

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER

DATE: OCTOBER 20, 2016

AGENDA ITEM

D

OCTOBER 26, 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 SEPTEMBER 28, REGULAR BOARD MEETING MINUTES
[RECOMMEND APPROVAL]
- D-3) REVIEW INVESTMENT POLICY THIRD QUARTER REPORT [RECOMMEND
ACCEPT]
- D-4) AUTHORIZE STAFF TO CIRCULATE REQUEST FOR PROPOSAL FOR NIPOMO
PALMS LIFT STATION REHABILITATION PROJECT [RECOMMEND AUTHORIZE
STAFF TO CIRCULATE REQUEST FOR NIPOMO PALMS LIFT STATION
REHABILITATION PROJECT]

TO: BOARD OF DIRECTOR

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER

FROM: LISA BOGNUDA
FINANCE DIRECTOR

DATE: OCTOBER 21, 2016

AGENDA ITEM
D-1
OCTOBER 26, 2016

TOTAL COMPUTER CHECKS
\$832,426.93

HAND WRITTEN CHECKS

None

VOIDS – NONE

COMPUTER GENERATED CHECKS – SEE ATTACHED



Nipomo Community Services District

Item D-1 Warrants October 26, 2016
By Payment Number

Payment Dates 10/10/2016 - 10/26/2016

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 1725				
Abalone Coast Analytical, Inc.	Lab tests	2941	10/10/2016	5,357.85
				Payment 1725 Total: 5,357.85
Payment: 1726				
Advantage Answering Plus, In	Answering service	741410012016	10/10/2016	170.02
				Payment 1726 Total: 170.02
Payment: 1727				
Alexander's Contract Services,	Meter reading	201609280872	10/10/2016	2,520.29
				Payment 1727 Total: 2,520.29
Payment: 1728				
American Industrial Supply	Pipe tap, S&D bit	0298503	10/10/2016	84.42
American Industrial Supply	Rapid tap, air tool oil	0298504	10/10/2016	24.70
				Payment 1728 Total: 109.12
Payment: 1729				
AmeriPride	Uniforms	1501735789	10/10/2016	213.33
AmeriPride	Uniforms	1501730767	10/10/2016	212.21
				Payment 1729 Total: 425.54
Payment: 1730				
ASAP Reprographics	BL WRF bid documents	181078	10/10/2016	79.83
				Payment 1730 Total: 79.83
Payment: 1731				
AT&T	Telephone	8636169	10/10/2016	26.72
AT&T	Telephone	8636171	10/10/2016	419.85
AT&T	Telephone	8636170	10/10/2016	159.47
				Payment 1731 Total: 606.04
Payment: 1732				
Big Brand Tire & Service	Vehicle repair/maintenance	262470	10/10/2016	696.39
				Payment 1732 Total: 696.39
Payment: 1733				
Brenntag Pacific, Inc.	Sodium hypochlorite	664051	10/10/2016	697.44
				Payment 1733 Total: 697.44
Payment: 1734				
Burdine Printing	Utility and Late notice billing	31122	10/10/2016	1,657.47
Burdine Printing	Bill stuffers	31223	10/10/2016	368.04
				Payment 1734 Total: 2,025.51
Payment: 1735				
C&S Industrial Coatings	Epoxy, cure, polyurethane	6944	10/10/2016	934.19
				Payment 1735 Total: 934.19
Payment: 1736				
Cal-Coast Machinery, Inc.	Lock nut, bushings, cap screw	351207	10/10/2016	18.78
				Payment 1736 Total: 18.78
Payment: 1737				
California Electric Supply	Fuses	7826-666201	10/10/2016	114.15
California Electric Supply	Axial fan	7826-663871	10/10/2016	69.97
				Payment 1737 Total: 184.12
Payment: 1738				
California Rural Water Associa	Water treatment cert review - Brewer2016		10/10/2016	250.00
				Payment 1738 Total: 250.00

