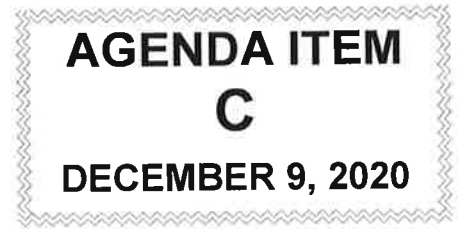


TO: BOARD OF DIRECTORS  
FROM: MARIO IGLESIAS  
GENERAL MANAGER  
DATE: DECEMBER 4, 2020



## **PRESENTATIONS AND REPORTS**

The following presentations and reports are scheduled:

- C-1) DIRECTORS' ANNOUNCEMENTS OF DISTRICT AND COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES AND SEMINARS.  
Receive Announcements and Reports from Directors
- C-2) RECEIVE PUBLIC COMMENT ON PRESENTATIONS AND REPORTS PRESENTED UNDER ITEM C AND BY MOTION RECEIVE AND FILE PRESENTATIONS AND REPORTS

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS  
GENERAL MANAGER

DATE: December 4, 2020

## AGENDA ITEM

# D

DECEMBER 9, 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) CONSIDER REQUEST FOR WATER, SEWER AND SOLID WASTE SERVICE (INTENT-  
TO-SERVE LETTER) FOR TEFFT & THOMPSON (RESIDENTIAL PARCEL 10 UNITS)  
[RECOMMEND CONSIDER INTENT-TO-SERVE LETTER AND APPROVE WITH  
CONDITIONS]
- D-4) AWARD CONTRACT FOR BLACKLAKE CONSOLIDATION CEQA CONSULTANT  
[RECOMMEND AWARD CONTRACT]
- D-5) RECEIVE FISCAL YEAR 2021 FIRST QUARTER FINANCIALS [RECOMMEND RECEIVE  
AND FILE]
- D-6) APPROVE NEWTON GEO-HYDROLOGY 2021 CONSULTING SERVICES  
CONTRACT SCOPE AND \$90,000 BUDGET [RECOMMEND APPROVE SCOPE  
AND BUDGET FOR NEWTON GEO-HYDROLOGY CONSULTING SERVICES]
- D-7) PURCHASE BROWN BEAR SLUDGE HANDLING EQUIPMENT TO REPLACE  
EXISTING EQUIPMENT [RECOMMEND AUTHORIZE EXPENDITURE AND APPROVE  
BUDGET ADJUSTMENT]
- D-8) APPROVE 2021 BOARD MEETING SCHEDULE [RECOMMEND REVIEW AND  
APPROVE 2021 BOARD MEETING SCHEDULE]

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER 

FROM: LISA BOGNUDA   
FINANCE DIRECTOR

DATE: DECEMBER 4, 2020

**AGENDA ITEM**  
**D-1(A)**  
**DECEMBER 9, 2020**

## WARRANTS

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$524,774.13
HAND WRITTEN CHECKS	NONE
VOIDED CHECKS	#6537-6599



# Nipomo Community Services District

## Item D-1(A) Warrants DECEMBER 9, 2020

By Payment Number

Payment Dates 12/09/2020 - 12/09/2020

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
<b>Payment: 6676</b>					
Abalone Coast Analytical, Inc.	Lab tests	5116	12/09/2020		6,751.30
				<b>Payment 6676 Total:</b>	<b>6,751.30</b>
<b>Payment: 6677</b>					
AECOM USA Inc.	Construction management- Pi	2000431752	12/09/2020		6,577.50
				<b>Payment 6677 Total:</b>	<b>6,577.50</b>
<b>Payment: 6678</b>					
Alexander's Contract Services,	Meter reading	202011250872	12/09/2020		2,479.00
Alexander's Contract Services,	Meter reading	202011250873	12/09/2020		190.46
				<b>Payment 6678 Total:</b>	<b>2,669.46</b>
<b>Payment: 6679</b>					
Amazon Capital Services, Inc.	Blower straps	1GXW-PVTP-4RCY	12/09/2020		22.60
Amazon Capital Services, Inc.	Label maker	1T73-3613-7CW9	12/09/2020		133.50
				<b>Payment 6679 Total:</b>	<b>156.10</b>
<b>Payment: 6680</b>					
American Water Works Associ	Membership renewal - Distric	7001863582	12/09/2020		459.00
				<b>Payment 6680 Total:</b>	<b>459.00</b>
<b>Payment: 6681</b>					
AT&T	Telephone	15652144	12/09/2020		268.62
AT&T	Telephone	15652145	12/09/2020		255.97
AT&T	Telephone	15652143	12/09/2020		28.94
				<b>Payment 6681 Total:</b>	<b>553.53</b>
<b>Payment: 6682</b>					
BDP Industries, Inc	Emergency stop switch	12657	12/09/2020		1,476.37
				<b>Payment 6682 Total:</b>	<b>1,476.37</b>
<b>Payment: 6683</b>					
Brenntag Pacific, Inc.	Sodium Hypochlorite	BPI98199	12/09/2020		287.68
Brenntag Pacific, Inc.	Sodium Hypochlorite	BPI98200	12/09/2020		548.50
				<b>Payment 6683 Total:</b>	<b>836.18</b>
<b>Payment: 6684</b>					
California Highway Patrol	Collision report - Orchard and	NOV2020	12/09/2020		10.00
				<b>Payment 6684 Total:</b>	<b>10.00</b>
<b>Payment: 6685</b>					
California Rural Water Associa	Annual membership	2021	12/09/2020		1,367.00
				<b>Payment 6685 Total:</b>	<b>1,367.00</b>
<b>Payment: 6686</b>					
California Special Districts Ass	Annual membership	2021	12/09/2020		7,805.00
				<b>Payment 6686 Total:</b>	<b>7,805.00</b>
<b>Payment: 6687</b>					
CalPERS	Quarterly OPEB contributions	DEC2020	12/09/2020		25,250.00
				<b>Payment 6687 Total:</b>	<b>25,250.00</b>
<b>Payment: 6688</b>					
Cannon Corporation	Eureka well construction man	74603	12/09/2020		10,581.00
				<b>Payment 6688 Total:</b>	<b>10,581.00</b>
<b>Payment: 6689</b>					
Charter Communications	Internet - Shop and/or Office	0225708112220	12/09/2020		734.20
Charter Communications	Internet - Shop and/or Office	0224495112020	12/09/2020		734.20
				<b>Payment 6689 Total:</b>	<b>1,468.40</b>

## Item D-1(A) Warrants DECEMBER 9, 2020

Payment Dates: 12/09/2020 - 12/09/2020

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
<b>Payment: 6690</b>					
Department of Motor Vehicle	Registration renewal SE67742	SE677421	12/09/2020		27.00
				<b>Payment 6690 Total:</b>	<b>27.00</b>
<b>Payment: 6691</b>					
Department of Motor Vehicle	Registration renewal SE63915	SE639159	12/09/2020		27.00
				<b>Payment 6691 Total:</b>	<b>27.00</b>
<b>Payment: 6692</b>					
Department of Motor Vehicle	Registration renewal SE66577	SE665778	12/09/2020		27.00
				<b>Payment 6692 Total:</b>	<b>27.00</b>
<b>Payment: 6693</b>					
Department of Motor Vehicle	Registration renewal SE58591	SE585912	12/09/2020		27.00
				<b>Payment 6693 Total:</b>	<b>27.00</b>
<b>Payment: 6694</b>					
Department of Motor Vehicle	Registration renewal SE68581	SE685814	12/09/2020		27.00
				<b>Payment 6694 Total:</b>	<b>27.00</b>
<b>Payment: 6695</b>					
Department of Motor Vehicle	Registration renewal SE63915	SE639158	12/09/2020		27.00
				<b>Payment 6695 Total:</b>	<b>27.00</b>
<b>Payment: 6696</b>					
Department of Motor Vehicle	Registration renewal SE62457	SE624573	12/09/2020		27.00
				<b>Payment 6696 Total:</b>	<b>27.00</b>
<b>Payment: 6697</b>					
Department of Motor Vehicle	Registration renewal SE62457	SE624571	12/09/2020		27.00
				<b>Payment 6697 Total:</b>	<b>27.00</b>
<b>Payment: 6698</b>					
Detection Instruments Corpor	L2 calibration, L2 main board	8111-47840	12/09/2020		990.33
				<b>Payment 6698 Total:</b>	<b>990.33</b>
<b>Payment: 6699</b>					
Excel Personnel Services, Inc.	Employment agency	3624947	12/09/2020		372.00
Excel Personnel Services, Inc.	Employment agency	3629079	12/09/2020		465.00
				<b>Payment 6699 Total:</b>	<b>837.00</b>
<b>Payment: 6700</b>					
Famcon Pipe and Supply, Inc.	SS repair clamp	S100042598.001	12/09/2020		172.91
Famcon Pipe and Supply, Inc.	SS repair	S100041713.002	12/09/2020		202.67
				<b>Payment 6700 Total:</b>	<b>375.58</b>
<b>Payment: 6701</b>					
Farm Supply Company	Litter absorb-IT 50#	74352	12/09/2020		141.27
				<b>Payment 6701 Total:</b>	<b>141.27</b>
<b>Payment: 6702</b>					
Frontier Communications	Telephone	Nov 2020	12/09/2020		58.65
				<b>Payment 6702 Total:</b>	<b>58.65</b>
<b>Payment: 6703</b>					
GLM Landscape Management	Landscape maintenance	NOV 2020	12/09/2020		405.00
				<b>Payment 6703 Total:</b>	<b>405.00</b>
<b>Payment: 6704</b>					
Great Western Alarm and Co	Alarm monitoring service	201102107101	12/09/2020		70.00
Great Western Alarm and Co	Alarm monitoring service	201100640101	12/09/2020		37.00
Great Western Alarm and Co	Alarm monitoring service	201102062101	12/09/2020		70.00
				<b>Payment 6704 Total:</b>	<b>177.00</b>
<b>Payment: 6705</b>					
Home Depot Credit Services D	Operating supplies	3526307	12/09/2020		150.60
Home Depot Credit Services D	Operating supplies	14501	12/09/2020		219.26
Home Depot Credit Services D	Operating supplies	8510026	12/09/2020		57.00
				<b>Payment 6705 Total:</b>	<b>426.86</b>

