

TO: BOARD OF DIRECTORS
FROM: MARIO IGLESIAS
GENERAL MANAGER
DATE: SEPTEMBER 9, 2016

AGENDA ITEM
D
SEPTEMBER 14, 2016

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 Administrative Items. Individual items on the Consent Agenda are approved by the same vote that approves the Consent Agenda, unless an item is pulled for separate consideration. The recommendations for each item are noted in bracket. Members of the public may comment on the Consent Agenda items.

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

- D-1) WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE AUGUST 10, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVAL]
- D-3) APPROVE TESCO MAINTENANCE AGREEMENT FOR THE AMOUNT OF \$44,500 FOR SYSTEM CONTROL AND DATA ACQUISITION (SCADA) SYSTEM [RECOMMEND APPROVAL]
- D-4) ACCEPT UTILITY IMPROVEMENTS FOR TRACT 2734 [RECOMMEND APPROVAL]
- D-5) AUTHORIZE STAFF TO SOLICIT BIDS FOR BLACKLAKE WASTEWATER TREATMENT FACILITY REPAIR/RECONSTRUCTION PROJECT [RECOMMEND AUTHORIZE STAFF TO SOLICIT BIDS]

TO: BOARD OF DIRECTOR

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER

FROM: LISA BOGNUDA (LSB)
FINANCE DIRECTOR

DATE: SEPTEMBER 9, 2016

**AGENDA ITEM
D-1
SEPTEMBER 14, 2016**

TOTAL COMPUTER CHECKS
\$.691,547.06

HAND WRITTEN CHECKS

None

VOIDS – 1615

COMPUTER GENERATED CHECKS – SEE ATTACHED



Nipomo Community Services District

Item D-1 Warrants September 14, 2016
By Payment Number

Payment Dates 08/11/2016 - 09/14/2016

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 1571				
American Industrial Supply	Putty knife, channel lock, air h	0297070	08/25/2016	49.99
American Industrial Supply	3/8 x 50' hose reel, 2" ball val	0296834	08/25/2016	496.95
Payment 1571 Total:				<u>546.94</u>
Payment: 1572				
American Water Works - CA-	Water quality lab analyst certi	Maldonado2016	08/25/2016	120.00
Payment 1572 Total:				<u>120.00</u>
Payment: 1573				
AmeriPride	Uniforms	1501695129	08/25/2016	208.68
AmeriPride	Uniforms	1501700247	08/25/2016	191.83
Payment 1573 Total:				<u>400.51</u>
Payment: 1574				
AT&T	Telephone	8443922	08/25/2016	173.52
Payment 1574 Total:				<u>173.52</u>
Payment: 1575				
Brenntag Pacific, Inc.	Sodium Hypochlorite	648598	08/25/2016	1,773.56
Payment 1575 Total:				<u>1,773.56</u>
Payment: 1576				
Burdine Printing	Postage for bills	30773B	08/25/2016	215.76
Burdine Printing	Mail late notices	30773	08/25/2016	85.00
Burdine Printing	Postage for bills	30800B	08/25/2016	814.96
Burdine Printing	Mail bills	30800	08/25/2016	194.59
Payment 1576 Total:				<u>1,310.31</u>
Payment: 1577				
California Water Environment	Collections Grade 2 certificati	Maldonado2016A	08/25/2016	165.00
Payment 1577 Total:				<u>165.00</u>
Payment: 1578				
CalPortland Construction	Class II base	92953240	08/25/2016	332.49
CalPortland Construction	Cold mix	92953239	08/25/2016	1,421.30
Payment 1578 Total:				<u>1,753.79</u>
Payment: 1579				
Charles P. Crowley Company,	Neoprene air control dampen	22781	08/25/2016	453.25
Payment 1579 Total:				<u>453.25</u>
Payment: 1580				
Clever Ducks	Computer expense	22264	08/25/2016	2,535.00
Payment 1580 Total:				<u>2,535.00</u>
Payment: 1581				
Corix Water Products (US) Inc	Wax tape, lug kit	17613023091	08/25/2016	117.99
Corix Water Products (US) Inc	PVC pipe	17613020814	08/25/2016	111.25
Payment 1581 Total:				<u>229.24</u>
Payment: 1582				
Electricraft, Inc.	Service and repair at Quad Ta	9814	08/25/2016	458.35
Payment 1582 Total:				<u>458.35</u>
Payment: 1583				
Engel & Gray, Inc.	Biosolids collection	77440	08/25/2016	8,071.73
Payment 1583 Total:				<u>8,071.73</u>
Payment: 1584				
Everywhere Right Now, Inc	Computer expense	1742	08/25/2016	135.00
Payment 1584 Total:				<u>135.00</u>

