

NIPOMO COMMUNITY SERVICES DISTRICT

Celebrating 41 - Years of Service 1965 - 2006

AGENDA

AUGUST 9, 2006 9:00 A. M.

BOARD ROOM 148 SOUTH WILSON STREET, NIPOMO, CA

BOARD of DIRECTORS

LARRY VIERHEILIG, **PRESIDENT**
MICHAEL WINN, **VICE PRESIDENT**
JUDITH WIRSING, **DIRECTOR**
CLIFFORD TROTTER, **DIRECTOR**
ED EBY, **DIRECTOR**

PRINCIPAL STAFF

EDWARD KREINS, **INTERIM GEN. MANAGER**
LISA BOGNUDA, **ASSIST. ADMINISTRATOR**
DONNA JOHNSON, **BOARD SECRETARY**
JON SEITZ, **GENERAL COUNSEL**
BRUCE BUEL, **PROJECTS ADMINISTRATOR**

Mission Statement: The Nipomo Community Services District's mission is to provide the citizens of the District with quality, innovative, and cost-effective services through responsive and responsible local government to meet the changing needs of the community.

NOTE:

- **All comments concerning any item on the agenda are to be directed to the Board President.**
- *Consistent with the Americans with Disabilities Act and California Government Code §54954.2 requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the below referenced public meeting by contacting the District General Manager or Assistant Administrator at 805-929-1133.*
- *District-prepared staff reports and documents are generally posted on the District's website {Nipomocsd.com} on the same date the agenda is posted.*
- *Items may be taken out of order. The Board typically breaks for lunch at approximately 12 noon and conducts closed session at that time, reconvening to public session at approximately 1:00 p. m.*

- A. CALL TO ORDER AND FLAG SALUTE NEXT RESOLUTION 2006-992
- B. ROLL CALL NEXT ORDINANCE 2006-106

C. PUBLIC COMMENT PERIOD
PUBLIC COMMENT

Any member of the public may address and ask questions of the Board relating to any matter within the Board's jurisdiction, provided the matter is not on the Board's agenda, or pending before the Board.
Presentations are limited to three (3) minutes or otherwise at the discretion of the President.

C-1) COMMANDER BASTI OF SOUTH COUNTY SHERIFF'S STATION
Presentation of Sheriff activities on the Nipomo Mesa

C-2) BATTALION CHIEF DAN ANDERSON OF CALIFORNIA DEPARTMENT OF FORESTRY
Presentation of CDF activities on the Nipomo Mesa

C-3) MIKE NUNLEY OF BOYLE ENGINEERING
Update on Waterline Intertie Project Pre-Design Study

D. CONSENT AGENDA *The following items are considered routine and non-controversial by staff and may be approved by one motion if no member of the Board wishes an item removed. If discussion is desired, the item will be removed from the Consent Agenda and will be considered separately. Questions or clarification may be made by the Board members without removal from the Consent Agenda. The recommendations for each item are noted in brackets.*

D-1) WARRANTS [RECOMMEND APPROVAL]

D-2) BOARD MEETING MINUTES [RECOMMEND APPROVAL]
Approve minutes of July 26, 2006, Regular meeting.

D-3) AUTHORIZE SUBMITTAL OF PG&E PRE-APPLICATION FOR ENERGY SAVING
REBATES FOR WATERLINE INTERTIE PROJECT [RECOMMEND APPROVAL]

**Nipomo Community Services District
REGULAR MEETING
AGENDA**

D-4) AUTHORIZE EXECUTION OF AGREEMENT WITH GROUND-UP DESIGN TO PERFORM HETRICK ROAD WATERLINE PROJECT CONSTRUCTION MANAGEMENT SERVICES [RECOMMEND APPROVAL]

D-5) APPROVAL OF SECOND QUARTER INVESTMENT REPORT [RECOMMEND APPROVAL]

E. ADMINISTRATIVE ITEMS

F. MANAGER'S REPORT

G. COMMITTEE REPORTS

H. DIRECTOR'S COMMENTS

I. CLOSED SESSION ANNOUNCEMENTS

1. CONFERENCE WITH LEGAL COUNSEL Pending Litigation GC§54956.9 SMVWCD VS NCSO SANTA CLARA COUNTY CASE NO. CV 770214 AND ALL CONSOLIDATED CASES.
2. CONFERENCE WITH LEGAL COUNSEL Pending Litigation GC§54956.9 MARIA VISTA VS. NCSO CASE NO. CV 040877
3. CONFERENCE WITH LEGAL COUNSEL PENDING LITIGATION GOVT. CODE §54956.9 – JESSE HILL (IN PRO PER) V. NCSO CV 060325 AND RELATED LIABILITY CLAIM PURSUANT TO GOVT. CODE §54961.
4. CONFERENCE WITH LEGAL COUNSEL RE: PENDING LITIGATION GC 54956.9 NCSO VS. COUNTY OF SAN LUIS OBISPO (SUMMIT STATION LAND USE ORDINANCE AND ENVIRONMENTAL IMPACT REPORT
5. PUBLIC EMPLOYEE PERFORMANCE REVIEW PURSUANT TO GOVERNMENT CODE SECTION 54947 – DISTRICT LEGAL COUNSEL
6. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION/INITIATION OF LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(C) PETITION FOR COURT ORDER PERMITTING ENTRY ONTO PROPERTY TO MAKE STUDIES, SURVEYS, AND TEST AS AUTHORIZED IN SECTION 1245.010 ET SEQ OF THE CODE OF CIVIL PROCEDURES RELATED TO THE NCSO/SANTA MARIA WATERLINE INTERTIE PROJECT (20 POTENTIAL CASES)

J. PUBLIC COMMENT ON CLOSED SESSION ITEMS

K. ADJOURN TO CLOSED SESSION

L. OPEN SESSION

ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION

ADJOURN

➤ **THE NEXT REGULAR BOARD MEETING IS AUGUST 23, 2006.**

TENTATIVELY SCHEDULED ITEMS INCLUDE:

- Receive Comments to Waterline Intertie Project DEIR
- Consider Water Conservation Program/Policy

➤ **THE BOARD WILL CONDUCT A SPECIAL MEETING AT 8AM ON WEDNESDAY AUGUST 16, 2006, TO TOUR THE VENTURA RIVER CROSSING IN OJAI**

TO: BOARD OF DIRECTORS
FROM: ED KREINS
DATE: AUGUST 4, 2006



CONSENT AGENDA

The following items are considered routine and non-controversial by staff and may be approved by one motion if no member of the Board wishes an item be removed. If discussion is desired, the item will be removed from the Consent Agenda and will be considered separately.

**Questions or clarification may be made by the Board members
without removal from the Consent Agenda.**

The recommendations for each item are noted in brackets.

- D-1) WARRANTS [RECOMMEND APPROVAL]
- D-2) BOARD MEETING MINUTES [RECOMMEND APPROVAL]
Approve minutes of July 26, 2006, Regular meeting.
- D-3) AUTHORIZE SUBMITTAL OF PG&E PRE-APPLICATION FOR ENERGY SAVING
REBATES FOR WATERLINE INTERTIE PROJECT [RECOMMEND APPROVAL]
- D-4) AUTHORIZE EXECUTION OF AGREEMENT WITH GROUND-UP DESIGN TO PERFORM
HETRICK ROAD WATERLINE PROJECT CONSTRUCTION MANAGEMENT SERVICES
[RECOMMEND APPROVAL]
- D-5) APPROVAL OF SECOND QUARTER INVESTMENT REPORT [RECOMMEND
APPROVAL]

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\BOARD LETTER 2006\CONSENT 8-09-06.DOC

**NIPOMO COMMUNITY SERVICES DISTRICT
WARRANTS AUGUST 4, 2006**

**AGENDA ITEM
D-1
AUGUST 9, 2006**

HAND WRITTEN CHECKS

18893	07-25-06	J WIRSING	50.00
18894	07-25-06	L VIERHEILIG	50.00

**TOTAL COMPUTER
CHECKS
\$ 121,828.25**

VOIDED CHECKS

NONE

COMPUTER GENERATED CHECKS

mber	Date	Vendor/Organization	Invoice Id	Date	Description/Reference	Period	Amount	Amount Paid
12409	07/28/06	EMP01 EMPLOYMENT DEVELOP DEPT	A60707	07/07/06	COMBINED CHECK	07-06	545.31	545.31
12410	07/28/06	MID01 MIDSTATE BANK-PR TAX DEP	A60707	07/07/06	COMBINED CHECK	07-06	3441.45	3441.45
12411	07/28/06	MID02 MIDSTATE BANK - DIRECT DP	A60724	07/24/06	NET PAY	07-06	18741.85	18741.85
12412	07/28/06	PER01 PERS RETIREMENT	A60707	07/07/06	COMBINED CHECK	07-06	5333.12	5333.12
12413	07/28/06	SIM01 SIMMONS, DEBRA	A60724	07/24/06	WAGE ASSIGNMENT	07-06	150.00	150.00
12414	07/28/06	STA01 STATE STREET GLOBAL	A60724	07/24/06	457 DEFERRED COMP	07-06	980.00	980.00

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
12415	08/11/06	EMP01	EMPLOYMENT DEVELOP DEPT	530.97	.00	530.97	A60803	STATE INCOME TAX
12416	08/11/06	MID01	MIDSTATE BANK-PR TAX DEP	2255.78	.00	2255.78	A60803	FEDERAL INCOME TAX
				453.84	.00	453.84	1A60803	FICA
				638.78	.00	638.78	2A60803	MEDICARE (FICA)
			Check Total.....:	3348.40	.00	3348.40		
12417	08/11/06	MID02	MIDSTATE BANK - DIRECT DP	18079.88	.00	18079.88	A60803	NET PAY
12418	08/11/06	PER01	PERS RETIREMENT	5270.32	.00	5270.32	A60803	PERS PAYROLL REMITTANCE
12419	08/11/06	SIM01	SIMMONS, DEBRA	150.00	.00	150.00	A60803	WAGE ASSIGNMENT
12420	08/11/06	STA01	STATE STREET GLOBAL	980.00	.00	980.00	A60803	457 DEFERRED COMP
012421	08/09/06	ADV01	ADVANTAGE ANSWERING PLUS	92.95	.00	92.95	78275	PAGING SERVICE
012422	08/09/06	ALX01	ALEXANDER'S CONTRACT SERV	1445.40	.00	1445.40	3031	JUNE METER READING
012423	08/09/06	AME02	AMERICAN INDUSTRIAL SUPPL	454.22	.00	454.22	161685	GARDENIA LIFT STATION SUP
				49.41	.00	49.41	161825	SUPPLIES
			Check Total.....:	503.63	.00	503.63		
012424	08/09/06	AWW01	AWWA BOOKSTORE	72.50	.00	72.50	30020	CHLORINATION BOOK
012425	08/09/06	BLU01	BLUEPRINT EXPRESS	8.04	.00	8.04	29432	COPY
012426	08/09/06	BOY01	BOYLE ENGINEERING CORP	6018.84	.00	6018.84	034930	SOUTHLAND WWTU UPGRADE FE
				607.50	.00	607.50	034932	PCI TR 2689
				3857.76	.00	3857.76	034933	BL BOOSTER STN UPGRADE
				270.00	.00	270.00	034944	PCI APN 092 142 033
				5601.07	.00	5601.07	034623JUL	WATERLINE INTERTIE PROJEC
				6470.33	.00	6470.33	034623JUN	WATERLINE INTERTIE PROJEC
			Check Total.....:	22825.50	.00	22825.50		
012427	08/09/06	BRE02	BRENNTAG PACIFIC INC.	508.25	.00	508.25	573153	SODIUM HYPOCHLORITE
				411.16	.00	411.16	1573152	SODIUM HYPOCHLORITE
			Check Total.....:	919.41	.00	919.41		
012428	08/09/06	CAL03	CALIFORNIA ELECTRIC SUPPL	110.93	.00	110.93	782665315	TOOLS
012429	08/09/06	CEN06	CENTRAL COAST ELECTRIC	620.38	.00	620.38	1241	MOTOR MAINTENANCE