## Item D-1(A) Warrants DECEMBER 9, 2020

Payment Dates: 12/09/2020 - 12/09/2020

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
<b>Payment: 6706</b>					
Karl Needham Enterprises, Inc	Brown Bear mixer rental	4034	12/09/2020		2,250.00
				<b>Payment 6706 Total:</b>	<b>2,250.00</b>
<b>Payment: 6707</b>					
Miner's Ace Hardware	Supplies	NOV 2020	12/09/2020		715.27
				<b>Payment 6707 Total:</b>	<b>715.27</b>
<b>Payment: 6708</b>					
Mission Uniform Service	Uniforms	513743236	12/09/2020		162.66
				<b>Payment 6708 Total:</b>	<b>162.66</b>
<b>Payment: 6709</b>					
MNS Engineers, Inc.	Construction Management- Pi	76603	12/09/2020		1,227.00
MNS Engineers, Inc.	Construction Management- Jo	76604	12/09/2020		467.50
				<b>Payment 6709 Total:</b>	<b>1,694.50</b>
<b>Payment: 6710</b>					
Municipal Maintenance Equip	Hose guide, valve, throttle ca	0154687-IN	12/09/2020		531.46
Municipal Maintenance Equip	Leader hose, throttle calbe	0154729-IN	12/09/2020		386.48
				<b>Payment 6710 Total:</b>	<b>917.94</b>
<b>Payment: 6711</b>					
Newton Geo-Hydrology Cons	Litigation support	Nov 2020	12/09/2020		5,781.25
				<b>Payment 6711 Total:</b>	<b>5,781.25</b>
<b>Payment: 6712</b>					
Nunley & Associates, Inc.	Southland screw press ESDC	8422	12/09/2020		1,745.08
Nunley & Associates, Inc.	Southland WW treatment blo	8390	12/09/2020		1,066.05
Nunley & Associates, Inc.	Waterline improvements- Bra	8420	12/09/2020		349.00
Nunley & Associates, Inc.	Dana reserve	8372	12/09/2020		4,525.30
Nunley & Associates, Inc.	UWMP Update 2020	8354	12/09/2020		1,284.42
Nunley & Associates, Inc.	WMWC Interconnection	8353	12/09/2020		617.00
Nunley & Associates, Inc.	PCIA NSH	8391	12/09/2020		1,596.50
Nunley & Associates, Inc.	Southland WWTF influent LS c	8396	12/09/2020		6,369.69
				<b>Payment 6712 Total:</b>	<b>17,553.04</b>
<b>Payment: 6713</b>					
Office Depot	Office supplies	136286117001	12/09/2020		473.36
Office Depot	Office supplies	137608985001	12/09/2020		102.48
Office Depot	Office supplies	137301965001	12/09/2020		105.08
				<b>Payment 6713 Total:</b>	<b>680.92</b>
<b>Payment: 6714</b>					
Page, Tom & Karen	Washer rebate	DEC2020	12/09/2020		75.00
				<b>Payment 6714 Total:</b>	<b>75.00</b>
<b>Payment: 6715</b>					
Pollard Water	DCHLR tablets	WP013727	12/09/2020		1,769.63
				<b>Payment 6715 Total:</b>	<b>1,769.63</b>
<b>Payment: 6716</b>					
Praxair Distribution, Inc.	CO2 refills	60255339	12/09/2020		55.71
				<b>Payment 6716 Total:</b>	<b>55.71</b>
<b>Payment: 6717</b>					
Pryor Learning Solutions, Inc.	Pryor+ 2 year training renewal	JAN 2021-2022	12/09/2020		378.00
				<b>Payment 6717 Total:</b>	<b>378.00</b>
<b>Payment: 6718</b>					
Quinn Company	Caterpillar service	WO030047720	12/09/2020		693.48
Quinn Company	Caterpillar service	WO030047719	12/09/2020		242.25
Quinn Company	Caterpillar service	WO030047542	12/09/2020		242.25
Quinn Company	Caterpillar service	WO030047640	12/09/2020		807.72
				<b>Payment 6718 Total:</b>	<b>1,985.70</b>
<b>Payment: 6719</b>					
R. Baker, Inc.	Meter change out assistance	1522NCSD	12/09/2020		2,540.00
				<b>Payment 6719 Total:</b>	<b>2,540.00</b>

**Item D-1(A) Warrants DECEMBER 9, 2020**
**Payment Dates: 12/09/2020 - 12/09/2020**

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
<b>Payment: 6720</b>					
R. Baker, Inc.	Retention- Nipomo Pipeline	Retention	12/09/2020		151,242.65
				<b>Payment 6720 Total:</b>	<b>151,242.65</b>
<b>Payment: 6721</b>					
Richards, Watson & Gershon	Legal services through 10-31-	229401	12/09/2020		5,208.00
				<b>Payment 6721 Total:</b>	<b>5,208.00</b>
<b>Payment: 6722</b>					
Richards, Watson & Gershon	Water rights adjudication	229402	12/09/2020		360.00
				<b>Payment 6722 Total:</b>	<b>360.00</b>
<b>Payment: 6723</b>					
Rodriguez, Rigo	Uniform- Boot reimbursemen	DEC2020	12/09/2020		165.00
				<b>Payment 6723 Total:</b>	<b>165.00</b>
<b>Payment: 6724</b>					
Santa Maria Ford Lincoln	Vehicle repair/maintenance	198108	12/09/2020		128.19
Santa Maria Ford Lincoln	Vehicle repair/maintenance	197678	12/09/2020		463.56
Santa Maria Ford Lincoln	Vehicle repair/maintenance	198132	12/09/2020		60.46
Santa Maria Ford Lincoln	Vehicle repair/maintenance	197724	12/09/2020		78.00
Santa Maria Ford Lincoln	Vehicle repair/maintenance	197914	12/09/2020		42.06
				<b>Payment 6724 Total:</b>	<b>772.27</b>
<b>Payment: 6725</b>					
Simplot Grower Solutions	CAN-17	780139845	12/09/2020		733.59
				<b>Payment 6725 Total:</b>	<b>733.59</b>
<b>Payment: 6726</b>					
SLO County Environmental He	Hazmat permit-BLWWTP	IN0127114	12/09/2020		454.00
SLO County Environmental He	Hazmat permit - Sundale Well	IN0127861	12/09/2020		454.00
				<b>Payment 6726 Total:</b>	<b>908.00</b>
<b>Payment: 6727</b>					
Staples	Office supplies	2680757811	12/09/2020		38.00
				<b>Payment 6727 Total:</b>	<b>38.00</b>
<b>Payment: 6728</b>					
State Water Resources Contro	Annual permit fees- 4DW013	WD-0180975	12/09/2020		682.00
				<b>Payment 6728 Total:</b>	<b>682.00</b>
<b>Payment: 6729</b>					
State Water Resources Contro	Annual permit fees- 3SSO102	WD-0177966	12/09/2020		2,848.00
				<b>Payment 6729 Total:</b>	<b>2,848.00</b>
<b>Payment: 6730</b>					
State Water Resources Contro	Annual permit fees- 3SSO102	WD-0176075	12/09/2020		2,848.00
				<b>Payment 6730 Total:</b>	<b>2,848.00</b>
<b>Payment: 6731</b>					
State Water Resources Contro	Annual permit fees- 3 401028	WD-0177298	12/09/2020		6,409.00
				<b>Payment 6731 Total:</b>	<b>6,409.00</b>
<b>Payment: 6732</b>					
State Water Resources Contro	Annual permit fees- 3 400104	WD-0176840	12/09/2020		6,409.00
				<b>Payment 6732 Total:</b>	<b>6,409.00</b>
<b>Payment: 6733</b>					
US Bank National Association	Storage	NOV2020F	12/09/2020		199.50
US Bank National Association	Zoom/Conference calls	NOV2020E	12/09/2020		49.95
US Bank National Association	Operating supplies	NOV2020H	12/09/2020		93.00
US Bank National Association	Public notices	NOV2020I	12/09/2020		101.49
US Bank National Association	Office supplies	NOV2020D	12/09/2020		490.82
US Bank National Association	Boad meeting supplies	NOV2020A	12/09/2020		8.50
US Bank National Association	Software subscription	NOV2020C	12/09/2020		552.97
US Bank National Association	Membership dues	NOV2020G	12/09/2020		316.00
US Bank National Association	Travel and meals	NOV2020B	12/09/2020		72.53
				<b>Payment 6733 Total:</b>	<b>1,884.76</b>

## Item D-1(A) Warrants DECEMBER 9, 2020

Payment Dates: 12/09/2020 - 12/09/2020

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
<b>Payment: 6734</b>					
USA Bluebook	Ammonia tests, COD vials	420325	12/09/2020		453.16
USA Bluebook	CHEMKEYS	428414	12/09/2020		4,514.51
USA Bluebook	Potable auto flushing hydrant	425620	12/09/2020		2,597.53
USA Bluebook	Multi-Directional diffuser	432350	12/09/2020		531.96
USA Bluebook	Pipet tips, DO calibration	425997	12/09/2020		194.14
				<b>Payment 6734 Total:</b>	<b>8,291.30</b>
<b>Payment: 6735</b>					
Verizon Wireless	Cell service	9867649453	12/09/2020		693.38
				<b>Payment 6735 Total:</b>	<b>693.38</b>
<b>Payment: 6736</b>					
Viker, Cole	Uniform-Boot reimbursement	DEC 2020	12/09/2020		165.00
				<b>Payment 6736 Total:</b>	<b>165.00</b>
<b>Payment: 6737</b>					
Wallace Group	FOG Program	52148	12/09/2020		314.93
				<b>Payment 6737 Total:</b>	<b>314.93</b>
<b>Payment: 6738</b>					
Waste Connections	Waste collection - Office	7075006	12/09/2020		48.26
Waste Connections	Waste collection - Old Town	7075925	12/09/2020		255.91
Waste Connections	Waste collection - Southland	7076283	12/09/2020		226.20
				<b>Payment 6738 Total:</b>	<b>530.37</b>





# Nipomo Community Services District

## Item D-1(A) Warrants NOVEMBER 23, 2020

By Payment Number

Payment Dates 11/23/2020 - 11/23/2020

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
<b>Payment: 6632</b>					
Allweather Landscape Mainte	Landscape maintenance	39162	11/23/2020		325.00
				<b>Payment 6632 Total:</b>	<b>325.00</b>
<b>Payment: 6633</b>					
American Industrial Supply	Hydraulic hose	0350482-IN	11/23/2020		170.28
				<b>Payment 6633 Total:</b>	<b>170.28</b>
<b>Payment: 6634</b>					
Brenntag Pacific, Inc.	Sodium Hypochlorite	BPI94872	11/23/2020		902.14
Brenntag Pacific, Inc.	Sodium Hypochlorite	BPI94874	11/23/2020		360.86
Brenntag Pacific, Inc.	Sodium Hypochlorite	BPI94869	11/23/2020		594.41
Brenntag Pacific, Inc.	Sodium Hypochlorite	BPI94870	11/23/2020		279.67
Brenntag Pacific, Inc.	Sodium Hypochlorite	BPI94873	11/23/2020		445.66
Brenntag Pacific, Inc.	Ammonium sulfate	BPI94875	11/23/2020		825.50
Brenntag Pacific, Inc.	Sodium Hypochlorite	BPI94871	11/23/2020		595.41
				<b>Payment 6634 Total:</b>	<b>4,003.65</b>
<b>Payment: 6635</b>					
Burdine Printing	Mail bills	42775A	11/23/2020		213.27
Burdine Printing	Postage for bills	42775B	11/23/2020		1,368.96
				<b>Payment 6635 Total:</b>	<b>1,582.23</b>
<b>Payment: 6636</b>					
Cannon Corporation	Electrical plans for Metal Stor	74247	11/23/2020		1,750.50
Cannon Corporation	Southland Metal Bldg Constr	74248	11/23/2020		596.56
				<b>Payment 6636 Total:</b>	<b>2,347.06</b>
<b>Payment: 6637</b>					
Clever Ducks	Computer expense	29505	11/23/2020		2,813.00
				<b>Payment 6637 Total:</b>	<b>2,813.00</b>
<b>Payment: 6638</b>					
DLT Solutions, LLC	Computer expense	4913652A	11/23/2020		581.60
				<b>Payment 6638 Total:</b>	<b>581.60</b>
<b>Payment: 6639</b>					
Dossena, Tom	Claim 11/16/2020	11/16/2020	11/23/2020		630.00
				<b>Payment 6639 Total:</b>	<b>630.00</b>
<b>Payment: 6640</b>					
Engel & Gray, Inc.	Biosolids collection	OAX00013	11/23/2020		8,273.32
				<b>Payment 6640 Total:</b>	<b>8,273.32</b>
<b>Payment: 6641</b>					
Excel Personnel Services, Inc.	Employment agency	3620696	11/23/2020		465.00
				<b>Payment 6641 Total:</b>	<b>465.00</b>
<b>Payment: 6642</b>					
Executive Janitorial	Janitorial services	Nov 2020	11/23/2020		780.00
				<b>Payment 6642 Total:</b>	<b>780.00</b>
<b>Payment: 6643</b>					
Famcon Pipe and Supply, Inc.	PVC Adapter and PVC Bend	S100041713.001	11/23/2020		1,199.46
Famcon Pipe and Supply, Inc.	Meter box	S100039103.003	11/23/2020		240.24
				<b>Payment 6643 Total:</b>	<b>1,439.70</b>
<b>Payment: 6644</b>					
GardenSoft	Computer expense- waterwis	5650	11/23/2020		230.99
				<b>Payment 6644 Total:</b>	<b>230.99</b>
<b>Payment: 6645</b>					
Great Western Alarm and Co	Alarm monitoring service	201102497201	11/23/2020		50.00

