

TO: BOARD OF DIRECTORS
FROM: RAY DIENZO, P.E. R.D.
GENERAL MANAGER
DATE: FEBRUARY 19, 2025



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

TO: BOARD OF DIRECTORS
FROM: RAY DIENZO, P.E. R.D.
GENERAL MANAGER
DATE: FEBRUARY 19, 2025



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 Consent 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 FEBRUARY 12, 2025 REGULAR BOARD MEETING MINUTES
[RECOMMEND APPROVE MINUTES]
- D-3) AUTHORIZE TASK ORDER FOR ENGINEERING SERVICES FOR SOUTHLAND
WASTEWATER TREATMENT FACILITY PERMIT COMPLIANCE AND PHASE 2
CONCEPT DESIGN [RECOMMEND ADOPT RESOLUTION]
- D-4) CONSIDER REQUEST FOR WATER AND SOLID WASTE SERVICE (INTENT-TO-
SERVE LETTER) FOR A DEVELOPMENT LOCATED AT 750 SANDYDALE
[RECOMMEND ISSUE INTENT-TO-SERVE LETTER WITH CONDITIONS]

TO: BOARD OF DIRECTORS

REVIEWED: RAY DIENZO, P.E. *R.D.*
GENERAL MANAGER

FROM: JANA ETTEDDGUE *Jm*
FINANCE DIRECTOR

DATE: FEBRUARY 21, 2025

AGENDA ITEM
D-1(A)
FEBRUARY 28, 2025

WARRANTS

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$592,866.49
HAND WRITTEN CHECKS	NONE
VOIDED CHECKS	NONE

Item D-1(A) Warrants FEBRUARY 26, 2025

Nipomo Community Services District

M-Monthly
O-Occasional
A-Annual
By Payment Number

Payment Dates 02/26/2025 - 02/26/2025

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 13201				
Achievement House, Inc.	January 2025 - Clean Streets	JAN2025	02/26/2025	5,100.00 M
Payment 13201 Total:				5,100.00
Payment: 13202				
American Industrial Supply	Fuel transfer hose	0404237-IN	02/26/2025	75.02 O
Payment 13202 Total:				75.02
Payment: 13203				
American Water Works	Annual membership renewal -	SO199059	02/26/2025	525.00 A
Payment 13203 Total:				525.00
Payment: 13204				
ASAP Reprographics	Bid documents - 2024 Water	1766	02/26/2025	775.38 O
Payment 13204 Total:				775.38
Payment: 13205				
Banda, Raymundo	Wastewater Operator 1	FEB2025	02/26/2025	550.00 O
Payment 13205 Total:				550.00
Payment: 13206				
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI493291	02/26/2025	3,334.09 M
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI493292	02/26/2025	1,125.42 M
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI495608	02/26/2025	1,026.63 M
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI494994	02/26/2025	1,548.56 M
Brenntag Pacific, Inc.	Ammonium sulfate	BPI493685	02/26/2025	1,095.08 M
Payment 13206 Total:				8,129.78
Payment: 13207				
California Water Environment	Membership renewal - Brewer	2025-BREWER	02/26/2025	239.00 A
Payment 13207 Total:				239.00
Payment: 13208				
Charter Communications	Prorated monthly fee -	170591901020125	02/26/2025	371.94 M
Payment 13208 Total:				371.94
Payment: 13209				
Charter Communications	Prorated monthly fee -	170593201020125	02/26/2025	371.94 M
Payment 13209 Total:				371.94
Payment: 13210				
Coastal Rolloff	Rolloff service	8844573U150	02/26/2025	495.27 O
Payment 13210 Total:				495.27
Payment: 13211				
Dienzo, Ray	Cell phone reimbursement	FEB2025	02/26/2025	100.00 M
Payment 13211 Total:				100.00
Payment: 13212				
Electricraft, Inc.	Sundale well pressure switch,	21272	02/26/2025	402.00 O
Electricraft, Inc.	Nipomo Palms LS relay and	21273	02/26/2025	536.00 O
Electricraft, Inc.	Electrical repair - Blacklake Well	18693	02/26/2025	2,385.00 O
Payment 13212 Total:				3,323.00
Payment: 13213				
Engel & Gray, Inc.	Biosolids collection	51X00010	02/26/2025	9,310.36 M
Payment 13213 Total:				9,310.36
Payment: 13214				
Excel Personnel Services, Inc.	Employment agency	4538648	02/26/2025	446.40 M
Excel Personnel Services, Inc.	Employment agency	4535027	02/26/2025	558.00 M
Excel Personnel Services, Inc.	Employment agency	4531348	02/26/2025	446.40 M
Payment 13214 Total:				1,450.80

Item D-1(A) Warrants FEBRUARY 26, 2025

Payment Dates: 02/26/2025 - 02/26/2025

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 13215				
Executive Janitorial	Janitorial services	91062	02/26/2025	780.00 M
Payment 13215 Total:				780.00
Payment: 13216				
Famcon Pipe and Supply Inc.	Bolt sets, wrenches	S100148359.001	02/26/2025	300.15 O
Famcon Pipe and Supply Inc.	Bronze saddles	S100147298.001	02/26/2025	524.18 O
Famcon Pipe and Supply Inc.	Customer valve handles	S100148059.001	02/26/2025	180.09 O
Famcon Pipe and Supply Inc.	Stainless steel and galvanized	S100147364.001	02/26/2025	1,391.18 O
Payment 13216 Total:				2,395.60
Payment: 13217				
FGL Environmental	Lab tests	580096A	02/26/2025	1,190.00 M
Payment 13217 Total:				1,190.00
Payment: 13218				
Frontier Communications	BL Telephone	FEB2025	02/26/2025	79.29 M
Payment 13218 Total:				79.29
Payment: 13219				
Haaker Equipment Company	Hydraulic leak repair for	W5A0T9	02/26/2025	1,953.52 O
Haaker Equipment Company	Air cylinder service for VACTOR	W5A0UH	02/26/2025	1,753.60 O
Payment 13219 Total:				3,707.12
Payment: 13220				
Home Depot Credit Services	Tools and supplies	JAN2025	02/26/2025	800.13 M
Payment 13220 Total:				800.13
Payment: 13221				
Iron Mountain	Shredding service	KCRZ334	02/26/2025	44.00 O
Payment 13221 Total:				44.00
Payment: 13222				
JEGO Systems	TO#24-003 SCADA programming	2025-NCSD-002	02/26/2025	15,310.00 O
JEGO Systems	TO#24-004 WWTF Odor Control	2025-NCSD-003	02/26/2025	4,010.00 O
JEGO Systems	TO#24-002 SCADA support	2025-NCSD-004	02/26/2025	370.00 O
Payment 13222 Total:				19,690.00
Payment: 13223				
Juarez, Jose	Wastewater 1 exam	JAN2025B	02/26/2025	315.26 O
Payment 13223 Total:				315.26
Payment: 13224				
Left Coast T-Shirt Company	Shirts, caps, safety vests	47060	02/26/2025	2,880.96 O
Left Coast T-Shirt Company	Uniform jackets	47059	02/26/2025	1,253.15 O
Payment 13224 Total:				4,134.11
Payment: 13225				
Mainline Utility Company	Video inspection for plant	5786	02/26/2025	1,000.00 O
Payment 13225 Total:				1,000.00
Payment: 13226				
Mission Uniform Service	Uniforms	523233451	02/26/2025	283.75 M
Mission Uniform Service	Uniforms	523317490	02/26/2025	257.71 M
Payment 13226 Total:				541.46
Payment: 13227				
NexTraq	GPS subscription	USCI_07240	02/26/2025	603.05 M
Payment 13227 Total:				603.05
Payment: 13228				
Nipomo Area Recreation	January 2025 - Clean Streets	JAN2025	02/26/2025	552.71 M
Payment 13228 Total:				552.71
Payment: 13229				
Nunley & Associates, Inc.	SWP Interconnection	001050002241	02/26/2025	43,452.10 O
Nunley & Associates, Inc.	Branch St Waterline	001050002134	02/26/2025	355.35 O
Nunley & Associates, Inc.	Frontage Road Trunk Sewer	001050002133	02/26/2025	2,381.88 O
Payment 13229 Total:				46,189.33

