


TO: BOARD OF DIRECTORS
REVIEWED: MARIO IGLESIAS
GENERAL MANAGER 
FROM: ELIZABETH VILLANUEVA, E.I.T.
ACTING DISTRICT ENGINEER
DATE: December 7, 2022

AGENDA ITEM
E-1
DECEMBER 14, 2022

AWARD CONSTRUCTION CONTRACT FOR BRANCH STREET WATER MAIN REPLACEMENT PROJECT TO RAMINHA CONSTRUCTION, INC., IN THE AMOUNT OF \$793,864, APPROVE CONSTRUCTION MANAGEMENT AGREEMENT WITH MNS IN THE AMOUNT OF \$248,140, APPROVE AGREEMENT WITH MKN FOR DESIGN ENGINEERING SERVICES DURING CONSTRUCTION IN THE AMOUNT OF \$25,822, AUTHORIZE CONTINGENCY IN THE AMOUNT OF \$160,000 AND APPROVE BUDGET AMENDMENT IN THE AMOUNT OF \$378,000

ITEM

Recommend the following actions for the Branch Street Water Main Replacement Project ("Project"):

1. Adopt resolution awarding a construction contract for the Project to Raminha Construction, Inc. in the amount of \$793,864,
2. Approve construction management agreement with MNS in the amount of \$248,140,
3. Approve engineering design during construction agreement with MKN in the amount of \$25,822,
4. Approve construction contingency in the amount of \$160,000,
5. Approve budget amendment in the amount of \$378,000.

BACKGROUND

The Nipomo Community Services District operates and maintains a waterline that is currently located in an alley parallel to Branch Street between Thompson and Avocado. The existing waterline provides service to single family residential homes in the area and has reached the end of its life cycle. The District is planning to abandon the existing waterline in the alley, install a new 8-inch diameter waterline in Branch Street between Thompson Avenue and Cedarwood Street, install 2 new fire hydrants, and relocate 15 water services and meters to street rights-of-ways that are more readily accessible for future maintenance. The total length of 8-inch diameter waterline that is to be installed as part of the project is approximately 1,560 linear feet.

Staff acquired Right-of-Entry agreements for relocating water services for the 15 properties that will be impacted by the project.

**ITEM E-1, BRANCH STREET MAIN REPLACEMENT PROJECT
CONSTRUCTION CONTRACT AWARD
DECEMBER 14, 2022**

The Board authorized staff to bid the project at the March 23, 2022 Board meeting. The bid documents stated that the contract award would be based on the lowest Base Bid. On November 18, 2022, bids for the Project were opened from nine (9) contractors as listed below:

Contractor	Total Base Bid Price
Raminha Construction, Inc.	\$793,864.00
R. Baker, Inc.	\$895,816.00
John Madonna Construction	\$895,951.00
JJ Fisher Construction	\$906,597.00
R. Burke Corporation	\$919,912.00
Hartzell General Engineering	\$934,030.00
Specialty Construction, Inc.	\$994,126.00
S. Chaves Construction, Inc.	\$1,072,862.10
Spiess Construction Co., Inc.	\$1,182,540.00

The low bidder was Raminha Construction, Inc. with a Base Bid of \$793,864. Staff reviewed the bid and determined that the bid is responsive and the bidder is responsible.

SCHEDULE

The tentative schedule is as follows:

- Contract Award – December 2022
- Construction – January 2023 to September 2023

FISCAL IMPACT

Funding in the amount of \$850,000 is available for the project in the FY 2022-2023 budget. Total project costs (rounded) are estimated as follows:

Construction	\$793,864
Construction Contingency	\$120,000
Construction Management and Inspection - MNS	\$248,140
Construction Management and Inspection Contingency - MNS	\$40,000
Engineering Services During Construction - MKN	\$25,822
Total	\$ 1,227,826

Thus, a transfer from Fund #805, Water Funded Replacement Reserves, in the amount of \$378,000, is required to provide adequate funding for the project.

STRATEGIC PLAN

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

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

RECOMMENDATION

Staff recommends that the Board, by motion and roll call vote, adopt Resolution 2022-XXXX Branch Street Water Main Replacement Project Bid Award to:

1. Adopt resolution awarding a construction contract for the Project to Raminha Construction, Inc. in the amount of \$793,864,
2. Approve construction management agreement with MNS in the amount of \$248,140,
3. Approve engineering design during construction agreement with MKN in the amount of \$25,822,
4. Approve construction contingency in the amount of \$160,000,
5. Approve budget amendment in the amount of \$378,000.

ATTACHMENTS

- A. Resolution 2022-XXXX Branch Street Water Main Replacement Project Bid Award
- B. MKN Bid Review and Recommendation Report
- C. MNS Construction Management Services Proposal
- D. MKN Engineering Design During Construction Services Proposal

DECEMBER 14, 2022

ITEM E-1

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2022-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT AWARING CONSTRUCTION CONTRACT
FOR BRANCH STREET WATER MAIN REPLACEMENT PROJECT
TO RAMINHA CONSTRUCTION, INC., IN THE AMOUNT OF \$793,864, APPROVE
CONSTRUCTION MANAGEMENT AGREEMENT WITH MNS IN THE AMOUNT OF \$248,140,
APPROVE AGREEMENT WITH MKN FOR DESIGN ENGINEERING DURING
CONSTRUCTION IN THE AMOUNT OF \$25,822, AUTHORIZE CONTINENCY IN THE
AMOUNT OF \$160,000 AND APPROVE BUDGET
AMENDMENT IN THE AMOUNT OF \$378,000**

