

TO: BOARD OF DIRECTORS  
FROM: RAY DIENZO, P.E. *R.D.*  
GENERAL MANAGER  
DATE: DECEMBER 5, 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. *RD*  
GENERAL MANAGER  
DATE: DECEMBER 5, 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 NOVEMBER 12, 2025 REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]
- D-3) ACCEPT FIRST QUARTER FISCAL YEAR 2025-2026 QUARTERLY FINANCIAL REPORT [RECOMMEND RECEIVE AND FILE REPORT]
- D-4) APPROVE NEWTON GEO-HYDROLOGY 2026 CONSULTING SERVICES TASK ORDER SCOPE AND \$90,000 BUDGET [RECOMMEND APPROVE NEWTON GEO-HYDROLOGY TASK ORDER SCOPE AND BUDGET IN THE AMOUNT OF \$90,000 FOR 2026 CONSULTING SERVICES]
- D-5) APPROVE 2026 BOARD MEETING SCHEDULE [RECOMMEND REVIEW AND APPROVE 2026 BOARD MEETING SCHEDULE]
- D-6) AUTHORIZE TASK ORDER WITH MKN FOR ADDITIONAL CONSTRUCTION MANAGEMENT SERVICES FOR BLACKLAKE SEWER SYSTEM CONSOLIDATION PROJECT LIFT STATIONS AND BLACKLAKE WASTEWATER RECLAMATION FACILITY DECOMMISSIONING [RECOMMEND BY MOTION AND ROLL CALL VOTE AUTHORIZE TASK ORDER]
- D-7) AUTHORIZE TASK ORDER FOR ENGINEERING DESIGN SERVICES FOR FOOTHILL WATER TANK SITE GRADING PROJECT [RECOMMEND BY MOTION AND ROLL CALL AUTHORIZE TASK ORDER]
- D-8) AUTHORIZE TASK ORDER WITH TESCO CONTROLS, INC. FOR SUPERVISORY CONTROL AND DATA ACQUISITION SYSTEM MAINTENANCE AND SUPPORT [RECOMMEND BY MOTION AND ROLL CALL VOTE AUTHORIZE TASK ORDER]
- D-9) CONSIDER REQUEST FOR WATER, SEWER, AND SOLID WASTE SERVICE (INTENT-TO-SERVE LETTER) FOR A COMMERCIAL DEVELOPMENT LOCATED AT 301 NORTH OAKGLEN AVENUE, APN 090-151-015 [RECOMMEND CONSIDER INTENT-TO-SERVE LETTER AND APPROVE WITH CONDITIONS]
- D-10) ACCEPT DEED RESTRICTION FOR CO 23-0044, APN 092-321-030, HONEY GROVE LN, NIPOMO [RECOMMEND ADOPT RESOLUTION ACCEPTING OFFER OF DEED RESTRICTION]
- D-11) APPROVE REVISIONS TO STANDARD SPECIFICATIONS FOR WATER AND SEWER SYSTEM IMPROVEMENTS [RECOMMEND ADOPT RESOLUTION]

TO: BOARD OF DIRECTORS

REVIEWED: RAY DIENZO, P.E.  
GENERAL MANAGER

FROM: JANA ETTEDDGUE  
FINANCE DIRECTOR

DATE: DECEMBER 5, 2025



**WARRANTS WILL BE DISTRIBUTED TUESDAY, DECEMBER 9, 2025**

TO: BOARD OF DIRECTORS  
FROM: RAY DIENZO, P.E. *R.D.*  
GENERAL MANAGER  
DATE: DECEMBER 5, 2025



**APPROVE NOVEMBER 12, 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. November 12, 2025 draft Board Meeting Minutes

DECEMBER 10, 2025

ITEM D-2

ATTACHMENT A

# NIPOMO COMMUNITY SERVICES DISTRICT

*Serving the Community since 1965*

## **DRAFT** REGULAR MEETING MINUTES

**NOVEMBER 12, 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 November 12, 2025, to order at 9:00 a.m. and led the flag salute.*

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

*At Roll Call, Directors Glover, Joyce, Henry, and Eby were in attendance. Director Hansen was absent.*

*Jill Stearns, President of Cuesta College, shared info on dual enrollment at the Nipomo high schools and answered questions from the Board.*

*Joe Martinez, Nipomo resident, asked about water received from the City of Santa Maria.*

*Ray Dienzo, General Manager, answered questions from the public.*

## **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 Glover*

- *October 30, attended NMMA-TG meeting and provided an update.*

*Director Joyce*

- *October 27, attended SCAC meeting*
- *October 19, attended Nipomo Action Committee meeting*

*Director Henry*

- *November 4, attended Board Officers meeting*
- *November 13, will meet with Supervisor Jimmy Paulding and Ray Dienzo*

**SUBJECT TO BOARD APPROVAL**

*Director Eby*

- October 16, LAFCO meeting cancelled
- October 21 to October 24, attended LAFCO conference in San Diego
- October 30, attended NMMA-TG meeting
- November 4, viewed SLO County Board of Supervisors meeting
- November 13, will attend NCSD Town Hall meeting

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

*Craig Steele, Legal Counsel, clarified information presented in Director Glover's update.*

*There were no public comments.*

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

- D-1) WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE OCTOBER 8, 2025, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]
- D-3) INVESTMENT POLICY- QUARTERLY REPORT [RECOMMEND ACCEPT AND FILE REPORT]
- D-4) ACCEPT SUPPLEMENTAL WATER PROJECT INTERCONNECTION IMPROVEMENTS [RECOMMEND, BY MOTION AND ROLL CALL VOTE, ACCEPT PROJECT AND DIRECT STAFF TO FILE NOTICE OF COMPLETION]
- D-5) CONSIDER REQUEST FOR WATER AND SOLID WASTE SERVICE (INTENT-TO-SERVE LETTER) FOR A 4-PARCEL RESIDENTIAL SUBDIVISION LOCATED ON FRONTAGE ROAD at LOS BERROS ROAD APN 091-091-062, 063, 064, 065 [RECOMMEND CONSIDER INTENT-TO-SERVE LETTER AND APPROVE WITH CONDITIONS]
- D-6) CONSIDER REQUEST FOR WATER, SEWER, AND SOLID WASTE SERVICE (INTENT-TO-SERVE LETTER) FOR A SINGLE RESIDENTIAL PARCEL LOCATED AT 870 SOUTHLAND STREET, APN 092-331-009 [RECOMMEND CONSIDER INTENT-TO-SERVE LETTER AND APPROVE WITH CONDITIONS]
- D-7) CONSIDER REQUEST FOR WATER, SEWER, AND SOLID WASTE SERVICE (INTENT-TO-SERVE LETTER) FOR PARCEL MAP CO 20-0027, A 2 Parcel RESIDENTIAL SUBDIVISION LOCATED AT 187 E. BRANCH STREET [RECOMMEND CONSIDER INTENT-TO-SERVE LETTER AND APPROVE WITH CONDITIONS].

**SUBJECT TO BOARD APPROVAL**

**Nipomo Community Services District  
REGULAR MEETING  
AGENDA**

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

*There were no public comments.*

*Upon the motion of Director Glover, and seconded by Director Henry, the Board approved the Consent Agenda.*

*Vote 4-0-1*

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

**E. ADMINISTRATIVE ITEMS**

- E-1) ANNUAL COMPREHENSIVE FINANCIAL REPORT (AUDIT REPORT) FOR FISCAL YEAR 2024-2025  
[RECOMMEND RECEIVE AND FILE 2024-2025 AUDIT REPORT]**

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

*Jana Ettedgue, Finance Director, presented the item and answered questions from the Board..*

*Devon Feldhut, accountant with Rogers, Anderson, and Malody, presented the audit report.*

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

*There were no public comments.*

*Upon the motion of Director Joyce, and seconded by Director Henry, the Board received and filed the audit report.*

*Vote 4-0-1*

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

- E-2) CONSIDER APPROVING NEGOTIATED PROPERTY TAX EXCHANGE WITH THE COUNTY OF SAN LUIS OBISPO, ANNEXATION AGREEMENT, AND THE LOCAL AGENCY FORMATION COMMISSION (LAFCO) PLAN FOR SERVICES, AND MAKING REQUIRED FINDINGS UNDER CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA), RELATING TO 1707 LYN ROAD [RECOMMEND ADOPT RESOLUTION ACCEPTING THE NEGOTIATED PROPERTY TAX EXCHANGE AND ADOPT RESOLUTION APPROVING THE ANNEXATION AGREEMENT, LAFCO PLAN FOR SERVICES, AND FINDING THAT THE ACTIONS ARE CATEGORICALLY EXEMPT FROM REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT ("CEQA")]**

**SUBJECT TO BOARD APPROVAL**



**Nipomo Community Services District  
REGULAR MEETING  
AGENDA**

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

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

*Tracy Robins, Nipomo resident, commented on the item.*

*Upon the motion of Director Glover, and seconded by Director Joyce, the Board adopted the resolutions.*

**Vote 4-0-1**

YES VOTES	NO	ABSENT
Directors Glover, Joyce, Henry, and Eby	None	Hansen

**RESOLUTION 2025-1748**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT APPROVING AN EXCHANGE OF PROPERTY TAX REVENUE AND ANNUAL TAX INCREMENT BETWEEN THE COUNTY OF SAN LUIS OBISPO AND THE NIPOMO COMMUNITY SERVICES DISTRICT FOR ANNEXATION NO. 32

**RESOLUTION 2025-1749**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT APPROVING THE ANNEXATION AGREEMENT WITH OWNER OF 1707 LYN ROAD, APN 091-063-039, APPROVING THE LAFCO PLAN FOR SERVICE AND DIRECTING THE GENERAL MANAGER TO FILE IT WITH SLO LAFCO, AND FINDING THAT THE ANNEXATION IS CATEGORICALLY EXEMPT FROM REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT ("CEQA")

**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**

*Director Joyce requested the electrification of the District's fleet be placed on a future agenda.*

*Director Glover requested an update on recovery efforts from the lightning strike be placed on a future agenda.*

**SUBJECT TO BOARD APPROVAL**

## I. CLOSED SESSION ANNOUNCEMENTS

*Craig Steele, General Counsel, announced that there would be closed session on Items 1a and 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 2 of 2)

## J. ADJOURN TO CLOSED SESSION

*The Board adjourned to Closed Session at 10:15 a.m.*

## K. OPEN SESSION

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

## ADJOURN MEETING

*President Eby adjourned the meeting at 11:19 a.m.*

MEETING SUMMARY	HOURS & MINUTES		
Regular Meeting	1	hours	15 minutes
Closed Session	1	hours	4 minutes
TOTAL HOURS	2	hours	19 minutes

Respectfully submitted,

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Ray Dienzo, General Manager and Secretary to the Board

Date

**SUBJECT TO BOARD APPROVAL**

TO: BOARD OF DIRECTORS

REVIEWED: RAY DIENZO  
GENERAL MANAGER

FROM: JANA ETTEDDGUE  
FINANCE DIRECTOR

DATE: DECEMBER 4, 2025

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

**ACCEPT FIRST QUARTER FISCAL YEAR 2025-2026  
QUARTERLY FINANCIAL REPORT**

**ITEM**

Accept First Quarter Financial Report [RECOMMEND RECEIVE AND FILE REPORT]

**BACKGROUND**

As of September 30, 2025, the 2025-2026 Fiscal Year is 25% complete. The consolidated operating revenues are at 26.74% of budget, operating expenditures are at 22.94% of budget and general and administrative expenditures are at 22.83% of budget.

Attached are the following which provide an overview of the first three months of the fiscal year:

Page 1	Consolidated Statement of Net Position
Page 2-3	Consolidated Statement of Revenues and Expenses
Page 4	Summary of Revenues, Expenses and Cash Balances by Fund
Page 5	Summary of Approved Budget Adjustments
Page 6-7	Graphs for Consolidated Revenues and Expenses
Page 8-9	Graphs for major funds (Water and Town Sewer)

**STRATEGIC PLAN**

Goal 4. FINANCE. Maintain conservative, long-term financial management to minimize rate impacts on customers while meeting program financial needs.

**RECOMMENDATION**

It is recommended that your Honorable Board receive report and direct Staff to file the quarterly financial report for the first quarter of Fiscal Year 2025-2026.

**ATTACHMENT**

A. Pages 1-9 – NCSD Quarterly Financial Report

DECEMBER 10, 2025

ITEM D-3

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT**  
**STATEMENT OF NET POSITION - (Unaudited)**  
**SEPTEMBER 30, 2025**

**ASSETS**

Current assets:

Cash and cash equivalents	\$ 20,775,952
Accounts receivable	187,910
Unbilled utilities receivable	1,125,000
Accrued interest receivable	257,676
Due from partner purveyors	517,803
Contracts receivable, current portion	204,863
Total current assets	<u>23,069,204</u>

Noncurrent assets:

Restricted cash-NSWP funded replacement	2,335,413
Restricted cash - Held in Trust	7,813,001
Cash with fiscal agent	36,292
Deposits and other assets	473,516
Contracts receivable, less current portion	7,417,536

Capital assets:

Capital assets, net of depreciation	<u>80,476,510</u>
Total noncurrent assets	<u>98,552,268</u>

    Total assets 121,621,472 (A)

Deferred Outflows of Resources

OPEB related	951,173
Pension related	943,715
Deferred amount on debt refunding	192,562
Total deferred outflows of resources	<u>2,087,450 (B)</u>

**LIABILITIES**

Current liabilities:

Accounts payable	1,711,320
Deposits	239,677
Accrued Liabilities	1,799,153
Current portion of long-term debt	230,559
Total current liabilities	<u>3,980,709</u>

Noncurrent liabilities:

Net OPEB liability	1,172,537
Net pension liability	2,471,370
Long-term debt, less current portion	22,908,009
Total noncurrent liabilities	<u>26,551,916</u>

    Total liabilities 30,532,625 (C)

Deferred Inflows of Resources

OPEB related	486,018
Pension related	15,189
Total deferred inflows of resources	<u>501,207 (D)</u>

**NET POSITION**

Net investment in capital assets	59,808,614
Restricted for system expansion, replacement and debt service	17,143,018
Unrestricted	<u>15,723,458</u>

    Total net position \$ 92,675,090

(A)+(B)-(C)-(D)

**NIPOMO COMMUNITY SERVICES DISTRICT**  
**STATEMENT OF REVENUES AND EXPENSES - (Unaudited)**  
**FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2025**

