

TO: BOARD OF DIRECTORS  
FROM: RAY DIENZO, P.E. R.D.  
GENERAL MANAGER  
DATE: SEPTEMBER 4, 2025



## **PRESENTATIONS AND REPORTS**

The following presentations and reports are scheduled:

- C-1) DIRECTORS' ANNOUNCEMENTS OF DISTRICT AND COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES AND SEMINARS

TO: BOARD OF DIRECTORS  
FROM: RAY DIENZO, P.E.  
GENERAL MANAGER  
DATE: SEPTEMBER 4, 2025



## **CONSENT AGENDA**

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

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

- D-1) WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE AUGUST 13, 2025 REGULAR BOARD MEETING MINUTES  
[RECOMMEND APPROVE MINUTES]
- D-3) AWARD CONSTRUCTION CONTRACT FOR FRONTAGE ROAD TRUNK SEWER  
PHASE 1 REPLACEMENT PROJECT TO W.M. LYLES CO. [RECOMMEND ADOPT  
RESOLUTION AWARDDING CONTRACT TO W.M. LYLES CO. IN THE AMOUNT OF  
\$3,777,777, AUTHORIZING STAFF TO EXECUTE CONTRACT, AUTHORIZING  
CHANGE ORDER CONSTRUCTION CONTINGENCY IN THE AMOUNT OF \$370,000,  
AND APPROVING FY 25-26 BUDGET AMENDMENT IN THE AMOUNT OF \$450,701]
- D-4) APPROVE TASK ORDER WITH MNS ENGINEERS, INC. FOR CONSTRUCTION  
MANAGEMENT SERVICES FOR FRONTAGE ROAD TRUNK SEWER PHASE 1  
REPLACEMENT PROJECT [RECOMMEND BY MOTION AND ROLL CALL APPROVE  
TASK ORDER WITH MNS ENGINEERS, INC. IN THE AMOUNT OF \$449,810 AND  
AUTHORIZE STAFF TO EXECUTE TASK ORDER]
- D-5) APPROVE TASK ORDER WITH MKN FOR ENGINEERING SERVICES DURING  
CONSTRUCTION FOR FRONTAGE ROAD TRUNK SEWER PHASE 1  
REPLACEMENT PROJECT [RECOMMEND BY MOTION AND ROLL CALL APPROVE  
TASK ORDER WITH MKN IN THE AMOUNT OF \$53,114 AND AUTHORIZE STAFF  
TO EXECUTE TASK ORDER]
- D-6) CONSIDER REQUEST FOR WATER AND SOLID WASTE SERVICE (INTENT-TO-  
SERVE LETTER) FOR A 2-PARCEL RESIDENTIAL SUBDIVISION LOCATED AT 1248  
FUTURA LANE, APN 091-081-060 [RECOMMEND CONSIDER INTENT-TO-SERVE  
LETTER AND APPROVE WITH CONDITIONS]

TO: BOARD OF DIRECTORS  
REVIEWED: RAY DIENZO, P.E. *R.D.*  
GENERAL MANAGER  
FROM: JANA ETTEDDGUE *JW*  
FINANCE DIRECTOR  
DATE: September 5, 2025

**AGENDA ITEM**  
**D-1(A)**  
**SEPTEMBER 10, 2025**

## WARRANTS

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$200,370.91
HAND WRITTEN CHECKS	NONE
VOIDED CHECKS	#13824

M-Monthly  
O-Occasional  
A-Annual

# Item D-1(A) Warrants AUGUST 27, 2025

Nipomo Community Services District

By Payment Number

Payment Dates 08/27/2025 -  
08/27/2025

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
<b>Payment: 13759</b>				
Fisher Pump & Well Service, Inc.	Motor swap - Via Concha well	6063	08/27/2025	2,435.00 O
			<b>Payment 13759 Total:</b>	<b>2,435.00</b>
<b>Payment: 13760</b>				
O'Reilly Automotive Inc.	Supplies	JUNE2025	08/27/2025	93.05 O
			<b>Payment 13760 Total:</b>	<b>93.05</b>
<b>Payment: 13761</b>				
Advanced Flow Measurement	Evaluate and calibrate influent	5630	08/27/2025	1,600.00 O
			<b>Payment 13761 Total:</b>	<b>1,600.00</b>
<b>Payment: 13762</b>				
Akeso fka Industrial Medical	Pre-employment screening	EM019421	08/27/2025	165.00 O
			<b>Payment 13762 Total:</b>	<b>165.00</b>
<b>Payment: 13763</b>				
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI540554	08/27/2025	1,135.85 M
			<b>Payment 13763 Total:</b>	<b>1,135.85</b>
<b>Payment: 13764</b>				
Chavez Gonzalez, Isidro	Reimbursement Agreement -	AUG2025	08/27/2025	1,058.30 O
			<b>Payment 13764 Total:</b>	<b>1,058.30</b>
<b>Payment: 13765</b>				
Clever Ducks	Monthly computer support	INV-0866	08/27/2025	5,965.57 M
			<b>Payment 13765 Total:</b>	<b>5,965.57</b>
<b>Payment: 13766</b>				
Electricraft, Inc.	Final billing - replace exhaust	21731	08/27/2025	4,994.00 O
Electricraft, Inc.	Service for pump #1 - SWWTF	21755	08/27/2025	402.00 O
Electricraft, Inc.	Submersible pump - BL Well #4	21807	08/27/2025	335.00 O
Electricraft, Inc.	Antenna mast for JRPS	21733	08/27/2025	254.32 O
			<b>Payment 13766 Total:</b>	<b>5,985.32</b>
<b>Payment: 13767</b>				
EMCOR Services Mesa Energy	Fan motor replacement - Wilson	960109144	08/27/2025	2,042.29 O
			<b>Payment 13767 Total:</b>	<b>2,042.29</b>
<b>Payment: 13768</b>				
Etteddgue, Jana	Office supplies reimbursement	AUG2025	08/27/2025	216.04 O
Etteddgue, Jana	Notary oath reimbursement	AUG2025-B	08/27/2025	96.49 O
			<b>Payment 13768 Total:</b>	<b>312.53</b>
<b>Payment: 13769</b>				
Excel Personnel Services, Inc.	Employment agency	4615817 - B	08/27/2025	558.00 M
Excel Personnel Services, Inc.	Employment agency	4625979	08/27/2025	558.00 M
Excel Personnel Services, Inc.	Employment agency	4622516 - B	08/27/2025	446.40 M
Excel Personnel Services, Inc.	Employment agency	4619186 - B	08/27/2025	558.00 M
Excel Personnel Services, Inc.	Employment agency	4629522	08/27/2025	558.00 M
			<b>Payment 13769 Total:</b>	<b>2,678.40</b>
<b>Payment: 13770</b>				
Executive Janitorial	Janitorial services	92071	08/27/2025	780.00 M
			<b>Payment 13770 Total:</b>	<b>780.00</b>
<b>Payment: 13771</b>				
Famcon Pipe and Supply Inc.	6" circle clamp	S100160271.001	08/27/2025	2,018.40 O
Famcon Pipe and Supply Inc.	Meter adapters	S100161994.001	08/27/2025	800.40 O
Famcon Pipe and Supply Inc.	Ball valves and handles, meter	S100161361.001	08/27/2025	5,275.68 O
			<b>Payment 13771 Total:</b>	<b>8,094.48</b>

## Item D-1(A) Warrants AUGUST 27, 2025

Payment Dates: 08/27/2025 - 08/27/2025

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
<b>Payment: 13772</b>				
FGL Environmental	Lab tests	582659A	08/27/2025	73.00 M
FGL Environmental	Lab tests	582610A	08/27/2025	73.00 M
FGL Environmental	Lab tests	582590A	08/27/2025	73.00 M
FGL Environmental	Lab tests	582637A	08/27/2025	73.00 M
FGL Environmental	Lab tests	582727A	08/27/2025	73.00 M
FGL Environmental	Lab tests	582624A	08/27/2025	73.00 M
FGL Environmental	Lab tests	582762A	08/27/2025	73.00 M
FGL Environmental	Lab tests	582199A	08/27/2025	73.00 M
FGL Environmental	Lab tests	582775A	08/27/2025	73.00 M
FGL Environmental	Lab tests	582750A	08/27/2025	73.00 M
FGL Environmental	Lab tests	582796A	08/27/2025	73.00 M
<b>Payment 13772 Total:</b>				<b>803.00</b>
<b>Payment: 13773</b>				
Frontier Communications	BL Telephone	AUG2025	08/27/2025	93.18 M
<b>Payment 13773 Total:</b>				<b>93.18</b>
<b>Payment: 13774</b>				
Golden State Water Company	FY24-25 year end reconciliation	CM#5	08/27/2025	2,358.00 O
<b>Payment 13774 Total:</b>				<b>2,358.00</b>
<b>Payment: 13775</b>				
Great Western Alarm and	Alarm monitoring service	250802497201	08/27/2025	160.00 M
Great Western Alarm and	Annual fire test	250801450201	08/27/2025	160.00 M
<b>Payment 13775 Total:</b>				<b>320.00</b>
<b>Payment: 13776</b>				
Hach Company	Startup service for chlorine	14625690	08/27/2025	5,843.00 O
<b>Payment 13776 Total:</b>				<b>5,843.00</b>
<b>Payment: 13777</b>				
Herring, Melissa Ann	Washer rebate	AUG2025	08/27/2025	75.00 O
<b>Payment 13777 Total:</b>				<b>75.00</b>
<b>Payment: 13778</b>				
Integrated Industrial Supply, Inc.	Disposable gloves, thread tape,	107057	08/27/2025	890.71 O
<b>Payment 13778 Total:</b>				<b>890.71</b>
<b>Payment: 13779</b>				
Jiffy's Truck School, LLC	Driver training	1520	08/27/2025	3,995.00 O
<b>Payment 13779 Total:</b>				<b>3,995.00</b>
<b>Payment: 13780</b>				
Johnboy's Towing, Inc	Towing service - veh #202	25-15006	08/27/2025	225.00 O
<b>Payment 13780 Total:</b>				<b>225.00</b>
<b>Payment: 13781</b>				
Juarez, Jose	CSM1 certification renewal	AUG2025	08/27/2025	114.00 O
<b>Payment 13781 Total:</b>				<b>114.00</b>
<b>Payment: 13782</b>				
Mission Uniform Service	Uniforms	524415330	08/27/2025	282.80 M
<b>Payment 13782 Total:</b>				<b>282.80</b>
<b>Payment: 13783</b>				
Multi W Systems	T3A3-B pump rotating assembly	32530952	08/27/2025	6,969.00 O
<b>Payment 13783 Total:</b>				<b>6,969.00</b>
<b>Payment: 13784</b>				
Office Depot	Office supplies	434219312001	08/27/2025	26.91 M
Office Depot	Office supplies	431707391001	08/27/2025	165.20 M
<b>Payment 13784 Total:</b>				<b>192.11</b>
<b>Payment: 13785</b>				
O'Reilly Automotive Inc.	Supplies	JULY2025	08/27/2025	175.15 M
<b>Payment 13785 Total:</b>				<b>175.15</b>

