

TO: BOARD OF DIRECTORS

REVIEWED: RAY DIENZO *R.D.*
GENERAL MANAGER

FROM: JANA ETTEDDGUE *JW*
FINANCE DIRECTOR

DATE: DECEMBER 4, 2024

AGENDA ITEM
D-3
DECEMBER 11, 2024

**ACCEPT FIRST QUARTER FISCAL YEAR 2024-2025
QUARTERLY FINANCIAL REPORT**

ITEM

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

BACKGROUND

As of September 30, 2024, the 2024-2025 Fiscal Year is 25% complete. The consolidated operating revenues are at 28.93% of budget, operating expenditures are at 28.37% of budget and general and administrative expenditures are at 20.29% 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 2024-2025.

ATTACHMENT

A. Pages 1-10 – NCSD Quarterly Financial Report

DECEMBER 11, 2024

ITEM D-3

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
STATEMENT OF NET POSITION - (Unaudited)
SEPTEMBER 30, 2024**

ASSETS

Current assets:

Cash and cash equivalents	\$ 20,377,195
Accounts receivable	194,523
Unbilled utilities receivable	1,071,000
Accrued interest receivable	194,391
Due from partner purveyors	331,949
Contracts receivable, current portion	169,265
Total current assets	<u>22,338,323</u>

Noncurrent assets:

Restricted cash-NSWP funded replacement	2,033,484
Restricted cash - Held in Trust	3,240,876
Cash with fiscal agent	8,378
Deposits and other assets	646,177
Contracts receivable, less current portion	6,648,453
Capital assets:	
Capital assets, net of depreciation	75,898,219
Total noncurrent assets	<u>88,475,587</u>

Total assets **110,813,910 (A)**

Deferred Outflows of Resources

OPEB related	761,791
Pension related	1,176,459
Total deferred outflows of resources	<u>1,938,250</u> (B)

LIABILITIES

Current liabilities:

Accounts payable	1,219,576
Deposits	147,884
Accrued Liabilities	844,244
Current portion of long-term debt	318,170
Total current liabilities	<u>2,529,874</u>

Noncurrent liabilities:

Net OPEB liability	1,019,022
Net pension liability	2,514,162
Long-term debt, less current portion	19,593,568
Total noncurrent liabilities	<u>23,126,752</u>

Total liabilities **25,656,626 (C)**

Deferred Inflows of Resources

OPEB related	424,262
Pension related	36,566
Total deferred inflows of resources	<u>460,828</u> (D)

NET POSITION

Net investment in capital assets	54,888,603
Restricted for system expansion, replacement and debt service	18,997,224
Unrestricted	12,748,879

Total net position **(A)+(B)-(C)-(D)** **\$ 86,634,706**

**NIPOMO COMMUNITY SERVICES DISTRICT
STATEMENT OF REVENUES AND EXPENSES - (Unaudited)
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2024**

	YEAR-TO- <u>DATE</u>	<u>BUDGET</u>	% OF <u>BUDGET</u>
<u>OPERATING REVENUES</u>			
Water fixed charges	\$ 518,819	2,120,000	24.47%
Water usage charges	1,813,594	5,281,000	34.34%
Sewer charges	910,003	3,508,300	25.94%
Miscellaneous fees and charges	83,611	197,790	42.27%
Street light and landscape maintenance charges	0	64,273	0.00%
Franchise fees	43,684	248,000	17.61%
NSWP - collections from purveyors for water purchased	286,666	910,344	31.49%
NSWP - collections from purveyors for related expenses	30,926	96,068	32.19%
NSWP - collections for funded replacement	51,717	206,865	25.00%
Operating transfers in - Funded Administration	134,980	664,880	20.30%
Operating transfers in - Funded Replacement	172,003	688,000	25.00%
Total Operating Revenues	<u>4,046,003</u>	<u>13,985,520</u>	<u>28.93%</u>
<u>OPERATING EXPENSES - OPERATIONS AND MAINTENANCE</u>			
Wages and benefits	556,564	2,523,790	22.05%
Purchased water -NCS D share	573,679	1,821,782	31.49%
Purchased water-purveyors	286,666	910,344	31.49%
Operating costs, admin and funded replacement-NCS D share	99,249	341,692	29.05%
Electricity	257,447	787,700	32.68%
Water	8,891	20,150	44.13%
Chemicals	41,900	130,500	32.11%
Lab tests	36,018	131,000	27.49%
Operating supplies	92,180	327,000	28.19%
Outside services	66,950	393,250	17.02%
Permits and operating fees	1,949	89,620	2.17%
Repairs and maintenance	94,901	372,000	25.51%
Engineering	13,013	60,000	21.69%
Fuel	14,179	75,000	18.91%
Meters	224,525	250,000	89.81%
Safety program	720	5,300	13.58%
Uniforms	4,288	25,600	16.75%
Landscape maintance district	975	5,300	18.40%
Solid waste program	29,582	98,000	30.19%
Conservation program	18,059	88,000	20.52%
Operating transfer out - Funded Replacement	172,003	688,000	25.00%
Subtotal - Operating Expenses (Operations and Maintenance)	<u>2,593,739</u>	<u>9,144,028</u>	<u>28.37%</u>

continued on next page

**NIPOMO COMMUNITY SERVICES DISTRICT
STATEMENT OF REVENUES AND EXPENSES - (Unaudited)
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2024**

	<u>YEAR-TO- DATE</u>	<u>BUDGET</u>	<u>% OF BUDGET</u>
<u>OPERATING EXPENSES - GENERAL AND ADMINISTRATIVE</u>			
Wages and benefits	241,576	1,078,810	22.39%
Bank charges and fees	44	1,000	4.40%
Computer expense	40,818	256,700	15.90%
Dues and subscriptions	38,929	70,260	55.41%
Education and training	8,396	27,000	31.10%
Elections	0	15,000	0.00%
Liability insurance	92,877	379,115	24.50%
Landscape and janitorial	5,437	30,750	17.68%
Legal counsel-general	16,943	102,500	16.53%
Legal counsel-water	970	75,000	1.29%
Professional services	37,356	264,800	14.11%
Miscellaneous	473	43,750	1.08%
Newsletters and mailers	0	10,200	0.00%
Office supplies	2,815	18,800	14.97%
Outside services	6,813	51,220	13.30%
Postage	10,364	51,450	20.14%
Public notices	0	7,650	0.00%
Repairs and maintenance	5,148	32,150	16.01%
Property taxes	0	2,400	0.00%
Telephone	2,017	14,700	13.72%
Travel and mileage	6,864	17,500	39.22%
Utilities	6,371	32,500	19.60%
Operating transfer out - Funded Administration	134,980	664,880	20.30%
Subtotal - Operating Expenses (General and Administrative)	659,191	3,248,135	20.29%
 Total Operating Expenses	 3,252,930	 12,392,163	 26.25%
 Total Operating Surplus (Deficit)	 793,073	 1,593,357	 49.77%
<u>NON-OPERATING INCOME (EXPENSES)</u>			
Interest income	306,685	453,850	67.57%
Property tax revenue	33,582	901,095	3.73%
Cell site revenue	6,316	48,500	13.02%
Other revenue	72,466	147,530	49.12%
Capacity Charges collected	10,240	0	0.00%
Interest expense	(187,049)	(584,751)	31.99%
Total non-operating revenues (expenses)	242,240	966,224	
 Total Operating and Non-operating Surplus (Deficit)	 \$ 1,035,313	 2,559,581	

NIPOMO COMMUNITY SERVICES DISTRICT
SUMMARY OF REVENUES AND EXPENSES BY FUND
THREE MONTHS ENDED SEPTEMBER 30, 2024

FUND	FUND #	YTD REVENUES	YTD EXPENSES	SUBTOTAL	FUNDED REPLACEMENT	TRANSFERS B/W FUNDS	YTD SUPRPLUS/ (DEFICIT)
Administration	110	151,654	(155,913)	(4,259)	0	0	(4,259)
Water	125	2,468,715	(1,955,706)	513,009	(100,003)	0	413,006
Water Rate Stabilization	128	5,522	0	5,522	0	0	5,522
Town Sewer	130	709,313	(585,441)	123,872	(25,003)	0	98,869
Town Sewer Rate Stabilization	135	4,152	0	4,152	0	0	4,152
Blacklake Sewer	150	253,640	(125,672)	127,968	(46,997)	0	80,971
Blacklake Sewer Rate Stabilization	155	690	0	690	0	0	690
Blacklake Street Lighting	200	190	(8,074)	(7,884)	0	0	(7,884)
Funded Replacement-BL Street Lighting	205	246	0	246	0	0	246
Street Landscape Maintenance	250	230	(3,808)	(3,578)	0	0	(3,578)
Solid Waste	300	48,786	(35,145)	13,641	0	0	13,641
Drainage Maintenance	400	1,592	0	1,592	0	0	1,592
Supplemental Water Capacity Fees	500	126,862	(92,465)	34,397	0	0	34,397
Property Taxes	600	41,536	(19,086)	22,450	0	0	22,450
Water Capacity Fees	700	26,553	0	26,553	0	0	26,553
Town Sewer Capacity Fees	710	11,691	0	11,691	0	0	11,691
Funded Replacement-Water	805	45,697	0	45,697	100,003	0	145,700
Funded Replacement-Town Sewer	810	22,092	0	22,092	25,003	0	47,095
Funded Replacement-BL Sewer	830	8,703	0	8,703	46,997	0	55,700
NSWP Operations & Maintenance	910	953,160	(938,861)	14,299	0	0	14,299
NSWP Funded Replacement	915	74,460	0	74,460	0	0	74,460
TOTAL		4,955,484	(3,920,171)	1,035,313	0	0	1,035,313