	YEAR-TO- <u>DATE</u>	<u>BUDGET</u>	<u>% OF BUDGET</u>
<u>OPERATING REVENUES</u>			
Water fixed charges	\$ 574,142	2,308,000	24.88%
Water usage charges	1,921,005	6,223,950	30.86%
Sewer charges	869,587	3,333,519	26.09%
Miscellaneous fees and charges	80,155	257,598	31.12%
Street light and landscape maintenance charges	0	65,673	0.00%
Franchise fees	46,610	255,000	18.28%
NSWP - collections from purveyors for water purchased	471,512	2,282,760	20.66%
NSWP - collections from purveyors for related expenses	31,934	151,778	21.04%
NSWP - collections for funded replacement	51,717	206,865	25.00%
Operating transfers in - Funded Administration	159,640	676,332	23.60%
Operating transfers in - Funded Replacement	10,410	10,410	100.00%
Total Operating Revenues	4,216,712	15,771,885	26.74%
<u>OPERATING EXPENSES - OPERATIONS AND MAINTENANCE</u>			
Wages and benefits	584,462	2,668,460	21.90%
Purchased water -NCSD share	943,592	4,568,258	20.66%
Purchased water-purveyors	471,512	2,282,760	20.66%
Operating costs, admin and funded replacement-NCSD share	156,241	604,954	25.83%
Electricity	213,478	651,000	32.79%
Water	6,032	20,150	29.94%
Chemicals	30,097	158,000	19.05%
Lab tests	44,282	106,000	41.78%
Operating supplies	101,034	353,000	28.62%
Outside services	87,603	422,500	20.73%
Permits and operating fees	1,949	98,920	1.97%
Repairs and maintenance	56,126	415,000	13.52%
Engineering	30,184	80,000	37.73%
Fuel	11,421	80,500	14.19%
Meters	175,458	191,460	91.64%
Safety program	720	10,000	7.20%
Uniforms	3,554	27,800	12.78%
Landscape maintance district	999	5,300	18.85%
Solid waste program	23,395	102,000	22.94%
Conservation program	6,943	47,000	14.77%
Operating transfer out - Funded Replacement	10,410	10,410	100.00%
Subtotal - Operating Expenses (Operations and Maintenance)	2,959,492	12,903,472	22.94%

continued on next page

**NIPOMO COMMUNITY SERVICES DISTRICT  
STATEMENT OF REVENUES AND EXPENSES - (Unaudited)  
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2025**

	YEAR-TO- <u>DATE</u>	<u>BUDGET</u>	% OF <u>BUDGET</u>
<u>OPERATING EXPENSES - GENERAL AND ADMINISTRATIVE</u>			
Wages and benefits	248,820	1,111,909	22.38%
Bank charges and fees	100	1,050	9.52%
Computer expense	64,488	288,200	22.38%
Dues and subscriptions	44,547	78,770	56.55%
Education and training	7,619	27,000	28.22%
Elections	0	0	0.00%
Liability insurance	95,689	418,000	22.89%
Landscape and janitorial	5,484	30,750	17.83%
Legal counsel-general	12,713	102,500	12.40%
Legal counsel-water	2,697	75,000	3.60%
Professional services	52,746	227,300	23.21%
Miscellaneous	1,399	46,750	2.99%
Newsletters and mailers	2,502	10,200	24.53%
Office supplies	2,248	18,800	11.96%
Outside services	10,844	55,970	19.37%
Postage	12,665	47,350	26.75%
Public notices	0	9,650	0.00%
Repairs and maintenance	7,288	39,150	18.62%
Property taxes	0	2,400	0.00%
Telephone	1,624	16,200	10.02%
Travel and mileage	6,028	20,500	29.40%
Utilities	7,111	27,500	25.86%
Operating transfer out - Funded Administration	159,640	676,332	23.60%
Subtotal - Operating Expenses (General and Administrative)	746,252	3,331,281	22.40%
Total Operating Expenses	3,705,744	16,234,753	22.83%
Total Operating Surplus (Deficit)	510,968	(462,868)	
<u>NON-OPERATING INCOME (EXPENSES)</u>			
Interest income	373,606	466,453	80.10%
Property tax revenue	35,182	948,371	3.71%
Cell site revenue	6,516	28,500	22.86%
Other revenue	973,948	0	0.00%
Capacity Charges collected	6,053	0	0.00%
Solid Waste Rate Holiday	0	(380,000)	0.00%
Interest expense	(226,828)	(585,701)	38.73%
Total non-operating revenues (expenses)	1,168,477	477,623	
Total Operating and Non-operating Surplus (Deficit)	\$ 1,679,445	14,755	

NIPOMO COMMUNITY SERVICES DISTRICT  
SUMMARY OF REVENUES AND EXPENSES BY FUND  
THREE MONTHS ENDED SEPTEMBER 30, 2025

FUND	FUND #	YTD REVENUES	YTD EXPENSES	SUBTOTAL	FUNDED REPLACEMENT	TRANSFERS B/W FUNDS	YTD SUPRLUS/ (DEFICIT)
Administration	110	175,955	(175,955)	0	0	0	0
Water	125	2,625,840	(2,299,673)	326,167	0	0	326,167
Water Rate Stabilization	128	4,607	0	4,607	0	0	4,607
Town Sewer	130	920,728	(729,773)	190,955	0	0	190,955
Town Sewer Rate Stabilization	135	4,040	0	4,040	0	0	4,040
Blacklake Street Lighting	200	174	(7,905)	(7,731)	(10,410)	0	(18,141)
Funded Replacement-BL Street Lighting	205	112	0	112	10,410	0	10,522
Street Landscape Maintenance	250	174	(4,158)	(3,984)	0	0	(3,984)
Solid Waste	300	52,467	(29,059)	23,408	0	0	23,408
Drainage Maintenance	400	1,587	0	1,587	0	0	1,587
Supplemental Water Capacity Fees	500	1,098,395	(86,292)	1,012,103	0	0	1,012,103
Property Taxes	600	44,413	(62,862)	(18,449)	0	0	(18,449)
Water Capacity Fees	700	22,169	0	22,169	0	0	22,169
Town Sewer Capacity Fees	710	8,636	0	8,636	0	0	8,636
Funded Replacement-Water	805	36,425	0	36,425	0	0	36,425
Funded Replacement-Town Sewer	810	26,071	0	26,071	0	0	26,071
NSWP Operations & Maintenance	910	1,510,946	(1,533,985)	(23,039)	0	0	(23,039)
NSWP Funded Replacement	915	76,368	0	76,368	0	0	76,368
TOTAL		6,609,107	(4,929,662)	1,679,445	0	0	1,679,445

CASH BALANCE OF EACH FUND

FUND	FUND #	9/30/2025
Administration	110	(171,533)
Water	125	6,042,988
Water Rate Stabilization	128	487,046
Town Sewer	130	1,602,055
Town Sewer Rate Stabilization	135	427,119
Blacklake Street Lighting	200	2,962
Funded Replacement-BL Street Lighting	205	834
Street Landscape Maintenance	250	15,834
Solid Waste	300	621,760
Drainage Maintenance	400	53,807
Supplemental Water	500	1,757,783
Property Taxes	600	738,844
Water Capacity Fees	700	2,050,801
Town Sewer Capacity Fees	710	892,196
Funded Replacement-Water	805	3,607,778
Funded Replacement-Town Sewer	810	2,730,124
NSWP	910	(84,446)
TOTAL		20,775,952

BALANCE SHEETS AND STATEMENTS  
OF REVENUES AND EXPENSES FOR  
EACH FUND ARE AVAILABLE FOR REVIEW  
UPON REQUEST

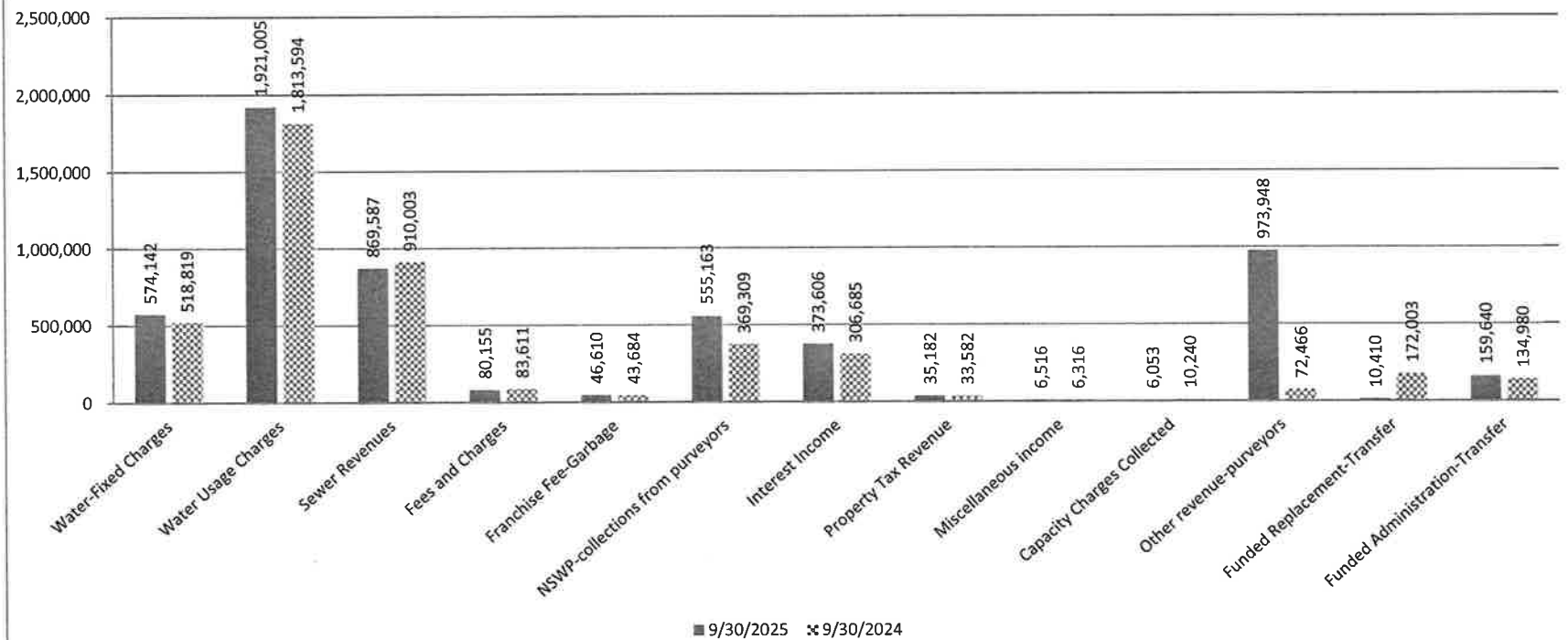


NIPOMO COMMUNITY SERVICES DISTRICT  
SUMMARY OF APPROVED BUDGET AMENDMENTS  
FISCAL YEAR JUNE 30, 2026

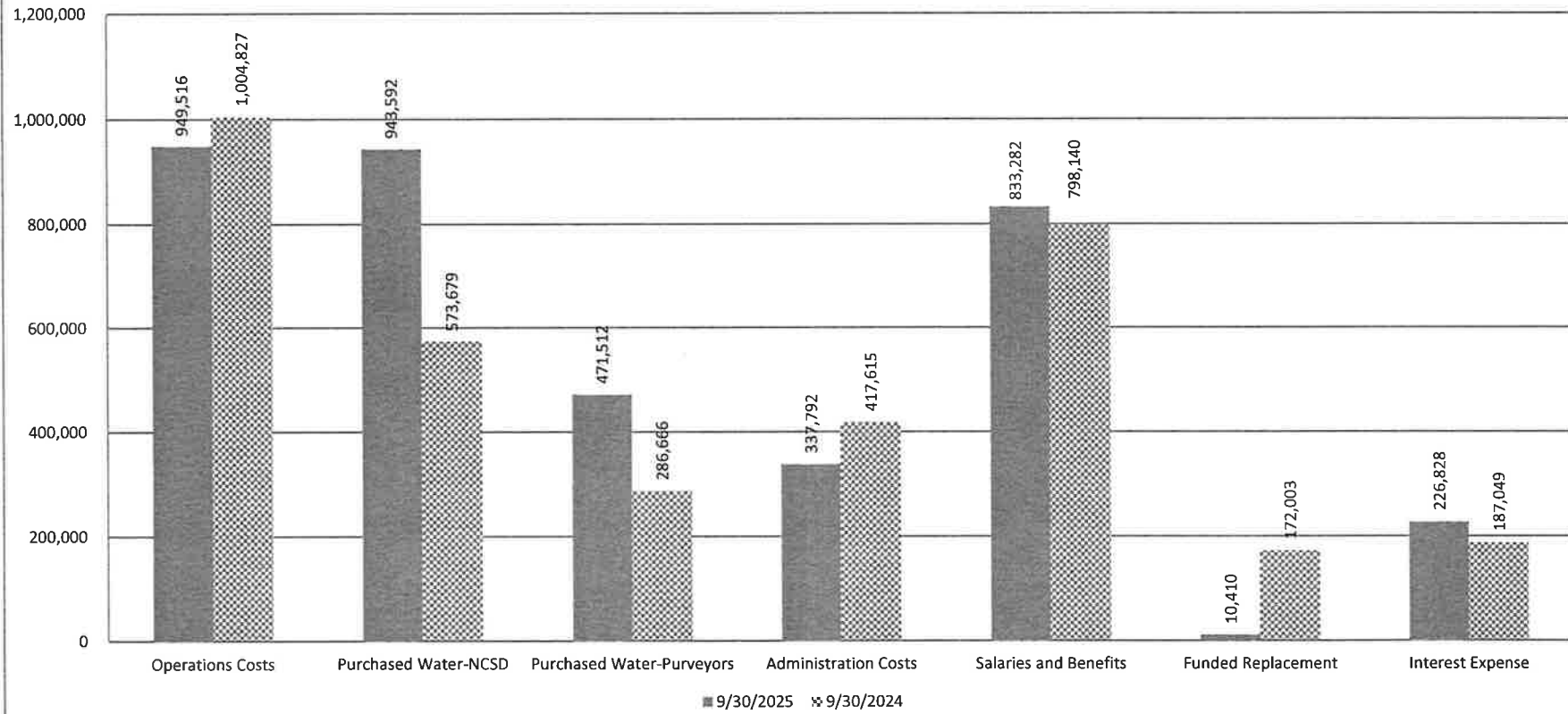
FIRST QUARTER ENDING SEPTEMBER 30, 2025

DATE	DESCRIPTION	FUNDS	APPROVED BUDGET	APPROVED AMENDMENT	AMENDED BUDGET	RESOLUTION NUMBER
9/4/2025	Frontage Road Trunk Sewer Phase 1	830	\$4,000,000	\$230,701	\$4,230,701	2025-1745
9/4/2025	Frontage Road Trunk Sewer Phase 1	710	\$200,000	\$220,000	\$420,000	2025-1745