Item D-1 Warrants October 26, 2016

Payment Dates: 10/10/2016 - 10/26/2016

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 1739				
Calleja, Derek	Wastewater Grade 2 cert	Calleja2016	10/10/2016	230.00
				Payment 1739 Total:
				<u>230.00</u>
Payment: 1740				
Carquest Auto Parts	Vehicle repair/maintenance	875145	10/10/2016	36.01
				Payment 1740 Total:
				<u>36.01</u>
Payment: 1741				
Charter Communications	Internet - Shop and/or Office	OCT2016A	10/10/2016	225.00
Charter Communications	Internet - Shop and/or Office	OCT2016B	10/10/2016	225.00
				Payment 1741 Total:
				<u>450.00</u>
Payment: 1742				
Clever Ducks	Computer monitor	22432	10/10/2016	342.96
				Payment 1742 Total:
				<u>342.96</u>
Payment: 1743				
Coastal Rolloff	Roll-off bin - Creek Day	5416247	10/10/2016	267.65
				Payment 1743 Total:
				<u>267.65</u>
Payment: 1744				
Corix Water Products (US) Inc	Steel coupling	17613028104	10/10/2016	82.27
				Payment 1744 Total:
				<u>82.27</u>
Payment: 1745				
Crystal Springs	Distilled water	SEPT2016	10/10/2016	7.55
				Payment 1745 Total:
				<u>7.55</u>
Payment: 1746				
Farm Supply Company	Copper sulfate	38767	10/10/2016	2,313.84
Farm Supply Company	Cat litter	38765	10/10/2016	64.90
				Payment 1746 Total:
				<u>2,378.74</u>
Payment: 1747				
FGL Environmental	Lab tests	682699	10/10/2016	501.00
FGL Environmental	Lab tests	682697	10/10/2016	335.00
				Payment 1747 Total:
				<u>836.00</u>
Payment: 1748				
Frontier Communications	BL phone	OCT2016	10/10/2016	53.03
				Payment 1748 Total:
				<u>53.03</u>
Payment: 1749				
GLM Landscape Management	Landscape maintenance	SEPT2016	10/10/2016	360.00
				Payment 1749 Total:
				<u>360.00</u>
Payment: 1750				
Great Western Alarm and Co	Alarm monitoring service	1609006410101	10/10/2016	35.00
Great Western Alarm and Co	Alarm monitoring service	160902062101	10/10/2016	67.00
Great Western Alarm and Co	Alarm monitoring service	160902107101	10/10/2016	67.00
				Payment 1750 Total:
				<u>169.00</u>
Payment: 1751				
Hach Company	CHEMKEYS	10119517	10/10/2016	1,477.34
Hach Company	CHEMKEYS	10119520	10/10/2016	1,879.12
Hach Company	CHEMKEYS	10119518	10/10/2016	2,090.09
				Payment 1751 Total:
				<u>5,446.55</u>
Payment: 1752				
Hayes Advanced Design	Repair and maintenance - Via	SEPT2016	10/10/2016	4,859.00
				Payment 1752 Total:
				<u>4,859.00</u>
Payment: 1753				
Heacock Trailers & Truck Acce	Lightbulbs	INV0001872	10/10/2016	53.04
				Payment 1753 Total:
				<u>53.04</u>
Payment: 1754				
Home Depot Credit Services D	Mortar mix, storage shed	2191591	10/10/2016	617.64
				Payment 1754 Total:
				<u>617.64</u>

Item D-1 Warrants October 26, 2016

Payment Dates: 10/10/2016 - 10/26/2016

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 1755				
Integrated Industrial Supply, I	Stainless steel hose clamps, di	41364	10/10/2016	158.41
Integrated Industrial Supply, I	Blood clotter aerosol can	41209	10/10/2016	26.57
Payment 1755 Total:				184.98
Payment: 1756				
J.B. Dewar, Inc.	Well pump oil	309552	10/10/2016	248.71
J.B. Dewar, Inc.	Gear lubricant	149110	10/10/2016	220.40
Payment 1756 Total:				469.11
Payment: 1757				
Landmark Landscape Compan	Landscape Maintenance	68386	10/10/2016	550.00
Payment 1757 Total:				550.00
Payment: 1758				
Lee Central Coast Newspaper	Public notice - Blacklake Head	SEPT2016A	10/10/2016	762.68
Lee Central Coast Newspaper	Creek Day/Cleanup Week ads	SEPT2016C	10/10/2016	1,445.00
Lee Central Coast Newspaper	Conservation ads	SEPT2016B	10/10/2016	375.00
Payment 1758 Total:				2,582.68
Payment: 1759				
Mullahey Ford	Vehicle repair/maintenance	53379	10/10/2016	83.65
Payment 1759 Total:				83.65
Payment: 1760				
NexTraq	GPS subscription	1321036	10/10/2016	399.50
Payment 1760 Total:				399.50
Payment: 1761				
Nipomo Chamber of Commer	Chamber cleanup grant disbu	1609	10/10/2016	165.00
Payment 1761 Total:				165.00
Payment: 1762				
Office Depot	Office supplies	866532099001	10/10/2016	5.58
Office Depot	Office supplies	866531218001	10/10/2016	265.47
Office Depot	Office supplies	866532100001	10/10/2016	3.27
Office Depot	Office supplies	860947479002	10/10/2016	45.90
Payment 1762 Total:				320.22
Payment: 1763				
Perry's Electric Motors & Cont	Exxon Polyrex tubes	19822	10/10/2016	22.68
Payment 1763 Total:				22.68
Payment: 1764				
Precision Janitorial	Janitorial services	276	10/10/2016	700.00
Payment 1764 Total:				700.00
Payment: 1765				
Rodriguez, Rigo	Boot Reimbursement	SEPT2016	10/10/2016	150.00
Payment 1765 Total:				150.00
Payment: 1766				
SLO County Clerk-Recorder	Release of lien	SEPT2016	10/10/2016	22.00
Payment 1766 Total:				22.00
Payment: 1767				
Terminix Commercial	Pest control	358432362	10/10/2016	48.00
Payment 1767 Total:				48.00
Payment: 1768				
The Tribune	Bid notice - BL WRF	SEPT2016	10/10/2016	591.69
Payment 1768 Total:				591.69
Payment: 1769				
The UPS Store #6031	Package handling	6136	10/10/2016	110.77
Payment 1769 Total:				110.77
Payment: 1770				
US Bank National Association	Operating supplies	SEPT2016F	10/10/2016	156.15
US Bank National Association	Creek Day	SEPT2016D	10/10/2016	76.00

