

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER



DATE: MARCH 19, 2021

AGENDA ITEM

C

MARCH 24, 2021

PRESENTATIONS AND REPORTS

The following presentations and reports are scheduled:

- C-1) PRESENTATION ON TRANSITIONING FROM BI-MONTHLY TO MONTHLY BILLING CYCLE [RECOMMEND RECEIVE AND FILE]
- C-2) DIRECTORS' ANNOUNCEMENTS OF DISTRICT AND COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES AND SEMINARS.
Receive Announcements and Reports from Directors
- C-3) RECEIVE PUBLIC COMMENT ON PRESENTATIONS AND REPORTS PRESENTED UNDER ITEM C AND BY MOTION RECEIVE AND FILE PRESENTATIONS AND REPORTS

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER



DATE: MARCH 19, 2021

AGENDA ITEM

C-1

MARCH 24, 2021

**PRESENTATION ON TRANSITIONING FROM
BI-MONTHLY TO MONTHLY BILLING CYCLE**

ITEM

Presentation of transitioning from a bi-monthly to a monthly billing cycle.

BACKGROUND

General Manager, Mario Iglesias will present transitioning from a bi-monthly to a monthly billing cycle.

RECOMMENDATION

Staff recommends that your Honorable Board receive the presentation.

ATTACHMENTS

- A. Moving to Monthly Billing Cycle Presentation

MARCH 24, 2021

ITEM C-1

ATTACHMENT A



EXAMINE TRANSITIONING TO A MONTHLY BILLING CYCLE

SERVICE/COST ASSOCIATION





Premise

Shifting from a Bi-monthly billing cycle to a monthly billing cycle will provide measurable benefits to District customers.

In Support of the Premise:

- The majority of wage earners are paid once a month or twice a month.
 - With few exceptions, utility providers bill users for services in the arears on a monthly billing cycle. By billing every other month, a utility user has to adjust their bill paying practice beyond a traditional one month period.
 - By aligning with the billing cycle better paired with user pay cycles, those user's can better manage there financials.
 - Reading meters and bills monthly provides a greater opportunity to discover customer leaks leading to a reduction in non-revenue water.
- 

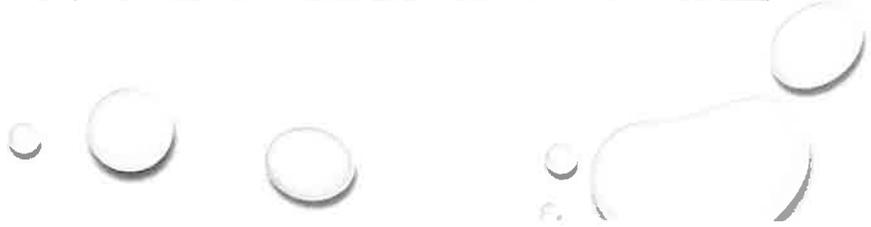


Why Now?

Improved Technology - Process Efficiencies Achievable

Meeting Customer Expectations (w/Cost Savings)

Addresses Emerging Regulatory Compliance Statutes



Three Process Elements

Data
Collection
Meter
Reading

Data
Processing
Bill
Calculating

Data
Delivery
Bill
Dissemination

Cost Impacts on future budgets

Calendar Year Quarter	2021				2022				2023			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Data Collection	Step 1		Step 2				Step 3		Step 4		Step 5	
Data Processing												
Data Dissemination												
Billing Cycle	Bi-Monthly								Monthly			
Fiscal Year Budget Plan	FY 2020-21		FY 2021-22				FY 2022-23		FY 2023-24			
AMI Meter Conversion	\$130,000		\$200,000				\$200,000		\$144,000			
One-time Setup	\$30,000											
Meters Converted	400		600				500		400			
CSI Conversion			\$15,000				\$10,000					
Staffing Adjustment							\$25,000		\$25,000			
Bill Delivery Conversion	No cost		\$4,000 Savings				\$4,000 Savings		\$4,000 Savings			

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER *MI*

DATE: MARCH 19, 2021

AGENDA ITEM

D

MARCH 24, 2021

CONSENT AGENDA

The following items are considered routine and non-controversial by staff and may be approved by one motion if no member of the Board wishes an item removed. If discussion is desired, the item may be removed from the Consent Agenda by a Board member and will be considered separately at the conclusion of the Administrative Items. Individual items on the Consent Agenda are approved by the same vote that approves the Consent Agenda, unless an item is pulled for separate consideration. The recommendations for each item are noted in bracket. Members of the public may comment on the Consent Agenda items.

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

- D-1) WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE MARCH 10, 2021, REGULAR BOARD MEETING MINUTES
[RECOMMEND APPROVE MINUTES]
- D-3) DECLARE 2007 FORD PICKUP TRUCK SURPLUS AND AUTHORIZE SALE
[RECOMMEND DECLARE 2007 FORD PICKUP SURPLUS AND AUTHORIZE
STAFF TO DISPOSE OF BY SALE]
- D-4) AWARD CONSTRUCTION CONTRACT FOR NIPOMO PALMS LIFT STATION
REPLACEMENT PROJECT TO BROUGH CONSTRUCTION, INC.
[RECOMMEND ADOPT RESOLUTION AWARDED CONTRACT TO BROUGH
CONSTRUCTION, INC. IN THE AMOUNT OF \$918,368, AUTHORIZING STAFF
TO EXECUTE CONTRACT, AUTHORIZING CHANGE ORDER CONSTRUCTION
CONTINGENCY IN THE AMOUNT OF \$60,000, AND APPROVING BUDGET
ADJUSTMENT IN THE AMOUNT OF \$431,000]
- D-5) APPROVE TASK ORDER WITH MNS ENGINEERS INC. FOR CONSTRUCTION
MANAGEMENT SERVICES FOR NIPOMO PALMS LIFT STATION
REPLACEMENT PROJECT [RECOMMEND BY MOTION AND ROLL CALL
APPROVE TASK ORDER WITH MNS ENGINEERS, INC. IN THE AMOUNT OF
\$190,000 AND AUTHORIZE STAFF TO EXECUTE TASK ORDER]
- D-6) APPROVE TASK ORDER WITH CANNON FOR ENGINEERING SERVICES
DURING CONSTRUCTION FOR NIPOMO PALMS LIFT STATION
REPLACEMENT PROJECT [RECOMMEND BY MOTION AND ROLL CALL
APPROVE TASK ORDER WITH CANNON IN THE AMOUNT OF \$35,850 AND
AUTHORIZE STAFF TO EXECUTE TASK ORDER]
- D-7) AUTHORIZE TASK ORDER FOR SUPERVISORY CONTROL AND DATA
ACQUISITION SYSTEM INTEGRATION SERVICES FOR NIPOMO PALMS LIFT
STATION REPLACEMENT PROJECT [RECOMMEND BY MOTION AND ROLL
CALL VOTE ADOPT RESOLUTION AUTHORIZING STAFF TO EXECUTE TASK
ORDER IN THE AMOUNT OF \$44,896 WITH TESCO CONTROLS, INC.]

