


TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER 

FROM: JANA ETTEDDGUE
FINANCE DIRECTOR 

DATE: JULY 7, 2023

AGENDA ITEM
D-1(A)
JULY 12, 2023

WARRANTS

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$1,438,662.75
HAND WRITTEN CHECKS	NONE
VOIDED CHECKS	#11190, 11191

Item D-1(A) Warrants JUNE 28, 2023

Nipomo Community Services District

By Payment Number

Payment Dates 06/28/2023 - 06/28/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 11287				
Aqua-Metric Sales, Co.	3" meter	INV0095336	06/28/2023	2,527.88
Payment 11287 Total:				2,527.88
Payment: 11288				
Avila, Laura	Washer rebate	JUN2023	06/28/2023	75.00
Payment 11288 Total:				75.00
Payment: 11289				
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI337807	06/28/2023	438.44
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI337808	06/28/2023	1,104.22
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI338089	06/28/2023	1,324.08
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI339449	06/28/2023	617.06
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI337809	06/28/2023	1,023.03
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI337806	06/28/2023	1,782.53
Payment 11289 Total:				6,289.36
Payment: 11290				
Charter Communications	Dedicated fiber line - Shop	0225708062223	06/28/2023	970.97
Payment 11290 Total:				970.97
Payment: 11291				
Charter Communications	Dedicated fiber line - Shop	0224495062023	06/28/2023	1,018.33
Payment 11291 Total:				1,018.33
Payment: 11292				
Coastal Rolloff	Roll-off service	8138762U150	06/28/2023	778.91
Payment 11292 Total:				778.91
Payment: 11293				
Column, Enotice Inc.	Public Notice - Southland WWTF B0A9F0R7-0014		06/28/2023	428.50
Payment 11293 Total:				428.50
Payment: 11294				
Electricraft, Inc.	Service call - District office	18915	06/28/2023	1,159.72
Payment 11294 Total:				1,159.72
Payment: 11295				
Executive Janitorial	Janitorial services	86819	06/28/2023	780.00
Payment 11295 Total:				780.00
Payment: 11296				
Famcon Pipe and Supply Inc.	Concrete mix	S100103078.001	06/28/2023	315.32
Famcon Pipe and Supply Inc.	Gaskets, bolt sets	S100104754.001	06/28/2023	14.14
Payment 11296 Total:				329.46
Payment: 11297				
FGL Environmental	Lab tests	380042	06/28/2023	847.00
FGL Environmental	Lab tests	380609A	06/28/2023	852.00
Payment 11297 Total:				1,699.00
Payment: 11298				
Frontier Communications	BL Telephone	JUN2023	06/28/2023	76.26
Payment 11298 Total:				76.26
Payment: 11299				
Gomez, Heberto	Washer rebate	JUN2023	06/28/2023	75.00
Payment 11299 Total:				75.00
Payment: 11300				
Iconix Waterworks (US) Inc.	(3) - 3/4" and (3) - 1" ball valves	U2316022059	06/28/2023	839.50
Iconix Waterworks (US) Inc.	Meter box lid removers	U2316019880	06/28/2023	87.00
Iconix Waterworks (US) Inc.	Hydrant bolt sets, 1" ball valves	U2316022055	06/28/2023	696.54

Item D-1(A) Warrants JUNE 28, 2023

Payment Dates: 06/28/2023 - 06/28/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Iconix Waterworks (US) Inc.	(48) - 3/4" to 1" meter adapters	U2316022061	06/28/2023	835.20
Payment 11300 Total:				2,458.24
Payment: 11301				
Integrated Industrial Supply, Inc.	Disposable gloves, thread seal	92055	06/28/2023	520.38
Integrated Industrial Supply, Inc.	Strip moulding	92056	06/28/2023	160.88
Integrated Industrial Supply, Inc.	1/2" x 18" steel dowls	92174	06/28/2023	147.47
Integrated Industrial Supply, Inc.	Brass adapters, ball valves,	92105	06/28/2023	317.23
Payment 11301 Total:				1,145.96
Payment: 11302				
Maldonado, Francisco	Travel reimbursement - D3	JUN2023	06/28/2023	572.49
Payment 11302 Total:				572.49
Payment: 11303				
Mission Uniform Service	Uniforms	519459902	06/28/2023	228.70
Mission Uniform Service	Uniforms	519503083	06/28/2023	210.72
Payment 11303 Total:				439.42
Payment: 11304				
NexTraq	GPS subscription	AT1515820	06/28/2023	257.26
Payment 11304 Total:				257.26
Payment: 11305				
Nipomo Community Services	Petty cash	JUNE2023	06/28/2023	15.00
Payment 11305 Total:				15.00
Payment: 11306				
No Limit Tire, Inc	Flat tire repair - F250 #171	43744	06/28/2023	25.00
No Limit Tire, Inc	Flat tire repair - F-250 #151	43687	06/28/2023	25.00
No Limit Tire, Inc	Tires - F-250 #201	43686	06/28/2023	1,060.00
Payment 11306 Total:				1,110.00
Payment: 11307				
Office Depot	Office supplies	316889410001	06/28/2023	278.83
Office Depot	Office supplies	31688949001	06/28/2023	36.87
Office Depot	Office supplies	316888775001	06/28/2023	65.65
Payment 11307 Total:				381.35
Payment: 11308				
O'Reilly Automotive Inc.	Misc. parts/supplies for vehicle	JUN2023	06/28/2023	451.31
Payment 11308 Total:				451.31
Payment: 11309				
Quinn Company	Misc. parts - generators	FINA0342712	06/28/2023	72.90
Payment 11309 Total:				72.90
Payment: 11310				
Santa Maria Ford Lincoln	Vehicle repair/maintenance - 17	229218	06/28/2023	1,903.87
Santa Maria Ford Lincoln	Vehicle repair/maintenance - 15	229107	06/28/2023	105.00
Santa Maria Ford Lincoln	Vehicle repair/maintenance - 20	229189	06/28/2023	376.37
Santa Maria Ford Lincoln	Vehicle repair/maintenance - 16	229263	06/28/2023	488.12
Payment 11310 Total:				2,873.36
Payment: 11311				
Simplot Grower Solutions	CAN 17	780160531	06/28/2023	1,180.64
Payment 11311 Total:				1,180.64
Payment: 11312				
SLO County Environmental	Backflow program	IN0144299	06/28/2023	1,882.60
Payment 11312 Total:				1,882.60
Payment: 11313				
SoCalGas	Heat - shop/office	JUN2023B	06/28/2023	32.41
SoCalGas	Heat - shop/office	JUN2023A	06/28/2023	26.03
Payment 11313 Total:				58.44
Payment: 11314				
UBEO Business Services fka Ray	B&W/Color copies	4142885	06/28/2023	634.95
UBEO Business Services fka Ray	B&W/Color copies	4111633	06/28/2023	300.57

