

TO: BOARD OF DIRECTORS
FROM: RAY DIENZO, P.E. *R.D*
GENERAL MANAGER
DATE: MARCH 26, 2025



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

TO: BOARD OF DIRECTORS
FROM: RAY DIENZO, P.E. *R.D*
GENERAL MANAGER
DATE: MARCH 26, 2025



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 MARCH 12, 2025 REGULAR BOARD MEETING MINUTES
[RECOMMEND APPROVE MINUTES]
- D-3) CONSIDER REQUEST FOR SEWER SERVICE (INTENT-TO-SERVE LETTER) FOR
A RESIDENTIAL DEVELOPMENT LOCATED AT 759 DRUMM LANE, NIPOMO
[RECOMMEND ISSUE INTENT-TO-SERVE LETTER WITH CONDITIONS]
- D-4) DECLARE MISCELLANEOUS EQUIPMENT SURPLUS AND AUTHORIZE
SALE/DISPOSAL [RECOMMEND DECLARE MISCELLANEOUS EQUIPMENT
SURPLUS AND AUTHORIZE SALE/DISPOSAL]

TO: BOARD OF DIRECTORS
REVIEWED: RAY DIENZO, P.E. *R.D.*
GENERAL MANAGER
FROM: JANA ETTEDDGUE *Jw*
FINANCE DIRECTOR
DATE: MARCH 20, 2025

AGENDA ITEM
D-1(A)
MARCH 31, 2025

WARRANTS

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$946,293.24
HAND WRITTEN CHECKS	NONE
VOIDED CHECKS	NONE

M-Monthly
 O-Occasional
 A-Annual

Item D-1(A) Warrants MARCH 26, 2025

Nipomo Community Services District

By Payment Number

Payment Dates 03/26/2025 - 03/26/2025

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 13295				
Achievement House, Inc.	Clean Streets Program -	76638	03/26/2025	4,590.00 M
Payment 13295 Total:				4,590.00
Payment: 13296				
Akeso fka Industrial Medical	DOT drug screen	EM011074	03/26/2025	140.00 O
Payment 13296 Total:				140.00
Payment: 13297				
American Industrial Supply	Wire rope	0405068-IN	03/26/2025	67.03 O
Payment 13297 Total:				67.03
Payment: 13298				
Bank of New York Mellon Trust	Bond administration - COP 2022 00252-25-0013137		03/26/2025	1,500.00 A
Payment 13298 Total:				1,500.00
Payment: 13299				
BDP Industries, Inc	Packing rings	IN000394	03/26/2025	669.88 O
Payment 13299 Total:				669.88
Payment: 13300				
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI502555	03/26/2025	1,241.94 M
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI500674	03/26/2025	1,535.51 M
Payment 13300 Total:				2,777.45
Payment: 13301				
Burdine Printing	Town Sewer Rates Prop 218	51522	03/26/2025	1,966.33 O
Burdine Printing	Postage for Town Sewer Rates	51522-P	03/26/2025	1,049.75 O
Payment 13301 Total:				3,016.08
Payment: 13302				
California Water Environment	Membership renewal	MALDONADO-2025	03/26/2025	239.00
Payment 13302 Total:				239.00
Payment: 13303				
Cannon Corporation	TO#23-004 2024 Water	91373	03/26/2025	2,650.00 O
Cannon Corporation	TO#24-03 Water Distribution	91292	03/26/2025	34,229.50 O
Cannon Corporation	TO#20-005 District Office	91387	03/26/2025	95.00 O
Cannon Corporation	TO#23-004 2024 Water	91127	03/26/2025	720.00 O
Cannon Corporation	TO#24-03 Water Distribution	91069	03/26/2025	13,600.00 O
Payment 13303 Total:				51,294.50
Payment: 13304				
DataProse, LLC	Postage bills/late notices	DP2500705-P	03/26/2025	2,975.01 M
DataProse, LLC	Mail bills/late notices	DP2500705	03/26/2025	709.37 M
DataProse, LLC	March newsletter insert	3P98607	03/26/2025	575.33 M
Payment 13304 Total:				4,259.71
Payment: 13305				
Dienzo, Ray	Cell phone reimbursement	MAR2025	03/26/2025	100.00 M
Dienzo, Ray	Mileage reimbursement	MAR2025B	03/26/2025	80.50 M
Payment 13305 Total:				180.50
Payment: 13306				
Electricraft, Inc.	Repair of VFD fans at SWWTP	21320	03/26/2025	2,081.34 O
Payment 13306 Total:				2,081.34
Payment: 13307				
Engel & Gray, Inc.	Biosolids collection	52X00010	03/26/2025	37,507.81 M
Payment 13307 Total:				37,507.81
Payment: 13308				
Excel Personnel Services, Inc.	Employment agency	4549268	03/26/2025	558.00 M