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS 
GENERAL MANAGER

FROM: LISA BOGNUDA
FINANCE DIRECTOR

AGENDA ITEM
D-1(A)
MARCH 24, 2021

DATE: MARCH 19, 2021

WARRANTS

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$399,549.48
HAND WRITTEN CHECKS	NONE
VOIDED CHECKS	NONE



Nipomo Community Services District

Item D-1 Warrants MARCH 24, 2021

By Payment Number

Payment Dates 03/24/2021 - 03/24/2021

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
Payment: 7007					
Amazon Capital Services, Inc.	Clorox wipes	1CCF-CJLK-Y736	03/24/2021		88.95
Amazon Capital Services, Inc.	Fire hose	1X44-CG46-3QF9	03/24/2021		556.40
Payment 7007 Total:					645.35
Payment: 7008					
Brenntag Pacific, Inc.	Sodium Hypochlorite	BPI124190	03/24/2021		656.59
Brenntag Pacific, Inc.	Sodium Hypochlorite	BPI126898	03/24/2021		387.93
Brenntag Pacific, Inc.	Sodium Hypochlorite	BPI126897	03/24/2021		301.09
Payment 7008 Total:					1,345.61
Payment: 7009					
Burdine Printing	Postage for bills	43359B	03/24/2021		1,368.04
Burdine Printing	Mail bills	43359A	03/24/2021		213.27
Payment 7009 Total:					1,581.31
Payment: 7010					
California Electric Supply	Eaton keypad-loc/rem	7826-450508	03/24/2021		338.86
Payment 7010 Total:					338.86
Payment: 7011					
CalPortland Construction	Truck rental	94955985	03/24/2021		192.76
CalPortland Construction	Cold mix	94955986	03/24/2021		1,270.50
Payment 7011 Total:					1,463.26
Payment: 7012					
Cannon Corporation	Eureka Well Replacement Proj	75714	03/24/2021		7,345.00
Payment 7012 Total:					7,345.00
Payment: 7013					
Carquest Auto Parts	Vehicle repair/maintenance	7314-1217610	03/24/2021		41.34
Payment 7013 Total:					41.34
Payment: 7014					
Charter Communications	Internet - Shop and/or Office	0224495032021	03/24/2021		734.20
Charter Communications	Internet - Shop and/or Office	0225708032221	03/24/2021		734.20
Payment 7014 Total:					1,468.40
Payment: 7015					
Electricraft, Inc.	Parking lot fixtures survey	15622	03/24/2021		290.50
Electricraft, Inc.	Electrical repair -Via Concha	16668	03/24/2021		10,002.77
Payment 7015 Total:					10,293.27
Payment: 7016					
Engel & Gray, Inc.	Biosolids collection	12X00081	03/24/2021		7,610.92
Payment 7016 Total:					7,610.92
Payment: 7017					
Excel Personnel Services, Inc.	Employment agency	3686621	03/24/2021		465.00
Excel Personnel Services, Inc.	Employment agency	3690857	03/24/2021		465.00
Payment 7017 Total:					930.00
Payment: 7018					
Executive Janitorial	Janitorial services	MAR 2021	03/24/2021		780.00
Payment 7018 Total:					780.00
Payment: 7019					
FGL Environmental	Lab tests	180053A	03/24/2021		773.00
Payment 7019 Total:					773.00
Payment: 7020					
GLM Landscape Management	Landscape maintenance	MAR2021	03/24/2021		430.00
Payment 7020 Total:					430.00

Item D-1 Warrants MARCH 24, 2021

Payment Dates: 03/24/2021 - 03/24/2021

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount	
Payment: 7021						
Iglesias, Mario	Cell phone reimbursement	MAR2021	03/24/2021		65.00	
					Payment 7021 Total:	65.00
Payment: 7022						
Integrated Industrial Supply, I	Gloves	75607	03/24/2021		483.48	
					Payment 7022 Total:	483.48
Payment: 7023						
Iron Mountain	Shredding	DLGR742	03/24/2021		101.85	
					Payment 7023 Total:	101.85
Payment: 7024						
Johnboy's Towing, Inc	Vehicle repair/maintenance	47988	03/24/2021		110.00	
Johnboy's Towing, Inc	Vehicle repair/maintenance	45871	03/24/2021		115.00	
					Payment 7024 Total:	225.00
Payment: 7025						
Maldonado, Francisco	Uniform - Boot reimbursemen	MAR2021	03/24/2021		161.48	
					Payment 7025 Total:	161.48
Payment: 7026						
Mission Uniform Service	Uniforms	514330232	03/24/2021		218.00	
Mission Uniform Service	Uniforms	514372897	03/24/2021		182.69	
					Payment 7026 Total:	400.69
Payment: 7027						
MNS Engineers, Inc.	Supplemental water project	77242	03/24/2021		7,762.21	
MNS Engineers, Inc.	Construction management - S	77243	03/24/2021		1,500.00	
					Payment 7027 Total:	9,262.21
Payment: 7028						
NexTraq	GPS subscription	AT01553904	03/24/2021		419.25	
					Payment 7028 Total:	419.25
Payment: 7029						
Nipomo Community Services	Water	Feb 2021	03/24/2021		1,064.41	
					Payment 7029 Total:	1,064.41
Payment: 7030						
Nunley & Associates, Inc.	Southland Screw Press ESDC	8732	03/24/2021		745.49	
Nunley & Associates, Inc.	UWMP Update 2020	8697	03/24/2021		5,106.74	
Nunley & Associates, Inc.	Nipomo Senior Housing	8724	03/24/2021		3,459.61	
Nunley & Associates, Inc.	Branch Street Waterline Impr	8730	03/24/2021		235.00	
Nunley & Associates, Inc.	GIS Implementation	8696	03/24/2021		712.76	
Nunley & Associates, Inc.	Joshua Road Pump Station ES	8737	03/24/2021		983.65	
Nunley & Associates, Inc.	Frontage Road Commercial D	8726	03/24/2021		786.41	
Nunley & Associates, Inc.	Dana Reserve	8690	03/24/2021		33,646.26	
Nunley & Associates, Inc.	AWIA Risk & Resilience Assess	8698	03/24/2021		3,755.90	
					Payment 7030 Total:	49,431.82
Payment: 7031						
Nu-Tech Pest Management	Rodent control	0157033	03/24/2021		75.00	
Nu-Tech Pest Management	Pest Control	0157030	03/24/2021		265.00	
					Payment 7031 Total:	340.00
Payment: 7032						
Office Depot	Office supplies	160584583001	03/24/2021		105.22	
					Payment 7032 Total:	105.22
Payment: 7033						
PG&E	Electricity	MAR 2021	03/24/2021		38,294.43	
					Payment 7033 Total:	38,294.43
Payment: 7034						
Polydyne, Inc.	Clarifloc	1524394	03/24/2021		649.38	
					Payment 7034 Total:	649.38

Item D-1 Warrants MARCH 24, 2021

Payment Dates: 03/24/2021 - 03/24/2021

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
Payment: 7035					
Praxair Distribution, Inc.	Cylinder rental	61946943	03/24/2021		59.81
Payment 7035 Total:					<u>59.81</u>
Payment: 7036					
Ray Morgan Company	B&W/Color copies	3251700	03/24/2021		165.80
Ray Morgan Company	B&W/Color copies	3251699	03/24/2021		60.75
Ray Morgan Company	B&W/Color copies	3251701	03/24/2021		167.63
Payment 7036 Total:					<u>394.18</u>
Payment: 7037					
Simplot Grower Solutions	CAN 17	780141412	03/24/2021		646.72
Payment 7037 Total:					<u>646.72</u>
Payment: 7038					
SLO County Clerk-Recorder	Charges for General Election	Election NOV2020	03/24/2021		14,621.71
Payment 7038 Total:					<u>14,621.71</u>
Payment: 7039					
State Water Resources Contro	ELAP fees	EA-AN-0621-2797	03/24/2021		2,800.00
Payment 7039 Total:					<u>2,800.00</u>
Payment: 7040					
Statewide Traffic Safety & Sign	Signs	03017946	03/24/2021		227.91
Payment 7040 Total:					<u>227.91</u>
Payment: 7041					
United Rentals	Water truck rental	165510172-030	03/24/2021		91.67
United Rentals	Drill and bit rental	191472010-001	03/24/2021		153.51
Payment 7041 Total:					<u>245.18</u>
Payment: 7042					
USA Bluebook	Kimwipes and electrode clean	523234	03/24/2021		187.43
USA Bluebook	CHEMKEY	515657	03/24/2021		3,730.22
Payment 7042 Total:					<u>3,917.65</u>
Payment: 7043					
Verizon Wireless	Cell service	9873995457	03/24/2021		2,142.36
Payment 7043 Total:					<u>2,142.36</u>
Payment: 7044					
Wallace Group	FOG Program	52745	03/24/2021		1,581.04
Payment 7044 Total:					<u>1,581.04</u>
Payment: 7045					
Waste Connections	Trash Holiday	7153330	03/24/2021		231,523.00
Payment 7045 Total:					<u>231,523.00</u>
Payment: 7046					
WesTech	Brush sets	80366	03/24/2021		5,339.38
Payment 7046 Total:					<u>5,339.38</u>

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER 

FROM: LISA BOGNUDA
FINANCE DIRECTOR

DATE: MARCH 19, 2021

AGENDA ITEM
D-1(B)
MARCH 24, 2021

WARRANTS – BLACKLAKE ASSESSMENT DISTRICT 2020 -1

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$44,826.50
--	-------------



Nipomo Community Services District

Item D-1 Warrants MARCH 24, 2021

By Payment Number

Payment Dates 03/24/2021 - 03/24/2021

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
Payment: 13 Cannon Corporation	Blacklake Sewer Consolidatio	75629	03/24/2021		38,759.50
				Payment 13 Total:	<u>38,759.50</u>
Payment: 14 SWCA, Inc.	BL Consolidation Project CEQ	123731	03/24/2021		6,067.00
				Payment 14 Total:	<u>6,067.00</u>

TO: BOARD OF DIRECTORS
FROM: MARIO IGLESIAS
GENERAL MANAGER *MI*
DATE: MARCH 19, 2021

AGENDA ITEM
D-2
MARCH 24, 2021

**APPROVE MARCH 10, 2021
REGULAR BOARD MEETING MINUTES**

ITEM

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

BACKGROUND

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

RECOMMENDATION

Approve Minutes

ATTACHMENT

- A. March 10, 2021 draft Regular Board Meeting Minutes

MARCH 24, 2021

ITEM D-2

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community since 1965

DRAFT REGULAR MINUTES

MARCH 10, 2021 AT 9:00 A.M.