**NIPOMO COMMUNITY SERVICES DISTRICT
WARRANTS AUGUST 4, 2006**

**AGENDA ITEM
D-1
AUGUST 9, 2006
PAGE TWO**

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
012430	08/09/06	CRE01	CREEK ENVIRONMENTAL LABS	24.00	.00	24.00	N3959	BL WWTP LAB
				24.00	.00	24.00	N3995	BL WWTP LAB
				24.00	.00	24.00	N4029	BL WWTP LAB
				20.00	.00	20.00	N4030	LAB TEST
				24.00	.00	24.00	N4078	BL WWTP LAB
				24.00	.00	24.00	N4111	BL WWTP LAB
				24.00	.00	24.00	N4138	BL WWTP LAB
				24.00	.00	24.00	N4166	BL WWTP LAB
				180.00	.00	180.00	N4167	LAB TESTS
				20.00	.00	20.00	N4168	LAB TEST
				80.00	.00	80.00	N4169	LAB TESTS
				24.00	.00	24.00	N4222	BL WWTP LAB
				24.00	.00	24.00	N4264	BL WWTP LAB
				24.00	.00	24.00	N4299	BL WWTP LAB
			Check Total.....	540.00	.00	540.00		
012431	08/09/06	CUE01	CUESTA EQUIPMENT	25.39	.00	25.39	159328	SUPPLIES FOR GARDENIA LIF
				84.94	.00	84.94	159396	SUPPLIES FOR TOWN WWTP
			Check Total.....	110.33	.00	110.33		
012432	08/09/06	CUL02	CULLIGAN WATER CONDITION	18.89	.00	18.89	073106	DELIVERY
012433	08/09/06	DUN01	DUNBAR, MADONNA	63.19	.00	63.19	072806	REIMBURSEMENT
				32.74	.00	32.74	072806B	REIMBURSEMENT
			Check Total.....	95.93	.00	95.93		
012434	08/09/06	EBY01	EBY, ED	100.00	.00	100.00	080906	REG BD MEETING 080906
012435	08/09/06	FAR01	FARM SUPPLY COMPANY	44.93	.00	44.93	78803	SUPPLIES
012435	08/09/06	FAR01	FARM SUPPLY COMPANY	199.23	.00	199.23	074331	SUPPLIES
							Check Total.....	244.16
012436	08/09/06	FED01	FED EX	15.89	.00	15.89	113132129	OVERNIGHT MAIL
012437	08/09/06	FGL01	FGL ENVIRONMENTAL	372.00	.00	372.00	606886A	TOWN WWTP LAB
				77.00	.00	77.00	606887A	BL WWTP LAB
				241.00	.00	241.00	606888A	BL WWTP LAB
				558.00	.00	558.00	606889A	TOWN WWTP
				176.00	.00	176.00	607191A	TOWN WWTP LAB
				129.00	.00	129.00	607194A	BL WWTP LAB
			Check Total.....	1553.00	.00	1553.00		
012438	08/09/06	GIL01	GLM, INC.	100.00	.00	100.00	072806A	LANDSCAPE FOR BL
				305.00	.00	305.00	072806B	LANDSCAPE FOR OFFICE
			Check Total.....	405.00	.00	405.00		
012439	08/09/06	GRE01	GREAT RATE PLUMBING	281.83	.00	281.83	799099	INSTALLED NEW FAUCET & HO
012440	08/09/06	GRO01	GROENIGER & CO	-69.71	.00	-69.71	321314C	CREDIT-FLANGE
				107.25	.00	107.25	577019	FLANGE/SADDLE
			Check Total.....	37.54	.00	37.54		
012441	08/09/06	GWA01	GWA INC	25.00	.00	25.00	080106	FIRE ALARM
012442	08/09/06	IMP02	IMPAC GOVERNMENT SERVICES	647.79	.00	647.79	30721JUL	PROJECT SOFTWARE
				245.01	.00	245.01	30721JUN	DUES AND OFFICE
			Check Total.....	892.80	.00	892.80		
012443	08/09/06	MOR02	MORE OFFICE SOLUTIONS	690.85	.00	690.85	312096	COPIER MAINTENANCE/COLOR
012444	08/09/06	NIC01	NICKSON'S MACHINE SHOP	209.61	.00	209.61	72756	MAINT -POND ENGINES
				958.83	.00	958.83	72816	MAINT GTA 14 ENGINE
				171.00	.00	171.00	72828	SUNDALE WELL MAINT
			Check Total.....	1339.44	.00	1339.44		
012445	08/09/06	NIP01	NIPOMO ACE HARDWARE INC	364.28	.00	364.28	073106	MISC SUPPLIES
012446	08/09/06	NIP04	NIPOMO REXALL	9.60	.00	9.60	029584	FILM
012447	08/09/06	NIP06	NIPOMO AUTO PARTS	198.41	.00	198.41	A60803	PARTS
012448	08/09/06	NIP09	NIPOMO MARKET PLACE	2850.37	.00	2850.37	247	GASOLINE FOR JULY

**NIPOMO COMMUNITY SERVICES DISTRICT
WARRANTS AUGUST 4, 2006**

**AGENDA ITEM
D-1
AUGUST 9, 2006
PAGE THREE**

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
012449	08/09/06	NUT01	NU TECH PEST MGMT	265.00	.00	265.00	57444	PEST CONTROL
				49.00	.00	49.00	57445	PEST CONTROL
			Check Total.....:	314.00	.00	314.00		
012450	08/09/06	PAD02	PADRE ASSOCIATES, INC	2170.00	.00	2170.00	2006-1066	HETRICK RD UPGRADE
012451	08/09/06	PRE01	PRECISION JANITORIAL	275.00	.00	275.00	152	JULY JANITORIAL SERVICE
012452	08/09/06	PWM01	PW MANN ELECTRIC INC	1660.89	.00	1660.89	6052	KNOLLWOOD WELL MAINT
				151.20	.00	151.20	6053	OAKGLEN LIFT STATION MAIN
				340.20	.00	340.20	6054	CHURCH WELL MAINT
			Check Total.....:	2152.29	.00	2152.29		
012453	08/09/06	QUI01	QUILL CORPORATION	38.29	.00	38.29	8361938	OFFICE SUPPLIES
012454	08/09/06	SHI01	SHIPSEY & SEITZ, INC	3108.25	.00	3108.25	071506	LEGAL FEES
				5493.25	.00	5493.25	6/30/06	LEGAL EXP JUNE 16-30, 200
			Check Total.....:	8601.50	.00	8601.50		
012455	08/09/06	SOU01	SOUTH COUNTY SANITARY	168.81	.00	168.81	1518645	TRASH COLLECTION
				34.24	.00	34.24	1521144	OFFICE
			Check Total.....:	203.05	.00	203.05		
012456	08/09/06	STA03	STATEWIDE SAFETY & SIGNS	27.37	.00	27.37	49572	MARKING PAINT
012457	08/09/06	STA08	STAPLES	221.85	.00	221.85	2084895	OFFICE SUPPLIES
012458	08/09/06	STA09	STANDARD INSURANCE	609.36	.00	609.36	080106	INSURANCE
012459	08/09/06	SUN01	SUNBELT RENTALS	4158.63	.00	4158.63	6583018-2	SOUTHLAND WWTP SLUDGE REM
012460	08/09/06	THE01	THE GAS COMPANY	14.02	.00	14.02	072006	OFFICE HEAT
				1331.99	.00	1331.99	072506	SOUTHLAND ENGINE
			Check Total.....:	1346.01	.00	1346.01		
012461	08/09/06	THE02	THE TRIBUNE	51.00	.00	51.00	080706	TRIBUNE SUBS
012462	08/09/06	TRO01	TROTTER, CLIFFORD	100.00	.00	100.00	080906	REG BD MEETING 080906
012463	08/09/06	UND01	UNDERGROUND SERVICE ALERT	307.14	.00	307.14	70656	USA MEMBERSHIP
012464	08/09/06	VAL01	VALLEY SEPTIC SERVICE	562.80	.00	562.80	3287	JETTING SEWER LINE
012465	08/09/06	VER01	VERIZON	29.54	.00	29.54	071906A	BL PHONE
				29.42	.00	29.42	071906B	BL PHONE
			Check Total.....:	58.96	.00	58.96		
012466	08/09/06	VIE01	VIERHEILIG, LARRY	100.00	.00	100.00	080906	REG BD MEETING 080906
012467	08/09/06	WIG01	WIGHTON'S INC.	286.50	.00	286.50	859678	AIR CONDITIONER REPAIR
012468	08/09/06	WIN01	WINN, MICHAEL	100.00	.00	100.00	080906	REG BD MEETING 080906
012469	08/09/06	WIR02	WIRSING, JUDY	100.00	.00	100.00	080906	REG BD MEETING 080906
012470	08/09/06	WOO01	DOUGLAS WOOD & ASSOCIATES	4585.53	.00	4585.53	080106	EIR WATERLINE INTERTIE
012471	08/09/06	XER01	XEROX CORPORATION	82.68	.00	82.68	18612282	COPIER MAINTENANCE
				85.18	.00	85.18	019013774	COPIER MAINT
			Check Total.....:	167.86	.00	167.86		
012472	08/09/06	\B003	BAUR CO, FRED	500.00	.00	500.00	000A60701	MQ CUSTOMER REFUND
012473	08/09/06	\B004	BRONDER, AGNES	13.60	.00	13.60	000A60701	MQ CUSTOMER REFUND
012474	08/09/06	\R004	R&M CONSTRUCTION,	432.15	.00	432.15	000A60701	MQ CUSTOMER REFUND
012475	08/09/06	\W002	WESTERN CONSOLIDATED,	422.00	.00	422.00	000A60701	MQ CUSTOMER REFUND

NIPOMO COMMUNITY SERVICES DISTRICT

Celebrating 41 - Years of Service 1965 - 2006

D2

MINUTES

JULY 26, 2006 9:00 A. M.

BOARD ROOM 148 SOUTH WILSON STREET, NIPOMO, CA

BOARD of DIRECTORS

LARRY VIERHEILIG, **PRESIDENT**
MICHAEL WINN, **VICE PRESIDENT**
JUDITH WIRSING, **DIRECTOR**
CLIFFORD TROTTER, **DIRECTOR**
ED EBY, **DIRECTOR**

PRINCIPAL STAFF

EDWARD KREINS, **INTERIM GEN. MANAGER**
LISA BOGNUDA, **ASSIST. ADMINISTRATOR**
DONNA JOHNSON, **BOARD SECRETARY**
JON SEITZ, **GENERAL COUNSEL**
BRUCE BUEL, **PROJECTS ASSISTANT**

Mission Statement: The Nipomo Community Services District's mission is to provide the citizens of the District with quality, innovative, and cost-effective services through responsive and responsible local government to meet the changing needs of the community.