Item D-1 Warrants September 14, 2016

Payment Dates: 08/11/2016 - 09/14/2016

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 1585				
Ferguson Enterprises, Inc.	Meter testing	1191835	08/25/2016	1,380.00
Payment 1585 Total:				1,380.00
Payment: 1586				
FGL Environmental	Lab tests	681610	08/25/2016	501.00
FGL Environmental	Lab tests	681609	08/25/2016	649.00
Payment 1586 Total:				1,150.00
Payment: 1587				
Frontier Communications	BL phone	SEPT2016	08/25/2016	58.04
Payment 1587 Total:				58.04
Payment: 1588				
Hach Company	Sensor cap replacement	10043850	08/25/2016	245.89
Hach Company	CHEMKEY	10052249	08/25/2016	2,090.09
Payment 1588 Total:				2,335.98
Payment: 1589				
Integrated Industrial Supply, I	Black latex gloves	40322	08/25/2016	109.65
Payment 1589 Total:				109.65
Payment: 1590				
Mario Iglesias	Cell phone reimbursement	AUG2016	08/25/2016	65.00
Payment 1590 Total:				65.00
Payment: 1591				
Michael Baumgarten	Grade 3 WW exam fee reimb	AUG2016	08/25/2016	350.00
Payment 1591 Total:				350.00
Payment: 1592				
Miner's Ace Hardware	Supplies	JUL2016	08/25/2016	604.18
Payment 1592 Total:				604.18
Payment: 1593				
More Office Solutions	Color/B&W copies	1315197	08/25/2016	106.50
More Office Solutions	Color/B&W copies	1315196	08/25/2016	106.99
Payment 1593 Total:				213.49
Payment: 1594				
NexTraq	GPS subscription	1314541	08/25/2016	399.50
Payment 1594 Total:				399.50
Payment: 1595				
Nipomo Chamber of Commer	Chamber clean-up grant disbu	63243	08/25/2016	1,732.50
Payment 1595 Total:				1,732.50
Payment: 1596				
Nipomo Community Services	SWWTP	JUL2016B	08/25/2016	2,011.35
Nipomo Community Services	BL WWTP	AUG2016C	08/25/2016	472.83
Nipomo Community Services	805 Alta Vista - Domestic	AUG2016B	08/25/2016	61.84
Nipomo Community Services	805 Alta Vista- Irrigation	AUG2016A	08/25/2016	61.84
Payment 1596 Total:				2,607.86
Payment: 1597				
Nu-Tech Pest Management	Rodent control	0121340	08/25/2016	75.00
Nu-Tech Pest Management	Pest control	0121338	08/25/2016	265.00
Payment 1597 Total:				340.00
Payment: 1598				
Office Depot	Office supplies	855620751001	08/25/2016	2.24
Office Depot	Office supplies	855622733001	08/25/2016	325.67
Payment 1598 Total:				327.91
Payment: 1599				
PG&E	Electricity	AUG2016	08/25/2016	59,597.98
Payment 1599 Total:				59,597.98

Item D-1 Warrants September 14, 2016

Payment Dates: 08/11/2016 - 09/14/2016

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 1600				
Quinn Company	Service and repair on generat	WON3-1604	08/25/2016	867.66
				Payment 1600 Total: 867.66
Payment: 1601				
SGS Guadalupe	Calcium ammonium nitrate	780104904	08/25/2016	677.25
				Payment 1601 Total: 677.25
Payment: 1602				
SoCalGas	Heat - shop/office	AUG2016A	08/25/2016	14.30
SoCalGas	Heat - shop/office	AUG2016B	08/25/2016	19.51
				Payment 1602 Total: 33.81
Payment: 1603				
The UPS Store #6031	Package delivery	5995	08/25/2016	113.92
				Payment 1603 Total: 113.92
Payment: 1604				
USA BlueBook	Dechlorination kit, collar lock	030636	08/25/2016	2,618.84
USA BlueBook	Manhole net with pole, dispo	023037	08/25/2016	216.04
				Payment 1604 Total: 2,834.88
Payment: 1605				
Eugene Slattery	Washer rebate	AUG2016	08/25/2016	75.00
				Payment 1605 Total: 75.00
Payment: 1606				
James Bigelow	Washer rebate	AUG2016	08/25/2016	75.00
				Payment 1606 Total: 75.00
Payment: 1607				
Karl Becker	Washer rebate	AUG2016	08/25/2016	75.00
				Payment 1607 Total: 75.00
Payment: 1608				
Katherine Guthrie	Washer rebate	AUG2016	08/25/2016	75.00
				Payment 1608 Total: 75.00
Payment: 1609				
Ken Draper	Washer rebate	AUG2016	08/25/2016	75.00
				Payment 1609 Total: 75.00
Payment: 1610				
Marcy Maretti	Washer rebate	AUG2016	08/25/2016	75.00
				Payment 1610 Total: 75.00
Payment: 1611				
Olga and Paul Williams	Washer rebate	AUG2016	08/25/2016	75.00
				Payment 1611 Total: 75.00
Payment: 1612				
Tim Stevens	Washer rebate	AUG2016	08/25/2016	75.00
				Payment 1612 Total: 75.00
Payment: 1613				
Timothy Martin	Washer rebate	AUG2016	08/25/2016	75.00
				Payment 1613 Total: 75.00
Payment: 1614				
William and Rhonda Drake	Washer rebate	AUG2016	08/25/2016	75.00
				Payment 1614 Total: 75.00
Payment: 1616				
SLO County Sheriff	Earnings Withholding Order	INV0001453	08/26/2016	308.64
				Payment 1616 Total: 308.64
Payment: 1620				
SLO County Sheriff	Earnings Withholding Order	INV0001594	09/09/2016	308.64
				Payment 1620 Total: 308.64

