

TO: BOARD OF DIRECTORS  
REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER  
FROM: PETER V. SEVCIK, P.E.  
DIRECTOR OF  
ENGINEERING & OPERATIONS  
DATE: SEPTEMBER 7, 2017

**AGENDA ITEM  
E-2  
SEPTEMBER 13, 2017**

**CONSIDER AUTHORIZING TASK ORDER FOR ENGINEERING  
SERVICES FOR WOODGREEN LIFT STATION REHABILITATION  
PROJECT**

**ITEM**

Authorize Task Order for engineering services for the Woodgreen Lift Station Rehabilitation Project in the amount of \$86,420 with Cannon Corporation [RECOMMEND ADOPT RESOLUTION AUTHORIZING TASK ORDER WITH CANNON CORPORATION IN THE AMOUNT OF \$86,420].

**BACKGROUND**

The Nipomo Community Services District (NCSD) operates and maintains the Woodgreen Lift Station within the Blacklake Village of Nipomo. The lift station provides sewer service to mainly residential homes within Blacklake. The existing Woodgreen Lift Station is over 30 years old and in need of immediate attention.

The facility and its components are very near the end of their useful life, and need to be replaced in the near future to ensure reliability of the station. Additionally, access to the lift station is problematic since the lift station is set down and away from the road, limiting access during inclement weather, which is the most likely time when emergency access by operators with generators and other equipment would be needed.

A rehabilitation options memorandum for the lift station, completed by Cannon Corporation (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 located closer to Woodgreen Way.

In October, 2016, your Board authorized staff to circulate a Request for Proposals (RFP) for Engineering Services for the Nipomo Palms Lift Station Rehabilitation Project. The District received and opened three (3) proposals and subsequently reviewed and ranked the proposals. At the January 25, 2017 Board meeting, the Board authorized staff to negotiate a contract with Cannon Corporation based on staff's review and ranking of the proposals.

Cannon's success in the RFP process for Nipomo Palms Lift Station Rehabilitation Project and the firm's intimate knowledge of the District's sewer infrastructure makes them uniquely qualified for this work. Additionally, staff reviewed the proposed scope and budget and finds the cost to be reasonable.

**FISCAL IMPACT**

The FY 2017-2018 Blacklake Sewer Fund Budget includes \$610,000 for the rehabilitation/replacement of the Woodgreen Lift Station. The cost of the design phase is \$86,420.

**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, adopt a Resolution authorizing a Task Order with Cannon Corporation in the amount of \$86,420 for engineering services for the Woodgreen Lift Station Rehabilitation Project.

**ATTACHMENTS**

- A. Resolution 2017-XXXX Woodgreen Lift Station Engineering Services
- B. August 2, 2017, Cannon Proposed Project Scope and Budget, Woodgreen Lift Station Rehabilitation Project

September 13, 2017

ITEM E-2

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2017-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
AUTHORIZING A TASK ORDER WITH CANNON CORPORATION FOR ENGINEERING SERVICES FOR  
THE WOODGREEN LIFT STATION REHABILITATION PROJECT**

**WHEREAS**, the Woodgreen Lift Station serves more than two hundred homes in Blacklake Village and was built more than thirty years ago; and

**WHEREAS**, the Woodgreen Lift Station is very near the end of its useful service life; and

**WHEREAS**, rehabilitation of the Woodgreen Lift Station needs to be completed in a timely manner to insure sewerage facilities remain operable for more than 200 homes; and

**WHEREAS**, the District previously selected Cannon Corporation (Cannon) through a Request for Proposal process to provide engineering services for the Nipomo Palms Lift Station Rehabilitation Project; and

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

**WHEREAS**, Cannon is currently providing engineering services for the Nipomo Palms Lift Station Rehabilitation Project and has assisted the District with various sewer studies and designs in recent years and is uniquely knowledgeable and qualified to assist with the Woodgreen Lift Station Rehabilitation Project; and

**WHEREAS**, the cost of services is reasonable and public exigency will not permit delay.

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

- 1) The above recitals are true and correct and constitute findings for the exclusive use of the Cannon to provide engineering services for the Woodgreen Lift Station Rehabilitation Project.
- 2) The District Board of Directors does hereby direct District staff to execute a Task Order with Cannon in the amount of \$86,420 for the Woodgreen Lift Station Rehabilitation 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 13<sup>th</sup> day of September 2017.

\_\_\_\_\_  
**DAN A. GADDIS**  
President, Board of Directors

ATTEST:

APPROVED AS TO FORM  
AND LEGAL EFFECT:

\_\_\_\_\_  
**MARIO IGLESIAS**  
General Manager and Secretary to the Board

\_\_\_\_\_  
**WHITNEY G. MCDONALD**  
District Legal Counsel

September 13, 2017

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ATTACHMENT B



(Sent via e-mail)

August 2, 2017

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

**PROJECT: WOODGREEN LIFT STATION REHABILITATION PROJECT**

Dear Mr. Sevcik:

The Nipomo Community Services District (District) is pursuing rehabilitation of its existing Woodgreen Lift Station. The existing station is located in the Blacklake Community, over 30 years old, and in need of significant rehabilitation. Many of its components, such as the wet well, electrical control panel, access hatch and access road, have reached the end of their useful service life(s).

Based on discussions with you and your staff, we have prepared this proposal to perform Design and Construction Document Services. Such services to include:

- Survey
- Geotechnical Investigations
- Design Drawings, Technical Specifications, and Cost Estimates
- Construction Documents and Bid Package
- Bid Period Assistance

Should you have any questions regarding our proposed scope of services, please contact me. Please note that the fees quoted in this proposal are based upon current California Prevailing Wages.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Kielborn".

Michael Kielborn, PE  
Civil Principal Engineer  
C 70112



**PROJECT UNDERSTANDING AND APPROACH**

The Woodgreen Lift Station is located at the end of Woodgreen Way within the Blacklake Community, in Nipomo. This lift station consists of an 8-inch inlet pipe, 6-foot diameter Wet Well, two (2) submersible pumps, two (2) 4-inch diameter ductile iron outlet pipes, a 48"x60" concrete valve vault, an overflow manhole, and a two-piece aluminum traffic cover lid with two (2) 4-inch plug valves to a 4-inch diameter force main. The existing lift station is over 30 years old and in need of immediate attention. The protective coating on the wet well walls has degraded, allowing the walls of the wet well to become severely corroded. Also, the existing submersible pumps at this location are currently pumping at different rates, the valve vault lid is broken and won't close properly, and the discharge piping in the wet well is corroded. The maintenance crew is also having issues with the vacuum truck getting stuck in the mud during wet weather conditions, along with access to the wet well from the street.

In 2016, Cannon conducted a study of the current deficiencies at the lift station and prepared a Technical Memorandum with recommendations and related cost estimates for the upgrades needed to extend the life of this facility. It is our understanding that the District would like to pursue the option of moving the wet well up near the roadway, and abandon the existing lift station. This will eliminate the need for an access road, and allow staff to access the new lift station from the street. This proposal includes design services for the preferred recommendation chosen by the District.

**SCOPE OF WORK**

This scope of work was developed based on the Technical Memorandum and several meetings and conversations with District staff.

**PHASE II: DESIGN AND CONSTRUCTION DOCUMENT SERVICES**

*Task 1 – Project Management*

The project will require set-up, scheduling, controlling, and correspondence with the District and others. Correspondence includes telephone conversations, emails, project status reports, meeting minutes, and project memorandums. Project management will include monthly updates and detailed invoices.

**Coordination with the Blacklake Community Home Owner's Association (HOA)** will be crucial to the success of this project. We will coordinate and attend two meetings with the Blacklake HOA to facilitate comments, receive feedback, and keep the community involved and informed.

Additional coordination with PG&E will most likely be required to determine how their utility vault will factor into the design and layout of the facility. Two project meetings with PG&E have been assumed under this task as well.

*Task 2 – Project Kick-off Meeting*

We will coordinate and attend a Project Kick-Off Meeting with District staff. The meeting agenda will focus on developing a project understanding, project progress, team involvement, and project constraints. This meeting will also include a project review of background information and project scope, and an overview of the project schedule; it represents a key



opportunity for representatives from the District to steer the project team and further clarify critical elements of the project scope.

*Task 3 – Topographic Survey*

We will conduct a topographic survey to be used for the design of the proposed Lift Station. Survey will include, but not limited to, surface structures, data, and elevations, basis of bearing, benchmark, boundary information, and existing utility information.

*Task 4 – Geotechnical Investigation*

Subsurface investigation of the project site will be conducted to determine the conditions of the site. A geotechnical engineering report will be prepared and consist of the following:

- Soil and groundwater conditions encountered
- Grading and suitability of soils as fill and backfill
- Maximum allowable bearing capacity and ultimate lateral capacity
- Earth pressures on buried structures
- 2013 CBC Seismic design criteria
- Temporary backcut and shoring parameters
- Corrosivity, liquefaction, settlement, and drainage issues

*Task 5 - Preliminary Design Drawings (50%)*

With the data and research from the Final Technical Memorandum and field investigations, we will prepare a Preliminary Design Package for your review and comment. The purpose of the Preliminary design package will be to resolve critical issues necessary to rehabilitate the lift station prior to proceeding with final design. The Preliminary Design Drawings and calculations will include sufficient information to verify that the overall design concept will meet the needs of the District. Preliminary pump information and equipment layouts will be provided, as well as a preliminary cost estimate based on the selected lift station layout.

The Preliminary Design Drawing Package will be approximately 20 sheets and include, but not limited to, the following;

- Title Sheet
- Note Sheets
- Site Plan
- Demo Plan
- New Lift Station Layout
- Lift Station Details
- Standard Details
- Piping Plan
- Lift Station Cutover Plan
- Electrical Notes
- Electrical Plan
- Electrical Details
- Single Line Diagram
- Wiring Diagram
- SCADA Panel Wiring Diagram

Upon your review of the Preliminary Design Drawings, we will attend a meeting with the District staff to review and discuss the submittal. This meeting will allow opportunity for





detailed discussion on project issues at the 50% design level. We will receive direction from staff on requested revisions to incorporate prior to the next phase of review.

*Task 6 – Prepare and Submit Design Plans, Bid Specifications and Cost Estimates (90%)*  
Based on the findings and results of the previous tasks, we will prepare and submit a design plan package at the 90% approximate completion level. The design plan package will include Construction Plans / Exhibits, technical specifications and a cost estimate necessary to construct the project. Plans will be prepared in accordance with District standards. Technical specifications shall be prepared using District standard specifications. We will attend a meeting with the District staff to review and discuss the design submittal for the 90% submittal.

*Task 7 – Design Documents, Bid Specifications and Cost Estimates (Final)*  
Based on the finalized project design issues resolved during the preceding tasks, we will prepare and submit a Final Construction Documents Bid package. This submittal package will contain complete Construction Plans / Exhibits, technical specifications, known permit conditions, and an Opinion of Probable Construction Costs. The final plans will incorporate **comments from the district's reviews of the 90% Design Plan package. Bid documents will be prepared in the District's standard format. We will provide** electronic copies and one (1) master copy set of the complete bid package on permanent media to the District.

*Task 8 – Bidding Support Services*  
During the bidding phase, we will attend the pre-bid meeting and respond to up to four (4) requests for information and prepare and distribute up to two (2) addenda. We will examine bids at the request of the District and make a recommendation regarding award of the contract.

*Task 9 – Easement and Permit Assistance*  
We will assist the District in easement research, help prepare permit applications, and interact with permitting agencies. We will assist in determining the need for any temporary construction easements, and help secure the necessary documents for the project.

#### **ASSUMPTIONS & EXCLUSIONS**

The District will provide copies of applicable documents related to existing utilities within the project site, including record drawings from previous projects in the area.

Services that may accompany a project of this type are excluded from this scope of work at this time; these services include the following and may be added to our scope of work on a time and materials basis or as an addendum to this proposal with prior written authorization from the District.

- Title Reports, survey monumentation, records of survey, legal descriptions and exhibits, additional property research, or field cadastral surveying other than described above
- Construction staking
- Underground utility relocation designs and utility potholing
- Project meetings (other than those described in the Scope of Work)



*Proposal: Woodgreen Lift Station Rehabilitation Project*

- NPDES compliance reporting, Storm Water Pollution Prevention Plans (SWPPP), and erosion and sediment control drawings
- Archeological, botanical, biological, landscaping services
- Design of a permanent driveway down to the existing lift station

**FEES**

Fees are based on the rates per the enclosed fee schedule and do not include Agency checking or recording fees, or title company fees. It is our understanding that this project qualifies for California Prevailing Wages.

