

TO: BOARD OF DIRECTORS
FROM: BRUCE BUEL *BB*
DATE: APRIL 17, 2009

AGENDA ITEM
F
APRIL 22, 2009

MANAGER'S REPORT

ITEM

Standing report to your Honorable Board --*Period covered by this report April 2, 2009 through April 15, 2009.*

DISTRICT BUSINESS

Administrative

Maria Vista Estates has set a total of ten water meters.

Staff submitted a Pre-Application for Federal Stimulus Funding for the Waterline Intertie Project on February 26, 2009. The State is scheduled to announce rankings on April 21, 2009.

Staff mailed an RFP for the Water Rate Study to four consultants on March 31, 2009. Staff will present proposals for Board consideration at the 5/13/09 Meeting.

Staff mailed an RFP for Southland Construction Management Services to nine consultants on March 9, 2009. Staff will present proposals for Board consideration at the 5/13/09 Meeting.

Staff is processing applications for the Annual Chipping Event.

Yaganeh Vahabian has accepted the position of Utility Assistant and is scheduled to start work on May 18, 2009. Interviews are scheduled to fill the open maintenance worker position.

Staff has mailed the "Prepay" notice to Blacklake Customers explaining their option to either prepay the water surcharge by May 31, 2009 or to pay off the surcharge over ten years in installments.

The SLO County Board of Supervisors did review County Staff's proposed Smart Growth edits to the General Plan Framework on April 14 and they set a hearing for April 28th.

Attached are the March Monthly Reports for the Waterline Intertie Project and the Southland Wastewater Treatment Facility Upgrade Project form AECOM.

Safety Program - No injuries or accidents occurred in this period.

Conservation Program Activities - 54 NCSD customers used the high efficiency clothes washer rebate program before it was placed on hold. Staff has completed four gardening workshops.

RECOMMENDATION

Staff seeks direction and input from your Honorable Board.

ATTACHMENTS – March Monthly Project Reports

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AECOM
 1194 Pacific Street, Suite 100
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Memorandum

Date: April 15, 2009
 To: Bruce Buel, General Manager – Nipomo Community Services District
 From: Michael K. Nunley, PE
 Subject: Waterline Intertie Project – Design Phase Status Report

Distribution: Josh Reynolds, PE
 Cesar Romero, PE
 Peter Sevcik, PE
 Eileen Shields
 Jim Froelicher

The Project Team has completed the following work items this month:

1. An HDD workshop with District staff, AECOM staff, peer reviewers and the Construction Management team occurred on March 23, 2009.
2. The Draft Concept Design Report was submitted to District staff, Construction Management team, and the peer reviewers on March 31, 2009.
3. The Draft Waterline Intertie Project – Golden State Water Company Turnout Hydraulics Technical Memorandum was submitted to the District on April 6, 2009. The Draft was discussed via conference call with District staff and comments were received for revision. AECOM is working with District staff to arrive at a proposed delivery schedule for GSWC. Once prepared, a revised draft will be provided to GSWC for comment.
4. AECOM presented the Draft Concept Design Report at the District Board Meeting on April 8, 2009.
5. AECOM attended the utility coordination meeting with the Army Corps of Engineers (ACOE), Santa Barbara Flood Control District (SBFCD), and other applicable utility agencies on April 9, 2009. The NCSO may need a 404 permit to cross under the Santa Maria River Levee. Padre is working with ACOE staff to determine whether the permit is required and to develop an approach. Submittal of the Permitting Strategy memorandum will be deferred until this approach is determined (estimated to be April 22, 2009).

Schedule

The Project Schedule is attached.

