

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER

DATE: JULY 17, 2020

AGENDA ITEM

C

JULY 22, 2020

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: JULY 17, 2020



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 JULY 8, 2020, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]
- D-3) AWARD CONSTRUCTION CONTRACT FOR SUPPLEMENTAL WATER PROJECT JOSHUA ROAD PUMP STATION IMPROVEMENTS [RECOMMEND ADOPT RESOLUTION AWARDED CONTRACT TO UNIFIED FIELD SERVICES CORPORATION IN THE AMOUNT OF \$385,149, AUTHORIZING STAFF TO EXECUTE CONTRACT, AND AUTHORIZING CHANGE ORDER CONSTRUCTION CONTINGENCY IN AN AMOUNT UP TO \$40,000]
- D-4) APPROVE TASK ORDER WITH MNS ENGINEERS INC. FOR CONSTRUCTION MANAGEMENT SERVICES FOR SUPPLEMENTAL WATER PROJECT JOSHUA ROAD PUMP STATION IMPROVEMENTS [RECOMMEND BY MOTION AND ROLL CALL APPROVE TASK ORDER WITH MNS ENGINEERS, INC. IN THE AMOUNT OF \$110,936 AND AUTHORIZE STAFF TO EXECUTE TASK ORDER]
- D-5) AUTHORIZE TASK ORDER FOR MODIFICATION OF SUPPLEMENTAL WATER PROJECT JOSHUA ROAD PUMP STATION SUPERVISORY CONTROL AND DATA ACQUISITION SYSTEM [RECOMMEND BY MOTION AND ROLL CALL VOTE ADOPT RESOLUTION AUTHORIZING STAFF TO EXECUTE TASK ORDER IN THE AMOUNT OF \$31,995 WITH TESCO CONTROLS, INC.]
- D-6) CONSIDER AUTHORIZING TASK ORDER FOR SOUTHLAND WASTEWATER TREATMENT FACILITY BLOWER #3 ENGINEERING SERVICES [RECOMMEND BY MOTION AND ROLL CALL VOTE, AUTHORIZE TASK ORDER WITH MKN & ASSOCIATES IN THE AMOUNT OF \$31,080]
- D-7) CONSIDER AUTHORIZING TASK ORDER FOR BLACKLAKE SEWER SYSTEM CONSOLIDATION PROJECT SOUTHLAND WASTEWATER TREATMENT FACILITY CAPACITY EVALUATION ENGINEERING SERVICES [RECOMMEND BY MOTION AND ROLL CALL VOTE AUTHORIZE TASK ORDER WITH MKN & ASSOCIATES IN THE AMOUNT OF \$44,828]
- D-8) REVIEW INVESTMENT POLICY – SECOND QUARTER REPORT [RECOMMEND ACCEPT AND FILE REPORT]
- D-9) AUTHORIZE STAFF TO BID NIPOMO PALM LIFT STATION REPLACEMENT PROJECT [RECOMMEND AUTHORIZE STAFF TO BID NIPOMO PALM LIFT STATION REPLACEMENT PROJECT]

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER 

FROM: LISA BOGNUDA 
FINANCE DIRECTOR

DATE: JULY 17, 2020

AGENDA ITEM
D-1
JULY 22, 2020

WARRANTS

HANDWRITTEN CHECKS
NONE

TOTAL COMPUTER CHECKS
\$1,819,991.32

VOIDS – NONE

COMPUTER GENERATED CHECKS – SEE ATTACHED



Nipomo Community Services District

Item D-1 Warrants JULY 22, 2020
By Payment Number

Payment Dates 07/22/2020 - 07/22/2020

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 6209				
AECOM USA Inc.	Engineering during constructi	2000380724	07/22/2020	5,145.00
				Payment 6209 Total: <u>5,145.00</u>
Payment: 6210				
Cannon Corporation	Eureka well construction man	72884	07/22/2020	7,188.02
Cannon Corporation	Southland Metal Bldg Constru	72979	07/22/2020	10,968.83
				Payment 6210 Total: <u>18,156.85</u>
Payment: 6211				
City of Santa Maria	Water Purchased 4-1-20 to 6-	83116	07/22/2020	507,569.27
				Payment 6211 Total: <u>507,569.27</u>
Payment: 6212				
Excel Personnel Services, Inc.	Employment agency	3546416	07/22/2020	75.00
				Payment 6212 Total: <u>75.00</u>
Payment: 6213				
MacLeod Watts Inc	GASB 75 Report for Audit	200713	07/22/2020	1,900.00
				Payment 6213 Total: <u>1,900.00</u>
Payment: 6214				
Nipomo Community Services	BL Sewer	June 2020B	07/22/2020	128.46
Nipomo Community Services	LMD	June 2020 A	07/22/2020	483.94
Nipomo Community Services	Southland WWTF	June 2020C	07/22/2020	51.11
Nipomo Community Services	Water	June 2020	07/22/2020	25.79
Nipomo Community Services	Juniper Lift Station	June 2020D	07/22/2020	31.74
				Payment 6214 Total: <u>721.04</u>
Payment: 6215				
Protective Weather Structure	Progress Billing #3	3	07/22/2020	36,765.00
Protective Weather Structure	Progress Billing #2	2	07/22/2020	41,610.00
				Payment 6215 Total: <u>78,375.00</u>
Payment: 6216				
R. Baker, Inc.	Progress Billing #5	5	07/22/2020	806,056.88
				Payment 6216 Total: <u>806,056.88</u>
Payment: 6217				
ReadyRefresh by Nestle	Distilled water	F09000023136	07/22/2020	54.55
				Payment 6217 Total: <u>54.55</u>
Payment: 6218				
Richards, Watson & Gershon	Legal fees thru 6-30-20	227598	07/22/2020	13,377.46
				Payment 6218 Total: <u>13,377.46</u>
Payment: 6219				
Richards, Watson & Gershon	Water rights adjudication	227599	07/22/2020	3,212.35
				Payment 6219 Total: <u>3,212.35</u>
Payment: 6220				
Trailer Hitch RV Center	PCIA deposit refund balance	June 2020	07/22/2020	14,759.30
				Payment 6220 Total: <u>14,759.30</u>
Payment: 6221				
Zim Industries, Inc.	Progress billing #2	2	07/22/2020	290,146.62
				Payment 6221 Total: <u>290,146.62</u>
Payment: 6222				
Advantage Answering Plus, In	Answering service	17-469-791	07/22/2020	200.60
				Payment 6222 Total: <u>200.60</u>
Payment: 6223				
Brenntag Pacific, Inc.	Sodium Hypochlorite	BPI60765	07/22/2020	261.62

Item D-1 Warrants JULY 22, 2020

Payment Dates: 07/22/2020 - 07/22/2020

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Brenntag Pacific, Inc.	Sodium Hypochlorite	BPI60763	07/22/2020	99.25
Brenntag Pacific, Inc.	Sodium Hypochlorite	BPI60764	07/22/2020	424.01
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI60760	07/22/2020	651.22
Brenntag Pacific, Inc.	Sodium Hypochlorite	BPI60761	07/22/2020	819.14
Brenntag Pacific, Inc.	Sodium Hypochlorite	BPI60762	07/22/2020	297.71
Payment 6223 Total:				2,552.95
Payment: 6224				
Burdine Printing	Postage for bills	42143B	07/22/2020	1,360.68
Burdine Printing	Mail bills	42143A	07/22/2020	213.01
Payment 6224 Total:				1,573.69
Payment: 6225				
Clever Ducks	Computer expense	28907	07/22/2020	2,547.00
Payment 6225 Total:				2,547.00
Payment: 6226				
Excel Personnel Services, Inc.	Employment Agency	355014	07/22/2020	92.00
Payment 6226 Total:				92.00
Payment: 6227				
Executive Janitorial	Janitorial services	July 2020	07/22/2020	780.00
Payment 6227 Total:				780.00
Payment: 6228				
FP Mailing Solutions	Postage machine rental	R1104539427	07/22/2020	351.35
Payment 6228 Total:				351.35
Payment: 6229				
Iglesias, Mario	Cell phone reimbursement	July 2020	07/22/2020	65.00
Payment 6229 Total:				65.00
Payment: 6230				
Integrated Industrial Supply, I	disposable gloves	70162	07/22/2020	173.64
Payment 6230 Total:				173.64
Payment: 6231				
Mission Uniform Service	Uniforms	512830312	07/22/2020	236.84
Payment 6231 Total:				236.84
Payment: 6232				
NexTraq	GPS subscription	1513191	07/22/2020	507.35
Payment 6232 Total:				507.35
Payment: 6233				
Nu-Tech Pest Management	Rodent control	152150	07/22/2020	265.00
Nu-Tech Pest Management	Rodent control	152157	07/22/2020	75.00
Payment 6233 Total:				340.00
Payment: 6234				
Office Depot	Office supplies	101023519001	07/22/2020	27.87
Office Depot	Office supplies	101026940001	07/22/2020	223.13
Office Depot	Office supplies	1010323519001	07/22/2020	27.23
Payment 6234 Total:				278.23
Payment: 6235				
PG&E	Electricity	July 2020	07/22/2020	64,492.15
Payment 6235 Total:				64,492.15
Payment: 6236				
Polydyne, Inc.	Clarifloc	1466968	07/22/2020	649.38
Payment 6236 Total:				649.38
Payment: 6237				
Postmaster	PO Box rental	July 2020	07/22/2020	148.00
Payment 6237 Total:				148.00
Payment: 6238				
Ray Morgan Company	B&W/Color copies	3009803	07/22/2020	234.65
Ray Morgan Company	Copier maintenance	3009425	07/22/2020	845.33