Item D-1(A) Warrants MARCH 26, 2025

Payment Dates: 03/26/2025 - 03/26/2025

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Excel Personnel Services, Inc.	Employment agency	4545712	03/26/2025	446.40 M
Payment 13308 Total:				1,004.40
Payment: 13309				
Farm Supply Company	Copper sulfate	101608	03/26/2025	1,885.03 O
Payment 13309 Total:				1,885.03
Payment: 13310				
FGL Environmental	Lab tests	580116A	03/26/2025	890.00 M
FGL Environmental	Lab tests	484364A	03/26/2025	958.00 M
Payment 13310 Total:				1,848.00
Payment: 13311				
Home Depot Credit Services	Tools and supplies	FEB2025	03/26/2025	983.34 M
Payment 13311 Total:				983.34
Payment: 13312				
Miner's Ace Hardware	Tools and supplies - February	FEB2025	03/26/2025	874.05 M
Miner's Ace Hardware	Tools and supplies - January	JAN2025	03/26/2025	584.00 M
Payment 13312 Total:				1,458.05
Payment: 13313				
Mission Uniform Service	Uniforms	523401411	03/26/2025	252.59 M
Mission Uniform Service	Uniforms	523274743	03/26/2025	479.91 M
Mission Uniform Service	Uniforms	523444321	03/26/2025	259.84 M
Payment 13313 Total:				992.34
Payment: 13314				
NewLane Finance Company	Telephone	114526	03/26/2025	313.98 M
Payment 13314 Total:				313.98
Payment: 13315				
No Limit Tire, Inc	(4) new tires for veh#192	50832	03/26/2025	1,185.51 O
Payment 13315 Total:				1,185.51
Payment: 13316				
Nunley & Associates, Inc.	Water Loss Audit - 2022	001050002331	03/26/2025	1,280.00 O
Nunley & Associates, Inc.	Branch St. Waterline Project	01050002330	03/26/2025	575.00 O
Nunley & Associates, Inc.	Frontage Road Trunk Sewer	00105000229	03/26/2025	2,839.00 O
Nunley & Associates, Inc.	Water Loss Audit - 2023	001050002332	03/26/2025	1,080.00 O
Nunley & Associates, Inc.	PCIA - Blume & Hill Streets	001050002347	03/26/2025	962.50 O
Payment 13316 Total:				6,736.50
Payment: 13317				
Office Depot	Office supplies	414959107001	03/26/2025	75.26 M
Office Depot	Office supplies	412174916001	03/26/2025	29.71 M
Office Depot	Office supplies	414959162001	03/26/2025	10.18 M
Payment 13317 Total:				115.15
Payment: 13318				
O'Reilly Automotive Inc.	Motor oil, batteries. BlueDEF	FEB2025	03/26/2025	769.50 M
Payment 13318 Total:				769.50
Payment: 13319				
PG&E	Electricity	FEB2025	03/26/2025	53,342.83 M
Payment 13319 Total:				53,342.83
Payment: 13320				
PG&E	Electric service - Lyn Road and	CONTRACT 50119763 V1	03/26/2025	20,608.82 O
Payment 13320 Total:				20,608.82
Payment: 13321				
Quinn Company	Preventative maintenance - CAT	WO030060951	03/26/2025	165.38 A
Quinn Company	250 service hour maintenance -	WO030060969	03/26/2025	307.50 A
Payment 13321 Total:				472.88
Payment: 13322				
R. Baker, Inc.	Replace 2" service on Oak Glen	911	03/26/2025	36,000.00 O
R. Baker, Inc.	2024 Water Distribution System	2024 Water Dist - 1	03/26/2025	533,596.95 O

