

TO: MICHAEL S. LEBRUN *MSL*
GENERAL MANAGER

FROM: PETER V. SEVCIK
DISTRICT ENGINEER

DATE: SEPTEMBER 21, 2011

**AGENDA ITEM
E-1
SEPTEMBER 28, 2011**

**AECOM SCOPE AMENDMENT # 6 FOR THE
SOUTHLAND WASTEWATER TREATMENT FACILITY
PHASE 1 UPGRADE PROJECT**

ITEM

Consider approval of Scope Amendment #6 with AECOM for engineering services in the amount of \$135,137 for design of Southland Wastewater Facility Phase 1 Upgrade Project [RECOMMEND BY MOTION AND ROLL CALL VOTE TO APPROVE SCOPE AMENDMENT #6 WITH AECOM IN THE AMOUNT OF \$135,137 AND AUTHORIZE STAFF TO EXECUTE TASK ORDER].

BACKGROUND

The Board selected AECOM to provide final engineering design services for Phase 1 of the Southland Wastewater Treatment Facility (WWTF) Upgrade Project. The project is based on the January 2009 Southland WWTF Master Plan and August 2010 Southland WWTF Master Plan Amendment #1. The project will replace the current .9 MGD pond plant with a new treatment plant that will include an influent lift station, influent screening system, grit removal system, Biolac® cell, a clarifier, gravity belt thickener, two concrete lined sludge drying beds, controls & blower building, and a non-potable plant water system. The Phase 1 project also includes an additive alternate bid item for a second clarifier and an additive alternate bid item for additional on-site disposal facilities.

The project design is now proceeding to the final stage. The peer review team, AECOM and District staff identified a number of issues that need to be addressed as part of the design effort that are not within the current approved scope of the work and/or contract amount. The additional work tasks and their associated costs required to complete the design of the project are outlined in the attached AECOM Scope Amendment #6. As set forth in the attached proposal, AECOM is willing to perform this work on a time-and-materials basis with a not-to-exceed expenditure limit of \$135,137. The proposed additional design work is anticipated to reduce risk and cost to the District during construction by reducing unknown conditions for Contractors during bidding and minimizing the potential for change orders during construction.

There may be future amendments to the design agreement given the nature of the project and the time and materials basis of the design agreement. While the design is almost complete, a scope amendment related to the bid phase and construction phase will likely be required since the project has changed significantly since the Facility Master Plan that was the basis of the initial design proposal approved by the Board. Current overall design cost, with the proposed amendment, is approximately 11.4% of the overall project cost of \$11,995,000.

FISCAL IMPACT

As of August 31, 2011, AECOM has billed the District for \$1,013,645 for design services for the

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project. Execution of the proposed amendment would increase the not-to-exceed expenditure limit from \$1,237,238 to \$1,372,375. With the proposed amendment, the remaining contract amount to be billed will be \$358,730.

The FY 11-12 Budget includes \$4,400,000 in Town Sewer Capacity Charges Fund (Fund #710) for the project. Thus, sufficient funding is available in the current fiscal year. Furthermore, funding for the additional design work is available within the current non-construction contingency allowance for the project.

STRATEGIC PLAN

Strategic Plan Goal 2.2 – Upgrade and Maintain Collection and Treatment Works
Strategic Plan Goal 2.3 – Select Disposal Solution for Southland Effluent and Implement

RECOMMENDATION

Staff recommends that the Board, by motion and roll call vote, approve Scope Amendment #6 with AECOM in the amount of \$135,137 and authorize the General Manager to execute Task Order.

ATTACHMENT

- AECOM Budget Revision Request dated September 21, 2011
- Project Budget Summary dated September 21, 2011



AECOM
1194 Pacific Street
Suite 204
San Luis Obispo CA 93401
www.aecom.com

805 542 9840 tel
805 542 9990 fax

September 21, 2011

Mr. Michael LeBrun, PE
General Manager
Nipomo Community Services District
P.O. Box 326
Nipomo, CA 93444

Dear Mr. LeBrun,

Southland WWTF Improvements Project, Phase 1: Scope Amendment 6 – Additional Design Work and Prequalification Program Assistance

AECOM has prepared this scope amendment to summarize additional design work resulting from the 95% submittal review and provide the District with a prequalification package for the Southland Wastewater Treatment Facility Improvements Project, including evaluation and selection assistance.

The District's peer review team for this project includes three design consultants (Cannon Associates, Wallace Group, and Dennis Delzeit) and the construction management team (MNS Engineers). The District also contracted with a retired wastewater treatment plant operator for operations input on the design. Review comments from the 95% submittal indicated a good design; no design conflicts were discovered and no major changes suggested. Instead, the review resulted in a multitude of valuable comments, the majority of which suggest additional detail and clarification in the design documents. District staff directed AECOM to incorporate the suggestions that would provide additional value to the District. The design work proposed herein is anticipated to reduce risk and cost to the District during construction, by reducing unknown conditions for Contractors during bidding; thereby, reducing the amount of change orders encountered during construction.

Additional design work is summarized below under Task Group 2, and prequalification assistance is described under Task Group 8. Additional project management time is also included to cover the revised schedule, extended due to the permitting and CEQA schedule. Project management tasks are summarized under Task Group 3.

Task Group 2 – Construction Documents

After a thorough review of the comments received on the 95% submittal, and consideration of the remaining design items to be completed, we reassessed the design budget remaining for the project. Additional effort is required to complete the design documents and address the comments than was previously budgeted. The effort required for this work is estimated at \$60,361. Specific tasks include the following:

- Incorporate new influent and effluent samplers
- Re-evaluate vault covers for improved access (grating or open) and protection of equipment (hatches)
- Revise site grading around sludge drying beds to improve drainage
- Evaluate feasibility of adding drain lines at sludge drying beds for storm water, and include if warranted
- Provide greater detail on demolition plans, piping plans, and grading plans
- Switch alternate clarifier from Secondary Clarifier No. 2 to Clarifier No. 1 for constructability

- Relocate scum well and rearrange piping for constructability
- Improve process control descriptions
- Assist with DWR permit and incorporate requirements into the plans
- Address and respond to 95% submittal review comments

AECOM will oversee production of a Landscape Screening Plan and incorporate it into the plans and specifications, as required by the mitigation measures in the Draft Environmental Impact Report. The Landscaping Plan will be prepared by Firma Consultants, Inc., with input from the District and in compliance with applicable County and State requirements. Firma will also research and prepare seeded revegetation specifications to stabilize graded areas, and performance specifications as needed for temporary surface spray irrigation to establish seeded vegetation. This effort is budgeted at \$6,856.

As an optional task, the Landscape Screening Plan will include removal and replacement of the screening along Highway 101. Firma will select an appropriate species with input from the District and include this corridor in the irrigation plan. The budget for this optional task is \$3,085.

District staff has requested an additional submittal to review the construction documents one last time before producing the final bid documents. AECOM will provide Draft Final plans, specifications, and construction cost opinion for review by District staff and the construction management team. Each submittal requires attention from project engineers of the six involved disciplines (civil, architectural, mechanical, structural, electrical, and instrumentation) and an interdisciplinary quality control review team, including a hard-bid estimator to review the cost opinion. Our budget assumes we will provide five hard copies of the draft final plans and specifications for review, and that we will receive two sets of review comments to address and respond to. We will review these comments with District staff and as appropriate, incorporate the comments into the final design documents. The additional submittal is budgeted at \$27,764.

Task Group 3 – Project Management

The additional project management services requested as part of this Scope Amendment include additional status reports and meetings as a result of schedule delays. The amount of time budgeted is based on review of time spent for the tasks to date and projecting the budget for the additional time. These services are estimated at \$12,273.

Task Group 8 – Prequalification Program

AECOM has a successful program of prequalification of contractors for bidding on specific types of work. This program will provide the District with confidence that the bids they are receiving are from contractors experienced in and competent for the work at hand. The Prequalification Program summarized herein is budgeted at \$24,798.

AECOM will assist the District in conducting, coordinating, and performing a prequalification and selection process for General Contractors for the work. The Department of Industrial Relations has developed a model and relevant criteria that can be utilized by the District. It is accompanied by a publication explaining how to score the questionnaire. Contractors who receive an acceptable score will be deemed prequalified for bid. The District can reject the prequalification of a contractor who either fails to respond to the questionnaire or receives an unacceptable score. The prequalification selection process will include the following sub-tasks:

- Meet and discuss prequalification processes and selection criteria with the District representatives/personnel.

- Utilizing the Department of Industrial Relations model as a format, AECOM will draft prequalification questionnaires and advertisements for the District's review and approval. Draft copies will be submitted to the District, and we will meet to discuss District staff comments. AECOM will finalize prequalification advertisements and prequalification questionnaires and obtain the District approval.
- Assist the District in identifying a list of contractors that have prior experience with similar projects by contacting local cities, counties, consultants and/or special districts. Contact the contractors identified to help advertise the District's project, beyond the District's public notifications.
- Assist the District in advertisement for pre-qualifications. AECOM will reproduce and distribute up to fifteen (15) pre-qualification packets to potential contractors.
- Facilitate the District's review of prequalification submittals received from interested contractors.
- Facilitate the District's interviews and evaluation process to define a list of qualified contractors.
- Compile draft letters of notification for firms that responded.
- Conduct an orientation meeting with prequalified contractors. Identify project data to be provided by the District to prequalified contractors.

Schedule

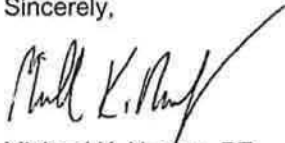
We do not anticipate a delay to the overall project schedule as a result of the additional design or prequalification tasks described. Preparation of the prequalification package will be performed concurrent with the design.

