

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER

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

DATE: AUGUST 19, 2020

**AGENDA ITEM
E-3
AUGUST 26, 2020**

**AUTHORIZE TASK ORDER FOR
DANA RESERVE DEVELOPMENT WATER AND SEWER SERVICE
EVALUATION WITH MKN & ASSOCIATES**

ITEM

Authorize Task Order for engineering services for the Dana Reserve Development Water and Sewer Service Evaluation in the amount of \$88,936 with MKN & Associates [RECOMMEND BY MOTION AND ROLL CALL VOTE AUTHORIZE TASK ORDER WITH MKN & ASSOCIATES IN THE AMOUNT OF \$88,936].

BACKGROUND

The Nipomo Community Services District ("District") received an annexation application for the Dana Reserve Development ("Development") from NKT Nipomo Properties LLC ("Owner"), on June 24, 2020. The Owner wishes to annex a 288 acre parcel, currently located in the District's sphere of influence ("SOI"), into the District's service area. The District must complete a thorough evaluation of the anticipated impacts that the Development will have on the District's water and sewer enterprises.

At the July 8, 2020 Board meeting, the Board authorized the General Manager to enter into a deposit agreement to secure funding from the Owner to finance the cost of engineering, legal, financial, and administrative reports that evaluate the impact of the Development on the District. These reports are required in order to provide the District's Board of Directors with the information necessary for their understanding of the Development's impact on the District infrastructure.

Staff requested that MKN & Associates provide a proposal to evaluate the engineering aspects of providing water and wastewater service for the Development. The proposal includes the following main tasks:

- Evaluation of water supply, storage, and distribution facilities (offsite and onsite)
- Evaluation of wastewater collection facilities (offsite and onsite)
- Evaluation of Southland Wastewater Treatment Facility capacity

The evaluation will be summarized in a final report that will identify the recommended water and sewer system improvements that will need to be made in order to provide service for the Development as well as the planning level costs to construct the recommended improvements.

Attached is MKN's proposed scope of work, schedule and budget for the initial water and sewer service evaluation of the Development.

FISCAL IMPACT

The initial deposit agreement amount is \$140,000. However, should the costs for the required reports and studies exceed this amount, the agreement has provisions that require the Owner to pay those costs as well. Consequently, if the cost to produce the necessary reports is less than the funds collected by the District, those unused portions of the collected funds will be reimbursed to the Owner.

STRATEGIC PLAN

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

- B.1 Seek to have the County implement sustainable water supply policies that match the level of development they approve, including all the features described in the Water Resources Policy Statement.
- B.2 Engage with other local and regional organizations to develop solutions to long-term water supply challenges such as providing emergency backup supplies, and ensuring long-term water supply reliability, etc.

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.

- B.1 NCSD shall maintain long-range infrastructure management, upgrade and replacement planning.

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

- A.3 Develop a Near-, Mid-, and Long-Term Plan to Pay for Take-or-Pay Water. Evaluate potential and options for ramping rates over time compared to making rate jumps as the water becomes available.
- B.1 Evaluate, plan for and maintain finances that are adequate for all needs, stable, and reliable over the long-term.

RECOMMENDATION

Staff recommends that the Board authorize staff to execute a Task Order in the amount of \$88,936 with MKN & Associates for engineering services for the Dana Reserve Development Water and Sewer Service Evaluation.

ATTACHMENTS

- A. MKN Proposal dated August 14, 2020

AUGUST 26, 2020

ITEM E-3

ATTACHMENT A



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

Revised August 14, 2020

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

RE: Dana Reserve Development – Water and Wastewater Service Evaluation

As requested, Michael K. Nunley & Associates, Inc., (MKN) has prepared this proposal to evaluate water and wastewater service to the proposed Dana Reserve project.

The following scope of work outlines the proposed project tasks.

SUMMARY OF PROPOSED SERVICES

Services to be performed by MKN include evaluation of the following facilities to support the Dana Reserve development:

- Water supply, storage, and distribution system (onsite and offsite)
- Wastewater collection and treatment (onsite and offsite)

Task Group 1: Project Management, Meetings, and Data Review

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

- Kickoff meeting
- Flowmeter placement coordination meeting
- Progress meeting
- Draft review meeting

This Task Group includes project management, coordination, and quality control review.

MKN will also identify additional data which may be needed to assess water demand, wastewater flow, or plant capacity.