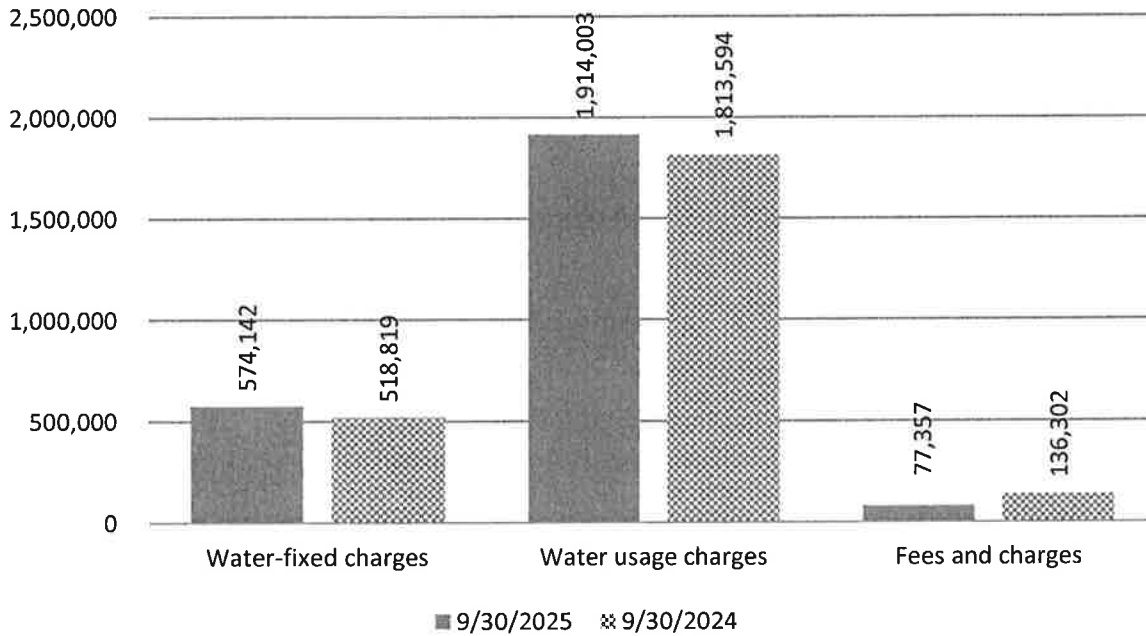
**NIPOMO COMMUNITY SERVICES DISTRICT  
TOTAL REVENUES  
FOR THREE MONTHS ENDED SEPTEMBER 30, 2025 AND 2024**



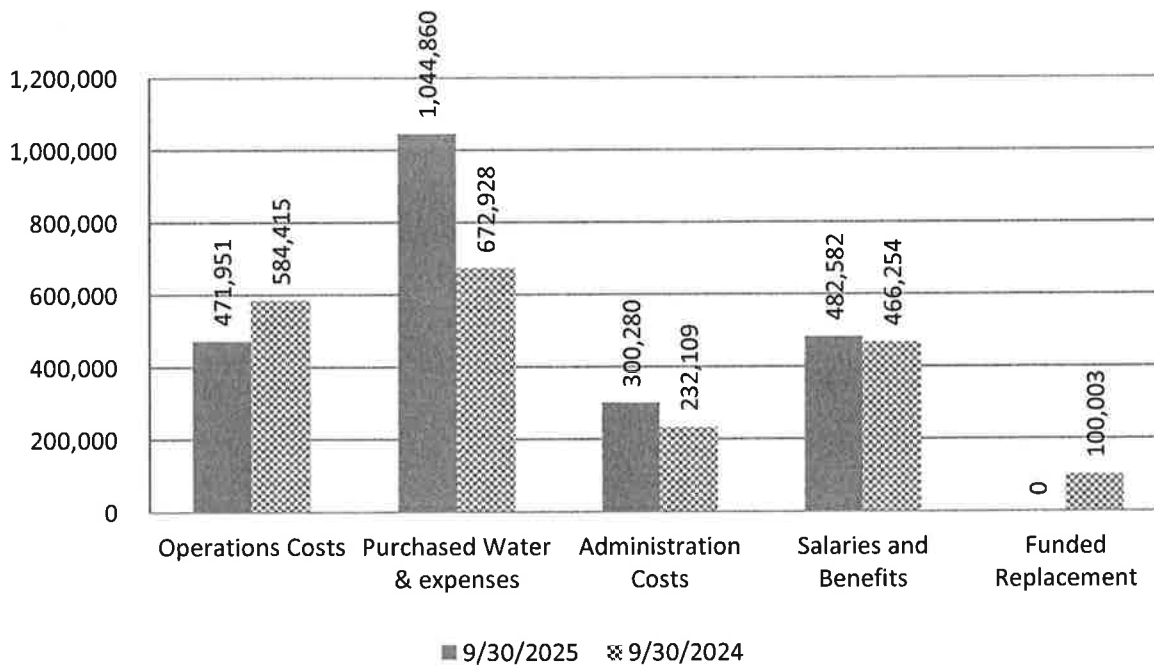
**NIPOMO COMMUNITY SERVICES DISTRICT  
TOTAL EXPENDITURES  
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2025 AND 2024**

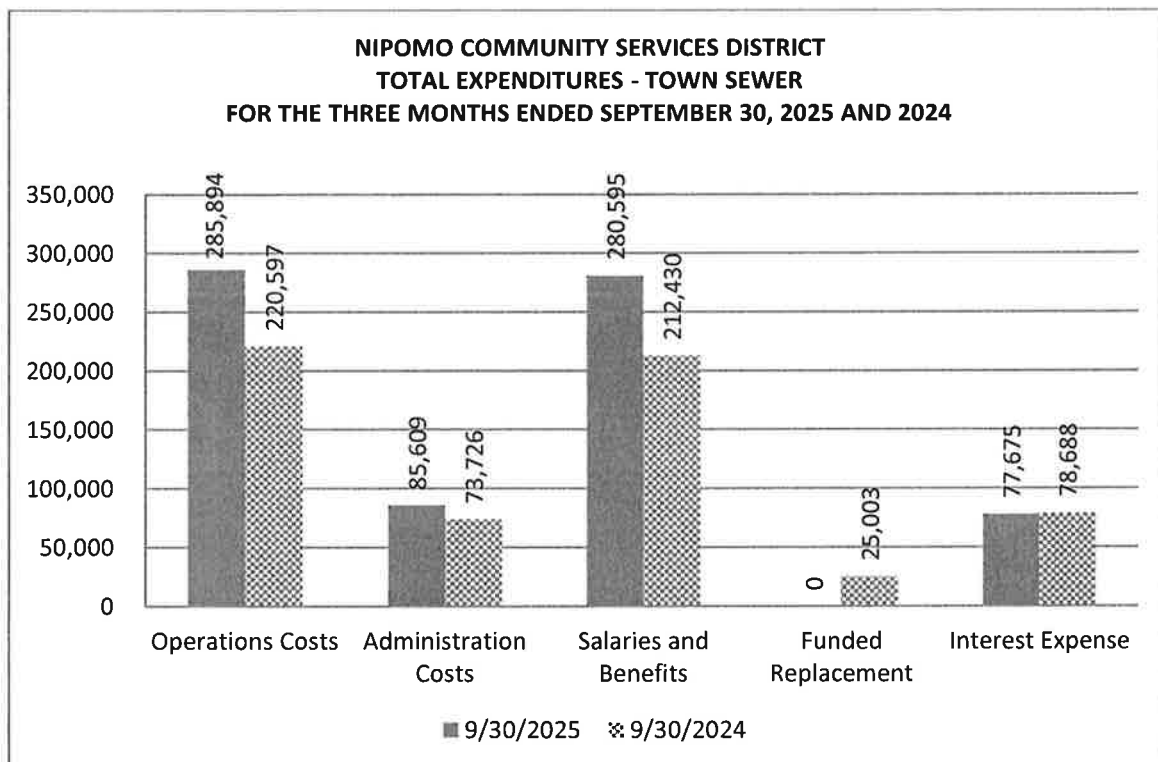
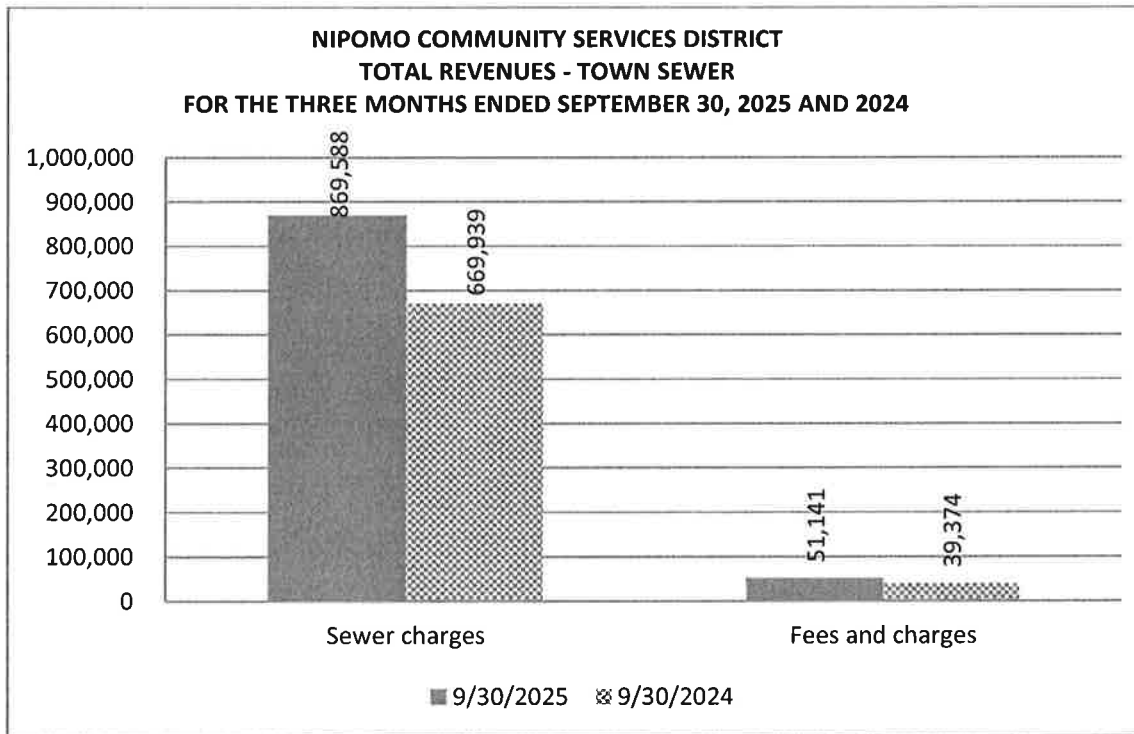


**NIPOMO COMMUNITY SERVICES DISTRICT  
TOTAL REVENUE - WATER FUNDS  
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2025 AND 2024**



**NIPOMO COMMUNITY SERVICES DISTRICT  
TOTAL EXPENDITURES - WATER FUNDS  
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2025 AND 2024**





TO: BOARD OF DIRECTORS  
FROM: RAY DIENZO *RD*  
GENERAL MANAGER  
DATE: DECEMBER 4, 2025

## AGENDA ITEM D-4

DECEMBER 10, 2025

### APPROVE NEWTON GEO-HYDROLOGY 2026 CONSULTING SERVICES TASK ORDER SCOPE AND \$90,000 BUDGET

#### ITEM

Consider scope and budget for Calendar Year 2026 for Newton Geo-Hydrology Consulting Services [RECOMMEND APPROVE SCOPE AND BUDGET FOR NEWTON GEO-HYDROLOGY TO PROVIDE 2026 CONSULTING SERVICES TO NIPOMO COMMUNITY SERVICES DISTRICT]

#### BACKGROUND

Dr. Brad Newton has provided litigation support services and general hydrologic consulting services to the District throughout the groundwater adjudication process. Dr. Newton represents the District on the Nipomo Mesa Management Area Technical Group.

The contracts for Dr. Newton's services are reviewed by your Board each calendar year. The attached scopes of work from Newton Geo-Hydrology present the proposed scope of services and budget for 2026.

The proposal covers two tasks, General Consultation (not to exceed limit of \$10,000) and Santa Maria Groundwater Adjudication support (not to exceed limit of \$80,000).

#### FISCAL IMPACT

The approved FY 25-26 Budget includes funding for six months of Dr. Newton's services. The remaining six months of services will be included in the FY 26-27 Budget.

#### STRATEGIC PLAN

Goal 1. WATER SUPPLIES. Actively plan to provide reliable water supply of sufficient quality and quantity to serve both current customers and those in the long-term future.

- 1.6 Continue to monitor and participate in water supply issues and programs with other local and regional organizations

#### RECOMMENDATION

It is recommended that the Board of Directors by motion and roll-call vote, approve the 2026 Support Services Task Order with Newton Geo-Hydrology Consulting Services, LLC for a not-to-exceed amount of \$90,000.00 and direct staff to issue Task Order 2026-1 in the amount of \$10,000 and Task Order 2026-2 in the amount of \$80,000.

#### ATTACHMENTS

- A. Newton Geo-Hydrology Consulting Services, LLC 2026 Task Orders and Exhibits

DECEMBER 10, 2025

ITEM D-4

ATTACHMENT A



## Newton Geo-Hydrology Consulting Services, LLC

### **Exhibit A for Task Order # 2026-1**

Task Order #2026-1, General Consultation, is to allow for Newton Geo-Hydrology Consulting Services (Consultant) to provide the following services, on an as-requested basis, that are not included within the scope of other Task Orders. Such services include Part A and Part B as follows:

- A. Preparation of Spring and Fall Ground Water Index (GWI) technical memoranda and presentation thereof to the District Board of Directors. It is understood that reports will, in whole or in part, be based on confidential information obtained in confidence from landowners related to private wells, (see specifically Section 26 of the Agreement related to confidential information). The estimated cost for the GWI technical memorandum and presentation at NCSD Board of Directors meeting under Task Order #2026-1 Part A is eight thousand (\$8,000) dollars, which accounts for forty (40) hours of Dr. Newton's efforts plus budget for travel, plus materials and other direct costs.
- B. Preparation of other technical memorandums at the request of either the General Manager or the District Board of Directors. The estimated budget for other technical memorandums under Task Order #2026-1 Part B is two thousand dollars (\$2,000).

### **Budget**

The total budget for Task Order #2026-1 Parts A and B, through December 31, 2026, is ten thousand (\$10,000) dollars to be billed on a time and material basis in accordance with the Agreement.





## Newton Geo-Hydrology Consulting Services, LLC

### Exhibit A for Task Order # 2026-2

Task Order # 2026-2 is to allow for Newton Geo-Hydrology Consulting Services (Consultant) to provide the following litigation support services related to the Groundwater Adjudication presented in Part A through Part D as follows:

- A. Preparation for, travel, and attendance/participation at Nipomo Mesa Management Area (NMMA) Technical Group (TG) regular monthly meetings. The estimated cost for each of NMMA TG fourteen (14) regular meetings under Task Order # 2026-2 is three thousand (\$3,000) dollars, which accounts for fourteen (14) hours of Dr. Newton's efforts plus budget for travel, plus materials and other direct costs. The estimated budget for Task Order # 2026-2 Part A is forty-two thousand dollars (\$42,000).
- B. Preparation for, travel, and attendance/participation at Management Areas (MAs) Subcommittee ad hoc meetings, including meetings with the NCMA and SMVMA representatives. The estimated cost for each of MAs Subcommittee four (4) regular meetings under Task Order # 2026-2 is one thousand five hundred (\$1,500) dollars, which accounts for six (6) hours of Dr. Newton's efforts plus budget for travel. The estimated budget for Task Order # 2026-2 Part B is six thousand dollars (\$6,000).
- C. Preparation of the Annual Report to the Court pursuant to the Final Judgment of the Santa Maria Groundwater Litigation. The estimated budget for Task Order # 2026-2 Part C, which accounts for one hundred seventy (170) hours of Dr. Newton's efforts plus budget for travel, plus materials and other direct costs, is thirty-two thousand dollars (\$32,000).
- D. Preparation of reports and technical memorandums related to NMMA TG functions with the prior approval of either the District General Manager or District Legal Counsel, and other opinions requested by District Legal Counsel. It is understood that reports will, in whole or in part, be based on confidential information obtained in confidence from landowners related to private wells. (see specifically Section 26 of the Agreement related to confidential information). The estimated budget for Task Order # 2026-2 Part D is unknowable in advance of a specific scope and schedule for said reports, technical memorandums, or other opinions.

