

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS  
GENERAL MANAGER



DATE: APRIL 24, 2021



## **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  
GENERAL MANAGER   
DATE: APRIL 23, 2021



### 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 APRIL 14, 2021, REGULAR BOARD MEETING MINUTES  
[RECOMMEND APPROVE MINUTES]
- D-3) INVESTMENT POLICY – FIRST QUARTER REPORT [RECOMMEND ACCEPT AND  
FILE REPORT]
- D-4) CONSIDER REQUEST FOR WATER, SEWER AND SOLID WASTE SERVICE  
(INTENT-TO-SERVE LETTER) FOR PARCEL MAP CO 20-0027, A 2 PARCEL  
RESIDENTIAL SUBDIVISION LOCATED AT 187 EAST BRANCH STREET  
[RECOMMEND CONSIDER INTENT-TO-SERVE LETTER AND APPROVE WITH  
CONDITIONS]
- D-5) CONSIDER REQUEST FOR WATER, SEWER AND SOLID WASTE SERVICE  
(INTENT-TO-SERVE LETTER) FOR TRACT 3135, A 25 PARCEL RESIDENTIAL  
SUBDIVISION LOCATED AT 247 HILL STREET [RECOMMEND CONSIDER  
INTENT-TO-SERVE LETTER AND APPROVE WITH CONDITIONS]

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER



FROM: LISA BOGNUDA  
FINANCE DIRECTOR



DATE: APRIL 23, 2021

**AGENDA ITEM**  
**D-1(A)**  
**APRIL 28, 2021**

### WARRANTS

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$678,473.32
HAND WRITTEN CHECKS	NONE
VOIDED CHECKS	NONE



Nipomo Community Services District

Item D-1 Warrants APRIL 28, 2021

By Payment Number

Payment Dates 04/23/2021 - 04/28/2021

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount	
<b>Payment: 7106</b>						
Aerzen USA Corporation	Aerzen Blower Package	SPI-21-000124	04/28/2021		56,434.13	
					<b>Payment 7106 Total:</b>	<b>56,434.13</b>
<b>Payment: 7107</b>						
Amazon Capital Services, Inc.	Stencil letter and number set	1MHD-1HKD-CJKL	04/28/2021		146.94	
Amazon Capital Services, Inc.	Floor decal stickers	1VGP-LPGD-JLGD	04/28/2021		13.93	
Amazon Capital Services, Inc.	Cutting fluid	1LYF-KXQ4-7LXX	04/28/2021		34.10	
Amazon Capital Services, Inc.	Office supplies	1MT4-GN9V-WDW9	04/28/2021		19.19	
					<b>Payment 7107 Total:</b>	<b>214.16</b>
<b>Payment: 7108</b>						
Ayala, Sandro	Uniforms-Boot reimbursemen	BOOTS 2021	04/28/2021		165.00	
					<b>Payment 7108 Total:</b>	<b>165.00</b>
<b>Payment: 7109</b>						
BDP Industries, Inc	Excelsior plow upright and scr	13055	04/28/2021		2,474.06	
					<b>Payment 7109 Total:</b>	<b>2,474.06</b>
<b>Payment: 7110</b>						
Bentley Systems, Inc.	WaterGEM/SewerGEMS subs	48190407	04/28/2021		2,215.75	
					<b>Payment 7110 Total:</b>	<b>2,215.75</b>
<b>Payment: 7111</b>						
Bognuda, Lisa	Reimb: Notary exam fee	APRIL 2021	04/28/2021		40.00	
					<b>Payment 7111 Total:</b>	<b>40.00</b>
<b>Payment: 7112</b>						
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI34236	04/28/2021		396.94	
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI34232	04/28/2021		561.23	
Brenntag Pacific, Inc.	Sodium hypochlorite/Ammoni	BPI34238	04/28/2021		1,475.58	
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI32490	04/28/2021		540.38	
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI34235	04/28/2021		180.43	
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI135315	04/28/2021		840.89	
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI134237	04/28/2021		766.82	
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI34234	04/28/2021		216.52	
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI34233	04/28/2021		875.08	
					<b>Payment 7112 Total:</b>	<b>5,853.87</b>
<b>Payment: 7113</b>						
Burdine Printing	Customer info update letter	43530A	04/28/2021		1,651.56	
Burdine Printing	Mail bills	43536A	04/28/2021		194.04	
Burdine Printing	Postage for bills	43536	04/28/2021		849.16	
Burdine Printing	Postage for customer info upd	43530B	04/28/2021		2,050.68	
					<b>Payment 7113 Total:</b>	<b>4,745.44</b>
<b>Payment: 7114</b>						
Cal-Coast Machinery, Inc.	John Deere service	683193	04/28/2021		889.30	
					<b>Payment 7114 Total:</b>	<b>889.30</b>
<b>Payment: 7115</b>						
California Electric Supply	Operating supplies	7826-1010342	04/28/2021		367.69	
					<b>Payment 7115 Total:</b>	<b>367.69</b>
<b>Payment: 7116</b>						
Cannon Corporation	Office Generator	75988	04/28/2021		2,470.50	
Cannon Corporation	Eureka Well Replacement Proj	75950	04/28/2021		1,074.75	
Cannon Corporation	Eureka Well Completion	75969	04/28/2021		16,784.00	
					<b>Payment 7116 Total:</b>	<b>20,329.25</b>
<b>Payment: 7117</b>						
Charter Communications	Internet - Shop and/or Office	0225708042221	04/28/2021		734.20	

