


TO: BOARD OF DIRECTORS  
FROM: MARIO IGLESIAS  
GENERAL MANAGER   
DATE: JULY 20, 2023



## **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: JULY 20, 2023

**AGENDA ITEM**

**D**

**JULY 26, 2023**

**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 JULY 12, 2023, REGULAR BOARD MEETING MINUTES  
[RECOMMEND APPROVE MINUTES]
- D-3) AWARD CONSTRUCTION CONTRACT FOR SOUTHLAND WASTEWATER  
TREATMENT FACILITY INFLUENT LIFT STATION REHABILITATION PROJECT TO  
HPS MECHANICAL, INC. [RECOMMEND ADOPT RESOLUTION AWARDDING  
CONTRACT TO HPS MECHANICAL, INC. IN THE AMOUNT OF \$598,563,  
AUTHORIZING STAFF TO EXECUTE CONTRACT, AUTHORIZING CHANGE  
ORDER CONSTRUCTION CONTINGENCY IN THE AMOUNT OF \$60,000, AND  
APPROVING BUDGET ADJUSTMENT IN THE AMOUNT OF \$515,373]
- D-4) APPROVE TASK ORDER WITH CANNON FOR CONSTRUCTION MANAGEMENT  
SERVICES FOR SOUTHLAND WASTEWATER TREATMENT FACILITY INFLUENT  
LIFT STATION REHABILITATION PROJECT [RECOMMEND BY MOTION AND  
ROLL CALL APPROVE TASK ORDER WITH CANNON IN THE AMOUNT OF  
\$77,563 AND AUTHORIZE STAFF TO EXECUTE TASK ORDER]
- D-5) APPROVE TASK ORDER WITH MKN & ASSOCIATES FOR ENGINEERING  
SERVICES DURING CONSTRUCTION FOR SOUTHLAND WASTEWATER  
TREATMENT FACILITY INFLUENT LIFT STATION REHABILITATION PROJECT  
[RECOMMEND BY MOTION AND ROLL CALL APPROVE TASK ORDER WITH MKN  
IN THE AMOUNT OF \$29,247 AND AUTHORIZE STAFF TO EXECUTE TASK  
ORDER]
- D-6) AUTHORIZE PURCHASE OF VEHICLE AND AMEND FY 23-24 BUDGET  
[RECOMMEND ADOPT RESOLUTION AUTHORIZING STAFF TO PURCHASE  
VEHICLE FROM PERRY FORD AT A COST OF \$33,201 AND AMEND FY 23-24  
BUDGET]

