



CAYUCOS SANITARY DISTRICT

200 Ash Avenue / PO Box 333
Cayucos, CA 93430
(805) 995-3290
www.cayucossd.org

GOVERNING BOARD
R. Enns, President
S. Lyon, Vice-President
H. Miller, Director
J. Curti, Director
M. Shopshear, Director

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
THURSDAY, SEPTEMBER 19, 2024 AT 5:00PM
200 ASH AVENUE, CAYUCOS, CALIFORNIA 93430**

1. ESTABLISH QUORUM AND CALL TO ORDER

2. PUBLIC COMMENT

At this time the public may address the Board on items other than those scheduled on this agenda (persons wishing to speak on any item scheduled on this agenda will be given the opportunity at the time that agenda item is being considered). When recognized by the Board President, please state your name for the record (though not required). While the Board encourages public comment, in the interest of time and to facilitate orderly conduct of the meeting, the Board reserves the right to limit individual comments to three minutes. By conditions of the Brown Act, the Board is prohibited from discussing issues not posted on this agenda, but may set items for future agendas.

3. CONSENT CALENDAR: Recommended to Approve

Consent Calendar items are considered routine and therefore do not require separate discussion, however, any item may be removed from the Consent Calendar by a member of the Board of Directors for separate consideration. Individual items on the Consent Calendar are approved by the same vote that approves the Consent Calendar, unless an item is pulled for separate consideration.

A. Meeting Minutes

1. Approval of minutes for the August 15, 2024 Board of Directors Regular Meeting **Pg. 1**

B. Financial Reports: August 2024

1. Cash, Savings, and Investment Report **Pg. 4**
2. Check Registers – Wells Fargo (General & CIP Checking Accounts) **Pg. 5**
3. Budget vs. Actual Status Report **Pg. 7**
4. Capital Improvement Projects Report **Pg. 8**

4. STAFF COMMUNICATIONS AND INFORMATIONAL ITEMS: No Action Required

A. District Manager's Report: August 2024 **Pg. 9**

B. New Will-Serves: August 2024

- 125 S Ocean Ave. / Cayucos, Inc. / 064-125-030 / CMMCL Remodel

Extended Will-Serves:

- 78 Saint Mary Ave. / Lindahl / 064-125-038 / SFR Addition
- 183 H St. / Webb / 064-126-016 / SFR New

Finaled Will-Serves:

- 425 Pacific Ave. / Hemmer / 064-143-017 / SFR Remodel
- 573 Pacific Ave. / Cameron / 064-144-009 / SFR Demo/Rebuild

Grants of License:

None

5. DISCUSSION AND CONSIDERATION OF THE DISTRICT-OFFERED HMO HEALTH PLAN COST AND REVIEW OF THE PLAN CHANGES FOR 2025 **Pg. 11**

6. **DISCUSSION AND CONSIDERATION TO APPROVE A CONTRACTOR SERVICES AGREEMENT WITH N. BRENT KNOWLES CONSTRUCTION IN THE AMOUNT OF \$40,000.00 FOR REPAIR, PAVING AND SLURRY SERVICES ASSOCIATED WITH DISTRICT EMERGENCIES FOR FY 2024/25** Pg. 14
7. **DISCUSSION AND CONSIDERATION TO AMEND THE FISCAL YEAR 24/25 CIP BUDGET TO REPLACE “STEEL BUILDING FOR ON-SITE STORAGE” WITH “SCADA AND NETWORK UPGRADE PROJECT” AND TO INCREASE THE FINAL DESIGN COST FOR THE CHANEY TO TORO PIPELINE REPLACEMENT PROJECT FROM \$35,000 to \$75,000** Pg. 27
8. **CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOVERNMENT CODE SECTION 54957(b)** Title: District Manager
9. **BOARD MEMBER COMMENTS**
This item provides the opportunity for Board members to make brief announcements and/or briefly report on their own activities related to District business.
10. **FUTURE SCHEDULED MEETINGS**
 - October 17, 2024 – Regular Board Meeting
 - November 21, 2024 – Regular Board Meeting
 - December 19, 2024 - Regular Board Meeting

11. ADJOURNMENT

This agenda was prepared and posted pursuant to Government Code Section 54954.2. The agenda, staff reports or other documentation relating to each item of business referred to on the agenda can be accessed and downloaded from the District's website at <https://www.cayucossd.org/board-of-directors-meetings>

All staff reports or other documentation relating to each item of business referred to on the agenda are also on file at the District office, available for public inspection or reproduction at cost. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disability Act. To make a request for disability-related modification or accommodation, contact the District at (805) 995-3290 as soon as possible and at least 48 hours prior to the meeting date.



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GOVERNING BOARD

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BOARD OF DIRECTORS REGULAR MEETING MINUTES THURSDAY, AUGUST 15, 2024 AT 5:00 P.M. 200 ASH AVENUE, CAYUCOS, CALIFORNIA 93430

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 5:01 p.m.

Directors present: President Robert Enns, Vice-President Shirley Lyon, Director Hannah Miller, Director John Curti, and Director Michael Shopshear

Staff present: District Manager Rick Koon and Administrative Accounting Manager Gayle Good

2. PUBLIC COMMENT

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

3. CONSENT CALENDAR: Recommended to Approve

A. Meeting Minutes

1. Approval of minutes for the July 18, 2024 Board of Directors Regular Meeting
2. Approval of minutes for the July 24, 2024 Finance Committee Meeting

B. Financial Reports: July 2024

1. Cash, Savings, and Investment Report
2. Check Registers – Wells Fargo (General & CIP Checking Accounts)
3. Budget vs. Actual Status Report FY
4. Capital Improvement Projects Report

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Curti, to approve items on the Consent Calendar as prepared. Motion was seconded by Shopshear.

VOTE: 5-0 Motion passed

4. STAFF COMMUNICATIONS AND INFORMATION ITEMS: No Action Required

A. District Manager's Report: July 2024

B. New Will-Serves: July 2024

None

Extended Will-Serves:

- 62 13th St. / Fort & Sechser / 064-164-019 / SFR Addition
- 53 El Sereno Ave. / Bergson / 064-414-019 / SFR New
- 131, 135 Ash Ave. / Trevisan / 064-113-030 / SFR New
- 3176 Shearer Ave. / Lema / 064-411-019 / SFR Addition

Finalized Will-Serves:

None

Grants of License:

None

Manager Koon gave a summary of the previous month's activities. He mentioned that in order to bring more clarity to the financial reports, there would now be two registers to approve; one for the checks and another for electronic payments, and requests that the Board pay particular attention to that when reviewing items for the consent calendar.

Staff still hasn't received communication from the County regarding property tax allocation percentage for properties proposed to be annexed into the District's service area. Director Miller asked if they could be served without being annexed. Manager Koon replied that there are only two situations when that could occur; a public health and safety issue or pending annexation.

Manager Koon summarized the WRRF daily operations for the month, mentioning that we didn't see the spikes in inflow in July that we normally experience, and staff has been flushing the force main regularly to improve function. President Enns asked if any inflow was diverted to the equalization basin. Manager Koon explained the biology of the microorganisms and Director Miller asked for clarification on "COD" (chemical oxygen demand) and "BOD" (biological oxygen demand). Director Shopshear asked if any of the operations were automated. Manager Koon replied that a lot of the operations are man-powered, but one of our CIP projects is automating the valve operations to divert flow to the equalization basin.

President Enns opened the meeting to Public Comment.
Hearing no comment, President Enns closed Public Comment.

Items 4.A – B were received and accepted.

5. UPDATE FROM THE FINANCE COMMITTEE REGARDING THE JULY 24, 2024 MEETING AND CONSIDERATION TO APPROVE THE COMMITTEE'S RECOMMENDATIONS REGARDING THE PAYOFF OF THE SERIES B LOAN WITH WESTERN ALLIANCE BANK

Director Curti provided a summary of the Finance Committee meeting, which recommends payoff of the Western Alliance Series B loan utilizing the proceeds from the pending sale of lot 7N, along with funds from multiple accounts as outlined by staff during the Finance Committee meeting. After some discussion, staff was directed to obtain the payoff amount from Western Alliance and notify them that we will be targeting payoff on October 1, 2024.

