



**BOARD OF DIRECTORS  
SAN LORENZO VALLEY WATER  
DISTRICT  
SPECIAL MEETING  
AGENDA  
JUNE 21, 2023**

**MISSION STATEMENT:** Our Mission is to provide our customers and future generations with reliable, safe and high quality water at an equitable price; to create and maintain outstanding service and community relations; to manage and protect the environmental health of the aquifers and watersheds; and to ensure the fiscal vitality of the San Lorenzo Valley Water District.

Notice is hereby given that a regular meeting of the Board of Directors of the San Lorenzo Valley Water District will be held on **Wednesday, June 21, 2023, at 6:30 p.m.**, SLVWD Conference Room, 12788 Highway 9, Boulder Creek, 11 Biltmore Lane, Menlo Park, and via videoconference and teleconference.

Any person in need of any reasonable modification or accommodation in order to participate in the meeting may contact the District Secretary's Office at (831) 430-4636 a minimum of 72 hours prior to the scheduled meeting.

This meeting is being conducted as an in-person meeting under the Brown Act, Government Code section 54953, and a quorum of the Board must participate from the location(s) within the District that are identified above. Members of the public may attend the meeting at the identified location(s). Teleconferencing/videoconferencing access as set forth below is being provided as a convenience only and is not guaranteed. The meeting may continue in person even if teleconferencing/videoconferencing capability is disrupted or unavailable.

To join the meeting click the link below, or type it into your web browser.

Webinar/Public link:

<https://us02web.zoom.us/j/85144108029>

+1 346 248 7799

+1 669 900 6833

+1 253 215 8782

Webinar ID: **85144108029**

*Agenda documents are available on the District website at [www.slvwd.com](http://www.slvwd.com) subject to staff's ability to post the documents before the meeting.*

1. Convene Meeting/Roll Call

2. Additions and Deletions:

*Additions to the Agenda, if any, may only be made in accordance with California Government Code Section 54954.2 (Ralph M. Brown Act) which includes, but is not limited to, additions for which the need to take action is declared to have arisen after the agenda was posted, as determined by a two-thirds vote of the Board of Directors (or if less than two-thirds of the members are present, a unanimous vote of those members present).*

3. Oral Communications:

*This portion of the agenda is reserved for Oral Communications by the public on any subject that lies within the jurisdiction of the District and is not on the agenda. Any person may address the Board of Directors at this time. Normally, presentations must not exceed three (3) minutes in length, and individuals may only speak once. Please state your name and town/city of residence for the record at the beginning of your statement. Please understand that the Brown Act limits what the Board can do regarding issues not on the agenda. No action or discussion may occur on issues outside of those already listed on today's agenda. Any Director may request that a matter raised during Oral Communication be placed on a future agenda.*

4. New Business:

*Members of the public will be given the opportunity to address each agenda item prior to Board action. Normally, presentations must not exceed three (3) minutes in length, and individuals may only speak once. Please state your name and town/city of residence for the record at the beginning of your statement.*

- a. FOREMAN PRESSURE BREAK STRUCTURE DESIGN PROJECT  
Discussion and possible action by the Board regarding Foreman Pressure Break Structure Design project award of bid.
- b. BRACKEN BRAE AND FOREST SPRINGS - INITIAL STUDY AND MITIGATED NEGATIVE DECLARATION (IS-MND)  
Discussion and possible action by the Board regarding the adoption of the Bracken Brae & Forest Springs IS-MND.
- c. EMERGENCY CONSTRUCTION MANAGEMENT - QUAIL HOLLOW  
Discussion and possible action by the Board regarding award of construction management contract for Quail Hollow trench failure.
- d. EMERGENCY CONSTRUCTION MANAGEMENT - BLUE RIDGE  
Discussion and possible action by the Board regarding award of construction management contract for Blue Ridge tank replacement.
- e. AWARD NOTIFICATION FOR URBAN COMMUNITY DROUGHT RELIEF PROGRAM  
Discussion by the Board regarding the Department of Water Resources (DWR) award. No action to be taken.

5. Unfinished Business:

*Members of the public will be given the opportunity to address each agenda item prior to Board action. Normally, presentations must not exceed three (3) minutes in length, and individuals may only speak once. Please state your name and town/city of residence for the record at the beginning of your statement.*

- a. BIENNIAL DRAFT BUDGET FISCAL YEAR 2023-2025  
Discussion and possible action by the Board regarding the review of the final operating budget for FY2023-25.
- b. AD HOC REPORT ON RECRUITMENT - GENERAL MANAGER  
Discussion and possible action by the Board regarding the award of bid for recruitment services for the General Manager.

6. Consent Agenda:

*The Consent Agenda contains items which are considered to be routine in nature and will be deemed adopted by unanimous consent if no Director states an objection. Any item on the consent agenda will be moved to the regular agenda upon request from an individual Director or a member of the public.*

- a. BOARD OF DIRECTORS MINUTES 5.18.23
- b. BOARD OF DIRECTORS MINUTES 6.1.23

7. District Reports:

*No action will be taken and discussion may be limited at the Chairperson's discretion. The District encourages that questions be submitted in writing ([bod@slvwd.com](mailto:bod@slvwd.com)) on items listed in the District Reports. Questions submitted, if any, will be posted in the next available District Reports, along with a reply.*

- COMMITTEE REPORTS
  - Future Committee Agenda Items
  - Committee Meeting Notes/Minutes
    - Special B & F Committee Minutes 5.16.23

8. Written Communication: None

9. Informational Material: None

10. Adjournment

The Next Board of Directors Meeting is Scheduled for July 6, 2023.

**Certification of Posting**

I hereby certify that on June 15, 2023, I posted a copy of the foregoing special agenda in the outside display case at the District Office, 13060 Highway 9, Boulder Creek, California, and the SLVWD Boardroom, 12788 Highway 9, Boulder Creek, and 11 Biltmore Lane, Menlo Park, said time being at least 24 hours in advance of the meeting of the Board of Directors of the San Lorenzo Valley Water District (Government Code Section 54954.2).  
Executed at Boulder Creek, California on June 15, 2023.

\_\_\_\_\_  
Holly B. Hossack, District Secretary

## MEMO

**DATE:** June 1, 2023  
**TO:** Board of Directors, San Lorenzo Valley Water District  
**FROM:** Rick Rogers, District Manager  
**SUBJECT:** Award of Design of the Foreman Pressure Break Structure

**WRITTEN BY:** Josh Wolff, District Engineer  
**PRESENTED BY:** Rick Rogers, District Manager

### STAFF RECOMMENDATION

Authorize an expenditure of \$119,400 for design of the Foreman Pressure Break Structure (FPBS).

### RECOMMENDED MOTION

I move that: *The Board directs the District Manager to enter into a contract with Freyer & Laureta in an amount not to exceed \$119,400 for the purpose of design work related to the Foreman Pressure Break Structure.*

### BACKGROUND

The District's North System surface water supply is comprised of water diverted from Foreman Creek, Clear Creek, Peavine Creek, Sweetwater Creek, and Cool Creek. This raw water is collected near the Foreman Creek Intake Structure and conveyed to the Lyon Water Treatment Plant

(WTP) for treatment prior to release into the District’s distribution system. This collection of raw water from diversions ranging in elevation from 1,330-feet down to 928-feet requires that a pressure break be provided prior to conveyance to the WTP. This reduction in pressure is accomplished in a pressure break structure, which brings the collected water to a uniform atmospheric pressure.

The FPBS which was in use at the time of the 2020 CZU fires was destroyed in the fires and must be replaced prior to restoration of the raw water supply form Peavine Creek, Clear Creek, and Sweetwater Creek.

The District published a Request for Proposals (RFP) outlining the requirements for the FPBS in April, 2023. Two proposals were received (both attached); from Freyer & Laureta (F&L) and from Sandis Civil Engineers (Sandis). Proposal costs are summarized below:

| Proposing Firm | Proposal Cost | Normalized Cost |
|----------------|---------------|-----------------|
| F&L            | \$119,400     | \$119,400       |
| Sandis         | \$382,999     | \$267,708       |

The Normalized Cost column reflects the fact that the Sandis proposal included two additional phases in the scope, Bid Phase and Construction Phase. Removal of these two additional phases normalizes the bid prices to allow for direct comparison.

Both F&L and Sandis have successfully completed design projects for the District in the past.

Staff reviewed the proposals and recommend that the design project be awarded to F&L.

## **ENVIRONMENTAL REQUIREMENTS**

None; the site has already been surveyed and the required geotechnical investigation borings will take place in the area already disturbed by the previously existing structure.

## **PRIOR COMMITTEE ACTION**

None

## **FISCAL IMPACT**

The project has been submitted to FEMA for reimbursement under the 2020 CZU Fire Disaster.

## **ATTACHMENTS AND RELEVANT LINKS TO DISTRICT WEBSITE**

F&L Proposal

Sandis Proposal



# San Lorenzo Valley Water District

## F&L Proposal Foreman Pressure Break Structure Replacement

May 23, 2023

Civil Engineers  
Surveyors  
Construction Managers



May 23, 2023

Josh Wolff, District Engineer  
San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, CA 95006

Dear Mr. Wolff,

Freyer & Laureta, Inc. (F&L) is pleased to submit the following proposal to provide Design of the Foreman Pressure Break Structure to the San Lorenzo Valley Water District (SLVDW) in response to its Request for Proposals (RFP) dated April 18, 2023. We are excited to continue our partnership with SLVWD and implement improvements in its service areas affected by the CZU fires.

F&L is an established California Corporation (S-Corp) providing award-winning consulting engineering services for private and public agencies throughout the Bay Area. Since our inception more than 25 years ago, F&L has had the opportunity to successfully oversee many similar replacement and rehabilitation projects for numerous cities and special districts, including the San Lorenzo Valley Water District's 5-Mile Pipeline Study and Foreman Trail Rehab Design projects, NMWD, East Palo Alto, Town of Hillsborough, Coastside County Water District and the City of Menlo Park, among many others.

As Executive Vice President of F&L and professionally licensed in the State of California, I will serve as F&L's Principal-In-Charge and the primary point of contact for the District. I am committed to serving as the project manager for the duration of any agreement with NMWD and am authorized to bind F&L contractually. In my 23 years of professional experience, I have led numerous special district, city, county, state, and federal capital improvement projects of similar scope and size, emphasizing urban master planning, utility design, and construction planning. Leveraging my diverse experience and familiarity with the area in my current work with the District, I can offer SLVWD a unique perspective and understanding of the challenges faced by special districts in the San Francisco Bay Area.

- **Jeffrey Tarantino, P.E., Executive Vice President**  
(415) 534-7070 (O) | (650) 619-3226 (M)  
tarantino@freyerlaureta.com

For the project, F&L is teaming with Cal Engineering and Geology (CE&G) for the project geotechnical investigation. Our experienced team is excited to continue working with SLVWD on this project, offering a seamless transition that will allow us to streamline efforts and drive cost-efficient, timely project solutions for the District. We look forward to further discussions with SLVWD. Please call or email if you have any questions regarding this proposal.

Very truly yours,



**Jeffrey Tarantino, P.E., Executive Vice President**  
Freyer & Laureta, Inc.



# 1 CONTRACTUAL SCOPE OF SERVICES

The following sections are intended to demonstrate compliance with the requirements outlined in Section V.1 of the RFP, specifically items V.1.i through V.1.iii, although we have added additional information related to the Project Team as well as Project Understanding and Requirements.

## 1.1 PROJECT TEAM

Freyer & Laureta, Inc. (F&L) is an award-winning civil engineering and surveying firm with offices in San Francisco, Oakland, and Novato, California. For over 25 years, F&L has provided survey, civil design, and construction management services for thousands of infrastructure improvement projects, specializing in water, sanitary sewer, storm drain rehabilitation, replacement, and installation. We will serve as the lead engineer for the Foreman Pressure Break Structure Replacement Project (Project).

Our key design partner, **Cal Engineering & Geology, Inc. (CE&G)**, has provided geotechnical and related civil engineering (geo-civil) consulting and design services to public agency and private industry clients throughout California since 1993. In that time, CE&G has worked together with local public agencies to complete more than 300 improvement projects, including water and wastewater pipelines, tanks, pump stations, dams and levees, flood control structures, roads, trails, parks, and buildings. Services for these projects have included geologic/seismic hazard evaluation; geotechnical investigations for foundations, retaining walls, pipelines, and dams; and geo-design for landslide repairs, retaining walls, flood walls, dams, and pedestrian bridges.

The key F&L and CE&G staff that will lead the project, including roles, are:

- Jeffrey J. Tarantino, P.E., is an Executive Vice President with F&L and will serve as the project manager.
- Rich Laureta, P.E., is the President of F&L and will serve as the QA/QC officer.
- Jason Feudale is a senior Staff Engineer with F&L and will serve as the design manager.
- Kevin Loeb, P.G., P.E. is an Engineering Geologist with CE&G and will serve as the geotechnical project manager.

Resumes for each of the key project leaders are included in Appendix A. The project leaders listed above will be supported by F&L staff in our Cupertino office and CE&G staff in the San Jose office.

## 1.2. PROJECT UNDERSTANDING AND REQUIREMENTS

F&L understands that the project goal is to reconstruct the Foreman Pressure Break Structure (FPBS) that was damaged during the August 2020 CZU Complex wildfire. The FPBS is a critical component of the District's raw water supply infrastructure. Raw water from Foreman Creek is blended with raw water from the Five-Mile Pipeline (5 Mile) and Peavine Pipeline (Peavine) systems. Due to varying influent pressure from each of the three raw water sources, the FPBS is necessary to reduce pressure from both the 5 Mile and Peavine systems to allow for blending with the Foreman Creek supply that is ultimately conveyed through common 12-inch diameter pipeline to the Lyon Water Treatment Plant (WTP).



The Project design is anticipated to include the following:

- System Control and Data Acquisition (SCADA) connections to the WTP, including turbidity levels, water levels, pressures, and flow rates at the FPBS with the specific SCADA equipment coordinated with District during design. F&L understands that our design will integrate the necessary monitoring equipment within the design, but District staff will perform the SCADA integration and programming necessary to incorporate the monitoring equipment into the District's overall SCADA system.
- PG&E power supply to the FPBS and fiber-optic communication conductors connecting the FPBS to the WTP utilizing the two 4-inch conduits to be installed by the District as part of a separate project. The District has confirmed that sufficient power is available at the WTP, and only electrical design between the WTP and the FPBS is required. Interfacing and coordination with PG&E are not required.
- The FBS will have multiple chambers with drain valves, and stainless steel screening to provide the District operations team to utilize any combination of raw water sources to meet potable water demands.
- Separate turbidity reduction and monitoring capability for the FPBS and for Foreman Creek;
- Motorized valves at Peavine inlet to FPBS, 5-mile inlet to FPBS, at outlet from FPBS to the existing 12-in pipeline to WTP, and at Foreman intake side of 12-in tee with magnetic flow meters for each raw water supply;
- CCTV with a four-camera system at FPBS with monitor at WTP, including cameras for Foreman Intake water level monitoring and general site security;
- Humidity controls for both structures;
- Debris settling and removal provisions through the use of a new maintenance bypass line that can convey flows from the FPBS to the existing settling pond;
- Calculations demonstrating:
  - Proper sizing of all components, conductors, and fiberoptic lines;
  - Detention time sufficient to prevent the conveyance of entrained air into the WTP;
  - Structural calculations as required for all structures; and
  - Site grading and erosion control measures.

F&L has developed a detailed scope of services presented in the following section that will help our team meet all of the requirements outlined above and engage the District staff collaboratively throughout design. As the Engineer of Record, we understand that we are responsible for all critical design elements, but we know from experience that a critical component like the FPBS must have review and input from District operations staff throughout the project development.

### **1.3. DETAILED SCOPE OF SERVICES**

As requested in the RFP, F&L has developed a detailed scope of services, including identifying the anticipated deliverables and key assumptions. The scope of services is the basis for our team's estimated professional services fee.



## TASK 1: PROJECT MANAGEMENT

F&L will provide overall project management for the team, including coordination with the District. We will coordinate review meetings to discuss the review comments and receive feedback on the deliverables. This task includes preparing and submitting progress reports with each monthly invoice summarizing the work accomplished during the billing period, the work to be accomplished in the upcoming billing period, critical issues requiring resolution, and budget status.

We also propose to hold bi-weekly 30-minute conference calls to allow our project manager to provide real-time updates to the District's project manager. The goal of the bi-weekly call is to offer the opportunity to review in-progress deliverables, provide schedule updates, and identify potential supplemental information needs that may be identified during the course of the project.

### Deliverables

1. Monthly progress reports
2. Monthly invoices, including a summary of work completed
3. Meeting agendas and minutes

## TASK 2: PRELIMINARY DESIGN

The F&L Team will develop a Basis of Design (BOD) Report for the proposed Project. The purpose of the BOD Report is to document key information, including:

- Project goals and objectives;
- Document key design criteria for the FPBS, including all water quality and system pressure monitoring equipment;
- Present results of geotechnical site investigations;
- Document necessary instrumentation and controls;
- Develop preliminary opinions of probable construction cost; and
- Other key information that was considered during preliminary design.

To support development of the BOD, the F&L team will provide the following tasks;

- Perform supplemental topographic survey of the FBPS site to confirm existing conditions that may vary from the September 2020 topographic survey that will be provided by the District.
- Perform geotechnical investigation including:
  - One half day of field investigation, including drilling between up to two borings to a depth between 10-feet below ground surface (ft bgs) and 20-ft bgs unless drill rig refusal is encountered. Drill cuttings may be scattered unobtrusively onsite.
  - All borings will be performed using conventional truck-mounted drilling equipment, and the District will provide site access.
  - Soil samples from the borings will be collected utilizing the Standard Penetration Test Split Spoon Sampler and/or California Modified Sampler methods, with samples collected at 2.5 to



- 5-foot intervals. Blow counts will also be recorded. Groundwater levels will be measured in the borings.
- Laboratory testing of all soil samples will include but not limited to moisture content, dry soil, density, sieve analyses, and Atterberg Limits.
- A geotechnical report will be prepared to present the results of the field and laboratory investigations, including geotechnical design.
- Prepare preliminary design, including
  - Site evaluation and plans;
  - Structural design criteria;
  - Preliminary Process and Instrumentation Diagrams;
  - Standard details; and
  - Develop Opinions of Probable Construction Cost (OPC).
- Prepare brief summary of potential future integration of an inline hydropower system that could be constructed when the 5 Mile and/or Peavine segments are reconstructed. The purpose of the hydropower evaluation is not to determine the final feasibility of the potential technology but rather not preclude the District from future addition of the hydropower system.

The F&L team will prepare the draft BOD Report as well as prepare for and facilitate a technical review workshop with the District to review the draft BOD Report. The workshop will allow the F&L team to confirm with the District the final design criteria, site layout and accessibility, water quality monitoring requirements, and other key project aspects. The F&L team will prepare response to District comments and issue a final BOD report.

#### Deliverables

1. Draft BOD Report
2. Technical Review Workshop Agenda and Minutes
3. Response to Comments
4. Final BOD Report

### TASK 3: FINAL DESIGN

The F&L Team will prepare Construction Documents (CDs) to document the proposed new FPBS improvements. The CDs will be developed to allow the District to choose to either combine the pipeline and FPBS improvements as a single bid package or split into two separate bid packages.

The F&L Team will prepare drawings and technical specifications for the District's use in soliciting bids. We will assist the District in preparing bid documents using the District's standard general specifications. F&L will provide the following tasks:

- Prepare Construction drawings, including;
  - Cover Sheet
  - General Notes, Legend, and Abbreviations
  - Erosion Control Plan



- Site Plan
- FPBS Plan and Elevations
- Electrical Site Plan
- Process and Instrumentation Diagrams
- Standard Details
  
- Prepare technical specifications, including;
  - Division 1 – General Requirements
  - Division 2 – Existing conditions
  - Division 3 – Concrete
  - Division 5 – Metals
  - Division 9 – Finishes
  - Division 26 – Electrical
  - Division 27 – Communications
  - Division 31 – Earthwork
  - Division 33 – Utilities
  
- Prepare OPC Updates

The F&L Team will prepare CD submittal at the 90% and Final design levels. Following the 90% design submittal, the F&L Team will facilitate a design review workshop to present the 90% design submittal to District staff and solicit feedback. F&L will prepare a meeting agenda and provide meeting minutes that will include written response to comments.

Following the 90% design submittal workshop, the F&L team will prepare the Final design submittal for the District's use in soliciting construction bids. The Final design submittal will include plans and specifications signed and stamped by a California Professional Engineer for each discipline. The F&L team will utilize the District provided front end documents for Division 0 to prepare the final bid documents.

#### **Deliverables**

1. 90% design submittal, including Plans, Specifications, and OPC in PDF format
2. 90% design workshop agenda and minutes in PDF format
3. Final Design Submittal in PDF format

## **1.4. DETAILED SCHEDULE**

The F&L team has developed a project schedule to implement the study, including highlighting key points for engaging the District. The project schedule also provides suggested milestones for potential public meetings and District Board updates. The proposed project schedule is included in Section 6 of this proposal.



## 2 CONTRACTOR'S EXPECTATIONS OF OWNER

The F&L team has developed our proposal based on the following understanding of the information to be provided by the District:

- Topographic survey from September 2020 will be provided in ACAD format.
- Written list of all water quality criteria and operational conditions that will be monitored listed by raw water source, including (if available) historical operation information from the original FPBS before the August 2020 CZU fire.
- List of District preferred equipment for turbidimeters, pressure monitors, flow meters, and other critical equipment that will be integrated into the final design.
- Site access for the geotechnical field investigations.
- Editable copies of the District front end documents for the F&L team's use in developing the final bid documents.
- The District will complete its review of submittals within 10 business days.
- As-built drawings for the Lyon WTP electrical equipment to facilitate the F&L team's development of the electrical design.
- District will install two 4-inch conduits between the FPBS and the Lyon WTP, with one conduit for power and one for communication.
- District will provide all SCADA integration design and services.
- District will confirm that sufficient power is available from the existing PG&E service, and no interaction with PG&E by the F&L team will be required.



### 3 IDENTIFICATION OF EXTRA SERVICES

F&L did not identify any potential extra services beyond the information presented in Section 1.3.





## 4 EXCEPTIONS

F&L has thoroughly read the RFP and does not take any exceptions to the project goals, but we have developed our Scope of Services presented in Section 1 based on the following key assumptions:

- The existing PG&E electrical service to the Lyon WTP is adequate, and no upgrades will be required;
- Boundary survey is not included;
- Permit fees are not included;
- Bid support services are not included;
- Engineering services during construction are not included;
- Existing utility potholing is not included, and
- The District will complete its review of submittals within 10 business days.



## 5 INSURANCE

F&L can meet all of the insurance requirements identified in the RFP.



# 6 TOTAL PROFESSIONAL FEE AND FEE SCHEDULES

## 6.1. PROPOSED FEE

The F&L team's proposed level of effort, hourly rates, and not-to-exceed budget are presented in Table 6-1 per the RFP requirements.

## 6.2. PROJECT SCHEDULE

The F&L team has developed a project schedule to deliver the bid documents, highlighting key points for engaging the District. As with the fee proposal, the proposed project schedule is included as a separate attachment.

**TABLE 6-1**  
**BUDGET ESTIMATE FOR PROFESSIONAL DESIGN SERVICES FOR**  
**FOREMAN PRESSURE BREAK STRUCTURE**

San Lorenzo Valley Water District

| TASKS  | ESTIMATED LABOR (Hours) (1) |                   |                   |           |                           |                  |                   | TOTAL LABOR COST (\$) | OTHER DIRECT COSTS |                         |                |                 | ESTIMATED COST (2)       |                 |
|--|-----------------------------|-------------------|-------------------|-----------|---------------------------|------------------|-------------------|-----------------------|--------------------|-------------------------|----------------|-----------------|--------------------------|-----------------|
|  | F&L                         |                   |                   |           | CE&G                      |                  |                   |                       | UNIT               | QNTY                    | UNIT COST (\$) | 10% MARKUP (\$) | TOTAL COST PER ITEM (\$) | SUB TOTALS (\$) |
|  | Clerical                    | Staff Engineer II | Staff Engineer IV | Principal | Senior Principal Engineer | Senior Geologist | Project Assistant |                       |                    |                         |                |                 |                          |                 |
|  | 100                         | 150               | 170               | 250       | 330                       | 359              | 121               | 171                   |                    |                         |                |                 |                          |                 |
| <b>Task 1: Project Management and Coordination</b>           |                             |                   |                   |           |                           |                  |                   |                       |                    |                         |                |                 |                          |                 |
| General management including invoicing                       | 8                           |                   |                   | 4         | 1                         | 5                | 2                 |                       | \$4,165            |                         |                |                 |                          | \$4,165         |
| Bi-weekly Progress Meetings with District                    |                             |                   |                   | 8         |                           |                  |                   |                       | \$2,000            |                         |                |                 |                          | \$2,000         |
| Coordination with District                                   |                             |                   |                   | 4         |                           |                  |                   |                       | \$1,000            |                         |                |                 |                          | \$1,000         |
| Subtotal Labor Hours - Task 1                                | 8                           |                   |                   | 16        | 1                         | 5                | 2                 |                       | <b>\$7,165</b>     | Estimated Cost - Task 1 |                |                 |                          | <b>\$7,200</b>  |
| <b>Task 2: Preliminary Design Phase</b>                      |                             |                   |                   |           |                           |                  |                   |                       |                    |                         |                |                 |                          |                 |
| Supplemental Topographic Survey (Allowance)                  |                             | 2                 |                   |           |                           |                  |                   |                       | \$300              | ls                      | 1              | \$2,000         | \$200                    | \$2,500         |
| Geotechnical Investigation                                   |                             |                   |                   |           |                           |                  |                   |                       |                    |                         |                |                 |                          |                 |
| Prepare for field work                                       |                             |                   |                   |           |                           | 6                |                   |                       | \$2,152            | Uti/TCP                 | 1              | \$1,200         | \$120                    | \$3,472         |
| 0.5 Days of Field work (inc. drill and traffic control subs) |                             |                   |                   |           |                           | 11               |                   |                       | \$3,945            | Subs                    | 1              | \$3,245         | \$325                    | \$7,514         |
| Lab analysis   |                             |                   |                   |           |                           | 2                |                   |                       | \$717              | Lab                     | 1              | \$750           | \$75                     | \$1,542         |
| Report   |                             |                   |                   | 4         | 24                        |                  | 6                 |                       | \$10,949           |                         |                |                 |                          | \$10,949        |
| Site Visit (One Day) inc. field report                       | 8                           | 8                 |                   |           |                           |                  |                   |                       | \$2,560            | Day                     | 1              | \$600           | \$60                     | \$3,220         |
| Draft Basis of Design Report                                 |                             |                   |                   |           |                           |                  |                   |                       |                    |                         |                |                 |                          |                 |
| Prepare Structural Design Criteria Summary                   |                             | 8                 | 4                 |           |                           |                  |                   |                       | \$1,880            |                         |                |                 |                          | \$1,880         |
| Prepare Hydraulic Design Criteria Summary                    |                             | 8                 | 4                 |           |                           |                  |                   |                       | \$1,880            |                         |                |                 |                          | \$1,880         |
| Develop site plan  |                             | 20                | 4                 |           |                           |                  |                   |                       | \$3,680            |                         |                |                 |                          | \$3,680         |
| Develop Instrumentation and Controls Strategy                |                             | 20                | 4                 |           |                           |                  |                   |                       | \$3,680            |                         |                |                 |                          | \$3,680         |
| Prepare opinion of probable cost                             |                             | 8                 | 4                 |           |                           |                  |                   |                       | \$1,880            |                         |                |                 |                          | \$1,880         |
| Prepare preliminary project schedule                         |                             |                   | 4                 |           |                           |                  |                   |                       | \$680              |                         |                |                 |                          | \$680           |
| Internal Review  |                             |                   |                   | 4         |                           |                  |                   |                       | \$1,000            |                         |                |                 |                          | \$1,000         |
| Prepare submittal  | 8                           | 8                 | 2                 |           |                           |                  |                   |                       | \$2,340            |                         |                |                 |                          | \$2,340         |
| Technical Review Workshop                                    |                             |                   | 2                 | 2         |                           |                  |                   |                       | \$840              |                         |                |                 |                          | \$840           |
| Prepare Response to Comments                                 | 4                           | 4                 | 2                 |           |                           |                  |                   |                       | \$1,340            |                         |                |                 |                          | \$1,340         |
| Prepare Final Basis of Design                                | 2                           | 4                 | 4                 | 8         |                           |                  |                   |                       | \$3,480            |                         |                |                 |                          | \$3,480         |
| Subtotal Labor Hours - Task 2                                | 14                          | 90                | 42                | 14        | 4                         | 43               |                   | 6                     | <b>\$43,303</b>    | Estimated Cost - Task 2 |                |                 |                          | <b>\$51,900</b> |

**TABLE 6-1**  
**BUDGET ESTIMATE FOR PROFESSIONAL DESIGN SERVICES FOR**  
**FOREMAN PRESSURE BREAK STRUCTURE**

San Lorenzo Valley Water District

| TASKS                              | ESTIMATED LABOR (Hours) (1) |                   |                   |           |                           |                  |                   |                            | TOTAL LABOR COST (\$) | OTHER DIRECT COSTS |      |                |                 | ESTIMATED COST (2)          |                  |
|------------------------------------|-----------------------------|-------------------|-------------------|-----------|---------------------------|------------------|-------------------|----------------------------|-----------------------|--------------------|------|----------------|-----------------|-----------------------------|------------------|
|                                    | F&L                         |                   |                   |           | CE&G                      |                  |                   |                            |                       | UNIT               | QNTY | UNIT COST (\$) | 10% MARKUP (\$) | TOTAL COST PER ITEM (\$)    | SUB TOTALS (\$)  |
|                                    | Clerical                    | Staff Engineer II | Staff Engineer IV | Principal | Senior Principal Engineer | Senior Geologist | Project Assistant | Senior GIS/CADD Specialist |                       |                    |      |                |                 |                             |                  |
|                                    |                             |                   |                   |           |                           |                  |                   |                            |                       |                    |      |                |                 |                             |                  |
| <b>Task 3: Final Design Phase</b>  | 100                         | 150               | 170               | 250       | 330                       | 359              | 121               | 171                        |                       |                    |      |                |                 |                             |                  |
| 90% CDs                            |                             |                   |                   |           |                           |                  |                   |                            |                       |                    |      |                |                 |                             |                  |
| Drawing Preparation Specifications |                             | 120               | 16                | 2         |                           |                  |                   |                            | \$21,220              |                    |      |                |                 | \$21,220                    |                  |
| Opinion of Probable Cost           | 40                          |                   | 40                | 1         |                           |                  |                   |                            | \$11,050              |                    |      |                |                 | \$11,050                    |                  |
| Internal Review                    |                             |                   | 4                 | 1         |                           |                  |                   |                            | \$8,663               |                    |      |                |                 | \$8,663                     |                  |
| Prepare Submittal Package          |                             |                   |                   | 8         |                           |                  |                   |                            | \$2,000               |                    |      |                |                 | \$2,000                     |                  |
| Design Review Workshop             | 16                          | 16                | 4                 |           |                           |                  |                   |                            | \$4,680               |                    |      |                |                 | \$4,680                     |                  |
| Response to Comments               |                             | 8                 | 4                 | 1         |                           |                  |                   |                            | \$1,680               |                    |      |                |                 | \$1,680                     |                  |
| Response to Comments               |                             |                   |                   |           |                           |                  |                   |                            | \$2,130               |                    |      |                |                 | \$2,130                     |                  |
| Bid Package                        |                             |                   |                   |           |                           |                  |                   |                            |                       |                    |      |                |                 |                             |                  |
| Drawing Preparation                |                             | 4                 | 2                 |           |                           |                  |                   |                            | \$940                 |                    |      |                |                 | \$940                       |                  |
| Specifications                     |                             |                   | 4                 |           |                           |                  |                   |                            | \$680                 |                    |      |                |                 | \$680                       |                  |
| Opinion of Probable Cost           |                             | 1                 | 1                 |           |                           |                  |                   |                            | \$320                 |                    |      |                |                 | \$320                       |                  |
| Internal Review                    |                             |                   |                   | 1         |                           |                  |                   |                            | \$250                 |                    |      |                |                 | \$250                       |                  |
| Prepare Submittal Package          | 4                           | 2                 |                   |           |                           |                  |                   |                            | \$700                 |                    |      |                |                 | \$700                       |                  |
| Coordination Allowance             |                             |                   |                   | 24        |                           |                  |                   |                            | \$6,000               |                    |      |                |                 | \$6,000                     |                  |
| Subtotal Labor Hours - Task 3      | 60                          | 151               | 79                | 42        |                           |                  |                   |                            | \$60,313              |                    |      |                |                 | Estimated Cost - Task 3     | \$60,300         |
| <b>Total Labor Hours</b>           | <b>82</b>                   | <b>241</b>        | <b>121</b>        | <b>72</b> | <b>5</b>                  | <b>48</b>        | <b>2</b>          | <b>6</b>                   | <b>\$110,781</b>      |                    |      |                |                 | <b>Total Estimated Cost</b> | <b>\$119,400</b> |

**Notes to Table:**

- (1) Billing rates for subconsultants includes 10% markup.
- (2) Estimated costs are rounded to the nearest \$100.

**Proposed Project Schedule**  
**Bracken Brae and Forest Springs Mutal Water Companies Consolidation Project**  
 San Lorenzo Valley Water District

| ID | Task Mode | Task Name                                       | Duration        | Start              | Finish             | Predecessors     | Q3 '23                      |     |      |      |     |      |      |     |      |      |     |      | Q4 '23 |      |       |       | Q1 '24 |       |       |      |       |       |     |      |      |  |  |
|----|-----------|---|-----------------|--------------------|--------------------|------------------|-----------------------------|-----|------|------|-----|------|------|-----|------|------|-----|------|--------|------|-------|-------|--------|-------|-------|------|-------|-------|-----|------|------|--|--|
|    |           |   |                 |                    |                    |                  | 5/21                        | 6/1 | 6/11 | 6/21 | 7/1 | 7/11 | 7/21 | 8/1 | 8/11 | 8/21 | 9/1 | 9/11 | 9/21   | 10/1 | 10/11 | 10/21 | 11/1   | 11/11 | 11/21 | 12/1 | 12/11 | 12/21 | 1/1 | 1/11 | 1/21 |  |  |
| 1  |           | <b>Foreman Pressure Break Structure Project</b> | <b>171 days</b> | <b>Thu 6/1/23</b>  | <b>Thu 1/25/24</b> |                  | [Gantt bar for Task 1]      |     |      |      |     |      |      |     |      |      |     |      |        |      |       |       |        |       |       |      |       |       |     |      |      |  |  |
| 2  |           | Board Approval                                  | 0 days          | Thu 6/1/23         | Thu 6/1/23         |                  | [Milestone diamond at 6/1]  |     |      |      |     |      |      |     |      |      |     |      |        |      |       |       |        |       |       |      |       |       |     |      |      |  |  |
| 3  |           | Notice to Proceed                               | 0 days          | Wed 6/14/23        | Wed 6/14/23        | 2FS+10 days      | [Milestone diamond at 6/14] |     |      |      |     |      |      |     |      |      |     |      |        |      |       |       |        |       |       |      |       |       |     |      |      |  |  |
| 4  |           | Task 1: Project Management                      | 161 days        | Thu 6/15/23        | Thu 1/25/24        | 3SS              | [Gantt bar for Task 4]      |     |      |      |     |      |      |     |      |      |     |      |        |      |       |       |        |       |       |      |       |       |     |      |      |  |  |
| 5  |           | <b>Task 2: Preliminary Design</b>               | <b>65 days</b>  | <b>Thu 6/15/23</b> | <b>Wed 9/13/23</b> |                  | [Gantt bar for Task 5]      |     |      |      |     |      |      |     |      |      |     |      |        |      |       |       |        |       |       |      |       |       |     |      |      |  |  |
| 6  |           | Site Visit                                      | 0 days          | Wed 6/28/23        | Wed 6/28/23        | 3SS+10 days      | [Milestone diamond at 6/28] |     |      |      |     |      |      |     |      |      |     |      |        |      |       |       |        |       |       |      |       |       |     |      |      |  |  |
| 7  |           | Topographic Survey                              | 5 days          | Thu 7/13/23        | Wed 7/19/23        | 9                | [Gantt bar for Task 7]      |     |      |      |     |      |      |     |      |      |     |      |        |      |       |       |        |       |       |      |       |       |     |      |      |  |  |
| 8  |           | <b>Basis of Design Report</b>                   | <b>45 days</b>  | <b>Thu 6/15/23</b> | <b>Wed 8/16/23</b> |                  | [Gantt bar for Task 8]      |     |      |      |     |      |      |     |      |      |     |      |        |      |       |       |        |       |       |      |       |       |     |      |      |  |  |
| 9  |           | Prepare site plan                               | 10 days         | Thu 6/29/23        | Wed 7/12/23        | 6                | [Gantt bar for Task 9]      |     |      |      |     |      |      |     |      |      |     |      |        |      |       |       |        |       |       |      |       |       |     |      |      |  |  |
| 10 |           | <b>Geotechnical Investigation</b>               | <b>40 days</b>  | <b>Thu 6/15/23</b> | <b>Wed 8/9/23</b>  |                  | [Gantt bar for Task 10]     |     |      |      |     |      |      |     |      |      |     |      |        |      |       |       |        |       |       |      |       |       |     |      |      |  |  |
| 11 |           | Prepare for field work                          | 15 days         | Thu 6/15/23        | Wed 7/5/23         | 3                | [Gantt bar for Task 11]     |     |      |      |     |      |      |     |      |      |     |      |        |      |       |       |        |       |       |      |       |       |     |      |      |  |  |
| 12 |           | Perform field work                              | 1 day           | Thu 7/6/23         | Thu 7/6/23         | 11               | [Gantt bar for Task 12]     |     |      |      |     |      |      |     |      |      |     |      |        |      |       |       |        |       |       |      |       |       |     |      |      |  |  |
| 13 |           | Laboratory analysis                             | 10 days         | Fri 7/7/23         | Thu 7/20/23        | 12               | [Gantt bar for Task 13]     |     |      |      |     |      |      |     |      |      |     |      |        |      |       |       |        |       |       |      |       |       |     |      |      |  |  |
| 14 |           | Prepare report                                  | 14 days         | Fri 7/21/23        | Wed 8/9/23         | 13               | [Gantt bar for Task 14]     |     |      |      |     |      |      |     |      |      |     |      |        |      |       |       |        |       |       |      |       |       |     |      |      |  |  |
| 15 |           | Develop structural design criteria              | 5 days          | Thu 8/3/23         | Wed 8/9/23         | 14FF             | [Gantt bar for Task 15]     |     |      |      |     |      |      |     |      |      |     |      |        |      |       |       |        |       |       |      |       |       |     |      |      |  |  |
| 16 |           | Develop hydraulic design criteria               | 5 days          | Thu 7/13/23        | Wed 7/19/23        | 9                | [Gantt bar for Task 16]     |     |      |      |     |      |      |     |      |      |     |      |        |      |       |       |        |       |       |      |       |       |     |      |      |  |  |
| 17 |           | Develop Instrumentation and Controls Strategy   | 20 days         | Thu 6/29/23        | Wed 7/26/23        | 6                | [Gantt bar for Task 17]     |     |      |      |     |      |      |     |      |      |     |      |        |      |       |       |        |       |       |      |       |       |     |      |      |  |  |
| 18 |           | Prepare opinion of probable cost                | 2 days          | Thu 8/10/23        | Fri 8/11/23        | 9,16,15,17       | [Gantt bar for Task 18]     |     |      |      |     |      |      |     |      |      |     |      |        |      |       |       |        |       |       |      |       |       |     |      |      |  |  |
| 19 |           | Prepare preliminary construction schedule       | 2 days          | Thu 8/10/23        | Fri 8/11/23        | 18SS             | [Gantt bar for Task 19]     |     |      |      |     |      |      |     |      |      |     |      |        |      |       |       |        |       |       |      |       |       |     |      |      |  |  |
| 20 |           | Prepare internal draft report                   | 10 days         | Mon 7/31/23        | Fri 8/11/23        | 9SS+10 days,18FF | [Gantt bar for Task 20]     |     |      |      |     |      |      |     |      |      |     |      |        |      |       |       |        |       |       |      |       |       |     |      |      |  |  |
| 21 |           | Internal Review                                 | 2 days          | Mon 8/14/23        | Tue 8/15/23        | 20               | [Gantt bar for Task 21]     |     |      |      |     |      |      |     |      |      |     |      |        |      |       |       |        |       |       |      |       |       |     |      |      |  |  |
| 22 |           | Prepare final draft report                      | 1 day           | Wed 8/16/23        | Wed 8/16/23        | 21               | [Gantt bar for Task 22]     |     |      |      |     |      |      |     |      |      |     |      |        |      |       |       |        |       |       |      |       |       |     |      |      |  |  |

|   |           |  |                    |  |                       |  |                    |  |                 |  |
|---|-----------|--|--------------------|--|-----------------------|--|--------------------|--|-----------------|--|
| Project: Schedule_2021CIPPipel<br>Date: Mon 5/22/23 | Task      |  | Project Summary    |  | Manual Task           |  | Start-only         |  | Deadline        |  |
|   | Split     |  | Inactive Task      |  | Duration-only         |  | Finish-only        |  | Progress        |  |
|   | Milestone |  | Inactive Milestone |  | Manual Summary Rollup |  | External Tasks     |  | Manual Progress |  |
|   | Summary   |  | Inactive Summary   |  | Manual Summary        |  | External Milestone |  |                 |  |

**Proposed Project Schedule**  
**Bracken Brae and Forest Springs Mutal Water Companies Consolidation Project**  
 San Lorenzo Valley Water District

| ID | Task Mode | Task Name                                 | Duration        | Start               | Finish             | Predecessors | 5/21 | 6/1 | 6/11 | 6/21 | 7/1 | 7/11 | 7/21 | 8/1 | 8/11 | 8/21 | 9/1 | 9/11 | 9/21 | 10/1 | 10/11 | 10/21 | 11/1 | 11/11 | 11/21 | 12/1 | 12/11 | 12/21 | 1/1 | 1/11 | 1/21 |
|----|-----------|---|-----------------|---------------------|--------------------|--------------|------|-----|------|------|-----|------|------|-----|------|------|-----|------|------|------|-------|-------|------|-------|-------|------|-------|-------|-----|------|------|
| 23 | ➔         | Submit Draft Basis of Design Report       | 0 days          | Wed 8/16/23         | Wed 8/16/23        | 22           |      |     |      |      |     |      |      |     | 8/16 |      |     |      |      |      |       |       |      |       |       |      |       |       |     |      |      |
| 24 | ➔         | District Review                           | 10 days         | Thu 8/17/23         | Wed 8/30/23        | 23           |      |     |      |      |     |      |      |     |      |      |     |      |      |      |       |       |      |       |       |      |       |       |     |      |      |
| 25 | ➔         | Basis of Design Report Workshop           | 0 days          | Wed 8/30/23         | Wed 8/30/23        | 24           |      |     |      |      |     |      |      |     | 8/30 |      |     |      |      |      |       |       |      |       |       |      |       |       |     |      |      |
| 26 | ➔         | Prepare Final Basis of Design Workshop    | 10 days         | Thu 8/31/23         | Wed 9/13/23        | 25           |      |     |      |      |     |      |      |     |      |      |     |      |      |      |       |       |      |       |       |      |       |       |     |      |      |
| 27 | ➔         | <b>Task 3: Final Design</b>               | <b>106 days</b> | <b>Thu 8/31/23</b>  | <b>Thu 1/25/24</b> |              |      |     |      |      |     |      |      |     |      |      |     |      |      |      |       |       |      |       |       |      |       |       |     |      |      |
| 28 | ➔         | <b>Prepare 90% Construction Documents</b> | <b>72 days</b>  | <b>Thu 8/31/23</b>  | <b>Fri 12/8/23</b> |              |      |     |      |      |     |      |      |     |      |      |     |      |      |      |       |       |      |       |       |      |       |       |     |      |      |
| 29 | ➔         | Prepare drawings                          | 60 days         | Thu 8/31/23         | Wed 11/22/23       | 25           |      |     |      |      |     |      |      |     |      |      |     |      |      |      |       |       |      |       |       |      |       |       |     |      |      |
| 30 | ➔         | Prepare specifications                    | 15 days         | Thu 11/2/23         | Wed 11/22/23       | 29FF         |      |     |      |      |     |      |      |     |      |      |     |      |      |      |       |       |      |       |       |      |       |       |     |      |      |
| 31 | ➔         | Update opinion of probable cost           | 1 day           | Wed 11/22/23        | Wed 11/22/23       | 29FF         |      |     |      |      |     |      |      |     |      |      |     |      |      |      |       |       |      |       |       |      |       |       |     |      |      |
| 32 | ➔         | Internal review                           | 1 day           | Thu 11/23/23        | Thu 11/23/23       | 31,29,30     |      |     |      |      |     |      |      |     |      |      |     |      |      |      |       |       |      |       |       |      |       |       |     |      |      |
| 33 | ➔         | Prepare 90% Design Submittal              | 1 day           | Fri 11/24/23        | Fri 11/24/23       | 32,26        |      |     |      |      |     |      |      |     |      |      |     |      |      |      |       |       |      |       |       |      |       |       |     |      |      |
| 34 | ➔         | Submit 90% Design                         | 0 days          | Fri 11/24/23        | Fri 11/24/23       | 33           |      |     |      |      |     |      |      |     |      |      |     |      |      |      |       |       |      |       |       |      |       |       |     |      |      |
| 35 | ➔         | District Review                           | 10 days         | Mon 11/27/23        | Fri 12/8/23        | 34           |      |     |      |      |     |      |      |     |      |      |     |      |      |      |       |       |      |       |       |      |       |       |     |      |      |
| 36 | ➔         | 90% Submittal Design Review Workshop      | 0 days          | Fri 12/8/23         | Fri 12/8/23        | 35           |      |     |      |      |     |      |      |     |      |      |     |      |      |      |       |       |      |       |       |      |       |       |     |      |      |
| 37 | ➔         | <b>Prepare Final Bid Documents</b>        | <b>34 days</b>  | <b>Mon 12/11/23</b> | <b>Thu 1/25/24</b> |              |      |     |      |      |     |      |      |     |      |      |     |      |      |      |       |       |      |       |       |      |       |       |     |      |      |
| 38 | ➔         | Prepare draft bid package                 | 20 days         | Mon 12/11/23        | Fri 1/5/24         | 36           |      |     |      |      |     |      |      |     |      |      |     |      |      |      |       |       |      |       |       |      |       |       |     |      |      |
| 39 | ➔         | Internal Review                           | 2 days          | Mon 1/8/24          | Tue 1/9/24         | 38           |      |     |      |      |     |      |      |     |      |      |     |      |      |      |       |       |      |       |       |      |       |       |     |      |      |
| 40 | ➔         | Prepare final draft bid package           | 5 days          | Wed 1/10/24         | Tue 1/16/24        | 39           |      |     |      |      |     |      |      |     |      |      |     |      |      |      |       |       |      |       |       |      |       |       |     |      |      |
| 41 | ➔         | Submit final draft bid package            | 0 days          | Tue 1/16/24         | Tue 1/16/24        | 40           |      |     |      |      |     |      |      |     |      |      |     |      |      |      |       |       |      |       |       |      |       |       |     |      |      |
| 42 | ➔         | District review                           | 5 days          | Wed 1/17/24         | Tue 1/23/24        | 41           |      |     |      |      |     |      |      |     |      |      |     |      |      |      |       |       |      |       |       |      |       |       |     |      |      |
| 43 | ➔         | Prepare final bid package                 | 2 days          | Wed 1/24/24         | Thu 1/25/24        | 42           |      |     |      |      |     |      |      |     |      |      |     |      |      |      |       |       |      |       |       |      |       |       |     |      |      |
| 44 | ➔         | District issues bid package               | 0 days          | Thu 1/25/24         | Thu 1/25/24        | 43           |      |     |      |      |     |      |      |     |      |      |     |      |      |      |       |       |      |       |       |      |       |       |     |      |      |

|   |           |  |                    |  |                       |  |                    |  |                 |  |
|---|-----------|--|--------------------|--|-----------------------|--|--------------------|--|-----------------|--|
| Project: Schedule_2021CIPPipel<br>Date: Mon 5/22/23 | Task      |  | Project Summary    |  | Manual Task           |  | Start-only         |  | Deadline        |  |
|   | Split     |  | Inactive Task      |  | Duration-only         |  | Finish-only        |  | Progress        |  |
|   | Milestone |  | Inactive Milestone |  | Manual Summary Rollup |  | External Tasks     |  | Manual Progress |  |
|   | Summary   |  | Inactive Summary   |  | Manual Summary        |  | External Milestone |  |                 |  |



# APPENDIX





# Jeffrey J. Tarantino, P.E.

## EXECUTIVE VICE PRESIDENT

Jeff Tarantino has an extensive civil engineering design and construction background developed during his 23 years of civil and environmental work experience. He has served as project manager on numerous program management, planning, design, permitting, and construction management projects, with a focus on civil site development, water supply treatment and distribution, wastewater treatment and collection, water reuse treatment and distribution, flood control, groundwater extraction and treatment systems, and water quality.

Jeff serves as the primary point of contact with permitting and environmental resources agencies on behalf of clients to facilitate open dialogue with the agencies. Jeff has demonstrated a unique ability to assist clients in bridging technical and non-technical challenges to deliver multi-beneficial projects within budget and on schedule.

## PROJECTS

### Infrastructure Design Projects

5-Mile Study, Foreman Trail Rehab Design, San Lorenzo Valley Water District; Water Distribution for the City of Burlingame, Town of Hillsborough, Valley of the Moon Water District, & Menlo Park; Water Treatment, City of Calistoga; Wastewater Collection for the City of Pacifica, City of San Mateo, City of Los Altos, & Town of Los Altos.

### Infrastructure Construction Management Projects

City of Burlingame, Water Storage; Coastside County Water District & City of Calistoga, Water Treatment; Sewer Authority Mid-Coastside, Wastewater Storage; Town of Los Altos Hills, Wastewater Collection; City of East Palo Alto Groundwater Treatment

### Program & Project Management

Monterey County Water Resources Agency, Water Supply; City of Lathrop, Water Reuse; City of Burlingame, Stormwater; City of East Palo Alto, Water Distribution; Santa Clara Valley Water District, Flood Control; City of Tracy, Water Supply; City of San Mateo, Street Rehabilitation

### Development & Campus Projects

UCSF: Minnesota Street Student House; Campus Wide Technical Criteria Development; Weill Institute for Neuroscience, Zuckerberg San Francisco General Hospital's UCSF Research & Academic Building; UC Berkeley, Berkeley Way Project; 100 Channel Street (SF) Owner, One Mission Bay; Uber Headquarters, 1455 & 1515 Third Street; TNDC Candlestick Block 10A; Mission Bay: Park P2-P8; Park P3; TNDC, 681 Florida Street

## EDUCATION

- Bachelor of Science in Civil Engineering
- Santa Clara University, Santa Clara, CA

## CONTACT

650-619-3226  
tarantino@freyerlaureta.com

20863 Stevens Creek Blvd.,  
Suite 400  
Cupertino, CA 95014

## KEY EXPERIENCE

- Project manager for over \$100 million in potable water distribution, storage, and treatment system projects.
- Led multiple engineering assessments and studies to develop alternative evaluations to select preferred pump station, treatment system, and water conveyance improvements.
- District Engineer for both the Los Altos Hills County Fire District and Great Oaks Water District



# Richard J. Laureta, P.E.

## PRESIDENT

Rich Laureta has broad experience in civil engineering design and construction. In his 29 years of professional engineering experience, he has participated in the design, project management, and construction coordination of private sector engineering projects, as well as city, county, state and federal rehabilitation projects. His broad experience gives him the knowledge necessary to be an integral part of multi-disciplined teams in the planning, design and installation of challenging civil engineering projects. The combination of his design experience and his expertise in computer-aided drafting ensures accurate design drawings. His experience and dedication to the profession allows him to be a contributor to the success of diverse engineering projects.

## PROJECTS

### Infrastructure Master Planning & Design

Treasure Island, Stages 2 & 3; University of California, San Francisco; Mission Bay – Residential Area, Park NP 1-2, Park NP 3-5, & Park P16 projects; Mission Bay Drive & Circle Project; Blocks 29 - 32 & 33 - 34 Utility Master Plan, South of Channel (Chase Center); Long Range Development Plan

### District Engineer/Public Works Projects

West Bay Sanitary District and East Palo Alto Sanitary District, District Engineer; Silicon Valley Clean Water, Conveyance System; City of Pacifica Wet Weather Flow Equalization Basin Project; University of California, San Francisco, Misc. Projects; City of San Leandro, Wastewater Collection Systems; City of Burlingame & City of San Bruno, Storm Drain Collection Systems

### Office, Commercial & Residential Projects

Britannia Oyster Point, South San Francisco; Hercules Properties PUD, Hercules; McGrath Rentcorp Offices, Livermore; Children's Center, NAS North Island, San Diego; Marriott Courtyard & Bay West Cove, So. San Francisco; Channel Street (SF) Partners, One Mission Bay; BOSA, Arden, San Francisco

### Roadway & Infrastructure Projects

Naval Training Center Drainage Design, San Diego; Rankin Pump Station Design, San Francisco; Ralston Avenue Grade Separation, Belmont; Special Weapons Area Pump Station, NAS North Island; Sutro Tower Improvements & Pier 45 Seismic Retrofit, San Francisco; Guadalupe River Retaining Walls, San Jose Bollman; Water Treatment Plant Expansion, Concord

## EDUCATION

- Bachelor of Science in Civil Engineering
- California Polytechnic State University, San Luis Obispo

## CONTACT

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laureta@freyerlaureta.com

20863 Stevens Creek Blvd.,  
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Cupertino, CA 95014

## KEY EXPERIENCE

- Decades' experience managing various infrastructure and Capital Improvement Program initiatives.
- Expertise in storm drain, striping/pavement, potable water, wastewater, and facilities
- Expertise in computer-aided drafting
- Design management and CEQA process work in highly sensitive areas



# Jason Feudale

## ENGINEER & CONSTRUCTION MANAGER

Mr. Feudale has over 20 years of experience in designing and constructing redevelopment and infrastructure replacement projects. His expertise in grading, drainage, erosion control, and utility design provides F&L with a high level of independent and efficient civil engineering construction document production. He has gained a great deal of experience in construction inspection that he applies to his design drawings to ensure a constructible project. In addition to his design experience, he has served as a construction inspector on multiple projects throughout the Bay Area.

A few engineering projects Jason has worked on for Freyer & Laureta, Inc., include:

### PROJECTS

#### Infrastructure Planning & Design

Mission Bay Development, San Francisco; Britannia Oyster Point, So San Francisco; Village Square Pump Station, Cervantes Road Grinder Pump Force Main, Portola Valley; Stowe Lane Pump Station, San Mateo County; Sewer Pipe line Replacement, Wicks & Blue Dolphin Pump Stations, Sewer Point Repair, San Leandro; Foothills Park Maintenance and Parking Lot, Palo Alto; Neighborhood Storm Drain Project # 1 & # 2, Burlingame; East Palo Alto Capital Improvement Project 2007 & 2008, 2010 Sanitary Sewer Improvement Project, Illinois Pump Station, East Palo Alto; West Bay Sanitary District Offices Building, Capital Improvement Project 2005 - 2008, 2009 - 2010, 2010 - 2011, 2011 - 2012, Belle Haven Phases I - III, Sausal Vista Sanitary Sewer Pump Station, Menlo Park; Stanford San Hill Water Design, City of Palo Alto

#### Construction Inspection

Kebcenell Residence Drive Way, Peak Lane Grinder Pump Force Main, Cervantes Road Grinder Pump Force Main, Westridge Drive Sewer Project, Portola Valley; Veterans Hospital Sewer, Royal Oak Sewer, Lane Woods Sewer, Heritage Oaks Sewer, Morgan Lane Sewer I & II, Pope Street Emergency Sewer Project, Menlo Park; Los Trancos Sewer Project, San Mateo County; 2016 Sanitary Sewer Capital Improvements, Town of Los Altos Hills; Delaware Trunk Sewer Rehabilitation, City of San Mateo



### EDUCATION

- Bachelor of Science in Civil Engineering
- University of California, Davis

### CONTACT

408-516-1090  
feudale@freyerlaureta.com

20863 Stevens Creek Blvd.,  
Suite 400  
Cupertino, CA 95014

### KEY EXPERIENCE

- Construction inspector for West Bay Sanitary District, East Palo Alto Sanitary District, and erosion Control Inspector for the town of Portola Valley
- Areas of expertise include construction engineering, grading, drainage, erosion control, utility design, and construction inspection
- OSHA #7410 Managing Excavation Hazards; MUTCD Traffic Work Zone

# KEVIN P. LOEB, P.G., C.E.G.

Senior Geologist

## RELEVANT EXPERIENCE

**Coyote Percolation Dam** **San Jose, CA**  
Conducted and managed geotechnical fieldwork and desktop studies to assist with design recommendations for the replacement of Santa Clara Valley Water District's Coyote Percolation Dam. Field investigations were performed under the oversight of the Division of Safety of Dams (DSOD) and consisted of logging soil borings and installing and monitoring one vibrating wire piezometer and one standpipe monitoring well within the dam abutments. The geological desktop review and field data were used for engineering analysis to provide design and construction recommendations for a new rubber inflatable dam for Santa Clara Valley Water District.

**Water and Sewer Line Improvements** **Hayward, CA**  
Conducted and managed geotechnical fieldwork and desktop studies to provide HydroScience Engineers with design and construction recommendations for the replacement of up to 41 sewer and water line segments throughout the City of Hayward. The fieldwork consisted of locating existing pipelines and drilling and logging exploratory borings in the areas of the planned improvements. Borings were primarily located near planned trenchless crossings beneath railroad tracks and box culverts as well as directly above the existing sewer lines in some areas to inspect existing overlaying fill to determine whether pipe bursting methods were feasible. Provided recommendations for open trench methods as well as trenchless pipe installations for pipe bursting, auger bore and jacking, guided auger bore, and micro tunneling.

**Brackney Landslide Area Pipeline Risk Reduction** **Ben Lomond, CA**  
Directed the geotechnical field exploration and assisted with engineering design services for the replacement of a segment of the City of Santa Cruz's public water pipeline identified for replacement due to potential landslide impact per FEMA. Analyses included site characterization, rock and soil slope stability, and constructability assessment of design alternatives. Completed the field exploration and a geotechnical design study for the project. Field investigations included: Seismic P-wave survey line, utility location survey, potholing, rock core and soil borings, downhole televiewer survey, falling head tests; environmental & corrosion testing, geotechnical index test for soil materials, rock and soil strength testing, and VWP installation and monitoring.