Item D-1(A) Warrants JUNE 28, 2023

Payment Dates: 06/28/2023 - 06/28/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
UBEO Business Services fka Ray	B&W/Color copies	4142883	06/28/2023	454.13
UBEO Business Services fka Ray	B&W/Color copies	4142884	06/28/2023	165.80
UBEO Business Services fka Ray	B&W/Color copies	4111549	06/28/2023	310.24
Payment 11314 Total:				1,865.69

Payment: 11315

US Bank National Association	Board meeting supplies	MAY2023A	06/28/2023	315.53
US Bank National Association	Employment ads	MAY2023G	06/28/2023	504.00
US Bank National Association	Storage	MAY2023B	06/28/2023	243.00
US Bank National Association	Travel and meals	MAY2023E	06/28/2023	185.56
US Bank National Association	Recording fees	MAY2023I	06/28/2023	21.49
US Bank National Association	Operating supplies	MAY2023H	06/28/2023	375.91
US Bank National Association	Postage	MAY2023C	06/28/2023	126.00
US Bank National Association	Software subscription	MAY2023D	06/28/2023	91.99
US Bank National Association	Website domain renewal	MAY2023F	06/28/2023	13.17
Payment 11315 Total:				1,876.65

Payment: 11316

USA Bluebook	CHEMKEYS	INV00044125	06/28/2023	6,882.12
USA Bluebook	CHEMKEYS	INV000035871	06/28/2023	4,777.48
USA Bluebook	CHEMKEYS	INV00036101	06/28/2023	4,758.68
Payment 11316 Total:				16,418.28

Payment: 11317

Villanueva, Elizabeth	Reimbursement - exam review	JUN2023	06/28/2023	2,157.50
Payment 11317 Total:				2,157.50

Payment: 11318

White, Christian	Reimbursement for CSM3 exam	JUN2023	06/28/2023	215.00
Payment 11318 Total:				215.00

Item D-1(A) Warrants JULY 12, 2023

Nipomo Community Services District

By Payment Number

Payment Dates 07/12/2023 - 07/12/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 11319				
Advantage Answering Plus, Inc.	Answering service	000029-508-061	07/12/2023	315.20
Payment 11319 Total:				315.20
Payment: 11320				
Allweather Landscape	LMD	47844	07/12/2023	325.00
Payment 11320 Total:				325.00
Payment: 11321				
American Water Works	Membership renewal - Sevcik	7002122878	07/12/2023	311.00
Payment 11321 Total:				311.00
Payment: 11322				
Collaboration Business	Leadership Training Program	15472	07/12/2023	2,500.00
Payment 11322 Total:				2,500.00
Payment: 11323				
DataProse, LLC	Mailing Bills Postage Deposit	9792	07/12/2023	3,141.60
Payment 11323 Total:				3,141.60
Payment: 11324				
Great Western Alarm and	Alarm monitoring service	230602062101	07/12/2023	80.00
Great Western Alarm and	Alarm monitoring service	230602107101	07/12/2023	80.00
Payment 11324 Total:				160.00
Payment: 11325				
NewLane Finance Company	Telephone	114526-04/07/2023	07/12/2023	313.98
Payment 11325 Total:				313.98
Payment: 11326				
Perry Ford Lincoln	2023 F-250 SD SRW 24415	2023 F250 SRW 24415	07/12/2023	48,821.51
Payment 11326 Total:				48,821.51
Payment: 11327				
Postmaster	Post office box rental	JULY 2023	07/12/2023	226.00
Payment 11327 Total:				226.00
Payment: 11328				
SLO County Auditor Controller	LAFCO charges - FY 2023-2024	LAFCO FY23-24	07/12/2023	32,223.36
Payment 11328 Total:				32,223.36
Payment: 11329				
Special District Risk	Property/Liability Program FY	73960	07/12/2023	348,651.77
Special District Risk	Workers' Compensation	73525	07/12/2023	41,908.55
Payment 11329 Total:				390,560.32
Payment: 11330				
Waste Connections	Waste collection - Old Town	8155446U120	07/12/2023	349.00
Waste Connections	Waste collection - Southland	8155765U120	07/12/2023	308.46
Waste Connections	Waste collection - Office	8154616U120	07/12/2023	65.81
Payment 11330 Total:				723.27
Payment: 11331				
Abalone Coast Analytical, Inc.	Lab tests	6140	07/12/2023	8,557.50
Payment 11331 Total:				8,557.50
Payment: 11332				
Aerzen USA Corporation	Blower v-belts	SEPI-23-003292	07/12/2023	1,508.89
Payment 11332 Total:				1,508.89
Payment: 11333				
Alexander's Contract Services,	Meter reading	202306270012	07/12/2023	4,994.81
Payment 11333 Total:				4,994.81

