TO: MICHAEL S. LEBRUN MSL
GENERAL MANAGER

FROM: PETER V. SEVCIK P.V.S.
DISTRICT ENGINEER

DATE: JANUARY 18, 2013

AGENDA ITEM
E-1
JANUARY 23, 2013

AWARD CONTRACT FOR BLACKLAKE SEWER MASTER PLAN TO MICHAEL K. NUNLEY & ASSOCIATES

ITEM

Award Contract for Blacklake Sewer Master Plan to Michael K. Nunley & Associates (MKN) for Not-to-Exceed amount of $59,040 [RECOMMEND APPROVAL].

BACKGROUND

The Blacklake Wastewater Collection, Treatment and Reclamation system was initially constructed in 1984 and expanded thereafter by private developers to serve the Black Lake Specific Plan Area. Today the system includes the treatment and reclamation facility, approximately 7-miles of collection piping and three sewer lift-stations. The treated plant effluent is delivered to the golf course for blending and irrigation. In 2007 the replacement value of the infrastructure was estimated to be $9,900,000.

The system was initially operated by the County of San Luis Obispo. The District annexed the Black Lake Specific Plan Area and assumed operation of the sewer system in 1993. Given the age of the overall sewer system, increasing regulatory requirements and limited available funding, the District included funding in the FY 12-13 budget to prepare a Sewer Master Plan for the Blacklake Wastewater Collection, Treatment and Reclamation system. The objectives of the plan are to:

- Evaluate the condition of the existing wastewater collection and treatment system
- Identify wastewater collection system issues that need to be addressed in order to comply with the State's Sanitary Sewer Management Plan (SSMP) regulations
- Identify wastewater treatment issues that may be necessary to comply with contemporary and future Waste Discharge Requirements (WDR)
- Develop a short-term and long-term biosolids handling strategy
- Review alternatives for providing salts management as part of the wastewater treatment process to address on-going compliance issues
- Define and prioritize replacement, upgrade, and maintenance projects
- Estimate the costs of recommended projects

At the November 14, 2012 Board meeting, the Board authorized staff to circulate a Request for Proposals (RFP) for preparation of the Blacklake Sewer Master Plan. Staff mailed the RFP to seven engineering firms and posted the RFP on the District's website. The District opened proposals on December 21, 2012. Four firms submitted proposals (available for review at the District Office):

AECOM	$64,978
Cannon	$79,900
Michael K. Nunley & Associates (MKN)	$51,760
Water Systems Consulting (WSC)	$59,941

The proposals were evaluated by staff including the District Manager, District Engineer, and the Utility Superintendent. The evaluation considered responsiveness, work product time, team experience and expertise, references and cost. Staff ranked MKN's proposal the highest although Cannon's proposal was a very close second in all aspects other than cost.

MKN's proposal includes an additional optional task for $7280 to update the Operation and Maintenance (O&M) Manual for the Blacklake Wastewater Reclamation Facility. While the District has developed some updated procedures in an effort to keep the O&M manual up-to-date, the O&M manual has not been updated since the facility was built and a comprehensive update is warranted.

FISCAL IMPACT

The FY 2012-2013 Blacklake Sewer Fund Budget includes $60,000 for the preparation of the Blacklake Sewer System Master Plan. MKN's not-to-exceed cost to prepare the Blacklake Sewer System Master Plan and update the O&M manual for the Blacklake Wastewater Reclamation Facility is $59,040. The Blacklake Sewer Master Plan recommendations will be considered in the development of future budgets and rate studies for the Blacklake Sewer Fund.

STRATEGIC PLAN

Strategic Plan Goal 2.1 – Efficiently Operate Collection, Treatment and Disposal Works
Strategic Plan Goal 2.2 – Upgrade and Maintain Collection and Treatment Works
Strategic Plan Goal 2.4 – Provide for Disposal of Biosolids
Strategic Plan Goal 2.5 – Comply with State and Federal Regulations and Mandates

RECOMMENDATION

Staff recommends that the Board authorize staff to issue a Task Order to Michael K. Nunley & Associates for a not to exceed amount of $59,040 for preparation of the Blacklake Sewer Master Plan and update of the Blacklake Wastewater Reclamation Facility Operation and Maintenance Manual.

ATTACHMENTS

A. MKN Proposal dated December 21, 2012

JANUARY 23, 2013

ITEM E-1

ATTACHMENT A

MICHAEL K NUNLEY & ASSOCIATES

WATER • WASTEWATER • WATER REUSE

December 21, 2012

PROPOSAL FOR

Professional Engineering Services for
Nipomo Community Services District Blacklake Sewer Master Plan

Nipomo Community Services District

IN CONJUNCTION WITH:

RICK ENGINEERING COMPANY

MNS

Thoma Electric

MICHAEL K. NUNLEY & ASSOCIATES
589 May Street
Arroyo Grande, CA 93420
805.574.3202

MICHAEL K NUNLEY & ASSOCIATES
WATER • WASTEWATER • WATER REUSE

Michael K. Nunley, PE - Principal
589 May Street, Arroyo Grande, CA 93420
805 574 3202 | m_nunley@charter.net

December 21, 2012

Michael S. LeBrun, PE
General Manager
Nipomo Community Services District
148 South Wilson Street
Nipomo, CA 93444

RE: Proposal for Professional Engineering Services – Nipomo Community Services District Blacklake Sewer Master Plan

Dear Michael,

Michael K. Nunley & Associates, Inc. (MKNA) and our teaming partners (MNS Engineers, Inc., RICK Engineering Company, and Thoma Electric, Inc.) are pleased to submit this proposal to perform the Blacklake Sewer Master Plan. Our proposed Project Manager, Mike Nunley, is especially excited to partner with the District on another critical planning effort.

Our team offers the following advantages:

- **History of success on related District planning efforts** – Mr. Nunley served in leadership roles on these important planning studies, which will provide valuable background information for the current planning effort:
  - Southland WWTF Master Plan
  - Southland WWTF Effluent Disposal Screening Evaluation
  - Blacklake Salts Minimization Study
  - Southland Salts Minimization Study
  - Water and Sewer Replacement Study
- **Comprehensive condition assessment** – MKNA proposes an approach that includes:
  - Detailed electrical system evaluation at Blacklake WWTF and all three (3) District lift stations by Thoma Electric
  - Sewer main assessment that applies concepts from the NASSCO PACP system to rate pipeline condition
  - Integration of GIS into model update and demand allocation analysis
  - Thorough assessment of pump station hydraulic performance, electrical systems, instrumentation/controls, and access
  - Review of grant and loan opportunities for consideration by District staff
  - Development of "cost-sharing" estimates to determine percentage of capital improvement program (CIP) costs that should be allocated to future development

- Optional development of an operations & maintenance manual for Blacklake WWTF to enhance the District's standardization of procedures, preparation for future regulatory audits, or hiring/training of new staff.

- Innovative strategies by Mr. Nunley for addressing future regulatory concerns, who had a leading role in developing the approaches for the Honouliuli Biosolids Management Plan, City of Spokane Water Recycling Program, as well as local planning efforts within Santa Barbara, San Luis Obispo, and Monterey Counties
- Integration of the Master Planning effort and GIS to maximize your investment in both
- **Value** – MKNA offers the most competitive "senior-level" hourly rates in the area for top-tier facility planning and hydraulic modeling expertise. In addition, relying on Rob Lepore's knowledge of your wastewater GIS will expedite the modeling and analysis effort. This efficiency was realized on the District's recent 2012 Water Distribution System Model Update performed by the MKNA/RICK team. Furthermore, with significant resources specializing in all aspects of municipal/public works projects, MNS brings full-service capability to the team. MNS has extensive experience in Planning, Design, Survey, Project Management, Water Resources, Transportation, and the full range of Municipal Services including Land Development and City Engineer services. In order to maximize the District's investment in the planning effort, MKNA will not charge a markup to services by MNS or RICK as part of the project team.
- **Understanding of local issues** – MKNA has been involved in dozens of public meetings, committee meetings, and Board presentations in the Nipomo community over the past six (6) years. In particular, Mr. Nunley's role as Chairman of the Supplemental Water Alternatives Evaluation Committee has been focused on encouraging and incorporating public input.

In a time of economic challenges, the Project Team's ability to deliver an innovative Master Plan with highly competitive hourly rates; present complicated issues to the public; and to pursue innovative approaches sets us apart from the competition. We look forward to sitting down with you to refine our scope and budget to meet your goals, and we appreciate the opportunity to propose on this critical planning effort. Note that this proposal is valid for ninety (90) days from the date of submission.

Thank you for your consideration.

Sincerely,

Michael K. Nunley, PE
Project Manager

NIPOMO COMMUNITY SERVICES DISTRICT
NIPOMO, CALIFORNIA

ADDENDUM NO. 1
TO
REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES
FOR
BLACKLAKE SEWER MASTER PLAN

November 27, 2012

PROPOSALS DUE Friday, December 21, 2012, at 4 PM local time

The purpose of this addendum is to modify the Request for Proposals. Acknowledge receipt of this addendum by attaching the executed acknowledgement to the proposal.

A. The following revisions are made to the Request for Proposals:

SERVICES REQUESTED

1. Paragraph 6 – Replace with the following:

   Within ~~90~~ 180 calendar days of agreement execution, submit 5 sets of a Draft Technical Memorandum incorporating the results of Tasks 1 through 5 above to NCSD staff for comment. Provide 30 days for District staff comment.

2. Paragraph 8 – Replace with the following:

   Within ~~150~~ 240 calendar days of agreement execution, submit 5 sets of the Administrative Draft Master Plan incorporating the results of the Final Technical Memorandum and previous tasks to NCSD staff for comment.

Nipomo Community Services District

Michael S. LeBrun — November 27, 2012

Michael S. LeBrun
General Manager

Date

THE PROPOSER SHALL EXECUTE AND ATTACH THE FOLLOWING CERTIFICATION TO THE PROPOSAL.

PROPOSER'S CERTIFICATION

I acknowledge receipt of the foregoing Addendum No. 1 to the Request for Proposals for Engineering Services for the Blacklake Sewer Master Plan and accept all conditions contained therein:

Dated: 12-20-12

Proposer: MWA

By: [signature]

CONTENTS

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APPENDIX A: RESUMES

INTRODUCTION

PROJECT UNDERSTANDING

The Blacklake Wastewater Treatment Facility and wastewater collection system was constructed and upgraded by private developers to serve the Black Lake Specific Plan Area , which is approximately 515 acres encompassing a golf course, residential community, and interspersed with significant open space and environmentally sensitive habitat. The treatment and collection system are currently owned and operated by Nipomo Community Services District, but the facilities are not physically connected to the larger "Town" system, which is served by Southland Wastewater Treatment Facility (WWTF).

A comprehensive Master Plan has never been developed for the Blacklake wastewater collection system. However, a collection system model, along with a capacity assessment and list of capital improvements at Blacklake WWTF, were developed in the District's 2007 Water and Sewer Master Plan Update. Over the past few years, the District has developed a detailed Geographic Information System (GIS) of the Blacklake facilities; performed a video inspection of the collection system; replaced plant pond linings; replaced the grinders and associated panels; removed sludge; and started documenting sampling/analysis and operating procedures to complement the existing WWTF operations & maintenance manual (last updated in 1998).

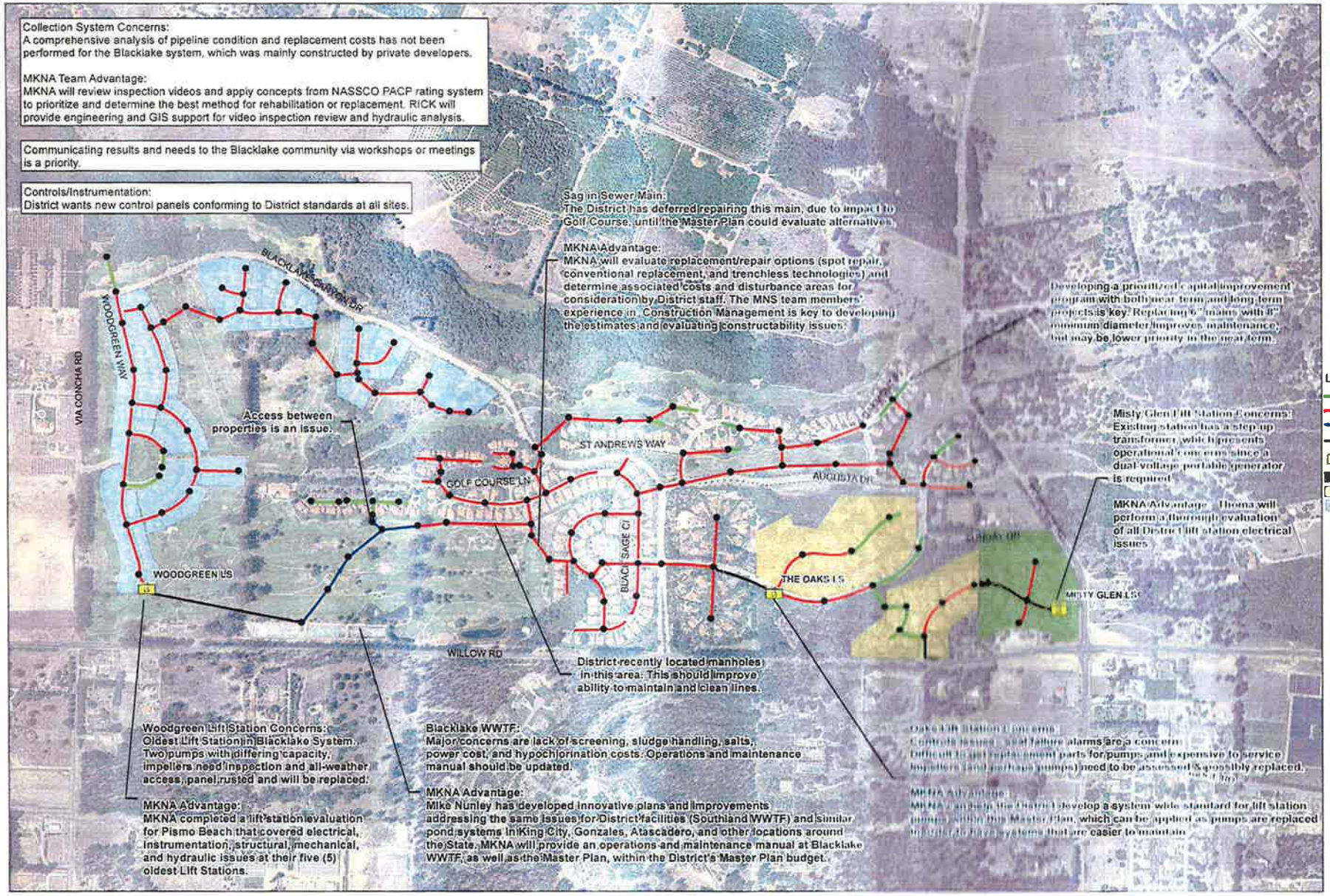
The Blacklake WWTF operates under Water Reclamation Requirements Order No. 94-14. It consists of comminuters, three (3) ponds with surface aerators, chlorine contact basin, and citric acid feed system that can be used when pH exceeds effluent limitations. The plant produces treated effluent during the week. The plant does not discharge over the weekends in order to save labor and sampling cost. It was designed to allow the operators to reduce water levels at the end of the week and then allow the plant to fill over the weekend, until operators resume discharging and effluent sampling on Monday. Plant effluent is blended with golf course water supplies to irrigate the Blacklake Golf Course. The 2011 Annual Report noted an exceedance of pH in plant effluent in August; one violation of coliform monitoring; and violations of chlorides, sodium, and total dissolved solids (TDS) limits.