Budget

AECOM will perform this work on a Time and Materials basis, with a budget not to exceed \$132,052 unless prior authorization is granted in writing by the District, or \$135,137 if the optional task associated with the Landscaping Plan is selected. See the attached spreadsheet for a breakdown of fees.

If you have questions or comments, please contact me to discuss. We look forward to continuing work with you and completing the design of this important project.

Sincerely,



Michael K. Nurley, PE
Project Manager

Attachments: Fee Summary, FIRMA proposal

Estimated Engineering Fee

Southland WWTF Improvements Project, Phase 1
 Scope Amendment #6 - Additional Design, Landscaping and Prequalification

Nipomo Community Services District

Task Description	Personnel Hours					Budget					
	Principal	Senior Engineer II	Associate Engineer	Design CAD Operator	Administrative	Total Hours	Labor	Non-Labor Fee	Subconsultants	Total Non-Labor	Total
Task Group 2 - Construction Documents											
Improve design details, evaluate alternatives, address review comments	20	90	130	180	20	440	\$ 55,890	\$ 4,471		\$ 4,471	\$ 60,361
Produce and incorporate Landscaping Plan			6	12		18	\$ 2,070	\$ 166	\$ 4,620	\$ 4,786	\$ 6,856
Additional submittal (draft final)	14	32	66	42	4	158	\$ 21,078	\$ 6,686		\$ 6,686	\$ 27,764
Subtotal	34	122	202	234	24	616	\$ 79,038	\$ 11,323	\$ 4,620	\$ 15,943	\$ 94,981
Task Group 3 - Project Management											
Task 302. Monthly Progress Reports	6		12		12	30	\$ 3,564	\$ 285		\$ 285	\$ 3,849
Task 305A. Monthly Wastewater Committee Meetings	12		12			24	\$ 3,900	\$ 312		\$ 312	\$ 4,212
Task 305B. Monthly Board Meetings	12		12			24	\$ 3,900	\$ 312		\$ 312	\$ 4,212
Subtotal	30	-	36	-	12	78	\$ 11,364	\$ 909	\$ -	\$ 909	\$ 12,273
Task Group 8 - Prequalification Program											
Task 801. Meeting with District staff	2		4			6	\$ 900	\$ 72		\$ 72	\$ 972
Task 802. Develop draft & final prequalification documents	3	12	50		6	71	\$ 9,202	\$ 736		\$ 736	\$ 9,938
Task 803. Identify list of Contractors			6			6	\$ 750	\$ 60		\$ 60	\$ 810
Task 804. Distribute up to 15 prequalification packages			5		4	9	\$ 913	\$ 73		\$ 73	\$ 986
Task 805. Facilitate District's review of prequalification packages	3		18			21	\$ 2,850	\$ 228		\$ 228	\$ 3,078
Task 806. Facilitate interviews and assist with District's evaluation	12		18			30	\$ 4,650	\$ 372		\$ 372	\$ 5,022
Task 807. Draft letters of notifications			4		3	7	\$ 716	\$ 57		\$ 57	\$ 773
Task 808. Conduct orientation with prequalified Contractors	4	2	12		5	23	\$ 2,980	\$ 238		\$ 238	\$ 3,218
Subtotal	24	14	117	-	18	173	\$ 22,961	\$ 1,837	\$ -	\$ 1,837	\$ 24,798
Optional Landscaping Task											
Remove and replace landscape screening along Highway 101			2	4		6	\$ 690	\$ 745	\$ 1,650	\$ 2,395	\$ 3,085
Subtotal	-	-	2	4	-	6	\$ 690	\$ 745	\$ 1,650	\$ 2,395	\$ 3,085
Total	88	136	357	238	54	873	\$ 114,053	\$ 14,814	\$ 6,270	\$ 21,084	\$ 135,137

<u>Personnel Category</u>	<u>\$/HR</u>
Principal	\$200.00
Senior Engineer II	\$160.00
Associate Engineer	\$125.00
Design CAD Operator	\$110.00
Administrative	\$72.00



September 16, 2011

Eileen Shields
AECOM
1194 Pacific Street Suite 204
San Luis Obispo CA 93401

Sent via email

RE: Revised Proposal for Landscape Architectural Services-NCSD Wastewater Treatment Facility

Dear Eileen,

I have prepared the following proposed work scope and fee based on our discussion.

Please note that as of January 1, 2010 the California Code of Regulations Title 23 chapter 2.7 requires all planting and irrigation plans to comply with the State model Water Efficient Landscape Ordinance. Our fee includes compliance calculations for the County ordinance.

The Basic Services that *firma* will provide are:

1. Construction Documents Phase- Fee: \$4,200

- a. Prepare Construction documents based on AECOM site and grading plans to meet the County Conditions of Approval for screening and permanent erosion control:
 - Prepare planting and irrigation plans, specifications and cost estimate for construction. The planting is limited to screen planting of buildings and permanent erosion control planting. Irrigation will be for the screen planting only.
 - Firma will research and develop appropriate seeded revegetation specifications for areas disturbed by grading activities. The seed mix design will consider long term maintenance considerations with input from the NCSD. If irrigation of some or all these areas is determined to be necessary, Firma will provide performance specifications for temporary surface spray irrigation to establish the seeded areas, but not a plan.
 - Progress drawings will be provided at 60% and 90% complete stages.
- b. Assist Client in filing the construction Documents for approval by authorities with jurisdiction over the Project. This assistance is limited to: plan check corrections.

2. Optional Task – Fee: \$1,500

- a. Prepare a plan to remove and replace appropriate screen tree planting along the US 101 frontage of the project. The tree species will be selected with input from the NCSD. The plan will include permanent irrigation.

Our work would not include drainage design, bidding and construction phase services, temporary erosion control / SWPPP, geotechnical soil investigations, surveys, accessible path of travel, fencing, or more than one meeting to review the plans and specifications.

Additional Services include, but are not limited to, revisions to the Landscape Architect's work products that are required as a result of changes in the project scope or configuration initiated by other consultants

Firma Consultants Incorporated
David W. Foote ASLA
187 Tank Farm Road Suite 230
San Luis Obispo, CA 9340
(805)781-9800 • fax (805)781-9803

retained by the Client or Owner, or required by permit authorities. This proposal assumes Client will send digital base plan and updates in the following format:

- Save back to Autocadd 2007
- Eliminate any off-site objects
- Explode any poly-lines
- Create a right block of the sheet
- Bind any x-refs
- Send titleblock as separate file
- Send a PDF file of site plan for reference

All hourly rates for additional services, reimbursable reproduction expenses including base sheets, prints, reductions, and postage will be billed per the attached rate schedule. Thank you for considering firma for this work. Please call if I can answer any questions about this proposal.

Sincerely,

A handwritten signature in black ink that reads "David Foote". The signature is stylized with a large, circular flourish on the left side and a horizontal line across the middle.

David Foote, ASLA

firma

landscape architecture • planning • environmental studies • ecological restoration

Hourly Rate Schedule 2010-2011

Principal Landscape Architect / Planner	\$130
Associate Landscape Architect	\$95
Senior Landscape Architect	\$90
Senior Planner	\$90
Environmental Planner	\$60
Draftsperson / Computer Technician	\$55
Clerical Staff	\$45

Reproduction, Delivery Expenses

All reproduction expenses including base sheets, prints, reductions, postage and delivery expenses will be reimbursed at cost times 1.1. Reimbursement expenses for in-house plots are as follows:

11x17 color	\$3.00
8.5 x 11 color	\$2.00

Insurance

Professional Liability	\$1,000,000
General Liability	\$2,000,000
Auto Liability	\$1,000,000

Item	Description	Updated Amount June 2011 95% Plans (1)(2)
1	Influent Pump Station & Flowmeter	\$ 427,900
2	Spiral Screening System	\$ 422,400
3	Grit Removal System	\$ 276,400
4	Extended Aeration System	\$ 1,163,200
5	Secondary Clarifier	\$ 1,330,400
6	Sludge Thickening System	\$ 279,600
7	Emergency Holding Basin	\$ 69,400 (3)
8	Sludge Drying Beds	\$ 716,700
9	Controls & Blower Building	\$ 272,900
10	Non-Potable Plant Water System	\$ 230,100
11	Site Piping	\$ 1,340,500 (4)
12	Instrumentation & Controls	\$ 306,400
13	Electrical	\$ 723,500
14	Site Work	\$ 317,000
	Construction Subtotal	\$ 7,876,000
15	Construction Contingency	\$ 1,181,400 (5)
	Construction Total	\$ 9,057,000
16	Environmental Impact Report	\$ 109,170
17	Design-Phase Engineering	\$ 1,237,237 (6)
18	Construction Management	\$ 1,181,400 (7)
19	Environmental Mitigation & Monitoring Allowance	\$ 142,500 (8)
20	Permitting Fees Allowance	\$ 5,000 (9)
21	Non-Construction Contingency Allowance	\$ 262,693 (10)
	WWTF Phase 1 Improvements Estimated Total	\$ 11,995,000 (11)

June 2011 Notes:

- (1) ENR CCI (June 2011) = 9080
- (2) Costs are escalated by 2% per year to midpoint of construction (estimated 7/3/2012)
- (3) The emergency holding basin cost has been reduced based on relocation to Aeration Basin #2 (for Phase 1), eliminating the need for construction of a separate basin.
- (4) The site piping cost opinion has increased based on refined number of fittings, valves, and revised lengths.
- (5) Construction contingency is estimated at 15% of construction subtotal.
- (6) Design-Phase engineering costs are a sum based on original contract (May 2009), and scope amendments #1 (Jun 2009), #2 (Mar 2010), #3 (Sept 2010), #4 (Mar 2011), and #5 (July 2011).
- (7) To be updated by CM team; Construction Management costs estimated at 15% of construction subtotal.
- (8) Environmental mitigation and monitoring costs are provided as an allowance. These costs will be further developed with the EIR process.
- (9) Permitting fees are estimated and provided as an allowance. These costs will be further developed with the EIR process.
- (10) Non-construction contingency allowance is for non-construction project-related expenses.
- (11) Town Sewer System Financial Plan, August 24, 2007, assumes \$12 million project costs to be funded as follows:
 - \$8.9 million from new long-term debt (\$10.6 million par value)
 - \$2.6 million from Town Sewer Funded Replacement Fund
 - \$0.5 million from Town Sewer Capital Improvement Fund

TO: MICHAEL S. LEBRUN *MSL*
GENERAL MANAGER

FROM: PETER V. SEVCIK
DISTRICT ENGINEER

DATE: SEPTEMBER 21, 2011

AGENDA ITEM
E-2
SEPTEMBER 28, 2011

SUPERVISORY CONTROL AND DATA ACQUISITION SYSTEM UPGRADE PROJECT REQUEST FOR PROPOSALS

ITEM

Authorize staff to circulate a Request for Proposals (RFP) to upgrade the District's Supervisory Control and Data Acquisition (SCADA) System [RECOMMEND BY MOTION AND ROLL CALL VOTE APPROVE REQUEST FOR PROPOSALS AND AUTHORIZE STAFF TO CIRCULATE].

