

TO: BOARD OF DIRECTORS
FROM: RAY DIENZO, P.E. RD
GENERAL MANAGER
DATE: FEBRUARY 22, 2024



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: RAY DIENZO, P.E. *R.D.*
GENERAL MANAGER
DATE: FEBRUARY 22, 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 FEBRUARY 14, 2024 REGULAR BOARD MEETING MINUTES
[RECOMMEND APPROVE MINUTES]
- D-3) ACCEPT BRANCH STREET WATERLINE IMPROVEMENT PROJECT
[RECOMMEND, BY MOTION AND ROLL CALL VOTE, ACCEPT PROJECT AND
DIRECT STAFF TO FILE NOTICE OF COMPLETION]

TO: BOARD OF DIRECTORS

REVIEWED: RAY DIENZO, P.E.
GENERAL MANAGER

R.D.

FROM: JANA ETTEDDGUE
FINANCE DIRECTOR

Jana

DATE: FEBRUARY 23, 2024

AGENDA ITEM
D-1(A)
FEBRUARY 28, 2024

WARRANTS

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$395,570.20
HAND WRITTEN CHECKS	NONE
VOIDED CHECKS	NONE

Item D-1(A) Warrants FEBRUARY 28, 2024

Nipomo Community Services District

By Payment Number

Payment Dates 02/28/2024 - 02/28/2024

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 12065				
Abalone Coast Analytical, Inc.	Lab tests	6356	02/28/2024	9,444.60
Payment 12065 Total:				9,444.60
Payment: 12066				
Achievement House, Inc.	Nipomo Clean Streets program	75834	02/28/2024	3,485.00
Payment 12066 Total:				3,485.00
Payment: 12067				
Cannon Corporation	TO#23-004 Water Distribution	87381	02/28/2024	39,637.25
Cannon Corporation	TO#23-003 Headworks Project	87365	02/28/2024	11,943.25
Payment 12067 Total:				51,580.50
Payment: 12068				
Charter Communications	Dedicated fiber line - Shop	170593201020124	02/28/2024	734.20
Payment 12068 Total:				734.20
Payment: 12069				
Charter Communications	Dedicated fiber line - Shop	170591901020124	02/28/2024	734.20
Payment 12069 Total:				734.20
Payment: 12070				
Dienzo, Ray	Cell phone reimbursement	FEB2024A	02/28/2024	100.00
Dienzo, Ray	Mileage reimbursement -	FEB2024B	02/28/2024	26.80
Payment 12070 Total:				126.80
Payment: 12071				
E.H. Wachs	Hydro-vac with spoils tank	INV223533	02/28/2024	60,566.75
Payment 12071 Total:				60,566.75
Payment: 12072				
Electricraft, Inc.	Service call - 3 light fixtures	19942	02/28/2024	520.73
Payment 12072 Total:				520.73
Payment: 12073				
Executive Janitorial	Janitorial services	88560	02/28/2024	780.00
Payment 12073 Total:				780.00
Payment: 12074				
Famcon Pipe and Supply Inc.	N36 & B16 meter boxes,	S10012699.001	02/28/2024	1,362.08
Payment 12074 Total:				1,362.08
Payment: 12075				
Farm Supply Company	Operating Supplies	95753	02/28/2024	271.85
Payment 12075 Total:				271.85
Payment: 12076				
Frontier Communications	BL Telephone	FEB2024	02/28/2024	77.25
Payment 12076 Total:				77.25
Payment: 12077				
Gold Coast Environmental	Flowmeter calibration and	13883	02/28/2024	3,322.50
Payment 12077 Total:				3,322.50
Payment: 12078				
Great Western Alarm and	Alarm monitoring service	240100640101	02/28/2024	45.00
Great Western Alarm and	Alarm monitoring service	240102062101	02/28/2024	80.00
Great Western Alarm and	Alarm monitoring service	240102107101	02/28/2024	80.00
Payment 12078 Total:				205.00
Payment: 12079				
Iconix Waterworks (US) Inc.	Angle ball valve	U2416004391	02/28/2024	739.33
Payment 12079 Total:				739.33