Item D-1 Warrants September 14, 2016

Payment Dates: 08/11/2016 - 09/14/2016

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 1621				
1st Enterprise Bank	Retention payment #4	4	09/14/2016	22,527.00
Payment 1621 Total:				<u>22,527.00</u>
Payment: 1622				
Abalone Coast Analytical, Inc.	Lab tests	2915	09/14/2016	5,444.60
Payment 1622 Total:				<u>5,444.60</u>
Payment: 1623				
Advantage Answering Plus, In	Answering service	741409012016	09/14/2016	130.86
Payment 1623 Total:				<u>130.86</u>
Payment: 1624				
Alexander's Contract Services,	Meter reading	201608290871	09/14/2016	3,440.80
Payment 1624 Total:				<u>3,440.80</u>
Payment: 1625				
AmeriPride	Uniforms	1501705290	09/14/2016	213.68
AmeriPride	Uniforms	INV0001640	09/14/2016	213.96
Payment 1625 Total:				<u>427.64</u>
Payment: 1626				
AT&T	Telephone	8503430	09/14/2016	0.97
AT&T	Telephone	8503428	09/14/2016	28.69
AT&T	Telephone	8503429	09/14/2016	157.41
Payment 1626 Total:				<u>187.07</u>
Payment: 1627				
BC Pump Sales & Service, Inc.	Gaskets for pump at Juniper	30931	09/14/2016	275.61
Payment 1627 Total:				<u>275.61</u>
Payment: 1628				
Brenntag Pacific, Inc.	Ammonium sulfate	654343	09/14/2016	4,052.35
Brenntag Pacific, Inc.	Sodium hypochlorite	653011	09/14/2016	857.45
Payment 1628 Total:				<u>4,909.80</u>
Payment: 1629				
Brisco's True Value Hardware	Supplies	165425	09/14/2016	84.24
Payment 1629 Total:				<u>84.24</u>
Payment: 1630				
Burdine Printing	Mail late notices	31035A	09/14/2016	79.04
Burdine Printing	Postage for bills	31035B	09/14/2016	94.86
Payment 1630 Total:				<u>173.90</u>
Payment: 1631				
Cal-Coast Machinery, Inc.	Repair and maintenance for tr	341818	09/14/2016	337.64
Payment 1631 Total:				<u>337.64</u>
Payment: 1632				
California Electric Supply	PVC shielded wiring	7826-661398	09/14/2016	318.21
Payment 1632 Total:				<u>318.21</u>
Payment: 1633				
CalPERS	Quarterly OPEB contribution	SEPT2016	09/14/2016	21,842.50
Payment 1633 Total:				<u>21,842.50</u>
Payment: 1634				
Charter Communications	Internet - Shop and/or Office	SEPT2016A	09/14/2016	225.00
Charter Communications	Internet - Shop and/or Office	SEPT2016B	09/14/2016	225.00
Payment 1634 Total:				<u>450.00</u>
Payment: 1635				
Corix Water Products (US) Inc	Ball valve curb stop, adapters,	17613023486	09/14/2016	558.41
Corix Water Products (US) Inc	Coupling, PVC pipe, tools	17613024274	09/14/2016	840.70
Corix Water Products (US) Inc	Adapter, reducer, gaskets, wir	17613022276	09/14/2016	949.81
Payment 1635 Total:				<u>2,348.92</u>

