REGULAR MEETING OF THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS

Agenda

Tuesday, November 17, 2020

6:30 PM

Compliance with Government Code Section 54957.5

Public records, including writings related to an agenda item for an open session of a regular meeting of the Florin Resources Conservation District that are distributed less than 72 hours before the meeting, are available by email request at this time. In addition, such writings may be posted, whenever possible, on the Elk Grove Water District website at www.egwd.org.

The Board will discuss all items on the agenda and may take action on any item listed as an "Action" item. The Board may discuss items that do not appear on the agenda, but will not act on those items unless there is a need to take immediate action and the Board determines by a two-thirds (2/3) vote that the need for action arose after posting of the agenda.

If necessary, the Meeting will be adjourned to Closed Session to discuss items on the agenda listed under "Closed Session." At the conclusion of the Closed Session, the meeting will reconvene to "Open Session."

Pursuant to the Sacramento County Shelter in Place order effective March 19, 2020, we are requiring all members of the public to participate virtually. Public participation and comment are limited to the following procedures:

A. The electronic submission of written comments in advance to the Board Secretary (stefani@egwd.org). Those comments will be read into the record for a maximum of three (3) minutes per comment.

B. Join Zoom Meeting: https://zoom.us/j/85280252677	Meeting ID: 852 8025 2677
<u>Dial by your location</u>	
+1 669 900 6833 US (San Jose)	+1 346 248 7799 US (Houston)
+1 312 626 6799 US (Chicago)	+1 929 205 6099 US (New York)
+1 253 215 8782 US	+1 301 715 8592 US

C. Please press Star+9 (*9) to raise your hand for Public Comment – Members of the audience may comment on matters that are not included on the agenda. Each person will be allowed three (3) minutes, or less if a large number of requests are received on a particular subject. No action may be taken on a matter raised under "Public Comment" until the matter has been specifically included on an agenda as an action item. Items listed on the agenda will be opened for public comment as they are considered by the Board of Directors.

CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

Public Comment

1. Proclamations and Announcements

Associate Director Comment

Public Comment

- 2. Consent Calendar (Stefani Phillips, Board Secretary and Patrick Lee, Treasurer)
 - a. Minutes of Regular Board Meeting of October 20, 2020

- b. Warrants Paid October 2020
- c. Board and Employee Expense/Reimbursements October 2020
- d. Active Accounts October 2020
- e. Bond Covenant Status for FY 2020-21 October 2020
- f. Revenues and Expenses Actual vs Budget FY 2020-21 October 2020
- g. Cash Accounts October 2020
- h. Consultants Expenses October 2020
- i. Major Capital Improvement Projects October 2020

Associate Director Comment

Public Comment

Recommended Action: Approve Florin Resource Conservation District Consent

Calendar items a – i.

3. Elk Grove Water District Operations Report - October 2020

(Mark J. Madison, General Manager)

Associate Director Comment

Public Comment

4. Professional Services Agreement for Preparation of the 2020 Urban Water Management Plan and Water Shortage Contingency Plan

(Travis Franklin, Program Manager)

Associate Director Comment

Public Comment

Recommended Action: Authorize the General Manager to execute a professional

services agreement with Tully & Young Inc., in the amount of \$78,500, for the preparation of the 2020 Urban Water Management Plan and Water Shortage

Contingency Plan.

5. Professional Services Agreement for Preparation of the 2020 Risk and Resilience Plan and Emergency Response Plan (Travis Franklin, Program Manager)

Associate Director Comment

Public Comment

Recommended Action: Authorize the General Manager to execute a professional

services agreement with Stantec Consulting Service Inc., in the amount of \$98,212, for the preparation of the 2020 Risk and Resilience Plan and Emergency Response Plan.

6. District Administration Building Tenant Improvements Project – Architect Service Agreement (Bruce Kamilos, Assistant General Manager)

Associate Director Comment

Public Comment

Recommended Action:

- I. Adopt Resolution No. 11.17.20.01, amending the Elk Grove Water District Fiscal Year 2021-25 Capital Improvement Program and approving an appropriation of \$255,750 from future capital improvement reserve funds to the fiscal year 2020-21 capital improvement program budget and amending the Elk Grove Water District Fiscal Year 2020-21 Operating Budget appropriating an additional \$255,750 from operating reserves to fund expenditures in excess of revenues for fiscal year 2020-21; and
- 2. Authorize the General Manager to execute a professional services agreement with MFDB Architects Inc., for an amount not-to-exceed \$192,500, to provide architectural and engineering consultant services for the District Administration Building Tenant Improvements Project.
- **7.** Truck Purchases (Bruce Kamilos, Assistant General Manager)

Associate Director Comment

Public Comment

Recommended Action: Authorize the General Manager to execute a purchase

order in the amount of \$84,117.82, including tax and title fees, with Elk Grove Ford to purchase three (3) pickup

trucks.

8. Nomination for Membership on Sacramento Local Agency Formation Commission Special District Advisory Committee

(Stefani Phillips, Human Resources Administrator/Board Secretary)

Associate Director Comment

Public Comment

Recommended Action: Consider nominating a director for Sacramento Local

Agency Formation Commission Special District Advisory

Committee "Office B".

9. Additional Discretionary Payment to CalPERS (Patrick Lee, Finance Manager)

Associate Director Comment

Public Comment

Recommended Action: Adopt Resolution No. 11.17.20.02:

1. Amending the Elk Grove Water District Fiscal Year 2020-21 Operating Budget to reflect an appropriation from operating reserves to nonoperating expenses in the amount of \$1,709,239; and

- 2. Authorizing the General Manager to make an additional discretionary payment to CalPERS in the amount of \$1,709,239 to pay down the unfunded accrued liability as calculated by the June 30, 2019 CalPERS actuarial valuation for both the Classic and PEPRA plans.
- 10. Florin Resource Conservation District/Elk Grove Water District Engineering Technician Series Classification and Compensation Study

(Stefani Phillips, Human Resources Administrator/Board Secretary)

Associate Director Comment

Public Comment

Recommended Action: Adopt Resolution No. 11.17.20.03:

- Accepting the Florin Resource Conservation District/Elk Grove Water District Engineering Technician Series Classification and Compensation Study;
- 2. Authorizing the creation of the Engineering Technician II and III classifications; and
- 3. Amending the Elk Grove Water District Salary Schedule to incorporate the recommended salaries for Engineering Technician series I, II, and III classifications.
- 11. Outside Agency Meetings Report (Mark J. Madison, General Manager)

Associate Director Comment

Public Comment

12. Legislative Update and Potential Direction to Staff (Travis Franklin, Program Manager)

Associate Director Comment

Public Comment

13. Directors Comments

Adjourn to Regular Meeting – December 15, 2020

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Stefani Phillips, Board Secretary and Patrick Lee, Treasurer

SUBJECT: CONSENT CALENDAR

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors approve Florin Resource Conservation District Consent Calendar items a – i.

SUMMARY

Consent Calendar items a – i are standing items on the Regular Board Meeting agenda.

By this action, the Florin Resource Conservation District (FRCD) Board of Directors will approve FRCD Consent Calendar items a – i.

DISCUSSION

Background

Consent Calendar items are standing items on the Regular Board Meeting agenda.

Present Situation

Consent Calendar items a – i are standing items on the Regular Board Meeting agenda.

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

The monthly Consent Calendar report provides transparency and conforms with Strategic Goal No. 1, Governance and Customer Engagement, of the Strategic Plan 2020-2025.

CONSENT CALENDAR Page 2

FINANCIAL SUMMARY

There is no financial impact associated with this report.

Respectfully Submitted,

BOARD SECRETARY

And

PATRICK LEE **TREASURER**

Attachments

MINUTES OF THE REGULAR MEETING OF THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS

Tuesday, October 20, 2020

The regular meeting of the Florin Resource Conservation District Board of Directors was called to order at 6:30 p.m. by Tom Nelson, Chair via Zoom.

Call to Order, Roll Call, and Pledge of Allegiance.

Directors Present: Tom Nelson, Bob Gray, Lisa Medina, Elliot Mulberg, Sophia Scherman

Directors Absent: None

Staff Present: Mark Madison, General Manager; Bruce Kamilos, Assistant General

Manager; Patrick Lee, Finance Manager/Treasurer; Stefani Phillips, Board Secretary; Donella Murillo, Finance Supervisor; Travis Franklin, Program

Manager; Amber Kavert, Administrative Assistant II (Confidential)

Staff Absent: None

Associate Directors Present: Paul Lindsay

Associate Directors Absent: None

General Counsel Present: Ren Nosky, JRG Attorneys at Law Consultant Present: Mitesh Desai, Badawi and Associates

Public Comment

Nothing to report.

1. Proclamations and Announcements

Nothing to report.

2. Consent Calendar

- a. Minutes of Regular Board Meeting of September 15, 2020
- b. Warrants Paid September, 2020
- c. Board and Employee Expense/Reimbursements September, 2020
- d. Active Accounts September, 2020
- e. Bond Covenant Status for FY 2020-21 September, 2020
- f. Revenues and Expenses Actual vs Budget FY 2020-21 September, 2020
- g. Cash Accounts September, 2020
- h. Consultants Expenses September, 2020
- i. Major Capital Improvement Projects September, 2020

MSC (Medina/Scherman) to approve Florin Resource Conservation District Consent Calendar items a-i with amendments. 5/0: Ayes: Gray, Medina, Mulberg, Nelson and Scherman.

3. Fiscal Year 2019-20 Comprehensive Annual Financial Report

Finance Manager Patrick Lee presented the item to the Florin Resource Conservation District (FRCD) Board of Directors (Board) before introducing Mitesh Desai, Badawi and Associates to present a PowerPoint on the audit findings.

Mr. Desai presented the findings. Notably, he informed the Board the one (1) deficiency found was the reconciliation of Account Receivable. He mentioned that staff is aware of it and is taking measures to address the issue.

Mr. Lee mentioned that management has put in place new policies and procedures to reconcile accounts receivables on a monthly basis, which should help identify any variances or anomalies.

Vice Chair Bob Gray requested that the Accounts Receivable figure be added on the monthly reports. Staff will work on finding the appropriate Consent Calendar report to add the figure to.

Director Elliot Mulberg requested that the Board review the reserve allocations in the future. General Manager Mark Madison mentioned this would be a good discussion during the upcoming budget season.

MSC (Scherman/Medina) to accept the Fiscal Year 2019-20 Comprehensive Annual Financial Report.5/0: Ayes: Gray, Medina, Mulberg, Nelson and Scherman.

4. Engineering Report and Technical Memorandum on Effects of Groundwater Recharge Assistant General Manager Bruce Kamilos presented the item to the Board.

In summary, engineering consultant Woodard & Curran conducted an analysis to determine the impact that a groundwater recharge project would have on groundwater elevations in the Elk Grove Water District (EGWD) service area. The results of the analysis, contained in the Engineering Report and Technical Memorandum, showed a minor improvement in groundwater elevations ranging from 3 feet to 7 feet in the EGWD service area. The Sacramento Central Groundwater Authority (SCGA) is currently developing a Groundwater Sustainability Plan (GSP). The GSP will provide direction on how the groundwater basin can best be managed.

The Board discusses the topic and agreed to table the idea for the time being, but to continue looking into it.

MSC (Scherman/Medina) to accept and file the Engineering Report and Technical Memorandum on the Effects of Groundwater Recharge 5/0: Ayes: Gray, Medina, Mulberg, Nelson and Scherman.

MSC (Mulberg/Scherman) to direct staff to wait until a Groundwater Sustainability Plan is completed before taking any further actions on a groundwater recharge project.5/0: Ayes: Gray, Medina, Mulberg, Nelson and Scherman.

5. Elk Grove Water District Operations Report – September 2020

General Manager Mark Madison presented the Elk Grove water District (EGWD) Operations Report – September 2020 to the Board.

6. Draft Florin Resource Conservation District Municipal Service Review and Sphere of Influence Update

Mr. Madison presented the item to the Board.

In summary, Mr. Madison was contacted by Don Lockhart, Executive Officer of Sacramento Local Agency Formation Commission (Sac LAFCo), who requested the FRCD prepare an updated Municipal Service Review/Sphere of Influence (MSR/SOI) in light of the changes brought about by Resolution No. 04.18.18.01. The updated MSR/SOI includes detailed information about the FRCD and EGWD, collectively the District, including history, general information, management and staffing structure, and business practices. The remainder of the update is structured primarily to reflect the determinations Sac LAFCo must make for the following seven (7) elements: 1.Growth and population projections for the affected area, 2.The location and characteristics of any disadvantaged unincorporated communities (DUC) within or contiguous to the sphere of influence, 3. Present and planned capacity of public facilities and adequacy of public services including infrastructure needs or deficiencies, 4. Financial ability of agencies to provide services, 5. Status of and opportunities for shared facilities, 6. Accountability for community service needs, including government structure and operational efficiencies, and 7. Any other matters related to effective or efficient service delivery, as required by commission policy.

It should be noted that although this draft MSR/SOI update has been prepared by staff, Sac LAFCo will be the formal author and will ultimately act to either approve or not approve the document.

Director Sophia Scherman suggested that Director Mulberg attend the Sac LAFCo board meeting with Mr. Madison when the MSR/SOI is presented for adoption.

Mr. Madison and the Board thanked Director Mulberg for his guidance with the MSR/SOI and staff for their team effort in gathering the information for the MSR/SOI and compilation of the report.

MSC (Medina/Nelson) to endorse the proposed Draft Florin Resource Conservation District Municipal Service Review and Sphere of Influence Update and authorize the General Manager to submit it to the Sacramento Local Area Formation Commission for consideration. 5/0: Ayes: Gray, Medina, Mulberg, Nelson and Scherman.

7. Disposal of Surplus Property (APN 125-0210-013)

Mr. Kamilos presented the item to the Board.

In summary, FRCD owns a small piece of real property, assessor's parcel number (APN) 125-0210-013, in the Old Town area of Elk Grove, California. This property is not being used by the FRCD and no longer meets the need of daily, emergency, and/or future operations of the FRCD or EGWD and may be sold to a private third party if declared as surplus property and no qualified local agencies desire to purchase the property for the purpose of developing affordable housing.

Director Mulberg asked where the funds will go once the property is sold. Mr. Kamilos mentioned the funds will go to the EGWD.

MSC (Medina/Scherman) to adopt Resolution No. 10.20.20.01, declaring that the real property of assessor's parcel number 125-0210-013 is surplus and is subject to the statutory notice and offer procedures of the Surplus Land Act, and as prescribed in the Florin Resource Conservation District's Disposal of Surplus Property Policy. 5/0: Ayes: Gray, Medina, Mulberg, Nelson and Scherman.

8. Elk Grove Water District Fiscal Year 2020-21 Quarterly Budget Status Report Mr. Lee presented the item to the Board.

In summary, the revenues collected through the first quarter of the fiscal year total \$5,025,730, which is 32.58% of the \$15,424,142 annual budget. The revenues are \$85,947 or 1.74% above the same quarter of the prior year.

9. Elk Grove Water District Fiscal Year 2020-21 Quarterly Capital Reserve Status Report Mr. Lee presented the item to the Board.

In summary, the total amount total unrestricted net position that is available to be allocated to reserves at July 1, 2020 was \$18,314,558. On June 16, 2020, the Florin Resource Conservation District (District) Board of Directors (Board) adopted the District's Reserve and Capital Investments Policy (Policy), establishing the funding levels for each of the District's respective reserve funds. Per the Policy, the District's unrestricted net position is allocated first to the Operating Reserve (120 days of budgeted operating and maintenance expenses), then to the Fiscal Year (FY) 2020-21 capital budget, followed by elections/special studies, with the balance allocated to future capital improvements and future capital replacements in the ratio of 75:25, respectively Through the first quarter of FY 2020-21, the District expended \$159,6650 for capital projects leaving a remaining total reserve balance at September 30, 2020 of \$18,154,908. Total amount expended of \$159,650 includes \$20,114 of expenditures related to projects carrying over from prior year but not budgeted for in the FY 2020-21 Capital Improvement Program (CIP).

10. Unclaimed Check Policy

Ms. Murillo presented the Unclaimed Check Policy to the Board.

In summary, as of June 30, 2020, the District holds a total of 212 checks, totaling \$17,669.76, that have been unclaimed for a period of three (3) or more years. These outstanding checks create a reconciling difference between the District's cash balance in the general ledger and the cash balance per the District's operating bank. It is the intention of the District that cash balances be properly accounted for and recorded in the general ledger. Staff developed a proposed policy setting forth the requirements of CA Gov Code §50050-50055 that will provide the Finance Department with procedural guidelines for handling unclaimed checks.

MSC (Scherman/Medina) to adopt Resolution No. 10.20.20.02, establishing the Unclaimed Checks Policy. 5/0: Ayes: Gray, Medina, Mulberg, Nelson and Scherman.

11. Outside Agency Meetings Report

Staff and Board members spoke regarding the meetings they attended since the last regular Board meeting.

12. Legislative Update and Potential Direction to Staff

Mr. Franklin provided a legislative update to the Board.

13. Closing of Escrow – Elk Grove Masonic Lodge #173 Temple Association Property APN #134-0110-123 and Florin Resource Conservation District Property APN #127-0170-005

Mr. Madison presented the item to the Board.

In summary, on June 24, 2020, the FRCD entered into an escrow account to purchase APN #134-0110-123 from the Elk Grove Masonic Lodge #173 Temple Association (Masons). In exchange, the Masons would purchase APN #134-0110-123 from FRCD. FRCD would pay \$1,850,000 to purchase the Masons' property. The FRCD's purchase also includes a clause to leaseback to the Masons, on a full-service basis, the purchased property for a period up to nine (9) months at \$5,555 per month. The Masons would pay \$900,000 to purchase the FRCD property. The Masons' purchase includes a clause to leaseback to the FRCD, on a full-service basis, the administration building on the property for a period up to July 30, 2022 at \$6,000 per month. Because the Masons' purchase of the FRCD property will require a longer timeline to close escrow, FRCD and the Masons have agreed to stagger the closings of the two (2) properties. Therefore, staff recommended that the Board authorize the General Manager to execute any and all documents necessary to effectuate the closings of escrow of the two (2) previously mentioned properties on timeframes independent of one (1) another.

MSC (Scherman/Medina) to adopt Resolution No. 10.20.20.03, authorizing the General Manager to execute any and all documents necessary to effectuate closing on the District's acquisition of APN #134-0110-123 and the District's sale of APN #127-0170-005. 5/0: Ayes: Gray, Medina, Mulberg, Nelson and Scherman.

14. Directors Comments

Adjourn to Regular Board Meeting on November 17, 2020.

Respectfully submitted,

Stefani Zhillips

Stefani Phillips, Board Secretary

AK/SP

10/1/2020 to 10/31/2020 Elk Grove Water District

Explanation	Project Management - New ADMIN Building *2021 Annual Agency Dues	Workers' Compensation - 1st Quarter	Weil 11D Reliabilitation (4) Materials & Supplies - Distribution, ADMIN, OPS	*Annual Membership Dues - Mark J. Madison	1	Supplies - Treatment	Sampling - Ireatment	Water Transfer - Sheldon Turnout - Mechanical System Failure	Cleaning Services - ADMIN	*2021 Annual Agency Dues	Monthly Billing & Postage for September 2020	(2) Invoices - September Landscaping & Tree Maintenance	(6) invoices - BIT Inspection			Materials & Supplies - Treatment	* Auto & General Liability Insurance	Repairs & Maintenance - Brine Tank	(5) Invoices - Rental Equipment - Water Mains		(3) Invoices - Materials & Supplies - Distribution	Repairs & Maintenance - OPS	Compliance Tracking System	(2) Invoices - Materials - Water Mains	Temporary Staffing - ADMIN	*Annual Property Tax Bill			After Hours Answering Service - OPS	Materials - Water Mains									
Check	6,356.25	22,724.40	3,039.00 808.74	268.00	100.00	2,353.59	840.76	32 207 11	630.00	1,367.00	5,924.84	3,255.00	00.066	43.10	289.17	1,008.54	69,200.00	689.43	1,858.07	40.89	2,054.39	242.34	6,715.50	3,346.93	1,169.64	100.00	100.00	100.00	100.00	98.76	100.00	100.00	100.00	100.00	70.86	607.30	827.39	916.03 709.18	
Name	EARL CONSULTING CO., LLC ACWA	ACWA JPIA	ADLER TANK RENTALS AMAZON CAPITAL SERVICES	AWWA	BENEFIT RESOURCE, INC	BRENNTAG PACIFIC, INC	BSK ASSOCIATES	CINIAS COLINTY OF SACRAMENTO	COVERALL NORTH AMERICA: INC	CALIFORNIA RURAL WATER ASSC	DATAPROSE LLC	DB CONSTRUCTIONAL LANDSCAPE	ELK GROVE FORD	FERRELLGAS	FLEETWASH	HACH COMPANY	ACWA/JOINT POWERS INSURANCE	KINETICO WATER SYSTEMS	NTS MIKEDON. LLC	O'REILLY AUTO PARTS	PACE SUPPLY CORP	RADIAL TIRE OF ELK GROVE	ROBERTSON-BRYAN, INC	ROOCO RENTS	ROTH STAFFING COMPANIES, L.P.	SACRAMENTO COUNTY	SIERRA OFFICE SUPPLIES	SMUD	SOUTHWEST ANSWERING SERVICE,	ONITED SITE SERVICES A. TEICHERT & SON, INC									
Vendor Number	EARL CO ACWA	ACWA JP	ADLER	AWWA3	BEN RES	BRENNTA 501/4	BSK4	COLINTY	COVERA	CRWA	DATAPRO	DB COLS	EG FORD	FERRELL	FLEET	HACH	JPIA	KINETIC	NTS	OREILLY	PACE	RADIAL	RBI	ROOCO	ROTH	SAC TAX	SACTAX	SAC TAX	SAC TAX	SAC TAX	SAC TAX	SACTAX	SAC TAX	SACTAX	SIERRA	SMUD	SOUTHWE	ONTIED A. TEIC	
Check Date	10/1/2020 10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/5/2020	10/8/2020	
Check Number	051742 051743	051744	051746	051747	051748	051749	051/50	051751	051753	051754	051755	051756	051757	051758	051759	051760	051761	051762	051763	051764	051765	051766	051767	051768	051769	051770	051771	051772	051773	051774	051775	051776	051777	051778	051779	051780	051781	051783	

(5) Materials & Supplies - ADMIN, OPS, Treatment, Distribution *Annual Membership Dues - Steve Shaw *Annual Membership Dues - Aaron Hewitt Daily Tasks/Help Tickets Supplies - Treatment Sampling - Treatment WIFI Access Points Replacements - ADMIN & OPS Contracted Services - ACH Processing	Regional San Charges - Sewer Impact Fees Cleaning Services - MOC Construction Water Permit Refund Email Address Buckslip	Project Management - New ADMIN Building Fuel	(2) Invoices - Materials & Supplies - Water Mains(6) Rental Equipment - Water Mains(4) Invoices - Materials & Supplies - Distribution	(4) Invoices - Materials - Water Mains, Distribution Supplies - Treatment	Construction Water Permit Refund Global Loggers Software Kit - Treatment Legal - September 2020 Supplies - Treatment Sampling - Treatment	Ethernet Service/Phones-MOC/ADMIN Cleaning Services - ADMIN & MOC Materials & Supplies - Utility Crew Contracted Services Materials & Supplies - Distribution Crew Training, Materials, Supplies, Contracted Services Materials & Supplies - Treatment Crew
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AMAZON CAPITAL SERVICES ARC AMERICAN WATER WORKS ASSOC. AMERICAN WATER WORKS ASSOC. BATTERIES PLUS SOLUTIONS BY BG INC. BRENNTAG PACIFIC, INC BSK ASSOCIATES CDW GOVERNMENT	CINTAS SACRAMENTO COUNTY UTILITIES COVERALL NORTH AMERICA, INC DOMINION CONSTRUCTION DATAPROSE LLC	DITCH WILCH WEST EARL CONSULTING CO., LLC FASTENAL COMPANY FRONTIER COMMUNICATIONS HACH COMPANY INTERSTATE OIL COMPANY	JAY'S TRUCKING SERVICE NTS MIKEDON. LLC OWEN EQUIPMENT COMPANY PACE SUPPLY CORP PEST CONTROL CENTER INC	ROOCO RENTS SAC ICE SIERRA CHEMICAL COMPANY SMUD SMUD SMUD SMUD SMUD SMUD SMUD SMUD	TEICHERT VERIZON WIRELESS XYLEM BAKER MANOCK & JENSEN BRENNTAG PACIFIC, INC BSK ASSOCIATES	CONSOLIDATED COMMUNICATIONS CONSOLIDATED COMMUNICATIONS COVERALL NORTH AMERICA, INC CARD SERVICES CARD SERVICES CARD SERVICES CARD SERVICES
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051784 051785 051786 051787 051789 051790 051791	051794 051795 051796 051797 051798	051799 051800 051801 051802 051803	051805 051806 051807 051808 051809	051810 051811 051812 051813 051814 051815 051817 051818	051821 051822 051823 051824 051825 051826	051828 051828 051829 051831 051832 051833

Landscaping - October 2020	Legal - September 2020 RFP Coordination's - UWMP, FRP	(2) Invoices - Rental Equipment - Water Mains	(4) Materials & Supplies - Distribution	Repairs & Maintenance - OPS	Temporary Staffing - ADMIN	* 2020-2021 Annual Dues		(2) Invoices - Materials - Water Mains	Medical Benefits - October 2020	Medical Benefits - November 2020	Well 11D Rehabilitation			Daily Tasks/Help Tickets	Sampling - Treatment			Cleaning Services - ADMIN	Account Closed - Customer Refund	Account Closed - Customer Relund	Account Closed - Customer Retund	Account Closed - Customer Befund	Construction Water Permit Refund	Account Closed - Customer Refund	Construction Water Permit Refund	Account Closed - Customer Refund	*2021 CSDA Membership Renewal		- I	Fuel Fuel	Legal Poot Doimbilloomoot	boot Kelmbursement egal - September 2020			(2) Invoices - Temporary Staffing - ADMIN							
1,680.00 278.43 306.18	2,601.00 2,800.00	682.92	548.19 53.00	582.01	1,729.53	2.205.00	790.76	1,711.13	66,119.70	66,170.18	3,807.88	71.767,1	190.09	9,501.19	1,226.00	188.92	113.70	630.00	293.97	844.79	56.98	83.00	124.12	358.47	12.43 100.00	1.541.72	64.99	49.17	16.05	38.62	4.08	875.11	177.16	7,805.00	6.00	306.18	912.25	1,277.00	2.226.00	160.00	8.11	2,585.52
DB CONSTRUCTIONAL LANDSCAPE FASTENAL COMPANY ELEETWASH	JRG ATTORNEYS, LLP MIJNICIPAL CONSUITING GROUP	NTS MIKEDON LLC	PACE SUPPLY CORP PREFERRED ALLIANCE, INC	RADIAL TIRE OF ELK GROVE	REPUBLIC SERVICES #922	SACRAMENTO LAFCO	SIERRA OFFICE SUPPLIES	TEICHERT AGGREGATES	CB&T/ ACWA-JPIA	CB&T/ ACWA-JPIA	ADLER TANK RENTALS	AFLAC	BAY AI ARM COMPANY	SOLUTIONS BY BG INC.	BSK ASSOCIATES	CINTAS	SACRAMENTO COUNTY UTILITIES	COVERALL NORTH AMERICA, INC	ANTELMO DIAZ	ARMANDO MORALES	DEBORAH & KIM STALEY	GIOVANNI TRINCHERA	HOANG & AM NGO TEN	JODY LENNIS	MOLIDINE GWANDIKTI	VSS INTERNATIONAL	LENNAR HOMES CA, INC	LENNAR HOMES CA, INC	TAYLOR MORRISON	TAYLOR MORRISON	TAYLOR MORRISON	MARQUES PIPELINE INC		CALIF SPECIAL DISTRICTS ASSOC.	DMV	FLEETWASH	INTERSTATE OIL COMPANY	LIEBERI CASSIDI WALLINGRE	MIRPHY AUSTIN ADAMS	PEST CONTROL CENTER INC	PACIFIC GAS & ELECTRIC COMPANY	ROTH STAFFING COMPANIES, L.P.
DB COLS FASTENA FI FET	JRG	NTS	PACE PRE ALL	RADIAL	KEPUBLI ROTH	SACLAF	SIERRA	TEICH A	ACWAJPI	ACWAJPI	ADLER	AFLAC	BAY AI A	BG SOLU	BSK4	CINTAS2	COUNTY4	COVER A	CR ADIA	CR AMOR	CR DKST	CR GTRI				CR VSS	CRF LEN	CRF LEN	CRF TAY	CRF TAY	CRF TAY	CRFMP	CRPLAC	CSDA	J DW i	FLEET	A N NO		MURPHY	PEST	PG&E	ROTH
10/15/2020 10/15/2020 10/15/2020	10/15/2020	10/15/2020	10/15/2020 10/15/2020	10/15/2020	10/15/2020 10/15/2020	10/15/2020	10/15/2020	10/15/2020	10/22/2020	10/22/2020	10/22/2020	10/22/2020	10/22/2020	10/22/2020	10/22/2020	10/22/2020	10/22/2020	10/22/2020	10/22/2020	10/22/2020	10/22/2020	10/22/2020	10/22/2020	10/22/2020	10/22/2020	10/22/2020	10/22/2020	10/22/2020	10/22/2020	10/22/2020	10/22/2020	10/22/2020	10/22/2020	10/22/2020	10/22/2020	10/22/2020	10/22/2020	10/22/2020	10/22/2020	10/22/2020	10/22/2020	10/22/2020
051835 051836 051837	051838 051839	051840	051841 051842	051843	051844 051845	051846	051847	051848	051849	051850	051851	051032	051854	051855	051856	051857	051858	051859	051860	051861	051862	051863	021004	051865	051867	051868	051869	051870	051871	051872	051873	051874	051875	051876	051877	051878	0518/9	051660	051882	051883	051884	051885

*Denotes annual renewals of licenses, taxes, memberships, permits and subscriptions.

	Certification Renewal D3 - John Vance	Copier - ADMIN		Tree & Wood Removal - 9205 Meadow Grove Drive		Materials - Utility Crew	Drop Box Installation - ADMIN	Construction Water Permit Refund	Repairs & Maintenance - ADMIN Escape		Materials & Supplies - Distribution	(2) Invoices - Materials & Supplies - Water Mains & Distribution	(6) Invoices - Rental Equipment - Water Mains		(10) Invoices - Materials & Supplies - Distribution, Treatment, Water Mains		(2) Invoices - Materials & Supplies - Water Mains	Temporary Staffing - ADMIN		After Hours Answering Service - OPS	
183.40	90.00	659.00	27.75	1,675.00	191.70	1,152.66	1,050.00	1,596.89	412.70	30.00	2,424.38	1,125.64	930.44	25.83	13,238.65	91.68	905.31	877.23	371.68	790.36	336.93
SIERRA OFFICE SUPPLIES	SWRCB-DWOCP	U.S. BANK EQUIPMENT FINANCE	AMAZON CAPITAL SERVICES	ARBOR TECH SERVICES	CALIFORNIA STEAM	CALIFORNIA SURVEYING	CCCS, INC.	DOUMIT CONSTRUCTION	ELK GROVE FORD	GFOA	ICONIX WATERWORKS (US) INC.	JAY'S TRUCKING SERVICE	NTS MIKEDON. LLC	O'REILLY AUTO PARTS	PACE SUPPLY CORP	RADIAL TIRE OF ELK GROVE	ROOCO RENTS	ROTH STAFFING COMPANIES, L.P.	SIERRA OFFICE SUPPLIES	SOUTHWEST ANSWERING SERVICE,	TEICHERT AGGREGATES
SIERRA	SWRCB2	USBANK	AMAZON	ARBOR	CAL STE	CALIFOR	cccs	CR DOUM	EG FORD	GFOA	ICONIX	JAYS	NTS	OREILLY	PACE	RADIAL	ROOCO	ROTH	SIERRA	SOUTHWE	TEICH A
10/22/2020	10/22/2020	10/22/2020	10/28/2020	10/28/2020	10/28/2020	10/28/2020	10/28/2020	10/28/2020	10/28/2020	10/28/2020	10/28/2020	10/28/2020	10/28/2020	10/28/2020	10/28/2020	10/28/2020	10/28/2020	10/28/2020	10/28/2020	10/28/2020	10/28/2020
051886	051887	051888	051889	051890	051891	051892	051893	051894	051895	051896	051897	051898	051899	051900	051901	051902	051903	051904	051905	051906	051907

FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER DISTRICT BOARD AND EMPLOYEE MONTHLY EXPENSE/REIMBURSEMENTS

As of 10/31/2020

INDIVIDUAL	DESCRIPTION	AMOUNT PAID
Aaron Hewitt	AWWA - Annual Membership Dues	\$286.00
Steve Shaw	AWWA - Annual Membership Dues	\$286.00
Mark J. Madison	AWWA - Annual Membership Dues	\$286.00
Michael Montiel	Boot Reimbursement	\$108.98
Bob Gray	Board and Staff Training for the District of Distinction Award	\$100.00
Mark J. Madison	Board and Staff Training for the District of Distinction Award	\$100.00
Stefani Phillips	Board and Staff Training for the District of Distinction Award	\$100.00
Tom Nelson	Board and Staff Training for the District of Distinction Award	\$100.00
		\$1,366.98

12,880

12,877

12,870

12,877

12,784

12,778

12,645

12,659

12,626

12,605

12,605

12,571

Elk Grove Water District Active Account Information As of 10/31/2020

	JULY	JULY AUG	SEPT	OCT	OCT NOV DEC JAI	DEC	JAN	FEB	MAR	MAR APR MAY	MAY	JUNE
Water Accounts:												
Residential	12,161	12,161 12,163	12,308	12,294								
Commercial	363	363	364	363								
Irrigation	178	178	178	181								
Fire Service	180	180	181	182								
Total Accounts	12,882	12,882 12,884		13,031 13,020				•		•		

Elk Grove Water District Active Account Information FY 2019/2020

	JULY	JULY AUG	SEPT	OCT	NOV	/ DEC JAR	7	FEB	MAR	APR	MAY	FEB MAR APR MAY JUNE
Water Accounts: Metered												
Residential	11,857	11,891	11,889	11,905	11,941	11,927	12,060	12,064		12,149	12,153	12,159
Commercial	363		365	365	362	362	362	365	363	363	367	363
Irrigation	170	170	170	173	175	175	175	174		177	177	178
Fire Service	181	181	181	183	181	181	181	181		181	180	180
Total Accounts												

Elk Grove Water District Bond Covenant Status For Fiscal Year 2020-21 As of 10/31/2020 Adjusted for Prepayments

Operating Revenues:		
Charges for Services	\$ 6,523,769	
Operating Expenses:		
Salaries & Benefits (1)	1,284,123	
Seminars, Conventions and Travel	421	
Office & Operational	476,478	
Purchased Water	1,274,810	
Outside Services	237,470	
Equipment Rent, Taxes, and Utilities	 158,774	
Total Operating Expenses	3,432,076	
Net Operating Income	\$ 3,091,693	
Annual Interest & Principal Payments		
\$3,855,469	\$ 1,285,156	(2)
Debt Service Coverage Ratio, YTD Only:	2.41	
Required	1.15	

Notes

- 1. Reflects only YTD due to CalPERS, not entire prepayment for year
- Reflects budget divided by number of months year to date.
 However, first Principal/Interest Payments made in September.
 Projected Annual Budget Coverage Ratio is
 1.32

Elk Grove Water District Year to Date Revenues and Expenses Compared to Budget As of 10/31/2020

	General Ledger Reference	YTD Activity	Annual Budget	4/12=33.33% % Realized
Revenues	4100 - 4900	\$ 6,523,769	\$ 15,424,142	42.30%
Operating Expenses Salaries & Benefits less Capitalized Labor Less CalPERS Prepayment for Remainder	5100 - 5280 of Year: (1)	 1,403,583 (58,860) (60,599)	4,373,018 (376,961)	32.10% 15.61%
Adjusted Salaries and Benefits:		\$ 1,284,123	\$ 3,996,057	32.13%
Seminars, Conventions and Travel	5300 - 5350	421	53,307	0.79%
Office & Operational	5410 - 5494	476,478	1,338,578	35.60%
Purchased Water est. (2)	5495 - 5495	1,274,810	3,198,404	39.86%
Outside Services	5505 - 5580	237,470	1,283,548	18.50%
Equipment Rent, Taxes, Utilities	5620 - 5760	158,774	464,380	34.19%
Total Operational Expenses		\$ 3,432,076	\$ 10,334,274	33.21%
Net Operating Income		\$ 3,091,693	\$ 5,089,868	60.74%
Non-Operating Revenues Interest Received Unrealized Gains/(Losses) Other Income/Expense Total Non-Operating Revenues	9910 - 9910 9911 - 9911 9920 - 9973	\$ 40,071 (9,051) 1,547 32,567	\$ 100,000 - - 100,000	40.07% 100.00% 100.00% 32.57%
Non-Operating Expenses Election Costs Capital Expenses (3):	9950 - 9950	 -	250,000	0.00%
Capital Improvements	1705 - 1760	1,962,065	2,475,000	79.28%
Capital Replacements Unforeseen Capital Projects	1705 - 1760 1705 - 1760	106,557 55,850	855,000 100,000	12.46% 55.85%
Total Capital Expenses:	1700 1700	\$ 2,124,472	\$ 3,430,000	61.94%
Bond Interest Accrued (4) Total Non Operating Expenses	7300 - 7300	\$ 518,490 2,642,961	\$ 1,555,469 5,235,469	33.33% 50.48%
Bond Retirement (4):		\$ 766,667	\$ 2,300,000	33.33%
Total Expenditures		\$ 6,199,258	17,769,743	34.89%
Revenues in Excess of All Expenditures, include	ling Capital	\$ (285,368)	\$ (2,345,601)	12.17%

Notes

- 1. The District prepays CalPERS for the employers' share of retirement costs for the entire year. By doing this, the District saves approximately 3.5% in its total CalPERS payments for the year. The adjusted salaries and benefits above shows what salaries and benefits would be if only the amount due to CalPERS YTD was paid YTD, with no prepayment.
- 2. There is a lag in water billings from the Sacramento County Water Agency. Included above is an estimate of costs to date based on water used.
- 3. YTD Activity includes \$58,860 in capitalized labor charged to capital projects.
- 4. Bond retirement payments are made two times a year in September and March.
- 5. Accounts receivable balance, which represents the difference between the total amount billed and total amount collected, as of Nov 1, 2020 is \$1,964,313.80.

Florin Resource Conservation District CASH - Detail Schedule of Investments As of 10/31/2020

		222 100 10 50				
G/L Account: Fund HELD BY BOND TRUSTEE:	Account number / name	Investment Name	Investment Type		Restrictions	Market Value
1110-000-20 Water 1112-000-20 Water	BNY 892744 FRCD 2014A DEBT SERVICE BNY 743850 FRCD 2016A DEBT SERVICE	Dreyfus Inst Treasury Dreyfus Inst Treasury	MM Mutual Fund MM Mutual Fund		Restricted Restricted Subtotal	0.00
1001-000-20 Water	Cash on Hand				Unrestricted	\$ 300.00
HELD BY F&M BANK: 1011-000-10 FRCD 1011-000-20 Water 1084-000-20 Water 1051-000-20 Water 1071-000-20 Water	F&M 08-032009-01 CHECKING ACCOUNT F&M 08-032017-01 OPERATING ACCOUNT F&M 08-03201702-31 MONEY MARKET F&M 08-032912-01 CREDIT CARD ACCOUNT F&M 08-032912-01 PAYROLL ACCOUNT F&M 08-032920-01 DRAFTS ACCOUNT			0.50%	Unrestricted Unrestricted Unrestricted Unrestricted Unrestricted Unrestricted	109.26 1,423,397.42 1,503,066.75 611,630.36 196,494.30 277,529.67 \$ 4,012,227.76
INVESTMENTS 1080-000-20 Water	Office of the Treasurer - Sacramento California	LAIF	Investment Pool	0.69%	Unrestricted	\$ 5,450,851.84
1081-000-20 Water	CALTrust Medium Term		Investment	1.76%	Unrestricted	\$ 1,387,924.89
1082-000-20 Water PURCHASE DATE 9/30/2016 1/16/2020 313 7/31/2020 314 1/1/8/2019 315 7/31/2020 315 7/31/2020 315 7/31/2020 315 7/31/2020 315	CUSIP N/A Union Bank of California 3130AHK85 Federal Home Loan (FHLB) 3133ELQ56 Federal Home Loan (FHLB) 3133ELQ56 Federal Home Loan (FHLB) 3133ELQ56 Federal Home Loan (FHLB) 3136G4YP2 Federal Natl MTG ASSN	CALL DATE N/A 07/10/20 - grtty 6/30/20 - grtty 11/25/20 - grtty 06/25/20 - grtty	MATURITY DATE N/A 1/10/2024 9/29/2023 7/2/2024 3/25/2025	% of Portfolio 3.89% 0.05% 19.25% 1.820% 19.12% 0.470% 19.15% 1.200% 19.23% 0.720% 19.23% 0.720%	\$ 202,167.15 \$ 1,000,000.00 \$ 1,000,000.00 \$ 1,000,000.00 \$ 1,000,000.00 \$ 1,000,000.00 \$ 5,202,167.15	MARKET VALUE \$ 202,167.15 1,001,110.00 999,950.00 995,940.00 1,002,100.00 1,000,060.00 \$ 5,201,327.15
YTM = Yield to Maturity					Total	\$ 16,052,631.64
quiy = quareny cont. = continuous					Total Restricted	- -
					Total Unrestricted	\$ 16,052,631.64

Fiscal Retainer Contracts

Consultant	Description	Description Total Contract	Current	Paid to date	2020-2021 FY Budget	Percent of year (33%)
JRG Attorneys, LLP Somach Simmons & Dunn BAKER MANOCK & JENSEN Liebert Cassidy Whitmore Murphy Austin Adams Total	Task orders Task orders Task orders Task orders	18D 18D 18D 18D	\$ 2,601 \$ - \$ 521 \$ 1,278 \$ 2,226 \$ 6,626	\$ 12,708 \$ - \$ 3,100 \$ 8,480 \$ 14,280 \$ 38,568	\$ 175,000	22.04%
Solutions by BG, Inc.	Task orders	725,050	\$ 19,673	\$ 75,247	\$ 265,050	28.39%
Major Contracts Consultant	Description	Description Total Contract	Current Month	Paid to date	2018-2019 FY Budget	Percent of Contract Amount

Elk Grove Water District Major Capital Improvement Project Budget vs Actuals As of 10/31/2020

	1000 Lot 0 L	- C.	1100	-11-04		7				2
	lotal Project	Project Exp	Percent	Capitalized	_	5				
Capital Project	Budget	to Date	Spent	Labor	Type	e Project Type	2020-21 Budget	Project Exp	Total YTD (1)	Spent (
Backyard Water Mains/Service Replacement	\$ 2,649,000	2,649,000 \$ 1,086,725	41.02%	\$ 42,993	93 R&R	R Supply/Distribution	n \$ 675,000	43,379	\$ 82,635	5 12.24%
Well Rehabilitation Program (11D)	98,000	138,453	141.28%	•	R&I	R Supply/Distribution		3,808		2 100.00% (2)
Well Rehabilitation Program	120,000		0.00%	•	R&I		n 120,000		•	0.00%
PLC Bucket Replacements	20,000		0.00%	•	R&I				•	0.00%
Pavement Repair and Coat Seal	10,000		0.00%	•	R&R	Ruilding and Site	10,000		•	0.00%
Service Line Replacements	140,000		0.00%	•	5	(U)			•	0.00%
Chlorine Analyzers Shallow Wells	75,000		0.00%	•	5				•	0.00%
Well 4D Radio Antenna	30,000		0.00%	•	5	Treatment	•		•	0.00%
RRWTP Variable Frequency Drives	75,000	75,406	100.54%	•	5	Treatment			•	0.00%
Security Cameras	25,000		0.00%	•	5	Treatment	25,000		•	0.00%
9829 Waterman Rd	2,000,000	1,962,065	98.10%	•	5	Bui		1,917,635	1,962,065	5 98.10%
Truck Replacements	135,000		0.00%	•	CIP	 Building and Site 	135,000		•	0.00%
Vacuum Excavator	100,000		0.00%	•	CIP		100,000	,	•	0.00%
Unforeseen Capital Projects	100,000	55,850	55.85%	15,867	- 29		100,000		55,850) 55.85% (3)
Sub-Total	\$ 5,607,000	\$ 3,318,499	59.18%	\$ 58,860	09		\$ 3,430,000	1,964,822	\$ 2,124,472	2 61.94%

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Mark J. Madison, General Manager

SUBJECT: **ELK GROVE WATER DISTRICT OPERATIONS REPORT – OCTOBER 2020**

RECOMMENDATION

This item is presented for information only. No action by the Florin Resource Conservation District Board of Directors is proposed at this time.

SUMMARY

The Elk Grove Water District (EGWD) Operations Report is a standing item on the regular board meeting agenda.

All regulatory requirements were met for the month of October. Other notable events are described below.

DISCUSSION

Background

Every month, staff presents an update of the activities related to the operations of the EGWD. Included for the Florin Resource Conservation District Board of Director's review is the EGWD's October 2020 Operations Report.

Present Situation

The EGWD October 2020 Operations Report highlights are as follows:

- Operations Activities Summary No door hangers were placed for past due balances. The district is currently suspending all shut offs due to the present COVID-19 pandemic. We received no water pressure complaints but did receive two (2) water quality complaints. Upon inspection, the two (2) water complaints were unsubstantiated.
- Production The Combined Total Service Area 1 production graph on page 13 shows that production during the month of October increased 3.93 percent compared to October 2019 and is 3.52 percent less than what was produced in 2013. Year 2013 is the baseline year the State Water Resources Control Board adopted for water usage. The Total Demand/Production for both service areas on

ELK GROVE WATER DISTRICT OPERATIONS REPORT – OCTOBER 2020

Page 2

page 14 shows that customer use during the month of October, compared to October 2013, was up by 0.18 percent.

- Static and Pumping Level Graphs The fourth quarter soundings are shown and generally indicate that the static water levels in deeper zones have lowered slightly compared to the fourth quarter of 2018. The shallow zones have risen slightly.
- Treatment (Compliance Reporting) All samples taken during the month comply with all regulatory permit requirements. No exceedances of any maximum contaminant levels were found, and all water supplied to EGWD's customers met or exceeded safe drinking water standards.
- Corrective Maintenance Program The tables included in this section of the report also include certain activities completed to date. Below is a list of out-ofordinary maintenance work completed in October:
 - Staff demolished the existing chemical shed at well #9 Polhemus. The existing shed was in a state of disrepair and needed replacing. The existing shed was also undersized to accommodate a larger chlorine tank. The replacement of the 150-gallon tank with a 275-gallon tank results in less frequent deliveries and handling of chlorine. Staff installed a new shed to accommodate the larger tank and is in the process of reconnecting all electrical and chemical dosing components to make the system operable.
- Cross Connection Control Program 2020 EGWD issued 54 testing notices for the month. Pursuant to the notices, 28 devices passed. Of the remaining 26, 22 devices passed the second test and four (4) were not tested by the due date. The total number of delinquents is four (4).
- **Safety Meetings/Training –** Three (3) safety training sessions were conducted for the month which is compliant with OSHA standards.
- Service and Main Leaks Map There were six (6) service line leaks and two (2) main line leaks during October.
- System Pressures Pressures in Service Area 1 generally remained stable during the month of October. Pressures in Service Area 2, which are controlled by Sacramento County Water Agency, were also stable as compared to the previous month.

ELK GROVE WATER DISTRICT OPERATIONS REPORT – OCTOBER 2020

Page 3

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

The EGWD Operations Report provides an ongoing review of EGWD's operations, and therefore, conforms with Strategic Goal No. 1, Governance and Customer Engagement, of the Strategic Plan 2020-2025.

FINANCIAL SUMMARY

There is no financial impact associated with this report.

Respectfully submitted,

MARK J. MADISON GENERAL MANAGER

MJM/ac

EGWD

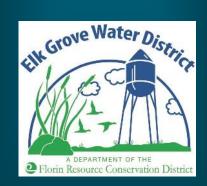
OPERATIONS REPORT
October 2020

Elk Grove Water District







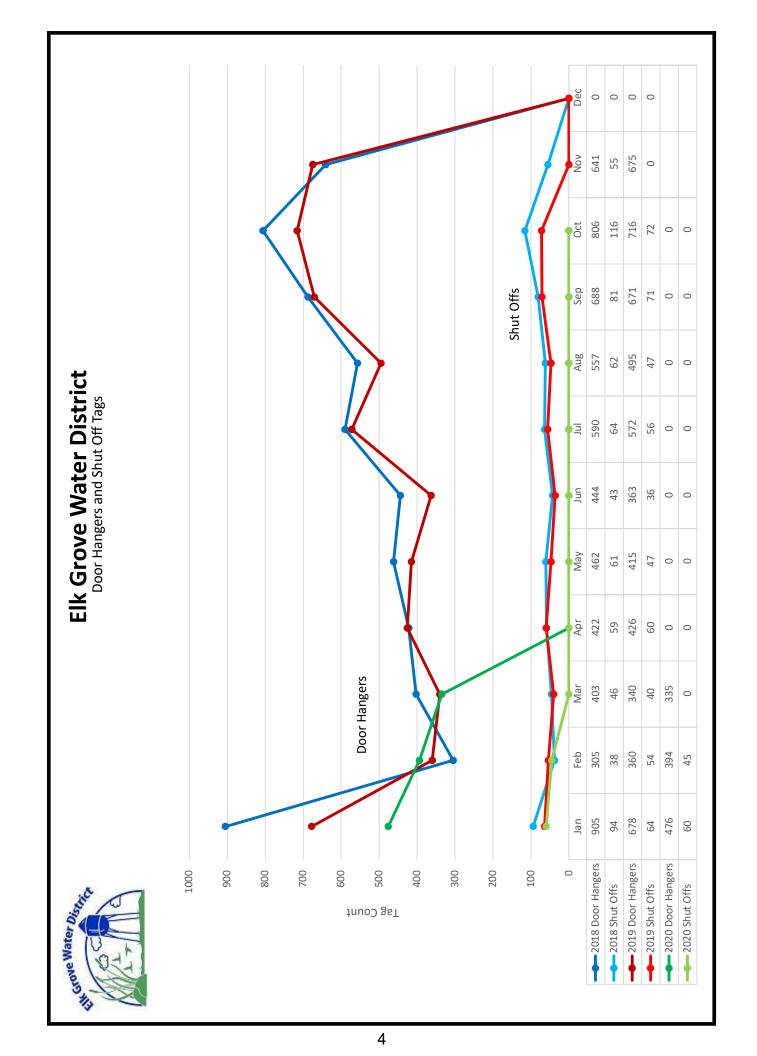


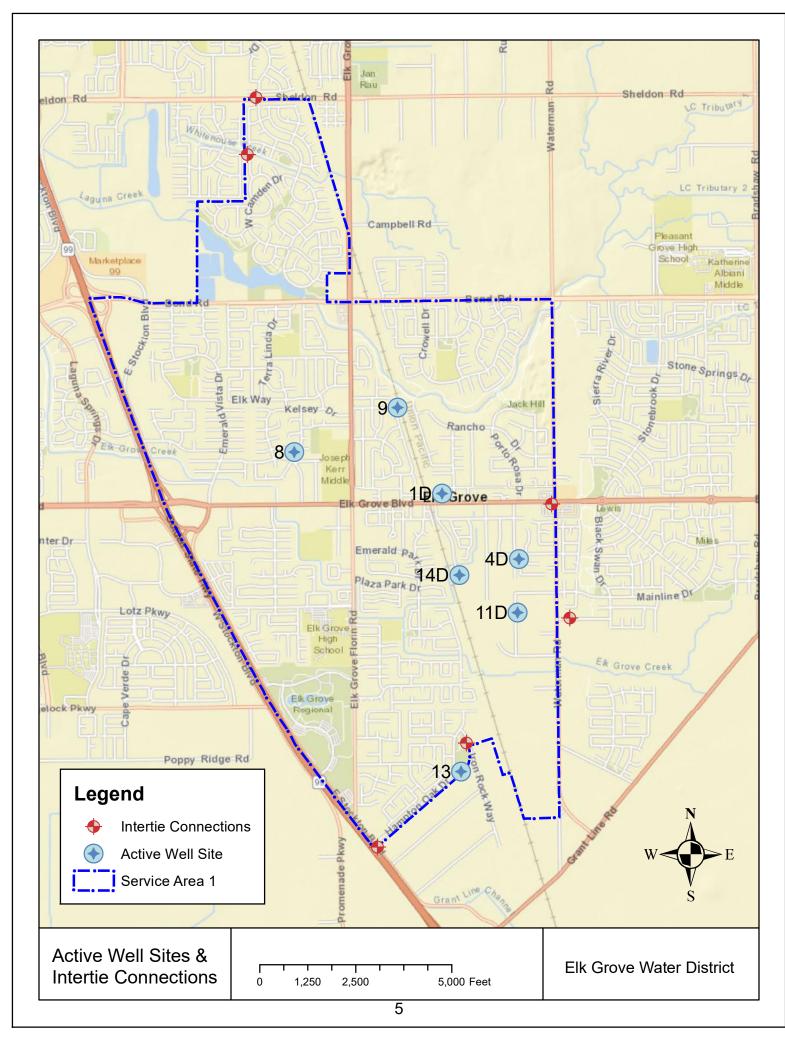
Elk Grove Water District Operations Report Table of Contents

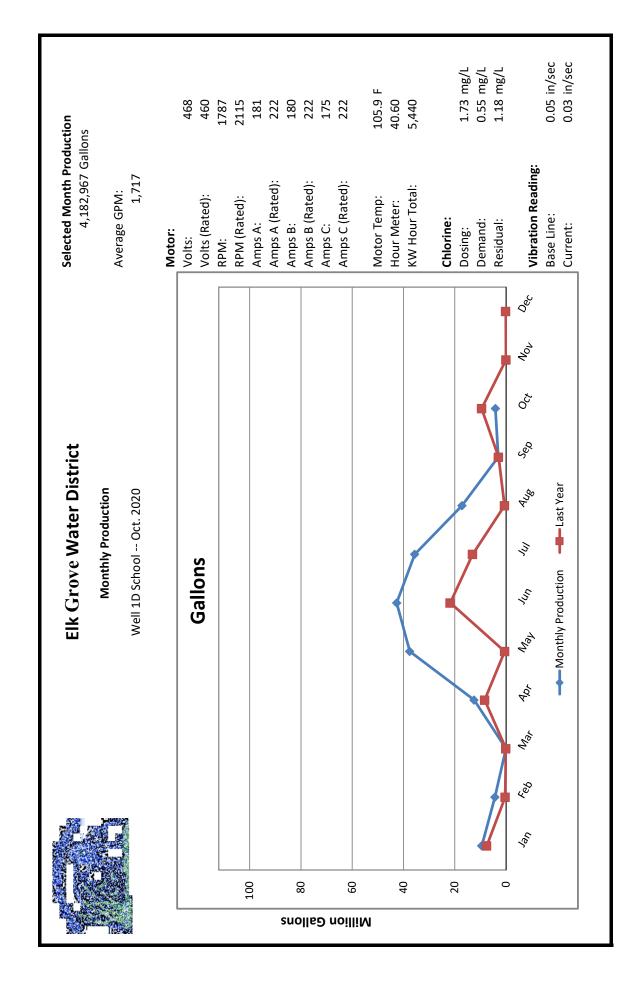
1. Operations Activities Summary					
	a. Door Hangers and Shut Off Tags	4			
2.	Production				
	a. Active Well Sites & Intertie Connections Map b. Monthly Production Graphs i. Well 1D School Street ii. Well 4D Webb Street iii. Well 11D Dino iv. Well 14D Railroad v. Well 8 Williamson vi. Well 9 Polhemus vii. Well 13 Hampton				
	c. Combined Total Production	15 14 15 16			
3.	Static and Pumping Level Graphs				
	a. Well 1D School Street b. Well 4D Webb Street c. Well 11D Dino d. Well 14D Railroad e. Well 8 Williamson f. Well 9 Polhemus g. Well 13 Hampton				
4.	Regulatory Compliance				
	a. Monthly Water Sample Report b. Wastewater Source Control Monthly Compliance Report c. Monthly Summary of Distribution System Coliform Monitoring d. Monthly Summary of the Hampton Groundwater Treatment Plant e. Monthly Fluoridation Monitoring Report	31-33 34-36 37-38			
5.	Preventative Maintenance Program				
	a. Ground Water Wells b. Railroad Water Treatment and Storage Facility c. Hampton Village Water Treatment Plant d. Standby Generators	42			
6.	Cross Connection Control Program 2020	45			
7.	Safety Meetings/Training	46			
8.	Service and Main Leaks Map	47			
9.	Sample Station Areas Map	48			
10.	Sample Station Area(s) Pressure Monitoring	49-58			

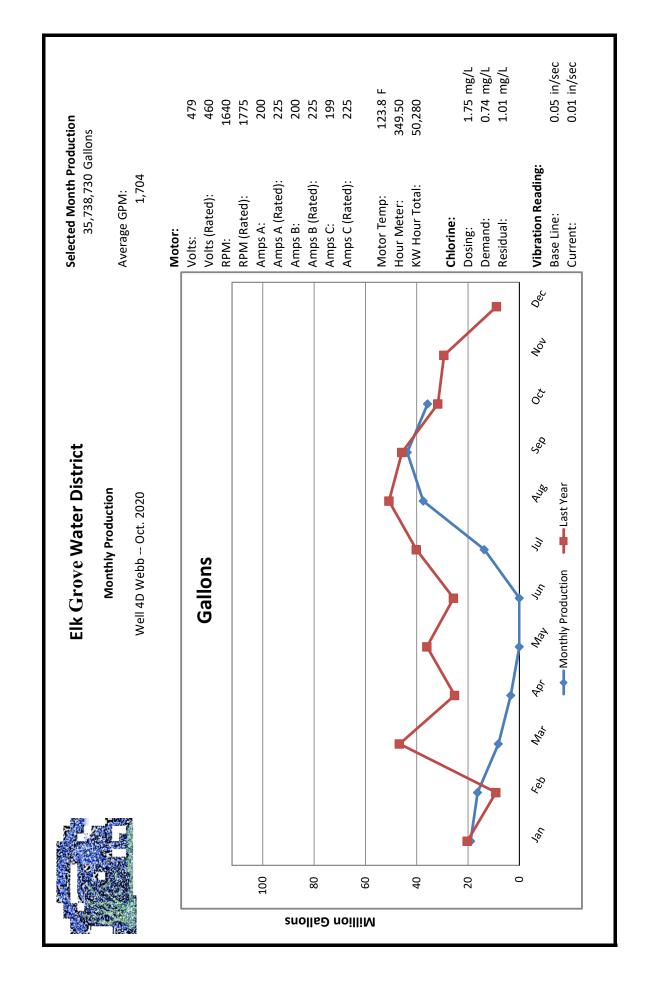
Operations Activities Summary

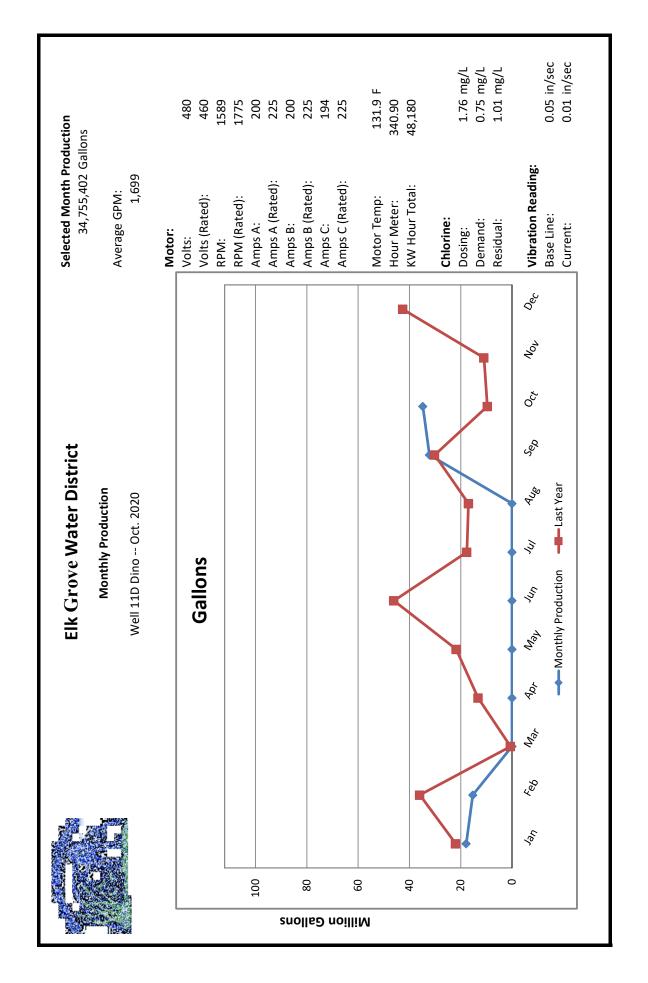
Service Requests:	October -20		YTD (Since Jan. 1, 2020)	
<u>Department</u>	Service Request	<u>Hours</u>	Service Request	<u>Hours</u>
Distribution				
Door Hangers	0	0	1,206	70
Shut offs	0	0	111	11.5
Turn ons	0	0	68	12.5
Investigations	41	10.25	300	75
USA Locates	239	59.75	2,006	501.25
Customer Complaints				
-Pressure	0	0	19	5
-Water Quality	2	0.5	13	3.25
-Other	0	0	0	0
Work Orders:	October -20		YTD (Since Jan.	1, 2020)
<u>Department</u>	Work Orders	<u>Hours</u>	Work Orders	<u>Hours</u>
Treatment:				
Preventative Maint.	19	51	228	479.5
Corrective Maint.	2	59.5	84	576.5
Water Samples	24	54.5	159	480
Distribution:				
Meters Installed	0	0	117	59.25
Meter Change Out	27	17.5	220	132.5
Preventative Maint.				
-Hydrant Maintenance (140)	148	17.5	1,002	159.5
-Valve Exercising (127)	216	37.5	912	183
-Other	0	0	0	0
Corrective Maint.				
-Leaks	7	73.25	35	738.75
-Other	8	52.25	46	164.5
Valve Locates	0	0	0	0
Utility:				
Corrective Maint.	0	0	0	0

