AGENDA

WATER RESOURCES COMMITTEE
Santa Fe Irrigation District

Thursday, June 4, 2020
9:00 a.m.

Held at the Santa Fe Irrigation District
5920 Linea de Cielo, Rancho Santa Fe, CA 92067

Due to the COVID-19 State of Emergency and pursuant waivers to certain Brown Act provisions under the Governor’s Executive Orders, meetings of the Board and Board Committees will be conducted via Zoom Meeting (webinar/teleconference) and there will be no physical location from which members of the public may participate. Instead, the public may listen to the meeting proceedings and provide public comment and comments on specific agenda items by following these instructions:

Please click the link below to join the webinar:

https://us02web.zoom.us/j/83523225954?pwd=YmI0Wmx4TFlScXZsemZDaExvWTdjZz09

Password: 203932

Or iPhone one-tap:

US: +16699009128,,83523225954# or +12532158782,,83523225954#

Or Telephone:
Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free)

Webinar ID: 835 2322 5954

International numbers available: https://us02web.zoom.us/u/kBIMhT0hJ
Instructions for Making Public Comment: Members of the public who wish to address the Board of Directors under public comment or on specific agenda items may do so in one of the following ways:

- You can send written comments to the Board Secretary for receipt no later than 7:30 am on June 4, 2020 to be read during the appropriate portion of the meeting. Written comments must be limited to 300 words/ have a reading limit of 3 minutes for each comment and emailed to kjohnson@sfidwater.org, mailed to the attention of Kim Johnson, Board Secretary, SFID, P. O. Box 409, Rancho Santa Fe, CA 92067, or physically deposited in the District’s payment drop box located in the public parking lot at the District’s Administrative Office at or mail to 5920 Linea del Cielo, Rancho Santa Fe, California 92067.

- On Zoom via phone, you can also raise your hand by pressing *9 when to notify the moderator that you wish to speak during the current item.

These public comment procedures supersede the District’s standard public comment policies and procedures to the contrary.

CALL MEETING TO ORDER

ORAL COMMUNICATIONS
Opportunity for members of the public to address the Committee (Government Code Section 54954.3) Individuals may address the Committee regarding items not appearing on the posted agenda, which are within the subject matter jurisdiction of the Board, at any time. Comments and inquiries pertaining to items listed on the agenda will be received during the deliberation of the agenda item. Speakers are asked to state their name, address, and topic, and to observe a time limit of three (3) minutes each. Members of the public desiring to address the Committee are asked to complete a speaker’s card, available at the table near the entrance and present it to the Board Secretary prior to the start of the meeting.

ACTION AND DISCUSSION ITEMS

1. Approval of May 7, 2020 Meeting Minutes (pages 4-7)

2. Consider Actions Related to and for the Clearwell Seismic and Washwater Tank Seismic Improvements Projects (Projects J-1750/1751) (pages 8-48)

3. Consider Authorizing the General Manager to Execute a Professional Services Agreement to Woodard and Curran for the development of the 2020 Urban Water Management Plan for Santa Fe Irrigation District (pages 49-57)


5. Consider Adoption of Amended Local Guidelines for Implementing the California Environmental Quality Act (pages 80-86)

6. Consider Authorizing the General Manager to Execute a Services Agreement for Traffic Control Services (pages 87-88)
7. Consider Authorizing the General Manager to Execute Purchase Contracts for Bulk Chemicals for the R. E. Badger Filtration Plant (pages 89-91)

8. Consider Canceling July, 2020 Meeting (page 92)

9. Lake Hodges Status Update (verbal)

REPORTS

10. FY20 Capital Improvement Projects Status Report (verbal)

11. Engineering Services Manager’s Report (verbal)

12. Distribution System Manager’s Report (verbal)

13. Water Treatment Plant Manager’s Report (verbal)

14. General Manager’s Report (verbal)

15. Committee Members’ Comments (verbal)

INFORMATION ITEMS - None

ADJOURN

Next Scheduled Water Resources Committee meeting: Thursday, August 6, 2020 at 9:00 a.m.
Due to the COVID-19 State of Emergency and pursuant waivers to certain Brown Act provisions under the Governor’s Executive Orders, meetings of the Board and Board Committees will be conducted via Zoom Meeting (webinar/teleconference) and there will be no physical location from which members of the public may participate. Instead, the public may listen and/or view the meeting proceedings and provide public comment and comments on specific agenda items by following the posted instructions, including how to submit written comments for inclusion, instructions for viewing or listening to the meeting, and how to participate via Zoom. Additionally, these public comment procedures supersede the District’s standard public comment policies and procedures to the contrary.

PRESENT: Chairman Andy Menshek, Director Marlene King, General Manager Al Lau, Executive Assistant Kim Johnson, Engineering Services Manager Rania Amen, Administrative Services Manager Seth Gates, Associate Civil Engineer Marissa Potter, Water Treatment Plant Manager Tim Bailey, and Distribution System Manager Chris Bozir were present.

Chairman Menshek called the meeting to order at 9:00 a.m.

ORAL COMMUNICATIONS - None

ACTION AND DISCUSSION ITEMS:

1. APPROVAL OF FEBRUARY 27, 2020 MEETING MINUTES

   The Committee approved the minutes as presented.

2. REVIEW AND DISCUSS FY21 PROPOSED CAPITAL IMPROVEMENT PROJECT BUDGET AND REVISED CAPITAL ACQUISITION PROGRAM BUDGET

   ESM Amen presented the item and responded to questions from the Committee. She reported that a risk assessment had been performed to determine if any project delays were feasible, and that Staff recommends no delays in the capital improvement program. The recommended reductions in the capital acquisition program budget were presented to the Committee.

   After discussion, the Committee directed staff to move the item forward with Staff’s recommended modified CAP Budget and no modifications to the CIP Budget as presented for Board consideration at their regular May meeting.
3. CONSIDER A RESOLUTION ADOPTING AMENDMENTS TO THE DISTRICT ADMINISTRATIVE CODE ARTICLES 23, 26, AND 27

GM Lau introduced the item and DSM Bozir presented the proposed amendments and responded to questions from the Committee.

After discussion, the Committee agreed with Staff’s recommendations and directed staff to move the item forward for full Board consideration at their regular May meeting as a Consent item.

4. CONSIDER AUTHORIZING THE GENERAL MANAGER TO APPROVE A CONTRACT EXTENSION WITH CAL-CHEM FOR THE PROCUREMENT OF ALUMINUM CHLOROHYDRATE

GM Lau introduced the item, WTPM Bailey presented the item, and responded to questions from the Committee.

Director King requested the memo to the Board include that the vendor agreed to extend the agreement at no additional cost to the District.

After discussion, the Committee agreed with Staff’s recommendation for approval and directed staff to move the item forward for full Board consideration at their regular May meeting as a Consent item.

5. LAKE HODGES STATUS UPDATE

ESM Amen utilized a PowerPoint presentation to provide an update to the Committee on the status of Lake Hodges. She and GM Lau responded to questions from the Committee.

REPORTS

6. FY20 CAPITAL IMPROVEMENT PROJECTS STATUS REPORT

ESM Amen reported that the recommended Clearwell and Washwater Tank Seismic Improvements contractor and Construction Manager contracts will be considered by the Committee in June.

7. ENGINEERING SERVICES MANAGER’S REPORT

ESM Amen reported that five consultant proposals were received to perform the Urban Water Management Plan update and staff is working in concert with San Dieguito Water District to evaluate the proposals as the consultant will develop each agency’s update.
8. DISTRIBUTION SYSTEM MANAGER’S REPORT

DSM Bozir reported that Distribution staff was busy in April with one leak in Rancho Santa Fe, obtaining water quality samples, and monitoring pressure reducing stations.

9. WATER TREATMENT PLANT MANAGER’S REPORT

WTPM Bailey reported the Plant is running well and with the recent rains and increased level in Lake Hodges, and that the Plant is treating 40% local and 60% imported water. He also reported that Plant staff and SFID Distribution staff had been working with San Dieguito Water District distribution staff to determine ways to improve their water quality, including increasing flows.

10. GENERAL MANAGER’S REPORT

GM Lau provided a COVID-19 update relating to the District and stated he was proud of District staff during this trying time. He added that there have been no water service interruptions, continued high level of service, and that no employees have been ill. Mr. Lau continued that staff is working to develop a transition plan for the District as the State and County ease restrictions.

11. COMMITTEE MEMBERS’ COMMENTS

Director King commented that she had recently read the San Dieguito Water District Asset Management Master Plan and was surprised that the “dead zones” in their system were not totally attributed to topography.

Director Menshek asked what plans are being developed to reintroduce “in person” Board and Committee meetings. GM Lau responded that the District Board Room is small and would not provide adequate social distancing requirements as it exists today. Depending on County Health and State guidelines, the feasibility to host in person meetings is being evaluated. He added that the Safety Center is being considered for future meetings, and that the virtual platform would likely continue for the next couple of months.

Director Menshek thanked the GM and the District team for their efforts during these conditions.

The Committee expressed concern with the audio quality of this meeting and staff will continue to evaluate how quality could be improved.

INFORMATION ITEMS – None
ADJOURN

Chairman Menshek adjourned the meeting at 11:00 a.m.

____________________________
Andy Menshek, Chairman
DATE: June 4, 2020

TO: Water Resources Committee

FROM: General Manager

SUBJECT: Consider Actions Related to and for the Clearwell Seismic and Washwater Tank Seismic Improvements Projects (Projects J-1750/1751)

RECOMMENDATION:

It is the Staff recommendation that Water Resources Committee:

a) Review the bid results for the construction of the Clearwell Seismic and Washwater Tank Seismic Improvements Projects (Projects J-1750/1751); and

b) Recommend the Board of Directors award a Construction Contract for Projects J-1750/1751 to the lowest responsive bidder Canyon Springs Enterprises dba RSH Construction Services, in the amount of $5,458,890.00 (SFID $3,165,229.10 and SDWD $2,293,660.90); and

c) Recommend the Board of Directors authorize the General Manager to approve, if necessary, up to $331,200 for construction contingency (SFID $205,216 and SDWD $125,984) (approximately 10% of the Clearwell construction cost and 5% of Washwater Tank construction cost); and

d) Recommend the Board of Directors increase the Washwater Tank Seismic Improvements Project J-1751 total capital budget from $3,375,000 to $5,333,708; and

e) Recommend the Board of Directors authorize the General Manager to Amend the Professional Services Agreement with Kleinfelder, Inc., for Engineering Services During Construction for Projects J-1750/1751 in the amount of $158,870 (SFID $99,070 and SDWD $59,800); and

f) Recommend the Board of Directors authorize the General Manager to execute a Professional Services Agreement for Inspection Services to CDM Smith, Inc., for the Projects J-1750/1751 in the amount of $534,850 (SFID $321,591 and SDWD $213,259); and

g) Recommend the Board of Directors adopt Resolutions finding the Clearwell Seismic and Washwater Tank Seismic Improvements Projects (Projects J-1750/1751), Categorically Exempt under the California Environmental Quality Act and Approving the Projects; and

h) Discuss and take other action as appropriate.
SUMMARY:

This agenda item presents multiple recommendations related to the Clearwell Seismic and Washwater Tank Seismic Improvements Projects (Projects J-1750/1751).

The recommended actions are discussed in greater detail in following sections of this memorandum and are necessary to implement the Projects. In summary, this agenda item addresses: 1) award of a construction contract; 2) approval available funds for potential changed conditions; 3) approval of a revised project budget; 4) approval of an amendment to the design engineer’s professional services agreement for Engineering Services during construction; 5) approval of professional services agreement for Construction Management and Inspection Services and 6) the CEQA findings and approval of the Projects.

BACKGROUND:

These two Joint Facilities Projects are located at the R.E. Badger Filtration Plant and are included in the Santa Fe Irrigation District’s (SFID) Joint Facilities Capital Improvement Program (CIP). The Projects were combined and identified as the Clearwell Seismic and Washwater Tank Seismic Improvements Projects J-1750/1751 (Projects) to improve economy of scale, combine the similar type projects to comply with the development Hazard Mitigation Plan, and facilitate management and award of the Cal OES/ FEMA grant funding. The following summarizes the purpose of the major components of the Project:

- J-1750 Clearwell Seismic Improvements: Constructed in the late 1960’s, the Project improvements include enhancement in the ability to withstand seismic events, based on current design code. The 13-million gallon concrete storage tank is critical for emergency, operational, and fire flow storage requirements.

- J-1751 Washwater Tank Seismic Improvements: Constructed in the late 1960’s, the Project improvements include enhancement in the ability to withstand seismic events, based on current design code. The 1-million gallon steel tank is critical to the treatment plant process and is used to backwash the filters at the Plant. In order to make the necessary seismic improvements to the Washwater tank, construction and operation of a fully functioning temporary backwash system is necessary to ensure continued operation of the plant.

In 2019, a comprehensive design was completed and construction bidding documents were prepared for the Projects. As part of the design effort, the Engineer of Record also prepared a detailed construction cost estimate. The Engineer’s construction estimate for the Projects is $4,575,000.

DISCUSSION:

First Recommendation - Review of Bids and Recommended Construction Contract Award

In accordance with the District’s Administrative Code, a notice of inviting bids was advertised for the Projects. In order to comply with the COVID-19 social distancing requirements, the District conducted a virtual pre-bid meeting and conducted 10 individual field site visits with...
prospective bidders. Thirteen bids were received and opened on May 7, 2020. Bids ranged from a low of $5,458,890 to a high of $8,735,000.00 and are summarized in Table 1 below.

<table>
<thead>
<tr>
<th>Position</th>
<th>Contractor</th>
<th>Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Canyon Springs Enterprises dba RSH Construction</td>
<td>$5,458,890.00</td>
</tr>
<tr>
<td>2</td>
<td>Tharsos</td>
<td>$5,626,044.00</td>
</tr>
<tr>
<td>3</td>
<td>James W. Fowler Corporation</td>
<td>$5,994,630.00</td>
</tr>
<tr>
<td>4</td>
<td>Innovative Construction Solutions</td>
<td>$6,115,102.29</td>
</tr>
<tr>
<td>5</td>
<td>Pacific Hydrotech Corporation</td>
<td>$6,068,700.00</td>
</tr>
<tr>
<td>6</td>
<td>Metro Builders &amp; Engineers Group</td>
<td>$6,142,408.12</td>
</tr>
<tr>
<td>7</td>
<td>Wier Construction Corporation</td>
<td>$6,214,554.90</td>
</tr>
<tr>
<td>8</td>
<td>Spiess Construction Co.</td>
<td>$6,602,460.00</td>
</tr>
<tr>
<td>9</td>
<td>Zusser Company</td>
<td>$6,853,000.00</td>
</tr>
<tr>
<td>10</td>
<td>J.F. Shea Construction</td>
<td>$7,226,380.00</td>
</tr>
<tr>
<td>11</td>
<td>Stanek Constructors, Inc.</td>
<td>$7,598,632.00</td>
</tr>
<tr>
<td>12</td>
<td>Faris Construction</td>
<td>$8,036,154.00</td>
</tr>
<tr>
<td>13</td>
<td>Myers &amp; Sons Construction, LLC.</td>
<td>$8,808,800.00</td>
</tr>
<tr>
<td>Comparison</td>
<td>Engineer’s Estimate</td>
<td>$4,575,000.00</td>
</tr>
</tbody>
</table>

The Project design consultant (Kleinfelder) and District staff conducted an evaluation of the bid documents and have confirmed that Canyon Springs Enterprises is the lowest responsive bidder. As shown in Table 1, Canyon Springs Enterprises dba RSH Construction’s bid is approximately $884,000 or 19% higher than the Engineer’s Estimate. After evaluation of the overall bid, the increase in cost is more specifically attributed to the temporary backwash system. The temporary backwash system is critical to ensure continuous operations of the Plant. It is designed to be robust to ensure reliability throughout the construction duration.

During the development of the design, several options were reviewed to ensure continued operation of the R.E. Badger Filtration Plant. Kleinfelder and District staff determined that the best engineered solution was to design and construct a temporary yet fully reliable system that has the capability to provide the required filter backwash during all operational scenarios. The contract documents for the temporary backwash system place the risk of performance and full responsibility on the contractor to maintain continuous operation, continue to meet all drinking water standards, and to reimburse the District for all costs that may result in use of SDCWA treated water or other fees incurred due to the non-functionality of the system. The average flows range from 7 to 15-million gallons per day (21.5 to 46-acre-feet per day) which would cost approximately additional $11,000 to $25,000 per day to utilize treated water versus treat local and imported raw water at the plant. The Washwater Tank construction is anticipated to be completed within 12 to 16 months.

A copy of the bid evaluation summary is included as Attachment A. Canyon Springs Enterprises bond surety company, Liberty Mutual Insurance Company, is licensed to transact business in California. The contract duration of the Project is 730 calendar days. Prior to execution of the
contract, Canyon Springs Enterprises dba RSH Construction Services is required to submit proof of insurance as well as performance and payment bonds. It is anticipated that this process will take approximately 10 working days following Notice of Award. Assuming everything is in order and the Notice to Proceed is issued in June 2020, the Project is scheduled to be completed by January 2022.

Staff recommends that the Water Resources Committee recommend that the Board of Directors award a construction contract to Canyon Springs Enterprises dba RSH Construction Services in the amount of $5,458,890 (SFID $3,300,229.10 and SDWD $2,158,660.90).

**Second Recommendation – Approve, if necessary, up to $331,200 for construction contingency (approximately 10% of the construction cost for the Clearwell Project and 5% of the construction cost for the Washwater Tank Project)**

Change orders occur if there are unforeseen change in conditions during construction. Typically, changes require immediate action to avoid additional construction delay costs that could include, but not limited to, equipment stand-by, loss of wages, delay of schedule, and other associated costs depending on the current construction activity.

Staff recommends approving up to approximately 10% of the total construction cost for the Clearwell Seismic Improvements Project (J-1750) and approximately 5% of the total for the Washwater Seismic Improvement Project (J-1751) $331,200 for construction contingency (SFID $205,216 and SDWD $125,984).