Item D-1 Warrants September 14, 2016

Payment Dates: 08/11/2016 - 09/14/2016

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 1636				
Crystal Springs	Distilled water	Aug2016	09/14/2016	22.55
				22.55
Payment 1636 Total:				22.55
Payment: 1637				
Ferguson Enterprises, Inc.	Compression couplings	3685786	09/14/2016	343.51
				343.51
Payment 1637 Total:				343.51
Payment: 1638				
FGL Environmental	Lab tests	681813	09/14/2016	476.00
FGL Environmental	Lab tests	681818	09/14/2016	519.00
				995.00
Payment 1638 Total:				995.00
Payment: 1639				
GLM Landscape Management	Landscape maintenance	Aug2016	09/14/2016	360.00
				360.00
Payment 1639 Total:				360.00
Payment: 1640				
Great Western Alarm and Co	Alarm monitoring service	160800640101	09/14/2016	35.00
Great Western Alarm and Co	Alarm monitoring service	160802107101	09/14/2016	67.00
Great Western Alarm and Co	Alarm monitoring service	160802062101	09/14/2016	67.00
				169.00
Payment 1640 Total:				169.00
Payment: 1641				
Halliday Products, Inc.	Replacement spring set, sprin	43619	09/14/2016	858.92
				858.92
Payment 1641 Total:				858.92
Payment: 1642				
Home Depot Credit Services D	Tools and supplies	1040958	09/14/2016	221.35
				221.35
Payment 1642 Total:				221.35
Payment: 1643				
Landmark Landscape Compan	Landscape Maintenance Distri	INV0001653	09/14/2016	550.00
				550.00
Payment 1643 Total:				550.00
Payment: 1644				
Lee Central Coast Newspaper	Public notice, conservation ad	AUG2016	09/14/2016	926.25
				926.25
Payment 1644 Total:				926.25
Payment: 1645				
M&M Backflow and Meter M	Meter testing	217	09/14/2016	40.00
				40.00
Payment 1645 Total:				40.00
Payment: 1646				
Michael Baumgarten	Certification renewal reimbur	SEPT2016B	09/14/2016	83.00
Michael Baumgarten	Review class travel & meals re	SEPT2016A	09/14/2016	962.52
				1,045.52
Payment 1646 Total:				1,045.52
Payment: 1647				
Miner's Ace Hardware	Supplies	Aug2016	09/14/2016	751.84
				751.84
Payment 1647 Total:				751.84
Payment: 1648				
MNS Engineers, Inc.	Supplemental Water Project	67359-R1	09/14/2016	49,784.39
MNS Engineers, Inc.	Supplemental Water Project	67358-R1	09/14/2016	4,114.31
				53,898.70
Payment 1648 Total:				53,898.70
Payment: 1649				
Newton Geo-Hydrology Cons	Litigation Support	AUG2016	09/14/2016	8,371.98
				8,371.98
Payment 1649 Total:				8,371.98
Payment: 1650				
Nipomo Chamber of Commer	Chamber clean-up grant disbu	1608	09/14/2016	165.00
				165.00
Payment 1650 Total:				165.00
Payment: 1651				
Office Depot	Office supplies	860952026001	09/14/2016	11.00
Office Depot	Office supplies	860947479001	09/14/2016	80.57
				91.57
Payment 1651 Total:				91.57

Item D-1 Warrants September 14, 2016

Payment Dates: 08/11/2016 - 09/14/2016

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 1652				
Pacific Hydrotech Corporation	Progress payment #4	4	09/14/2016	428,013.00
Payment 1652 Total:				428,013.00
Payment: 1653				
Poor Richard's Press	Newsletter	272501A	09/14/2016	1,224.61
Poor Richard's Press	Postage for newsletter	272501B	09/14/2016	1,144.19
Payment 1653 Total:				2,368.80
Payment: 1654				
Precision Janitorial	Janitorial services	275	09/14/2016	700.00
Payment 1654 Total:				700.00
Payment: 1655				
Quinn Company	Cement	V9090301	09/14/2016	178.62
Quinn Company	Cement	V9097201	09/14/2016	168.87
Quinn Company	Hydrant wrench, signs	PC910-40751	09/14/2016	61.44
Payment 1655 Total:				408.93
Payment: 1656				
Richards, Watson & Gershon	Water rights adjudication	208033	09/14/2016	3,665.40
Payment 1656 Total:				3,665.40
Payment: 1657				
Shipsey & Seitz, Inc.	Legal services through 07-31-	JUL2016	09/14/2016	12,301.50
Payment 1657 Total:				12,301.50
Payment: 1658				
Special District Financing & A	Assess. Dist 93-1	13305	09/14/2016	1,500.00
Payment 1658 Total:				1,500.00
Payment: 1659				
Special District Risk Managem	Workers' Compensation Progr	54347	09/14/2016	2,547.97
Payment 1659 Total:				2,547.97
Payment: 1660				
Spiess Construction - Raboba	Retention payment #25	25	09/14/2016	98.01
Payment 1660 Total:				98.01
Payment: 1661				
Spiess Construction Co.	Progress payment #25	25	09/14/2016	1,862.16
Payment 1661 Total:				1,862.16
Payment: 1662				
Tyler Technologies, Inc.	Software add-on annual main	025-165412	09/14/2016	975.00
Payment 1662 Total:				975.00
Payment: 1663				
Tyler Voelker	Travel reimbursement - D3 re	SEPT2016	09/14/2016	416.32
Payment 1663 Total:				416.32
Payment: 1664				
US Bank National Association	Travel and meals	AUG2016A	09/14/2016	285.36
US Bank National Association	Pre-stamped envelopes	AUG2016B	09/14/2016	1,614.75
US Bank National Association	Public notice	AUG2016C	09/14/2016	51.49
US Bank National Association	Training materials	AUG2016D	09/14/2016	218.35
Payment 1664 Total:				2,169.95
Payment: 1665				
USA BlueBook	Motor service kit, gear case s	045397	09/14/2016	1,034.95
Payment 1665 Total:				1,034.95
Payment: 1666				
Verizon Wireless	Cell service	9770847993	09/14/2016	581.62
Payment 1666 Total:				581.62
Payment: 1667				
Wallace Group	FOG control program	42031	09/14/2016	2,003.77
Payment 1667 Total:				2,003.77