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

BOARD of DIRECTORS

ED EBY, **PRESIDENT**
DAN ALLEN GADDIS, **VICE PRESIDENT**
BOB BLAIR, **DIRECTOR**
DAN WOODSON, **DIRECTOR**
RICHARD MALVAROSE, **DIRECTOR**

PRINCIPAL STAFF

MARIO IGLESIAS, **GENERAL MANAGER**
LISA BOGNUDA, **FINANCE DIRECTOR**
PETER SEVCIK, **DIRECTOR OF ENG. & OPS.**
CRAIG STEELE, **GENERAL COUNSEL**

Mission Statement:

Provide our customers with reliable, quality, and cost-effective services now and in the future.

Pursuant to Governor Newsom's Executive Order N-25-20, members of the Nipomo Community Services District Board or staff may participate in this meeting in person, or via teleconference. To protect the health and safety of the public, Board members, and staff, social distancing will be practiced at the District's physical location, 148 S. Wilson Street. Members of the public may choose to participate in person at this location or monitor the audio portion of the meeting and any public hearings telephonically by calling (800) 567-5900 (code 242-2614#). Pursuant to Governor Newsom's Executive Order N-29-20, members of the public may also comment – on items on this agenda or items not on the agenda but within the jurisdiction of the Board – via email sent to info@ncsd.ca.gov prior to the 9:00 am meeting start time. All emails received by that time will be distributed to the Board. Public participation in the meeting and public hearings will be taken only as described above. If any individual with a disability requires assistance to observe or participate in the meeting, please contact the District office by telephone at least 24 hours in advance.

A. CALL TO ORDER AND FLAG SALUTE

President Eby called the Regular Meeting of March 10, 2021, to order at 9:00 a.m. and led the flag salute.

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

At Roll Call, Directors Woodson, Blair, Gaddis, and Eby were present. Director Malvarose was absent.

There were no public comments.

C. PRESENTATIONS AND REPORTS

C-1) DIRECTORS' ANNOUNCEMENTS OF DISTRICT AND COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES AND SEMINARS.

Receive Announcements and Reports from Directors

Director Gaddis

- *February 25, attended NCSD Ethics Training.*
- *March 1, attended Board Officers' meeting.*
- *March 8, attended Finance and Audit Committee meeting.*

SUBJECT TO BOARD APPROVAL

**Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES**

Director Eby

- *March 1, attended Board Officers' meeting.*
- *March 8, attended Finance and Audit Committee meeting.*

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

There were no public comments.

Upon the motion of Director Gaddis and seconded, the Board unanimously approved receiving and filing presentations and reports.

Vote 4-0.

YES VOTES	NO VOTES	ABSENT
<i>Directors Gaddis, Woodson, Blair, Eby</i>	<i>None</i>	<i>Malvarose</i>

D. CONSENT AGENDA

D-1) WARRANTS [RECOMMEND APPROVAL]

D-2) APPROVE FEBRUARY 24, 2021, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]

District staff answered questions from the Board regarding the warrants.

There were no public comments.

Upon the motion of Director Woodson and seconded, the Board approved the Consent Agenda.

Vote 4-0.

YES VOTES	NO VOTES	ABSENT
<i>Directors Woodson, Blair, Gaddis, Eby</i>	<i>None</i>	<i>Malvarose</i>

E. ADMINISTRATIVE ITEMS

E-1) DISCUSS AND CONSIDER INTEGRATED WASTE MANAGEMENT AUTHORITY ORDINANCE 2019-1 PROHIBITING USE OF POLYSTYRENE & EXPANDED POLYSTYRENE [RECOMMEND DISCUSS AND DIRECT STAFF]

Mario Iglesias, General Manager, presented the item and answered questions from the Board.

There were no public comments.

No action was taken on the item, however, the Board directed staff to respond the Oceano Community Services District's Board President that the NCSD Board agrees polystyrene is not favorable, but NCSD has no direct jurisdiction.

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

F. GENERAL MANAGER'S REPORT

Mario Iglesias, General Manager, presented the General Manager's Report and answered questions from the Board.

There were no public comments.

G. COMMITTEE REPORTS

Director Gaddis and Eby attended the Finance and Audit Committee meeting where the proposed progression from bi-monthly billing to monthly billing was discussed. The Committee recommended the item be presented to the Board. The draft FY 21/22 budget and COLA were presented as well.

H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

Director Woodson requested to know the vaccination status of the Board members.

I. CLOSED SESSION ANNOUNCEMENTS

1. CONFERENCE WITH DISTRICT LEGAL COUNSEL RE: PENDING LITIGATION
PURSUANT TO GC §54956.9

- a. SMVWCD V. NCSD (SANTA CLARA COUNTY CASE NO. CV 770214, SIXTH APPELLATE COURT CASE NO. H032750, AND ALL CONSOLIDATED CASES)

Craig Steele, District Legal Counsel, announced the Board discussed Item 1 in Closed Session and took no reportable action.

ADJOURN MEETING

President Eby adjourned the meeting at 10:14 a.m.

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	0 hour 38 minutes
Closed Session	0 hour 36 minutes
TOTAL HOURS	1 hour 14 minutes

Respectfully submitted,

Mario Iglesias, General Manager and Secretary to the Board

Date

TO: BOARD OF DIRECTOR
REVIEWED: MARIO IGLESIAS *alk*
GENERAL MANAGER
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS
DATE: March 19, 2021

**AGENDA ITEM
D-3
MARCH 24, 2021**

**DECLARE 2007 FORD PICKUP TRUCK SURPLUS
AND AUTHORIZE SALE**

ITEM

Consider request to declare 2007 Ford pickup truck surplus and authorize disposal by sale [RECOMMEND DECLARE 2007 FORD PICKUP SURPLUS AND AUTHORIZE STAFF TO DISPOSE OF BY SALE].

BACKGROUND

Government agencies that wish to dispose of obsolete equipment and other items need to declare that these items are surplus by the governing board prior to disposal of these items. The District's 2007 Ford pickup truck is no longer serviceable and staff requests that the Board declare the vehicle surplus and authorize disposal by sale.

FISCAL IMPACT

Development of the staff report required budgeted staff time. Proceeds from the sale will be credited to the Water Fund.

RECOMMENDATION

Staff recommends that the Board declare the 2007 Ford pickup truck as surplus and authorize staff to dispose of the vehicle by sale.

ATTACHMENTS

None

TO: BOARD OF DIRECTORS
REVIEWED: MARIO IGLESIAS 
GENERAL MANAGER
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS
DATE: March 17, 2021

**AGENDA ITEM
D-4
MARCH 24, 2021**

**AWARD CONSTRUCTION CONTRACT FOR
NIPOMO PALMS LIFT STATION REPLACEMENT PROJECT TO
BROUGH CONSTRUCTION, INC.**

ITEM

Award construction contract for Nipomo Palms Lift Station Replacement Project to Brough Construction, Inc. [RECOMMEND ADOPT RESOLUTION AWARDING CONTRACT TO BROUGH CONSTRUCTION, INC. IN THE AMOUNT OF \$918,368, AUTHORIZING STAFF TO EXECUTE CONTRACT, AUTHORIZING CHANGE ORDER CONSTRUCTION CONTINGENCY IN THE AMOUNT OF \$60,000, AND APPROVING BUDGET ADJUSTMENT IN THE AMOUNT OF \$431,000].

