

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER

DATE: OCTOBER 8, 2020



PRESENTATIONS AND REPORTS

The following presentations and reports are scheduled:

- C-1) QUARTERLY ENGINEER'S REPORT, DIRECTOR OF ENGINEERING AND OPERATIONS REPORT ON DISTRICT PROJECTS SYSTEM-WIDE
[RECOMMEND RECEIVE AND FILE]
- C-2) DIRECTORS' ANNOUNCEMENTS OF DISTRICT AND COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES AND SEMINARS.
Receive Announcements and Reports from Directors
- C-3) RECEIVE PUBLIC COMMENT ON PRESENTATIONS AND REPORTS PRESENTED UNDER ITEM C AND BY MOTION RECEIVE AND FILE PRESENTATIONS AND REPORTS

Engineering and Operations Update – July 2020 to September 2020



Peter V. Sevcik, P.E.
Director of Engineering and Operations
Nipomo Community Services District
October 14, 2020



COVID-19 Response Current Status

- Following CDC, state and local guidance
- Monitoring health of staff
- Operations office access restricted to District staff
- Staff working normal schedule
- Performing normal operations and maintenance tasks
- Monitoring inventory and availability of critical services, materials and supplies
- Continuing work on construction projects

Completed Projects

Southland WWTF Storage Building

- 1440 sf steel storage building
- Original contract cost - \$175,000
- Final contract cost - \$188,114
- Board accepted 9/9/2020



Completed Projects

Supplemental Water Project Nipomo Area Pipeline Improvements

- 12,000 linear feet of 16 inch diameter water line
- Original contract cost - \$2,902,107
- Final contract Cost - \$3,024,853
- Board acceptance recommended 10/14/2020



Completed Projects

Eureka Well #2

- Replacement water supply well drilled to depth of 615 feet
- 1000 gpm capacity anticipated
- Original contract cost - \$738,678
- Final contract Cost – \$773,453
- Board acceptance recommended 10/14/2020



Projects in Construction

Supplemental Water Project Joshua Road Pump Station Pump #1-4 Improvements

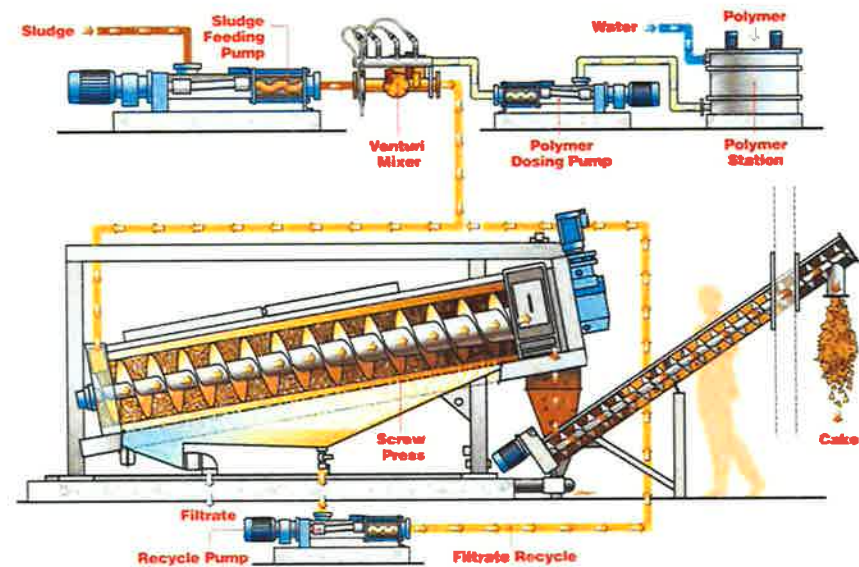
- Board bid award –
7/22/2020
- Contract cost - \$385,149
- Notice to proceed issued –
8/19/2020
- Projected completion date –
5/3/2021
- Submittal review in progress



Projects in Bid Phase

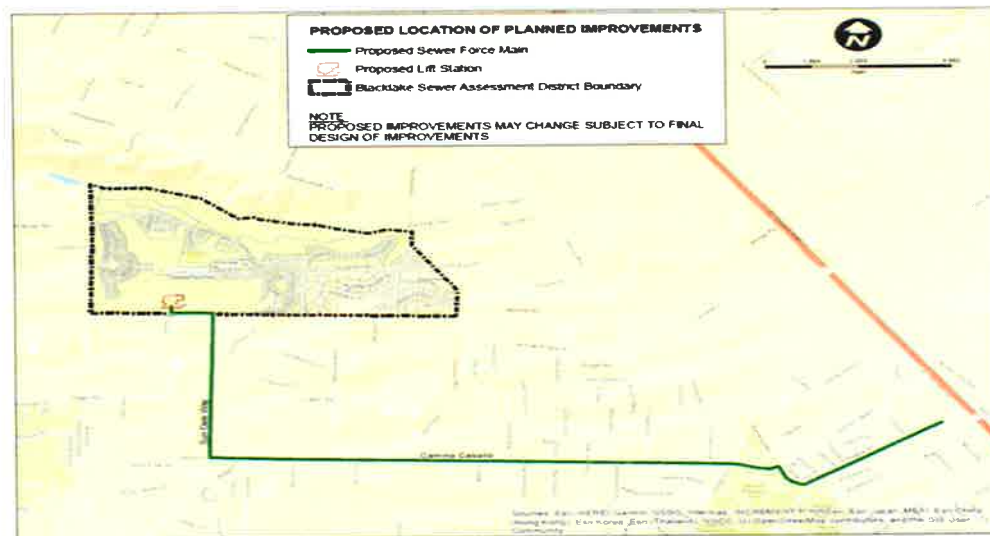
Southland WWTF Screw Press

- Bid date – 9/2020
- Board bid award – 10/14/2020
- Tentative Completion Date – 10/2021
- Contract Cost – \$969,200



Projects in Design

Blacklake Sewer System Consolidation Project



- Tentative Board authorization to bid – 1/2022
- Tentative Board construction contract award – 5/2022
- Tentative construction completion date – 3/2024



Projects in Design

Blacklake Sewer System Consolidation Project

- Permitting assistance contract approved – 7/2020
 - Southland WWTF and Blacklake WRF permitting in progress
- Design contract for lift station and force main approved – 8/2020
 - Preliminary design in progress
- Authorization to issue CEQA RFP pending Board approval – 10/4/2020
- Tentative Board approval of CEQA consultant – 12/2020

Projects in Design

Blacklake Sewer System Consolidation

BLACKLAKE SEWER SYSTEM CONSOLIDATION PROJECT
STATUS REPORT DATE 10/14/2020

Item	Description	Project Budget Costs	Contract Costs Authorized to Date	% Budget of Costs to Date	Actual Costs to Date	% Actual Costs to Date
1	Blacklake Lift Station	\$ 605,550	\$ -	0.0%	\$ -	0.0%
2	Force Main	\$ 5,162,350	\$ -	0.0%	\$ -	0.0%
3	WRF Demolition	\$ 915,400	\$ -	0.0%	\$ -	0.0%
4	Construction Total	\$ 6,683,300	\$ -	0.0%	\$ -	0.0%
5	Permitting (CEQA)	\$ 116,240	\$ -	0.0%	\$ -	0.0%
6	Engineering Design	\$ 871,800	\$ 639,440	73.3%	\$ 38,620.25	4.4%
7	Construction Management and Inspection	\$ 871,800	\$ -	0.0%	\$ -	0.0%
8	Contingency	\$ 1,743,600	\$ -	0.0%	\$ -	0.0%
9	Total Project Cost	\$ 10,286,740	\$ 639,440	6.2%	\$ 38,620.25	0.4%

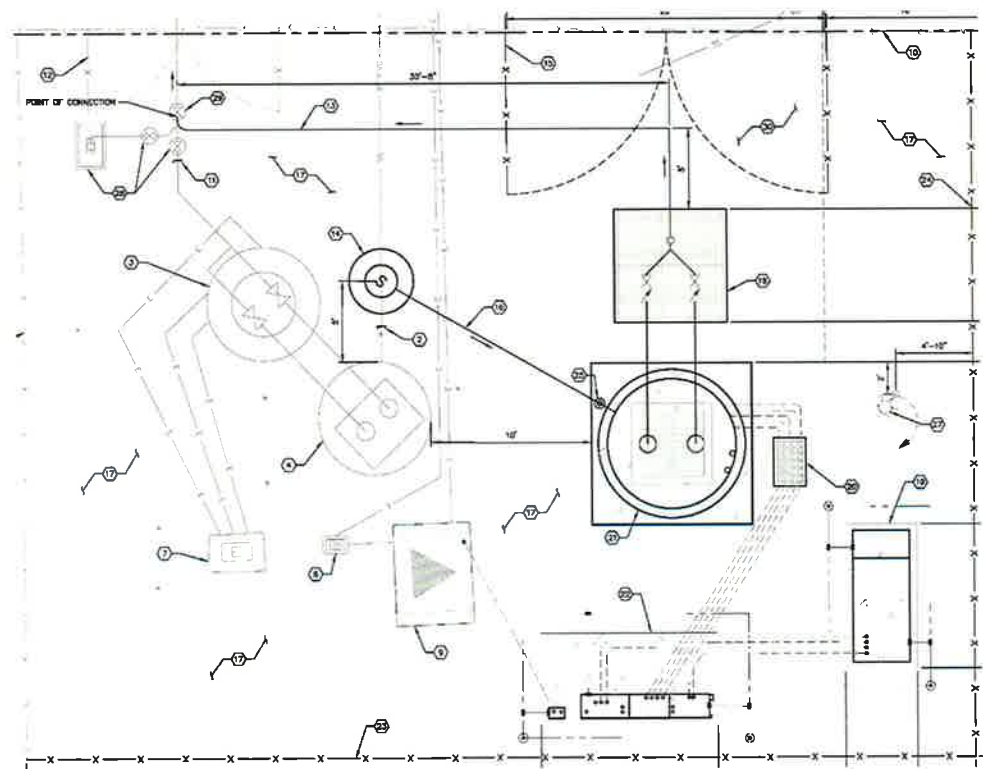
Notes:

- 1
- 2
- 3
- 4
- 5
- 6 Cannon \$594,612 and MKN \$44,828
- 7
- 8
- 9 Estimated Project Cost Included in Assessment Engineer's Report \$10,286,740

Projects in Design

Nipomo Palms Lift Station Replacement

- Tentative bid date – 10/2020
- Tentative Board contract award – 12/2020



Projects in Design

Southland WWTF Blower #3

- Design in progress
- Tentative Board authorization to bid – 11/2020
- Tentative bid date – 12/2020
- Tentative Board construction contract award – 2/2021

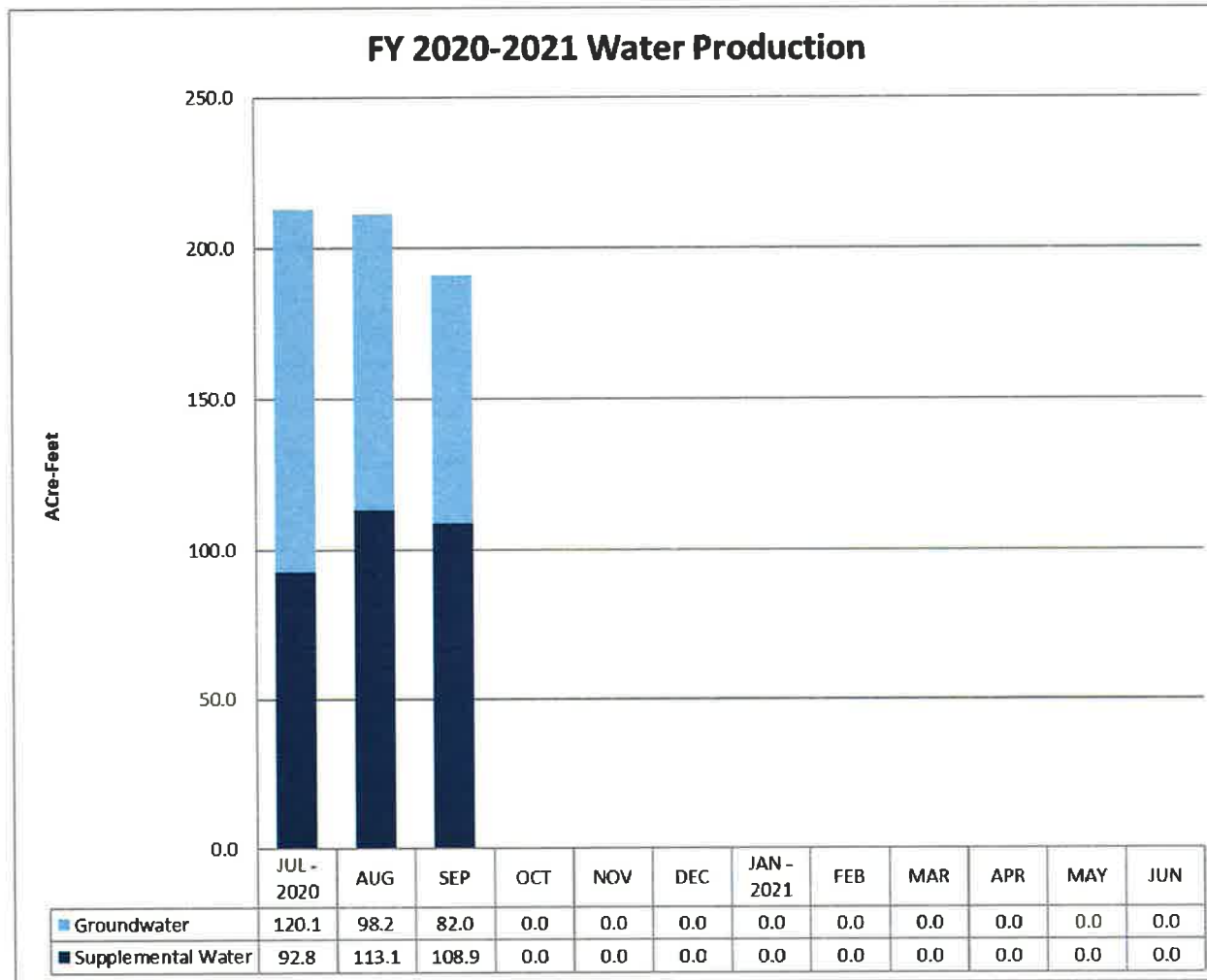




Other Projects in Design

- Supplemental Water Project Interconnects
- Woodgreen Lift Station
- Branch Street Watermain Replacement
- District Office Generator
- Eureka Well #2 Pump and Controls