Budget Status

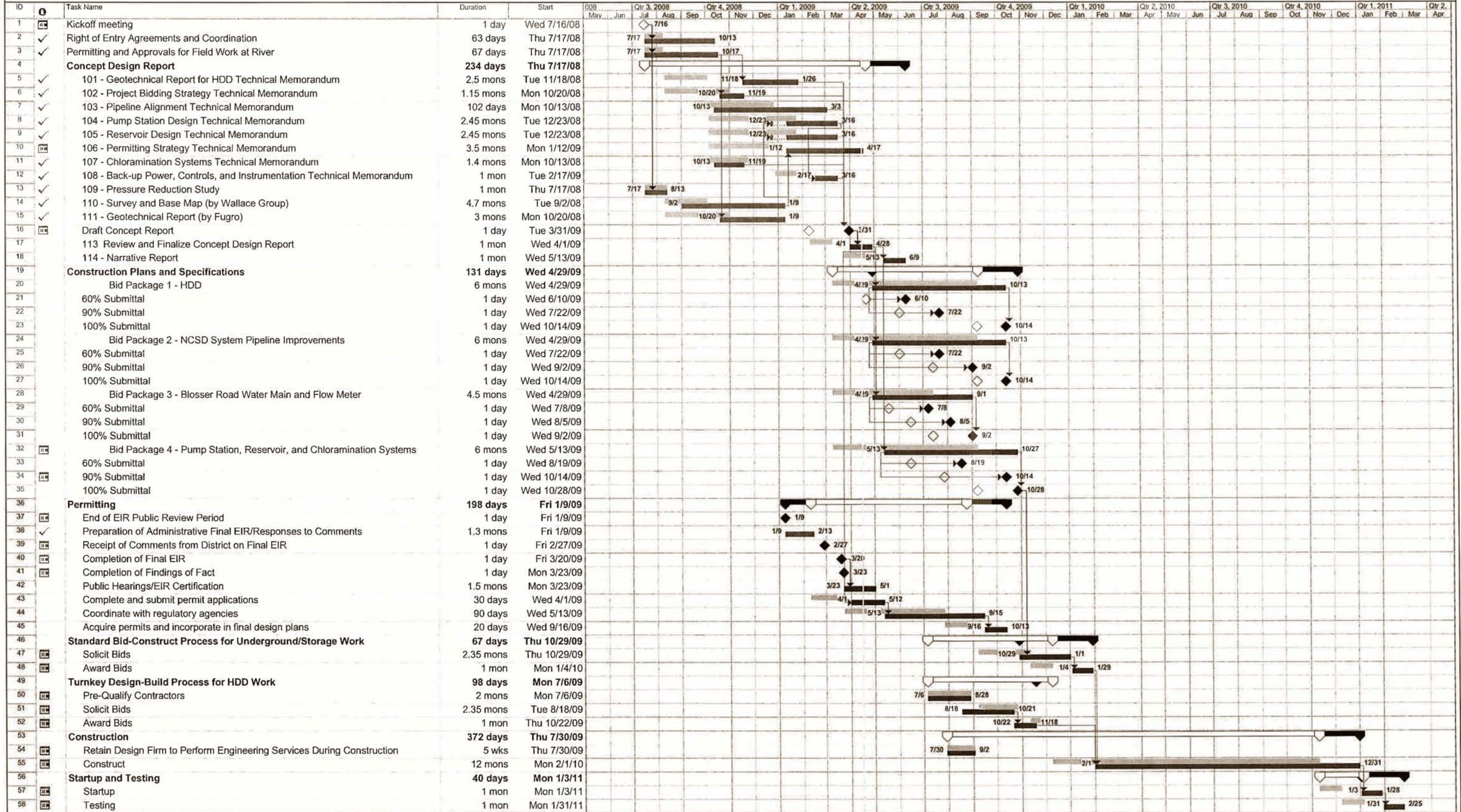
As shown on the attached Design Budget and Invoice Summary, our fee earned matches the amount expended. This indicates we are on budget as of this date.

Yours Sincerely



Michael K. Nunley, PE

Enclosures: Design Budget and Invoice Summary; Project Budget Summary; and Project Schedule



Project: WIP Design Schedule
Date: Wed 4/15/09

Task		Milestone		Rolled Up Task		Split		Project Summary	
Progress		Baseline Milestone		Rolled Up Milestone		Baseline Split		Group By Summary	
Baseline		Summary		Baseline Summary		External Tasks		Deadline	

