

TO: BOARD OF DIRECTORS

**AGENDA ITEM**

REVIEWED: RAY DIENZO, P.E. *RJD*  
GENERAL MANAGER

**E-3 (B)**

**MAY 27, 2026**

FROM: JANA ETTEDDGUE *JW*  
FINANCE DIRECTOR

DATE: MAY 19, 2026

**REVIEW DRAFT BUDGET FOR FISCAL YEAR 2026-2027 FOR THE NIPOMO SUPPLEMENTAL WATER PROJECT (NSWP)**

**ITEM**

Review the draft budget for Fiscal Year 2026-2027 for Nipomo Supplemental Water Project (“NSWP”) [RECOMMEND CONSIDER DRAFT BUDGET AND SCHEDULE FOR ADOPTION ON JUNE 10, 2026].

**BACKGROUND**

The Nipomo Community Services District (“District”), City of Santa Maria (“City”), Woodlands Mutual Water Company (“WMWC”), Golden State Water Company (“GSWC”), Rural Water Company (“RWC”), along with hundreds of other individuals and entities are parties to a certain groundwater adjudication commonly referred to as the Santa Maria Groundwater Litigation. GSWC purchased RWC in 2015 and therefore is referenced below as GSWC/RWC. The Judgement (through the Stipulation) requires the District and the purveyor partners together (“Parties”) to purchase and transmit to the Nipomo Mesa Management Area (“NMMA”) a minimum of 2,500 acre-feet of “Nipomo Supplemental Water” each year, and to employ its best efforts to timely implement the Nipomo Supplemental Water Project (“NSWP”).

The Judgment further provides that once the Nipomo Supplemental Water is capable of being delivered, the Parties shall purchase the following portions of Nipomo Supplemental Water each year to offset groundwater pumping within the NMMA.

ENTITY	PERCENT ALLOCATION	ACRE FEET/YEAR (AFY)
NCSD	66.68	1,667.00
WMWC	16.66	416.50
GSWC/RWC	16.66	416.50
TOTAL	100.00	2,500.00

On May 3, 2013, the District entered into a Wholesale Water Supply Agreement with the City of Santa Maria to purchase supplemental water. Upon completion of the interconnection, the minimum quantity of purchase/delivery is as follows:

DELIVERY YEARS	FISCAL YEAR ENDING	MINIMUM DELIVERY VOLUME (AFY)
1	July 1, 2015 to June 30, 2016	645
2-5	July 1, 2016 to June 30, 2020	800
6-10	July 1, 2020 to June 30, 2025	1,000
11- Term	July 1, 2025 to June 30, 2035	2,500

On July 2, 2015, supplemental water began flowing from the City into the District system.

On October 16, 2015, the Supplemental Water Management and Groundwater Replenishment Agreement (“Agreement”) was approved by the District, WMWC, GSWC/RWC. The Agreement outlines all parties’ responsibilities and obligations relating to the delivery and payment of supplemental water. Section VIII of the agreement states in part as follows:

- A. District shall operate the NSWSP as an enterprise fund, separating all costs related to the NSWSP within and only to that NSWSP fund. Prudent Utility Practices shall apply to District’s management of the NSWSP Enterprise Fund.
- B. Each Fiscal Year District shall prepare a NSWSP Enterprise Fund Budget (Budget) for all revenues and expenditures related to the NSWSP Enterprise Fund. The Budget shall include a summary of projected NSW deliveries and Costs associated with those deliveries. A draft of the Budget shall be available to each Water Company for review by May 1<sup>st</sup> of each year. District shall make every reasonable effort to adopt the final Budget during June of each year at a regularly scheduled District board meeting. The Advisory Committee shall determine the most effective content, format and reporting frequency for financial and budget reports for the NSWSP Enterprise Fund.
- C. The Budget shall provide the basis for and detail the cost allocations and quarterly billing described in Section IX.

The District receives and pays a quarterly invoice from the City for the cost of water. The District in turn invoices WMWC and GSWC for their applicable percentages of the cost of water, in addition to other applicable costs pursuant to the agreement. WMWC and GSWC are current and continue to make quarterly payments to the District.

Attached is the draft Budget based on the purchase of 2,500 acre feet of supplemental water. The City adopted a new five year rate structure commencing January 1, 2025. The Base Energy Cost CPI will be adjusted based on the July index; however, the City has agreed to implement the energy adjustment to coincide with the January 1 rate increases. The Operations and Maintenance (“O&M”) Budget has been estimated based on current fiscal year expenditures and the increase in supplemental water intake. The administrative fee is set at 15% of O&M costs.

**STRATEGIC PLAN**

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

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

**FISCAL IMPACT**

The cost of drafting and reviewing annual budget was included in this year’s budget.

**RECOMMENDATION**

It is recommended your Honorable Board provide direction to Staff and set Wednesday, June 10, 2026, 9:00 a.m. as the date and time for a Public Hearing to consider adoption of the NSWSP Budget for Fiscal Year 2026-2027.

**ATTACHMENTS**

- A. Draft Budget Fiscal Year 2026-2027 NSWSP Budget

**MAY 27, 2026**

**ITEM E-3 (B)**

**ATTACHMENT A**



**NIPOMO COMMUNITY SERVICES DISTRICT  
NIPOMO SUPPLEMENTAL WATER PROJECT (NSWP)  
BUDGET FOR FISCAL YEAR 2026-2027**

	Acre Feet Purchase (A)	Cost per Acre Foot (AF)	Total Cost	
Water Purchase Fiscal Year 2026-2027 (see page 2)	2500	see page 2	\$7,121,900	
NCSD Water O & M Cost per AF ** (see page 3)	2500	\$170.47	\$426,165	
NCSD Admin Fee per AF (15% of O & M per AF) ** (see page 3)	2500	\$25.57	\$63,925	
		\$196.04	\$7,611,990	
**To be adjusted annually based on actual costs				
	TOTAL	NCSD	WMWC	GSWC
1 Phase 1 Supplemental Water Annual Allocation (AF)	2500	1667	416.5	416.5
2 Phase 1 Supplemental Water Delivery Percentages	100.00%	66.68%	16.66%	16.66%
3 Pass-Through Supplemental Water Cost	\$7,121,900	\$4,748,883	\$1,186,509	\$1,186,509
4 Supplemental Water O & M Cost	\$426,165	\$284,167	\$70,999	\$70,999
5 Supplemental Water NCSD Admin Fee	\$63,925	\$42,625	\$10,650	\$10,650
<b>6 Total Annual Supplemental Water Volume Cost</b>	<b>\$7,611,990</b>	<b>\$5,075,675</b>	<b>\$1,268,157</b>	<b>\$1,268,157</b>

	TOTAL	NCSD	WMWC	GSWC
7 Allocated Project Capacity (AF)	3,000.00	2,167.00	416.50	416.50
8 Percentage of Fixed Capital Cost Allocation	100.00%	72.24%	13.88%	13.88%
9 Yearly Capital Recovery Charge-Principal 6/30/2015 (1)	\$109,792	\$0	\$45,612	\$64,180
10 Yearly Capital Recovery Charge-Interest 6/30/2015 (1)	\$276,627	\$0	\$143,247	\$133,380
11 Yearly Capital Recovery Charge-Principal 6/30/2016 (2)	\$9,287	\$0	\$4,315	\$4,972
12 Yearly Capital Recovery Charge-Interest 6/30/2016 (2)	\$23,885	\$0	\$13,552	\$10,333
13 Yearly Capital Recovery Charge-Principal 6/30/2017 (3)	\$16,556	\$0	\$7,679	\$8,877
14 Yearly Capital Recovery Charge-Interest 6/30/2017 (3)	\$42,564	\$0	\$24,115	\$18,449
14 Yearly Capital Recovery Charge-Principal 6/30/2018 (4)	\$1,155	\$0	\$535	\$620
15 Yearly Capital Recovery Charge-Interest 6/30/2018 (4)	\$2,966	\$0	\$1,678	\$1,288
16 Yearly Capital Recovery Charge-Principal 6/30/2019 (5)	\$1,417	\$0	\$655	\$762
17 Yearly Capital Recovery Charge-Interest 6/30/2019 (5)	\$3,638	\$0	\$2,055	\$1,583
18 Yearly Capital Recovery Charge-Principal 6/30/2020 (6)	\$18,167	\$0	\$8,377	\$9,790
19 Yearly Capital Recovery Charge-Interest 6/30/2020 (6)	\$46,655	\$0	\$26,310	\$20,345
20 Yearly Capital Recovery Charge-Principal 6/30/2021 (7)	\$4,648	\$0	\$2,139	\$2,509
21 Yearly Capital Recovery Charge-Interest 6/30/2021 (7)	\$11,930	\$0	\$6,716	\$5,214
22 Yearly Capital Recovery Charge-Principal 6/30/2022 (8)	\$3,441	\$0	\$1,580	\$1,861
23 Yearly Capital Recovery Charge-Interest 6/30/2022 (8)	\$8,832	\$0	\$4,964	\$3,868
25 Yearly Capital Recovery Charge-Principal 6/30/2023 (9)	\$114	\$0	\$52	\$62
26 Yearly Capital Recovery Charge-Interest 6/30/2023 (9)	\$290	\$0	\$163	\$127
27 Yearly Capital Recovery Charge-Principal 6/30/2024 (10)	\$1,767	\$0	\$808	\$959
28 Yearly Capital Recovery Charge-Interest 6/30/2024 (10)	\$4,529	\$0	\$2,536	\$1,993
29 Yearly Capital Recovery Charge 6/30/25-Principal (11)	\$25,343	\$0	\$11,585	\$13,758
30 Yearly Capital Recovery Charge 6/30/25-Interest (11)	\$62,672	\$0	\$35,203	\$27,469
31 Supplemental Water Project Yearly Replacement (12)	\$206,865	\$149,439	\$28,713	\$28,713
<b>32 Total Annual Fixed Supplemental Charges</b>	<b>\$883,140</b>	<b>\$149,439</b>	<b>\$372,589</b>	<b>\$361,112</b>

<b>Total Volume and Annual Fixed Charges for Fiscal Year 2026-</b>				
<b>33 2027(Line 6 + Line 32)</b>	<b>\$8,495,130</b>	<b>\$5,225,114</b>	<b>\$1,640,746</b>	<b>\$1,629,269</b>
<b>34 SUPPLEMENTAL WATER BUDGET FISCAL YEAR 2026-2027</b>	<b>\$8,495,130</b>	<b>\$5,225,114</b>	<b>\$1,640,746</b>	<b>\$1,629,269</b>

- (1) Per applicable amortization schedule as of 6/30/15-Schedule 1
- (2) Per applicable amortization schedule as of 6/30/16-Schedule 2 (A) 2500 ACRE FEET PER CONTRACT
- (3) Per applicable amortization schedule as of 6/30/17-Schedule 3
- (4) Per applicable amortization schedule as of 6/30/18-Schedule 4
- (5) Per applicable amortization schedule as of 6/30/19-Schedule 5
- (6) Per applicable amortization schedule as of 6/30/20-Schedule 6
- (7) Per applicable amortization schedule as of 6/30/21-Schedule 7
- (8) Per applicable amortization schedule as of 6/30/22-Schedule 8
- (9) Per applicable amortization schedule as of 6/30/23-Schedule 9
- (10) Per applicable amortization schedule as of 6/30/24-Schedule 10
- (11) Per applicable amortization schedule as of 6/30/25-Schedule 11
- (12) Annual replacement contribution of total Supplemental Water Project cost of \$20,686,509 assuming a 100 year project life = \$206,865 per year not to exceed \$3,000,000 adjusted annually for CPI per agreement  
 NCSD = Nipomo Community Services District  
 WMWC = Woodlands Mutual Water Company  
 GSWC = Golden State Water Company

**NIPOMO COMMUNITY SERVICES DISTRICT  
NIPOMO SUPPLEMENTAL WATER PROJECT (NSWP)  
BUDGET FOR FISCAL YEAR 2026-27**

**OPERATIONS AND MAINTENANCE BUDGET**

	1000 AFY 2024-25 ACTUAL	2500 AFY 2025-26 BUDGET	2500 AFY 2025-26 EST ACTUAL	2500 AFY 2026-27 PROPOSED
OPERATIONS AND MAINTENANCE				
Electricity	122,406	250,000	240,000	255,000
Labor (fully weighted)	66,171	65,000	65,000	70,000
Water	483	500	500	565
Chemicals	8,803	18,000	14,000	18,000
Outside Services	4,375	9,300	8,500	9,300
Permits and Operating Fees	1,405	1,300	1,300	1,300
Insurance (1)	26,812	32,000	27,000	32,000
Repairs and Maintenance	35,865	20,000	30,000	40,000
<b>TOTAL OPERATIONS AND MAINTENANCE</b>	<b>266,320</b>	<b>396,100</b>	<b>386,300</b>	<b>426,165</b>
<b>Cost per acre foot @ 2,500 acre feet</b>	<b>266.32</b>	<b>158.44</b>	<b>154.52</b>	<b>170.47</b>
<b>Overhead allocation 15% of O and M</b>	<b>39.95</b>	<b>23.77</b>	<b>23.18</b>	<b>25.57</b>