In reviewing the Request for Proposal and attending meetings and site visits with District staff, the following objectives were identified for the Master Plan:

- Perform a detailed condition assessment and capacity analysis of all wastewater collection and treatment facilities.
- Develop a Capital Improvement Program (CIP) that balances the need to adequately fund capital projects, maintenance, and reserves with the need to minimize impact to ratepayers.
- Provide a comprehensive, long-term strategy to address salt violations in plant effluent.
- Develop short-term and long-term strategies for managing biosolids.
- Anticipate future regulations with proposed improvements, without proceeding with capital improvements at a pace the community cannot afford.
- Facilitate communication of Master Plan findings and objectives to the Blacklake community and through the Blacklake Management Association, which is the umbrella association over seven (7) subassociations that manage shared facilities in the Blacklake Village area.

Figure 1 summarizes specific observations and highlights of the Michael K. Nunley & Associates, Inc. (MKNA) Project Team's approach to address the District's concerns.

Figure 1. Known Issues and MKNA Solutions



PROPOSED SCOPE AMENDMENTS

The Project Team presents a detailed project scope and approach in a subsequent section and recommends the following scope amendments:

- Application of concepts from National Association of Sewer Service Companies (NASSCO) Pipeline Assessment & Certification Program (PACP) system to evaluate and rate collection system condition.
- Comprehensive salt management strategy that evaluates source water control and treatment; reduction of self-regeneration water softeners; coordination with the golf course to modify blending or delivery systems and reduce salt impact to groundwater; direct treatment of plant effluent using a variety of technologies; diversion of effluent to another recycling opportunity; and coordination with RWQCB.
- Electrical evaluation at lift stations and Blacklake WWTF by Thoma Electric.
- Optional task – Update of the existing Operation & Maintenance Manual at Blacklake, including development of SOPs for typical plant operations and incorporation of District's existing paperwork and systems.
- Complementary service – Review of grant and loan programs that could help fund some system improvements or innovative treatment strategies.
- Determination of cost-sharing for CIP between current customers and new development.
- Recommendations for standardizing equipment in District lift stations.
- Linking of the video inspection files to the wastewater GIS.

TEAM QUALIFICATIONS

The Project Team is pleased to offer the following qualifications:

- **Michael Nunley, Project Manager** who has extensive experience with District systems, related successful planning efforts, and as a result can "hit the ground running" with the master planning process.
- **Robert Lepore's GIS expertise** to fully integrate the planning effort and GIS.
- **Mark Rincon's decades of experience** in treatment plant and collection system planning efforts and expert oversight as Quality Control Reviewer.
- **Thoma Electric's experience** in both design and construction to provide a comprehensive evaluation of District electrical facilities and recommendations for improvement.

LESSONS LEARNED

"Lessons Learned" from Mike's experience on Southland WWTF Master Plan, the Water and Sewer Replacement Study, the Southland WWTF Effluent Disposal and Reuse Screening Evaluation, and other efforts:

- Prepare "community-friendly" graphics and maps to communicate planning issues and "problem areas" to the general public.
- Expect highly detailed questions from both the Board and community during workshops and Board updates.
- The Blacklake community recently became part of the larger Nipomo CSD water and sewer system, and communicating issues like the importance of maintaining adequate reserves, as well as proactively addressing Notices of Violation before further enforcement action is taken by RWQCB, will be important for explaining the rationale behind recommendations in the Master Plan.
- Operator engagement is critical to a successful planning effort – operators' observations and recommendations will be key considerations in the condition assessment and in developing the CIP.
- Documentation of model update processes, as well as SOPs for inclusion in the O&M Manual (optional task), will help the District train new staff and maintain consistency during staff transitions.

SCOPE OF SERVICES AND TIMELINE

This section provides our detailed approach and timeline for the Blacklake Sewer Master Plan project.

TASK GROUP 100 COLLECTION SYSTEM EVALUATION

Task 101 Condition Assessment and Hydraulic Analysis of Collection System

MKNA will perform a comprehensive review of pipe and manhole condition, as well as a hydraulic analysis of the collection system (utilizing the SewerCAD model) to identify deficiencies or issues.

- **CCTV Inspection Video Review**: The Project Team will link the sewer video inspection files to the current NCSD sewer GIS to review the footage and identify pipe defects or concerns. In conjunction with the video inspection reports we will create a GIS pipe layer showing the locations and extent of existing/potential pipe defects. An exhibit will be developed and used during the public workshops and also in the report to help convey the extent and severity of issues.

  MKNA will work with District staff to develop a condition assessment methodology that is similar to concepts within the NASSCO PACP rating system. The Project Team will review the District's videos in order to determine the pipeline condition, looking for sags, ponding, cracks, misaligned joints, and other visible signs of damage.

- **Hydraulic Analysis**: MKNA will use the SewerCAD model to determine hydraulic capacity of the collection system, based on the updated model with existing and future design flows (as described in Task Group 200). Exhibits will be prepared for the report that graphically indicate collection system components that are at or above their estimated capacity under existing and future flows.

Task 102 Condition Assessment and Hydraulic Analysis of Lift Stations

MKNA and Thoma Electric staff will review District lift stations and document observations regarding electrical, mechanical, control/instrumentation, process, coatings/corrosion protection, and general performance information noted by District staff. See Figure 1 for some notes on existing system issues, including lift station concerns noted by operations staff.

In addition, the Project Team will prepare system curves for each lift station; estimate pump capacities based on drawdown calculations according to wetwell size and level information provided by District staff; and provide graphical comparison of pump curves and system curves.

Task 103 Model Update

Similar to the 2012 Water Distribution System Model Update, the Project Team will use the District's sewer GIS for Blacklake to review and update the SewerCAD model; assign wastewater flows to nodes (existing and "future" assumptions); and provide documentation summarizing our process and any revisions to the SewerCAD model alternatives and scenarios.

1. **Addition and Modification of Model Elements in SewerCAD**: The Project Team will use the current NCSD sewer GIS to review the existing model geometry and identify areas that should be updated or revised. The process will include importing the GIS shapefiles into SewerCAD to allow visual comparison of both systems; and utilizing GIS layers in the NCSD ArcReader file to confirm size and location of system components requiring revision. The sewer GIS will also be used to identify record drawings that will be consulted for detailed pipe and manhole information.

2. **Development of Existing and Future Demands**: The Project Team will request that District staff provide water billing information for each Blacklake customer for the past year. We will convert the water billing records in units of hundred cubic feet (hcf) to gallons per minute (gpm); estimate the percentage of water that is converted to wastewater for these users; and assign these values to individual parcels in the Blacklake development.

The Black Lake Specific Plan identifies a maximum future residential density of 559 units for the 515 acres of the plan area.

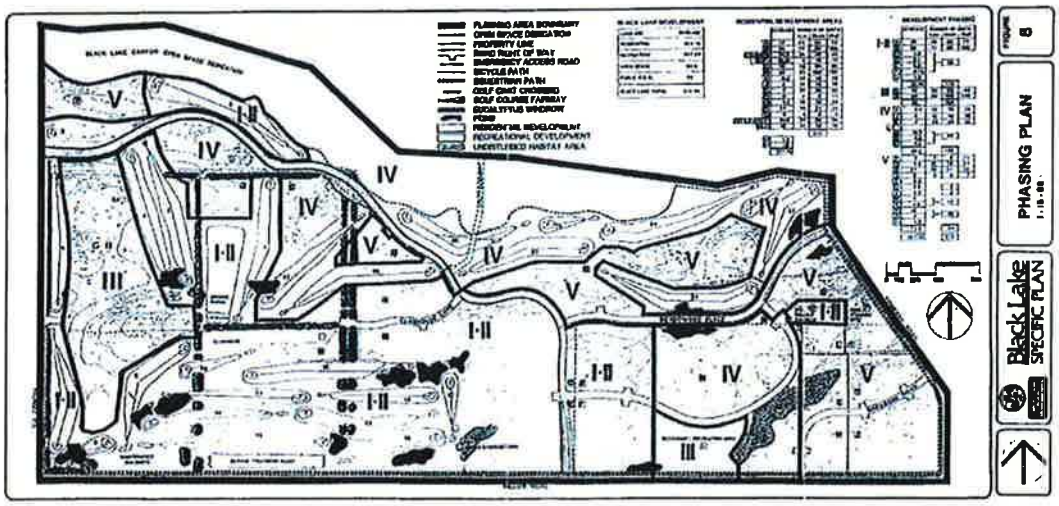


Figure 2. Phasing Plan from the Blacklake Specific Plan

MKNA will review the Black Lake Specific Plan with District staff and with County Planning staff, if appropriate, in order to develop an appropriate "future loading" scenario. In addition, future plans for a hotel will be considered based on information provided by the District and the developer, if such information is available.

3. **Assignment of Existing and Future Demands**: The Project Team will develop sewersheds for assigning demands to collection system elements. A polygon layer will identify the individual parcels that account for loading to the sewer system. Each demand polygon will be coded with the sewer model node within a proximity to the parcel grouping.

Figure 3. Screenshot of the water demand layer and exported WaterCAD model from the 2012 Model Update project recently completed by RICK and MKNA. A similar process will be followed for the Blacklake Sewer Master Plan.

The Project Team will join the estimated existing and future sewer demands to the NCSD parcel layer and process a spatial join to convey the above mentioned demand numbers to the sewershed demand polygon layer. The existing and future demand information will be imported into the model to establish baseline modeling scenarios. During this process, the Project Team will also identify, verify and correct any discrepancies between the GIS and model system layouts. This will provide an important quality control step as part of this master plan project.

TASK GROUP 200 WWTF EVALUATION

The Blacklake WWTF Master Planning Concepts Exhibit (following page) summarizes some ideas for enhancing treatment and meeting future regulatory needs. The following summarizes the scope of work for this effort.

Task 201 Treatment Plant Condition Assessment

The Project Team will perform a comprehensive evaluation of the existing WWTF capacity and condition, including structural, hydraulic and process, mechanical, electrical, instrumentation, and control systems. Key points of this assessment are described as follows:

- **Structural**: Significant spalling and cracking were observed within the chlorine contact basins and the headworks structure. Developing costs to modify and/or repair these structures, in coordination with any modifications required to accommodate new systems, will be key (Figure 4).
- **Buildings, Site, and Supporting Facilities**: The Project Team will review the existing building and ancillary facilities with operations staff and identify maintenance, repair, or possible enhancements. Site improvements such as drainage will also be addressed – for example, the District may want to redirect some of the drains around the access road back toward the treatment ponds, or provide a diversion valve to allow them to do so over weekends. This can reduce the risk of contamination of the adjacent golf course pond (Figure 5).
- **Safety**: Installing safety chains or rails on some of the retaining walls around the ponds is recommended. The Project Team will work with operations staff to identify the appropriate locations.
- **Hydraulic and process capacity**: The Project Team will develop a hydraulic profile and a spreadsheet process model to determine the hydraulic and process capacity of the existing system. The Project Team will also summarize current chemical usage (including both sodium hypochlorite and citric acid) and associated costs, as well as power costs, in order to establish a "baseline" for comparison to proposed process improvements.
- **Instrumentation**: Items that will improve operability and monitoring systems, such as replacement of the existing sample collection system with an automatic sampler, will be addressed and included in the evaluation.
- **Electrical**: Thoma Electric will guide a thorough evaluation of electrical systems, focusing on backup power, power distribution, and addressing operator concerns and observations such as the need to provide waterproof conduits and boxes around the site.
- **Sludge**: The Project Team will work with District staff to develop a sampling program to estimate quantities and concentration of sludge in the ponds. It is assumed the District will pay laboratory costs and perform the sampling. In addition, the Project Team will review and summarize sludge disposal costs from recent efforts at Southland WWTF and prior records from Blacklake WWTF, if available.

Figure 4. Cracking and spalling were observed around rail posts and tops of structure walls.

Figure 5. The Project Team will address building issues such as this roof damage that District staff is planning to repair in the near term.

Exhibit: Master Planning Concepts

Task 202 Recommendations for Improvement

The Project Team will develop near-term and future improvements for consideration by District staff. The following key areas will be addressed:

- Potential for buildout of the Blacklake planning area. The major impact to existing facilities would be construction of a hotel, which could be pursued by a developer in the future.
- Near-term sludge removal from ponds as part of planned maintenance.
- Salt removal will be addressed in a comprehensive analysis as described in Task 203.
- Microbial plant communities (including algae and others) that are increasing pH in plant effluent, resulting in high chemical costs for pH adjustment and disinfection.
- Preparation or initial planning for future regulatory trends (such as nutrient removal, biosolids disposal restrictions, and/or contaminants of emerging concern such as pharmaceuticals and personal care products).
- Replacement and repair reserves.

Near-term Sludge Removal

The Project Team will develop alternatives (including budget and schedule) for "near-term" removal and disposal of sludge from the existing ponds. These options could include:

- Pumping and hauling dilute sludge to Southland for thickening and drying.
- Pumping and hauling dilute sludge (or partially dewatered sludge) to a receiving facility.
- Extraction, dewatering, and hauling by a sludge dredging or extraction service.