BACKGROUND

The Nipomo Community Services District operates and maintains the Nipomo Palms Lift Station which is located off Beverly Drive in Nipomo. It provides sewer service to mainly single and multi-family residential homes. This lift station also serves some commercial customers, even though it was not originally designed to do so. The existing Nipomo Palms lift station is over 35 years old and is in need of immediate attention.

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

The Board authorized staff to bid the project at the July 22, 2020 Board meeting. The bid documents requested a Base Bid price for a conventional pre-cast concrete wet well with a coating and an alternate bid price for a polymer concrete wet well. The bid documents stated that the contract award would be based on the lowest Base Bid. On February 11, 2021, bids for the Project were opened from seven (7) contractors as listed below:

Contractor	Total Base Bid Price	Total Alternate Bid Price
Brough Construction, Inc.	\$872,866	\$918,368
W.M. Lyles	\$896,040	\$914,840
Raminha Construction, Inc.	\$977,740	\$1,000,740
SW Construction, Inc.	\$1,033,978	\$1,048,493
Specialty Construction, Inc.	\$1,090,815	\$1,112,815
HPS Mechanical, Inc.	\$1,144,120	\$1,173,120
Spieß Construction Co., Inc.	\$1,276,525	\$1,316,725

**ITEM D-4, NIPOMO PALMS LIFT STATION REPLACEMENT PROJECT
CONSTRUCTION CONTRACT AWARD
MARCH 24, 2021**

The apparent low bidder was Brough Construction, Inc. with a Base Bid of \$872,866. Staff reviewed the bid and determined that the bid is responsive and the bidder is responsible.

The bid documents contained the District's standard requirement that the general contractor self-perform 60% of the work. The intent of this requirement is to ensure that the majority of the work is performed by the general contractor. Based on cost figures only, the bid submitted by the apparent low bidder indicates that 42% of the contract price will be completed by sub-contractors and consequently 58% will be completed by the general contractor. In looking at the other bids, 3 of the other bidders (including the second low bidder) submitted bids that had similar or higher subcontractor percentages. The majority of the subcontractor work for all bids was the electrical system for the lift station.

The District has the ability to determine that the low bidder substantially complies and does not need to reject the bid since the 60% is a somewhat rough or floating figure throughout the life of the contract. Further, contract price costs are a somewhat inexact way to measure the percentage of the "work" that will be done by subcontractors. In this case, the 2% of the bid price that causes the minor deviation is an amount for fencing. Any relatively small change order during the project to the general contractor will change that 42% to some other percentage so the final numbers will likely be different than the bid. Thus, District staff recommends that the Board waive the irregularity on the basis above, award the contract to the apparent low-bidder, and not re-bid the project. This minor deviation provides no advantage in the bid process to any bidder.

Staff further recommends that the Board select the Alternate Bid with the polymer concrete wet well included in the amount of \$918,368 for construction, since the cost differential between the Base Bid and the Alternate Bid is approximately \$45,502. The polymer wet well has a 50-year warranty corrosion warranty. The conventional pre-cast concrete wet well will have a coating that is warranted for 5 years and will require bypass pumping in the future when the coating is repaired or reapplied.

SCHEDULE

The tentative schedule is as follows:

- Contract Award – March 2021
- Construction – April 2021 to December 2021

FISCAL IMPACT

Funding in the amount of \$820,000 is available for the project in the FY 2020-2021 budget. Total project costs (rounded) are estimated as follows:

Construction	\$920,000
Construction Contingency	\$60,000
Construction Management and Inspection - MNS	\$190,000
Engineering Services During Construction - Cannon	\$36,000
SCADA Integration - Tesco	\$45,000
Total	\$ 1,251,000

Thus, a transfer from Fund #810, Town Sewer Funded Replacement Reserves, in the amount of \$431,000, is required to provide adequate funding for the project.

STRATEGIC PLAN

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

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

RECOMMENDATION

Staff recommends that the Board, by motion and roll call vote, adopt Resolution 2021-XXXX Nipomo Palms Lift Station Replacement Project Bid Award to:

1. Award the bid for the Nipomo Palms Lift Station Replacement Project to Brough Construction, Inc. in the amount of \$918,368 and authorize the General Manager to execute the construction agreement.
2. Authorize the General Manager to issue change orders for construction of the project with an aggregate total amount not to exceed \$60,000.
3. Approve budget adjustment transferring \$431,000 from the Town Sewer Funded Replacement Reserves to provide additional funding for the Nipomo Palms Lift Station Replacement Project in the FY 2020-2021 Budget.

ATTACHMENTS

- A. Resolution 2021-XXXX Nipomo Palms Lift Station Replacement Project Bid Award

MARCH 24, 2021

ITEM D-4

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2021-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT AWARDING THE BID FOR THE
CONSTRUCTION OF NIPOMO PALMS LIFT STATION REPLACEMENT PROJECT TO
BROUGH CONSTRUCTION INC. IN THE AMOUNT OF \$918,368,
AUTHORIZING CONSTRUCTION CONTINGENCY OF \$60,000,
AND AMENDING FY 2020/2021 BUDGET**

WHEREAS, the Nipomo Palms Lift Station Replacement Project involves the construction of a replacement lift station since the existing facility and its components are at the end of their useful life, and need to be replaced to ensure reliability of the station; and

WHEREAS, the design drawings and technical specifications for the Nipomo Palms Lift Station Replacement Project, dated November 2020, were developed by District staff and Cannon Corporation; and

WHEREAS, the Board authorized staff to solicit bids for the project on July 22, 2020; and

WHEREAS, the Nipomo Palms Lift Station Replacement Project was advertised for bids in accordance with State of California Public Contracts Code requirements; and

WHEREAS, based on the staff report, staff presentation and public comment, the Board makes the following findings:

1. The project was advertised for bids in accordance with State of California Public Contracts Code requirements.
2. The District received seven (7) bids for the project.
3. Staff has reviewed the project bids and has determined that Brough Construction Inc., the apparent low bidder, submitted a responsive bid and is a responsible bidder.
4. Staff recommends that the District waive the minor irregularity and approve the deviation from the 60% contractor self-perform requirement, which does not provide an advantage to any bidder.

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

1. The contract for the Nipomo Palms Lift Station Replacement Project is hereby awarded to the lowest responsive and responsible bidder, Brough Construction Inc., in the amount of \$918,368 for the Bid Alternate, and the General Manager is authorized to execute the construction agreement. The Board waives any irregularity in the bid and approves a minor deviation from the 60% contractor self-perform requirement.
2. The General Manager is authorized to issue Change Orders for construction of project with an aggregate total amount not to exceed \$60,000.
3. The Board authorizes transfer of \$431,000 from Fund #810, Town Sewer Funded Replacement Reserves, to provide additional funding for the project in the FY 2020-2021 Budget.
4. The above recitals and findings are incorporated herein by this reference.

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2021-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT AWARDING THE BID FOR THE
CONSTRUCTION OF NIPOMO PALMS LIFT STATION REPLACEMENT PROJECT TO
BROUGH CONSTRUCTION INC. IN THE AMOUNT OF \$918,368,
AUTHORIZING CONSTRUCTION CONTINGENCY OF \$60,000,
AND AMENDING FY 2020/2021 BUDGET**

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 24th day of March 2021.

ED EBY
President, Board of Directors

ATTEST:

APPROVED AS TO FORM AND
LEGAL EFFECT:

MARIO IGLESIAS
General Manager and
Secretary to the Board

CRAIG A. STEELE
District Legal Counsel

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS *MI*
GENERAL MANAGER

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

DATE: MARCH 17, 2021

AGENDA ITEM
D-5
MARCH 24, 2021

**APPROVE TASK ORDER WITH MNS ENGINEERS INC. FOR
CONSTRUCTION MANAGEMENT SERVICES FOR
NIPOMO PALMS LIFT STATION REPLACEMENT PROJECT**

ITEM

Approve Task Order with MNS Engineers Inc. for construction management services for Nipomo Palms Lift Station Replacement Project [RECOMMEND BY MOTION AND ROLL CALL APPROVE TASK ORDER WITH MNS ENGINEERS, INC. IN THE AMOUNT OF \$190,000 AND AUTHORIZE STAFF TO EXECUTE TASK ORDER].