Item D-1(A) Warrants FEBRUARY 28, 2024

Payment Dates: 02/28/2024 - 02/28/2024

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 12080				
Integrated Industrial Supply, Inc.	Black safety boots - Size 9	92236	02/28/2024	52.92
Payment 12080 Total:				52.92
Payment: 12081				
Juarez, Jose	Collections system test	FEB2024	02/28/2024	192.00
Payment 12081 Total:				192.00
Payment: 12082				
Mission Uniform Service	Uniforms	521014862	02/28/2024	235.23
Payment 12082 Total:				235.23
Payment: 12083				
NewLane Finance Company	Telephone	61556	02/28/2024	294.04
Payment 12083 Total:				294.04
Payment: 12084				
NexTraq	GPS subscription	AT1550177	02/28/2024	571.10
Payment 12084 Total:				571.10
Payment: 12085				
Nipomo Area Recreation	Nipomo Clean Streets -	JAN2024	02/28/2024	474.00
Payment 12085 Total:				474.00
Payment: 12086				
Nunley & Associates, Inc.	Frontage Road Trunk Sewer	10399915	02/28/2024	4,672.35
Nunley & Associates, Inc.	Dana Reserve PCIA	10399943	02/28/2024	284.54
Nunley & Associates, Inc.	Southland WWTF LS Rehab	10399930	02/28/2024	1,356.86
Payment 12086 Total:				6,313.75
Payment: 12087				
Nu-Tech Pest Management	Pest/Rodent Control	0178756	02/28/2024	265.00
Nu-Tech Pest Management	Pest/Rodent Control	0178760	02/28/2024	75.00
Payment 12087 Total:				340.00
Payment: 12088				
Office Depot	Office supplies	349587718001	02/28/2024	187.22
Payment 12088 Total:				187.22
Payment: 12089				
Perry Ford Lincoln	2024 Ford Super Duty F-550	FEB2024	02/28/2024	85,811.55
Payment 12089 Total:				85,811.55
Payment: 12090				
PMC Engineering LLC	Submersible level transmitters	115683	02/28/2024	3,495.74
Payment 12090 Total:				3,495.74
Payment: 12091				
R. Baker, Inc.	Paving at Branch St and	650	02/28/2024	50,511.56
R. Baker, Inc.	Fire hydrant replacement -	664	02/28/2024	13,000.00
R. Baker, Inc.	Paving on N. Frontage,	667	02/28/2024	11,611.70
R. Baker, Inc.	Replace two water services on	665	02/28/2024	14,000.00
R. Baker, Inc.	Branch St Waterline Project	639	02/28/2024	49,127.03
Payment 12091 Total:				138,250.29
Payment: 12092				
Raminha Construction, Inc	Branch St Waterline	BRANCH-8	02/28/2024	5,700.00
Payment 12092 Total:				5,700.00
Payment: 12093				
Richards, Watson & Gershon	Water rights adjudication	246444	02/28/2024	156.50
Richards, Watson & Gershon	Dana Reserve Specific Plan	246224	02/28/2024	4,558.00
Richards, Watson & Gershon	General legal services through	246446	02/28/2024	3,497.29
Richards, Watson & Gershon	General legal services through	246443	02/28/2024	5,656.25
Payment 12093 Total:				13,868.04
Payment: 12094				
Santa Maria Ford Lincoln	Oil change, new battery, spark	237012	02/28/2024	2,534.18
Payment 12094 Total:				2,534.18

Item D-1(A) Warrants FEBRUARY 28, 2024

Payment Dates: 02/28/2024 - 02/28/2024

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 12095				
Simplot Grower Solutions	CAN 17	780166416	02/28/2024	804.48
Payment 12095 Total:				804.48
Payment: 12096				
SoCalGas	Heat - shop/office	FEB2024A	02/28/2024	16.24
SoCalGas	Heat - shop/office	FEB2024B	02/28/2024	96.10
Payment 12096 Total:				112.34
Payment: 12097				
UBEO Business Services fka Ray	B&W/Color copies	4407006	02/28/2024	175.35
Payment 12097 Total:				175.35
Payment: 12064				
Deconde, Alex	UB REFUND	02-4180-00	02/28/2024	276.18
Payment 12064 Total:				276.18
Payment: 12063				
R. Baker	FIRE HYDRANT	77-0096-03	02/28/2024	1,931.00
Payment 12063 Total:				1,931.00

TO: BOARD OF DIRECTORS
REVIEWED: RAY DIENZO, P.E. *R.D.*
GENERAL MANAGER
FROM: JANA ETTEDDGUE *J*
FINANCE DIRECTOR
DATE: FEBRUARY 23, 2024

AGENDA ITEM
D-1(B)
FEBRUARY 28, 2024

WARRANTS – BLACKLAKE ASSESSMENT DISTRICT 2020-1

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$19,242.25
VOIDED CHECKS	NONE