**Item D-1 Warrants APRIL 28, 2021**

Payment Dates: 04/23/2021 - 04/28/2021

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
Charter Communications	Internet - Shop and/or Office	0224495042021	04/28/2021		734.20
<b>Payment: 7117 Total:</b>					<b>1,468.40</b>
<b>Payment: 7118</b>					
City of Santa Maria	Water purchased 1-1-21 to 3-	85086	04/28/2021		473,811.84
<b>Payment: 7118 Total:</b>					<b>473,811.84</b>
<b>Payment: 7119</b>					
Dwight's Automotive	Vehicle repair/maintenance	80633	04/28/2021		52.00
Dwight's Automotive	Vehicle repair/maintenance	80637	04/28/2021		52.00
Dwight's Automotive	Vehicle repair/maintenance	80809	04/28/2021		52.00
Dwight's Automotive	Vehicle repair/maintenance	80631	04/28/2021		52.00
<b>Payment: 7119 Total:</b>					<b>208.00</b>
<b>Payment: 7120</b>					
Electricraft, Inc.	Electrical repair- Southland	15835	04/28/2021		296.25
<b>Payment: 7120 Total:</b>					<b>296.25</b>
<b>Payment: 7121</b>					
Engel & Gray, Inc.	Biosolids collection	13X00009	04/28/2021		3,870.21
<b>Payment: 7121 Total:</b>					<b>3,870.21</b>
<b>Payment: 7122</b>					
Etteddgue, Jana	Reimb: Notary exam fee	APRIL 2021	04/28/2021		40.00
<b>Payment: 7122 Total:</b>					<b>40.00</b>
<b>Payment: 7123</b>					
Excel Personnel Services, Inc.	Employment agency	3707420	04/28/2021		465.00
Excel Personnel Services, Inc.	Employment agency	3711578	04/28/2021		465.00
<b>Payment: 7123 Total:</b>					<b>930.00</b>
<b>Payment: 7124</b>					
Executive Janitorial	Janitorial services	80606	04/28/2021		780.00
<b>Payment: 7124 Total:</b>					<b>780.00</b>
<b>Payment: 7125</b>					
Famcon Pipe and Supply, Inc.	Curb/rod wrench	S100050941.001	04/28/2021		45.68
Famcon Pipe and Supply, Inc.	FIP angle meter	S100051362.001	04/28/2021		53.29
Famcon Pipe and Supply, Inc.	nut and bolt set	S100045605.001	04/28/2021		13.27
Famcon Pipe and Supply, Inc.	Crispin UL10, FIP ball, bug scr	S100051754.001	04/28/2021		1,540.99
Famcon Pipe and Supply, Inc.	Meter parts	S100047883.002	04/28/2021		2,350.99
<b>Payment: 7125 Total:</b>					<b>4,003.32</b>
<b>Payment: 7126</b>					
Fence Factory	Replace damaged chainlink	525140	04/28/2021		1,324.00
<b>Payment: 7126 Total:</b>					<b>1,324.00</b>
<b>Payment: 7127</b>					
Frontier Communications	Telephone	APR 2021	04/28/2021		59.74
<b>Payment: 7127 Total:</b>					<b>59.74</b>
<b>Payment: 7128</b>					
Heacock Trailers & Truck Acce	Slide out vise mount for truck	12372	04/28/2021		729.37
Heacock Trailers & Truck Acce	Slide out vise mount for truck	12371	04/28/2021		729.37
<b>Payment: 7128 Total:</b>					<b>1,458.74</b>
<b>Payment: 7129</b>					
Iglesias, Mario	Cell phone reimbursement	APRIL2021	04/28/2021		65.00
<b>Payment: 7129 Total:</b>					<b>65.00</b>
<b>Payment: 7130</b>					
Integrated Industrial Supply, I	Nitrile disposable gloves	75932	04/28/2021		277.57
Integrated Industrial Supply, I	Operating supplies	76169	04/28/2021		98.10
<b>Payment: 7130 Total:</b>					<b>375.67</b>
<b>Payment: 7131</b>					
Johnboy's Towing, Inc	Vehicle repair/maintenance	46077	04/28/2021		115.00
Johnboy's Towing, Inc	Vehicle repair/maintenance	46066	04/28/2021		95.00
<b>Payment: 7131 Total:</b>					<b>210.00</b>