Item D-1(A) Warrants FEBRUARY 26, 2025

Payment Dates: 02/26/2025 - 02/26/2025

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 13230				
Nu-Tech Pest Management	Pest/Rodent Control	0187132	02/26/2025	265.00 M
Nu-Tech Pest Management	Pest/Rodent Control	0187134	02/26/2025	75.00 M
Payment 13230 Total:				340.00
Payment: 13231				
OEC	Lab tests - Water	A250218	02/26/2025	2,975.00 M
OEC	Lab tests - Blacklake	A250219	02/26/2025	3,609.00 M
OEC	Lab tests - Southland	A250223	02/26/2025	4,021.00 M
Payment 13231 Total:				10,605.00
Payment: 13232				
Office Depot	Office supplies	411435945001	02/26/2025	32.68 M
Office Depot	Office supplies	411435944001	02/26/2025	10.18 M
Office Depot	Office supplies	411435944003	02/26/2025	11.79 M
Office Depot	Office supplies	409342768001	02/26/2025	125.92 M
Office Depot	Office supplies	407094020001	02/26/2025	19.98 M
Office Depot	Office supplies	407142255001	02/26/2025	16.89 M
Office Depot	Office supplies	411435920001	02/26/2025	181.54 M
Office Depot	Office supplies	408035307001	02/26/2025	137.25 M
Payment 13232 Total:				536.23 M
Payment: 13233				
O'Reilly Automotive Inc.	BlueDEF, 2-cycle oil, grease	JAN2025	02/26/2025	415.39 M
Payment 13233 Total:				415.39
Payment: 13234				
Pacific Petroleum California, Inc	Emergency help for Maria Vista	210640	02/26/2025	760.00 O
Pacific Petroleum California, Inc	Emergency help for Maria Vista	210631	02/26/2025	21,651.53 O
Pacific Petroleum California, Inc	Emergency help for Maria Vista	209377	02/26/2025	2,502.63 O
Pacific Petroleum California, Inc	Emergency help for Maria Vista	209379	02/26/2025	2,555.03 O
Payment 13234 Total:				27,469.19
Payment: 13235				
PC Mechanical, Inc	Oil, fuel, and brush service for	31150	02/26/2025	1,155.58 O
Payment 13235 Total:				1,155.58
Payment: 13236				
Perry's Electric Motors &	Pump rebuild and repair for	28007	02/26/2025	8,821.41 O
Perry's Electric Motors &	1.1HP Flygt pump inspection	28029	02/26/2025	110.00 O
Payment 13236 Total:				8,931.41
Payment: 13237				
PG&E	Electricity	JAN2025	02/26/2025	65,578.52 M
Payment 13237 Total:				65,578.52
Payment: 13238				
Pumping Solutions Inc.	Pump valve seats and housing	54929742	02/26/2025	276.18 O
Payment 13238 Total:				276.18
Payment: 13239				
R. Baker, Inc.	Remove and replace 1" service	898	02/26/2025	21,993.66 O
R. Baker, Inc.	Sundale well temporary bypass	894	02/26/2025	1,487.76 O
Payment 13239 Total:				23,481.42
Payment: 13240				
ReadyRefresh by Nestle	Distilled water	8013952638	02/26/2025	45.97 M
Payment 13240 Total:				45.97
Payment: 13241				
Sabre Backflow, LLC	Annual backflow test kit	4576	02/26/2025	156.12 A
Sabre Backflow, LLC	Annual backflow test kit repair	4579	02/26/2025	438.98 A
Payment 13241 Total:				595.10
Payment: 13242				
Santa Maria Ford Lincoln	Oil change, new tires, airbag	248609	02/26/2025	2,855.00 A
Payment 13242 Total:				2,855.00

Item D-1(A) Warrants FEBRUARY 26, 2025

Payment Dates: 02/26/2025 - 02/26/2025

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 13243				
Simplot Grower Solutions	CAN 17	780175199	02/26/2025	537.20 M
Payment 13243 Total:				537.20
Payment: 13244				
SLO County Clerk-Recorder	General Elections - November	117	02/26/2025	25,266.47 O
Payment 13244 Total:				25,266.47
Payment: 13245				
Spatial Wave, Inc	Annual software subscription -	25-013	02/26/2025	24,000.00 A
Payment 13245 Total:				24,000.00
Payment: 13246				
Tyler Technologies, Inc.	Short-paid Inv #025-441924	025-441924-B	02/26/2025	2,437.50 A
Payment 13246 Total:				2,437.50
Payment: 13247				
UBEO Business Services fka Ray	B&W/Color copies	4787989	02/26/2025	201.53 M
UBEO Business Services fka Ray	B&W/Color copies	4786488	02/26/2025	538.32 M
Payment 13247 Total:				739.85
Payment: 13248				
US Bank National Association	Travel & meals, including 60th	JAN2025B	02/26/2025	420.11 M
US Bank National Association	Monthly software subscriptions	JAN2025C	02/26/2025	131.99 M
US Bank National Association	Employment ads	JAN2025H	02/26/2025	224.00 M
US Bank National Association	Board meeting supplies	JAN2025A	02/26/2025	16.90 M
US Bank National Association	Postage	JAN2025G	02/26/2025	152.09 M
US Bank National Association	Office supplies - including 60th	JAN2025F	02/26/2025	486.56 M
US Bank National Association	Recording fees - Secretary of	JAN2025J	02/26/2025	25.00 M
US Bank National Association	Training seminar	JAN2025K	02/26/2025	175.00 M
US Bank National Association	Storage unit	JAN2025D	02/26/2025	269.00 M
US Bank National Association	Operating supplies	JAN2025E	02/26/2025	112.12 M
US Bank National Association	CSDA SLO Chapter annual	JAN2025I	02/26/2025	320.00 M
Payment 13248 Total:				2,332.77
Payment: 13249				
USA Bluebook	Ammonia and nitrate tests,	INV00605412	02/26/2025	1,013.70 O
USA Bluebook	Valve box lifter	INV00616629	02/26/2025	789.14 O
USA Bluebook	CHEMKEYS	INV00615767	02/26/2025	1,023.66 O
USA Bluebook	Stenner pump tubes, oxygen	INV00623611	02/26/2025	477.81 O
Payment 13249 Total:				3,304.31
Payment: 13250				
W.M. Lyles Co	SWP Interconnection	54.9341.03	02/26/2025	278,245.50 O
Payment 13250 Total:				278,245.50
Payment: 13251				
WesTech	Skimmer blades for treatment	PS-INV105381	02/26/2025	328.35 O
Payment 13251 Total:				328.35
Payment: 13252				
White, Christian	Wastewater Grade IV training	FEB2025	02/26/2025	550.00 O
Payment 13252 Total:				550.00

TO: BOARD OF DIRECTORS

REVIEWED: RAY DIENZO, P.E. *R.D.*
GENERAL MANAGER

FROM: JANA ETTEDDGUE *Jw*
FINANCE DIRECTOR

DATE: FEBRUARY 21, 2025

AGENDA ITEM
D-1(B)
FEBRUARY 26, 2025

WARRANTS – BLACKLAKE ASSESSMENT DISTRICT 2020-1

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$180,171.85
VOIDED CHECKS	NONE

Item D-1(B) Warrants FEBRUARY 26, 2025

Nipomo Community Services District

By Payment Number

Payment Dates 02/26/2025 - 02/26/2025

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 182 Nunley & Associates, Inc.	CM- Blacklake LS Sewer System	001050002240	02/26/2025	48,588.70
			Payment 182 Total:	<u>48,588.70</u>
Payment: 183 Spiess Construction Co.	Blacklake Sewer System	BLA/D-5	02/26/2025	122,075.00
			Payment 183 Total:	<u>122,075.00</u>
Payment: 184 SWCA, Inc.	Blacklake Sewer System HCP	212853	02/26/2025	9,508.15
			Payment 184 Total:	<u>9,508.15</u>

TO: BOARD OF DIRECTORS
FROM: RAY DIENZO, P.E. R.D.
GENERAL MANAGER
DATE: FEBRUARY 19, 2025



**APPROVE FEBRUARY 12, 2025
REGULAR BOARD MEETING MINUTES**

ITEM

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

BACKGROUND

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

RECOMMENDATION

Approve Minutes

ATTACHMENT

- A. February 12, 2025 draft Board Meeting Minutes

FEBRUARY 26, 2025

ITEM D-2

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community since 1965

DRAFT REGULAR MEETING MINUTES

FEBRUARY 12, 2025 AT 9:00 A.M.