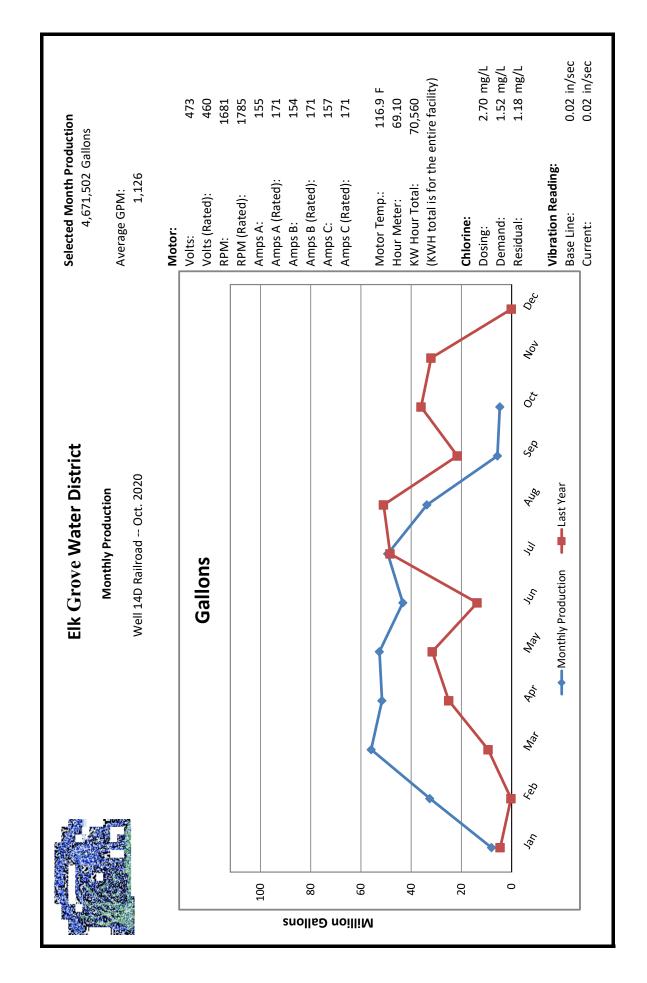


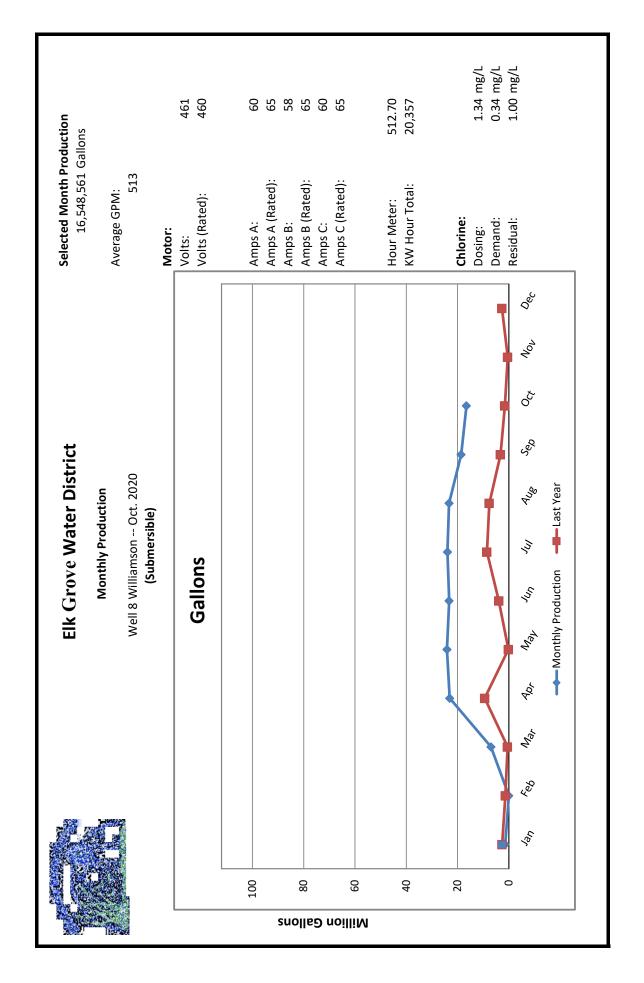


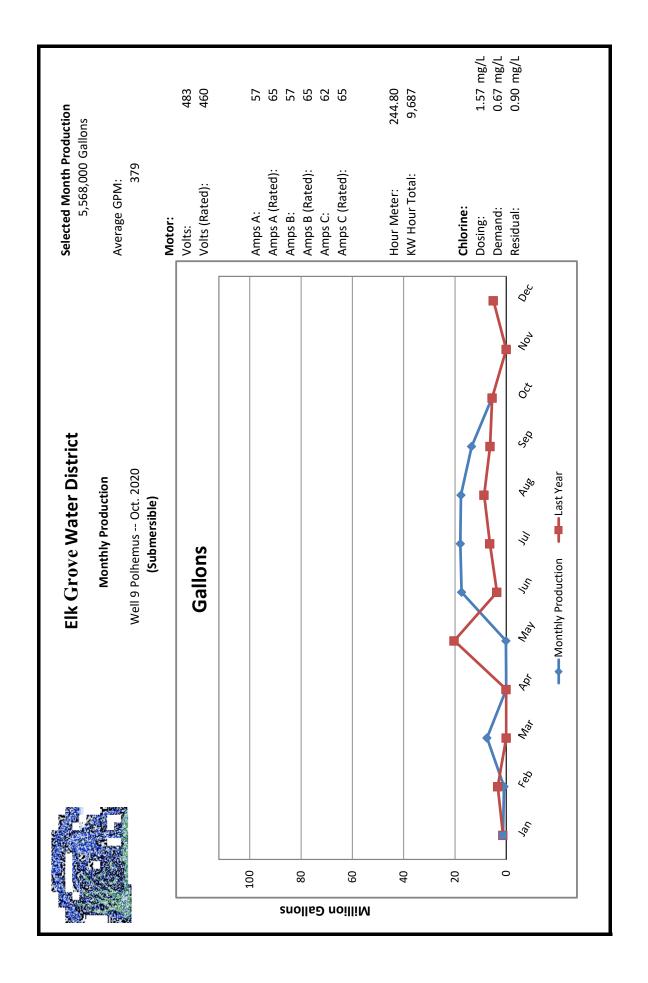


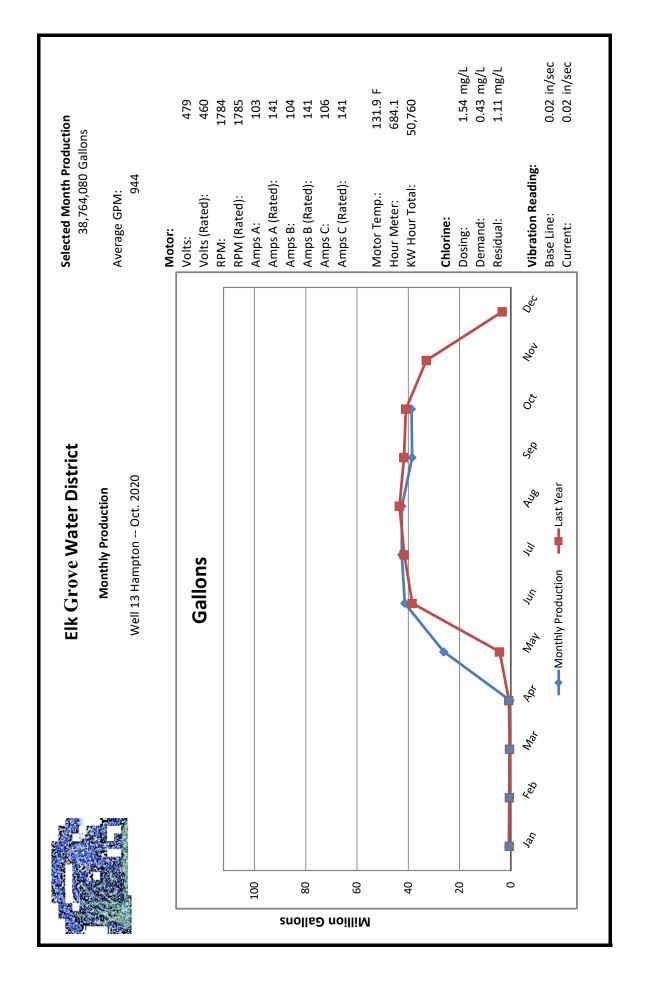


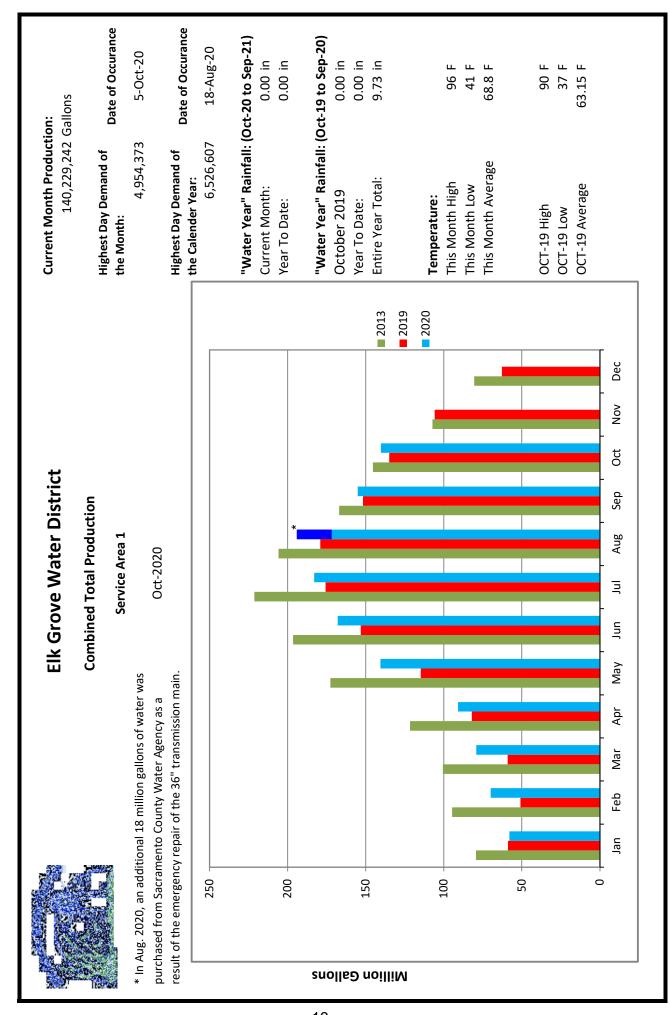












cin Grove Water District

Elk Grove Water District

Total Demand/Production

Oct-2020

400

350



Service Area 1

Active Connections: 7,941 Current Month Demand/Production:

140,229,242 Gallons

Reduction From October 2013: 3.52%

GPCD: 158.4 Gallons per Day R-GPCD: 127.0 Gallons per Day

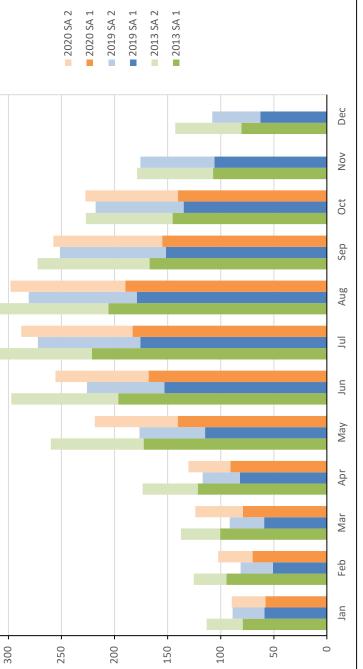
Service Area 2

Active Connections: 4,904
Current Month Demand/Production:

87,187,628 Gallons

Reduction From October 2013: -6.76%

GPCD: 154.7 Gallons per Day **R-GPCD:** 120.5 Gallons per Day



anollad noilliM

Elk Grove Water District Water Usage

--- Monthly Production (gallons)

2013	January	February	March	April	Мау	nul	Иnf	August	September	August September October	November	December
GW (SA1)	68,254,916	81,368,191	100,542,522	121,613,523	172,623,839	196,557,137	100,542,522 121,613,523 172,623,839 196,557,137 221,335,388 205,830,850 166,997,536 145,352,530 107,186,459	205,830,850	166,997,536	145,352,530	107,186,459	80,494,167
Purchased (SA2)	33,769,956	30,929,052	36,942,972	51,911,200	87,470,372	100,709,224	36,942,972 51,911,200 87,470,372 100,709,224 112,128,192 110,885,764 105,417,136 81,665,892 71,505,060	110,885,764	105,417,136	81,665,892	71,505,060	62,165,532
Total	102,024,872	$112,297,243 \qquad 137,485,494 \qquad 173,524,723 \qquad 260,094,211 \qquad 297,266,361 \qquad 333,463,580 \qquad 316,716,614 \qquad 272,414,672 \qquad 272,018,422 \qquad 178,691,519 \qquad 142,659,699 \qquad 272,714,672 \qquad 272,018,422 \qquad 178,691,519 \qquad 142,659,699 \qquad 272,714,672 \qquad 178,691,519 \qquad $	137,485,494	173,524,723	260,094,211	297,266,361	333,463,580	316,716,614	272,414,672	227,018,422	178,691,519	142,659,699
2017	January	February	March	April	May	June	Иnt	August	August September	October	November	December
GW (SA1)	59,973,881	50,320,832	61,080,559	68,658,752	137,599,305	155,472,951	61,080,559 68,658,752 137,599,305 155,472,951 180,086,739 173,684,119 152,475,400 131,390,808 76,619,642	173,684,119	152,475,400	131,390,808	76,619,642	67,874,741
Purchased (SA2)	26,951,188	28,184,640	28,756,860	34,167,892	48,653,660	87,003,620	28,756,860 34,167,892 48,653,660 87,003,620 96,535,384 104,766,376 98,979,848 84,154,488 61,788,540	104,766,376	98,979,848	84,154,488	61,788,540	34,228,480
Total	86,925,069	78,505,472	89,837,419	102,826,644	186,252,965	242,476,571	89,837,419 102,826,644 186,252,965 242,476,571 276,622,123 278,450,495 251,455,248 215,545,296 138,408,182 102,103,221	278,450,495	251,455,248	215,545,296	138,408,182	102,103,221

GW (SA1)	59,973,881	50,320,832	61,080,559	68,658,752	137,599,305	155,472,951	61,080,559 68,658,752 137,599,305 155,472,951 180,086,739 173,684,119 152,475,400 131,390,808 76,619,642 67,874,741	173,684,119	152,475,400	131,390,808	76,619,642	67,874,741
Purchased (SA2)	26,951,188	28,184,640	28,756,860	28,756,860 34,167,892 48,653,660	48,653,660	87,003,620	87,003,620 96,535,384 104,766,376 98,979,848 84,154,488 61,788,540	104,766,376	98,979,848	84,154,488	61,788,540	34,228,480
Total	86,925,069	78,505,472		102,826,644	186,252,965	242,476,571	89,837,419 102,826,644 186,252,965 242,476,571 276,622,123 278,450,495 251,455,248 215,545,296 138,408,182 102,103,221	278,450,495	251,455,248	215,545,296	138,408,182	102,103,221
2018	January	February	March	April	May	June	λlυί	August	August September	October	November	December
GW (SA1)	61,547,751	61,558,850	62,848,303	76,267,144	125,703,221	158,313,394	62,848,303 76,267,144 125,703,221 158,313,394 181,467,446 173,737,676 150,609,278 133,163,991 97,294,654	173,737,676	150,609,278	133,163,991	97,294,654	63,631,042
Purchased (SA2)	31,925,388	31,512,492	33,779,680	32,989,792	52,692,860	85,679,660	33,779,680 32,989,792 52,692,860 85,679,660 101,031,612 104,457,452 97,400,072 77,996,204 66,116,468	104,457,452	97,400,072	77,996,204	66,116,468	42,849,180
Total	93,473,139		96,627,983	109,256,936	178,396,081	243,993,054	93,071,342 96,627,983 109,256,936 178,396,081 243,993,054 282,499,058 278,195,128 248,099,350 211,160,195 163,411,122 106,480,222	278,195,128	248,009,350	211,160,195	163,411,122	106,480,222

November 105,816,168 69,704,624

October 82,897,100

September 151,703,906 99,590,964

134,920,719

179,038,979 280,857,487 101,818,508 August

> 175.692.823 96,524,164

153,176,826 72,657,728 June

114,733,502 176,535,506 61,802,004 May

59.064.385 32,485,640 March

February 50,827,497 30,359,076

2019

29,895,316 58.847,001 January

> urchased (SA2) 3W (SA1)

34,994,432 116,976,160 81.981.728 April

July

251,294,870 217,817,819

225,834,554 272,216,987

2020	January	February	March	April	May	June	July	August	September	October	October November December	December
GW (SA1)	57,904,843	69,920,851	79,195,437	90,851,253	140,575,760	167,942,394	182,964,721	189,801,764	155,126,225	140,229,242		
Purchased (SA2)	31,743,624	32,416,076	44,764,808	39,523,572	77,964,788	87,759,848	104,799,288	108,177,256	102,434,860	87,187,628		
Total	89,648,467	102,336,927	123,960,245	130,374,825	218,540,548	3 255,702,242	287,764,009	297,979,020	257,561,085	227,416,870	0	0
% Reduction from 2013	12.13%	8.87%	9.84%	24.87%	15.98%	13.98%	13.70%	5.92%	5.45%	-0.18%	100.00%	100.00%

2013 Januany and February production numbers do not match actually recorded production because of an open intertie delivering water to SA2. Information below is further details.

Actual Recorded Prod. (Jan. 2013) - Service Area 1

SA1 = Service Area 1, SA2 = Service Area 2. SA1 is all groundwater (GW) production. SA2 is all purchased water from SCWA.

(Includes water delivered to SA2 due to open intertie. Intertie closed end of Feb. 2013) (Includes water delivered to SA2 due to open intertie. Intertie closed end of Feb. 2013) 79,361,342 gallons 94,608,406 gallons Actual Recorded Prod. (Feb. 2013) - Service Area 1

To determine estimate of Feb. 2013 production delivered to Service Area 1, use multiplier from March data which is seasonally similar.)

(calculated from March 2013 Prod. Data/March 2014 Prod. Data) Calc'd Feb. 2013 Prod. = Feb. 2014 Prod. Data x 1.39 = Service Area 1 Multiplier =

To determine estimate of Jan. 2013 production, use prorated amount from Feb. 2013 data. (This method due to Jan. 2014 being unseasonably hot.)

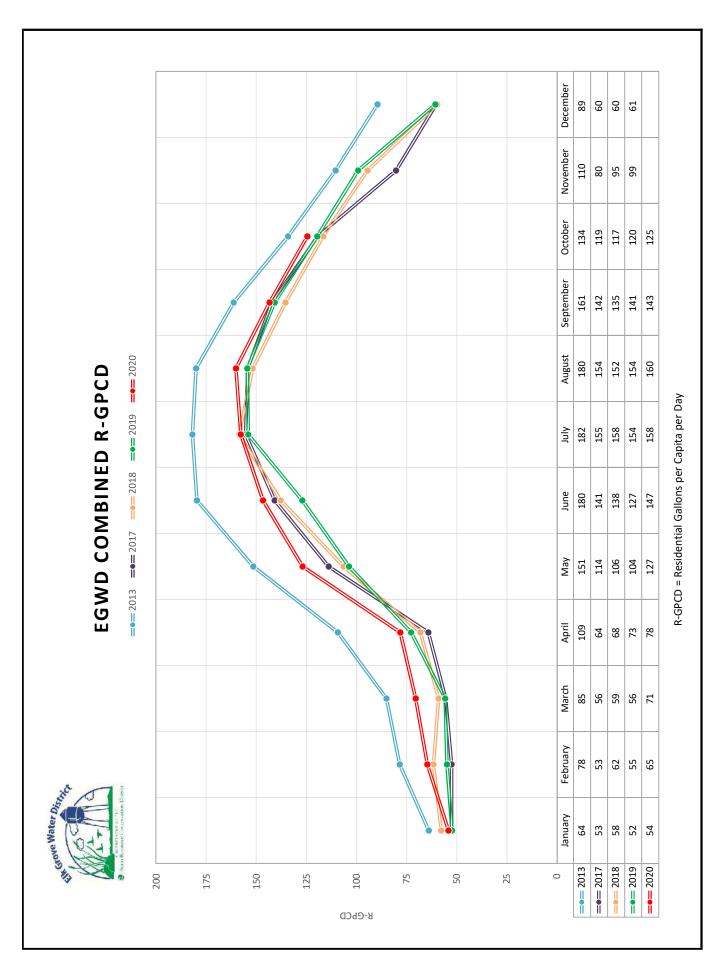
Calc'd Jan. 2013 Prod. = (Feb. 2013 Prod. Data Calc'd / Feb. 2013 Prod. Data Actual) x Jan. 2013 Prod. Data Actual =

2020 August production number for SA1 includes water delivered through open interties with SA2.

SA1 = Service Area 1, SA2 = Service Area 2. SA1 is all groundwater (GW) production. SA2 is all purchased water from SCWA.

18,000,000 Gallons Charlois and Springhurst Intertie

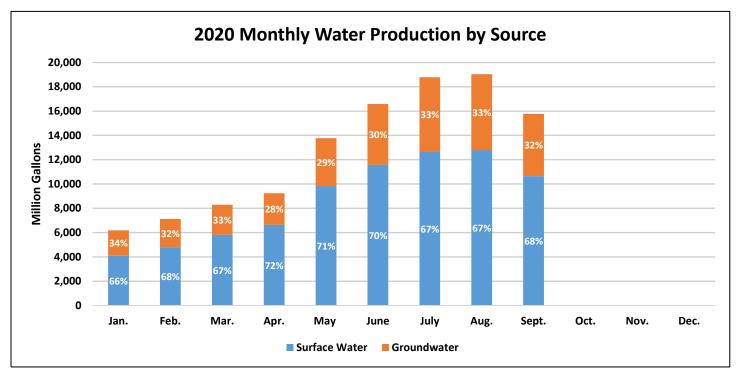
Consumption	Gallons	31,743,624	32,416,076	44,764,808	39,523,572	77,964,788	87,759,848	104,799,288	108,177,256	102,434,860	87,187,628	0	0
Consu	CCF	42,438	43,337	59,846	52,839	104,231	117,326	140,106	144,622	136,945	116,561		
Service Area 2	# Accts	4,544	4,656	4,658	4,761	4,761	4,761	4,761	4,762	4,898	4,900		
Servic	2020	Jan	Feb	Mar	Apr	May	Jun	lul	Aug	Sep	Oct	Nov	Dec

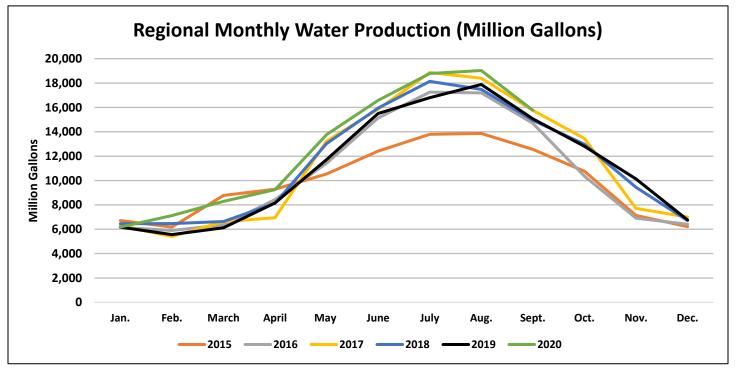


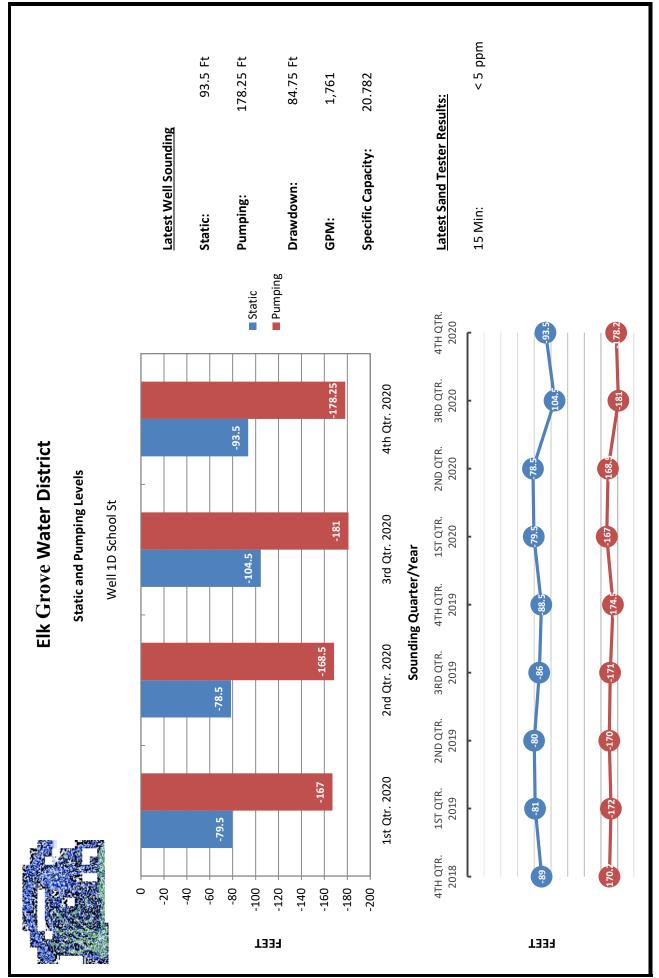


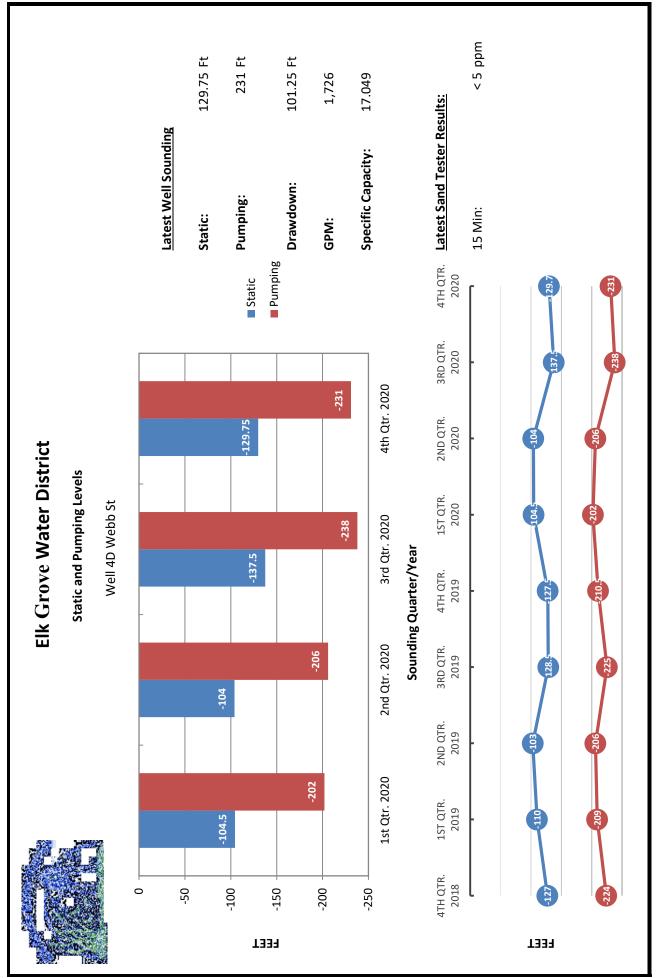
September 2020 Data Summary

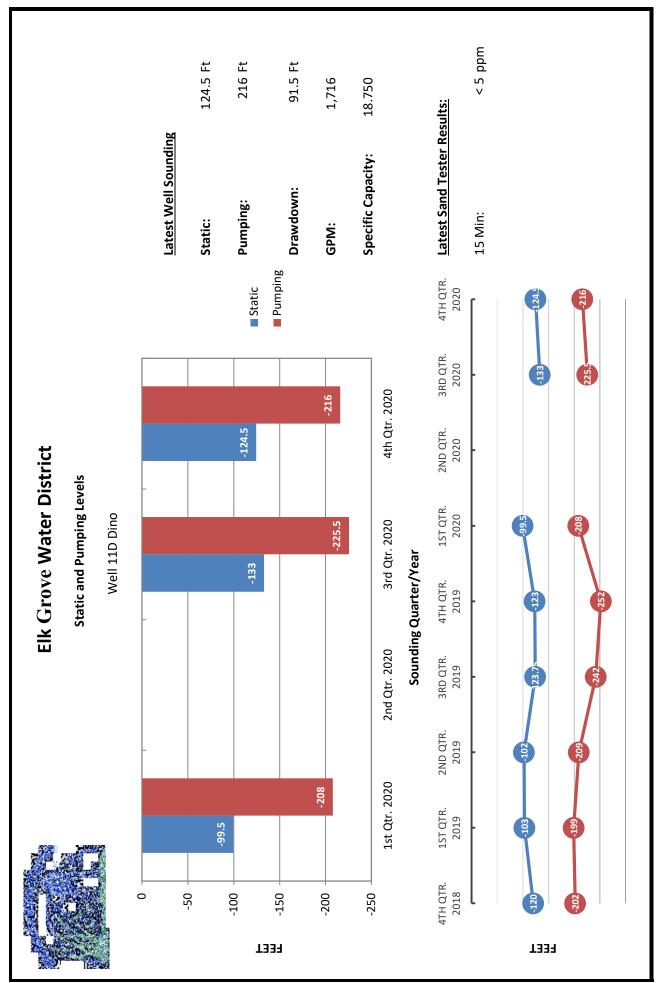
		2020) Mon	thly W	/ater P	roducti	on by S	Source	(Millio	า Gal	lons)		
	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
SW	4,109	4,721	5,857	6,545	9,828	11,574	12,636	12,789	10,649				78,708
GW	2,180	2,414	2,480	2,700	3,938	5,008	6,051	6,242	5,119				36,132
Total	6,289	7,136	8,336	9,245	13,766	16,582	18,688	19,031	15,768				114,841

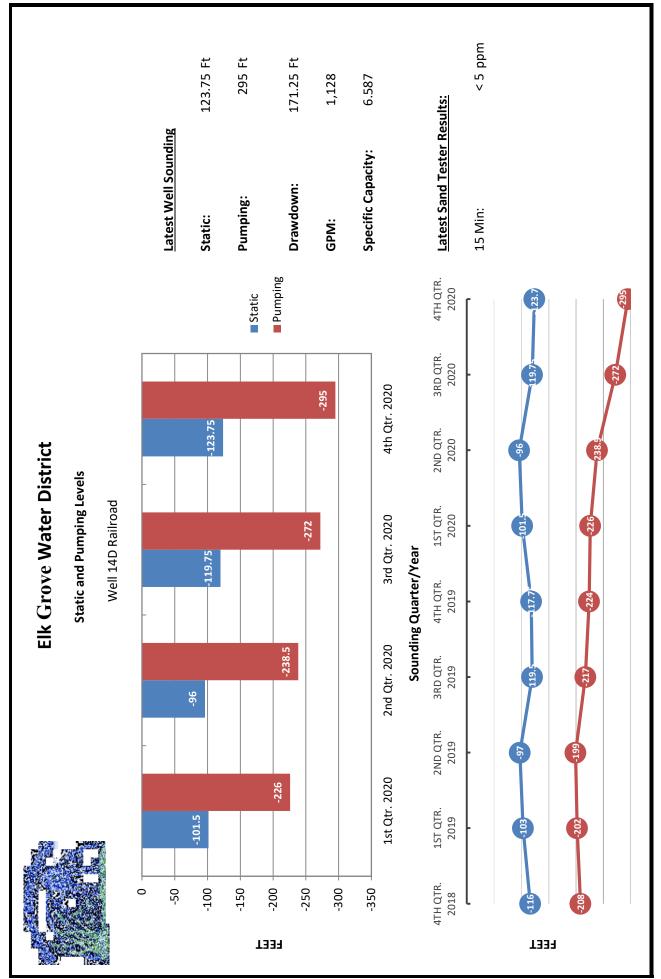


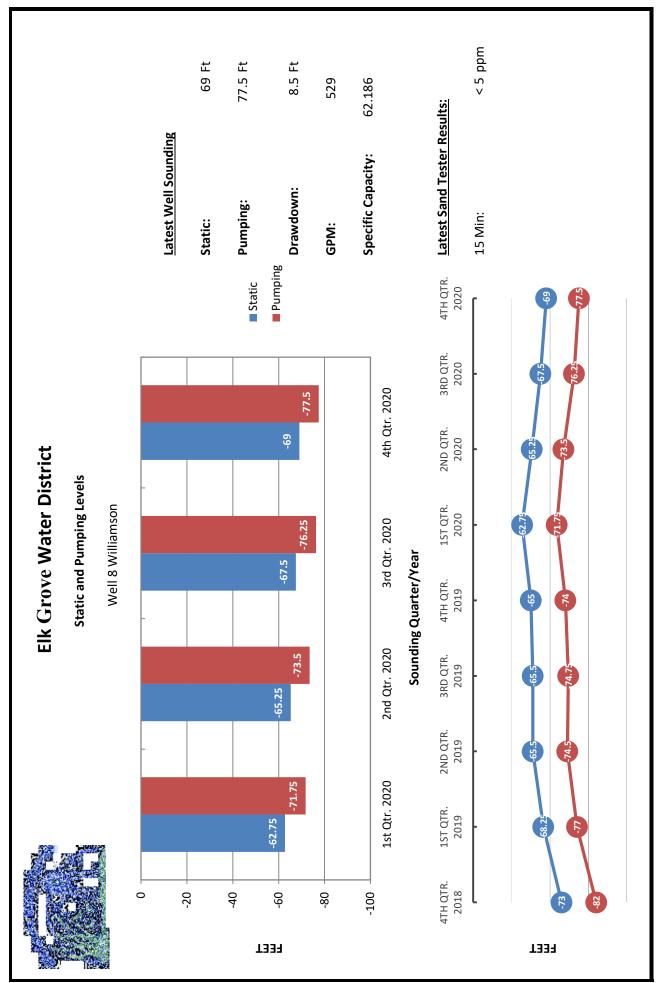


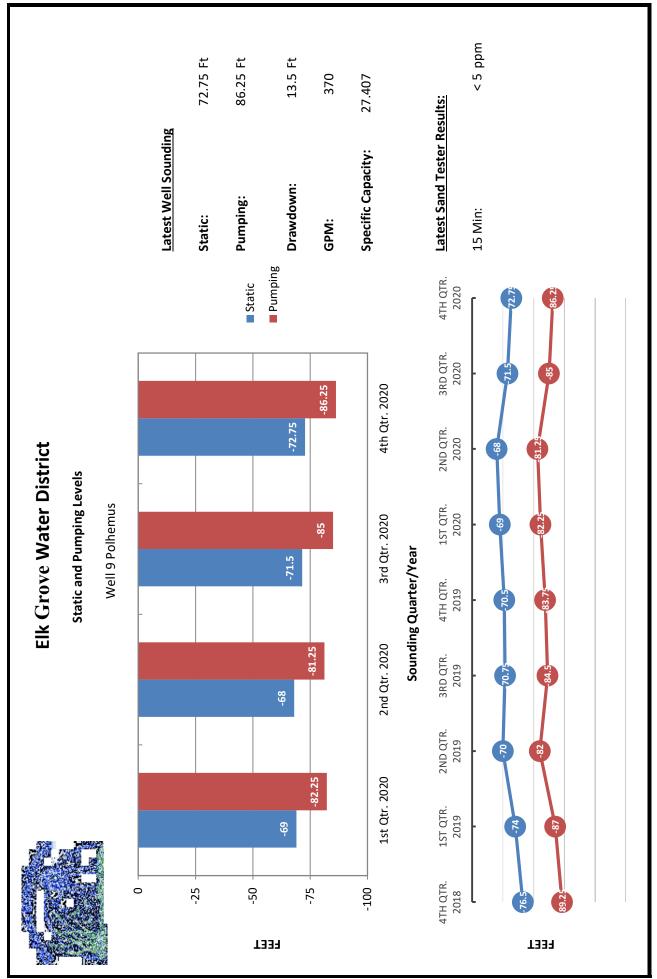


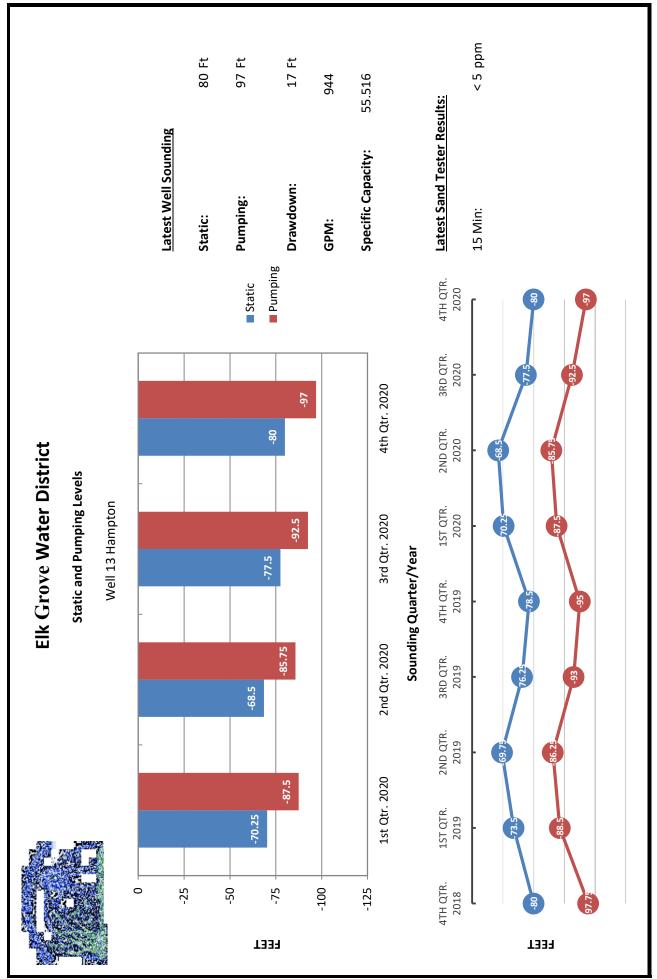












Monthly Sample Report - October 2020 Water System: Elk Grove Water System

	Sampling	Sampling Point: 01 - 8693 W. Camden	
Sample Date	Sample Class	Sample Name	Collection Occurrence
10/6/2020	Distribution System	Bacteriological	Week
10/13/2020	Distribution System	Bacteriological	Week
10/20/2020	Distribution System	Bacteriological	Week
10/27/2020	Distribution System	Bacteriological	Week
10/6/2020	Distribution System	TTHM's and HAA5	Quarterly
	Sampling Point:	nt: School Well 01D - Raw Water	
Sample Date	Sample Class	Sample Name	Collection Occurrence
10/8/2020	Source Water	Bacteriological	Quarterly
10/8/2020	Source Water	Fe, Mn, As Total	Quarterly
10/8/2020	Source Water	Fe, Mn, As Dissolved	Quarterly
10/8/2020	Source Water	Threshold Odor	Quarterly
	Sampling F	Sampling Point: 02 - 9425 Emerald Vista	
Sample Date	Sample Class	Sample Name	Collection Occurrence
10/6/2020	Distribution System	Bacteriological	Week
10/13/2020	Distribution System	Bacteriological	Week
10/20/2020	Distribution System	Bacteriological	Week
10/27/2020	Distribution System	Bacteriological	Week
	Sampling	Sampling Point: 03 - 8809 Valley Oak	
Sample Date	Sample Class	Sample Name	Collection Occurrence
10/6/2020	Distribution System	Bacteriological	Week
10/13/2020	Distribution System	Bacteriological	Week
10/20/2020	Distribution System	Bacteriological	Week
10/27/2020	Distribution System	Bacteriological	Week

	Sample Date 10/6/2020 10/6/2020 10/6/2020 10/6/2020 10/13/2020 10/20/2020 10/27/2020	Sample Class Source Water Source Water Source Water Source Water Source Water Sample Class Distribution System Distribution System Distribution System Distribution System Sample Class Sampling	Sampling Point: Webb Well 04D - Raw Water lass Sample Name ater Bacteriological ater Fe, Mn, As Total ater Fe, Mn, As Dissolved Sampling Point: 04 - 10122 Glacier Point Bass Sample Name System Bacteriological Bystem Bacteriological Bystem Bacteriological System Bacteriological Bacteriological	Collection Occurrence Quarterly Quarterly Quarterly Quarterly Week Week Week Week Week
26	10/6/2020 10/13/2020 10/20/2020 10/27/2020 10/6/2020	Distribution System Distribution System Distribution System Distribution System Distribution System	Bacteriological Bacteriological Bacteriological Bacteriological TTHM's and HAA5	Week Week Week Week Quarterly
		Sampling	Sampling Point: 06 - 9227 Rancho Dr.	:
	Sample Date	Sample Class	Sample Name	Collection Occurrence
	10/6/2020	Distribution System	Bacteriological	Week
	10/13/2020	Distribution System	Bacteriological	Week
	10/27/2020	Distribution System	Bacteriological	Week

	Collection Occurrence	Week	Week	Week	Week		Collection Occurrence	Quarterly	Quarterly	Quarterly		Collection Occurrence	Week	Week	Week	Week	Quarterly	Monthly		Collection Occurrence	Quarterly	Quarterly	Quarterly
Sampling Point: 07 - Al Gates Park Mainline Dr.	Sample Name	Bacteriological	Bacteriological	Bacteriological	Bacteriological	t: - Williamson Well 8 Raw Water	Sample Name	Bacteriological	Fe, Mn, As Total	Fe, Mn, As Dissolved	Sampling Point: 09 - 9436 Hollow Springs Wy.	Sample Name	Bacteriological	Bacteriological	Bacteriological	Bacteriological	TTHM's and HAA5	Fluoride	nt: Polhemus Well 9 Raw Water	Sample Name	Bacteriological	Fe, Mn, As Total	Fe, Mn, As Dissolved
Sampling Poin	Sample Class	Distribution System	Distribution System	Distribution System	Distribution System	Sampling Point:	Sample Class	Source Water	Source Water	Source Water	Sampling Poir	Sample Class	Distribution System	Sampling Point:	Sample Class	Source Water	Source Water	Source Water					
	Sample Date	10/6/2020	10/13/2020	10/20/2020	10/27/2020		Sample Date	10/6/2020	10/6/2020	10/6/2020		Sample Date	10/6/2020	10/13/2020	10/20/2020	10/27/2020	10/6/2020	10/6/2020		Sample Date	10/6/2020	10/6/2020	10/6/2020

	Collection Occurrence	Week	Week	Week	Week		Collection Occurrence	Week	Week	Week	Week			Collection Occurrence	Quarterly	Quarterly	Quarterly		Concretion Controlled		Quarterly	Weekly	Quarterly	Weekly	Weekly	Quarterly
Sampling Point: 09 - 8417 Blackman Wy.	Sample Name	Bacteriological	Bacteriological	Bacteriological	Bacteriological	Sampling Point: 10 - 9373 Oreo Ranch Cir.	Sample Name	Bacteriological	Bacteriological	Bacteriological	Bacteriological		Sampling Point: Dino Well 11D - Raw Water	Sample Name	Bacteriological	Fe, Mn, As Total	Fe, Mn, As Dissolved	Camaling Boint: Hamaton Woll 13 - Bau Water	Sample Name	Sample Name	Bacteriological	Fe, Mn, As, Total	Fe, Mn, As, Dissolved	Fe, Mn, As, Total	Fe, Mn, As, Total	Fe, Mn, As, Total
Sampling	Sample Class	Distribution System	Distribution System	Distribution System	Distribution System	Sampling F	Sample Class	Distribution System	Distribution System	Distribution System	Distribution System	-	Sampling Po	Sample Class	Source Water	Source Water	Source Water	io o orilomes		Sample Class	Source Water	Source Water	Source Water	Source Water	Source Water	Source Water
	Sample Date	10/6/2020	10/13/2020	10/20/2020	10/27/2020		Sample Date	10/6/2020	10/13/2020	10/20/2020	10/27/2020			Sample Date	10/1/2020	10/1/2020	10/1/2020		Sound Clames	Sample Date	10/6/2020	10/5/2020	10/6/2020	10/12/2020	10/19/2020	10/26/2020

	Collection Occurrence	Weekly	Quarterly	Weekly	Weekly	Weekly		Collection Occurrence		Collection Occurrence	Quarterly	Quarterly	Quarterly	Quarterly		Collection Occurrence	Month	Month			Collection Occurrence
Sampling Point: Hampton WTP Effluent	Sample Name	Fe, Mn, As, Total	Fe, Mn, As, Dissolved	Fe, Mn, As, Total	Fe, Mn, As, Total	Fe, Mn, As, Total	Sampling Point: Hampton WTP Backwash Tank	Sample Name	Sampling Point: Railroad Well 14D - Raw Water	Sample Name	Bacteriological	Fe, Mn, As Total	Fe, Mn, As Dissolved	Threshold Odor	Sampling Point: Railroad WTP Effluent	Sample Name	WTP Eff - Fe, Mn, As, AI Total	WTP Eff - Fe,Mn,As,Al Dissolved		Sampling Point: Railroad WTP Backwash Tank	Sample Name
Sampling	Sample Class	Treated Effluent	Source Water	Treated Effluent	Treated Effluent	Treated Effluent	Sampling Poin	Sample Class	Sampling Poin	Sample Class	Source Water	Source Water	Source Water	Source Water	Sampling	Sample Class	Treated Plant Effluent	Treated Plant Effluent	:	Sampling Poir	Sample Class
	Sample Date	10/5/2020	10/6/2020	10/12/2020	10/19/2020	10/26/2020		Sample Date		Sample Date	10/8/2020	10/8/2020	10/8/2020	10/8/2020		Sample Date	10/6/2020	10/6/2020			Sample Date

	Sampling Point:	Sampling Point: Special Distribution/Construction Samples	nples
Sample Date	Sample Class	Sample Name	Collection Description
10/6/2020	Source Water	Orthophosphate, Total Phosphorus, Fe, Mn, pH	Dino Rehab Flushing
10/6/2020	Source Water	Orthophosphate, Total Phosphorus, Fe, Mn, pH	RRWTP Effluent (Well 11D Post Rehab)
10/7/2020	Distribution System	Bacteriological	New Main Line Install Barth St. / Halverson Dr.
10/7/2020	Distribution System	Bacteriological	New Main Line Install Barth St. / Elk Wy
10/7/2020	Distribution System	Bacteriological	Leak Repair 8503 W. Camden
10/14/2020	Distribution System	Bacteriological	New Main Line Install Barth St.
10/23/2020	Distribution System	Bacteriological	Hydrant Valve Replacement O' Connell Ct.
10/21/2020	Distribution System	Bacteriological	9227 Rancho Dr. Primary (Repeat Sample)
10/21/2020	Distribution System	Bacteriological	9227 Rancho Dr. Downstream (Repeat Sample)
10/21/2020	Distribution System	Bacteriological	9227 Rancho Dr. Upstream (Repeat Sample)
10/21/2020	Source Water	Bacteriological	Well 4D Webb (Source)
10/21/2020	Source Water	Bacteriological	Well 11D Dino (Source)
10/21/2020	Source Water	Bacteriological	Well 13 Hampton (Source)
10/21/2020	Source Water	Bacteriological	Well 8 Williamson (Source)
-I	Monthly Total	Yearly Total	
Black = Scheduled	89	617	
Green = Unscheduled	23	106	
Red = Incomplete Sample	0	0	



Sacramento Regional County Sanitation District Environmental Specialist 10060 Goethe Rd. Sacramento, CA. 95827

WASTEWATER SOURCE CONTROL MONTHLY COMPLIANCE REPORT

Enclosed is the Wastewater Source Control Monthly Compliance Report Form from Elk Grove Water District for October 2020.

If you have any further questions, you may contact me at 916-585-9386

STEVE SHAW

COMPLIANCE REPORT FORM

Attn: Miche	elle Pate		E-mail: pa	tem@sacs	ewer.com		Wast	ewater Sour	ce Control Section
Phone (916)	875-909	1						F	ax (916) 875-6374
From: Stev	e Shaw								
Company: I	Elk Grove	e Water Disti	rict						Permit #WTP010
ne following	reports a	and informatio	n are attac	ched (chec	k all that app	oly):			
			Month:	October			Year:	2020	
V		se/flow meter	Ra	ilroad WTI	ΓP – 1,194,09 P – 423,424	98			
_^	report		An	alyzer Wa	ter – 35,712	_			1
						Date		Time	рН
				Ham	npton WTP	10-5-2	2020	3:21 pm	7.39
_X	Monitori	ng results/ana	alytical repo	ort Rails	road WTP	10-5-2	2020	3:05 pm	7.91
 	Attached volume of	d is a descript of the wastewn nitoring equip escribe):	ion of ant	icipated ch	nanges that	may sig	nificantl		nature, quality, or
omestic Ca	culation								
Domestic	Usage	Number of Employees	-11/-14/-14/-14/-14/-14/-14/-14/-14/-14/	ess Days Month	Allow (gallons)	Gallons	
oduction		11		18		5		2,970	
fice		4		18	1	0		720	
ivers/Field	ı	3		18	3	3		162	
						To	otal	3,852	
accordance bmitted. B r gathering smplete. I a nd imprison	er penalt e with a s ased on r the infor m aware ment for	y of law that to system design my inquiry of to rmation, the in that there are knowing viola	ed to assur the person of aformation asignificant tions".	re that qua or persons submitted	alified person who manag d is, to the be	nnel pro e the sys est of m	perly ga stem, or y knowle	ther and eva those perso edge and bel	irection or supervisual aluate the informations directly respons lief, true, accurate g the possibility of
		ized Represen	tative:					×	
RINTED NAI	ME, TITLE	:		Steve Sh	(Name)		W		ent Supervisor tle)
ATE:				11-4-202				7.00	

Elk Grove Water District Backwash Wastewater pH Results and Record of Performance Verification For OAKTON Multi-Parameter PCSTestr 35

Instructions for Calibration:

- 1. For best results, calibrate with certified accurate pH calibration standards (buffers). You may calibrate up to five points with the USA (1.68, 4.01, 7.00, 10.01, 12.45) or the NIST (1.68, 4.01, 6.86, 9.18, 12.45) buffer group
- 2. Press the "ON/OFF" button to turn meter on, then press "MODE/ENT" to select pH mode as needed.
- 3. Rinse the sensor with clean water. Immerse the sensor into your pH buffer and press "CAL". The primary display will show the un-calibrated pH value, while the secondary display should search for and lock on the closest automatic calibration value.
- 4. Allow the primary reading to stabilize, then press "MODE/ENT" to confirm the calibration value. The primary value will blink briefly before the secondary value automatically scrolls thu the remaining pH buffers available for calibration.

Repeat steps 2 & 3 with additional buffers or press "CAL" to return to measurement mode.

	pl	H 4 Buffer	pł	H 7 Buffer	p⊦	l 10 Buffer
Semi- Annual Date	Result	Adjustment	Result	Adjustment	Result	Adjustment
Sample 1 of 2		>		>		>
Railroad WTP Backwash Waste	Time	Result	Hampton V	/illage WTP Waste	Time	Result

	pl	H 4 Buffer	рН	7 Buffer	рН	10 Buffer
Semi- Annual Date	Result	Adjustment	Result	Adjustment	Result	Adjustment
Sample 2 of 2	-20 4.29	-> 4.01	6.80	7.00	10.19	10.01
Railroad WTP	Time	Result	Hampton Vi	llago WTD	Time	Result 7.39

Accuracy: +/- 0.01 pH



State Water Resources Control Board Division of Drinking Water 1001 I Street 13th Floor Sacramento, CA. 95814

MONTHLY SUMMARY OF DISTRIBUTION SYSTEM COLIFORM MONITORING

Enclosed is the Monthly Summary of the Distribution System Coliform Monitoring report from Elk Grove Water District for October 2020.

If you have any further questions, you may contact me at 916-585-9386.

STEVE SHAW

State Water Resources Control Board
Division of Drinking Water

MONTHLY SUMMARY OF REVISED TOTAL COLIFORM RULE DISTRIBUTION SYSTEM MONITORING

(including triggered source monitoring for systems subject to the Groundwater Rule)

Elk Grove Water District				3410008	
Sampling Period					
Month October		Year		2020	1
	Number Required		Number Collected	Number Total Coliform Positives	Number E.coli Positive
1. Routine Samples (see note 1)	40		40	_1_	0
 Repeat Samples following samples that are Total Coliform Positive and E.coli Negative (see notes 10 and 11) 			3	0	0
 Repeat Samples following Routine Samples that are Total Coliform Positive and E. coli Positive (see notes 10 and 11) 			0	0	0
Treatment Technique (TT)/MCL Violation Computation for Total Coliform/ <i>E. coli</i> Positive Samples a. Totals (sum of columns)	40		43	1	0
b. If 40 or more samples collected in month, determine percent of samples that are total coliform positive [(total number positive/total number collected) x 100] =	2.32	%			
c. Did the system trigger a Level 2 Assessment TT? (see notes 2, 3, 4, 5 and 6 for trigger info) If a Level 2 Assessment is triggered, see note 8 below.]Yes ☑No	
a Level 1 Assessment TT? (see note 7 for trigger info) If a Level 1 Assessment is triggered, see note 9 below.				Yes No	
5. Triggered Source Samples per Groundwater Rule (see notes 12 and 13)			4	0	0
 Invalidated Samples (Note what samples, if any, were invalidated; who authorized the ir were collected. Attach additional sheets, if necessary.) 	ıvalidation; a	and whe	n replaceme	nt samples	
7. Summary Completed By: Steve Shaw					
Signature	Title		Water Trea	tment Superviso	Date 11/4/2020

- Routine samples include:
 - a. Samples required pursuant to 22 CCR Section 64423 and any additional samples required by an approved routine sample siting plan established pursuant to 22 CCR Section 64422
 - b. Extra samples are required for systems collecting less than five routine samples per month that had one or more total coliform positives in previous month,
 - Extra samples for systems with high source water turbidities that are using surface water or groundwater under direct influence of surface water and do not practice filtration in compliance with regulations;
- Note: For a repeat sample following a total coliform positive sample, any E.coli positive repeat (boxed entry) constitutes an MCL violation and requires immediate notification to the Division (22, CCR, Section 64426.1).
- Note: For repeat sample following a E.coli positive sample, any total coliform positive repeat (boxed entry) constitutes an MCL violation and requires immediate notification to the Division (22, CCR, Section 64426.1).
- Note: Failure to take all required repeat samples following an E. coli positive routine sample (22, CCR, Section 64426.1) constitutes an MCL violation and requires immediate notification to the Division (22, CCR, Section 64426.1).
- Note: Failure to test for E. coli when any repoeat sample tests postive for total coliform (22, CCR, Section 64426.1) constitutes an MCL violation and requires immediate notification to the Division (22, CCR, Section 64426.1).
- 6. Note: Second Level 1 treatment technique trigger in a rolling 12-month period.
- 7. Total coliform Treatment Technique (TT) Violation (Notify Department within 24 hours of TT violation):
 - a. For systems collecting less than 40 samples, if two or more samples are total coliform positive, then the TT is violated and a Level 1 Assessment is required.
 - b. For systems collecting 40 or more samples, if more than 5.0 percent of samples collected are total coliform positive, then the TT is violated and a Level 1 Assessment is required.
- 8. Contact the Division as soon as practical to arrange for the division to conduct a Level 2 Assessment of the water system. The water system shall complete a Level 2 Assessment and sumbit it to the Division within 30 days of learning of the trigger exceedance.
- Conduct a Level 1 Assessment in accordance with as soon as practical that covers the minimum elements (22, CCR, Section 64426.8 (a), (2). Submit the report to the Division within 30 days of learing of the trigger exceedance.
- 10. Positive results and their associated repeat samples are to be tracked on the Coliform Monitoring Worksheet.
- 11. Repeat samples must be collected within 24 hours of being notified of the positive results. For systems collecting more than one routine sample per month, three repeat samples must be collected for each total coliform positive sample. For systems collecting one or fewer routine samples per month, four repeat samples must be collected for each total coliform positive sample. At least three samples shall be taken the month following a total coliform positive.
- 12. For systems subject to the Groundwater Rule: Positive results and the associated triggered source samples are to be tracked on the Coliform Monitoring Worksheet.
- 13. For triggered sample(s) required as a result of a total coliform routine positive sample, an E.coli positive triggered sample (boxed entry) requires immediate notification to the Division, Tier 1 public notification, and corrective action.

COLIFORM MONITORING WORKSHEET

 Page
 1
 of
 1

 Report Month
 October
 Year
 2020

COMPLETED FOR POSITIVE ROUTINE SAMPLES,	ALL REPEAT SAMPLES, AND ALL	TRIGGERED SOURCE SAMPLES

Rout	tine Sample	es ⁹		Repeat Sa	ample	s 6		Ti	riggered Source Sa	mples 8	
TC+ Sample Date	TC+ Sample Site ID	¹² E. coli Results	Repeat Collection Date	Repeat Sample Site IDs ¹⁰	Colifo	TC+ BUT E. coli-	TC+ AND E. coli+	Source Sample Date	Groundwater Source(s) Sampled	¹² TC Results	11,12 E. col Results
			10/21/2020	9227 Rancho Dr.	×			10/21/2020	Well 4D 3410008-015	(+/-)	(+/-)
0/00/0000	9227 Rancho	1.1.	10/21/2020	9234 Rancho Dr.	X				Well 11D 3410008-016	(+/-)	(+/-)
0/20/2020	Dr. Sample Site # 6	(+/-)	10/21/2020	9223 Rancho Dr.	Х				Well 13 3410008-013	(+/-)	(+/-
				4					Well 8 3410008-008	(+/-)	(+/-
				1						(+/-)	(+/-
				2							(+/-
		(+/-)		3							(+/-
				4						(+/-)	(+/-
				1						(+/-)	
		1.1.1		2							(+/-
		(+/-)		3							(+/-
				4							(+/-
				1						(+/-)	(+/-
		7.7.1		2						(+/-)	
		(+/-)		3						(+/-)	
				4						(+/-)	(+/-
				1						(+/-)	(+/-
		(+/-)		2						(+/-)	(+/-
		(+1-)		3						(+/-)	
				4						(+/-)	(+/-
				1						(+/-)	(+/-
		(+/-)		2						(+/-)	
		(+1-)		3						(+/-)	(+/-
				4						(+/-)	(+/-
				1						(+/-)	(+/-
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		(. , - ,		3						(+/-)	(+/-
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		(+7-)		3						(+/-)	(+/-
				4						100	(+/-
				1						(+/-)	
		(+/-)		2							(+/-
		(, , ,)		3							(+/-
1070				4						(+/-)	(+/-

NOTES AND INSTRUCTIONS:

- 6. Repeat samples must be collected within 24 hours of being notified of the positive results. For systems collecting more than one routine sample per month, three repeat samples must be collected for each total coliform positive sample. For systems collecting one or fewer routine samples per month, four repeat samples must be collected for each total coliform positive sample.
- 8. For triggered sample(s) required as a result of a total coliform routine positive sample, an *E.coli*, enterococci, or coliphage positive triggered sample (boxed entry) requires immediate notification to the Department, Tier 1 public notification, and corrective action.
- Also include any data for positive samples that occurred in the previous month that led to repeat monitoring occurring in the reporting month.
 Include location and indicate if the routine sample was either positive or negative for E.coli or Fecal Coliforms.
- 10. For systems serving ≤ 1000 persons that collect one or fewer routine samples per month, a triggered source water sample may be used as the fourth repeat, as noted in an approved plan, if E. coli was the indicator used. Show result in GW source column too.
- 11. The Department recommends using E. coli (see note 8). If enterococci or coliphage is used, note which in the comment box below.
- 12. Circle the appropriate result.



State Water Resources Control Board Division of Drinking Water 1001 I Street 13th Floor Sacramento, CA. 95814

MONTHLY SUMMARY OF THE HAMPTON GROUNDWATER TREATMENT PLANT

Enclosed is the Monthly Summary of the Hampton GWTP report from Elk Grove Water District for October 2020.

If you have any further questions, you may contact me at 916-585-9386.

