

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER



DATE: MAY 19, 2023

AGENDA ITEM

C

MAY 24, 2023

PRESENTATIONS AND REPORTS

The following presentations and reports are scheduled:

- 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

- C-2) 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: MAY 19, 2023

AGENDA ITEM

D

MAY 24, 2023

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 MAY 10, 2023, REGULAR BOARD MEETING MINUTES
[RECOMMEND APPROVE MINUTES]
- D-3) AUTHORIZE CONTRACT AMENDMENT FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE BLACKLAKE SEWER SYSTEM CONSOLIDATION PROJECT FORCE MAIN IN THE AMOUNT OF \$16,415 WITH MKN & ASSOCIATES, INC. [RECOMMEND AUTHORIZE CONTRACT AMENDMENT].
- D-4) DECLARE 2013 FORD PICKUP TRUCK SURPLUS AND AUTHORIZE SALE [RECOMMEND DECLARE 2013 FORD PICKUP SURPLUS AND AUTHORIZE STAFF TO DISPOSE OF BY SALE].
- D-5) AUTHORIZE CONTRACT AMENDMENT FOR SURVEY SERVICES FOR THE BLACKLAKE SEWER SYSTEM CONSOLIDATION PROJECT FORCE MAIN [RECOMMEND AUTHORIZE CONTRACT AMENDMENT]

TO: BOARD OF DIRECTORS
REVIEWED: MARIO IGLESIAS
GENERAL MANAGER
FROM: JANA ETTEDDGUE
FINANCE DIRECTOR
DATE: MAY 19, 2023

**AGENDA ITEM
D-1(A)
MAY 24, 2023**

WARRANTS

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$77,219.97
HAND WRITTEN CHECKS	NONE
VOIDED CHECKS	NONE

Item D-1(A) Warrants MAY 24, 2023

Nipomo Community Services District

By Payment Number

Payment Dates 05/24/2023 - 05/24/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 11185				
Achievement House, Inc.	Clean Streets Program - April	75093	05/24/2023	5,100.00
				Payment 11185 Total: 5,100.00
Payment: 11186				
American Water Works	Standards update/subscription	SO88344	05/24/2023	900.00
				Payment 11186 Total: 900.00
Payment: 11187				
AT&T Mobility	Cell service - voice lines	287318508827X05022023	05/24/2023	1,668.07
				Payment 11187 Total: 1,668.07
Payment: 11188				
Ayala, Sandro	Uniform - Boot reimbursement	MAY2023	05/24/2023	166.18
				Payment 11188 Total: 166.18
Payment: 11189				
Bognuda, Lisa	Mileage reimbursement -	MAY2023	05/24/2023	32.09
				Payment 11189 Total: 32.09
Payment: 11190				
California Rural Water	Distribution certification review	MALDONADO2023	05/24/2023	275.00
				Payment 11190 Total: 275.00
Payment: 11191				
California Rural Water	Distribution certification review	RILEY2023	05/24/2023	275.00
				Payment 11191 Total: 275.00
Payment: 11192				
California Rural Water	Distribution certification review	MAYCOTTE2023	05/24/2023	275.00
				Payment 11192 Total: 275.00
Payment: 11193				
California Rural Water	Distribution certification review	AYALA2023	05/24/2023	275.00
				Payment 11193 Total: 275.00
Payment: 11194				
California Rural Water	Distribution certification review	VOELKER2023	05/24/2023	275.00
				Payment 11194 Total: 275.00
Payment: 11195				
Calleja, Derek	Membership renewal	MAY2023	05/24/2023	307.00
				Payment 11195 Total: 307.00
Payment: 11196				
Cannon Corporation	TO#20-005 NCSO District Office	84506	05/24/2023	80.00
Cannon Corporation	TO#23-001 NCSO Sundale Well	84505	05/24/2023	240.00
				Payment 11196 Total: 320.00
Payment: 11197				
Canvas Solutions, Inc.	New user subscription - work	INV00130165	05/24/2023	240.41
				Payment 11197 Total: 240.41
Payment: 11198				
Colby, Richard	Washer rebate	MAY2023	05/24/2023	75.00
				Payment 11198 Total: 75.00
Payment: 11199				
Collaboration Business	Leadership Training Program	15391	05/24/2023	2,500.00
				Payment 11199 Total: 2,500.00
Payment: 11200				
DataProse, LLC	Postage bills/late notices	DP5301390-B	05/24/2023	2,469.00
DataProse, LLC	Mail bills/late notices	DP2301390	05/24/2023	681.05