Item	Description	Updated Amount 17-Mar-09
1	Bid Package 1 - Santa Maria River Crossing	\$4,884,000
2	Bid Package 2 - NCSD Pipeline Improvements	\$4,172,600
3	Bid Package 3 - Blosser Rd Water Main and Flow Meter	\$2,085,000
4	Bid Package 4 - Pump Station and Reservoir and Chloramination Systems	\$4,461,000
Construction Subtotal		\$15,602,600
5	Contingency	\$3,120,520 (1)
6	Property Acquisition	-- (3)
7	Design-Phase Engineering	
	Original Agreement (July 2008)	\$744,993
	Budget Revision 1 - Pressure Reduction	\$132,798
	Budget Revision 2 - Biological Survey for HDD	\$4,050
	Budget Revision 3 - Modeling for GSW/Woodlands Turnouts	\$8,380
	Budget Revision 4 - Additional Survey Services	\$9,900
8	Office Engineering during construction	\$175,837
9	Construction Management (3)	\$1,507,170 (2)
10	Environmental Mitigation	-- (3)
11	Environmental Monitoring	-- (3)
12	Permitting Fees	\$1,572.91
WATERLINE INTERTIE PROJECT TOTAL (Rounded to 1000)		\$21,308,000
13	Frontage Rd Sewer Upgrade Project	\$1,239,500 (4)
14	Frontage Rd Sewer Upgrade Project Contingency	\$247,900 (1) (4)
FRONTAGE RD SEWER PROJECT TOTAL (Rounded to 1000)		\$1,488,000 (4)

Notes:

ENR CCI: March 2009 = 8534

- (1) Contingency was modified to 20% which is more appropriate for design phase.
- (2) To be provided by CM team - Has not been revised to reflect additional work for construction manager of Oakglen, Darby, and Orchard extensions.
- (3) To be updated as available
- (4) Frontage Rd Sewer may be constructed as part of Bid Package 2 of the Waterline Intertie Project, but will be paid for from different funds than the supplemental water project.

Project Budget Summary

4/3/2009

Engineering Services for NCSD - SWP Design

Nipomo CSD

	Total Budget	Amount Previously Invoiced	Current Invoice Amount	% of Budget Earned to date	% of Work Complete
Task Group 1 - Concept Design Report	\$426,361.00	\$402,366.23	\$23,994.77	100%	100%
Task Group 2 - Permitting	\$30,607.00	\$15,144.42	\$8,019.00	76%	76%
Task Group 3 - Construction Documents	\$350,691.00	\$34,019.00	\$22,670.41	16%	16%
Task Group 4 - Project Management	\$43,520.00	\$24,853.43	\$5,495.85	70%	70%
Task Group 5 - Assistance During Bids	\$48,942.00	\$0.00	\$0.00	0%	0%
Task Group 6 - Office Engineering During Construction (5 Bid Packages)	\$175,837.00	\$0.00	\$0.00	0%	0%
Total	\$1,075,958.00	\$476,383.08	\$60,180.03	50%	50%

	Amount Previously Invoiced	Current Invoice Amount	Total Permitting Fees to date
Permitting Fees	\$1,572.91	\$0.00	\$1,572.91

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Memorandum

Date: April 15, 2009
To: Bruce Buel, General Manager – Nipomo Community Services District
From: Michael K. Nunley, PE
Subject: Southland WWTF Upgrade Project – Design Phase Status Report

Distribution: Josh Reynolds, PE
Peter Sevcik, PE
Eileen Shields
Jim Froelicher

The Project Team has completed the following work items this month:

1. The design contract with AECOM was accepted by the District Board on March 25, 2009.
2. A meeting was held between AECOM and District staff to discuss the project on March 23, 2009.
3. The Administrative Draft Solar Energy Evaluation for the WWTF was submitted to District staff for comment on April 3, 2009.
4. AECOM submitted a memorandum with recommendations for additional monitoring at the WWTF on April 14, 2009.
5. AECOM left a message for Sorrel Marks at the Regional Water Quality Control Board to arrange a meeting with her, AECOM, and District staff for the week of April 27, 2009. The purpose of the meeting will be to discuss operations and permitting strategy for the WWTF during construction. Ms. Marks will be out of the office until April 21, 2009. We will update District staff after confirming her availability.

Schedule

The Project Schedule is attached.

Budget Status

The Invoice Summary is attached. Since the project has not yet been invoiced, the Invoice Summary shows 0% complete. The project cost opinion has not been updated since the January 2009 Master Plan. The Design Budget will be included in each Project Status Report starting in May 2009.