(1) SDRMA Insurance provider provided estimate for FY 26-27

**NIPOMO COMMUNITY SERVICES DISTRICT  
NIPOMO SUPPLEMENTAL WATER PROJECT (NSWP) - COST OF WATER PURCHASED FROM CITY OF SANTA MARIA (SM)  
BUDGET FOR FISCAL YEAR 2026-27**

FISCAL YEAR		CITY OF SM RATE INCR EFF DATE	(a)	(b)	(c)	(d)	(a)*(d)
			ACRE FEET PURCHASED	CITY OF SM BASE Cost PER AF	CITY OF SM CHANGE IN ENERGY	(b)+(c) COST PER ACRE FOOT	TOTAL COST
FY 15-16	July 1, 2015 to June 30, 2016	1/7/2015	660	\$ 1,495.85	\$ 23.00	\$1,518.85	\$1,001,760
FY 16-17	July 1, 2016 to June 30, 2017	7/1/2016	860	\$ 1,570.77	\$ 17.00	\$1,587.77	\$1,365,482
FY 17-18	July 1, 2017 to June 30, 2018	7/1/2017	945	\$ 1,649.18	\$ -	\$1,649.18	\$1,558,475
FY 18-19	July 1, 2018 to June 30, 2019	7/1/2018	950	\$ 1,649.18	\$ 52.00	\$1,701.18	\$1,616,121
FY 19-20	July 1, 2019 to December 31, 2019	7/1/2019	487	\$ 1,649.18	\$ 45.92	\$1,695.10	\$825,514
FY 19-20	January 1, 2020 to June 30, 2020	1/1/2020	463	\$ 2,077.81	\$ 45.92	\$2,123.73	\$983,287
FY 20-21	July 1, 2020 to December 31, 2020	1/1/2020	555	\$ 2,077.81	\$ 45.92	\$2,123.73	\$1,178,670
FY 20-21	January 1, 2021 to June 30, 2021	1/1/2021	498	\$ 2,160.58	\$ 43.19	\$2,203.77	\$1,097,477
FY 21-22	July 1, 2021 to December 31, 2021	1/1/2021	539	\$ 2,160.58	\$ 43.19	\$2,203.77	\$1,187,832
FY 21-22	January 1, 2022 to June 30, 2022	1/1/2022	531	\$ 2,247.70	\$ 28.14	\$2,275.84	\$1,208,471
FY 22-23	July 1, 2022 to December 31, 2022	1/1/2022	582	\$ 2,247.70	\$ 28.14	\$2,275.84	\$1,324,539
FY 22-23	January 1, 2023 to June 30, 2023	1/1/2023	468	\$ 2,339.17	\$ 149.31	\$2,488.48	\$1,164,609
FY 23-24	July 1, 2023 to December 31, 2023	1/1/2023	525	\$ 2,339.17	\$ 149.31	\$2,488.48	\$1,306,452
FY 23-24	January 1, 2024 to June 30, 2024	1/1/2024	525	\$2,452.43	\$ 92.97	\$2,545.40	\$1,336,334
FY 24-25	July 1, 2024 to December 31, 2024	1/1/2024	525	\$2,452.43	\$ 92.97	\$2,545.40	\$1,336,334
FY 24-25	January 1, 2025 to June 30, 2025	1/1/2025	525	\$2,565.68	\$ 124.63	\$2,690.31	\$1,412,415
FY 25-26	July 1, 2025 to December 31, 2025	1/1/2025	1250	\$2,565.68	\$ 124.63	\$2,690.31	\$3,362,888
FY 25-26	January 1, 2026 to June 30, 2026	1/1/2026	1250	\$2,665.87	\$ 137.15	\$2,803.02	\$3,503,775
FY 26-27	July 1, 2026 to December 31, 2026	1/1/2026	1250	\$2,665.87	\$ 137.15	\$2,803.02	\$3,503,775
FY 26-27	January 1, 2027 to June 30, 2027	1/1/2027	1250	\$2,757.35	\$ 137.15	\$2,894.50	\$3,618,125

\$ 7,121,900

**City of Santa Maria Adopted Rate Increases**

Effective Date of City of SM Rate Increase	(e)	(f)	(e)*(f)
	Base Cost Per Unit (hcf)	Units per Acre Foot	Base Cost per Acre Foot
1/7/2015	\$3.43	435.6	\$1,495.85
7/1/2016	\$3.61	435.6	\$1,570.77
7/1/2017	\$3.79	435.6	\$1,649.18
7/1/2018	\$3.79	435.6	\$1,649.18
7/1/2019	\$3.79	435.6	\$1,649.18
1/1/2020	\$4.77	435.6	\$2,077.81
1/1/2021	\$4.96	435.6	\$2,160.58
1/1/2022	\$5.16	435.6	\$2,247.70
1/1/2023	\$5.37	435.6	\$2,339.17
1/1/2024	\$5.83	435.6	\$2,452.43
1/1/2025	\$5.89	435.6	\$2,565.68
1/1/2026	\$6.12	435.6	\$2,665.87
1/1/2027	\$6.33	435.6	\$2,757.35

**CITY OF SANTA MARIA - BASE ENERGY COST ADJUSTMENT (A)**

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
(1) Current CPI (July)	258.017	264.979	261.037	281.402	289.173	307.536	343.597	390.049	418.879	413.42	290.131
(2) Base Period CPI (May 2013)	264.188	264.188	264.188	264.188	264.188	264.188	264.188	264.188	264.188	264.188	264.188
(3) Index Point Change (1)-(2)	-6.171	0.791	-3.151	17.214	24.985	43.348	79.409	125.861	154.691	149.232	25.943
(4) Divided by prior period (3) + (2)	-0.023358366	0.00299408	-0.011927113	0.06515815	0.0945728	0.16408013	0.30057762	0.476406953	0.585533787	0.564870471	0.09619901
(5) Multiply by 100 for percent change (4) x 100	-2.335836601	0.299407997	-1.192711251	6.5158145	9.45728042	16.4080125	30.0577819	47.64069526	58.55337865	56.4870471	9.81990099
(6) Adjusted to 50% per agreement (5) x 50%	-1.167918301	0.149703999	-0.596355626	3.25790725	4.72864021	8.20400624	15.0288809	23.82034763	29.27668933	28.24352355	4.90995049
(7) Base Cost of Energy (Per Agreement)	206.85	206.85	206.85	206.85	206.85	206.85	206.85	206.85	206.85	206.85	206.85
(8) Energy Adjustment (7) x (6) + 100	-2.42	0.31	-1.23	6.74	9.78	16.97	31.09	49.27	60.56	58.42	10.16
(9) Adjusted Base Cost of Energy (7) + (8)	204.43	207.16	205.62	213.59	216.63	223.82	237.94	256.12	267.41	265.27	217.01
(10) CCWA BUDGET (Per published document)	\$227.27	\$223.71	\$191.77	\$265.90	\$262.54	\$267.02	\$266.08	\$405.43	\$360.38	\$389.80	\$354.18
(11) Change in Cost of Energy (10) - (9), not less than 0	\$23	\$17	\$0	\$52	\$46	\$43	\$28	\$149.31	\$92.97	\$124.63	\$137.15

(A) City of Santa Maria has agreed to implement the Base Energy Adjustment to coincide with the January 1 rate increases.

**NIPOMO COMMUNITY SERVICES DISTRICT  
NIPOMO SUPPLEMENTAL WATER PROJECT (NSWP)  
BUDGET FOR FISCAL YEAR 2026-27**

**FUNDED REPLACEMENT RESERVES**

	<u>FY 25-26</u>	<u>FY 26-27</u>
	<u>EST ACTUAL</u>	<u>PROPOSED</u>
Beginning Balance, July 1	2,267,000	2,518,865
Collections during fiscal year		
NCSD	149,439	149,439
WMWC	28,713	28,713
GSWC	28,713	28,713
	206,865	206,865
Joshua Road Pump Station	(30,000)	(150,000)
Interconnects	0	(80,000)
Total Funded Replacement	(30,000)	(230,000)
Estimated interest income	75,000	70,000
Estimated Ending Balance, June 30	2,518,865	2,565,730

Note: Funds held in separate savings account at Five Star Bank

<b>Funded Replacement Reserve Requirement - Pursuant to Section VIII (J)</b>		
CPI Adjustment as of June 30, 2025		
CPI - 2025Annual	342.676	
CPI - 2024Annual	(332.194)	
	10.482	
Divide by previous period CPI ÷	332.194	
	0.0316	
X	100.000	
Percent Change	3.16	
Maximum Balance computed as of June 30, 2025		4,110,736
Adjusted by CPI June 30, 2025 (\$4,110,736* 3.16%)		129,899
Maximum Balance adjusted as of June 30, 2025		4,240,635

CPI = Consumer Price Index  
 NCSD = Nipomo Community Services District  
 WMWC = Woodlands Mutual Water Company  
 GSWC = Golden State Water Company

	CPI INDEX	ADJ	RUNNING BALANCE
			3,000,000
6/30/2016	0.907	27,210	3,027,210
6/30/2017	1.89	57,214	3,084,424
6/30/2018	2.79	86,055	3,170,479
6/30/2019	3.81	120,478	3,290,957
6/30/2020	3.07	101,032	3,391,989
6/30/2021	1.62	54,950	3,446,939
6/30/2022	3.83	132,018	3,578,957
6/30/2023	7.45	266,632	3,845,589
6/30/2024	3.48	133,826	3,979,415
6/30/2025	3.30	131,321	4,110,736
6/30/2026	3.16	129,899	4,240,635

# DRAFT

**PRESENTED FOR INFORMATIONAL PURPOSES**

**NIPOMO COMMUNITY SERVICES DISTRICT  
ACTIVE WATER CONNECTIONS BY TYPE  
LAST 10 FISCAL YEARS**

Fiscal Year	Single Family	%	Multi-Family	%	Commercial	%	Irrigation	%	Agriculture	%	Total	Total %
2024	3,837	85%	471	11%	111	2%	109	2%	1	>1%	4,529	100%
2024	3,823	85%	471	11%	109	2%	109	2%	1	>1%	4,513	100%
2023	3,819	85%	471	11%	109	2%	109	2%	1	>1%	4,509	100%
2022	3,819	85%	470	11%	106	2%	105	2%	1	>1%	4,501	100%
2021	3,809	85%	463	11%	108	2%	104	2%	1	>1%	4,485	100%
2020	3,726	85%	462	11%	103	2%	99	2%	1	>1%	4,391	100%
2019	3,703	85%	444	10%	101	2%	94	2%	1	>1%	4,343	100%
2018	3,685	85%	439	10%	103	2%	103	2%	1	>1%	4,331	100%
2017	3,669	86%	441	10%	101	2%	97	2%	1	>1%	4,309	100%
2016	3,603	84%	497	12%	102	2%	97	2%	1	>1%	4,300	100%

**NIPOMO COMMUNITY SERVICES DISTRICT  
SEWER CONNECTIONS (TOWN DIVISION)  
LAST 10 FISCAL YEARS**

Fiscal Year	Single Family		Single Family County		Multi-Family		Commercial		TOTAL	
	Accounts	DUE's	Accounts	DUE's	Accounts	DUE's	Accounts	DUE's	Accounts	DUE's
2025	2,268	2,388	486	486	399	785	84	85	3,237	3,744
2024	2,258	2,378	484	484	398	767	84	85	3,224	3,714
2023	2,254	2,374	484	484	398	759	84	84	3,220	3,701
2022	2,257	2,295	482	482	393	777	84	84	3,216	3,638
2021	2,217	2,378	477	477	393	657	78	81	3,165	3,593
2020	2,187	2,344	476	476	393	657	77	79	3,133	3,556
2019	2,183	2,340	473	473	392	651	78	79	3,126	3,543
2018	2,174	2,322	473	473	375	634	76	76	3,098	3,508
2017	2,153	2,298	470	470	375	634	75	78	3,073	3,480
2016	2,109	2,109	469	469	374	816	110	110	3,062	3,504