**Item D-1(A) Warrants AUGUST 27, 2025**

**Payment Dates: 08/27/2025 - 08/27/2025**

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
<b>Payment: 13786</b>				
Paredes Jr., Christopher,	Reimbursement Agreement -	AUG2025	08/27/2025	2,427.30 O
			<b>Payment 13786 Total:</b>	<b>2,427.30</b>
<b>Payment: 13787</b>				
PG&E	Electricity - 1788 Lyn Rd	JUL2025-C	08/27/2025	28.32 M
			<b>Payment 13787 Total:</b>	<b>28.32</b>
<b>Payment: 13788</b>				
Quinn Company	Hydraulic system repair - CAT	WO030062320	08/27/2025	5,610.24 O
			<b>Payment 13788 Total:</b>	<b>5,610.24</b>
<b>Payment: 13789</b>				
Santa Maria Ford Lincoln	Battery and junction box	254175	08/27/2025	1,432.75 O
Santa Maria Ford Lincoln	Oil change, brake service,	254809	08/27/2025	337.06 O
			<b>Payment 13789 Total:</b>	<b>1,769.81</b>
<b>Payment: 13790</b>				
SoCalGas	Heat - shop/office	AUG2025	08/27/2025	35.06 M
			<b>Payment 13790 Total:</b>	<b>35.06</b>
<b>Payment: 13791</b>				
Sousa Construction, Inc	Reimbursement Agreement -	AUG2025	08/27/2025	832.08 O
			<b>Payment 13791 Total:</b>	<b>832.08</b>
<b>Payment: 13792</b>				
South County Sanitary Services,	Solid Waste Tax Liens	AUG2025	08/27/2025	2,174.24 O
			<b>Payment 13792 Total:</b>	<b>2,174.24</b>
<b>Payment: 13793</b>				
SWCA, Inc.	Supplemental Water	227048	08/27/2025	1,686.00 O
			<b>Payment 13793 Total:</b>	<b>1,686.00</b>
<b>Payment: 13794</b>				
Ultrex	B&W/Color copies	4443827-CAL	08/27/2025	114.38 M
			<b>Payment 13794 Total:</b>	<b>114.38</b>
<b>Payment: 13795</b>				
US Bank National Association	Storage unit	JUL2025D	08/27/2025	315.00 M
US Bank National Association	Travel and meals	JUL2025B	08/27/2025	145.54 M
US Bank National Association	Board meeting supplies	JUL2025A	08/27/2025	105.31 M
US Bank National Association	Office supplies	JUL202F	08/27/2025	106.27 M
US Bank National Association	Membership & subscription	JUL2025G	08/27/2025	645.99 M
US Bank National Association	Operating supplies	JUL2025E	08/27/2025	35.34 M
US Bank National Association	Software subscriptions	JUL2025C	08/27/2025	132.99 M
			<b>Payment 13795 Total:</b>	<b>1,486.44</b>
<b>Payment: 13796</b>				
USA Bluebook	Replacement mixer shaft	INV00793192	08/27/2025	198.36 O
USA Bluebook	CHEMKEYS	INV00792291	08/27/2025	247.93 M
USA Bluebook	CHEMKEYS	INV00796277	08/27/2025	652.68 M
USA Bluebook	CHEMKEYS	INV00796434	08/27/2025	654.22 M
USA Bluebook	CHEMKEYS	INV00797779	08/27/2025	634.81 M
			<b>Payment 13796 Total:</b>	<b>2,388.00</b>
<b>Payment: 13797</b>				
William Joseph Morgan Sole	Reimbursement Agreement -	AUG2025	08/27/2025	1,514.25 O
			<b>Payment 13797 Total:</b>	<b>1,514.25</b>
<b>Payment: 13798</b>				
Woodlands Mutual Water	FY24-25 year end reconciliation	CM#5	08/27/2025	2,358.00 O
			<b>Payment 13798 Total:</b>	<b>2,358.00</b>

M-Monthly  
O-Occasional  
A-Annual

## Item D-1(A) Warrants SEPTEMBER 10, 2025

Nipomo Community Services District

By Payment Number

Payment Dates 09/10/2025 - 09/10/2025

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount	
<b>Payment: 13800</b>					
Advantage Answering Plus, Inc.	Answering service	000037-500-801	09/10/2025	404.71	M
				<b>Payment 13800 Total:</b>	<b>404.71</b>
<b>Payment: 13801</b>					
Alexander's Contract Services,	Meter reading	202508280012	09/10/2025	4,437.47	M
				<b>Payment 13801 Total:</b>	<b>4,437.47</b>
<b>Payment: 13802</b>					
Allweather Landscape	LMD	10677	09/10/2025	325.00	M
				<b>Payment 13802 Total:</b>	<b>325.00</b>
<b>Payment: 13803</b>					
Aqua-Metric Sales, Co.	Annual software support - RNI,	INV0109974	09/10/2025	25,565.96	A
Aqua-Metric Sales, Co.	2.5" swivel adapters	INV0109981	09/10/2025	1,295.09	O
				<b>Payment 13803 Total:</b>	<b>26,861.05</b>
<b>Payment: 13804</b>					
AT&T Mobility	Cell service	287318508827X09022025	09/10/2025	1,337.54	M
				<b>Payment 13804 Total:</b>	<b>1,337.54</b>
<b>Payment: 13805</b>					
Banda, Raymundo	CDL training	AUG2025	09/10/2025	833.80	O
				<b>Payment 13805 Total:</b>	<b>833.80</b>
<b>Payment: 13806</b>					
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI543953	09/10/2025	899.12	M
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI543955	09/10/2025	1,119.50	M
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI543954	09/10/2025	2,730.05	M
				<b>Payment 13806 Total:</b>	<b>4,748.67</b>
<b>Payment: 13807</b>					
Cannon Corporation	TO#24-03 2024 Water	92775	09/10/2025	948.00	O
Cannon Corporation	TO#24-02 NCSD District Office	92841	09/10/2025	252.00	O
Cannon Corporation	TO#25-01 Maria Vista LS Rehab	92808	09/10/2025	1,792.00	O
				<b>Payment 13807 Total:</b>	<b>2,992.00</b>
<b>Payment: 13808</b>					
Charter Communications	Dedicated fiber line - Shop	170591901070125	09/10/2025	550.00	M
				<b>Payment 13808 Total:</b>	<b>550.00</b>
<b>Payment: 13809</b>					
Charter Communications	Dedicated fiber line - Shop	170593201090125	09/10/2025	550.00	M
				<b>Payment 13809 Total:</b>	<b>550.00</b>
<b>Payment: 13810</b>					
Charter Communications	Dedicated fiber line - Shop	170591901080125	09/10/2025	550.00	M
				<b>Payment 13810 Total:</b>	<b>550.00</b>
<b>Payment: 13811</b>					
Charter Communications	Dedicated fiber line - Shop	170593201080125	09/10/2025	550.00	M
				<b>Payment 13811 Total:</b>	<b>550.00</b>
<b>Payment: 13812</b>					
Charter Communications	Dedicated fiber line - Shop	170591901090125	09/10/2025	550.00	M
				<b>Payment 13812 Total:</b>	<b>550.00</b>
<b>Payment: 13813</b>					
Charter Communications	Dedicated fiber line - Shop	170593201070125	09/10/2025	550.00	M
				<b>Payment 13813 Total:</b>	<b>550.00</b>
<b>Payment: 13814</b>					
CivicPlus LLC	Online hosting of District Code	344542	09/10/2025	945.00	O

## Item D-1(A) Warrants SEPTEMBER 10, 2025

Payment Dates: 09/10/2025 - 09/10/2025

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
<b>Payment: 13814</b>			<b>Payment 13814 Total:</b>	<b>945.00</b>
<b>Payment: 13815</b>				
DataProse, LLC	Mail bills/late notices	DP2504142	09/10/2025	707.62 M
DataProse, LLC	Postage bills/late notices	DP2504142-P	09/10/2025	3,220.86 M
			<b>Payment 13815 Total:</b>	<b>3,928.48</b>
<b>Payment: 13816</b>				
Dienzo, Ray	CSDA Annual Conference 2025	AUG2025	09/10/2025	1,508.52 O
			<b>Payment 13816 Total:</b>	<b>1,508.52</b>
<b>Payment: 13817</b>				
Eby, Ed	CSDA Annual Conference 2025	AUG2025	09/10/2025	1,365.62 O
			<b>Payment 13817 Total:</b>	<b>1,365.62</b>
<b>Payment: 13818</b>				
Excel Personnel Services, Inc.	Employment agency	4636334	09/10/2025	1,798.00 M
Excel Personnel Services, Inc.	Employment agency	4632967	09/10/2025	1,769.48 M
			<b>Payment 13818 Total:</b>	<b>3,567.48</b>
<b>Payment: 13819</b>				
Famcon Pipe and Supply Inc.	Romac full circle clamp	S100160271.002	09/10/2025	248.82 O
			<b>Payment 13819 Total:</b>	<b>248.82</b>
<b>Payment: 13820</b>				
FedEx	Package handling	8-972-42533	09/10/2025	67.37 O
			<b>Payment 13820 Total:</b>	<b>67.37</b>
<b>Payment: 13821</b>				
FGL Environmental	Lab tests	582833A	09/10/2025	73.00 M
FGL Environmental	Lab tests	582859A	09/10/2025	73.00 M
FGL Environmental	Lab tests	582918A	09/10/2025	73.00 M
FGL Environmental	Lab tests	582812A	09/10/2025	73.00 M
FGL Environmental	Lab tests	582866A	09/10/2025	73.00 M
FGL Environmental	Lab tests	582195A	09/10/2025	660.00 M
			<b>Payment 13821 Total:</b>	<b>1,025.00 O</b>
<b>Payment: 13822</b>				
GLM Landscape Management	Landscape maintenance	CI-5950	09/10/2025	992.00 M
			<b>Payment 13822 Total:</b>	<b>992.00</b>
<b>Payment: 13823</b>				
Great Western Alarm and	Alarm monitoring service	150802062101	09/10/2025	87.00 M
			<b>Payment 13823 Total:</b>	<b>87.00</b>
<b>Payment: 13845</b>				
Henry, Phil	CSDA Annual Conference 2025	AUG2025	09/10/2025	1,309.26 O
			<b>Payment 13845 Total:</b>	<b>1,309.26</b>
<b>Payment: 13825</b>				
Iconix Waterworks (US) Inc.	Shovels, duct tape	U2516034270	09/10/2025	204.84 O
			<b>Payment 13825 Total:</b>	<b>204.84</b>
<b>Payment: 13826</b>				
Integrated Industrial Supply, Inc.	Black disposable gloves	107483	09/10/2025	232.14 O
			<b>Payment 13826 Total:</b>	<b>232.14</b>
<b>Payment: 13827</b>				
JEGO Systems	TO# 24-005 SWP Interconnects	2025-NCSD-009	09/10/2025	4,485.00 O
			<b>Payment 13827 Total:</b>	<b>4,485.00</b>
<b>Payment: 13828</b>				
Mission Uniform Service	Uniforms	524499135	09/10/2025	412.63 M
Mission Uniform Service	Uniforms	524457706	09/10/2025	239.57 M
			<b>Payment 13828 Total:</b>	<b>652.20</b>
<b>Payment: 13829</b>				
Newton Geo-Hydrology	Litigation support through 8-31-	AUG2025	09/10/2025	647.50 M
			<b>Payment 13829 Total:</b>	<b>647.50</b>