Operations – Water System



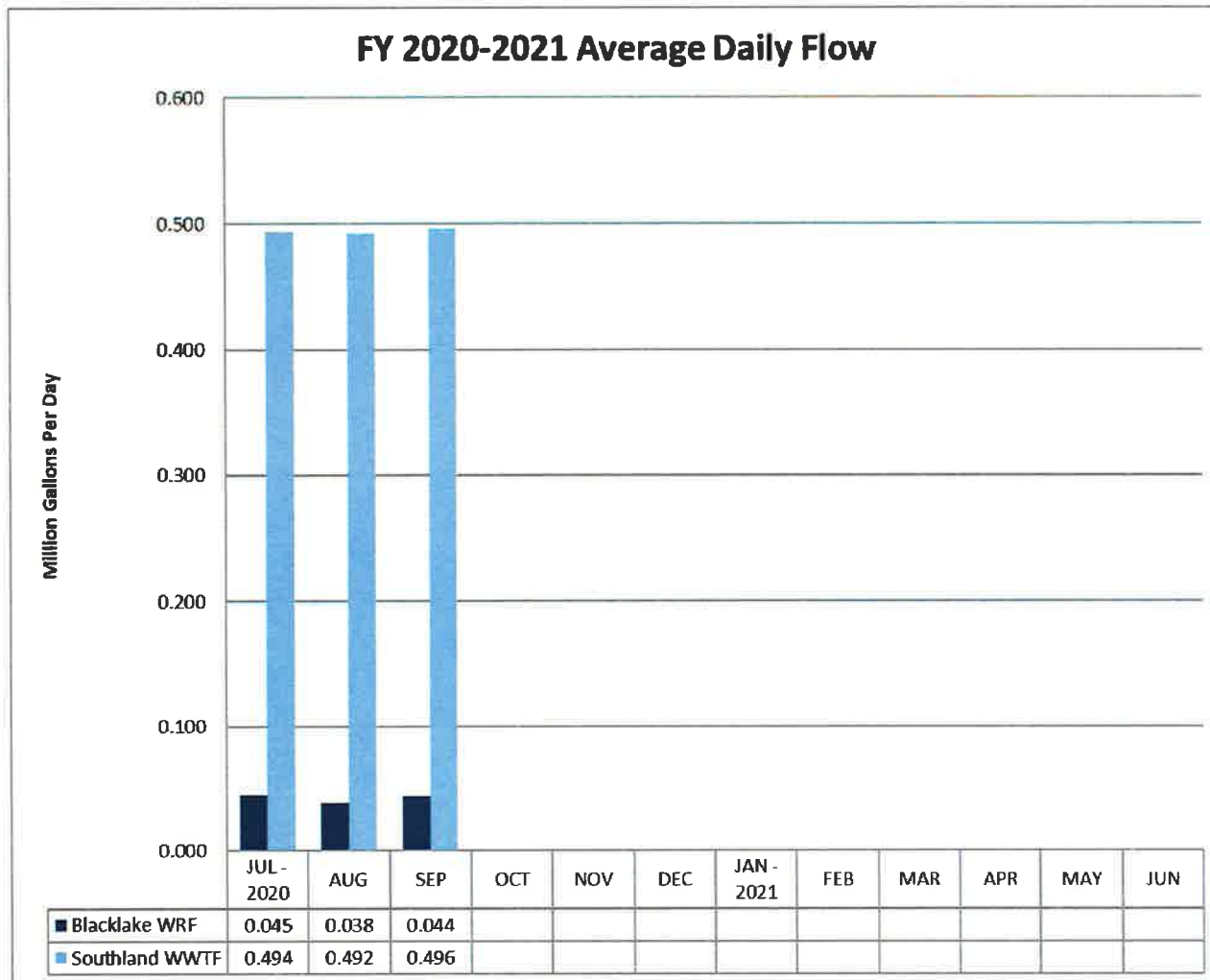
Supplemental Water	314.9 AF
Groundwater	300.4 AF
FY 20-21 Total Production To Date	615.3 AF



Operations – Water System

- **State Water Resources Control Board Division of Drinking Water**
 - Submitted routine monthly coliform, quarterly raw water coliform, quarterly nitrate, quarterly disinfection byproducts
 - Triannual nitrite, triannual general mineral and general physical, triannual inorganic chemical, triannual volatile organic chemical
- **Other Water Operations**
 - Evaluated and selected vendor for water system data management software
 - Ordered replacement trucks – tentative delivery 10/2020
 - Ordered water truck – tentative delivery 2/2021
 - Annual steel tank cathodic protection system maintenance

Operations – Wastewater



Blacklake WRF	3.8 MG
Southland WWTF	45.4 MG
FY 20-21 Total Wastewater Flow Treated To Date	49.2 MG or 151 AF



Operations – Wastewater System

- **State Water Resources Control Board**
 - Routine monthly and quarterly reports submitted
- **Other Wastewater Operations**
 - Evaluating newly adopted general waste discharge order provisions for impact on operation of Southland and Blacklake wastewater treatment plants
 - Evaluating options to repair corrosion damage in Southland WWTF influent pump station as well as develop mitigation measures to limit future corrosion issues



Engineering and Operations

Questions

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER



DATE: OCTOBER 8, 2020

AGENDA ITEM

D

OCTOBER 14, 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 SEPTEMBER 9, 2020, REGULAR BOARD MEETING MINUTES
[RECOMMEND APPROVE MINUTES]
- D-3) ACCEPT EUREKA WELL REPLACEMENT PROJECT [RECOMMEND, BY MOTION AND ROLL CALL
VOTE, ACCEPT PROJECT AND DIRECT STAFF TO FILE NOTICE OF COMPLETION]
- D-4) AUTHORIZE STAFF TO ISSUE REQUEST FOR PROPOSALS FOR CEQA COMPLIANCE SERVICES
FOR BLACKLAKE SEWER SYSTEM CONSOLIDATION PROJECT [RECOMMEND AUTHORIZE STAFF
TO ISSUE REQUEST FOR PROPOSALS]
- D-5) ACCEPT SUPPLEMENTAL WATER PROJECT NIPOMO AREA PIPELINE IMPROVEMENTS
[RECOMMEND BY MOTION AND ROLL CALL VOTE, ACCEPT PROJECT AND DIRECT STAFF TO
FILE NOTICE OF COMPLETION]
- D-6) CONSIDER REQUEST FOR WATER, SEWER AND SOLID WASTE SERVICE (INTENT-TO-SERVE
LETTER) FOR TRACT 3148, A MIXED USE SUBDIVISION LOCATED AT 691 TEFFT STREET
[RECOMMEND CONSIDER INTENT-TO-SERVE LETTER AND APPROVE WITH CONDITIONS]
- D-7) AUTHORIZE TASK ORDER FOR NIPOMO COMMUNITY SERVICES DISTRICT'S ADMINISTRATION
COMPUTER SYSTEM SERVER REPLACEMENT PROJECT [RECOMMEND ADOPT RESOLUTION
AUTHORIZING STAFF TO EXECUTE TASK ORDER IN THE AMOUNT OF \$36,220 WITH CLEVER
DUCKS, AND AUTHORIZE CHANGE ORDER CONTINGENCY IN THE AMOUNT OF \$2,000]
- D-8) AWARD CONSTRUCTION CONTRACT FOR SOUTHLAND WASTEWATER TREATMENT FACILITY
SCREW PRESS PROJECT TO CUSHMAN CONTRACTING CORPORATION [RECOMMEND ADOPT
RESOLUTION AWARDDING CONTRACT TO CUSHMAN CONTRACTING CORPORATION IN THE
AMOUNT OF \$969,200, AUTHORIZING STAFF TO EXECUTE CONTRACT, AND AUTHORIZING
CHANGE ORDER CONSTRUCTION CONTINGENCY IN AN AMOUNT UP TO \$90,000 AND
APPROVING BUDGET ADJUSTMENT IN THE AMOUNT OF \$251,000]
- D-9) APPROVE TASK ORDER WITH MNS ENGINEERS INC. FOR CONSTRUCTION MANAGEMENT
SERVICES FOR SOUTHLAND WASTEWATER TREATMENT FACILITY SCREW PRESS PROJECT
[RECOMMEND BY MOTION AND ROLL CALL APPROVE TASK ORDER WITH MNS ENGINEERS,
INC. IN THE AMOUNT OF \$165,000 AND AUTHORIZE STAFF TO EXECUTE TASK ORDER]
- D-10) APPROVE TASK ORDER WITH MKN & ASSOCIATES INC. FOR ENGINEERING SERVICES DURING
CONSTRUCTION FOR SOUTHLAND WASTEWATER TREATMENT FACILITY SCREW PRESS
PROJECT [RECOMMEND BY MOTION AND ROLL CALL APPROVE TASK ORDER WITH MKN &
ASSOCIATES INC. IN THE AMOUNT OF \$26,737 AND AUTHORIZE STAFF TO EXECUTE TASK
ORDER]

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER

FROM: LISA BOGNUDA 
FINANCE DIRECTOR

DATE: SEPTEMBER 18, 2020



WARRANTS

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$524,571.91
HAND WRITTEN CHECKS	NONE
VOIDED CHECKS	#6308



Nipomo Community Services District

Item D-1 Warrants OCTOBER 14, 2020

By Payment Number

Payment Dates 10/14/2020 - 10/14/2020

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 6421				
Abalone Coast Analytical, Inc.	Lab tests	5068	10/14/2020	6,808.00
Payment 6421 Total:				6,808.00
Payment: 6422				
Alexander's Contract Services,	Meter reading	202009290872	10/14/2020	2,482.75
Alexander's Contract Services,	Meter reading	202009290873	10/14/2020	191.21
Payment 6422 Total:				2,673.96
Payment: 6423				
Amazon Capital Services, Inc.	Touchless Thermometer	1JW7-G9G7-D314	10/14/2020	32.15
Payment 6423 Total:				32.15
Payment: 6424				
American Industrial Supply	Clamp and tape	348677	10/14/2020	62.05
Payment 6424 Total:				62.05
Payment: 6425				
American Society of Civil Engi	Membership renewal	Sevcik	10/14/2020	300.00
Payment 6425 Total:				300.00
Payment: 6426				
Aqua-Metric Sales, Co.	Meters	0079222	10/14/2020	45,113.64
Payment 6426 Total:				45,113.64
Payment: 6427				
AT&T	Telephone	15359666	10/14/2020	169.66
AT&T	Telephone	15359665	10/14/2020	27.88
AT&T	Telephone	15359667	10/14/2020	243.17
Payment 6427 Total:				440.71
Payment: 6428				
Brenntag Pacific, Inc.	Sodium Hypochlorite	BPI83018	10/14/2020	135.33
Brenntag Pacific, Inc.	Sodium Hypochlorite	BPI84754	10/14/2020	1,001.25
Brenntag Pacific, Inc.	Sodium Hypochlorite	BPI84761	10/14/2020	211.09
Brenntag Pacific, Inc.	Ammonium Sulfate	BPI84755	10/14/2020	1,067.37
Brenntag Pacific, Inc.	Ammonium Sulfate	BPI85372	10/14/2020	1,177.30
Brenntag Pacific, Inc.	Sodium Hypochlorite	BPI84759	10/14/2020	248.99
Brenntag Pacific, Inc.	Sodium Hypochlorite	BPI83017	10/14/2020	651.22
Brenntag Pacific, Inc.	Ammonium sulfate	BPI84757	10/14/2020	160.20
Brenntag Pacific, Inc.	Sodium Hypochlorite	BPI84756	10/14/2020	360.86
Brenntag Pacific, Inc.	Ammonium sulfate	BPI84758	10/14/2020	533.69
Brenntag Pacific, Inc.	Sodium Hypochlorite	BPI84762	10/14/2020	595.41
Brenntag Pacific, Inc.	Ammonium Sulfate	BPI84760	10/14/2020	293.37
Payment 6428 Total:				6,436.08
Payment: 6429				
Brown, Kenneth	Grade II certificatie renewal	Brown	10/14/2020	110.00
Payment 6429 Total:				110.00
Payment: 6430				
Cabreros, Clarence C	164 S Mallagh - PCIA Deposit r	INV0006864	10/14/2020	3,314.19
Payment 6430 Total:				3,314.19
Payment: 6431				
Cabreros, Clarence C	164 S Mallagh Bond Deposit-fi	INV0006863	10/14/2020	2,430.00
Payment 6431 Total:				2,430.00
Payment: 6432				
Cannon Corporation	Eureka well construction man	73749	10/14/2020	7,008.57
Payment 6432 Total:				7,008.57