Near-term Improvements and Repairs

The Project Team will develop recommendations for the following:

- New screening system and retrofit or replacement of the existing headworks structure.
- Repair and/or replacement efforts to address the plant electrical conduits and boxes.
- Backup power including a permanent generator.

Operating Costs

Some alternatives to address reduction of power, chemical, and overall operating costs that will be explored will include:

- Planning-level cost/benefit for solar panels installed on the existing building.
- Installation of diffused air system and blowers to partially or completely replace the mechanical aerators or replacement of some conventional aerators with brush-type aerators to reduce algae and microbial plant growth.
- Replacement of the existing sparger mixing system at the effluent box with a mechanical mixer to minimize volatilization of chlorine.
- "Break-even" analysis for each of the above improvements.

RECOMMENDATION

Controlling microbial plant growth (including algae) by improving mixing will help manage effluent pH and TSS, which will reduce citric acid and chlorine costs.

Future Treatment Expansion Recommendations

Based on future demands estimated in prior tasks, the Project Team will compare future flows and loading to existing plant capacity and will recommend improvements to headworks, aeration basins, long-term sludge handling/processing/disposal strategy, instrumentation/controls, and electrical systems.

The Project Team will look at two (2) alternatives: Expansion or enhancement of the existing aerated pond systems; and conversion of the system to a wave oxidation process (similar to Biolac or Bioworks). After Southland WWTF is in operation, the District will be able to assess operating parameters such as mixed liquor suspended solids (MLSS) concentrations, return-activated sludge rates, and other operating parameters to "dial in" the conceptual design of

upgrades to Blacklake, if a conversion to this system is appropriate based on the volume of future flows or the need for enhanced treatment or nutrient removal in the future.

Effluent Disposal

According to the Black Lake Specific Plan, the golf course is obligated to continue taking treatment plant effluent and no limitation is placed on that obligation. It is assumed this practice will continue, other than any changes that result from development of the salts management concepts that will be addressed in Task 203. The information regarding the golf course irrigation system (discussed later) will be used in this evaluation, particularly the capacity, typical operating patterns, and system configuration. The Project Team will review the hydraulic capacity information provided by the golf course and summarize that information in the Master Plan.

FORWARD THINKING

MKNA will provide an overview of new, pending, or future regulations that could affect the Blacklake WWTP. These include:

- Contaminants of emerging concern (CECs)
- Nutrient removal
- Use or disposal restrictions on biosolids by EPA which could cause agencies to more aggressively dewater prior to disposal, or find alternative methods to reuse biosolids

Other effluent disposal issues that will be addressed will include recommendations for future nutrient removal; filtration (if needed for compliance with future regulatory requirements) and improvements to the disinfection system (if needed due to future trihalomethane limits in plant effluent).

Task 203 Comprehensive Salt Management Analysis

The Project Team proposes an approach for developing a salt management strategy that includes the following steps:

1. Meet with Blacklake Golf Course management and operations staff to discuss the following:
   - Details regarding their irrigation system, including the water quality of the irrigation supply.
   - How and where the water is blended with Blacklake WWTF effluent.
   - How the blending operation is managed.
   - Condition/lining of the storage pond.
   - Opportunities or strategies to show RWQCB that the water quality in Blacklake WWTF effluent does not impair any beneficial uses.

   Page VI-4 of the Black Lake Specific Plan (amended April 28, 1998) states that "If it becomes necessary in the future, the service agency, golf course owner, and the Black Lake Management Association will assume the responsibility for further upgraded treatment, testing, and/or blending of the effluent in order to ensure that the effluent is acceptable for golf course irrigation." This statement reinforces the importance of NCSD, the golf course owner, and the Management Association partnering to address wastewater concerns.
2. Review prior Salts Minimization Study for Blacklake WWTF and update the proposed strategy. This would include an update of the proposed impact from the Supplemental Water Project assuming that a phased project (600-1100 AFY) is initially constructed, followed by implementation of the full 3000 AFY project.
3. Meet with RWQCB to discuss modifications to the existing Reclamation WDR Orders, focused on developing a strategy to revise or remove salts limits. The Project Team proposes discussing the following options with RWQCB staff:
   - Provide evidence that the plant effluent does not impair beneficial uses at the Blacklake Golf Course.
   - Offer operational improvements at the golf course (developed in partnership with Golf Course owner/ manager) that could reduce infiltration of treated effluent or address other concerns expressed by RWQCB staff.
   - Look at additional or different reclamation opportunities around the Blacklake WWTF to see if a different recycling location could provide opportunities for modifying the salts limitations.
   - Develop planning-level cost opinions for salts removal (chemical softening and/or reverse osmosis) at some or all District wellheads. In the future, it is assumed Blacklake Wells 3 and 4 would have the greatest

influence on salts concentration within the Blacklake community due to their proximity and the current distribution system configuration, although it is our understanding that piping improvements are being implemented to better integrate these wells into the larger "Town" distribution system. This would be based on typical costs/gal for reverse osmosis treatment systems coupled with an analysis of brine disposal options, based on review of existing studies (2008 NCSD Desalination Work Plan and South County Regional Desalination Study) in addition to a discussion about utilization of the nearest existing ocean outfalls (Nipomo Refinery and South SLO County Sanitation District WWTF).

» Develop planning level cost opinions for enhanced treatment (including reverse osmosis, chemical softening, and "membrane softening") of plant effluent.

The advantages of a regional brine disposal strategy will also be briefly discussed, in light of concepts being considered by the Supplemental Water Alternatives Evaluation Committee and various planning efforts underway around South San Luis Obispo County.

TASK GROUP 300 STAFFING AND CAPITAL IMPROVEMENTS

Task 301 Staffing Evaluation

MKNA will review industry standards, collection system and treatment system certification requirements, and discuss operating goals with District staff in order to assess staffing requirements.

A list of typical operation and maintenance tasks will be prepared, along with the estimated amount of time to perform each task, in order to determine total labor required to perform routine maintenance and operations. In addition, MKNA will contact agencies around the Central Coast with similar existing (and proposed) treatment and collection systems in order to compare current staffing levels and classifications to peers.

Task 302 Capital Improvement Program and Projection of Future Operating Costs

MKNA will summarize the analyses and recommendations described earlier, based on District input, and develop a Capital Improvement Program (CIP) for both the collection and treatment systems with projects prioritized according to interim, near-term, intermediate-term, and future needs. The CIP will include the percentage of cost for these improvements that should be paid by new development, in order to facilitate a future rate study by the District.

» **Repair and Replacement Reserves** – Based on the analysis provided, and discussion with District staff, MKNA will develop recommendations for adequate "repair and replacement reserves", in order to allow the District to collect adequate funds for routine system maintenance, replacement, and upkeep.

» **Recommendations for Standardizing District Lift Stations** – MKNA will work with District operations and engineering staff to establish equipment standards (including valves, pumps, and controls) for District lift stations. This will allow the District to move toward a District-wide standard as pumps, valves, and other equipment are routinely replaced in the future.

Task 303 Grant and Loan Research

As a complementary service, MKNA will review current grant and loans that could be available to apply toward these recommendations and provide a brief summary in the Master Plan.

TASK GROUP 400 DRAFT AND FINAL MASTER PLAN

The Project Team will prepare a Draft Technical Memorandum (5 hard copies and PDF) summarizing the analyses presented earlier through Task 302. Upon receiving comments from District staff, a Final Technical Memorandum (5 hard copies and PDF) will be prepared and submitted.

An administrative draft Master Plan (5 hard copies and PDF) incorporating all the work described earlier will be prepared and submitted for District staff review. District comments will be incorporated in the Draft Final Master Plan and 20 copies and PDF will be submitted to the District.

Upon receiving final comments on the Draft Master Plan, the Project Team will submit 20 hard copies and a PDF of the Final Master Plan.

TASK GROUP 500 OPERATION AND MAINTENANCE MANUAL (OPTIONAL TASK)

MKNA proposes incorporating the District's current Standard Operating Procedures for laboratory analysis, as well as the written operating procedures for startup of the Blacklake WWTF, into an Operations & Maintenance Manual for the WWTF. MKNA has been working with the City of Santa Maria on a similar effort. The development of the manual would include a kick-off meeting; two (2) operators forums to review and discuss SOPs for normal and alternative operating scenarios; completion of a draft manual for review by District staff; and completion of the draft manual along with delivery of the relevant AutoCAD and MS Word files for use by District staff in regularly updating and appending the manual.

TASK GROUP 600 MEETINGS AND WORKSHOPS

The Project Team will perform field visits and meetings with operations staff as needed to collect information. In addition, the following formal meetings and workshops are anticipated:

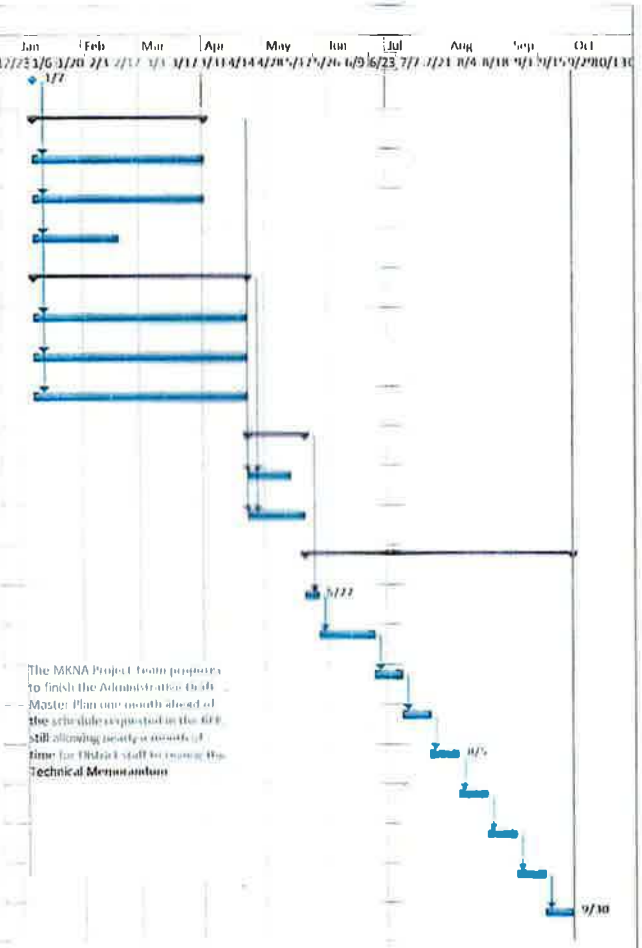
- Kick-off meeting
- Monthly progress meeting with District staff
- Two (2) public meetings with the Blacklake community
- Two (2) operators' forums to discuss observations and present alternatives for input
- Six (6) Board meetings to report progress, including a written staff report and update of the project schedule as well as one Board presentation to present the Draft Master Plan
- Three (3) Committee meetings

TIMELINE

The following page provides the proposed timeline for the Blacklake Sewer Master Plan project.

Michael K. Nunley & Associates

ID	Task Mode	Task Name	Duration	Start	Finish
1		Notice to Proceed (Assumed)	1 day	Mon 1/7/13	Mon 1/7/13
2		**Task Group 100 - Collection System Evaluation**	**60 days**	**Tue 1/8/13**	**Mon 4/1/13**
3		101 - Condition Assessment and Hydraulic Analysis of Collection System	60 days	Tue 1/8/13	Mon 4/1/13
4		102 - Condition Assessment and Hydraulic Analysis of Lift Stations	60 days	Tue 1/8/13	Mon 4/1/13
5		103 - Model Update	30 days	Tue 1/8/13	Mon 2/18/13
6		**Task Group 200 - WWTF Evaluation**	**75 days**	**Tue 1/8/13**	**Mon 4/22/13**
7		201 - Treatment Plant Condition Assessment	75 days	Tue 1/8/13	Mon 4/22/13
8		202 - Recommendations for Improvement	75 days	Tue 1/8/13	Mon 4/22/13
9		203 - Comprehensive Salt Management Analysis	75 days	Tue 1/8/13	Mon 4/22/13
10		**Task Group 300 - Staffing and Capital Improvements**	**20 days**	**Tue 4/23/13**	**Mon 5/20/13**
11		301 - Staffing evaluation	15 days	Tue 4/23/13	Mon 5/13/13
12		302 - CIP and Operating costs	20 days	Tue 4/23/13	Mon 5/20/13
13		**Task Group 400 - Draft and Final Master Plan**	**95 days**	**Tue 5/21/13**	**Mon 9/30/13**
14		Draft Technical Memorandum	5 days	Tue 5/21/13	Mon 5/27/13
15		District Review	20 days	Tue 5/28/13	Mon 6/24/13
16		Final Technical Memorandum	10 days	Tue 6/25/13	Mon 7/8/13
17		District Review	10 days	Tue 7/9/13	Mon 7/22/13
18		Administration Draft Master Plan	10 days	Tue 7/23/13	Mon 8/5/13
19		District Review	10 days	Tue 8/6/13	Mon 8/19/13
20		Draft Master Plan	10 days	Tue 8/20/13	Mon 9/2/13
21		District Review/Public Presentation of Results	10 days	Tue 9/3/13	Mon 9/16/13
22		Final Master Plan	10 days	Tue 9/17/13	Mon 9/30/13



The MKNA Project Team proposes to finish the Administrative Draft Master Plan one month ahead of the schedule requested in the RFP, still allowing nearly a month of time for District staff to review the Technical Memorandum

Project: Blacklake Sewer Master Plan Schedule
Date: Fri 12/14/12

Task		External Tasks		Manual Task	
Split		External Milestone		Duration-only	
Milestone		Inactive Task		Manual Summary Rollup	
Summary		Inactive Milestone		Manual Summary	
Project Summary		Inactive Summary		Start-only	

PERSONNEL

PROJECT MANAGER QUALIFICATIONS

Michael K. Nunley, PE – Project Manager, Lift Station Evaluation, and WWTF Evaluation

Mr. Nunley has over 17 years of experience guiding master plan efforts for wastewater collection, treatment, and reuse systems, including systems ranging from 40,000 gallons per day to over 40 million gallons per day.

Mike, a former Regional Wastewater Treatment Practice Leader for a Fortune 500 consulting engineering rirm, was responsible for developing and guiding wastewater planning, design, and construction projects in California, Hawaii, Oregon, Washington, and Nevada.