Item D-1(A) Warrants JULY 12, 2023

Payment Dates: 07/12/2023 - 07/12/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 11334				
American Industrial Supply	50' air hose with universal	0384061-IN	07/12/2023	230.43
Payment 11334 Total:				230.43
Payment: 11335				
AT&T	Telephone	000020125923	07/12/2023	26.76
AT&T	Telephone	000020125922	07/12/2023	31.26
AT&T	Telephone	000020125924	07/12/2023	104.26
Payment 11335 Total:				162.28
Payment: 11336				
AT&T Mobility	Cell service	287318508827X07022023	07/12/2023	1,276.61
Payment 11336 Total:				1,276.61
Payment: 11337				
Bob Murray & Associates	Clerical support, executive	10127	07/12/2023	311.00
Payment 11337 Total:				311.00
Payment: 11338				
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI353233	07/12/2023	707.02
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI341634	07/12/2023	901.88
Payment 11338 Total:				1,608.90
Payment: 11339				
CalPortland Construction	Truck rental for base transport	95937055	07/12/2023	186.00
CalPortland Construction	Class 2 base	95937054	07/12/2023	528.59
Payment 11339 Total:				714.59
Payment: 11340				
Cannon Corporation	TO#20-005 District Office	84924	07/12/2023	160.00
Cannon Corporation	TO#23-001 Sundale Well Nitrate	84987	07/12/2023	16,675.81
Payment 11340 Total:				16,835.81
Payment: 11341				
City of Santa Maria	Water purchase 04-01-23 to 06-	93287	07/12/2023	676,866.45
Payment 11341 Total:				676,866.45
Payment: 11342				
Clever Ducks	Computer expense	34680	07/12/2023	4,319.62
Payment 11342 Total:				4,319.62
Payment: 11343				
Coastal Rolloff	Short paid June 2023 bill	8173111U150-2	07/12/2023	11.68
Payment 11343 Total:				11.68
Payment: 11344				
Coastline Equipment	John Deere 310U repair &	1030787	07/12/2023	2,138.20
Payment 11344 Total:				2,138.20
Payment: 11345				
Collaboration Business	Leadership Training Program	15450	07/12/2023	2,500.00
Payment 11345 Total:				2,500.00
Payment: 11346				
DataProse, LLC	Postage bills/late notices	DP2302300B	07/12/2023	2,430.07
DataProse, LLC	Mail bills/late notices	DP2302300A	07/12/2023	714.62
Payment 11346 Total:				3,144.69
Payment: 11347				
Doane & Hartwig Water	Prominent metering pump parts	I2023-0891	07/12/2023	3,040.92
Doane & Hartwig Water	Griffco chemical feed parts	I2023-0902	07/12/2023	729.30
Doane & Hartwig Water	Blacoh bladder kits	I2023-0876	07/12/2023	2,344.74
Payment 11347 Total:				6,114.96
Payment: 11348				
Famcon Pipe and Supply Inc.	Wilkins 975XL repair kit	S100105489.001	07/12/2023	110.93
Payment 11348 Total:				110.93
Payment: 11349				
Farm Supply Company	Sprayer, weed abatement	91920	07/12/2023	477.92