## Item D-1 Warrants APRIL 28, 2021

Payment Dates: 04/23/2021 - 04/28/2021

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
<b>Payment: 7132</b>					
Mission Uniform Service	Uniforms	514501778	04/28/2021		264.57
Mission Uniform Service	Uniforms	514545433	04/28/2021		170.25
Mission Uniform Service	Uniforms	514416803	04/28/2021		170.25
<b>Payment 7132 Total:</b>					<b>605.07</b>
<b>Payment: 7133</b>					
Municipal Maintenance Equip	Apollo ball valve	0158293-IN	04/28/2021		233.00
Municipal Maintenance Equip	Ball valve and valve	0158275-IN	04/28/2021		153.31
Municipal Maintenance Equip	Rotary joint	0158283-IN	04/28/2021		301.98
<b>Payment 7133 Total:</b>					<b>688.29</b>
<b>Payment: 7134</b>					
Nipomo Community Services	Water	MARCH 2021	04/28/2021		1,027.15
<b>Payment 7134 Total:</b>					<b>1,027.15</b>
<b>Payment: 7135</b>					
Office Depot	Office supplies	163624864001	04/28/2021		30.72
Office Depot	Office supplies	163641527001	04/28/2021		27.87
<b>Payment 7135 Total:</b>					<b>58.59</b>
<b>Payment: 7136</b>					
PG&E	Electricity	APR 2021	04/28/2021		44,323.36
<b>Payment 7136 Total:</b>					<b>44,323.36</b>
<b>Payment: 7137</b>					
Poladian, George & Lisa	Washer rebate	APR 2021	04/28/2021		75.00
<b>Payment 7137 Total:</b>					<b>75.00</b>
<b>Payment: 7138</b>					
Quinn Company	CAT hydo advanced	PC030329262	04/28/2021		85.61
<b>Payment 7138 Total:</b>					<b>85.61</b>
<b>Payment: 7139</b>					
R. Baker, Inc.	Meter change out assistance	1522-03	04/28/2021		2,540.00
R. Baker, Inc.	Gang truck with crane	415700ncsd	04/28/2021		2,650.00
R. Baker, Inc.	Installation of 2" RP Backflow	4153021	04/28/2021		5,950.00
<b>Payment 7139 Total:</b>					<b>11,140.00</b>
<b>Payment: 7140</b>					
Ray Morgan Company	B&W/Color copies	3282844	04/28/2021		153.78
Ray Morgan Company	B&W/Color copies	3281136	04/28/2021		295.15
<b>Payment 7140 Total:</b>					<b>448.93</b>
<b>Payment: 7141</b>					
Santa Maria Ford Lincoln	Vehicle repair/maintenance	202165	04/28/2021		538.60
Santa Maria Ford Lincoln	Vehicle repair/maintenance	201387	04/28/2021		631.85
Santa Maria Ford Lincoln	Vehicle repair/maintenance	201585	04/28/2021		907.07
<b>Payment 7141 Total:</b>					<b>2,077.52</b>
<b>Payment: 7142</b>					
Simplot Grower Solutions	CAN 17	780141988	04/28/2021		497.11
<b>Payment 7142 Total:</b>					<b>497.11</b>
<b>Payment: 7143</b>					
SLO County Air Pollution Cont	Renewal of equipment permit	21245	04/28/2021		5,021.50
<b>Payment 7143 Total:</b>					<b>5,021.50</b>
<b>Payment: 7144</b>					
SLO County Environmental He	Cross Connection Services	IN0131793	04/28/2021		4,103.70
<b>Payment 7144 Total:</b>					<b>4,103.70</b>
<b>Payment: 7145</b>					
SoCalGas	Heat - shop/office	APR 2021B	04/28/2021		40.14
SoCalGas	Heat - shop/office	APR 2021A	04/28/2021		16.74
<b>Payment 7145 Total:</b>					<b>56.88</b>
<b>Payment: 7146</b>					
Statewide Traffic Safety & Sign	Operating supplies	3018068	04/28/2021		288.59

Item D-1 Warrants APRIL 28, 2021

Payment Dates: 04/23/2021 - 04/28/2021

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
				<b>Payment 7146 Total:</b>	<b>288.59</b>
<b>Payment: 7147</b>					
Tri-County Office Furniture, In	Panels for office cubes	150431	04/28/2021		5,101.38
				<b>Payment 7147 Total:</b>	<b>5,101.38</b>
<b>Payment: 7148</b>					
USA Bluebook	Credit Memo INV#497093	548501	04/28/2021		-8.25
USA Bluebook	Credit Memo INV# 477039	548667	04/28/2021		-4.05
USA Bluebook	Credit Memo INV# 463622	548504	04/28/2021		-8.02
USA Bluebook	Credit Memo INV#487413	548388	04/28/2021		-42.09
USA Bluebook	Credit Memo INV#487413	525280	04/28/2021		-382.43
USA Bluebook	CHEMKEY	562150	04/28/2021		4,514.51
USA Bluebook	Credit Memo INV# 479937	548627	04/28/2021		-4.65
USA Bluebook	Credit Memo INV#495855	548669	04/28/2021		-4.01
USA Bluebook	Credit Memo INV#555102	579553	04/28/2021		-323.90
USA Bluebook	Credit Memo INV#485641	548381	04/28/2021		-53.81
USA Bluebook	Hach pH probe	570447	04/28/2021		743.09
				<b>Payment 7148 Total:</b>	<b>4,426.39</b>
<b>Payment: 7149</b>					
Verizon Wireless	Cell service	9876138991	04/28/2021		756.33
				<b>Payment 7149 Total:</b>	<b>756.33</b>
<b>Payment: 7150</b>					
Wallace Group	FOG Program	53010	04/28/2021		97.50
				<b>Payment 7150 Total:</b>	<b>97.50</b>
<b>Payment: 7151</b>					
Cushman Contracting FBO Nip	Retention Payments 1, 2 and	1, 2 and 3	04/23/2021		14,964.60
				<b>Payment 7151 Total:</b>	<b>14,964.60</b>