Item D-1 Warrants September 14, 2016**Payment Dates: 08/11/2016 - 09/14/2016**

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 1668				
Waste Connections	Waste collection - Office	5375036	09/14/2016	40.18
Waste Connections	Waste Collection - Southland	Sept2016	09/14/2016	185.06
Waste Connections	Waste collection - Olde Town	5376151	09/14/2016	213.08
Payment 1668 Total:				<u>438.32</u>
Payment: 1669				
Xylem Water Solutions USA, I	Bracket for cast iron/ductile ir	3556917964	09/14/2016	3,075.57
Payment 1669 Total:				<u>3,075.57</u>
Payment: 1670				
Your People Professionals	Employment agency deposit	SEPT2016	09/14/2016	1,750.00
Payment 1670 Total:				<u>1,750.00</u>

TO: BOARD OF DIRECTORS
FROM: MARIO IGLESIAS
GENERAL MANAGER
DATE: SEPTEMBER 9, 2016

MIG

**AGENDA ITEM
D-2
SEPTEMBER 14, 2016**

**APPROVE AUGUST 10, 2016
REGULAR BOARD MEETING MINUTES**

ITEM

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

BACKGROUND

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

RECOMMENDATION

Approve Minutes

ATTACHMENT

- A. August 10, 2016 draft Regular Board Meeting Minutes

September 14, 2016

ITEM D-2

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community Since 1965

DRAFT REGULAR MINUTES

AUGUST 10, 2016 AT 9:00 A.M.

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

BOARD of DIRECTORS

CRAIG ARMSTRONG, **PRESIDENT**
DAN ALLEN GADDIS, **VICE PRESIDENT**
BOB BLAIR, **DIRECTOR**
ED EBY, **DIRECTOR**
DAN WOODSON, **DIRECTOR**

PRINCIPAL STAFF

MARIO IGLESIAS, **GENERAL MANAGER**
LISA BOGNUDA, **FINANCE DIRECTOR**
MICHAEL W. SEITZ, **GENERAL COUNSEL**
PETER SEVCIK, **DIRECTOR OF ENG. & OPS.**
JESSICA MATSON, **BOARD CLERK**

Mission Statement: The Nipomo Community Services District's mission is to provide its customers with reliable, quality, and cost-effective services now and in the future.
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00:00:00 A. CALL TO ORDER AND FLAG SALUTE

President Armstrong called the Regular Meeting of August 10, 2016 to order at 9:00 a.m. and led the flag salute.

00:00:34 B. ROLL CALL AND PUBLIC COMMENT FOR ITEMS NOT ON AGENDA

At Roll Call, all Directors were present.

There were no public comments.

C. PRESENTATIONS AND REPORTS

00:01:03 C-1) DIRECTOR OF ENGINEERING AND OPERATIONS SUMMARY OF ACTIVITIES – JOSHUA ROAD PUMP STATION CONSTRUCTION

Peter Sevcik, Director of Engineering and Operations, reviewed the report as presented in the Board Packet. Mr. Sevcik answered questions from the Board.

There were no public comments.

00:07:40 C-2) DIRECTORS' ANNOUNCEMENTS OF DISTRICT & COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES, AND SEMINARS.

Receive Announcements and Reports from Directors

Director Eby

- ◇ *Announced there would not be a Local Area Formation Commission (LAFCO) meeting this month.*

Director Blair

- ◇ *July 28, Attended the Nipomo Chamber of Commerce luncheon where they heard a presentation by Rochelle Becker regarding the Diablo closure.*
- ◇ *Asked if the District is working with the Northern Cities Management Area (NCMA) group regarding desalination options. Mario Iglesias, General Manager, will follow up with the NCMA group.*

C-3) RECEIVE PUBLIC COMMENT ON PRESENTATIONS AND REPORTS PRESENTED UNDER ITEM C AND BY MOTION RECEIVE and FILE PRESENTATIONS AND REPORTS

There were no public comments.