Item D-1 Warrants October 26, 2016

Payment Dates: 10/10/2016 - 10/26/2016

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
US Bank National Association	Board meeting supplies	SEPT2016A	10/10/2016	84.29
US Bank National Association	Training materials	SEPT2016E	10/10/2016	135.00
US Bank National Association	Conservation supplies	SEPT2016C	10/10/2016	405.52
US Bank National Association	Meals and travel	SPET2016B	10/10/2016	185.74
Payment 1770 Total:				1,042.70
Payment: 1771				
USA BlueBook	Ammonia tests	059868	10/10/2016	131.84
USA BlueBook	Magnetic locatore	063451	10/10/2016	917.76
USA BlueBook	Display screen, dipper cups	071776	10/10/2016	349.19
USA BlueBook	PVC fittings, tubes, connector	068205	10/10/2016	165.87
USA BlueBook	PVC tubing, vanton pump	069339	10/10/2016	1,316.92
USA BlueBook	Stenner pump tubes, ball valv	067054	10/10/2016	346.86
Payment 1771 Total:				3,228.44
Payment: 1772				
Verizon Wireless	Cell service	9772509920	10/10/2016	704.74
Payment 1772 Total:				704.74
Payment: 1773				
Waste Connections	Waste collection - Office	5413772	10/10/2016	40.18
Waste Connections	Waste collection - Southland	5415355	10/10/2016	185.06
Waste Connections	Waste collection - Olde Town	5414887	10/10/2016	213.08
Payment 1773 Total:				438.32
Payment: 1774				
Your People Professionals	Employment agency deposit	OCT2016	10/10/2016	1,450.00
Payment 1774 Total:				1,450.00
Payment: 1775				
SLO County Sheriff	Earnings Withholding Order	INV0001912	10/21/2016	66.36
Payment 1775 Total:				66.36
Payment: 1776				
1st Enterprise Bank	Retention payment #5	5	10/26/2016	10,273.00
Payment 1776 Total:				10,273.00
Payment: 1777				
Alcantar, Agustín	Washer rebate	OCT2016	10/26/2016	75.00
Payment 1777 Total:				75.00
Payment: 1778				
AmeriPride	Uniforms	1501740878	10/26/2016	208.74
Payment 1778 Total:				208.74
Payment: 1779				
Aqua-Metric Sales, Co.	3/4" meters	0062715-IN	10/26/2016	12,150.20
Payment 1779 Total:				12,150.20
Payment: 1780				
AT&T	Telephone	8713865	10/26/2016	173.52
Payment 1780 Total:				173.52
Payment: 1781				
Barrera, Mayra	Washer rebate	OCT2016	10/26/2016	75.00
Payment 1781 Total:				75.00
Payment: 1782				
Big Brand Tire & Service	Vehicle repair/maintenance	264052	10/26/2016	106.99
Big Brand Tire & Service	Vehicle repair/maintenance	263779	10/26/2016	86.03
Big Brand Tire & Service	Vehicle repair/maintenance	263799	10/26/2016	86.06
Payment 1782 Total:				279.08
Payment: 1783				
Blair, Robert	Travel reimbursement CSDA a	CSDA2016	10/26/2016	1,314.18
Payment 1783 Total:				1,314.18
Payment: 1784				
Brenntag Pacific, Inc.	Sodium hypochlorite, citric aci	668491	10/26/2016	2,946.12
Brenntag Pacific, Inc.	Sodium hypochlorite	666654	10/26/2016	2,360.92

Item D-1 Warrants October 26, 2016

Payment Dates: 10/10/2016 - 10/26/2016

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Brenntag Pacific, Inc.	Sodium hypochlorite	668260	10/26/2016	154.93
Payment 1784 Total:				5,461.97
Payment: 1785				
Burdine Printing	Postage for bills	31354B	10/26/2016	817.67
Burdine Printing	Mail bills	31354A	10/26/2016	195.05
Burdine Printing	Mail bills	31317A	10/26/2016	84.01
Burdine Printing	Postage for bills	31317B	10/26/2016	204.60
Payment 1785 Total:				1,301.33
Payment: 1786				
City of Santa Maria	Water purchase 7/1/16 - 9/30	01750	10/26/2016	326,988.73
Payment 1786 Total:				326,988.73
Payment: 1787				
Clever Ducks	Computer expense	22521	10/26/2016	2,535.00
Payment 1787 Total:				2,535.00
Payment: 1788				
Collaboration Business Consul	Collaboration assessment	12545	10/26/2016	1,500.00
Payment 1788 Total:				1,500.00
Payment: 1789				
CoreLogic Information Solutio	Database subscription	30285991	10/26/2016	1,350.00
Payment 1789 Total:				1,350.00
Payment: 1790				
Department of Motor Vehicle	Sewage pump registration	Oct2016	10/26/2016	25.00
Payment 1790 Total:				25.00
Payment: 1791				
Eby, Ed	Travel reimbursement - CSDA	OCT2016	10/26/2016	1,134.26
Payment 1791 Total:				1,134.26
Payment: 1792				
Electricraft, Inc.	Service and repair to SCADA-	9975	10/26/2016	3,333.00
Payment 1792 Total:				3,333.00
Payment: 1793				
Ferguson Enterprises, Inc.	PVC pack joint couplings	3869278	10/26/2016	317.05
Payment 1793 Total:				317.05
Payment: 1794				
Fisher Pump & Well Service, I	Repair and maintenance - Eur	4603	10/26/2016	12,190.00
Payment 1794 Total:				12,190.00
Payment: 1795				
Fujino, Brian	Washer rebate	OCT2016	10/26/2016	75.00
Payment 1795 Total:				75.00
Payment: 1796				
Gaddis, Dan Allen	Travel reimbursement - CSDA	CSDA2016	10/26/2016	1,197.84
Payment 1796 Total:				1,197.84
Payment: 1797				
Hach Company	CHEMKEYS	10146712	10/26/2016	2,090.09
Payment 1797 Total:				2,090.09
Payment: 1798				
Hamner, Jewell & Associates	Waterline Intertie	8369	10/26/2016	247.50
Payment 1798 Total:				247.50
Payment: 1799				
Iglesias, Mario	Cell phone reimbursement	Oct2016	10/26/2016	65.00
Payment 1799 Total:				65.00
Payment: 1800				
Integrated Industrial Supply, I	First aid kits replenishment	41488	10/26/2016	28.65
Integrated Industrial Supply, I	Latex gloves	41487	10/26/2016	109.65
Payment 1800 Total:				138.30

