

TO: LISA BOGNUDA <sup>LSB</sup>  
ACTING GENERAL MANAGER

FROM: PETER SEVCIK  
DISTRICT ENGINEER

DATE: NOVEMBER 29, 2010

**AGENDA ITEM**  
**E-5**  
**SUPPLEMENT**  
**DECEMBER 1, 2010**

**AECOM AND WSC CONTRACT AMENDMENTS FOR PROPOSITION 84  
GRANT APPLICATION SUPPORT AND 2010 URBAN WATER  
MANAGEMENT PLAN UPDATE**

**ITEM**

Consider execution of an amendment to AECOM contract for Waterline Intertie Project for Proposition 84 grant application support and Water Systems Consulting Inc. contract for Proposition 84 grant application support and additional services for preparation of 2010 Urban Water Management Plan Update [RECOMMEND APPROVAL].

**ADDITIONAL BACKGROUND**

WSC provided the attached scope of work and fee estimate to assist staff with preparation of the AB 1420 self-certification documents that must be completed by the District in order to be eligible to receive grant funds. Compliance with AB 1420 is related to the implementation of the CUWCC BMP's. As envisioned by staff, WSC would facilitate a workshop with staff and the Water Conservation Committee to review each BMP, determine the current level of implementation of each BMP, and determine the future level of implementation of each BMP that is appropriate for the District so that the AB 1420 self-certification documents can be completed.

Review of the BMP's and preparation of an Annual BMP Monitoring Report is also currently holding up the circulation of the Draft 2010 Urban Water Management Plan. In going through the current status of BMP's for the Proposition 84 Grant Application, WSC will be in a position to complete the BMP Monitoring Report so that the Draft 2010 UWMP can be circulated. The scope of work from WSC also includes this additional work as well.

**FISCAL IMPACT**

The WSC costs for assisting staff with preparation of the Proposition 84 grant application will be offset if the District is successful in obtaining some grant funding for the Waterline Intertie Project and the costs related to the 2010 UWMP Update are necessary in order to complete the update.

**RECOMMENDATION**

Staff recommends that the Board authorize the General Manager to:

1. Continue with preparation of a Proposition 84 Grant Application cooperatively with SLO County.
2. Execute an amendment in the amount of \$11,366 to the existing AECOM Contract for the WIP project for Proposition 84 grant application support.

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3. Execute an amendment in the amount of \$\$9330 to the existing WSC Contract for Preparation of 2010 Urban Water Management Plan Update for Proposition 84 grant application support and completion of the UWMP update.

**ATTACHMENTS**

- WSC Contract Amendment Request Dated November 29, 2010

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\2010\101201 WIP CONTRACT AMENDMENT #11 UWMP  
CONTRACT AMENDMENT #3 Supplemental Report.doc



11/29/2010

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

**SUBJECT: CONTRACT AMENDMENT - ADDITIONAL SERVICES REQUIRED FOR AB 1420 COMPLIANCE  
AND BMP ACTIVITY REPORTING**

Dear Peter,

This letter is intended to serve as an amendment to our Agreement for Professional Services executed by NCSO on November 4, 2009 for preparation of the 2010 Urban Water Management Plan Update. Per our phone conversation on November 23, 2010, the District is requesting assistance from Water Systems Consulting, Inc. (WSC) in preparing the required 2008 and 2009 Best Management Practice (BMP) Activity Reports for inclusion with the 2010 Urban Water Management Plan Update, as well as completing the "Self-Certification Statement" Tables 1 and 2 for the purpose of complying with AB 1420 to support an upcoming Prop 84 grant application.

Based on our conversation this morning, the following milestones apply:

1. Water Conservation Committee workshop is scheduled for Monday, December 6<sup>th</sup>, 2010 to discuss AB 1420 compliance and the BMP activity reports.
2. Final Self-Certification Tables 1 and 2 are due by Friday, December 17<sup>th</sup>, 2010.
3. Board presentation of draft BMP activity reports on Wednesday, January 12<sup>th</sup>, 2011.

The proposed scope of services and associated professional services fee are summarized below:

1. **Background data review.** WSC will prepare a detailed data request which describes the materials and information that WSC will need to complete subsequent tasks and submit it to the District via email. Upon receipt of the requested information, WSC will perform a detailed review and provide any follow-up requests. This task is based on the assumption that the District will provide any/all available and relevant information within 3 working days from the date of the request (electronic format preferred).
2. **Water Conservation Workshop.** WSC will participate in a three-hour workshop with District staff and Water Conservation Committee on Monday, December 6<sup>th</sup>. Anticipated discussion topics include: (1) review of AB 1420 compliance for Prop 84 grant applications; (2) review of the California Urban Water Conservation Council Memorandum of Understanding (CUWCC MOU) and related requirements of the Urban Water Management Planning Act (UWMP Act); (3) detailed discussion of each of the 14 BMPs; (4) action items and required follow-up. It is assumed that the District will provide relevant information to support planned and/or ongoing conservation programs in the context of the 14 BMPs, including any required documentation.

3. **BMP Activity Reports.** Based on information provided by the District in Tasks 1 and 2 above, WSC will assist the District in preparing BMP Activity Reports for 2008 and 2009 to be included with the 2010 UWMP Public Review Draft. Since the CUWCC's online database is currently being upgraded to reflect recent amendments to the MOU, WSC will prepare these reports by marking up copies of PDF forms provided by the CUWCC for this purpose. PDF forms will be edited and completed electronically using Adobe Acrobat. WSC will prepare and submit draft reports for the District's review (submitted via email in PDF format), then prepare final reports for inclusion with the 2010 UWMP Public Review Draft based upon the District's comments. If the CUWCC's database is available, WSC will input the District's data into the database in lieu of marking up the PDF forms.
4. **AB 1420 Compliance.** Based on information provided by the District in Tasks 1 and 2 above, WSC will assist the District in preparing the Self-Certification Tables 1 and 2 required for AB 1420 compliance. WSC will prepare and submit draft tables for the District's review, and then prepare final tables based on District comments (tables to be submitted via email).
5. **Board Presentation.** WSC will present the draft BMP Activity Reports to the Board of Directors during the regularly scheduled meeting on January 12<sup>th</sup>, 2011. If needed, a short PowerPoint presentation will be provided, and WSC staff will be available for questions and answers.

The total budget amendment is a not-to-exceed expenditure limit of \$9,330 as shown here:

Task No.	Task Description	Proj. Mgr.	Staff Engr.	Clerical/ Admin	Total Labor Hours	Total Labor	Expenses	Total Cost
1	Background data review	4	8	2	14	\$1,850	\$200	\$2,050
2	Water conservation workshop	4	4		8	\$1,220	\$100	\$1,320
3	2008, 2009 BMP Activity Reports	4	16	1	21	\$2,735	\$400	\$3,135
4	AB 1420 compliance	2	8	1	11	\$1,405	\$100	\$1,505
5	Board presentation	4	4		8	\$1,220	\$100	\$1,320
<b>Column Totals</b>		<b>18</b>	<b>40</b>	<b>4</b>	<b>62</b>	<b>\$8,430</b>	<b>\$900</b>	<b>\$9,330</b>

If you have any questions, feel free to contact me at (619) 807-8398.

Sincerely,

**Water Systems Consulting, Inc.**



Jeffery M. Szytel, PE, MBA  
Principal

Approved and Accepted by:

**Nipomo CSD**

Approved by: Lisa Bognuda  
Title: Acting General Manger

Date: \_\_\_\_\_