Item D-1 Warrants JULY 22, 2020

Payment Dates: 07/22/2020 - 07/22/2020

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Ray Morgan Company	B&W/Color copies	3009802	07/22/2020	349.00
Payment 6238 Total:				1,428.98
Payment: 6239				
SGS Guadalupe	Can 17	780136383	07/22/2020	670.85
Payment 6239 Total:				670.85
Payment: 6240				
USA Bluebook	Colorimeter assembly	289032	07/22/2020	2,334.92
USA Bluebook	Electrode cleaning solution	295164	07/22/2020	1,019.07
Payment 6240 Total:				3,353.99

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER



DATE: JULY 17, 2020

AGENDA ITEM
D-2
JULY 22, 2020

**APPROVE JULY 8, 2020
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. July 8, 2020 draft Regular Board Meeting Minutes

JULY 22, 2020

ITEM D-2

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community since 1965

DRAFT REGULAR MINUTES

JULY 8, 2020 AT 9:00 A.M.

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

BOARD of DIRECTORS

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

PRINCIPAL STAFF

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

Mission Statement:

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

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

A. CALL TO ORDER AND FLAG SALUTE

President Gaddis called the Regular Meeting of July 8, 2020, 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 Board Members were present in the Board Room.

There were no public comments.

C. PRESENTATIONS AND REPORTS

C-1 QUARTERLY ENGINEER'S REPORT, DIRECTOR OF ENGINEERING AND OPERATIONS REPORT ON DISTRICT PROJECTS SYSTEM-WIDE [RECOMMEND RECEIVE AND FILE]

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

There were no public comments.

President Gaddis announced Item E-1 would be next.

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

- E-1) CONSIDER AUTHORIZING GENERAL MANAGER TO ENTER INTO A DEPOSIT AGREEMENT WITH THE DANA RESERVE OWNERS TO EVALUATE THEIR ANNEXATION APPLICATION [RECOMMEND AUTHORIZE GENERAL MANAGER TO ENTER INTO DEPOSIT AGREEMENT].

Mario Iglesias, General Manager presented the item and answered questions from the Board. Craig Steele, District Legal Counsel, answered questions from the Board.

Pam Wilson, NCSD resident, asked about what type of professional services the District would be consulting with for the project.

Upon the motion of Director Blair and seconded, the Board unanimously approved the Deposit Agreement and authorized the General Manager to execute the agreement. Vote 5-0.

YES VOTES	NO VOTES	ABSENT
Directors Armstrong, Blair, Woodson, Eby and Gaddis	None	None

- C-2) DIRECTORS' ANNOUNCEMENTS OF DISTRICT AND COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES AND SEMINARS.
Receive Announcements and Reports from Directors

Director Armstrong

- *July 1, attended Finance and Audit Committee meeting.*

Director Eby

- *June 25, attended NMMA Technical Group meeting, via computer.*
- *July 1, attended Finance and Audit Committee meeting.*
- *July 5, attended BLMA meeting via computer.*

Director Gaddis

- *June 29, attended Board Officers' meeting.*
- *July 1, attended Finance and Audit Committee meeting.*

- C-3) RECEIVE PUBLIC COMMENT ON PRESENTATIONS AND REPORTS PRESENTED UNDER ITEM C AND BY MOTION RECEIVE AND FILE PRESENTATIONS AND REPORTS

There were no public comments.

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

YES VOTES	NO VOTES	ABSENT
Directors Armstrong, Eby, Woodson, Blair, and Gaddis	None	None

D. CONSENT AGENDA

SUBJECT TO BOARD APPROVAL

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

D-1) WARRANTS [RECOMMEND APPROVAL]

There were no public comments.

Upon the motion of Director Eby and seconded, the Board unanimously approved Item D-1.

Vote 5-0.

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

D-2) APPROVE JUNE 24, 2020, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]

There were no public comments.

Upon the motion of Director Blair and seconded, the Board unanimously approved Item D-2.

Vote 5-0.

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

D-3) AUTHORIZE PURCHASE OF PICKUP TRUCKS IN ACCORDANCE WITH APPROVED FY 20-21 BUDGET [RECOMMEND AUTHORIZE STAFF TO PURCHASE PICKUP TRUCKS FROM PERRY FORD AT A COST OF \$59,100]

There were no public comments.

Upon the motion of Director Blair and seconded, the Board unanimously approved Item D-3.

Vote 5-0.

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

E. ADMINISTRATIVE ITEMS

E-2) CONSIDER A RESOLUTION ADOPTING A POLICY REGARDING THE COSTS OF POTENTIAL FUTURE CONNECTIONS TO IMPROVEMENTS FINANCED BY ASSESSMENT DISTRICT 2020-1 (BLACKLAKE SEWER CONSOLIDATION) [RECOMMEND ADOPT RESOLUTION]

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

Jesse McGraw, Blacklake resident and BL Sewer Committee member, thanked the Board for doing a great job.

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

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

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

RESOLUTION NO. 2020-1567

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES ADOPTING A POLICY REGARDING THE COSTS OF LATER CONNECTIONS TO IMPROVEMENTS FINANCED BY ASSESSMENT DISTRICT 2020-1 (BLACKLAKE SEWER CONSOLIDATION)

F. GENERAL MANAGER’S REPORT

Mario Iglesias, General Manager, presented the item and answered questions from the Board. The General Manager stated the Key Well Index has gone down and continues to be classified as “Severe”. The report will be posted on the District’s web site by the end of the week.

There were no public comments.

G. COMMITTEE REPORTS

Director Armstrong reported the Finance and Audit Committee met on July 1. Clayton Tuckfield, water rate consultant, reviewed the water rate methodology of uniform and tiered rate structures. Mr. Tuckfield will make a presentation to the Board of Directors at a future meeting.

There were no public comments.

H. DIRECTORS’ REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

Director Eby asked if the Office will open to the public on August 1.

Director Blair stated the Office should be opened now.

Director Blair requested the Board of Directors consider changing the name of the Board Room to honor its founding fathers. This item will be placed on a future agenda.

There were no public comments.

I. CLOSED SESSION ANNOUNCEMENTS

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

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

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

J. PUBLIC COMMENT ON CLOSED SESSION ITEMS

There were no public comments.

The Board took a 10 minute break.

K. ADJOURN TO CLOSED SESSION

L. OPEN SESSION

ANNOUNCEMENT OF REPORTABLE ACTIONS, IF ANY, TAKEN IN CLOSED SESSION

Craig Steele, District Legal Counsel, announced the Board discussed Item 2 in Closed Session and took no reportable action. Item 1 was not discussed.

ADJOURN MEETING

President Gaddis adjourned the meeting at 10:33 p.m.

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	1 hour 18 minutes
Closed Session	0 hour 15 minutes
TOTAL HOURS	1 hour 33 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: JULY 16, 2020

**AGENDA ITEM
D-3
JULY 22, 2020**

**AWARD CONSTRUCTION CONTRACT FOR
SUPPLEMENTAL WATER PROJECT
JOSHUA ROAD PUMP STATION IMPROVEMENTS**

ITEM

Award construction contract for Supplemental Water Project Joshua Road Pump Station Improvements to Unified Field Services Corporation [RECOMMEND ADOPT RESOLUTION AWARDING CONTRACT TO UNIFIED FIELD SERVICES CORPORATION IN THE AMOUNT OF \$385,149, AUTHORIZING STAFF TO EXECUTE CONTRACT, AND AUTHORIZING CHANGE ORDER CONSTRUCTION CONTINGENCY IN AN AMOUNT UP TO \$40,000].