WHEREAS, the Branch Street Water Main Replacement Project involves the construction of a water main and relocation of water services since the existing facilities and components are at the end of their useful life, and need to be replaced to ensure reliability of service and protection of the community's water supply; and

WHEREAS, the design drawings and technical specifications for the Branch Street Water Main Replacement Project, dated October 2022, were developed by District staff and MKN Engineering ("MKN"); and

WHEREAS, the Board authorized staff to solicit bids for the project on March 23, 2022; and

WHEREAS, the Branch Street Water Main Replacement Project was advertised for bids in accordance with State of California Public Contracts Code requirements; and

WHEREAS, the District's 2022-23 Fiscal Year Budget allocated \$850,000 total funding for the Branch Street Water Main Replacement Project, and that amount is insufficient based on the bid results and construction oversight costs;

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

1. The project was advertised for bids in accordance with State of California Public Contracts Code requirements.
2. The District received nine (9) bids for the project.
3. Staff has reviewed the project bids and has determined that Raminha Construction Inc., the apparent low bidder, submitted a responsive bid and is a responsible bidder.
4. Additional funding from Fund #805, Water Funded Replacement Reserves, must be transferred to the Branch Street Water Main Replacement Project.

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

1. The contract for the Branch Street Water Main Replacement Project is hereby awarded to the lowest responsive and responsible bidder, Raminha Construction Inc., in the amount of \$793,864 for the Base Bid, and the General Manager is authorized to execute the construction agreement.

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2022-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT AWARDED CONSTRUCTION CONTRACT
FOR BRANCH STREET WATER MAIN REPLACEMENT PROJECT
TO RAMINHA CONSTRUCTION, INC., IN THE AMOUNT OF \$793,864, APPROVE
CONSTRUCTION MANAGEMENT AGREEMENT WITH MNS IN THE AMOUNT OF \$248,140,
APPROVE AGREEMENT WITH MKN FOR DESIGN ENGINEERING DURING
CONSTRUCTION IN THE AMOUNT OF \$25,822, AUTHORIZE CONTINGENCY IN THE
AMOUNT OF \$160,000 AND APPROVE BUDGET
AMENDMENT IN THE AMOUNT OF \$378,000**

2. The General Manager is authorized to issue Change Orders for construction contingencies with an aggregate total amount not to exceed \$160,000.
3. The Board authorizes transfer of \$378,000 from Fund #805, Water Funded Replacement Reserves, to provide additional funding for the project in the FY 2022-2023 Budget.
4. The above recitals and findings are incorporated herein by this reference.

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

**AYES:
NOES:
ABSENT:
CONFLICTS:**

The foregoing resolution is hereby adopted this _____ day of December 2022.

ED EBY
President, Board of Directors

ATTEST:

APPROVED AS TO FORM AND
LEGAL EFFECT:

MARIO IGLESIAS
General Manager and
Secretary to the Board

CRAIG A. STEELE
District Legal Counsel

DECEMBER 14, 2022

ITEM E-1

ATTACHMENT B



P.O. Box 1604
Arroyo Grande CA 93421
805 904 6530 tel
www.mknassociates.us

November 30, 2022

Elizabeth Villanueva
Assistant Engineer
Nipomo Community Services District
148 S Wilson St
Nipomo, CA 93444

Dear Ms. Villanueva,

Re: Branch Street Waterline Project Recommendation for Award

Michael K. Nunley & Associates, Inc., (MKN) has reviewed the bids received for the Nipomo Community Services District Branch Street Waterline Improvement Project. The District received nine (9) bids ranging from \$793,864 to \$1,182,540. The Engineer's estimate was \$944,000.

Raminha Construction, Inc., was the Apparent Low Bidder at \$793,864. We have reviewed their submitted bid forms and find that the bid meets District requirements for a responsive and responsible bid. MKN recommends that the District award the project to Raminha Construction, Inc.

If you have any questions, please contact me at eshields@mknassociates.us or by phone at (805) 904-6530.

Sincerely,

A handwritten signature in black ink, appearing to read 'Eileen Shields', is written in a cursive style.

Eileen Shields, PE

Attachments:
Bid Tabulation

	Contractor	Total Base Bid Price
1	Raminha Construction, Inc.	\$793,864.00
2	R. Baker, Inc.	\$895,816.00
3	John Madonna Construction Co., Inc.	\$895,951.00
4	JJ Fisher Construction, Inc.	\$906,597.00
5	R. Burke Corporation	\$919,912.00
6	Hartzell General Engineering	\$934,030.00
7	Specialty Construction, Inc.	\$994,126.00
8	S. Chaves Construction, Inc.	\$1,072,862.10
9	Spiess Construction Co., Inc.	\$1,182,540.00

Apparent Low Bidder:

Raminha Construction

DECEMBER 14, 2022

ITEM E-1

ATTACHMENT C



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

October 31, 2022

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

**SUBJECT: Proposal For Construction Management and Inspection Services
Branch Street Pipeline Improvements**

Dear Mr. Sevcik:

MNS Engineers, Inc. (MNS) is pleased to submit the enclosed proposal to provide construction management and inspection services for the Branch Street Pipeline Improvements project. MNS has a depth of experience in construction management and inspection for water resources projects, and we are familiar with the needs and expectation for the District on this project having provided similar services for the Nipomo Area Pipeline Improvements project.

Project Understanding

The Branch Street Pipeline Improvements will consist of construction of approximately 1,554 lineal feet of 8-inch PVC water pipe line, bid alternatives for up to 19 service connections, and installation of new water meter boxes and a new fire hydrant assembly. The project is planned to be awarded in December with construction planned to begin January 2023.