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

BOARD of DIRECTORS

ED EBY, PRESIDENT
PHIL HENRY, VICE PRESIDENT
GARY HANSEN, DIRECTOR
JOHN JOYCE, DIRECTOR
TOM GLOVER, DIRECTOR

PRINCIPAL STAFF

RAY DIENZO, GENERAL MANAGER
JANA ETTEDDGUE, FINANCE DIR/ASST GM
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 Eby called the Regular Meeting of February 12, 2025, to order at 9:00 a.m. and led the flag salute.

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

B-1) ROLL CALL

At roll call all directors were present.

B-2) PUBLIC COMMENT:

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

Director Henry

- *January 23, attended CSDA-SLO County Chapter annual meeting*
- *January 29, attended Finance and Audit Committee meeting*
- *February 4, attended Board Officers' meeting*

Director Joyce

- *January 27, attended SCAC meeting*

Director Eby

- *January 23, attended CSDA-SLO County Chapter annual meeting*
- *January 27, attended SCAC meeting*
- *January 29, attended Finance and Audit Committee meeting*
- *January 31, attended Supplemental Water Ad Hoc Committee meeting*
- *February 5, attended WRAC meeting*
- *February 20, WRAC meeting cancelled*

SUBJECT TO BOARD APPROVAL

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

- D-1) WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE JANUARY 22, 2025 REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]
- D-3) ACCEPT SECOND QUARTER FISCAL YEAR 2024-2025 QUARTERLY FINANCIAL REPORT [RECOMMEND RECEIVE AND FILE REPORT]
- D-4) APPROVE AGREEMENT WITH ROGERS, ANDERSON, MALODY & SCOTT PROPOSAL FOR 3 YEARS OF AUDITING SERVICES [RECOMMEND APPROVE AGREEMENT]
- D-5) AUTHORIZE TASK ORDER FOR ENGINEERING DESIGN SERVICES FOR MALLAGH STREET REPLACEMENT WATERMAIN [RECOMMEND AUTHORIZE TASK ORDER]
- D-6) ACCEPT DEED RESTRICTION FOR TRACT 3135, APN 092-578-003 [RECOMMEND ADOPT RESOLUTION ACCEPTING OFFER OF DEED RESTRICTION]

Ray Dienzo, General Manager, answered questions from the Board.

Jana Ettedgue, Finance Director, answered questions from the Board

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

There were no public comments.

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

Vote 5-0

YES VOTES	ABSTAIN	ABSENT
<i>Directors Glover, Henry, Joyce, Hansen, and Eby</i>	<i>None</i>	<i>None</i>

**RESOLUTION 2025-1728
 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
 NIPOMO COMMUNITY SERVICES DISTRICT ACCEPTING
 TRACT 3135, APN 092-578-003, DEED RESTRICTION**

E. ADMINISTRATIVE ITEMS

- E-1) REVIEW AND CONSIDER ACTIONS FOR DRAFT TOWN SEWER SYSTEM WASTEWATER RATE STUDY [RECOMMEND REVIEW RATE STUDY, EDIT IF NECESSARY, AND DIRECT STAFF TO PREPARE THE FINAL RATE STUDY]

Ray Dienzo, General Manager, introduced the item.

Clayton Tuckfield, Rate Consultant, presented the item and answered questions from the Board.

Ray Dienzo, General Manager, answered questions from the Board.

Jana Etteddgue, Finance Director, answered questions from the Board

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

Craig Steele, District Legal Counsel, answered questions from the Board.

There were no public comments.

The Board directed staff to finalize and prepare the rate study. No edits to the draft were suggested.

Director Eby called for a 10-minute recess.

Director Eby resumed the meeting at 10:10am.

- E-2) ANNUAL REVIEW OF BOARD BY-LAWS AND POLICIES [RECOMMEND RECEIVE AND FILE REPORT]

Ray Dienzo, General Manager, introduced the item.

Craig Steele, District Legal Counsel, presented the item.

There were no public comments.

Upon the motion of Director Hansen, and seconded, the Board received and filed the Board By-laws with no modifications.

Vote 5-0.

YES VOTES	NO VOTES	ABSENT
<i>Directors Hansen, Glover, Joyce, Henry, and Eby</i>	<i>None</i>	<i>None</i>

SUBJECT TO BOARD APPROVAL

F. GENERAL MANAGER'S REPORT

Ray Dienzo, General Manager, presented the item and answered questions from the Board.

Director Glover requested projected water use through the end of the fiscal year be included in future reports.

Craig Steele answered questions from the Board.

Director Eby indicated that in the past, 2 Board members would attend the NMMA-TG meetings. Director Glover and Director Henry will alternate sitting in at the meeting, with Director Glover attending the meeting of February 13, 2025.

G. COMMITTEE REPORTS

Finance and Audit Committee.

Director Eby reported that the committee received the draft wastewater rate study from Clayton Tuckfield and the plan presented today was the most agreeable to all concerned and the recommendation of the Committee.

Supplemental Water Ad Hoc Committee

Director Eby reported that the Committee met and has made its final report. The Committee is now dissolved.

H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

Director Eby requested staff and legal counsel determine whether the Board Officers' meeting can be considered an ad hoc committee and compensated as such.

I. CLOSED SESSION ANNOUNCEMENTS

Craig Steele, General Counsel, announced that there would be closed session on item 1. Director Joyce will recuse himself from item 1(b) due to a conflict of interest related to the location of his property.

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)
- b. NIPOMO ACTION COMMITTEE, ET AL. V. SAN LUIS OBISPO LOCAL AGENCY FORMATION COMMISSION, ET. AL. (SAN LUIS OBISPO COUNTY SUPERIOR COURT CASE NO. 24CV-0768)

J. ADJOURN TO CLOSED SESSION

Director Eby adjourned to closed session at 10:37 a.m.

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
REGULAR MEETING
MINUTES

K. OPEN SESSION

Craig Steele, District Legal Counsel, announced there were no reportable actions in closed session.

ADJOURN MEETING

Director Eby adjourned the meeting at 11:15 a.m.

MEETING SUMMARY	HOURS & MINUTES	
Regular Meeting	1 hours	37 minutes
Closed Session	0 hours	38 minutes
TOTAL HOURS	2 hours	15 minutes

Respectfully submitted,

Ray Dienzo, General Manager and Secretary to the Board Date

DRAFT

TO: BOARD OF DIRECTORS
REVIEWED: RAY DIENZO, P.E. R.D.
GENERAL MANAGER
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS
DATE: FEBRUARY 20, 2025

AGENDA ITEM
D-3
FEBRUARY 26, 2025

**AUTHORIZE TASK ORDER FOR ENGINEERING SERVICES FOR
SOUTHLAND WASTEWATER TREATMENT FACILITY PERMIT
COMPLIANCE AND PHASE 2 CONCEPT DESIGN**

ITEM

Authorize Task Order for engineering services for Southland Wastewater Treatment Facility Permit Compliance and Phase 2 Concept Design with MKN & Associates ("MKN") in the amount of \$474,461 and approve budget amendment in the amount of \$274,461 [RECOMMEND ADOPT RESOLUTION].