MICHAEL K. NUNLEY, PE

- M.S. Civil & Environmental Engineering, UC Berkeley, Berkeley, CA
- B.S. Civil & Environmental Engineering, Virginia Tech, Blacksburg, VA
- Professional Civil Engineer, CA No. 61801

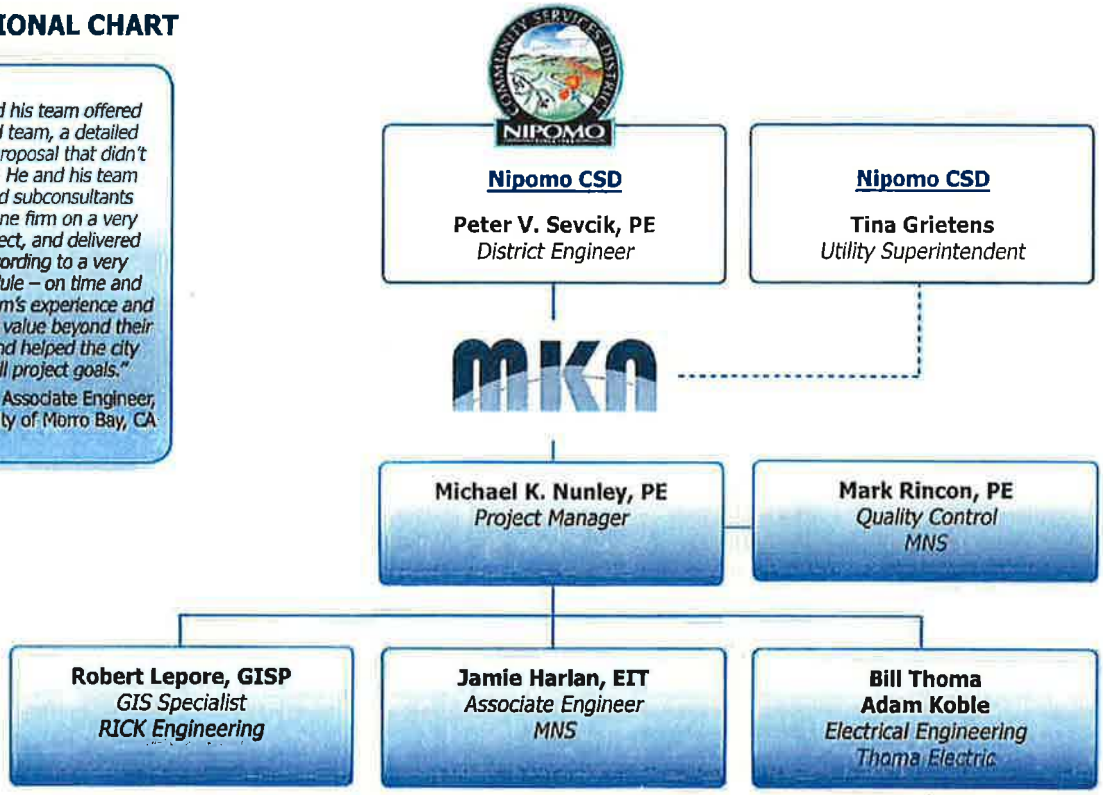
Representative Project Experience:

- City of Atascadero WWTF Audit
- City of Atascadero Headworks Design
- Southland WWTF Master Plan, Nipomo CSD
- Draft Wastewater Collection and Treatment Master Plan, King City, CA
- Wastewater System Conceptual Master Plan, City of Gonzales, CA
- Water and Sewer Replacement Cost Study, Nipomo CSD
- Sewer Master Plan, Wastewater Treatment Plant Audit, and Recycled Water Study Update, City of Paso Robles, CA
- 2002 Sewer Master Plan, City of Arroyo Grande, CA

ORGANIZATIONAL CHART

"Mike Nunley and his team offered a highly qualified team, a detailed scope, and cost proposal that didn't bust the budget. He and his team of specialists and subconsultants functioned like one firm on a very complicated project, and delivered each phase according to a very aggressive schedule – on time and on budget. His team's experience and enthusiasm added value beyond their specific scope, and helped the city meet our overall project goals."

-Barry Rands, Associate Engineer, City of Morro Bay, CA



KEY STAFF QUALIFICATIONS

Robert Lepore, GISP – GIS Specialist, GIS and Hydraulic Model Development

ROBERT LEPORE, GISP

- B.S. Environmental Engineering, Wentworth Institute of Technology, Boston, MA
- Certified Geographic Information System Professional (GISP), No. 60205
- Member of San Luis Obispo Regional GIS Collaborative (SLORGC)

Mr. Lepore has over 14 years of experience in the design and implementation of GIS projects for public and private sector clients with a focus on infrastructure systems. Robert is involved in every aspect of a GIS project, from initial project concept, database design, data development and conversion, hydraulic model development and demand allocation, integration of sewer video inspections and digital facility information to GIS database, and final project delivery and training to clients. He has provided GIS services to clients in San Luis Obispo, Monterey, San Benito and Kern Counties.

- **Role**: Mr. Lepore will serve as the GIS Specialist responsible for GIS support, model demand allocation, and review/integration of video inspection information for this project.

Representative Project Experience:

- Nipomo Community Services District Water and Sewer GIS Development
- Port San Luis Harbor District Water and Sewer GIS Development
- Sunnyslope County Water District Sewer GIS Development
- City of Hollister Sanitary Sewer Collection System Master Plan GIS and Hydraulic Model Development
- Seaside County Sanitation District GIS and Hydraulic Model Development
- City of Taft Sewer GIS Development
- Avila Beach Community Services District Water and Sewer GIS Development
- Lopez Recreation Area SSMP and Sewer GIS Development
- South San Luis Obispo County Trunk Sewer GIS Development

Mark Rincón, PE – Quality Control

MARK RINCON, PE

- B.S. Civil Engineering, UC Berkeley, Berkeley, CA
- Professional Civil Engineer, CA No. 41073

Mr. Rincón has over 30 years of experience in the water/wastewater infrastructure field specializing in management of total project delivery, including planning, design, construction, start up, and operations. Mark has extensive experience in infrastructure rehabilitation and capital improvement programs, including various construction delivery methods. Prior to joining MNS, Mark was a Principal Engineer for URS responsible for a range of projects in water, wastewater, stormwater, groundwater studies, designs, tender packages, and construction management. He ran design teams that were presented with challenging technical issues to deliver results within allocated time constraints, financial commitments and numerous construction issues. He has served markets including Australia, the South East Atlantic (US) region, Southern California, Latin America, Australia, and the San Francisco Bay Area.

- **Role**: Mr. Rincon will serve as the Quality Control engineer responsible for the overall quality of this project.

Representative Project Experience:

- City of Arcadia CA Sewer Master Plan
- City of Buellton WWTP Headworks Improvement Design
- EBMUD Wastewater Treatment Influent Channel Improvement Design
- EBMUD Sludge Dewatering Building Structural Improvements Design Sunset Beach NC Sanitary Sewer Collection System Design
- Orange County Sanitation District CA Sewer Collection System Improvements Designs
- Orange County Sanitation District CA Wastewater Treatment Plant Improvements Designs

Jamie Harlan, EIT – Associate Engineer

JAMIE HARLAN, EIT

- B.S. Civil & Environmental Engineering, UC Los Angeles, Los Angeles, CA

Ms. Harlan is a capable hydraulic modeling and wastewater engineer with skill in developing planning studies, construction plan sets, and project specifications. Jamie offers excellent skills in SewerCAD, AutoCAD, Microsoft Office Suite, and various photo software programs.

- **Role**: Ms. Harlan will serve as the Associate Engineer responsible for supporting the master plan updates.

Representative Project Experience:

- WWTF Headworks Project, City of Buellton
- El Estero Wastewater Treatment Plan Document Management, City of Santa Barbara
- Engineering Assessment and Preliminary Design for El Estero Wastewater Treatment Tertiary Filtration Facility, City of Santa Barbara
- Twitchell Dam Emergency Downstream Channel Flow Restoration, Santa Maria Valley Water Conservation District

Bill Thoma, PE – Electrical Engineer

BILL THOMA, PE

- B.S. Electrical Engineering, California Polytechnic State University, San Luis Obispo

The Electrical Engineering Division of Thoma Electric, Inc. of which Mr. Thoma is President, is unique in the ability to maintain a close affiliation to the construction community due to the association with its sister Construction Division founded in 1961. As the Principal-in-Charge of the Electrical Engineering Division of Thoma Electric, Inc., Mr. Thoma is responsible for overseeing an Engineering Division of eleven persons and a Construction Division of twenty nine persons. Mr. Thoma conducts electrical field studies, overall building evaluations and project feasibility reports. He has experience in all aspects of electrical construction; education projects at all levels, government, health care, commercial, industrial, institutional, residential, utility, public safety and historical renovation.

- **Role**: Mr. Thoma will provide electrical engineering and consulting services.

Representative Project Experience:

- Edna Valley Ranch Pump Station
- Fiero Lane Water/Sewer Plant
- Heritage Ranch Community Services District Pump Station and Lift Station(s) Numbers 6, 7, 8, and 9

Adam Koble, PE – Electrical Engineer

ADAM KOBLE, PE

- B.S. Electrical Engineering, California Polytechnic State University, San Luis Obispo
- Factory Training with PLC Equipment (TESCO, A-B, SCADApack, Modicon)
- Factory Training with Cummins and Generac Mission-Critical Standby Power Systems

Project management role responsible for developing electrical construction documents from schematic design phase through completed construction. Perform system planning, design and analysis for power, lighting, communications, and fire alarm systems. Attend meetings and collaborate with project design team members and internal staff to develop complete construction documents. Perform construction administration tasks including response to questions during construction, field visits and site observation, and project closeout. Assist with project proposals and estimated cost of construction requests.

- **Role**: Mr. Koble will provide electrical engineering and consulting services.

Representative Project Experience:

- Pismo Heights Booster Station
- Salinas Dam-Santa Margarita Booster Station Service Upgrade and Booster Station Improvements
- Laguna Wastewater Treatment Plant New Clearwater Structure
- Morro Bay Lift Station(s) Number 2 and Number 3

EXPERIENCE

MKNA formed recently, as described earlier. The following projects listed are a representative sample of Mr. Nunley's experience with prior firms. Additional examples are provided on his resume in the Appendix. Client references for MKNA are provided in the References section of the Proposal.

Evaluation of Honouliuli Wastewater Treatment Facility - City/County of Honolulu, Honolulu, HI

Task Manager. Responsibilities included: Analysis, recommendations, and conceptual plan for treatment plant upgrades for the 40-MGD (130-MGD wet weather flows) wastewater treatment facility as part of the Honouliuli Wastewater Facilities Evaluation, which was performed to address an order from USEPA to evaluate options for discontinuing discharge of primary-treated effluent to the Pacific Ocean.

Relevance to District:

- Developed capital improvement program through build-out of the sewershed.
- Provided basis for subsequent rate/fee analysis.
- Led workshops with operations and engineering staff to address current plant operating challenges.
- Energy usage and energy recovery were critical elements due to cost of power in Honolulu (over $0.30/kWh).
- Sludge management concerns resulted in development of an island-wide biosolids management plan. Technical approach for the innovative biosolids plan was developed by Mr. Nunley.

Southland WWTF Master Plan and Phase I - Nipomo CSD, Nipomo, CA

Project Manager. Responsibilities included: Master plan and design for upgrading existing 0.9 MGD wastewater treatment pond system to extended aeration activated sludge (EAAS), including planning for a future Title 22 compliant water reclamation program. Project is currently in construction. Parallel planning efforts included a Water and Sewer Replacement Study, for which Mr. Nunley served as Principal-in-Charge and Quality Control Reviewer.

Relevance to District:

- Developed capital improvement program through build-out of the District's service area.
- Provided basis for subsequent rate/fee analysis.
- Coordinated closely with District operations staff through focused operators' workshops.
- Analysis of existing treatment system and recommendations for improvements to sludge handling and aeration systems while maximizing use of existing ponds/basins.
- Included major system trunk main along Frontage Road and influent lift station.
- Performed companion study which evaluated water reuse opportunities around the Nipomo Mesa, including treatment and distribution costs for various levels of water quality.

Wastewater System Conceptual Plan - City of Gonzales, CA

Project Manager. Conceptual plan for improvements to City wastewater collection and treatment pond system to accommodate increase of capacity from 1.3 MGD to over 5 MGD. Included planning for plant upgrades to produce Title 22 compliant water in the future.

Relevance to District:

- Developed capital improvement plan for major wastewater projects.
- Analyzed treatment options for wastewater reuse and recycling.
- Project includes rate/fee analysis by a subconsultant (ongoing).

MKNA Project Experience, continued

Sewer Master Plan, Recycled Water Study Update, and Wastewater Treatment Plant Audit

City of Paso Robles, CA

Program Manager. As Program Manager for the Adaptive Integrated Water Resources Plan, Mr. Nunley directed development of the Sewer System Master Plan focusing on the Citywide collection system including development of a new GIS system, collection system model, and lift station analysis. Program also included a recycled water study to evaluate treatment, storage, and conveyance requirements to recharge groundwater or directly serve recycled water customers. In addition, Mr. Nunley managed development of the City's Wastewater Treatment Plant Audit, including a detailed evaluation of all plant systems.

Relevance to District:

- Guided development of new GIS system.
- Included modeling and master planning of entire collection system.
- Capital improvement program was developed for each Plan.

RICK PROJECT EXPERIENCE

Water, Sewer Land Base GIS Implementation - Nipomo CSD, CA

Project Manager. On-call GIS service provider to the District for the past four years to complete annual updates and enhance the District's water, sewer and parcel GIS databases. Projects have included water and sewer atlas updates, water and sewer flow demand allocation to update hydraulic models, cartographic mapping, integration of operations and maintenance information and guidance on GIS software purchases.

Relevance to District:

- In-depth understanding of the District's Blacklake wastewater collections system GIS.
- Coordination and support for integration of recent Blacklake video inspection project with wastewater GIS.

Sanitary Sewer Collection System Master Plan - City of Hollister, CA

GIS Task Leader. Led the creation and quality control for the development of a wastewater collection GIS, which was utilized for hydraulic modeling to identify existing and future pipe deficiencies throughout the system. Created GIS sewersheds to estimate existing demands, future demands and comparison to field collected flow meter measurements. The GIS will be utilized by operations staff to manage future operations and maintenance tasks of the collection system and management of scanned as-built plans and video inspections videos. The District's wastewater, collection system consists of 4 lift stations, over 1,800 manholes and 90 miles of pipe.