BACKGROUND

The Nipomo Supplemental Water Project (Project) delivers water purchased by the District from the City of Santa Maria and allows the District to reduce pumping from existing wells to reduce the potential for seawater intrusion on the Nipomo Mesa. The Project also increases the reliability of the District water supply by providing an additional source other than groundwater. The Project is consistent with the settlement agreement and the judgment related to the groundwater adjudication of the Santa Maria Groundwater Basin. Construction of the project is phased to manage the high capital cost of the project as well as track with the phased water delivery schedule.

The current Project phasing plan includes the installation of larger pumps at the Joshua Road Pump Station in FY 2020/2021. The installation of 4 larger pumps at the Joshua Road Pump Station will allow the District to provide redundancy and operational reliability for supplemental water deliveries in accordance with the phased delivery schedule.

The Board authorized staff to bid the project at the February 12, 2020 Board meeting. On June 25, 2020, bids for the Project were opened from six (6) contractors as listed below:

Contractor	Total Base Bid Price
Unified Field Services Corporation	\$385,149
Pacific Hydrotech Corporation	\$414,400
Spiess Construction Co., Inc.	\$485,200
Kies & Sons Construction	\$528,534
HPS Mechanical, Inc.	\$548,100
Raminha Construction, Inc.	\$656,600

**ITEM D-3, SWP JRPS PUMP IMPROVEMENTS
CONSTRUCTION CONTRACT AWARD
JULY 22, 2020**

PAGE 2

The apparent low bidder was Unified Field Services Corporation with a Base Bid of \$385,149. Staff reviewed the bid and determined that the bid is responsive and the bidder is responsible.

SCHEDULE

The tentative schedule is as follows:

- Contract Award – July 2020
- Construction – August 2020 to April 2021

FISCAL IMPACT

Funding in the amount of \$900,000 is available for the project in the FY 2020-2021 budget.

STRATEGIC PLAN

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

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

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 2020-XXXX SWP JRPS Pump Improvements Bid Award to:

1. Award the bid for the Supplemental Water Project Joshua Road Pump Station Improvements to Unified Field Services Corporation in the amount of \$385,149 and authorize the General Manager to execute the construction agreement.
2. Authorize the General Manager to issue change orders for construction of the project with an aggregate total amount not to exceed \$40,000.

ATTACHMENTS

- A. Resolution 2020-XXXX SWP JRPS Pump Improvements Bid Award

JULY 22, 2020

ITEM D-3

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2020-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT AWARDING THE BID FOR THE
CONSTRUCTION OF SUPPLEMENTAL WATER PROJECT JOSHUA ROAD PUMP
STATION IMPROVMENTS TO UNIFIED FIELD SERVICES CORPORATION IN THE
AMOUNT OF \$385,149 AND AUTHORIZING CONSTRUCTION CONTINGENCY OF \$40,000**

WHEREAS, the District's Strategic Plan and 2015 Urban Water Management Plan outline the need for securing supplemental water sources; and

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

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

WHEREAS, the design drawings and technical specifications for Supplemental Water Project Joshua Road Pump Station Pumps #1-#4 Improvements, dated January 2020, were developed by MKN & Associates; and

WHEREAS, the Board authorized staff to solicit bids for the project at the February 12, 2020 Board Meeting; and

WHEREAS, the Supplemental Water Project Joshua Road Pump Station Pumps #1-#4 Improvements was advertised for bids in accordance with State of California Public Contracts Code requirements; and

WHEREAS, the apparent low bidder was Unified Field Services Corporation with a Base Bid of \$385,149; and

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

1. The project was advertised for bids in accordance with State of California Public Contracts Code requirements.
2. The District received six (6) bids for the project.
3. Staff has reviewed the Supplemental Water Project Joshua Road Pump Station Pumps #1-#4 Improvements bids and has determined that Unified Field Services Corporation, the apparent low bidder, submitted a responsive bid and is a responsible bidder.

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

1. The bid for the Supplemental Water Project Joshua Road Pump Station Pumps #1-#4 Improvements is hereby awarded to the lowest responsive and responsible bidder, Unified Field Services Corporation in the amount of \$385,149 and the General Manager is authorized to execute the construction agreement.

NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2020-XXXX

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT AWARDED THE BID FOR THE
CONSTRUCTION OF SUPPLEMENTAL WATER PROJECT JOSHUA ROAD PUMP
STATION IMPROVEMENTS TO UNIFIED FIELD SERVICES CORPORATION IN THE
AMOUNT OF \$385,149 AND AUTHORIZING CONSTRUCTION CONTINGENCY OF \$40,000**

2. The General Manager is authorized to issue additional change orders for construction with an aggregate total amount not to exceed \$40,000.

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

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

AYES:
NOES:
ABSENT:
CONFLICTS:

The foregoing resolution is hereby adopted this 22nd day of July 2020.

DAN ALLEN GADDIS
President, Board of Directors

ATTEST:

APPROVED AS TO FORM AND
LEGAL EFFECT:

MARIO IGLESIAS
General Manager and
Secretary to the Board

CRAIG A. STEELE
District Legal Counsel

TO: BOARD OF DIRECTORS
REVIEWED: MARIO IGLESIAS
GENERAL MANAGER 
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS
DATE: JULY 16, 2020

**AGENDA ITEM
D-4
JULY 22, 2020**

**APPROVE TASK ORDER WITH MNS ENGINEERS INC. FOR
CONSTRUCTION MANAGEMENT SERVICES FOR SUPPLEMENTAL
WATER PROJECT JOSHUA ROAD PUMP STATION IMPROVEMENTS**

ITEM

Approve Task Order with MNS Engineers Inc. for construction management services for Supplemental Water Project Joshua Road Pump Station Improvements [RECOMMEND BY MOTION AND ROLL CALL APPROVE TASK ORDER WITH MNS ENGINEERS, INC. IN THE AMOUNT OF \$110,936 AND AUTHORIZE STAFF TO EXECUTE TASK ORDER].

BACKGROUND

MNS Engineers, Inc. was selected by the Board to provide constructability, bid phase services and construction management services for the Supplemental Water Project in 2008. Construction of Phase 1 was authorized by the Board in June 2013 and was completed in July 2016. Subsequently, MNS provided construction management services for the Supplemental Water Project Joshua Road Pump Station Reservoir that was completed in September 2017. MNS is currently providing construction management services for the Supplemental Water Project Nipomo Area Pipeline Improvements.

The Supplemental Water Project Joshua Road Pump Station Improvements includes the installation of 4 larger pumps at the Joshua Road Pump Station that will allow the District to provide redundancy and operational reliability for supplemental water deliveries in accordance with the phased delivery schedule.

Staff requested that MNS Engineers, Inc. provide a proposal for construction management services for the Reservoir Project. MNS Engineers, Inc. submitted the attached proposal to perform the work for a not to exceed amount of \$110,936. The proposal includes full-time inspection, materials testing, and environmental monitoring required for the project.

FISCAL IMPACT

Funding in the amount of \$900,000 is available for the project in the FY 2020-2021 budget.

STRATEGIC PLAN

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

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

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

RECOMMENDATION

Staff recommends that the Board, by motion and roll call vote, approve a Task Order for Supplemental Water Project Joshua Road Pump Station Improvements Construction Management Services with MNS Engineers, Inc. in the amount of \$110,936 and authorize the General Manager to execute the Task Order.

ATTACHMENTS

- A. MNS Engineers Inc. proposal dated July 10, 2020

JULY 22, 2020

ITEM D-4

ATTACHMENT A



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

July 10, 2020

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

**SUBJECT: PROPOSAL FOR CONSTRUCTION MANAGEMENT SERVICES
Supplemental Water Project – Joshua Road Pump Station Pumps #1-4
Improvements**

Dear Mr. Sevcik:

MNS Engineers, Inc. (MNS) is pleased to submit the enclosed proposal to provide Construction Management services for the Supplemental Water Project – Joshua Road Pump Station Pumps #1-4 Improvements. MNS has a depth of experience in construction management and inspection for water resources projects, and we are familiar with the needs and expectation for the District on this project having provided similar services for the Supplemental Water Project.

Project Understanding

The Supplemental Water Project Joshua Road Pump Station Pumps #1-4 Improvements will consist of installing four 100-horsepower vertical turbine pumps, motors, coatings, and associated piping, valves, and appurtenances. The Project will increase delivery capacity and provide operational flexibility for the District. The project is expected to begin construction this summer and take approximately 60 days to construct.

Scope of Work

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

Staffing Plan and Cost Proposal

MNS will perform the services described above on a time-and-materials basis in accordance with the attached Staffing Plan and Cost Proposal. Our cost for the level of effort described in this proposal, which is based on a total construction period of 60 days with construction starting in September 2020, is estimated at \$110,936. The final cost will be based on the actual services performed, which depend on the contractor's schedule and efficiency as well as any additional services that the District may require. It is understood that this is an estimate of costs based upon the current available project information and actual costs will be as dictated by the construction operations.