Deliverables: Agendas and meeting notes

Task Group 2: Evaluation of Water Supply, Storage, and Distribution Facilities (Offsite and Onsite)

MKN will perform the following tasks:

- Review Water Supply Assessment provided by developer and compare to District projections
- Update existing water distribution system model with current demands from billing data and future demand from proposed annexation area
- Review Water Master Plan, confirm status of master-planned projects, and update model with completed projects that may be necessary to support the development
- Identify Master Planned projects which should be implemented to support the development
- Perform model runs to identify offsite improvements necessary to support each phase of development. An evaluation of fire flow requirements, typical operating pressure ranges, and ability of the system to deliver Supplemental Water will be performed. System storage requirements will also be identified.
- Provide master-planning level cost opinion for proposed improvements, using unit costs escalated from previous master plans or planning documents.
- Evaluate onsite improvements recommended for each phase of development to confirm pipe sizes and pressure ranges are adequate for fire protection, maximum day, and peak hour demands

Deliverables: Updated water distribution system model and draft report section

Task Group 3: Evaluation of Wastewater Collection Facilities (Offsite and Onsite)

MKN will perform the following tasks:

- Place flowmeters at three (3) locations in the District sewer system for up to 30 days (to be performed by MKN's subconsultant, ADS).
- Review wastewater flow projections provided by developer and compare to District projections
- Update existing collection system model with current flows from water billing data and future flows from proposed annexation area
- Review Sewer Master Plan, confirm status of master-planned projects, and update model with completed projects that may be necessary to support the development
- Identify Master Planned projects which should be implemented to support the development
- Perform model runs to identify offsite improvements necessary to support each phase of development.
- Provide master-planning level cost opinion for proposed improvements, using unit costs escalated from previous master plans or planning documents.
- Evaluate onsite improvements recommended for each phase of development to confirm pipe sizes at minimum slopes are adequate for design flows. Review any planned or recommended lift station(s) to confirm preliminary lift station capacity and force main size

Deliverables: Updated wastewater collection system model and draft report section

Task Group 4: Wastewater Treatment Capacity Evaluation

MKN will perform the following tasks:

- 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 annexation area. The total flow and loading with contribution from the annexation area will be tabulated and compared to flows anticipated in the WWTF Master Plan.
- The ability of each unit process to meet existing flows and loads including the annexation area will be discussed for each phase. 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.
- Provide master-planning level cost opinion for proposed improvements, using unit costs escalated from the previous WWTF Master Plan or other planning documents.

Deliverable: Draft report section

Task Group 5: Final Report

It is assumed District staff will provide comments on the draft sections submitted as Task Groups 2, 3, and 4 are completed. A draft Table of Contents for the report is attached and will be refined at the Kickoff Meeting and as draft sections are submitted. A draft Conclusions and Recommendations section summarizing each section will also be submitted for District review. A final report will be submitted after all the draft sections are reviewed and comments are received from District staff.

Deliverables: Draft Conclusions and Recommendations section and final report

ASSUMPTIONS FOR FLOW MONITORING

- District to provide access to manholes with sufficient area for placement of personnel and equipment.
- District to assist in obtaining and pay for all permits. It is assumed traffic control will not require more than standard ADS traffic control per WATCH manual (2-person crew, lighted arrowboard, 18 cones, 6 signs). District to assist by placing no parking signs at location manholes. If a location is identified requiring a higher level of effort, the District will be notified so additional support can be procured.
- If sewer line is dirty and full of debris flow readings may be invalid. It is recommended the District ensure that selected sites have been jet cleaned to minimize hydraulic deficiencies or select an alternate location.
- District to provide any known information concerning bypasses, overflows, base flows, critical surcharge areas, and maintenance habits.

**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 Water System Section	Within 6 weeks of receipt of Data Request items
Draft Wastewater Treatment Facility Section	Within 8 weeks of receipt of Data Request items
Draft Wastewater Collection System Section	Within 9 weeks of receipt of Data Request items
Draft Conclusions and Recommendations Section	Within 2 weeks of receiving District comments on the draft Wastewater Collection System section
Final Report	Within 1 week of receiving District comments on the draft Conclusions and Recommendations section

BUDGET

MKN proposes to complete this work on a time and materials basis with a budget not to exceed \$88,936 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,

Michael K. Nunley, PE
CEO/President

Attachments:
Draft Table of Contents
Estimated Fee
2020 MKN Fee Schedule



Draft Table of Contents – Dana Reserve Water and Wastewater Service Evaluation

1. Introduction
 - a. Description of Proposed Project
 - b. Background
 - c. Scope of Work
2. Water System
 - a. Water Demand
 - i. District Projections
 - ii. Dana Reserve Water Demand Projections
 - b. Distribution Facilities
 - i. Existing Facilities
 - ii. Proposed Master Plan Facilities
 - iii. Hydraulic Analysis Results
 - iv. Recommended Offsite Improvements
 - v. Evaluation of Proposed Onsite Improvements
3. Wastewater Collection System
 - a. Wastewater Demand
 - i. District Projections
 - ii. Dana Reserve Wastewater Flow Projections
 - b. Collection System Facilities
 - i. Existing Facilities
 - ii. Proposed Master Plan Facilities
 - iii. Hydraulic Analysis Results
 - iv. Recommended Offsite Improvements
 - v. Evaluation of Proposed Onsite Improvements
4. Wastewater Treatment Facility
 - a. Existing Facilities
 - b. Proposed Master Plan Facilities
 - c. Hydraulic Analysis Results
 - d. Recommended Improvements
5. Conclusions and Recommendations
 - a. Conclusions
 - b. Summary of Recommended Improvements