STEVE SHAW

Elk Grove Water District Hampton GWTP Monthly Report

GWTP Name H Date M	000			Hamnton Water Treatment Plant	Treatment F	'lant											
Date	ווכ			Tallington and	II II CONTINUED IN												
Date	Hour	Run	Production	Well	Backwash	Backwash	Weekly In-House Monitoring (mg/L) R (Raw) T (Treated)As (ug/L)	nose Mon	itoring (n	18/L) R (R	aw) T (Tre	atedlAs	(ng/l)				
last day	17191		23529638		20562997	24349564	Date	Fe, R	Fe, T	Mn, R	Mn, T	As, R	As, T		Weekly Average	verage	
1	17214	22.7	24815651	1286013	20595587	24391315	10/5/2020	0	0.095	80.0	0.003	6	2		Inf. pH		Eff. pH
2	17234	20.2	25962193	1146542	20617322	24423479	10/12/2020	0.002	0.035	0.088	0	10	<2	Week 1:	7.0	to	7.1
3	17259	24.4	27337107	1374914	20649870	24466165	10/19/2020	0.012	0.107	0.097	0.002	13	2	CI2			1.17
4	17282	23.2	28643571	1306464	20682378	24507477	10/26/2020	0.007	0.038	0.095	0.003	13	<2	Week 2:	7.0	to	7.1
5	17307	24.8	30048439	1404868	20714931	24550562								Cl2		300	1.05
9	17330	23.6	31383662	1335223	20747361	24592140								Week 3:	7.0	to 7.1	
7	17354	24.3	32758360	1374698	20779762	24634355	Total Gallons Sodium Hypochlorite:	Ddium H	pochlor	ite:	411.71 Gal	Gal		CI2			86.0
8	17378	24	34113802	1355442	20812183	24576289	Pounds per day		16.6	16.6 Lbs/Day				Week 4:	6.9 to	7.1	1
6	17403	24.1	35482162	1368360	20844531	24718294	Dosage (Milligrams Per Liter @ 12.5% CI)	ams Per	Liter @ 1	12.5% CI	-	1.8 mg/L		Cl2	10.5		6.0
10	17426	23.7	36811096	1328934	20876916	24759055								Week 5:	to		ı
11	17450	23.7	38150202	1339106	20909449	24799791	Total Gallons Ferric Chloride:	erric Chle	oride:		252.7 Gal	Gal		Cl2			
12	17474	24.4	39539488	1389286	20941939	24842034	Dosage (Milligrams Per Liter @ 38% FeCI)	ams Per	Liter @ 3	18% FeC	(.65mg/L					
13	17498	24	40906079	1366591	20970810	24883314											
14	17522	23.8	42261204	1355125	21003309	24924504	Total Gallons Sodium Hydroxide:	H mnipo	/droxide		301.5 Gal	Gal					
15	17545	22.6	43541083	1279879	21028593	24962868	Dosage (Gallons Per Hour @ 30% NaOH)	s Per Ho	ur @ 30%	% NaOH)	1000	0.48	0.48 Gal/Hr				
16	17569	24.2	44912002	1370919	21061023	25005566											
17	17593	23.8	46263153	1351151	21093382	25048209	Total Gallons Sulfuric Acid:	Ilfuric Ac	id:		257.5 Gal	Gal					
18	17617	24.3	47638373	1375220	21125721	25091128	Dose (Gallons Per Hour @ 93% H2SO4	er Hour	@ 93% H	12504)		0.33	0.33 Gal/Hr				
19	17641	24	49010961	1372588	21157977	25133464											
20	17661	19.6	50117484	1106523	21186751	25172665	Total Backwashed	pa	908,389 Gal	9 Gal		Total Run Hours	in Hours		68	684.1 Hours	S
21	17685	24.2	51494587	1377103	21215568	25210943											
22	17709	23.7	52831344	1336757	21247975	25250699	Total Water Pumped	mped	38,764,080 Gal	180 Gal		Total Ba	Total Backwash Waste	Naste	1,1	1,194,098Gal	lal
23	17732	23.7	54186905	1355561	21276785	25292627											
24	17756	24.1	55550117	1363212	21309304	25335150	Reporting Limits/Units	Units	-	Maximun	Maximum Contaminant Levels (MCLs)	nant Leve	els (MCLs				
25	17780	23.6	56884267	1334150	21341774	25377360	Iron = 0.100 mg/L		_	ron (Fe)	Iron (Fe) = 0.300 mg/L (Secondary)	g/L (Seco.	ndary)				
26	17804	24.5	58271893	1387626	21374209	25919820	Manganese = 0.010 mg/L	10 mg/L		Vangane	Manganese (Mn) = 0.050 mg/L (Secondary)	0.050 mg	J/L (Secon	idary)			
27	17829	24.3	59652094	1380201	21406656	25461889	Arsenic = 1.0 µg/L	_	*	Arsenic (A	Arsenic (As) = 10 µg/L (Primary)	t/L (Prim	ary)				
28	17852	23	60956157	1304063	21439005	25502415											
29	17875	23.6	62293718	1337561	21471386	25543662											
30							Prepared By:	Steve Shaw	aw				Date:	10/4/2020	ol		
31																	
Total		684.1		38,764,080	908,389	1,194,098											



State Water Resources Control Board Division of Drinking Water 1001 I Street 13th Floor Sacramento, Ca. 95814

MONTHLY FLUORIDATION MONITORING REPORT

Enclosed is the Monthly Summary of the Fluoridation Monitoring from Elk Grove Water District for October 2020.

If you have any further questions, you may contact me at 916-585-9386.

STEVE SHAW

ELK GROVE WATER DISTRICT AREA 2

DISTRIBUTION SYSTEM MONTHLY FLUORIDATION MONITORING REPORT October-20

Monitoring Results (mg/L) Location of Sample Week

10/13/2020 10:40 AM 0.56 Approved Lab: 0.73 mg/L 10/13/2020 10:40 AM 0.61 0.74 10/13/2020 12:10 PM 0.74 0.74 10/20/2020 8:25 AM 0.73 Contact Name: Steve Shaw 10/20/2020 8:40 AM 0.81 Telephone: (916) 585-9386 10/20/2020 10:23 AM 0.57 Telephone: (916) 585-9386 10/27/2020 9:46 AM 0.49 10/27/2020 10:06 AM 0.04 10/27/2020 11:40 AM 0.7
8:25 AM 0.73 8:40 AM 0.81 8:52 AM 0.52 10:23 AM 0.57 9:13 AM 0.48 9:46 AM 0.49 10:06 AM 0.7
8:52 AM 0.52 10:23 AM 0.57 9:13 AM 0.48 9:46 AM 0.49 10:06 AM 0.4 11:40 AM 0.7
9:13 AM 0.48 9:46 AM 0.49 10:06 AM 0.4 11:40 AM 0.7
10:06 AM 11:40 AM

Blackman

2

Year: 2020

Elk Grove Water District

Preventative Maintenance Program

Groundwater Wells

Annual	er. 2020																						
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Semi-annual	1ST 6-MO. 2ND 6-MO.	AH/BW	6/19/20	18836	AH/BW	6/19/20	18837	AH/BW	6/19/20	18838	AH/BW	6/19/20	18839							AH/BW	6/19/20	18840	
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	NOV																						
	OCT	АН	10/1/20	19168	АН	10/8/20	19169	АН	10/7/20	19170	AH	10/5/20	19171	BW	10/5/20	19172	BW	10/1/20	19173	АН	10/5/20	19174	
	SEP	АН	9/2/20	19076	АН	9/3/20	19077	АН	9/3/20	19078	АН	9/3/20	19079	BW	9/1/20	19080	BW	9/1/20	19081	АН	9/15/20	19082	
	AUG	АН	8/18/20	18975	АН	8/14/20	18976	АН		18977	АН	8/18/20	18978	АН	8/18/20	18979	BW	8/18/20	18980	AH/BW	8/17/20	18981	
<u>></u>	JUL	АН	7/9/20	18914	НА	7/29/20	18915	АН		18916	АН	7/1/20	18917	АН	7-720	18917	АН	7/6/20	18919	АН	7/2/20	18920	
Monthly	NOL	АН	6/23/20	18829	НА		18830	АН	6/23/20	18831	АН	6/23/20	18832	BW	6/5/20	18833	BW	6/5/20	18834	АН	6/29/20	18835	
	MAY	АН	5/27/20	18789	АН		18790	АН		18791	АН	5/27/20	18792	АН	5/27/20	18793	АН	5/28/20	18794	АН	5/21/20	18795	
	APR	АН	4/6/20	18715	АН	4/7/20	18716	АН		18717	АН	4/13/20	18718	BW	4/6/20	18719	BW	4/6/20	18720	АН	4/6/20	18721	
	MAR	BW	3/9/20	18671	AH/BW	3/11/20	18672	АН		18673	AH	3/11/20	18674	АН	3/9/20	18675	AH/BW	3/11/20	18676	AH/BW	3/12/20	18677	
	FEB	BW	2/10/20	18564	АН	2/6/20	18565	АН	2/4/20	18566	АН	2/4/20	18567	АН	2/7/20	18568	АН	2/9/20	18569	АН	2/4/20	18570	
	JAN	АН	1/14/20	18424	АН	1/8/20	18425	АН	1/9/20	18426	AH	1/3/20	18427	BW	1/8/20	18428	АН	1/7/20	18429	AH/BW	1/13/20	18430	– Woll Offline
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Elk Grove Water District

Preventative Maintenance Program

Rairoad Water Treatment and Storage Facility

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	4th																						
ارا	3rd	AH/BW	8/19/20	18986										АН	9/22/20	19068							
Quarterly	2nd	АН	6/10/20	18845										АН	6/27/20	18846							
	1st	АН	3/25/20	18622										AH/BW	3/27/20	18682							
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	NON																						
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	SEP	АН	9/17/20	19064	AH/BW	9/16/20	19065	АН	9/17/20	19066	AH/RW	5/20	19067										
	AUG	AH/BW	8/19/20	18982	AH/BW	8/24/20	18983	AH/BW	8/24/20	18984	НА	20	18985										
λ	JUL	АН	7/27/20	18910	АН	7/27/20	18911	BW	7/22/20	18912	ЧΑ	7/27/20	18913										
Monthly	NOL	AH	6/22/20	18818	AH	6/23/20	18819	AH	6/22/20	18820	НΔ	6/23/20	18821										
	MAY	АН	5/28/20	18800	АН	5/27/20	18801	АН	5/28/20	18802	НΔ	5/27/20	18803										
	APR	АН	4/21/20	18725	АН	4/9/20	18726	BW	4/2/20	18727	BW/	4/6/20	18728										
	MAR	АН	3/12/20	18678	AH/BW	3/12/20	186979	BW	3/5/20	18680	AH/RW	3/12/20	18681										
	FEB	AH/BW	2/24/20	18571	AH	2/6/20	18572	BW	2/3/20	18573	BW.	2/3/20	18574										
	JAN	АН	1/15/20	18434	BW	1/2/20	18435	BW	1/6/20	18436	W.R.W.	1/6/20	18437										
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Elk Grove Water District

Preventative Maintenance Program

Hampton Village Water Treatment Plant

Refer. JAN FEB MAR APR AH/BW AH AH/BW AH 13431 18561 18668 18722 AH/BW AH AH/BW AH 1133/20 2/13/20 3/12/20 4/6/20 AH/BW AH AH/BW AH 1133/20 2/13/20 3/12/20 4/6/20 AH/BW AH AH/BW AH 1133/20 2/13/20 3/12/20 4/6/20 AH/BW AH AH/BW AH 1134/20 2/13/20 3/12/20 4/6/20 AH/BW AH AH/BW AH 1134/30 2/13/20 3/12/20 4/6/20 AH/BW AH AH/BW AH 1134/30 2/13/20 3/12/20 4/6/20	Monthly Semi-annual Annual	AY JUN JUL AUG SEP OCT NOV DEC Refer. 1st 2nd 3rd 4th Refer. MO. Mo. Refer. 2020	JUN JUL AUG SEP OCT NOV DEC Refer. 1st 2nd 3rd 4th Refer. Mo. Mo. Refer.	AH AH AH/BW AH	18822 18903 18987 19073 19179 W	HA AH AH/BW AH AH AH	1/20 6/25/20 7/2/20 8/17/20 8/17/20 9/9/20 10/5/20 G 3/30/52 G 3/30/52 G 2/27/20 G 3/30/52 G 2/27/20 G 2/2	18823 18904 18988 19074 19180 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	AH AH/BW AH AH/BW AH	1/20 6/25/20 7/2/20 8/17/20 9/9/20 10/5/20 10/5/20 10/5/20 10/5/20 10/5/20 10/5/20	18824 18905 18989 19075 19181 $^{\circ}$:			ectio TBD	S
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Refer. JAN FEB MAR APR AH/BW AH AH/BW AH 13431 18561 18668 18722 AH/BW AH AH/BW AH 1133/20 2/13/20 3/12/20 4/6/20 AH/BW AH AH/BW AH 1133/20 2/13/20 3/12/20 4/6/20 AH/BW AH AH/BW AH 1133/20 2/13/20 3/12/20 4/6/20 AH/BW AH AH/BW AH 1134/20 2/13/20 3/12/20 4/6/20 AH/BW AH AH/BW AH 1134/30 2/13/20 3/12/20 4/6/20 AH/BW AH AH/BW AH 1134/30 2/13/20 3/12/20 4/6/20	Monthly	NOC	JUN	AH 6/25/20	18822	АН	6/25/20	18823	АН	6/25/20	18824						
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	L				Эς		ΠBT	e e e		ΠBD	∍s	Initials	Date	W.O.#	Initials	Date	W.O.#

Elk Grove Water District

Preventative Maintenance Program

Standby Generators

								Monthly	ylر						Ar	Annual
ltem		Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Refer.	2020
pe	Initials		АН				АН									
orlig	Date	oito: TBD	1/14/20	2/3/20	3/12/20	4/6/20	5/27/20	6/23/20	7/9/20	8/24/20	9/17/20	10/23/20			oito: GBT	2/3/20
В	W.O.#		18438	18557	18664	18711	18796	18825	18906	18971	19069	19175				18456
q	Initials		АН	BW	AH/BW	АН	АН	АН	BW	АН	АН	AH/BW				M8
qə,	Date	oito: TBD	1/8/20	2/11/20	3/11/20	4/7/20	5/27/20	6/23/20	7/15/20	8/14/20	9/15/20	10/26/20			oito: GBT	1/22/20
Λ	W.O.#		18439	18558	18665	18712	18797	18826	18907	18972	19070	19176				18456
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ouiC	Date	oito: TBD	1/9/20	2/11/20	3/11/20	4/7/20	5/27/20	6/23/20	7/15/20	8/25/20	9/17/20	10/23/20			oito: GBT	3/4/20
]	W.O.#		18440	18559	18666	18713	18798	18827	18908	18973	19071	19177				18457
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imb	Date	ottio TBD	1/30/20	2/24/20	3/12/20	4/23/20	5/28/20	6/23/20	7/4/20	8/26/20	9/9/20	10/3/20			oito: TBD	3/4/20
Α	W.O.#		18441	18560	18667	18714	18799	18828	18909	18974	19072	19178				18458
		1														
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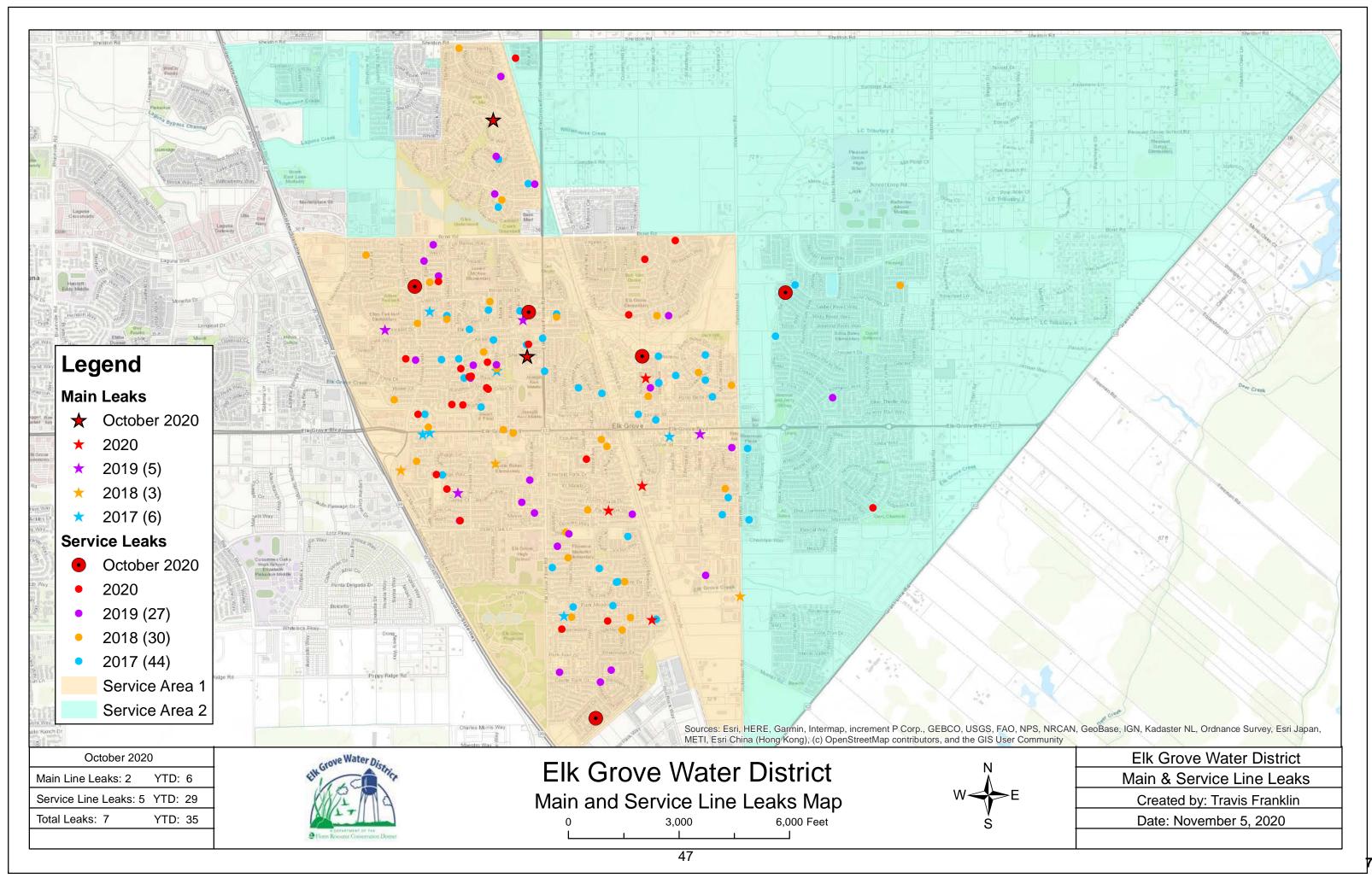
Elk Grove Water District

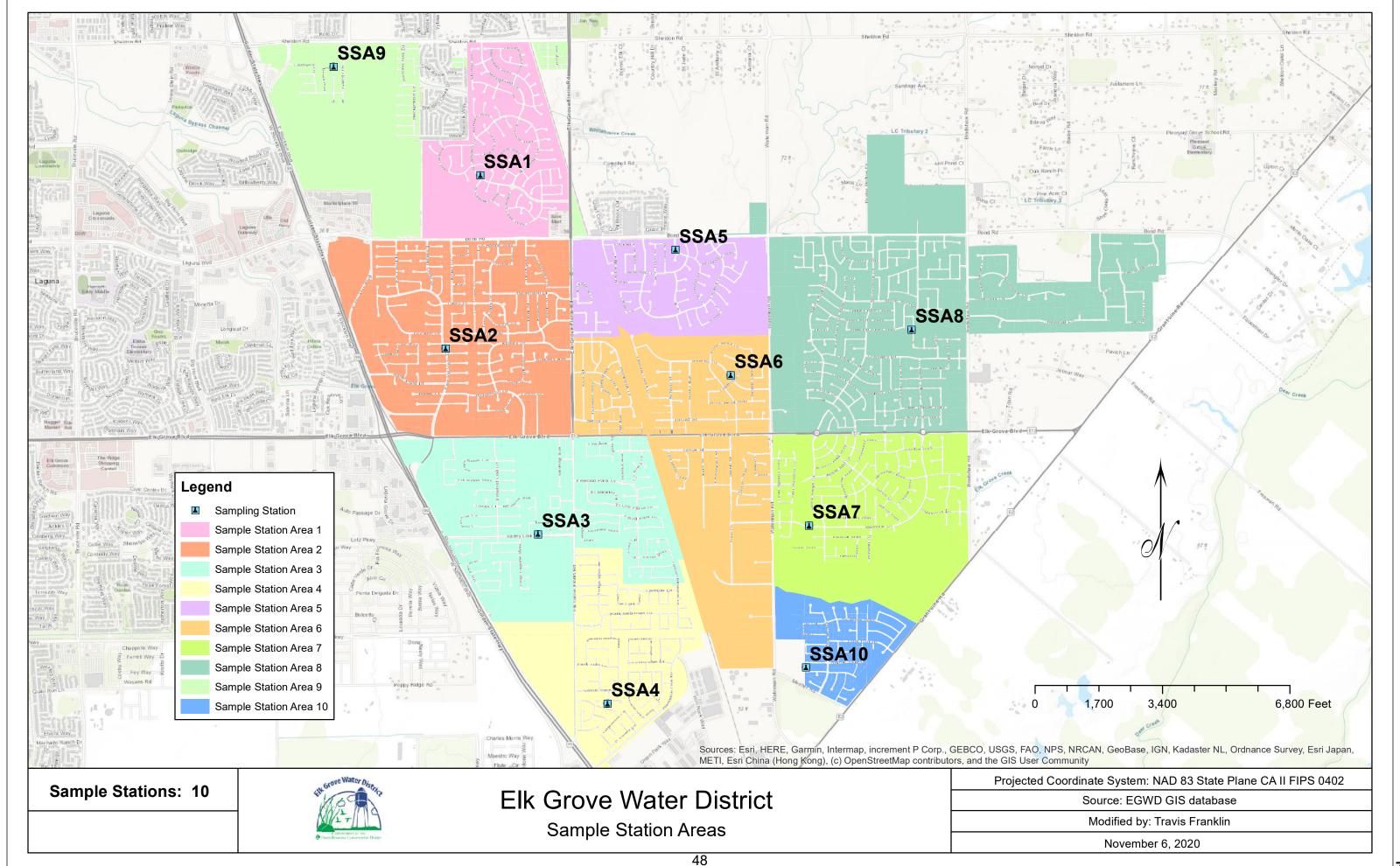
Cross Conection Control Program 2020

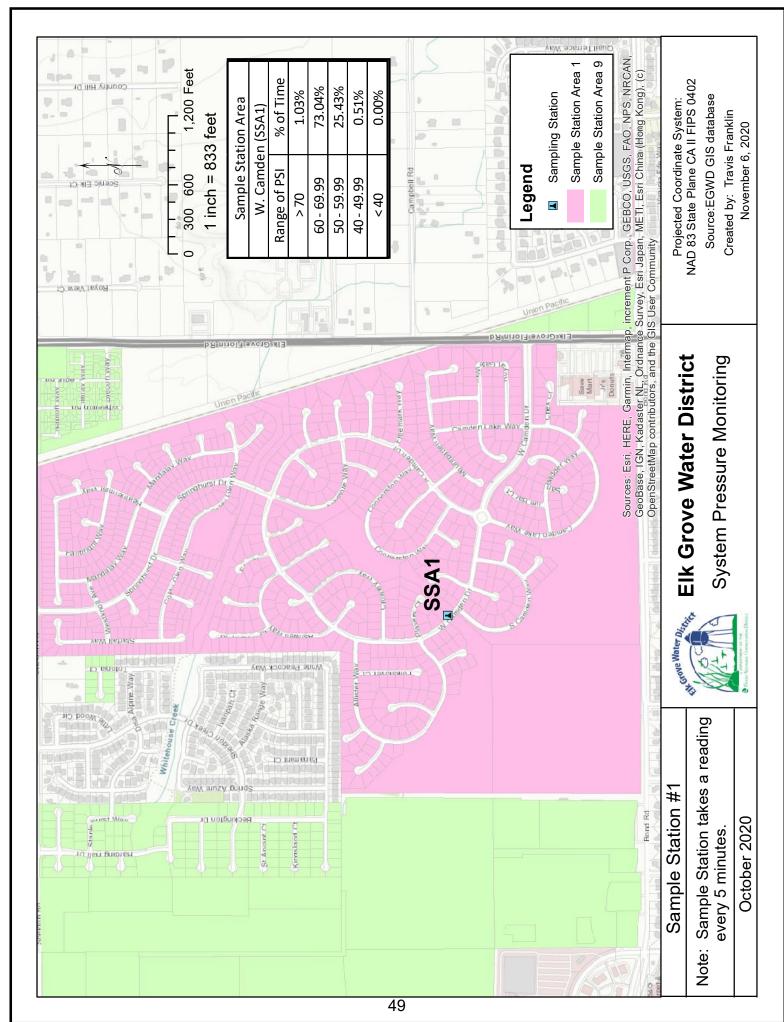
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Totals
First Test Notices Issued	47	40	83	15	63	73	151	95	85	54			706
Passed First Test Notice	39	25	22	2	31	43	99	41	44	28			376
Initial Balance	8	15	76	13	32	30	85	54	41	79			330
Notices Retracted	4	0	0	0	0	9	0	1	0	0			24
New Balance	4	15	56	13	32	24	85	53	41	79			319
Second Test Notices Issued	4	15	26	13	32	24	85	53	41	26			319
Passed Second Test Notice	0	2	2	2	13	6	8	23	25	22			116
Third Test Notice Issued	4	0	19	11	19	15	77	30	16				191
Passed Third Test Notice	4	0	3	10	0	13	63	30	16				139
Devices Locked Off	0	0	0	0	0	0	1	0	0				1
Monthly Outstanding Delinquents	0	0	0	0	0	0	0	0	0	4			4
								ΤC	otal Outsi	Total Outstanding Delinquents	elinquen	ts	4

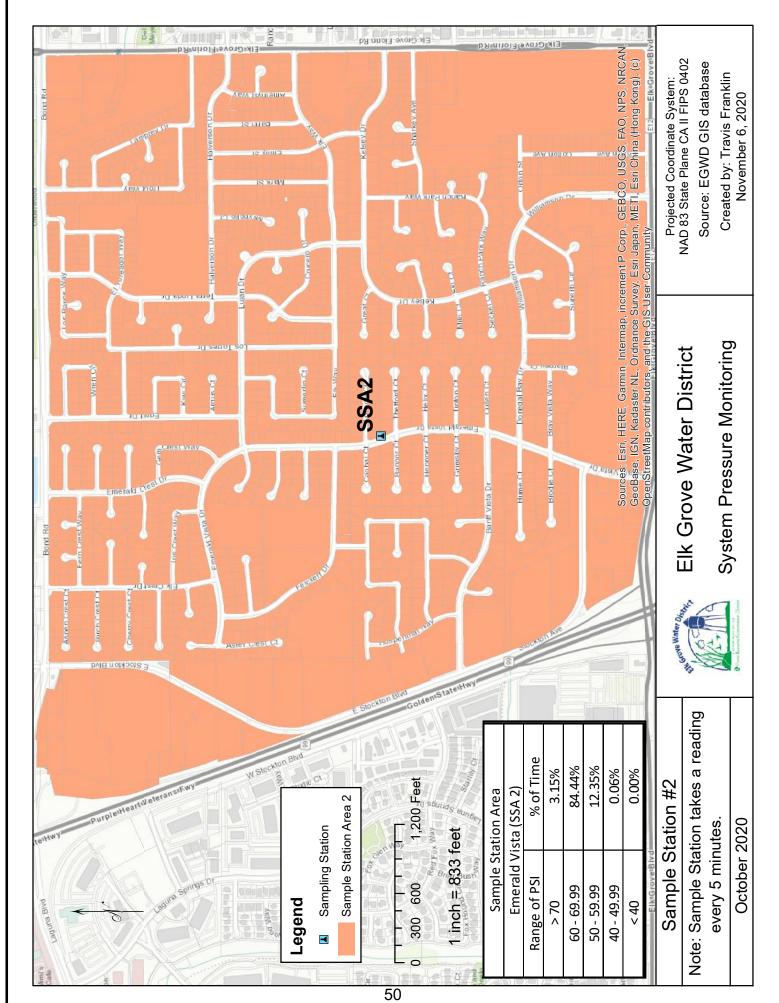
Elk Grove Water District Safety Meetings/Training October 2020

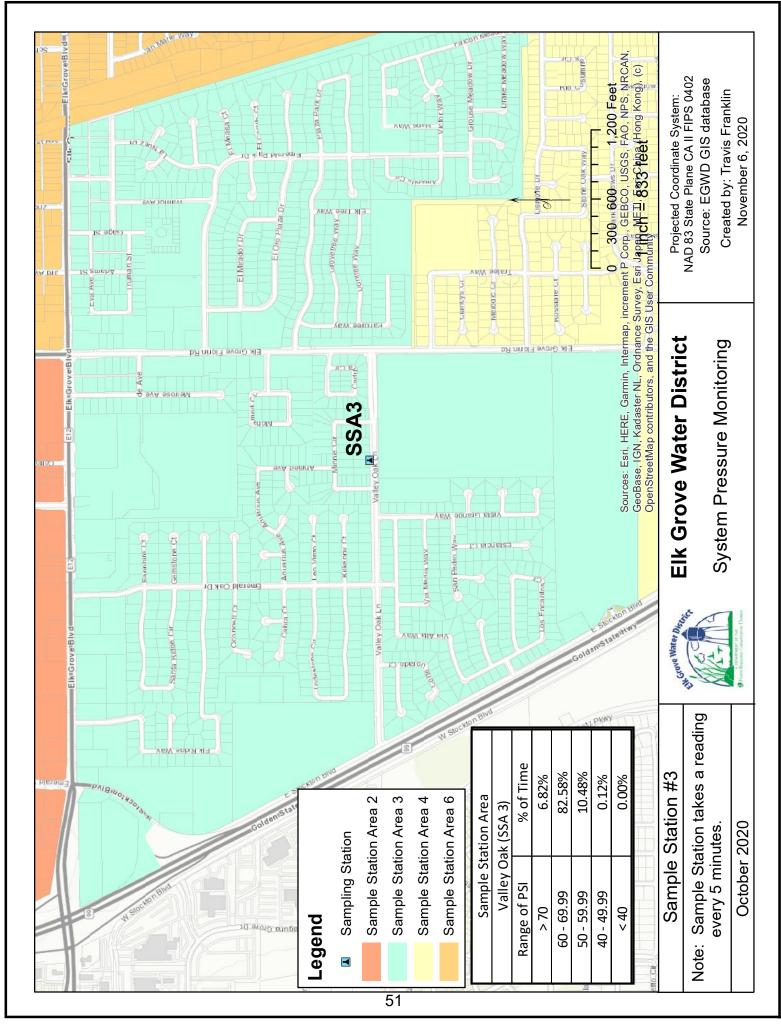
Date	Topic	Attendees	Hosted By
10/5/2020	Pressure to Get Work Done	Alan Aragon, Travis Franklin, Aaron Hewitt, Justin Mello, Jose Mendoza, Sal Mendoza, Steve Shaw, Brandon Wagner	Travis Franklin
10/20/2020	Lifting and Back Safety	Alan Aragon, Stefan Chanh, Travis Franklin, David Frederick, Aaron Hewitt, Sean Hinton, Brandon Kent, Justin Mello, Jose Mendoza, Sal Mendoza, Chris Phillips, Steve Shaw, Amani Simpo, John Vance, Brandon Wagner, Vue Xiong	Travis Franklin
10/29/2020	Hazard Awareness	Alan Aragon, Aurelia Camilo, Stefan Chanh, Travis Franklin, David Frederick, Aaron Hewitt, James Hinegardner, Sean Hinton, Bruce Kamilos, Amber Kavert, Brandon Kent, Patrick Lee, Mark Madison, Denise Maxwell, Justin Mello, Jose Mendoza, Sal Mendoza, Michael Montiel, Donella Murillo, Stefani Phillips, Chris Phillips, Cindy Robertson, Steve Shaw, Amani Simpo, John Vance, Brandon Wagner, Vue Xiong	Travis Franklin

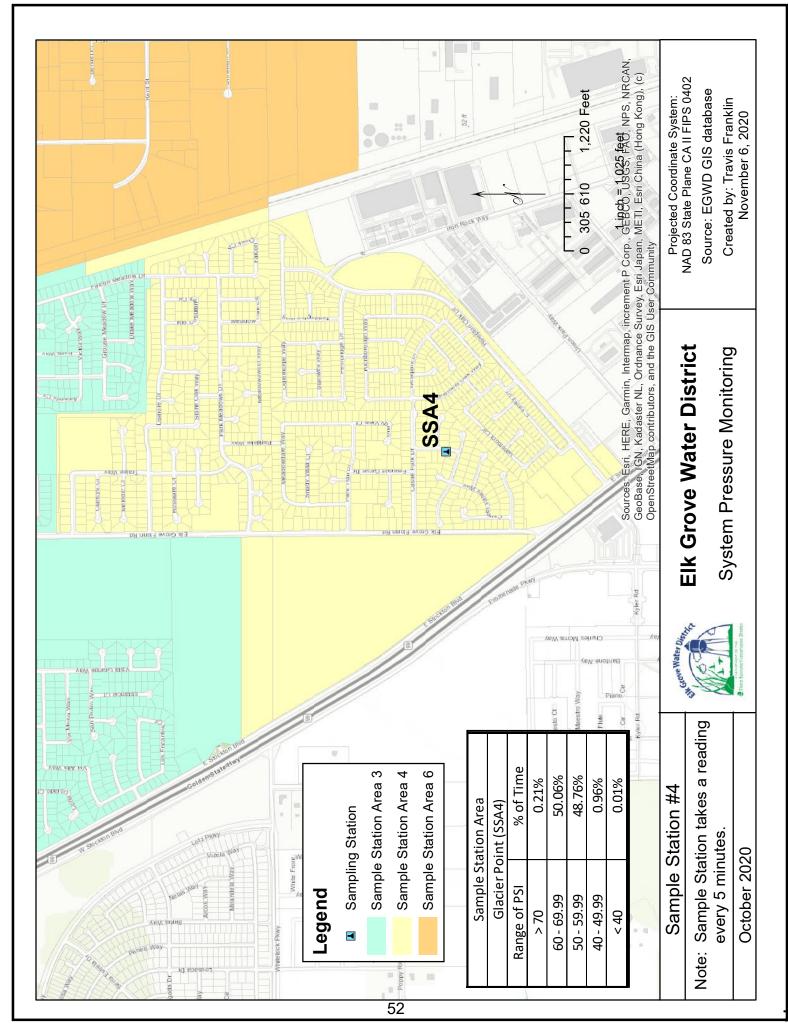


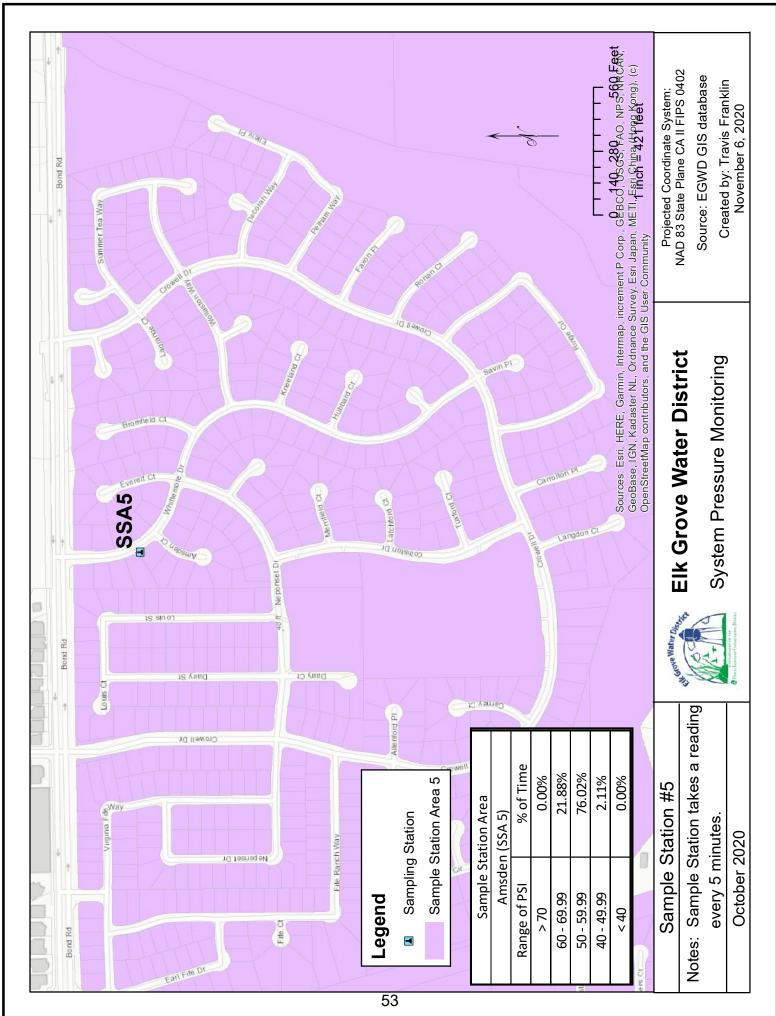


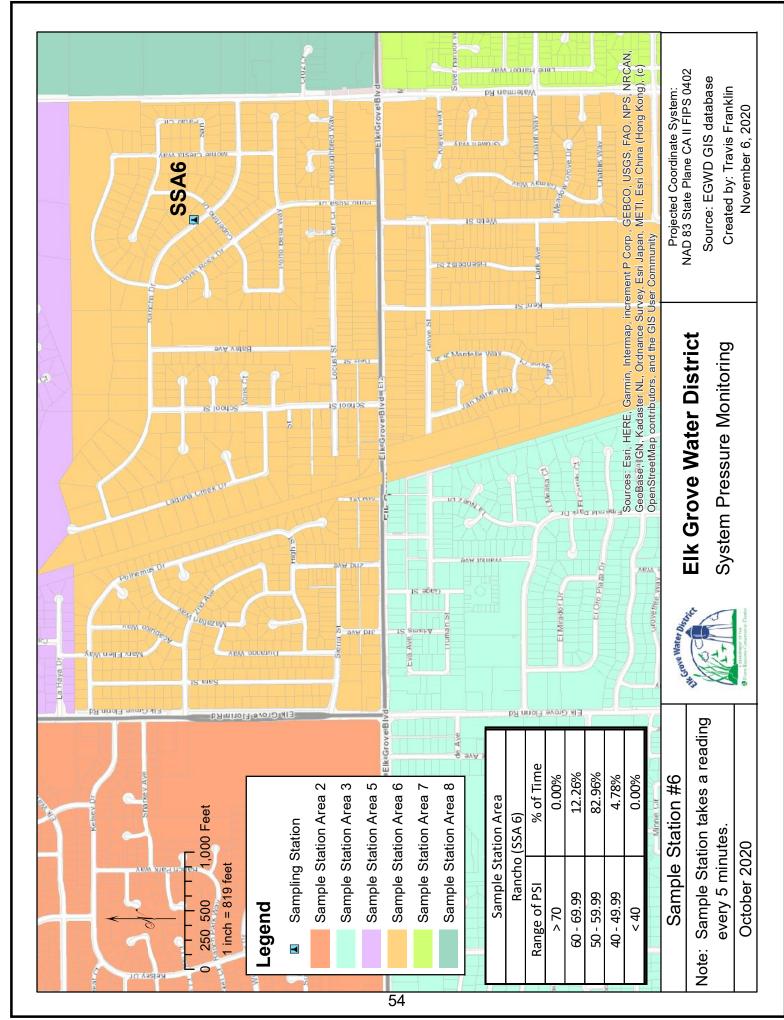


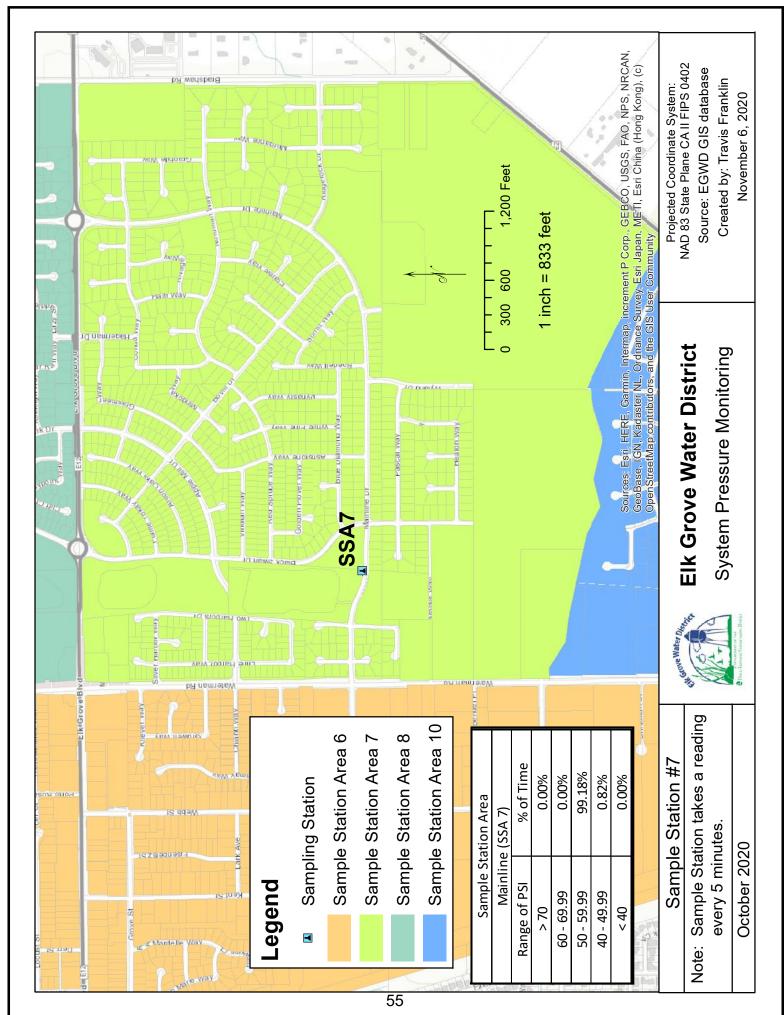


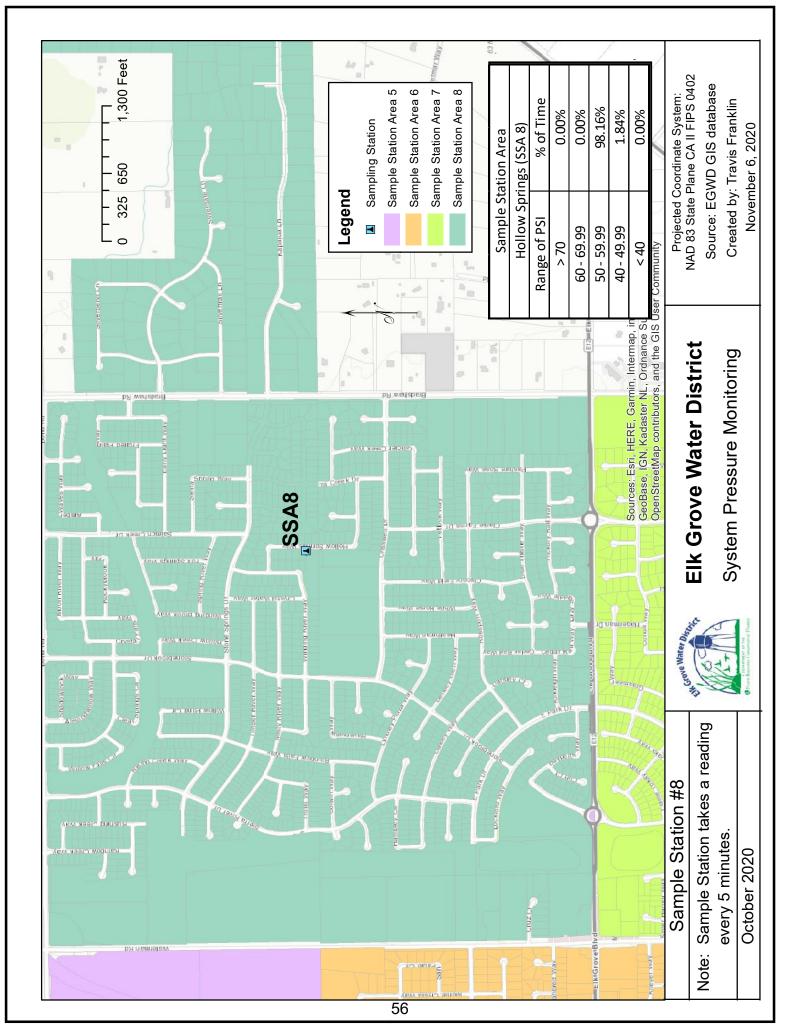


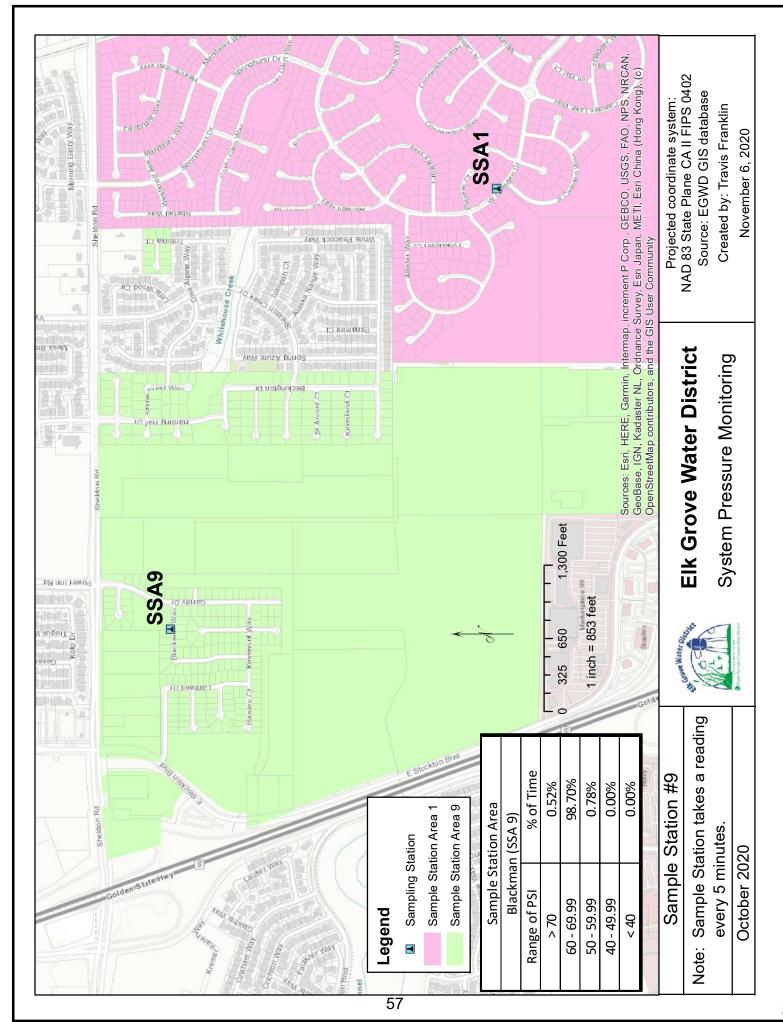


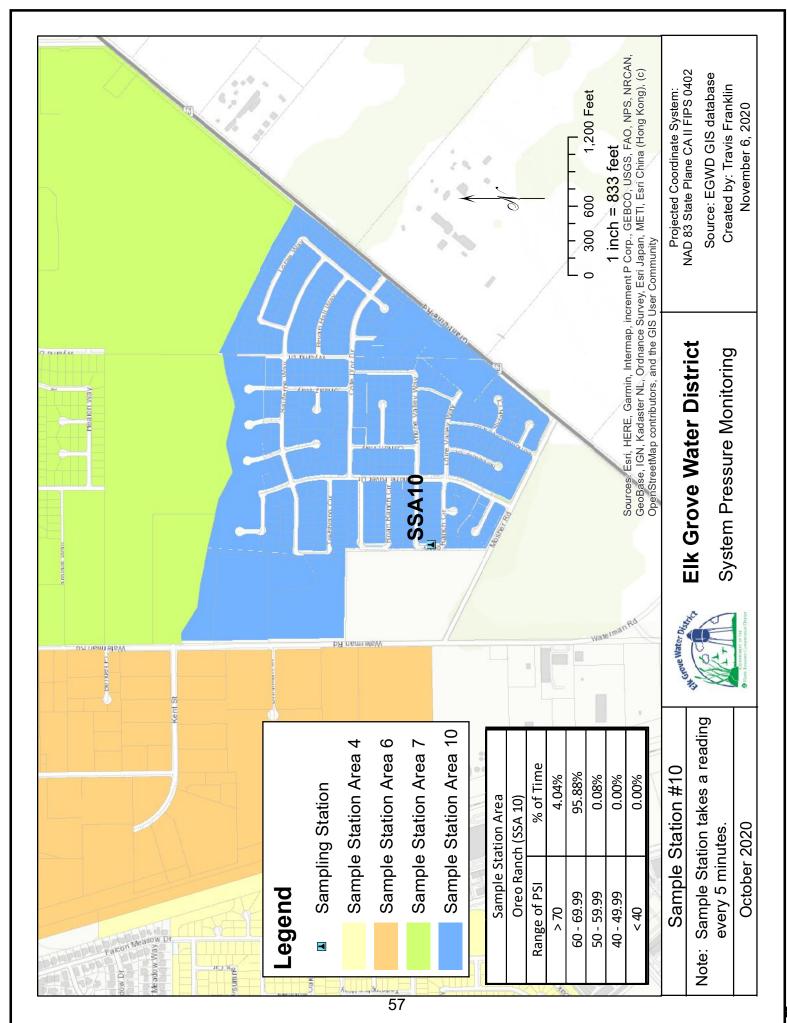












TO: Chair and Directors of the Florin Resource Conservation District

FROM: Travis Franklin, Program Manager

SUBJECT: PROFESSIONAL SERVICES AGREEMENT FOR PREPARATION OF

THE 2020 URBAN WATER MANGEMENT PLAN AND WATER

SHORTAGE CONTINGENCY PLAN

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors authorize the General Manager to execute a professional services agreement with Tully & Young Inc., in the amount of \$78,500, for the preparation of the 2020 Urban Water Management Plan and Water Shortage Contingency Plan.

SUMMARY

Every five (5) years, water agencies are required by the Urban Water Management Planning Act to prepare an Urban Water Management Plan (UWMP). Elk Grove Water District (EGWD) staff solicited proposals from six (6) consultant firms for the preparation of the UWMP and a Water Shortage Contingency Plan (WSCP), collectively referred to as Plans. One (1) consultant firm, Tully & Young Inc., provided EGWD with a proposal. Tully & Young Inc provided a high-quality proposal and staff recommends selecting them to prepare the UWMP and WSCP for the EGWD.

By this action, the Board would authorize the General Manager to execute a professional services agreement (Attachment 1) with Tully & Young Inc., in the amount of \$78,500, for the preparation of the 2020 Urban Water Management Plan and Water Shortage Contingency Plan.

DISCUSSION

Background

Every five (5) years, water agencies are required by the Urban Water Management Planning Act to prepare a UWMP. In 2016, the EGWD completed its most recent UWMP, entitled the Elk Grove Water District 2015 Urban Water Management Plan. By July 1, 2021, the EGWD must once again submit a new UWMP to the state.

The 2020 UWMP requirements have expanded since the 2015 update. The 2020 UWMP must include: 1) more robust water supply and demand analyses; 2) a five-year Drought

PROFESSIONAL SERVICES AGREEMENT FOR PREPARATION OF THE 2020 URBAN WATER MANGEMENT PLAN AND WATER SHORTAGE CONTINGENCY PLAN

Page 2

Risk Assessment; 3) a detailed WSCP; and 4) proof of compliance with the 20% by 2020 conservation mandate. The UWMP is more than a "check-the-box" exercise, it analyzes demand forecasts with supply reliability and the results of the analysis can help with water asset and infrastructure planning.

Present Situation

Staff solicited proposals from six (6) consultant firms for the preparation of the Plans. One (1) consultant firm, Tully & Young Inc., along with their subconsultant (Zanjero), provided EGWD with a proposal (Attachment 2). This proposal was reviewed by staff and a Board Working Group (BWG), consisting of Directors Bob Gray and Lisa Medina

In general, their proposal includes the following tasks:

- 1. Review of available information including existing data, maps, reports and plans;
- 2. Projection of water demands;
- 3. Development of a comprehensive assessment of the District's current and future water supply availability;
- 4. Update the Water Shortage Contingency Plan to meet new statutory criteria;
- 5. Preparation of the 2020 UWMP administrative draft;
- 6. Preparation of the WSCP administrative draft;
- 7. Preparation of the 2020 UWMP pubic review draft and attendance of a District Board public hearing;
- 8. Preparation of the WSCP pubic review draft and attendance of a District Board public hearing;
- 9. Preparation of the final version of the 2020 UWMP and coordination of its formal submittal and distribution.
- 10. Preparation of the final version of the WSCP and coordination of its formal submittal and distribution.

The BWG and staff has determined that the proposal complies with the requirements of the Request for Proposal. In addition, it should be noted that Tully & Young prepared EGWD's 2015 UWMP and has prepared multiple UWMPs for water agencies in the region including: San Juan Water District, El Dorado Irrigation District, City of Davis, City of Roseville and Placer County Water Agency.

Tully & Young will subcontract with Zanjero to assist in their completion of the Plans. Zanjero is a specialty consulting firm with over 30 years of experience in California water resources.

PROFESSIONAL SERVICES AGREEMENT FOR PREPARATION OF THE 2020 URBAN WATER MANGEMENT PLAN AND WATER SHORTAGE CONTINGENCY PLAN

Page 3

For these reasons, the BWG and staff recommends selecting Tully & Young Inc. to prepare the Plans for EGWD and further recommends that the Board authorize the General Manager to execute the attached proposed contract for this work.

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

The recommendation made in this staff report conforms to Strategic Goal 3, Planning and Operational Efficiency, of the FRCD/EGWD 2020-2025 Strategic Plan, which calls to update the District's Urban Water Management Plan, including the development of a new Water Shortage Contingency Plan.

FINANCIAL SUMMARY

The financial impact of the professional services agreement for the preparation of the Plans is \$78,500. Please note this money was not budgeted for in the EGWD Fiscal Year (FY) 2020-21 Budget. However, staff has reviewed the current and forecasted expenditures with the Outside Services category of the EGWD FY 2020-21 Budget and believes that this work can be funded from the available funds approved by the Board. For this reason, no amendment to the EGWD FY 2020-21 Budget are requested at this time.

Respectfully Submitted,

TRAVISÆRANKLIN PROGRAM MANAGER

Attachments

EXHIBIT "A"

FLORIN RESOURCE CONSERVATION DISTRICT PROFESSIONAL SERVICES A GREEMENT FOR CONSULTANT SERVICES

1. PARTIES AND DATE.

This Agreement is made and entered into this 18th day of November, 2020, by and between the Florin Resource Conservation District, a resource conservation district organized under the laws of the State of California with its principal place of business at 9257 Elk Grove Boulevard, Elk Grove, California ("District") and Tully & Young Inc. a California corporation, with its principal place of business at 965 University Ave, Sacramento, CA 95825 ("Consultant"). District and Consultant are sometimes individually referred to herein as "Party" and collectively as "Parties."

2. <u>RECITALS.</u>

2.1 Consultant.

Consultant desires to perform and assume responsibility for the provision of certain consultant services required by District on the terms and conditions set forth in this Agreement. Consultant represents that it is experienced in providing consultant services to public clients, is licensed in the State of California, and is familiar with the plans of District.

2.2 Project.

District desires to engage Consultant to render such services for Urban Water Management Plan and Water Shortage Contingency Plan ("Project") as set forth in this Agreement.

3. TERMS.

3.1 Scope of Services and Term.

- 3.1.1 General Scope of Services. Consultant promises and agrees to furnish to District all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the consultant services necessary for the Project ("Services"). The Services are more particularly described in Exhibit "A" attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.
- 3.1.2 <u>Term.</u> The term of this Agreement shall be from the date that the Agreement is executed by both Parties until July 31, 2021 or the Services are completed (whichever occurs first), unless earlier terminated as provided herein. Consultant shall complete the Services within the term of this Agreement, and shall meet any other established schedules and

deadlines.

3.2 Responsibilities of Consultant.

Control and Payment of Subordinates; Independent Contractor. The 3.2.1 Services shall be performed by Consultant or under its supervision. Consultant will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. District retains Consultant on an independent contractor basis and not as an employee. Consultant retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Consultant shall also not be employees of District and shall at all times be under Consultant's exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Consultant shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

Notwithstanding any other District, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by District, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of District and entitlement to any contribution to be paid by District for employer contributions and/or employee contributions for PERS benefits.

Consultant shall indemnify, defend, and hold harmless District for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of District. Consultant and District acknowledge and agree that compensation paid by District to Consultant under this Agreement is based upon Consultant's estimated costs of providing the Services, including salaries and benefits of employees, agents and subcontractors of Consultant.

Consultant shall indemnify, defend, and hold harmless District from any lawsuit, administrative action, or other claim for penalties, losses, costs, damages, expense and liability of every kind, nature and description that arise out of, pertain to, or relate to such claims, whether directly or indirectly, due to Consultant's failure to secure workers' compensation insurance for its employees, agents, or subcontractors.

Consultant agrees that it is responsible for the provision of group healthcare benefits to its fulltime employees under 26 U.S.C. § 4980H of the Affordable Care Act. To the extent permitted by law, Consultant shall indemnify, defend and hold harmless District from any penalty issued to District under the Affordable Care Act resulting from the performance of the Services by any employee, agent, or subcontractor of Consultant.

- 3.2.2 <u>Schedule of Services.</u> Consultant shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the Schedule of Services set forth in Exhibit "B" attached hereto and incorporated herein by reference. Consultant represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Consultant's conformance with the Schedule of Services, District shall respond to Consultant's submittals in a timely manner. Upon request of District, Consultant shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.
- 3.2.3 <u>Conformance to Applicable Requirements.</u> All work prepared by Consultant shall be subject to the approval of District.
- 3.2.4 <u>Substitution of Key Personnel.</u> Consultant has represented to District that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of District. In the event that District and Consultant cannot agree as to the substitution of key personnel, District shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to District, or who are determined by District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by Consultant at the request of District. The key personnel for performance of this Agreement are as follows: Greg Young, P.E..
- 3.2.5 <u>District's Representative.</u> District hereby designates Mark J. Madison, or his designee, to act as its representative for the performance of this Agreement ("District's Representative"). District's Representative shall have the power to act on behalf of District for all purposes under this Contract. Consultant shall not accept direction or orders from any person other than District's Representative or his or her designee.

- 3.2.6 <u>Consultant's Representative.</u> Consultant hereby designates Greg Young, or his designee, to act as its representative for the performance of this Agreement ("Consultant's Representative"). Consultant's Representative shall have full authority to represent and act on behalf of Consultant for all purposes under this Agreement. Consultant's Representative shall supervise and direct the Services, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.
- 3.2.7 <u>Coordination of Services.</u> Consultant agrees to work closely with District staff in the performance of Services and shall be available to District's staff, consultants and other staff at all reasonable times.
- 3.2.8 Standard of Care; Performance of Employees. Consultant shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant warrants that all employees and sub- consultants shall have sufficient skill and experience to perform the Services assigned to them. Finally, Consultant represents that it, its employees and sub-consultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a business license, and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Consultant shall perform, at its own cost and expense and without reimbursement from District, any services necessary to correct errors or omissions which are caused by Consultant's failure to comply with the standard of care provided for herein. Any employee of Consultant or its sub-consultants who is determined by District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to District, shall be promptly removed from the Project by Consultant and shall not be re- employed to perform any of the Services or to work on the Project.
- 3.2.9 <u>Laws and Regulations.</u> Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and such laws and regulations in connection with Services. If Consultant performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to District, Consultant shall be solely responsible for all costs arising therefrom. Consultant shall defend, indemnify and hold District, its officials, directors, officers,

employees, and agents free and harmless, pursuant to the indemnification provision of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

3.2.10 Insurance.

3.2.10.1. <u>Time for Compliance</u>. Consultant shall not commence work under this Agreement until it has provided evidence satisfactory to District that it has secured all insurance required under this section. In addition, Consultant shall not allow any sub-consultant to commence work on any subcontract until it has provided evidence satisfactory to District that the sub-consultant has secured all insurance required under this section.

3.2.10.2. Types of Required Coverages. As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder and without limiting the indemnity provisions of the Agreement, Consultant in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance.

(a) Commercial General Liability: Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office "occurrence" form CG 0001, with minimum limits of at least \$1,000,000 per occurrence. Defense costs shall be paid in addition to the limits.

The policy shall contain no endorsements or provisions limiting coverage for (1) products and completed operations; (2) contractual liability; (3) third party action over claims; or (4) cross liability exclusion for claims or suits by one insured against another.

- (b) Automobile Liability Insurance: Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 0001 covering "Any Auto" (Symbol 1) with minimum limits of \$1,000,000 each accident.
- (c) Workers' Compensation: Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance with a limit of not less than \$1,000,000 per accident for bodily injury and disease.

(d) Professional Liability: Professional Liability insurance for errors and omissions with minimum limits of \$1,000,000. Covered Professional Services shall specifically include all work to be performed under the Agreement.

If coverage is written on a claims-made basis, the retroactive date shall precede the effective date of the initial Agreement and continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least three (3) years from termination or expiration of this Agreement.

3.2.11 Endorsements.

The policy or policies of insurance required by Section 3.2.10.2 (a) Commercial General Liability and (b) Automobile Liability Insurance shall be endorsed to provide the following:

- 3.2.11.1 <u>Additional Insured:</u> The indemnified parties shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement. Additional Insured Endorsements shall not (1) be restricted to "ongoing operations"; (2) exclude "contractual liability"; (3) restrict coverage to "sole" liability of Consultant; or (4) contain any other exclusions contrary to the Agreement.
- 3.2.11.2 <u>Primary Insurance and Non-Contributing Insurance</u>: This insurance shall be primary and any other insurance, deductible, or self-insurance maintained by the indemnified parties shall not contribute with this primary insurance.
- 3.2.11.3 <u>Severability</u>: In the event of one insured, whether named or additional, incurs liability to any other of the insureds, whether named or additional, the policy shall cover the insured against whom claim is or may be made in the same manner as if separate policies had been issued to each insured, except that the limits of insurance shall not be increased thereby.
- 3.2.11.4 <u>Cancellation:</u> The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon District except ten (10) days prior written notice shall be allowed for non-payment of premium.