BACKGROUND

MNS Engineers, Inc. was selected by the Board to provide constructability, bid phase services and construction management services for the Southland Wastewater Treatment Facility (SWWTF) Phase 1 Improvement Project in 2008. Construction of Phase 1 was authorized by the Board in June 2012 and was completed in October 2014. MNS is currently providing construction management services for the SWWTF Screw Press Project.

The Nipomo Palms Lift Station Replacement Project involves construction of a replacement lift station next to the existing lift station and demolition of the existing lift station once the replacement lift station is operational.

Staff requested that MNS Engineers, Inc. provide a proposal for construction management services for the Nipomo Palms Lift Station Replacement Project. MNS Engineers, Inc. submitted the attached proposal to perform the work for a not to exceed amount of \$190,000. The proposal includes full-time inspection, materials testing, and environmental monitoring required for the project.

FISCAL IMPACT

Funding in the amount of \$1,251,000 is available for the project in the amended FY 2020-2021 budget. Total project costs are estimated as follows:

Construction	\$920,000
Construction Contingency	\$60,000
Construction Management and Inspection - MNS	\$190,000
Engineering Services During Construction - Cannon	\$36,000
SCADA Integration - Tesco	\$45,000
Total	\$ 1,251,000

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

RECOMMENDATION

Staff recommends that the Board, by motion and roll call vote, approve a Task Order for Nipomo Palms Lift Station Replacement Project Construction Management Services with MNS Engineers, Inc. in the amount of \$190,000 and authorize the General Manager to execute the Task Order.

ATTACHMENTS

- A. MNS Engineers Inc. proposal dated March 11, 20210

MARCH 24, 2021

ITEM D-5

ATTACHMENT A



SAN LUIS OBISPO
2231 Broad Street
San Luis Obispo, CA 93401
805.787.0326 Phone

March 11, 2021

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

**SUBJECT: PROPOSAL FOR CONSTRUCTION MANAGEMENT SERVICES
Nipomo Palms Lift Station Replacement Project**

Dear Mr. Sevcik:

MNS Engineers, Inc. (MNS) is pleased to submit the enclosed proposal to provide Construction Management services for the Nipomo Palms Lift Station Replacement project (Project). MNS has a depth of experience in construction management and inspection for water resources projects, and we are familiar with the needs and expectation for the District on this project having provided similar services for the District.

Project Understanding

The Project will consist of replacing the existing sewage lift station with a new lift station with all necessary hardware and connections to the existing force main. The work includes the demolition of the existing septic Tank and lift station, construction new inlet structure, placement of submersible pumps, miscellaneous piping, sitework, electrical and instrumentation. The project is to be completed in 270 calendar days and is expected to begin April 2021. It is anticipated that up front submittal review/approval and equipment procurement will take approximately 2 - 3 months with construction activities commencing after that. Therefore, we used a construction period of 5 months in estimating the need for on-site inspection.

Scope of Work

Our staffing plan and cost proposal is based on our knowledge of the project and review of the plans and specifications. Our Construction Management services will consist of pre-construction, construction and post-construction services and will include project controls, QA, and Project Closeout. MNS will provide Construction Management and Inspection services per the attached Scope of Work.

Staffing Plan and Cost Proposal

MNS will perform the services described above on a time-and-materials basis in accordance with the attached Staffing Plan and Cost Proposal. Our cost for the level of effort described in this proposal, which is based on a total construction period of 5 months with the project starting in April 2021, is estimated at \$189,984.00. The final cost will be based on the actual services performed, which depend on the contractor's schedule and efficiency as well as any additional services that the District may require. It is understood that this is an estimate of costs based

upon the current available project information and actual costs will be as dictated by the construction operations.

I look forward to discussing our qualifications and project solutions with the District. Please feel free to contact me at (805) 692-6921, or at gchelini@mnsengineers.com.

Sincerely,
MNS ENGINEERS, INC.



Gregory Chelini, P.E.
Vice President/Principal Construction Manager

Encl: Scope of Work; Work Plan





SANTA BARBARA
201 N. Calle Cesar Chavez, Suite 300
Santa Barbara, CA 93103
805.692.6921 Phone

SCOPE OF WORK

Nipomo Palms Lift Station

CONSTRUCTION PHASE

TASK 1 – PROJECT MANAGEMENT SERVICES

1.1 Project Oversight

MNS will provide the services of a principal-in-charge to provide overall project supervision and assure that contractual obligations and client concerns are consistently met.

1.2 Ongoing Project Management

MNS will provide pre-construction phase and construction phase project management as necessary for the project by providing a Construction Manager to perform the following project functions:

- 1.2.1 Administration of Consultant Obligations** - MNS will provide task schedules; coordination with District staff, utilities, and other contractors; maintenance of quality control and report preparation as part of the regular project management duties.
- 1.2.2 Construction Engineering** - MNS will provide construction engineering to facilitate coordination for review of shop and working drawings, submittals, safety and accident prevention plans. We will perform contract drawing and specification interpretation as part of the regular project management duties.
- 1.2.3 Construction Coordination Meetings** - MNS will conduct weekly meetings as part of the regular construction engineering duties. Additionally, meeting minutes will be written and distributed to all attendees and others as designated by the District.
- 1.2.4 Schedule** - MNS will assure the Contractor maintains up to date computerized schedules in critical path format. MNS will review the Contractors' baseline and monthly schedule updates, coordinate changes, and forward written conclusions to the District. We will review to ensure milestone dates are realized in the schedule.
- 1.2.5 Anticipation and Avoidance of Problems and Claims** - MNS will regularly review upcoming contract work to anticipate phasing or scheduling concerns, changed conditions, or plant operational conflicts.

TASK 2 – CONSTRUCTION MANAGEMENT SERVICES

2.0 Pre-Construction

- 2.0.1 Pre-Construction Meeting** - MNS will arrange for and manage a pre-construction conference with the contractor prior to the start of work. The pre-construction conference will include representatives from the design engineering firm, the District, and any other stakeholders who may be involved based upon the design and permit conditions. At this meeting we will discuss the hierarchy of both the District and the contractor as well as establish the protocol to be used throughout the project. The meeting will highlight the Contractor's responsibility toward such items as:



- Safety
 - Labor compliance
 - Submittals
 - Schedule updates
 - Order of work
 - Quality control
- Site access (security) and haul routes
 - Materials certification
 - Extra work or change of conditions
 - Permit and utility agreements
 - Weekly meetings
 - Pay requests

Any questions or apparent issues that may be present at this time will be discussed and resolved prior to the contractor's mobilization. An agenda, action items and meeting minutes will be prepared and distributed.

2.0.2 Pre-Construction Training – None anticipated.

2.0.3 Pre-Construction Photo and Video Documentation - MNS will photograph areas of construction just prior to actual construction. Each photograph will record the date and time and will be made available to the District upon request during construction and turned over to the District with project files after construction.

2.1 Contract Administration

MNS will provide Construction Contract Administration Services as required to maintain accurate documentation of the construction.

2.1.1 Construction Management Plan - MNS will prepare a Construction Management Plan that outlines the roles and responsibilities of the CM team during construction. The CM Plan will establish the protocol and procedures to be followed during construction such as submittal and RFI review; CCO review and approval; correspondence; contract administration and documentation requirements. The Plan will be submitted to the District for review prior to construction.

2.1.2 Correspondence and Reports – As part of the Construction Administration, MNS will manage all correspondence including tracking submittals, RFIs, CCOs, progress pay estimates, meeting minutes, testing reports, and furnishing reports on a regular basis as required by the District. Other correspondence will be produced as appropriate to the project status.

2.1.3 Submittal Review and Coordination - Prior to beginning the submittal process, MNS will work with the design engineer to develop a list of the required submittals. This will be used to ensure all items are submitted and done so in a reasonable amount of time prior to the work they pertain to. The majority of the submittals will be seen at the start of the project. This list can be reviewed at progress meetings and used proactively to help the contractor make submittals with a reasonable amount of time for sufficient review and acceptance without delay to construction. MNS will coordinate with the design engineer for the efficient review and processing of all submittals including shop drawings, product data, and project specific plans. An updated submittal log will be maintained to accurately track review and approval of all submittals.