Item D-1(A) Warrants JULY 12, 2023

Payment Dates: 07/12/2023 - 07/12/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Farm Supply Company	Copper sulfate	91925	07/12/2023	2,356.29
Payment 11349 Total:				2,834.21
Payment: 11350				
FGL Environmental	Lab tests	381801A	07/12/2023	353.00
Payment 11350 Total:				353.00
Payment: 11351				
Great Western Alarm and	Service call - alarm monitoring	230602497201	07/12/2023	250.00
Payment 11351 Total:				250.00
Payment: 11352				
Iconix Waterworks (US) Inc.	Multiquip handle for tamper	U2316025066	07/12/2023	336.15
Payment 11352 Total:				336.15
Payment: 11353				
M&M Backflow and Meter	Meter testing	JUN2023	07/12/2023	3,047.50
Payment 11353 Total:				3,047.50
Payment: 11354				
Maldonado, Francisco	D3 exam reimbursement	JUNE2023	07/12/2023	55.00
Payment 11354 Total:				55.00
Payment: 11355				
Miner's Ace Hardware	Supplies	JUNE2023	07/12/2023	1,805.23
Payment 11355 Total:				1,805.23
Payment: 11356				
Mission Uniform Service	Uniforms	519546775	07/12/2023	211.68
Mission Uniform Service	Uniforms	519589288	07/12/2023	207.72
Payment 11356 Total:				419.40
Payment: 11357				
MNS Engineers, Inc.	Construction management -	83386	07/12/2023	36,682.50
Payment 11357 Total:				36,682.50
Payment: 11358				
Newton Geo-Hydrology	Litigation support thorough 06-	JUNE2023-1	07/12/2023	3,052.50
Newton Geo-Hydrology	General consultation through	JUNE2023-2	07/12/2023	1,110.00
Payment 11358 Total:				4,162.50
Payment: 11359				
Nipomo Community Services	Water	JUNE2023	07/12/2023	968.84
Payment 11359 Total:				968.84
Payment: 11360				
Nunley & Associates, Inc.	Southland WWTF Influent Rehab	102638	07/12/2023	6,440.30
Payment 11360 Total:				6,440.30
Payment: 11361				
Nu-Tech Pest Management	Pest control	0173447	07/12/2023	75.00
Nu-Tech Pest Management	Pest control	0173443	07/12/2023	265.00
Payment 11361 Total:				340.00
Payment: 11362				
Office Depot	Office supplies	317662093001	07/12/2023	105.08
Office Depot	Office supplies	318022446001	07/12/2023	178.48
Office Depot	Office supplies	318650082001	07/12/2023	9.64
Payment 11362 Total:				293.20
Payment: 11363				
PG&E	Electricity	JUNE2023	07/12/2023	76,077.97
Payment 11363 Total:				76,077.97
Payment: 11364				
Polydyne, Inc.	Clarifloc	1749140	07/12/2023	3,296.91
Payment 11364 Total:				3,296.91
Payment: 11365				
Richards, Watson & Gershon	Legal services through 04-30-23	242581	07/12/2023	14,172.70
Richards, Watson & Gershon	Dana Reserve Specific Plan	242583	07/12/2023	1,176.00

Item D-1(A) Warrants JULY 12, 2023

Payment Dates: 07/12/2023 - 07/12/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Richards, Watson & Gershon	Dana Foothill Site Acquisition	242584	07/12/2023	93.90
Richards, Watson & Gershon	Dana Foothill Site Acquisition	242825	07/12/2023	1,439.80
Richards, Watson & Gershon	Water Rights Adjudication	242823	07/12/2023	1,095.50
Richards, Watson & Gershon	Legal services through 05-31-23	242822	07/12/2023	6,548.60
Richards, Watson & Gershon	Dana Reserve Specific Plan	242824	07/12/2023	98.00
Richards, Watson & Gershon	Water Rights Adjudication	242582	07/12/2023	406.90
Payment 11365 Total:				25,031.40
Payment: 11366				
Rogers, Anderson, Malody &	Progress billing - audit FY 22-23	73104	07/12/2023	9,500.00
Payment 11366 Total:				9,500.00
Payment: 11367				
Simplot Grower Solutions	CAN 17	780161103	07/12/2023	858.97
Payment 11367 Total:				858.97
Payment: 11368				
Sterling Communications	Service call for truck radios -	0010858-IN	07/12/2023	1,067.29
Sterling Communications	Radio install - F150 #211	0010856-IN	07/12/2023	1,082.75
Payment 11368 Total:				2,150.04
Payment: 11369				
UBEO Business Services fka Ray	Copier maintenance - toner	4158042	07/12/2023	185.01
Payment 11369 Total:				185.01
Payment: 11370				
USA Bluebook	Tee connectors	INV00052489	07/12/2023	259.43
USA Bluebook	Digital caliper	INV00052009	07/12/2023	64.71
USA Bluebook	Hach chlorine verification	INV00060088	07/12/2023	34.16
Payment 11370 Total:				358.30
Payment: 11371				
Wallace Group	59060 FOG Program	59060-2	07/12/2023	45.00
Wallace Group	FOG program	59582	07/12/2023	202.50
Wallace Group	FOG program - SSMP Update	59583	07/12/2023	43.75
Payment 11371 Total:				291.25
Payment: 11372				
Mike's Appliance Repair	Fridge Diagnosis	7/6/2023	07/12/2023	246.00
Payment 11372 Total:				246.00

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER 

FROM: JANA ETTEDDGUE
FINANCE DIRECTOR 

DATE: JULY 7, 2023

AGENDA ITEM
D-1(B)
JULY 12, 2023

WARRANTS – BLACKLAKE ASSESSMENT DISTRICT 2020-1

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$25,278.76
VOIDED CHECKS	NONE

Item D-1(B) Warrants JUNE 28, 2023

Nipomo Community Services District

By Payment Number

Payment Dates 06/28/2023 - 06/28/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 98				
US Bank National Association	Force Main Storm Water Permit	MAY2023J	06/28/2023	615.90
			Payment 98 Total:	<u>615.90</u>


