

TO: BOARD OF DIRECTORS  
FROM: RAY DIENZO, P.E. R.D.  
GENERAL MANAGER  
DATE: JANUARY 18, 2024



## CONSENT AGENDA

The following items are considered routine and non-controversial by staff and may be approved by one motion if no member of the Board wishes an item removed. If discussion is desired, the item may be removed from the Consent Agenda by a Board member and will be considered separately at the conclusion of the Consent Items. Individual items on the Consent Agenda are approved by the same vote that approves the Consent Agenda, unless an item is pulled for separate consideration. The recommendations for each item are noted in bracket. Members of the public may comment on the Consent Agenda items.

### Questions or clarification may be made by the Board members without removal from the Consent Agenda

- D-1) WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE JANUARY 10, 2024 REGULAR BOARD MEETING MINUTES  
[RECOMMEND APPROVE MINUTES]
- D-3) CONSIDER ADOPTING A RESOLUTION TO ESTABLISH PRE-QUALIFICATION  
POLICY AND APPEALS PROCEDURE FOR FRONTAGE ROAD TRUNK  
SEWER PROJECT [RECOMMEND ADOPT RESOLUTION]
- D-4) AUTHORIZE CONTRACT AMENDMENT FOR CONSTRUCTION MANAGEMENT  
SERVICES FOR SOUTHLAND WASTEWATER TREATMENT FACILITY  
INFLUENT LIFT STATION REHABILITATION PROJECT [RECOMMEND  
AUTHORIZE CONTRACT AMENDMENT]

TO: BOARD OF DIRECTORS  
REVIEWED: RAY DIENZO, P.E. *R.D.*  
GENERAL MANAGER  
FROM: JANA ETTEDDGUE *[Signature]*  
FINANCE DIRECTOR  
DATE: JANUARY 19, 2023

**AGENDA ITEM  
D-1(A)  
JANUARY 24, 2023**

**WARRANTS**

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$ 977,130.34
HAND WRITTEN CHECKS	NONE
VOIDED CHECKS	NONE

# Item D-1(A) Warrants JANUARY 24, 2024

Nipomo Community Services District

By Payment Number

Payment Dates 01/24/2024 - 01/24/2024

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
<b>Payment: 11953</b>				
Achievement House, Inc.	Nipomo Clean Streets Program -	75794	01/24/2024	3,485.00
				<b>Payment 11953 Total: 3,485.00</b>
<b>Payment: 11954</b>				
Aerzen USA Corporation	Drive shaft sealing kit	SEPI-23-006667	01/24/2024	2,125.31
				<b>Payment 11954 Total: 2,125.31</b>
<b>Payment: 11955</b>				
Akeso fka Industrial Medical	DMV physical and DOT screen	521342	01/24/2024	215.00
				<b>Payment 11955 Total: 215.00</b>
<b>Payment: 11956</b>				
Alexander's Contract Services,	Meter reading	202401120012	01/24/2024	4,497.19
				<b>Payment 11956 Total: 4,497.19</b>
<b>Payment: 11957</b>				
Ayala, Sandro	Uniform - Boot reimbursement	JAN2024	01/24/2024	185.00
				<b>Payment 11957 Total: 185.00</b>
<b>Payment: 11958</b>				
Blair Sandberg	Claim 01-12-24	JAN2024	01/24/2024	521.43
				<b>Payment 11958 Total: 521.43</b>
<b>Payment: 11959</b>				
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI398481	01/24/2024	1,088.55
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI400479	01/24/2024	1,194.17
				<b>Payment 11959 Total: 2,282.72</b>
<b>Payment: 11960</b>				
Cal-Coast Machinery, Inc.	Engine repair - John Deere Gator	876397	01/24/2024	352.67
				<b>Payment 11960 Total: 352.67</b>
<b>Payment: 11961</b>				
California Electric Supply	500ft measuring tape	7826-1122652	01/24/2024	71.74
				<b>Payment 11961 Total: 71.74</b>
<b>Payment: 11962</b>				
Calleja, Derek	Uniform - Boot reimbursement	JAN2024	01/24/2024	185.00
				<b>Payment 11962 Total: 185.00</b>
<b>Payment: 11963</b>				
Cannon Corporation	TO# 23-003 Headworks Project	87142	01/24/2024	33,804.25
				<b>Payment 11963 Total: 33,804.25</b>
<b>Payment: 11964</b>				
Charter Communications	Dedicated fiber line - Shop	170591901010124	01/24/2024	734.20
				<b>Payment 11964 Total: 734.20</b>
<b>Payment: 11965</b>				
Charter Communications	Dedicated fiber line - Shop	170593201010124	01/24/2024	734.20
				<b>Payment 11965 Total: 734.20</b>
<b>Payment: 11966</b>				
City of Santa Maria	Water purchase 10-1-23 to 12-	95835	01/24/2024	719,170.61
				<b>Payment 11966 Total: 719,170.61</b>
<b>Payment: 11967</b>				
Core & Main, LP	(18) - lead free angle ball valves	U177871	01/24/2024	3,122.30
				<b>Payment 11967 Total: 3,122.30</b>
<b>Payment: 11968</b>				
Dienzo, Ray	Cell phone reimbursement	DEC2023	01/24/2024	100.00
Dienzo, Ray	Mileage reimbursement	DEC2023-B	01/24/2024	44.86