- 00:00:00 A. CALL TO ORDER AND FLAG SALUTE
President Vierheilig called the meeting to order at 9:00 a.m. and led the flag salute.
- 00:00:47 B. ROLL CALL
At Roll Call, all Board members were present.
- 00:01:01 C. PUBLIC COMMENT PERIOD
PUBLIC COMMENT

The following members of the public spoke:
Jesse Hill, NCSD resident – stated that he was on the TDC Review Committee. The TDC may affect the NCSD rules. He suggested that the Board take a look at that. Next – he stated that the Board may want to consider what Cambria is doing with a referendum. Next – he stated that the fire flow fees and the capacity charges are making funding difficult for some projects, such as mixed use. He stated that the extra fire flow charges are going to prevent those types of projects in Olde Towne from being built.
- 00:06:05 D. CONSENT AGENDA
D-1) WARRANTS
D-2) BOARD MEETING MINUTES
Approve minutes of July 12, 2006, Regular meeting.
D-3) AUTHORIZE PROCESSING OF REQUEST FOR PROPOSAL FOR WATER AND SEWER MASTER PLAN UPDATE
D-4) REVISE FY2006-07 BUDGET TO ADJUST LAFCO CONTRIBUTION
D-5) SET SPECIAL BOARD MEETING FOR 8AM ON WEDNESDAY AUGUST 16, 2006 REGARDING TOUR OF VENTURA RIVER HDD CROSSING IN OJAI
D-6) AUTHORIZE PRESIDENT TO EXECUTE PHASE II AMENDMENT TO SERVICES AGREEMENT WITH BOYLE ENGINEERING FOR SOUTHLAND WWTF UPGRADE PROJECT
D-7) ADOPT RESOLUTION OF ACCEPTANCE FOR FOUR LOT SUBDIVISION AT THE SOUTHWEST CORNER OF LIVE OAK RIDGE ROAD AND AMBER WAY (APN 091-296-001) PATRICK WHEELER

The Board discussed Item D-4. Mr. Buel explained the distribution of NCSD's contribution to LAFCo. Item E from the Minutes of the July 12, 2006, meeting (Item D-2) was corrected to include yes votes from all directors. President Vierheilig asked for a word change in the Water and Sewer Master Plan Update RFP (Item D-3). In the Background information for Item D-6, it should have stated "The Board, on April 12, 2006, selected Boyle Engineering" rather than *in March 2006*.

**Nipomo Community Services District
REGULAR MEETING
MINUTES**

D. CONSENT AGENDA (continued)

Upon motion of Director Winn, seconded by Director Eby, the Board unanimously approved the Consent Agenda, as amended. There was no public comment. Vote 5-0

**RESOLUTION NO. 2006-991
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NIPOMO COMMUNITY SERVICES DISTRICT
ACCEPTING THE WATER IMPROVEMENTS
FOR APN 091-296-001 (Patrick Wheeler)**

YES VOTES	NO VOTES	ABSENT
Directors Winn, Eby, Wirsing, Trotter, and Vierheilig	None	None

E. ADMINISTRATIVE ITEMS

00:25:41

E-1) PROVIDE POLICY DIRECTION TO STAFF ON WATER CONSERVATION ISSUES AND APPROVE SELECT WATER CONSERVATION PROGRAMS

Ms. Madonna Dunbar, NCSD Conservation Specialist, presented information on the proposed Water Conservation Program.

The following members of the public spoke:

Bonnie Eisner, SCAC member – asked how many people attended the workshops held at the NCSD. *Answer 14 at first workshop and 28 at the second.*

Bob Blair, NCSD customer – stated that he understands the need for conservation. His second residence uses no outside water. He suggested that the oil company uses approx. 25% of the water in the area and that water could be recycled.

President Vierheilig stated that the District will be meeting with Conoco-Phillips on a desalinization effort using their discharged water which is a little worse than sea water. The Board discussed the report and had suggestions. The Board directed staff to have their comments and corrections incorporated, to verify statistical numbers, and bring the item back to the August 23rd Board meeting.

The Board took a break at 10:56 a.m. and returned at 11:12 a.m.

01:56:30

E-2) SELECT CONCEPT FOR DESIGN OF SOUTHLAND SHOP UPGRADE AND AUTHORIZE STAFF TO INITIATE ENVIRONMENTAL REVIEW

Bruce Buel, Projects Administrator, reviewed the five design concepts for the Southland shop. An environmental review is necessary.

Dan Migliazzo, NCSD Utility Supervisor – stated the Option # 5 would be the most useful.

The following members of the public spoke:

Bob Blair, NCSD customer – stated that the Board should listen to the maintenance staff as they know what would work best for them.

Upon motion of Director Trotter and seconded by Director Wirsing, the Board unanimously agreed to choose Option 5 as the preferred option and to direct staff to take the necessary steps for the environmental review. Vote 5-0

YES VOTES	NO VOTES	ABSENT
Directors Winn, Eby, Wirsing, Trotter, and Vierheilig	None	None

Nipomo Community Services District
REGULAR MEETING
MINUTES

02:07:56

E-3) CREATE STANDING PARKS COMMITTEE AND DIRECT COMMITTEE TO DEVELOP RECOMMENDATIONS REGARDING POTENTIAL PARKS FACILITIES

President Vierheilig explained the reason for creating a Standing Parks Committee. It was discussed that a Parks Master Plan could possibly be developed. Director Winn was in favor of the committee. Director Eby was in favor of the committee but had some questions for establishing park powers. Director Trotter asked what kind of tax revenue would be available from property owners outside District boundaries if NCSD takes the parks as a project.

Jon Seitz, District Legal Counsel, answered that LAFCo will be the one to answer. NCSD must have a financial plan before powers are enacted.

Director Wirsing was in favor of a committee to research the project.

The following members of the public spoke:

Bonnie Eisner, SCAC member and member of the committee working for the Park Master Plan – stated that she is a proponent for parks. She asked how much staff time will be allowed. *Answer: Time will be determined at a later time.*

Bill Nelson, NCSD resident – stated that the last place he lived formed a special district for parks. There were plenty of Quimby fees available for acquiring property for parks but no money available for running the park programs.

Bob Blair, NCSD customer – suggested that houses be built on the open space available in the newer tracts and use the fees to fund the parks. He suggested partnering with the school district rather than the County Parks Department.

Greg Nester, Nipomo resident – thanked the Board for considering parks for the public benefit. He gave an update on the slow progress of the Kaminaka property. He stated that he would like to work with NCSD’s Standing Committee to perhaps consider this park as a pilot project.

Director Trotter asked if the District can collect taxes beyond its boundaries for parks.

Jon Seitz, District Legal Counsel, stated that with the cooperation of the County and other agencies, it is possible to collect taxes outside NCSD boundaries to fund parks that benefit the community

Upon motion of Director Winn and seconded by Director Eby, the Board unanimously agreed to create a standing committee regarding future park facilities and directed staff to provide support for that committee. Vote 5-0. President Vierheilig appointed Directors Trotter and Wirsing with Director Trotter as Chair of the committee.

YES VOTES	NO VOTES	ABSENT
Directors Winn, Eby, Wirsing, Trotter, and Vierheilig	None	None

02:40:08

E-4) AWARD SALARY SURVEY AND AUTHORIZE PRESIDENT TO EXECUTE SERVICES

Ed Kreins, District Interim General Manager, reviewed the process taken to recommend Koff & Associates. Inc. to perform a salary and benefits survey. The Board discussed the report.

The following member of the public spoke:

Bob Blair, rural Arroyo Grande resident – stated that the salary for an entry level employee at SLO County starts at the same salary as the highest level at NCSD. NCSD needs to bring NCSD staff up to that level or NCSD will be a training ground for other agencies.

**Nipomo Community Services District
REGULAR MEETING
MINUTES**

E-4) AWARD SALARY SURVEY AND AUTHORIZE PRESIDENT TO EXECUTE SERVICES (continued)

Upon motion of Director Winn and seconded by Director Eby, the Board unanimously agreed to authorize the General Manager to execute an agreement with Koff & Associates, Inc. to perform Salary and Benefits Survey on a time and materials basis with a not-to-exceed expense of \$12,900 and approve a budget adjustment of \$7,900 to be funded from operating reserves. Vote 5-0.

YES VOTES	NO VOTES	ABSENT
Directors Winn, Eby, Wirsing, Trotter, and Vierheilig	None	None

02:46:10 Bob Blair, Summit Station and rural Arroyo Grande resident, asked if he could comment on Item 4 of the Closed Session so he could leave. President Vierheilig allowed the comment. Mr. Blair stated that would like to see NCSD end the lawsuit with the County. The cost of building materials has gone up and still rising. He would like to see a decision made.

02:47:03 F. MANAGER'S REPORT

Mr. Kreins presented the Manager's Report to the Board. The Board asked questions about the Report.
Bruce Buel, Projects Administrator, reviewed some information about the selection process for Waterline Intertie Project

02:58:00 G. COMMITTEE REPORTS

- Minutes of July 19, 2006 Waterline Intertie Project Design Committee Meeting
Director Trotter, who chaired the meeting, stated that the meeting went very well.

President Vierheilig stated that the Personnel Committee (Directors Wirsing and Vierheilig) met and spoke to Mr. Bacchetti of Ralph Andersen Company. As of this date, there are 28 applicants for the General Manager position. There are 5 applicants for further consideration. Tentative date for interviews with applicants including the full Board is August 15, 2006. It will be a Closed Session.

03:08:15 H. DIRECTOR'S COMMENTS

Director Winn
Project on ballot to exempt Dalidio Project from an EIR. Would like to have this subject on a subsequent agenda for discussion. This will be Prop J in the November election.
SLO County has subject of converting apartments to condos in line to be considered.
Oso Flaco TDC - Comments due by Aug. 3, 2006, for the total maximum daily loads .
Nipomo Hills project is continuing ahead.
Parks and Recreation meeting July 27 in San Luis Obispo
SCAC will be holding a an information-only meeting Aug 14 at Nipomo High School
SCAC will discuss parks at the August 25th meeting.