Item D-1(A) Warrants MARCH 26, 2025

Payment Dates: 03/26/2025 - 03/26/2025

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
R. Baker, Inc.	Spool install - JRPS	893	03/26/2025	4,010.51 ○
Payment 13322 Total:				573,607.46
Payment: 13323				
Safety Center, Inc.	First Aid/CPR Training - session	8071157611	03/26/2025	2,380.00 ○
Safety Center, Inc.	First Aid/CPR Training - session	7967034855	03/26/2025	2,380.00 ○
Payment 13323 Total:				4,760.00
Payment: 13324				
Salvador Living Trust, Ruben	328 N. Mallagh - Cash Bond	MAR2025	03/26/2025	17,186.48 ○
Payment 13324 Total:				17,186.48
Payment: 13325				
Santa Maria Ford Lincoln	Oil change, brake service -	249327	03/26/2025	451.15 ○
Santa Maria Ford Lincoln	Oil change, brake service -	249522	03/26/2025	501.78 ○
Santa Maria Ford Lincoln	Oil change, brake service -	249422	03/26/2025	510.58 ○
Santa Maria Ford Lincoln	A/C system repair - veh#161	249316	03/26/2025	3,086.83 ○
Santa Maria Ford Lincoln	Oil change, inspection - veh#231	249502	03/26/2025	113.00 ○
Santa Maria Ford Lincoln	Oil change, inspection - veh#202	249486	03/26/2025	113.10 ○
Payment 13325 Total:				4,776.44
Payment: 13326				
Simplot Grower Solutions	CAN 17	780175493	03/26/2025	719.86 ○
Payment 13326 Total:				719.86
Payment: 13327				
SLO County Public Works	Inspection services - February	4510	03/26/2025	1,528.03 ○
Payment 13327 Total:				1,528.03
Payment: 13328				
Smith's Alarms & Electronics,	Install of call buttons at main	120215	03/26/2025	806.23 M
Payment 13328 Total:				806.23
Payment: 13329				
Tony Lipka	Training - confined space,	NIPO 2501	03/26/2025	3,900.00 A
Payment 13329 Total:				3,900.00
Payment: 13330				
UBEO Business Services fka Ray	B&W/Color copies	4817419	03/26/2025	478.13 M
UBEO Business Services fka Ray	B&W/Color copies	4817405	03/26/2025	319.31 M
UBEO Business Services fka Ray	B&W/Color copies	4818659	03/26/2025	170.27 M
Payment 13330 Total:				967.71
Payment: 13331				
USA Bluebook	Zero oxygen standard, pipet tips	INV00644325	03/26/2025	1,695.13 ○
USA Bluebook	Sample dipper	INV00638346	03/26/2025	142.59 ○
USA Bluebook	Right-To-Know chemical labels,	INV00643775	03/26/2025	144.34 ○
USA Bluebook	Adjustable gate valve key	INV00633839	03/26/2025	482.63 ○
USA Bluebook	Plastic signs for chemical feed	INV00643920	03/26/2025	93.47 ○
USA Bluebook	CHEMKEYS	INV00644245	03/26/2025	1,024.11 ○
Payment 13331 Total:				3,582.27
Payment: 13332				
Voelker, Tyler	CSM-1 renewal and training	MAR2025	03/26/2025	255.95 ○
Payment 13332 Total:				255.95
Payment: 13333				
W.M. Lyles Co	SWP Interconnection	54.9341.04	03/26/2025	129,291.20 ○
Payment 13333 Total:				129,291.20
Payment: 13334				
Waste Connections	Waste collection - Southland	8861573U120	03/26/2025	329.25 M
Waste Connections	Waste collection - Wilson	8860536U120	03/26/2025	70.23 M
Waste Connections	Waste collection - Old Town	8861291U120	03/26/2025	372.50 M
Payment 13334 Total:				771.98

Item D-1(A) Warrants MARCH 26, 2025

Payment Dates: 03/26/2025 - 03/26/2025

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 13335				
Xylem Water Solutions USA, Inc.	Oak Glen LS pump startup	3556D41885	03/26/2025	4,100.00 ⁰
Payment 13335 Total:				<u>4,100.00</u>



TO: BOARD OF DIRECTORS

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

FROM: JANA ETTEDDGUE *Jw*
FINANCE DIRECTOR

DATE: MARCH 20, 2025

AGENDA ITEM
D-1(B)
MARCH 31, 2025

WARRANTS – BLACKLAKE ASSESSMENT DISTRICT 2020-1

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$116,160.80
VOIDED CHECKS	NONE