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
REGULAR MEETING
MINUTES

Upon the motion of Director Ed Eby and seconded, the Board unanimously approved to receive and file the presentations and reports as submitted.
Vote 5-0.

YES VOTES	NO VOTES	ABSENT
Directors Eby, Woodson, Blair, Gaddis, and Armstrong	None	None

00:12:29 President Armstrong took public comment.

The following members of the public spoke:

Christine Linne, NCSO Customer, distributed a letter to the Board (available for review at the District office) and commented on leak adjustment and current payment arrangement with the District. Director Armstrong directed staff to follow-up with Ms. Linne.

00:14:40 D. CONSENT AGENDA

D-1) WARRANTS

D-2) APPROVE MINUTES OF PREVIOUS BOARD MEETINGS

- JULY 27, 2016 REGULAR MEETING

D-3) APPROVE PURCHASE OF SEWER BYPASS PUMP

Director Eby requested clarification on Item D-3. Peter Sevcik, Director of Engineering and Operations, responded.

Directors Gaddis and Eby requested clarification on warrants. Mario Iglesias, General Manager, and Mr. Sevcik, responded.

There were no public comments.

Upon the motion of Director Ed Eby and seconded, the Board unanimously approved the Consent Items.
Vote 5-0.

YES VOTES	NO VOTES	ABSENT
Directors Eby, Gaddis, Woodson, Blair, and Armstrong	None	None

RESOLUTION NO. 2016-1422
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT AUTHORIZING PURCHASE OF SEWER BYPASS PUMP FROM XYLEM DEWATERING SOLUTIONS, INC. IN THE AMOUNT OF \$43,799

E. ADMINISTRATIVE ITEMS

00:19:37 E-1) CONFIRM CONFLICT OF INTEREST CODE

Mario Iglesias, General Manager, reviewed the report as presented in the Board Packet.

Mike Seitz, District Legal Counsel, commented on the Fair Political Practices Commission's (FPPC) standards.

There were no public comments.

SUBJECT TO BOARD APPROVAL

*Upon the motion of Director Dan Allen Gaddis and seconded, the Board unanimously adopted the Resolution.
 Vote 5-0.*

YES VOTES	NO VOTES	ABSENT
Directors Gaddis, Eby, Blair, Woodson, and Armstrong	None	None

**RESOLUTION NO. 2016-1423
 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT
 VERIFYING ITS BIENNIAL REVIEW AND RE-ADOPTION OF ITS CONFLICT OF INTEREST CODE**

00:21:33

F. GENERAL MANAGER’S REPORT

Mario Iglesias, General Manager, reviewed the report and tables as presented in the Board packet.

The Board discussed the Supplemental Water Project and capacity of the system. Mr. Iglesias and Peter Sevcik, Director of Engineering and Operations, answered questions from the Board.

There were no public comments.

G. COMMITTEE REPORTS

None.

00:43:50

H. DIRECTORS’ REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

None.

00:43:57

I. CLOSED SESSION ANNOUNCEMENTS

1. CONFERENCE WITH DISTRICT LEGAL COUNSEL RE: PENDING LITIGATION PURSUANT TO GC §54956.9
 - a) SMVWCD VS. NCSO (SANTA CLARA COUNTY CASE NO. CV 770214, SIXTH APPELLATE COURT CASE NO. H032750 AND ALL CONSOLIDATED CASES).
2. 6-MONTH PERFORMANCE REVIEW OF DISTRICT GENERAL MANAGER PURSUANT TO GOVERNMENT CODE SECTION 54957

J. PUBLIC COMMENT ON CLOSED SESSION ITEMS

There were no public comments.

K. ADJOURN TO CLOSED SESSION

President Armstrong adjourned to closed session at 9:45 a.m.

L. OPEN SESSION
 ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION

The Board came back into Open Session at 10:22 a.m.

Nipomo Community Services District
REGULAR MEETING
MINUTES

Mike Seitz, District Legal Counsel, announced that the Board discussed Item 1.1(a), heard a report, but took no reportable action.

Mr. Seitz also reported that the Board discussed Item 2, gave direction, but took no reportable action.

ADJOURN

President Armstrong adjourned the meeting at 10:23 a.m.

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	46 minutes
Closed Session	37 minutes
TOTAL HOURS	1 hour 23 minutes

Respectfully submitted,

Mario Iglesias, General Manager and Secretary to the Board

Date

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER

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

DATE: SEPTEMBER 7, 2016

**AGENDA ITEM
D-3
SEPTEMBER 14, 2016**

**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 with Tesco Controls, Inc. in the amount of \$44,500 [RECOMMEND BY MOTION AND ROLL CALL VOTE APPROVE RESOLUTION AUTHORIZING STAFF TO EXECUTE TASK ORDER IN THE AMOUNT OF \$44,500 WITH TESCO CONTROLS, INC.].