Item D-1 Warrants OCTOBER 14, 2020

Payment Dates: 10/14/2020 - 10/14/2020

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 6433				
Carquest Auto Parts	Vehicle repair/maintenance	INV0006859	10/14/2020	429.28
Payment 6433 Total:				429.28
Payment: 6434				
Center For Hearing Health, Inc	Annual audiometric testing	18161	10/14/2020	600.00
Payment 6434 Total:				600.00
Payment: 6435				
Charter Communications	Internet - Shop and/or Office	0224495092020	10/14/2020	734.20
Charter Communications	Internet - Shop and/or Office	0225708092220	10/14/2020	734.20
Payment 6435 Total:				1,468.40
Payment: 6436				
Clever Ducks	Computer expense	29271	10/14/2020	2,547.00
Payment 6436 Total:				2,547.00
Payment: 6437				
Engel & Gray, Inc.	Biosolids collection	09X00010	10/14/2020	1,339.51
Payment 6437 Total:				1,339.51
Payment: 6438				
Excel Personnel Services, Inc.	Employment agency	3564971	10/14/2020	1,743.75
Excel Personnel Services, Inc.	Employment agency	3588075	10/14/2020	1,395.00
Excel Personnel Services, Inc.	Employment agency	3568906	10/14/2020	1,743.75
Excel Personnel Services, Inc.	Employment agency	3595832	10/14/2020	930.00
Excel Personnel Services, Inc.	Employment agency	3595831	10/14/2020	162.75
Payment 6438 Total:				5,975.25
Payment: 6439				
Famcon Pipe and Supply, Inc.	Repair clamp	S100038609.001	10/14/2020	222.94
Famcon Pipe and Supply, Inc.	Bronze saddle	S100038599.001	10/14/2020	142.46
Payment 6439 Total:				365.40
Payment: 6440				
FGL Environmental	Lab tests	082549A	10/14/2020	527.00
FGL Environmental	Lab tests	082487A	10/14/2020	864.00
Payment 6440 Total:				1,391.00
Payment: 6441				
Frontier Communications	Telephone	Sept 2020	10/14/2020	67.24
Payment 6441 Total:				67.24
Payment: 6442				
GLM Landscape Management	Landscape maintenance	Sept 2020	10/14/2020	405.00
Payment 6442 Total:				405.00
Payment: 6443				
Great Western Alarm and Co	Alarm monitoring service	200900640101	10/14/2020	37.00
Great Western Alarm and Co	Alarm monitoring service	200902062101	10/14/2020	70.00
Great Western Alarm and Co	Alarm monitoring service	200902107101	10/14/2020	70.00
Payment 6443 Total:				177.00
Payment: 6444				
Home Depot Credit Services D	Supplies	4612557	10/14/2020	277.76
Payment 6444 Total:				277.76
Payment: 6445				
Hopkins Groundwater Consult	Eureka well	4	10/14/2020	22,096.34
Payment 6445 Total:				22,096.34
Payment: 6446				
Industrial Medical Group of S	Pre-employment physical	98626	10/14/2020	85.00
Payment 6446 Total:				85.00
Payment: 6447				
Integrated Industrial Supply, I	Gloves	72382	10/14/2020	159.16
Payment 6447 Total:				159.16

Item D-1 Warrants OCTOBER 14, 2020

Payment Dates: 10/14/2020 - 10/14/2020

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 6448				
JB Dewar, Inc.	Pump oil	123655	10/14/2020	344.44
Payment 6448 Total:				344.44
Payment: 6449				
Maldonado, Francisco	Reimbursement for online co	Maldonado	10/14/2020	230.00
Payment 6449 Total:				230.00
Payment: 6450				
Mechanics Bank	Petty Cash	Sept 2020	10/14/2020	184.59
Payment 6450 Total:				184.59
Payment: 6451				
Mettler-Toledo, LLC	Calibrate CTR	654877374	10/14/2020	611.40
Payment 6451 Total:				611.40
Payment: 6452				
Mission Uniform Service	Uniforms	513376714	10/14/2020	211.71
Mission Uniform Service	Uniforms	513282315	10/14/2020	170.94
Mission Uniform Service	Uniforms	513329295	10/14/2020	170.94
Payment 6452 Total:				553.59
Payment: 6453				
MNS Engineers, Inc.	Construction Mgmt-Joshua Rd	75945	10/14/2020	4,581.50
MNS Engineers, Inc.	Nipomo area pipeline	75944	10/14/2020	30,177.31
Payment 6453 Total:				34,758.81
Payment: 6454				
Newton Geo-Hydrology Cons	Litigation support	Sept 2020	10/14/2020	740.00
Payment 6454 Total:				740.00
Payment: 6455				
Nunley & Associates, Inc.	SouthInad WWTF blower impr	8182	10/14/2020	5,638.09
Nunley & Associates, Inc.	Dana Reserve	8193	10/14/2020	3,836.49
Nunley & Associates, Inc.	PCIA	8183	10/14/2020	61.80
Nunley & Associates, Inc.	Screw press	8191	10/14/2020	1,223.00
Nunley & Associates, Inc.	GIS assistance	8174	10/14/2020	292.52
Nunley & Associates, Inc.	2019 water audit validation	8176	10/14/2020	3,357.80
Nunley & Associates, Inc.	Joshua Pump	8198	10/14/2020	289.43
Nunley & Associates, Inc.	PCIA Tract 2312	8181	10/14/2020	463.50
Payment 6455 Total:				15,162.63
Payment: 6456				
Nu-Tech Pest Management	Rodent control	0153477	10/14/2020	265.00
Nu-Tech Pest Management	Rodent control	0153484	10/14/2020	75.00
Payment 6456 Total:				340.00
Payment: 6457				
Office Depot	Office supplies	124865452001	10/14/2020	105.08
Office Depot	Office supplies	120890045001	10/14/2020	60.58
Office Depot	Office supplies	127117648001	10/14/2020	104.62
Office Depot	Office supplies	120178132001	10/14/2020	306.81
Office Depot	Office supplies	122870656001	10/14/2020	102.84
Payment 6457 Total:				679.93
Payment: 6458				
Perry's Electric Motors & Cont	Motor repair	24527	10/14/2020	2,507.02
Payment 6458 Total:				2,507.02
Payment: 6459				
Praxair Distribution, Inc.	Cylinder	23227856	10/14/2020	52.38
Praxair Distribution, Inc.	Cylinder	99047956	10/14/2020	52.38
Payment 6459 Total:				104.76
Payment: 6460				
Quinn Company	Nuts/lockwasher	PC030322623	10/14/2020	15.01
Payment 6460 Total:				15.01

Item D-1 Warrants OCTOBER 14, 2020

Payment Dates: 10/14/2020 - 10/14/2020

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 6461				
R. Baker, Inc.	Nipomo pipeline	7	10/14/2020	27,473.41
Payment 6461 Total:				27,473.41
Payment: 6462				
Ray Morgan Company	Copier maintenance	CM3076463	10/14/2020	-398.65
Ray Morgan Company	Canon Copier C5540i	3076518	10/14/2020	6,220.50
Payment 6462 Total:				5,821.85
Payment: 6463				
Rogers, Anderson, Malody & S	Audit services FY 19-20	64248	10/14/2020	16,500.00
Payment 6463 Total:				16,500.00
Payment: 6464				
Santa Maria Ford Lincoln	Vehicle repair/maintenance	195768	10/14/2020	46.10
Santa Maria Ford Lincoln	Vehicle repair/maintenance	195767	10/14/2020	50.45
Payment 6464 Total:				96.55
Payment: 6465				
Santa Maria Times	Ordinance summary	9240	10/14/2020	190.50
Santa Maria Times	Employment ad	6306	10/14/2020	395.00
Payment 6465 Total:				585.50
Payment: 6466				
Sedaru, Inc.	Annual subscription	310-002-01A	10/14/2020	3,000.00
Payment 6466 Total:				3,000.00
Payment: 6467				
SGS Guadalupe	Can 17	780138758	10/14/2020	533.78
SGS Guadalupe	Can 17	780138260	10/14/2020	598.46
Payment 6467 Total:				1,132.24
Payment: 6468				
SLO County Clerk-Recorder	Lien release fee	INV0006865	10/14/2020	20.00
Payment 6468 Total:				20.00
Payment: 6469				
SLO County Environmental He	Cross Connection program	126734	10/14/2020	5,494.20
Payment 6469 Total:				5,494.20
Payment: 6470				
SoCalGas	Heat - shop/office	Sept	10/14/2020	19.27
Payment 6470 Total:				19.27
Payment: 6471				
South County Sanitary Service	Trash-office	7023309	10/14/2020	48.26
South County Sanitary Service	Trash-Old Town	7024232	10/14/2020	255.91
South County Sanitary Service	Trash-Southland WWTF	7024592	10/14/2020	226.20
Payment 6471 Total:				530.37
Payment: 6472				
Terminix Commercial	Pest control-office	173674232391	10/14/2020	62.00
Payment 6472 Total:				62.00
Payment: 6473				
Tesco Controls, Inc.	SCADA programming for new	71524	10/14/2020	5,952.00
Payment 6473 Total:				5,952.00
Payment: 6474				
Tribune	Public Notice	104757742-09182020	10/14/2020	179.08
Payment 6474 Total:				179.08
Payment: 6475				
United Rentals	Water truck rental	165510172-024	10/14/2020	2,567.25
Payment 6475 Total:				2,567.25
Payment: 6476				
US Bank National Association	CWEA renewal-Iglesias	Sept 2020I	10/14/2020	192.00
US Bank National Association	Board meeting supplies	Sept 2020A	10/14/2020	17.00
US Bank National Association	Recording fee	Sept 2020H	10/14/2020	51.49

Item D-1 Warrants OCTOBER 14, 2020

Payment Dates: 10/14/2020 - 10/14/2020

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
US Bank National Association	Travel and meals	Sept 2020E	10/14/2020	235.10
US Bank National Association	Storage unit rental	Sept 2020F	10/14/2020	199.50
US Bank National Association	Zoom/Conference calls	Sept 2020D	10/14/2020	52.57
US Bank National Association	Software purchase/subscriptio	Sept 2020B	10/14/2020	877.10
US Bank National Association	Operating supplies	Sept 2020C	10/14/2020	332.35
US Bank National Association	Employment ad	Sept 2020G	10/14/2020	45.00
Payment 6476 Total:				2,002.11
Payment: 6477				
USA Bluebook	Thermometers	365066	10/14/2020	257.61
USA Bluebook	Hydrant sampling adapter	360515	10/14/2020	84.67
USA Bluebook	Chemkeys	357976	10/14/2020	4,309.35
Payment 6477 Total:				4,651.63
Payment: 6478				
Verizon Wireless	Cell service and iPad replace	9863450883	10/14/2020	8,092.25
Payment 6478 Total:				8,092.25
Payment: 6479				
Wallace Group	FOG program	51696	10/14/2020	215.00
Payment 6479 Total:				215.00
Payment: 6480				
Water District Jobs	Recruitment advertisement	1092009	10/14/2020	145.00
Payment 6480 Total:				145.00
Payment: 6481				
WaterISAC	Annual membership	10799-2020	10/14/2020	524.00
Payment 6481 Total:				524.00
Payment: 6482				
Zim Industries, Inc.	Eureka well	3	10/14/2020	266,294.50
Payment 6482 Total:				266,294.50

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER

FROM: LISA BOGNUDA
FINANCE DIRECTOR

DATE: OCTOBER 9, 2020



WARRANTS – BLACKLAKE ASSESSMENT DISTRICT 2020 -1

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$4,868.83
--	------------



Item D-1 Warrants BL A/D 2020-1 OCTOBER 14, 2020

Nipomo Community Services District

By Payment Number

Payment Dates 10/14/2020 - 10/14/2020

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 3 Nunley & Associates, Inc.	Southland WWTF Capacity Ev	8192	10/14/2020	4,868.83
Payment 3 Total:				4,868.83

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER

DATE: OCTOBER 9, 2020

AGENDA ITEM
D-2
OCTOBER 14, 2020

**APPROVE SEPTEMBER 23, 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. September 23, 2020 draft Regular Board Meeting Minutes

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community since 1965

DRAFT REGULAR MINUTES

SEPTEMBER 23, 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

Vice President Armstrong called the Regular Meeting of September 9, 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, Director Woodson, Eby, Blair and Armstrong were present. President Gaddis was absent.

There were no public comments.

C. PRESENTATIONS AND REPORTS

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

Receive Announcements and Reports from Directors

Director Eby

- *September 17, attended LAFCO meeting remotely.*

SUBJECT TO BOARD APPROVAL

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

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

There were no public comments.

*Upon the motion of Director Eby and seconded, the Board unanimously approved receiving and filing presentations and reports.
Vote 4-0.*

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

D. CONSENT AGENDA

- D-1) WARRANTS [RECOMMEND APPROVAL]
D-2) APPROVE SEPTEMBER 9, 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 the Consent Agenda.
Vote 4-0.*

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

E. ADMINISTRATIVE ITEMS

- E-1) REVIEW COMPREHENSIVE ANNUAL FINANCIAL REPORT (AUDIT REPORT) FOR FISCAL YEAR 2019-2020 [RECOMMEND RECEIVE AND FILE 2019-2020 AUDIT REPORT]

Terry Shea, CPA, of Rogers, Anderson, Malody & Scott LLP, presented the Comprehensive Annual Financial Report and answered questions from the Board.

Phil Henry, NCSD resident, asked about accounting for the Blacklake Assessment District project.

*Upon the motion of Director Blair and seconded, the Board unanimously approved the motion to receive and file the Fiscal Year 2019-2020 audit report.
Vote 4-0.*

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

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

- E-2) INTRODUCE ORDINANCE AMENDING CHAPTER 4.12 OF THE NIPOMO COMMUNITY SERVICES DISTRICT CODE TO ADD PROVISIONS RELATING TO SEWER SERVICES FEES FOR ACCESSORY DWELLING UNITS [RECOMMEND REVIEW AND DISCUSS REVISIONS, INTRODUCE ORDINANCE, READ BY TITLE ONLY AND WAIVE FURTHER READING OF ORDINANCE]

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

There were no public comments.