Relevance to District:

- Developed a new wastewater GIS for the client.
- Included modeling and master planning of entire collection system.
- Integration of operations and maintenance information.
- Provided on-site GIS software installation and training for the client.

RICK Project Experience, continued

Seaside County Sanitation District Sewer Master Plan - City of Seaside, CA

GIS Task Leader. Led the creation and quality control for the development of a wastewater collection GIS, which was utilized for hydraulic modeling to identify existing and future pipe deficiencies throughout the system. Created GIS sewersheds to estimate existing demands, future demands and comparison to field collected flow meter measurements. The GIS will be utilized by operations staff to manage future operations and maintenance tasks of the collection system and management of scanned as-built plans and video inspections videos. The District's wastewater collection system consists of 4 lift stations, 930 manholes, 475 cleanouts and 70 miles of pipe.

Relevance to District:

- Developed a new wastewater GIS for the client.
- Included modeling and master planning of entire collection system.
- Integration of operations and maintenance information.
- Provided on-site GIS software installation and training for the client.

MNS PROJECT EXPERIENCE

Los Olivos Water Quality/Wastewater Management Plan - County of Santa Barbara

This project involved the development of a Management Plan for improvement of ground water quality in an urbanized area designated as a "special problem area". The goal was to describe a plan for eventual septic to sewer conversion for the area. Project elements included: data collection; development of GIS tools; development of alternatives and strategies; public workshops; and final report preparation.

MNS provided: All elements of the management plan including alternatives analysis for wastewater collection and treatment; water quality model; agency coordination and public outreach; cost estimates including operations and maintenance, and life-cycle costs.

Relevance to District:

- Guided development of new GIS.
- Included modeling and master planning of entire collection system.
- Developed WWTP concept improvement options and costs.

Wastewater Treatment Plant Document Management - City of Santa Barbara

The award winning wastewater treatment plant has undergone many upgrades and improvements, including the addition of extensive reclaimed water storage, pumping and conveyance components. MNS has organized, scanned, catalogued and placed these documents into a searchable database for ease of retrieval and access.

MNS provided: Experienced Staff to catalogue drawings, input keywords and integrate every aspect of this effort, including testing of the database, delivery and some training on the use of the database.

Relevance to District:

- Existing system research and documentation.
- WWTP documentation development and cataloguing.
- Agency interfacing and assistance with project development and management.

MNS Project Experience, continued

Oak Shores Community Sewerage Risk Analysis - County of San Luis Obispo

The interceptor wastewater mains in this community are under water in Nacimiento Lake most of the year, creating a high risk system from a failure and spill perspective. MNS assisted the County in establishing a plan to reduce and manage the risk of a failure.

MNS provided: Survey, a detailed assessment, list of options, and improvement and operational recommendations to reduce risk of failure.

Relevance to District:

- Master planning of capital improvements for collection system.
- Conducted a detailed risk assessment and made recommendations to reduce risk of failure of collection system.
- Detailed field investigation, measurement, assessment, and analysis.

Buellton Wastewater Treatment Plant Headworks Facilities Project - City of Buellton

MNS performed a study of alternatives and design for the City of Buellton for the upgrade of the existing headworks facilities. The new Headworks project provides a continuous removal bar screen, replacing the inefficient channel grinder. The screen also includes a washer and compactor to reduce odor potential as well as reduce volume of screenings for disposal.

MNS provided: Pre-design study, engineering designs for the existing headworks facilities.

Relevance to District:

- Assessment of a functioning WWTP.
- Improved hydraulic capacities with modifications to headworks.
- Reduction in energy usage and improvement in protection of downstream aeration system.
- MKNA has been working as a technical advisor to MNS.

THOMA PROJECT EXPERIENCE

Hope School District - Santa Barbara, CA

Project included a site visit/evaluation and energy audit at (3) elementary school campuses at the Hope School District in Santa Barbara. This was a design/build project for Thoma Electric which ultimately installed a total of (936) photovoltaic panels on various carport/shade structures for a total of 234 KW between the (3) sites.

Niner Winery and Wastewater Treatment Plant - Paso Robles, CA

New winery project in Paso Robles that consisted of (3) components; main production winery, small boutique/ demonstration winery and tasting/hospitality building which totaled approximately 91,000 sq. ft. The project also included energy efficient lighting/controls, emergency generation/distribution system, motor control centers and connection to refrigeration equipment and connections to waste water treatment equipment. Project was LEED Silver Certified.

REFERENCES

MIKE NUNLEY, PE, PROJECT MANAGER - MICHAEL K. NUNLEY & ASSOCIATES

Mr. Nunley can provide other references from his work with prior firms upon request. These references can speak to their experience with MKNA since its formation in June 2012.

Shannon Sweeney, Water Resources Manager - City of Santa Maria

2065 East Main Street, Santa Maria, CA 93458 | 805.925.0951 x7416 | ssweeney@ci.santa-maria.ca.us

Projects: Pine Street Sewer Repair/Replacement Study and 2012 WWTP Operation & Maintenance Manual Update

Barry Rands, PE, LEED AP, Public Services Department - City of Morro Bay

955 Shasta Avenue, Morro Bay, CA 93442 | 805.772.6215 | brands@morro-bay.ca.us

Project: Design/Project Management of 2012 Water Treatment Plan Improvements

Carlos Lopez, Public Works Director - City of Gonzales

147 Fourth Street, Gonzales, CA 93926 | 831.675.5000 | clopez@ci.gonzales.ca.us

Project: 2012 Wastewater System Expansion Study (subconsultant to Mark Thomas & Co.)

RICK ENGINEERING COMPANY

Kenneth Girouard, RECE 34704, District Engineer - Sunnyslope County Water District

3570 Airline Highway, Hollister, CA 95023 | 831.637.4670 | ken@sscwd.org

Project: Wastewater Collection System GIS Development Project

Loch A. Dreizler, Facilities Manager - Port San Luis Harbor District

3950 Avila Beach Drive, P.O. Box 249, Avila Beach, CA 93424 | 805.595.5431 | lochd@portsanluis.com

Project: Water Distribution, Wastewater Collection, and Fire System GIS Development Project

MNS ENGINEERS, INC.

Rose Hess, PE, Director of Public Works - City of Buellton

107 West Highway 246, Buellton, CA 93427 | 805.688.5177 | roseh@cityofbuellton.com

Projects: Buellton Wastewater Treatment Plant Headworks Facilities Project; Buellton Wastewater Treatment Plant Dewatering Facility; and Five Year Sewer Rate Studies; Sewer System Mapping and Modeling

Christopher Toth, Wastewater System Manager - City of Santa Barbara

630 Garden Street, Santa Barbara, CA 93102 | 805.564.5377 | ctoth@santabarbara.gov

Projects: On-Call Engineering Services for Wastewater Improvements Projects and Wastewater Treatment Plant Document Management

THOMA ELECTRIC

Tom Maino, Owner - Maino Construction

P.O. Box 1347, San Luis Obispo, CA | 805.543.7411

Project: Hope School District Energy Assessment of Three School Campuses and New Photovoltaic Systems at Each Site

Steve Pults, Owner - Pults and Associates

3450 Broad Street, Suite 106, San Luis Obispo, CA 93401 | 805.541.5604

Project: Niner Winery and Wastewater Treatment Plant

Resume for Michael K. Nunley, PE

Education

MS, Civil and Environmental Engineering, University of California at Berkeley, 2002
BS, Civil Engineering, Virginia Polytechnic Institute & State University, 1995

Licenses/Registrations

PE/2001/CA, Registration No: 61801 (Civil)

Professional Associations

California Water Environment Association
Water Environment Federation
American Consulting Engineers Council
Environment and Water Resources Institute
American Society of Civil Engineers
American Public Works Association

Relevant Project Experience

Southland Wastewater Treatment Phase I Facility Design, Nipomo Community Services District, Nipomo, California. Served as project manager for design of a 0.9-MGD extended aeration treatment facility including new headworks, screening, grit removal, blower/control building, gravity belt thickener, aeration system, secondary clarifiers, process water pumping and distribution, and supporting facilities. Mr. Nunley also directed the completion of a Report of Waste Discharge and provided support during preparation of the Environmental Impact Report for the project.

Southland Wastewater Treatment Facility Master Plan, Nipomo Community Services District, Nipomo, California. Served as project manager for master plan to address current and future needs at a 0.9-mgd aerated pond system, which currently discharges into on-site percolation ponds. The project included review of historical plant performance; projection of future demands through 2030; analysis of current and future process capacity (treatment plant and approximately one mile of upstream trunk sewer); identification of future water quality goals (for groundwater reclamation, irrigation usage, and continued on-site discharge); and development of a detailed capital improvements program with implementation schedule and project cost opinions.

Adaptive Integrated Water Resources Plan, City of El Paso de Robles, California. Served as program manager for the development of comprehensive list of capital improvement projects to manage the city's water, wastewater, and reclaimed water through 2026. Program components included a recycled water study update, water master plan, sewer master plan, pretreatment program report, and water source evaluation. Work included evaluation of

treatment alternatives to treat Nacimiento water and city groundwater for potable use. Water treatment technologies evaluated included desalination, conventional treatment, and microfiltration. AECOM evaluated opportunities for groundwater recharge, reclamation for irrigation usage, and continuance of current discharge practices.

Recycled Water Master Plan, City of Paso Robles, California. Served as technical advisor for master planning effort including evaluation of groundwater recharge and direct reuse opportunities; development of transmission, storage, and pumping systems; and analysis of percolation capacity at multiple sites.

Honouliuli Wastewater Treatment Facility Evaluation, City and County of Honolulu, HI. Served as task manager to evaluate treatment plant upgrades for the 40-MGD (130-MGD wet weather flows) wastewater treatment facility as part of the Honouliuli Wastewater Facilities Evaluation, which was performed to address an order from USEPA to evaluate options for discontinuing discharge of primary-treated effluent to the Pacific Ocean.

Wastewater Master Plan, King City, California. Served as principal-in-charge for preparation of a comprehensive master plan for the city's wastewater collection system and wastewater treatment plant facility. The project included an analysis of the individual wastewater treatment plant pond performance, monitoring of water quality at the plant, SewerCAD modeling of the collection system, development of demand loading rates and project sewage flows, and preparation of a comprehensive capital improvements program to meet the anticipated growth in and around the city.

Sewer Master Plan, City of Arroyo Grande, California (2001). Served as project engineer to perform analysis of flow meter data from gravity sewers, force mains, and perform lift station capacity analysis (pumps and wetwell). Developed recommendations and estimates for sewer system improvements.

Sewer Master Plan and Lift Station Analysis, Town of Wytheville, Virginia. Served as project engineer to install and calibrate flow meters, interpret data, developed infiltration and inflow estimates, and determine design flows and peaking factors.

Sewer Master Plan and Hydraulic Model, Town of Blacksburg, Virginia. Served as project engineer to perform analysis of flow meter data, developed infiltration and inflow estimates, and determin design flows and peaking factors.

Capacity Assessment, County Service Area 7A, Oak Shores Community at Lake Nacimiento, California. Served as project engineer to evaluate the capacity of the receiving sewer, lift stations, and wastewater treatment/disposal facilities to receive wastewater from a proposed 345-home development.

Oak Shores Wastewater Treatment Facility Improvements, County Service Area 7A, San Luis Obispo County, California. Served as project manager to author a preliminary engineering memorandum summarizing design flows and recommendations for new headworks (including screw-type screen and screenings compaction equipment), extended aeration system, new blower building, and aerated sludge holding lagoons. The new facility will treat 194,000 gallons per day of maximum month flow and will be expandable to 280,000 gpd. The existing plant was rated for 100,000 gallons per day (maximum month flow) and consisted of aerated lagoons, a stabilization pond, and discharge to sprayfields.

Robert A Lepore, GISP

RICK ENGINEERING COMPANY

Project Assignment
GIS Specialist

Education
Bachelor of Science in Environmental Engineering
Wentworth Institute of Technology, Boston, MA
2001

Years of Experience
14

Registration
Certified Geographic Information System Professional (GISP) #60205

State of California Water Treatment Operator Grade T2, #30640

State of California Water Distribution Operator, Grade D2 #35223

Professional Affiliations
San Luis Obispo GIS Users Group

San Luis Obispo Regional GIS Collaborative (SLORGC)

GIS Certification Institute (GISCI) Applicant Review Committee

Central Californian Urban and Regional Information System Association (URISA)

Robert is a Geographic Information System Professional (GISP) certified by the GIS Certification Institute (GISCI). This certification confirms that he meets the technical, professional, and ethical standards to practice as a GISP.

He has over fourteen years of experience with the design and implementation of GIS projects for public and private sector clients. In Rob's prior position with another firm, he managed and implemented the completion of over 70 GIS projects totaling over $550,000 worth of GIS services provided to clients on California's Central Coast. He is involved in every aspect of a GIS project, from initial project concept and project management, to database design of required datasets, field work to collect location and digital facility information, data capture and automation, and final project delivery to Clients. He is also experienced with data migration and integration from other spatial and non-spatial data formats, map cartography and production, and onsite GIS software installation and training. Rob is proficient in the use of ArcGIS 10, AutoCAD Civil 3D and Map 2012, MWH Soft InfoSWMM 8.5, and Bentley WaterCAD 8.

Rob also has five years of experience in the engineering field with a concentrated focus on pipeline design. His experience with utility research/coordination, field review of pipeline projects, and expertise with the latest design software allows him to streamline the design process to meet project deadlines.

- **GIS Implementation Services, Nipomo Community Services District, Nipomo, CA:** Currently serving as the District's GIS data service provider. Services include quarterly data updates for the District's land base, water distribution, and wastewater collection geodatabases. We have also provided GIS implementation services for the production of updated water distribution and wastewater collection atlas books; onsite software installation and training staff on use of ESRI ArcReader; and cartographic mapping services.