### Budget

The total budget for Task Order # 2026-2 Part A, Part B, and Part C through December 31, 2026, is eighty thousand (\$80,000) dollars to be billed on a time and material basis in accordance with the Agreement.

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

**AGENDA ITEM  
D-5  
DECEMBER 10, 2025**

**APPROVE 2026 BOARD MEETING SCHEDULE**

**ITEM**

Review and approve the 2026 Schedule of Regular Board Meetings. [RECOMMEND REVIEW AND APPROVE 2026 BOARD MEETING SCHEDULE]

**BACKGROUND**

Section 2.1 of the Board By-Laws states:

*Subject to holiday and scheduling conflicts, regular meetings of the Board of Directors shall commence at 9:00 a.m. on the second and fourth Wednesday of each calendar month in the Board Room at the District Office located at 148 South Wilson, Nipomo, CA. The Board of Directors reserves the right to cancel and/or designate other dates, places, and times for Director Meetings due to scheduling conflicts and holidays.*

Proposed Regular Board Meeting Schedule for 2026

1 <sup>st</sup> Meeting of Month		2 <sup>nd</sup> Meeting of Month
January 14		January 28
February 11		February 25
March 11		March 25
April 8		April 22
May 13		May 27
June 10		June 24
July 8		July 22
August 12		August 26
September 9		September 23
October 14		October 28
November 18 <sup>1</sup>		No second meeting
December 9		Recess – Holiday Season
Notes: 1- The 2 <sup>nd</sup> and 4 <sup>th</sup> Wednesdays are on Holiday weeks; consider having one meeting on the 3 <sup>rd</sup> Wednesday, 11/18/2026		

Special Meetings will be called subject to Section 2.2 of the Board By-Laws as follows:

*Special meetings may be called by the President or three (3) Directors with a minimum of twenty-four (24) hours public notice.*

All meetings will be noticed pursuant to the Brown Act.

**RECOMMENDATION**

Staff recommends that your Board consider the schedule options as presented above, revise as needed, and, by motion and roll-call vote, approve the 2026 Board Meeting schedule.

TO: BOARD OF DIRECTORS

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

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

DATE: DECEMBER 4, 2025

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

**AUTHORIZE TASK ORDER WITH MKN FOR ADDITIONAL  
CONSTRUCTION MANAGEMENT SERVICES FOR BLACKLAKE  
SEWER SYSTEM CONSOLIDATION PROJECT LIFT STATIONS AND  
BLACKLAKE WASTEWATER RECLAMATION FACILITY  
DECOMMISSIONING**

**ITEM**

Authorize Task Order with MKN & Associates, Inc. ("MKN") for additional construction management services for the Blacklake Sewer System Consolidation Project Lift Stations and Blacklake Water Reclamation Facility Decommissioning in the amount of \$497,684 [RECOMMEND BY MOTION AND ROLL CALL VOTE AUTHORIZE TASK ORDER].

**BACKGROUND**

The Nipomo Community Services District ("District") worked with the Blacklake community to create an assessment district to fund the proposed Blacklake Sewer System Consolidation Project ("Project"). The assessment district was approved in March 2020. The Project involves the construction of a sanitary sewer lift station and force main to convey raw wastewater from the Blacklake Sewer Service Area to the Town Sewer Service Area for treatment at the District's Southland Wastewater Treatment Facility and decommissioning of the existing Blacklake Water Reclamation Facility ("WRF").

The lift station portion of the Project work involves, but is not limited to, the construction of the Blacklake Lift Station, approximately 700 feet of gravity sewer, approximately 400 feet of force main, various site improvements, associated appurtenances, and decommissioning of the Blacklake WRF. The Project also includes construction of a replacement lift station for the existing Woodgreen Lift Station, which has reached the end of its life. Construction is currently underway.

MKN was previously selected by the Board to provide construction management services for the Project. The services include full-time inspection, materials testing, and coordination of the environmental monitoring required for the Project. The original contract anticipated a construction duration of 14 months. MKN is approaching the contract amount for the Project and has requested a budget amendment. The contractor is behind schedule in completing the Project and it is now anticipated that the Project will not be completed until June 2026, for a total duration of 22 months.

MKN submitted the attached proposal to perform the remaining work for a not to exceed amount of \$497,684. The proposal includes full-time inspection, materials testing, and coordination of the environmental monitoring required for the project.

**FISCAL IMPACT**

The Fiscal Year 2025-2026 Budget includes funding in the amount of \$4,000,000 for the Project.

**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.

- A.2 Develop a pathway to complete needed upgrades and replacements for the Blacklake wastewater treatment plant.
- B.1 NCSD shall maintain long-range infrastructure management, upgrade and replacement planning.

**RECOMMENDATION**

Staff recommend that the Board authorize staff to execute a Task Order in the amount of \$497,684 with MKN for the Blacklake Sewer System Consolidation Project Lift Stations and Blacklake Water Reclamation Facility Decommissioning.

**ATTACHMENTS**

- A. MKN Proposal dated November 19, 2025

DECEMBER 10, 2025

ITEM D-6

ATTACHMENT A



354 Pacific Street  
San Luis Obispo, CA 93401  
805-329-4773 PHONE  
805-904-6532 FAX

November 19, 2025

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

**Re: Contract Amendment Request for Construction Management and Inspection Services –  
Blacklake Sewer Consolidation Lift Stations**

Dear Peter

Michael K. Nunley & Associates, Inc. (MKN) is currently providing Construction Management and Inspection (CMI) services for the Blacklake Sewer Consolidation Lift Stations, as outlined in Task Order 2024-05 dated July 10, 2024. The original contract scope anticipated construction management and inspection services from August 2024 through October 2025. However, due to unforeseen delays, MKN is requesting a contract amendment to accommodate the extended project timeline and associated costs.

The contractor is behind schedule in completing the work, and it is now anticipated that the project will not be completed until June 30th 2026 due to site utility issues. These delays have impacted the project timeline and necessitated additional construction management and inspection efforts to ensure successful project completion.

MKN currently has \$55,461.00 remaining in the contract budget. Based on the attached spreadsheet, MKN estimates the total cost to continue providing construction management and inspection services through June 30, 2026 will be \$553,146. To cover the additional expenses resulting from the extended timeline, MKN respectfully requests a contract amendment in the amount of \$497,684 to complete the work.



The following table summarizes the original budget, anticipated expenditure at completion, and the requested amendment amount:

Task Group	Original Budget	Anticipated Expenditure at Completion	Requested Amendment
Construction Management & Inspection	\$866,934	\$1,338,112	\$497,684

Thank you for considering this request and for the opportunity to continue supporting the Nipomo Community Services District on this important project. If you have any questions or require further details, please contact me at [mnunley@mknassociates.us](mailto:mnunley@mknassociates.us).

Sincerely,

Michael K. Nunley, PE  
Project Manager

Enclosures:

1. Exhibit (Spreadsheet)



**Construction Management and Inspection Services for  
Nipomo CSD Blacklake Sewer Consolidation Lift Station CM&I  
MKN CPM LLC**

PHASE		2025		2026										Total Hours	Hourly Rate	Total Cost
Role	Staff	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep				
Construction Management																
Project Manager	Peter Brennan	2	2	2	2	2	2	2	2				16	\$277	\$ 4,432	
Resident Engineer	Kim Lindbery	86	86	86	86	86	86	86	86				688	\$225	\$ 154,800	
Construction Inspector	Alex Barrera	172	172	172	172	172	172	172	172				1376	\$210	\$ 288,960	
Electrical Inspector	Staff	36	36	36	36	36	36	36	36				288	\$210	\$ 60,480	
	Subtotal	296	296	296	296	296	296	296	296	0	0	0	2368		\$ 508,672	
Project Closeout																
Project Manager	Peter Brennan									1			2	\$277	\$ 554	
Resident Engineer	Kim Lindbery									8			32	\$225	\$ 7,200	
Construction Inspector	Alex Barrera									8			32	\$210	\$ 6,720	
													0		\$ -	
	Subtotal	0	0	0	0	0	0	0	0	17	0	0	66		\$ 14,474	
TOTAL HOURS		296	296	296	296	296	296	296	296	17	0	0	2434		\$ 523,146	
Direct Expenses															\$0	
Subconsultant																
Materials Testing Earth Systems															\$30,000	
Grand Total															\$ 553,146	



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

**AGENDA ITEM  
D-7  
DECEMBER 10, 2025**

**AUTHORIZE TASK ORDER FOR ENGINEERING DESIGN SERVICES  
FOR FOOTHILL WATER TANK SITE GRADING PROJECT**

**ITEM**

Authorize Task Order for engineering services for Foothill Water Tank Site Grading Project in the amount of \$132,466 with Cannon Corporation [RECOMMEND BY MOTION AND ROLL CALL AUTHORIZE TASK ORDER].

**BACKGROUND**

The District's 2007 Water Master Plan determined that the District's Water System needed additional water storage to meet State requirements. The 2010 Water Tank Siting Study, prepared by Cannon, identified the Foothill Tank Site as the appropriate location for adding water storage capacity to overcome the storage deficiency. The Water Tank Project was subsequently put on hold as the District pursued the Supplemental Water Project. In 2022, the District prepared the necessary CEQA documentation for the Water Tank Project and in 2023, the District purchased the additional permanent easement required for the Water Tank Project as well as a 4-year duration temporary construction easement. The temporary construction easement expires in October 2027.

To complete the work within the temporary construction easement before the expiration date, the District intends to plan, design and prepare a construction package to rough grade the site for competitive bidding by early Spring 2026 and complete construction grading by October 2026. Design and engineering tasks to be completed include: a supplemental topographic survey; a geotechnical investigation and engineering report; preliminary design of the future tanks at the site; a Drainage Study; final design of the grading, detention basin, and storm drain system and preparation of a construction bid package.

Staff requested a proposal from Cannon to provide design engineering services for the Foothill Water Tank Site Grading Project. Cannon submitted the attached proposal to perform the work for a not to exceed amount of \$132,466.

Design of the actual water tank and related appurtenances will be completed under a separate contract.

**FISCAL IMPACT**

Funding for the Foothill Water Tank Project in the amount of \$500,000 is available in the FY 2025-2026 budget.

**STRATEGIC PLAN**

Goal 1. WATER SUPPLIES. Actively plan to provide reliable water supply of sufficient quality and quantity to serve both current customers and those in the long-term future.

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.

B.1 NCSD shall maintain long-range infrastructure management, upgrade and replacement planning.

**RECOMMENDATION**

Staff recommend that the Board authorize staff to execute a Task Order in the amount of \$132,466 with Cannon for the Foothill Water Tank Site Grading Project.

**ATTACHMENTS**

A. Cannon proposal dated December 4, 2025

DECEMBER 10, 2025

ITEM D-7

ATTACHMENT A



December 4, 2025

Peter Sevcik, PE  
Director of Engineering and Operations  
Nipomo Community Services District  
148 South Wilson Street, Post Office Box 326  
Nipomo, CA 93444-0326

**PROJECT:       FOOTHILL WATER TANK SITE – GRADING PROJECT**

Dear Mr. Sevcik:

In 2022 and 2023, the Nipomo Community Services District (District) prepared CEQA documentation and secured property easements at its Foothill Tank Site to construct two (2) million gallons of additional water storage for future use by the community. Two easements were obtained, one for the permanent access and use of the site for water storage and distribution and the other for a temporary construction easement to accommodate construction (specifically access to the graded slope portion of the site). This temporary easement expires four years from its adoption in October 2027.

To complete this work before the expiration date, the District intends to plan, design and prepare a construction package to rough grade the site for competitive bidding by early Spring 2026 and complete construction by October 2026. Design and engineering tasks to be completed include: a supplemental topographic survey; a geotechnical investigation and engineering report; preliminary design of the future tanks at the site; a Drainage Study; final design of the grading, detention basin, and storm drain system and preparation of a construction bid package.

We are aware that the project is time sensitive and we have prepared our project approach and plan accordingly. Our dedicated team includes **Michael Kielborn, PE** as our Project Manager who will lead the design team, **Andy Rowe, P.E.** as our Project Engineer, and **Matt van der Linden, PE** will provide Quality Assurance and Quality Control. **Larry Kraemer, PE**, Principal-in-Charge and project sponsor will oversee that Cannon is meeting the District's expectations.

As a starting point for discussion, we developed a preliminary critical path method (CPM) schedule which shows a cushion of approximately one year (slack) for completion of the project by end of 2027. This initial schedule shows critical path as completing the geotechnical investigation, supplemental survey, and the drainage study followed by detailed



design. This schedule includes approximately four months for pre-design and design, two months for bidding and award, and four months for construction.

We are ready to move forward upon your notice to proceed and look forward to meeting with you to discuss your project in more detail.

Sincerely,

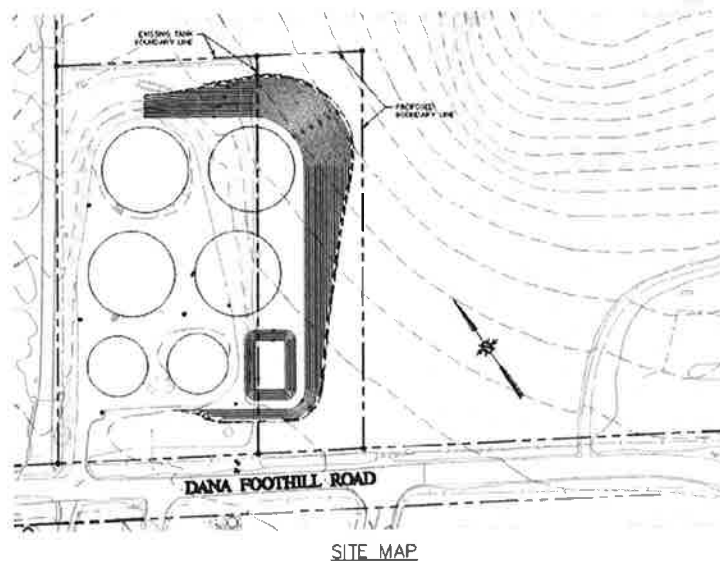
A handwritten signature in dark ink, appearing to read "Larry Kraemer", is positioned above the printed name.

Larry Kraemer, PE  
Director, Water Resources Division  
C 44813



## PROJECT UNDERSTANDING AND APPROACH

The purpose of this project is to rough-grade NCSD's Foothill Tank Site to accommodate future water storage facilities in advance of tank construction. In October 2023, the District obtained a permanent easement and a temporary construction easement on adjacent property for this purpose. The temporary construction easement is set to expire on October 20, 2027. To complete this work before the expiration date, the District intends to plan, design and prepare a construction package to rough grade the site for competitive bidding by early Spring 2026.



Design and engineering tasks to be completed include:

- A supplemental topographic survey to capture new facilities installed since our prior survey.
- A geotechnical investigation and engineering report to provide recommendations for the foundation design of future storage tanks and facilities per AWWA D100 and California Building Code (CBC), for slope stability of cut slopes, and for erosion and sediment control of natural surfaces.
- Conceptual design of the future tanks site to include a Site Plan, Utility Plan, and preliminary Grading Plan.
- A Drainage Study to analyze tributary areas and drainage patterns, determine pre- and post-project conditions, model storm events and detention basin routing, size the detention basin and metered outlet, and document calculations and findings.
- A final design of the grading, detention basin, and storm drain system and preparation of a construction bid package.
- Bid Assistance and Engineering Services During Construction.