**Third Recommendation – Appropriate a FY21 Capital Budget Amendment for Project J-1751 in the amount of $1,958,708**

The FY20 Capital Budget for the Washwater Tank Project J-1751 is currently $3,375,000 which assumed approximately $2,760,000 for construction. Since the actual low bid amount for J-1751 was $4,295,750, Staff updated the total project cost as shown in Table 6. The total project budget will be increased by $1,958,708 for a total FY21 budget of $5,333,708.

As previously discussed, and based on the received bids and the revised Engineer’s Estimate, Staff recommends that the FY 2021 Capital Budget be amended to provide funding necessary for the Project to proceed with the construction of the base bid inclusive of construction, construction contingency, and construction support services. Table 2 shows the breakdown of the project budget and recommended budget amendment for J-1751 between SFID and SDWD.

<table>
<thead>
<tr>
<th>Table 2</th>
<th>Recommended Project J-1751 Budget Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY 2021 Project Budget</td>
</tr>
<tr>
<td>SFID Portion</td>
<td>$3,068,540</td>
</tr>
<tr>
<td>SDWD Portion (less AC Pipe Removal)</td>
<td>$2,265,168</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$5,333,708</strong></td>
</tr>
</tbody>
</table>
Fourth Recommendation – Amend the Professional Services Agreement with Kleinfelder, Inc. for Engineering Services during Construction in the amount of $332,509

On November 9, 2016, the District executed an agreement with Kleinfelder Inc. (Kleinfelder) in the amount of $730,924 for the Design of the Mechanical Dewatering and Filter Washwater Improvements, Washwater Tank Seismic Improvements, and Clearwell Seismic Improvements Projects J-1752/1751/1750. To date, ten (10) amendments have been executed to provide additional design services.

Engineering services during construction for the Clearwell and Washwater Tank Seismic Improvements were not included in the design services agreement. Services during construction include submittal reviews, responses to requests for information, review of change order requests, preparation of as-built drawings, attendance at various meetings, and other support services. Following negotiations and associated adjustment of scope and fee, the total cost for the additional services is $158,870. (Kleinfelder’s initial scope of work and fee estimate was $226,898). The recommended amendment for the required engineering services during construction for the subject projects is provided in Attachment B. These services differ from Construction Management and Inspection Services.

Staff recommends the Water Resources Committee recommend that the Board of Directors authorize the General Manager to execute Amendment No. 11 to the professional services agreement with Kleinfelder, Inc. in the amount of $158,870 (SFD $99,070 and SDWD $59,800); engineering services during construction, increasing the total contract amount from $1,484,069 to $1,642,939.

Fifth Recommendation - Execute a Professional Services Agreement and Inspection Services to CDM Smith, Inc. for the Projects J-1750/1751 in the amount of $534,850

In order to select a Consultant to provide the required construction management and inspection services, a detailed Request for Proposals (RFP) was prepared and posted on the District’s website and ebidboard.com. The RFP provided an overview of the projects and required the consultants to prepare and provide an approach for management and inspection, approach for the anticipated construction schedule, and associated fee for each project to complete the required scope. In order to comply with the COVID-19 social distancing requirements, the District conducted a virtual pre-proposal meeting and conducted 4 individual field site visits with prospective consultants. On April 30, 2020, four (4) proposals were received. Table 3 provides a list of the proposers (in alphabetical order) and their proposed fee estimate.

<table>
<thead>
<tr>
<th>Proposer</th>
<th>Total Fee</th>
<th>Estimated Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brady</td>
<td>$862,648</td>
<td>6,594</td>
</tr>
<tr>
<td>Dudek</td>
<td>$621,100</td>
<td>3,820</td>
</tr>
<tr>
<td>CDM Smith, Inc.</td>
<td>$534,850</td>
<td>3,278</td>
</tr>
<tr>
<td>Valley CM</td>
<td>$339,800</td>
<td>2,090</td>
</tr>
</tbody>
</table>
District staff members and representatives of the San Dieguito Water District conducted a detailed review of the proposals and the firms’ qualifications and related experiences. As a result, the review panel determined that CDM Smith, Inc. (CDM) provided the most comprehensive and best value proposal where it was selected for subsequent negotiations. CDM provided a clear understanding and provided the necessary inspection for each of the projects while ensuring the contractor protects the operation of the existing facilities.

The benefit of selecting the CDM team is to provide a fully-informed site representative for these projects, to provide the seamless coordination with these project in conjunction with the Mechanical Dewatering Project. CDM will provide consistent workflows, document controls, reporting, communication, shared resources between field teams, and overall streamlined coordination with ongoing construction activities as well as the single point of communication for the District staff. Following detailed negotiations and clarification of the required scope of work, the estimated hours and fee estimate for a total amount of $534,850 as included in Attachment C.

Staff recommends the Water Resources Committee recommend that the Board of Directors authorize the General Manager to execute a Professional Services Agreement with CDM Smith, Inc. in the amount of $534,850 (SFID $321,591 and SDWD $213,259); for Construction Management and Inspection Services for the Clearwell Seismic and Washwater Tank Seismic Improvements Projects (J-1750/1751).

**Sixth Recommendation - Finding the Clearwell Seismic Improvements and Washwater Tank Seismic Improvements Project Individually Categorically Exempt under the California Environmental Quality Act and Approving the Project**

Staff has determined that the Projects are categorically exempt from environmental review and therefore a Notice of Exemption, for each of the projects, is the appropriate environmental documentation in compliance with the California Environmental Quality Act (“CEQA”), Public Resources Code section 21000 et seq. The Notice of Exemptions have been prepared and are included as Attachment D. In accordance with the findings set forth in the Draft Resolutions, included as Attachment E, staff has determined that all components of the Project are exempt under CEQA and satisfy the criteria for one or more categorical exemption.

In accordance with CEQA, the District is the lead agency and is responsible for authorizing the construction of the Projects. Notice of Exemptions have been prepared by the District, as the lead agency, and in conformance with CEQA, the State CEQA Guidelines, and the District’s Local CEQA Guidelines.

Upon approval by the Board of Directors of the exempt Projects, a “Notice of Exemption”, for each project, will be filed with the County Clerk. When filed, the Clerk must post the Notices within twenty-four (24) hours of receipt and the Notices must remain posted for thirty (30) days. The filing of a Notice of Exemption is recommended because it starts a thirty-five (35) statute of limitations on legal challenges to the District’s determination that the Project is exempt from CEQA.

Staff recommends that the Water Resources Committee recommend that the Board of Directors adopt Resolutions finding the Projects Categorically Exempt under the California Environmental
Quality Act and approving the Projects. Upon Projects’ approval by the Board of Directors, the Notice of Exemptions would be filed with the County Clerk.

**FISCAL IMPACT:**

The FY20 Capital Budget includes funding for Projects J-1750/1751. Sufficient funds are budgeted for the anticipated Construction Management and Engineering Services during Construction work. A Capital Budget amendment for Project J-1751 in the amount of $1,958,708 is required to provide sufficient funds for the construction portion of the Project.

As mentioned earlier in this memorandum, The Clearwell Seismic and Washwater Tank Seismic Improvement Projects received a total of $2.6 million hazard mitigation grant that was approved by the Federal Emergency Management Agency (FEMA) and awarded to the District. The budget amount shown, in the tables below, for the Clearwell Seismic and Washwater Tank Seismic Improvements includes the total required amount to complete the projects only, without accounting for the received $2.6 million grant funds. The District will be submitting invoices on quarterly basis to the California Office of Emergency Services (CalOES), who manages the grant, to seek reimbursement for work performed and expenditures in the prior four months and in accordance with the project schedule that was previously approved by CalOES.

A detailed cost allocation for each of the Projects J-1750 and J-1751 are included in Tables 4 and 5.

**Table 4**

<table>
<thead>
<tr>
<th>J-1750 Clearwell Seismic Improvements Total Project Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activities</strong></td>
</tr>
<tr>
<td>A. Project Delivery Cost</td>
</tr>
<tr>
<td>- Project Management and Administration</td>
</tr>
<tr>
<td>- Project Design - Kleinfelder Contact (original + Amendments 1-10)</td>
</tr>
<tr>
<td>- Amendment No. 11</td>
</tr>
<tr>
<td>- Construction Management (CDM Contract)</td>
</tr>
<tr>
<td>B. Construction Cost</td>
</tr>
<tr>
<td>- Construction Contract (bid)</td>
</tr>
<tr>
<td>C. Project Contingency</td>
</tr>
<tr>
<td>- Construction (10% of construction contract)</td>
</tr>
<tr>
<td><strong>Total Project Cost</strong></td>
</tr>
<tr>
<td>FY 2020 Approved Project Budget</td>
</tr>
<tr>
<td>Proposed decrease in Budget</td>
</tr>
<tr>
<td>SFID Share at 69%</td>
</tr>
<tr>
<td>SDWD Share at 31%</td>
</tr>
</tbody>
</table>
Table 5
J-1751 Washwater Tank Seismic Total Project Costs

<table>
<thead>
<tr>
<th>Activities</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Project Delivery Cost</td>
<td>$ 823,158.00</td>
</tr>
<tr>
<td>- Project Management and Administration</td>
<td>$ 120,000.00</td>
</tr>
<tr>
<td>- Project Design - Kleinfelder Contact (original + Amendments 1-10)</td>
<td>$ 288,831.00</td>
</tr>
<tr>
<td>- Amendment No. 11</td>
<td>$ 75,357.00</td>
</tr>
<tr>
<td>- Construction Management (CDM Contract)</td>
<td>$ 338,970.00</td>
</tr>
<tr>
<td>B. Construction Cost</td>
<td>$ 4,295,750.00</td>
</tr>
<tr>
<td>- Construction Contract</td>
<td>$ 4,295,750.00</td>
</tr>
<tr>
<td>C. Project Contingency</td>
<td>$ 214,800.00</td>
</tr>
<tr>
<td>- Construction (5% of construction contract)</td>
<td>$ 214,800.00</td>
</tr>
<tr>
<td>Total Project Cost</td>
<td>$ 5,333,708.00</td>
</tr>
<tr>
<td>FY 2020 Approved Project Budget</td>
<td>$ 3,375,000.00</td>
</tr>
<tr>
<td>Proposed increase in Budget</td>
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<td>SDWD Share at 45% (less AC Pipe Removal)</td>
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A summary of the overall budgets for the Clearwell Seismic and Washwater Tank Seismic Improvements Projects are described in Table 6.

Table 6
Seismic Project Budget Summary

| FY 2020 Approved Projects Budget                      | $ 5,775,000   |
| FY 2021 Updated Projects Budget                      | $ 7,143,436   |
| Total Net Increase in the Seismic Improvements Projects Budget | $ 1,368,436   |
Attachment A: Summary of Bid Evaluation
Attachment B: Scope of Work and Fee Estimate for Amendment #11 for Engineering Services during Construction with Kleinfelder, Inc.
Attachment C: Scope of Work and Fee Estimate for Construction Management Services with CDM Smith, Inc.
Attachment D: Notice of Exemptions for Projects J-1750/1751 from CEQA
Attachment E: Draft Resolutions Finding the Clearwell Seismic and Washwater Tank Seismic Improvements Projects (Projects J-1750/1751), Categorically Exempt under the California Environmental Quality Act and Approving the Project

Prepared by: Marissa Potter, P.E., Associate Civil Engineer
Reviewed by: Rania Amen, P.E., Engineering Services Manager
Approved by: Albert C. Lau, P.E., General Manager
<table>
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<tr>
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**Project J1751 Washwater Seismic Improvements**

**Project J1750 Clearwell Seismic Improvements**

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*Cells highlighted in yellow are corrected values.
## Agenda Page 18
### Water Resources Committee
June 4, 2020

### Project J1751 Washwater Seismic Improvements

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**Project Closeout**

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**TOTAL BASE BID PRICE**

- **James W. Fowler Co.**
  - $4,575,000
  - $5,994,360
  - $14,008,32
  - $8,808,000
  - $6,068,700

*Cells highlighted in yellow are corrected values*
## Project J1751 Washwater Seismic Improvements

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### Project Closeout

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**TOTAL BASE BID PRICE**: $6,602,460.00

*Cells highlighted in yellow are corrected values

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**Agenda page 19**

**Water Resources Committee**

**June 4, 2020**
### Project J1751 Washwater Seismic Improvements

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### Project J1750 Clearwell Seismic Improvements

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<th>ITEM DESCRIPTION</th>
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<th>Zusser Company, Inc.</th>
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### Project Closeout

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**Total Base Bid Price: $4,575,000.00 $6,214,554.90 $6,853,000.00**

*Cells highlighted in yellow are corrected values*
Scope of Services For  
Engineering Services During Construction  

Clearwell Seismic and Washwater Tank Seismic  
Improvements Project  
(J-1750/1751)

This Scope of Services for “Engineering Services during Construction” is based on a construction duration of 18-months. All work shall be billed on a time and material basis.

**Task 1 – Conformed Documents**

Consultant will provide conformed construction documents, consisting of front-end and technical specifications, and drawings. The conformed plans and specifications will reflect changes made during construction bidding and will be noted as a revision to the final design plans.

**Task 1 Deliverables:**
- Final Conformed Front-End & Technical Specifications (electronic PDF and Microsoft Word)
- Final Conformed Drawings (electronic PDF and AutoCAD)

**Task 2 – Meeting Attendance**

Consultant shall attend 12 project progress meetings during the construction period. Each meeting will be conducted virtually so remote attendance is assumed. It is assumed that 2 people will attend each meeting and each meeting will be 1-hour duration and will not include travel time. One of the Project Meetings will be a Pre-Construction Meeting.

Agendas and meeting minutes will be completed by others.

**Task 3 – Site Visits/ Technical Meetings**

Consultant shall attend site visits/ technical meetings, as necessary, during the construction period up to those estimated below.

- **Eight (8) Various Project Technical Meetings/Site visits**
  - One (1) Pre-Construction Meeting (Note: This Pre-Con will be charged under J-1750)
  - Three (3) for the Clearwell Seismic Improvements Project J-1750
  - Four (4) for the Washwater Tank Seismic Improvements J-1751

Technical meetings are intended to assist in contractor questions or technical issues that arise during construction that require the engineer to meet at the construction site. Each technical site visit/ technical meeting is assumed to be budgeted for 2 people, 2 hours in duration, and includes 2-hours of travel.

Agendas and meeting minutes will be completed by others.
Task 4 – Submittal Review

Consultant will review construction shop drawings & submittals and provide written review comments within a maximum of (21) calendar days of receiving each submittal. The Consultant’s scope includes one initial review of fifty (50) submittals and one resubmittal review of twenty-five (25) submittals. It is assumed that the contractor will package submittals to facilitate review by the Engineer. The Consultant assumes that the District is responsible for photographic documentation, site signage and similar non-technical submittals. Consultant will provide a brief update to the District for estimated hours, on a weekly basis, prior to completion of received submittals. In addition, Attachment 1 provides a guideline of the anticipated submittals and resubmittals.

Task 4 Deliverables:
- Written submittal review comments, provided to the District/ District’s Representative electronically via email and/or via document management system.

Task 5 – Contractor’s Request for Information (RFI)

Consultant will review requests for information (RFI’s) received from the contractor, and will provide written responses. The Consultant’s scope includes review of up to fifty (50) RFI’s (approximately 4-hrs per RFI which includes estimated actual RFI time of 3.34 and 0.72 hours per RFI for weekly RFI log).

Task 5 Deliverables:
- Written RFI responses, provided to the District and/or District’s Representative electronically via email and/or document management system.

Task 6 – Contractor’s Proposed Change Orders (PCO)

Consultant will review proposed change orders (PCO’s) received from the contractor, and will provide written responses. The Consultant’s scope includes review of up to four (4) PCO’s (approximately 12-hrs per PCO). Review for proposed change orders will be limited to a technical response and will not include review of cost or schedule impacts.

Task 6 Deliverables:
- Written PCO responses, provided to the District and/or District’s Representative electronically via email and/or document management system.

Task 7 – Record Drawings

Consultant will incorporate the contractor’s as-built mark-ups and drawing revisions into the conformed drawings to create a set of record drawings. Redlined/ as-built markups will be provided by the District’s representative. No time is budgeted for reviewing redlines, RFIs, submittals, or other correspondence to confirm Contractor As-builts.