**Nipomo Community Services District
REGULAR MEETING
MINUTES**

- 03:13:54** I. CLOSED SESSION ANNOUNCEMENTS
- Jon Seitz, District Legal Counsel, announced the following items to be discussed in Closed Session:
1. CONFERENCE WITH LEGAL COUNSEL Pending Litigation GC§54956.9 SMVWCD VS NCSO SANTA CLARA COUNTY CASE NO. CV 770214 AND ALL CONSOLIDATED CASES.
 2. CONFERENCE WITH LEGAL COUNSEL Pending Litigation GC§54956.9 MARIA VISTA VS. NCSO CASE NO. CV 040877
 3. CONFERENCE WITH LEGAL COUNSEL PENDING LITIGATION GOVT. CODE §54956.9 – JESSE HILL (IN PRO PER) V. NCSO CV 060325 AND RELATED LIABILITY CLAIM PURSUANT TO GOVT. CODE §54961.
 4. CONFERENCE WITH LEGAL COUNSEL RE: PENDING LITIGATION GC 54956.9 NCSO VS. COUNTY OF SAN LUIS OBISPO (SUMMIT STATION LAND USE ORDINANCE AND ENVIRONMENTAL IMPACT REPORT
 5. CONFERENCE WITH LEGAL COUNSEL RE: PERSONNEL PURSUANT TO GOVERNMENT CODE SECTION 54957; PUBLIC EMPLOYMENT; GENERAL MANAGER
- 03:15:10** J. PUBLIC COMMENT ON CLOSED SESSION ITEMS
- There was no public comment other than Mr. Blair's earlier comment.
- 03:15:19** K. ADJOURN TO CLOSED SESSION
- The Board adjourned to Closed Session at 12:30 p.m.
- L. OPEN SESSION
- ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION
- After the Closed Session, the Board came back into Open Session. Jon Seitz, District Legal Counsel, announced that the Board heard an update on the items above and had no reportable.
- ADJOURN
- President Vierheilig adjourned the meeting at 1:10 p.m.
- **THE NEXT REGULAR BOARD MEETING IS AUGUST 9, 2006.**
TENTATIVELY SCHEDULED ITEMS INCLUDE:
- Update on Waterline Intertic Project Pre-Design
 - Select Firm to Perform Hetrick Construction Management
- **THE BOARD MAY CONDUCT A SPECIAL MEETING AT 8AM ON WEDNESDAY AUGUST 16, 2006, TO TOUR THE VENTURA RIVER CROSSING IN OJAI**

TO: BOARD OF DIRECTORS
FROM: EDWARD KREINS *EM*
DATE: AUGUST 4, 2006

**AGENDA ITEM
D-3
AUGUST 9, 2006**

PG&E ENERGY SAVING REBATES FOR WATERLINE INTERTIE PROJECT

ITEM

Authorize submittal of PG&E Pre-Application for Energy Saving Rebates for Waterline Intertie Project.

BACKGROUND

Attached is a draft Pre-Application to PG&E for PG&E's Energy Saving Rebate Program regarding NCSD's proposed Waterline Intertie Project. Submission of this Pre-Application would initiate the process to procure PG&E Rebates for potential project energy saving features including pumps and controllers.

RECOMMENDATION

Staff recommends that your Honorable Board authorize submittal of the completed application and direct staff to coordinate with PG&E and to report back as the discussion unfolds.

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\BOARD LETTER 2006\PG&E APPLICATION.DOC



APPLICANT INFORMATION

APPLICANT FOR NONRESIDENTIAL PROJECTS = CUSTOMER/BUSINESS OWNER

APPLICANT FOR RESIDENTIAL PROJECTS = OWNER/BUILDER/DEVELOPER

Nipomo Community Services District

Applicant Name
P O Box 326 Nipomo CA 93444

Applicant Mailing Address
Bruce Buel Capital Projects Asstistant

Contact Name
(805) 929-1133 (805) 929-1932 Title
bbuel@nipomocsd.com

Contact Telephone Number Contact Fax Number E-Mail Address

Tax Identification Type (Select ONLY One)

Employer ID Number (EIN)
 Federal Tax ID SSN _____
Tax Identification Number

Tax Status (Select ONLY One)

Corporation Individual
 Non-Corp Exempt Special District
Exempt Reason

PROJECT TYPE(S)

NONRESIDENTIAL

NEW CONSTRUCTION / ADDITION (Attach NRNC Form)
 Design Team (Attach NRNC-DT Form if applicable)
 RENOVATION / RETROFIT-DEMAND RESPONSE (Attach NRR-DR Form)

RESIDENTIAL

NEW CONSTRUCTION
 Performance Method (Attach RNC-ES Form if applicable)
 Prescriptive Method (Attach RNC-PC Form if applicable)

NCSD Waterline Intertie Project

2

Provide brief project name/description

Number of project forms attached to this application

PAYMENT (Party Receiving Incentive OTHER THAN Applicant)

(NOT APPLICABLE FOR RESIDENTIAL NEW CONSTRUCTION)

CHECK SHOULD BE MADE PAYABLE TO:

Payee: Customer / Business Name Telephone Number Fax Number

Mailing Address City State Zip

Contact Name Title E-mail

Tax Identification Type (Select ONLY One)

Employer ID Number (EIN)
 Federal Tax ID SSN _____
Tax Identification Number

Tax Status (Select ONLY One)

Corporation Individual
 Non-Corp Exempt
Exempt Reason

PAYMENT RELEASE AUTHORIZATION:

As the Applicant, I am authorizing this payment of my incentive to the third party named above and I understand that I will not be receiving the incentive check from PG&E. I also understand that my release of the payment to the third party does not exempt me from the requirements outlined in the Application package.

Applicant Authorization: (Please Print Name)

Signature Date

AGREEMENT

I HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS PAGE. I CERTIFY THAT THE INFORMATION I HAVE PROVIDED IS TRUE AND CORRECT AND THE PRODUCT(S) AND/OR EQUIPMENT FOR WHICH I AM REQUESTING INCENTIVE(S) MEET THE REQUIREMENTS IN THIS APPLICATION PACKAGE.

FOR UTILITY USE ONLY

Service Code Project Manager Name

AS Rep ID AS Rep Name

Rep Phone #

Date Received

Applicant Name (Please Print) Title

Signature Date

SEE TERMS AND CONDITIONS TO THE LEFT OF THIS PAGE

FOR PG&E USE ONLY: Project # Application No.



NONRESIDENTIAL NEW CONSTRUCTION (NRNC) FORM

PROJECT INFORMATION

Booster Station No. 1 Check if participating in PG&E Local Gov't/Statewide Partnership

Project Name: Intersection of North Blosser Road & Atlantic Place City: Nipomo State: CA

Address: _____ City: _____ State: _____ Zip: _____

Contact Name (if different from Applicant name): _____ Title: _____

Contact Telephone Number: Potable Water Pump Station Contact Fax Number: 225 E-Mail Address: 225 Est. Construction Completion Date: October 2008

Bldg. Description / Type: _____ Gross Sq. Ft.: _____ Conditioned Sq. Ft.: _____ Est. Construction Completion Date: _____

Project Type:
 New Construction, including additions
 Renovation/remodel, including tenant improvement

Property Type:
 Large Commercial / Institution Retail / Hospitality
 Hi-Tech / Bio-Tech Medical / Hospital
 Water / Wastewater Treatment Other (Specify: _____)

Project Status:
 Early in design phase
 Design changes for increased energy efficiency are feasible

Fabrication / Heavy Industry Schools (K-12) / Private
 Food Processing / Agricultural Universities / Colleges

DESIGN TEAM INFORMATION

I request that a PG&E representative contact the following design professionals to obtain additional information regarding my project:

ARCHITECTURAL FIRM Address, City, State, Zip

Contact Name: _____ Contact Telephone: _____ E-mail Address: _____

MECHANICAL ENGINEERING FIRM Address, City, State, Zip

Contact Name: _____ Contact Telephone: _____ E-mail Address: _____

ELECTRICAL ENGINEERING FIRM Address, City, State, Zip

Contact Name: _____ Contact Telephone: _____ E-mail Address: _____

Boyle Engineering Corporation - Civil Engineering Firm 1194 Pacific Street, San Luis Obispo CA 93401

OTHER Address, City, State, Zip

Michael K. Nunley 805-542-9840 mnunley@boyleengineering.com

Contact Name: _____ Contact Telephone: _____ E-mail Address: _____

INTEREST IN PARTICIPATION

I would like to participate in Pacific Gas and Electric Company's Customized Energy Efficiency/Demand Response Incentive. I understand that the Incentive is funded by utility customers through the Public Purpose Programs surcharge. I am interested in improving the energy efficiency of my project using design assistance and the financial incentives available.

I agree to provide the required documentation as requested. I am willing to consider efficiency recommendations which may improve the performance of my project significantly beyond 2005 Title 24 (or other baseline) requirements.

I understand that participation is voluntary and that I am under no obligation to modify the design or construction of my building based on resulting recommendations. I also understand that I will receive financial incentives only if I complete an agreement, my eligibility is established by PG&E, the performance of my building meets the requirements, and the energy efficiency strategies are installed and verified.

Applicant (Customer/Building Owner) Name (Please Print): _____ Title: _____

Signature: _____ Date: _____

FOR PG&E USE ONLY: Project # _____ Application No. _____



NONRESIDENTIAL NEW CONSTRUCTION (NRNC) FORM

PROJECT INFORMATION

Booster Station No. 2

Check if participating in PG&E Local Gov't/Statewide Partnership

Project Name

Intersection of Joshua Rd & Hutton Rd

Nipomo

CA

Address

City

State

Zip

or Intersection of Joshua Rd & Orchard Rd

Contact Name (if different from Applicant name)

Title

Contact Telephone Number

Contact Fax Number

E-Mail Address

Potable Water Pump Station

450

450

October 2008

Bldg. Description / Type

Gross Sq. Ft.

Conditioned Sq. Ft.

Est. Construction Completion Date

Project Type:

- New Construction, including additions
- Renovation/remodel, including tenant improvement

Project Status:

- Early in design phase
- Design changes for increased energy efficiency are feasible

Property Type:

- Large Commercial / Institution
- Hi-Tech / Bio-Tech
- Water / Wastewater Treatment
- Retail / Hospitality
- Medical / Hospital
- Other (Specify: _____)
- Fabrication / Heavy Industry
- Food Processing / Agricultural
- Schools (K-12) / Private
- Universities / Colleges

DESIGN TEAM INFORMATION

I request that a PG&E representative contact the following design professionals to obtain additional information regarding my project:

ARCHITECTURAL FIRM

Address, City, State, Zip

Contact Name

Contact Telephone

E-mail Address

MECHANICAL ENGINEERING FIRM

Address, City, State, Zip

Contact Name

Contact Telephone

E-mail Address

ELECTRICAL ENGINEERING FIRM

Address, City, State, Zip

Contact Name

Contact Telephone

E-mail Address

Boyle Engineering Corporation - Civil Engineering Firm

1194 Pacific Street, San Luis Obispo CA 93401

OTHER

Michael K. Nunley

Address, City, State, Zip

805-542-9840

mnunley@boyleengineering.com

Contact Name

Contact Telephone

E-mail Address

INTEREST IN PARTICIPATION

I would like to participate in Pacific Gas and Electric Company's Customized Energy Efficiency/Demand Response Incentive. I understand that the Incentive is funded by utility customers through the Public Purpose Programs surcharge. I am interested in improving the energy efficiency of my project using design assistance and the financial incentives available.

I agree to provide the required documentation as requested. I am willing to consider efficiency recommendations which may improve the performance of my project significantly beyond 2005 Title 24 (or other baseline) requirements.

I understand that participation is voluntary and that I am under no obligation to modify the design or construction of my building based on resulting recommendations. I also understand that I will receive financial incentives only if I complete an agreement, my eligibility is established by PG&E, the performance of my building meets the requirements, and the energy efficiency strategies are installed and verified.

Applicant (Customer/Building Owner) Name (Please Print)

Title

Signature

Date

FOR PG&E USE ONLY: Project # _____ Application No. _____

This program is funded by California utility customers and administered by Pacific Gas and Electric Company, under the auspices of the California Public Utilities Commission.

C-0152

© 01.06 Pacific Gas and Electric Company. All rights reserved.