- 3.2.11.5 <u>Duties:</u> Any failure by the named insured to comply with reporting provisions of the policy or breaches or violations of warranties shall not affect coverage provided to the indemnified parties.
- 3.2.11.6 <u>Applicability:</u> That the coverage provided therein shall apply to the obligations assumed by Consultant under the indemnity provisions of the Agreement, unless the policy or policies contain a blanket form of contractual liability coverage.
- 3.2.11.7 The policy or policies of insurance required by Section 3.2.10.2 (c) Workers' Compensation shall be endorsed, as follows:
 - a) <u>Waiver of Subrogation</u>: A waiver of subrogation stating that the insurer waives all rights of subrogation against the indemnified parties.
 - b) <u>Cancellation</u>: The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon District except ten (10) days prior written notice shall be allowed for non-payment of premium.
- 3.2.11.8 The policy or policies of insurance required by Section 3.2.10.2 (d) Professional Liability shall be endorsed, as follows:
 - a) <u>Cancellation</u>: The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon District except ten (10) days prior written notice shall be allowed for non-payment of premium.
- 3.2.11.9 <u>Deductible</u>. Any deductible or self-insured retention must be approved in writing by District and shall protect the indemnified parties in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.
- 3.2.11.10 Evidence of Insurance. Consultant, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall deliver either certified copies of the required policies, or original certificates and endorsements on forms approved by District. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with District. If such coverage is cancelled or reduced, Consultant shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with District evidence of insurance

showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

- 3.2.11.11 <u>Failure to Maintain Coverage</u>. Consultant agrees to suspend and cease all operations hereunder during such period of time as the required insurance coverage is not in effect and evidence of insurance has not been furnished to District. District shall have the right to withhold any payment due Consultant until Consultant has fully complied with the insurance provisions of this Agreement. In the event that Consultant's operations are suspended for failure to maintain required insurance coverage, Consultant shall not be entitled to an extension of time for completion of the Work because of production lost during suspension.
- 3.2.11.2. <u>Acceptability of Insurers.</u> Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.
- 3.2.11.3. <u>Insurance for Sub-consultants</u>. All sub-consultants shall be included as additional insureds under Consultant's policies, or Consultant shall be responsible for causing sub-consultants to purchase the appropriate insurance in compliance with the terms of this Agreement, including adding District as an Additional Insured to the sub-consultant's policies.
- 3.2.12 <u>Safety.</u> Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and lifesaving equipment and procedures; (B) instructions in accident prevention for all employees and sub- consultants, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

3.3 Fees and Payments.

3.3.1 <u>Compensation Consultant</u> shall receive compensation, including authorized reimbursements, for all Services rendered under this

Agreement at the rates set forth in Exhibit "C" attached hereto and incorporated herein by reference. The total compensation shall not exceed Seventy-Eight Thousand Five Hundred Dollars (\$78,500) without written approval of District's General Manager. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

- 3.3.2 Payment of Compensation. Consultant shall submit to District a monthly itemized statement which indicates work completed and hours of Services rendered by Consultant. The statement shall describe the amount of Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. District shall, within 45 days of receiving such statement, review the statement and pay all approved charges thereon.
- 3.3.3 <u>Reimbursement for Expenses.</u> Consultant shall not be reimbursed for any expenses unless authorized in writing by District.
- 3.3.4 Extra Work. At any time during the term of this Agreement, District may request that Consultant perform Extra Work. As used herein, "Extra Work" means any work which is determined by District to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without written authorization from District's Representative.

3.4 Accounting Records.

3.4.1 Maintenance and Inspection. Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of District during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

3.5 **General Provisions.**

- 3.5.1 Termination of Agreement.
 - 3.5.1.1. <u>Grounds for Termination.</u> District may, by written notice to Consultant, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7)

days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those services which have been adequately rendered to District, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.

- 3.5.1.2. <u>Effect of Termination</u>. If this Agreement is terminated as provided herein, District may require Consultant to provide all finished or unfinished Documents and Data and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such document and other information within fifteen (15) days of the request.
- 3.5.1.3. <u>Additional Services.</u> In the event this Agreement is terminated in whole or in part as provided herein, District may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.
- 3.5.2 <u>Delivery of Notices.</u> All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Consultant:

Tully & Young Inc. 965 University Ave, Sacramento, CA 95825 Attn: Greg Young, P.E.

District:

Florin Resource Conservation District 9257 Elk Grove Boulevard Elk Grove, CA 95624

Attn: Mark J. Madison, P.E.

Such notice shall be deemed made when personally delivered or when mailed, forty- eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.5.3 Ownership of Materials and Confidentiality.

- 3.5.3.1. Records Created as Part of Consultant's Performance. All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant (or any sub-consultant) prepares or obtains pursuant to this Agreement and that release to the matters covered hereunder ("Documents & Data") shall be the property of the District.
- 3.5.3.2. <u>Confidentiality.</u> All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents and Data either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant. Such materials shall not, without the prior written consent of District, be used by Consultant for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use District's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of the District.
- 3.5.4 <u>Cooperation; Further Acts.</u> The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.
- 3.5.5 Attorneys' Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorneys' fees and all other costs of such action.
- 3.5.6 <u>Indemnification.</u> Consultant shall defend, indemnify and hold District, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property

or persons, including wrongful death, in any manner arising out of or incident to any alleged acts, omissions, negligence or willful misconduct of Consultant, its officials, officers, employees, agents, subcontractors and sub-consultants arising out of or in connection with the performance of the Services, the Project or this Agreement, including without limitation the payment of all consequential damages and attorney's fees and other related costs and expenses. Consultant shall defend, at Consultant's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against District, its directors, officials, officers, employees, agents or volunteers. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against District or its directors, officials, officers, employees, agents or volunteers, in any such suit, action or other legal proceeding. Consultant shall reimburse District and its directors, officials, officers, employees, agents and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by District, its directors, officials, officers, employees, agents or volunteers. Consultant's obligations to defend, hold harmless, and indemnify the District shall not apply to the extent the liabilities are caused by the sole or gross negligence of the District.

- 3.5.7 <u>Entire Agreement.</u> This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both parties.
- 3.5.8 <u>Governing Law.</u> This Agreement shall be governed by the laws of the State of California. Venue shall be in Sacramento County.
- 3.5.9 <u>Time of Essence.</u> Time is of the essence for each and every provision of this Agreement.
- 3.5.10 <u>District's Right to Employ Other Consultants.</u> District reserves right to employ other consultants in connection with this Project.
- 3.5.11 <u>Successors and Assigns.</u> This Agreement shall be binding on the successors and assigns of the parties.
- 3.5.12 <u>Assignment or Transfer.</u> Consultant shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of District. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.
- 3.5.13 Construction; References; Captions. Since the Parties or their agents

have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Consultant include all personnel, employees, agents, and sub- consultants of Consultant, except as otherwise specified in this Agreement. All references to District include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

- 3.5.14 <u>Amendment; Modification.</u> No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.
- 3.5.15 <u>Waiver</u>. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.
- 3.5.16 No Third-Party Beneficiaries. There are no intended third-party beneficiaries of any right or obligation assumed by the Parties.
- 3.5.17 <u>Invalidity</u>; <u>Severability</u>. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.
- 3.5.18 Prohibited Interests. Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, District shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 3.5.19 Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any sub-consultant, employee or applicant for employment because of race,

religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Consultant shall also comply with all relevant provisions of any minority business enterprise program, affirmative action plan or other related programs or guidelines currently in effect or hereinafter enacted.

- 3.5.20 <u>Labor Certification</u>. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self- insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.
- 3.5.21 <u>Authority to Enter Agreement.</u> Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.
- 3.5.22 <u>Counterparts.</u> This Agreement may be signed in counterparts, each of which shall constitute an original.

3.6 Subcontracting.

3.6.1 <u>Prior Approval Required.</u> Consultant shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of District. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

[Signature page follows]

Florin Resource Conservation District

Tully & Young Inc.

By:

Mark J. Madison, P.E. General Manager

By:

Greg Young, P.E.

Princip

Attest:

By:

Stefani Philips District Clerk

Approved as to Form:

Ву:

Richard E. Nosky, Jr.

Attorney for Florin Resource Conservation District

Please forward all invoices to accountspayable@egwd.org

The Consultant has provided a proposal which combines the scope of services and schedule of services. Therefore, references to Exhibit A and Exhibit B and in the contract shall refer to the Consultant's proposal. Exhibit C will be separate document for compensation(attached).

EXHIBIT "A"
SCOPE OF SERVICES
EXHIBIT "B"
SCHEDULE OF SERVICES













Proposal for Preparation of the

2020 UWMP and Water Shortage Contingency Plan

Presented to: Elk Grove Water District

October 23, 2020



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October 23, 2020

Travis Franklin, Program Manager Elk Grove Water District 9257 Elk Grove Blvd. Elk Grove, California 95624 Via email: tfranklin@egwd.org

RE: Proposal for Preparation of the Elk Grove Water District's 2020 UWMP and Water Shortage

Contingency Plan

Dear Mr. Franklin:

Tully & Young Inc., in partnership with Zanjero, is pleased to submit this proposal for Consulting Services to the Elk Grove Water District (EGWD) to prepare a 2020 Urban Water Management Plan (UWMP) and Water Shortage Contingency Plan (WSCP). The Tully & Young and Zanjero Team will prepare the UWMP and WSCP to fully meet new state requirements, while building upon the Team's existing knowledge of EGWD's water supply assets and Tully & Young's completion of EGWD's 2015 UWMP. Both Tully & Young and Zanjero have a comprehensive understanding of the UWMP processes and WSCP requirements, and are intricately involved in water planning efforts in the greater Sacramento area and statewide. Our Team will use this unique understanding to prepare the 2020 UWMP and the WSCP.

The 2020 UWMP and WSCP requirements have expanded since the 2015 update. The 2020 UWMP must include: (1) more robust water supply and demand analyses; (2) a five-year Drought Risk Assessment; (3) a detailed Water Shortage Contingency Plan; and (4) proof of compliance with the 20% by 2020 conservation mandate. Our Team's deep experience in preparing legally compliant UWMPs, and Tully & Young's direct work with DWR to prepare significant portions of the DWR's 2020 UWMP Guidebook, give us the practical perspective to move through these legal requirements. Together, our Team's comprehensive and diverse understanding, as well as our extensive experience with EGWD and Sacramento County Water Agency – a supplier to EGWD – optimally positions us to update the 2015 UWMP, prepare a fully compliant WSCP, and fulfill the obligations and objectives for the 2020 UWMP cycle.

Thank you for the opportunity to respond to your request. We both acknowledge that nothing in this proposal is proprietary. Please contact either of us directly through the options listed below should you have any questions or require further information.

Sincerely,

Greg Young

Greg Young, P.E., Principal Direct: (916) 669-9356 Mobile: (916) 769-3749 gyoung@tullyandyoung.com

Jim Crowley, P.E., Principal Direct Line: (916) 204-6011 jim@zanjero-water.com

Jim Crowley

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Tab 1: Project Experience

Tully & Young, located in Sacramento, and Zanjero, located in Folsom, (hereafter "the Team") have partnered to provide the Elk Grove Water District (EGWD) with the most comprehensive understanding and basis of knowledge for preparing a 2020 UWMP.

While both Tully & Young and Zanjero have the individual qualifications to prepare UWMPs, we believe that this partnership will provide the EGWD with cost effective, legally compliant, and functional documents to integrate all aspects of the current water management and planning activities while effectively addressing the new statutory requirements under the Urban Water Management Planning Act.

The following references and project details have been selected to demonstrate related experiences for both Tully & Young and Zanjero. We encourage EGWD to contact any of the listed references. Additional references and project experience can be provided upon request. Further, as small businesses, our staff (presented in Tab 2) have been involved in all of these projects.

2015 and 2020 UWMP Guidebook for California Department of Water Resources

Peter Brostrom, Chief, Water Use and Efficiency Branch, (916) 651-7034

Tully & Young was retained by the California Department of Water Resources to assist in preparing a small portion of the 2015-16 UWMP Guidebook and has been re-hired in this cycle to prepare the entire

2020 UWMP Guidebook.

For the 2020 UWMP Guidebook update, Tully & Young has helped lead significant revisions and created new sections to comply with the updated legislative requirements, developed new functional planning tools to help urban suppliers and DWR assess local and statewide water supply reliability, and presented the updated materials to DWR management and stakeholders. Our deep understanding of legislative requirements and recommended strategies provided in the recently published public draft 2020 UWMP Guidebook are unmatched in the water resources consulting field and will provide highly valuable when completing 2020 UWMPs.

2020 and 2015 UWMP, SWP Contract Analysis, Strategic Water Planning and Management Services – City of Benicia William Tarbox, Public Works Director (707) 746-4227 https://wuedata.water.ca.gov/public/uwmp_attachments/8175687491/Benicia%202015 %20UWMP%20Final%207%2E1%2E16%2 Epdf

Tully & Young has just been selected to prepare the City's 2020 UWMP, continuing our efforts to serve the City, which began with preparing the City's 2015 Urban Water Management Plan. We investigated the City's numerous water rights and entitlements and prepared a comprehensive approach to managing those supplies to preserve dry year reliability. Specifically, we have focused on the City's SWP supplies to determine long-term reliability and optimal water management. We also





uncovered previously unknown shortage provisions in the City's existing water entitlements that allowed the City to engage Solano County Water Agency and other regional purveyors in water management discussions. We identified, researched, and acquired a pre-1914 appropriative water right for the City to augment its portfolio.

Tully & Young has investigated the City's State Water Project supplies and provided guidance on short-term and long-term management in light of SWP Reliability projections and its other water assets in the City's supply portfolio. Recently, we have initiated water transfer discussions with regional water purveyors and the SCWA that would allow the City to obtain more reliable water supplies and derive revenue from surplus water assets.

2005, 2010, and 2015 UWMP and WMP, SB 610 Water Supply Assessments, and Water Supply Management Strategy – City of Folsom Marcus Yasutake, Environmental and Water Resources Director, (916) 461-6161 https://www.nter.ca.gov/public/uwmp_attachments/3416410148/Folsom%20Final%20UWMP%20revised%208%2E19%2E16%2Epdf

Over the past 15 years, the City of Folsom has hired Tully & Young to conduct extensive water supply and demand investigations, prepare various documents to support policy decisions and CEQA compliance, and assist with various complex water-related negotiations and water transfers. We have researched the City's pre-1914 water rights, CVP contract supplies, and obligations under regional water supply agreements, local agency

contract supplies, and the potential for water reuse. We have recommended and implemented strategies for EIR/EIS compliance in the context of project developments and led 2015 UWMP effort. We assisted in identifying new supplies to meet development needs and navigating the legal and regulatory requirements.

Santa Margarita River Watermaster – San Diego and Riverside Counties

Hon. Gonzalo P. Curiel, Judge, U.S. District Court, Southern District of California, 619.557.7667

Zanjero is the acting watermaster in charge of implementing the groundwater basin adjudication judgment. Majority of planning efforts for this project include identifying threats and issues that impact groundwater availability and safe yield, developing measurement, management, monitoring, and mitigation strategies, and implementing the selected groundwater management strategies.

Climate change is one of the key stressors in the groundwater basin, as well as the most significant impact to management and implementation of the adjudication, as climate change was not a consideration when the adjudication was established. We are working with the basin stakeholders to develop an understanding of the climate change impacts, how they affect the current adjudication basin management strategies, and developing modifications and alternatives to enhance basin management and mitigation efforts.





Plan for Water - Integrated Water Management Plan Program Manager, Nevada Irrigation District

Greg Jones, General Manager (530) 273-6185

The NID was created over 100 years ago to develop and provide irrigation and treated water to its community. Growth in demand and supply reliability impacts due to climate change have created an inflection point for the future of NID and the community. Plan for Water is a programmatic approach to allow NID and the community to understand its current water use, future supply reliability, and develop a sustainable future to balance its water resources with its community needs. Zanjero is providing a range of services through its program manager position that include developing and implementing program management policy, scope and vision, and requirements across a multitude of technical, facilitation, and public outreach consultants.

We provide technical review and direction to all consultants as the District's program manager. Further, we represent the project to the Board of Directors, special interest groups, press, and other agencies.

Multiple UWMPs (2005, 2010, 2015):
San Juan WD, Orange Vale WC, Placer
County WA, Montecito WD, City of
Thousand Oaks, San Bernardino CSD
64, City of Chino Hills, Sacramento
Suburban WD, City of Davis, City of
Roseville, City of Vallejo, , Calaveras
County WD, El Dorado ID, Georgetown
Divide PUD, Rio Linda Elverta CWD,
South Tahoe PUD
https://wwedata.water.ca.gov/public/uwmp attachments/6494465470/2015%200
VWC%20UWMP%2Epdf

Created water planning report and update for California requirements. Reports included review of projected demands, contract rights, supply sources, transfer contracts, conservation practices, water production, and drought impacts. 2010/2015 UWMPs include 20x2020 demand analysis and target projections coupled with gpcd target compliance plans. Coordinated report with public notification requirements and DWR staff reviews.

Additional Project Experience

In addition to the specific experiences listed for the Team in the prior section, Tully & Young has broad experience in all types of water planning analyses, water transactions, and practical project implementation. This experience was gained from drafting and defending documents, engaging with regulatory agencies, performing fatal flaw analyses, testifying as expert witnesses, and guiding strategic water planning actions. More specifically, Tully & Young organizes available information, extracts relevant data, and identifies and resolves strategic water resource planning issues. Our comprehensive approach is unique in the water consulting business and provides our clients with sophisticated resources to accomplish their water management objectives.

Our business philosophy and approach has proven successful for our extensive client base. On the following page we provide a matrix showing the relevance of our client work to the UWMP realm (including preparation of UWMPs).





					-	Elements	of UWM	P						
(Tully & Young Comprehensive Water Planning	Comprehensive demand determination and projections	Review of water rights, contracts and agreements	Evaluate water supply reliability under normal and dry conditions	Evaluate or Execute Water Transfers or exchanges	Develop and evaluate demand management measures	Develop and evaluate new supply options (recycle, desal, transfers)	Develop policies and temporary shortage provisions	Conservation opportunity assessment and quantification	Per-capita baseline determination and 2020 target identification	Integrate legal, technical, political and economic elements	Prepare UWMPs, SB 610 WSAs and CEQA/NEPA elements, and GMPs	Comprehensive analysis of existing UWMPs, GMPs, engineering and planning documents for consistency	Integrate with client legal team on demand, supply, and operations
	Carmichael Water District	•	•	•	•	•	•		•	•	•	•	•	•
	El Dorado Irrigation District	•	•	•	•	•		•	•	•	•		•	
	City of Folsom	•	•	•	•	•	•	•	•	•	•	•		•
	City of Yreka	•	•	•	•		•			•	•	•		
ion	Amador County Water Agency	•	•	•		•	•	•	•		•	•		•
Seg.	Sutter Pointe (for Sutter County)	•	•			•	•	•	•		•	•		•
ië.	Elk Grove Water District		•	•		•	•	•	•	•	•	•		
golo	City of West Sacramento	•	•	•	•		•				•	•	•	
dr.	Hallwood Irrigation District			•	•						•			
Ħ	Sacramento Suburban Water District	•	•	•	•		•					•		•
Sacramento Hydrologic Region	San Juan Water District	•					•				•	•		•
am		•	•	•								•	•	
acr	City of Yuba City	•					•							
∞	Foster Enterprises													•
	Sacramento County Water Agency		•	•		•	•		•		•	•		
	City of Lincoln						_							
	Placer County Water Agency											_		
	City of Oroville			•		•						•	•	
	City of Taft											_		
	City of Lathrop	•	•				•	•	•		•		•	
<u>Ş</u> .	City of Manteca			•		•								
uin Valley	Bakersfield Metropolitan Area	•	•	•							•	•		
.=	County of Tulare	•	•	•		•		•			•	•		
9	Kern County Water Agency	_	•	_	•			_			•	_	•	•
San Joa	County of Madera	•	•	•	•	•	•	•	•		•	•	•	
San	City of Madera										•	•		
	City of Tracy		•				•				•	•	•	
	County of Merced	•	•	•	•	•	•				•	•		
	Semitropic Water and Storage District		•		•						•		•	•
	City of Benicia	•	•	•	•	•	•	•	•	•	•	•		
	Byron Bethany Irrigation District		•								•	•		•
Su	Golden State Water Company	•	•	•	•						•	•		•
gions	City of Cloverdale	•	•	•		•						•		
	City of Hollister		•			•							•	
Other Re	San Benito County Water District		•			•								
ō	Santa Clara Valley Water District		•	•	•	•	•	•			•			•
	Sunnyslope County Water District	•	•	•		•	•	•	•		•	•		•
	White Rock Club		•											•
	Audubon		•	•	•		•				•		•	•
	The Nature Conservancy	•	•	•	•						•		•	•
íties	Environmental Defense Fund		•	•	•	•					•		•	•
	Various Private Interests	•	•	•	•		•		•		•	•	•	•
Other Entities	California Resource Corporation			•							•	•		
er F	Northern California Water Association										•			•
Oth	Sacramento Area Council of Governments	•	•		•				•		•			•
	California Farm Bureau Federation										•			•
	City of Sacramento (Water Forum)		•	•	•								•	
	California Resources Agency (for Delta Vision)			•		•	•	•	•		•			•
	Raftelis		•		•		•				•	•	•	•
racı	Geosyntec		•	•	•		•				•		•	
Subcontract	Somach, Simmons & Dunn		•		•						•		•	•
ubc	Kimley-Horn	•	•	•							•	•		•
S	SHN Consulting Engineers	•	•	•							•	•	•	•
	consumer Engineers													





Tab 2: Project Organization, Personnel Experience and Qualifications

Tully & Young is a niche strategic water management and planning firm offering customized water consulting services to meet the needs of our clients. We are acknowledged leaders in water resources management consulting with a comprehensive approach to addressing the legal, economic, technical, and political aspects of water planning. We are the lead consultants preparing the California Department of Water Resources (DWR) 2020 Urban Water Management Planning Guidebook (Guidebook). Our experience formulating the 2015 and 2020 Guidebooks as well as completing dozens of Urban Water Management Plans makes Tully & Young the industry leader in analyzing and preparing comprehensive and legally compliant UWMPs.

Tully & Young offers a unique skill set to its clients by combining water resources engineering, water law and water policy in a single consulting firm. Tully & Young's staff possess highly technical, yet practical knowledge of the following items: comprehensive water management planning, water rights and water contracts, water transfers and exchanges, system infrastructure and modeling, statewide water conveyance, water diversion and water use analyses, water conservation and water recycling, and California's urban, environmental, and agricultural water needs. Since our firm's inception in 2004, we have served over 60 clients through hundreds of projects throughout California and the Pacific Southwest. These clients

span all levels of government, private business, and NGOs. That experience has also allowed us to build trusted relationships with influential decision-makers in each area. Tully & Young's broad water management understanding and personal relationships with statewide decision-makers gives us unparalleled insights into the needs and challenges of our clients' water management issues.

Zanjero is a specialty consulting firm with expertise in water resources planning and policy support, providing comprehensive strategic water resources planning and analysis services covering a wide variety of water resource project initiatives. With its Principals serving California water resources for over 30 years, Zanjero has built a reputation regionally and state-wide as the preferred partner in solving the many new and unique challenges facing California water managers today – including the challenges of addressing potential effects of climate change.

As many of our clients have witnessed through past and on-going work performed by Tully & Young and Zanjero, both firms take pride in providing sophisticated and comprehensive solutions to water management and planning needs.

Our objective with this project is preparing an UWMP and a WSCP that go beyond simple statutory compliance documents, and instead becoming comprehensive and referenceable resources for on-going use by EGWD.





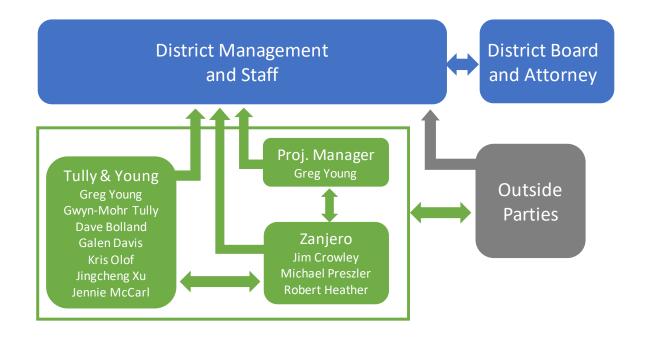
While both firms are small, our size actually helps us be nimble and efficiently serve our clients. The Team has several principals and resource staff able to commit to completing this project.

For this project, Tully & Young will lead the characterization and assessment of EGWD's water resources and will lead efforts to project future demands on these water resources. Zanjero will lead the preparation of the WSCP, will provide a climate change analysis, and will perform the necessary energy analysis, among other items. The Team will share responsibilities for drafting all sections of the documents, providing review for each other's work products and assembling a seamless UWMP with an embedded WSCP for review and ultimate adoption. The cost proposal helps illustrate

the anticipated task assignments that are detailed under Tab 3.

We believe this approach will allow both firms to leverage their skills and knowledge to efficiently prepare the comprehensive UWMP.

For ease of project management, Tully & Young will be the lead consultant, with Zanjero as a subconsultant to Tully & Young. To help assure communication and coordination, EGWD's primary point of contact will be Greg Young of Tully & Young. However, the Team fully anticipates direct communications between Zanjero and EGWD as necessary to execute the identified tasks. Further description of the workload sharing within the Team is provided in **Tab** 5: Fee. The simplified organization is also illustrated below.







Proposed Responsibilities of Project Manager and Key Personnel

Tully & Young and Zanjero will adeptly share the analysis and drafting of the UMWP in a manner that is seamless to EGWD.

Tully & Young is a small and nimble organization allowing us to function efficiently and effectively by allowing the appropriate expertise and experience to be quickly directed to our clients' needs. For the 2020 UWMP Update, Greg Young, a registered Civil Engineer with over 30 years of technical experience, will act as the Project Principal and be the point of contact. Gwyn-Mohr Tully, a licensed attorney, specializing in water rights law and policy for over 25 years, will provide guidance on water reliability determinations, legislative interpretation, and UWMP drafting. Various Tully & Young staff will also be involved throughout the effort.

Zanjero Partner Jim Crowley will serve as the project lead for Zanjero. Jim is a licensed civil engineer and has over 30 years' experience in water resources planning, having completed over 50 UWMPs and supporting studies. Zanjero Partner Michael Preszler will serve as technical advisor for the project.

Resumes are provided on the following pages for the principals from each firm. Altogether, the following staff from each firm will be available to prepare elements of the 2020 UWMP:

For Tully & Young:

- Greg Young, PE Principal and Project Lead
- Gwyn-Mohr Tully, JD Principal
- Dave Bolland Planning Director
- Galen Davis Senior Resource Planner
- Kris Olof Resource Planner
- Jingcheng Xu Resource Planner
- Jennie McCarl Admin Analyst

For Zanjero:

- Jim Crowley, PE Principal and Project Lead
- Michael Preszler, PE Technical Advisor
- Robert Heather Resource Planner





Greg Young, P.E.

Professional Summary

Mr. Young is a registered civil engineer with 30 years of extensive experience in strategic water resource management and planning. Mr. Young helps clients develop workable solutions that meet their fundamental water planning objectives, with experience and skill gained from his work throughout California and other western states. Mr. Young provides expertise to local agricultural and urban water purveyors, public agencies, non-profits and private interests on matters ranging from SGMA compliance, to water asset management and water rights reporting, to aiding clients with the purchase or sale of water assets, to drafting legally supportable documents for use in CEQA and NEPA compliance efforts. Through all of this work, Mr. Young focuses on providing objective-based facts that help his clients make informed decisions regarding the reliable management of their vital water resources.

Relevant Project Experience

2015 UWMP development and submittal, multiple clients.

Led efforts to prepare multifunctional Urban Water Management Plans for seven clients: Placer County Water Agency, El Dorado Irrigation District, City of Lincoln, Carmichael Water District, City of Folsom, Elk Grove Water District, and City of Benicia. Critical components included land-use based demand forecasting and comprehensive water supply assessment and characterization. For each client, managed the process including submittal to state agencies.

Advisor and guidance development for 2015 and 2020 UWMP Guidebook, CA Dept. of Water Resources, Sacramento, California. Leading efforts with DWR personnel to revise and update the 2020 UWMP Guidebook to (1) clarify and improve prior guidance and (2) develop new guidance and tools to address several new UWMP Act requirements. Developed demand forecast methodology guidance text and example scenarios for inclusion in the 2015 UWMP Guidebook as Appendix K.

Madera County GSA Technical Consultant and Strategist, Madera, California. Acting as the GSA technical lead and providing strategic planning associated with SGMA compliance, working directly for County management. Duties include developing groundwater sustainability concepts, facilitating stakeholder and GSA communications and public meetings, drafting materials, evaluating proposals and concepts from other GSAs, and working on initial GSP implementation actions.

Water Supply Assessment development, multiple clients. Over the past decade, drafted legally defensible documents for projects throughout California including most recently for Madera County, City of Sunnyvale, Sacramento County, Yuba City, El Dorado Irrigation District, San Benito County, and City of Brisbane. Each WSA involves comprehensive demand analysis, characterization and analysis of water supplies, and close coordination among land-use authority, EIR consultant, project proponent and water supplier.



Active Registration

Registered Engineer: CA #C51255

Education

B.S., Agricultural Engineering, California Polytechnic State University, San Luis Obispo 1990

Skills

- UWMP preparation
- UWMP guidance and tool development
- Comprehensive water resources planning
- SGMA compliance
- SB 610 WSA preparation
- Coordinating and facilitating complex water management and planning efforts
- Comprehensive understanding of ag and urban water use
- Policy assessment and development
- In-depth technical understanding of California water facilities and management
- Water transfer specialist
- Water rights analysis



Gwyn-Mohr Tully, J.D.

Professional Summary

Mr. Tully is a licensed attorney in California with over 25 years of experience in surface and subsurface hydrology, law, and policy. Mr. Tully consults with public agencies and private clients on developing and implementing water resource management plans and individual water projects. In this context, Mr. Tully has conducted water rights investigations; assessed contractual water obligations; negotiated water transfers; prepared water settlements; evaluated surface and subsurface water supplies; prepared regulatory, legal, and political assessments; researched historical water rights and supplies; and conducted and coordinated highlevel stakeholder interactions. Mr. Tully wrote an Amicus Brief to the California Supreme Court in the case *Barstow v. Mojave* on the fundamental underpinnings of California Water Rights law.

Relevant Project Experience

Principal, Author, Water Supply Section for DWR's 2020 UWMP Guidebook, California Department of Water Resources. Researched and analyzed all statutory criteria for preparing a water supply analysis for the 2020 UWMP cycle. Prepared guidance for urban water suppliers on how to meet the statutory criteria and prepare detailed assessments of all water supplies in a water supply portfolio. Drafted detailed Guidebook appendix that provided approaches to understanding the details of all types of surface and groundwater rights and contracts in California.

Principal, Water Asset Management Strategy, 2015 UWMP, CVP Contract Negotiation, and Transfers, City of West Sacramento. Analyzed the City's water assets and assessed potential to maximize utility and monetize unused portions. Developed annual revenue stream for the City through the CVPIA Accelerated Water Transfer program. Negotiated WIIN Act conversion of CVP Contract and prepared detailed water management analysis for negotiation team. Prepared comprehensive supply and demand assessment for City's anticipated build-out conditions. Prepared portions of City's 2015 UWMP.

Principal, Comprehensive Water Management Strategy and 2015 UWMP, City of Benicia. Assessed intricacies of all water supplies available to the City and addressed attributes and vulnerabilities. Created comprehensive water management strategy that identified monthly water availability and integrated supplies to meet long-term water planning objectives. Identified new water supplies for City with neighboring purveyors and acquired pre-14 appropriative water right. Prepared City's 2015 UWMP.

Principal, Water Asset Evaluation and Regional Water Transfer Actions, Sacramento Suburban Water District. Analyzed SSWD's water contracts with neighboring agencies and assessed strengths and vulnerabilities. Advised on water contract consolidation and water transfer opportunities. Prepared and executed water transfer actions with neighboring water agencies. Implemented two "first-of-its-kind" regional urban water transfers. Coordinated water management work with neighboring agencies to maximize conjunctive use.



Active Registration

California State Bar No. 199525

Education

J.D., University of the Pacific, McGeorge School of Law, 1998

M.A., Geography (hydrology), University of Montana, 1995

B.A., Geography, University of California, Berkeley, 1992

Skills

- Comprehensive water resources planning
- Water rights assessments and analysis
- Policy assessment and development
- Water transactions, negotiations, and agreements
- Deep understanding of statewide water issues and regulatory framework
- Analysis of CVP and SWP system operations
- Expert on interstate water agreements and adjudications
- Complex document drafting and analysis
- Synthesis of technical, legal, and political issues associated with water supply reliability





James P. Crowley, P.E. Partner

James Crowley has over 30 years of experience working in all aspects of water, wastewater, and power development projects. These projects include integrated water resource plans, climate adaption strategies, capital improvement plans, financial analysis, hydropower analysis, energy market strategies, conservation program analysis, master plans, capacity evaluations, renovations, expansions, and operations support to assist utilities in developing and implementing capital improvement projects. Mr. Crowley also has a depth of experience in management consulting, assisting utilities in assessing, evaluating, developing, and implementing strategic efforts to optimize both annual operations and long-term capital costs to strengthen utility resiliency.

Education

M.S., Environmental Engineering, San Jose State University, 1993 B.S., Civil Engineering, Santa Clara University, 1990

Registrations

North Carolina PE No. 52181

North Carolina PE No. 25156 (inactive)

South Carolina PE No. 21123 (inactive)

California PE No. 52181

Representative Project Experience

- Urban Water Management Plans (2005, 2010, 2015) Placer County Water Agency,
 Montecito Water District, City of Thousand
 Oaks, Ventura County WWD #8-Simi Valley,
 San Bernardino CSD 64, City of Chino Hills,
 San Juan Water District, Sacramento
 Suburban Water District, City of Davis, City of Roseville, City of Merced, , City of Antioch,
 City of Vallejo, City of Petaluma, Orange Vale
 Water Company, Calaveras County Water
 District, El Dorado Irrigation District, City of
 Petaluma, Georgetown Divide PUD, Elk Grove
 Water Service, Rio Linda/Elverta Community
 Water District, and South Tahoe PUD
- Water Conservation Master Plan, Cities of Roseville, Sacramento, and Folsom, San Juan Water District, Sacramento Suburban Water District, and Placer County Water Agency, California
- Integrated Water Resources Plan and UWMP, City of Petaluma, California
- US Bureau of Reclamation Water
 Management Plan Update (2005, 2010). San

- Juan Water District, Fair Oaks Water District, City of Folsom, Citrus Heights Water District, Orange Vale Water Company
- Customer Demand Analysis and Rate Setting Support, Placer County Water Agency
- Customer Demand and Conservation Program Analysis, City of Folsom
- Raw Water Master Plan Update Program Manager, Nevada Irrigation District
- Groundwater Basin Investigation, City of Pasadena Water and Power
- District Engineer, Calaveras County Water District
- Energy Strategy Support, Confidential Clients
- Conjunctive Use Water Supply and Infrastructure Strategy, Rio Linda/Elverta Community Water District, California
- Asset Management Program and CMMS, Nevada Irrigation District



Michael J. Preszler, P.E. Partner

Mr. Preszler is a Partner at Zanjero serving as a Strategic Water Advisor with a long and proven track record as an advisor to complex water resources projects. He brings over 30 years of experience managing, evaluating and providing strategic advisory on water rights and water resources projects in California. He has directed and/or carried out legal and technical aspects of major water right projects including hydrology, groundwater, streamflow and watershed simulation modeling for many water projects. He has a deep appreciation and understanding of watershed management, water rights, watershed modeling, state and Federal legislation, and regulation concerning water rights and water quality. Mr. Preszler is skilled in all phases of planning and management of multi-disciplinary projects including economic, natural resources, water rights, regulatory compliance, permitting, litigation support, settlement negotiations, water accounting, political, social, and administrative concerns relating to the use and conservation of water.

Education

B.S., Civil Engineering, California State University, Chico Registrations, Certifications, and Affiliations California Professional Engineer, No. C55133 American Society of Civil Engineers Association of California Water Agencies

Representative Project Experience

- 2015 Urban Water Management Plan, South Tahoe Public Utility District, CA
- Customer Demand and Conservation Program Analysis, City of Folsom
- County-Wide Water Use Efficiency Strategic Plan, El Dorado County Water Agency (EDCWA), El Dorado County, CA
- Santa Margarita River Watershed Watermaster, San Diego and Riverside Counties, CA
- Water Right Change Petition, El Dorado County – El Dorado Irrigation District
- Regional Water Supply Project EIR, Nevada Irrigation District (NID), Nevada / Placer Counties
- Bay-Delta CalSim Water Modeling Services, Sacramento County, CA, National Marine Fisheries Service
- Central Valley Project Water Service Contract EIS, El Dorado County, CA, El

- Dorado County Water Agency and U.S. Bureau of Reclamation
- Long-Term Warren Act Contract NEPA Review, Sacramento County, CA, Sacramento Suburban Water District and U.S. Bureau of Reclamation
- Upper Feather River Integrated Regional Water Management Plan – Plumas County
- Daguerre Point Dam Hydroelectric Project FERC Environmental Review, Yuba County
- Snell Valley Ranch Water Availability Analysis, Napa County
- Los Padres Dam and Reservoir Long-Term Strategic and Short-Term Tactical Plan, Monterey County
- El Dorado County Supplemental Water Rights Project CEQA EIR, El Dorado County
- El Dorado Hydroelectric Development Options Study, El Dorado County

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Tab 3: Project Approach

Tully & Young, Inc. and Zanjero (hereafter "the Team") will complete the following tasks to provide the Elk Grove Water District (hereafter "EGWD" or "District") with a 2020 UWMP and WSCP that (a) comply with the Urban Water Management Planning Act under the California Water Code and DWR UWMP Guidebook requirements, (b) provide a reference document that synthesizes EGWD's short-term and long-term water management planning objectives, and (c) provide a separable UWMP chapter that will be the WSCP (adopted within the UWMP, though a chapter that can also stand on its own as necessary).

Organizing the UWMP effort is the critical starting point to ensure timely and accurate project completion. The Team will use the District's 2015 UWMP – prepared by Tully & Young – as the fundamental starting point for completing the 2020 UWMP, reusing as much as possible in order to save time and money. The Team will also closely coordinate with the District staff and management throughout development of the UWMP to focus inquiries and sort data.

In addition, we anticipate that the basic facts in the District's recent water production and use data are readily available and can be used as foundational information for the 2020 UWMPs.

Accordingly, the Team proposes to complete the 2020 UWMP per the tasks detailed here.

The following tasks describe the approach to be followed for preparing the UWMP, recognizing that preparation of the WSCP is an integral, yet separable, part of the WSCP.

As such, we describe the preparation of the WSCP as one of the fundamental tasks for completing the UWMP.

However, as represented in the RFP, EGWD anticipates adopting the WSCP on a slightly accelerated timeline from the rest of the UWMP. We have incorporated these additional steps within Task 4.2 described in the following pages. But, we have maintained the WSCP task within the overall approach for completing the UWMP as described in the following detailed tasks. The Team would be happy to further discuss approaches and timelines for the UWMP and the WSCP with the District to assure we meet your objectives in a timely and efficient manner.

Furthermore, while the tasks described on the following pages do not directly conform to the District's represented task nomenclature presented in the RFP, our Team's task organization reflects our extensive work on UWMPs as well as Tully & Young's recent work drafting significant portions of the DWR UWMP Guidebook. Our organization and description of tasks on the following pages fully satisfies the tasks provide as a guideline in the RFP.

Task 1: Review of Available Information and Initial Meetings

- Identify and research available existing data, records, maps, reports and plans
- Identify and research other information, records, and current data necessary to develop the 2020 UWMP Update
- Kick-off meeting between the Team and agency staff to discuss UWMP





- requirements, project goals, opportunities, constraints, information needs, roles, responsibilities, project coordination, schedule, and expectations
- Provide notice to interested
 Stakeholders as well as Sacramento
 County of the intent to prepare the 2020
 UWMP Update

Task 1.1 - Reference Materials

The Team will work with the District to gather all necessary reference documents that should be incorporated into the 2020 UWMP. Critical items to address for the 2020 UWMP include: (1) important considerations related to groundwater conditions and water supply contracts as well as the opportunities to leverage water assets for revenue and regional reliability; and (2) water planning and management strategies related to interactions among wholesaler and retailers and other regional urban water purveyors. The existing system description and other basic information from the 2015 UWMP will be the fundamental reference material for the 2020 plan.

Task 1.2 - Data Request

In addition to focusing on the documents provided above, the Team will request water use data from 2016 through 2020, including but not limited to annual water loss audit reports and the Electronic Annual Report (eAR) filings through the State's DRINC portal. These data provide the fundamental platform for completing the water demand analyses imbedded in Task 2 and water supply availability analysis in Task 3. More specifically, these data provide the foundation for: (1) assessing whether mandated conservation reductions were met (e.g. 20% by 2020 for the retail service), (2)

completing the Drought Risk Assessment (new requirement for 2020 UWMPs), (3) assessing water supply availability, and (4) finalizing the long-term demand projections that incorporate issues like climate change (a substantially augmented analysis requirement for the 2020 UWMPs).

Task 1.3 - Project Kick Off Meeting

The Team will also organize and facilitate a project kick-off meeting. Based upon the proposed Project Timeline to complete the 2020 UWMP in June of 2021, the Team anticipates scheduling the kick-off meeting immediately after contract approval in November 2020. Two important topics that will be discussed at that meeting include: (1) the specific long-term water management objectives in preparing the 2020 UWMP; and (2) the fundamental legislative changes for the 2020 UWMP Update and obligations in meeting these mandates. The Team anticipates this meeting lasting no more than 90 minutes and, although an in-person meeting would be preferable, the meeting could be conducted remotely through Tully & Young's video conferencing platform.

Task 1.4 – 2020 Urban Water Management Plan Notice

The Team will work with the District to prepare notification to interested stakeholders, Sacramento County, and other neighboring water purveyors of the intent to develop its 2020 UWMP Update. Although this action is not required by statute, Water Code section 10642 encourages "active involvement of diverse social, cultural, and economic elements of the populations within the service area prior to and during the preparation of both the [UWMP] and the water shortage contingency plan." The notification contemplated in this section will





be a simple form letter or form email that can be easily distributed to stakeholders and public agencies. We also suggest including a notice of intent to initiate the UWMP process in a Board Meeting agenda. This task is specifically identified as an initial action that is related to the broader public outreach actions and legally required public notice actions considered in later tasks. The Team will prepare relevant notice material, and the District will be responsible for distributing as appropriate.

Task 2: Projected Water Demand

The Team will develop the following information as part of this task:

- Water System/Service Area Description
- Energy Analysis
- Current and Future Population Estimates
- Water Demand and Conservation Projections
- Monthly water demand projections (UWMP Guidebook)
- Demand analysis for the Drought Risk Assessment (WC 10635(b))
- Demand analysis for use in the Annual Assessment (WC 10632.1)
- Evaluation of Historic, Current and Projected Future Water Conservation and Demand Management Measures (DMM)
- System Water Loss Report
- Senate Bill x7-7 and Per Capita Water Usage Analysis

Task 2.1 – Water System and Service Area Description

The Team will use the water system and service area description contained in the 2015 UWMP as the basis for this section in the 2020 UWMP Update. In addition, the Team

will recycle existing service area maps and diagrams in order to reduce expenses and maintain consistency with existing documents. If necessary, the Team will incorporate additional water system information and develop new maps and diagrams after consultation with the District. The Team will include the District's water service area description into the Administrative Draft 2020 UWMP, Public Review Draft 2020 UWMP, and Final 2020 UWMP (collectively "2020 UWMP").

This task will also include the newly required water system energy analysis. For this specific requirement, the Team will request necessary data from the District and complete the tables provided by DWR in the 2020 Guidebook under Appendix O. The Team will also provide a brief narrative to accompany the completed tables.

Task 2.2 – Current and Future Population Estimates

The Team will research and analyze the current and future population estimates for the District. Current population estimates will be derived from the most recent local, state, and federal population surveys (including the 2020 census data, if available) so as to best represent the current and forecast population. The Team will utilize the most recent population data to assess trends in the District's service area and will incorporate this data into the 2020 UWMP.

Task 2.3 – Water Demand and Conservation Projections

Using the most recent water usage data made available by the District, the Team will perform the following technical tasks: (1) present the historic and most current monthly demand characteristics for an array of





residential and non-residential water use sectors; (2) coordinate with the District to determine unit water demand factors - indoor versus outdoor, residential versus nonresidential, and normal versus dry-year – for current land-use and customer conditions; (3) assess projections relative to continued efforts toward demand management, incremental reductions in the factors over the required reporting time steps and anticipated reductions to meet the statutory conservation targets; and (4) project total water demand for the required reporting time steps out to 2045 using land use planning data consistent with the assumptions in other relevant documents. The Team will also quantify the appropriate potable demands separately from non-potable demands after consultation with the District.

The Team will provide a comprehensive water demand analysis that will represent the monthly water demands under various hydrological conditions through 2025, annual projected water use in five-year increments to 2045, and provide the basis for the District's newly required Drought Risk Assessment (DRA) and Annual Assessment. Although the Annual Assessment will be formally submitted annually to the State beginning July 1, 2022, The Team's comprehensive water demand analysis will provide the fundamental demand projections that can be used as a foundational platform for the Annual Assessment starting in 2021, if desired. The Team will incorporate the complete UWMP monthly demand tables and the historically used database tables into a technical memorandum that will be the basis of the demand chapter in the 2020 UWMP.

Task 2.4 – Evaluation of Historic, Current and Projected Future Water Conservation and Demand Management Measures (DMM)

The Team will also examine water conservation and demand management considerations employed within the retail service area as well as those promulgated and recommended through the wholesale agency. The Team may help the District develop additional demand management measures to meet future water reduction objectives. Proposed measures will be based upon the Team's experience with similarly situated water purveyors and the ability of the District to coordinate actions with other local agencies. The Team will draft a narrative for the 2020 UWMP describing District's DMMs in compliance with 10631(e)(1). This narrative will be based upon readily available information provided by the District regarding its DMM implementation over the past five years, and its intended actions into the near future.

Task 2.5 - System Water Loss Report

The Team will use the demand analysis conducted in Task 2.3 to identify and evaluate the District's system water losses. We recommend identifying this water in the 2020 UWMP consistent with AWWA protocols as "non-revenue water." The Team will coordinate with the District to prepare a draft Water Loss Audit, using the worksheet available through DWR and reflecting the District's recent submitted worksheets for prior years. The information in the worksheet will be consistent with information in the demand analysis prepared pursuant to the prior tasks. The District will be responsible for having the information audited and submitting the worksheet to DWR as appropriate. A brief description





summarizing the system water losses in the context of the District's overall demand will be incorporated into the 2020 UWMP.

Task 2.6 – Senate Bill x7-7 and Per Capita Water Usage Analysis

SB x7-7 mandates that all retail water suppliers comply with a reduction in percapita use by 2020, with reporting in the 2020 UWMP providing the evidence of meeting targets established in the 2015 UWMP. For the 2020 UWMP, the Team will evaluate the actual gross water use in 2020 for the retail service area in comparison to this target. If necessary, considerations to adjust the gross water use using the allowed adjustments, including possible recognition of higher residential use due to recent "stay at home" orders, to prepare the required compliance daily per capita water use value, pursuant to 10608.24(d). This analysis will be incorporated into the 2020 UWMP.

Task 3: Water Supply Availability

The Team will develop a comprehensive assessment of the District's current and future water supply availability. The following information will be developed for compliance with statutory requirements:

- Water Supply Projections
- Complete Comprehensive Water Supply Table
- Potential Supplemental Water Supplies
- Recycled Water Supply
- Current and Future Groundwater Supplies
- Water Quality Data
- Water Transfers and Exchanges
- Climate Change Considerations
- Supply versus Demand Assessment

Task 3.1 - Water Supply Projections

The Team will prepare a comprehensive water supply analysis consistent with all statutory requirements and addressing the District's short-term and long-term water supply reliability. The 2020 UWMP Guidebook encourages preparation of a monthly water supply assessment. The new assessment methodology characterizes and evaluates (a) 2020 water supplies; (b) SWRCB Electronic Annual Reporting (eAR) comparison; (c) a normal year water supply; (d) a single dry year water supply; (e) the water supply during five consecutive dry years; and (e) a water supply analysis in five year increments from 2025 through 2045. The single comprehensive water supply table in the 2020 Guidebook will allow the District to organize all quantitative information related to its current and future water assets.

The Team already has significant understanding of and information for the District's water supplies and contracts and will intend to utilize this material and knowledge to expedite this part of the UWMP analysis.

The Team's water supply analysis will also provide the basis for preparing the District's Drought Risk Assessment, Annual Assessment, and Water Shortage Contingency Plan.

The Team will prepare complete water supply projection tables and qualitative water supply analysis for inclusion in the District's 2020 UWMP.

Task 3.2 – Potential Supplemental Water Supplies

The District has significant water supplies under multiple hydrologic scenarios. The





need for supplemental water is limited for SJWD as a wholesale entity. However, risks do exist for the SJWD retail service area given its entire reliance on surface sources. OVWC is also in a similar situation. As part of this task, the Team will examine opportunities for the District to augment its water supplies, including the potential use of groundwater to serve OVWC as a supplemental supply or as a method to provide a supplemental supply to SJWD's retail service area. The Team will also examine the potential to use non-potable supplies in the District. The Team will address these types of supplemental water supply issues in accordance with the District's direction. The Team will provide a supplemental water supply narrative for the 2020 UWMP.

Task 3.3 - Recycled Water Supply

To save time and money, The Team will review the 2015 recycled water discussion and, following consultation with the District, update the element as appropriate for the 2020 UWMP.

Task 3.4 – Current and Future Groundwater Supplies

The District is predominantly within the Sacramento Central Groundwater Authority GSA and relies entirely on water from the Sacramento Valley - South American groundwater basin. In conjunction with Task 3.1, the Team will discuss the current and future use of groundwater as specifically required by statute. The Team will utilize its existing experience with the District, other purveyors in the basin, and specific experience in the basin to prepare the required materials.

Task 3.5 - Water Quality Data

The Team will use the water quality analysis developed in the District's 2015 UWMP as the baseline assessment of water quality issues in the 2020 UWMP. The Team will work with the District to address any additional water quality considerations and provide a narrative for the 2020 UWMP. Information being developed for the GSA's Groundwater Management Plan may also be used, as appropriate.

Task 3.6 – Water Transfers and Exchanges

The Team will revisit the District's opportunities to transfer and exchange water supplies. The Team will provide a water transfer and exchange narrative for the 2020 UWMP reflecting discussions with the District.

Task 3.7 – Climate Change Considerations

Climate considerations are becoming one of the most pressing issues in assessing longterm water reliability. DWR is preparing detailed guidance for the 2020 UWMP Guidebook to address climate change conditions for future water supply planning. This guidance has already been used in developing Sustainable Groundwater Management Act long-term supply reliability in the high-priority groundwater basins in the southern Central Valley. The Team will synthesize DWR's Guidebook recommendations for climate change considerations with the District's climate change activities and evaluate the impact to the District's future water supply projections. The Team will provide a climate change narrative in the 2020 UWMP.





Task 3.8 – Supply versus Demand Assessment

The supply versus demand assessment provides the fundamental conclusions that drive urban water management planning and all legal requirements incorporated in the Urban Water Management Planning Act. A robust assessment is derived from the water demand and water supply analyses. More specifically, if the demand analysis in Task 2.3 is accurate and the supply analysis in Task 3.1 is factual, then the integrated supply and demand analysis will be straightforward and correct. The integrated analysis has far more utility now under the revised UWMP laws. Specifically, the analysis will be the technical backbone for the District's Drought Risk Assessment, Annual Assessment, and Water Shortage Contingency Plan. Accordingly, the Team will provide the necessary analytical rigor to all aspects of the 2020 UWMP in order to provide a logical and thoughtful final supply versus demand assessment. The final deliverables here will be a comprehensive analysis that incorporates the information from all other sections in Task 2 and Task 3 and represents a practical examination of District's risks of shortage. This assessment will be incorporated directly into the Administrative Draft 2020 UWMP and include the completion of all tables required by DWR.

Task 4: Water Conservation, Water Shortage Contingency Planning, and Seismic Vulnerability

The Team will analyze the District's current and future water conservation actions, refine the Water Shortage Contingency Plan to meet new statutory criteria, and address the statutory seismic vulnerability requirements.

- Water Conservation Assessment
- Water Shortage Contingency Plan (WSCP)
- Seismic Assessment (2020 Requirement)

Task 4.1 – Water Conservation Assessment

The Team will assess the District's ongoing water conservation activities as they apply to the District's current demands. The Team will use the information developed in Task 2 to inform this assessment. In addition, the Team will assess the opportunities for the District to further engage in water conservation actions that would impact short-term and long-term water supply planning. The Team will examine the indoor and outdoor water conservation actions that may be required under legislative changes – like indoor water use targets of 55 GPCD or less.

Additional analysis will be given to water conservation activities that would impact the District's Water Shortage Contingency Plan.

Task 4.2 – Water Shortage Contingency Plan

The Water Shortage Contingency Plan requirements for the 2020 UWMP have been significantly revised since the 2015 UWMP cycle. Specifically, the District is required to prepare a WSCP that includes 10 prescriptive elements as mandated by the Legislature in Water Code section 10632(a). The 10 elements are summarized as follows:

- 1. The water supply reliability analysis conducted pursuant to WC section 10635
- 2. The procedures for the AA including decision-making process and key data inputs
- 3. Six standard water shortage levels from 10% through greater than 50% shortage





- 4. Shortage response actions aligned with the shortage levels
- 5. Communication protocols for informing the public, local agencies, and the State
- Customer compliance and exemption procedures for meeting triggered shortage actions
- 7. A description of legal authorities empowering the District to implement and enforce shortage actions
- 8. A description of financial consequences of drought conditions
- 9. Monitoring and reporting procedures to ensure data utility and customer compliance
- 10. Reevaluation and improvement procedures to assess utility of WSCP

The Team will assess the District's existing water ordinances and the provisions included in its 2015 UWMP to determine the best methodology to integrate the existing ordinance and policy representations with the new legislative mandate. Where existing policies are not documented, the Team will assist the District with developing appropriate policy language and narrative text for incorporation into the WSCP.

As requested in the RFP, the development of the WSCP will follow a parallel track to the development of the UWMP, including unique meetings to discuss the WSCP elements, and potentially a separate public hearing and Board adoption schedule than planned for the UWMP. While the WSCP will be a viable stand-alone document for easy District reference, it will also be incorporated as a discrete chapter within the UWMP.

Task 4.3 – Seismic Vulnerability Assessment

Additionally, the Team will prepare a brief narrative discussing the local County hazard mitigation plan and its relationship to the seismic risk to the District's water delivery infrastructure. This seismic narrative is a new requirement for 2020 UWMPs.

Task 5 - Prepare Administrative Draft 2020 UWMP

• Administrative Draft 2020 UWMP: The Team will prepare an Administrative Draft 2020 UWMP that reflects all of the District's information and input throughout the preparation process. The Team will provide the District with an electronic version in WORD and PDF formats

The Team will utilize the independent chapter deliverables developed in the previous sections to construct the Administrative Draft 2020 UWMP. This draft will incorporate all relevant information gathered in the 2020 UWMP process and will have been thoroughly vetted with the District prior to inclusion.

The Team will prepare the Administrative Draft 2020 UWMP as though it is a final document that will be submitted to DWR for review. This high professional standard is imperative to providing the District with a definitive UWMP that can be critically reviewed and studied.





Task 6: Prepare Public Review Draft 2020 UWMP and Attend District Public Hearing

- Public Review Draft 2020 UWMP: The Team will prepare the Public Review Draft 2020 UWMP based upon comments received from the District on the Administrative Draft 2020 UWMP. The Public Review Draft 2020 UWMP will be circulated as required by law and in accordance with District outreach objectives
- Provide five (5) bound copies and electronic versions in WORD and PDF formats.
- Attend Public Hearing on Public Review Draft.

Task 6.1 - Prepare Public Review Draft

Upon completion of the District's review of the Administrative Draft 2020 UWMP, the Team will prepare the Public Review Draft 2020 UWMP.

This draft will be widely distributed as directed by the District. The Team will, at a minimum, follow the statutory guidelines for notice and distribution of the Public Review Draft 2020 UWMP. The Team will also coordinate with the District on additional direct Public Review Draft distribution in accordance with Government Code section 6066, as well as publication on District's website, in order to solicit additional comments from interested stakeholders. This coordination will also reflect the public notification actions undertaken at the outset of the project in Task 1.4.

Task 6.2 – Attend Board Meeting/Public Hearing

The Team will attend the District's public hearing on the public review draft. The

Team will assist the District in soliciting and organizing public comments related to the Public Review Draft 2020 UWMP. The Team will present materials at the public hearing on behalf of the District and will be available to help answer questions. The Team will incorporate all public comments into the Final 2020 UWMP as directed by the District.

Task 7: Prepare Final 2020 UWMP

• Final 2020 UWMP: The Team will meet with the District once all comments are received, including any received as part of the public hearing, to consolidate comments into the Final 2020 UWMP in accordance with District direction.

Within 30 days of the District's adoption, the Team will forward an electronic version of the Final 2020 UWMP on the District's behalf to CA DWR, the California State Library, and other interested public and private stakeholders.

Task 7.1 - Prepare Final 2020 UWMP

The Team will gather any comments received on the Public Review Draft and coordinate changes to the Final 2020 UWMP, if any, with the District. The Team will provide the District with the following items:

- Five (5) bound paper copies
- All electronic data files used in the preparation of the UWMP
- Electronic file in Adobe PDF format
- Electronic file in Microsoft Word format

Task 7.2 – Coordinate Formal Submittal and Distribution

Upon the District's adoption of the 2020 UWMP, the Team will formally submit it to





DWR, the California State Library, and other stakeholders, as necessary. The Team will use DWR's online reporting database to complete all database tables and facilitate acceptance by DWR of the submitted UWMP.

The Team will be responsible for addressing any concerns raised by DWR during its acceptance process, including the preparation of addendum materials as may be appropriate.

Task 8: Project and Contract Management

- Coordinate 2020 UWMP development process
- Manage contract and subcontract

As the Team lead, Tully & Young will provide project management services for the 2020 UWMP Update, including organizing communication platforms (e.g. video conferencing) for consultation, maintaining budget accounting and invoicing, and meeting expectations of the project timeline.

The Team anticipates no less than one monthly video-conference meeting with the District on work products and progress and will otherwise be coordinating with the District through telephone communications and email on a regular basis.

Schedule

Understanding that a final project schedule will be developed with EGWD as part of the kickoff meeting, the Team proposes this preliminary project schedule.





2020 Urban Water Management Plan Project Schedule

∓ , .1.	2020-2021									
Task	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
Task 1 - Review of Available Information and Ini	tial Meet	tings								
1.1 Reference Materials										
1.2 Data Request										
1.3 Project Kick-off Meeting										
1.4 2020 UWMP Notice										
Task 2 - Projected Water Demand										
2.1 Water System/Service Description										
2.2 Population Estimates										
2.3 Water Demand Projections										
2.4 Conservation and DMMs										
2.5 System Water Loss Report										
2.6 Senate Bill x7-7 Analysis										
Task 3 - Water Supply Availability										
3.1 Water Supply Projections										
3.2 Potential Supplemental Water Supplies										
3.3 Recycled Water Supply										
3.4 Current & Future Groundwater Supplies										
3.5 Water Quality Data										
3.6 Water Transfers and Exchanges										
3.7 Climate Change Considerations										
3.8 Supply vs Demand Assessment										
Task 4 - Water Conservation, Water Shortage C	ontingen	cy Plannir	ng, and S	eismic Vı	ulnerabili	ty				
4.1 Water Conservation Assessment										
4.2 Water Shortage Contingency Plan				•						
4.3 Seismic Vulnerability Assessment										
Task 5 - Prepare Administrative Draft 2020 UW	MP									
5.1 Admin Draft 2020 UWMP										
Task 6 - Prepare Public Review Draft 2020 UWN	1P and A	ttend Pub	lic Hearir	ng						
6.1 Public Review Draft 2020 UWMP										
6.2 Board Meeting and Public Hearing										
Task 7 - Prepare Final 2020 UWMP										
7.1 Final 2020 UWMP										
7.2 Submittal and Distribution										
Task 8 - Project and Contract Management										
8.1 General PM and Contract activities			////	////	////	////	7777	////	\mathbf{Z}	
_	Montin	g/Worksh	non		On-goin	a activiti	٠.			
	Milesto	-	юр	<i></i>	_	activities				





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Tab 4: Sub-consultant Staff

As requested by the RFP, this section is officially stating that Zanjero will be a subconsultant to Tully & Young. As previously stated, although Tully & Young will be the prime consultant, the partnership with Zanjero will be seamless to EGWD. This teaming is already successfully being implemented for other UWMP clients.

Zanjero Partner Jim Crowley will serve as the project lead for Zanjero. Jim is a licensed civil engineer and has over 30 years' experience in water resources planning, having completed over 50 UWMPs and supporting studies. Zanjero Partner Michael Preszler will serve as technical advisor for the project, having been involved in statewide water planning and management for over 30 years.

The following Zanjero staff will be available for the project:

For Zanjero:

- Jim Crowley, PE Principal and Project Lead
- Michael Preszler, PE Technical Advisor
- Robert Heather Water Resource Planner

Resumes for Zanjero's principals are provided under Tab 2.