BACKGROUND

The District utilizes IPAAC[™], a proprietary SCADA system human machine interface (HMI), to remotely monitor the operation of the District's water supply wells, sanitary sewer lift stations and wastewater treatment plants. The system utilizes an interface that lists Inputs/Outputs in a tabular format only (not graphical), provides limited control capability, and has limited ability for historical data storage and retrieval. Changes to the system typically require custom programming that must be outsourced.

The District recognized the limitations of the existing SCADA system and began developing a plan in late 2009 to upgrade the system. The SCADA system characteristics that the District requires to efficiently and effectively manage the operation of the water system and sewer system compared to the current SCADA system include HMI software that has graphics capabilities, is widely utilized and supported, provides control capability, provides historical data logging, provides reliable alarm notification, and is capable of providing automatically generated reports. Furthermore, staff's goal is to reuse the existing field installed hardware and integrate it with the replacement HMI hardware and software as necessary to provide the desired functionality.

In addition, the Supplemental Water Project and Southland Wastewater Treatment Facility (WWTF) Upgrade, when completed, will require a much higher degree of control and reliability than the current SCADA system can provide. The SCADA system upgrade as planned will facilitate the overall integration of the Supplemental Water Project and the Southland WWTF Upgrade into the District's utility operations.

The District contracted with AECOM to prepare the technical requirements for the SCADA Upgrade Project and to assist the District with preparation of the RFP for the procurement of system integrator services to implement the project. AECOM is finalizing the technical requirements for the project.

In accordance with the District's Purchasing Policy, staff needs Board approval to solicit proposals for the project. Attached is the draft RFP, not including the technical requirements prepared by AECOM, that outlines the District's requirements. Should the Board approve the RFP and authorize circulation of the RFP, staff would anticipate to forward a contract award recommendation to the Board in December 2011.

FISCAL IMPACT

The FY 11-12 Budget includes \$300,000 for the SCADA Upgrade Project. The funding is allocated as follows:

Fund Number	Fund Description	Budgeted Fund Amount
Fund 700	Water Fund	\$140,000
Fund 710	Town Sewer Fund	\$120,000
Fund 830	Blacklake Sewer Funded Replacement	\$40,000

Actual project cost will depend on the responses received to the District's RFP.

STRATEGIC PLAN

Strategic Plan Goal 1.3 – Upgrade and Maintain Water Distribution and Storage Works
Strategic Plan Goal 2.1 – Efficiently Operate Collection, Treatment and Disposal Works

RECOMMENDATION

Staff recommends that the Board, by motion and roll call vote, approve the Request for Proposals for the SCADA Upgrade Project and authorize the General Manager to circulate the RFP.

ATTACHMENTS

Draft SCADA Upgrade Project RFP

NIPOMO COMMUNITY SERVICES DISTRICT
148 South Wilson Street, Nipomo CA 93444

Request for Proposals for SCADA System Upgrade Services

Released: XXXX XX, 2011

Proposal Deadline: XXXX XX, 2011

For more information on this RFP, contact District Engineer Peter Sevcik at 805-929-1133 or psevcik@ncsd.ca.gov.

NIPOMO COMMUNITY SERVICES DISTRICT

REQUEST FOR PROPOSALS

For SCADA System Upgrade Project Services

1. The Nipomo Community Services DISTRICT (hereinafter "DISTRICT") is soliciting proposals for Supervisory Control and Data Acquisition System (SCADA) Upgrade Project Services for the DISTRICT'S Water Utility and Wastewater Utility Operations – (hereinafter "Project"), and will receive proposals at the office of the General Manager, 148 South Wilson Street, Nipomo, CA 93444, up to the hour of 2:00 PM on the XX day of XXXX, 2011. Faxes, E-Mails, proposals not enclosed in a sealed/labeled envelope, and proposals received after 2:00 p.m. on XXXX XXXX XX, 2011, will not be considered and will be returned to the submitter.
2. SCADA System Integrator (INTEGRATOR) shall design, license, install, test, startup and commission a complete SCADA system to service the DISTRICT Water System and Wastewater System Operations. Services include but are not limited to furnishing and installing all materials, equipment, programming, coordination, and other necessary work required for a complete system as described herein.
3. All responsive proposals shall be reviewed and evaluated by the DISTRICT in order to determine which proposer best meets the DISTRICT's needs for this Project. The criteria by which the DISTRICT shall evaluate proposals are set forth in the Request for Proposals.
4. The DISTRICT reserves the right to reject any and all proposals, solicit new proposals or waive any irregularities in any proposal or the proposal process at its discretion. The District 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 District. Proposers are responsible for all costs associated with the proposal.
5. **PRE-PROPOSAL CONFERENCE:** Prospective bidders are required to attend a mandatory pre-proposal conference that will begin at XX AM on XXXX XX, 2011, at 509 Southland Street, Nipomo, California, 93444. The purpose of the conference is to discuss the scope of the project and proposal requirements. Detailed technical questions may be submitted in writing but they will be answered, if warranted, by addenda later. Oral statements may not be relied upon and will not be binding or legally effective. **Attendance at the pre-proposal conference is mandatory and failure to attend the pre-proposal conference will result in your proposal being rejected as non-responsive.**
6. For more information on this RFP, contact District Engineer Peter Sevcik at 805-929-1133 or psevcik@ncsd.ca.gov.
7. Proposal shall be valid for 90 days.

Michael S. LeBrun, General Manager

Date

NIPOMO COMMUNITY SERVICES DISTRICT

REQUEST FOR PROPOSALS

For SCADA System Upgrade Project Services

1. BACKGROUND INFORMATION

The DISTRICT provides water and wastewater services to a population of approximately 12,000 people in unincorporated southwestern San Luis Obispo County, California.

The DISTRICT's existing IPAAC[™] SCADA system was installed approximately seven years ago. The purpose of this Request for Proposals (RFP) is to allow the DISTRICT to select an INTEGRATOR for the following purposes:

- Provide a new SCADA system to replace the existing system in accordance with the attached technical requirements.
- Modify controls for existing facilities in accordance with the attached technical requirements.
- Provide technical support during and after the warranty phase of the proposed SCADA System Upgrade Project in accordance with the attached technical requirements.

The DISTRICT desires to establish a lasting relationship with an INTEGRATOR for the purpose of maximizing its investment and optimizing the SCADA system.

The SCADA system will oversee the following water and wastewater system components:

- 8 water wells and 1 transfer pump
- 6 water reservoirs
- 14 lift stations
- 2 wastewater treatment facilities

2. DELIVERY OF PROPOSALS

It is the Proposer's responsibility to ensure that the proposal is received by the DISTRICT prior to the hour and date for the opening of proposals specified in the Notice of Request for Proposals. Any proposals received by the DISTRICT after that hour and date shall be returned unopened.

3. FORMAT OF PROPOSALS

All proposals shall be typewritten or printed in ink clearly and legibly, in conformance with the Request for Proposals and submitted in an envelope plainly marked on the outside: "Proposal for SCADA System Upgrade Services – DO NOT OPEN WITH REGULAR MAIL." Five copies of the proposals will be required.

4. QUALITY OF PROPOSAL

Unnecessarily elaborate or glossy proposals are neither expected nor desired. The emphasis of the proposal should be on responding to the requirements set forth in this Request for Proposals.

5. CONTENTS OF PROPOSAL.

The proposer shall include in its proposal, at a minimum, the following information presented in a clear and concise format, in order to demonstrate the Proposer's competence and professional qualifications for the satisfactory performance of the services outlined in the "Technical Requirements" attached to this Request for Proposals (See Attachment 1).

5.1. A list of the water and wastewater SCADA projects completed for local government entities located in California during the last ten (10) years for which the Proposer Project Team has performed similar services of similar size, scope, and complexity. This list shall include the name, contact person, address, and phone number of each party for whom the service was provided, as well as a description of the service performed and the dollar amount of the contract, and the date of performance.

5.2. A list of the Proposer's principals, employees, agents, and subconsultants (project team) which the proposer anticipates assigning to this PROJECT. This list shall include a summary of the qualifications, licenses, and experience of each individual; the approximate number of hours each will devote to the PROJECT; and the type of work to be performed by each individual. The DISTRICT will retain under its agreement with the successful Proposer the right of approval of all persons performing under the agreement.