Nipomo Community Services District Dana Reserve Development - Water and Wastewater Service Evaluation										
	Project Director	Water Resources Planner	Assistant Engineer II	Administrative Assistant	Total Hours (MKN)	Labor (MKN)	ODCs (MKN)	Flow Monitoring (ADS)	Non-Labor Costs	Total Fee
Hourly Rates	206	145	136	65						
Task Group 1: Project Management, Meetings, and Data Review										
Kickoff Meeting	2	2	3		7	\$1,110	\$ 33	\$ -	\$33	\$ 1,143
Flowmeter Placement Coordination Meeting	2	2	3		7	\$1,110	\$ 33	\$ -	\$33	\$ 1,143
Progress Meeting	2	2	3		7	\$1,110	\$ 33	\$ -	\$33	\$ 1,143
Draft Review Meeting	2	2	3		7	\$1,110	\$ 33	\$ -	\$33	\$ 1,143
Project Management and Data Review	8	8			16	\$2,808	\$ 84	\$ -	\$84	\$ 2,892
Quality Control Reviews	12				12	\$2,472	\$ 74	\$ -	\$74	\$ 2,546
Subtotal	28	16	12	0	56	\$ 9,720	\$ 292	\$ -	\$ 292	\$ 10,012
Task Group 2: Evaluation of Water Supply, Storage, and Distribution Facilities (Offsite and Onsite)										
Review Water Supply Assessment	2	4	8		14	\$2,080	\$ 62	\$ -	\$62	\$ 2,142
Update model demands	2	4	8		14	\$2,080	\$ 62	\$ -	\$62	\$ 2,142
Review Master Plan and update model with completed projects	2	2	2		6	\$974	\$ 29	\$ -	\$29	\$ 1,003
Identify needed Master Planned projects	2	4	4		10	\$1,536	\$ 46	\$ -	\$46	\$ 1,582
Perform model runs and analyze system storage	6	12	24	2	44	\$6,370	\$ 191	\$ -	\$191	\$ 6,561
Evaluate onsite improvements	2	4	4		10	\$1,536	\$ 46	\$ -	\$46	\$ 1,582
Subtotal	16	30	50	2	98	\$ 14,576	\$ 437	\$ -	\$ 437	\$ 15,013
Task Group 3: Evaluation of Wastewater Collection Facilities										
Perform flow monitoring	2	4	4		10	\$1,536	\$ 46	\$ 26,076	\$26,122	\$ 27,658
Review flow projections	2	4	8		14	\$2,080	\$ 62	\$ -	\$62	\$ 2,142
Update collection system model flows	2	4	8		14	\$2,080	\$ 62	\$ -	\$62	\$ 2,142
Review Master Plan and pdate model with completed projects	2	4	4		10	\$1,536	\$ 46	\$ -	\$46	\$ 1,582
Identify needed Master Planned projects	2	4	4		10	\$1,536	\$ 46	\$ -	\$46	\$ 1,582
Perform model runs	6	12	20	2	40	\$5,826	\$ 175	\$ -	\$175	\$ 6,001
Evaluate onsite improvements	2	4	4		10	\$1,536	\$ 46	\$ -	\$46	\$ 1,582
Subtotal	18	36	52	2	108	\$ 16,130	\$ 484	\$ 26,076	\$ 26,559	\$ 42,689
Task Group 4: Wastewater Treatment Capacity Evaluation										
Develop design flows and loading for Southland WWTF	4	8	8		20	\$3,072	\$ 92	\$ -	\$92	\$ 3,164
Evaluate unit process capacity	4	4	4		12	\$1,948	\$ 58	\$ -	\$58	\$ 2,006
Determine capacity to serve development	4	12	12		28	\$4,196	\$ 126	\$ -	\$126	\$ 4,322
Recommend Master Planned or other improvements	8	12	16	2	38	\$5,694	\$ 171	\$ -	\$171	\$ 5,865
Subtotal	20	36	40	2	98	\$ 14,910	\$ 447	\$ -	\$ 447	\$ 15,357
Task Group 5: Final Report										
Final Report	8	12	16	2	38	\$5,694	\$ 171	\$ -	\$171	\$ 5,865
Subtotal	8	12	16	2	38	\$ 5,694	\$ 171	\$ -	\$ 171	\$ 5,865
TOTAL BUDGET	90	130	170	8	398	\$61,030	\$ 1,831	\$ 26,076	\$ 27,906	\$ 88,936