Item D-1 Warrants October 26, 2016

Payment Dates: 10/10/2016 - 10/26/2016

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 1801				
Iron Mountain	On-site shredding	NBG2522	10/26/2016	32.67
Payment 1801 Total:				32.67
Payment: 1802				
Lucero, Bonnie and Joseph	Washer rebate	OCT2016	10/26/2016	75.00
Payment 1802 Total:				75.00
Payment: 1803				
Mettler-Toledo, LLC	Calibration of lab equipment	641381064	10/26/2016	537.40
Payment 1803 Total:				537.40
Payment: 1804				
Miner's Ace Hardware	Supplies	SEPT2016	10/26/2016	1,432.82
Payment 1804 Total:				1,432.82
Payment: 1805				
MNS Engineers, Inc.	Supplemental water project	67513	10/26/2016	43,952.64
MNS Engineers, Inc.	Supplemental water project	67512	10/26/2016	1,288.66
Payment 1805 Total:				45,241.30
Payment: 1806				
More Office Solutions	B&W/Color copies	1377334	10/26/2016	134.69
More Office Solutions	B&W/Color copies	1377514	10/26/2016	117.05
More Office Solutions	Copier maintenance	1372733	10/26/2016	607.99
Payment 1806 Total:				859.73
Payment: 1807				
Mullahey Ford	Vehicle repair/maintenance	53728	10/26/2016	951.01
Mullahey Ford	Vehicle repair/maintenance	53501	10/26/2016	196.37
Payment 1807 Total:				1,147.38
Payment: 1808				
Municipal Code Corporation	Code book update	276208	10/26/2016	406.58
Municipal Code Corporation	Annual web hosting for Distri	276640	10/26/2016	900.00
Payment 1808 Total:				1,306.58
Payment: 1809				
National Safety Council	Membership renewal	OCT2016	10/26/2016	395.00
Payment 1809 Total:				395.00
Payment: 1810				
Newton Geo-Hydrology Cons	Litigatin support	SEPT2016	10/26/2016	3,700.73
Payment 1810 Total:				3,700.73
Payment: 1811				
Nipomo Community Services	BLWWTP	OCT2016C	10/26/2016	438.68
Nipomo Community Services	805 Alta Vista - domestic	Oct2016A	10/26/2016	62.07
Nipomo Community Services	805 Alta Vista - irrigation	OCT2016B	10/26/2016	66.03
Payment 1811 Total:				566.78
Payment: 1812				
Nunley & Associates, Inc.	Tract 2441 PCIA	2601	10/26/2016	350.00
Nunley & Associates, Inc.	164 S Mallagh PCIA	2610	10/26/2016	350.00
Nunley & Associates, Inc.	Joshua Road Pump Station TO	2629	10/26/2016	3,410.00
Nunley & Associates, Inc.	Flow monitoring	2588	10/26/2016	420.00
Nunley & Associates, Inc.	Branch St waterline improve	2592	10/26/2016	2,962.50
Nunley & Associates, Inc.	Supplemental Water Project	2667	10/26/2016	1,700.00
Nunley & Associates, Inc.	SWP Phase 1 Operations O&	2666	10/26/2016	460.00
Payment 1812 Total:				9,652.50
Payment: 1813				
Nu-Tech Pest Management	Rodent control	0122637	10/26/2016	75.00
Nu-Tech Pest Management	Pest control	0122635	10/26/2016	265.00
Payment 1813 Total:				340.00
Payment: 1814				
Office Depot	Office supplies	870892989001	10/26/2016	225.59
Payment 1814 Total:				225.59

Item D-1 Warrants October 26, 2016

Payment Dates: 10/10/2016 - 10/26/2016

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 1815				
Pacific Hydrotech Corporation	Progress payment # 5	5	10/26/2016	195,187.00
Payment 1815 Total:				<u>195,187.00</u>
Payment: 1816				
PG&E	Electricity	OCT2016	10/26/2016	52,815.97
Payment 1816 Total:				<u>52,815.97</u>
Payment: 1817				
Price, Postel & Parma, LLP	Water Inter Tie Project	134068	10/26/2016	1,890.00
Payment 1817 Total:				<u>1,890.00</u>
Payment: 1818				
Quinn Company	1/2 yd cement	V9520701	10/26/2016	101.76
Quinn Company	1/2 yd cement	V9427801	10/26/2016	112.58
Payment 1818 Total:				<u>214.34</u>
Payment: 1819				
Rabobank	Petty cash	OCT2016	10/26/2016	153.12
Payment 1819 Total:				<u>153.12</u>
Payment: 1820				
Rauch Communication Consul	Outreach-Survey consulting	Sep-1601	10/26/2016	1,881.25
Payment 1820 Total:				<u>1,881.25</u>
Payment: 1821				
Richards, Watson & Gershon	Water rights adjudication	208853	10/26/2016	1,593.36
Payment 1821 Total:				<u>1,593.36</u>
Payment: 1822				
Rogers, Anderson, Malody &	Progress billing for FY2016 au	52355	10/26/2016	7,000.00
Payment 1822 Total:				<u>7,000.00</u>
Payment: 1823				
Scott, Jeffrey A and Connie	Washer rebate	OCT2016	10/26/2016	75.00
Payment 1823 Total:				<u>75.00</u>
Payment: 1824				
Shipsey & Seitz, Inc.	Legal services through 09-30-	SEPT2016	10/26/2016	9,771.50
Payment 1824 Total:				<u>9,771.50</u>
Payment: 1825				
Signs of Success	Adopt-A-Highway sign	56228	10/26/2016	121.59
Payment 1825 Total:				<u>121.59</u>
Payment: 1826				
SoCalGas	Heat - shop/office	OCT2016A	10/26/2016	14.39
Payment 1826 Total:				<u>14.39</u>
Payment: 1827				
Statewide Traffic Safety & Sig	28" stenciled cones	03004928	10/26/2016	452.21
Payment 1827 Total:				<u>452.21</u>
Payment: 1828				
Streator Pipe & Supply	Galvanized nipples, PVC adapt	S1374225.001	10/26/2016	116.03
Payment 1828 Total:				<u>116.03</u>
Payment: 1829				
USA BlueBook	D-Chlor tablets	083927	10/26/2016	1,936.67
USA BlueBook	Spears ball valve	077556	10/26/2016	141.89
Payment 1829 Total:				<u>2,078.56</u>
Payment: 1830				
Wallace Group	FOG Control Program	42437	10/26/2016	823.00
Payment 1830 Total:				<u>823.00</u>
Payment: 1831				
WesTech	Brush set for screw screens	60432	10/26/2016	1,109.92
Payment 1831 Total:				<u>1,109.92</u>
Payment: 1832				
Xylem Dewatering Solutions, I	Diesel pump accessories	400644354	10/26/2016	2,383.80