## **SCOPE OF WORK**

The following scope of work is based on our understanding of the project as outlined above, our prior experience on this project and similar successful projects, several site visits, and discussions with District staff. Our approach to successful completion of this project is based on providing professional services as described below. These detailed tasks and sub-tasks are carefully sequenced to provide an efficient schedule while remaining realistic and achievable.

### ***Task 1. Project Management and Coordination***

Cannon will provide contract management and quality control services throughout the duration of the project. Cannon's Principal-in-Charge and Project Manager will play an active role in the management and coordination of the project, including coordinating regular meetings with District staff to discuss project status, problems, budgeting, and other areas that have an adverse effect on the work. Project management will include the following sub-tasks.

***Task 1.1 Meetings:*** We will schedule and attend an initial Kickoff Meeting followed by monthly progress meetings during design. We will prepare agendas and minutes for the meetings.

***Task 1.2 Monthly Reporting:*** We will prepare and distribute monthly progress reports including schedule updates during the design phase. Monthly progress reports to include:

- A monthly progress payment request;
- An overview of work accomplished during the previous month;
- A description of current key activities and an updated schedule for each task and subtask;
- A list of problem areas, if any, and proposed corrective actions;
- A list of tasks for the following month;
- A bar graph showing total contract budget, monthly invoiced amounts, cumulative amount invoiced, and project billings to the end of project; and,
- A Schedule Summary indicating whether the project is on schedule, and schedule concerns or critical path items (we will prepare a Recovery Plan/Schedule for activities that fall more than two weeks behind schedule).

***Task 1.3 Coordination with Other Consultants:*** We will coordinate with District consultants and vendors including CEQA (SWCA), Construction Management, and potholing contractors.

***Task 1.4 Correspondence and File Management:*** Cannon maintains an electronic file management system (with daily backups) for its projects on local servers. In addition, we will create a cloud-based file sharing system to aid in project coordination with agreed upon read/write administrative rights where documents can be readily available to the various team members.



## *Task 2. Preliminary Design*

Cannon will provide preliminary engineering design services prior to commencing detailed design and bid documents. This task culminates in the submittal of a preliminary design package including design criteria (size, type, layout, etc.), preliminary plans and cost estimate. The level of detail provided in the design package will be equivalent to an approximate 30% design effort for each major element of the project. Preliminary engineering design services will include the following:

**Task 2.1 Review Previous Studies and Reports:** We will review and evaluate previously completed preliminary design and analysis work (Cannon's Preliminary Quad Tank Siting Plan) and either confirm or recommend updates to criteria or assumptions depending on our findings and after discussing with the District. We will document this in the preliminary design package.

**Task 2.2 Utility Research and Coordination:** We will review any new utility and/or as-built information with respect to the existing Foothill Tank site such as the chemical disinfection facilities. We will identify and evaluate potential utility conflicts and/or relocation requirements as needed to accommodate the site grading work. We will compile and review the documents for inclusion into the electronic base map to use in preliminary design and related tasks defined below.

**Task 2.3 Topographic Survey and Record Data Boundary:** We will provide topographic survey verification and supplemental field survey to add new features since the date of the previous survey. Easement information (permanent and temporary) at the Foothill Tank Site will be added to the base survey for use in design.

**Task 2.4 Base Mapping:** Based on the findings from previous tasks, we will update existing base maps from our prior work for the grading design of the project by incorporating the topographic survey, boundary mapping, and new utility information for use in developing a layout of the proposed future piping and tank improvements.

**Task 2.5 Geotechnical Investigation and Report:** We will retain the services of Earth System Pacific (ESP) to prepare a project specific geotechnical investigation and report for the proposed water storage facilities. The purpose of the investigation is to provide the necessary information to design the proposed water storage tanks and to meet the requirements of the California Building Code and AWWA Standard D100 for Welded Carbon Steel Tanks for Water Storage. We will have ESP submit a draft report for review and comment by the District and Cannon to address and clarify recommendations. ESP will answer questions and address comments following the review. A copy of ESP's proposed scope of work is attached.





**Task 2.6 Conceptual Site Layout Plan, Utility Plan and Grading Plan:** We will prepare preliminary plans for the Foothill Tanks Site including a preliminary site plan, utility plan, and grading and drainage plan utilizing the conceptual site plan from our previous work on the project. We will identify and confirm tank pad elevations, surface grades, drainage patterns, preliminary access paths, drainage pipe layout, water tank connection points, approximate pipe sizes and the location of proposed drainage structures.

#### **Site Plan**

The Conceptual Site Plan will identify the following:

- Proposed water storage tanks and chemical disinfection system layouts and setbacks, on-site circulation patterns, parking configurations if applicable, and key horizontal dimensions to existing structures.
- Easements from record documents and a current Title Report.
- Existing utilities based on available record drawings.
- Aerial and conventional topographic surveys.
- Other encroachments or encumbrances.

#### **Utility Plan**

We will prepare a composite utility plan to identify the locations of all known existing underground utility conduits and pipelines in addition to any proposed utilities. Newly proposed utilities include water, storm drain, electrical and lighting, instrumentation, and chemical disinfection systems. The purpose of this plan is to show the general arrangement of existing and future utilities with respect to proposed grading of the site.

#### **Grading Plan**

We will prepare a preliminary grading/rough grading plan to District standards and specifications and County of SLO grading requirements. It is anticipated that a preliminary grading plan will be required specifically for the export/import of soil. We will include slope back cut information within the typical grading cross sections for the site. Major water storage tank pads and slopes will be located and shown on the plan. Interim drainage issues will be addressed.

**Task 2.7 Drainage Study:** In conjunction with preparation of the preliminary plans in Task 2.6, we will perform a drainage study to determine drainage facilities required for the proposed project. The following items will be included in the preliminary drainage study:

- Delineation of the existing tributary area to each concentrated flow line crossing the project boundaries.
- Delineation of the proposed developed tributary area to each concentrated flow line crossing the project boundaries in compliance with regulatory Agency standards.



- Determination of the 2-year and 50-year, one-hour storm peak runoff using SLO County criteria for existing and developed conditions. The determination of developed storm peak runoff will be based on a (site plan) approved by the District and will assume undeveloped conditions for the upstream tributary area.
- Provide an analysis of the type, locations, and size of the proposed storm drainage facilities, including locations and size of temporary and permanent desilting and/or detentions basins.
- Provide recommendations to reduce the negative impacts to receiving waters resulting from urban runoff from the development by means of a permanent detention basin.
- The Drainage Study will include the preparation of hydrographs, flood plain delineation, and final design analysis. Precise facilities design will be determined Task 3. Final Design.

### *Task 3. Final Design and Construction Documents*

#### ***Task 3.1 – 75% Plans, Specs, and Cost Estimates and, Task 3.2 –Final Plans, Specs, and Cost Estimates***

Based on the findings and results of previous tasks, we will prepare and submit grading and drainage design packages at 75% and Final-completion levels. The design packages will include plans, specifications, and an opinion of probable construction costs as follows.

##### *Plans, Specifications, and Cost Estimate*

- Title Sheet: Notes, Vicinity Map, Project Location Map, Sheet Index, Legend, etc.
- Construction Details Plan (drainage swales and ditches, catch basins, etc.)
- Demolition Plan – (Clearing and grubbing, fence removal, etc.)
- Conceptual Site Plan (features shown but not for construction)
- Conceptual Utility Plan (features shown but not for construction)
- Grading and Drainage Plan (existing and final contours, drainage features and patterns, earthwork quantities, etc.)
- Storm Drain Plan (underground piping, pipe sizes, pipe slopes, inverts, etc.)
- Erosion and Sediment Control Plan
- Technical Specifications
- Front End Documents to complete the bid package
- Opinion of Probable Construction Costs

We will prepare a bid schedule and technical specifications to be incorporated into the District's front-end documents to complete the Bid Package. The Technical Specifications will be in CSI format. After approval of the Bid Package, we will furnish electronic documents in both Microsoft Word and Adobe Acrobat PDF format. Formal deliverables (plans, technical specifications, and estimates) will occur at the 75% and Final completion points for District and agency. Submittal formats will follow the guidelines stated herein. The District will



conduct a review of the material submitted and prepare consolidated comments for clarification or correction to us within two weeks of submittal. Cannon will respond to and incorporate comments received from the District, its designated representatives, or other regulatory agency / utility.

We will submit deliverables for review in PDF format at the design stages listed herein. Additionally, up to three sets reduced by 50% and printed on 11" x17" reproducible paper will be submitted at the 75% review stage (if requested) to allow the District and other appropriate entities to provide a thorough review of the project documents. We will deliver final construction plans in the following formats:

- Portable Document Format (.PDF) file(s) of full-size final plans, complete with final signatures; and
- AutoCAD drawing format files (.DWG, AutoCAD 2018 or later format) of final plans (signatures not required).

#### *Task 4: Assistance During Bidding*

Cannon will provide technical assistance to the District during the bidding phase of the project to respond to prospective bidder's questions and to clarify the technical aspects of the design. This assistance will include:

**Task 4.1 Pre-Bid Meeting:** We will attend the pre-bid meeting with prospective bidders to answer contractor and supplier technical questions.

**Task 4.2 Respond to Bidder Questions:** We will assist the District in responding to contractor and supplier technical questions during bidding and preparing required addenda (one anticipated).

**Task 4.3 Plan Modifications and/or Clarifications:** We will prepare drawings, modifications, and clarifications as required during the bidding period for distribution by the District. (one revision anticipated).

**Task 4.4 Bid Evaluation:** We will attend the bid opening, review bids, and make a recommendation for award of the construction project.

#### *Task 5: Engineering Services During Construction*

We will provide assistance to the District during the construction phase of the project to ensure the Contractor understands all technical aspects of the design and any design changes. This assistance will include:

**Task 5.1 Pre-Construction Meeting:** We will attend the preconstruction conference to assist in the Contractor's understanding of the project plans, contract requirements, and



design intent.

**Task 5.2 Shop Drawings/Submittals:** We will review and approve contractor submittals. (ten anticipated)

**Task 5.3 Change Order Review and Processing:** We will assist the District in the preparation of change orders and responses to requests for information related to design technical issues encountered. (two anticipated)

**Task 5.4 Design Clarifications:** We will prepare design clarifications to clarify the design intent. (two anticipated)

**Task 5.5 Final Job Walk:** We will attend all final construction inspections.

**Task 5.6 Record Drawings:** We will prepare record drawings following construction from mark ups by the Contractor and Construction Manager. Submittal requirements for record drawings will be the same as for 100% construction plans. (approximately six sheets)

#### **DELIVERABLES**

- Geotechnical Investigation and Engineering Report
- Drainage Study Report
- 75% Design Package
- Final Design and Construction Documents Package
- Responses to Bidders Questions and/or Addenda
- Record Drawings

#### **CLARIFICATIONS AND EXCLUSIONS**

Certain services, described below, that may accompany a project of this type are excluded from this scope of work at this time, and may be added to our scope of work on a time and materials basis as deemed necessary by the District:

- The District will provide timely delivery of all pertinent record information relative to the project.
- Cannon is not responsible and cannot be held accountable for the accuracy of as-builts or record drawings provided by the agencies or utility providers.
- As this proposal has been prepared without the benefit of a current title reports, it is assumed that there is a sufficient amount of available record information to adequately determine the location of the boundaries and encumbrances of the subject property. Additional work resulting from patent or latent boundary ambiguities or a lack of available records may constitute an additional work effort that is not covered within this scope of services.



- CEQA is being handled by the District's Environmental Consultant, SWCA.
- Archeological, botanical, and biological services are being performed by others.
- Retaining wall design is not included.
- One bid package will be provided for public bidding.
- Hazardous materials investigation and remediation is excluded.
- Public Outreach is excluded.
- It is assumed that the District will directly pay all necessary permitting and plan check fees with all permitting and plan approval agencies.
- Items not specifically identified in the scope of services sections of this proposal are to be excluded and will be considered additional services. Additional work will be billed on a Time and Materials basis or as an addendum with prior written authorization from District.
- Tasks budgets are estimated based on our initial understanding of the project. We reserve the right to utilize the overall project budget to balance out the difference between projected and actual charges amongst the tasks so long as the overall budget is not exceeded.

#### **SCHEDULE**

The attached preliminary schedule is based on the notice to proceed date of 12/15/2025.

<u>Task</u>	<u>Elapsed Time from NTP</u>
Task 1. Project Management and Coordination .....	4 months
Task 2. Preliminary Design .....	2 months
Task 3. Design and Construction Documents	
75% Plans, Specifications, and Cost Estimate .....	3 months
Final Plans, Specifications, and Cost Estimate .....	4 months
Task 4. Assistance During Bidding.....	TBD
Task 5. Engineering Services During Construction.....	TBD

#### **ESTIMATED FEES**

T&M, NTE are based on the rates per the enclosed fee schedule: \$132,466.00

Labor is estimated at current rates. Rates are subject to change, typically on an annual basis.



#### **CALIFORNIA PREVAILING WAGE**

It is our understanding that this project qualifies for California Prevailing Wages.

If the scope of our work requires the skilled trades which are subject to Prevailing Wage requirements, then our rates will reflect this. If the scope of our work does not require skilled trades which are subject to Prevailing Wage requirements, our rates will not reflect prevailing wage rates.

We will need a DIR Project ID so that we can file our 72-hour notification prior to performing on-site work.

#### **PREVAILING WAGE INFORMATION REQUEST**

Thank you for this opportunity to be of service on your public works project. Please complete and return this form to allow us to comply with California's prevailing wage requirements. Thank you!

Legal Name of Cannon	Cannon Corporation
PWC Registration No.	1000001861
Cannon Project Number	

#### **PUBLIC WORKS PROJECT REGISTRATION INFORMATION:**

Client's Project Name	
DIR Project ID (PWC-100)	
Applicable Bid Advertisement Date	
Client's Representative for DIR Project ID Information	Name: E-mail: Phone No.:
Labor Compliance Program (LCP) Applicable to this Project?	Yes <input type="checkbox"/> or No <input type="checkbox"/> If yes, please confirm if Cannon will be subject to the LCP and provide a copy of the LCP manual to Cannon before the start of the project. Thank you.