Item D-1(B) Warrants JULY 12, 2023

Nipomo Community Services District

By Payment Number

Payment Dates 07/12/2023 - 07/12/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 99				
Cannon Corporation	Blacklake Sewer Consolidation	84758	07/12/2023	23,680.61
Cannon Corporation	Woodgreen LS Rehab	84994	07/12/2023	982.25
			Payment 99 Total:	24,662.86

TO: BOARD OF DIRECTORS
FROM: MARIO IGLESIAS
GENERAL MANAGER 
DATE: JULY 6 , 2023

AGENDA ITEM
D-2
JULY 12, 2023

**APPROVE JUNE 14, 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. June 14, 2023 draft Regular Board Meeting Minutes

JULY 12, 2023

ITEM D-2

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community since 1965

DRAFT REGULAR MINUTES

JUNE 14, 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

President Malvarose called the Regular Meeting of June 14, 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, all Directors were present.

There were no public comments.

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

- *June 7, attended Board Officers' Meeting*
- *Announced today is Donald Trump's 77th Birthday*

Director Eby

- *June 7, attended WRAC meeting*
- *June 13, the NMMA Technical Group met*
- *June 13, attended Blacklake Oversight Committee meeting*

Director Malvarose

- *May 31, attended Meeting with the SLO County CAO and Supervisor Jimmy Paulding regarding the Tax Sharing Agreement*
- *Announced that the Nipomo 4th of July parade would be starting at Nipomo High School and end at the Nipomo Regional Park*

- C-2) RECEIVE PUBLIC COMMENT ON PRESENTATIONS AND REPORTS PRESENTED UNDER ITEM C AND BY MOTION RECEIVE AND FILE PRESENTATIONS AND REPORTS

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

There were no public comments.

*Upon the motion of Director Eby and seconded, the Board approved receiving and filing presentations and reports.
Vote 5-0.*

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

D. CONSENT AGENDA

- D-1) WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE MAY 24, 2023, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]

There were no public comments.

*Upon the motion of Director Woodson and seconded, the Board approved the Consent Agenda with a correction to the minutes. Director Hansen abstained from Item D-2 due to absence at May 24, 2023 meeting.
Vote 5-0 on D-1.
Vote 4-0-1 on D-2.*

	YES VOTES	ABSENT	ABSTAIN
D-1	Directors Woodson, Eby, Hansen, Gaddis, and Malvarose	None	None
D-2	Directors Woodson, Eby, Gaddis, and Malvarose	None	Hansen

E. ADMINISTRATIVE ITEMS

- E-1) CONSIDER GRANT REQUEST FROM ONE COOL EARTH IN THE AMOUNT OF \$15,000 TO SUPPORT THE NIPOMO ELEMENTARY SCHOOL GARDEN PROGRAM [RECOMMEND AUTHORIZE GENERAL MANAGER TO EXECUTE AGREEMENT WITH ONE COOL EARTH]

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

There were no public comments.

*Upon the motion of Director Eby and seconded, the Board approved to authorize the General Manager to execute the agreement with One Cool Earth.
Vote 5-0.*

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

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

- E-2) PUBLIC HEARING - APPROVE GENERAL MANAGER’S REPORT AND AUTHORIZE RECORDATION OF TAX LIENS FOR PROPERTIES IN ARREARS IN PAYMENT OF SOLID WASTE FEES [RECOMMEND CONDUCT HEARING, AMEND GENERAL MANAGER’S REPORT IF NECESSARY, AND BY MOTION AND ROLL CALL VOTE ADOPT RESOLUTION APPROVING GENERAL MANAGER’S REPORT AND AUTHORIZING RECORDATION OF LIENS]

Jana Ettedgue, Finance Director, presented the item.

President Malvarose opened the Public Hearing.

There were no public comments and no written protests received.

President Malvarose closed the Public Hearing.

Upon the motion of Director Hansen and seconded, the Board approved the Resolution. Vote 5-0.

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

RESOLUTION NO. 2023-1669
A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE NIPOMO COMMUNITY SERVICES DISTRICT
CONFIRMING REPORT OF DISTRICT GENERAL MANAGER
AND ORDERING THE COLLECTION OF UNPAID
SOLID WASTE COLLECTION CHARGES ON THE TAX ROLL

- E-3) PUBLIC HEARING - APPROVE ENGINEER’S REPORT AND AUTHORIZE COLLECTION OF FY 2023-2024 STREET LANDSCAPE MAINTENANCE DISTRICT ASSESSMENTS [RECOMMEND CONDUCT HEARING, AMEND ENGINEER’S REPORT IF NECESSARY AND BY MOTION AND ROLL CALL VOTE ADOPT RESOLUTION APPROVING ENGINEER’S REPORT AND AUTHORIZING COLLECTION OF ASSESSMENTS]

Jana Ettedgue, Finance Director, presented the item.

President Malvarose opened the Public Hearing.

There were no public comments and no written protests received.

President Malvarose closed the Public Hearing.

Upon the motion of Director Hansen and seconded, the Board approved the Resolution. Vote 5-0.