## Item D-1(A) Warrants NOVEMBER 23, 2020

Payment Dates: 11/23/2020 - 11/23/2020

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
<b>Payment: 6645</b>					
Iglesias, Mario	Cell phone reimbursement Oc	Oct 2020/Nov 2020	11/23/2020		50.00
<b>Payment: 6646</b>					
Integrated Industrial Supply, I	Gloves	73352	11/23/2020		130.00
<b>Payment: 6647</b>					
JWC Environmental, Inc.	Pilot Lights	104195	11/23/2020		358.86
<b>Payment: 6648</b>					
Mission Uniform Service	Uniforms	513651570	11/23/2020		170.94
Mission Uniform Service	Uniforms	513696742	11/23/2020		170.94
Mission Uniform Service	Uniforms	513606668	11/23/2020		256.46
<b>Payment: 6649</b>					
MNS Engineers, Inc.	Construction management - P	76168	11/23/2020		5,094.40
MNS Engineers, Inc.	Construction management - J	76169	11/23/2020		1,496.00
<b>Payment: 6650</b>					
Municipal Maintenance Equip	Rotary joint	0154143-IN	11/23/2020		311.06
Municipal Maintenance Equip	Water pump repair	0154529-IN	11/23/2020		994.67
<b>Payment: 6651</b>					
National Safety Council	Membership renewal	1076153-2021	11/23/2020		425.00
<b>Payment: 6652</b>					
Newton Geo-Hydrology Cons	Litigation support	Oct 2020	11/23/2020		2,636.25
<b>Payment: 6653</b>					
NexTraq	GPS subscription	AT01533824	11/23/2020		507.35
<b>Payment: 6654</b>					
Nipomo Community Services	Water	Oct 2020	11/23/2020		853.95
<b>Payment: 6655</b>					
Nunley & Associates, Inc.	GIS Implementation	8284	11/23/2020		731.30
Nunley & Associates, Inc.	GIS Assistance	8285	11/23/2020		365.65
Nunley & Associates, Inc.	Joshua Road Pump Station	8288	11/23/2020		2,699.12
Nunley & Associates, Inc.	Sounthland WWTP Blower Im	8296	11/23/2020		5,919.12
Nunley & Associates, Inc.	Dana Reserve	8249	11/23/2020		7,307.34
Nunley & Associates, Inc.	Southland WWTP Screw Press	8313	11/23/2020		550.00
Nunley & Associates, Inc.	PCIA Tract 2312	8295	11/23/2020		735.16
Nunley & Associates, Inc.	SWP Interconnection Design	8283	11/23/2020		241.50
<b>Payment: 6656</b>					
Nu-Tech Pest Management	Pest Control	0154676	11/23/2020		265.00
Nu-Tech Pest Management	Rodent Control	0154684	11/23/2020		75.00
<b>Payment: 6657</b>					
Office Depot	Office supplies	135320014001	11/23/2020		326.61
Office Depot	Office supplies-Return	122869431001	11/23/2020		-102.84
<b>Payment: 6658</b>					

## Item D-1(A) Warrants NOVEMBER 23, 2020

Payment Dates: 11/23/2020 - 11/23/2020

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
<b>Payment: 6659</b>					
Paxxo (USA), Inc.	Transition Box, Adapter Plates	F20-236	11/23/2020		883.68
				<b>Payment 6659 Total:</b>	<b>883.68</b>
<b>Payment: 6660</b>					
PG&E	Electricity	Nov 2020	11/23/2020		51,347.06
				<b>Payment 6660 Total:</b>	<b>51,347.06</b>
<b>Payment: 6661</b>					
Praxair Distribution, Inc.	CO2 Cylinder rental	60028933	11/23/2020		89.67
				<b>Payment 6661 Total:</b>	<b>89.67</b>
<b>Payment: 6662</b>					
Ray Morgan Company	B&W/Color Copies	3133219	11/23/2020		237.03
Ray Morgan Company	B&W/Color copies	3134523	11/23/2020		207.80
				<b>Payment 6662 Total:</b>	<b>444.83</b>
<b>Payment: 6663</b>					
SLO County Environmental He	Cross Connection Services	IN0127020	11/23/2020		3,565.00
				<b>Payment 6663 Total:</b>	<b>3,565.00</b>
<b>Payment: 6664</b>					
SoCalGas	Heat - shop/office	OCT 2020B	11/23/2020		41.17
SoCalGas	Heat - shop/office	OCT 2020A	11/23/2020		17.45
				<b>Payment 6664 Total:</b>	<b>58.62</b>
<b>Payment: 6665</b>					
Terminix Commercial	Pest control	402388428	11/23/2020		62.00
				<b>Payment 6665 Total:</b>	<b>62.00</b>
<b>Payment: 6666</b>					
Tyler Technologies, Inc.	Annual Software maintenance	025-312567	11/23/2020		12,633.16
				<b>Payment 6666 Total:</b>	<b>12,633.16</b>
<b>Payment: 6667</b>					
United Rentals	Water Truck rental	165510172-026	11/23/2020		2,567.25
				<b>Payment 6667 Total:</b>	<b>2,567.25</b>
<b>Payment: 6668</b>					
UPS Store #6031	Shipping	14279	11/23/2020		42.05
				<b>Payment 6668 Total:</b>	<b>42.05</b>
<b>Payment: 6669</b>					
USA Bluebook	Rugged PH	415384	11/23/2020		737.32
USA Bluebook	Maintenance Kit	410993	11/23/2020		2,477.43
USA Bluebook	Cleaner	408847	11/23/2020		106.40
USA Bluebook	COD Recycling	409334	11/23/2020		588.83
USA Bluebook	Extra long padlocks (6)	408015	11/23/2020		103.54
USA Bluebook	Sanitizer Dispenser	412390	11/23/2020		201.51
				<b>Payment 6669 Total:</b>	<b>4,215.03</b>
<b>Payment: 6670</b>					
Wallace Group	FOG Program	51958	11/23/2020		422.50
				<b>Payment 6670 Total:</b>	<b>422.50</b>
<b>Payment: 6671</b>					
White, Christian	Wastewater Grade 2 Emergen	Nov 2020	11/23/2020		211.79
				<b>Payment 6671 Total:</b>	<b>211.79</b>
<b>Payment: 6672</b>					
Yeh and Associates, Inc.	Southland WWTP Screw Press	219-114-4	11/23/2020		512.50
				<b>Payment 6672 Total:</b>	<b>512.50</b>
<b>Payment: 6673</b>					
Zim Industries, Inc.	Eureka Well Replacement - Re	4 Retention	11/23/2020		38,672.63
				<b>Payment 6673 Total:</b>	<b>38,672.63</b>



# Nipomo Community Services District

## Item D-1(A) Warrants NOVEMBER 13, 2020

By Payment Number

Payment Dates 11/13/2020 - 11/13/2020

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
<b>Payment: 6536</b>					
Franchise Tax Board	Earnings Withholding Order	INV0006906	11/13/2020		421.11
				<b>Payment 6536 Total:</b>	<b>421.11</b>
<b>Payment: 6600</b>					
Abalone Coast Analytical, Inc.	Lab tests	5092	11/13/2020		8,660.70
				<b>Payment 6600 Total:</b>	<b>8,660.70</b>
<b>Payment: 6601</b>					
Advantage Answering Plus, Inc.	Answering service	000018-998-271	11/13/2020		275.70
				<b>Payment 6601 Total:</b>	<b>275.70</b>
<b>Payment: 6602</b>					
Alexander's Contract Services,	Meter reading	202010290871	11/13/2020		3,532.04
Alexander's Contract Services,	Meter reading	202010290873	11/13/2020		190.46
				<b>Payment 6602 Total:</b>	<b>3,722.50</b>
<b>Payment: 6603</b>					
Amazon Capital Services, Inc.	Bench power supply	1YKK-CPDY-GPM7	11/13/2020		73.09
				<b>Payment 6603 Total:</b>	<b>73.09</b>
<b>Payment: 6604</b>					
Applied Technology Group, Inc.	Emergency call-out - SCADA	20758	11/13/2020		1,329.90
				<b>Payment 6604 Total:</b>	<b>1,329.90</b>
<b>Payment: 6605</b>					
AT&T	Telephone	15506140	11/13/2020		265.84
AT&T	Telephone	15506139	11/13/2020		30.16
AT&T	Telephone	15506141	11/13/2020		245.82
				<b>Payment 6605 Total:</b>	<b>541.82</b>
<b>Payment: 6606</b>					
Bognuda, Lisa	Mileage reimbursement - SLO	NOV2020	11/13/2020		28.18
				<b>Payment 6606 Total:</b>	<b>28.18</b>
<b>Payment: 6607</b>					
Electricraft, Inc.	Sundale VFD	16483	11/13/2020		11,600.91
				<b>Payment 6607 Total:</b>	<b>11,600.91</b>
<b>Payment: 6608</b>					
EMCOR Services Mesa Energy	HVAC preventative maintenance	013577182	11/13/2020		1,286.75
EMCOR Services Mesa Energy	HVAC preventative maintenance	013578295	11/13/2020		2,113.09
				<b>Payment 6608 Total:</b>	<b>3,399.84</b>
<b>Payment: 6609</b>					
Excel Personnel Services, Inc.	Employment agency	3616554	11/13/2020		465.00
Excel Personnel Services, Inc.	Employment agency	3612287	11/13/2020		465.00
				<b>Payment 6609 Total:</b>	<b>930.00</b>
<b>Payment: 6610</b>					
Famcon Pipe and Supply, Inc.	Repair clamps and bands	S100040098.001	11/13/2020		292.79
Famcon Pipe and Supply, Inc.	Sch 80 bushings and nipples	S100040451.001	11/13/2020		139.43
				<b>Payment 6610 Total:</b>	<b>432.22</b>
<b>Payment: 6611</b>					
FGL Environmental	Lab tests	083212	11/13/2020		87.00
FGL Environmental	Lab tests	083213	11/13/2020		527.00
				<b>Payment 6611 Total:</b>	<b>614.00</b>
<b>Payment: 6612</b>					
First American Data Tree, LLC	Database subscription - 07/20	20064071020	11/13/2020		1,800.00
				<b>Payment 6612 Total:</b>	<b>1,800.00</b>