Task 7 Deliverables:
- Record Drawings (electronic PDF and AutoCAD, no hard copies will be provided). One submittal is assumed.
- Return of all original markup drawings.
Task 8 – Project Management

This task includes the Consultant’s required project management activities associated with the tasks identified in this amendment including, but not limited to, monthly invoicing and status reports. All invoicing shall include Consultant’s submittal, RFI, and PCO tracking sheet(s).
## EXHIBIT A - LABOR FEE
### RE Badger Filter Washwater and Clearwell Seismic Improvements

<table>
<thead>
<tr>
<th>LABOR CATEGORY</th>
<th>14 - Senior Tech Manager</th>
<th>13 - Sr. Principal Project Manager</th>
<th>12 - Project Manager III</th>
<th>11 - Senior Professional</th>
<th>10 - Project Professional</th>
<th>9 - Staff Professional II</th>
<th>8 - Staff Professional I</th>
<th>9 - Project Administrator III</th>
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### TASK 1: FILTER WASHWATER SEISMIC IMPROVEMENTS

#### Subtask 1.01 Conformed Drawings
- LABOR HOURS: 4
- FEE: $3,060.00

#### Subtask 1.02 Const. Progress Meeting Attendance
- LABOR HOURS: 12
- FEE: $2,250.00

#### Subtask 1.03 Tech Meetings / Site Visits
- LABOR HOURS: 32
- FEE: $6,000.00

#### Subtask 1.04 Submittal Review
- LABOR HOURS: 152
- FEE: $22,480.00

#### Subtask 1.05 Contractor’s Request for Information
- LABOR HOURS: 61
- FEE: $9,625.00

#### Subtask 1.06 Change Orders
- LABOR HOURS: 24
- FEE: $4,800.00

#### Subtask 1.07 Record Drawings
- LABOR HOURS: 32
- FEE: $4,820.00

#### Subtask 1.08 Project Management
- LABOR HOURS: 72
- FEE: $10,800.00

### TASK 1 LABOR HOURS: 4 + 0 + 98 + 82 + 67 + 88 + 30 + 36 = 676

### TASK 1 FEE: $940 + $0 + $19,600 + $14,350 + $9,715 + $11,880 + $3,750 + $3,600 + $63,835 = $75,257

### TASK 2: CLEARWELL SEISMIC IMPROVEMENTS J-1751

#### Subtask 2.01 Conformed Drawings
- LABOR HOURS: 4
- FEE: $1,420.00

#### Subtask 2.02 Const. Progress Meeting Attendance
- LABOR HOURS: 12
- FEE: $2,250.00

#### Subtask 2.03 Tech Meetings / Site Visits
- LABOR HOURS: 36
- FEE: $7,100.00

#### Subtask 2.04 Submittal Review
- LABOR HOURS: 40
- FEE: $7,000.00

#### Subtask 2.05 Contractor’s Request for Information
- LABOR HOURS: 59
- FEE: $9,155.00

#### Subtask 2.06 Change Orders
- LABOR HOURS: 24
- FEE: $4,800.00

#### Subtask 2.07 Record Drawings
- LABOR HOURS: 24
- FEE: $3,620.00

#### Subtask 2.08 Project Management
- LABOR HOURS: 72
- FEE: $10,800.00

### TASK 2 LABOR HOURS: 2 + 0 + 94 + 92 + 13 + 4 + 36 + 34 = 275

### TASK 2 FEE: $570 + $0 + $13,200 + $14,800 + $3,200 + $5,750 + $5,000 = $37,917

### PROJECT TOTAL LABOR HOURS: 6 + 2 + 92 + 94 + 80 + 30 + 72 + 78 + 87

### PROJECT TOTAL FEE: $1,410 + $0 + $36,800 + $36,400 + $11,400 + $12,400 + $7,200 + $69,300 = $149,200

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**Agenda page 24**

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**Water Resources Committee June 4, 2020**
CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES
FOR THE
WASHWATER SEISMIC IMPROVEMENTS (J-1751) AND THE CLEARWELL SEISMIC IMPROVEMENTS PROJECTS (J-1750)

SCOPE OF SERVICES

The Construction Management and Inspection Services Consultant (Consultant) will provide CM and Inspection services required are for the Washwater Seismic Improvements (J-1751) and the Clearwell Seismic Improvements Projects (J-1750). Projects will be tracked separately with the Construction Management and Inspection services generally including construction administration, inspection, and specialty inspection and are described in more detail in the Scope of Work below. The CM and Inspection services will include:

- Concrete testing including compression cylinder tests, shrinkage tests, slump tests, as required for the cast-in-place concrete;
- ICC certified Special Inspector for Structural Steel, as required;
- Certified NACE III certified Coating Inspection and
- Grout testing including compression tests.

The Construction Contractor will be required to provide all necessary testing services; the Consultant will need to make certain that testing is conducted in accordance with the construction documents. The Consultant will be required to provide inspectors that are certified for the specialty inspection required for all aspects of the project. Any special tools, or other specialty inspection devices required to conduct the specialty inspection services shall be provided by the Consultant.

SCOPE OF REQUIRED SERVICES

**Task 1 – Project Management:** Under this task the CONSULTANT will manage the project in an organized fashion to completion, including tracking project schedule, record keeping, correspondence, meetings, and project administration, invoicing and coordination.

1.1 **Project Control** – Construction Manager/Inspector will ensure that the following scope of work is accomplished prior to, during and following construction:

1.1.1 Provide the lead on the overall Construction Management effort and supervision of the inspection staff.

1.1.2 Review the plans and specifications to become familiar with the project. Provide feedback on construction administration items such as, existing utilities, potholing, measurement and payment, sequencing, contractor qualifications, etc. The most
An important aspect of the review should focus on keeping existing facilities in service during construction.

1.1.3 Maintain ability to communicate via telephone from the project site. Each member of the Construction Management team will be equipped with their Company’s cellular phone and a laptop computer equipped with a cellular service or mobile internet device to quickly and easily transfer data to and from the field.

1.1.4 Coordinate with the contractor to ensure that an accurate set of record drawings are kept on site and up to date. At a minimum, contractor’s record drawings will be reviewed on a monthly basis. Construction Inspector will make proper record drawings a condition of progress payment review. Construction Manager/Inspector shall coordinate the progress payment with the District and ensure that adequate resources are available to meet the project schedule.

1.1.5 Document and track, the following: work progress, contract payments, RFI’s (assume 50), shop drawing submittals (assume 50 and 25 resubmittals), executed and potential change orders, progress/daily photographs, a 3-week look ahead and any other construction issues.

1.1.6 Coordinate with District staff to ensure that District activities and responsibilities are addressed and appropriately scheduled so as not to affect the progress of the work and operation of existing facilities. Construction Inspector shall provide weekly communications, unless otherwise warranted, with District staff and provide as much notice as possible concerning potential project issues.

1.1.7 Represent the District’s interests in dealing with contractor, subcontractors, and others.

1.1.8 Maintain quality control on all work of consultants, construction contractors and sub-contractors.

1.1.9 Provide monthly billing/invoicing to the District which includes general communication, weekly project chronicle identifying on-site personnel and billing time, and other necessary components to provide a complete billing no later than the 10th of each month. All invoicing shall be submitted to the District’s Accounts Payable department at SFIDAP@sfidwater.org.

1.2 Meetings – Coordinate and lead meetings with SFID, contractors, and design engineer. Work includes the preparation and distribution of agendas, meeting minutes, and schedule updates.

1.2.1 Lead the Pre-construction meeting, including:

- Introduction of key project staff (SFID, CDM Smith, Kleinfelder, and contractor) with discussion of roles and responsibilities;
- Contractor’s approach to the work, including discussion of the project schedule and QA/QC plan;
- SFID’s Administrative requirements, including DMS procedures and plan for reporting;
- Communication protocols, site access, laydown areas, payment processing timing, and defining project progress meeting logistics;
- Critical path activities based on contractor’s submitted schedule. Lead items that require early procurement, staging and parking protocols, working hours, emergency actions, and safety protocol; and
- Other related items.

1.2.2 Conduct bi-weekly construction progress meetings with contractor, and appropriate SFID staff and consultants, as required. Meetings include the following:
- Develop and distribute bi-weekly meeting agendas, collection of meeting minutes, and distribution of meeting minutes to the team prior to the next meeting (attendees shall provide comments, as needed);
- Review contractor’s short-term activities (3-week look ahead);
- Review contractor’s long-range construction progress through the evaluation and discussion of the Baseline Schedule, Monthly Updates, and potential impacts;
- Discuss and resolve scheduling/coordination or any other outstanding issues the contractor may have;
- Review RFI, submittal, and change order logs for progress and identification of important or “hot” items; and
- Other related items.

Task 2 – Construction Services

2.1 Inspection and Coordination: All inspections shall ensure construction meets the intent of the Contract Documents and is in accordance with OSHA requirements and other regulating agencies and organizations, including but not limited to all Federal, State, and local safety and trenching requirements:

2.1.1 Consultant to provide resident civil, structural, mechanical, electrical/I&C inspectors for day to day on-the-job observation of the work progress. Project work hours will be 7:00 am to 4:30 pm, Monday through Friday. There will be no construction on Saturday, Sunday, or on District recognized holidays. Construction laydown, parking, and staging areas will be located at the R.E. Badger Filtration Plant site, as designated in the Construction Contract Documents.

2.1.2 Construction Inspector shall include daily construction reports documenting daily construction activity, equipment on-site, personnel on-site, observation time, date, weather conditions, and other pertinent information pertaining to the actual activity completed during each day of the construction contract. Daily reports shall clearly document the activity and timeline of activity for any future reference.

2.1.3 Construction Inspector shall photo document daily activities, including, but not limited to, construction activities prior to construction; during construction; and any other photos necessary to photo document the information identified in the Construction Inspector’s daily report. Photos shall be renamed with date taken and
a description of the activity with which to correlate the photos with the construction activity.

2.1.4 Conduct site visits, as required.

2.1.5 Documenting and specialty inspection related activities, as required.

2.1.6 Verification of conformance with contract document requirements;

2.1.7 Preparation of deficiency notices based on construction field observation, as required.

2.1.8 Request for Information (RFI)

• Provide technical support, coordination with Engineers of Record (Kleinfelder), constructability review during preparation of responses to RFI's, as required (assume 50 RFI’s).
• Maintain an RFI log tracking closed and outstanding RFI’s. RFI log shall be updated weekly, at a minimum, and reviewed at the weekly progress meetings.

2.1.9 Coordinate start-up activities with all District Representatives and related parties, including:
• Develop an understanding of the bypass commissioning, start-up and acceptance requirements of the project and coordinate with the contractor, key subcontractors and its vendors to properly plan and develop the “Start-up Plan”, in advance of testing and acceptance;
• Understand and coordinate control strategies for the bypass facilities;
• Coordinate emergency contact coordination and notification for operation of bypass facilities; and,
• Coordinate acceptance in accordance with the Contract Documents.

2.2 Construction Schedule: CONSULTANT shall track Contractor’s work progress to ensure compliance with accepted baseline construction schedule. Notify both the District and The Contractor when the actual progress is behind schedule by more than 10%. Additionally, the Consultant shall insure that a 3-week look ahead schedule is developed in coordination with the Contractor and provided during construction progress meetings.

2.3 Construction Change Orders

2.3.1 Coordinate, evaluate, and prepare Charge Orders and Change Order Requests, including, but not limited to:
• Maintain a Change Order log tracking executed and potential change orders.
• Perform a preliminary evaluation of change requests from any party for
appropriateness, cost-effectiveness, District confirmation of entitlement, and time impact, prior to issuance of to the Contractor for a quote.

- Coordinate with the Engineer of Record, as required;
- Prepare independent estimates and schedule impact analysis for proposed changes to be used a baseline for negotiations.
- Administering through the typical contractual change order process; and
- Review and make recommendations to the District with all supporting documentation.

2.4 Schedule of Values

Provide technical support during review of the construction schedule of values to ensure compliance with the contract documents throughout the entirety of the project.

2.5 Contractor Payment

2.5.1 Ensure that contractor payment requests reflect the items and amounts indicated on the accepted schedule of values.

2.5.2 Ensure compliance with the accepted schedule of values and the requirements of the construction documents.

2.5.3 Measure and verify work progress and earned to date percentages

2.5.4 Ensure all supporting documentation accompanies the construction progress payment, including:
- Signed Conditional/ Unconditional Waiver and Release:
- Progress payment cover sheet; and
- Supporting bid item tracking sheet.

Task 3 – Project Completion and Close-out

Perform project close-out activities, including, but not limited to:

3.1 Coordinate project acceptance and “walk-throughs’ with District representatives, as required;

3.2 Preparation of final Punch List of work activities to complete all administration, construction and finish work required prior to completion prior to release of final retention.

3.3 Ensure that contractor completes all items on the Punch List.

3.4 Upon completion of the Punch List, notify the District that the work is ready for final inspection and coordinated final inspection with the contractor and District staff.
3.5 Review and receipt of redlined contractor’s record drawings and transmittal to the District prior to final project acceptance.

3.6 Closeout all outstanding change orders for final payment and recommend final payment and acceptance of the project.

**DELEIVERABLES**

Construction Management/Inspection Consultant shall be responsible for preparing and submitting on a weekly basis, including but not limited to:

- Construction agendas and meeting minutes throughout the project;
- Daily Reports with documentation of the work completed during each day of the Construction Contract;
- Labeled daily progress photographs;
- Monitoring and documenting all approved plan changes;
- Monthly Progress Payment, coordinated with Contractor for payment; and
- Project close-out and punch list.

All documents shall be accessible through Construction Manager’s external website or by other paperless means available. Construction Management file shall be maintained and available to the District at all times during construction. Document management system shall include but no be limited to: shop drawings submittal logs, RFI logs, change orders, progress payments, project tracking tools, and appurtenant documentation. All files will be available to SFID electronically in Adobe acrobat Portable Document Format (PDF) and fully searchable. Provide all final documentation in a Project Closeout Report within 60 days of Final Project/Contract Completion. Provide a searchable PDF file of the project document management system files 90 days after Final Project/Contract completion.

**Task 4 – Supplemental CM/Inspection Resources**

With prior approval by SFID, CDM Smith will provide supplemental CM, Engineering, and Inspection resources, as dictated by the construction progress or to resolve issues arising in the field.
## Labor-Hour Fee Estimate

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<td>$109,460</td>
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<td>$111,960</td>
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<tr>
<td>A.3 Project Completion and Closeout</td>
<td>8</td>
<td>40</td>
<td>40</td>
<td>88</td>
<td>13,120</td>
<td>$0</td>
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<td>$13,120</td>
</tr>
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<td>A.4 Supplemental Resources</td>
<td>40</td>
<td>20</td>
<td>40</td>
<td>100</td>
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<td>$0</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>$17,200</td>
</tr>
<tr>
<td><strong>B Washwater Tank Seismic (J-1751)</strong></td>
<td></td>
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<td>B.1 Project Management</td>
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<td>122</td>
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<td>B.4 Supplemental Resources</td>
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<td>$12,000</td>
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<td><strong>TOTAL:</strong></td>
<td>96</td>
<td>364</td>
<td>444</td>
<td>1052</td>
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<td>480</td>
<td>420</td>
<td>48</td>
<td>3278</td>
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<td>$534,850</td>
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Construction Management Billing Rate Schedule for the
Washwater Tank Seismic Improvements and Clearwell Seismic Improvements Projects
(Contract No. J-1750 & J-1751)

Field staff will be billed in accordance with the following hourly rates:

<table>
<thead>
<tr>
<th>Position</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Construction Manager</td>
<td>225.00</td>
</tr>
<tr>
<td>Construction Manager</td>
<td>185.00</td>
</tr>
<tr>
<td>Resident Engineer</td>
<td>150.00</td>
</tr>
<tr>
<td>Inspector, General (Grade 4)</td>
<td>130.00</td>
</tr>
<tr>
<td>Inspector, General (Grade 5)</td>
<td>140.00</td>
</tr>
<tr>
<td>Inspector, General (Grade 6)</td>
<td>150.00</td>
</tr>
<tr>
<td>Inspector, (Special, Structural)</td>
<td>170.00</td>
</tr>
<tr>
<td>Inspector, (Special, NACE Coating)</td>
<td>145.00</td>
</tr>
<tr>
<td>Inspector, (Special, Material Testing)</td>
<td>105.00–125.00</td>
</tr>
</tbody>
</table>

Office staff will be billed in accordance with the following hourly rates:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Engineers/Scientists/Planners</th>
<th>Support Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>130.00</td>
<td>Designer Drafter 1</td>
</tr>
<tr>
<td>2</td>
<td>140.00</td>
<td>Designer Drafter 2</td>
</tr>
<tr>
<td>3</td>
<td>155.00</td>
<td>Designer Drafter 3</td>
</tr>
<tr>
<td>4</td>
<td>165.00</td>
<td>Designer Drafter 4</td>
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<tr>
<td>5</td>
<td>175.00</td>
<td>Designer Drafter 5</td>
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<td>190.00</td>
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<tr>
<td>7</td>
<td>205.00</td>
<td>Designer Drafter 7</td>
</tr>
<tr>
<td>8 / Principal</td>
<td>230.00</td>
<td>Designer Drafter 8</td>
</tr>
<tr>
<td>Associate (Project Director)</td>
<td>240.00</td>
<td>Administrative Assistant/Word Processor</td>
</tr>
</tbody>
</table>

Notes:
1. Field staff are provided at a reduced rate, in accordance with the staffing plan presented in our proposal. Ranges are indicated where prevailing wage rates apply, and actual hourly charges may vary depending on individual assigned at the time of inspection.
2. Office staff performing intermittent field visits and all extended services, office-based professional services, administrative support are proposed at CDM Smith’s standard 2020 office-rates.
3. Rates will be held for the 2020-2021 mid-year through June 30, 2021; thereafter rates will be escalated at 3% per year. A contract allowance will be set aside to adjust for increased rates.
4. Mileage will be billed at current IRS Rate
5. Sub-consultant services will be billed at cost + 10%
6. Reimbursables will be charged at cost with no markup
### NOTICE OF EXEMPTION

**TO:**
- County Clerk
  - County of San Diego
  - 1600 Pacific Highway, Suite 260
  - San Diego, CA 92101

**FROM:**
- Santa Fe Irrigation District
  - (Public Agency)
  - PO Box 409
  - Rancho Santa Fe, CA 92067

<table>
<thead>
<tr>
<th>1. Project Title:</th>
<th>Clearwell Seismic Improvements Project (J-1750)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Project Applicant:</td>
<td>Santa Fe Irrigation District (“District”)</td>
</tr>
</tbody>
</table>
| 3. Project Location – Identify street address and cross streets or attach a map showing project site (preferably a USGS 15’ or 7 1/2’ topographical map identified by quadrangle name): | R.E. Badger Water Filtration Plant (“Plant”)
  - 18535 Aliso Canyon Road
  - Rancho Santa Fe, CA 92067 |
| 4. (a) Project Location – City: N/A | (b) Project Location – County: San Diego |
| 5. Description of nature, purpose, and beneficiaries of Project: | On June 18, 2020, Santa Fe Irrigation District approved the Clearwell Seismic Improvements Project (“Project”). The Project includes a seismic retrofit of the existing 332-foot by 252-foot, 13-million gallon buried concrete tank at the Plant (the “Clearwell”). The Project consists of two components: (1) The removal and spreading of 1-foot of soil covering the top of the roof and (2) Adding a concrete footing around the perimeter of the Clearwell to reduce the unsupported wall height of the structure. The location of project improvements are depicted in Exhibit A |
| 6. Name of Public Agency approving project: | Santa Fe Irrigation District |
| 7. Name of Person or Agency undertaking the project, including any person undertaking an activity that receives financial assistance from the Public Agency as part of the activity or the person receiving a lease, permit, license, certificate, or other entitlement of use from the Public Agency as part of the activity: | Santa Fe Irrigation District |
| 8. Exempt status: (check one) | (a) Ministerial project. (b) Not a project. (c) Emergency Project. (d) Categorical Exemption. |
| (a) | (b) | (c) | (d) |
| (Pub. Res. Code § 21080(b)(1); State CEQA Guidelines § 15268) | (Pub. Res. Code § 21080(b)(4); State CEQA Guidelines § 15269(b),(c)) | Class 1, State CEQA Guidelines, § 15301 (existing facilities) | Class 4, State CEQA Guidelines, § 15304 (minor public or

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**Agenda page 33**

**Water Resources Committee**

**June 4, 2020**
The entirety of the Project is categorically exempt under the Class 1 exemption set forth in State CEQA Guidelines section 15301, which exempts from CEQA the “minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features” where the alteration involves “negligible or no expansion of existing or former use.” The “key consideration” under this exemption is “whether the project involves negligible or no expansion of use.” (State CEQA Guidelines, § 15301.) Moreover, Section 15301 gives a list of non-exhaustive examples of “minor alterations,” including the alteration of “[e]xisting facilities of both investor and publicly owned utilities used to provide … public utility services.” The Project squarely falls within the Class 1 exemption because it involves a minor alteration of an existing facility, and the alteration involves no expansion of the facility’s existing or former use. The Project merely seeks to seismically retrofit a buried concrete tank at the Plant by expanding the external concrete footing around the perimeter of the Clearwell; the Project does not entail the construction of any new building, does not entail substantial alteration of any existing building, and does not involve the expansion of the Plant’s existing or former use.