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

RESOLUTION NO. 2023-1670
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
ORDERING THE LEVY AND COLLECTION OF
ASSESSMENTS FOR THE STREET LANDSCAPE MAINTENANCE
DISTRICT NO. 1 FOR FISCAL YEAR 2023-2024

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

- E-4) PUBLIC HEARING - APPROVE ENGINEER'S REPORT AND AUTHORIZE COLLECTION OF FY 2023-2024 BLACKLAKE STREET LIGHTING MAINTENANCE DISTRICT 2022-1 ASSESSMENTS [RECOMMEND CONDUCT HEARING, AMEND ENGINEER'S REPORT IF NECESSARY AND BY MOTION AND ROLL CALL VOTE ADOPT RESOLUTION APPROVING ENGINEER'S REPORT AND AUTHORIZING COLLECTION OF ASSESSMENTS]

Jana Etteddgue, Finance Director, presented the item.

President Malvarose opened the Public Hearing.

There were no public comments and no written protests received.

President Malvarose closed the Public Hearing.

Upon the motion of Director Gaddis and seconded, the Board approved the Resolution. Director Hansen abstained as he lives in the Blacklake Street Lighting Maintenance District 2022-1. Vote 4-0-1.

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

RESOLUTION NO. 2023-1671
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NIPOMO COMMUNITY SERVICES DISTRICT
ORDERING THE LEVY AND COLLECTION OF
ASSESSMENTS FOR THE BLACKLAKE STREET
LIGHTING MAINTENANCE DISTRICT NO. 2022-1
FOR FISCAL YEAR 2023-2024

- E-5) (A) PUBLIC HEARING TO ADOPT 2023-2024 FISCAL YEAR BUDGET AND APPROPRIATION LIMIT [RECOMMEND CONDUCT PUBLIC HEARING, CONSIDER TESTIMONY, ORDER EDITS IF ANY AND BY MOTION AND ROLL CALL VOTE ADOPT RESOLUTION APPROVING 2023-2024 FISCAL YEAR BUDGET AND APPROPRIATION LIMITATION]

Jana Etteddgue, Finance Director, presented the item.

President Malvarose opened the Public Hearing for Item E-4(A).

There were no public comments and no written protests received.

President Malvarose closed the Public Hearing for Item E-4(A).

Upon the motion of Director Eby and seconded, the Board approved the Resolutions adopting the 2023-2024 Budget and Appropriations Limitation.

Vote 5-0.

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

RESOLUTION 2023 - 1672
A RESOLUTION OF THE BOARD OF
DIRECTORS OF THE NIPOMO COMMUNITY
SERVICES DISTRICT ADOPTING THE
2023-2024 FISCAL YEAR BUDGET

RESOLUTION NO. 2023-1673
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NIPOMO COMMUNITY SERVICES DISTRICT
DETERMINING THE APPROPRIATION LIMITATION
FOR THE 2023-2024 FISCAL YEAR

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

- E-5) (B) ADOPT 2023-2024 FISCAL YEAR BUDGET FOR NIPOMO SUPPLEMENTAL WATER PROJECT (NSWP) [RECOMMEND CONDUCT PUBLIC HEARING, CONSIDER TESTIMONY, ORDER EDITS IF ANY AND BY MOTION AND ROLL CALL VOTE ADOPT RESOLUTION APPROVING NSWP 2023-2024 FISCAL YEAR BUDGET]

Jana Ettedgue, Finance Director, presented the item.

President Malvarose opened the Public Hearing for Item E-4(B).

There were no public comments and no written protests received.

President Malvarose closed the Public Hearing for Item E-4(B).

Upon the motion of Director Gaddis and seconded, the Board approved the Resolution. Vote 5-0.

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

RESOLUTION 2023-1674
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NIPOMO COMMUNITY SERVICES DISTRICT
ADOPTING THE NSWP (NIPOMO SUPPLEMENTAL WATER PROJECT)
2023-2024 FISCAL YEAR BUDGET

- E-6) SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY 2023 BOARD OF DIRECTORS ELECTION BALLOT [RECOMMEND REVIEW BALLOT AND DIRECT STAFF TO SUBMIT A BALLOT WITH THE NIPOMO COMMUNITY SERVICES DISTRICT'S BOARD OF DIRECTOR'S PREFERED SDRMA BOARD CANDIDATE(S) IF ANY]

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

The Board directed staff to submit a ballot voting for Robert Swan, Jesse Claypool and Sandy Seifert-Raffelson for the Special District Risk Management Authority for the 2023 Board of Directors Election.

- E-7) AUTHORIZE INVESTMENT PURCHASES PER THE INVESTMENT POLICY [RECOMMEND AUTHORIZE STAFF TO PURCHASE SECURITIES ACCORDING TO THE INVESTMENT POLICY AND GUIDELINES]

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

Director Eby commented on the rates of Treasuries and CD's and that he would like for the District to invest the \$5.6 million and recommended two options to consider.

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

Director Gaddis commented on the timing of purchasing the investments.

Director Gaddis requested his statement be included in the minutes:

“Re: June 14, 2023 Board Agenda

Item E-7: Authorize Investment Purchases Per the Investment Policy

When to implement is the question.

Implement right away, or after the new General Manager is hired and seated in 68 days.

Again, the Finance and Audit Committee met on Wednesday, May 17, 2023. The

Committee authorized staff to purchase \$2 million in short- term Treasuries & \$1 million in

CD's 3 years or less. The open question was when to implement.

The Committee provided those alternatives for the entire Board to consider on when to

move funds out of LAIF and into securities.