## Item D-1(A) Warrants SEPTEMBER 10, 2025

Payment Dates: 09/10/2025 - 09/10/2025

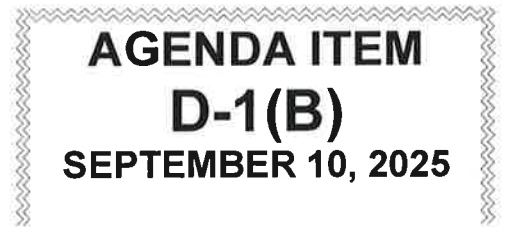
Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
<b>Payment: 13830</b>				
Nipomo Community Services	Water	AUG2025	09/10/2025	1,971.68 M
<b>Payment 13830 Total:</b>				<b>1,971.68</b>
<b>Payment: 13831</b>				
Nunley & Associates, Inc.	2025 Water Supply & Demand	1548	09/10/2025	354.50 O
Nunley & Associates, Inc.	Southland WWTF Improvements	1597	09/10/2025	8,756.63 O
Nunley & Associates, Inc.	2025 Water/Sewer System	1688	09/10/2025	10,047.50 O
Nunley & Associates, Inc.	PCIA - Honey Grove	1590	09/10/2025	519.75 O
Nunley & Associates, Inc.	PCIA - 759 Drumm Lane	1592	09/10/2025	1,426.75 O
<b>Payment 13831 Total:</b>				<b>21,105.13</b>
<b>Payment: 13832</b>				
Nu-Tech Pest Management	Pest/Rodent Control	0191030	09/10/2025	265.00 M
Nu-Tech Pest Management	Pest/Rodent Control	0191032	09/10/2025	75.00 M
<b>Payment 13832 Total:</b>				<b>340.00</b>
<b>Payment: 13833</b>				
Office Depot	Office supplies	429320044001	09/10/2025	105.08 M
Office Depot	Office supplies	437503121001	09/10/2025	13.40 M
<b>Payment 13833 Total:</b>				<b>118.48</b>
<b>Payment: 13834</b>				
Quinn Company	Pin track, seals, rings	PR030053688	09/10/2025	-68.14 O
Quinn Company	Air filters	PC030391333	09/10/2025	83.15 O
<b>Payment 13834 Total:</b>				<b>15.01</b>
<b>Payment: 13835</b>				
R. Baker, Inc.	Asphalt repair - Bennet and	974	09/10/2025	3,960.47 O
<b>Payment 13835 Total:</b>				<b>3,960.47</b>
<b>Payment: 13836</b>				
Richards, Watson & Gershon	Water rights adjudication	254432	09/10/2025	765.90 M
Richards, Watson & Gershon	General legal services through 7-	254431	09/10/2025	4,318.00 M
<b>Payment 13836 Total:</b>				<b>5,083.90</b>
<b>Payment: 13837</b>				
Santa Maria Ford Lincoln	Oil change, air bag service -	255241	09/10/2025	1,481.04 O
<b>Payment 13837 Total:</b>				<b>1,481.04</b>
<b>Payment: 13838</b>				
Simplot Grower Solutions	CAN 17	780178560	09/10/2025	704.06 O
<b>Payment 13838 Total:</b>				<b>704.06</b>
<b>Payment: 13839</b>				
Smith's Alarms & Electronics,	Alarm monitoring service -	091074	09/10/2025	240.00 M
<b>Payment 13839 Total:</b>				<b>240.00</b>
<b>Payment: 13840</b>				
SoCalGas	Heat - shop/office	AUG2025B	09/10/2025	52.55 M
<b>Payment 13840 Total:</b>				<b>52.55</b>
<b>Payment: 13841</b>				
Tuckfield & Associates	Rate consultant	0779	09/10/2025	10,530.00 O
<b>Payment 13841 Total:</b>				<b>10,530.00</b>
<b>Payment: 13842</b>				
USA Bluebook	Stenner pump roller assembly,	INV00802842	09/10/2025	1,333.03 O
USA Bluebook	CHEMKEYS	INV00804814	09/10/2025	688.55 O
USA Bluebook	Stenner pump tube housing w/l	INV00802813	09/10/2025	370.97 O
USA Bluebook	Zero oxygen standard, ammonia	INV00803517	09/10/2025	677.72 O
<b>Payment 13842 Total:</b>				<b>3,070.27</b>
<b>Payment: 13843</b>				
Wallace Group	SSMP Audit	65705	09/10/2025	541.65 M
Wallace Group	FOG program	65704	09/10/2025	3,393.35 M
<b>Payment 13843 Total:</b>				<b>3,935.00</b>
<b>Payment: 13844</b>				
Waste Connections	Waste collection - Old Town	9075345U120	09/10/2025	369.20 M

Item D-1(A) Warrants SEPTEMBER 10, 2025

Payment Dates: 09/10/2025 - 09/10/2025

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Waste Connections	Waste collection - Wilson	9074605U120	09/10/2025	69.60 M
Waste Connections	Waste collection - Southland	9075622U120	09/10/2025	326.24 M
Payment 13844 Total:				765.04
Payment: 13799				
R. Baker	Fire Hydrant Refund	77-1000-03	09/10/2025	3,385.95 O
Payment 13799 Total:				3,385.95

TO: BOARD OF DIRECTORS  
REVIEWED: RAY DIENZO, P.E. *R.D.*  
GENERAL MANAGER  
FROM: JANA ETTEDDGUE *JE*  
FINANCE DIRECTOR  
DATE: September 5, 2025



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

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$67,229.70
VOIDED CHECKS	NONE

# Item D-1(B) Warrants SEPTEMBER 10, 2025

Nipomo Community Services District

By Payment Number

Payment Dates 09/10/2025 - 09/10/2025

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
<b>Payment: 214</b>				
Nipomo Community Services	Water	AUG2025-BLAD	09/10/2025	287.30
Payment 214 Total:				287.30
<b>Payment: 215</b>				
Nunley & Associates, Inc.	CM- Blacklake Sewer	1680	09/10/2025	66,942.40
Payment 215 Total:				66,942.40

TO: BOARD OF DIRECTORS  
FROM: RAY DIENZO, P.E. *R.D.*  
GENERAL MANAGER  
DATE: SEPTEMBER 4, 2025



**APPROVE AUGUST 13, 2025  
REGULAR BOARD MEETING MINUTES**

**ITEM**

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

**BACKGROUND**

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

**RECOMMENDATION**

Approve Minutes

**ATTACHMENT**

- A. August 13, 2025 draft Board Meeting Minutes

SEPTEMBER 10, 2025

ITEM D-2

ATTACHMENT A

# NIPOMO COMMUNITY SERVICES DISTRICT

*Serving the Community since 1965*

## **DRAFT** REGULAR MEETING MINUTES

**AUGUST 13, 2025 AT 9:00 A.M.**

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

### BOARD of DIRECTORS

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

### PRINCIPAL STAFF

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

### Mission Statement:

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

#### A. CALL TO ORDER AND FLAG SALUTE

*President Eby called the Regular Meeting of August 13, 2025, to order at 9:00 a.m. and led the flag salute.*

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

*At roll call, Directors Joyce, Hansen, Henry, and Eby were present. Director Glover was absent.*

*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 Henry*

- *August 5, attended Board Officer's meeting*

*Director Joyce*

- *July 28, attended SCAC Meeting*

*Director Eby*

- *No report*

#### D. CONSENT AGENDA *The following items are considered routine and non-controversial by staff and may be approved by one motion if no member of the Board wishes an item removed. If discussion is desired, the item may be removed from the Consent Agenda by a Board member and will be considered separately at the conclusion of the Consent Items. Questions or clarification may be made by the Board members without removal from the Consent Agenda. Individual items on the Consent Agenda are approved by the same vote that approves the Consent Agenda, unless an item is pulled for separate consideration. The recommendations for each item are noted in bracket. Members of the public may comment on the Consent Agenda items.*

##### D-1) WARRANTS [RECOMMEND APPROVAL]

**SUBJECT TO BOARD APPROVAL**

**Nipomo Community Services District  
REGULAR MEETING  
MINUTES**

**D-2) APPROVE JULY 23, 2025 REGULAR BOARD MEETING MINUTES  
[RECOMMEND APPROVE MINUTES]**

*There were no public comments.*

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

*Vote 4-0-1*

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

**E. ADMINISTRATIVE ITEMS**

**E-1) CONSIDER AUTHORIZING GENERAL MANAGER TO ENTER INTO A DEPOSIT AGREEMENT WITH THE OWNER OF 311 SOUTH OAKGLEN AVE TO EVALUATE THEIR ANNEXATION APPLICATION [RECOMMEND AUTHORIZE GENERAL MANAGER TO ENTER INTO DEPOSIT AGREEMENT]**

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

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

*There were no public comments.*

*Upon the motion of Director Joyce, and seconded, the Board approved to authorize the General Manager to enter into the deposit agreement, with the requested amendments.*

*Vote 4-0-1*

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

**F. GENERAL MANAGER'S REPORT**

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

*Craig Steele, General Counsel, answered questions from the Board.*

*There were no public comments.*

**G. COMMITTEE REPORTS**

*Director Eby announced there would be a Finance and Audit Committee meeting tomorrow August 14, 2025.*

**H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS**

*None.*

**SUBJECT TO BOARD APPROVAL**



**Nipomo Community Services District  
REGULAR MEETING  
MINUTES**

**I. CLOSED SESSION ANNOUNCEMENTS**

*Craig Steele, General Counsel, announced that there would be closed session on item 2.*

**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)
- b. NIPOMO ACTION COMMITTEE, ET AL. V. SAN LUIS OBISPO LOCAL AGENCY FORMATION COMMISSION, ET. AL. (SAN LUIS OBISPO COUNTY SUPERIOR COURT CASE NO. 24CV-0768)

**2) ANNUAL PERFORMANCE REVIEW PROCESS OF DISTRICT GENERAL  
MANAGER PURSUANT TO GOVERNMENT CODE SECTION §54957 (Step 1 of 2)**

*Following the closed session, Craig Steele, General Counsel, announced that there were no reportable actions in closed session.*

**ADJOURN MEETING**

*President Eby adjourned the meeting at 9:44 p.m.*

MEETING SUMMARY	HOURS & MINUTES		
Regular Meeting	0	hours	35 minutes
Closed Session	0	hours	09 minutes
TOTAL HOURS	0	hours	44 minutes

Respectfully submitted,

---

Ray Dienzo, General Manager and Secretary to the Board

Date

**SUBJECT TO BOARD APPROVAL**

TO: BOARD OF DIRECTORS

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

FROM: PETER V. SEVCIK, P.E.  
DIRECTOR OF  
ENGINEERING & OPERATIONS

DATE: SEPTEMBER 4, 2025

**AGENDA ITEM**  
**D-3**  
**SEPTEMBER 10, 2025**

**AWARD CONSTRUCTION CONTRACT FOR  
FRONTAGE ROAD TRUNK SEWER PHASE 1  
REPLACEMENT PROJECT TO W.M. LYLES CO.**

**ITEM**

Award construction contract for Frontage Road Trunk Sewer Phase 1 Replacement Project to W.M. Lyles Co. [RECOMMEND ADOPT RESOLUTION AWARDDING CONTRACT TO W.M. LYLES CO. IN THE AMOUNT OF \$3,777,777, AUTHORIZING STAFF TO EXECUTE CONTRACT, AUTHORIZING CHANGE ORDER CONSTRUCTION CONTINGENCY IN THE AMOUNT OF \$370,000, AND APPROVING FY 25-26 BUDGET AMENDMENT IN THE AMOUNT OF \$450,701].

**BACKGROUND**

The Frontage Road Trunk Sewer Phase 1 Replacement Project ("Project") involves the replacement of approximately 3100 linear feet of sewer line and 10 manholes in Frontage Road, between Division Street and Tefft Street. The purpose of the project is to increase capacity to be able to accommodate future flows from infill development, the Blacklake Sewer System Consolidation Project and other potential upstream development projects. The depth of pipe ranges from 10 feet deep to 18 feet deep. The replacement pipe sizes and lengths are as follows:

Existing Pipe Diameter	Replacement Pipe Diameter	Pipe Length
12 Inches	18 Inches	1150 Feet
10 Inches	15 Inches	1950 Feet

The Board authorized staff to bid the Project at the May 28, 2025 Board meeting. On July 17, 2025, bids for the Project were opened from two (2) contractors as listed below:

Contractor	Total Bid Price
Specialty Construction, Inc.	\$3,887,845
W.M. Lyles Co.	\$3,777,777

The apparent low bidder was W.M. Lyles Co. with a total bid price of \$3,777,777. Staff reviewed the bid and determined that the bid is responsive and the bidder is responsible. The Engineer's Estimate for the Project was \$3,714,000.