Upon the motion of Director Eby and seconded, the Board unanimously moved to introduce and read by title only Ordinance 2020-132 and waive further reading of the ordinance.

Craig Steele, District Legal Counsel, read the Ordinance in title only, ORDINANCE 2020-132, AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT AMENDING NIPOMO COMMUNITY SERVICES DISTRICT CODE SECTION 4.12 ADDING PROVISIONS RELATED TO SEWER SERVICE FEES FOR ACCESSORY DWELLING UNITS.

Vote 4-0.

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

ORDINANCE 2020-132

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT AMENDING
NIPOMO COMMUNITY SERVICES DISTRICT CODE SECTION
4.12 ADDING PROVISIONS RELATED TO SEWER SERVICE FEES
FOR ACCESSORY DWELLING UNITS.**

- E-3) REVIEW AND CONSIDER ADVANCING SOLID WASTE PROGRAMS FOR FISCAL YEAR 2021 THAT BENEFIT THE COMMUNITY [RECOMMEND REVIEW AND CONSIDER SOLID WASTE PROGRAMS AND DIRECT STAFF]

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

There were no public comments.

The Board directed Staff to do the following:

- Work with garbage company to provide a one billing cycle (two months) rate holiday
- Work with garbage company on Clean up week program
- Check with SLO County of abandoned car removal
- Provide Board with written proposal for clean streets program

F. GENERAL MANAGER'S REPORT

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

SUBJECT TO BOARD APPROVAL

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

There were no public comments.

G. COMMITTEE REPORTS

None

H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

None

I. CLOSED SESSION ANNOUNCEMENTS

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

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

District Legal Counsel, Craig Steele, stated there was no need for Closed Session.

ADJOURN MEETING

Vice President Armstrong adjourned the meeting at 9:52 a.m.

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	0 hour 52 minutes
Closed Session	0 hour 00 minutes
TOTAL HOURS	0 hour 52 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: OCTOBER 8, 2020

AGENDA ITEM
D-3
OCTOBER 14, 2020

ACCEPT EUREKA WELL REPLACEMENT PROJECT

ITEM

Accept work performed by Zim Industries Inc. for Eureka Well Replacement Project (Eureka Well #2) and authorize staff to file Notice of Completion [RECOMMEND, BY MOTION AND ROLL CALL VOTE, ACCEPT PROJECT AND DIRECT STAFF TO FILE NOTICE OF COMPLETION].

BACKGROUND

On March 11, 2020, the Board awarded a construction contract for the Eureka Well Replacement Project (Eureka Well #2) to Zim Industries Inc. The work involved the drilling of a replacement water supply well (Eureka Well #2) on the same site as the original Eureka Well after the well casing failed and staff determined that the original well was no longer serviceable. Drilling of the new well has been completed.

FISCAL IMPACT

Construction Contract Cost Summary	
Original Contract Amount	\$738,678
Final Contract Amount	\$773,453

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, accept the project and authorize the General Manager to file a Notice of Completion for the project.

ATTACHMENTS

None

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER



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



DATE: OCTOBER 8, 2020

AGENDA ITEM
D-4
OCTOBER 14, 2020

**AUTHORIZE STAFF TO ISSUE REQUEST FOR PROPOSALS
FOR CEQA COMPLIANCE SERVICES FOR
BLACKLAKE SEWER SYSTEM CONSOLIDATION PROJECT**

ITEM

Authorize staff to issue Request for Proposals for California Environmental Quality Act Compliance Services for Blacklake Sewer System Consolidation Project [RECOMMEND AUTHORIZE STAFF TO ISSUE REQUEST FOR PROPOSALS].

BACKGROUND

The Nipomo Community Services District ("District") worked with the Blacklake community to create an assessment district to fund the proposed Blacklake Sewer System 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.

At the August 26, 2020 Board meeting, the Board authorized a contract with Cannon Corporation for the design of the project. Cannon has initiated the design process and is scheduled to complete the preliminary design in early 2021.

The next step to implement the project is to solicit proposals from California Environmental Quality Act (CEQA) compliance consultants and select a consultant through a qualifications-based selection process to prepare and process the required environmental documentation for the Project for compliance with CEQA. Staff recommends that the District hire a single qualified Consultant that can provide the following services to the District:

- CEQA Project Management
- Prepare Project Description
- Prepare Initial Study (IS) and identify any required technical studies
- Identify Mitigation Measures and Prepare Mitigated Negative Declaration (MND)
- Prepare all required regulatory notices
- Attend Hearings and Respond to Comments
- Prepare Notice of Determination/Finding of No Significant Impact
- Identify Regulatory Permits Needed for Construction
- Coordinate with District design consultant as necessary
- Prepare Mitigation and Monitoring Plan

Staff anticipates to present the results of the qualifications-based consultant selection process and seek Board authorization to award a contract for CEQA compliance services with the highest ranked consultant at the December 9, 2020 Board meeting.

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.

A.2 Develop a pathway to complete needed upgrades and replacements for the Blacklake wastewater treatment plant.

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.

B.1 Evaluate, plan for and maintain finances that are adequate for all needs, stable, and reliable over the long-term.

B.5 Maintain adequate rates to fund future capital replacements

RECOMMENDATION

Staff recommends that the Board authorize staff to solicit proposals for CEQA compliance services for the Blacklake Sewer System Consolidation Project.

ATTACHMENTS

None

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER

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

DATE: OCTOBER 8, 2020

AGENDA ITEM
D-5
OCTOBER 14, 2020

ACCEPT SUPPLEMENTAL WATER PROJECT NIPOMO AREA PIPELINE IMPROVEMENTS

ITEM

Accept work performed by R. Baker, Inc. for Supplemental Water Project Nipomo Area Pipeline Improvements and authorize staff to file Notice of Completion [RECOMMEND, BY MOTION AND ROLL CALL VOTE, ACCEPT PROJECT AND DIRECT STAFF TO FILE NOTICE OF COMPLETION].

BACKGROUND

On December 11, 2019, the Board awarded a construction contract for the Supplemental Water Project Nipomo Area Pipeline Improvements to R. Baker Inc. The work involved the construction of approximately 11,000 linear feet of 16-inch diameter water line. Construction has been completed.

FISCAL IMPACT

Construction Contract Cost Summary	
Original Contract Amount	\$2,902,107
Final Contract Amount	\$3,024,853

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, accept the project and authorize the General Manager to file a Notice of Completion for the project.

ATTACHMENTS

None

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

AGENDA ITEM
D-6
OCTOBER 14, 2020

DATE: OCTOBER 8, 2020

**CONSIDER REQUEST FOR WATER, SEWER AND SOLID WASTE
SERVICE (INTENT-TO-SERVE LETTER) FOR TRACT 3148,
A MIXED USE SUBDIVISION LOCATED AT 691 TEFFT STREET**

ITEM

Consider request for water, sewer and solid waste service (Intent-to-Serve Letter) for Tract 3148 a 26 parcel mixed use subdivision located at 691 Tefft Street, APN 092-577-008 [RECOMMEND CONSIDER INTENT-TO-SERVE LETTER AND APPROVE WITH CONDITIONS].

BACKGROUND

The District received an application for water, sewer and solid waste service for Tract 3148 located at 691 Tefft Street, APN 092-577-008, on September 24, 2019. The applicant, Ahmad Mashayekan, is requesting water, sewer and solid waste services for a 26-parcel mixed use subdivision.

The project will consist of a subdivision of 1 existing parcel into 20 residential parcels, 4 commercial parcels and 2 common area parcels. The existing 2.98 acre parcel is zoned Commercial Retail. The District currently provides water, sewer and solid waste service to the parcel.

All parcels, existing and planned, will be required to obtain water, sewer and solid waste service in compliance with current District standards. Any existing well(s) on the property will not be utilized to provide domestic water service to any part of the project.

In accordance with the District's Supplemental Water Accounting Policy, Resolution 2015-1372, water demand for the project will be tracked against the 500 AFY supplemental water project capacity reservation for new development. Based on the preliminary information provided, total water demand for the project is estimated at 13.73 acre-feet per year (AFY). After applying a credit of 1.58 AFY for the existing service (1 @ 1.5-inch), the project's supplemental water demand is estimated at 12.14 AFY. Sufficient supplemental water for the project is available.

Sufficient wastewater treatment capacity for the project is available in the District's Southland WWTF.

FISCAL IMPACT

Water and sewer capacity fees will be based on the domestic and irrigation meter sizes requested for the final County approved project as well as CAL FIRE's fire service requirements. Based on the preliminary information provided, the following services are estimated to be required:

- Domestic: 24 @ 1-inch

- Irrigation: 2 @ 1-inch
- Fire: 1 @ 6-inch
- Sewer: 24 services

The estimated fee deposit for the project is approximately \$485,574 based on the current FY 20-21 District fee schedule. Fees for Connection shall be calculated and owing as of the date the District accepts the public water and sewer improvements for the project and sets the water meter(s) to serve the affected property from which the amount of the Deposit shall be deducted.

RECOMMENDATION

Staff recommends that the Board approve the Applicant's request for an Intent-to-Serve letter for the project with the following conditions:

PROJECT-SPECIFIC CONDITIONS

- Twenty-four (24) 1-inch water meters and backflow assemblies shall be provided for indoor water use. Water capacity charges are applicable.
- Two (2) separate 1-inch irrigation meters and backflow assemblies shall be provided for irrigation use. Water capacity charges are applicable.
- A separate 6-inch fire service or larger, as required and approved by CAL FIRE of SLO County, shall be provided for fire sprinkler service. Fire capacity charges are applicable.
- Recorded Covenants, Conditions, and Restrictions (CC&R's), acceptable to the District, that include provisions for maintenance of common areas including common parcel sanitary sewer lines and formation of property owners' association that is responsible for payment of all costs related to common parcel irrigation meters, are required.

STANDARD CONDITIONS

- Project shall obtain water, sewer and solid waste service for all parcels.
- CAL FIRE of SLO County must approve the development plans prior to District approval. Fire capacity charges are applicable if dedicated fire service lateral(s) are required.
- Properly abandon any existing groundwater wells and provide documentation to District.
- Record a restriction, subject to District approval, on all parcels prohibiting use of self-regenerating water softeners.
- Pay all appropriate District fees associated with this development.
- Applicant shall provide the District with a copy of County application approval and County project conditions of approval.
- Enter into a Plan Check and Inspection Agreement and provide a deposit.
- Submit improvement plans in accordance with the District Standards and Specifications for review and approval. Applicant shall provide plans consistent with current District Standards and based on the proposed lot configuration.
- Any easements required for water and sewer improvements that will be dedicated to the District shall be offered to the District prior to final improvement plan approval.
- Any easements required for private water and/or laterals shall be recorded prior to final improvement plan approval and shall be subject to District approval.
- All water and sewer improvements to be dedicated to the District shall be bonded for or otherwise secured in the District's name prior to issuance of Will-Serve letter.
- A Will-Serve letter for the Project will be issued after improvement plans are approved and signed by the District.
- Applicant shall make a non-refundable deposit ("Deposit") at the time the District issues a Will Serve Letter in an amount equal to the then calculated Fees for Connection.

- Fees for Connection shall be calculated and owing as of the date the District sets the water meter(s) to serve the affected property from which the amount of the Deposit shall be deducted.
- Construct the improvements required and submit the following:
 - Reproducible "As Builts" - A mylar copy and digital format disk (PDF) which includes engineer, developer, tract number and water and sewer improvements
 - Offer of Dedication
 - Engineer's Certification
 - Summary of all water and sewer improvement costs
- Solid waste collection services are mandatory. Applicant shall provide proof that the Project is provided with solid waste removal services in accordance with District regulations.
- The District will set water meter(s) upon proof of a building permit from the County of San Luis Obispo, the District's acceptance of improvements to be dedicated to the District, if applicable, and the final payment of all charges and fees owed to the District.
- This letter is void if land use is other than mixed use as defined by the District.
- Intent-to-Serve letters shall automatically terminate three (3) years, from date of issuance. However, Applicant shall be entitled to a one-year extension upon the following conditions:
 - Applicant makes written application for the extension prior to the expiration of the Intent-to-Serve Letter.
 - Applicant provides proof of reasonable due diligence in processing the Project.
 - Applicant agrees to revisions of the conditions contained in the Intent-to-Serve letter consistent with then existing District policies.
- This Intent-to-Serve letter shall be subject to the current and future rules, agreements, regulations, fees, resolutions and ordinances of the District.
- This Intent-to-Serve letter may be revoked, or amended, as a result of conditions imposed upon the District by a court or availability of resources, or by a change in ordinance, resolution, rules, fees or regulations adopted by the Board of Directors.
- District service is conditioned on the applicant complying with all terms, conditions, rules, and regulations of other agencies that have jurisdiction over the project.
- This Intent-to-Serve letter shall not be interpreted as the District's Board of Directors endorsement of the project.
- The District reserves the right to revoke this Intent-to-Serve letter at any time.
- The Applicant shall provide a signed copy of the Intent-to-Serve letter within thirty (30) days of issuance.