BACKGROUND

The District's Southland Wastewater Treatment Facility ("SWWTF") consists of an influent lift station, screening system, grit removal system, extended aeration treatment basin, secondary clarifiers, effluent disposal ponds, biosolids handling equipment, and a backup generator. The facility was placed into operation in March 2014 and replaced the previous treatment pond facility. Until December of 2024, the facility was operated under a Central Coast Regional Water Quality Control Board ("RWQCB") Individual Permit Order that was issued in February 2012.

In September 2020, the Central Coast RWQCB adopted *General Water Discharge Requirements Order R3-2020-0020 for Discharges from Domestic Wastewater Systems with Flows Greater than 100,000 Gallons per Day* ("General Permit"). All wastewater treatment systems within the jurisdiction of the Central Coast RWQCB are being transitioned to the General Permit. In order for the SWWTF to continue to operate, as well as to receive flows from future connections including, but not limited to, the Blacklake Sewer System Consolidation Project and the Dana Reserve Project, the District was required to apply for enrollment in the General Permit in March 2023. In November 2024, the Central Coast RWQCB issued a Notice of Applicability for Enrollment in the General Permit ("Permit") for the District's SWWTF, issued a new Monitoring and Reporting Program, and terminated the previous Individual Permit Order effective 1/1/2025.

The Permit includes more stringent effluent limits and new monitoring and reporting requirements. The Permit became effective as of January 1, 2025. However, since the SWWTF is not able to comply with the new effluent limits, the Permit allows the District to operate under the previous effluent limits for two years. The District may submit a time schedule order request to extend the deadline for meeting the final limits if needed. In addition, development and submittal of several technical reports are required, including an updated Operations and Maintenance ("O&M") Manual, a Salt & Nutrient Management Plan, a Time Schedule Compliance Plan, a Wastewater System Capacity Plan, a Climate Change Adaptation Plan, and a Capital Improvement Plan.

The 2012 design of the SWWTF Phase 1 Improvements was planned to allow phased improvements as demand increased. Equipment and processes were designed to be able to meet greater demands with additional equipment in a phased approach without requiring removal or replacement of previous improvements. In order to develop the Time Schedule Compliance Plan and Capital Plan required by the new Permit, the District needs to develop a Concept Design Report for Phase 2 Improvements.

Staff requested a proposal for engineering services from MKN to provide permit compliance services and develop the Phase 2 concept design. Attachment A is the proposed scope of work and budget. MKN is uniquely and extensively experienced with the District's SWWTF. MKN staff was involved in the design, permitting and construction of the SWWTF that went online in 2014. In addition, MKN designed the blower improvements and screw press that have been added to the facility since it was constructed. Finally, MKN assisted the District in preparing and submitting the permit application for coverage under the General Permit.

FISCAL IMPACT

Funding for the Phase 2 SWWTF Improvements in the amount of \$200,000 is available in the FY 2024-2025 Town Sewer Capacity, Fund #710, budget. Additional funding in the amount of \$274,461 from Town Sewer Fund Capacity Reserves, Fund #710, is required to provide sufficient funding for the proposed work.

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 2025-XXXX SWWTF Compliance Plan to:

1. Authorize the General Manager to execute a Task Order in the amount of \$474,461 with MKN for permit compliance services and development of Phase 2 Concept design report for the Southland Wastewater Treatment Facility.
2. Amend FY 2024-2025 budget and transfer \$274,461 from Town Sewer Capacity Fund Reserves to provide additional funding for the Project.

ATTACHMENTS

- A. MKN Proposal dated February 17, 2025
- B. Resolution 2025-17XX SWWTF Compliance Plan

FEBRUARY 26, 2025

ITEM D-3

ATTACHMENT A



354 Pacific Street
San Luis Obispo, CA 93401
805-329-4773 PHONE
805-904-6532 FAX

February 17, 2025

Mr. Peter Sevcik, PE
Director of Engineering and Operations
Nipomo Community Services District

Re: Proposal for Engineering Services for the Southland Wastewater Treatment Facility Permit Compliance and Phase 2 Concept Design

Dear Peter,

MKN & Associates, Inc., (MKN) is pleased to provide this proposal for engineering services for the Southland Wastewater Treatment Facility (WWTF) permit compliance and Phase 2 concept design. MKN's staff have a long history of partnering with the District and providing planning and design services for improvements at the WWTF. From the Southland WWTF Master Plan, to design of the Phase 1 Improvements; from engineering evaluations and studies related to the Blacklake Wastewater Consolidation Project and the Dana Reserve Project, to providing engineering support for the Waste Discharge Requirements for Southland WWTF — MKN staff offer a comprehensive understanding of the Southland WWTF and the District's current and future needs.

Project Background

On November 14, 2024, the Central Coast Regional Water Quality Control Board (RWQCB) issued a Notice of Applicability for enrollment in Order R3-2020-0020, *General Waste Discharge Requirements for Discharges from Domestic Wastewater Systems with Flows Greater than 100,000 Gallons per Day* (WDR or Permit), and Monitoring and Reporting Program R3-2024-0049. The Permit includes more stringent effluent limits and new monitoring and reporting requirements. The Permit became effective as of January 1, 2025; however, since the WWTF is not able to comply with the new effluent limits, the Permit allows the District to operate under the previous effluent limits for two years. The District may submit a time schedule order request to extend the deadline for meeting the final limits if needed. In addition, development and submittal of several technical reports are required, including an updated Operations and Maintenance (O&M) Manual, a Climate Change Adaptation Plan, and others.

We are committed to assisting the District in achieving compliance with the new WDR and developing the next phase of improvements at the Southland WWTF. These improvements are necessary to allow

for continued wastewater treatment and disposal services as the Blacklake Wastewater Consolidation Project is completed and growth continues in the District's service area. We partnered with MBS Land Surveys for topographic survey and mapping, Yeh and Associates for geotechnical engineering, Larry Walker Associates (LWA) for regulatory and permit compliance assistance, Buehler for structural engineering, and MSO Technologies (MSO) for electrical and instrumentation engineering. This proposal summarizes our team's proposed approach for engineering support for permit compliance and engineering design services for the Southland WWTF Phase 2 Improvements Concept Design.

Summary of Proposed Services

Based on our understanding of the District's project needs, MKN proposes providing the following services.

- **Engineering Support for Permit Compliance**
 - **Permit Compliance Plan**
 - Detailed review of final WDR, enrollment under R3-2020-0020 and associated Monitoring and Reporting Program R3-2024-0049
 - Development of a Permit Compliance Plan technical memorandum
 - Meetings with District staff and RWQCB staff, as needed
 - As-needed engineering support with RWQCB communications
 - **Develop Technical Reports**
 - O&M Manual Update – due November 14, 2025
 - Salt & Nutrient Management Plan – due November 14, 2025
 - Time Schedule Compliance Plan – due November 14, 2025
 - Wastewater System Capacity Plan – due November 14, 2025
 - Climate Change Adaptation Plan – due November 14, 2026

The WDR also requires the development and submittal of a Capital Improvement Plan – due November 14, 2027. MKN proposes to provide a Capital Improvement Plan for submittal after the Concept Design Report is complete.

- **Develop Concept Design for Phase 2 Improvements**
 - **Concept Design Report**
 - **30% Design Plans and Specifications**
 - **30% Cost Opinion**
 - **Electrical Base Map**



Scope of Work

Task Group 1 – Project Management

Task 1.1 Project Management

Overall project management, which includes supervision of in-house staff, planning and monitoring of contract budget and schedule, and coordination with the District and MKN's project team will be conducted by the MKN's Project Manager. The Project Manager will review the status of the budget and the schedule and provide monthly project status reports to the District.

