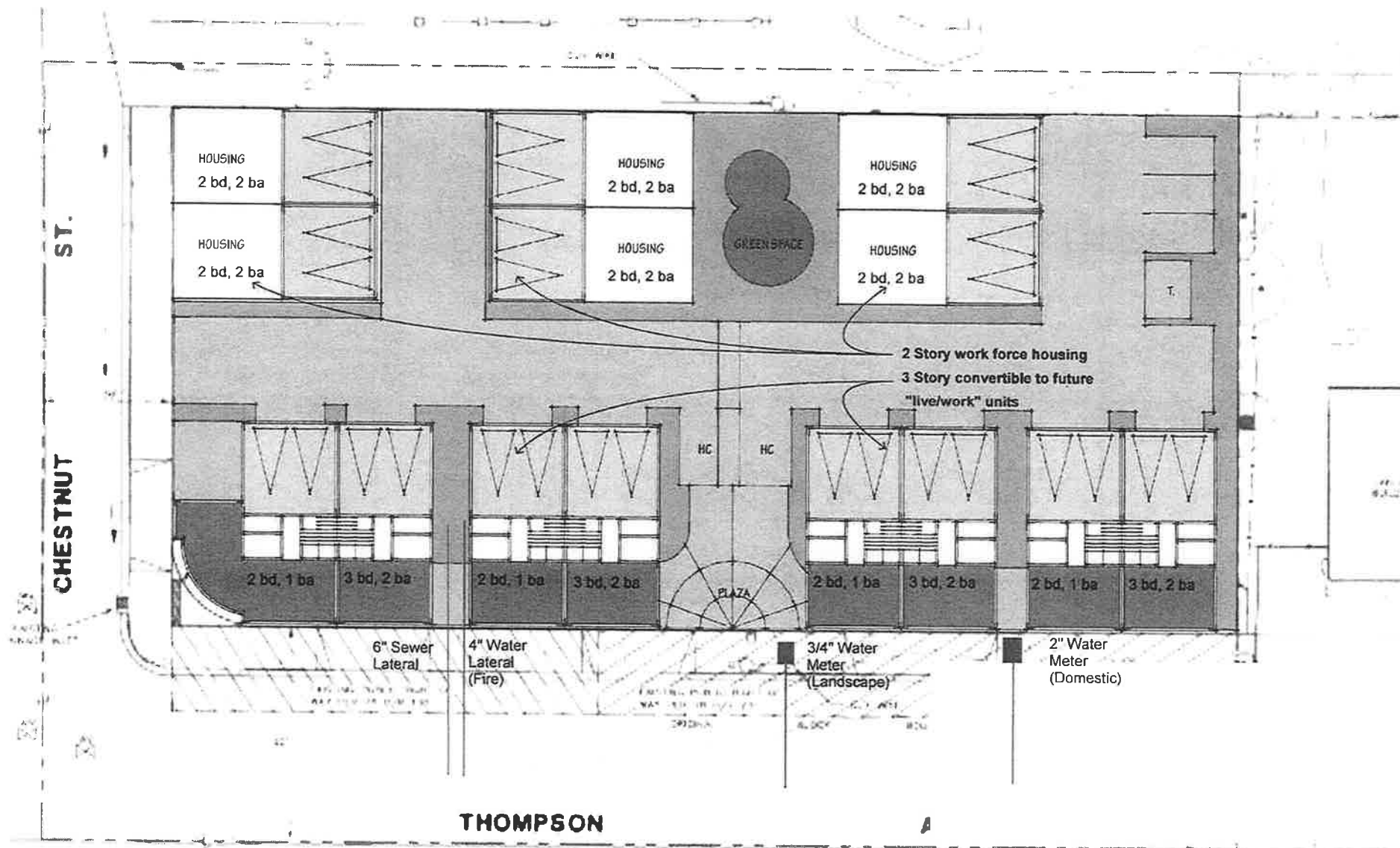
PROJECT SIZE/TYPE	TOTAL AMOUNT DUE AT TIME OF APPLICATION**
Residential <4 units	\$1,241.25
Residential 4-20 units	\$1,704.97
Residential > 20 units	\$2,007.39
Commercial <1 acre	\$1,704.97
Commercial 1-3 acres	\$2,007.39
Commercial > 3 acres	\$2,773.51
Mixed Use with less than 4 Dwelling Units	\$2,007.39
Mixed Use with four or more Dwelling Units	\$2,773.51
*Outside Consulting and Legal fees will be billed to the Applicant at direct rate.	