ATTACHMENTS

- A. Application
- B. Site Plan

OCTOBER 14, 2020

ITEM D-6

ATTACHMENT A



NIPOMO COMMUNITY SERVICES DISTRICT

148 SOUTH WILSON STREET
POST OFFICE BOX 326 NIPOMO, CA 93444 - 0326
(805) 929-1133 FAX (805) 929-1832
Website: ncsd.ca.gov

Office use only:
Date and Time
Complete
Application and
Fees received

RECEIVED

SEP 24 2019

NIPOMO COMMUNITY
SERVICES DISTRICT

INTENT-TO-SERVE APPLICATION

1. This is an application for: ☒ Sewer and Water Service ☐ Water Service Only
2. SLO County Planning Department/Tract or Development No.: _____
3. Project location: 691 W. TEEFT ST NIPOMO, CA 93444
4. Assessor's Parcel Number (APN) of parcel(s) to be served: 092577008
5. Owner Name: Ahmad MASIHAYEKAN
6. Mailing Address: 9850 GENESEE AVE #160 LA JOLLA, CA, 92037
7. Email: dmashay@gmail.com
8. Phone: 760 835 0720 FAX: 858 622 1811
9. Agent's Information (Architect or Engineer):
Name: Mr. Cobelli Associates
Address: 171 N. 13th St Ste B
Email: mtcob@Yahoo.com rcobelli@att.net
Phone: 805-473-1243 FAX: _____
10. Type of Project: (check box) (see Page 3 for definitions)

<input type="checkbox"/> Single-family dwelling units	<input type="checkbox"/> Multi-family dwelling units
<input type="checkbox"/> Commercial	<input checked="" type="checkbox"/> Mixed Use (Commercial and Residential)
11. Does this project require a sub-division? ☒ Yes ☐ No
If yes, number of new lots created SIX
12. Site Plan:
For all projects, submit three (3) standard size (24" x 36") and one reduced copy (8 1/2" x 11") of site plans.
Show parcel layout, water and sewer laterals, and general off-site improvements, as applicable. Note that the District only provides one domestic meter per parcel.
13. Board Approval:
Board approval is required for the following type of projects:
 - more than four dwelling units
 - property requiring sub-divisions
 - higher than currently permitted housing density
 - commercial developments

14. **RESIDENTIAL SERVICE**

Single Family Residential (SFR)

Number of Parcel's created		Proposed number of SFR	
----------------------------	--	------------------------	--

Multi-Family Residential (MFR)

Number of Parcel's created		Proposed number of MFR	
Number of Domestic Meter(s)		Estimated Meter Size(s)	
Number of Landscape Meter(s)		Estimated Meter Size(s)	
Number of Fire System(s)		Estimated Meter Size(s)	

15. **COMMERCIAL AND/OR MIXED USE SERVICE DEMAND ESTIMATES:**

Commercial and Mixed Use

Number of Parcel's created	25	Proposed number of residential dwellings	20
Number of Domestic Meter(s)	24	Estimated Meter Size(s)	1"
Number of Landscape Meter(s)	2	Estimated Meter Size(s)	1"
Number of Fire System(s)	1	Estimated Meter Size(s)	6

16. Provide an estimate of yearly water (AFY) and sewer (gallons) demand for the project prepared by a licensed Engineer/Architect.

Agreement:

The Applicant agrees that in accordance with generally accepted construction practices, Applicant shall assume sole and complete responsibility for the condition of the job site during the course of the project, including the safety of persons and property; that this requirement shall apply continuously and not be limited to normal working hours; and the Applicant shall defend, indemnify, and hold the District and District's agents, employees and consultants harmless from any and all claims, demands, damages, costs, expenses (including attorney's fees) judgments or liabilities arising out of the performance or attempted performance of the work on this project; except those claims, demands, damages, costs, expenses (including attorney's fees) judgments or liabilities resulting from the negligence or willful misconduct of the District.

Nothing in the foregoing indemnity provision shall be construed to require Applicant to indemnify District against any responsibility or liability or contravention of Civil Code §2782

Application Processing Fee.....See Attached Fee Schedule on Page 3

The District will only accept cashier's check or bank wire for the payment of Water Capacity, Sewer Capacity and other related development fees.

Date 10/2/20

Signed

Mashayekhan
(Must be signed by owner or owner's agent)

Print Name

Atmad Mashayekhan

DEFINITIONS

(Please note – these definitions do NOT reconcile with standard SLO County Planning Department definitions)

Single-family dwelling unit – means a building designed for or used to house not more than one family.

Secondary dwelling units – means an attached or detached secondary residential dwelling unit on the same parcel as an existing single-family (primary) dwelling. A secondary unit provides for complete independent living facilities for one or more persons.

Multi-family dwelling unit – means a building or portion thereof designed and used as a residence for three or more families living independently of each other under a common roof, including apartment houses, apartment hotels and flats, but not including automobile courts, or boardinghouses.

Two-family dwelling units (duplex) – means a building with a common roof containing not more than two kitchens, designed and/or used to house not more than two families living independently of each other.

Commercial – all non-residential and mixed-use projects

**APPLICATION FEES AND CHARGES
EFFECTIVE July 1, 2018**

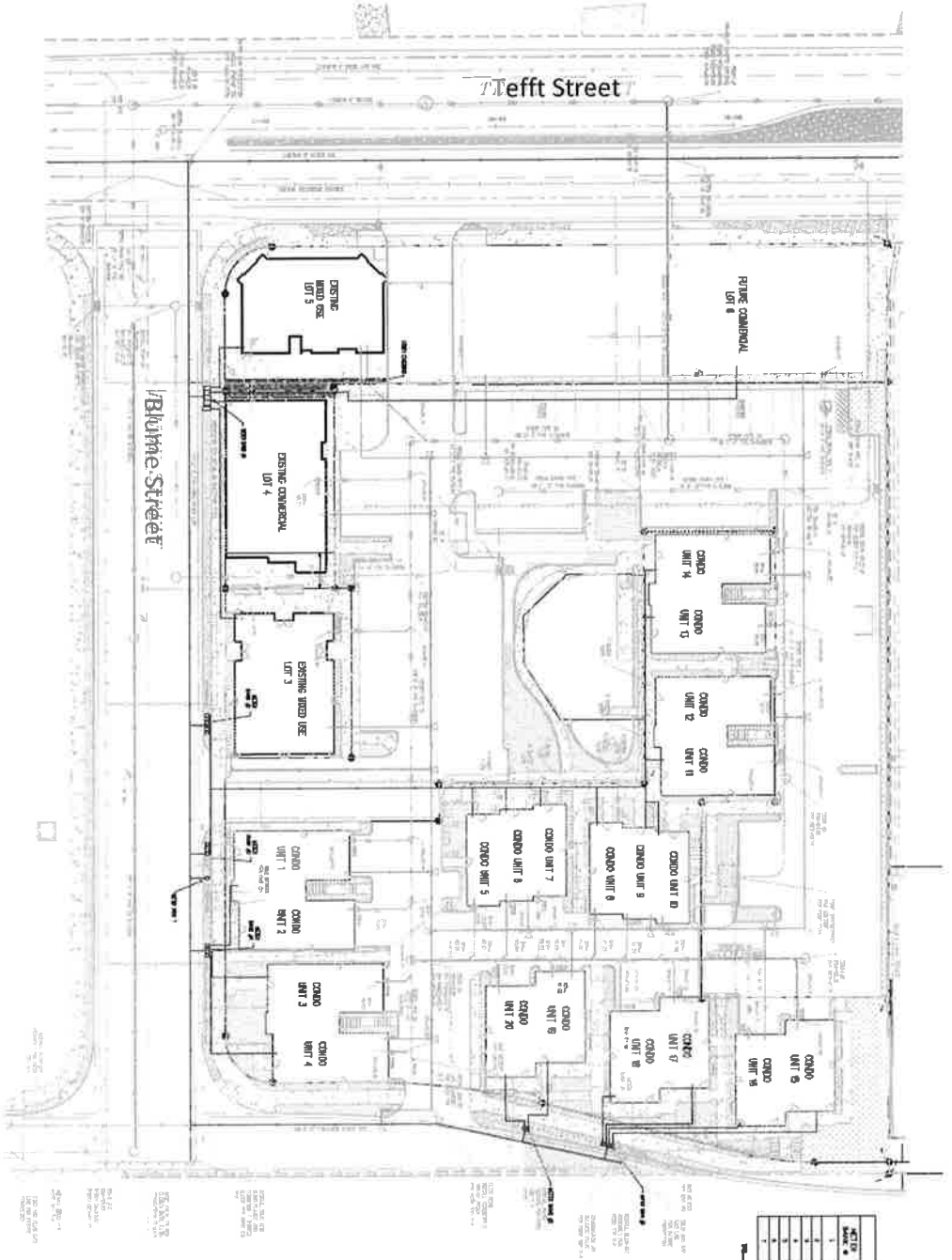
PROJECT SIZE/TYPE	TOTAL AMOUNT DUE AT TIME OF APPLICATION**
Residential <4 units	\$1,241.25
Residential 4-20 units	\$1,704.97
Residential > 20 units	\$2,007.39
Commercial <1 acre	\$1,704.97
Commercial 1-3 acres	\$2,007.39
Commercial > 3 acres	\$2,773.51
Mixed Use with less than 4 Dwelling Units	\$2,007.39
Mixed Use with four or more Dwelling Units	\$2,773.51
*Outside Consulting and Legal fees will be billed to the Applicant at direct rate	

**Commencing on July 1, 2008 and each year thereafter the Application Fees shall be adjusted by a Consumer Price Index formula.

OCTOBER 14, 2020

ITEM D-6

ATTACHMENT B



METER BANK INFORMATION

METER BANK #	UNIT	TYPE	SIZE	LOCATION	DATE
1	CONDO UNIT 1	WATER	1/2"	BLU	10/1/10
2	CONDO UNIT 2	WATER	1/2"	BLU	10/1/10
3	CONDO UNIT 3	WATER	1/2"	BLU	10/1/10
4	CONDO UNIT 4	WATER	1/2"	BLU	10/1/10
5	CONDO UNIT 5	WATER	1/2"	BLU	10/1/10
6	CONDO UNIT 6	WATER	1/2"	BLU	10/1/10
7	CONDO UNIT 7	WATER	1/2"	BLU	10/1/10
8	CONDO UNIT 8	WATER	1/2"	BLU	10/1/10
9	CONDO UNIT 9	WATER	1/2"	BLU	10/1/10
10	CONDO UNIT 10	WATER	1/2"	BLU	10/1/10
11	CONDO UNIT 11	WATER	1/2"	BLU	10/1/10
12	CONDO UNIT 12	WATER	1/2"	BLU	10/1/10
13	CONDO UNIT 13	WATER	1/2"	BLU	10/1/10
14	CONDO UNIT 14	WATER	1/2"	BLU	10/1/10
15	CONDO UNIT 15	WATER	1/2"	BLU	10/1/10
16	CONDO UNIT 16	WATER	1/2"	BLU	10/1/10

LEGEND

SYMBOL	DESCRIPTION
[Symbol]	Water Main
[Symbol]	Sewer Main
[Symbol]	Gas Main
[Symbol]	Valve
[Symbol]	Cleanout



DATE: 10/1/10
SHEET: 1



GERALD A. ASSOCIATES
10000
10000
10000

Gebulla
ASSOCIATES

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER



DATE: OCTOBER 9, 2020

AGENDA ITEM
D-7
OCTOBER 14, 2020

**AUTHORIZE TASK ORDER FOR NIPOMO COMMUNITY SERVICES
DISTRICT'S ADMINISTRATION COMPUTER SYSTEM'S
SERVER REPLACEMENT PROJECT**

ITEM

Authorize Task Order for Clever Duck's for replacement of the Nipomo Community Services District's administration computer system's server in the amount of \$36,220 [RECOMMEND ADOPT RESOLUTION AUTHORIZING STAFF TO EXECUTE TASK ORDER IN THE AMOUNT OF \$36,220.00 WITH CLEVER DUCKS, AND AUTHORIZE CHANGE ORDER CONTINGENCY IN THE AMOUNT OF \$2,000.00].

BACKGROUND

In 2012, the District selected Clever Ducks to provide services necessary to replace the then administration computer system's server. Clever Ducks continues to provide IT consulting and support to the District. A server typically is scheduled for replacement every 5-years based on best management practices and recommendations from computer network consultants. The District purchased a 3-year extended warranty on the 2012 server so it is fully supported by our vendor through 2020. A 3-year extended warranty on the proposed 2020 server is not included in the current proposal because, with computing power requirements exponentially accelerating, and the added cost, Clever Ducks suggests that the District would be better served by scheduling future server replacements in the 5-year industry recommended window. Extended warranties are offered in 1-year increments with costs escalating each year as the system becomes more of a potential liability. Given the existing server status and Clever Ducks' continuing services to the District, it is appropriate to procure these unique services and equipment without a competitive bid pursuant to the District's Purchasing Policy.

FISCAL IMPACT

The approved FY 20-21 budget includes funding in the amount of \$60,000.00 for the administration computer system server replacement project. The District received two cost estimates, one for the proposed plan presented to your Board for consideration, and a second plan that would have required additional funding. The budget was developed around the second plan that required additional funding, but was determined to be less advantageous when full review of the cost/benefit analysis was completed by staff. The bid from Clever Ducks for replacement of the server, attached to this report, is \$36,220.00, which includes \$14,553 for labor, \$10,985 for the HP Server Hardware, and \$9,000 for MS Server Software. Staff recommends that the Board also authorize a contingency amount of \$2,000.00.

STRATEGIC PLAN

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

RECOMMENDATION

Staff recommends that the Board adopt a resolution authorizing, staff to execute a Task Order for the for the administration computer system's server replacement project with Clever Ducks in the amount of \$36,220.00, authorize a change order contingency in the amount of \$2,000.00.