Task 1.2 Meetings

MKN has included twelve (12) meetings as part of this scope of services, a kickoff meeting, five meetings to review specific deliverables, two meetings to review either approach or improvement alternatives, two progress meetings to be utilized as needed, and two presentations to the District's Board of Directors to be utilized as needed. The following meetings are included but may be adjusted depending on workflow.

1. Kickoff Meeting
2. Draft Permit Compliance Plan Review Meeting
3. Administrative Draft Salt & Nutrient Management Plan Review Meeting
4. Administrative Draft Time Schedule Compliance Plan Review Meeting
5. Wastewater System Capacity Plan Approach Meeting
6. Administrative Draft Climate Change Adaptation Plan Review Meeting
7. Phase 2 Improvements Design Alternatives Meeting
8. Draft Concept Design Report Review Meeting
9. Progress Meetings, as needed (2 budgeted)
10. District Board of Directors presentations, as needed (2 budgeted)

Deliverables:

- Meeting Agendas/Meeting Notes (10 total), Board presentations (2 total)

Task 1.3 Quality Assurance / Quality Control

The project duration is assumed to be eighteen (18) months. MKN will provide senior technical review and implement our quality assurance and quality control (QA/QC) measures throughout the project.



Task Group 2 – Engineering Support for Permit Compliance

Task 2.1 Draft Permit Compliance Plan

MKN will review the District's Waste Discharge Requirements and associated Monitoring and Reporting Program (MRP R3-2024-0049) and prepare a draft technical memorandum summarizing the permit compliance plan. This task includes as-needed support with RWQCB correspondence and meetings to discuss compliance.

The first priority will be to review the permit and compile the sampling, monitoring, and reporting requirements. The permit went into effect on January 1, 2025. Although these requirements are identified in the Permit, they're distributed throughout the permit in both text and tables. MKN will develop a concise table, or tables as needed for readability, listing the various samples that are required under the Permit and identifying the sample type, frequency, and reporting requirements for each.

The next step will be evaluation of the permit compliance point. The permit is based on compliance in the treated effluent and discusses the potential to shift the compliance point to groundwater through an updated Notice of Applicability. MKN will evaluate and coordinate with District staff to determine the preferred path forward. An allowance for regulatory support has been included for this effort. For purposes of developing the scope of work, this proposal assumes an allowance for analyzing and justifying the change in compliance point. Should the change in compliance point be preferred by the District, MKN's team will meet with RWQCB and District staff to discuss requirements for revising the permit and moving forward. If it appears a larger effort is necessary, MKN will notify the District promptly.

Once the permit compliance point is determined, the Permit Compliance Plan will be developed and it is assumed it will include the following main items, at a minimum:

- Sampling and monitoring requirements
- Evaluation of compliance for percolation pond loading calculations
- Salt and nutrient compliance
- Schedule for development of required technical reports

Deliverables:

- Draft Permit Compliance Plan (PDF and Word formats)

Task 2.2 Final Permit Compliance Plan

After receiving comments from the District, MKN will update the Plan to address the District's input and comments and provide a final Permit Compliance Plan.

Deliverables:

- Final Permit Compliance Plan (PDF)



Task 2.3 Draft WWTF O&M Manual Update

MKN will review the Southland WWTF O&M Manual against the new Waste Discharge Requirements and identify required updates for permit compliance. The WDR lists the following components as being required for the O&M Manual:

- Sampling and Analysis Plan – The majority of the contents for the sampling and analysis plan are assumed to be provided by the District’s laboratory (sample identification, chain-of-custody procedures, analytical methods, etc.). MKN will provide a data request to the District for these items. The table(s) of sampling, monitoring, and reporting requirements developed under Task 2.1 will be integrated into the O&M Manual
- Sludge Management Plan
- Wastewater Disposal Management Plan
- Spill Prevention and Emergency Response Plan

MKN will review the existing O&M Manual for conformance with the WDR requirements and will coordinate with RWQCB staff for clarification as needed. In addition, the following sections of the O&M Manual will be updated to reflect the new WDR:

- Chapter 1, Part 1.4 Waste Discharge Requirements
- Chapter 14 Laboratory Operations
- References to new WDR permit will be updated throughout
- Numbering for Figures 14-1 through 14-4 will be updated to 15-1 through 15-4 and relocated to Chapter 15. Figure references in Chapter 15 will be updated.

Deliverables:

- Draft O&M Manual Update (Word)

Task 2.4 Final WWTF O&M Manual Update

After receiving comments from the District, MKN will update the O&M Manual to address the District’s input and comments and provide a final O&M Manual Update.

Deliverables:

- Final O&M Manual Update (Word and PDF formats)

Task 2.5 Draft Salt & Nutrient Management Plan

MKN’s subconsultant LWA will prepare the Draft Salt & Nutrient Management Plan (SNMP). The District is required by the new Permit (Monitoring and Reporting Program, Part 10.3) to prepare an SNMP to ensure that the overall impact of treated wastewater does not degrade groundwater resources. It requires the District to describe reductions measures associated with source control and treatment processes for both salts and nutrients. LWA will prepare the SNMP through the



following main tasks. LWA will request available information on effluent and groundwater quality, industrial and commercial businesses, and other information needed to assist in the evaluation and preparation of the SNMP.

- Evaluate effluent limits, effluent quality, and potential sources
- Estimate effluent's impact on groundwater
- Identify feasible control strategies
- Prepare technical report

Deliverables:

- Draft Salt & Nutrient Management Plan (PDF)

Task 2.6 Final Salt & Nutrient Management Plan

Following the District's review of the draft, LWA will prepare the final SNMP for submittal to the RWQCB. This proposal includes review of RWQCB staff comments, incorporation of revisions to the SNMP as needed to address RWQCB comments, and submittal of a revised SNMP.

Deliverables:

- Final Salt & Nutrient Management Plan (PDF)

Task 2.7 Draft Time Schedule Compliance Plan

MKN and LWA will prepare a Draft Time Schedule Compliance Plan. The Plan will consider the time required for planning, design, and funding to develop the Phase 2 improvements at the Southland WWTF, required to meet the final effluent limits.

Based on the review of the effluent limits and the Notice of Applicability in general, LWA will work with MKN to prepare the justification needed for a Time Schedule Order (TSO) as described in Section 10.4. This will include:

1. Comparison of the current effluent quality to the effluent and groundwater limitations in the Notice of Applicability
2. A detailed description and chronology of efforts, since issuance of the Notice of Applicability, to reduce wastes
3. Justification of the need for additional time to achieve the effluent limitations
4. A time schedule of specific actions the District will take to achieve the effluent limitations
5. A demonstration that the time schedule requested is as short as possible, considering the technological, operational, and economic factors that affect the design, development, and implementation of the measures that are necessary to comply with the effluent limitation(s)

6. It is anticipated that the proposed schedule will exceed one year. Therefore, the proposed schedule will include interim requirements and the date(s) for their achievement

MKN will submit an administrative draft Plan for District staff review and input. Once comments are received and incorporated, MKN will provide the draft Plan for submittal to the RWQCB.

Deliverables:

- Administrative Draft Time Schedule Compliance Plan; Draft Time Schedule Compliance Plan (PDF)

Task 2.8 Final Time Schedule Compliance Plan

Following the RWQCB's review of the Draft Time Schedule Compliance Plan, MKN and LWA will review any comments received from the RWQCB, meet with District staff as needed to discuss, as needed, and develop the Final Time Schedule Compliance Plan for review and submittal.