Item D-1(A) Warrants MAY 24, 2023

Payment Dates: 05/24/2023 - 05/24/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment 11200 Total:				3,150.05
Payment: 11201				
Executive Janitorial	Janitorial services	86608	05/24/2023	780.00
Payment 11201 Total:				780.00
Payment: 11202				
Famcon Pipe and Supply Inc.	Concrete utility boxes	S100101192.001	05/24/2023	810.81
Payment 11202 Total:				810.81
Payment: 11203				
Farm Supply Company	Fire hose nozzle, weed	91155	05/24/2023	200.89
Farm Supply Company	Credit return for fire nozzle, Inv.	91177	05/24/2023	-43.49
Payment 11203 Total:				157.40
Payment: 11204				
Ferguson Enterprises, Inc.	Angle ball valves	0565890	05/24/2023	1,104.47
Payment 11204 Total:				1,104.47
Payment: 11205				
FGL Environmental	Lab tests	380036A	05/24/2023	847.00
FGL Environmental	Lab tests	381229A	05/24/2023	67.00
Payment 11205 Total:				914.00
Payment: 11206				
Great Western Alarm and	Alarm monitoring service - Install	230501450201	05/24/2023	663.31
Payment 11206 Total:				663.31
Payment: 11207				
Iconix Waterworks (US) Inc.	Ford angle stops	U2316016032	05/24/2023	917.02
Payment 11207 Total:				917.02
Payment: 11208				
Iglesias, Mario	Cell phone reimbursement	MAY2023	05/24/2023	65.00
Payment 11208 Total:				65.00
Payment: 11209				
JEGO Systems	TO#22-002 Scada support	2023-NCSD-003	05/24/2023	1,600.00
Payment 11209 Total:				1,600.00
Payment: 11210				
Mark Albrecht	135 E Branch (090-384-015)-	135 E Branch Refund	05/24/2023	18,203.48
Payment 11210 Total:				18,203.48
Payment: 11211				
Municipal Maintenance	Fiberglass foam filled poles with	008599	05/24/2023	768.62
Payment 11211 Total:				768.62
Payment: 11212				
NewLane Finance Company	Telephone	114526-04/05/2023	05/24/2023	313.98
Payment 11212 Total:				313.98
Payment: 11213				
Nunley & Associates, Inc.	Supplemental Water Project	102475	05/24/2023	663.75
Nunley & Associates, Inc.	Frontage Road Trunk Sewer	102484	05/24/2023	12,874.32
Nunley & Associates, Inc.	Supplemental Water Project	102477	05/24/2023	196.99
Nunley & Associates, Inc.	Dana Reserve Water & Sewer	102476	05/24/2023	60.51
Nunley & Associates, Inc.	Branch St. Waterline	102485	05/24/2023	1,882.33
Nunley & Associates, Inc.	Tract 3163 Improvement Plan	102505	05/24/2023	4,545.96
Payment 11213 Total:				20,223.86
Payment: 11214				
Office Depot	Office supplies	311703193001	05/24/2023	168.18
Office Depot	Office supplies	311764895001	05/24/2023	24.84
Office Depot	Office supplies	311702639001	05/24/2023	163.02
Office Depot	Office supplies	301802868001	05/24/2023	10.79
Office Depot	Office supplies	310527277001	05/24/2023	237.58
Office Depot	Return of storage cabinet, Inv	306866516001	05/24/2023	-241.95
Payment 11214 Total:				362.46

Item D-1(A) Warrants MAY 24, 2023

Payment Dates: 05/24/2023 - 05/24/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 11215				
Olivas, Silas	Travel reimbursement - D2 exam	MAY2023A	05/24/2023	341.47
Payment 11215 Total:				341.47
Payment: 11216				
Santa Maria Ford Lincoln	Tires- 2019 F350	04671 227949	05/24/2023	1,737.10
Santa Maria Ford Lincoln	Tires - 2017 F250	22656 228061	05/24/2023	1,587.60
Payment 11216 Total:				3,324.70
Payment: 11217				
SLO County Clerk-Recorder	Charges for General Election	ELECTION NOV2022	05/24/2023	703.72
Payment 11217 Total:				703.72
Payment: 11218				
Special District Risk	Insurance changes	73244	05/24/2023	234.28
Payment 11218 Total:				234.28
Payment: 11219				
USA Bluebook	Vanton Size 60 chemical transfer	353225	05/24/2023	1,594.19
USA Bluebook	Clear Braid PVC hose - 1-1/4" ID,	353039	05/24/2023	171.55
USA Bluebook	Fire hydrant pressure gauge kit,	INV00002131	05/24/2023	3,088.73
USA Bluebook	(18) 3-Rail Marking Post- Blue	INV00002302	05/24/2023	655.24
USA Bluebook	Hach System Verification	INV00002475	05/24/2023	72.87
USA Bluebook	(2) 3-Rail Marking Post - 66' Blue	311761	05/24/2023	69.18
Payment 11219 Total:				5,651.76
Payment: 11220				
Verizon Wireless	Cell service - data lines	9933215336	05/24/2023	709.29
Payment 11220 Total:				709.29
Payment: 11221				
BROUGH CONST	REFUND FIRE HYDRANT METER	77-0096-02	05/24/2023	1,862.00
Payment 11221 Total:				1,862.00
Payment: 11222				
JJ FISHER CONST	REFUND FIRE HYDRANT METER	77-0095-04	05/24/2023	1,674.54
Payment 11218 Total:				1,674.54

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS 
GENERAL MANAGER

FROM: JANA ETTEDDGUE 
FINANCE DIRECTOR

DATE: MAY 19, 2023

**AGENDA ITEM
D-1(B)
MAY 24, 2023**

WARRANTS – BLACKLAKE ASSESSMENT DISTRICT 2020-1

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$15,274.47
VOIDED CHECKS	NONE

Item D-1(B) Warrants MAY 24, 2023

Nipomo Community Services District

By Payment Number

Payment Dates 05/24/2023 - 05/24/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 90				
ASAP	Project documents - Blacklake Forced Main	85743	05/24/2023	1,507.72
Payment 90 Total:				1,507.72
Payment: 91				
Cannon	Blacklake Sewer Consolidation Project	84442	05/24/2023	6,920.00
Payment 91 Total:				6,920.00
Payment: 92				
Nunley &	Construction management - Blacklake Sewer	102478	05/24/2023	6,047.50
Payment 92 Total:				6,047.50
Payment: 93				
SWCA, Inc.	Blacklake Sewer Consolidation Project CEQA	166268	05/24/2023	799.25
Payment 93 Total:				799.25

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER 

DATE: MAY 19, 2023

AGENDA ITEM

D-2

MAY 24, 2023

**APPROVE MAY 10, 2023
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. May 24, 2023 draft Regular Board Meeting Minutes

May 24, 2023

ITEM D-2

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community since 1965

DRAFT REGULAR MINUTES

MAY 10, 2023 AT 9:00 A.M.