The Project is further categorically exempt under the Class 4 exemption set forth in State CEQA Guidelines section 15304, which exempts from CEQA “minor alternations in the condition of land, water, and/or vegetation which do not involve removal of healthy, mature, scenic trees, except for forestry or agricultural purposes.” (14 Cal. Code Regs. § 15304.) The Project falls within this exemption as it involves the removal of 1-foot of soil from the Clearwell roof and spreading of the soil in an adjacent area. Removal of the soil assists with the soil loading on structure to comply with current seismic design codes; the Project does not involve the removal of any healthy, mature, or scenic trees.

Furthermore, none of the exceptions to the Class 1 or Class 4 exemptions set forth in State CEQA Guidelines section 15300.2 apply here. Notably, the District determined based on substantial evidence that there is not a reasonable possibility that the Project will have a significant effect on the environment due to unusual circumstances. (State CEQA Guidelines, § 15300.2(c).) The Project is thus exempt from CEQA.

10. Lead Agency Contact Person: Marissa Potter
    Telephone: 858-227-5792

11. If filed by applicant: Attach Preliminary Exemption Assessment (Form “A”) before filing.

12. Has a Notice of Exemption been filed by the public agency approving the project? N/A
13. Was a public hearing held by the Lead Agency to consider the exemption? Yes ☒ No ☐

If yes, the date of the public hearing was: June 18, 2020

<table>
<thead>
<tr>
<th>Signature: ____________________________</th>
<th>Date: __________</th>
<th>Title: ____________________________</th>
</tr>
</thead>
</table>

Name:

☒ Signed by Lead Agency  ☐ Signed by Applicant

Date Received for Filing: ____________________________

(Clerk Stamp Here)

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.
Clearwell Seismic Improvement Project J-1750

Potential areas of construction within disturbed areas

Exhibit A

Site Location

End ranch

Agenda page 36
Water Resources Committee
June 4, 2020
## NOTICE OF EXEMPTION

<table>
<thead>
<tr>
<th>TO:</th>
<th>FROM: Santa Fe Irrigation District (Public Agency)</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Clerk County of San Diego 1600 Pacific Highway, Suite 260 San Diego, CA 921101</td>
<td>Address PO Box 409 Rancho Santa Fe, CA 92067</td>
</tr>
</tbody>
</table>

1. **Project Title:** Washwater Tank Seismic Improvements Project (J-1751)
2. **Project Applicant:** Santa Fe Irrigation District (“District”)
3. **Project Location – Identify street address and cross streets or attach a map showing project site (preferably a USGS 15’ or 7 1/2’ topographical map identified by quadrangle name):**
   - R.E. Badger Water Filtration Plant (“Plant”) 18535 Aliso Canyon Road Rancho Santa Fe, CA 92067
4. **(a) Project Location – City:** N/A **(b) Project Location – County:** San Diego
5. **Description of nature, purpose, and beneficiaries of Project:**
   On June 18, 2020, Santa Fe Irrigation District approved the Washwater Tank Seismic Improvements Project (“Project”). The Project includes a seismic retrofit, and internal and external recoating, of the of the existing 80-ft by 46-ft diameter, 1-million gallon steel tank. The Project further entails the seismic retrofitting of the washwater tank wall shell stiffeners, anchor bolts and chairs, and concrete ring wall foundation in order to enhance the seismic resiliency of the Plant consistent with the current 2016 California Building Code; as part of this seismic retrofitting, the Project entails the demolition, removal, and replacement of the existing tank foundation with a new ring beam footing on the same site as the existing tank foundation. The Project will also include a temporary bypass tank to maintain the filtration operation of the Plant during implementation of the Project.
   The location of project improvements are depicted in Exhibit A
6. **Name of Public Agency approving project:** Santa Fe Irrigation District
7. **Name of Person or Agency undertaking the project, including any person undertaking an activity that receives financial assistance from the Public Agency as part of the activity or the person receiving a lease, permit, license, certificate, or other entitlement of use from the Public Agency as part of the activity:** Santa Fe Irrigation District
8. **Exempt status: (check one)**
   - (a) Ministerial project.  
     (Pub. Res. Code § 21080(b)(1); State CEQA Guidelines § 15268)
   - (b) Not a project.
   - (c) Emergency Project.  
     (Pub. Res. Code § 21080(b)(4); State CEQA Guidelines § 15269(b),(c))
   - (d) **Categorical Exemption.**
     State type and section number:  
     Class 1, State CEQA Guidelines, § 15301 (existing facilities)
     Class 2, State CEQA Guidelines, § 15302 (replacement or reconstruction)
The Project is categorically exempt from CEQA under the Class 1 exemption, which applies to “the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency’s determination.” (14 Cal. Code Regs. § 15301.) The “key consideration” under this exemption is “whether the project involves negligible or no expansion of use.” Moreover, Section 15301 gives a list of non-exhaustive examples of “minor alterations,” including the alteration of “[e]xisting facilities of both investor and publicly owned utilities used to provide … public utility services.” The Project squarely falls within the Class 1 exemption because it involves a minor alteration of an existing facility, and the alteration involves no expansion of the facility’s existing or former use. The Project merely seeks to enhance the seismic resiliency of the Plant consistent with the current California Building Code by making the improvements described above. The Project does not expand the Plant’s use and thus falls within the scope of the Class 1 exemption.

The Project is further categorically exempt from CEQA under the Class 2 exemption, which applies to “replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced.” (14 Cal. Code Regs. § 15302.) Section 15302 gives a list of non-exhaustive examples of activity that fall within its scope, including “replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity,” and “replacement or reconstruction of existing schools and hospitals to provide earthquake resistant structures which do not increase capacity more than 50 percent.”

The Project plainly falls within the Class 2 exemption. Indeed, the Project is less substantial than the examples provided in State CEQA Guidelines section 15302. While Section 15302’s examples envision replacement of entire structures—entire schools and hospitals, entire commercial buildings, entire utility facilities—the Project here merely seeks to replace a discrete and limited portion of the Plant, as noted above. Moreover, the Project will not change the purpose or capacity of the Plant. It merely seeks to make the Plant more earthquake resistant. Furthermore, to ensure there will be no interruption to the Plant’s operation, the Project will include a temporary bypass tank to maintain the Plant’s existing operations during Project construction.

For all of the foregoing reasons, the Project is exempt from CEQA. Furthermore, none of the exceptions to the Class 1 and Class 2 exemptions set forth in State CEQA Guidelines section 15300.2 apply here. For example, the District
determined based on substantial evidence that there is not a reasonable possibility that the Project will have a significant effect on the environment due to unusual circumstances. (State CEQA Guidelines, § 15300.2(c.).)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>10. Lead Agency Contact Person:</td>
<td>Marissa Potter</td>
<td></td>
</tr>
<tr>
<td>Telephone:</td>
<td>858-227-5792</td>
<td></td>
</tr>
<tr>
<td>11. If filed by applicant: Attach Preliminary Exemption Assessment (Form “A”) before filing.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Has a Notice of Exemption been filed by the public agency approving the project? N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Was a public hearing held by the Lead Agency to consider the exemption? Yes ☒ No ☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, the date of the public hearing was: June 18, 2020</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature: ___________________________ Date: ______________ Title: ___________________________

Name: 

☒ Signed by Lead Agency ☐ Signed by Applicant

Date Received for Filing: ________________

(Clerk Stamp Here)

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.
RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA FE IRRIGATION DISTRICT FINDING THE CLEARWELL SEISMIC IMPROVEMENTS PROJECT (J-1750) CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT AND APPROVING THE PROJECT

WHEREAS, Santa Fe Irrigation District (“District”) intends to implement the Clearwell Seismic Improvements Project (“Project”), which includes a seismic retrofit of the existing 332-ft by 252-ft, 13-million gallon buried concrete tank at the R.E. Badger Filtration Plant (“Plant”). The seismic retrofit includes two components: (1) The removal and spreading of 1-foot of soil covering the top of the roof and (2) Adding a concrete footing around the perimeter of the Clearwell to reduce the unsupported wall height of the structure. The location of project improvements are depicted in Exhibit A; and

WHEREAS, the District, as lead agency under the California Environmental Quality Act, Public Resources Code Section 21000 et seq. (“CEQA”), has determined that the District’s approval of the agreement is categorically exempt from CEQA under Title 14 of the California Code of Regulations, sections 15301 (existing facilities), and 15304 (minor alterations to land); and

WHEREAS, the District has considered all comments received at the public meeting on June 18, 2020 prior to adoption of this Resolution; and

WHEREAS, the determination that the District’s approval of the Project is categorically exempt from CEQA reflects the Board of Directors’ independent judgement and analysis.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Santa Fe Irrigation District as follows:

Section 1. Recitals. The Board of Directors hereby finds and determines that all of the recitals set forth above are true and correct.

Section 2. CEQA Findings. The Board of Directors finds that all components of the Project are exempt under CEQA and satisfy the criteria for one or more exemptions as follows:

(a) The Project is exempt under the Class 1 categorical exemption, which “consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency’s determination.” (14 Cal. Code Regs. § 15301.) The Project consists of expanding the external concrete footing around the perimeter of the Clearwell which involves no expansion of the existing use.
(b) The Project is exempt under the Class 4 categorical exemption, which “consists of minor alternations in the condition of land, water, and/or vegetation which do not involve removal of healthy, mature, scenic trees, except for forestry or agricultural purposes.” (14 Cal. Code Regs. § 15304.) The Project involves the removal of 1-foot of soil from the Clearwell roof and spreading of the soil in an adjacent area. Removal of the soil assists with the soil loading on structure to comply with current seismic design codes; the Project does not involve removal of healthy, mature, scenic tree.

Section 3. Additional CEQA Findings. The Board of Directors further finds that none of the following exceptions to the categorical exemptions applies. (14 C.C.R. § 15300.2.)

(a) The Project is not located in a particularly sensitive environment as the Project impact area is located within disturbed areas of the site. As documented in the March 5, 2019 Biological Resources Memorandum for Projects J-1750 through J-1754, prepared by Dudek, no jurisdictional resources are present in the Project footprint, and no special-status vegetation communities or habitat for special-status plant or wildlife species would be impacted by the Project.

(b) The cumulative impact of successive projects of this same type in the same place over time would not be significant because the Project site is limited in size and scope, and there are no reasonable foreseeable projects that would result in cumulative impacts with the Project.

(c) The Project does not involve any unusual circumstances; it involves improvements and structures comparable to existing improvements at the site. Accordingly, there is no reasonable possibility that the Project will have a significant effect on the environment due to unusual circumstances.

(d) The Project is not located within a scenic highway and would not result in damage to any scenic resources.

(e) The Project is not located on a site designated pursuant to Government Code 65962.5 (hazardous waste site).

(f) The Project does not involve any improvements, modifications, or other changes to an historical resource.

Therefore, none of the circumstances outlined in Title 14, California Code of regulations, section 15300.2 applies. Thus, the Project qualifies for the categorical exemptions outlined above.

Section 4. Notice of Exemption. The Board of Directors authorizes and directs staff to prepare, execute and file with the County Clerk a Notice of Exemption for approval of the Project.

Section 5. Custodian of Records. The administrative record for the District’s approval of the Project is maintained at the District’s Administrative offices located at 5920 Linea del Cielo, Rancho Santa Fe, California 92067. The custodian of records is the General Manager.

Section 6. Approval of Project. Based on the findings herein, the Board of Directors approves the Project.
PASSED, APPROVED AND ADOPTED by the Board of Directors of the Santa Fe Irrigation District at a regular meeting held this 18th day of June 2020 by the following vote, to wit:

AYES:
NOES:
ABSTAIN:
ABSENT:

__________________________
Michael T. Hogan, Board President

ATTEST:

__________________________
Albert C. Lau, P.E., Secretary/Treasurer
Clearwell Seismic Improvement Project J-1750

Potential areas of construction within disturbed areas

Site Location

Exhibit A

Proposed Clearwell

Proposed Staging Area

Agenda page 44

Water Resources Committee
June 4, 2020
DRAFT RESOLUTION NO. 20-XX

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SANTA FE IRRIGATION DISTRICT FINDING THE
WASHWATER TANK SEISMIC IMPROVEMENTS
PROJECT (J-1751) CATEGORICALLY EXEMPT FROM
THE CALIFORNIA ENVIRONMENTAL QUALITY ACT
AND APPROVING THE PROJECT

WHEREAS, Santa Fe Irrigation District (“District”) intends to implement the Washwater Tank Seismic Improvements Project (“Project”), which includes a seismic retrofit of the existing 80-ft by 46-ft diameter, 1-million gallon steel tank at the R.E. Badger Filtration Plant (“Plant”) and the internal and external recoating of the tank. The Project further entails the seismic retrofitting of the washwater tank wall shell stiffeners, anchor bolts and chairs, and concrete ring wall foundation in order to enhance seismic resiliency consistent with the 2016 California Building Code; as part of this seismic retrofitting, the Project entails the demolition, removal, and replacement of the existing tank foundation with a new ring beam footing on the same site as the existing tank foundation. The Project will also include a temporary bypass tank to maintain the filtration operation of the Plant. The location of project improvements are depicted in Exhibit A; and

WHEREAS, the District, as lead agency under the California Environmental Quality Act, Public Resources Code Section 21000 et seq. (“CEQA”), has determined that the District’s approval of the agreement is categorically exempt from CEQA under Title 14 of the California Code of Regulations, sections 15301 (existing facilities), and 15302 (replacement and reconstruction); and

WHEREAS, the District has considered all comments received at the public meeting on June 18, 2020 prior to adoption of this Resolution; and

WHEREAS, the determination that the District’s approval of the Project is categorically exempt from CEQA reflects the Board of Directors’ independent judgement and analysis.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Santa Fe Irrigation District as follows:

Section 1. Recitals. The Board of Directors hereby finds and determines that all of the recitals set forth above are true and correct.

Section 2. CEQA Findings. The Board of Directors finds that all components of the Project are exempt from CEQA and satisfy the criteria for one or more exemptions as follows:

(a) The Project is exempt under the Class 1 categorical exemption, which “consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency’s
determination.” (14 Cal. Code Regs. § 15301.) The Project consists of retrofitting the existing steel shell and footing of the existing steel tank.

(b) The Project is exempt under the Class 2 categorical exemption, which “consists of replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced.” (14 Cal. Code Regs. § 15302.) The Project involves the demolition, removal, and replacement of the existing tank foundation. There construction involves modifications to seismically retrofit the footing supporting the tank, there is no new capacity of tank associated with this project.

**Section 3. Additional CEQA Findings.** The Board of Directors further finds that none of the following exceptions to the categorical exemptions applies. (14 C.C.R. § 15300.2.)

(a) The Project is not located in a particularly sensitive environment as the Project impact area is located within disturbed areas of the site. As documented in the March 5, 2019 Biological Resources Memorandum for Projects J-1750 through J-1754, prepared by Dudek, no jurisdictional resources are present in the Project footprint, and no special-status vegetation communities or habitat for special-status plant or wildlife species would be impacted by the Project.

(b) The cumulative impact of successive projects of this same type in the same place over time would not be significant because the Project site is limited in size and scope, and there are no reasonable foreseeable projects that would result in cumulative impacts with the Project.

(c) The Project does not involve any unusual circumstances; it involves improvements and structures comparable to existing improvements at the site. Accordingly, there is no reasonable possibility that the Project will have a significant effect on the environment due to unusual circumstances.

(d) The Project is not located within a scenic highway and would not result in damage to any scenic resources.

(e) The Project is not located on a site designated pursuant to Government Code 65962.5 (hazardous waste site).

(f) The Project does not involve any improvements, modifications, or other changes to an historical resource.

Therefore, none of the circumstances outlined in Title 14, California Code of regulations, section 15300.2 applies. Thus, the Project qualifies for the categorical exemptions outlined above.

**Section 4. Notice of Exemption.** The Board of Directors authorizes and directs staff to prepare, execute and file with the County Clerk a Notice of Exemption for approval of the Project.

**Section 5. Custodian of Records.** The administrative record for the District’s approval of the Project is maintained at the District’s Administrative offices located at 5920 Linea del Cielo, Rancho Santa Fe, California 92067. The custodian of records is the General Manager.
Section 6. Approval of Project. Based on the findings herein, the Board of Directors approves the Project.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Santa Fe Irrigation District at a regular meeting held this 18th day of June 2020 by the following vote, to wit:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:  

______________________________
Michael T. Hogan, Board President

ATTEST:  

______________________________
Albert C. Lau, P.E., Secretary/Treasurer
Washwater Tank Seismic Improvement Project J-1751

Potential areas of construction within disturbed areas
DATE:       June 4, 2020

TO:          Water Resources Committee

FROM:        General Manager

SUBJECT:     Consider Authorizing the General Manager to Execute a Professional Services Agreement to Woodard and Curran for the development of the 2020 Urban Water Management Plan for Santa Fe Irrigation District

RECOMMENDATION:

It is the Staff recommendation that Water Resources Committee:

1. Recommend the Board of Directors authorize the General Manager to award a Professional Services Agreement to Woodard and Curran for the development of the 2020 Urban Water Management Plan for Santa Fe Irrigation District in not to exceed amount of $61,125.