CASH BALANCE OF EACH FUND

FUND	FUND #	9/30/2024
Administration	110	(275,234)
Water	125	4,056,354
Water Rate Stabilization	128	464,577
Town Sewer	130	289,721
Town Sewer Rate Stabilization	135	349,342
Blacklake Sewer	150	1,169,154
Blacklake Sewer Rate Stabilization	155	58,072
Blacklake Street Lighting	200	12,862
Funded Replacement-BL Street Lighting	205	20,682
Street Landscape Maintenance	250	17,892
Solid Waste	300	445,260
Drainage Maintenance	400	52,528
Supplemental Water	500	3,958,299
Property Taxes	600	674,539
Water Capacity Fees	700	2,098,007
Town Sewer Capacity Fees	710	604,183
Funded Replacement-Water	805	3,889,635
Funded Replacement-Town Sewer	810	1,796,656
Funded Replacement-BL Sewer	830	759,234
NSWP	910	(64,569)
TOTAL		20,377,195

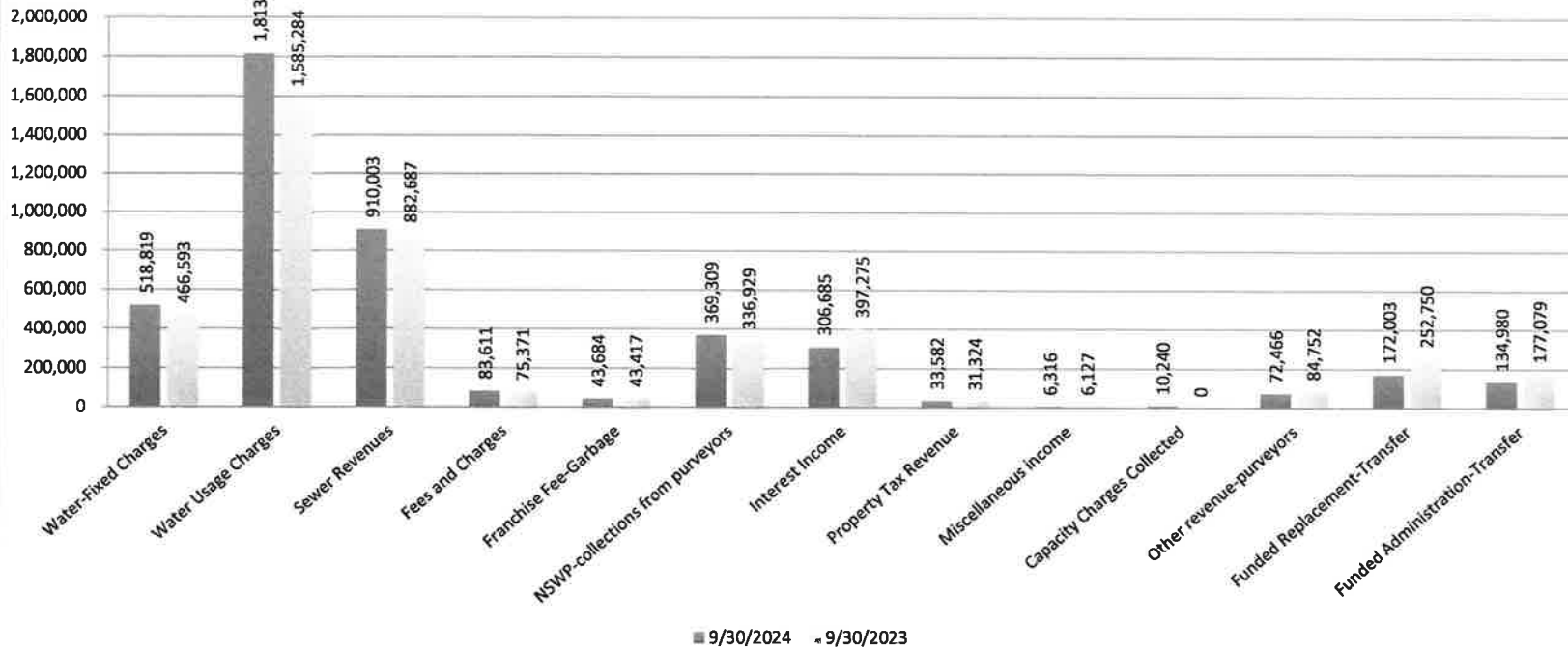
BALANCE SHEETS AND STATEMENTS
OF REVENUES AND EXPENSES FOR
EACH FUND ARE AVAILABLE FOR REVIEW
UPON REQUEST

NIPOMO COMMUNITY SERVICES DISTRICT
SUMMARY OF APPROVED BUDGET AMENDMENTS
FISCAL YEAR JUNE 30, 2025

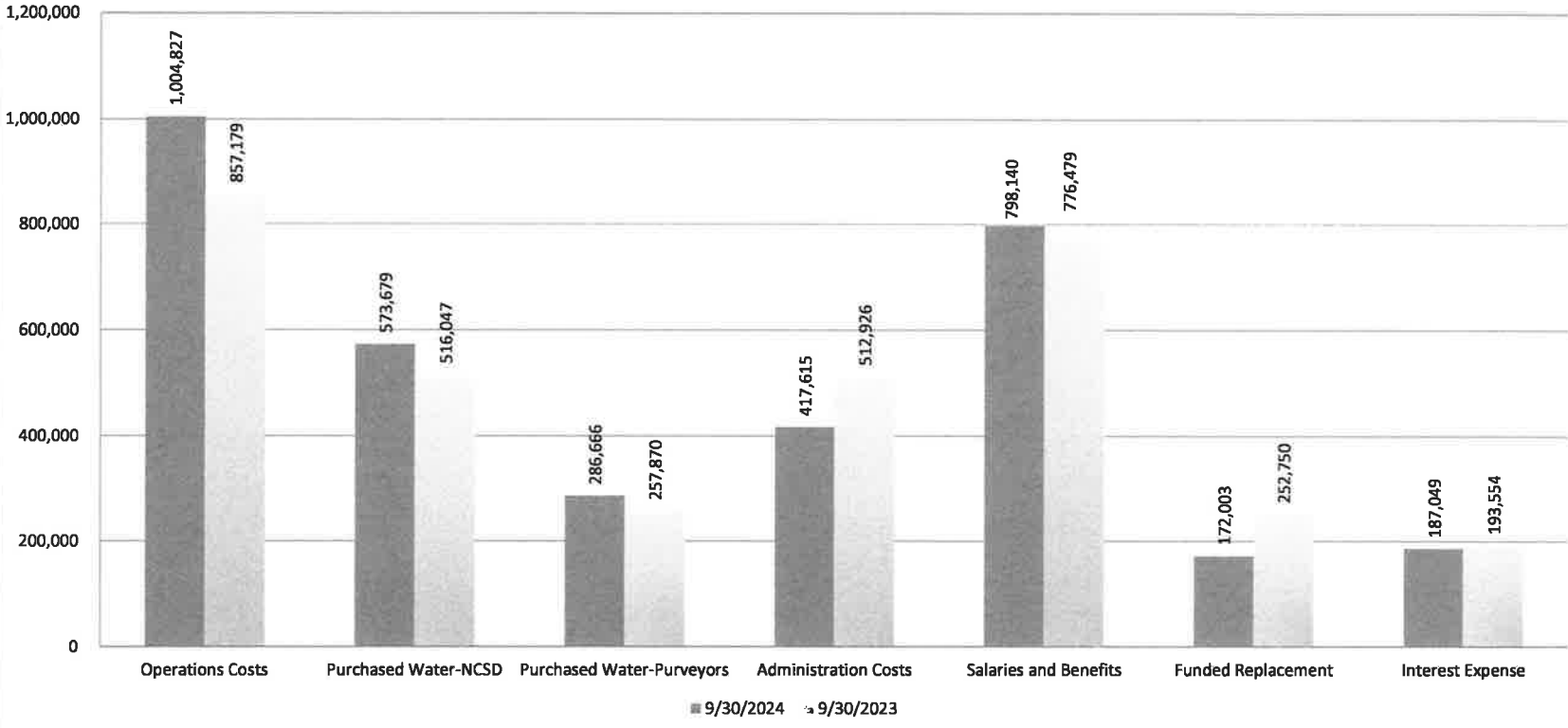
FIRST QUARTER ENDING SEPTEMBER 30, 2024

DATE	DESCRIPTION	FUNDS	APPROVED BUDGET	APPROVED AMENDMENT	AMENDED BUDGET	RESOLUTION NUMBER
7/10/2024	Blacklake Lift Station	950	\$5,750,000	\$2,444,917	\$8,194,917	2024-1716
8/14/2024	SWP Interconnection	500	\$1,000,000	\$448,696	\$1,448,696	2024-1718