## Item D-1(A) Warrants JANUARY 24, 2024

Payment Dates: 01/24/2024 - 01/24/2024

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Dienzo, Ray	Cell phone reimbursement	JAN2024	01/24/2024	100.00
<b>Payment 11968 Total:</b>				<b>244.86</b>
<b>Payment: 11969</b>				
DLT Solutions, LLC	Autocad subscription renewal	5204915A	01/24/2024	1,051.86
<b>Payment 11969 Total:</b>				<b>1,051.86</b>
<b>Payment: 11970</b>				
EMCOR Services Mesa Energy	HVAC maintenance agreement	960102892	01/24/2024	1,514.00
<b>Payment 11970 Total:</b>				<b>1,514.00</b>
<b>Payment: 11971</b>				
Engel & Gray, Inc.	Biosolids collection	3CX00407	01/24/2024	9,449.84
<b>Payment 11971 Total:</b>				<b>9,449.84</b>
<b>Payment: 11972</b>				
Etteddgue, Jana	Mileage reimbursement -	JAN2024	01/24/2024	27.47
<b>Payment 11972 Total:</b>				<b>27.47</b>
<b>Payment: 11973</b>				
Executive Janitorial	Janitorial services	JAN2024	01/24/2024	780.00
<b>Payment 11973 Total:</b>				<b>780.00</b>
<b>Payment: 11974</b>				
HPS Mechanical, Inc.	Southland WWTF Influent LS	SWTTF - 4	01/24/2024	91,109.33
<b>Payment 11974 Total:</b>				<b>91,109.33</b>
<b>Payment: 11975</b>				
Iconix Waterworks (US) Inc.	Angle ball valves with handles,	U2416000828	01/24/2024	1,071.37
<b>Payment 11975 Total:</b>				<b>1,071.37</b>
<b>Payment: 11976</b>				
Integrated Industrial Supply, Inc.	Swivel head vise, push broom	95626	01/24/2024	296.63
<b>Payment 11976 Total:</b>				<b>296.63</b>
<b>Payment: 11977</b>				
Juarez, Jose	Uniform - Boot reimbursement	JAN2024	01/24/2024	173.99
<b>Payment 11977 Total:</b>				<b>173.99</b>
<b>Payment: 11978</b>				
Maycotte, Jaime	Travel reimbursement for T1	JAN2024	01/24/2024	428.84
<b>Payment 11978 Total:</b>				<b>428.84</b>
<b>Payment: 11979</b>				
Mettler-Toledo, LLC	Maintenance and calibration of	655229260	01/24/2024	780.68
<b>Payment 11979 Total:</b>				<b>780.68</b>
<b>Payment: 11980</b>				
Mission Uniform Service	Uniforms	520754399	01/24/2024	276.28
Mission Uniform Service	Uniforms	520793889	01/24/2024	232.59
<b>Payment 11980 Total:</b>				<b>508.87</b>
<b>Payment: 11981</b>				
MNS Engineers, Inc.	Construction management -	85106	01/24/2024	38,747.50
<b>Payment 11981 Total:</b>				<b>38,747.50</b>
<b>Payment: 11982</b>				
NewLane Finance Company	Telephone	114526-04/01/2024	01/24/2024	313.98
<b>Payment 11982 Total:</b>				<b>313.98</b>
<b>Payment: 11983</b>				
NexTraq	GPS subscription	AT1545872	01/24/2024	571.10
<b>Payment 11983 Total:</b>				<b>571.10</b>
<b>Payment: 11984</b>				
Nipomo Community Services	Water	DEC2023	01/24/2024	853.48
<b>Payment 11984 Total:</b>				<b>853.48</b>
<b>Payment: 11985</b>				
Nunley & Associates, Inc.	Dana Reserve Water & Sewer	1039769	01/24/2024	4,878.34
Nunley & Associates, Inc.	Southland WWTF LS Rehab	1039762	01/24/2024	834.18
Nunley & Associates, Inc.	Frontage Rd Trunk Sewer	1039847	01/24/2024	1,255.32