Scope of Work

Our proposal is based on the attached Scope of Work and our knowledge of providing construction management services for similar projects. MNS will provide construction management and inspection per the attached Scope of Work.

Staffing Plan and Cost Proposal

MNS will perform the services described above on a time-and-materials basis in accordance with the attached Staffing Plan and Cost Proposal. Our cost for the level of effort described in this proposal is estimated at \$248,140.00.

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

Sincerely,
MNS ENGINEERS, INC.

A handwritten signature in blue ink, appearing to read "G. Chelini".

Gregory Chelini, P.E.
Vice President/Principal Construction Manager
Encl: Scope of Work/Cost Proposal



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

SCOPE OF WORK

Branch Street Pipeline Improvements

CONSTRUCTION PHASE

TASK 1 – PROJECT MANAGEMENT SERVICES

1.1 Project Oversight

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

1.2 Ongoing Project Management

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

- 1.2.1 Administration of Consultant Obligations** - MNS will provide task schedules; coordination with District staff, utilities, and other contractors; maintenance of quality control and report preparation as part of the regular project management duties.
- 1.2.2 Construction Engineering** - MNS will provide construction engineering to facilitate coordination for review of shop and working drawings, submittals, safety and accident prevention plans. We will perform contract drawing and specification interpretation as part of the regular project management duties.
- 1.2.3 Construction Coordination Meetings** - MNS will conduct weekly meetings as part of the regular construction engineering duties. Additionally, meeting minutes will be written and distributed to all attendees and others as designated by the District.
- 1.2.4 Schedule** - MNS will assure the Contractor maintains up to date computerized schedules in critical path format. MNS will review the Contractors' baseline and monthly schedule updates, coordinate changes, and forward written conclusions to the District. We will review to ensure milestone dates are realized in the schedule.
- 1.2.5 Anticipation and Avoidance of Problems and Claims** - MNS will regularly review upcoming contract work to anticipate phasing or scheduling concerns, changed conditions, or operational conflicts.

TASK 2 – CONSTRUCTION MANAGEMENT SERVICES

2.0 Pre-Construction

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

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

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

2.0.2 Pre-Construction Training - MNS will work with the contractor and Rincon Consultants to provide any required training.

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

2.1 Contract Administration

MNS will provide Construction Contract Administration Services as required to maintain accurate documentation of the construction and will utilize CMIS electronic construction management and documentation control software.

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

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

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

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

2.2 Photo Record Maintenance

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

2.3 Inspection

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

- 2.3.1 Daily Inspection Diaries** - The project inspector will maintain daily written records of work, including notation of such things as weather, personnel and equipment on-site, sub-contractors on site, discussions held with contractor and others, project issues that arise, material and equipment received for on-site storage, etc. The inspector will maintain photo documentation as discussed previously.
- 2.3.2 Special Inspections** - MNS will coordinate with the design engineer to determine and provide special inspections that may be required for construction.
- 2.3.3 Record Drawing Maintenance** - MNS will regularly review the Contractor's record set for completeness and accuracy as well as keeping a separate As-Built set throughout the project.
- 2.3.4 Verification of Material and Equipment** - As material arrives on site, the MNS inspector will verify that the delivered items conform to the project specifications and approved submittals, prior to approving them for use on the project.
- 2.3.5 Acceptance/Performance Testing** - The project inspector will coordinate acceptance and performance testing of each system or piece of equipment in conformance with the requirements of the written specifications, industry standards and controlling codes.
- 2.3.6 Off-Site Inspections** – We will schedule and coordinate all off-site inspections.

2.4 Quality Assurance

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

2.5 Site Visits

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

2.6 Safety

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

2.7 Construction Materials Testing

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

2.8 Progress Payments

Our cost control system will be used to track and monitor the actual construction costs on each contract. The tracking of contract item payments and quantities is incorporated into the progress payment spreadsheet. Tracking of contract change order payments, extra work, and supplemental work will also utilize electronic spreadsheet tracking. The project monthly and

overall cost as well as the contingency balance will be verified as part to the monthly progress pay request review and submission. Upon our review and approval of the contractor's payment request, we will forward a copy of the Monthly Payment Report form to the District for final approval and payment.

2.9 Schedule

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

2.10 Change Order Processing and Review

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

2.11 Claims Management

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

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

2.12 SWPPP Support

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

TASK 3 – PROJECT CLOSEOUT

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

3.1 "Punchlist" Inspection

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

3.2 Record Drawing

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

3.3 Closeout

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

3.4 Final Report

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

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



**Construction Phase
CM & Inspection Services
Branch Street Pipeline Improvements
Nipomo Community Services District**

Project Schedule																					
PHASE	2010		2023										2024								
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr			
Pre-Construction																				\$ 7,430.00	
Construction																				\$ 218,420.00	
Closeout																				\$ 30,220.00	