Item D-1(B) Warrants MARCH 26, 2025

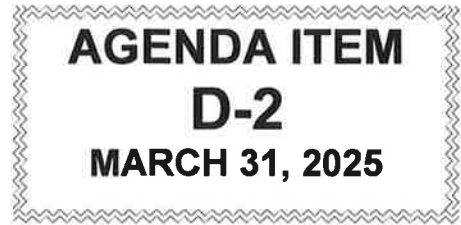
Nipomo Community Services District

By Payment Number

Payment Dates 03/26/2025 - 03/26/2025

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 187				
Cannon Corporation	Blacklake Sewer Consolidation	91365	03/26/2025	9,272.00
			Payment 187 Total:	<u>9,272.00</u>
Payment: 188				
Nunley & Associates, Inc.	Blacklake Sewer Consolidation	001050002368	03/26/2025	37,443.80
			Payment 188 Total:	<u>37,443.80</u>
Payment: 189				
Spiess Construction Co.	Blacklake Sewer Consolidation	BLA/D - 6	03/26/2025	69,445.00
			Payment 189 Total:	<u>69,445.00</u>

TO: BOARD OF DIRECTORS
FROM: RAY DIENZO, P.E. *R.D.*
GENERAL MANAGER
DATE: MARCH 26, 2025



**APPROVE MARCH 12, 2025
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. March 12, 2025 draft Board Meeting Minutes

MARCH 31, 2025

ITEM D-2

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community since 1965

DRAFT REGULAR MEETING MINUTES

MARCH 12, 2025 AT 9:00 A.M.

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

BOARD of DIRECTORS

ED EBY, PRESIDENT
PHIL HENRY, VICE PRESIDENT
GARY HANSEN, DIRECTOR
JOHN JOYCE, DIRECTOR
TOM GLOVER, DIRECTOR

PRINCIPAL STAFF

RAY DIENZO, GENERAL MANAGER
JANA ETTEDDGUE, FINANCE DIR/ASST 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 March 12, 2025, 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, Directors Hansen, Henry, and Eby were in attendance.

Director Glover and Director Joyce were absent.

Pam Wilson, Nipomo resident, asked about the March newsletter.

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

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 Hansen

- *February 28, attended Administration Committee meeting*

Director Henry

- *March 4, attended Board Officer's meeting*

Director Eby

- *March 5, attended WRAC meeting*
- *March 20. LAFCO meeting*

There were no public comments.

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

D-1) WARRANTS [RECOMMEND APPROVAL]

D-2) APPROVE FEBRUARY 26, 2025 REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]

There were no public comments.

Upon the motion of Director Hansen, and seconded, the Board approved the Consent Agenda.

Vote 3-0-2

YES VOTES	ABSTAIN	ABSENT
<i>Directors Hansen, Henry, and Eby</i>	<i>None</i>	<i>Glover, Joyce</i>

E. ADMINISTRATIVE ITEMS

E-1) APPROVE THE JOB DESCRIPTION MODIFICATIONS FOR THE POSITION OF ACCOUNTANT [RECOMMEND APPROVAL AND DIRECT STAFF TO INCLUDE IN FISCAL YEAR 2025-2026 BUDGET]

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

There were no public comments.

Director Joyce joined the meeting at 9:08 a.m.

Upon the motion of Director Joyce, and seconded, the Board approved the final job description.

Vote 4-0-1

YES VOTES	ABSTAIN	ABSENT
<i>Directors Joyce, Hansen, Henry, and Eby</i>	<i>None</i>	<i>Glover</i>

E-2) APPROVE THE JOB DESCRIPTION MODIFICATIONS FOR THE POSITION OF CUSTOMER SERVICE SPECIALIST [RECOMMEND APPROVE MODIFICATIONS AND DIRECT STAFF TO INCLUDE THE POSITION IN THE FISCAL YEAR 2025-2026 BUDGET]

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

Nipomo Community Services District
REGULAR MEETING
AGENDA

Jana Etteddgue, Finance Director, answered questions from the Board

There were no public comments.

Upon the motion of Director Henry, and seconded, the Board approved the final job description.

Vote 3-1-1

YES VOTES	NO	ABSENT
Directors Henry, Hansen, and Eby	Joyce	Glover

- E-3) CONSIDER SENDING SUPPORT LETTER TO CALIFORNIA STATE SENATOR MELISSA HURTADO REGARDING SENATE BILL 496 – ADVANCED CLEAN FLEETS REFORM MEASURE [RECOMMEND, BY MOTION AND ROLL CALL VOTE, DIRECT STAFF TO SEND LETTER TO SENATOR HURTADO]

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

Director Eby requested edits to the letter.