Deliverables:

- Final Time Schedule Compliance Plan (PDF)

Task 2.9 Draft Wastewater System Capacity Plan

The WDR requires submittal of a Wastewater System Capacity Plan by November 14, 2025. Per the WDR, the Plan must include the following:

- Peak flows at the facility over the last three years
- Necessary studies, designs, and other actions needed to provide additional treatment and/or disposal for the increased volume of projected wastewater
- Preliminary design plans for system improvements and/or additional disposal area
- Proposed increased permitted flow based on the upgrades and their design capacity
- Timeline of expected studies, designs, and upgrades to be completed
- A comparison and summation of the current and anticipated wastewater flows demonstrating the facility will maintain compliance with its permitted flow over time

Much of this information has already been developed as part of the District's recent planning work. MKN will compile available planning information and meet with District staff to review a preliminary outline, available information, and any data needs. MKN will develop the Draft Wastewater System Capacity Plan. It is assumed the Plan will generally be consistent with the District's available wastewater planning documents and that new capacity analyses and evaluations will not be required. MKN will develop exhibits to convey the preliminary plans for the additional treatment facilities required to meet the District's projected buildout wastewater flows. The Plan will indicate the proposed phasing.

The draft Plan will be submitted for District staff review and input.



Deliverables:

- Draft Wastewater System Capacity Plan (PDF)

Task 2.10 Final Wastewater System Capacity Plan

Following the District's review of the draft, MKN will prepare the final Wastewater System Capacity Plan for submittal to the RWQCB.

Deliverables:

- Final Wastewater System Capacity Plan (PDF)

Task 2.11 Draft Climate Change Adaptation Plan

The WDR states that by November 14, 2026, the District shall submit a Climate Change Adaptation Plan to the RWQCB. It is assumed sea level rise will not be considered since the District is relatively far inland. However, conditions which could affect the District wastewater collection and treatment facilities as a result of climate change are precipitation pattern changes; increased severity and frequency of drought, flooding, wildfires, and storms; temperature fluctuations and extremes; and increased power outages. Potential impacts include service and/or facility interruptions and changes to influent characteristics, which could lead to overflows, difficulty in achieving permit compliance, or negative impacts to receiving water.

MKN will develop a Climate Change Adaptation Plan based on meeting the requirements outlined in the District's Permit, Monitoring and Reporting Program, Part 10.2. MKN will review flood hazard maps and available record drawings and will visit District lift stations to identify short-term and long-term vulnerabilities of the facilities to climate change effects. Sections of the wastewater collection system which are within the current regulatory floodplain will be identified, as well as those areas within the 500-year floodplain or other flood hazard areas.

MKN will also consider the following:

- Impact of future storms and wildfires on power supply to lift stations and the WWTF
- Ability of the WWTF to meet existing permit conditions under future drought conditions, resulting in higher concentration of waste

Existing operations plans, emergency response plans, backup power, and other resiliency measures will be identified and their likelihood of success under future conditions will be considered.

MKN will also work with District staff to identify control measures which should be enhanced or added to improve resiliency. These will include the following:

- Emergency procedures
- Contingency plans
- Alarm/notification systems
- Training



- Backup power and equipment
- Planned mitigations to reduce impacts including, but not limited to, changing influent and receiving water quality and conditions

A matrix of recommendations will be prepared for inclusion in the Climate Change Adaptation Plan.

MKN will compile the work described above into a Draft Climate Change Adaptation Plan. MKN will submit an electronic copy in PDF format for the District to review and make comments.

Deliverables:

- Draft Climate Change Adaptation Plan (PDF)

Task 2.12 Final Climate Change Adaptation Plan

Following the District's review of the draft, MKN will prepare the final Climate Change Adaptation Plan for submittal to the RWQCB. This proposal includes review of RWQCB staff comments, incorporation of revisions to the Climate Change Adaptation Plan as needed to address RWQCB comments, and submittal of a revised Final Climate Change Adaptation Plan.

Deliverables:

- Final Climate Change Adaptation Plan (PDF), Revised Final Climate Change Adaptation Plan (PDF)

Task Group 3 – Phase 2 WWTF Improvements Concept Design

Task 3.1 through Task 3.5 Draft and Final Concept Design Report, 30% Design Drawings, and Construction Cost Opinion

The purpose of the Concept Design Report (also CDR) will be to define the design basis for the WWTF Phase 2 Improvements which are required to meet increasing flows in the District's collection system, treat the incoming flows, and meet the final effluent limits. The CDR will describe the project elements, evaluate major system requirements, and provide recommendations for the conceptual design. MKN will outline the main design considerations for the Phase 2 improvements, both as a system and for the individual processes. Based on the District's previously completed wastewater treatment planning information, the following elements are anticipated for the Phase 2 Improvements:

1. System 10 Influent Lift Station – Add a third influent lift pump, no changes to the structure
2. System 30 Grit Removal System – Add a second grit removal system
3. System 40 Aeration Basins – Install Parkson Biolac® wave oxidation system in Aeration Basin 2, no changes to the basin structure
4. System 45 Blower Building – Increase aeration blower capacity to support Aeration Basins 1 and 2
5. System 50 Secondary Clarifiers – Install third secondary clarifier and RAS/Was pump station

6. System 60 Sludge Thickening System – Install second gravity belt thickener system
7. System 100 Sludge Dewatering System – Install second screw press dewatering system

MKN will provide an evaluation of the influent lift station pumping system, including assessment of the existing Hydrostal system and up to two alternatives or modifications. The Parkson Biolac® basin sizing and the aeration needs and blower requirements will be re-evaluated considering the existing performance requirements and design set points, the water quality requirements with the new permit, and the increased flows and loadings. Sludge handling alternatives will be also evaluated.

The following sections are anticipated for the CDR:

1. Introduction and Background
2. Historical Flows and Water Quality
3. Future Flows and Water Quality
4. Design Criteria
5. Project Components
 - a. Influent Lift Station
 - b. Grit Removal
 - c. Aeration Basin and Blowers
 - d. Secondary Clarifier
 - e. Sludge Handling
6. Electrical and Instrumentation Design
7. Structural Design and Geotechnical Information
8. Site Utilities
9. Project Delivery Alternatives
10. Construction Cost Opinion
11. Anticipated Project Schedule

Thirty percent (30%) drawings will be prepared and submitted as part of the CDR. MKN's subconsultant MBS Land Surveys will develop an aerial topographic survey utilizing aerial photography and supplemental ground survey for use in developing the base map. Select hydraulic control structures (weirs and launders) will be surveyed to confirm existing elevations. The following preliminary design drawings are anticipated for the 30% design submittal:

General Sheets

1. Title Sheet, Sheet Index, Vicinity Map, Location Map



2. Sheet Index
3. General Notes, Abbreviations, and Legend
4. Process Flow Schematic
5. Design Parameters
6. Hydraulic Profile
7. General Site Plan
8. Existing Site Plan

Civil Sheets

9. Area A – Piping Plan
10. Area B – Piping Plan
11. System 10 – Influent Lift Station Plan
12. System 20 – Headworks Site Plan
13. System 30 – Headworks Grit Tank No. 2 Sections
14. System 40 – Aeration Basin No. 2 Plan
15. Air Meter & Flow Control Valve Vault Plan
16. System 45 – Blower Building Site Plan
17. System 50 – Secondary Clarifiers Site Plan
18. System 50 – Secondary Clarifier No. 3 Site Plan
19. System 60 – Sludge Thickening Building Site Plan
20. System 60 – Sludge Thickening System Plan
21. System 100 – Sludge Dewatering Building Site Plan
22. System 100 – Sludge Dewatering System Plan

Electrical and Instrumentation Sheets

23. Electrical Legend, Symbols, and Abbreviations
24. Single Line Diagram
25. Electrical Site Plan 1
26. Electrical Site Plan 2
27. System 10 – Influent Lift Station Process and Instrumentation Diagram (P&ID)
28. System 30 – Grit Removal P&ID

29. System 40 – Aeration Basin and Blowers P&ID

30. System 50 – Secondary Clarifier P&ID

31. System 60 – Gravity Belt Thickener P&ID

32. System 100 – Screw Press P&ID

Structural engineering preliminary design will be completed to develop 30% structural design elements, including estimated foundation thicknesses, wall thicknesses, and general building design. However, structural drawings are not included for the Concept Design. Drawings will be prepared at 24-inch x 36-inch sheet size with 22-inch x 34-inch trim lines (for half-size printing to 11-inch x 17-inch). Any hard copies will be provided as 11-inch x 17-inch.