<i>Task 1 – Project Management</i>	<b>\$ 8,200</b>
<i>Task 2 – Project Kick-off Meeting</i>	<b>\$ 1,620</b>
<i>Task 3 – Topographic Survey</i>	<b>\$ 6,400</b>
<i>Task 4 – Geotechnical Investigation</i>	<b>\$ 6,000</b>
<i>Task 5 – Preliminary Design Drawings (50%)</i>	<b>\$24,500</b>
<i>Task 6 – Design Plans, Bid Specifications and Cost Estimates (90%)</i>	<b>\$18,750</b>
<i>Task 7 – Design Documents, Bid Specifications and Cost Estimates (Final)</i>	<b>\$10,900</b>
<i>Task 8 – Bidding Support Services</i>	<b>\$ 5,050</b>
<i>Task 9 – Easement and Permit Assistance</i>	<b>\$3,500</b>
<i>Reimbursables</i>	<b>\$1,500</b>
<b>Total Estimated Fees:</b>	<b>\$86,420</b>



Proposal: Woodgreen Lift Station Rehabilitation Project

Accounting Specialist	\$ 45 - \$ 65
Administrative Assistant I - IV	\$ 50 - \$ 70
Assistant Resident Engineer	\$ 130 - \$ 143
Associate Construction Engineer	\$ 110 - \$ 120
Associate Engineer	\$ 140 - \$ 175
Associate Landscape Architect	\$ 135 - \$ 145
Associate Planner	\$ 140 - \$ 150
Automation Analyst	\$ 100 - \$ 110
Automation Design Engineer	\$ 110 - \$ 120
Automation Specialist	\$ 135 - \$ 145
Automation Technician	\$ 95 - \$ 105
Business Development Associate	\$ 120 - \$ 130
CADD Tech	\$ 85 - \$ 95
CADD Manager	\$ 100 - \$ 110
Chief Planner	\$ 155 - \$ 165
Chief Surveyor	\$ 175 - \$ 195
Clerical Assistant	\$ 50 - \$ 65
Construction Admin Assistant	\$ 85 - \$ 90
Construction Coordinator	\$ 90 - \$ 110
Construction Engineer	\$ 165 - \$ 175
Construction Inspector	\$ 90 - \$ 125
Construction Manager	\$ 135 - \$ 165
Controller	\$ 70 - \$ 110
Design Engineer	\$ 110 - \$ 125
Electrical Design Engineer	\$ 120 - \$ 130
Engineer Tech	\$ 90 - \$ 100
Engineering Assistant I - II	\$ 70 - \$ 90
Expert Testimony (Deposition/Trial)	\$ 250 - \$ 450
Forensics Engineer I - III	\$ 230 - \$ 280
Forensics Office Administrator	\$ 150 - \$ 175
Forensics Research & Investigation	\$ 300 - \$ 350
Forensics Survey Tech I - III	\$ 230 - \$ 280
Forensics 2-Man Survey Crew	\$ 350 - \$ 375
GIS Specialist	\$ 140 - \$ 150
GIS Tech	\$ 115 - \$ 125
Grant Funding Manager	\$ 125 - \$ 140
I&E Construction Coordinator I - II	\$ 90 - \$ 110
I&E Services Coordinator	\$ 80 - \$ 90
Information Systems Admin I - II	\$ 70 - \$ 100
Land Surveyor I - V	\$ 140 - \$ 180
Landscape Architect	\$ 105 - \$ 115
Landscape Architect CADD Tech I - II	\$ 55 - \$ 65
Landscape Designer I	\$ 70 - \$ 80
Lead Automation Analyst	\$ 116 - \$ 126
Lead Automation Specialist	\$ 147 - \$ 157
Lead Automation Technician	\$ 105 - \$ 115
Lead Designer	\$ 100 - \$ 118
Marketing Coordinator	\$ 60 - \$ 120
Marketing Director	\$ 140 - \$ 180
Office Engineer	\$ 120 - \$ 130
Planner I - IV	\$ 80 - \$ 115

Planning Assistant I - II	\$ 55 - \$ 70
Principal Construction Engineer	\$ 185 - \$ 195
Principal Designer	\$ 105 - \$ 129
Principal Engineer	\$ 160 - \$ 195
Programmer I - II	\$ 140 - \$ 165
Project Coordinator I - IV	\$ 85 - \$ 125
Project Designer I - IV	\$ 80 - \$ 120
Project Engineer	\$ 120 - \$ 145
Project Manager / Sr. Principal	\$ 210 - \$ 220
Receptionist	\$ 50 - \$ 65
Resident Engineer	\$ 155 - \$ 165
Sr. Associate Engineer	\$ 150 - \$ 175
Sr. Automation Analyst	\$ 126 - \$ 136
Sr. Automation Specialist	\$ 163 - \$ 170
Sr. Automation Technician	\$ 126 - \$ 136
Sr. CADD Tech	\$ 90 - \$ 110
Sr. Construction Engineer	\$ 175 - \$ 195
Sr. Construction Manager	\$ 175 - \$ 200
Sr. Consultant/Director	\$ 163 - \$ 250
Sr. Consultant, Public Admin/Finance	\$ 155 - \$ 165
Sr. Environmental Planner	\$ 153 - \$ 165
Sr. Land Surveyor	\$ 180 - \$ 190
Sr. Landscape Architect	\$ 153 - \$ 163
Sr. Planner	\$ 153 - \$ 163
Sr. Principal Designer	\$ 110 - \$ 139
Sr. Principal Engineer	\$ 175 - \$ 230
Sr. Project Designer	\$ 105 - \$ 130
Sr. Project Engineer	\$ 130 - \$ 150
Sr. Resident Engineer	\$ 165 - \$ 175
Structures Representative	\$ 145 - \$ 155
Survey Engineering Assistant I	\$ 85 - \$ 95
Survey Manager	\$ 180 - \$ 190
Survey Technician I - VI	\$ 90 - \$ 150
Technician	\$ 115 - \$ 125
Technical Writer	\$ 80 - \$ 120
3D HDS Data Modeling I - III	\$ 95 - \$ 125

**Survey Crew Rates - Regular**

One-Man Field	\$ 130 - \$ 205
Two-Man Field	\$ 185 - \$ 285
Three-Man Field	\$ 245 - \$ 360
One-Man UMO - HDS	\$ 155 - \$ 220
Two-Man UMO - HDS	\$ 238 - \$ 285
Three-Man UMO - HDS	\$ 350 - \$ 375

**Survey Crew Rates - Prevailing Wage**

One-Man Field	\$ 155 - \$ 220
Two-Man Field	\$ 238 - \$ 325
Three-Man Field	\$ 285 - \$ 425

**Electrical - Prevailing Wage**

Electrician	\$ 110 - \$ 165
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All of the above hourly rates include all direct labor costs and labor overhead, general and administrative expenses and profit.  
If the client requests, or the client's schedule requires work to be done on an overtime basis, a multiplier of 1.5 will be applied to the above rates for weekdays and 2.0 for weekends and holidays.



*Proposal: Woodgreen Lift Station Rehabilitation Project*

**Other Direct Charges**

**In-House Reproduction**

Printing/Copies 8 1/2 x 11	\$0.05 per page	Black Line Plots	\$2.00 per page
Printing/Copies 11 x 17	\$1.00 per page	Color Plots	\$5.00 per page

Outside Reproduction Cost + 15%

Travel and Related Subsistence Cost + 15%  
Truck or Field Vehicle \$80.00 per day  
Mileage Reimbursement IRS Rate per mile

CAD and Simulation Software \$15.00 per day  
Automation & Electrical Materials Cost + 25% (+tax)

Subconsultant Fees Cost + 10%

All direct expenses, such as special equipment, shipping costs, travel other than by automobile, parking expenses, and permit fees will be billed at the actual cost plus 15%.

If the client requests, or the client's schedule requires work to be done on an overtime basis, a multiplier of 1.5 will be applied to the stated rates for weekdays for daily hours in excess of 8 as well as weekends and a multiplier of 2.0 for daily hours in excess of 12 and holidays.

If the client requests field services to be provided outside of normal working hours (between 6:00 p.m. and 6:00 a.m.), a multiplier of 1.5 will be applied to the stated rates.

Survey Crews and Automation Field staff are billed portal to portal, and mileage charges are included in the hourly rate. A minimum charge of 4 hours will be charged for any Automation Field Service calls outside of normal working hours (between 6:00 p.m. and 6:00 a.m.).

The stated rates are subject to change, typically on an annual basis.

TO: BOARD OF DIRECTORS

FROM: MARIO E. IGLESIAS  
GENERAL MANAGER



## AGENDA ITEM

### E-3

SEPTEMBER 13, 2017

DATE: September 8, 2017

## CONSIDER AUTHORIZING FUNDS COLLECTED UNDER SAN LUIS OBISPO COUNTY ORDINANCE 3160 BE DEDICATED TO THE NIPOMO SUPPLEMENTAL WATER PROJECT

### ITEM

Consider authorizing funds collected under San Luis Obispo County Ordinance 3160 ("3160") be dedicated to the Nipomo Supplemental Water Project. [RECOMMEND AUTHORIZE ALL FUNDS COLLECTED UNDER 3160, APPROXIMATELY \$520,000, BE DEDICATED TO THE NIPOMO SUPPLEMENTAL WATER PROJECT ("NSWP") - DIRECT STAFF TO MOVE THESE FUNDS INTO THE DISTRICT'S NSWP FUND 500]

### BACKGROUND

On October 28, 2008, the County Board of Supervisors adopted Ordinance 3160 ("3160"). 3160 amended Title 19 of the County Code, Building and Construction Ordinance, by amending section 19.07.042 in part relating to water conservation in the Nipomo Mesa Water Conservation Area ("NMWCA"). Within the amended provisions of Section 19.07.042, subsection d(4), the District was assigned the task of collecting in lieu of fees from developers who chose an alternative method of meeting County plumbing retrofit requirements on existing structures.

On October 27, 2015, the County Board of Supervisors adopted Ordinance 3307 ("3307"), amended Title 19 of the County Code, Building and Construction Ordinance, by amending section 19.07.042 in part relating to water conservation in the NMWCA. 3307 repealed in lieu of fees specified in Ordinance 3160 and the District stopped collecting these fees. The District is now in possession of approximately \$520,000 collected as in lieu fees under Ordinance 3160 that must be dedicated towards a water conservation program.

The District should consider dedicating the funds collected under 3160 toward building a water conservation project in cooperation with the two other water purveyors on the Nipomo Mesa, Golden State Water Company and Woodlands Mutual Water Company ("Purveyors"). The District and Purveyors had intended to utilize these funds to integrate a mutually beneficial Advanced Metering Infrastructure ("AMI") system into our operations. The District now considers dedicating the funds collected under 3160 toward the completion of the NSWP to be of highest priority. The NSWP is a mutually beneficial project that protects and conserves the groundwater basin by offsetting groundwater pumping with a supplemental water supply.

The District and Purveyors continue to consider AMI technology an essential technology that water providers on the Mesa should consider as soon as possible. AMI's designed ability to monitoring distribution system leaks and detection customer-side water leaks is significant. Leaks in the distribution system and on customers' property can account for up to 10% of a water system's water loss. However, with the recent observation of the KWI and the continued

stress on the groundwater supply on the Mesa, it is appropriate to focus funds collected under 3160 on making available water through a completed NSWSP in order to conserve and protect the groundwater basin.

The District must direct fees collected as a result of actions taken under 3160 towards "a program that results in measurable water conservation in the Nipomo Mesa Water Conservation Area" as stated in subsection (d)5 of said ordinance. The District and Purveyors are committed to meeting the intent of 3160 through the completion of the NSWSP.

### **FISCAL IMPACT**

The District would utilize funds designated for water conservation collected through County Ordinance. The Ordinance has been superseded and there are no additional funds being added to the approximately \$520,000 fund balance in this account. These funds would offset the \$6.4 million needed to complete the NSWSP.

### **STRATEGIC PLAN**

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

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

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

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

4.3 Monitor opportunities for grant funding.

Goal 5. OPERATIONS. Maintain a proactive program to ensure readiness of systems and cost-effectiveness of operations.

5.1 Continue to improve maintenance management programs for both water and wastewater systems to ensure quality and reliability of services, to maintain warranties, and protect investment in new facilities (maintenance management).

Goal 6. GOVERNANCE AND ADMINISTRATION. Conduct District activities in an efficient, equitable and cost-effective manner.

6.3 Provide excellent customer service.

### **RECOMMENDATION**

Recommend your Honorable Board authorize those funds collected under 3160 and held by NCSD be allocated to the NSWSP.

**ATTACHMENTS**

- A. San Luis Obispo Ordinance 3160
- B. Letter of Intent: District notification to County of San Luis Obispo to expend funds

September 13, 2017

ITEM E-3

ATTACHMENT A



Adopted 21 OCT 2008

EXHIBIT LRP: 2007-0006:A

ORDINANCE NO. 3160

AN ORDINANCE AMENDING TITLE 19 OF THE SAN LUIS OBISPO COUNTY CODE, THE BUILDING AND CONSTRUCTION ORDINANCE, BY AMENDING SECTION 19.07.042 RELATING TO WATER CONSERVATION IN THE NIPOMO MESA WATER CONSERVATION AREA AND ADOPTING FINDINGS OF FACTS TO SUPPORT THE IMPOSITION OF REQUIREMENTS GREATER THAN ESTABLISHED BY OR PURSUANT TO THE CALIFORNIA BUILDING STANDARDS CODE

WHEREAS, California Health and Safety Code, Sections 18941.5 and 17958.5 authorizes the Board of Supervisors to make modifications or changes to the California Building Standards Code, including adopting more restrictive building standards, as it determines are reasonably necessary because of local climatic, geological, or topographical conditions;

WHEREAS, California Health and Safety Code Section 17958.7 requires the Board of Supervisors to make an express finding that such modifications or changes are reasonably necessary because of local climatic, geological, or topographical conditions;

WHEREAS, the Board of Supervisors finds that each of the changes or modifications to measures referred to herein are reasonably necessary because of local climatic, geological, or topographical conditions in the area encompassed by the boundaries of the County of San Luis Obispo, and the Board of Supervisors further finds that the following findings support the local necessity for the changes or modifications:

**FINDING 1**

Climatic: Climatic conditions in this jurisdiction have led to groundwater basin overdraft conditions that must be addressed through installation of lower water using fixtures such as toilets. Uneven rainfall patterns and dry summers contribute to lowering groundwater levels.