### **SCHEDULE**

The tentative schedule is as follows:

- Contract Award – September 2025
- Construction – October 2025 to April 2026

### **FISCAL IMPACT**

The District's FY 2025-2026 Budget includes \$4,200,000 for the construction of the Project.

Total project costs (rounded) are estimated as follows:

Construction	\$3,777,777
Construction Contingency	\$370,000
Engineering Services During Construction - MKN	\$53,114
Construction Management and Inspection - MNS	\$449,810
<b>Total Project Cost</b>	<b>\$4,650,701</b>

Total available funding is estimated as follows:

Fund #810 – Sewer Funded Replacement	\$4,000,000
Fund #710 – Sewer Capacity Fund	\$200,000
<b>Subtotal FY 25-26 Budget</b>	<b>\$4,200,000</b>
Fund #830 – Blacklake Sewer Reserves	\$230,701
Fund #710 – Sewer Capacity Fund Reserves	\$220,000
<b>Subtotal Transfer from Reserves</b>	<b>\$450,701</b>
<b>Total Available Funding</b>	<b>\$4,650,701</b>

A transfer from reserves in the amount of \$450,701 is required to provide adequate funding for the project in the FY 25-26 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**

Staff recommends that the Board, by motion and roll call vote, adopt Resolution 2025-17XX Frontage Road Trunk Sewer Phase 1 Bid Award to:

1. Award the bid for Frontage Road Trunk Sewer Phase 1 Replacement Project to W.M. Lyles Co. in the amount of \$3,777,777 and authorize the General Manager to execute the construction agreement.
2. Authorize the General Manager to issue change orders for construction of the project with an aggregate total amount not to exceed \$370,000.
3. Amend FY 2025-2026 budget and transfer \$230,701 from Fund #830 – Blacklake Sewer Reserves as well as transfer \$220,000 from Fund #710 – Sewer Capacity Reserves to provide additional funding for the Project.

**ATTACHMENTS**

- A. Resolution 2025-17XX Frontage Road Trunk Sewer Phase 1 Bid Award

SEPTEMBER 10, 2025

ITEM D-3

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2025-17XX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY  
SERVICES DISTRICT AWARDING THE CONSTRUCTION CONTRACT FOR  
FRONTAGE ROAD TRUNK SEWER PHASE 1 REPLACEMENT PROJECT TO W.M. LYLES  
CO. IN THE AMOUNT OF \$3,777,777, AUTHORIZING CONSTRUCTION CONTINGENCY IN  
THE AMOUNT OF \$370,000 AND APPROVING FY 2025-2026 BUDGET AMENDMENT  
IN THE AMOUNT OF \$450,701**

**WHEREAS**, the Frontage Road Trunk Sewer Phase 1 Replacement Project (Project) is necessary to accommodate increased flows to the District's Southland Wastewater Treatment Facility; and

**WHEREAS**, the design drawings and technical specifications for the Project, dated May 2025, were developed by District staff and MKN; and

**WHEREAS**, the Board authorized staff to solicit bids for the Project on May 28, 2025; and

**WHEREAS**, the Project was advertised for bids in accordance with State of California Public Contract Code requirements; and

**WHEREAS**, the District's 2025-2026 Fiscal Year Budget allocated funding from Fund #710, Sewer Capacity Charges, and Fund #810, Sewer Funded Replacement, for the Project and the amount allocated for the Project is insufficient based on the bid results; and

**WHEREAS**, based on the staff report, staff presentation and public comment, the Board makes the following findings:

1. The Project was advertised for bids in accordance with State of California Public Contracts Code requirements.
2. The District received two (2) bids for the Project.
3. Staff reviewed the Project bids and determined that the bid submitted by W.M. Lyles Co., the apparent low bidder, was responsive and the bidder is responsible.

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

1. The contract for the Frontage Road Trunk Sewer Phase 1 Replacement Project is hereby awarded to the lowest responsive and responsible bidder, W.M. Lyles Co., in the amount of \$3,777,777, and the General Manager is authorized to execute the construction agreement.
2. The General Manager is authorized to issue Change Orders for construction of the project with an aggregate total amount not to exceed \$370,000.
3. The Board authorizes the transfer of \$230,701 from Fund #830 – Blacklake Sewer Reserves as well as transfer \$220,000 from Fund #710 – Sewer Capacity Reserves, to provide additional funding for the Project in the FY 2025-2026 Budget.

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2025-17XX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY  
SERVICES DISTRICT AWARDDING THE CONSTRUCTION CONTRACT FOR  
FRONTAGE ROAD TRUNK SEWER PHASE 1 REPLACEMENT PROJECT TO W.M. LYLES  
CO. IN THE AMOUNT OF \$3,777,777, AUTHORIZING CONSTRUCTION CONTINGENCY IN  
THE AMOUNT OF \$370,000 AND APPROVING FY 2025-2026 BUDGET AMENDMENT  
IN THE AMOUNT OF \$450,701**

4. The above recitals and findings are incorporated herein by this reference.

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

**AYES:**

**NOES:**

**ABSENT:**

**CONFLICTS:**

the foregoing resolution is hereby passed and adopted this 10th day of September 2025.

\_\_\_\_\_  
**ED EBY**

President of the Board

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
**RAY DIENZO**

General Manager and Secretary to the Board

\_\_\_\_\_  
**CRAIG 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: SEPTEMBER 4, 2025



**APPROVE TASK ORDER WITH MNS ENGINEERS, INC.  
FOR CONSTRUCTION MANAGEMENT SERVICES FOR  
FRONTAGE ROAD TRUNK SEWER PHASE 1  
REPLACEMENT PROJECT**

**ITEM**

Approve Task Order with MNS Engineers, Inc. ("MNS") for construction management services for the Frontage Road Trunk Sewer Phase 1 Replacement Project [RECOMMEND BY MOTION AND ROLL CALL APPROVE TASK ORDER WITH MNS ENGINEERS, INC. IN THE AMOUNT OF \$449,810 AND AUTHORIZE STAFF TO EXECUTE TASK ORDER].

**BACKGROUND**

The Frontage Road Trunk Sewer Phase 1 Replacement Project ("Project") involves the replacement of approximately 3100 linear feet of sewer line and 10 manholes in Frontage Road, between Division Street and Tefft Street. The depth of pipe ranges from 10 feet deep to 18 feet deep. The replacement pipe sizes and lengths are as follows:

Existing Pipe Diameter	Replacement Pipe Diameter	Pipe Length
12 Inches	18 Inches	1150 Feet
10 Inches	15 Inches	1950 Feet

Staff requested that MNS provide a proposal for construction management services for the Project. MNS has previously provided construction management services to the District and is uniquely knowledgeable and qualified in dealing with Caltrans. MNS submitted a proposal to perform the work for a not to exceed amount of \$449,810. The proposal includes submittal and Request for Information (RFI) review coordination with design engineer, coordination with Caltrans and SLO County to ensure compliance with encroachment permit requirements, full-time inspection, and materials testing.

**FISCAL IMPACT**

The FY 2025-2026 Amended Budget includes funding in the amount of \$4,650,701 for the project.



Total project costs (rounded) are estimated as follows:

Construction	\$3,777,777
Construction Contingency	\$370,000
Engineering Services During Construction - MKN	\$53,114
Construction Management and Inspection - MNS	\$449,810

**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**

Staff recommends that the Board, by motion and roll call vote, approve a Task Order with MNS Engineers, Inc. in the amount of \$449,810 for construction management services for the Frontage Road Trunk Sewer Phase 1 Replacement Project and authorize the General Manager to execute the Task Order.

**ATTACHMENTS**

A. MNS Proposal Dated September 2, 2025

SEPTEMBER 10, 2025

ITEM D-4

ATTACHMENT A



September 2, 2025

**Mr. Peter Sevcik, PE**  
**Director of Engineering and Operations**  
**Nipomo Community Services District**  
**148 South Wilson Street**  
**Nipomo, CA 93444**

**SUBJECT: Proposal for Construction Management and Inspection Services**  
**Frontage Road Trunk Sewer Replacement Project - Phase 1**

Dear Mr. Sevcik:

MNS Engineers, Inc. (MNS) is pleased to submit the enclosed proposal to provide construction management and inspection services for the Frontage Road Trunk Sewer Replacement Project – Phase 1 (Project). MNS has a depth of experience in construction management and inspection for wastewater conveyance projects, and we are familiar with the needs and expectations of the Nipomo Community Services District (District) on this project having provided similar services for the District on prior projects as well as for clients throughout the Central Coast Region.

### Project Understanding

The Project is a critical infrastructure improvement initiative undertaken by the District to upgrade the existing sewer system within the unincorporated town of Nipomo, California. The project involves the construction of approximately 1,948 feet of 15-inch PVC sewer pipe and 1,143 feet of 18-inch PVC sewer pipe. The scope of work also includes reconnection of eight (8) sewer laterals and installation of ten (10) new polymer manholes. Work will take place within Frontage Road from West Tefft Street (near its intersection with Frontage Road) to Division Street. The County has agreed to the closure of Frontage Road for night work, which will require the closure of the southbound thru lane on the Tefft offramp from Highway 101, necessitating compliance with Caltrans permitting and traffic control requirements. The construction is expected to take 180 calendar days from the Notice to Proceed and includes key features such as open-trench excavation traffic control measures, environmental protections, and final site restoration.

### Scope of Work

Our staffing plan and cost proposal is based on our knowledge of the project and review of the plans and specifications. Our Construction Management services will consist of pre-construction, construction and post-construction services and will include project controls, QA, and Project Closeout. MNS will provide Construction Management and Inspection services per the attached Scope of Work.

#### MNS DETAILS

##### LEGAL NAME

MNS Engineers, Inc.

##### FIRM OWNERSHIP TYPE

C-Corporation

##### YEAR FIRM ESTABLISHED

1962

##### CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS

DIR No. 1000003564

##### CORPORATE OFFICE

201 N. Calle Cesar Chavez,  
Suite 300  
Santa Barbara, CA 93103  
805.692.6921 Office/Fax  
[mnsengineers.com](http://mnsengineers.com)

##### LOCAL OFFICE

811 El Capitan Way #130, San  
Luis Obispo, CA 93401  
(805) 787-0326

##### PROJECT CONTACT

Megan Panofsky, PE, CCM  
Construction Manager  
(805) 331-4860  
[mpanofsky@mnsengineers.com](mailto:mpanofsky@mnsengineers.com)

##### AUTHORIZED SIGNATURE

Joe Pope, PE  
Vice-President and Principal  
Construction Manager  
(805) 302-1624  
[jpope@mnsengineers.com](mailto:jpope@mnsengineers.com)

## Project Team

Our highly qualified project team is available to provide the District with high quality construction management, inspection, and quality assurance for a project delivered in accordance with the plans and specification. The following is the proposed CM team.

### **Project Manager – Megan Panofsky, PE, CCM**

Ms. Panofsky will be responsible for overall construction management of the Project. Megan is a seasoned construction industry professional with 18 years of experience in the development and construction of municipal infrastructure, concentrating in water and wastewater facilities. Megan has served as a Design Engineer consultant for contractors and Owners, providing a unique ability to see projects from multiple perspectives and identify risks to successful project completion early in the process. She specializes in complete project delivery, construction management, program management, and contract management.