Patricia McQuillen, Nipomo resident, commented on the item.

The motion dies due to lack of a second.

F. GENERAL MANAGER’S REPORT

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

There were no public comments

G. COMMITTEE REPORTS

Director Hansen stated that the Administration Committee met on February 28, 2025 and reviewed the proposed job description modifications. The item was referred for presentation at the next Regular Board meeting.

H. DIRECTORS’ REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

None.

I. CLOSED SESSION ANNOUNCEMENTS

Craig Steele, General Counsel, announced that there would be no closed session.

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

Nipomo Community Services District
REGULAR MEETING
AGENDA

- a. SMWWCD V. NCSD (SANTA CLARA COUNTY CASE NO. CV 770214, SIXTH APPELLATE COURT CASE NO. H032750, AND ALL CONSOLIDATED CASES)
- b. NIPOMO ACTION COMMITTEE, ET AL. V. SAN LUIS OBISPO LOCAL AGENCY FORMATION COMMISSION, ET. AL. (SAN LUIS OBISPO COUNTY SUPERIOR COURT CASE NO. 24CV-0768)

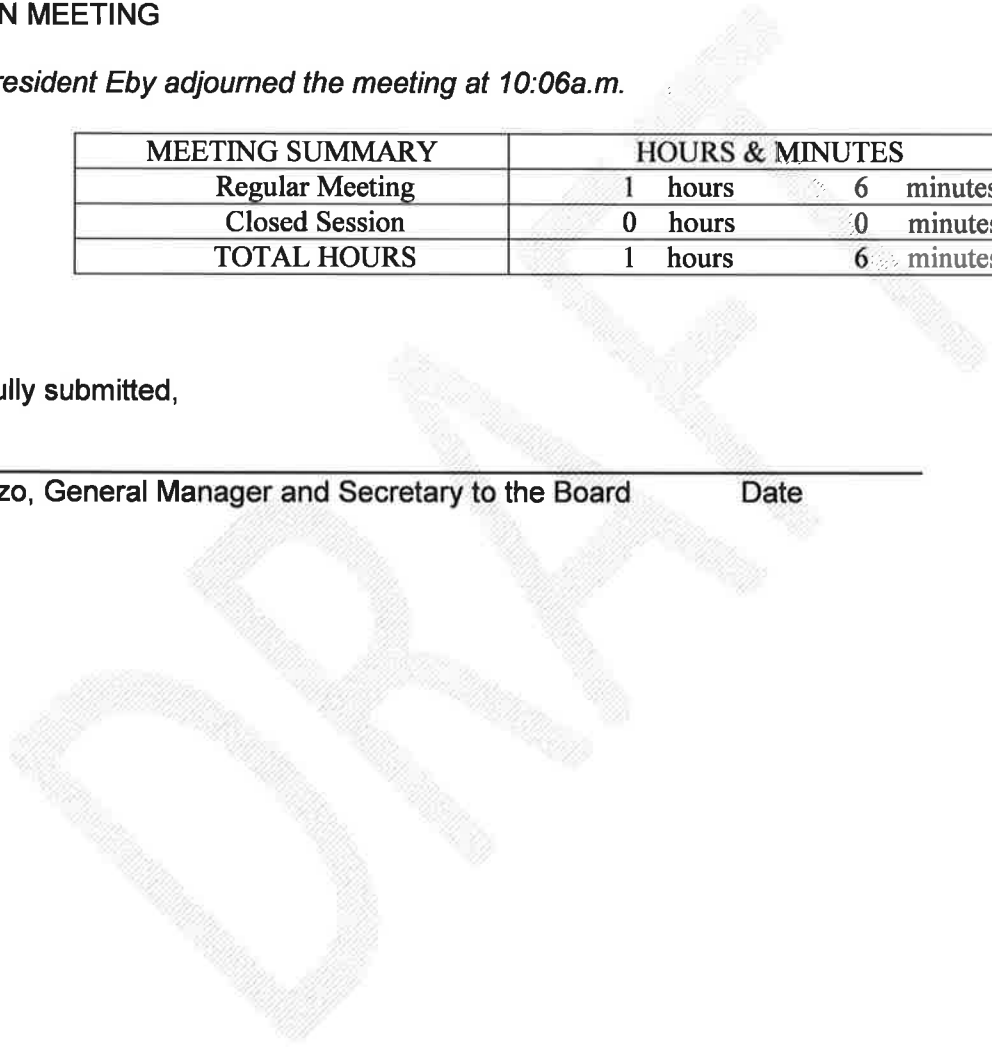
ADJOURN MEETING

President Eby adjourned the meeting at 10:06a.m.