## Item D-1(A) Warrants NOVEMBER 13, 2020



Payment Dates: 11/13/2020 - 11/13/2020

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
<b>Payment: 6613</b>					
GLM Landscape Management	Landscape maintenance	OCT2020	11/13/2020		838.69
				<b>Payment 6613 Total:</b>	<b>838.69</b>
<b>Payment: 6614</b>					
Hach Company	Thermal control assembly ser	12174688	11/13/2020		5,251.31
				<b>Payment 6614 Total:</b>	<b>5,251.31</b>
<b>Payment: 6615</b>					
Home Depot Credit Services D	Operating supplies	8513096	11/13/2020		138.19
				<b>Payment 6615 Total:</b>	<b>138.19</b>
<b>Payment: 6616</b>					
Integrated Industrial Supply, I	Towel dispensers	73101	11/13/2020		128.40
				<b>Payment 6616 Total:</b>	<b>128.40</b>
<b>Payment: 6617</b>					
Karl Needham Enterprises, Inc	Brown Bear mixer rental	4029	11/13/2020		4,630.00
				<b>Payment 6617 Total:</b>	<b>4,630.00</b>
<b>Payment: 6618</b>					
MIDI Inc.	Lobby Speak Thru System	94768	11/13/2020		660.00
				<b>Payment 6618 Total:</b>	<b>660.00</b>
<b>Payment: 6619</b>					
Miner's Ace Hardware	Supplies	OCT2020	11/13/2020		627.79
				<b>Payment 6619 Total:</b>	<b>627.79</b>
<b>Payment: 6620</b>					
Mission Uniform Service	Uniforms	513560996	11/13/2020		176.94
Mission Uniform Service	Uniforms	513516415	11/13/2020		170.94
				<b>Payment 6620 Total:</b>	<b>347.88</b>
<b>Payment: 6621</b>					
Office Depot	Office supplies	133286258001	11/13/2020		2.15
Office Depot	Office supplies	133273346001	11/13/2020		132.32
Office Depot	Office supplies	132385475001	11/13/2020		72.61
Office Depot	Office supplies	131100529001	11/13/2020		30.85
Office Depot	Office supplies	132385869001	11/13/2020		10.72
Office Depot	Office supplies	132385868001	11/13/2020		3.48
Office Depot	Office supplies	130667975001	11/13/2020		105.08
Office Depot	Office supplies	132385872001	11/13/2020		2.63
				<b>Payment 6621 Total:</b>	<b>359.84</b>
<b>Payment: 6622</b>					
Praxair Distribution, Inc.	CO2 cylinder rental	99657837	11/13/2020		53.02
				<b>Payment 6622 Total:</b>	<b>53.02</b>
<b>Payment: 6623</b>					
ReadyRefresh by Nestle	DISTILLED WATER	00J0900023136	11/13/2020		97.55
				<b>Payment 6623 Total:</b>	<b>97.55</b>
<b>Payment: 6624</b>					
Santa Maria Ford Lincoln	Vehicle repair/maintenance	196895	11/13/2020		78.00
Santa Maria Ford Lincoln	Vehicle repair/maintenance	196887	11/13/2020		366.97
				<b>Payment 6624 Total:</b>	<b>444.97</b>
<b>Payment: 6625</b>					
Simplot Grower Solutions	CAN-17	780139443	11/13/2020		651.54
				<b>Payment 6625 Total:</b>	<b>651.54</b>
<b>Payment: 6626</b>					
US Bank National Association	Office supplies	OCT2020D	11/13/2020		2,342.69
US Bank National Association	Zoom/Conf Calls	OCT2020F	11/13/2020		68.01
US Bank National Association	Conference phone return	OCT2020E	11/13/2020		-1,969.85
US Bank National Association	Postage	OCT2020G	11/13/2020		10.95
US Bank National Association	Software subscription	OCT2020C	11/13/2020		72.97
US Bank National Association	Operating Supplies	OCT2020I	11/13/2020		412.80
US Bank National Association	Board meeting supplies	OCT2020A	11/13/2020		17.00

**Item D-1(A) Warrants NOVEMBER 13, 2020**

**Payment Dates: 11/13/2020 - 11/13/2020**

<b>Vendor Name</b>	<b>Description (Payable)</b>	<b>Payable Number</b>	<b>Payment Date</b>	<b>(None)</b>	<b>Amount</b>
US Bank National Association	Storage	OCT2020H	11/13/2020		199.50
US Bank National Association	Travel and meals	OCT2020B	11/13/2020		180.51
US Bank National Association	Membership Dues- Bognuda	OCT2020J	11/13/2020		460.00
<b>Payment 6626 Total:</b>					<b>1,794.58</b>
<b>Payment: 6627</b>					
USA Bluebook	Conductivity solution	400985	11/13/2020		30.65
USA Bluebook	CHEMKEYS	405983	11/13/2020		4,514.51
USA Bluebook	Replacement tray for SL1000,	405115	11/13/2020		814.98
USA Bluebook	CHEMKEYS	399504	11/13/2020		235.37
<b>Payment 6627 Total:</b>					<b>5,595.51</b>
<b>Payment: 6628</b>					
Verizon Wireless	Cell service	9865543762	11/13/2020		281.89
<b>Payment 6628 Total:</b>					<b>281.89</b>
<b>Payment: 6629</b>					
Voelker, Tyler	Uniform - Boot reimbursemen	OCT2020	11/13/2020		165.00
<b>Payment 6629 Total:</b>					<b>165.00</b>
<b>Payment: 6630</b>					
Wade, Richard	Washer rebate	OCT2020	11/13/2020		75.00
<b>Payment 6630 Total:</b>					<b>75.00</b>
<b>Payment: 6631</b>					
Waste Connections	Waste collection - Southland	7059829	11/13/2020		226.20
Waste Connections	Waste collection - Old Town	7059469	11/13/2020		255.91
Waste Connections	Waste collection - Office	7058550	11/13/2020		48.26
<b>Payment 6631 Total:</b>					<b>530.37</b>

TO: BOARD OF DIRECTORS  
REVIEWED: MARIO IGLESIAS   
GENERAL MANAGER  
FROM: LISA BOGNUDA   
FINANCE DIRECTOR  
DATE: DECEMBER 4, 2020

**AGENDA ITEM**  
**D-1(B)**  
**DECEMBER 9, 2020**

**WARRANTS – BLACKLAKE ASSESSMENT DISTRICT 2020 -1**

COMPUTER CHECKS GENERATED – SEE ATTACHED
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\$42,936.15
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# Item D-1 (B) Warrants DECEMBER 9, 2020


Nipomo Community Services District

By Payment Number

Payment Dates 11/23/2020 - 12/09/2020

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
<b>Payment: 5</b>					
Cannon Corporation	BL A/D-Design and Engineer	74329	11/23/2020		30,080.20
				<b>Payment 5 Total:</b>	<b>30,080.20</b>
<b>Payment: 6</b>					
Nunley & Associates, Inc.	Southland WWTP Capacity Eva	8314	11/23/2020		7,198.42
				<b>Payment 6 Total:</b>	<b>7,198.42</b>
<b>Payment: 7</b>					
Nunley & Associates, Inc.	Southland WWTF Capacity Ev	8421	12/09/2020		5,657.53
				<b>Payment 7 Total:</b>	<b>5,657.53</b>
				<b>Grand Total:</b>	<b>42,936.15</b>



TO: BOARD OF DIRECTORS  
FROM: MARIO IGLESIAS   
GENERAL MANAGER  
DATE: DECEMBER 4, 2020

**AGENDA ITEM**  
**D-2**  
**DECEMBER 9, 2020**

**APPROVE OCTOBER 28, 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. October 28, 2020 draft Regular Board Meeting Minutes

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DECEMBER 9, 2020

ITEM D-2

ATTACHMENT A

# NIPOMO COMMUNITY SERVICES DISTRICT

*Serving the Community since 1965*

## DRAFT REGULAR MINUTES

OCTOBER 28, 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](mailto:info@ncsd.ca.gov) prior to the 9:00 am meeting start time. All emails received by that time will be distributed to the Board. Public participation in the meeting and public hearings will be taken only as described above. If any individual with a disability requires assistance to observe or participate in the meeting, please contact the District office by telephone at least 24 hours in advance.*

### A. CALL TO ORDER AND FLAG SALUTE

*President Gaddis called the Regular Meeting of October 28, 2020, to order at 9:00 a.m. and led the flag salute.*

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

*At Roll Call, all Directors were present.*

*There were no public comments.*

### E- 1) CONDUCT PUBLIC HEARING: WATER USER FEES

CONDUCT PROTEST HEARING, DETERMINE PROTEST STATUS, AND IF THERE IS NOT A MAJORITY PROTEST, CONSIDER ADOPTION OF RESOLUTION INCREASING DISTRICT WATER USER FEES [RECOMMEND CONDUCT PUBLIC HEARING AND IF THERE IS NO MAJORITY PROTEST, ADOPT RESOLUTION]

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

*President Gaddis opened the Public Hearing.*

*Phil Henry, NCSd resident, suggested that percentages be included in the tables presented along with the hard dollar amounts as an aide in communicating information to the public.*

*President Gaddis called for any written protests from the audience be submitted. He also asked if anyone would like to rescind their written protest.*

SUBJECT TO BOARD APPROVAL

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

*Craig Steele, District Legal Counsel, announced the District received 174 (one hundred seventy-four) written protests and a majority protest did not exist.*

*President Gaddis closed the Public Hearing.*

*Upon the motion of Director Armstrong and seconded, the Board unanimously adopted Resolution approving the water rates.*

*Vote 5-0.*

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

**RESOLUTION NO. 2020-1576**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
SETTING BI-MONTHLY WATER RATES AND CHARGES  
AND PRIVATE FIRE PROTECTION CHARGES**

**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 Blair*

- *Stated he was able to change some customers' point of view in the trailer park regarding the proposed water rate increase.*

*Director Eby*

- *October 15, attended LAFCO meeting remotely.*
- *October 23, attended a Special LAFCO meeting remotely.*

*Director Gaddis*

- *October 19, attended Board Officers' meeting.*

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

*There were no public comments.*

*Upon the motion of Director Armstrong and seconded, the Board unanimously approved receiving and filing presentations and reports.*

*Vote 5-0.*

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

**D. CONSENT AGENDA**

**D-1) WARRANTS [RECOMMEND APPROVAL]**

SUBJECT TO BOARD APPROVAL

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

- D-2) APPROVE OCTOBER 14, 2020, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]
- D-3) AUTHORIZE TASK ORDER FOR PREPARATION OF 2020 URBAN WATER MANAGEMENT PLAN UPDATE [RECOMMEND BY MOTION AND ROLL CALL VOTE AUTHORIZE STAFF TO EXECUTE TASK ORDER IN THE AMOUNT OF \$46,091 WITH MKN & ASSOCIATES, INC.]
- D-4) ANNUAL REVIEW OF CASH RESERVES IN ACCORDANCE WITH RESERVE POLICY [RECOMMEND RECEIVE AND FILE REPORT]
- D-5) REVIEW INVESTMENT POLICY THIRD QUARTER REPORT [RECOMMEND ACCEPT AND FILE REPORT]
- D-6) AUTHORIZE TASK ORDER FOR SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) MAINTENANCE AND SUPPORT WITH TESCO CONTROLS, INC. IN THE AMOUNT OF \$27,000 [RECOMMEND BY MOTION AND ROLL CALL VOTE APPROVE RESOLUTION AUTHORIZING STAFF TO EXECUTE TASK ORDER IN THE AMOUNT OF \$44,500 WITH TESCO CONTROLS, INC.]
- D-7) CONSIDER REQUEST FOR WATER AND SOLID WASTE SERVICE (INTENT-TO-SERVE LETTER) FOR PARCEL MAP CO 20-0066, A 2-PARCEL COMMERCIAL SUBDIVISION LOCATED AT 572 LINDON LANE IN NIPOMO, APN 091-327-076 [RECOMMEND CONSIDER INTENT-TO-SERVE LETTER AND APPROVE WITH CONDITIONS].