President Enns opened the meeting to Public Comment.
Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Shopshear, to approve the payoff of the Series B Loan with Western Alliance Bank, conditioned upon the receipt of proceeds from the sale of lot 7N. Motion was seconded by Lyon

VOTE: 5-0 Motion passed

6. DISCUSSION AND CONSIDERATION OF CONSIDERATION OF SOLID WASTE AND RECYCLING COLLECTION OBJECTIVES FOR THE COMMUNITY OF CAYUCOS

In response to Board direction to research possible solutions for the acquisition and placement of additional trash and recycling cans throughout the downtown corridor, staff identified current can placements, possible additional locations, and provided cost estimates along with style/configuration options. The Board determined that an Ad Hoc Committee should be created to contact local community organizations for input and possible involvement. Director Shopshear agreed to head the Committee.

President Enns opened the meeting to Public Comment.
Hearing no comment, President Enns closed Public Comment.

7. BOARD MEMBER COMMENTS

None

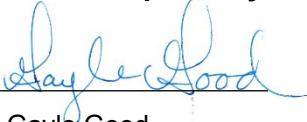
8. FUTURE SCHEDULED MEETINGS

- September 19, 2024 – Regular Board Meeting
- October 17, 2024 – Regular Board Meeting
- November 21, 2024 – Regular Board Meeting

9. ADJOURNMENT

The meeting adjourned at 6:31 p.m.

Minutes Respectfully Submitted By:

X 

Gayle Good
Administrative Accounting Manager

DRAFT



CAYUCOS SANITARY DISTRICT

Monthly Financial Report

FY 2024/2025

Cash, Savings and Investments

August 2024

Bank Accounts	Current Balance
Wells Fargo - General Checking	\$617,599
Wells Fargo - CIP	\$1,189,359
Wells Fargo - Standby	\$252,333
Wells Fargo - USDA	\$333,022
Petty Cash	\$175
LAIF	\$9,058
Total	\$2,401,545
Investment Accounts	
CalTrust	\$2,673,058
Cetera Cash/MM	\$30,134
Cetera Treasury/Securities	\$39,748 *
Total	\$2,742,941
Grand Total	\$5,144,485
MCD Wells Fargo Deposit CD	\$25,000 **

* Fixed Income

** Franchise Deposit on Hold

Check Registers - Checks Issued August 2024

Date	Num	Name	Amount
08/02/2024	24428	ENNS, ROBERT	-182.50
08/02/2024	24429	LYON, SHIRLEY A	-136.88
08/06/2024	24435	ABALONE COAST ANALYTICAL, INC.	-3,486.00
08/06/2024	24436	AMAZON	-572.95
08/06/2024	24437	COASTAL ROLL OFF SERVICE	-4,574.85
08/06/2024	24438	FIIX (ROCKWELL)	-566.76
08/06/2024	24439	INTEGRATED WASTE MANAGEMENT ASSN.	-110.00
08/06/2024	24440	MINER'S ACE HARDWARE	-183.66
08/06/2024	24441	MISSION COUNTRY DISPOSAL - WRRF	-374.53
08/06/2024	24442	MISSION UNIFORM SERVICE	-703.37
08/06/2024	24443	MORRO ROCK MUTUAL WATER CO. UTILITY 782	-75.51
08/06/2024	24444	SPEEDY COASTAL MESSENGER, INC.	-730.00
08/06/2024	24445	SPICE INTEGRATION CORP.	-4,353.75
08/12/2024	24446	PATHIAN ADMINISTRATORS	-226.40
08/12/2024	24447	CARMEL & NACCASHA, LLP	-927.43
08/12/2024	24448	CHARTER INTERNET	-950.81
08/12/2024	24449	CSA 10A SLO CO PW LS#3	-217.79
08/12/2024	24450	CSA 10A SLO CO PW LS#4	-217.79
08/12/2024	24451	FIRSTNET (AT&T)	-547.51
08/15/2024	24452	CALIFORNIA RURAL WATER ASSOCIATION	-1,364.00
08/15/2024	24453	CALNET3	-492.53
08/15/2024	24454	CENTRAL COAST SAFETY TRAINING	-810.00
08/15/2024	24455	REC SOLAR	-15,774.86
08/21/2024	24456	BUSINESS CARD 6891 - GG	-217.55
08/21/2024	24457	DEPARTMENT OF PUBLIC WORKS - SLO COUNTY	-90.00
08/21/2024	24458	EXECUTIVE JANITORIAL	-225.00
08/21/2024	24459	HACH	-588.15
08/21/2024	24460	HINSON'S TIRE PROS	-272.50
08/21/2024	24461	SAVECO NORTH AMERICA, INC.	-3,360.38
08/21/2024	24462	SOCAL GAS	-22.61
08/30/2024	24463	ENNS, ROBERT	-91.25
08/30/2024	24464	LYON, SHIRLEY A	-91.25
08/28/2024	24465	CAYUCOS BEACH MUTUAL WATER CO. Jet	-80.16
08/28/2024	24466	COASTAL COPY, INC	-34.61
08/28/2024	24467	EXXONMOBIL	-563.91
08/28/2024	24468	MORRO ROCK MUTUAL WATER CO.	-91.70
08/28/2024	24469	QUICK TECH COMPUTERS	-1,650.50
08/28/2024	24470	WELLS FARGO VENDOR FIN SERV	-350.96
Total Issued Checks			-\$45,310.41

Check Registers - EFT Payments August 2024

Date	Num	Name	Amount
08/01/2024		QuickBooks Payroll Service	-24,563.10
08/01/2024		Standby Lot Tfr.	-1,168.75
08/02/2024	EDD080224	EDD	-2,188.35
08/02/2024	FED080224	US TREASURY	-9,933.90
08/02/2024	PERS080224	CALPERS (RETIREMENT)	-6,274.61
08/02/2024	DEF080224	CALPERS (RETIREMENT)	-1,225.00
08/05/2024	HLTH080524	CALPERS (HEALTH)	-16,018.70
08/05/2024	EFT71574509	ALLIED ADMINISTRATORS FOR DELTA DENTAL	-914.10
08/12/2024		USDA Tfr.	-77,907.72
08/15/2024		QuickBooks Payroll Service	-24,545.47
08/16/2024	PERS081624	CALPERS (RETIREMENT)	-5,883.17
08/16/2024	DEF081624	CALPERS (RETIREMENT)	-1,225.00
08/16/2024	EDD081624	EDD	-2,216.49
08/16/2024	FED081624	US TREASURY	-9,946.06
08/19/2024	EFT60901	PG&E LS#1	-895.95
08/19/2024	EFT60851	PG&E LS#2	-1,701.66
08/19/2024	EFT60881	PG&E LS#3	-270.28
08/19/2024	EFT60911	PG&E LS#4	-663.66
08/19/2024	EFT60921	PG&E LS#5	-4,471.69
08/19/2024	EFT60871	PG&E OFFICE	-248.61
08/19/2024	EFT60891	PG&E WELL	-39.00
08/19/2024	EFT60861	PG&E WRRF	-3,967.05
08/29/2024		QuickBooks Payroll Service	-26,510.87
08/30/2024	PERS083024	CALPERS (RETIREMENT)	-4,795.21
08/30/2024	DEF083024	CALPERS (RETIREMENT)	-1,225.00
08/30/2024	FED083024	US TREASURY	-10,013.90
08/30/2024	EDD083024	EDD	-2,426.40
08/30/2024	EFT45295	CALPERS (RETIREMENT)	-700.00
08/30/2024	6410068832	COLONIAL LIFE INSURANCE PREMIUMS	-78.87
Total Issued ACH			-\$242,018.57