**NIPOMO COMMUNITY SERVICES DISTRICT  
SEWER CONNECTIONS (BLACKLAKE DIVISION)  
LAST 10 FISCAL YEARS**

Fiscal Year	Single Family		Multi-Family		Commercial		TOTAL	
	Accounts	DUE's	Accounts	DUE's	Accounts	DUE's	Accounts	DUE's
2025	487	487	68	68	4	4	559	559
2024	487	487	68	68	4	4	559	559
2023	487	487	68	68	4	4	559	559
2022	487	487	68	68	4	4	559	559
2021	487	487	68	68	4	4	559	559
2020	487	487	68	68	4	4	559	559
2019	487	487	68	68	4	4	559	559
2018	487	487	68	68	4	4	559	559
2017	487	487	68	68	4	4	559	559
2016	487	487	68	68	4	4	559	559

DUE=Dwelling Unit Equivalent

TO: BOARD OF DIRECTORS  
FROM: RAY DIENZO   
GENERAL MANAGER



REVIEWED: CRAIG STEELE  
GENERAL COUNSEL

DATE: MAY 19, 2026

## **PUBLIC HEARING TO CONSIDER ANNUAL WORKFORCE VACANCY REPORT IN COMPLIANCE WITH ASSEMBLY BILL 2561**

### **ITEM**

Conduct the statutorily required public hearing regarding the District's current workforce vacancy status. [RECOMMEND RECEIVE AND FILE]

### **BACKGROUND**

Assembly Bill ("AB") 2561 was introduced to address the issue of job vacancies in local government, which adversely affects the delivery of public services and employee workload. AB 2561 became effective January 1, 2025, and requires public agencies to hold at least one public hearing per Fiscal Year ("FY") to discuss vacancies and recruitment and retention efforts. The public hearing should be conducted before final adoption of the agency's annual budget. To the extent there are any recognized employee organizations, such organizations are permitted to make presentations during the hearing regarding the vacancies, retention, and recruitment efforts. Additional information may be required in the hearing for workforce vacancy rates above 20% of authorized full-time positions.

The District's current FY 2025-2026 has twenty-one (21) full-time and one (1) part-time authorized and budgeted positions. For the FY 2026-2027, there will be twenty (21) full-time and one (1) part-time authorized and budgeted. The District removed the Director of Engineering and Operations position and reinstated the District Engineer position. The current Assistant Engineer will be promoted to District Engineer. Consequently, there is currently one (1) vacancy in the Assistant Engineer class. The positions are shown in the District Personnel Table (Attachment A). The District has no recognized employee organizations.

AB 2561 also requires that during the hearing, the agency must identify any necessary changes to policies, procedures, and recruitment activities that may lead to hiring obstacles. Staff have identified no necessary changes to policies, procedures, or recruitment activities that may present obstacles in the hiring process.

The District's current staff has been stable in recent years. Attracting well-qualified candidates to fulfill the District's mission in a tight labor market is nevertheless challenging. The District offers a comprehensive benefits package, and the proposed salary ranges for FY 2026-2027 is commensurate with local agency salaries of similar size and service area.

### **FISCAL IMPACT**

There is no fiscal impact for this item.

**STRATEGIC PLAN**

Goal 3. PERSONNEL AND ORGANIZATION. Maintain a qualified, long-term and productive workforce to assure an effective organization.

3.b. Ongoing activities

B.1 Ensure the District is adequately staffed with high quality, long-term employees and supported by appropriate contractors and partnerships.

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

**RECOMMENDATION**

Staff recommends that your Honorable Board receive and file this report.

**ATTACHMENT**

A. NCSD Personnel for Proposed Fiscal Year 2026-2027

MAY 27, 2026

ITEM E-4

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT  
DISTRICT PERSONNEL  
2026-2027

ADMINISTRATION	MONTHLY SALARY STEP/RANGE	Budgeted	Additions/Deletions	Budgeted
		25-26	26-27	26-27
General Manager	Contract	1	0	1
Finance Director/Assist General Manager	50	1	0	1
Customer Service Specialist	21	1	0	1
Customer Service Clerk III	21	1	0	1
Accountant	19	1	0	1
Customer Service Clerk II	13	1	0	1
<b>ADMINISTRATION SUBTOTAL</b>		<b><u>6</u></b>	<b><u>0</u></b>	<b><u>6</u></b>

OPERATIONS				
Director of Engineering and Operations	60	1	-1	0
District Engineer	48	0	1	1
Operations Manager	48	1	0	1
Assistant Engineer	29	1	0	1
Water Supervisor	34	1	0	1
Wastewater Supervisor	38	1	0	1
Wastewater Operator III	24	1	0	1
Wastewater Operator II	20	2	0	2
Wastewater Operator I	16	2	0	2
Water Operator III	21	1	0	1
Water Operator II	17	1	0	1
Water Operator I	13	3	0	3
Utility Office Assistant	Contract	0.5	0	0.5
<b>OPERATIONS SUBTOTAL</b>		<b><u>15.5</u></b>	<b><u>0</u></b>	<b><u>15.5</u></b>
		-	-	-
<b>TOTAL</b>		<b><u>21.5</u></b>	<b><u>0</u></b>	<b><u>21.5</u></b>

TO: BOARD OF DIRECTORS  
FROM: RAY DIENZO, P.E. *RWD*  
GENERAL MANAGER  
DATE: MAY 19, 2025

**AGENDA ITEM**  
**E-5**  
**MAY 27, 2026**

**CONSIDER FOURTH AMENDMENT TO GRANT AGREEMENT WITH ACHIEVEMENT HOUSE INC. FOR SOLID WASTE REMOVAL IN THE NIPOMO COMMUNITY SERVICES DISTRICT COMMON AREAS**

**ITEM**

Consider Fourth Amendment to Grant Agreement with Achievement House Inc., for solid waste removal in the Nipomo Community Services District common areas [RECOMMEND APPROVE FOURTH AMENDMENT TO AGREEMENT WITH ACHIEVEMENT HOUSE FOR SOLID WASTE REMOVAL]

**BACKGROUND**

In April 2022, the Nipomo Community Services District (“District”) entered into a Community Grant Agreement (“Agreement”) with Achievement House, Inc. (“Achievement House”), to provide solid waste removal from roadways in defined common areas of the District.

Achievement House has provided cleanup services to the Nipomo community for several years through a District grant funded by solid waste franchise fees. A pilot program started in 2012 between the Nipomo Chamber of Commerce, Achievement House, and the District was discontinued in early 2017 due to irregularities within one of the contract parties. This resulted in the District canceling the agreement. Since then, your Board has approved an agreement with Achievement House to provide solid waste cleanup services throughout the community.

The current Agreement ends on June 30, 2026. Achievement House is interested in renewing the Agreement for another year. The District has negotiated with Achievement House to amend the Agreement to the satisfaction of both parties. Both parties agreed to the Achievement House’s new terms for next Fiscal Year, July 1, 2026 to June 30, 2027, as follows: increase the hourly rate from \$88/hour to \$90/hour for up to 28 hours per week approximately twice monthly (26 weeks) or \$65,520 annually, plus \$3,600 for dumping fees for a total not-to-exceed agreement amount of \$69,120 annually. The scope of work agreed upon since the First Amendment remains unchanged in this Fourth Amendment.

**FISCAL IMPACT**

Funds to support solid waste services may be allocated from Solid Waste Fund #300. Beginning solid waste reserves for Fiscal Year 2026-2027 are approximately \$380,000. Solid waste net fund revenue from franchise fees is approximately \$23,400 monthly. It is anticipated that the fund will have a balance of over \$535,330 by the end of the fiscal year. There are sufficient monies in the fund to continue working with Achievement House should the Board approve the Fourth Amendment to the Agreement.

**STRATEGIC PLAN**

Goal 8. ADDITIONAL COMMUNITY SERVICES. Staff should focus on meeting the goals and objectives of existing services. Adding new services will be considered on a case-by-case basis and entered into only if funding can be found and existing services are not harmed.

- A.1 SOLID WASTE. Seek to maximize solid waste services for community and build understanding of services like hazardous waste, recycling, etc. and District's role.

**RECOMMENDATION**

Staff recommends that the Board direct the General Manager to enter into the Agreement with Achievement House, Inc.

**ATTACHMENTS**

- A. Third Amendment to Community Grant Agreement
- B. Exhibit A – Scope of Work
- C. Exhibit B – Response to Request for Proposal

MAY 27, 2026

ITEM E-5

ATTACHMENT A

## NIPOMO COMMUNITY SERVICES DISTRICT

### Fourth Amendment to Community Grant Agreement with ACHIEVEMENT HOUSE, INC. (“GRANTEE”)

**THIS FOURTH AMENDMENT TO THAT CERTAIN GRANT AGREEMENT** by and between the NIPOMO COMMUNITY SERVICES DISTRICT (“NCSD”), and Achievement House, Inc. (“GRANTEE”) dated April 1, 2022 (“Agreement”) is hereby approved to be effective July 1, 2026. In consideration of the mutual covenants, conditions and undertakings set forth herein, NCSD and GRANTEE agree to amend the Agreement as follows:

A. Section 2 of the Agreement is hereby amended to read as follows:

**“2. GRANT.** NCSD and the GRANTEE shall agree to the terms of this Fourth Amendment for the period of July 1, 2026 to June 30, 2027, NCSD shall provide grant funding to GRANTEE in the total annual amount not to exceed Sixty-nine thousand one hundred and twenty dollars (\$69,120) paid in twelve (12) equal monthly amounts, at the rates set forth in Exhibit B, with the invoices issued by the GRANTEE at the end of each month of services provided for the Project subject to the provisions of this Agreement (“Grant Funds”), and payment issued by NCSD within thirty days of NCSD’s receipt of each of said invoices.”

B. Section 4 of the Agreement is hereby amended to read as follows:

**“4. TERM.** This Agreement, as amended, shall commence on July 1, 2026, and shall remain and continue in effect until June 30, 2027, unless sooner terminated pursuant to the provisions of this Agreement.”

C. Section 5 of the Agreement is hereby amended in its entirety to read as follows:

**“5. GRANT REPORT.** GRANTEE shall provide to NCSD a monthly grant report when submitting the monthly invoice that includes the following information and documentation:

- A. Description of how the grant was used to support and improve the Nipomo community – number of bags of refuse removed from streets or pounds of refuse as demonstrated by attaching copies of tipping fees paid
- B. The measurable and/or quantifiable impacts attributable to the Grant Funds (e.g., the number of volunteers who participated in the Project, the number of sites cleaned, etc.).

In addition to the information listed here, GRANTEE must provide any other information requested by NCSD as it relates to the use of the Grant Funds.”

D. Exhibits A and B to the Agreement are hereby replaced by amended Exhibits A and B, attached hereto and incorporated herein by this reference.

**NIPOMO COMMUNITY SERVICES DISTRICT**

**Fourth Amendment to Community Grant Agreement with  
ACHIEVEMENT HOUSE, INC. ("GRANTEE")**

E. Except as amended herein, all other provisions of the Agreement shall remain in further force and effect.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed and effective as of the day and year written above.

**NIPOMO COMMUNITY SERVICES DISTRICT**

\_\_\_\_\_  
Ray Dienzo, General Manager

**GRANTEE**

By: \_\_\_\_\_

Name: Courtney Musgrave

Title: Program Coordinator

By: \_\_\_\_\_

Name:

Title:

**MAY 27, 2026**

**ITEM E-5**

**ATTACHMENT B**

## Trash Pick-up Bi-Monthly Schedule

### Monday (Zone 1)

- A - Tefft (Pomeroy to Hazel)
- B - Tefft (Hwy 101 to Pomeroy)
- C - Orchard Rd (Tefft to Southland)
- D - Division St. (Orchard to S. Frontage)
- E - Grande St. (Orchard to S. Frontage)

### Tuesday (Zone 2)

- A - South Frontage Rd (Tefft to Southland) to include:

Weed cutting on east side roadway shoulder between edge of pay to Hwy 101 fence

- B - Tefft (Thompson to Hwy 101)
- C - Mallagh St (Tefft to Eve)
- D - Hill St. (S. Frontage to Blume)

### Wednesday (Zone 3)

- A - North Frontage Road (Sandydale to Juniper) to include

Weed cutting on east side roadway shoulder between edge of pay to Hwy 101 fence

Pathway between Juniper and Tefft (added to 2023-24 Contract- First Amendment)

- B - Pomeroy (Tefft to Camino Caballo)
- C - Pomeroy (Camino Caballo to Willow Rd.)