WHEREAS, the Board of Supervisors determines that the provisions of the State Building Standards Code are hereby modified, changed and amended, as provided for in this ordinance, and as previously provided in ordinance number 3139 (Chapters 19.01, 19.04, 19.40, and 19.80 and Sections 19.20.002 through 19.20.090, 19.20.150 through 19.20.380, 19.20.126 and 19.90.010 of the San Luis Obispo County Code are hereby repealed and replaced by new Chapters 19.01, 19.02, 19.03, 19.04, 19.05, 19.06, 19.07, 19.40, 19.80, and 19.85 and new Sections 19.20.126 and 19.90.010) based upon the foregoing findings and that said Board takes said action because of the public interest in protecting life and preserving public safety and property.

The Board of Supervisors of the County of San Luis Obispo ordains as follows:

SECTION 1: Section 19.07.042 of the Construction Ordinance, Title 19 of the San Luis Obispo County Code, is hereby amended by revising subsection b as follows:

**19.07.042 - Water Conservation Provisions.** The requirements in this section shall apply to all new installations and, where specifically required, to existing structures.

- a. **Water fixtures.** Water fixtures shall comply with current requirements of the California Energy Commission and Department of Water Resources.
- b. **Existing Structures.** In existing buildings, replacement water fixtures shall conform to the above requirements. In addition, all fixtures in an existing building shall be brought into conformance with these requirements when an alteration of that building meets either of the following criteria, except in the Nipomo Mesa Water Conservation Area and the Los Osos Groundwater Basin as described in Subsections d and e.
  - (1) A bathroom is added;
  - (2) The floor areas is increased by twenty per cent (20%) or more
- c. **Other requirements:**
  - (1) Spas, hot tubs, fountains and other decorative bodies of water shall be equipped with recirculating systems and shall be designed to operate without a continuous supply of water.
  - (2) Vehicle wash facilities shall have approved water reclamation systems which provide for reuse of a minimum of 50 percent of the wash water. Hoses, pipes, and faucets for manual application of water to vehicles at such facilities shall be equipped with positive shut-off valves designed to interrupt the flow of water in the absence of operator applied pressure.
  - (3) Water supply piping shall be installed so that each dwelling unit may be served by a separate water meter.

SECTION 2. Section 19.07.042 of the Construction Ordinance, Title 19 of the San Luis Obispo County Code, is hereby amended by amending subsection d as follows:

- d. **Nipomo Mesa Water Conservation Area:** In addition to the requirements in sections a, b and c above, the requirements in paragraphs (1) through (6) below shall apply to all new development that uses water from the Nipomo Mesa Water Conservation Area shown in Figure 20-2.

(1) The developer of any new structure that uses water from the Nipomo Mesa Water Conservation Area shall install plumbing fixtures that meet the following requirements:

- i. Toilets rated at no more than 1.28 gallons per flush (HET);
- ii. Showerheads rated at no more than 2.5 gallons per minute;
- iii. Bathroom sink aerators with a volume of no more than 2.0 gallons per minute;
- iv. Hot water circulation systems for master bathrooms and kitchens if the furthest plumbing fixture unit in these rooms is greater than twenty (20) pipe - feet from the hot water heater;
- v. Commercial structures shall use waterless urinals;
- vi. New residences shall be plumbed for grey-water systems pursuant to Chapter 16 of the Uniform Plumbing Code (Greywater Systems).

(2) Any remodel of an existing structure or addition to an existing structure that uses water from the Nipomo Mesa Water Conservation Area, that requires a construction permit pursuant to this Title, that is valued at \$20,000 or more as determined by the Building Division of the Department of Planning and Building, and that is not solely for roof replacement or electrical work to bring the structure into compliance with this Title, shall require the replacement of plumbing fixtures in the entire structure with the following types of plumbing fixtures:

- i. Toilets rated at no more than 1.28 gallons per flush (HET);
- ii. Showerheads rated at no more than 2.5 gallons per minute;
- iii. Bathroom sink aerators with a volume of no more than 2.0 gallons per minute;
- iv. All urinals in commercial structures shall be replaced with waterless urinals.

Toilets rated at no more than 1.6 gallons per flush are exempt from this requirement and do not have to be replaced.

(3) Prior to issuance of a construction permit for a new structure with plumbing fixtures that use water from the Nipomo Mesa Water Conservation Area, the developer of such new structure shall provide evidence to the Department of Planning and Building that the plumbing fixtures in five (5) existing structures within the Nipomo Mesa Water Conservation Area with toilets rated at 3.5 or

more gallons per flush have been retrofitted by replacing all toilets, showerheads and faucet aerators as follows:

- i. Toilets rated at no more than 1.28 gallons per flush (HET);
- ii. Showerheads rated at no more than 2.5 gallons per minute;
- iii. Bathroom sink aerators with a volume of no more than 2.0 gallons per minute;
- iv. All urinals in commercial structures shall be replaced with waterless urinals.
- v. Owners of existing structures that are retrofitted under this program shall agree to allow their water purveyors to release water use data to the Department of Planning and Building in order to gauge the effectiveness of the program to the extent allowed by California law.

Upon retrofitting of the required number of plumbing fixtures, the developer shall submit evidence of the completed retrofits to the Department of Planning and Building. This evidence shall consist of a Retrofit Verification Declaration completed and executed by a licensed plumber and/or contractor.

Upon submittal to the Department of Planning and Building of a completed and executed Retrofit Verification Declaration accompanied by the required fee, the developer shall be issued a Water Conservation Certificate from the Department of Planning and Building. Once the Water Conservation Certificate is issued, a construction permit may be issued.

- (4) In lieu of retrofitting plumbing fixtures in existing structures as specified in subsection d(3), a developer of a new structure may instead pay to the Nipomo Community Services District (hereinafter referred to as the "District") the amount of \$750.00 per toilet to be installed in the new structure. Prior to issuance of a building permit for the new structure specified in subsection d(3), a receipt for the payment to the District shall be submitted to the Department of Planning and Building.
- (5) The District shall use the in lieu fees specified in subsection d(4) for programs that result in measurable water conservation in the Nipomo Mesa Water Conservation Area, including but not limited to the following:
  - i. Subsidize toilet/showerhead retrofits.
  - ii. Subsidize interior water audits.
  - iii. Subsidize exterior water audits.
  - iv. Subsidize irrigation system changes that will save water pursuant to the results of a District-sponsored water audit.

- v. Subsidize removal of high water-using turf and landscape materials and replacement with low water-using landscape material.
- vi. Provide repairs to irrigation systems at a cost not to exceed \$100.00 per parcel.

Fees collected from new development located within the District boundaries shall only be used for water conservation projects within the District. Fees collected from new development that is located outside of the District boundaries shall be used for water conservation projects outside of the District boundaries.

- (6) As an alternative to subsection d(4), a developer or developers may chose to fund a water conservation program for public parks, school grounds or other public facilities in the Nipomo Mesa Water Conservation Area. The program to be funded will have been prepared by a California-licensed landscape architect for either the County Parks Department, the Lucia Mar School District or another public entity, as applicable. The program shall be reviewed and approved by the Planning Director and the owner of the public facility, and shall identify water savings and associated costs of conservation measures such as irrigation system replacement and/or repairs, installation of "smart controllers," removal of turf, replacement of high water using landscape material and amendments to soils. The water conservation program shall clearly identify the expected water savings from implementation of the program. Each contribution of \$1,500 to the applicable public entity for the water conservation program will satisfy the requirement to retrofit plumbing fixtures in **five (5)** existing structures prior to issuance of a construction permit for each new structure, in accordance with subsection d(3).

SECTION 3. The project qualifies for a Categorical Exemption (Class 7) pursuant to CEQA Guidelines Section 15307 because the actions proposed will assure the maintenance, restoration, or enhancement of a natural resource where the regulatory process involves procedures for protection of the environment.

SECTION 4. If any section, subsection, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of a court of competent jurisdiction, such decision shall not affect the validity or constitutionality of the remaining portion of this ordinance. The Board of Supervisors hereby declares that it would have passed this ordinance and each section, subsection, clause, phrase or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or portions be declared invalid or unconstitutional.

SECTION 5. This ordinance shall take effect and be in full force on and after 30 days from the date of its passage hereof. Before the expiration of 15 days after the adoption of this ordinance, it shall be published once in a newspaper of general circulation published in the County of San Luis Obispo, State of California, together with the names of the members of the Board of Supervisors voting for and against the ordinance.

INTRODUCED at a regular meeting of the Board of Supervisors held on the 23 day of Sept., 2008, and PASSED AND ADOPTED by the Board of Supervisors of the County of San Luis Obispo, State of California, on the 21st day of October, 2008, by the following roll call vote, to wit:

AYES: Supervisors K.H. 'Katcho' Achadjian, Harry L. Ovitt, Jerry Lenthall,  
Chairperson James R. Patterson

NOES: Supervisor Bruce S. Gibson

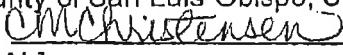
ABSENT: None

ABSTAINING: None

  
\_\_\_\_\_  
Chairman of the Board of Supervisors,

County of San Luis Obispo,  
State of California

ATTEST:

JULIE L. RODEWALD  
County Clerk and Ex-Officio Clerk  
of the Board of Supervisors  
County of San Luis Obispo, State of California  
BY:  Deputy Clerk  
[SEAL]

ORDINANCE CODE PROVISIONS APPROVED  
AS TO FORM AND CODIFICATION:

WARREN R. JENSEN  
County Counsel

By: \_\_\_\_\_

Deputy County Counsel

Dated: \_\_\_\_\_

10.6.08

## EXHIBIT 2007-0006:B: FINDINGS

### Environmental Determination

- A. The Environmental Coordinator has approved a Categorical Exemption for this proposal (Section 15307, Class 7). The proposed Building and Construction Ordinance amendment constitutes an action to assure the maintenance, restoration or enhancement of a natural resource where the regulatory process involves procedures for protection of the environment.

### Amendment

- B. The proposed amendment to the Building and Construction Ordinance will limit the extraction of groundwater and expand the application of low water-use requirements.
- C. The proposed amendment to the Building and Construction Ordinance will require new development in the Nipomo Mesa Water Conservation Area (NMWCA) to retrofit existing development or pay an in-lieu fee to fund water conservation programs in the NMWCA.
- D. The proposed amendment is consistent with the Land Use Element and Local Coastal Program and other adopted elements of the general plan because the proposed requirements are consistent with the general goals of the Land Use Element to avoid the use of public resources, services and facilities beyond their renewable capacities, and to monitor new development to ensure that its resource demands will not exceed existing and planned capacities or service levels.
- E. The proposed amendment will protect the public health, safety and welfare of the area residents by reducing water extractions from the groundwater basin by requiring new development to offset their new use of water by retrofitting existing homes and businesses with low water consumption plumbing fixtures, by requiring new development, remodels and additions to use low water consumption plumbing fixtures and to allow for an in-lieu fee to be used to fund water conservation in the NMWCA.



September 13, 2017

ITEM E-3

ATTACHMENT B

# NIPOMO COMMUNITY

## BOARD MEMBERS

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



# SERVICES DISTRICT

## STAFF

MARIO IGLESIAS, GENERAL MANAGER  
LISA BOGNUDA, FINANCE DIRECTOR  
PETER SEVCIK, P.E., DIRECTOR OF ENG. & OPS.  
WHITNEY MCDONALD, GENERAL COUNSEL

*Serving the Community since 1965*

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

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September 8, 2017

Marvin Rose,  
Interim Director  
Planning and Building Dept.  
San Luis Obispo County  
976 Osos St., Rm 200  
San Luis Obispo, CA 93408

Dear Mr. Rose:

**SUBJECT: NIPOMO COMMUNITY SERVICES DISTRICT  
WATER CONSERVATION PROGRAM**

In April 2017, the District sent a letter to your office alerting you to the Nipomo Community Services District's intention to advance its water conservation program using funds collected under San Luis Obispo County ("County") Ordinance 3160. Since that time, the District has been considering whether a more appropriate use of funds would be to provide for the Nipomo Supplemental Water Project (NSWP).

On October 28, 2008, the County Board of Supervisors adopted Ordinance 3160 ("3160"). 3160 amended Title 19 of the County Code, Building and Construction Ordinance, by amending section 19.07.042 in part relating to water conservation in the Nipomo Mesa Water Conservation Area ("NMWCA"). Within the amended provisions of Section 19.07.042, subsection d(4), the District was assigned the task of collecting in lieu fees from developers who chose an alternative method of meeting County plumbing retrofit requirements on existing structures.

On October 27, 2015, the County Board of Supervisors adopted Ordinance 3307 ("3307"), and amended Title 19 of the County Code, Building and Construction Ordinance, by amending section 19.07.042 in part relating to water conservation in the NMWCA. 3307 repealed in lieu fees specified in Ordinance 3160 and the District stopped collecting these fees. The District is now in possession of approximately \$520,000 collected as in lieu fees under Ordinance 3160 that must be dedicated to water conservation programs.

The District is now considering dedicating the funds collected under 3160 toward building a water conservation project in cooperation with the two other water purveyors on the Nipomo Mesa, Golden State Water Company and Woodlands Mutual Water Company ("Purveyors"). The District and Purveyors intend to integrate available resources, including funds collected by the Purveyors under 3160, towards the completion of the NSWP. The NSWP is a mutually

beneficial project that protects and conserves the groundwater basin by off-setting groundwater pumping with a supplemental water supply. The 3160 funds would be used, in part, to off-set the costs of connecting the Purveyors to the District's supplemental water supply

The District and Purveyors continue to consider AMI technology an essential technology that water providers should consider for its ability to monitoring distribution system leaks and detection customer leaks. Leaks in the distribution system and on customers' property can account for up to 10% of a water system's water loss. However, the District believes it is appropriate to focus on making available more water through a completed NSWP in order to secure a sufficient and reliable water source and decrease reliance on groundwater.