**Carmel Valley Sewer Extension** **Carmel, CA**  
This project involved providing geotechnical design recommendations for a proposed 9,900-foot-long sewer pipeline. As part of the project team, Mr. Loeb reviewed available geologic and geotechnical information for the development of a geotechnical investigation work plan to identify locations for borings and laboratory testing. He then lead the field operations, which consisted of 12 exploratory borings to gather subsurface information in order to assist in providing design recommendations for open trench and trenchless crossings.

**SLVWD Water Pipeline** **Santa Cruz County, CA**  
This project involved providing geotechnical recommendations for five new waterline segments, totaling 17,300 lineal feet for the San Lorenzo Valley Water District. Mr. Loeb was the lead engineering geologist for the project and ran the field exploration program, which consisted of drilling 16 exploratory borings in order to aid in the development of geotechnical recommendations for open trench excavations.

**Geotechnical Investigations** **SF Bay Area, CA**  
Project geologist for over 50 geotechnical investigations for various purposes, including: shallow and deep foundations, levee improvements, embankment dam studies, roadway design, trail alignments, retaining wall design, housing developments, liquefaction and slope stability studies, landslide repair, and pipeline projects.



### CERTIFICATIONS

- CA Professional Geologist  
No. 9665
- CA Engineering Geologist  
No. 2763
- OSHA 40 Hour HAZWOPER

### YEARS OF EXPERIENCE

7 (5 with CE&G)

### EDUCATION

- M.S., Geology, San José State University, San José, pending
- B.S., Geology, California State University, Fresno, 2014

### ACCOMPLISHMENTS

- Geologic and geotechnical investigations for public and private agencies
- Geologic mapping projects for landslide repairs
- Former project manager and field geologist for subsurface investigations for characterizing and analyzing soil, soil vapor, and groundwater at environmentally impacted sites
- OSHA Confined Space Safety Training
- OSHA Excavation Safety Training
- RCRA Hazardous Waste Training
- Former Geology Lab Instructor



**HEADQUARTERS**

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Suite 4200  
San Francisco, CA 94134  
(415) 534-7070

**EAST BAY OFFICE**

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Suite 237  
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**NORTH BAY OFFICE**

505 San Marin Dr.  
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**SOUTH BAY OFFICE**

20863 Stevens Creek Blvd.  
Suite 400  
Cupertino, CA 95014  
(408) 516-1090



**MAY 23, 2023**

**San Lorenzo Valley Water District**  
Design of the Foreman Pressure Break Structure Replacement

**Sandis Civil Engineers Surveyors and Planners**  
1700 S. Winchester Blvd., Suite 200, Campbell, CA 95008

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# COVER LETTER





# C O V E R   L E T T E R

May 23, 2023

Josh Wolff  
District Engineer  
San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, CA 95006  
831.338.2153

## RE: San Lorenzo Valley Water District, Design of the Foreman Pressure Break Structure Replacement

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Dear Josh,

We are very excited about the Foreman Pressure Break Structure Replacement RFP. We first saw the old structure post the CZU Complex Fire and knew someday it would need to be replaced. This project is the linchpin for use of the available water resources from the vast SLVWD watershed. And while there is still work to be done to fully reconstruct raw water intakes and pipelines, with this structure in place the District will gain not only resource access, but have the ability to switch between sources based on water quality.

Our team (Sandis, Biggs Cardosa Associates, Grassetto Environmental, Haro Kasunich & Associates, and Interface Engineering) is ready to go and have spent considerable time to review, discuss and conceptualize the project while preparing our RFP response. We know there are many decisions to make and feel we can develop and present solid options and recommendations to the District to move the design forward and through construction. Experience has taught us the importance of being adaptable and flexible to address the challenges of projects. We are confident that our team has the skills and experience to work collaboratively with the District and deliver this project successfully. We look forward to hearing from you following the RFP response review process.

Thank you for your consideration,

**Chad Browning, PE, QSD/P, LEED AP**  
Principal-in-Charge  
650.793.6642 | cbrowning@sandis.net

# CONTRACTUAL SCOPE OF SERVICES

## SCOPE OF WORK: NEW FPBS CONSTRUCTION PROJECT

- 1. Introduction:** This document outlines the detailed scope of work for the construction of a new Foreman Pressure Break Structure (FPBS) and associated infrastructure. The project involves the design and construction of the FPBS and a secondary structure for housing monitoring equipment. The project site is located adjacent to the Foreman Intake, north of the District's Lyon Treatment Plant (WTP). The new FPBS will collect outfall from the future Clear Creek and Sweetwater Creek raw water pipelines (5-Mile) and the future Peavine Creek raw water pipeline (Peavine). The collected water will arrive at the FPBS at pressures of up to 165-psi and must be brought to atmospheric pressure before being released. The project also includes the connection to the existing 12-inch pipeline conveying raw water into the WTP.
- 2. Design Phases:** The project will be divided into the following design phases: a. 30% Design Documents, b. 60% Design Documents, c. 90% Design Documents, and d. Final Design Documents.
- 3. Design Requirements and Deliverables:** The design of the new FPBS and associated infrastructure shall include the following components and deliverables:

### 3.1. FPBS Design

- Detailed design of the FPBS structure, considering fire resistance (concrete preferred).
- Inlets to the FPBS shall be designed for 8-inch pipelines.
- Multiple chambers within the FPBS, including drain valves and stainless steel screening.
- Separate turbidity reduction and monitoring systems for the FPBS and Foreman Creek.
- Automatic valves at the Peavine and 5-Mile inlets to the FPBS, at the outlet from the FPBS to the 12-inch pipeline to the WTP, and at the Foreman intake side of the 12-inch tee.
- Calculations demonstrating the proper sizing of all components, including conduits, pipelines, valves, and flow meters.
- Structural calculations for all structures, ensuring stability and safety.
- Design of a CCTV 4-camera system at the FPBS with a monitor at the WTP. Include cameras for Foreman Intake water level monitoring and general site security.
- Humidity controls for both the FPBS and the secondary structure.
- Debris settling and removal provisions.
- Detention time calculations to prevent the conveyance of entrained air into the WTP.
- Grading and erosion control measures for the project site.
- Geotechnical investigation of the site.
- Engineer's opinion of probable cost.

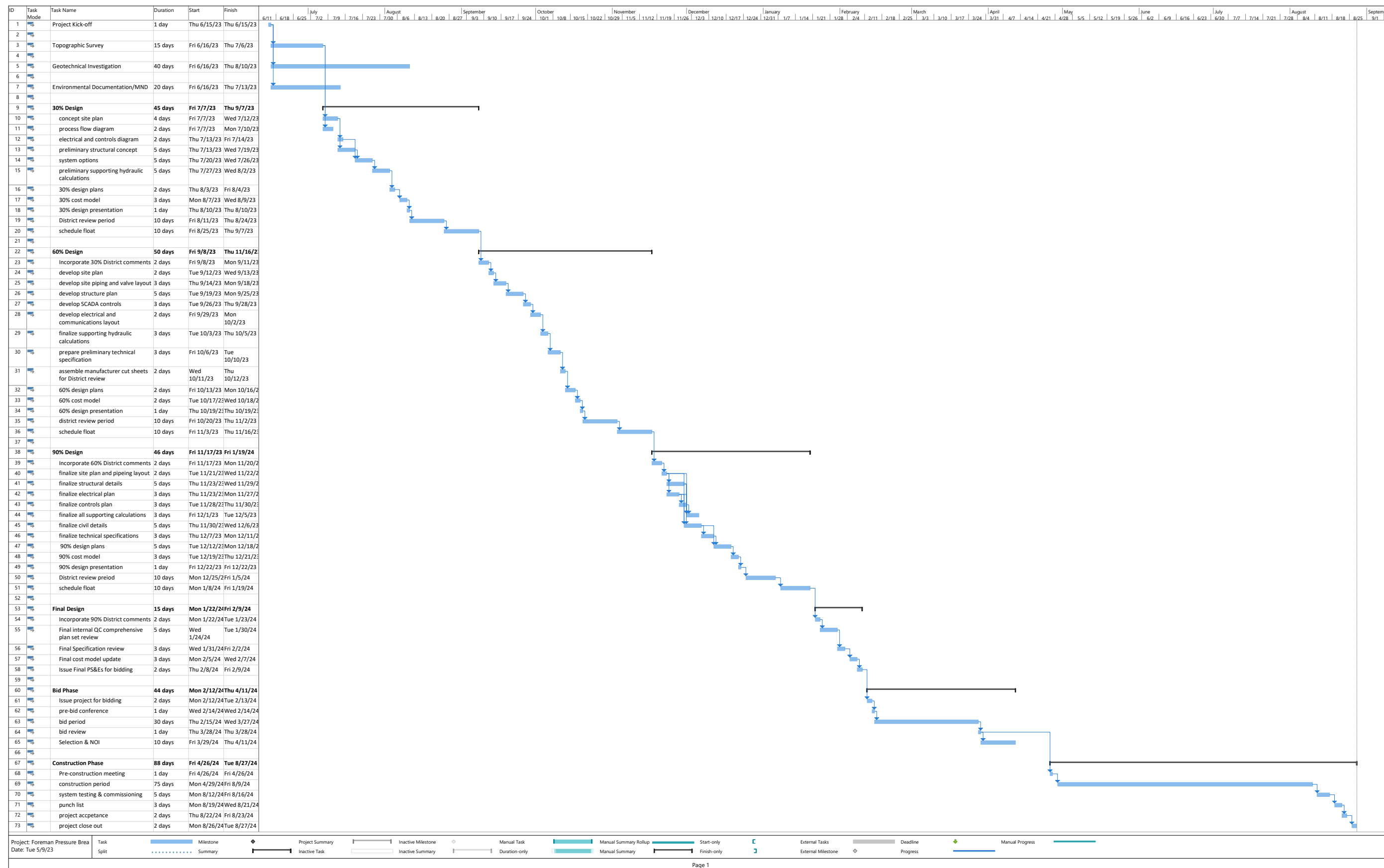
### 3.2. Secondary Structure Design

- Detailed design of the secondary structure to house turbidity monitoring, flow monitoring, and SCADA equipment.
- Integration of SCADA connections to the WTP, including monitoring of turbidity levels, water levels, pressures, and flow rates.
- Design of PG&E power supply to the FPBS and fiber-optic communication conductors connecting the FPBS to the WTP.

## 4. Additional Considerations

- The design shall comply with applicable local, state, and federal regulations, codes, and standards.
- The design team shall coordinate with the District throughout the design process to ensure alignment with their requirements and preferences.
- The design team shall review existing survey data (Attachment B) and expand on it as necessary.
- The final design documents shall include all necessary drawings, calculations, specifications, and reports for the construction of the FPBS and associated infrastructure.

# PROJECT SCHEDULE



## PROJECT UNDERSTANDING

San Lorenzo Valley Water District (District) proposes to construct a new pressure break structure adjacent to the Foreman intake and just north of the water treatment plant. This project will replace the pressure break structure that was destroyed during the 2020 CSU Complex Fire and as such must be designed to include fire safe and resilient construction materials. The pressure break structure will collect water from two sources; Peavine and 5-mile and act to normalize the high-head flows, provide detention time to remove entrained air and capture debris. Additionally, with its location adjacent to the Foreman intake, the project will separate flows from Foreman, but include monitoring. As the structure will be feeding the water treatment plant, a SCADA system to monitor water quality characteristics such as: turbidity, pH, temperature, pressure, and flow rate is required. Additionally, due to the remote location a CCTV system is also required.

## PROJECT APPROACH

We're excited about the opportunity to replace this important piece of District infrastructure. From our work immediately following the CZU Complex Fire we saw first-hand the devastation of the Foreman Watershed and the destruction of the previous pressure break structure. While the reconstruction of the 5-mile pipeline might be years off, the access to flows from Peavine will have an immediate and positive impact on District operation by utilizing an available water resource. The somewhat remote and unique nature of this project requires a measured approach that begins with a solid concept, vetting of options, and building design detail in steps that allow the District transparency and confidence in the final design.

**What we will do:** We will develop a concept backed by industry design standards and calculations. We will study the site topography, as well as geotechnical and environmental inputs and incorporate the appropriate measures into our design. We will update and supplement the previous site survey with data based on current (post site clearing) conditions and incorporate it into the design. We will study site and area geotechnical and geohazards that might exist and take into account during the site development and final detailing. We will work with the District Environmental staff to develop and submit documentation to obtain environmental clearance, assumed in the form of a negative declaration.

**How we will begin and how we will complete the design:** Upon issuance of this RFP, we studied options that could meet the project requirements, namely the pressure break structure itself. We see 4 potential options, each with their respective pros and cons:

1. Cast-in-place concrete
2. Masonry block
3. Prefabricated concrete
4. Prefabricated steel tank

While there are likely additional options that could be considered, we feel this list covers the most obvious options. We hope to have the opportunity to review this list with the District early during the design as the structure itself has by far the single greatest first cost and likely also will drive the construction duration to a large degree.

We plan to utilize the previous pressure break structure location for the new structure. The primary reasons are its convenient location to existing system piping already in place, setback from Foreman Creek and relatively good access. There is already a clearing that is free of boulders and trees that will minimize impacts to the environment. Site and piping design will be fully developed in plan and profiles as appropriate, along with construction detailing as necessary in the project plans.

The hydraulic calculations we see as critical for the design of the pressure break structure are as follows: pipe flow; velocity and pressure loss, thrust force and detention time. Additional intermediate calculations will likely be required when determining the tank size, pipe sizes, and locations of sensors.

The design of the structure itself will likely use ASCE 7 along with ACI for concrete and reinforcement as a code basis. Geotechnical and site hazard map data such as Risk Category, Soil Class, Allowable Soil Bearing Pressure, Seismic Design Category, and site-specific seismic response values will be used in the design calculations. The structure will also include provisions for use as a water tank by way of waterproof coating or liner system. The structural design and details will be fully developed and integrated in the project plans.

The SCADA system will expand on the system already employed by the District; such as the Emerson Rosemount WQS and other sensors and RTUs/PLCs and iFIX by GE for the system. We will investigate sensor options and present our recommendations appropriate for the project and operations. SCADA system and sensors will be depicted on the plans via P&ID (process and instrumentation diagram, single line style documentation).

The project will include extension of power and fiber optic communication from the water treatment plant to the pressure break site. The electrical demands for SCADA system and sensors as well as CCTV, sight lighting, equipment room lighting, and convenience outlets in sum total will be quite small. We assume a 120-volt, single phase, 50-amp circuit will be more than sufficient to serve this structure. On the communication side the closed-circuit TV system and SCADA control network will likely require a cable consisting of 6 single mode fibers all in a protective jacket. Electrical and CCTV systems will be depicted in the plans via P&ID ID (process and instrumentation diagram, single line style documentation).

We will provide excellent communication throughout our work on the project. We will be in person for presentation meetings, pre-bid, pre-construction and conduct regular construction site visits. We will employ proactive project management strategies to execute, adjust and maintain the project schedule, work quality and budget. We will build on the knowledge gained from previous work with the District to improve our results and ensure client satisfaction.

## KEYS TO SUCCESS

- Vet options early.
- Design concept with complete set of supporting calculations.
- Material choices and detailing that includes thinking about project location.

## PROJECT OPPORTUNITIES

- Inclusion of hydroelectric generation.
- Inclusion of system automation to reduce M&O requirements.

## PROJECT CHALLENGES

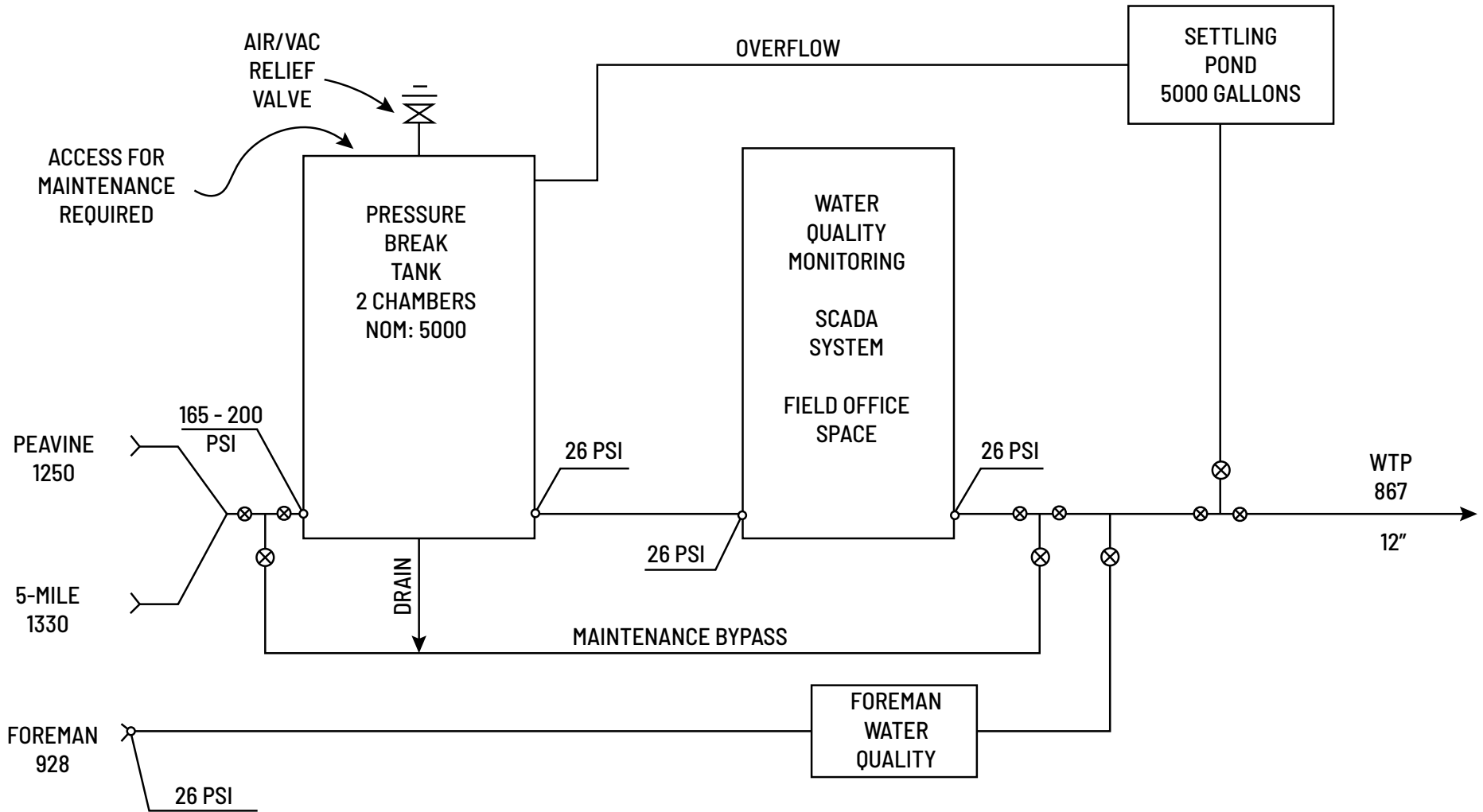
- Remote sites will require careful construction logistics planning.
- Design includes maintenance and operations input.

## LESSONS LEARNED

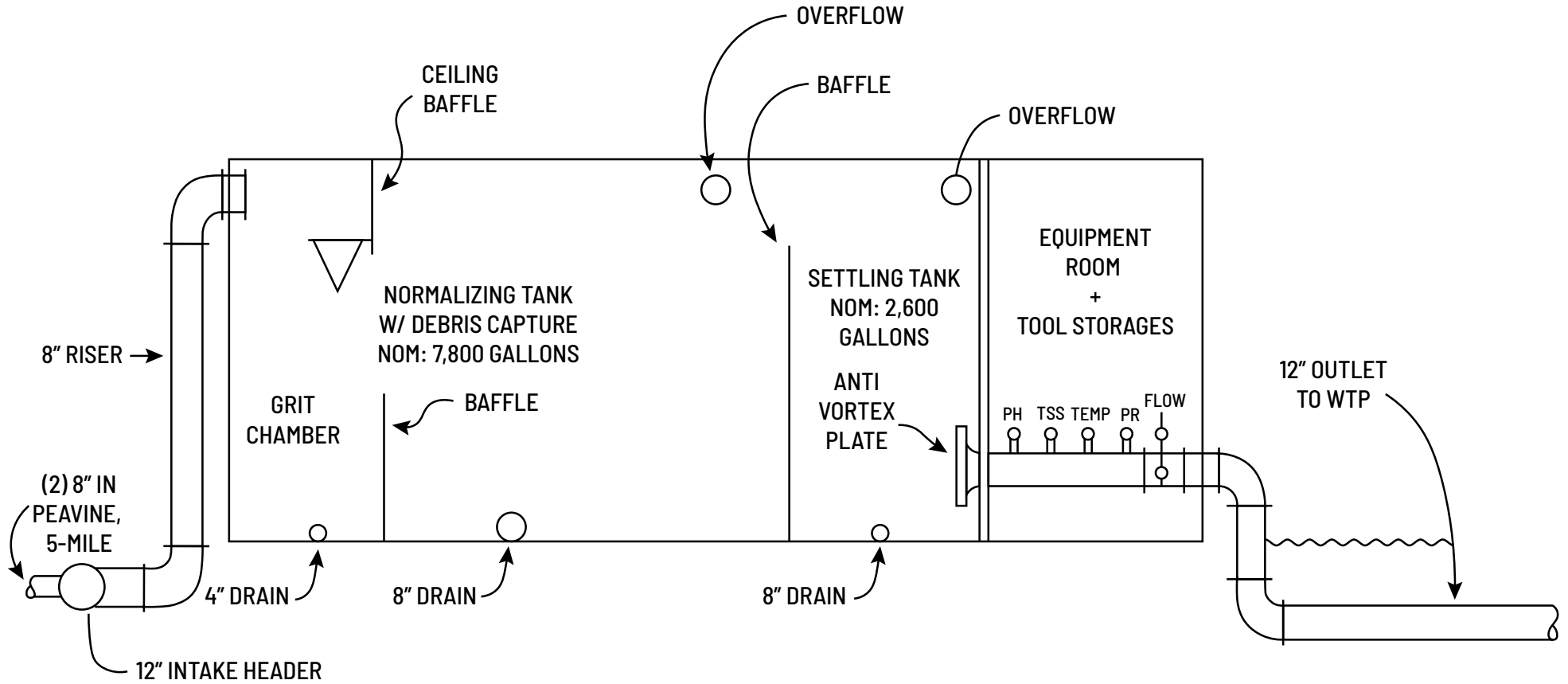
- Build project schedule with adequate float included.
- Cost modeling must keep pace with design phases, no lag.

# EXHIBIT 1: SITE PHOTO WITH PBS OVERLAY

## FOREMAN PRESSURE BREAK PFD

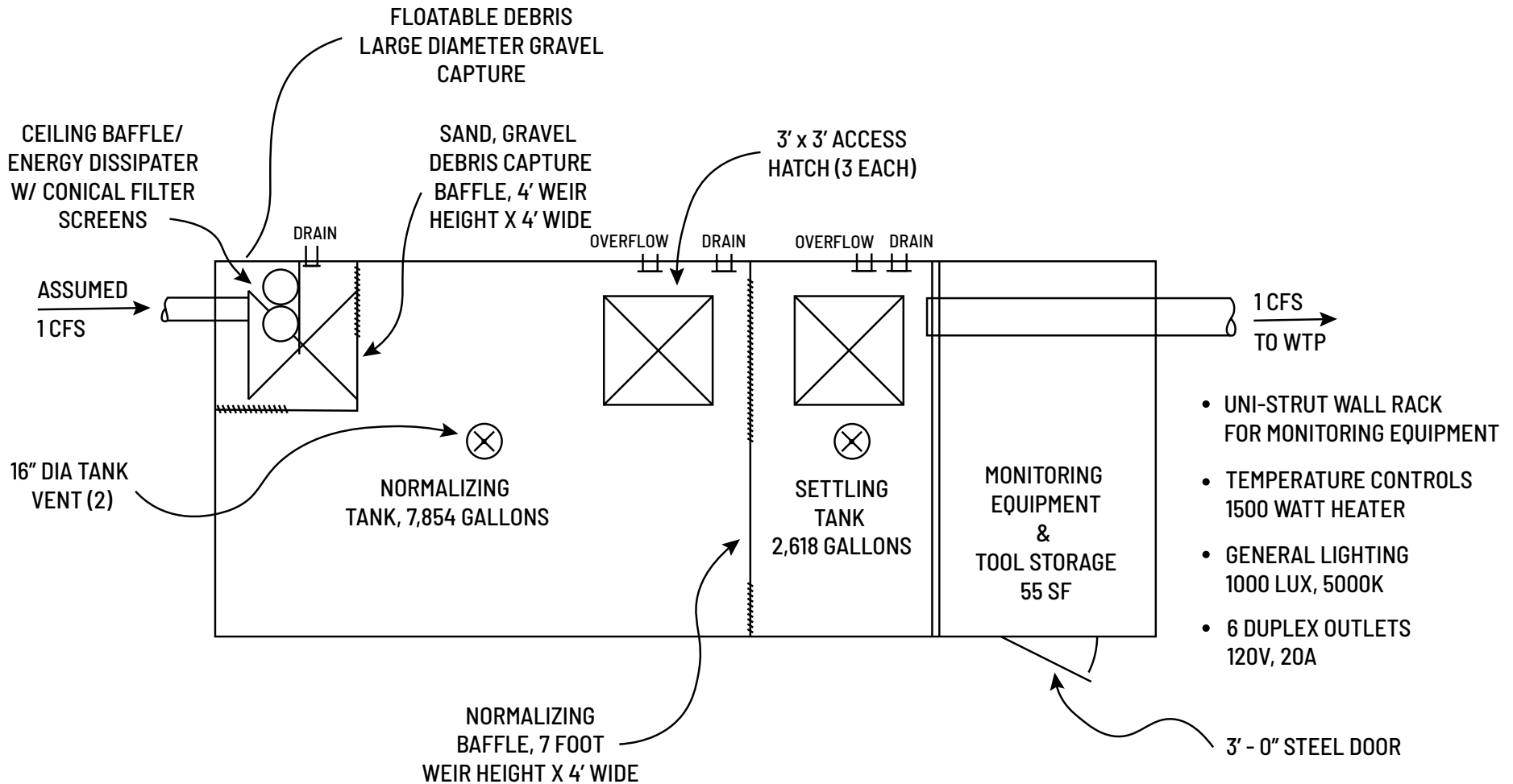


# PRESSURE BREAK, ELEVATION VIEW





## PRESSURE BREAK, TOP VIEW



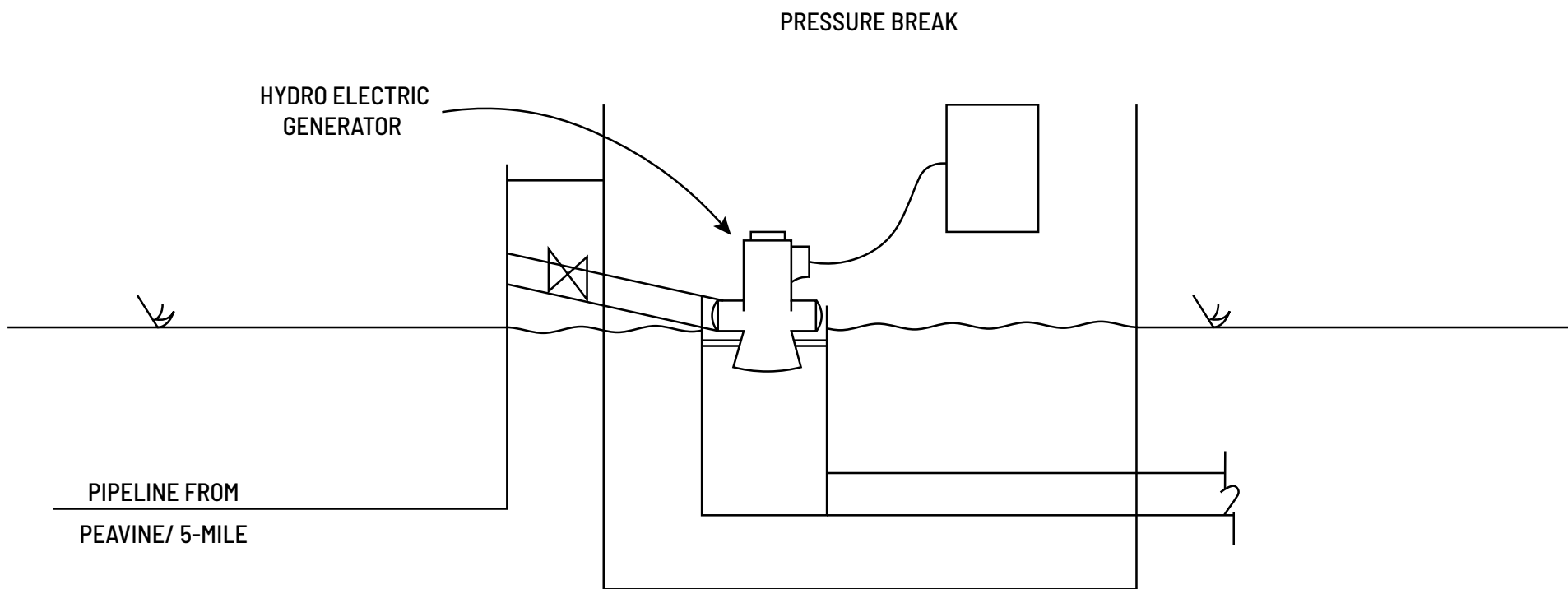
$$\frac{7,854 \text{ GAL}}{449 \text{ GAL}} = 17.5 \text{ MINUTES}$$

$$\frac{2,618 \text{ GAL}}{449 \text{ G/M}} = 5.8 \text{ MINUTES}$$

$$\text{TOTAL DETENTION TIME} = 23.3 \text{ MINUTES}$$

# EXHIBIT 4: PIPE AND VALVE CUT SHEETS

## HYDRO ELECTRIC OPTION





## SLVWD FOREMAN PRESSURE BREAK STRUCTURE REPLACEMENT RFP

### Conceptual Project Budget

| Description  | Units | Quantity | U/P      | Subtotal  |
|--|-------|----------|----------|-----------|
| Site clearing and preparation  | sf    | 1000     | \$8      | \$8,000   |
| Structure foundation excavation  | sf    | 340      | \$10     | \$3,400   |
| Cast-in-place pressure break structure w/<br>interior baffles and equipment room | sf    | 1575     | \$125    | \$196,875 |
| Tank water proofing epoxy coating  | sf    | 1250     | \$5      | \$6,250   |
| Pressure break structure roof, epoxy coating                                     | sf    | 260      | \$5      | \$1,300   |
| Debris capture (floatable)   | ls    | 1        | \$5,000  | \$5,000   |
| Tank vents   | ea    | 2        | \$1,500  | \$3,000   |
| Tank access hatch  | ea    | 3        | \$5,000  | \$15,000  |
| Ultrasonic tank level sensor   | ea    | 2        | \$2,500  | \$5,000   |
| Equipment room door  | ea    | 1        | \$1,000  | \$1,000   |
| Equipment room lighting  | ls    | 1        | \$500    | \$500     |
| Equipment room heat (1500 watt)  | ls    | 1        | \$500    | \$500     |
| Water quality sensors + flow meter   | ea    | 5        | \$1,500  | \$7,500   |
| Wall mount for sensors   | ls    | 1        | \$1,250  | \$1,250   |
| Main panel + miscellaneous electric  | ls    | 1        | \$10,000 | \$10,000  |
| Termination panel + miscellaneous signal   | ls    | 1        | \$7,500  | \$7,500   |
| SCADA RTU/PLC  | ls    | 1        | \$10,000 | \$10,000  |
| CCTV system (4 cameras)  | ea    | 1        | \$5,000  | \$5,000   |
| Settlement pond grading + piping   | ls    | 1        | \$3,500  | \$3,500   |
| Tank interior piping (stainless steel)   | lf    | 10       | \$150    | \$1,500   |
| Intake & bypass piping & fittings  | lf    | 125      | \$400    | \$50,000  |
| Intake valves & controls   | ea    | 5        | \$5,000  | \$25,000  |
| Drain piping & fittings  | lf    | 90       | \$250    | \$22,500  |
| Drain valves   | ea    | 3        | \$2,500  | \$7,500   |
| Outlet piping & fittings   | lf    | 150      | \$400    | \$60,000  |
| Outlet valves  | ea    | 7        | \$3,500  | \$24,500  |
| Fiber optic conduit and conductor  | lf    | 1000     | \$25     | \$25,000  |
| Power conduit and conductor  | lf    | 1000     | \$25     | \$25,000  |
| Storm water quality measures/env controls  | ls    | 1        | \$7,500  | \$7,500   |
| Mobilization + access logistics  | ls    | 1        | \$25,000 | \$25,000  |

|                 |                  |
|-----------------|------------------|
| <b>subtotal</b> | <b>\$564,075</b> |
| GC, OH & P      | \$84,611         |
| contingency     | \$56,408         |
| inspection      | \$56,408         |
| <b>total</b>    | <b>\$761,501</b> |

# CONTRACTOR'S EXPECTATIONS OF OWNER

# C O N T R A C T O R ' S E X P E C T A T I O N S O F O W N E R

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Sandis will prepare all PS&Es for the Project and expects the District to review deliverables and provide comments. In addition to review, Sandis expects the District to clarify the level of required environmental documentation to be performed by our team.

# IDENTIFICATION OF POSSIBLE EXTRA SERVICES

# I D E N T I F I C A T I O N   O F   P O S S I B L E   E X T R A   S E R V I C E S

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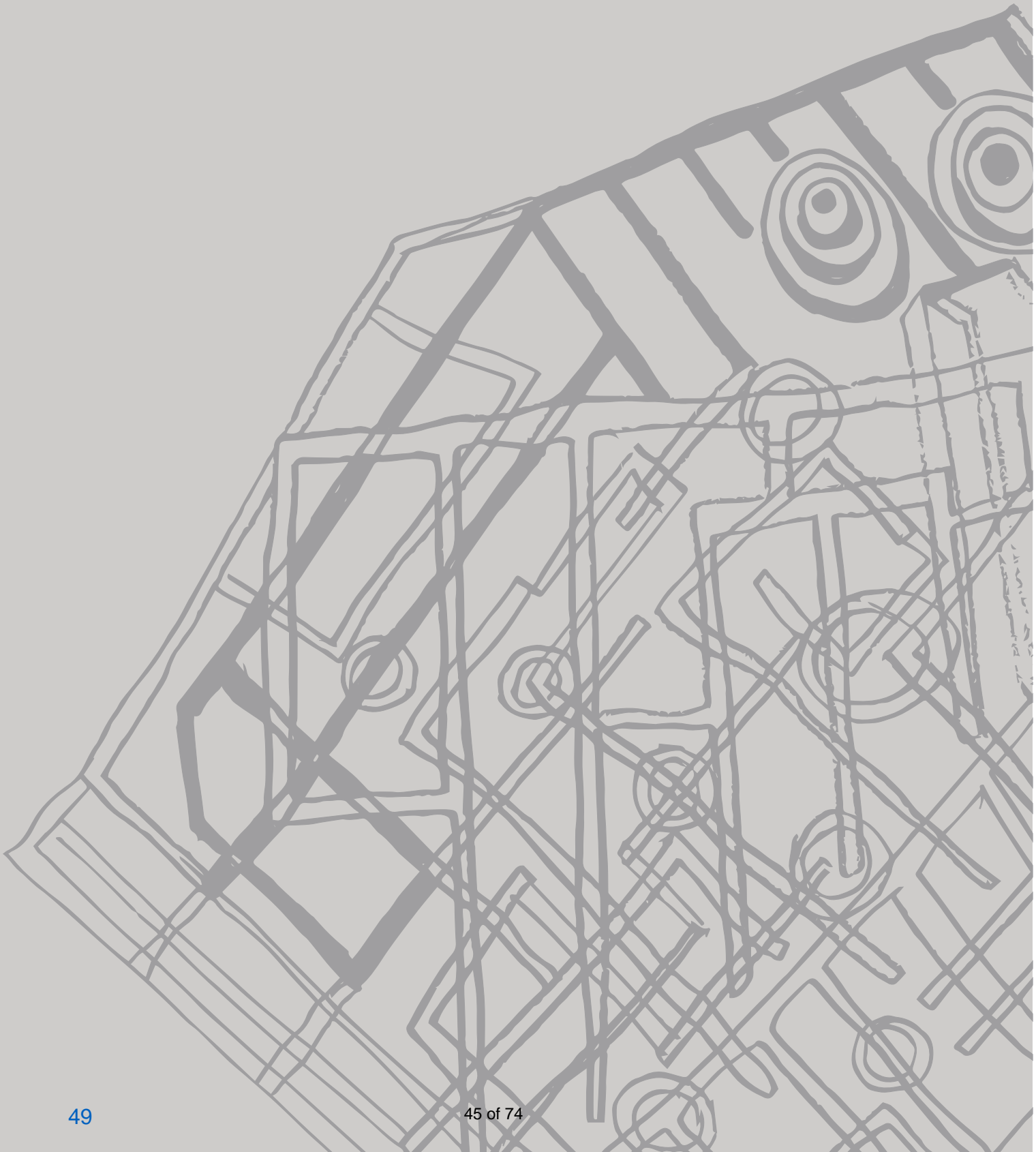
Sandis envisions possible extra services to include:

**Environmental Impact Assessment:** Conduct an environmental impact assessment of the project site and provide recommendations for mitigation of any potential environmental impacts during the construction and operation phases beyond the scope outlined in the RFP. Additional studies may include biological to support the mitigated negative declaration.

**Operation and Maintenance Manuals:** Develop comprehensive operation and maintenance manuals for the FPBS and associated infrastructure, providing guidelines for routine maintenance, troubleshooting, and emergency procedures.



# EXCEPTIONS TO RFP



# E X C E P T I O N S T O R F P

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Sandis has carefully reviewed the District's RFP and does not wish to make any exceptions.

# INSURANCE





# CERTIFICATE OF LIABILITY INSURANCE

Agenda: 6 21 23

DATE (MM/DD/YYYY)  
Item: 4a  
2/3/2023

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

| <b>PRODUCER</b><br>AssuredPartners Design Professionals Insurance Services, LLC<br>3697 Mt. Diablo Blvd Suite 230<br>Lafayette CA 94549<br><br>License#: 6003745 SANDICIVI | <b>CONTACT NAME:</b> Jennifer Aguirre<br><b>PHONE (A/C, No, Ext):</b> (510) 465-3090<br><b>FAX (A/C, No):</b><br><b>E-MAIL ADDRESS:</b> DesignProCerts@AssuredPartners.com  |                               |        |  |       |  |       |   |       |  |       |  |       |                    |
|--|---|-------------------------------|--------|--|-------|--|-------|---|-------|--|-------|--|-------|--------------------|
|  | <table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td><b>INSURER A :</b> Continental Insurance Company</td> <td>35289</td> </tr> <tr> <td><b>INSURER B :</b> American Casualty Company of Reading PA</td> <td>20427</td> </tr> <tr> <td><b>INSURER C :</b> Transportation Insurance Company</td> <td>20494</td> </tr> <tr> <td><b>INSURER D :</b> Underwriters at Lloyd's, London</td> <td>32727</td> </tr> <tr> <td><b>INSURER E :</b> Travelers Casualty and Surety Co of America</td> <td>31194</td> </tr> <tr> <td><b>INSURER F :</b></td> <td></td> </tr> </tbody> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | <b>INSURER A :</b> Continental Insurance Company | 35289 | <b>INSURER B :</b> American Casualty Company of Reading PA | 20427 | <b>INSURER C :</b> Transportation Insurance Company | 20494 | <b>INSURER D :</b> Underwriters at Lloyd's, London | 32727 | <b>INSURER E :</b> Travelers Casualty and Surety Co of America | 31194 | <b>INSURER F :</b> |
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| <b>INSURER D :</b> Underwriters at Lloyd's, London   | 32727   |                               |        |  |       |  |       |   |       |  |       |  |       |                    |
| <b>INSURER E :</b> Travelers Casualty and Surety Co of America   | 31194   |                               |        |  |       |  |       |   |       |  |       |  |       |                    |
| <b>INSURER F :</b>   |   |                               |        |  |       |  |       |   |       |  |       |  |       |                    |

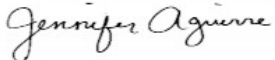
**COVERAGES CERTIFICATE NUMBER: 1077420860 REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL INSD | SUBR WVD | POLICY NUMBER              | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|---|-----------|----------|----------------------------|-------------------------|-------------------------|---|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> Contractual Liab<br><input checked="" type="checkbox"/> XCU Included<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br>OTHER: | Y         | Y        | 6075819456                 | 3/3/2023                | 3/3/2024                | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 15,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>\$ |
| B        | <input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b><br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY  | Y         | Y        | 6075819473                 | 3/3/2023                | 3/3/2024                | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$   |
| A        | <input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$   | Y         | Y        | 6075819439                 | 3/3/2023                | 3/3/2024                | EACH OCCURRENCE \$ 5,000,000<br>AGGREGATE \$ 5,000,000<br>\$  |
| C<br>B   | <input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   | Y         | N/A      | 6075819425<br>6075819411   | 3/3/2023<br>3/3/2023    | 3/3/2024<br>3/3/2024    | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000  |
| D<br>E   | Cyber Liability<br>Professional Liability   |           | Y        | ESL0339606838<br>107211098 | 3/3/2023<br>3/3/2023    | 3/3/2024<br>3/3/2024    | Limit:<br>Per Claim \$2,000,000<br>Annual Aggregate \$5,000,000<br>\$7,000,000  |

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Umbrella Liability policy is a follow-form to underlying General Liability/Auto Liability/Employers Liability.  
 SANDIS Project Number/Name: #619129 / 1188 East 14th Street / Work Description or Project Location: San Leandro 14th and Callan Street Developer LLC  
 is named as Additional Insured as respects General and Auto Liability as required per written contract or agreement. General Liability and Auto Liability are Primary/Non-Contributory per policy form wording. Insurance coverage includes waiver of subrogation per the attached. 30 Days Notice of Cancellation

|  |  |
|--|--|
| <b>CERTIFICATE HOLDER</b><br><br>14th and Callan Street Developer LLC<br>Attn: Amy Rosenthal<br>1970 Broadway, Suite 745<br>Oakland CA 94612 | <b>CANCELLATION 30 Day Notice of Cancellation</b><br><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br> |
|--|--|

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ACORD 25 (2016/03)

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# ATTACHMENT 1

## RELEVANT EXPERIENCE

## SAN LORENZO VALLEY WATER DISTRICT 2021 FEMA PIPELINE IMPROVEMENTS

Boulder Creek, CA; 2021 - 2022



The 2021 FEMA pipeline project provided the design for the replacement of approximately 2200 feet of existing District pipeline and the damaged existing booster pump station. The purpose of this project was to replace damaged infrastructure with new materials adequately sized for the demands in each of the two zones including the new booster station. The new infrastructure provides increased additional zone capacity, flow rates and pressures. The focus for the project team was to execute the management, design, and construction in a manner to control project cost and impact to the community with careful alignment planning and well thought out traffic controls to minimize impact to traffic patterns and access to properties.

The pipeline replacement mainly added piping in street alignments that did not previously include water mains which allows for the construction, inspection, disinfection, and testing prior to connections and activation without disrupting existing connections. The replacement booster station is relocated to the Ridge Drive right-of-way and sized to meet current demands and use profile. The footprint of the booster station was sized as needed for the duplex pumps and motor controls as well as appropriate operations and maintenance access.

## SAN LORENZO VALLEY WATER DISTRICT CONSOLIDATION OF THE BRACKEN BRAE AND FOREST SPRINGS MUTUAL WATER COMPANIES

Boulder Creek, CA; 2022 - Ongoing



Sandis is providing civil engineering and surveying services for the District's consolidation of Bracken Brae and Forest Springs mutual water companies project.

The project entails the consolidation of the Bracken Brae Mutual and Forest Springs Improvement and Maintenance Association into SLVWD. SLVWD serves a population of approximately 25,485 residents through two permitted water systems. The project intent is to provide District standardized improvements to benefit the two communities: approximately 152 connections serving a population of 440 residents. The Bracken Brae Mutual Water service area is located off Big Basin Way, topographically above and on the North side of Boulder Creek. The Forest Springs Improvement and Maintenance Association is also located off Big Basin Way topographically above and on the South side of both Boulder Creek and Big Basin Way. Conceptually the project includes up to two storage tanks, a duplex booster pump station, zone pressure control valve(s), approximately 3,500 lineal feet of water main to serve Bracken Brae, 3,500 lineal feet to serve Forest Springs, almost 5,000 lineal feet of water main extension to replace an existing undersized District pipeline (ex 2-inch), and other typical water main appurtenances such as air relief valves, blow off valves, and fire hydrants.

Palo Alto, CA;  
2014 - 2017

## STANFORD UNIVERSITY MEDICAL CENTER WELCH ROAD UTILITY PROJECT



Stanford Medical Center is a healthcare campus that provides world renowned facilities for patient care and cutting-edge research. To sustain and expand these facilities, the medical center determined two new hospital buildings were required. One building would be an expansion of the existing Lucile Packard Children's Hospital, while the other would replace the aging main hospital building. Sandis was retained to design the necessary roadway and infrastructure upgrades to service these two new facilities.

The infrastructure was routed through the Welch Road Corridor which circles the campus and provides access to many of the facilities, including the emergency department. Due to the critical nature of this access, Sandis explored multiple scenarios for the sequencing of work in order to maintain at least one lane of traffic at all times and allow for emergency operations to occur. This required review by multiple

stakeholders including local city staff, hospital operations, utility providers and constructability feedback from local contractors.

Sandis analyzed the condition of two of the many utility systems to determine the best value options. Both the sanitary sewer and water systems had been in service for more than 25 years. While it was thought they had adequate capacity, a combination of flow tests, and video inspections were conducted along with computer modeling of both systems. The results of modeling and testing showed the water main would require upsizing (existing 10-inch to 14-inch) to meet pressure and flow requirements, but the sanitary sewer main had sufficient capacity, but required some rehabilitation to correct separated joints and minor sags. Ultimately a combination of mortar lining and an epoxy infused liner was selected to rehabilitate the pipeline.

These systems were owned by a variety of stakeholders including the Medical center, Stanford utilities (who provided the chilled and hot water), telecom providers, the municipal electrical company, public works, and the Water/Gas/Wastewater department. Sandis orchestrated a series of stakeholder meetings to build consensus around design approach, relevant standards and to resolve conflicts where they are rose.

Throughout construction Sandis worked closely with the contractor, various stakeholders, and reviewing agencies to respond quickly to issues and keep the project on schedule. Ultimately this complex project was constructed on time and within budget allowing the hospital projects to proceed as scheduled.

## FOOTHILL COLLEGE CAMPUS WATER MAIN AND PRESSURE ZONE INTERCONNECT

Los Altos Hills, CA



The Foothill College Campus Water Main and Pressure Zone Interconnect project began as a quest to improve fire water flow rates available across the academic core of the campus. During design, it was discovered that the College sits between two pressure zones (60 psi low pressure, and 200 psi high pressure) of the local water district (Purissima Hills Water District). Foothill College in Los Altos Hills, CA, resides on a 144-acre parcel in an area of high topographic relief. Incremental campus construction and improvements occurred over the decades since the initial campus development in the late 1960s, but none focused on fire water. Well ahead of the now ubiquitous wildfire protections that are discussed at all higher education campuses that are similarly situated, this infrastructure improvement program addressed many aspects of emergency improvements. Through coordination with the water district and campus facilities staff, a pipeline was designed that connected two separate pressure zones to improve flow rates and available pressure for water district customers and also provided significantly better fire flow rates for the campus. A 10-inch DIP pipeline, approximately 2,500 feet in length, a pressure control/pressure sustaining valve, a manual bypass and a shallow crossing over a creek box culvert were required to establish the pressure zone interconnection. The project was one part of a larger campus infrastructure improvement program.

## LAS POSITAS COLLEGE CAMPUS DOMESTIC WATER PRESSURE ANALYSIS

Livermore, CA; 2020 - 2021



Sandis provided civil engineering services For the Las Positas College Campus Domestic Water Pressure Analysis project. The Las Positas Campus is provided domestic water by a single connection located at the southwest corner of the campus. From there, water is distributed via a looped network of piping that roughly follows the campus loop road, with branches into and across the campus. There is a large elevation change across the campus (roughly 150 feet) which results in a wide range of pressures in the water system, as there are no pumps currently used to boost the system pressure. As the campus began the development of three new buildings at the upper side of the campus, it was appropriate to review the overall domestic water system and consider if a centralized booster pump would provide more benefit than multiple pumps at each building. The purpose of Sandis' services were to analyze the existing distribution system, develop options for increasing the system pressures, and to provide recommendations to the campus.

After completing the analysis of the domestic water system pressures for the Las Positas Campus, Sandis identified several options to improve the overall water system pressure, both for existing and planned buildings. The District decided to proceed with Option 1 – construction of a pump station to raise the pressure of the whole campus. In this phase, Sandis provided design, bid, and construction support to implement this option.

The pump system is a skid mounted system placed on a concrete pad near the campus main entrance. The pump system is encircled by a fence for screening and security. Electrical service was extended from the existing campus 12kv system. The pump system is supplied with normal power only and does not include a backup generator or power supply.



# ATTACHMENT 2

## KEY PERSONNEL



**Jeff Setera, PE, QSD/P, LEED AP**  
QA/QC, Technical Advisor

**Chad Browning, PE, QSD/P, LEED AP**  
Principal-in-Charge

**Steven Yasutake, PE**  
Project Manager

**Sam Clay, PE**  
Project Engineer

**Lynden Solis**  
Design Engineer

SUB-CONSULTANTS

**HARO KASUNICH & ASSOCIATES**  
*Geotechnical Engineer*

**Moses Cuprill, PE, GE**  
Geotechnical Project Manager

**Andrew Kasunich, PE, GE**  
Geotechnical Engineer

**BIGGS CARDOSA**  
*Structural Engineer*

**Thomas Swayze, PE, SE**  
Project Manager

**GRASSETTI ENVIRONMENTAL**  
*Environmental*

**Richard Grassetti**  
Environmental Consultant

**Jack Schweitzer**  
Senior Ecologist/  
GIS Specialist

**Linnea Neuhas**  
Senior Ecologist

**Chris Jasper**  
Staff Biologist

**INTERFACE ENGINEERING**  
*MEP Engineering*

**Shawn MacLean, PE**  
Principal-in-Charge

**Thomas Jun, PE**  
Lead Electrical

**Robert Gannon**  
Lead ICT

**Rick Lasser**  
Senior SCADA Designer

## JEFF SETERA, PE, QSD/P, LEED AP

### PRESIDENT, QA/QC, TECHNICAL ADVISOR

#### About

Jeff Setera is Principal and President of Sandis Civil Engineers Surveyors Planners and has been with the firm for 31 years. Jeff is state renown for his leadership in engineering design and project management of utility and infrastructure projects for public agencies, hospital, and educational facilities. His vision as President is to ensure Sandis' processes bring out high quality, technically competent and client-focused design solutions. Jeff has extensive experience working with Water Districts throughout Northern California. His familiarity and insights across a wide range of water and pipeline projects are invaluable on teams when facing complex project challenges.

#### Relevant Experience

##### SLVWD Foreman Intake to WTP Pipeline Boulder Creek, CA

**Technical Advisor, QA/QC.** Jeff has served as Principal and has played an integral role in working closely with the San Lorenzo Valley Water District to assist in the destroyed or heavily damaged parts of the District's water pipeline systems and storage tanks. For the Foreman Intake, Jeff provided engineering and construction management of 3,500 l.f. of pipeline to replace a surface mounted pipeline that was destroyed during the CZU fire of 2020.

##### SLVWD 2021 FEMA Pipeline Improvements Boulder Creek, CA

**Technical Advisor, QA/QC.** Jeff has served as Principal throughout the District's 2021 FEMA Pipeline Improvements project. The 2021 FEMA pipeline project provided the design for the replacement of approximately 2200 l.f. of existing District pipeline and the damaged existing booster pump station. The project replaced damaged infrastructure with new materials adequately sized for the demands in each of the two zones including the new booster station.

##### Stanford University Medical Center Welch Road Utility Project Palo Alto, CA

**Technical Advisor, QA/QC.** Sandis provided services to design the necessary roadway and infrastructure upgrades for the expansion of Stanford University's new medical facilities. Sandis analyzed the condition of two of the many utility systems to determine the best value options. Both the sanitary sewer and water systems had been in service for more than 25 years. A flow test, video inspections, and computer modeling of both systems showed the water main would require upsizing to meet pressure and flow requirement. The sanitary sewer main had sufficient capacity, but required some rehabilitation to correct separated joints and minor sags. A combination of mortar lining and an epoxy infused liner was selected to rehabilitate the pipeline.

##### Las Positas College Campus Domestic Water Pressure Analysis Livermore, CA

**Technical Advisor, QA/QC.** Sandis analyzed the college's existing distribution system, developed options for increasing the system pressures, and provided recommendations to the campus. After completing the analysis of the domestic water system pressures for the Las Positas Campus, Sandis identified several options to improve the overall water system pressure.



#### 31 Years of Experience

31 Years with Sandis

#### BS, Civil Engineering

San Jose State University

#### Professional Civil Engineer

CA #62793

#### Qualified SWPPP Developer/ Practitioner (QSD/P)

#340

#### LEED™ Accredited Professional, USGBC

## CHAD BROWNING, PE, QSD/P, LEED AP

### PRINCIPAL-IN-CHARGE

#### About

Chad offers over 24 years of local engineering experience. As Principal-in-Charge, Chad has most recently worked with San Lorenzo Valley Water District's recovery of fire damaged pipeline systems. He leads Sandis' engineering teams through multi-phase design and construction projects and often serves as the point of contact with agencies to ensure projects remain aligned with goals and budgets. He has led teams through water main replacements, the installation of sanitary sewer lift stations, pump stations, pipeline projects, and has dealt with emergency repairs and construction for water districts.

#### Relevant Experience

**San Lorenzo Valley Water District** Boulder Creek, CA

**Principal-in-Charge.** In response to the CZU Lightning Complex Fire, Sandis provided engineering and surveying services to the San Lorenzo Valley Water District. Sandis' services have included a Rapid Fire Damage system assessment of 7.5 miles of water pipeline and 7 intakes of the damaged waterlines; an expedited design and procurement of construction needed to replace or reroute the rest of the system that has become non-operational; and recovery efforts including assessment, design, permit, and procurement. As Principal-in-Charge, Chad's responsibilities include oversight, quality assurance and quality control, meeting attendance, site visits, construction observation, and plan reviews. Chad has played a vital role in overseeing the waterline design and development and continues to provide regular expertise to the team, ensuring Sandis' services are provided in a timely manner and on budget.

**Stanford University Medical Center Welch Road Utility Project** Palo Alto, CA

**Principal-in-Charge.** Sandis provided services to design the necessary roadway and infrastructure upgrades for the expansion of Stanford University's new medical facilities. The infrastructure was routed through the Welch Road Corridor which circles the campus and provides access to many of the facilities. Sandis analyzed the condition of two of the many utility systems to determine the best value options. Both the sanitary sewer and water systems had been in service for more than 25 years. A flow test, video inspections, and computer modeling of both systems showed the water main would require upsizing to meet pressure and flow requirement. The sanitary sewer main had sufficient capacity, but required some rehabilitation to correct separated joints and minor sags. Ultimately a combination of mortar lining and a epoxy infused liner was selected to rehabilitate the pipeline.

**Foothill College Campus Water Main and Pressure Zone Interconnect** Las Altos Hills, CA

**QA/QC.** Sandis provided engineering services to improve fire water flow rates available across the Foothill College campus. Through coordination with the water district and campus facilities staff, a pipeline was designed that connected two separate pressure zones to improve flow rates and available pressure for water district customers and also provided significantly better fire flow rates for the campus.



**24 Years of Experience**

17 Years with Sandis

**BS, Civil Engineering**

California State University, Long Beach

**Professional Civil Engineer**

CA #68315

**Qualified SWPPP Developer/  
Practitioner (QSD/P)**

#00917

**LEED™ Accredited Professional, USGBC**

## STEVEN YASUTAKE, PE

### PROJECT MANAGER

#### About

Steven Yasutake has over 13 years of civil engineering experience. He has managed the civil design of projects in the civic, public works, research, hi-tech, academic, and healthcare sectors. His ability to oversee the technical aspects of a project while keeping open lines of communication with project teams and stakeholders allows Steven to successfully complete projects on time and within budget. As Project Manager, Steven provides guidance on design concepts and works closely with regulatory agencies to ensure Sandis' design drawings meet state and local regulations while applying experience and lessons learned from past projects.

#### Relevant Experience

**San Lorenzo Valley Water District** Boulder Creek, CA

**Project Manager.** In response to the CZU Lightning Complex Fire, Sandis provided engineering and surveying services to the San Lorenzo Valley Water District. Sandis' services have included a Rapid Fire Damage system assessment of 7.5 miles of water pipeline and 7 intakes of the damaged waterlines; an expedited design and procurement of construction needed to replace or reroute the rest of the system that has become non-operational; and recovery efforts including assessment, design, permit, and procurement.

**North Coast County Water District Tank Vent Replacement Evaluation** Pacifica, CA

**Project Manager.** Sandis is providing engineering services to evaluate and make recommendations regarding existing tank vents on the seven storage tanks within the District. Evaluation includes an exterior inspection of tanks for general condition with a focus on roof mounted vents. Recommendations account for system operational logistics, existing tank condition and provide a solution to serve the District for decades. Project deliverables include a report that summarizes the results of evaluation, development of options including rough order magnitude costs and a recommendation for a future improvement project.

#### Additional Relevant Experience

**Sanborn Park ADA and Trail Improvements** Saratoga, CA

*Engineering, utility locating, and surveying for ADA and trail improvements.*

**Jackson Oaks Access Road Improvements** Morgan Hill, CA

*Engineering, surveying and stormwater management for the conversion of 3 miles of dirt paths into gravel roads.*

**City of Pittsburg Frontage Road Living Green Trail** Pittsburg, CA

*Civil engineering for the development of a Class I Trail.*

**Department of General Services On-Call Engineering Services** Various Locations, CA

*Engineering and surveying services on an on-call basis for a variety of projects in Northern California.*



**13 Years of Experience**

9 Years with Sandis

**BS, Civil Engineering**

University of California, Irvine

**Professional Engineer**

CA #82079

## SAM CLAY, PE

### PROJECT ENGINEER

#### About

Sam has extensive experience in the engineering industry and has served as an integral Sandis team member. He has a broad array of engineering experience that includes: street, roadway, and parking lot improvements; water storage tanks; fire, domestic and reclaimed water systems; steam, natural gas and emergency power/dual power systems; storm and sanitary sewer systems; security fire alarm systems; telecommunication distribution; grading and drainage; detention and retention basins; central plant additions and expansions; slope stabilization; pump station pressure and filtration; and hot & chilled water systems. Sam works closely with regulatory agencies to ensure that Sandis' design drawings are accurately designed and documented to meet state, local, and federal regulations so that construction permits can be obtained on schedule.