Budget vs. Actual August 2024

AGENDA ITEM:
3.B.3

	Current Month	YTD Actual Rev/Exp	Approved Budget 23/24	% of Budget
Ordinary Income/Expense				
Income				
Sewer Income	268,209	534,493	3,187,400	17%
Will Serve Income	475	850	88,200	1%
Rental Income	26,932	26,932	52,200	52%
Solid Waste Income	20,782	24,442	141,500	17%
SLOCO Tax Assessments	-	30,849	1,257,000	2%
Banking Interest Income	2,098	4,194	9,900	42%
Investment Interest	9,469	19,880	90,000	22%
Other Income	-	4,534	4,600	99%
Total Income	327,966	646,174	4,830,800	13%
Expenses				
Payroll Expenses				
Administrative Payroll	50,944	83,676	447,400	19%
Collections Payroll	26,107	41,374	234,700	18%
WRRF Payroll	38,954	65,947	365,000	18%
Director Payroll	1,100	1,500	8,000	19%
Vested Benefits	314	628	4,000	16%
Admin Payroll Taxes & Benefits	12,362	46,286	144,900	32% *
Collections Payroll Taxes & Benefits	9,622	40,879	126,300	32% *
WRRF Payroll Taxes & Benefits	12,261	45,072	159,900	28% *
Director Payroll Taxes & Benefits	84	115	600	19%
Total Payroll & Benefits	151,748	325,476	1,490,800	22%
Operating Expenses				
Special Projects	-	-	13,000	0%
Administrative Operating Expenses	208,985	306,421	846,900	36% **
Collections Operating Expenses	15,164	28,311	265,950	11%
Treatment Operating Expenses	142,798	354,884	1,733,100	20% *
Total Operating Expenses	366,948	689,616	2,858,950	24%
Total Expenses	518,696	1,015,092	4,349,750	23%
Net Income	(190,730)	(368,918)	481,050	

* Unfunded PERS liability and SDRMA insurance premiums are paid in July for the coming fiscal year.

** USDA Interest payment

Month 2 of 12; Target 16% of Budget

Capital Improvement Projects Budget August 2024

AGENDA ITEM:
3.B.4

	Current Month	YTD Actual Rev/Exp	Approved* Budget 24/25	% of Budget
Collection Improvements				
Sewer Main Repairs	0.00	0.00	50,000.00	0%
Chaney to Lift Station 5 Main Replacement	0.00	0.00	35,000.00	0%
Main Admin				
Backup Electrical System	0.00	0.00	35,000.00	0%
RWQCB Recycled Water Program				
Benthic Sediment and Community Testing of Outfall	0.00	0.00	60,000.00	0%
Steel Building for On-Site Storage	0.00	0.00	45,000.00	0%
Automated Influent Valves	0.00	0.00	40,000.00	0%
Total Capital Improvements	\$0.00	\$0.00	\$285,000.00	0%



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS
FROM: RICK KOON, DISTRICT MANAGER
DATE: SEPTEMBER 12, 2024
SUBJECT: MONTHLY MANAGER'S REPORT: AUGUST 2024

ADMINISTRATIVE

- Customers enrolled in Auto-Pay (ACH): **762** (up from 753 last month)
- Customers enrolled in E-Billing: **368** (up from 360 last month)
- All staff participated in fire extinguisher training at the WWRF
- Staff is working with the owner of 998 Park Ave. to have them remove the unpermitted grade beams and concrete stairs within the District's easement
- 3194 Studio Dr. is having to relocate a portion of the District's Lift Station #4 Force Main in order to install a basement retaining wall with a zero-foot front set back
- Staff is waiting for Lot 7N's escrow to close; it is now estimated to close before the end of September

CAPITAL PROJECTS

- QuikTeck and Spice have traced all the fiber SCADA lines and copied all the PLC programs; they have bench tested the new modems for the lift stations and will begin installing them on the 20th
- Permeate pump #1 has been reinstalled and is working well
- The post-anox mixer has been rebuilt and installed
- The self-actuating headworks valves have arrived and will be installed next month

OPERATIONS & MAINTENANCE: AUGUST 2024

CIP: None

Daily Operations of Note:

- Pump down, scrape, and bleach wet wells; clean probes and test generators
- Conduct weekly alarm testing at all lift stations
- Jet 6,385 feet of main lines, including the downtown areas
- Participate in Vector Training Solutions for SDRMA
- Respond to 82 USAs
- Begin planning and mockups of bypass at Lift Station 2 for pump out & cleaning
- Troubleshoot ongoing phone forwarding issues with AT&T
- Troubleshoot issues with UPS at Lift Station 5 with Jon Bowers

- Clean all lift station cabinets
- CPR training and certification
- Paint curb by main office door to say “10 Minute Parking”
- Have F-350 worked on at Perry Ford; a couple sensors were replaced
- Update the callout numbers for all our lift station dialers
- Landscape at Lift Station 2 and at the shop
- Update the CSD Diamond Map (the interactive map on the CSD website) to reflect findings during CCTV inspections and line cleaning

Call Outs:

8/15: Delayed SCADA alarms from previous day; no action necessary

WATER RESOURCE RECOVERY FACILITY: AUGUST 2024

Daily Operations of Note:

- Completed all quarterly, monthly, weekly, and daily maintenance tasks
- Exercised generator and fire pump
- Calibrated on-line meters
- Checked eyewash stations and fire extinguishers
- Completed all daily and weekly lab tests
- Completed all Monthly Reports
- Ongoing mowing, weeding and groundskeeping throughout month
- Force Main Flush August 1
- Flushed fire hydrants August 3
- Force Main Flush August 8
- Repaired cracked shroud on Equalization Basin #1 Aerator on August 8
- Received post-anoxic mixer #2 after fix on August 12
- Installed post-anoxic mixer #2 after bands were replaced on August 16
- DXP on site to reinstall repaired Permeate Pump #1; pump would not turn and was sent back for repair
- CPR Training on August 20
- Flushing potable water system from August 21-22
- DXP brought back Permeate Pump 1 and reinstalled, worked OK on August 23
- Repaired broken and bent fenceposts near west plant gate on August 22
- Replaced leaky fitting on MOS tank 3 sample line on August 25
- New UPS batteries installed at Fine Screen and Coarse Screen Cabinet on August 26
- ACIP started on MOS 3 on August 27
- Started HCIP on MOS 3 on August 28
- Finished HCIP on MOS 3 and adjusted influent gate stop position on August 29
- Force Main Flush August 30
- Continuing to divert part of influent flow to equalization basin #1 during the day, and running the flow back at night to even flows and biological loading to plant

WRRF Influent

- Highest flow day August 3: **253,296 gallons**
- Average influent for August: **205,867 gallons per day**
- Total influent for August: **6.38 million gallons**

WRRF Effluent

- Highest flow day August 4: **276,947 gallons**
- Average effluent for August: **218,378 gallons per day**
- Total effluent for July: **6.77 million gallons**
- Average recycled water use (in-plant): **81,600 gallons per day**



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS
FROM: RICK KOON, DISTRICT MANAGER
DATE: SEPTEMBER 11, 2024
SUBJECT: DISCUSSION AND CONSIDERATION OF THE DISTRICT-OFFERED HMO HEALTH PLAN COST AND REVIEW OF THE PLAN CHANGES FOR 2025

DISCUSSION

Each year the Board reviews the cost of medical insurance premiums for the following calendar year, prior to the plan's open enrollment period. For the past several years, the Board has approved the cost of the Blue Shield Access+ HMO coverage plan for the employee and one dependent.

In 2024, the rates increased for the first time since 2021. During our budgeting period for FY24/25, staff estimated an additional 5% increase for 2025, but we received notice in July that CalPERS approved a 9%+ average increase to all of their offered plans. They didn't release the final figures until mid-August, with the premium of our preferred plan increasing 9.13%.