## Item D-1(A) Warrants JANUARY 24, 2024

Payment Dates: 01/24/2024 - 01/24/2024

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Nunley & Associates, Inc.	PCIA Tract 3056 - Flint Place	1039761	01/24/2024	190.55
<b>Payment 11985 Total:</b>				<b>7,158.39</b>
<b>Payment: 11986</b>				
Office Depot	Office supplies	347225683001	01/24/2024	43.53
Office Depot	Office supplies	348017991001	01/24/2024	14.30
Office Depot	Office supplies	348133415001	01/24/2024	78.17
<b>Payment 11986 Total:</b>				<b>136.00</b>
<b>Payment: 11987</b>				
Olivas, Silas	Uniform - Boot reimbursement	JAN2024	01/24/2024	185.00
<b>Payment 11987 Total:</b>				<b>185.00</b>
<b>Payment: 11988</b>				
Pacific Overhead Door Service	Gate service - Southland	8563	01/24/2024	150.00
<b>Payment 11988 Total:</b>				<b>150.00</b>
<b>Payment: 11989</b>				
Powerstride Battery Co., Inc.	Backup batteries	86045	01/24/2024	1,495.86
Powerstride Battery Co., Inc.	Backup batteries	86051	01/24/2024	160.52
<b>Payment 11989 Total:</b>				<b>1,656.38</b>
<b>Payment: 11990</b>				
Quinn Company	Hydraulic fluid	PC030368826	01/24/2024	139.96
<b>Payment 11990 Total:</b>				<b>139.96</b>
<b>Payment: 11991</b>				
Raminha Construction, Inc	Branch St Waterline	BRANCH - 7	01/24/2024	22,529.44
<b>Payment 11991 Total:</b>				<b>22,529.44</b>
<b>Payment: 11992</b>				
ReadyRefresh by Nestle	Distilled water	DEC2023	01/24/2024	85.97
<b>Payment 11992 Total:</b>				<b>85.97</b>
<b>Payment: 11993</b>				
Richards, Watson & Gershon	General legal services through	245931	01/24/2024	2,743.50
Richards, Watson & Gershon	General legal services through	245945	01/24/2024	2,408.71
Richards, Watson & Gershon	Dana Reserve Specific Plan	245930	01/24/2024	588.00
<b>Payment 11993 Total:</b>				<b>5,740.21</b>
<b>Payment: 11994</b>				
Santa Maria Ford Lincoln	Maintenance package & oil	236233	01/24/2024	103.16
Santa Maria Ford Lincoln	Maintenance package & oil	236298	01/24/2024	133.86
Santa Maria Ford Lincoln	Maintenance package & oil	236201	01/24/2024	103.16
Santa Maria Ford Lincoln	Maintenance package & oil	236257	01/24/2024	103.16
<b>Payment 11994 Total:</b>				<b>443.34</b>
<b>Payment: 11995</b>				
SLO County Environmental	Short paid hazmat permit	IN0147441-B	01/24/2024	69.45
SLO County Environmental	Short paid hazmat permit	IN0147665-B	01/24/2024	69.45
<b>Payment 11995 Total:</b>				<b>138.90</b>
<b>Payment: 11996</b>				
Statewide Traffic Safety & Signs	Blue survey marking paint	03023208	01/24/2024	203.35
<b>Payment 11996 Total:</b>				<b>203.35</b>
<b>Payment: 11997</b>				
UBEO Business Services fka Ray	B&W/Color copies	4370726	01/24/2024	82.22
UBEO Business Services fka Ray	B&W/Color copies	4370727	01/24/2024	450.34
<b>Payment 11997 Total:</b>				<b>532.56</b>
<b>Payment: 11998</b>				
UPS Store #6031	Package handling	80 - 2024	01/24/2024	32.08
UPS Store #6031	Package handling	9 - 2024	01/24/2024	17.44
UPS Store #6031	Package handling	39 - 2024	01/24/2024	82.64
UPS Store #6031	Package handling	35 - 2024	01/24/2024	18.25
<b>Payment 11998 Total:</b>				<b>150.41</b>
<b>Payment: 11999</b>				
US Bank National Association	Board meeting supplies	DEC2023A	01/24/2024	24.50

Item D-1(A) Warrants JANUARY 24, 2024

Payment Dates: 01/24/2024 - 01/24/2024

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
US Bank National Association	Storage unit	DEC2023D	01/24/2024	257.00
US Bank National Association	Travel & meals	DEC2023B	01/24/2024	1,063.09
US Bank National Association	Training materials	DEC2023H	01/24/2024	211.25
US Bank National Association	Website domain renewal	DEC2023I	01/24/2024	16.17
US Bank National Association	Software subscription, website	DEC2023C	01/24/2024	131.99
US Bank National Association	Postage	DEC2023E	01/24/2024	134.30
US Bank National Association	Operating supplies	DEC2023F	01/24/2024	3,182.91
US Bank National Association	Office supplies	DEC2023G	01/24/2024	1,305.08
<b>Payment 11999 Total:</b>				<b>6,326.29</b>
<b>Payment: 12000</b>				
USA Bluebook	CHEMKEYS	INV00223595	01/24/2024	6,760.15
USA Bluebook	Disposable wipes, probes, zero	INV00241731	01/24/2024	1,370.93
USA Bluebook	Flygt float switch cable	INV00242089	01/24/2024	670.26
USA Bluebook	CHEMKEYS	INV00244020	01/24/2024	376.38
<b>Payment 12000 Total:</b>				<b>9,177.72</b>
<b>Payment: 12001</b>				
Voelker, Tyler	Uniform - Boot reimbursement	JAN2024	01/24/2024	185.00
<b>Payment 12001 Total:</b>				<b>185.00</b>
<b>Payment: 12002</b>				
Wallace Group	FOG program	61232	01/24/2024	850.00
<b>Payment 12002 Total:</b>				<b>850.00</b>
<b>Payment: 11952</b>				
Viola Construction	UB REFUND	77-0055-23	01/24/2024	1,931.00
<b>Payment 11952 Total:</b>				<b>1,931.00</b>

TO: BOARD OF DIRECTORS  
REVIEWED: RAY DIENZO, P.E. *R.D.*  
GENERAL MANAGER  
FROM: JANA ETTEDDGUE *JW*  
FINANCE DIRECTOR  
DATE: JANUARY 19, 2024

**AGENDA ITEM  
D-1(B)  
JANUARY 24, 2024**

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

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$187,955.92
VOIDED CHECKS	NONE

# Item D-1(B) Warrants JANUARY 24, 2024

Nipomo Community Services District

By Payment Number

Payment Dates 01/24/2024 - 01/24/2024

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
<b>Payment: 129</b>				
Cannon Corporation	Blacklake Sewer Consolidation	87090	01/24/2024	11,642.50
<b>Payment 129 Total:</b>				<b>11,642.50</b>
<b>Payment: 130</b>				
Nunley & Associates, Inc.	CM for Blacklake Sewer	1039770	01/24/2024	9,140.50
<b>Payment 130 Total:</b>				<b>9,140.50</b>
<b>Payment: 131</b>				
R. Baker, Inc.	Blacklake Sewer Consolidation - BL A/D - 8		01/24/2024	166,575.42
<b>Payment 131 Total:</b>				<b>166,575.42</b>
<b>Payment: 132</b>				
Richards, Watson & Gershon	General legal services through	245945-B	01/24/2024	597.50
<b>Payment 132 Total:</b>				<b>597.50</b>



TO: BOARD OF DIRECTORS  
FROM: RAY DIENZO, P.E. R.D.  
GENERAL MANAGER  
DATE: JANUARY 18, 2024



**APPROVE JANUARY 10, 2024  
REGULAR BOARD MEETING MINUTES**

**ITEM**

Approve action minutes from previous Board meeting. [RECOMMEND APPROVE MINUTES]

**BACKGROUND**

The draft minutes are a written record of the previous Board meeting action.