PHASE	Role	Staff	2010		2023										2024				TOTAL HOURS	HOURLY RATE	TOTAL COST	
			Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb				Mar
PRE-CONSTRUCTION PHASE																						
	Project Manager		2																	2	250.00	\$ 500.00
	Construction Manager		24																	24	230.00	\$ 5,520.00
	Construction Inspector		16																	16	175.00	\$ 2,800.00
	Office Engineer		20																	20	120.00	\$ 2,400.00
CONSTRUCTION MANAGEMENT SUB-TOTAL			0	62	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	62		\$ 11,220.00
CONSTRUCTION PHASE																						
	Project Manager			2	2	2	2	2												10	250.00	\$ 2,500.00
	Construction Manager			80	60	60	60	60												320	230.00	\$ 73,600.00
	Construction Inspector			172	100	100	100	100												572	175.00	\$ 100,100.00
	Office Engineer			20	20	20	20	20												100	120.00	\$ 12,000.00
CONSTRUCTION MANAGEMENT SUB-TOTAL			0	0	274	182	182	182	182	0	0	0	0	0	0	0	0	0	0	1002		\$ 188,200.00
PROJECT CLOSEOUT																						
	Project Manager							2												2	250.00	\$ 500.00
	Construction Manager							60	20											80	230.00	\$ 18,400.00
	Construction Inspector							40												40	175.00	\$ 7,000.00
	Office Engineer							24	12											36	120.00	\$ 4,320.00
PROJECT CLOSEOUT SUB-TOTAL								0	0	126	32	0	0	0	0	0	0	0	0	158		\$ 36,220.00
TOTALS								182	182	126	32	0	0	0	0	0	0	0	0	1190		\$ 218,420.00

Direct Expenses				TOTAL COST
Survey (As needed)				\$ 6,500.00
Direct Expenses/EADOC				
SUB-TOTAL				\$ 6,500.00

Sub Consultants				TOTAL COST
Materials Testing				\$ 12,000.00
SUB CONSULTANTS SUB-TOTAL				\$ 12,000.00

CONSTRUCTION PHASE TOTAL				\$ 248,140.00
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- Notes:
1. Assuming Construction begins January 2022 for a construction period of 5 months
 2. Used an average of 172 hours per month based upon 8 hour working days with no overtime.
 3. Assumed full-time inspection for 1st month and part-time inspection for remainder of the project.
 4. Included survey support for staking ROW limits

DECEMBER 14, 2022

ITEM E-1

ATTACHMENT D



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

November 18, 2022

Elizabeth Villanueva
Assistant Engineer
Nipomo Community Services District
(Submitted Electronically)

RE: Proposal for Engineering Services During Construction- Branch St Waterline Improvement Project

Dear Elizabeth,

PROJECT UNDERSTANDING

Michael K. Nunley & Associates, Inc., (MKN) is pleased to provide this proposal for Engineering Services During Construction (ESDC) of the Branch Street Waterline Improvement Project.

The following scope of work outlines the proposed project tasks.

SCOPE OF WORK

Task Group 1 - Engineering Services During Construction

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

1.1 Pre-Construction and Progress Meetings

MKN will attend meetings as requested with the District, the District's Construction Manager, and the Contractor to review the project status, discuss schedule and project requirements, and/or project issues. We assume the Construction Manager will coordinate and lead these meetings. Our budget assumes attendance at up to three (3) meetings.

1.2 Submittal Review

MKN will review technical submittals forwarded by the District's Construction Manager and provide responses in a timely manner. For budgeting purposes, we have assumed MKN staff will provide up to forty-six (46) hours of submittal review.

1.3 Respond to RFIs

MKN will respond to Requests for Information (RFIs) from the Contractor forwarded by the District's Construction Manager. For budgeting purposes, we have assumed up to eight (8) RFIs.

1.4 Respond to Requests for Change Orders

As directed by the District and/or the District's Construction Manager, MKN will review proposed change orders submitted by the Contractor or requested by the District. MKN's review will include the potential impacts on the project design and will include recommendations to address the proposed changes. Our budget assumes review of up to two (2) Change Orders.

1.5 Engineer's Observation of Work in Progress

MKN will perform technical field observation at the District's request to review work progress for general conformance with the plans and specifications. For budgeting purposes, we have assumed MKN staff will provide up to twelve (12) hours of observation.

1.6 Record Drawings

MKN will prepare a final set of record drawings based on the Contractor's redlines. It is assumed the District and/or the District's Construction Manager will review the Contractor's redlines for completeness and accuracy based on the work performed. Record drawings will be provided to the District as a pdf and CAD file of the drawings.

ASSUMPTIONS

- MKN shall be entitled to rely reasonably upon the accuracy of data and information provided by or through Client and will use good professional judgment in reviewing and evaluating such information. If MKN identifies any error or inaccuracy in data or information provided by or through Client, or determines that additional data or information is needed to perform the services, MKN shall promptly notify the client.
- District's Construction Manager will provide construction observation.
- District's Construction Manager will be managing and distributing submittals and RFIs for review.
- District and/or District's Construction Manager will review Contractor's redlines for completeness and accuracy.

BUDGET AND SCHEDULE


If approved to perform this work, MKN will proceed on a time and materials basis with a budget not to exceed \$25,822. Overall level of effort for ESDC can vary greatly. If additional effort beyond our assumed budget is necessary, MKN will alert the District promptly with a recommendation on how to proceed.

The project will be invoiced monthly according to the attached standard rate sheet.

Record drawings will be prepared within three weeks following receipt of Contractor's as-built drawings.

We hope this proposed scope meets your expectations. We are happy to answer any questions you have and look forward to working with you and your project team for the completion of project construction.