### Thursday (Zone 4)

- A - Thompson (Knotts to Leaf)
- B - Thompson (Leaf to Willow)
- C - Thompson (Willow to Hwy 101)
- D - Willow (Pomeroy to Hwy 101)
- E - Willow (Hwy 101 to Thompson)

Any other areas that may be requested on an as needed basis



MAY 27, 2026

ITEM E-5

ATTACHMENT C



May 11th, 2026

Raymond Dienzo, P.E.  
General Manager  
Nipomo Community Services District

Re: Contract Renewal - Trash Pick-up & Removal on a Bi-monthly Schedule 2026-2027

Dear Raymond,

Thank you for taking the time to review our proposals for the Nipomo Clean Street Program contract.

For the Nipomo Community Services District (District), Achievement House Inc. would like to provide one grounds working crew (4-person) to perform trash pick-up & removal services for the District Monday-Friday, up to 28 hours per week on a bi-monthly schedule. Additionally, weed-eating services along the North & South Frontage Road to be provided as needed. Services will be provided along the pre-designated zones as defined in the District's Grant Agreement (Agreement), Exhibit A - Scope of Work. The Agreement is for a period of 12 months commencing July 1, 2026, and ending June 30, 2027, with an option to reinstate for continual service years.

July 1 2026, through July 30, 2027, the rate will be \$90.00 per hour for up to 28 hours per week (\$2,520) approximately twice monthly (26 weeks) or \$65,520 annually plus \$3,600.00 for dumping fees for a total not to exceed the Agreement amount of \$69,120 annually.

If you have any questions, please contact me.

Best Regards,

*Courtney Musgrave*

Courtney Musgrave  
Program Coordinator  
Achievement House, Inc.  
(805) 938 - 6201  
cmusgrave@achievementhouse.org

TO: BOARD OF DIRECTORS  
REVIEWED: RAY DIEZO, P.E. *RD*  
GENERAL MANAGER  
FROM: ELIZABETH GAMEZ, E.I.T  
INTERIM DISTRICT ENGINEER  
DATE: MAY 19, 2026

**AGENDA ITEM  
E-6  
MAY 27, 2026**

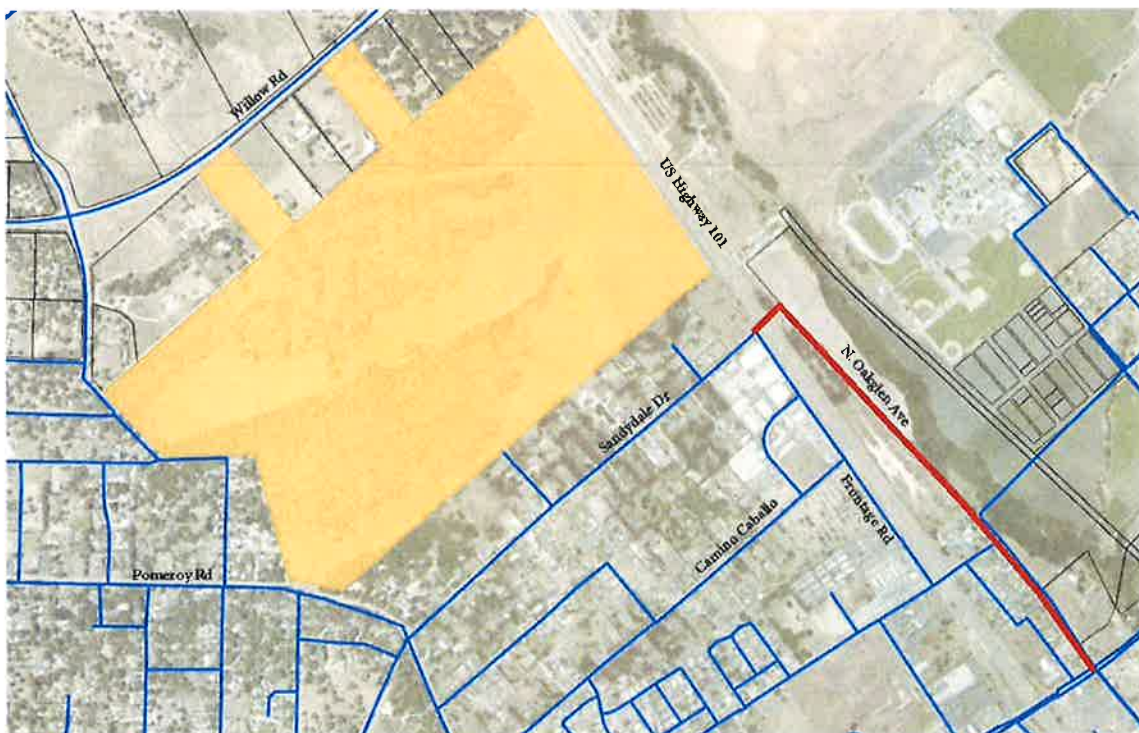
**CONSIDER APPROVING CONTRACT WITH ARDURRA FOR  
ENGINEERING SERVICES FOR OAKGLEN AVENUE WATERLINE  
IMPROVEMENT PROJECT**

**ITEM**

Approve contract with Ardurra (formerly MKN and Associates) for engineering services for the Oakglen Avenue Waterline Improvement Project in the amount of \$288,939; approve a contingency not to exceed \$29,000 and authorize the General Manager to issue change orders not to exceed the total aggregate amount of \$291,839 [RECOMMEND APPROVAL]

**BACKGROUND**

The Oakglen Avenue Waterline Improvement Project ("Project") is necessary to accommodate delivery of water to the Dana Reserve project. Under Section 8C of the Board-approved Annexation Agreement, the Nipomo Community Services District ("District") is committed to commencing this work upon receipt of the \$4.5M Infrastructure Enhancement Payment ("Payment") from the developer. This Payment was received by the District on May 18, 2026.



The Project involves construction of approximately 4,115 linear feet of new 16-inch ductile iron pipe ("DIP") within North Oakglen Avenue beginning at the intersection of Tefft Street and Oakglen Avenue, as well as construction of approximately 285 linear feet of new 16-inch DIP under US Highway 101 between Oakglen Avenue and Sandydale Drive within the District's service area. This contract is for the engineering services necessary to design the Project.

Staff is planning to both design and then bid and construct the two waterline segments as part of the same construction project. Staff anticipates that combining the two projects into a single construction contract will result in design and construction cost savings to the District, as well as cost savings in the construction management and inspection of the project. The goal is to complete the design by December 2026 and bid the project in January 2027 so that construction is completed by May 2028.

The District received and opened three (3) proposals on April 29, 2026. These professional services proposals were evaluated by staff, including the Interim District Engineer, General Manager, and the Operations Manager. The evaluation considered responsiveness, work product time, team experience and expertise, and references, along with cost. Staff ranked Ardurra's proposal the highest, although Cannon's proposal was a very close second in all aspects. Staff's ranking of proposals was as follows:

1. Ardurra
2. Cannon
3. AECOM

Ardurra recently acquired MKN Associates. MKN has been a frequent contractor for services for the District. The Ardurra staff who will work on this project are the same local staff who have been with MKN and are well familiar with the District's system and history. Staff also evaluated Ardurra's approach to the Project as the best among the proposals. Most notably, Ardurra took the initiative to coordinate with Caltrans on the appropriate geotechnical investigation that would be required for Caltrans to approve a crossing beneath Highway 101. They also identified the need to coordinate early with Cal Fire on traffic control, since the Cal Fire station is on Oakglen.

Attached is Ardurra's proposed scope of work, schedule, and budget for the design phase of the Project.

This waterline Project was identified, and the potential environmental effects were analyzed in the EIR prepared and certified by the County for the Dana Reserve project. Thus, no further environmental review of the Project is required.

### **FISCAL IMPACT**

The total Project budget is \$5,200,000 for design and construction of the two project components. Funding is available from the \$4,500,000 Infrastructure Enhancement Payment as approved in the Dana Reserve Annexation Agreement. Also, per the Dana Reserve Annexation Agreement, when the construction phase begins, the Developer will pre-pay capacity charges equal to 170 residential units called the Phase 1 deposit to complete the construction.

**STRATEGIC PLAN**

Goal 2. FACILITIES THAT ARE RELIABLE, ENVIRONMENTALLY SENSIBLE AND EFFICIENT.

Plan, provide for and maintain District facilities and other physical assets to achieve reliable, environmentally sensible, and efficient District operations.

**RECOMMENDATION**

Staff recommends that the Board authorize staff to execute a contract with Ardurra (formerly MKN and Associates) in the amount of \$288,939 for engineering services for the Oakglen Avenue Waterline Improvement Project; approve a contingency not to exceed \$29,000, and authorize the General Manager to issue change orders not to exceed the total aggregate amount of \$291,839.

**ATTACHMENTS**

- A. Ardurra Project Scope, Schedule, and Budget

**MAY 27, 2026**

**ITEM E-6**

**ATTACHMENT A**



# SCOPE OF SERVICES AND TIMELINE

## PROJECT UNDERSTANDING AND APPROACH

The proposed Dana Reserve Development is a multi-use neighborhood encompassing 288 acres of currently undeveloped land and will include up to 1,370 residential units, up to 154 accessory dwelling units, up to 203,000 square feet of commercial uses, and 61.94 acres of active and passive open space use. While the property was not originally within the District’s service area, it was in the District’s Sphere of Influence, and has been annexed into the District for water, wastewater, and solid waste services.

The Development will have a significant impact on the District’s water facilities. It is estimated that water demands for the District will increase from a projected 3,017 acre-feet (AF) to 3,357 AF in 2030, an increase of 11%, assuming the Development is completed by that date. These additional water demands will affect the water distribution system hydraulics and will require additional water storage and distribution system improvements. The Oakglen Avenue and Highway 101 crossing project was identified in the Dana Reserve Development Water and Wastewater Phasing Study by MKN (2024) to provide sufficient fire flow and add redundancy in the District’s ability to provide water to the development. The proposed project will provide a third highway crossing for redundancy, connecting the area west of the highway to the District’s Foothill Tank Water Storage Facility and Supplemental Interconnect Pipeline (16-inch ductile iron pipe in South Oakglen Avenue). As outlined in the Phasing Study (ibid), this project is to be completed prior to completion of the first unit within the Development.

### KEYS TO PROJECT SUCCESS

Ardurra is committed to the District and the success of the Oakglen Waterline Improvement Project. The Ardurra team members assembled for this project have been working with District Staff since the early 2000s and recent work includes the Dana Reserve Development Water and Wastewater Service Evaluation (March 2022, MKN) and District Standards Update (2025, MKN). In addition to familiarity with the District, Ardurra has an unmatched depth of experience with installation of pipelines within the County of all types and sizes and working with both the County of San Luis Obispo and Caltrans to obtain the necessary Encroachment Permits that will be required for this project.

Through Ardurra’s technical experience and history of working with the District, several project challenges have been identified that will need to be addressed during the planning and design phases to ensure a successful project:

#### 1. Caltrans Permitting

The crossing of Highway 101 will require a Caltrans Encroachment permit. Historically, obtaining the permit can take several months, particularly if several plan revisions are required to address Caltrans review comments. Ardurra has successfully obtained encroachment permits for several clients, including the District, and is well-versed in the requirements. The highway crossing associated with this project is a relatively straightforward crossing that will include a steel casing installed via jack-and-bore methods perpendicular to the highway.

#### ARDURRA’S CALTRANS ADVANTAGE

Ardurra team members have recently worked with Caltrans on obtaining encroachment permits for the District, City of San Luis Obispo, City of Guadalupe, and Templeton CSD. Ardurra has established a close working relationship with Caltrans staff and can efficiently coordinate approval of the necessary encroachment permit. Ardurra has already reached out to Caltrans during the development of this proposal to confirm the scope of the Geotechnical Investigation will meet permit requirements.

The complexity of the Caltrans application package is based on casing size and crossing depth. **By utilizing a 28-inch-diameter casing and ensuring a crossing depth of 18 feet below the pavement (8 times the bore diameter), only a general submittal is required consisting of the standard permit application and plans of the crossing.** These plans can be developed and submitted to Caltrans immediately following the completion of the Preliminary Design Report, helping to ensure the permit is obtained well in advance of the project bid date.

#### 2. Traffic Control

The Oakglen Waterline Improvement will have unique traffic control challenges due to the narrow road widths and the presence of the Cal Fire Station (Nipomo Station 20). From a traffic control standpoint, the project can be broken up into two segments; south of Pioneer Avenue to Tefft Street and north of Pioneer Avenue to the highway crossing.



**CALTRANS PERMITTING**

**CHALLENGE**  
Long lead times to obtain an encroachment permit can result in project delays.

**APPROACH**  
Plan sheets and specifications for the jack-and-bore crossing will be developed immediately after the completion of the Preliminary Design Report. Ardurra will use recent experience to provide a complete application to Caltrans for acceptance and issuance of the permit.