#### Relevant Experience

##### **San Lorenzo Valley Water District** Boulder Creek, CA

**Project Engineer.** In response to the CZU Lightning Complex Fire, Sandis provided engineering and surveying services to the San Lorenzo Valley Water District. Sandis' services have included a Rapid Fire Damage system assessment of 7.5 miles of water pipeline and 7 intakes of the damaged waterlines; an expedited design and procurement of construction needed to replace or reroute the rest of the system that has become non-operational; and recovery efforts including assessment, design, permit, and procurement.

##### **SLVWD Lyon Complex Access Road** Boulder Creek, CA

**Project Engineer.** As part of Sandis' emergency repair services to the District in response to the CZU Lightning Complex Fire, Sandis provided engineering and surveying services for the Lyon Complex Access Road.

##### **North Coast County Water District Tank Vent Replacement Evaluation** Pacifica, CA

**Project Engineer.** Sandis is providing engineering services to evaluate and make recommendations regarding existing tank vents on the seven storage tanks within the District. Evaluation includes an exterior inspection of tanks for general condition with a focus on roof mounted vents. Recommendations account for system operational logistics, existing tank condition and provide a solution to serve the District for decades. Project deliverables include a report that summarizes the results of evaluation, development of options including rough order magnitude costs and a recommendation for a future improvement project.

#### Additional Relevant Experience

##### **Santa Clara County Martial Cottle Park** San Jose, CA

*Engineering design, surveying, and project/construction management of 287-acre park and recreation facilities.*

##### **Sanborn Park ADA and Trail Improvements** Santa Clara County, CA

*Engineering and land surveying for Sanborn County Park trail improvements.*



**12 Years of Experience**

8 Years at Sandis

**BS, Civil Engineering**

University of Virginia

**MEng, Coastal and Ocean Engineering**

Texas A&M

**Professional Engineer**

Civil Engineer CA #88801

## LYNDEN SOLIS

### DESIGN ENGINEER

#### About

Lynden has 7 years of engineering experience. Lynden prepares civil related plans and documents to obtain necessary permits for projects from agencies. Highly technical, Lynden assists with reporting, plan review, CAD updates and schematic drawings. Lynden is also involved with coordination and meetings with agencies and design consultants.

#### Relevant Experience

**San Lorenzo Valley Water District** Boulder Creek, CA

**Design Engineer.** In response to the CZU Lightning Complex Fire, Sandis provided engineering and surveying services to the San Lorenzo Valley Water District. Sandis' services have included a Rapid Fire Damage system assessment of 7.5 miles of water pipeline and 7 intakes of the damaged waterlines; an expedited design and procurement of construction needed to replace or reroute the rest of the system that has become non-operational; and recovery efforts including assessment, design, permit, and procurement.

**City of Saratoga Citywide Stormdrain Master Plan Update** Saratoga, CA

**Design Engineer.** Sandis is providing civil engineering and surveying services to the City of Saratoga for the Storm Drain Master Plan Update project. The project goal is to determine the condition of the City's storm drain system and to verify its components. As Design Engineer, Lynden is assisting with document updating, utility research, and review for the project.

**North Coast County Water District Tank Vent Replacement Evaluation** Saratoga, CA

**Design Engineer.** Sandis is providing evaluation and recommendations regarding existing tank vents on the seven storage tanks within the District. As Design Engineer, Lynden is assisting with reporting, attending meetings, and CAD updates.

**San Jose Civil Engineering Master Services Agreement** San Jose CA

**Design Engineer.** Sandis has provided a number of civil engineering services for the City of San José under a Civil Engineering Master Services Agreement. Completed projects included the construction of a new Fire station, Happy Hollow Park and Zoo, and the Newbury Park final design and grading plan. As Design Engineer, Lynden assists in numerous projects under this contract. Her work has included utility research, cost estimating, site visits and performed review for the Fire Station No. 36 feasibility study.

**Dublin All Abilities Playground** Saratoga, CA

**Design Engineer.** The rehabilitation will include the design and construction of an all-abilities playground, an all-inclusive picnic area, upgraded landscape, parking facilities, and pathways to improve accessibility and connectivity to other park features including the sports fields and a new ADA-compliant restroom facility. Sandis is providing civil engineering, topographic survey, and utility locating for this project. As Design Engineer, Lynden assisted with updating plans, grading plan revision and utilities planning for the project.



**7 Years of Experience**

4 Years with Sandis

**BS, Civil Engineering**

California State University,  
Fullerton



## JOHN KASUNICH, PE, GE

### PRINCIPAL-IN-CHARGE/GEOTECHNICAL ENGINEER

#### About

Mr. Kasunich is a Principal Geotechnical Engineer managing field investigations and design for various roadside stability projects, coastal protection structures and coastline/streambank erosion projects. Responsibilities include interacting with clients, field analysis, and report preparation. Mr. Kasunich uses his decades of experience to think outside of the box for solutions on challenging limited access coastal and geotechnical engineering projects.

#### Relevant Experience

##### **San Lorenzo Valley Water District** Boulder Creek, CA

Decades of experience inventorying road failures, utility line and tank sites, and landslide repair. Most recently involved in the landslide study of a broad soil mass that disconnected from the hillside undermining Madrone Road during the winter rain season of 2016/2017. Provided geotechnical design criteria to restore the roadway and stabilize the soil mass.

##### **Dark Gulch Crossing Stabilization Project Old Haul Road** San Mateo County, CA

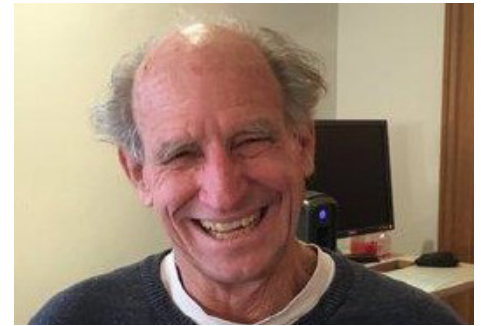
Provided design criteria, recommendations, and construction oversight for repair of an 80-foot-deep stream crossing failure on Old Haul Road. The project included removal of unstable fill material and crib logs, installation of a 66-inch x 240 ft new culvert and reconstruction of the fill embankment to restore road access.

*Sara Polgar, Conservation Program Specialist  
San Mateo Resource Conservation District  
650-669-9077*

##### **Alpine Road Trail Improvement Project** Alpine Road, San Mateo County, CA

Provided geotechnical design criteria for proposed road and trail improvements along approximately 7,400 l.f. of existing road within the Coal Creek Open Space Preserve.

*Bryan Apple  
Midpeninsula Regional Open Space District  
650-691-1200*



#### 37 Years of Experience

37 Years at Haro, Kasunich & Associates, Inc.

#### BS & MS

University of California, Los Angeles

#### Professional Civil Engineer

CA #33177

#### Professional Geotechnical Engineer

GE 455





## MOSES CUPRILL, P.E.

### PRINCIPAL ENGINEER/PROJECT MANAGER

#### About

Mr. Cuprill is currently Principal/Owner at Haro, Kasunich and Associates. His responsibilities include work plan development for various geotechnical engineering investigations pertaining to landslide stability, coastal bluff recession, retaining walls, roadway infrastructure and public works projects, coastal protection structures (new and maintenance of existing), ocean wave runup, and liquefaction. Mr. Cuprill prepares cost estimate proposals, directs field studies and laboratory testing program, analysis of data, develop design criteria, and preparation of report summarizing findings. Mr. Cuprill also manages each of his project budgets and monitors efficiency.

#### Relevant Experience

##### Highland Way PM 3.25 Santa Cruz County, CA

Provided design recommendation and construction oversight for a 20 ft. high tieback soldier pile retaining wall to restore access through Highland Way.

*County of Santa Department of Public Works  
701 Ocean Street, Room 410 Santa Cruz, CA 95060  
831-454-2385*

##### Bean Creek Road Slip-Out PM 2.10 Santa Cruz County, CA

Provided design criteria, recommendations, and construction oversight for engineered fill slopes, pier and lagging retaining walls, and site drainage.

*County of Santa Department of Public Works  
701 Ocean Street, Room 410 Santa Cruz, CA 95060  
831-454-2385*

##### Lyon Tank Access Road Landslide Repair Boulder Creek, CA

Landslide study of a broad soil mass that disconnected from the hillside undermining Madrone Road during the winter rain season of 2016/2017. Provided geotechnical design criteria to restore the roadway and stabilize the soil mass.

*San Lorenzo Valley Water District  
13060 Highway 9, Boulder Creek, California*



#### 24 Years of Experience

17 Years at Haro, Kasunich & Associates, Inc.

#### BS, Civil and Environmental Engineering

California Polytechnic State University, San Luis Obispo

#### Professional Civil Engineer

CA #78901



## ASHTON BUCKER, PE

### SENIOR ENGINEER/GEOTECHNICAL ENGINEER

#### About

Ashton has been working in the geotechnical consulting field at HKA for about 7 years. His experience includes geotechnical site characterization, foundation design, retaining wall design, landslide slope stability, liquefaction analysis, tieback anchor design, grading and drainage plans, and various civil/coastal engineering projects. Ashton is also responsible for management of both the design and construction observation phase of projects.

#### Relevant Experience

**College Lake Pipeline** City of Watsonville and County of Santa Cruz, CA  
Provided geotechnical investigation for a new 6-mile underground pipeline project in the City of Watsonville and surrounding outskirts. HKA's scope of services for the design phase of this project included preliminary analysis and site reconnaissance, hazard analysis (liquefaction/lateral spreading, seismic shaking, slope stability, erosion), geotechnical field exploration, laboratory testing, and technical analysis/report prep. Site investigation included borings and CPT soundings with the City of Watsonville and agricultural lands at roughly 500 foot intervals along the pipeline, with special coverage in liquefiable zones and road crossings.

**Fox Creek Farms** East Carmel Valley, CA

Provided design criteria, recommendations, and consulting oversight for the development of water tanks, fire retention ponds, employee housing, kitchen, greenhouse, barns, and wash sheds at Fox Creek Farms. Performed extensive field investigation and laboratory testing in conjunction with a geologist to identify and mitigate landslide and faulting hazards across the site.

**Lyon Tank** Big Basin Highway, Boulder Creek, CA

Provided geotechnical investigation for slope stabilization project at San Lorenzo Valley Water District Lyon Tank site in Boulder Creek, CA. Geotechnical services included field exploration, laboratory testing, slope stability analysis, repair alternatives, and report. Recommendation included multiple secant walls or secant wall and buttress fill slope combo to stabilize large slope failure. Key design constraint was preventing soil from mobilizing off property.



#### 12 Years of Experience

7 Years at Haro, Kasunich & Associates, Inc.

#### BS, Civil and Environmental Engineering

San Jose State University

#### Professional Civil Engineer

CA #93365

## JUAN LUIS PEREZ

### STAFF ENGINEER/ GEOTECHNICAL ENGINEER

#### About

Juan Luis is the newest addition to the HKA team. Through his engineering graduate education and his work experience he has proven himself as a competent geotechnical engineer capable of producing quality, timely work. His experience includes geotechnical site characterization, foundation design, retaining wall design, landslide slope stability, field engineering, and various civil/geotechnical engineering projects. Juan Luis is also responsible for cost estimate proposals, draft geotechnical engineering investigations, and construction monitoring.

#### Relevant Experience

##### **Fairweather Lake Common** Santa Clara, CA

Provided geotechnical investigation and design criteria for the underpinning of the apartment buildings at Fairweather Lake Common. Site investigation included CPT soundings, and hazard analysis (liquefaction, seismic).

##### **Canary Cottage** Pebble Beach, CA

Provided geotechnical investigation, design criteria and recommendations for the development of the proposed Lodge at Pebble Beach New Canary Cottage.

##### **Green Valley Christian School** Watsonville, CA

Provided geotechnical investigation for slope stabilization project at Green Valley Christian School in Watsonville Creek, CA. Geotechnical services included field exploration, laboratory testing, slope stability analysis, repair alternatives, and report.



#### 2 Years of Experience

1 Year at Haro, Kasunich & Associates, Inc.

#### BS, Civil Engineering

Aguascalientes Autonomous University

## THOMAS SWAYZE, PE, SE

### PROJECT MANAGER

#### About

Tom Swayze has over 30 years of professional structural engineering design and management experience. After graduating from California Polytechnic State University, he began his career engineering commercial buildings. He soon expanded his focus to include all types of building and infrastructure projects. Tom’s responsibilities include client development, contract negotiations, project staffing, project scheduling, supervision of project engineers and draftsmen, quality control and job cost control for projects under his supervision.

#### Relevant Experience

**Central Subway Sewer Project** San Francisco, CA

**Project Manager** for providing structural engineering for various drainage components as part of a design-build team with BKF Engineers for the replacement of significant portions of the Fourth Street Sewer system to accommodate the new Central Subway. The existing 78-inch sewer line consists of a semi-circular cast-in-place concrete base supported on timber pilings with an unreinforced masonry (URM) arch to complete the sewer line. The main portion of the project consisted of removing the URM arches and replacing with a new cast-in-place concrete cap designed to withstand the new light rail loading. Also included within the extents of this project are several manhole riser structures, custom offset manhole risers, a 36-inch force main pass-through structure, 18-inch tie-in structures, and an overflow structure.

**Neary Tank Assessment & Retrofit (Purissima Water District)** Santa Clara County, CA

**Project Manager** for the seismic assessment and retrofit of an existing 3-million-gallon steel water tank. Strengthening plates were welded to the bottom of the rafter beams and additional beam braces were added to allow for the existing roof framing to withstand the seismic sloshing wave uplift forces. A new foundation was designed to provide support and anchorage for the tank. Voids and burrows were found beneath the tank floor shell and to mitigate against caving soil during foundation construction, pressure grouting was utilized to stabilize the soil around the perimeter of the tank.

**Page Mill Tank Seismic Assessment & Retrofit (Purissima Water District)** Palo Alto, CA

**Project Manager** for the conditional and seismic assessment of an existing 500,000-gallon steel tank. Found the existing tank to have insufficient freeboard, no tank anchorage, and rafter beam corrosion. In order to keep the district’s water capacity at the existing operating levels, a new roof and foundation system was proposed and designed to resist the seismic wave sloshing forces. External roof rafters were utilized to provide the district with a better performing roof tank and easier painting and coating surface on the interior of the tank.

**McCann Water Tank (Purissima Water District)** Los Altos Hills, CA

**Project Manager** for seismic assessments and seismic retrofits of McCann Water Tank, seismic assessment of Corporation Yard Buildings at McCann, Pump Station pit enlargement and steel thrust block anchorage and Thrust Block concrete saddles for McCann PS water lines.



#### 30 Years of Experience

20 Years with Biggs Cardosa Associates

#### BA, Architectural Engineering

California Polytechnic State University, San Luis Obispo

#### Professional Civil Engineer

CA #39948

#### Professional Structural Engineer

CA S3302

## RICHARD GRASSETTI

### ENVIRONMENTAL CONSULTANT

#### About

Richard Grassetti is an environmental planner with over 40 years of experience in environmental impact analysis, project management, and regulatory compliance. He is a recognized expert on California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) processes, and has served as an expert witness on CEQA and planning issues. Richard regularly conducts peer review and QC/QA for all types of environmental impact analyses, and works frequently with public agencies, citizens groups, and applicants. He has managed the preparation of over 50 CEQA and NEPA documents, as well as numerous local agency planning and permitting documents. He has prepared over 200 hydrologic, geologic, and other technical analyses for CEQA and NEPA documents.

#### Relevant Experience

**State Water Board Water Supply Upgrade Projects** Various Locations, CA  
**Environmental Consultant.** GECO prepared approximately 10 CEQA Exemptions and 10 IS/MNDs for small water supply system upgrades throughout California, including pipelines, tanks, and wells. Two additional water pipeline IS/MNDs are in process. Client: Northgate Environmental Management and State Water Quality Control Board.

**Alameda County Flood Control Projects** Alameda County, CA  
**Environmental Consultant.** GECO prepared four CEQA Initial Study/Mitigated Negative Declarations for flood control projects for the County Flood Control District. These included levee improvements, culverts, and creek restoration projects. Client: Alameda County Flood Control and Water Conservation District.

**Calle La Cruz Pipeline Replacement Project** Carmel, CA  
**Environmental Consultant.** GECO prepared the IS/MND for replacement of two wastewater lines crossing the Carmel River Lagoon. Major issues included biological resources, cultural resources and water quality. Client: Johnson Marigot Consulting and Carmel Area Wastewater District.

**City of Napa Milliken Raw Water Pipeline Hardening** Napa, CA  
**Environmental Consultant.** GECO is working with Sandis to provide environmental services for the City of Napa's Milliken Raw Water Pipeline Hardening project. The project intent to is to renew the existing 16-inch, 60-year old pipeline and add protections to provide a resiliency that will serve the Napa water system for decades.

**City of Napa Milliken Diversion Dam Walkway Repairs** Napa, CA  
**Environmental Consultant.** GECO is working with Sandis to provide environmental services for the City of Napa's Milliken Diversion Dam Walkway Repairs project. The project requires a resilient design for trail retaining walls and a walkway that provides access to the pipeline, pipeline appurtenances, and raw water intake.



**40 Years of Experience**  
26 Years with GECO

**M.A. Geography (Emphasis on Fluvial Geomorphology and Water Resources Planning)**  
University of Oregon

**B.A. Physical Geography**  
University of California, Berkeley

**Additional Relevant Experience**  
Wayside Road Server Expansion Initial Study

Los Trancos Woods Sewer Expansion Initial Study

Arastradero Road Sewer Expansion Initial Study

Aptos Sanitary Sewer Replacement Project Initial Study

San Francisco PUC Water Supply Improvements Program CEQA

Lower Orinda Pumping Station Initial Study/Negative Declaration

Shell Martinez Breakout Tanks Project Initial Study

Shell Martinez Biotreater Facility Initial Study



## JAKE SCHWEITZER

### SENIOR BIOLOGIST/GIS SPECIALIST

#### About

Mr. Schweitzer combines 19 years of experience as a professional vegetation and wetland ecologist with over 22 years of experience in cartography and geographic information science (GIS, remote sensing/image analysis, and GPS technology). His ecological focus has been in botanical and wetland sciences. He holds federal and state permits to survey for listed fairy shrimp, California red-legged frog, and California tiger salamander and is certified in the vegetation mapping techniques developed by the California Native Plant Society and California Department of Fish and Wildlife. He is also trained to conduct California Rapid Assessment Method (CRAM) surveys. Mr. Schweitzer has been a docent for the past ten years at the East Bay Regional Park Botanic Garden, teaching native California plant ecology to the public.

#### Relevant Experience

##### **SLVWD Consolidation of Bracken Brae and Forest Springs Mutual Water Companies** Boulder Creek, CA

**Senior Ecologist.** Conducted special-status species habitat assessment and plant community mapping along a proposed pipeline alignment for the San Lorenzo Valley Water District within North Coast coniferous forest and cismontane woodland habitats along with mapped potential jurisdictional margins along Boulder Creek. Provided recommended avoidance and minimization measures for special status-species known to the region such as foothill yellow-legged frog, California red-legged frog and Marbled Murrelet.

##### **Midpeninsula Regional Open Space District On-Call Biological Services** San Mateo and Santa Clara County, CA

**Senior Ecologist.** VNLC has an on-call services contract with Midpeninsula Regional Open Space District (MROSD) to provide biological services on an as-needed bases. Services include biological monitoring, wetland delineation, rare plant and animal surveys, habitat assessments, and analysis and fulfillment of mitigation requirements. More recently, VNLC was awarded a second, separate contract with MROSD as the biological consultant to a CEQA firm for a CEQA open services contract.

##### **Apple Park Biodiversity Study** Santa Clara County, CA

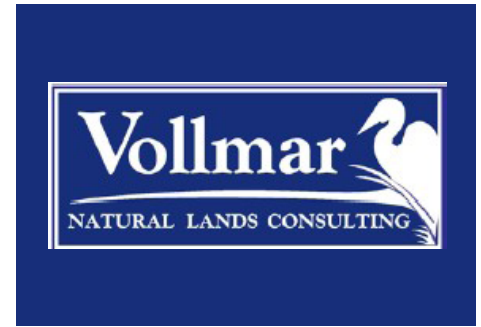
**Senior Ecologist and Project Manager.** VNLC is conducting a multi-year biological diversity study of the 185-acre Apple Park. The study involves identifying and documenting all vertebrate and invertebrate animal taxa as well as all vascular plant taxa throughout the park. The purpose of the study is to compare the overall biological diversity of the site before and after construction and landscaping of the site. Post landscaping studies are currently underway to document all animal and plant taxa as well as plant community types.

##### **Loma Fire Habitat Monitoring** Santa Clara County, CA

**Senior Ecologist and Project Manager.** Conducted post-fire habitat monitoring on 2,000 acres of preserve land that is owned and managed by the Santa Clara Valley Open Space Authority. Conducted three consecutive years of vegetation monitoring (relevé plot sampling) as well as assessment of rare and invasive plants, soil erosion, and plant community type conversion. Developed detailed recommendations for habitat management. Surveys resulting in the documentation of seven special-status plants and multiple sensitive plant communities.

##### **John Muir Land Trust Open Services Contract** Contra Costa County, CA

**Senior Ecologist and Computer Mapping Specialist.** Provided a wide variety of services to this land trust, which owns and manages a large number of properties throughout Contra Costa County. Services included rare plant and wildlife surveys, habitat assessments, providing habitat management recommendations, and preparing digital maps and online resource content.



#### 30 Years of Experience

20 Years with Vollmar

#### BA, Physical Geography

University of California, Berkeley



## CHRISTOPHER JASPER

### STAFF BIOLOGIST

#### About

Mr. Jasper has 8 years of experience sampling and studying fish from a wide variety of California's aquatic ecosystems. His work has included sampling and studying out-migrating Chinook Salmon, a drought impact study on fish populations through sampling rivers and creeks across California, and monitoring fish populations in the northern California Delta and Suisun Marsh. From these studies, he has gained substantial knowledge in the life histories, ecology, and conservation challenges of California salmonids and other native species. Mr. Jasper has experience in monitoring the succession of fish species and water quality prior, during, and following restoration of several large restoration projects in the California Delta and Suisun Marsh as well. Beyond fisheries work, he is well versed in water quality monitoring techniques along with visualization and analysis of water quality data in ArcGIS and statistical software. He utilized his expertise in water quality monitoring to study the effects of watershed management on terminal slough systems in the California Delta for his thesis work at UC Davis.

#### Relevant Experience

##### Montezuma Wetlands Tidal Restoration Project Solano County, CA

**Staff Biologist.** Montezuma Wetlands Project includes using approved dredged sediment to restore approximately 1,880 acres of diked and subsided former baylands to a tidal wetland ecosystem including some seasonal wetland features, and approximately 480 acres of upland transition zone habitat. There are approximately 600 acres of the property that have been restored into low intertidal marsh, high intertidal marsh, subtidal marsh, and transitional upland buffer zones. Recently in October of 2020 this area was breached, and the adjacent Montezuma Slough waters have inundated the site, beginning the process of ecological succession. Mr. Jasper has aided with the establishment of a fish monitoring plan for the site along with establishing performance criteria of the site for salmonids and other native fish species. He has also conducted monthly bird surveys for birds utilizing the newly restored tidal habitat and provided nesting bird monitoring for western snowy plover and California least terns during construction activities on the site in the winter and spring of 2021.

##### Fenston Ranch Preserve Monitoring Madera County, CA

**Staff Biologist.** Conducted biological monitoring for California tiger salamander and vernal pool brachiopods across vernal pools throughout the Fenston Ranch Preserve.

##### Lazy K Ranch Vernal Pool Monitoring Madera County, CA

**Staff Biologist.** Conducted vernal pool hydrology surveys, vernal pool brachiopod surveys, Swainson's Hawk and Burrowing Owl nesting surveys, and general biological inspections for the site.

##### Environmental Stewardship Foundation Preserve Monitoring Placer, El Dorado, and Sacramento Counties, CA

**Staff Biologist.** Assisted in the monitoring of 13 preserves managed by Environmental Stewardship Foundation. Habitat types include vernal pool grasslands, oak woodland, and riparian corridors. Conducted surveys including biological inspections and general inspections.

##### City of Roseville Open Space Preserves Long-Term Monitoring Placer County, CA

**Staff Biologist.** Assisted in the monitoring of 25 preserves owned and managed by the City of Roseville. Habitat types include vernal pool grasslands, oak woodland, and riparian corridors. Conducted surveys including aquatic invertebrate surveys, vernal pool floristics, vernal pool hydrology monitoring, invasive weed species monitoring, and biological inspections.



**8 Years of Experience**

3 Years with Vollmar

**MS, Ecology and Conservation**

University of California, Davis

**BA, Watershed Science and Management**

University of California, Davis

## LINNEA NEUHAUS

### SENIOR ECOLOGIST

#### About

Ms. Neuhaus has a unique professional background combining non-profit, government, and consulting work. Her undergraduate work focused on ecology, botany, and GIS, and she has since gained a wide range of experience and technical skills in the field. She holds federal and state permits to survey for California red-legged frog, California tiger salamander, and vernal pool large branchiopods. She has experience with survey methods such as California Rapid Assessment Method (CRAM), electroshocking, seining, dipnetting, mist netting, night spotlighting, and water quality testing. She is proficient in ArcGIS, Microsoft Office, and Adobe Creative Suite software and data collection using Trimble GPS units.

#### Relevant Experience

##### SLVWD Consolidation of Bracken Brae and Forest Springs Mutual Water

**Companies** Boulder Creek, CA

**Senior Ecologist.** Conducted special-status species habitat assessment and plant community mapping along a proposed pipeline alignment for the San Lorenzo Valley Water District within North Coast coniferous forest and cismontane woodland habitats along with mapped potential jurisdictional margins along Boulder Creek. Provided recommended avoidance and minimization measures for special status-species known to the region such as foothill yellow-legged frog, California red-legged frog and Marbled Murrelet.

##### City of Roseville Open Space Preserves Long-Term Monitoring

 Placer County, CA

**Project Manager and Designated Biologist.** Annual biological monitoring of 31 preserves owned and managed by the City of Roseville. The preserves encompass vernal pool grasslands, oak woodlands, and riparian corridors, and survey categories include biological inspections, nesting bird, vernal pool invertebrate, floristic, and hydrology monitoring, upland vegetation monitoring, and oak regeneration monitoring. Survey results are compiled in an annual monitoring report evaluating the efficacy of existing management practices, and recommendations are made to improve future management actions.

##### City of Healdsburg Biological Monitoring Projects

 Sonoma County, CA

**Project Manager and Designated Biologist.** Managing and conducting biological monitoring and pre-construction surveys for a variety of projects for the City of Healdsburg Wastewater Treatment Plant. Projects completed to date include: monitoring the installation of a new water main beneath Dry Creek, monitoring an expansion of the City's recycled water pipeline system, monitoring an emergency bank repair project within a water treatment pond, and preparing a Riparian Restoration Plan and monitoring mitigation plantings. Surveys and monitoring are typically conducted for California red-legged frog, western pond turtle, yellow-legged frog, steelhead, California tiger salamander, and nesting birds.

##### Montezuma Wetlands Project

 Solano County, CA

**Staff Biologist.** This project involves using approved dredged sediment to restore approximately 1,880 acres of diked and subsided former baylands to a tidal wetland ecosystem including some seasonal wetland features, and approximately 480 acres of upland transition zone and vernal pool habitat. Monitoring involves wildlife and botanical surveys, including bird, mammal, fish, amphibian, invertebrate, botanical, and vegetation surveys.

##### La Purisima Conservation Bank Baseline Biological Monitoring

 Santa Barbara County, CA

**Staff Biologist.** Annual biological monitoring including stock pond hydrology monitoring, stock pond amphibian larvae surveys, night spotlight surveys for California red-legged frog, and upland special status species surveys (reptile cover board monitoring and bird monitoring), as required by the La Purisima Conservation Bank Enabling Instrument (BEI).



11 Years of Experience

8 Years with Vollmar

BS, Environmental Science and Management

University of California, Davis



## SHAWN MACLEAN, PE

### PRINCIPAL-IN-CHARGE

#### About

Shawn has over 20 years of professional experience in mechanical engineering design and project management in HVAC for a variety of projects with a focus on energy efficient design. Shawn's project experience includes public and industrial projects for both new and renovation construction projects. In 2019, Shawn was listed as one of Consulting-Specifying Engineer's 40 under 40 and in 2016, she was awarded Mechanical Engineer of the Year by PM Engineer.

#### Relevant Experience

**Atherton Civic Center / Living Building** Atherton, CA (*LEED Platinum, + WELL Building Goals*)

**Martial Cottle Park** Santa Clara, CA

**Mountain View Police Department Renovations** Mountain View, CA

**Saratoga Conservation Center for Wildlife Care** Saratoga, CA (*LEED Silver Goal*)

**Alameda County Environmental, Health (EH) Department HVAC System Replacement Phase 1** Alameda, CA

**Colusa Pediatrics Study (CPC) Water Treatment Study** Colusa, CA

**Coit Tower** San Francisco, CA

**Shoreline Recreation and Aquatics Center** Shoreline, CA (*LEED Gold Goal*)

**San Francisco State University Mashouf Wellness Center** San Francisco, CA (*LEED Platinum*)

**San Jose State University Student Recreation and Aquatics Center Master Plan** San Jose, CA

**Pomona College Rains Athletic Center** Claremont, CA (*LEED Gold Goal*)

**Apple Wellness Center** Cupertino, CA

**Filipino Cultural Center** San Francisco, CA

**CuriOdyssey Masterplan** San Mateo, CA

**African American Museum and Library at Oakland (AAMLO) Refresh** Oakland, CA

**Electric Vehicle Company Network Operations Center** Confidential Location, CA

**Microsoft Silicon Valley Campus** Mountain View, CA (*LEED Platinum Goal, LBC Water Petal Certification Goal, and Well Building Certification Goal*)

**Intuit Headquarters** Mountain View, CA (*LEED Platinum Certified*)

**4th and Harrison** San Francisco, CA (*Net Positive Energy + LEED Platinum Goals*)



#### 20 Years of Experience

11 Years with Interface Engineering

#### BS, Mechanical Engineering

California Polytechnic State University

#### Professional Mechanical Engineer

CA M34857

*Resumes includes experience prior to Interface Engineering*

## THOMAS JUN, PE

### LEAD ELECTRICAL

#### About

Thomas Jun has over 17 years of experience in electrical engineering, project management and construction management. Through years of experience, he has been accustomed to an agile environment where multiple projects require concurrent attention and task management. He works effectively in both self-managed and team-based environments while maintaining high ethical and quality standards, a professional demeanor, and cooperative attitude. His project responsibilities have included assistance with the development and implementation of plan recovery for off-schedule and unanticipated eventualities; team project lead, including facilitation of communication and interaction amongst the functional representatives; and preparation and coordination of meetings between Mechanical, Electrical, Plumbing, Civil & Fire.

#### Relevant Experience

**Sunnyvale Water Pollution Control Plant Administration-Laboratory Building**  
Sunnyvale, CA (LEED Gold)

**Improve Peralta Oaks North Public Safety and Administrative Headquarters**  
Oakland, CA

**Cow Creek Admin Office (CC50) Systems Repair** Death Valley, CA

**Samsung Semiconductor TEC Expansion** San Jose, CA

**Ubiquitous Energy (UE Betsy Ross)** Santa Clara, CA

**One De Haro** San Francisco, CA (LEED Gold Goal)

**Oakland Unified School District (OUSD) Cole Administrative Center** Oakland, CA

**2400 Sand Hill Renovation** Menlo Park, CA

**2375 Shattuck Ave Tenant Improvement** Berkeley, CA

**Rodan and Fields, Headquarters Office Full Tenant Improvement** San Ramon, CA

**Sunset Development Tenant Improvement** San Ramon, CA

**101 Utah Laboratory** San Francisco, CA

**2710 Sand Hill Elevator Addition** Menlo Park, CA

**Sandia C964 Building Condition and Resiliency Assessment Report** Livermore, CA

**SAP, New Construction Building and Parking Garage** South San Francisco, CA

**The Carnegie Building, Historic Building Renovation** Alameda, CA

**Contra Costa County 2380 Bisso Lane HSD IT Data Center** Concord, CA

**SCTR Proposal Building J Renovation** Daly City, CA



#### 17 Years of Experience

3 Years with Interface Engineering

#### BS, Electrical Engineering

University of California, Santa Cruz

#### Professional Electrical Engineer

CA E19320

*Resumes includes experience prior to  
Interface Engineering*

## ROBERT GANNON, RCDD, RTM, ICP3

### LEAD INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

#### About

Robert has over 24 years of telecommunications experience with impressive and wide-ranging functional roles. He has performed as an installation Technician, Systems Engineer, Regional Operations Manager, End User RCDD/PM at two, Healthcare organizations. He serves in the role of Senior Consultant with an emphasis on ICT Structured Cabling and physical infrastructure. He has been part of an integrated project delivery team (IPDT), embedded for two years with the design teams for two concurrent hospital construction projects.

#### Relevant Experience

City of Sunnyvale Project 8.3 Cleanwater Center Technology Sunnyvale, CA

NPS Whiskeytown National Recreation Area Ranger Operations Building Replacement Redding, CA

Las Positas College Building 2100 Academic Support and Office Building Livermore, CA (LEED Silver Goal)

Oakland Unified School District Cole Administrative Center Oakland, CA

Apple Culver City, CA

Goldman Sachs San Francisco, CA

Morgan Stanley San Francisco, CA

Guidepost Solutions Office Relocation Oakland, CA

Syska Hennessy Group, Office Relocation San Francisco, CA

20th Century Fox Entertainment, Bundy Studios Culver City, CA

Family Guy North Hollywood, CA

Redding Courthouse Redding, CA

Pacific Gas & Electric Livermore, CA

Capitol Park Hotel Mercy Housing Sacramento, CA

The Osprey Redmond, CA

Maudelle 2001 Ashby Berkeley, CA

Oceanwide Center LLC, Multiuse San Francisco, CA

Santa Monica Mountains National Recreation Area Paramount Ranch Paramount Ranch, CA

Stanford School of Medicine 1215 Welch Road Palo Alto, CA

Folsom Lake College New Science Building Folsom, CA



#### 24 Years of Experience

3 Years with Interface Engineering

#### Associates in Electrical Construction & Maintenance

Los Angeles Trade Technical College

#### Registration

Registered Communications  
Distribution Design (RCDD)

Registered Telecommunications Project  
Management (RTPM)

iBwave Design Certified  
Level 3 (iCP3)

*Resumes includes experience prior to  
Interface Engineering*

## RICK LASSER, CCP, CxA, CMVP, LEED AP

### SENIOR SCADA DESIGNER

#### About

Rick brings over 35 years of experience in the construction and engineering industry. Rick has a BSc degree Electrical Engineering, is a Certified Commissioning Professional, CCP - Building Commissioning Association, Certified Commissioning Authority, CxA - AABC Commissioning Group, a Certified Energy Manager, CEM and a Certified Measurements and Verifications Professional, CMVP - Association of Energy Engineers, and a LEED Accredited Professional, and a Deputy Inspector, Smoke Control City of Los Angeles.

Rick's expertise includes, Commissioning and Retro- Commissioning, extensive knowledge of codes and regulations, and is considered a specialist in design and commissioning of control systems. His achievements include design, specification and implementation of the automatic control of the Natural Ventilation System of the new San Francisco Federal Office Building, a first in the nation.

#### Relevant Experience

- Confidential Technology Campus CUP Peer Review Sunnyvale, CA
- San Francisco International Airport New All-Electric Central Plant San Francisco, CA
- LAX Central Utility Plant Los Angeles, CA (LEED Gold/ First in Aviation)
- Google Spruce Goose Playa Vista, CA
- Los Angeles Mission College Modular Central Plant Sylmar, CA
- Los Angeles Pierce College Central Plant Los Angeles, CA
- Los Angeles Valley College Central Plant Los Angeles, CA
- San Bernardino Valley College Central Plant San Bernardino, CA
- Kaiser Modesto Central Plant Modesto, CA
- Kaiser Antioch Central Plant Antioch, CA
- Kaiser Anaheim Central Plant Anaheim, CA
- OSamsun Green Tomorrow Seoul, Korea
- ABC Riverside HHW System Assessment Burbank, CA
- T-Mobile Cell Center Renovation Kingsburg, CA
- T-Mobile Cell Las Vegas Call Center Las Vegas, CA
- T-Mobile Cell Rochester Call Center Rochester, CA



#### 35 Years of Experience

4 Years with Interface Engineering

#### BS, Electrical Engineering

Alexandria University, Egypt

#### Registration

Certified Commissioning Professional (CCP), Building Commissioning Association

Certified Energy Manager (CEM), Association of Energy Engineers

Certified Measurement & Verification Professional (CMVP) Association of Energy Engineers

LEED Accredited Professional Building Design + Construction

Deputy Inspector, Smoke Control, City of Los Angeles

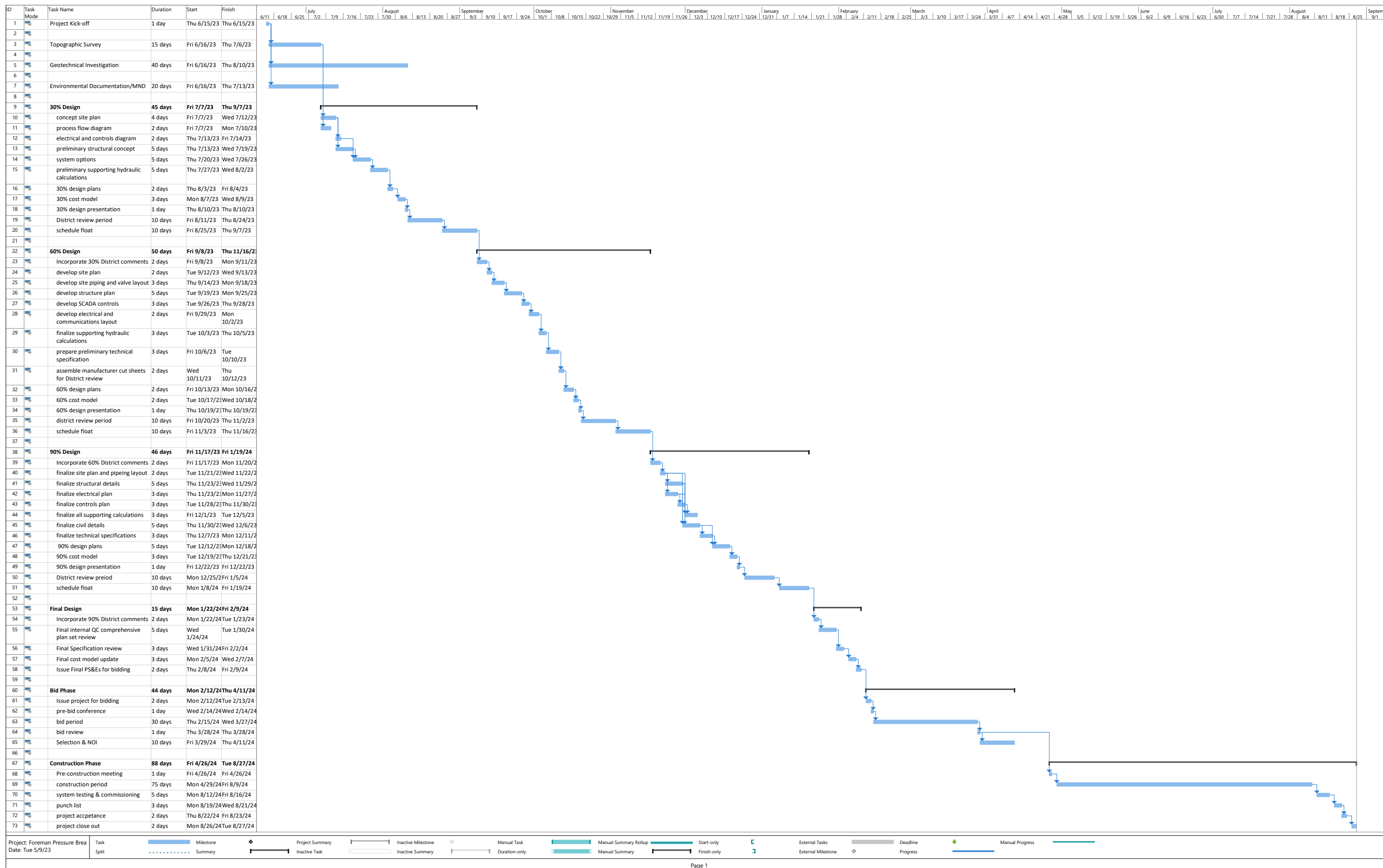
*Resumes includes experience prior to Interface Engineering*

TOTAL PROFESSIONAL FEE

| SLWWD: DESIGN OF THE FOREMAN PRESSURE BREAK STRUCTURE REPLACEMENT  | SANDIS/ INTERFACE/HKA/ GRASSETTI /BIGGS CARDOSA |            |            |            |           |          |           |             |             |             |             |             |             |           |          |             |             |               |             |             |          |          |          | Task Hours | Total Task Fee |                  |           |             |                  |          |
|--|---|------------|------------|------------|-----------|----------|-----------|-------------|-------------|-------------|-------------|-------------|-------------|-----------|----------|-------------|-------------|---------------|-------------|-------------|----------|----------|----------|------------|----------------|------------------|-----------|-------------|------------------|----------|
|  | Director  | Project    | Project    | Design     | Field     | Survey   | Project   | Project     | PIC         | Associate   | Project     | Project     | Principal   | Senior    | Senior   | Project     | Project     | Archaeologist | Biologist   | Graphics/WP | Project  | Project  | Design   |            |                |                  |           |             |                  |          |
|  | Engineering /PIC                                | Manager    | Engineer   | Engineer   | Surveyors | Manager  | Surveyor  | (Interface) | (Interface) | (Interface) | (Interface) | (Interface) | (Interface) | (HKA)     | (HKA)    | (Grassetti) | (Grassetti) | (Grassetti)   | (Grassetti) | (Grassetti) | (Biggs)  | (Biggs)  | (Biggs)  |            |                | CAD Tech (Biggs) |           |             |                  |          |
| 2023 Hourly Charge Rate*   | \$300   | \$250      | \$180      | \$135      | \$350     | \$250    | \$175     | \$325       | \$265       | \$245       | \$210       | \$145       | \$240       | \$200     | \$185    | \$155       | \$135       | \$125         | \$80        | \$265       | \$177    | \$163    | \$155    |            |                |                  |           |             |                  |          |
| <b>Task 1: Topographic Survey</b>                                  |   |            |            |            |           |          |           |             |             |             |             |             |             |           |          |             |             |               |             |             |          |          |          |            |                |                  |           |             |                  |          |
| Topographic Survey   |   |            |            |            | 12        | 8        | 12        |             |             |             |             |             |             |           |          |             |             |               |             |             |          |          |          |            | 32             | \$8,300          |           |             |                  |          |
| <b>Task 2: Geotechnical/ Geohazard Investigation</b>               |   |            |            |            |           |          |           |             |             |             |             |             |             |           |          |             |             |               |             |             |          |          |          |            |                |                  |           |             |                  |          |
| Geotechnical Investigation   |   |            |            |            |           |          |           |             |             |             |             |             |             | 20        | 40       |             |             |               |             |             |          |          |          |            | 60             | \$12,800         |           |             |                  |          |
| Geotechnical Report  |   |            |            |            |           |          |           |             |             |             |             |             |             | 20        | 40       |             |             |               |             |             |          |          |          |            | 60             | \$12,800         |           |             |                  |          |
| <b>Task 3: 30% Design (Plans, Specifications &amp; Estimates)</b>  |   |            |            |            |           |          |           |             |             |             |             |             |             |           |          |             |             |               |             |             |          |          |          |            |                |                  |           |             |                  |          |
| Prepare Preliminary Plans  | 8   | 48         | 48         | 50         |           |          |           | 4           | 10          | 10          | 10          | 45          |             |           |          |             |             |               |             |             |          |          |          | 8          | 30             | 20               | 8         | 299         | \$56,745         |          |
| Prepare Specifications   | 2   | 6          | 8          | 4          |           |          |           |             | 2           | 2           | 2           |             |             |           |          |             |             |               |             |             |          |          |          |            |                |                  | 2         | 28          | \$5,846          |          |
| Prepare Cost Estimate  | 2   | 8          | 8          | 16         |           |          |           |             |             |             |             |             |             |           |          |             |             |               |             |             |          |          |          | 1          | 6              | 2                |           | 43          | \$7,853          |          |
| <b>Task 4: 60% Design (Plans, Specifications &amp; Estimates)</b>  |   |            |            |            |           |          |           |             |             |             |             |             |             |           |          |             |             |               |             |             |          |          |          |            |                |                  |           |             |                  |          |
| Prepare Plans  | 8   | 36         | 40         | 48         |           |          |           | 4           | 10          | 10          | 10          | 45          |             |           |          |             |             |               |             |             |          |          |          | 9          | 46             | 32               | 30        | 328         | \$60,498         |          |
| Prepare Specifications   | 2   | 6          | 8          | 4          |           |          |           |             | 2           | 2           | 2           |             |             |           |          |             |             |               |             |             |          |          |          | 1          | 3              | 3                |           | 33          | \$6,805          |          |
| Prepare Cost Estimate  | 2   | 4          | 6          | 16         |           |          |           |             |             |             |             |             |             |           |          |             |             |               |             |             |          |          |          | 2          | 8              | 4                |           | 42          | \$7,438          |          |
| <b>Task 5: 90% Design (Plans, Specifications &amp; Estimate)</b>   |   |            |            |            |           |          |           |             |             |             |             |             |             |           |          |             |             |               |             |             |          |          |          |            |                |                  |           |             |                  |          |
| Prepare Plans  | 6   | 32         | 40         | 48         |           |          |           | 4           | 10          | 10          | 10          | 45          |             |           |          |             |             |               |             |             |          |          |          | 13         | 24             | 8                | 6         | 256         | \$48,432         |          |
| Prepare Specifications   | 2   | 6          | 8          | 4          |           |          |           |             | 2           | 2           | 2           |             |             |           |          |             |             |               |             |             |          |          |          |            |                |                  | 2         | 28          | \$5,846          |          |
| Prepare Cost Estimate  | 2   | 4          | 6          |            |           |          |           |             |             |             |             |             |             |           |          |             |             |               |             |             |          |          |          | 1          | 3              |                  |           | 16          | \$3,476          |          |
| <b>Task 6: Final Design (Plans, Specifications &amp; Estimate)</b> |   |            |            |            |           |          |           |             |             |             |             |             |             |           |          |             |             |               |             |             |          |          |          |            |                |                  |           |             |                  |          |
| Prepare Final Plans  | 6   | 24         | 12         | 24         |           |          |           | 2           | 4           | 4           | 4           | 28          |             |           |          |             |             |               |             |             |          |          |          | 4          | 6              |                  |           | 118         | \$22,912         |          |
| Prepare Final Specifications                                       | 2   | 2          | 6          | 4          |           |          |           |             | 2           | 2           | 2           |             |             |           |          |             |             |               |             |             |          |          |          |            | 1              |                  | 4         | 25          | \$4,957          |          |
| <b>Task 7: Bid Phase</b>   |   |            |            |            |           |          |           |             |             |             |             |             |             |           |          |             |             |               |             |             |          |          |          |            |                |                  |           |             |                  |          |
| Respond to Bidder's Questions                                      | 2   | 8          | 4          | 4          |           |          |           |             | 2           | 2           | 2           |             |             |           |          |             |             |               |             |             |          |          |          | 1          | 6              |                  |           | 31          | \$6,627          |          |
| Reissue Plans with RFI's and Clarifications                        | 2   | 6          | 4          | 8          |           |          |           |             | 2           | 2           | 2           | 18          |             |           |          |             |             |               |             |             |          |          |          |            |                |                  | 2         | 46          | \$8,260          |          |
| <b>Task 8: Construction Phase</b>                                  |   |            |            |            |           |          |           |             |             |             |             |             |             |           |          |             |             |               |             |             |          |          |          |            |                |                  |           |             |                  |          |
| Pre Construction Meeting   |   | 8          | 8          |            |           |          |           |             |             |             |             |             |             |           |          |             |             |               |             |             |          |          |          |            | 2              |                  |           |             | 18               | \$3,970  |
| Site Visits (6)  | 8   | 24         | 48         |            |           |          |           |             | 8           | 4           | 8           |             |             |           |          |             |             |               |             |             |          |          |          | 6          | 36             |                  |           | 142         | \$29,782         |          |
| Respond to RFI's and Review Submittals                             | 4   | 48         | 40         | 20         |           |          |           |             | 16          | 16          | 18          |             |             |           |          |             |             |               |             |             |          |          |          | 8          |                | 32               |           | 202         | \$42,376         |          |
| Conduct a final site walk and create punch list                    |   |            | 8          | 8          |           |          |           |             | 8           | 4           | 8           |             |             |           |          |             |             |               |             |             |          |          |          |            | 8              |                  |           |             | 44               | \$8,716  |
| Prepare Record Drawings  |   | 6          | 32         | 32         |           |          |           |             | 4           | 4           | 4           | 24          |             |           |          |             |             |               |             |             |          |          |          |            |                |                  | 4         | 110         | \$18,560         |          |
| <b>Totals</b>  | <b>58</b>                                       | <b>276</b> | <b>334</b> | <b>290</b> | <b>12</b> | <b>8</b> | <b>12</b> | <b>14</b>   | <b>82</b>   | <b>74</b>   | <b>84</b>   | <b>205</b>  | <b>40</b>   | <b>80</b> | <b>0</b> | <b>0</b>    | <b>0</b>    | <b>0</b>      | <b>0</b>    | <b>0</b>    | <b>0</b> | <b>0</b> | <b>0</b> | <b>56</b>  | <b>177</b>     | <b>105</b>       | <b>54</b> | <b>1961</b> | <b>\$382,999</b> |          |
| Project Expenses Estimate  |   |            |            |            |           |          |           |             |             |             |             |             |             |           |          |             |             |               |             |             |          |          |          |            |                |                  |           |             |                  |          |
| <b>Additional Task if Needed: Environmental Documentation</b>      |   |            |            |            |           |          |           |             |             |             |             |             |             |           |          |             |             |               |             |             |          |          |          |            |                |                  |           |             |                  |          |
| Environmental Documentaion / MND (ADIS, DIS, Final IS)             |   |            |            |            |           |          |           |             |             |             |             |             |             |           |          |             |             |               |             |             |          |          |          |            |                |                  |           |             | 120              | \$20,100 |
| Biological Resources Study   |   |            |            |            |           |          |           |             |             |             |             |             |             |           |          |             |             |               |             |             |          |          |          |            |                |                  |           |             | 65               | \$8,125  |
| Cultural Resources Report  |   |            |            |            |           |          |           |             |             |             |             |             |             |           |          |             |             |               |             |             |          |          |          |            |                |                  |           |             | 50               | \$6,750  |
| Noise/Air Quality Report   |   |            |            |            |           |          |           |             |             |             |             |             |             |           |          |             |             |               |             |             |          |          |          |            |                |                  |           |             | 40               | \$6,200  |

Notes:  
1. Hours and staff assignments may be adjusted by the consultant as needed to implement the tasks described during the course of the project.

# PROJECT SCHEDULE



**DATE:** 6/6/2023  
**TO:** Board of Directors, San Lorenzo Valley Water District  
**FROM:** Rick Rogers, District Manager  
**SUBJECT:** Bracken Brae and Forest Springs - Initial Study and Mitigated Negative Declaration (IS-MND)

**WRITTEN BY:** Carly Blanchard, Environmental Programs Manager  
**PRESENTED BY:** Carly Blanchard, Garrett Peterson (Panorama Environmental, Inc.), and Susanne Heim (Panorama Environmental, Inc.)

### **STAFF RECOMMENDATION**

Read the memo and adopt the attached Initial Study and Mitigated Negative Declaration (IS-MND) for the consolidation of Bracken Brae and Forest Springs

### **RECOMMENDED MOTION**

The Board adopts the Initial Study and Mitigated Negative Declaration (IS-MND) for the consolidation of Bracken Brae and Forest Springs.

### **BACKGROUND**

The San Lorenzo Valley Water District (District) looks to consolidate two small mutual water companies, Forest Springs, and Bracken Brae, to provide a safe and reliable water supply to the approximately 440 customers served by these two systems. Forest Springs Mutual Water Company provides service to 128 residential connections (population 385). Bracken Brae Mutual Water Company provides service to 24 residential

connections (population 54). Both mutual water companies were severely impacted by the 2020 CZU Lightning Complex Fire and ongoing drought. The funding request would allow for the replacement of two undersized storage tanks that currently serve only Forest Springs.

In 2022 the California Department of Water Resources awarded SLVWD with a Small Community Drought Relief Program grant of \$3.2 million. The grant included funds to upgrade/install a total of 8,960 +/- lineal feet of water main and to install a new pumping station.

The purpose of the Bracken Brae and Forest Springs Consolidation Project (proposed project) is to consolidate and incorporate two small mutual water companies, Bracken Brae and Forest Springs, into the SLVWD system. The proposed project includes the following actions: installation of 8,960 linear feet of 10- and 12-inch diameter water main in the existing SLVWD right-of-way (ROW); installation of a new pump station in located within an easement on APN 08203118, located at the corner of Ridge Drive and Big Basin Highway; demolishing the two existing 17,500-gallon existing concrete block Forest Springs water storage tanks (37,000 gallons total capacity) and four 10,000-gallon (40,000 gallons total capacity) Bracken Brae temporary water storage tanks; and installation of one or two water storage tanks (total 120,000-gallon capacity) at the existing Forest Springs water storage tank site.

The District prepared a Draft Initial Study & Mitigated Negative Declaration (IS-MND) in compliance with the California Environmental Quality Act (CEQA) State Guidelines. The 30-day public review period commenced April 28<sup>th</sup>, 2023 and ended May 29, 2023. Four comment letters were



received during the review period. Letters were received from the State Water Resources Control Board, the California Department of Fish & Wildlife, the California Department of Transportation, Nicole Lauder Berridge (BBCC Water Commissioner), and Karen Vitale (Forest Springs resident).

After the public review period the District worked with Panorama Environmental, Inc to respond to all comments, create a Mitigation Monitoring and Reporting Program (MMRP) and finalize the IS-MND (exhibit A).

#### **PRIOR COMMITTEE ACTION**

None

#### **FISCAL IMPACT**

72,193.00 (grant reimbursed)

#### **ENVIRONMENTAL IMPACT**

N/A

#### **ATTACHMENTS AND RELEVANT LINKS TO DISTRICT WEBSITE**

- [Website Project Page](#)
- [Request for Proposals \(June 2022\)](#)

## MEMO

**DATE:** June 14, 2023  
**TO:** Board of Directors, San Lorenzo Valley Water District  
**FROM:** Rick Rogers, District Manager  
**SUBJECT:** Emergency Contract for Project Management, Quail Hollow Road Mainline Trench  
**WRITTEN BY:** Rick Rogers, District Manager  
**PRESENTED BY:** Rick Rogers, District Manager

### STAFF RECOMMENDATION

Authorize an expenditure of time and material (T&M) not to exceed \$50,000.00 for project management of the failed water line trench in Quail Hollow Road in accordance with the attached contract.

### RECOMMENDED MOTION

I move that:

**The Board directs the District Manager to enter into a contract with MME Civil and Structural Engineering, in an amount not to exceed \$50,000.00 for the purpose of project management of the failed potable water main trench in Quail Hollow Road.**

### BACKGROUND

In 2021 and 2022, the District contracted for construction of a new 12-inch potable water main in Quail Hollow Road, running from approximately the intersection of Quail Hollow Road and West Zayante Road to the District's facility at the intersection of Quail Hollow Road and Cumora Lane. This construction was completed in 2022. Backfill of the trench and restoration of the paving was accomplished according to the Santa Cruz County Standard

Detail EP-1, which specifies sand bedding for the pipe, 2-sack slurry for backfill, and asphaltic concrete (AC) for surface restoration. Surface restoration included a tee cut as required by EP-1. At the completion of construction, Santa Cruz County accepted the paving restoration and the District accepted the potable water main construction.

During the atmospheric winter storms experienced in January of 2023 the trench and paving of the 2022 main replacement project started to sink in several locations. The District consulted with Santa Cruz County Public Works (DPW), then executed an emergency contract with Anderson Pacific Engineering Construction, Inc. (APEC) to remove the previously installed steel plates, excavate the previously installed slurry, and restore the roadway in conformance with EP-1. This work proved impossible to complete due to the exceedingly high water table and presence of large volumes of water flowing less than 2-feet below grade. The District again consulted with DPW; the joint decision was made to backfill the excavation with drain rock, re-install steel plates, and return to the area to make a permanent repair after the subgrade had dried out.

On June 1, 2023 the District contracted with Anderson Pacific Engineering Construction, Inc. for the purposes of exploratory repair of the failed water line trench. As part of the process the District is to prepare and submit a repair plan to DPW for approval and construction. Submittals to the DPW are required to be from a Registered Professional Engineer. Due to the absence of a District Engineer and the immediate need to move the project forward staff is recommending the District contract with MME Civil and Structural Engineering.

## **ENVIRONMENTAL REQUIREMENTS**

As all work will take place within the existing paved roadway, there are no environmental requirements beyond a prohibition on equipment or vehicles

leaving the existing paved roadway.

### **PRIOR COMMITTEE ACTION**

None

### **FISCAL IMPACT**

This work has not been budgeted, based on the emergency nature of the repair. The contract provides a NTE value of \$50,000.00. Final cost is difficult to determine given the exploratory nature of the repair.

### **ATTACHMENTS AND RELEVANT LINKS TO DISTRICT WEBSITE**

- Draft MME Contract
- Agenda Item 5a from the 6.1.2023 BoD agenda, Emergency Contract for Exploratory Repair of Failed Quail Hollow Road Mainline Trench



June 14, 2023

## **Rick Rogers**

General Manager  
San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, CA 95006

## **Re: Quail Hollow Road Pipeline Emergency Storm Damage Repairs Construction Management**

MME Project No: 21170:C2

Dear Rick,

Thank you for asking MME to assist the District with Construction Management services, accordingly we have prepared the following proposal for your review.

### **Project Understanding**

This project consists of construction management services in support of emergency road repairs caused during the January 2023 Atmospheric River declared disaster, in Santa Cruz County, California. Urgent road repairs are needed to repair sinkholes that formed near the new District water pipeline trench near the corner of Quail Hollow Circle.

### **Scope of Proposed Services**

1. Conduct daily site visits during the active on-site construction phase to document compliance with the plans and specifications. Confirm that materials and methods specified in the approved submittals and construction documents are used. Prepare detailed daily logs showing the number and name of personnel on site and their activity, equipment in use and standing by, work in progress, communications with contractor, and weather. Document traffic control measures. Take photos and keep an organized record of construction progress. Provide written weekly updates detailing progress.
2. Establish and hold weekly on-site meetings with the Contractor throughout the active construction phase to review progress and facilitate coordination. Prepare the agenda and minutes summarizing discussions covered in the weekly meetings and action items. Review and track Contractor compliance with submitted schedules and request monthly revisions to the schedule. Keep a summary of the projects progress that includes status of change orders, contract days remaining, work completed, schedule adherence, and work in progress.
3. Coordinate and manage the construction Submittals process by transmitting between the Contractor and the Engineer for review of compliance to



construction documents. Maintain a current log of submittal status, schedule and resolution.