- 2.1.4 RFI Review** - MNS will review and coordinate with the design engineer (if needed) the resolution of contractor requests for information (RFIs) and other requests in a timely manner. MNS will maintain a running log.
- 2.1.5 Contract Time/Delays** - The MNS team members have experience in monitoring contract progress. MNS will track all working days and non-working days including weather days, CCO days, and other delays and will provide a weekly update of contract time at the weekly meeting. MNS will review any contractor requests for time extension and will make a recommendation to the District. Such requests will be cross referenced with the Contractor's baseline schedule.
- 2.1.6 Material Substitutions** - Submittals which are non-standard or substitute alternatives for items specified, will be forwarded to the design engineer for review. MNS will also be proactive in soliciting information from the contractor after award of bid to determine which items, if any, they may be substituting.
- 2.1.7 Weekly Meetings** - MNS will hold a weekly construction meeting. The meetings are a valuable tool utilized to discuss project issues and concerns, discuss upcoming work items, coordination with plant operations, potential contract change orders, cost and schedule impacts, permit requirements, submittals, RFIs, and quality of work. The Contractor will prepare a three week look ahead schedule to be reviewed and discussed at the meeting. Discussion on the Contractor's upcoming schedule is important to anticipate any potential conflicts. MNS will prepare and distribute meeting minutes.
- 2.1.8 Reports** - MNS will prepare a monthly report which summarizes the construction cost and progress. The report will include contract progress, costs including change orders, submittal log, RFI log, change order log, updated progress payments, photos depicting work performed that month, summary of work performed, and discussion of project issues and any unique construction techniques being performed.
- 2.1.9 Certified Payroll Review** - MNS will spot review the Contractor's certified payroll for completeness, accuracy, and prevailing wage compliance. MNS will perform periodic employee interviews to verify Contractor's labor compliance and employees are being paid correctly in accordance to their duties. Any discrepancies will be brought to the Contractor's attention and the District will be notified.
- 2.1.10 Permits** - MNS will verify that Contractor is adhering to and has maintained all permits applicable to the project including Storm Water and Regional Water Quality Control Board.

2.2 Photo Record Maintenance

MNS will regularly photograph construction activity in digital format and deliver in electronic format.

2.3 Inspection

MNS will provide an onsite inspector. The inspectors' primary duties will be to inspect and verify that all work in place meets the requirements of the contract plans and specifications, shop drawings, change orders, and O & M manuals as well as maintenance of project documentation. Inspection procedures will be outlined in the Construction Management Plan.

- 2.3.1 Daily Inspection Diaries** - The project inspector will maintain daily written records of work, including notation of such things as weather, personnel and equipment on-site,

sub-contractors on site, discussions held with contractor and others, project issues that arise, material and equipment received for on-site storage, etc. The inspector will maintain photo documentation as discussed previously.

2.3.2 Special Inspections - MNS will coordinate with the design engineer to determine and provide special inspections that may be required for construction.

2.3.3 Record Drawing Maintenance - MNS will regularly review the Contractor's record set for completeness and accuracy as well as keeping a separate As-Built set throughout the project.

2.3.4 Verification of Material and Equipment - As material arrives on site, the MNS inspector will verify that the delivered items conform to the project specifications and approved submittals, prior to approving them for use on the project.

2.3.5 Acceptance/Performance Testing - The project inspector will coordinate acceptance and performance testing of each system or piece of equipment in conformance with the requirements of the written specifications, industry standards and controlling codes.

2.3.6 Off-Site Inspections – We will schedule and coordinate all off-site inspections.

2.4 Quality Assurance

MNS will review and inspect all work in progress to assure that it meets the requirements and quality of work outlined in the contract documents. Any deficient work will be rejected.

2.5 Site Visits

The MNS Construction Manager will visit the work site to stay abreast of the ongoing work and monitor the progress of the work. The CM will coordinate with the on-site inspector to assure construction quality.

2.6 Safety

MNS will review and ensure compliance of contractor's safety plan as well as Cal OSHA requirements. We will notify the contractor of safety problems immediately and direct the contractor to suspend work if imminent hazard is not immediately remedied or a dangerous condition persists.

2.7 Construction Materials Testing

MNS will coordinate with Earth systems, our CM team materials testing firm, to assure all material meets the project documents. All tests will be logged and copies of all test reports will be maintained in the project files.

2.8 Progress Payments

Our cost control system will be used to track and monitor the actual construction costs on each contract. The tracking of contract item payments and quantities is incorporated into the progress payment spreadsheet. Tracking of contract change order payments, extra work, and supplemental work will also utilize electronic spreadsheet tracking. The project monthly and overall cost as well as the contingency balance will be verified as part ~~to~~of the monthly progress

pay request review and submission. Upon our review and approval of the contractor's payment request, we will forward a copy of the Monthly Payment Report form to the District for final approval and payment.

2.9 Schedule

MNS will assure that the contractors maintain an up to date schedule. MNS will review the contractors' baseline and monthly schedule updates, coordinate changes, and forward written conclusions to the District. We will review to ensure milestone dates and any shutdown dates for tie-in's are realized in the schedule. The schedule will be used as the basis of determination for granting extra days relative to change orders. Should a contractor start to fall behind schedule, we will request a Recovery schedule and discuss methods to expedite the work. This is one of the more useful tools in controlling both costs and budget for the project.

2.10 Change Order Processing and Review

Prior to the start of construction, MNS will meet with the District to establish change order procedures. During construction MNS will review and evaluate contractor change order requests, recommend solutions, verify costs, negotiate change orders, prepare change order form, and maintain a log of all change orders and costs. MNS will coordinate design related changes with the design engineer or other affected agencies and check to make sure all pertinent information is provided for timely review. All changes are reviewed against the project schedule to determine any time impact. Upon evaluation of any changes, MNS will make a recommendation to the District.

2.11 Claims Management

The main objective relating to claims on any project is to avoid them when possible. Good tools toward accomplishing this are to anticipate and address any potential problems before they occur, provide timely response to RFIs, promptly process change orders, thoroughly review the contractor's schedule and provide experienced review of the project work. If unforeseen conditions occur, MNS will work to identify and resolve cost & schedule related issues to keep the project on schedule and within budget. During construction MNS will work to assure that conflicts in the field are identified ahead of the scheduled work the conflict could affect, work to reduce or minimize third party impacts to the work, and notify the contractor in a timely manner such that his schedule is not disrupted.

Notices of Potential Claims submitted by the contractor will be acted on and processed in a timely manner in accordance with the Contract Documents. Detailed record keeping throughout the project is paramount in evaluating the validity and costs associated with any notice of potential claim (NOPC). It is the objective of MNS to resolve any potential claims at the job level prior to becoming actual claims.

2.12 SWPPP Support

MNS will review the Contractor's SWPPP and will provide storm water oversight throughout the project. We will monitor to verify the Contractor is complying with the SWPPP requirements such as BMP maintenance and routine reporting.

TASK 3 – PROJECT CLOSEOUT

MNS will be proactive during the close out of the Contract.

3.1 "Punchlist" Inspection

The project inspector and Construction Manager will administer the specifications' final acceptance requirements and develop a deficiency list (punch-list) for the work performed, notify the contractor, and re-inspect the completed work. MNS will also conduct a final inspection in presence of District representatives and the contractor.

3.2 Record Drawing

MNS will review the Contractors' record set for completeness and accuracy and will compare with our field copy. Submittal of Final Record Drawings will be required prior to recommending final completion.

3.3 Closeout

Upon satisfactory completion of all contract work, we will perform a final inspection, compile final invoices, assemble and submit contract closeout packages, prepare project closeout files and reports and recommend final acceptance of the project. A certificate of completion will be submitted to the District.