Nipomo Community Services District – Supplemental Water – Joshua Road Pump Station Pumps #1-4
Improvements
July 10, 2020
Page 2

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

Sincerely,
MNS ENGINEERS, INC.



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

Encl: Scope of Work





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

SCOPE OF WORK

Supplemental Water Project – Nipomo Area Pipeline Improvements

CONSTRUCTION PHASE

TASK 1 – PROJECT MANAGEMENT SERVICES

1.1 Project Oversight

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

1.2 Ongoing Project Management

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

1.2.1 Administration of Consultant Obligations - MNS will provide task schedules; coordination with District staff, utilities, and other contractors; maintenance of quality control and report preparation as part of the regular project management duties.

1.2.2 Construction Engineering - MNS will provide construction engineering to facilitate coordination for review of shop and working drawings, submittals, safety and accident prevention plans. We will perform contract drawing and specification interpretation as part of the regular project management duties.

1.2.3 Construction Coordination Meetings - MNS will conduct weekly meetings as part of the regular construction engineering duties. Additionally, meeting minutes will be written and distributed to all attendees and others as designated by the District.

1.2.4 Schedule - MNS will assure the contractor maintains up to date schedule. MNS will review the contractors' baseline and monthly schedule updates, coordinate changes, and forward written conclusions to the District. We will review to ensure milestone dates are realized in the schedule.

1.2.5 Anticipation and Avoidance of Problems and Claims - MNS will regularly review upcoming contract work to anticipate phasing or scheduling concerns, changed conditions, or pump station operational conflicts.

TASK 2 – CONSTRUCTION MANAGEMENT SERVICES

2.0 Pre-Construction

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

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

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

2.0.2 Pre-Construction Training - NA.

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

2.1 Contract Administration

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

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

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

2.1.3 Submittal Review and Coordination - MNS will coordinate submittal review with the design engineer for the efficient review and processing of all submittals including shop drawings, product data, and project specific plans. An updated submittal log will be maintained to accurately track review and approval of all submittals.

2.1.4 RFI Review - MNS will review and coordinate with the design engineer (if needed) the resolution of contractor requests for information (RFIs) and other requests in a timely manner. MNS will maintain a running log.

2.1.5 Contract Time/Delays - MNS will track all working days and non-working days including weather days, CCO days, and other delays and will provide a weekly update of contract time at the weekly meeting. MNS will review any contractor requests for time extension and will make a recommendation to the District. Such requests will be cross referenced with the Contractor's baseline schedule.

- 2.1.6 Material Substitutions** - Submittals which are non-standard or substitute alternatives for items specified, will be forwarded to the design engineer for review. MNS will also be proactive in soliciting information from the contractor after award of bid to determine which items, if any, they may be substituting.
- 2.1.7 Weekly Meetings** - MNS will hold a weekly construction meeting. The meetings are a valuable tool utilized to discuss project issues and concerns, discuss upcoming work items, coordination with pump station operations, potential contract change orders, cost and schedule impacts, permit requirements, submittals, RFIs, and quality of work. The contractor will prepare a three week look ahead schedule to be reviewed and discussed at the meeting. MNS will prepare and distribute meeting minutes.
- 2.1.8 Reports** - MNS will prepare a monthly report which summarizes the construction cost and progress. The report will include contract progress, costs including change orders, submittal log, RFI log, change order log, updated progress payments, photos depicting work performed that month, summary of work performed, and discussion of project issues and any unique construction techniques being performed.
- 2.1.9 Labor Compliance** - MNS will spot review the contractor's certified payroll for completeness and prevailing wage compliance. MNS will perform periodic employee interviews to verify contractor's labor compliance and employees are being paid correctly in accordance to their duties. Any discrepancies will be brought to the contractor's attention and the District will be notified.
- 2.1.10 Permits** - MNS will verify that contractor is adhering to and has maintained all permits applicable to the project including Storm Water and Regional Water Quality Control Board.

2.2 Photo Record Maintenance

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

2.3 Inspection

MNS will provide a full-time onsite inspector. The inspector's primary duties will be to inspect and verify that all work in place meets the requirements of the contract plans and specifications, shop drawings, change orders, and O & M manuals as well as maintenance of project documentation.

- 2.3.1 Daily Inspection Diaries** - The inspector will maintain daily written records of work, including notation of such things as weather, personnel and equipment on-site, sub-contractors on site, discussions held with contractor and others, project issues that arise, material and equipment received for on-site storage, etc. The inspector will maintain photo documentation as discussed previously.
- 2.3.2 Special Inspections** - MNS will coordinate with the design engineer to determine and provide special inspections that may be required for construction.
- 2.3.3 Record Drawing Maintenance** - MNS will regularly review the contractor's record set for completeness and accuracy as well as keeping a separate As-Built set throughout the project.

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

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

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

2.4 Quality Assurance

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

2.5 Site Visits

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

2.6 Safety

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

2.7 Construction Materials Testing

MNS will coordinate with Earth systems, our CM team materials testing firm, to assure all material meets the project documents.

2.8 Progress Payments

Our cost control system will be used to track and monitor the actual construction costs on each contract including the tracking of contract item quantities, payments, change order payments, extra work, and supplemental work. The project monthly and overall cost as well as the contingency balance will be verified as part to the monthly progress pay request review. Upon our review and approval of the contractor's payment request, we will forward a copy of the Monthly Payment Report form to the District for final approval and payment.

2.9 Schedule

MNS will assure that the contractor maintains an up to date schedule. MNS will review the contractor's baseline and monthly schedule updates, coordinate changes, and forward written conclusions to the District. We will review to ensure milestone dates and any shutdown dates for tie-in's are realized in the schedule. The schedule will be used as the basis of determination for granting extra days relative to change orders. Should a contractor start to fall behind schedule, we will request a recovery schedule and discuss methods to expedite the work.

2.10 Change Order Processing and Review

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

2.11 Claims Management

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

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

2.12 SWPPP Support

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

2.13 Environmental Services

NA

TASK 3 – PROJECT CLOSEOUT

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

3.1 "Punchlist" Inspection

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

3.2 Record Drawing

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

3.3 Closeout

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

3.4 Final Report

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

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



**Construction Phase
CM & Inspection Services
Joshua Road Pump Station Pumps #1-4 Improvements
Nipomo Community Services District**

Project Schedule														
PHASE	2020												2021	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Pre-Construction														
Construction														
Closeout														

PHASE		2020												2021		TOTAL HOURS	HOURLY RATE	TOTAL COST		
Role	Staff	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb					
PRE-CONSTRUCTION PHASE																				
Construction Manager	Kim Lindbery, P.E.								16								16	187.00	\$ 2,992.00	
Construction Inspector	Donny Spates								12								12	152.00	\$ 1,824.00	
Office Engineer	Anita Berger								12								12	105.00	\$ 1,260.00	
CONSTRUCTION MANAGEMENT SUB-TOTAL		0	40	0	0	0	0	0	0	0	40		\$ 6,076.00							
CONSTRUCTION PHASE																				
Construction Manager	Kim Lindbery, P.E.								32	24	24						80	187.00	\$ 14,960.00	
Construction Inspector	Donny Spates								160	160	160						480	152.00	\$ 72,960.00	
Office Engineer	Anita Berger								16	16	16						48	105.00	\$ 5,040.00	
CONSTRUCTION MANAGEMENT SUB-TOTAL		0	208	200	200	0	0	0	0	608		\$ 92,960.00								
PROJECT CLOSEOUT																				
Construction Manager	Kim Lindbery, P.E.															24	24	187.00	\$ 4,488.00	
Construction Inspector	Donny Spates															16	16	152.00	\$ 2,432.00	
Office Engineer	Anita Berger															16	16	105.00	\$ 1,680.00	
PROJECT CLOSEOUT SUB-TOTAL		0	0	0	0	0	0	56	0	0	56		\$ 8,600.00							
TOTALS		0	40	208	200	200	56	0	0	0	704		\$ 107,636.00							

Direct Expenses	TOTAL COST
Direct Expenses	\$ 300.00
SUB-TOTAL	\$ 300.00

Sub Consultants	TOTAL COST
Materials Testing Earth Systems	\$ 3,000.00
SUB CONSULTANTS SUB-TOTAL	\$ 3,000.00

CONSTRUCTION PHASE TOTAL	\$ 110,936
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Notes:

1. Assuming Construction begins August 2020 for a construction period of 60 days
2. Based upon 8 hour working days with no overtime.