**RECOMMENDATION**

Approve Minutes

**ATTACHMENT**

- A. January 10, 2024 draft Regular Board Meeting Minutes

JANUARY 24, 2024

ITEM D-2

ATTACHMENT A

# NIPOMO COMMUNITY SERVICES DISTRICT

*Serving the Community since 1965*

## DRAFT REGULAR MINUTES

**JANUARY 10, 2024 AT 9:00 A.M.**

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

### BOARD of DIRECTORS

ED EBY, PRESIDENT  
DAN ALLEN GADDIS, VICE PRESIDENT  
RICHARD MALVAROSE, DIRECTOR  
GARY HANSEN, DIRECTOR  
PHIL HENRY, DIRECTOR

### PRINCIPAL STAFF

RAY DIENZO, GENERAL MANAGER  
JANA ETTEDDGUE, FINANCE DIRECTOR  
PETER SEVCIK, DIRECTOR OF ENG. & OPS.  
CRAIG STEELE, GENERAL COUNSEL

Mission Statement:

Provide our customers with reliable, quality, and cost-effective services now and in the future.

### A. CALL TO ORDER AND FLAG SALUTE

*President Eby called the Regular Meeting of January 10, 2024, to order at 9:00 a.m. and led the flag salute.*

*President Eby announced that item C-1 would be taken out of order.*

#### C-1) OATH OF OFFICE AND SEATING NEW DIRECTOR PHIL HENRY, RECOGNITION OF 2023 BOARD OFFICERS, AND SEATING OF 2024 BOARD OFFICERS

*Ray Dienzo, General Manager, swore in Director Phil Henry. Director Eby was seated as the President of the Board for 2024 and Director Gaddis was seated as Vice President of the Board.*

### B. ROLL CALL AND PUBLIC COMMENT FOR ITEMS NOT ON AGENDA

*At Roll Call, Directors Henry, Malvarose, Gaddis and Eby were present. Director Hansen was absent.*

*There were no public comments.*

### C. PRESENTATIONS AND REPORTS

#### C-2) PRESENTATION OF RESOLUTION OF APPRECIATION FOR DAN WOODSON

*Director Eby presented the Resolution of Appreciation to Dan Woodson.*

*Director Gaddis, presented a plaque in recognition of his service to the District and community.*

#### 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 Gaddis*

- *January 2, attended Board Officers' Meeting*
- *Provided the following item of Community Interest:  
"Oceano Community Services District hired a new Interim General Manager, Paavo Ogren, effective January 1, 2024.*

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District  
DRAFT REGULAR MEETING  
MINUTES

*The prior General Manager Will Clemens retired on December 31, 2023.*

*Paavo Ogren is a past Public Works Director for San Luis Obispo County.*

*Paavo also served in the past as General Manager of Ocean from July 2014 to December 2019.*

*He also in the past filled in at various times as Interim General Manager of the Los Osos, Cambria, and San Miguel Community Service Districts.”.*

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 Gaddis and seconded, the Board unanimously approved receiving and filing presentations and reports.  
Vote 4-0.*

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

*President Eby re-opened item B to receive public comment.*

B. ROLL CALL AND PUBLIC COMMENT FOR ITEMS NOT ON AGENDA

*Herb Kandel, NCSD resident, and representative of a coalition of community agencies working together regarding the Dana Reserve, requested Directors direct staff to participate and meet with members of the coalition to discuss the conceptual map for the Dana Reserve.*

D. CONSENT AGENDA

D-1) WARRANTS [RECOMMEND APPROVAL]

D-2) APPROVE DECEMBER 13, 2023, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]

D-3) ADOPT RESOLUTION OF APPRECIATION FOR OUTGOING ASSISTANT GENERAL MANAGER LISA S. BOGNUDA [RECOMMEND APPROVE RESOLUTION]

D-4) DECLARE MISCELLANEOUS EQUIPMENT SURPLUS AND AUTHORIZE SALE/DISPOSAL [RECOMMEND DECLARE MISCELLANEOUS EQUIPMENT SURPLUS AND AUTHORIZE SALE/DISPOSAL]

*Staff answered questions on D-1.*

*Ray Dienzo, General Manager, presented minor corrections to item D-3.*

*There were no public comments.*

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District  
DRAFT REGULAR MEETING  
MINUTES

Upon the motion of Director Malvarose and seconded, the Board approved the Consent Agenda, with modifications to item D-3.

Vote 4-0-0.

YES VOTES	ABSTAIN	ABSENT
Directors Malvarose, Gaddis, Henry, and Eby	None	Director Hansen

RESOLUTION 2024-1688  
A RESOLUTION OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
COMMENDING LISA S. BOGNUDA FOR HER 31 YEARS OF  
DEDICATED SERVICE TO THE NIPOMO COMMUNITY SERVICES DISTRICT

E. ADMINISTRATIVE ITEMS

E-1) RATIFY 2024 COMMITTEE ASSIGNMENTS [RECOMMEND APPROVE COMMITTEE ASSIGNMENTS]

President Eby appointed Director Hansen as the delegate to the Blacklake Village Council/Committees, with Director Henry as the alternate, and appointed Director Henry as the alternate delegate for the Water Resources Advisory Committee (WRAC).

There were no public comments.

Upon the motion of Director Gaddis and seconded, the Board approved the 2024 Committee Assignments.

Vote 4-0.