Printed on recycled paper, 15% Post-consumer waste, with Soy-based inks.

Copy of document found at www.NoNewWipTax.com

TO: BOARD OF DIRECTORS
FROM: EDWARD KREINS *EK*
DATE: AUGUST 4, 2006

**AGENDA ITEM
D-4
AUGUST 9, 2006**

HETRICK ROAD WATERLINE PROJECT CONSTRUCTION MANAGEMENT SERVICES

ITEM

Authorize execution of agreement with Ground-Up Design to Perform Hetrick Road Waterline Project construction management services.

BACKGROUND

Staff previously pre-qualified five firms (Garing-Taylor, Cannon, MNS, Ground-Up Design and Penfield Smith) to perform NCSD project construction management services and on June 26, 2006 staff mailed the attached Request for Quote (RFQ) for Hetrick Road Project to all five firms. Four firms returned quotes (attached) with Ground-Up Design at \$8,250; Garing-Taylor at \$13,352; Cannon at \$21,100; and MNS at \$31,000. All four quotes were responsive.

The Hetrick Road Waterline Upgrade Project is designed and awaiting a Board determination regarding environmental impacts. Assuming that your Honorable Board completes your environmental determination at your September 13, 2006 Board Meeting, staff expects to request Board action to award the bid for construction to a contractor at your October 11, 2006 Board Meeting. Staff proposes to retain the construction management firm prior to award of bids so that the CM firm can conduct the pre-construction activities set forth in the RFP.

RECOMMENDATION

Staff recommends that your Honorable Board authorize the President to execute a construction management agreement for this project with Ground-Up Design on a time and materials basis with a not to exceed expenditure limit of \$8,205.

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\BOARD LETTER 2006\HETRICK ROAD PROJECT CM.DOC

NIPOMO COMMUNITY

BOARD MEMBERS

LARRY VIERHEILIG, PRESIDENT
MICHAEL WINN, VICE PRESIDENT
JUDITH WIRSING, DIRECTOR
CLIFFORD TROTTER, DIRECTOR
ED EBY, DIRECTOR



SERVICES DISTRICT

STAFF

EDWARD KREINS, GENERAL MANAGER
LISA BOGNUDA, ASSISTANT ADMINISTRATOR
JON SEITZ, GENERAL COUNSEL
BRUCE BUEL, PROJECTS MANAGER

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

June 26, 2006

Pre-Qualified CM Firms

SUBJECT: REQUEST FOR QUOTE FOR CONSTRUCTION MANAGEMENT SERVICES – HETRICK WATER MAIN UPGRADE PROJECT

Dear :

Nipomo Community Services District (DISTRICT) intends to replace 900 linear feet of 8-inch main with a new 12-inch main in Hetrick Road from Willow Road South to Live Oak Ridge and upgrade related valves and flanges (WORKS). The existing 8-inch main would be abandoned in place. All improvements would be located under Hetrick Road inside the County Right of Way. DISTRICT expects to complete Environmental Review by the end of October 2006; open Bids in November 2006; start construction by December 2006; and complete construction by March 2007. The PROJECT ENGINEER is Joshua Reynolds of Boyle Engineering, San Luis Obispo. The PROJECT ENGINEER'S estimate of project construction cost is \$240,000.

DISTRICT is seeking a quote from each of the five pre-qualified Construction Management firms (CONSTRUCTION MANAGER) to provide Construction Management Services during the construction of WORKS by the CONTRACTOR or CONTRACTOR(S). CONSTRUCTION MANAGER would be expected to execute NCSA's standard CONSTRUCTION MANAGER Services Agreement and to work on a time-and-materials basis with a not-to-exceed expenditure limit. CONSTRUCTION MANAGER would interact with the CONTRACTOR(S), PROJECT ENGINEER, DISTRICT staff and the DISTRICT Board to implement the tasks detailed in the attached TASK LISTING.

SERVICES REQUESTED

See the attached TASK LISTING

QUOTE REQUIREMENTS

One original Quote Submittal must be received by DISTRICT in a sealed envelope by **4 p.m. on Thursday July 20, 2006**, to be considered. The exterior of the envelope must identify the quote as "Hetrick Road Construction Management Services". Faxes, E-Mails, proposals not enclosed in a sealed/labeled envelope, and proposals received after 4:00 p.m. on Thursday July 20, 2006, will not be considered and will be returned to the submitter.

The Quote Submittal shall include, as a minimum, the following:

1. Cover Letter/Introduction
 - Present your understanding of the project and the services requested.
 - The Cover Letter shall be signed by an official authorized to bind the firm and shall contain a statement that the proposal is valid for ninety (90) Days.
2. Scope of Services
 - Describe any exceptions to the attached Task Listing or Agreement or terms of the Construction Management Agreement.
3. Personnel
 - Identify the Team Leader and provide résumé if not previously supplied in the SOQ.
 - Identify any additional team members and provide résumés if not previously supplied.
4. Cost Estimate
 - Complete and submit the attached Quote Sheet that has been signed by a principal authorized to represent the firm.
 - Submit a listing of fees and charges, if not previously supplied.

SELECTION PROCESS

NCSD will screen proposals from July 20, 2006 to August 9, 2006. The Board is tentatively scheduled to select a firm at its August 9, 2006 meeting.

PROPOSAL EVALUATION

Proposals will be evaluated on the following:

- Responsiveness to Request for Quote
- Exceptions to Task Listing and/or Agreement
- Qualifications of the personnel proposed for the project
- Cost including fees and reimbursables (Not to Exceed Expenditure Limit)

Notes:

This is a time-sensitive project. It is very important that this project be constructed this winter during the period when water demand is at its lowest so that the installation can be accomplished with a minimum inconvenience to the customers on both sides of the upgrade.

The selected CONSTRUCTION MANAGER will be expected to execute a standard CONSTRUCTION MANAGER Services agreement (attached).

NCSD reserves the right to reject any and all submittals and/or solicit new submittals at its discretion. NCSD reserves the right to negotiate with lesser ranked firms, if the negotiation with the top ranked firm is unsuccessful. The submitter retains no interest in the proposal once received by NCSD. Proposers are responsible for all costs associated with the proposal.

For more information on the project or this RFP, contact NCSD Project Assistant Bruce Buel at 805-929-1133 or bbuel@nipomocsd.com.

Sincerely,

NIPOMO COMMUNITY SERVICES DISTRICT

Edward Kreins
General Manager

CC: Josh Reynolds, Boyle Engineering
Bruce Buel
Hetrick Road Watermain Upgrade Project File

Enclosures

- Listing of Tasks
- Standard CONSTRUCTION MANAGER Agreement

T:\DOCUMENTS\DISTRICT PROJECTS\HETRICK WATERLINE IMPROVEMENTS\CONSTMGMRFP - CM.DOC

**HETRICK ROAD WATERLINE UPGRADE PROJECT
CONSTRUCTION MANAGEMENT QUOTE SHEET**

Date: _____

NAME OF FIRM: _____

NAME OF PRINCIPAL: _____

NAME OF CM TEAM LEADER: _____

ADDRESS: _____

PHONE: _____ FAX: _____

E-MAIL: _____

NOT TO EXCEED EXPENDITURE LIMIT FOR ALL FEES & CHARGES: _____

Signature of Principal Authorized to Sign for Firm and Date

This quote shall be valid for 90 Days from the date of Signature

LISTING OF TYPICAL CONSTRUCTION MANAGEMENT TASKS

1. Pre-Construction Activities

- a. Construction Management Process Plan - The CONSTRUCTION MANAGER shall prepare a Construction Management Process Plan for the Project. In preparing the Construction Management Process Plan, the CONSTRUCTION MANAGER shall consider the Mitigation and Monitoring Program and the DISTRICT's schedule, cost and design requirements for the Project. The CONSTRUCTION MANAGER shall then develop various alternatives for the sequencing and management of the Project and shall make recommendations to the DISTRICT. The Construction Management Process Plan shall be presented to the DISTRICT for review and acceptance.
- b. Master Schedule - The CONSTRUCTION MANAGER shall prepare a Master Schedule for each component of the Project in accordance with the Construction Management Plan. The Master Schedule shall specify the proposed start and finish dates for each major activity, including permits, design, construction, testing and start up. The CONSTRUCTION MANAGER shall submit the Master Schedule to the DISTRICT for review and acceptance. As necessary throughout the Pre-construction Phase, the CONSTRUCTION MANAGER shall recommend revisions to the Master Schedule, subject to DISTRICT'S approval.
- c. Review of Design Documents - The CONSTRUCTION MANAGER shall review the design documents at 90% completion for clarity, consistency, bidability, constructability and coordination among the trades. The CONSTRUCTION MANAGER shall provide the results of the review in writing and as notations on the documents. The CONSTRUCTION MANAGER shall make recommendations to the DISTRICT and PROJECT ENGINEER with respect to constructability, construction cost, sequence of construction, and construction duration.
- d. Contract Submittals - CONSTRUCTION MANAGER will review all CONTRACTOR contract submittals including bonds and insurance documents; determine compliance of each such submittal with contract requirements; and take appropriate actions to secure suitable submittals.
- e. Contract Time - CONSTRUCTION MANAGER will the set the dates for contract time; prepare a draft Notice to Proceed; secure required signatures; and issue Notice(s) to Proceed to CONTRACTOR(S).

- f. Pre-Construction Briefing - CONSTRUCTION MANAGER will organize and conduct a Pre-Construction Briefing for CONTRACTOR(S); PROJECT ENGINEER (responsible for Engineering Services During Construction); DISTRICT; regulatory representatives; utility representatives and other relevant parties.
- g. Pre-Construction Training - CONSTRUCTION MANAGER will arrange for instruction and certification of CONTRACTOR(S) personnel to comply with project Mitigation and Monitoring Program.
- h. Pre-Construction Condition Documentation - CONSTRUCTION MANAGER will perform a digital still photo and video survey of all frontages to be affected by WORKS to document preconstruction conditions. All such images will be electronically marked as to date, time, location, and subject, and delivered to DISTRICT upon request.

2. Contract Administration

- a. Construction Management Plan - CONSTRUCTION MANAGER will, in consultation with the DISTRICT and other relevant team members, prepare a project-specific Construction Management Plan that describes roles and responsibilities of DISTRICT, PROJECT ENGINEER and CONSTRUCTION MANAGER's construction management personnel. The Construction Management Plan will include Engineering Services During Construction (ESDC) procedures, and contract administration and inspection procedures and forms.
- b. Correspondence - CONSTRUCTION MANAGER's staff will handle the logging, filing, tracking and processing of correspondence, submittals, RFIs/RFCs and other documents, all of which shall be directed to CONSTRUCTION MANAGER, prepare and distribute meeting minutes, evaluate progress payment applications and change orders and make recommendations regarding payment, to support other field services and services included under this Agreement.
- c. Review of Submittals - Submittals, including but not limited to Shop Drawings, Product Data, and Samples, will be received/logged and then transmitted to the PROJECT ENGINEER. CONSTRUCTION MANAGER shall forward PROJECT ENGINEER's determination to CONTRACTOR with due diligence. CONSTRUCTION MANAGER shall maintain and update a record of submittals, copies of submittals supplied by the CONTRACTOR and a record of all actions taken on submittals.
- d. RFCs/RFIs - Requests for Clarification (RFCs) and Requests for Information (RFIs) will be received/logged and then transmitted to the PROJECT

ENGINEER for review. (Selected RFCs/RFIs may be handled in the field by CONSTRUCTION MANAGER when possible.) Where the RFC/RFI is transmitted to the PROJECT ENGINEER, the CONSTRUCTION MANAGER shall forward PROJECT ENGINEER's determination to CONTRACTOR and DISTRICT with due diligence. This subtask will be coordinated with the potential change order (PCO) process.