Item D-1(B) Warrants FEBRUARY 28, 2024

Nipomo Community Services District

By Payment Number

Payment Dates 02/28/2024 - 02/28/2024

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 134				
Cannon Corporation	Blacklake Sewer Consolidation	87382	02/28/2024	11,554.75
Payment 134 Total:				<u>11,554.75</u>
Payment: 135				
Nunley & Associates, Inc.	CM for Blacklake Sewer System	10399944	02/28/2024	7,687.50
Payment 135 Total:				<u>7,687.50</u>

TO: BOARD OF DIRECTORS
FROM: RAY DIENZO, P.E. R.D.
GENERAL MANAGER
DATE: FEBRUARY 22, 2024



**APPROVE FEBRUARY 14, 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. February 14, 2024 draft Regular Board Meeting Minutes

FEBRUARY 28, 2024

ITEM D-2

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community since 1965

DRAFT REGULAR MINUTES

FEBRUARY 14, 2024 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**
RICHARD MALVAROSE, **DIRECTOR**
GARY HANSEN, **DIRECTOR**
PHIL HENRY, **DIRECTOR**

PRINCIPAL STAFF

RAY DIENZO, **GENERAL MANAGER**
JANA ETTEDDGUE, **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.

A. CALL TO ORDER AND FLAG SALUTE

President Eby called the Regular Meeting of February 14, 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.

John Joyce, NCSO resident, asked about pumping the supplemental water directly into the groundwater basin..

C. PRESENTATIONS AND REPORTS

C-1) PRESENTATION OF DANA RESERVE PHASING PLAN [RECOMMEND RECEIVE AND FILE REPORT]

Michael Nunley, P.E. at Nunley and Associates, introduced and presented the item.

Julia Cannon, Associate at Nunley and Associates, presented the item.

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

Ray Dienzo, General Manager, answered questions from the Board.

Craig Steele, Legal Counsel, answered questions from the Board.

President Eby called for public comments regarding item C-1.

John Joyce, NCSO resident, asked why the NCSO Board was considering the project before approval by San Luis Obispo County Board of Supervisors.

David Christianson, NCSO resident, asked about other infill developments in the District, and other unforeseen public costs brought on by the Dana Reserve.

SUBJECT TO BOARD APPROVAL

Dennis Shaleen, NCS D resident, asked where the money was coming from and the developer's financial responsibility.

Sue Shaleen, NCS D resident, commented on the lack of infrastructure to support all the water being brought in.

Patricia McQuillen, NCS D resident, commented on the lack of sewer availability in her area, and the restriction on her development because there's no water available.

Staff answered questions stemming from public comments.

President Eby called for a 10-minute recess at 10:40am.

President Eby resumed the meeting at 10:50am.

- 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 Gaddis

- February 6, attended Board Officers' meeting

Director Eby

- January 25, attended the CSDA Annual Meeting
- February 13, attended NMMA Technical Group meeting

Director Henry

- January 25, attended the CSDA Annual Meeting

- 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 Hansen and seconded, the Board approved receiving and filing presentations and reports.

Vote 5-0.

YES VOTES	NO VOTES	ABSENT
Directors Hansen, Malvarose, Henry, Gaddis, and Eby	None	None

D. CONSENT AGENDA

- D-1) WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE JANUARY 24, 2024, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]
- D-3) ACCEPT SECOND QUARTER FISCAL YEAR 2023-2024 QUARTERLY FINANCIAL REPORT [RECOMMEND RECEIVE AND FILE]

SUBJECT TO BOARD APPROVAL

- D-4) ACCEPT BLACKLAKE SEWER SYSTEM CONSOLIDATION PROJECT FORCE MAIN [RECOMMEND, BY MOTION AND ROLL CALL VOTE, ACCEPT PROJECT AND DIRECT STAFF TO FILE NOTICE OF COMPLETION]
- D-5) AUTHORIZE PURCHASE OF HACH NITRATE ANALYZER IN THE AMOUNT OF \$26,400 FOR THE SUNDALE WELL [RECOMMEND ADOPT RESOLUTION]

Director Eby requested item D-4 be pulled for further discussion.

Peter Sevick, Director of Engineering and Operations, answered questions regarding items D-1 and D-4.

Director Eby decided to include item D-4 in the Consent Agenda.

There were no public comments.

Upon the motion of Director Gaddis and seconded, the Board approved Consent Agenda. Director Malvarose abstained from Item D-2 due to his absence at the January 24, 2024 meeting.