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER



FROM: LISA BOGNUDA  
FINANCE DIRECTOR



DATE: APRIL 23, 2021

**AGENDA ITEM**  
**D-1(B)**  
**APRIL 28, 2021**

**WARRANTS – BLACKLAKE ASSESSMENT DISTRICT 2020 -1**

COMPUTER CHECKS GENERATED – SEE ATTACHED

\$29,117.75



Nipomo Community Services District

# Item D-1 Warrants BL A/D 2020-1 APRIL 28, 2021

By Payment Number

Payment Dates 04/28/2021 - 04/28/2021

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
Payment: 16 Cannon Corporation	Blacklake Sewer Consolidatio	76016	04/28/2021		29,117.75
				Payment 16 Total:	<u>29,117.75</u>

TO: BOARD OF DIRECTORS  
FROM: MARIO IGLESIAS  
GENERAL MANAGER   
DATE: APRIL 23, 2021



**APPROVE APRIL 14, 2021  
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. April 14, 2021 draft Regular Board Meeting Minutes

APRIL 28, 2021

ITEM D-2

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ATTACHMENT A

# NIPOMO COMMUNITY SERVICES DISTRICT

*Serving the Community since 1965*

## DRAFT REGULAR MINUTES

**APRIL 14, 2021 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**  
DAN WOODSON, **DIRECTOR**  
RICHARD MALVAROSE, **DIRECTOR**

### PRINCIPAL STAFF

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

#### Mission Statement:

Provide our customers with reliable, quality, and cost-effective services now and in the future.

*Pursuant to Governor Newsom's Executive Order N-25-20, members of the Nipomo Community Services District Board or staff may participate in this meeting in person, or via teleconference. To protect the health and safety of the public, Board members, and staff, social distancing will be practiced at the District's physical location, 148 S. Wilson Street. Members of the public may choose to participate in person at this location or monitor the audio portion of the meeting and any public hearings telephonically by calling (800) 567-5900 (code 242-2614#). Pursuant to Governor Newsom's Executive Order N-29-20, members of the public may also comment – on items on this agenda or items not on the agenda but within the jurisdiction of the Board – via email sent to [info@ncsd.ca.gov](mailto:info@ncsd.ca.gov) prior to the 9:00 am meeting start time. All emails received by that time will be distributed to the Board. Public participation in the meeting and public hearings will be taken only as described above. If any individual with a disability requires assistance to observe or participate in the meeting, please contact the District office by telephone at least 24 hours in advance.*

### A. CALL TO ORDER AND FLAG SALUTE

*President Eby called the Regular Meeting of April 14, 2021, 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 Directors were present.*

### C. PRESENTATIONS AND REPORTS

#### C-1) QUARTERLY 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 report and answered questions from the Board.*

*There were no public comments.*

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District  
DRAFT REGULAR MEETING  
MINUTES

C-2) OVERVIEW OF THE 2020 CALIFORNIA GROUNDWATER REPORT [RECEIVE AND FILE]

*Brad Newton of Newton Geo-Hydrology Consulting Services presented the 2020 DWR Bulletin 118 2020 Update and answered questions from the Board.*

*There were no public comments.*

C-3) 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*

- *March 24, attended the Citizen's Transportation Advisory Committee meeting.*

*Director Gaddis*

- *April 5, attended Board Officers' meeting.*

*Director Eby*

- *March 25, attended BL Sewer Oversight Committee meeting.*
- *March 25, attended LAFCO meeting remotely.*
- *April 2, attended NMMA meeting.*
- *April 5, attended Board Officers' meeting.*
- *April 6, attended SLO County Board of Supervisor meeting remotely.*

C-4) RECEIVE PUBLIC COMMENT ON PRESENTATIONS AND REPORTS PRESENTED UNDER ITEM C AND BY MOTION RECEIVE AND FILE PRESENTATIONS AND REPORTS

Director Malvarose left the meeting at 10:15 a.m.

*There were no public comments.*

*Upon the motion of Director Gaddis and seconded, the Board approved receiving and filing presentations and reports.*

*Vote 4-0-1.*

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

Nipomo Community Services District  
DRAFT REGULAR MEETING  
MINUTES

D. CONSENT AGENDA

- D-1) WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE MARCH 24, 2021, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]
- D-3) INITIATE PROCEEDINGS FOR ANNUAL LEVY OF ASSESSMENTS FOR STREET LANDSCAPE MAINTENANCE DISTRICT NO. 1 [RECOMMEND ADOPT RESOLUTION]
- D-4) CONSIDER CHANGES TO BILLING CLERK AND SECRETARY/CLERK JOB TITLES AND JOB DESCRIPTIONS [RECOMMEND APPROVE CHANGES TO BILLING CLERK AND SECRETARY/CLERK JOB TITLES AND JOB DESCRIPTION]

*District staff, answered questions from the Board regarding the warrants.*

*Director Gaddis asked for an edit that staff agreed on, to keep the education section consistent with the two job descriptions.*

*There were no public comments.*

*Upon the motion of Director Woodson and seconded, the Board approved the Consent Agenda.  
Vote 4-0-1.*

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

RESOLUTION NO. 2021-1592

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT INITIATING PROCEEDINGS  
FOR ANNUAL LEVY OF ASSESSMENTS FOR THE STREET LANDSCAPE  
MAINTENANCE DISTRICT NO. 1 FOR FISCAL YEAR 2021-2022  
PURSUANT TO THE PROVISIONS OF PART 2 OF DIVISION 15 OF  
THE CALIFORNIA STREETS AND HIGHWAYS CODE