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

BOARD of DIRECTORS

RICHARD MALVAROSE, **PRESIDENT**
DAN ALLEN GADDIS, **VICE PRESIDENT**
ED EBY, **DIRECTOR**
DAN WOODSON, **DIRECTOR**
GARY HANSEN, **DIRECTOR**

PRINCIPAL STAFF

MARIO IGLESIAS, **GENERAL MANAGER**
LISA BOGNUDA, **ASST GENERAL MANAGER**
JANA ETTEDDGUE, **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.

A. CALL TO ORDER AND FLAG SALUTE

President Malvarose called the Regular Meeting of May 10, 2023, 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, all Directors were present.

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

- *May 2, attended Board Officers' Meeting*

Director Eby

- *May 3, attended WRAC meeting*

Director Malvarose

- *April 27, attended meeting with SLO County Supervisor Jimmy Paulding and General Manager Iglesias*
- *May 2, attended Board Officers' 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.

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

*Upon the motion of Director Hansen and seconded, the Board approved receiving and filing presentations and reports.
Vote 5-0.*

YES VOTES	NO VOTES	ABSENT
Directors Hansen, Eby, Woodson, Gaddis, and Malvarose	None	None

D. CONSENT AGENDA

- D-1) WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE APRIL 26, 2023, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]
- D-3) ACCEPT THIRD QUARTER FISCAL YEAR 2022-2023 FINANCIAL REPORT [RECOMMEND RECEIVE AND FILE]
- D-4) INVESTMENT POLICY - QUARTER REPORT [RECOMMEND ACCEPT AND FILE]
- D-5) ACCEPT NIPOMO PALMS LIFT STATION REPLACEMENT PROJECT [RECOMMEND BY MOTION AND ROLL CALL VOTE, ACCEPT PROJECT AND DIRECT STAFF TO FILE NOTICE OF COMPLETION]
- D-6) APPROVE 2023 SANITARY SEWER MANAGEMENT PLAN UPDATE [RECOMMEND APPROVE]
- D-7) AUTHORIZE CONTRACT AMENDMENT FOR ENGINEERING SERVICES FOR WOODGREEN LIFT STATION REHABILITATION PROJECT WITH CANNON CORPORATION [RECOMMEND AUTHORIZE CONTRACT AMENDMENT]

Staff answered questions regarding items D-2 and D-4.

There were no public comments.

*Upon the motion of Director Eby and seconded, the Board approved Consent Agenda.
Vote 5-0.*

YES VOTES	NO VOTES	ABSENT
Directors Eby, Woodson, Hansen, Gaddis, and Malvarose	None	None

E. ADMINISTRATIVE ITEMS

- E-1) APPROVAL OF THE ENGINEER'S ANNUAL LEVY REPORT AND DECLARATION OF INTENTION TO LEVY ANNUAL ASSESSMENTS FOR STREET LANDSCAPE MAINTENANCE DISTRICT NO. 1 FOR FISCAL YEAR 2023-2024 [RECOMMEND ADOPT RESOLUTION]

Mario Iglesias, General Manager, introduced the item.

Peter Sevcik, Director of Engineering and Operations, presented the item and answered questions from the Board.

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

There were no public comments.

Upon the motion of Director Hansen and seconded, the Board approved the Resolution.
Vote 5-0.

YES VOTES	NO VOTES	ABSENT
Directors Hansen, Woodson, Eby, Gaddis, and Malvarose	None	None

RESOLUTION NO. 2023-1667
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NIPOMO COMMUNITY SERVICES DISTRICT
APPROVING THE ANNUAL ENGINEER'S LEVY REPORT,
DECLARING ITS INTENTION TO LEVY ANNUAL ASSESSMENTS
FOR STREET LANDSCAPE MAINTENANCE DISTRICT NO. 1
FOR FISCAL YEAR 2023-2024,
AND SETTING A PUBLIC HEARING THEREON

- E-2) APPROVAL OF THE ENGINEER'S ANNUAL LEVY REPORT AND DECLARATION OF INTENTION TO LEVY ANNUAL ASSESSMENTS FOR BLACKLAKE STREET LIGHTING MAINTENANCE DISTRICT NO. 2022-1 FOR FISCAL YEAR 2023-2024 [RECOMMEND ADOPT RESOLUTION]

Mario Iglesias, General Manager, introduced the item.

Peter Sevcik, Director of Engineering and Operations, presented the item and answered questions from the Board.

There were no public comments.

Upon the motion of Director Gaddis and seconded, the Board approved the Resolution. Director Hansen abstained because he is a resident in Blacklake.
Vote 4-0-1.