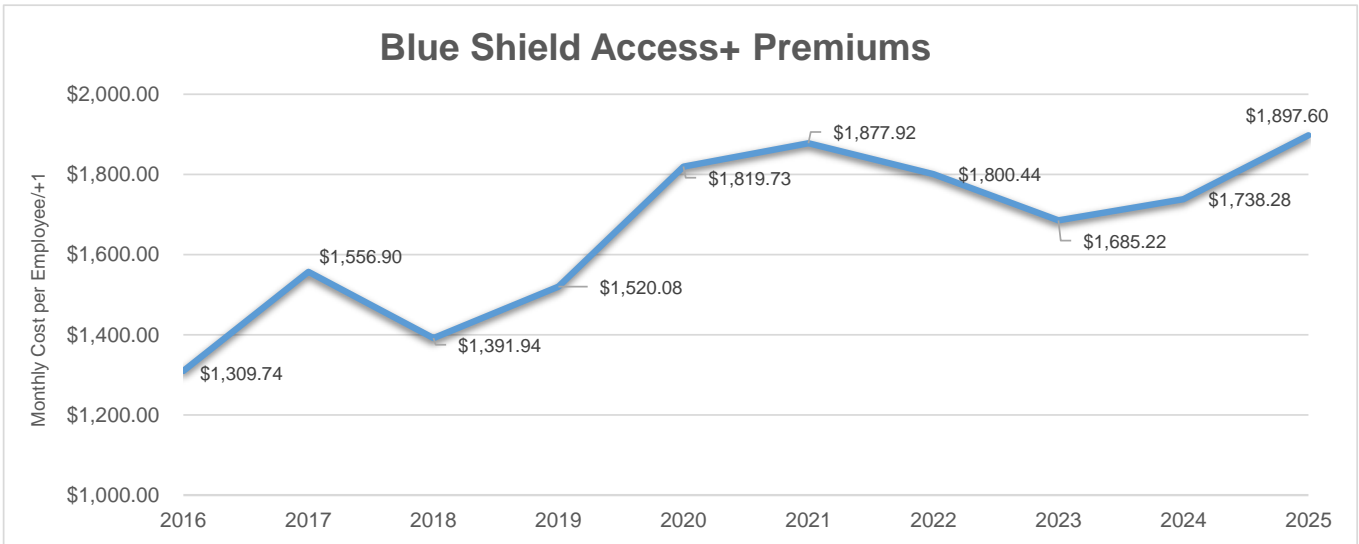
Even with the additional increase, the cost of our preferred plan remains within our line item budget, as we always allow a bit of cushion in case of just this circumstance.

RECOMMENDATION

Staff recommends that the Board of Directors review the attached chart of expected costs of the various plans offered by CalPERS and determine which level of cost they would like to approve.

2025 Health Plan Changes - Corrected

Plan	Subscriber + 1 2024 (current)	Subscriber +1 2025	Percent increase
Anthem Blue Cross Traditional HMO	2,068.76	2,221.94	7.40%
Blue Shield Access+ HMO (current)	1,738.28	1,897.06	9.13%
Blue Shield Trio HMO	1,620.48	1,818.20	12.20%
PERS Gold PPO	1,598.88	1,729.50	8.17%
PERS Platinum PPO	2,303.00	2,517.52	9.31%





CAYUCOS SANITARY DISTRICT STAFF REPORT



TO: BOARD OF DIRECTORS

FROM: RICK KOON, DISTRICT MANAGER

DATE: SEPTEMBER 10, 2024

SUBJECT: DISCUSSION AND CONSIDERATION TO APPROVE A CONTRACTOR SERVICES AGREEMENT WITH N. BRENT KNOWLES CONSTRUCTION IN THE AMOUNT OF \$40,000.00 FOR REPAIR, PAVING AND SLURRY SERVICES ASSOCIATED WITH DISTRICT EMERGENCIES FOR FY 2024/25

DISCUSSION

Each fiscal year, the budgeting team takes into account the need for emergency services and plans accordingly. \$40,000 is an approved budgeted expense in the FY 2024/25 budget.

In order to be fully prepared during the busy storm season, staff would like to have an agreement in place with N. Brent Knowles Construction so emergency work can be handled in the most expeditious manner possible.

RECOMMENDATION

Staff recommends that the Board of Directors approve a Contractor Services Agreement with N. Brent Knowles Construction in the amount of \$40,000.00 for repair, paving and slurry services associated with District emergencies for FY 2024/25.

**CONTRACTOR SERVICES AGREEMENT
ON-CALL AND EMERGENCY REPAIRS
N. BRENT KNOWLES CONSTRUCTION, INC.**

This Contractor Services Agreement (“Agreement”) is made this 19th day of September, 2024 (the “Effective Date”) by and between the Cayucos Sanitary District, a California special district (the “District”), and J. Brent Knowles Construction, Inc., a California contractor (the “Contractor”); collectively referred to herein as the “Parties.”

WHEREAS, District is a special district organized under the laws of the State of California; and

WHEREAS, in accordance with Public Contracts Code Section 22030, District has elected to become subject to the uniform construction cost accounting procedures set forth in Article 2 (commencing with Section 22010) of the Public Contract Code (the Uniform Public Construction Cost Accounting Act or “UPCCAA”); and

WHEREAS, Public Contracts Code Section 22032 (a) provides that public projects of sixty thousand dollars (\$60,000) or less may be performed by negotiated contract, or by purchase order; and

WHEREAS, District owns and operates a sewer treatment and collection system that requires specialized services and equipment to meet the public safety and health needs of its customers; and

WHEREAS, District does not have the qualified personnel or equipment available to perform all such maintenance and repair; and

WHEREAS, Contractor provides certain services and skills, which are of benefit to District; and

WHEREAS, District desires to enter into this negotiated contract pursuant to Public Contract Code Section 22032 (a) with Contractor to perform on-call and emergency repairs and minor modifications to its facilities on the basis of issued Task Orders, as further provided in this Agreement, provided that the cost of such services provided pursuant to this Agreement does not exceed sixty thousand dollars (\$60,000).

NOW THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **TERM.** This Agreement shall remain in full force and effect from its Effective Date until June 30, 2025 to provide the services described in Section 2 below, unless terminated as provided herein.
2. **SCOPE OF SERVICES.** Contractor shall satisfactorily perform all services (the “Services”) as described in Exhibit “A,” and as further specified by individual Task Order authorizations per Exhibit “D,” both of which are attached hereto and incorporated herein.

3. **PAYMENT AND RETENTION.** District shall pay Contractor in accordance with the payment schedule set forth in Exhibit “B,” attached hereto and incorporated herein, provided however, that total compensation pursuant to this Agreement shall not exceed sixty thousand dollars (\$60,000). In the event that this Agreement is terminated prior to the satisfactory completion of Services, District shall pay to Contractor the actual value of the work performed up to the time of termination.

In accordance with the requirements of Public Contract Code Section 20104.50 (f), the following summary is incorporated into this Agreement relating to payment. This Agreement is subject to the provisions of Article 1.7 (commencing at Section 20104.50) of Division 2, Part 3 of the Public Contract Code regarding prompt payment of contractors by local governments. Article 1.7 mandates certain procedures for the payment of undisputed and properly submitted payment requests within 30 days after receipt, for the review of payment requests, for notice to Contractor of improper payment requests, and provides for the payment of interest on progress payment requests which are not timely made in accordance with that Article. This Agreement hereby incorporates the provisions of Article 1.7 as though fully set forth herein. In accordance with the requirements of Public Contract Code Section 22300, that Section is incorporated into this Agreement and permits the substitution of securities for any monies withheld by a public agency to ensure performance under a contract, at the request and expense of the Contractor.

4. **TERMINATION.** This Agreement may be terminated upon the following:
 - a. District’s written confirmation of Contractor’s satisfactory completion of all services described in Section 2, above, and District’s final payment pursuant to Section 3 above; or
 - b. District’s five (5) day written notice of termination.
5. **INDEMNIFICATION.** Contractor shall indemnify, defend and hold harmless District, and any and all of its employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorney’s fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Contractor or by any individual or entity for which Contractor is legally liable, including, but not limited to, officers, agents, employees or subcontractors of Contractor.
6. **INSURANCE.** Contractor shall maintain, prior to the beginning of and for the duration of this Agreement, insurance coverage as specified in Exhibit “C,” attached hereto and incorporated herein.
7. **PREVAILING WAGES AND DIR REGISTRATION.** In accordance with California Labor Code Section 1725.5, Contractors and Subcontractors (as defined by California Labor Code Section 1722.1) bidding on or engaging in

the performance of any Public Works contracts in California shall be registered with the Department of Industrial Relations.