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

DATE: August 21, 2020

AGENDA ITEM

E-4

AUGUST 26, 2020

AUTHORIZE GENERAL MANAGER TO ENTER INTO A 3-YEAR AGREEMENT WITH SEDARU SOFTWARE IN SUPPORT OF UTILITY MAINTENANCE PROGRAM FOR THE TOTAL AMOUNT OF \$44,280

ITEM

Authorize the General Manager to enter into a 3-year software and program development agreement with Sedaru in support of Nipomo Community Services District ("District") water and sewer maintenance programs for a total amount of \$44,280 (\$14,760 per year) [RECOMMEND AUTHORIZE GENERAL MANAGER TO ENTER INTO AN AGREEMENT WITH SEDARU FOR SOFTWARE AND PROGRAM DEVELOPMENT IN THE AMOUNT OF \$44,280]

BACKGROUND

Over the course of the last 3 years, District staff has been engaged in managing and collecting a limited amount of field data through the use of electronic hand-held device equipped with Sedaru software. Staff is seeking to expand its use of Sedaru to add to this workflow for better management of District Water and Wastewater Enterprise asset information. Currently, staff uses this software platform to record sewer main flushing activities, lift station inspections, valve maintenance and water main flushing.

Staff is able to better understand total asset condition, easily track maintenance activities and is able to make better decisions when directing its limited resources to critical and timely infrastructure needs. Staff is looking to include additional assets in the program over the next 3 years including, customer service information, water quality monitoring, sewer manhole inspections and well facility monitoring. Staff's experience using the Sedaru software over the last 3 years has provided insight into the software's capabilities and leads staff to conclude that Sedaru asset management software is a good fit for the utility department's needs.

Maintaining accurate information about facilities and assets in order to effectively and efficiently sustain and extend the life-cycle of the District's infrastructure is beneficial to customers. The District has invested millions in water and sewer assets and facilities. Technology that supports field data collection and asset condition analytics have merged to create a data mining tool that is operator friendly. This environment is evident in the Sedaru software offering and central to staff's request for your Board's consideration.

FISCAL IMPACT

The cost to expand the District use of Sedaru asset management software was included in the FY 2020-2021 Budget approved by the Board of Directors. District Staff is requesting the Board approve expenditure of a total \$44,280 of which \$14,760 will be expended in the current fiscal year. \$25,000 is identified in the Fixed Asset purchase [Pg. 23] of this year's fiscal budget for Asset Management software. The cost would be spread across the three enterprise

funds benefiting from the product. It is expected that the field software will reduce long-term maintenance costs through increased efficiency of routine data collection and ultimately provide ease access to collected data for better management and operational decision making.

RECOMMENDATION

It is recommended your Board authorize the General Manager to enter into a 3-year agreement with Sedaru in support of the District's water and sewer preventative maintenance program. for a total amount of \$44,280 (\$14,760 each year).

ATTACHMENTS:

- A. Sedaru proposal

AUGUST 26, 2020

ITEM E-4

ATTACHMENT A



August 19, 2020

Mario Iglesias
General Manager
Nipomo Community Services District
148 S. Wilson Street
Nipomo, CA 93444

Subject: Proposal for Sedaru Software and Services

Dear Mr. Iglesias:

Sedaru is pleased to submit this proposal to the Nipomo Community Services District (NPCSD or District) for Sedaru software and services.

About this Project: Sedaru will deploy its Sedaru Connect technology to support field maintenance and customer service work with the District's Tyler Incode integration – inclusive of a meter assessment form, an integration with the District's One-call DigAlert system to comply with California positive response requirements, and a direct connection with the District's locally hosted GIS server for real-time mapping updates for all Sedaru end users. The summary of deliverables proposed are included below:

- Bi-directional Tyler Incode Integration
- Meter Assessment form
- CA DigAlert w/Positive Response
- Sedaru Integration with District GIS Server
- Testing, Training, and Rollout for the above.

Managed Services Program: Sedaru proposes to implement these deliverables within a Platinum Level Managed Services Program (MSP), allowing the District to realize cost savings while promoting continued support, form creation, integrations, and growth within the Sedaru platform. The MSP will also provide strategic consulting, and training for newly hired staff or those that might require refresher training.

Budget and Terms: Sedaru proposes software and services totaling \$22,200 in Year 1 to deploy the proposed scope of work included in **Exhibit A**. Managed Services Program (MSP) authorization is included as **Exhibit B**. Software, Services, and MSP terms are referenced in **Exhibit C**.

We appreciate the opportunity to propose on this exciting project and look forward to working together.