YES VOTES	ABSTAIN	ABSENT
Directors Gaddis, Woodson, Eby, and Malvarose	Hansen	None

RESOLUTION NO. 2023-1668
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NIPOMO COMMUNITY SERVICES DISTRICT
APPROVING THE ANNUAL ENGINEER'S LEVY REPORT,
DECLARING ITS INTENTION TO LEVY ANNUAL ASSESSMENTS
FOR BLACKLAKE STREET LIGHTING MAINTENANCE ASSESSMENT
DISTRICT NO. 2022-1 FOR FISCAL YEAR 2023-2024,
AND SETTING A PUBLIC HEARING THEREON

F. GENERAL MANAGER'S REPORT

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

There were no public comments.

G. COMMITTEE REPORTS

None.

H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

Director Gaddis asked if there was any update on the General Manager recruitment.

Staff answered that Bob Murray and Associates had not provided an update.

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

I. CLOSED SESSION ANNOUNCEMENTS

Craig Steele, District Legal Counsel, announced that there would be no closed session.

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

There were no public comments.

ADJOURN MEETING

President Malvarose adjourned the meeting at 9:38 a.m.

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	0 hour 38 minutes
Closed Session	0 hour 00 minutes
TOTAL HOURS	0 hour 38 minutes

Respectfully submitted,

Mario Iglesias, General Manager and Secretary to the Board

Date

TO: BOARD OF DIRECTORS
REVIEWED: MARIO IGLESIAS
GENERAL MANAGER
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS
DATE: MAY 18, 2023

AGENDA ITEM
D-3
MAY 24, 2023

**AUTHORIZE CONTRACT AMENDMENT FOR CONSTRUCTION
MANAGEMENT SERVICES FOR THE BLACKLAKE SEWER SYSTEM
CONSOLIDATION PROJECT FORCE MAIN IN THE AMOUNT OF
\$16,415 WITH MKN & ASSOCIATES, INC.**

ITEM

Authorize Contract Amendment for construction management services for the Blacklake Sewer System Consolidation Project Force Main in the amount of \$16,415 with MKN & Associates, Inc. [RECOMMEND AUTHORIZE CONTRACT AMENDMENT].

BACKGROUND

At the January 25, 2023 Board meeting, the Board authorized staff to execute a contract with MKN & Associates, Inc. (MKN) to provide construction management services including full-time inspection and materials testing services for the Blacklake Sewer System Consolidation Project Force Main. Environmental monitoring services required for the project per the approved Mitigated Negative Declaration (MND) were inadvertently not included in the contract.

Staff requested that MKN provide a contract amendment for environmental monitoring to be performed as part of the construction management services contract for the Blacklake Sewer System Consolidation Project Force Main. MKN submitted the attached proposal to perform the work for a not to exceed amount of \$16,415.

FISCAL IMPACT

The total Project budget is \$10,300,000. Funding is provided from Nipomo Community Services District Assessment District No. 2020-1 (Blacklake Sewer System Consolidation) bond proceeds. A summary of construction management costs is as follows:

Original MKN construction management services contract	\$451,312
Proposed Contract Amendment #1	\$16,415
Revised Contract Cost	\$467,727

STRATEGIC PLAN

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

RECOMMENDATION

Staff recommends that the Board authorize staff to execute a contract amendment in the amount of \$16,415 with MKN & Associates, Inc. for additional construction management services for the Blacklake Sewer System Consolidation Project Force Main.

ATTACHMENTS

- A. MKN & Associates, Inc. Scope and Budget dated May 16, 2023

May 24, 2023

ITEM D-3

ATTACHMENT A



P.O. Box 1604
Arroyo Grande, CA 93421
805.904.6530 [PHONE](tel:8059046530)

May 16, 2023

Peter Sevcik, PE
Director of Engineering and Operations
Nipomo Community Services District
P O Box 326
Nipomo CA 93444-0326

RE: Construction Management of the Blacklake Sewer Consolidation Force Main Project TO #2023-02

Dear Peter,

MKN's original proposal for the above-referenced project did not include environmental monitoring services for compliance with the Blacklake Sewer System Consolidation Project Environmental Impact Report. District staff has requested MKN provide these services. Rincon Consultants, Inc. (Rincon) is proposed as our subconsultant for this work.

The proposal from Rincon is attached and provides a detailed scope and manhour breakdown for their services. If approved, the current budget of \$451,312 would be increased by \$16,415 (including subconsultant markup) for a total authorization of \$467,727. All other terms and conditions from the original Task Order and General Services Agreement would apply.

Please let us know if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink that reads "Michael K. Nunley".

Michael K. Nunley, PE
CEO/ President

Attachments:

Attachment A - Original Proposal from Rincon

Attachment B - Contract Amendment 1 from Rincon (as subconsultant to MKN)



Attachment A

Rincon Consultants, Inc.

1530 Monterey Street, Suite D
San Luis Obispo, California 93401

805 547 0900

FAX 547 0901

info@rinconconsultants.com
www.rinconconsultants.com

April 12, 2023

Rincon Project No. 23-14475

Peter Brennan, PE, CCM
MKN & Associates, Inc.
530 Paulding Circle, Suite B
Arroyo Grande, California 93420
Via email: pbrennan@mknassociates.us

Subject: Proposal to Provide Environmental Consulting Services for the Blacklake Sewer System Consolidation Project, San Luis Obispo County, California

Dear Mr. Brennan:

Rincon Consultants, Inc. (Rincon) is pleased to submit this proposal to provide environmental consulting services for the Nipomo Community Services District Blacklake Sewer System Consolidation Project (project) in the community of Nipomo, San Luis Obispo County, California. To support this project, we propose to conduct a pre-construction survey in accordance with the mitigation measure in the EIR. The following details our proposed scope of work and cost to provide these services.