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER 

FROM: JANA ETTEDDGUE  
FINANCE DIRECTOR 

DATE: JULY 20, 2023

**AGENDA ITEM  
D-1(A)  
JULY 26, 2023**

**WARRANTS**

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$164,290.92
HAND WRITTEN CHECKS	NONE
VOIDED CHECKS	NONE

# Item D-1(A) Warrants JULY 26, 2023

Nipomo Community Services District

By Payment Number

Payment Dates 07/26/2023 - 07/26/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
<b>Payment: 11373</b>				
Bob Murray & Associates	Executive search	10175	07/26/2023	12,487.25
<b>Payment 11373 Total:</b>				<b>12,487.25</b>
<b>Payment: 11374</b>				
Cannon Corporation	Nipomo Palms LS support	85244	07/26/2023	3,022.75
Cannon Corporation	TO#23-001 Sundale Well Nitrate	85233	07/26/2023	260.00
<b>Payment 11374 Total:</b>				<b>3,282.75</b>
<b>Payment: 11375</b>				
EMCOR Services Mesa Energy	HVAC repair - main office	962013756	07/26/2023	2,352.00
<b>Payment 11375 Total:</b>				<b>2,352.00</b>
<b>Payment: 11376</b>				
Engel & Gray, Inc.	Biosolids collection	36X00011	07/26/2023	9,376.75
<b>Payment 11376 Total:</b>				<b>9,376.75</b>
<b>Payment: 11377</b>				
GLM Landscape Management	Landscape maintenance	CI-2122	07/26/2023	1,101.78
<b>Payment 11377 Total:</b>				<b>1,101.78</b>
<b>Payment: 11378</b>				
MNS Engineers, Inc.	Construction management -	83758	07/26/2023	41,948.72
<b>Payment 11378 Total:</b>				<b>41,948.72</b>
<b>Payment: 11379</b>				
Nunley & Associates, Inc.	TO# 2023-003 2023 Annual	102835	07/26/2023	5,551.70
Nunley & Associates, Inc.	TO#2023-001 Supplemental	102732	07/26/2023	1,030.01
Nunley & Associates, Inc.	Tract 3163 PCIA	102858	07/26/2023	1,671.72
Nunley & Associates, Inc.	TO#2022-004 Frontage Rd Trunk	102864	07/26/2023	23,829.73
Nunley & Associates, Inc.	Tract 3056 Flint Place PCIA	102857	07/26/2023	280.68
<b>Payment 11379 Total:</b>				<b>32,363.84</b>
<b>Payment: 11380</b>				
Office Depot	Office supplies	315143409001	07/26/2023	11.69
<b>Payment 11380 Total:</b>				<b>11.69</b>
<b>Payment: 11381</b>				
ReadyRefresh by Nestle	Distilled water	03F0900023136	07/26/2023	41.97
<b>Payment 11381 Total:</b>				<b>41.97</b>
<b>Payment: 11382</b>				
Richards, Watson & Gershon	Dana Foothill Site Acquisition	243079	07/26/2023	719.90
Richards, Watson & Gershon	General legal services through	243077	07/26/2023	10,800.34
Richards, Watson & Gershon	Water Rights Adjudication	243078	07/26/2023	845.10
<b>Payment 11382 Total:</b>				<b>12,365.34</b>
<b>Payment: 11383</b>				
UBEO Business Services fka Ray	B&W/Color copies	4173305	07/26/2023	401.80
UBEO Business Services fka Ray	B&W/Color copies	4173304	07/26/2023	189.87
<b>Payment 11383 Total:</b>				<b>591.67</b>
<b>Payment: 11384</b>				
US Bank National Association	Software subscription	JUNE2023D	07/26/2023	69.99
US Bank National Association	Employment ads	JUNE2023F	07/26/2023	200.00
US Bank National Association	Storage unit	JUNE2023C	07/26/2023	243.00
US Bank National Association	On-site D1-D2 training session	JUNE2023J	07/26/2023	144.90
US Bank National Association	Operating supplies	JUNE2023I	07/26/2023	1,091.40
US Bank National Association	Fuel	JUNE2023G	07/26/2023	29.00
US Bank National Association	Postage	JUNE2023B	07/26/2023	125.75
US Bank National Association	Board meeting supplies &	JUNE2023A	07/26/2023	54.00
US Bank National Association	Office supplies	JUNE2023L	07/26/2023	45.60

**Item D-1(A) Warrants JULY 26, 2023**

**Payment Dates: 07/26/2023 - 07/26/2023**

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
US Bank National Association	Travel & meals	JUNE2023K	07/26/2023	392.24
US Bank National Association	Membership and subscription	JUNE2023H	07/26/2023	662.98
US Bank National Association	Safety meeting supplies	JUNE2023E	07/26/2023	359.59
<b>Payment 11384 Total:</b>				<b>3,418.45</b>
<b>Payment: 11385</b>				
Nunley & Associates, Inc.	Supplemental Water Project	102730	07/26/2023	1,851.25
Nunley & Associates, Inc.	Dana Reserve Water & Sewer	102731	07/26/2023	8,703.50
<b>Payment 11385 Total:</b>				<b>10,554.75</b>
<b>Payment: 11386</b>				
American Industrial Supply	40' and 60' tank truck hose	0384753-IN	07/26/2023	3,225.72
<b>Payment 11386 Total:</b>				<b>3,225.72</b>
<b>Payment: 11387</b>				
Bognuda, Lisa	Mileage reimbursement - Clerk	JULY2023	07/26/2023	32.09
<b>Payment 11387 Total:</b>				<b>32.09</b>
<b>Payment: 11388</b>				
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI355948	07/26/2023	866.72
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI355947	07/26/2023	902.45
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI355949	07/26/2023	883.37
<b>Payment 11388 Total:</b>				<b>2,652.54</b>
<b>Payment: 11389</b>				
Cla-Val Griswold Industries	Parts and labor for Misty Glen	872738	07/26/2023	5,301.60
Cla-Val Griswold Industries	Parts and labor for Westgate	872740	07/26/2023	4,832.65
Cla-Val Griswold Industries	Parts and labor for Willow Rd	872739	07/26/2023	4,310.57
Cla-Val Griswold Industries	Parts and labor for Santa Maria	872735	07/26/2023	3,418.41
<b>Payment 11389 Total:</b>				<b>17,863.23</b>
<b>Payment: 11390</b>				
Executive Janitorial	Janitorial services	JULY2023	07/26/2023	780.00
<b>Payment 11390 Total:</b>				<b>780.00</b>
<b>Payment: 11391</b>				
Famcon Pipe and Supply Inc.	Fiberlyte meter box lids, meter	S100105940.001	07/26/2023	3,643.13
<b>Payment 11391 Total:</b>				<b>3,643.13</b>
<b>Payment: 11392</b>				
FP Mailing Solutions	Postage machine rental	RI105836900	07/26/2023	402.83
<b>Payment 11392 Total:</b>				<b>402.83</b>
<b>Payment: 11393</b>				
Mission Uniform Service	Uniforms	519634247	07/26/2023	203.76
<b>Payment 11393 Total:</b>				<b>203.76</b>
<b>Payment: 11394</b>				
NexTraq	GPS subscription	AT1520094	07/26/2023	535.10
<b>Payment 11394 Total:</b>				<b>535.10</b>
<b>Payment: 11395</b>				
Office Depot	Office supplies	321896898001	07/26/2023	180.43
Office Depot	Office supplies	319100658001	07/26/2023	114.47
Office Depot	Office supplies	321897184001	07/26/2023	7.50
Office Depot	Office supplies	321021579001	07/26/2023	35.01
<b>Payment 11395 Total:</b>				<b>337.41</b>
<b>Payment: 11396</b>				
Quinn Company	Electronic control module - JRPS	PC010435043	07/26/2023	1,281.33
<b>Payment 11396 Total:</b>				<b>1,281.33</b>
<b>Payment: 11397</b>				
SLO County Public Works	Annual Encroachment Permits	FY 23-24	07/26/2023	2,168.00
<b>Payment 11397 Total:</b>				<b>2,168.00</b>
<b>Payment: 11398</b>				
SoCalGas	Heat - shop/office	JULY2023A	07/26/2023	1.52
<b>Payment 11398 Total:</b>				<b>1.52</b>