In accordance with California Labor Code Section 1770 and 1773, the District has determined that prevailing wage rates apply to this project. Copies of the prevailing rates of per diem wages applicable to this Contract are available from the California Division of Labor Statistics and Research at <https://www.dir.ca.gov/Public-Works/Prevailing-Wage.html> or 455 Golden Gate Ave. 9th Floor, San Francisco, CA 94102. Any employee whose type of work is not covered by any of the classified wage rates shall be paid not less than the rate of wage listed for the classification which most nearly corresponds to the type of work performed.

Pursuant to California Labor Code Section 1775, the Contractor shall forfeit no more than \$50 per calendar day, or portion of a day, for each worker paid less than the prevailing rates for such work or craft, and the penalty shall be imposed and distributed pursuant to Section 1775.

The following Labor Code sections are hereby referenced and made a part of this Agreement:

1. Section 1775 - Penalty for Failure to Comply with Prevailing Wage Rates.
2. Section 1777.5 - Apprenticeship Requirements.
3. Section 1813 - Penalty for Failure to Pay Overtime.
4. Sections 1810 and 1811 - Working Hour Restrictions.
5. Section 1776 - Payroll Records.
6. Section 1773.8 - Travel and Subsistence Pay.

The District will not recognize any claims for additional compensation because of the payment of the wages set forth in the Contract.

The Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. Contractor shall post job site notices, as prescribed by regulation. Contractor shall comply with all requirements of Labor Code Section 1771.4, except the requirements that are exempted by the Labor Commissioner for the Project.

8. MISCELLANEOUS.

- a. *Time.* District and Contractor agree that time is of the essence in this Agreement.
- b. *Waiver.* The waiver of any breach of any condition, covenant, term, or provision of this Agreement by any party to this Agreement shall not be deemed to be a waiver of any preceding or subsequent breach under the Agreement, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

- c. *Assignment.* The Contractor shall not assign the performance of this Agreement, nor any part thereof, without the prior written consent of the District.
- d. *Construction.* The Parties agree that each has had an opportunity to have their counsel review this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendments or exhibits thereto. The captions of the sections are for convenience and reference only and are not intended to be construed to define or limit the provision to which they relate.
- e. *Entire Agreement.* This Agreement constitutes the final, complete, and exclusive statement of the terms of the agreement between the Parties pertaining to the Agreement and supersedes all prior and contemporaneous agreements, promises, representations, warranties, understandings, or undertakings by either of the Parties, either oral or written, of any character or nature. No party has been induced to enter this Agreement by, nor is any party relying on, any representation or warranty outside those expressly set forth in this Agreement. Amendments to this Agreement shall be in writing and shall be made only with the mutual written consent of all the Parties to this Agreement.
- f. *Attorneys' Fees.* In any litigation, arbitration, or other proceeding in law or equity by which one party to the Agreement seeks to enforce its rights under the Agreement, to resolve an alleged dispute, breach, default, or misrepresentation in connection with any of the provisions of this Agreement, to seek a declaration of any rights or obligations under this Agreement, or to interpret the provisions of this Agreement, the prevailing party shall be entitled to recover from the losing party actual attorneys' fees incurred to resolve the dispute and to enforce the final judgment, award, decision, or order and such fees, costs, or expenses shall be in addition to any other relief to which the prevailing party may be entitled.
- g. *Record Audit.* In accordance with Government Code, Section 8546.7, records of both the District and the Contractor shall be subject to examination and audit by the Auditor General for a period of three (3) years after final payment.
- h. *Contractor's License.* Contractor must possess at the time of commencing work and throughout the project duration, a Contractor's License, issued by the State of California, which is current and in good standing. Contractor shall ensure that any subcontractor working on the Project possesses at the time of commencing work and throughout the Project duration, a Contractor's License, issued by the State of California, which is current and in good standing.

- i. *Claims.* In accordance with the requirements of Public Contract Code Section 9204(e), a copy of Public Contract Code Section 9204 is attached hereto and made a part of these specifications.
- j. *Provisions Required by Law.* Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

[SIGNATURES TO FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed the day and year first above written.

CAYUCOS SANITARY DISTRICT

CONTRACTOR

RICK KOON,
District Manager

By: N. BRENT KNOWLES

Its: Owner

Date:

Approved As To Form:

TIMOTHY J. CARMEL,
District Counsel

EXHIBIT "A"

SCOPE OF SERVICES

Contractor shall perform on-call and emergency repair services as further defined within individual task order authorizations following a format substantially similar to Exhibit "D", which is attached hereto and incorporated herein by this reference.

EXHIBIT "B"

PAYMENT

District agrees to pay Contractor in accordance with the Contractor Labor & Equipment T&M Rate Sheet, which is attached hereto and incorporated herein by this reference. The total cumulative amount of all Task Orders shall not exceed sixty thousand dollars (\$60,000). Contractor will perform work as specifically defined by Task Order authorizations issued by the District. Contractor will bill the District on a time and material or time, material, and procedure basis upon completion of the work defined by a Task Order. District will pay bills within thirty (30) days of receipt.

EXHIBIT "C"

INSURANCE REQUIREMENTS

Contractor shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001).
2. Insurance Services Office Form Number CA 0001 covering Automobile Liability Code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Course of Construction insurance covering all risks of loss less policy exclusions.
5. Performance and Payment Bonds for the full amount of the contract.

Minimum Limits of Insurance

Contractor shall maintain limits no less than:

1. General Liability: (Including operations, products and completed operations.)
\$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this Agreement or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: **\$1,000,000** per accident for bodily injury and property damage.
3. Employer's Liability: **\$1,000,000** per accident for bodily injury or disease.
4. Course of Construction: Completed value of the Agreement with no coinsurance penalty provisions.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the District. District may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

Other Insurance Provisions

The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. **The District, its employees, officials, and agents are to be covered as insureds** with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85), as a separate Owner's and Contractor's Protective Liability Policy, or on the Entity's own form.
2. For any claims related to this project, **the Contractor's insurance coverage shall be primary** insurance as respects the District, its employees, officials, and agents. Any insurance or self-insurance maintained by the District, its employees, officials, agents shall be in excess of the Contractor's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior to written notice by certified mail, return receipt requested, has been given to the District.

Course of construction policies shall contain the following provisions:

1. The District shall be named as loss payee.
2. The insurer shall waive all rights of subrogation against the District.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII or otherwise acceptable to District.

Claims Made Policies

If any of the required policies provide claims-made coverage, the District requires that coverage be maintained for a period of 5 years after completion of the contract.

Verification of Coverage

Contractor shall **furnish the District with original certificates and amendatory endorsements** effecting coverage required by this clause. The endorsements should be on forms provided by the District or on other than the Districts forms, provided those endorsements or policies conform to the requirements. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The District reserves the right to

require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

Subcontractors

Contractor shall require and verify all subcontractors maintain insurance subject to all of the requirements stated herein.

EXHIBIT "D"
CSD TASK ORDER APPROVAL FORM

CSD CONTRACT: _____ TO NO. _____

CONTRACTOR: _____

PROJECT/TASK NAME: _____

DATE: _____

The Scope of Services, attached hereto as Exhibit "D.1" and incorporated herein by this reference, shall constitute an approved Task Order pursuant to the Contract referenced above between Cayucos Sanitary District ("District") and Contractor Name Here ("Contractor").

Contractor agrees to perform the services described in Exhibit "D" within the time set forth in the Project Schedule, described in Exhibit "D.2" attached hereto and incorporated herein, for a fee amount of [INSERT DOLLAR AMOUNT HERE], unless otherwise modified by District's Manager in a signed writing/subsequent Task Order Approval Form. All charges shall be consistent with the Compensation/Fee Rate Schedule which is attached as Exhibit "B" and incorporated herein by this reference.

