

TO: BOARD OF DIRECTORS

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

FROM: JANA ETTEDDGUE *JE*
FINANCE DIRECTOR

DATE: APRIL 17, 2025

AGENDA ITEM

D-1(A)

APRIL 23, 2025

WARRANTS

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$1,817,825.39
HAND WRITTEN CHECKS	NONE
VOIDED CHECKS	NONE

M-Monthly
 O-Occasional
 A-Annual

Item D-1(A) Warrants APRIL 23, 2025

Nipomo Community Services District

By Payment Number

Payment Dates 04/23/2025 - 04/23/2025

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 13393				
Adams, Dennis E.	Washer rebate	APR2025	04/23/2025	75.00 ○
Payment 13393 Total:				75.00
Payment: 13394				
Applied Technology Group, Inc.	Orbit radio install at Via Concha	S-INV104655	04/23/2025	3,564.89 ○
Payment 13394 Total:				3,564.89
Payment: 13395				
ASAP Reprographics	Southland WWTF Improvements	231509	04/23/2025	1,079.68 ○
Payment 13395 Total:				1,079.68
Payment: 13396				
BDP Industries, Inc	Sales tax -Packing rings	IN000394 - TAX	04/23/2025	46.52 ○
Payment 13396 Total:				46.52
Payment: 13397				
Cannon Corporation	TO#24-03 Water Distribution	91612	04/23/2025	48,739.67 ○
Cannon Corporation	TO#23-004 2024 Water	91703	04/23/2025	8,465.50 ○
Payment 13397 Total:				57,205.17
Payment: 13398				
City of Santa Maria	Water purchased 1-1-2025 to 3-	033125	04/23/2025	626,842.76 ○
Payment 13398 Total:				626,842.76
Payment: 13399				
Clever Ducks	Replacement desktops(6)	INV-0383	04/23/2025	8,318.62 ○
Payment 13399 Total:				8,318.62
Payment: 13400				
Dienzo, Ray	Cell phone reimbursement	APRIL 2025	04/23/2025	100.00 M
Payment 13400 Total:				100.00
Payment: 13401				
Electricraft, Inc.	Service call - electrical work at	21399	04/23/2025	686.75 ○
Electricraft, Inc.	Blacklake Streetlights	21393	04/23/2025	1,755.45 ○
Payment 13401 Total:				2,442.20
Payment: 13402				
EMCOR Services Mesa Energy	Quarterly HVAC maintenance	960107278	04/23/2025	1,514.00 ○
Payment 13402 Total:				1,514.00
Payment: 13403				
Engel & Gray, Inc.	Biosolids collection	53X00009	04/23/2025	13,721.04 M
Payment 13403 Total:				13,721.04
Payment: 13404				
Excel Personnel Services, Inc.	Employment agency	4563222	04/23/2025	558.00 M
Payment 13404 Total:				558.00
Payment: 13405				
Farm Supply Company	Weed abatement	102072	04/23/2025	182.67 ○
Farm Supply Company	Copper Sulfate	MAR2025	04/23/2025	37.70 ○
Payment 13405 Total:				220.37
Payment: 13406				
Mission Uniform Service	Uniforms	523614612	04/23/2025	242.80 M
Payment 13406 Total:				242.80
Payment: 13407				
NewLane Finance Company	Telephone	508366	04/23/2025	313.98 M
Payment 13407 Total:				313.98