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

E-2) AUTHORIZE PURCHASE OF SPATIAL WAVE SOFTWARE IN THE AMOUNT OF \$33,000 FOR OPERATIONS MAINTENANCE PROGRAM [RECOMMEND ADOPT RESOLUTION AMENDING FY 2023-24 BUDGET AND AUTHORIZE STAFF TO ISSUE PURCHASE ORDER IN THE AMOUNT OF \$33,000 TO SPATIAL WAVE]

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

There were no public comments.

Upon the motion of Director Henry and seconded, the Board unanimously adopted the resolution.

Vote 4-0.

YES VOTES	ABSTAIN	ABSENT
Directors Henry, Malvarose, Gaddis, and Eby	None	Director Hansen

RESOLUTION 2024-1689  
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT AMENDING FY 2023-24 BUDGET  
AND AUTHORIZING PURCHASE OF SOFTWARE FROM SPATIAL WAVE  
AT A COST OF \$33,000

E-3) ADOPT RESOLUTION EXTENDING THE INTERIM EMPLOYMENT OF MARIO E. IGLESIAS, EFFECTIVE JANUARY 1, 2024 [RECOMMEND APPROVE RESOLUTION]

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

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

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

There were no public comments.

Upon the motion of Director Gaddis and seconded, the Board unanimously adopted the resolution Vote 4-0.

Table with 3 columns: YES VOTES, ABSTAIN, ABSENT. Rows: Directors Gaddis, Malvarose, Henry, and Eby; None; Director Hansen

RESOLUTION 2024-1690
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT EXTENDING
THE INTERIM EMPLOYMENT OF MARIO E. IGLESIAS
EFFECTIVE JANUARY 1, 2024

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

None

H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

President Eby requested General Manager Ray Dienzo consider meeting with the community coalition regarding the Dana Reserve and report back with a course of action if taken.

Director Henry requested Blacklake Street Lighting Assessment District be reviewed and a status update provided at a future Board meeting.

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. SMWWCD V. NCSO (SANTA CLARA COUNTY CASE NO. CV 770214, SIXTH APPELLATE COURT CASE NO. H032750, AND ALL CONSOLIDATED CASES

ADJOURN MEETING

President Eby adjourned the meeting at 9:38 a.m.

Table with 2 columns: MEETING SUMMARY, HOURS & MINUTES. Rows: Regular Meeting (0 hour 38 minutes), Closed Session (0 hour 0 minutes), TOTAL HOURS (0 hour 38 minutes)

Respectfully submitted,

SUBJECT TO BOARD APPROVAL

**Nipomo Community Services District  
DRAFT REGULAR MEETING  
MINUTES**

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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 & OPERATIONS  
DATE: JANUARY 18, 2024

**AGENDA ITEM  
D-3  
JANUARY 24, 2024**

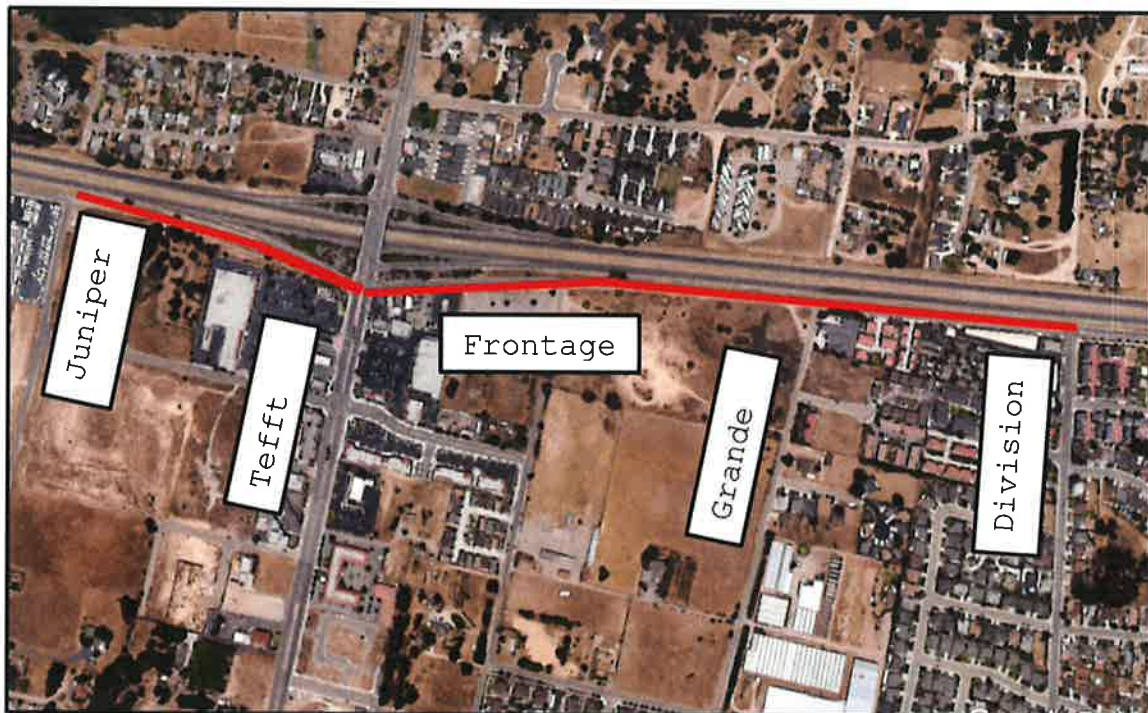
**CONSIDER ADOPTING A RESOLUTION TO ESTABLISH  
PRE-QUALIFICATION POLICY AND APPEALS PROCEDURE FOR  
FRONTAGE ROAD TRUNK SEWER PROJECT**

**ITEM**

Establish Pre-Qualification Policy and Appeals Procedure for the Frontage Road Trunk Sewer Project [RECOMMEND ADOPT RESOLUTION].