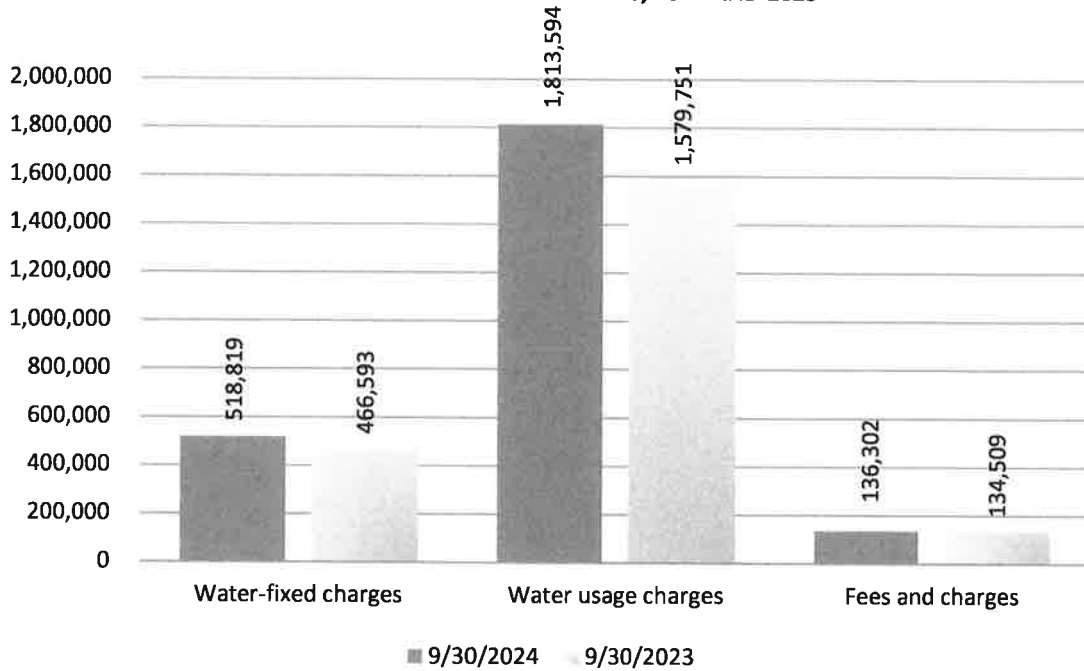
**NIPOMO COMMUNITY SERVICES DISTRICT
TOTAL REVENUES
FOR THREE MONTHS ENDED SEPTEMBER 30, 2024 AND 2023**



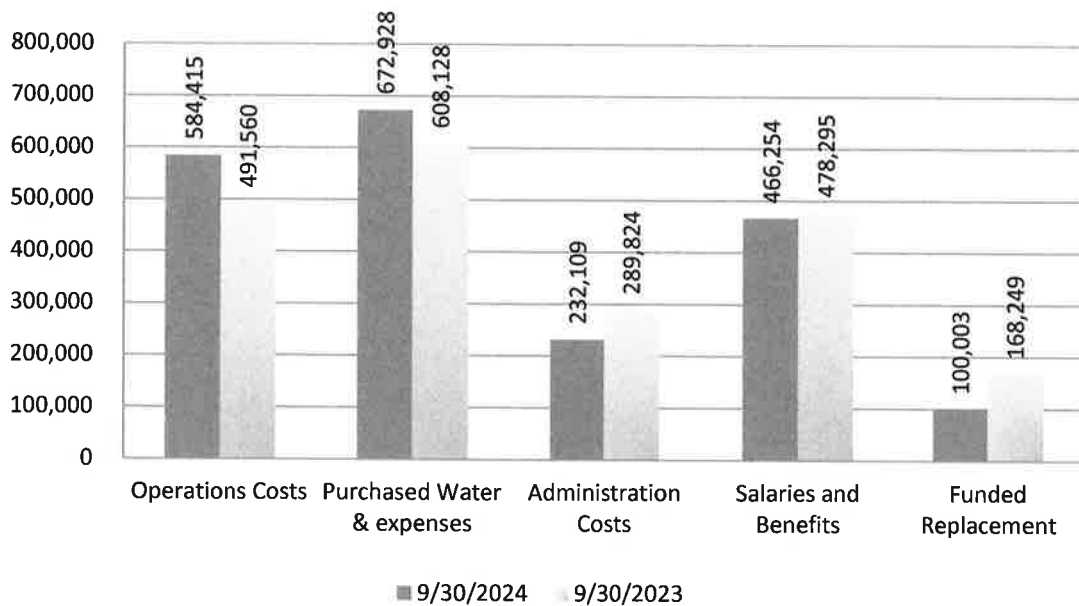
**NIPOMO COMMUNITY SERVICES DISTRICT
TOTAL EXPENDITURES
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2024 AND 2023**

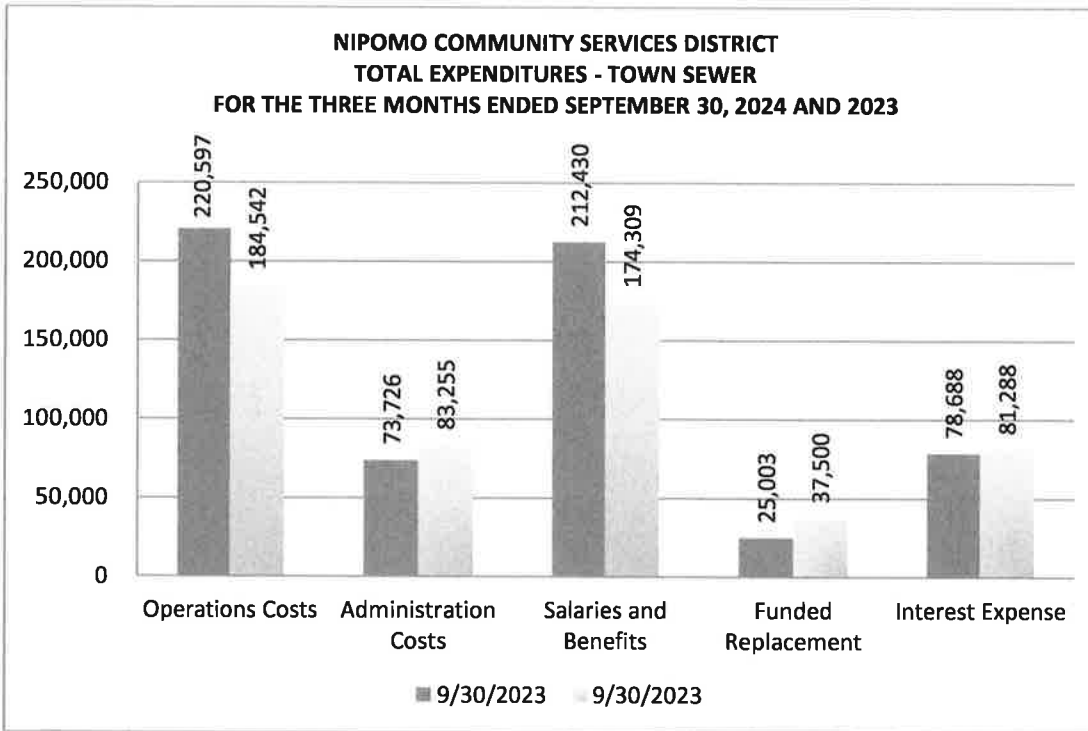
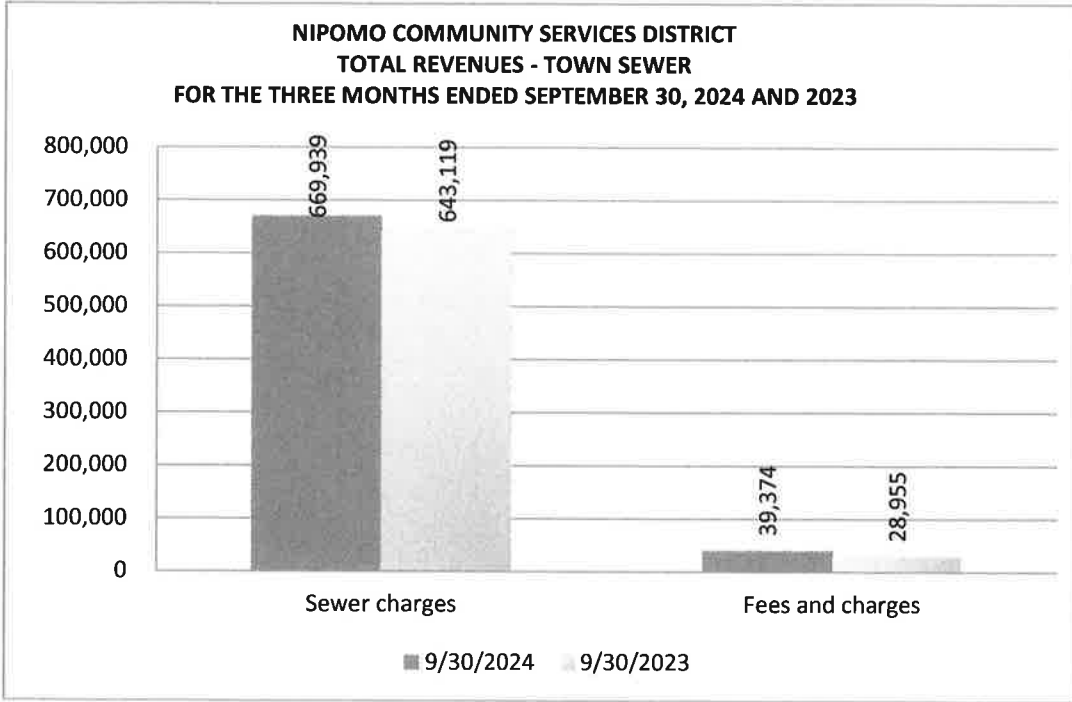