Scope of Work

Task 1: Pre-construction Survey

A pre-construction survey will be conducted within the project area according to the details listed below. We assume one visually based pre-construction survey would be conducted 30 days prior to the start of construction. A Rincon biologist will survey for California red-legged frog (*Rana draytonii*), additional special status reptile and amphibian species (e.g., southwestern pond turtle [*Actinemys pallida*] and coast range newt [*Taricha torosa*]), and nesting birds. The survey area will include the project footprint and a 50-foot buffer. For the purposes of our scope and cost estimate, we assume no special status species or nesting birds will be observed. If special status species and/or nesting birds are observed that require additional monitoring and/or exclusionary measures, those services would be conducted under a separate scope and budget amendment. A Pre-construction Survey Report will be prepared to document the methods and results of the pre-construction survey in relation to mitigation measure in the EIR, and if special status species are detected, specify any required measures.

Assumptions

- The pre-construction survey will be completed in one 8-hour day by one biologist.
- The pre-construction survey report will be submitted in an electronic format (e.g., Word, PDF).

Task 2: Project Management and Coordination

This task involves coordination of field effort and site access, general client coordination, as well as providing consistent control of project costs, schedule, staffing, and deliverables. Routine management



tasks include project administration and providing monthly progress reports with regard to the work scope and the budget attached with our invoicing.

Cost Estimate

We propose to perform the services described in the above Scope of Work on a time and materials basis within an estimated budget of **\$3,640**. Please refer to the attached cost estimate table for a breakdown by task. This cost would be billed on a time and material not to exceed basis in accordance with our Standard Fee Schedule and General Contract for Professional Services (both attached), or another mutually agreed upon contract. If necessary, any additional work not included herein can be performed with your written authorization on a time and materials reimbursement basis in accordance with our Standard Fee Schedule and the mutually agreed upon contract. In this case, a separate scope of work and cost estimate would be provided.

Thank you for the opportunity to provide environmental consulting services for this important project. Please contact us if you have any questions or need any additional information.

Sincerely,
Rincon Consultants, Inc.

Adam Card
Project Manager/Biologist

Colby J. Boggs
Principal/Senior Ecologist

Attachments: *Cost Estimate Table*
Standard Fee Schedule
General Contract for Professional Services



MKN & Associates, Inc.
 Proposal to Provide Environmental Consulting Services
 Blacklake Sewer System Consolidation Project



RINCON CONSULTANTS, INC.

Blacklake Sewer System Consolidation Project

Cost Estimate

Tasks	Rincon Labor Classification →			Principal I	Supervisor I	Professional III	GIS/CADD Specialist	Clerical
	Labor Cost	Direct Expense	Hours					
Task 1: Pre-construction Survey	\$2,945	\$204	15	1	2	12		
<i>Task Subtotal</i>	<i>\$2,945</i>	<i>\$204</i>	<i>15</i>	<i>1</i>	<i>2</i>	<i>12</i>		
Task 2: Project Management and Coordination	\$491		3	0.5	1			1
<i>Task Subtotal</i>	<i>\$491</i>		<i>3</i>	<i>0.5</i>	<i>1</i>			<i>1</i>
SUBTOTAL COST	\$ 3,436	\$ 204	75	\$ 428	\$ 750	\$ 2,160	\$ -	\$ 98

Direct Cost Detail

Vehicle Costs	\$ 90
Standard Field Equipment Package	\$ 114
Subtotal Additional Costs:	\$ 204

Summary

Professional Fees Subtotal	\$3,436
Direct Costs Subtotal	\$204
TOTAL PROJECT BUDGET	\$ 3,640

Professional Services - are based on Rincon's standard fee schedule and labor classifications. The above is provided as an estimate of Rincon's effort per task. Rincon may reallocate budget between staff and tasks, as long as the total contract price is not exceeded.



RINCON CONSULTANTS, INC.

Standard Fee Schedule for Environmental Sciences and Planning Services

Professional, Technical and Support Personnel*	Hourly Rate
Principal II	\$295
Director II	\$295
Principal I	\$285
Director I	\$285
Senior Supervisor II	\$268
Supervisor I	\$250
Senior Professional II	\$234
Senior Professional I	\$218
Professional IV	\$194
Professional III	\$180
Professional II	\$160
Professional I	\$143
Associate III	\$120
Associate II	\$107
Associate I	\$100
Field Technician	\$86
Data Solutions Architect	\$180
Senior GIS Specialist	\$172
GIS/CADD Specialist II	\$153
GIS/CADD Specialist I	\$138
Technical Editor	\$135
Project Accountant	\$115
Billing Specialist	\$98
Publishing Specialist	\$110
Clerical	\$98

* Professional classifications include environmental scientists, urban planners, biologists, geologists, marine scientists, GHG verifiers, sustainability experts, cultural resources experts, and other professionals. Expert witness services consisting of depositions or in-court testimony are charged at the hourly rate of \$380.