5.3. A detailed description of the methods by which the Proposer intends to perform the work set forth in the Technical requirements. The description shall include, at a minimum, the following items:

5.3.1. Present proposer's understanding of the project and detail the approach to completing the project in accordance with the Technical requirements.

5.3.2. A performance schedule for all services necessary to complete this PROJECT. The proposal should specify the major tasks and the expected time of completion for each component based on the technical requirements outlined in the proposal.

5.4. A detailed cost estimate, in a separate sealed envelope, that shall include, at a minimum, the following items:

5.4.1. Completed Compensation and Payment Summary (Attachment 2) that has been signed by a principal authorized to represent the firm.

5.4.2. A cost schedule for all services necessary to complete this PROJECT. The proposal should specify the cost breakdown by major component or phase as identified in 5.3.1 based on the technical requirements outlined in the proposal.

5.4.3. The cost schedule should include line item cost estimates for each task and sub-task including staff classification, hourly rates, and hours as well as all other costs including sub-consultant costs and project expenses.

5.4.4. A Fee Schedule describing all charges and hourly rates for services.

5.5. The DISTRICT's standard professional services agreement is attached to this Request for Proposals (See Attachment 3). The Proposer should specifically indicate, in its proposal, any clauses in the DISTRICT's proposed agreement which are unacceptable to the proposer.

5.6. A statement which discloses any past ongoing or potential conflicts of interest which the CONSULTANT may have as a result of performing the work for this PROJECT.

5.7. A copy of an insurance certificate or a letter of intent to provide insurance from the issuing

company (including a description of types of coverage and dollar amount limits). Minimum insurance requirements are as follows: General Liability - one million per occurrence, Automobile - one million per accident, Workers Compensation and Employer's Liability - one million per accident.

5.8. The Proposal must be signed by an authorized representative of the Proposer.

5.9. The proposal must be accompanied by proper documentation of valid California contractor's license(s) necessary to complete the project.

5.10 Submit, with the proposal, cut sheets with list of features for the following major system components:

- SCADA Software (specify software details including number of tags included)
- Servers (provide specifications)
- Laptop Computer (provide specifications)
- Screen design for well and lift stations (submit examples of similar work for review)
- One year full warranty on all parts, programs, and labor from date of project acceptance by the District.

6. INTERPRETATIONS OF THE REQUEST FOR PROPOSALS

If the Proposer is in doubt as to the meaning of any part of the Request For Proposals, or finds discrepancies in or omissions from the Request For Proposals, the Proposer shall submit to the DISTRICT a written request for an interpretation of clarification at least 10 calendar days prior to the date and time for opening proposals. All such requests should be addressed to the DISTRICT at:

Peter Sevcik, P.E., District Engineer
Nipomo Community Services District
148 South Wilson Street
Nipomo, CA 93444
(805) 929-1133 Phone
(805) 929-1932 Fax
psevcik@ncsd.ca.gov

The Proposer shall be responsible for the prompt delivery of the request. The DISTRICT shall not be responsible for any explanation or interpretations of the Request for Proposals other than by written addendum delivered to each Proposer. No oral interpretations of any provision in the Request for Proposals shall be binding upon the DISTRICT.

7. REVIEW OF PROPOSALS

After the Proposals are received and opened by the DISTRICT, the DISTRICT shall review and evaluate all proposals for responsiveness to the Request for Proposals in order to determine whether the Proposer possesses the professional qualifications necessary for the satisfactory performance of the services required. The DISTRICT shall also investigate qualifications of all proposers to whom the award is contemplated, and the DISTRICT may request clarifications of proposals directly from one or more proposers. It is anticipated that this review period will last up to approximately thirty (30) days. In reviewing the proposals, the DISTRICT may consider the following:

- 7.1. The proposer's demonstrated competence and professional qualifications.
- 7.2. The proposer's understanding of the proposed project.
- 7.3. The experience and past performance of the proposer and its agents, employees, and subconsultants (project team) in completing projects of similar type, size and complexity. The DISTRICT may consider Proposer's timely and accurate completion of similar projects within budget.
- 7.4. The feasibility of the proposal based upon the performance, delivery schedules and the methodology to be used by the proposer.
- 7.5. The clarity, creativeness, and responsiveness to the Request for Proposals.
- 7.6. Proposed compensation.

8. AWARD OF AGREEMENT

Upon completion of the review period, the DISTRICT shall notify those Proposers whose proposals will be considered for further evaluation and negotiation. All Proposers so notified may be required to make presentations and negotiate in good faith in accordance with direction from the DISTRICT. Any delay caused by Proposer's failure to respond to direction from the DISTRICT may lead to a rejection of the Proposal.

- 8.1. If the DISTRICT determines, after further evaluation and negotiation, to award the Agreement, a standard professional services contract shall be sent to the successful Proposer for the Proposer's signature. No proposal shall be binding upon the DISTRICT until after the Agreement is signed by duly authorized representatives of both the Proposer and the DISTRICT.
- 8.2. The attached standard professional services contract will be used for the contract. Any comments or changes requested by the Proposer are to be included in the Proposal.
- 8.3. The DISTRICT reserves the right to reject any and all proposals, solicit new proposals or waive any irregularities in any proposal or the proposal process at its discretion. The District 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 District. Proposers are responsible for all costs associated with the proposal.
- 8.4. The successful Proposer will be required to obtain a County of San Luis Obispo Business License.

9. TECHNICAL REQUIREMENTS

The Technical Requirements attached (Attachment 1) to this Request for Proposals represents an outline of the services which the DISTRICT anticipates the successful proposer to perform, minimum expected proposer qualifications, and is presented for the primary purpose of allowing the DISTRICT to compare proposals. The precise technical requirements to be incorporated into the professional services agreement shall be negotiated between the DISTRICT and the successful proposer. The proposer is encouraged to suggest any changes to the technical requirements (as a part of the proposal) required to complete the project.

ATTACHMENTS

Attachment 1 – Technical Requirements
Attachment 2 – Compensation and Payment Summary
Attachment 3 – Standard Professional Services Agreement

TO: BOARD OF DIRECTORS
FROM: MICHAEL S. LEBRUN *MSL*
GENERAL MANAGER
DATE: SEPTEMBER 23, 2011

AGENDA ITEM
E-3
SEPTEMBER 28, 2011

DANA ADOBE NIPOMO AMIGOS LETTER OF SUPPORT TO COUNTY OF SAN LUIS OBISPO

ITEM

Consider approving a letter supporting Dana Adobe Nipomo Amigo's (DANA) request to amend County General Plan and County Ordinance 3090 [CONSIDER INFORMATION BY MOTION AND ROLL CALL VOTE APPROVE LETTER OF SUPPORT]

BACKGROUND

In April 2011, DANA received a grant of \$2.9 million to design, permit and construct Stories of the Rancho Project (Project). The County General Plan restricts development along South Oakglen Avenue. DANA is seeking revision to the applicable sections of the General Plan to allow the Project to move forward.

The proposed Project increases non-agricultural water use on the parcel. DANA receives potable water service from the District under an Outside Users Agreement (Attached). The District and the DANA project are located within the Nipomo Mesa Water Conservation Area as established by County Ordinance 3090. Ordinance 3090 prohibits General Plan Amendments that increase non-agricultural water demand within the Nipomo Mesa Water Conservation Area. DANA is seeking revision to Ordinance 3090 to allow the Project to move forward.

Attached is a draft letter of support from Nipomo Community Services District for Board review and consideration.

FISCAL IMPACT

Minor budgeted staff time preparing these materials.

RECOMMENDATION

Staff recommends that the Board edit and approve letter and direct the Board President to sign the letter.

ATTACHMENTS

- DANA Users Agreement
- DANA Master Plan & Stories of the Rancho Project Information
- Draft Letter of Support (including attachments)

t:\board matters\board meetings\board letter\2011\110928 dana support staff report.doc

**MEMORANDUM OF ASSIGNMENT OF WATER SERVICE AGREEMENT
DANA ADOBE**

San Luis Obispo County Historical Society ("Assignor" or "SLOCHS") and the Nipomo Community Services District ("NCSD") enter into this Memorandum of Assignment ("Memorandum of Assignment") of a Water Service Agreement for the benefit of the Dana Adobe located at 671 S. Oakglen Avenue, Nipomo, California, with reference to the following Recitals:

RECITALS

- A. On or about June 5, 1972, NCSD and SLOCHS entered into an agreement ("Agreement") whereby the NCSD agreed to provide the Dana Adobe water from the NCSD water system for the use of the Dana Adobe. Said Agreement is attached hereto as Exhibit "A" and incorporated herein by reference as though set forth at length (herein "Agreement").
- B. SLOCHS desires to transfer, or has transferred, the Dana Adobe to Dana Adobe Nipomo Amigos, a non-profit corporation, ("DANA" or "Assignees").
- C. Section 7 of the Agreement provides as follows:

"Neither party shall assign this Agreement or any rights thereunder without the prior written consent of the other party".
- D. The parties enter into this Memorandum of Assignment for the purposes of acknowledging the NCSD's consent to the assignment of the Agreement from SLOCHS to DANA.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

- 1. Incorporation of Recitals

Recitals A through D are incorporated herein by reference as though set forth at length.

MEMORANDUM OF ASSIGNMENT OF WATER SERVICE AGREEMENT
DANA ADOBE

2. Assignment to DANA

Pursuant to Paragraph 7 of the Agreement, SLOCHS requests the NCSD's consent to the assignment of the Agreement to DANA.

3. NCSD's consent

On January 14, 2004, the NCSD, at its regularly scheduled meeting, approved the Assignment and instructed District Legal Counsel to prepare an agreement acknowledging NCSD's consent.

4. Incorporation of Agreement

The terms and conditions of the Agreement are incorporated herein by reference.