Performance of the services shall be subject to the terms and conditions contained in the Agreement.

CAYUCOS SANITARY DISTRICT

By: _____ Date: _____

Printed Name and Title

CONTRACTOR

By: _____ Date: _____

Printed Name and Title



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: RICK KOON, DISTRICT MANAGER

DATE: SEPTEMBER 11, 2024

SUBJECT: DISCUSSION AND CONSIDERATION TO AMEND THE FISCAL YEAR 24/25 CIP BUDGET TO REPLACE “STEEL BUILDING FOR ON-SITE STORAGE” WITH “SCADA AND NETWORK UPGRADE PROJECT” AND TO INCREASE THE FINAL DESIGN COST FOR THE CHANEY TO TORO PIPELINE REPLACEMENT PROJECT FROM \$35,000 to \$75,000

DISCUSSION

SCADA:

As previously reported to the Board, the brown-out several months ago has caused the SCADA and network equipment to not operate correctly. Staff contacted the original integrator, TESCO, and was told that the equipment was no longer supported and that new devices were needed. Staff asked for a proposal from TESCO and it was way above expected with minimal, hard to get, onsite service.

Staff had our IT provider, QuikTech, and a local Integrator, SPICE, review the SCADA and network systems. They found several redundant, overlapping configurations and that several components were not working, nor supported by the manufacturer. Additionally, many components were only accessible by TESCO and not by District staff.

Staff decided that having simplified, local control of the SCADA/network systems was far more cost effective and efficient. Having local providers will also make response time lower and easier to troubleshoot if problems occur.

TORO:

Staff and WSC have reviewed the additional CalTrans requirements to proceed with the permitting process. CalTrans is requiring a full survey with all utilities located and fully engineered plans that evaluate several methods of construction.

RECOMMENDATION

Staff recommends that the Board of Directors amend the Fiscal Year 24/25 CIP Budget to replace “Steel Building for On-Site Storage” with “Scada and Network Upgrade Project” and to increase the Final Design Cost for the Chaney to Toro Pipeline Replacement Project From \$35,000 to \$75,000.



Cayucos Sanitary District

Proposed Amendment to Capital Improvement Projects FY 24/25

AGENDA ITEM:

7

Original Budget Approved May 16, 2024

Sewer Main Repairs	\$ 50,000.00
<p>These are sewer mains that our camera has identified as in need of repair. These projects consist of multiple point repairs, offsets or other anomalies and are targeted to take advantage of economy of savings. The budgeted amount is intended to allow for three or four replacements.</p>	
Design of the Chaney to Toro Main Line Replacement	\$ 35,000.00
<p>The project will replace the two 12" VCP lines between Chaney and Toro Creek Road with a single 36" PVC pipe. This phase will include the construction design, CalTrans permit submittal and preliminary cost estimates based upon the permit conditions of approval.</p>	
	\$ 75,000.00
Backup Electrical System	\$ 35,000.00
<p>During times of electric instability, it is important for the main office to maintain connectivity. This project would allow for the installation of solar or backup batteries at the Ash Avenue location.</p>	
WRRF Projects	
Benthic Sediment and Community Testing of Outfall	\$ 60,000.00
<p>Our permit requires testing of the outfall's effect on the surrounding ocean soil and waters once in the lifetime of the permit (re-permitted every 5 years).</p>	
RWQCB/CCC Recycled Water Program	\$ 20,000.00
<p>As part of the District's NPDES Permit, we are required to develop and implement this program to address maximizing the use of recycled water.</p>	
Steel Building for On-Site Storage	\$ 45,000.00
<p>This extra storage would enable protection for hoses, the portable generator and other items, avoiding weather-related deterioration and extending the life of equipment.</p>	
SCADA and Network Upgrade Project	\$ 45,000.00
<p>This project is for upgrades to the WRRF SCADA and network systems and consists of replacing outdated or faulty switches, routers, power supplies, cell modems and checking and rerouting fiber connections within the treatment plant.</p>	
Automated Influent Valves	\$ 40,000.00
<p>In the event of a MOS shutdown, these emergency valves would switch influent to the EQ basin.</p>	
Total CIP Budget	\$ 285,000.00
	\$ 325,000.00

NETWORK CORRECTION PROPOSAL

PREPARED FOR
Cayucos Sanitary District

PREPARED BY
Chad Crawford
Quick Tech Computers

July, 23rd 2024
Cayucos Sanitary District

Re: Enclosed Proposal

Please find enclosed our detailed proposal for your kind consideration.

At Quicktech, we are aware that providing the best service to our clients takes a mixture of technical expertise and clear communication. Our company hires only the best qualified to ensure you receive both. We know that every client is unique and we strive to deliver an individual, innovative and affordable service. Our goal is to follow it through with an outstanding delivery of these services, both on time and within budget. We have over 10 years of public engagement in this area and those clients include many local businesses. Please let us know if you would like to get in touch with our existing clients from whom you will receive nothing but positive endorsements. You may also wish to review our website at www.quicktech.pro to see our portfolio of previous work and learn more about our organization.

We also pride ourselves with an after-sales client-care including our training of your staff when applicable when both onsite and offsite.

Finally, we realize that you are very busy and wanted to thank you in advance for your time spent reviewing our proposal.

All the best,

A handwritten signature in black ink, appearing to read "Chad Crawford", written in a cursive style.

Chad Crawford
Owner, Chief Technician

SCOPE OF PROJECT

TOTAL ESTIMATION OF MAN HOURS: 94

	Itemized Tasks	Location	Hrs	Rate
1- Pre Configuration (Off-site)				
1.1	UDM Configuration	Offsite	4	130/HR
1.2	Switch Configuration	Offsite	4	130/HR
1.3	Cell Modem and Site2Site VPN Configuration	Offsite	10	130/HR
1.4	Client L2TP VPN Configuration (For Tablet Access)	Offsite	2	130/HR
1.5	Server & Client Network, PLC Network, DMZ Network Configuration	Offsite	6	130/HR
1.6	Firewall Configuration (Rules and Filters)	Offsite	8	130/HR
1.7	Routing & VLAN Configuration	Offsite	8	130/HR
1.8	Carbon Copy Backup / Disaster Recovery P&I	Offsite	4	130/HR
2- Physical Installation (On-site)				
2.1	Installation Of Rack Gear and Re-Cabling at Plant	Onsite	16	260/HR
2.2	Installation Of Cell Site Hardware / Antennas Rerouting Cabling	Onsite	12	130/HR
2.3	Testing Of Hardware / Training staff for Emergency Response/Recovery	Onsite	8	260/HR
Total Project Labor Hours			94	\$15,340.00

MATERIALS LIST

Quantity	Item	Cost	Total
2	UDM PRO (Gateway/Firewall)	\$530.60	\$1,061.20
2	Switch Pro 24 Port	\$978.60	\$1,957.20
5	Unifi LTE Backup Pro (Cellular Modem)	\$390.60	\$1,953.00
5	Cloud Gateway Ultra (For Cell Site Routing)	\$180.60	\$903.00
2	Hi-Capacity Aggregation Switch	\$1258.60	\$2,517.20
1	1 Gbps Multi-Mode Optical Module (10PK)	\$210.00	\$210.00
10	Fiber Patch Cables SC to ST & ST to LC	\$27.26	\$272.67
1	Extended 5 Year Warranty For all 11 Switches, UDMs, and Cloud Gateways	\$1096.20	\$1096.20
Total Materials			\$9,970.47

Total Hardware Estimation:	\$9,970.07
Total Labor Estimation:	\$15,340.00
Sales Tax:	\$722.85
Grand Total:	<u>\$26,032.94</u>

ACCEPTANCE

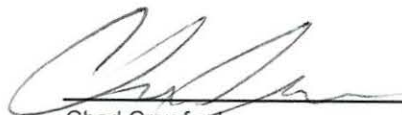
Deposit 50% (\$13,016.47) of Total Project due upon contract signing/acceptance to secure pricing of materials.
Remaining 50% (\$13,016.47) due upon completion.