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 has added the upgraded Southland Wastewater Treatment Facility (WWTF) to the SCADA system as well as the Supplemental Water Project facilities including the Joshua Road Pump Station, the Blosser Road Flow Meter Station, and the Santa Maria Vista Way Pressure Reducing Station.

With the completion of Phase 1 of the Supplemental Water Project, the District is now ready to transition out of the SCADA development mode and into a maintenance mode. 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. Tesco programmed and supported the District's SCADA system through construction of the Southland WWTF and Supplemental Water Project Phase 1. 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 SCADA system. Tesco submitted a proposal to provide SCADA system preventive maintenance services for a not to exceed amount of \$24,500. In addition, staff seeks Board approval for Tesco to provide additional services as identified by the

preventive maintenance inspections and as authorized by the District for a not to exceed amount of \$20,000. The total proposed contract amount is \$44,500.

FISCAL IMPACT

Funding for SCADA system maintenance and support is available in the FY 2016-2017 Water, Town Sewer and Blacklake 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.

RECOMMENDATION

Staff recommends that the Board, by motion and roll call vote, approve Resolution 2016-XXXX SCADA System Maintenance, authorizing staff to execute a Task Order for the SCADA System Maintenance and Support with Tesco Controls, Inc. in the amount of \$44,500.

ATTACHMENTS

- A. Resolution 2016-XXXX SCADA System Maintenance

September 14, 2016

ITEM D-3

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2016-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT
AUTHORIZING A TASK ORDER FOR SUPERVISORY CONTROL AND DATA ACQUISITION SYSTEM
MAINTENANCE AND SUPPORT WITH TESCO CONTROLS INC.**

WHEREAS, Tesco Controls, Inc. was previously selected by the District to provide SCADA integration services for the SCADA System Upgrade Project and completed the implementation of the SCADA System Upgrade Project; and

WHEREAS, the District selected Tesco Controls, Inc. to provide SCADA integration services for the Southland WWTF Phase 1 Improvement Project and Supplemental Water Project Phase 1 to maintain the integrity of the District's SCADA system; and

WHEREAS, the District needs on-going SCADA maintenance and support services to maintain system reliability; and

WHEREAS, all process control and instrumentation system maintenance and support work should be completed by single integrator in order to maintain the integrity of the District's SCADA System, minimize the potential for multiple system integrators simultaneously working on the District's SCADA System, and minimize the coordination risk/expense to the District; and

WHEREAS, District Purchasing Policy Resolution 2010-1201 provides for the procurement of professional services through non-competitive negotiations in limited situations; and

WHEREAS, Tesco Controls, Inc. is qualified pursuant to Section 8.4.30 of the District's Purchasing Policy, the cost of the services is reasonable, and Tesco Controls, Inc. is uniquely knowledgeable and qualified because similar/related services have been previously provided to the District.

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

- 1) The District Board of Directors does hereby direct District staff to execute a Task Order for the SCADA Maintenance and Support Services with Tesco Controls, Inc. in the amount of \$44,500.
- 2) The above recitals are true and correct and constitute findings for the exclusive use of the Tesco Controls, Inc. to provide professional services for SCADA system maintenance and support.

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

AYES:
NOES:
ABSENT:
CONFLICTS:

The foregoing resolution is hereby adopted this 14th day of September 2016.

CRAIG ARMSTRONG
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

MARIO IGLESIAS
General Manager and Secretary to the Board

MICHAEL W. SEITZ
District Legal Counsel

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER

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

DATE: SEPTEMBER 9, 2016

AGENDA ITEM
D-4
SEPTEMBER 14, 2016

ACCEPT OFFER OF WATER AND SEWER IMPROVEMENTS AND EASEMENTS FOR TRACT 2734

ITEM

Accept offer of water and sewer improvements and easements for Tract 2734, a 6 single family unit development on Pomeroy Road in Nipomo [RECOMMEND ADOPT RESOLUTION ACCEPTING OFFER OF IMPROVEMENTS AND EASEMENTS].

BACKGROUND

Upon completion of a developer's project, the District accepts improvements for the project after all requirements have been met. Cheryl DeBlauw, the developer of Tract 2734, a 6 single family unit development on Pomeroy Road, has met the District's standard conditions:

- Installed water and sewer improvements that are to be dedicated to the District
- Paid associated capacity charges
- Provided an Offer of Dedication
- Provided required easements
- Provided project as-built drawings
- Provided Engineer's certification

Regarding the Plan Check and Inspection Fees, the developer may owe the District for inspection and other costs which have yet to be billed by the District. Historically, the District has recovered these costs after the Board accepts the project as part of staff's project close out procedure. Staff will not physically set water meters until all of these costs are paid.

