

TO: BOARD OF DIRECTORS  
REVIEWED: MICHAEL S. LEBRUN *MSL*  
GENERAL MANAGER  
FROM: PETER V. SEVCIK, P.E.  
DIRECTOR OF  
ENGINEERING & OPERATIONS  
DATE: DECEMBER 2, 2015

**AGENDA ITEM  
E-2  
DECEMBER 9, 2015**

**AUTHORIZE TASK ORDER FOR  
SUPERVISORY CONTROL AND DATA ACQUISITION SYSTEM  
CHLORINE ANALYZER PROJECT**

**ITEM**

Authorize Task Order for Supervisory Control and Data Acquisition (SCADA) Chlorine Analyzer Project with Tesco Controls, Inc. in the amount of \$47,050 and authorize change order contingency in the amount of \$5,000 [RECOMMEND BY MOTION AND ROLL CALL VOTE APPROVE RESOLUTION AUTHORIZING STAFF TO EXECUTE TASK ORDER IN THE AMOUNT OF \$47,050 WITH TESCO CONTROLS, INC., AUTHORIZING CHANGE ORDER CONTINGENCY IN THE AMOUNT OF \$5,000 AND AUTHORIZING A BUDGET AMENDMENT].

**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.

In September 2015, the District converted to chloramination as the secondary disinfectant in the water system to ensure compatibility of the supplemental water purchased from the City of Santa Maria with the water the District pumps from its wells. Since that time, despite the installation of mixers in all five (5) of the District's water storage tanks, staff has noticed a periodic fluctuation in total chlorine residual in the tanks. Staff has significantly increased the manual monitoring frequency of the chlorine residual in the tanks to ensure compliance with applicable drinking water regulations. Installation of continuous on-line analyzers at the tank sites, similar to those installed at the Joshua Road Pump Station and well sites as part of the Supplemental Water Project, would provide staff with a reliable indicator that adequate residual is being maintained in the tanks and reduce the need for manual monitoring which is labor intensive.

Staff requested that Tesco provide a proposal to implement the SCADA Chlorine Analyzer Project. Tesco submitted the attached proposal to furnish three (3) chlorine analyzer panels,

modify the existing SCADA panels, integrate the new signals in the SCADA system for a not to exceed amount of \$47,050. In accordance with the District's Purchasing Policy, Tesco Controls, Inc. is uniquely knowledgeable and qualified because it has previously provided similar/related services to the District.

**FISCAL IMPACT**

The approved FY 15-16 budget does not include funding for the SCADA Chlorine Analyzer Project. A budget adjustment from Fund #805, Funded Replacement – Water, reserves in the amount of \$52,050 is required to provide adequate funding for the project.

**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.

**RECOMMENDATION**

Staff recommends that the Board, by motion and roll call vote, approve Resolution 2015-XXXX SCADA Chlorine Analyzer Project, authorizing staff to execute a Task Order for the SCADA Chlorine Analyzer Project with Tesco Controls, Inc. in the amount of \$47,050, authorize a change order contingency in the amount of \$5,000, and authorize a budget amendment.

**ATTACHMENTS**

- A. Tesco Proposal dated November 24, 2015
- B. Resolution 2015-XXXX SCADA Chlorine Analyzer Project

December 9, 2015

ITEM E-2

ATTACHMENT A

To: Nipomo Community Services District  
Attn: Peter V. Sevcik, P.E.  
Re: Nipomo Community Services District  
Supplemental Water Project  
Analyzer Panels

Quote Date: 11/24/2015  
Quote No.: Quote  
Project No.: T-42332x1

Dear Peter:

Thank you for your continued interest in TESCO products, services, and solutions. We are pleased to quote the following scope of work pertaining to the above-referenced project. Only the materials/services listed in the scope below.

### Scope of Supply

Item	Qty	Description
1	2	<b>Painted Stainless Steel Analyzer Panels with Sunshields:</b> <ul style="list-style-type: none"> <li>▪ Qty. 3 – HACH Total Chlorine Analyzers</li> <li>▪ Qty. 3 – Pressure Gauges</li> <li>▪ Qty. 3 – Rotameters</li> <li>▪ Qty. 3 – Stainless steel tubing and fittings including needle valve.</li> <li>▪ Qty. 3 – PVC and tubing and fittings</li> <li>▪ Qty. 3 – Thermostat and fan</li> <li>▪ Qty. 3 – Breakers, Terminal Blocks, wiring, and labels as needed.</li> <li>▪ Qty. 2 – Analog Input Module for existing Standpipe and Quad tank PLCs</li> </ul>
2	Lot	<b>Professional Services:</b> <ul style="list-style-type: none"> <li>▪ Engineering</li> <li>▪ Project Management</li> <li>▪ PLC Programming</li> <li>▪ SCADA Integration</li> <li>▪ Manufacturing Services – fabrication, manufacturing, assembly, equipment wiring, factory testing</li> <li>▪ Field Service – Existing PLC RTU Panel Mods</li> <li>▪ Field Service – installation verification, instrument calibrations, field testing, and startup</li> </ul>
		<b>TOTAL: \$47,050</b>

### Clarifications

- Unless otherwise stated above, quote is to **furnish only** and does not include trade labor/electrical installation services or field wire terminations.
- Unless otherwise stated above, the following is **not** included within this quotation:
  - Conduit, field wire, tubing, or basic trade installation materials (brackets, screws, bolts, j-box, stanchions, pull-box, etc.)
  - Instrumentation mounting components, brackets, stanchions, sunshields, etc.
  - Local control stations and/or field mounted disconnects.
  - Instrumentation, devices, components, or equipment not defined by the above quotation.