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Tab 5: Fee Schedule

Tully & Young and Zanjero are pleased to provide our proposed cost breakdown for preparing the EGWD 2020 UWMP and WSCP. Our detailed fee proposal is provided in a separate mailed submittal, as directed in the RFP. That submittal includes a detailed breakdown of labor costs for Tully & Young and Zanjero staff for all tasks detailed in Tab3.

The following provides EGWD with information regarding the hourly rates for both Tully & Young and Zanjero staff used in the fee proposal. While Tully & Young will be the lead and hold the contract with EGWD, charges associated with Zanjero efforts will have zero mark-up.



	\$/hr
Principal Consultant	\$230
Planning Director	\$205
Sr Resource Planner	\$175
Resource Planner	\$155
Admin Analyst	\$75



	\$/hr
Principal Consultant	\$250
Resource Planner	\$180
Admin Analyst	\$120

Reimbursable Expenses

Mileage Other Expenses (parking, copies, etc.) \$0.58/mile (or current IRS rate)
Actual Cost

Tully & Young and Zanjero do not include additional charges for computer or telephone services associated with completion of the project.





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Tab 6: Agreement Form

Tully & Young and Zanjero have read and are accepting of the Elk Grove Water District's standard Agreement for Professional Services as applicable to the UWMP project.

Tab 7: Exceptions/Clarifications

Tully & Young and Zanjero have no requested clarifications or exceptions with the RFP.

Furthermore, Tully & Young and Zanjero are in receipt of Addendum #1, dated October 5, 2020, and acknowledge receipt of its contents here.





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Attachment 1: Summary of Claims

As requested in the RFP, neither Tully & Young or Zanjero have had nor currently have any claims or litigation brought against our companies. As small businesses, we take extreme pride in our reputations and our integrity is of utmost importance.







EXHIBIT "C" COMPENSATION





October 22, 2020

Travis Franklin, Program Manager Elk Grove Water District 9257 Elk Grove Blvd. Elk Grove, California 95624

RE: Proposal for Preparation of the Elk Grove Water District's 2020 UWMP and WSCP

Dear Mr. Franklin:

Tully & Young and Zanjero are pleased to provide this Fee Proposal for preparation of the Elk Grove Water District (EGWD) 2020 UWMP and accompanying Water Shortage Contingency Plan (WSCP) pursuant the EGWD request for proposal.

Our attached Fee Proposal includes a detailed breakdown of labor costs for Tully & Young and Zanjero staff for all tasks detailed under Tab 3 of our separately submitted proposal. Our proposed fee for completing the UWMP and the WSCP is based upon the rates detailed in our proposal and will not exceed \$78,500.

Please contact either of us directly through the options listed below should you have any questions or require further information.

Sincerely,

Greg Young

Greg Young, P.E., Principal Direct: (916) 669-9356 Mobile: (916) 769-3749 gyoung@tullyandyoung.com Jim Crowley

Jim Crowley, P.E., Principal Direct Line: (916) 204-6011 jim@zanjero-water.com

Detailed Fee Propo	sal for El	lk Grove	Water D	District's	2020 UV	VMP and	I WSCP		
		1	Tully & Youn		Zanjero				
Task Description	Principal	Senior Resource Planner	Resource Planner/ Engineer	Admin Analyst	Totals	Principal	Resource Planner	Admin Analyst	Totals
Task 1 - Review of Available Information and Initial N	/leetings								
1.1 Reference Materials	4		2	2	8	2	2		
1.2 Data Request	1		2		3				
1.3 Project Kick-off Meeting	4				4	2			
1.4 2020 UWMP Notice	1			2	3				
Subtotal (hours)	10	0	4	4	18	4	2	0	(
Task 2 - Projected Water Demand									
2.1 Water System/Service Area Description	1	2			3	8	16	2	20
2.2 Population Estimates	1				1		2		•
2.3 Water Demand Projections	8		20		28	1	6		
2.4 Evaluation of Conservation and DMMs	1		2		3	4	10		14
2.5 System Water Loss Report	1				1	1	4		!
2.6 Senate Bill x7-7 Analysis	1		4		5	1			:
Subtotal (hours)	13	2	26	0	41	15	38	2	5!
Task 3 - Water Supply Availability									
3.1 Water Supply Projections	16		4		20	2			- :
3.2 Potential Supplemental Water Supplies	4		2		6	2			:
3.3 Recycled Water Supply	2		1		3	2			- 2
3.4 Current & Future Groundwater Supplies	2		2		4	2			:
3.5 Water Quality Data	1				1	2	2		4
3.6 Water Transfers and Exchanges	2	2	2		6	2			2
3.7 Climate Change Considerations	1				1	4	8		12
3.8 Supply vs Demand Assessment	12		2		14	2			
Subtotal (hours)	40	2	13	0	55	18	10	0	28
Task 4 - Water Conservation, Water Shortage Contin	ngency Plann	ing, and Sei	smic Vulnera	bility			1		
4.1 Water Conservation Assessment	2				2	4	8	2	14
4.2 Water Shortage Contingency Plan	1	2			3	12	20	2	34
4.3 Seismic Vulnerability Assessment	_	_	_	_	0	2	2	_	4
Subtotal (hours)	3	2	0	0	5	18	30	4	57
Task 5 - Prepare Administrative Draft 2020 UWMP	1								
5.1 Admin Draft 2020 UWMP and WSCP	12	12	24	6	54	8	16	0	24
Subtotal (hours)	12	12	24	6	54	8	16	0	24
Task 6 - Prepare Public Review Draft 2020 UWMP at 6.1 Public Review Draft 2020 UWMP and WSCP		ard ivieetinį			1.4	4	c	2	1.
	4		6 2	1	14 7	4	6 2	3	13
6.2 Board Meeting and Public Hearing	8	0	8	5	21	8	8	3	19
Subtotal (hours) Task 7 - Prepare Final 2020 UWMP	δ	U	δ	5	21	8	8	3	1;
·			2	2	-		2		,
7.1 Final 2020 UWMP and WSCP	3		2	2	7	1	2		3
7.2 Submittal and Distribution	2 5		6 8	3 5	11	2	3	0	î
Subtotal (hours) Task 9. Project and Contract Management	5	0	8	5	18	3	2	U	
Task 8 - Project and Contract Management 8.1 General PM and Contract activities	1 3			4	-	4		4	
	2		0	4	6 6	1	0	1	
		0		24	218		106	10	19:
Subtotal (hours)	0.2	10							
	93	18	83	2-7	210	/3	100	10	13.
Subtotal (hours) Total Labor Hours Project Cost Proposal					210				
Subtotal (hours) Total Labor Hours Project Cost Proposal Labor Rates (\$/hr)	\$230	\$175	\$155	\$75		\$250	\$180	\$120	
Subtotal (hours) Total Labor Hours Project Cost Proposal	\$230				 \$39,205		\$180 \$19,080	\$120 \$1,200	 \$39,030
Subtotal (hours) Total Labor Hours Project Cost Proposal Labor Rates (\$/hr)	\$230	\$175	\$155	\$75		\$250	\$180 \$19,080	\$120 \$1,200 Labor Cost	

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Travis Franklin, Program Manager

SUBJECT: PROFESSIONAL SERVICES AGREEMENT FOR PREPARATION OF

THE 2020 RISK AND RESILIENCE PLAN AND EMERGENCY

RESPONSE PLAN

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors authorize the General Manager to execute a professional services agreement with Stantec Consulting Service Inc., in the amount of \$98,212, for the preparation of the 2020 Risk and Resilience Plan and Emergency Response Plan.

<u>SUMMARY</u>

In October 2018, the American Water Infrastructure Act (AWIA) was signed into law requiring drinking water systems serving more than 3,300 people to develop or update risk assessments and emergency response plans. Elk Grove Water District (EGWD) staff solicited proposals from six (6) consultant firms for the preparation of the Risk and Resilience Plan (RRP) and Emergency Response Plan (ERP), collectively referred to as Plans. Two (2) consultant firms, provided EGWD with a proposal. Stantec Consulting Service Inc. (Stantec) provided a high-quality proposal and the Board Working Group (BWG), consisting of Directors Tom Nelson and Lisa Medina, and staff recommends selecting them to prepare the RRP and ERP for the EGWD.

By this action, the Board would authorize the General Manager to execute a professional services agreement (Attachment 1) with Stantec Consulting Service Inc., in the amount of \$98,212, for the preparation of the 2020 Risk and Resilience Plan and Emergency Response Plan.

DISCUSSION

<u>Background</u>

In October 2018, the AWIA was signed into law requiring drinking water systems serving more than 3,300 people to develop or update risk assessments and emergency response plans. Districts serving between 3,301 to 49,999 are required to file/certify the RRP by June 30, 2021 and the ERP is due six (6) months later.

PROFESSIONAL SERVICES AGREEMENT FOR PREPARATION OF THE 2020 RISK AND RESILIENCE PLAN AND EMERGENCY RESPONSE PLAN

Page 2

The RRP and ERP are more than just documents to be compliment with AWIA requirements. They are tools to improve the District's resilience against identified and unexpected hazards or threats.

Present Situation

EGWD staff solicited proposals from six (6) consultant firms for the preparation of the Plans. Two (2) consultant firm, Stantec and West Yost (WY), provided EGWD with proposals. These proposals were reviewed by staff and the BWG.

In general, the proposals included the following tasks:

- 1. Review of available information including existing data, maps, reports and plans;
- Conduct asset vulnerability assessments through questionnaires and/or walkthroughs
- 3. Preparation of the 2020 RRP administrative draft;
- 4. Preparation of the final version of the 2020 RRP and coordination of its formal submittal.
- 5. Preparation of the 2020 ERP administrative draft;
- 6. Preparation of the final version of the 2020 ERP and coordination of its formal submittal.

The BWG and staff has deemed that the Stantec's proposal (Attachment 2) complies with the requirements of the RFP. In addition, Stantec has conducted multiple RRPs and ERPs for cities and utilities across the United States. Additionally, for more than two (2) decades, Stantec has supported agencies throughout the American River Basin in regional water planning, policy, and implementation efforts to help ensure long-term water supply reliability and resiliency. The team from Stantec has extensive knowledge of the AWIA requirements and experience with the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

The BWG and staff recommends selecting Stantec to prepare the Plans for the EGWD and further recommends that the Board authorize the General Manager to execute the attached proposed contract for this work.

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

PROFESSIONAL SERVICES AGREEMENT FOR PREPARATION OF THE 2020 RISK AND RESILIENCE PLAN AND EMERGENCY RESPONSE PLAN

Page 3

STRATEGIC PLAN CONFORMITY

The recommendation made in this staff report conforms to Strategic Goal 4, Protection of Public and Environmental Health, of the FRCD/EGWD 2020-2025 Strategic Plan which directs the District to complete a Risk and Resilience Plan and update the District's Emergency Response Plan.

FINANCIAL SUMMARY

The financial impact of the professional services agreement for the preparation of the 2020 Risk and Resilience Plan and Emergency Response Plan is \$98,212. Please note this money was not budgeted for in the EGWD Fiscal Year (FY) 2020-21 Budget. However, staff has reviewed the current and forecasted expenditures with the Outside Services category of the EGWD FY 2020-21 Budget and believes that this work can be funded from the available funds approved by the Board. For this reason, no amendment to the EGWD FY 2020-21 budget is requested at this time.

Respectfully Submitted,

TRAVIS FRANKLIN PROGRAM MANAGER

Attachments

Attachment 1

EXHIBIT "A"

FLORIN RESOURCE CONSERVATION DISTRICT PROFESSIONAL SERVICES A GREEMENT FOR CONSULTANT SERVICES

1. PARTIES AND DATE.

This Agreement is made and entered into this 18th day of November, 2020 by and between the Florin Resource Conservation District, a resource conservation district organized under the laws of the State of California with its principal place of business at 9257 Elk Grove Boulevard, Elk Grove, California ("District") and Stantec Consulting Services Inc. a California corporation, with its principal place of business at 3301 C Street #1900, Sacramento, CA 95816 ("Consultant"). District and Consultant are sometimes individually referred to herein as "Party" and collectively as "Parties."

2. <u>RECITALS.</u>

2.1 Consultant.

Consultant desires to perform and assume responsibility for the provision of certain engineering consultant services required by District on the terms and conditions set forth in this Agreement. Consultant represents that it is experienced in providing engineering consultant services to public clients, is licensed in the State of California, and is familiar with the plans of District.

2.2 Project.

District desires to engage Consultant to render such services for the Risk and Resilience Plan and Emergency Response Plan ("Project") as set forth in this Agreement.

3. TERMS.

3.1 Scope of Services and Term.

- 3.1.1 General Scope of Services. Consultant promises and agrees to furnish to District all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the engineering consultant services necessary for the Project ("Services"). The Services are more particularly described in Exhibit "A" attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.
- 3.1.2 <u>Term.</u> The term of this Agreement shall be from the date that the Agreement is executed by both Parties until December 31, 2021 or the Services are completed (whichever occurs first), unless earlier terminated as provided herein. Consultant shall complete the Services within the term of this Agreement, and shall meet any other established schedules and deadlines.

3.2 Responsibilities of Consultant.

3.2.1 Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Consultant or under its supervision. Consultant will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. District retains Consultant on an independent contractor basis and not as an employee. Consultant retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Consultant shall also not be employees of District and shall at all times be under Consultant's exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Consultant shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

Notwithstanding any other District, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by District, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of District and entitlement to any contribution to be paid by District for employer contributions and/or employee contributions for PERS benefits.

Consultant shall indemnify, defend, and hold harmless District for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of District. Consultant and District acknowledge and agree that compensation paid by District to Consultant under this Agreement is based upon Consultant's estimated costs of providing the Services, including salaries and benefits of employees, agents and subcontractors of Consultant.

Consultant shall indemnify, defend, and hold harmless District from any lawsuit, administrative action, or other claim for penalties, losses, costs, damages, expense and liability of every kind, nature and description that arise out of, pertain to, or relate to such claims, whether directly or indirectly, due to Consultant's failure to secure workers' compensation insurance for its employees, agents, or subcontractors.

Consultant agrees that it is responsible for the provision of group healthcare benefits to its fulltime employees under 26 U.S.C. § 4980H of the Affordable Care Act. To the extent permitted by law, Consultant shall indemnify, defend and hold harmless District from any penalty issued to District under the Affordable Care Act resulting from the performance of the Services by any employee, agent, or subcontractor of Consultant.

- 3.2.2 <u>Schedule of Services.</u> Consultant shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the Schedule of Services set forth in Exhibit "B" attached hereto and incorporated herein by reference. Consultant represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Consultant's conformance with the Schedule of Services, District shall respond to Consultant's submittals in a timely manner. Upon request of District, Consultant shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.
- 3.2.3 <u>Conformance to Applicable Requirements.</u> All work prepared by Consultant shall be subject to the approval of District.
- 3.2.4 <u>Substitution of Key Personnel.</u> Consultant has represented to District that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of District. In the event that District and Consultant cannot agree as to the substitution of key personnel, District shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to District, or who are determined by District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by Consultant at the request of District. The key personnel for performance of this Agreement are as follows: Yung-Hsin Sun, PhD, PE, D.WRE.
- 3.2.5 <u>District's Representative.</u> District hereby designates Mark J. Madison, or his designee, to act as its representative for the performance of this Agreement ("District's Representative"). District's Representative shall have the power to act on behalf of District for all purposes under this Contract. Consultant shall not accept direction or orders from any person other than District's Representative or his or her designee.

- 3.2.6 Consultant's Representative. Consultant hereby designates Yung-Hsin Sun, or his designee, to act as its representative for the performance of this Agreement ("Consultant's Representative"). Consultant's Representative shall have full authority to represent and act on behalf of Consultant for all purposes under this Agreement. Consultant's Representative shall supervise and direct the Services, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.
- 3.2.7 <u>Coordination of Services.</u> Consultant agrees to work closely with District staff in the performance of Services and shall be available to District's staff, consultants and other staff at all reasonable times.
- 3.2.8 Standard of Care; Performance of Employees. Consultant shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant warrants that all employees and sub- consultants shall have sufficient skill and experience to perform the Services assigned to them. Finally, Consultant represents that it, its employees and sub-consultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a business license, and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Consultant shall perform, at its own cost and expense and without reimbursement from District, any services necessary to correct errors or omissions which are caused by Consultant's failure to comply with the standard of care provided for herein. Any employee of Consultant or its sub-consultants who is determined by District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to District, shall be promptly removed from the Project by Consultant and shall not be re- employed to perform any of the Services or to work on the Project.
- 3.2.9 <u>Laws and Regulations.</u> Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and such laws and regulations in connection with Services. If Consultant performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to District, Consultant shall be solely responsible for all costs arising therefrom. Consultant shall defend, indemnify and hold District, its officials, directors, officers, employees and agents free and harmless, pursuant to the indemnification provision of this Agreement, from any claim or liability arising out of

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any failure or alleged failure to comply with such laws, rules or regulations.

3.2.10 Insurance.

3.2.10.1. <u>Time for Compliance.</u> Consultant shall not commence work under this Agreement until it has provided evidence satisfactory to District that it has secured all insurance required under this section. In addition, Consultant shall not allow any sub-consultant to commence work on any subcontract until it has provided evidence satisfactory to District that the sub-consultant has secured all insurance required under this section.

3.2.10.2. Types of Required Coverages. As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder and without limiting the indemnity provisions of the Agreement, Consultant in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance.

(a) Commercial General Liability: Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office "occurrence" form CG 0001, with minimum limits of at least \$1,000,000 per occurrence. Defense costs shall be paid in addition to the limits.

The policy shall contain no endorsements or provisions limiting coverage for (1) products and completed operations; (2) contractual liability; (3) third party action over claims; or (4) cross liability exclusion for claims or suits by one insured against another.

- (b) Automobile Liability Insurance: Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 0001 covering "Any Auto" (Symbol 1) with minimum limits of \$1,000,000 each accident.
- (c) Workers' Compensation: Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance with a limit of not less than \$1,000,000 per accident for bodily injury and disease.
- (d) Professional Liability: Professional Liability insurance for errors and omissions with minimum limits of \$1,000,000. Covered Professional Services shall specifically include all work to be performed under the Agreement.

If coverage is written on a claims-made basis, the retroactive date shall precede the effective date of the initial Agreement and continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least three (3) years from termination or expiration of this Agreement.

3.2.11 Endorsements.

The policy or policies of insurance required by Section 3.2.10.2 (a) Commercial General Liability and (b) Automobile Liability Insurance shall be endorsed to provide the following:

- 3.2.11.1 Additional Insured: The indemnified parties shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement. Additional Insured Endorsements shall not (1) be restricted to "ongoing operations"; (2) exclude "contractual liability"; (3) restrict coverage to "sole" liability of Consultant; or (4) contain any other exclusions contrary to the Agreement.
- 3.2.11.2 <u>Primary Insurance and Non-Contributing Insurance</u>: This insurance shall be primary and any other insurance, deductible, or self-insurance maintained by the indemnified parties shall not contribute with this primary insurance.
- 3.2.11.3 <u>Severability</u>: In the event of one insured, whether named or additional, incurs liability to any other of the insureds, whether named or additional, the policy shall cover the insured against whom claim is or may be made in the same manner as if separate policies had been issued to each insured, except that the limits of insurance shall not be increased thereby.
- 3.2.11.4 <u>Cancellation:</u> The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon District except ten (10) days prior written notice shall be allowed for non-payment of premium.
- 3.2.11.5 <u>Duties</u>: Any failure by the named insured to comply with reporting provisions of the policy or breaches or violations of warranties shall not affect coverage provided to the indemnified parties.
- 3.2.11.6 <u>Applicability</u>: That the coverage provided therein shall apply to the obligations assumed by Consultant under the indemnity provisions of the Agreement, unless the policy or policies contain a blanket form of contractual liability coverage.
- 3.2.11.7 The policy or policies of insurance required by Section 3.2.10.2

- (c) Workers' Compensation shall be endorsed, as follows:
 - a) <u>Waiver of Subrogation</u>: A waiver of subrogation stating that the insurer waives all rights of subrogation against the indemnified parties.
 - b) <u>Cancellation</u>: The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon District except ten (10) days prior written notice shall be allowed for non-payment of premium.
- 3.2.11.8 The policy or policies of insurance required by Section 3.2.10.2 (d) Professional Liability shall be endorsed, as follows:
 - a) <u>Cancellation</u>: The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon District except ten (10) days prior written notice shall be allowed for non-payment of premium.
- 3.2.11.8 <u>Deductible</u>. Any deductible or self-insured retention must be approved in writing by District and shall protect the indemnified parties in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.
- 3.2.11.9 Evidence of Insurance. Consultant, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall deliver either certified copies of the required policies, or original certificates and endorsements on forms approved by District. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with District. If such coverage is cancelled or reduced, Consultant shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with District evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.
- 3.2.11.10 <u>Failure to Maintain Coverage</u>. Consultant agrees to suspend and cease all operations hereunder during such period of time as the required insurance coverage is not in effect and evidence of insurance has not been furnished to District. District shall have the right to withhold any payment due Consultant until Consultant has fully complied with the insurance provisions of this Agreement. In the event

that Consultant's operations are suspended for failure to maintain required insurance coverage, Consultant shall not be entitled to an extension of time for completion of the Work because of production lost during suspension.

- 3.2.11.11 <u>Acceptability of Insurers.</u> Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.
- 3.2.11.12 <u>Insurance for Sub-consultants</u>. All sub-consultants shall be included as additional insureds under Consultant's policies, or Consultant shall be responsible for causing sub-consultants to purchase the appropriate insurance in compliance with the terms of this Agreement, including adding District as an Additional Insured to the sub-consultant's policies.
- 3.2.12 <u>Safety.</u> Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life saving equipment and procedures; (B) instructions in accident prevention for all employees and sub- consultants, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

3.3 Fees and Payments.

- 3.3.1 <u>Compensation Consultant</u> shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "C" attached hereto and incorporated herein by reference. The total compensation shall not exceed Ninety-Eight Thousand Two Hundred Twelve Dollars (\$98,212.00) without written approval of District's General Manager. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.
- 3.3.2 <u>Payment of Compensation.</u> Consultant shall submit to District a monthly itemized statement which indicates work completed and hours

of Services rendered by Consultant. The statement shall describe the amount of Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. District shall, within 45 days of receiving such statement, review the statement and pay all approved charges thereon.

- 3.3.3 <u>Reimbursement for Expenses.</u> Consultant shall not be reimbursed for any expenses unless authorized in writing by District.
- 3.3.4 Extra Work. At any time during the term of this Agreement, District may request that Consultant perform Extra Work. As used herein, "Extra Work" means any work which is determined by District to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without written authorization from District's Representative.

3.3.5 [reserved]

3.3.6 Prevailing Wages. Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. District shall provide Consultant with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Consultant shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request and shall post copies at Consultant's principal place of business and at the project site. Consultant shall defend, indemnify and hold District, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

3.4 <u>Accounting Records.</u>

3.4.1 Maintenance and Inspection. Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of District during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

3.5 **General Provisions.**

3.5.1 <u>Termination of Agreement.</u>

- 3.5.1.1. Grounds for Termination. District may, by written notice to Consultant, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those services which have been adequately rendered to District, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.
- 3.5.1.2. <u>Effect of Termination</u>. If this Agreement is terminated as provided herein, District may require Consultant to provide all finished or unfinished Documents and Data and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such document and other information within fifteen (15) days of the request.
- 3.5.1.3. <u>Additional Services.</u> In the event this Agreement is terminated in whole or in part as provided herein, District may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

3.5.2 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Consultant:

Stantec Consulting Services Inc. 3301 C Street #1900 Sacramento, CA 95816 Attn: Yung-Hsin Sun

District:

Florin Resource Conservation District 9257 Elk Grove Boulevard Elk Grove, CA 95624

Attn: Mark J. Madison, P.E.

Such notice shall be deemed made when personally delivered or when mailed, fortyeight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

- 3.5.3 Ownership of Materials and Confidentiality.
 - 3.5.3.1. Records Created as Part of Consultant's Performance. All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant (or any sub-consultant) prepares or obtains pursuant to this Agreement and that release to the matters covered hereunder ("Documents & Data") shall be the property of the District.
 - 3.5.3.2. Confidentiality. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents and Data either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant. Such materials shall not, without the prior written consent of District, be used by Consultant for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use District's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of the District.

- 3.5.4 <u>Cooperation; Further Acts.</u> The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.
- 3.5.5 <u>Attorneys' Fees.</u> If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorneys' fees and all other costs of such action.
- 3.5.6 Indemnification. Consultant shall defend, indemnify and hold District, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any alleged acts, omissions, negligence or willful misconduct of Consultant, its officials, officers, employees, agents, subcontractors and sub-consultants arising out of or in connection with the performance of the Services, the Project or this Agreement, including without limitation the payment of all consequential damages and attorneys fees and other related costs and expenses. Consultant shall defend, at Consultant's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against District, its directors, officials, officers, employees, agents or volunteers. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against District or its directors, officials, officers, employees, agents or volunteers, in any such suit, action or other legal proceeding. Consultant shall reimburse District and its directors, officials, officers, employees, agents and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by District, its directors, officials, officers, employees, agents or volunteers. Consultant's obligations to defend, hold harmless, and indemnify the District shall not apply to the extent the liabilities are caused by the sole or gross negligence of the District.
- 3.5.7 <u>Entire Agreement.</u> This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both parties.

- 3.5.8 <u>Governing Law.</u> This Agreement shall be governed by the laws of the State of California. Venue shall be in Sacramento County.
- 3.5.9 <u>Time of Essence.</u> Time is of the essence for each and every provision of this Agreement.
- 3.5.10 <u>District's Right to Employ Other Consultants.</u> District reserves right to employ other consultants in connection with this Project.
- 3.5.11 <u>Successors and Assigns.</u> This Agreement shall be binding on the successors and assigns of the parties.
- 3.5.12 <u>Assignment or Transfer.</u> Consultant shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of District. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.
- 3.5.13 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Consultant include all personnel, employees, agents, and sub- consultants of Consultant, except as otherwise specified in this Agreement. All references to District include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.
- 3.5.14 <u>Amendment; Modification.</u> No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.
- 3.5.15 <u>Waiver</u>. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.
- 3.5.16 No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

- 3.5.17 <u>Invalidity</u>; <u>Severability</u>. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.
- 3.5.18 Prohibited Interests. Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, District shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 3.5.19 Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any sub-consultant, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Consultant shall also comply with all relevant provisions of any minority business enterprise program, affirmative action plan or other related programs or guidelines currently in effect or hereinafter enacted.
- 3.5.20 <u>Labor Certification</u>. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self- insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.
- 3.5.21 <u>Authority to Enter Agreement.</u> Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.
- 3.5.22 <u>Counterparts.</u> This Agreement may be signed in counterparts, each of which shall constitute an original.

3.6 Subcontracting.

3.6.1 <u>Prior Approval Required.</u> Consultant shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of District. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

[Signature page follows]

Florin Resource Conservation District		Stantec Consulting Service Inc.				
Ву:	Mark J. Madison, P.E. General Manager	Ву:	Yung-Hsin Sun Vice President			

Attest:

By: Stefani Philips District Clerk

Approved as to Form:

By:

Richard E. Nosky, Jr.

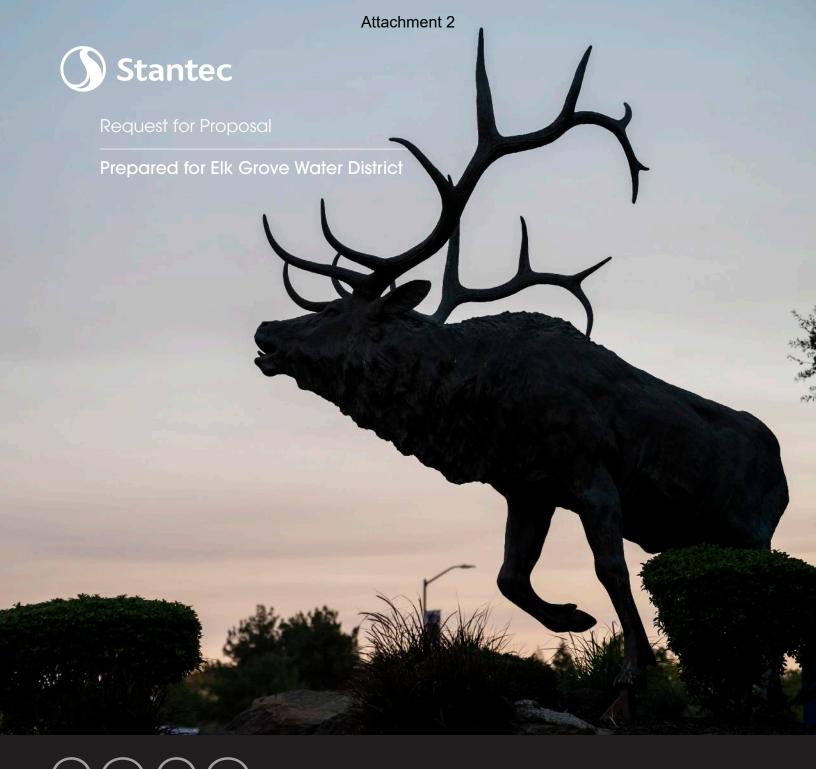
Attorney for Florin Resource Conservation District

Please forward all invoices to accountspayable@egwd.org

The Consultant has provided a proposal which combines the scope of services and schedule of services. Therefore, references to Exhibit A and Exhibit B and in the contract shall refer to the Consultant's proposal. Exhibit C will be separate document for compensation(attached).

EXHIBIT "A" SCOPE OF SERVICES

EXHIBIT "B" SCHEDULE OF SERVICES



ZUZU RISK AND RESILIENCE PLAN and

EMERGENCY RESPONSE PLAN

November 4, 2020



COVER LETTER

November 4, 2020

Attention: Travis Franklin, Program Manager Elk Grove Water District 9257 Elk Grove Boulevard Elk Grove, CA 95624

Reference: Proposal for 2020 Risk and Resilience Plan and Emergency Response Plan

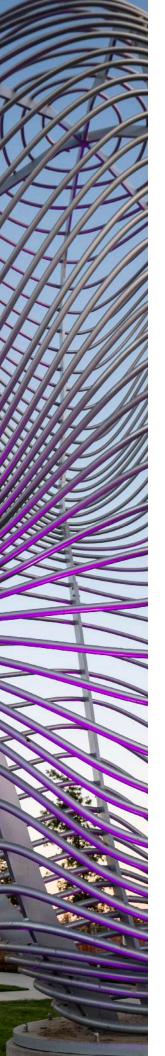
Dear Travis,

The Elk Grove Water District (EGWD, District) is committed to providing clean and safe drinking water to the community it serves. Maintaining a resilient water system and District operations is paramount to its mission. The District's water system—consisting of the physical distribution system, storage tanks, pump stations, as well as the human and information assets that support them—is exposed to a range of potential threats and hazards, both natural and man-made. We are currently experiencing disaster impacts firsthand through COVID-19, devastating wildfires, and droughts that are never far away. Maintaining a solid and updated understanding of these multifaced risks to the District's system and operations is critical for making investments to enhance system resilience and inform procedures for effective and efficient responses.

Since the enactment of America's Water Infrastructure Act of 2018 (AWIA), the Stantec Consulting Services Inc. (Stantec) team has been a leader in supporting water sector partners to fully understand and implement both the letter and spirit of the law. With a population served of 45,000, AWIA requires the District to develop and certify a Risk and Resilience Assessment (RRA) by June 30, 2021 with update of the District's Emergency Response Plan (ERP) within six months of RRA certification or by December 31, 2021, whichever comes first. Stantec has successfully delivered many RRAs and ERPs that comply with AWIA requirements, and more importantly, that are implementable for the corresponding water utilities. We look forward to applying our expertise and lessons learned to aid the District in resiliency efforts by:

Building on a history of supporting the Sacramento region and the District. For more than 20 years, Stantec has advanced integrated regional planning, water reliability, and resiliency planning for the American River Basin, focusing on supporting long-range planning and implementation by the Regional Water Authority (RWA) that would benefit all its members, including EGWD. Recently, our proposed project manager, Ibrahim Khadam, in collaboration with our proposed principal-in-charge and QA/QC, Yung-Hsin Sun, led the development of the Regional Water Reliability Plan (RWRP). The RWRP coordinated with EGWD and other regional water purveyors to conduct vulnerability assessment of water sources and infrastructure, inventory regional and individual infrastructure with existing and planned interties, and compile planned improvements for drought resiliency and long-term water supply reliability. Yung-Hsin leveraged the RWRP information in the American River Basin Study (ARBS) in collaboration with U.S. Department of the Interior, Bureau of Reclamation (Reclamation) to assess potential water supply-demand imbalance of EGWD and other water purveyors in 2070 under future climate scenarios and evolving stressors on groundwater sustainability. As a result, our team will be able to provide the District with an enhanced climate narrative within the RRA and ERP.

Bringing you a team on the leading edge of AWIA compliance. Our team has been working with clients nationwide and here in California to meet AWIA requirements and certification deadlines efficiently through a combination of the right technical expertise and tested processes. Our proposed RRA lead, Caroline Cunningham, has supported several risk assessment efforts in California, is certified by American Water Works Association (AWWA) for the J100 Standard, and brings experience successfully employing the Standard to conduct RRAs and receive U.S. EPA certification. She has successfully completed more than 100 risk assessments for communities across the U.S. and for Federal EPA and FEMA. Our proposed ERP lead, Matthew Lieuallen, is currently leading AWIA compliance efforts in California, Hawaii, Nevada, and Colorado.



Customizing the process to meet the needs of District staff. We understand the need for being compliant with AWIA requirements; however, we believe the most critical utility of the RRA and ERP is providing the District with a tool to improve its resilience against identified and unexpected hazards or threats. Implementability of the resulting plan must focus on the District's potential, and likely unique, vulnerabilities and adequate response actions. Our team combines the strengths of AWIA professionals with subject matter expertise and direct experience in Sacramento county, and local water resource specialists with on-the-ground knowledge. We will work closely with the District staff to create the anticipated outcome. We offer proven experience from our recent, California-specific AWIA experience including work in Orange and Los Angeles counties.

LEGAL FIRM NAME

Stantec Consulting Services Inc. (Stantec)

WEBSITE

www.stantec.com

PRIMARY OFFICE

3301 C Street #1900 Sacramento, CA 95816 Phone: (916) 924-8844

PRIMARY CONTACT/AUTHORIZED REPRESENTATIVE

Ibrahim Khadam, PE | Project Engineer E-mail: ibrahim.khadam@stantec.com

Phone: (916) 418-8406

We are excited to submit this proposal and are eager to support the District in building a resilient water system and operation by delivering a focused and actionable plan. We have reviewed the proposed RFQ/contract terms and are confident that once selected for this assignment, we will be able to conclude a mutually satisfactory contract with the District. We also confirm receipt of Addendum #1 dated 10/5/2020. Should you have any questions, please feel free to contact us at the contact information below.

Sincerely,

Stantec Consulting Services Inc.

Yung-Hsin Sun, PhD, PE, D.WRE

Principal-in-Charge, Vice President

P: (916) 801-5094

E: yung-hsin.sun@stantec.com

Ibrahim Khadam, PhD, PE, PMP

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Project Engineer P: (916) 418-8406

E: ibrahim.khadam@stantec.com

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Project Descriptions

The District will benefit from a partner who understands the technical project requirements and can work seamlessly with the District team and other key stakeholders. The Stantec team has supported more than 25 community water systems on AWIA compliance efforts including work with both special districts and municipally owned utilities nationwide. That experience, coupled with more than two decades of supporting agencies throughout the American River Basin provides you with a team designed to give you confidence in meeting your regulatory requirements while delivering a meaningful and locally relevant process and product.

Our team brings the right experience and expertise to successfully deliver this project. Some recent key projects delivered by our team our presented below and on the following pages.

SIMILAR PROJECTS IN THE LAST FIVE YEARS

		Planning Effort Elements								
Recent Relevant Project Experience	Date Performed	Physical Barriers	Source Water	Pipelines Conveyance	Pre-Treatment Equipment	Storage and Distribution	Storage/Use of Chemicals	Monitoring Practices	System 0&M	Other Elements
City of Tallahassee AWIA Water System RRA and ERP, Tallahassee FL	2018- Present	X	X	X	X	X	X	X	X	X
Sarasota County Public Utilities AWIA Water System RRA and ERP, Sarasota FL	2019- 2020	X	X	X	X	X	X	X	X	X
Asheville Water Resources AWIA Water System Infrastructure RRA, Asheville NC	2019- 2020	X	X	X	X	X	X	X	X	X
City of Lincoln City Asset Engineering and Operations, Lincoln, CA	2015- Present	X	X	X	X	X	X	X	X	X
City of Anaheim Water Services Engineering Services for Water Master Plan Update, Anaheim, CA	2019- Present	X	X	X	X	X	X	X	X	X
Long Beach Water Department AWIA Water System Compliance Review [RRA/ ERP], Long Beach CA	2019- Present	X	X	X	X	X	X	X	X	X
Department of Utility Services AWIA Compliance Plan [RRA/ERP], City of Henderson NV	2019- 2020	X	X	X	X	X	X	X	X	X
Coachella Valley Water District Hazard Mitigation Plan, Palm Desert, CA	2018- 2019	X	X	X	X			X		X
Confidential Water Utility AWIA Compliance Review, Orange CA	2019- Present	X	X	X	X	X	X	X	X	X
City of Westminster Utility System AWIA Compliance Plan, Westminster [RRA/ERP], Colorado	2019- Present	X	X	X	X	X	X	X	X	X
AWIA Compliance Assessment, Leesburg, VA	2020- Present	X	X	X	X	X	X	X	X	X
Maui County Department of Water Supply AWIA Compliance Support, Maui, HI	2020- Present	X	X	X	X	X	X	X	X	X
EPCOR US Utility Acquisition Strategic Evaluation, AZ/NM/TX/SC/FL	2010- 2020	X	X	X	X	X	X	X	X	X
FEMA Headquarters Production & Technical Services (PTS) - Risk MAP Program Implementation, Multiple Sites, Nationwide	2009- Present	X		X	X	X		X	X	X
Hazard Mitigation Risk Assessments Multiple clients, US	2000- Present	X	X							X

AWIA COMPLIANCE SUPPORT, RRA AND ERP

CITY OF TALLAHASSEE UNDERGROUND UTILITIES AND PUBLIC INFRASTRUCTURE



Plan Description

Stantec assisted City of Tallahassee (COT) Underground Utilities and Public Infrastructure (UUPI) with development of an EPA-required AWIA Risk and Resilience Assessment (RRA) and update of the Emergency Response Plan (ERP) for the City's drinking water operations. The City has a population of 193,600 people and an estimated water service population of more 176,000. The RRA was completed using AWWA's J-100 process, which provides the utility with certain liability protections per U.S. SAFETY Act designation. Our RRA process included identification of 100+ critical threat-asset pairs and use of the Program to Assist Risk and Resilience Examination (PARRE) software to estimate consequences, vulnerability, likelihood, and resilience. A two-day site visit was conducted to ground-truth the desktop analysis through: assessment of approximately two dozen critical assets including testing labs, SCADA control rooms, pump stations, and wells; interviews with staff; and identification of vulnerabilities, existing countermeasures, and risk reduction strategy recommendations.

Milestone meetings were held for the project kickoff off, preliminary threat-asset pairings, RRA draft review, and final delivery. For the ERP update, our team reviewed existing procedures to determine alignment with AWIA requirements. Approximately three meetings were held to clarify procedures with city officials, including emergency management representatives. While the city had sound procedures in place, a new ERP appendix was developed to reflect how the City's procedures meet AWIA requirements. All deliverables were completed on time and on budget.

Personnel Involvement



Caroline Cunningham (RRA Technical Lead)

Phase 1: 10% | Phase 2: 10% | Phase 3: 5% | Phase 4: 10% | Phase 5: 5%



Christina Hurley (Risk Assessment Specialist)

Phase 1: 5% | Phase 2: 30% | Phase 3: 20% | Phase 4: 5% | Phase 5: 10%



Daniel Tannous

(Cyber and Physical Security Specialist)
Phase 1: 5% | Phase 2: 10% | Phase 3: 5% |
Phase 4: 5% | Phase 5: 10%

Reference

Jennifer E. C. Porter, PE, CPM,
Manager-Water Operations
4505A Springhill Road
Tallahassee, FL 32305



iennifer.porter@talgov.com

AWIA COMPLIANCE SUPPORT, RRA AND ERP CONTINUED

Plan Delivery Method

Throughout the assessment and planning process, our team was fortunate to work alongside COT staff that were engaged and invested in the project's success. This plan was executed during the COVID-19 Pandemic, with the kick-off meeting as the only in-person interaction. The rest of our interactions with the client were held over virtual platforms, similar to how we plan on coordinating with EGWD. Given the nature of virtual meetings, we limited workshops to 90 minutes and sent all materials ahead of the meeting to reduce time spent on material overview during calls. Below is our phased approach to this project and our interactions with COT.

Phase 1: Concept

During the kick-off meeting our team worked alongside a core group of utility management staff to collect and confirm asset and threat information. We used this information to develop threat-asset (T-A) pairs and reviewed the T-A pairs with utility management. During this workshop we also conducted site inspections.

Phase 2: Plan Development and Analysis

In the next phase of work, we developed the PARRE analysis that included threat likelihood, consequence analysis, vulnerability analysis, and the RRA.

Our team then presented the PARRE analysis to the City to review alongside core team members for accuracy. We also presented our prioritized list of risk and resiliency strategies and integrated City staff feedback to confirm we prioritized correctly with scoring criteria based on what they felt to be their high-priority projects.

Phase 3: Presentation of the Plan

The last step in the RRA was presenting the final report to the City. In this phase we made a point to document assumptions rather than simply providing a spreadsheet of data.

Phase 4: ERP Data Collection and GAP analysis

Following the RRA our team moved into ERP development. To begin, we collected their relevant emergency procedures for review and conducted GAP analysis against AWIA requirements and industry best practices.

Phase 5: Project Administration

For this final phase of this project, we updated specific sections or SOPs as needed based on gaps or omissions that existed per AWIA requirements.

AWIA COMPLIANCE SUPPORT RRA AND ERP

SARASOTA COUNTY PUBLIC UTILITIES

SARASOTA, FLORIDA



Plan Description

Stantec led development of Sarasota County Public Utilities' (SCPU) RRA and ERP, a coastal utility with approximately 90,000 water connections. The RRA was completed using AWWA's J-100 process, which provides the utility with certain liability protections per U.S. SAFETY Act designation. Our RRA process included identification of nearly 200 critical threatasset pairs and use of the Program to Assist Risk and Resilience Examination (PARRE) software to estimate consequences, vulnerability, likelihood, and resilience. A four-day site visit was conducted to ground-truth the desktop analysis through: assessment of approximately a dozen critical assets including treatment plants, elevated tanks, testing labs, SCADA control rooms, pump stations, and wells; interviews with staff; and identification of vulnerabilities, existing countermeasures, and risk reduction strategy recommendations. Several inperson milestone meetings were held for the project kickoff off, process overview, preliminary threat-asset pairings, RRA draft review, and final delivery. For the ERP update, our team reviewed existing procedures to determine alignment with AWIA requirements in

coordination with county emergency management and water utility personnel. Approximately three meetings were held to clarify procedures for sampling, communications, and alternative water sources. Several procedures were amended including the addition of a "no-notice" service event and enhanced communication procedures to clarify coordination points. In response to revised procedures, separate trainings were developed for management and utility staff to review revised procedures and highlight existing procedures. All deliverables were completed on time and on budget.

Personnel Involvement



Caroline Cunningham (RRA Technical Lead)

Phase 1: 10% | Phase 2: 10% | Phase 3: 5% | Phase 4: 10% | Phase 5: 5%



Christina Hurley

(Risk Assessment Specialist)
Phase 1: 5% | Phase 2: 30% | Phase 3: 20% |

Phase 4: 5% | Phase 5: 10%



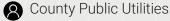
Daniel Tannous

(Cyber and Physical Security Specialist)

Phase 1: 5% | Phase 2: 10% | Phase 3: 5% | Phase 4: 5% | Phase 5: 10%

Reference

Tony Wierzbicki, PMP, Project Manager/Administrator IV Sarasota,



1001 Sarasota Center Boulevard Sarasota, FL 34240





AWIA COMPLIANCE SUPPORT RRA AND ERP CONTINUED

Plan Delivery Method

SCPU was one of the first agencies to initiate and complete RRA and ERP in accordance with AWIA. As such, SCPU had a significant amount of time wanted to collaborate closely with our team. For that reason, we structured our coordination approach to accommodate frequent meetings between workshops. These meetings allowed SCPU to clarify information, ask questions, and clarify deliverables throughout the process.

Phase 1: Concept

During the kick-off meeting our team worked alongside a SPCU staff to collect and confirm asset and threat information. We used this information to develop T-A pairs and reviewed the TA pairs with utility management. We conducted site inspections separately from the workshop and discussed our findings on a call with core management staff.

Phase 2: Plan Development and Analysis

In the next phase of work, we developed the PARRE analysis that included threat likelihood, consequence analysis, vulnerability analysis, and the RRA.

Our team then presented the PARRE analysis to SCPU to review alongside core team members for accuracy. We also presented our prioritized list of risk and resiliency strategies. Staff feedback was later discussed to confirm our prioritization and scoring criteria based on their insight and the projects they deemed to be high priority.

Phase 3: Presentation of the Plan

The last step in the RRA was presenting the final report to the City. In this phase we made a point to document assumptions rather than simply providing a spreadsheet of data.

Phase 4: ERP Data Collection and GAP analysis

Following the RRA our team moved into ERP development. To begin, we collected their relevant emergency procedures for review and conducted GAP analysis against AWIA requirements and industry best practices.

Phase 5: Project Administration

For this final phase of this project, we updated specific sections or SOPs as needed based on gaps or omissions that existed per AWIA requirements.

California Experience

LONG BEACH WATER DEPARTMENT AWIA COMPLIANCE PROJECT

LONG BEACH, CA (2019-PRESENT)

Stantec is partnered with HSG to provide AWIA compliance support to a water utility in Southern California serving over 100,000 customers. The agency's RRA was successfully certified to EPA by March 31, 2020 and the Stantec team is currently in the process of updating the agency ERP including leading targeted interviews with utility staff to hear directly from the team about roles and responsibilities, capabilities, and gaps.

KEY STAFF: MATT LIEUALLEN

CONFIDENTIAL WATER UTILITY AWIA COMPLIANCE PROJECT

ORANGE COUNTY, CA (2019-2020)

Stantec is currently providing ongoing support to a large wholesale water supplier and resource planning agency in Southern California that supports a wide range of municipal member agencies. The Stantec team is providing direct assistance to two of these member agencies, both serving over 100,000 customers, and successfully supported completion and certification of each agency's RRA by their March 31, 2020 regulatory deadline. Additionally, Matthew Lieuallen, is the ERP planning lead providing technical support to all agencies across the project and working with the HSG team in development of an RRA and ERP compliance crosswalk against federal and state planning requirements as well as water sector standards and best practices.

KEY STAFF: MATT LIEUALLEN

COACHELLA VALLEY WATER DISTRICT (CVWD) HAZARD MITIGATION PLAN

PALM DESERT, CA (2018-2019)

CVWD needed an efficient planning process to quickly put a plan in place to be eligible for pre- and post-disaster funding. The plan was developed over four months, in comparison to a typical 12-month process. The plan was approved by the state and FEMA with no revisions necessary, and adopted in May 2019. Stantec assisted in all aspects of plan development, including public and stakeholder outreach, risk assessment, and mitigation strategy. The project included a multi-faceted stakeholder collaboration with the CVWD officials (engineering, GIS, service delivery teams), area jurisdictions, tribes, and other key partners. The plan was expedited via weekly coordination calls and well thought out onsite visits. Two on-site meetings were held during the planning process including a planning team kickoff to review key planning process milestones and gather feedback on previous occurrences, goals, and general components; and a mitigation strategy workshop to refine and finalize hazard mitigation actions.

KEY STAFF: CAROLINE CUNNINGHAM, CHRISTINA HURLEY

CITY OF LINCOLN WASTEWATER TREATMENT AND RECLAMATION FACILITY, OPERATIONS

LINCOLN, CA (1999-PRESENT)

Stantec staff currently provide complete operations services for this award-winning, \$61 million, 4.2mgd wastewater treatment and reclamation facility. The plant includes nitrification, denitrification, UV disinfection, and provides full Title 22 tertiary treatment for surface water discharge to Auburn Ravine Creek or multiple reclamation users. The plant and operations staff have been recognized as the CWEA Plant of the Year and have won multiple CWEA Safety Awards and the League of California Cities Helen Putnam Award for Environmental Excellence. Our permitting team conceived of the overall facility approach, which included effluent discharge to Auburn Ravine and reclamation. They prepared the Master Reclamation Permit required to operate the recycled water system, arranged for the sale of recycled water to local irrigators, and trained irrigators to help ensure permit compliance and protection of public health.

KEY STAFF: GABE ARONOW

City Elk Grove and Sacramento County Experience

For more than two decades, Stantec has supported agencies throughout the American River Basin in regional water planning, policy, and implementation efforts to help ensure long-term water supply reliability and resiliency. We have shared our technical and scientific knowledge to address issues of water supply, demands, and infrastructure; conjunctive use; water quality; stormwater and flood management; vulnerabilities to climate change; environmental resources; governance; and outreach to disadvantaged communities. Our in-depth knowledge of local agencies in the American River region, state programs, and the federal planning process have helped to guide local and regional efforts from the strategic planning phase through design, investment, and implementation.

U.S. BUREAU OF RECLAMATION (RECLAMATION) AMERICAN RIVER BASIN STUDY (ARBS)

SACRAMENTO, CA (2017-2020)

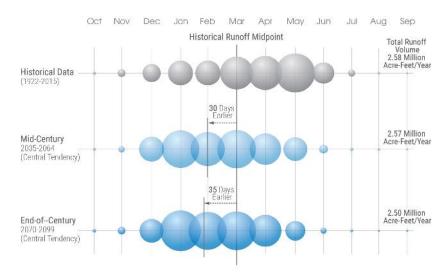
Stantec is the lead consultant for the ARBS, which is an integrated watershed study that holistically examines water management in the American River Basin under new and evolving climate conditions and identifies adaptation strategies for the region. The ARBS information, analyses, and recommendations provide the regional strategy for alignment with Reclamation on its operations of Folsom Reservoir and unifies the data and tools for future basin-wide planning efforts.

The ARBS developed updated representation of Upper American River Basin reservoirs operation in CalSim 3. It also refined future climate and hydrology forecasts for three future horizons (2050, 2070, 2085) under five scenarios (warm-wet, warm-dry, central tendency, hotwet, hot-dry). Working with regional agencies, Stantec forecasted future urban and agricultural demands (2050, 2070, 2085). These forecasts incorporated the effect of climate change on irrigation demands, including urban outdoor demands.

The ARBS concluded that water management in the region is facing the combined climate pressures of warming temperatures, shrinking snowpack, shorter and more intense wet seasons, more volatile precipitation, and rising sea levels. These climate pressures will make it harder to simultaneously store water for droughts, manage flood risk, and protect freshwater ecosystems. One of the key identified risks to local agencies (including EGWD) is the increased pressure to draw down groundwater resources.

Stantec has formulated and evaluated a range of adaptation actions and portfolios that provide a long-term regional strategy for addressing climate risk through regionally coordinated actions, in collaboration with Reclamation.

KEY STAFF: YUNG-HSIN SUN, IBHRAHIM KHADAM



Source: American River Basin Study; Preliminary Information

Climate change will likely result in increased runoffs during winter months, and reduced snowmelt in spring months for water supply. The existing facilities designed and operated based on historical hydrology will be overwhelmed and unable to provide adequate flood protection or water supply for all beneficial uses.

REGIONAL WATER AUTHORITY (RWA) AMERICAN RIVER BASIN CONJUNCTIVE USE AND WATER MANAGEMENT PROGRAMS

SACRAMENTO, CA (2005-2020)

Stantec has supported the RWA, in collaboration with all member agencies, in developing and updating versions of the American River Basin Integrated Regional Water Management Plan (IRWMP) to facilitate the regional collaboration in water management for greater benefits and sustainable outcomes. Stantec has led the 2006 IRWMP, the 2013 Update, and the 2018 Update.

Throughout two decades of support, Stantec has assisted RWA and its member agencies (including EGWD) with securing more than \$50 million of financial assistance for project planning and implementation, reflecting the well-developed IRWMP and continued collaboration in the region.

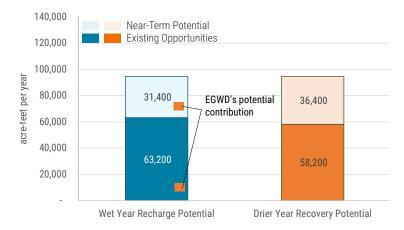
Stantec was also the lead consultant for the 2019 Regional Water Reliability Plan (RWRP) and 2017 WaterSMART Regional Drought Contingency Plan (RDCP) to increase the American River region's water supply resilience in the face of climate change and droughts. Our team conducted vulnerability assessments, developed mitigation and response actions, characterized the conjunctive use potential in the North and South American River groundwater basins, developed high-level framework for conjunctive use opportunities, and conducted stakeholder and public involvement activities.

Extensive interviews and outreach to individual water agencies, including EGWD, were conducted to define vulnerabilities and constraints to their long-term water supply reliability in consideration of changing climate, regulatory, economic, and other social conditions and preferences. The primary outcome of the RWRP effort is a regionally endorsed plan for collaborative implementation of identified actions and activities.

The Stantec team continues to support RWA and local water agencies with RWRP follow-on efforts, including development of an action plan for expanding regional conjunctive use, establishment of a regional groundwater bank, and other implementation activities.

KEY STAFF: YUNG-HSIN SUN,

IBRAHIM KHADAM



Under the regional conjunctive use scenario, EGWD can contribute to up to 1,400 acre-feet to the groundwater bank through in-lieu recharge during wet and average years. This amount could double in the near-term with several in-district infrastructure improvements. However, EGWD would not participate in recovery actions as EGWD has no surface water use that could be offset/foregone in drier years.



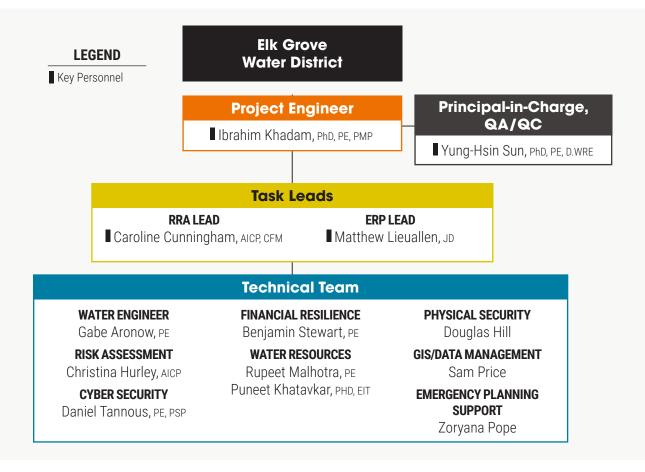
Organization

TEAM STRUCTURE AND FUNCTIONALITY

WHY STANTEC?

- Since the passage of SB 3021, AWIA in October 2018, Stantec has successfully completed or is active
 on 20 portfolio condition assessments for our Utility clients across the US. The National Risk and
 Resiliency leadership experienced with the most current accepted models and assessment approaches
 are included on our team.
- We have created teams combining working knowledge of local water systems with our national experts
 conversant in the VSAT and PARRE models. Our approach describes how we will leverage these tools to
 deliver consistent, usable reports that will easily pivot into Action Plans.
- Our **task leads have worked with each other** and with the team members included on the Stantec team for this assignment.

ORGANIZATIONAL CHART



TEAM EXPERIENCE WORKING TOGETHER

Our team members have worked or are currently working together on multiple projects, several of which have been highlighted in Tab 1. Below are the most relevant projects where team members have worked alongside one another, along with the contact information for the project reference.

Project Experience	Team Members Involved	Project Reference
City of Tallahassee, Underground Utilities and Public Infrastructure AWIA Water System RRA and ERP, Tallahassee FL	Caroline Cunningham, Christina Hurley, Daniel Tannous	Jennifer E. C. Porter, PE, CPM, Manager- Water Operations (850) 891-5271 jennifer.porter@talgov.com
County of Maui AWIA Compliance Support, Maui, HI	Matthew Lieuallen, Caroline Cunningham, Zoryana Pope, Christina Hurley, Daniel Tannous, Rupeet Malhotra, Ben Stewart	Robert DeRobles, Department of Water Supply Division of Water Resources and Planning (808) 463-3113 robert.derobles@co.maui.hi.us
Asheville Water Resources AWIA Water System Infrastructure RRA, Asheville NC	Caroline Cunningham, Christina Hurley, Daniel Tannous	David Melton, Director Asheville Water Resources (828) 259-5957 dmelton@ashevillenc.gov
Coachella Valley Water District Hazard Mitigation Plan, Palm Desert, CA	Caroline Cunningham	Armando Rodriguez, Assistant Director of Engineering (760) 398-2651 arodriguez@cvwd.org
Sarasota County Public Utilities AWIA Water System RRA and ERP, Sarasota FL	Caroline Cunningham, Christina Hurley, Daniel Tannous	Tony Wierzbicki, Tony Wierzbicki, PMP, Project Manager/Administrator IV (941) 822-9971 awierzbicki@scgov.net
Regional Water Authority (RWA) American River Basin Conjunctive Use and Water Management Programs, California	Yung-Hsin, Ibrahim Khadam	Robert Swartz, Regional Water Authority, Sacramento Groundwater Authority (916) 967-7692 rswartz@rwah2o.org

Personnel Experience

This risk and resiliency assessment requires a combination of skills beginning with the technical competence to thoroughly review available data and observe existing physical water system asset conditions to accurately and quickly summarize assessments in consistent, insightful reports. These locally based professionals will provide clear direction to our national RRA and ERP leads well versed in the AWIA tools and compliance requirements.

Two-page résumés for all key personnel are provided on the following pages along with brief biographies of non-key personnel.

KEY PERSONNEL RÉSUMÉS



Sacramento, California
Availability

IBRAHIM KHADAM

PE, PHD, PMP | PROJECT ENGINEER

Education: PhD, Civil and Environmental Engineering | MS, Civil and Environmental Engineering | BS, Civil Engineering

Registration: Professional Engineer, CA #72496 | Project Management Professional Years at Stantec: 16

An Elk Grove local, Ibrahim has more than 30 years of experience in water resources planning and management. He specializes in water resources decision-support and tradeoff analysis for Federal, State, and local projects for water supply, flood control, and integrated management of groundwater and watersheds. His technical background includes management of watersheds addressing hydrology, water quality, and economic aspects. His expertise also includes the application of hydraulic and hydrologic models, reservoir reliability analysis, and application of optimization and statistical techniques in water resources planning and management.

PROJECT EXPERIENCE

Regional Water Reliability Study and Regional Drought Contingency Plan | Regional Water Authority (RWA)| Sacramento, CA | Technical Lead

Ibrahim supported the planning efforts to help ensure water supply reliability through extended dry periods for water agencies in the American River Basin region. This effort includes a vulnerability assessment, development of mitigation and response actions, characterization of the conjunctive use potential, and evaluation of opportunities for intra- and interregional transfers and exchanges to utilize shared infrastructure and resources. The development of the plan includes extensive interview and outreach to individual water agencies to define the vulnerability and constraints for their long-term water supply reliability in light of changing climate, regulatory, economic, and other social conditions and preferences. The anticipated outcome for the study is a regionally endorsed plan for collaborative implementation to develop identified mitigation and adaptation actions.

American River Basin Study | U.S. Department of the Interior, Bureau of Reclamation Mid-Pacific Region (Reclamation) | Sacramento, CA | Project Manager

The basin study assesses climate change impacts on the American River Basin, including impacts on Reclamation's operation of Folsom Reservoir as part of the Central Valley Project. Dr. Khadam is the project manager for the Basin Study, overseeing development of updated representation of Upper American River Basin reservoirs operation in CalSim 3, development of refined future climate and hydrology (2050, 2070, 2085), forecasted future urban and agricultural demands, and development and evaluation of adaption portfolios to address climate change challenges.

Integrated Resources Plan | City of Roseville, Environmental Utility Department | City of Roseville, CA | Project Manager and Technical Lead

Ibrahim serves as project manager and technical lead for the Integrated Resources Plan (IRP) that assesses water supply needs and vulnerabilities for the City of Roseville through year 2050. The IRP will develop a strategic implementation for the City to meet its long-term water supply reliability needs. A key element of the IRP is also the capacity building for the City staff through an innovative participatory strategic planning process.

Comprehensive Planning Study | California-American Water Company | Sacramento, CA | Project Manager and Technical Lead

As project manager and technical lead for the 2018 Comprehensive Plan Study (CPS), Ibrahim conducted studies for 11 water systems in the Sacramento Region, three in the Los Angeles Region, and three in Sonoma. For each system, Ibrahim's team prepared water demand projections (average and maximum day, peak hour, and fire flow), as well water supply capacity analyses. He led the preparation of detailed hydraulic models for each of the systems, calibrated using available operational and SCADA data. The outcome of the CPS was 5- and 10-year infrastructure investment plans to support the proposed water rate changes to the California Public Utility Commission

IBRAHIM KHADAM

CONTINUED

Development of Central Valley Flood Control Protection Plan, FloodSAFE California Program | California Department of Water Resources | California | Planner

Supervising CVFPP document development which reflects a \$5B system-wide approach to improving flood risk management for lands currently protected from flooding by the State Plan of Flood Control. Studies include hydrology and reservoir operations; channel hydraulics modeling; ecosystem function relationships with hydrology and hydraulic parameters; floodplain hydraulics; risk, uncertainty and economic damages; assessment of engineering, environmental and economic factors relating to benefit and impact analyses; risk-based analyses; and development of programmatic environmental compliance documentation. Dr. Khadam was a technical lead for the 2012 Central Valley Flood Protection Plan (CVFPP). The CVFPP established a long-term State investment vision for improving the State-Federal flood protection system in the Central Valley of California through a systemwide, integrated water management approach that emphasize multi-objective planning, consideration of environmental values, and sustainability.