Sincerely,



Eileen Shields, PE

Attachments:

Budget Spreadsheet
Standard Fee Schedule

Nipomo CSD
Branch Street Waterline Improvement Project



Task Group 1: Engineering Services During Construction	Hourly Rates				Total Hours (MKN)	Labor (MKN)	ODCs (MKN)	Non-Labor Costs	Total Fee
	Project Director	Assistant Engineer II	Senior Designer	Administrative Assistant					
Task 1.1 Pre-Construction and Progress Meetings	6				6	\$1,530	\$ 46	\$46	\$ 1,576
Task 1.2 Submittal Review	16	30			46	\$8,430	\$ 253	\$253	\$ 8,683
Task 1.3 Respond to RFIs	4	16	12	2	34	\$5,400	\$ 162	\$162	\$ 5,562
Task 1.4 Respond to Requests for Change Orders	4	6			10	\$1,890	\$ 57	\$57	\$ 1,947
Task 1.5 Engineer's Observation of Work in Progress	4	8			12	\$2,180	\$ 65	\$65	\$ 2,245
Task 1.7 Record Drawings	8	12	12		32	\$5,640	\$ 169	\$169	\$ 5,809
Subtotal	42	72	24	2	140	\$ 25,070	\$ 752	\$ 752	\$ 25,822
TOTAL BUDGET	42	72	24	2	140	\$25,070	\$ 752	\$ 752	\$ 25,822



2023 FEE SCHEDULE FOR
PROFESSIONAL SERVICES

ENGINEERS AND TECHNICAL SUPPORT STAFF

Engineering Technician	\$90/HR
Administrative Assistant	\$100/HR
CAD Technician I	\$118/HR
CAD Design Technician II	\$140/HR
Senior Designer	\$155/HR
Assistant Engineer I	\$125/HR
Assistant Engineer II	\$145/HR
GIS Specialist	\$150/HR
Planner	\$170/HR
Senior Planner	\$190/HR
Project Engineer I/ Senior Scientist	\$170/HR
Project Engineer II	\$180/HR
Senior Project Engineer I	\$195/HR
Senior Project Engineer II	\$200/HR
Project Manager	\$205/HR
Principal Engineer	\$230/HR
Project Director	\$255/HR

CONSTRUCTION MANAGEMENT SERVICES

Construction Inspector	\$165/HR
Assistant Resident Engineer	\$169/HR
Resident Engineer	\$184/HR
Construction Inspector	\$197/HR
Construction Manager	\$201/HR
Principal Construction Manager	\$236/HR

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

DIRECT PROJECT EXPENSES

Outside Reproduction	Cost + 10%
Subcontracted or Subconsultant Services	Cost + 10%
Travel & Subsistence (other than mileage)	Cost
Auto Mileage	Current IRS Rate - \$.62.5/mi.

TO: BOARD OF DIRECTORS
FROM: MARIO IGLESIAS
GENERAL MANAGER
DATE: DECEMBER 8, 2022



**AGENDA ITEM
E-2
DECEMBER 14, 2022**

ELECT 2023 BOARD PRESIDENT AND VICE PRESIDENT

ITEM

Election of Board President and Vice President for 2023 [RECOMMEND DIRECTORS ELECT BOARD OFFICERS FOR 2023 CALENDAR YEAR]

BACKGROUND

Section 1.4 of the Board By-Laws requires the Board of Directors elect a President and a Vice President for the upcoming year at the last regular meeting of the calendar year. The term of office for the President and Vice President shall commence on January 1 and end on December 31, annually.

FISCAL IMPACT

None


STRATEGIC PLAN

Goal 6. GOVERNANCE AND ADMINISTRATION. Conduct District activities in an efficient, equitable and cost-effective manner.

RECOMMENDATION

At your Board's direction, the General Manager will administer the election of officers of the Board of Directors as follows:

- Nominations taken for the President of the Board
- Public Comment is taken
- Voice vote taken for the President, if by acclamation
- If there are two or more candidates, Staff will distribute ballots
- Staff will announce the results of the ballots – both the voting Director and vote cast.
- Nominations taken for the Vice President of the Board
- Public Comment is taken
- Voice vote taken for the Vice President, if by acclamation
- If there are two or more candidates, Staff will distribute ballots
- Staff will announce the results of the ballots – both the voting Director and vote cast.

TO: BOARD OF DIRECTORS
 FROM: MARIO IGLESIAS
 GENERAL MANAGER 
 DATE: December 9, 2022

AGENDA ITEM
F
DECEMBER 14, 2022

GENERAL MANAGER'S REPORT

ITEM

Standing report to your Honorable Board -- *Period covered by this report is November 6, 2022 through December 10, 2022.*

DISTRICT BUSINESS

Administrative

The District encourages residents to provide reports of any observed water waste. The District also keeps an accounting of leak adjustments as a measure of non-revenue water lost to leaks, as well as tracking late fee waivers. The table below provides November data and Calendar Year-to-date data for these items.

OFFICE ACTIVITIES

	Nov 22	Jan 22 - Nov 22
Reports of Water Waste	0	1
Leak Adjustments	0	19
Leak Adjustment Amount	\$721	\$6,813
Late Fee Waivers	12	53
Late Fee Waiver Adjustment Amount	\$202	\$1,347

Water Resources

For the first five months of the 2022-23 Fiscal Year, the District's total combined production, including groundwater production wells and supplemental water imported through the Joshua Road Pump Station, registered 870.6 AF. As has been the trend of late, imported water through the Joshua Road Pump Station was greater than the groundwater production. This trend will continue through the year as the District strives to maintain the 50% groundwater reduction goal.

	Nov - 22	Jul 22 - Nov 22
Groundwater Production	39.2	363.4
Supplemental Water Imported	<u>95.5</u>	<u>507.2</u>
Total Production	134.8	870.6

NCSD GW Reduction

The District's purveyor customers, Golden State Water Company and Woodlands Mutual Water Company, each are responsible for 16.66% (cumulatively 33.33%) of the imported water NCSD brings onto the basin through the NSWP. Of the 1,000 AF minimum imported water from the City of Santa Maria, 333 AF or 33.33% of the total imported water – whichever is greater – will be credited to these two purveyor customers. The credited amount must be added to the District's groundwater pumping total every month to reflect the groundwater pumped by these customers in-lieu of taking imported water from the District. Table 2 captures this data.