*Director Eby called for a 5 minutes recess.*

E. ADMINISTRATIVE ITEMS

- E-1) REVIEW DRAFT TOWN SEWER RATE STUDY [ RECOMMEND REVIEW RATE STUDY, EDIT IF NECESSARY, AND DIRECT STAFF TO PREPARE THE FINAL RATE STUDY]

*Clayton Tuckfield of Tuckfield & Associates presented the Town Sewer Rate Study and answered questions from the Board.*

*There were no public comments.*

*The Board directed staff to proceed with the Town Sewer Rate Study.*

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District  
DRAFT REGULAR MEETING  
MINUTES

- E-2) ADOPT RESOLUTION AMENDING FY 2020-21 BUDGET FOR SOFTWARE INTEGRATION COSTS ASSOCIATED WITH NIPOMO COMMUNITY SERVICES DISTRICT'S CUSTOMER SERVICE AND PROGRAM MAINTENANCE MANAGEMENT SOFTWARE [RECOMMEND ADOPT BUDGET ADJUSTMENT RESOLUTION AND APPROVE CONTRACT INCREASE OF \$15,840 WITH A CONTINGENCY OF \$2,000 FOR EXPANDED SERVICES WITH TYLER TECHNOLOGIES TO INTEGRATE SOFTWARE SYSTEMS]

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

*There were no public comments.*

*Upon the motion of Director Gaddis and seconded, the Board approved the contract increase and budget amendment.*

*Vote 4-0-1.*

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

**RESOLUTION NO. 2021-1593**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT AUTHORIZING EXPANSION OF CONTRACT SERVICES WITH TYLER TECHNOLOGY TO INTEGRATE WITH SEDARU SOFTWARE IN THE AMOUNT OF \$15,840, AUTHORIZING CONTINGENCY OF \$2,000, AND AMEND FY 2020/2021 BUDGET**

**F. GENERAL MANAGER'S REPORT**

*Mario Iglesias, General Manager, presented the General Manager's Report and answered questions from the Board.*

*Mario Iglesias, General Manager, informed the Board that the APCD has now released and discharged the Notice of Violation that was incurred in 2017 for the Southland Wastewater Treatment Plant.*

*There were no public comments.*

*Director Gaddis requested the General Manager use the District's Rainfall gauge from the last 20 years to provide a more current view of precipitation patterns.*

**G. COMMITTEE REPORTS**

*None.*

**H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS**

*None.*

**I. CLOSED SESSION ANNOUNCEMENTS**

**SUBJECT TO BOARD APPROVAL**

Nipomo Community Services District  
DRAFT REGULAR MEETING  
MINUTES

- 1. CONFERENCE WITH DISTRICT LEGAL COUNSEL RE: PENDING LITIGATION PURSUANT TO GC §54956.9
  - a. SMWWCD V. NCSD (SANTA CLARA COUNTY CASE NO. CV 770214, SIXTH APPELLATE COURT CASE NO. H032750, AND ALL CONSOLIDATED CASES
  
- 2. CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL INITIATION OF LITIGATION PURSUANT TO GOV. CODE SECTION 54956.9(D)(4) ONE (1) POTENTIAL CASES

*Craig Steele, District Legal Counsel, announced the Board discussed Items 1 and 2 in Closed Session and took no reportable action.*

ADJOURN MEETING

*President Eby adjourned the meeting at 12:49 p.m.*

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	2 hour 14 minutes
Closed Session	1 hour 35 minutes
TOTAL HOURS	3 hour 49 minutes

Respectfully submitted,

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Mario Iglesias, General Manager and Secretary to the Board Date

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS  
GENERAL MANAGER

**AGENDA ITEM**

**D-3**

**APRIL 28, 2021**

DATE: APRIL 23, 2021

## INVESTMENT POLICY –QUARTERLY REPORT

### ITEM

Review Investment Policy Quarterly Report [RECOMMEND ACCEPT AND FILE REPORT]

### BACKGROUND

The District's Investment Policy requires the Treasurer/Finance Officer file a quarterly report that identifies the District's investments and their compliance with the policy. The quarterly report is considered by the Board of Directors and is filed with the District's auditor.

As District Treasurer/Finance Officer, I am pleased to inform the Board of Directors that the District is in compliance with the Investment Policy and that the objectives of safety, liquidity, and yield have been met. The District has the ability to meet cash flow requirements for the next six months.

### INVESTMENT POLICY-QUARTERLY REPORT 3/31/21

Investment	Institution	Amount of Deposit 3/31/21	Rate of Interest as of 3/31/21	Quarterly Interest Earned or Accrued 3/31/21	Amount of Deposit 3/31/20	Rate of Interest as of 3/31/20	Quarterly Interest Earned or Accrued 3/31/20
Public Checking (1)	Mechanics Bank	\$391,399.20	n/a	n/a	\$276,376.23	n/a	n/a
Pooled Money Investment	Local Agency Investment Fund (LAIF)	\$17,545,632.97	0.44%	\$19,269.29	20,946,323.96	2.03%	\$105,592.86
Savings-NSWP Funded Replace (2)	Five Star	\$1,178,588.68	0.41%	\$1,360.19	\$961,925.43	1.94%	\$4,628.22
Savings-Improvement Bonds(3)	Mechanics Bank	\$1,576.48	0.02%	\$0.19	\$32,363.51	0.05%	\$3.88
Savings-Performance Bonds(3)	Five Star	\$19,087.19	0.41%	\$22.47	\$18,908.44	1.94%	\$93.42
Savings-Performance Bonds (3)	Five Star	\$107,368.81	0.41%	\$126.39	n/a	n/a	n/a
Checking-BL A/D 93-1 (4)	Five Star	\$760,876.98	0.41%	\$1,002.06	n/a	n/a	n/a
Savings-BL A/D 93-1 (4)	Five Star	\$954,433.26	0.41%	\$1,123.49	n/a	n/a	n/a