Yuba Basin Groundwater Sustainability Plan | Yuba County Water Agency | Yuba County, CA | Project Manager

Ibrahim managed the development of the Yuba GSP in compliance with the Sustainable Groundwater Management Act (SGMA). Responsible for coordinating development and implementation of the technical delivery strategy and the stakeholder engagement strategy, to meet the study schedule/budget, while balancing the expectations of stakeholders. Responsible for coordinating the integration of technical findings in plan formulation activities, and the synthesis of technical information for stakeholder communications. Providing oversight of execution efficiency and quality, and documentation and synthesis of technical findings.

Wholesale Water Management and Reliability Study | San Juan Water District | Sacramento, CA | Technical Lead

Ibrahim is developing a strategic plan and roadmap for San Juan Water District. The goal of this study was to improve management of surface water and groundwater resources within the area to address the impacts of the historical California drought in mid 2010s. Dr. Khadam led the development of mitigation options, evaluation methodology, and study findings recommendations. He also led the technical briefings to the District Board, the Wholesale customer agencies, and the public. The study road map identified mitigation and adaptation actions to maximize their use of available water rights and contract entitlements, improve drought protection and reliability for their retail and wholesale customers, and provide long-term financial benefits through potential transfers and water banking operations.

Investment Strategy for the Water Management Goal, San Joaquin River Restoration Program | Reclamation | California | Technical Lead

Ibrahim is developing the Investment Strategy for achieving the Water Management Goal of the San Joaquin River Restoration Program. The purpose of Water Management Goal is to reduce or avoid water supply impacts to Central Valley Project Friant Division contractors through water management activities and infrastructure. The Investment Strategy is establishing a process for identifying, evaluating, and prioritizing for funding projects that help achieve the Water Management Goal. Projects considered in the Investment Strategy include structural projects, such as new or modified facilities, and related non-structural actions such as modified operations of existing facilities. Dr. Khadam has established a robust and transparent decision-making framework and criteria for evaluating and prioritizing identified projects for funding actions by Reclamation. He is also providing oversight for the operations analysis to estimate project yield and benefits, appraisal level designs and cost estimates, preliminary environment review of potential effects and requirements for compliance documentation and permitting, and consideration of other implementation factors, such water rights, institutional arrangements, land acquisitions, and cost-sharing. The project will develop an implementation schedule with budget-level estimates to accomplish necessary steps for project completion, including additional planning, environmental compliance and permitting, design, acquisitions, and construction.

Water Supply Master Plan for the Elverta Specific Plan | Sacramento County, Elverta | Elverta, CA | Technical Lead

Ibrahim led the water supply infrastructure planning and design of groundwater supply and treatment facilities, sizing and hydraulic modeling for treated water distribution facilities, and estimation of facilities capital cost. Ibrahim performed groundwater modeling to evaluate local and regional groundwater impacts of the planned conjunctive water use strategy. He also prepared the Dry Creek groundwater recharge project feasibility study, part of the water supply master plan. The project is a component of a groundwater banking and exchange program to prevent long-term degradation in the groundwater aquifer.



Sacramento, CA
Availability

YUNG-HSIN SUN

PHD, PE, D.WRE, ENV SP | PRINCIPAL-IN-CHARGE, QA/QC

Education: PhD, Civil and Environmental Engineering | MS/MSc, Civil Engineering, National Taiwan University | BS/BSc, Civil Engineering, National Chiao Tung University Registration: Professional Engineer, CA # 62911 | Diplomate #00651, American Academy of Water Resources Engineers, Water Resources Engineer (D.WRE) | EnvisionTM Sustainability Professional (ENV SP), Institute for Sustainable Infrastructure Years at Stantec: 22

Yung-Hsin has 33 years of experience leading, managing, and planning large-scale multi-objective, interdisciplinary water resources projects for flood management, water supply and ecosystem restoration in US and overseas. He has comprehensive experience and knowledge about California water management, ranging from policies, management, and operation. Dr. Sun participated in many strategic planning activities for large-scale water resource projects throughout California, including California's Water Plan and the Central Valley Flood Protection Plan. His critical contribution to federal, state, and regional integrated water management policy and strategies has deep roots in his knowledge in water rights and regulatory framework, and his experience in water transfer and other innovative integrated water management solutions.

PROJECT EXPERIENCE

American River Basin Study (Multiple Phases; Multiple Contracts) | Reclamation, RWA, and El Dorado Water Agency (EDWA) | Sacramento, CA| Principal-in-Charge, Senior Strategic Advisor, and Subject Matter Expert

Dr. Sun is the senior strategic advisor and principal-incharge to lead the development of the multiple-phase ARBS through multiple projects and contracts. He completed a 2016 application to USBR WaterSMART Basin Study Program on behalf of Placer County Water Agency (PCWA), El Dorado County Water Agency, City of Sacramento, City of Roseville, City of Folsom, and Regional Water Authority (collectively, non-Federal partners with PCWA as the lead). Dr. Sun developed the strategy and scope for the proposed ARBS, leveraging the significant investments of the non-Federal Partners in advancing the regional water supply reliability and drought planning after California's 2012-2016 historic drought. Subsequently, he completed the Plan of Study for the ARBS for USBR and non-Federal partners to further define the scope, budget, schedule, study management structure, and public outreach and stakeholder engagement plan for study execution, providing the basis for the Memorandum of Agreement between USBR and non-Federal Partners. Based on the Plan of Study, Dr. Sun led the ARBS to align water management strategies and climate change adaptation in the entire American River Basin, including USBR's operation of Folsom Reservoir as part of the Central Valley Project, and optimization of local water rights and contract entitlements to advance regional water supply resiliency and protection of the lower American River. Dr. Sun also led the efforts to unify regional water management tools for future collaboration and conflict reduction between stakeholders in the watershed and with Reclamation on statewide water management.

Making Water Conservation as the California Way of Life – Implementing Governor's Executive Order B-37-16 | California Department of Water Resources | Sacramento, CA | Project Manager, Senior Advisor and Subject Matter Expert

Dr. Sun is the project manager, senior advisor, and subject matter expert to assist five state agencies in developing a long-term conservation and drought planning framework with actions and recommendations to implement Governor's Executive Order B-37-16. These state agencies include California Department of Water Resources. State Water Resources Control Board, Department of Food and Agriculture, California Energy Commission, and California Public Utilities Commission. Targeting California Legislature and the public, the resulting report provides a long-term framework of water use efficiency and drought protection for urban and agricultural uses, as well as small water systems and rural communities. The report also reflects the shifted emphasis from volumetric conservation goals to water use efficiency with established standards and performance measures for each category of use (e.g., indoor residential, outdoor residential, water loss, and commercial, industrial, and institutional use). In addition, the report unifies the budgetbased approach to urban, agricultural and rural water uses that is compatible with the implementation of the Sustainable Groundwater Management Act and overall water sustainability framework advocated in the 2018 California Water Plan Update. The framework includes actions that the state and local agencies can implement with existing authorities and additional authorities required for full implementation to achieve the vision set forth in the California Water Action Plan. During the development process, Dr. Sun also supported the drafting of legislation

YUNG-HSIN SUN

CONTINUED

and stakeholder engagement in advancing the long-term conservation framework and drought protection with balancing measures to incorporating considerations on other state water management policies (e.g., water reuse) and necessary technical assistance for compliance. After 2018 Legislation (Assembly Bill 606 and Senate Bill 1668), Dr. Sun led the development of a Primer for 2018 Long-Term Water Conservation and Drought Planning Legislation that summarizes and clarifies the authorities, requirements and schedule for implementation with summary tables, flowcharts, and organized discussion to facilitate common understanding among State agencies and water suppliers.

Response to Request for Information on the Salton Sea Water Importation Project | California Natural Resources Agency | Sacramento, CA | Strategic Plan Formulation Lead

Dr. Sun provided the strategic plan formulation to be included in a response to request for information on the Salton Sea Water Importation Project, submitted by BiNational Water Group. California Natural Resources Agency issued a 2017 Request for Information to gather conceptual plans for importing water from Mexico to provide long-term water supply to the shrinking Salton Sea and mitigate for the associated health concerns. Dr. Sun assisted the team in formulate the potential arrangements for international water import and the implementation sequence and considerations. The proposal was shortlisted for further considerations and subject to funding availability.

Antelope Valley-East Kern Water Agency | Value Engineering for the High Desert Water Bank | Palmdale, CA | Subject Matter Expert

Yung-Hsin is a subject matter expert in the value engineering process to improve the functions, design and cost efficiency, and implementation considerations for the High Desert Water Bank. With up to 280,000 acrefeet of anticipated storage capacity, Antelope Valley-East Kern Water Agency is to construct the High Desert Water Bank in the adjudicated Antelope Valley groundwater basin with financial partnership with the Metropolitan Water District of Southern California to provide necessary dry-year backup supplies with improved assurance of delivery up to 70,000 acre-feet per year through direct pumping into the California Aqueduct and other optional measures. Through a facilitated workshop process, Yung-Hsin and the team developed near 100 potential concepts for improving the value of this project with five major themes covering the hydrogeological, engineering, and operational considerations, and options to improve project performance assurances and future expansion needs.

West Slope Stormwater Resource Strategic Planning and Program Development| El Dorado County Water Agency | Placerville, CA | Senior Strategic Advisor, Subject Matter Expert

Dr. Sun serves as the project manager and senior strategic advisor for El Dorado County Water Agency (EDCWA) to develop a Stormwater Resource Program for the West Slope of the County, aiming to leverage stormwater as a resource for sustainable water management and promoting countywide collaboration among different government agencies and organizations for multi-benefit project planning and implementation. Dr. Sun completed the strategic plan that outlines the focus of the program and the protocols for agency collaboration. This plan tailors the stormwater resource program to fit the unique foothill, headwaters environment with diverse land uses. and incorporates policy considerations for government efficiency and capacity building. With the enthusiastic support of these agencies and County's Board of Directors, Dr. Sun led the strategic planning process and development of a Stormwater Resource Plan, identifying management actions and projects of all three plan components that fit the foothill rural communities. The management actions include surface reservoirs, watershed management with a focus on wildfire fuel reduction, and water quality management for urban areas and rural and agricultural communities. Dr. Sun led the engagement process among local governments and stakeholders for project identification, formulated project evaluation criteria and methods, and facilitated the project prioritization workshop using a pairwise comparison technique with agency staff and elected officials. The resulting widely supported plan includes more than 90 multi-benefit projects with corresponding priorities, roles, and responsibilities for project development, and provides guidance for overall program operation and maintenance while ensuring eligibility of future State's financial assistance.

City of San José | Assessment for the 500-year Level of Flood Protection for San José-Santa Clara Regional Wastewater Facility | San José, CA | Subject Matter Expert and Strategic Advisor

Dr. Sun served as a subject matter expert to the City of San José in the flood risk study for the San José-Santa Clara Regional Wastewater Facility, which is subject to flooding from the Guadalupe River and Coyote Creek, and from the San Francisco Bay during extreme tides and future sea level rise conditions. To meet the General Plan's requirement to protect all critical facilities against a 500-year flood from all sources, Dr. Sun assisted the city staff to clarify study objectives and refine the study methodology proposed by a contractor to improve focus and efficiency.

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Raleigh, North Carolina



CAROLINE CUNNINGHAM

AICP, CFM | RRA LEAD

Education: MA, City and Regional Planning | BS Environmental and Natural Resource Planning

Registration: Certified Planner #218388, American Institute of Certified Planners | Certified Floodplain Manager #NC-12-0448, Association of State Floodplain Managers | Associate Business Continuity Professional (ABCP) #35268, Disaster Recovery Institute International (DRI)

Years at Stantec: 6

An expert in hazard-mitigation planning and risk assessment, Caroline works at the utility, municipal, regional, state, federal, tribal, and collegiate levels. Her disaster management and resilience expertise is informed by a broad understanding of government policy, disaster planning, risk assessment and disaster-grant programs. She is a FEMA-authorized hazard mitigation planning and Hazus-MH instructor, as well as an AWWA Certified Utility Risk Assessment professional, exemplifying her knowledge in the field. In addition, she brings experience in a range of disaster-related services, including pre- and post-disaster grant assistance, disaster recovery planning, and climate adaptation planning. Caroline also brings extensive project management experience across a range of disciplines, including hazard mitigation plans, application development, benefit-cost analysis, and risk communication.

Notable projects include Hazard Mitigation Plans in California (Coachella Valley Water District, North Fork Rancheria, Torres Martinez, and Pala Band) and AWIA Risk and Resilience Assessments and Emergency Operation Plans for City of Asheville, City of Tallahassee, County of Sarasota, and County of Maui.

PROJECT EXPERIENCE

Public Utilities AWIA Compliance Support | Sarasota County | Sarasota, FL | Technical Lead

Stantec is leading development of the EPA-required AWIA RRA and update of the ERP for Sarasota County Public Utilities (SCU). Stantec is following the AWWA J-100 process to complete the RRA. Our process includes identification of critical assets, hazards (natural and malevolent including cyber), and 100+ threat-assets pairs. Site visits were also conducted for approximately a dozen critical assets including treatment plants, wells, pump stations, and elevated tanks to identify vulnerabilities and countermeasures. The Program to Assist Risk and Resilience Examination (PARRE) software was used to complete the RRA. For the ERP, resilience strategies, emergency plans and procedures, mitigation actions, and detection strategies will be updated. Completion of the RRA and ERP will permit SCU to achieve compliance with the AWIA requirements. The project is currently on schedule and within budget. Caroline is serving as the RRA and ERP technical lead including meeting facilitation, site visits, and process oversight.

AWIA Support | City of Tallahassee Water Utility | Tallahassee, FL | Technical Lead

Stantec is assisting City of Tallahassee (COT) Water Utility with development of an EPA-required AWIA Risk and RRA and update of the ERP. Our team is following the AWWA

J-100 process to complete the RRA, including use of the Program to Assist Risk and Resilience Examination (PARRE) software. Our process includes identification of critical assets, hazards (natural and malevolent including cyber), and dozens of threat-assets pairs. Site visits were also conducted for approximately two dozen critical assets including labs, SCADA control rooms, and wells to identify vulnerabilities and countermeasures. For the ERP, resilience strategies, emergency plans and procedures, mitigation actions, and detection strategies will be updated. Completion of the RRA and ERP will permit COT to achieve compliance with the AWIA requirements. The project is currently on schedule and within budget. Caroline is serving as the RRA and ERP technical lead including meeting facilitation, site visits, and process oversight.

AWIA Support | City of Asheville Water Utility | Asheville, NC | Quality Assurance

Stantec is assisting City of Asheville with AWIA compliance. Stantec is the project manager overseeing development of the RRA and update of the ERP. A three-day workshop was facilitated to accelerate the RRA development. Site visits for vulnerability and physical security will also be conducted. Caroline is providing quality assurance on the RRA (developed by a subcontractor) and participated in the on-site workshop including agenda development.

CAROLINE CUNNINGHAM

CONTINUED

Coachella Valley Water District Hazard Mitigation Plan | Coachella Valley Water District | Palm Desert, CA | Project Manager

The Coachella Valley Water District (CVWD) contracted with Stantec to expedite the development of a hazard mitigation plan in just six months. CVWD needed an efficient planning process and experience contractor to develop the plan to be eligible for pre- and post-disaster hazard mitigation funding. We assisted in all aspects of plan development, including public and stakeholder outreach, risk assessment, and mitigation strategy. The project includes multifaceted stakeholder collaboration with CVWD officials (engineering, GIS, domestic water, and sanitation), area jurisdictions, tribes, and other key partners. Critical facility site visits, including domestic water assets such as wells, treatment plants, reservoirs, and pump stations, were conducted to identify vulnerabilities and mitigation opportunities. Caroline served as the project manager, overseeing an on-time delivery and first-pass compliance review from state and federal officials.

AWIA Compliance | City of Leesburg | Leesburg, VA | Technical Lead

Stantec is assisting City of Leesburg with AWIA compliance. Stantec is the project manager overseeing development of the RRA. Caroline is providing direction to the team on RRA process and quality assurance.

Maui County AWIA | Maui County | Maui, HI| Quality Assurance

Stantec is assisting Maui County with AWIA compliance. Stantec is the project manager overseeing development of the RRA and update of the ERP. Caroline is providing quality assurance on the RRA and ERP.

Hazard Mitigation Planning | Various National Clients | Project Manager

The Stantec team has provided support to more than 400 municipalities to develop FEMA-approved hazard mitigation plans (HMPs). Hazard mitigation plans identify risks and vulnerabilities for all hazards and work to reduce that risk based on capabilities. A sampling of the plans of the 100+ plans Caroline has contributed to as the project manager or technical lead follows:

- Chemehuevi Tribal Hazard Mitigation Plan (CA)
- North Fork Rancheria Hazard Mitigation Plan (CA)
- Torres Martinez (CA) Tribal Hazard Mitigation Plan
- North Fork Rancheria (CA) Tribal Hazard Mitigation Plan
- Pala Band of Mission Indians (CA) Hazard Mitigation Plan Update
- Barona Band of Mission Indians (CA) Hazard Mitigation
 Plan

U.S. Department of Housing and Urban Development (HUD) National Disaster Resilience Competition (NDRC) Assistance | Multiple Locations, Multiple States | Project Manager, Technical Lead, QA/QC, Facilitator

NDRC is a two-phase competition sponsored by HUD for eligible jurisdictions to compete for grants to spend on projects to enhance community resilience. The Rockefeller Foundation assisted the competition process by providing workshops called Resilience Academies. Stantec participated in Resilience Academies as subject matter experts (SMEs) and facilitators, and provided NDRC application support to jurisdictions in project design, benefit/cost analysis, and application writing. Stantec assissted eight jurisdictions in preparing Phase 2 applications; Caroline served as the project manager to support Puerto Rico's NDRC phase 2 application, and as the technical lead on the City of Tuscaloosa, AL's Phase 1 and Phase 2 applications. She oversaw QA/QC of all client applications (as requested). She also served as a SME and facilitator during the Resilience Academies.

Automated Mitigation Project Identifier (AMPI)/Mitigation Benefit Estimator (MBE) | Project Manager

Project manager who led development of a structurebased risk assessment and mitigation solution model. Initially developed for FEMA Region II by the Strategic Alliance for Risk Reduction II, the MBE was used to assess the flood risk and mitigation need throughout the state of New Jersey. The analysis included 600,000 structures. The model was designed to mimic the FEMA Benefit-Cost Analysis Toolkit, using a simplified approach. It was subsequently used in other areas under the AMPI name. The model's risk assessment results identify the number of structures at risk to flooding, dollar loss at standard recurrence intervals, and annualized dollar loss at a structure specific level. The model is innovative in that it identifies potential mitigation grant candidates, and estimates the financial benefits and costs (e.g., return on investment) necessary to implement elevation or acquisition projects with consideration to environmental benefits and social costs. This provides an understanding of cost-effective projects (estimated benefits-cost ratio > 1). Throughout the project, the team reported to a stakeholder group comprised on local, state, federal, nongovernmental, and academic institutions.



Portland, Oregon
Availability

MATTHEW LIEUALLEN

JD | ERP LEAD

Education: BA, Political Science Registration: Juris Doctor (JD)

Years at Stantec: 1

Matthew brings 16 years of experience working with local, state, tribal, and private sector on projects that span all phases of emergency management. He is trained in the Incident Command System (ICS) and the National Incident Management System (NIMS) and has worked with a range of California communities in developing operational plans using the Standardized Emergency Management System (SEMS). Matthew has worked with a range of State agencies to both assess and develop plans against relevant regulatory requirements and best practices. A seasoned presenter, he regularly delivers planning workshops, facilitates exercises, and has presented at state and national level conferences.

PROJECT EXPERIENCE

AWIA Compliance Project | Maui County Department of Water Supply | Maui County, HI | Principal-in-Charge and Technical Lead

Matthew is providing technical leadership for AWIA compliance support to the Maui County Department of Water Supply in Hawaii. The project is just getting underway and Matthew will guide development of the RRA and updated ERP for the County's water system.

AWIA Compliance | Municipal Water District of Orange County (MWDOC) | Orange County, CA | Area Project Manager

Matthew is the Area Project Manager, as a subcontractor to Herndon Solutions Group (HSG), guiding development of RRA and ERP documents for the Cities of Orange and Garden Grove. He successfully guided both cities to certification of their RRAs in compliance with EPA's regulatory deadline. As a member of a larger project team, Matthew is the team's technical lead for emergency response planning, providing as needed technical assistance for efforts all 28 MWDOC agencies. He was instrumental in developing a program compliance crosswalk to review agency plans and procedures against federal and State of California planning requirements.

AWIA Compliance Project | Long Beach Water Department | Long Beach, CA | Technical Lead

Matthew is the ERP technical lead, as a subcontractor to HSG, providing AWIA compliance services to the Long Beach Water Department. He is guiding plan development and engagement efforts including targeted interviews with utility staff, facilitation of ERP planning workshops, and leading development of the updated ERP.

AWIA Compliance Project | City of Henderson Department of Utility Services | Henderson, NV | ERP Technical Lead

Matthew is the ERP technical lead, as a subcontractor to HSG, providing AWIA compliance services to the providing AWIA compliance services to the City of Henderson Department of Utility Services. He is guiding plan development and engagement efforts including targeted interviews with utility staff, facilitation of ERP planning workshops, and leading development of the updated ERP. Matthew also developed a consistency crosswalk to support review of the agency's existing plans and procedures against federal and State of Nevada planning requirements. He will also serve as a lead facilitator for a planned tabletop exercise at the culmination of the project.

Climate Ready San Mateo County Initiative | San Mateo County Office of Sustainability | San Mateo, CA | Project Manager

Project manager for an ongoing \$1.2 million-dollar climate adaptation planning project with the San Mateo County Office of Sustainability. Guided efforts to expand the County's understanding of climate risk through vulnerability assessment and adaptation strategy development for floods and storms, wildfire, rising temperatures and heat, and sea level rise. In addition to oversight of technical deliverables, leading the project team to support establishment of a Countywide Collaborative to advance dialogue around climate change with a focus on equity and community leadership.

MATTHEW LIEUALLEN

CONTINUED

City of Westminster Utility Operations AWIA Compliance Project | City of Westminster | Westminster, CO | ERP Technical Lead

Matthew is the ERP technical lead, as a subcontractor to HSG, providing AWIA compliance services to the Utility Operations Division. He guided draft plan development and engagement efforts including targeted interviews with utility staff, facilitation of ERP planning workshops, and led development of the updated ERP, including RRA development and ERP support for both water and wastewater operations. He will also serve as a lead facilitator for a planned tabletop exercise at the culmination of the project.

Colorado Resiliency Institutionalization Project | State of Colorado | CO | Project Manager

Matthew managed the development of a cross department planning process designed to integrate and operationalize resilience thinking within day-to-day state department operations. Guided interdepartmental planning and workshops that resulted in key products including the Colorado Resiliency Playbook, a Resiliency Project Assessment Tool, and establishment of the state's first Workforce Resilience Task Force.

City of Seattle All Hazards Mitigation Plan | City of Seattle | Seattle, WA | Project Manager

Project manager for the update of the City of Seattle's All-Hazards Mitigation Plan including facilitation of the City's Mitigation Work Group, direction and technical support for update of the plan, and coordination of extensive stakeholder engagement efforts including a community survey, public meeting, and web-based engagement strategies. The plan was approved by FEMA Region X with no required revisions.

Oregon Emergency Operations Planning Project | State of Oregon Emergency Services | Oregon | Project Manager and Lead Planner

Matthew developed standardized Emergency Operations Plans for all 36 counties, all nine federally recognized tribes, and more than 100 cities. The project also included development of the first Recovery Plan for the State, update of the State's debris management plan, and exercise toolkit development for partners statewide.

Local Resilience Frameworks | Colorado | ERP Lead

Matthew led three local planning processes for flood and fire-impacted communities in Colorado's Front Range. Guided local communities through multi-day planning workshops and led technical development of tailored local frameworks that were consistent with the Colorado Resiliency Framework.

Cascadia Rising 2016 Exercise | Oregon | Project Manager

Matthew managed a statewide technical assistance contract to support all Oregon jurisdictions participating in this regional exercise—the largest functional exercise in Oregon history. Provided technical expertise and oversight for delivery of training's, development of planning materials, deployment of a web-based resource center, and on-theground support to local partners. Managed direct support to the nine federally recognized tribes in Oregon in what was the tribes' first joint planning effort.

Larimer County Resilient Infrastructure Improvement Project | Larimer County, CO | Project Director

Matthew directed the creation of an online mapping tool for viewing and assessing hazard impacts on community utility infrastructure and human assets (e.g., schools, hospitals, etc.) for Larimer County, Colorado. Working closely with the client and E&E project management teams, he provided contract and resource management support across all project phases.

Utility Emergency Response Planning | Project Manager

Matthew managed a multi-phase planning process with a large natural gas utility to 1) assess their emergency management program, 2) develop recommendations for plan and program enhancement, and 3) implement the recommendations through a facilitated planning process. Served as lead planner and coordinated with the utility emergency manager as well as key divisions including engineering, gas control, field operations, and risk management.

ADDITIONAL TEAM MEMBER BIOS



Rocklin, California

GABE ARONOW

PE | WATER ENGINEER

Education: MS, Environmental Engineering | BS, Civil Engineering Registration: Professional Engineer, CA #55307

Gabe has more than 27 years of experience focused on planning, engineering design, and project management of water and wastewater projects. He is a key staff member on the award-winning City of Lincoln Wastewater Treatment and Reclamation Facility design and operation. He has led many significant planning, pipeline, and treatment design efforts, covering water distribution pipelines, storage and booster pump systems, sewers and sewer pump stations, force mains and gravity mains, raw sewage and effluent storage facilities, and wastewater disposal and reclamation facilities, including all aspects of the civil improvements required for complete municipal services.



Raleigh, North Carolina

CHRISTINA HURLEY

MCRP, AICP | RISK ASSESSMENT

Education: MS, City and Regional Planning | BA, Environmental Studies **Registration:** Certified Planner #030812, American Institute of Certified Planners

Christina is a proven expert in RRA develop and has managed the analysis for 15 hazard mitigation and AWIA compliance efforts including RRA development for the Sarasota County Utility and the City of Tallahassee Water Utility. Certified by the AWWA in Utility Risk and Resilience Assessment Christina is also an experienced mitigation planner and has supported work in California including serving as lead planner for the Coachella Valley Water District Hazard Mitigation Plan. She is experienced in ArcGIS and other available tools to assess and communicate risk and vulnerability for communities and the assets within.



Longueuil, Quebec

DANIEL TANNOUS

PE, PSP | CYBER SECURITY

Education: BS, Electrical Engineering | Cisco Certified Network Associate (CCNA) - Routing and Switching

Registration: Professional Engineer, Ontario # 100545116

Daniel is an engineer who has worked in the telecommunications and physical security field for more than nine years. He has guided a range of security design projects, for both physical assets and cyber systems, including access control, video surveillance, intercom and public address systems, and network infrastructure. He is helping water utilities navigate their cyber security needs including use of AWWA's Cyber Security Assessment Tool.



Sacramento, California

BENJAMIN STEWART

PE | FINANCIAL RESILIENCE

 $\textbf{Education:} \ \textbf{MS, Environmental Engineering | MS, Mineral Energy \& Economics | }$

BS, Civil Engineering

Registration: Professional Engineer, CO # 0050700

Benjamin works as a Managing Consultant in the Financial Services group of Stantec. Benjamin has over ten years of experience assisting clients in developing long term financial plans, assessing affordability impacts to rate payers, and evaluating capital investment alternatives in various business case evaluations and feasibility studies. He is currently guiding an expanded financial resilience analysis under AWIA for the Maui County Department of Water Supply.



San Jose, California

RUPEET MALHOTRA

PE, QSD | WATER RESOURCES

Education: MS, Civil Engineering | BE, Civil Engineering | BE, Civil Engineering | Registration: Professional Engineer, CA # 78574 | Qualified Stormwater Pollution Prevention Plan Developer (QSD), CA #23276 | LEED AP B+C #11267844-AP-BD+C

Rupeet has more than 13 years of progressive experience in FEMA/NFIP management; floodplain management; storm water management and design; regulatory compliance; and water and sewer system design. She is currently leading asset characterization efforts for the Maui County Department of Water Supply RRA including assisting the utility in understanding replacement costs.



Sacramento, California

PUNEET KATAVKAR

EIT, PHD | WATER RESOURCES

Education: PhD, Water Resources Engineering | MS, Civil Engineering | BE, Engineering Registration: Engineer-in-Training, CA #16884

Puneet is a water resources engineer having an expertise and research experience in water resources modeling and control optimization, development of analytical tools for water resources planning and management and water-energy nexus applications. He is experienced in water management modeling development for California water systems. Puneet was recently published in the Journal of Water Resources Planning and Management on the topic of resilience of water distribution systems under limited water and energy availability conditions.

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Portland, Oregon

DOUGLAS HILLPHYSICAL SECURITY

Education: BS, Information Technology

With 15 years of experience, Doug brings the project team a depth of experience in access control, video surveillance, intrusion detection, and industry best practices in physical and cyber security. Prior to joining Stantec, Doug managed telecommunications and security design efforts for a Fortune 500 client's campus revitalization and is experienced in support physical security efforts through site surveys and client interviews. Doug has led telecommunication design teams including structured cabling, audio visual, and security systems.



Sacramento, California

SAM PRICE

GIS/DATA MANAGEMENT

Education: MS, Geographic Information Science and Technology | BS, Wildlife Management and Conservation **Certifications:** FAA. Part 107 Remote Pilot

Sam is a GIS professional with experience working in the environmental and hydrology fields on water, transportation, and natural resources projects. His experience includes project management, GIS management, spatial and statistical analysis, and cartography for various environmental permit packages, California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documents, Habitat Conservation Plans, California Department of Transportation (Caltrans) Natural Environment Studies (NES) and Biological Assessments (BA), as well as other reports and documents.



Rocklin, California

ZORYANA POPE

EMERGENCY PLANNING SUPPORT

Education: BS, Environmental Protection and Management

Zoryana (Zory) is a multi-disciplinary environmental planner with experience across service lines and sectors including infrastructure, water, and wastewater. Experienced with the development of operational plans she is currently supporting update of Emergency Operations Plans for two counties in Oregon and is supporting a statewide water infrastructure emergency preparedness effort in California. Zory is trained in the Incident Command System (ICS).



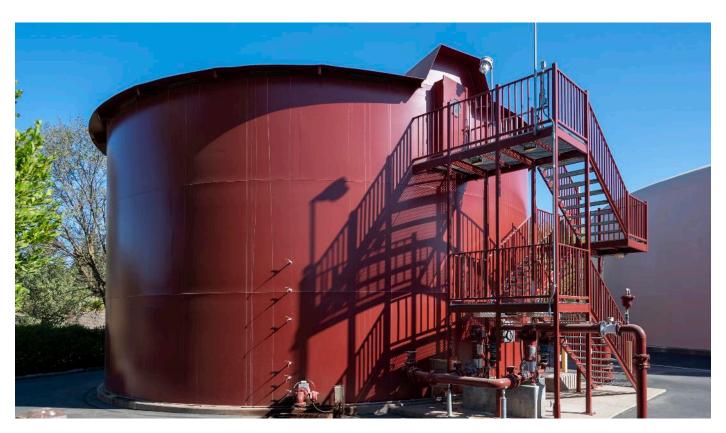
Project Understanding

EGWD is a unique enterprise-funded department of the Florin Resource Conservation District (FRCD) responsible for its retail water function. The FRCD is the only resource conservation district in California that primarily focuses on treating and distributing drinking water. The District has a rich history of providing drinking water services dating back to 1893.

Today, the District produces over 1.3 billion gallons of water each year, providing water supply to more than 12,600 homes and businesses serving a population of approximately 45,000 people. The District's service area covers 13 square miles within the City of Elk Grove and consists of Service Area 1 and Service Area 2. Service Area 1. including the Old Town Elk Grove, is supplied by water produced from seven wells located within the Service Area 1 boundary. The Railroad Water Treatment and Storage Facility (pictured below) and the Hampton Village Water Treatment Plant treat and distribute water produced from five of the seven wells. Service Area 2 is supplied with water purchased from the Sacramento County Water Agency (SCWA) under a long-term water sale agreement.

Section 2013 of 2018 AWIA requires a small Community Water System (CWS) serving a population between 3,300 and 50,000 persons like the District to certify to Environmental Protection Agency (EPA) completion of a RRA by June 30, 2021, and subsequently, an ERP within 6 months of certifying completion of RRA (by December 31, 2021, the latest). The requirements superseded the Vulnerability Assessment requirement per the Public Health Security and Bioterrorism Preparedness and Response Act of 2002.

The law is very specific on the topics that risk and resilience assessments and emergency response plans must address. For example, when assessing the risks to and resilience of its water system, the District needs to include the risks to its system from malevolent acts and natural hazards; the resilience of physical barriers, source water, water infrastructure for collection, conveyance, treatment, and distribution, and electronic, computer, and automated systems; monitoring practices; financial infrastructure; chemical storage and handling; and system operation and maintenance.



↑ Elk Grove Water Service Railroad Water Treatment and Storage Facility

The corresponding ERP will need to outline the strategies and resources to improve the system resilience, implementation plans and procedures, mitigation actions to lessen the impacts of a malevolent act or natural hazard, and strategies for early detection of threats. In addition, the District is required to update the RRA and ERP and certify to EPA completion of these updates every five years. In contrast, the law is flexible in terms of standards, methods, or tools used to conduct the RRA or prepare the ERP, providing that all AWIA requirements are met including the coordination with local emergency planning efforts for consistency and efficiency.

The District received a positive review by Sacramento Local Agency Formation Commission in 2017, citing many effective policies including choosing not to defer necessary maintenance and generally using operational crew to perform its three divisions of work: distribution, utility, and treatment. The District's "pay as you go" strategy for infrastructure and maintenance is effective, thereby avoiding additional debt and resulting in an upgrade in rating. With steady progress in the past decade, the District has received recognition for its operation and financial management, including a **Transparency** Certificate of Excellence for its promotion of transparency in operations and governance along with a Certificate of Achievement for Excellence in Financial Reporting from the Government of Financial Officers Association. The District's solid financial perspective not only allows considerations of potential rate reduction, but more importantly, puts the District in a great position to elevate the mandated RRA and ERP beyond compliance with a practical roadmap toward long-term resiliency.

We have reviewed general risk information for the District. Based on the review of the City of Elk Grove's General Plan, the District's service area is generally outside of the floodplain, although local flooding is possible. The District is also not likely to be affected if the dams in upper Cosumnes River fail. The Elk Grove Water Service Railroad Water Treatment and Storage facility, one of two water treatment plants the District operates, features a one-of-a-kind system that allows the plant to reclaim 99.4% of water used to clean the plant's large filters. As a model of efficiency, this system saves roughly \$40,00 and 44 million gallons of water per year. This important facility is also next to a railroad with regular train traffic. The closest aviation facilities are Sacramento Executive Airport and Franklin Field. Overall, it is reasonable to expect that there are significant information available to assist the RRA.



The District's water system (No. CA341008) relies on groundwater and purchased water from SCWA for its water retail services.

Major infrastructure maintained by EGWD includes:

- Two treatment facilities with an aggregate treatment capacity of 13 MGD
- Seven wells
- 153.6 water mains
- 10 booster pumps
- 12,899 active service connections
- 12,899 public fire hydrants

The District's relatively straightforward water supply portfolio translates to clear infrastructure assets. This could be beneficial for the District to manage its risk profile and associated investments required for adequate risk mitigation.

Collectively the District's 2004 and 2011 Vulnerability Assessments, 2015 Asset Management Plan, and 2016 Emergency Response Plan provide a solid starting point for characterizing assets and potential threats and vulnerabilities. It is important to combine this foundational understanding with newly emerging threats and potential vulnerabilities. The ongoing COVID-19 Pandemic is a perfect example, as it has necessitated significant changes in operation, staffing arrangement, and revenue projections for water agencies throughout California, the United States, and the world. The District's early actions in adopting a robust COVID-19 Response Plan and later, a COVID-19 Home to Office Playbook shows the proactive attitude to address a new threat, effective management, and caring for District staff. All of this inspires our vision for assisting the District in developing a proactive and functional RRA and ERP. Staff safety and retention are significant factors when transferring knowledge of your infrastructure within the District. One of the greatest benefits to a collaborative RRA and ERP is the facilitation of knowledge transfer and retention, which our team aims to facilitate throughout this process.

The risk assessment and emergency response planning needs to recognize the differences between two service areas. Service Area 1 is mostly built out and EGWD has sufficient source capacity to serve this area now and into the future. Service Area 2 is not yet fully built-out and a Water Agreement between SCWA and FRCD/EGWD established that new development would be supplied through the Zone 40 conjunctive use program. Due to the general age of the infrastructure in the Service Area 1, there were more reported incidents in the past years, as shown in the District's 2019 Operation Report. More importantly, the cost of purchased water and the water reliability of the Service Area 2 is dependent upon the operation (and risk management) of SCWA and more importantly, the health of underlying groundwater aguifer. Aguifer health can only be achieved through the solid implementation of the 2014 Sustainable Groundwater Management Act (SGMA) and regional collaboration to combat the effects of climate change. The reliability of groundwater resources, SCWA's operation and water supply, and financial impacts are also necessary when incorporating the mutual aid, balanced system operation, and other mitigation actions during emergency.

We have worked closely with American River Basin water purveyors including EGWD in completing the 2019 Regional Water Reliability Plan as the updated regional strategy. We have advanced the regional pursuit of resiliency by orchestrating the American River Basin Study (ARBS) to address the water supply-demand imbalance under climate change and formulated multiple adaptation portfolios to address the identified basin-specific vulnerabilities. We bring the District unparalleled understanding on groundwater resource stressors and overall regional strategy from the combination of warming, shifts in precipitation and runoff patterns, and more frequent, intense droughts. Our regional experience and understanding will form the foundation of your RRA and ERP development.

Project Approach

Our proven approach to the development of this RRA for EGWD is grounded in the AWWA J-100 standard. While the AWIA does not specifically require use of the AWWA J-100 Standard, it is the only such standard that exists for the water sector. It is also the first methodology that takes an "all hazards" approach to addressing risk. The J-100 looks at risk from intentional acts, natural disasters, proximity hazards, and dependency-based hazards.

The J-100 is a seven-step process of identifying critical assets and threats, determining vulnerabilities, consequences, and the likelihood of a threat occurring (see figure to the right). All this leads to the development of the existing, or baseline level of risk, which allows for management of risk, by either reducing, transferring, or accepting it. Ultimately, you will have a consistent set of data for these assets and be able to make business decisions with a precise understanding of where your greatest risks reside and determine the most cost-effective plan to address them.

PROJECT COLLABORATION

We understand that RRA and ERP development is not a one size fits all process. Each agency has its own challenges and preferences. Our primary goal is to collaborate closely with the District to meet your expectations and provide an actionable ERP backed by a thorough RRA. To gather the information needed for a successful RRA we will employ a variety of collaboration tactics that engage your staff in ways they are already accustomed to working. At the project onset, we will establish major milestones and agree on baseline steps to reach these milestones. Collaboration and engagement techniques will range from full team rallies, to focus groups, to one-onone interviews based on project needs and staff availability. Given the current COVID-19 Pandemic, safety is our top priority and we will follow the quidance of local jurisdiction to determine which tools will work best for each milestone.

Stantec's Delivery Methodology Incorporates the J-100 Standard

1. Asset Characterization	What assets does EGWD have and which are critical?	
2. Threat Characterization	What threats and hazards should EGWD consider?	
3. Consequence Analysis	What happens to EGWD's assets if there is a threat or hazard? How many injuries or lives lost? How much money lost?	
4. Vulnerability Analysis	What are EGWD's vulnerabilities that would allow a threat or hazard to cause these consequences?	
5. Threat Analysis	What is the likelihood that a terrorist, natural hazard, or dependency/proximity hazard will strike EGWD?	
6. Risk/Resilience Analysis	What is EGWD's risk and resilience? Risk = Consequences x Vulnerability x Threat Likelihood Resilience = Service Outage x Vulnerability x Threat Likelihood	
7. Risk/Resilience	What options does EGWD have to reduce risks and increase resilience? How much will each benefit in reduced risks and increased resilience? How much will it cost? What is the benefit-cost ratio of the options?	

We know Water Systems.

Key to an effective RRA and ERP are aligning process with product and helping ensure that your water system's operational realities are reflected in the strategies and procedures developed as part of this process. Stantec is proud of its water practice and brings a depth of experience supporting water sector partners in advancing their objectives in the California and beyond.

Based on our project understanding and experience, the following provides our proposed scope of work and schedule. We assume the Notice to Proceed will be issued in early December 2020 and the major activities are in 2021.

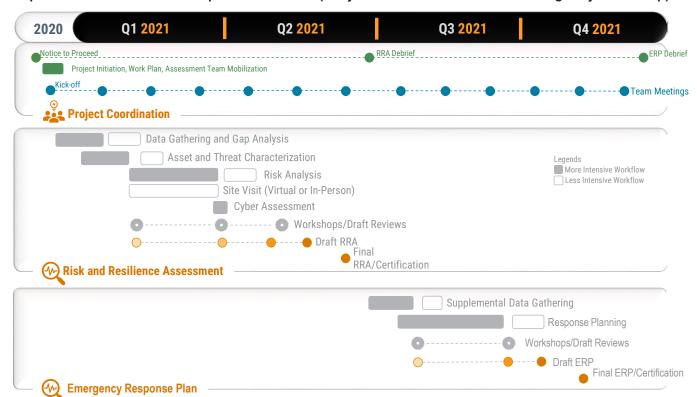
Task 1. Project Coordination

Regular and efficient team communications, a robust communication platform, and information sharing are critical for a fast-paced project like this with a regulatory schedule to meet. The project coordination activities will support both RRA and ERP development. Key Task 1 activities and milestones include:

• 1.1 Project Kick-off Meeting and Work Plan (December 2020). Stantec will conduct a kick-off meeting with the EGWD project manager to confirm project management approaches, communication preferences, preliminary data needs, and project schedule. Following this meeting, Stantec will submit a Project Work Plan that will serve as the basis for ongoing project delivery. As part of this coordination and throughout the duration of this project, we will conduct team debriefs to course-correct based on feedback from EGWD and project team members.

- 1.2 Assessment and Planning Team (December 2020). Stantec will work closely with EGWD in establishing an Assessment and Planning Team (APT), if not already assembled, to guide the RRA and ERP development. For your convenience we have provided suggestions on recommended APT composition on page 37 of this proposal.
- 1.3 Project Management and Meetings (throughout the period of performance). Stantec will apply our Project Management Framework to maintain proper project records, necessary resources for project execution, and cost management and accurate invoicing practices. For the duration of the project, Stantec will conduct regular project management checkins supported by monthly progress reports and invoices. For efficiency, the meetings can be combined with other engagements, if warranted. To further improve communication and coordination, Stantec will deploy a project collaboration space using a web-based tool such as Microsoft Teams and SharePoint to meet the project's information management needs including document management, file sharing, project calendar, contact information, and other key project information.

Proposed RRA and ERP Development Schedule (Subject to Further Discussion During Project Startup)



Task 2. Data Gathering and Gap Assessment

One of the key lessons our team has learned in helping other water utilities successfully meet their regulatory deadlines is that taking the time to gather the right data at the beginning of the project pays dividends in the results. With the assumption of the notice to proceed in early December 2020, prior to the new year, the Stantec team will start gathering the data needed for the assessment and identification of potential data gaps and remedies. Key Task 2 activities and milestones include:

2.1 Data Request (December 2020). Stantec will prepare and submit a comprehensive data request inclusive of data and documentation required for both RRA and ERP preparation. Much of the data required can be accessed through resources already available to the Stantec team through public information channels or District-specific information that EGWD has already provided. This allows for a more focused data request to EGWD that will reduce the burden on EGWD staff and avoid duplicate data collection efforts. The data request will be reviewed during the project initiation meeting to highlight needed EGWD inputs. Data gathering efforts will also include a targeted interview with key EGWD staff to identify critical cyber/information assets and review the AWWA cyber assessment questionnaire. We are sensitive to the limited time and resources District may have to support the data collection and interview. Our interactions will be focused and efficient. To aid EGWD in preparing for this effort we have provided an initial list of data needs for RRA and ERP preparation on page 38 of this proposal.

2.2 Data Gap Assessment (December 2020 – January 2021). Using an easy to understand crosswalk tool, the Stantec team will conduct a gap assessment of existing plans and procedures against key federal, State of California, and water sector requirements and best practices. Our team's ERP lead, Matthew Lieuallen, has implemented this concept successfully for California water utilities and has experience in both the requirements and application of the Standardized Emergency Management System (SEMS), Cal OES requirements for emergency plans, and AWWA standards for emergency preparedness.

Enhanced Climate Narrative

The J100 standard is focused on current risk conditions and, as such, RRA processes can often omit or give limited attention to the impacts of a changing climate on a utility's strategy to manage risk. Stantec is uniquely poised to assist EGWD in furthering its understanding of the impacts of climate change on hazards identified in the RRA. Our team recently supported development of the ARBS for the Bureau of Reclamation in collaboration with Regional Water Authority and water purveyors in the American River Basin. EGWD is included in the RWA participation and interest in ARBS. ARBS was designed to develop data, tools, analyses, and climate change adaptation strategies specific to the American River Basin. Our subject matter experts engaged in that study will incorporate an Enhanced Climate Narrative that integrates of data and lessons learned into the RRA.

Task 3. Risk and Resilience Assessment

Stantec's approach to the RRA process is centered around streamlining engagement milestones to bring the team together where we can and maximizing EGWD staff input with minimal time. To streamline the product development, we are developing the draft RRA as the data review and assessment are completed throughout the workshop process. The APT will be informed during product development with incremental opportunities to provide comments and suggestions. This will make the review of the draft RRA easier. Key Task 3 activities and milestones include:

3.1 Asset and Threat Characterization (December 2020–January 2021). Once data has been gathered, the Stantec team will help prepare a master asset inventory and list of hazards and threats. Based on our team's review of existing documentation and using a set of high-level screening criteria, the asset inventory will include a preliminary assessment of criticality to highlight assets that we recommend be advanced through the risk assessment. This list and preliminary assessment will be submitted to the APT for review prior to Workshop 1.

3.2 Workshop 1: Threat-Asset Pair Development (January 2021). Stantec will conduct APT Workshop 1 to present and validate the results of the asset and threat identification process. Stantec will guide the APT through a facilitated exercise designed to refine asset criticality rankings and discuss concerns related to identified hazards and threats. Following Workshop 1 the Stantec team will prepare a matrix of T-A pairs that will serve as the foundation of the RRA.

3.3 Initial Analysis of Consequences, Vulnerability, and Threat Likelihood (February–March 2020). Based on the results of Workshop 1, the Stantec team will develop consequence, vulnerability, and threat likelihood values for each T-A pair included in the analysis. The calculation outputs will be a risk baseline that provides an overarching picture of the risk exposure faced by EGWD to hazards and threats. Concurrently with this analysis the Stantec team will assess system resilience utilizing tools including the Utility Resilience Index (URI) to assess both operational and financial resilience of the utility. The results of these efforts will be compiled for validation by the APT.

Stantec has worked with FEMA for 40 years in developing risk assessments and emergency response plans across the U.S.

3.4 Site Visits: Virtual or In-person (February-March 2021). Understanding asset vulnerability may require conducting a walkthrough of key facilities to understand what countermeasures (e.g., fencing, cameras, door alarms) are in place. However, it is uncertain how the ongoing COVID-19 pandemic may progress in early 2021. Therefore, we will work with the EGWD staff on protocols and work measures that are safe, consistent with District's established protocols, and compliant with local health official's recommendations. We have local Elk Grove team members such as project manager Ibrahim Khadam, to allow for additional flexibility and efficiency. Our team is prepared to conduct site visits, guided by EGWD personnel, to document countermeasures and further refine our analysis.

If in-person site visits are not possible, we propose virtual site visits using tools like Google Earth and a combination of applications and devices, or we can provide site investigation questionnaires that can be completed by EGWD staff.

3.5 Cyber Assessment Work (February–March 2021). Concurrent with our analysis of physical assets, the Stantec team will coordinate directly with EGWD staff familiar with critical information assets to assess the status of system controls using the AWWA Cyber Assessment Tool, which has been updated and revised to maintain alignment with Section 2013 of AWIA.

3.6 Workshop 2. Risk Analysis Workshop (March 2021). Stantec will conduct APT Workshop 2 to present and validate the initial results of the risk analysis. This will include a guided discussion to validate the assumptions used to calculate consequences (i.e., what damages/loss would we expect should the threat or hazard occur), vulnerability (i.e., what is the probability of those consequences occurring based on existing countermeasures and mitigations), and threat likelihood (i.e., what is the probability of threat occurring). The input will be used to revise and improve the risk analysis for incorporating into the draft RRA.

- 3.7 Draft Risk and Resilience Assessment (April 2021). Stantec will incorporate input from workshops and compile the results into a draft RRA for review by the APT. As previously mentioned. the incremental content development and effective workshop process will streamline the draft RRA review. The draft RRA will include an introduction summarizing AWIA requirements and the RRA development process: a description of the risk assessment methodology used including data constraints and assumptions; a summary of the risk assessment results and URI scoring; and a set of recommendations for action. The draft RRA will be supplemented by appendices that include process documentation, tabular risk analysis data, and other materials as appropriate.
- **3.8 Workshop 3. Risk and Resilience Management** (April 2021). Stantec will conduct Workshop 3 to present the draft RRA and capture and address any questions or feedback from the APT. Additionally, the session will be used to discuss, based on the results of the RRA, what strategies EGWD can implement to reduce its risk and enhance system resilience in preparation for ERP development. The feedback from this workshop will be incorporated into a final draft RRA for review by the APT.
- **3.9 Final Risk and Resilience Assessment (May–June 2021).** After receiving final APT comments on the draft RRA, Stantec will incorporate comments into a final RRA. Upon submittal of the final RRA, Stantec will assist EGWD with the EPA certification process and will append proof of certification to the final product.

Task 4. Emergency Response Plan

Certification of your RRA triggers the regulatory countdown for the ERP update due no later than six months after the date of certification. For example, if the EGWD certifies on June 15, 2021, certification of your ERP update will be due on December 15, 2021, although the absolute deadline is on December 31, 2021. Key Task 4 activities and milestones will include:

4.1 ERP Supplemental Data Gathering (July 2021). Based on the results of the RRA process, Stantec will review the gap assessment developed in Task 1 and identify any additional resources that may be required to support ERP development. This may be achieved through targeted interviews with key EGWD personnel or external stakeholders including City of Elk Grove Emergency Services and California Governor's Office of Emergency Services.

- 4.2 Workshop 4. Emergency Operations Review (July 2021). Within the APT Workshop 4, Stantec will the review ERP structure, organization, and content to prioritize updates based on RRA process results. The workshop will also be used to review and validate EGWD concepts for operational coordination including incorporation of the Standardized Emergency Management System into ERP materials. Stantec will facilitate a preliminary workshop to enhance our understanding of how the utility operates during an emergency and prioritize updates to the ERP.
- **4.3 Draft Emergency Response Plan (August–September 2021).** Based on the priorities identified in Workshop 4, Stantec will prepare a draft ERP for review by the APT. To inform draft development, we will work in close coordination with the APT to convene up to four incidents (e.g., water main breaks) or function (e.g., water quality) specific work sessions to inform development of updated response procedures for the ERP.
- **4.4 Workshop 5. Draft ERP Review (September 2021).** Stantec will conduct the APT Workshop 5 to review the draft ERP, discuss comments, and address feedback.
- **4.5 Final Emergency Response Plan (October –November 2021).** After receiving final APT comments, Stantec will incorporate the comments into a final ERP. Upon submittal of the final ERP, we will assist EGWD with the EPA certification process and will append proof of certification to the final product.

Optional Tabletop Exercise (Optional)

Stantec will facilitate a **Tabletop Exercise** with EGWD staff to test the updated ERP against one or several scenarios that reflect the highest risks identified in the RRA. Our ERP lead, Matthew Lieuallen, is trained in the Homeland Security Exercise Evaluation Program (HSEEP) and will lead the exercise design and delivery. Following the exercise, Stantec will develop a brief After Action Report/Improvement Plan to document exercise findings. Should EGWD incorporate this optional task, the exercise will be scheduled prior to release of the final draft (November 2021) to allow for incorporation of exercise feedback into the updated ERP. Stantec will also provide EGWD with up to three additional scenario modules that can be tailored and used for future exercises.

Pre-Planning Strategies for Success

Assemble Your Assessment Team

Having your Assessment Team identified and oriented to the role they will play prior to the kickoff will avoid startup delays and allow team members to plan ahead to accommodate project activities. At a minimum we recommend your team include the following:

Elk Grove Water District AWIA Assessment Team				
TEAM LEAD: Serve as primary point of contact and coordinate EGWD resources.				
Name:				
Email:				
CORE TEAM: Participate in all workshops and coordinate department-specific inputs into process.				
Operations – Treatment	Technical Services			
Name:	Name:			
Email:	Email:			
Operations - Distribution	Operations – Utility			
Name:	Name:			
Email:	Email:			
SUPPORT TEAM: Engage as needed to inform assessment				
Finance	Human Resources			
Name:	Name:			
Email:	Email:			
Information Technology Emergency Services				
Name:	Name:			
Email:	Email:			

Gather Your Data

Starting the process with the right data pays dividends throughout the process and our team has prepared a simple crosswalk to aid you in organizing your data and noting where we can aid you in the effort.

		ct AWIA Data Collection Guide
Potential Data Categories	Source	Notes on Information Stantec Already has or Available Supplemental Data Sources
System Overview and Asset Charact	erization	
Service Area Map	EGWD	RWA's RWRP
System Schematic (Line Diagram)	EGWD	RWA's RWRP (Regional backbone systems only)
Asset Inventory	EGWD	District's AMP
Customer Rate Data	EGWD	District's Rate Study
Threat and Hazard Data		
Malevolent Threat Data	Consult	EPA Baseline Information on Malevolent Acts for Community Water Systems
Natural Hazards and Climate Data	Consult	Sacramento County Multi- Jurisdictional Hazard Mitigation Plan; Cal-Adapt; City of Elk Grove General Plan; FEMA NFIP Maps; American River Basin Study
Hazardous Materials On-Site	Consult	Hazardous Materials Business Plans accessed through the California Environmental Reporting System
Dependency/Proximity Hazard Data	Consult	Regional infrastructure and public GIS data set (e.g., transportation network, EPA regulated facilities)
Risk and Resilience Analysis		
Asset Capacity/Daily Production Values	EGWD	
Number and Location of Generators	EGWD	
Utility Reliability	Consult	SMUD's System Reliability Data
Emergency Fuel Supplies	EGWD	
Available Equipment/Supply Inventories	EGWD	
Current Contracts and Agreements	EGWD	
Emergency Response Plan		
Current Emergency Response Plan	EGWD	2016 ERP
Continuity of Operations/Business Continuity Plan	EGWD	
City of Elk Grove Emergency Operations Plan	Consult	City of Elk Grove





Subconsultants

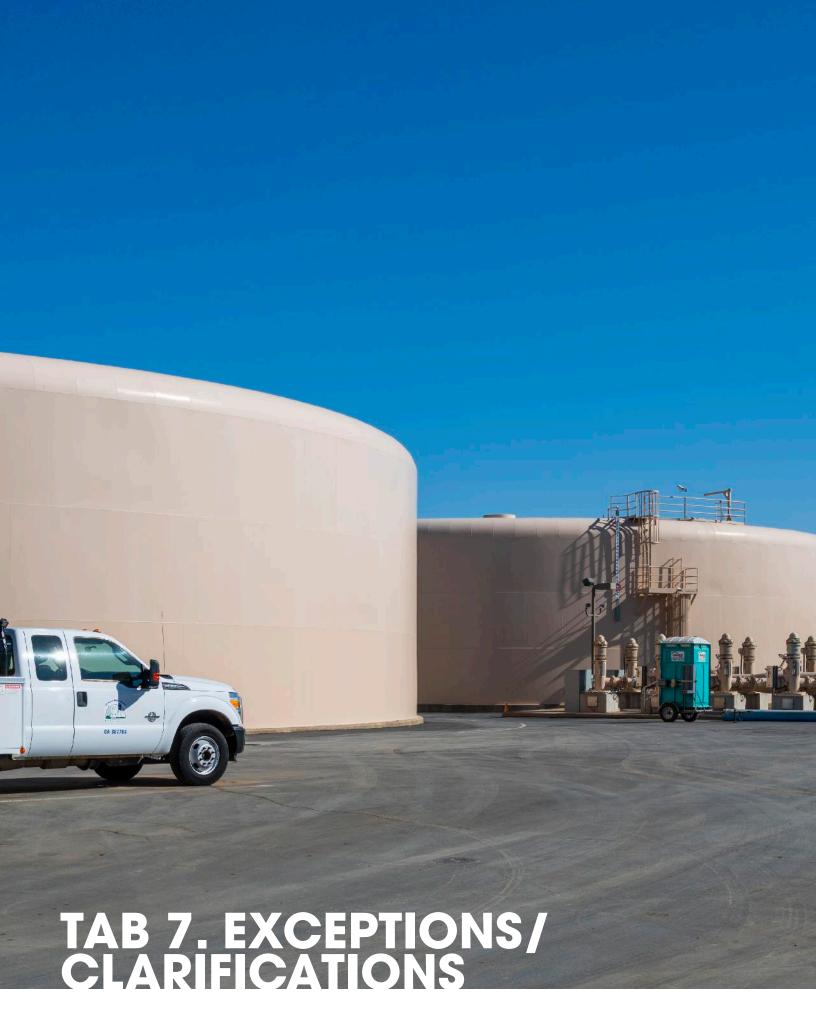
Our team combines the strengths of AWIA professionals with subject matter expertise and local water resource specialists with on-the-ground knowledge. We are confident we can provide exceptional services to the District for successful completion of the RRA and ERP without the use of consultants.





Acceptance of Terms and Conditions We have reviewed the proposed Professional Services Agreement, Exhibit A,

We have reviewed the proposed Professional Services Agreement, Exhibit A, and believe that should we be selected for this assignment, we will be able to conclude a mutually satisfactory contract with the District.



Clarifications

Stantec will conduct a Risk and Resilience Assessment (RRA) and submit a certification of its completion to the U.S. EPA. We assume the RRP is used as a synonym for the required RRA.

Claims and Litigation

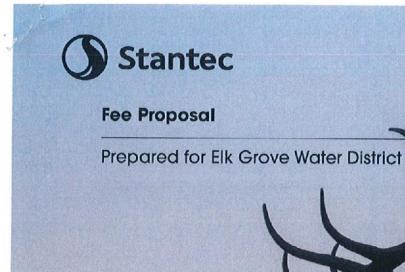
Stantec has not been involved in any criminal litigation nor found guilty of any criminal wrongdoing. There are no unsatisfied judgments or arbitration awards outstanding against Stantec. As a normal part of professional services industries, Stantec does have some legal proceedings, lawsuits, or claims pending. All have been reported to Stantec's insurers who are in the process of adjusting/ managing them. None will have a material effect on the financial position of the company or its ability to undertake this assignment. Perhaps of greater comfort to our clients is the fact that Stantec seeks to deal with client concerns and claims promptly and fairly through its Risk Management group. As a public company, Stantec has substantial assets and maintains a high professional liability insurance limit. Stantec's claims history has resulted in relatively low insurance premiums when compared with firms of similar size and character.



ACKNOWLEDGEMENT OF ADDENDA

As requested, we acknowledge the receipt of Addenda #1 distributed for the 2020 Risk and Resilience Plan and the Emergency Response Plan dated October 5, 2020.

EXHIBIT "C" COMPENSATION



2020 RISK AND RESILIENCE PLAN and

EMERGENCY RESPONSE PLAN

November 4, 2020





November 4, 2020

Attention: Travis Franklin, Program Manager Elk Grove Water District 9257 Elk Grove Boulevard Elk Grove, CA 95624

Reference: Fee Proposal for 2020 Risk and Resilience Plan and Emergency Response Plan

Dear Travis,

"On schedule and on budget." The words every client wants to hear. It's all in the planning and preparation and, of course, having the right people and right tools for the job. Stantec's project managers have established systems for maintaining tight control on budgets. As work is initiated, we will capture actual costs with Stantec's state-of-the-art accounting system; a labor distribution report will be expedited on a weekly basis to the project manager, allow for both review and tracking of costs. On a monthly basis, total costs incurred by task order, including accruals, will be generated and forwarded for payment in the form of an invoice.

We have prepared a fee estimate for the proposed scope of work to complete the 2020 Risk and Resilience Plan and Emergency Response Plan to achieve the objectives of the Elk Grove Water District (EGWD). If we are selected, we would have further discussions with EGWD to clarify the scope and align our level of effort with your expectations.

We look forward to working with you on this project. Should you have any questions regarding this submittal, please do not hesitate to contact either of us at the information listed below.

Sincerely,

Stantec Consulting Services Inc.