Implement right away, or after the new General Manager is hired and seated in 68 days.

The Board has appointed the General Manager as the District Finance Officer and

Treasurer.

The Finance Officer/Treasurer (General Manager) will handle the District's investment

Portfolio.

The Finance Officer/Treasurer (General Manager) is authorized to deposit or invest District

funds.

The District Finance Officer/Treasurer (General Manager) shall make monthly reports to

the Board.

The District Finance Officer/Treasurer (General Manager) shall file a quarterly report.

The District Finance Officer/Treasurer (General Manager) shall file & submit an Annual

Report to the District's Auditors & Board of Directors.

This is an investment management burden we are placing on the new General Manager

who we are planning on hiring and seating in his new position in only 68 days from now, on

August 21st_

We are a non-profit organization, not a for profit one. We also will be long term investors &

not day traders.

I do not think it worthwhile to implement now to get a small gain in profit over the next 68

days.

I believe it is better to wait until the new General Manager is seated to implement, and

allow the new General Manager to be a part of this new investment decision making

process.

Director: Gaddis”

There were no public comments.

Director Eby motioned:

“1. Approve the resolution in attachment A with the amount of \$5.6M inserted in the text as

funds available for investment in Fiscal Year 2022-2023.
2. Authorize the District Staff to purchase up to \$5.6 Million in securities (up to \$4.6 million
in short term treasuries with maturities from 3 months to 12 months and up to \$1 million in
non-callable CDs with maturities not to exceed 3 years). Less than the total amount may
be invested at any time at the discretion of the District Staff.”

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

Upon the motion of Director Eby and seconded, the Board approved the Resolution with \$5.6 million to be inserted in the Resolution as available funds to be invested.

Vote 4-1.

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

Upon the motion of Director Eby and seconded, the Board approved the Resolution with \$5.6 million to be inserted in the Resolution as available funds to be invested, where \$4.6 million would be invested in short term Treasuries and \$1 million invested in non-callable CD's with a maturity not to exceed 3 years at the discretion of the District Staff.

Vote 4-1.

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

RESOLUTION NO. 2023-1675
A RESOLUTION OF THE
BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
DETERMINING AMOUNT OF FUNDS TO BE
INVESTED ANNUALLY PURSUANT TO
THE DISTRICT'S INVESTMENT POLICY

- E-8) APPROVE APPOINTMENT OF INTERIM GENERAL MANAGER [RECOMMEND ADOPT RESOLUTION APPROVING THE APPOINTMENT OF MARIO E. IGLESIAS AS INTERIM GENERAL MANAGER, EFFECTIVE JULY 1, 2023]

Mario Iglesias, General Manager, left the room for this item.

Craig Steele, General Counsel, presented the item and answered questions from the Board.

There were no public comments.

Upon the motion of Director Hansen and seconded, the Board approved to the Resolution.

Vote 5-0.

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

RESOLUTION NO. 2023-1676
A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE NIPOMO COMMUNITY SERVICES DISTRICT
APPROVING THE APPOINTMENT OF MARIO E. IGLESIAS
AS INTERIM GENERAL MANAGER, EFFECTIVE JULY 1, 2023

2. GENERAL MANAGER'S REPORT

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

There were no public comments.

3. COMMITTEE REPORTS

None.

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

4. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

Director Eby requested that any updates on the Dana Reserve be forwarded to him so he could inform the WRAC Committee.

I. CLOSED SESSION ANNOUNCEMENTS

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

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

- i. SMWWCD 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

President Malvarose adjourned the meeting at 10:12 a.m.

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	1 hour 12 minutes
Closed Session	0 hour 00 minutes
TOTAL HOURS	1 hour 12 minutes

Respectfully submitted,

Mario Iglesias, General Manager and Secretary to the Board

Date

TO: BOARD OF DIRECTORS
REVIEWED: MARIO IGLESIAS
GENERAL MANAGER
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS
DATE: JULY 6, 2023

**AGENDA ITEM
D-3
JULY 12, 2023**

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.

ITEM

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].

BACKGROUND

At the December 14, 2022 Board Meeting, the Board authorized staff to execute a contract with MKN & Associates, Inc. (MKN) to provide engineering services during construction for the Branch Street Waterline Replacement Project. Since that time, numerous issues have come up during the construction phase that have required more effort than originally anticipated.

MKN has requested a contract amendment so that it can continue to provide the necessary support services for the remainder of the project construction. MKN submitted the attached proposal to perform the work for a not to exceed amount of \$17,392.

FISCAL IMPACT

Funding for the project in the amount of \$850,000 is available in Water Funded Replacement Fund #805.

Original MKN ESDC contract	\$25,822
Proposed Contract Amendment #1	\$17,392
Revised Contract Cost	\$43,214

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 authorize staff to execute a contract amendment in the amount of \$17,392 with MKN & Associates, Inc. for additional engineering services during construction for the Branch Street Waterline Replacement Project.