**TRAFFIC CONTROL**

**CHALLENGE**  
Oakglen Avenue is relatively narrow and is the only way in and out for residents and Cal Fire Station 70.

**APPROACH**  
Traffic Control Plans for Oakglen Ave. between W. Tefft Street and Pioneer Street will be developed during the design to allow adequate time for Cal Fire and County approval. This will prevent delays during construction related to submittal review and approval. A temporary road will be considered north of Pioneer Street to maintain traffic access to properties.

**WATERLINE ALIGNMENT**

**CHALLENGE**  
Oakglen is congested with existing utilities including sewer lines that require minimum DDW setbacks.

**APPROACH**  
The existing 10" AC line can be replaced by the new 16" DI pipe. This removes aging infrastructure from the District's system, mitigates utility conflicts, and avoids trenching through underlying concrete pavement.

**COORDINATION WITH DISTRICT'S ENVIRONMENTAL CONSULTANT**

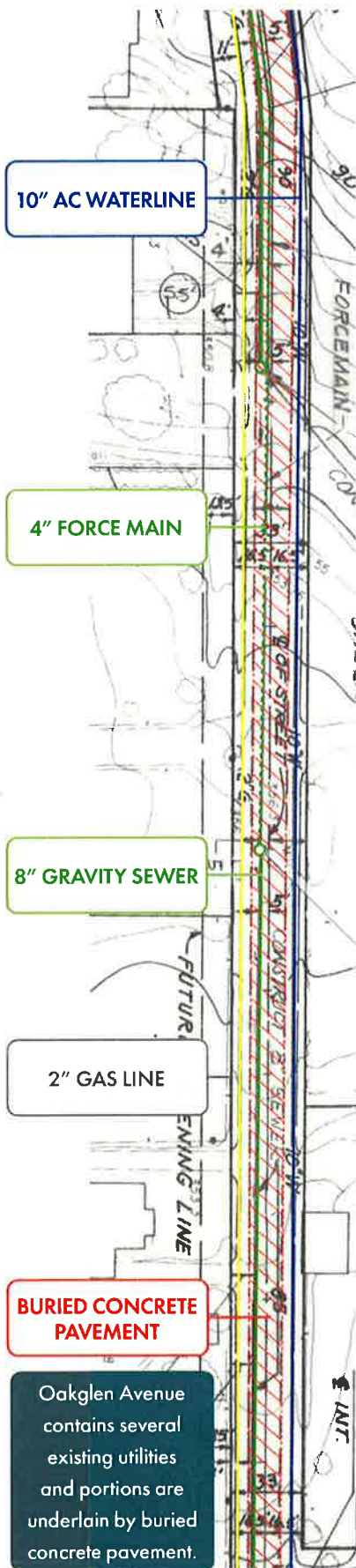
**CHALLENGE**  
Native oak and eucalyptus trees are located adjacent to the waterline alignment.

**APPROACH**  
Plans and specifications will clearly identify areas where special construction methods are required based on coordination with the District's environmental consultant. Areas requiring exclusionary fencing will also be shown.

**PERMANENT AND TEMPORARY CONSTRUCTION EASEMENTS**

**CHALLENGE**  
The project will require obtainment of both permanent and temporary construction easements.

**APPROACH**  
Ardurra will include limits of required easement areas within the PDR and will prepare plats and legal descriptions for the District's use in obtaining easements. Ardurra's experience with jack-and-bore will provide the District with realistic construction areas and eliminate the need to revise the easement during construction or incur additional costs for a constrained work site.



10" AC WATERLINE

4" FORCE MAIN

8" GRAVITY SEWER

2" GAS LINE

BURIED CONCRETE PAVEMENT

Oakglen Avenue contains several existing utilities and portions are underlain by buried concrete pavement.

### Southern Segment

Cal Fire Station 70 is one of the busiest stations in the County, and Oakglen Avenue is the only access road to the station. In addition, Oakglen Avenue right-of-way is only 40 feet wide with a pavement width significantly less. Construction of the new waterline will significantly impact residential traffic and access to the Fire Station as the line will require construction within the roadway. Typically, traffic control plans are developed by the Contractor based on their approach to the project and are submitted to the County for the final encroachment permit. Due to the significant challenges associated with this segment, Ardurra recommends **development of the traffic control plans during design of the project. This approach will allow sufficient time to obtain the necessary input from Cal Fire and the County** and to ensure the encroachment permit can be obtained. This plan mitigates potential long delays in starting the project and possible change orders for unanticipated work associated with traffic control.

Ardurra has successfully designed traffic control plans for conditions similar to Oakglen Avenue that included flagged one-lane control and limited lengths of active work zones to reduce the overall impact and wait times.

### Northern Segment

To the north of Pioneer Avenue, Oakglen Avenue narrows to almost a one-lane road. This road is the only access for a resident and the pet daycare business located at the end of the road. Although the paved road is narrow, the County right-of-way is 60 feet wide. During the preliminary design phase of the project, Ardurra will evaluate the need for a temporary, all-weather road adjacent to the paved road to maintain access to the business and residence depending on the alignment of the waterline.

## 3. Waterline Alignment

Oakglen Avenue between Tefft Street and Pioneer Avenue currently contains a 10-inch waterline, 4-inch sewer force main, 8-inch gravity sewer, and a 2-inch natural gas line. In addition, the Oakglen Lift Station is located within the roadway. Alignment of the new waterline will need to consider the DDW-required separation distances from the gravity sewer and sewer force main and a safe constructable distance from the existing waterline. The existing waterline is asbestos concrete, and construction could cause vibrations and trenchwall collapse, resulting in line breaks if proximity is too close. Additionally, provided record drawings indicate the presence of concrete pavement located under the AC pavement near the center of the roadway.

Considering the separation challenges and potential cost for removal of the concrete paving within the trench, Ardurra recommends replacement of the existing 10-inch waterline with the new 16-inch waterline within the same alignment. The benefits of this approach are that it **maintains required separation clearances from sewer lines, uses a known, conflict-free alignment, and removes aging infrastructure from the system that is prone to failure.** Design plans will indicate and specify a temporary waterline "high-lined" along the eastern edge of the roadway to maintain water service to the impacted residences. Ardurra has successfully implemented this approach on similar projects.

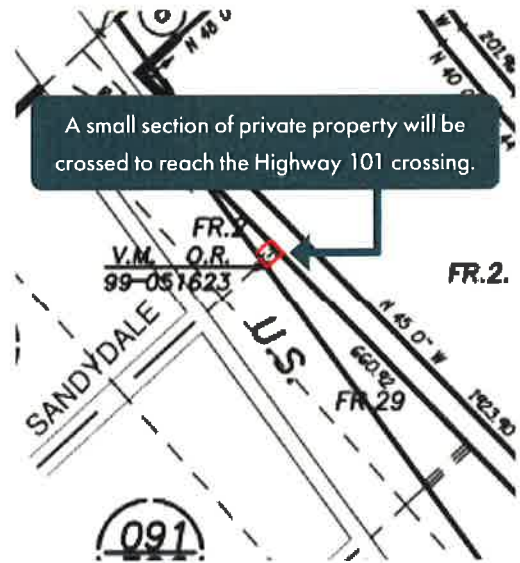
## 4. Coordination with District Environmental Consultant

The waterline alignment may pass through both Oak and Eucalyptus tree drip zones. On past projects trenching through these areas required the Contractor to minimize damage to roots. In addition, protection of adjacent trees may also be required including installation of exclusionary fencing. Ardurra will work closely with the District's Environmental Consultant to **clearly indicate these areas on the plans and create specific measure and pay items, increasing clarity in bid documents and reducing the risk of change orders during construction.**

## 5. Permanent and Temporary Construction Easements

The Highway 101 crossing will require crossing a private property (APN 090-151-020) on the east side of the Highway to connect to Oakglen Avenue. A permanent easement will be required for the new waterline through this property.

On the west side of the highway, the pipeline termination point will be within North Frontage Road so permanent easements will not be required. This side of the crossing would be the preferred jacking side due to available space and ease of access. To provide adequate construction space, temporary construction easements will likely be required. Typical jacking pits are 12 feet in width and 30 feet in length, and the construction will require additional space for equipment (crane and transfer trucks) and material storage. During the Preliminary Design Report (PDR), Ardurra will evaluate and clearly indicate the required area needed for the jack-and-bore operation. These areas will be shown on the preliminary plans and discussed with the District so that **required easements can be obtained early in the design phase as to not impede the project schedule.**



## SCOPE OF SERVICES

Our proposed scope of work includes the following services as detailed in the sections below:

- **Project Management**
- **Permit Assistance**
- **Coordination with District's Environmental Consultant**
- **Preliminary Design Report**
- **Contractor Prequalification**
- **Development of Construction Plans**
- **Development of Specifications**
- **Development of Updated Construction Cost Opinion**
- **Bid Phase Services**

### **1** TASK 100 **Project Management**

#### **Task 101 - Project Management**

Ardurra's Project Manager will develop and maintain the project schedule, maintain correspondence and the project files, communicate with District staff, and direct project staff and subconsultants to ensure successful delivery of the Project. Our budget assumes approximately eight (8) hours per month for general project management tasks, and a nine-month project schedule.

Our Project Management strategy will follow the approach for our other successful design projects with the District (Southland Dewatering Screw Press and Frontage Road Trunk Sewer Improvement Project), frequent communication, meetings with operations staff, progress meetings, and use of decision logs.

#### **Task 102 - Meetings**

Ardurra will schedule and attend project meetings during the preliminary and final design phases of the project. The purpose of the meetings will be to review project status, get input from District staff, review deliverables, and discuss issues related to the project and the schedule with the District. Ardurra will prepare and distribute meeting agendas prior to the scheduled meeting and will record and distribute meeting notes to all attendees. The meeting notes will document the discussions and decisions made. An average of two (2) hours for each meeting is assumed and includes preparation of an agenda and meeting notes. The following meetings are anticipated:

1. **Kickoff Meeting**
2. **Preliminary Design Review Meeting**
3. **Monthly Meetings - Six (6)**
4. **60% Design Review Meeting**
5. **90% Design Review Meeting**
6. **Final Design Review Meeting**

Meetings under this task do not include any required meetings with the County of San Luis Obispo or Caltrans for obtaining necessary encroachment permits (see Tasks 106 and 107).

#### **DELIVERABLES:**

- Meeting agenda (minimum two (2) days prior to scheduled meeting) and meeting notes

#### **Task 103 - Quality Assurance/Quality Control**

Ardurra will perform quality control reviews of all deliverables prior to submitting them to the District. A Senior Engineer or Principal Engineer who is not involved in the day-to-day design effort will perform an independent review of the project.

## Task 104 - Decision Log

Ardurra will prepare and maintain a Decision Log that identifies action items and major decisions by the District and Project Team that are not otherwise documented in submittals or meeting notes.

### DELIVERABLES:

- Meeting agenda and minutes
- Monthly progress reports (submitted with invoices)
- Decision log

**ADDED VALUE:** Ardurra's team employed a Project Decision Log to successfully track important project decisions and action items on several of the District's previous major projects.

## Task 105 - Monthly Progress Reports

Ardurra will prepare and submit monthly progress reports with the monthly invoice summarizing work completed for the past month, a description of current key activities and updated schedule for each task and subtask, status of project budget and schedule, indicating whether the project is on schedule and any schedule concerns or critical path items; and identifying any outstanding or critical upcoming issues. The monthly progress reports will also include:

- A list of tasks for the following month;
- A list of current activities and updated schedule;
- A list of problem areas, if any, and proposed corrective actions;
- A bar graph showing total contract budget, monthly invoiced amounts, cumulative amount invoiced, and project billings to the end of project; and
- If applicable, a Recovery Plan/Schedule for any activities that fall more than two (2) weeks behind schedule.

## Tasks 106 & 107 - SLO County and Caltrans Encroachment Permit Support

Due to the critical nature of Caltrans Permitting, Ardurra's scope of work develops the final plans and specifications for the crossing immediately after completion of the PDR. This will allow sufficient time to attain permit approvals prior to construction and will allow the crossing to be constructed under the same construction contract as the pipeline, eliminating the need for two bid packages. As an optional task, Ardurra can prepare a separate construction bid package for the jack-and-bore crossing if the District prefers to construct the crossing in advance of the pipeline.

Early in the design process, Ardurra will contact both the County of San Luis Obispo and Caltrans to discuss the Project, determine requirements for the encroachment permit application and considerations for the design. Discussions will also include requirements of the traffic control plan if being developed during the design phase.