Vote 5-0 on D-1, D-3, D-4, and D-5

Vote 4-0-1 on D-2

	YES VOTES	ABSENT	ABSTAIN
D-1, D-3 D-4, D-5	Directors Gaddis, Hansen, Henry, Malvarose, and Eby	None	None
D-2	Directors Gaddis, Hansen, Henry, and Eby	None	Director Malvarose

RESOLUTION 2024-1694
 A RESOLUTION OF THE NIPOMO COMMUNITY SERVICES DISTRICT
 AMENDING FY 2023-24 BUDGET AND AUTHORIZING PURCHASE OF
 NITRATE ANALYZER FROM HACH COMPANY AT A COST OF \$26,400

E. ADMINISTRATIVE ITEMS

- E-1) ANNUAL REVIEW OF BOARD BY-LAWS AND POLICIES [RECOMMEND RECEIVE AND FILE REPORT]

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

Craig Steele, Legal Counsel, answered questions from the Board.

Director Eby requested clarifying language describing committee formation in paragraphs 9.2 and 9.3, be added to Board By-Laws.

Director Gaddis requested clarification on Board compensation for attendance at the Board Officers' meetings.

There were no public comments.

Nipomo Community Services District
REGULAR MEETING
MINUTES

Upon the motion of Director Eby, and seconded, the Board approved modifying the Board By-laws to include clarifying language
Vote 5-0.

YES VOTES	NO VOTES	ABSENT
Directors Eby, Hansen, Henry, Malvarose, and Gaddis	None	None

Director Hansen presented a motion to designate the Board Officers' meeting as an ad hoc committee meeting for purposes of Board compensation.

There were no public comments.

Upon the motion of Director Hansen, and seconded, the Board approved designating the Board Officers' meeting an ad hoc committee meeting for purposes of Board Compensation, with its members serving a 1-year term.
Vote 4-1-0.

YES VOTES	NO VOTES	ABSENT
Directors Hansen, Gaddis, Henry, and Malvarose	Director Eby	None

F. GENERAL MANAGER'S REPORT

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

Director Henry asked for an update on Mr. Dienzo's meeting with the Dana Reserve Coalition.

There were no public comments.

G. COMMITTEE REPORTS

None.

H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

Director Eby requested staff present at the next Board meeting, two openings for other Board members to serve on the Board of Directors for SDRMA and the CSDA.

I. CLOSED SESSION ANNOUNCEMENTS

Craig Steele, District Legal Counsel, announced that item 1 would be discussed in closed session.

Pam Wilson, NCSO resident, commented that the alternative plan for the Dana Reserve removes 400 trees as opposed to thousands, in an effort to preserve wildlife habitats.

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 ALL CONSOLIDATED CASES

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
REGULAR MEETING
MINUTES

Craig Steele, District Legal Counsel, announced that there was no reportable action.

ADJOURN MEETING

President Eby adjourned the meeting at 11:45 a.m.

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	2 hour 34 minutes
Closed Session	0 hour 11 minutes
TOTAL HOURS	2 hour 45 minutes

Respectfully submitted,

Ray Dienzo, General Manager and Secretary to the Board

Date

DRAFT

TO: BOARD OF DIRECTORS
REVIEWED: RAY DIENZO, P.E. *R.D.*
GENERAL MANAGER
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS
DATE: FEBRUARY 21, 2024

**AGENDA ITEM
D-3
FEBRUARY 28, 2024**

ACCEPT BRANCH STREET WATERLINE IMPROVEMENT PROJECT

ITEM

Accept work performed by Raminha Construction, Inc. for the Branch Street Waterline Improvement Project and authorize staff to file Notice of Completion [RECOMMEND, BY MOTION AND ROLL CALL VOTE, ACCEPT PROJECT AND DIRECT STAFF TO FILE NOTICE OF COMPLETION].

BACKGROUND

On December 14, 2022, the Board awarded a construction contract for the Branch Street Waterline Improvement Project to Raminha Construction, Inc. The work involved, but was not limited to, the construction of approximately 1500 linear feet of 8-inch diameter watermain, 4 new fire hydrants, 47 new water services, 15 onsite water service relocations, and abandonment of the existing watermain in Branch Street as well as the adjacent alley. The work has been completed and all inspections have been finalized.

FISCAL IMPACT

Construction Contract Cost Summary	
Original Contract Amount	\$793,864
Final Contract Amount	\$821,315

STRATEGIC PLAN

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.

Goal 5. OPERATIONS. Maintain a proactive program to ensure readiness of systems and cost-effectiveness of operations.

RECOMMENDATION

Staff recommends that the Board, by motion and roll call vote, accept the project and authorize the General Manager to file a Notice of Completion for the project.

ATTACHMENTS

None