Yours Sincerely



Michael K. Nunley, PE

Enclosures: Invoice Summary
Project Budget Summary
Project Schedule

AECOM Water

Project Budget Summary

Engineering Services for NCSD - Southland WWTF Design

Nipomo CSD

	Total Budget	Amount Previously Invoiced	Current Invoice Amount	% of Budget Earned to date
Task Group 1 - Concept Design Report	\$188,622.00	\$0.00	\$0.00	0%
Task Group 2 - Construction Documents	\$478,948.00	\$0.00	\$0.00	0%
Task Group 3 - Project Management	\$68,787.00	\$0.00	\$0.00	0%
Task Group 4 - Assistance During Bids	\$39,539.00	\$0.00	\$0.00	0%
Task Group 5 - Office Engineering During Construction (5 Bid Packages)	\$147,198.00	\$0.00	\$0.00	0%
Total	\$923,094.00	\$0.00	\$0.00	0%

TO: BOARD OF DIRECTORS
FROM: BRUCE BUEL *BBB*
DATE: APRIL 17, 2009

**AGENDA ITEM
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APRIL 22, 2009**

COMMITTEE REPORTS

ITEM

Review Committee Matters.

BACKGROUND

Attached are minutes from the 4/7/09 Personnel Committee Meeting.

Attached are minutes from the 4/13/09 Finance and Audit Committee meeting.

The Supplemental Water Project Committee is scheduled to meet at 2:00pm on Monday April 20, 2009.

RECOMMENDATION

It is recommended that your Honorable Board discuss the meetings as appropriate.

ATTACHMENT –

- 4/7/09 PERSONNEL COMMITTEE MEETING MINUTES
- 4/13/09 F&A COMMITTEE MEETING MINUTES

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NIPOMO COMMUNITY SERVICES DISTRICT

APRIL 7, 2009

MINUTES PERSONNEL COMMITTEE

1. CALL TO ORDER, ROLL CALL AND FLAG SALUTE

Chairman Trotter called the meeting to order at 9:00 a.m. Both Chairman Trotter and Director Vierheilig were in attendance along with staff members Bruce Buel and Lisa Bognuda. There were no members of the public in attendance.

2. INSPECTOR/PREVENTIVE MAINTENANCE SUPERVISOR

Bruce Buel, General Manager, stated NCSD has had two unsuccessful recruitments for this position. In both recruitments, the applicants failed to have both the Grade I Water Distribution Certificate and the Grade I Wastewater Treatment Plant Operator Certificate. Mr. Buel stated that the Grade I Water Distribution Certificate is essential to this position, however, the Grade I Wastewater Treatment Plant Operator Certificate is not required but is highly desirable. Mr. Buel believes that NCSD should be able to attract the appropriate candidate with the licensing requirements modified. Upon motion of Director Vierheilig and seconded by Director Trotter, the Personnel Committee unanimously agreed to recommend to the Board of Directors the modification to the job description.

3. SET NEXT MEETING DATE

No meeting date was set.

The meeting was adjourned at 9:12 a.m.

NIPOMO COMMUNITY SERVICES DISTRICT

APRIL 13, 2009

MINUTES

FINANCE AND AUDIT COMMITTEE

1. CALL TO ORDER, ROLL CALL AND FLAG SALUTE

Chairman Vierheilig called the meeting to order at 9:00 a.m. Both Chairman Vierheilig and Director Harrison were in attendance along with staff members Bruce Buel, Lisa Bognuda, and Peter Sevcik. There were no members of the public present.

2. REVIEW THE DRAFT 2009-2010 FISCAL YEAR BUDGET

The Finance and Audit Committee reviewed the draft 2009-2010 fiscal year budget and asked questions of staff. Staff answered the Committee's questions. Minor corrections were suggested. The Committee directed staff to include the Cost Benefit Analysis for preventive maintenance in the staff report for the study session.

The revised draft of the 2009-2010 fiscal year budget will be distributed to the Board of Directors next week.

3. SET NEXT MEETING DATE

No meeting date was set
The meeting was adjourned at 10:18 a.m.