

TO: BOARD OF DIRECTORS

FROM: RAY DIENZO, P.E. *R.D.*  
GENERAL MANAGER

DATE: APRIL 26, 2024

**AGENDA ITEM**

**D**

**APRIL 29, 2024**

## **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 Consent 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 10, 2024 REGULAR BOARD MEETING MINUTES  
[RECOMMEND APPROVE MINUTES]

TO: BOARD OF DIRECTORS

REVIEWED: RAY DIENZO, P.E. *R.D.*  
GENERAL MANAGER

FROM: JANA ETTEDDGUE *Jn*  
FINANCE DIRECTOR

DATE: APRIL 26, 2024

**AGENDA ITEM**

**D-1(A)**

**APRIL 29, 2024**

**WARRANTS**

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$848,217.51
HAND WRITTEN CHECKS	NONE
VOIDED CHECKS	NONE

# Item D-1(A) Warrants APRIL 29, 2024

Nipomo Community Services District

By Payment Number

Payment Dates 04/29/2024 - 04/29/2024

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
<b>Payment: 12256</b>				
Abraham Ceronio	Washer rebate	APR2024	04/29/2024	75.00
<b>Payment 12256 Total:</b>				<b>75.00</b>
<b>Payment: 12257</b>				
Achievement House, Inc.	Clean Streets Program - March	75956	04/29/2024	3,400.00
<b>Payment 12257 Total:</b>				<b>3,400.00</b>
<b>Payment: 12258</b>				
Airgas, Inc	Stainless steel winch	9148730149	04/29/2024	3,484.58
<b>Payment 12258 Total:</b>				<b>3,484.58</b>
<b>Payment: 12259</b>				
AT&T	Telephone	000021595563	04/29/2024	29.08
AT&T	Telephone	000021595562	04/29/2024	33.21
AT&T	Telephone	000021595564	04/29/2024	114.49
<b>Payment 12259 Total:</b>				<b>176.78</b>
<b>Payment: 12260</b>				
AT&T Mobility	Cell service	287318508827X04022024	04/29/2024	1,351.86
<b>Payment 12260 Total:</b>				<b>1,351.86</b>
<b>Payment: 12261</b>				
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI423510	04/29/2024	1,489.15
<b>Payment 12261 Total:</b>				<b>1,489.15</b>
<b>Payment: 12262</b>				
Cannon Corporation	TO#23-004 2023 Water	88047	04/29/2024	16,635.00
Cannon Corporation	TO#23-003 Headworks Project	87904	04/29/2024	1,039.50
<b>Payment 12262 Total:</b>				<b>17,674.50</b>
<b>Payment: 12263</b>				
City of Santa Maria	Water purchased 01/01/2024 to 97036		04/29/2024	600,714.20
<b>Payment 12263 Total:</b>				<b>600,714.20</b>
<b>Payment: 12264</b>				
Coombs Service Group	Clean, repair, and inspect Biolac	1457	04/29/2024	21,962.88
<b>Payment 12264 Total:</b>				<b>21,962.88</b>
<b>Payment: 12265</b>				
Dienzo, Ray	Cell phone reimbursement	APRIL2024	04/29/2024	100.00
<b>Payment 12265 Total:</b>				<b>100.00</b>
<b>Payment: 12266</b>				
Donahue Truck Centers	Oil, lube and fuel service for	INV-SM-72406	04/29/2024	678.26
<b>Payment 12266 Total:</b>				<b>678.26</b>
<b>Payment: 12267</b>				
Engel & Gray, Inc.	Biosolids collection	43X00092	04/29/2024	10,529.14
<b>Payment 12267 Total:</b>				<b>10,529.14</b>
<b>Payment: 12268</b>				
Executive Janitorial	Janitorial services	88996	04/29/2024	780.00
<b>Payment 12268 Total:</b>				<b>780.00</b>
<b>Payment: 12269</b>				
Famcon Pipe and Supply Inc.	Meter box lids	S100111375.001	04/29/2024	8,729.61
<b>Payment 12269 Total:</b>				<b>8,729.61</b>
<b>Payment: 12270</b>				
FGL Environmental	Lab tests	480533A	04/29/2024	885.00
<b>Payment 12270 Total:</b>				<b>885.00</b>