Reimbursable Expenses

Direct Cost	Rates
Photocopies – Black and White	\$0.25 (single-sided), \$0.45 (double-sided)
Photocopies – Color	\$1.55 (single-sided), \$3.10 (double-sided)
Photocopies – 11 x 17	\$0.55 (B&W), \$3.40 (color)
Oversized Maps	\$8.50/square foot
Digital Production	\$15/CD, \$20/flash drive
Light-Duty and Passenger Vehicles*	\$90/day
4WD and Off-road Vehicles*	\$150/day

*Current IRS mileage rate for mileage over 50 and for all miles incurred in employee-owned vehicles.

Other direct costs associated with the execution of a project, that are not included in the hourly rates above, are billed at cost plus 16%. These may include, but are not limited to, laboratory and drilling services, subcontractor services, authorized travel expenses, permit charges and filing fees, mailings and postage, performance bonds, sample handling and shipment, rental equipment, and vehicles other than covered by the above charges.

Annual Escalation. Standard rates subject to 3.5% annual escalation.

Payment Terms. All fees will be billed to Client monthly and shall be due and payable upon receipt or as indicated in the contract provisions for the assignment. Invoices are delinquent if not paid within ten (10) days from receipt or per the contractually required payment terms.

Effective January 1, 2023


RINCON CONSULTANTS, INC.

Equipment	Rate
Environmental Site Assessment	
Soil Vapor Extraction Monitoring Equipment	\$160
Four Gas Monitor	\$137
Flame Ionization Detector	\$110
Photo Ionization Detector	\$82
Hand Auger Sampler	\$62
Water Level Indicator, DC Purge Pump	\$46
CAPDash	\$7,500
Natural Resources Field Equipment	
UAS Drone	\$276
Spotting or Fiberoptic Scope	\$170
Pettersson Bat Ultrasound Detector/Recording Equipment	\$170
Sound Level Metering Field Package (Anemometer, Tripod and Digital Camera)	\$113
GPS (Sub-meter Accuracy)	\$67
Infrared Sensor Digital Camera or Computer Field Equipment	\$57
Scent Station	\$23
Laser Rangefinder/Altitude	\$11
Pit-fall Traps, Spotlights, Anemometer, GPS Units, Sterilized Sample Jar	\$9
Mammal Trap, Large/Small	\$1.55/\$0.55
Water and Marine Resources Equipment	
Boat (26 ft. Radon or Similar)	\$621
Boat (20 ft. Boston Whaler or Similar)	\$345
Multi Parameter Sonde (Temp, Cond, Turbidity, DO, pH) with GPS	\$170
Water Quality Equipment (DO, pH, Turbidity, Refractometer, Temperature)	\$62
Refractometer (Salinity) or Turbidity Meter	\$38
Large Block Nets	\$114
Minnow Trap	\$98
Net, Hand/Large Seine	\$57
Field Equipment Packages	
Standard Field Package (Digital Camera, GPS, Thermometer, Binoculars, Tablet, Safety Equipment, and Botanic Collecting Equipment)	\$114
Remote Field Package (Digital Camera, GPS, Thermometer, Binoculars, Tablet and Mifi, Delorme Satellite Beacon, 24-Hour Safety Phone)	\$144
Amphibian/Vernal Pool Field Package (Digital Camera, GPS, Thermometer, Decon Chlorine, Waders, Float Tube, Hand Net, Field Microscope)	\$170
Fisheries Equipment Package (Waders, Wetsuits, Dip Nets, Seine Nets, Bubblers, Buckets)	\$57
Underwater and Marine Sampling Gear (U/W Photo/Video Camera, Scuba Equipment (Tanks, BCD, Regulators, Wetsuits, etc.))	\$57/diver
Marine Field Package (PFDs - Personal Flotation Devices, 100-foot Reel Tapes with Stainless Carabiners, Pelican Floats, Underwater Slates, Thermometer, Refractometer, Anemometer, Various Field Guides)	\$57
Insurance, Hazard and Fees	
Historic Research Fees	\$55
L&H Dive Insurance	\$57/diver
Level C Health and Safety	\$70/person

Effective January 1, 2023



Rincon Consultants, Inc.

1530 Monterey Street, Suite D
San Luis Obispo, California 93401

805 547 0900

FAX 547 0901

info@rinconconsultants.com
www.rinconconsultants.com

April 26, 2023
Rincon Project No. 23-14475

Peter Brennan, PE, CCM
MKN & Associates, Inc.
530 Paulding Circle, Suite B
Arroyo Grande, California 93420

Via email: pbrennan@mknassociates.us
krindbery@gmail.com

Subject: Amendment Request #1 to Provide Environmental Consulting Services for the Blacklake Sewer System Consolidation Project, San Luis Obispo County, California

Dear Mr. Brennan:

Rincon Consultants, Inc. (Rincon) is pleased to submit this amendment request to provide additional environmental consulting services for the Nipomo Community Services District Blacklake Sewer System Consolidation Project (project) in the community of Nipomo, San Luis Obispo County, California. To support this project, we propose to conduct a northern California legless lizard and nesting bird pre-construction survey and a Worker Environmental Awareness Program (WEAP) training for biological and cultural resources prior to the commencement of work along the main pipeline, in accordance with the applicable Mitigation Measures listed in the Initial Study-Mitigated Negative Declaration (IS-MND). The following details our proposed scope of work and cost to provide services for the pipeline portion of the project only. Note that amended tasks include the summation of time and cost from this proposal and the previous proposal dated April 12, 2023.