4. Provide progress payment recommendations to the District following review of the contractor's progress payment requests to ensure they are in accordance with the work complete and the contract documents. Only once materials are delivered to the site will they be recommended for payment.
5. In the event of any change order request by the contractor, MME will analyze the request and provide recommendations to District. MME will maintain current records of all change orders and any changes to contract days or contract dollar amounts.
6. Coordinate and manage Requests for Information from the Contractor and distribute to the Design Engineer and District for review. Maintain a current log of RFI status, schedule and resolution.
7. Review the Contractor's traffic control plans and distribute to the County for comment. Monitor traffic control operations for compliance with the traffic control plans.
8. If testing is included, we will review test reports from our testing and inspection team and notify the District in the event of any non-conforming items. Prepare recommendations to reject or accept any variations in the work.
9. Provide a final punch list of all items that were not satisfactorily completed and field-verify completion of those items.

### **Optional Services**

10. Provide subconsultant prevailing wage labor compliance monitoring services.
11. Special inspection of compaction can be provided by our sub consultant.

### **Additional Work**

Additional work services are those items which arise as a result of unforeseen circumstances during the project and/or those items which are not specifically mentioned under the scope of services outlined above. With your written pre-approval, additional work services will be billed on a time and expense basis in accordance with our Standard Billing Rates.

The following is a partial list of work excluded from this scope of services: Geotechnical Engineering, Surveying, Boundaries, Design, Environmental Assessments or Permits, Environmental Agency Coordination, PG&E Coordination, Utility Locating, Hazardous Materials Services, Mechanical, Electrical or Traffic Engineering, Pumps and Hydromodification Analysis, FEMA studies, Signalized Intersections and Crosswalks, Easements, and Legal Descriptions.



## **Time Schedule**

Based on your verbal authorization to proceed, we have begun work on your project. The balance of the work will be completed pursuant to a mutually agreed upon schedule

## **Compensation for Services**

As discussed, our services are requested on an accelerated schedule and on a time and materials basis since a precise schedule is not currently known.

Compensation for all services rendered in connection with this project will be based on time and expenses charged in accordance with our Schedule of Standard Billing Rates. Based on information available to us at this time, it is our opinion the estimated cost of our services will be Hourly Not To Exceed \$50,000.

## **Standard Provisions of Contract**

1. The term "Engineer" as used herein shall include the officers, employees, agents, and other consultants directly employed by or under subcontract with Mesiti-Miller Engineering, Inc. The term "Client" as used herein shall include the party or parties to whom this document is addressed, the party or parties signing this agreement, the project owners, as well as the officers, employees, agents, consultants, subsidiaries, successors and assigns of the Client.
2. The Engineer shall have no responsibility for any consequences resulting from a modification to or use of his work product not contemplated by this agreement or approved in writing by the Engineer.
3. The Client shall provide to the Engineer such information as is available to the Client and the Client's consultants and contractors, and the Engineer shall be entitled to rely upon the accuracy and completeness thereof. The Client recognizes that it is impossible for the Engineer to assure the sufficiency of such information, either because it is impossible to verify, or because of errors or omissions which may have occurred in assembling the information the Client is providing. Accordingly, the Client waives any claim against the Engineer and agrees to defend, indemnify and hold the Engineer harmless from any claim or liability for injury or loss arising or allegedly arising from error, omissions or inaccuracies in documents or other information provided by the Client to the Engineer.
4. In the event the professional services of the Engineer do not include periodic review and observation of the contractor's work during construction of the improvements, Client agrees to defend, indemnify and hold harmless the Engineer from any claim or suit, including but not limited to all payments, expenses or costs involved, arising from or alleged to have arisen from a failure of the contractor's work to conform to the design intent and/or the contract documents. The Engineer agrees to be responsible for his own negligent acts, errors or omissions.



5. Inasmuch as the remodeling and/or rehabilitation of an existing facility requires that certain assumptions be made regarding existing conditions, and because some of these assumptions may not be verifiable without expending additional sums of money, or destroying otherwise adequate or serviceable portions of the building/facility, the Client agrees that, except for negligence on the part of the Engineer, the Client shall hold harmless, indemnify and defend the Engineer from and against any and all claims arising out of the professional services provided under this agreement.
6. If the project is suspended by client for more than thirty calendar days in the aggregate, and not to exceed 180 days, and said suspension was not caused by the wrongful conduct of the Engineer, the Engineer shall be compensated for services performed and charges incurred prior to the suspension and, upon resumption an adjustment in fees up to fifteen percent of the fee accrued up to the suspension to accommodate the resulting deactivation and reactivation costs. In addition, there shall be an equitable adjustment in the project schedule based on the delay caused by the suspension.
7. The Engineer reserves the right to sub-contract with specialized sub-consultants to support the project.
8. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer. Subject to the foregoing standard of care, Engineer and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
9. Engineer shall not at any time supervise, direct, control, or have authority over any Contractor's work, nor shall Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Contractor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Contractor to comply with laws and regulations applicable to such Contractor's furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any Contractor.
10. Engineer neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work.
11. All construction projects require operation, inspection and maintenance and these are responsibilities of the Owner.
12. Engineer's opinions (if any) of probable construction cost are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost





of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Engineer. If Client requires greater assurance as to probable construction cost, then Client agrees to obtain an independent cost estimate.

13. The parties acknowledge that Engineer's Services do not include any services related to unknown or undisclosed hazardous material. If Engineer or any other party encounters, uncovers, or reveals an unknown or undisclosed hazardous material, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of Services on the portion of the Project affected thereby until such portion of the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Services.
14. Engineer's services, opinions, plans and reports are made for the sole use and benefit of the Client and solely for the Client's use on the Project. They are not to be provided to any person or entity without express written consent of the Engineer and shall not be mentioned, communicated, disclosed or referred to in any offering, circular, loan application, or real estate sales transaction without the express written authorization of the Engineer. Client shall defend, indemnify and hold harmless the Engineer and its employees, from and against any and all claims prosecuted by, or damages or liability owed to, any person or entity relying upon the services, opinions, plans or reports of the Engineer unless the Engineer expressly authorized, in writing, the distribution of such reports or opinions to such person or entity.
15. Except for the Engineer's own errors, omissions and/or negligent acts, the Client agrees to indemnify and hold the Engineer harmless from all claims, damages, losses and expenses (including reasonable attorney's fees) resulting from the performance of the services, provided that any such claim, damage, loss or expense is caused in whole or in part by the negligent act, omission, and/or strict liability of the Client, anyone directly or indirectly employed by the Client.
16. In recognition of the relative risks, rewards and benefits of the project to both the Client and the Engineer, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Engineer's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes, shall not exceed one hundred thousand dollars, the amount of available insurance, or the limit of our fees, whichever is less. Such causes include, but are not limited to, the Engineer's negligence, errors, omissions, strict liability, breach of contract or breach of warranty (other limits of liability are available at additional cost).



17. All claims asserting professional negligence against the Engineer shall be submitted to non-binding mediation under the auspices of a mediation service experienced in construction claims prior to initiation of any lawsuit or other litigation unless the parties mutually agree otherwise. The cost of said Mediation shall be split equally between the parties. Mediation arising out of or relating to this agreement may include, by consolidation, joinder or in any voluntary manner, any additional person not a party to this agreement by mutual agreement of the parties. Any consent to mediation involving an additional person or persons shall not constitute consent to mediate any dispute not described therein. This agreement to mediate and any agreement to mediate with any additional person or persons duly consented to be the parties to this agreement shall be specifically enforceable under the prevailing law of the jurisdiction in which this agreement was signed.
18. For any damage caused by negligence other than professional negligence, Engineer's liability, in the aggregate under this agreement shall not exceed the available limits of Engineer's comprehensive general and automobile liability insurance coverage.
19. In no event shall Engineer be liable for consequential damages, including, without limitation, loss of use or loss of profits, incurred by Client, regardless of whether such claim is based upon alleged breach of contract, willful misconduct or negligent act or omission, whether professional or non-professional.
20. If any claim, action or proceeding is brought against the Engineer by any third party, including any insurer asserting subrogation rights, relating to services under this agreement, Client agrees to indemnify the Engineer for, and to hold the Engineer harmless against, any and all losses, damages, costs, expenses, legal fees, consulting fees, reasonably incurred by Engineer unless it is proven that the Engineer was guilty of negligence or willful misconduct in connection with Engineer's services. Engineer shall control the defense of any such claim, action or proceeding, including the selection of counsel.
21. Either the Client or the Engineer may terminate this Agreement at any time with or without cause upon giving the other party fourteen calendar days prior notice. The Client shall within thirty days of termination pay the Engineer for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provisions of this contract. The Client shall reimburse the Engineer for all expenses reasonably incurred by the Engineer in connection with termination of this Agreement, including but not limited to administrative deactivation, reassignment of personnel, archiving of documents, and space and equipment costs.
22. Invoices will be submitted periodically, are due upon presentation and shall be considered past due if not paid within 30 calendar days after the invoice date. If payment is not received by the Engineer within thirty calendar days of the date of the invoice, the Client shall pay an additional service charge of one percent



of the past due amount per month. Payment thereafter shall first be applied to accrued service charges and then to the unpaid principal.

23. If the Client fails to pay past due amounts within 60 calendar days of the date of the invoice, this shall constitute a Material Breach of the Agreement and the Engineer may, at any time, and without waiving any other claim against the Client and without thereby incurring any liability whatever to the Client, suspend this Agreement, or terminate this Agreement. The Client agrees to release the Engineer from any consequences of such suspension or termination of services due to the Client's non-payment of the Engineer's fees.
24. Payment of invoices is in no case subject to unilateral discounting or set-offs by the Client and payment is due regardless of suspension or termination of the Agreement by either party.
25. If the Client objects to any portion of an invoice, the Client shall so notify the Engineer in writing within ten calendar days of receipt of the invoice. The Client shall identify the specific cause of the disagreement and shall pay when due that portion of the invoice not in dispute. Lack of timely written objection shall indicate Client approves all charges shown on the invoice. Service charges as stated above shall be paid by the Client on all disputed invoiced amounts resolved in the Engineer's favor and unpaid for more than thirty calendar days after date of submission.
26. In the event legal action is necessary to enforce the payment provisions of this Agreement, the Engineer shall be entitled to collect from the Client any judgment or settlement sums due, all attorney's fees, court costs and expenses incurred by the Engineer in connection therewith and, in addition, the reasonable value of the Engineer's time and expenses spent in connection with such collection action, computed at the Engineer's prevailing fee schedule and expense policies.
27. If either party brings legal action to enforce this agreement, the venue for such action shall be Santa Cruz County and the prevailing party shall be entitled to costs and reasonable attorney's fees incurred in bringing such action.
28. Any provision or part of this agreement held to be void or unenforceable under any law shall be deemed stricken, and all remaining provisions shall continue to be binding upon the parties.

*continued on next page*



## Acceptance of Proposal

If these terms are acceptable to you, and you wish us to proceed with the work, please send us your contract terms and conditions. This proposal is valid for thirty days.

In accordance with Title 16, California Code of Regulations, Section 463.5, the engineering services contemplated by this agreement will be performed under the responsible charge of one or more of the following engineers licensed by the California Board for Professional Engineers, Land Surveyors and Geologists:

| Name          | License Number | Name          | License Number |
|---------------|----------------|---------------|----------------|
| Dale Hendsbee | S 3549         | Phil Doody    | C 64009        |
| Robert Riley  | S 5991         | Garrett Roffe | C 79596        |
| Rodney Cahill | C 67728        | Edgar Diaz    | C 88817        |
| David Glucs   | C 92106        | Angela Hebard | C 95158        |

Thank you for the opportunity to prepare this proposal. Should you have any questions please call me. We look forward to working with you.

Respectfully yours,

Rodney Cahill, P.E.  
Principal



## Schedule of Standard Billing Rates

Effective through December 31, 2023

### Professional Services

|                                    |                   |
|------------------------------------|-------------------|
| Engineer I                         | \$ 130 / hour     |
| Engineer II                        | \$ 150 / hour     |
| Engineer III (Licensed P.E.)       | \$ 170 / hour     |
| Engineer IV (Licensed P.E.)        | \$ 200 / hour     |
| Engineer V (Licensed P.E.)         | \$ 220 / hour     |
| Principal Engineer (Licensed P.E.) | \$ 230 / hour     |
| Administrative Assistant           | \$ 95 / hour      |
| Overtime                           | Hourly Rate x 1.5 |

### Field Survey (Prevailing Wage)

|                                 |              |
|---------------------------------|--------------|
| Chief of Party                  | \$235 / hour |
| Instrumentman                   | \$225 / hour |
| Chainman / Rodman               | \$215 / hour |
| Flagperson / Pedestrian Monitor | \$170 / hour |

### Reimbursable Expenses

**Sub-Consultants** Direct Billing x 1.10

**Outside Services** Direct Cost x 1.15  
Printing, delivery, equipment rental and other direct project expenses

#### In-House Services

|  |                |
|--|----------------|
| Photocopies                                    | \$ 0.10 sheet  |
| Plotting -internal check plots / plots on bond | \$ 2.00 sheet  |
| -final plots on mylar                          | \$ 10.00 sheet |

#### Travel

|   |                    |
|---|--------------------|
| Automobile mileage                      | \$ 0.655 mile      |
| Airfare, Car Rental, etc.               | Direct Cost x 1.15 |
| Per Diem Allowance (varies by location) | \$ 197/day         |

## MEMO

**DATE:** May 26, 2023  
**TO:** Board of Directors, San Lorenzo Valley Water District  
**FROM:** Rick Rogers, District Manager  
**SUBJECT:** Emergency Contract for Exploratory Repair of Failed Quail Hollow Road Mainline Trench

**WRITTEN BY:** Josh Wolff, District Engineer  
**PRESENTED BY:** Josh Wolff, District Engineer

### STAFF RECOMMENDATION

Authorize an expenditure of time and materials (T&M) not to exceed (NTE) \$250,000.00 for exploration of the failed potable water main trench in Quail Hollow Road

### RECOMMENDED MOTION

I move that:

*The Board directs the District Manager to enter into a contract with Anderson Pacific Engineering Construction, Inc. in an amount not to exceed \$250,000.00 for the purpose of repair of the failed potable water main in Quail Hollow Road.*

### BACKGROUND

In 2021 and 2022, the District contracted for construction of a new 12-inch potable water main in Quail Hollow Road, running from approximately the intersection of Quail Hollow Road and West Zayante Road to the District's

facility at the intersection of Quail Hollow Road and Cumora Lane. This construction was completed in 2022. Backfill of the trench and restoration of the paving was accomplished according to the Santa Cruz County Standard Detail EP-1, which specifies sand bedding for the pipe, 2-sack slurry for backfill, and asphaltic concrete (AC) for surface restoration. Surface restoration included a tee cut as required by EP-1. At the completion of construction, Santa Cruz County accepted the paving restoration and the District accepted the potable water main construction.

During the unprecedented storms experienced by the District in January of 2023, the AC installed during the 2022 project was observed to sink. In the immediate aftermath of the storms, the District consulted with Santa Cruz County Public Works (DPW), then executed an emergency contract with Anderson Pacific Engineering Construction, Inc. (APEC) to remove the previously installed steel plates, excavate the previously installed slurry, and restore the roadway in conformance with EP-1. This work proved impossible to complete due to the exceedingly high water table and presence of large volumes of water flowing less than 2-feet below grade. The District again consulted with DPW; the joint decision was made to backfill the excavation with drain rock, re-install steel plates, and return to the area to make a permanent repair after the subgrade had dried out.

Quail Hollow Road is a heavily travelled commute route, which has resulted in the installed plates regularly being shifted out of position, despite being welded, pinned, and ramped. As such, DPW and District Staff have determined that another attempt should be made to repair the road. APEC has completed several difficult projects for the District on an emergency

basis, leading Staff to identify APEC as the preferred contractor for this repair.

The proposed repair will be exploratory in nature. Neither DPW nor District Staff are able to completely identify the extent of the failed subgrade, so the plan must be to excavate a portion of the failed AC and subgrade, make a repair, and move on to the next portion of the failure. DPW and Staff are in agreement that this staged and exploratory methodology will provide the greatest probability of a successful repair. In addition, Staff and DPW have determined that backfill for this repair should not conform to EP-1, as there is some debate as to the contribution of the slurry wedge to the failure. Instead, backfill will be accomplished using sand/native material (this area is in the Sand Hills habitat), Class II aggregate base (AB), and AC.

## **ENVIRONMENTAL REQUIREMENTS**

As all work will take place within the existing paved roadway, there are no environmental requirements beyond a prohibition on equipment or vehicles leaving the existing paved roadway.

## **PRIOR COMMITTEE ACTION**

None

## **FISCAL IMPACT**

This work has not been budgeted, based on the emergency nature of the repair. The contract provides a NTE value of \$250,000.00. Final cost is difficult to determine given the exploratory nature of the repair.



## **ATTACHMENTS AND RELEVANT LINKS TO DISTRICT WEBSITE**

- Draft Contract
- Billable Rates

## MEMO

**DATE:** June 14, 2023  
**TO:** Board of Directors, San Lorenzo Valley Water District  
**FROM:** Rick Rogers, District Manager  
**SUBJECT:** Emergency Contract for Project Management, 2021 CIP Pipeline Projects - Blue Ridge Tank Replacement Project

**WRITTEN BY:** Rick Rogers, District Manager

**PRESENTED BY:** Rick Rogers, District Manager

### STAFF RECOMMENDATION

Authorize expenditure of time and material (T&M) not to exceed \$50,000.00 for project management of the Blue Ridge Water Tank Replacement Project per the attached contract.

### RECOMMENDED MOTION

I move that:

**The Board directs the District Manager to enter into a contract with MME Civil and Structural Engineering, in an amount not to exceed \$50,000.00 for project management of the Blue Ridge Water Tank Replacement Project.**

### BACKGROUND

On August 18, 2022, the District's Board of Directors awarded a construction contract for the District's 2021 CIP Pipeline Projects. The project is to replace approximately 8,500 lineal-feet of water pipeline spread across four locations within the District that is no longer effective due to age or is undersized.

The project also is to replace an aging 40,000-gallon redwood tank with a new 160,000-gallon tank. Construction of the tank has started with tree removal. The

original plan was for the District to perform construction management/engineering in-house.

Due to the absence of a District Engineer and the immediate need to continue with the project, staff is recommending that the District contract with MME Civil and Structural Engineering for project management and engineering.

### **ENVIRONMENTAL REQUIREMENTS**

Environmental issues have been mitigated through the existing contract.

### **PRIOR COMMITTEE ACTION**

None

### **FISCAL IMPACT**

This work has not been budgeted. The contract provides an NTE value of \$50,000.00.

### **ATTACHMENTS**

- Draft MME Contract
- Agenda Item 6b 08/18/2022



June 14, 2023

## **Rick Rogers**

General Manager  
San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, CA 95006

## **Re: Blue Ridge Tank Construction Management**

MME Project No: 23137

Dear Rick,

Thank you for asking MME to assist the District with Construction Management services, accordingly we have prepared the following proposal for your review.

## **Project Understanding**

This project consists of construction management services in support of the Blue Ridge Tank replacement project. This is a part of the larger 2021 CIP project, and our services will focus on the Tank part and not the mainline pipe replacement part of the larger project. The project has started and is in the demolition and tree removal phase preparing for grading and concrete foundation work.

## **Scope of Proposed Services**

1. Conduct daily site visits during the active on-site construction phase to document compliance with the plans and specifications. Confirm that materials and methods specified in the approved submittals and construction documents are used. Prepare detailed daily logs showing the number and name of personnel on site and their activity, equipment in use and standing by, work in progress, communications with contractor, and weather. Document traffic control measures. Take photos and keep an organized record of construction progress. Provide written weekly updates detailing progress.
2. Establish and hold weekly on-site meetings with the Contractor throughout the active construction phase to review progress and facilitate coordination. Prepare the agenda and minutes summarizing discussions covered in the weekly meetings and action items. Review and track Contractor compliance with submitted schedules and request monthly revisions to the schedule. Keep a summary of the projects progress that includes status of change orders, contract days remaining, work completed, schedule adherence, and work in progress.
3. Coordinate and manage the construction Submittals process by transmitting between the Contractor and the Engineer for review of compliance to construction documents. Maintain a current log of submittal status, schedule and resolution.



4. Provide progress payment recommendations to the District following review of the contractor's progress payment requests to ensure they are in accordance with the work complete and the contract documents. Only once materials are delivered to the site will they be recommended for payment.
5. In the event of any change order request by the contractor, MME will analyze the request and provide recommendations to District. MME will maintain current records of all change orders and any changes to contract days or contract dollar amounts.
6. Coordinate and manage Requests for Information from the Contractor and distribute to the Design Engineer and District for review. Maintain a current log of RFI status, schedule and resolution.
7. Review the Contractor's traffic control plans and distribute to the County for comment. Monitor traffic control operations for compliance with the traffic control plans.
8. If testing is included, we will review test reports from our testing and inspection team and notify the District in the event of any non-conforming items. Prepare recommendations to reject or accept any variations in the work.
9. Provide a final punch list of all items that were not satisfactorily completed and field-verify completion of those items.

**Note:**

10. The District has contracted 360PSM separately for prevailing wage labor compliance monitoring services.
11. The District has contracted HKA separately for Geotechnical Special inspection of compaction and foundation excavations.
12. The Contractor is providing concrete cylinder testing. HKA can also provide this service if needed.

**Additional Work**

Additional work services are those items which arise as a result of unforeseen circumstances during the project and/or those items which are not specifically mentioned under the scope of services outlined above. With your written pre-approval, additional work services will be billed on a time and expense basis in accordance with our Standard Billing Rates.

The following is a partial list of work excluded from this scope of services: Geotechnical Engineering, Surveying, Boundaries, Design, Environmental Assessments or Permits, Environmental Agency Coordination, PG&E Coordination, Utility Locating, Hazardous Materials Services, Mechanical, Electrical or Traffic Engineering, Pumps and Hydromodification Analysis, FEMA studies, Signalized Intersections and Crosswalks, Easements, and Legal Descriptions.



## Time Schedule

Based on your verbal authorization to proceed, we have begun work on your project. The balance of the work will be completed pursuant to a mutually agreed upon schedule

## Compensation for Services

As discussed, our services are requested on an accelerated schedule and on a time and materials basis. The baseline construction schedule shows construction work occurring through June, July, August and September. Our estimate is based on an average of four hours of services per day.

Compensation for all services rendered in connection with this project will be based on time and expenses charged in accordance with our Schedule of Standard Billing Rates. Based on information available to us at this time, it is our opinion the estimated cost of our services will be Hourly Not To Exceed \$50,000.

## Standard Provisions of Contract

1. The term "Engineer" as used herein shall include the officers, employees, agents, and other consultants directly employed by or under subcontract with Mesiti-Miller Engineering, Inc. The term "Client" as used herein shall include the party or parties to whom this document is addressed, the party or parties signing this agreement, the project owners, as well as the officers, employees, agents, consultants, subsidiaries, successors and assigns of the Client.
2. The Engineer shall have no responsibility for any consequences resulting from a modification to or use of his work product not contemplated by this agreement or approved in writing by the Engineer.
3. The Client shall provide to the Engineer such information as is available to the Client and the Client's consultants and contractors, and the Engineer shall be entitled to rely upon the accuracy and completeness thereof. The Client recognizes that it is impossible for the Engineer to assure the sufficiency of such information, either because it is impossible to verify, or because of errors or omissions which may have occurred in assembling the information the Client is providing. Accordingly, the Client waives any claim against the Engineer and agrees to defend, indemnify and hold the Engineer harmless from any claim or liability for injury or loss arising or allegedly arising from error, omissions or inaccuracies in documents or other information provided by the Client to the Engineer.
4. In the event the professional services of the Engineer do not include periodic review and observation of the contractor's work during construction of the improvements, Client agrees to defend, indemnify and hold harmless the Engineer from any claim or suit, including but not limited to all payments, expenses or costs involved, arising from or alleged to have arisen from a failure of the contractor's work to conform to the design intent and/or the contract



documents. The Engineer agrees to be responsible for his own negligent acts, errors or omissions.

5. Inasmuch as the remodeling and/or rehabilitation of an existing facility requires that certain assumptions be made regarding existing conditions, and because some of these assumptions may not be verifiable without expending additional sums of money, or destroying otherwise adequate or serviceable portions of the building/facility, the Client agrees that, except for negligence on the part of the Engineer, the Client shall hold harmless, indemnify and defend the Engineer from and against any and all claims arising out of the professional services provided under this agreement.
6. If the project is suspended by client for more than thirty calendar days in the aggregate, and not to exceed 180 days, and said suspension was not caused by the wrongful conduct of the Engineer, the Engineer shall be compensated for services performed and charges incurred prior to the suspension and, upon resumption an adjustment in fees up to fifteen percent of the fee accrued up to the suspension to accommodate the resulting deactivation and reactivation costs. In addition, there shall be an equitable adjustment in the project schedule based on the delay caused by the suspension.
7. The Engineer reserves the right to sub-contract with specialized sub-consultants to support the project.
8. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer. Subject to the foregoing standard of care, Engineer and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
9. Engineer shall not at any time supervise, direct, control, or have authority over any Contractor's work, nor shall Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Contractor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Contractor to comply with laws and regulations applicable to such Contractor's furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any Contractor.
10. Engineer neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work.
11. All construction projects require operation, inspection and maintenance and these are responsibilities of the Owner.



12. Engineer's opinions (if any) of probable construction cost are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Engineer. If Client requires greater assurance as to probable construction cost, then Client agrees to obtain an independent cost estimate.
13. The parties acknowledge that Engineer's Services do not include any services related to unknown or undisclosed hazardous material. If Engineer or any other party encounters, uncovers, or reveals an unknown or undisclosed hazardous material, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of Services on the portion of the Project affected thereby until such portion of the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Services.
14. Engineer's services, opinions, plans and reports are made for the sole use and benefit of the Client and solely for the Client's use on the Project. They are not to be provided to any person or entity without express written consent of the Engineer and shall not be mentioned, communicated, disclosed or referred to in any offering, circular, loan application, or real estate sales transaction without the express written authorization of the Engineer. Client shall defend, indemnify and hold harmless the Engineer and its employees, from and against any and all claims prosecuted by, or damages or liability owed to, any person or entity relying upon the services, opinions, plans or reports of the Engineer unless the Engineer expressly authorized, in writing, the distribution of such reports or opinions to such person or entity.
15. Except for the Engineer's own errors, omissions and/or negligent acts, the Client agrees to indemnify and hold the Engineer harmless from all claims, damages, losses and expenses (including reasonable attorney's fees) resulting from the performance of the services, provided that any such claim, damage, loss or expense is caused in whole or in part by the negligent act, omission, and/or strict liability of the Client, anyone directly or indirectly employed by the Client.
16. In recognition of the relative risks, rewards and benefits of the project to both the Client and the Engineer, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Engineer's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes, shall not exceed one hundred thousand dollars, the amount of available insurance, or the limit of our fees, whichever is less. Such causes include, but are not limited to,





- the Engineer's negligence, errors, omissions, strict liability, breach of contract or breach of warranty (other limits of liability are available at additional cost).
17. All claims asserting professional negligence against the Engineer shall be submitted to non-binding mediation under the auspices of a mediation service experienced in construction claims prior to initiation of any lawsuit or other litigation unless the parties mutually agree otherwise. The cost of said Mediation shall be split equally between the parties. Mediation arising out of or relating to this agreement may include, by consolidation, joinder or in any voluntary manner, any additional person not a party to this agreement by mutual agreement of the parties. Any consent to mediation involving an additional person or persons shall not constitute consent to mediate any dispute not described therein. This agreement to mediate and any agreement to mediate with any additional person or persons duly consented to be the parties to this agreement shall be specifically enforceable under the prevailing law of the jurisdiction in which this agreement was signed.
  18. For any damage caused by negligence other than professional negligence, Engineer's liability, in the aggregate under this agreement shall not exceed the available limits of Engineer's comprehensive general and automobile liability insurance coverage.
  19. In no event shall Engineer be liable for consequential damages, including, without limitation, loss of use or loss of profits, incurred by Client, regardless of whether such claim is based upon alleged breach of contract, willful misconduct or negligent act or omission, whether professional or non-professional.
  20. If any claim, action or proceeding is brought against the Engineer by any third party, including any insurer asserting subrogation rights, relating to services under this agreement, Client agrees to indemnify the Engineer for, and to hold the Engineer harmless against, any and all losses, damages, costs, expenses, legal fees, consulting fees, reasonably incurred by Engineer unless it is proven that the Engineer was guilty of negligence or willful misconduct in connection with Engineer's services. Engineer shall control the defense of any such claim, action or proceeding, including the selection of counsel.
  21. Either the Client or the Engineer may terminate this Agreement at any time with or without cause upon giving the other party fourteen calendar days prior notice. The Client shall within thirty days of termination pay the Engineer for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provisions of this contract. The Client shall reimburse the Engineer for all expenses reasonably incurred by the Engineer in connection with termination of this Agreement, including but not limited to administrative deactivation, reassignment of personnel, archiving of documents, and space and equipment costs.
  22. Invoices will be submitted periodically, are due upon presentation and shall be considered past due if not paid within 30 calendar days after the invoice date. If payment is not received by the Engineer within thirty calendar days of the date



of the invoice, the Client shall pay an additional service charge of one percent of the past due amount per month. Payment thereafter shall first be applied to accrued service charges and then to the unpaid principal.

23. If the Client fails to pay past due amounts within 60 calendar days of the date of the invoice, this shall constitute a Material Breach of the Agreement and the Engineer may, at any time, and without waiving any other claim against the Client and without thereby incurring any liability whatever to the Client, suspend this Agreement, or terminate this Agreement. The Client agrees to release the Engineer from any consequences of such suspension or termination of services due to the Client's non-payment of the Engineer's fees.
24. Payment of invoices is in no case subject to unilateral discounting or set-offs by the Client and payment is due regardless of suspension or termination of the Agreement by either party.
25. If the Client objects to any portion of an invoice, the Client shall so notify the Engineer in writing within ten calendar days of receipt of the invoice. The Client shall identify the specific cause of the disagreement and shall pay when due that portion of the invoice not in dispute. Lack of timely written objection shall indicate Client approves all charges shown on the invoice. Service charges as stated above shall be paid by the Client on all disputed invoiced amounts resolved in the Engineer's favor and unpaid for more than thirty calendar days after date of submission.
26. In the event legal action is necessary to enforce the payment provisions of this Agreement, the Engineer shall be entitled to collect from the Client any judgment or settlement sums due, all attorney's fees, court costs and expenses incurred by the Engineer in connection therewith and, in addition, the reasonable value of the Engineer's time and expenses spent in connection with such collection action, computed at the Engineer's prevailing fee schedule and expense policies.
27. If either party brings legal action to enforce this agreement, the venue for such action shall be Santa Cruz County and the prevailing party shall be entitled to costs and reasonable attorney's fees incurred in bringing such action.
28. Any provision or part of this agreement held to be void or unenforceable under any law shall be deemed stricken, and all remaining provisions shall continue to be binding upon the parties.

*continued on next page*



## Acceptance of Proposal

If these terms are acceptable to you, and you wish us to proceed with the work, please send us your contract terms and conditions. This proposal is valid for thirty days.

In accordance with Title 16, California Code of Regulations, Section 463.5, the engineering services contemplated by this agreement will be performed under the responsible charge of one or more of the following engineers licensed by the California Board for Professional Engineers, Land Surveyors and Geologists:

| Name          | License Number | Name          | License Number |
|---------------|----------------|---------------|----------------|
| Dale Hendsbee | S 3549         | Phil Doody    | C 64009        |
| Robert Riley  | S 5991         | Garrett Roffe | C 79596        |
| Rodney Cahill | C 67728        | Edgar Diaz    | C 88817        |
| David Glucs   | C 92106        | Angela Hebard | C 95158        |

Thank you for the opportunity to prepare this proposal. Should you have any questions please call me. We look forward to working with you.

Respectfully yours,

A handwritten signature in blue ink that reads "Rodney Cahill".

Rodney Cahill, P.E.  
Principal



## Schedule of Standard Billing Rates

Effective through December 31, 2023

### Professional Services

|                                    |                   |
|------------------------------------|-------------------|
| Engineer I                         | \$ 130 / hour     |
| Engineer II                        | \$ 150 / hour     |
| Engineer III (Licensed P.E.)       | \$ 170 / hour     |
| Engineer IV (Licensed P.E.)        | \$ 200 / hour     |
| Engineer V (Licensed P.E.)         | \$ 220 / hour     |
| Principal Engineer (Licensed P.E.) | \$ 230 / hour     |
| Administrative Assistant           | \$ 95 / hour      |
| Overtime                           | Hourly Rate x 1.5 |

### Field Survey (Prevailing Wage)

|                                 |              |
|---------------------------------|--------------|
| Chief of Party                  | \$235 / hour |
| Instrumentman                   | \$225 / hour |
| Chainman / Rodman               | \$215 / hour |
| Flagperson / Pedestrian Monitor | \$170 / hour |

### Reimbursable Expenses

**Sub-Consultants** Direct Billing x 1.10

**Outside Services** Direct Cost x 1.15  
Printing, delivery, equipment rental and other direct project expenses

#### In-House Services

|  |                |
|--|----------------|
| Photocopies                                    | \$ 0.10 sheet  |
| Plotting -internal check plots / plots on bond | \$ 2.00 sheet  |
| -final plots on mylar                          | \$ 10.00 sheet |

#### Travel

|   |                    |
|---|--------------------|
| Automobile mileage                      | \$ 0.655 mile      |
| Airfare, Car Rental, etc.               | Direct Cost x 1.15 |
| Per Diem Allowance (varies by location) | \$ 197/day         |

MEMO

To: Board of Directors  
From: District Engineer  
Subject: Recommendation to Award Construction of 2021 CIP Pipeline Project  
Date August 18, 2022

Executive Summary:

Bids were received on August 2, 2022 for construction of the 2021 CIP Pipeline Project. District Staff recommend that the Board of Directors review this memo and by a motion of the Board ***direct the District Manager to enter into a contract with JMB Construction, Inc. for construction activities related to the 2021 CIP Pipeline Project in conformance with the JMB Construction, Inc. bid in the amount of \$5,023,379.57.***

Project Summary:

The RFP prepared and published by District Staff and Sandis Civil Engineers presented plans, specifications, and bidding requirements for the 2021 CIP Pipeline Project. The project proposes to replace approximately 8,500 lineal-feet of water pipeline spread across four locations within the District that is no longer effective due to age or is undersized. The proposed main will be 8-inch ductile iron pipe. The pipeline will be installed along both privately owned R.O.W and publicly maintained R.O.W (maintained by county of Santa Cruz) in addition to a small portion of pipeline requiring installation within Cal-trans R.O.W (State Highway 9).

The project also proposes to replace an aging 40,000-gallon redwood tank with a new 160,000-gallon tank fitted with level monitoring instrumentation that will tie- in to the districts existing SCADA system.

Bids Received:

The District received five (5) bids for the Construction of this project, tabulated below in ascending cost order:

| <b>Construction Firm</b>                        | <b>Total Cost</b> |
|---|-------------------|
| JMB Construction, Inc.                          | \$5,023,379.57    |
| Granite Rock Company, Inc.                      | \$5,179,322.78    |
| Monterey Peninsula Engineering, Inc.            | \$5,532,934.00    |
| McGuire and Hester, Inc.                        | \$6,248,416.35    |
| Anderson Pacific Engineering Construction, Inc. | \$6,306,410.00    |

As shown above, the low bid is from JMB Construction, Inc, in the amount of \$5,023,379.57.

Analysis Procedure:

The three (3) lowest bids were reviewed by District Staff for completeness and conformance with the RFP. All three were found to be complete and in conformance with the RFP. Each bid was scored in the following areas:

- Total cost
- Responsiveness of bidder to requirements of the RFP
- Demonstrated understanding of the project scope as reflected in each bid
- Bidder's experience and references

In addition, staff called the provided references for the low bidder to learn more about the company, with whom the District has not previously contracted. Discussion was held with the San Francisco PUC, East Bay MUD, the City of Brisbane DPW, and the city of San Bruno DPW. Responses were all strongly positive.

Recommendation:

District Staff recommend award of the project to JMB Construction, Inc.

## MEMO

**DATE:** 6/6/2023  
**TO:** Board of Directors, San Lorenzo Valley Water District  
**FROM:** Rick Rogers, District Manager  
**SUBJECT:** The Department of Water Resources' (DWR) Urban Community Drought Relief Funding Award

**WRITTEN BY:** Carly Blanchard, Environmental Programs Manager  
**PRESENTED BY:** Carly Blanchard

### STAFF RECOMMENDATION

Read the memo, which is provided for informational purposes, and discuss as needed.

### RECOMMENDED MOTION

No action requirements.

### BACKGROUND

The Department of Water Resources' (DWR) 2022 Urban Community Drought Relief funding opened in December and proposals were accepted on a rolling basis until January 31, 2023, with priority given to early applicants. The program had a \$3 million minimum award per applicant and a 25% non-state cost share. All award funds must be spent by December 31, 2026.

The District submitted an application for replacement of five redwood tanks that are currently leaking and undersized with 120k gallon bolted steel tanks. The application will also include one polyethylene tank that is undersized and was damaged in the 2020 CZU fire \$4.5 million. Tanks include:

- Blue Ridge Tank: Currently 40k gallon redwood tank, leaking, construction awarded, anticipated project start date in Fall 2023 (CEQA complete)
- Redwood Park Tank: Currently 2 x 10k gallon redwood tanks, leaking, design phase (CEQA complete)
- Echo Tanks: Currently 3 x 25k gallon redwood tanks, leaking, prelim planning phase
- Highland Tank: Currently 60k gallon redwood tank, leaking, preliminary planning phase
- Felton Heights Tank: Currently 10k gallon redwood tank, leaking, planning phase
- South Tanks: Currently 4 x 10k gallon temporary polyethylene tanks in place after CZU loss, preliminary planning phase

Each tank will cost approximately 1 million to replace, for a total project request of 6 million.

At the January 5, 2023, Board of Director's meeting the Board approved the District Manger to be the signatory and point of contact for the funding agreement.

On June 12, 2023, the District was contacted by DWR with the news that the District was awarded the full request of \$4.5 million in funding for tank replacements (exhibit A).

## **PRIOR COMMITTEE ACTION**

None

## **FISCAL IMPACT**

1.5 million (25% cost share of total grant application, grant request & award 4.5 million)

## **ENVIRONMENTAL IMPACT**

California Environmental Quality Act (CEQA) analysis completed for 2 of the 6 tanks. CEQA analysis, mitigation measures, and biological surveys will be completed prior to construction.



## ATTACHMENTS AND RELEVANT LINKS TO DISTRICT WEBSITE

- Exhibit A: Award Notification for Urban Community Drought Relief Grant Program
- [District Project Page](#)
- [Link to agenda from 1/19/23](#)

**DEPARTMENT OF WATER RESOURCES**

P.O. Box 942836  
Sacramento, CA 94236-0001  
(916) 653-5791



June 12, 2023

Carly Blanchard  
Environmental Programs Manager  
San Lorenzo Valley Water District  
13060 HWY 9  
Boulder Creek, CA 95006

**Award Notification for Urban Community Drought Relief Grant Program**

Dear Carly Blanchard:

***Congratulations!*** We are pleased to inform you that the Tank Replacement for Improved Drought Resiliency Project, filed by San Lorenzo Valley Water District, has been awarded **\$4,500,000** by the Department of Water Resources (DWR) for the Urban Community Drought Relief Grant Program. Costs incurred after June 30, 2022 will be eligible for grant reimbursement. This award is conditioned upon the execution of a Grant Agreement between DWR and your agency. Please see the [Agreement Template](#) for your reference.

***Your timely attention is directed to the following requirements:***

**Within 14 calendar days of the date of this award letter:**

Award Acceptance - Please submit a letter or e-mail signed by the authorized representative (agreement signatory) confirming your agency as the Grantee to accept the grant award in the amount of **\$4,500,000**. This letter/e-mail should also confirm the proper billing address for your organization (where reimbursement checks will be sent).

Electronic Signatures - DWR uses DocuSign to process signatures electronically to expedite all grant-related documents requiring a signature. In order for DWR to send documents to you via DocuSign, we need your permission and consent. If you consent to the use of DocuSign, please send DWR a letter on official letterhead signed by the authorized representative, consenting to the use of DocuSign for all transactions related to this award (see attached sample). If you prefer not to use electronic signatures, DWR can send documents for original (wet) signatures via email or mail, but this can delay the process significantly, especially during situations such as the COVID-19 public health emergency.

Following receipt of the award acceptance, DWR will provide you with a draft agreement and work with you to finalize and execute the agreement. Your timely attention to these requirements is critical to execute the Grant Agreement; failure to do so may result in DWR revoking the grant award. Please submit the required information in the time periods specified to [urbandrought@water.ca.gov](mailto:urbandrought@water.ca.gov). The subject line of the email should include "San Lorenzo Valley Water District ANL Items".

Please contact Ashley Gilreath at [Ashley.Gilreath@water.ca.gov](mailto:Ashley.Gilreath@water.ca.gov) or (916) 902-6717 or Stephanie Hara at [Stephanie.Hara@water.ca.gov](mailto:Stephanie.Hara@water.ca.gov) or (916) 902-6992 for any questions regarding the required

materials.

Again, congratulations to you on this well-deserved grant award. Our team appreciates your time and effort to respond to this grant solicitation process and we will be reaching out in coming months to get your feedback. We look forward to working with you to complete these drought relief projects to build water resilience in your communities.

Sincerely,

A handwritten signature in black ink that reads "Carmel K. Brown". The signature is written in a cursive style with a long horizontal flourish at the end.

Carmel Brown  
Manager, Financial Assistance Branch  
Division of Regional Assistance

## MEMO

**DATE:** June 15, 2023  
**TO:** Board of Directors, San Lorenzo Valley Water District  
**FROM:** Rick Rogers, District Manager  
**SUBJECT:** FY2023-2025 Biennial Budget

**WRITTEN BY:** Kendra Reed, Director of Finance  
**PRESENTED BY:** Kendra Reed, Director of Finance

### STAFF RECOMMENDATION

It is recommended the Board of Directors move to approve Resolution No. XX (22-23), adopting the Biennial Budget for Fiscal Years 2023-2025.

### RECOMMENDED MOTION

I move that the Board of Directors approve Resolution No. XX (22-23), adopting the Biennial Budget for Fiscal Years 2023-2025.

### BACKGROUND

The budget is a financial tool to help plan and guide the District's revenue and expenses. It is slightly different than the audited financials, mainly because the budget looks more to cash expenses and excludes depreciation and other non-cash events. The budget has been reviewed multiple times at committee and Board level. From those discussions, the changes have been incorporated to this final draft budget.

The overall District Biennial Budget request for FY2023-2024 is \$39M and \$28.4M for FY2024-2025.

### **PRIOR COMMITTEE ACTION**

The budget was discussed at the April & May Budget & Finance Committee meetings. The committee provided feedback and input, but no action was taken.

### **FISCAL IMPACT**

None

### **ENVIRONMENTAL IMPACT**

None

### **ATTACHMENTS AND RELEVANT LINKS TO DISTRICT WEBSITE**

- Resolution No. XX (22-23)
- FY2023-2025 Biennial Budget Package
- Link to 04/11/23 Budget & Finance Meeting Agenda Item 4.a
- Link to 04/20/23 Board of Directors Meeting Agenda Item 11.b
- Link to 05/16/23 Budget & Finance Meeting Agenda Item 3.a
- Link to 05/18/23 Board of Directors Meeting Agenda Item 10.b

## SAN LORENZO VALLEY WATER DISTRICT

### RESOLUTION NO. \_\_ (22-23)

**SUBJECT: ADOPTION OF BIENNIAL BUDGET FOR FISCAL YEARS 2023-2025**

WHEREAS, a Biennial Budget for Fiscal Years 2023-2025 has been prepared by the San Lorenzo Valley Water District ("District"); and

WHEREAS, the District's Finance Committee and Board of Directors have considered and reviewed the proposed budget during the budget process; and

WHEREAS, the Board of Directors has reviewed and considered the status of all designated Reserve Funds; and

WHEREAS, the Board of Directors has designated up to \$25,000 in non-rate revenues to fund the Rate Assistance Program for each respective Fiscal Year, 2023-2024 and 2024-2025; and

WHEREAS, the District's capital expenditures are projected to be \$27.1 million and \$11.8 million, with \$11.3 million and \$9.2 million of those expenditures being for FEMA related disaster projects, respectively, for Fiscal Year 2023-2024 and Fiscal Year 2024-2025.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the Biennial Budget for Fiscal Year 2023-2024 and Fiscal Year 2024-2025 is adopted, the District Manager is hereby authorized and directed to implement said budget in the amount of \$39 million dollars and \$28.4 million dollars in total expenditures, respectively, for Fiscal Year 2023-2024 and Fiscal Year 2024-2025.

\*\*\*\*\*

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California on the 21st of June, 2023 by the following vote of the members thereof:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Holly B. Hossack, District Secretary  
San Lorenzo Valley Water District

# BIENNIAL BUDGET FY 2023-2025

## SAN LORENZO VALLEY WATER DISTRICT



BOULDER CREEK, CA





## MISSION & CONTACT INFORMATION

### OUR MISSION

Our mission is to provide our customers and all future generations with reliable, safe and high quality water at an equitable price; to create and maintain outstanding customer service; to manage and protect the environmental health of the aquifers and watersheds; and, to ensure the fiscal vitality of the San Lorenzo Valley Water District.

### BOARD OF DIRECTORS

| <b>Name</b>    | <b>Title</b>   | <b>Elected/Appointed</b> | <b>Term Expires</b> |
|----------------|----------------|--------------------------|---------------------|
| Mark Smolley   | President      | Elected                  | December 2026       |
| Jeff Hill      | Vice President | Elected                  | December 2026       |
| Bob Fultz      | Director       | Elected                  | December 2026       |
| Gail Mahood    | Director       | Elected                  | December 2024       |
| Jayne Ackemann | Director       | Elected                  | December 2024       |

### DISTRICT CONTACT INFORMATION

District Manager: Rick Rogers

Address: 13060 Highway 9 Boulder Creek, California 95006

Phone: (831) 338-2153

Website: [www.slvwd.com](http://www.slvwd.com)

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## BUDGET OVERVIEW

### TRANSMITTAL LETTER

Dear Board of Directors,

I am pleased to present you with the recommended biennial budget for Fiscal Year 2023-25. This budget totals \$39M for the first fiscal year 2023-24 and \$28.4M for the second fiscal year 2024-25 and includes all expected operating, non-operating and capital costs.

The table below summarizes the District's changes in operating, non-operating, capital and reserves. Expenses are net of an overhead absorption (OHA):

| <b>Operating Position</b>                | <b>FY2023/24</b>      | <b>FY2024/25</b>    |
|--|-----------------------|---------------------|
| Operating Revenues, excluding FRS        | \$ 11,602,621         | \$ 11,779,480       |
| Fire Recovery Surcharge (FRS)            | \$ 1,000,000          | \$ 1,000,000        |
| Operating Expenses, net OHA              | \$ 9,560,651          | \$ 10,018,560       |
| <b>Operating Income (loss)</b>           | <b>\$ 3,041,970</b>   | <b>\$ 2,760,920</b> |
| <b>Non-Operating Position</b>            | <b>FY2023/24</b>      | <b>FY2024/25</b>    |
| Non-Operating Revenues                   | \$ 1,759,488          | \$ 1,486,395        |
| Non-Operating Expenses                   | \$ 2,348,486          | \$ 2,350,834        |
| <b>Non-Operating Income (loss)</b>       | <b>\$ (588,998)</b>   | <b>\$ (864,439)</b> |
| <b>Total Income (Loss)</b>               | <b>\$ 2,452,972</b>   | <b>\$ 1,896,481</b> |
| <b>Capital Projects</b>                  | <b>FY2023/24</b>      | <b>FY2024/25</b>    |
| Capital Funding Debt/Grants              | \$ 22,107,855         | \$ 14,181,957       |
| Capital Project Expenditures             | \$ 27,126,862         | \$ 11,831,250       |
| <b>Capital Funding Surplus (deficit)</b> | <b>\$ (5,019,007)</b> | <b>\$ 2,350,707</b> |
| <b>Change in Reserves</b>                | <b>\$ (2,566,035)</b> | <b>\$ 4,247,187</b> |

Operating expenses came in at \$9.5M and \$10M, respective of FY23-24 and FY24-25. This includes a new Construction Inspector position and an Environmental Planner position that was not included in the previous biennial budget. Total full time equivalent (FTE) employee headcount for the District is 37 employees.

Operating revenues are budgeted to be \$12.6M & \$12.7M including the Fire Recovery Surcharge (FRS), respective of FY23-24 and FY24-25. There are no rate increases factored into this budget. Operating revenues make up the District's largest source of income, representing 87% of overall revenue. Of the operating revenue, the water basic and water usage fees generate over 97% of the operating revenue; not including the FRS. Consumption is expected to be 456 million gallons and 461 million gallons, respective of FY23-24 and FY24-25.

Operating revenue includes the fire recovery surcharge to aid in the increased operational and capital expenditures caused by the 2020 CZU Lightening Fires. Surcharge revenues are \$1M for both FY23-24 and FY24-25. All Surcharge revenues received by the District will be maintained in a restricted fund or account from which CZU Wildfire expenses will be payable.

The District completed a rate study in 2017 that resulted in a 5 year rate schedule. This rate schedule ended in FY21-22. Since rate studies are typically completed every 3 to 5 years, the District is currently in the process of a new rate study and cost of service analysis. The new rate schedule is anticipated to be implemented January 2024 after a Prop 218 process, at which point a full review of the budget will be needed.

District customers continue to demonstrate commitment to ongoing conservation efforts, maintaining at least a 15-20% reduction in yearly water usage from 2013 consumption levels. Water resources remain a major focus for the District as we continue developing a conjunctive use plan intended to strengthen the health of our watershed while simultaneously providing resiliency to our water supply. In addition, the District is committed as a member of the Santa Margarita Groundwater Agency. In May 2023, the Groundwater Sustainability Plan (GSP) was approved, a milestone in achieving long-term groundwater sustainability. The basin must reach sustainability by 2042.

The District's anticipated capital expenses total \$27.1M and \$11.8M, respective of FY23-24 and FY24-25. This is significantly more than in previous years and mainly due to repairing damage from the CZU Fire. The CZU Fire impacted the District's operations of the water system. It destroyed the District's North System surface water transmission piping. With COVID 19 and the CZU Fire, the District was still able to complete several projects during the fiscal year which included a major mainline replacement along Quail Hollow Road, water main replacement along Scenic Way in Ben Lomond, and fuel reduction to several key facilities protecting from fires.

The biennial FY2023-2025 budget forecasts a decrease in reserves of \$2.5M for FY23-24 and an increase in reserves of \$4.2M for FY24-25. The decrease in FY23-24 is due to capital project expenses exceeding grant/FEMA funding and debt financing. The increase in FY24-25 is related to the anticipated FEMA reimbursements.

Over the next two years we will focus on facilitating repairs of the 2020 CZU fire damage and 2023 atmospheric river storm damage projects. In addition, the District will continue with the many scheduled mainline replacement and infrastructure repair projects budgeted. We live and work in one of the most beautiful places on the earth. Fiscal responsibility, environmental stewardship and a commitment to future generations will remain key driving forces as we move forward.

Sincerely,

A handwritten signature in blue ink that reads "Richard Rogers". The signature is written in a cursive style with a large initial "R".

Rick Rogers, District Manager

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*ABOUT THE COMMUNITY*

The San Lorenzo Valley is located in the Santa Cruz mountains in Santa Cruz County, California. The area was once involved in the logging industry, especially during the rebuilding of San Francisco after the 1906 earthquake. More recently, the growth in Silicon Valley has made the area more desirable and slightly more affordable than other areas of Silicon Valley. The San Lorenzo Valley contains multiple state parks, golf courses and an active railroad attraction. Over the years, the District's service area has changed from rural and vacation cabins to a more urbanized, year-round water-use area. It is home to over 25,000 people. The District's service area covers the towns of Ben Lomond, Felton, Brookdale, Boulder Creek and parts of the City of Scotts Valley.



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*ABOUT THE DISTRICT*

The San Lorenzo Valley Water District was established in 1941 as an independent special district. The District is governed by a five-member Board of Directors, elected at-large from within the District's service area. The San Lorenzo Valley Water District currently employs a full-time staff of 37 employees.

The District's boundaries comprise approximately 60 square miles and 190 miles of pipeline. The District currently provides service to approximately 7,900 residential, commercial, and institutional connections. The District relies on both surface water and groundwater resources, including nine stream diversions, one groundwater spring, and eight active groundwater wells. Currently, only two of the nine stream diversions are active after damage caused by the 2020 CZU fire. The District owns, operates, and maintains two water systems from separate water sources. These sources are derived solely from rainfall within the San Lorenzo River watershed.

The District owns, operates, and maintains a wastewater system in Boulder Creek's Bear Creek Estates, which serves approximately 56 homes





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*MAJOR EVENTS*

**2023 Storm Damage**

Beginning December 27, 2022 through March 2023, the San Lorenzo Valley experienced a significant amount of storm damage from severe rains, winds, mudslides, and flooding. Surface water intakes on creeks were damaged by high, debris-laden flows and turbid conditions prevented the District from utilizing surface water for an extended period of time. Saturated ground combined with high winds led to many landslides and fallen trees that damaged District access roads and caused earth movements that broke water mains. Current cost estimates for damage exceed \$4M. California has secured a Presidential Major Disaster Declaration, which will make FEMA funds available for assistance in making repairs. It is anticipated that 75% of eligible expenses will be reimbursed by FEMA.

As of June 2023, the District has completed temporary repairs to mainlines that were damaged from the storms. Permanent repairs are pending FEMA approval and replacement design.



## CZU Lightning Complex Fire

Beginning in August 2020, the CZU Lightning Complex fires burned through San Mateo and Santa Cruz counties, including portions of the SLVWD service area and Conjunctive Use Plan area. In total, the fire burned approximately 86,500 acres, destroyed 7,567 buildings, and damaged SLVWD water supply infrastructure, resulting in significant operational capacity losses. Damaged or destroyed infrastructure included: intake lines, approximately seven miles of distribution piping, over 30 storage and/or settling tanks, and four surface water intakes.

High Density Poly Ethylene (HDPE) mains in the burn area were damaged and melted, causing depressurization of the water distribution system.

The District continues its fire recovery efforts with progress being made on permanent repairs for the pipelines, tanks, and other damaged infrastructure.

A constructability study & analysis for the raw water supply lines was completed in March 2022. A peer review of the constructability analysis was completed November 2022. A decision on the project design is pending the Board of Director's review and approval.



## Bracken Brae & Forest Springs Consolidation

The District is consolidating with two small mutual water companies, Forest Springs and Bracken Brae, to provide a safe and reliable water supply to the approximately 440 customers served by these two systems. Forest Springs Mutual Water Company provides service to 128 residential connections (population 385). Bracken Brae Mutual Water Company provides service to 24 residential connections (population 54). Both mutual water companies were severely impacted by the 2020 CZU Lightning Complex Fire and ongoing drought. The funding request would allow for the replacement of two undersized storage tanks that currently serve only Forest Springs.

In 2022, the California Department of Water Resources awarded SLVWD with a Small Community Drought Relief Program grant of \$3.2 million. The grant included funds to upgrade/install a total of 8,960 +/- lineal feet of water main and to install a new pumping station.



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## *ABOUT THE BUDGET PROCESS*

Budgets are a fiscally responsible instrument for local government agencies, to help plan, prepare and forecast the financial and operational objectives of the District. This is the District's second biennial budget, which helps add to forward thinking and planning. The District operates as an enterprise fund with a fiscal year that begins July 1 and ends June 30. For financial reporting, the District follows Generally Accepted Accounting Principles (GAAP), of which we follow accrual based accounting, meaning revenues are recognized in the period in which they were earned and expenses when incurred. The Biennial Budget is developed and monitored on a modified accrual basis. Depreciation and amortization are not included; payment of debt service is included. The modified–accrual basis of accounting provides a better match of revenues and expenses for budgeting and reporting. The budget planning and preparation process is an important District activity and provides opportunity for the Board of Directors, management and staff to reassess goals and objectives for the upcoming and future years:

- This process typically begins internally in January, as templates and initial forecasts for the current year are prepared. Any budget assumptions, procedures and changes from the prior year's budget are discussed in a management kick-off meeting in February.
- Management begins to prepare departmental operating and capital expenditure forecasts. Finance compiles a consolidated budget package and begins comparative analysis to identify any anomalies or outliers that need further explanation.
- Finance will forecast revenue expectations based on active rate schedules in connection with historic and anticipated future consumption levels.
- Meetings typically begin with the Budget & Finance Committee during March, then escalate to the full Board of Directors. The budget continues to be a regular discussion as it is updated throughout the process.
- The budget will typically be reviewed by the Board of Directors two to three times throughout the process, allowing optimal discussion and public input. The budget is intended to be approved prior to the beginning of the new fiscal year.

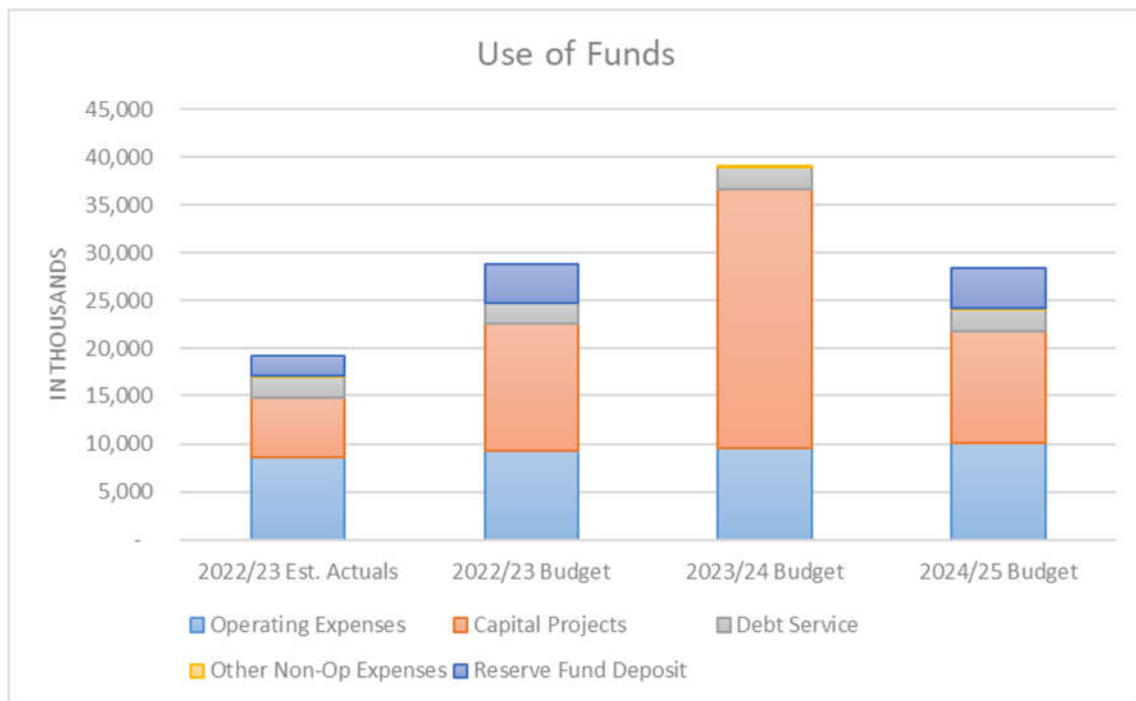
A budget should be balanced with revenues equal to or greater than expenditures and the District may elect to utilize reserves to attain a balanced budget. In the event a budget is not balanced, an action plan should be put in place to explain the shortfall and how the District plans to find a resolution.