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

	Nov -22	Jul 21 – Nov 22
NCSD GW Well Production	39.2	363.4
Purveyor Customer Credit (33.3% of Import Water)	31.8	169.0
NCSD Total Calculated GW Production	71.1	532.4
Average GW Production for 2009-2013	179.1	1,243.3
NCSD Percentage of GW Reduction	60%	57%

2022 Fiscal Year Groundwater Pumping Forecast

Table 3 projects the District's groundwater pumping reduction for the 2022-23 Fiscal Year. Under the current Stage 4 of the NMMA Water Shortage Response Stages, the District's targeted groundwater pumping reduction goal is to pump no more than 1,266 AFY (50% of 2009-2013 average District GW Pumping). The five months of fiscal year 2022-23 actual – July through November – are combined with historic production from December 2021 through June 2021 to provide a projected estimate year end status.

Table 3. Projected Groundwater Pumping

	Nov-22	Year-to-Date Jul-Jun 2023	Target	Over/(Under)
NCSD GW Well Production	39.2	801.6		
Purveyor Customer Credit (33.3% of Import Water)	31.8	378.2		
NCSD Total Calculated GW Production	71.1	1,179.8	1,266.7	87
Average GW Production for 2009-2013	179.1	2,533.4	2,533.4	
NCSD Percentage of GW Reduction	60%	53.4%	50.0%	AcFt

As demonstrated in Table 3 above the District will achieved its 50% groundwater pumping reduction target by 87 AcFt under the conditions stated in the previous paragraph.

Below, Table 4 compares groundwater pumping for the same periods in 2022 and 2021.

Table 4. FY 2022 vs. FY 2021 Groundwater Pumping

	Nov-22	Jul 22 - Oct 22	Nov-21	Jul 21 - Nov 21
NCSD GW Well Production	64.3	363.4	74.8	376.8
Purveyor Customer Credit (33.3% of Import Water)	33.0	169.0	32.6	129.8
NCSD Total Calculated GW Production	97.2	532.4	107.4	506.6
Average GW Production for 2009-2013	223.6	1,243.3	223.6	1,243.3
NCSD Percentage of GW Reduction	56.5%	57.2%	52.0%	59.3%

Table 4 view of the data provides operations personnel with insight into year-end water production values and assists operational personnel in their efforts to balance import and groundwater

production with the purpose of reducing groundwater pumping to meet the self-imposed 50% pumping groundwater reduction – the current stage IV objective.

Rainfall Gauge

(Reported in inches)	Nipomo East (Dana Hills Reservoirs)	Nipomo South (Southland Plant)
Nov. 2022 Total	1.77	2.29
July-2022 through Nov-2022 (Season Total)	2.71	3.65
Dec 1, through Dec 8, 2022	1.58	0.30
Total Rainfall to date	4.29	3.95
County Reported Avg. Ann. Year Rainfall ¹	18.00	14.00
2006 - 2020 Avg. Ann. Year Rainfall ¹	15.39	13.30
2006 - 2020 Median Ann. Rainfall ¹	12.64	11.30

Note:

1. Data from County website

Connection Report

Nipomo Community Services District
Water and Sewer Connections

END OF MONTH REPORT

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
Water Connections (Total)	4500	4500	4500	4501	4501	4501	4501	4505	4505	4505	4505	
Sewer Town connections (1)	2730	2730	2730	2731	2731	2731	2731	2735	2735	2737	2737	
Sewer Blacklake connections	559	559	559	559	559	559	559	559	559	559	559	
Subtotal	3289	3289	3289	3290	3290	3290	3290	3294	3294	3296	3296	
Galaxy and PSSH at Orchard and Division Sewer connections billed to the County	481	481	481	481	482	482	482	482	482	482	483	
Sewer Connections (Total)	3770	3770	3770	3771	3772	3772	3772	3776	3776	3778	3779	
New Water Connections	4	0	0	1	0	0	0	4	0	2	0	
New Sewer Connection	4	0	0	1	0	0	1	3	0	0	0	
New Sewer Connection-Galaxy and PSH	0	0	0	0	1	0	0	0	0	0	1	

The Connection Report as of December 1, 2022

Supplemental Water Capacity Accounting

Summary Since January 25, 2008

	Number of Equivalent Meters	AFY
Supplemental Water Available for Allocation	947	500.0
Supplemental Water Reserved (Will Serve Letter Issued)	149	-78.1
Subtotal Net Supplemental Water Available for Allocation	798	421.9
Supplemental Water Assigned (Intent-to-Serve Issued)	153.6	-81.1
Total Remaining Supplemental Water Available for Allocation	644	340.8

Updated Dec 9, 2022

Safety Program

No Reportable Safety Issues

All-Staff Quarterly Safety Meeting Scheduled for December 16, 2022

Other Items

- COVID19 NCSD Response Plan Update [Attachment A]
- Dana Reserve – Schedule [Attachment B]

Meetings (November 6 through December 10)

Meetings Attended (telephonically or in person):