(1) Analyzed Account

(2) Nipomo Supplemental Water (NSWP) Funded Replacement Fund

(3) Held in Trust – to be returned to developer upon completion of projects

(4) Held in Trust – Blacklake Assessment District 2020-1

n/a Not applicable

### RECOMMENDATION

After Board consideration and public comment, it is recommended that your Honorable Board accept the quarterly report and direct staff to file the Report with District Auditor.

### ATTACHMENTS

None

TO: BOARD OF DIRECTORS  
REVIEWED: MARIO IGLESIAS   
GENERAL MANAGER  
FROM: PETER V. SEVCIK, P.E.  
DIRECTOR OF ENGINEERING  
AND OPERATIONS  
DATE: APRIL 22, 2021

**AGENDA ITEM**  
**D-4**  
**APRIL 28, 2021**

**CONSIDER REQUEST FOR WATER, SEWER AND  
SOLID WASTE SERVICE (INTENT-TO-SERVE LETTER) FOR  
PARCEL MAP CO 20-0027, A 2 PARCEL RESIDENTIAL  
SUBDIVISION LOCATED AT 187 EAST BRANCH STREET**

**ITEM**

Consider request for water, sewer, and solid waste service (Intent-to-Serve Letter) for Parcel Map CO 20-0027, a 2-parcel residential subdivision located at 187 Branch Street, APN 090-381-010 [~~RECOMMEND CONSIDER INTENT-TO-SERVE LETTER AND APPROVE WITH CONDITIONS~~].

**BACKGROUND**

The District received an application for water, sewer and solid waste service for Parcel Map CO 20-0027 located at 187 Branch Street on March 24, 2021. The applicants, Thomas and Brenda Robbins, are requesting water, sewer and solid waste service for a 2-parcel residential subdivision.

The project will consist of a subdivision of one (1) existing parcel into two (2) residential parcels. The existing 14,000 square foot parcel is zoned Residential Single Family and the District does not currently provide water, sewer or solid waste service for the parcel.

All parcels, existing and planned, 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 1.06 acre-feet per year (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 meter sizes requested for the final County approved project as well as CAL FIRE's fire service requirements. Based on the information provided, the following services are proposed:

- Domestic water: 2 @ 1-inch meters
- Sewer: 2 services

The estimated fee deposit for the project is \$45,427 based on the current FY 20-21 District fee schedule. 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**

- Each new parcel shall be served by a single 1-inch meter and backflow assembly for indoor use and fire sprinkler service, if approved by CAL FIRE of SLO County.

**STANDARD CONDITIONS**

- Project shall obtain water, sewer and solid waste 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 laterals are required.
- 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.
- Properly abandon any existing groundwater wells and provide documentation to District.
- 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 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

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APRIL 28, 2021

ITEM D-4

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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: nced.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. C020-0027
3. Project location: 187 E. Broad Street
4. Assessor's Parcel Number (APN) of parcel(s) to be served: 90-381-010
5. Owner Name: Thomas Robbins & Brande Robbins
6. Mailing Address: 232 E. Chestnut Street, Nipomo, CA 93444
7. Email: Torogalstate@yahoo.com
8. Phone: (805) 598-0319 FAX: \_\_\_\_\_
9. Agent's Information (Architect or Engineer):  
 Name: Kevin Bates  
 Address: P.O. Box 127, Arroyo Grande CA 93421  
 Email: Kevin@batesarchitectural.com  
 Phone: (805) 235-6378 FAX: \_\_\_\_\_

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

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

11. Does this project require a sub-division?  Yes  No  
 If yes, number of new lots created 2

12. Site Plan:

For all projects, submit three (3) standard size (24" x 36") and one reduced copy (8 1/2" 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	2	Proposed number of SFR	2
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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	
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)	

16. 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 10/1/2020 Signed \_\_\_\_\_

(Must be signed by owner or owner's agent)