The District must direct fees collected as a result of actions taken under 3160 towards "a program that results in measurable water conservation in the Nipomo Mesa Water Conservation Area" as stated in subsection (d)5 of said ordinance. The District and Purveyors are committed to meeting the intent of 3160 through the completion of the NSWP.

The purpose of this letter is to make the County aware of the District and Purveyors' intention. The District is in possession of the funds collected under 3160 and is not seeking additional funds from the County for the water conservation program as described above.

If you have any questions or need additional information regarding this matter please contact me.

Sincerely,


NIPOMO COMMUNITY SERVICES DISTRICT



Mario Iglesias  
General Manager

Enclosures: County Ordinance 3160  
County Ordinance 3307

c: P. Sevcik, NCSD Director of Engineering and Operations  
M. Zimmer, General Manager Golden State Water Company  
R. Miller, Woodlands Mutual Water Company  
W. McDonald, NCSD General Counsel  
NCSD Board of Directors  
Supervisor Lyn Compton, SLO County

TO: BOARD OF DIRECTORS  
REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER   
FROM: PETER V. SEVCIK, P.E.  
DIRECTOR OF  
ENGINEERING & OPERATIONS  
DATE: SEPTEMBER 7, 2017

**AGENDA ITEM  
E-4  
SEPTEMBER 13, 2017**

**CONSIDER AUTHORIZING TASK ORDER FOR CONCEPT DESIGN  
ENGINEERING SERVICES FOR SUPPLEMENTAL WATER PROJECT  
GOLDEN STATE WATER COMPANY AND WOODLANDS MUTUAL  
WATER COMPANY INTERCONNECTS**

**ITEM**

Authorize Task Order for concept design engineering services for the Supplemental Water Project Golden State Water Company and Woodlands Mutual Water Company Interconnects in the amount of \$118,453 with MKN & Associates [ADOPT RESOLUTION AUTHORIZING CONCEPT DESIGN TASK ORDER WITH MKN & ASSOCIATES IN THE AMOUNT OF \$118,453].

**BACKGROUND**

The Nipomo Supplemental Water Project (Project) delivers water purchased by the District from the City of Santa Maria and allows the District to reduce pumping from existing wells to slow the depletion of groundwater and reduce the potential for seawater intrusion on the Nipomo Mesa. The Project also increases the reliability of the District water supply by providing an additional source other than groundwater. The Project is consistent with the settlement agreement and the judgment related to the groundwater adjudication of the Santa Maria Groundwater Basin. Current project capacity is approximately 800 acre feet per year (AFY). The Project construction schedule for future phases takes into account the supplemental water delivery schedule required by the *Wholesale Water Supply Agreement* with the City of Santa Maria. The Project as currently envisioned will have the capacity to deliver up to 3000 AFY once construction is completed in 2024.

The allocation of Nipomo Supplemental Water costs as well as the distribution and use of Nipomo Supplemental Water is governed by the *Nipomo Supplemental Water Project Supplemental Water Management and Groundwater Replenishment Agreement*, an agreement between the District, Golden State Water Company (GSWC) and Woodlands Mutual Water Company (WMWC). At present, the District is offsetting its groundwater pumping with supplemental water. GSWC and WMWC have expressed interest in receiving supplemental water from the District. Before the District can deliver supplemental water to GSWC and WMWC, the existing GSWC interconnect at Primavera and the existing WMWC interconnect at Via Concha need to be improved to provide fully functional points of interconnection.

In addition, a new interconnect at the end of the District's water system on Lyn Road needs to be constructed in order to provide water delivery to GSWC Cypress Ridge (GSWCCR). This interconnect will have limited delivery capability until pipeline improvements are made to the District's water system in the Summit Station vicinity. The allocation of GSWCCR interconnect costs related to pipelines that need to be constructed within the District's water system have not yet been agreed to.

Staff requested proposals for engineering services from MKN & Associates for the concept design of the three interconnects. While design of all three interconnects at the same time will likely result in the most cost effective design, staff requested individual proposals in case the concept design of one of the interconnects gets delayed. Attached is the proposed scope of work and budget for the concept design phase for each of the Supplemental Water Project Purveyor Interconnects.

MKN is uniquely and extensively experienced with the District's Supplemental Water Project. MKN staff has been involved in the project since the project's inception. Within the past 12 months, MKN completed a revised phasing plan and several hydraulic model evaluations to support the District's on-going planning for completing the Supplemental Water Project.

**FISCAL IMPACT**

The District's 2017/2018 Budget includes \$500,000 for Supplemental Water Project Purveyor Interconnects. Total cost for concept design is \$118,453 as follows:

NCSD-GSWC Interconnect at Primavera Lane	\$ 39,631
NCSD-GSWCCR Interconnect at Lyn Road	\$ 39,631
NCSD-WMWC Interconnect at Via Concha	\$ 39,191
Total	\$118,453

Interconnect costs are to be shared with GSWC and WMWC in accordance with the provisions of the *Nipomo Supplemental Water Project Supplemental Water Management and Groundwater Replenishment Agreement*.

**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, adopt a Resolution authorizing a Task Order with MKN in the amount of \$118,453 for concept design engineering services for the Supplemental Water Project Golden State Water Company and Woodlands Mutual Water Company Interconnects.

**ATTACHMENTS**

- A. Resolution 2017-XXXX SWP Interconnects
- B. August 30, 2017, MKN Proposal and Scope of Work, NCSD-GSWC Interconnection Concept Design Report
- C. August 30, 2017, MKN Proposal and Scope of Work, NCSD-GSWCCR Interconnection Concept Design Report
- D. August 30, 2017, MKN Proposal and Scope of Work, NCSD-WMWC Interconnection Concept Design Report

September 13, 2017

ITEM E-4

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2017-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
AUTHORIZING A TASK ORDER WITH MKN & ASSOCIATES FOR ENGINEERING SERVICES FOR  
SUPPLEMENTAL WATER PROJECT – GOLDEN STATE WATER COMPANY AND  
WOODLANDS MUTUAL WATER COMPANY INTERCONNECTS**

**WHEREAS**, the Supplemental Water Project increases the reliability of the District's water supply by providing an additional source other than groundwater; and

**WHEREAS**, the Supplemental Water Project is consistent with the settlement agreement and the judgment related to the groundwater adjudication of the Santa Maria Groundwater Basin; and

**WHEREAS**, the Supplemental Water Project will have beneficial effects on groundwater supplies within the Nipomo Mesa Management Area; and

**WHEREAS**, on October 16, 2015, the Nipomo Supplemental Water Project Water Management and Groundwater Replenishment Agreement ("Agreement") was made between Nipomo Community Services District (NCSD), Rural Water Company (RWC) (now owned by Golden State Water Company and known as Golden State Water Company Cypress Ridge or GSWCCR), Woodlands Mutual Water Company (WMWC), and Golden State Water Company (GSWC), collectively referred to as the Parties, and

**WHEREAS**, the purpose of the Agreement is to enable the Parties to meet their respective obligations under the Judgment based on the percentage allocations presented in Section I.K regarding the Nipomo Supplemental Water Project. In particular, the Parties intend this Agreement to provide for: (1) payment to NCSD for each Party's allocation of Costs and (2) distribution and use of Nipomo Supplemental Water, and

**WHEREAS**, GSWC and WMWC have expressed interest in receiving supplemental water from the District; and

**WHEREAS**, before the District can deliver supplemental water to GSWC and WMWC, the existing GSWC interconnect at Primavera Lane and the existing WMWC interconnect at Via Concha Road need to be improved to provide fully functional points of interconnection; and

**WHEREAS**, a new interconnect at the end of the District's water system on Lyn Road needs to be constructed in order to provide water delivery to GSWCCR; and

**WHEREAS**, MKN was previously selected by the District to provide engineering services for the continued planning and development of the Supplemental Water Project; and

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

**WHEREAS**, MKN is uniquely and extensively knowledgeable and qualified to assist with the District's Supplemental Water Project; and

**WHEREAS**, the cost of services is reasonable and public exigency will not permit delay.

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

- 1) The above recitals are true and correct and constitute findings for the exclusive use of the MKN to provide engineering services for the Supplemental Water Project Golden State Water Company and Woodlands Mutual Water Company Interconnects.
- 2) The District Board of Directors does hereby direct District staff to execute a Task Order with MKN in the amount of \$118,453 for the Supplemental Water Project Golden State Water Company and Woodlands Mutual Water Company Interconnects.

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 13<sup>th</sup> day of September 2017.

\_\_\_\_\_  
**DAN A. GADDIS**

President, Board of Directors

ATTEST:

APPROVED AS TO FORM  
AND LEGAL EFFECT:

\_\_\_\_\_  
**MARIO IGLESIAS**

General Manager and Secretary to the Board

\_\_\_\_\_  
**WHITNEY G. MCDONALD**

District Legal Counsel



September 13, 2017

ITEM E-4

ATTACHMENT B



P.O. Box 1604  
Arroyo Grande CA 93421  
805 904 6530 tel  
www.mknassociates.us

August 30, 2017

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

**RE: Proposal for NCSD-GSWC Interconnection Concept Design Report**

Dear Peter,

Michael K. Nunley & Associates, Inc. (MKN) is pleased to submit this proposal to develop a Concept Design Report for the Nipomo Community Services District – Golden State Water Company Interconnection Project. This proposal includes the scope of work, budget and schedule anticipated for preparation of a Concept Design Report.

**PROJECT UNDERSTANDING**

Nipomo Community Services District (District) is currently receiving imported water from the City of Santa Maria through the Nipomo Supplemental Water Project (NSWP) and Golden State Water Company (GSWC) has expressed interested in purchasing and receiving supplemental water from the District.

For the purposes of this proposal, it is assumed that the interconnection facility would be located near the existing interconnect, at the southerly corner of Orchard Avenue and Primavera Lane. The facility would likely consist of a below grade concrete vault with a flow meter, flow control valve, chlorine analyzer, isolation valves and special fittings, and above grade electrical and control panels.

The Concept Design Report will present the following:

- Design criteria
- Hydraulic assessment
- Hydraulic or physical constraints
- Base map and site plan
- Geotechnical considerations
- Electrical considerations
- Preliminary controls narrative
- Cost opinion
- Schedule and recommendations for implementation

**SUMMARY OF PROPOSED SERVICES**

If selected to perform this work, MKN, will perform the following services:

- Review existing record drawings and additional available information for GSWC and District facilities;
- Perform hydraulic modeling to determine design pressures and flows for the interconnect facility;
- Perform geotechnical investigation;
- Perform a topographic survey of the proposed interconnection site and connection points;
- Perform utility research and provide mapping of the existing utilities at and around the proposed interconnection site and connection points;
- Prepare preliminary layout; and
- Prepare a Concept Design Report.

It is assumed the District will provide the following:

- Record drawings of District and GSWC facilities around the proposed project area; and
- Confirmation of location for interconnection.

### **SCOPE OF WORK**

#### **Task Group 100 – Preliminary Engineering**

##### *Project Kick-Off and Site Walk*

MKN will plan and attend a kickoff meeting with District Staff to review project scope, schedule, deliverables, known utility conflicts, and easements; discuss the planned location for the interconnection; and discuss any construction or operational concerns. It is assumed the District will provide confirmation of the desired location for the interconnection facility within two weeks of Notice to Proceed. For purposes of providing a scope and budget, this proposal assumes the interconnection will be near the existing connection location, at Orchard Avenue and Primavera Lane. A site walk will be attended by the project team to identify any specific concerns prior to the initiation of work. Meeting notes will be prepared and provided to the District to document main findings and action items.

##### *Information Review*

The Project Team will review existing information and record drawings relevant to the planned interconnection facility. Existing information includes aerial photography, available plans for underground utilities, and existing record drawings. Plans provided will be used to determine tie-in details of the interconnection between the District and GSWC.

#### **Task Group 200 – Project Surveys & Investigation**

MKN has retained the services of MBS Land Surveys (MBS) to perform a topographic and boundary survey of the proposed project area. The survey area will include the southerly corner of Orchard Avenue and Primavera Lane. MBS will perform the following tasks:

- Place aerial control for aerial topographic mapping
- Prepare aerial topographic mapping within the within the project study area (approximately 200 feet by 200 feet area at the southerly corner of Orchard Avenue and Primavera Lane)
- Record right-of-way boundaries along the survey corridor

- Locate above-ground evidence of utilities within the project boundaries
- Prepare base mapping in AutoCAD format for use in developing the construction documents

MKN will also compare utility information provided on received record drawings with visible physical utility evidence during the site investigation. Utility information will be incorporated into the site survey and mapped where possible.

For the geotechnical investigation, MKN has retained the services of Yeh & Associates, Inc. (Yeh). The following tasks are proposed:

- Develop a field exploration plan with MKN and District staff
- Prepare for field work including development of a health and safety plan, marking of planned explorations, and notification to Underground Services Alert (USA).
- Drill one boring to up to 20 feet at the site to provide information for installing the new vault. Yeh will provide traffic control.
- Perform laboratory testing of selected samples recovered from the field exploration program
- Prepare draft letter report describing the work performed, boring log and laboratory test results and receive comments from MKN
- Prepare final letter report

#### **Task Group 300 – Hydraulics Evaluation & Preliminary Layout**

MKN will review available GSWC water system information and complete a hydraulic assessment to determine design pressures and flows for the interconnection. MKN will use the current District hydraulic model, which has been recently updated through work associated with the Joshua Road Pump Station. Following Task Group 200, and with input on general system components from the District, MKN will prepare a preliminary layout for the interconnection.