Item D-1 Warrants October 26, 2016

Payment Dates: 10/10/2016 - 10/26/2016

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Xylem Dewatering Solutions, I	Diesel pump	400643881	10/26/2016	44,609.15
Payment 1832 Total:				46,992.95
Payment: 1833				
Xylem Water Solutions USA, I	Flygt pump	3556924435	10/26/2016	16,572.07
Payment 1833 Total:				16,572.07

TO: BOARD OF DIRECTORS
FROM: MARIO IGLESIAS
GENERAL MANAGER
DATE: OCTOBER 20, 2016



**AGENDA ITEM
D-2
OCTOBER 26, 2016**

**APPROVE SEPTEMBER 28, 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. September 28, 2016 draft Regular Board Meeting Minutes

October 26, 2016

ITEM D-2

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community Since 1965

DRAFT REGULAR MINUTES

SEPTEMBER 28, 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.

00:00:00 A. CALL TO ORDER AND FLAG SALUTE

President Armstrong called the Regular Meeting of September 28, 2016 to order at 9:00 a.m. and led the flag salute.

00:00:36 B. ROLL CALL AND PUBLIC COMMENT FOR ITEMS NOT ON AGENDA

At Roll Call, all Directors were present except Director Blair.

There were no public comments.

President Armstrong announced that Item E-1 would be heard next.

00:00:42 E-1) CONDUCT HEARING REGARDING PROPOSED RESOLUTION OF NECESSITY FOR THE ACQUISITION OF PERMANENT INTEREST FOR THE WATERLINE INTERTIE PROJECT: LOS PRIMOS PROPERTIES, LLC, ASSESSOR'S PARCEL NUMBER 090-291-046

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

Mike Seitz, District Legal Counsel, initiated the public hearing process and stated that the Resolution of Necessity is necessary to commence eminent domain proceedings.

PRESIDENT ARMSTRONG OPENED THE HEARING

The following members of the public spoke:

Vincent Martinez, representative for Los Primos Properties, commented on the property easement and stated it should not be called a "utility easement" since it will prevent his client from building a structure on the property. Mr. Martinez also commented that "necessity" is not there for the width of the easement. He is concerned the District's buffer zone will affect his client's farming practices.

Director Gaddis asked if the property owner would be able to continue farming over the easement. Mr. Seitz responded that farming practices could continue over the easement.

Mr. Seitz commented that the District has invited Los Primos Properties to counter the District's proposal, but they have not done so and the Staff Report is factually supported.

The Board discussed the item further. Mr. Iglesias and Mr. Seitz answered questions from the Board.

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
REGULAR MEETING
MINUTES

Director Eby suggested the language in the Resolution of Necessity include the word "easement."

Director Gaddis asked Mr. Martinez why his client was delayed 6 months in preparing a response to the District's April 2016 offer.

Director Armstrong recommended the Board approve the Resolution of Necessity but take no action for 30 days to allow for negotiations with Los Primos Properties.

PRESIDENT ARMSTRONG CLOSED THE HEARING

Upon the motion of Director Ed Eby and seconded, the Board approved the Resolution of Necessity as amended and will review again at its October 26, 2016 Regular meeting.
Vote 4-0.

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

RESOLUTION NO. 2016-1426
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT
DECLARING CERTAIN REAL PROPERTY NECESSARY FOR THE OPERATION AND MAINTENANCE OF THE
WATERLINE INTERTIE PROJECT AND AUTHORIZING THE ACQUISITION THEREOF (LOS PRIMOS PROPERTIES, LLC,
APN 090-290-046)

00:25:32

E-2) SERVICE REQUEST – 1020 DIVISION STREET MIXED USE DEVELOPMENT

Mario Iglesias, General Manager, reviewed the report as presented in the Board Packet. Mr. Iglesias answered questions from the Board.

Director Eby suggested the words "and verifiable" be added between "Written" and "confirmation" to the Intent-to-Serve (ITS) letter.

Mike Seitz, District Legal Counsel, clarified that new development can only be served by supplemental water but is okay with the addition of the word "verifiable" to the Intent-to-Serve letter.