## OVERALL BUDGET SUMMARY

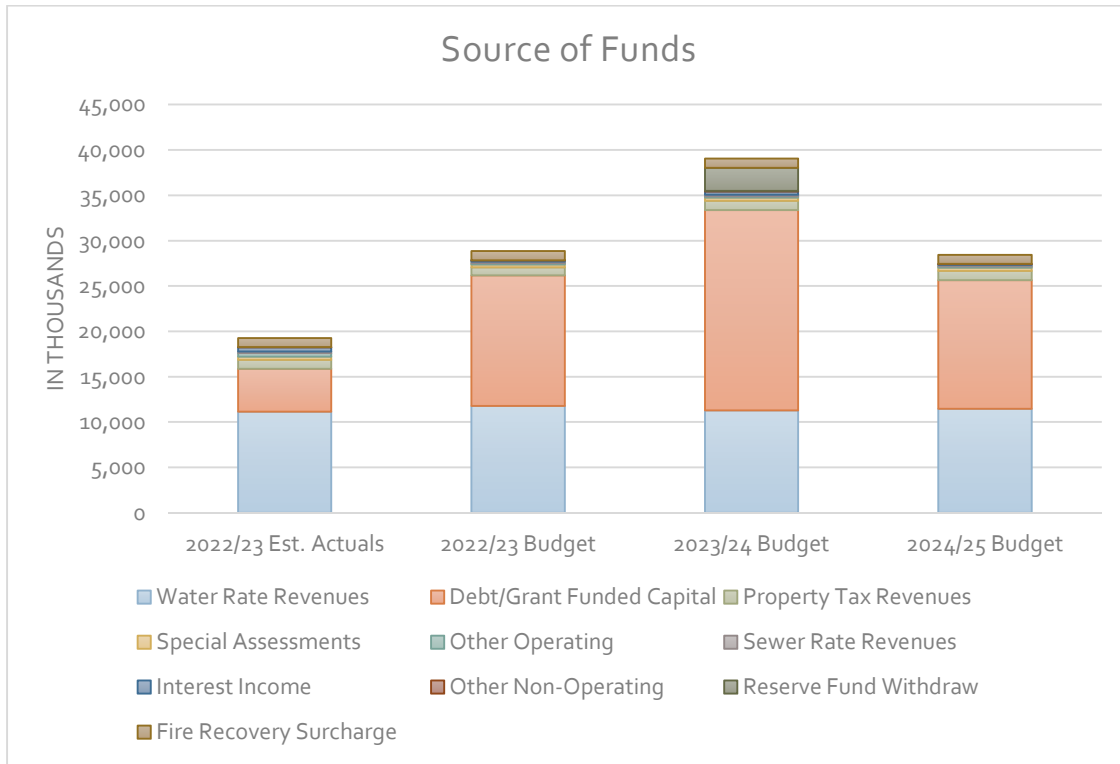
### OVERALL SUMMARY

The charts below illustrate the breakdown of uses (expenditures) and sources (revenue) of funds over time. The FY23/24 apportionment of \$39M is comprised of \$27.1M or 69.5% for capital projects, \$9.5M or 24.5% for operating expenses, \$2.2M or 5.6% percent for debt service, and \$165K or 0.4% for other non-operating expenses. The FY24/25 apportionment of \$28.4M is comprised of \$11.8M or 41.6% for capital projects, \$10M or 35.2% for operating expenses, \$2.2M or 7.6% percent for debt service, \$166K or 0.6% for other non-operating expenses, and \$4.2M or 14.9% for deposits to the reserve fund.

Due to the anticipated timing of FEMA reimbursements, in FY23/24 the District has to utilize reserve funds for capital and FEMA projects while the District awaits reimbursements. In FY24/25, the FEMA reimbursements will create an influx of reserves to be used to pay for future expenditures and replenish monies spent from reserves during the emergency event.



OVERALL SUMMARY



The FY23/24 apportionment from source of funds of \$39M is comprised of \$22.1M or 56.6% from debt or capital contributions used for funding capital projects, \$11.4M or 29.3% from operating revenues, \$1M or 2.6% percent from the fire recovery surcharge, \$155K or 0.4% in other operating revenues, \$1M or 2.6% from property tax revenues, \$753K or 1.9% from other non-operating expenses, and \$2.5M or 6.6% from reserve fund withdraw. The FY24/25 apportionment of \$28.4M is comprised of \$14.1M or 49.9% from debt or capital contributions used for funding capital projects, \$11.6M or 40.9% from operating revenues, \$1M or 3.5% percent from the fire recovery surcharge, \$155K or 0.5% from other operating revenues, \$1M or 3.6% from property tax revenues, and \$450K or 1.6% from other non-operating expenses.

The Fire Recovery Surcharge is an operating revenue that will be maintained in a restricted fund or account from which CZU Wildfire expenses will be payable. The District will track CZU Wildfire costs against the revenues generated by the Surcharge. These expenses may be CZU operating related, capital or debt related expenditures. The overall surcharge is intended to collect \$5 million dollars over a 5 year period (ending FY25/26), or sooner if the related expenses are below \$5M.

**REVENUES, EXPENSES & CHANGES IN RESERVES**

The table below shows the flow of District funds and the estimated reserve fund balances, as described in the District’s Reserve Fund Policy.

**Statement of Revenues, Expenses and Changes in Reserves**

| DISTRICT FUNDS                                    | FY2324 Proposed Budget | DISTRICT FUNDS                                    | FY2425 Proposed Budget |
|---|------------------------|---|------------------------|
| <i>Beginning Reserve Balance</i>                  | \$ 8,122,526           | <i>Beginning Reserve Balance</i>                  | \$ 5,556,492           |
| <b>Revenues</b>                                   |                        | <b>Revenues</b>                                   |                        |
| Operating Revenues <sup>(1)</sup>                 | \$ 12,602,621          | Operating Revenues <sup>(1)</sup>                 | \$ 12,779,480          |
| Non-operating Revenues                            | 1,759,488              | Non-operating Revenues                            | 1,486,395              |
| <b>Total Revenues</b>                             | <b>\$ 14,362,109</b>   | <b>Total Revenues</b>                             | <b>\$ 14,265,875</b>   |
| <b>Expenses</b>                                   |                        | <b>Expenses</b>                                   |                        |
| Operating Expenses                                | \$ 9,860,651           | Operating Expenses                                | \$ 10,318,560          |
| Non-operating Expenses                            | 2,348,486              | Non-operating Expenses                            | 2,350,834              |
| Overhead Absorption <sup>(2)</sup>                | (300,000)              | Overhead Absorption <sup>(2)</sup>                | (300,000)              |
| <b>Total Expenses</b>                             | <b>\$ 11,909,137</b>   | <b>Total Expenses</b>                             | <b>\$ 12,369,395</b>   |
| <b>Capital Improvement Expenses &amp; Funding</b> |                        | <b>Capital Improvement Expenses &amp; Funding</b> |                        |
| Capital Projects                                  | \$ 27,126,862          | Capital Projects                                  | \$ 11,831,250          |
| Grant/FEMA Funded <sup>(3)</sup>                  | (6,977,489)            | Grant/FEMA Funded <sup>(3)</sup>                  | (14,181,957)           |
| Debt Funded                                       | (15,130,366)           | Debt Funded                                       | -                      |
| <b>Capital Project Expenses from Reserves</b>     | <b>\$ 5,019,007</b>    | <b>Capital Project Expenses from Reserves</b>     | <b>\$ (2,350,707)</b>  |
| Increase (Decrease) in Reserves                   | \$ (2,566,035)         | Increase (Decrease) in Reserves                   | \$ 4,247,187           |
| <b>Ending Reserve Balance</b>                     | <b>\$ 5,556,492</b>    | <b>Ending Reserve Balance</b>                     | <b>\$ 9,803,679</b>    |

| Reserve Balances                          |                     | Reserve Balances                          |                     |
|---|---------------------|---|---------------------|
| Operating Reserve                         | \$ 3,697,744        | Operating Reserve                         | \$ 3,869,460        |
| Capital Reserve                           | 1,388,747           | Capital Reserve                           | 1,882,478           |
| Compensated Absences                      | 180,000             | Compensated Absences                      | 180,000             |
| Restricted - Fire Recovery <sup>(4)</sup> | -                   | Restricted - Fire Recovery <sup>(4)</sup> | -                   |
| Restricted Reserve - Debt                 | 180,000             | Restricted Reserve - Debt                 | 180,000             |
| Restricted Reserve - Oly AD               | 110,000             | Restricted Reserve - Oly AD               | 110,000             |
| Surplus Reserves                          | -                   | Surplus Reserves                          | 3,581,741           |
|   | <b>\$ 5,556,492</b> |   | <b>\$ 9,803,679</b> |

(1) The Fire Recovery Surcharge is included in the operating revenue. The District will track CZU Wildfire costs against the revenues generated by the Surcharge. These expenses may be operating, capital or debt related expenditures and will be maintained in a restricted account.

(2) Overhead absorption is typically employee labor time that is capitalized for work performed on capital project in lieu of an outside consultant.

(3) FEMA/Grant reimbursements are being based on cash basis accounting to represent the actual cash flow needs. Accrual based accounting will recognize the 90% & 75% FEMA portion at the time being spent in the audit.

(4) See next page for supplemental information on the Restricted Fire Recovery Surcharge Reserve Balance.

*RESTRICTED - FIRE RECOVERY SURCHARGE RESERVE BALANCE - SUPPLEMENTAL INFORMATION*

The following table is for the Fire Recovery Surcharge (FRS) Reserve fund balance and shows how the District is using the funds received from rate payers for the FRS. As shown below, all CZU related expenses, exceeds the amount received for FEMA reimbursements and the FRS, depleting the FRS reserve fund each fiscal year. Any overage in CZU related expenses that are not covered by the FEMA reimbursements and FRS, are paid out of the District’s general fund.

**Restricted - Fire Recovery Surcharge - Supplemental Information**

| ITEM # | DESCRIPTION                                    | 08/18/2020-06/30/2023 | FY23/24 BUDGET        | FY24/25 BUDGET      | COMMENTS   |
|--------|--|-----------------------|-----------------------|---------------------|--|
| [1]    | CZU RELATED EXPENSES                           | \$ (4,728,406)        | \$ (7,520,000)        | \$ (2,545,000)      | Capital project or operating expenses directly related to the CZU fires. For an itemized listing of projects and expenses, reference the quarterly Fire Recovery Surcharge report included in the finance status reports.                  |
| [2]    | TOTAL RECEIVED FROM FEMA                       | \$ 475,808            | \$ 1,644,063          | \$ 6,768,000        | These are the FEMA Reimbursements based on cash basis accounting to represent cash flow and how it will affect the reserve balance.  |
| [3]    | <b>INITIAL INCREASE (DECREASE) IN RESERVES</b> | <b>\$ (4,252,598)</b> | <b>\$ (5,875,937)</b> | <b>\$ 4,223,000</b> | This is the initial increase (decrease) to reserves.   |
| [4]    | TOTAL FIRE RECOVERY SURCHARGE (FRS) RECEIVED   | \$ 1,823,884          | \$ 1,000,000          | \$ 1,000,000        | The amount collected from customers for the fire recovery surcharge.   |
| [5]    | <b>NET CHANGE IN RESERVES</b>                  | <b>\$ (2,428,714)</b> | <b>\$ (4,875,937)</b> | <b>\$ 5,223,000</b> | The net change in reserves is the difference between total CZU related expenses, plus the total received from FEMA plus the total received from rate payers for the FRS. It shows how much the District had or has to pay out of reserves. |
| [6]    | RUNNING TOTAL OF CHANGES IN RESERVES           | \$ (2,428,714)        | \$ (7,304,652)        | \$ (2,081,652)      | This will show a running total of how the reserves will increase or decrease in relation to CZU related expenses.  |
| [7]    | <b>RESTRICTED FRS RESERVE FUND BALANCE</b>     | <b>\$ -</b>           | <b>\$ -</b>           | <b>\$ -</b>         | Since the total CZU related expenses exceeds the amount received from FEMA reimbursements and rate payers for the FRS, the balance of the restricted FRS account is \$0.   |



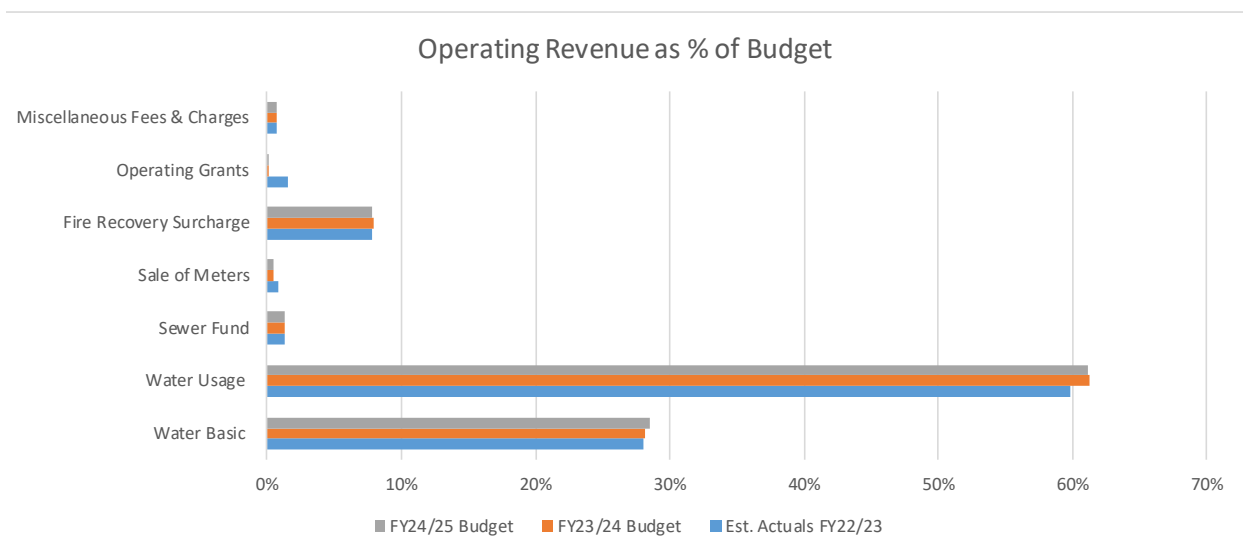
## REVENUE SUMMARY

Overall District revenue (Operating & Non-operating) is budgeted to be \$14.3M for FY23/24 and \$14.3M for FY24/25. Revenues have decreased \$89K or -0.6% compared to the prior year FY22/23 budget and \$96K or -0.7% from FY23/24 to FY24/25. This small variance is due to no budgeted rate increases and consumption to remain relatively flat, offset by an increase in interest earnings. Consumption is anticipated to be 456 million gallons of water sold, and 461 million gallons in the respective biennial budget years. The increase in consumption is attributed to the Consolidation of Forest Springs & Bracken Brae customers. The District will continue to monitor consumption levels throughout the year.

### Operating Revenue Budget

|   | 2022/23              |                      | 2023/24              |                      | 2022/23             | 2023/24           |
|---|----------------------|----------------------|----------------------|----------------------|---------------------|-------------------|
|   | Estimated Actuals    | Adopted Budget       | Proposed Budget      | Proposed Budget      | Budget              | Budget            |
|   |                      |                      |                      |                      | Compared to         | Compared to       |
|   |                      |                      |                      |                      | 2023/24             | 2024/25           |
|   |                      |                      |                      |                      | Proposed            | Proposed          |
|   |                      |                      |                      |                      | Budget              | Budget            |
| <b>Operating Revenue</b>                      |                      |                      |                      |                      |                     |                   |
| Water Basic                                   | \$ 3,548,856         | \$ 3,536,400         | \$ 3,552,000         | \$ 3,643,176         | \$ 15,600           | \$ 91,176         |
| Water Usage                                   | 7,580,309            | 8,231,131            | 7,722,600            | 7,808,283            | (508,531)           | 85,683            |
| Sewer Fund                                    | 173,019              | 173,021              | 173,021              | 173,021              | -                   | -                 |
| Sale of Meters                                | 100,000              | 32,000               | 60,000               | 60,000               | 28,000              | -                 |
| Fire Recovery Surcharge (FRS) <sup>(1)</sup>  | 988,971              | 1,000,000            | 1,000,000            | 1,000,000            | -                   | -                 |
| Operating Grants                              | 200,000              | -                    | 5,000                | 5,000                | 5,000               | -                 |
| Miscellaneous Fees & Charges                  | 85,131               | 105,560              | 90,000               | 90,000               | (15,560)            | -                 |
| <b>Total Operating Revenue</b>                | <b>\$ 12,676,287</b> | <b>\$ 13,078,112</b> | <b>\$ 12,602,621</b> | <b>\$ 12,779,480</b> | <b>\$ (475,491)</b> | <b>\$ 176,859</b> |
| <b>Total Operating Revenue, excluding FRS</b> | <b>\$ 11,687,315</b> | <b>\$ 12,078,112</b> | <b>\$ 11,602,621</b> | <b>\$ 11,779,480</b> | <b>\$ (475,491)</b> | <b>\$ 176,859</b> |

(1) The Fire Recovery Surcharge is an operating revenue that will be maintained in a restricted fund or account from which CZU Wildfire expenses will be payable. The District will track CZU Wildfire costs against the revenues generated by the Surcharge. These expenses may be operating, capital or debt related expenditures.



**REVENUE SUMMARY**

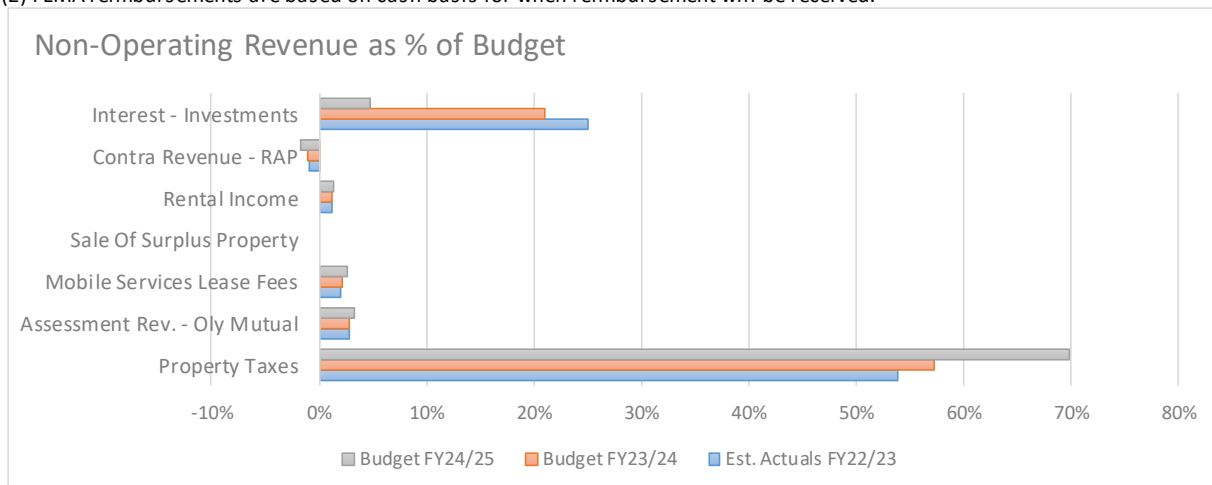
Non-operating revenues remain consistent with prior year, with the exception of interest earnings. Interest earnings remain higher than anticipated in FY23/24 due to the large restricted loan financing that remains in the District’s accounts and is expensed as the projects progress. The loan financing projects are expected to be completed in FY23/24, which is shown in the decrease in interest earnings for FY24/25. Capital contributions for FY23/24 are projected to be \$10.8M and \$15M for FY24/25. These are the anticipated cash basis reimbursements to be received from Grant Funding or FEMA for the approximate 75% portion for the 2023 storm projects or 90% portion covered for the CZU Fire related projects.

**Non-Operating Revenue Budget**

|                                     | 2022/23             | 2022/23             | 2023/24              | 2024/25              | 2022/23             | 2023/24             |
|-------------------------------------|---------------------|---------------------|----------------------|----------------------|---------------------|---------------------|
|                                     | Estimated           | Adopted             | Proposed             | Proposed             | Compared to         | Compared to         |
|                                     | Actuals             | Budget              | Budget               | Budget               | 2023/24             | 2024/25             |
|                                     |                     |                     | Budget               | Budget               | Proposed            | Proposed            |
|                                     |                     |                     |                      |                      | Budget              | Budget              |
| <b>Non-Operating Revenue</b>        |                     |                     |                      |                      |                     |                     |
| Property Taxes                      | \$ 978,000          | \$ 882,669          | 1,007,340            | 1,037,560            | \$ 124,671          | \$ 30,220           |
| Assessment Rev. - Oly Mutual        | 49,480              | 48,500              | 49,500               | 49,500               | 1,000               | -                   |
| Assessment Rev. - Lompico           | 293,510             | 295,000             | 294,000              | 294,000              | (1,000)             | -                   |
| Mobile Services Lease Fees          | 36,500              | 25,000              | 37,200               | 39,060               | 12,200              | 1,860               |
| Rental Income                       | 20,766              | 18,500              | 20,766               | 20,766               | 2,266               | -                   |
| Contra Revenue - RAP <sup>(1)</sup> | (16,245)            | (25,000)            | (20,000)             | (25,000)             | 5,000               | (5,000)             |
| Interest - Investments              | 454,465             | 128,255             | 370,682              | 70,509               | 242,427             | (300,173)           |
| <b>Total Non-Operating Revenue</b>  | <b>\$ 1,816,476</b> | <b>\$ 1,372,924</b> | <b>\$ 1,759,488</b>  | <b>\$ 1,486,395</b>  | <b>\$ 386,564</b>   | <b>\$ (273,093)</b> |
| <b>Capital Contributions</b>        |                     |                     |                      |                      |                     |                     |
| Capital Grants                      | \$ -                | \$ -                | \$ 3,820,022         | \$ 900,000           | \$ 3,820,022        | \$ (2,920,022)      |
| FEMA Reimbursements <sup>(2)</sup>  | 200,962             | 8,466,375           | 6,977,489            | 14,181,957           | (1,488,886)         | 7,204,468           |
| <b>Total Capital Contributions</b>  | <b>\$ 200,962</b>   | <b>\$ 8,466,375</b> | <b>\$ 10,797,511</b> | <b>\$ 15,081,957</b> | <b>\$ 2,331,136</b> | <b>\$ 4,284,446</b> |

(1) RAP - Rate Assistance Program

(2) FEMA reimbursements are based on cash basis for when reimbursement will be received.



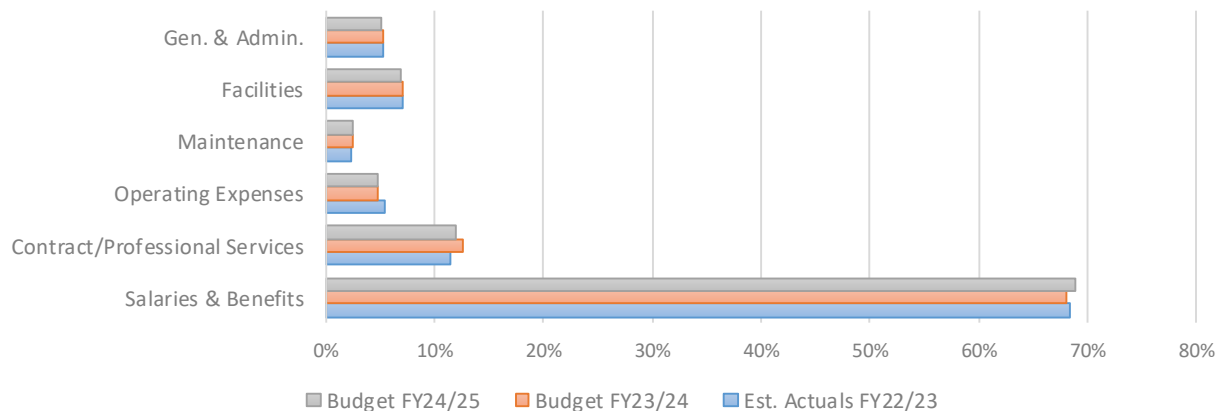
**EXPENSE SUMMARY**

Operating expenses, excluding capital projects, are budgeted to be \$9.8M for FY23/24 and \$10.3M for FY24/25. Operating expenses have increased \$392K or 4.1% compared to the prior FY22/23 budget and increased \$458K or 4.6% from FY23/24 to FY24/25. The below table breaks down operating expenses from two views, by the main categories and then by the departments. These will be broken down in more detail further in this document.

**Operating Expense Budget**

|                                      | 2022/23<br>Estimated<br>Actuals | 2022/23<br>Adopted<br>Budget | 2023/24<br>Proposed<br>Budget | 2024/25<br>Proposed<br>Budget | 2022/23                                      | 2023/24                                      |
|--------------------------------------|---------------------------------|------------------------------|-------------------------------|-------------------------------|--|--|
|                                      |                                 |                              |                               |                               | Budget                                       | Budget                                       |
|                                      |                                 |                              |                               |                               | Compared to<br>2023/24<br>Proposed<br>Budget | Compared to<br>2024/25<br>Proposed<br>Budget |
| <b>By Category</b>                   |                                 |                              |                               |                               |  |  |
| Salaries & Benefits                  | \$ 5,970,346                    | \$ 6,604,475                 | \$ 6,710,003                  | \$ 7,111,239                  | \$ 105,529                                   | \$ 401,236                                   |
| Contract/Professional Services       | 997,151                         | 1,011,467                    | 1,237,813                     | 1,225,516                     | 226,346                                      | (12,297)                                     |
| Operating Expenses                   | 480,116                         | 455,450                      | 464,400                       | 491,000                       | 8,950  | 26,600                                       |
| Maintenance                          | 204,332                         | 202,288                      | 239,600                       | 257,850                       | 37,312                                       | 18,250                                       |
| Facilities                           | 620,042                         | 725,645                      | 693,625                       | 704,145                       | (32,020)                                     | 10,520                                       |
| Gen. & Admin.                        | 461,461                         | 468,707                      | 515,210                       | 528,810                       | 46,503                                       | 13,600                                       |
| <b>Total Operating by Category</b>   | <b>\$ 8,733,448</b>             | <b>\$ 9,468,031</b>          | <b>\$ 9,860,651</b>           | <b>\$ 10,318,560</b>          | <b>\$ 392,620</b>                            | <b>\$ 457,909</b>                            |
|                                      |                                 |                              |                               | <i>% Change</i>               | <i>4.1%</i>                                  | <i>4.6%</i>                                  |
| <b>By Department</b>                 |                                 |                              |                               |                               |  |  |
| Administrative                       | \$ 1,343,022                    | \$ 1,467,338                 | \$ 1,602,330                  | \$ 1,522,782                  | \$ 159,778                                   | \$ 25,970                                    |
| Finance & Business Services          | 1,348,203                       | 1,622,630                    | 1,641,865                     | 1,655,826                     | 19,812                                       | 24,558                                       |
| Engineering                          | 482,822                         | 453,401                      | 656,833                       | 714,121                       | 191,417                                      | 66,722                                       |
| Operations & Distribution            | 2,658,860                       | 2,595,265                    | 2,638,370                     | 2,860,276                     | 58,268                                       | 158,087                                      |
| Environmental                        | 363,385                         | 333,723                      | 425,069                       | 461,980                       | 78,128                                       | 39,269                                       |
| Supply & Treatment                   | 2,384,423                       | 2,878,402                    | 2,774,357                     | 2,978,166                     | (144,341)                                    | 144,701                                      |
| Sewer Fund                           | 152,732                         | 117,271                      | 121,827                       | 125,409                       | 4,556  | 3,582  |
| <b>Total Operating by Department</b> | <b>\$ 8,733,448</b>             | <b>\$ 9,468,031</b>          | <b>\$ 9,860,651</b>           | <b>\$ 10,318,560</b>          | <b>\$ 367,618</b>                            | <b>\$ 462,889</b>                            |

Operating Expenses By Category as % of Budget



**EXPENSE SUMMARY**

Non-operating expenses are mainly comprised of interest expense and debt principal expense and remain around \$2.1M for each fiscal year.

The District is one of three founding members of the Santa Margarita Groundwater Agency (SMGWA). SMGWA was formed in response to California’s 2014 Sustainable Groundwater Management Act, and is charged with managing groundwater resources in the over-drafted Santa Margarita groundwater basin within the San Lorenzo Valley watershed. The District is committed to annual expenditures for administrative and monitoring tasks, and will pursue capital projects described in the Plan as grant funding becomes available. The District’s portion is \$165K for FY23/24 and \$166K for FY24/25.

**Non-Operating Expense Budget**

|                                     | 2022/23            |                     | 2023/24             |                     | 2022/23            |                    | 2023/24     |          |
|-------------------------------------|--------------------|---------------------|---------------------|---------------------|--------------------|--------------------|-------------|----------|
|                                     | Budget             |                     | Budget              |                     | Budget             |                    | Budget      |          |
|                                     | Compared to        |                     | Compared to         |                     | Compared to        |                    | Compared to |          |
|                                     | 2022/23            | 2022/23             | 2023/24             | 2024/25             | 2023/24            | 2024/25            | 2023/24     | 2024/25  |
|                                     | Estimated          | Adopted             | Proposed            | Proposed            | Proposed           | Proposed           | Proposed    | Proposed |
|                                     | Actuals            | Budget              | Budget              | Budget              | Budget             | Budget             | Budget      | Budget   |
| <b>Interest Expense</b>             |                    |                     |                     |                     |                    |                    |             |          |
| Felton Loan                         | 22,129             | 22,129              | 18,124              | 14,025              | (4,005)            | (4,100)            |             |          |
| Olympia SRF Loan                    | 31,793             | 32,712              | 29,919              | 27,997              | (2,793)            | (1,922)            |             |          |
| Probation Tank Loan                 | 74,009             | 74,009              | 70,739              | 67,333              | (3,270)            | (3,406)            |             |          |
| 2019 \$14.5M COP                    | 495,350            | 495,350             | 482,100             | 468,225             | (13,250)           | (13,875)           |             |          |
| 2021 \$15M Loan                     | 342,946            | 342,167             | 328,300             | 313,319             | (13,867)           | (14,980)           |             |          |
| Solar Lease                         | 5,267              | 5,263               | 4,007               | 2,700               | (1,256)            | (1,307)            |             |          |
| <b>Interest Expense</b>             | <b>\$ 971,494</b>  | <b>\$ 971,630</b>   | <b>\$ 933,189</b>   | <b>\$ 893,599</b>   | <b>\$ (38,441)</b> | <b>\$ (39,590)</b> |             |          |
|                                     |                    |                     |                     | <i>% Change</i>     | <i>-4.0%</i>       | <i>-4.2%</i>       |             |          |
| <b>Debt Principal Payments</b>      |                    |                     |                     |                     |                    |                    |             |          |
| Felton Loan Exp. 2027 @ 2.42%       | 164,671            | 164,668             | 168,676             | 172,775             | 4,008              | 4,100              |             |          |
| Olympia SRF Exp. 2037 @ 2.57%       | 72,607             | 71,521              | 74,481              | 76,403              | 2,960              | 1,922              |             |          |
| Probation Tank Exp. 2038 @ 4.15%    | 77,969             | 77,969              | 81,238              | 84,645              | 3,269              | 3,407              |             |          |
| 2019 \$14.5M COP Exp. 2049 @ 2.99%  | 260,000            | 260,000             | 270,000             | 285,000             | 10,000             | 15,000             |             |          |
| 2021 \$15M Loan Exp. 2041 @ 2.40%   | 606,584            | 606,584             | 621,229             | 636,228             | 14,645             | 14,999             |             |          |
| Solar Lease Exp. 2026 @ 3.67%       | 33,732             | 33,731              | 34,992              | 36,299              | 1,261              | 1,307              |             |          |
| <b>Debt Principal Expense</b>       | <b>\$1,215,563</b> | <b>\$ 1,214,473</b> | <b>\$ 1,250,615</b> | <b>\$ 1,291,350</b> | <b>\$ 36,142</b>   | <b>\$ 40,735</b>   |             |          |
| <b>Other Non-Operating Expenses</b> |                    |                     |                     |                     |                    |                    |             |          |
| Investment in SMGWA <sup>(1)</sup>  | \$ 151,044         | \$ -                | \$ 164,681          | \$ 165,885          | \$ 164,681         | \$ 1,204           |             |          |
| <b>Other Non-Op Expense</b>         | <b>\$ 151,044</b>  | <b>\$ -</b>         | <b>\$ 164,681</b>   | <b>\$ 165,885</b>   | <b>\$ 164,681</b>  | <b>\$ 1,204</b>    |             |          |
| <b>TOTAL NON-OPERATING EXPENSE</b>  | <b>\$2,338,101</b> | <b>\$ 2,186,103</b> | <b>\$ 2,348,486</b> | <b>\$ 2,350,834</b> | <b>\$ 162,383</b>  | <b>\$ 2,348</b>    |             |          |
|                                     |                    |                     |                     | <i>% Change</i>     | <i>7.4%</i>        | <i>0.1%</i>        |             |          |

(1) Santa Margarita Ground Water Agency (SMGWA) - FY23/24 - This amount is from the SMGWA FY2024 Budget. FY24/25 is SMGWA's estimated amount.

## OPERATING BUDGET

### SUMMARY – OPERATING BUDGET

The recommended Operating Budget for FY23/24 results in an Operating Income of \$2.7M and \$2.4M for FY24/25.

#### High Level Revenue & Expense Summary

| Operating Revenue & Expense                   | 2022/23              | 2022/23              | 2023/24              | 2024/25              | 2022/23             | 2023/24             |
|---|----------------------|----------------------|----------------------|----------------------|---------------------|---------------------|
|   | Estimated            | Adopted              | Proposed             | Proposed             | Compared to         | Compared to         |
|   | Actuals              | Budget               | Budget               | Budget               | 2023/24             | 2024/25             |
|   |                      |                      |                      |                      | Proposed            | Proposed            |
|   |                      |                      |                      |                      | Budget              | Budget              |
| <b>Operating Revenue</b>                      |                      |                      |                      |                      |                     |                     |
| Water Basic                                   | \$ 3,548,856         | \$ 3,536,400         | \$ 3,552,000         | \$ 3,643,176         | \$ 15,600           | \$ 91,176           |
| Water Usage                                   | 7,580,309            | 8,231,131            | 7,722,600            | 7,808,283            | (508,531)           | 85,683              |
| Sewer Fund                                    | 173,019              | 173,021              | 173,021              | 173,021              | 0                   | -                   |
| Sale of Meters                                | 100,000              | 32,000               | 60,000               | 60,000               | 28,000              | -                   |
| Fire Recovery Surcharge (FRS)                 | 988,971              | 1,000,000            | 1,000,000            | 1,000,000            | -                   | -                   |
| Operating Grants                              | 200,000              | -                    | 5,000                | 5,000                | 5,000               | -                   |
| Miscellaneous Fees & Charges                  | 85,131               | 105,560              | 90,000               | 90,000               | (15,560)            | -                   |
| <b>Total Operating Revenue</b>                | <b>\$ 12,676,287</b> | <b>\$ 13,078,112</b> | <b>\$ 12,602,621</b> | <b>\$ 12,779,480</b> | <b>\$ (475,491)</b> | <b>\$ 176,859</b>   |
| <b>Total Operating Revenue, excluding FRS</b> | <b>\$ 11,687,315</b> | <b>\$ 12,078,112</b> | <b>\$ 11,602,621</b> | <b>\$ 11,779,480</b> | <b>\$ (475,491)</b> | <b>\$ 176,859</b>   |
| <b>Operating Expenses</b>                     |                      |                      |                      |                      |                     |                     |
| Salaries & Benefits                           | \$ 5,970,346         | \$ 6,604,475         | \$ 6,710,003         | \$ 7,111,239         | 105,529             | 401,236             |
| Contract/Professional Services                | 997,151              | 1,011,467            | 1,237,813            | 1,225,516            | 226,346             | (12,297)            |
| Operating Expenses                            | 480,116              | 455,450              | 464,400              | 491,000              | 8,950               | 26,600              |
| Maintenance                                   | 204,332              | 202,288              | 239,600              | 257,850              | 37,312              | 18,250              |
| Facilities                                    | 620,042              | 725,645              | 693,625              | 704,145              | (32,020)            | 10,520              |
| Gen. & Admin.                                 | 461,461              | 468,707              | 515,210              | 528,810              | 46,503              | 13,600              |
| <b>Total Operating Expenses</b>               | <b>\$ 8,733,448</b>  | <b>\$ 9,468,031</b>  | <b>\$ 9,860,651</b>  | <b>\$ 10,318,560</b> | <b>\$ 392,620</b>   | <b>\$ 457,909</b>   |
| <b>OPERATING INCOME (LOSS)</b>                | <b>\$ 3,942,839</b>  | <b>\$ 3,610,081</b>  | <b>\$ 2,741,970</b>  | <b>\$ 2,460,920</b>  | <b>\$ (868,111)</b> | <b>\$ (281,050)</b> |
|   |                      |                      |                      |                      | % Change            | % Change            |
|   |                      |                      |                      |                      | -24.0%              | -10.2%              |
| <b>OPERATING INCOME (LOSS), excluding FRS</b> | <b>\$ 2,953,868</b>  | <b>\$ 2,610,081</b>  | <b>\$ 1,741,970</b>  | <b>\$ 1,460,920</b>  | <b>\$ (868,111)</b> | <b>\$ (281,050)</b> |
|   |                      |                      |                      |                      | % Change            | % Change            |
|   |                      |                      |                      |                      | -33.3%              | -16.1%              |

#### FY23-24 BUDGET VARIANCE TO PRIOR FY22-23 BUDGET:

- Decrease revenue from water usage, \$508K
- Increase revenue from sale of meters, \$28K
- Increase revenue from operating grants, \$5K
- Decrease revenue from miscellaneous fees & charges, \$16K
- Increase expense \$103K related to 2 new hires
- Increase expense \$50K for fuel reduction
- Increase expense \$40K for compensation study
- Increase expense \$40K for grant writer
- Increase expense \$40K for DM recruitment
- Decrease expense \$32K in utilities
- Increase expense \$36K in fuel/vehicle maintenance

*SUMMARY – OPERATING BUDGET*

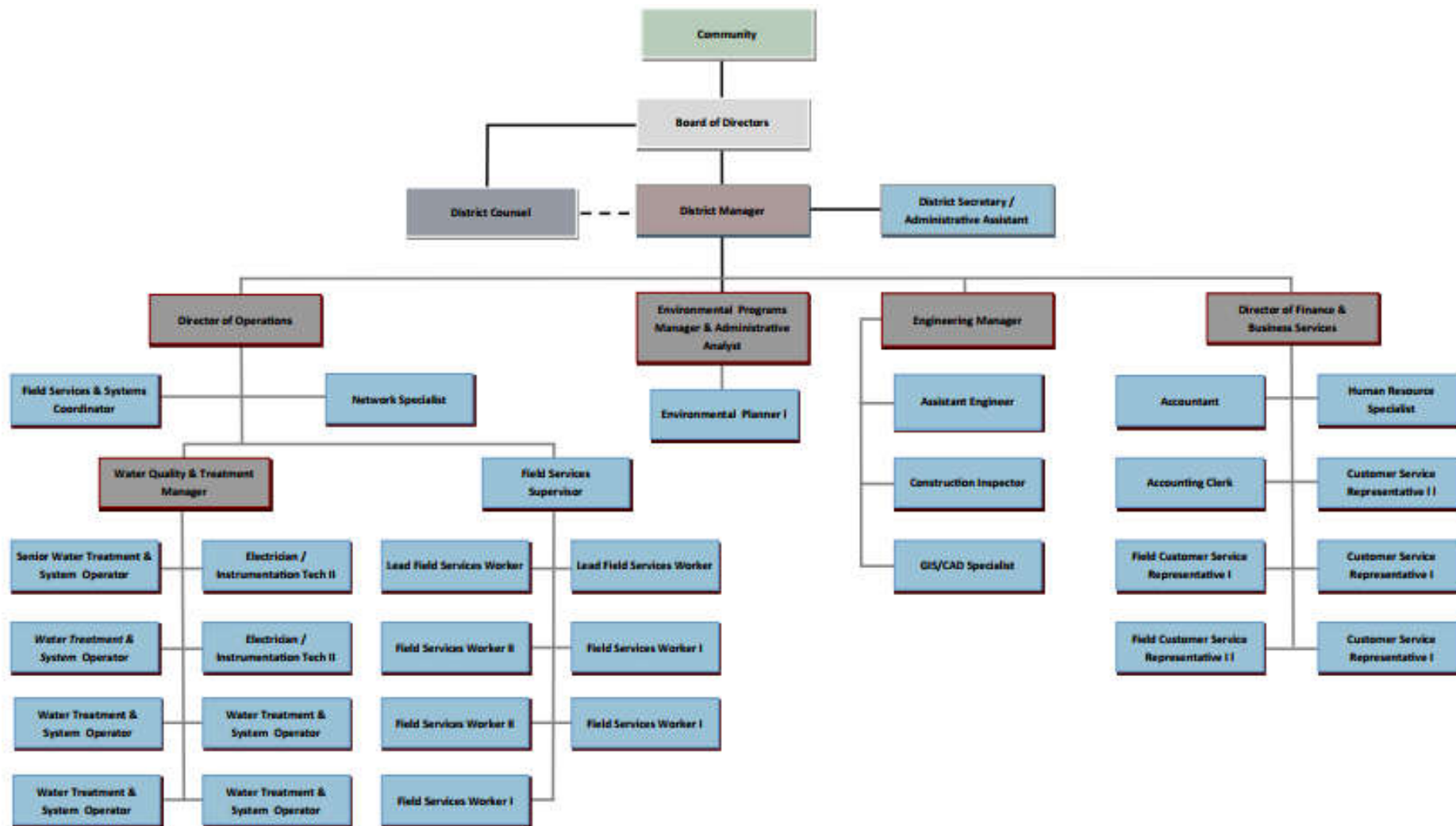
FY24-25 BUDGET VARIANCE TO FY23-24 BUDGET:

- Increase revenue due to Forest Springs & Bracken Brae customers, \$177K
- Increase expense employee related (COLA, taxes, medical, pension) of \$401K
- Increase expense election year, \$40K
- Decrease expense \$80K for compensation study/DM recruitment

The District has the following rate schedules in place. This rate schedule was a result of the 2017 Rate Study conducted by NBS. The District is in the process of another rate study and has contracted with Raftelis Consultants. The District anticipates the final report to be completed by October 2023 with a Prop 218 process and a new 5 year rate schedule with rates beginning January 2024.

| <b>Fixed Service Charge</b> | <b>FY1718</b> | <b>FY1819</b> | <b>FY1920</b> | <b>FY2021</b> | <b>FY2122</b> |
|-----------------------------|---------------|---------------|---------------|---------------|---------------|
| 5/8"                        | \$ 28.27      | \$ 30.24      | \$ 32.06      | \$ 33.66      | \$ 35.34      |
| 3/4"                        | \$ 28.27      | \$ 30.24      | \$ 32.06      | \$ 33.66      | \$ 35.34      |
| 1"                          | \$ 42.36      | \$ 45.33      | \$ 48.05      | \$ 50.45      | \$ 52.97      |
| 1 1/2"                      | \$ 77.61      | \$ 83.04      | \$ 88.03      | \$ 92.43      | \$ 97.05      |
| 2"                          | \$ 119.91     | \$ 128.30     | \$ 136.00     | \$ 142.80     | \$ 149.94     |
| 3"                          | \$ 232.70     | \$ 248.98     | \$ 263.92     | \$ 277.12     | \$ 290.97     |
| 4"                          | \$ 359.58     | \$ 384.75     | \$ 407.84     | \$ 428.23     | \$ 449.64     |
| <b>Volumetric Charge</b>    | <b>FY1718</b> | <b>FY1819</b> | <b>FY1920</b> | <b>FY2021</b> | <b>FY2122</b> |
| Flat Rate                   | \$ 10.12      | \$ 10.83      | \$ 11.48      | \$ 12.06      | \$ 12.66      |
| <b>Sewer Service Charge</b> | <b>FY1819</b> | <b>FY1920</b> | <b>FY2021</b> |               |               |
| Sewer Rate                  | \$ 178.80     | \$ 214.56     | \$ 257.47     |               |               |

ORGANIZATIONAL CHART



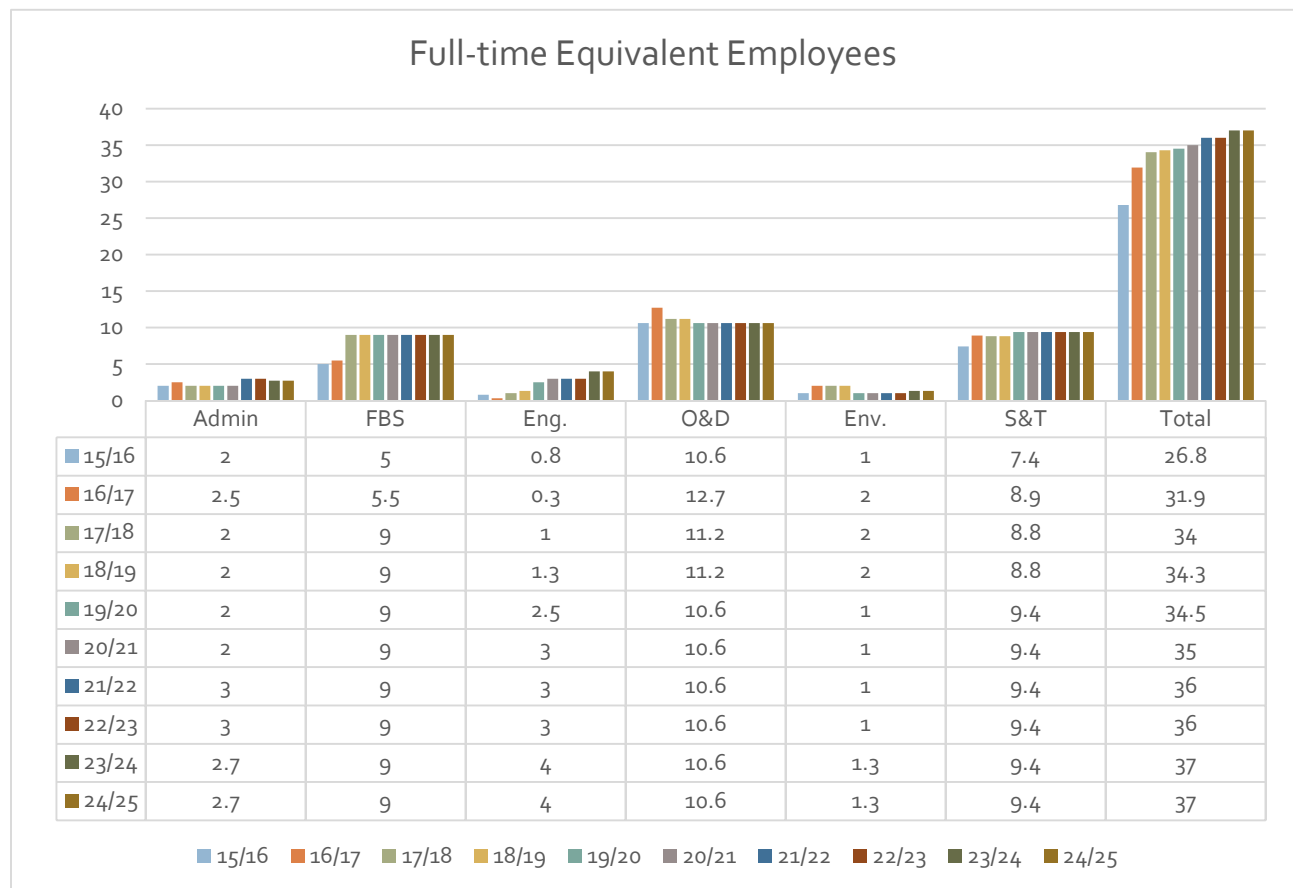
**PERSONNEL**

Overall, the largest operating expense of the District is the salary & benefits portion, making up approximately 68% of the overall operating expense. The Biennial Budget consists of 37 full-time equivalent (FTE) employees. District employees make it our mission to provide our customers and all future generations with reliable, safe, and high quality water possible.

This was especially shown by staff’s dedication during the CZU Lightening Fires, which was one of the worst natural disasters the area has seen for many years.

**EMPLOYEE RELATED EXPENSES:**

- Regular increases in employee items such as cost of living increases, payroll taxes, medical benefits and required pension payments occur each year.
- There are one time contributions to the OPEB Section 125 Trust fund of approximately \$35K in each fiscal year.

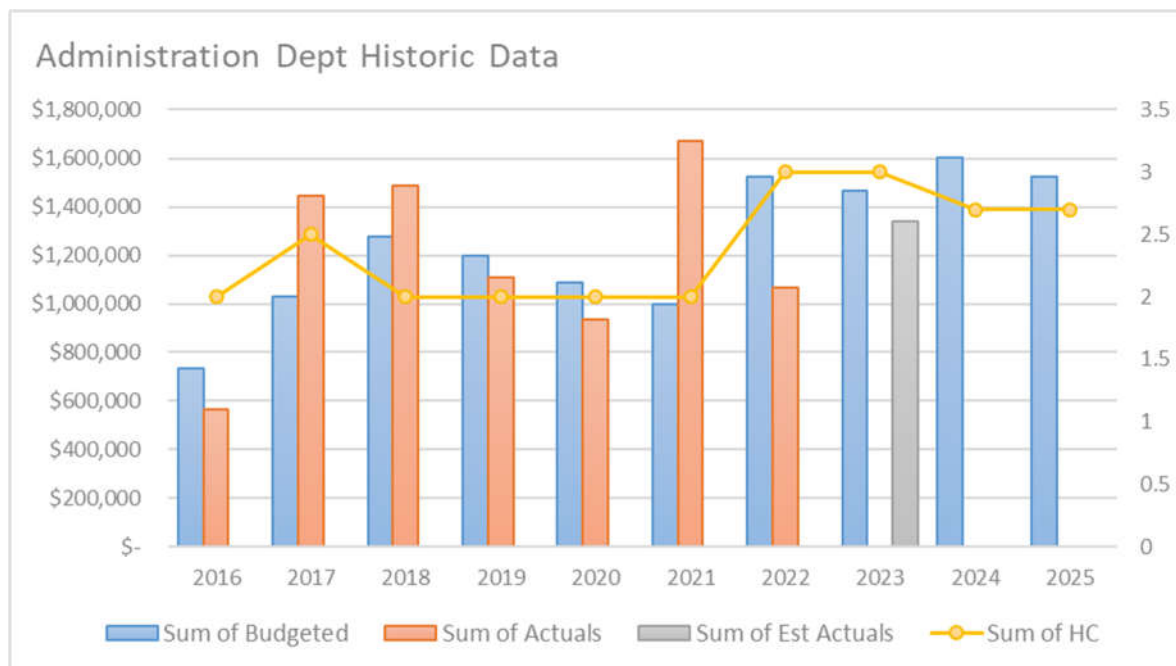




*ADMINISTRATION DEPARTMENT*

The Administration Department is responsible for maintaining communications, coordinating meetings and providing requested support to the public and the Board of Directors. The department assists in developing policies and procedures, rules and regulations and the overall strategic plan of the District. There are 2.7 FTE employees.

- The District Manager is appointed by the Board of Directors and is responsible for exercising overall supervision of District staff. The District Manager is responsible for the execution of contracts and other documents on behalf of the District to the extent provided by the Board of Directors.
- The District Secretary prepares Board agenda packets for all Board meetings, documents the notes from the meetings, maintains insurance policies and claims, and coordinates public outreach communication with staff or third party consultants.
- The Environmental Programs Manager/Administrative Analyst’s time is allocated 50/50 to department 100 & 500. The 50% of the labor allocated to department 100 will be for outreach, special projects, grant writing, high level administrative support, and other tasks assigned by the District Manager.
- The Environmental Planner’s time is allocated 20/80 to department 100 & 500, respectively. The 20% of the labor allocated to department 100 will be for various outreach & grant writing tasks.
- This department also contains the direct expenses of the Board of Directors.



**ADMINISTRATION DEPARTMENT**

**Administration by Expense Category**

|                                | 2022/23<br>Estimated<br>Actuals | 2022/23<br>Adopted<br>Budget | 2023/24<br>Proposed<br>Budget | 2024/25<br>Proposed<br>Budget | 2022/23<br>Compared<br>2023/24<br>Budget | 2023/24<br>Compared<br>2024/25<br>Budget |
|--------------------------------|---------------------------------|------------------------------|-------------------------------|-------------------------------|--|--|
| Salaries & Benefits            | \$ 666,196                      | \$ 795,921                   | \$ 784,326                    | \$ 743,726                    | \$ (11,595)                              | \$ (40,600)                              |
| Contract/Professional Services | \$ 356,393                      | \$ 349,899                   | 461,320                       | 417,733                       | 111,421                                  | (43,587)                                 |
| Operating Expenses             | \$ 2,991                        | \$ 6,500                     | 4,468                         | 4,468                         | (2,032)                                  | -  |
| Maintenance                    | \$ 18,298                       | \$ 18,704                    | 21,597                        | 21,491                        | 2,892                                    | (106)                                    |
| Facilities                     | \$ 20,238                       | \$ 26,013                    | 23,876                        | 23,876                        | (2,138)                                  | -  |
| Gen. & Admin.                  | \$ 278,908                      | \$ 270,300                   | 306,743                       | 311,488                       | 36,443                                   | 4,745                                    |
| <b>Total Operating Expense</b> | <b>\$ 1,343,022</b>             | <b>\$ 1,467,338</b>          | <b>\$ 1,602,330</b>           | <b>\$ 1,522,782</b>           | <b>\$ 134,991</b>                        | <b>\$ (79,548)</b>                       |
|                                |                                 |                              |                               | <i>% Change</i>               | <i>9%</i>                                | <i>-5%</i>                               |

**FY23-24 BUDGET VARIANCE TO PRIOR YEAR FY22-23 BUDGET:**

Expenses have increased \$135K or 9% compared to the prior year budget. The increase is due to a compensation study, District Manager recruitment, grant writer, and other increases to insurances.

**FY24-25 BUDGET VARIANCE TO FY23-24 BUDGET:**

Expenses have decreased \$80K or -5% compared to the FY23-24 budget. The decrease is due to the one-time expense of the compensation study, DM recruitment in FY23-24, decrease to salaries for filling new DM position in FY24-25, offset by election year in FY24-25.

**BUDGET EXPENDITURES TO NOTE:**

**Contract/Professional Services:**

- FY23-24: Non-recurring \$40K for a comp study, \$40k for District Manager Recruitment
- FY23-24: \$40K for Grant Writer, \$55K PR Firm
- FY23-24: \$240K for legal services

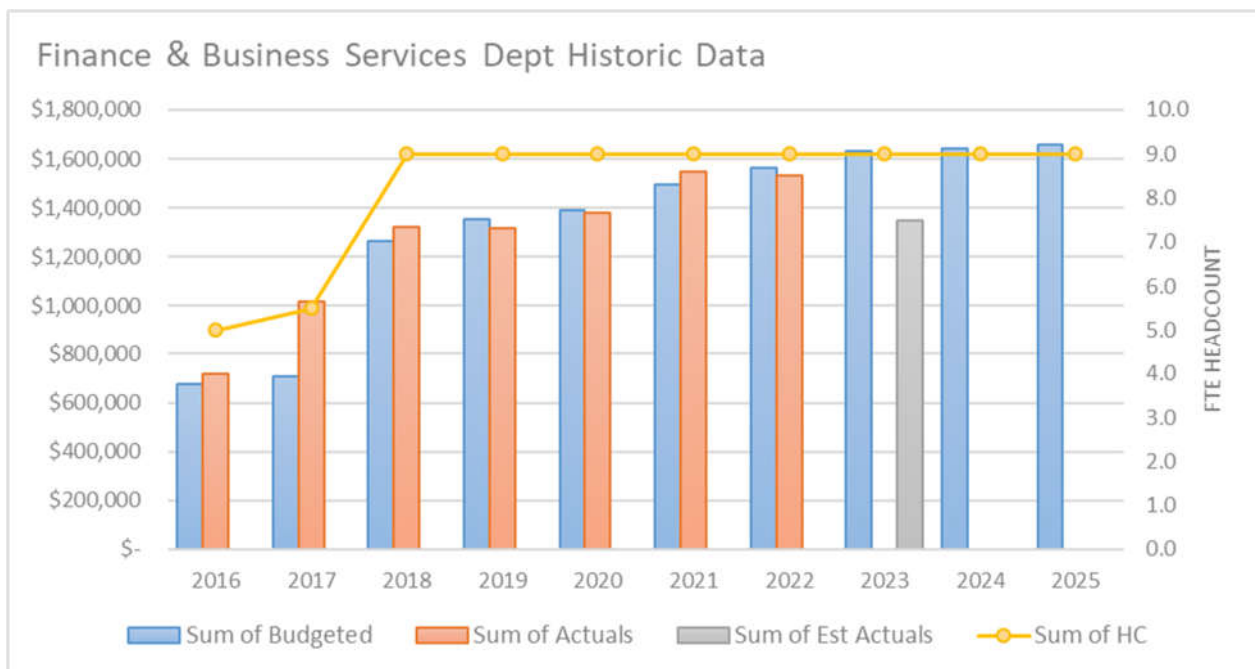
**General & Administrative Services:**

- FY23-24: \$256K for insurances, this includes an estimated increase due to the more recent claims.
- FY24-25: \$260K for insurances, this includes an estimated increase due to the more recent claims.

*FINANCE & BUSINESS SERVICES DEPARTMENT*

The Finance & Business Services (FBS) Department is responsible for the District’s accounting and financial duties, customer service, field customer service and human resources needs. The department has the responsibility to oversee the general day-to-day business of the District, meeting short and long term financial objectives, as well as ensuring all financial reporting requirements are being met. There are 9 FTE employees.