5. Successors and Assigns

This Memorandum of Assignment shall bind and inure to the benefit of the parties and their respective heirs, successors, and assigns, subject, however, to the provisions of the Agreement.

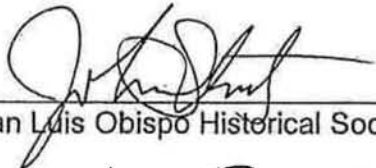
6. Governing Law

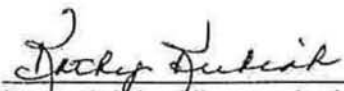
This Memorandum and the Agreement are governed by California law.

Executed as of the date referenced below at Nipomo, California, County of San Luis Obispo, State of California.

ASSIGNOR: SLOCHS

ASSIGNEE: DANA


San Luis Obispo Historical Society


Dana Adobe Nipomo Amigos

By: JOHN SCHVITZ
(Print Name)

By: KATHY KUBIAK
(Print Name)

Date: JULY 2, 2004

Date: JULY 6, 2004

///
///

MEMORANDUM OF ASSIGNMENT OF WATER SERVICE AGREEMENT
DANA ADOBE

CONSENT OF NCSD

Effective the date the real property known as the Dana Adobe is transferred to DANA and subject to the terms and conditions of this Memorandum of Assignment, NCSD consents to the Assignment of the Agreement to Assignee.

Executed the 6th day of July, 2004 in Nipomo, California, on behalf of the Nipomo Community Services District .

By: Michael Winn
Michael Winn, President
Nipomo Community Services District
Board of Directors

ATTEST:

Donna K. Johnson
Donna K. Johnson, Secretary
to the Nipomo Community Services District
Board of Directors

AGREEMENT

THIS AGREEMENT entered into this 5th day of June 1972, by and between the NIPOMO COMMUNITY SERVICES DISTRICT, a public corporation located in the County of San Luis Obispo, State of California, and hereinafter termed "District", and the SAN LUIS OBISPO COUNTY HISTORICAL SOCIETY, a non-profit corporation located in the County of San Luis Obispo, State of California, and hereinafter termed "Society":

WITNESSETH:

WHEREAS, Society operates the Dana Adobe located outside of the Nipomo Community Services District boundaries, and

WHEREAS, the Dana Adobe is a structure of outstanding historical significance in the County of San Luis Obispo and is open to the public for viewing, and

WHEREAS, the Dana Adobe has no water presently available to it, but has urgent need of water for sanitary purposes, and

WHEREAS, Nipomo Community Services District has water which it can make available to the Dana Adobe for said purposes, it is in the public interest that such be done, District has the legal power so to do, and there is no other source of water for the Dana Adobe than District.

NOW, THEREFORE, in consideration of the mutual covenants, conditions, promises and agreements herein set forth, District

District and Society, the parties hereto, hereby mutually covenant and agree as follows:

1. That the above recitals are true and correct.
2. That District shall provide to Society water from the District water system for the use of the Dana Adobe, and Society shall pay District for said water pursuant to the duly established District water rates.
3. That Society shall pay for all costs of connecting the Dana Adobe to the District water system.
4. That the District shall install a water meter for the Dana Adobe in the County road right of way at the end of Districts ten (10) inch water main on Oak Glenn (a County road); provided, however, that Society shall pay District the cost of said meter, and Society shall pay District the regular District hook-up charge.
5. That Society shall at its own sole cost and expense install waterpipes from said meter to the Dana Adobe approximately 5/8 of a mile in said County road; provided that said waterpipes shall be the property of Society and shall be operated, maintained, repaired, replaced and enlarged by Society at its sole cost and expense.
6. That Society agrees that District has prior water-pipe and appurtenant facility rights in said County road where Society will install said waterpipes as stated hereinabove, and that District is not waiving said prior rights therein by this Agreement; therefore, Society agrees that if at

anytime in the future it is in the judgment of District in its interest to so do, District may install its own waterpipes and appurtenant facilities in said County road in said same area; and Society further agrees that in the above event, if at such time or any other time the relocation of the waterpipes or any portion thereof installed by Society pursuant to this Agreement is required, that Society will pay for the full cost of said relocation.

7. Neither party shall assign this Agreement or any rights thereunder without the prior written consent of the other party.

8. In the event that title to the Dana Adobe is transferred, either voluntarily or involuntarily, at any time, to any person, firm, corporation or entity, public or private, other than Society, then in that event this Agreement shall automatically terminate and be null and void; provided that in that event District may cease furnishing water to said Dana Adobe, and Society agrees that it is not acquiring any water rights by this Agreement.

9. This Agreement shall be binding on the successors and assigns of District and of Society.

IN WITNESS WHEREOF, District and Society have executed this Agreement on the day and year first hereinabove set forth.

NIPOMO COMMUNITY SERVICES DISTRICT

By: *Ronald J. Sweeney*
President of the Governing Board
of said District

ATTEST:

M. L. O'Neil
Secretary of the Governing Board
of said District

SAN LUIS OBISPO COUNTY HISTORICAL
SOCIETY

By: *W. Young Davis*
President of said Society
Spidee L. Andrews
Secretary of said Society

DANA ADOBE NIPOMO AMIGOS MASTER PLAN & THE STORIES OF THE RANCHO PROJECT PROJECT INFORMATION

1.1 BACKGROUND

The Dana Adobe Nipomo Amigos (DANA) is a nonprofit 501(c) 3 organization with a volunteer governing board of directors and advisory members. In April 2011 DANA was awarded a Proposition 84 Nature Education Facilities grant of \$2.9 million to design, permit, and construct the Stories of the Rancho Project. The proposed project would showcase the cultural and natural resources of the Nipomo Creek watershed and the Nipomo Mesa through interactive environmental education programs and exhibits. Located on 129 acres, the project would provide public interpretation of the site's unique geological, paleontological, prehistoric, historical and botanical resources, and would draw on the established cultural and nature educational programs developed by Dana.

DANA owns and manages roughly 29 acres of the project site and manages (under a lease agreement with SLO County) the 100 acres known as APNs 090-171-30, -031, and -032. Currently DANA is partnering with the County of San Luis Obispo Public Works Department and the Land Conservancy of SLO to implement a native habitat restoration project on the 100 acres. To date, the Land Conservancy has planted roughly 10,000 riparian plants on the 100-acre site and the County of SLO has made a commitment to plant 3,500 oak trees and 2.5 acres of coastal chaparral. This restored area will be protected under a conservation easement.

Existing development onsite includes the historic Dana Adobe, a caretaker's unit, and amenities located around the adobe (i.e., a dirt driveway, landscaping, and an unpaved parking area for adobe visitors). These facilities are largely located on APN 090-171-011. Very little new development is proposed in close proximity to the adobe. The Dana Adobe is a California State Historical Landmark. It is also listed on the National Register of Historical Places and is in the process of applying for National Landmark Status. Currently the adobe is being restored under a California Cultural & Historical Endowment grant.

The existing adobe is used as a museum and as staff offices. The adobe has electrical power. Water is provided to the 29-acre site from the Nipomo Community Services District (NCSD) through an outside user's agreement. A private well provides irrigation for farm/restoration activities on the 100 acre site. An existing septic system provides sewage disposal for the caretaker's unit. There are no restrooms in the adobe; the staff offices and site visitors use a portable toilet for waste disposal.

The Dana Adobe team has educated over 50,000 visitors since the formation of DANA in 1999 through programs that highlight the natural and cultural history of California's Rancho era. Public programs have included lectures, nature education walks, and historical re-enactment pageants with costumes, music and live animals. Docent outreach education programs to schools include hands-on programs with costumed participants and a full professionally produced musical play. In addition, education and fund raising events are held throughout the year.

It is estimated the adobe has on average roughly 3,000 visitors a year. Student field trips account for approximately 1,200 of the roughly 3,000 visitors annually. Currently DANA has roughly 20 student field trips per year. A school bus (accommodating roughly 65 persons) brings students to the site for individual student field trips. Currently the adobe is open to the general public for tours on Sunday afternoons. Throughout the week 0 to 5 visitors may show up at the site for a scheduled or unscheduled tour. In terms of staffing, DANA currently has an Executive Director that works full-time, a part-time assistant, and roughly 5 – 10 volunteers that visit the site on a weekly basis.

1.2 PROJECT DESCRIPTION

The proposed project would complete a master plan for the 129 acre site. The project's master plan would be built in phases. The Stories of the Rancho Project would be the project's first phase. Once preliminary plans are completed the project's phases will be depicted. Overall the Master Plan would construct: a new visitor center/museum building, a viewing deck and courtyard area outside the building, a Native American (Chumash) Village, a trail system and interpretive features throughout the 129 acres, restoration areas, picnic areas, children play features, exhibits, benches and picnic tables, a caretakers unit, and support amenities (such as parking areas, driveways, a storage building, and landscaping) primarily on the 29-acre site (APN 090-171-036). The project's 100 acre site (APNs 090-171-031, -032, -033) would largely accommodate restoration, agricultural/open space uses, secondary access, interpretation, and a multi-use trail system (for bicyclists, equestrians, and pedestrians).