3.4 Final Report

MNS will prepare a final construction report for the project. At a minimum the report shall contain the following:

- Final costs of the project (items, change orders and settled claims)
- Summary of key dates (advertisement, bid opening, award, pre-construction meeting, first working day, completion date)
- Summary of working days, non-working days, change order days, weather days, and other days
- Summary of change orders (approved costs and final costs)
- Final progress pay estimate spreadsheet with final contingency balance
- Discussion of significant issues or problems encountered or addressed during construction



**Construction Phase
CM & Inspection Services
Nipomo Palms Lift Station Project
Nipomo Community Services District**

Project Schedule																										
PHASE	2021												2022													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec		
Pre-Construction																										\$ 53,700.00
Construction																										\$ 167,984.00
Closeout																										\$ 5,780.00

PHASE	2021												2022												TOTAL HOURS	HOURLY RATE	TOTAL COST
	Role	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov			
PRE-CONSTRUCTION PHASE																											
Construction Manager			24																						24	205.00	\$ 4,920.00
Construction Inspector																									0	156.00	\$ -
Office Engineer			12																						12	105.00	\$ 1,260.00
CONSTRUCTION MANAGEMENT SUB-TOTAL	0	0	36	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	36		\$ 6,180.00
CONSTRUCTION PHASE																											
Construction Manager				20	20	20	20	20	20	20	20														180	205.00	\$ 36,900.00
Construction Inspector							80	80	172	172	80	80													664	156.00	\$ 103,584.00
Office Engineer				20	16	16	16	16	16	16	16	16													148	105.00	\$ 15,540.00
CONSTRUCTION MANAGEMENT SUB-TOTAL	0	0	0	40	36	36	116	116	208	208	116	116	0	0	0	0	0	0	0	0	0	0	0	992		\$ 156,024.00	
PROJECT CLOSEOUT																											
Construction Manager													20												20	205.00	\$ 4,100.00
Construction Inspector																									0	156.00	\$ -
Office Engineer													16												16	105.00	\$ 1,680.00
PROJECT CLOSEOUT SUB-TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	36	0	36		\$ 5,780.00										
TOTALS	0	0	0	40	36	36	116	116	208	208	116	116	36	0	1064		\$ 167,984.00										

Direct Expenses		TOTAL COST
Direct Expenses EADOC		\$ 12,000.00
SUB-TOTAL		\$ 12,000.00

Sub Consultants		TOTAL COST
Materials Testing		\$ 10,000.00
SUB CONSULTANTS SUB-TOTAL		\$ 10,000.00

CONSTRUCTION PHASE TOTAL	\$ 189,984.00
---------------------------------	----------------------

- Notes:
1. Assuming an actual construction duration of 5 months, with time up front for submittal review and equipment procurement when no on-site work is occurring
 2. Used an average of 172 hours per month based upon 8 hour working days with no overtime; part-time to full-time inspection as needed.

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS *MI*
GENERAL MANAGER

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

DATE: MARCH 17, 2021

AGENDA ITEM
D-6
MARCH 24, 2021

**APPROVE TASK ORDER WITH CANNON FOR
ENGINEERING SERVICES DURING CONSTRUCTION FOR
NIPOMO PALMS LIFT STATION REPLACEMENT PROJECT**

ITEM

Approve Task Order with Cannon for engineering services during construction for Nipomo Palms Lift Station Replacement Project [RECOMMEND BY MOTION AND ROLL CALL APPROVE TASK ORDER WITH CANNON IN THE AMOUNT OF \$35,850 AND AUTHORIZE STAFF TO EXECUTE TASK ORDER].

BACKGROUND

Cannon was selected by the Board to provide design services for the Nipomo Palms Lift Station Replacement Project. The Nipomo Palms Lift Station Replacement Project involves construction of a replacement lift station next to the existing lift station and demolition of the existing lift station once the replacement lift station is operational.

Staff requested that Cannon provide a proposal for engineering services during construction for the Nipomo Palms Lift Station Replacement Project. Cannon submitted the attached proposal to perform the work for an amount not to exceed \$35,850. The proposal includes submittal review, request for information review, site visit reviews as needed, and record drawing preparation.

FISCAL IMPACT

Funding in the amount of \$1,251,000 is available for the project in the amended FY 2020-2021 budget. Total project costs are estimated as follows:

Construction	\$920,000
Construction Contingency	\$60,000
Construction Management and Inspection - MNS	\$190,000
Engineering Services During Construction - Cannon	\$36,000
SCADA Integration - Tesco	\$45,000
Total	\$ 1,251,000

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

RECOMMENDATION

Staff recommends that the Board, by motion and roll call vote, approve a Task Order for Nipomo Palms Lift Station Replacement Project Engineering Services During Construction with Cannon in the amount of \$35,850 and authorize the General Manager to execute the Task Order.

ATTACHMENTS

- A. Cannon proposal dated March 1, 2021

MARCH 24, 2021

ITEM D-6

ATTACHMENT A



March 1, 2021

Peter V. Sevcik, P.E.
Director of Engineering and Operations
Nipomo Community Services District
148 South Wilson Street
Nipomo, CA 93444

**PROJECT: NIPOMO PALMS LIFT STATION REPLACEMENT PROJECT
ENGINEERING SERVICES DURING CONSTRUCTION**

Dear Mr. Sevcik:

This proposal is in response to the Nipomo Community Services District's request for assistance in providing engineering services during construction of the Nipomo Palms Lift Station Replacement Project. The work includes coordination with the project resident engineer and attendance at meetings as requested; being on-site to observe activities and take photos at critical stages of construction; review submittals and shop drawings; respond to requests for information (RFIs); review change orders; prepare and issue plan revisions as necessary; observe start up testing and commissioning as requested; and prepare record drawings.

Attached are the Scope of Services and the estimated budget needed for these additional services. If this meets your approval, please prepare an amendment to the current Task Order for our review and signature.

If you have any questions or comments, please do not hesitate to call me.

Sincerely,

A handwritten signature in black ink, appearing to read "Larry P. Kraemer".

Larry P. Kraemer, P.E.
Director, Public Infrastructure Division
C 44813



PROJECT UNDERSTANDING AND APPROACH

NCSD is seeking engineering support services during construction of the replacement lift station. In general, the work will entail supporting the District and its construction manager (MNS Inc.) during the construction phase of the project. Work includes coordination with the project resident engineer and attendance at meetings as requested; being on-site to observe activities and take photos at critical stages of construction; review submittals and shop drawings; respond to requests for information (RFIs); review change orders; prepare and issue plan revisions as necessary; observe start up testing and commissioning as requested; and prepare record drawings. There are 270 calendar days in the construction contract and with an approximate notice to proceed date of early April the work should be complete by the end of 2021.

SCOPE OF WORK

Descriptions of our proposed involvement and proposed deliverables are summarized below within each corresponding project task.

Phase III – Construction Phase Services

Task 12 – Pre-Construction Meeting

We will attend a pre-construction meeting with the selected contractor, Construction Manager, District staff, and other appropriate utility agency representatives. This meeting will provide an opportunity for thorough review of the project plans, compliance requirements, and construction schedule, prior to the start of work.

Task 13 – Periodic Site Visits

We will perform at least three field visits and three virtual meetings with the contractor, CM, and District staff. These visits can be to review project progress or clarify design intent of the project. The field visits will be documented after each visit, listing what we observed and noting any issues that should be addressed by the District.

Task 14 – Submittal Reviews

Each Shop Drawing submittal received from the contractor will be reviewed for its completeness and conformance to the project specifications and District standards by the Design Engineer. Draft shop drawing submittals will be distributed to the District for review and final comments before being returned to the contractor for action. We have assumed review of 15 submittals total, including one resubmittal for 6 of the submittals.

Task 15 – RFI Review and Responses

The process of reviewing and responding to RFIs is vital to keeping the project on schedule and resolving issues before they become "claims" or "project delays". RFIs received from the contractor will be addressed and responded to via email by Cannon's Design Engineer and will be returned to the contractor and/or construction manager in a timely manner. We will review and respond up to 10 RFIs total for this project.

Task 16 – Review Change Orders

In addition to the RFI reviews, we will provide a recommendation of approval or denial as to our opinion of whether our RFI responses warrant a change order to the contractor. If they are warranted, we will review for completeness and accuracy, and provide the District with our recommendation on approval of the requested amount.



Task 17 – Record Drawings

At the end of the project, we will prepare record drawings based on redline information provided by the contractor and the field inspection crew. We will include observed deviations noted during our field visits, as well as modifications made through the RFI or change order process. The changes will be compiled and noted on the plans to record the final installed facility.