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

**AGENDA ITEM
D-5
JULY 22, 2020**

DATE: JULY 16, 2020

**AUTHORIZE TASK ORDER FOR MODIFICATION OF
SUPPLEMENTAL WATER PROJECT JOSHUA ROAD PUMP STATION
SUPERVISORY CONTROL AND DATA ACQUISITION SYSTEM**

ITEM

Authorize Task Order for Modification of Supplemental Water Project Joshua Road Pump Station Supervisory Control and Data Acquisition System (SCADA) with Tesco Controls, Inc. in the amount of \$31,995 [RECOMMEND BY MOTION AND ROLL CALL VOTE ADOPT RESOLUTION AUTHORIZING STAFF TO EXECUTE TASK ORDER IN THE AMOUNT OF \$31,995 WITH TESCO CONTROLS, INC.]

BACKGROUND

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

Staff requested that Tesco furnish a proposal to modify the District's Supplemental Water Project Joshua Road Pump Station SCADA system to update the control strategy concurrent with the District's Joshua Road Pump Station Improvements. Tesco provided a proposal with a not to exceed amount of \$31,995.

Tesco furnished all of the instrumentation and control panels for the current SCADA system at the Supplemental Water Project Joshua Road Pump Station and is currently supporting the District's SCADA system. In order to maintain the integrity of the District's control panels, instrumentation and SCADA System, minimize the potential for multiple system integrators simultaneously working on the District's SCADA System, and minimize the coordination risk/expense to the District, staff recommends that the modifications to the District's Supplemental Water Project Joshua Road Pump Station SCADA system be completed by Tesco. In accordance

with the District's Purchasing Policy, Tesco is uniquely knowledgeable and qualified because it has previously provided similar/related services to the District.

FISCAL IMPACT

Funding in the amount of \$900,000 is available for the project in the FY 2020-2021 budget.

STRATEGIC PLAN

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

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

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 2020-XXXX, SWP JRPS SCADA System Modification, authorizing staff to execute a Task Order for Modification of Supplemental Water Project Joshua Road Pump Station SCADA System with Tesco Controls, Inc. in the amount of \$31,995.

ATTACHMENTS

- A. Resolution 2020-XXXX, SWP JRPS SCADA System Modification

JULY 22, 2020

ITEM D-5

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2020-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE NIPOMO COMMUNITY SERVICES DISTRICT
AUTHORIZING A TASK ORDER FOR MODIFICATION
OF SUPPLEMENTAL WATER PROJECT JOSHUA ROAD PUMP STATION
SUPERVISORY CONTROL AND DATA ACQUISITION SYSTEM
WITH TESCO CONTROLS INC.**

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

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

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

WHEREAS, the District is proceeding with modification of the existing Supplemental Water Project Joshua Road Pump Station SCADA system and requires instrumentation and SCADA integration services to incorporate the Supplemental Water Project Joshua Road Pump Station Pump #1-#4 Improvements into the District's SCADA system; and

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

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

WHEREAS, Tesco Controls, Inc. is qualified pursuant to Section 8.4.30 of the District's Purchasing Policy, the cost of the services is reasonable, and Tesco Controls, Inc. is uniquely knowledgeable and qualified because similar/related services have been previously provided to the District.

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

- 1) The above recitals are true and correct and constitute findings for the exclusive use of the Tesco Controls, Inc. to provide instrumentation and SCADA integration for the Supplemental Water Project Joshua Road Pump Station SCADA Modification Project.

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

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

- 2) The Board of Directors does hereby direct District staff to execute a Task Order for Supplemental Water Project Joshua Road Pump Station SCADA Modification with Tesco Controls, Inc. in the amount of \$31,995.

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

AYES:
NOES:
ABSENT:
CONFLICTS:

The foregoing resolution is hereby adopted this _____ day of July 2020.

DAN ALLEN GADDIS
President, Board of Directors

ATTEST:

APPROVED AS TO FORM AND
LEGAL EFFECT:

MARIO IGLESIAS
General Manager and Secretary to the Board

CRAIG STEELE
District Legal Counsel

TO: BOARD OF DIRECTORS
REVIEWED: MARIO IGLESIAS 
GENERAL MANAGER
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS
DATE: JULY 16, 2020

**AGENDA ITEM
D-6
JULY 22, 2020**

**CONSIDER AUTHORIZING TASK ORDER FOR
SOUTHLAND WASTEWATER TREATMENT FACILITY
BLOWER #3 ENGINEERING SERVICES**

ITEM

Authorize Task Order for engineering services for the Southland Wastewater Treatment Facility (SWWTF) Blower #3 Project in the amount of \$31,080 with MKN & Associates [RECOMMEND BY MOTION AND ROLL CALL VOTE AUTHORIZE TASK ORDER WITH MKN & ASSOCIATES IN THE AMOUNT OF \$31,080].

BACKGROUND

The District's Southland Wastewater Treatment Facility (SWWTF) consists of screening, grit removal, extended aeration treatment, effluent disposal ponds and biosolids handling equipment. The key component of the extended aeration system is the blowers. There are two blowers, a primary blower that runs continuously, and a backup blower that runs in addition to the primary blower during the day generally when flow into the plant is higher. The primary blower and backup blower duty is rotated on a weekly basis to balance runtime.

Both blowers have now accumulated runtimes in excess of 46,000 hours each. Given that both blowers need to run at the same time during certain parts of the day to maintain the treatment process, the District does not have redundancy should one of the blowers require major repairs. The blower building was designed and constructed to allow for the installation of a third blower to provide the District with additional blower capacity and redundancy.

Staff requested a proposal for engineering services from MKN & Associates to prepare bid and construction documents for the project. Attachment A is the proposed scope of work and budget. MKN is uniquely and extensively experienced with the District's Southland WWTF. MKN staff was involved in the design of the new Southland WWTF that went online in 2014.

FISCAL IMPACT

The approved FY 2020-2021 budget includes \$300,000 funding for the project.

STRATEGIC PLAN

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

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

RECOMMENDATION

Staff recommends that the Board, by motion and roll call vote, authorize a Task Order for engineering services for the Southland Wastewater Treatment Facility Blower #3 Project in the amount of \$31,080 with MKN & Associates.

ATTACHMENTS

- A. MKN & Associates, Inc. proposal dated July 2, 2020

JULY 22, 2020

ITEM D-6

ATTACHMENT A



P.O. Box 1604
Arroyo Grande, CA 93421
805.904.6530 PHONE
805.904.6532 FAX

July 2, 2020

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

RE: Southland Wastewater Treatment Facility – Blower Improvements

Dear Peter,

As requested, Michael K. Nunley & Associates, Inc. (MKN) has prepared this proposal to perform engineering services associated with installation of a new blower at Southland Wastewater Treatment Facility. The District has budgeted for installation of Blower #3 in the existing Blower and Control Building.

The following scope of work outlines the proposed project tasks.

SUMMARY OF PROPOSED SERVICES

A summary of the services to be performed by MKN includes the following:

- Review existing blower design criteria including flows, loads, and current blower performance data
- Prepare installation plans, specifications, and design criteria for procurement and installation of Blower #3. It is assumed the blower, VFD and any ICP 2 programming modifications required to add Blower #3 to ICP 2 will be purchased from Parkson Corporation and a separate bid package will be prepared for installation of the blower and VFD. The design will incorporate the existing ducting and air piping in the Blower and Electrical Building.
- Prepare control narrative, loop descriptions, and Process and Instrumentation Diagram. MKN will meet with District staff to review the current blower control strategies. The updated control narrative, loop descriptions, and Process and Instrumentation Diagram will be provided to Parkson for preparing Blower quote, included in the construction documents, and provided to the District's SCADA integrator.
- Provide bid phase support.

Task Group 1: Preliminary Engineering, Meetings, and Data Review

MKN will coordinate and attend the following project meetings with the District:

- Kickoff meeting
- Progress meeting

As part of this Task, MKN will review plant flow, load, and blower operation records.

Task Group 2: Construction Documents

Vendor Coordination

MKN will confirm blower size requirements based on plant flow and loading data. MKN will develop design criteria confirming the type of blower and identifying the range of operating points for the blower for placement in the existing Blower and Electrical Building. Design criteria will be presented to Parkson Corporation and District staff prior to Parkson preparing their quote for furnishing the blower, VFD, and ICP 2 modifications and providing product submittal information.

Blower Installation Bid Package

MKN will prepare two submittals for this project including a draft and final. Existing record drawings and construction specifications from Southland Wastewater Treatment Facility Phase I Improvements Project, Phase I, will be utilized for development of the construction documents. It is assumed that District staff will prepare District up-front contract documents. MKN assumes that the following sheets will be required:

- Title Sheet
- Abbreviations, general notes, sheet index
- Blower Room Plan and Section
- Electrical Legend and Abbreviations
- Electrical Site Plan (2 sheets)
- Single Line Diagram
- Conductor Schedule
- Blower Power and Control Plan
- Loop Descriptions and P&ID Drawings

Construction drawings will be prepared as 22-inch x 34-inch sheets and all drawings will be prepared in AutoCAD format.