**NIPOMO COMMUNITY SERVICES DISTRICT
TOTAL REVENUE - WATER FUNDS
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2024 AND 2023**

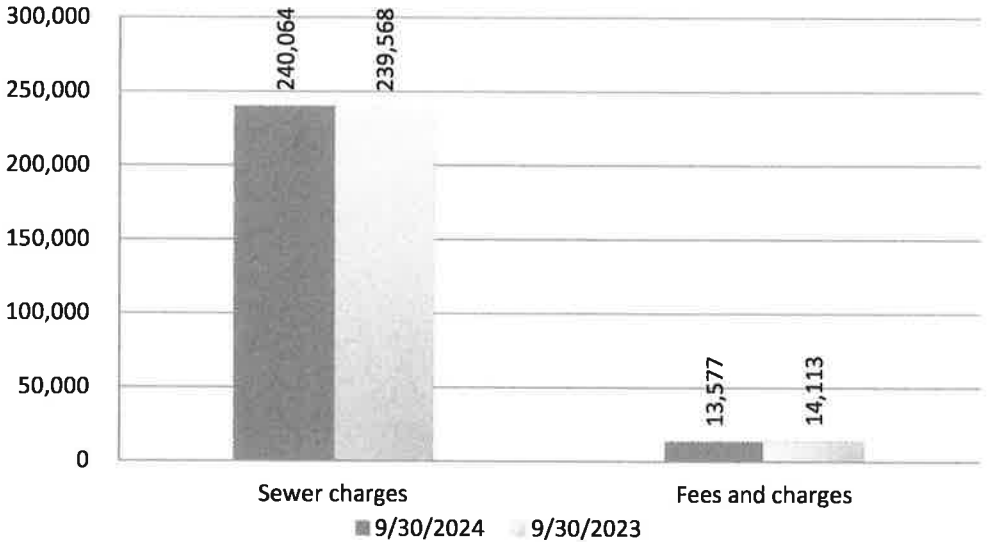


**NIPOMO COMMUNITY SERVICES DISTRICT
TOTAL EXPENDITURES - WATER FUNDS
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2024 AND 2023**

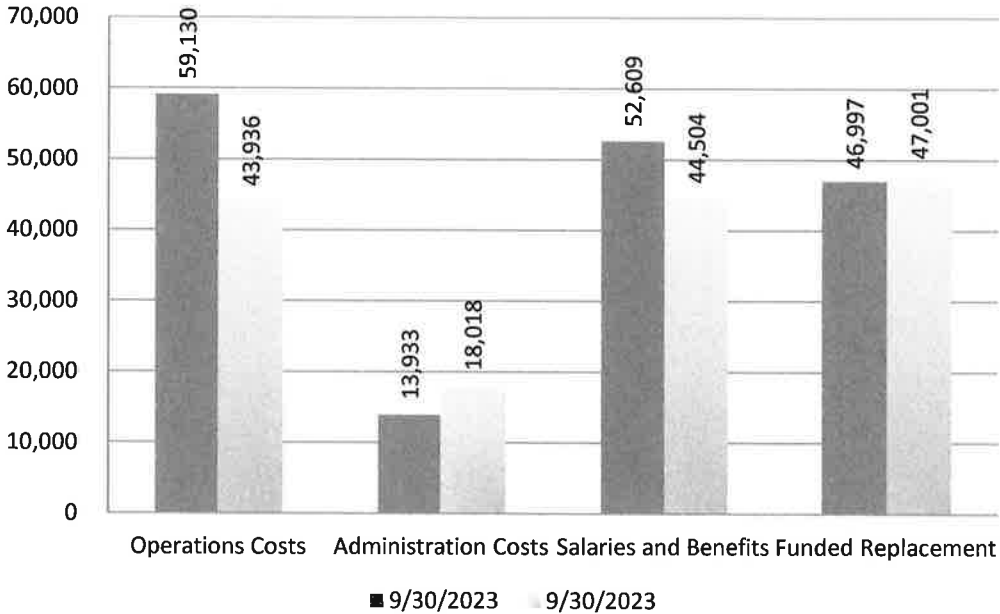




**NIPOMO COMMUNITY SERVICES DISTRICT
TOTAL REVENUES - BLACKLAKE SEWER
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2024 AND 2023**



**NIPOMO COMMUNITY SERVICES DISTRICT
TOTAL EXPENDITURES - BLACKLAKE SEWER
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2024 AND 2023**



TO: BOARD OF DIRECTORS
FROM: RAY DIENZO R.D.
GENERAL MANAGER
DATE: DECEMBER 4, 2024



**APPROVE NEWTON GEO-HYDROLOGY
2025 CONSULTING SERVICES TASK ORDER SCOPE
AND \$90,000 BUDGET**

ITEM

Consider scope and budget for Calendar Year 2025 for Newton Geo-Hydrology Consulting Services [RECOMMEND APPROVE SCOPE AND BUDGET FOR NEWTON GEO-HYDROLOGY TO PROVIDE 2025 CONSULTING SERVICES TO NIPOMO COMMUNITY SERVICES DISTRICT]

BACKGROUND

Dr. Brad Newton has provided litigation support services and general hydrologic consulting services to the District throughout the groundwater adjudication process. Dr. Newton represents the District on the Nipomo Mesa Management Area Technical Group.

The contracts for Dr. Newton's services are reviewed by your Board each calendar year. The attached scopes of work from Newton Geo-Hydrology present the proposed scope of services and budget for 2025.

The proposal covers two tasks, General Consultation (not to exceed limit of \$10,000) and Santa Maria Groundwater Adjudication support (not to exceed limit of \$80,000).

FISCAL IMPACT

The approved FY 24-25 Budget includes funding for six months of Dr. Newton's services. The remaining six months of services will be included in the FY 25-26 Budget.

STRATEGIC PLAN

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

- 1.6 Continue to monitor and participate in water supply issues and programs with other local and regional organizations

RECOMMENDATION

It is recommended that the Board of Directors by motion and roll-call vote, approve the 2025 Support Services Task Order with Newton Geo-Hydrology Consulting Services, LLC for a not-to-exceed amount of \$90,000.00 and direct staff to issue Task Order 2025-1 in the amount of \$10,000 and Task Order 2025-2 in the amount of \$80,000.