2. Discuss and take other action as needed.

DISCUSSION:

California Department of Water Resources (DWR) requires urban water suppliers that either provides over 3,000 acre-feet of water annually, or serves more than 3,000 urban connections to submit an UWMP every five years (California Water Code §10610-§10656 and §10608). The UWMP supports SFID’s long-term water resource planning to ensure that adequate water supplies are available to meet existing and future water needs.

DWR provides guidance for urban water suppliers by preparing a Guidebook, developing tools and conducting workshops. The 2020 UWMP Guidebook hasn’t been released yet by DWR. It is anticipated that the draft 2020 Guidebook will be published for comments by mid-June 2020. The Guidebook will include California Water Code Changes that regulate Urban Water Management Planning in addition to requirements from previous years. Currently, the 2020 UWMP is due to be submitted to DWR for review and approval by July 1, 2021.

In order to select and retain a qualified engineering consultant to support in preparing the UWMP and meet DWR requirements and timeline, SFID staff prepared a detailed Request for Proposals (RFP) that was posted on the District’s website and ebidboard.com. The RFP included a solicitation from both SFID and San Dieguito Water District (SDWD) (Districts). The Districts jointly solicited for proposals together for economies of scale since the Districts jointly share local water rights to the water stored in Lake Hodges and jointly own the R. E. Badger Filtration Plant and other facilities. It was made clear in the RFP that the selected consultant firm will be required to enter into two separate agreements one with the SFID and the other one with SDWD to prepare two separate UWMP, one for each District.
RFP provided an overview of the Districts’ background and service areas and the required scope of work which includes providing the Districts with analytical data and detailed recommendations in order to meet the above-mentioned 2020 Guidebook, regulations and statutory requirements.

On April 30, 2020, five (5) proposals were received. Table 1 provides a list of the proposers (in alphabetical order) and their proposed fee estimate and hours.

Table 1
SFID 2020 UWMP Proposers and Associated Fee

<table>
<thead>
<tr>
<th>Proposer</th>
<th>Total Fee</th>
<th>Estimated Hours</th>
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<tbody>
<tr>
<td>Carollo</td>
<td>$70,960</td>
<td>372</td>
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<tr>
<td>Hoch</td>
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<td>394</td>
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<td>$52,865</td>
<td>301</td>
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<tr>
<td>West and Associates</td>
<td>$36,240</td>
<td>274</td>
</tr>
<tr>
<td>Woodard and Curran</td>
<td>$61,125</td>
<td>298</td>
</tr>
</tbody>
</table>

District staff and representatives of the SDWD conducted a detailed review of the proposals and the firms’ qualifications and related experiences. As a result, the review panel determined that Woodard and Curran provided the most comprehensive and best value proposal where it was selected for subsequent negotiations. Woodard and Curran provided a clear understanding of DWR requirements and precisely defined the approach and methodology to achieve compliance with the State requirements.

Furthermore, Woodard & Curran has extensive experience in preparing Urban Water Management Plans as well as the development of water conservation plans and programs to meet State mandates. The Firm’s long-term work with DWR provided Woodard and Curran’s team with an insight into DWR thought processes and proposed guidance. The team is currently providing key support to San Diego County Water Authority’s (SDCWA) UWMP which provides them with an understanding of population projections and supply reliability and a detailed knowledge of SDCWA’s schedule and implications for retailers like the District. Woodard and Curran involvement in both plans will help streamline communication and data-sharing efforts between the District and SDCWA and ensure the District’s plan is compatible with the regional planning effort.

Staff recommends the Water Resources Committee recommend that the Board of Directors authorize the General Manager to execute a Professional Services Agreement with Woodard and Curran in the not to exceed amount of $61,125 for the development of the Santa Fe Irrigation District 2020 Urban Water Management Plan.

A copy of the draft 2020 UWMP will be presented to the Water Resources Committee in the first quarter of calendar year 2021 and final document to the Board of Directors for consideration to adopt in June 2021.
FISCAL IMPACT:

The District has budgeted a total of $325,000 for Consulting Engineering Services in the FY2021 budget proposal which included $75,000 for Professional Services to complete the District’s UWMP. The Staff proposed award to Woodard and Curran would represent $13,875 in savings from estimated expenditures in the proposed FY21 budget. There is no other fiscal impact associated with this item.

Attachment A: Woodard and Curran Scope of Work and Fee Schedule

Prepared by: Rania Amen, P.E., Engineering Services Manager
Approved by: Albert C. Lau, P.E., General Manager
Santa Fe Irrigation District  
2020 Urban Water Management Plan

Task 1: Data Collection and Management

Subtask 1.1: Kickoff and Data Collection

Following the 2020 UWMP Guidebook release (anticipated September 2020), The Consultant shall prepare a table of data needs. The Consultant shall provide the table of data needs to District staff, as well as guidance on collecting and/or developing any data that is not readily available. The Consultant shall also provide District staff with a detailed outline for the 2020 UWMP with all required chapters, tables, and sections clearly outlined. The detailed outline will be based on the 2015 UWMPs and identify changes required to comply with the 2020 Guidebook. It will also identify optional updates that may be useful to UWMP users, as appropriate. This detailed outline will be used by District staff and Consultant when developing the 2020 UWMP document to ensure that all required analysis is included. A Kickoff meeting will be held to review the project schedule, detailed outline, and data needs.

Subtask 1.1 Deliverables:
- Data needs table (electronic)
- 2020 Guidebook requirements table (electronic)
- Agenda and summary action items for Kickoff meeting (electronic and hard copy)

Subtask 1.2: Project Management

This subtask includes ongoing communication and cooperation between Consultant and District staff to ensure that the project is completed in a timely fashion and within the budget presented. The Consultant shall coordinate with District staff and DWR, as necessary, and provide monthly progress monitoring, reporting, and invoicing. Consultant has a Quality Assurance / Quality Control (QA/QC) program that will be used throughout the entire project to ensure quality work products are presented to the District and DWR. Ongoing meetings will be held with SFID.

Subtask 1.2 Deliverables:
- Monthly progress reports and invoices

Task 2: Demand and Supply Analysis

Subtask 2.1: Demand Analysis

The Consultant shall prepare the System Description, System Demands, and Baselines and Targets chapters of the 2020 UWMP. The Consultant shall update the District system description in terms of its current and projected population, climate, housing density, development, income levels, etc. The Consultant shall work with the District to update population projections using planned future land use and growth rates for San Diego County determined by the San Diego Association of Governments (SANDAG). Past, current, and projected water demands will be developed for the following 5-year increments: residential, commercial, industrial, institutional, landscape/recreation, agricultural, and groundwater recharge. To ensure a complete demand forecast, The Consultant shall work with the District to quantify demands from both permanent and transient populations, distribution system water loss, and water savings from municipal codes and standards. All calculations shall be in compliance with DWR’s UWMP Advisory Committee recommendations on quantifying demands. Current demands will also reflect monthly water demands to allow the reader to better understand seasonal demand changes, consistent with DWR’s suggested new tables per its March DWR Guidebook Workgroup meeting.
Consultant's demand analysis will also consider substantial water use reductions that have taken place as a result of the recent drought, and also include projections for additional conservation that is anticipated as the District continue to implement water conservation programs. SBX7-7 requires an evaluation of baseline per capita water use and identification of interim and 2020 urban per capita water use targets in accordance with specified requirements. The Consultant shall confirm (and update, if needed) the District's baseline per capita water use in gallons per capita per day (GPCD) and demand projections for a 25-year timeframe (2020 through 2045). The Consultant shall update the urban water supply use targets in GPCD, based on the baseline, as well as develop narrative explaining the District compliance with the 2020 interim target.

The Consultant shall prepare a summary describing current and future water demands and provide it to the District for review. Based on the District comments, The Consultant shall finalize the document for later use in analyzing future water gaps and ultimately in developing the 2020 UWMPs.

**Task 2.1 Deliverables:**
- Draft and final Demand Analysis (electronic)

**Subtask 2.2: Water Supply Analysis**
The Consultant shall prepare the System Supplies and Water Supply Reliability chapters of the 2020 UWMP. The Consultant shall use new descriptions and analyses conducted in recent planning efforts, including the North San Diego Water Reuse Coalition’ s Facilities Plan and the Potable Reuse Feasibility Study, to update those sections as written in the 2015 UWMP. Any missing analysis that would calculate changes in supply estimates relative to implementing the plan would need to be provided by the District.

The Consultant shall conduct a water supply analysis and, based on the results of Subtask 2.1, compare supply and demand for 25 years, including normal year, single dry year, and multiple dry year scenarios. Consultant shall expand the multiple dry year analysis to reflect the 5-year reliability scenario required under the 2020 UWMPs by SB 606 and AB 1668. All calculations shall be in compliance with DWR’s UWMP Advisory Committee recommendations on quantifying supply.

The Consultant shall summarize the results of the water supply analysis and provide a draft document to the District for review. The Consultant shall prepare a final document based on the comments received from the District.

**Task 2.2 Deliverables:**
- Draft and final Water Supply Analysis (electronic)

**Subtask 2.3: Demand Management Measures**
The Consultant shall review the Demand Management Measures (DMMs) chapter in the 2015 UWMP and revise the section to address the streamlined DMMs specified by AB 2067. The Consultant shall rely on the District staff for specific data, such as the number of low flow toilets provided to the public or the number of water audits conducted each year. As a signatory to the California Water Efficiency Partnership (CalWEP) Memorandum of Understanding, District reports can be used as a basis for documenting implementation of the DMMs. The Consultant shall prepare a summary of work completed in this subtask. The District will review the summary, provide comments, and The Consultant shall finalize the document for later incorporation into the 2020 UWMP.
Task 2.3 Deliverables:
• Draft and final DMMs to achieve targets (electronic)

Subtask 2.4: Water Conservation and Shortage Contingency Plan
The Consultant shall prepare information regarding the District’s water conservation measures and their adequacy compared to regulatory requirements, as well as information regarding water shortage contingency planning. The Consultant shall work with District staff to update the Water Shortage Contingency Plan from the 2015 UWMP to reflect current programs and any changes the District plan to make based on current experience. The Consultant shall work with District staff to develop a description of revenue impacts in water shortage periods and potential water rate adjustments, along with timing for conservation action implementation and realization and volume of water use reductions, per the anticipated 2020 Guidebook. The Consultant shall prepare a summary of its findings and the modified Water Shortage Contingency Plan. The assessment will address future water supplies, including recycled water and potable reuse, which could meet potential shortfalls.

The Consultant shall prepare a Drought Risk Assessment based on driest five-year historic sequence. This assessment shall include consideration of supply reliability under water shortage conditions, a demand and supply comparison for a full 5-year drought period, and changes to supply and demand in light of climate change and anticipated regulatory changes, per the anticipated 2020 Guidebook.

The Consultant shall prepare a summary of work completed in this subtask. The District will review the summary, provide comments to Consultant. The Water Shortage Contingency Plan will need to be adopted by the Boards/ ordinance prior to approval on the UWMP, and The Consultant shall finalize the document(s) for later incorporation into the 2020 UWMP.

Task 2.4 Deliverables:
• Draft and final Water Shortage Contingency Plan (electronic)
• Draft and final Drought Risk Assessment (electronic)

Subtask 2.5: Climate Change and Water-Energy
The Consultant shall prepare Climate Change and Water-Energy chapters in accordance with the 2020 UWMP Guidebook. DWR guidance will be used to quantify the impact of climate change and weather normalization on the District supplies and calculate the energy intensity of the District conveyance, storage, and distribution. These sections are a likely precursor to State grants and loans, and are therefore valuable to have included in the 2020 UWMP. All calculations shall be in compliance with DWR’s UWMP Advisory Committee recommendations.

The Consultant shall prepare a summary of work completed in this subtask. The District will review the summary, provide comments, and the Consultant shall finalize the document for later incorporation into the 2020 UWMP.

Task 2.5 Deliverables:
• Draft and final Climate Change and Water-Energy (electronic)
Task 3: Prepare and Submit 2020 UWMP

Subtask 3.1: Administrative Draft 2020 UWMP
Following the first round of the District review of the deliverables from Tasks 2.1-2.5, The Consultant shall incorporate comments and produce a complete Administrative Draft 2020 UWMP for District review. All requirements for the 2020 UWMP will be identified on DWR-approved checklists. The Consultant shall submit the Administrative Draft in PDF format for the District staff review. The Administrative Draft UWMP shall also be provided in Word format for ease in making editorial changes during staff review. DWR-required tables shall be provided in Excel format. Consultant assumes comments will be provided within 3 weeks.

This task assumes one progress meeting with District staff to discuss and receive comments on the compiled Administrative Draft 2020 UWMP.

Task 3.1 Deliverables:
• Administrative Draft 2020 UWMP and DWR tables (electronic)
• Agenda and summary action items for progress meeting

Subtask 3.2: Public Draft 2020 UWMP
Based upon the results of Tasks 1 through 3.1, the Consultant shall prepare a Screencheck Draft UWMP for final approval from District PM, followed by a Public Draft UWMP for the District and submit five (5) bound paper copies and electronic versions (Word and PDF). Following a 30-day District review period, the Consultant shall meet with key District staff to discuss comments and agree on an approach to modify the Administrative Draft UWMP. The Consultant shall prepare minutes summarizing the meeting.

The Consultant shall prepare a presentation on the Public Draft 2020 UWMP for the District’s Board of Directors.

Task 3.2 Deliverables:
• Public Draft 2020 UWMP and DWR tables (electronic)
• Presentation to the District Board on Public Draft 2020 UWMP

Subtask 3.3: Final 2020 UWMP
Following public and DWR review on the Public Draft 2020 UWMP, The Consultant shall incorporate comments and produce the Final 2020 UWMP. Upon completion, The Consultant shall submit the Final Report in PDF format, MS Word format, and five (5) hard copies to the District and to DWR no later than June 18, 2021 (or as determined upon final UWMP Guidebook release). Consultant shall upload data from DWR-required tables into DWR’s WUEdata portal, or as directed by the 2020 Guidebook. Woodard & Curran assumes the District will either provide a District log-in to the WUE database or authorize Consultant team to upload on their behalf.

The Consultant shall prepare and deliver a second presentation to the District’s Board of Directors during the public hearing to adopt the 2020 UWMP. After the Final UWMP is submitted to DWR and DWR reviews and comments on the Plan, The Consultant shall assist the District with responding to comments.

Task 3.3 Deliverables:
• Final 2020 UWMP and DWR tables (for each UWMP - electronic and 5 hard copies)
• Presentation to the District Board on Final 2020 UWMP
• Responses to DWR comments, as necessary

**Task 4: Optional Attendance Other Meetings and Trainings**
The District may request the Consultant attend and participate in meetings or trainings with other agencies when appropriate to develop the 2020 UWMP and to receive and incorporate comments. These meetings and trainings shall be compensated as additional work on an hourly basis if needed. This task includes preparation and attendance at up to four (4) additional meetings by the Consultant's Project Manager, assuming 4 hours per meeting, plus an additional 2 hours per meeting for the Project Planner to prepare supporting materials that may be required.
### Fee Estimate

**Santa Fe Irrigation District & San Dieguito Water District**  
**2020 Urban Water Management Plans**

**Tasks**

<table>
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<tr>
<th>Tasks</th>
<th>Rosalyn Prickett</th>
<th>Sally Johnson</th>
<th>Scott Goldman</th>
<th>Janet Forduski</th>
<th>Haley Johnson</th>
<th>Nicole Poletto</th>
<th>Jen Sindermann</th>
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<td></td>
<td>Principal</td>
<td>Project Manger</td>
<td>Technical Advisor</td>
<td>Water Supply</td>
<td>Deputy Project Mgr</td>
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<td></td>
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<td>$221</td>
<td>$310</td>
<td>$251</td>
<td>$221</td>
<td>$187</td>
<td>$110</td>
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</tbody>
</table>

**Total Hours**

|       | $282             | $221          | $310         | $251          | $221          | $187          | $110          |

|       | $3,104           | $25           | $28          | $3,132        | $9,179        | $0            | $9,179        |

**Total Labor Costs (1)**

|       | $25              | $28           | $12,311      |

**ODCs**

|       | $18,590         | $0            | $18,590      |

**Total ODCs (3)**

|       | $25,164         | $25           | $25,192      |

**Total Fee**

|       | $61,069         | $50           | $61,125      |

---

1. The individual hourly rates include salary, overhead and profit.
2. Subconsultants will be billed at actual cost plus 10%.
3. Other direct costs (ODCs) such as reproduction, delivery, mileage (rates will be those allowed by current IRS guidelines), and travel expenses, will be billed at actual cost plus 10%.
DATE: June 4, 2020

TO: Water Resources Committee

FROM: General Manager

SUBJECT: Consider a Resolution Adopting Amendments to the District Administrative Code Article 24 Easements, Encroachments, and Other Permits, and Article 27 Back Flow Prevention

RECOMMENDATION:

It is the Staff recommendation that the Water Resources Committee:

1. Review proposed revisions to Article 24, Easements, Encroachments, and Other Permits, and Article 27 – Back Flow Prevention; and

2. Recommend the Board of Directors adopt a Resolution amending the District’s Administrative Code; and

2. Discuss and take other action as appropriate.

DISCUSSION:

Provided as Attachment B for your review are proposed revisions to Articles 24 and 27 of the District Administrative Code in redline format.

Article 24 has not been revised or amended for several years, so these revisions will clean up old language and conform to current practices and regulations. The proposed changes include:

1- Article 24, Easements, Encroachments, and Other Permits - Updating language to be consistent with current practice, proposing that define and undefined easements are subject to the same quitclaim process and requiring the property owner to pay the assessed value of the easement in addition to District’s processing fees. Also, adding language for District’s policy in regards to unpermitted encroachments on district easements.

2- Article 27, Back Flow Prevention - As directed by the Board of Directors at their May 21, 2020 meeting, further revisions and clarifications were made to the District Administrative Code Article 27 regarding Back Flow Prevention. Provided as Attachment B for your review are further revisions to Article 27 of the District Administrative Code in redline format.