**BACKGROUND**

The Frontage Road Trunk Sewer Replacement Project ("Project") involves the replacement of approximately 4,700 linear feet of sewer line and 17 manholes in Frontage Road, between Division Street and Juniper Street. The existing trunk sewer is in poor condition and is surcharging during high flow conditions. Replacing the existing sewer line with a new sewer line will help avoid the need for emergency repairs to the existing sewer line, as well as provide capacity for the Blacklake Sewer System Consolidation Project and other potential future connections located upstream of the project alignment.





The California Public Contract Code (“PCC”) Section 20101 permits the District to pre-qualify contractors who wish to bid on the District’s public works contracts, such as the Frontage Road Trunk Sewer Project. PCC Section 20101 requires the District to establish pre-qualification policies and the method by which decisions regarding Contractor’s qualifications may be appealed. Pre-Qualification of Contractors will help ensure that the Project is constructed by reputable, experienced, and qualified contractors.

Design of the Project is currently underway. Staff would like to pre-qualify contractors so that the Project can be bid once the District acquires the necessary CalTrans and San Luis Obispo County Encroachment Permits within the next two to three months.

**FISCAL IMPACT**

The total Project budget is \$3,600,000 and is included in the FY 2023-2024 budget.

**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 4. FINANCE.

Maintain conservative, long-term financial management to minimize rate impacts on customers while meeting program financial needs.

**RECOMMENDATION**

By motion and roll call vote, adopt the attached resolution establishing the Pre-Qualification and Appeals Policy for the Frontage Road Trunk Sewer Project.

**ATTACHMENTS**

- A. Resolution 2024-XXXX FRONTAGE ROAD TRUNK SEWER PROJECT PRE-QUALIFICATION

JANUARY 24, 2024

ITEM D-3

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2024-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
ESTABLISHING A PRE-QUALIFICATION POLICY AND APPEALS PROCEDURE  
FOR THE FRONTAGE ROAD TRUNK SEWER PROJECT**

**WHEREAS**, California Public Contract Code (“PCC”) Section 20101 permits the Nipomo Community Services District (“District”) to pre-qualify contractors who wish to bid on public works contracts; and

**WHEREAS**, it is in the public interest for the District to adopt policies and procedures that will help ensure that the Frontage Road Trunk Sewer Project (the “Project”) is constructed by reputable and qualified contractors at the best possible price; and

**WHEREAS**, it is in the public interest for the District to implement a program for pre-qualifying general contractors (“Contractors”) seeking to bid on the Project; and

**WHEREAS**, among other things, PCC Section 20101 requires the District to adopt an appeals procedure that will allow Contractors to appeal decisions regarding their qualifications to bid on the Project; and

**WHEREAS**, the District intends for this Resolution to establish pre-qualification policies and the method by which decisions regarding Contractor’s qualifications may be appealed; and

**WHEREAS**, the procedures adopted by this Resolution are intended to facilitate construction of the Project. Nothing herein, however, is intended, or should be interpreted, to compromise the District’s firm commitment to selecting responsible bidders for the Project.

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

**1. EVALUATION OF CONTRACTORS REQUESTING PRE-QUALIFICATION**

The Project Design Manager and the District Director of Engineering and Operations and/or their designees herein (“Contractor Evaluation Team”), will evaluate the information submitted by each Contractor to assess the Contractor’s capability and qualifications.

The Contractor Evaluation Team will evaluate the prequalification packages as follows:

a) The Contractor Evaluation Team will determine which Contractors are responsive to the material terms and conditions of the invitation to submit pre-qualification packages. The Contractor Evaluation Team will then determine which of the responsive Contractors are technically, financially, and otherwise qualified and responsible to perform the Project satisfactorily and who have demonstrated the capacity to meet all other requirements of the Project.

b) If a Contractor is found responsive and qualified based upon the information in its prequalification package, the Contractor Evaluation Team will conduct interviews with the

A RESOLUTION OF THE BOARD OF DIRECTORS  
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ESTABLISHING A PRE-QUALIFICATION POLICY AND APPEALS PROCEDURE  
FOR THE FRONTAGE ROAD TRUNK SEWER PROJECT

project references provided by the Contractor. The Contractor Evaluation Team will not conduct interviews with the project references provided by Contractors determined to be non-responsive or not qualified based on the information in their prequalification packages.

## 2. ESSENTIAL REQUIREMENTS

All contractors and subcontractors seeking pre-qualification must meet the essential requirements for pre-qualification in Part 1 of the "Labor Commissioner's Model Questionnaire, March 2019, Public Works Pre-Qualification of Contractors" ("Pre-qualification Questionnaire"), which is adopted by reference herein.

A. In addition to the essential requirements in Part 1 of the Pre-qualification Questionnaire, in order to be prequalified to bid, **General Contractors** shall submit recent project experience documenting **ALL** of the following essential experience requirements (self- or subcontractor-performed):

- At least two (2) sewer projects with a total length of 2,000 linear feet or more
- At least two (2) pipeline projects with installation of fusion-welded HDPE pipe
- At least two (2) sewer projects including the wastewater bypassing with a flow of at least 400 gallons per minute (gpm)
- At least one (1) pipeline project involving engineered shoring systems
- At least one (1) pipeline project that included a trenchless construction component (i.e., pipe bursting, jack-and-bore, or HDD)

B. In addition to the essential experience requirements listed in Part A above, **General Contractors** will also be scored on their experience in the following areas:

- Municipal sewer
- Traffic control including full-lane closures & flaggers
- Pipeline replacement with asphalt restoration
- Manhole replacement
- Coordination with other utility owners and protection of adjacent utility infrastructure
- Work requiring CalTrans encroachment permit

Experience in all areas is not necessary to prequalify, but the Contractor should demonstrate experience in as many areas as possible.