**Item D-1(A) Warrants APRIL 29, 2024**

**Payment Dates: 04/29/2024 - 04/29/2024**

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
<b>Payment: 12271</b>				
Filmer LLC Clarence Cabrerros	660 WESTGATE -	APR2024	04/29/2024	837.69
<b>Payment 12271 Total:</b>				<b>837.69</b>
<b>Payment: 12272</b>				
Frontier Communications	BL Telephone	APR2024	04/29/2024	63.22
<b>Payment 12272 Total:</b>				<b>63.22</b>
<b>Payment: 12273</b>				
Gerardo Ruiz	238 TREVINO - Reimbursement	APR2024	04/29/2024	1,511.08
<b>Payment 12273 Total:</b>				<b>1,511.08</b>
<b>Payment: 12274</b>				
Hach Company	Elbow fittings for nitrate	13976298	04/29/2024	304.33
<b>Payment 12274 Total:</b>				<b>304.33</b>
<b>Payment: 12275</b>				
Home Depot Credit Services	Operating supplies	APR2024	04/29/2024	646.94
<b>Payment 12275 Total:</b>				<b>646.94</b>
<b>Payment: 12276</b>				
Integrated Industrial Supply, Inc.	Disposable gloves	98233	04/29/2024	243.60
<b>Payment 12276 Total:</b>				<b>243.60</b>
<b>Payment: 12277</b>				
Jiffy's Truck School, LLC	Driver training	1310	04/29/2024	3,995.00
<b>Payment 12277 Total:</b>				<b>3,995.00</b>
<b>Payment: 12278</b>				
Juarez, Jose	Collections test reimbursement	APR2024	04/29/2024	192.00
<b>Payment 12278 Total:</b>				<b>192.00</b>
<b>Payment: 12279</b>				
Mission Uniform Service	Uniforms	521452098	04/29/2024	277.25
Mission Uniform Service	Uniforms	521364906	04/29/2024	250.68
Mission Uniform Service	Uniforms	521408367	04/29/2024	226.60
<b>Payment 12279 Total:</b>				<b>754.53</b>
<b>Payment: 12280</b>				
NewLane Finance Company	Telephone	132144	04/29/2024	350.63
<b>Payment 12280 Total:</b>				<b>350.63</b>
<b>Payment: 12281</b>				
Nipomo Area Recreation	Nipomo Clean Streets Program -	MAR2024	04/29/2024	474.00
<b>Payment 12281 Total:</b>				<b>474.00</b>
<b>Payment: 12282</b>				
Nipomo Community Services	Water	MAR2024B	04/29/2024	2.43
<b>Payment 12282 Total:</b>				<b>2.43</b>
<b>Payment: 12283</b>				
Nunley & Associates, Inc.	PCIA TR3135 Blume/Hill	103999647	04/29/2024	1,362.18
Nunley & Associates, Inc.	Frontage Rd Trunk Sewer	103999636	04/29/2024	7,407.00
Nunley & Associates, Inc.	Dana Reserve Water & Phasing	103999702	04/29/2024	672.08
<b>Payment 12283 Total:</b>				<b>9,441.26</b>
<b>Payment: 12284</b>				
Nu-Tech Pest Management	Pest/Rodent Control	0179909	04/29/2024	265.00
Nu-Tech Pest Management	Pest/Rodent Control	0179913	04/29/2024	75.00
<b>Payment 12284 Total:</b>				<b>340.00</b>
<b>Payment: 12285</b>				
OEC	Southland WWTF lab tests	A240418	04/29/2024	2,933.00
OEC	Water system lab tests	A240404	04/29/2024	2,800.00
OEC	Blacklake WWTP lab tests	A240426	04/29/2024	2,734.00
<b>Payment 12285 Total:</b>				<b>8,467.00</b>
<b>Payment: 12286</b>				
Office Depot	Office supplies	360282214001	04/29/2024	43.83
Office Depot	Office supplies	360276722001	04/29/2024	57.34