*President Gaddis requested item D-2 be pulled for separate vote as he was absent at the last Board Meeting.*

*Director Eby requested items D-3 and D-4 be pulled for discussion.*

*There were no public comments.*

*Upon the motion of Director Armstrong and seconded, the Board unanimously approved the Consent Agenda Items D-1, D-5, D-6 and D-7.*

*Vote 5-0.*

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

**RESOLUTION NO. 2020-1577**

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

*Upon the motion of Director Armstrong and seconded, the Board approved the Consent Agenda Item D-2.*

*Vote 4-0.*

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

SUBJECT TO BOARD APPROVAL

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

*Director Eby asked questions regarding Item D-3 and D-4.*

*Phil Henry, NCSD resident, asked about the cash reserve policy.*

*Upon the motion of Director Armstrong and seconded, the Board unanimously approved the Consent Agenda Items D-3 and D-4.  
Vote 5-0.*

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

**E. ADMINISTRATIVE ITEMS**

- E-2) CONSIDER AUTHORIZING THE GENERAL MANAGER TO DISPENSE WITH COMPETITIVE SOLICITATION REQUIREMENTS FOR THE PURCHASE AND INSTALLATION OF THE SENSUS DISTRIBUTION LEAK DETECTION AND AUTOMATED METER READING SYSTEM [RECOMMEND ADOPT RESOLUTION AUTHORIZE THE GENERAL MANAGER TO DISPENSE WITH COMPETITIVE SOLICITATION REQUIREMENTS FOR THE PURCHASE AND INSTALLATION OF THE SENSUS DISTRIBUTION LEAK DETECTION AND AUTOMATED METER READING SYSTEM AND ENTER INTO AN PROFESSIONAL SERVICES AGREEMENT WITH AQUA METRICS FOR THE PURPOSE THERE OF]

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

*Phil Henry, NCSD resident, stated there are intangible cost savings that benefit the community.*

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

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

**RESOLUTION NO. 2020-1578**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT AUTHORIZING  
THE GENERAL MANAGER TO DISPENSE WITH COMPETITIVE  
SOLICITATION REQUIREMENTS FOR THE PURCHASE AND  
INSTALLATION OF THE SENSUS DISTRIBUTION LEAK DETECTION  
AND AUTOMATED METER READING SYSTEM**

**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**

**G. COMMITTEE REPORTS**

*None*

**H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS****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**

*President Gaddis adjourned the meeting at 10:18 a.m.*

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	1 hour 18 minutes
Closed Session	0 hour 00 minutes
TOTAL HOURS	1 hour 18 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  
AND OPERATIONS  
DATE: DECEMBER 4, 2020



**CONSIDER REQUEST FOR WATER, SEWER AND  
SOLID WASTE SERVICE (INTENT-TO-SERVE LETTER) FOR  
TRACT 3162, A 10 PARCEL RESIDENTIAL SUBDIVISION  
LOCATED AT THE CORNER OF THOMPSON AVE AND BRANCH ST**

**ITEM**

Consider request for water, sewer, and solid waste service (Intent-to-Serve Letter) for Tract 3162, a 10-parcel residential subdivision located at the corner of North Thompson Avenue and West Branch Street (APN 090-095-006 and 090-095-015) [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 3162 located at the corner of North Thompson Avenue and West Branch Street (APN 090-095-006 and 090-095-015) on September 4, 2020 and the application was deemed complete in November 2020. The applicant, Peoples' Self-Help Housing, is requesting water, sewer, and solid waste services for a 10-parcel residential subdivision.

The project will consist of a subdivision of 2 existing parcels into 10 residential parcels. The existing parcels total approximately 1.2 acres. The District does not currently provide water, sewer or solid waste service to the parcels.

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 5.3 acre-feet per year (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 capacity fees will be based on the domestic sizes requested for the final County approved project as well as CAL FIRE's fire service requirements. Based on the information provided, the following services are proposed:

- Domestic: 10 @ 1-inch
- Sewer: 10 services

The estimated fee deposit for the project is \$224,820 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**

- Each new parcel shall be served by a single 1-inch meter and backflow assembly for indoor use and fire sprinkler service, if approved by CAL FIRE of SLO County. Water capacity charges are applicable.
- On-site sewer line shall be privately maintained.
- Recorded Covenants, Conditions, and Restrictions (CC&R's), acceptable to the District, shall include provisions for maintenance of the private on-site sanitary sewer line.

**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 laterals are required.
- Properly abandon any existing groundwater wells and provide documentation to District.
- Record a restriction, subject to District approval, on the property prohibiting the use of well(s) to provide water service to any parcel within the Project.
- Record a restriction, subject to District approval, on all parcels prohibiting use of self-regenerating water softeners.
- Comply with District water conservation program.
- 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 sewer 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 residential 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

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DECEMBER 9, 2020

ITEM D-3

ATTACHMENT A



# NIPOMO COMMUNITY SERVICES DISTRICT

148 SOUTH WILSON STREET  
POST OFFICE BOX 326 NIPOMO, CA 93444 - 0326  
(805) 929-1133 FAX (805) 929-1932  
Website: ncsd.ca.gov

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

RECEIVED

SEP 04 2020

NIPOMO COMMUNITY  
SERVICES DISTRICT

RECEIVED

SEP 04 2020

NIPOMO COMMUNITY  
SERVICES DISTRICT

## INTENT-TO-SERVE APPLICATION

- This is an application for: ☒ Sewer and Water Service ☐ Water Service Only
- SLO County Planning Department/Tract or Development No.: \_\_\_\_\_
- Project location: NW corner of Branch & Thompson
- Assessor's Parcel Number (APN) of parcel(s) to be served: 090-095-006, 1015
- Owner Name: Peoples' Self-Help Housing Corp.
- Mailing Address: 3533 Empire St.
- Email: sheryl@pshhc.org
- Phone: 805.540.2465 FAX: 805.544-1901
- Agent's Information (Architect or Engineer):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

- Type of Project: (check box) (see Page 3 for definitions)

<input checked="" type="checkbox"/> Single-family dwelling units	<input type="checkbox"/> Multi-family dwelling units
<input type="checkbox"/> Commercial	<input type="checkbox"/> Mixed Use (Commercial and Residential)

- Does this project require a sub-division? ☒ Yes ☐ No

If yes, number of new lots created 2 existing parcels to become 10

- Site Plan: to be submitted when available

**For all projects,** submit three (3) standard size (24" x 36") and one reduced copy (8½" 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.**

- 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) *2 existing parcels to be subdivided into 10*

Number of Parcel's created	<i>8</i>	Proposed number of SFR	<i>10</i>
----------------------------	----------	------------------------	-----------

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		Proposed number of residential dwellings	
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)	

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 8/25/20

Signed

*Sheryl Flores*, VP - Asst Sec.  
(Must be signed by owner or owner's agent)

Print Name

*Sheryl Flores*

**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.

**Accessory (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, 2020**

PROJECT SIZE/TYPE	TOTAL AMOUNT DUE AT TIME OF APPLICATION**
Residential <4 units	\$1,252.42
Residential 4-20 units	\$1,720.31
Residential > 20 units	\$2,025.46
Commercial <1 acre	\$1,720.31
Commercial 1-3 acres	\$2,025.46
Commercial > 3 acres	\$2,798.47
Mixed Use with less than 4 Dwelling Units	\$2,025.46
Mixed Use with four or more Dwelling Units	\$2,798.47
*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.




DECEMBER 9, 2020

ITEM D-3

ATTACHMENT B



TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS   
GENERAL MANAGER

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

DATE: DECEMBER 4, 2020

**AGENDA ITEM**  
**D-4**  
**DECEMBER 9, 2020**

**AUTHORIZE CONTRACT FOR CEQA COMPLIANCE SERVICES FOR  
BLACKLAKE SEWER SYSTEM CONSOLIDATION PROJECT  
WITH SWCA ENVIRONMENTAL CONSULTANTS**

**ITEM**

Authorize contract for California Environmental Quality Act Compliance Services for Blacklake Sewer System Consolidation Project with SWCA Environmental Consultants in the amount of \$32,351 [RECOMMEND AUTHORIZE STAFF TO EXECUTE A CONTRACT IN THE AMOUNT OF \$32,351 WITH SWCA ENVIRONMENTAL CONSULTANTS FOR CEQA COMPLIANCE SERVICES FOR THE BLACKLAKE SEWER SYSTEM CONSOLIDATION PROJECT AND AUTHORIZE THE GENERAL MANAGER TO ISSUE CHANGE ORDERS WITH A TOTAL AGGREGATE AMOUNT NOT TO EXCEED \$5000].

**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.

Another necessary step to implement the Project is to complete an environmental review for the Project in compliance with the California Environmental Quality Act (CEQA). At the October 26, 2020 Board meeting, the Board authorized staff to issue a Request for Proposals (RFP) for CEQA compliance services. The District received one (1) proposal on November 19, 2020. Staff subsequently reviewed the proposal and determined that the proposal met the District's requirements.

In addition, staff reached out to the consultants that did not respond to the RFP. Two responded that they could not meet the District's schedule requirements with their current workload, one responded that they could not provide all of the requested services, and one did not respond.

Attached is SWCA's proposed scope of work, schedule and budget for CEQA compliance services for the Project. The proposal includes an optional task for a Phase 1 Environmental Study Assessment related to hazardous material use/storage. Staff recommends that District include the Phase 1 Environmental Study Assessment as part of SWCA's contract.

### **FISCAL IMPACT**

The estimated Project cost is \$10,300,000. The Project budget includes \$116,240 for permitting. 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 execute a contract in the amount of \$32,351 with SWCA Environmental Consultants for CEQA compliance services for the Blacklake Sewer System Consolidation Project and authorize the General Manager to issue change orders with a total aggregate amount not to exceed \$5000.