Print Name Thomas Robbins

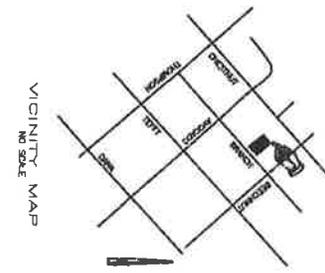
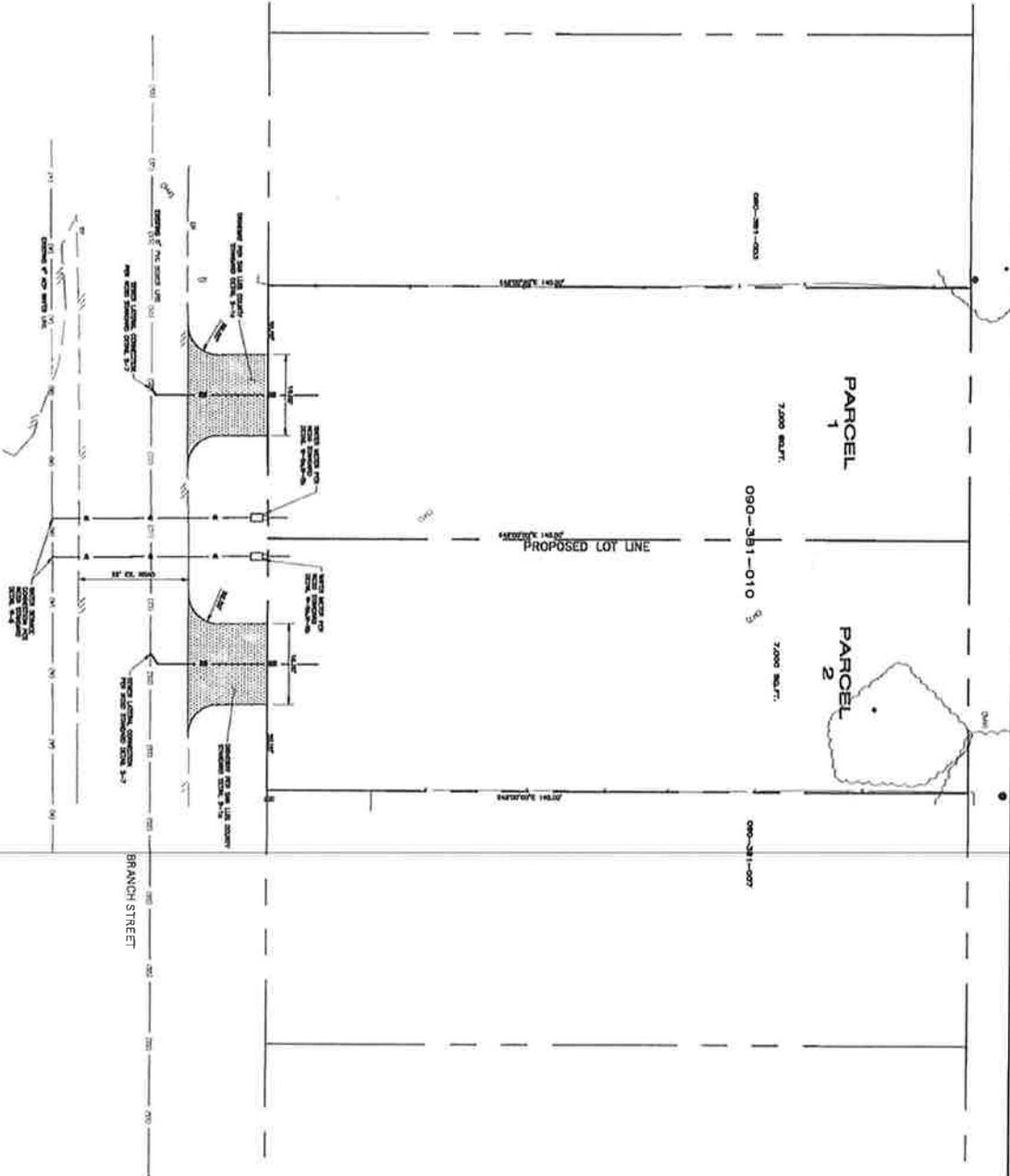
APRIL 28, 2021

ITEM D-4

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ATTACHMENT B

**PRELIMINARY SITE UTILITY PLAN**  
NCSO WILL SERVE



<p>DATE: 01/11/11          DRAWN BY: [Name]          CHECKED BY: [Name]          DATE: 01/11/11          SCALE: 1" = 10'          SHEET NO. 1</p>	<p>CLIENT:          TOM ROBBINS          187 E BRANCH STREET          NIPOMO CA 93444</p>	<p>SHEET TITLE:          NCSO SITE UTILITY PLAN</p> <p>PROJECT:          TENTATIVE PARCEL MAP          187 E BRANCH STREET          NIPOMO CA 93444</p>	<p><b>OT&amp;A</b> <b>ORRIS, TAYLOR &amp; ASSOCIATES, INC.</b>          CIVIL ENGINEERS SURVEYORS PLANNERS          141 SOUTH ELK STREET - ARROYO GRANDE, CA 93420 - (805) 499-1111</p> <p>PRELIMINARY - NOT FOR CONSTRUCTION          RONALD D. REILLY DATE</p>
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TO: BOARD OF DIRECTORS  
REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER   
FROM: PETER V. SEVCIK, P.E.  
DIRECTOR OF ENGINEERING  
AND OPERATIONS  
DATE: APRIL 22, 2021



**CONSIDER REQUEST FOR WATER, SEWER AND  
SOLID WASTE SERVICE (INTENT-TO-SERVE LETTER)  
FOR TRACT 3135, A 25 PARCEL RESIDENTIAL  
SUBDIVISION LOCATED AT 247 HILL STREET**

**ITEM**

Consider request for water, sewer, and solid waste service (Intent-to-Serve Letter) for Tract 3135, a 25-parcel residential development located at 247 Hill Street, APN 092-578-003 [RECOMMEND CONSIDER INTENT-TO-SERVE LETTER AND APPROVE WITH CONDITIONS].