Following the completion of the PDR/30% design, Ardurra will complete the design of the jack-and-bore crossing and submit an encroachment permit application to Caltrans.

Upon approval of the Caltrans encroachment permit, Caltrans will issue a final encroachment permit to the District, which will also be included in the construction documents. It is anticipated that Ardurra's work will include the following:

- Submittal of encroachment permit application including plans and other required supporting documents such as project geotechnical investigation and District-provided CEQA compliance documentation
- Review and resubmittal of encroachment permit application with responses to Caltrans comments
- Up to two (2) meetings (web-based) with Caltrans encroachment permit writer

Ardurra will request a draft encroachment permit from the County of San Luis Obispo with the goal of incorporating these requirements into the construction documents. It is anticipated that Ardurra's work will include the following:

- Submittal of encroachment permit application including draft plans
- Review and provide comments to draft encroachment permit
- One (1) meeting (web-based) with County encroachment permit writer

It is assumed the Contractor will be responsible for filing the final encroachment permit application with the County and submitting items as defined in the Caltrans encroachment permit prior to construction.

### DELIVERABLES:

- Meeting agenda and minutes
- Monthly progress reports (submitted with invoices)
- Decision log
- County of San Luis Obispo Encroachment Permit Application
- Caltrans Encroachment Permit Application

## Task 108 - Technical Support for CEQA

The District will retain a separate consultant to prepare necessary environmental documentation in compliance with the California Environmental Quality Act (CEQA). It is our understanding that the District may prepare a Mitigated Negative Declaration for the project. Ardurra will include an allowance to assist with CEQA efforts. These efforts may include the following services:

- Attend coordination meetings
- Provide preliminary project layouts
- Respond to requests for technical information
- Review and comment on environmental documentation



## TASK 200

### Preliminary Engineering

#### Task 201 - Utility Research

Ardurra will prepare and send letters to utility companies to request record drawings and schematics. The Project Team will compare utility information (provided on received record drawings) with visible physical utility evidence during the site investigation. Utility information will be incorporated into the site survey and mapped where possible.

#### Task 202 - Topographic Survey/Right-of-Way

Ardurra has retained the services of MBS Land Surveys (MBS) to perform topographic mapping, conduct a utility survey, establish easement boundaries and right-of-way (ROW) lines along the pipeline alignment, and prepare a project basemap. The basemap will include:

- Topography and ROW along Oakglen Avenue and portions of North Frontage Road, Sandydale Drive, East Tefft Street, and Pioneer Avenue.
- Rectified aerial photography over the site.
  - Above-ground evidence of utilities, including storm drain, sewer, gas, electric, telephone, and cable TV.

#### DELIVERABLES:

- Topographic map (electronic file in both AutoCAD and PDF formats)

#### TASK 203 - Caltrans Survey Control

MBS will include a survey to establish horizontal and vertical control monitoring of the boring under Highway 101 during construction. This will also be used as the basis for the Contractor's settlement monitoring plan as required by Caltrans.

## Task 204 - Geotechnical Investigation

Ardurra will provide and coordinate the services of our geotechnical subconsultant, Earth Systems (ES), to perform detailed geotechnical investigations and evaluate subsurface conditions. We have budgeted for five (5) borings along the pipeline corridor to a maximum depth of 20 feet below existing grades.

The field and laboratory data will be reviewed by a Registered Geotechnical Engineer and evaluated with respect to development of geotechnical criteria for the proposed project. The following items will be addressed:

- Geologic setting
- Soil and groundwater conditions encountered
- Construction considerations regarding anticipated excavation characteristics, shoring requirements, and groundwater

The report will provide recommendations for design of pipeline, including pipe support and subexcavation (if needed), existing pavement thickness, corrosion, passive resistance, backfill friction, and information and conclusions pertaining to trenchless technologies (auger bore and jack) suitable for Caltrans review.

#### DELIVERABLES:

- Draft Geotechnical Report (electronic PDF copy)
- Final Geotechnical Report (electronic PDF copy)

## Task 205 - Preliminary Design Report

Ardurra will prepare a PDR representing approximately 30% design. The PDR will identify each relevant design item, outline the preferred design, potential environmental impacts and requirements, a preliminary easement and ROW assessment, and will include a constructability analysis and estimated construction costs. The level of detail provided in the PDR will be equivalent to a 30% design effort for each major element of the project.

The PDR will present the recommended pipeline alignment and will suggest pipeline design features and other important considerations, such as construction sequencing and County of San Luis Obispo and Caltrans encroachment requirements.

The PDR is anticipated to include the following components to provide the basis for the design:

- Pipeline alignment
- Pipe materials
- Evaluation of jack-and-bore crossing
- Traffic control and emergency access
- Summary of Geotechnical Report

- Preliminary easement and ROW assessment
- Construction considerations including laydown areas, temporary construction easements, traffic control, work hours
- Utility conflicts
- Encroachment permit requirements
- Opinion of probable construction cost
- Construction schedule
- List of anticipated Technical Specifications

#### DELIVERABLES:

- Draft Preliminary Design Report (Five [5] hard copies and electronic PDF copy)
- Final Preliminary Design Report (Five [5] hard copies and electronic PDF copy)

#### Task 206 - Monument Preservation Survey (Optional)

As an optional task, MBS will locate the centerline of monuments or reference monuments at the street intersections that may be damaged during construction. The survey will allow reestablishment of damaged monuments and a record of survey map will be recorded with the County showing the state plane coordinates of the monuments found during the retracement.

#### Task 207 - Utility Potholing Plans (Optional)

As an optional task, after collecting available information for the utilities noted in Task 203, Ardurra will prepare utility potholing plans to verify and/or locate horizontal location, depth, size, and material, and other information as applicable on the existing utilities that may be conflicting with the proposed work. We assume the District will contract with an on-call contractor to perform the utility potholing.

#### Task 208 - Pothole Location Survey (Optional)

As an optional task, MBS will locate pothole locations that have been excavated by the District's Contractor and will incorporate the information into the base mapping for the project.



### TASK 300 Final Design and Construction Documents

#### Task 301 - Construction Documents

Ardurra will prepare construction plans and specifications utilizing three (3) design submittals (60%, 90%, and Final). It is assumed that the District will provide completed front-end documents to Ardurra for inclusion into the bid package.

Ardurra will utilize recently developed District-standard specifications and supplement with additional technical specifications where required. Technical specifications will be developed in CSI format. Plans will be prepared in AutoCAD. Ardurra will incorporate District review comments into the subsequent submittal. An opinion of probable construction costs will be prepared to accompany each submittal. Final construction documents will be stamped and signed by a California Registered Engineer.

#### DELIVERABLES:

- 60% Submittal consisting of the following (electronic PDF copy)
  - Full-size (22" x 34") drawings
  - Technical specifications (Divisions 02 to 43)
  - Opinion of probable construction cost
- 90% Submittal consisting of the following (electronic PDF copy)
  - Full-size (22" x 34") drawings
  - Draft front-end documents (Division 00, provided by District)
  - Technical specifications (Divisions 01 to 43)
  - Revised opinion of probable construction cost
- Final Submittal consisting of the following
  - Final Full-size (22" x 34") drawings with final signatures (electronic PDF copy)
  - Completed front-end documents (Division 00, provided by District)
  - Final technical specifications with final signatures (PDF)
  - Final opinion of probable construction cost
  - Final drawings in AutoCAD drawing format
  - Final construction cost opinion with final signature (PDF)

#### Task 302 - Traffic Control Plans (Optional)

Ardurra will develop a traffic control plan to be provided as part of the Construction Documents in order to ensure an encroachment permit can be obtained through the County of San Luis Obispo that addresses both the restricted access to the affected residents and to maintain access from the Cal Fire Station. Ardurra will implement proven traffic control strategies successfully used on similar pipeline projects. Due to the limited roadway width, the proposed method will likely involve closing one side of the road and maintaining traffic flow and property access through a single open lane using flagger control. This approach will enable safe passage for vehicles traveling in alternating directions while allowing enough space for construction activities to be performed efficiently and safely.

Construction will be phased to limit the length of active work zones, reducing overall disruption to the community. By maintaining an efficient work zone and minimizing the footprint of closures, the contractor can complete the work safely, promptly, and cost-effectively, minimizing the duration of traffic impacts.

Ardurra will develop conceptual traffic control layouts and a construction phasing approach for preliminary discussions with the County. Based on County input, final traffic control plans and supporting specifications will be developed for the project bid package.

Traffic control plans will be developed as described below:

- Traffic control base plans will be prepared at 1"=40' for the project location and will be field reviewed for accuracy.
- Plan sheets will be prepared to indicate the design, general notes, legend, and placement of all work area signs, temporary signs and striping, and additional traffic controls as needed.
- Construction phasing diagrams to support pipeline installation sequencing and contractor operations will be developed.
- The plans will be prepared to meet requirements of the County, while considering the needs of the Contractor's construction operations and complying with the Work Area Traffic Control Handbook (WATCH) and the California Manual on Uniform Traffic Control Devices (CA MUTCD) standards, as necessary.

#### DELIVERABLES:

- Conceptual Traffic Control Layouts (electronic PDF copy)
- Final Traffic Control Plans and Specifications (AutoCAD 2018 or later, not including signatures; electronic PDF copy)

#### Task 303 - Easement Descriptions (Optional)

During the Preliminary Design phase of the project Ardurra will identify required permanent and temporary construction easements. Following the District's approval of the recommended areas, MBS will compile plats and legal descriptions for the District's use in securing the required easements. It is assumed the District will negotiate and obtain the required easements for the project.

#### **4** TASK 400 Contractor Prequalification

Ardurra will lead the Contractor Prequalification effort through preparation of a prequalification package, advertisement, response to requests for information, and evaluation of the contractor prequalification application submittals.

The prequalification procedure will largely follow the latest California Department of Industrial Relations model, methodology, and criteria for prequalification of contractors. The prequalification materials will include the following sections tailored to the project:

- Notice inviting prequalification
- Instructions for completion of prequalification packages
- Declarations
- Prequalification questionnaire
- Preliminary project description

It is assumed the prequalification advertisement will be released through ASAP Reprographics, contracted separately with the District. Ardurra will reach out to qualified contractors to assist in advertising the project, develop scoring materials and coordinate with the District staff with summary tables to frame discussions, final evaluations, and scoring. Ardurra will provide the District with a recommended shortlist of Prequalified Contractors.

Ardurra's recent experience developing prequalification packages will ensure a smooth bidding process. Contractor prequalification reduces the potential for bid protests and helps to ensure the District obtains a qualified contractor.

#### **5** TASK 500 Bid Phase Support

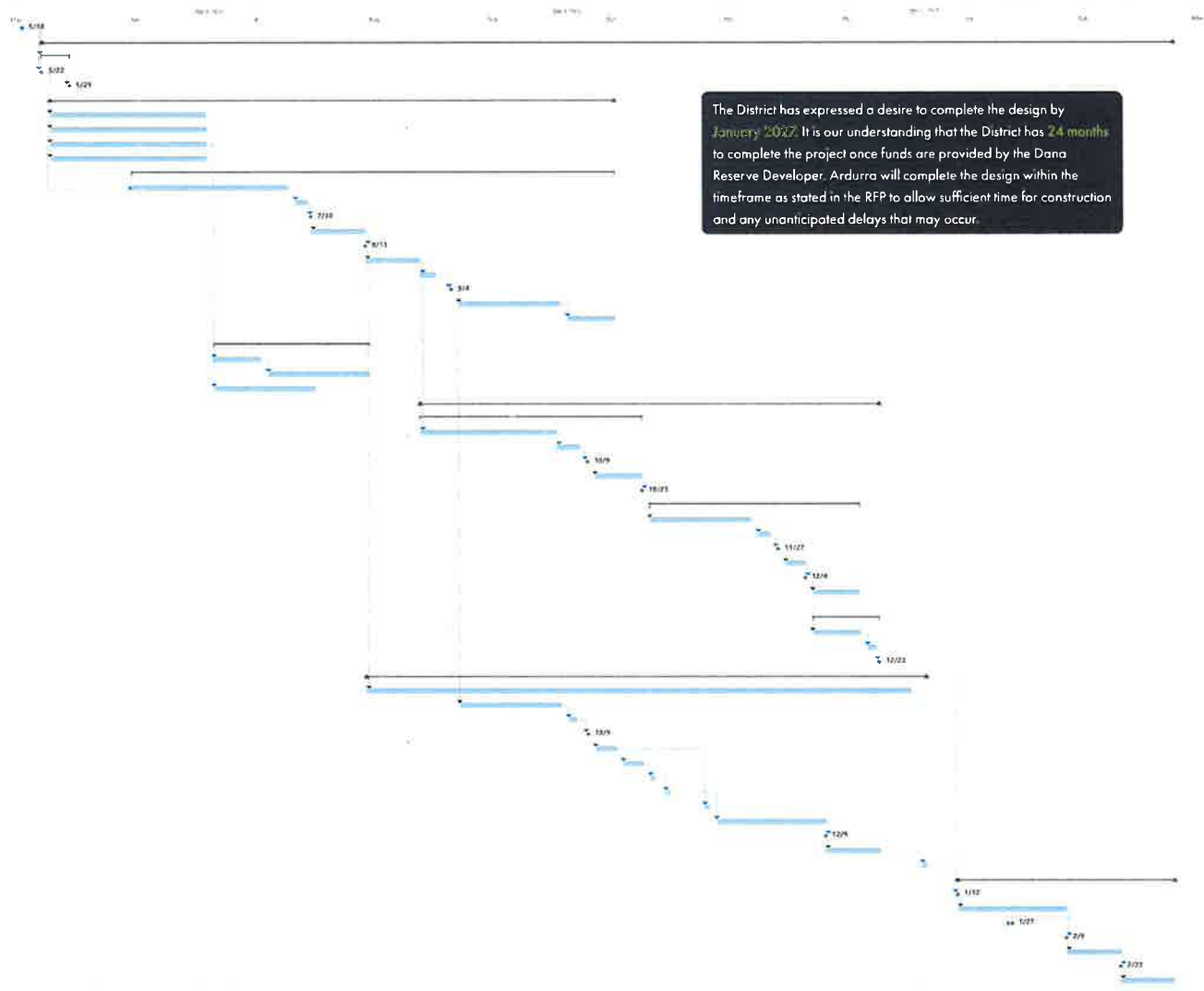
Ardurra will provide bid phase support to assist the District with preparation for bid, questions during bid advertisement, and bid review. This scope of work assumes the District will provide bid distribution, maintain the bidders list, and distribute addenda, as needed. Ardurra will perform the following:

- Provide electronic plans and specifications for electronic distribution (by ASAP or similar). It is assumed that the District will contract with ASAP for distribution of plans & specifications and to manage the bidders' list.
- Attend pre-bid meeting
- Respond to inquiries from bidders (this budget assumes up to two (2) RFIs total)
- Prepare up to one (1) addendum, if required
- Attend bid opening and assist the District in bid review
- Provide recommendations on successful bidder award
- Assist the District in resolving bid protests (if necessary – budget to be determined at that time)

# SCHEDULE

The anticipated schedule is summarized in the table below. A four-week District staff review period is anticipated for each submittal.

Task Name	Duration	Start	Finish
<b>Notice to Proceed</b>	0 days	Mon 5/18/26	Mon 5/18/26
<b>PROJECT MANAGEMENT</b>	207 days	Fri 5/22/26	Tue 3/2/27
Invoicing, Coordination, Informal Meetings	5 days	Fri 5/22/26	Fri 5/29/26
Kick Off Meeting	0 days	Fri 5/22/26	Fri 5/22/26
Data Request Review	0 days	Fri 5/29/26	Fri 5/29/26
<b>PRELIMINARY DESIGN PHASE</b>	105 days	Mon 5/25/26	Fri 10/16/26
Utility Reviews	10 days	Mon 5/25/26	Fri 7/9/26
Caltrans Survey Control	10 days	Mon 5/25/26	Fri 7/9/26
Topographic Survey & ROW Mapping	10 days	Mon 5/25/26	Fri 7/9/26
Historical Investigation	10 days	Mon 5/25/26	Fri 7/9/26
Preliminary Design Report	90 days	Mon 6/15/26	Fri 10/16/26
D-01 Preliminary Design Development	10 days	Mon 6/15/26	Fri 7/9/26
OC	3 days	Mon 7/27/26	Wed 7/29/26
Define Draft Preliminary Design Report	0 days	Thu 7/30/26	Thu 7/30/26
District Review & Comment	10 days	Fri 7/31/26	Thu 8/13/26
Preliminary Design Report Review Meeting	0 days	Thu 8/13/26	Thu 8/13/26
Revised Preliminary Design Report	10 days	Fri 8/14/26	Thu 8/27/26
OC	3 days	Thu 8/28/26	Mon 8/31/26
Define Final Preliminary Design Report	0 days	Fri 9/4/26	Fri 9/4/26
Development of Final (or) Additional Plans/Specs	20 days	Mon 9/7/26	Fri 9/25/26
Permit and Submit Caltrans Encroachment Permit Application	10 days	Mon 10/5/26	Fri 10/16/26
<b>Optional Tasks - Utility Fostaking, Traffic Control Plans</b>	30 days	Mon 7/6/26	Fri 8/14/26
Develop Utility Fostaking Plan	10 days	Mon 7/6/26	Fri 7/17/26
Utility Fostaking	20 days	Mon 7/20/26	Fri 8/7/26
Traffic Control Concept Plans	20 days	Mon 7/6/26	Fri 7/17/26
<b>FINAL DESIGN AND CONSTRUCTION DOCUMENTS</b>	84 days	Fri 8/28/26	Wed 12/23/26
60% Design Statements	42 days	Fri 8/28/26	Fri 10/2/26
60% Design Development	25 days	Fri 8/28/26	Thu 9/11/26
OC	8 days	Fri 10/2/26	Wed 10/7/26
Deliver 60% Design Documents	17 days	Fri 10/2/26	Fri 10/2/26
District Review & Comment	10 days	Mon 10/12/26	Fri 10/23/26
60% Design Submittal Review Meeting	0 days	Fri 10/23/26	Fri 10/23/26
90% Design Documents	40 days	Mon 10/26/26	Fri 12/18/26
90% Design Development	20 days	Mon 10/26/26	Fri 11/9/26
OC	3 days	Mon 11/23/26	Wed 11/25/26
Deliver 90% Design Documents	0 days	Fri 11/27/26	Fri 11/27/26
District Review & Comment	0 days	Mon 11/30/26	Fri 12/4/26
90% Design Submittal Review Meeting	0 days	Fri 12/4/26	Fri 12/4/26
Permit and Submit 90% Design Encroachment Permit Application	10 days	Mon 12/7/26	Fri 12/18/26
100% Design Statements	13 days	Mon 12/7/26	Wed 12/23/26
100% Design Development	10 days	Mon 12/7/26	Fri 12/18/26
OC	2 days	Mon 12/21/26	Thu 12/23/26
Deliver 100% Design Statements	0 days	Wed 12/23/26	Wed 12/23/26
<b>CONTRACTOR PREQUALIFICATION</b>	102 days	Fri 8/28/26	Mon 1/12/27
Outreach to Contractors	0 days	Fri 8/28/26	Fri 8/28/26
Develop Draft Prequalification Document	4 wks	Mon 9/7/26	Fri 10/2/26
OC	3 days	Mon 10/5/26	Tue 10/6/26
Submit Draft Prequalification Document	0 days	Fri 10/9/26	Fri 10/9/26
District Review & Comment	1 day	Mon 10/12/26	Fri 10/16/26
Prepare Final Prequalification Document	5 days	Mon 10/19/26	Fri 10/23/26
OC	1 day	Mon 10/26/26	Mon 10/26/26
Submit Final Prequalification Document	1 day	Fri 10/30/26	Fri 10/30/26
Board Approval to Advertise Prequalification	1 day	Mon 11/9/26	Mon 11/9/26
Advertise Contractor Prequalification	4 wks	Thu 11/12/26	Wed 12/9/26
Prequalification Package Due	0 days	Wed 12/9/26	Wed 12/9/26
Evaluation Prequalification Packages	2 wks	Tue 12/15/26	Wed 12/23/26
Develop Finalist Short List	1 day	Mon 12/21	Mon 12/21
<b>BID PHASE</b>	40 days	Tue 1/12/27	Tue 1/19/27
Board Approval to Advertise Bid	0 days	Tue 1/12/27	Tue 1/12/27
Bid Advertisement	4 wks	Wed 1/13/27	Tue 1/19/27
Issue Final Addenda including final Mitigation Measures	0 days	Wed 1/27/27	Wed 1/27/27
Bid Opening	0 days	Tue 2/9/27	Tue 2/9/27
Bid Review	3 wks	Wed 2/10/27	Tue 2/23/27
Recommendation Not Awarded	0 days	Tue 2/23/27	Tue 2/23/27
Finalist Contract	2 wks	Wed 2/24/27	Fri 3/3/27



The District has expressed a desire to complete the design by January 2027. It is our understanding that the District has 24 months to complete the project once funds are provided by the Dana Reserve Developer. Ardurra will complete the design within the timeframe as stated in the RFP to allow sufficient time for construction and any unanticipated delays that may occur.