- Nov 7, Staff Mtg. - Admin Supervisor Mtg.
- Nov 8, Eng/Admin Coordination Mtg.
- Nov 9, Rotary
- Nov 9, NCSD Regular Board Meeting
- Nov 9, After-Board Exec. Team Meeting
- Nov 10, NCSD Engineering Project Review
- Nov 11, Staff Mtg. - Cust. Service Specialist
- Nov 14, Staff Mtg. - Admin Supervisor Mtg.
- Nov 14, NMMA-TG Manager's Meeting
- Nov 15, Personnel – Annual Evaluation
- Nov 16, Site Visit – Foothill Tank, Appraiser
- Nov 16, CalRecycle – SB 1383 Requirement
- Nov 17, NCSD Water Dept. – Weekly Mtg.
- Nov 17, Internal Accounting w/Field Staff Mtg.
- Nov 18, Staff Mtg. - Cust. Service Specialist
- Nov 18, NCSD Personnel – Baumgartner Recognition
- Nov 18, Eureka Well No. 2, Bid Opening
- Nov 18, Branch Street Waterline Improv. Bid Opening
- Nov 21, Staff Mtg. - Admin Supervisor Mtg.
- Nov 21, NCSD Water Dept. – Weekly Mtg.
- Nov 21, SCADA Security Mtg w/ JEGO
- Nov 22, NCSD Wastewater Dept. – Weekly Mtg.
- Nov 22, NCSD Eng/Admin – Weekly Mtg.
- Nov 23, Rotary
- Nov 23, MKN Engineering – Project Assistance Meeting
- Nov 24, Thanksgiving Holiday
- Nov 25, Thanksgiving Holiday
- Nov 28, Staff Mtg. - Admin Supervisor Mtg.
- Nov 28, NCSD Water Dept. – Weekly Mtg.
- Nov 29, NCSD Wastewater Dept. – Weekly Mtg.
- Nov 29, NCSD Eng/Admin – Weekly Mtg.
- Nov 29, City of Santa Maria, GSWC, WMWC, NCSD Import Water
- Nov 30, Rotary
- Nov 30, General Counsel Meeting – Multiple topics
- Dec 1, Cannon Engineering – Sundale Well Nitrate Analyzer
- Dec 1, Personnel – Engineer J. Ashcraft Services
- Dec 2, Staff Mtg. - Cust. Service Specialist
- Dec 2, BL Consolidation Project – Pre-bid Meeting

- Dec 2, NMMA-TG Manager's & MKN Nunley – Import Water Rprt.
- Dec 2, Security Camera Install – Operations Center
- Dec 5, Staff Mtg. - Admin Supervisor Mtg.
- Dec 5, Dana Reserve Proj. – Developer Meeting
- Dec 6, NMMA-TG Meeting
- Dec 6, NCSD Board Officer Meeting
- Dec 7, Rotary
- Dec 7, Internal – SLO County Overlay Project in Nipomo
- Dec 7, NCSD Water Dept. – Weekly Mtg.
- Dec 7, NCSD Eng/Admin – Weekly Mtg.
- Dec 7, NCSD Wastewater Dept. – Weekly Mtg.
- Dec 8, BL Sewer Consolidation Project Engineer's Update
- Dec 9, Staff Mtg. - Cust. Service Specialist

Meetings Scheduled (December 12 through December 16):

Upcoming Meetings (telephonically or in person):

- Dec 12, NCSD Water Dept. – Weekly Mtg.
- Dec 12, Personnel – Employee Evaluation
- Dec 13, NCSD Eng/Admin – Weekly Mtg.
- Dec 13, NCSD Wastewater Dept. – Weekly Mtg.
- Dec 13, Board Member Swearing In
- Dec 14, Rotary
- Dec 14, NCSD Regular Board Meeting
- Dec 14, After-Board Exec. Team Meeting
- Dec 16, Staff Mtg. - Cust. Service Specialist
- Dec 16, NCSD Quarterly Safety Meeting

Upcoming Water Resource and Other Meetings

Upcoming Standing Meetings:

- NMMA-TG: January 19th (Thursday) @ 10:00 AM, Zoom Meeting
- RWMG: No Meeting Scheduled for November
- WRAC: No Meeting Scheduled for November
- NMMA Manager's Meeting: January 12th (Thursday) @ 9:00 AM, Zoom Meeting
- NCSD Board Officer Meeting: January 2nd (Monday) @ 2:00 am, NCSD Conf. Rm.

RECOMMENDATION

Staff seeks direction and input from your Board

ATTACHMENTS

- A. COVID19 - NCSD Response Plan (Updated)
- B. Dana Reserve Schedule (Updated)

DECEMBER 14, 2022

ITEM F

ATTACHMENT A

DANA RESERVE REVIEW SCHEDULE (AS OF 12/8/2022)

Status Update: No Change

Date	Description	Comment
April 24, 2022	NCSD Review "Utility" Section of EIR	
June 16, 2022	Release of EIR	Extended from May 16, 2022
July 14, 2022	SLO County Planning Comm. Study Session	Zoom Meeting
July 21, 2022	LAFCO Study Session	County Lead Agency (9:00 am)
Aug. 1, 2022 ¹	Close Public Comment - DEIR	Was June 20, 2022 (Mario on Vaca)
Sept. 2022	Consider Ad-hoc Comm. (Annexation Agr.)	Establish January 2023
Nov. 17, 2022	NOTICE OF PETITION OF APPLICATION FOR ANNEXATION #30 DANA RESERVE ¹	60 Day Letter
Q-1 2023	County Board of Supervisors	Accept EIR
Q-1 2023	LAFCO Inquiry of NCSD (Service Provisions) ²	
Q-2 2023	NCSD Board	Annexation Application
Q-2 2023	LAFCO Review	

The above schedule is suggested and drawn from conversations with staff from the County, LAFCO, and the Developer. This schedule is a rough outline and is subject to change over time.