- e. Construction Delays – CONSTRUCTION MANAGER shall track construction schedule and weather delays. CONSTRUCTION MANAGER will review CONTRACTOR(s)' requests for time extensions and make recommendations to DISTRICT regarding entitlement and the amount of time extension, if any. CONSTRUCTION MANAGER shall forward all such determinations to CONTRACTOR(s).
- f. Material Substitution Requests – CONSTRUCTION MANAGER shall receive material and equipment substitutions that may be proposed during construction; log all such proposals; and forward to PROJECT ENGINEER (Selected material and equipment substitutions may be handled in the field by CONSTRUCTION MANAGER when possible). Where the substitution is transmitted to the PROJECT ENGINEER, the CONSTRUCTION MANAGER shall forward PROJECT ENGINEER's determination to CONTRACTOR and DISTRICT with due diligence. In either case, CONSTRUCTION MANAGER will respond to substitution in writing with due diligence.
- g. Progress Meetings – CONSTRUCTION MANAGER shall conduct weekly construction progress meetings with each general CONTRACTOR and key SUB-CONTRACTORS to review the Construction CONTRACTOR's three week look ahead schedule, review submittal, RFI/C, and PCO status and address issues affecting performance of the Work; prepare and distribute meeting minutes.
- h. Progress Reporting - CONSTRUCTION MANAGER will prepare written Monthly Progress Reports to the DISTRICT that will include a report on progress, report on budget, representative construction photos, submittal status, RFC/RFI and change order status, problem areas and proposed resolutions, testing performed, approved progress payments, and other pertinent information as the DISTRICT may request. CONSTRUCTION MANAGER shall present Monthly Progress Report to DISTRICT BOARD at one of the two regularly scheduled DISTRICT BOARD meetings.
- i. Certified Payroll - CONSTRUCTION MANAGER will periodically review the CONTRACTORS' certified payroll reports in accordance with requirements of applicable law and shall notify the DISTRICT of any suspected noncompliance.

3. Progress Photos.

CONSTRUCTION MANAGER will on a daily work basis during construction take representative still photos and video to document the site conditions and status of the Work. The construction records will be organized and identified as to date, location, and subject. All construction photos will be digital images electronically marked with the date and time stamped on each such photo. The photos and video will be available for use by DISTRICT during construction, and delivered to the DISTRICT upon completion of the Project.

4. Inspection.

- a. Inspections – CONSTRUCTION MANAGER shall manage and perform inspection services for the Project. CONSTRUCTION MANAGER shall provide all appropriate construction inspection and maintain testing logs and reports, maintain lists of non-conforming work and prepare punchlists, take videos and photographs, and coordinate with DISTRICT and PROJECT ENGINEER. All inspections shall be performed by appropriately qualified personnel. CONSTRUCTION MANAGER will deliver written test reports to the DISTRICT within two working days of receipt. CONSTRUCTION MANAGER will notify CONTRACTOR of unsatisfactory test results and follow up regarding corrective work and retesting.
- b. Special Inspections and Testing – CONSTRUCTION MANAGER shall recommend, arrange and contract for special inspection or testing of the Work in accordance with the provisions of the Contract Documents.
- c. Review inspection and testing reports – CONSTRUCTION MANAGER shall advise DISTRICT of results and make recommendations regarding further testing or inspection as appropriate.

5. Quality Review.

- a. Quality Review – CONSTRUCTION MANAGER shall establish and implement a program to monitor the quality of the construction for compliance with the Contract Documents. The purpose of the program shall be to guard the DISTRICT against defects and deficiency in the work of the CONTRACTOR(s).
- b. Evaluation of Work – CONSTRUCTION MANAGER shall recommend to DISTRICT, in writing, the rejection of Defective Work and Work that does not conform to the Contract Documents, code requirements, approved Shop Drawings, Product Data and Samples, or Clarification Drawings.

- c. Authority Limitations - CONSTRUCTION MANAGER is not authorized as a part of the Services to change, revoke, alter, enlarge, relax, or release any requirements of the Contract Documents or to approve or accept any portion of the Work not performed in accordance with the Contract Documents.

6. Site Visits & Meetings.

The CONSTRUCTION MANAGER shall visit the site on each work day to observe the progress of the Project and to become generally familiar with the progress and quality of the work performed. CONSTRUCTION MANAGER shall promptly notify DISTRICT of work that does not conform to the Contract Documents. CONSTRUCTION MANAGER shall provide written reports of work and conditions observed to DISTRICT promptly following each site visit. When possible the site visits will be coordinated with attendance at weekly construction progress meetings. The priorities for site visits and meeting attendance will be included in the Construction Management Plan.

7. Daily Reports.

CONSTRUCTION MANAGER will prepare daily written reports that describe the work performed, staffing, construction equipment used, major equipment deliveries, weather, delays and other events. The reports will identify work performed on a time and materials basis and the resources employed on that work. CONSTRUCTION MANAGER will take date-stamped electronic photographs as appropriate to document conditions and events at the site. CONSTRUCTION MANAGER will deliver the daily reports to the DISTRICT no less than once each week.

8. Materials Testing.

CONSTRUCTION MANAGER will retain a materials testing firm to perform soil compaction and concrete strength testing to verify that the Work complies with the Contract Documents. Compaction testing reports will be filed and logs of compaction testing results will be maintained including confirming that failing tests are covered by a passing retest.

9. Surveying.

CONSTRUCTION MANAGER will retain a California licensed surveyor to periodically verify grades during installation of pipelines and structures as often as CONSTRUCTION MANAGER considers necessary and appropriate to address conditions in the field to assure that the work complies with the Contract Documents.

10. Payment Applications.

- a. Application Evaluation - CONSTRUCTION MANAGER shall review the payment applications submitted by CONTRACTOR and determine whether the application is complete. If the application is complete, CONSTRUCTION MANAGER shall determine whether the amount requested reflects the actual status of the CONTRACTOR's work. If the application is not complete, CONSTRUCTION MANAGER shall return the payment application to CONTRACTOR with a written notice of non-compliance. CONSTRUCTION MANAGER shall make appropriate adjustments and administrative deductions to each payment application and shall prepare and forward a Progress (or Final) Payment report to the DISTRICT. CONSTRUCTION MANAGER shall take appropriate action on each payment application so that NCSD can respond in accordance with the time periods set forth in Public Contract Code Section 20104.50.
- b. Progress Payment Report - The Progress Payment Report shall state the total contract price, including adjustments to the Contract Price (pending and approved), administrative deductions, payments to date, current payment requested, including any payment for stored materials, retainage earned, administrative deductions, status of the contingency, and a recommendation regarding amounts to be paid for the current period. In addition to these items, the Final Payment Report shall state whether the CONTRACTOR has complied with the project closeout requirements, including record documents, warranties, and operations and maintenance manuals.
- c. Certification of Payment - CONSTRUCTION MANAGER's certification for payment shall constitute a representation to the DISTRICT, based on CONSTRUCTION MANAGER's observations at the site and on the data comprising the CONTRACTOR's Application for Payment, that the Work has progressed to the point indicated, that the Work for which payment is certified is in accordance with the Contract Documents, and that CONTRACTOR has satisfied all of the contract requirements for payment. The foregoing representations are subject to an evaluation of the WORK for conformance with the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, and to minor deviations from the Contract Documents correctable prior to completion. The CONSTRUCTION MANAGER'S recommendation for payment will further constitute a representation that the CONTRACTOR is entitled to payment in the amount certified.

11. Schedules.

- a. Schedule Tracking - CONSTRUCTION MANAGER shall review each CONTRACTOR's baseline construction schedule and shall verify that the

schedule is prepared in accordance with the requirements of the Contract Documents.

- b. Schedule Evaluation - CONSTRUCTION MANAGER will review each CONTRACTOR's baseline construction schedule and monthly schedule updates to evaluate logic between construction activities, key activity durations, and critical path activities. CONSTRUCTION MANAGER will confirm that all specified submittal reviews, construction sequencing requirements, milestones and project constraints, startup and testing activities, and punchlist and closeout activities are included.
- c. Schedule Reporting - CONSTRUCTION MANAGER shall, on a monthly basis, review the progress of construction of each CONTRACTOR, evaluate the percentage complete of each construction activity as indicated in the CONTRACTOR's Construction Schedule, and review such percentages with each CONTRACTOR. Based upon this information, CONSTRUCTION MANAGER will prepare and distribute to the DISTRICT a Construction Schedule Report. The Report shall indicate the actual progress of each CONTRACTOR compared to scheduled progress and shall help to verify the amount of progress payments to CONTRACTOR(s). CONSTRUCTION MANAGER shall advise and make recommendations to the DISTRICT concerning the alternative courses of action that the DISTRICT may take in its efforts to achieve contract compliance by the CONTRACTOR(s).
- d. Evaluation of Change Requests - CONSTRUCTION MANAGER shall advise the DISTRICT as to the merits and effect of time extensions requested by the CONTRACTOR(s).
- e. Authority to Secure Information - CONSTRUCTION MANAGER may require the CONTRACTOR to prepare and submit a Recovery Schedule, as specified in the Contract Documents. CONSTRUCTION MANAGER shall evaluate any recovery schedule submitted by a CONTRACTOR for compliance with the Contract Documents and effectiveness.

12. Change Orders

- a. PCO Process - CONSTRUCTION MANAGER shall establish and implement a Potential Change Order (PCO) tracking system in which each DISTRICT initiated change order and each CONTRACTOR initiated claimed extra work item and/or time order change request is assigned a discrete number for tracking, filing, and processing purposes. All proposed change orders shall first be described in detail by CONSTRUCTION MANAGER in a change proposal request to the CONTRACTOR and DISTRICT and shall be accompanied by technical drawings and specifications, if necessary.

- b. Change Proposal Requests - In response to the change proposal request, the CONTRACTOR shall submit to CONSTRUCTION MANAGER for evaluation detailed information as specified in the Contract Documents concerning the cost and time adjustments, if any, as may be necessary to perform the proposed change order work. CONSTRUCTION MANAGER shall review the CONTRACTOR's information and request for changes to the Contract Time and/or Contract Price submitted by a CONTRACTOR, assemble information concerning the request, endeavor to determine the cause of the requests, and forward said information to PROJECT ENGINEER and DISTRICT. If requested by the DISTRICT, CONSTRUCTION MANAGER will provide a written recommendation regarding approval or denial of the change order request.
- c. Change Proposal Evaluation - CONSTRUCTION MANAGER shall receive PROJECT ENGINEER's written recommendations to the DISTRICT concerning the proposed change order prior to the DISTRICT's execution of change orders. CONSTRUCTION MANAGER shall verify that change order work and adjustments of Contract Time, if any, required by approved change orders are incorporated into the CONTRACTOR's Construction Schedule. CONSTRUCTION MANAGER will prepare a written response to CONTRACTOR stating rationale for decision if requested by the DISTRICT.
- d. Change Order Preparation - CONSTRUCTION MANAGER will prepare Change Orders and related documents once the DISTRICT has approved the change, secure signatures, and forward the executed Change Order to the CONTRACTOR, the DISTRICT and the PROJECT ENGINEER.
- e. Authority to Secure Cost Information - In instances when a lump sum or unit price is not determined prior to performing work described in a change proposal request, CONSTRUCTION MANAGER shall request from the CONTRACTOR records of the cost of labor, materials, and equipment, and the amount of payments to SUB-CONTRACTORS incurred by the CONTRACTOR in performing the work as specified in the Contract Documents. CONSTRUCTION MANAGER shall review the cost information and make a written recommendation to the DISTRICT regarding the amount of the change order to be issued.
- f. Authority to Secure Time Information - In instances when a change to the Contract Time is not determined prior to performing work described in a change proposal request, CONSTRUCTION MANAGER shall request from the CONTRACTOR information regarding the schedule impact of the change as specified in the Contract Documents, review the time request, and make a written recommendation to the DISTRICT regarding any adjustment to the contract time.