ATTACHMENTS

- A. Resolution 2020-15XX Administration Computer System's Server Replacement
- B. Clever Duck's Proposal – Server with Exchange On-Site

OCTOBER 14, 2020

ITEM D-7

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 THE ADMINISTRATION COMPUTER SYSTEM'S SERVER
REPLACEMENT PROJECT WITH CLEVER DUCKS**

WHEREAS, Clever Ducks, a computer network service provider, was previously selected by the District to provide computer network support services for the Nipomo Community Services District's ("District") computer needs and has completed and implemented the District's 2012 administration computer system's network upgrade; and

WHEREAS, the District selected Clever Ducks to provide computer networking services for the District, installing, upgrading, and maintaining the integrity of the District's administration's computer networking system; and

WHEREAS, the administration's computer server hardware is now about eight years old and needs to be replaced in order to a safe, secure computer system that can accept current upgraded software; and

WHEREAS, to maintain the integrity of the District's administration computer system, minimize the potential for multiple system integrators simultaneously working on the District's administration computer system, and minimize the coordination risk/expense to the District, staff recommends that the administration computer system's server replacement project be completed by Clever Ducks.; and

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

WHEREAS, Clever Ducks is qualified pursuant to Section 4.6 of the District's Purchasing Policy, the cost of the services is reasonable, and Clever Ducks is uniquely knowledgeable and qualified because similar/related services and equipment have been previously provided to the District and are currently in use; and

WHEREAS, it is in the District's best interest to procure new server equipment and services from the existing IT consultant to reduce the possibility of disruption to the District's operations, which makes Clever Ducks' proposal unique and best-positioned to meet the District's immediate needs at a lower cost than the other option the District explored

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 to the best of the Board's knowledge and constitute findings for the exclusive use of the Clever Ducks to provide professional services and equipment for the administration computer system's server replacement project.
- 2) The Board of Directors does hereby direct District staff to execute a Task Order for the administration computer system's server replacement project with Clever Ducks in the amount of \$36,220 and authorizes the General Manager to approve change orders for a not-to-exceed total aggregate amount of \$2,000.

**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 THE ADMINISTRATION COMPUTER SYSTEM'S SERVER
REPLACEMENT PROJECT WITH CLEVER DUCKS**

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 October 2020.

DAN ALLEN GADDIS

President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

MARIO IGLESIAS

General Manager
And Secretary to the Board

CRAIG A. STEELE

District Legal Counsel

OCTOBER 14, 2020

ITEM D-7

ATTACHMENT B



Clever Ducks

COMPUTER NETWORK SERVICES

Giving your business the power to fly



**Quote Prepared for Nipomo Community Services District
Server with Exchange On-Site, plus new Hyper-V Host, Domain
Controller, and Incode Servers**

Quote #008483

Version 1



Clever Ducks

COMPUTER NETWORK SERVICES

Giving your business the power to fly

Project: Server with Exchange On-Site, plus new Hyper-V Host, Domain Controller, and Incode Servers
Quote #: 008483

Prepared For

Lisa Bognuda
 Nipomo Community Services District





Prepared By


Client Success Representative
 Direct: 805-543-1930
 Cell:

Email: steven.lakiotis@cleverducks.com

Notes:

NCSD's monthly cost will go up by \$280 per month as well. There will be additional backup archiving costs for a larger GFS drive each year, probably an additional \$200 - \$300.

HP Server Hardware		Price	Qty	Extended
	HPE ProLiant DL380 G10 2U Rack Server - 1 x Xeon Silver 4210R - 32 GB RAM HDD SSD - Serial ATA/600, 12Gb/s SAS Controller - 2 Processor Support - 16 MB Graphic Card - Gigabit Ethernet - 8 x SFF Bay(s) - Hot Swappable Bays - 1 x 800 W - Intel Optane Memory	\$2,101.16	1	\$2,101.16
	HPE Intel Xeon Silver (2nd Gen) 4210R Deca-core (10 Core) 2.20 GHz Processor Upgrade - 13.75 MB Cache - 3.20 GHz Overclocking Speed - 14 nm - Socket 3647 - 100 W - 20 Threads	\$707.41	1	\$707.41
	HPE SmartMemory 32GB DDR4 SDRAM Memory Module - For Server - 32 GB (1 x 32 GB) - DDR4-2933/PC4-23466 DDR4 SDRAM - CL21 - 1.20 V - Registered - 288-pin - DIMM	\$349.48	3	\$1,048.44
	HPE 1.20 TB Hard Drive - 2.5" Internal - SAS (12Gb/s SAS) - 10000rpm - 3 Year Warranty HP 1.20 TB 2.5" Internal Hard Drive - SAS - 10000rpm - 1 Pack	\$304.71	8	\$2,437.68
	HPE 800W Flex Slot Platinum Hot Plug Low Halogen Power Supply Kit	\$206.47	1	\$206.47

HP Server Hardware		Price	Qty	Extended
	HPE 800W Flex Slot Platinum Hot Plug Low Halogen Power Supply Kit - 1400 W - 230 V AC	\$296.47	1	\$296.47
	HPE 800W Flex Slot Platinum Hot Plug Low Halogen Power Supply Kit - 1400 W - 230 V AC			
	HPE Integrated Lights-Out Advanced Pack - Subscription License - 1 Server - Standard - Electronic	\$441.41	1	\$441.41
	HP Integrated Lights-Out Advanced Pack - Subscription License - 1 Server - Standard - Electronic			
	HPE Foundation Care - 5 Year - Warranty - 24 x 7 x 4 Hour - On-site - Maintenance - Labor - Physical, Electronic Service	\$3,953.26	1	\$3,953.26
				Subtotal: \$10,985.83

MS Server Software		Price	Qty	Extended
	Microsoft Windows Server 2019 Standard - License - 2 Core - Volume - Microsoft Open License - Single Language - PC	\$126.19	10	\$1,261.90
	Microsoft Windows Server 2019 - License - 1 User CAL - Volume - 1 Point (s) - Microsoft Open License - Single Language - PC	\$43.02	24	\$1,032.48
	Microsoft SQL Server 2019 Standard - License - 1 License - Volume - Microsoft Open License - Single Language - PC	\$921.56	1	\$921.56
	Microsoft SQL Server 2019 - License - 1 User CAL - Volume - Microsoft Open License - Single Language - PC	\$214.42	7	\$1,500.94
	Microsoft Exchange Server 2019 Standard - License - 1 Server - Volume - Microsoft Open License - Single Language - PC	\$799.44	1	\$799.44
	Microsoft Exchange Server 2019 Standard CAL - License - 1 User CAL - Volume - Microsoft Open License - Single Language - PC	\$99.53	35	\$3,483.55
				Subtotal: \$8,999.87

Services	Price	Qty	Extended
FIXED FEE: Design, Implementation & Project Management Labor FIXED FEE	\$14,553.00	1	\$14,553.00
Project Outline:			
Target Completion Date: 4 weeks from acceptance			
Project Scope & Logistical Considerations			
Note: NCSD's monthly cost will go up by \$280 per month as well. There will be additional backup archiving costs for a larger GFS drive each year, probably an additional \$200 - \$300.			



Clever Ducks

COMPUTER NETWORK SERVICES

Giving your business the power to fly

Services

Price Qty

Extended

Hyper-V Host

Pre-requisites: Server licenses to build the host

Bench Phase

Build Server:

- Integrate hardware: NIC, RAM, RAID, Storage, Optical Drive, Redundant PSU Separate
- Create volumes for Hyper-V host OS and separate volume for VM virtual disks
- Install Windows Server, stand-alone (not part of domain) add Hyper-V role
- Update & patch Windows
- Run HP SUM and update all firmware and drivers (BIOS, iLO, RAID BIOS & driver, NIC BIOS and drivers, etc)
- Configure iLO
- Install Clever Ducks agents (LabTech)
- Label equipment and ports

Execution Phase

Install Equipment

- Rack/Place Server
- Patch in iLO, Hyper-V NIC and guest NICs
- Configure/Test access to iLO
- Update labels, site pictures as necessary

Update Documentation

- Document iLO remote access
- Update OneNote descriptions and photos

Domain Controller

Pre-requisites:

- VM Host (already built) with adequate resources + Server licenses to build the VM
- Non-domain controller roles (database, etc.) already migrate to new VMs

Bench Phase

Build VM:

- Separate drive for OS and Shares
- Patched
- Clever Ducks agents (LabTech & ESET) installed
- Install backup agent

Execution Phase

Domain Migration

- Add VM as 2nd domain controller
- Configure DNS Services on new VM and adjust DHCP scope to include new server
- Setup & move DHCP services to new VM
- FSMO Roles to new VM, demote old server



Clever Ducks

COMPUTER NETWORK SERVICES

Giving your business the power to fly

Services	Price	Qty	Extended
<p>? File Share & Printer Migration</p> <ul style="list-style-type: none">• Replicate shares to new VM using FastCopy - https://ipmsg.org/tools/fastcopy.html.en (can be done in the background)• Migrate/Setup GPO mapped printers and migrate/move printer shares to new VM <p>Cutover</p> <ul style="list-style-type: none">• Perform final file share sync with FastCopy• Stop sharing on old server, change GPO to map drive to the new server same with printer policy• Test logins, file shares, printers on workstations• Remove agents from old server (Labtech, AV & Backup) <p>Update Backups</p> <ul style="list-style-type: none">• Take new base image of new server• Verify & schedule backups• Seed offsite image if necessary <p>GoLive: onsite before open</p> <ul style="list-style-type: none">• Assist users with connection, login, application and printer issues <p>Update Documentation & Retire Old Gear</p> <ul style="list-style-type: none">• Secure data and retire old gear• Inactivate assets, licenses, etc. from the system• Update OneNote descriptions and photos <p>Incode IIS/Database Servers</p> <p>Pre-requisites: VM Host (already built) with adequate resources + Server licenses to build the VM</p> <p>Requirements:</p> <p>§ Tyler Tech's migration costs 1200\$ to do during business hours. It's an additional fee to do an afterhours migration.</p> <p>§ We must schedule a month in advance.</p> <p>Bench Phase</p> <p>Vendor Requirements & Coordination</p> <p>§ Validate server & client requirements</p> <p>§ Review server build spec.</p> <p>§ Review Vendor role in migration</p> <p>Build both VMs:</p> <p>§ Separate drives for OS, database, logs and backups</p> <p>§ Patched</p> <p>§ Clever Ducks agents (LabTech & ESET) installed</p> <p>§ Install backup agent</p> <p>Setup SQL Server</p> <p>§ Install SQL Server, management & reporting tools</p> <p>§ Update & patch</p> <p>Implement Vendor Server Build Spec.</p> <p>§ We build the servers and make sure IIS and SQL are on their respective VMs</p>			



Clever Ducks

COMPUTER NETWORK SERVICES

Giving your business the power to fly

Services

Price Qty

Extended

Execution Phase

Cutover (2 hours)

- Tyler Tech will migrate the servers
- Tyler Tech will upgrade/point 1 workstation if necessary. We'll need to point the new workstations to the new server. There are 8 workstations to touch.
- 1 hour cutover to verify and be available to NCSD when we move to the new servers.

Server Maintenance Plan

- Configure SQL server maintenance plan
- Configure database dumps retention per database sized and space available on backup drive

Update Backups

- Take new base image of new server
- Verify & schedule backups
- Seed offsite image if necessary

GoLive: onsite before open

- Assist users with connection, login, application and printer issues

Update Documentation & Retire Old Gear

- Secure data and retire old gear
- Inactivate assets, licenses, etc. from the system
- Update OneNote descriptions and photos
- Update LOB procedures: WS install, server maintenance, etc.

Exchange (On-Premise)

Pre-requisites: VM Host (already built) with adequate resources + Exchange/Server licenses to build the VM

Bench Phase for EXCH 2016

Build VM:

- Separate drive for OS, Mailbox Database and Logs
- Patched
- Clever Ducks agents (LabTech & ESET) installed

Setup Exchange:

- Install, patch and License
- Configure the certificate
- Configure connectors between old and new servers
- Setup email archiving/journaling
- Identify and setup (if possible) email integrations (scan to email, fax to email, etc)
- Test/troubleshoot mail flow from/to new server (going through the connectors to the old server
- Test/troubleshoot mailbox migration
- Setup backup agent



Clever Ducks

COMPUTER NETWORK SERVICES

Giving your business the power to fly

Services

Price Qty

Extended

Execution Phase for EXCH 2016

Migration:

- Migrate mailboxes using remote move request during the week
- ? Limit mailbox remote moves to less than 10-15 at a time some old servers will handle more some less
- ? Users should leave computers on and Outlook open during this process to get new auto discover record
- Troubleshoot client/mobile issues
- Address email integration issues
- Disable connector on old server
- Flip mail flow to new server by adjusting SonicWALL WAN to LAN access rule for SMTP to point to new server IP
- Update internal DNS autodiscover.domain.com record to point to new server IP address
- Update external DNS records or add if missing for autodiscover and mail. For owa access as needed
- Test/verify email archiving working with new server in Proofpoint
- Archive off old mailboxes to PST to removable drive (Not Necessary for on premise moves as everything can be moved)
- Take base image, begin offsite transfer of image

Bench Phase for EXCH 2019

Build VM:

- Separate drive for OS, Mailbox Database and Logs
- Patched
- Clever Ducks agents (LabTech & ESET) installed

Setup Exchange:

- Install, patch and License
- Configure the certificate
- Configure connectors between old and new servers
- Setup email archiving/journaling
- Identify and setup (if possible) email integrations (scan to email, fax to email, etc)
- Test/troubleshoot mail flow from/to new server (going through the connectors to the old server
- Test/troubleshoot mailbox migration
- Setup backup agent

Execution Phase for EXCH 2019

Migration:

- Migrate mailboxes using remote move request during the week
- ? Limit mailbox remote moves to less than 10-15 at a time some old servers will handle more some less
- ? Users should leave computers on and Outlook open during this process to get new auto discover record
- Troubleshoot client/mobile issues



Clever Ducks

COMPUTER NETWORK SERVICES


Giving your business the power to fly


Services	Price	Qty	Extended
<ul style="list-style-type: none">• Address email integration issues• Disable connector on old server• Flip mail flow to new server by adjusting SonicWALL WAN to LAN access rule for SMTP to point to new server IP• Update internal DNS autodiscover.domain.com record to point to new server IP address• Update external DNS records or add if missing for autodiscover and mail. For owa access as needed• Test/verify email archiving working with new server in Proofpoint• Archive off old mailboxes to PST to removable drive (Not Necessary for on premise moves as everything can be moved)• Take base image, begin offsite transfer of image <p>Update Backups</p> <ul style="list-style-type: none">• Take new base image of new server• Verify & schedule backups• Seed offsite image if necessary <p>GoLive: onsite before open</p> <ul style="list-style-type: none">• Testing/troubleshooting• Retire old backup agent/offsite image <p>Uninstall/Remove old Exchange Server</p>			
			Subtotal: \$14,553.00

Summary	Amount
HP Server Hardware	\$10,985.83
MS Server Software	\$8,999.87
Services	\$14,553.00
Subtotal	\$34,538.70
Shipping	\$120.00
Tax	\$1,558.20
Total	\$36,216.90

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS 
GENERAL MANAGER

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

DATE: October 8, 2020



AWARD CONSTRUCTION CONTRACT FOR SOUTHLAND WASTEWATER TREATMENT FACILITY SCREW PRESS PROJECT TO CUSHMAN CONTRACTING CORPORATION

ITEM

Award construction contract for Southland Wastewater Treatment Facility Screw Press Project to Cushman Contracting Corporation [RECOMMEND ADOPT RESOLUTION AWARDDING CONTRACT TO CUSHMAN CONTRACTING CORPORATION IN THE AMOUNT OF \$969,200, AUTHORIZING STAFF TO EXECUTE CONTRACT, AUTHORIZING CHANGE ORDER CONSTRUCTION CONTINGENCY IN AN AMOUNT UP TO \$90,000, AND APPROVING BUDGET ADJUSTMENT IN THE AMOUNT OF \$251,000].