Extensive updates were required to provide adequate protection for District facilities and clearly identify property owner requirements.
These proposed revisions have all been reviewed by General Counsel.

All updates to the Administrative Code must be adopted by resolution. A draft resolution is included as Attachment A.

**FISCAL IMPACT:**

There is no fiscal impact resulting from the review of this item.

Attachment A: Draft Resolution Adopting Amendments to the District Administrative Code – Article 24 and 27

Attachment B: Redlined Versions of Article 24 and 27

Prepared by: Kim Johnson, Executive Assistant
Reviewed by: Chris Bozir, Distribution Operation Manager
Rania Amen, Engineering Services Manager
Approved by: Albert C. Lau, P. E., General Manager
RESOLUTION NO 20--

RESOLUTION OF THE BOARD OF DIRECTORS
OF SANTA FE IRRIGATION DISTRICT
ADOPTING AMENDMENTS TO THE DISTRICT
ADMINISTRATIVE CODE – ARTICLES 24 AND 27

WHEREAS, the Santa Fe Irrigation District ("District") is an irrigation district organized and existing pursuant to the Irrigation District Law, commencing with Section 20500 of the California Water Code; and

WHEREAS, pursuant to Water Code section 22075, the District may do any act necessary to furnish sufficient water in the District for any beneficial use; and

WHEREAS, to facilitate the District’s ability to furnish sufficient water for beneficial use, the District has, from time to time, adopted rules and regulations regarding the operation and administration of the District; and

WHEREAS, the District has compiled the rules and regulations in an Administrative Code; and

WHEREAS, the District has revised the Administrative Code on numerous occasions; and

WHEREAS, the District has reviewed and desires to revise certain Articles of the Administrative Code, as indicated in Exhibit “A”, attached hereto.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Santa Fe Irrigation District as follows:

1. The matters set forth in the recitals to this Resolution are true and correct statements.

2. The amendment of the Administrative Code is not subject to the California Environmental Quality Act.

3. The Santa Fe Irrigation District Administrative Code, Articles 24 and 27 are amended as set forth in Exhibit “A”, attached hereto and incorporated herein.

4. This Resolution shall take effect immediately.

PASSED, ADOPTED, AND APPROVED at a regular meeting of the Board of Directors of the Santa Fe Irrigation District held on the 18th day of June 2020 by the following vote, to wit:
AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

Michael T. Hogan, President

Albert C. Lau, P. E., Secretary

Seal:
ARTICLE 24. EASEMENTS, ENCROACHMENTS, AND OTHER PERMITS

SEC. 24.1 ACCEPTING EASEMENTS
The General Manager of the Santa Fe Irrigation District (the District) is authorized to accept on behalf of the District, any deed or grant conveying any interest in or easement upon real property to the District for public purposes. He is authorized to consent to the recording of any such deed or grant. (Government Code Section 27281).

The General Manager is also authorized to accept easements on behalf of the District dedicated on a final subdivision map. (Government Code Section 66440). When so accepted, the following certificate will be included on the final map:

“Santa Fe Irrigation District, an irrigation District of the State of California, pursuant to a duly adopted resolution of its Board of Directors, hereby accepts the interest in real property shown and designated on this map as being offered for dedication to Santa Fe Irrigation District for the public purposes set forth in the offer to dedicate, and the grantee consents to the recording thereof.

Dated: _______________  SANTA FE IRRIGATION DISTRICT
By:______________________________
General Manager’s Name and Signature
Secretary of the Board of Directors

If the General Manager determines that it is not in the interest of the District to accept a deed or grant, or to execute a certificate on a final map, he shall not accept the deed or grant, or execute the certificate unless instructed to do so otherwise by the Board of Directors.

SEC. 24.2 RELEASE OF EASEMENTS

Sec. 24.2.1 Policy
The District will consider undefined easements for relinquishment, on a case-by-case basis—without value assessed. The District will also relinquish defined easements on a case-by-case basis when in conformance with this policy and in the best interest of the District. A resolution of the Board of Directors is required to release an easement.

Sec. 24.2.2 Procedure

Sec. 24.2.2.1 Definitions
a) An undefined easement is generally considered a blanket easement, which covers the entire parcel.

b) A defined easement is a right-of-way with a given length and width across a defined portion of a parcel.
**Sec. 24.2.2.2 General**

a) **A person applying** for the quitclaim of a District easement must submit proof of property ownership and the existence of the District easement, an appraisal made by a qualified appraiser, the legal description of the property, plus the recording date (date, book and page number of the easement to be released). The applicant must also pay a processing fee, currently $500.00 based on the District’s current Schedule of Fees and Charges, to cover staff time and administrative processing of the request. The person applying for the quitclaim must submit proof of property ownership and existence of the District easement, an appraisal made by a qualified appraiser, the legal description of the property, plus the recording date (date, book and page number of the easement to be released). The following must then be determined by the Board of Directors:

1. Future need of the easement by the District for potable or recycled water.

2. Quitclaim of the easement will not require the District to purchase an alternative easement for a new facility or pipeline.

3. There is no other property that is dependent on the easement proposed for quitclaim for water service now or in the future.

4. Land value of the easement appraised by a qualified appraiser. The person requesting the quitclaim will pay the appraisal cost; however, the District will determine a list of three qualified appraisers from which the owner may select one.

5. Whether the District or its predecessors purchased the easement and, if so, at what was the cost.

b) No value will be assessed to an easement to be quitclaimed if it meets the following criteria:

1. The subject easement was acquired at no cost; and

2. There is not a current or projected need for the easement for potable or recycled water; or

3. There is not a requirement to purchase an alternative easement for a new facility or pipeline; or

4. There is no other property that is dependent on the easement proposed for quitclaim for water service now or in the future.

If approved, the property owner shall pay the assessed value to the District prior to execution and recordation of the quitclaim document. The Board of Directors may
waive the requirement to pay the assessed value if there is a valid public purpose consistent with applicable law.

c). If it is a defined easement and it was purchased by the District or its predecessors the value of the easement would normally be determined by one or more of the following methods:

1. Equivalent land sales in the area multiplied by a factor of encumbrance. Generally, an encumbrance factor of fifty (50) percent is used due to the limiting factors of land use placed in the easement document. The wording of the easement would determine the encumbrance factor.

2. If the District or its predecessors purchase the easement, the actual cost is escalated to present day cost.

3. An appraisal made by a qualified appraiser. The person requesting the quitclaim will pay the appraisal cost; however, the District will determine a list of three qualified appraisers from which the owner may select one.

Where a water pipeline is known to exist in the easement being released, add this note to a note shall be included in the quitclaim noting indicating that a pipeline is being abandoned in place. Show The note shall include the size if known or shown “unknown size” if not known.

The above described real property being quitclaimed includes "AC pipe and one fire hydrant lateral" [description of facilities] buried below the surface of the ground, which are being left in place in an “as-is” condition. Owner of Record acknowledges that the Santa Fe Irrigation District is conveying all rights, title and interest to the easement, right-of-way, and abandoned pipeline to the Owner of Record in an “as-is” condition. Owner of Record acknowledges that the portion of the pipeline not removed by the Owner shall be cut and plugged in accordance with the San Diego Water Agencies’ Standards. Owner of Record further acknowledges that the Santa Fe Irrigation District does not warranty the condition of the abandoned pipeline nor guarantee its fitness for any purpose. Owner of Record agrees to defend, indemnify, protect and hold harmless the Santa Fe Irrigation District, each member of its board of directors, agents, officers and employees from and against any and all claims asserted or liability established for damages or injuries to any person or property including bodily injury to Owner of Record’s employees arising out of or in any manner directly or indirectly connected with Owner of Record’s use of the quitclaimed easement, right-of-way, and abandoned pipeline, however caused, except for the sole negligence, willful misconduct or active negligence of the Santa Fe Irrigation District.

The owner of record shall acknowledge conditions by formal acceptance/signature.
bd) When the District leaves abandons a facility in place, in an “as-is” condition within an easement and determines no future use for the easement, the property owner is notified that they may request the easement be released.

**SEC. 24.3 ENCROACHMENTS ON DISTRICT EASEMENTS**

a) When an encroachment on a District easement or real property is discovered or work undertaken without a valid District "Consent and Agreement Regarding Use of Easement" document or similar document (encroachment agreement), the General Manager may take any or all of the following actions:

1. Give appropriate notice that in the opinion of the District, the current improvement or work constitutes an encroachment and order the work or improvements to be stopped or removed until an encroachment agreement is executed or a determination is made that the work does not constitute an encroachment; and

2. Require the property owner or other person encroaching on the District easement or real property to apply for an encroachment agreement, including the payment of District processing and inspection fees for the encroachment agreement, in addition to any time and materials costs incurred by the District related to inspection of the encroachment before filing of the application. If an encroachment agreement is not applied for within 15 business days after the notice is given, the General Manager may give notice that the District’s real property or easement and any associated facilities, pump stations, pipelines or other appurtenances must be restored to its original condition at the sole cost of the person encroaching upon the property or easement. Should restoration not begin promptly, legal action may be commenced to protect the District’s interests; and

3. If the General Manager determines that reasonable restoration of the site to its lawful condition is infeasible, the General Manager may agree to allow the property owner or other person encroaching on the District easement or real property to mitigate the unauthorized encroachment. Mitigation may include purchase or exchange by the encroacher of like kind real property of similar or greater quality and quantity. Mitigation shall be at the sole cost of the encroacher.

4. Take any or all other actions available under applicable law relating to unauthorized encroachments.

a) When an encroachment on a District easement is requested, the District will evaluate the potential impact including, but not limited to, the following factors:

1. Size and depth of the District's water and/or sewer pipeline(s) within the easement.

2. Water pipeline pressure.

3. Number of customers served by the pipeline or facility.

4. Cost of immediate removal of an encroachment versus the District's need
for access.

5. e) Potential for interference with existing or future facilities and District's access for maintenance, operation, or replacement.

   b) Any existing encroachment that inhibits the District's use of its easement, as determined upon evaluation by the District, shall be removed at the expense of the property owner.

   e) If an encroachment upon the District's easement is to be permitted at the sole discretion of the General Manager, the property owner shall enter into a District standard "Consent and Agreement Regarding Use of Easement" document with the District, which contains such safeguards as deemed necessary and appropriate to protect the District's access to its facilities within the easement. The agreement shall be recorded against the owner's property.

d) A processing fee of $500.00 based on the District’s current Schedule of Fees and Charges must be paid to the District to cover staff and administrative processing of the encroachment request. The owner must submit proof of property ownership and existence of the District easement, the legal description of the property, plus the recording date (date, book and page number) of easement at issue.

SEC. 24.4 OTHER PERMITS AND LICENSES

Sec. 24.4.1 Communication Site License Agreements
The District may, shall, from time to time, at its sole discretion, consider requests from communication providers to enter into communication site license agreement. All requests shall be accompanied by a deposit to be determined at the sole discretion of the General Manager. If a communications site license is to be entered into, it shall be a District standard "Communications Site License Agreement" document with the District which provides all safeguards as deemed necessary and appropriate to protect the District's ability to use its property.

Sec. 24.4.2 Other Licenses and Permits
The District may, at its sole discretion, consider other licenses, leases or permit requests. All requests shall be accompanied by a deposit to be determined by the General Manager.
ARTICLE 27. - BACKFLOW PREVENTION

SEC. 27.1 BACKFLOW PROHIBITED
Cross connections or any type of connection that permits a backflow of water from a supply other than that of the Santa Fe Irrigation District (the District) into the District’s lines are prohibited. A connection creating a potential backflow is not permissible. All installations are subject to inspection and regulation by the District for the purpose of avoiding the possibility of backflow. Backflow prevention devices shall be installed when required by a state or local health agency or by the District. The cost thereof shall be borne by the customer.

Not all backflow devices are designed or installed to protect public water systems. Those devices that are not intended to protect the public water system are not subject to this regulation. Verification of the public water system protection is subject to District’s inspection and verification.

SEC. 27.2 RULES AND REGULATIONS GOVERNING CROSS CONNECTIONS
Pursuant to and in compliance with the provisions of California Code of Regulations, Title 17 related to drinking water, generally accepted engineering practice, recognized health standards and American Water Works Association recommendations, the District has established cross connection rules and regulations. The provisions of the California Administrative Code, Title 17, Public Health, Sections 7583, et seq., as amended from time to time, are hereby adopted by reference as the Rules and Regulations of the Santa Fe Irrigation District and are set forth in District Resolution No. 88-04, and in the Manual for Cross Connection Control published by the Foundation for Cross Connection Control & Hydraulic Research, University of Southern California.

Sec. 27.2.1 Installation and Maintenance of Backflow Preventers.
The District shall determine whether a backflow prevention assembly shall be installed and maintained to protect the public potable water system. The customer shall bear all costs of the installation and maintenance. All required backflow prevention assemblies must be approved by the District and by the University of Southern California School of Engineering, Foundation for Cross Connection and Hydraulic Research. All new installations and replacements shall be reduced pressure principle assemblies.

A. Water System Survey

1. The District shall review all requests for new services to determine what backflow protection is needed. Plans and specifications must be submitted to the District upon request for review of possible cross-connection hazards as a condition of service for new service connections. If it is determined that a backflow prevention assembly is necessary to protect the public water system, the required assembly must be installed before service will be
granted.

2. The District may require an on-premise inspection to further evaluate cross-connection hazards. The District will notify the affected water user of the need for inspection. If, in the judgment of the District, an approved backflow prevention device is required at any water service connection for the safety of the District system, the District shall give notice in writing to the affected water user to install an approved backflow prevention device at each of the water user's water service connections. Within the time prescribed by the District, the water user shall install such approved device or devices at the water user's sole expense. Failure, refusal or inability on the part of the water user to install said device or devices shall immediately constitute grounds for discontinuing water service to such water service connections until such device or devices have been properly installed and tested.

3. The District may, at its sole discretion, require a re-inspection for cross-connection hazards of any premise to which it serves water. The District will notify in writing the affected water user of the need for inspection. Any water user who cannot or will not allow an on-premise inspection of his/her piping system may be required to install the backflow prevention assembly the District considers necessary. Failure, refusal or inability on the part of the water user to install said device or devices shall immediately constitute grounds for discontinuing water service to such water service connections until such device or devices have been properly installed and tested.

4. All water user systems shall be open for inspection at all reasonable times to authorized representatives of the District to enable the District to ascertain the existence of cross-connection or other structural or sanitary hazards, including violations of this Code. When such a condition becomes known, the District shall deny or immediately discontinue service to the premises by providing for a physical break in the service line until the water user has corrected the condition(s) in conformance with State laws and District Codes relating to plumbing and water supplies, and with regulations adopted pursuant thereto.

5. Upon request by the water user the District will re-inspect the customer’s premises to verify compliance. A written report of the inspection shall be made by the District and a copy will be given the customer. The report shall evaluate existing or potential hazards to the public water supply.

B. Water User Notification-Approved Backflow Prevention Assembly Installation

1. If the survey completed identifies corrective action, the District will notify the water user of the survey findings, listing the corrective actions to be taken. A period of thirty (30) days will be given to complete all corrective actions.
required, including installation and testing of backflow prevention assemblies. Failure, refusal or inability on the part of the water user to install said device or devices shall immediately constitute grounds for discontinuing water service to such water service connections until such device or devices have been properly installed and tested. A 48 hour lock off notice will be given to the customer prior to discontinuing service.

2. The District may provide additional notification and/or time to make the necessary repairs as it deems necessary. This will be addressed on a case-by-case basis.

C. Water User Notification-Annual Backflow Testing and Maintenance

1. The District will notify each affected water user, who must continue to maintain a backflow preventer, when it is time for the backflow prevention assembly installed on its service connection to be tested.

The notice shall contain the following information:

a) The backflow assembly location and account number (or other appropriate identification numbers).

b) A statement that the water user is responsible for providing for the routine maintenance, repair, and testing.

c) That the testing requirement is made under the authority of the California Code of Regulations, Title 17, and this Article.

d) A deadline of 60 days by which the assembly must be tested and repaired if necessary.

e) That if the water user fails to test or repair an assembly within the time period required by the notices, the District may terminate water service to the affected water user.

f) The District contact person, including address and phone number.

g) A report form for the water user to use to submit the test results.

2. A second notice shall be sent to each water user who does not have its backflow prevention assembly tested as prescribed in the initial notice within the required period. The second notice will provide an additional 30 days for compliance.

3. A third notice will give the water user a 15 day period to have its backflow prevention assembly tested. If no action is taken within this time period, the
District will terminate water service to the affected water user until the subject backflow assembly is tested without further notice.

4. The District may provide additional notification and/or time to make test and make necessary repairs as it deems necessary. This will be addressed on a case-by-case basis.

D. Water Service Termination

1. When the District encounters water users that represent a clear and immediate hazard to the potable water supply that cannot be immediately abated, the District shall discontinue water service immediately. Such termination shall be made by the District in its sole discretion. The District will notify the affected water user in writing via door tag and by telephone, if possible.

2. No premises shall be connected to the District system or receive water service unless the District system is protected as required by State laws and regulations and by this Code. Service of water to any premises shall be discontinued by the District if a backflow prevention assembly required by this Code is not installed, tested, and maintained, or if it is found that a backflow prevention assembly has been removed, bypassed, or if any unprotected cross-connection exists on the premises. Service will not be restored until such conditions or defects are corrected.

E. Maintenance of Records

The District shall maintain such records so as to be able to effectively manage a cross-connection control program. These records shall be kept as required by the provisions of the California Code of Regulations, Title 17, related to drinking water.

F. Backflow Prevention Assembly Removal

Approval must be obtained from the District before a backflow prevention assembly is removed, relocated or replaced. The use of an assembly may be discontinued and the assembly removed from service only upon determination by the District that a hazard no longer exists or is not likely to be created in the future.

Section. 27.2.2 Charges

The Board of Directors shall establish, and may from time to time alter, a schedules of fees and charges to offset the District’s costs incurred to disconnect and/or reconnect a service because of noncompliance under this Article. It shall be policy of the District that the water user, whose premises caused the need to protect the District water supply, shall be responsible to pay the cost
of that protection, including the District's costs.