The proposed visitor center/museum would accommodate: a visitor center, two classrooms, staff offices, exhibit area, gift shop, curator's work and storage area, library, restrooms, and catering kitchen. The visitor center/museum building will be one story. In the first phase the Visitor Center would be roughly 5,363 square feet. The building would have the potential to expand to roughly 6,647 square feet in a future phase. The visitor center would contain indoor and outdoor exhibits. The classroom would include audio-visual facilities as well as exhibit and storage space. A courtyard would be located at the entry to the building (on the west side of the building) providing an area for outdoor exhibits and for school tours to gather. An outdoor viewing area/courtyard would be located along the front of the building (east side) and extend around to the building's northern edge. This courtyard would provide panoramic views of the acreage once owned by the Dana family, a mosaic story circle (which you can walk on), benches, and exhibits. The courtyard on the project's northern edge would provide an area for outdoor seating (similar to an amphitheater), picnicking, outdoor events, and lectures. The northern courtyard area would likely include drought tolerant landscaping, shade structures, fencing, and lighting. Views of the proposed building would be buffered from the Dana Adobe and the Chumash Village by landscaping and terrain. It is anticipated the interior of the building (the classrooms and visitor center) could accommodate a maximum of ~ 290 people. The interior of the building and exterior courtyard (along the building's eastern and northern edge) could accommodate a maximum of roughly 559 people at a single event.

The Native American (Chumash) Interpretive Features would include items such as a living Chumash village, Knapping exhibits, story boulders, Native American gardens, and painted caves. Members of the Chumash Tribe will assist with the design and construction of the

Chumash Interpretive Features. The materials for these features have not yet been determined.

The project's trail system would include roughly 2 to 3 miles of trails, adjacent native landscaping, benches, fencing, exhibits, and interpretive features. On the 29 acre site, the trails would provide access between the visitor's center, the Chumash Village, the Dana Adobe, and historic elements. The trail system on the 29 acres would accommodate disabled access. On the 100-acres, a multi-use dirt trail would provide visitor access as well as educational features (interpretation). The project's trails would be open to the general public for use although some trails may be opened on a seasonal basis. For the overall trail system (on the 129 acres) DANA will provide materials for self-guided tours as well as docents for scheduled tours. The native habitat restoration and preservation portion of the project would address existing diseased and invasive plant species and would identify, sign, and fence sensitive habitats. Interpretation and protection of geologic, paleontological and archaeological sites would also be provided as part of the project.

Other project components include a permanent caretaker's unit; items such as picnic tables, benches, and viewing areas (along the project's trail system); an arena that can also be used equestrian activities and for items such as overflow parking; an area for keeping animals (for school tours); a storage building, and emergency access (a bridge) over Nipomo Creek. The caretaker's unit may be new construction or may involve moving an existing, historic building onto the 29-acre site. The new caretakers unit would replace the existing facility and the old caretaker's unit would be removed. The proposed staff offices in the new visitor center would replace the staff offices in the exiting Dana Adobe. The existing office would be converted to storage, curator, and/or exhibit area. The project's emergency access would extend from South Oakglen Avenue to South Thompson Road. The emergency access would have an all-weather surface (likely base) that is roughly 16 to 18 feet wide and a bridge (10 feet wide) (likely a rail car) that can accommodate a fire truck. The emergency access would be gated at two locations (near South Oakglen Avenue and Swallow Lane) so that motor vehicle access only occurs during an emergency or during site or access maintenance. It is likely portions of the emergency access would be used as a trail.

Proposed infrastructure would include parking, a bus drop-off area, access drives, trash enclosure(s), drought tolerant landscaping with some areas irrigated, retaining walls, fencing, a new septic system for the visitor center, water service/connections, utility connections, drainage/erosion control, and solar power. Water for the visitor's center and fire suppression would be provided by the NCS D through an Outside User's Agreement. In terms of parking, roughly 40 parking spaces would be paved with asphalt and wheel stops, roughly 60 parking spaces would have a gravel surface, and roughly 100 parking spaces would be accommodated in the arena area for overflow parking during events.

Stories of the Rancho will serve local residents, the state's tourist population, and students from various counties. All education programs will be bilingual. Interpretation will be designed to tell the story of the natural and historic resources onsite as well as the project's sustainable design and construction methods. The Visitor Center will be open to the public from 9:00 am to 5:00 pm Tuesday through Saturday, and from noon to 5:00 pm on Sundays. The project's trails will be open to the public from sunrise to sunset seven days a week. It is

anticipated the visitor center, classrooms, and courtyards would be used for private group rentals such as weddings and events.

The Stories of the Rancho Project would likely increase the number of average annual visitors to ~7,000. Instead of 20 student field trips per year, it is anticipated there would be 40 field trips or as many as two field trips in any one week during the academic school year. An individual school bus (accommodating 65 persons) would bring students to the site for a field trip. Student field trips would account for roughly 2,400 visitors annually. Staffing levels at the adobe would likely increase from one full-time and one part-time employee to perhaps three full-time employees. The number of volunteers assisting DANA would likely increase from roughly 5 a week to perhaps 10 per week. Throughout the week it is expected there would be 5 to 20 visitors that may show up daily for a scheduled or unscheduled tour or simply to walk the project's trails.

1.3 LOCATION & OWNERSHIP

The project is located at 671 South Oakglen Avenue in Nipomo, California. Ownership and parcel information is shown in Table 1 below. Most of the project's development would occur on APN 090-171-036. See Figure 1 for the project's Assessor Parcel information.

APN	~Size (acres)	Land Use Designation	Owner	Comments
090-171-011	8	REC	DANA	Location existing Adobe
090-171-030	20	AG	SLO County	Dana has a 99-year lease to manage the 100 acres SLO County owns.
090-171-031	40	AG	SLO County	
090-171-032	40	AG	SLO County	
090-171-036	21	REC	DANA	The majority of development is proposed on this parcel.
<i>Total Acreage</i>	<i>129</i>			

1.4 OTHER INFORMATION

Relevant Studies/Information. The Dana Adobe Nipomo Amigos (DANA) has completed various reports for the 129 acres. The Stories of the Rancho Project will include the following reports: biology, cultural, and traffic. The project's design firm (Firma) has completed flood plain data, soil tests, and a base map. GeoSolutions has been hired to determine the location of the Wilmar Fault on the subject property. Preliminary Plans for the Master Plan and a cost estimate for project components should be complete by late September 2011. The cost estimates will help define project phases.

LUO Text Amendment. The proposed project will also include a Land Use Ordinance (LUO) Text amendment. See Attachment 1 for the Draft language of the proposed text amendment. The original LUO language was adopted in ~1994. Although the language references an existing Master Plan, the County does not have a copy of a DANA Master Plan on file. In the 1990s the County anticipated the construction of a Southland Interchange. Since that time, it is our understanding, all the right-of-way for a Southland Interchange has been given back to the adjacent property owners. Presently there is no funding or schedule for a future interchange in the vicinity of Southland.

Water & Sewer Demand. The existing caretaker's unit and 29-acre site has a water demand roughly equivalent to ½ of a single family unit. It is anticipated the Stories of the Rancho Project when completed would increase the site's water demand to roughly the equivalent of two single family residences. The project currently proposes a private septic system for the visitor center and caretaker unit. In order to weigh options, DANA is exploring potentially hooking up to the NCSD for sewer services. Restoration and native planting on the 100-acre site would be irrigated (until it is established) by the site's existing water well.

Thank you for considering this letter.

Very truly yours,

NIPOMO COMMUNITY SERVICES DISTRICT

James Harrison
Board President

Enclosure(s):

Attachment 1, Proposed LUO Changes

ATTACHMENT 1 PROPOSED LUO CHANGES

San Luis Obispo County Code – Title 22, Land Use Ordinance
Proposed Text Change

Article 9 – Community Planning Standards (Revised June 2010)

South County – Areawide Standards

Section 22.112.020 F, Page 9-266 to 9-267

- F. **Nipomo Mesa Water Conservation Area.** The following standards apply to all land in the Nipomo Mesa Water Conservation Area shown in Figure 112-4.

Figure 112-4 - Nipomo Mesa Water Conservation Area

1. **General Plan Amendments and land divisions.** Applications for general plan amendments and land divisions in the Nipomo Mesa Water Conservation Area shall include documentation regarding estimated existing and proposed non-agricultural water demand for the land division or development that could occur with the General Plan Amendment. If this documentation indicates that the proposed non-agricultural water demand exceeds the demand without the requested amendment or land division, the application shall include provisions for supplemental water as follows:
 - a. **General Plan Amendments.** Where the estimated non-agricultural water demand resulting from the amendment would exceed the existing nonagricultural demand, the application shall not be approved unless supplemental water to off-set the proposed development's estimated increase in nonagricultural demand has been specifically allocated for the exclusive use of the development resulting from the general plan amendment, and is available for delivery to the Nipomo Mesa Water Conservation Area. Jack Ready Park and the Dana Adobe is an exception-are exceptions to this section.
 - b. **Land Divisions.** Where the estimated non-agricultural water demand resulting from the land division would exceed the existing non-agricultural demand, a supplemental water development fee shall be paid for each dwelling unit or dwelling unit equivalent, at the time of building permit issuance, in the amount then currently imposed by county ordinance, not to exceed \$13,200. If the development resulting from the land division is subject to payment of supplemental water development fees to an entity other than San Luis Obispo County, the amount of these other fees shall be deducted from the County fee.

San Luis Obispo County Code – Title 22, Land Use Ordinance

Proposed Text Change

Article 9 – Community Planning Standards (Revised June 2010)

Combining Designations

Section 22.112.030, Page 9-270

22.112.030 - Combining Designations

The following standards apply within the applicable combining designations. These standards apply in the rural, urban and village areas, so they are not repeated in later Sections of this Chapter.