Signed as accepted by client:

Rick Koon
Cayucos Sanitary District

[DATE]

Signed as accepted by Service Provider:



Chad Crawford
Quicktech

7/23/24

[DATE]

Task No.	Task Description	WSC								MBS Land	ALL FIRMS	
		Principal in Charge & QA/QC	Project Manager	Staff Engineer	CAD Drafter	Clerical/Administrative	WSC Labor Hours	WSC Labor Fee	Expenses	WSC Fee	Labor Fee	Total Fee
		Dylan Wade	Kendall Houghton	David Williams	Christopher Durbin	Kay Merrill						
	<i>Billing rates, \$/hr</i>	\$399	\$257	\$173	\$179	\$179						
0	Project Management & Coordination											
0.1	Project Administration	1	8			8	17	\$ 3,887	\$ -	\$ 3,887		\$ 3,887
0.2	Quality Assurance/Quality Control	6					6	\$ 2,394	\$ -	\$ 2,394		\$ 2,394
0.3	90% Draft Design Review Meeting	2	3	3			8	\$ 2,088	\$ -	\$ 2,088		\$ 2,088
	SUBTOTAL	9	11	3	0	8	31	\$ 8,369	\$ -	\$ 8,369	\$ -	\$ 8,369
1	General Engineering											
1.1	Encroachment Permit	4	24	10			38	\$ 9,494	\$ -	\$ 9,494		\$ 9,494
1.2	Survey, Base Map Preparation, and Site Visit		3	3	8		14	\$ 2,722	\$ -	\$ 2,722	\$ 16,503	\$ 19,225
	SUBTOTAL	4	27	13	8	0	52	\$ 12,216	\$ -	\$ 12,216	\$ 16,503	\$ 28,719
2	Construction Documents											
2.1	Pipeline Design	2	6	6	8		22	\$ 4,810	\$ -	\$ 4,810		\$ 4,810
2.2	Specifications		15	55			70	\$ 13,370	\$ -	\$ 13,370		\$ 13,370
2.3	Opinion of Probable Cost		4	14			18	\$ 3,450	\$ -	\$ 3,450		\$ 3,450
2.4	90% Draft Design Submittal		4	6	45		55	\$ 10,121	\$ -	\$ 10,121		\$ 10,121
2.5	Final Design Submittal		6	6	10		22	\$ 4,370	\$ -	\$ 4,370		\$ 4,370
	SUBTOTAL	2	35	87	63	0	187	\$ 36,121	\$ -	\$ 36,121	\$ -	\$ 36,121
	COLUMN TOTALS	15	73	103	71	8	270	\$ 56,706	\$ -	\$ 56,706	\$ 16,503	\$ 73,209
OT 1	Bid Phase Support											
OT 1.1	Bid Phase Services	2	21	6	6		35	\$ 8,307	\$ -	\$ 8,307		\$ 8,307
	Bid Phase Support TOTAL	2	21	6	6	0	35	\$ 8,307	\$ -	\$ 8,307	\$ -	\$ 8,307
	OPTIONAL TASKS TOTAL	2	21	6	6	0	35	\$ 8,307	\$ -	\$ 8,307	\$ -	\$ 8,307

10% mark-up on direct expenses; 15% mark-up for sub-contracted services
 Standard mileage rate \$0.67 per mile (or current Federal Mileage Reimbursement Rate)
 Rates are subject to revision as of January 1 each year.

Scope of Services

Chaney to Toro Pipeline Replacement Final Design Project

The Cayucos Sanitary District desires to reduce system inflows and infiltration by replacing the two feedlines serving Lift Station 5 with a single large diameter sewer trunkline. This will provide additional equalization volume and replace a suspected area on inflows and infiltration. This proposal is anticipated to cover final design and Caltrans coordination efforts. Subsequent efforts with additional budget will be required for the construction phase.

TASK 0.0 PROJECT MANAGEMENT & COORDINATION

0.1 Project Administration

- WSC will provide project administration and coordination with the Cayucos Sanitary District, Caltrans, subconsultants, and the County.
- WSC will prepare monthly invoices. Project management is assumed to cover a 6-month duration covering the final design phase of the project.

0.2 Quality Assurance/Quality Control

- WSC senior technical staff will be responsible for executing the Quality Assurance and Quality Control (QA/QC) program.
- WSC senior technical staff will provide comprehensive QC reviews of deliverables prior to submittal to CSD for review. Anticipated deliverables are described in subsequent tasks.

0.3 90% Draft Design Review Meeting

- WSC will plan, organize, and conduct Meeting #1. The purpose of the meeting is to discuss the 90% Design Submittal and Technical Specifications. WSC anticipates the meeting will be held approximately ten (10) business days after the Draft Design is submitted. Discussion topics will include the points of connection, utility conflicts, additional potholing (if necessary), technical specifications, Caltrans permitting status and any other comments or preferences CSD would like to incorporate. The review will be followed by a discussion of the next steps and design completion schedule. Draft agendas will be provided prior to the meeting.

Deliverable: Draft agendas, meeting minutes, and decision logs

TASK 1.0 PERMITTING AND SURVEYING

1.1 Encroachment Permit

- WSC will continue to lead the application effort for the California Department of Transportation (Caltrans) Encroachment Permit for the project. This includes revising, as necessary, the application and associated documentation which WSC prepared in 2023 and 2024.
- WSC will assist CSD with discussions with Caltrans staff as required for submission of an encroachment permit application.
- WSC assumes CSD will directly pay any Caltrans permit fees. WSC assumes that the contractor will prepare Storm Water Pollution Prevention Plan (SWPPP) and traffic control plans to Caltrans standards as required by Contract Documents prepared during subsequent phases of work.

1.2 Survey, Base Map Preparation, and Site Visit

- WSC's surveying subconsultant, MBS Surveying, will conduct survey control to establish horizontal and vertical control for Project area in conformance with SLO County standards (as applicable). MBS will perform a detailed aerial topographic survey and a ground survey. These will be used to prepare project base maps which include the following components: 1-foot contours, edge of pavement, centerlines and right-of-way monuments, fences, power poles, trees, and other features according to standard practice. An aerial survey is necessary to sufficiently reduce the amount of time spent in Caltrans ROW such that no Caltrans permit is required for the surveyors.
- WSC will prepare a base map using survey data provided by MBS, record drawings obtained from utility companies, and aerial and street view imagery available in the public domain. The base map which was used for 50% design, which consists of drawings for the newer, existing, 12" sewer main, will be used on demolition sheets in the drawings.
- WSC will conduct a site visit of the project area to verify the information depicted on the utility location maps and plans, where possible. Additional evidence of existing utilities or necessary corrections observed during the site visit will be field measured and the base map will be updated to reflect the approximate locations.

Deliverable: One (1) PDF submittal of the base map.

Task 1.0 Assumptions: WSC will use standard County of San Luis Obispo details and as such is not obtaining site specific geotechnical engineering information. WSC will incorporate standard manhole and other material preferences provided by CSD into the design plans and specifications.

TASK 2.0 CONSTRUCTION DOCUMENTS

2.1 Pipeline Design

- WSC will prepare plans at scale of 1"= 40' horizontal for approximately 2,000 LF of 36-inch pipeline between Lift Station 5 and Chaney Avenue.
- The plans will include the following elements: the new pipeline will be located in Caltrans right of way, in the same trench as the deeper of the existing 12" mains where possible; the alignment of the proposed pipeline dimensioned offset from relevant features (such as right-of-way); connections to the existing system at both Chaney and Lift Station 5; locations for any new system appurtenances; and pipe centerline stationing to identify the locations of pertinent features on the plan and profile view as well as to aid in collecting accurate as-built information during construction.