Task Group 3: Bid Phase Support

MKN will provide engineering services during the bidding phase of the project. This task includes the following:

- Review quote and shop drawings from Parkson Corporation for blower, VFD, and ICP 2 modifications
- Attend pre-bid meeting for blower installation
- Provide written responses to up to two questions and/or clarifications during bidding

It is assumed that District staff will advertise and distribute the bid documents, receive and review bids, and contract with the selected contractor without input from MKN.



ASSUMPTIONS

The following tasks are not included/required for this project:

- Survey
- Preparation of District up-front contract documents
- Modifications to the District's SCADA system (design or addition of new screens to existing HMI).
- Construction Phase Support

SCHEDULE

MKN will submit a draft blower design criteria sheet within three weeks of Notice to Proceed and draft construction documents within six weeks of Notice to Proceed. Final construction documents will be submitted within three weeks of receipt of District comments on the draft submittal.

BUDGET

MKN proposes to complete this work on a time and materials basis with a budget not to exceed \$31,080 without written authorization. Hourly rates are attached.

Thank you for providing MKN with the opportunity to provide professional services for your project. If you have any questions regarding this proposal, please contact me at mnunley@mknassociates.us or by phone at (805) 574-3202.

Sincerely,

A handwritten signature in black ink that reads "Michael K. Nunley". The signature is fluid and cursive.

Michael K. Nunley, PE
CEO/President

Attachments:

IRJ Proposal

Budget

2020 MKN Fee Schedule



IRJ ENGINEERS INC.

MECHANICAL & ELECTRICAL ENGINEERS

4517 MARKET STREET, SUITE 1B VENTURA, CALIFORNIA 93003-7841
TELE (805) 642-2355

OFFICERS

JACK V. IVERS, P.E.

STEVEN ROMOFSKY, P.E.

JILL E. JOHNSON, P.E.

July 1, 2020

Mr. Michael K. Nunley
MKN & Associates, Inc.
P.O. Box 1604
Arroyo Grande, California 93421

Re: Nipomo Community Services District (NCSD)
Southland Waste Water Treatment Facility (WWTF) Blower # 3
Proposal

Dear Mike:

We propose to render professional Electrical Consulting Engineering services in connection with the NCSD/Southland WWTF Blower #3 project. You are expected to furnish us with full information as to your requirements for this project and also to make available all pertinent existing data. If the project continues for more than twelve months because of reasons beyond our control, our compensation will be subject to an equitable adjustment.

This proposal remains open for acceptance until August 15, 2020.

Our Basic Services will consist of preparing Construction Documents for this project. This project is described in the construction documents for the NCSD/Southland WWTF Improvements, dated February 12, 2012 and is further described in this proposal. Our scope of work is as set forth below:

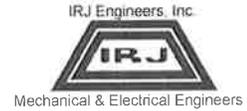
- I. The existing record drawings, furnished by NCSD, will serve as our reference for existing conditions. We will perform one site visit to verify the existing conditions match the record drawings.
- II. We will prepare Construction Documents consisting of drawings and specifications that reflect the following work:
 - A. We will prepare a one line diagram, a building electrical plan, and details showing the electrical provisions for future Blower # 3 at the MCC and Blower Building.
 - B. We will specify the new blower VFD to match the VFDs serving the existing blower motors.
 - C. We will specify the conduit and conductors between field mounted instruments at the new blower and the new VFD, including temperature and pressure switches.
 - D. We will prepare an opinion of probable electrical constructions costs.
- III. We will assist you in consultations with appropriate authorities and provide technical criteria, written descriptions, and design data for your use in filing applications for

permits with or obtaining approvals of such governmental authorities having jurisdiction to review or approve the final design of this project.

This proposal is based on the following assumptions and requirements:

- I. NCSD has kept accurate and up-to-date record documents, which include additions and deletions for the existing electrical systems. If the record documents are inaccurate or incomplete, and additional work is required to make measured drawings of or to investigate existing conditions that do not match the record documents, we will inform you and request a modification to this agreement. Where concealed conditions prevent determining the accuracy of the record documents we will rely on the record documents. The construction documents we prepare involving concealed conditions will require the Contractor to verify the routing and arrangement of the existing systems and to include all costs for modifications and additions to these existing systems to allow for the installation of the new work. In addition, when the record documents do not reflect the installed conditions, we will require the assistance of NCSD to identify the branch connections and connected loads.
- II. The existing electrical service and distribution have sufficient capacity for the proposed blower addition. We will verify this by obtaining service bills for the facility and performing calculations. Where calculations do not indicate existing capacity for the new loads, and where recording meter readings may reveal additional capacity, we assume that such recording meter readings will be performed by others. If additional capacity is required, we will inform you and request a modification to our agreement.
- III. The existing electrical installation is code compliant based on the codes in effect at the time the equipment was installed.
- IV. Preparation of the general conditions portion of the specifications, coordination of the bidding, contractor selection, and reproduction of the construction documents will be performed by others.
- V. Structural design of equipment foundations, supports, and attachments will be performed by others and coordinated through your office. We will provide you with the pertinent information on the equipment we specify to accomplish this task.
- VI. New Instruments shall be specified by others.
- VII. We will require a complete set of record drawings for the NCSD/WWTF for our use and retention. We will require drawings showing the site plan and MCC/Blower Building. These drawings shall be in AutoCAD compatible format. We will require a copy of the project specifications for the 2012 Improvements, along with the Operation and Maintenance manuals for the existing blowers and their associated VFDs.

It is necessary that you advise us in writing at an early date if there are budgetary limitations for Total Project Costs or Construction Cost. Such limitations must be acceptable to us. We will



Mr. Michael K. Nunley
July 1, 2020
Page 3

NCSD/Southland WWTF
Blower #3

endeavor to work within those accepted limitations. We do not guarantee that our opinions regarding construction cost will not differ from negotiated prices or bids. We recommend that an independent cost estimator be employed if you require greater assurance as to probable Construction Cost or if NCSD requires detailed material and labor estimates.

You will pay us for our Basic Services on an hourly basis per the enclosed rate schedule with a not-to-exceed fee of \$9,250.00. We will invoice you monthly. If the scope of work is modified from that stated herein, we reserve the right to renegotiate this agreement.

Services beyond this scope of work are Additional Services and will be charged on an hourly basis per the enclosed rate schedule. Invoices for Additional Services will include number of hours spent and employee classification. Any Additional Services will be agreed to in writing between the parties prior to the commencement of the additional work. We will submit a proposal to you for Bidding and Construction Support after approval of the design by the Authority Having Jurisdiction.

We would expect to start our services promptly after receipt of an executed agreement. We expect to have documents ready for agency review submittal within six weeks after receiving written authorization to proceed, record drawings, specifications, CAD files, and Blower/VFD O&M data. If this proposal is acceptable, please provide an agreement for our review.

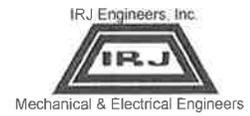
Thank you for the opportunity to submit this proposal. We look forward to working with you. Please call if you have questions.

Sincerely,

A handwritten signature in black ink that reads "Jack V. Ivers". The signature is written in a cursive, flowing style.

Jack V. Ivers, E12522
President

Encl: Rate Schedule 2006



**IRJ Engineers, Inc.
Rate Schedule 2006**

NCSD/Southland WWTF
Blower #3
July 1, 2020

The hourly rate schedule is listed below.