SEC. 27.3 ANNUAL TESTING BY CUSTOMER
The customer will own the backflow assembly and will have the full responsibility for annual testing (or more often if required by the District), maintenance, repair and retesting, and for providing the District with proper records and test data.

Sec. 27.3.1 Responsibility of Costs
All cost for installation, test and repair are borne by the customer. Inspection will be the responsibility of the District.

SEC. 27.4 PURPOSES OF CROSS CONNECTION RULES AND REGULATIONS

Sec. 27.4.1
To protect the District system and the customer’s home from the possibility of contamination or pollution, by isolating within customer systems such contaminants or pollutants which could backflow or back-siphon into the District’s public water system; and

Sec. 27.4.2
To provide for the maintenance and continuing program of cross-connection control which will systematically and effectively prevent the contamination or pollution of the District system.

SEC. 27.5 DEFINITION OF TERMS
Whenever in Resolution No. 88-04, or in any document where they govern, the following terms are used, they shall be defined as follows:

a) Approved. Accepted by the Board as meeting an applicable specification stated or cited in these rules, as suitable for the proposed use.

b) Auxiliary Water Supply. Any water supply, other than the District system, on or available to a customer system. These auxiliary waters may include water from another purveyor’s public potable water supply or any natural source(s) such as well, spring, river, stream, lagoon, estuary, etc., or “used waters” or “industrial fluids.” These waters may be polluted or contaminated, or they may be objectionable, and constitute an unacceptable water source over which the District does not have control.

c) Backflow. The flow of water (or other liquids, mixtures or substances) under pressure into the District system from any source or sources other than its intended source.

d) Back-siphonage. The flow of water (or other liquids, mixtures or substances) into the District system from any source other than its intended source, caused by the sudden reduction of pressure in the District’s system.

e) Backflow Preventer. An assembly or means designed to prevent backflow or back-siphonage.
1. **Air Gap.** A physical break between the supply line and a receiving vessel.

3. **Double Check Valve Assembly (DC).** The term "double check valve assembly" shall mean an assembly of two internally loaded, independently acting check valves, including resilient seated shut-off valves on each end of the assembly and test cocks for testing the water tightness of each check valve.

2. **Reduced Pressure Principle Assembly (RP).** A backflow preventer incorporating not less than two check valves, and automatically operated deferential relief valve located between the two check valves, a tightly closing shut-off valve on each side of the check valve assembly, and equipped with necessary test cocks for testing. To be approved, these assemblies must be readily accessible for in-line maintenance and testing and be installed in a location where no part of the assembly will be submerged.

f) **Board.** The Board of Directors of the District.

g) **Contamination.** The impairment of the quality of the potable water by sewage, industrial fluids or waste liquids, compounds, other materials or stagnant water to a degree which creates an actual hazard to the public health through poisoning or through the spread of disease.

h) **Control.** The right and power over the sanitary quality of water.

i) **Cross-Connection.** Any physical connection, or arrangement of piping fixtures, between two otherwise separate piping systems, one of which contains potable water and other of which contains non-potable water or industrial fluids or questionable safety, through which, or because of which, backflow or back-siphonage may occur into the District system. A metered water service connection between the District system and a customer system which is cross-connected to a contaminated fixture, industrial fluid system or with a potentially contaminated supply or auxiliary water system, constitutes one type of cross connection. Other types of cross-connections include connectors such as swing connections, removable sections, four-way plug valves, spools, dummy sections of pipe, swivel or changeover assemblies, sliding multiport tube, solid connections, etc.

j) **Cross-Connection Control by Containment.** The installation of an approved backflow prevention assembly in any customer system at the metered water service connection.

k) **Designee.** An employee of the District designated by the Manager to enforce the provisions of these rules.

l) **District.** The Santa Fe Irrigation District.

m) **Hazard, Degree of.** The term is derived from an evaluation of the potential risk to the public health and the adverse effect of the hazard upon the District system.
1. **Hazard - Health.** Any condition, assembly, or practice in the District system, or its operation, which could create, or in the judgment of the Board may create, a danger to the health and well-being of any water customer.

2. **Hazard - Pollution.** An actual or potential threat to the physical properties, or to the potability of the District system, which would constitute a nuisance or be aesthetically objectionable or could cause damage to the District system, but would not be dangerous to health.

3. **Hazard - System.** An actual or potential threat of severe damage to the physical properties of the water system or of a pollution or contamination which would have a protracted effect on the quality of the potable water in the District system.

n) **Industrial Fluids System.** Any system containing a fluid or solution, which may be chemically, biologically or otherwise contaminated or polluted in a form or concentration such as would constitute a health, system pollution or plumbing hazard if introduced into the District system. “Industrial fluids systems” include, but are not limited to, polluted or contaminated water; all types of process water and “used waters” originating from the District system which may have deteriorated in sanitary quality; chemicals in fluid form; plating acids and alkalies; circulated cooling waters connected to an open cooling tower and/or cooling towers that are chemically or biologically treated or stabilized with toxic substances; contaminated natural waters such as from wells, springs, streams, rivers, bays, harbors, seas, irrigation canals or systems, etc.; oils, gases, glycerine, paraffins, caustic and acid solutions and other liquid gaseous fluids used for industrial or other purposes or for fire-fighting purposes.

o) **Manager.** The General Manager of the District.

p) **Pollution.** The presence of any foreign substance (organic or biological) in water which tends to degrade its quality so as to constitute a hazard or impair the usefulness or quality of the water to a degree which does not create an actual hazard to the public health but which does adversely and unreasonably affect such waters for domestic use.

q) **Reclaimed Water-** Wastewater which as a result of treatment is suitable for uses other than potable use.

r) **Water - Metered Water Service Connection.** The terminal end of a service connection from the District system (that is, where the District loses control over the water at its point of delivery to the customer system), being the downstream end of the meter. There should be no unprotected takeoffs from the service line ahead of any backflow prevention assembly. Service connections shall also include metered water service connections from a fire hydrant and all other temporary or emergency water service connections from the District system.

s) **Water - Unmetered Water Service Connection.** The terminal end of the District system for unmetered service such as automatic fire sprinkler systems. The District system stops at the property line or check valve.
t) Water - Nonpotable. Water which is not safe for human consumption or which is of questionable potability.

u) Water - Potable. Any water which, according to recognized standards, is safe for human consumption.

v) Water System. The water system is made up of two parts; namely, the District system and the customer’s system.

1. The District system consists of the source and the distribution system under the complete control of the District, up to the point where the customer’s system begins.
   a. The source shall include all components of the facilities utilized in the production, treatment, storage, and delivery of water to the distribution system.
   b. The distribution system shall include the network of conduits used for the delivery of water from the source to the customer systems.

The customer systems consist of all water components beyond the metered water service connection, or at the property line and/or check valve in the case of a fire sprinkler system.

w) Water - Used.-Any water supplied by the District from the District system to a customer system after it has passed through the metered water service connection and is no longer under the control of the District.

x) Water User-Any person obtaining water from a public water supply.

SEC. 27.6 RESPONSIBILITY
The District shall be responsible for monitoring the distribution system for prevention of contamination or pollution due to the backflow or back-siphonage of contaminants or pollutants through the metered or unmetered water service connections.

Sec. 27.6.1. Pursuant to and in Compliance with the provisions of California Code of Regulations, Title 17, related to drinking water, the water supplier shall protect the public water supply from contamination. If, in the judgment of the District’s Cross Connection Control Specialist, an approved backflow prevention assembly is required at any water service connection for the safety of the system, the cross control coordinator shall give notice in writing to the affected customer to install an approved backflow prevention assembly at each of such customer’s water service connections. Within the time prescribed by the coordinator, the customer shall install such approved assembly or assemblies at the customer’s expense. Failure, refusal or inability on the part of the customer to install said assembly or assemblies shall immediately constitute a ground for discontinuing water service to such metered water service connections until such assembly or assemblies have been properly installed.
**Sec. 27.6.2.**
If the customer files with the District a written protest of the hazard involved and the protection required to be provided, the matter shall be referred by the District to the appropriate health agency. If the protest involves a new meter installation, the District shall not commence water service until after the health agency has delivered its written decision to the District. The written decision of the health agency shall be final.

**SEC. 27.7  IMPLEMENTATION**

**Sec. 27.7.1**
No water service connection to any premises shall be placed in service by the District unless the District system is protected as required by State laws and regulations and by these rules. Service of water to any premises shall be immediately discontinued by the District if a required backflow prevention assembly is not installed, tested and maintained, or if it is found that a backflow prevention assembly has been removed, by-passed, or if an unprotected cross-connection exists on the premises. Service will not be restored until such conditions or defects are corrected.

**Sec. 27.7.2**
All customer systems shall be open for inspection at all reasonable times to authorized representatives of the District to enable the District to ascertain the existence of cross-connections or other structural or sanitary hazards, including violations of these rules. When such a condition becomes known, the District shall deny or immediately discontinue service to the premises by providing for a physical break in the service line until the customer has corrected such condition(s) in conformance with State laws and the District resolutions relating to plumbing and water supplies, and with regulations adopted pursuant thereto.

**Sec. 27.7.3**
An approved backflow prevention assembly shall be installed on each service connection to a customer system at or near the property line or immediately inside the building being served; but, in all cases, such assembly shall be installed before the first branch line leading off the service wherever the following conditions exist:

**Sec. 27.7.3.1**
In the case of premises having an auxiliary water supply that is not, or may not be, of safe bacteriological or chemical quality and which is not acceptable as an additional source by the District, the District system shall be protected against backflow from the premises by the installation of a backflow prevention assembly in the customer system appropriate to the degree of hazard.

**Sec. 27.7.3.2**
Whenever backflow protection has been found necessary on a customer system, all water service connections shall be protected by an approved backflow assembly regardless of whether or not any are being used.
Sec. 27.7.3.3

In the case of premises on which any industrial fluid, or any other objectionable substance, is handled in such a fashion as to create an actual or potential hazard to the District system, including the handling or process waters and water originating from the District system which have been subject to deterioration in quality, the District system shall be protected against backflow by the installation of a reduced pressure principle backflow prevention assembly (RP).

Sec. 27.7.3.4.

Whenever the following conditions exist on any premises, the District system shall be protected against backflow by the installation of a reduced pressure principle backflow prevention assembly (RP).

A. Internal cross-connections that cannot be permanently corrected or controlled; or

B. Intricate plumbing and piping arrangements; or

1. Where entry to all portions of the premises is not readily accessible for inspection purposes, making it impracticable or impossible to ascertain whether or not dangerous cross-connections exist.

   a. In the case of any premises where there is an auxiliary water supply as stated in Subsection C(1), and such supply is not subject to any of the following rules, the District system shall be protected by approved reduced pressure principle backflow prevention assembly (RP).

   b. In the case of any premises where there is water or substance that would be objectionable, but not hazardous to health, if introduced into the District system, the District system shall be protected by an approved reduced pressure principle backflow prevention assembly (RP).

   c. In the case of any premises where there is any material dangerous to health which is handled in such a fashion as to create an actual or potential hazard to the District system, the District system shall be protected by an approved reduced pressure principle backflow prevention assembly (RP) Examples of premises where these conditions will exist include sewage treatment plants, sewage pumping stations, chemical manufacturing plants, hospitals, mortuaries and plating plants.

   d. In the case of any premises where there are “uncontrollable” cross-connections, either actual or potential, the District system shall be protected by an approved reduced pressure principle backflow prevention assembly (RP)

   e. In the case of any premises where, because of security requirements or other prohibitions or restrictions or size of the premises, it is impossible or impractical to make a complete in-plant cross connections survey, the District system shall be protected against backflow or back-siphonage from the
premises by the installation of a backflow prevention assembly. In this case, maximum protection will be required; that is, an approved reduced pressure principle backflow prevention assembly shall be installed in each water service connection to the premises.

f. A reduced pressure principle backflow prevention assembly (RP) as near to the metered water service connection as possible, will be required on all premises where sewage, toxic wastes, or other injurious materials are pumped, processed or treated. Also, on any premises where because of the size or impracticality of conducting complete in-plant inspections, reduced pressure principle backflow assemblies will be required. In general, a reduced pressure principle backflow prevention assembly (RP) will be required for any of the following uses of property or conditions:

a) All apartments, condos, or multifamily complexes.

b) All commercial, agricultural, governmental, industrial, institutional or medical properties.

c) All water services dedicated for fire protection.

d) All water service dedicated for potable irrigation.

e) Any premise with a private booster pump, or private lift station.

f) Auxiliary water system (interconnected).

g) Premises where reclaimed or grey water is used.

h) Sewage treatment plant or pump station

Sec. 27.7.4
Any backflow prevention assembly required by Resolution No. 88-04 shall be of a model and size approved by the District. The term “Approved Backflow Prevention Assembly” shall mean an assembly that has been manufactured in full conformance with the standards established under the provisions of California Code of Regulations, Title 17, related to drinking water.

Laboratory and field performance specifications are established by the “Foundation for Cross-Connection Control and Hydraulic Research of the University of Southern California”.

Final approval shall be evidenced by a “Certificate of Approval” issued by an approved testing laboratory and organization which has demonstrated its competency to perform such tests to the State Water Resources Control Board.

Sec. 27.7.5
The following testing laboratory is hereby approved by the Board to test and certify backflow preventers:
Sec. 27.7.6
It shall be the duty of the customer/user at any premises where backflow prevention assemblies are installed, as required by the District and the California Code of Regulation Title 17 related to drinking water, to have certified inspections and operational tests made at least once per year. In those instances where the District deems the hazard to be great enough, it may require certified inspections at more frequent intervals. These inspections and tests shall be at the expense of the customer/user, and shall be performed by a qualified certified tester. It shall be the duty of the District to see that these timely tests are made. These assemblies shall be repaired, overhauled or replaced at the expense of the customer/user whenever said assemblies are found to be defective. Records of such tests, repairs and overhaul shall be kept and made available to the District.

Sec. 27.7.7 Fire Detector Checks

Sec. 27.7.7.1 Double Check Detector Assemblies (DC) and Reduced Pressure Detector Assemblies (RP) are the only detector check backflow prevention assemblies approved for backflow protection by the District. Single check fire detector assemblies are not an approved backflow prevention assembly and are not approved for use. Requirements for the installation of fire detector checks are listed below:

a) Prior to the installation of any fire protection system, submit plans to the District for approval. Plans submitted to the District shall have the approval of the Fire Marshal who has jurisdiction of the premises. Plans received by the District without Fire Marshal approval will be returned without review for re-submittal.

b) All installations of backflow protection assemblies shall be inspected and approved by the District prior to placing the fire system in service.

c) All costs for the installation, inspection, testing, and maintenance of the backflow prevention assemblies shall be the sole responsibility of the water user.

d) The water user shall maintain the physical condition of the fire detector check assemblies and shall be solely responsible for any claims that may arise from injuries or damages caused by the fire detector check assemblies.

Sec. 27.7.8 Existing Non-Conforming Fire Detector Check Assemblies

There are currently a number of fire detector check devices in use at properties within the District which do not meet the standards for backflow protection pursuant to the provisions of California Code of Regulations, Title 17, related to drinking water. These detector checks do not provide an acceptable level of protection for the potable water system from various hazards present in
commercial fire protection systems. These hazards include degraded water quality in the sprinkler systems, iron bacterium, as well as lead concentrations above acceptable levels in the detector check devices themselves. It is the finding of the District that these devices may pose a threat to the public water supply and that all non-conforming commercial fire detector checks must be replaced at the sole expense of the property owner and/or water user.

As the replacement of these devices may constitute a significant expense, the District will allow a grace period of five (5) years after notification for water users/owners to replace non-conforming devices with devices that meet the requirements of this Code. The District will notify all water users and property owners affected by this requirement upon discovery of these non-conforming devices by certified mail within 30 days and on an annual basis until such time as the grace period has elapsed. Any water user who fails to comply with this requirement is subject to water service termination in accordance with this Code. The District will notify the water users/owner in writing by certified mail of water services termination and will send a copy of such notice to the applicable fire department.
DATE: June 4, 2020

TO: Water Resources Committee

FROM: General Manager

SUBJECT: Consider Adoption of Amended Local Guidelines for Implementing the California Environmental Quality Act

RECOMMENDATION:

It is the Staff recommendation that the Water Resources Committee:

1. Review and discuss amending and adopting Local Guidelines for Implementing the California Environmental Quality Act; and

2. Recommend the Board adopt a resolution amending and adopting Local Guidelines for implementing the California Environmental Quality Act (2020 Revision); and

3. Take other action as appropriate.

DISCUSSION:

The California Environmental Quality Act (“CEQA”), codified at Public Resources Code section 21000 et seq., is California’s most comprehensive environmental law. It generally requires public agencies to evaluate the environmental effects of their actions before they are taken. CEQA also aims to prevent significant environmental effects from occurring as a result of agency actions by requiring agencies to avoid or reduce, when feasible, the significant environmental impacts of their decisions.

Best, Best & Krieger, LLP (BB&K) has prepared the 2020 update to the Local Guidelines for Implementing the California Environmental Quality Act (Local Guidelines) in compliance with CEQA’s requirements. The Local Guidelines are designed to assist the District in assessing the environmental implications of a project prior to its approval, as mandated by CEQA. These Guidelines have been revised to reflect recent changes in the State CEQA Guidelines and relevant court opinions. These Local CEQA Guidelines also provide instructions and forms for preparing all environmental documents required under CEQA. BB&K outlined those changes to the local guidelines and presented those revisions to the District in the document entitled “2020 Summary of Changes to Local CEQA Guidelines” (Attachment A). The District currently follows the 2019 version of the Local Guidelines prepared by BB&K and typically updates the document at the end of each fiscal year to incorporate any applicable changes in the law.
District staff will consult with legal counsel, as necessary, for projects that may relate to the changes. The change in fees for filing CEQA documents could impact the District on future projects. A full copy of the proposed 2020 Local Guidelines for Implementing the California Environmental Quality Act is available at the District Office front counter, and may be accessed on the District website by clicking the link below:

www.sfidwater.org/CEQA

CEQA requires all public agencies to adopt specific objectives, criteria, and procedures for the evaluation of public and private projects undertaken or approved by such public agencies. Board adoption of a Resolution (Attachment B) will achieve this requirement.