- B. **Historic Area (H) - Dana Adobe.** Development of any tourist-related facilities, residential or accessory uses at the site of the Dana Adobe (see Figure 112-6) shall be ~~in an architectural motif compatible with the adobe itself and consistent with the site master plan on file at the Department. This requirement applies to the Dana Adobe site in addition to the requirements of Sections 22.112.080.F.1 through F.4. [Amended 1997, Ord.-2800]~~ consistent with Sections 22.112.080 G. **Note:** *this is redundant of previous sections and references F (which is not applicable) instead of G.*

San Luis Obispo County Code – Title 22, Land Use Ordinance

Proposed Text Change
Article 9 – Community Planning Standards (Revised June 2010)
South County Nipomo Urban Area
Section 22.112.080, Pages 9-345 to 9-346

- G. **Recreation (REC) – Dana Adobe.** The following standards apply only to the properties containing and surrounding the Dana Adobe, shown in Figure 112-57 in addition to the Historic combining designation standard in Section 22.112.030.A B *Note: Should be 22.112.030 B – there was an error in the original text.*
1. **Limitation on use.**
 - a. Prior to completion of a future Southland Street interchange emergency access accessible by the Dana Adobe properties and/or the creation of a "safe refuge", land uses shall be limited to those identified as allowable, permitted, or conditional in the residential Suburban land use category by Section 22.06.030, except for nursing and personal care, and residential care.
 - b. After completion of an Southland Street interchange emergency access accessible to the Dana Adobe properties and/or a safe refuge, all land uses that are identified by Section 22.06.030 as allowable, permitted, or conditional in the Recreation land use category may be authorized in compliance with the land use permit requirements of that Section.
 2. **Permit requirement.** The development of any non-agricultural or non-residential uses shall comply with the Site Master Plan on file with the Department or an approved amendment to that Master Plan. The initial Site Master Plan or major amendments to the Site Master Plan and shall be subject to Conditional Use Permit approval. The Conditional Use Permit shall identify the area to be developed, the types of uses to be established, and an architectural motif style compatible with the adobe itself and the site's interpretation and educational components. Once a Conditional Use Permit has been approved for the Site Master Plan, minor amendments to the Master Plan may be approved by the Planning & Building Department or through a permit as designated in Article 2, Table 2-2 (Allowable Land Uses and Permit Requirements) Section 22.060.30.
 3. **Subdivision requirement.** All new subdivisions on the site of the Dana adobe shall be clustered in compliance with Chapter 22.22. An area shall be located around the Dana adobe site, to be offered for dedication to the County, another agency, or appropriate caretaker organization for maintenance and improvements. Funding shall be provided to contribute to the improvement of the adobe and its site in an amount to be determined through the subdivision review process. The residential lots shall be located a compatible distance from the adobe. The architecture of structures within the subdivision shall be compatible with the adobe, through the use of deed covenants, conditions and restrictions (CC&Rs).
 4. **Development requirements.** Siting and architecture of both residential and nonresidential uses shall be visually compatible with the Dana Adobe ~~and located to minimize their appearance from the adobe.~~ Physical linkage with the adobe site shall be designed that encourages pedestrian travel and interpretation of the site's resources. Landscaping ~~shall be utilized should be used to buffer views between the adobe and development sites support buildings and project infrastructure such as parking lots.~~ Should the nonprofit organization, the Dana Adobe Nipomo Amigos, cease to exist, An area shall be located around the Dana adobe site, the 29 acre site should to be offered for dedication to the County, another nonprofit agency, or appropriate caretaker organization for maintenance and improvements. Funding for the improvement of the adobe and its site at an amount to be determined through permit review shall be provided before occupancy of any proposed development.

TO: BOARD OF DIRECTORS
FROM: MICHAEL S. LEBRUN *MSL*
GENERAL MANAGER
DATE: SEPTEMBER 23, 2011



**LOCAL AREA FORMATION COMMISSION BALLOT FOR
ALTERNATE SPECIAL DISTRICT COMMISSIONER**

ITEM

Consider the individuals nominated to fill the Alternate Special District seat of the Local Agency Formation Commission (LAFCO) [RECOMMEND BY MOTION AND ROLL CALL VOTE DIRECT STAFF TO CAST BALLOT FOR SELECTED SPECIAL DISTRICT REPRESENTATIVE IF ANY]

BACKGROUND

A runoff between the top vote getters to fill the Special District alternate seat vacancy to LAFCO is being conducted. The seat expires December 2013.

FISCAL IMPACT

Minor budgeted staff time preparing these materials.

RECOMMENDATION

Consider LAFCO materials by motion and roll call vote direct staff to file completed ballot with LAFCO no later than November 4, 2011.

ATTACHMENTS

LAFCO Ballot Materials

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\2011\110928 LAFCO BALLOT.DOCX



LAFCO - San Luis Obispo - Local Agency Formation Commission
SLO LAFCO - Serving the Area of San Luis Obispo County

TO: EACH INDEPENDENT SPECIAL DISTRICT

FROM: DAVID CHURCH, EXECUTIVE OFFICER

DATE: SEPTEMBER 13, 2011

SUBJECT: RESULTS AND RUNOFF FOR THE LAFCO ALTERNATE SPECIAL DISTRICT MEMBER ELECTION

Four individuals were nominated for the vacant Special District position. The results from the most recent election are found on the next page. There was a tie between Mr. Brian Kreowski and Mr. Marshall Ochylski.

Please vote for one of the nominees:

- Brian Kreowski Port San Luis Harbor District
- Marshall Ochylski Los Osos Community Services District

Agenda Date of Action: _____

Name of Special District: _____

General Manager/President: _____

Ballot Instructions. The Government Code also allows for the ballot and instructions to be sent electronically if the special district selection committee agrees and written evidence of receipt of the ballot and instructions is retained by the executive officer. The local California Special District Association (CSDA) chapter of Special Districts has agreed that completing the election electronically is appropriate because attaining a quorum is not possible.

Each Independent Special District may vote for one nominee. The vote by a District must be considered by the District's Board of Directors as an item on its agenda. Please schedule this matter for a vote at your Board of Directors meeting as soon as possible. The District's ballot should be returned to the LAFCO office no later than **November 4, 2011** in one of the following ways:

- 1) An email indicating the date the item was on the Board of Directors agenda and the selected nominee,
- 2) A scanned pdf of this ballot attached to an email with one of the nominees selected and the date it was considered on the Board's agenda, or
- 3) A fax with a cover memo sent to LAFCO with one of the nominees selected and the agenda date of the Board's decision. FAX number 805-788-2072.

COMMISSIONERS

RICHARD ROBERTS
Chair, Public Member

BRUCE GIBSON
Vice Chair,
County Member

MURIL CLIFT
Special District Member

ED EBY
Special District Member

JAMES R. PATTERSON
County Member

DUANE PICANCO
City Member

KRIS VARDAS
City Member

ALTERNATES

Roberta Fonzi
City Member

FRANK MECHAM
County Member

TOM MURRAY
Public Member

VACANT
Special District Member

STAFF

DAVID CHURCH
Executive Officer

RAYMOND A. BIERING
Legal Counsel

MIKE PRATER
Analyst

DONNA J. BLOYD
Commission Clerk

Please contact me at 805-781-5795 or dchurch@slolafco.com if you have any questions.

Previous Election Results

Brian Kreowski	6 votes
Marshall Ochylski	6 votes
Greg O'Sullivan	3 votes
Rosie Flynn	3 votes

Total: 18 votes

cc: Members, Formation Commission

BOARD OF COMMISSIONERS

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BRIAN KREOWSKI *Vice President*
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STEPHEN A. McGRATH *Harbor Manager*
THOMAS D. GREEN *Legal Counsel*
PHILLIP J. SEXTON, CPA *Treasurer*

Commissioner Brian Kreowski, known to his family and friends by his middle name "Craig", is a graduate of Arroyo Grande High School and his family has resided in San Luis Obispo County for more than 30 years. In the 80's, while attending Cuesta College and Cal Poly, Commissioner Kreowski worked at Port San Luis as a Sport Launch Operator and Maintenance Worker for the District.

Brian is one of the founding members of the Central Coast Aquarium Society, and helped facilitate the establishment and continuation of a mobile, interactive sea life educational program *Tidepool Treasures*, which has served in educating countless children and adults about our Ocean environments. He has participated in fostering many collaborative activities and programs with other marine organizations and was instrumental in facilitating the initial discussions for the Cal Poly take over of the Unocal Pier at Port San Luis.

In 1996, Brian was appointed to the Dinosaur Caves Task Force for the City of Pismo Beach. He served for over one year as vice-chairperson and was instrumental in the formulation of the Task Force recommendation to establish the property as an "open space" park.

Following the dissolution of the Task Force, Brian, and three other members created the Dinosaur Caves Preservation Society (DCPS), a non-profit 501(c)(3) organization, dedicated to preserving the Dinosaur Caves Property. He continues to serve as vice president of the society. Together with the City of Pismo Beach, the society has raised close to \$900,000 to develop the park.

In addition to practicing law, Commissioner Kreowski has taught at Cuesta College for the past 15 years and was the first part-time professor to receive the prestigious M'may Diffley Teaching award.

In 2003, Brian was appointed as a Commissioner to the Port San Luis Harbor Commission, by his fellow Commissioners, and then subsequently affirmed in his position as a Commissioner by an election of the people of the District. Since becoming a Commissioner, Brian has traveled to Washington, DC to represent the District and assist in the lobbying effort to acquire Federal Funding for the District's breakwater, which suffered earthquake damage in 2003. In 2008, Brian became President of the San Luis Obispo County Historical Society, and currently serves in that capacity, as well as a Commissioner for the Port San Luis Harbor District, Professor of Political Science at Cuesta College and managing member of the Shell Beach Law Group.

Marshall Ochylski

President, Los Osos Community Services District

**President, California Special Districts Association
San Luis Obispo County Chapter**

Managing Attorney, The Ochylski Law Group

I am running for the Special District Alternate to LAFCO because I believe that I have the experience and ability to represent the residents of our Special Districts and their unique needs.

I have worked hard since being elected in 2008 as a Director of the Los Osos Community Services District to move my District forward by listening, learning, and leading on a variety of issues - skills that I will bring to LAFCO.