FISCAL IMPACT

The developer paid a District Capacity Fee Deposit in the amount of \$112,110 for the project in 2012. Based on the District's current capacity charge schedule, a refund in the amount of \$43,926 is due to the developer. The project's plan check and inspection account has a negative balance of approximately \$1960.

RECOMMENDATION

By motion and roll call vote, adopt Resolution accepting Tract 2734 improvements and easements.

ATTACHMENTS

- A. Resolution 2016-XXXX Accept Tract 2734

September 14, 2016

ITEM D-4

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2016-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NIPOMO COMMUNITY SERVICES DISTRICT
ACCEPTING WATER AND SEWER IMPROVEMENTS AND EASEMENTS FOR TRACT 2734**

WHEREAS, the District approved the construction plans on September 30, 2008, for the water and sewer improvements to be constructed to serve Tract 2734; and

WHEREAS, the water and sewer improvements have been constructed and said improvements are complete and certified by the Owners' Engineer; and

WHEREAS, on July 29, 2016, Cheryl DeBlauw (herein the "Owner") offered the water and sewer improvements to the Nipomo Community Services District; and

WHEREAS, this District has accepted such offer without obligation except as required by law; and

WHEREAS, all water capacity fees for service, required in conformance with District ordinances, have been paid for Tract 2734; and

WHEREAS, as a condition of District water service, Owner has offered to the District deed restriction for Tract 2734 that prohibits the use of existing well within project and acknowledges that the water main providing service to the project is not looped (EXHIBIT A); and

WHEREAS, Owner has offered to the District water pipeline easements for Tract 2734 (EXHIBITS B and C respectively).

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

1. That the water and sewer improvements to serve Tract 2734 in Nipomo are accepted by the District.
2. That the attached deed restriction is hereby accepted and staff is ordered to record the attached deed restriction (Exhibit A).
3. That the attached water pipeline easements are hereby accepted and staff is ordered to record the attached easements (EXHIBITS B and C respectively).
4. That staff is authorized to set water meters to serve the project once all legal costs and the Plan Check and Inspection Agreement costs have been paid by the Owner.

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 14th day of September 2016.

CRAIG AMSTRONG
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

MARIO IGLESIAS
General Manager and Secretary to the Board

MICHAEL W. SEITZ
District Legal Counsel

T:\BOARD MATTERS\RESOLUTIONS\RESOLUTIONS 2016\2016-XXXX ACCEPT TRACT 2734.DOCX

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER

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

DATE: SEPTEMBER 7, 2016

**AGENDA ITEM
D-5
SEPTEMBER 14, 2016**

**BLACKLAKE WASTEWATER RECLAMATION FACILITY
HEADWORKS REHABILITATION PROJECT
AUTHORIZATION TO BID**

ITEM

Authorize staff to advertise Blacklake Wastewater Reclamation Facility Headworks Rehabilitation Project [RECOMMEND AUTHORIZE STAFF TO ADVERTISE PROJECT FOR BIDS].

BACKGROUND

The Blacklake Wastewater Collection, Treatment and Reclamation system was initially constructed in 1984 and expanded thereafter by private developers to serve the Black Lake Specific Plan Area. The system was initially operated by the County of San Luis Obispo. The District annexed the Black Lake Specific Plan Area and assumed operation of the sewer system in 1993. Today the system includes the treatment and reclamation facility, approximately 7-miles of collection piping and three sewer lift-stations. The treated plant effluent is delivered to the golf course for blending and irrigation.

Due to the age of the system, the need for some repairs has been identified. One of the high priority areas is the headworks of the treatment facility. The required work includes repairing and recoating of concrete channels; installing new safety rails, chains and gates; replacing stop plates with slide gates; recoating piping; and rehabilitating the influent manhole (concrete repair, coating, and replace rim and cover).

The plans and specifications for the project are being finalized. In accordance with the District's Purchasing Policy, staff needs Board approval to solicit bids for the project. Staff expects to return to your Board with a recommendation for contract award in November 2016.

Regarding compliance with the California Environmental Quality Act (CEQA), the project involves the modification of existing facilities with no capacity increase and is categorically exempt. Staff will file a CEQA Notice of Exemption for the project.

FISCAL IMPACT

The estimated construction cost is \$150,000. Funding for the project is available in the FY 2016-2017 budget.

STRATEGIC PLAN

Goal 2. FACILITIES THAT ARE RELIABLE, ENVIRONMENTALLY SENSIBLE AND EFFICIENT. Plan, provide for and maintain District facilities and other physical assets to achieve reliable, environmentally sensible, and efficient District operations.

RECOMMENDATION

Staff recommends that the Board, by motion and roll call vote, authorize staff to solicit bids for the Blacklake Wastewater Reclamation Facility Headworks Rehabilitation Project.

ATTACHMENTS

None.