The following members of the public spoke:

CJ Horseman, representative for the project architect, commented that the project is held up without a Will-Serve letter.

Director Woodson commented that the South County Advisory Council (SCAC) recently recommended this project be denied based on the lack of water and lack of response from the petitioner.

Director Armstrong commented that the Board should be consistent and approve the ITS so the applicant can work towards perfecting it into a Will-Serve. Mr. Seitz clarified that there is sewer capacity for this project.

Mr. Iglesias clarified that it is an ITS and the applicant will have to meet conditions in the ITS before issued a Will-Serve.

**Nipomo Community Services District
REGULAR MEETING
MINUTES**

*Upon the motion of Director Ed Eby and seconded, the Board approved the Intent-to-Serve (ITS) with amended conditions.
Vote 4-0.*

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

President Armstrong announced that the Board would return to Item C-1.

00:39:35 C. PRESENTATIONS AND REPORTS

C-1) 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 Woodson

- ◇ *September 26, Attended the South County Advisory Council (SCAC) meeting.*

Director Eby

- ◇ *September 15, Attended the Local Area Formation Commission (LAFCO) meeting where they discussed new water districts in the Paso Robles region.*
- ◇ *September 23, Attended the Nipomo Mesa Management Area (NMMA) Technical Group meeting.*
- ◇ *There will be a presentation regarding water depth and quality measuring techniques on October 5th from 9:30 am at the SLO Veteran's Memorial Building.*

Director Gaddis

- ◇ *September 19, Attended the District Officer's meeting.*

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

There were no public comments.

*Upon the motion of Director Ed Eby and seconded, the Board approved to receive and file the presentations and reports as submitted.
Vote 4-0.*

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

00:43:14 D. CONSENT AGENDA

D-1) WARRANTS

D-2) APPROVE SEPTEMBER 14, REGULAR BOARD MEETING MINUTES

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
REGULAR MEETING
MINUTES

There were no public comments.

Upon the motion of Director Ed Eby and seconded, the Board approved the Consent Items. Vote 4-0.

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

E. ADMINISTRATIVE ITEMS

ITEMS E-1 AND E-2 WERE HEARD EARLIER IN THE MEETING

00:43:48 F. GENERAL MANAGER’S REPORT

Mario Iglesias, General Manager, reviewed the report as presented in the Board packet. Mr. Iglesias answered questions from the Board.

Mr. Iglesias also reported the following:

- *There are no new production numbers to report*
- *Attended the Sustainable Groundwater Management Act (SGMA) meeting in Arroyo Grande on September 14th*
- *The District received acknowledgement from the Special District Risk Management Authority (SDRMA) for no paid worker’s comp claims for five consecutive years. As a result, the District can anticipate lower Worker’s Compensation premiums.*

There were no public comments.

G. COMMITTEE REPORTS

None.

00:48:31 H. DIRECTORS’ REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

Director Gaddis

- *Would like an update on the Joshua Road Pump Station Reservoir project at the next Board meeting*
- *Would like the Manager’s Columns to include the next Nipomo Mesa Management Area (NMMA) Technical Group meetings*

Director Eby

- *The next NMMA Technical Group meeting will be on October 21st at 10 AM*

Director Woodson

- *Commented that the South County Advisory Council (SCAC) heard a report of water being hauled to Speedling Nursery and asked about exportation rules within the basin. Mike Seitz, District Legal Counsel, commented that this would be discussed in Closed Session.*

Nipomo Community Services District
REGULAR MEETING
MINUTES

00:53:40

I. CLOSED SESSION ANNOUNCEMENTS

- 1. CONFERENCE WITH DISTRICT LEGAL COUNSEL RE: PENDING LITIGATION PURSUANT TO GC §54956.9
 - a) SMVWCD VS. NCSD (SANTA CLARA COUNTY CASE NO. CV 770214, SIXTH APPELLATE COURT CASE NO. H032750 AND ALL CONSOLIDATED CASES).
- 2. CONDUCT ANNUAL PERFORMANCE REVIEW OF DISTRICT LEGAL COUNSEL PURSUANT TO GOVERNMENT CODE SECTION 54957
- 3. INSTRUCTION TO NEGOTIATORS MARIO IGLESIAS, MIKE SEITZ AND LILLIAN JEWELL PURSUANT TO GOVERNMENT CODE SECTION 54956.8 FOR PURCHASE OF EASEMENT INTEREST IN APN 093-291-046 (OWNER: LOS PRIMOS PROPERTIES, LLC, NEGOTIATOR: VINCE MARTINEZ)

J. PUBLIC COMMENT ON CLOSED SESSION ITEMS

There were no public comments.

K. ADJOURN TO CLOSED SESSION

President Armstrong adjourned to closed session at 9:55 a.m.

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

The Board came back into Open Session at 10:44 a.m.

The Board took no reportable action.

ADJOURN

President Armstrong adjourned the meeting at 10:45 a.m.

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	56 minutes
Closed Session	49 minutes
TOTAL HOURS	1 hour 45 minutes

Respectfully submitted,

Mario Iglesias, General Manager and Secretary to the Board

Date

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER

DATE: OCTOBER 21, 2016



INVESTMENT POLICY – THIRD QUARTER REPORT

ITEM

Review Investment Policy Third Quarter Report [RECOMMEND ACCEPT]

BACKGROUND

The District’s Investment Policy requires the Finance Officer file a quarterly report that identifies the District’s investments and their compliance with the policy. The quarterly report is considered by the Board of Directors and is filed with the District’s auditor.