MEETING SUMMARY	HOURS & MINUTES	
Regular Meeting	1 hours	6 minutes
Closed Session	0 hours	0 minutes
TOTAL HOURS	1 hours	6 minutes

Respectfully submitted,

Ray Dienzo, General Manager and Secretary to the Board Date



TO: BOARD OF DIRECTORS
REVIEWED: RAY DIENZO, P.E. *R.D.*
GENERAL MANAGER
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF ENGINEERING
AND OPERATIONS
DATE: MARCH 26, 2025

**AGENDA ITEM
D-3
MARCH 31, 2025**

**CONSIDER REQUEST FOR SEWER SERVICE
(INTENT-TO-SERVE LETTER)
FOR A RESIDENTIAL DEVELOPMENT LOCATED
AT 759 DRUMM LANE, NIPOMO**

ITEM

Consider request for sewer service (“Intent-to-Serve Letter”) for a residential development located at 759 Drumm Lane in Nipomo, APN 092-331-029 [RECOMMEND ISSUE INTENT-TO-SERVE LETTER WITH CONDITIONS].

BACKGROUND

The District received an application for sewer service for a project located at 759 Drumm Lane, APN 092-331-029. The applicant, Nora Lewis, is requesting sewer service for a residential development.

The project will consist of a new accessory dwelling unit and one existing single-family residence on the parcel. The District currently provides water and solid waste service for the parcel. The applicant is requesting to connect to the existing sewer main within Drumm Lane. Due to the topography of the road, connection to District sewer will require installation of a private lift station and force main.

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

FISCAL IMPACT

Sewer capacity fees will be based on the domestic meter sizes required for the final County approved project.

Based on the information provided, the following services are proposed:

- Sewer: 1 service

The estimated fee deposit for the project is \$11,777 based on the current FY 2024-2025 District fee schedule. Fees for Connection will be calculated and owing as of the date the District accepts the sewer improvements for the project 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

- Applicant shall install new private lift station and force main for residential sewer service. Sewer capacity charges are applicable.
- Monthly sewer service charge shall begin upon connection to the District's sewer system.
- Applicant shall obtain necessary easements for installation of force main prior to final improvement plan approval.
- Existing septic tank shall be abandoned in accordance with County requirements.

STANDARD CONDITIONS

- Project shall obtain water, sewer and solid waste service for all parcels.
- 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 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 sewer laterals shall be recorded prior to final improvement plan approval and shall be subject to District approval.
- All 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 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 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 and pays applicable fees.
 - 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

MARCH 31, 2025

ITEM D-3

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
FEB 12 2025

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.: RBLD2024-00117
3. Project location: 759 Drumm Ln Nipomo CA 93444
4. Assessor's Parcel Number (APN) of parcel(s) to be served: 092-331-029
5. Owner Name: Nora Lewis
6. Mailing Address: 759 Drumm Ln, Nipomo, CA 93444
7. Email: noramlcnm76@gmail.com
8. Phone: 805-714-1050 FAX: _____
9. Agent's Information (Architect or Engineer):
 Name: Juan Lopez
 Address: 2007 Preisker Ln Suite A, Santa Maria, CA 93454
 Email: jlopez@mettleconstructiongroup.com
 Phone: 805-354-8198 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 _____

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	0	Proposed number of SFR	1 + ADU
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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 2/10/2025

Signed


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

Print Name Juan Lopez

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, 2024

PROJECT SIZE/TYPE	TOTAL AMOUNT DUE AT TIME OF APPLICATION**
Residential <4 units	\$1,463.79
Residential 4-20 units	\$2,010.64
Residential > 20 units	\$2,367.30
Commercial <1 acre	\$2,010.64
Commercial 1-3 acres	\$2,367.30
Commercial > 3 acres	\$3,270.77
Mixed Use with less than 4 Dwelling Units	\$2,367.30
Mixed Use with four or more Dwelling Units	\$3,270.77
*Outside Consulting and Legal fees will be billed to the Applicant at direct rate.	