- **Sewer Master Plan, Seaside County Sanitation District, Monterey, CA:** Developed a sewer GIS for the SCSD, which was utilized for trunk sewer modeling to identify existing and future sewer pipe deficiencies throughout the trunk sewer system. The GIS will also be utilized by operations staff to manage the future operation and maintenance of the sewer collection system, which consists of 4 lift stations, 930 manholes, 475 cleanouts, and 70 miles of sewer pipe. Services for this project included RTK GPS field survey of trunk sewer manholes totaling 240 survey points, digital photography of the surveyed sewer manholes, review of record plans and existing atlas maps, geodatabase design and data development, integration of digital sewer inspection videos, cartographic utility atlas mapping, and

onsite installation and training of ESRI's ArcGIS software to be used by SCSD staff.

- **Sanitary Sewer Collection System Master Plan, City of Hollister, Hollister, CA:** Developed a city-wide sewer GIS for the City of Hollister, which was utilized for sewer collection system modeling to identify existing and future sewer pipe deficiencies throughout the collection system. The GIS will be utilized by operations staff for future operation and maintenance of the sewer collection system, which consists of 4 lift stations, over 1,800 manholes and 90 miles of sewer pipe. Services for this project included the following: RTK GPS field survey of trunk sewer manholes totaling 470 survey points, digital photography of the surveyed sewer manholes, review of record plans and existing atlas maps, geodatabase design and data development, cartographic utility atlas mapping, and onsite installation/training of ESRI's ArcGIS software to be used by City staff.

- **Sewer System Management Plan (SSMP), City of Taft, Taft, CA:** Developed a GIS database of the City of Taft's wastewater collection system as part of the requirements for the Sanitary Sewer Management Plan (SSMP). The GIS will be utilized by operations staff for future operation and maintenance of the sewer collection system, which consists of 1 lift station, over 500 manholes and 28 miles of sewer pipe. Services for this project included the following: RTK GPS field survey of trunk sewer manholes totaling 2010 survey points, digital photography of the surveyed sewer manholes, review of record plans and existing atlas maps, geodatabase design and data development, and cartographic utility atlas mapping.

- **GIS Sewer Mapping Project for the Sunnyslope County Water District (SSCWD):** Updated and replaced SSCWD's hard copy sewer atlas maps with a GIS database and mapping. The sewer GIS includes 5 lift stations, 308 manholes, 27 cleanouts and 13 miles of sewer pipe. Services for this project included RTK GPS field survey of the entire collection system totaling 336 survey the surveyed sewer manholes, ESRI geodatabase design and data development, review of existing atlas maps, cartographic atlas map production and onsite installation and training of project database for SCWD staff.

- **GIS Water, Sewer, and Parcel Mapping, Avila Beach Community Services District, Avila Beach, CA:** Developed a centralized GIS for the District parcels, street lighting, water distribution system, and wastewater collection system.

- **Trunk Sewer GIS, South San Luis Obispo County Sanitation District, San Luis Obispo County, CA:** Designed and developed a comprehensive trunk sewer GIS for the Sanitation District to centralize and streamline historical and present day information for over nine miles of pipeline. Mapping statistics: 330 wastewater system features including 9 miles of wastewater pipes.

MARK A. RINCÓN, PE
Principal Engineer – MNS Engineers, Inc.

Areas of Expertise
- Water/wastewater infrastructure rehabilitation and improvements
- Water resources planning
- Stormwater harvesting studies and design
- Operations engineering support
- Project management
- Management of capital projects
- Engineering team management
- Quality audits/Peer reviews

Years of Experience: 30

Licensing
- Professional Civil Engineer, CA - 41073

Memberships
- AWWA
- WEF
- ASCE
- AWA
- APWA

Education
- B.S. Civil Engineering, UC Berkeley

Mr. Rincón has over 30 years of experience in the water/wastewater infrastructure field specializing in management of total project delivery, including planning, design, construction, start up, and operations. Mark has extensive experience in infrastructure rehabilitation and capital improvement programs, including various construction delivery methods. Prior to joining MNS, Mark was a Principal Engineer for URS responsible for a range of projects in water, wastewater, stormwater, groundwater studies, designs, tender packages, and construction management. He ran design teams that were presented with challenging technical issues to deliver results within allocated time constraints, financial commitments and numerous construction issues. He has served markets including Australia, the South East Atlantic (US) region, Southern California, Latin America, Australia, and the San Francisco Bay Area. Mark's experience includes:

Principal Civil Engineer – URS Corporation, Raleigh, NC/Melbourne, Australia
Mark was a Principal Civil Engineer responsible for leading investigative, planning, design, and construction phase services for water resource and infrastructure sectors. Responsibilities included: providing civil engineering and project leadership in water infrastructure projects; leading and directing teams of engineers and designers for timely deliveries of design and construction packages; managing the impact of project delivery on overall bottom line business performance; providing quality audits and peer reviews; investigating and providing advice on governance for emerging water supply sources; liaising with other interstate and overseas URS offices to develop water industry work interstate and overseas; identifying and addressing new project opportunities with existing and new clients; creating project teams including interstate/overseas URS staff and other organizations to win and implement work; and working with team resources to develop and manage the Project Execution Plan to deliver the highest value to the enterprise and to our clients. *Notable project experience included: Managed Aquifer Recharge Hydraulic Study; Sanitary Sewer Collection System Design. Stormwater Treatment and Distribution Design; Stormwater Harvesting Study Water Reuse Opportunities Study; Reclaimed Water Distribution System Design; and Sanitary Sewer Rehabilitation-Rebuild Preliminary Design.*

Senior Project Manager/Senior Engineer – CH2M Hill, Inc., Los Angeles, CA
Mark was a Senior Project Manager/Senior Engineer responsible for managing the design and implementation of water supply and sewerage systems and networks. Responsibilities included: performing duties in client offices in a multi-firm joint ventures on two large infrastructure improvement programs; managing and driving multidiscipline project delivery and ensuring compliance with overall project objectives; contracting and leading consultant-supported design efforts to fulfill program objectives and schedule limits; leading quality assurance and peer reviews; using project management tools to review project performance and project financials and took corrective actions as appropriate; and taking possession of and recovered projects in trouble to the satisfaction of clients while meeting enterprise goals. *Notable project experience included: Sanitary Sewer Collection System Design; Reclaimed Water Distribution System Design; Sanitary Sewer Rehabilitation-Rebuild; Recycled Water Treatment Plant Design; Sewer Master Plan; and Wastewater Treatment Plant Improvements.*

MNS ENGINEERS INC

Senior Project Manager/Design Manager – CSA Group, Inc., San Juan, Puerto Rico
Mark was a Senior Project Manager/Design Manager responsible for designing water supply and sewerage systems and networks. Responsibilities included: managing and driving multidiscipline project delivery and ensuring compliance with overall project objectives; assembling and leading project teams in major technical, cost, scheduling and performance decisions, and allocated resources where appropriate to achieve project safety, schedule, cost, scope, and quality objectives; working with team resources, to develop and manage the Project Execution Plan to deliver the highest value to the enterprise and to our clients; providing or managing services that included project management, architecture and engineering, GIS, hydraulic modeling, construction management, and environmental assessments; and acting as primary spokesperson to represent the company in scope, schedule, and financial commitments and performance to client representatives. *Notable project experience includes: Water System Development Design; Water System Designs for D/B Delivery; Water Supply Canal Rehabilitation; Water Treatment Plant Plan; Sanitary Sewer Collection System Design; Reclaimed Water Distribution System Design; and Wastewater Treatment Plant Preliminary Design for D/B Delivery.*

Civil Engineer – East Bay Municipal Utility District, Oakland, CA
Mark was a Civil Engineer in the fields of structural, water resource, sanitary, and water systems engineer. Responsibilities included:

- Engineering Design Division: Provided technical supervision and was responsible for planning, coordinating, directing, and evaluating engineering projects. Prepared preliminary engineering designs and conducted engineering investigations and prepared project budgets, and construction scheduling for proposed facilities. Led and directed project team including assigning tasks, monitoring progress and coordinating various disciplines to ensure that project goals, schedule and budget were met. Assumed the responsibility for managing consultant contracts, ensured compliance with budget contract and schedules, and recommended adjustments as appropriate.
- Operations Division: Conducted comprehensive planning and operational studies of the District's water sources. Planned future distribution facilities and water production facilities, including aqueducts, terminal reservoirs, and power plants; estimated future water yields; and provided engineering data for power contracts and agreements with other water diverters.
- Water Resources Planning Division: Developed, reviewed and administered contract agreements with a variety of outside agencies, and assisted with the protection/overseeing of District water rights with various water supply sources. Prepared engineering economic feasibility and environmental assessment studies on proposed and existing facilities to develop the most economical and environmentally-effective project or operation alternatives. Administered outside consultant contracts including writing and issuing request for qualifications/request for proposal (RFQ/RFP), interviewed consultants, reviewed and evaluated proposals, wrote contracts and issued the notice to proceed in order to begin the project. Involved in the preparation of Environmental Impact Reports and Environmental Assessments.

Notable project experience included: Water Supply Planning and Source Augmentation; Facilities Assessment & Scheduled Replacement; Hydropower Development Planning, Environmental Documents, and Project Economics; Various Reports to Political Bodies for Decision Support; Construction Management/Field Engineer; and Potable Water Pumping Station Design.

JAMIE ELIZABETH HARLAN, EIT
Associate Engineer – MNS Engineers, Inc.

Areas of Expertise
- Grading and drainage
- Hydrology and hydraulics
- Stormwater
- Wastewater Treatment Systems Analysis

Years of Experience: 3+

Licensing
- Engineer In Training, 133531

Additional Skills
- AutoCAD
- HydroCAD
- Microsoft Office Suite
- Photo Softwares

Education
- B.S. Civil & Environmental Engineering, University of California, Los Angeles

Ms. Harlan is a capable design engineer with skill in developing site and grading plans, construction plan sets, and project specifications. Ms. Harlan offers excellent skills in AutoCAD, Microsoft Office Suite, and various photo software programs. She is also competent in field work including construction observation and concrete sampling and laboratory testing. Some of her project experience includes:

El Estero Wastewater Treatment Plant Document Management – City of Santa Barbara
El Estero Wastewater Treatment Plant of the City of Santa Barbara was originally constructed in the 1970's. Over the years, a large amount of drawings and plan sets have been generated for the plant. Some of these drawings have become obsolete over time because of improvements made to the plant. MNS reviewed and catalogued the thousands of drawings located at El Estero and made recommendations for Phase 2 of this document management system. Phase 2 involves making the catalogued documents accessible to City employees and the Operations staff at the Wastewater Treatment Plant. Jamie reviewed and catalogued over 4,000 drawings. She is also participating in Phase 2 of the project.

Engineering Assessment and Preliminary Design for El Estero Wastewater Treatment Tertiary Filtration Facility – City of Santa Barbara
MNS is working with CDM Smith in the assessment and preliminary design for El Estero Wastewater Treatment Plant Tertiary Treatment Filtration Facility Project. Specific tasks include study of existing and future recycled water demands, existing and future recycled water production capacities, existing and future water quality goals, and recycled water systems hydraulic alternative analysis.

Stormwater Management Plan (SWMP) – City of Buellton
The Stormwater Management Plan was prepared in compliance with federal and state regulations and the National Pollutant Discharge Elimination System General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems. The SWMP serves as a planning and guidance document to be used by the City's regulatory body, all City departments, contractors, and the general public. It is dynamic and adaptively managed to address changes in General Permit requirements, organizational structure, responsibilities, and goals. It defines techniques and measurable goals for measuring BMP effectiveness and it defines a five-year schedule for Stormwater Management Program implementation. Jamie has assisted with the Public Education and Outreach portion of the SWMP and has assisted in the development of outreach materials.

Stormwater Management Plan (SWMP) – City of Solvang
The Stormwater Management Plan was prepared in compliance with federal and state regulations and the National Pollutant Discharge Elimination System General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems. Jamie has assisted with the Public Education and Outreach portion of the SWMP and has assisted in the development of outreach materials. She has attended City events such as Danish Days, to manage the Stormwater Outreach Booth to answer questions and hand out educational material.

MNS ENGINEERS INC

Jamie Elizabeth Harlan, EIT
Associate Engineer – MNS Engineers, Inc.

Wadsworth 149th to 150th Streets Pipeline Replacement – Golden State Water Company
This is a 4,300 linear feet of 8" pipeline replacement project primarily located in a residential area. The existing homes are served from the rear and the new pipeline will serve the homes from the front. Obstacles in the pipeline design include: upgrading fire hydrants from Warf valves to standard county fire hydrants, utility locations, storm drain issues and lower pipe cover, and connecting to an existing 12" pipeline at the Wadsworth Water Plant. MNS is providing engineered construction plans, site verification, and meeting support.

Broadway Street Pipeline Replacement – Golden State Water Company
Located in Los Angeles County, the new water pipeline replacement will lie along Broadway Street between El Segundo and 121st Streets. The new waterline will service a mixed-use area which includes parks, residential, commercial, and dense housing. Relocating this particular pipeline will be challenging; many existing utilities are already abandoned in the area such as deep sewers and oil and gas lines. The new waterline is approximately 3,200 linear feet with connections at the south to a newly replaced waterline and to the north to an existing 16", 60 year old reinforced concrete pressure pipe operating at 100 PSI. MNS is providing engineered construction plans, site verification, and meeting support.

Twitchell Dam Emergency Downstream Channel Flow Restoration Project – Santa Maria Valley Water Conservation District
Large sediment flows resulted from upstream fires have overcome the outlet works of Twitchell Dam. The Santa Maria Valley Water Conservation District declared a state of Emergency as the dam, its facilities, and downstream structures and property were at risk. MNS provided the design, construction management, and inspection for this project restoring the function of the dam to maintain downstream flood protection. Sediment was removed from the Cuyama River channel from the stilling basin at the foot of the dam, to approximately 3,950 feet downstream. There was approximately 50,000 cubic yards of earthwork done for this project. Jamie assisted with the creation of project plans and specifications and with construction inspection.

Twitchell Dam Emergency Slide Repair Project – Santa Maria Valley Water Conservation District
Major winter storms led to an access road slope failure. MNS has designed and is managing construction for the slide repair project. Ms. Harlan assisted in the preparation of project plans and specifications. Jamie also served as a construction inspector.

Twitchell Dam Emergency Road Repair Project – Santa Maria Valley Water Conservation District
MNS has designed and is managing construction for major repairs to portions of the 6-mile access road to Twitchell Dam, located north of Santa Maria off Highway 166. Jamie assisted in the preparation of specifications, the engineers estimate, and is acting as a construction inspector.