MKN will coordinate a meeting with NCS and GSWC staff to discuss results of the hydraulic assessment, anticipated interconnection components and the operational concept, and the preliminary layout prior to preparation of Concept Design Report.

#### **Task Group 400 – Draft Concept Design Report**

MKN will prepare a draft Concept Design Report summarizing the findings of all efforts identified in this proposal. The report will address interconnection design features, equipment components, and provide an operational narrative of the proposed facility in the report. Specific items addressed in the report will include:

- Survey information
- Existing utilities and potential conflicts
- Geotechnical considerations
- System hydraulic evaluation
- Operational coordination considerations
- Interconnection facility layout and connection points
- Material selection for pipelines

- Facility appurtenances including valves, flowmeter, flow control valve, chlorine analyzer, mechanical equipment, and special fittings
- Construction constraints including site access and laydown area
- Encroachment permits
- Temporary and permanent easements
- Electrical considerations and site plan, including emergency power recommendations
- Instrumentation and control, including preliminary controls narrative for requesting budget from the District's SCADA system integrator
- Operation and maintenance considerations

Three (3) hard copies of the draft report will be provided to the District for review. A PDF copy will also be provided.

#### **Task Group 500 – Final Concept Design Report**

MKN will meet with the District and GSWC (if necessary) and receive consolidated review comments (both District and GSWC comments) on the Draft Concept Design Report for incorporation into the final report. Review comments will be addressed and the revised Draft Concept Design Report will be provided to the District for review (pdf copy). Additional District review comments (if any) will be incorporated and the report will be finalized. Two hard copies of the final report will be provided to the District along with a pdf copy.

#### **ASSUMPTIONS:**

- Boundary research will not include setting right-of-way property corners. This work can be performed for an additional fee if needed.
- Additional title research for additional deed "takes" along public roads, beyond what is shown on maps available from the County Recorder's Office, will not be performed under this scope.
- MKN will not be responsible for locating utilities or buried structures or damages resulting from encountering unmarked or improperly marked utilities for the project.
- MKN shall be entitled to rely reasonably upon the accuracy of data and information provided by or through Client and will use good professional judgment in reviewing and evaluating such information. If MKN identifies any error or inaccuracy in data or information provided by or through Client, or determines that additional data or information is needed to perform the services, MKN shall promptly notify the client. MKN will provide data requests to Client as needs arise.
- Design and construction phase services are not currently included in this scope of work.
- District shall be responsible for any and all permits for the project and will perform any CEQA analysis or biological, cultural, or other resource studies required for this work. MKN can provide these services upon request.
- A nearby existing sewer or a dry well will be utilized for chlorine analyzer waste disposal.

**FEE AND SCHEDULE**

The anticipated report schedule is summarized in the table below. It assumes a District review period of two weeks between the draft and final submittal.

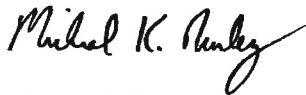
Task	Weeks from Notice-to-Proceed
Kickoff Meeting	1 week
Receipt of record drawings and information requested at Kickoff	2 weeks
Survey & Geotechnical work completed in draft form	4 weeks
Draft Submittal	8 weeks
Draft Review Meeting	10 weeks
Final Submittal	12 weeks

MKN proposes to complete this project on a time and materials basis, with a total budget that will not be exceeded without written authorization from the District. The budget is summarized below and a detailed breakdown is provided in the attached spreadsheet.

Project Task	MKN	Subconsultants	Proposed Fee
Task Group 100 Preliminary Engineering	\$2,325	\$3,608	\$5,933
Task Group 200 Project Surveys & Investigations	\$2,120	\$8,746	\$10,866
Task Group 300 Hydraulic Evaluation & Preliminary Layout	\$6,272	\$660	\$6,932
Task Group 400 Draft Concept Design Report	\$9,808	\$1,100	\$10,908
Task Group 500 Final Concept Design Report	\$4,376	\$616	\$4,992
<b>Total Budget</b>	<b>\$24,901</b>	<b>\$14,730</b>	<b>\$39,631</b>

Thank you for providing MKN with the opportunity to provide professional engineering services for your project. If you have any questions regarding this proposal, please contact me at [mnunley@mknassociates.us](mailto:mnunley@mknassociates.us) or by phone at (805) 904-6530 x102.

Sincerely,



Michael K. Nunley, PE  
Principal

Attachments:

Budget Worksheet, Fee Schedule

**Budget for NCSD-GSWC Interconnection Concept Design Report**

	Principal Engineer	Project Engineer	Water Resources Planner	Drafter	Administrative Assistant	Total Hours	ODCs	Subconsultant (Electrical)	Subconsultant (Geotechnical)	Subconsultant (Survey)	Total Labor	Total Cost
<b>Task Group 100 - Preliminary Engineering</b>												
Project Kickoff Meeting and Site Visit	4	4	0	0	0	8	\$ 40	\$ 3,608			\$ 1,280	\$ 4,928
Information Review	1	2	4	0	0	7	\$ -				\$ 1,005	\$ 1,005
Subtotal	5	6	4	0	0	15	\$ 40	\$ 3,608	\$ -	\$ -	\$ 2,285	\$ 5,933
<b>Task Group 200 - Project Surveys &amp; Investigations</b>												
Survey	0	4	0	2	0	6	\$ 40			\$ 4,730	\$ 764	\$ 5,534
Utility Survey	0	2	0	8	0	10	\$ -				\$ 1,026	\$ 1,026
Geotechnical Investigation	0	2	0	0	0	2	\$ -		\$ 4,016		\$ 290	\$ 4,306
Subtotal	0	8	0	10	0	18	\$ 40	\$ -	\$ 4,016	\$ 4,730	\$ 2,080	\$ 10,866
<b>Task Group 300 - Hydraulic Evaluation &amp; Preliminary Layout</b>												
Hydraulic Review and Analysis	0	8	16	0	0	24	\$ -				\$ 3,320	\$ 3,320
Preliminary Layout	2	2	8	6	0	18	\$ -	\$ 660			\$ 2,272	\$ 2,932
Meeting with NCSD and GSWC staff	2	2	0	0	0	4	\$ 40				\$ 640	\$ 680
Subtotal	4	12	24	6	0	46	\$ 40	\$ 660	\$ -	\$ -	\$ 6,232	\$ 6,932
<b>Task Group 400 - Draft Concept Design Report</b>												
Draft Report Preparation	2	8	24	24	2	60	\$ 300	\$ 1,100			\$ 7,068	\$ 8,468
Opinion of Construction Cost	2	8	0	0	0	10	\$ -				\$ 1,510	\$ 1,510
Draft Concept Design Report Review Meeting	2	4	0	0	0	6	\$ -				\$ 930	\$ 930
Subtotal	6	20	24	24	2	76	\$ 300	\$ 1,100	\$ -	\$ -	\$ 9,508	\$ 10,908
<b>Task Group 500 - Final Concept Design Report</b>												
Final Report Preparation	2	6	8	8	2	26	\$ 300	\$ 616			\$ 3,146	\$ 4,062
Opinion of Construction Cost	2	4	0	0	0	6	\$ -				\$ 930	\$ 930
Subtotal	4	10	8	8	2	32	\$ 300	\$ 616	\$ -	\$ -	\$ 4,076	\$ 4,992
<b>TOTAL BUDGET</b>	<b>19</b>	<b>56</b>	<b>60</b>	<b>48</b>	<b>4</b>	<b>187</b>	<b>\$ 720</b>	<b>\$ 5,984</b>	<b>\$ 4,016</b>	<b>\$ 4,730</b>	<b>\$ 24,181</b>	<b>\$ 39,631</b>

Billing Rates	\$/hr
Principal Engineer	175
Project Engineer	145
Water Resources Planner	135
Drafter	92
Administrative Assistant	55

Mileage to be reimbursed at IRS rate





MKN & Associates, Inc.  
PO Box 1604  
Arroyo Grande, CA 93421  
805 904 6530

### FEE SCHEDULE FOR PROFESSIONAL SERVICES

#### ENGINEERS AND TECHNICAL SUPPORT STAFF

Principal Engineer	\$175/HR
Senior Project Engineer	\$165/HR
Project Engineer	\$145/HR
Water Resources Planner	\$135/HR
Assistant Engineer	\$125/HR
GIS Specialist	\$125/HR
GIS Technician	\$105/HR
Senior Design Technician	\$92/HR
Administrative Assistant	\$55/HR

*Routine office expenses such as computer usage, telephone charges, office equipment and supplies, incidental postage, copying, faxes, etc., are included in the hourly rates.*

#### DIRECT PROJECT EXPENSES

Outside Reproduction	Cost + 10%
Subcontracted or Subconsultant Services	Cost + 10%
Travel & Subsistence (other than mileage)	Cost
Auto Mileage	Current IRS Rate - \$.54/mi.



September 13, 2017

ITEM E-4

ATTACHMENT C



P.O. Box 1604  
Arroyo Grande CA 93421  
805 904 6530 tel  
www.mknassociates.us

August 30, 2017

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

**RE: Proposal for NCSD-GSWCCR Interconnection Concept Design Report**

Dear Peter,

Michael K. Nunley & Associates, Inc. (MKN) is pleased to submit this proposal to develop a Concept Design Report for the Nipomo Community Services District – Golden State Water Company Cypress Ridge Interconnection Project. This proposal includes the scope of work, budget and proposed schedule for preparation of the Concept Design Report.

**PROJECT UNDERSTANDING**

Nipomo Community Services District (District) is currently receiving imported water from the City of Santa Maria through the Nipomo Supplemental Water Project (NSWP) and Golden State Water Company Cypress Ridge (GSWCCR) has expressed interested in purchasing and receiving supplemental water from the District.

For the purposes of this proposal, it is assumed that the interconnection facility would be located at the District's dead-end 10-inch water main on Lyn Road northwest of Red Oak Way. The facility would likely consist of a below grade concrete vault with a flow meter, flow control valve, chlorine analyzer, isolation valves and special fittings, and above grade electrical with control panels.

The Concept Design Report will present the following:

- Design criteria
- Hydraulic assessment
- Hydraulic or physical constraints
- Base map and site plan
- Geotechnical considerations
- Electrical considerations
- Preliminary controls narrative
- Cost opinion
- Schedule and recommendations for implementation

**SUMMARY OF PROPOSED SERVICES**

If selected to perform this work, MKN, will perform the following services:

- Review existing record drawings and additional available information for GSWCCR and District facilities;
- Perform hydraulic modeling to determine design pressures and flows for the interconnect facility;
- Perform geotechnical investigation;
- Perform a topographic survey of the proposed interconnection site and connection points;
- Perform utility research and provide mapping of the existing utilities at and around the proposed interconnection site and connection points;
- Prepare preliminary layout; and
- Prepare a Concept Design Report.

It is assumed the District will provide the following:

- Record drawings of District and GSWCCR facilities around the proposed project area;
- Confirmation of location for interconnection.

### **SCOPE OF WORK**

#### **Task Group 100 – Preliminary Engineering**

##### *Project Kick-Off and Site Walk*

MKN will plan and attend a kickoff meeting with District staff to review project scope, schedule, deliverables, known utility conflicts, and easements; discuss the planned location for the interconnection; and discuss any construction or operational concerns. It is assumed the District will provide confirmation of the desired location for the interconnection facility within two weeks of Notice to Proceed. For purposes of providing a scope and budget, this proposal assumes the interconnection will be at the District's dead-end 10-inch water main on Lyn Road northwest of Red Oak Way. A site walk will be attended by the project team to identify any specific concerns prior to the initiation of work. Meeting notes will be prepared and provided to the District to document main findings and action items.

##### *Information Review*

The Project Team will review existing information and record drawings relevant to the planned interconnection facility. Existing information includes aerial photography, available plans for underground utilities, and existing record drawings. Plans provided will be used to determine tie-in details of the interconnection between the District and GSWCCR.

#### **Task Group 200 – Project Surveys & Investigation**

MKN has retained the services of MBS Land Surveys (MBS) to perform a topographic and boundary survey of the proposed project area. The survey area will include the District's dead-end 10-inch water main on Lyn Road northwest of Red Oak Way and surrounding area. MBS will perform the following tasks:

- Place aerial control for aerial topographic mapping
- Prepare aerial topographic mapping within the within the project study area (approximately 200 feet by 200 feet area along Lyn Road northwest of Red Oak Way)

- Record right-of-way boundaries along the survey corridor
- Locate above-ground evidence of utilities within the project boundaries
- Prepare base mapping in AutoCAD format for use in developing the construction documents

MKN will also compare utility information provided on received record drawings with visible physical utility evidence during the site investigation. Utility information will be incorporated into the site survey and mapped where possible.

For the geotechnical investigation, MKN has retained the services of Yeh & Associates, Inc. (Yeh). The following tasks are proposed:

- Develop a field exploration plan with MKN and District staff
- Prepare for field work including development of a health and safety plan, marking of planned explorations, and notification to Underground Services Alert (USA).
- Drill one boring to up to 20 feet at the site to provide information for installing the new vault. Yeh will provide traffic control.
- Perform laboratory testing of selected samples recovered from the field exploration program
- Prepare draft letter report describing the work performed, boring log and laboratory test results and receive comments from MKN
- Prepare final letter report

#### **Task Group 300 – Hydraulics Evaluation & Preliminary Layout**

MKN will review available GSWCCR water system information and complete a hydraulic assessment to determine design pressures and flows for the interconnection. MKN will use the current District hydraulic model, which has been recently updated through work associated with the Joshua Road Pump Station. Following Task Group 200, and with input on general system components from the District, MKN will prepare a preliminary layout for the interconnection.