**Item D-1(A) Warrants JULY 26, 2023**

**Payment Dates: 07/26/2023 - 07/26/2023**

<b>Vendor Name</b>	<b>Description (Payable)</b>	<b>Payable Number</b>	<b>Payment Date</b>	<b>Amount</b>
<b>Payment: 11399</b>				
Underground Service Alert of	Service alerts subscription	2023155282	07/26/2023	1,127.30
<b>Payment 11399 Total:</b>				<b>1,127.30</b>
<b>Payment: 11400</b>				
Zierman Plumbing, Inc	Plumbing service	20544	07/26/2023	140.00
<b>Payment 11400 Total:</b>				<b>140.00</b>

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER 

FROM: JANA ETTEDDGUE  
FINANCE DIRECTOR 

DATE: JULY 20, 2023

**AGENDA ITEM  
D-1(B)  
JULY 26, 2023**

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

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$768,907.98
VOIDED CHECKS	NONE

# Item D-1(B) Warrants JULY 26, 2023

Nipomo Community Services District

By Payment Number

Payment Dates 07/26/2023 - 07/26/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
<b>Payment: 100</b>				
Cannon Corporation	Woodgreen LS Rehab	85243	07/26/2023	7,525.25
Cannon Corporation	Blacklake Sewer Consolidation	85037	07/26/2023	20,675.25
<b>Payment 100 Total:</b>				<b>28,200.50</b>
<b>Payment: 101</b>				
Nunley & Associates, Inc.	Blacklake WRF Permit	102866	07/26/2023	196.99
Nunley & Associates, Inc.	Construction management -	102794	07/26/2023	57,505.25
<b>Payment 101 Total:</b>				<b>57,702.24</b>
<b>Payment: 102</b>				
SWCA, Inc.	Blacklake Sewer Consolidation	171091	07/26/2023	559.25
<b>Payment 102 Total:</b>				<b>559.25</b>
<b>Payment: 103</b>				
R. Baker, Inc.	Blacklake Sewer Consolidation - 2		07/26/2023	682,445.99
<b>Payment 103 Total:</b>				<b>682,445.99</b>



TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS  
GENERAL MANAGER



DATE: JULY 19 , 2023

**AGENDA ITEM**

**D-2**

**JULY 26, 2023**

**APPROVE JULY 12, 2023  
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. July 12, 2023 draft Regular Board Meeting Minutes

JULY 26, 2023

ITEM D-2

ATTACHMENT A

# NIPOMO COMMUNITY SERVICES DISTRICT

*Serving the Community since 1965*

## DRAFT REGULAR MINUTES

**JULY 12, 2023 AT 9:00 A.M.**

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

### **BOARD of DIRECTORS**

RICHARD MALVAROSE, **PRESIDENT**  
DAN ALLEN GADDIS, **VICE PRESIDENT**  
ED EBY, **DIRECTOR**  
DAN WOODSON, **DIRECTOR**  
GARY HANSEN, **DIRECTOR**