SEDARU, INC.	NIPOMO COMMUNITY SERVICES DISTRICT
By: <u>Paul Hauffen</u> Paul Hauffen, Signature	By: _____ Mario Iglesias, Signature
<u>Paul Hauffen</u> Paul Hauffen, Printed Name	_____ Mario Iglesias, Printed Name
<u>President, Aug 21, 2020</u> Title, Date	_____ General Manager, Date

Exhibit A: Software & Services Scope of Work & Budget

Software Scope & Budget

Software	Annual Fee
Named Users	NA
Sedaru Connect for CA DigAlert w/Positive Response	\$2,400/yr
Sedaru Connect for Tyler Incode	\$5,040/yr
Software Total:	\$7,440/yr

Services Scope & Budget

Implementation Task Descriptions	One-time Fee	Effort @\$175/hr
1. Bi-directional Tyler Incode Integration	\$15,000	86 Hours
Task 1.1 – Project meetings, communications, data gathering, and data transfer		
Task 1.2 – Incode discovery and database access Online workshop with staff to identify current processes and define workflows for field and office users of the Sedaru Platform		
Task 1.3 – Bi-directional Sedaru integration with Tyler Incode (v2019.4.17.6) Work with Incode team to support service order download to mobile device and update of service order status through Tyler Incode's REST API. Requires a unique ID to connect the Incode location ID to the meter GIS ID. Integration does not include labor, equipment, and material.		
Task 1.4 – Configure Sedaru OMNI & Fieldforce Office and field applications configured to leverage Sedaru-Incode Integration. Customer service metrics and workflows will be incorporated into the Sedaru Platform.		
Task 1.5 – Soft Rollout, User Acceptance & Testing (UAT) Initial training to be rolled out to a targeted, subgroup of users. Sedaru staff will note staff comments and workflows, for any configuration updates as Final.		
Task 1.6 – Hard Rollout, and Final Training		
2. Meter Assessment Form	\$5,600	32 Hours
Task 2.1 – Form development (46 controls, 7 sections)		
Task 2.2 – GIS Development & Configuration		
Task 2.3 – UAT and resulting workflow updates (including redlining and image management)		
Task 2.4 – 6-months GIS data migration for non-meter assets, 1 iteration (service line, backflow, pipes, streets)		
Task 2.5 – Final Training		
3. CA DigAlert with Positive Response	\$5,000	28 Hours
Task 3.1 – Project meetings, communications, data gathering, and data transfer		
Task 3.2 – Form Development & OMNI Key Performance Indicators (KPIs) Includes standard 811 form (out of the box) with positive response and 5 standard Sedaru OMNI KPIs: unassigned emergency tickets, unassigned non-emergency tickets, assigned emergency tickets, assigned non-emergency tickets, closed tickets past 14 days (# days can be customized).		
Task 3.3 – Final Training 1 (one) Remote 1-hour online training session.		

4. Sedaru Integration with District GIS Server	\$8,000	46 Hours
Task 4.1 - Sedaru Meetings and Data Collection		
Discovery Meetings and Preparation, including a walkthrough of District's GIS Environment, and requirements gathering/sharing.		
Task 4.2 – Sedaru OMNI and Fieldforce Integration with District ArcGIS Server 10.6+		
Configure Sedaru Fieldforce and Sedaru OMNI to consume District published GIS services for direct transaction with District GIS data. Sedaru will require GIS service URLs and associated credentials for consumption. Published data must reside in the enterprise geodatabase (i.e. SDE). Integration does not include ArcGIS Portal.		
Task 4.3: Sedaru Testing and Deployment		
Validating District-hosted environment with Sedaru integration, including Sedaru OMNI and Sedaru Fieldforce.		
Implementation Total*:	\$33,600	192 Hours
Project Total Including Software + Services:	\$41,040	

***Sedaru MSP:** As an alternative to the capital expense to implement, Sedaru offers its Platinum Level Managed Services Program (MSP) to benefit from a budget of hours at a discounted Services rate, strategic consulting, and training each year for a 3-year term.

As comparison, the proposed implementation fee of \$33,600 converts to \$14,760 to support 120 hours of the proposed effort above for Year 1 within the Platinum level MSP, reducing the cost to implement significantly. Budget hours available in years 2 and 3 could be applied towards additional implementation, configuration, training, GIS updates, or other. Please see **Exhibit B** for the Platinum Level MSP authorization. Software, Services, and MSP terms are referenced in **Exhibit C**.

Project Total Including Software + MSP: \$22,200

Exhibit B: Managed Services Program Authorization

Managed Services Program*		Annual Fee
<input type="checkbox"/> Silver Level MSP	<input checked="" type="checkbox"/> Platinum Level MSP	\$14,760/yr
<input type="checkbox"/> Gold Level MSP	<input type="checkbox"/> Extended Level MSP	

Silver Level MSP Subscription: \$5,600

- Proposed Services hours are applied for project management, and can be used for GIS maintenance, integration, system configuration (forms, KPIs, etc.), hydraulic modeling, or other services. In-person training can be billed against budgeted hours, and travel incidentals expensed at-cost.
- **40-hours Services/yr @\$140/hr (20% discount)**, and for additional hours required.
- **4 Free Hours of Training**, and related follow-on training support, virtually per year.
- **2 Free, Bi-annual Strategic Planning** meetings to support long-term organizational goals.
- **A \$9,000+ value**, totaling 50-hours of overall support, including Strategic Planning, Services & Project Management, Training, and preparation.