The draft CDR and 30% plans will be submitted for the District's review. A meeting will be held to obtain input from the District and receive comments on the draft report. Following receipt of the District's comments on the draft document, MKN will advance the draft report and provide the final CDR memorializing the basis of design for the project.

Deliverables:

- Draft and Final Concept Design Report with Construction Cost Opinion and 30% drawings (PDF)

Task 3.5 Electrical Base Map Update

The existing electrical as-built plans do not accurately reflect the actual locations of electrical vaults and equipment. MKN's subconsultant MSO will review the existing available as-built plans and manufacturer's drawings, as provided by the District. MSO will visit the WWTF site and view the switchgear, motor control center, and pull boxes to review and document existing electrical equipment. After the information is collected, MSO will develop an updated draft electrical base map and single-line diagram for the District's review. MKN and MSO will attend up to two review meetings for clarifications, as needed, and review the draft updated electrical drawings with District staff. After receiving comments from the District, MSO will develop the final electrical as-built drawings.

Deliverables:

- Draft and final electrical single-line diagram and base map (PDF), estimated at 10 sheets

Assumptions:

- As-builts for Phase 1 Improvements and vendor drawings for installed equipment to be provided by District.
- Proposal is for concept design only (30% design). Detailed design can be provided for additional fee.



Fee Estimate

MKN proposes to complete this work on a time and materials basis with a budget not to exceed \$474,461, summarized in the table below. Additional details for the estimated level of effort is provided in Exhibit A. Rates are based on the 2025 MKN rate schedule, included as Exhibit B.

Table 1 Summary of Proposed Project Budget

	MKN	Subconsultants	Total Budget
Task Group 1 Project Management	\$39,311	-	\$39,311
Task Group 2 Engineering Support for Permit Compliance			
Permit Compliance Plan	\$14,492	\$21,393	\$35,885
WWTP O&M Manual Update	\$8,843	-	\$8,843
Salt & Nutrient Mngmt. Plan	\$2,547	\$52,569	\$55,116
Time Schedule Compliance Plan	\$8,134	\$9,093	\$17,227
Climate Change Adaptation Plan	\$41,846	-	\$41,846
Wastewater System Capacity Plan	\$17,836	-	\$17,836
Task Group 2 Total	\$93,698	\$83,055	\$176,753
Task Group 3 WWTF Concept Design	\$127,662	\$130,735	\$258,397
Total	\$260,671	\$213,790	\$474,461

Schedule

The following table summarizes the anticipated project schedule. A more detailed schedule is attached. The schedule incorporates the following main assumptions:

- Notice to Proceed is issued by March 3, 2025
- District staff review time is assumed to be 3 to 4 weeks
- If a request for revised Notice of Applicability (NOA) is needed, the scope of work and schedule will be assessed and updated in coordination with District staff

Table 2 Summary of Proposed Project Schedule

Task	Duration	Anticipated Schedule	Notes
TECHNICAL REPORTS			
Submit Draft Sampling, Monitoring and Reporting Tables	2 weeks	March 24, 2025	Part of Permit Compliance Plan
Complete Permit Compliance Plan	5 months	July 30, 2025	
Complete Updated O&M Manual	4 months	Sept. 1, 2025	WDR Deadline: Nov 14, 2025
Complete Salt & Nutrient Management Plan	6 months	Nov. 3, 2025	Draft to RWQCB 8/25/25. Assumes RWQCB review of 6 weeks & 4 weeks to develop and submit final. WDR Deadline: Nov 14, 2025



Task	Duration	Anticipated Schedule	Notes
Complete Time Schedule Compliance Plan	4 months	October 27, 2025	Draft to RWQCB 10/6/25. Assumes meeting with District & RWQCB staff by 10/13/25, and 2 weeks to develop and submit final after meeting. WDR Deadline: Nov 14, 2025
Complete Wastewater System Capacity Plan	6 months	October 20, 2025	WDR Deadline: Nov 14, 2025
Complete Climate Change Adaptation Plan	8 months	May 28, 2026	WDR Deadline: Nov 14, 2026
Complete Capital Improvements Plan	2.5 months	March 18, 2026	After completion of Concept Design. WDR Deadline: Nov 14, 2027
CONCEPT DESIGN			
Complete Topographic Survey	2 months	April 28, 2025	
Alternatives Evaluation	3 months	August 20, 2025	
Alternatives Review Meeting	-	August 20, 2025	
Submit Draft Concept Design Report	3 months	December 10, 2025	
Meet with District staff	-	January 7, 2026	4 weeks after Draft Report submittal; to be adjusted as needed for holidays
Submit final Concept Design Report	4 weeks	February 4, 2026	

Closing

We would like to express our thanks to the District for the opportunity to work on this important project and look forward to continuing to support the District's efforts and success at the Southland WWTF. Should you have any questions or wish to discuss any of the information presented herein, please do not hesitate to contact me at your convenience at eshields@mknassociates.us.

Sincerely,



Eileen Shields, PE
Principal Engineer, Operations Manager

Enclosures: Estimated Engineering Fee, 2025 Rate Schedule, Anticipated Project Schedule



Nipomo Community Services District
 Southland Wastewater Treatment Facility
 Engineering Support for Ph2 Improvements