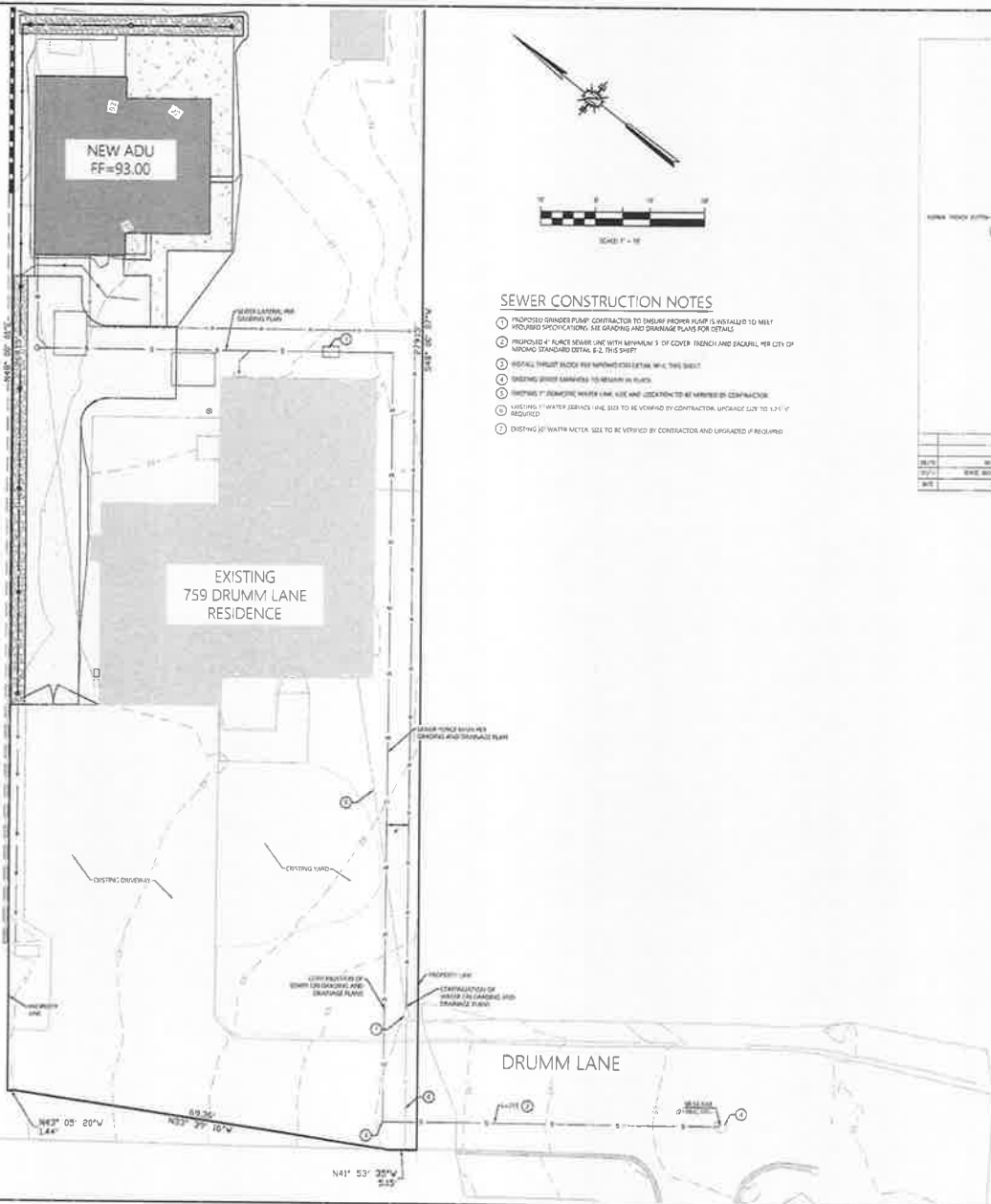
**Commencing on July 1, 2024 and each year thereafter the Application Fees shall be adjusted by a Consumer Price Index –Section 2.04.010(B).