## EXHIBIT 2 - FULL COST ESTIMATE

	Project Director	Senior Project Manager	Senior Engineer III	Project Engineer I	Assistant Engineer II	Assistant Engineer I	Engineering Technician	Senior Designer	Administrative Assistant	Total Hours (Ardurra)	Labor (Ardurra)	ODCs (Ardurra)	MBS Land Surveys (MBS)	Earth Systems (ES)	Non-Labor Costs	Total Fee
Hourly Rates	303	280	259	198	168	147	108	185	119							
<b>Task Group 100: Project Management</b>																
Task 101 Project Management	4	36								40	\$ 11,292	\$ -	\$ -	\$ -	\$ -	\$ 11,292
Task 102 Meetings (11 Total)	2	11		11	22				2	68	\$ 9,798	\$ -	\$ -	\$ -	\$ -	\$ 9,798
Task 103 Quality Assurance/Quality Control		24								24	\$ 6,720	\$ -	\$ -	\$ -	\$ -	\$ 6,720
Task 104 Decision Log (Design Phase - 8 Months)		2			4					6	\$ 1,232	\$ -	\$ -	\$ -	\$ -	\$ 1,232
Task 105 Monthly Progress Reports (10 Months)		5							5	10	\$ 1,995	\$ -	\$ -	\$ -	\$ -	\$ 1,995
Task 106 SLO County Encroachment Permit Support		6		16	20					42	\$ 8,208	\$ -	\$ -	\$ -	\$ -	\$ 8,208
Task 107 Caltrans Encroachment Permit Support		4		12	20					36	\$ 6,856	\$ -	\$ -	\$ -	\$ -	\$ 6,856
Task 108 Technical Support for CEQA (Allowance)		8		6	15					29	\$ 5,948	\$ -	\$ -	\$ -	\$ -	\$ 5,948
<b>Subtotal</b>	<b>6</b>	<b>96</b>	<b>0</b>	<b>45</b>	<b>81</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>235</b>	<b>\$ 52,049</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 52,049</b>
<b>Task Group 200: Preliminary Engineering</b>																
Task 201 Utility Research					8		4	8		20	\$ 3,256	\$ -	\$ -	\$ -	\$ -	\$ 3,256
Task 202 Topographic Survey/Right-of-Way		2			8			4		14	\$ 2,644	\$ -	\$ 18,260	\$ -	\$ 18,260	\$ 20,904
Task 203 Caltrans Survey Control										0	\$ -	\$ -	\$ 2,750	\$ -	\$ 2,750	\$ 2,750
Task 204 Geotechnical Investigation		2		4	4					10	\$ 2,024	\$ -	\$ -	\$ 17,006	\$ 17,006	\$ 19,030
Task 205 Preliminary Design Report										0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Draft PDR	2	10	12	30	36			40	2	132	\$ 26,140	\$ -	\$ -	\$ -	\$ -	\$ 26,140
Final PDR		4	8	12	16			10	2	52	\$ 10,344	\$ -	\$ -	\$ -	\$ -	\$ 10,344
<b>Subtotal</b>	<b>2</b>	<b>18</b>	<b>20</b>	<b>46</b>	<b>72</b>	<b>0</b>	<b>4</b>	<b>62</b>	<b>4</b>	<b>228</b>	<b>\$ 44,408</b>	<b>\$ -</b>	<b>\$ 21,010</b>	<b>\$ 17,006</b>	<b>\$ 38,016</b>	<b>\$ 82,424</b>
<b>Task Group 300: Final Design and Construction Documents</b>																
Task 301 Construction Documents										0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60% Plans, Specifications and Opinion of Cost	8	22	12	44	90		8	70	4	258	\$ 49,814	\$ -	\$ -	\$ -	\$ -	\$ 49,814
90% Plans, Specifications and Opinion of Cost	2	12	4	32	45			40	2	137	\$ 26,536	\$ -	\$ -	\$ -	\$ -	\$ 26,536
Final Plans, Specifications and Opinion of Cost	2	8	4	18	30			20	2	84	\$ 16,424	\$ -	\$ -	\$ -	\$ -	\$ 16,424
<b>Subtotal</b>	<b>12</b>	<b>42</b>	<b>20</b>	<b>94</b>	<b>165</b>	<b>0</b>	<b>8</b>	<b>130</b>	<b>8</b>	<b>479</b>	<b>\$ 92,774</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 92,774</b>
<b>Task Group 400: Contractor Prequalification</b>																
Task 401 Contractor Outreach		4		4						8	\$ 1,912	\$ -	\$ -	\$ -	\$ -	\$ 1,912
Task 402 Draft Prequalification Package		4		8	16		2	2	2	34	\$ 6,216	\$ -	\$ -	\$ -	\$ -	\$ 6,216
Task 403 Final Prequalification Package				4	8				1	13	\$ 2,255	\$ -	\$ -	\$ -	\$ -	\$ 2,255
Task 404 Response to RFIs		2		4						6	\$ 1,352	\$ -	\$ -	\$ -	\$ -	\$ 1,352
Task 405 Evaluation of Prequalification Packages		2		8	16					26	\$ 4,832	\$ -	\$ -	\$ -	\$ -	\$ 4,832
<b>Subtotal</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>28</b>	<b>40</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>87</b>	<b>\$ 16,547</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,547</b>
<b>Task Group 500: Bid Phase Support</b>																
Task 501 Pre-bid Meeting		2		2						4	\$ 956	\$ -	\$ -	\$ -	\$ -	\$ 956
Task 502 Response to RFIs (up to 2)		4		8	6					18	\$ 3,712	\$ -	\$ -	\$ -	\$ -	\$ 3,712
Task 503 Addendum (1)	1	2		8	12			4	2	29	\$ 5,441	\$ -	\$ -	\$ -	\$ -	\$ 5,441
Task 504 Assist in Bid Review				4	2					6	\$ 1,128	\$ -	\$ -	\$ -	\$ -	\$ 1,128
<b>Subtotal</b>	<b>1</b>	<b>8</b>	<b>0</b>	<b>22</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>2</b>	<b>57</b>	<b>\$ 11,237</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,237</b>
<b>TOTAL BUDGET</b>	<b>21</b>	<b>176</b>	<b>40</b>	<b>235</b>	<b>378</b>	<b>0</b>	<b>14</b>	<b>195</b>	<b>24</b>	<b>1086</b>	<b>\$ 217,035</b>	<b>\$ -</b>	<b>\$ 21,010</b>	<b>\$ 17,006</b>	<b>\$ 38,016</b>	<b>\$ 255,051</b>
<b>Optional Tasks</b>																
Task 206 Monument Preservation Survey					8			4	2	2	\$ 238	\$ 1,500	\$ 4,950	\$ -	\$ 6,450	\$ 6,488
Task 207 Utility Potholing Plans				2			2	4		16	\$ 2,696	\$ -	\$ -	\$ -	\$ -	\$ 2,696
Task 208 Pothole Location Survey (2 days)					2			8		10	\$ 1,816	\$ -	\$ 7,700	\$ -	\$ 7,700	\$ 9,516
Task 302 Traffic Control Plans	14			32		30				76	\$ 14,988	\$ -	\$ -	\$ -	\$ -	\$ 14,988
Task 303 Easement Descriptions		2		4				4		10	\$ 2,092	\$ -	\$ 3,850	\$ -	\$ 3,850	\$ 5,942
<b>Optional Tasks Subtotal</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>34</b>	<b>10</b>	<b>30</b>	<b>2</b>	<b>12</b>	<b>2</b>	<b>104</b>	<b>\$ 19,728</b>	<b>\$ 1,500</b>	<b>\$ 12,450</b>	<b>\$ -</b>	<b>\$ 14,150</b>	<b>\$ 33,888</b>
<b>Total with Optional Tasks</b>	<b>35</b>	<b>0</b>	<b>0</b>	<b>269</b>	<b>388</b>	<b>0</b>	<b>16</b>	<b>210</b>	<b>24</b>	<b>1190</b>	<b>\$ 236,763</b>	<b>\$ 1,500</b>	<b>\$ 33,460</b>	<b>\$ -</b>	<b>\$ 52,166</b>	<b>\$ 288,733</b>

TO: BOARD OF DIRECTORS  
 FROM: RAY DIENZO, P.E. *RWD*  
 GENERAL MANAGER  
 DATE: MAY 19, 2026

**AGENDA ITEM  
 F  
 MAY 27, 2026**

**GENERAL MANAGER'S REPORT**

**ITEM**

Standing report to your Honorable Board -- *Period covered by this report is 4/19/2026-5/23/2026.*

**DISTRICT BUSINESS**

**Administrative**

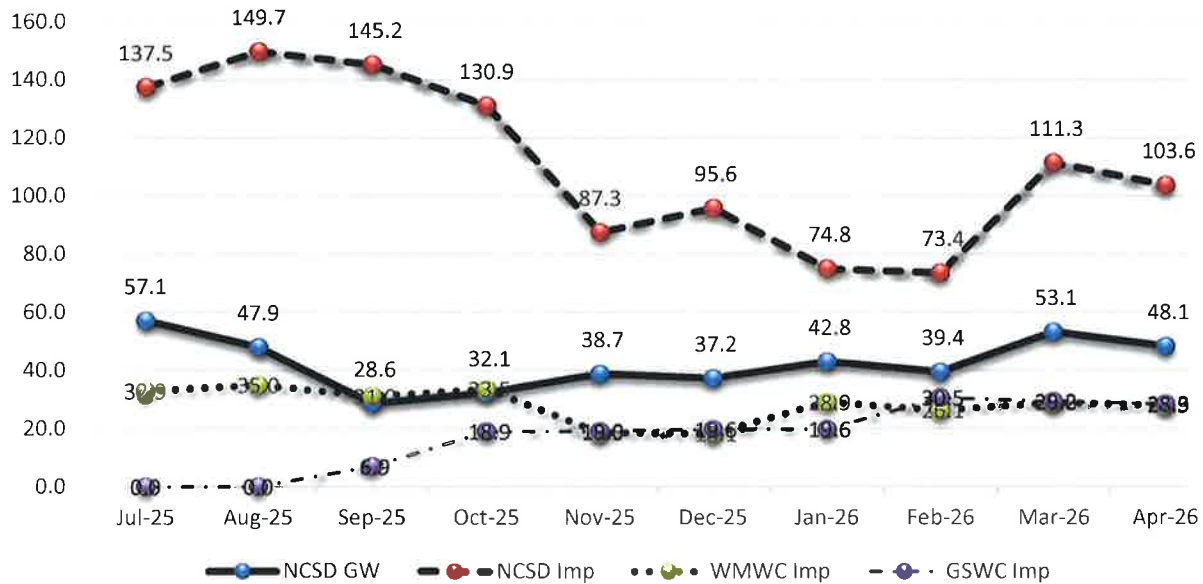
The District encourages residents to report any observed water waste. The District also maintains an accounting of leak adjustments to measure non-revenue water lost to leaks and tracks late fee waivers. The table below provides monthly and calendar year data.

<b>OFFICE ACTIVITIES</b>	<b>Apr-26</b>	<b>Jan 26 – Apr-26</b>
Leak Adjustments	0	8
Leak Adjustment Amount	\$0.00	\$13,623.50
Late Fee Waivers	5	26
Late Fee Waiver Adjustment Amount	\$112.58	\$446.43

**Water Production, Delivery, and Demand**

The District's water sources are a combination of groundwater and imported water. Imported water is received from the City of Santa Maria and an allotted portion is delivered to Woodlands Mutual Water Company and Golden State Water Company. The table and chart below summarize the water data for the current month and the year to date; all values are in acre-feet ("AF").

	<b>Apr-26</b>	<b>Year to Date Jul 25- Apr-26</b>
A. Total NCSD Groundwater Production	48.1	424.9
B. Total Supplemental Water Imported (B1+B2+B3)	159.8	1562.1
B1. Supplemental Water used by NCSD	103.6	1109.4
B2. Supplemental Water Delivered to WMWC	27.9	280.7
B3. Supplemental Water Delivered to GSWC	28.3	171.9
Total NCSD Water Demand (A+B1)	151.7	1534.4



Under the current Stage 2 of the NMMA Water Shortage Response Stages, the District’s targeted groundwater pumping reduction goal is to pump no more than 2026 AFY (20% reduction of 2009-2013 average District GW Pumping of 2533 AFY). With the increased volume of imported water, the District is projected to pump less than 1000 AF this fiscal year (“FY”). The District is on pace to pump 581 AF of Groundwater for FY 2025-2026.

**Other Items**

- Dana Reserve Project – May 18, 2026 – District received Infrastructure Enhance Payment of \$4.5M.
- Strategic Plan Update – Process underway. Anticipated Board presentation June 2026
- Countywide Water Action Team / DESAL update – Staff attended the 8/19/2025 meeting to receive an updated presentation on the Countywide desalination plan criteria and site alternatives.
  - o On Monday, September 15, the County conducted a Virtual Community Meeting and Engagement Session for the County’s DESAL Plan. Visit [slocounty.ca.gov/desal](http://slocounty.ca.gov/desal) for links to the video recording and presentation slides.
  - o Staff attended the 11/17/2025 meeting– the group discussed and narrowed the plan to five (5) alternatives for potential facility sites.
  - o The meeting on 3/16/2026
    - Discussed alternatives sites and governance
  - o Public meeting for South County, April 21, 6-8pm, Ramona Community Center, 993 Ramona Ave, Grover Beach, CA.
  - o Presentation by County to the Water Resources Advisory Committee 5/6/2026
    - Next steps – Finalize Draft by August 2026 and County Board Presentation September 2026
- Grants Update
  - o Cybersecurity Grant – application submitted on 3/13/2026
    - This grant is through CalOES. We are requesting \$100K to assist with our network server upgrades for FY 2026-2027. If awarded, the District will need to match 30%
    - No update as of 5/18/2026

**Status of Board of Directors Requests**

- Agendize presentation on requirements for electric vehicle transition
  - o This is in development
  - o Comment period for proposed amendments extended to 5/4/2026 from 4/29/2026
  - o Proposed amendments will be considered by CARB Board on 5/28/2026
  
- Develop alternatives to use solid waste franchise fees.
  - o The Finance and Audit Committee has provided guidance. Staff from both Waste Connections and NCSD will quantify the options and present them to the full Board for consideration at either the October or November meetings.

**Monthly Investment Policy Report**

Pursuant to Section 8.A of the District’s Investment Policy, we will be posting a summary of our current investments every month.

Pursuant to Section 8.A. of the Investment Policy  
**Nipomo Community Services District**  
**Investments**  
**April 30, 2026**

<u>Investments</u>	<u>CUSIP</u>	<u>Purchased</u>	<u>Maturity</u>	<u>Yield to Maturity</u>	<u>Par Value(1)</u>
Certificate of Deposit - Morgan Stanley Salt Lake	61690D2C1	4/8/2025	10/12/2027	4.10%	\$ 244,000
Certificate of Deposit - Morgan Stanley NY	61776NPY3	4/8/2025	10/12/2027	4.10%	\$ 244,000
<b>Subtotal Total</b>					<b>\$ 488,000</b>

(1) Par Value is the Face Value of the investment when it matures

<u>Investments</u>	<u>PMIA Quarter to Date Rate as of 4/30/2026 (2)</u>	
Local Agency Investment Fund-LAIF	3.81%	\$ 14,373,117
<b>Subtotal Total</b>		<b>\$ 14,373,117</b>
<b>TOTAL</b>		<b>\$ 14,861,117</b>

(2) Interest accrued daily, paid quarterly  
 PMIA-Pooled Money Investment Account

<u>Matured/Retired Investments</u>	<u>CUSIP</u>	<u>Purchased</u>	<u>Maturity</u>	<u>to Maturity</u>	
Certificate of Deposit - Oxford Bank	69141NAL8	4/4/2025	4/10/2026	3.90%	\$ 240,000

**Summary of Electronic Transfers (greater than \$500,000)**

<u>Transfer Date</u>	<u>Amount</u>	<u>Transfer From</u>	<u>Transfer To</u>
NONE	NONE	NONE	NONE

**Upcoming Water Resource and Other Meetings**

6/3/2026	- Water Resources Advisory Committee	1:30 PM	SLO Library Community room
6/8/2026	- IWMA Local Task Force	1:00 PM	Teams
6/10/2026	- NCSD Board Meeting	9:00 AM	District Board Room

**Safety Program** – No issues

**RECOMMENDATION** Staff seeks direction for format changes or future information your Board would desire to be included in future general manager reports.