**BACKGROUND**

The District received an application for water, sewer and solid waste service for Tract 3135 located at 247 Hill Street on March 19, 2021. The applicants, Briar Rose Estates, LLC and Monte J. Cool, are requesting water, sewer and solid waste service for a 25-parcel residential subdivision.

The District previously issued an Intent-to-Serve letter for a 22-parcel residential subdivision in June 2019 that is still in effect. However, after going through the initial San Luis Obispo County planning process, the applicant is requesting water for 3 more units than was originally requested.

The project will consist of a subdivision of one (1) existing parcel into twenty-four (24) residential parcels and one (1) common lot parcel. The existing 2.42 acre parcel is zoned Residential Multi-Family and the District currently provides water and solid waste service for the parcel.

All parcels, existing and planned, 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 13.2 acre-feet per year (AFY). After applying a credit of 1.1 AFY for the existing services (2 @ 1-inch) and considering the 10.6 acre-feet previously allocated to the project, the project's additional supplemental water demand is estimated at 1.6 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 information provided, the following services are proposed:

- Domestic: 24 @ 1-inch
- Irrigation: 1 @ 1-inch
- Sewer: 24 services

The estimated fee deposit for the project is \$533,435 based on the current FY 20-21 District fee schedule including a credit for 2 existing 1-inch water services. 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**

- The previously issued Intent-to-Serve letter for the project, dated June 27, 2019, is null and void.
- Each new parcel shall be served by a single 1-inch meter and backflow assembly for indoor use and fire sprinkler service, if approved by CAL FIRE of SLO County. Water capacity charges are applicable.
- A separate 1-inch irrigation meter and backflow assembly shall be provided for the new common lot parcel. Water capacity charges are applicable.
- A sewer and water master plan review of project impacts will be required.
- Recorded Covenants, Conditions, and Restrictions (CC&R's), acceptable to the District, that include provisions for maintenance of common areas including common parcel sanitary sewer lines and formation of property owners' association that is responsible for payment of all costs related to common parcel irrigation meter, are required.

**STANDARD CONDITIONS**

- Project shall obtain water, sewer and solid waste 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 laterals are required.
- 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.
- Properly abandon any existing groundwater wells and provide documentation to District.
- 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
  - Copy of recorded Covenants, Conditions, and Restrictions (CC&R's), acceptable to the District, that include provisions for maintenance of common areas and formation of property owners' association that is responsible for payment of all costs related to common parcel irrigation meters and common parcel sewer lines.
- 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 residential use 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

APRIL 28, 2021

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:  
**RECEIVED**  
MAR 19 2021  
NIPOMO COMMUNITY  
SERVICES DISTRICT

## 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.: Tract 3135
3. Project location: 247 Blume Street & 695 Hill Street, Nipomo, CA
4. Assessor's Parcel Number (APN) of parcel(s) to be served: 092-578-003
5. Owner Name: Briar Rose Estates, LLC and Monte J. Cool
6. Mailing Address: 720 South Frontage Road, Suite 102, Nipomo, CA 93444
7. Email: newdollconst@newdollhomes.com
8. Phone: 805-489-4457 FAX: 805-929-4047
9. Agent's Information (Architect or Engineer):  
 Name: Norman & Vasquez Associates  
 Address: PO Box 193, Arroyo Grande, CA 93421  
 Email: design\_graphics@sbcglobal.net  
 Phone: 805 481-5645 FAX: \_\_\_\_\_
10. Type of Project: (check box) (see Page 3 for definitions)
 

<input checked="" type="checkbox"/> Single-family dwelling units	<input type="checkbox"/> Multi-family dwelling units
<input type="checkbox"/> Commercial	<input type="checkbox"/> Mixed Use (Commercial and Residential)
11. Does this project require a sub-division?  Yes  No  
 If yes, number of new lots created 24 (1 common lot existing + 24 new lots)
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	25	Proposed number of SFR	24
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2 existing to be replaced  
 plus 22 new residences

~~Multi-Family Residential (MFR)~~

Number of Parcel's created	above	Proposed number of MFR	n/a
Number of Domestic Meter(s)	24	Estimated Meter Size(s)	1"
Number of Landscape Meter(s)	1	Estimated Meter Size(s)	1"
Number of Fire System(s)	none	Estimated Meter Size(s)	n/a

22 new + 2 replaced

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

Commercial and Mixed Use

Number of Parcel's created		Proposed number of residential dwellings	
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)	

16. 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.

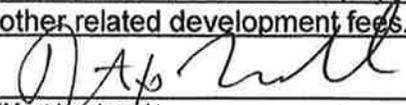
Nothing in the foregoing indemnity provision shall be construed to require Applicant to indemnify District against any responsibility or liability or contravention of Civil Code §2782

**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 3-18-2021

Signed

  
 (Must be signed by owner or owner's agent)

Print Name Robert H. Newdoll

**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.

**Accessory (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, 2020**

PROJECT SIZE/TYPE	TOTAL AMOUNT DUE AT TIME OF APPLICATION**
Residential <4 units	\$1,252.42
Residential 4-20 units	\$1,720.31
Residential > 20 units	\$2,025.46
Commercial <1 acre	\$1,720.31
Commercial 1-3 acres	\$2,025.46
Commercial > 3 acres	\$2,798.47
Mixed Use with less than 4 Dwelling Units	\$2,025.46
Mixed Use with four or more Dwelling Units	\$2,798.47
*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.

APRIL 28, 2021

ITEM D-5

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ATTACHMENT B