Item D-1(A) Warrants APRIL 23, 2025

Payment Dates: 04/23/2025 - 04/23/2025

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 13408				
Nipomo Area Recreation	March 2025 Clean Streets	MAR2025	04/23/2025	552.71 M
Payment 13408 Total:				552.71
Payment: 13409				
Nunley & Associates, Inc.	Southland WWTF Improvements	001050002501	04/23/2025	4,736.00 O
Nunley & Associates, Inc.	Branch Street Waterline	001050002498	04/23/2025	321.25 O
Nunley & Associates, Inc.	Water Loss Audit - 2023	001050002500	04/23/2025	2,160.00 O
Nunley & Associates, Inc.	Water Loss Audit - 2022	001050002499	04/23/2025	1,200.00 O
Nunley & Associates, Inc.	Southland WWTF LS Rehab	001050002490	04/23/2025	1,377.75 O
Nunley & Associates, Inc.	Frontage Rd Trunk Sewer	001050002497	04/23/2025	7,083.50 O
Nunley & Associates, Inc.	SWP Interconnection	00001050002538	04/23/2025	2,637.00 O
Payment 13409 Total:				19,515.50
Payment: 13410				
Office Depot	Office supplies	MAR2025	04/23/2025	416.50 M
Office Depot	Office supplies	413778809001	04/23/2025	189.73 M
Payment 13410 Total:				606.23
Payment: 13411				
PC Mechanical, Inc	Solenoid and switch	31581	04/23/2025	1,034.67 O
Payment 13411 Total:				1,034.67
Payment: 13412				
PG&E	Electricity	MAR2025	04/23/2025	49,962.29 M
Payment 13412 Total:				49,962.29
Payment: 13413				
Polydyne, Inc.	Clarifloc	1912036	04/23/2025	6,593.82 M
Payment 13413 Total:				6,593.82
Payment: 13414				
Quinn Company	AC troubleshooting and repair -	WO030061195	04/23/2025	1,243.47 O
Payment 13414 Total:				1,243.47
Payment: 13415				
R. Baker, Inc.	2024 Water Distribution System	2024 Water Dist - 2	04/23/2025	668,278.45 O
Payment 13415 Total:				668,278.45
Payment: 13416				
SLO County Air Pollution Control	Equipment permit renewals	24349	04/23/2025	7,652.81 A
Payment 13416 Total:				7,652.81
Payment: 13417				
SLO County Public Works	Labor for Encroachment Permit	4504	04/23/2025	16.25 A
SLO County Public Works	Mileage for Encroachment	4519	04/23/2025	5.95 A
Payment 13417 Total:				22.20
Payment: 13418				
Special District Financing &	Bond Administration - COP2024	16713	04/23/2025	1,050.00 A
Payment 13418 Total:				1,050.00
Payment: 13419				
Special District Financing &	Bond Administration - COP2022	16712	04/23/2025	975.00 A
Payment 13419 Total:				975.00
Payment: 13420				
State Water Resources Control	Annual Permit Fee - 3	SW-0316235	04/23/2025	673.00 A
Payment 13420 Total:				673.00
Payment: 13421				
UBEO Business Services fka Ray	B&W/Color copies	4852120	04/23/2025	165.34 M
UBEO Business Services fka Ray	B&W/Color copies	4852121	04/23/2025	578.27 M
Payment 13421 Total:				743.61
Payment: 13422				
UPS Store #6031	Shipping service - Parkson Corp.	184 - 2025	04/23/2025	94.39 O
UPS Store #6031	Shipping service - Detection	147 - 2025	04/23/2025	15.84 O
Payment 13422 Total:				110.23

Item D-1(A) Warrants APRIL 23, 2025

Payment Dates: 04/23/2025 - 04/23/2025

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 13423				
US Bank National Association	Storage unit	MAR2025D	04/23/2025	269.00 M
US Bank National Association	Travel & meals	MAR2025B	04/23/2025	809.92 M
US Bank National Association	Newspaper subscription	MAR2025I	04/23/2025	179.99 M
US Bank National Association	Supplies	MAR2025E	04/23/2025	309.73 M
US Bank National Association	Office supplies	MAR2025F	04/23/2025	392.38 M
US Bank National Association	Board meeting supplies	MAR2025A	04/23/2025	33.00 M
US Bank National Association	Postage	MAR2025G	04/23/2025	5.18 M
US Bank National Association	Training seminars and materials	MAR2025H	04/23/2025	1,566.11 M
US Bank National Association	Software subscriptions	MAR2025C	04/23/2025	191.57 M
Payment 13423 Total:				3,756.88 M
Payment: 13424				
USA Bluebook	Credit for digital display meter	SCN329267	04/23/2025	-288.45 O
USA Bluebook	CHEMKEYS	INV00675602	04/23/2025	400.54 O
Payment 13424 Total:				112.09
Payment: 13425				
W.M. Lyles Co	SWP Interconnection	54.9341.05	04/23/2025	335,386.10 O
Payment 13425 Total:				335,386.10
Payment: 13426				
W.M. Lyles Co	UB REFUND-HYDRANT	77-0096-05	04/23/2025	3,311.30 O
Payment 13426 Total:				3,331.30