### **PRINCIPAL STAFF**

MARIO IGLESIAS, **GENERAL MANAGER**  
LISA BOGNUDA, **ASST 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

*Vice President Gaddis called the Regular Meeting of July 12, 2023, 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, Director Hansen, Woodson, Eby, and Gaddis were present. President Malvarose was absent.*

*There were no public comments.*

#### C. PRESENTATIONS AND REPORTS

*Vice President Gaddis announced that item C-2 would be next.*

##### C-2) QUARTERLY DISTRICT ENGINEER'S REPORT TO THE BOARD [RECOMMEND RECEIVE AND FILE]

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

##### C-1) SPRING 2023 GROUNDWATER INDEX REVIEW, NEWTON GEO-HYDROLOGY CONSULTING SERVICES [RECOMMEND RECEIVE AND FILE REPORT]

*Brad Newton, Newton Geo-Hydrology Consulting Services, presented the item and answered questions from the Board.*

##### 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*

- *June 22, attended Meeting with SLO County Supervisor Jimmy Paulding*

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District  
DRAFT REGULAR MEETING  
MINUTES

*Director Eby*

- June 15, attended Ethic Training
- June 21, Ad Hoc Committee meeting for General Manager Recruitment
- June 26, Ad Hoc Committee meeting for General Manager Recruitment with recruiting firm representative
- July 8, Ad Hoc Committee meeting for General Manager Recruitment interview questions
- July 10, Ad Hoc Committee meeting interviewing candidates

*Director Gaddis*

- June 7, attended Board Officers' Meeting
- June 21, Ad Hoc Committee meeting for General Manager Recruitment
- June 26, Ad Hoc Committee meeting for General Manager Recruitment with recruiting firm representative
- July 8, Ad Hoc Committee meeting for General Manager Recruitment interview questions
- July 10, Ad Hoc Committee meeting interviewing candidates

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

*There were no public comments.*

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

*Vote 4-0.*

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

D. CONSENT AGENDA

- D-1) WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE JUNE 14, 2023, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]
- D-3) AUTHORIZE CONTRACT AMENDMENT FOR ENGINEERING SERVICES DURING CONSTRUCTION FOR THE BRANCH STREET WATERLINE REPLACEMENT PROJECT IN THE AMOUNT OF \$17,392 WITH MKN & ASSOCIATES, INC. [RECOMMEND AUTHORIZE CONTRACT AMENDMENT]

*Staff answered questions from the Board regarding items D-1 and D-3.*

*There were no public comments.*

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District  
DRAFT REGULAR MEETING  
MINUTES

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

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

E. ADMINISTRATIVE ITEMS

Vice President Gaddis adjourned to the NCSD Public Facilities Corporation Annual Meeting.

ROLL CALL

At Roll Call, Director Hansen, Woodson, Eby, and Gaddis were present. President Malvarose was absent.

A. APPROVE MINUTES OF THE JULY 13, 2022 MEETING

There were no public comments.

Upon the motion of Director Woodson and seconded, the Board approved the minutes of July 13, 2022. Director Hansen abstained from voting due to not being a Board member at the previous annual meeting.  
Vote 3-1-0.

YES VOTES	ABSTAIN	ABSENT
Directors Woodson, Eby, and Gaddis	Hansen	Malvarose

Vice President Gaddis adjourned to NCSD Regular Board Meeting.

F. GENERAL MANAGER'S REPORT

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

Pam Wilson, NCSD Resident, mentioned that the final Dana Reserve EIR would be released on July 21<sup>st</sup>.

G. COMMITTEE REPORTS

Director Gaddis announced that the Ad Hoc Committee met on July 10<sup>th</sup>, and interviewed five candidates for the General Manager position. The Committee selected 3 candidates to complete a background check and bring to the Board on the July 26<sup>th</sup> meeting in closed session for interviews.

H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

None.

Nipomo Community Services District  
DRAFT REGULAR MEETING  
MINUTES

I. CLOSED SESSION ANNOUNCEMENTS

*Craig Steele, District Legal Counsel, announced that there would be no closed session.*

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

- a. SMVWCD V. NCSD (SANTA CLARA COUNTY CASE NO. CV 770214,  
SIXTH APPELLATE COURT CASE NO. H032750, AND ALL  
CONSOLIDATED CASES

*There were no public comments.*

ADJOURN MEETING

*Vice President Gaddis adjourned the meeting at 10:47 a.m.*

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	1 hour 47 minutes
Closed Session	0 hour 00 minutes
TOTAL HOURS	1 hour 47 minutes

Respectfully submitted,

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Mario Iglesias, General Manager and Secretary to the Board

Date