\*\*Commencing on July 1, 2008 and each year thereafter the Application Fees shall be adjusted by a Consumer Price Index formula.

AUGUST 14, 2019

ITEM D-5

ATTACHMENT B



CHESTNUT AND THOMPSON | MIXED USE PROJECT

CONCEPT SITE PLAN

25 JUNE 2014



AUGUST 14, 2019

ITEM D-5

ATTACHMENT C

**Nipomo Community Services District  
New Development Supplemental Water Accounting**

Summary Since January 25, 2008

	<b>Number of Equivalent Meters</b>	<b>AFY</b>
<b>Supplemental Water Available for Allocation</b>	947	500
<b>Supplemental Water Reserved (Will Serve Letter Issued)</b>	120	-63.4
<b>Subtotal Net Supplemental Water Available for Allocation</b>	<b>827</b>	<b>436.6</b>
<b>Supplemental Water Assigned (Intent-to-Serve Issued)</b>	54.4	-28.7
<b>Total Remaining Supplemental Water Available for Allocation</b>	<b>772.6</b>	<b>407.9</b>

As of August 8, 2019

AUGUST 14, 2019

ITEM D-5

ATTACHMENT D

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2015-1372  
A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
ADOPTING A SUPPLEMENTAL WATER ACCOUNTING POLICY**

**WHEREAS**, the Nipomo Community Services District ("District") is a party to a groundwater adjudication, Santa Maria Valley Water Conservation District v. City of Santa Maria, etc. et al., Case No. CV 770214 ("Groundwater Litigation"); and

**WHEREAS**, the District's current water supply is groundwater extracted from the Nipomo Mesa Management Area (NMMA) as established by the court in the Santa Maria Groundwater Litigation (also referred to as the Nipomo Mesa Water Conservation Area (NMWCA) by the County of San Luis Obispo, pursuant to County Ordinance 3090), of the Santa Maria Groundwater Basin; and

**WHEREAS**, pursuant to Section VI D(1) of the June 2005 Stipulation as incorporated into the January 25, 2008, Final Judgment in the Groundwater Litigation, the Nipomo Mesa Management Area Technical Group has declared that a "Potentially Severe Water Shortage Condition" exists within the Nipomo Mesa Management Area; and

**WHEREAS**, the San Luis Obispo County Department of Planning and Building's 2004 Resource Capacity Study for the Water Supply in the Nipomo Mesa Area recommended a Level of Severity III (existing demand equals or exceeds dependable supply) be certified for the Nipomo Mesa Area and that measures be implemented to lessen adverse impacts of future development (said Study and referenced documents are incorporated herein by reference); and

**WHEREAS**, the San Luis Obispo County Board of Supervisors ("County") in June 2007, certified the Nipomo Mesa Water Conservation Area as a Severity Level III, meaning that existing water demand equals or exceeds the dependable supply; and

**WHEREAS**, the resource protection goals of the San Luis Obispo County South County Area Plan includes the following:

- Balance the capacity for growth allowed by the Land Use Element with the sustained availability of resources.
- Avoid the use of public resources, services and facilities beyond their renewable capacities, and monitor new development to ensure that its resource demands will not exceed existing and planned capacities or service levels; and

**WHEREAS**, the District is constructing a supplemental water project to increase its available water supply and meet the District's share of the court ordered commitment to bring a minimum of 2,500 AFY of supplemental water to the Nipomo Mesa Management Area (NMMA); and

**WHEREAS**, the District's supplemental water project includes a 500 AFY capacity reservation for new development within the District's existing boundaries consistent with the court order requirements that all new urban water demand within the NMMA be met with new developed water; and

**WHEREAS**, the purpose of the Supplemental Water Accounting Policy is to account for water reserved for all new development within the District against the 500 AFY supplemental water project capacity to ensure that the District does not over reserve or under reserve water for future development; and

**WHEREAS**, the Supplemental Water Accounting Policy will allow the District to track when it is getting close to fully accounting for and reserving the 500 AFY of supplemental water so that the District can plan for acquiring additional supplies; and