EXCLUSIONS

The following exclusions apply to this proposal:

- Field verification and/or determination of property boundaries, easements, and public right-of-way, right-of-way dedications, and easement acquisitions.
- Survey monumentation, records of survey, and legal descriptions and exhibits.
- NPDES compliance reporting, Storm Water Pollution Prevention Plans (SWPPP), and erosion and sediment control drawings.
- Archeological, botanical, biological, geotechnical, and landscaping project services.

FEES

Estimated 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 12 – 16, Construction Support</i>	\$ 30,324
<i>Task 17, Construction Survey</i>	\$ 5,026
<i>Reimbursables</i>	\$ 500
<i>T&M Not to Exceed (without prior written approval):</i>	\$ 35,850



Nipomo Community Services District
 Nipomo Palms Lift Station Replacement Project
 Engineering Support during Construction

Cannon
 1050 Southwood Drive
 San Luis Obispo, CA 93401
 805.544.7407

Staffing Plan and Cost Estimate

1-Mar-21

Task	Name	Rate	2021												Est. Hours	Estimated Cost	
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Tasks 12 through 16 - Engineering Support during Construction																	
	Larry Kraemer, P.E.	\$230				2								2	4	\$920	
	Michael Kielborn, P.E.	\$213				8	8		4				4	4	28	\$5,964	
	Anthony Severy, P.E.	\$180				24	24		4				4	4	60	\$10,800	
	Toby Turnage, P.E.	\$170				4	4								8	\$1,360	
	Jeff Spannbauer, P.E.	\$198				8			4				4	4	20	\$3,960	
	Derek Romer, P.E.	\$198				8			4				4	4	20	\$3,960	
	Alex Maestre, E.I.T.	\$135				8									8	\$1,080	
	Marshall Pihl, P.E.	\$190				4			4				4		12	\$2,280	
<i>Task 12 - 16 Estimated Hours</i>						66	36		20				20	18	160	\$30,324	
Task 17 - Record Drawings																	
	Michael Kielborn, P.E.	\$213												2	2	\$426	
	Anthony Severy, P.E.	\$180												4	4	\$720	
	Foster Campbell, E.I.T.	\$130												16	16	\$2,080	
	Alex Maestre, E.I.T.	\$180												4	4	\$720	
	Brandon Apfel	\$135												8	8	\$1,080	
<i>Task 17 Estimated Hours</i>														34	34	\$5,026	
<i>Total Estimated Hours</i>						66	36		20				20	52	194		
															<i>Total Estimated Cost of Labor</i>		\$35,350
Direct Expenses																	
Description															Estimated Cost		
Mileage Budget for Site Visits															\$500		
															<i>Total Estimated Direct Expenses</i>		\$500
															Total Estimated Cost of Engineering Support During Construction		\$35,850

TO: BOARD OF DIRECTORS
REVIEWED: MARIO IGLESIAS
GENERAL MANAGER *MI*
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS
DATE: MARCH 17, 2021

**AGENDA ITEM
D-7
MARCH 24, 2021**

**AUTHORIZE TASK ORDER FOR SUPERVISORY CONTROL
AND DATA ACQUISITION SYSTEM INTEGRATION SERVICES
FOR NIPOMO PALMS LIFT STATION REPLACEMENT PROJECT**

ITEM

Authorize Task Order for Supervisory Control and Data Acquisition System integration services for Nipomo Palms Lift Station Replacement Project with Tesco Controls, Inc. in the amount of \$44,896 [RECOMMEND BY MOTION AND ROLL CALL VOTE ADOPT RESOLUTION AUTHORIZING STAFF TO EXECUTE TASK ORDER IN THE AMOUNT OF \$44,896 WITH TESCO CONTROLS, INC.]

BACKGROUND

In December 2011, at the conclusion of a Request for Proposal (RFP) process, the Board selected Tesco Controls, Inc. (Tesco) to provide process control and instrumentation system integration services for the District's Supervisory Control and Data Acquisition (SCADA) System Upgrade Project. At the time, the District's SCADA system monitored 27 remote sites including water wells, water storage tanks, water pressure reducing stations, sanitary sewer lift stations, and both of the District's wastewater treatment plants. The purpose of the project was to upgrade the District's obsolete SCADA system. Since the original SCADA project was completed, Tesco has added the upgraded Southland Wastewater Treatment Facility (WWTF) to the SCADA system as well as the Supplemental Water Project facilities including the Joshua Road Pump Station, the Blosser Road Flow Meter Station, the Santa Maria Vista Way Pressure Reducing Station, and the Chloramination Facilities constructed at five of the District's Wells.

Staff requested that Tesco furnish a proposal to provide SCADA integration services for the Nipomo Palms Lift Station Replacement Project to update the control strategy concurrent with the Project. Tesco provided a proposal with an amount not to exceed \$44,896.

Tesco furnished all of the instrumentation and control panels for the current SCADA system and is currently supporting the District's SCADA system. In order to maintain the integrity of the District's control panels, instrumentation and SCADA System, minimize the potential for multiple system integrators simultaneously working on the District's SCADA System, and minimize the coordination risk/expense to the District, staff recommends that the SCADA integration for the Nipomo Palms Lift Station Replacement Project be completed by Tesco. In accordance with the District's Purchasing Policy, Tesco is uniquely knowledgeable and qualified because it has previously provided similar/related services to the District.

FISCAL IMPACT

Funding in the amount of \$1,251,000 is available for the project in the amended FY 2020-2021 budget. Total project costs are estimated as follows:

Construction	\$920,000
Construction Contingency	\$60,000
Construction Management and Inspection - MNS	\$190,000
Engineering Services During Construction - Cannon	\$36,000
SCADA Integration - Tesco	\$45,000
Total	\$ 1,251,000

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

RECOMMENDATION

Staff recommends that the Board, by motion and roll call vote, adopt Resolution 2021-XXXX, Nipomo Palms Lift Station Replacement SCADA Integration, authorizing staff to execute a Task Order for Nipomo Palms Lift Station Replacement Project SCADA integration services with Tesco Controls, Inc. in the amount of \$44,896.

ATTACHMENTS

- A. Resolution 2021-XXXX, Nipomo Palms Lift Station Replacement SCADA Integration

MARCH 24, 2021

ITEM D-7

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2021-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE NIPOMO COMMUNITY SERVICES DISTRICT
AUTHORIZING A TASK ORDER FOR NIPOMO PALMS LIFT STATION
REPLACEMENT PROJECT SUPERVISORY CONTROL AND DATA ACQUISITION
SYSTEM INTEGRATION SERVICES WITH TESCO CONTROLS INC.**

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

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

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

WHEREAS, the District is proceeding with the Nipomo Palms Lift Station Replacement Project and requires instrumentation and SCADA integration services for the project; and

WHEREAS, to maintain the integrity of the District's SCADA System and minimize the coordination risk/expense to the District, staff recommends that the instrumentation and SCADA integration services be completed by Tesco Controls, Inc.; and

WHEREAS, District Purchasing Policy Resolution 2020-1572 provides for the procurement of professional services through non-competitive negotiations in limited situations; and

WHEREAS, Tesco Controls, Inc. is qualified pursuant to Section 4.6 of the District's Purchasing Policy, the cost of the services is reasonable, and Tesco Controls, Inc. is uniquely knowledgeable and qualified because similar/related services have been previously provided to the District.

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

- 1) The above recitals are true and correct and constitute findings for the exclusive use of the Tesco Controls, Inc. to provide instrumentation and SCADA integration for the Nipomo Palms Lift Station Replacement Project.
- 2) The Board of Directors does hereby direct District staff to execute a Task Order for Nipomo Palms Lift Station Replacement Project SCADA integration with Tesco Controls, Inc. in the amount of \$44,896.

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2021-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE NIPOMO COMMUNITY SERVICES DISTRICT
AUTHORIZING A TASK ORDER FOR NIPOMO PALMS LIFT STATION
REPLACEMENT PROJECT SUPERVISORY CONTROL AND DATA ACQUISITION
SYSTEM INTEGRATION SERVICES WITH TESCO CONTROLS INC.**

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 24th day of March 2021.

ED EBY
President, Board of Directors

ATTEST:

APPROVED AS TO FORM AND
LEGAL EFFECT:

MARIO IGLESIAS
General Manager and Secretary to the Board

CRAIG STEELE
District Legal Counsel