ID	Task Name	Duration	Start	Finish	Predecessors	2026												2027											
						Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
1	NCSO Foothill Tank Site Rough Grading	483 days	Mon 12/15/25	Wed 10/20/27																									
2	Project Management	66 days	Mon 12/15/25	Mon 3/16/26																									
3	1.1 Progress Meetings	66 days	Mon 12/15/25	Mon 3/16/26																									
4	1.2 Monthly Reporting	66 days	Mon 12/15/25	Mon 3/16/26																									
5	1.3 Coordination with District Consultants	66 days	Mon 12/15/25	Mon 3/16/26																									
6	1.4 Correspondence and File Management	66 days	Mon 12/15/25	Mon 3/16/26																									
7	Preliminary Design	44 days	Mon 12/15/25	Thu 2/12/26																									
8	2.1 Review Previous Studies and Reports	10 days	Mon 12/15/25	Fri 12/26/25	3SS																								
9	2.2 Utility Research and Coordination	10 days	Mon 12/15/25	Fri 12/26/25	3SS																								
10	2.3 Topographic Survey and Record Data Boundary	10 days	Mon 12/15/25	Fri 12/26/25	3SS																								
11	2.4 Base Mapping	10 days	Mon 12/29/25	Fri 1/9/26	10																								
12	2.5 Geotechnical Investigation and Engineering Report	44 days	Mon 12/15/25	Thu 2/12/26	3SS																								
13	2.6 Conceptual Site Plan, Utility Plan, and Grading Plan	20 days	Mon 1/12/26	Fri 2/6/26	14FF,11																								
14	2.7 Drainage Study	30 days	Mon 12/15/25	Fri 1/23/26	3SS																								
15	Final Design (Grading and Drainage)	30 days	Mon 2/9/26	Fri 3/20/26																									
16	3.1 75% Plans, Specifications, and Cost Estimate	20 days	Mon 2/9/26	Fri 3/6/26	13																								
17	3.2 Final Plans, Specifications, and Cost Estimate	10 days	Mon 3/9/26	Fri 3/20/26	16																								
18	Bid Assistance	42 days	Mon 4/13/26	Tue 6/9/26																									
19	Pre-Bid Meeting	5 days	Mon 4/13/26	Fri 4/17/26	17FS+15 days																								
20	Respond to Bidder Questions and Prepare Addenda	22 days	Mon 4/20/26	Tue 5/19/26	19																								
21	Plan Modifications and/or Clarifications	10 days	Wed 5/20/26	Tue 6/2/26	20																								
22	Bid Opening, Evaluation, and Recommendation for Award	5 days	Wed 6/3/26	Tue 6/9/26	21																								
23	Engineering Services During Construction	98 days	Wed 6/10/26	Fri 10/23/26																									
24	Pre-Construction Meeting	5 days	Wed 7/8/26	Tue 7/14/26	22FS+20 days																								
25	***Construction Period***	88 days	Wed 6/10/26	Fri 10/9/26	22																								
26	Submittal Review	15 days	Wed 7/15/26	Tue 8/4/26	24																								
27	Change Order Review	5 days	Wed 8/12/26	Tue 8/18/26	28																								
28	Design Clarifications and Responses to RFI's	5 days	Wed 8/5/26	Tue 8/11/26	26																								
29	Final Job Walk	1 day	Fri 10/9/26	Fri 10/9/26	25FF																								
30	Record Drawings	10 days	Mon 10/12/26	Fri 10/23/26	29																								
31	Rough Grading Complete	1 day	Wed 10/20/27	Wed 10/20/27	25FF																								

Project: 251002\_NCSO Foothill Tank Site  
Date: Wed 11/19/25

Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
Split		External Tasks		Inactive Summary		Manual Summary		Critical	
Milestone		External Milestone		Manual Task		Start-only		Critical Split	
Summary		Inactive Task		Duration-only		Finish-only		Progress	



**FEE ESTIMATE**  
**Foothill Water Tank Site Grading Project, Nipomo, CA**  
**December 2025**

		Cannon														Subconsultants				Total																						
		Principal In Charge	Civil Senior Principal Engineer II	Civil Principal Engineer	Civil Associate Engineer	Civil Design Engineer	Principal Construction Manager	Senior Land Surveyor	Senior Assoc. Land Surveyor	Two-Person Survey Crew (PW)	Engineering Assistant IV	*Geotech Engineering ESP	Reimbursables																													
Hourly Rate	\$307	\$288	\$254	\$220	\$170	\$247	\$247	\$235	\$415	\$138	Lump Sum	Lump Sum																														
	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Cost	Cost	Hrs	Cost																								
Task 1 - Project Management																																										
1.1	Monthly Progress Meetings	4	\$1,228	4	\$1,152	4	\$1,016	4	\$880								4	\$552		20	\$4,828																					
1.2	Monthly Progress Reports including Schedule Updates			4	\$1,152												4	\$552		8	\$1,704																					
1.3	Coordination with District Consultants/Vendors			4	\$1,152	4	\$1,016													8	\$2,168																					
1.4	Correspondence and File Management			8	\$2,304												8	\$1,104		16	\$3,408																					
	Subtotal	4	\$1,228	20	\$5,760	8	\$2,032	4	\$880								16	\$2,208		52	\$12,108																					
Task 2 - Preliminary Design																																										
2.1	Review Previous Studies and Reports	1	\$307	2	\$576	2	\$508													5	\$1,391																					
2.2	Utility Research and Coordination	1	\$307	2	\$576	2	\$508													5	\$1,391																					
2.3	Topographic Survey and Record Data Boundary	1	\$307	2	\$576	2	\$508	2	\$440			4	\$988	8	\$1,880	8	\$3,320			27	\$8,019																					
2.4	Base Mapping			2	\$576			1	\$220	6	\$1,360									11	\$2,166																					
2.5	Geotechnical Investigation and Engineering Report	1	\$307	4	\$1,152	2	\$508										4	\$552	\$20,020	11	\$22,539																					
2.6	Conceptual Site Plan, Utility Plan, and Grading Plan																																									
2.6.1	Site Plan	1	\$307	2	\$576			8	\$1,760	8	\$1,360									19	\$4,003																					
2.6.2	Utility Plan	1	\$307	2	\$576			8	\$1,760	8	\$1,360									19	\$4,003																					
2.6.3	Grading Plan	1	\$307	2	\$576			8	\$1,760	8	\$1,360	2	\$494							21	\$4,497																					
2.7	Drainage Study	1	\$307	2	\$576	48	\$12,192										4	\$552		55	\$13,527																					
	Subtotal	8	\$2,456	20	\$5,760	56	\$14,224	27	\$5,940	32	\$5,440	2	\$494	4	\$988	8	\$1,880	\$8	\$3,320	8	\$1,104	\$20,020	173	\$61,626																		
Task 3 - Final Design (Grading and Drainage)																																										
3.1	75% Plans, Specifications, and Cost Estimate	2	\$614	8	\$2,304	16	\$4,064	24	\$5,280	24	\$4,080	4	\$988					8		\$200	86	\$17,530																				
3.2	Final Plans, Specifications, and Cost Estimate	2	\$614	8	\$2,304	8	\$2,032	12	\$2,640	12	\$2,040	2	\$494					8		\$200	52	\$10,324																				
	Subtotal	4	\$1,228	16	\$4,608	24	\$6,096	36	\$7,920	36	\$6,120	6	\$1,482					16		\$400	138	\$27,854																				
Task 4 - Bid Assistance																																										
4.1	Pre-Bid Meeting			4	\$1,152															4	\$1,152																					
4.2	Respond to Bidder Questions and Prepare Addenda			4	\$1,152												4	\$552		8	\$1,704																					
4.3	Plan Modifications and/or Clarifications			4	\$1,152			4	\$880	4	\$880									12	\$2,712																					
4.4	Bid Opening, Evaluation, and Recommendation for Award			4	\$1,152															4	\$1,152																					
	Subtotal			16	\$4,608			4	\$880	4	\$880						4	\$552		28	\$6,720																					
Task 5 - Engineering Services During Construction																																										
5.1	Pre-Construction Meeting			8	\$2,304															8	\$2,304																					
5.2	Review Submittals/Shop Drawings			8	\$2,304			16	\$3,520	8	\$1,360						2	\$276		34	\$7,460																					
5.3	Assist with Change Order Review and Processing			4	\$1,152			8	\$1,760											12	\$2,912																					
5.4	Prepare Design Clarifications			4	\$1,152			8	\$1,760	8	\$1,360									20	\$4,272																					
5.5	Final Job Walk			4	\$1,152															4	\$1,152																					
5.6	Record Drawings			2	\$576			4	\$880	16	\$2,720						2	\$276		24	\$4,452																					
	Subtotal		\$ -	30	\$ 8,640		\$ -	36	\$ 7,920	32	\$ 5,440		\$ -	\$ -		\$ -	\$ -	4	\$ 552	\$ -	\$ -	102	\$22,652																			
Total:																			16	\$ 4,912	102	\$ 29,376	88	\$ 22,352	107	\$ 23,540	104	\$ 17,680	8	\$ 1,976	4	\$ 988	8	\$ 1,880	8	\$ 3,320	48	\$ 4,416	\$ 20,020	\$ 400	493	\$130,866

Cannon's expenses incurred in connection with this Project as follows:

- incidental and out-of-pocket expenses including but not limited to:  
costs for postage, shipping, overnight courier, reproduction services, plotting, photocopies, parking fees and tolls, travel, mileage
- hourly rates subject to change, typically on an annual basis.





# EARTH SYSTEMS

4378 Santa Fe Road | San Luis Obispo, CA 93401 | (805) 544-3276 | [www.earthsystems.com](http://www.earthsystems.com)

October 20, 2025  
(Revised December 4, 2025)

Mr. Larry Kraemer  
1050 Southwood Drive  
San Luis Obispo, CA 93401

PROJECT: NCSO DANA FOOTHILL ROAD TANKS  
134 NORTH DANA FOOTHILL ROAD  
NIPOMO, CALIFORNIA

SUBJECT: Revised Proposal for a Geotechnical Engineering Report

REFS: 1) Email Request for Proposal (RFP) from Larry Kraemer, dated October 2, 2025  
2) Site Plan titled, "Nipomo Community Services District Preliminary Quad Tank Siting Plan, Site Plan – Slope Grading," Sheet 2 of 4, by Cannon, dated September 8, 2010

Dear Mr. Kraemer:

As requested, this proposal has been prepared in general accordance with the email request for proposal for a geotechnical engineering report for the Nipomo Community Services District (NCSO) Dana Foothill Road Tanks project located at 134 North Dana Foothill Road in Nipomo, California. Based upon our correspondence with you (Ref. No. 1) and review of the provided site plan (Ref. No. 2), we understand the project consists of constructing two new 1-million-gallon tanks southeast of the existing 1-million-gallon tanks. The tanks will have a diameter of about 86 feet and height of about 24 feet. The base elevation for both tanks will be approximately 525.5 feet. We assume the tanks will be erected on reinforced concrete ring foundations or concrete mat foundations. To construct the new tanks, the eastern slope will be cut back such that the new tanks can be offset approximately 10- to 24-feet from the slope. Based upon the existing and proposed elevations provided in the 2010 site plan (Ref. No. 2), we anticipate cuts of up to 18 to 20 feet for general site grading.

We assume new surface and subsurface improvements will also be constructed. We have assumed surface improvements will consist of hot mix asphalt (HMA) and/or PCC pavements for vehicular use. No additional structures, retaining walls, basements, or subterranean levels are currently planned. A drainage basin is planned southeast of the 500,000-gallon tanks. Infiltration testing for stormwater control has been included in our scope in this revision. We have assumed subsurface improvements for this phase of the project will be limited to any underground municipal utility lines that will be installed or relocated for the project if needed.



## SCOPE OF SERVICES

### Geotechnical Engineering Investigation

To evaluate the subsurface conditions at the site, we plan to drill two borings to approximate depths of 15 to 50 feet below the existing ground surface as conditions allow. A Gtech GT-8 drill rig equipped with a 6-inch diameter hollow stem auger and an automatic trip hammer for sampling will be used. Soils will be classified in general accordance with the Unified Soil Classification System (ASTM D2488-17) by personnel from this firm. Copies of the boring logs will be included in the geotechnical engineering report.

California sampler ring, standard penetrometer, and bulk soil samples will be obtained for testing as determined in the field for laboratory testing to determine physical properties such as in-situ unit weight and moisture, expansion index, and potentially shear strength. The final determination of the number and types of tests to be performed will depend upon the subsurface conditions encountered.

The field and laboratory data will be reviewed by a Professional Engineer licensed by the State of California and evaluated with respect to development of preliminary geotechnical criteria for site development. The following items will be addressed:

- Soil and groundwater conditions encountered
- Site preparation
- Grading criteria
- Foundation recommendations
- HMA/PCC pavement design parameters
- Slabs-on-grade
- Maximum allowable bearing capacities
- AWWA D100 seismic criteria including proximity to active faults
- Liquefaction potential
- Slope Stability
- Estimated total and differential settlement
- Drainage around improvements
- Observation and testing

### Infiltration Testing

LID-type infiltration testing will be performed near the area of the planned basin. Testing will be performed and results analyzed with respect to the requirements of the County of San Luis Obispo Post-Construction Stormwater Guidebook.

The data collected will reflect "percolation" rates as described in the County of San Luis Obispo Stormwater Guidebook and will be converted to an estimate of the infiltration rate by the



Porchet Method as required. The results of the tests, along with a brief discussion regarding the infiltration characteristics of the soil, will be presented within the report for the geotechnical investigation.

#### Soil Corrosivity Study

During the field investigation for the geotechnical engineering investigation, we will obtain a maximum of two soil samples for corrosivity testing (pH, resistivity, sulfates and chlorides). The testing will be subcontracted HDR of Claremont, California, and the results and analysis with mitigating measures will be included in the geotechnical engineering report.

#### Report Preparation

Information gathered will be compiled into a geotechnical engineering report. The report will be intended to fulfill the requirements of applicable portions of Sections 1803.1 through 1803.6, J104.3, and J104.4 of the 2025 CBC, as they apply to this project, and common geotechnical engineering practice in this area under similar conditions at this time. It is our intent that the report will be used exclusively by the client to form the geotechnical basis of the design of the project as described herein and the preparation of plans and specifications. One digital copy (.pdf format) of the final report will be provided to the client. Additional electronic copies of the report will be forwarded to others as directed.

We have assumed that the client, as well as the architect/engineer, do not have specific requirements for laboratory testing or report content for the geotechnical engineering report. In the event there are specific requirements, this proposal and associated fees may require revision.

### **FEES**

Based on the scope of work outlined previously, we propose to provide our services on a Fixed Fee basis. Fees to be charged will be as follows:

Geotechnical Engineering Report (GER) .....\$19,660.00

Invoices are due upon presentation. Monthly invoices will be submitted for major work elements as they are completed.

### **CONDITIONS**

Please note that the above quotations are fixed fees that do not include charges for meetings, plan reviews, percolation testing, consultation beyond the completion of the report, report revisions to address changes in design, construction observation or testing, or other such services. While any of these (or other) services may be necessary on this project, construction observation and testing services are required by the CBC and will be required by the permitting jurisdiction; a geotechnical plan review is also likely to be required by the jurisdiction. At this time, these fees cannot be reasonably estimated; however, estimates for such fees can be prepared as the project reaches appropriate stages. Fees for these and other additional services available through our firm will be charged at the fee schedule rates in effect at the time of the request for services.



Prior to our field work, we will contact Underground Service Alert (USA) to mark underground utilities that are owned by their member utility companies. Responsibility for accurate location of underground utilities lies with the client, however, and Earth Systems Pacific shall not be held responsible for damage resulting from the client's failure to provide such information. The borings will be backfilled with onsite material and/or with bentonite/grout as appropriate. Should unforeseeable subsurface conditions require a different approach or additional work, this fee quotation may need to be revised. We would notify the client of any major changes in the proposed scope of work prior to initiating such a change.

Analysis of the soil for chemical properties including hydrocarbons, lead, radioisotopes, etc.; mold potential; evaluation of areal; estimates of material shrinkage; construction issues within the domain of the contractor; and any other services not specifically noted in the preceding paragraphs are beyond the scope of the proposed investigation.