### **ATTACHMENTS**

A. SWCA Project Scope, Schedule and Budget

DECEMBER 9, 2020

ITEM D-4

ATTACHMENT A



Sound Science. Creative Solutions.®

San Luis Obispo Office  
1422 Monterey Street, C200  
San Luis Obispo, California 93401  
Tel 805.543.7095 Fax 805.543.2367  
www.swca.com

November 19, 2020

Peter Sevcik, P.E.  
Director of Engineering and Operations  
Nipomo Community Services District  
P.O. Box 326  
Nipomo, CA 93444

**Re: Blacklake Sewer System Consolidation Project CEQA Compliance Services / SWCA No. P63924**

Dear Mr. Sevcik:

SWCA Environmental Consultants (SWCA) appreciates the opportunity to provide you with our scope of work and cost estimate for environmental services for the proposed Nipomo Community Services District (NCSD) Blacklake Sewer System Consolidation Project. Our scope includes project management through preparation of necessary documentation to support a California Environmental Quality Act (CEQA) determination. Based on our understanding of the proposed project and anticipated key issues, as well as our familiarity with the proposed project setting, we propose preparation of an Initial Study and Mitigated Negative Declaration (IS/MND), supported by archaeological and biological surveys, to complete California Environmental Quality Act (CEQA) documentation for the project. Our scope also includes attendance at public hearings on the project, responding to public and agency comments received with regard to the project, and identification of regulatory permits needed for project construction.

It is our understanding that the project includes the construction of a new 160-gallon-per-minute lift station and associated facilities at the existing Blacklake Water Reclamation Facility (BWRF), installation of approximately 4.15 miles (21,930 linear feet) of new 6-inch force main pipeline from the proposed lift station to the existing Southland Wastewater Treatment Facility, and the decommissioning and demolition of the existing BWRF after the new lift station is completed and operating. Based on our 30-plus years of preparing various CEQA documents for local agencies on the Central Coast and the experience of our environmental planning staff, SWCA feels that we are well qualified to assist the District with completion of the environmental review and permitting processes for the project. The SWCA team will be led by **SWCA Planning Team Lead Emily Creel**, who will also serve as the primary point of contact. Ms. Creel has relevant experience managing and preparing CEQA documents for the NCSD through her recent work on several similar projects for the NCSD, including the Cypress Ridge Interconnection Pipeline Project, the NCSD Supplemental Water Project, and the NCSD Interconnect Project.

The cost to complete the proposed tasks, as described in the attached scope of work, is a time and materials, not-to-exceed total of **\$29,175.00**. This proposal shall be valid for ninety (90) days.

Thank you for providing us with the opportunity to work with you. Should you have any questions regarding our scope of work or cost estimate, please contact me at (805) 543-7095, extension 6804, or via email at [bhenry@swca.com](mailto:bhenry@swca.com).

Sincerely,

Bill Henry, AICP  
Director

## INTRODUCTION

SWCA, Incorporated, dba SWCA Environmental Consultants (SWCA), is pleased to submit the following proposal to provide environmental services to the Nipomo Community Services District (NCSD) for the proposed Blacklake Sewer System Consolidation Project (project) in response to the Request for Proposal for CEQA Compliance Services, dated October 16, 2020.

SWCA is a 100% employee-owned firm of scientists, planners, and technical specialists who combine scientific expertise with in-depth knowledge of permitting and compliance protocols to achieve technically sound, cost-effective solutions for our clients. We provide planning, permitting, biological resources, cultural resources, and environmental compliance services for clients throughout California, and have completed hundreds of environmental documents (California Environmental Quality Act [CEQA], National Environmental Policy Act [NEPA], and other technical environmental documents) for state, local, and private projects. These documents range from Initial Studies/Mitigated Negative Declarations (IS/MNDs) and Environmental Assessments (EAs) to large Environmental Impact Reports (EIRs) and Environmental Impact Statements (EISs).

### WHAT CLIENTS SAY...

"[The] team at SWCA Environmental Consultants have been a valuable part of infrastructure project teams at the City of Paso Robles for over ten years. SWCA has good working relationships with various regulatory agencies. With technical expertise and strong communication skills, SWCA has helped the City navigate through many complex regulatory processes. SWCA staff are practical. They find a good balance between the needs to complete important public projects and protect our natural environment. I would not hesitate to hire SWCA again in the future."

- Matt Thompson,  
Wastewater Resources Manager,  
City of Paso Robles

It is our understanding that the project includes the construction of a new 160-gallon-per-minute lift station and associated facilities at the existing Blacklake Water Reclamation Facility (BWRF), installation of approximately 4.15 miles (21,930 linear feet) of new 6-inch force main pipeline from the lift station to the existing Southland Wastewater Treatment Facility, and the decommissioning and demolition of the existing BWRF after the new lift station is completed and operating. It is our understanding that the project description would be primarily based on the information provided in the Blacklake Sewer System Consolidation Study prepared by MKN & Associates and that specific engineering details may not be known at this time.

Our team feels that we are uniquely qualified given our local experience with similar wastewater treatment plant projects where we have conducted environmental planning, compliance monitoring, and mitigation planning for facilities operated by the County of San Luis Obispo, City of El Paso de Robles, County of Fresno, and other municipalities. We understand the importance of clear and regular communication on important community projects and our staff works closely with the team to make the project a success. Emily Creel, SWCA San Luis Obispo Planning Team Leader, will serve as the project manager and Cassidy Williams, Environmental Planner, will serve as primary document preparer. Jon Claxton, SWCA San Luis Obispo Natural Resources Team Leader, will provide biological resources oversight, and Leroy Laurie, SWCA San Luis Obispo Cultural Resources Team Leader, will provide cultural resources oversight.

## SCOPE OF SERVICES AND TIMELINE

SWCA will be responsible for coordinating closely with NCSD and contractor staff to facilitate successful completion of the CEQA process on the identified project schedule. Based on an understanding of the District's request, SWCA has identified the following approach and specific tasks to be completed.



## SCOPE OF SERVICES

### TASK 1. PROJECT MANAGEMENT

SWCA project management will include general management of the environmental project team, as well as coordination/correspondence with NCSD, the project engineer, and regulatory agencies, as deemed appropriate by NCSD. SWCA Planning Team Leader Emily Creel will serve as the Environmental Team Lead and SWCA Project Manager for the proposed project.

Our approach to project management includes maintaining clear and consistent lines of communication within the project team to ensure environmental tasks are completed in line with the project schedule and scope. It has been our experience that maintaining open lines of communication is critical when challenging circumstances arise to minimize confusion and maximize the problem-solving effort.

Our management of the project will include regular status meetings (e.g., weekly or monthly, depending on the status of the project) to be scheduled in coordination with the District, including preparation of agendas and minutes, coordination with the District's design consultant, preparation of a project schedule and regular updates to the project team related to the schedule, and submission of monthly progress reports with monthly payment requests.

### TASK 2: PROJECT DESCRIPTION

SWCA will review all materials associated with the project and provide comments and questions to the NCSD where additional information or clarification may be needed and helpful in preparing the project description. This task includes one in-person project kick-off meeting (subject to any District or SWCA COVID-19 safety protocols), assumed to be coordinated with a site visit to refine the project description, discuss the anticipated CEQA issue areas, field review project areas, and facilitate scheduling of the technical surveys. In light of the current pandemic, SWCA staff will conduct the site visit in accordance with the SWCA Fieldwork COVID-19 Safety Plan protocol, including wearing face coverings and practicing social distancing, to protect all attendees' safety. The draft project description will be based on the project details provided by the NCSD during the site visit as well as the Blacklake Sewer System Consolidation Study prepared for the project. If any additional information is needed to complete the project description and proceed with the environmental analysis, we will notify the NCSD immediately. Project design details in the project description will be supplemented with any information needed to facilitate preparation of the CEQA documentation.

### TASK 3. INITIAL STUDY

Based on our understanding of the proposed project and anticipated key issues, as well as our familiarity with the proposed project setting, we propose preparation of an Initial Study and Mitigated Negative Declaration (IS/MND), supported by archaeological and biological surveys, to complete California Environmental Quality Act (CEQA) documentation for the project.

#### ***Archaeological Resources Survey***

Compliance with CEQA requires that an affirmative search be undertaken to identify properties listed in, determined eligible for, or eligible for listing in the National Register of Historic Places (NRHP) and California Register of Historical Resources (CRHR) that may be impacted by the proposed project. SWCA will conduct background research, in part, by performing a records search for the property at the Central Coast Information Center (CCIC) located at the University of California, Santa Barbara. The CCIC is the regional office of the California Historical Resources Information System (CHRIS) and the primary purpose of the records search is to acquire site records for all relevant previously recorded cultural resources within 0.25 mile of the project area as well pertinent copies of previous studies.



SWCA will contact the California Native American Heritage Commission (NAHC) for a review of their Sacred Lands File. NAHC will determine if any NAHC-listed Native American sacred lands are located within or adjacent to the project area. SWCA assumes the NCSD, as the CEQA Lead Agency, will conduct any requisite consultation as part of their obligations under Assembly Bill 52, which requires lead agencies to take into consideration Native American concerns regarding development projects. This proposal does not include individual Native American contact or outreach.

Upon completion of the CHRIS records search, SWCA will conduct a pedestrian survey of the entire project area. SWCA archaeologists will conduct the survey utilizing pedestrian transects spaced at intervals of approximately 5 meters, covering all portions of the project area. For the purposes of this proposal and cost estimate, SWCA assumes that the survey will be negative and is not including the recordation of any resources. If any resources (e.g., prehistoric or historic archaeological sites) are identified during the pedestrian survey, a change order will be requested to officially document the resource(s). No testing or evaluation will be conducted, nor will any artifacts, samples, or specimens be collected during the survey.

Although the RFP indicates that a standalone cultural resources technical report is not expected to be necessary, our cultural resources specialists agreement with the Central Coast Information Center (CCIC) requires that the results of any survey (regardless of whether results are positive or negative) be documented in a report to be included in the CCIC. Therefore, upon completion of the literature review, initial Native American coordination, and field survey, SWCA will prepare a brief technical letter report that will summarize the results of the study, as well as provide management recommendations for resources within or near the project area. The report will include maps depicting the area surveyed for cultural resources. SWCA assumes that an electronic draft of this report and figures will be submitted for review. Upon receipt of comments on the draft document, SWCA will incorporate the input and produce the final report. SWCA assumes that only one round of review will be necessary. If the locations of sensitive archaeological sites or Native American cultural resources are shown or described in the report, the report will be considered confidential. The report may not be distributed to the public. In order to protect these sensitive resources, the confidential technical report shall be made available only to qualified cultural resources personnel, the landowner, and project management personnel on a "need to know" basis. Results will be incorporated directly into the Cultural Resources section of the IS/MND.

### ***Biological Resources Survey***

To support the preparation of the project CEQA document, SWCA staff would conduct a biological survey of the project area. The results of the biological resources survey will be incorporated directly into the IS/MND. The standard effort to complete a biological resources survey will conduct a survey of the project site to (1) evaluate existing conditions to determine presence or absence of special-status plant species and the area's suitability to support special-status wildlife species; (2) document and record species observed; (3) map all habitats, trees, and sensitive resources present using a Trimble® GeoXT Global Positioning System (GPS) unit; and 4) identify areas that may need to be avoided during project implementation. Surveys for annual plant species shall be conducted during the appropriate blooming period for those species of concern, as required by agency protocols. Should this not be possible due to project schedule, SWCA would evaluate the potential for species to occur and if a species cannot be discounted, additional surveys may be required prior to construction along with proposed mitigation should impacts be identified.