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2015-1372  
A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
ADOPTING A SUPPLEMENTAL WATER ACCOUNTING POLICY**

**WHEREAS**, the policy shall apply to all new development applications initiated or renewed after January 25, 2008; and

**WHEREAS**, based on the Staff Report, Staff presentation, and public comment, the District Board of Directors finds:

- A. That the purpose and intent of this Resolution is consistent with the purposes found in the Judgment and Stipulation in the Ground Water Litigation imposing a physical solution to assure long term sustainability of the groundwater basin and the San Luis Obispo County's certification of a Severity Level III for the waters underlying the NMWCA and;
- B. That adopting this Resolution will ensure the water supply for the greater public benefit, with particular regards to domestic use, sanitation and fire protection by ensuring that all new urban demand within the District is satisfied with new developed water and;

**WHEREAS**, based on the Staff Report, Staff presentation, and public comment, the District Board of Directors further finds this Resolution is adopted for the protection of the health, safety and welfare of District water customers who depend on the underlying ground water basin as their source of water supply.

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

- 1. Exhibit "A", attached hereto, is hereby incorporated by this reference as the District's Supplemental Water Accounting Policy
- 2. The above Recitals are true and correct and incorporated herein by reference.

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

**AYES:** Directors Armstrong, Gaddis, Eby, Woodson and Blair  
**NOES:** None  
**ABSENT:** None  
**CONFLICTS:** None

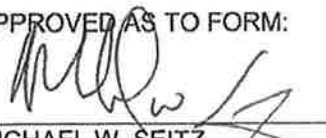
the foregoing resolution is hereby adopted this 8<sup>th</sup> day of April 2015.

  
CRAIG ARMSTRONG  
President of the Board

ATTEST:

  
MICHAEL S. LEBRUN  
General Manager and Secretary to the Board

APPROVED AS TO FORM:

  
MICHAEL W. SEITZ  
District Legal Counsel

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2015-1372  
A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
ADOPTING A SUPPLEMENTAL WATER ACCOUNTING POLICY**

**EXHIBIT A**

**NIPOMO COMMUNITY SERVICES DISTRICT  
SUPPLEMENTAL WATER ACCOUNTING POLICY**

**Background**

The District is constructing a supplemental water project to increase its available water supply and meet the District's share of the court ordered commitment to bring a minimum of 2,500 AFY of supplemental water to the Nipomo Mesa Management Area (NMMA). In addition, the District's supplemental water project includes a 500 AFY capacity reservation for new development within the District's existing boundaries consistent with the court order requirements that all new urban water demand within the NMMA be met with new developed water.

**Purpose**

The purpose of the Supplemental Water Accounting Policy is to account for water reserved for all new development within the District against the 500 AFY supplemental water project capacity to ensure that the District does not over reserve or under reserve water for future development. In addition, the District needs to track when it is getting close to fully accounting for and reserving the 500 AFY of supplemental water so that the District can plan for acquiring additional supplies. The policy shall apply to all new development applications initiated or renewed after January 25, 2008.

**Supplemental Water Accounting**

The policy is based on the use of equivalent meters and five-year average total production for assigning a volume of supplemental water to new water connections. Based on the data from FY 09-10 to FY 13-14, a 1-inch equivalent meter will be assigned a volume of .53 AFY.

Supplemental water for all new water connections, residential and commercial, will be accounted for based on meter size. Meter capacity ratios, which are based on physical meter capacity, will be used to account for and reserve water for other size meters as follows:

METER SIZE	CAPACITY RATIO	ASSIGNED VOLUME
1 inch and Less	1.0	0.53 acre feet
1 and ½ inch	3.0	1.59 acre feet
2 inch	4.8	2.54 acre feet
3 inch	9.0	4.77 acre feet
4 inch	15.0	7.95 acre feet

*Connections larger than 4-inch will be calculated as needed on a case by case basis.*

Water will be assigned to new development when Intent-to-Serve letters, that are subject to expiration, are issued and reserved for new development when Will-Serve letters are issued.

Supplemental water accounting totals shall be reported to the Board monthly in the General Manager's report.

The Supplemental Water Accounting Policy shall be reviewed annually in January.