William A. Thoma, P.E.
President – Professional Electrical Engineer

Project Role

Electrical Engineering and Consulting. The Electrical Engineering Division of Thoma Electric, Inc. of which Mr. Thoma is President, is unique in the ability to maintain a close affiliation to the construction community due to the association with its sister Construction Division founded in 1961. As the Principal-in-Charge of the Electrical Engineering Division of Thoma Electric, Inc., Mr. Thoma is responsible for overseeing an Engineering Division of eleven persons and a Construction Division of twenty nine persons. Mr. Thoma conducts electrical field studies, overall building evaluations and project feasibility reports. He has experience in all aspects of electrical construction; education projects at all levels, government, health care, commercial, industrial, institutional, residential, utility, public safety and historical renovation.

Experience

Thoma Electric, Inc., 1981 - present
Vice-President of Thoma Electric, Inc., 1981 - 1984
President of Thoma Electric, Inc., 1984 - present
Founded Engineering Division in 1981. Mr. Thoma has responsibility for the overall affairs of the company yet maintains a very "hands on" management philosophy. He is involved in project planning and development as well as project management in support of his managerial staff. With over 30 years of professional experience in construction and engineering, he brings a wealth of knowledge and practicality to our projects.

District Engineer - San Diego Gas and Electric Company, 1979 - 1981
Responsible for technical support to over three hundred construction lineman in the Centre City Operations District of San Diego. Involved with planning several major high-rise project electrical services and new business projects. Customers included the United States Department of the Navy, KELCO and Horton Plaza. In addition, was the engineer in responsible charge of major customer complaints in the Centre City District.

Distribution System Planning Engineer - San Diego Gas and Electric Company, 1977 - 1979
Responsible for electrical distribution planning for Escondido Operations District and portions of Orange County. Involved with design and planning of the 12 kV distribution system for growth based on regional demographics and major customer additions, as well as reliability of service for those areas. Major industrial area planned include Rancho Bernardo Industrial Park with manufacturing facilities such as Sony, Hewlett Packard, National Cash Register.

Education

California Polytechnic State University, San Luis Obispo
Bachelor of Science in Electrical Engineering, 1977

Registrations

Registered Professional Engineer - License No. EE10757
California State Licensed Electrical Contractor - License No. C10-274276
State of Washington Professional Engineering License – License No. 40140
State of Oregon Professional Engineering License – License No. 78222

Affiliations

National Society of Professional Engineers
California Society of Professional Engineers (Past Vice-President of the Central Coast Chapter)
Institute of Electrical and Electronic Engineers
National Fire Protection Association
Illumination Engineering Society
International Conference of Building Officials
International Association of Electrical Inspectors
San Luis Obispo Chamber of Commerce (President-1994)
US Green Building Council

Adam Koble, P.E.
Electrical Engineer

Project Role

Project management role responsible for developing electrical construction documents from schematic design phase through completed construction. Perform system planning, design and analysis for power, lighting, communications, and fire alarm systems. Attend meetings and collaborate with project design team members and internal staff to develop complete construction documents. Perform construction administration tasks including response to questions during construction, field visits and site observation, and project closeout. Assist with project proposals and estimated cost of construction requests.

Experience

Thoma Electric, Inc., 2005-present
Electrical systems designer for various types of projects including public/municipal pumping facilities, healthcare, educational commercial, retail, and light industrial facilities. Design tasks have included performing power system distribution design and analysis, interior and exterior lighting system design and controls, communications cabling systems and infrastructures, and fire alarm system design. Demonstrates compliance with applicable codes and standards including NFPA, CEC, CBC, OSHPD, Title 24, and applicable local ordinances and amendments. Notable projects include Pismo Heights Booster Station, Salinas Dam-Santa Margarita Booster Station Service Upgrade and Booster Station Improvements, Santa Barbara (County of) Department of Public Works – Laguna County Sanitation District – Laguna Wastewater Treatment Plant – New Clearwater Structure, Morro Bay Lift Station #2, Morro Bay Lift Station #3, Olive Hill Well, Orcutt, Marian Medical Center 8-Bed NICU, French Hospital 600kw Generator Replacement, Sierra View District Hospital, Porterville – Cath Lab, Visiting Nurse and Hospice Care, Serenity House – Santa Barbara, College of the Sequoias – Hanford Public Safety Educational Center, Paso Robles Unified School District – Independence High School, Santa Maria Bonita School District – Aquistapace Elementary School.

Mazzetti & Associates (San Francisco, CA) 2002-2005
Electrical system drafting and design for a number of healthcare and commercial projects. Projects included El Camino Hospital Masterplan and New Hospital (Mountain View, CA), El Camino Hospital Information Systems Replacement (Mountain View, CA), Lucille Packard Children's Hospital at Stanford University (Palo Alto, CA), Sutter General Hospital Renovation and Expansion (Sacramento, CA). Performed project management tasks as the prime consultant for various healthcare remodel/renovation projects, including supplying and completing documents required by OSHPD (Office of Statewide Health Planning & Development) and project closeout.

Education

California Polytechnic State University, San Luis Obispo
Bachelor of Science in Electrical Engineering, 2001
Factory Training with PLC Equipment (TESCO, A-B, SCADApack, Modicon)
Factory Training with Cummins and Generac Mission-Critical Standby Power Systems

Professional Affiliations

- Professional Engineer – Certificate No. E18729
- ACE Mentorship Program Participation, (Architecture, Construction & Engineering)
- Competent Toastmaster (Verbal Communications Certification)

MICHAEL K NUNLEY & ASSOCIATES
WATER • WASTEWATER • WATER REUSE

Michael K. Nunley, PE - Principal
589 May Street, Arroyo Grande, CA 93420
805 574 3202 | m_nunley@charter.net

BUDGET

Our Project Team would be pleased to work with you to adjust our budget, scope, and schedule to meet your needs. Michael K. Nunley & Associates, Inc., (MKNA) proposes to complete the Master Plan on a time and materials basis with a total amount not to exceed $51,760. Hourly rates are shown at the bottom of the table.

An update to the Operation and Maintenance Manual for Blacklake WWTF is included as an optional task for $7,280.

Proposal - 2012 Blacklake Sewer Master Plan

	Project Manager (MKNA)	Hydraulic Systems Analyst (MKNA)	Drafter (MKNA)	Subtotal Labor (MKNA)	ODCs(MKNA)	GIS Manager (RICK)	Subtotal Labor (RICK)	ODCs (RICK)	Principal (MNS)	Associate Engineer (MNS)	Subtotal Labor (MNS)	ODCs (MNS)	Total Hours (Project Team)	Total Labor (Project Team)	Total ODCs (Project Team)	Thoma	Total Cost
Task Group 100 - Collection System Evaluation																	
Task 101 - Condition assessment and hydraulic analysis - collection system	4	16		$ 1,880		16	$ 2,080				$ -		36		$ -		
Task 102 - Condition assessment and hydraulic analysis - lift stations	8	12		$ 2,160			$ -				$ -		20		$ -	$ 3,000	
Task 103 - Model update		12		$ 960		16							28		$ -		
Subtotal	12	40	0	$ 5,000	$ -	32	$ 2,080	$ -	0	0	$ -	$ -	84	$ 7,080	$ -	$ 3,000	$ 10,080
Task Group 200 - WWTF Evaluation																	
Task 201 - Treatment plant condition assessment	24	12		$ 4,560			$ -				$ -		36			$ 3,900	
Task 202 - Recommendations for improvement	30	8	16	$ 6,100			$ -				$ -		54				
Task 203 - Comprehensive salt management analysis	20		16	$ 3,960			$ -				$ -		36				
Subtotal	74	20	32	14620	0	0	0	0	0	0	0	0	126	$ 14,620	$ -	$ 3,900	$ 18,520
Task Group 300 - Staffing and Capital Improvements																	
Task 301 - Staffing evaluation	6			$ 900			$ -				$ -		6				
Task 302 - Capital improvement program and projection of future O&M cost	6			$ 900			$ -			20	$ 2,500		26				
Task 303 - Grant and loan research (no charge)	0			$ -			$ -				$ -		0				
Subtotal	12	0		$ 1,800	$ -	0	$ -	$ -	0	20	$ 2,500	$ -	32	$ 4,300	$ -	$ -	$ 4,300
Task Group 400- Draft and Final Master Plan																	
Draft TM	8	0	4	$ 1,440	$ 100	0	$ -		4		$ 780		16				
Final TM	8		4	$ 1,440	$ 100		$ -		4		$ 780		16				
Admin draft Master Plan	8	8	16	$ 2,800	$ 100	4	$ 520		4		$ 780		40				
Draft Master Plan	8	4	8	$ 2,000	$ 400	2	$ 260		4		$ 780		26				
Final Master Plan	4	4		$ 920	$ 400	2	$ 260		4		$ 780		14				
Subtotal	36	16	32	8600	1100	8	1040	0	20	0	$ 3,900	0	112	$ 13,540	$ 1,100	$ -	$ 14,640
Task Group 600- Meetings and Workshops																	
Kickoff meeting	2	0		$ 300	$ -	0	$ -				$ -		2				
Monthly progress meetings (6)	6			$ 900	$ 160		$ -				$ -		6				
Public meetings (2)	8			$ 1,200	$ 80		$ -				$ -		8				
Operators' Forums (2)	4			$ 600	$ 80		$ -				$ -		4				
Board meetings (6)	3			$ 450									3				
Committee meetings (3)	3			$ 450									3				
Subtotal	26	0	0	$ 3,900	$ 320	0	$ -	$ -	0	0	$ -	$ -	26	$ 3,900	$ 320	$ -	$ 4,220
TOTAL BUDGET (without optional tasks)	160	76	64	$ 33,920	$ 1,420	40	$ 3,120	$ -	20	20	$ 6,400	$ -	350	$ 43,440	$ 1,420	$ 6,900	$ 51,760
Task Group 500 - Operation & Maintenance Manual Update (Optional)																	
Kickoff Meeting	2			$ 300									2	$ 300	$ -		
Operators' forums	4			$ 600									4	$ 600	$ -		
Draft O&M Manual	26		16	$ 4,860	$ 40								42	$ 4,860	$ 40		
Final O&M Manual	8		4	$ 1,440	$ 40								12	$ 1,440	$ 40		
Subtotal	40	0	20	$ 7,200	$ 80	0	$ -	$ -	0	0	$ -	$ -	60	$ 7,200	$ 80	$ -	$ 7,280
TOTAL BUDGET (with optional tasks)	200	76	84	$ 41,120	1500	40	$ 3,120	0	20	20	$ 6,400	0	440	$ 50,640	$ 1,500	$ 6,900	$ 59,040

Billing Rates	$/hr
Project Manager (MKNA)	150
Hydraulic Systems Analyst (MKNA)	80
Drafter (MKNA)	60
GIS Manager (RICK)	130
Principal (MNS)	195
Associate Engineer (MNS)	125

Subconsultant markup is 10% for Thoma- NO OTHER SUBCONSULTANTS WILL BE MARKED UP
Mileage to be reimbursed at IRS rate

TO: BOARD OF DIRECTORS

FROM: MICHAEL S. LEBRUN MSL
GENERAL MANAGER

DATE: JANUARY 18, 2013

AGENDA ITEM E-2 JANUARY 23, 2013

CONSIDER SCOPE AND BUDGET AMENDMENT FOR SUPPLEMENTAL WATER ALTERNATIVES EVALUATION COMMITTEE CHAIRMAN CONTRACT

ITEM

Consider increasing the scope and budget with Michael K. Nunley & Associates (MKN) for services as the Chairman for the Supplemental Water Alternatives Evaluation Committee. [RECOMMEND APPROVE SCOPE AMENDMENT FOR MKN AND INCREASE VALUE OF CONTRACT BY $14,120 TO A NEW NOT TO EXCEED OF $39,120]

BACKGROUND

On August 8, 2012, your Board approved a time and materials contract with Michael K. Nunley & Associates (MKN) to perform duties as the non-voting Chairman of the Supplemental Water Alternatives Evaluation Committee (Evaluation Committee). The level of effort and hours required to chair and support the Evaluation Committee were difficult to estimate at that time. Additionally, Mr. Nunley has also served as Secretary to the committee, recording and drafting detailed meeting minutes.

MKN has provided detailed tracking of hours invoiced to the project. The Evaluation Committee continues to make solid progress and is on track to make a report to your Board on February 27, 2013. MKN is requesting $7,500 budget augmentation to support completion of the project.

Additionally, a scope amendment to include the development of an exhibit displaying water supply concepts considered by the Evaluation Committee is recommended for your Board's consideration. The GIS-based exhibit is estimated to cost $6,620 to produce.

MKN's January 17, 2013 Budget Amendment Request #1 – Management and Technical Support for the Supplemental Water Alternatives Evaluation Committee includes further detail and is attached.

STRATEGIC PLAN

Strategic Plan Goal 1.2 – Secure New Water Supplies

RECOMMENDATION

Approve scope and budget amendment in the amount of $14,120 for Evaluation Committee chairman services with Michael K. Nunley & Associates increasing contract not to exceed value to $39,120 and direct staff to issue Task Order.

ATTACHMENTS

A. January 17, 2013 MKN Budget Amendment #1 Request

JANUARY 23, 2013

ITEM E-2

ATTACHMENT A

MICHAEL K NUNLEY & ASSOCIATES
WATER • WASTEWATER • WATER REUSE

Michael K. Nunley, PE - Principal
589 May Street, Arroyo Grande, CA 93420
805 574 3202 | m_nunley@charter.net

January 17, 2013

Mr. Michael S. LeBrun, PE
General Manager
Nipomo Community Services District
148 South Wilson Street
Nipomo, CA 93444

Subject: Budget Amendment Request #1 - Management and Technical Support for the Supplemental Water Alternatives Evaluation Committee

Dear Michael:

Michael K. Nunley & Associates (MKNA) is pleased to provide this proposal to continue management and technical support for the Supplemental Water Alternatives Evaluation Committee (SWAEC). If approved, this amendment will allow MKNA to continue providing the following services:

- Serving as the non-voting chairperson and facilitator for the SWAEC; and
- Providing engineering support to develop specific studies or to prepare technical presentations for the committee or Board on an "as-needed" basis.

In addition, the work described in this amendment will provide a base map for the Committee's use in identifying and analyzing water supply alternatives, as well as an exhibit for displaying water supply concepts in their final report.