Scope of Work

Task 1: Pre-construction Survey (Amended)

A follow-up pre-construction survey will be conducted within the project footprint of the pipeline according to the details listed below. We assume one visually based pre-construction survey for northern California legless lizard would be conducted to check the cover boards that were installed during the pre-construction survey on April 19, 2023. During the same pre-construction survey, the project footprint of the main pipeline will be surveyed for nesting birds. For the purposes of our scope and cost estimate, we assume no northern California legless lizards or nesting birds will be observed. If special status species and/or nesting birds are observed that require additional monitoring and/or exclusionary measures, those services would be conducted under a separate scope and budget amendment. One pre-construction survey report will be prepared to document the methods and results of the pre-construction survey in relation to Mitigation Measures BIO-9 and BIO-11 in the IS-MND. If special status species are detected, the pre-construction report will specify any required measures.

Assumptions

- The pre-construction survey will be completed in one 10-hour day by one biologist.
- The pre-construction survey report will be submitted in an electronic format (e.g., Word, PDF).



Task 2: Project Management and Coordination (Amended)

This task involves continued coordination of field effort and site access, general client coordination, as well as providing consistent control of project costs, schedule, staffing, and deliverables. Routine management tasks include project administration and providing monthly progress reports with regard to the work scope and the budget attached with our invoicing.

Task 3: Worker Environmental Awareness Training Program

Before the start of construction, a Rincon biologist and Rincon archaeologist will conduct a worker environmental awareness program (WEAP) training session for all construction personnel, and any interested City staff or agency personnel, if present. The biological training will include a description of the special status species that may occur on-site, their habitats, the limits of disturbance, and the measures being implemented to conserve these species during the project. The archaeological training will discuss types of archaeological artifacts that may be encountered, provide information on applicable laws and regulations that protect cultural resources, the penalties for disregarding these laws and regulations, and instructions for what to do and who to contact if resources are discovered. A Rincon cultural resources specialist who meets the U.S. Secretary of the Interior's Professional Qualifications Standards for archeology shall deliver the WEAP information. A handout will be created for the biological training and a handout will be created for the archaeological training and both will be provided to facilitate the training session, and attendees will sign a sign-in sheet for each. We assume one WEAP training for biological resources and one WEAP training for archaeological training would be conducted by a Rincon biologist and Rincon archaeologist, respectively, to capture new project personnel on the project.

Cost Estimate

We propose to perform the services described in the above Scope of Work on a time and materials basis within an estimated budget of **\$11,283**. The estimated budget total includes the Scope of Work in the proposal dated April 12, 2023. Please refer to the attached cost estimate table for a breakdown by task. This cost would be billed on a time and material not to exceed basis in accordance with our existing contract that was fully executed on April 18, 2023. If necessary, any additional work not included herein can be performed with your written authorization on a time and materials reimbursement basis in accordance with our existing contract. In this case, a separate scope of work and cost estimate would be provided. Thank you for the opportunity to continue providing environmental consulting services for this important project.

Sincerely,
Rincon Consultants, Inc.

Adam Card
Project Manager/Biologist

Colby J. Boggs
Principal/Senior Ecologist

Attachment: *Cost Estimate Table*



RINCON CONSULTANTS, INC.
**23-14475 Blacklake Sewer System
Consolidation Project**

Cost Estimate

	Rate	Hours	Labor Budget	Direct Expenses	Total Budget
Biological Services		53.50	10,467.00	816.00	11,283.00
Task 1: Pre-construction Survey (Amended)		34.00	6,610.00	408.00	7,018.00
Task 2: Project Management and Coordination (Amended)		7.50	1,405.00	0.00	1,405.00
Task 3: Worker Environmental Awareness Training		12.00	2,452.00	408.00	2,860.00
Project Total		53.50	10,467.00	816.00	11,283.00

TO: BOARD OF DIRECTOR
REVIEWED: MARIO IGLESIAS
GENERAL MANAGER
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS
DATE: MAY 18, 2023

**AGENDA ITEM
D-4
MAY 24, 2023**

**DECLARE 2013 FORD PICKUP TRUCK SURPLUS
AND AUTHORIZE SALE**

ITEM

Consider request to declare 2013 Ford pickup truck surplus and authorize disposal by sale [RECOMMEND DECLARE 2013 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 2013 Ford pickup truck, Vehicle 132, 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 2013 Ford pickup truck, Vehicle 132, 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



**AGENDA ITEM
D-5
MAY 24, 2023**

DATE: MAY 18, 2023

**AUTHORIZE CONTRACT AMENDMENT FOR SURVEY SERVICES FOR
THE BLACKLAKE SEWER SYSTEM CONSOLIDATION PROJECT
FORCE MAIN**

ITEM

Authorize Contract Amendment for construction staking survey services for the Blacklake Sewer System Consolidation Project Force Main in the amount of \$29,131 with Cannon [RECOMMEND AUTHORIZE CONTRACT AMENDMENT].

BACKGROUND

At the January 25, 2023 Board meeting, the Board authorized staff to execute a contract with MKN & Associates, Inc. (MKN) to provide construction management services including full-time inspection and materials testing services for the Blacklake Sewer System Consolidation Project Force Main. Construction staking survey services required for the project were inadvertently not included in the contract. Construction staking is critical for this project to ensure that the force main is built as designed so that potential for long term operational issues related to air in the force main are minimized.