- The Customer Service Team is responsible for customer accounts, billing, processing payments, customer inquiries and assigning customer service orders.
- The Field Customer Service Team is responsible for reading and maintaining meters, investigating high and low usage, turning service on/off, customer rebate program field review and other service orders as assigned.
- Human Resources (HR) provides administrative and operational support to District employees and retirees on payroll, benefits administration (FSA, FMLA, COBRA etc.), CalPERS, recruitment, MOU negotiations, training and other essential HR functions.
- The Finance Team is responsible for finance and accounting duties that support all departments, ensuring adequate internal controls, and preparing and analyzing annual financial and budget reports of the District. This department also maintains the general ledger, accounts payable/receivable, capital project accounting, grant accounting, payroll, inventory management and purchasing.



**FINANCE & BUSINESS SERVICES DEPARTMENT**

**Finance & Business Services by Expense Category**

|                                | <b>2022/23<br/>Estimated<br/>Actuals</b> | <b>2022/23<br/>Adopted<br/>Budget</b> | <b>2023/24<br/>Proposed<br/>Budget</b> | <b>2024/25<br/>Proposed<br/>Budget</b> | <b>2022/23<br/>Compared<br/>2023/24<br/>Budget</b> | <b>2023/24<br/>Compared<br/>2024/25<br/>Budget</b> |
|--------------------------------|--|---------------------------------------|--|--|--|--|
| Salaries & Benefits            | \$ 1,008,364                             | \$ 1,287,052                          | \$ 1,279,255                           | \$ 1,288,392                           | \$ (7,796)   | \$ 9,137   |
| Contract/Professional Services | 155,240                                  | 157,104                               | 177,462                                | 182,286                                | 20,357   | 4,825  |
| Operating Expenses             | 4,027                                    | 4,082                                 | 5,958                                  | 5,958                                  | 1,876  | -  |
| Maintenance                    | 10,611                                   | 10,313                                | 10,277                                 | 10,277                                 | (36)   | -  |
| Facilities                     | 2,458                                    | 1,227                                 | 1,489                                  | 1,489                                  | 262  | -  |
| Gen. & Admin.                  | 167,502                                  | 162,851                               | 167,424                                | 167,424                                | 4,573  | -  |
| <b>Total Operating Expense</b> | <b>\$ 1,348,203</b>                      | <b>\$ 1,622,630</b>                   | <b>\$ 1,641,865</b>                    | <b>\$ 1,655,826</b>                    | <b>\$ 19,235</b>                                   | <b>\$ 13,961</b>                                   |
|                                |  |                                       |  | <i>% Change</i>                        | <i>1%</i>  | <i>1%</i>  |

**FY23-24 BUDGET VARIANCE TO PRIOR YEAR FY22-23 BUDGET:**

Expenses have increased \$19K or 1% compared to the prior year budget. The increase is due to an increase in Badger meter fees from our Meter Replacement Program and AMI Meter Grant. The District is currently looking for ways to decrease administrative fees such as a going green campaign to reduce paper waste and reduce postage fees.

**FY24-25 BUDGET VARIANCE TO FY23-24 BUDGET:**

Expenses have increased \$13K or 1% compared to the FY23-24 budget. The increase is due to changes in employee benefits and regular increases in salaries and benefits and increase to Badger meter fees.

**BUDGET EXPENDITURES TO NOTE:**

**Contract/Professional Services:**

- \$32K billing related
- \$58K for ERP software related
- \$48K meter fees
- \$15K human resources related
- \$25K for audit services

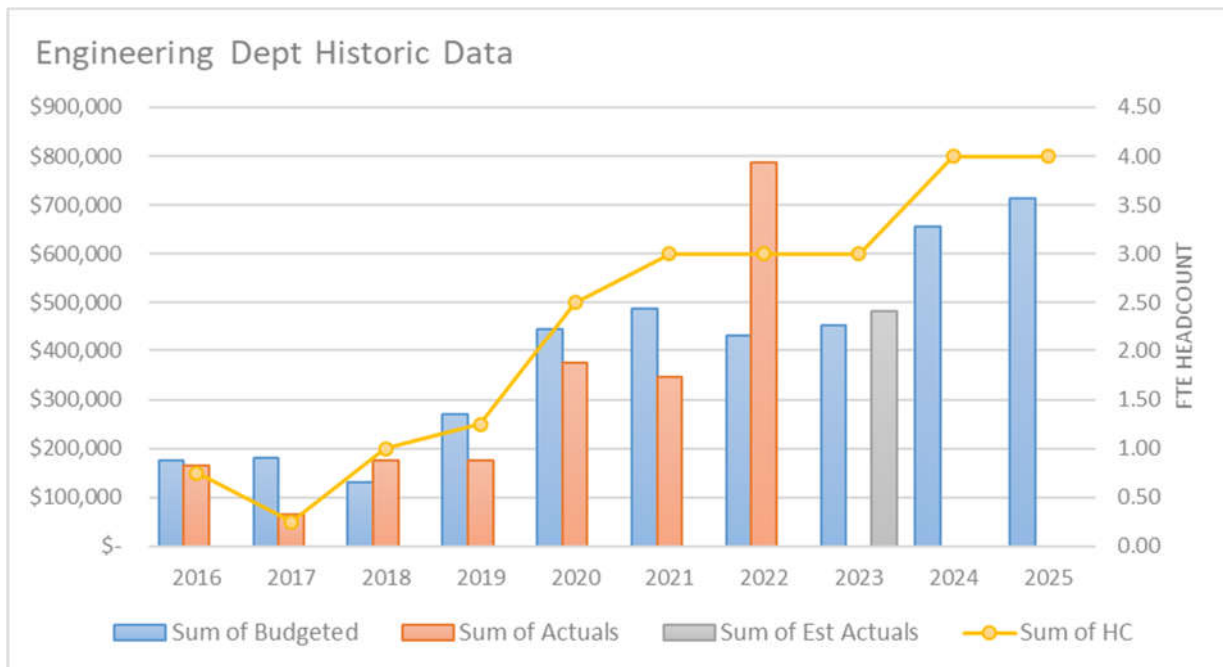
**General & Administrative Services:**

- \$115K for banking related, mainly due to online and credit card payments
- \$30K for postage

*ENGINEERING DEPARTMENT*

The Engineering Department designs, plans, coordinates and inspects the efforts of projects to expand the water system. Projects can include contracted out projects or internal meter reviews for individual parcels coming on to the water system. Engineering also maintains the District infrastructure drawings and maps. The Engineering Department is responsible for Geographic Information Systems (GIS) and the development of valuable tools for more efficient and effective access, linking, analysis, and maintenance of information for and about the District and its service connections. There are 4 FTE employees.

It is estimated that 80% of the Engineering Manager’s time and 90% of the Construction Inspector’s time will be capitalized to projects. This will show up as overhead absorption, crediting the operating expenses for the work capitalized. This remains as a budgeted operating expense as it is an ongoing expense of the District and can fluctuate for the basis of time worked on different tasks.



**ENGINEERING DEPARTMENT**

**Engineering by Expense Category**

|                                | <b>2022/23<br/>Estimated<br/>Actuals</b> | <b>2022/23<br/>Adopted<br/>Budget</b> | <b>2023/24<br/>Proposed<br/>Budget</b> | <b>2024/25<br/>Proposed<br/>Budget</b> | <b>2022/23<br/>Compared<br/>2023/24<br/>Budget</b> | <b>2023/24<br/>Compared<br/>2024/25<br/>Budget</b> |
|--------------------------------|--|---------------------------------------|--|--|--|--|
| Salaries & Benefits            | \$ 400,504                               | \$ 419,051                            | \$ 611,533                             | \$ 662,071                             | \$ 192,483   | \$ 50,538  |
| Contract/Professional Services | 65,000                                   | 25,000                                | 17,300                                 | 17,300                                 | (7,700)  | -  |
| Operating Expenses             | 3,500                                    | 1,000                                 | 1,000                                  | 1,000                                  | -  | -  |
| Maintenance                    | 10,000                                   | 2,000                                 | 20,000                                 | 20,000                                 | 18,000   | -  |
| Facilities                     | 657                                      | 850                                   | 1,000                                  | 1,000                                  | 150  | -  |
| Gen. & Admin.                  | 3,161                                    | 5,500                                 | 6,000                                  | 12,750                                 | 500  | 6,750  |
| <b>Total Operating Expense</b> | <b>\$ 482,822</b>                        | <b>\$ 453,401</b>                     | <b>\$ 656,833</b>                      | <b>\$ 714,121</b>                      | <b>\$ 203,433</b>                                  | <b>\$ 57,288</b>                                   |
|                                |  |                                       | <i>% Change</i>                        |  | 45%  | 9%   |

**FY23-24 BUDGET VARIANCE TO PRIOR YEAR FY22-23 BUDGET:**

Expenses have increased \$203K or 45% compared to the prior year budget. The increase is due to the new Construction Inspector position, regular increases in salaries and benefits, and increase to maintenance, primarily vehicle & fuel costs for dedicated Engineering Department vehicles.

**FY24-25 BUDGET VARIANCE TO FY23-24 BUDGET:**

Expenses have increased \$57K or 9% compared to the FY23-24 budget. The increase is due to regular increases in salaries and benefits.

**BUDGET EXPENDITURES TO NOTE:**

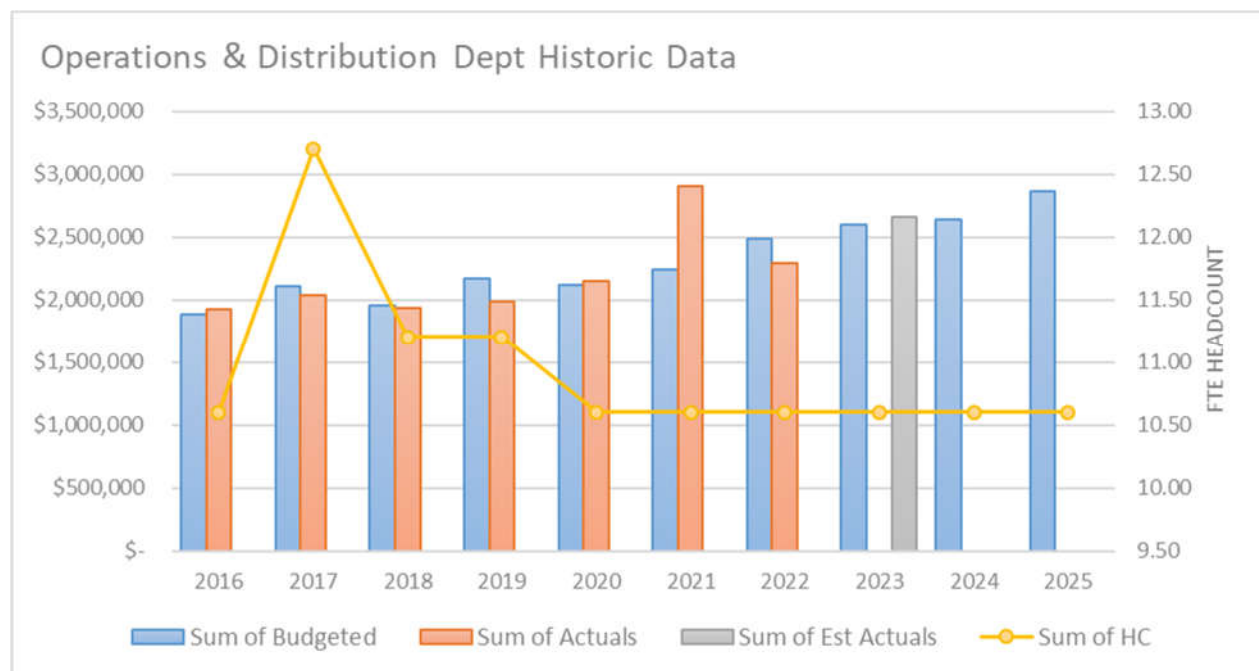
Contract/Professional Services:

- \$12K software maintenance
- \$5K miscellaneous items

*OPERATIONS & DISTRIBUTION DEPARTMENT*

The Operations & Distribution Department is responsible for the District’s operations and maintenance of the water system infrastructure, wastewater system, facilities security and emergency preparedness programs. In addition to complying with all applicable environmental regulations, this department is responsible for: performing preventive and corrective fleet, facilities and right of way maintenance, managing computerized controls equipment and monitoring and maintaining infrastructure assets. The Operations Team operates the water system and facilities 24-hours a day, 7 days a week. There are 10.6 FTE employees.

- The Director of Operations oversees all staff within the Operations & Distribution and Supply & Treatment Departments.
- The Field Services Supervisor oversees the Field Service Worker staff, who are responsible for the daily operation and maintenance of the systems, repairing and replacing service lines, distribution mains and valves, annual flushing to maintain water quality and locating services from Dial 811.
- The Field Services & System Coordinator provides administrative support to the Director of Operations, and performs a variety of field work relative to the operations and maintenance of water and wastewater systems.
- The Network Specialist performs administrative and technical work maintaining servers, computers and peripherals; maintains and prepares records and reports; monitors SCADA systems to report alarms; develops and maintains the District website, email and security systems.



**OPERATIONS & DISTRIBUTION DEPARTMENT**

**Operations & Distribution by Expense Category**

|                                | <b>2022/23<br/>Estimated<br/>Actuals</b> | <b>2022/23<br/>Adopted<br/>Budget</b> | <b>2023/24<br/>Proposed<br/>Budget</b> | <b>2024/25<br/>Proposed<br/>Budget</b> | <b>2022/23<br/>Compared<br/>2023/24<br/>Budget</b> | <b>2023/24<br/>Compared<br/>2024/25<br/>Budget</b> |
|--------------------------------|--|---------------------------------------|--|--|--|--|
| Salaries & Benefits            | \$ 2,011,742                             | \$ 1,952,452                          | \$ 1,947,801                           | \$ 2,138,813                           | \$ (4,651)   | \$ 191,012   |
| Contract/Professional Services | 125,384                                  | 81,156                                | 150,000                                | 150,000                                | 68,844   | -  |
| Operating Expenses             | 189,000                                  | 204,000                               | 189,000                                | 200,000                                | (15,000)   | 11,000   |
| Maintenance                    | 112,457                                  | 106,000                               | 114,189                                | 124,119                                | 8,189  | 9,930  |
| Facilities                     | 216,305                                  | 244,255                               | 229,436                                | 239,401                                | (14,819)   | 9,965  |
| Gen. & Admin.                  | 3,972                                    | 7,403                                 | 7,944                                  | 7,944                                  | 541  | -  |
| <b>Total Operating Expense</b> | <b>\$ 2,658,860</b>                      | <b>\$ 2,595,265</b>                   | <b>\$ 2,638,370</b>                    | <b>\$ 2,860,276</b>                    | <b>\$ 43,105</b>                                   | <b>\$ 221,906</b>                                  |
|                                |  |                                       |  | <i>% Change</i>                        | <i>2%</i>  | <i>8%</i>  |

**FY23-24 BUDGET VARIANCE TO PRIOR YEAR FY22-23 BUDGET:**

Expenses have increased \$43K or 2% compared to the prior year budget. The increase is associated with an increase for fuel reduction and leak detection services, offset by a decrease to operating expenses & facilities.

**FY24-25 BUDGET VARIANCE TO FY23-24 BUDGET:**

Expenses have increased \$222K or 8% compared to the FY23-24 budget. The increase is associated with regular salary & benefit increases.

**BUDGET EXPENDITURES TO NOTE:**

The majority are routine, regularly occurring expenses such as utilities, vehicle maintenance, inventory parts, other regular maintenance and so forth.

**Contract/Professional Services:**

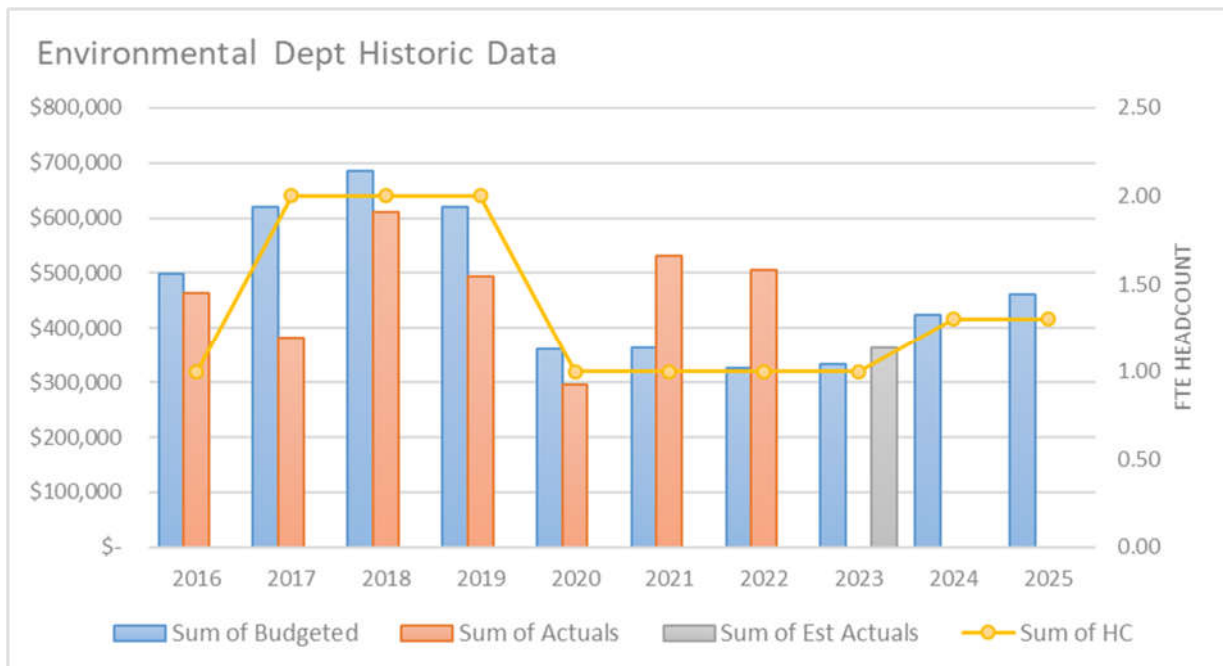
- \$30K Fuel Reduction
- \$25K Leak Detection



*ENVIRONMENTAL DEPARTMENT*

The Environmental Department oversees an array of strategies and programs related to providing a safe, reliable and sustainable water supply. There are 1.3 FTE employees.

- Facilitates District’s sustainable water supply planning.
- Conducts environmental permitting for capital improvement projects.
- Conducts legislative review and advocates to protect District resources.
- Facilitates public engagement and communication of District activities through an integrated multi-media approach.
- Helps identify current or potential drought conditions to help the District increase water conservation guidelines to meet demand and regulatory requirements.
- Identifies grant funding opportunities, prepares applications, coordinates with other agencies for collaborative grants and administers grants awarded.
- Manages District lands to protect water supply.



**ENVIRONMENTAL DEPARTMENT**

**Environmental by Expense Category**

|                                | <b>2022/23<br/>Estimated<br/>Actuals</b> | <b>2022/23<br/>Adopted<br/>Budget</b> | <b>2023/24<br/>Proposed<br/>Budget</b> | <b>2024/25<br/>Proposed<br/>Budget</b> | <b>2022/23<br/>Compared<br/>2023/24<br/>Budget</b> | <b>2023/24<br/>Compared<br/>2024/25<br/>Budget</b> |
|--------------------------------|--|---------------------------------------|--|--|--|--|
| Salaries & Benefits            | \$ 216,516                               | \$ 140,123                            | \$ 172,789                             | \$ 189,380                             | \$ 32,666  | \$ 16,591  |
| Contract/Professional Services | 137,000                                  | 172,000                               | 222,500                                | 239,000                                | 50,500   | 16,500   |
| Operating Expenses             | 4,000                                    | 1,750                                 | 1,900                                  | 2,500                                  | 150  | 600  |
| Maintenance                    | -  | 5,500                                 | 7,500                                  | 9,000                                  | 2,000  | 1,500  |
| Facilities                     | 632                                      | -                                     | 1,080                                  | 1,200                                  | 1,080  | 120  |
| Gen. & Admin.                  | 5,236                                    | 14,350                                | 19,300                                 | 20,900                                 | 4,950  | 1,600  |
| <b>Total Operating Expense</b> | <b>\$ 363,385</b>                        | <b>\$ 333,723</b>                     | <b>\$ 425,069</b>                      | <b>\$ 461,980</b>                      | <b>\$ 91,346</b>                                   | <b>\$ 36,911</b>                                   |
|                                |  |                                       | <i>% Change</i>                        |  | 27%  | 9%   |

**FY23-24 BUDGET VARIANCE TO PRIOR YEAR FY22-23 BUDGET:**

Expenses have increased \$91K or 27% compared to the prior year budget. The increase is associated with regular salary & benefit increases and annual mitigation & reporting contracts.

**FY24-25 BUDGET VARIANCE TO FY23-24 BUDGET:**

Expenses have increase \$37K or 9% compared to the FY23-24 budget. The increase is associated with regular salary & benefit increases and regular increases to contract/professional services.

**BUDGET EXPENDITURES TO NOTE:**

Contract/Professional Services:

- \$30K Hydrogeologist Consulting Services
- \$60K Stream Flow Monitoring
- \$50K Fire Management Plan
- \$40K Annual Mitigation & Reporting
- \$25K Watershed Restoration & Monitoring
- \$13K Fish & Habitat Monitoring

Please see the following page for further explanation of some of these projects.

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## ENVIRONMENTAL DEPARTMENT

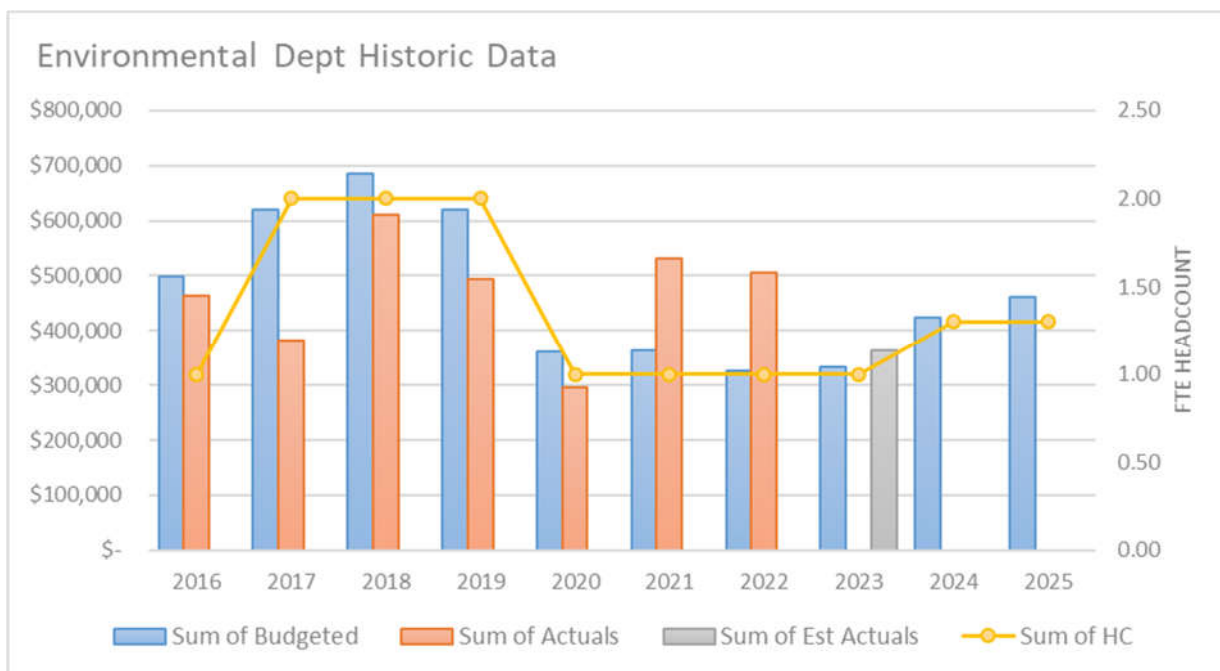
Below further explains some of the major projects within the department. Some professional services are more regularly recurring, other studies come up more irregularly or are one-time expenses.

- Hydrogeologist Consulting Services – An as needed contract to provide hydrogeological expertise to the District in support of the District’s ongoing sustainable water supply planning efforts.
- Stream Flow Monitoring – The District has monitored stream flow in the San Lorenzo River and tributaries associated with District diversions for 4 years to quantify the impact on river habitat. The data is being used to improve District operations to ensure water supply reliability and improve fish habitat. Changes in district operations will likely require changes to water rights. Further monitoring will quantify habitat improvements, and will be used to negotiate forbearance agreements and bypass flow requirements.
- Fish & Habitat Monitoring – The District has been partnering with the Juvenile Salmonid and Steelhead Habit Monitoring Partner Group (JSSH) for 20 years to monitor fish populations and habitat quality throughout Santa Cruz County. JSSH is developing new tools to help make informed decisions about conservation and restoration and to improve science communication with regard to fish and habitat. Partners are providing staff for monitoring field work to lower costs.
- Olympia Restoration/Conservation Area - The Olympia Conservation Area Management & Monitoring Plan was developed to guide habitat management, restoration, enhancement, and related activities, and monitoring within the Olympia Conservation Area. As part of the Olympia Conservation Area Management & Monitoring Plan a 5-year phase of implementation was agreed upon with reports due annually to the Federal Fish & Wildlife Service to maintain an incidental take permit (TE58263C-0).

*SUPPLY & TREATMENT DEPARTMENT*

The Supply & Treatment Department receives raw water from multiple surface and groundwater sources. The department treats the water utilizing full conventional treatment technologies to meet all state and federal potable water standards and performs all chemical and biologic analyses required by the California Department of Public Health and the U.S. Environmental Protection Agency. There are 9.4 FTE employees.

- The Water Treatment Supervisor plans, organizes, and participates in the operation, maintenance and repair of equipment used in the operation of the water and wastewater treatment systems, including wells, pumps, valves, reservoirs and treatment plants. This position also plans and implements a comprehensive water quality monitoring program.
- The Water Treatment Operator staff inspect stream intakes, water production, treatment and storage facilities, and wastewater collection, transmission and treatment facilities. This team also collects water and wastewater samples at various locations, performs routine laboratory analysis and records and reports results.
- The Electrician Staff perform a variety of skilled work related to the installation, maintenance and repair of industrial high voltage electrical motors, motor controls and equipment used in water and wastewater facilities; and installs, maintains, calibrates, repairs and operates electrical, pneumatic and mechanical instrumentation, controls, and equipment associated with the Supervisor Control and Data Acquisition (SCADA) system.



**SUPPLY & TREATMENT DEPARTMENT**

| Supply & Treatment by Expense Category | 2022/23             |                     | 2023/24             |                     | 2022/23                 | 2023/24                 |
|--|---------------------|---------------------|---------------------|---------------------|-------------------------|-------------------------|
|  | Estimated Actuals   | Adopted Budget      | Proposed Budget     | Proposed Budget     | Compared 2023/24 Budget | Compared 2024/25 Budget |
| Salaries & Benefits                    | \$ 1,613,939        | \$ 1,993,876        | \$ 1,880,379        | \$ 2,054,486        | \$ (113,496)            | \$ 174,106              |
| Contract/Professional Services         | 119,046             | 170,000             | 170,000             | 180,000             | -                       | 10,000                  |
| Operating Expenses                     | 230,652             | 209,950             | 230,000             | 243,000             | 20,050                  | 13,000                  |
| Maintenance                            | 51,596              | 58,188              | 63,052              | 69,258              | 4,864                   | 6,206                   |
| Facilities                             | 371,609             | 439,438             | 424,471             | 424,471             | (14,966)                | -                       |
| Gen. & Admin.                          | 1,368               | 6,951               | 6,454               | 6,951               | (497)                   | 496                     |
| <b>Total Operating Expense</b>         | <b>\$ 2,388,211</b> | <b>\$ 2,878,402</b> | <b>\$ 2,774,357</b> | <b>\$ 2,978,166</b> | <b>\$ (104,045)</b>     | <b>\$ 203,809</b>       |
|  |                     |                     |                     | <i>% Change</i>     | <i>-4%</i>              | <i>7%</i>               |

**FY23-24 BUDGET VARIANCE TO PRIOR YEAR FY22-23 BUDGET:**

Expenses have decreased \$104K or -4% compared to the prior year budget. The decrease is due to the difference in retirees and lower cost new hires.

**FY24-25 BUDGET VARIANCE TO FY23-24 BUDGET:**

Expenses have increased \$204K or 7% compared to the FY23-24 budget. Increases are due to regular salary & benefit increases, and an increase in contract/professional services and operating expenses.

**BUDGET EXPENDITURES TO NOTE:**

The majority are routine, regularly occurring expenses such as utilities, maintenance, alarm services, and so forth.

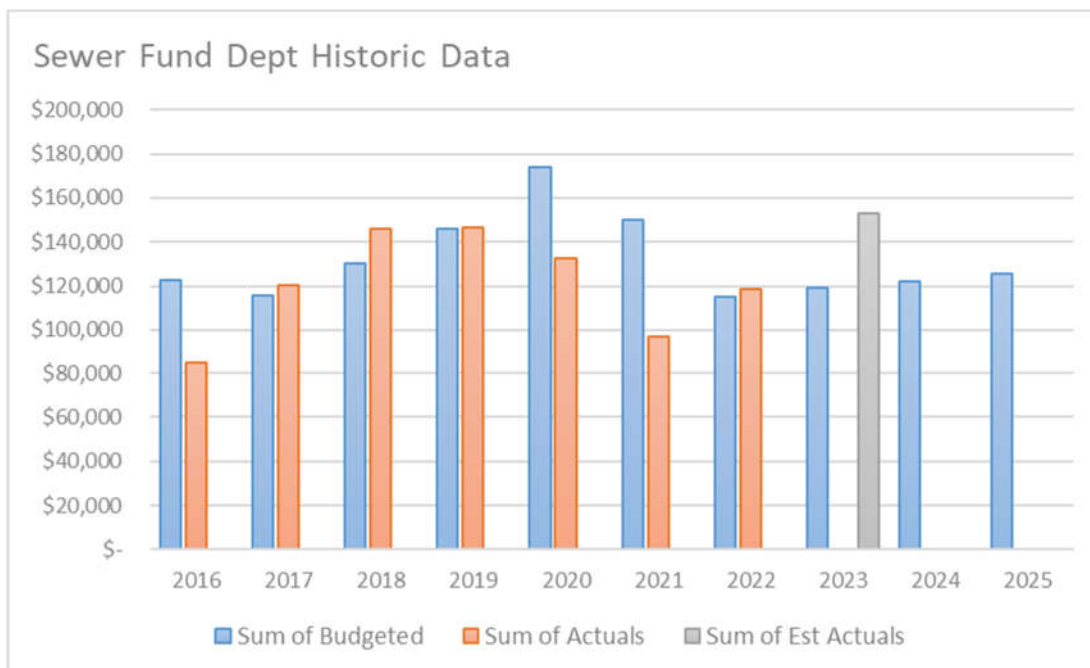
**Contract/Professional Services:**

- FY23-24: \$60K for water analysis, testing requirements will vary by year.
- FY24-25: \$60K for water analysis, testing requirements will vary by year.

*SEWER FUND*

The District owns, operates and maintains a wastewater system in Boulder Creek’s Bear Creek Estates, which serves approximately 56 homes. The system is operating on a routine or as needed basis with direct staff being allocated from the Operations & Distribution or Supply & Treatment Departments. An indirect allocation process is used based on number of overall customers to allocate indirect costs identified as being a shared benefit to all customers.

- The system collects and treats domestic wastewater flow.
- The existing collection system consists of 19 manholes, 2 cleanouts, approximately 3,600 linear feet of gravity sewer, 2,600 linear feet of force mains, 2 sewer pump stations and 56 laterals.
- Initially constructed in 1985, it consisted of two (2) cast-in-place, underground concrete tanks, an influent pump station and an effluent pump station discharging treated effluent to a subsurface 2.3-acre leach field.
- From 2005 through 2013, the District completed several modifications aimed at achieving regulatory compliance and improved nitrogen removal efficiency. This resulted in the existing treatment septic system being modified to incorporate a 3-stage trickling filter system, new internal recirculation/splitter/ball valves, and new air blowers with high capacity disc diffusers in the clarifier tanks.
- Due to higher regulatory requirements, there are still significant improvements needed for the wastewater system.



**SEWER FUND**

**Sewer Fund by Expense Category**

|                                | <b>2022/23<br/>Estimated<br/>Actuals</b> | <b>2022/23<br/>Adopted<br/>Budget</b> | <b>2023/24<br/>Proposed<br/>Budget</b> | <b>2024/25<br/>Proposed<br/>Budget</b> | <b>2022/23<br/>Compared<br/>2023/24<br/>Budget</b> | <b>2023/24<br/>Compared<br/>2024/25<br/>Budget</b> |
|--------------------------------|--|---------------------------------------|--|--|--|--|
| Salaries & Benefits            | \$ 56,872                                | \$ 16,000                             | \$ 33,919                              | \$ 34,371                              | \$ 17,919  | \$ 452   |
| Contract/Professional Services | 39,088                                   | 56,307                                | 39,231                                 | 39,197                                 | (17,075)   | (35)   |
| Operating Expenses             | 45,946                                   | 28,168                                | 32,074                                 | 34,074                                 | 3,906  | 2,000  |
| Maintenance                    | 1,370                                    | 1,583                                 | 2,984                                  | 3,705                                  | 1,402  | 720  |
| Facilities                     | 8,142                                    | 13,862                                | 12,273                                 | 12,708                                 | (1,589)  | 435  |
| Gen. & Admin.                  | 1,314                                    | 1,353                                 | 1,346                                  | 1,354                                  | (7)  | 9  |
| <b>Total Operating Expense</b> | <b>\$ 152,732</b>                        | <b>\$ 117,271</b>                     | <b>\$ 121,827</b>                      | <b>\$ 125,409</b>                      | <b>\$ 4,556</b>                                    | <b>\$ 3,582</b>                                    |
|                                |  |                                       | <i>% Change</i>                        |  | 4%   | 3%   |

**FY23-24 BUDGET VARIANCE TO PRIOR YEAR FY22-23 BUDGET:**

Expenses have increased \$4.5K or 4% compared to the prior year budget. The increase is due to an increase in operating expenses.

**FY24-25 BUDGET VARIANCE TO FY23-24 BUDGET:**

Expenses have increased \$3.5K or 3% compared to the FY23-24 budget due to regular small increases in other departments.

**BUDGET EXPENDITURES TO NOTE:**

Contract/Professional Services:

- Both fiscal years: \$18K for water analysis. Testing requirements will vary by year.

## NON-OPERATING REVENUE & EXPENSES

### NON-OPERATING REVENUE

The District receives a large portion of non-operating revenue from the District's share of property taxes levied by the County on certain parcels within the District.

There is a portion of non-operating revenue received by two assessment districts, Olympia Mutual and Lompico. These are considered restricted funds, as they are specifically earmarked to repay debt from past projects or fund future projects.

The District created a Rate Assistance Program to allocate \$25,000 of non-water rate revenue to help income eligible customers who currently receive discounted rates through PG&E's CARE Program. These customers may be eligible to receive \$15 off their monthly water bill.

Interest earnings have been higher than normal due to the upfront funding of the 2019 \$14.5M COP and 2021 \$15M loan. The loan proceeds are invested in United States Treasury Bills to take advantage of low risk, higher yielding interest. The loan proceeds were invested based on total loan project cost remaining with a maturity date closest to the construction start date of each project. The loan projects are expected to be completed by the end of FY23/24.

Capital contributions are also high for this Biennial Budget as all reimbursements from FEMA will show up here. This will trickle into FY25-28 as well.

| Non-Operating Revenue Budget        | 2022/23                         |                              | 2023/24                       |                               | 2022/23                                      |  | 2023/24                                      |  |
|-------------------------------------|---------------------------------|------------------------------|-------------------------------|-------------------------------|--|--|--|--|
|                                     | Budget                          |                              | Budget                        |                               | Budget                                       |  | Budget                                       |  |
|                                     | 2022/23<br>Estimated<br>Actuals | 2022/23<br>Adopted<br>Budget | 2023/24<br>Proposed<br>Budget | 2024/25<br>Proposed<br>Budget | Compared to<br>2023/24<br>Proposed<br>Budget | Compared to<br>2024/25<br>Proposed<br>Budget | Compared to<br>2023/24<br>Proposed<br>Budget | Compared to<br>2024/25<br>Proposed<br>Budget |
| <b>Non-Operating Revenue</b>        |                                 |                              |                               |                               |  |  |  |  |
| Property Taxes                      | \$ 978,000                      | \$ 882,669                   | 1,007,340                     | 1,037,560                     | \$ 124,671                                   | \$ 30,220                                    |  |  |
| Assessment Rev. - Oly Mutual        | 49,480                          | 48,500                       | 49,500                        | 49,500                        | 1,000  | -  |  |  |
| Assessment Rev. - Lompico           | 293,510                         | 295,000                      | 294,000                       | 294,000                       | (1,000)                                      | -  |  |  |
| Mobile Services Lease Fees          | 36,500                          | 25,000                       | 37,200                        | 39,060                        | 12,200                                       | 1,860  |  |  |
| Rental Income                       | 20,766                          | 18,500                       | 20,766                        | 20,766                        | 2,266  | -  |  |  |
| Contra Revenue - RAP <sup>(1)</sup> | (16,245)                        | (25,000)                     | (20,000)                      | (25,000)                      | 5,000  | (5,000)                                      |  |  |
| Interest - Investments              | 454,465                         | 128,255                      | 370,682                       | 70,509                        | 242,427                                      | (300,173)                                    |  |  |
| <b>Total Non-Operating Revenue</b>  | <b>\$ 1,816,476</b>             | <b>\$ 1,372,924</b>          | <b>\$ 1,759,488</b>           | <b>\$ 1,486,395</b>           | <b>\$ 386,564</b>                            | <b>\$ (273,093)</b>                          |  |  |
| <b>Capital Contributions</b>        |                                 |                              |                               |                               |  |  |  |  |
| Capital Grants <sup>(2)</sup>       | \$ -                            | \$ -                         | \$ 3,820,022                  | \$ 900,000                    | \$ 3,820,022                                 | \$ (2,920,022)                               |  |  |
| FEMA Reimbursements <sup>(3)</sup>  | 200,962                         | 8,466,375                    | 6,977,489                     | 14,181,957                    | (1,488,886)                                  | 7,204,468                                    |  |  |
| <b>Total Capital Contributions</b>  | <b>\$ 200,962</b>               | <b>\$ 8,466,375</b>          | <b>\$ 10,797,511</b>          | <b>\$ 15,081,957</b>          | <b>\$ 2,331,136</b>                          | <b>\$ 4,284,446</b>                          |  |  |

(1) RAP - Rate Assistance Program

(2) Capital Grants include:

- Fall Creek Fish Lader
- WaterSMART AMI Meter Grant
- IRWM Fire Hardening
- DWR Bracken Brae/Forest Springs Consolidation

(3) FEMA reimbursements are based on cash basis for when reimbursement will be received.



**NON-OPERATING EXPENSES**

The main component of non-operating expenses are payments on debt service.

For budgetary purposes, the District includes principal payments of debt as part of the non-operating expenses. Principal payments are a cash transaction, therefore deemed appropriate to be displayed in the budget as a non-operating expense. For regular financial purposes, principal debt payments would be shown as a cash payment and reduction on the balance sheet to reduce the debt liability.

There is no new debt financing currently being pursued.

**Non-Operating Expenses**

| <b>Interest Expense</b>       | <b>FY21/22</b>      | <b>FY22/23</b>    |
|-------------------------------|---------------------|-------------------|
| 2021 \$15M Loan               | \$ 367,467          | \$ 342,167        |
| 2019 \$14.5M COP              | 507,975             | 495,350           |
| Probation Tank Loan           | 77,146              | 74,009            |
| Refunding Bond                | 1,345               | -                 |
| Felton Loan                   | 26,039              | 22,129            |
| Olympia SRF Loan              | 34,515              | 32,712            |
| Solar Lease                   | 6,477               | 5,263             |
| Vehicle Lease                 | -                   | -                 |
| <b>Total Interest Expense</b> | <b>\$ 1,020,965</b> | <b>\$ 971,630</b> |

| <b>Debt Principal Payments</b> | <b>FY21/22</b>      | <b>FY22/23</b>      | <b>Additional Debt Information</b> |                        |                   |                      |
|--------------------------------|---------------------|---------------------|------------------------------------|------------------------|-------------------|----------------------|
|                                |                     |                     | <b>FY21/22 Balance</b>             | <b>FY22/23 Balance</b> | <b>Term. Date</b> | <b>Interest Rate</b> |
| 2021 \$15M Loan                | \$ 592,284          | \$ 606,584          | \$ 14,407,716                      | \$ 14,106,233          | Ends 03/41        | 2.40%                |
| 2019 \$14.5M COP               | 245,000             | 260,000             | 13,550,000                         | 13,290,000             | Ends 08/49        | 2.99%                |
| Probation Tank Loan            | 74,831              | 77,969              | 1,802,633                          | 1,724,663              | Ends 09/38        | 3.88%                |
| Refunding Bond                 | 103,454             | -                   | -                                  | -                      | Ends 09/21        | 2.60%                |
| Felton Loan                    | 160,758             | 164,668             | 882,176                            | 717,507                | Ends 07/27        | 2.42%                |
| Olympia SRF Loan               | 69,717              | 71,521              | 1,258,529                          | 1,187,008              | Ends 01/37        | 2.57%                |
| Solar Lease                    | 32,518              | 33,731              | 158,725                            | 124,994                | Ends 11/26        | 3.67%                |
| Vehicle Lease                  | 22,732              | -                   | -                                  | -                      | Ends 05/22        | 3.29%                |
| <b>Total Debt Payments</b>     | <b>\$ 1,301,295</b> | <b>\$ 1,214,473</b> | <b>\$ 32,059,778</b>               | <b>\$ 31,150,406</b>   |                   |                      |

## CAPITAL PROJECTS

### *SUMMARY*

The Capital Improvement Projects (CIP) section is a component of the non-operating expense section of the budget. The CIP budget includes expenditures for fixed asset/equipment purchases as well as the accumulation of expenditures associated with construction projects undertaken by the District. Whenever a project is done in-house, the related labor costs will be capitalized to the project and off-set the operating expense.

The District funds capital projects by funding internally from cash reserves (pay-go), grants awarded, individual assessments or debt financing. For some of these upcoming projects, the District has leveraged grant/FEMA monies and debt financing.

The Capital Project Listing will list out project titles, project status, anticipated funding sources, and amount expected to be spent in the current budget year. Each project will be described in further detail in the Capital Project Description section.

### CAPITAL PROJECTS ADDITIONAL NOTES:

Due to the CZU fires, there are still an exceptionally high amount of capital projects. The District typically has \$5-10M in the budget, so these next two fiscal years are abnormal.

Funding for the projects is coming from the following sources:

- 2019 \$14.5 COP – this is repaid over time through the general fund
- FEMA 75% – these are projects that are expected to receive 75% reimbursement from FEMA
  - The remaining 25% will come from the general fund
- FEMA 90% - these are the CZU related projects
  - The remaining 10% will come from the general fund, with a portion coming from the fire recovery surcharge
- 2021 \$15M – this is repaid over time through the general fund
- 2021 \$15M / FEMA – these are projects that are being financed long term through the loan, but will also receive FEMA reimbursement.
  - Non-FEMA projects will be repaid through the general fund.
  - FEMA projects will be repaid over time, with a portion coming from the fire recovery surcharge
- Reserves – any projects above the debt financing amount or projects that did not have a different source of funding are being paid by the general reserve funds.
  - This would include the portion FEMA does not cover.

**CAPITAL PROJECT LISTING**

Below is the capital project listing with estimated cost and funding source. Further in the document has the project descriptions that line up with this listing.

**FY2023-2025 CAPITAL BUDGET**

**ESTIMATED FUTURE YEARS**

| PROJECT TYPE    | PROJECT NAME  | STATUS              | FUNDING           | FY23/24 BUDGET | FY24/25 BUDGET | FY25/26      | FY26/27      | FY27/28      | EST COMPLETION YR |
|-----------------|---|---------------------|-------------------|----------------|----------------|--------------|--------------|--------------|-------------------|
| Tank            | Redwood Park (Swim) Tank                              | ENGINEERING & PLANS | \$14.5M COP       | \$ 1,100,000   | \$ -           | \$ -         | \$ -         | \$ -         | 2024              |
| Enviro.         | Fall Creek Fish Ladder                                | IN CONTRACT         | \$14.5M COP       | \$ 2,300,000   | \$ -           | \$ -         | \$ -         | \$ -         | 2024              |
| Pipe            | Lyon Zone Pipe  | IN CONTRACT         | \$14.5M COP       | \$ 4,005,000   | \$ -           | \$ -         | \$ -         | \$ -         | 2024              |
| Pipe            | Hermosa Oak Fernwood Main Replacement                 | IN CONSTRUCTION     | \$15M Loan        | \$ 568,377     | \$ -           | \$ -         | \$ -         | \$ -         | 2024              |
| Pipe            | Juanita Woods Water Main Replacement                  | IN CONSTRUCTION     | \$15M Loan        | \$ 721,000     | \$ -           | \$ -         | \$ -         | \$ -         | 2024              |
| Pipe            | Zayante Drive Water Main Replacement                  | IN CONSTRUCTION     | \$15M Loan        | \$ 899,037     | \$ -           | \$ -         | \$ -         | \$ -         | 2024              |
| Tank            | Blue Ridge Tank Replacement                           | IN CONSTRUCTION     | \$15M Loan        | \$ 976,516     | \$ -           | \$ -         | \$ -         | \$ -         | 2024              |
| Pipe            | Orman Road Water Main Replacement                     | IN CONSTRUCTION     | \$15M Loan        | \$ 1,051,932   | \$ -           | \$ -         | \$ -         | \$ -         | 2024              |
| Pipe            | CZU Bennett Spring Supply /Transmission Main          | FEMA/PLANNING       | \$15M LOAN / FEMA | \$ -           | \$ 700,000     | \$ -         | \$ -         | \$ -         | 2025              |
| Pipe            | CZU Sweetwater Supply Line                            | FEMA/PLANNING       | \$15M LOAN / FEMA | \$ -           | \$ -           | \$ 300,000   | \$ 1,375,000 | \$ -         | 2027              |
| Pipe            | CZU Eckley Pumping Station / Main Line                | ENGINEERING & PLANS | \$15M LOAN / FEMA | \$ 25,000      | \$ 375,000     | \$ -         | \$ -         | \$ -         | 2025              |
| Pipe            | CZU Harmon Street 2"                                  | ENGINEERING & PLANS | \$15M LOAN / FEMA | \$ 580,000     | \$ -           | \$ -         | \$ -         | \$ -         | 2024              |
| Building & Equi | CZU Five Mile Box & Turbidity Station                 | ENGINEERING & PLANS | \$15M LOAN / FEMA | \$ 150,000     | \$ -           | \$ 500,000   | \$ -         | \$ -         | 2024              |
| Pipe            | CZU South Zone Distribution Piping                    | FEMA/PLANNING       | \$15M LOAN / FEMA | \$ -           | \$ 250,000     | \$ 800,000   | \$ -         | \$ -         | 2026              |
| Tank            | CZU Big Steel Tank Piping                             | IN CONTRACT         | \$15M LOAN / FEMA | \$ 1,250,000   | \$ -           | \$ -         | \$ -         | \$ -         | 2024              |
| Pipe            | CZU Peavine Supply                                    | ENGINEERING & PLANS | \$15M LOAN / FEMA | \$ 750,000     | \$ 750,000     | \$ -         | \$ -         | \$ -         | 2025              |
| Pipe            | CZU Alta Via Distribution System Piping               | IN CONSTRUCTION     | \$15M LOAN / FEMA | \$ 2,100,000   | \$ -           | \$ -         | \$ -         | \$ -         | 2024              |
| Pipe            | CZU Big Steel Zone Piping                             | IN CONTRACT         | \$15M LOAN / FEMA | \$ 1,345,000   | \$ -           | \$ -         | \$ -         | \$ -         | 2024              |
| Pipe            | 2023 Storm - Bennet Spring Raw Water Pipeline Damange | FEMA/PLANNING       | FEMA 75%          | \$ 150,000     | \$ -           | \$ -         | \$ -         | \$ -         | 2023              |
| Pipe            | 2023 Storm - Bull Creek Raw Water Pipeline Damage     | FEMA/PLANNING       | FEMA 75%          | \$ 150,000     | \$ -           | \$ -         | \$ -         | \$ -         | 2023              |
| Pipe            | 2023 Storm - Stewart Street Slide/Main Breaks         | FEMA/PLANNING       | FEMA 75%          | \$ -           | \$ 700,000     | \$ -         | \$ -         | \$ -         | 2025              |
| Pump Station    | 2023 Storm - Madrone Booster Pump Station             | IN CONTRACT         | FEMA 75%          | \$ 140,000     | \$ -           | \$ -         | \$ -         | \$ -         | 2023              |
| Pipe            | 2023 Storm - Huckleberry Island Main Failure          | FEMA/PLANNING       | FEMA 75%          | \$ 750,000     | \$ -           | \$ -         | \$ -         | \$ -         | 2024              |
| Pipe            | 2023 Storm - Brookside Drive Road Washout/Pipe Damage | ENGINEERING & PLANS | FEMA 75%          | \$ 800,000     | \$ -           | \$ -         | \$ -         | \$ -         | 2024              |
| Repair          | Lyon Slide Repair (2017)                              | ENGINEERING & PLANS | FEMA 75%          | \$ 500,000     | \$ 5,000,000   | \$ 5,000,000 | \$ -         | \$ -         | 2026              |
| Repair          | 2023 Storm - Quail Hollow Road Damage                 | IN CONTRACT         | FEMA 75%          | \$ 1,000,000   | \$ -           | \$ -         | \$ -         | \$ -         | 2023              |
| Repair          | 2023 Storm - Lyon Access Road Slide                   | ENGINEERING & PLANS | FEMA 75%          | \$ 300,000     | \$ 1,000,000   | \$ 500,000   | \$ -         | \$ -         | 2026              |
| Building & Equi | CZU Lyon Wtp Accessory Building                       | PROCUREMENT         | FEMA 90%          | \$ 20,000      | \$ -           | \$ -         | \$ -         | \$ -         | 2023              |
| Meters          | CZU Services & Water Meter Replacement                | IN CONSTRUCTION     | FEMA 90%          | \$ 20,000      | \$ 20,000      | \$ 15,000    | \$ -         | \$ -         | Varies            |
| Pipe            | CZU Clear Creek 5 Mile Supply Line                    | FEMA/PLANNING       | FEMA 90%          | \$ -           | \$ 350,000     | \$ 2,000,000 | \$ 2,000,000 | \$ 2,000,000 | 2028              |
| Intake          | CZU Foreman Creek Intake/Raw Water                    | IN CONTRACT         | FEMA 90%          | \$ 1,300,000   | \$ -           | \$ -         | \$ -         | \$ -         | 2024              |
| Pipe            | CZU Cool Creek Intake & Piping                        | FEMA/PLANNING       | FEMA 90%          | \$ -           | \$ 100,000     | \$ -         | \$ -         | \$ -         | 2024              |

Continues on next page

CAPITAL PROJECT LISTING

FY2023-2025 CAPITAL BUDGET

ESTIMATED FUTURE YEARS

| PROJECT TYPE  | PROJECT NAME                              | STATUS               | FUNDING            | FY23/24 BUDGET | FY24/25 BUDGET | FY25/26       | FY26/27      | FY27/28      | EST COMPLETION YR |
|---------------|---|----------------------|--------------------|----------------|----------------|---------------|--------------|--------------|-------------------|
| Meters        | Ami Meter Grant - Route 11-14             | PLANNING             | GRANT              | \$ 200,000     | \$ -           | \$ -          | \$ -         | \$ -         | 2024              |
| Consolidation | Bracken Brae/Forest Springs Consolidation | ENGINEERING & PLANS  | GRANT              | \$ 1,800,000   | \$ 900,000     | \$ -          | \$ -         | \$ -         | 2024              |
| Tank Maint.   | Bear Creek Tank Coating                   | PRELIMINARY PLANNING | RESERVES           | \$ -           | \$ -           | \$ 300,000    | \$ -         | \$ -         | 2025              |
| Booster       | Madrone Booster Pump Redesign             | PRELIMINARY PLANNING | RESERVES           | \$ -           | \$ -           | \$ -          | \$ 500,000   | \$ -         | 2026              |
| Equip.        | Dump Truck                                | PROCUREMENT          | RESERVES           | \$ -           | \$ 100,000     | \$ -          | \$ -         | \$ -         | 2025              |
| Pump Station  | El Solyo Booster Pump Station             | PRELIMINARY PLANNING | RESERVES           | \$ -           | \$ -           | \$ 60,000     | \$ -         | \$ -         | 2026              |
| Tank          | Spring Tank Recoating                     | PRELIMINARY PLANNING | RESERVES           | \$ -           | \$ 225,000     | \$ -          | \$ -         | \$ -         | 2025              |
| Tank          | Charlie Tank Recoating                    | PRELIMINARY PLANNING | RESERVES           | \$ -           | \$ 225,000     | \$ -          | \$ -         | \$ -         | 2025              |
| Equip.        | Fork Lift Quail 5                         | PROCUREMENT          | RESERVES           | \$ -           | \$ -           | \$ 45,000     | \$ -         | \$ -         | 2026              |
| Equip.        | Quail Tank Scada Upgrade                  | PRELIMINARY PLANNING | RESERVES           | \$ -           | \$ -           | \$ 100,000    | \$ -         | \$ -         | 2026              |
| Equip.        | Brookdale Trtu Scada Upgrades             | PRELIMINARY PLANNING | RESERVES           | \$ -           | \$ -           | \$ 160,000    | \$ -         | \$ -         | 2026              |
| Tank          | Highland Tank                             | PRELIMINARY PLANNING | RESERVES           | \$ -           | \$ -           | \$ 200,000    | \$ 1,500,000 | \$ -         | 2026              |
| Meters        | 600 Meter Replacement Program (15/Day)    | PRELIMINARY PLANNING | RESERVES           | \$ -           | \$ 236,250     | \$ 250,000    | \$ -         | \$ -         | Varies            |
| Tank Maint.   | Brookdale Tank Coating                    | ENGINEERING & PLANS  | RESERVES           | \$ 300,000     | \$ -           | \$ -          | \$ -         | \$ -         | 2024              |
| Tank Maint.   | Blair Tank Coating                        | ENGINEERING & PLANS  | RESERVES           | \$ 325,000     | \$ -           | \$ -          | \$ -         | \$ -         | 2024              |
| Study         | Loch Lomond Feasibility Study             | PLANNING             | RESERVES           | \$ 100,000     | \$ -           | \$ -          | \$ -         | \$ -         | 2024              |
| Pipe          | Kings Creek Bridge                        | CALTRANS HOLD        | RESERVES           | \$ 200,000     | \$ 200,000     | \$ -          | \$ -         | \$ -         | 2025              |
| Pipe          | Monaco Ln. Bridge                         | CALTRANS HOLD        | RESERVES           | \$ 200,000     | \$ 200,000     | \$ -          | \$ -         | \$ -         | 2025              |
| Tank          | Felton Heights Tank                       | ENGINEERING & PLANS  | RESERVES           | \$ 100,000     | \$ 500,000     | \$ -          | \$ -         | \$ -         | 2025              |
| Facilities    | Fire Hardening - Pump Stations            | ENGINEERING & PLANS  | Grant/Reserves 50% | \$ 600,000     | \$ -           | \$ -          | \$ -         | \$ -         | 2024              |
| Pipe          | Highway 9 Brookdale CalTrans              | ENGINEERING & PLANS  | RESERVES           | \$ 350,000     | \$ -           | \$ -          | \$ -         | \$ -         | 2023              |
|               |   |                      |                    |                |                |               |              |              |                   |
|               | = RESERVE PROJECT PRIORITY                |                      |                    | \$ 27,126,862  | \$ 11,831,250  | \$ 10,230,000 | \$ 5,375,000 | \$ 2,000,000 |                   |

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| STATUS               | DESCRIPTION  |
|----------------------|--|
| ENGINEERING & PLANS  | PREPARING ENGINEERING DOCS - CALCULATIONS, PLANS, & SPECIFICATIONS |
| IN CONTRACT          | PROJECT HAS BEEN AWARDED   |
| IN CONSTRUCTION      | PROJECT HAS BEGUN CONSTRUCTION                                     |
| FEMA/PLANNING        | PROJECT SUBMITTED TO FEMA/WAITING APPROVAL                         |
| PROCUREMENT          | EQUIPMENT/VEHICLE WILL BE PROCURED                                 |
| PRELIMINARY PLANNING | STAFF ARE EVALUATING PROJECT NEED AND PARAMETERS                   |
| CALTRANS HOLD        | ON HOLD PENDING SCHEDULE COORDINATION WITH CALTRANS                |

| BREAKDOWN BY FUNDING SOURCE         | FY23/24 BUDGET       | FY24/25 BUDGET       | FY25/26              | FY26/27             | FY27/28             |
|-------------------------------------|----------------------|----------------------|----------------------|---------------------|---------------------|
| \$14.5M COP                         | \$ 6,219,214         | \$ -                 | \$ -                 | \$ -                | \$ -                |
| \$15M Loan                          | \$ 2,711,152         | \$ -                 | \$ -                 | \$ -                | \$ -                |
| \$15M LOAN / FEMA                   | \$ 6,200,000         | \$ -                 | \$ -                 | \$ -                | \$ -                |
| FEMA 75%                            | \$ 2,842,500         | \$ 5,025,000         | \$ 4,125,000         | \$ -                | \$ -                |
| FEMA 90%                            | \$ 1,206,000         | \$ 423,000           | \$ 1,813,500         | \$ 1,800,000        | \$ 1,800,000        |
| GRANT                               | \$ 3,416,166         | \$ 900,000           | \$ -                 | \$ -                | \$ -                |
| IN EXCESS \$15M LOAN (RESERVES)     | \$ 1,505,710         | \$ 2,075,000         | \$ 1,600,000         | \$ 1,375,000        | \$ -                |
| IN EXCESS \$14.5M LOAN (RESERVES)   | \$ 69,620            | \$ -                 | \$ -                 | \$ -                | \$ -                |
| RESERVES                            | \$ 1,875,000         | \$ 1,686,250         | \$ 1,115,000         | \$ 2,000,000        | \$ -                |
| FEMA DISTRICT COST SHARE (RESERVES) | \$ 1,081,500         | \$ 1,722,000         | \$ 1,576,500         | \$ 200,000          | \$ 200,000          |
| <b>Total Capital Projects</b>       | <b>\$ 27,126,862</b> | <b>\$ 11,831,250</b> | <b>\$ 10,230,000</b> | <b>\$ 5,375,000</b> | <b>\$ 2,000,000</b> |

**INFLOWS FROM CAPITAL CONTRIBUTIONS [1]**

|                             |               |              |              |              |              |
|-----------------------------|---------------|--------------|--------------|--------------|--------------|
| Financed FEMA Reimbursement | \$ 5,580,000  | \$ -         | \$ -         | \$ -         | \$ -         |
| Reserve Funded FEMA Reimb.  | \$ 4,048,500  | \$ 5,448,000 | \$ 5,938,500 | \$ 1,800,000 | \$ 1,800,000 |
| Grant Funded                | \$ 3,416,166  | \$ 900,000   | \$ -         | \$ -         | \$ -         |
|                             | \$ 13,044,666 | \$ 6,348,000 | \$ 5,938,500 | \$ 1,800,000 | \$ 1,800,000 |

**EST. PHYSICAL CASH INFLOW [2] \$ 6,977,489 \$ 14,181,957 \$ 7,378,500 \$ 6,787,500 \$ 1,800,000**

[1] This is the funding the District is expected to receive from FEMA based on total project expenses incurred in that FY. This is using accrual based accounting in which you recognize revenue/expenses in the period in which they occurred.