13. CONTRACTOR Claims and Disputes.

- a. Claims Review - CONSTRUCTION MANAGER shall review all claims and supporting documents filed by a CONTRACTOR in connection with the Project. CONSTRUCTION MANAGER shall promptly notify the DISTRICT in writing of any claim. CONSTRUCTION MANAGER shall request and review supporting documents from the CONTRACTOR that filed the claim, and prepare and deliver to DISTRICT a written analysis of each claim. The analysis will include documents, photographs, and other materials appropriate for the DISTRICT's use in understanding and evaluating the CONTRACTOR's claim, address the CONTRACTOR's entitlement for the claim and include a recommended response to the claim.
- b. Claims Processing - CONSTRUCTION MANAGER will implement the DISTRICT's decision on each claim by preparing and delivering all appropriate written response to the CONTRACTOR and any other necessary documents, such as Change Orders, necessary or appropriate to resolve the claim.
- c. Claims Discussion - CONSTRUCTION MANAGER will participate in meetings and claims resolution proceedings.

14. Third Party Claims and Disputes.

- a. Third Party Claims - CONSTRUCTION MANAGER shall review all claims and supporting documents filed by third parties in connection with the Project. CONSTRUCTION MANAGER shall promptly notify the DISTRICT and CONTRACTOR in writing of any claim. CONSTRUCTION MANAGER shall request and review supporting documents from the claimant, and prepare and deliver to DISTRICT and CONTRACTOR a written analysis of each claim. The analysis will include documents, photographs, and other materials appropriate for the DISTRICT's use in understanding and evaluating the third party's claim and include a recommended response to the claim.
- b. Third Party Claims Discussion - CONSTRUCTION MANAGER will participate in meetings and claims resolution proceedings.

15. Project Closeout.

- a. Submittal Review - CONSTRUCTION MANAGER shall receive CONTRACTOR submittals and marked up-drawings and forward all such submittals to PROJECT ENGINEER for preparation of Record Drawings.
- b. Manual, Warranty and Guarantee Evaluation - CONSTRUCTION MANAGER shall evaluate CONTRACTOR(s) submitted operation and

maintenance manuals, warranties and guarantees for materials and equipment installed on the Project as required by the Contract Documents.

- c. Substantial Completion - In consultation with the DISTRICT, CONSTRUCTION MANAGER shall review each CONTRACTOR's request for substantial completion and final completion and recommend to the DISTRICT when each CONTRACTOR's work is substantially and finally complete. CONSTRUCTION MANAGER shall, prior to issuing a Certificate of Substantial Completion on any contract or phase of the work, compile a list of incomplete work and work that does not conform to the Contract Documents. This list shall be attached to the Certificate of Substantial Completion. CONSTRUCTION MANAGER shall, upon DISTRICT's approval, issue the Certificate of Substantial Completion and Certification of Final Completion to the CONTRACTOR.
- c. Final Inspection of Works – CONSTRUCTION MANAGER shall confirm the satisfactory completion of contract and change order work and to perform a final inspection of project WORKS. Prepare the final punchlist and verify completion of punch-list items.
- d. Final Project Report – CONSTRUCTION MANAGER shall prepare Final Project Report that states the adjusted contract price, including all approved adjustments to the contract price, payments made, administrative deductions for stop notices, liquidated damages, etc., final accounting of the contingency, schedule summary and pending claims or disputes. Turn over all project records including field office video and still photo files to the DISTRICT upon project completion.
- e. Notice of Completion – CONSTRUCTION MANAGER shall prepare recommendation for filing of the Notice of Completion and initiating the stop notice-filing period and prepare the final payment.
- f. Warranty Closeout – CONSTRUCTION MANAGER shall establish a "Need for Warranty Work Notification" system to be used by the DISTRICT during the applicable warranty period. Prior to end of warranty period schedule and participate in a walk through of all warranty systems and submit written recommendations to DISTRICT regarding acceptance or rejection of all such systems.

T:\DOCUMENTS\DISTRICT PROJECTS\HETRICK WATERLINE IMPROVEMENTS\CONSTMGM\HETRICK CM TASKS - FINAL.DOC



P.O. Box 1583, Paso Robles, CA 93447
phone 805.440.9888 fax 805.227.4159

July 20, 2006

Michael LeBrun, P.E., General Manager
Nipomo Community Services District
148 South Wilson Street
Nipomo, Ca. 93444

Re: NCSD Request for Quote for Construction Management Services for
Hetrick Water Main Upgrade Project.

Ground Up Design & Construction Management (GU) has reviewed your
"Request for Quote for Construction Management Services" and is
pleased to following information:

Introduction and Understanding: The Nipomo Community Services District
(NCSD) intends to replace an existing 8 inch main in Hetrick Road with a
12 inch main from Willow Road South to Live Oak Ridge and upgrade
related valves, flanges and appurtenances.

The project is expected to bid in November 2006 and be completed by
March 2007. The project budget is estimated at \$240,000.00.

The District is seeking a Time & Materials Not to Exceed Quote for
Construction Management Services as outlined in the original RFP and in
conformance with the project description provided in the RFQ.

The requirements of this specific project will to be assisting with the bid
proposal process, assisting the District with verification of contractors
bonds and insurance and getting the project started and then the day to
day inspection and construction management of the project. Based on
my field review of the project with Mr. Buell and based on the budget I
anticipate the construction duration to be approximately 20 working
days.

ROBERT W. CARNES, Construction Manager

STACIE GLEIM, Project Manager

GU takes no exceptions to the attached listing of services or the agreement and will assemble the costs for surveying and soils engineering services as required for the project as soon as the plans are available to provide to consultants for quotes.

The Construction Inspector and Construction Manager for this project will be Robert W. Carnes, his resume and background information was provided in the SOQ.

Fee: Ground Up's Time & Materials Not to Exceed Fee for Inspection and Construction Management Services is \$8,250.00.

Ground Up Design & Construction Management Hourly Rates are as follows:

Construction Management Time:	\$90.00
Construction Administration Time:	\$85.00
Inspector of Record Time:	\$80.00

Included in the rates as stated above: Dell M70 lap top computer or better with appropriately licensed soft ware as follows: Word, Excel, Publisher, Outlook all 2003 version; Adobe Acrobat 7 Reader / Writer, Prolog Construction Management 6.1 and SureTrak 3.1, E/O Insurance, Automobile Insurance, Health Insurance, Travel to and from the job site(s) in the Nipomo Area, Office overhead, Cell phone usage and general office supplies for GU specific use.

Not included in the above stated rates: Automobile mileage beyond travel to the job site, travel expenses including travel, room and board for trips associated with the work, reproduction of plans, specification and alike and postage. All costs stated above will be passed through with a 15% handling charge.

ROBERT W. CARNES, Construction Manager

For a complete list of services, please refer to the SOQ.

STACIE GLEIM, Project Manager

Copy of document found at www.NoNewWipTax.com

Ground Up Design and Construction Management looks forward to providing Construction Management Services to the District for this upcoming construction project.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "RW Carnes". The signature is written in a cursive, flowing style.

Robert W. Carnes
Construction Manager, RCI 5291

ROBERT W. CARNES, Construction Manager

Signature of Robert W. Carnes

STACIE GLEIM, Project Manager

HETRICK ROAD WATERLINE UPGRADE PROJECT
CONSTRUCTION MANAGEMENT QUOTE SHEET

Date: 7/20/2006

NAME OF FIRM: Ground Up Design & Construction Management

NAME OF PRINCIPAL: Rob Carnes

NAME OF CM TEAM LEADER: Rob Carnes

ADDRESS: P.O. Box 1583, Paso Robles, CA 93447

PHONE: (805) 440-9888 FAX: (805) 227-4159

E-MAIL: rwcarncs@earthlink.net

NOT TO EXCEED EXPENDITURE LIMIT FOR ALL FEES & CHARGES: \$ 8250.00



Signature of Principal Authorized to Sign for Firm and Date

This quote shall be valid for 90 Days from the date of Signature

July 20, 2006

Mr. Bruce Buel
Project Manager
Nipomo Community Services District
148 South Wilson Street
Nipomo, CA 93444-0326

**Project: PROPOSAL FOR CONSTRUCTION MANAGEMENT SERVICES
 HETRICK WATER MAIN UPGRADE PROJECT**

Dear Bruce:

Thank you for the opportunity to assist you with this project.

PROJECT UNDERSTANDING

The NCSD is looking for Construction Management services for the construction of upgrades to the Hetrick Water Main. The upgrades include replacing 900 feet of 8-inch main with a new 12-inch main from Willow Road South to Live Oak Ridge. This includes the upgrade of related valves and flanges.

The Construction Management will begin after the bid distribution with the job walk and will continue through construction. Following the selection process and issuance of the Notice to Proceed from the Nipomo Community Services District (NCSD) to the selected contractor, Cannon Associates will be the main point of contact. Construction is scheduled to start on or about December 1, 2006 and end by March 2007. This proposal is based on a 2-week construction period.

SCOPE OF WORK

Cannon Associates will provide construction management services for the construction of upgrades to the Hetrick Water Main. Cannon will act as an on-site representative of the NCSD to ensure that the project work is in compliance with the project plans and specifications.

Cannon Associates will provide observation services primarily with Mr. Dave Beutel or Mr. Jeff Spannbauer (resumes previously supplied). It is our understanding that the construction observer will have the following responsibilities:

- Participate with the project engineer on the job walk.
- Lead a Pre-Construction briefing meeting and circulate meeting minutes.
- Document Pre-Construction conditions.
- Manage and track correspondences, submittals, RFIs/RFCs, material substitutions, and other documents per procedure contract documents.
- Evaluate change order requests and make recommendation to the District. Process per procedure in contract documents.
- Track contractor construction schedule and evaluate delays and requests for time extensions and make recommendation to the district.
- Maintain an on-site presence at the start and/or completion of each work day depending upon work activities.
- Be available on the site for duration of 2 to 8 hours depending upon work activities.
- Record work progress, personnel, equipment operation, and construction issues, on a daily basis when construction activity warrants an on-site observer. A weekly report of budget, if available, and observation log will be submitted at the end of every week.
- Progress photos will be taken during each site visit as applicable.
- During the daily site visit, Cannon will observe the installation and promptly notify the district of work that does not conform to the contract documents.
- Coordinate required inspections, tests, and material tests called for in the construction documents. Review results and notify contractor of unsatisfactory results. If necessary, Cannon will provide a licensed surveyor to verify grades, but pricing has not been included.
- Hold weekly construction meetings with the District, Project Engineer, and Contractor and circulate meeting minutes.
- Review payment application and determine whether the amount requested reflects the actual status. Notify District on final completion by contractor.
- Develop punch list for contractor upon notification of substantial completion from the contractor.
- Submit final project report with project final costs, if available, construction notes, and construction photos.
- Receive submittals and marked-up drawings and forward all such drawings to project engineer for preparation of Record Drawings.