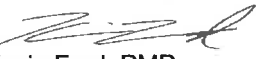
- Fiber optic patch panels, cable, splicing or terminations.
- Any 3<sup>rd</sup> party independent testing, harmonic testing/analysis, power coordination study, or Arc-Flash Hazard Analysis (AFHA) study.
- Interconnection or loop diagrams for equipment not furnished by TESCO.

### Terms and Conditions

- Quote is firm for 30 days unless otherwise stated.
- Submittals: A Submittal Schedule will be provided approximately 1 weeks after receipt of written change order approval.
- Delivery: To be scheduled approximately **6-8** weeks minimum after submittal approval.
- Unless otherwise stated above, price does not include any sales tax, use tax, or applicable fees; please apply any taxes and/or fees as appropriate. Please note that all invoices will include sales tax where applicable.
- TESCO price is FOB factory, full freight allowed.
- TESCO warranties against defect in design workmanship and materials for a period of one year from date of installation, and does not exceed 18 months from the date of shipment from the factory.
- TESCO carries liability insurance, with full workman's compensation coverage.
- Terms are net 30 days on approved credit accounts.
- Interest will be applied to all past due invoices.
- All merchandise sold is subject to lien laws.
- Final retention to be paid within 10 days after the project notice of completion.

Please feel free to contact me at (916) 596-4525 to discuss any questions or comments you may have regarding this quotation.

Sincerely,  
TESCO CONTROLS, INC.

  
Kevin Ford, PMP  
Project Manager  
kford@tescocontrols.com

December 9, 2015

ITEM E-2

ATTACHMENT B

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2015-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
AUTHORIZING A TASK ORDER FOR THE SUPERVISORY CONTROL AND DATA ACQUISITION  
CHLORINE ANALYZER PROJECT 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 has 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 to maintain the integrity of the District's SCADA system; and

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

**WHEREAS**, the District needs to add chlorine analyzers at its water storage tanks to continuously monitor chlorine levels and the instruments need to be integrated into the District's SCADA system provided by Tesco Controls, Inc.; 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 Chlorine Analyzer Project with Tesco Controls, Inc. in the amount of \$47,050 and authorizes the General Manager to approve change orders for a not-to-exceed total aggregate amount of \$5,000.
- 2) The Board of Directors does hereby authorize a budget adjustment of \$52,050 from Fund #805, Funded Replacement – Water, reserves to fund the Project.
- 3) The above recitals are true and correct and constitute findings for the exclusive use of the Tesco Controls, Inc. to provide professional services for the SCADA Chlorine Analyzer Project.

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 9th day of December 2015.

\_\_\_\_\_  
**CRAIG ARMSTRONG**  
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
**MICHAEL S. LEBRUN**  
General Manager and Secretary to the Board

\_\_\_\_\_  
**MICHAEL W. SEITZ**  
District Legal Counsel

TO: BOARD OF DIRECTORS  
FROM: MICHAEL S. LEBRUN *MSL*  
GENERAL MANAGER  
DATE: DECEMBER 4, 2015

**AGENDA ITEM  
E-3  
DECEMBER 9, 2015**

**APPROVE 2016 BOARD MEETING SCHEDULE**

**ITEM**

Review and approve 2016 schedule of Regular Board Meetings. [RECOMMEND APPROVE 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 2016

<b>1<sup>st</sup> Meeting of Month</b>	<b>2<sup>nd</sup> Meeting of Month</b>
January 13	January 27
February 10	February 24
March 9	March 23
April 13	April 27
May 11	May 25
June 8	June 22
July 13	July 27
August 10	Cancelled – Summer Recess
September 14	September 28
October 12	October 26
November 9	Cancelled – Holiday Season
December 14	Cancelled – Holiday Season

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 by motion and roll call vote approve the 2016 Board Meeting Schedule as presented above.



TO: BOARD OF DIRECTORS

FROM: MICHAEL S. LEBRUN  
GENERAL MANAGER

DATE: DECEMBER 4, 2015

**AGENDA ITEM**

**E-4**

**DECEMBER 09, 2015**

## **ELECTION OF 2016 BOARD PRESIDENT AND VICE PRESIDENT**

### **ITEM**

Election of Board President and Vice President for 2016 [RECOMMEND DIRECTORS ELECT BOARD OFFICERS FOR 2016 CALENDAR YEAR]

### **BACKGROUND**

Section 1.4 of the Board By-Laws requires the Board of Directors elect a President and a Vice President for the upcoming year at the last regular meeting of the calendar year. The term of office for the President and Vice President shall commence on January 1 and end on December 31, annually.

### **RECOMMENDATION**

At your Board's direction, the General Manager will administer the election of officers of the Board of Directors as follows:

- Nominations taken for the President of the Board
- Public Comment is taken
- Voice vote taken for the President, if by acclamation
- If there are two or more candidates, Staff will distribute ballots
- Staff will announce the results of the ballots – both the voting Director and vote cast.
- Nominations taken for the Vice President of the Board
- Public Comment is taken
- Voice vote taken for the Vice President, if by acclamation
- If there are two or more candidates, Staff will distribute ballots
- Staff will announce the results of the ballots – both the voting Director and vote cast.