### **Resident Engineer – June Kim, PE, QSD/QSP**

Mr. Kim has 29 years of experience in construction management, specializing in supporting local agency Capital Improvement Projects for roads, transportation, water, and sanitation. His depth of experience with a wide variety of projects enables him to successfully handle challenging projects, troubleshooting and collaborating with diverse teams to provide effective solutions to clients. Prior to joining MNS, June worked for the County of Ventura Public Works Agency for over 17 years, serving both the Transportation and Water and Sanitation Departments. He has extensive experience coordinating with Caltrans on a wide range of projects and is well versed in Caltrans and local agency encroachment permit management and compliance.

### **Construction Inspector – Chris Cooper**

Mr. Cooper will serve as the full-time construction inspector on this project. He has over 21 years of experience as a construction inspector and materials technician working on highway/roadway improvements and wastewater infrastructure projects. Chris' expertise includes concrete and hot mix asphalt (HMA) placement inspection, masonry, bolting, pre-stressed concrete, soils and geotechnical testing, and framing and nailing inspection, soils and geotechnical testing. He has provided field quality control and quality assurance in both structure and infrastructure projects. He is knowledgeable with Caltrans methods and procedures.

### **Construction Inspector (Alternate) – Eddie Williams**

Mr. Williams has over 35 years of experience in the civil engineering industry with a focus on project management, plan development, plan review, and construction inspection for public works as well as private development projects. Prior to MNS, Eddie worked for the City of Santa Maria providing project management, construction inspection, and resident engineering. He has an intricate knowledge and understanding of the operations of a public works department that allows him to easily work for other agencies in the same capacity.

## Project Schedule

MNS understands it is the intention of the District to start construction in mid-October 2025. MNS has assumed a Notice to Proceed (NTP) of October 2025, and a construction period of 180 calendar days or approximately 6 months.

Bid Opening	July 17, 2025
Contract Award	September 2025
NTP	October 2025
Submittals/Procurement	September - October 2025
Construction	October 2025 – April 2026

### Assumptions/Exclusions

- No weekend or holiday work is anticipated.
- Night work anticipated for work between Hill and Tefft with a duration of approximately one month, but subject to contractor's approved CPM schedule.
- Night work will not be concurrent with day work.
- Full-time inspection is assumed over an 6-month period assuming approximately one month prior to mobilization will be submittal review and no field work. The District will be billed on an hourly basis with a 4-hour minimum.

### Compensation

Our cost for the level of effort described in this proposal, which is based on a construction duration of 6 months with the construction starting in late October 2025, is estimated at \$449,810. The final cost will be based on the actual services performed, which depend on the contractor's schedule and efficiency as well as any additional services that the District may require. It is understood that this is an estimate of costs based upon the current available project information and actual costs will be as dictated by the construction operations.

### Closing

Thank you for the opportunity to submit this proposal. We are excited and look forward to working with the District. Please feel free to contact me with any questions you may have at 805.302.1624 or [jpope@mnsengineers.com](mailto:jpope@mnsengineers.com), or Megan Panofsky at 805.331.4860 or [mpanofsky@mnsengineers.com](mailto:mpanofsky@mnsengineers.com). Thank you for your consideration.

Sincerely,  
**MNS Engineers, Inc.**



Joe Pope, PE, QSD  
Vice President of Construction - Water

Attachments: Scope of Work  
Fee Estimate Spreadsheet



**SANTA BARBARA**  
201 N. Calle Cesar Chavez, Suite 300  
Santa Barbara, CA 93103  
805.692.6921 Phone

## **SCOPE OF WORK**

### **Frontage Road Trunk Sewer Replacement Project – Phase 1**

#### **CONSTRUCTION PHASE**

##### **TASK 1 – PROJECT MANAGEMENT SERVICES**

###### **1.1 Project Oversight**

MNS will provide the services of a principal-in-charge to provide overall project supervision and assure that contractual obligations and client concerns are consistently met.

###### **1.2 Ongoing Project Management**

MNS will provide pre-construction phase and construction phase project management as necessary for the project by providing a Construction Manager to perform the following project functions:

- 1.2.1 Administration of Consultant Obligations** - MNS will provide task schedules; coordination with District staff, utilities, Caltrans, and other contractors; maintenance of quality control and report preparation as part of the regular project management duties.
- 1.2.2 Construction Engineering** - MNS will provide construction engineering to facilitate coordination for review of shop and working drawings, submittals, safety and accident prevention plans. We will perform contract drawing and specification interpretation as part of the regular project management duties.
- 1.2.3 Construction Coordination Meetings** - MNS will conduct weekly meetings as part of the regular construction engineering duties. Additionally, meeting minutes will be written and distributed to all attendees and others as designated by the District.
- 1.2.4 Schedule** - MNS will assure the contractor maintains up to date computerized schedules in critical path format. MNS will review the contractors' baseline and monthly schedule updates, coordinate changes, and forward written conclusions to the District. We will review to ensure milestone dates are realized in the schedule.
- 1.2.5 Anticipation and Avoidance of Problems and Claims** - MNS will regularly review upcoming contract work to anticipate phasing or scheduling concerns, changed conditions, or plant operational conflicts.

##### **TASK 2 – CONSTRUCTION MANAGEMENT SERVICES**

###### **2.0 Pre-Construction**

- 2.0.1 Pre-Construction Meeting** - MNS will arrange for and manage a pre-construction conference with the contractor prior to the start of work. The pre-construction conference will include representatives from the design engineering firm, the District, Caltrans, San Luis Obispo (SLO) County, and any other stake holders who may be involved based upon the design and permit conditions. At this meeting we will discuss the hierarchy of both the District and the contractor as well as establish the protocol to be used throughout the project. The meeting will highlight the contractor's responsibility toward such items as:

- Safety
  - Labor compliance
  - Submittals
  - Schedule updates
  - Order of work
  - Quality control
- Site access (security) and haul routes
  - Materials certification
  - Extra work or change of conditions
  - Permit and utility agreements
  - Weekly meetings
  - Pay requests

Any questions or apparent issues that may be present at this time will be discussed and resolved prior to the contractor's mobilization. An agenda, action items and meeting minutes will be prepared and distributed.

#### **2.0.2 Pre-Construction Training – None anticipated.**

**2.0.3 Pre-Construction Photo and Video Documentation** - MNS will photograph areas of construction just prior to actual construction. Each photograph will record the date and time and will be made available to the District upon request during construction and turned over to the District with project files after construction.

### **2.1 Contract Administration**

MNS will provide Construction Contract Administration Services as required to maintain accurate documentation of the construction. MNS will utilize CMIS, a cloud-based contract administration system for the project. MNS will provide CMIS access and training to all project team members, including District Staff, Contractor, and subcontractors.

**2.1.1 Construction Management Plan** - MNS will prepare a Construction Management Plan that outlines the roles and responsibilities of the CM team during construction. The CM Plan will establish the protocol and procedures to be followed during construction such as submittal and RFI review; CCO review and approval; correspondence; contract administration and documentation requirements. The Plan will be submitted to the District for review prior to construction.

**2.1.2 Correspondence and Reports** – As part of the Construction Administration, MNS will manage all correspondence including tracking submittals, RFIs, CCOs, progress pay estimates, meeting minutes, testing reports, and furnishing reports on a regular basis as required by the District. Other correspondence will be produced as appropriate to the project status.

**2.1.3 Submittal Review and Coordination** - Prior to beginning the submittal process, MNS will work with the design engineer to develop a list of the required submittals. This will be used to ensure all items are submitted and done so in a reasonable amount of time prior to the work they pertain to. The majority of the submittals will be seen at the start of the project. This list can be reviewed at progress meetings and used proactively to help the contractor make submittals with a reasonable amount of time for sufficient review and acceptance without delay to construction. MNS will coordinate with the design engineer for the efficient review and processing of all submittals including shop drawings, product data, and project specific plans. An updated submittal log will be maintained to accurately track review and approval of all submittals.

- 2.1.4 RFI Review** - MNS will review and coordinate with the design engineer (if needed) the resolution of contractor requests for information (RFIs) and other requests in a timely manner. MNS will maintain a running log.
- 2.1.5 Contract Time/Delays** - MNS will track all working days and non-working days including weather days, CCO days, and other delays and will provide a weekly update of contract time at the weekly meeting. MNS will review any contractor requests for time extension and will make a recommendation to the District. Such requests will be cross referenced with the contractor's baseline schedule.
- 2.1.6 Material Substitutions** - Submittals which are non-standard or substitute alternatives for items specified, will be forwarded to the design engineer for review. MNS will also be proactive in soliciting information from the contractor after award of bid to determine which items, if any, they may be substituting.
- 2.1.7 Weekly Meetings** - MNS will hold a weekly construction meeting. The meetings are a valuable tool utilized to discuss project issues and concerns, discuss upcoming work items, coordination with plant operations, potential contract change orders, cost and schedule impacts, permit requirements, submittals, RFIs, and quality of work. The contractor will prepare a three-week look-ahead schedule to be reviewed and discussed at the meeting. Discussion on the contractor's upcoming schedule is important to anticipate any potential conflicts. MNS will prepare and distribute meeting minutes.
- 2.1.8 Reports** - MNS will prepare a monthly report which summarizes the construction cost and progress. The report will include contract progress, costs including change orders, submittal log, RFI log, change order log, updated progress payments, photos depicting work performed that month, summary of work performed, and discussion of project issues and any unique construction techniques being performed.
- 2.1.9 Certified Payroll Review** - MNS will spot review the contractor's certified payroll for completeness, accuracy, and prevailing wage compliance. MNS will perform periodic employee interviews to verify contractor's labor compliance and employees are being paid correctly in accordance to their duties. Any discrepancies will be brought to the contractor's attention and the District will be notified.
- 2.1.10 Permits** - MNS will verify that contractor is adhering to and has maintained all permits applicable to the project including Caltrans Encroachment permit, SLO County Encroachment permit, and Storm Water and Regional Water Quality Control Board.

## **2.2 Photo Record Maintenance**

MNS will regularly photograph construction activity in digital format and deliver in electronic format.

## **2.3 Inspection**

MNS will provide an onsite inspector. The inspectors' primary duties will be to inspect and verify that all work in place meets the requirements of the contract plans and specifications, shop drawings, change orders, and O & M manuals as well as maintenance of project documentation.

- 2.3.1 Daily Inspection Diaries** - The project inspector will maintain daily written records of work, including notation of such things as weather, personnel and equipment on-site, sub-contractors on site, discussions held with contractor and others, project issues that



arise, material and equipment received for on-site storage, etc. The inspector will maintain photo documentation as discussed previously.

**2.3.2 Special Inspections** - MNS will coordinate with the design engineer to determine and provide special inspections that may be required for construction.

**2.3.3 Record Drawing Maintenance** - MNS will regularly review the contractor's record set for completeness and accuracy as well as keeping a separate As-Built set throughout the project.

**2.3.4 Verification of Material and Equipment** - As material arrives on site, the MNS inspector will verify that the delivered items conform to the project specifications and approved submittals, prior to approving them for use on the project.

**2.3.5 Acceptance/Performance Testing** - The project inspector will coordinate acceptance and performance testing of each system or piece of equipment in conformance with the requirements of the written specifications, industry standards and controlling codes.

**2.3.6 Off-Site Inspections** – We will schedule and coordinate all off-site inspections.

## **2.4 Quality Assurance**

MNS will review and inspect all work in progress to assure that it meets the requirements and quality of work outlined in the contract documents. Any deficient work will be rejected.