2.2 Specifications

- WSC will prepare technical specifications in 50 Division CSI format including Division 01 General specification and required technical specifications. It is anticipated that minimal changes will be made to the proposed list of technical specifications which is attached to this proposal.
- WSC will prepare front-end specifications. It is assumed the Front-End Documents for this project will be based on the previous CSWP EJCDC documents.

2.3 Opinion of Probable Construction Cost

- WSC will prepare and submit an opinion of probable construction cost with the 90% Draft and Final Design submittal. The estimates will be prepared to a Class 2 estimate in accordance with AACE International standards.

2.4 90% Draft Design Submittal

- WSC will submit the 90% Draft Design Submittal (drawings, technical specifications, and 90% opinion of probable construction cost) for review. WSC will conduct Meeting #1 - 90% Draft Design Review Meeting with CSD staff to discuss the Draft Design Submittal and receive comments. Design drawings and specifications will be revised according to CSD's comments. Assumes no major comments or requested changes related to alignment or overall design.

Deliverable: One (1) PDF submittal of 90% draft plans, specifications, and probable construction cost estimate. Two (2) full-size hard copies of the plans and two (2) half-size hard copies of the plans.

2.5 Final Design Submittal

- WSC will submit the Final Design once CSD approves the Draft Final Design. The final design will be submitted as one (1) set of stamped and signed 22" x 34" plans on bond paper, one complete stamped and signed specification book, and an electronic pdf version of the signed plans, specifications, and final opinion of probable construction cost. WSC will also provide a copy of the AutoCAD file for the Final Design Submittal (along with the ctb file) via Sharefile. The digital files will be delivered via email and the hard copy will be mailed or delivered to CSD.

Deliverable: One (1) PDF submittal of final plans, specifications, and probable construction cost estimate. Two (2) full-size hard copies of the plans and two (2) half-size hard copies of the plans.

Task 2.0 Assumptions: Plan sets will be on 22" x 34" paper, and the presentation and layout of the plans will consider the functionality of half-size (11" x 17") plans. All drawings shall be in native AutoCAD 2018 format and per WSC CAD standards. WSC understands that the scope of the project lies entirely within street and Caltrans right-of-way and existing Public Utility Easements and that no easement or property acquisition is required. Scope assumes open cut construction for the entirety of this alignment, jack and bore or directional drilling would require additional engineering beyond this scoped effort.

OPTIONAL TASK 1.0 BID PHASE SUPPORT

01.1 Bid Phase Services

- WSC will attend one (1) pre-bid meeting along with the CSD and assist in providing an overview of the project and answering any field questions from potential bidders. WSC anticipates attendance of the Project Manager for a one-hour meeting in person plus travel.
- WSC will receive questions from CSD and prepare responses in the form of addenda. WSC's scope includes the preparation of two (2) addenda as part of the scope of work. WSC assumes that addenda distribution will be provided by CSD.
- WSC will facilitate bid opening.
- WSC will review and analyze bids for responsiveness. WSC will prepare an award recommendation letter to be included in the staff report for CSD Board approval.
- WSC will prepare a set of conformed construction documents, incorporating the changes made during the addenda phase. The conformed construction documents will be submitted as one (1) set of stamped and signed full size plans, a hardcopy of the conformed specifications and digital copies of both plans and specifications (PDF via email). WSC will also provide a copy of the AutoCAD file.

Task O1.1 Assumptions: Task 0 Project Management and Coordination includes project management, administration, invoicing time for design (Tasks 1 and 2) and bid phase services (Optional Task 1.1). CSD will advertise project for bidding and provide contract documents for bidder purchase. Conformed documents will be issued electronically, with Contractor responsible for any printing costs incurred.

Anticipated Sheet List

#	Sheet	Name	Included in 50% Draft Design	90% Submittal	Final
1	T-1	Title, Vicinity Map, and Location Map	Yes	Update	Final
2	G-1	Key Map	No	Create	Final
3	G-2	Engineer's Notes, Sheet Index, and Abbreviations	Yes	Update	Final
4	D-1	Demolition Plan (1)	Yes	Update	Final
5	D-2	Demolition Plan (2)	Yes	Update	Final
6	D-3	Demolition Plan (3)	Yes	Update	Final
7	C-1	Pipeline Plan & Profile (1)	Yes	Update	Final
8	C-2	Pipeline Plan & Profile (2)	Yes	Update	Final
9	C-3	Pipeline Plan & Profile (3)	Yes	Update	Final
10	C-4	Civil Details (1)	Yes	Update	Final
11	C-5	Civil Details (2)	Yes	Update	Final
12	C-6	Civil Details (3)	No	Create	Final
13	C-7	Lift Station 5 Connection Plan	No	Create	Final
14	C-8	Road Sections	Yes	Update	Final

Anticipated Specification List

#	Number	Name	90% Submittal	Final
	DIVISION 00	BIDDING REQUIREMENTS, CONTRACT FORMS, & CONDITIONS OF THE CONTRACT	Create	Final
1	00 01 00	ADVERTISEMENT FOR BIDS	Create	Final
2	00 02 00	INSTRUCTIONS TO BIDDERS	Create	Final
3	00 04 10	BID FORM DRUG-FREE WORKPLACE CERTIFICATION	Create	Final
4	00 04 20	NON-COLLUSION DECLARATION	Create	Final
5	00 04 30	BID BOND	Create	Final
6	00 04 51	CERTIFICATION OF BIDDER'S EXPERIENCE AND QUALIFICATIONS	Create	Final
7	00 04 80	LIST OF SUBCONTRACTORS	Create	Final
8	00 05 20	AGREEMENT	Create	Final
9	00 06 10	PERFORMANCE BOND	Create	Final

#	Number	Name	90% Submittal	Final
10	00 06 15	PAYMENT BOND	Create	Final
11	00 07 00	GENERAL CONDITION	Create	Final
12	00 08 00	SUPPLEMENTARY CONDITIONS	Create	Final
	DIVISION 01	GENERAL REQUIREMENTS	-	-
13	01 10 00	SUMMARY	Create	Final
14	01 20 00	PRICE AND PAYMENT PROCEDURES	Create	Final
15	01 25 00	SUBSTITUTION PROCEDURES	Create	Final
16	01 30 00	ADMINISTRATIVE REQUIREMENTS	Create	Final
17	01 33 00	SUBMITTAL PROCEDURES	Create	Final
18	01 40 00	QUALITY REQUIREMENTS	Create	Final
19	01 50 00	TEMPORARY FACILITIES AND CONTROLS	Create	Final
20	01 57 23	TEMPORARY STORM WATER POLLUTION CONTROL	Create	Final
21	01 60 00	PRODUCT REQUIREMENTS	Create	Final
22	01 70 00	EXECUTION AND CLOSEOUT REQUIREMENTS	Create	Final
	DIVISION 02	EXISTING CONDITIONS	Create	Final
23	02 01 20	PROTECTING EXISTING UTILITIES	Create	Final
24	02 04 00	DEMOLITION	Create	Final
	DIVISION 03	CONCRETE	Create	Final
25	03 30 00	CAST-IN-PLACE CONCRETE	Create	Final
26	03 60 00	GROUTING	Create	Final
	DIVISION 31	EARTHWORK	Create	Final
27	31 05 13	SOILS FOR EARTHWORK	Create	Final
28	31 05 16	AGGREGATES FOR EARTHWORK	Create	Final
29	31 10 00	SITE CLEARING AND RESTORATION	Create	Final
30	31 22 13	ROUGH GRADING	Create	Final
31	31 23 17	EXCAVATION AND TRENCHING	Create	Final
	DIVISION 32	EXTERIOR IMPROVEMENTS	Create	Final
32	32 31 13	CHAIN LINK FENCES AND GATES	Create	Final
	DIVISION 33	UTILITIES	Create	Final
33	33 05 05.31	HYDROSTATIC TESTING	Create	Final
34	33 05 14	PUBLIC MANHOLES AND STRUCTURES	Create	Final
35	33 31 13	PUBLIC SANITARY UTILITY SEWAGE PIPING	Create	Final