TO: BOARD OF DIRECTORS
REVIEWED: RAY DIENZO, P.E. *R.D.*
GENERAL MANAGER
FROM: JANA ETTEDDGUE *Jw*
FINANCE DIRECTOR
DATE: APRIL 17, 2025

AGENDA ITEM
D-1(B)
APRIL 23, 2025

WARRANTS – BLACKLAKE ASSESSMENT DISTRICT 2020-1

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$200,144.57
VOIDED CHECKS	NONE

Item D-1(B) Warrants APRIL 23, 2025

Nipomo Community Services District

By Payment Number

Payment Dates 04/23/2025 - 04/23/2025

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 190				
Cannon Corporation	Blacklake Sewer Consolidation	91614	04/23/2025	9,242.25
			Payment 190 Total:	9,242.25
Payment: 191				
Nipomo Community Services	Water	MAR2025B	04/23/2025	33.80
			Payment 191 Total:	33.80
Payment: 192				
Nunley & Associates, Inc.	CM - Blacklake Sewer	001050002537	04/23/2025	35,842.50
			Payment 192 Total:	35,842.50
Payment: 193				
Special District Financing &	Bond Administration - BLAD	16714	04/23/2025	1,200.00
			Payment 193 Total:	1,200.00
Payment: 194				
Spieß Construction Co.	Blacklake Sewer System	BLA/D - 7	04/23/2025	146,623.00
			Payment 194 Total:	146,623.00
Payment: 195				
SWCA, Inc.	Blacklake Sewer Consolidation	216844	04/23/2025	7,203.02
			Payment 195 Total:	7,203.02

TO: BOARD OF DIRECTORS
FROM: RAY DIENZO, P.E. R.D.
GENERAL MANAGER
DATE: APRIL 17, 2025



**APPROVE APRIL 9, 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. April 9, 2025 draft Board Meeting Minutes

APRIL 23, 2025

ITEM D-2

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community since 1965

DRAFT REGULAR MEETING MINUTES

APRIL 9, 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 April 9, 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 Glover, Hansen, Henry, and Eby were in attendance. Director Joyce was absent.

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 Henry

- *April 1, attended Board Officer's meeting*
- *March 27, attended NMMA-TG meeting*

Director Eby

- *April 2, attended WRAC meeting*
- *April 3, attended Town Hall Meeting hosted by Jimmy Paulding, SLO County Supervisor*
- *April 12, Greenhouse Growers Association Open House from 9-12*

There were no public comments.

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
REGULAR MEETING
AGENDA

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 MARCH 31, 2025 SPECIAL 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]

There were no public comments.

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

Vote 4-0

YES VOTES	ABSTAIN	ABSENT
Directors Hansen, Henry, Glover, and Eby	None	Joyce

E. ADMINISTRATIVE ITEMS

No Administrative Items

F. GENERAL MANAGER'S REPORT

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

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

There were no public comments

G. COMMITTEE REPORTS

None.

H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

None.

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
REGULAR MEETING
AGENDA

I. CLOSED SESSION ANNOUNCEMENTS

Craig Steele, General Counsel, announced that there would be closed session on Item 1a and 1b..

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)

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)

J. ADJOURN TO CLOSED SESSION

The Board adjourned to closed session at 9:12 a.m.