In preparation of this scope of work, SWCA believes that the CEQA document would need additional emphasis placed upon the impact analysis for California red-legged frog due to the proposed dewatering activities within the existing ponds. SWCA proposes to conduct a habitat assessment following the U.S. Fish and Wildlife Service (USFWS) protocol for California red-legged frog. The habitat assessment provides the baseline information that is needed when coordinating with resource agencies to determine if a presence/absence survey is needed for the impact analysis. While the ponds themselves offer minimal habitat value for California red-legged frog, this level of coordination with the resource agencies would be in the best interest of the NCSD due to the documented occurrence of the species within 1.2 miles of the project site, the presence of other suitable aquatic features located within the golf course, and the aquatic habitat provided by the ponds themselves.

If any sensitive resources are encountered during surveys, SWCA will immediately notify the NCSD to discuss the findings, and possible solutions. SWCA assumes that coordination with USFWS and California Department of Fish and Wildlife (CDFW) would be necessary; therefore, we have budgeted for a standalone habitat assessment report to be prepared for the California red-legged frog, which is anticipated to be a requirement for these consultations.

### ***Initial Study***

SWCA will prepare an Initial Study consistent with State CEQA Guidelines Section 15063, using the NCSD's preferred template, as further described under Task 4, below. SWCA does not anticipate completion of the Initial Study will result in the identification of any additional technical studies that would be needed to support the CEQA document.

## **TASK 4. IDENTIFICATION OF MITIGATION MEASURES AND PREPARATION OF MITIGATED NEGATIVE DECLARATION**

SWCA will prepare an Initial Study/Mitigated Negative Declaration (IS/MND) to document the project's compliance with CEQA. Pursuant to Section 15063(d) and (f) of the State CEQA Guidelines, the IS/MND will include:

- A description of the project, including the location of the project.
- An identification of the environmental setting.
- An identification of environmental effects, including cumulative impacts, by use of an environmental checklist. SWCA will utilize the checklist provided in Appendix G of the State CEQA Guidelines and modify it, as necessary, to meet the NCSD's needs. The entries on the checklist will be adequately explained to show the evidence relied on to make the entry.
- A discussion of the ways to minimize the potentially significant effects identified, if any. The IS will include a generalized narrative or list of mitigation options.
- An examination of whether the project would be consistent with existing zoning, plans, and other applicable land use controls.

Preparation of the IS/MND will include an assessment of all resources as required by State CEQA Guidelines Appendix G. This task includes any necessary meetings with NCSD staff following the project kick-off meeting, including regular status meetings via video/teleconference throughout project duration, as needed.

This task includes two rounds of review by the NCSD. SWCA will prepare an administrative draft IS/MND for NCSD review and will revise the IS/MND to respond to any comments made by the NCSD before preparing a revised "screen check" draft for final NCSD approval. SWCA will prepare draft notices for public circulation of the IS/MND, including a draft Notice of Intent to Adopt an MND, Notice of Completion, State Clearinghouse Summary Form, and Mitigation Monitoring and Reporting Plan (MMRP).

As of November 3<sup>rd</sup>, 2020, the Office of Planning and Research is no longer accepting hard copy submittals and consultants to lead agencies can only submit documents electronically through the CEQA Net Database if they complete a registration process in coordination with the Lead Agency prior to document submittal. Therefore, SWCA will prepare the required notices and assumes the NCSD will either authorize SWCA to submit CEQA documents on their behalf or submit the project documents to the State Clearing House. SWCA will coordinate posting of the appropriate notice at the County Clerk's Office and mail the documents to interested citizens on the District's mailing list; however, we assume the NCSD will coordinate publishing the notice in a newspaper of general circulation and payment of associated fees.

## **TASK 5: ATTEND HEARINGS AND RESPOND TO COMMENTS**

SWCA will prepare written responses to substantive comments received on the IS/MND for the administrative record and to inform decision makers. SWCA's project manager, Emily Creel, will be available to attend two public hearings on the project and will be available to assist with a project presentation, preparation of meeting materials, and responses to questions and comments.

## **TASK 6: NOTICE OF DETERMINATION**

SWCA will prepare a draft Notice of Determination for the NCSD's review and assumes the NCSD will file the NOD at the County Clerk's Office upon final project determination, along with any required California Department of Fish and Wildlife (CDFW) environmental filing fees.

## **TASK 7: IDENTIFICATION OF REGULATORY PERMITS NEEDED FOR CONSTRUCTION**

SWCA will also identify in writing all permits, studies, and other official documents that would be necessary to obtain prior to and/or during construction activities to comply with applicable County, State, and Federal regulatory agency requirements. This summary of required regulatory permits or other documents would be identified within the IS/MND. Preparation of required permit applications are not included in this scope of work; however, SWCA could complete permit applications if requested under a contract amendment.

## **OPTIONAL TASKS**

### ***Optional Task 1. Phase I Environmental Study Assessment***

Based on our previous experience with projects within Nipomo, SWCA expects that the proposed demolition of existing Blacklake WRF facilities and trenching for construction of a new 4.15-mile long force main pipeline may have the potential to result in impacts related to hazardous materials use/storage. As an optional task, SWCA would team with **Haro Environmental** to conduct a Phase I ESA consistent with American Society for Testing and Materials (ASTM) Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process, ASTM E1527-13. The scope of work will evaluate the proposed project and will include the following four components:

- A site and surrounding area reconnaissance;
- Records review;
- Interviews with the property owners and local government officials (as applicable); and
- Compilation of the data and preparation of a Phase I ESA report.

The purpose of the Phase I ESA will be to identify recognized environmental conditions associated with the project site. The information presented in the Phase I ESA will be used to evaluate the project site for hazardous materials. An assessment of ASTM E1527-13 non-scope considerations, including, but not limited to, mold, asbestos, lead-based paint, methane, geologic hazards, and/or the collection and analysis of samples from any media, are not part of the work scope for this Phase I ESA.

## **TIMELINE**

SWCA is prepared to initiate this scope of work immediately after receiving a signed contract. We will coordinate with the NCSD to ensure all internal deadlines for the project are met (refer to Table 1). Note that these timeframes are just estimates; we are willing to commit to the overall project schedule developed by the NCSD and will provide

environmental documentation within the timeframes necessary to maintain the overall project schedule to the extent feasible. All documents will be provided in electronic format.

**Table 1. Schedule**

TASK	ESTIMATED TIME OF COMPLETION
<b>Project Kickoff Meeting/Site Visit</b>	Within 2 weeks of authorization to proceed and receipt of project materials
<b>Draft Project Description</b>	Within 2 weeks of completion of project kickoff meeting/site visit
<b>Final Project Description</b>	Within 3 days upon receipt of comments on the Draft Project Description
<b>Technical Surveys, Optional Phase I ESA</b>	Within 60 days of completion of Final Project Description
<b>Administrative Draft IS/MND</b>	Within 30 days of completion of Technical Surveys
<b>Screen Check Draft IS/MND</b>	Within 1 week of receipt of comments on Administrative Draft IS/MND
<b>Public Review Draft IS/MND</b>	Within 3 days of receipt of comments on the Screen Check Draft IS/MND
<b>Public circulation</b>	30 days
<b>Response to Comments and Final IS/MND (if necessary)</b>	Within 2 weeks of close of public circulation period
<b>Public Hearing</b>	To be determined
<b>TOTAL</b>	Approximately 7 months

## PERSONNEL AND EXPERIENCE

SWCA San Luis Obispo Project Manager/Planning Team Lead Emily Creel will be the primary liaison with the District, and all project team communications will run through and synthesized by Ms. Creel and forwarded to the District Project Manager. She will be available to respond to any concerns of the project team throughout the duration of the contract, and will be responsible for supervising the day-to-day activities of the project team, as well as being responsible for client liaison, document review, budgeting, and public presentations, in addition to the preparation of legally defensible environmental documents and reports.

Table 2 outlines our project team's qualifications, references, and responsibilities for the proposed project, and detailed resumes are included in Appendix A. All team members are from SWCA's San Luis Obispo office and SWCA assures the District that the identified team will be used to staff this project. No reassignment or substitution of any member of the project team shall be made without prior written approval of the District.

Based on our experience, SWCA has the working knowledge and skill to keep projects on schedule and within budget. SWCA takes pride in being a pro-active member of a project team and flushing out potential issues early in the process to avoid any unnecessary project delays or expenditures. On past projects with similar scope and nature, SWCA staff have coordinated closely with our clients to identify and communicate any potential threats to the schedule or budget early in the process and have successfully addressed them to the client's satisfaction.

Estimated number of hours for each team member are listed in the Anticipated Cost Summary below.