As District Finance Officer and Treasurer, I am pleased to inform the Board of Directors that the District is in compliance with the Investment Policy and that the objectives of safety, liquidity, and yield have been met. The District has the ability to meet cash flow requirements for the next six months.

INVESTMENT POLICY-THIRD QUARTER REPORT 9/30/16

Investment	Institution	Amount of Deposit 9/30/16	Rate of Interest	Quarterly Interest Earned or Accrued 9/30/16	Amount of Deposit 9/30/15	Rate of Interest	Quarterly Interest Earned or Accrued 9/30/15
Public Checking	Rabobank	\$370,175.97	0.00%	\$0.00	\$289,773.23	0.00%	\$0.00
Savings-Improvement Bonds	Rabobank	\$30,322.57	0.20%	\$88.08	\$207,911.33	0.20%	\$101.39
Savings-Performance Bonds	Rabobank	\$201,591.69	0.20%	\$101.59	\$201,187.84	0.20%	\$98.20
Savings-NMWCA Fees	Rabobank	\$519,187.05	0.20%	\$261.65	\$467,198.26	0.20%	\$234.01
(1)Savings – NSWP Funded Replacement	Rabobank	\$207,091.34	0.20%	\$91.33	n/a	n/a	n/a
Pooled Money Investment	Local Agency Investment Fund (LAIF)	\$15,671,578.42	0.60%	\$24,420.12	\$16,056,401.54	0.32%	\$13,478.26

n/a = not applicable

(1) Savings account opened February 2016

RECOMMENDATION

After Board consideration and public comment, it is recommended that your Honorable Board accept the quarterly report by motion and minute order and direct staff to file the Report with District Auditor.

ATTACHMENTS

None

TO: BOARD OF DIRECTORS
REVIEWED: MARIO IGLESIAS
GENERAL MANAGER *MIG*
FROM: PETER V. SEVCIK, P.E. *P.V.S.*
DIRECTOR OF
ENGINEERING & OPERATIONS

**AGENDA ITEM
D-4
OCTOBER 26, 2016**

DATE: OCTOBER 19, 2016

**AUTHORIZE STAFF TO CIRCULATE REQUEST FOR PROPOSALS
FOR NIPOMO PALMS LIFT STATION REHABILITATION PROJECT**

ITEM

Consider authorizing Staff to Circulate Request for Proposals for Engineering Services for the Nipomo Palms Lift Station Rehabilitation Project [RECOMMEND AUTHORIZE STAFF TO CIRCULATE REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES FOR NIPOMO PALMS LIFT STATION REHABILITATION PROJECT].

BACKGROUND

The Nipomo Community Services District (NCSD) operates and maintains the Nipomo Palms Lift Station which is located off Beverly Drive in Nipomo and provides sewer service to mainly single and multi-family residential homes. This lift station also serves some commercial customers, even though it was not originally designed to do so. The existing Nipomo Palms lift station is over 30 years old and in need of immediate attention.

The lift station is the most active in the District's system. It has the highest run times out of all the lift stations, and is a very critical facility in this area. Any extended periods of downtime at this lift station could result in an overflow of the sanitary sewer system. The facility and its components are nearing the end of their useful life, and need to be replaced in the near future to ensure reliability of the station.

A preliminary engineering evaluation of the lift station that was completed by Cannon in March 2016 identified numerous deficiencies and operational issues. Based on the evaluation, Cannon recommended that the best option for long term operation of the lift station was to construct a new lift station with a larger wet well.

Attached is the draft Request for Proposals (RFP) for Engineering Services for the Nipomo Palms Lift Station Rehabilitation Project that staff proposes to circulate on November 1, 2016. Responses to the RFP will be due by December 15, 2016. Staff proposes to screen the submittals during the first part of January and to make a recommendation to the Board on selection of one firm, to perform the engineering services required for the Nipomo Palms Lift Station Rehabilitation Project, at the January 25, 2017 Board meeting.

FISCAL IMPACT

The FY 2016-2017 Town Sewer Funded Replacement budget includes \$880,000 for the Nipomo Palms Lift Station Rehabilitation 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.

RECOMMENDATION

Staff recommends that the Board authorize staff to circulate the Request for Proposals for Engineering Services for the Nipomo Palms Lift Station Rehabilitation Project.

ATTACHMENTS

- A. RFP for Engineering Services for Nipomo Palms Lift Station Rehabilitation Project

October 26, 2016

ITEM D-4

ATTACHMENT A

NIPOMO COMMUNITY

BOARD MEMBERS

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



Serving the Community since 1965

SERVICES DISTRICT

STAFF

MARIO IGLESIAS, GENERAL MANAGER
LISA BOGNUDA, FINANCE DIRECTOR
PETER SEVCIK, P.E., DIRECTOR OF ENG. & OPS.
MICHAEL W. SEITZ, GENERAL COUNSEL

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

November 1, 2016

Various Engineering Firms

**SUBJECT: Request for Proposal for Engineering Services
Nipomo Palms Lift Station Rehabilitation**

The Nipomo Community Services District ("District") Nipomo Palms lift station is part of the Town Wastewater Collection System. The lift station is located at 711 Beverly Drive in Nipomo, California. The District intends to rehabilitate the Nipomo Palms Lift Station based on a condition assessment that was performed in March 2016, a copy of which is enclosed. The assessment identified deficiencies and several rehabilitation/replacement options were considered.