C. In addition to the essential requirements in Part 1 of the Pre-qualification Questionnaire, **General Contractors** shall identify two prospective project managers and two superintendents who are currently employed by the contractor and have held similar positions on at least two other sewer projects of similar type as the Project (length, diameter, trenchless component, such as pipe bursting, jack-and-bore, or horizontal directional drilling) in the past five (5) years.

D. Provide general liability insurance covering Contractor and Subcontractors with policy limit of at least 4 million dollars per occurrence and 8 million dollars aggregate.

NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2024-16XX

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
ESTABLISHING A PRE-QUALIFICATION POLICY AND APPEALS PROCEDURE  
FOR THE FRONTAGE ROAD TRUNK SEWER PROJECT

E. Contractors must meet all of the criteria listed above in order to be pre-qualified, in addition to receiving a passing score on the other evaluation criteria. Contractors who do not meet all of the criteria will not be found qualified to participate in bidding for the contract to construct the Project.

### 3. APPEAL PROCESS

The Contractor Evaluation Team will notify prospective contractors of the result of the pre-qualification process in writing. Any contractor who is not pre-qualified may appeal the determination to the District General Manager. The appeal process is as follows:

(a) Within five (5) calendar days of receipt of written notice that the contractor has not been pre-qualified, the prospective bidder shall notify the District General Manager of its intent to appeal. The notice of appeal shall be made in writing and delivered to the District General Manager at the address in the Notice Inviting Submission of Pre-qualification Packages. If requested by the prospective contractor in the notice of appeal, the District General Manager shall provide notification in writing of the basis of the disqualification and any supporting evidence received from others or adduced as a result of an investigation by the Contractor Evaluation Team. The District General Manager shall provide this information within five (5) calendar days of receiving the notice of appeal.

(b) Within five (5) calendar days of receipt of the District's information, the prospective bidder shall submit any and all evidence it wants the District General Manager to consider in support of its qualifications to perform the Project or submit a written request for a hearing at which to present evidence. The evidence or request for hearing shall be in writing and delivered to the District at the address in the Instructions for Completion of General Contractors and selected subcontractors Pre-qualification Package.

(c) If the District General Manager receives a timely request for a hearing, the hearing will be held within ten (10) calendar days of the date the District's General Manager receives the request. The hearing will be before the District General Manager or his designee and will be recorded on audio and/or video tape. The prospective bidder may request that the hearing be recorded steno-graphically. If the prospective bidder requests a stenographic record, it shall be solely responsible for arranging the stenographer and paying all costs for the transcript. At the District General Manager's request, the prospective bidder shall furnish the District General Manager with a copy of the transcript, and the District shall pay no more than the cost of the copy.

(d) The District General Manager shall give the prospective bidder written notice of the outcome of the appeal no later than ten (10) calendar days after the hearing is concluded. The District General Manager's decision will be final and binding.

(e) If any of the above deadlines falls on a holiday or weekend day, then the deadline will be the next business day.

The District will strictly enforce the time limits in connection with appeals of determination of Contractor pre-qualification, and the bid date will not be extended on account of any appeal of

NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2024-16XX

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FOR THE FRONTAGE ROAD TRUNK SEWER PROJECT

a determination that a contractor is not qualified to submit a bid for the contract to construct the Project.

If a prospective bidder does not appeal a denial of pre-qualification through the process described above, the District's Contractor Evaluation Team's decision on pre-qualification may be adopted without further proceedings. **Failure to appeal within the time set forth above shall be deemed a failure to exhaust administrative remedies and act as a bar to subsequent litigation or other claims procedures.**

**4. AUTHORITY OF GENERAL MANAGER**

The District General Manager and/or his designee is authorized to modify the Model Forms created by the Department of Industrial Relations for Pre-qualification of Contractors Seeking To Bid On Public Works Projects and to prepare Pre-qualification Packages consistent with this Resolution.

**5. MISCELLANEOUS**

(a) A Contractor's pre-qualification status will immediately terminate if (1) the contractor's contracting license is suspended or terminated for any reason by the California State Licensing Board; (2) the District determines, after the Contractor is given the opportunity to respond, that the Contractor's application contains information that is materially false; or (3) the Contractor's control over a public works contract, whether within the District's jurisdiction or otherwise, is terminated for cause.

(b) Failure of a Contractor to give District written notice of changes in the information previously provided in its Pre-qualification Package not less than ten (10) days before a bid opening will result in the Contractor being ineligible to bid on the Project.

(c) Nothing contained within this Resolution, or otherwise, will require the District to rate or consider Contractors who have submitted documents that are materially false, substantially incomplete, or are untimely. Any Contractor who submits such documents will be deemed to have waived its right to be considered for bidding on the Project.

(d) The District's General Manager in his sole discretion at any time during the pre-qualification process, even after receiving and scoring applications, may cancel the pre-qualification process. If the pre-qualification process is cancelled as provided herein, and the District wishes to proceed with the Project, then the normal competitive bidding rules will apply. The District shall not be liable for the cost of prospective contractor may have incurred by submitting an application for pre-qualification, and the submittal of a pre-qualification application is a waiver to claim any such cost or losses due to cancellation of the process.

(e) Nothing contained in this Resolution is intended to delay or postpone the date for submitting and opening bids. Accordingly, to the extent practicable, the District's General Manager, or designee, will expedite the appeals process set forth here.