## Item D-1(A) Warrants APRIL 29, 2024

Payment Dates: 04/29/2024 - 04/29/2024

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Office Depot	Office supplies	360282206001	04/29/2024	18.49
<b>Payment 12286 Total:</b>				<b>119.66</b>
<b>Payment: 12287</b>				
Pacific Overhead Door Service	Service and replaced chain link	8871	04/29/2024	161.26
<b>Payment 12287 Total:</b>				<b>161.26</b>
<b>Payment: 12288</b>				
Perry's Electric Motors &	Install of hydraulic pump kits-(3)	27482	04/29/2024	5,973.44
<b>Payment 12288 Total:</b>				<b>5,973.44</b>
<b>Payment: 12289</b>				
Raminha Construction, Inc	Retention release for Branch St	BRANCH-RETENTION	04/29/2024	41,065.74
<b>Payment 12289 Total:</b>				<b>41,065.74</b>
<b>Payment: 12290</b>				
Richards, Watson & Gershon	General legal services through	247298	04/29/2024	3,412.92
Richards, Watson & Gershon	Water rights adjudication	247299	04/29/2024	219.10
Richards, Watson & Gershon	Dana Reserve Specific Plan	247300	04/29/2024	6,678.00
<b>Payment 12290 Total:</b>				<b>10,310.02</b>
<b>Payment: 12291</b>				
Safety Center, Inc.	Traffic Control and Flagging	5676201764	04/29/2024	2,055.00
Safety Center, Inc.	Adult First Aid, CPR, & AED	5676201795	04/29/2024	1,700.00
<b>Payment 12291 Total:</b>				<b>3,755.00</b>
<b>Payment: 12292</b>				
Simplot Grower Solutions	CAN 17	780167561	04/29/2024	587.89
<b>Payment 12292 Total:</b>				<b>587.89</b>
<b>Payment: 12293</b>				
SLO County Public Works	Inspection services - Lyn Rd.	4424	04/29/2024	934.79
SLO County Public Works	Inspection services, Frontage	4423	04/29/2024	1,386.59
<b>Payment 12293 Total:</b>				<b>2,321.38</b>
<b>Payment: 12294</b>				
SoCalGas	Heat - shop/office	APR2024B	04/29/2024	30.39
SoCalGas	Heat - shop/office	APR2024A	04/29/2024	40.25
<b>Payment 12294 Total:</b>				<b>70.64</b>
<b>Payment: 12295</b>				
Spatial Wave, Inc	Software implementation	1481-01	04/29/2024	5,400.00
Spatial Wave, Inc	Annual software subscription	1481-02	04/29/2024	24,000.00
<b>Payment 12295 Total:</b>				<b>29,400.00</b>
<b>Payment: 12296</b>				
Special District Risk	Property/Liability Program	75109	04/29/2024	3,314.75
<b>Payment 12296 Total:</b>				<b>3,314.75</b>
<b>Payment: 12297</b>				
State Water Resources Control	Annual Permit Fees - 3	SW-0288934	04/29/2024	652.00
<b>Payment 12297 Total:</b>				<b>652.00</b>
<b>Payment: 12298</b>				
UBEO Business Services fka Ray	B&W/Color copies	4469921	04/29/2024	201.82
UBEO Business Services fka Ray	B&W/Color copies	4469922	04/29/2024	574.55
<b>Payment 12298 Total:</b>				<b>776.37</b>
<b>Payment: 12299</b>				
USA Bluebook	Special order extra-long shackle	INV00331581	04/29/2024	46.12
USA Bluebook	CHEMKEYS	INV00337671	04/29/2024	7,234.15
USA Bluebook	Special order extra-long shackle	INV00335550	04/29/2024	479.03
USA Bluebook	Zero oxygen standards, pH	INV00335957	04/29/2024	1,493.57
USA Bluebook	Chlorine reagents for chlorine	INV00337639	04/29/2024	2,210.80
USA Bluebook	Drum pump set	INV00328373	04/29/2024	1,735.07
USA Bluebook	Black PE tubing	INV00332506	04/29/2024	45.02
<b>Payment 12299 Total:</b>				<b>13,243.76</b>