Notes:

1. NCSD Staff will provide a staff report at the January 11th Board Meeting that will provide the Board of Directors with more information and possible actions.
2. Developer shifted to an annexation process that focuses first on LAFCO application and second the District's application process. Under this format, LAFCO will be the agency that coordinates communication between the Developer and NCSD.

Developer mailed letter September 20, 2022 to residents in Nipomo directing their attention to District website and the three reports addressing utilities – focus on explaining water situation.

RWG submitted comments on the Dana Reserve Specific Plan DEIR, August 1, 2022, to the County of San Luis Obispo supervision planner, Jennifer Guetschow.

Phasing Plan Schedule – Defines the fee schedule for the development.

Administrative Draft Final Report	Friday, February 3, 2023
District Comments on Admin Draft Final Report	Friday, March 3, 2023
Draft Final Report	Friday, March 24, 2023
District Board Presentation	Wednesday, April 12, 2023
Final Report	Friday, May 5, 2023

DECEMBER 14, 2022

ITEM F

ATTACHMENT B

Date: December 14, 2022 Board Meeting
Response Activities to COVID19 Health Emergency
Prepared by: Mario Iglesias, General Manager

DISTRICT RESPONSE TO COVID-19, Updated December 8, 2022

New Actions

No New Actions/Activities

Personnel on Quarantine (No Change from October 26 Report)

Office Personnel: 0
Operational Personnel: 0
Vaccine Update: No Change

Ongoing Actions

1. Testing available for Employees to test (Voluntary)
2. Following SLO Co. Masking guidelines (Voluntary)
3. Following Cal/OSHA guidelines

Previous Actions

1. For the Month of September, District Staff Tested 44 times (all negative results)
2. Mask Mandate Requirement Update – As of September 1, 2021, masks must be worn indoors at public facilities.
3. COVID19 Rapid Test Kits secured from SLO County at no cost to provide weekly work-place testing.
4. NCSB Board Passes Resolution Declaring Emergency in District [Res. 2020-1550, Mar. 24, 2020]
5. Admin Office Closed to the Public
 - a. Meetings are virtual – Conference Calls
6. Discontinued: Split staff into two teams
 - a. See schedule on Response Plan
7. Received directions for FEMA Public Assistance – Cost Tracking Guidance
8. Governor’s Executive Order – No Water Turn-offs
 - a. District instituted this policy as well as a No Late Fee – No Penalty Fees
9. Wipe-down between shifts
10. Each operator in separate designated vehicle.
11. Received additional PPE. Administration Staff will be on normal schedule 8-4:30 starting Monday May 18th
12. Operations Staff are on normal 7:00 am to 3:30 pm work schedule as of Monday, May 4th. County opened up construction sites.
13. Expanded Customer Service Work to include site visits for investigations (high bills, meter issues) week of May 11
14. Trailers for quarantine have been returned – May 1
15. District to begin wastewater sampling in conjunction with County effort to determine presence of COVID19 in communities – May 11
16. Temporary Admin Support Workers brought back to Office (Provider incentivized due to PPP Funds) – June 1
17. Lobby Modifications: Glass is equipped with speaker plates to allow the communication between customer and clerk without opening the sliding window.

Date: December 14, 2022 Board Meeting
Response Activities to COVID19 Health Emergency
Prepared by: Mario Iglesias, General Manager

18. Board Meetings open to the public.
19. County Offices Continued Closed with Appointments provided to some departments as needed.
20. June 18, 2020, Governor Order issued requiring face masks be worn in public places. District management purchased disposable face masks for staff, Board Members, and any public that attends District Board Meetings and lack a face mask.
21. The customer counter window modifications at the office are completed.
22. Capital Improvement Projects continue to be impacted and schedules for completion continue to be pushed back due to material delivery delays.
23. Administrative Office open to public – April 19, 2021
24. Mask Mandate in SLO County (reinstated on September 1st) will be lifted when:
 - a. The county reaches the yellow, “moderate” level of COVID-19 community transmission, as defined by the Centers for Disease Control and Prevention (CDC), and stay there for at least 10 days, and
 - b. Public Health Officer Dr. Penny Borenstein determines that COVID-19 hospitalizations are low and stable and area hospitals are able to meet the needs of patients.
25. County Health provided COVID19 Rapid Test that will get us through January 2022. NCSO requesting additional tests for February and March. The District has sufficient tests to sustain routine testing practices through January 2022.
26. February 16, 2022, Indoor Mask Mandate Lifted in San Luis Obispo County for vaccinated individuals.

Mask Mandate Status:

- Effective March 1, 2022, the requirement that unvaccinated individuals mask in indoor public settings will move to a strong recommendation that all persons, regardless of vaccine status, continue indoor masking.
- Universal masking shall remain required in specified high-risk settings.
- After March 11, 2022, the universal masking requirement for K-12 and Childcare settings will terminate. CDPH strongly recommends that individuals in these settings continue to mask in indoor settings when the universal masking requirement lifts.

September 23, 2023: Masks in California are required when:

Taking effect Friday (September 23, 2022) is the end of state-ordered mandatory masking in jails and prisons, homeless shelters, and emergency and cooling centers located in counties with a low COVID-19 community level, as defined by the U.S. Centers for Disease Control and Prevention.

October 2022: COVID-19 State of Emergency will end on February

Governor Gavin Newsom announced that the COVID-19 State of Emergency will end on February 28, 2023. It is anticipated that San Luis Obispo County will follow suite shortly thereafter, and that would provide a setting for the Nipomo Community Services District to end its Emergency Declaration issued in Resolution 2020-1550.