[2] This is the funding the District is expecting to physically receive in FEMA/Grant Reimbursements. This is using cash basis accounting in which you recognize the revenue/expenses in the period in which the cash is received or paid out.

*CAPITAL PROJECT DESCRIPTIONS*

| <b>PROJECT NAME</b>                     | <b>PROJECT DESCRIPTION</b>   |
|---|--|
| CZU Five Mile Box & Turbidity Station   | Replace Turbidity station building and settling chamber, replace turbidity, SCADA equipment and automatic valves.  |
| CZU Lyon WTP Accessory Building         | Replace Building Container and equipment, replaced burned flygt pump, water quality sampling stations, and lawn mowers.  |
| Fall Creek Fish Ladder                  | Upgrades will include reducing the jump height between the pools for fish travel, as required by State and Federal regulations and improvements to the intakes.  |
| Brookdale TRTU SCADA Upgrades           | Upgrade Brookdale RTU and 4 legacy communication sites   |
| Dump Truck                              | Used purchase with low miles.  |
| Fork Lift Quail 5                       | Replace old fork lift  |
| 600 Meter Replacement Program (15/day)  | Replace approximately 1,000 meters in the District.  |
| CZU Services & Water Meter Replacement  | Replace 150 water meters, meter valves, house valve, meter check coupling, and service lines.  |
| CZU Clear Creek 5 Mile supply line      | Fire damaged intake structure and destroyed 5.5 MI of 8" HDPE pipeline and metering and monitoring equipment. Replace supply line, constructability study of hardening for future fire.  |
| Lyon Zone Pipe                          | Construction of approximately 3,000 lineal feet of new 12-inch water main and appurtenances thereto.   |
| CZU Alta Via Distribution System Piping | Replace 5,000 LF temporary with permanent piping to AWWA/District standards in roadway, including 38 water meter service sets and 6 fire hydrants. Requires plans & Specifications for bidding.  |
| CZU Peavine Supply                      | Fire destroyed 8,000 LF of 8" HDPE above ground raw water pipeline and support structures, intake and flow/metering monitoring equipment. Replace pipeline, monitoring equipment, constructability study of hardening for future fire. |
| CZU Sweetwater Supply Line              | Fire damaged intake structure and destroyed 1.5 MI of 8" HDPE pipeline and metering and monitoring equipment, replace supply line, constructability study Harding for future fire.   |

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|--|--|
| Hermosa Oak Fernwood Main Replacement        | Replace 3,000 LF of 8" main, due to current leaking water main. Project will include new water service runs and fire hydrants, including isolation valving.  |
| Juanita Woods Water Main Replacement         | Replace 3,000 LF with new 8" water main and apparatuses for proper fire flow. The project will replace existing 2-inch water mains.  |
| Orman Road Water Main Replacement            | Replace 2,000 LF with new 8" water main and apparatuses. The project will replace the existing 2-inch and 1 ½-inch water main along Orman Road. Undersized water mains are the source of intermittent low water pressure, interruption of water service, and inadequate fire flow. |
| Zayante Drive Water Main Replacement         | Replace 1,500 LF with new 8" DIP. This improvement will remove a piping restriction to the Lompico Booster increasing fire flow into the Lompico Canyon.   |
| CZU South Zone Distribution Piping           | Replace 4,000 LF temporary water distribution piping, 26 water services and meters and install underground to AWWA/District standards along Forest and Western Ave.  |
| CZU Eckley Pumping Station / Main Line       | Replace pumping station, power drop, SCADA control, Communications wire. Including engineering plans and specifications.   |
| CZU Bennett Spring Supply /Transmission main | Replace temporary piping and install underground to AWWA/District Standards approximately 1500 lineal Feet   |
| Kings Creek Bridge                           | CalTrans Required Project  |
| Monaco Ln. Bridge                            | CalTrans Required Project  |
| CZU Harmon Street 2"                         | Replace 1,000 LF temporary piping in accordance AWWA/District Standards  |
| El Solyo Boster Pump Station                 | Replace deteriorated wood building, fire harden.   |
| Loch Lomond Feasibility Study                | Study to evaluate processing water from the Loch Lomond allotment  |
| CZU Big Steel Tank Piping                    | Replace 8" HDPE water main in accordance with AWWA/District Standards and relocate to public right of way.   |
| CZU Big Steel Zone Piping                    | Replace 10", and 12" piping and fittings to AWWA/District Standards.   |

|   |  |
|---|--|
| Blue Ridge Tank Replacement                           | Construction of a new 64,000 gallon bolted steel tank in the Blue Ridge Zone. This project will replace the existing redwood storage tank which has reached its service life. Project includes, but not limited to site improvements, tank construction, SCADA control, and appurtenances. |
| Redwood Park (Swim) Tank                              | Construction of a new 120,000 gallon bolted steel water tank. The project includes, but is not limited to, construction of a new bolted steel water tank, SCADA control, fencing, retaining walls and a new pump station.  |
| Felton Heights Tank (1)                               | The project includes but is not limited to property acquisition by easement, engineering, and 60,000 gallon water tank construction.   |
| Highland Tank   | Replace the existing 64,000 gallon redwood tank.   |
| Blair Tank Coating                                    | Pushed out from FY20-21 budget.  |
| Brookdale Tank Coating                                | Pushed out from FY20-21 budget.  |
| Bear Creek Tank Coating                               | Tank quality inspection and retrofit.  |
| Lyon Slide Repair                                     | Lyon Slide project may be able to have a access road put in for a significant cost reduction than originally planned.  |
| 2023 Storm - Bennet Spring Raw Water Pipeline Damage  | Replace ~1,960-LF of burned raw water pipeline.  |
| 2023 Storm - Bull Creek Raw Water Pipeline Damage     | Replace ~2,600-LF of burned raw water pipeline.  |
| 2023 Storm - Stewart Street Slide/Main Breaks         | Replace ~925-LF of potable water pipeline damaged by landslide/washout.  |
| 2023 Storm - Madrone Booster Pump Station             | Waterproofing of existing booster pump station.  |
| 2023 Storm - Huckleberry Island Main Failure          | Replace ~1,000-LF of potable water pipeline to address failed river crossing.  |
| 2023 Storm - Brookside Drive Road Washout/Pipe Damage | Replace ~1,650-LF of potable water pipeline damaged by road washout.   |
| 2023 Storm - Quail Hollow Road Damage                 | Restore failed potable water main trench.  |
| 2023 Storm - Lyon Access Road Slide                   | Construct new access road on new alignment, stabilize Lyon tank site.  |
| CZU Foreman Creek Intake/Raw Water                    | Erosion control and grading to protect recently installed raw water pipeline.  |
| CZU Cool Creek Intake & Piping                        | Replace burned intake structure and ~250-LF of raw water pipeline.   |
| Ami Meter Grant - Route 11-14                         | Replace approximately 500 meters in Routes 11-14.  |



|   |   |
|---|---|
| Bracken Brae/Forest Springs Consolidation | Construct connection to two mutual water providers, with tanks and booster station.   |
| Madrone Booster Pump Redesign             | Optimization of pump and generator sizing.  |
| Bear Creek Tank Assessment                | Determine required repairs to tank.   |
| Spring Tank Recoating                     | Rehabilitate potable water tank.  |
| Charlie Tank Recoating                    | Rehabilitate potable water tank.  |
| Quail Tank Scada Upgrade                  | Upgrade RTU and all communication components for the Quail zone SCADA grid.   |
| Fire Hardening - Pump Stations            | Replace station buildings and/or roofs with new non-flammable structures/roofs.   |
| Highway 9 Brookdale CalTrans              | Relocate ~400-LF of potable water pipeline to clear Caltrans repair work.   |
| Loch Lomond Feasibility Study             | The District is pursuing a feasibility study to bring its 314 AF/yr allotment of Loch Lomond Reservoir water into its system. The Loch Lomond feasibility study will analyze treatment, tie-in locations, purchasing alternatives, permitting needs, and costs. |

*FY23-24 BUDGET PRO FORMA FINANCIALS WITH DEPRECIATION*

The Pro Forma Statement of Revenues, Expenses and Changes in Net Position is intended to help bridge the difference from the budget to the audited financial statement.

- Non-cash expense items such as depreciation expense for fixed assets and accrued compensated absences are excluded from the budget.
  - Estimated depreciation has been included in the below as a separate line item, totaling \$1,850,000.
    - When an asset is capitalized, the depreciation expense is gradually recognized over the life of the asset. In the budget, we look at the current project expenses expected to use the funds.
  - Estimated accrued compensated absences has been included in the Operating Expense line, totaling \$100,000.
    - At year end, accrued compensated absences either increase or decrease based on time off taken versus accrued. As it is not a cash item, it is not included in the budget. It is important to note this is still cash liability employees will eventually be paid out for.
  - GASB Pension & OPEB requirements create deferred inflows and outflows which are not estimated in the budget process, these are not factored in below.
- Capitalized in-house labor and materials is expected to be approximately \$300K, mainly attributed to the engineering and operational staff time working on capital projects.
- Cash going out or in such as debt principal payments and funds received from debt are included in the budget.
  - Debt principal payments of \$1.25M are not included in the table below.
- Capital contributions in the budget are the expected actual cash flow, where the table below is accrual based accounting for what is owed at that time.

| <b>Revenues</b>               | <b>Water Fund</b> | <b>Sewer Fund</b> | <b>Total</b>      |
|-------------------------------|-------------------|-------------------|-------------------|
| Operating Revenues            | 12,429,600        | 173,021           | <b>12,602,621</b> |
| Non-Operating Revenues        | 1,759,488         | -                 | <b>1,759,488</b>  |
| <b>Total Revenues</b>         | <b>14,189,088</b> | <b>173,021</b>    | <b>14,362,109</b> |
| <b>Expenses</b>               |                   |                   |                   |
| Operating Expenses            | 9,838,824         | 121,827           | <b>9,960,651</b>  |
| Non-Operating Expenses        | 1,097,870         | -                 | <b>1,097,870</b>  |
| Overhead Absorbtion           | (300,000)         | -                 | <b>(300,000)</b>  |
| Depreciation                  | 1,850,000         | 44,000            | <b>1,894,000</b>  |
| <b>Total Expenses</b>         | <b>12,486,695</b> | <b>165,827</b>    | <b>12,652,522</b> |
| <b>Net Income (Loss)</b>      | <b>1,702,393</b>  | <b>7,194</b>      | <b>1,709,587</b>  |
| Capital Contributions         | 13,044,666        | -                 | <b>13,044,666</b> |
| <b>Change in Net Position</b> | <b>14,747,059</b> | <b>7,194</b>      | <b>14,754,253</b> |

**DEBT COVERAGE 5 YEAR FORECAST**

The table below is a conservative forecast showing the 5 year debt coverage forecast. This assumes no future increases to operating revenue charges, flat consumption, and expenses increasing at the historic trends. The District has debt covenants that require a 1.25 debt coverage ratio.

The rate study being conducted in FY22/23 & FY23/24 will help analyze and discuss this issue.

|  | <b>YR 1</b><br><b>2023/24</b><br><b>Proposed</b><br><b>Budget</b> | <b>YR 2</b><br><b>2024/25</b><br><b>Proposed</b><br><b>Budget</b> | <b>YR 3</b><br><b>2025/26</b><br><b>Forecast</b> | <b>YR 4</b><br><b>2026/27</b><br><b>Forecast</b> | <b>YR 5</b><br><b>2027/28</b><br><b>Forecast</b> | <b>ASSUMP.</b><br><br><b>%</b><br><b>Change</b> |
|--|---|---|--|--|--|---|
| <b>Regular Operating Revenue</b>         |   |   |  |  |  |   |
| Water Basic                              | \$ 3,552,000  | \$ 3,643,176  | \$ 3,643,176                                     | \$ 3,643,176                                     | \$ 3,643,176                                     | 0%  |
| Water Usage                              | 7,722,600   | 7,808,283   | 7,808,283  | 7,808,283  | 7,808,283  | 0%  |
| Sewer Fund                               | 173,021   | 173,021   | 173,021  | 173,021  | 173,021  | 0%  |
| Sale of Meters                           | 60,000  | 60,000  | 60,000   | 60,000   | 60,000   | 0%  |
| Fire Recovery Surcharge                  | 1,000,000   | 1,000,000   | 1,000,000  | -  | -  | 0%  |
| Operating Grants                         | 5,000   | 5,000   | 5,000  | 5,000  | 5,000  | 0%  |
| Miscellaneous Fees & Charges             | 90,000  | 90,000  | 90,000   | 90,000   | 90,000   | 0%  |
| <b>Total Operating Revenue</b>           | <b>\$ 12,602,621</b>  | <b>\$ 12,779,480</b>  | <b>\$ 12,779,480</b>                             | <b>\$ 11,779,480</b>                             | <b>\$ 11,779,480</b>                             |   |
| <b>Non-operating Revenue</b>             |   |   |  |  |  |   |
| Property Taxes                           | \$ 1,007,340  | \$ 1,037,560  | \$ 1,068,687                                     | \$ 1,100,748                                     | \$ 1,133,770                                     | 3%  |
| Assessment Rev. - Oly Mutual             | 49,500  | 49,500  | 49,500   | 49,500   | 49,500   | 0%  |
| Assessment Rev. - Lompico                | 294,000   | 294,000   | 294,000  | 294,000  | 294,000  | 0%  |
| Mobile Services Lease Fees               | 37,200  | 39,060  | 39,060   | 39,060   | 39,060   | 0%  |
| Sale Of Surplus Property                 | -   | -   | -  | -  | -  | 0%  |
| Rental Income                            | 20,766  | 20,766  | 20,766   | 20,766   | 20,766   | 0%  |
| Contra Revenue - RAP                     | (20,000)  | (25,000)  | (25,000)   | (25,000)   | (25,000)   | 0%  |
| Interest - Investments                   | 370,682   | 70,509  | 70,509   | 70,509   | 70,509   | 0%  |
| <b>Total Non-Operating Revenue</b>       | <b>\$ 1,759,488</b>   | <b>\$ 1,486,395</b>   | <b>\$ 1,517,522</b>                              | <b>\$ 1,549,583</b>                              | <b>\$ 1,582,605</b>                              |   |
| <b>Operating Expenses</b>                |   |   |  |  |  |   |
| Salaries & Benefits                      | \$ 6,710,003  | \$ 7,111,239  | \$ 7,609,026                                     | \$ 8,141,658                                     | \$ 8,711,574                                     | 7%  |
| Contract/Professional Services           | 1,237,813   | 1,225,516   | 1,250,026  | 1,275,027  | 1,300,527  | 2%  |
| Operating Expenses                       | 464,400   | 491,000   | 500,820  | 510,836  | 521,053  | 2%  |
| Maintenance                              | 239,600   | 257,850   | 263,007  | 268,267  | 273,632  | 2%  |
| Facilities                               | 693,625   | 704,145   | 746,394  | 791,177  | 838,648  | 6%  |
| Gen. & Admin.                            | 515,210   | 528,810   | 544,674  | 561,015  | 577,845  | 3%  |
| <b>Total Non-Operating Expenses</b>      | <b>\$ 9,860,651</b>   | <b>\$ 10,318,560</b>  | <b>\$ 10,913,947</b>                             | <b>\$ 11,547,980</b>                             | <b>\$ 12,223,280</b>                             |   |
| <b>TOTAL INCOME (LOSS)</b>               | <b>\$ 4,501,458</b>   | <b>\$ 3,947,315</b>   | <b>\$ 3,383,055</b>                              | <b>\$ 1,781,083</b>                              | <b>\$ 1,138,805</b>                              |   |
| <b>TOTAL DEBT SERVICE</b>                | <b>\$ 2,183,805</b>   | <b>\$ 2,184,949</b>   | <b>\$ 2,182,853</b>                              | <b>\$ 2,183,978</b>                              | <b>\$ 2,184,353</b>                              |   |
| <b>DEBT SERVICE COVERAGE RATIO</b>       | <b>2.06</b>   | <b>1.81</b>   | <b>1.55</b>                                      | <b>0.82</b>                                      | <b>0.52</b>                                      |   |
| <i>Excluding Fire Recovery Surcharge</i> | <b>1.60</b>   | <b>1.35</b>   | <b>1.09</b>                                      | <b>0.82</b>                                      | <b>0.52</b>                                      |   |

## APPENDIX

*Includes a glossary of terms, acronyms, and an understanding of general ledger accounts.*

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### ACRONYMS

**ACWA** – Association of California Water Agencies

**CAFR** – Comprehensive Annual Financial Report

**CalPERS** – California Public Employees Retirement System

**CCF** – Centum Cubic-Feet

**CEQA** – California Environmental Quality Act

**CIP** – Capital Improvement Project or Capital Improvement Program

**CSDA** – California Special Districts Association

**FBS** – Finance and Business Services

**FMLA** – Family Medical Leave Act

**FSA** – Flexible Spending Accounts

**FTE** – Full Time Equivalent

**GAAP** – Generally Accepted Accounting Principles

**GASB** – Governmental Accounting Standards Board

**GFOA** – Government Finance Officers Association

**GIS** – Geographic Information Systems

**HCP** - Habitat Conservation Plan

**LAFCO** – Local Agency Formation Commission

**LAIF** – Local Agency Investment Fund

**MOU** – Memorandum of Understanding

**OPEB** – Other Post-Employment Benefits

**SCADA** – Supervisory Control and Data Acquisition

**USDA** – United States Department of Agriculture

**UWMP** – Urban Water Management Plan

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## *GLOSSARY OF TERMS*

**Accrual Basis of Accounting** – Method of accounting that recognizes the financial effect of transactions, and activities when they occur, regardless of the timing of related cash flows. Revenues are recorded when earned and expenses are recognized when incurred.

**Acre Foot** – an acre foot is enough water to cover an acre of land, about the size of a football field, one foot deep. It is the equivalent of about 326,000 gallons.

**Asset** – Anything of value such as an area of land, or a building, or an item of plant or equipment or infrastructure that provides service potential or future economic benefits over a period greater than three years, and has a cost that is material (at least \$5,000).

**Balanced Budget** – The District’s current operating expenses will be paid from current revenues and reserves carried forward from the prior year.

**Board of Directors** – The five public officials elected to represent the population within the District’s service area. Also referred to as “the Board”.

**Budget** – A financial plan showing authorized planned expenditures and their funding sources.

**Budget Process** – The schedule of key dates or milestones, which the District follows in the development, preparation, adoption, and administration of the budget.

**California Environmental Quality Act (CEQA)** – A California statute passed in 1970, shortly after the United States federal government passed the National Environmental Policy Act (NEPA), to institute a statewide policy of environmental protection. CEQA does not directly regulate land uses, but instead requires state and local agencies within California to follow a protocol of analysis and public disclosure of environmental impacts of proposed projects and adopt all feasible measures to mitigate those impacts.

**Capital Improvement Program (CIP)** – Authorized expenditures for tangible and long-term physical improvements or additions of a fixed or permanent nature.

**Capital Project** – Projects budgeted as capital projects fall within the definition of capital expenditures, which means (1) they create or extend the lives of assets, (2) their work products have a useful life of more than three years, and (3) they involve an expenditure of District resources equal to or greater than \$5,000.

**Centum Cubic-Feet (CCF)** – The standard rate of billing for water service. The District calculates one CCF as one unit of water. One CCF is equal to 100 cubic feet of water, which is 748 gallons.

**Consolidated Omnibus Budget Reconciliation Act (COBRA)** – COBRA gives employees the right to pay premiums and keep the group health insurance that they would otherwise lose after they quit their jobs, lose their jobs, or reduce their work hours. COBRA benefits are typically available for 18 months.

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*GLOSSARY OF TERMS*

**Debt Service** – The current year portion of interest costs and current year principal payments incurred on long-term debt.

**Department** – A major organizational unit with overall managerial responsibility for functional programs of the District.

**Depreciation** – The reduction in value of a long lived asset from use or obsolescence. The decline in value is recognized by a periodic allocation of the original cost of the asset to current operations on an income statement.

**Enterprise Fund** – A fund established to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through “user charges.”

**Environment Impact Review (EIR)** – Written record submitted to a deciding authority that identifies and examines the likely environmental effects of the continuing operations of an existing facility or those of a proposed project, and proposes measures to avoid, mitigate, or offset the identified effects.

**Expense** – A cost incurred in the operations of the District, most often settled with the payment of cash.

**Fiscal Year (FY)** – A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. (SLVWD’s fiscal year is July 1 through June 30).

**Flexible Spending Accounts (FSA)** – A tax-favored program offered by employers that allows their employees to pay for eligible out-of-pocket health care and dependent care expenses with pre-tax dollars.

**Full-Time Equivalent (FTE)** – A measure of labor requirement equal to the full time use of one worker (e.g., could be one person full time or two people half time).

**Generally Accepted Accounting Principles (GAAP)** – A collection of commonly-followed accounting rules and standards for financial reporting.

**Geographical Information Systems (GIS)** – An information system integrating maps with electronic data.

**Governmental Accounting Standards Board (GASB)** – A private, non-governmental organization that is the source of generally accepted accounting principles (GAAP) used by State and Local governments in the United States.

**Intertie** – An interconnection permitting passage of water between two or more water utility systems.

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*GLOSSARY OF TERMS*

**Local Agency Formation Commission (LAFCO)** – A public agency with county-wide jurisdiction that regulates, approves, or denies boundary changes proposed by other public agencies or individuals.

**Memorandum of Understanding (MOU)** – A formal agreement between two or more parties, such as between the District and its labor bargaining groups.

**Meter** – A device that measures and records the quantity of a substance, such as water or energy that has passed through it during a specified period.

**Non-Operating Budget** – Budgeted income and expenses derived from non-operating type categories, such as interest income and expenses, gain on the sale of assets, rents, and any other income/expenses not associated with the operations of a water system.

**Operating Budget** – The normal, ongoing operating costs incurred to operate the District, including wages, materials, utilities, professional and outside services, and the revenues generated through operations, such as water sales and service charges, and developer paid fees to connect to the water system.

**Other Post-Employment Benefits (OPEB)** – Benefits, other than pensions, that a state or local government employee receives as part of his or her package of retirement benefits. The District's OPEB is limited to retiree health benefits.

**Pay-Go** – A capital financing strategy to pay-as-you go by cash funding capital projects with current and accumulated revenues rather than borrowing funds that will be repaid with future revenues.

**Pressure Reducing Valve (PRV)** – A pressure reducing valve is a relief valve that automatically reduces high incoming water pressure to provide a lower, more functional pressure for residential water use.

**Pump** – A mechanical device for raising or lifting water, pushing it, and changing flow and pressure.

**Pump Station** – A structure containing pumps and appurtenant piping, valves, and other mechanical and electrical equipment for pumping raw water.

**Regulatory** – Something that is required due to a permit requirement, mandated regulation, or legislation.

**Reliability** – The probability that a system performs a specified function or mission under given conditions for a prescribed time.

**Reserves** – The portion of cash and investments that are held for a specific future use.

**Revenue** – Income the District receives from a variety of sources such as rates and charges, fees, and interest earnings.

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*GLOSSARY OF TERMS*

**Strategic Plan** – The long-term goals, objectives, and performance measurement standards for the District.

**Supervisory Control and Data Acquisition (SCADA)** – A computer system that monitors and controls real time data from remote locations. The District uses a SCADA system to manage the tanks and pumps throughout the water distribution system.

**Sustainability** – The use of natural, community, fiscal, or utility resources in a manner that satisfies current needs without compromising future needs or options.

**Tank** – A vessel or container used to hold water or other liquid.

**Transmission Main** – A large water main that transports water from the main supply or source, to a distant area where the water is then further distributed. Finished water transmission mains usually have no or few connections.

**Urban Water Management Plan (UWMP)** – A plan prepared by California urban water suppliers to support their long-term resource planning and ensure adequate water supplies are available to meet existing and future water demands. The UWMP must be prepared every 5 years. The 2020 UWMP was adopted by the Board of Directors and accepted by the Department of Water resources in June 2021.

**Valve** – A device to regulate or isolate the flow of water.

**Water Distribution System** – A network of pipe, pumps, and storage facilities to transport potable water from the source/treatment facility to the consumer.

**Water Quality** – Various measures by which materials (contaminants) and appearance (aesthetics) are compared against what are considered appropriate levels for suitably potable water.

**Water Quality Monitoring** – Instrumentation and activities for measuring the quality of water.

**Water Treatment** – Any process that intentionally alters and improves the chemical, biological, or physical characteristics of water.

**Water Treatment Plant** – A facility where water treatment is performed to produce water for a specific end-use.

**Well** – (1) A subsurface source of water that is generally accessed through a drilled casing and pipe into the aquifer. (2) The entire system of the underground water source, pipe casing, pump, etc. Also called a borehole.



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## UNDERSTANDING OF GENERAL LEDGER ACCOUNTS

**General Ledger** – The main accounting record of a company or organization. Contains all the accounts for recording transactions relating to a company’s assets, liabilities, equity, revenue, and expenses.

**Account** – A general ledger account is an account or record used to sort, store and summarize a company's transactions. The accounts are formatted as follows: XX-XXX-XXXX

**XX = Enterprise Fund** – A fund established to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through “user charges.” The District has two funds established:

*Fund 01 = Water Fund*

*Fund 02 = Sewer Fund*

**XXX = Department** – A major organizational unit with overall managerial responsibility for functional programs of the District. The District has seven departments:

*100 = Administration*

*200 = Finance*

*300 = Engineering*

*400 = Operations & Distribution*

*500 = Environmental*

*600 = Sewer*

*800 = Water Supply & Treatment*

**XXXX = Category** – Groups individual accounts into main expense categories. The District has six main categories:

*Salaries & Benefits 51XX = This includes all of the employees regular salaries/wages, overtime wages, standby pay, health insurance, retirement benefits, etc.*

*Contract/Professional Services 52XX = This includes any services rendered by a third party that the District would not perform in house.*

*Operating Expenses 53XX = This includes all inventory, materials, small tools, rentals, etc.*

*Maintenance 54XX = This includes all safety equipment and vehicle & building maintenance.*

*Facilities 55XX = This includes all utilities; power, electric, phones, etc.*

*General & Administration 56XX = This includes any office supplies, banking fees, trainings, postage, and memberships.*

## MEMO

DATE: June 9, 2023  
TO: Board of Directors, San Lorenzo Valley Water District  
FROM: Ad Hoc Committee for Recruitment of General Manager,  
Jeffrey Hill & Jayme Ackemann  
SUBJECT: Ad Hoc Committee Report Recommendation of Recruiting Firm  
for District General Manager Position

WRITTEN BY: Jeffrey Hill  
PRESENTED BY: Ad Hoc Committee (Board members Ackemann and  
Hill)

### **COMMITTEE RECOMMENDATION**

The committee recommends retaining Ralph Anderson & Associates of Rocklin, CA to provide recruiting services for hiring a District General Manager to replace Rick Rogers upon his retirement.

### **RECOMMENDED MOTION**

**I move that the Board direct the District Manager to retain Ralph Anderson & Associates of Rocklin, California to provide recruitment services for the District General Manager position as described in Anderson's proposal dated May 18, 2023, for the fixed fee of \$32,775 including recruitment services and all related expenses.**

## BACKGROUND

1. The current General Manager Rick Rogers has notified the Board of his intention to retire, and he has requested the district to begin a search for his replacement.
2. On February 2, 2023, an ad-hoc committee consisting of Board Members Hill and Ackemann was formed to review the process for recruiting a replacement General Manager and to make recommendations on how to proceed.
3. On April 6, 2023, a Request for Proposal (RFP) for General Manager Recruitment Services was approved by the Board. A job description and RFP were circulated to 15 executive recruiting firms with experience in recruiting local government managers and executives. Three proposals were received, from Ralph Anderson & Associates, Koff & Associates, and GMP Consultants. Of these, the committee selected Ralph Anderson & Associates, and Koff & Associates as the best qualified, and conducted hour-long interviews with the principals of both firms. Both firms had experience recruiting for public sector jobs, including working with general utility and water districts.
4. We selected Ralph Anderson & Associates as the best choice based upon:
  - We believe that the president of Ralph Anderson & Associates would be more personally and directly involved in the recruiting process. The president of Koff & Associates appeared to be

planning to delegate much of the recruiting process to a subordinate that we met, but who had very little to say during the interview.

- We were more impressed with the thorough approach described by the president of Anderson for recruiting someone who was an excellent fit for our district. She had a better understanding of our needs and our community.
- Koff & Associates has several positions on their website that appear to have been open for an extended period of time. We were not satisfied with their explanation that some of these positions had been filled but were deliberately left open on their website until the person reported for work. We got the impression that this was mostly a lack of attention to detail on their website.

## **PRIOR COMMITTEE ACTION**

The ad-hoc committee has held several informal meetings by teleconference and has also met with the district General Manager.

## **FISCAL IMPACT**

The only expense to the district for the recruitment process is the fixed fee noted in the motion above. The committee has not attempted to determine other costs associated with hiring a new General Manager, such as negotiated salary, relocation expenses, any facilities expenses, etc.

## ATTACHMENTS

- Copies of proposals from Ralph Anderson & Associates and Koff & Associates.
- Request for Proposals (RFP) for General Manager
- RESOLUTION NO. 11 (22-23) District Manager Succession Planning and Recruiting - Establishing an Ad Hoc Committee



**Ralph Andersen & Associates**  
A Tradition of Excellence Since 1972

Agenda: 6.21.23  
Item: 5b  
5800 Stanford Ranch Road  
Suite 410  
Rocklin, California 95765  
916.630.4900

May 18, 2023

President Mark Smolley  
and Members of the Board of Directors  
San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, California 95006

Via Email: [rogers@slvwd.com](mailto:rogers@slvwd.com)

**RE: General Manager Recruitment Services**

Dear President Smolley and Members of the Board of Directors:

Ralph Andersen & Associates is pleased to submit this proposal to conduct a search for the position of General Manager for the San Lorenzo Valley Water District.

The San Lorenzo Valley Water District is seeking an executive search firm to assist the District in the search and selection of a General Manager. If selected to conduct this search, the District will have Ms. Heather Renschler, President/CEO of Ralph Andersen & Associates, as Project Director. She may also be assisted by other members of the firm if needed.

With the reputation of Ralph Andersen & Associates you will have the opportunity to consider candidates located throughout California as well as from across the nation. Our proposal outlines the firm's experience in conducting utility related recruitments, the methodology/work plan and timeline to accomplish the search tasks, as well as the cost to conduct a comprehensive search.

The principals of the firm are Heather Renschler, President/CEO, and Robert Burg, Executive Vice President. Both Ms. Renschler and Mr. Burg are legally able to bind the firm.

Should you need any clarification, please feel free to contact me at (916) 630-4900 or on my cell at (916) 804-2885. Thank you very much for your consideration of this proposal.

Respectfully Submitted,

Heather Renschler  
President/CEO

# Executive Summary

Attracting top talent has never been more complex and Ralph Andersen & Associates is highly qualified to assist the San Lorenzo Valley Water District with recruiting its new General Manager. We have conducted more successful executive recruitments in California than any other firm since 1972. From helping the District to create a competency-based interviewing framework for the new General Manager to assessing candidates and attracting top human capital, our search professionals offer an unparalleled depth of experience, national reach, and knowledge.

The District has requested our proposal to assist in the identification and recruitment of a highly qualified group of candidates for the new General Manager. In particular, the San Lorenzo Valley Water District is seeking a firm with a strong national presence and the professional experience to clearly assess the District's needs and formulate a strategy to **deliver results**.

At Ralph Andersen & Associates, we believe that gaining a complete understanding of our client's specific objectives and priorities is essential prior to launching any search assignment. This process includes the identification and incorporation of a variety of important details such as the candidate's desired skills and experience as well as the critical "soft skills" related to temperament, personality, management philosophy, and other factors that will ultimately determine the candidate's "fit" with the organization.

We begin each search by working closely with the District's leadership, stakeholders, staff, and, if desired, the community to ensure a complete picture of the desired candidate pool is developed. Our team-oriented approach, matched with this 360-degree perspective, means we ensure that a complete understanding of the organization's mission and culture translates into those specific traits and characteristics necessary to ensure the selected candidate is successful in the position.

We understand that the District expects aggressive, personalized outreach to identify a diverse and highly qualified applicant pool and a selection process that includes comprehensive candidate reports based on thorough reference and background checks. We will begin with the desired characteristics and build a recruitment strategy that is tailored to meet the San Lorenzo Valley Water District's specific needs. The resulting outreach and advertising campaign will incorporate the extensive use of personal outreach to recruit a highly qualified group of candidates.

## Qualifications of the Firm

Ralph Andersen & Associates serves a nationwide clientele through its Corporate Office in the Sacramento area. The Corporate Office is located at 5800 Stanford Ranch Road, Suite 410, Rocklin, California 95765; phone number (916) 630-4900. Ms. Heather Renschler is the primary contract for this proposal. The firm currently has 17 employees.

Our national staff of professionals and support staff include acknowledged leaders in their respective fields. Supplementing their extensive consulting backgrounds, all senior staff have personal, hands-on executive experience in the operation of public agencies and private businesses.

The principals of the firm are Heather Renschler, President/CEO, and Robert Burg, Executive Vice President. Both Ms. Renschler and Mr. Burg are legally able to bind the firm.

# Project Description

## Summary of Our Search Process

The successful search process relies heavily on person-to-person contact to identify outstanding potential candidates and, in the evaluation phase, to gain a complete understanding of the background, experience, and management style of the top candidates. The executive recruitment techniques used by Ralph Andersen & Associates have been developed and used successfully with hundreds of clients for more than 51 years.

We feel that the key elements of the search process, which can be tailored to fit the specific needs of the San Lorenzo Valley Water District, should include:

- Developing a comprehensive position profile based upon information obtained in video meetings with the Board of Directors and/or Ad Hoc Committee, Executive Management Team, and other key staff members.
- Extensive personal outreach, via telephone and through internet technology, to qualified candidates throughout California, the Western Region, and across the nation.
- A marketing strategy that uses selected advertising to supplement the extensive candidate identification process, uses the Internet and social media, and also uses our already established professional contacts throughout the region.
- A screening and assessment process that narrows the field of candidates to those that most closely match the needs of the District and is based on extensive reference checks and telephone interviews with the top candidates.
- Delivering a product in the form of a search report that recommends the top group of candidates and provides the decision-makers with detailed information about their backgrounds and experience.
- Assistance during the interview and selection process and in the negotiation of a compensation package.

Due to the page restricted noted in the District's RFP, the full work plan is not provided here. However, a more detailed work plan can be provided to the District's upon request.

## Communication Processes

We believe strongly in providing timely client communications and while we will deliver regular status reports at each stage of the search, our consultants pride themselves in being highly accessible and responsive to all client requests and inquiries. Ms. Renschler, the Project Director for this search, can be reached at (916) 630-4900, on her cell at (916) 804-2885, or via email at [heather@ralphandersen.com](mailto:heather@ralphandersen.com).

## Candidates Already Known to the District

There may be candidates that are already known to the District, or candidates who approach the District directly. These candidates should be re-directed to Ralph Andersen & Associates. With this method, all candidates are directed to one location and are consistently handled, processed, and evaluated.

## District Resources Required by the Consultant

The following information and/or items would be needed from the District:

- Current organization charts sent electronically
- Updated position description



- Salary range and benefits package (often discussed during initial meeting)
- Details of relocation package (often discussed during initial meeting)
- San Lorenzo Valley Water District electronic logo
- World class pictures of the District, including staff and community
- FY 2023-24 Budget information to include total operations and capital improvements for the District
- Current number of FTE's for the District
- Opportunities and challenges for the new General Manager (discussed during initial meeting)
- What the District is looking for in ideal candidates for each position (discussed during initial meeting)
- Educational requirements, certifications, and years of required experience (discussed during initial meeting)
- Input from the Board of Directors and other key staff and/or stakeholders on ideal candidate (discussed during initial meeting)
- Any information other relevant information you can provide that is relevant to each position and the requirements of the District

## Experience Conducting Outreach and Recruitment

### Strategy for Recruitment of Diverse Candidates

To Ralph Andersen & Associates, the diversity of the candidates we present to our clients is a very important metric that helps measure the success of our search. We also believe an equally important measure of success is whether the client has a choice among men and women of various ethnic backgrounds on the list of finalist candidates.

#### Brochure

The brochure not only outlines the recruitment criteria, but it builds a visual identity that communicates the importance of diversity within the recruitment. Images used in the brochure should reflect the various ranges of diversity that exist within the organization and the community.

#### Targeted Outreach to Minority Candidates

Outreach to traditional associations primarily dedicated to the advancement of equity and justice for their members is a strong source for minority and female candidates. Personal contacts within these types of organizations will assist the firm by identifying top talent within their respective memberships, which will result in a more diverse candidate pool for the position. The Project Director's focus will include specific outreach to various affinity groups in California and the Western Region (if desired by the Board) that support the utility profession.

Ralph Andersen & Associates has a presence on LinkedIn, Twitter, and Facebook and uses social media to reach potential candidates.

Ralph Andersen & Associates is very proud of our track record with minority and female placements. Ralph Andersen & Associates' listing of Women and Minority placements can be provided upon request.

# Identification of Prime Consultant and Subconsultants

## Prime Consultant

**Legal name and address of the firm:** Ralph Andersen & Associates, 5800 Stanford Ranch Road, Suite 410, Rocklin, California 95765

**Legal form of firm:** California Corporation

**Contact Person:** Heather Renschler, President/CEO, 5800 Stanford Ranch Road, Suite 410, Rocklin, California 95765, [heather@ralphandersen.com](mailto:heather@ralphandersen.com), (916) 630-4900 (office), (916) 804-2885 (cell)

**Number of staff and the job title of each:** The firm currently has 17 employees. The following staff may provide services for the District.

- Heather Renschler, President/CEO (Project Director)
- Diana Haussmann, Recruitment Manager
- Hanna Jones, Senior Recruitment Coordinator
- Christen Sanchez, Senior Recruitment Coordinator
- Tina Keller, Recruitment Assistant/Coordinator
- Karen AllGood, Graphic Designer/Creative Coordinator
- Teresa Heple, Contracts/Proposal Manager

## Subconsultants

Ralph Andersen & Associates will not be using any subconsultants.

# Project Organization and Experience of the Project Team

The reputation of the search firm and personal commitment of the recruiters define the difference between the success and failure of any given recruitment. Ralph Andersen & Associates' search professionals are acknowledged leaders in the field and possess a broad range of skills and experience in the areas of local government management, executive search, and related disciplines. Only senior members of Ralph Andersen & Associates are assigned to lead search assignments, ensuring that their broad experience and knowledge of the industry is brought to bear on our clients' behalf.

The District will have Ms. Heather Renschler, President/CEO of Ralph Andersen & Associates, as the Project Director on this engagement. Ms. Renschler will have all the resources and full support of our firm fully dedicated to ensuring the highest quality outcome during this important recruitment process. Ms. Renschler will have frequent communication with the full Board and will be available to schedule video meetings as needed for periodic updates.

## Ms. Heather Renschler, Project Director

Ms. Renschler has been with Ralph Andersen & Associates for more than 38 years and is the firm's President/CEO. Ms. Renschler has overseen the recruitment practice of Ralph Andersen & Associates for the last 26 years and, as a result, is often involved with recruitments on a national scale and those of a highly sensitive and critical nature. She is experienced at working with boards, city councils, staff members, and selection committees in the recruitment and selection process.



Ms. Renschler has extensive experience in conducting public sector recruitments on a national scale and, as a result, has developed a network of contacts and potential candidates on a national basis. Ms. Renschler has had significant involvement in public sector related searches over an extended period of time, and as a result, has an extensive network from which to attract potential candidates.

Prior to joining Ralph Andersen & Associates, Ms. Renschler had extensive private sector experience in the areas of construction management, health care, and public accounting.

Ms. Renschler attended the University of Toledo and majored in Accounting and Journalism and obtained a Bachelor's degree in Public Administration from the University of San Francisco.

Ms. Renschler has conducted more than 685 recruitments. Due to space restrictions, a complete copy of Ms. Renschler's recruitments can be provided upon request.

As stated previously, we believe strongly in providing timely client communications and while we will deliver regular status reports at each stage of the search, our consultants pride themselves in being highly accessible and responsive to all client requests and inquiries. Ms. Renschler, the Project Director for this search, can be reached at (916) 630-4900, on her cell at (916) 804-2885, or via email at [heather@ralphandersen.com](mailto:heather@ralphandersen.com).

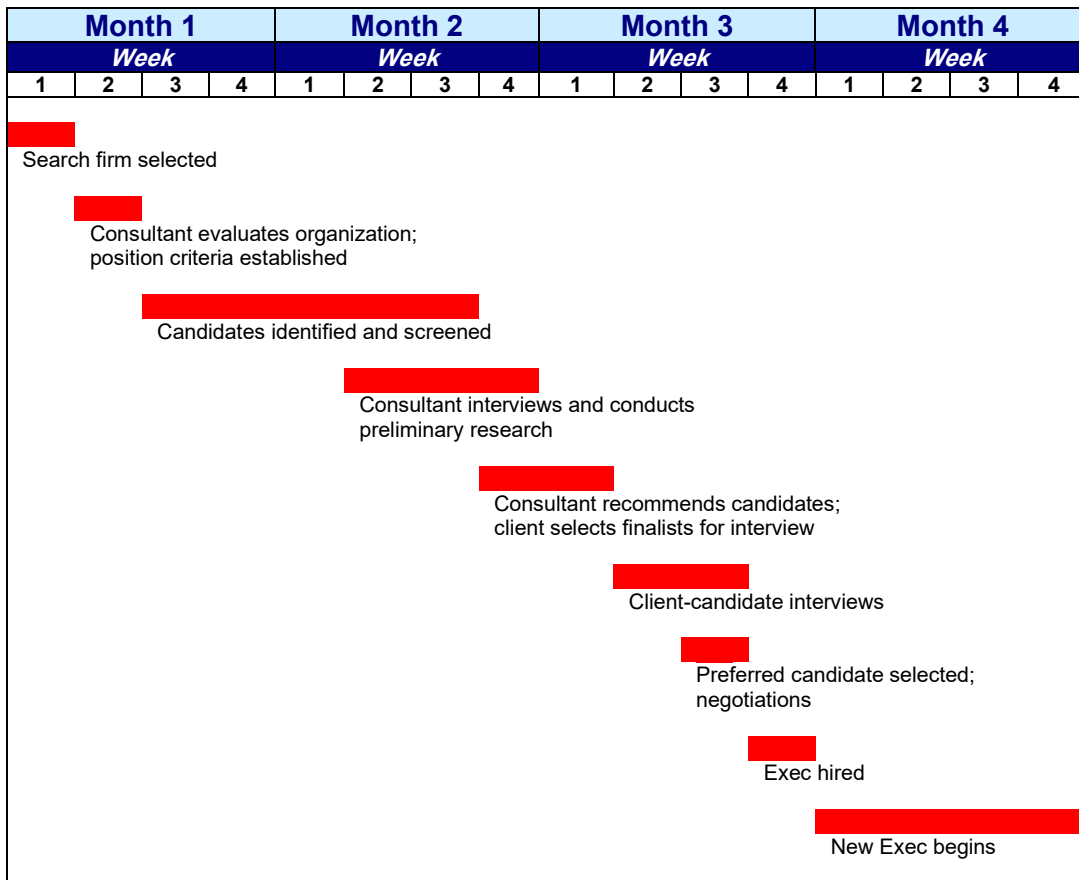
## Paraprofessional and Support Staff

Paraprofessional, graphics, and support staff will provide administrative support to the search team on recruitment assignments. These may include Ms. Diana Haussmann, Recruitment Manager; Ms. Hannah Jones, Senior Recruitment Coordinator; Ms. Christen Sanchez, Senior Recruitment Coordinator; Tina Keller, Recruitment Assistant/Coordinator; Karen AllGood, Graphic Designer / Creative Coordinator; and Teresa Heple, Contracts / Proposal Manager.



## Schedule

We anticipate approximately a 90 – 120-day time frame for this entire recruitment process. A sample timeline is provided below.



## Capacity to Perform the Work

Ms. Renschler has the capacity to undertake a search of this nature and also has no conflicts of interest to declare that may prohibit the representation of the San Lorenzo Valley Water District in her outreach efforts.

# Consultant's Past Experiences

Ralph Andersen & Associates conducts a wide array of searches in the public sector. Our experience spans populations of all sizes, from the largest in the country to small and mid-size municipalities. **Ralph Andersen & Associates has conducted the following utility related recruitments in the last five years (2018 – Present):**

## **Bay Area Recruitments:**

- Central Contra Costa Sanitary District, CA – Director of Operations (2021)
- DERWA, CA – Authority Manager (2019)
- Dublin San Ramon Services District
  - Assistant General Manager (2020)
  - Division Head, Field Operations Division (2022)
  - Engineering Services Director (2021)
  - Water/Wastewater Superintendent (2022)
- Marin Municipal Water District, CA
  - Finance Director/Treasurer (2020)
  - Information Technology Manager (2020)
- North Marin Water District, CA
  - Assistant General Manager/Chief Engineer (2020 & 2022)
  - Chief Financial Officer (Auditor-Controller) (2018)
- Zone 7 Water Agency, CA – General Manager (2018)

## **All Others:**

- Arlington, TX – Director of Water Utilities (2018)
- Austin, TX – Director of the Watershed Protection Department (2019)
- Big Bear City Community Services District, CA – General Manager (Current Search)
- Big Bear Lake, CA – Chief Financial Officer, Department of Water & Power (Current Search)
- California WaterFix Project (Delta Conveyance and Construction Authority), CA – Executive Director (2019)
- Clark County Water Reclamation District, NV
  - Principal Civil Engineer (2020)
  - Senior Civil Engineer (2020)
- Delray Beach, FL – Utilities Director (2020)
- Denton, TX
  - Assistant General Manager/Power Supply (2019)
  - Executive Manager of Energy Delivery (2020)
  - Executive Manager of Business Services (2020)
- Elsinore Valley Municipal Water District
  - Assistant General Manager (2020)
  - General Manager (2019)
  - Principal Engineer (Current Search)
- Encinitas, CA – Water Operations Manager (2021)
- Fresno, CA – Director of Public Utilities (2022)
- Georgetown, TX – General Manager of Electric Utility (2019)
- Georgetown Divide Public Utility District – General Manager (2021)
- Glendale, CA – General Manager, Water & Power Department (2021)
- Goodyear, AZ – Water Services Director (2023)
- Inland Empire Utilities Agency, CA
  - Assistant General Manager – Finance & Administration (2022)
  - Manager of Finance & Accounting (2021)
  - Manager of Human Resources (2019)

- Irvine Ranch Water District – Director of Safety & Security (2022)
- LaGrange, GA – Water Division Superintendent (2019)
- Los Angeles, Office of Public Accountability, CA – Utility Rates and Policy Specialist I / II / III (Current Search)
- North Kern Water Storage District, CA – General Manager (2021)
- Oro Loma Sanitary District, CA – General Manager (2022)
- Redding, CA – Director of Electric Utility (2022)
- Riverside, CA – Riverside Public Utility General Manager (2018)
- Roseville, CA – Assistant Electric Utility Director (2019)
- Santa Clarita Valley Water Agency, CA – Communications Manager (Current Search)
- Sewerage and Water Board of New Orleans, LA
  - Chief Financial Officer (2020)
  - Executive Director (2018)
- Solano County Water Agency, CA – General Manager (Limited Search) (2023)
- Solano Irrigation District, CA
  - Human Resources Director (2021)
  - Water & Power Operations Manager (2019)
- Sunnyslope County Water District, CA – General Manager (2019)
- Transmission Agency of Northern California – General Manager (2022)
- Tri-Dam Project, CA – General Manager (2022)
- Tucson, AZ – Tucson Water Director (2022)
- Valley Sanitary District, CA
  - Business Services Manager (Backgrounds) (2021)
  - General Manager (2019)
- Water Facilities Authority, CA – General Manager (Current Search)
- Westside Water Authority, CA – Executive Director/General Manager (2020)

## References

At Ralph Andersen & Associates, we feel strongly that our past client relationships will attest to the professionalism of our services. We would be pleased to provide additional references upon the District's request.

- **Dublin San Ramon Services District (DSRSD)**  
Dan McIntyre, General Manager (Placement in 2016 / Also Hiring Authority for Key Positions at DSRSD)  
(925) 875-0515 (District Administrative Office)  
-or-  
Ms. Michelle Gallardo, PHR, IPMA-CP, Special Assistant to the General Manager  
(925) 875-2289 / [Gallardo@dsrsd.com](mailto:Gallardo@dsrsd.com)  
Recruitments: General Manager (2016), Assistant General Manager (2020), Administrative Services Manager, Division Head, Field Operations Division, Engineering Services Director, Engineering Services Manager, Operations Manager, Water/Wastewater Superintendent; and Additionally recruited for the special district Authority Manager of DERWA (recruitment managed by DSRSD Staff)
- **Solano County Water Agency (SCWA)**  
Ron Kott, Director, Board of Directors of SCWA and Mayor of Rio Vista  
(707) 374-6541 (City Hall) / 650-464-2071 (Cell) / [rkott@ci.rio-vista.ca.us](mailto:rkott@ci.rio-vista.ca.us)  
Recruitment: General Manager (2023) – Limited Search
- **Solano Irrigation District (SID)**  
Cary Keaton, General Manager (Placement in 2012 / Also Hiring Authority of Key Positions at SID)  
(707) 455-4009 / [ckeaten@sidwater.org](mailto:ckeaten@sidwater.org)  
Recruitment: General Manager (2012), Human Resources Director, Water & Power Operations Manager, Finance Director

# Proposed Total Professional Fee and Fee Schedules

The recruitment effort for a new General Manager for the San Lorenzo Valley Water District will be a national search process with a focus in California and the Western Region. The review of resumes and qualifications will be conducted on all candidates that submit giving the District the ability to select from a broad field of qualified candidates. The professional services fee to perform this search will be a **fixed fee of \$32,775\*** for recruitment services and all related expenses.

**\*Note** – Expenses included in this fixed fee include such items as advertising, consultant interaction (primarily conducted through video conferences with the exception of on-site Finalist Interviews-Round #2), clerical, graphic design, research, and long-distance telephone charges. On top candidates, Internet and Lexis/Nexis searches will be conducted. Additionally, education verifications, DMV check, wants and warrants, civil and criminal litigation search, and credit check will be conducted on the top two candidates. Reference checks will be conducted on the top candidate. Should the District desire to conduct reference calls on more than one candidate, a background fee of \$1,800 per candidate will be billed in addition to the above stated fees.

**Invoicing for Services** – Ralph Andersen & Associates will bill the San Lorenzo Valley Water District in four installments as follows:

- Following kick-off and finalization of recruitment brochure – \$9,835
- After the closing date – \$9,835
- After finalist interviews – \$9,835
- Upon placement – \$3,270

Progress payments will be due upon receipt.

**Brochure** – A full color electronic profile (brochure) will be developed for the General Manager recruitment. All pictures will be the responsibility of the District. The District will also be responsible for ensuring that there are no copyright restrictions on the photographs supplied to Ralph Andersen & Associates and that the District will agree to pay any and all related charges or fines if a copyright violation is incurred either during the search itself or subsequently.

**Exception** – Any candidate travel is the full responsibility of the District.

## Guarantee

Ralph Andersen & Associates offers the industry-standard guarantee on our full search services. If within a one-year period after appointment, the General Manager resigns or is dismissed for cause, we will conduct another search free of all charges for professional services. The San Lorenzo Valley Water District would be expected to pay for the reimbursement of all incurred expenses.

If a placement is not made in the first outreach effort, the Consultant will conduct a second outreach effort with no charge for Professional Services. The District would be expected to pay for all incurred expenses.

## Exceptions to the RFP

There are no exceptions that need to be acknowledged or declared at this time based on review of the Request for Proposal.





# EXECUTIVE RECRUITMENT SERVICES

## GENERAL MANAGER

### SAN LORENZO VALLEY WATER DISTRICT

Submittal date: May 18, 2023



Koff & Associates  
A Gallagher Company

Submitted by:  
Koff & Associates  
2835 Seventh Street  
Berkeley, CA 94710

**Frank Rojas**  
Recruitment Manager  
[Frank\\_Rojas@ajg.com](mailto:Frank_Rojas@ajg.com)  
510.495.0448  
[KoffAssociates.com](http://KoffAssociates.com)



May 18, 2023

Rick Rogers  
San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, CA 95006

Dear Mr. Rogers,

Thank you for the opportunity to submit our proposal to assist San Lorenzo Valley Water District with Executive Recruitment services. We are excited about the possibility of developing this partnership and supporting the District with the search for its next General Manager. Koff & Associates (K&A), a Gallagher company, is uniquely qualified based on over 37 years of assisting public agencies with finding and placing candidates dedicated to public service.

Our unique selling proposition lies in K&A's experience supporting public sector clients in California and throughout the USA. Through our investment in modern recruitment technology, we offer forward-thinking services that not only provide advanced extensive sourcing and outreach but allow us to tell the story of each project through easy-to-understand data.

Conducting countless executive search efforts has made K&A an expert in identifying, targeting, recruiting, and successfully placing women and minority candidates in many of our recruitments. Diversity recruiting is an area of focus, and our firm has a vast pool of resources at our fingertips to provide outreach on an industry-wide basis to the public and private sector for qualified candidates nationwide. We pride ourselves on transparency, flexibility, and quality work.

As K&A's Recruitment Manager, I am available to answer questions about this proposal, as well as our team and recruitment services. You can reach me at (510) 495-0448 or [Frank.Rojas@ajg.com](mailto:Frank.Rojas@ajg.com).

Sincerely,

A handwritten signature in black ink, appearing to read 'Frank Rojas', enclosed in a thin black rectangular border.

Frank Rojas  
Recruitment Manager



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## EXECUTIVE SUMMARY

In the following pages, our proposal will detail our understanding of the project goals and our services/deliverables, identify our firm and all requested information, provide information about our project team's experience and expertise, list references and describe our past satisfactory work for many clients, provide our fee proposal, and outline our legal's requests in the event that we are fortunate enough to perform the work.

## PROJECT DESCRIPTION / METHODOLOGY

Our philosophy ensures thorough, thoughtful, and strategic sourcing, evaluation, selection, and vetting of candidates. We reach out directly to potential candidates, referral sources, professional associations, and user groups, etc. by using business media, outreach emails, general advertising, **and most importantly picking up the phone and actively calling passive applicants**. This strategy also includes focused advertising on websites and in publications specific to women and minority candidates.

K&A will provide weekly progress reports to the Board of Directors and other stakeholders as directed, and participate in conference calls and onsite meetings as requested.

We are responsible for ensuring compliance, adhering to, and maintaining all legally mandated documentation throughout the process.

### Step 1: Ideal Candidate Profile

Developing the profile for the ideal job candidate for the position is crucial for a successful search process.

We will coordinate with the Board of Directors and other stakeholders in identifying and developing:

- The various organizational needs, vision, mission, goals, strengths, challenges, opportunities, and culture of the organization;
- Position competency requirements, i.e., knowledge, skills, and abilities;
- Personal and professional attributes required of and priorities for the new incumbent;
- Type of working relationship senior leadership desire with the new incumbent;
- Advertising strategies in conjunction with a national and/or regional outreach campaign;
- Compensation levels; and
- Schedule of deliverables from K&A.

After meeting(s) with the Board of Directors and other stakeholders, there will be a consensus of the key qualifications and characteristics of the position and the process, action plan, and timetable to be utilized for the recruitment process.

### Brochure Design & Posting

Following the development of the candidate profile, an eye-catching recruitment brochure will be professionally produced in coordination with the Board of Directors's feedback. The brochure will highlight the strengths of the San Lorenzo Valley Water District and the surrounding community. The brochure will feature the organizational structure and services of the District, its mission and goals, pertinent facts regarding the position, and necessary and desirable candidate qualifications.



## Step 2: Five Week Window of Application & Sourcing

K&A can, at the request of the Board of Directors and other stakeholders, facilitate community surveys or community outreach forums to encourage feedback from residents. A report of resident comments will be provided to the Board of Directors prior to first-round interviews.

Our effort will include a variety of activities designed to build the best available candidate pool. Our techniques and methodologies allow us to source from extensive pools of potential candidates and referral sources.

In coordination with the Board of Directors and other stakeholders, K&A will:

- Identify prospects;
- Provide each potential candidate with access to the recruitment brochure;
- Capture interested candidates in our recruitment project database; and
- Provide representative data to the Board of Directors, including candidate documents, interview notes, and an outline of the recruitment process.

## Step 3: Recommendation of Candidates

K&A will provide the Board of Directors with a report of the leading candidates to further narrow the pool to the most highly qualified and establish the best organizational fit of each potential finalist. This screening process is specifically designed to assess the personal and professional attributes the Board of Directors has identified and will focus on each candidate's ability, technical competency, and fit with the District's values, culture, and needs. Our assessment will consist of:

- Experience and qualifications;
- Cultural fit based on our understanding of essential intangibles;
- Clarity of any issues identified in the submitted documents;
- Reasons for position interest,
- The level of commitment to the position and the organization; and
- Other issues, including salary requirements.

## Step 4: Interview Facilitation

We will advise and develop interviewing strategies and a menu of questions that will help analyze candidates' qualifications and management/work styles. We will facilitate all necessary communications with the Board of Directors and candidates to ensure everyone is well prepared.

Interview questions will elicit information about each candidate's technical skill set, experience, leadership skills, adaptability, political astuteness, self-awareness, and other important aspects of the ideal candidate profile.

Questions, evaluation tools, and additional materials will be assembled in intuitive and user-friendly interview packets. We will use evaluation criteria agreed to by the Board of Directors and other stakeholders.

The Project Manager will coordinate interviews, interview schedules, and finalize the process. We will provide oversight during the panel interview process and facilitate a focused discussion with the Board of Directors at the beginning and conclusion of the interviews to identify the most qualified candidate(s) for final interviews.



## Step 5: Background, References, and Offer

K&A provides a thorough and quality reference and background check process for our clients. We start by calling candidates' employment and professional references and having an in-depth discussion, covering their strongest business characteristics, work style, interpersonal skills, and position-specific knowledge. All references will be documented and presented in a concise, user-friendly manner.