ATTACHMENTS

- A. MKN & Associates, Inc. Proposal dated June 14, 2023

JULY 12, 2023

ITEM D-3

ATTACHMENT A



P.O. Box 1604
 Arroyo Grande, CA 93421
 805.904.6530 PHONE
 805.904.6532 FAX

June 14, 2023

Elizabeth Villanueva
 Nipomo Community Services District
 P O Box 326
 Nipomo CA 93444-0326
 Sent via email: evillanueva@ncsd.ca.gov

RE: 2022 Branch Street Waterline Improvements Project Construction Phase Services Amendment #1

Dear Elizabeth,

In December 2022, the District retained MKN & Associates, Inc., (MKN) to provide office engineering services during construction of the Branch Street Waterline Improvements Project. Notice to proceed for the construction contract was issued on April 25, 2023. Since then, MKN attended the preconstruction meeting and one progress meeting, reviewed multiple submittals and resubmittals, reviewed and responded to RFIs, and reviewed and discussed issues regarding the encroachment permit. The current budget status is summarized in Table 1, with spent to date as of June 6, 2023. The budget for engineering services during construction is currently 81% spent. We request consideration of this proposed amendment to allow continued office engineering services through the construction.

Table 1. Summary of Current Budget Status				
Task	Budget	Spent to date	% Complete	Amount Remaining
Task 1.1 Pre-Construction and Progress Meetings	\$ 1,576	\$ 1,125.28	71%	\$ 450.62
Task 1.2 Submittal Review	\$ 8,683	\$ 12,984.45	150%	\$(4,301.55)
Task 1.3 Respond to RFIs	\$ 5,562	\$ 4,471.49	80%	\$ 1,091.51
Task 1.4 Respond to Requests for Change Orders	\$ 1,947	\$ 1,302.95	67%	\$ 643.75
Task 1.5 Engineer's Observation of Work in Progress	\$ 2,245	\$ 993.96	44%	\$ 1,251.44
Task 1.6 Record Drawings	\$ 5,809	\$ -	0%	\$ 5,809.20
Total	\$ 25,822	\$ 20,582.01	81%	\$ 4,943.97

Task 1.1 Meetings: The original budget assumed up to three meetings. MKN has attended two meetings, and the budget is 71% complete. MKN recommends budgeting for three additional meetings and assumes one meeting will be covered with the remaining budget.



Task 1.2 Submittal Review: MKN budgeted 46 hours, at a total cost of \$8,683, for submittal review. As of June 5, MKN had spent 66 hours, or \$12,985. MKN has reviewed twenty-six submittals and sixteen resubmittals, and one resubmittal is currently under review. The actual average cost per submittal review (including resubmittals) for this project is approximately \$310. We recommend budgeting for 8 additional submittals/resubmittals. The current additional spent (\$4,302) plus the cost for 10 submittals at the historical rate (\$2,480) would be \$6,782.

Task 1.3 Respond to RFIs: The original budget included \$5,562 for up to eight RFIs. MKN has reviewed four RFIs. As of June 6, 2023, the budget for this task was 80% complete, at \$4,471.49. The actual average cost per RFI review on this project has been \$1,117.87. We recommend budgeting for an additional eight (8) RFIs. At the project historic rate per RFI, minus the budget remaining (\$1,091), this equates to an additional \$7,852 for this task.

Task 1.4 Respond to request for change orders: The budget for Task 1.4 is approximately 67% spent with \$644 remaining. The original budget was developed assuming review of up to two requests for change orders. MKN has reviewed one “official” request for change. However, additional time was spent under this task number for review and discussions surrounding the County’s encroachment permit requirements that occurred at the onset of this construction contract. We recommend increasing the budget by approximately \$1,700, which we estimate will allow time for review of two additional requests for change orders.

Task 1.5 Engineer’s Observation of Work in Progress: The District has full time construction management and site observation for the project (MNS). For this reason, we assume minimal site visits will be required during construction and that the remaining budget will be sufficient for site visits required. No changes are recommended to this budget.

Task 1.6 Record Drawings: This work has not yet started; no changes are recommended.

PROPOSED BUDGET AND SCHEDULE

MKN will complete this work on a time and materials basis with a budget not to exceed \$17,392 based on the 2022 rate schedule for a total amended contract amount of \$43,214. Table 2 summarizes the proposed amended budget.

Table 2. Proposed Amended Budget			
Task	Original Budget	Proposed Change	Amended Budget
Task 1.1 Pre-Construction and Progress Meetings	\$ 1,576	\$ 1,051	\$ 2,627
Task 1.2 Submittal Review	\$ 8,683	\$ 6,782	\$ 15,464
Task 1.3 Respond to RFIs	\$ 5,562	\$ 7,852	\$ 13,414
Task 1.4 Respond to Requests for Change Orders	\$ 1,947	\$ 1,708	\$ 3,654
Task 1.5 Engineer's Observation of Work in Progress	\$ 2,245	\$ -	\$ 2,245
Task 1.6 Record Drawings	\$ 5,809	\$ -	\$ 5,809
Total	\$ 25,822	\$ 17,392	\$ 43,214



Based on the latest construction schedule, we assume the construction work will be completed in November 2023.

Thank you for the opportunity to continue working with the District on this project. We look forward to assisting the District through completion of construction. Please contact me at eshields@mknassociates.us or by phone at (805) 235-5766 if you have any questions or would like to discuss this proposed amendment.

Sincerely,

A handwritten signature in black ink, appearing to read 'Eileen Shields'.

Eileen Shields, PE
Project Manager