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Yung-Hsin Sun, PhD, PE, D.WRE

Principal-in-Charge, Vice President

P: (916) 801-5094

E: yung-hsin.sun@stantec.com

Ibrahim Khadam, PhD, PE, PMP

balo khila

Project Engineer P: (916) 418-8406

E: ibrahim.khadam@stantec.com

FEE PROPOSAL

Name	Classification	Rates	Task 1 Project Coordination	Task 2 Data Gathering and Gap Assessment	Task 3 Risk and Resilience Assessment	Task 4 Emergency Response Plan	Travel	Total Hours	Total Cost	OPTIONAL Additional Services Tabletop Exercise	Total Optional Cost
		(\$/hr)		(hrs)	s)		(hrs)	(hrs)	(\$)	(hrs)	(\$)
Khadam, Ibrahim	Principal Professional II	\$253.00	4					4	\$1,012.00		
Aronow, Gabe	Principal Professional I	\$242.00	12	2	32	16		62	\$15,004.00	8	\$1,936.00
Lieuallen, Matthew	Supervising Professional II	\$219.00	3	2	18	26	16	65	\$14,235.00	16	\$3,504.00
Cunningham, Caroline	Supervising Professional II	\$219.00	က	2	18	26	16	65	\$14,235.00	16	\$3,504.00
Malhotra, Rupeet	Supervising Professional I	\$209.00		4	20			24	\$5,016.00		\$0.00
Stewart, Ben	Senior Professional II	\$193.00	ဗ	4	28			35	\$6,755.00		\$0.00
Tannous, Daniel	Professional II	\$176.00	3	4	32	8		47	\$8,272.00		\$0.00
Hurley, Christina	Associate Professional III	\$159.00		4	48			52	\$8,268.00		\$0.00
Broderick, Chris	Associate Professional II	\$149.00			12	12		24	\$3,576.00	8	\$1,192.00
Pope, Zory	Associate Professional I	\$143.00		80		52		09	\$8,580.00	24	\$3,432.00
Khatavkar, Puneet	Assistant Professional	\$132.00		16	48			64	\$8,448.00		\$0.00
Waterman, Bethany	Administrative Assistant	\$113.00	12					12	\$1,356.00		\$0.00
Ludden, Dina	Contract Administrator	\$165.00	15					15	\$2,475.00		\$0.00
Mould, Greg	Project Controls	\$132.00	4					4	\$528.00		\$0.00
Shepherd, Trevor	Administrative Assistant	\$113.00	4					4	\$452.00		\$0.00
		Totals	63	46	256	140	32	537	\$98,212,00	72	\$13,568.00

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Bruce M. Kamilos, Assistant General Manager

SUBJECT: DISTRICT ADMINISTRATION BUILDING TENANT IMPROVEMENTS

PROJECT - ARCHITECT SERVICE AGREEMENT

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors:

- 1. Adopt Resolution 11.17.20.01 amending the Elk Grove Water District Fiscal Year 2021-25 Capital Improvement Program and approving an appropriation of \$255,750 from future capital improvement reserve funds to the fiscal year 2020-21 capital improvement program budget and amending the Elk Grove Water District Fiscal Year 2020-21 Operating Budget appropriating an additional \$255,750 from operating reserves to fund expenditures in excess of revenues for fiscal year 2020-21; and
- 2. Authorize the General Manager to execute a professional services agreement with MFDB Architects Inc., for an amount not-to-exceed \$192,500, to provide architectural and engineering consultant services for the District Administration Building Tenant Improvements Project.

SUMMARY

The Florin Resource Conservation District/Elk Grove Water District (District) has initiated a process to retain an architectural firm to recommend to the Florin Resource Conservation District Board of Directors (Board) for the District Administration Building Tenant Improvements Project (Project). To assist with the solicitation process, the District formed a Professional Services Review Committee (PSRC) consisting of Director Bob Gray, Director Sophia Scherman, General Manager Mark Madison, Assistant General Manager Bruce Kamilos and project management consultant Bob Earl.

The PSRC reviewed all proposals received and interviewed the top three (3) architectural firms based on the quality of the proposals. Based on the interviews, the PSRC unanimously recommends MFDB Architects (MFDB) for the Project.

If approved, this item would authorize the General Manager to execute a professional services agreement with MFDB Architects (Attachment 1), for an amount not-to-exceed \$192,500, and appropriate reserve funds in the amount of \$255,750 to the current fiscal year capital improvement program and operating budget to cover the architect's costs and other initial project-related costs.

DISTRICT ADMINISTRATION BUILDING TENANT IMPROVEMENTS PROJECT - ARCHITECT SERVICE AGREEMENT

Page 2

DISCUSSION

Background

On September 29, 2020, the PSRC met to discuss the proposals the District received from five (5) architectural firms. The proposals described the approach the architectural firms would take to complete the Project using the design-assist/build delivery method. From the five (5) proposals, the PSRC selected three (3) architectural firms to interview for the purpose of selecting a finalist to recommend to the Board.

On October 29, 2020, the PSRC interviewed MFDB Architects, Williams + Paddon Architects, and Moniz Architecture. The PSRC unanimously identified MFDB Architects as the preferred architectural firm to recommend to the Board. The PSRC's ranking of MFDB Architects was based on the unanimous determination that MFDB's proposal (Attachment 2) offered the best team for the District to work with on the project. The MFDB team has considerable depth, and has experience working with contractors on projects using the design-assist/build delivery method. MFDB also displayed a thorough understanding of the project scope of work and has extensive experience working with the City of Elk Grove on other projects, including the successful renovation of the Cosumnes Community Services District Administration Building.

Present Situation

Staff is presenting for the Board's review and approval, a professional services agreement (attached) with MFDB Architects for an amount not-to-exceed \$192,500. The solicitation of MFDB Architects has been completed in accordance with the District's Professional and Consultant Services Agreements Policy (Policy). The Policy prescribes that the selected proposer shall be determined based on competence and professional qualifications, even though the successful proposer may not necessarily have the lowest priced proposal. This is the case in the PSRC's selection of MFDB Architects, as Williams + Paddon Architects and Moniz Architecture each provided fee proposals estimated at approximately \$130,000. Although both proposals are lower in price than MFDB's proposal, the PSRC unanimously ranked MFDB Architect as the proposer of choice based on their understanding of the project, the depth of their team, and their excellent track record of projects in the City of Elk Grove.

In order to fund the amount required for the professional services agreement with MFDB Architects, it is necessary to amend the District's Fiscal Year 2021-25 Capital Improvement Program and appropriate \$255,750 from future capital improvement reserve funds to the fiscal year 2020-21 capital improvement budget. It is also necessary to amend and appropriate the same amount to the Elk Grove Water District Fiscal Year

DISTRICT ADMINISTRATION BUILDING TENANT IMPROVEMENTS PROJECT - ARCHITECT SERVICE AGREEMENT

Page 3

2020-21 Operating Budget. The \$255,750 amount includes funds to cover the proposed contracted services from MFDB Architect, as well as professional services from Bob Earl, who the District hired to assist with management of the Project.

Therefore, staff is recommending that the Board:

- Adopt Resolution 11.17.20.01, amending the Elk Grove Water District Fiscal Year 2021-25 Capital Improvement Program and approving an appropriation of \$255,750 from future capital improvement reserve funds to the fiscal year 2020-21 capital improvement program budget and amending the Elk Grove Water District Fiscal Year 2020-21 Operating Budget appropriating an additional \$255,750 from operating reserves to fund expenditures in excess of revenues for fiscal year 2020-21; and
- 2. Authorize the General Manager to execute a professional services agreement with MFDB Architects Inc., for an amount not-to-exceed \$192,500, to provide architectural and engineering consultant services for the District Administration Building Tenant Improvements Project.

ENVIRONMENTAL CONSIDERATIONS

The California Environmental Quality Act (CEQA) is not applicable to executing an agreement for architectural services for the project. CEQA is a consideration, however, when making tenant improvements to property. Those improvements would be categorically exempt from CEQA under Title 14 California Code of Regulations, Class 1, Section number 15301 of the CEQA Guidelines. Projects exempt under Class 1, Section number 15303 consist of minor alterations of existing public or private structures, facilities, mechanical equipment or topographical features involving negligible or no expansion.

STRATEGIC PLAN CONFORMITY

The recommendation made in this staff report conforms to Strategic Goal 5, Community Relations, in the Strategic Plan. Strategic Goal 5 states to increase engagement with the customers and community to provide superior customer service. One (1) of the objectives of Strategic Goal 5 is to acquire a new administrative facility.

DISTRICT ADMINISTRATION BUILDING TENANT IMPROVEMENTS PROJECT - ARCHITECT SERVICE AGREEMENT

Page 4

FINANCIAL SUMMARY

In order to fund the amount required for the professional services agreement with MFDB Architects, it is necessary to amend the District's Fiscal Year 2021-25 Capital Improvement Program and appropriate \$255,750 from future capital improvement reserve funds to the fiscal year 2020-21 capital improvement budget. It is also necessary to amend and appropriate the same amount to the Elk Grove Water District Fiscal Year 2020-21 Operating Budget.

The \$255,750 amount includes funds to cover the following:

MFDB Architect Agreement	\$192,500
Bob Earl Project Management Services	\$40,000
Contingencies (at 10%)	\$23,250
Total	\$255,750

Respectfully submitted,

B. M. Cams las

BRUCE M. KAMILOS

ASSISTANT GENERAL MANAGER

Attachments

RESOLUTION NO. 11.17.20.01

A RESOLUTION OF THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS AMENDING THE ELK GROVE WATER DISTRICT FISCAL YEAR 2021-25 CAPITAL IMPROVEMENT PROGRAM AND APPROVING AN APPROPRIATION OF \$255,750 FROM FUTURE CAPITAL IMPROVEMENT RESERVE FUNDS TO THE FISCAL YEAR 2020-21 CAPITAL IMPROVEMENT PROGRAM BUDGET AND AMENDING THE ELK GROVE WATER DISTRICT FISCAL YEAR 2020-21 OPERATING BUDGET APPROPRIATING AN ADDITIONAL \$255,750 FROM OPERATING RESERVES TO FUND EXPENDITURES IN EXCESS OF REVENUES FOR FISCAL YEAR 2020-21

WHEREAS, the Florin Resource Conservation District (District) is a Resource Conservation District organized pursuant to Division 9 of the California Public Resources Code, Sections 9001, et seq. (Resource Conservation Law); and

WHEREAS, the District is formed for the purposes delineated in the Public Resources Code Section 9001 and all things necessary to carry out the provisions of the Resource Conservation Law and adopted District Bylaws; and

WHEREAS, the Elk Grove Water District Fiscal Year 2021-25 Capital Improvement Program (FY 2021-25 CIP) requires an amendment to appropriate an amount of \$255,750 from future capital improvement reserve funds to the fiscal year 2020-21 capital improvement program budget for architect and consultant services related to the District Administration Building Tenant Improvements Project, and an amendment to the Elk Grove Water District Fiscal Year 2020-21 Operating Budget to appropriate an additional amount of \$255,750 from operating reserves to fund expenditures in excess of revenues for fiscal year 2020-21;

NOW, THEREFORE, THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS DOES HEREBY RESOLVE:

SECTION 1. The Board of Directors hereby adopts the foregoing recitals as true and correct and incorporates them herein by reference.

SECTION 2. The Board of Directors hereby adopts Resolution No. 11.17.20.01, amending the Elk Grove Water District Fiscal Year 2021-25 Capital Improvement Program, a portion attached hereto as Exhibit "A", and approving an appropriation of \$255,750 from future capital improvement reserve funds to the fiscal year 2020-21 capital improvement program budget and amending the Elk Grove Water District Fiscal Year 2020-21 Operating Budget appropriating an additional amount of \$255,750 from operating reserves to fund expenditures in excess of revenues for fiscal year 2020-21.

- SECTION 3. The Board Secretary shall certify to the adoption of this Resolution.
- SECTION 4. This Resolution shall take effect immediately upon its adoption.

AYES: NOES: ABSENT: ABSTAIN: Tom Nelson Chair ATTEST: Stefani Phillips Board Secretary APPROVED AS TO FORM:

Richard E. Nosky District Legal Counsel

PASSED, APPROVED AND ADOPTED this 17th day of November, 2020.

EXHIBIT "A"

"ELK GROVE WATER DISTRICT FY 2021-25 CAPITAL IMPROVEMENT PROGRAM"

[Attached behind this cover page]

Table 1 5-Year CIP Summary

(in thousands \$)

Priority	PROJECT NAME	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	Total
	SUPPLY / DISTRIBUTION IMPROVEMENTS					, = 0	
2	Truman St./Adams St. Water Main pg. 10	_	116	125	-	_	241
	School/Locust/Summit Alley Water Main pg. 12	-	499	-	-	-	499
	Elk Grove Blvd Grove St. Alley Water Main pg. 14	-	-	215	-	-	215
	Locust StElk Grove Blvd Alley/Derr St. Water Main pg. 16	-	-	215	-	-	215
	Lark St. Water Main pg. 18	-	-	-	234	-	234
	Grove St. Water Main pg. 20	-	-	290	-	-	290
	Well Rehabilitation Program pg. 22	120	124	-	131	-	375
	Railroad Corridor Water Line pg. 24	-	-	-	-	137	137
	Backyard Water Mains/Services Replacement pg. 26	675	720	-	-	-	1,395
	Cadura Circle Water Main Looping pg. 28	-	32	-	-	-	32
4	Kilkenny Ct. Water Main pg. 30	-	-	-	141	-	141
4	Leo Virgo Ct. Water Main pg. 32	-	-	-	141	-	141
	2nd Ave. Water Main pg. 34	-	122	-	-	-	122
	Plaza Park Dr. Water Main pg. 36	-	-	-	-	506	506
	Durango Wy. Water Main pg. 38	-	-	-	237	-	237
	Aizenberg Cir. Water Main Looping pg. 40	-	-	-	-	79	79
	Service Line Replacements pg. 42	140	-	-	-		140
	TREATMENT IMPROVEMENTS	,	1	'	,	'	
2	Chlorine Analyzers Shallow Wells pg. 44	75	-	-	-	-	75
2	Media Replacement - RRWTP Filter Vessels pg. 46	-	-	60	-	-	60
2	Media Replacement - HVWTP Filter Vessels pg. 48	-	-	-	-	60	60
1	PLC/MCC Bucket Replacement (Wells 4D & 11D) pg. 50	50	-	-	-	-	50
	PLC - RRWTP Main & Filter Panel pg. 52	-	-	-	-	60	60
	Security Cameras pg. 54	25	-	-	-	-	25
2	ChlorTec Electrolytic Cells Replacement pg. 56	-	-	-	-	15	15
	ChlorTec Controls & Rectifier Replacement pg. 58	-	-	-	70	-	70
	BUILDING & SITE IMPROVEMENTS / VEHICLES	,	,	,	,	,	
3	Truck Replacements pg. 60	135	150	120	130	145	680
3	Pavement Repair & Seal Coat - RRWTP pg. 62	-	25	-	-	-	25
3	Pavement Repair & Seal Coat - HVWTP pg. 64	10	-	-	-	-	10
2	Vacuum Excavator pg. 66	100	-	-	-	-	100
2	Backhoe Loader pg. 68	-	160	-	-	-	160
1	Adminstration Building	2,255.75	160	-	-	-	2,416
	UNFORESEEN CAPITAL PROJECTS		'		'	,	
	Unforeseen Capital Projects pg. 70	100	100	100	100	100	500
	SUBTOTAL	3,685.75	2,208	1,125	1,184	1,102	9,305
	Estimated CIP Carryover (Backyard Water Mains)	700	-	-	-	-	700
	TOTAL CAPITAL IMPROVEMENT BUDGET	4,385.75	2,208	1,125	1,184	1,102	10,005

Project Administration Building

Funding Type Capital Improvement Funds

Program Building & Site Improvements/

Vehicles

Priority 1

Project No. TBD



PROJECT DESCRIPTION

This project purchases property consisting of an 8,100 square-foot building on a 3.32-acre parcel. The existing building will be renovated into the District's new administration building.

JUSTIFICATION

The District's current administration building no longer adequately serves the District's administrative operations. The customer service lobby is inadequate and does not allow for more than one customer to conduct business with a customer service representative at a time. The administration building also does not have adequate conference rooms or a board meeting room. For employees to enter the building, employees must walk through the one conference room that also serves as the board meeting room. This restricted access for employees to the building causes constant interruptions to meetings being conducted in the conference room. Additionally, the building does not have an adequate space to conduct board meetings. There is insufficient room for the public to attend a board meeting, and inadequate facilities such as public restrooms. The administration building is being fully utilized by staff and there is no room available for expansion. The purchase of property consisting of the 8,100 square-foot building on a 3.32-acre parcel will provide the District with an administration building that will serve the District's needs today and into the future.

PROJECT LOCATION



★ Project Location

SCHEDULE & STATUS

Property purchase is planned for FY 2020/21.

EXPENDITURE SCHEDULE

(in thousands \$)

	Planned Expenditures					Total
Project	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	
Administration Building	2,255.75	0	0	0	0	2,255.75
with inflation (3%)	2,255.75	0	0	0	0	2,255.75

Expenditure breakdown: Property Purchase \$1,850,000; Design \$255,750; Other \$150,000

FUNDING SOURCES

(in thousands \$)

USER FEES

Capita			
-	Building & Site Improvements/Vehicles		2,255.75
		Total	2,255.75

OPERATING COST IMPACTS

The completion of this project is not anticipated to increase or decrease operating costs as the project does not significantly alter the existing facilities or modes of operation.

USEFUL LIFE: 50 years

Attachment 1

FLORIN RESOURCE CONSERVATION DISTRICT PROFESSIONAL SERVICES A GREEMENT

1. PARTIES AND DATE.

This Professional Services Agreement is made and entered into this ______ day of ______, 2020 by and between the Florin Resource Conservation District, a resource conservation district organized under the laws of the State of California with its principal place of business at 9257 Elk Grove Boulevard, Elk Grove, California ("District") and MFDB Architects Inc., with its principal place of business at 111 Scripps Drive, Sacramento, California ("Consultant"). District and Consultant are sometimes individually referred to herein as "Party" and collectively as "Parties."

2. PROJECT.

2.1 Consultant.

Consultant desires and agrees to perform and assume responsibility to provide certain architectural and engineering consultant services required by District and necessary for the Project described below on the terms and conditions set forth in this Agreement. Consultant represents that it is experienced in providing architectural and engineering consultant services to public clients including the services required herein, is licensed in the State of California, and is familiar with the services required by and the plans of District.

2.2 **Project**.

District desires to engage Consultant to render such services for the District Administration Building Tenant Improvements ("Project") as set forth in this Agreement.

3. <u>TERMS.</u>

3.1 Scope of Services and Term.

3.1.1 Services To Be Performed. Consultant shall furnish to District all labor, materials, tools, equipment, services, and incidental and customary work and services necessary to fully and adequately supply the architectural and engineering consultant services necessary for the Project ("Services") including as described in and reasonably inferred by Exhibit "A" attached hereto and incorporated herein by reference. All Services shall be subject to, and Consultant shall perform all Services in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations, including those relating to safety, environmental protection, labor, hazardous substances, and legal employment opportunities. The Project is a public works project subject to laws applicable to such projects by public entities.

3.1.2 <u>Term.</u> The term of this Agreement shall be from the date that the Agreement is executed by both Parties until December 31, 2022 or the Services are completed (whichever occurs first), unless earlier terminated as provided herein. Consultant shall complete the Services within the term of this Agreement, and shall meet any other established schedules and deadlines.

3.2 Responsibilities of Consultant.

Control and Payment of Subordinates; Independent Contractor. The 3.2.1 be performed by Consultant or supervision. Consultant will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. District retains Consultant on an independent contractor basis and not as an employee, and Consultant and all of its employees, agents and sub-consultants (and their employees) shall act as and be independent contractors and not an employee or agent of the District. Consultant retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Consultant shall also not be employees of District and shall at all times be under Consultant's exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Consultant shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance and shall pay all benefits, insurance, taxes and related amounts and obligations for any person performing work or services under this Agreement on the Project.

Notwithstanding any other District, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, sub-consultants and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by District, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of District and entitlement to any contribution to be paid by District for employer contributions and/or employee contributions for PERS benefits.

Consultant shall indemnify, defend, and hold harmless District for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, subconsultants or subcontractors, as well as for the payment of any penalties

and interest on such contributions, which would otherwise be the responsibility of District. Consultant and District acknowledge and agree that compensation paid by District to Consultant under this Agreement is based upon Consultant's estimated costs of providing the Services, including salaries and benefits of employees, agents, sub-consultants and subcontractors of Consultant.

Consultant shall indemnify, defend, and hold harmless District from any lawsuit, administrative action, or other claim for penalties, losses, costs, damages, expense and liability of every kind, nature and description that arise out of, pertain to, or relate to such claims, whether directly or indirectly, arising out of any claim for injury, disability, or death of any of Consultant and/or Consultant's employees or agents or any claim based upon any contention by any third party that an employer/employee relationship exist by reason of this Agreement or due to Consultant's failure to secure workers' compensation insurance for its employees, agents, sub-consultants or subcontractors.

Consultant agrees that it is responsible for the provision of group healthcare benefits to its fulltime employees under 26 U.S.C. § 4980H of the Affordable Care Act. To the extent permitted by law, Consultant shall indemnify, defend and hold harmless District from any penalty issued to District under the Affordable Care Act resulting from the performance of the Services by any employee, agent, sub-consultant or subcontractor of Consultant.

3.2.2 <u>Schedule of Services.</u> Consultant shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the Schedule of Services set forth in Exhibit "B" attached hereto and incorporated herein by reference. Consultant represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Consultant's conformance with the Schedule of Services, District shall respond to Consultant's submittals in a timely manner. Upon request of District, Consultant shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.

Neither Consultant nor District shall be liable to the other for delay in performing under this Agreement, or for the direct or indirect cost resulting from such delay, if such delay is directly caused by labor strike, riot, public disturbances, war, fire, extraordinary weather conditions or natural catastrophe, or any other cause beyond the reasonable control or contemplation of either party as determined by the District, provided that the party asserting such an event as a cause of delay shall give the other party written notice of the same within five (5) days of the occurrence of the event giving rise to the delay.

- 3.2.3 <u>Conformance to Applicable Requirements.</u> All work and services prepared and performed by Consultant shall be subject to the approval of District.
- 3.2.4 <u>Substitution of Key Personnel.</u> Consultant has represented to District that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of District. In the event that District and Consultant cannot agree as to the substitution of key personnel, District shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to District, or who are determined by District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by Consultant at the request of District. The key personnel for performance of this Agreement are as follows: Tyler Babcock and Joseph Serar.
- 3.2.5 <u>District's Representative.</u> District hereby designates Mark J. Madison, or his designee, to act as its representative for the performance of this Agreement ("District's Representative"). District's Representative shall have the power to act on behalf of District for all purposes under this Contract. Consultant shall not accept direction or orders from any person other than District's Representative or his or her designee.
- 3.2.6 Consultant's Representative. Consultant hereby designates Tyler Babcock, or his or her designee, to act as its representative for the performance of this Agreement ("Consultant's Representative"). Consultant's Representative shall have full authority to represent and act on behalf of Consultant for all purposes under this Agreement. Consultant's Representative shall supervise and direct the Services, using his or her best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.
- 3.2.7 <u>Coordination of Services.</u> Consultant agrees to work closely with District staff in the performance of Services and shall be available to, and shall provide necessary and timely information to, and shall cooperate, consult and coordinate with, District's staff, consultants and other staff at all reasonable times.
- 3.2.8 <u>Standard of Care; Performance of Employees.</u> Consultant represents that it is familiar with the statutes, regulations and design requirements applicable to public construction and projects. Consultant shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being

employed by professionals in the same discipline in the State of California performing similar professional services on projects of comparable scope and quality to the Project. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant warrants that all employees and subconsultants shall have sufficient skill and experience to perform the Services assigned to them. Consultant further represents that it, its employees and sub-consultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a business license, and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Consultant shall perform, at its own cost and expense and without reimbursement from District, any services necessary to correct errors or omissions which are caused by Consultant's failure to comply with the standard of care provided for herein. Any employee of Consultant or its sub-consultants who is determined by District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to District, shall be promptly removed from the Project by Consultant and shall not be reemployed to perform any of the Services or to work on the Project.

The signing of any drawing or approval of any document by District or any of District's representatives or agents shall not relieve the Consultant from such liability as the Consultant might otherwise have for professional errors or omissions in the conduct of its obligations under this Agreement. Consultant's (and/or its sub-consultants') signing of any drawings, stamping any drawing or issuance of any drawing shall be a material representation that the design elements set forth therein are constructible, and fully coordinated with all other elements, components and details of the design. Consultant acknowledges that the District is retaining Consultant based upon Consultant's representation as to its skill and expertise as it pertains to the subject matter of the Project.

Consultant shall be responsible for the preparation of complete and accurate design drawings, specifications, cost estimates, and reports within the scope of this Agreement and necessary for the performance of any work to construct the Project. Consultant shall fully comply with all communicated District criteria, and with building and other code requirements of the public agency(ies) having jurisdiction over the locale in which the Project is located. Consultant's documents shall include the necessary provisions for compliance with all government requirements, codes, laws, rules, regulations, ordinances and standards, including, but not limited to, the requirements of the Americans With Disabilities Act, in force when the permit(s) are issued for the construction of the Project. It is, therefore, essential that each field of design be accomplished by architects, engineers and/or other consultants who are professionally qualified to perform design

work in that field.

Drawings and specifications shall supplement each other, be coordinated, and must not conflict. Consultant's duty to coordinate shall include coordinating the work and services of all design consultants on the Project, whether retained separately by District or under Consultant's scope of services hereunder. Workmanship shall be neat with all lines and lettering of uniform weight and clarity for complete legibility and satisfactory reproduction at reduced scale. All elements of submittals shall be completely and thoroughly checked by the Consultant before submission to District. Initials of independent checkers shall be indicated on the drawings and computation sheets.

The title sheet for specifications and reports, and each sheet of plans, shall bear the professional seal, certificate number, registration classification, expiration date of the certificate, and signature of the professional engineer responsible for their preparation. The signature and registration number of the checker shall also appear on all sheets.

The Consultant shall investigate thoroughly all new materials that have not been proven in the specific type of service involved, and whose promotion is based upon unsupported statements and lists of supposedly satisfied users. Materials must be used in a manner that will afford the maximum service at the lowest comparable cost. Operation and maintenance costs must be weighed against initial costs to achieve maximum economy.

Unjustifiably restrictive requirements will not be acceptable when specifying equipment and materials, unless otherwise directed in writing by the District. The drawings and specifications must permit unlimited competition consistent with the type of work. They must be prepared to utilize standard products and current models of equipment meeting the functional requirements of the facility. Drawings and specifications should be prepared to permit the contractor a choice of materials or methods when different materials or methods would be equally satisfactory for the purpose and are comparable in cost. A choice of optional designs will be permitted, when more than one concept is equally desirable. The requirements above shall not be applicable if otherwise directed by the District. The Consultant shall not incorporate in its design any materials or equipment of single or sole source origin without prior written approval of the District.

3.2.9 <u>Laws and Regulations.</u> Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and such laws and regulations in connection with Services. If Consultant performs any work or services knowing it to be contrary to such laws, rules and regulations and without giving written notice to District, Consultant shall be solely responsible for all costs arising therefrom. Consultant shall defend, indemnify and hold District, its officials, directors, officers, employees and agents free and harmless, pursuant to the indemnification provision of this Agreement, from any claim or liability arising out of any failure or alleged failure to

comply with such laws, rules or regulations.

3.2.10 Insurance.

3.2.10.1. <u>Time for Compliance</u>. Consultant shall not commence work under this Agreement until it has provided evidence satisfactory to District that it has secured all insurance required under this section. In addition, Consultant shall not allow any sub-consultant to commence work on any subcontract until it has provided evidence satisfactory to District that the sub-consultant has secured all insurance required under this section.

3.2.10.2. Types of Required Coverages. As a condition precedent to the effectiveness of this Agreement for work or services to be performed hereunder and without limiting the indemnity provisions of the Agreement, Consultant in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance.

(a) Commercial General Liability: Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office "occurrence" form CG 0001 including products and completed operations, property damage, bodily injury, personal and advertising injury, with minimum limits of at least \$2,000,000 per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to the District or the general aggregate limit shall be twice the required occurrence limit. Defense costs shall be paid in addition to the limits.

The policy shall contain no endorsements or provisions limiting coverage for (1) products and completed operations; (2) contractual liability; (3) third party action over claims; or (4) cross liability exclusion for claims or suits by one insured against another.

(b) Automobile Liability Insurance: Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 0001 covering "Any Auto" (Symbol 1) or if Consultant has no owned autos, Symbol 8 (hired) and 9 (non-owned) with minimum limits of \$1,000,000 for bodily injury and property damage each accident.

- (c) Workers' Compensation: Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance with a limit of not less than \$1,000,000 per accident for bodily injury and disease. The insurer(s) named above agree to waive all rights of subrogation against the District, its directors, officers, employees, and authorized volunteers for losses paid under the terms of this policy which arise from work performed by the Named Insured for the Agency; but this provision applies regardless of whether or not the District has received a waiver of subrogation from the insurer.
- (d) Professional Liability (also known as Errors and Omissions): Professional Liability insurance for errors and omissions appropriate to Consultant's profession with minimum limits of \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate. Covered Professional Services shall specifically include all work and services to be performed under the Agreement.

If coverage is written on a claims-made basis, the retroactive date must be shown and shall precede the effective date of the initial Agreement or the beginning of performance of services under this Agreement. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the services hereunder. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the Agreement effective date, the Consultant must purchase "extended reporting coverage" for a minimum of five (5) years after completion of services under this Agreement.

3.2.11 Endorsements.

The policy or policies of insurance required by Section 3.2.10.2 (a) Commercial General Liability and (b) Automobile Liability Insurance shall be endorsed to provide the following:

3.2.11.1 <u>Additional Insured:</u> The District, its directors, officials, officers, employees, volunteers and agents and its project manager Earl Consulting, Co., LLC shall be additional insureds ("Additional Insured(s)") with regard to liability and defense of suits or claims arising out of the performance of the Agreement (at least as broad as ISO Form CG 20 10 10 01 with respect to liability arising out of work or

operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Consultant's insurance. Additional Insured Endorsements shall not (1) be restricted to "ongoing operations"; (2) exclude "contractual liability"; (3) restrict coverage to "sole" liability of Consultant; or (4) contain any other exclusions contrary to the Agreement.

- 3.2.11.2 Primary Insurance and Non-Contributing Insurance: For any claims related to this project, the Consultant's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the District and all Additional Insureds. Any insurance or self-insurance maintained the District or any other Additional Insured shall be excess of the Consultant's insurance and shall not contribute with it.
- 3.2.11.3 <u>Severability</u>: In the event of one insured, whether named or additional, incurs liability to any other of the insureds, whether named or additional, the policy shall cover the insured against whom claim is or may be made in the same manner as if separate policies had been issued to each insured, except that the limits of insurance shall not be increased thereby.
- 3.2.11.4 <u>Cancellation:</u> The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon District except ten (10) days prior written notice shall be allowed for non-payment of premium.
- 3.2.11.5 <u>Duties</u>: Any failure by the named insured to comply with reporting provisions of the policy or breaches or violations of warranties shall not affect coverage provided to the indemnified parties.
- 3.2.11.6 <u>Applicability</u>: That the coverage provided therein shall apply to the obligations assumed by Consultant under the indemnity provisions of the Agreement, unless the policy or policies contain a blanket form of contractual liability coverage.
- 3.2.11.7 The policy or policies of insurance required by Section 3.2.10.2 (c) Workers' Compensation shall be endorsed, as follows:
 - a) <u>Waiver of Subrogation</u>: A waiver of subrogation stating that the insurer waives all rights of subrogation against the indemnified parties.
 - b) <u>Cancellation</u>: The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon District except ten (10) days prior written notice shall be

allowed for non-payment of premium.

- 3.2.11.8 The policy or policies of insurance required by Section 3.2.10.2 (d) Professional Liability shall be endorsed, as follows:
 - a) <u>Cancellation</u>: The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon District except ten (10) days prior written notice shall be allowed for non-payment of premium.
- 3.2.11.8 <u>Deductible/Self-Insured Retention</u>. Any deductible or self-insured retention must be declared to and approved in writing by District and shall protect the Additional Insureds in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention. The District may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured of the District.
- 3.2.11.9 Evidence of Insurance. Consultant, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall deliver either certified copies of the required policies, or original certificates and endorsements on forms approved by District. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including Declaration and Endorsements pages listing all policy endorsements. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with District. If such coverage is cancelled or reduced, Consultant shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with District evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.
- 3.2.11.10 <u>Failure to Maintain Coverage</u>. Consultant agrees to suspend and cease all operations hereunder during such period of time as the required insurance coverage is not in effect and evidence of insurance has not been furnished to District. District shall have the right to withhold any payment due Consultant until Consultant has fully complied with the insurance provisions of this Agreement. In the

event that Consultant's operations are suspended for failure to maintain required insurance coverage, Consultant shall not be entitled to an extension of time for completion of the Services because of production lost during suspension.

- 3.2.11.11 <u>Acceptability of Insurers.</u> Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.
- 3.2.11.12 <u>Insurance for Sub-consultants</u>. Consultant shall require and verify that all sub-consultants maintain insurance meeting all the requirements stated herein, including adding District and all other Additional Insureds as an additional insured to the sub-consultant's policies.
- 3.2.12 Safety. Consultant shall perform, execute and maintain its work and services so as to avoid injury or damage to any person or property. In carrying out its Services, Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and services and the conditions under which the work and services is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life saving equipment and procedures; (B) instructions in accident prevention for all employees and sub- consultants, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

3.3 Fees and Payments.

- 3.3.1 Compensation Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "C" attached hereto and incorporated herein by reference. The total compensation shall not exceed One Hundred Ninety-Two Thousand Five Hundred Dollars (\$192,500) without written approval of District's General Manager. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.
- 3.3.2 Payment of Compensation. Consultant shall submit to District a

monthly itemized statement which indicates work completed and hours of Services rendered by Consultant. The statement shall describe the amount of Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. District shall, within 30 days of receiving such statement, review the statement and pay all approved charges thereon.

No payment by District for any services rendered is a waiver of District's rights to later claim that said services were deficient or defective or performed in a manner inconsistent with the Consultant's standards and obligations hereunder, and Consultant, in submitting any and all invoices for payment, acknowledges that it is making a positive representation of a material fact that all time included, and all reimbursable costs included, in each invoice presented, were in fact incurred and expended, in accordance with the terms of this Agreement, and are valid charges to be borne by District.

- 3.3.3 <u>Reimbursement for Expenses.</u> Each monthly statement shall include a detailed record of the month's actual expenses for which Consultant requests reimbursement. Consultant shall not be reimbursed for any expenses unless authorized in writing by District.
- 3.3.4 Extra Work. At any time during the term of this Agreement, District may request that Consultant perform Extra Work. As used herein, "Extra Work" means any work or services which is determined by District to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without written authorization from District's Representative.

3.3.5 [reserved]

3.3.6 Prevailing Wages. Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. District shall provide Consultant with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Consultant shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties

upon request and shall post copies at Consultant's principal place of business and at the project site. Consultant shall defend, indemnify and hold District, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

3.4 Accounting Records.

3.4.1 <u>Maintenance and Inspection.</u> Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of District during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement within forty-eight (48) hours of the District's request to do so. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

3.5 General Provisions.

3.5.1 Termination of Agreement.

- 3.5.1.1. <u>Termination by the District Without Cause.</u> District may, by written notice to Consultant, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those services which have been adequately rendered to District, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.
- 3.5.1.2. Remedies/Termination for Default by District. If Consultant fails to perform any of its material obligations under this Agreement, and if such default is not cured within five (5) calendar days written notice from District to Consultant, in addition to all other remedies provided by law, District may, at its sole option, (i) immediately terminate this Agreement; (ii) provide any funds, make any reasonable payments, and make any reasonable purchases necessary to cure any such default, and deduct the costs thereof from any money then due or thereafter to become due to Consultant hereunder or otherwise; (iii) take possession of all materials purchased and/or provided by Consultant to perform its services, and obtain from Consultant working copies of all project documents prepared by Consultant for the purpose of allowing District or another consultant to complete the services or any portion thereof, all of which materials and documents Consultant hereby assigns to District effective upon any such default by Consultant; (iv) employ any other person,

persons or consultants to complete the services or any portion thereof in whatever reasonable manner District may deem expedient; and/or (v) if District deems that it is not in its best interests to correct defects or deficiencies in the services, materials or documents supplied or provided by Consultant, District at its sole option, may accept such defective or deficient services

and deduct the diminution in value from any money then due or thereafter to become due to Consultant, if any, hereunder or otherwise. District shall have the right to exercise any of the remedies in clauses (i) through (v) above, together with any and all other rights and remedies available to District at law, in equity or as otherwise provided by this Agreement, whether or not it terminates this Agreement.

- 3.5.1.3 Effect of Termination. If this Agreement is terminated as provided herein, District may require Consultant to provide all finished or unfinished Documents and Data (as defined below) and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such document and other information within ten (10) days of the request.
- 3.5.1.4 Termination by Consultant for Cause. Consultant may terminate its obligations under this Agreement only if Consultant (a) has not received any undisputed fee or other compensation due from District within sixty (60) days of its due date, (b) after such sixty (60) day period, Consultant has given written notice to District of Consultant's intent to terminate, and (c) District fails to pay such undisputed sum within ten (10) days after such notice. Any such termination by Consultant shall be with a reservation of all rights and without prejudice to any other rights or remedies of District or Consultant.
- <u>3.5.1.5</u> Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, District may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.
- 3.5.1.6 Suspension. District shall have the right at any time to temporarily suspend Consultant's performance hereunder, in whole or in part, by giving written notice of suspension to Consultant. If District gives such notice of suspension, Consultant shall immediately suspend its activities under this Agreement, as specified in such notice.

3.5.2 <u>Delivery of Notices.</u> All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Consultant:

MFDB Architects, Inc. 111 Scripps Drive Sacramento, CA 95825 Attn: Tyler Babcock, AIA

District:

Florin Resource Conservation District 9257 Elk Grove Blvd. Elk Grove, CA 95624 Attn: Mark J. Madison, P.E.

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.5.3 Ownership of Materials and Confidentiality.

3.5.3.1. Records Created as Part of Consultant's Performance. All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant (or any sub-consultant) prepares or obtains pursuant to or related to this Agreement ("Documents & Data") shall be the property of the District. Consultant hereby irrevocably assigns to District all rights, title and interest in all copyrights, trademarks, patents and rights to ideas in and to all versions of the Documents and Data. District releases Consultant from all liability arising out of any re-use or modification of the Documents and Data after Consultant has completed its services hereunder or after termination of this Agreement. Consultant agrees to take such actions as are necessary to protect the rights assigned to District in this Agreement, and to refrain from taking any actions that would impair those rights. Consultant's responsibilities include, but are not limited to, placing proper notices of copyright on all versions of the Documents and Data and refraining from disclosing any version of the Documents and Data to any third party without District's prior written consent.

Upon the request of District, or upon the termination or expiration of this Agreement, Consultant shall immediately deliver to District all Documents

and Data, including, but not limited to, all Documents and Data prepared, developed or stored by or on any computer (e.g., all information on disks, diskettes or computer-related media). Consultant may retain copies thereof for its files and internal use but may not use the Documents and Data on any other project or for any other purpose unless deemed necessary by District.

Consultant shall cause each of its sub-consultants to comply with each provision of this Section applicable to Consultant, and this provision shall be incorporated by reference into each agreement between Consultant and all sub-consultants such that all Documents and Data prepared by sub-consultants shall be and remain the sole property of the District without restriction or limitation of use. The provisions of this Section shall survive the termination or expiration of this Agreement.

- 3.5.3.2. Confidentiality. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents and Data either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant. Such materials shall not, without the prior written consent of District, be used by Consultant for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use District's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of the District.
- 3.5.4 <u>Cooperation; Further Acts.</u> The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.
- 3.5.5 Conflict of Interest. Consultant certifies that it has disclosed to District any actual, apparent, or potential conflicts of interest that may exist relative to the services to be provided pursuant to this Agreement, including its involvement in any projects or engagements that may be directly affected by actions taken by the District based on the services provided hereunder. Consultant agrees to immediately advise District, in writing, upon Consultant's knowledge of any actual, apparent or potential conflicts of interest that may develop subsequent to the date of execution of this Agreement. Consultant further agrees to complete any statements of economic interest required by the District or State or local law.

- 3.5.6 <u>Indemnification</u>. To the fullest extent permitted by law, Consultant shall defend, indemnify and hold District, its directors, officials, officers, employees, volunteers and agents and its project manager Earl Consulting, Co., LLC free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, relating to or incident to the negligence, recklessness or willful misconduct of Consultant, its officials, officers, employees, agents, subcontractors and sub-consultants arising out of or in connection with performance of the Services, the Project or this Agreement, including without limitation the payment of all consequential damages and attorneys fees and other related costs and expenses. Consultant shall defend, at Consultant's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against District, its directors, officials, officers, employees, agents or volunteers. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against District or its directors, officials, officers, employees, agents or volunteers, in any such suit, action or other legal proceeding. Consultant shall reimburse District and its directors, officials, officers, employees, agents and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by District, its directors, officials, officers, employees, agents or volunteers. The indemnity obligations herein do not apply to the liability for damages arising from the sole negligence, active negligence, or willful acts of the District; and does not apply to any passive negligence of the District unless caused at least in part by the Consultant. It is intended that this section shall comply with California Civil Code § 2782, et seq., to the extent applicable to Consultant's obligations set forth herein. If it is determined by a Court of competent jurisdiction that any aspect of this section exceeds the restrictions or limitations under California law applicable to indemnity obligations, only that portion which exceeds the restrictions or limitations under California law shall be null and void, and all remaining indemnity obligations shall be fully enforceable to the fullest extent allowed under California law. The provisions of this section shall survive completion of the services or the termination of this Agreement.
- 3.5.7 <u>Entire Agreement.</u> This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both parties.
- 3.5.8 <u>Governing Law.</u> This Agreement shall be governed by the laws of the State of California. Venue shall be in Sacramento County.

- 3.5.9 <u>Time of Essence.</u> Time is of the essence for each and every provision of this Agreement.
- 3.5.10 <u>District's Right to Employ Other Consultants.</u> District reserves right to employ other consultants in connection with this Project.
- 3.5.11 <u>Successors and Assigns.</u> This Agreement shall be binding on the successors and assigns of the parties.
- 3.5.12 <u>Assignment or Transfer.</u> Consultant shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of District. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.
- 3.5.13 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Consultant include all personnel, employees, agents, and sub- consultants of Consultant, except as otherwise specified in this Agreement. All references to District include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.
- 3.5.14 <u>Amendment; Modification.</u> No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.
- 3.5.15 <u>Waiver</u>. No waiver of any default or breach shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise. The acceptance by District of the performance of any work or services by Consultant shall not be deemed to be a waiver of any term or condition of this Agreement.
- 3.5.16 No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

- 3.5.17 <u>Invalidity</u>; <u>Severability</u>. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision, it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
- 3.5.18 Prohibited Interests. Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, District shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 3.5.19 Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any sub-consultant, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Consultant shall also comply with all relevant provisions of any minority business enterprise program, affirmative action plan or other related programs or guidelines currently in effect or hereinafter enacted.
- 3.5.20 <u>Labor Certification</u>. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self- insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.
- 3.5.21 <u>Authority to Enter Agreement.</u> Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

3.5.22 <u>Counterparts.</u> This Agreement may be signed in counterparts, each of which shall constitute an original.

3.6 **Subcontracting.**

Consultant shall not subcontract any portion of the work or services required by this Agreement, except as expressly stated herein, without prior written approval of District. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement. Contracts between the Consultant and sub-consultants shall (1) require each sub-consultant, to the extent of the services to be performed by the sub-consultant, to be bound to the Consultant by the terms of this Agreement, all of which shall be incorporated therein in full, and (2) to assume toward the Consultant all the obligations and responsibilities which the Consultant, by these documents, assumes towards the District. This expressly includes, without limitation, the indemnity and insurance provisions, and the standard of care set forth in this Agreement. Notwithstanding anything to the contrary in this Agreement or otherwise, nothing contained herein shall be construed to create any contractual relationship, express or implied, between District and any sub-consultant. District expressly disclaims any contractual or other obligation or liability to any sub-consultant. Consultant shall, upon request by District, provide to District copies of all contracts between Consultant and any of its sub-consultants.

[Signature page follows]

Flori	n Resource Conservation District	MFDB Architects, Inc.
Ву:	Mark J. Madison, P.E. General Manager	By: Kall School Tyler Babcock, AIA Design Principal
Attes	t:	
By:	Stefani Philips District Clerk	
Appro	oved as to Form:	
Ву:	Richard E. Nosky, Jr. Attorney for Florin Resource Cons	servation District

Please forward all invoices to accountspayable@egwd.org

EXHIBIT "A" SCOPE OF SERVICES

Response to RFP



District Administration Building Tenant Improvements

9829 Waterman Road, Elk Grove, CA

September 25, 2020



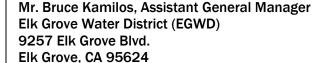


111 Scripps Drive, Sacramento, California, 95825

P: 916.972.0131

F: 916-481-1845

September 25, 2020



Subject:

RFP - EGWD Administration Building Tenant Improvements Project at

9829 Waterman Road, Elk Grove, CA.

Dear Bruce.

We are pleased to respond to your Request for Proposal for the subject project. Since establishing our firm in 1974, we have cultivated countless successful working relationships with regional public agencies and districts throughout Northern California leading to the successful completion of a wide variety of project types and budgets. MFDB Architects' modest size, our ability to provide a high level of Principal involvement and our extensive experience with public sector projects are key strengths that offer EGWD a proven track record of responsive, creative, and cost-effective service.

You will see that we have earned many repeat assignments with our public sector clients over the years – a testimony to our hard work and understanding of the priorities of public agency projects which can typically involve tight budgets and schedules. We have also recent design-build and design-assist projects and are well versed in working and collaborating with the contractor and sub-contractors as one cohesive team. We just competed and were selected for an extensive \$6M dollar tenant improvement for a 45,000 SF Office & Warehouse project for Placer County.

We have assembled a select group of highly committed consultants for civil and structural, chosen for their demonstrated performance in prior teaming opportunities with us as well as their familiarity with similar projects and working with the City of Elk Grove jurisdiction. Together, we are prepared to commit our resources to perform the services necessary for the successful completion of this project.

We have received and acknowledge addenda: No.1 thru 3.

We look forward to the opportunity to demonstrate our passion and enthusiasm in an interview. If you have questions, please do not hesitate to contact us.

Sincerely,

MFDB Architects, Inc.

G. Tyler Babcock, AIA, LEEP AP Principal-in-Charge

916-972-0131

tbabcock@mfdb.com

Joseph R. Serar, AIA, IIDA, LEED AP Principal / Project Manager

916-972-0131

jserar@mfdb.com

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1. PROJECT EXPERIENCE

1. PROJECT EXPERIENCE

Firm Overview

MFDB is a full-service facility planning and design firm based in Sacramento. Our staff of 10 includes licensed architects, planners, and designers supported by experienced CAD/BIM staff and administrative support personnel.

For 45 years, MFDB has provided quality services to clients throughout Northern California and across the country. During that time, we have developed solid partnerships with our clients through shared creativity and vision, responsiveness, and cost-effective solutions. Our mission is to provide design services that are appropriate and well-targeted to enhance our client's goals and results in a highly successful results.

MFDB extensive portfolio includes commissions from numerous local public agencies that include Cosumnes CSD, Sacramento County, Placer County, Yolo County, El Dorado County, City of Roseville, City of Rocklin, City of Woodland and others. MFDB also has earned design and planning commissions from the State of California as well as Federal Agencies. Private sector work includes commissions from distinguished corporations such as Tesla, Proctor & Gamble, Transamerica, First Northern Bank, Hewlett-Packard, Hilton Hotels, Aerojet and Ampac Fine Chemicals, as well as some of the country's leading developers and universities.

We also have extensive design/build experience, maintaining ongoing relationships with a number of contractors over many years. Teaming with Flint Builders, our recently completed Student Union Building for Yerba Buena High School in San Jose just won DBIA Design Build Project of the Year for the State of California and 4 additional awards at the 2019 National DBIA level, including Best Design-Build Process Project of the Year and Chairman's Award.

We work daily in the areas of site analysis, facility assessments, pre-design, schedules and cost estimates. Our technical drafting department efficiently performs in AutoCAD Architecture 2019 and Revit 2019. Public presentations are also a regularly provided service augmented by rendering software and PowerPoint tools.

Relevant Specialized Expertise

- Commercial and Public Sector Renovation & Tenant Improvements Has been a significant focus of our office for many years, e.g. Programming & Space Planning, Re-roofing, HVAC replacements, Emergency Power Systems, Condensed Storage Systems, Lighting, and Infill Additions
- Office and Warehouse Renovations & Tenant Improvements, e.g. Tesla Warehouse, CCSD Administrative Offices, Sac Metro Mather Offices Phased improvements over several phases.
- Code Analysis From life safety to accessibility to special code topics, we achieve sound, defensible
 outcomes with building and fire officials
- Extensive Experience in Sustainable Design/LEED From energy efficient design to water savings, we pursue appropriate strategies to enhance the County's relationship with its constituents. Recent LEED certifications earned by MFDB include: (2) Platinum (2) Gold (3) Silver (1) Certified
- MFDB as prime for engineering-focused facilities maintenance projects, e.g. Auburn Jail Boiler Replacement, Customs House Emergency Power Upgrades, etc. MFDB provides single-point-ofcontact project leadership for District staff including multi-disciplinary coordination, report preparation, meeting minutes, code analysis, CASp, cost estimating, schedule control, submittal expediency and targeted response to critical project issues.
- **Fire Facilities Design** Over 30 fire station and fire training facility projects completed in the last 15 years.
- Strong Construction Administration expertise We respect and work collaboratively with the contractors and sub-contractors. This springs from our recent design build projects. We prioritize getting the quality product you paid for on your project.

Specific Project Examples:

Cosumnes Community Services District Administration Building Renovation

Elk Grove, CA

In February 2015, the existing 25,000 sf historic administration building suffered a major fire. MFDB provided damage assessment services, as-builts, code upgrade analysis for insurance adjusting and then full programming, design and construction administration services for the significantly improved and expanded renovation project. Project includes 60 staff workstations, District Board Chambers, full ADA accessibility, energy efficient design, state-of-the-art IT provisions, emergency generator and preservation of character-defining features of the 1920s era historical point of interest.













Completed: 2019 Construction Cost: \$10M

Contact Persons: Cosumnes Community Services District

Mr. Paul Mewton, Chief of Planning Design and Construction, Ph: 916-405-5309 Email: paulmewton@csdparks.com

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CCSD Administration Building (cont.)

Understanding the Owner's requirements and intent:

We call this the Programming phase of a project. We meet with the Owner's project management team to develop the functional requirements for the project. These requirements relate to numbers of current and future staff, adjacencies between and among work groups, public interface, image, security, maintenance, durability and all other requirements unique to the agency. Frequently, the programming phase includes questionnaires, workshops, design charrettes, concept design sketches, preliminary code analysis, preliminary structural, electrical and mechanical infrastructure analysis. Sometimes, we even take a field trip together to look at other buildings that have addressed similar issues in creative ways. But the process always includes a series of meetings between the Owner and the design team in which wants and needs are balanced with ideas and opportunities. We listen and take careful notes of the important items that need to be tracked clear through to the final design.

Communicating Design Intent to the Owner:

Communication is the most important aspect of a project. We take pride in clear communication using photographs, colored graphics, 3D sketches and renderings, in addition to verbal and written narrative. We value a collaborative relationship with the Owner. Many times initial concept sketches are developed in a charrette environment, where sketches can solicitate valuable response and input from the client team in real time.

Firms interaction with Owner and General Contractor during design phases and preconstruction: Our interaction with the Client during the design and preconstruction phase included many of the methods noted above. We prepared a power point presentation for management's use in communicating the design concepts to line staff. We assisted management in presenting the "final" preliminary design to the CCSD Board of Directors, all the while balancing renovation complexity with project budget. The collaboratively developed design was well received.

Although the Contractor did not come on board until after completion of the construction documents, we and our consultants focused ample attention on constructability issues and value engineering in order to hit the budget and as a result, received good bids.

Firm interaction with General Contractor and Owner during construction:

During construction, MFDB attended weekly on-site construction meetings with the Owner's Project Manager and the Contractor. These weekly meetings cover typical construction management issues related to RFI status, submittals, Contractor questions, schedule and pay application reviews. It is also a good opportunity to catch typical unforeseen renovation issues early and collaborate with the Contractor and Owner on effective and schedule effective solutions. When change order proposals were submitted by the Contractor, the design team reviewed their scope and pricing to assure that the Owner was getting a fair shake. Our firm's commitment to foster a convivial working relationship between Owner, Architect and Contractor resulted in a very successful project for all parties.

Personnel: Tyler Babcock, Principal, Dan Giffin, Project Manager, Krista Roston, PA and CA lead, Cynthia Linsao, Senior Drafter. Principal time is heaviest during the concept and schematic design phases. The Project Architect time is heaviest during CD's and CA.

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Specific Project Examples:

UC ANR Offices

Davis, CA

The design/build team of Harrison Construction and MFDB Architects was selected by the University of California Division of Agriculture and Natural Resources (UC ANR) to help consolidate over 150 employees into one location through an extensive re-purposing and remodel of the former Davis Indoor Sports Center building located in East Davis.

Originally built as an indoor roller hockey rink, the building was dramatically transformed into the administrative home for UC ANR's statewide programs.

"With our administrative and statewide program staff co-located in one building in Davis, we will be able to work more efficiently to meet the needs of Californians statewide," said Barbara Allen Diaz, vice president of the University of California Division of Agriculture and Natural Resources (UC ANR). "We also anticipate savings on energy and other costs by renovating an existing building to meet LEED CI standards."

MFDB Architects worked closely with ANR staff to develop the program and design concept for reinventing the building, adding 9,600 sf second floor mezzanine within the original pre-engineered building structure to provide a combined area of just under 43,000 sf. MFDB completed construction documentation and construction administration services – working hand-in-hand with Harrison Construction, the contractor. MFDB also developed the tenant improvement plan, building interior finishes and assisted ANR staff with a successful achievement of LEED CI Certification.









Completed: 2015 Construction Cost: \$3.6M

Contact Persons: UC Davis, ANR, Shawn Tibor, Director of Facilities (Retired)

Ph: 916-224-0864 Email: shawnmtibor@gmail.com

ANR Offices (cont.)

MFDB was selected by UC ANR for this project based on a long history of collaboration on other ANR projects around the state. MFDB also had a successful relationship with the Contractor on similar design/bid/build projects, so we were very supportive of the client's decision to pursue a design/build delivery method for this project.

Our programming and concept design processes were similar to the CCSD Admin Bldg project – careful investigation and evaluation of the existing building and MEP systems, understanding the client's program requirements, budget and facilitating a collaborative team approach. The client was an enthusiastic participant in design to the betterment of the project. During design, we participated in a series of meetings/design workshops to flesh out the best programmatic fit inside the existing building shell. The contractor's preconstruction services were on target and led to incorporation of a number of smart cost efficiencies for the project. This project also involved design/build MEP subcontractors who benefited from the strong working relationship between client, design team and contractor.

Firm interaction with Owner and General Contractor during construction:

During construction, weekly on-site meetings were beneficial to evaluate changed conditions and accelerate decision-making. The result was a successful project and a happy client. MFDB and UC ANR continued our working relationship on multiple state-wide projects for them after completing their offices.

Personnel: Tyler Babcock, Principal and Lead Designer, Dan Dameron, Principal and Project Manager, Erik Olson, PA, Cynthia Linsao, Senior Drafter.

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Project Examples:

Tesla Motors Office/Warehouse Tenant Improvement

Lathrop, CA



The 800,000 SF plus building shell and site improvements were completed 2019. MFDB completed interior Tenant Improvements (TI) buildouts dovetailing with the completion of the new construction. A portion of the TI scope included site work fencing, gates and (2) guard shacks. The civil component of this work was completed under the shell contract.

MFDB Interior Tenant Improvement project scope was as follows:

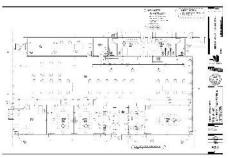
- Approx. 3,190 linear feet of security fence with (4) traffic gates and (2) man gates.
- (2) 75 sf guard shacks.
- (2) 6,620 sf Office and Break Room spaces
- (1) 895 sf Restroom and Drop-Off Counter TI (3 single occupancy restrooms)
- (2) 192 sf Restrooms in the Warehouse space (3 single occupancy restrooms)
- New 2,980 sf Break Room
- Drop off / pickup area within the warehouse to include Men's and Women's multi-accommodation restrooms for truck drivers delivering materials to the site.

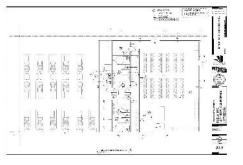
Completed: 2019

Contact Persons: Buzz Oates Group of Companies

Troy Estacio, Sr Vice President

Ph: 916-379-3800 Email: troyestacio@buzzoates.com





San Juan Water District - Remodel of Existing Administration Building and Concept Design for a New Administration & Engineering Granite Bay, CA

MFDB Architects was tasked with the renovation & remodel of San Juan Water District's existing Administration Building. It started with a thorough investigation of the existing facility and site. This assessment uncovered ADA and site barrier removal issues needing resolve, including pathway and wayfinding access. The building required many of the typical upgrades and/or re-work of the mechanical, plumbing, and electrical systems to meet energy efficiency and code requirements. We looked too at shifting the District's Engineering functions to the remodeled Administration Building as part of a program consolidation effort.

In the design of the new Administration Building option, we paid particular attention to an appropriate, cost-efficient approach within this industrial setting of the water treatment facilities. Like the existing administration building, the exterior is primarily masonry; the building plan is a straight-forward rectangle with an expression of its civic/public role expressed at the Board Chamber element. We paid attention to issues related to building orientation, good internal functional organization (public and private), durability, security, daylighting, and scale. The design focuses on creating a pleasant work environment that promotes parity and a pleasant collaborative space for all employees.



Project Examples:

Placer County – Auburn Library Multiple Building Improvements Auburn, CA

Auburn Library Entry & Landscape Rehabilitation and Re-roof, Skylights & HVAC Replacement

Sensitive landscape rehabilitation project for the County Library at 350 Nevada Street, including detailed design programming with Facilities staff, Landscape & Grounds Department and Library Management. Project included trellis design, landscape planting design, water efficient irrigation, storm water management, site lighting, ADA upgrades, life safety upgrades, maintenance and vandal resistance improvements. Follow up projects included a new entry vestibule, completed in 2019, and roofing, skylights and HVAC work currently in construction documents.









Completed: 2018

Contact Persons: Placer County – Facilities Management Genevieve Vargas, Senior Architect

Ph: 530-889-6805 Email: GVargas@placer.ca.gov

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Project Examples:

Placer County - Building B Multiple Tenant Improvements

Roseville, CA

South Placer Building B Assessor's Tenant Improvement South Placer Building B Probation Tenant Improvement

Development of tenant improvements within shell spaces for office use. Projects consist of 2,166 sf Assessor Office suite and 2,606 sf Probation Office suite to accommodate a growing staff. Design and material selection reflect the modern design consistent throughout the building. MFDB's team includes The Engineering Enterprise for electrical and Buehler Engineering for structural. Construction was completed in the Fall of 2015. A second phase of tenant improvements were completed for (2) more projects for the DA and Probation in 2019.



Completed: 2015 - 2019

Contact Persons: Placer County - Facilities Management

Genevieve Vargas, Senior Architect

Ph: 530-889-6805 Email: GVargas@placer.ca.gov

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Sacramento Regional Wastewater Treatment Plant

Elk Grove, CA

The expansion project successfully incorporates over 40,000 SF of existing buildings seamlessly integrated with over 55,000 SF of new construction to establish an entirely new campus. Beyond a simple renovation of the existing space. MFDB's approach provided a finished collection of buildings and spaces where the line between old and new is substantially blurred. At one end of an existing focal courtyard you can see the transition from existing single-story structures to the new two-story offices and Commons Building. A new pedestrian-friendly terrace sits in front of the two-story glass facade of Commons Building and is activated by the pleasant sounds of the facing water feature. The Commons Building provides space utilized by all departments of the Plant staff for both formal and informal meetings and cafeteria space.





MFDB has extensive public sector IDIQ Contract experience over the last 20 years, including demonstrated technical competence in preparation of facility assessment studies, code investigations, programming and concept design, in addition to full scope alteration and repair projects and new facility designs. We have enjoyed our long-standing IDIQ relationship with many clients, dating back to 1999, and we are also currently under on-call contracts with the Sacramento Metropolitan Fire District, the Cosumnes Community Services District (Elk Grove), UC Davis and the US Forest Service.

Following is a summary of our firm's experience with similar projects in the context of an "on-call" contract.