**Item D-1(A) Warrants APRIL 29, 2024**

**Payment Dates: 04/29/2024 - 04/29/2024**

<b>Vendor Name</b>	<b>Description (Payable)</b>	<b>Payable Number</b>	<b>Payment Date</b>	<b>Amount</b>
<b>Payment: 12300</b>				
Wallace Group	FOG program	61943	04/29/2024	2,765.53
<b>Payment 12300 Total:</b>				<u>2,765.53</u>
<b>Payment: 12301</b>				
Xylem Water Solutions USA, Inc.	Guide rails for replacement	3556D19661	04/29/2024	5,834.40
Xylem Water Solutions USA, Inc.	Replacement pump for Oakglen	3556D18673	04/29/2024	28,204.94
<b>Payment 12301 Total:</b>				<u>34,039.34</u>
<b>Payment: 12302</b>				
D & L Curtsinger	UB REFUND	11-0230-02	04/29/2024	6.06
<b>Payment 12302 Total:</b>				<u>6.06</u>

TO: BOARD OF DIRECTORS  
REVIEWED: RAY DIENZO, P.E. *R.D.*  
GENERAL MANAGER  
FROM: JANA ETTEDDGUE *Jw*  
FINANCE DIRECTOR  
DATE: APRIL 26, 2024

**AGENDA ITEM**  
**D-1(B)**  
**APRIL 29, 2024**

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

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$43,103.40
VOIDED CHECKS	NONE

# Item D-1(B) Warrants APRIL 29, 2024

Nipomo Community Services District

By Payment Number

Payment Dates 04/29/2024 - 04/29/2024

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
<b>Payment: 141</b>				
Cannon Corporation	Blacklake Sewer Consolidation	87946	04/29/2024	29,440.90
Cannon Corporation	TO#17-005 Woodgreen LS	88117	04/29/2024	7,062.50
			<b>Payment 141 Total:</b>	<b>36,503.40</b>
<b>Payment: 142</b>				
R. Baker, Inc.	Blacklake Force Main - drill in	697	04/29/2024	6,600.00
			<b>Payment 142 Total:</b>	<b>6,600.00</b>

TO: BOARD OF DIRECTORS  
FROM: RAY DIENZO, P.E. R.D.  
GENERAL MANAGER  
DATE: APRIL 25, 2024



**APPROVE APRIL 10, 2024  
REGULAR BOARD MEETING MINUTES**

**ITEM**

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

**BACKGROUND**

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

**RECOMMENDATION**

Approve Minutes

**ATTACHMENT**

- A. April 10, 2024 draft Regular Board Meeting Minutes

APRIL 29, 2024

ITEM D-2

ATTACHMENT A

# NIPOMO COMMUNITY SERVICES DISTRICT

*Serving the Community since 1965*

## DRAFT REGULAR MINUTES

**APRIL 10, 2024 AT 9:00 A.M.**

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

### BOARD of DIRECTOR PH, FH, RM, DAGS

ED EBY, PRESIDENT  
DAN ALLEN GADDIS, VICE PRESIDENT  
GARY HANSEN, DIRECTOR  
PHIL HENRY, DIRECTOR

### PRINCIPAL STAFF

RAY DIENZO, GENERAL MANAGER  
JANA ETTEDDGUE, FINANCE DIR/ASSIST GM  
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.

### A. CALL TO ORDER AND FLAG SALUTE

*President Eby called the Regular Meeting of April 10, 2024, 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.*

*There were no public comments for items not on the Agenda.*

### C. PRESENTATIONS AND REPORTS

#### 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

*Director Gaddis*

- *April 2, attended Board Officers' meeting*

*Director Eby*

- *March 28, attended NMMA TG meeting*
- *April 3, WRAC meeting was cancelled*
- *Announced April 13, Greenhouse Grower's open house*
- *Announced April 18, LAFCO meeting*

#### C-2) ENGINEER'S QUARTERLY REPORT

*Ray Dienzo, General Manager introduced the item.*

*Peter Sevcik, District Engineer, presented the item and answered questions from the Board and public.*

*James Wejrowski, NCSO resident, asked whether pumps had been pre-purchased for the Blacklake Project. Peter Sevcik responded that they had not but pre-purchases of some parts are under review to account for long lead times.*