Gold Level MSP Subscription: \$10,560

- Proposed Services hours are applied for project management, and can be used for GIS maintenance, integration, system configuration (forms, KPIs, etc.), hydraulic modeling, or other services. In-person training can be billed against budgeted hours, and travel incidentals expensed at-cost.
- **80-hours Services/yr @\$132/hr (25% discount)**, and for additional hours required.
- **8 Free Hours of Training**, and related follow-on training support, virtually per year.
- **4 Free, Quarterly Strategic Planning** meetings to support long-term organizational goals.
- **A \$18,000+ value**, totaling 100-hours of overall support, including Strategic Planning, Services & Project Management, Training, and preparation.

Platinum Level MSP Subscription: \$14,760

- Proposed Services hours are applied for project management, and can be used for GIS maintenance, integration, system configuration (forms, KPIs, etc.), hydraulic modeling, or other services. In-person training can be billed against budgeted hours, and travel incidentals expensed at-cost.
- **120-hours Services/yr @\$123/hr (30% discount)**, and for additional hours required.
- **12 Free Hours of Training**, and related follow-on training support, virtually per year.
- **4 Free, Quarterly Strategic Planning** meetings to support long-term organizational goals.
- **A \$25,000+ value**, totaling 140-hours of overall support, including Strategic Planning, Services & Project Management, Training, and preparation.

Extended Level MSP Subscription: \$18,240

- Proposed Services hours are applied for project management, and can be used for GIS maintenance, integration, system configuration (forms, KPIs, etc.), hydraulic modeling, or other services. In-person training can be billed against budgeted hours, and travel incidentals expensed at-cost.
- **160-hours Services/yr @\$114/hr (35% discount)**, and for additional hours required.
- **16 Free Hours of Training**, and related follow-on training support, virtually per year.
- **6 Free, Bi-monthly Strategic Planning** meetings to support long-term organizational goals.
- **A \$35,000+ value**, totaling 200-hours of overall support, including Strategic Planning, Services & Project Management, Training, and preparation.

Exhibit C: Software, Services, & MSP Terms

- Use of the Sedaru software requires acceptance of the Master Agreement. The terms of this Order Form shall modify, supersede, and replace any different or conflicting terms, conditions, or requirements contained or referenced in the Master Agreement. Except for any conflicts between this Order Form and the Master Agreement, all orders placed by the undersigned customer are subject to the Master Agreement.
- Pricing and scope within this proposal are valid for 60 days, unless agreed upon in writing.
- Fees for Sedaru software subscriptions are invoiced and the Sedaru software subscription term commences upon contract authorization, notice to proceed, or equivalent.
- Implementation fees are invoiced 75% upfront, and subsequently billed monthly as percent complete. Implementation will be billed 100% upon substantial completion of the project or before training, whichever occurs first.
- Once the implementation and rollout are complete, Sedaru Customer Success will appoint a dedicated Sedaru Success Agent (SSA) to ensure your continued growth and adoption of the software. Your SSA will provide technical support, and can be contacted via telephone, email, or a website technical support request to address questions, functionality issues, and listen to feedback, including suggestions to enhance or improve the software.
- Year 1 MSP cost, and the balance of Services costs greater than the MSP budget, are billed upon authorization at the rate secured within the same MSP Level. Subsequent years are billed in advance of the MSP term.
- Extension to the MSP term can be modified in a new Order Form.
- Additional hours may be purchased at the secured rate, up to 50% of the MSP's budgeted hours.
- If additional hours are needed beyond the current MSP level, customer may upgrade subscription level in a new Order Form. Changes will take effect the beginning of the month following, with licensing and services prorated thereafter and for the balance of the term.
- Unused services, strategic meetings, and training budget do not rollover into the next year.
- MSP requires a 3-year commitment. The balance of this commitment becomes due if Sedaru Master Software License Agreement (the "Master Agreement") is terminated prior.
- MSP pricing within this proposal is valid for 60 days, unless agreed upon in writing.