ATTACHMENTS

- A. Newton Geo-Hydrology Consulting Services, LLC 2025 Task Orders and Exhibits

DECEMBER 11, 2024

ITEM D-4

ATTACHMENT A

ATTACHMENT #1 To EXHIBIT "A"

**to
AGREEMENT FOR PROFESSIONAL SERVICES**

**Between
NIPOMO COMMUNITY SERVICES DISTRICT
and
NEWTON GEO-HYDROGEOLOGY CONSULTING SERVICES, LLC**

January 1, 2025

REQUEST FOR SERVICES – TASK ORDER # 2025-1

AUTHORIZATION FOR SERVICES:

At the request of the Nipomo Community Services District, Engineer Consultant is to provide services as described herein. The terms and conditions of the Agreement for Professional Engineering Services, dated June 11, 2013 are incorporated herein by this reference. The scope of services requested along with the schedule and fees for said services are set forth below as follows:

SCOPE OF SERVICES REQUESTED (Additional information may be attached as an Exhibit.):

General consultation as further described in the NCSD-EXH A TO 2025-1 Proposal for Services attached as Exhibit A.

TIME FOR PERFORMANCE (Additional information may be attached as an Exhibit.):

Continuing

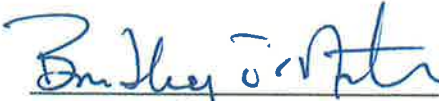
ENGINEERING FEES:

The Engineering fees for these services is not to exceed \$10,000.

NIPOMO COMMUNITY SERVICES

ENGINEER-CONSULTANT

Approved By: Raymond Dienzo
Title: General Manager
Date:



Approved By: Brad Newton
Title: Manager
Date: 11/24/2024



Newton Geo-Hydrology Consulting Services, LLC

Exhibit A for Task Order # 2025-1

Task Order #2025-1, General Consultation, is to allow for Newton Geo-Hydrology Consulting Services (Consultant) to provide the following services, on an as-requested basis, that are not included within the scope of other Task Orders. Such services include Part A and Part B as follows:

- A. Preparation of Spring and Fall Ground Water Index (GWI) technical memoranda and presentation thereof to the District Board of Directors. It is understood that reports will, in whole or in part, be based on confidential information obtained in confidence from landowners related to private wells, (see specifically Section 26 of the Agreement related to confidential information). The estimated cost for the GWI technical memorandum and presentation at NCSB Board of Directors meeting under Task Order #2025-1 Part A is eight thousand (\$8,000) dollars, which accounts for forty (40) hours of Dr. Newton's efforts plus budget for travel, plus materials and other direct costs.
- B. Preparation of other technical memorandums at the request of either the General Manager or the District Board of Directors. The estimated budget for other technical memorandums under Task Order #2025-1 Part B is two thousand dollars (\$2,000).

Budget

The total budget for Task Order #2025-1 Parts A and B, through December 31, 2025, is ten thousand (\$10,000) dollars to be billed on a time and material basis in accordance with the Agreement.

ATTACHMENT #1 To EXHIBIT "A"

**to
AGREEMENT FOR PROFESSIONAL SERVICES**

**Between
NIPOMO COMMUNITY SERVICES DISTRICT
and
NEWTON GEO-HYDROGEOLOGY CONSULTING SERVICES, LLC**

January 1, 2025

REQUEST FOR SERVICES – TASK ORDER # 2025-2

AUTHORIZATION FOR SERVICES:

At the request of the Nipomo Community Services District, Engineer Consultant is to provide services as described herein. The terms and conditions of the Agreement for Professional Engineering Services, dated June 11, 2013 are incorporated herein by this reference. The scope of services requested along with the schedule and fees for said services are set forth below as follows:

SCOPE OF SERVICES REQUESTED (Additional information may be attached as an Exhibit.):

General consultation related to Santa Maria Groundwater Adjudication as further described in the NCSD-EXH A TO 2025-2 Proposal for Services attached as Exhibit A.

TIME FOR PERFORMANCE (Additional information may be attached as an Exhibit.):

Continuing

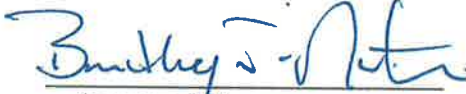
ENGINEERING FEES:

The Engineering fees for these services is not to exceed \$80,000.

NIPOMO COMMUNITY SERVICES

Approved By: Raymond Dienzo
Title: General Manager
Date:

ENGINEER-CONSULTANT



Approved By: Brad Newton
Title: Manager
Date: 11/24/2024



Newton Geo-Hydrology Consulting Services, LLC

Exhibit A for Task Order # 2025-2

Task Order # 2025-2 is to allow for Newton Geo-Hydrology Consulting Services (Consultant) to provide the following litigation support services related to the Groundwater Adjudication presented in Part A through Part D as follows:

- A. Preparation for, travel, and attendance/participation at Nipomo Mesa Management Area (NMMA) Technical Group (TG) regular monthly meetings. The estimated cost for each of NMMA TG fourteen (14) regular meetings under Task Order # 2025-2 is three thousand (\$3,000) dollars, which accounts for fourteen (14) hours of Dr. Newton's efforts plus budget for travel, plus materials and other direct costs. The estimated budget for Task Order # 2025-2 Part A is forty-two thousand dollars (\$42,000).
- B. Preparation for, travel, and attendance/participation at Management Areas (MAs) Subcommittee ad hoc meetings, including meetings with the NCMA and SMVMA representatives. The estimated cost for each of MAs Subcommittee four (4) regular meetings under Task Order # 2025-2 is one thousand five hundred (\$1,500) dollars, which accounts for six (6) hours of Dr. Newton's efforts plus budget for travel. The estimated budget for Task Order # 2025-2 Part B is six thousand dollars (\$6,000).
- C. Preparation of the Annual Report to the Court pursuant to the Final Judgment of the Santa Maria Groundwater Litigation. The estimated budget for Task Order # 2025-2 Part C, which accounts for one hundred seventy (170) hours of Dr. Newton's efforts plus budget for travel, plus materials and other direct costs, is thirty-two thousand dollars (\$32,000).
- D. Preparation of reports and technical memorandums related to NMMA TG functions with the prior approval of either the District General Manager or District Legal Counsel, and other opinions requested by District Legal Counsel. It is understood that reports will, in whole or in part, be based on confidential information obtained in confidence from landowners related to private wells. (see specifically Section 26 of the Agreement related to confidential information). The estimated budget for Task Order # 2025-2 Part D is unknowable in advance of a specific scope and schedule for said reports, technical memorandums, or other opinions.

Budget

The total budget for Task Order # 2025-2 Part A, Part B, and Part C through December 31, 2025, is eighty thousand (\$80,000) dollars to be billed on a time and material basis in accordance with the Agreement.

TO: BOARD OF DIRECTORS
REVIEWED: RAY DIENZO, P.E. *R.D.*
GENERAL MANAGER
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS
DATE: DECEMBER 4, 2024

**AGENDA ITEM
D-5
DECEMBER 11, 2024**

**AWARD CONSTRUCTION CONTRACT FOR
2024 WATER DISTRIBUTION SYSTEM IMPROVEMENTS
TO R. BAKER, INC.**

ITEM

Award construction contract for 2024 Water Distribution System Improvements to R. Baker, Inc. [RECOMMEND ADOPT RESOLUTION AWARDED CONTRACT TO R. BAKER, INC. IN THE AMOUNT OF \$2,019,261, AUTHORIZING STAFF TO EXECUTE CONTRACT, AUTHORIZING CHANGE ORDER CONSTRUCTION CONTINGENCY IN THE AMOUNT OF \$200,000, AND APPROVING FY 24-25 BUDGET AMENDMENT IN THE AMOUNT OF \$425,725].

BACKGROUND

The 2024 Water Distribution System Improvement Project ("Project") is necessary to accommodate the delivery of supplemental water to the Golden State Cypress Ridge Interconnect beginning in July 2025 as well as mitigate water quality issues related to dead end water mains in two locations. The Project involves the construction of approximately 4,300 linear feet of 12-inch water main on Pomeroy Road between Willow Road and Aden Way, 365 linear feet of 8-inch water main on Sea Pines Place between Via Concha and Woodgreen Way, and 765 feet of 4-inch water main on Red Oak Way within the District's service area.

The Board authorized staff to bid the project at the September 25, 2024 Board meeting. On November 21, 2024, bids for the Project were opened from four (4) contractors as listed below:

Contractor	Total Bid Price
R. Baker, Inc.	\$2,019,261
Brough Construction, Inc.	\$2,054,148
Specialty Construction	\$2,097,641
Whitaker Construction	\$2,104,913

The apparent low bidder was R. Baker, Inc. with a total bid price of \$2,019,261. 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 2025
- Construction – January 2025 to June 2025

FISCAL IMPACT

The District's FY 2024-2025 Budget includes \$2,090,000 for the construction of all three components of the Project.