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District  
DRAFT REGULAR MEETING  
MINUTES

- C-3) RECEIVE PUBLIC COMMENT ON PRESENTATIONS AND REPORTS PRESENTED UNDER ITEM C AND BY MOTION RECEIVE AND FILE PRESENTATIONS AND REPORTS

*Upon the motion of Director Gaddis and seconded, the Board approved receiving and filing presentations and reports.  
Vote 4-0.*

YES VOTES	NO VOTES	ABSENT
<i>Directors Gaddis, Henry, Hansen, and Eby</i>	<i>None</i>	<i>None</i>

D. CONSENT AGENDA

- D-1) WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE MARCH 27, 2024 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) INITIATE PROCEEDINGS FOR ANNUAL LEVY OF ASSESSMENTS FOR BLACKLAKE STREET LIGHTING MAINTENANCE ASSESSMENT DISTRICT 2022-1 [RECOMMEND ADOPT RESOLUTION]
- D-5) AUTHORIZE TASK ORDER WITH MKN & ASSOCIATES INC. FOR UPDATE OF THE DISTRICT STANDARD SPECIFICATIONS FOR WATER AND SEWER SYSTEM IMPROVEMENTS [RECOMMEND BY MOTION AND ROLL CALL VOTE AUTHORIZE STAFF TO EXECUTE TASK ORDER IN THE AMOUNT OF \$49,680 WITH MKN & ASSOCIATES, INC.]

*Jana Ettedgue, Finance Director, answered questions from the Board regarding Item D-1.*

*Pam Wilson, NCSD resident, asked about the streetlights in Blacklake.*

*Ray Dienzo, General Manager, answered questions from the public.*

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

YES VOTES	NO VOTES	ABSENT
<i>Directors Hansen, Henry, Gaddis, and Eby</i>	<i>None</i>	<i>None</i>

E. ADMINISTRATIVE ITEMS

- E-1) CONSIDER SECOND AMENDMENT TO GRANT AGREEMENT WITH ACHIEVEMENT HOUSE INC. FOR SOLID WASTE REMOVAL IN NIPOMO COMMUNITY SERVICES DISTRICT COMMON AREAS [RECOMMEND APPROVE SECOND AMENDMENT TO AGREEMENT WITH ACHIEVEMENT HOUSE FOR SOLID WASTE REMOVAL]

*Ray Dienzo, General Manager, presented the item and answered questions from the Board.*

*There were no public comments.*

*Upon the motion of Director Henry, and seconded, the Board approved the Second Amendment to Agreement with Achievement House.  
Vote 4-0.*

YES VOTES	NO VOTES	ABSENT
<i>Directors Henry, Hansen, Gaddis, and Eby</i>	<i>None</i>	<i>None</i>

- E-2) REVIEW AND FILE NOTICE OF VACANCY ON THE NIPOMO COMMUNITY SERVICES DISTRICT'S GOVERNING BOARD OF DIRECTORS [RECOMMEND RECEIVE, DISCUSS, AND PROVIDE DIRECTION TO STAFF REGARDING FILLING THE VACANCY]

*Ray Dienzo, General Manager, introduced the item.*

*Craig Steele, District Legal Counsel, presented the item and answered questions from the Board.*

*There were no public comments.*

*Upon the motion of Director Eby and seconded, the Board unanimously acknowledged the resignation of Richard Malvarose on April 5, 2024; directed staff to notify the County Elections Official of the vacancy; declared the Board's intent to fill the vacancy by appointment; and directed staff to post public notice and intent of Board to fill vacancy at a Special Meeting to be held on April 29, 2024.  
Vote 4-0.*

YES VOTES	NO VOTES	ABSENT
<i>Directors Eby, Gaddis, Henry, and Hansen</i>	<i>None</i>	<i>None</i>

F. GENERAL MANAGER'S REPORT

*Ray Dienzo, General Manager, presented the item and answered questions from the Board.*

*Craig Steele, District General Counsel, answered questions from the Board.*

*There were no public comments.*

SUBJECT TO BOARD APPROVAL