K. OPEN SESSION

Craig Steele, District Legal Counsel, announced there were no reportable actions in closed session.

ADJOURN MEETING

President Eby adjourned the meeting at 11:05 a.m.

MEETING SUMMARY	HOURS & MINUTES		
Regular Meeting	0	hours	08 minutes
Closed Session	1	hours	52 minutes
TOTAL HOURS	2	hours	05 minutes

Respectfully submitted,

Ray Dienzo, General Manager and Secretary to the Board

Date

SUBJECT TO BOARD APPROVAL

TO: BOARD OF DIRECTORS
FROM: RAY DIENZO R.D.
GENERAL MANAGER
DATE: APRIL 16, 2025

AGENDA ITEM

D-3

APRIL 23, 2025

AMEND FISCAL YEAR 2024-25 BUDGET AND AUTHORIZE THE PURCHASE OF A COPIER IN THE AMOUNT OF \$9,500 FOR THE ENGINEERING AND OPERATIONS OFFICE

ITEM

Amend the Fiscal Year ("FY") 2024-25 budget and authorize the purchase of a copier in the amount of \$9,500 for the Engineering and Operations office. [RECOMMEND ADOPT RESOLUTION AMENDING FY 2024-25 BUDGET AND AUTHORIZE STAFF TO ISSUE PURCHASE ORDER IN THE AMOUNT OF \$9,500 TO ULTREX].

BACKGROUND

The District's Engineering and Operations office has its own copier so staff can scan, print and copy needed reports and forms. This existing copier has surpassed its useful life. In addition, the copier's service provider has informed staff that it will no longer service this machine after July 1, 2025, due to the discontinuation of parts required to maintain the equipment.

Staff receive two quotes to replace the copier, and Ultrex provided the lowest quote. Staff recommends the District purchase the copier during FY 2024-25 to take advantage of the low price and availability, due to concerns of future availability should the purchase wait until next fiscal year. Since this copier was not budgeted for FY 2024-25, staff recommends a budget amendment to use Administrative reserves to make this purchase.

FISCAL IMPACT

The need to replace the Engineering and Operation office copier was not anticipated in the FY 2024-25 budget. Funding in the amount of \$9,500 is needed to purchase and install the copier. A budget adjustment in the amount of \$9,500 from Administration reserves Fund 110 will be used to make this purchase.

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, adopt a resolution amending the FY 2024-25 budget and authorizing staff to issue a purchase order in the amount of \$9,500 to Ultrex for the purchase and installation of a copier for the Engineering and Operations office.

ATTACHMENTS

- A. Resolution 2025-XXXX Authorizing Purchase of Copier

APRIL 23, 2025

ITEM D-3

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2025-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT AMENDING THE FISCAL YEAR 2024-25
BUDGET AND AUTHORIZING PURCHASE OF A COPIER FROM ULTREX
AT A COST OF \$9,500**

WHEREAS, the District needs to find a replacement for the copier in the engineering and operations office; and

WHEREAS, staff investigated two vendors and identified Ultrex as the company that was capable of providing the copier and appropriate services; and

WHEREAS, the need to replace the copier was not anticipated in the FY 2024-25 budget and funding in the amount of \$9,500 is needed to purchase and install the replacement copier.

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

1. The above recitals and referenced findings are true and correct and incorporated herein by this reference.
2. Staff is authorized to issue a purchase order to Ultrex in the amount of \$9,500 for the purchase and installation of a copier for the engineering and operations office.
3. The Board authorizes transfer of \$9,500 from reserves to Fund #110, Administration, to provide funding for the purchase in the FY 2024-2025 Budget.

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

AYES:

NOES:

ABSENT:

CONFLICTS:

The foregoing resolution is hereby adopted this 23rd day of April 2025.

ED EBY

President, Board of Directors

ATTEST:

**APPROVED AS TO FORM AND
LEGAL EFFECT:**

RAY DIENZO

General Manager and
Secretary to the Board

CRAIG A. STEELE

District Legal Counsel