Total project costs (rounded) are estimated as follows:

Construction	\$2,019,261
Construction Contingency	\$200,000
Engineering Services During Construction & Construction Management and Inspection - Cannon	\$295,464
Total Project Cost	\$2,514,725

Total available funding is estimated as follows:

Fund #500 – Pomeroy Water Main	\$1,800,000
Fund #700 - Sea Pines Water Main (Third Connection to Blacklake)	\$190,000
Fund #805 - Red Oak Water Main	\$100,000
Subtotal FY 24-25 Budget	\$2,090,000
Fund #500 – Supplemental Water Fund Reserves	\$363,725
Fund #700 – Water Fund Capacity Reserves	\$40,000
Fund #805 – Water Funded Replacement Reserves	\$21,000
Subtotal Transfer from Reserves	\$425,725
Total Available Funding	\$2,514,725

A transfer from reserves in the amount of \$425,725 is required to provide adequate funding for the project in the FY 24-25 budget.

STRATEGIC PLAN

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

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

RECOMMENDATION

Staff recommends that the Board, by motion and roll call vote, adopt Resolution 2024-17XX 2024 Water Distribution System Improvements Bid Award to:

1. Award the bid for 2024 Water Distribution System Improvements to R. Baker Inc. in the amount of \$2,019,261 and authorize the General Manager to execute the construction agreement.
2. Authorize the General Manager to issue change orders for construction of the project with an aggregate total amount not to exceed \$200,000.
3. Amend FY 2024-2025 budget and transfer \$363,725 from Fund #500 – Supplemental Water Fund Reserves, \$40,000 from Fund #700 – Water Fund Capacity Reserves, and \$21,000 from Fund #805 – Water Funded Replacement Reserves, to provide additional funding for the Project.

ATTACHMENTS

- A. Resolution 2024-XXXX 2024 Water Distribution System Improvements Bid Award

DECEMBER 11, 2024

ITEM D-5

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2024-XXXX**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT AWARDING THE CONSTRUCTION CONTRACT FOR 2024 WATER DISTRIBUTION SYSTEM IMPROVEMENTS TO R. BAKER INC. IN THE AMOUNT OF \$2,019,261, AUTHORIZING CONSTRUCTION CONTINGENCY IN THE AMOUNT OF \$200,000 AND APPROVING FY 2024-2025 BUDGET AMENDMENT IN THE AMOUNT OF \$425,725

WHEREAS, the 2024 Water Distribution System Improvement Project is necessary to accommodate the delivery of supplemental water to the Golden State Cypress Ridge Interconnect beginning in July 2025 as well as mitigate water quality issues related to dead end water mains in two locations; and

WHEREAS, the 2024 Water Distribution System Improvements involve the construction of approximately 4,300 linear feet of 12-inch water main on Pomeroy Road between Willow Road and Aden Way, 365 linear feet of 8-inch water main on Sea Pines Place between Via Concha and Woodgreen Way, and 765 feet of 4-inch water main on Red Oak Way within the District's service area; and

WHEREAS, the design drawings and technical specifications for the project, dated October 2024, were developed by District staff and Cannon; and

WHEREAS, the Board authorized staff to solicit bids for the project on September 25, 2024; and

WHEREAS, the project was advertised for bids in accordance with State of California Public Contracts Code requirements; and

WHEREAS, the District's 2024-2025 Fiscal Year Budget allocated funding from Fund #500, Supplemental Water, Fund #700, Water Capacity Charges, and Fund #805, Funded Replacement, for the project and the amount allocated for the project is insufficient based on the bid results; and

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

1. The project was advertised for bids in accordance with State of California Public Contracts Code requirements.
2. The District received four (4) bids for the project.
3. Staff reviewed the project bids and determined that the bid submitted by R. Baker Inc., the apparent low bidder, was responsive and the bidder is responsible.

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

1. The contract for the 2024 Water Distribution System Improvements is hereby awarded to the lowest responsive and responsible bidder, R. Baker, Inc., in the amount of

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2024-XXXX**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT AWARDING THE CONSTRUCTION CONTRACT FOR 2024 WATER DISTRIBUTION SYSTEM IMPROVEMENTS TO R. BAKER INC. IN THE AMOUNT OF \$2,019,261, AUTHORIZING CONSTRUCTION CONTINGENCY IN THE AMOUNT OF \$200,000 AND APPROVING FY 2024-2025 BUDGET AMENDMENT IN THE AMOUNT OF \$425,725

\$2,019,261, and the General Manager is authorized to execute the construction agreement.

2. The General Manager is authorized to issue Change Orders for construction of the project with an aggregate total amount not to exceed \$200,000.
3. The Board authorizes the transfer of \$363,725 from Fund #500 – Supplemental Water Fund Reserves, \$40,000 from Fund #700 – Water Fund Capacity Reserves, and \$21,000 from Fund #805 – Water Funded Replacement Reserves, to provide additional funding for the Project in the FY 2024-2025 Budget.
4. The above recitals and findings are incorporated herein by this reference.

Upon motion by _____, seconded by _____, and on the following roll call vote, to wit:

AYES:
NOES:
ABSENT:
CONFLICTS:

the foregoing resolution is hereby passed and adopted this 11th day of December 2024.

ED EBY
President of the Board

ATTEST:

APPROVED:

RAY DIENZO
General Manager and Secretary to the Board

CRAIG STEELE
District Legal Counsel

TO: BOARD OF DIRECTORS

REVIEWED: RAY DIENZO, P.E. *R.D.*
GENERAL MANAGER

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

DATE: DECEMBER 4, 2024

AGENDA ITEM
D-6
DECEMBER 11, 2024

**APPROVE TASK ORDER WITH CANNON FOR
CONSTRUCTION MANAGEMENT SERVICES FOR
2024 WATER DISTRIBUTION SYSTEM IMPROVEMENTS**

ITEM

Approve Task Order with Cannon for construction management services for the 2024 Water Distribution System Improvements [RECOMMEND BY MOTION AND ROLL CALL APPROVE TASK ORDER WITH CANNON IN THE AMOUNT OF \$295,464 AND AUTHORIZE STAFF TO EXECUTE TASK ORDER].

BACKGROUND

The 2024 Water Distribution System Improvement Project ("Project") is necessary to accommodate the delivery of supplemental water to the Golden State Cypress Ridge Interconnect beginning in July 2025 as well as mitigate water quality issues related to dead end water mains in two locations. The Project involves the construction of approximately 4,300 linear feet of 12-inch water main on Pomeroy Road between Willow Road and Aden Way, 365 linear feet of 8-inch water main on Sea Pines Place between Via Concha and Woodgreen Way, and 765 feet of 4-inch water main on Red Oak Way within the District's service area.

Staff requested that Cannon provide a proposal for construction management services for the 2024 Water Distribution System Improvements. Cannon submitted a proposal to perform the work for a not to exceed amount of \$295,464. The proposal includes engineering services during construction, submittal review, full-time inspection, materials testing, and record drawing preparation.

FISCAL IMPACT

The FY 2024-2025 Amended Budget includes funding in the amount of \$2,514,725 for the project.

Total project costs (rounded) are estimated as follows:

Construction	\$2,019,261
Construction Contingency	\$200,000
Engineering Services During Construction & Construction Management and Inspection - Cannon	\$295,464
Total Project Cost	\$2,514,725

STRATEGIC PLAN

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

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

RECOMMENDATION

Staff recommends that the Board, by motion and roll call vote, approve a Task Order with Cannon in the amount of \$295,464 for construction management services for the 2024 Water Distribution System Improvements and authorize the General Manager to execute the Task Order.

ATTACHMENTS

A. Cannon Proposal Dated November 15, 2024

DECEMBER 11, 2024

ITEM D-6

ATTACHMENT A



November 15, 2024

Peter V. Sevcik, PE
Nipomo Community Services District
148 S Wilson Street
Nipomo, CA 93444

PROJECT: CONSTRUCTION MANAGEMENT, INSPECTION, AND CONSTRUCTION STAKING SERVICES FOR 2024 WATER DISTRIBUTION SYSTEM IMPROVEMENTS

Dear Mr. Sevcik:

We appreciate the opportunity to provide construction management, inspection, and construction staking services for your 2024 Water Distribution System Improvements Project (Project). Our proposed staff has recent experience managing and inspecting water distribution projects for both Local and State agencies throughout San Luis Obispo and surrounding counties. Many of these projects involved work items like the proposed scope, including items such as water line and appurtenance installation, tie-ins to existing facilities, and roadway restoration.