MKN will coordinate a meeting with NCS and GSWCCR staff to discuss results of the hydraulic assessment, anticipated interconnection components and the operational concept, and the preliminary layout prior to preparation of Concept Design Report.

#### **Task Group 400 – Draft Concept Design Report**

MKN will prepare a draft Concept Design Report summarizing the findings of all efforts identified in this proposal. The report will address interconnection design features, equipment components, and provide an operational narrative of the proposed facility in the report. Specific items addressed in the report will include:

- Survey information
- Existing utilities and potential conflicts
- Geotechnical considerations
- System hydraulic evaluation
- Operational coordination considerations
- Interconnection facility layout and connection points

- Material selection for pipelines
- Facility appurtenances including valves, flowmeter, flow control valve, chlorine analyzer, mechanical equipment, and special fittings
- Construction constraints including site access and laydown area
- Encroachment permits
- Temporary and permanent easements
- Electrical considerations and site plan, including emergency power recommendations
- Instrumentation and control, including preliminary controls narrative for requesting budget from the District's SCADA system integrator
- Operation and maintenance considerations

Three (3) hard copies of the draft report will be provided to the District for review. A PDF copy will also be provided.

#### **Task Group 500 – Final Concept Design Report**

MKN will meet with the District and GSWCCR (if necessary) and receive consolidated review comments (both District and GSWCCR comments) on the Draft Concept Design Report for incorporation into the final report. Review comments will be addressed and the revised Draft Concept Design Report will be provided to the District for review (pdf copy). Additional District review comments (if any) will be incorporated and the report will be finalized. Two hard copies of the final report will be provided to the District along with a pdf copy.

#### **ASSUMPTIONS:**

- Boundary research will not include setting right-of-way property corners. This work can be performed for an additional fee if needed.
- Additional title research for additional deed "takes" along public roads, beyond what is shown on maps available from the County Recorder's Office, will not be performed under this scope.
- MKN will not be responsible for locating utilities or buried structures or damages resulting from encountering unmarked or improperly marked utilities for the project.
- MKN shall be entitled to rely reasonably upon the accuracy of data and information provided by or through the District and will use good professional judgment in reviewing and evaluating such information. If MKN identifies any error or inaccuracy in data or information provided by or through the District, or determines that additional data or information is needed to perform the services, MKN shall promptly notify the client. MKN will provide data requests to the District as needs arise.
- Design and construction phase services are not currently included in this scope of work.
- District shall be responsible for any and all permits for the project and will perform any CEQA analysis or biological, cultural, or other resource studies required for this work. MKN can provide these services upon request.
- A nearby existing sewer or a dry well will be utilized for chlorine analyzer waste disposal.

**FEE AND SCHEDULE**

The anticipated schedule for the Concept Design Report is summarized in the table below. The schedule assumes a two week review period by District between the draft and final submittal.

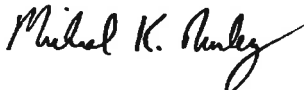
<b>Task</b>	<b>Weeks from Notice-to-Proceed</b>
Kickoff Meeting	1 week
Receipt of record drawings and information requested at Kickoff	2 weeks
Survey & Geotechnical work completed in draft form	4 weeks
Draft Submittal	8 weeks
Draft Review Meeting	10 weeks
Final Submittal	12 weeks

MKN proposes to complete this project on a time and materials basis, with a total budget that will not be exceeded without written authorization from the District. The budget is summarized below and a detailed breakdown is provided in the attached spreadsheet.

<b>Project Task</b>	<b>MKN</b>	<b>Subconsultants</b>	<b>Proposed Fee</b>
Task Group 100 Preliminary Engineering	\$2,325	\$3,608	\$5,933
Task Group 200 Project Surveys & Investigations	\$2,120	\$8,746	\$10,866
Task Group 300 Hydraulic Evaluation & Preliminary Layout	\$6,272	\$660	\$6,932
Task Group 400 Draft Concept Design Report	\$9,808	\$1,100	\$10,908
Task Group 500 Final Concept Design Report	\$4,376	\$616	\$4,992
<b>Total Budget</b>	<b>\$24,901</b>	<b>\$14,730</b>	<b>\$39,631</b>

Thank you for providing MKN with the opportunity to provide professional engineering services for your project. If you have any questions regarding this proposal, please contact me at [mnunley@mknassociates.us](mailto:mnunley@mknassociates.us) or by phone at (805) 904-6530 x 102.

Sincerely,



Michael K. Nunley, PE  
Principal

Attachments:

Budget Worksheet, Fee Schedule

**Budget for NCSD-GSWCCR Interconnection Concept Design Report**

	Principal Engineer	Project Engineer	Water Resources Planner	Drafter	Administrative Assistant	Total Hours	ODCs	Subcontractant (Electrical)	Subcontractant (Geotechnical)	Subcontractant (Survey)	Total Labor	Total Cost
<b>Task Group 100 - Preliminary Engineering</b>												
Project Kickoff Meeting and Site Visit	4	4	0	0	0	8	\$ 40	\$ 3,608			\$ 1,280	\$ 4,928
Information Review	1	2	4	0	0	7	\$ -				\$ 1,005	\$ 1,005
<b>Subtotal</b>	<b>5</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>\$ 40</b>	<b>\$ 3,608</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,285</b>	<b>\$ 5,933</b>
<b>Task Group 200 - Project Surveys &amp; Investigations</b>												
Survey	0	4	0	2	0	6	\$ 40			\$ 4,730	\$ 764	\$ 5,534
Utility Survey	0	2	0	8	0	10	\$ -				\$ 1,026	\$ 1,026
Geotechnical Investigation	0	2	0	0	0	2	\$ -		\$ 4,016		\$ 290	\$ 4,306
<b>Subtotal</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>18</b>	<b>\$ 40</b>	<b>\$ -</b>	<b>\$ 4,016</b>	<b>\$ 4,730</b>	<b>\$ 2,080</b>	<b>\$ 10,866</b>
<b>Task Group 300 - Hydraulic Evaluation &amp; Preliminary Layout</b>												
Hydraulic Review and Analysis	0	8	16	0	0	24	\$ -				\$ 3,320	\$ 3,320
Preliminary Layout	2	2	8	6	0	18	\$ -	\$ 660			\$ 2,272	\$ 2,932
Meeting with NCSD and GSWCCR staff	2	2	0	0	0	4	\$ 40				\$ 640	\$ 680
<b>Subtotal</b>	<b>4</b>	<b>12</b>	<b>24</b>	<b>6</b>	<b>0</b>	<b>46</b>	<b>\$ 40</b>	<b>\$ 660</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,232</b>	<b>\$ 6,932</b>
<b>Task Group 400 - Draft Concept Design Report</b>												
Draft Report Preparation	2	8	24	24	2	60	\$ 300	\$ 1,100			\$ 7,068	\$ 8,468
Opinion of Construction Cost	2	8	0	0	0	10	\$ -				\$ 1,510	\$ 1,510
Draft Concept Design Report Review Meeting	2	4	0	0	0	6	\$ -				\$ 930	\$ 930
<b>Subtotal</b>	<b>6</b>	<b>20</b>	<b>24</b>	<b>24</b>	<b>2</b>	<b>76</b>	<b>\$ 300</b>	<b>\$ 1,100</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,508</b>	<b>\$ 10,908</b>
<b>Task Group 500 - Final Concept Design Report</b>												
Final Report Preparation	2	6	8	8	2	26	\$ 300	\$ 616			\$ 3,146	\$ 4,062
Opinion of Construction Cost	2	4	0	0	0	6	\$ -				\$ 930	\$ 930
<b>Subtotal</b>	<b>4</b>	<b>10</b>	<b>8</b>	<b>8</b>	<b>2</b>	<b>32</b>	<b>\$ 300</b>	<b>\$ 616</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,076</b>	<b>\$ 4,992</b>
<b>TOTAL BUDGET</b>	<b>19</b>	<b>56</b>	<b>60</b>	<b>48</b>	<b>4</b>	<b>187</b>	<b>\$ 728</b>	<b>\$ 5,984</b>	<b>\$ 4,016</b>	<b>\$ 4,730</b>	<b>\$ 24,181</b>	<b>\$ 39,631</b>

Billing Rates	\$/hr
Principal Engineer	175
Senior Engineer	165
Project Engineer	145
Water Resources Planner	135
Drafter	92
Administrative Assistant	55

Mileage to be reimbursed at IRS rate





MKN & Associates, Inc.  
PO Box 1604  
Arroyo Grande, CA 93421  
805 904 6530

## FEE SCHEDULE FOR PROFESSIONAL SERVICES

### ENGINEERS AND TECHNICAL SUPPORT STAFF

Principal Engineer	\$175/HR
Senior Project Engineer	\$165/HR
Project Engineer	\$145/HR
Water Resources Planner	\$135/HR
Assistant Engineer	\$125/HR
GIS Specialist	\$125/HR
GIS Technician	\$105/HR
Senior Design Technician	\$92/HR
Administrative Assistant	\$55/HR

*Routine office expenses such as computer usage, telephone charges, office equipment and supplies, incidental postage, copying, faxes, etc., are included in the hourly rates.*

### DIRECT PROJECT EXPENSES

Outside Reproduction	Cost + 10%
Subcontracted or Subconsultant Services	Cost + 10%
Travel & Subsistence (other than mileage)	Cost
Auto Mileage	Current IRS Rate - \$.54/mi.



September 13, 2017

ITEM E-4

ATTACHMENT D



P.O. Box 1604  
Arroyo Grande CA 93421  
805 904 6530 tel  
www.mknassociates.us

August 30, 2017

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

**RE: Proposal for NCSD-WMWC Interconnection Concept Design Report**

Dear Peter,

Michael K. Nunley & Associates, Inc. (MKN) is pleased to submit this proposal to develop a Concept Design Report for the Nipomo Community Services District – Woodlands Mutual Water Company Interconnection Project. This proposal includes the scope of work, budget and schedule anticipated for preparation of a Concept Design Report.

**PROJECT UNDERSTANDING**

Nipomo Community Services District (District) is currently receiving imported water from the City of Santa Maria through the Nipomo Supplemental Water Project (NSWP) and Woodlands Mutual Water Company (WMWC) has expressed interested in purchasing and receiving supplemental water from the District.

For the purposes of this proposal, it is assumed that the interconnection facility would be located near the existing interconnect, at the northeast corner of Via Concha Road and Trailview Lane at the Woodlands. The facility would likely consist of a below grade concrete vault with a flow meter, flow control valve, chlorine analyzer, isolation valves and special fittings, and above grade electrical and control panels.

The Concept Design Report will present the following:

- Design criteria
- Hydraulic assessment
- Hydraulic or physical constraints
- Base map and site plan
- Geotechnical considerations
- Electrical considerations
- Preliminary controls narrative
- Cost opinion
- Schedule and recommendations for implementation

**SUMMARY OF PROPOSED SERVICES**

If selected to perform this work, MKN, will perform the following services:

- Review existing record drawings and additional available information for WMWC and District facilities;
- Perform hydraulic modeling to determine design pressures and flows for the interconnect facility;
- Perform geotechnical investigation;
- Perform a topographic survey of the proposed interconnection site and connection points;
- Perform utility research and provide mapping of the existing utilities at and around the proposed interconnection site and connection points;
- Prepare preliminary layout; and
- Prepare a Concept Design Report.

It is assumed the District will provide the following:

- Record drawings of District and WMWC facilities around the proposed project area; and
- Confirmation of location for interconnection.

### **SCOPE OF WORK**

#### **Task Group 100 – Preliminary Engineering**

##### *Project Kick-Off and Site Walk*

MKN will plan and attend a kickoff meeting with District Staff to review project scope, schedule, deliverables, known utility conflicts, and easements; discuss the planned location for the interconnection; and discuss any construction or operational concerns. It is assumed the District will provide confirmation of the desired location for the interconnection facility within two weeks of Notice to Proceed. For purposes of providing a scope and budget, this proposal assumes the interconnection will be near the existing connection location, at Via Concha Road and Trailview Lane. A site walk will be attended by the project team to identify any specific concerns prior to the initiation of work. Meeting notes will be prepared and provided to the District to document main findings and action items.

##### *Information Review*

The Project Team will review existing information and record drawings relevant to the planned interconnection facility. Existing information includes aerial photography, available plans for underground utilities, and existing record drawings. Plans provided will be used to determine tie-in details of the interconnection between the District and WMWC.

#### **Task Group 200 – Project Surveys & Investigation**

MKN has retained the services of MBS Land Surveys (MBS) to perform a topographic and boundary survey of the proposed project area. The survey area will include the northeast corner of Via Concha Road and Trailview Lane. MBS will perform the following tasks:

- Place aerial control for aerial topographic mapping
- Prepare aerial topographic mapping within the within the project study area (approximately 100 feet by 200 feet area at the northeast corner of Via Concha Road and Trailview Lane)
- Record right-of-way boundaries along the survey corridor

- Locate above-ground evidence of utilities within the project boundaries
- Prepare base mapping in AutoCAD format for use in developing the construction documents

MKN will also compare utility information provided on received record drawings with visible physical utility evidence during the site investigation. Utility information will be incorporated into the site survey and mapped where possible.