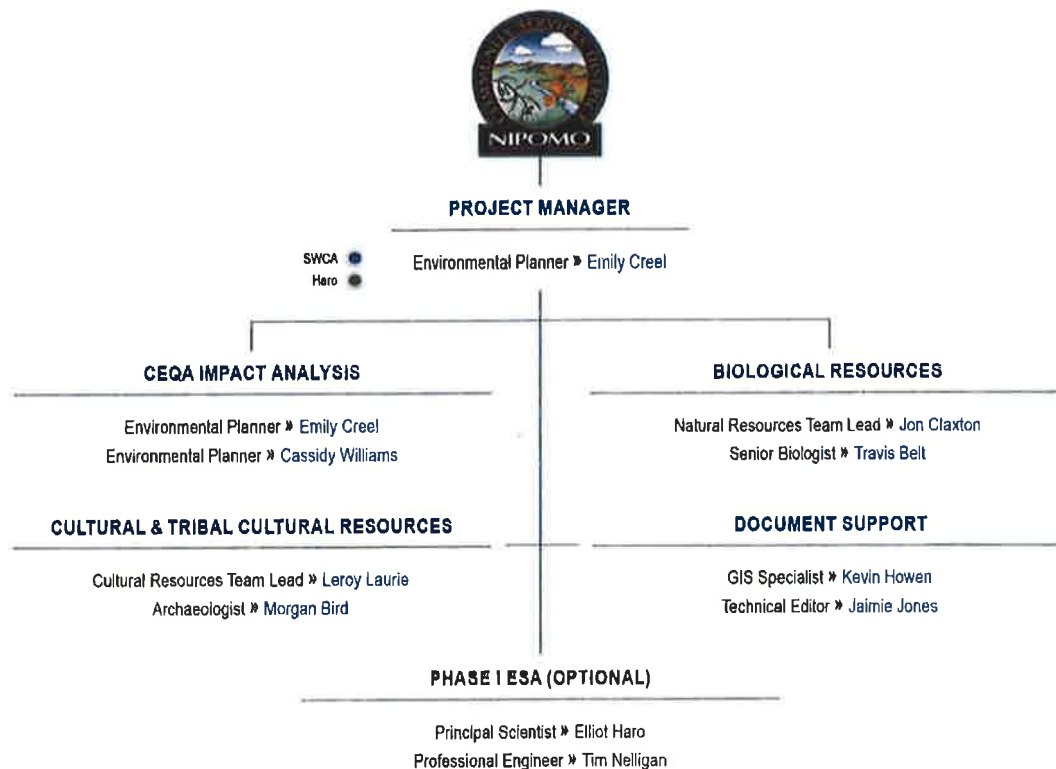
Table 2. Project Team Qualifications

TEAM MEMBER, ROLE, YEARS OF EXPERIENCE, AND EDUCATION	LICENSES, CERTIFICATIONS, AND MEMBERSHIPS	AREAS OF EXPERTISE
<p>EMILY CREEL, J.D.   SENIOR ENVIRONMENTAL PLANNER / PLANNING TEAM LEAD (14 YEARS)</p> <p>J.D., Focused Studies on Property, Land Use, and Environmental Law</p> <p>B.A., Political Science</p> <p><b>References:</b></p> <p><b>Matt Thompson, Wastewater Resource Manager,</b> City of Paso Robles 805.237.3970   <a href="mailto:mthompson@prcity.com">mthompson@prcity.com</a></p> <p><b>Shawna Scott, Senior Planner,</b> City of San Luis Obispo 805.781.7176   <a href="mailto:sscott@slcity.org">sscott@slcity.org</a></p>	<ul style="list-style-type: none"> <li>• Member of the State Bar of California</li> <li>• Association of Environmental Professionals, Channel Counties Chapter Legislative Committee Representative</li> </ul>	<ul style="list-style-type: none"> <li>• Project management</li> <li>• Environmental law and studies</li> <li>• CEQA analysis and compliance</li> <li>• Design of mitigation measures</li> <li>• CEQA litigation and case law precedence</li> </ul>
<p>CASSIDY WILLIAMS   ENVIRONMENTAL PLANNER (3 YEARS)</p> <p>B.S., Environmental Management and Protection; m: City and Regional Planning</p>	<ul style="list-style-type: none"> <li>• Association of Environmental Professionals</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental impact analysis</li> <li>• CEQA documentation</li> </ul>
<p>JON CLAXTON   PROJECT MANAGER / NATURAL RESOURCES TEAM LEAD (19 YEARS)</p> <p>B.S., Biological Sciences</p>	<ul style="list-style-type: none"> <li>• Plant Voucher Collecting Permit; CDFW, 2081(a)-09-04-V</li> <li>• Scientific Collecting Permit; CDFW, SC-7285</li> <li>• Wetland Delineation Training; USACE</li> <li>• Approved Primary Fisheries Biologist; NOAA Fisheries</li> <li>• Association of Environmental Professionals</li> </ul>	<ul style="list-style-type: none"> <li>• Section 7 Consultation</li> <li>• Environmental impact analysis</li> <li>• Sensitive species consultation</li> <li>• Caltrans compliance documents and Local Assistance Programs</li> <li>• Constraints and feasibility study reports</li> <li>• Wetland delineations</li> </ul>
<p>TRAVIS BELT   SENIOR BIOLOGIST / WETLANDS SPECIALIST / ALTERNATE PROJECT MANAGER (18 YEARS)</p> <p>B.S., Forestry and Natural Resources Management; c: Watershed and Fire Management</p>	<ul style="list-style-type: none"> <li>• Plant Voucher Collecting Permit; CDFW, 2081(a)-16-039-V</li> <li>• Scientific Collecting Permit; CDFW, SC-9726</li> <li>• Wetland Delineation Certification; USACE</li> <li>• Morro shoulderband snail 10(a)(1)(A) Recovery Permit; USFWS, TE-824123-7</li> <li>• Qualified Wildlife Hazard Assessment Biologist</li> <li>• Association of Environmental Professionals</li> </ul>	<ul style="list-style-type: none"> <li>• Land rehabilitation, mitigation design, and monitoring</li> <li>• Wetland delineations</li> <li>• sensitive species surveys and monitoring</li> <li>• CEQA analysis, habitat assessments, and mitigation measure design</li> </ul>
<p>LEROY LAURIE   SENIOR ARCHAEOLOGIST / CULTURAL RESOURCES TEAM LEADER (19 YEARS)</p> <p>B.S., Social Sciences</p>	<ul style="list-style-type: none"> <li>• Society for California Archaeology</li> <li>• Association of Environmental Professionals</li> </ul>	<ul style="list-style-type: none"> <li>• CEQA and NHPA Section 106 compliance</li> <li>• Archaeological survey, excavation, monitoring</li> <li>• Archival research, surveys and excavations</li> <li>• Cultural resources management</li> <li>• Molluscan identification and analysis</li> </ul>

TEAM MEMBER, ROLE, YEARS OF EXPERIENCE, AND EDUCATION	LICENSES, CERTIFICATIONS, AND MEMBERSHIPS	AREAS OF EXPERTISE
<b>MORGAN BIRD   ARCHAEOLOGIST (6 YEARS)</b> <i>B.A., Social Sciences, m: Anthropology/ Geography</i>	<ul style="list-style-type: none"> <li>Society for California Archaeology</li> </ul>	<ul style="list-style-type: none"> <li>Archaeology</li> <li>Cultural resources analysis</li> <li>CEQA / NEPA compliance</li> <li>Mapping</li> <li>Osteology and forensic anthropology</li> <li>Lithic analysis</li> </ul>

## ORGANIZATION CHART

Figure 1 illustrates the chain of command for our project team.




## ANTICIPATED COST SUMMARY

The budget for the proposed scope of work is a time-and-materials (T&M) estimate of **\$29,175.00**. We have attempted to be conservative in preparation of the budget with regard to the level of effort required so that the overall cost estimates are reasonable for your planning purposes. SWCA will not proceed with any work in excess of the **T&M** budget without prior authorization to proceed from the NCSD. A detailed cost breakdown is provided in Table 3 below.

Costs for the Optional Task (Phase I ESA), if determined necessary by the District, would require an additional \$3,240 for a total project cost of \$32,351.00.

Table 2. Anticipated Cost Summary

Project Name:	Blacklake Sewer System Consolidation																										
Project No.:	63924																										
Phase 01:	CEQA Compliance Services																										
Contract Year:	1																										
Rate Est. Factor:	0.0%																										
Project Start (est.):	1/1/2021			Total		Task 01		Task 02		Task 03		Task 04		Task 05		Task 06		Task 07		Task 08		Task 09					
Project End (est.):	10/1/2021			Total Tasks		Project Management / QA/QC		Project Description		Phase I Arch report		Site survey		Initial Study		EIS/NO		Public Hearings and ETC		HCO		Regulatory Permit Requirements					
LABOR		Discipline	Level	Units	Hours	Charge	% of Total Hours	% of Total Units	% of Total Charge	Hours	Charge	Hours	Charge	Hours	Charge	Hours	Charge	Hours	Charge	Hours	Charge	Hours	Charge	Hours	Charge	Hours	Charge
		Crest, Emily	Project Manager	\$ 171.00	46.00	\$ 7,866	27.0%	22.4%	27.0%	12.00	\$ 2,052	4.00	\$ 684	-	\$ -	8.00	\$ 1,368	8.00	\$ 1,368	12.00	\$ 2,052	1.00	\$ 171	1.00	\$ 171	-	\$ -
		Williams, Cassidy	Environmental Planner	\$ 109.00	74.00	\$ 8,066	27.8%	34.4%	27.7%	-	\$ -	12.00	\$ 1,308	-	\$ -	44.00	\$ 4,796	8.00	\$ 872	8.00	\$ 872	2.00	\$ 218	-	\$ -	-	\$ -
		Beatty, Lenny	Cultural Resources Team Lead	\$ 153.00	29.41	\$ 4,500	18.4%	14.8%	15.3%	-	\$ -	-	\$ -	29.41	\$ 4,500	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
		Bell, Tracy	Senior Biologist	\$ 171.00	38.00	\$ 6,498	22.3%	18.7%	22.3%	-	\$ -	-	\$ -	-	\$ -	38.00	\$ 6,498	-	\$ -	-	\$ -	-	\$ -	-	\$ -	2.00	\$ 342
		James, Joanne	Technical Editor/Writer	\$ 119.00	8.00	\$ 958	2.4%	2.9%	2.3%	-	\$ -	-	\$ -	2.00	\$ 238	-	\$ -	4.00	\$ 476	-	\$ -	-	\$ -	-	\$ -	-	\$ -
		Phewen, Kevin	GIS specialist	\$ 119.00	6.00	\$ 714	2.4%	2.5%	2.5%	-	\$ -	-	\$ -	2.00	\$ 238	2.00	\$ 238	2.00	\$ 238	-	\$ -	-	\$ -	-	\$ -	-	\$ -
		Clayton, Jan	Natural Resources Team Lead	\$ 187.00	4.00	\$ 748	2.6%	2.0%	2.6%	-	\$ -	-	\$ -	-	\$ -	4.00	\$ 748	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
		Labor Subtotal			200.41	\$ 29,106	99.8%	100.0%		12.00	\$ 2,052.00	16.00	\$ 1,992.00	33.41	\$ 4,975.33	42.00	\$ 7,142.00	58.00	\$ 6,878.00	16.00	\$ 2,240.00	20.00	\$ 2,924.00	3.00	\$ 389.00	3.00	\$ 513.00
		Labor Total			200.41	\$ 29,106	99.8%			12.00	\$ 2,052.00	16.00	\$ 1,992.00	33.41	\$ 4,975.33	42.00	\$ 7,142.00	58.00	\$ 6,878.00	16.00	\$ 2,240.00	20.00	\$ 2,924.00	3.00	\$ 389.00	3.00	\$ 513.00
SUB CONTRACTORS		Discipline	Unit	Rate	Units	Charge				Units	Charge	Units	Charge	Units	Charge	Units	Charge	Units	Charge	Units	Charge	Units	Charge	Units	Charge	Units	Charge
		Elmer Hays	enter rate/unit or lump charge	\$ 2,700.00	-	\$ -	0.0%			-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
		Subcontractor Fee Subtotal			-	\$ -	0.0%			-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
		Markup	20%		-	\$ -	0.0%			-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
		Subcontractor Fee Total			-	\$ -	0.0%			-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
		Project Phase Totals			-	\$ 29,175	100.2%			-	\$ 2,052	-	\$ 2,061	-	\$ 4,976	-	\$ 7,142	-	\$ 6,878	-	\$ 2,240	-	\$ 2,924	-	\$ 389	-	\$ 513
TOTAL THIS PHASE		Charges																									
		SWCA Labor Total																									
		Expenses Total																									
		Subcontractor Total																									
		Total Phase																									

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TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER

FROM: LISA BOGNUDA  
FINANCE DIRECTOR

DATE: DECEMBER 4, 2020

## AGENDA ITEM

### D-5

DECEMBER 9, 2020

## ACCEPT FIRST QUARTER FISCAL YEAR 2020-2021 QUARTERLY FINANCIAL REPORT

### ITEM

Accept First Quarter Financial Report [RECOMMEND RECEIVE AND FILE REPORT]

### BACKGROUND

As of September 30, 2020, the 2020-2021 Fiscal year is 25% complete. The consolidated operating revenues are 28.36% of budget, operating expenditures are at 23.90% of budget and general and administrative expenditures are at 19.49% of budget.

Attached are the following which provide an overview of the first three months of the fiscal year:

Page 1	Consolidated Statement of Net Position
Page 2-3	Consolidated Statement of Revenues and Expenses
Page 4	Summary of Revenues, Expenses and Cash Balances by Fund
Page 5	Summary of Approved Budget Adjustments
Page 6-7	Graphs for Consolidated Revenues and Expenses
Page 8-10	Graphs for major funds (Water, Town Sewer, and Blacklake Sewer)

### STRATEGIC PLAN

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

### RECOMMENDATION

It is recommended that your Honorable Board receive report and direct Staff to file the quarterly financial report for the first quarter of fiscal year 2020-2021.

### ATTACHMENT

A. Pages 1-10 – NCSD Quarterly Financial Report

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