Staff initially requested that MKN provide a contract amendment for construction staking survey services to be performed as part of the construction management services contract for the Blacklake Sewer System Consolidation Project Force Main. Since MKN does not have in-house survey staff, MKN contacted Cannon for a proposal for the necessary work. Cannon is already under contract with the District to design the project, so staff requested that Cannon provide a proposal for construction staking services directly to the District. Cannon submitted the attached proposal to perform the work for a not to exceed amount of \$29,131.

FISCAL IMPACT

The total Project budget is \$10,300,000. The Project budget includes \$850,000 for design. Funding is provided from Nipomo Community Services District Assessment District No. 2020-1 (Blacklake Sewer System Consolidation) bond proceeds. A summary of design services costs is as follows:

Original Cannon design services contract	\$594,612
Contract Amendment #1 approved 10/26/2022	\$159,938
Proposed Contract Amendment #2	\$29,131
Revised Contract Cost	\$783,681

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 authorize staff to execute a contract amendment in the amount of \$29,131 with Cannon for construction staking survey services for the Blacklake Sewer System Consolidation Project Force Main.

ATTACHMENTS

- A. Cannon Scope and Budget dated May 16, 2023

May 24, 2023

ITEM D-5

ATTACHMENT A



May 16, 2023

Mr. Peter Sevcik
Nipomo Community Services District
148 South Wilson Street
Nipomo, CA 93444

PROJECT: NIPOMO COMMUNITY SERVICES DISTRICT –BLACKLAKE SEWER FORCE MAIN PROJECT - SURVEY

Dear Mr. Sevcik:

Thank you for the opportunity for Cannon to provide surveying services for the Blacklake Sewer Force Main project located in Nipomo, California. Please find below our scope and fees to assist Nipomo Community Services District with sewer staking for this project.

SCOPE OF WORK

Cannon will provide sewer staking services which will include the following:

- Single 10' offsets at 50' intervals on sections <%3.
- Single 10' offsets at 100' intervals on sections >%3.
- Stake bore pit locations.
- Double offsets for blow off's and bore pits.
- Cuts and/or fills to top of pipe.

FEES

All other requests for surveying services (e.g. as-builts, property line surveys, offsite improvement surveys, re-staking etc.) will be considered "extra" services and will be billed at our hourly rates currently in effect, or per separate Additional Services Agreement.

T&M, NTE: \$29,131

We are looking forward to working with you on this project. If you would like to get started, please return the signed Acceptance of Proposal page, which will serve as our notice to proceed. The fees quoted in this proposal are valid for 60 days from this date and are based upon current California Prevailing Wages.

Sincerely,

A handwritten signature in blue ink, appearing to read "Burl Steude".

Burl Steude, PLS 9103
Senior Land Surveyor



2022/2023 Fee Schedule
 Bill Rate Ranges
 Subject to change

Survey Office Staff

Associate Land Surveyor	\$ 185	\$ 208
Director/ Department Manager	\$ 187	\$ 264
Land Surveyor	\$ 174	\$ 196
Sr. Land Surveyor	\$ 203	\$ 228
Survey Assistant	\$ 103	\$ 116
Survey Technician I - V	\$ 120	\$ 183

Survey Crew Rates - Regular

One-Man Field	\$ 195
Two-Man Field	\$ 270
Three-Man Field	\$ 355
Two-Man - HDS	\$ 310

Survey Crew Rates - Prevailing Wage

One-Man Field	\$ 230
Two-Man Field	\$ 330
Three-Man Field	\$ 470

Other Direct Charges

Black Line Plots	\$2.00 per page	Color Plots	\$5.00 per page
Outside Reproduction	Cost + 15%	Travel and Related Subsistence	Cost + 15%
Automation & Electrical Materials	Cost + 25% (+tax)	Standard Mileage Rate	IRS Rate per mile
Subconsultant Fees	Cost + 10%	Airplane Mileage Rate	GSA Rate per mile
Technology Fee	\$30/Day		

All 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, a multiplier of 1.5 will be applied to the stated rates. For prevailing wage projects, if the client requests field services to be provided on any given Sunday, a multiplier of 2.0 will be applied to the stated rates; on or around an observed holiday, other rates may be applied. Survey Crews and Automation Field staff are billed portal to portal. A minimum charge of 4 hours will be charged for any Automation Field Service calls outside of normal working hours.



Prepared: May 11th 2023

Burl Steude

Project Ref No. 230515

		Cannon							
		Survey		Survey		Survey		Total	
Hourly Rate		\$212		\$207		\$330			
Task		Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost
TASK 1 - Blacklake Sewer Staking									
1.1	GPS control for Staking	2	\$424	5	\$1,035	8	\$ 2,640.00	15	\$ 4,099.00
1.2	Stake Sewer line	3	\$636			50	\$ 16,500.00	53	\$ 17,136.00
1.3	Calcs	3	\$636	16	\$3,312		\$ -	19	\$ 3,948.00
1.4	Cutsheet and PM	3	\$636	16	\$3,312		\$ -	19	\$ 3,948.00
Subtotal:		11	\$2,332	37	\$ 7,659.00	58	\$ 19,140.00	106	\$ 29,131.00
Task Totals:		11	\$2,332	37	\$7,659	58	\$19,140	106	\$29,131

Total Fees:

\$ 29,131.00