The District would like to complete design of the Nipomo Palms Lift Station Rehabilitation Project by June 2017 and bid the project in July 2017. The lift station rehabilitation project will be designed in accordance with the District's current standards and specifications. The rehabilitation project will include:

- Replacement of wet well
- Replacement of pumps
- Replacement of control panel cabinet
- Replacement of valves and piping inside existing valve vault (isolation and check valves)
- Replacement of valve vault lid with hatch-style lid
- Installation of new lighting at control panel
- Installation of quick-connect fitting for bypass pumping (cam lock)
- Addition of security to site (improved lighting and fencing)
- Relocate existing SCADA panel
- Bypass pumping during construction

Four rehabilitation/replacement options were considered for the Nipomo Palms Lift Station Rehabilitation Project. The District plans to implement either Option 3 (replace lift station adjacent to existing) or Option 4 (replace lift station upstream of existing). The District is also open to exploring other options if they are more cost effective or functional.

SERVICES REQUESTED

The District requires engineering services to:

- Perform topographic survey
- Perform geotechnical investigation to determine sites conditions
- Prepare and submit preliminary design and cost estimate in sufficient detail to verify that the overall design concept will meet the needs of the District (50%)
- Prepare and submit design plans, bid specifications and cost estimate necessary to construct project (90%)
- Prepare and submit final design, bid specifications, and cost estimate necessary to construct project (100%)
- Prepare and submit monthly progress reports during design
- Identify and assist in securing permits necessary to construct project
- Meet with NCS D staff at commencement of the project
- Meet with NCS D staff after each design submittal to review and discuss submittal
- Incorporate District staff comments into subsequent submittals
- Assist NCS D in securing right-of-entry agreements, temporary easements, or permanent easements for affected properties as necessary
- Provide bid phase services including attendance at pre-bid meeting, preparing bid addenda, reviewing bids and providing bid recommendation
- All submittals shall be prepared in the District's standard format and shall be submitted in electronic form in Microsoft Word format for specifications and PDF format for drawings

PROPOSAL REQUIREMENTS

Five hard copies of the proposal package and one PDF copy on disk must be received by the District in a sealed envelope by 2 pm on Thursday December 15, 2016 to be considered. The exterior of the envelope must identify the proposal as "NCS D – Nipomo Palms Lift Station Rehabilitation Project Design Proposal". Faxes, E-Mails, proposals not enclosed in a sealed/labeled envelope, and proposals received after 2 pm on Thursday December 15, 2016 will be returned to the submitter. The main proposal shall be limited to 20 pages, with the exception of résumés and project lists, and shall include as a minimum the following:

1. Introduction

- Present your understanding of the Project and the services requested
- Discuss any proposed scope amendments
- Briefly discuss the team's qualifications

2. Scope of Services and Timeline

- Detail your proposed approach to the assignment
- Describe your proposed timeline for execution of the requested services

3. Personnel

- Identify and define the experience of the design team leader and designated engineers (Key Personnel) and provide résumés for each (Exhibit C of Agreement for Professional Services per Section 17 of attached Standard Consultants Agreement)
- Indicate the location of each team member and identify where work will be done
- Include an organization chart depicting the name and position of all team members including employees of sub-consultants and provide résumés
- Describe the role of each team member

4. Experience

- Describe your teams experience with design of lift stations; bid processing; and provision of engineering services during construction
- Describe your success in meeting project budgets and timelines for your last four projects and explain circumstances resulting in failures.

5. References

- Provide references for your last four projects of similar scope and nature;
- List the client's name, address, phone number, email address and a description of the work performed.

6. Signature

- The proposal shall be signed by an official authorized to bind the firm and shall contain a statement that the proposal is valid for ninety (90) Days.

In addition to the main proposal as described above, submit in a separate sealed envelope inside the main envelope an anticipated cost summary. Identify the proposed basis of fees and charges along with the hourly rates of all team members and sub-consultants and a breakout of professional service costs and reimbursable expenses. Describe increases in said hourly rates over the past three (3) years and increases that can be expected over the next three (3) years. District will negotiate the final budget with the top ranked submitter.

SELECTION PROCESS

District will use a qualification-based selection process. District will screen proposals and select a short list. Interviews, if conducted, are tentatively scheduled for January 2016. The Board is tentatively scheduled to select a firm for negotiation at its January 25, 2017 Meeting. Assuming the negotiation with the top-ranked firm is successful, consideration of the agreement by the District Board is tentatively scheduled for February 8, 2017.

PROPOSAL EVALUATION

Proposals will be evaluated on the following:

- Responsiveness to Request for Proposal

Name: [CONSULTANT NAME]
Subject: Request for Proposals for Engineering Services
Nipomo Palms Lift Station Rehabilitation Project
Date: November 1, 2016

Nipomo Community Services District

Page 4

- Schedule
- Team qualifications and expertise
- Prior experience in providing similar services to CA Local Government
- References

Notes:

This is a time sensitive project. The District requires prompt attention to these matters.

The District uses a standard consulting agreement for all engineering services. Attached is a sample copy of the agreement that District will expect to execute with the selected design firm for this project.

District reserves the right to reject all submittals and/or re-open submittals at its discretion.

District reserves the right to negotiate with lesser ranked firms if the negotiation with the top ranked firm is unsuccessful.

The submitter retains no interest in the proposal once received by District.

For more information on the project or this RFP, contact Peter Sevcik, Director of Engineering and Operations, at 805-929-1133 or psevcik@ncsd.ca.gov.

Sincerely,

NIPOMO COMMUNITY SERVICES DISTRICT

Mario Iglesias
General Manager

Enclosures

- Nipomo Palms Lift Station Rehabilitation Options Memo (Cannon, March 2016)
- Standard Consulting Agreement