As the Engineer of Record for this project, we are intimately familiar with the project details and uniquely positioned to provide a successful project thorough completion. In addition, our recent experience managing and inspecting similar water projects provides Cannon with unique insight regarding Nipomo Community Services District's expectations - to facilitate delivery of the project on time and within budget with minimal impacts to the public.

We have included a staffing plan and cost estimate based on the anticipated project work and duration of 150 calendar days. Based on our understanding of the District's needs, we have proposed a full-time construction inspector, part-time construction manager, construction staking services, construction administration, and materials testing services. We are confident the qualifications of our staff offer an excellent match for this project, and we are ready to begin work upon your approval. Thank you for the opportunity to provide construction management and inspection services on the 2024 Water Distribution System Improvements Project.

Sincerely,

A handwritten signature in blue ink, appearing to read "P. Riddell".

Patrick Riddell, PE C72034
Director of Construction Management



WORK PLAN

Our work program for pre-construction, construction, and post-construction activities is detailed below.

Phase 1. Pre-Construction

Task 1.1 Contract Document Review

Our construction management team will thoroughly review plans, specifications, related reports, and documents pertinent to administering the construction of this project. In addition to facilitating our understanding of scope and sequencing of the work, this review will allow us to determine areas that may present challenges during construction. In conjunction with our preliminary review, we will review field conditions and photograph or video the work area and site conditions prior to the start of construction. We will discuss noted design issues or potential conflicts, along with questions that arise from our initial plan review with the District's project manager and project engineer.

Task 1.2 Document Control Procedures and Coordination with District Staff

Cannon will establish a working relationship with District staff to implement procedures for the efficient processing and management of project documents.

Task 1.3 Pre-Construction Meeting

Cannon will coordinate and lead the Pre-Construction Meeting, which will include all major subcontractors and other project stakeholders.



Phase 2. Construction

Task 2.1 On-Site Construction Management and Inspection

Cannon will have a Resident Engineer assigned to the project who will oversee construction management operations. Their team will include a Construction Inspector who will be onsite to monitor the daily construction operations and provide coordination and documentation of activities.

Task 2.2 Construction Inspection

During observation and monitoring of the quality of the construction work, we will provide the following services:

- Maintain daily on-site project reports for inspections, observations, and construction activities. Reports will contain a record of weather, work on-site, number of workers, work accomplished, problems encountered, solutions agreed upon, and other similar relevant data per District requirements.
- Maintain photo and video record of construction progress.
- Monitor traffic control and continually update or modify as necessary to confirm safe passage through the project work zones.
- Monitor construction activities to see that elements of project are furnished, installed, and constructed per contract documents. We will also prepare required notices of non-conformance when materials, construction installation process, or quality of work does not meet the requirements of the contract. Notices will be issued to the contractor stating the nature of the deviation and requiring the contractor to perform corrective action. Non-compliance issues will be documented with photographs and in writing.
- File appropriate reports.
- Oversee inspection and/or testing performed by the contractor as part of the contract work.
- Conduct daily inspections and oversee inspections required for the project.
- Monitor the contractor's work and recommend testing as needed.
- Review storm water BMPs for compliance with approved SWPPP.

Task 2.3 Scheduling and Progress Meetings

Cannon will coordinate, review, and approve the contractor's proposed schedule for the completion of the project. We will also review the contractor's baseline schedule and update submittals for conformance with the master schedule and contract documents. In addition, we will prepare and distribute Weekly Statement of Working Day Reports to maintain an accurate and current record of contract time.



Task 2.4 Change Order Management

Cannon will negotiate and coordinate the implementation of contract change orders during the construction process. We will compile change-order-supporting documentation, such as inspection reports, test reports, drawings, sketches, photographs, and other materials as required. We will review and evaluate the appropriateness of proposed change orders; advise the District as to their effect on the contract time and cost; and perform independent estimates of the proposed change order work, when necessary, as well as recommend approval or denial with approval by the District.

Task 2.5 Requests for Information (RFI) Management

Cannon will provide timely coordination of RFIs with the Engineer of Record and written responses to contractor. We will maintain the RFI log and records.

Task 2.6 Submittal Management

Cannon will provide timely coordination with the Engineer or Record for submittals of materials not supplied by the District. We will maintain the submittal log and records.

Task 2.7 Claims Management (optional)

At the request of the District, Cannon will maintain a potential claims log. We will prepare a file for each potential claim issue. We will evaluate, analyze, and coordinate negotiation to achieve claims and dispute resolutions in line with District directions.

Task 2.8 Survey

Cannon will provide construction staking services for the contractor. The scope of construction staking is limited to providing horizontal and vertical offsets every 100', including angle points and other features. Re-staking is not included in this scope of work but can be provided as an additional service to this contract. Upon request of the District, we can also provide monument preservation, if applicable, as an additional service to this contract.

Task 2.9 Construction Administration

As this District's Engineer of Record for the project, we will provide review and response of Submittals and RFI's, as well as attend weekly meetings on an as-needed basis.



Task 2.10 Materials Testing

Cannon will coordinate with our materials sampling and testing subconsultant, Earth Systems Pacific, to confirm sampling and testing frequencies are met. We will review the results of the testing materials. Following our review, we will make recommendations for the acceptance of work in general compliance with the contract documents or make recommendations if remedial actions are needed to correct unacceptable portions of the contractor's work.

Task 2.11 Progress Pay Estimates

Cannon will evaluate the contractor's pay applications. We will verify that the quantities claimed are true and accurate using field measurements, materials tickets, extra work reports, and visual confirmation. We will prepare quantity calculation sheets for each bid item for inclusion in the project records.

Task 2.12 Safety Program and Traffic Control Plan

Cannon will monitor the contractor's on-site safety program and compliance with Cal-OSHA Construction Safety Orders. Cannon will also review the contractor's submitted traffic control plans for compliance with local and state provisions and ensure the contractor has implemented those plans accordingly.

Task 2.13 Project Records

Cannon will establish and implement procedures for reviewing and processing project documentation. To maintain that records are organized, complete, and will allow for ease of document retrieval, we will set up project binders and electronic files following procedures outlined in Chapter 5 of the Caltrans Construction Manual.

Cannon will implement procedures for timely delivery of project documentation; expediting RFIs, submittals and change orders; and submittal, review, and approval of Progress Pay applications. Monitoring logs will be created to track survey records, RFIs, submittals, certified payroll, employee interviews, materials incorporated into project, materials testing, change orders, extra work reports, pay estimates, and potential claims.



Phase 3. Construction Completion and Closeout

Task 3.1 Final Inspection and Punch List

Cannon will compile detailed “punch lists” with the District’s Project Manager and Engineer. We will oversee the complete performance of punch list items and final clean-up before the contractor moves off-site. We will coordinate final testing, documentation, and regulatory inspections.

Task 3.2 Coordinate Close-Out and Submittal of Final Documents

Cannon will monitor the contractor’s, subcontractor’s, and designer’s progress to finalize and submit project records and documents. We will obtain the required contract documents, lien releases, written warranties, and record drawings, and forward them to the District for inclusion in the project files.

Task 3.3 Final Payment

Cannon will evaluate the contractor’s final payment application, resolve outstanding matters, and provide approval and recommendation for final payment.

Task 3.4 Record Drawings

Cannon will gather all redlined drawings from the contractor for review and acceptance. The plans will contain all modifications or plan deviations encountered during construction. Cannon will provide a conformed set of record drawings for inclusion in the District’s files.



FEES

Fees are based on the rates per the following fee schedule. It is our understanding that this project qualifies for California Prevailing Wages. Based on review of the project documents, we have assumed part-time construction management and full-time inspection for the duration of the project (150 calendar days; 105 working days), plus part-time pre-construction and post-construction services.