BACKGROUND

The District's Southland Wastewater Treatment Facility (SWWTF) consists of screening, grit removal, extended aeration treatment, effluent disposal ponds and biosolids handling equipment. Biosolids (sludge) are processed using a gravity belt thickener (GBT) and concrete-lined drying beds to reduce the water content of the biosolids. Water is removed from the biosolids to reduce weight and volume before hauling offsite for beneficial reuse. Reducing the weight and volume of biosolids allows the biosolids to be hauled offsite as well as minimizes hauling and disposal costs.

During the summer, the biosolids drying beds are extremely effective at dewatering the thickened biosolids (increasing the solids content of the biosolids prior to hauling offsite). However, longer residence times in the drying beds during wet weather periods can cause increased odors. In March 2018, the District received a Notice of Violation from the San Luis Obispo County Air Pollution Control District (SLOAPCD) for creating nuisance odors. The District has taken several operational corrective actions to address the issue on an interim basis and per the mutual settlement agreement with the SLOAPCD, the District needs to install a screw press to dewater thickened biosolids from the GBT in order to avoid use of the drying beds during periods of wet weather.

The SWWTF Screw Press Project involves construction of a dewatering screw press system, including but not limited to the following:

- Site piping modifications
- Construction of a concrete equipment foundation pad and a premanufactured metal canopy

- Furnishing and installation of dewatering screw press equipment, including but not limited to, a waste activated sludge (WAS) feed pump, polymer system, a dewatering screw press system, shafted screw conveyor equipment, and associated electrical, controls, instrumentation, and piping
- Startup and field-testing

The Board originally authorized staff to bid the project at the December 11, 2019 Board meeting. On March 26, 2020, bids for the project were opened from four (4) contractors. At the May 27, 2020 Board meeting, staff recommended that the Board reject all bids due to a bid protest by one of the bidders. At the June 24, 2020 Board meeting, the Board adopted Resolution 2020-1566 that established a contractor pre-qualification policy for the project. Pre-Qualification of contractors helps ensure that the project is constructed by reputable, experienced, and qualified contractors.

Subsequently, the Board authorized staff to rebid the project at the August 12, 2020 Board meeting. On September 17, 2020, bids for the Project were opened from four (4) pre-qualified contractors as listed below:

Contractor	Total Base Bid Price
Cushman Contracting Corporation	\$969,200
W.M. Lyles Company	\$1,021,650
Spiess Construction Company, Inc.	\$1,028,560
J.R. Filanc Construction Company, Inc.	\$1,128,679

The apparent low bidder was Cushman Contracting Corporation with a Base Bid of \$969,200. 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 – October 2020
- Construction – November 2020 to October 2021

FISCAL IMPACT

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

Construction	\$969,200
Construction Contingency	\$ 90,000
Construction Management and Inspection - MNS	\$ 165,000
Engineering Services During Construction - MKN	\$26,737
Total	\$ 1,250,937

**ITEM D-8, SWWTF SCREW PRESS
CONSTRUCTION CONTRACT AWARD
OCTOBER 14, 2020**

PAGE 3

Thus, additional funding in the amount of \$251,000 is required to provide adequate funding for the Screw Press Project. Staff recommends funding that was allocated in the FY 20-21 budget for the SWWTF Landscape Project be transferred to the Screw Press Project and that funding for the landscape project be reevaluated during the FY 21-22 budget process.

STRATEGIC PLAN

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

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

RECOMMENDATION

Staff recommends that the Board, by motion and roll call vote, adopt Resolution 2020-XXXX SWWTF Screw Press Project Bid Award to:

1. Award the bid for the SWWTF Screw Press Project to Cushman Contracting Corporation in the amount of \$969,200 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 \$90,000.
3. Approve budget adjustment transferring \$251,000 from the SWWTF Landscape Project to the Screw Press Project to provide additional funding for the Screw Press Project in the FY 2020-2021 Budget.

ATTACHMENTS

- A. Resolution 2020-XXXX SWWTF Screw Press Project Bid Award

OCTOBER 14, 2020

ITEM D-8

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 THE SOUTHLAND WASTEWATER
TREATMENT FACILITY SCREW PRESS PROJECT TO CUSHMAN
CONTRACTING CORPORATION IN THE AMOUNT OF \$969,200,
AUTHORIZING A CONSTRUCTION CONTINGENCY OF \$90,000
AND APPROVING A BUDGET ADJUSTMENT IN THE AMOUNT OF \$251,000**

WHEREAS, the Southland Wastewater Treatment Facility Screw Press Project involves the construction of a screw press for dewatering biosolids during periods of wet weather; and

WHEREAS, the Board authorized staff to solicit bids for the project on August 12, 2020; and

WHEREAS, the design drawings and technical specifications for the Southland Wastewater Treatment Facility Screw Press Project, dated August 2020, were developed by MKN & Associates, Inc.; and

WHEREAS, the Southland Wastewater Treatment Facility Screw Press Project was advertised for bids in accordance with State of California Public Contracts Code requirements; and

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

1. The project was advertised for bid in accordance with State of California Public Contracts Code requirements.
2. The District received four (4) bids for the project.
3. Staff has reviewed the project bids and has determined that Cushman Contracting 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 Southland Wastewater Treatment Facility Screw Press Project is hereby awarded to the lowest responsive and responsible bidder, Cushman Contracting Corporation, in the amount of \$969,200, and the General Manager is authorized to execute the construction agreement.
2. The General Manager is authorized to issue Change Orders for construction of project with an aggregate total amount not to exceed \$90,000.

**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 THE SOUTHLAND WASTEWATER TREATMENT FACILITY SCREW
PRESS PROJECT TO CUSHMAN CONTRACTING CORPORATION IN THE AMOUNT OF
\$969,200, AUTHORIZING A CONSTRUCTION CONTINGENCY OF \$90,000 AND
APPROVING A BUDGET ADJUSTMENT IN THE AMOUNT OF \$251,000**

3. The District Board of Directors does hereby approve a budget adjustment transferring \$251,000 from the Landscaping Project to the Screw Press Project and deferring the Landscaping Project until the FY 2021-2022 Fiscal Year.

4. 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 14th day of October 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

THIS PAGE INTENTIONALLY LEFT BLANK

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS 
GENERAL MANAGER

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

DATE: OCTOBER 8, 2020



**APPROVE TASK ORDER WITH MNS ENGINEERS INC. FOR
CONSTRUCTION MANAGEMENT SERVICES FOR SOUTHLAND
WASTEWATER TREATMENT FACILITY SCREW PRESS PROJECT**

ITEM

Approve Task Order with MNS Engineers Inc. for construction management services for Southland Wastewater Treatment Facility Screw Press Project [RECOMMEND BY MOTION AND ROLL CALL APPROVE TASK ORDER WITH MNS ENGINEERS, INC. IN THE AMOUNT OF \$165,000 AND AUTHORIZE STAFF TO EXECUTE TASK ORDER].

BACKGROUND

MNS Engineers, Inc. was selected by the Board to provide constructability, bid phase services and construction management services for the Southland WWTF Phase 1 Improvement Project in 2008. Construction of Phase 1 was authorized by the Board in June 2012 and was completed in October 2014.

The SWWTF Screw Press Project involves construction of a dewatering screw press system, including but not limited to the following:

- Site piping modifications
- Construction of a concrete equipment foundation pad and a premanufactured metal canopy
- Furnishing and installing dewatering screw press equipment, including but not limited to, a waste activated sludge (WAS) feed pump, polymer system, a dewatering screw press system and shafted screw conveyor equipment, and associated electrical, controls, instrumentation, and plumbing
- Startup and field testing services.

Staff requested that MNS Engineers, Inc. provide a proposal for construction management services for the Screw Press Project. MNS Engineers, Inc. submitted the attached proposal to perform the work for a not to exceed amount of \$165,000. The proposal includes full-time inspection, materials testing, and environmental monitoring required for the project.

FISCAL IMPACT

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

**ITEM D-9, SWWTF SCREW PRESS
CONSTRUCTION MANAGEMENT SERVICES TASK ORDER
OCTOBER 14, 2020**

PAGE 2

Construction	\$969,200
Construction Contingency	\$ 90,000
Construction Management and Inspection - MNS	\$ 165,000
Engineering Services During Construction - MKN	\$26,737
Total	\$ 1,250,937

Thus, additional funding in the amount of \$251,000 is required to provide adequate funding for the Screw Press Project. Staff recommends funding that was allocated in the FY 20-21 budget for the SWWTF Landscape Project be utilized for the Screw Press Project and that funding for the landscape project be reevaluated during the FY 21-22 budget process.

STRATEGIC PLAN

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

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

RECOMMENDATION

Staff recommends that the Board, by motion and roll call vote, approve a Task Order for Southland Wastewater Treatment Facility Screw Press Project Construction Management Services with MNS Engineers, Inc. in the amount of \$165,000 and authorize the General Manager to execute the Task Order.

ATTACHMENTS

- A. MNS Engineers Inc. proposal dated September 3, 2020



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

September 3, 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
Southland WWTF Sludge Dewatering Screw Press Project**

Dear Mr. Sevcik:

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

Project Understanding

The Project will consist of furnishing and installing a dewatering screw press and associated equipment such as a conveyor and miscellaneous site piping. The Project will be coordinated around ongoing operations. The project is to be completed in 330 calendar days and is expected to begin November 2020. It is anticipated that up front submittal review/approval and equipment procurement will take approximately 4 – 5 months with construction activities commencing after that. Therefore, we used a construction period of 4 months in estimating the need for on-site inspection.

Scope of Work

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

Staffing Plan and Cost Proposal

MNS will perform the services described above on a time-and-materials basis in accordance with the attached Staffing Plan and Cost Proposal. Our cost for the level of effort described in this proposal, which is based on a total construction period of 4 months with the project starting in November 2020, is estimated at \$165,000.00. The final cost will be based on the actual services performed, which depend on the contractor's schedule and efficiency as well as any additional services that the District may require. It is understood that this is an estimate of costs based



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

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

Sincerely,
MNS ENGINEERS, INC.



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

Encl: Scope of Work; Work Plan



SCOPE OF WORK

Southland WWTF Sludge Dewatering Screw Press

CONSTRUCTION PHASE

TASK 1 – PROJECT MANAGEMENT SERVICES

1.1 Project Oversight

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

1.2 Ongoing Project Management

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

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

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

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

1.2.4 Schedule - MNS will assure the Contractor maintains up to date computerized schedules in critical path format. MNS will review the Contractors' baseline and monthly schedule updates, coordinate changes, and forward written conclusions to the District. We will review to ensure milestone dates are realized in the schedule.

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

TASK 2 – CONSTRUCTION MANAGEMENT SERVICES

2.0 Pre-Construction

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

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

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

2.0.2 Pre-Construction Training – None anticipated.

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

2.1 Contract Administration

MNS will provide Construction Contract Administration Services as required to maintain accurate documentation of the construction and may utilize EADOC electronic construction management and documentation control software upon the District's request.

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

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

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

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

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



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

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

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

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

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

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

2.4 Quality Assurance

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

2.5 Site Visits

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

2.6 Safety

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

2.7 Construction Materials Testing

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

2.8 Progress Payments

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



request, we will forward a copy of the Monthly Payment Report form to the District for final approval and payment.