Task Group 100 – SWAEC Meetings and Preparation

As defined in the Committee Bylaws (July 25, 2012), this task group includes the following activities to be performed by the chairperson:

- Preside over SWAEC meetings
- Prepare agendas and reports
- Call special meetings
- Respond to requests, questions, and comments from committee members and District Staff in preparation for meetings
- Provide meeting notes

The level of effort needed to adequately support Committee meetings and subcommittee activities is expected to exceed the $25,000 budget initially anticipated for this work. The original budget was established on a time-and-materials basis and it was noted that the level of effort was difficult to predict at that time. The level of effort to draft meeting notes, coordinate with subcommittees, document subcommittees' progress, and prepare staff reports and agendas has exceeded the number of hours anticipated.

In order to support completion of the Committee's report by the end of February, MKNA requests authorization for an additional 50 hours of Project Management services, or $7,500 based on the terms and conditions initially established for this project.

Task Group 300 (NEW) – Exhibit for Committee Report

MKNA and our subconsultant, Rick Engineering, Inc., (RICK) will apply the District's Geographic Information System (GIS) and available mapping from other agencies to develop a base map and an exhibit for use by the Committee. The scope and budget for RICK is attached.

MKNA requests the following fee for this additional work:

RICK Mapping and GIS Services (including 10% subconsultant markup)	$5720
Engineering & Research for Exhibit Development	$900
Total Task Group	$6620

Budget

MKNA requests a total of $14,120 in additional budget to continue work through February 28th. If approved by the District, the total project budget would be increased from $25,000 to $39,120.

This budget will not be exceeded without written authorization from District staff. The level of effort is an estimate at this time and will depend on the progress of the committee and the need for additional technical support.

We hope this budget amendment request meets your expectations. MKNA looks forward to completing this important project.

Sincerely,

Michael K. Nunley, PE – Principal

Attachment:
Subconsultant Proposal from RICK

RICK™
ENGINEERING COMPANY

January 16, 2013

Michael K. Nunley, PE
Principal Engineer
Michael K Nunley & Associates
589 May St
Arroyo Grande, CA 93420

SUBJECT: **GIS SERVICES FOR SUPPLEMENTAL WATER ALTERNATIVES EVAULATION COMMITTEE (RICK ENGINEERING PROPOSAL NUMBER 16745/2013.03)**

Dear Mr. Nunley:

Rick Engineering Company (RICK) is pleased to provide this proposal for professional GIS services to Michael K Nunley & Associates (MKN) to develop project maps for the Supplemental Water Alternatives Evaluation Committee (SWAEC) water supply alternatives project. We are preparing this proposal in response to our email correspondence on January 15, 2013. RICK has determined the tasks required to complete this project and have outlined those tasks in the following Scope of Work:

I. SCOPE OF WORK

A. Supplemental Water Alternatives Project Basemap

RICK will develop one draft color 22"x34" GIS project basemap, which will utilize the County of San Luis Obispo 2011 aerial photography and/or other aerial photography resources, Nipomo CSD existing GIS basemap information and identify the following features:

- City of Pismo WWTP
- SSLOCSD WWTP
- Nipomo Refinery
- NCSD service area
- Major streets such as Tefft, Thompson, HWY 101, HWY 1, Willow Rd, Mesa Rd
- NCSD well & tank sites
- Supplemental Water Project alignment (Provided by MKN)
- Santa Maria River
- Pacific Ocean
- Oso Flaco
- OCSD service area
- Cities of Arroyo Grande and Pismo Beach boundaries

- CCWA pipeline
- Lopez reservoir
- NMMA boundaries

RICK will work with MKN to acquire and/or develop the required map features listed above. The draft project basemap will be provided to MKN in a PDF format to review with Nipomo CSD staff. Once the review is complete, comments provided to RICK will be incorporated into the final version of the project basemap.

B. Water Supply Alternatives Exhibit

RICK will utilize the project basemap developed in Task A and create one draft color 22"x34" Water Supply Alternatives Exhibit. The Exhibit will be based on the comments and markups provided on the project basemap by MKN and the SWAEC committee. The draft water supply exhibit will be provided to MKN in a PDF format to review with the SWAEC committee CSD staff. Once the review is complete, comments provided to RICK will be incorporated into the final version of the project exhibit.

C. On-call Exhibit Enhancements

If requested, RICK will provide "as-needed" services to enhance the exhibits developed in Tasks A and B for the draft Supplemental Water Alternatives Evaluation report due in mid-February, and the final Supplemental Water Alternatives Evaluation report due by the end of February.

II. FEE

For the services outlined in Item I above, our labor fee will be billed on a Time and Materials basis Not to Exceedwithout prior authorization the budget amounts shown below per the attached Hourly Rates. Reimbursable expenses will be billed at cost plus 15%.

Task	Description	Cost
A	Supplemental Water Alternatives Project Basemap	$1,800
B	Water Supply Alternatives Exhibit	$1,800
C	On-call Exhibit Enhancements	$1,600

The Client agrees that the fees are to be paid on a monthly basis for each item as work progresses; and that payment of the invoices is due upon receipt.

III. DELIVERABLES

RICK will provide the following deliverables as part of this project:

- One (1) draft 22"x34" pdf Supplemental Water Alternatives Project Basemap
- One (1) final 22"x34" pdf Supplemental Water Alternatives Project Basemap
- One (1) draft 22"x34" pdf Water Supply Alternatives Exhibit
- One (1) final 22"x34" pdf Water Supply Alternatives Exhibit
- Reduced sized plots of the exhibits prepared in Tasks A & B

IV. PROVIDED BY CLIENT

Required GIS or plan information for the CCWA pipeline and NMMA boundaries, markups from MKN on the draft project PDF exhibits.

V. TERMS AND CONDITIONS

If you would like for us to proceed with the work as outlined above, we ask that you please provide us with your standard contract for review and signature.

Thank you for providing Rick Engineering Company with the opportunity to provide professional GIS services for your project. If you have any questions regarding this proposal, please contact Robert A. Lepore, GISP at rlepore@rickengineering.com or by phone at (805) 544-0707.

Rick Engineering Company

Sincerely,

Donald A. Druse, PE
Associate Principal

Robert A. Lepore, GISP
GIS Project Manager

Approved:

By:_____ Date:_____

TO: MICHAEL S. LEBRUN
GENERAL MANAGER

FROM: LISA BOGNUDA
FINANCE DIRECTOR

DATE: JANUARY 18, 2013

AGENDA ITEM

E-3

JANUARY 23, 2013

ANNUAL REVIEW OF DISTRICT INVESTMENT POLICY

ITEM

CONDUCT ANNUAL REVIEW OF DISTRICT INVESTMENT POLICY [CONSIDER RECOMMENDATION OF FINANCE AND AUDIT COMMITTEE, ADOPT RESOLUTION]

BACKGROUND

The California Government Code Section 53646 (2) requires local government entities adopt an annual investment policy.

GC§ 53646(2) reads as follows:

> **In the case of any other local agency, the treasurer or chief fiscal officer of the local agency shall annually render to the legislative body of that local agency and any oversight committee of that local agency a statement of investment policy, which the legislative body of the local agency shall consider at a public meeting. Any change in the policy shall also be considered by the legislative body of the local agency at a public meeting.**

The Finance and Audit Committee met on January 17, 2013 and reviewed the draft 2013 Investment Policy. The Committee recommended one change to Section 8 (A) of the 2013 Investment Policy.

RECOMMENDATION

Staff recommends that your Honorable Board accept the Finance and Audit Committee's recommendation and adopt the 2013 Investment Policy by Resolution.

ATTACHMENTS

A. Resolution and 2013 Investment Policy

JANUARY 23, 2013

ITEM E-3

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2013-XXX

A RESOLUTION OF THE
BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
ADOPTING THE YEAR 2013 DISTRICT INVESTMENT POLICY

WHEREAS, the Board of Directors of the Nipomo Community Services District ("District") believes that public funds should, so far as is reasonably possible, be invested in financial institutions to produce revenue for the District rather than to remain idle, and

WHEREAS, from time to time there are District funds which for varying periods of time will not be required for immediate use by the District, and which will, therefore, be available for the purpose of investing in financial institutions with the objectives of safety, liquidity, yield and compliance with state and federal laws and policies.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Nipomo Community Services District as follows:

1. The District hereby adopted the Investment Policy attached hereto as Exhibit "A" as the District's Investment Policy;
2. The District General Manager shall act as Treasurer/Finance Officer of the District and is authorized to invest and re-invest funds in accordance with the Investment Policy for the succeeding twelve (12) month period or until such time as the delegation of authority is revoked.

PASSED AND ADOPTED by the Board of Directors of the Nipomo Community Services District this 23rd day of January 2013, on the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

James Harrison, President
Nipomo Community Services District

ATTEST:

APPROVED AS TO FORM:

Michael S. LeBrun
Secretary to the Board

Michael W. Seitz
District Legal Counsel

t:\board matters\resolutions\resolutions 2013\2013-xxxx investment policy.doc

DRAFT

RESOLUTION 2013-XXX
EXHIBIT A

YEAR 2013 INVESTMENT POLICY
NIPOMO COMMUNITY SERVICES DISTRICT

1. INTRODUCTION

This policy establishes the standards under which the District's Finance Officer will conduct business with financial institutions with regard to the investment process.

2. PURPOSE AND SCOPE

This investment policy is intended to outline the guidelines and practices to be used in effectively managing the District's available cash and investment portfolio. It applies to all cash and investment assets of the District except those funds maintained in deferred compensation accounts for employees, and proceeds of debt issuance that shall be invested in accordance with the permitted investment provisions of their specific bond indentures. District monies not required for immediate expenditure will be invested in compliance with governing provisions of law (Government Code Sections 53600 et seq.) and this policy. Investments shall be made in judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (California Government Code Section 53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers (Finance Officer) acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

3. FINANCE OFFICER

The Board of Directors appoints the General Manager as the District Finance Officer and Treasurer. The District's Assistant General Manager shall serve as the District's Finance Officer and Treasurer in the absence of the District's General Manager.

4. SCOPE

The District investment portfolio shall consist of money held in a sinking fund of, or surplus money in, the District's treasury not required for the immediate necessities of the District. The District's investment portfolio shall be invested in accordance with this policy.

5. OBJECTIVES

The primary objectives are safety, liquidity, yield, and compliance.

DRAFT

RESOLUTION 2013-XXXX
EXHIBIT A

YEAR 2013 INVESTMENT POLICY
NIPOMO COMMUNITY SERVICES DISTRICT

A. SAFETY

The investment portfolio shall be managed in a manner that ensures the preservation of capital. The objective is to minimize credit risk and interest rate risk.

B. LIQUIDITY

The investment portfolio shall remain sufficiently liquid to meet all operating requirements. This shall be accomplished by structuring the investment portfolio so that investments mature in advance of with cash needs.

C. YIELD

Yield shall be a consideration only after the requirements of safety and liquidity have been met.

D. COMPLIANCE

This Investment Policy is written to be in compliance with California and Federal law.

6. STANDARDS OF CARE

A. PRUDENCE

The Finance Officer will manage the portfolio pursuant to the "Prudent Investor Standard." When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds in the District's investment portfolio, the Finance Officer shall act with care, skill, prudence, and diligence under the circumstances then prevailing, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District.

B. DISCLOSURES

Finance Officer shall disclose any material interest in financial institutions with which he/she conducts the District business.

7. INVESTMENTS AUTHORITY

A. PERMITTED INVESTMENTS

The District Finance Officer is authorized to invest in the following institutions:

1. County pooled funds (California Government Code § 61730)
2. The Local Agency Investment Fund created by the California State Treasury (California Government Code § 16429.1)
3. One or more FDIC insured Banks and/or Savings and Loan Associations that are designated as District depositories by resolution of the Board of Directors (California Government Code § 61053).
4. Such other financial institutions or securities that may be designated by the Board of Directors from time to time in compliance with California and Federal law.

B. PROHIBITED INVESTMENTS

The District's Finance Officer shall not invest in:

1. Inverse floaters, range notes or interest only strips that are derived from a pool of mortgages.
2. Any security that could result in a zero interest accrual if held to maturity.
3. A state or federal credit union, if a member of the District's Board of Directors or an administrative officer also serves on the Board of Directors, or any committee appointed by the Board of Directors, or the credit committee or supervisory committee, of the state or federal credit union.

C. DIVERSIFIED INVESTMENTS

Investments, other than investments referenced in paragraphs **7-A** (1) and (2) above, will be diversified to avoid losses that may be associated with any one investment.

8. REPORTS

A. MONTHLY REPORT

Finance Officer/Treasurer shall make monthly reports to the Board of investments made or retired during the preceding month. Single transfers greater than $150,000 between permitted institutions shall be included in the monthly report.

B. QUARTERLY REPORT

Finance Officer shall file a quarterly report that identifies the District's investments and their compliance with the District's Investment Policy. The quarterly report must be filed with the District's auditor and considered by the District's Board of Directors within thirty (30) days after the end of each quarter (i.e., by May 1, August 1, November 1, and February 1) (California Government Code § 53646). Required elements of the quarterly report are as follows:

1. Type of Investment
2. Institution
3. Date of Maturity (if applicable)
4. Amount of deposit or cost of the security
5. Current market value of securities with maturity in excess of twelve months (if applicable)
6. Rate of Interest
7. Statement relating the report to the Statement of Investment Policy
8. Statement of the District's ability to meet cash flow requirements for the next six months.
9. Accrued Interest (if applicable)

YEAR 2013 INVESTMENT POLICY
NIPOMO COMMUNITY SERVICES DISTRICT

C. ANNUAL REPORT

Prior to February 1, of each year, the Finance Officer shall file and submit an annual report to the District's auditor and Board of Directors which will contain the same information required in the quarterly report.

The annual report will include a recommendation to the Board of Directors to either:

1. Readopt the District's then current annual Investment Policy; or
2. Amend the District's then current Investment Policy.

D. LIMITED QUARTERLY REPORT

If the District has placed all of its investments in the Local Agency Investment Fund (LAIF), created by California Government Code § 16429.1, or in Federal Deposit Insurance Corporation, insured accounts in a bank or savings and loan association, in a County investment pool, or any combination of these, the Finance Officer may submit to the Board of Directors, and the auditor of the District the most recent statement or statements received by the District from these institutions in lieu of the information required in paragraph 8.B, above. This special reporting policy does not relieve the Finance Officer of the obligation to prepare an annual investment report as identified in paragraph 8.C, above.