I have also worked diligently to serve all of our Special Districts as the elected President of the San Luis Obispo County Chapter of the California Special Districts Association. Our bi-monthly meetings are an opportunity for elected officials as well as staff members of our Special Districts to get together and discuss issues of common concern, hear from various governmental officials on matters that affect our Districts, as well as give valuable input into the governmental decision-making process.

I believe that I have the necessary background and experience to best represent our Special Districts in addressing the issues and their complexities that arise as a result of the split in jurisdiction over land use decisions and the provision of public services in the areas within and adjacent to our Special Districts. I will make decisions that promote the efficient use of our limited natural resources and infrastructure capacity, while providing for the interests and concerns of all of our Special Districts.

I sincerely appreciate the support that I have received from our various Special Districts and ask for your District's vote in this election.

Selected Career Highlights:

President of San Luis Obispo County Special Districts Association, 2010 - Present.

President of the Los Osos Community Services District, 2010 - Present.

Chair of the Los Osos Community Services District Financial Advisory Committee, 2010 - Present.

Member of the Executive Committee of the Morro Bay National Estuary Program, 2010 - Present.

Member of the Environmental Working Group, Technical Advisory Committee, Los Osos Waste Water Project, San Luis Obispo County, 2007 – 2008.

Chair of the San Luis Obispo Downtown Association Beautification Awards Committee, 1986 – Present.

Member of the South Bay (Los Osos) Advisory Council, 1983-1986.

TO: BOARD OF DIRECTORS
FROM: MICHAEL S. LEBRUN *MSL*
GENERAL MANAGER
DATE: SEPTEMBER 23, 2011



LETTER REQUEST TO VETO SENATE BILL 293

ITEM

Consider letter to Governor Brown requesting Veto of Senate Bill 293 [RECOMMEND CONSIDER MATERIALS AND EXAMPLE LETTER, DIRECT STAFF]

BACKGROUND

Proposed Senate Bill 293 would limit retention on public project to five percent, down from the current ten percent standard. SB 293 passed the Legislature and now awaits the Governor's decision.

California Special Districts Association encourages districts to request a veto of this Bill.

FISCAL IMPACT

Minor staff time preparing these materials.

RECOMMENDATION

Consider the provided information and direct staff

ATTACHMENTS

CSDA Call to Action Materials



Call to Action: SB 293 Veto Request

CSDA is calling on all special districts to send a veto request letter to Governor Jerry Brown regarding Senate Bill 293 (Padilla). This bill limits retentions on public projects to just five percent, down from the current ten percent standard, shifting costs and burdens to special districts at a time when budgets and public services are already cut deep and stretched thin.

SB 293 passed the Legislature last week and is now awaiting the governor's decision to either sign or veto the measure. It is crucial that the governor hear from as many local service providers as possible regarding how this bill will place scarce resources for public infrastructure at risk.

CSDA encourages your district to send a veto request letter to the governor as soon as possible. He has until October 9 to make his decision, however he may act sooner. Every letter provides evidence of the detriment SB 293 will cause to special districts statewide. To find more information regarding SB 293 and to download a sample veto request letter, please visit CSDA's [Grassroots Action Center](#).

[California Special Districts Association](#) | 1112 I Street | Suite 200 | Sacramento, CA 95814 | 877.924.CSDA (2732)

A Proud California Special Districts Alliance Partner

[DATE]

The Honorable Edmund G. Brown, Jr.
Governor, State of California
State Capitol
Sacramento, CA 95814

RE: SB 293 (Padilla)—Request for Veto

Dear Governor Brown:

On behalf of the board members of [NAME OF DISTRICT], I am writing to respectfully request your veto of Senate Bill 293. [INCLUDE A BRIEF DESCRIPTION OF YOUR DISTRICT]

Current law requires retentions of at least five percent on public works projects, [BRIEF EXPLANATION OF YOUR DISTRICT'S CURRENT PRACTICE]. Unfortunately, section five of SB 293 would put scarce resources for [YOUR DISTRICT'S TYPE OF SERVICE/FUNCTION] and other core public services at risk:

Five percent retention on our projects is often simply inadequate, [IF YOU HAVE ONE, A BRIEF EXAMPLE OF A LOCAL PROJECT WHERE A CONTRACTOR FAILED TO ADEQUATELY COMPLETE A PROJECT OR A HIGHER RETENTION WOULD HAVE BEEN BENEFICIAL]

- California keeps talking about relying on local agencies to provide core services efficiently and effectively, but the Legislature keeps passing bills like SB 293 to hamstring local flexibility, remove local tools and increase local costs.
- Unlike private sector owners—who have no retention restrictions whatsoever—local agencies face the risk of accepting the lowest bidder when awarding contracts. A five percent retention cap imposes a one-size-fits-all policy that removes the flexibility to appropriately manage risk on a project-by-project basis, as well as to manage risk on-the-ground during the course of a project.
- Prohibiting retentions over five percent until 2016 would implement a bad policy at the worst possible time. During this difficult economic and budgetary time, public agencies, taxpayers and ratepayers cannot afford failures on the part of general contractors. [IF YOU HAVE ONE, A BRIEF EXAMPLE OF WHERE THE CURRENT RETENTION LEVEL WAS NECESSARY OR EVEN INSUFFICIENT]

For these reasons, we respectfully request your veto of SB 293. Please do not hesitate to contact me should you like to discuss our position on the measure or have any questions.

Sincerely,

[NAME]
[POSITION]

CC: The Honorable Alex Padilla [fax #: 916-324-6645]
David Lanier, Chief Deputy Legislative Secretary, Office of Governor Brown [fax #: 916-558-3177]
California Special Districts Association [fax #: 916-442-7889]

TO: BOARD OF DIRECTORS
FROM: MICHAEL S. LEBRUN *MSL*
GENERAL MANAGER
DATE: SEPTEMBER 23, 2011

AGENDA ITEM
E-6
SEPTEMBER 28, 2011

**SUPPLEMENTAL WATER PROJECT
REVIEW POLLING RESULTS CONSIDER OUTREACH SCHEDULE AND
\$40,000 BUDGET AUGMENTATION**

ITEM

Supplemental Water Project Receive Presentation on Polling Results and Consider Schedule Implications Additional Outreach Effort and Associated Budget. [RECOMMENDATION: CONSIDER POLLING RESULTS REVIEW OUTREACH SCHEDULE SCOPE OF WORK, AND \$40,000 BUDGET INCREASE, BY MOTION APPROVE SCOPE OF WORK AND \$40,000 BUDGET INCREASE]

BACKGROUND

On March 23, 2010, your Board approved a contract with True North/Tramutola/Terrain with a not to exceed amount of \$76,000. The contract and scope included polling, a four-month outreach effort and other related work to assist the District with building awareness and support of the District's supplemental water project.

A telephone poll of the community was conducted in March 2011. On April 27, 2011, your Board approved an updated schedule and outreach scope designed to raise community awareness during the summer of 2011. The approval included a \$74,879 budget amendment raising the project not to exceed amount to \$150,879.

Your Board activated an Ad-Hoc committee and President Harrison appointed Director Eby as chairperson and Director Winn as member. The Committee has worked diligently throughout the summer with the consultant team to design and implement the outreach program. Reporting back to the Board on regular intervals.

The Committee is recommending public outreach efforts continue as the District moves toward a public vote to approve project financing. A financing vote is scheduled to take place in early 2012.

The scope and budget for the next phase of outreach is detailed in the attached memorandum.

FISCAL IMPACT

The Committee is recommending \$78,500 of budget to support outreach efforts through December 2011. There is a \$44,428 balance in current outreach contract. Is requesting \$40,000 in additional budget authority to support the project scope through December 31, 2011. The proposed additional budget authority would increase the contract's not to exceed value to \$190,879

Additional budget amendments are anticipated to support outreach efforts through the finance vote.

AGENDA ITEM E-6
September 28, 2011

To date, the District has spent \$3.1 million evaluating the need for, designing, and planning a supplemental water project. These costs are paid for by supplemental water charges on new development and Certificates of Participation (bonds) that are secured by District property tax revenues.

RECOMMENDATION

Staff recommends that your Board receive the polling results presentation and report from Ad Hoc committee and, by motion and roll call vote, approve scope of work and a \$40,000 budget authority increase.

ATTACHMENTS

September 21, 2011 Tramutola Scope and Budget Memorandum

TRAMUTOLA

THE DISCIPLINE OF WINNING

September 21, 2011

TO: Michael LeBrun, General Manager
NIPOMO COMMUNITY SERVICES DISTRICT
148 South Wilson Street Nipomo, CA 93444-5320

FR: Bonnie Moss, NCSD Outreach Lead Consultant, TRAMUTOLA

RE: Supplemental Water Project
Next Phase of Funding: October – December 2011

SCOPE

For the next phase of community engagement, the outreach consulting team recommends:

Message

- CONTINUED focus on Nipomo's water shortage **PROBLEM**
- Introduction of/engagement re: Supplemental Water **SOLUTIONS**

Approach

- **Direct mail** – at least 3 additional mailers
- **Stakeholder Meetings/Opinion Leader Interviews** – continue next round
- **Direct property owner contact** – aligned to communications program
- **Community Events** – at least 1 new community forum
- **Media Relations** – continue throughout next round
- **Ongoing communications assessment and planning** - continue

BUDGET RECOMMENDATION:

OCTOBER 1 – DECEMBER 31, 2011

• Direct Mail	\$30,000
• Communications Tools	\$ 6,000
• Voter/Stakeholder Contact	\$12,500
• Research	N/A
• <u>Staff Services</u>	<u>\$30,000</u>
	\$78,500

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