Background checks are conducted in coordination with a third-party firm to verify educational degrees and employment records and confirm clear driving records, criminal records, and financial history/credit. Reports can be tailored to clients' needs upon request. Safety for clients and their communities is our priority, so rest assured that we, as well as our background contract firm, meet or exceed relevant reporting requirements.

K&A can facilitate and lead the negotiations of the final terms and conditions of employment, such as the compensation package, benefits, and other perquisites (perks). We will notify all candidates not selected as finalists for the position.

## Recruiting Process During Covid-19 Crisis

We will work to counterbalance market forces and build a pipeline of potential candidates through strong marketing and branding efforts, including videos, job postings, and a social media campaign. Our ongoing communication with candidates helps with reputation and keeps them engaged; so, when there is an opportunity that matches their background, we reduce the time-to-hire. As always, communication is key. Candidates who experience a warm, communicative recruitment experience are more likely to maintain their interest and are more likely to feel welcomed into the organization. The recruitment experience is the first impression your employee receives and is a crucial factor in employee engagement and tenure.

We have embraced the virtual interview. The push into virtual technologies due to the pandemic was generally new for many public agencies. Our crystal ball tells us that virtual interviewing is not going away regardless of how the public sector world evolves going forward beyond the pandemic. Although virtual interviewing may have become necessary during this crisis, it is not a temporary strategy that should fall to the wayside; how we communicate in virtual interviews is essential and will continue to be as we move forward.

To conduct an effective virtual interview, simple steps can be taken to ensure a predictable and high-quality process. We will be clear on exactly how the interview process will go and what candidates should expect. We are savvy at navigating the technology and can help with technical challenges on the fly. Coaching panel members to maintain a professional demeanor during virtual interviews and eliminate smartphone or other competing screen distractions, just as you would in person, can also help the process.



## IDENTIFICATION OF FIRM

### BUSINESS INFORMATION

Koff & Associates (“K&A”) is a full spectrum, public-sector human resources and recruiting services firm founded by Gail Koff in 1984 and has been assisting cities, counties, special districts, other public agencies, and non-profit organizations.

As of April 30, 2021, we merged with Arthur J. Gallagher and are now officially a Gallagher Division. Our headquarters are in Berkeley, CA, and we have satellite offices in Southern California, the Central Valley, the Sacramento Region, and the Western US Region. GALLAGHER BENEFIT SERVICES, INC. is our legal name. It is a Delaware company, and the FEIN is 36-4291971.

The Koff & Associates division has 32 dedicated staff, with a growing recruitment team of currently five. The staff involved in recruiting efforts are Frank Rojas, Recruitment Manager (contact info provided in cover letter); Josh Boudreaux, Recruiting Supervisor; Chelsea Freeman, Senior Recruiter; and Ember Plummer and Tasia Dewitt, Recruiting Coordinators.

### PROJECT ORGANIZATION & EXPERIENCE

We have included information about project organization in our Project Description / Methodology previously. Following are biographies of key staff, as well as our proposed schedule. If we are fortunate enough to be awarded the work, we will communicate to match timelines. Our team is extremely capable and has the capacity to handle these important projects for our clients when they are needed, and we are actively hiring as our business grows.

### K&A Organizational Diversity Statement

This statement reaffirms our commitment to affirmative action and providing equal employment opportunities to all employees and applicants for employment in accordance with equal opportunity and affirmative action laws.

We affirm our personal and official support of these policies, which provide that K&A is committed to implementing the affirmative action policies, programs, and procedures included in this plan to ensure that employment practices are free from discrimination. Employment practices include but are not limited to the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We will provide reasonable accommodation to applicants and employees with disabilities.



## PROJECT TEAM

### **Frank Rojas** **Recruitment Manager**

Frank brings more than thirty (35) years of recruiting experience from the highly competitive direct placement and contracts labor industries and the corporate environment. He has significant experience placing corporate leaders, executive, professional, and technical staff, including individual contributors for the government sector, non-profits, aerospace, architectural and engineering, information technology, petroleum and chemical, energy, power, civil/structural, transportation, and private industry.

Frank began his career in Contract Labor. Over the next 30+ years, he launched seven start-up offices in several states and locations, providing direct placement and contract support to hundreds of clients in virtually all industries and levels of talent. He continued his career in the non-profit environment, managing and building talent acquisition support during significant growth periods. Having been a speaker at several networking and career coaching venues, Frank believes in utilizing traditional recruiting methodology with social media.

In addition to recently completing recruitments for the City of San Bernardino, County of Riverside, City of Riverside, City of Pasadena, and City of Calexico, recent successful efforts include positions of City Manager, Finance Director, County Executive Officer, Director of Human Resources & Development, City Treasurer, DEI Officer, Chief of Police, and Director-level hires for Information Technology, Social Services, Public Works, Economic Development, Community Services, Animal Services, and Division/Site General Managers.

Frank has been named in the top 1% viewed profiles on LinkedIn and has established a strong client and customer base through trust, effective recruiting, relationship building, and teamwork.

### **Joshua Boudreaux** **Recruiting Supervisor**

Joshua has over nine (9) years of public sector Human Resources experience.

He began his public sector journey as a labor representative with the Orange County Employees Association representing employees in grievances, investigations, meet and confers, interactive processes, arbitrations, and negotiations. He transitioned into the HR world at the City of Anaheim where he led classification and compensation projects. At the Orange County Fire Authority, he worked closely with Battalion and Division Chiefs on projects such as classification and compensation, employee relations, and recruitment.

Prior to joining K&A, Joshua served as an Administrative Manager for the County of Orange where he handled employee grievances, conducted investigations, and represented the County on meet and confer items. He served as the President of the Orange County Human Resources Consortium in 2017-2018. Since joining K&A, Joshua partners his classification and compensation experience, marketing skills, and recruitment experience to bring a full-service experience to all clients. He currently manages full-cycle recruitments for California public sector agencies including, cities, counties, and special districts. He provides supervisory oversight for technical, professional, and management recruitments.

Joshua earned his B.S. in Political Science with a concentration in American Politics from the University of California, Los Angeles; his Master's in Public Administration from Chapman University (Brandman); and a Master's Certificate in Human Resources with emphasis in Labor Relations from Cornell University.





## Project Schedule

The following is a typical schedule for conducting recruitment efforts. Search efforts for executive recruitments generally take twelve to fourteen (12-14) weeks to complete, allowing enough time for all steps of the process and client schedules.

| Weeks  | 2 | 4 | 6 | 8 | 10 | 12 | 14 |
|--------|---|---|---|---|----|----|----|
| Step 1 |   |   |   |   |    |    |    |
| Step 2 |   |   |   |   |    |    |    |
| Step 3 |   |   |   |   |    |    |    |
| Step 4 |   |   |   |   |    |    |    |
| Step 5 |   |   |   |   |    |    |    |



## PAST EXPERIENCE

### EXPERIENCE AND QUALIFICATIONS

With 37 years of HR experience, Koff & Associates knows public sector employment inside and out. We are familiar with public sector organizational structures, agency missions, operational and budgetary requirements, and staffing expectations. Our team is ready to support you at any level you wish – providing sourcing expertise, full-cycle recruitment at the start of your search through the start date of your newest employee, and everything in between.

|  |  |
|--|--|
| We build enduring relationships          | K&A provides personal attention to and creates long-term relationships with our clients. Because we care about and understand your organization’s people, culture, leadership, and unique needs, we identify highly qualified candidates to support your goals.  |
| We value strength in diversity           | We source top talent reflective of the communities you serve. With our focus on inclusion, networking and partnering with minority-based associations, utilizing bias-reducing tools, and drawing from our own employees’ certification training, we are leaders in public sector Diversity and Inclusion. |
| We leverage innovative search technology | K&A uses advanced programs and unique sourcing methods to identify candidates which traditional recruiting strategies might have missed. We continuously gather and analyze important data points and are always looking ahead at how we can use information technology to better serve you.               |

Our long list of clients indicates our firm’s reputation as a quality organization that produces comprehensive, sound, and cost-effective results. K&A is “hands on” and responsive with the ability and expertise to identify the ideal candidate(s) for San Lorenzo Valley Water District.

K&A uses its vast network to leverage recommendations and referrals of past clients in combination with modern sourcing techniques and technology to build the best candidate pools in the market. We are a team of true recruiters with over 60 years of combined experience. Our work speaks for itself, and our primary goal is to provide professional and technical consulting assistance with integrity, honesty, and a commitment to excellence.



## REFERENCES

We are proud of our past recruitment work with clients to successfully place candidates to meet their organization’s needs.

| Recruitment & Agency  | Contact   |
|---|---|
| <p>Oxnard, City of</p> <p>Public Works Director, Asst. Public Works Director (2), Chief Financial Officer, Purchasing Manager, Controller, Communications &amp; Marketing Manager, Assistant City Attorney, Civil/Traffic Engineers</p> | <p>Lisa Baker<br/>Assistant Director, Human Resources</p> <p>805.385.7596<br/><a href="mailto:lisa.baker@oxnard.org">lisa.baker@oxnard.org</a><br/>4300 W. Third Street<br/>Oxnard, CA 93030</p>  |
| <p>San Bernardino, City of</p> <p>Director of Community &amp; Economic Development, Chief of Police, Director of Human Resources, Director of Animal Services, Finance Director</p>   | <p>Edelia Eveland<br/>Assistant City Manager</p> <p>909.384.5262<br/><a href="mailto:eveland_ed@bsbcity.org">eveland_ed@bsbcity.org</a><br/>290 North 'D' Street<br/>San Bernardino, CA 92401</p>   |
| <p>Berkeley, City of</p> <p>Director of Information Technology, Director of Health, Housing, and Community Services, Director of Public Works, Deputy City Attorney(s), Manager of Engineering, Operations Manager(s)</p>               | <p>LaTanya Bellow, Deputy City Manager<br/>Liam Garland, Public Works Director</p> <p>510.815.1767<br/><a href="mailto:lbellow@cityofberkeley.info">lbellow@cityofberkeley.info</a><br/>510.981.6303<br/><a href="mailto:lgarland@cityofberkeley.info">lgarland@cityofberkeley.info</a><br/>2180 Milvia St<br/>Berkeley, CA 94704</p> |
| <p>East Valley Water District</p> <p>General Manager/Chief Executive Officer</p>  | <p>Kerrie Bryan<br/>Director of Administrative Services</p> <p>909.806.4087<br/>Kbryan@eastvalley.org<br/>31111 Greenspot Road<br/>Highland, CA 92346</p>   |



## RECENT SUCCESSFUL RECRUITMENTS

The following is a partial list of recent executive recruitments conducted by Frank Rojas (some while at a previous firm):

| Agency                          | Title  | Year Completed |
|---------------------------------|--|----------------|
| City of Soledad                 | City Manager   | 2023           |
| City of East Palo Alto          | City Manager, Chief of Police  | 2023           |
| City of Vista                   | Fire Chief   | 2023           |
| City of West Hollywood          | Economic Development Director  | 2023           |
| City of Pasadena                | Director of Library & Information Services, Chief of Police, Controller  | 2023 - 2022    |
| City of Palm Springs            | Fire Chief, City Manager   | 2023           |
| City of Carson                  | Finance Director, Public Works Operations Manager, Community Services Director, City Manager, Public Works Director  | 2023 - 2020    |
| City of Oxnard                  | Chief Financial Officer, Budget Manager, Public Works Dir., Asst. Public Works Dir. (2), Purchasing Manager, Controller, Communications & Marketing Manager, Assistant City Attorney, Planning & Environmental Manager, Assistant Director of Housing Programs, Environmental Waste Division Manager | 2023 – 2017    |
| City of Berkeley                | I.T. Director, Deputy Director of Finance, Public Works Director, Deputy City Attorney (2), Director of Health, Housing and Community Services, Operations Manager (2), Accounting Manager   | 2023 – 2020    |
| East Bay Regional Park District | Chief Information Officer, Chief of Design & Construction, Chief of Interpretive & Recreation Services   | 2023           |
| City of Salinas                 | Finance Director, City Manager, Chief of Police, Assistant Finance Dir.  | 2023 – 2021    |
| City of West Hollywood          | Director of West Hollywood   | 2023           |
| City of Ontario                 | Assistant Community Development Director, Director of Economic Development, Assistant GM Water Utilities   | 2023 – 2021    |
| City of Millbrae                | Community Development Director, Public Works Director, Finance Director  | 2022 – 2021    |
| West Valley Water District      | General Manager  | 2023           |
| City of Rialto                  | Director of Community Development, Director of Engineering Services  | 2023 2022      |
| City of Patterson               | Finance Director   | 2022           |
| Contra Costa Water District     | Assistant General Manager (Engineering & Construction), Finance Director   | 2023 – 2022    |
| City of Signal Hill             | City Manager   | 2022           |
| City of Leavenworth             | City Administrator   | 2022           |
| City of San Jose                | Assistant CIO, Chief Information Officer   | 2022           |



## PRICING PROPOSAL

### Project

- General Manager

### Professional Fee and Expenses

- Total not-to-exceed professional fee of \$25,000, which includes all professional services and expenses, including brochure development and design, advertising, printing and shipping, associated consultant travel if required, and background.
- Invoices will be billed monthly in four equal increments of \$6,250.

*Note: Expenses do not include candidate travel.*

#### **Optional: Recruitment Video**

*In addition to the standard recruitment brochure, K&A can develop a Recruitment Video to better highlight the positive elements of the organization and community. These videos have proven to attract more job seekers and effectively expand the talent pool. Videos run approximately three-minutes in length and highlight the workplace environment, local landscape, and include interviews with selected staff. This video is optional and costs \$3,500.*

### Placement Guarantee

K&A is committed to recommending only the most qualified candidates who meet all the necessary requirements and qualifications and are also a cultural fit for the District. We proactively recruit for each search effort until a successful candidate is placed.

Therefore, we promise to present to the District a selective pool of candidates that met or exceeded our standards during the thorough screening processes and have been identified as ideal matches for the position. Should the District disapprove of all final candidates or should none pass the final interview and reference check process, we will work to find a new slate of candidates at no added cost, with the possible exception of necessary advertising.

In addition, for full recruitments for executive and mid-management positions, should the incumbent leave the position or be terminated from employment within 12 months of hire due to performance issues, we commit to conducting a one-time additional executive search to identify a replacement and only charge related expenses as described in the Pricing Proposal.

Overall, K&A's retention rate during the first 12 months of hire is robust and has been above 95% over the last 37 years.



## PROFESSIONAL SERVICES AGREEMENT ACKNOWLEDGEMENT

We will be pleased to sign the District's professional services agreement for recruitment services, however we respectfully request that the District will allow for a period of negotiation of certain terms in the professional services contract related to liability, indemnity, insurance, and other terms. We have found that we have always come to an agreement with all of our clients in the past and appreciate the District's flexibility in reviewing certain terms in a collaborative fashion between our legal counsels.

## INSURANCE ACKNOWLEDGEMENT

Gallagher shall at all times during the term of this Agreement and for a period of two (2) years thereafter, obtain and maintain in force the following minimum insurance coverages and limits at its own expense:

- Commercial General Liability (CGL) insurance on an ISO form number CG 00 01 (or equivalent) covering claims for bodily injury, death, personal injury, or property damage occurring or arising out of the performance of this Agreement, including coverage for premises, products, and completed operations, on an occurrence basis, with limits no less than \$2,000,000 per occurrence;
- Workers Compensation insurance with statutory limits, as required by the state in which the work takes place, and Employer's Liability insurance with limits no less than \$1,000,000 per accident for bodily injury or disease. Insurer will be licensed to do business in the state in which the work takes place;
- Automobile Liability insurance on an ISO form number CA 00 01 covering all hired and non-owned automobiles with limit of \$1,000,000 per accident for bodily injury and property damage;
- Umbrella Liability insurance providing excess coverage over all limits and coverages with a limits no less than \$10,000,000 per occurrence or in the aggregate;
- Errors & Omissions Liability insurance, including extended reporting conditions of two (2) years with limits of no less than \$5,000,000 per claim, or \$10,000,000 in the aggregate;
- Cyber Liability, Technology Errors & Omissions, and Network Security & Privacy Liability insurance, including extended reporting conditions of two (2) years with limits no less than \$2,000,000 per claim and in the aggregate, inclusive of defense cost; and
- Crime insurance covering third-party crime and employee dishonesty with limits of no less than \$1,000,000 per claim and in the aggregate.
- All commercial insurance policies shall be written with insurers that have a minimum AM Best rating of no less than A-VI, and licensed to do business in the state of operation. Any cancelled or non-renewed policy will be replaced with no coverage gap, and a Certificate of Insurance evidencing the coverages set forth in this section shall be provided to Client upon request.



## SIGNATURE PAGE

We thank you for your consideration of our proposal. We are committed to providing high-quality service and investing in a long-term partnership.

This proposal is valid for ninety (90) days.

Respectfully submitted,

By: KOFF & ASSOCIATES  
State of California

A handwritten signature in black ink, appearing to read 'Frank Rojas', enclosed in a thin black rectangular border.

**Frank Rojas**

**Date: May 18, 2023**

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**Recruitment Manager**



# *General Manager/ Chief Executive Officer*

LEADERSHIP | PARTNERSHIP | STEWARDSHIP





## East Valley Water District

Formed in 1954 and located in Highland, California in San Bernardino County, East Valley Water District (District) is a world-class, award-winning organization, with a focus not only on providing safe and reliable drinking water but enhancing and preserving the quality of life for the community. The District provides water and wastewater services to residents within a 30.1 square mile area. This includes over 103,000 people within the cities of Highland and San Bernardino, portions of the unincorporated County of San Bernardino, the San Manuel Band of Mission Indians, and Patton State Hospital. The District has been the recipient of several awards including Top Workplace by the Inland News Group, GFOA Distinguished Budget Presentation Award and Outstanding Achievement, and District of Distinction by the Special District Leadership Foundation.

East Valley Water District was formed through a local election of mostly citrus grove farmers, to have water service provided by a public agency. The District is located in the foothills of the San Bernardino Mountains, 65 miles east of Los Angeles in the County of San Bernardino. East Valley Water District currently has 18 programs, which are overseen by various members of the executive management team with a 2021-2022 budget of \$48,536,000.

With a service area just over 30 square-miles, the District has three sources for water, the Santa Ana River (SAR), the Bunker Hill Groundwater Basin, and the State Water Project. The SAR starts with natural springs and snow melt high in the San Bernardino Mountains. Groundwater is drawn from the Bunker Hill Basin, a natural underground storage area made up of soil, sand, and gravel. A portion of the District's water is imported from Northern California through the State Water Project.

The District is responsible for the collection and conveyance of wastewater within the service area. Historically, the wastewater was sent to the City of San Bernardino Municipal Water Department facilities for treatment in accordance with a Joint Powers Agreement. In 2018, East Valley Water District successfully received authorization for reorganization to include wastewater treatment authority. This allows the District to construct and operate facilities to treat wastewater collected from within its service area.

The District is currently finishing construction of the Sterling Natural Resource Center (SNRC) that will treat up to 8 million gallons of wastewater daily for recharge into the Bunker Hill Groundwater Basin. This state-of-the-art facility will create a drought-proof recycled water supply, resulting in hundreds of millions of gallons of water stored for use in the Santa Ana River watershed. The SNRC began operational testing of key systems at the facility and started recruitment efforts of the new program's personnel. With the Sterling Natural Resource Center's Community Ribbon Cutting scheduled for Summer 2022, the District anticipates commissioning the facility to begin treating wastewater by Fall 2022.



## Transparency and Governance

The five member Board of Directors are elected at-large and serve 4-year terms. East Valley Water District has established a culture of transparency, fiscal management, and good governance through its dedication to public service. The District has taken steps to make financial reports and other information easily accessible to the public by creating a Transparency Portal. The portal includes access to budget documents, compensation reports, financial audit, and other District related information.

To view the 2021-2022 Adopted Budget, go to: <https://www.eastvalley.org/DocumentCenter/View/2741/2021-22-Adopted-Budget>

## District Vision & Core Values

Enhance and preserve the quality of life for our community through innovative leadership and world class public service.

### Core Values

- ▶ Leadership: Motivating a group of people to act towards achieving a common goal or destination.
- ▶ Partnership: Developing relationships between a wide range of groups and individuals through collaboration and shared responsibility.
- ▶ Stewardship: Embracing the responsibility of enhancing and protecting resources considered worth caring for and preserving.

To learn more about East Valley Water District, go to: [www.eastvalley.org](http://www.eastvalley.org)

## The Position

Reporting to and hired by a five member Board of Directors, the General Manager/CEO is responsible for executive level activities including planning, directing, managing, and overseeing the services, activities and operations of the District, and is responsible for the overall leadership of the District's 66 dedicated staff members. The General Manager/CEO ensures that services and operations are delivered in an efficient and effective manner while implementing policy decisions made by the Board of Directors and facilitating the development and implementation of the District's goals and objectives.

The General Manager/CEO will be responsible for the daily management and oversight of the District including working closely with the various department and program directors, as well as with other external agencies and stakeholders. Under general policy guidance from the Board of Directors, the General Manager/CEO oversees, reviews, and evaluates the District's 18 programs including, Administration, Engineering, Finance, Operations, Water Reclamation, Human Resources, Customer Service and Community Relations functions; ensuring that services and operations are delivered in an efficient and effective manner, and acting as principal advisor to the Board.

### Essential Duties include but are not limited to the following:

- Provide leadership in the implementation of Board policies and the development of strategies, business plans, budgets, programs, procedures, long-range plans and administrative and personnel management for the District.
- Plan and evaluate senior management staff performance.
- Provide leadership and work with staff to develop their skills to the highest potential.
- Hire and retain highly competent, customer-service oriented staff.
- Apply day-to-day management practices which support the District's Vision, Goals and Objectives, and Core Values.
- Direct the development of operating and capital budgets for consideration and adoption by the Board of Directors.
- Represent the District before external organizations, including other water districts/agencies, governmental and regulatory agencies, private entities, professional and community organizations, citizen boards and commissions, media, and general public.

### Opportunities and Priorities

- Continue to build and sustain positive working relationships with partnering agencies as a leader in the water industry.
- Stay current on State regulations and requirements and ensure a sustainable and diverse portfolio.
- Be visible and accessible in the community; continue transparency in the District through open communication, newsletters, media interviews, and public engagements.
- With the construction of the SNRC, maintain the solid impact, accountability, and customer service that currently exists; maintain the direction as developed in the Five-Year Workplan.

## The Ideal Candidate

The ideal candidate will be a dynamic, visionary, and strategic leader with extensive management and administrative abilities. Excellent communication and interpersonal skills are necessary to build and maintain effective relationships with the Board of Directors, internal staff, partnering agencies, and the public. The successful candidate will be politically astute with the ability to interact with elected officials on matters that impact the District and community. Solid knowledge of water issues and organizational structure, regulatory compliance, business practices and principles, the budget process, and administration are essential. The ideal candidate will be a strategic thinker, who appreciates the need for teamwork and collaboration. East Valley Water District's next General Manager/CEO must be willing and able to manage people and the creative process with inspiration. A successful candidate must show the capacity to multi-task and manage diverse activities, programs, and staff, while leading with diplomacy, inclusive communication, and positive motivational leadership.

The position requires a motivated leader, who is forward thinking, approachable, and committed to excellence. The ideal candidate will understand local, regional, County, and State water issues and trends as well as the Integrated Regional Water Management (IRWM) collaboration and funding process including regional, County, Tribal and State entities.

### Key Competencies and Characteristics

- A solid leader and role model with a positive presence who demonstrates initiative, is action-oriented, exercises good judgment, treats others with respect, and is open and approachable.
- An active problem solver who anticipates and responds to problems in a timely manner, develops alternative solutions, and is able to bring resolution to issues quickly, involving others as needed.
- A relationship builder, committed to excellence with a strong customer service ethic and the ability to empower employees, while also holding them accountable.





- An outstanding manager of people who provides guidance and professional support to staff, offers regular feedback to employees, and serves as a mentor in providing training and growth opportunities.
- Excellent at writing clear, concise staff and other reports for presentation in oral or written format to the Board of Directors or other elected bodies.
- A leader who is collaborative and supportive in working with executive leadership, ensuring the organization works toward a common goal.
- A person with the highest ethical standards who commands the trust and respect of peers through conduct of high integrity and professionalism.

## Qualifications

Education and experience that provide the required knowledge and abilities would be:

- Graduation from an accredited college or university with a bachelor's degree including major course work in business administration, public administration, civil engineering or related field is required.
- A master's degree or other advanced degree in fields such as public/business administration, legal or engineering is highly desirable.
- Seven years of increasingly responsible experience in a public utility, involving the operation and maintenance of water and wastewater systems, including four years at a management level.

## Salary and Benefits

**The salary range for this position is \$284,400 - \$324,000, depending on experience and qualifications.**

**East Valley Water District offers an excellent benefits package that includes:**

- CalPERS retirement providing the 2.7% @ 55 retirement formula for classic CalPERS members; new members will be provided the 2% @ 21 retirement formula. The District pays the full contribution to the retirement account.

- Performance Award – 10%
- Automobile Allowance – \$1,500.00 per month
- The District will pay the full monthly premium on the selected medical, dental, and vision benefit provided.
- Supplemental Retirement Account – \$20,000.00 per year
- Supplemental Life Insurance – \$250,000.00

### Additional Benefits Include:

- Cost Of Living Adjustment – 3%
- Vacation – 30 days
- Sick Leave – 117 hours
- Administrative Leave – 80 hours
- The District will offer all other benefits provided to its exempt employees in accordance with District standard policies.

## Application Process and Recruitment Schedule

**The final filing date is Monday, May 16, 2022.**

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/gm-ceo/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



Frank Rojas  
(510) 495-0448

[frojas@koffassociates.com](mailto:frojas@koffassociates.com)

Carlo Zabala  
(510) 342-3233

[czabala@koffassociates.com](mailto:czabala@koffassociates.com)

Website: <https://koffassociates.com/>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to East Valley Water District. The District will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.



**REQUEST FOR PROPOSALS TO PROVIDE:**

**CONSULTING SERVICES TO THE SAN LORENZO VALLEY WATER DISTRICT**

**PROJECT TITLE:**

**General Manager Recruitment Services**

**RESPONSE DUE BEFORE 3:00 P.M. ON**

**May 18, 2023**

**San Lorenzo Valley Water District**

**13060 Highway 9  
Boulder Creek, CA 95006**

**(831) 430-4624  
rrogers@slvwd.com**

## I. INTRODUCTION

The San Lorenzo Valley Water District is soliciting proposals from qualified professional recruitment service firms to assist the Board of Directors in the selection of a new, experienced General Manager who will serve as the chief executive officer of the District, reporting directly to the Board of Directors. The current General Manager will retire in early 2024, and the District wishes to have his replacement hired and in place no later than March 1, 2024.

## II. SCOPE OF THE POSITION BEING RECRUITED

The General Manager's duties and responsibilities include:

- Interface with the elected Board of Directors and other local, regional, state, federal legislative and regulatory officials who set overall policies affecting the District.
- Develop and implement, with Board approval, strategic plans for the District looking forward 5 and 10 years.
- Develop and implement a Board-approved bi-annual budget including an approximately \$13-\$15,000,000 annual operating budget and capital construction/repair expenditures of over \$50,000,000 over the next 3-5 years.
- Management of staff including the direct supervision of senior staff including (5-6 positions) and an overall staff of ~35 – 45 persons.
- Serve as lead spokesperson for the District with the press, community groups and other local officials.
- Provide effective onsite leadership and coordination of District resources along with community first responders during emergency situations such as earthquakes, floods, forest fires, etc.

## III. PROJECT EXPECTATIONS

- Anticipated Process
  - The Executive Search Firm will work with the Board of Directors to define qualifications and selection criteria for the ideal candidate, attract a diverse field of qualified candidates and manage the selection process through the final selection of a candidate. Upon approval of the search criteria, create and implement an aggressive search to find the right candidate.
- Specific Deliverables
  - Interface: The consultant will work with the incumbent General Manager, ad hoc committee, and the Board of Directors to accomplish the following steps.
  - Develop Position Profile: Meet with the Board of Directors and/or stakeholder groups as necessary to develop a prioritized candidate profile and a list of likely locations to search for candidates.
  - Develop A Recruiting Plan: Includes recruitment outready processes, potential candidate identification methodology, candidate evaluation process and recommendations to the board. The Board expects that we will employ a variety of recruiting techniques to find the ideal candidate, including a need to develop a recruiting brochure covering District, position, and summary job description, as well as the community and structure of the District. The consultant

will define how the brochure will be used in the advertising and recruitment phases.

- **Active Recruitment:** The consultant will perform outreach and marketing to attract a diverse field of qualified candidates and screen the candidates to present to the Board's ad-hoc recruiting committee, and Board of Directors for further consideration. Consultant will provide oral briefings and written reports on top candidates for consideration, answer questions from candidates, and collect application materials.
- **Candidate Selection.** The consultant will work with the ad-hoc committee and staff to develop structured interview questions and identify key interviewers. The consultant will facilitate initial interviews with the ad-hoc committee and internal staff, and final interviews with the Board of Directors, and coordinate interview appointments with candidates. Consultant will conduct reference checks on the top candidates.
- **Background Investigations:** The Consultant will conduct a detailed background investigation of the selected candidate including reference checks, prior employment confirmation, and a court records search. Consultant will assist in Contract Negotiations with the selected candidate(s) on behalf of the District covering the final compensation and other terms of the employment agreement.
- **Public Outreach:** Consultant, in conjunction with the District's contracted Public Relations firm and staff, will work to inform the District's customers and the community at large of the candidate selection process through social media, newsletters, and press releases.

#### **IV. PROPOSAL REQUIREMENTS**

The proposal shall not exceed 13 pages excluding resumes, cover letter, dividers, and front and back covers. Responses to this RFP shall be in the following order and shall include:

○ Executive Summary (1 page maximum)

Summarize the contents of your firm's proposal in a clear and concise manner.

○ Project Description (2 pages maximum)

- Explain your understanding of the District's objectives how you propose to accomplish the recognized goals.
- Describe the services and deliverables to be provided.
- Identify Project constraints. Describe any suggested enhancements to the scope and creative ideas for accomplishing the recruitment.
- Include unique characteristics of the firm's approach, experience, contacts, or social media reach that would give the firm a competitive advantage in attracting highly qualified candidates for the General Manager position.
- Describe how the firm will ensure inclusive and nondiscriminatory marketing, outreach, and selection process that is likely to result in the identification of a field of interested and vetted candidates that is representative of the diversity of qualified candidates within California.
- Describe the proposed communication frequency and methodology between the firm and the District, including the number and type of meetings to be conducted.
- Describe how you propose to handle candidates that are already known to the District (i.e.,

employees, personal friends, existing business contacts), or who approach the District directly.

- Include information on the minimum expectations and information you will need from the District to complete the project.
- Identification of Prime Consultant Firm and Subconsultants (2 pages maximum)
- Legal name and address of the firm.
  - Legal form of firm (e.g., partnership, corporation).
  - If firm is wholly owned subsidiary of a "parent company," identify the "parent company."
  - Name, title, address, email, and telephone number of person to contact concerning the Proposal.
  - Number of staff and the discipline/job title of each.
  - If any Subconsultants will be used, provide information for items i.-v. above for each.
- Project Organization and Experience of the Project Team (3 pages maximum, not including resumes)
- Describe proposed project organization, including identification and responsibilities of key personnel, including subconsultants. Attach resumes of key personnel (maximum one page each).
  - Describe the experience of the Project Manager and the experience that the proposed personnel have working on past projects as a team.
  - Describe project management approach to the work effort, locations where work will be done, responsibilities for coordination with the District, and lines of communication necessary to maintain schedule.
  - Describe a proposed schedule showing all facets of work that will meet the District's objectives and goals in a timely manner. Provide a proposed timeline (Gantt chart) for completion of tasks and subtasks.
  - Describe the firm's capacity to perform the work within the time limitations, considering the firm's current and planned workload and work force.
- Consultant's Past Experience (2 pages maximum)
- Describe the firm's past experience and performance on similar projects.
  - Describe the firm's experience with water systems in the greater Bay Area and Mid-Coast regions of California and/or water systems that resemble the District's highly dispersed facilities and service area.
  - Describe the firm's experience in completing at least three (3) similar recruitment projects conducted for other public agencies in California, including the following:
    - At least one of the three similar projects listed should be for public water agencies.
    - At least one of the three similar projects listed should have been led by the Project Manager named in the proposal.
  - Include the following information about the client for each project: the client's name, project

manager/contact person, phone numbers, and email addresses for the client's point of contact.

- Provide examples of previous recruitment brochures and sample marketing plans for similar projects which may be attached as an appendix to the proposal.
- Proposed Total Professional Fee and Fee Schedules
  - Responding consultants are invited to propose a fee structure commensurate with the defined scope of work and the consultant's proposed approach. The proposal must indicate whether it is a fixed-fee basis proposal that includes all estimated project costs, including professional services, travel, printing, advertising, and other project costs.
  - If the proposed fees are not inclusive of all project costs, responding consultants must include the proposed fee basis for each expense category and a not-to-exceed amount for each billable item as well as a not-to-exceed amount for the total project costs.
  - The consultant should include proposed payment terms, including any offered discount if the consultant is not successful in placing a qualified candidate on or before the target date of December 31, 2023, or a replacement guarantee if the District does not retain the final selected candidate for at least one year.
  - Proposed fee will not be the sole basis of award but will be used to evaluate the Consultant's understanding of the Scope of Work.
- Exceptions to this RFP

The Consultant shall certify that it has fully read the RFP and takes no exceptions to this RFP including, but not limited to, the Consultant Services Agreement (attached). If the Consultant does take exception to any portion of the RFP, the specific portion(s) of the RFP to which exception is taken shall be identified and explained.

## **V. BID PROPOSAL EVALUATION CRITERIA**

The District will consider the bidder's experience with similar placements, proposed work plan, fees and overall fit and responsiveness to the needs of the District.

## **VI. PROCESS FOR SELECTION OF RECRUITING FIRM**

The District intends to interview the two top-ranked firms.

The District will enter into negotiations with the selected firm. At this time, the District contemplates the use of a Time and Material Not to Exceed contract for the services requested. Negotiations will cover: scope of work, contract terms and conditions, office arrangements, meeting requirements, proposed schedule, and appropriateness of the proposed fee.

The District will require a professional liability insurance verification for coverage of not less than \$1,000,000.00.

After negotiating a proposed agreement that is fair and reasonable, the District Manager will execute the contract with authorization from the District's Board.

## **VII. SELECTION SCHEDULE**



The District anticipates that the process for selection of firm and awarding of the contract will be according to the following tentative schedule:

|   |                      |
|---|----------------------|
| <b>Proposal Due Date</b>                      | <b>May 18, 2023</b>  |
| Interviews and Negotiation with Selected Firm | <b>May 30, 2023</b>  |
| Board of Directors Approval                   | <b>June 15, 2023</b> |
| Final Selection and Notification              | <b>June 26, 2023</b> |

**VIII. SUBMITTAL REQUIREMENTS**

- Questions regarding this RFP shall be submitted in writing to Rick Rogers [rrogers@slvwd.com](mailto:rrogers@slvwd.com) .
- The response Proposal must be received no later than **3:00 p.m.** local time, on or before **May 18, 2023**.
- Please send Proposal via email to [rrogers@slvwd.com](mailto:rrogers@slvwd.com) with the subject line “Request for Proposals for San Lorenzo Valley Water District –General Manager Recruitment”.
- The Proposal should be delivered in a format fully compatible with either Adobe Acrobat (pdf) or Microsoft Word.
- **Failure to comply with the requirements of this RFP may result in disqualification.**

**IX. APPENDIX**

- Links to documents providing background for preparation of Proposal:

[District Web Site](#)  
[General Manager Job Description](#)  
[Organizational Chart](#)

- The SLV Water District is Primarily a Water Supply Agency

San Lorenzo Valley Water District (SLVWD or District) is an rural/urban water supplier to approximately 23,700 customers in Santa Cruz County, California. The District’s legal boundaries encompass approximately 62 square miles within the San Lorenzo River watershed. Land uses are dominantly state and regional parks and other open space, water-supply watersheds, areas zoned rural residential and low-density urban residential and commercial (including schools), along with minor quarrying, logging and agriculture. Much of the land within the legal boundaries consists of state parks and uninhabited forest, such that the District's actual service area comprises approximately 26 square miles.

The District was established in 1941, and is a Special District organized under Section 71000 of the California Water Code. The District has grown over time by the amalgamation of small mutual water systems. It currently operates and maintains two water systems, the SLVWD system and the SLVWD-Felton system, which have different service areas and water sources. The SLVWD system service area includes the unincorporated communities of Boulder Creek, Brookdale, Ben Lomond, Quail Hollow, Glen Arbor, Zayante, and Lompico, as well as the following neighborhoods in and adjacent to the city of Scotts Valley: Hidden Glen, Lockewood Lane, Pasatiempo, Whispering Pines, Manana Woods and the Spring Lakes and Vista Del Lago mobile home parks. The SLVWD-Felton system service area includes the unincorporated community of Felton and neighborhoods along Highway 9 south of Felton to Big Trees and on the west outskirts of Felton along Felton - Empire Grade Road. The two systems are connected by interties that allow transfer of water between them on an emergency basis.

The District currently employs 35 full time employees with various positions represented by AFSCME (American Federation of State, County and Municipal Employees) and a management group providing their own representation.

The District relies on both surface water and groundwater resources, which are ultimately derived solely from rainfall within the San Lorenzo River watershed. Surface water is obtained from nine stream diversions (six of which are currently inactive due to damage sustained in the 2020 CZU wildfire). Groundwater is obtained from one spring and eight active wells. The District has limited above-ground storage capacity equal to only a few days' average use; hence, the District relies on groundwater for seasonal and year-to-year storage. The District produces and treats water based on short-term water demand. The water treatment plant for the SLVWD system is located above the community of Boulder Creek; the plant for the SLVWD-Felton system is located on Kirby Street in downtown Felton.

The scale and complexity of SLVWD's water distribution system reflect the San Lorenzo Valley's rugged topography, its low-density pattern of development, and widely distributed raw water sources. The resulting highly dispersed system results in the District maintaining 37 pressure zones. All but one zone include a booster station to pump potable water up to the tank(s) associated with a particular zone. The cost to run each booster station pump is mostly a function of the elevation gain between pump station and tank(s); age and design efficiency play a smaller part in determining energy expenditure. The District's dispersed layout requires that many zones are "pass-through" zones, meaning that potable water must be pumped from a treatment plant up to a zone, then pumped again up to a second, third, or even fourth zone. As a result, pumping costs differ from zone to zone.

- The District Also Operates a Small Wastewater System

The District operates the Bear Creek Estates Wastewater System, which collects and treats domestic wastewater flow from 56 homes in and around the neighborhoods along Deerwood Drive, Harmon Gulch and Timberwood Road north of the community of Boulder Creek.

From 2005 through 2013, the District completed several upgrades aimed at achieving regulatory compliance and improved efficiency of nitrogen removal. This involved modifying the existing treatment septic system to incorporate a 3-stage trickling filter system, new internal recirculation/splitter/ball valves, and new air blowers with high-capacity disc diffusers in the clarifier tanks. There are still significant improvements to the wastewater system needed to meet modern State regulatory requirements.

There are no dedicated wastewater system employees. The system is operated on a routine or as-needed basis with District staff from the Water Fund Operations & Distribution or Supply & Treatment Departments. The District is in negotiations with the County to take over operation of the wastewater system as part of a larger project in the community of Boulder Creek.

- Impacts of the CZU Lightning Complex Wildfire of 2020

The District watershed and water system, as well as some of its ratepayers, were severely impacted by the CZU Lightning Complex Wildfire in 2020. The damage to District facilities was extensive, most significantly to raw water supply lines, storage tanks, and cross-country water transmission pipelines, but also water treatment systems, pumps, and water-quality monitoring equipment.

The District anticipates receiving partial financial assistance through the Federal Emergency

Management Agency (FEMA) to help cover the costs of emergency response, recovery, and permanent repairs. The District will be responsible for paying up front all of these costs (and other CZU Wildfire costs that are not reimbursable by FEMA). Once projects are complete, the District will submit eligible project costs for FEMA reimbursement.

The District implemented a Fire Recovery Surcharge through the Proposition 218 process in August 2021 to help recover an estimated \$5M in CZU Wildfire costs not covered by FEMA. The surcharge added a monthly charge of about \$10 per ratepayer. The surcharge will last about 5 years and will automatically terminate once \$5 million is collected by the District. The \$5M surcharge amount was based on the assumptions that FEMA would reimburse 75% of an estimated \$20M cost for fire recovery and repair of damaged infrastructure.

Since the adoption of the Fire Recovery Surcharge, key assumptions on which the surcharge was based have changed. The FEMA cost-share percentage increased from 75% to 90%. The initial cost estimate of approximately \$20M in total damages has proven to be far too low, especially in light of current estimates for the cost of replacing 7 miles of above-ground, raw-water pipeline destroyed in the CZU Wildfire. A constructability study completed by the engineering firm Freyer & Laureta in 2022 evaluated various replacement options, including replacing the pipelines at grade, and recommended that the destroyed pipelines be replaced with buried HDPE pipe to protect from future wildfires at an estimated cost of about \$50M. A subsequent peer review of the Freyer & Laureta engineering report completed by Haro Kasunich & Associates in November 2022 concluded that Freyer & Laureta had underestimated the environmental impact and difficulty of constructing a 12'-wide bench to accommodate burial of the pipeline given the steep slopes and difficult access. The District is currently acquiring additional cost information on various options. FEMA will reimburse 90% of eligible costs associated with constructing the pipelines above ground as they were prior to the CZU wildfire, but it is not yet known what proportion of an additional cost to bury the pipelines would be covered.

The District will have many other fire recovery expenses in addition to the cross-country pipelines. Given the escalation in the estimated costs of recovery since the implementation of the surcharge, even with the increase in FEMA reimbursement to 90%, it is clear that the \$5M surcharge will not cover the District's non-reimbursed fire recovery expenses. Although difficult to estimate due to escalating costs of construction and uncertainties about FEMA reimbursement, the current estimate for total cost of recovery from the CZU Fire is about \$75M. Because not all expenses are reimbursable by FEMA and some projects will be reimbursed for less than the nominal 90%, it is estimated that on average about 75% of the costs will be reimbursed. This leaves \$15M, after the \$5M from the CZU Fire surcharge, that the District will need to fund in recovery-related capital expenditures over the next few years.

The District is in the process of consolidating with two small water systems that were destroyed in the CZU Fire. Bracken Brae and Forest Springs are located along Big Basin Way, outside the District's current service areas but within the District's legal boundaries. The majority of the funding for infrastructure to add the approximately 150 connections to the SLVWD will be provided by grants from the California Department of Water Resources.

- Repair of damage from Winter 2022-23 storms

Central and northern California experienced the wettest 3-week period in the last 161 years during a series of "atmospheric river" events December 27, 2022, through January 16, 2023. Surface water intakes on creeks were damaged by high, debris-laden flows. Saturated ground combined with high winds led to many landslides and fallen trees that damaged District access roads and caused earth

movements that broke water mains. Current cost estimates for damage exceed \$4M. California has secured a Presidential Major Disaster Declaration, which will make FEMA funds available for assistance in making repairs. It is anticipated that 75% of eligible expenses will be reimbursed by FEMA.

The addition of storm-related repairs to recovery from the CZU Fire will create cash-flow concerns that need to be considered, given that reimbursement by FEMA for allowed expenses is a complicated, slow process. This disaster-related work is further stretching the capacity of our relatively small staff to undertake and coordinate repairs, and may require an examination of staffing levels.

- Ongoing Investments in Infrastructure

The District has a backlog of capital improvement projects as a consequence of decades of underinvestment in infrastructure. In 2019 the District contracted with Akel Engineering to create a Water Master Plan (WMP) and Capital Improvement Plan (CIP). This work was completed in 2021. The CIP included recommendations for rehabilitation and/or upgrade of the majority of the District's infrastructure, as well as a preliminary prioritization of projects. The District is currently implementing portions of the CIP. Given the level of construction activity on capital projects anticipated annually, the District is considering creation of a construction crew of 4-5 individuals dedicated to pipeline installation as a way to speed implementation of capital projects and capitalize employee costs.

- Membership in the Santa Margarita Groundwater Agency

The District is one of three founding members of the Santa Margarita Groundwater Agency (SMGWA); the other two are Scotts Valley Water District and the County of Santa Cruz. SMGWA was formed in response to California's 2014 Sustainable Groundwater Management Act, and is charged with managing groundwater resources in the over-drafted Santa Margarita groundwater basin within the San Lorenzo Valley watershed. SMGWA submitted its mandated Groundwater Sustainability Plan in January 2022. The District is committed to annual expenditures for administrative and monitoring tasks, and will pursue capital projects described in the Plan as grant funding becomes available.

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 11 (22-23)

SUBJECT: DISTRICT MANAGER SUCCESSION PLANNING AND RECRUITING - ESTABLISHING AN AD HOC COMMITTEE

WHEREAS, the San Lorenzo Valley Water District ("District") Manager's employment contract will expire in August 2024, and the District Manager has indicated the intent to retire; and

WHEREAS, the District's Board of Directors ("Board") desires to develop a comprehensive process for planning, recruitment, and selection of a new District Manager; and

WHEREAS, to facilitate this process, the Board desires to create an ad hoc committee consisting of two Board members to develop proposals for presentation to the full Board; and

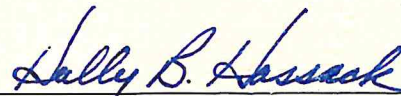
WHEREAS, the ad hoc committee is intended to be temporary for the limited purpose stated herein, and, accordingly, the committee shall dissolve automatically after a term of one year unless the Board takes further action to terminate early or extend the term of the committee.

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the San Lorenzo Valley Water District hereby establishes an ad hoc committee consisting of two Board members to be appointed by the Board to serve for a term of one year to develop a comprehensive process for planning, recruitment, and selection of a new District Manager.

\*\*\*\*\*

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 2nd day of February 2023, by the following vote of the members thereof:

AYES: Smolley, Hill, Fultz, Mahood  
NOES:  
ABSTAIN:  
ABSENT: Ackemann



Holly B. Hossack, District Secretary  
San Lorenzo Valley Water District



**BOARD OF DIRECTORS  
SAN LORENZO VALLEY WATER  
DISTRICT  
REGULAR MEETING  
MINUTES  
MAY 18, 2023**

**Thursday, May 18, 2023, at 5:30 p.m.**, SLVWD Conference Room, 12788 Highway 9, Boulder Creek, and via videoconference and teleconference. Director Ackemann will be attending from the Embassy Suites San Diego Bay Downtown, 601 Pacific Hwy., San Diego, CA 92101, in the Business Center.

**1. Convene Meeting  
Roll Call**

Board Members Present:

Mark Smolley, President  
Jeff Hill, Vice President  
Jayme Ackemann, Director \*  
Bob Fultz, Director  
Gail Mahood, Director

Staff Present:

Rick Rogers, District Manager  
Gina Nicholls, District Counsel \*  
Carly Blanchard, Acting District Secretary/Enviro Programs Mgr & Admin Assist  
Scott Mattoch, Network Specialist

**2. Additions and Deletions to Closed Session Agenda: None**

**3. Oral Communications Regarding Items in Closed Session:**

B. Holloway, Boulder Creek, recounted his recollection of Nossaman/G. Nicholls being hired as District Counsel. He thinks that there is a Brown Act problem with the President's Report portion of the agenda.

The Board and staff tried to explain that this Oral Communication was for items on the Closed Session as stated on the agenda . *Any person may address the Board of Directors at this time, on Closed Session items.*

**4. Adjournment to Closed Session: 5:38 p.m.**

**5. Re-Convene Meeting: 6:30 p.m.  
Roll Call**

Board Members Present:

Mark Smolley, President

Jeff Hill, Vice President  
Jayme Ackemann, Director \*  
Bob Fultz, Director  
Gail Mahood, Director

Staff Present:

Rick Rogers, District Manager  
Gina Nicholls, District Counsel \*  
Carly Blanchard, Acting District Secretary/Enviro Programs Mgr & Admin Assist  
Josh Wolff, District Engineer  
K. Reed, Director of Finance & Business Services \*  
J. Furtado, Director of Operations \*  
Scott Mattoch, Network Specialist

**6. Report of Actions Taken in Closed Session:** None

**7. Additions and Deletions:**

R. Rogers said that staff would like to pull Item 10b BIENNIAL DRAFT BUDGET FISCAL YEAR 2023-2025 from the agenda. The Budget & Finance Committee reviewed the item at their 5.16.23 special meeting and significant changes were requested to the Budget so they requested that the item be pulled from the BoD agenda. This meeting will be brought back to the Board at the first meeting in June.

B. Fultz said that he objects. He spent a lot of time preparing for this item and would like his input added to the Budget.

B. Fultz can send his comments to K. Reed and R. Rogers to make sure they are acknowledged in the Budget.

G. Nicholls said that with an objection it would be appropriate to vote on whether to pull this item.

A motion was made and seconded to pull Item 10b from the agenda.

Four members voted in favor of the motion and Dir. Fultz voted no. Motion passed and the item was pulled from the agenda.

**8. Oral Communications:**

B. Holloway, Boulder Creek, said that he can't see Dir. Ackemann on the screen or any other people that are attending the meeting virtually.

**9. President's Report:**

Nothing to report.

**10. Unfinished Business:**

a. SCHAAF & WHEELER CONSTRUCTION SUPPORT SERVICES  
EXTENSION-LYON AND BIG STEEL PIPELINE

J. Wolff introduced and explained this item.

Discussion by the Board and staff regarding:

- The amount of the original contract was \$341,100
- When did we discover that we were going to exceed the contract?
- The project was expanded and the scope of the project was changed
- The CZU Fire was the cause for many of the changes
- Comparison of original charges - reasonable
- 17% of the project will be CZU related (FEMA funded)

A motion was made and seconded that the District Manager amend the contract with Schaaf & Wheeler for design construction support services related to the Lyon & Big Steel pipelines projects in the amount not to exceed \$92,300.

The Board voted unanimously in favor of the motion. Motion passed.

b. BIENNIAL DRAFT BUDGET FISCAL YEAR 2023-2025

This item was pulled from the agenda.

11. **New Business:**

a. LABOR NEGOTIATIONS

G. Nicholls introduced and explained this item.

Discussion by the Board and staff regarding:

- The Board has been discussing this in closed session for the last several meetings, this reflects efforts of our staff and brings us closer to paying competitive rates
- B. Fultz read a written statement saying that our government agencies work best with an informed public. Here is a link to the recording: <http://communitytv.org/watch/government-demand/>
- Employee requests were not readily agreed to they were negotiated
- These kinds of discussions are not typically ever negotiated in public

A motion was made and seconded to approve the attached addendums and authorize their execution on the behalf of the District.

Directors Smolley, Hill, Ackemann, and Mahood voted in favor of the motion. Director Fultz voted no. The motion passed.

12. **Consent Agenda:**

- a. BOARD OF DIRECTORS MINUTES 4.6.23 - Approved

13. **District Reports:**



Discussion by the Board and staff regarding:

- Fall Creek Fish Ladder
- Felton Heights progress
- Grants
- Low interest loans
- Stage 2 Drought designation to be revisited at a future meeting
- Past due bills
- Well water
- Leaks detection

14. **Written Communication:** None
15. **Informational Material:** None
16. **Re-Adjourn to Closed Session:** 7:17 p.m.
17. **Re-Convene to Open Session:** 7:25 p.m.
18. **Report of Actions Taken in Closed Session:**
19. **Adjournment:** 7:26 p.m.

Minutes approved: \_\_\_\_\_

\_\_\_\_\_  
Holly B. Hossack, District Secretary



**BOARD OF DIRECTORS  
SAN LORENZO VALLEY WATER  
DISTRICT  
REGULAR MEETING  
MINUTES  
JUNE 1, 2023**

**Thursday, June 1, 2023, at 6:30 p.m.**, SLVWD Conference Room, 12788 Highway 9, Boulder Creek, and via videoconference and teleconference. Director Fultz\* attended from The Motel 6, 3517 North Highway 101, Lincoln City, OR 97367.

**MINUTES**

**1. Convene Meeting  
Roll Call**

Board Members Present:

Mark Smolley, President  
Jeff Hill, Vice President  
Jayme Ackemann, Director  
Bob Fultz, Director \*  
Gail Mahood, Director

Staff Present:

Rick Rogers, District Manager  
Scott Mattoch, Network Specialist  
Holly Hossack, District Secretary  
Josh Wolff, District Engineer  
K. Reed, Director of Finance & Business Services  
Carly Blanchard, Environmental Programs Mgr. & Admin Assist\*

**2. Additions and Deletions: None**

**3. Oral Communications:**

J. Mosher, brought the Low Income Household Water Assistance Program (LIHWAP) program to the attention of the Board. There is an organization in Watsonville that administers the program called Central Coast Electric Services that can help people fill out the paperwork. The District should reach out to let people know about this program. It should be on our homepage.

**4. New Business:**

a. GENERAL LEGAL COUNSEL

R. Rogers introduced and explained this item. He introduced Barbara Brenner, proposed replacement for District Counsel.

\*attended remotely

B. Brenner introduced herself and her firm.

Discussion by the Board, guest and staff regarding:

- Work with other members of the White Brenner staff; meetings, slack?, assign lead, calendar
- Specialties are encouraged
- Firm is made up of 2 paralegals, an office manager, a legal secretary, 5 partners, 2 counsel, 2 associate, 2 law clerks and a contract attorney.
- Work load/back log
- Nossaman finishing up, White Brenner taking over
- Monthly reports to start with, then quarterly
- Contract specifics; termination at any time, process for reporting, list of deliverables, term of contract
- Ownership of work product by attorney

A motion was made and seconded that the Board direct the District Manager to enter into a contract with White Brenner LLP for general and special legal services under the terms of the attached agreement.

A friendly amendment was made and agreed to change the term of the contract to 3 years with 60-day notice of renewal and that the renewal be for one year. Also, language specific to termination for convenience be added to the contract.

The motion passed unanimously.

b. SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY 2023 BOARD ELECTION BALLOT

H. Hossack introduced and explained this item.

Discussion by the Board and staff regarding:

- Incumbents
- Water equity

A motion was made and seconded to instruct staff to prepare the ballot to vote for Robert Swan, Acquanetta Warren, and Sandy Seifert-Raffelson.

The motion passed unanimously.

**5. Unfinished Business:**

a. EMERGENCY CONTRACT FOR EXPLORATORY REPAIR OF FAILED QUAIL HOLLOW ROAD MAINLINE TRENCH

J. Wolff introduced and explained this item.

Discussion by the Board and staff regarding:

\*attended remotely

- The original construction was performed to the County specifications. The County is aware that they may need to modify requirements.
- Possible relocation of trench, no
- This will be an exploratory/incremental project
- Continuing problem
- De-water (wait for water to subside) temporarily while inspecting
- Collaboration with the District, the County, and Anderson Pacific
- Extent of repairs/material to be used
- The timeline is 2 to 2.5 weeks
- FEMA coverage

A motion was made and seconded to direct the District Manager to enter into a contract with Anderson Pacific Engineering Construction, Inc. in an amount not to exceed \$250,000.00 for the purpose of repair of the failed potable water main in Quail Hollow Road.

The motion passed unanimously.

b. BIENNIAL DRAFT BUDGET FISCAL YEAR 2023-2025

K. Reed presented and explained this item. Here is a link to the recording with the presentation:

<http://communitytv.org/watch/government-demand/>

Discussion by the Board and staff regarding:

- B & F Committee, thanked staff for making requested changes
- Tracking cash positions
- Rate study is essential
- Same position as every other water system
- Currently serving Forest Springs through master meter, consolidation expected to be complete by June 2024
- Paper to digital removed from budget
- Misleading fire recovery surcharge
- Grants that have been awarded/summary of all grants
- FEMA reimbursement
- Monthly cash flow reporting
- Reserves

Bring the Budget back to the Board at the 6/15/23 BoD meeting.

6. **Consent Agenda:**

- a. BOARD OF DIRECTORS MINUTES 5.4.23 - Approved

7. **Adjournment:** 8:12 p.m.

Minutes approved: \_\_\_\_\_

\*attended remotely



## MINUTES OF SPECIAL BUDGET & FINANCE COMMITTEE MEETING MAY 16, 2023

Responsible for the review of District finances including: rates, fees, charges and other sources of revenue; budget and reserves; audit; investments; insurance; and other financial matters.

Tuesday, May 16, 2023, at 3:30 p.m., at the SLVWD Conference Room, 12788 Highway 9, Boulder Creek, CA and via videoconference and teleconference.

### MINUTES

1. **Convene Meeting:** 3:32 p.m.  
**Roll Call**

Committee Members - Present

Gail Mahood, Committee Chair

Jeff Hill

Monica Martinez

Jim Mosher - participated virtually

Jim Bahn - absent excused

Staff - Present

Kendra Reed, Director of Finance and Business Services

Scott Mattoch, Network Specialist

Holly Hossack, District Secretary

2. **Oral Communications:**

J. Mosher apologized for his absence but said that he had been exposed to COVID and didn't want to infect anyone.

3. **Unfinished Business:**

- a. BIENNIAL DRAFT BUDGET FISCAL YEAR 2023-2025

R. Rogers introduced this item.

K. Reed presented the 2<sup>nd</sup> round of the operating revenue expenses, the non-operating revenue expenses, and the capital budget for FY 2023-2025.

Changes to revenue:

- Consumption assumptions for Bracken Brae and Forest Springs were too optimistic
- Basic Waiver for CZU - expiring in August possibly extending
- LIHWAP Grant Program - additional funds

Changes to expenses:

- Salaries & Benefits-MOU negotiations
- Contracts/Professional Services
- Maintenance
- General & Admin

Discussion by the Board and staff:

- Admin Building remodel deferred
- Staffing

J. Mosher questioned outreach for participation efforts and funding of LIHWAP.

Changes to non-operating revenue

- RAP - Rate Assistance Program
- FEMA reimbursements

Changes to non-operating expenses

- SMGWA - to be updated with current information (2022-23 has not been paid)

Discussion by the Board and staff:

- Obligated FEMA funds being reimbursed

Capital Budget

Discussion by the Board and staff:

- Concern that reserves are being depleted
- Urgency & impact benefit
- Staff bandwidth unrealistic?
- Spread out projects (5 years)
- Color coding of graph for status of each project; in design, started, in construction, etc.
- Rate study
- Possibility of construction loan
- Value of taking this to the Board is to show what is coming up
- Identify projects that will have the most impact, matrix

J. Mosher questioned the capacity to do the work. Concern about reserve spending. How will this interact with the rate study?

Discussion by the Board and staff:

- List projects by theme; conjunctive use, FEMA, loan project, etc.
- Re-evaluate the Capital Budget before taking to the Board

The Committee agreed to pull this item from the 5.18.23 BoD Meeting.

4. **New Business:** None
5. **Adjournment:** 4:31 p.m.