## **2.5 Site Visits**

The MNS Construction Manager will visit the work site to stay abreast of the ongoing work and monitor the progress of the work. The CM will coordinate with the on-site inspector to assure construction quality.

## **2.6 Safety**

MNS will review and ensure compliance of contractor's safety plan as well as Cal OSHA requirements. We will notify the contractor of safety problems immediately and direct the contractor to suspend work if imminent hazard is not immediately remedied or a dangerous condition persists.

## **2.7 Construction Materials Testing**

MNS will coordinate with our CM team materials testing firm, to assure all material meets the project documents. All tests will be logged and copies of all test reports will be maintained in the project files.

## **2.8 Progress Payments**

Our cost control system will be used to track and monitor the actual construction costs on each contract. The tracking of contract item payments and quantities is incorporated into the progress payment spreadsheet. Tracking of contract change order payments, extra work, and supplemental work will also utilize electronic spreadsheet tracking. The project monthly and overall cost as well as the contingency balance will be verified as part of the monthly progress pay request review and submission. Upon our review and approval of the contractor's payment

request, we will forward a copy of the Monthly Payment Report form to the District for final approval and payment.

## **2.9 Schedule**

MNS will assure that the contractors maintain an up to date schedule. MNS will review the contractors' baseline and monthly schedule updates, coordinate changes, and forward written conclusions to the District. We will review to ensure milestone dates and any shutdown dates for tie-in's are realized in the schedule. The schedule will be used as the basis of determination for granting extra days relative to change orders. Should a contractor start to fall behind schedule, we will request a Recovery schedule and discuss methods to expedite the work. This is one of the more useful tools in controlling both costs and budget for the project.

## **2.10 Change Order Processing and Review**

Prior to the start of construction, MNS will meet with the District to establish change order procedures. During construction MNS will review and evaluate contractor change order requests, recommend solutions, verify costs, negotiate change orders, prepare change order form, and maintain a log of all change orders and costs. MNS will coordinate design related changes with the design engineer or other affected agencies and check to make sure all pertinent information is provided for timely review. All changes are reviewed against the project schedule to determine any time impact. Upon evaluation of any changes, MNS will make a recommendation to the District.

## **2.11 Claims Management**

The main objective relating to claims on any project is to avoid them when possible. Good tools toward accomplishing this are to anticipate and address any potential problems before they occur, provide timely response to RFIs, promptly process change orders, thoroughly review the contractor's schedule and provide experienced review of the project work. If unforeseen conditions occur, MNS will work to identify and resolve cost & schedule related issues to keep the project on schedule and within budget. During construction MNS will work to assure that conflicts in the field are identified ahead of the scheduled work the conflict could affect, work to reduce or minimize third party impacts to the work, and notify the contractor in a timely manner such that his schedule is not disrupted.

Notices of Potential Claims submitted by the contractor will be acted on and processed in a timely manner in accordance with the Contract Documents. Detailed record keeping throughout the project is paramount in evaluating the validity and costs associated with any notice of potential claim (NOPC). It is the objective of MNS to resolve any potential claims at the job level prior to becoming actual claims.

## **2.12 SWPPP Support**

MNS will review the contractor's SWPPP and will provide storm water oversight throughout the project. We will monitor to verify the contractor is complying with the SWPPP requirements such as BMP maintenance and routine reporting.

## **TASK 3 – PROJECT CLOSEOUT**

MNS will be proactive during the close out of the Contract.

### **3.1 "Punchlist" Inspection**

The project inspector and Construction Manager will administer the specifications' final acceptance requirements and develop a deficiency list (punch-list) for the work performed, notify the contractor, and re-inspect the completed work. MNS will also conduct a final inspection in presence of District representatives and the contractor.

### **3.2 Record Drawing**

MNS will review the contractors' record set for completeness and accuracy and will compare with our field copy. Submittal of Final Record Drawings will be required prior to recommending final completion.

### **3.3 Closeout**

Upon satisfactory completion of all contract work, we will perform a final inspection, compile final invoices, assemble and submit contract closeout packages, prepare project closeout files and reports and recommend final acceptance of the project. A certificate of completion will be submitted to the District.

### **3.4 Final Report**

MNS will prepare a final construction report for the project. At a minimum the report shall contain the following:

- Final costs of the project (items, change orders and settled claims)
- Summary of key dates (advertisement, bid opening, award, pre-construction meeting, first working day, completion date)
- Summary of working days, non-working days, change order days, weather days, and other days
- Summary of change orders (approved costs and final costs)
- Final progress pay estimate spreadsheet with final contingency balance
- Discussion of significant issues or problems encountered or addressed during construction

**Construction Management and Inspection Services  
Frontage Road Trunk Sewer Replacement Project  
Nipomo Community Services District**



Project Schedule													
PHASE	2025						2026						
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Submittals/Procurement													
Construction													
Project Closeout													

PHASE															TOTAL HOURS	HOURLY RATE		
		2025						2026						2025		2026	TOTAL COST	
Role	Staff	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					
TASK 1 Pre-Construction																		
Project Manager	Megan Panofsky			4	4									8	265.00	276.00	\$	2,120
Construction Manager	June Kim			20	30									50	265.00	276.00	\$	13,250
Senior Inspector	Chris Cooper			8	8									16	200.00	208.00	\$	3,200
Office Administrator	Fina Auau			10	10									20	140.00	146.00	\$	2,800
SUB-TOTAL		0	0	42	52	0	0	0	0	0	0	0	0	94			\$	21,370
TASK 2 Construction																		
Project Manager	Megan Panofsky				4	8	8	8	8	8	4			48	265.00	276.00	\$	13,028
Construction Manager	June Kim				40	70	70	70	70	70	40			430	265.00	276.00	\$	116,700
Senior Construction Inspector	Chris Cooper				86	172	172	172	172		86			860	200.00	208.00	\$	175,440
Senior Inspector Night	Chris Cooper									172				172	208.00	217.00	\$	37,324
Office Administrator	Fina Auau				10	20	20	20	20	20	10			120	140.00	146.00	\$	17,220
SUB-TOTAL		0	0	0	140	270	270	270	270	270	140	0	0	1630			\$	359,712
TASK 3 Project Closeout																		
Project Manager	Megan Panofsky											4		4	265.00	276.00	\$	1,104
Construction Manager	June Kim											40		40	265.00	276.00	\$	11,040
Senior Inspector	Chris Cooper											8		8	200.00	208.00	\$	1,664
Office Administrator	Fina Auau											20		20	140.00	146.00	\$	2,920
SUB-TOTAL		0	0	0	0	0	0	0	0	0	0	72	0	72			\$	16,728
TOTALS		0	0	42	192	270	270	270	270	270	140	72	0	1796			\$	397,810

Direct Expenses		TOTAL COST	
	Field/Direct Costs	\$	2,000
DIRECT EXPENSES SUB-TOTAL		\$	2,000

SUBCONSULTANT		TOTAL COST	
Materials Testing	Earth Systems	\$	50,000
		\$	-
SUBCONSULTANTS SUB-TOTAL		\$	50,000

<b>CONSTRUCTION MANAGEMENT AND INSPECTION TOTAL</b>	<b>\$ 449,810</b>
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**Notes:**

1. Durations based on a 6 month construction period.
2. Hours and costs are an estimate only; actual hours and costs will be based on contractor's schedule.
3. Overtime not included in this cost estimate. Any OT would be billed per MNS Standard Fee Schedule.
4. Construction Inspector's rate subject to adjustment if DIR Prevailing Wage rates are applicable.
5. Any night work will be at \$8/hour for PW night differential.
6. Proposal assumes that night work will not be concurrent with day work.

TO: BOARD OF DIRECTORS  
REVIEWED: RAY DIENZO, P.E. R.D.  
GENERAL MANAGER  
FROM: PETER V. SEVCIK, P.E.  
DIRECTOR OF  
ENGINEERING & OPERATIONS  
DATE: SEPTEMBER 4, 2025



**APPROVE TASK ORDER WITH MKN & ASSOCIATES FOR  
ENGINEERING SERVICES DURING CONSTRUCTION FOR  
FRONTAGE ROAD TRUNK SEWER PHASE 1  
REPLACEMENT PROJECT**

**ITEM**

Award Task Order with MKN & Associates ("MKN") for engineering services during construction for the Frontage Road Trunk Sewer Phase 1 Replacement Project [RECOMMEND BY MOTION AND ROLL CALL APPROVE TASK ORDER WITH MKN IN THE AMOUNT OF \$53,114 AND AUTHORIZE STAFF TO EXECUTE TASK ORDER].

**BACKGROUND**

The Frontage Road Trunk Sewer Phase 1 Replacement Project ("Project") involves the replacement of approximately 3100 linear feet of sewer line and 10 manholes in Frontage Road, between Division Street and Tefft Street. The depth of pipe ranges from 10 feet deep to 18 feet deep. The replacement pipe sizes and lengths are as follows:

Existing Pipe Diameter	Replacement Pipe Diameter	Pipe Length
12 Inches	18 Inches	1150 Feet
10 Inches	15 Inches	1950 Feet

MKN was previously selected by the Board to provide design services for the Project. Staff requested that MKN provide a proposal for engineering services during construction for the Project. MKN submitted the attached proposal to perform the work for a not to exceed amount of \$53,114. The proposal includes submittal review, change order review, design clarification, and record drawing preparation.

**FISCAL IMPACT**

The FY 2025-2026 Amended Budget includes funding in the amount of \$4,650,701 for the project.

Total project costs (rounded) are estimated as follows:

Construction	\$3,777,777
Construction Contingency	\$370,000
Engineering Services During Construction - MKN	\$53,114
Construction Management and Inspection - MNS	\$449,810

**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**

Staff recommends that the Board, by motion and roll call vote, approve a Task Order with MKN in the amount of \$53,114 for engineering services during construction for the Frontage Road Trunk Sewer Phase 1 Replacement Project and authorize the General Manager to execute the Task Order.

**ATTACHMENTS**

A. MKN Proposal dated August 27, 2025

SEPTEMBER 10, 2025

ITEM D-5

ATTACHMENT A



354 Pacific Street  
San Luis Obispo, CA 93401  
805-329-4773 [PHONE](#)  
805-904-6532 [FAX](#)

August 27, 2025

Peter Sevcik, PE  
Director of Engineering and Operations  
Nipomo Community Services District  
(Submitted Electronically)

**RE: Proposal for Bid Phase Services and Engineering Services During Construction –  
Frontage Road Trunk Sewer Replacement Project Phase 1**

Dear Peter,

**PROJECT UNDERSTANDING**

Michael K. Nunley & Associates, Inc., (MKN) is pleased to provide this proposal for bid phase services and engineering services during construction (ESDC) for the Phase 1 Frontage Road Trunk Sewer Replacement Project. In general, the project consists of replacement of the existing trunk main within Frontage Road from just south of Tefft Street to Division Street including replacement of associated manholes and reconnection of laterals.

The following scope of work outlines the proposed project tasks.

**SCOPE OF WORK**

**Task Group 100 – Bid Phase Services**

MKN provided bid phase support to assist the District with preparation for bid for the Phase 1 Project bids, including the following:

- Provide high-level cost opinion for bid documents
- Provide electronic plans and specifications for electronic distribution (by ASAP or similar). It is assumed District will contract with ASAP for distribution of plans & specifications and to manage the bidders' list.
- Attend pre-bid meeting
- Assist District in resolving bid protests (if necessary – budget to be determined at that time)

**Task Group 200 – Engineering Services During Construction**

The following engineering services during construction will be provided. Assumptions are included as the basis for the budget.