Total Estimated Cost of CM & Inspection Services: \$295,464

Phase	Role	Name	Rate	2024						Total Est. Hours	Estimated Cost	
				Jan	Feb	Mar	Apr	May	Jun			
Pre-Construction												
	Construction Manager	Pat Riddell, PE	\$233	4							4	\$932
	Resident Engineer	Matt Scholfield, PE	\$210	40							40	\$8,400
	Construction Inspector III (PW)	Steve Creech	\$168	16							16	\$2,688
	Office Engineer III	Marcia Bohac	\$125	2							2	\$250
Construction												
	Construction Manager	Pat Riddell, PE	\$233	2	4	4	4	4	2		20	\$4,660
	Resident Engineer	Matt Scholfield, PE	\$210	40	62	68	54	52	36		312	\$65,520
	Construction Inspector III (PW)	Steve Creech	\$168	80	152	168	176	168	96		840	\$141,120
	Construction Inspector III (PW) - OT	Steve Creech	\$252			8	24	8			40	\$10,080
	Office Engineer III	Marcia Bohac	\$125	2	4	4	4	4	2		20	\$2,500
Post-Construction												
	Construction Manager	Pat Riddell, PE	\$233						2		2	\$466
	Resident Engineer	Matt Scholfield, PE	\$210						32		32	\$6,720
	Construction Inspector III (PW)	Steve Creech	\$168						16		16	\$2,688
	Office Engineer III	Marcia Bohac	\$125						4		4	\$500
Total Estimated Hours				186	222	252	262	236	190		1348	
Total Estimated Cost of Labor											\$246,524	
Other Direct Costs												
Cannon - Construction Staking											\$9,100	
Cannon - ESDC (Submittals and RFI Review - 20 hours)											\$4,800	
Cannon - ESDC (Weekly Progress Meetings & Project Correspondence - 20 Hours)											\$4,800	
Cannon - Record Drawings											\$5,000	
Earth Systems Pacific - Soil and Materials Testing											\$23,490	
Reimbursable												
Misc. Reimbursable, Reproductions, Inspection Materials & Supplies											\$1,750	
Total Estimated Cost of CM Services											\$295,464	

NOTES:

- 1 Fees are based on an 150 calendar day (105 working day) construction schedule.
- 2 Hourly rates are subject to change.
- 3 Fees include work during normal working hours. Five (5) shutdowns have been assumed for tie-in locations, between the hours of 10:00PM to 2:00AM. Other than the noted shutdowns periods, overtime, night, and weekend work are excluded, but available as an additional
- 4 Construction staking includes two (2) full day callouts of a two-man survey crew and associated office work. Construction staking includes offsets at 100' intervals, angle points, and other features shown per plan. Restaking is excluded, but available as an additional service.



2024/2025 Fee Schedule

Bill Rate Ranges
Subject to change

Assistant Resident Engineer I - II	\$ 155 - \$ 205
Associate Engineer	\$ 180 - \$ 240
Associate Land Surveyor	\$ 210 - \$ 230
Associate Landscape Architect	\$ 175 - \$ 215
Automation Specialist	\$ 165 - \$ 210
Automation Technician	\$ 130 - \$ 165
CAD Tech	\$ 115 - \$ 140
CAD Manager	\$ 130 - \$ 165
Construction Coordinator I - II	\$ 125 - \$ 160
Construction Inspector I - III	\$ 120 - \$ 200
Construction Manager	\$ 178 - \$ 235
Design Engineer	\$ 150 - \$ 195
Director/ Department Manager	\$ 225 - \$ 310
Dry Utilities Coordinator I - II	\$ 170 - \$ 200
Engineer Tech	\$ 120 - \$ 150
Engineering Assistant I - II	\$ 115 - \$ 140
Grant Funding Manager I - II	\$ 160 - \$ 225
I&E Services Coordinator	\$ 120 - \$ 140
Information Systems Admin/Manager	\$ 135 - \$ 168
Land Surveyor	\$ 195 - \$ 230
Landscape Architect	\$ 130 - \$ 200
Landscape Designer I - II	\$ 120 - \$ 142
Lead Automation Specialist	\$ 175 - \$ 209
Lead Automation Technician	\$ 135 - \$ 170
Lead Designer	\$ 140 - \$ 180
Office Engineer / Document Control I-III	\$ 115 - \$ 164
Plan Check Engineer I - II	\$ 140 - \$ 198
Planner I - III	\$ 130 - \$ 175
Planning Assistant	\$ 115 - \$ 150
Principal Automation Specialist	\$ 186 - \$ 232
Principal Construction Engineer	\$ 210 - \$ 293
Principal Designer	\$ 140 - \$ 200
Principal Engineer	\$ 200 - \$ 290

Project Designer	\$ 125 - \$ 179
Project Engineer	\$ 153 - \$ 205
Resident Engineer	\$ 195 - \$ 248
Sr. Associate Architect	\$ 219 - \$ 260
Sr. Associate Engineer	\$ 180 - \$ 265
Sr. Automation Specialist	\$ 185 - \$ 225
Sr. Automation Technician	\$ 150 - \$ 185
Sr. CAD Tech	\$ 130 - \$ 160
Sr. Construction Manager	\$ 217 - \$ 323
Sr. Consultant / Principal-in-Charge	\$ 285 - \$ 385
Sr. Land Surveyor	\$ 230 - \$ 275
Sr. Landscape Architect	\$ 190 - \$ 230
Sr. Plan Check Engineer	\$ 175 - \$ 228
Sr. Principal Designer	\$ 145 - \$ 225
Sr. Principal Engineer	\$ 225 - \$ 320
Sr. Project Designer	\$ 135 - \$ 200
Sr. Project Engineer	\$ 165 - \$ 225
Sr. Resident Engineer	\$ 205 - \$ 258
Survey Assistant	\$ 115 - \$ 145
Survey Technician I - V	\$ 143 - \$ 218
Technical Writer I - IV	\$ 115 - \$ 140

Survey Crew Rates - Regular

One-Man Field	\$ 210 - \$ 233
Two-Man Field	\$ 290 - \$ 310
Three-Man Field	\$ 390 - \$ 410
Two-Man - HDS	\$ 348 - \$ 367

Survey Crew Rates - Prevailing Wage

One-Man Field	\$ 250 - \$ 280
Two-Man Field	\$ 389 - \$ 412
Three-Man Field	\$ 530 - \$ 550

Electrical - Prevailing Wage

Electrician	\$ 207 - \$ 254
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Building and Construction Inspector - Prevailing Wage

BCI Construction Inspector	\$ 168
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Forensics Engineering / Expert Testimony Fee Schedule Available Upon Request.

Other Direct Charges

Black Line Plots	\$2.00 per page
Outside Reproduction	Cost + 15%
Mylar Plots	\$12.00 per sheet
Automation & Electrical Materials	Cost + 25% (+tax)
Subconsultant Fees	Cost + 15%
Technology Fee	\$30/Day
Color Plots	\$5.00 per page
Travel and Related Subsistence	Cost + 15%
Standard Mileage Rate	IRS Rate per mile
Airplane Mileage Rate	GSA Rate per mile

Expenses, such as special equipment, shipping costs, travel other than by automobile, parking expenses, and permit fees will be billed at the actual cost plus 15%. If the client requests, or the client's schedule requires work to be done on an overtime basis, a multiplier of 1.5 will be applied to the stated rates for weekdays for daily hours in excess of 8 as well as weekends, and a multiplier of 2.0 for daily hours in excess of 12 and holidays. If the client requests field services to be provided outside of normal working hours, a multiplier of 1.5 will be applied to the stated rates. For prevailing wage projects, if the client requests field services to be provided on any given Sunday, a multiplier of 2.0 will be applied to the stated rates; on or around an observed holiday, other rates may be applied. Survey Crews and Automation Field staff are billed portal to portal. A minimum charge of four hours will be charged for any Automation Field Service calls outside of normal working hours. The stated rates are subject to change, typically on an annual basis.

ICP/REV 7/1/2024

TO: BOARD OF DIRECTORS
 FROM: RAY DIENZO *R.D.*
 GENERAL MANAGER
 DATE: DECEMBER 4, 2024



APPROVE 2025 BOARD MEETING SCHEDULE

ITEM

Review and approve 2025 Schedule of Regular Board Meetings. [RECOMMEND REVIEW AND APPROVE 2025 BOARD MEETING SCHEDULE]

BACKGROUND

Section 2.1 of the Board By-Laws states:

Subject to holiday and scheduling conflicts, regular meetings of the Board of Directors shall commence at 9:00 a.m. on the second and fourth Wednesday of each calendar month in the Board Room at the District Office located at 148 South Wilson, Nipomo, CA. The Board of Directors reserves the right to cancel and/or designate other dates, places, and times for Director Meetings due to scheduling conflicts and holidays.

Proposed Regular Board Meeting Schedule for 2025

1 st Meeting of Month	2 nd Meeting of Month
January 8	January 22
February 12	February 26
March 12	March 26
April 9	April 23
May 14	May 28
June 11	June 25
July 9	July 23
August 13	August 27 ¹
September 10	September 24
October 8	October 22
November 12	November 26 ²
December 10	Recess – Holiday Season
Notes: 1 – CSDA Annual Conference is scheduled during this week 2 – This meeting is during Thanksgiving week	

Special Meetings will be called subject to Section 2.2 of the Board By-Laws as follows:

Special meetings may be called by the President or three (3) Directors with a minimum of twenty-four (24) hours public notice.

All meetings will be noticed pursuant to the Brown Act.

RECOMMENDATION

Staff recommends that your Board by motion and roll call vote approve the 2025 Board Meeting Schedule as presented above.