Principals	\$170.00 per hour
Professional Engineers	\$140.00 per hour
Senior Engineering Designers	\$105.00 per hour
Engineering Designers/CAD Drafters	\$ 90.00 per hour
Clerical Staff	\$ 65.00 per hour



Nipomo Community Services District Southland Wastewater Treatment Facility - Blower Improvements																				
	Project Director	Principal Engineer	Senior Project Engineer	Project Engineer/Senior Scientist	Water Resources Planner	GIS Specialist	Assistant Engineer II	Assistant Engineer I	GIS Technician	Supervising Drafter	Drafting/Design Technician II	Drafting/Design Technician I	Administrative Assistant	Engineering Intern	Total Hours (MKN)	Labor (MKN)	ODCs (MKN)	IRJ Engineers (IRJ)	Non-Labor Costs	Total Fee
Hourly Rates	206	191	180	159	145	139	136	115	115	138	128	105	65	60						
Task Group 1: Preliminary Engineering, Meetings, and Data Review																				
Kickoff Meeting		2	2				2								6	\$1,014	\$ 30	\$ -	\$30	\$ 1,044
Progress Meeting		2					2								4	\$654	\$ 20	\$ -	\$20	\$ 674
Data Review		2	2				2								6	\$1,014	\$ 30	\$ -	\$30	\$ 1,044
Subtotal	0	6	4	0	0	0	6	0	0	0	0	0	0	0	16	\$ 2,682	\$ 80	\$ -	\$ 80	\$ 2,762
Task Group 2: Construction Documents																				
Vendor Coordination			4				4								8	\$1,264	\$ 38	\$ -	\$38	\$ 1,302
Draft Installation Bid Package Plans	2	2	8				12			24					48	\$7,178	\$ 215	\$ 5,088	\$5,303	\$ 12,481
Draft Installation Bid Package Specifications	2	2	8				12								24	\$3,866	\$ 116	\$ 3,053	\$3,168	\$ 7,034
Final Plans and Specifications	2	2	4				4								12	\$2,058	\$ 62	\$ 2,035	\$2,097	\$ 4,155
Subtotal	6	6	24	0	0	0	32	0	0	24	0	0	0	0	92	\$ 14,366	\$ 431	\$ 10,175	\$10,606	\$ 24,972
Task Group 3: Bid Phase Support																				
Blower Submittal Review			2				2								4	\$632	\$ 19	\$ -	\$19	\$ 651
Attend Prebid Meeting		4					4								8	\$1,308	\$ 39	\$ -	\$39	\$ 1,347
RFI Response		4					4								8	\$1,308	\$ 39	\$ -	\$39	\$ 1,347
Subtotal	0	8	2	0	0	0	10	0	0	0	0	0	0	0	20	\$ 3,248	\$ 97	\$ -	\$ 97	\$ 3,345
TOTAL BUDGET	6	20	30	0	0	0	48	0	0	24	0	0	0	0	128	\$20,296	\$ 609	\$ 10,175	\$10,784	\$ 31,080



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

FEE SCHEDULE FOR PROFESSIONAL SERVICES

ENGINEERS AND TECHNICAL SUPPORT STAFF

Project Director/ Operations Manager	\$206/HR
Principal Engineer	\$191/HR
Senior Project Engineer	\$180/HR
Project Engineer/ Senior Scientist	\$159/HR
Water Resources Planner	\$145/HR
GIS Specialist	\$139/HR
Assistant Engineer II	\$136/HR
Assistant Engineer I	\$115/HR
GIS Technician	\$115/HR
Supervising Drafter	\$138/HR
Drafting/Design Technician II	\$128/HR
Drafting/Design Technician I	\$105/HR
Administrative Assistant	\$65/HR
Engineering Intern	\$60/HR

Routine office expenses such as computer usage, software licenses and fees, telephone charges, office equipment and supplies, incidental postage, copying, and faxes are included as a 3% fee on labor cost.

DIRECT PROJECT EXPENSES

Outside Reproduction	Cost + 10%
Subcontracted or Subconsultant Services	Cost + 10%
Travel & Subsistence (other than mileage)	Cost
Auto Mileage	Current IRS Rate - \$.58/mi.

TO: BOARD OF DIRECTORS
REVIEWED: MARIO IGLESIAS 
GENERAL MANAGER
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS
DATE: JULY 16, 2020

**AGENDA ITEM
D-7
JULY 22, 2020**

**CONSIDER AUTHORIZING TASK ORDER FOR
BLACKLAKE SEWER SYSTEM CONSOLIDATION PROJECT
SOUTHLAND WASTEWATER TREATMENT FACILITY
CAPACITY EVALUATION ENGINEERING SERVICES**

ITEM

Authorize Task Order for engineering services for the Blacklake Sewer System Consolidation Project Southland Wastewater Treatment Facility (SWWTF) Capacity Evaluation in the amount of \$44,828 with MKN & Associates [RECOMMEND BY MOTION AND ROLL CALL VOTE AUTHORIZE TASK ORDER WITH MKN & ASSOCIATES IN THE AMOUNT OF \$44,828].

BACKGROUND

The Nipomo Community Services District (“District”) worked with the Blacklake community to create an assessment district to fund the proposed Blacklake Sewer Consolidation Project (“Project”). The Project involves the construction of a sanitary sewer lift station and force main to convey raw wastewater from the Blacklake Sewer Service Area to the Town Sewer Service Area for treatment at the District’s Southland Wastewater Treatment Facility and decommissioning of the existing Blacklake Water Reclamation Facility. The District is currently soliciting proposals from engineering design consultants to prepare construction plans and technical specifications for the Project.

Another component of the Blacklake Sewer Consolidation Project is to evaluate the capacity of the Southland WWTF and seek the appropriate regulatory approvals to treat the wastewater flow from the Blacklake Sewer System at the Southland WWTF as well as decommission the existing Blacklake Water Reclamation Facility (WRF). Staff requested a proposal for engineering services from MKN & Associates to provide the required services. Attachment A is the proposed scope of work and budget. MKN is uniquely and extensively experienced with the District’s Southland WWTF. MKN staff was involved in the design of the new Southland WWTF that went online in 2014.

FISCAL IMPACT

The estimated Project cost is \$10,300,000. Funding will be provided from Nipomo Community Services District Assessment District No. 2020-1 (Blacklake Sewer Consolidation) bond proceeds.

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, authorize a Task Order for engineering services for the Blacklake Sewer System Consolidation Project Southland Wastewater Treatment Facility Capacity Evaluation in the amount of \$44,828 with MKN & Associates.

ATTACHMENTS

- A. MKN & Associates, Inc. proposal dated July 2, 2020

JULY 22, 2020

ITEM D-7

ATTACHMENT A



P.O. Box 1604
Arroyo Grande, CA 93421
805.904.6530 PHONE
805.904.6532 FAX

July 2, 2020

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

RE: Blacklake Sewer Consolidation Project – Southland Wastewater Treatment Facility Capacity Evaluation Report and Permitting Support

As requested, Michael K. Nunley & Associates, Inc. (MKN) has prepared this proposal to evaluate the capacity of the Southland Wastewater Treatment Facility (WWTF) to handle flow and loading from consolidation with the Blacklake Sewer System.

The following scope of work outlines the proposed project tasks.

SUMMARY OF PROPOSED SERVICES

A summary of the services to be performed by MKN includes the following:

- Provide “as-needed” permitting support services for the Waste Discharge Requirements (WDR) Orders at Southland WWTF and Blacklake Water Reclamation Facility (WRF)
- Review plant operating records
- Recommend additional monitoring data or information necessary to evaluate plant capacity
- Prepare a draft and final Southland WWTF Capacity Evaluation Report

Task Group 1: Blacklake Consolidation Permitting Support

MKN anticipates performing the following services on an “as-needed” basis, with a budget of \$15,000 that will not be exceeded unless prior authorization is requested in writing:

- Review of the Waste Discharge Requirements for Southland Wastewater Treatment Facility (WWTF) and Reclamation Orders for Blacklake Water Reclamation Facility (WRF)
- Brief reports or technical analyses to support decommissioning of the Blacklake WRF
- Meetings with RWQCB and District staff
- Responses to questions or inquiries from RWQCB staff
- Completion of an amendment to the Report of Waste Discharge for Southland WWTF

Task Group 2: Preliminary Engineering, Meetings, and Data Review

MKN will coordinate and attend the following project meetings with the District:

- Kickoff meeting
- Progress meeting
- Draft review meeting



As part of this Task, MKN will review plant flow, load, and monitoring records. MKN will identify additional data which may be needed to assess plant capacity.

Task Group 3: Development of Design Criteria

MKN will develop design flow and loading for the Southland Wastewater Treatment Facility under existing conditions. This analysis will include a review of past flow and loading records since the Phase I facility was completed; review of flow and loading projections from the Southland Wastewater Treatment Facility Master Plan (WWTF Master Plan); and a review of the flow and loading projections from the Blacklake Sewer System Master Plan (Blacklake Master Plan). The total flow and loading with contribution from the Blacklake system will be tabulated and compared to flows anticipated in the WWTF Master Plan.

Task Group 4: Capacity Evaluation

MKN will review the existing unit processes and evaluate the hydraulic and loading capacity of each unit. Flows and loading will be compared to typical design criteria for each unit process. All major plant processes will be analyzed, including influent lift station, influent screens, grit removal, extended aeration basins, secondary clarifiers, percolation ponds, sludge thickener, and screw press.

The ability of each unit process to meet existing flows and loads with Blacklake consolidation will be discussed. A process model will not be developed but flows and loads will be compared to typical loading rates for similar facilities based on industry standards and vendor-supplied information. MKN will provide a recommendation as to whether future phases of the WWTF Master Plan should be implemented to address increased flows and loading.