	Senior Project Director	Project Director	Principal Engineer	Senior Project Engineer II	Project Engineer I/Senior Scientist	Engineering Technician	Assistant Engineer II	Assistant Engineer I	Senior Designer	Administrative Assistant	Total Hours (MKN)	Labor (MKN)	ODCs (MKN)	Survey (MBS Land Surveys)	Electrical Engineering (MSO Technologies)	Regulatory Assistance (LWA)	Geotechnical Engineering (Veh & Associates)	Structural Engineering (Buehler)	Non-Labor Costs	Total Fee
Hourly Rates	308	289	257	231	189	103	160	140	176	113										
Task Group 1: Project Management, Meetings, QA/QC																				
Task 1.1 Project Management (4 hrs/mo, 18 months)		64							8	72	\$ 19,400	\$ 18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18	\$ 19,418
Task 1.2 Meetings (Up to 10)		15				20				35	\$ 7,535	\$ 36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36	\$ 7,571
Task 1.2 Board Presentations (Up to 2)		8				4	4		4	20	\$ 3,964	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,964
Task 1.3 Quality Assurance / Quality Control	14	14								28	\$ 8,358	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,358
Subtotal	14	101	0	0	0	24	4	0	12	155	\$ 39,257	\$ 54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54	\$ 39,311
Task Group 2: Engineering Support for Permit Compliance																				
Task 2.1 Draft Permit Compliance Plan		8		16			30		2	56	\$ 9,762	\$ -	\$ -	\$ -	\$ 21,393	\$ -	\$ -	\$ -	\$ 21,393	\$ 31,155
Task 2.2 Final Permit Compliance Plan		2		8		6	12			28	\$ 4,730	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,730
Task 2.3 Draft WWTP O&M Manual Update		2		4		12	16	4	2	40	\$ 6,424	\$ 18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18	\$ 6,442
Task 2.4 Final WWTP O&M Manual Update		1				4	8	2		15	\$ 2,401	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,401
Task 2.5 Draft S&NMP		2					8			10	\$ 1,698	\$ -	\$ -	\$ -	\$ 48,609	\$ -	\$ -	\$ -	\$ -	\$ 48,609
Task 2.6 Final S&NMP		1					4			5	\$ 849	\$ -	\$ -	\$ -	\$ 3,960	\$ -	\$ -	\$ -	\$ -	\$ 3,960
Task 2.7 Draft Time Schedule Compliance Plan		8				8	12		2	30	\$ 5,498	\$ -	\$ -	\$ -	\$ 8,213	\$ -	\$ -	\$ -	\$ -	\$ 8,213
Task 2.8 Final Time Schedule Compliance Plan		4				4	6			14	\$ 2,636	\$ -	\$ -	\$ -	\$ 880	\$ -	\$ -	\$ -	\$ -	\$ 880
Task 2.9 Draft Climate Change Adaptation Plan		8	16	16	24	36		80	4	184	\$ 30,016	\$ 54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54	\$ 30,070
Task 2.10 Final Climate Change Adaptation Plan		2	4	8	12	18		30		74	\$ 11,776	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,776
Task 2.11 Draft Wastewater System Capacity Plan		8			24		16	24		72	\$ 12,768	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,768
Task 2.12 Final Wastewater System Capacity Plan		4			8		8	8		28	\$ 5,068	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,068
Subtotal	0	50	20	24	96	54	58	238	6	10	\$ 93,626	\$ 72	\$ -	\$ -	\$ 83,054	\$ -	\$ -	\$ -	\$ 83,126	\$ 176,753
Task Group 3: Phase 2 WWTF Concept Design																				
Task 3.1 Draft Concept Design Report		30	16	20	28		64	24		182	\$ 36,294	\$ 36	\$ -	\$ 5,995	\$ -	\$ 20,240	\$ 9,900	\$ 36,171	\$ 72,465	
Task 3.2 Final Concept Design Report		8	4	8	12		28	8		68	\$ 13,056	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,056
Task 3.3 Draft and Final 30% Plans		30	16	24	40		60	120		290	\$ 56,606	\$ 36	\$ 34,925	\$ 11,495	\$ -	\$ -	\$ 24,200	\$ 70,656	\$ 127,262	
Task 3.4 Cost Opinion		8	16	6	12		36	24		102	\$ 19,198	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,198
Task 3.5 Electrical base map		4					8			12	\$ 2,436	\$ -	\$ -	\$ 23,980	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,980
Subtotal	0	80	52	58	92	0	196	56	120	0	\$ 127,590	\$ 72	\$ 34,925	\$ 41,470	\$ -	\$ 20,240	\$ 34,100	\$ 130,807	\$ 258,397	
TOTAL BUDGET	14	231	72	82	188	54	278	298	126	22	1365	\$ 260,473	\$ 198	\$ 34,925	\$ 41,470	\$ 83,054	\$ 20,240	\$ 34,100	\$ 213,987	\$ 474,461



2025 FEE SCHEDULE

CATEGORY	POSITION	HOURLY RATE
Communications and Administrative	Administrative Assistant	\$113
	Strategic Communications Coordinator	\$121
	Strategic Communications Specialist	\$147
Designers and Technicians	CAD Technician I	\$137
	CAD Design Technician II	\$158
	Senior Designer	\$176
Planning	Assistant Planner I	\$140
	Assistant Planner II	\$160
	GIS Specialist	\$173
	Planner I	\$189
	Planner II	\$205
	Senior Planner	\$215
Engineers	Engineering Technician	\$103
	Assistant Engineer I	\$140
	Assistant Engineer II	\$160
	Project Engineer I	\$189
	Project Engineer II	\$205
	Senior Engineer I	\$221
	Senior Engineer II	\$231
	Senior Engineer III	\$247
	Principal Engineer	\$257
Project Management	Project Manager	\$231
	Senior Project Manager	\$267
	Project Director	\$289
	Senior Project Director	\$308
Construction Management Services	Scheduler	\$179
	*** Construction Inspector	\$200
	Assistant Resident Engineer	\$200
	Resident Engineer	\$212
	Construction Manager	\$231
	Principal Construction Manager	\$272

The foregoing Billing Rate Schedule is effective through December 31, 2025 and will be adjusted each year after at a rate of 2 to 5%.

DIRECT PROJECT EXPENSES

Outside Reproduction	Cost + 10%
Subcontracted or Subconsultant Services	Cost + 10%
Travel & Subsistence (other than mileage)	Cost
Auto Mileage	Current IRS Rate

*** 40 hrs per week assumed; part-time rates can be provided upon request
 Rates also subject to prevailing wage mandatory increases during a calendar year

FEBRUARY 26, 2025

ITEM D-3

ATTACHMENT B

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2025-17XX**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT AUTHORIZING A TASK ORDER FOR ENGINEERING SERVICES FOR SOUTHLAND WASTEWATER TREATMENT FACILITY COMPLIANCE PLAN AND PHASE 2 CONCEPT DESIGN WITH MKN & ASSOCIATES IN THE AMOUNT OF \$474,461 AND APPROVING FY 2024-2025 BUDGET AMENDMENT IN THE AMOUNT OF \$274,461

WHEREAS, the District's Southland Wastewater Treatment Facility (SWWTF) operated, until January 1, 2025, under a Central Coast Regional Water Quality Control Board (RWQCB) Individual Permit Order that was issued in February 2012; and

WHEREAS, in September 2020, the Central Coast RWQCB adopted *General Water Discharge Requirements Order for Discharges from Domestic Wastewater Systems with Flows Greater than 100,000 Gallons per Day* (General Permit); and

WHEREAS, the District was required to apply for enrollment in the General Permit in March 2023 and in November 2024, the Central Coast RWQCB issued a Notice of Applicability for Enrollment in the General Permit for the District's SWWTF, issued a new Monitoring and Reporting Program, and terminated the previous Individual Permit Order effective 1/1/2025; and

WHEREAS, the Permit includes more stringent effluent limits and new monitoring and reporting requirements; and

WHEREAS, the District needs to develop a permit compliance plan and technical reports including an updated Operations and Maintenance (O&M) Manual, a Salt & Nutrient Management Plan, a Time Schedule Compliance Plan, a Wastewater System Capacity Plan, a Climate Change Adaptation Plan, and a Capital Improvement Plan; and

WHEREAS, District Purchasing Policy Resolution 2023-1666 provides for the procurement of professional services through non-competitive negotiations in limited situations; and

WHEREAS, MKN & Associates is qualified pursuant to Section 4.60 of the District's Purchasing Policy, the cost of the services is reasonable, and MKN & Associates is uniquely knowledgeable and qualified because similar/related services have been previously provided to the District; and

WHEREAS, the District's 2024-2025 Fiscal Year Budget allocated \$200,000 in funding in Town Sewer Capacity Fund #710 for Phase 2 SWWTF Improvements and the amount allocated is insufficient for the proposed work.

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

1. The General Manager is authorized to execute a Task Order in the amount of \$474,461 with MKN & Associates for permit compliance services and development of Phase 2 Concept design report for the Southland Wastewater Treatment Facility.

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2025-17XX**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT AUTHORIZING A TASK ORDER FOR ENGINEERING SERVICES FOR SOUTHLAND WASTEWATER TREATMENT FACILITY COMPLIANCE PLAN AND PHASE 2 CONCEPT DESIGN WITH MKN & ASSOCIATES IN THE AMOUNT OF \$474,461 AND APPROVING FY 2024-2025 BUDGET AMENDMENT IN THE AMOUNT OF \$274,461

2. The Board authorizes the transfer of \$274,461 from Town Sewer Capacity Reserves, Fund #710, to provide additional funding for the work.

3. The above recitals and findings are incorporated herein by this reference.

Upon motion by Director _____, seconded by Director _____, and on the following roll call vote, to wit:

AYES:
NOES:
ABSENT:
CONFLICTS:

the foregoing resolution is hereby passed and adopted this 26th day of February 2025.

ED EBY
President of the Board

ATTEST:

APPROVED:

RAY DIENZO
General Manager and Secretary to the Board

CRAIG STEELE
District Legal Counsel