It is assumed that services for this project would be provided in accordance with the provisions of the Master Services Agreement between Cannon and Earth Systems Pacific, dated August 1, 2015. If the client finds the scope of work and fees satisfactory, issuance of Standard Task Order for Consulting Services referencing this proposal will constitute authorization for work to begin. It is our understanding that the project is subject to California Prevailing Wage Law. In order to upload certified payrolls to the State's website, the project's DIR number is necessary. Please complete the attached Prevailing Wage and Accounts Payable Information Request form and return it to our office at your convenience. This agreement can be terminated by either party upon notification in writing. Earth Systems Pacific's responsibility for the project will end upon completion of the services described in the final proposal or termination of the agreement unless authorization to perform additional work and agreement for payment thereof is provided by the client.

We thank you for your consideration of our firm for this project. If you have any questions or require additional information, please contact me at your convenience.

Sincerely,

Earth Systems Pacific

Rob Down, PE  
Principal Engineer

Jennifer Campbell, PE  
Project Engineer

Attachment: Work Order  
Terms  
Prevailing Wage Information Request Form

Doc. No.: SLO-2510-042.PRP.REV2/pm

TO: BOARD OF DIRECTORS

REVIEWED: RAY DIENZO, P.E. *RD*  
GENERAL MANAGER

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

DATE: DECEMBER 4, 2025

**AGENDA ITEM  
D-8  
DECEMBER 10, 2025**

**AUTHORIZE TASK ORDER WITH TESCO CONTROLS, INC. FOR  
SUPERVISORY CONTROL AND DATA ACQUISITION SYSTEM  
MAINTENANCE AND SUPPORT**

**ITEM**

Authorize Task Order for Supervisory Control and Data Acquisition (SCADA) Maintenance and Support in the amount of \$40,000 with Tesco Controls, Inc. [RECOMMEND BY MOTION AND ROLL CALL VOTE AUTHORIZE TASK ORDER].

**BACKGROUND**

In December 2011, at the conclusion of a Request for Proposal (RFP) process, the Board selected Tesco Controls, Inc. to provide process control and instrumentation system integration services for the District's Supervisory Control and Data Acquisition (SCADA) System Upgrade Project. At the time, the District's SCADA system monitored 27 remote sites including water wells, water storage tanks, water pressure reducing stations, sanitary sewer lift stations and both of the District's wastewater treatment plants. The purpose of the project was to upgrade the District's obsolete SCADA system. Implementation was completed in March 2013.

Since that time, Tesco added numerous other facilities to the SCADA system including the upgraded Southland Wastewater Treatment Facility (WWTF) (2014), the Joshua Road Pump Station (2015), the Blosser Road Flow Meter Station (2015), the Santa Maria Vista Way Pressure Reducing Station (2015), the Joshua Road Pump Station Reservoir (2017), the Westgate Pressure Reducing Station (2019) and the Summit Station Pressure Monitoring Station (2022).

In order to maintain the integrity of the District's SCADA System, maintain system reliability, minimize the potential for multiple system integrators simultaneously working on the District's SCADA System, and minimize the coordination risk/expense to the District, staff recommends that all process control and instrumentation system maintenance and support work be completed by Tesco Controls, Inc. In accordance with the District's Purchasing Policy, Tesco Controls, Inc. is uniquely knowledgeable and qualified because similar/related services have been previously provided to the District.

Staff requested that Tesco provide a proposal to provide preventive maintenance and support services for the District's remote telemetry and control panel systems. Tesco submitted a proposal to provide remote telemetry and control panel systems preventive maintenance services for a not to exceed amount of \$40,000. The scope of work includes but is not limited to inspection, verification and cleaning of all remote telemetry and control panel systems as well as functional performance verification for all instrumentation.

**FISCAL IMPACT**

Funding for SCADA system maintenance and support is available in the FY 2025-2026 Water, Supplemental Water, and Town Sewer budgets.

**STRATEGIC PLAN**

Goal 1. WATER SUPPLY. Actively plan to provide reliable water supply of sufficient quality and quantity to serve both current customers and those in the long-term future.

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 Task Order in the amount of \$40,000 with Tesco Controls, Inc. for SCADA system maintenance and support.

**ATTACHMENTS**

A. None

TO: BOARD OF DIRECTORS

REVIEWED: RAY DIENZO, P.E.   
GENERAL MANAGER

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

DATE: DECEMBER 4, 2025

**AGENDA ITEM  
D-9  
DECEMBER 10, 2025**

**CONSIDER REQUEST FOR WATER, SEWER, AND  
SOLID WASTE SERVICE (INTENT-TO-SERVE LETTER) FOR  
A COMMERCIAL DEVELOPMENT LOCATED  
AT 301 NORTH OAKGLEN AVENUE  
APN 090-151-021**

**ITEM**

Consider request for water, sewer, and solid waste service (Intent-to-Serve Letter) for a commercial development located at 301 N. Oakglen Avenue, APN 090-151-021 [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 301 N. Oakglen Avenue, APN 090-151-021. The applicant, Aspen Davis, LLC, is requesting water, sewer, and solid waste service for development of a self-storage facility.

The project consists of one existing parcel that is not currently served water, sewer, or solid waste services. In addition, District water and sewer lines are not adjacent to the property and will need to be extended at the applicant's expense.

All parcels, existing and planned, will be required to obtain water, sewer, 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 (UWMP) Update includes estimated water demands for infill development within the District. The development will include two (2) new 1-inch meters and will not exceed the estimated infill development demands included in the 2020 UWMP Update.

**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: 1 @ 1-inch
- Irrigation: 1 @ 1-inch
- Fire Service: 1 @ 8-inch
- Sewer: 1 service

The estimated fee deposit for the project is \$113,820 based on the current FY 2025-2026 District fee schedule. Fees for Connection shall be calculated and owing as of the date the District accepts the public water and sewer improvements for the project and sets the water meters 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**

- Parcel shall be served by a single 1-inch meter and backflow assembly for indoor use.
- Parcel shall be served by a single 1-inch meter and backflow assembly for irrigation use.
- Parcel shall be served by a single 8-inch fire service and backflow assembly for the private on-site fire hydrants and fire sprinkler system.
- Parcel shall be served by a single sewer lateral.
- Applicant shall extend District water line in North Oakglen from Pioneer to the northernmost boundary of the parcel at applicant's cost.
- Applicant shall extend District sewer line in North Oakglen from Pioneer to the northernmost boundary of the parcel at applicant's cost.
- Applicant shall install private lift station to serve project if gravity sanitary sewer flow is not possible.

#### **STANDARD CONDITIONS**

- Project shall obtain water, sewer, 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 and sewer 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 and sewer laterals shall be recorded prior to final improvement plan approval and shall be subject to District approval.
- All water and sewer 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 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 commercial 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

DECEMBER 10, 2025

ITEM D-9

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:
RECEIVED
DEC 13 2023

## INTENT-TO-SERVE APPLICATION

NIPOMO COMMUNITY  
SERVICES DISTRICT

1. This is an application for: ☒ Sewer and Water Service ☐ Water Service Only
2. SLO County Planning Department/Tract or Development No.: \_\_\_\_\_
3. Project location: 301 H. OAK GLEN AVE. 090-151-021
4. Assessor's Parcel Number (APN) of parcel(s) to be served: ~~010-751015~~
5. Owner Name: ASPEN DAVIS LLC
6. Mailing Address: 2301 LEFT LANE ARROYO GRANDE 9342
7. Email: BRANDT@ROBERTSON@MSH.COM
8. Phone: (805) 801-3497 FAX: \_\_\_\_\_
9. Agent's Information (Architect or Engineer):  
Name: TOM B. MARTINEZ  
Address: 2624 AIR PARK DR S. MARIA 93455  
Email: TOM@MARTINEZ-ASSOC.NET  
Phone: (805) 934-5737 FAX: \_\_\_\_\_
10. Type of Project: (check box) (see Page 3 for definitions)

<input type="checkbox"/> Single-family dwelling units	<input type="checkbox"/> Multi-family dwelling units
<input checked="" 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 \_\_\_\_\_
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		Proposed number of SFR	
----------------------------	--	------------------------	--

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)	<u>1</u>
Number of Landscape Meter(s)		Estimated Meter Size(s)	<u>1</u>
Number of Fire System(s)		Estimated Meter Size(s)	<u>1</u>

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 12.15.23

Signed

Tom B. Martinez  
(Must be signed by owner or owner's agent)

Print Name Tom B. Martinez

DECEMBER 10, 2025

ITEM D-9

ATTACHMENT B

APN: 090-151-009  
AGRICULTURAL FIELD

APN: 090-151-030  
VACANT LOT

NORTH OAK GLEN AVENUE

BUILDING A

BUILDING B

BUILDING C

BUILDING D

BUILDING E

**SUBJECT  
PARCEL**  
APN 090-151-015

APN: 090-151-014  
VACANT LOT

STATE HIGHWAY 101

## SITE PLAN

NOTE: SEE SHEET C-2.0 FOR ENLARGED SITE PLAN

SCALE: 1" = 40'-0"

### UTILITIES:

ELECTRICAL SERVICE: PACIFIC GAS AND ELECTRIC  
2445 SKYWAY DRIVE  
SANTA MARIA, CALIF. 93455

PHONE SERVICE: FRONTIER COMMUNICATIONS  
1223 W. PARKWAY DRIVE  
SANTA MARIA, CALIF. 93455

GAS SERVICE: THE GAS COMPANY  
3008 INDUSTRIAL PARKWAY  
SANTA MARIA, CALIF. 93455

CABLE TV: COMCAST CABLE  
2323 THOMPSON WAY  
SANTA MARIA, CALIF. 93455

WATER/SEWER SERVICE: NIPOMO COMMUNITY SERVICES  
DISTRICT  
148 S. WILSON STREET  
NIPOMO, CALIF. 93444

### PROJECT DIRECTORY:

ARCHITECT/RESPONSIBLE DESIGN PROFESSIONAL: TOM B. MARTINEZ & ASSOCIATES  
2624 AIRPARK DRIVE  
SANTA MARIA, CALIF. 93455  
TEL.: 805-924-5731  
ATTN: TOM B. MARTINEZ

PLANNERS: URBAN PLANNING CONCEPTS  
2624 AIRPARK DRIVE  
SANTA MARIA, CALIF. 93455  
TEL.: 805-924-5760  
ATTN: BRIAN SCHWARTZ

CIVIL ENGINEER: BETHEL ENGINEERING  
2624 AIRPARK DRIVE  
SANTA MARIA, CALIF. 93455  
TEL.: 805-924-5767  
ATTN: RUSSELL GARRISON

METAL BUILDING/STRUCTURAL ENGINEER: PAKO STEEL  
9460 EL CAMINO REAL  
CARLSBAD, CALIF. 92008  
TEL.: 760-488-1760  
ATTN: JESSICA HELLMAN

LANDSCAPE ARCHITECT: PLENIAIRE DESIGN GROUP  
2600 SKYWAY DRIVE  
SANTA MARIA, CALIF. 93455  
TEL.: 805-341-1615  
ATTN: KEVIN SHALL

### STORAGE UNIT BREAKDOWN:

UNIT TYPE	UNIT	QUANTITY
A	20'-0"	10
B	20'-0"	10
C	20'-0"	10
D	20'-0"	10
E	20'-0"	10
F	20'-0"	10
G	20'-0"	10
H	20'-0"	10
I	20'-0"	10
J	20'-0"	10
K	20'-0"	10
L	20'-0"	10
M	20'-0"	10
N	20'-0"	10
O	20'-0"	10
P	20'-0"	10
Q	20'-0"	10
R	20'-0"	10
S	20'-0"	10
T	20'-0"	10
U	20'-0"	10
V	20'-0"	10
W	20'-0"	10
X	20'-0"	10
Y	20'-0"	10
Z	20'-0"	10

ACCESSIBLE STORAGE UNIT CALC.	ACCESSIBLE UNIT TYPE	QUANTITY
A. 10.0% PERCENT OF TOTAL NUMBER OF UNITS	A	10
B. 10.0% PERCENT OF TOTAL NUMBER OF UNITS	B	10
C. 10.0% PERCENT OF TOTAL NUMBER OF UNITS	C	10
D. 10.0% PERCENT OF TOTAL NUMBER OF UNITS	D	10
E. 10.0% PERCENT OF TOTAL NUMBER OF UNITS	E	10
F. 10.0% PERCENT OF TOTAL NUMBER OF UNITS	F	10
G. 10.0% PERCENT OF TOTAL NUMBER OF UNITS	G	10
H. 10.0% PERCENT OF TOTAL NUMBER OF UNITS	H	10
I. 10.0% PERCENT OF TOTAL NUMBER OF UNITS	I	10
J. 10.0% PERCENT OF TOTAL NUMBER OF UNITS	J	10
K. 10.0% PERCENT OF TOTAL NUMBER OF UNITS	K	10
L. 10.0% PERCENT OF TOTAL NUMBER OF UNITS	L	10
M. 10.0% PERCENT OF TOTAL NUMBER OF UNITS	M	10
N. 10.0% PERCENT OF TOTAL NUMBER OF UNITS	N	10
O. 10.0% PERCENT OF TOTAL NUMBER OF UNITS	O	10
P. 10.0% PERCENT OF TOTAL NUMBER OF UNITS	P	10
Q. 10.0% PERCENT OF TOTAL NUMBER OF UNITS	Q	10
R. 10.0% PERCENT OF TOTAL NUMBER OF UNITS	R	10
S. 10.0% PERCENT OF TOTAL NUMBER OF UNITS	S	10
T. 10.0% PERCENT OF TOTAL NUMBER OF UNITS	T	10
U. 10.0% PERCENT OF TOTAL NUMBER OF UNITS	U	10
V. 10.0% PERCENT OF TOTAL NUMBER OF UNITS	V	10
W. 10.0% PERCENT OF TOTAL NUMBER OF UNITS	W	10
X. 10.0% PERCENT OF TOTAL NUMBER OF UNITS	X	10
Y. 10.0% PERCENT OF TOTAL NUMBER OF UNITS	Y	10
Z. 10.0% PERCENT OF TOTAL NUMBER OF UNITS	Z	10

### EASEMENT LEGEND

A 20'-0" ROAD EASEMENT

### PROJECT SITE



### VICINITY MAP

NOT TO SCALE

### GENERAL DATA

ASSESSOR'S PARCEL NUMBER: 090-51-015  
PROJECT NAME: OAK GLEN SELF STORAGE  
ADDRESS: 255 NORTH OAK GLEN AVENUE  
NIPOMO, CALIF. 93444

OWNER/APPLICANT: THE BRANT ROBERTSON  
ASPIN DAVIS, LLC  
2301 LIFT LAKE  
ASTORIA GRANDE, CALIF. 94000

DESCRIPTION OF WORK: PROPOSED SELF STORAGE FACILITY:  
FIVE NON-BUILDINGS TOTALING  
152,818 SF, INCLUDING OFFICE

ZONING: CS - COMMERCIAL SERVICE  
UNLAD ZONE

OCCUPANCY GROUP: OFFICE - B  
SELF-STORAGE - S-1

CONSTRUCTION TYPE (CBC): II-B, SPRINKLERED

BUILDING HEIGHT: 22'-2" AT PEAK (ALLOWABLE HT. - 75')

STORIES: THREE ONE STORY AND TWO TWO STORY  
(ALLOWABLE STORIES - 4)

GENERIC DESIGN CATEGORY: D

### SITE DATA/BREAKDOWN:

PROPOSED BUILDING A FOOTPRINT	17,853 SF	7.35
PROPOSED BUILDING B FOOTPRINT	31,254 SF	16.78
PROPOSED BUILDING C FOOTPRINT	25,407 SF	15.29
PROPOSED BUILDING D FOOTPRINT	5,100 SF	2.72
PROPOSED BUILDING E FOOTPRINT	9,774 SF	5.35
TOTAL BUILDING FOOTPRINT	122,400 SF	69.49
PROPOSED PAVING / HARDCAPE	74,234 SF	39.38
PROPOSED LANDSCAPE AREA	30,064 SF	15.13
TOTAL LOT AREA, 4.84 ACRES	185,168 SF	100%

### PARKING TABULATION:

OFFICE AREA	4 SPACES	BICYCLE REG. REQ'D - ONE 2-BIKE SPACE
ACCESSIBLE	1 SPACE	EV CAPABLE SPACES REQ'D - 0
PUBLIC ACCESS	3 SPACES	EVCS SPACES REQ'D - 0
TOTAL	8 SPACES	

PROJECT SHALL COMPLY W/ CALIFORNIA CODE OF REGULATIONS, TITLE 24, THE 2022 CBC, CGSBG, CM, CPC, CEC, CFC AND THEIR RESPECTIVE AMENDMENTS, CALIFORNIA STATE LAW REGULATING ENERGY CONSERVATION AND ACCESS FOR THE DISABLED, THE COUNTY OF SAN LUIS OBISPO MUNICIPAL CODE AND NIPOMO COMMUNITY STANDARDS.