Task Group 4: Draft and Final Report

MKN will prepare a draft and final Report. It is assumed District staff will provide comments on the draft report prior to MKN completing the final report.

SCHEDULE

MKN anticipates the following schedule for this project:

Activity	Schedule
Kickoff Meeting	Within 2 weeks of Notice to Proceed
Data Request	Within 1 week of Kickoff Meeting
Draft Report	Within 12 weeks of receipt of items from Data Request
Final Report	Within 2 weeks of receiving District comments on the draft Report

BUDGET

MKN proposes to complete this work on a time and materials basis with a budget not to exceed \$44,828 without written authorization. Hourly rates are attached.

Thank you for providing MKN with the opportunity to provide professional services for your project. If you have any questions regarding this proposal, please contact me at mnunley@mknassociates.us or by phone at (805) 574-3202.



Sincerely,

A handwritten signature in black ink that reads "Michael K. Nunley". The signature is written in a cursive, flowing style.

Michael K. Nunley, PE
CEO/President

Attachments:
Estimated Fee
2020 MKN Fee Schedule

**Nipomo Community Services District
Southland WWTF - Capacity Evaluation Report and Permitting Support**

	Project Director	Principal Engineer	Senior Project Engineer	Assistant Engineer II	Supervising Drafter	Administrative Assistant	Total Hours (MKN)	Labor (MKN)	ODCs (MKN)	Non-Labor Costs	Total Fee
Hourly Rates	206	191	180	136	138	65					
Task Group 1: Blacklake Consolidation Permitting Support											
As-Needed Permitting Support	10	16	16	42	4	4	92	\$14,520	\$ 480	\$480	\$ 15,000
Subtotal	10	16	16	42	4	4	92	\$ 14,520	\$ 480	\$ 480	\$ 15,000
Task Group 2: Preliminary Engineering, Meetings, and Data Review											
Kickoff Meeting	2	4		4			10	\$1,720	\$ 52	\$52	\$ 1,772
Progress Meeting	2	2		3			7	\$1,202	\$ 36	\$36	\$ 1,238
Draft Review Meeting	2	2		3			7	\$1,202	\$ 36	\$36	\$ 1,238
Data Review and Request		4		4			8	\$1,308	\$ 39	\$39	\$ 1,347
Subtotal	6	12	0	14	0	0	32	\$ 5,432	\$ 163	\$ 163	\$ 5,595
Task Group 3: Development of Design Criteria											
Summary of Flows and Loadings from Past Studies	2	4		4			10	\$1,720	\$ 52	\$52	\$ 1,772
Current Flow and Loading Analysis	2	16		16			34	\$5,644	\$ 169	\$169	\$ 5,813
Subtotal	4	20	0	20	0	0	44	\$ 7,364	\$ 221	\$ 221	\$ 7,585
Task Group 4: Capacity Evaluation											
Review Hydraulic and Loading Capacity of Each Unit		8		16			24	\$3,704	\$ 111	\$111	\$ 3,815
Provide Analysis and Recommendations	2	8		8			18	\$3,028	\$ 91	\$91	\$ 3,119
Subtotal	2	16	0	24	0	0	42	\$ 6,732	\$ 202	\$ 202	\$ 6,934
Task Group 5: Draft and Final Report											
Prepare Draft Report	4	16		16	8		44	\$7,160	\$ 215	\$215	\$ 7,375
Prepare Final Report	2	4		4	4		14	\$2,272	\$ 68	\$68	\$ 2,340
Subtotal	6	20	0	20	12	0	58	\$ 9,432	\$ 283	\$ 283	\$ 9,715
TOTAL BUDGET	28	84	16	120	16	4	268	\$43,480	\$ 1,348	\$ 1,348	\$ 44,828

ODC = 3%



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

FEE SCHEDULE FOR PROFESSIONAL SERVICES

ENGINEERS AND TECHNICAL SUPPORT STAFF

Project Director/ Operations Manager	\$206/HR
Principal Engineer	\$191/HR
Senior Project Engineer	\$180/HR
Project Engineer/ Senior Scientist	\$159/HR
Water Resources Planner	\$145/HR
GIS Specialist	\$139/HR
Assistant Engineer II	\$136/HR
Assistant Engineer I	\$115/HR
GIS Technician	\$115/HR
Supervising Drafter	\$138/HR
Drafting/Design Technician II	\$128/HR
Drafting/Design Technician I	\$105/HR
Administrative Assistant	\$65/HR
Engineering Intern	\$60/HR

Routine office expenses such as computer usage, software licenses and fees, telephone charges, office equipment and supplies, incidental postage, copying, and faxes are included as a 3% fee on labor cost.

DIRECT PROJECT EXPENSES

Outside Reproduction	Cost + 10%
Subcontracted or Subconsultant Services	Cost + 10%
Travel & Subsistence (other than mileage)	Cost
Auto Mileage	Current IRS Rate - \$.58/mi.

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER 

AGENDA ITEM

D-8

JULY 22, 2020

DATE: JULY 17, 2020

INVESTMENT POLICY – SECOND QUARTER REPORT

ITEM

Review Investment Policy Second Quarter Report [RECOMMEND ACCEPT AND FILE REPORT]

BACKGROUND

The District's Investment Policy requires the Finance Officer file a quarterly report that identifies the District's investments and their compliance with the policy. The quarterly report is considered by the Board of Directors and is filed with the District's auditor.

As District Finance Officer and Treasurer, I am pleased to inform the Board of Directors that the District is in compliance with the Investment Policy and that the objectives of safety, liquidity, and yield have been met. The District has the ability to meet cash flow requirements for the next six months.

INVESTMENT POLICY-QUARTERLY REPORT 6/30/20

Investment	Institution	Amount of Deposit 6/30/20	Rate of Interest as of 6/30/20	Quarterly Interest Earned or Accrued 6/30/20	Amount of Deposit 6/30/19	Rate of Interest as of 6/30/19	Quarterly Interest Earned or Accrued 6/30/19
Public Checking (1)	Mechanics Bank	\$688,949.58	n/a	n/a	\$210,087.80	n/a	n/a
Pooled Money Investment	Local Agency Investment Fund (LAIF)	\$19,621,916.49	1.36%	\$69,637.97	19,440,101.71	2.57%	\$123,522.00
Savings-NSWP Funded Replace (2)	Five Star	\$1,017,644.70	1.41%	\$4,002.77	792,352.07	2.48%	\$4,656.59
Savings-Improvement Bonds(3)	Mechanics Bank	\$32,367.55	.05%	\$4.04	29,226.48	0.08%	\$5.83
Savings-Performance Bonds(3)	Five Star	Account Closed-Funds Returned	n/a	n/a	\$206,758.670	2.48%	\$1,252.74
Savings-Performance Bonds (3)	Five Star	\$18,985.49	1.41%	\$77.05	n/a	n/a	n/a
Savings-BL A/D 93-1 (4)	Five Star	\$887,466.95	1.41%	\$499.50	n/a	n/a	n/a

- (1) Analyzed Account
- (2) Nipomo Supplemental Water (NSWP) Funded Replacement Fund
- (3) Held in Trust – to be returned to developer upon completion of project
- (4) Held in Trust – Blacklake Assessment District 2020-1
- n/a Not applicable

RECOMMENDATION

After Board consideration and public comment, it is recommended that your Honorable Board accept the quarterly report and direct staff to file the Report with District Auditor.

ATTACHMENTS

None

TO: BOARD OF DIRECTORS
REVIEWED: MARIO IGLESIAS
GENERAL MANAGER 
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS
DATE: JULY 16, 2020

**AGENDA ITEM
D-9
JULY 22, 2020**

**AUTHORIZE STAFF TO BID
NIPOMO PALMS LIFT STATION REPLACEMENT PROJECT**

ITEM

Authorize staff to advertise Nipomo Palms Lift Station Replacement Project for bid [RECOMMEND AUTHORIZE STAFF TO BID LIFT STATION REPLACEMENT PROJECT].

BACKGROUND

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

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

The plans and specifications for the Nipomo Palms Lift Station Replacement Project are being finalized. In accordance with the District's Purchasing Policy, staff needs Board approval to solicit bids for the project. Staff expects to return to your Board with a recommendation for contract award in October 2020.

Regarding compliance with the California Environmental Quality Act (CEQA), the project involves the replacement of an existing facility with substantially the same purpose and capacity and is categorically exempt in accordance with CEQA Guidelines Section 15302. Staff will file a CEQA Notice of Exemption for the project.

FISCAL IMPACT

Funding for the project in the amount of \$820,000 is available in the FY 2020-2021 budget.

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, authorize staff to solicit bids for the Nipomo Palms Lift Station Replacement Project.

ATTACHMENTS

None.