For the geotechnical investigation, MKN has retained the services of Yeh & Associates, Inc. (Yeh). The following tasks are proposed:

- Develop a field exploration plan with MKN and District staff
- Prepare for field work including development of a health and safety plan, marking of planned explorations, and notification to Underground Services Alert (USA)
- Drill one boring to up to 20 feet at the site to provide information for installing the new vault.
- Perform laboratory testing of selected samples recovered from the field exploration program
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#### **Task Group 300 – Hydraulics Evaluation & Preliminary Layout**

MKN will review available WMWC water system information and complete a hydraulic assessment to determine design pressures and flows for the interconnection. MKN will use the current District hydraulic model, which has been recently updated through work associated with the Joshua Road Pump Station. Following Task Group 200, and with input on general system components from the District, MKN will prepare a preliminary layout for the interconnection.

MKN will coordinate a meeting with NCS D and WMWC staff to discuss results of the hydraulic assessment, anticipated interconnection components and the operational concept, and the preliminary layout prior to preparation of Concept Design Report.

#### **Task Group 400 – Draft Concept Design Report**

MKN will prepare a draft Concept Design Report summarizing the findings of all efforts identified in this proposal. The report will address interconnection design features, equipment components, and provide an operational narrative of the proposed facility in the report. Specific items addressed in the report will include:

- Survey information
- Existing utilities and potential conflicts
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- Operational coordination considerations
- Interconnection facility layout and connection points
- Material selection for pipelines

- Facility appurtenances including valves, flowmeter, flow control valve, chlorine analyzer, mechanical equipment, and special fittings
- Construction constraints including site access and laydown area
- Encroachment permits
- Temporary and permanent easements
- Electrical considerations and site plan, including emergency power recommendations
- Instrumentation and control, including preliminary controls narrative for requesting budget from the District's SCADA system integrator
- Operation and maintenance considerations

Three (3) hard copies of the draft report will be provided to the District for review. A PDF copy will also be provided.

#### **Task Group 500 – Final Concept Design Report**

MKN will meet with the District and WMWC (if necessary) and receive consolidated review comments (both District and WMWC comments) on the Draft Concept Design Report for incorporation into the final report. Review comments will be addressed and the revised Draft Concept Design Report will be provided to the District for review (pdf copy). Additional District review comments (if any) will be incorporated and the report will be finalized. Two hard copies of the final report will be provided to the District along with a pdf copy.

#### **ASSUMPTIONS:**

- Boundary research will not include setting right-of-way property corners. This work can be performed for an additional fee if needed.
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- MKN shall be entitled to rely reasonably upon the accuracy of data and information provided by or through Client and will use good professional judgment in reviewing and evaluating such information. If MKN identifies any error or inaccuracy in data or information provided by or through Client, or determines that additional data or information is needed to perform the services, MKN shall promptly notify the client. MKN will provide data requests to Client as needs arise.
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- A nearby existing sewer or a dry well will be utilized for chlorine analyzer waste disposal.

**FEE AND SCHEDULE**

The anticipated report schedule is summarized in the table below. It assumes a District review period of two weeks between the draft and final submittal.

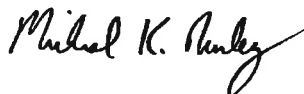
Task	Weeks from Notice-to-Proceed
Kickoff Meeting	1 week
Receipt of record drawings and information requested at Kickoff	2 weeks
Survey & Geotechnical work completed in draft form	4 weeks
Draft Submittal	8 weeks
Draft Review Meeting	10 weeks
Final Submittal	12 weeks

MKN proposes to complete this project on a time and materials basis, with a total budget that will not be exceeded without written authorization from the District. The budget is summarized below and a detailed breakdown is provided in the attached spreadsheet.

Project Task	MKN	Subconsultants	Proposed Fee
Task Group 100 Preliminary Engineering	\$2,325	\$3,608	\$5,933
Task Group 200 Project Surveys & Investigations	\$2,120	\$8,306	\$10,426
Task Group 300 Hydraulic Evaluation & Preliminary Layout	\$6,232	\$660	\$6,932
Task Group 400 Draft Concept Design Report	\$9,808	\$1,100	\$10,908
Task Group 500 Final Concept Design Report	\$4,376	\$616	\$4,992
<b>Total Budget</b>	<b>\$24,901</b>	<b>\$14,290</b>	<b>\$39,191</b>

Thank you for providing MKN with the opportunity to provide professional engineering services for your project. If you have any questions regarding this proposal, please contact me at [mnunley@mknassociates.us](mailto:mnunley@mknassociates.us) or by phone at (805) 904-6530 x102.

Sincerely,



Michael K. Nunley, PE  
Principal

Attachments:

Budget Worksheet, Fee Schedule

**Budget for NCSO-WMWC Interconnection Concept Design Report**

	Principal Engineer	Project Engineer	Water Resources Planner	Drafter	Administrative Assistant	Total Hours	ODCs	Subconsultant (Electrical)	Subconsultant (Geotechnical)	Subconsultant (Survey)	Total Labor	Total Cost
<b>Task Group 100 - Preliminary Engineering</b>												
Project Kickoff Meeting and Site Visit	4	4	0	0	0	8	\$ 40	\$ 3,608			\$ 1,280	\$ 4,928
Information Review	1	2	4	0	0	7	\$ -				\$ 1,005	\$ 1,005
<b>Subtotal</b>	<b>5</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>\$ 40</b>	<b>\$ 3,608</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,285</b>	<b>\$ 5,933</b>
<b>Task Group 200 - Project Surveys &amp; Investigations</b>												
Survey	0	4	0	2	0	6	\$ 40			\$ 4,290	\$ 764	\$ 5,094
Utility Survey	0	2	0	8	0	10	\$ -				\$ 1,026	\$ 1,026
Geotechnical Investigation	0	2	0	0	0	2	\$ -	\$ 4,016			\$ 290	\$ 4,306
<b>Subtotal</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>18</b>	<b>\$ 40</b>	<b>\$ -</b>	<b>\$ 4,016</b>	<b>\$ 4,290</b>	<b>\$ 2,080</b>	<b>\$ 10,426</b>
<b>Task Group 300 - Hydraulic Evaluation &amp; Preliminary Layout</b>												
Hydraulic Review and Analysis	0	8	16	0	0	24	\$ -				\$ 3,320	\$ 3,320
Preliminary Layout	2	2	8	6	0	18	\$ -	\$ 660			\$ 2,272	\$ 2,932
Meeting with NCSO and WMWC staff	2	2	0	0	0	4	\$ 40				\$ 640	\$ 680
<b>Subtotal</b>	<b>4</b>	<b>12</b>	<b>24</b>	<b>6</b>	<b>0</b>	<b>46</b>	<b>\$ 40</b>	<b>\$ 660</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,232</b>	<b>\$ 6,932</b>
<b>Task Group 400 - Draft Concept Design Report</b>												
Draft Report Preparation	2	8	24	24	2	60	\$ 300	\$ 1,100			\$ 7,068	\$ 8,468
Opinion of Construction Cost	2	8	0	0	0	10	\$ -				\$ 1,510	\$ 1,510
Draft Concept Design Report Review Meeting	2	4	0	0	0	6	\$ -				\$ 930	\$ 930
<b>Subtotal</b>	<b>6</b>	<b>20</b>	<b>24</b>	<b>24</b>	<b>2</b>	<b>76</b>	<b>\$ 300</b>	<b>\$ 1,100</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,508</b>	<b>\$ 10,908</b>
<b>Task Group 500 - Final Concept Design Report</b>												
Final Report Preparation	2	6	8	8	2	26	\$ 300	\$ 616			\$ 3,146	\$ 4,062
Opinion of Construction Cost	2	4	0	0	0	6	\$ -				\$ 930	\$ 930
<b>Subtotal</b>	<b>4</b>	<b>10</b>	<b>8</b>	<b>8</b>	<b>2</b>	<b>32</b>	<b>\$ 300</b>	<b>\$ 616</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,076</b>	<b>\$ 4,992</b>
<b>TOTAL BUDGET</b>	<b>19</b>	<b>56</b>	<b>60</b>	<b>48</b>	<b>4</b>	<b>187</b>	<b>\$ 720</b>	<b>\$ 5,984</b>	<b>\$ 4,016</b>	<b>\$ 4,290</b>	<b>\$ 24,181</b>	<b>\$ 39,191</b>

Billing Rates	\$/hr
Principal Engineer	175
Senior Engineer	165
Project Engineer	145
Water Resources Planner	135
Drafter	92
Administrative Assistant	55

Mileage to be reimbursed at IRS rate





MKN & Associates, Inc.  
PO Box 1604  
Arroyo Grande, CA 93421  
805 904 6530

## FEE SCHEDULE FOR PROFESSIONAL SERVICES

### ENGINEERS AND TECHNICAL SUPPORT STAFF

Principal Engineer	\$175/HR
Senior Project Engineer	\$165/HR
Project Engineer	\$145/HR
Water Resources Planner	\$135/HR
Assistant Engineer	\$125/HR
GIS Specialist	\$125/HR
GIS Technician	\$105/HR
Senior Design Technician	\$92/HR
Administrative Assistant	\$55/HR

*Routine office expenses such as computer usage, telephone charges, office equipment and supplies, incidental postage, copying, faxes, etc., are included in the hourly rates.*

### DIRECT PROJECT EXPENSES

Outside Reproduction	Cost + 10%
Subcontracted or Subconsultant Services	Cost + 10%
Travel & Subsistence (other than mileage)	Cost
Auto Mileage	Current IRS Rate - \$.54/mi.



TO: BOARD OF DIRECTORS  
FROM: MARIO E. IGLESIAS  
GENERAL MANAGER  
DATE: September 8, 2017

**AGENDA ITEM  
E-5  
SEPTEMBER 13, 2017**

**AUTHORIZE BUDGET ADJUSTMENT OF \$8,000 TO THE LANDSCAPE MAINTENANCE DISTRICT #1 FUND FOR THE PURPOSE OF REMOVING TURF AND REPLANTING WITH DROUGHT TOLERANT LANDSCAPE**

**ITEM**

Consider authorizing a budget adjustment to Landscape Maintenance District #1, Fund 250, to remove turf and replant the area with drought tolerant landscape [RECOMMEND AUTHORIZE BUDGET ADJUSTMENT OF \$8,000 TO LANDSCAPE MAINTENANCE DISTRICT #1]

**BACKGROUND**

The Nipomo Community Services District ("District") is responsible for maintaining a certain area of street landscape on Tefft Street and South Tejas Place, combined and hereafter referenced as the Landscape and Maintenance District #1 ("LMD#1"). The current landscape incorporates a significant area of turf. Much of the turf throughout LMD#1 was damaged by the reduced irrigation schedule brought on by drought restrictions. District staff needed to find a way to improve the damaged turf or replace it with drought tolerant plants that could be sustained with the reduced irrigation schedule.

District staff has held numerous community meetings with the property owners who pay for LMD#1. In discussions with the property owners, staff asked for and received direction from the participating property owners. Staff is asking your Honorable Board to approve the needed funds through a budget adjustment in support of the community's desired option to revitalize the damaged landscaped areas within LMD#1.

The community members within LMD#1 are looking to reduce the turf area within LMD#1 to reduce water demand and maintain a high level of aesthetics commensurate with the neighborhood. While it is not economically feasible to remove all the turf areas within LMD#1 and address all the drought damage, the community is looking to the District to begin the long-term process of making LMD#1 water efficient, cost effective and visually pleasing.

The contract with All-Weather provides for time and materials cost for work efforts necessary to improve and repair LMD#1. All-Weather has provided a cost estimate not to exceed \$10,000 – their estimate is for improvements is \$9,970. The request for a budget adjustment of \$8,000 will be combined with \$2,000 currently included in the annual budget for plant replacement. The District is also applying for a "Cash for Grass" County rebate program to help pay for the LMD#1 community's water reduction initiative. The application has not yet been filed but an appointment request for a County representative to inspect the area as required has been filed.

The area where turf will be removed is located at the section on South Tejas Place between Vista Verda Ln and Ida Ln and is approximately 5-feet wide by 125-feet long, a 625 square-foot

area in total. This amount of turf removal would generate \$625 from the County Cash for Grass program.

**FISCAL IMPACT**

Funding for the project was not planned for fiscal year 2018 and therefore requires a budget adjustment to fund #250, Street Landscape Maintenance District #1. There is approximately \$20,000 in fund balance. Reducing the fund by \$8,000 provides for a fund balance of \$12,000. \$2,000 of the \$3,000 budgeted for the plant replacement this year will be added to the requested budget adjustment amount to pay for the improvements. The property owners collectively pay \$10,400/year for maintenance services.

**STRATEGIC PLAN**

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

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

4.3 Monitor opportunities for grant funding.

Goal 6. GOVERNANCE AND ADMINISTRATION. Conduct District activities in an efficient, equitable and cost-effective manner.

6.3 Provide excellent customer service.

**RECOMMENDATION**

Recommend your Honorable Board authorize a budget adjustment for LMD#1 in the amount of \$8,000.

**ATTACHMENTS**

- A. Fiscal Year 2017-18 LMD#1 Engineer's Report
- B. Cost Sheet from All-Weather Landscape

September 13, 2017

ITEM E-5

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT  
ENGINEER'S ANNUAL LEVY REPORT  
STREET LANDSCAPE MAINTENANCE DISTRICT NO. 1  
FISCAL YEAR 2017-2018

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Introduction

Nipomo Community Services District (“NCS D”) annually levies and collects special assessments to maintain improvements within Street Landscape Maintenance District No. 1 (“District”). The District was formed and annual assessments are established pursuant to the Landscape and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code (the “1972 Act”).