(f) This Resolution will remain effective until repealed or is superseded by subsequent Resolutions.

NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2024-16XX

A RESOLUTION OF THE BOARD OF DIRECTORS  
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ESTABLISHING A PRE-QUALIFICATION POLICY AND APPEALS PROCEDURE  
FOR THE FRONTAGE ROAD TRUNK SEWER PROJECT

(g) This Resolution will take effect immediately upon adoption.

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

**AYES:**  
**NOES:**  
**ABSENT:**  
**CONFLICTS:**

The foregoing resolution is hereby adopted this 24<sup>th</sup> day of January 2024.

\_\_\_\_\_  
**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

TO: BOARD OF DIRECTORS  
REVIEWED: RAY DIENZO, P.E. *R.D.*  
GENERAL MANAGER  
FROM: PETER V. SEVCIK, P.E.  
DIRECTOR OF  
ENGINEERING & OPERATIONS  
DATE: JANUARY 18, 2024

**AGENDA ITEM**  
**D-4**  
**JANUARY 24, 2024**

**AUTHORIZE CONTRACT AMENDMENT  
FOR CONSTRUCTION MANAGEMENT SERVICES FOR  
SOUTHLAND WASTEWATER TREATMENT FACILITY  
INFLUENT LIFT STATION REHABILITATION PROJECT**

**ITEM**

Authorize contract amendment for construction management services for Southland Wastewater Treatment Facility Influent Lift Station Rehabilitation Project in the amount of \$38,905 with Cannon Corporation [RECOMMEND AUTHORIZE CONTRACT AMENDMENT].

**BACKGROUND**

The Southland Wastewater Treatment Facility Influent Lift Station Rehabilitation Project involves spot repairs to the chemical resistant coatings of the influent lift station wet well, headworks structure, and adjacent approach manhole. The project also includes removal and replacement of the influent pump discharge piping located within the wet well and installation of odor control equipment.

At the August 26, 2023 Board Meeting, the Board authorized staff to execute a contract with Cannon Corporation ("Cannon") to provide construction management services for the Project. Since that time, numerous issues have come up during the construction phase that have required more effort (full-time coating inspection) than originally anticipated. In addition, lead times for some materials required for the project have been longer than was originally anticipated, extending the overall project duration and resulting in additional project management costs.

Cannon has requested a contract amendment so that it can continue to provide the necessary construction management services for the remainder of the project construction. Cannon submitted the attached proposal to perform the work for a not to exceed amount of \$38,905.

**FISCAL IMPACT**

Funding for the project in the amount of \$765,373 is available in the amended FY 2023-2024 Town Sewer Funded Replacement budget.

Original Cannon Contract for Construction Management	\$77,563
Proposed Contract Amendment #1	\$38,905
<b>Revised Contract Cost</b>	<b>\$116,468</b>



**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 \$38,905 with Cannon for additional construction management services for the Southland Wastewater Treatment Facility Influent Lift Station Rehabilitation Project.

**ATTACHMENTS**

- A. Cannon proposal dated January 8, 2024

JANUARY 24, 2024

ITEM D-4

ATTACHMENT A



**ADDITIONAL SERVICES AGREEMENT**

Project Client: Nipomo Community Services District      Date: January 8, 2024  
Project Name: Southland WWTF Wet Well Rehab Project      Project Number: 230605

Description of Additional Services and/or Materials:

Due to the lead time of the Titus Twister and its associated electrical appurtenances and the wet well coating operations extended duration, additional project costs have been incurred facilitating CM support services. The Titus Twister and associated electrical equipment design revisions, required due to unforeseen changes made by the manufacturer, are projected to extend the project duration from 100 calendar days to 212 calendar days. The duration for wet well and approach manhole coating operations, based on the production and rework of the Prime Contractor's coating Subcontractor, are projected to take up to 30 working days, originally projected to be completed within 15 working days. This Additional Services Agreement is to cover these extra services. See Exhibit A for the fee schedule.

Proposed Fee: \$ 38,905.00

Reimbursable expenses are not included in this additional service agreement.

Authorization:


In witness whereof, the parties hereto have caused this agreement consisting of the Request for Additional Services, and the original signed Task Order #23-003 dated August 4, 2023, and any other necessary and applicable documents to be executed and effective as of the date and year first above written. Payment is due within 15 days of completion of work.

Any additions and/or corrections to this agreement will be addressed in a separate agreement.

Client: Nipomo Community Services District

Cannon

x \_\_\_\_\_  
Client Representative

  
\_\_\_\_\_  
Patrick R. Riddell, PE, CPII  
Director, Construction Management  
C 72034

Date: \_\_\_\_\_

Date: 1 / 8 / 2024



**Exhibit A**

Phase	Role	Rate	2024						Total Est. Hours	Estimated Cost	
			Jan	Feb	Mar	Apr	May	Jun			
<b>Construction</b>											
	Resident Engineer	\$195	12	2	2	2	2	24	44	\$8,580	
	Construction Inspector III (Prevailing Wage)	\$160	0	0	0	0	0	40	40	\$6,400	
	Engineering Assistant II	\$115	2	1	1	1	1	4	10	\$1,150	
<i>Total Estimated Hours</i>			14	3	3	3	3	68	94		
									<i>Total Estimated Cost of Labor</i>		<b>\$16,130</b>
<b>Subconsultants</b>											
MCS Inspection (Coating Inspector) - 15 Working Days										\$17,775	
<b>Contingency</b>											
Project CM Contingency										\$5,000	
									<b>Total Estimated Cost of CM Services</b>		<b>\$38,905</b>

**NOTES:**

- 1 Fees include work during normal working hours, night and weekend work are excluded.