Task 201. Pre-Construction Meeting

MKN will attend the Pre-Construction Meeting with the District, the District's Construction Manager, and the Contractor to review the project, discuss schedule and project requirements, and communication protocol. We assume the Construction Manager will coordinate and lead the meeting.

Task 202. Submittal Review

MKN will review technical submittals forwarded by the District's Construction Manager and provide responses in a timely manner. For budgeting purposes, we have assumed up to thirty (30) submittal reviews.

Task 203. Respond to RFIs

MKN will respond to Requests for Information (RFIs) from the Contractor forwarded by the District's Construction Manager. For budgeting purposes, we have assumed up to ten (10) RFIs.

Task 204. Respond to Requests for Change

As directed by the District and/or the District's Construction Manager, MKN will review proposed change orders submitted by the Contractor or requested by the District. MKN's review will include the potential impacts on the project design and will include recommendations to address the proposed changes. Our budget assumes review of up to three (3) Change Orders.

Task 205. Engineer's Observation of Work in Progress

MKN will perform technical field observation at the District's request to review work progress for general conformance with the plans and specifications and to assess construction issues or conflicts as they arise. For budgeting purposes, we have assumed MKN will provide up to a total of twenty (20) hours of observation and six (6) hours for associated office time (site visit reports and documentation).

Task 206. Record Drawings

MKN will prepare a final set of record drawings based on the Contractor's redlines. It is assumed the District and/or the District's Construction Manager will review the Contractor's redlines for completeness and accuracy based on the work performed. Record drawings will be provided to the District as a pdf and CAD file of the drawings.

**ASSUMPTIONS**

- MKN shall be entitled to rely reasonably upon the accuracy of data and information provided by or through Client and will use good professional judgment in reviewing and evaluating such information. If MKN identifies any error or inaccuracy in data or information provided by or through Client, or determines that additional data or information is needed to perform the services, MKN shall promptly notify the client.
- District's Construction Manager will provide construction observation and materials testing.
- District's Construction Manager will be managing and distributing submittals and RFIs for review.
- District and/or District's Construction Manager will review Contractor's redlines for completeness and accuracy.

## **BUDGET AND SCHEDULE**

If selected to perform this work, MKN will proceed on a time and materials basis with a budget not to exceed \$53,114. Overall level of effort for ESDC can vary greatly. If additional effort beyond our assumed budget is necessary, MKN will alert the District promptly with a recommendation on how to proceed.

The project will be invoiced monthly according to the attached standard rate sheet.

Record drawings will be prepared within four weeks following receipt of Contractor's as-built drawings.

We hope this proposed scope meets your expectations. We are happy to answer any questions you have and look forward to working with you.

Sincerely,

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

Eileen Shields, PE

### **Attachments:**

Budget Spreadsheet  
Standard Fee Schedule

# NCSD Frontage Road Trunk Sewer Replacement Project Phase 1 Bid Phase Services Engineering Services During Construction Budget

	Principal Engineer	Assistant Engineer II	Senior Designer	Administrative Assistant	Total Hours (MKN)	Labor (MKN)	Total Fee
Hourly Rates	257	160	176	113			
<b>Task Group 100: Bid Phase Engineering Services</b>							
Task 101 Pre-Bid Meeting	2				2	\$514	\$ 514
Task 102 Assist in Bid Review	4	6			10	\$1,988	\$ 1,988
Task 103 Phase 1 Cost Opinion	3	6		2	11	\$1,957	\$ 1,957
Subtotal	9	12	0	2	23	\$ 4,459	\$ 4,459
<b>Task Group 200: Engineering Services During Construction</b>							
Task 201 Pre-Construction Meeting	3	4			7	\$1,411	\$ 1,411
Task 202 Submittal Review	30	60			90	\$17,310	\$ 17,310
Task 203 Respond to RFIs	15	30	8		53	\$10,063	\$ 10,063
Task 204 Respond to Requests for Change Orders	12	12	4		28	\$5,708	\$ 5,708
Task 205 Engineer's Observation of Work in Progress	13	13			26	\$5,421	\$ 5,421
Task 206 Record Drawings	6	12	30		48	\$8,742	\$ 8,742
Subtotal	79	131	42	0	252	\$ 48,655	\$ 48,655
<b>TOTAL BUDGET</b>	<b>88</b>	<b>143</b>	<b>42</b>	<b>2</b>	<b>275</b>	<b>\$53,114</b>	<b>\$ 53,114</b>



## 2025 FEE SCHEDULE

CATEGORY	POSITION	HOURLY RATE
<b>Communications and Administrative</b>	Administrative Assistant	\$113
	Strategic Communications Coordinator	\$121
	Strategic Communications Specialist	\$147
<b>Designers and Technicians</b>	CAD Technician I	\$137
	CAD Design Technician II	\$158
	Senior Designer	\$176
<b>Planning</b>	Assistant Planner I	\$140
	Assistant Planner II	\$160
	GIS Specialist	\$173
	Planner I	\$189
	Planner II	\$205
	Senior Planner	\$215
<b>Engineers</b>	Engineering Technician	\$103
	Assistant Engineer I	\$140
	Assistant Engineer II	\$160
	Project Engineer I	\$189
	Project Engineer II	\$205
	Senior Engineer I	\$221
	Senior Engineer II	\$231
	Senior Engineer III	\$247
	Principal Engineer	\$257
<b>Project Management</b>	Project Manager	\$231
	Senior Project Manager	\$267
	Project Director	\$289
	Senior Project Director	\$308
<b>Construction Management Services</b>	Scheduler	\$179
	*** Construction Inspector	\$200
	Assistant Resident Engineer	\$200
	Resident Engineer	\$212
	Construction Manager	\$231
	Principal Construction Manager	\$272

*The foregoing Billing Rate Schedule is effective through December 31, 2025 and will be adjusted each year after at a rate of 2 to 5%.*

### **DIRECT PROJECT EXPENSES**

Outside Reproduction	Cost + 10%
Subcontracted or Subconsultant Services	Cost + 10%
Travel & Subsistence (other than mileage)	Cost
Auto Mileage	Current IRS Rate

\*\*\* 40 hrs per week assumed; part-time rates can be provided upon request

Rates also subject to prevailing wage mandatory increases during a calendar year

TO: BOARD OF DIRECTORS  
REVIEWED: RAY DIENZO, P.E. *R.D.*  
GENERAL MANAGER  
FROM: PETER V. SEVCIK, P.E.  
DIRECTOR OF ENGINEERING  
AND OPERATIONS  
DATE: SEPTEMBER 4, 2025

**AGENDA ITEM**  
**D-6**  
**SEPTEMBER 10, 2025**

**CONSIDER REQUEST FOR WATER AND  
SOLID WASTE SERVICE (INTENT-TO-SERVE LETTER) FOR  
A 2-PARCEL RESIDENTIAL SUBDIVISION LOCATED  
AT 1248 FUTURA LANE, APN 091-081-060**

**ITEM**

Consider request for water and solid waste service (Intent-to-Serve Letter) for a 2-parcel residential subdivision located at 1248 Futura Lane, APN 091-081-060 [RECOMMEND CONSIDER INTENT-TO-SERVE LETTER AND APPROVE WITH CONDITIONS].

**BACKGROUND**

The District received an application for water, sewer and solid waste service for a project located at 1248 Futura Lane, APN 091-081-060. The applicants, Jose and Marina Herrera, are requesting water and solid waste service for a 2-parcel residential subdivision.

The project will consist of a subdivision of one (1) existing 12.4-acre residential parcel into two (2) 6.2 acre residential parcels. The District currently provides water and solid waste service for the existing parcel.

All parcels, existing and planned, will be required to obtain water and solid waste service in compliance with current District standards. Any existing well(s) on the property will not be utilized to provide domestic water service to any part of the project.

The District's 2020 Urban Water Management Plan Update includes estimated water demands for infill development within the District. However, the parcel is currently served with two 1-inch meters and no new waters will be provided. Therefore, the project will not increase water demand.

**FISCAL IMPACT**

Water capacity fees will be based on the domestic meter sizes requested for the final County approved project as well as CAL FIRE's fire service requirements. Based on the information provided, the following services are proposed:

- Domestic: 2 @ 1-inch (Existing)

The estimated fee deposit for the project is \$0 based on the current FY 2025-2026 District fee schedule, including a credit for two existing 1-inch water services. Fees for Connection shall be calculated and owing as of the date the District accepts the public water improvements for the project and sets the water meter(s) to serve the affected property from which the amount of the Deposit shall be deducted.

**RECOMMENDATION**

Staff recommends that the Board approve the Applicant's request for an Intent-to-Serve letter for the project with the following conditions:

**PROJECT-SPECIFIC CONDITIONS**

- Each new parcel shall be served by a single 1-inch meter and backflow assembly for indoor use and fire sprinkler service, if fire sprinklers are required by CAL FIRE of SLO County.

**STANDARD CONDITIONS**

- Project shall obtain water and solid waste service for all parcels.
- CAL FIRE of SLO County must approve the development plans prior to District approval. Fire capacity charges are applicable if dedicated fire service laterals are required.
- Record a restriction, subject to District approval, on the property prohibiting the use of well(s) to provide water service to any parcel within the Project.
- Properly abandon any existing groundwater wells and provide documentation to District.
- Record a restriction, subject to District approval, on all parcels prohibiting use of self-regenerating water softeners.
- Comply with District water conservation program.
- Pay all appropriate District fees associated with this development.
- Applicant shall provide the District with a copy of County application approval and County project conditions of approval.
- Enter into a Plan Check and Inspection Agreement and provide a deposit.
- Submit improvement plans in accordance with the District Standards and Specifications for review and approval. Applicant shall provide plans consistent with current District Standards and based on the proposed lot configuration.
- Any easements required for water improvements that will be dedicated to the District shall be offered to the District prior to final improvement plan approval.
- Any easements required for private water laterals shall be recorded prior to final improvement plan approval and shall be subject to District approval.
- All water improvements to be dedicated to the District shall be bonded for or otherwise secured in the District's name prior to issuance of Will Serve letter.
- A Will-Serve letter for the Project will be issued after improvement plans are approved and signed by the District.
- Applicant shall make a non-refundable deposit ("Deposit") at the time the District issues a Will Serve Letter in an amount equal to the then calculated Fees for Connection.
- Fees for Connection shall be calculated and owing as of the date the District sets the water meter(s) to serve the affected property from which the amount of the Deposit shall be deducted.
- Construct the improvements required and submit the following:

- Reproducible "As Builts" - A mylar copy and digital format disk (PDF) which includes engineer, developer, tract number and water and sewer improvements Offer of Dedication
  - Engineer's Certification
  - Summary of all water and sewer improvement costs
- Solid waste collection services are mandatory. Applicant shall provide proof that the Project is provided with solid waste removal services in accordance with District regulations.
- The District will set water meter(s) upon proof of a building permit from the County of San Luis Obispo, the District's acceptance of improvements to be dedicated to the District, if applicable, and the final payment of all charges and fees owed to the District.
- This letter is void if land use is other than residential use as defined by the District.
- Intent-to-Serve letters shall automatically terminate three (3) years from date of issuance. However, Applicant shall be entitled to a one-year extension upon the following conditions:
  - Applicant makes written application for the extension prior to the expiration of the Intent-to-Serve Letter.
  - Applicant provides proof of reasonable due diligence in processing the Project.
  - Applicant agrees to revisions of the conditions contained in the Intent-to-Serve letter consistent with then existing District policies.
- This Intent-to-Serve letter shall be subject to the current and future rules, agreements, regulations, fees, resolutions and ordinances of the District.
- This Intent-to-Serve letter may be revoked, or amended, as a result of conditions imposed upon the District by a court or availability of resources, or by a change in ordinance, resolution, rules, fees or regulations adopted by the Board of Directors.
- District service is conditioned on the applicant complying with all terms, conditions, rules, and regulations of other agencies that have jurisdiction over the project.
- This Intent-to-Serve letter shall not be interpreted as the District's Board of Directors endorsement of the project.
- The District reserves the right to revoke this Intent-to-Serve letter at any time.
- The Applicant shall provide a signed copy of the Intent-to-Serve letter within thirty (30) days of issuance.