TO: BOARD OF DIRECTORS
FROM: MARIO IGLESIAS
GENERAL MANAGER
DATE: August 21, 2020

**AGENDA ITEM
F
AUGUST 26, 2020**

GENERAL MANAGER'S REPORT

ITEM

Standing report to your Honorable Board -- *Period covered by this report is August 9, 2020 through August 22, 2020.*

DISTRICT BUSINESS

Administrative

Office Activities

	July 20	Jan 20 - July 2020
Reports of Water Waste	0	1
Leak Adjustments	0	11
Leak Adjustment Amount	\$0	\$3,643
Late Fee Waivers	0	15
Late Fee Waiver Adjustment Amount	\$0	\$2,940
Official Payment (Count March-June)	12	54
Official Payments cost to District	\$47	\$213

Water Resources

Table 1. Total Production Acre Feet (AF)

	Jul-20	Jul 20 - Jun 21
Groundwater Production	120.1	120.1
Supplemental Water Imported	<u>92.8</u>	<u>92.8</u>
Total Production	<u>212.9</u>	<u>212.9</u>

Table 2. NCSD GW Production (NCSD GW Well Production plus Purveyor Credit)

	Jul-20	Jul 20 - Jun 21
NCSD GW Well Production	120.1	120.1
Purveyor Customer Credit (33.3% of Import Water)	<u>30.9</u>	<u>30.9</u>
NCSD Total Calculated GW Production	151.0	151.0
Average GW Production for 2009-2013	<u>291.2</u>	<u>291.2</u>
NCSD Percentage of GW Reduction	48%	48%

2021 Fiscal Year Groundwater Pumping Forecast

Table 3. Projected Groundwater Pumping

	Year-to-Date		Target	Over/(Under)	
	Jul-20	Jul-Jun 2021			
NCSD GW Well Production	120.1	942.3			
Purveyor Customer Credit (33.3% of Import Water)	30.9	351.6			
NCSD Total Calculated GW Production	151.0	1,293.9	1,266.0	(27.90)	AcFt
Average GW Production for 2009-2013	291.2	2,533.3	2,533.3	-	
NCSD Percentage of GW Reduction	48%	49%	50.0%	-	

Table 4. FY 2019 v. FY 2020 Groundwater Pumping

	Jul-20	Jul 20 - Jun 21*	Jul-19	Jul 19-Jun 20
NCSD GW Well Production	120.1	942.3	121.8	1,026.0
Purveyor Customer Credit (33.3% of Import Water)	30.9	351.6	28.4	323.1
NCSD Total Calculated GW Production	151.0	1,294.0	150.2	1,349.1
Average GW Production for 2009-2013	291.2	2,533.4	291.2	2,533.4
NCSD Percentage of GW Reduction	48%	49%	48%	47%

*Projected Using Adjutment for 1,000 AFY Import Water

Rainfall Gauge – (gathered from the following websites)

Note 1: SLO County Website

https://wr.slocountywater.org/site.php?site_id=3&site=935e7af7-0e94-4042-bc11-e02906d5ba44

Note 2: SLO County Website

https://wr.slocountywater.org/site.php?site_id=2&site=878bfdbf-5c40-4398-8226-418372e4039b

(Reported in inches)	Nipomo East (Dana Hills Reservoirs)	Nipomo South (Southland Plant)
July 2020 Total	0.0	0.0
July-2020 through June-2021 (Season Total)	0.0	0.0
August 1, 2020 to August 7, 2020	0.0	0.0
Total Rainfall to date	0.0	0.0
Average Annual Year Rainfall	18.0 ¹	14.0 ²

Safety Program

No Items

Other Items

- COVID19 NCSD Response Plan Update [ATTACHMENT A]
- City of Santa Maria has resumed Fluoridation of City's water supply [Aug 20]
- Organizing for Clean Streets Nipomo – Solid Waste Funding Project

Supplemental Water Capacity Accounting

		Number of Equivalent Meters	AFY
Supplemental Water Available for Allocation		947	500
Supplemental Water Reserved (Will Serve Letter Issued)		123	-64.9
Subtotal Net Supplemental Water Available for Allocation		824	435.1
Supplemental Water Assigned (Intent-to-Serve Issued)		137	-72.3
Total Remaining Supplemental Water Available for Allocation		687	362.7

As of August 20, 2020

Connection Report

The Connection Report is current through June 6, 2020.

Nipomo Community Services District
Water and Sewer Connections

END OF MONTH REPORT

	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20
Water Connections (Total)	4441	4444	4444	4445	4449	4452	4459
Sewer Connections (Total)	3208	3211	3211	3213	3217	3220	3227
New Water Connections	0	3	0	1	4	5	7
New Sewer Connection	1	3	0	2	4	1	7
Galaxy & PSHH at Orchard and Division Sewer Connections billed to the County	476	476	476	476	476	476	477

Meetings (August 9, through August 22)

Meetings Attended (telephonically or in person):

- Aug 10, SLO County EOC Briefing
- Aug 10, SLO County EOC Briefing
- Aug 10, Sedaru Planning Meeting
- Aug 11, Staff Mtg. – Cust. Service Specialist
- Aug 11, NMMA-TG Meeting
- Aug 11, Eng/Admin Coordination Meeting
- Aug 11, BL Bond Closing Conference
- Aug 12, Rotary
- Aug 12, Regular NCSD Board Meeting
- Aug 12, Exec. Team After-Board Meeting
- Aug 13, BL Bond Signing Session
- Aug 13, RWG Conference Call
- Aug 14, Staff Mtg. – Cust. Service Specialist
- Aug 14, Tuckfield Water Rate Study
- Aug 14, SLO County EOC Briefing
- Aug 14, Quarterly All-staff Safety Meeting
- Aug 14, SLO County BOS Meeting