This Engineer’s Annual Report (“Report”) describes the District and the proposed assessments for the fiscal year 2017-2018. The assessments are based on the historical and estimated future costs to maintain the improvements that provide a direct and special benefit to properties within the District.

For the purposes of this Report, the word “parcel” refers to an individual property assigned its own Assessor Parcel Number by the San Luis Obispo County Assessor’s Office. The San Luis Obispo County Auditor/Controller uses Assessor Parcel Numbers and specific Fund Numbers to identify properties assessed for special district benefit assessments on the tax roll.

Effect of Proposition 218

In November 1996, California voters approved Proposition 218 that established specific requirements for the on-going imposition of taxes, assessments and fees. The provisions of the Proposition are now contained in the California Constitutional Articles XIII C and XIII D.

All assessments described in this Report and approved by the Board of Directors are prepared in accordance with the 1972 Act and are in compliance with the provisions of the California Constitution Article XIII D.

The assessments adopted include the District’s annual inflationary adjustment to the maximum assessment rate. This annual inflationary adjustment to the maximum assessment rate is provided in this Report.

Description of the District and Services

The District (formed on April 9, 2003) provides and ensures the continued maintenance, servicing, administration and operation of landscaping located within a portion of the public rights-of-way and dedicated landscape easements in Tract 2409, a 28 lot subdivision commonly known as Vista Verde Estates, located off of West Tefft across from Dana Elementary School.

NIPOMO COMMUNITY SERVICES DISTRICT  
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STREET LANDSCAPE MAINTENANCE DISTRICT NO. 1  
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Improvements within the District include the maintenance and operation and the furnishing of services and materials for landscaping which include trees, shrubs, grasses and other ornamental vegetation, and appurtenant facilities, including irrigation systems.

The landscape maintenance obligation is limited to the following:

- Landscaping bordering the frontage of lots 1 through 6 on Tefft Street
- Landscaping bordering the frontage of lots 1, 15, 16, and 28 on Tejas Place
- Landscaping bordering the southwest and northwest sides of lot 29 (drainage basin) on Tejas Place
- The pathway between lots 4 and 5 between Tefft Street and Vista Verde

Method of Apportionment

General

The 1972 Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements which include the construction, maintenance and servicing of landscaping and appurtenant facilities. The 1972 Act further requires that the cost of these improvements be levied according to benefit rather than assessed value:

*“The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.”*

The formula used for calculating assessments of the District therefore reflect the composition of the parcels, and the improvements and services provided, to fairly apportion the costs based on the benefits to each parcel.

Benefit Analysis

The associated costs and assessments have been carefully reviewed, identified and allocated based on special benefit pursuant to the provisions of the California Constitution and 1972 Act. The improvements associated with the District have been identified as necessary, required and/or desired for the orderly development of the properties within the District to their full potential, consistent with the proposed development plans. As such, these improvements would be necessary and required of individual property owners for the development of such properties, and the ongoing operation, servicing and maintenance of these improvements would be the financial obligation of those properties. Therefore,

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the improvements and the annual costs of ensuring the maintenance and operation of the improvements are of direct and special benefit to the properties.

The method of apportionment (method of assessment) is based on the premise that each assessed parcel within the District receives special benefit from the improvements provided by the District. The desirability of properties is enhanced by the presence of local improvements in close proximity to those properties.

The special benefits associated with landscaped improvements are specifically:

- Enhanced desirability of properties through association with the improvements.
- Improved aesthetic appeal of properties providing a positive representation of the area.
- Enhanced adaptation of the urban environment within the natural environment from adequate green space and landscaping.
- Environmental enhancement through improved erosion resistance, dust and debris control.
- Increased sense of pride in ownership of property within the District resulting in well-maintained improvements associated with the properties.
- Reduced criminal activity and property-related crimes (especially vandalism) against properties in the District through well-maintained surroundings.

Based on the preceding special benefits, it has been determined that the improvements provided through the District and for which parcels are assessed, contribute to aesthetic value and desirability of those properties. It has further been determined that these improvements, either individually or collectively are provided for the special benefit and enhancement of properties within the District and provide no measurable general benefit to properties outside the District or to the public at large.

Assessment Methodology

The maximum annual assessment that may be levied each fiscal year includes an annual inflationary adjustment to the maximum assessment rate based on the percentage change in the Consumer Price Index for Urban Wage Earners and Clerical Workers in San Francisco/San Jose for February 28 of the current year over the previous year's index on the same date. Although the maximum rate for the District may increase each year, the actual amount to be assessed is based on the annual budget and may be less than the maximum rate. The property owners must approve any proposed assessment that exceeds the adjusted maximum rate before it can be imposed.

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STREET LANDSCAPE MAINTENANCE DISTRICT NO. 1  
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The maximum assessment that may be levied in a fiscal year is increased annually by the following formula

$$\begin{array}{r}
 \text{(Prior Year's Annual Maximum Assessment x CPI)} \\
 \text{Plus} \\
 \text{Prior Year's Annual Maximum Assessment}
 \end{array}
 \left. \vphantom{\begin{array}{r} \text{(Prior Year's Annual Maximum Assessment x CPI)} \\ \text{Plus} \\ \text{Prior Year's Annual Maximum Assessment} \end{array}} \right\} = \begin{array}{l} \text{Current Year's} \\ \text{Annual} \\ \text{Maximum} \\ \text{Assessment} \end{array}$$

The percentage change used is the annual change for the preceding 12 months. The annual inflation factor applied for the fiscal year 2017-2018 is based on the percentage change from February 2016 to February 2017 and has been identified as 3.28% (annual percentage change currently available).

MAXIMUM ALLOWABLE ASSESSMENT PER PARCEL (APPLYING INFLATIONARY ADJUSTMENT)	
2016-2017 Maximum Assessment	(A) \$463.84
X CPI (3.28%)	(B) \$15.21
	-----
Maximum Assessment Allowable 2017-2018	(A) + (B) \$479.05 =====
Proposed 2017-2018 Annual Assessment	\$380.000 =====

Fiscal Year 2017-2018 District Budget

DESCRIPTION		2017-2018 BUDGET
Beginning Estimated Fund Balance (July 1, 2017)		\$21,000
<b>Proposed Assessment Levy</b>		\$10,640
<b>Estimated Interest Income</b>		\$200
<b>Estimated Expenditures</b>		
Contract Landscape Maintenance	(\$5000)	
Plant attrition and normal loss	(\$2000)	
Water	(\$3000)	
Electricity	(\$150)	
Public Notifications	(\$500)	
Administration	(\$1500)	
<b>Total Estimated Expenditures</b>		(\$12,150)
Estimated Ending Fund Balance (1) (June 30, 2018)		\$19,690

NIPOMO COMMUNITY SERVICES DISTRICT  
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STREET LANDSCAPE MAINTENANCE DISTRICT NO. 1  
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- (1) In accordance with the Reserve Policy adopted by the Nipomo Community Services District Board in 2012, the target fund balance reserve for Street Landscape Maintenance District No. 1 is \$20,000. Reserve is for landscaping repair/replacement and irrigation system repair/replacement.



NIPOMO COMMUNITY SERVICES DISTRICT  
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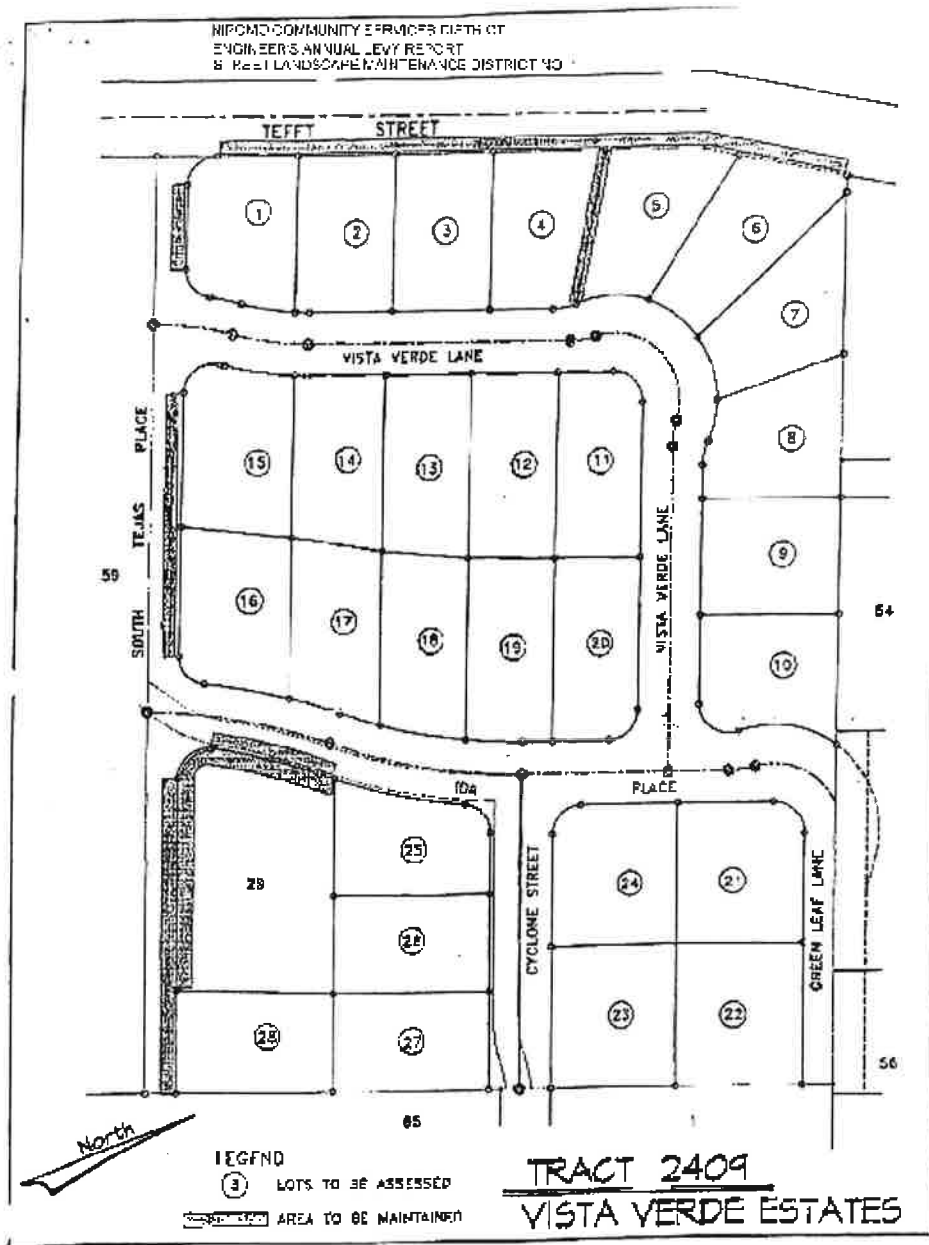
Lot Number	Assessor Parcel Number	Annual Assessment
1	092-512-001	\$380.00
2	092-512-002	\$380.00
3	092-512-003	\$380.00
4	092-512-004	\$380.00
5	092-512-005	\$380.00
6	092-512-006	\$380.00
7	092-512-007	\$380.00
8	092-512-008	\$380.00
9	092-512-009	\$380.00
10	092-512-010	\$380.00
11	092-512-011	\$380.00
12	092-512-012	\$380.00
13	092-512-013	\$380.00
14	092-512-014	\$380.00
15	092-512-015	\$380.00
16	092-512-016	\$380.00
17	092-512-017	\$380.00
18	092-512-018	\$380.00
19	092-512-019	\$380.00
20	092-512-020	\$380.00
21	092-512-021	\$380.00
22	092-512-022	\$380.00
23	092-512-023	\$380.00
24	092-512-024	\$380.00
25	092-512-025	\$380.00
26	092-512-026	\$380.00
27	092-512-027	\$380.00
28	092-512-028	\$380.00
	TOTAL	\$10,640.00

\_\_\_\_\_  
PETER V. SEVCIK, P.E.  
DISTRICT ENGINEER

\_\_\_\_\_  
DATE

NIPOMO COMMUNITY SERVICES DISTRICT  
 ENGINEER'S ANNUAL LEVY REPORT  
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 FISCAL YEAR 2017-2018

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September 13, 2017

ITEM E-5

ATTACHMENT B



August 17, 2017

Vista Verdes HOA

Attn: Mario Iglesias

Please see the below estimate to enhance the area (north side of Tejas between Vista Verdes and Ida) with new drought tolerant plants from the attached rendering. Enhancements to include removal of all existing sod and plant material (hedge to remain). Addition of soil amendments and haul off of all debris.

- ❖ (118) 1 gal- drought tolerant plants
- ❖ (67) 5 gal- drought tolerant plants
- ❖ (6) yards walk on bark
- ❖ (3) landscape boulders
- ❖ Convert existing irrigation to drip irrigation
- ❖ Demo of all sod and existing plant material (hedge to remain)

**Total project estimate**

**\$9,970.58**

Please sign and return this proposal as authorization for Allweather to perform the above recommendations. If you have any questions, please do not hesitate to contact us.

Thank you,  
*Jessica Smith*  
Project Manager

\_\_\_\_\_  
Customer Signature

Please send approved proposals to [zoa.allweather@gmail.com](mailto:zoa.allweather@gmail.com) or fax to 805.310.4947