**FISCAL IMPACT:**

No direct fiscal impact as a result of this item. The change in fees for filing CEQA documents could have a minor impact the District on future projects.

Attachment A: 2020 Summary of Changes to Local CEQA Guidelines
Attachment B: Draft Resolution Amending and Adopting Local Guidelines for Implementing the California Environmental Quality Act

Prepared by: Marissa Potter, P.E., Associate Civil Engineer
Reviewed by: Rania Amen, P.E., Engineering Services Manager
Approved by: Albert C. Lau, P.E., General Manager
Memorandum

TO: Santa Fe Irrigation District
FROM: Best Best & Krieger LLP
DATE: March 18, 2020
RE: 2020 Summary of Changes to Local CEQA Guidelines

Public agencies are required to adopt implementing procedures for administering their responsibilities under the California Environmental Quality Act (“CEQA”). Accordingly, we have drafted the 2020 Local Guidelines for Implementing the California Environmental Quality Act (“Local Guidelines”) to reflect recent amendments to CEQA, as codified in the Public Resources Code. We recommend that your District adopt the updated Local Guidelines within a month of receiving them from Best Best & Krieger LLP (“BB&K”).

The Local Guidelines, the related CEQA forms, and other important legal alerts may be accessed via the BB&K CEQA client portal at www.bbklaw.net/CEQA. For technical support, please contact Tammy Ingram at tammy.ingram@bbklaw.com.

This memorandum summarizes the substantive amendments to your Local Guidelines. These Local Guidelines and this memorandum are designed to help the District assess the environmental implications of a project prior to its approval, as mandated by CEQA. We still recommend, however, that you consult with an attorney when you have specific questions on major, controversial, or unusual projects or activities.

REVISIONS TO LOCAL GUIDELINES

Edits were made throughout the Local Guidelines and the related CEQA forms. This memorandum summarizes the most significant and noteworthy of those edits.

Supplemental Authority Provided For Reference

We have supplemented the Local Guidelines with citation to specific provisions of CEQA and/or the State CEQA Guidelines. These citations generally appear at the end of most sections, and they are intended to provide an additional reference point to guide your District should questions arise on how to implement a specific Local Guidelines.

Revised Sections

1. FORMER SECTION 3.17 ROADWAY IMPROVEMENTS

From January 1, 2013 to December 31, 2019, Public Resources Code section 21080.37 provided that projects to repair, maintain, or make minor alterations to an existing roadway were statutorily exempt from CEQA if certain conditions were met. This statutory exemption—codified in previous iterations of these Local Guidelines at Section 3.17—has been repealed. We have thus deleted the section relating to this statutory exemption from the Local Guidelines.
2. **SECTION 3.20 TRANSFER OF LAND FOR THE PRESERVATION OF NATURAL CONDITIONS**

Section 3.20 has been added to the Local Guidelines to reflect a new—but narrow—statutory exemption set forth at Public Resources Code section 21080.28. This exemption applies to the acquisition, sale, or other transfer of interest in land by a public agency for the purpose of fulfilling any of the following purposes: (1) preservation of natural conditions existing at the time of transfer, including plant and animal habitats, (2) restoration of natural conditions, including plant and animal habitats, (3) continuing agricultural use of the land; (4) prevention of encroachment of development into flood plains; (5) preservation of historical resources; or (6) preservation of open space or lands for park purposes.

This exemption is narrow, however, as it applies only to the acquisition, sale, or other transfer of land for one of the above-referenced purposes. The exemption does not apply to the entirety of the project for which the land is acquired, sold, or transferred. Rather, the exemption requires environmental review before any project approval that would authorize physical changes to the land at issue.

3. **SECTION 5.09 DETERMINING THE SIGNIFICANCE OF TRANSPORTATION IMPACTS**

In December 2018, the Office of Administrative Law approved its first comprehensive update of the State CEQA Guidelines in many years. One of its most significant revisions to the State CEQA Guidelines concerned a change in how transportation impacts must be analyzed under CEQA. In particular, Section 15064.3 of the State CEQA Guidelines provides that “vehicle miles traveled,” or VMT, shall be the most appropriate measure of transportation impacts. VMT refers to the amount and distance of automobile travel attributable to a project.

Under Section 15064.3, VMT shall replace a proposed project’s effect on automobile delay—generally measured by “level of service” or LOS—as the appropriate measure for transportation impacts. Accordingly, a project’s effect on automobile delay shall no longer constitute a significant transportation environmental impact under CEQA. Section 15064.3, however, provides that its provisions will not go into effect until July 1, 2020, unless a lead agency elects to be governed by its provisions earlier.

Section 5.09 of the Local Guidelines acknowledges and addresses Section 15064.3. This section makes clear that unless the District has established otherwise via a separate action, the District does not elect to be governed by the provisions of Section 15064.3 before July 1, 2020.

Please note that after July 1, 2020, the District will be bound by Section 15064.3. This does not mean, however, that the District must necessarily adopt any new thresholds of significance relating to VMT—though the District may seek to adopt a threshold of significance if it is so inclined.

4. **SECTION 9.03 INTERIM MOTEL HOUSING PROJECTS**

The Legislature has enacted a series of statutory exemptions that serve to streamline the entitlement process for certain affordable housing projects. We have added Section 9.03 to the
Local Guidelines to reflect the enactment of Public Resources Code section 21080.50, which statutorily exempts “interim motel housing projects” from CEQA. A project is exempt from CEQA as an “interim motel housing project” where the project consists of the conversion of a structure with a certificate of occupancy as a motel, hotel, residential hotel, or hostel to supportive or transitional housing, and the conversion meets at least one of the following conditions: (1) the conversion does not result in the expansion of more than 10 percent of the floor area of any individual living unit in the structure; and (2) the conversion does not result in any significant effects relating to traffic, noise, air quality, or water quality.

5. **SECTION 9.04 SUPPORTIVE HOUSING AND “NO PLACE LIKE HOME” PROJECTS**

Section 9.04 reflects the enactment of a new chapter to CEQA—Chapter 5.5 of Division 13 of the Public Resources Code—concerning “No Place Like Home projects.” A “No Place Like Home project” is a permanent supportive housing project that meets the criteria for funding pursuant to the No Place Like Home Program (codified at Section 5849.1, et al. of the Welfare & Institutions Code) and for which a public agency applies for, or receives, funding from the Department of Housing and Community Development.

Under the newly enacted provisions, the award of funding for a “No Place Like Home project” is statutorily exempt from CEQA. Moreover, a supportive housing project may be exempt from CEQA if the supportive housing project meets certain criteria. A “supportive housing” project is a project that provides housing with no limit on length of stay; that is occupied by persons with disabilities, families who are homeless, or homeless youth; and that is linked to onsite or offsite services that assist the supportive housing resident to retain housing, improve their health status, and maximize their ability to live and, when possible, work in the community.

6. **SECTION 9.05 SHELTER CRISIS AND EMERGENCY HOUSING**

Section 9.05 reflects a recently enacted (but very narrow) statutory exemption that applies to action taken by certain cities, counties, or state agencies to lease, convey, or encumber land owned by a city or county—or an action to facilitate the lease, conveyance, or encumbrance of land owned by the local government—for, or to provide financial assistance to, a homeless shelter constructed pursuant to the provisions of Government Code section 8698.4. This narrow exemption applies to specified efforts to assist specified cities or counties that have declared a shelter crisis and seek to build a homeless shelter.

**Other Changes**

Effective January 1, 2020, the Department of Fish and Wildlife has increased its fees. For a Negative Declaration or a Mitigated Negative Declaration, the new filing fee is $2,406.75. For an EIR, the new filing fee is $3,343.25. For an environmental document pursuant to a Certified Regulatory Program, the filing fee has been increased to $1,136.50.
Conclusion

As always, CEQA remains complicated and, at times, challenging to apply. The only constant in this area of law is how quickly the rules change. Should you have questions about any of the provisions discussed above, or about the environmental review of any of your District’s projects, please contact a BB&K attorney for assistance.

BEST BEST & KRIEGER LLP
RESOLUTION NO. 20-__

A RESOLUTION OF THE SANTA FE IRRIGATION DISTRICT
AMENDING AND ADOPTING LOCAL GUIDELINES FOR
IMPLEMENTING THE CALIFORNIA ENVIRONMENTAL
QUALITY ACT (PUB. RESOURCES CODE §§ 21000 ET SEQ.)

WHEREAS, the California Legislature has amended the California Environmental Quality Act (“CEQA”) (Pub. Resources Code §§ 21000 et seq.), the Natural Resources Agency has amended portions of the State CEQA Guidelines (Cal. Code Regs, tit. 14, §§ 15000 et seq.), and the California courts have interpreted specific provisions of CEQA and the State CEQA Guidelines; and

WHEREAS, Public Resources Code section 21082 requires all public agencies to adopt objectives, criteria and procedures for (1) the evaluation of public and private projects undertaken or approved by such public agencies, and (2) the preparation, if required, of environmental impact reports and negative declarations in connection with that evaluation; and

WHEREAS, the Santa Fe Irrigation District must revise its local guidelines for implementing CEQA to make them consistent with the current provisions and interpretations of CEQA and the State CEQA Guidelines.

NOW, THEREFORE, the Santa Fe Irrigation District ("District") hereby resolves as follows:

SECTION 1. The District hereby adopts the “2020 Local Guidelines for Implementing the California Environmental Quality Act,” a copy of which is on file at the offices of the District and is available for inspection by the public.

SECTION 2. All prior actions of the District enacting earlier guidelines are hereby repealed.

ADOPTED this 18th day of June 2020.

AYES: 
NAYS: 
ABSTAIN: 
ABSENT:

__________________________________________
Michael T. Hogan, President

ATTEST:

__________________________________________
Albert C. Lau, P.E., Secretary

Agenda page 86
Water Resources Committee
June 4, 2020
DATE: June 4, 2020

TO: Water Resources Committee

FROM: General Manager

SUBJECT: Consider Authorizing the General Manager to Execute Services Agreement for Traffic Control Service

RECOMMENDATION:

It is the Staff recommendation that the Water Resources Committee:

1. Recommend the Board of Directors authorize the General Manager to execute an agreement with Cecelia’s Safety Service Inc, for an amount not to exceed $233,820 for traffic control services for FY21; and

2. Discuss and take other action as appropriate.

BACKGROUND:

Since 2008, the District has contracted for traffic control service on an as needed basis, for work activities that are performed within the public right of way. These activities generally include new service installations, maintenance, repairs and other construction activities within the distribution system. Traffic control services can be readily outsourced since it does not require specific knowledge of District facilities to perform, and allows highly trained Construction and Operations staff to focus on performing the technical worked needed throughout the distribution system.

While Construction and Operations staff are continuously trained in traffic control and flagger safety, to enable them to quickly mobilize and respond to emergency situations, utilizing an outside contracting service for routine traffic control service has proven to be the most cost effective means to perform these duties. The District’s current service agreement for traffic control services expires on June 30, 2020.

DISCUSSION:

In order to develop the scope of work to provide vendors for bid purposes, Staff reviewed historical activity for installations and repairs to estimate the annual level of service required. It is estimated that approximately 180 working days of traffic control services will be required for FY21 based on this.

A request for quotes (RFQ) was issued for as-needed traffic control service on May 3, 2020 based on an 8-hour work day and during normal working hours. Four quotes were received from qualified traffic control vendors. The results are summarized in the table below, with Cecelia’s
Safety Service, Inc., as the lowest responsive bidder. Cecelia’s has provided traffic control services to the District from FY18 thru FY20 and has met all performance expectations.

<table>
<thead>
<tr>
<th>Company</th>
<th>Cost per Day</th>
<th>FY21-22 Estimated Cost (180 work days per FY21)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cecelia’s Safety Service</td>
<td>$1,299</td>
<td>$233,820</td>
</tr>
<tr>
<td>Hudson Safe-T-Lite Rentals</td>
<td>$1,360</td>
<td>$244,800</td>
</tr>
<tr>
<td>Bechtel Services</td>
<td>$1,980</td>
<td>$356,400</td>
</tr>
<tr>
<td>AirX</td>
<td>$2,800</td>
<td>$504,000</td>
</tr>
</tbody>
</table>

Staff recommends that an as-needed service contract be awarded to Cecelia’s Safety Service Inc in the amount not to exceed $233,820.

**FISCAL IMPACT:**

The proposed traffic control service agreement is for $233,820. This agreement also includes the option of renewal for no more than two (2) additional one-year terms. The as-needed contract has an allowance of increases no greater than 5%. It is estimated that $95,000 of the traffic control services cost will be funded by development related work. Developers are charged based on a time and materials basis so all costs associated with these jobs are recovered through reimbursements. The net financial impact to the district for traffic control service is estimated to be $138,820. The proposed FY21 Operations and Maintenance budget as presented on May 21, 2020 and requested for adoption on June 18, 2020 includes sufficient funding ($430,000 for Traffic Control and Paving) for these services.

Prepared by: Chris Bozir, Distribution System Manager
Approved by: Albert C. Lau, P.E., General Manager
DATE:       June 4, 2020
TO:         Water Resources Committee
FROM:       General Manager
SUBJECT:    Consider Authorizing the General Manager to Execute Purchase Contracts for Bulk Chemicals for the R.E. Badger Filtration Plant

RECOMMENDATION:

It is the Staff recommendation that the Water Resources Committee:

1. Recommend that the Board of Directors authorize the General Manager to execute bulk chemical purchase contracts with the suppliers identified in the table below at the specified unit costs:

<table>
<thead>
<tr>
<th>Treatment Chemical</th>
<th>Supplier</th>
<th>Unit Cost</th>
<th>Estimated Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sodium Chlorite</td>
<td>Evoqua</td>
<td>$0.6433/lb</td>
<td>$184,145.00</td>
</tr>
<tr>
<td>Aqua Ammonia</td>
<td>Hill Bros.</td>
<td>$0.149/lb</td>
<td>$22,344.00</td>
</tr>
<tr>
<td>Caustic Soda</td>
<td>JCI Jones Chemical</td>
<td>$0.305/lb</td>
<td>$107,591.00</td>
</tr>
<tr>
<td>Cationic Polymer</td>
<td>SNF/Polydyne</td>
<td>$0.370/lb</td>
<td>$85,117.00</td>
</tr>
</tbody>
</table>

2. Discuss and take other action as appropriate.

DISCUSSION:

R.E. Badger Filtration Plant (Plant) utilizes a variety of treatment chemicals in the water treatment process. The District purchases these chemicals in bulk from a variety of suppliers and typically procures these supplies under two year term contracts. The FY21 budget includes funding for the purchase of treatment chemicals for the Plant. Plant staff posted unit cost bid requests on the District website and in the local newspaper to chemical suppliers for bulk chemicals used in the water treatment process.

Bid requests were issued for a one year contract term, with fixed unit pricing. In addition, after the initial one year contract period, the District may extend the contract for an additional year with a maximum increase of unit cost by 5% at the District’s discretion. A summarizes the unit cost bid results and identifies the responsive low bidders.

Staff recommends the Water Resources Committee recommend that the Board of Directors authorize the General Manager to execute purchase contracts for a one year period with the option to extend one additional year with each of the low responsive bidders for the respective treatment chemicals.
FISCAL IMPACT:

The total estimated fiscal impact of awarding the purchase contracts for bulk treatment chemicals at the R.E. Badger Filtration Plant for the FY21 is estimated to be $998,482.00 ($599,089 SFID / $399,393 SDWD). This estimate is based upon the specified unit cost and projected usage volumes of each chemical. Cost sharing between SFID / SDWD is based on monthly flows; however, total FY21 flows & costs are estimated to be 60% SFID / 40% SDWD based on historical demands. Sufficient funds for the purchase of bulk chemicals are included in the recommended FY21 Operating Budget.

Attachment A: Bulk Treatment Chemicals Bid Results

Prepared by: Elijah Standing Warrior, Chief Operator
Reviewed by: Timothy Bailey, Water Treatment Plant Manager
Approved by: Albert C. Lau, P. E., General Manager
### Bulk Treatment Chemicals Bid Results

**R. E. BADGER FILTRATION PLANT**  
FY-2021 Chemical Bids (Unit price per pound)

<table>
<thead>
<tr>
<th>Chemical</th>
<th>Vendor</th>
<th>Purpose</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sodium Chlorite</td>
<td>Evoqua</td>
<td>Disinfectant Aid</td>
<td>$0.6433/lb</td>
</tr>
<tr>
<td>Sodium Chlorite</td>
<td>International Dioxide, Inc.</td>
<td>Disinfectant Aid</td>
<td>$0.679/lb</td>
</tr>
<tr>
<td>Aqua Ammonia 30%</td>
<td>Hill Brothers</td>
<td>Disinfectant Aid</td>
<td>$0.149/lb</td>
</tr>
<tr>
<td>Polymer - Cationic</td>
<td>SNF</td>
<td>Coagulant Aid</td>
<td>$0.70/lb</td>
</tr>
<tr>
<td>Caustic Soda</td>
<td>JCI Jones</td>
<td>Corrosion Control</td>
<td>$0.305/lb</td>
</tr>
<tr>
<td>Caustic Soda</td>
<td>Univar</td>
<td>Corrosion Control</td>
<td>$0.3057/lb</td>
</tr>
</tbody>
</table>

*Indicates Responsive Low Bid*
DATE: June 4, 2020

TO: Water Resources Committee

FROM: General Manager

SUBJECT: Consider Canceling July Water Resources Committee Meeting

RECOMMENDATION

It is the Staff recommendation that the Water Resources Committee:

1. Discuss and consider canceling the July 2, 2020 Water Resources Committee meeting; and

2. Take other action as appropriate.

DISCUSSION

Director Menshek will not be available for the July 2, 2020 Water Resources Committee meeting. Because a quorum is required for a Committee meeting, staff is suggesting the Committee discuss and consider canceling the July meeting. At this time, there are no items anticipated for Committee consideration in July.

FISCAL IMPACT

There is no fiscal impact from the review of this item.

Prepared by: Kim Johnson, Executive Assistant
Approved by: Albert C. Lau, P. E., General Manager