**ATTACHMENTS**

- A. Application
- B. Site Plan

SEPTEMBER 10, 2025

ITEM D-6

ATTACHMENT A





# NIPOMO COMMUNITY SERVICES DISTRICT

148 SOUTH WILSON STREET  
POST OFFICE BOX 326 NIPOMO, CA 93444 - 0326  
(805) 929-1133 FAX (805) 929-1932  
Website: ncsd.ca.gov

Office use only: Date and Time Complete Application and fees received:  JUN 04 2025
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NIPOMO COMMUNITY  
SERVICES DISTRICT

## INTENT-TO-SERVE APPLICATION

1. This is an application for: ☐ Sewer and Water Service ☒ Water Service Only
2. SLO County Planning Department/Tract or Development No.: TPM CD24-0037
3. Project location: 1248 FUTURA LANE, ARROYO GRANDE, CA 93420
4. Assessor's Parcel Number (APN) of parcel(s) to be served: 91-081-0A5
5. Owner Name: JOSE & MARINA HERRERA
6. Mailing Address: 1248 FUTURA LANE, ARROYO GRANDE, CA 93420
7. Email: josehcorp@gmail.com
8. Phone: 805-310-6160 FAX: \_\_\_\_\_
9. Agent's Information (Architect or Engineer):  
Name: GEOFF VILLEGAS - FARGEN SURVEYS, INC.  
Address: 2624 AIRPARK DRIVE  
Email: geoff@fargensurveys.com  
Phone: 805-934-5727 FAX: \_\_\_\_\_
10. Type of Project: (check box) (see Page 3 for definitions)

<input checked="" type="checkbox"/> Single-family dwelling units	<input type="checkbox"/> Multi-family dwelling units
<input type="checkbox"/> Commercial	<input type="checkbox"/> Mixed Use (Commercial and Residential)
11. Does this project require a sub-division? ☒ Yes ☐ No  
If yes, number of new lots created 2
12. Site Plan:

**For all projects**, submit three (3) standard size (24" x 36") and one reduced copy (8½" x 11") of site plans.

Show parcel layout, water and sewer laterals, and general off-site improvements, as applicable. **Note that the District only provides one domestic meter per parcel.**

### 13. Board Approval:

Board approval is required for the following type of projects:

- more than four dwelling units
- property requiring sub-divisions
- higher than currently permitted housing density
- commercial developments

14. **RESIDENTIAL SERVICE**

Single Family Residential (SFR)

Number of Parcel's created	<u>2</u>	Proposed number of SFR	<u>2</u>
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Multi-Family Residential (MFR)

Number of Parcel's created		Proposed number of MFR	
Number of Domestic Meter(s)		Estimated Meter Size(s)	
Number of Landscape Meter(s)		Estimated Meter Size(s)	
Number of Fire System(s)		Estimated Meter Size(s)	

15. **COMMERCIAL AND/OR MIXED USE SERVICE DEMAND ESTIMATES:**

Commercial and Mixed Use

Number of Parcel's created		Proposed number of residential dwellings	
Number of Domestic Meter(s)		Estimated Meter Size(s)	
Number of Landscape Meter(s)		Estimated Meter Size(s)	
Number of Fire System(s)		Estimated Meter Size(s)	

16. Provide an estimate of yearly water (AFY) and sewer (gallons) demand for the project prepared by a licensed Engineer/Architect.

**Agreement:**

The Applicant agrees that in accordance with generally accepted construction practices, Applicant shall assume sole and complete responsibility for the condition of the job site during the course of the project, including the safety of persons and property; that this requirement shall apply continuously and not be limited to normal working hours; and the Applicant shall defend, indemnify, and hold the District and District's agents, employees and consultants harmless from any and all claims, demands, damages, costs, expenses (including attorney's fees) judgments or liabilities arising out of the performance or attempted performance of the work on this project; except those claims, demands, damages, costs, expenses (including attorney's fees) judgments or liabilities resulting from the negligence or willful misconduct of the District.

Nothing in the foregoing indemnity provision shall be construed to require Applicant to indemnify District against any responsibility or liability or contravention of Civil Code §2782

**Application Processing Fee.....See Attached Fee Schedule on Page 3**

The District will only accept cashier's check or bank wire for the payment of Water Capacity, Sewer Capacity and other related development fees.

Date 6-02-25 Signed

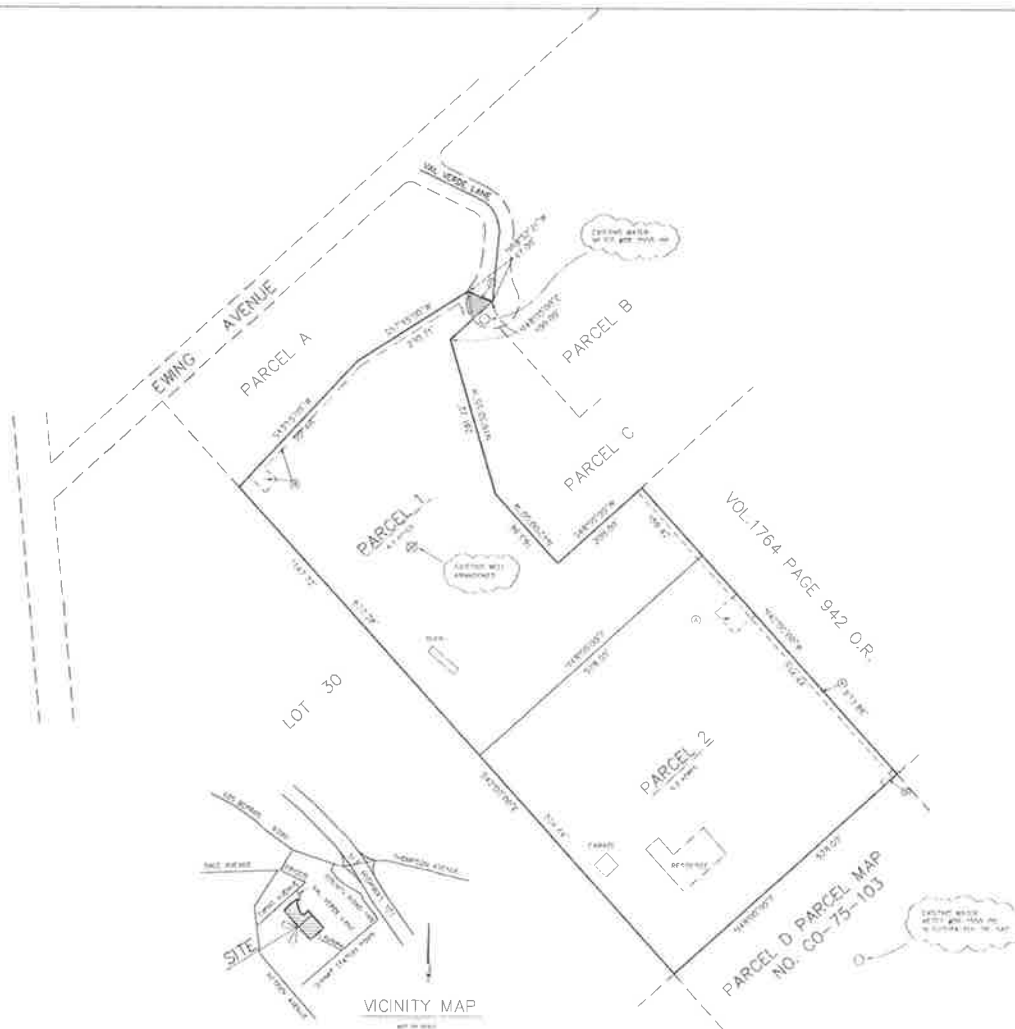
(Must be signed by owner or owner's agent)

Print Name GEOFFREY P. VILLEGAS

**SEPTEMBER 10, 2025**

**ITEM D-6**

**ATTACHMENT B**



# TENTATIVE PARCEL MAP CO24-0037

A SUBDIVISION OF PARCEL D OF PARCEL MAP NO. CO-75-102 IN THE COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA, PER MAP FILED IN BOOK 23, PAGE 40, OF PARCEL MAPS IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

## ADDRESS:

1248 TURBULA LANE  
 ARROYO GRANDE, CA 93420  
 805-934-5577  
 WATER: MENDOTA WATER DISTRICT  
 SEWER: INDIVIDUAL ON-SITE SYSTEM  
 ELECTRICAL: PG&E  
 EXISTING LOT SIZE: 12.47 ACRES  
 PROPOSED LOT SIZE: PARCEL 1: 5.23 ACRES  
 PROPOSED LOT SIZE: PARCEL 2: 6.24 ACRES

(PER FIRST AMERICAN TITLE COMPANY  
 PRELIMINARY REPORT #1901-174868  
 DATED MAY 04, 2024)

## EXISTING EASEMENTS

- (PER FIRST AMERICAN TITLE COMPANY PRELIMINARY  
 TITLE REPORT #201-714868 DATED MAY 04, 2024)
- 50' WIDE WATER WELLSITE AND 10' FOOT WIDE EGRESS  
 AND EGRESS EASEMENT PER BOOK 2009-119, PAGE 9
- 10' WIDE WATER WELLSITE AND 10' WIDE PIPELINE EASEMENT  
 PER BOOK 2153-0, P. 152
- PACIFIC TELEPHONE COMPANY RIGHT OF WAY EASEMENT  
 PER BOOK 2153-0, P. 152
- SOUTHERN CALIFORNIA GAS COMPANY 10' EGRESS RIGHT OF WAY  
 EASEMENT OR DOP # 2050320677 D.R.

## VICINITY MAP

## OWNERS STATEMENT

I HEREBY APPLY FOR APPROVAL OF THE DIVISION OF REAL  
 PROPERTY SHOWN ON THIS MAP AND CERTIFY THAT I AM THE  
 LEGAL OWNER OR AUTHORIZED AGENT OF THE LEGAL OWNER AND  
 THAT THE INFORMATION SHOWN HEREON IS TRUE AND CORRECT  
 TO THE BEST OF MY KNOWLEDGE AND BELIEF.  
 JOSE W. HERRERA AND VANESSA W. HERRERA FAMILY TRUST DATED  
 NOVEMBER 20, 2020

JOSE W. HERRERA DATE: VANESSA W. HERRERA DATE:

## SURVEYORS STATEMENT

I HEREBY STATE THAT THIS MAP CORRECTLY REPRESENTS A  
 SURVEY MADE BY ME OR UNDER MY DIRECTION, UNDER THE  
 PROVISIONS OF SECTION 8126 OF THE PROFESSIONAL LAND  
 SURVEYORS ACT AND THAT SAID SURVEY CORRECTLY SHOWS THE  
 TOPOGRAPHIC FEATURES, THE CONTIGUOUS AND ADJACENT  
 PARCELS.

MARSHALL D. JORDAN DATE: J.C. BAKER DATE:



2624 AIRPARK DRIVE  
 SANTA MARIA, CA 93455  
 PHONE: 805-934-5577  
 FAX: 805-934-3446  
 DATE: JANUARY 28, 2025