ALL PROPERTY LINES, EASEMENTS AND BUILDINGS BOTH EXISTING AND PROPOSED ARE SHOWN ON SITE PLAN.

NO HAZARDOUS MATERIALS SHALL BE STORED OR USED WITHIN THE BUILDING WHICH EXCEED QUANTITIES LISTED IN 2022 CBC, TABLES 307.1(1) AND 307.1(2).

### SHEET INDEX:

- C-1.0 COVER SHEET / INDEX
- C-2.0 ENLARGED SITE PLAN
- C-2.1 SITE FIRE CIRCULATION
- C1. PRELIMINARY GRADING PLAN
- C2. DETAILS
- C3. BASIN SECTIONS
- A-1.0 BUILDING A FLOOR PLANS
- A-1.1 BUILDING B FLOOR PLANS
- A-1.2 BUILDING C FLOOR PLANS
- A-1.3 BUILDING D, E FLOOR PLANS
- A-3.0 BUILDING A ELEVATIONS
- A-3.1 BUILDING B ELEVATIONS
- A-3.2 BUILDING C ELEVATIONS
- A-3.3 BUILDING D, E ELEVATIONS
- CLP-01 CONCEPTUAL LANDSCAPE PLAN A
- CLP-02 CONCEPTUAL LANDSCAPE PLAN B
- CLP-03 PLANT INVENTORY
- L-04 TREE INVENTORY PLAN

REVISIONS BY



tom b. martinez  
& associates  
INC.

**M&A**

255 NORTH OAK GLEN AVENUE  
NIPOMO, CALIF. 93444  
TEL: 805-341-1615  
FAX: 805-341-1616

SHEET TITLE:  
**COVER SHEET**  
PLANNING

Project for:  
**ASPIN DAVIS LLC**  
To be located at:  
255 NORTH OAK GLEN AVENUE  
NIPOMO, CALIF. 93444

JOB NO.: 23-108  
DRAWN BY: TBP/RA  
CHECK BY: TBT  
DATE: 11/15

SHEET:

**C-1.0**

TO: BOARD OF DIRECTORS

FROM: RAY DIENZO, P.E. *RD*  
GENERAL MANAGER

**AGENDA ITEM  
D-10  
DECEMBER 10, 2025**

DATE: DECEMBER 4, 2025

**ACCEPT DEED RESTRICTION FOR APN 092-321-030,  
HONEY GROVE LN, NIPOMO**

**ITEM**

Accept offer of deed restriction for APN 092-321-030, a residential development located on HONEY GROVE LN in Nipomo [RECOMMEND ADOPT RESOLUTION ACCEPTING OFFER OF DEED RESTRICTION].

**BACKGROUND**

The District issued an Intent-to-Serve ("ITS") letter on September 13, 2025, for a two-parcel residential subdivision located on Honey Grove Lane (APN 092-321-030). The applicant, Greg Dickinson, requested water and sewer service for the two-parcel residential subdivision.

The ITS letter requires the applicant to record a deed restriction on the property prohibiting the use of well(s) to provide water service to the project and prohibiting use of self-regenerating water softeners.

**FISCAL IMPACT**

The developer paid the District's cost to develop the agreement through the project's Plan Check and Inspection Agreement.

**RECOMMENDATION**

Recommend your Board, by motion and roll call vote, adopt Resolution 2025-XXXX Accept Honey Grove Lane Deed Restriction.

**ATTACHMENTS**

- A. Resolution 2025-XXXX Accept Honey Grove Lane
- B. Deed Restriction – Resolution Exhibit A

**DECEMBER 10, 2025**

**ITEM D-10**

**ATTACHMENT A**



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

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES  
DISTRICT ACCEPTING DEED RESTRICTION FOR  
CO 23-0044, APN 092-321-030, HONEY GROVE LANE, NIPOMO**

**WHEREAS**, Greg Dickinson (herein "Owner") is the owner of certain real property identified as CO 23-0044, APN 092-321-030, Honey Grove Lane in Nipomo (herein the "Project") situated within the Nipomo Community Services District (the "District"); and

**WHEREAS**, the District issued an Intent-to-Serve (ITS) letter on September 13, 2023 for the residential Project; and

**WHEREAS**, The ITS letter requires the applicant to record a deed restriction on the property prohibiting the use of well(s) to provide water service to the project and prohibiting use of self-regenerating water softeners; and

**WHEREAS**, Owner has offered to the District the required deed restriction and agreement ("Deed Restriction") (Exhibit A); and

**WHEREAS**, the District wishes to accept the deed restriction attached hereto without obligation, except as otherwise required by law.

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

1. The above recitals and findings are true and correct and incorporated herein by reference.
2. That the deed restriction and agreement for CO 23-0044, APN 092-321-030, Honey Grove Lane, attached hereto as Exhibit A is hereby accepted.
3. Staff is ordered to execute and record in the Official Records of the Clerk-Recorder of San Luis Obispo County the deed restriction and agreement attached hereto as Exhibit A.

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

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

The foregoing resolution is hereby adopted this 10<sup>th</sup> day of December 2025.

\_\_\_\_\_  
**ED EBY**  
President, Board of Directors

ATTEST:

APPROVED AS TO FORM AND  
LEGAL EFFECT:

\_\_\_\_\_  
**RAY DIENZO**  
General Manager and Secretary to the Board

\_\_\_\_\_  
**CRAIG A. STEELE**  
District Legal Counsel

**DECEMBER 10, 2025**

**ITEM D-10**

**ATTACHMENT B**

RECORDING REQUESTED BY:  
NIPOMO COMMUNITY SERVICES DISTRICT

WHEN RECORDED RETURN TO:  
Nipomo Community Services District  
P.O. Box 326  
Nipomo, CA 93444

NO FEE PER GOVERNMENT CODE 6103

---

APN #: 092-321-030

**DEED RESTRICTION AND AGREEMENT AFFECTING REAL PROPERTY**

Exhibits Incorporated by Reference:

Exhibit "A" – Real Property Legal Description

**THIS DEED RESTRICTION AND AGREEMENT AFFECTING REAL PROPERTY** (herein "Agreement") is entered into November 19, 2025, by and between GREGORY D. DICKINSON AND LINDA S. DICKINSON (Husband and Wife), and JEREMY DICKINSON AND EMILY DENTON (Husband and Wife), (herein "Grantor") and the Nipomo Community Services District, a political subdivision of the State of California, (herein "Grantee" or "District") with reference to the following Recitals:

A. Grantor owns certain real property (herein "Real Property") located within the Nipomo Community Services District, County of San Luis Obispo, more particularly described in Exhibit "A".

B. Grantors are improving said Real Property and desire the District to provide water and sewer service for the property.

**NOW, THEREFORE**, for valuable consideration, receipt of which is hereby acknowledged the parties hereto agree as follows:

**1. DEED RESTRICTIONS**

A. Grantor agrees and acknowledges that the use of self-regenerating water softeners on Real Property or any portion thereof is prohibited.

B. Grantor agrees and acknowledges that the use of wells to provide domestic water service to Real Property or any portion thereof is prohibited.

**2. MISCELLANEOUS**

A. This Agreement contains the entire agreement between the parties. Any oral representations or modifications concerning this Agreement shall be of no force and effect excepting a subsequent modification in writing, signed by the party to be charged.

B. In the event of any controversy, claim, or dispute relating to this Agreement or the breach thereof, the prevailing party shall be entitled to recover from the losing party reasonable expenses, attorney's fees and costs.

C. The obligations of Grantor shall be considered for all purposes to be both covenants and conditions that shall run with the land and be binding on the successors and assigns of the Grantor and shall inure to the benefit of District and its successors and assigns.

D. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby.

E. This Deed Restriction and Agreement Affecting Real Property shall be recorded in the Official Records in the County Recorder's Office, San Luis Obispo County.

F. Recitals A and B are incorporated herein by reference as though set forth at length.


G. The Agreement shall be governed by the laws of the State of California. Any litigation regarding the Agreement or its contents shall be filed in the County of San Luis Obispo, if in state court, or in the federal court nearest to San Luis Obispo County, if in federal court.

3. **AUTHORITY TO EXECUTE.**

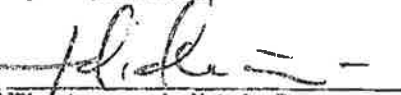
All parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles, and capacities herein stated and on behalf of any entities, persons, or firms represented or purported to be represented by such entity(ies), person(s), or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with. Furthermore, by entering into this Agreement, Grantor(s) hereby warrants that Grantor(s) shall not have breached the terms or conditions of any other contract or Agreement to which Grantor(s) is obligated, which breach would have a material effect hereon.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement to be effective the date the District executes the Certificate of Acceptance.

GRANTOR(S):

  
[Signature must be Notarized]

Gregory D. Dickinson  
[Type or print name]

  
[Signature must be Notarized]

Jeremy Dickinson  
[Type or print name]

  
[Signature must be Notarized]

Linda S. Dickinson  
[Type or print name]

  
[Signature must be Notarized]

Emily Denton  
[Type or print name]

Date: 11-19-25

**CERTIFICATE OF ACCEPTANCE  
GOVERNMENT CODE §2781**

This is to certify that the Nipomo Community Services District, Grantee,  
herein, by Board action on \_\_\_\_\_, 20\_\_\_\_, accepts the  
foregoing Deed Restriction and Agreement, dated \_\_\_\_\_,  
20\_\_\_\_, from Grantors, and consents to the recordation thereof.

Nipomo Community Services District

By: \_\_\_\_\_  
Name: Ed Eby  
Title: President

ATTEST:

\_\_\_\_\_  
Ray Dienzo, General Manager and Secretary  
Nipomo Community Services District

## CONSENT AND SUBORDINATION OF TRUST DEED BENEFICIARY

NOTICE: THIS CONSENT AND SUBORDINATION OF TRUST DEED BENEFICIARY RESULTS IN YOUR SECURITY INTEREST IN THE PROPERTY BECOMING SUBJECT TO THE TERMS, COVENANTS, CONDITIONS, AND RESTRICTIONS OF THE FOREGOING INSTRUMENT.

The undersigned, beneficiary under that certain deed of trust recorded 10/03, 2025, as Document No. 2025029247, in Book \_\_\_\_\_ Page \_\_\_\_\_, Official Records of the County of San Luis Obispo, does hereby join in, and consent to, each and all of the terms and provisions of the within instrument, and does hereby subordinate its interests to the entire effect of this instrument. In this regard, the undersigned does hereby agree upon request of any insuring title company to direct the trustee under said deed of trust to execute and deliver to County in recordable form acceptable to such insuring title company partial reconveyances as to any rights granted and to be granted to County pursuant to this instrument.

Dated: 11/19/2025

TRUST DEED BENEFICIARIES  
AND/OR MORTGAGES



Conrad Stanton SVP - Murphy Bank  
[Type or print name - Murphy Bank Representative]

  
Signature

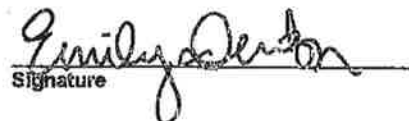
Gregory D. Dickinson  
[Type or print name]

  
Signature

Linda S. Dickinson  
[Type or print name]

  
Signature

Jeremy Dickinson  
[Type or print name]

  
Signature

Emily Denton  
[Type or print name]

**Exhibit A**

**Legal Description**

**For APN/Parcel ID(s) 092-321-030**

---

**THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE UNINCORPORATED AREA IN COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS**

**LOT 71 IN BLOCK A OF THE SOUTHLAND TRACT, IN THE COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA, ACCORDING TO THE MAP RECORDED SEPTEMBER 12, 1911 IN BOOK 1, PAGE 25 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY**

**EXCEPTING THEREFROM ALL OIL, GAS, MINERALS AND HYDROCARBON SUBSTANCES IN, ON OR UNDER SAID LAND**

**ALSO EXCEPTING THEREFROM THE NORTHEASTERLY 160 FEET OF SAID LOT**

**ALSO EXCEPTING THEREFROM THE SOUTHWESTERLY 10 FEET OF SAID LAND DESCRIBED IN THE DEED TO THE COUNTY OF SAN LUIS OBISPO, RECORDED DECEMBER 26, 1962 IN BOOK 1217, PAGE 704 OF OFFICIAL RECORDS IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY**



CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of San Luis Obispo

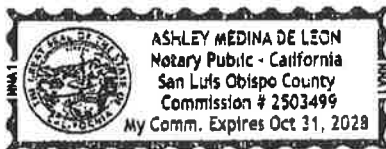
On November 19, 2025 before me, Ashley Medina De Leon, Notary Public,

personally appeared Gregory Dickinson, Jeremy Dickinson,  
Emily Denton, Linda Dickinson  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within Instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature

Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Deed Restriction & Agreement Affecting Real Property

Document Date: \_\_\_\_\_ Number of Pages: 6

Signer(s) Other Than Named Above: \_\_\_\_\_

Capacity(ies) Claimed by Signer(s)

Signer's Name: \_\_\_\_\_

☐ Corporate Officer — Title(s): \_\_\_\_\_  
☐ Partner — ☐ Limited ☐ General  
☐ Individual ☐ Attorney in Fact  
☐ Trustee ☐ Guardian or Conservator  
☐ Other: \_\_\_\_\_

Signer Is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_

☐ Corporate Officer — Title(s): \_\_\_\_\_  
☐ Partner — ☐ Limited ☐ General  
☐ Individual ☐ Attorney in Fact  
☐ Trustee ☐ Guardian or Conservator  
☐ Other: \_\_\_\_\_

Signer Is Representing: \_\_\_\_\_