Due to the relative size and duration of this project, we have not included the following services mentioned in the NCSD RFP.

- Preparation of a Master Process Plan Document. Cannon will follow specs and procedures listed in the construction documents and design specs.
- Preparation of a master schedule. The construction schedule will be the responsibility of the contractor and reviewed by Cannon.

- Review of design documents.
- Issuance of a Notice to Proceed and setting the contract time.
- Progress Reports to the District Board.
- Contracting directly with specialized inspection companies and material testing firms.

In addition, Cannon Associates will not be responsible for site safety, including but not limited to OSHA and traffic control requirements as well as safety inspection, evaluation or supervision. Project work direction and acceptance will be the responsibility of the NCSD.

DELIVERABLES

Cannon Associates will provide the NCSD with a summary report of the work activities on a weekly basis. The summary report will be based upon the daily work activity logs that will be prepared by Mr. Beutel or Mr. Spannbauer. A final compilation report with correspondences, RFIs/RFCs, daily reports, and pictures will be submitted upon final completion.

PROJECT FEES

Fees are based on the hourly rates per the current fee schedule attached. The total not to exceed fee estimate is based on a 2-week construction period with 5hrs/day average for site visits. Actual hours will be dependent upon work activities and the contractor's schedule.

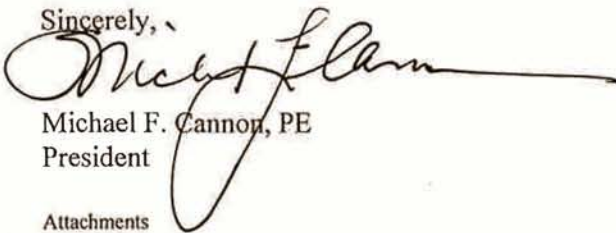
Total Not to Exceed Estimated Fees:

\$ 21,000

This proposal is valid for 90 days.

If you have any questions regarding the additional services please do not hesitate to give me a call.

Sincerely,



Michael F. Cannon, PE
President

Attachments

HETRICK ROAD WATERLINE UPGRADE PROJECT
CONSTRUCTION MANAGEMENT QUOTE SHEET

Date: July 20, 2006

NAME OF FIRM: Cannon Associates

NAME OF PRINCIPAL: Michael F. Cannon

NAME OF CM TEAM LEADER: Dave Beutel

ADDRESS: 364 Pacific Street, San Luis Obispo, California

PHONE: 805-544-7407

FAX: 805-544-3863

E-MAIL: daveb@cannonassoc.com

NOT TO EXCEED EXPENDITURE LIMIT FOR ALL FEES & CHARGES: \$21,000



7/20/06

Signature of Principal Authorized to Sign for Firm and Date

This quote shall be valid for 90 Days from the date of Signature

FEE SCHEDULE

January 2006

Construction Engineering Services	Rate/Hour
Senior –Associate Engineer	130.00 – 120.00
Engineer IV – Engineer I	110.00 – 80.00
Administrative Assistant III - III	52.00 – 50.00
Clerical Assistant	25.00

REIMBURSABLE EXPENSE SCHEDULE

July 2005

In-House Reproduction

Blueprints	\$ 2.00 per sheet
Sepia Mylars	\$10.00 per sheet
Plots	\$10.00 per sheet
Photocopies	\$ 0.15 per page
Color Copies (8 ½ x 11)	\$ 1.50 per page
Color Copies (11 x 17)	\$ 3.00 per page
Other Reproduction	Cost + 15%
Communication (mail and telephone)	Cost + 15%
Fax	\$ 1.00 per page
Shipping (UPS, Fed Ex, etc.)	Cost + 15%
Travel by Automobile	\$ 0.55 per mile
Travel - Other Than Automobile	Cost + 15%
Per Diem (room and board per person)	Cost + 15%
Permit Fees	Cost + 15%
Subconsultant Fees	Cost + 10%

If authorized by the client, an overtime premium multiplier of 1.5 will be applied to the billing rate of hourly personnel who work overtime in order to meet a deadline which cannot be met during normal hours. Applicable sales taxes, if any, will be added to these rates.

This information is intended only for the use of the individual or entity to which it is addressed, and contains information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any distribution or copying of this communication is strictly prohibited.



July 19, 2006

Mr. Edward Kreins
General Manager
Nipomo Community Services Director
148 South Wilson Street
Nipomo, CA 93444-0326

**RE: PROPOSAL FOR CONSTRUCTION MANAGEMENT SERVICES
HETRICK WATER MAIN UPGRADE PROJECT**

Dear Mr. Kreins:

I would like to take this opportunity to thank you for considering MNS Engineers, Inc. for this project. We have prepared this proposal for Construction Management services for the Hetrick Water Main Upgrade project. Included in this proposal is our project understanding, proposed scope of work and exceptions to the CM Agreement.

Project Understanding

The Hetrick Water Main Upgrade project replaces 900 ft of existing 8" water line with 12" PVC C900 waterline between Live Oak Ridge Road and the Willow Road Extension turnout in Nipomo to meet peak water demands as fire suppression demands. The existing water main will be abandoned in place.

The project will require one lane traffic control during the excavation and placement of the waterline. The depth of the pipe will be approximately 5 feet below roadway surface which should not require any supplemental shoring needs for the pipe placement. It is anticipated that the excavated material can be used as fill material, which should minimize costs for importing material.

Based upon the plans and Initial Study, we anticipate the construction duration to be approximately 3 weeks to complete the work in addition to the pre-construction efforts and the post-construction needs. No special monitoring during construction is anticipated. Should the work require an unexpected amount of work beyond this time, additional costs may be incurred.

Our scope of services will be consistent with the tasks described in the RFP. The inspector will be on site during the construction period to assure the work is being constructed in accordance to the project documents and District standards.

Please refer to our SOQ for exceptions with the Construction Management Services Agreement.

We propose to have Lou Caballero act as the Construction Manager to manage the contract administration for the project. Lou has extensive experience in managing this type of projects and is highly qualified to manage this project. Acting as the project inspector is Steve Doyle. Both Lou and Steve have extensive project experience on similar projects and they are familiar with the inspection and administration procedures required for the project. Their resumes have been previously submitted with our original SOQ.

Again, I thank you for the opportunity to work with you on this project. If you have any questions, please contact me at (805) 692-6921 or gchelini@mnsengineers.com.



July 19, 2006
Mr. Edward Kreins
Page 2 of 2

Sincerely,

MNS ENGINEERS, INC.



Gregory Chelini, P.E.
Principal Construction Manager

V:\MARKETING\PROPOSAL\2006\P06-118 Nipomo-Hetrick\P06-118 CM Cover Page 071406.doc

**Staffing Plan for
Construction Management Services
Hetrick Water Main Upgrade Project
for the
Nipomo Community Services District**

ROLE	STAFF	2006										2007					TOTAL HOURS	HOURLY RATE	TOTAL COST		
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				Jul	Aug
PM / RE	Greg Chelini, P.E.										16								16	135.00	\$2,160.00
Construction Inspector	Ken Koski										12								12	95.00	\$1,140.00
Administrative Support	Home Office										8								8	60.00	\$480.00
PM / RE	Greg Chelini, P.E.										24								24	135.00	\$3,240.00
Construction Inspector	Ken Koski										100								100	95.00	\$9,500.00
Administrative Support	Home Office																		0	60.00	\$0.00
PM / RE	Greg Chelini, P.E.										16								16	135.00	2,160.00
Construction Inspector	Ken Koski										8								8	95.00	760.00
Administrative Support	Home Office										8								8	60.00	480.00
																			0		0.00
Administrative Support	Home Office																		0		0.00
		0	80	0	0	0	0	0	0	0	156	0	0	0	0	0	0	0	272		\$25,420.00

* Prevailing Wage Rates

	TOTAL COST
Materials Testing	\$2,500.00
Construction Surveying	\$3,000.00
Miscellaneous Office	\$200.00
	\$5,700.00
	\$31,120

Assumptions Used:

1. Assuming construction period start date of July 1, 2006 with pre-construction services starting in June
2. Hours based upon 8 hour working days for a 22 week construction period
3. Used an average of 170 hours per month, based upon no overtime being worked
4. Assume work to continue through the winter season
5. Shop Inspection was not included in this cost estimate since this may or may not be required by the Cf
6. Assume a field office will be provided by the Contractor

**HETRICK ROAD WATERLINE UPGRADE PROJECT
CONSTRUCTION MANAGEMENT QUOTE SHEET**

Date: July 20, 2006

NAME OF FIRM: MNS Engineers, Inc.

NAME OF PRINCIPAL: Gregory A. Chelini, P.E.

NAME OF CM TEAM LEADER: Gregory A. Chelini, P.E.

ADDRESS: 4141 State Street, Suite B11, Santa Barbara, CA 93110

PHONE: 805-692-6921 FAX: 805-692-6931

E-MAIL: gchelini@mnsengineers.com

NOT TO EXCEED EXPENDITURE LIMIT FOR ALL FEES & CHARGES: \$31,100

Signature of Principal Authorized to Sign for Firm and Date

This quote shall be valid for 90 Days from the date of Signature

TO: BOARD OF DIRECTORS
 FROM: EDWARD KREINS *EW*
 DATE: AUGUST 4, 2006



INVESTMENT POLICY – SECOND QUARTER REPORT

The Board of Directors have adopted an Investment Policy for NCSD which states that the 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 Board of Directors.

Below is the June 30, 2006 Quarterly Report for your review. The Finance Officer is pleased to report to the Board of Directors that the District is in compliance with the Investment Policy.

As District Finance Officer and Treasurer, I am pleased to inform the Board of Directors that the District is in compliance with the 2006 Investment Policy and that the objectives of safety, liquidity, and yield have been met. The District has the ability to meet cash flow requirements for the next six months.

INVESTMENT POLICY-SECOND QUARTER REPORT 6/30/06

Investment	Institution	Amount of Deposit 6/30/06	Rate of Interest	Quarterly Interest Earned or Accrued 6/30/06	Amount of Deposit 6/30/05	Rate of Interest	Quarterly Interest Earned or Accrued 6/30/05
Money Market	Mid State Bank	\$147,871.07	0.25%	\$18.81	\$479,732.02	0.224%	\$17.27
Savings	Mid State Bank	\$896.60	0.75%	\$1.69	\$891.54	0.25%	\$1.11
Pooled Money Investment	Local Agency Investment Fund (LAIF)	\$17,786,161.45	4.53%	\$198,918.43	\$16,592,032.61	2.85%	\$115,251.51

RECOMMENDATION

After Board consideration and public comment, it is recommended that your Honorable Board accept the quarterly report by motion and minute order.

ATTACHMENTS

None