2.9 Schedule

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

2.10 Change Order Processing and Review

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

2.11 Claims Management

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

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

2.12 SWPPP Support



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

TASK 3 – PROJECT CLOSEOUT

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

3.1 "Punchlist" Inspection

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

3.2 Record Drawing

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

3.3 Closeout

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

3.4 Final Report

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

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





**Construction Phase
CM & Inspection Services
Southland Screw Press Project
Nipomo Community Services District**

Project Schedule																											
		2020												2021													
PHASE		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec		
Pre-Construction																											\$ 53,700.00
Construction																											\$ 161,600.00
Closeout																											\$ 5,300.00

PHASE		2020												2021												TOTAL HOURS	HOURLY RATE	TOTAL COST
Role		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec			
PRE-CONSTRUCTION PHASE																												
Construction Manager												16														16	200.00	\$ 3,200.00
Construction Inspector																										0	155.00	\$ -
Office Engineer												16														16	105.00	\$ 1,680.00
CONSTRUCTION MANAGEMENT SUB-TOTAL		0	0	0	0	0	0	0	0	0	0	32	0	0	0	0	0	0	0	0	0	0	0	0	0	32		\$ 4,880.00
CONSTRUCTION PHASE																												
Construction Manager												20	12	12	12	12	12	40	32	32	32					216	200.00	\$ 43,200.00
Construction Inspector													150	172	172	150										644	155.00	\$ 99,820.00
Office Engineer													20	20	20	20										80	105.00	\$ 8,400.00
CONSTRUCTION MANAGEMENT SUB-TOTAL		0	0	0	0	0	0	0	0	0	0	20	182	204	204	182	12	40	32	32	32	0	0	0	0	940		\$ 151,420.00
PROJECT CLOSEOUT																												
Construction Manager																							16			16	200.00	\$ 3,200.00
Construction Inspector																										0	155.00	\$ -
Office Engineer																							20			20	105.00	\$ 2,100.00
PROJECT CLOSEOUT SUB-TOTAL									0	0	0	0	0	0	0	0	0	0	0	0	0	36	0	0	0	36		\$ 5,300.00
TOTALS		0	0	0	0	0	0	0	0	0	0	32	20	182	204	204	182	12	40	32	32	32	36	0	0	1008		\$ 161,600.00

Direct Expenses																										TOTAL COST	
Direct Expenses																										\$ 200.00	
SUB-TOTAL																										\$ 200.00	

Sub Consultants																										TOTAL COST	
Materials Testing																										\$ 3,200.00	
SUB CONSULTANTS SUB-TOTAL																										\$ 3,200.00	

CONSTRUCTION PHASE TOTAL																										\$ 165,000.00	
--------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	---------------	--

Notes:

1. Assuming an actual construction duration of 4 months, with time up front for submittal review and equipment procurement when no on-site work is occurring
2. Used an average of 172 hours per month based upon 8 hour working days with no overtime.

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER



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



DATE: OCTOBER 8, 2020

AGENDA ITEM
D-10
OCTOBER 14, 2020

**APPROVE TASK ORDER WITH MKN & ASSOCIATES INC. FOR
ENGINEERING SERVICES DURING CONSTRUCTION FOR
SOUTHLAND WASTEWATER TREATMENT FACILITY
SCREW PRESS PROJECT**

ITEM

Approve Task Order with MKN & Associates, Inc. for engineering services during construction for Southland Wastewater Treatment Facility Screw Press Project [RECOMMEND BY MOTION AND ROLL CALL APPROVE TASK ORDER WITH MKN & ASSOCIATES INC. IN THE AMOUNT OF \$26,737 AND AUTHORIZE STAFF TO EXECUTE TASK ORDER].

BACKGROUND

MKN & Associates, Inc. was selected by the Board to provide design services for the Southland WWTF Screw Press Project in 2018. The SWWTF Screw Press Project involves construction of a dewatering screw press system, including but not limited to the following:

- Site piping modifications
- Construction of a concrete equipment foundation pad and a premanufactured metal canopy
- Furnishing and installing dewatering screw press equipment, including but not limited to, a waste activated sludge (WAS) feed pump, polymer system, a dewatering screw press system and shafted screw conveyor equipment, and associated electrical, controls, instrumentation, and plumbing
- Startup and field testing services.

Staff requested that MKN & Associates, Inc. provide a proposal for engineering services during construction for the Screw Press Project. MKN & Associates, Inc. submitted the attached proposal to perform the work for a not to exceed amount of \$26,737. The proposal includes submittal review, request for information review, site visit review as needed and record drawing preparation.

FISCAL IMPACT

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

**ITEM D-10, SWWTF SCREW PRESS
ENGINEERING SERVICES DURING CONSTRUCTION TASK ORDER
OCTOBER 14, 2020**

PAGE 2

Construction	\$969,200
Construction Contingency	\$ 90,000
Construction Management and Inspection - MNS	\$ 165,000
Engineering Services During Construction - MKN	\$26,737
Total	\$ 1,250,937

Thus, additional funding in the amount of \$251,000 is required to provide adequate funding for the Screw Press Project. Staff recommends funding that was allocated in the FY 20-21 budget for the SWWTF Landscape Project be utilized for the Screw Press Project and that funding for the landscape project be reevaluated during the FY 21-22 budget process.

STRATEGIC PLAN

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

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

RECOMMENDATION

Staff recommends that the Board, by motion and roll call vote, approve a Task Order for Southland Wastewater Treatment Facility Screw Press Project Engineering Services During Construction with MKN & Associates, Inc. in the amount of \$26,737 and authorize the General Manager to execute the Task Order.

ATTACHMENTS

- A. MKN & Associates Inc. proposal dated September 30, 2020

OCTOBER 14, 2020

ITEM D-10

ATTACHMENT A



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

September 30, 2020

Peter Sevcik, PE
Nipomo Community Services District
P O Box 326
Nipomo CA 93444-0326

RE: Southland WWTF Screw Press Project-Office Engineering during Construction

Dear Peter,

MKN & Associates, Inc., (MKN) provided engineering services for the biosolids dewatering screw press at the Southland WWTF. The project services include preliminary design service, development of construction documents (plans, specifications, and opinion of construction cost), and assistance during bidding. This proposal is being submitted for engineering services during construction. MKN partnered with IRJ Engineers for electrical engineering and Smith Structural Group (SSG) for structural engineering for the project design, and these firms will continue to provide support during construction.

SUMMARY OF PROPOSED SERVICES

If this proposal is approved, the MKN team will perform the following services:

- Attend Pre-construction meeting
- Respond to up to four requests for information (RFIs) from the Contractor
- Review and respond to submittals and re-submittals
- Review proposed change orders (up to two)
- Prepare record drawings based on markups from the District's Contractor

During the construction phase, MKN will support the District on an as-requested basis. At the conclusion of construction, MKN will obtain record information from the District's Contractor and prepare record drawings.

SCOPE OF WORK

MKN proposes to perform the following scope of work for this project.

TASK GROUP 400 CONSTRUCTION PHASE SUPPORT

The following engineering services during bid and construction phases will be provided. Assumptions are included as the basis for the budget.

Task 401 Preconstruction Meeting

MKN design team will attend the pre-construction meeting with the Construction Manager, District and the Contractor to review the project status, discuss schedule and project requirements, and establish lines of communication. It is assumed the Construction Manager will conduct the meeting.

Task 402 Construction Phase RFIs Support

MKN shall review, coordinate with District staff, and respond to contractor's Request for Information (RFIs). When appropriate, suggestions and alternatives will be provided to the Contractor and/or District staff. Up to four (4) RFIs are assumed for budgeting purposes.

Task 403 Submittal Review

MKN will receive and review technical submittals for general conformance to the Contract Documents. Our recommended budget assumes an average of 3 hours review per submittal for up to fifteen (15) submittals.

Task 404 Review Proposed Change Orders

As directed by District staff or the Construction Manager, MKN shall analyze and make recommendation to District staff regarding contract change orders and plan revisions requested during construction. Change orders will be evaluated from an engineering perspective. Budget has been included for up to two (2) change orders.

Task 405 Site Visits

MKN shall conduct site visits to review progress of construction and to assist in addressing any field issues that may arise, as directed by District staff.

Task 406 Record Drawings

MKN will prepare construction record drawings (AutoCAD) based on information (redline markups) supplied by the Contractor.

BUDGET

MKN developed the budget based on an assumed level of effort during construction and recommends a budget of 124 hours, plus \$8,254 in subconsultant and other direct costs as detailed in the attached table and subconsultant proposals. We propose to complete this work on a time and materials basis with a budget not to exceed \$26,737. Overall level of effort for engineering services during construction can vary greatly. If additional effort beyond our assumed budget is necessary, MKN will alert the District promptly with a recommendation on how to proceed.



Thank you for the opportunity to continue working with the District on this project. If you have any questions regarding this proposal, please contact me at eshields@mknassociates.us or by phone at (805) 235-5766.

Sincerely,

A handwritten signature in black ink, reading 'Eileen Shields'.

Eileen Shields, PE
Project Manager

Attachments:
Estimated Engineering Fee
MKN 2020 Rate Schedule
IRJ Proposal
SSG Proposal

M:\Marketing\Proposals\Current Proposals\Nipomo CSD\2020 Southland Screw Press CPS\Budget

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.



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.

September 30, 2020 Revised

Ms. Sarah Miles
MKN & Associates, Inc.
530 Pauling Circle, Suite B
Arroyo Grande, California 93421

Re: Nipomo Community Service District (NCSD)
Southland WWTF Screw Press
IRJ Job. No. 1823-00
Construction Support Proposal

Dear Ms Miles:

We propose to render professional Electrical Consulting Engineering services in connection with the NCSD/Southland WWTF Screw Press. 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 one year because of reasons beyond our control, our compensation will be subject to an equitable adjustment.

This proposal remains open for acceptance until October 30, 2020.

Our Basic Services will consist of Construction Support for this project. This project is described in your August 27, 2020 email and is further described in this proposal. Our scope of work will consist of submittal review, answering RFIs, coordination with the Contractor by telephone, and a site visit during the construction period. The site visit will be near the end of the construction phase.

You will pay us for our Basic Services on an hourly basis per the enclosed rate schedule with a not-to-exceed fee of \$2,500.00. 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 would expect to start our services promptly after receipt of an executed agreement. Thank you for the opportunity to submit this proposal. We look forward to working with you. Please call if you have questions.

Sincerely,

Jill E. Johnson, E15149

Encl: Rate Schedule 1710



IRJ Engineers, Inc.
Rate Schedule 1710

Nipomo Community Services District
Southland WWTF Screw Press
IRJ Job No. 1823-00
September 30, 2020

The hourly rate schedule is listed below.

Principals	\$160.00 per hour
Professional Engineers	\$135.00 per hour
Senior Engineering Designers	\$100.00 per hour
Engineering Designers/CAD Drafters	\$ 85.00 per hour
Clerical Staff	\$ 60.00 per hour



Project No.: S18141

September 2, 2020

Eileen Shields, P.E.
via: eshields@mknassociates.us
Michael K. Nunley & Associates
530 Paulding Circle
Arroyo Grande, CA93420

RE: Structural Engineering Services for:
DCSD – Southland Wastewater Treatment Facility Sludge Dewatering
Old Windmill Place, Nipomo, CA

Dear Ms. Shields,

We thank you for continuing with SSG Structural Engineers, LLP as a member of your design team for the DCSD – Southland Wastewater Treatment Facility Sludge Dewatering project.

Based on the now designed and approved project, we have prepared the following Structural Engineering Services proposal for your consideration for the support of construction.

EXHIBIT A

1. PROJECT SCOPE OF WORK

A. Project Description:

1. Construction Support Services for the currently approved project.
 - a. Review of Contractor Submittals and Shop Drawings as they pertain to the approved Structural Construction Documents.
 - i. Concrete
 - ii. Concrete Reinforcing
 - iii. Pre-Engineered Metal Building
 - b. Response to Contractor Requests for Information (RFI's) as they pertain to the approved Structural Construction Documents.
 - c. Two Structural observation visits and associated Field Report.
 - i. Foundation Ready for Concrete
 - ii. PEMB Substantially complete.

Page | 1



Project No.: S18141

September 2, 2020

2. COMPENSATION:

Item	Compensation
Construction Administration & Structural Observation	\$4,500
Total:	

All fees for services performed will be billed in accordance with the prime contract.

3. EXCLUSIONS: The following services are specifically excluded from the scope of services provided under the conditions of this proposal.

- A. Services outside the generally accepted scope for the practice of Structural Engineering.
- B. Soils and/or Geotechnical Engineering or testing.
- C. Detailed review of engineering design work completed by others.
- D. Preparation of demolition drawings, site surveys or building services surveys
- E. Material testing or Special Inspection Services
- F. Design revisions, partial or complete outside the scope of Design Development.
- G. Preparation of Record Drawings from the contractors 'As-Built' drawings.
- H. The review and approval of substitute or alternate materials.
- I. Site, grading or civil related design.
- J. Utilities or the support and housing of utilities located more than five (5) feet outside the building footprint.
- K. Site and landscape furnishings and relocation of site utilities, including those running within five (5) feet of the building footprint.
- L. Site shoring or shoring design for any means and methods of the contractor during excavations.
- M. Construction cost or scheduling estimating.
- N. Special construction consulting and inspection services.
- O. Payment of Municipal, Agency or permit fees.
- P. Safety supervision.
- Q. Preparation/Production of Shop Drawings.
- R. Cal-Green, LEED® or other sustainable Consulting outside of that related to the scope of Structural Engineering.

Some of these services can be provided on a time and material basis, should they become necessary during the course of the project.



Project No.: S18141

September 2, 2020

EXHIBIT B

1. EXTRA WORK

Any additional work that may be required, and not specified in the Work Description portion of "EXHIBIT A", will be considered as Extra Work. All revisions of completed work required by the client or changes in governmental policies, codes, ordinances or requirements will also be considered as Extra Work. All Extra Work will be charged on a time and material basis.

2. ADDITIONAL SERVICES

Additional work requiring the services of outside consultants or other direct expenses (i.e., mileage, shipping, printing, etc.,) shall be reimbursed at the rate of 1.10 times the direct cost.

3. ABANDONMENT OR TERMINATION OF PROJECT

If this project is abandoned or terminated, and written or verbal notice is given, payment will be due for all services performed up to the date of notice, including all Extra Work and Reimbursable Expenses.

THIS PAGE INTENTIONALLY LEFT BLANK