- Aug 17, LMUSD Site Meeting – Nipomo Elementary
- Aug 17, NCSD Management Team
- Aug 18, Staff Mtg. – Cust. Service Specialist
- Aug 18, SLO County EOC Briefing
- Aug 18, Customer Meter Accuracy Test – BL
- Aug 18, Board Officer Meeting
- Aug 19, Rotary
- Aug 19, CSDA Managers Meeting
- Aug 19, Sensus – Survey of Radio Sites
- Aug 20, R. Rossi – Blacklake Development
- Aug 21, Staff Mtg. – Cust. Service Specialist

Meetings Scheduled (August 9 through August 15):

Upcoming Meetings (telephonically or in person):

- Aug 24, SLO County EOC Briefing
- Aug 24, Interviews for NCSD Admin. Supervisor
- Aug 25, Staff Mtg. – Cust. Service Specialist
- Aug 25, Eng/Admin Coordination Meeting
- Aug 12, Rotary
- Aug 12, Regular NCSD Board Meeting
- Aug 12, Exec. Team After-Board Meeting
- Aug 27, NMMA-TG Manager's Meeting
- Aug 28, Staff Mtg. – Cust. Service Specialist
- Aug 28, Monthly Admin Staff Meeting

Upcoming Water Resource and Other Meetings

Upcoming Standing Meetings:

- NMMA-TG: September 24th (Thursday) @ 10:00 AM, Conf. Call
- RWMG: No Schedule Posted – Sept. 1 for BOS Meeting to Adopt IRWM Plan
- WRAC: September 2nd (Wednesday) @ 1:30 PM, SLO County Library
- NMMA Purveyor Meeting: August 27th (Thursday) @ 10:00 AM, NCSD Conf. Rm.
- NCSD Board Officer Meeting: August 31st (Monday) @ 2:00 PM, NCSD Conf. Rm.

RECOMMENDATION

Staff seeks direction and input from your Board

ATTACHMENTS

- A. COVID19 - NCSD Response Plan Update

AUGUST 26, 2020

ITEM F

ATTACHMENT A

DISTRICT RESPONSE TO COVID 19

New Actions

1. The customer counter window modifications at the office is rescheduled **for September 8.** The parts are in for the work – the holdup that has delayed installation. Once completed, all physical barriers planned to address customer/employee safety for opening the lobby will be completed. However, the State continues to experience a high rate of COVID infections in Nipomo and surrounding businesses. Until the current upward trend of infections reverses, the risk/benefit equation for opening the office does not lend itself to opening the office. Management will continue to monitor the situation and keep the Board apprised of any changes.

Ongoing Actions

1. Participate in SLO County Daily EOC Briefing
2. Review SLO County Daily EOC Status Report
3. Practicing Social Distancing
4. Considering opening Office on August 1, 2020. Evaluating County EOC reports tracking COVID numbers – looking for a decline in number of cases week over week.

Previous Actions

1. NCSD Board Passes Resolution Declaring Emergency in District
2. Admin Office Closed to the Public
 - a. Meetings are virtual – Conference Calls
3. Discontinued: Split staff into two teams
 - a. See schedule on Response Plan
4. Received directions for FEMA Public Assistance – Cost Tracking Guidance
5. Governor's Executive Order – No Water Turn-offs
 - a. District instituted this policy as well as a No Late Fee – No Penalty Fees
6. Wipe-down between shifts
7. Each operator in separate designated vehicle.
8. Received additional PPE. Administration Staff will be on normal schedule 8-4:30 starting Monday May 18th
9. Operations Staff are on normal 7:00 am to 3:30 pm work schedule as of Monday, May 4th. County opened up construction sites.
10. Expanded Customer Service Work to include site visits for investigations (high bills, meter issues) week of May 11
11. Trailers for quarantine have been returned – May 1
12. District to begin wastewater sampling in conjunction with County effort to determine presence of COVID19 in communities – May 11
13. Temporary Admin Support Workers brought back to Office (Provider incentivized due to PPP Funds) – June 1
14. Lobby Modifications: Glass will be equipped with speaker plates to allow the communication between customer and clerk without opening the sliding window.
15. Board Meetings open to the public.

Date: August 26, 2020

Response Activities to COVID19 Health Emergency

Prepared by: Mario Iglesias, General Manager

16. County Offices Continued Closed with Appointments provided to some departments as needed.
17. June 18, 2020, Governor Order issued requiring face masks be worn in public places. District management purchased disposable face masks for staff, Board Members, and any public that attends District Board Meetings and lack a face mask.