MARCH 31, 2025

ITEM D-3

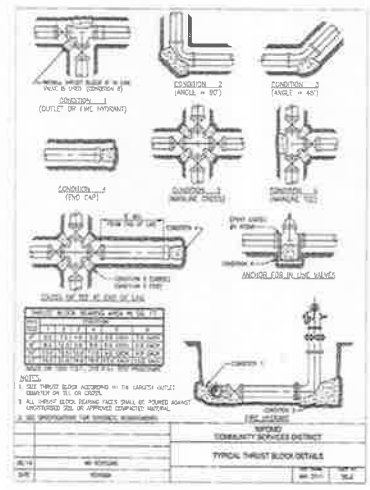
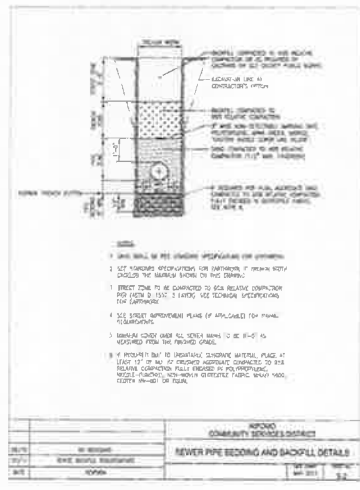
ATTACHMENT B

C:\Users\jacob\OneDrive\Documents\Projects\759 Drumm Lane\759 Drumm Lane\759 Drumm Lane.dwg 1/21/25 08:16:07 PM jacob



SEWER CONSTRUCTION NOTES

- 1 PROPOSED GRADES PUMP CONTRACTOR TO ENSURE PROPER FLUP IS INSTALLED TO MEET VENDOR SPECIFICATIONS. SEE LEADING AND DRAINAGE PLANS FOR DETAILS.
- 2 PROPOSED 4" FLUPC SEWER LINE WITH MINIMUM 3' OF COVER TRENCH AND BACKFILL PER CITY OF NIPOMO STANDARD DETAIL 6.2 THIS SHEET.
- 3 INSTALL THURST BLOCKS PER NIPOMO STANDARD DETAIL 6.2 THIS SHEET.
- 4 SINKING SHOULD BE MAINTAINED TO REMAIN IN PLACE.
- 5 TRENCH 1" FLEXIBLE WATER LINE AND CONNECTION TO BE MADE BY CONTRACTOR.
- 6 EXISTING 1" WATER SERVICE LINE SHD TO BE VERIFIED BY CONTRACTOR. UPGRADE SIZE TO 1.5" IF REQUIRED.
- 7 EXISTING 6" WATER METER SIZE TO BE VERIFIED BY CONTRACTOR AND UPGRADED IF REQUIRED.



APPROVAL: _____

PERMIT NO.: _____

CLAD

REGISTERED PROFESSIONAL ARCHITECT
CLAD ARCHITECTURE, INC. 1000 W. 10TH STREET, SUITE 100, NIPOMO, CA 93450
PHONE: (805) 885-1111 FAX: (805) 885-1112

PROJECT: PUBLIC IMPROVEMENT PLAN - SEWER

ADDRESS: 759 DRUMM LANE

CITY: NIPOMO, CA

DATE: 1/21/25

SCALE: 1" = 10'

PROJECT NO.: 092-331-029

SHEET NO.: 002 OF 2

DATE: 1/21/25

SCALE: 1" = 10'

PROJECT NO.: 092-331-029

SHEET NO.: 002 OF 2

DIGALERT
214-400-402-4133
AT LEAST TWO DAYS BEFORE YOU DIG
UNDERGROUND SERVICE ALERT OF CALIFORNIA

TO: BOARD OF DIRECTOR
REVIEWED: RAY DIENZO, P.E. R.D.
GENERAL MANAGER
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS
DATE: MARCH 26, 2025



DECLARE MISCELLANEOUS EQUIPMENT SURPLUS AND AUTHORIZE SALE/DISPOSAL

ITEM

Consider request to declare miscellaneous equipment surplus and authorize sale/disposal [RECOMMEND DECLARE MISCELLANEOUS EQUIPMENT SURPLUS AND AUTHORIZE SALE/DISPOSAL].

BACKGROUND

Government agencies that wish to dispose of obsolete vehicles and equipment need to have the governing board declare that the items are surplus prior to sale/disposal of the items. The miscellaneous equipment listed below is no longer serviceable and staff requests that the Board declare the equipment surplus and authorize sale/disposal of the items.

1. Flail Mower
2. Brown Bear Compost Aerator
3. Portable Sewer Flow Meter
4. Colony Counter
5. Coliform Incubator
6. BOD Incubator
7. Autoclave-Steam Sterilizer

FISCAL IMPACT

Development of the staff report required budgeted staff time.

RECOMMENDATION

Staff recommends that the Board declare the miscellaneous equipment as surplus and authorize sale/disposal of the items.

ATTACHMENTS

None