IDIQ for Cosumnes Community Services District (1995-2007, 2008-Present):

- Repair/Reconstruct 25,000 sf Admin Building (fire damage), \$10M
- New 2,160 sf Child Care building for public park, \$360,000
- New 960 sf Recreation Building for public park, \$225,000
- ADA upgrades to 9 park restroom buildings, \$250,000
- ADA upgrades to historic Schoolhouse, \$50,000
- Reroof of 3,800 sf Youth Center, \$75,000
- New 18,000 sf Fire Department Fleet Maintenance Facility, \$3.5M
- New 7,000 sf Admin Office Building, \$1.5M
- New 11,500 sf Fire Station, \$3M

IDIQ for Placer County Facilities Services (1999-Present):

- Auburn Jail Replace Boilers
- Auburn Jail Replace Generator
- SPACF Dishwasher Addition
- Auburn Memorial Hall HVAC/Electrical Upgrages
- Customs House Emergency Power Upgrades
- Auburn Courthouse Reroof
- Auburn Library Vestibule Addition
- Tahoe Admin Center 2nd Floor T.I.
- Auditor/Tax Collectors T.I.
- South Placer Bldg B Probation Department T.I.
- South Placer Bldg B DA T.I.
- Foresthill Memorial Hall Commercial Hood Addition
- Building B Assessors T.I.
- Building B Probation T.I. No. 2
- · Jail Kitchen Floor Remediation
- Kings Beach Center HVAC Study
- Stair Roof at Foresthill Memorial Hall
- Building B Break Patio
- Building B Secure Parking
- Auburn Assessors T.I.
- DeWitt Theater Code Analysis
- Auburn Library Landscape Rehabilitation
- Domes Waterproofing
- Auburn Depot T.I.
- Main Jail Housing Unit 4 CFM Plan Check Assistance
- Museum Building 209
- Landfill Master Plan
- Renovation of 5,000 sf Foresthill Community Center, \$1M

- Reroof of 40.000 sf Main Jail. \$425.000
- Additions/Alterations to Dry Creek Fire Station, \$500,000

IDIQ for Sacramento District US Army Corps of Engineers (2011-2019):

- Stockton Armory Renovation, \$3.5M
- Replace 13th Street Bridge, VAFB, \$24M
- USFS Engine Station, Lake Isabella (Civil/Geotech Services)
- USFS Admin Building, 9,800 sf, Kernville, CA
- USFS Warehouse Building, 2,500 sf, Kernville, CA
- MOTCO Pier 2 Operations Building, 1,800 sf, Concord, CA

IDIQ for U.C. Davis Campus (1999-2003, 2019 new 5-year IDIQ Contract Award):

- Core Greenhouse Complex, \$3M
- Hering Hall Window Replacement, \$300,000
- Wixson Hall Exterior Repaint/Reseal, \$200,000
- Olson Hall Lecture Room Renovation, \$100,000
- Hering Hall Lecture Room Renovation, \$75,000
- New Pedestrian Bridge, \$2M
- Crocker Lab Renovation, \$350,000
- Campus Police Station Alterations, \$100,000

On-Call for Sacramento Metro Fire District, CA (2003-2017, 2019 new 5-year IDIQ Contract Award):

- Urban Search & Rescue Props, Zinfandel Fire Training Facility, \$3M
- New Fire Stations 32, 110, 111, 129, 161
- Station Renovations for Stations 109, 106, 54
- Strategic Business Plan for 54 acre Zinfandel Fire Training Facility
- Tenant Improvements for Fire Administration Building

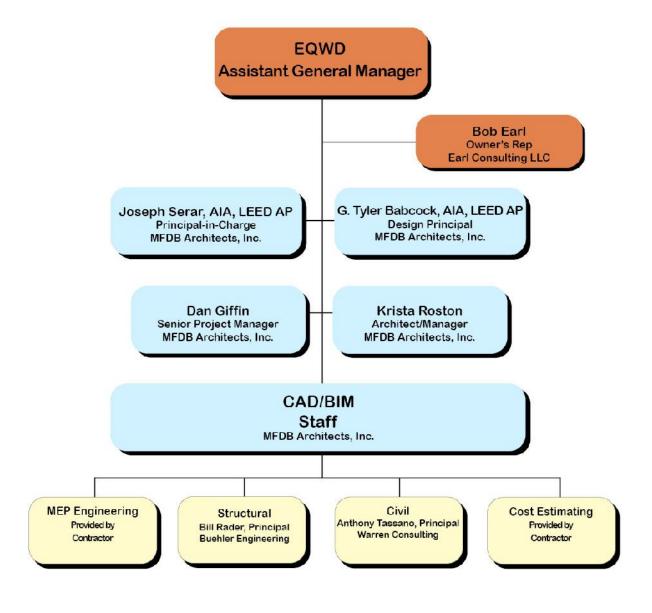
IDIQ for USFS (2018 New 5-year IDIQ Contract Award):

- Historical Evaluation of 60 USFS sites
- San Bernardino National Forest Big Bear District Office Alterations, Fawnskin, CA
- Sequoia National Forest New Supervisor's Office Building, Porterville, CA
- Site Historical Evaluations 20-21

2. PROJECT ORGANIZATION, PERSONNEL EXPERIENCE AND QAULIFICATIONS

2. PROJECT ORGANIZATION, PERSONNEL EXPERIENCE AND QUALIFICATIONS

Elk Grove Water District Tentant Improvements District Admin Building



Page 2-1

We are pleased to offer a seasoned, experienced team of architects and engineers for our EGWD Administration Building TI team. Individual resumes will follow these brief descriptions. MFDB has extensive experience with all consultant team members. We also provide firm resumes for each consultant office, in addition to the individual resumes, see Tab 4.

MFDB Architects:

Design Principal: G. Tyler Babcock, AIA, LEED AP

With a proven track record of transforming client parameters into high-quality, creative architectural solutions, Tyler Babcock continues to provide planning, programming and design leadership in all facets of MFDB's work encompassing numerous Private and Public Agency assignments for over 35 years. Combining adept communication and research skills, his leadership effectively begins as various programming and design alternatives are first explored. Tyler's design leadership, with the support of the firm's talented staff, have been major factors in the firm's local and national design awards as well as our successful track record with repeat clientele. Understanding how to maximize design opportunities while meeting budget and scheduling goals is the measure of effective collaboration with clients.

Principal/Project Architect: Joseph Serar, AIA, LEED AP

Joining MFDB in August 2019, Joe is a new senior-level addition to the MFDB staff, with a significant 30-year career focused in public sector architecture. His strengths in design and client collaboration of both new and TI/Renovation projects will be an asset to our EGWD team. Joe will lead the team with the consultants on this project, working closely with the EDWD's assigned PM.

QA/QC Principal: Daniel E. Dameron, AIA

With 36 years of architectural experience and a professional focus on the production of construction documents and construction administration, Dan has a nuts and bolts orientation that is well suited for effective detailing, backchecking and quality assurance. A complete, well-coordinated set of construction documents is the foundation for a smooth-running construction project. Dan has a very successful track record with public sector projects resulting in on-going relationships with public agencies spanning more than 20 years.

Sr Project Manager: Dan Giffin, Assoc. AIA

Dan brings 30 years of experience to the MFDB team, the last 5 years of which have been at MFDB. He is our senior project manager, well equipped to provide responsive service to EGWD. Dan will oversee the prosecution and development of the DD & CD documents.

Architect/Manager: Krista Roston, AIA, CID, LEED Green Associate

Krista is an experienced project architect, ready to assist with EGWD needs. Code analysis and digging into the details is her forte. She will work closely with both Tyler and Joe on the Administration Building Tl. Krista recently worked with Cosumnes CDS on the Administration Building.

Technical CAD Production: Rey S. Barbara

Joining MFDB in September 2019, Ray brings 23 years of architectural experience to our design team, the last 11 of which have been as a project manager and consultant coordinator. He has extensive AutoCAD and Revit drafting skills and is currently working on a new fire station for Cosumnes CSD, among other assignments

G. TYLER BABCOCK, AIA, LEED AP Design Principal MFDB Architects, Inc.

Education

Bachelor of Science - Architecture, 1980, Kent State University, Ohio Professional Development Program, 1995, Harvard GSD

Registrations

Registered Architect -California, 1987 LEED Accredited Professional, 2009



With a proven track record of transforming client parameters into high-quality, creative architectural solutions, Tyler Babcock continues to provide planning, programming and design leadership in all facets of MFDB's work encompassing numerous Private and Public Agency assignments for over 30 years. Combining adept communication and research skills, his leadership effectively begins as various programming and design alternatives are first explored.

Tyler's design leadership and the support of the firm's talented staff have been major factors in the firm's local and national design awards as well as our successful track record with repeat clientele. Understanding how to maximize design opportunities while meeting budget and scheduling goals is the measure of effective collaboration with clients and contractors. Serving as Architect of Record and Principal-in-Charge for our recent Yerba Buena High School – Student Union design-build project, the project team earned a total of (5) DBIA awards, including (4) at the National level and Project of the Year, 2019, for the Western Pacific Region.

Over the past 15 years MFDB has increasingly prioritized LEED and sustainable design opportunities in its projects. MFDB is a current member of the US Green Building Council, have multiple LEED accredited professionals on staff, have earned LEED certification for a number of projects including two LEED Platinum projects in 2013.

Relevant Experience

- CCSD Administration Building Remodel/Renovation, \$10M
- Design-Build, UC Agriculture and Natural Resources Offices, 43,000 sf. \$3.5M, LEED Certified
- Light Rail and Transit Station at Cosumnes River College, Sacramento Regional Transit District
- South Placer Building B Probation T.I.
- Auburn Library Landscape Rehabilitation
- Yerba Buena High School, Student Union, San Jose, CA, 37,150 sf. \$19M, LEED Silver
- Design-Build, UC Davis International Complex, 57,000 sf. \$23M, LEED Gold
- Design-Assist, Roseville Fire Station No. 1, \$6M
- Roseville Fire Station No. 9
- Roseville Fire Station No. 7
- Design-Assist, Roseville Fire Station No. 6
- Design-Build, UC Davis Student Community Center, 44,000 sf, \$14M, LEED Platinum



JOSEPH R. SERAR, AIA, LEED AP Principal/Project Manager MFDB Architects, Inc.

Education

Bachelor of Architecture, California Polytechnic State University, Pomona, 1990 Associate of Arts in Architecture & Business, Pasadena City College, 1984

Registrations

Registered Architect -California #C-24042
NCARB, National Council of Architectural Registration Boards – Certificate #49225
LEED AP, Accredited Professional – US Green Building Council
SCUP Institute Certification – Society for College & University Planning
CAL O.E.S. Safety Assessment Volunteer - #78326, State Office of Emergency Services



AIA, CASH, SCUP, IIDA, CCFC, A4LE, National Trust for Historic Preservation

With over 30 years of experience, Joe's architectural career has been focused on public sector projects. Joe is actively involved with State run and funded institutional, industrial, and civic related projects. As a Senior Project Architect with MFDB Architects, he oversees the management and production of his projects throughout California. Joe brings extensive experience in community user-group and public outreach meetings to gain project buy-in and consensus of the team. He is experienced in developing project programs, scoping statements, project schedules, project budgets, and project drawings and specifications. He works closely with the client, consulting engineers, contractors, and public agencies having plan-checking jurisdiction throughout the project. Joe stays active in the local AIA (American Institute of Architects) Central Valley Chapter.

Relevent Experience as Senior Project Architect:

- Placer County Cirby Hills Office T.I.
- Placer County Auburn Library Reroof & HVAC Replacement
- Communication Workers of America, Arcadia, New Local Office Building
- Leader Industries, El Monte, Manufacturing & Warehouse Facilities Addition and Renovation
- Consolidated Freightways, Mira Loma, Tilt-up Truck & Distribution Center
- E. E. Jensen Companies, Monrovia, Multiple Industrial R&D Buildings
- Architectural Woodworking, Monterey Park, Shops & Warehouse renovations
- · Arnett Electric, Arcadia, New Corporate Office Building
- Rose Hills Memorial Park, Whittier
- UC Davis Chemistry Main Seismic Renovations
- UC Davis Chemistry Annex Seismic Renovations
- UC Davis Downtown Sacramento, Office Renovation Study
- Los Rios CCD Folsom Lake College Data Center Addition
- Pepperdine University, Dresher Graduate Campus
- Pepperdine University, Graziadio School of Business & Management
- La Sierra University, Thane Price Science Bluilding Complex, Riverside
- Harvey Mudd College, Linde Resident Halls & Recreation Center, Claremont
- Pacific Oaks College, Access Stair and Bridge, Pasadena





DANIEL E. DAMERON, AIA QA/QC Principal MFDB Architects, Inc.

Education

Master of Architecture, University of Oregon, Eugene Bachelor of Arts in Architecture, University of California, Berkeley

Registrations

Registered Architect:

Alabama, 2008 • Arizona, 1999 • California, 1984 • Colorado, 1999 • Florida, 2008 Georgia, 2011 • Hawaii, 2008 • Kansas, 2008 • Nevada, 2000 • New Mexico, 1998 New York, 2013 • Missouri, 2016 • Ohio, 2002 • Oregon, 2003 • Texas, 2003 • Washington, 1982

Professional Organizations

American Institute of Architects, NCARB

In addition to Dan Dameron's thirty-six years of architectural experience in both California and Washington, he has also served as adjunct professor at Central Washington University instructing a course in building materials and construction methods. His comprehensive knowledge of the production process, specifications and materials selections, coupled with his "stickler for detail" attitude, leave little room for error and facilitates accurate scheduling. Dan's organizational techniques are efficient and systematic.

Assembling an accurate, clear set of construction documents and following through with meticulous on-site construction administration is the key to achieving tight bid results and minimal onsite change orders. In this capacity, Dan has a verifiable track record of positive results that have earned respect both from client field representatives and the contractor community. As Principal, Dan contributes to the quality assurance, cost planning and budget analysis for MFDB's projects, and manages additional staff participation in this process as needed.

Dan has been responsible for projects totaling over \$152.6 million in the last 5 years. The awarded construction bids for these projects averaged within 3% of the client's budget. Project data for construction change orders over the same time period range from 1% to 3% of the construction bid.

Recent Experience Includes:

- Cosumnes CSD Administration Building Restoration, Elk Grove, CA
- CCSD 18,000 sf Fire Department Fleet Maintenance Facility and truck wash, Elk Grove, CA
- UC ANR Administrative Offices, Davis, CA
- City of Plymouth Water Treatment Buildings
- Placer County Probation Department Security Upgrades
- USFS Administration and Warehouse Buildings, Kernville, CA
- SMFD Urban Search & Rescue Training Facility, Rancho Cordova, CA
- SMFD Fire Station No. 29 and truck wash, Orangevale, CA
- SMFD Fire Station No. 111 and truck wash, Rio Linda, CA
- USACE CA-ARNG Stockton Armory Renovation, Stockton, CA
- Griffith Hall Army Lodging Renovation, Ft. Gordon, GA
- Roseville Fire Station No. 9, Roseville, CA
- Student Community Center, UC Davis, Davis, CA



Resume

DANIEL GIFFIN, AAIA Senior Project Manager MFDB Architects, Inc.

Education

Architectural Technical Degree - California Polytechnic University San Luis Obispo, CA

Professional Organization

American Institute of Architects - Associate



Bringing 30 years of Project Management and Programming experience in architecture and construction, Dan Giffin prides himself on being an effective problem-solver and a good listener. He approaches each project looking to instill a collaborative team environment with an emphasis on good communication between all team members - including the client representatives. His project management style in the office focuses on strong leadership while mentoring younger staff on attention to detail and a clear understanding of how a project comes together from preliminary sketches to construction.

Mr. Giffin's professional history includes Marketing and Business Development Director and architectural lead for the Commercial Architecture Division at the local office of Dewberry, Inc. As Partner and Principal of his own Architectural firm from 2007 – 2013, Dan notably worked on projects within the Design-Build delivery system including a LEED Platinum project at the recently completed "Well" health and fitness building for CSU Sacramento.

Mr. Giffin has a strong background in managing the development of construction documents and detailing for a myriad of building types and construction for design-build and traditional delivery in the public and private sectors. Managing the 600,000 SF / \$40M Google Campus and Corporate Headquarters improvements in Mountain View California is one of the highlights of his extensive career. Another notable and similar high-tech project was the \$30M Shell and Tenant Improvement for ONI / Ciena Corporation in San Jose, California.

His skills as Project Manager were recently utilized on the new \$17M Yerba Buena High School, Student Union, in San Jose, teaming with Flint Builders as design-build partners, helping to ensure high quality finishes and a smooth construction schedule. YBHS – Winner of the DBIA, Western Pacific Region, 2019 Project of the Year Award, plus (4) awards from DBIA National including: Merit; Excellence; Process; and the Chairman's Award. The project was also honored as one of three finalists for the National Project of the Year, 2019.

Relevant Experience as Senior Project Manager:

- Placer County DeWitt Center Bldgs 208-210
- Placer County Building B Probation T.I.
- · Placer County Building B DA T.I.
- Placer County Auburn Courthouse Reroof
- Placer County Auburn Library Landscape Rehabilitation
- Nugget Market, Inc. Corporate Offices, 32,000 sf, Davis, CA, \$8M.
- Yerba Buena High School, Student Union, San Jose, CA, \$17.6M, LEED Silver
- Design/Build, UC Davis International Complex, 57,000 sf, \$23M, LEED Gold
- CSU Sacramento Wellness Center, 10,000 sf Interior Improvements for Office, Retail and Café,
- Tri Corp Construction Corporate Headquarters, \$11M Shell Renovation and Tenant Improvement, Sacramento
- Design/Build, Google Corporate Headquarters Campus, 600,000 sf Tenant Improvement, Mountain View
- Ciena / ONI Systems, 500,000 sf Shell and Tenant Improvement, San Jose
- Design/Build, Lexis Nexis Corporation, 25,000 sf Tenant Improvement, Sacramento



Resume

KRISTA ROSTON, AIA, CID Architect MFDB Architects, Inc.

Education

Bachelor of Arts Interior Design, CSUS 2007

Registrations

Registered Architect - California No. C35646 Certified Interior Designer - No. 7027

Professional Organizations

American Institute of Architects LEED - Green Associate



Ms. Roston brings 15 years of architectural experience to the design team, six years with MFDB.

Krista brings a unique perspective to every project with her broad experience in architectural and interior design, site and facility accessibility surveys, and tenant improvements from 1,000 sf to 100,000 sf. In the role of designer she has a keen eye for the flow and connectivity between interior and exterior built environments, while focusing on the functional needs of the client and unique opportunities that existing structures provide. In the role of project manager she focuses these skills on the constructability, budgetary constraints and the schedule of each project.

Recent Experience Includes: (Includes work with other firms)

- Cosumnes CSD Administration Building Restoration, Elk Grove, CA
- Cosumnes CSD New Day Care Building, Elk Grove, CA (completed CD's).
- Holiday Inn Express renovation and rebranding: 75 Room Hotel, Hunter Army Airfield, Savannah, GA
- · Sacramento Metropolitan Fire District, Fire Prevention Division Tenant Improvement
- Yerba Buena High School Student Union Building, San Jose, CA
- Placer County Probation Department Security Upgrades
- Cristo Rev High School
- Department of Consumer Affairs, Accessibility Survey and Improvements
- . Department of Food and Agriculture, Accessibility Improvements
- Grace Evangelical Community Presbyterian Church
- RMA Associates, Tenant Improvements
- Superior Farms, Tenant Improvements
- Old Spaghetti Factory, San Jose, Accessibility Improvements
- Laguna Crossroads, Façade Remodel
- Nugget Market, Woodland, Façade Remodel



REYNALDO S. BARBARA Senior Project Manager MFDB Architects, Inc.

Education

Bachelor of Science, Architecture
The Technological Institute of the Philippines



Mr. Barbara brings over 11 years of architectural project management experience in commercial and public sector projects and over 23 years of architectural experience overall. He is a strong designer, with exemplary 3D rendering skills in BIM, in addition to extensive experience with code analysis, accessibility compliance, construction document quality control and consultant coordination.

Rey's professional experience has also been enhanced by architectural practice in both the Philippines and in Boston, Massachusetts, in addition to 11 years in Sacramento.

Relevent Experience as Senior Project Manager:

- Folsom Boulevard Mixed Use, Sacramento, CA
- · Safeway Exterior Facade Remodel, Grass Valley, CA
- Macon Centre Childcare Facility / Retail, Natomas, CA
- · New South Elementry School, Sacramento, CA
- · Health Professional School, Sacramento, CA
- Campus Modernization Boys/Girls Locker, Theater and Portable Classrooms, Various Locations, Southern CA
- Two Canal Park, 5-Story Office Building, Cambridge, MA
- 320 Bent/301 Binnery Street Kendal Square, Biotech Research Complex, Cambridge MA
- 131 Dartmouth Street, 12-Story Office Building, Boston, MA



3. PROJECT APPROACH

3. PROJECT APPROACH

Our MFDB Architects team is here to collaboratively work with the entire District's planning team from the initial Programming Phase through Punchlist & Completion. We will carefully listen and guide the team through all the phase of the project. The outline below describes the fundamental work plan approach and associated tasks. This is how we will work and communicate with the District at each phase.

PROGRAMMING:

- 1. A&E team to walk the existing facility to assess the conditions of the building and review the existing building plans provided by the District.
- 2. Review EGWD current information and goals for the project.
- 3. MFDB will lead project kick-off meeting with the Owners Representative, District personnel, and Board members to review the project scope, budget and goals.
- 4. Prepare a preliminary concept design diagram showing the scale and relationship of the project's components.

PLANNING:

- 1. Determine the required planning approval process with the City. It is expected that any planning approvals would be at a staff level, no public hearings.
- 2. Prepare and submit necessary preliminary planning documents to City.

SCHEMATIC DESIGN:

- 1. Further develop the conceptual plans with District input from the previous phase.
- 2. Develop the floor plan, reflected ceiling plan, interior and exterior elevations, and building section(s).
- 3. Review final design with District and gain approval prior to moving into the DD phase.

GENERAL CONTRACTOR SELECTION:

- 1. Selection of general contractor based on qualification.
- 2. Contractor to become part of the pre-construction team working with the design team.
- 3. Architect to respond to design questions from the contractors.
- 4. Attend three separate sessions:
 - a. One proposed briefing for all invited contractors
 - b. One meeting to review contractor proposals
 - c. In-person interviews of a select group of contractors (not more than four), during one day.

DESIGN DEVELOPMENT:

- 1. Preliminary cost estimate to be prepared by selected general contractor at the completion of SD phase.
- 2. Continue to develop the plans, sections, elevations, reflected ceiling plan, and typical construction details.
- 3. Work with the civil, structural, and MEP sub-contractors on the layout of the various building systems to determine the size and character of each.
- 4. Develop outline specifications.
- 5. Coordinate with the Owners Representative and general contractor relative to the cost estimate and possible value engineering alternatives, if necessary.

CONSTRUCTION DOCUMENTS:

- 1. Prepare Title Sheet, Notes Sheet and Detail Sheet(s) as required to complete the construction document drawing set.
- 2. Continue to develop the specifications for quality and performance criteria of materials and systems.
- 3. When the A&E documents are approximately 50% complete, submit progress drawings to District for review.
- 4. Incorporate Districts comments.
- 5. Finalize drawings and specifications.
- 6. Coordinate with the Owners Representative and general contractor relative to the cost estimate and possible value engineering alternatives.

AGENCY APPROVALS/PERMITTING

- 1. Submit to the City of Elk Grove for plan-check.
- 2. A&E team to respond and prepare any back-check comments and resubmit to City for final approval.
- 3. Plan check and permit fees to be paid by EGWD.

CONSTRUCTION ADMINISTRATION

- Attend Pre-construction meeting.
- 2. Respond to RFI's from the contractor.
- 3. Process submittals and ASI.
- 4. Conduct progress site visits.
- 5. Coordinate with the Owners Representative on pay applications and proposed change orders.

PUNCH LIST & SUBSTANTIAL COMPLETION:

- 1. In conjunction with the District and Owners Representative, participate in the review of the substantially completed work and creation of a punch list.
- 2. In conjunction with the District and Owners Representative, help determine a date for substantial completion and earning the certificate.
- 3. Prepare final record drawings, based on mark-ups from the contractor.

We would like to highlight a just few select elements in the various phases that are essential components of our methodology and approach to your project:

- We approach the project knowing that it is unique in terms of working within an
 existing facility to be re-imagined for the most efficient and appropriate office use.
- We bring our consultants in early to the process. It is our job as the A-E to walk the site
 and building to verify existing conditions. Familiarity with current field conditions is
 critical to the success of the project.
- We will work diligently to develop a good, rapport with the District's Project Manager.
 Ask questions. Every project involves history, a user group, a sense of urgency, and at the same time, an underlying practicality, and need to be responsive to cost, quality and scope.
- We will pursue a thorough understanding of the goals of the District staff and the Board. We will listen to you.

- Our design team will lead the dialogue in a charette with the users to formulate and confirm the Districts current program objectives.
- It is key to understand that in many cases the full budget impact is not yet known. It will be the A-E's job to assist the selected contractor to determine the initial budget at the completion of schematic design.
- Sustainability is always at the forefront of our goals for any project and we will pursue
 appropriate strategies to enhance the District's sustainability goals. As Principals of
 the firm, both Tyler Babcock and Joe Serar are LEED accredited professionals and
 infuse the work with that fundamental thinking. There are many parts that play a role
 in sustainability and energy conservation as well as emerging energy technologies
 within the building's mechanical and electrical systems. MFDB has successfully
 participated in getting numerous projects certified at all levels of LEED including (2) at
 Platinum.
 - In 2005 MFDB Architects renovated our own offices, adhering to the principles of sustainable design and energy efficiency as both building owners and as building occupants - achieving LEED CI Gold Certification. The project was submitted one point under Platinum.
- Once the design program has taken shape and been reviewed by the District, concept design can begin. Our approach is to review concept site and floor plan sketches with the District team as early as practical, to facilitate user buy-in of the project's design direction.
- As the concept design begins to get some traction, we check it against code constraints. If there are interpretive code issues, we will plan to meet with the City building officials to confirm our approach before we get too far along.
- The project will then proceed to the Design Development submittal milestone, incorporating the design work of the engineering disciplines.
- We will prepare construction documents, incorporating an intermediate submittal milestone check at 50% CD to the District.
- Once approved by the District, we will submit to the City for plan check and address to any back-check comments, as well as resolving comments from the jurisdiction to achieve a permit.
- During construction, we will support the District to assure that you receive the scope and the quality you paid for. We take great care to carefully review RFI's and contractor change order requests to be sure the District is getting a fair shake.

We can assure the successful, on-schedule completion of the project when all participants understand the scope of the work and the tasks to be completed, including the value of timely decision making. MFDB plans for this and staffs the project accordingly with experienced personnel. We have a high level of Principal involvement to insure efficient decision-making. Through careful design and planning, consistent review, and coordination of the documents, we will deliver a complete, well-coordinated set of construction documents for the Elk Grove Water District.

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4. CONSULTANTS

4. CONSULTANTS

We are pleased to offer a seasoned, experienced team of architects and engineers for our EGWD Administration Building TI team. Individual resumes will follow these brief descriptions. MFDB has extensive experience with all consultant team members. We also provide firm resumes for each consultant office, in addition to the individual resumes.

Civil Engineering – Warren Consulting Engineers, Inc.

Principal Civil Engineer: Anthony J Tassano, P.E., QDS/P

15 years of experience.

Anthony's role on this project will be principal engineer and coordinator for the civil portion of the project. He will be key in the site renovation and ADA portions of the work with the District. Anthony has completed several projects in the City of Elk Grove.

Structural Engineer - Buehler Engineering, Inc.

Principal-in-Charge: William (Bill) Rader, SE

34 years of experience.

Bill Rader is a Vice President and Principal for Buehler. He has been involved in all phases of the design and construction process. He has a broad background and working knowledge of all material types. His project experience includes, office tenant improvements, municipal facilities, corporation yards, vehicle maintenance facilities, as well as single and multi-level office buildings.

Note:

- 1. Mechanical, Electrical and Plumbing Engineers will be the responsibility of the General Contractor. M.E.P. sub-contractors will be the project Engineers of Record (EOR).
- 2. Cost Estimating will be provided by the selected General Contractor starting at the completion of Schematic Design.
- 3. MFDB will coordinate with these disciplines as provided by the Contractor.





Education Bachelor of Science, Civil Engineering, California State University, Chico, CA

Professional Licenses

Civil Engineering
California License Number: C74696
Qualified SWPPP
Developer/Practitioner
00634 State of California

Years of Experience: 15 Years with WCE: 15 Anthony J Tassano, P.E., QDS/P Principal in Charge / Civil Engineer

Anthony has been PM or PIC on over 800 projects since 2005. He is very familiar with the design standards and requirements for projects throughout northern California. He specializes in fast-track school projects being delivered on-time and on budget.

Anthony's role on this project will be principal engineer and coordinator for the civil portion of the project.

Anthony's Relevant Water District Experience:

Citrus Heights Water District Operations Building Highland Ave & Rosa Vista Water Main Replacement Circuit Drive & Graham Circle Water Main Replacement Pleasant View Drive 8-inch Water Main Replacement Michigan Drive 6- & 8-inch Water Main Replacement 7725 Highlands Avenue Study Old Auburn Road Water Main Replacement Quiet Oak Lane Water Main Replacement Cologne Way Water Main Replacement Citrus Heights Water District Corp Yard Sound Wall Citrus Heights Water District Watson Way 8" Water Main Replacement Citrus Heights Water District Patton Way 8" Water Main Replacement Wells Avenue Water Main Project Whyte Ave & Langley Ave Water Main Replacement Robie Way Water Main Replacement Rowan Way and Grady Drive Water Main Replacement Admiral Avenue Water Main Replacement Wisconsin Drive 6" Water Main Replacement Skycrest Elementary School 4' Water Main Replacement Marsala Court 6" Water Main Replacement Walnut Drive Water Main Replacement Project Langley Ave & Chance Way Water Main Replacement Fair Oaks Blvd Water Main Replacement Citrus Heights Water Dist. Main Extension Citrus Heights Water District 24' Water Main Replacement

Anthony's Elk Grove Experience

CCSD Fire Station #77

Apple Campus Cafeteria Expansion

Kaiser South Sterile Processing Reno
Elk Grove High School Classroom Addition
Saint Maria Goretti East Church
Samuel Kennedy Elementary School Classroom
Samuel Kennedy Elementary School Parking
Elk Grove Montessori
SRCSD Echowater Project



WARREN CONSULTING ENGINEERS, INC.

FIRM HISTORY

Founded in 1988, Warren Consulting Engineers, Inc. has been providing innovative civil engineering and land surveying solutions to public and private clients for thirty-two years. One of the guiding principles of the firm since its inception is the emphasis placed upon communication and garnering active participation from all team members. This means the owner, as well as the design team will be given a place at the table to ensure project scope, budgets and overall project goals are thoroughly discussed early on. We have a professional staff that is committed to providing the best customer service for our projects. We will be there to answer any questions and resolve challenges that may occur.

PROFESSIONAL OUTLOOK

Warren Consulting Engineers is continuously looking into new construction methods and materials to reduce initial costs of site development work and improve long-term maintenance and operations. We also keep up with current legislation and ordinances which impact design considerations and funding mechanisms. Warren Consulting Engineers takes great pride in providing quality and personalized service to our clients. Communication throughout the project is stressed to ensure the client's goals are achieved. Our commitment to budgets and schedules is well documented and reflected in our extensive portfolio of successful projects and satisfied clients.

OUR EXPERTISE

Warren Consulting Engineers has designed and supervised the construction of numerous private and public site development projects throughout northern California. As a result, Warren Consulting Engineers has developed a strong working relationship with many of the local agencies and is knowledgeable of local requirements. Warren Consulting Engineers specializes in site development. Since 1988, we have been involved in the civil design services for over 5,600 projects and land surveying services of over 2,500 projects, with 765 clients, 190 school districts and 36 of California's 58 counties. WCE prides itself on our 99% repeat customer rate.

SERVICES WE PROVIDE:

Civil engineering design Services we provide include the following services:

Preliminary Sewer and Water, Preliminary Grading and Drainage, Utilities Studies, Master Planning, Site Feasibility Reports, General Development Plans, Coordinate Application Package, Applications and Submittals, Construction Documents, On-site Improvement Plans, Off-site Improvement Plans, Engineers Construction Cost, Bidding, Bid Assistance, Sewer, Water and Drainage Calculations, Specifications, Agency Submittals, SWPPP, NPDES processing, SWPPP Manual preparation, SWPPP Compliance Inspection, Construction Administration Assistance.

The land survey services, field and drafting services we can provide include the following services: Land Surveying: Boundary Surveys, Topographic Surveys. ALTA Surveys, Right of Way Engineering Surveys, Geodetic / Control Surveys, As-built Surveys Mapping: Tentative Parcel Maps, Final Parcel Maps, Records of Surveys, Lot Line Adjustments / Lot Mergers, Construction Staking, Easements, Legal Descriptions, Exhibits for easement, Flood Certifications and Research public information.



Resume | Bill Rader, SE

Senior Principal | Principal-in-Charge



Profile

Education

Bachelor of Science, Architectural Engineering, Cal Poly, San Luis Obispo, 1984

Professional Registrations

Registered Civil Engineer California | No. 42817

Registered Structural Engineer California No. 3592

Registered Civil and Structural Engineer, Nevada No. 17210

Professional Background

Bill Rader is a Senior Principal for Buehler. With 34 years of structural design experience, he has been involved in all phases of the design and construction process. He has a broad background and working knowledge of all material types. Bill is also a member of SEAOC and served two years on the SEAOCC exam committee. As Principal-in-Charge, Bill is responsible for the overall project schedule and internal project production and coordination.

Relevant Experience

SASD NACY Assessment, Sacramento

Sacramento County Regional Wastewater Treatment Plant Expansion, Sacramento

Sacramento City North Area Corporation Yard, Sacramento

SASD Administrative Office and Corporate Yard, Sacramento

SMUD East Campus Operations Center, Folsom

Elk Grove Police Department - Vehicle/Officer Facility, Elk Grove

PG&E Gas Operations Technical Training Center, Auburn

Nevada Irrigation District Office Addition, Grass Valley

Placer County Water Agency - Water Quality Facility and Improvements, Auburn

Placer County Water Agency - Foresthill Facilities, Foresthill

Placer County Department of Public Works Corporation Yard, Truckee

Placer County Material Recycling Facility, Roseville

PG&E Auburn Consolidation Buildings 1, 2, and 4, Auburn



Firm Profile

At Buehler, we expect more of ourselves. We routinely transcend the ordinary to develop creative and sophisticated designs by actively thinking beyond the structural realm. We see more than just structure; we see the vision of our clients and the unlimited potential to create incredible spaces where life happens and people thrive.

Buehler engages with our clients from day one to fully understand the vision and goals of each stakeholder. Experience tells us each project has a specific combination of objectives and constraints. By understanding how structural systems influence all aspects of design and construction, we analyze the merits of various combinations. We bring the right balance of relevant, high quality experience and genuine enthusiasm. Large or small, complex or seemingly simple, we never back down from the challenge — to provide exceptional, often awe-inspiring results.

Founded on a culture of design and service excellence, the Buehler legacy began over seventy years ago. Walter A., the original Buehler, was the 93rd licensed structural engineer in California in 1946. With close to 7,000 SEs in California history, we are proud to count our founder as one of the originals. To honor our legacy, we are inspired to continually improve. The strength of the Buehler team is the knowledgeable individuals who are willing to share their expertise to create a collaborative and engaging experience. We strive to build strong relationships and provide innovative designs. Our people are curious and engaged; we are confident problem-solvers, and we like to have fun. For our clients and ourselves, we never settle for the easiest or most obvious solutions.

Driven to achieve, Buehler is at the forefront of the structural engineering community. We serve on committees and Boards of the American Society for Civil Engineers, Structural Engineers Association, the National Council of Structural Engineering Associations, the Applied Technology Council, the Design-Build Institute of America, and the Lean Construction Institute on topics such as seismology, wind, business practices and operations, and code advisory.

We are committed to provide innovative designs by bringing value to our projects and teams. Our designs bring each client vision to life. Simply put, Buehler delivers thoughtfully considered engineering solutions.



DGS CARB Southern California Consolidation, Riverside

Buehler



Solano County Government Center, Fairfield

5. FEE

5. FEE

Please see separate confidential envelope. Hand carried (September 25, 2020) to EGWD Office drop box.

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6. AGREEMENT FORMS

6. AGREEMENT FORM

MFDB confirms and acknowledges the acceptance of Agreement for Professional Services (Exhibit A).

Page 6-1

7	EXCEP	VND	A DIFI	$C\Lambda$	C
	EAGEL	AND	ARIFI	LA	-

7. EXCEPTIONS AND CLARIFICATIONS

MFDB takes no exceptions or clarifications.

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SUMMARY OF CLAIMS OR LITIGATION

Summary of Claims or Litigation

Please see separate confidential envelope. Hand carried (September 25, 2020) to EGWD Office drop box.

Page 1

EXHIBIT "B" SCHEDULE OF SERVICES

	Task Name	Duration	Start	Finish	Predecesso	rs Resource Names
	FIL Course Wester Printing 100		T 0/1/2-2	Th C /2.2 /5 =		
1	Elk Grove Water District HQ	482 days	Tue 8/4/20	Thu 6/30/22		
23	Architect Selection	61 days	Tue 8/4/20 Tue 8/4/20	Tue 10/27/20		ECC DC ECMD
5 4	Develop RFP Approve RFP	13 days 5 days	Fri 8/21/20	Thu 8/20/20 Thu 8/27/20	3	ECC,BS,EGWD EGWD
5	Issue RFP	1 day	Fri 8/28/20	Fri 8/28/20	4	EGWD
6	Prepare Proposals	19 days	Mon 8/31/20	Thu 9/24/20	5	Architects
7	Receive Proposals	1 days	Fri 9/25/20	Fri 9/25/20	6	ECC,EGWD
8	Evaluate Proposals	1 day	Mon 9/28/20	Mon 9/28/20	7	PSRC
9	Notify Firms	1 day	Tue 9/29/20	Tue 9/29/20	8	EGWD
10	Schedule Firm Interviews	19 days	Wed 9/30/20	Mon 10/26/20	9	LGWD
11	Interview Firms and Determine Preferred Proposer	1 day	Tue 10/27/20		10	PSRC
12	Architect Contract	15 days	Wed 10/28/20		10	1 Sile
13	Negotiate with Preferred Proposer	7 days	Wed 10/28/20 Wed 10/28/20		11	ECC,EGWD
14	Contract Signed by Architect	1 day	Fri 11/6/20	Fri 11/6/20	13	Arch
15	EGWD Board Approves/Signs Contract (Regular Board Meeting)	7 days	Mon 11/9/20		14	EGWD Board
16	Design	236 days	Wed 11/18/20			20172 200.0
17	Programming/Concept Design	30 days	Wed 11/18/20			
18	Develop Program v1	18 days	Wed 11/18/20		15	EGWD,MFDB
19	Review Program v1	1 day		Wed 12/16/20	18	EGWD
20	Program v2	10 days		Mon 1/4/21	19	MFDB
21	Review and approve Program v2 (Special Board Meeting)	1 day	Tue 1/5/21	Tue 1/5/21	20	IVII DD
22	Schematic Design	38 days	Wed 1/6/21	Mon 3/1/21		
23	Schematic Design v1	16 days	Wed 1/6/21	Thu 1/28/21	21	MFDB
24	Review Schematic Design v1 (Regular Board Meeting)	1 days	Fri 1/29/21	Fri 1/29/21	23	EGWD
25	Schematic Design v2	16 days	Mon 2/1/21	Mon 2/22/21	24	MFDB
26	Review Schematic Design v2	1 days	Tue 2/23/21	Tue 2/23/21	25	EGWD
27	Schematic Design v3	3 days	Wed 2/24/21	Fri 2/26/21	26	MFDB
28	Review and Approve Schematic Design v3	1 day	Mon 3/1/21	Mon 3/1/21	27	EGWD
29	Planning (If Required)	21 days	Mon 2/1/21	Mon 3/1/21		23110
30	Develop Planning Proposal	4 days	Mon 2/1/21	Thu 2/4/21	24	MFDB
31	Approve Planning Proposal	5 days	Fri 2/5/21	Thu 2/4/21 Thu 2/11/21	30	EGWD
32	Planning Proposal to Planning Dept	1 days	Fri 2/12/21	Fri 2/12/21	31	Arch
33	Planning Department Review	10 days	Mon 2/15/21	Fri 2/26/21	32	City of EG
34	Planning Department Approval	1 days	Mon 3/1/21	Mon 3/1/21	33	City of EG
35	Design Development	64 days	Wed 3/10/21	Tue 6/8/21	33	City of Ed
36	Design Development (50%)		Wed 3/10/21 Wed 3/10/21	Tue 4/20/21	28,80,34	MFDB
37	Review and Approve Design Development (50%)	30 days 5 days	Wed 4/21/21	Tue 4/20/21 Tue 4/27/21	36	EGWD
38		25 days		Wed 6/2/21	37	MFDB
39	Design Development (100%) Review and Approve Design Development (100%)	4 days	Wed 4/28/21 Thu 6/3/21	Tue 6/8/21	38	EGWD
40	Construction Documents		Wed 6/9/21	Tue 8/31/21	30	F244D
41	Develop Construction Documents (50%)	59 days			39	MFDB
41		24 days	Wed 6/9/21	Tue 7/13/21	41	MFDB
42	Develop Construction Documents (100%)	30 days	Wed 7/14/21	Tue 8/24/21	41	EGWD
44	Review and Approve Construction Documents (100%)	5 days	Wed 8/25/21	Tue 8/31/21	42	LGWD
44	Building Permit	62 days	Fri 7/30/21	Tue 10/26/21	4255 - 20	In MEDD
46	Submit for Demolition Permit	1 day	Fri 7/30/21	Fri 7/30/21	42SS+20 d	
46	Demolition Permit Approval	10 days	Mon 8/2/21	Fri 8/13/21 Mon 8/16/21	45 46	City of EG
48	Demolition Permit Issued	1 day	Mon 8/16/21		46	City of EG
49	<new summary="" task=""> Submit for Plan Check</new>	1 day	Wed 8/25/21	Wed 8/25/21	42	MFDB
50	Plan Check Review 1	1 day 15 days	Wed 8/25/21 Thu 8/26/21	Wed 8/25/21 Thu 9/16/21	49	City of EG
51	Revise and Resubmit Plan Check Review 1		Fri 9/17/21	Thu 9/23/21	50,43	Arch
52	Plan Check Review 2	5 days			50,45	
53	Revise and Resubmit Plan Check Review 2	10 days 4 days	Fri 9/24/21 Fri 10/8/21	Thu 10/7/21 Wed 10/13/21	52	City of EG MFDB
54			Thu 10/14/21		53	City of EG
55	Plan Check Review 3 Revise and Resubmit Plan Check Review 3	5 days 3 days	Thu 10/14/21 Thu 10/21/21	Wed 10/20/21 Mon 10/25/21	54	MFDB
56	Building Permit Issued	1 days	Tue 10/26/21	Tue 10/26/21	55	City of EG
57	General Contractor Selection	75 days	Mon 11/9/20		در	City of Lo
58	RFQ		Mon 11/9/20			
58	Develop GC RFQ Draft	39 days		Fri 11/13/20		ECC
60	·	5 days		Wed 11/18/20	FO	EGWD
61	Review and Comment on GC RFQ Draft Develop GC RFQ Final	3 days		Wed 11/18/20 Mon 11/23/20	59 60	ECC
62	Review and Approve GC RFQ Final	3 days	Tue 11/19/20		61	EGWD
63	• • • • • • • • • • • • • • • • • • • •	1 day			62	ECC
	Issue GC RFQ	1 day		Wed 11/25/20		
64	Prepare Qualification Statements	15 days	Mon 11/30/20		63	General Contractors
65	Receive Qualification Responses	1 day	Mon 12/21/20		64	ECC
66 67	Review Qualification Responses	9 days		Wed 1/6/21	65	PSRC Eval Committee
68	Select GC Short List	1 day	Thu 1/7/21	Thu 1/7/21	66	Eval Committee
68 69	RFP Develop CC BED Droft	62 days	Mon 11/30/20		63	ECC
70	Develop GC RFP Draft Povious and Comment GC PFP Draft	10 days	Mon 11/30/20		63	ECC EGWD
71	Review and Comment GC RFP Draft	5 days	Mon 12/14/20		69 70	
	Develop GC RFP Final	3 days		Wed 12/23/20	70	ECC
72	Review and Approve GC RFP Final	1 day		Mon 12/28/20	71	EGWD
73	Issue GC RFP	1 day	Mon 2/1/21	Mon 2/1/21	72,67,24	ECC
74	Prepare GC Proposals	15 days	Tue 2/2/21	Mon 2/22/21	73	General Contractors
75 76	Receive GC Proposals	1 day	Tue 2/23/21	Tue 2/23/21	74	ECC
76	Review GC Proposals	3 days	Wed 2/24/21	Fri 2/26/21	75	PSRC
77	Interview & Select GC Firms	1 day	Mon 3/1/21	Mon 3/1/21	76	PSRC
78	General Contractor Contract	6 days	Tue 3/2/21	Tue 3/9/21		
79	Negotiate GC Contract	5 days	Tue 3/2/21	Mon 3/8/21	77	ECC
80	General Contractor Contract Approved and Signed (Special Board Meeting)	1 day	Tue 3/9/21	Tue 3/9/21	79	EGWD,GC
				ļ		
81	Preconstruction	104 days	Wed 3/10/21	Wed 8/4/21		
82	Schematic Design Budget Estimate	15 days	Wed 3/10/21	Tue 3/30/21	80	GC
83 84	Review and Approve SD Budget Estimate	5 days	Wed 3/31/21	Tue 4/6/21	82	EGWD
	Design Development Estimate	15 days	Wed 6/9/21	Tue 6/29/21	39,83	GC

	Task Name	Duration	Start	Finish	Drodococco	rsResource Names
	lask Name	Duration	Start	1111311	riedecesso	Takesource Ivallies
85	Review and Approve Design Development Estimate	5 days	Wed 6/30/21	Wed 7/7/21	84	EGWD
86	50% Construction Document Estimate	15 days	Thu 7/8/21	Wed 7/28/21	85	GC
87	Review and Approve 50% Construction Document Estimate	5 days	Thu 7/29/21	Wed 8/4/21	86	EGWD
88	Guaranteed Maximum Price (GMP)	152 days	Wed 3/10/21	Tue 10/12/21		
89	Develop Subcontractor Bid List	20 days	Wed 3/10/21	Tue 4/6/21	80	GC
90	Approve Subcontractor Bid List	5 days	Wed 4/7/21	Tue 4/13/21	89	ECC,EGWD
91	Subcontractor Bid Period	15 days	Wed 9/1/21	Wed 9/22/21	87,90,43	GC
92	Develop GMP	10 days	Fri 9/24/21	Thu 10/7/21	91,51	GC
93	Approve GMP	2 days	Fri 10/8/21	Mon 10/11/21	92	EGWD
94	Execute GMP Amendment to GC Contract (Special Board Meeting)	1 day	Tue 10/12/21	Tue 10/12/21	93	EGWD,GC
95	Construction	161 days	Wed 10/13/21	Fri 6/3/22		
96	Demolition	10 days	Wed 10/13/21	Tue 10/26/21	94,47	GC
97	Tenant Improvement Construction	140 days	Wed 10/27/21	Wed 5/18/22	56,96	GC
98	Sitework Construction	15 days	Thu 4/28/22	Wed 5/18/22	97FF	GC
99	Punch List	10 days	Thu 5/19/22	Thu 6/2/22	97,98	GC,MFDB,ECC,EGWD
100	Certificate of Occupancy	1 day	Fri 6/3/22	Fri 6/3/22	99	City of EG
101	Move In	30 days	Thu 5/19/22	Thu 6/30/22		
102	Install IT	15 days	Thu 5/19/22	Thu 6/9/22	97	EGWD
103	Install FF&E	15 days	Fri 6/3/22	Thu 6/23/22	99	EGWD
104	Staff Moves	5 days	Fri 6/24/22	Thu 6/30/22	102,103,1	0 EGWD

EXHIBIT "C" COMPENSATION

MFDB ARCHITECTS INC.

111 Scripps Drive, Sacramento, California 95825

P:916.972.0131

F:916.481.1845



Transmittal

Date: September 25, 2020

Project: Response to RFP EGWD Admin Bldg TI

Job No.:

To: Elk Grove Water District (EGWD)

9257 Elk Grove Blvd Elk Grove, CA 95624

Attention: Mr. Bruce Kamilos, Assistant General Manager

○ Originals

☐ Prints

☐ Reproducibles

Specifications

☐ Shop Drawings

Via:

☐ Mail

UP5

☐ Overnight

⊠ Hand

For Your:

☐ Approval

Review & Comment

□ Use

☐ Distribution

Enclosures

Description:

- 1 Fee Proposal
- 1 Summary of Claims or Litigation

Sent By:

Joseph R. Serar, AIA, LEED AP

Signature:

Copies To:

9/1

P: 916.972.0131

F: 916.481.1845

September 25, 2020

Mr. Bruce Kamilos, Assistant General Manager Elk Grove Water District (EGWD) 9257 Elk Grove Blvd. Elk Grove, CA 95624

s

Subject:

RFP - EGWD Administration Building Tenant Improvements Project at

9829 Waterman Road, Elk Grove, CA.

Fee Proposal

Dear Bruce,

We are pleased to submit this fee proposal for civil, architectural and structural services on the Elk Grove Water District Administrative Office Tenant Improvement at 9829 Waterman Road, Elk Grove.

PHASE	FEE	
Programming	20,000	
Planning	Incl	
Schematic Design	21,000	
Design Development	26,000	
Construction Documents	70,000	
Permitting	5,500	
General Contractor Selection	3,000	
Construction Phase Services	34,000	
Punch List and Substantial Completion	Incl	
Total	\$179,500	

Optional Additional Engineering:

Structural analysis/engineering of window cutouts at interior wall: \$6,500

ASSUMPTIONS/EXCLUSIONS

- Printing and delivery of up to 3 sets of drawings and specifications at each submittal milestone is included in the proposed fee. Additional printing and shipping will be billed at cost + 15%.
- 2. District will provide all Bid Forms, and General Conditions for the project.
- Our proposal includes architectural, structural, and civil engineering services only.
- 4. Includes interior finish and color selections. Excludes furniture and/or systems furniture selection. We would be happy to provide input on color/finish selections for furnishings selected by Owner's vendor.
- 5. Mechanical, electrical, plumbing, fire sprinkler and fire alarm engineering will be provided by the selected general contractor's sub-contractors starting at the completion of the schematic design phase. They will be the engineers of record (EOR) on the project providing stamped engineering drawings for submittal to the City. We will coordinate the integration of their work.
- Cost estimating services will be provided by the selected general contractor starting at the completion of the schematic design phase.
- 7. All plan-checking and agencies fees to be paid by the District.
- Excludes site design services other than required civil and ADA access to the building.
- 9. Site Visits During Construction are included as follows:

Architect:

Up to 2 site visits per month + substantial completion

inspection

Civil Eng:

Up to 2 site visits total

Struc. Eng:

Up to 2 site visits total

Attendance at weekly construction meetings (in person or virtual) is not included.

- Excludes LEED consulting.
- 11. Excludes Acoustical consultant.

If you have questions, please do not hesitate to contact us.

Sincerely,

MFDB Architects, Inc.

G. Tyler Babcock, AIA, LEEP AP

Principal-in-Charge 916-972-0131

tbabcock@mfdb.com

Joseph R. Serar, AIA, IIDA, LEED AP

Principal / Project Manager

916-972-0131

jserar@mfdb.com

Summary of Claims or Litigation

MFDB has no claims or litigation over the past five years.

Page 1



October 22, 2020

Joseph Serar, AIA MFDB Architects Sacramento, CA 95825

(via email)

RE: Elk Grove Water District

Landscape Conversion Elk Grove, California

Proposal for Landscape Architecture Services

Dear Joe,

Thank you for the invitation to propose on this project. The following is my understanding of the project, the phases and projected timeline. Proposed scope and fee follow.

I. <u>Project Description</u>

Preliminary Design, including possible phasing, and order of magnitude costing for landscape conversion and renovation for the Elk Grove Water District Administration Building. The office is located at 9829 Waterman Road, Elk Grove. It consists of a single building (former Masonic Lodge) surrounded by parking lot with landscaping, frontage landscape, and buffer landscape.

The landscape design is reflective of the timeframe when the building was developed. Turf is predominant in large areas and in common spaces. Turf also makes up most of the street frontages. Shrubs and groundcover make up the rest of the planted spaces in parking islands, building foundation planters, and buffer areas. Tree canopy is widespread throughout and appears to be in good health. Irrigation is assumed to be of the same era, and will likely consist of primarily overhead, pop-up spray.

The District may be interested in converting the landscape, over time, to be more efficient in water use. This may include conversion of the existing irrigation system, and in some cases, redesigning the landscape with more water-efficient shrubs, groundcovers, turf substitutes, or other grasses.

As a first, schematic work phase, Roach & Campbell will meet with the District to confirm project goals and objectives. We will then present different strategies for achieving the goal of converting site landscape and irrigation. We may prepare order of magnitude costing for different areas of work, suggest phasing options, assist with assigning prioritization, and prepare preliminary landscape concepts. If existing, as-built plans are not available, we will work from existing aerial imagery to prepare project exhibits and show areas of work.

Landscape construction documents are not included in this preliminary phase of work. Should the district choose to move forward, we will provide a separate scope and fee for that work.

II. Scope of Work

Task 1 - Preliminary Design

- 1. Review the Client's project schedules, programmatic design requirements, and applicable local and state requirements.
- 2. Visit the site to review existing conditions. Photograph site.

- 3. Meet with the client (remote or at District offices) to discuss the project goals and objectives.
- 4. Present options for water conservation and discuss varying degrees of cost.
- 5. Provide sketch diagrams to develop the character of how specific project areas may be modified; these will serve as collaborative tools for the project team. Once the various concepts have been developed, we will prepare a preliminary plan for a specific site(s) within the overall project showing the landscape conversion concept, significant features, design theme, and general layout and arrangement of spaces.
- 6. Once schematic design placement and programming is agreed, we will prepare site drawings depicting the schematic plan. The document will be produced in color, will contain labels and will be suitable for use in presentations by the Client.
- 7. Attend meetings remotely, at MFDB's offic or on site at the District office.
 - 8. The following Exhibits and Deliverables are anticipated:
 - a. Landscape Phasing Diagram,
 - b. Order of Magnitude Costing
 - c. Preliminary Plant Substitution List & Images
 - d. Sketched Concepts for Areas identified and Agreed to by District

III. Exclusions to Scope of Services

- The Client shall provide the following information or services as required for performance
 of the Scope of Services. We assume no responsibility for the accuracy of such
 information or services and shall not be liable for errors or omissions therein. Should we
 be required to provide services in obtaining or coordinating compilation of this
 information, such services shall be charged as Additional Services.
 - a. Topography and survey indicating existing conditions and utilities including base information for the project as well as boundary limits.
 - b. Legal descriptions of property.
 - c. Specific planting and irrigation plans.
 - d. Geotechnical soils report.
 - e. Discovery or removal procedures for hazardous waste, wells, underground tanks or archaeological artifacts.
 - f. Public meetings and/or presentations.
 - g. Landscape construction documents.
 - h. Roadway Improvements including curb, gutter and sidewalk.
 - i. Civil, Structural, or Electrical engineering services.
 - j. Utility company/entity application processing and/or coordination.
 - k. Tree survey, mitigation plan and/or Arborist's Report.
 - I. SWPP documentation and/or erosion control plan

IV. Fee Proposal

Task Description

<u>Landscape Architectural Fee – Hourly Not to Exceed</u>

1 Preliminary Design

\$6,500.00

TOTAL NOT TO EXCEED FEE including reimbursable expense allowance

\$6,500.00

V. <u>Compensation Terms</u>

A. Additional services are not included under this proposal. If requested and authorized in writing by the Client, such services will be billed on a "time and materials" basis at the following hourly rates:

Principal Landscape Architect \$155 Landscape Architect \$125 Landscape Designer \$95 Support Staff \$65

- B. Services and fees for items not listed above, as well as for other disciplines (electrical engineering, structural engineering) **are not** included in this proposal.
- C. All expenses **are** included in the above proposed fee schedule. Such expenses include, but are not limited to, telecommunication charges, lodging, mileage, and travel out of town, reprographics, postage, rental of equipment and vehicles, messenger and/or delivery charges, photographic supplies, and soil fertility testing.
- D. If the Client makes a decision which involves additional services and expenses for changes in the drawings, specifications or other documents, or if the Landscape Architect incurs labor or expenses due to delays caused by the Client or a Contractor, the Landscape Architect is to be paid by the Client for such additional services, expenses, or legal fees that may be incurred. This will include changes in the site plan after work commences by the Landscape Architect.
- E. Additional expense incurred by the Landscape Architect during construction due to changes in the site plan or contract documents caused by failure of the Client to provide adequate information will not be the responsibility of the Landscape Architect. Services that may be necessary to correct the contract documents will be billed as additional services.
- F. Invoices will be submitted monthly based on work completed for that billing cycle. Accounts are due and payable within thirty days of receipt at the offices of Roach + Campbell, in Sacramento, California. A finance charge of 1 1/2% per month, or the maximum amount allowed by law, will be charged on past due accounts. Failure to remit payment will justify cessation of further services. The prevailing party will pay legal expenses necessary for the collection of delinquent fees. Only as permitted by the Master Agreement with Overaa Construction.

VI. <u>Miscellaneous</u>

A. All drawings, specifications, other data and instruments of services, are to remain the property of the Landscape Architect whether the project for which they are created is executed or not. The Client will be permitted to retain copies, including reproducibles of drawings and specifications for information and reference. The Client will not use the drawings and specifications in part or in whole on any other project without the written consent of the Landscape Architect.

- B. If the Client retains the services of a value engineering (VE) consultant to review the Construction Documents prepared for this project by the Landscape Architect, it shall be at the Client's sole expense and shall be performed in a timely manner so as not to delay the orderly progress of the Landscape Architect's services. All recommendations of the VE consultant shall be given to the Landscape Architect for review, and adequate time shall be provided for the Landscape Architect to respond to the recommendations. If the Landscape Architect objects to any recommendations made by the VE consultant, the Landscape Architect shall so state in writing to the Client, along with the reasons for objecting.
- C. The Client agrees to defend, indemnify, and hold us and our partners, directors, attorneys, employees, and agents harmless against any harm or expense whatever arising out or resulting from any claim, demand, action or suit against us, the Client, or anyone else, by any person or entity who is not a party to this agreement, that arises out of this project, regardless of the nature of the claim. In the event that such a claim, demand, action, or suit is brought against us, the Client will promptly respond to it. However, if such an action or suit is actually brought before any court or other tribunal, we will have the right, but not the obligation, to select counsel of our choosing to represent us and our officers, directors, attorneys, employees, and agents in that action or suit. In that event, the Client will pay such counsel any retainer, fees, costs, advances, or reimbursements of expenses required by such counsel in connection with the action or suit under the terms of its engagement to us.
- D. The Client will identify the Landscape Architect as the Landscape Architect of record for all publicity issued on the project, including awards, job signs, magazine/periodical and newspaper articles and press releases, etc.; and the Landscape Architect will provide at its sole expense graphic materials reasonably requested by the Client for such publicity.
- E. The Client acknowledges and agrees that proper maintenance is required after the Project is complete. A lack of or improper maintenance may result in damage to property or persons. Client further acknowledges that, as between the parties to this agreement, Client is solely responsible for the results of any lack of or improper maintenance.
- F. This fee proposal shall be valid for ninety (90) days from the date of proposal. We reserve the right to resubmit this fee proposal if the contract is not executed within this ninety (90) day period.
- G. Landscape architects are licensed by the State of California. Any question concerning a landscape architect may be referred to the Landscape Architects Technical Committee at: 2420 Del Paso Road, Suite 105, Sacramento, California 95834, (916) 575-7230.

We look forward to working with you. If you have any questions regarding this proposal whatsoever, please do not hesitate to call. We'll begin work upon your written authorization to proceed.

Sincerely

William Roach, ASLA, LEED® AP

CRLA 4409

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Bruce M. Kamilos, Assistant General Manager

SUBJECT: TRUCK PURCHASES

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors authorize the General Manager to execute a purchase order in the amount of \$84,117.82, including tax and title fees, with Elk Grove Ford to purchase three (3) pickup trucks.

SUMMARY

The replacement of Trucks #102, 402 and 413 were included in the Fiscal Year 2020-21 Capital Improvement Program (FY 2020-21 CIP). In accordance with the Florin Resource Conservation District's (FRCD) Purchase of Goods and Services from Outside Vendors Policy, competitive bids were requested from four (4) vendors. The lowest responsive, responsible bidder is Elk Grove Ford with a bid amount of \$84,117.82.

This action, if approved, would authorize the General Manager to execute a purchase order (attached) in the amount of \$84,117.82 with Elk Grove Ford for the purchase of the three (3) pickup trucks.

DISCUSSION

Background

Truck #102 is a 2007 Chevrolet 1-ton pickup truck that is 13 years old with 77,360 miles. Truck #413 is a 2014 Ford 3/4-ton pickup truck that is six (6) years old with 116,436 miles. Both trucks belong to the Distribution division, which has requested that the trucks be replaced with 1/2-ton pickup trucks. Truck #402 is a 2008 Ford 3/4-ton pickup truck that is 12 years old with 81,763 miles. This truck belongs to the Utility division, which has requested that the truck be replaced with a 3/4-ton pickup truck. The conditions of the trucks were assessed as part of the annual update of the Asset Management Plan. Based on this assessment, these trucks were included in this year's approved capital improvement program (CIP) for replacement.

TRUCK PURCHASES

Page 2

Present Situation

The Purchase of Goods and Services from Outside Vendors Policy requires that major purchases of items costing more than \$50,000 be competitively bid and approved by the FRCD Board of Directors. On October 15, 2020, staff emailed a Request for Bid to four (4) vendors. The Request for Bid required bids to be received by Elk Grove Water District via email no later than 12:00 pm on November 5, 2020. On November 2, 2020, I called each vendor to remind them that bids were due at that time. On November 5, 2020, Elk Grove Ford was the only vendor that submitted a bid making them the lowest responsive, responsible bidder. The bids are summarized below and represent the amounts including tax and title fee. (EGWD is exempt from license fee.)

Company Name		Bid Amount
1	Elk Grove Ford	\$84,117.82
2	Harrold Ford	No Bid
3	Fairfield Ford	No Bid
4	Future Ford of Sacramento	No Bid

Though Elk Grove Ford was the only vendor to submit a bid, staff recommends awarding the purchase of the trucks to Elk Grove Ford as their total pricing for all three (3) trucks is \$30,832 below list price.

ENVIRONMENTAL CONSIDERATIONS

There are no environmental considerations associated with the purchase of the truck.

STRATEGIC PLAN CONFORMITY

The recommendation made in this staff report conforms to Goal 2, Fiscal Responsibility, of the FRCD/EGWD 2020-2025 Strategic Plan which states as objectives the importance of developing sound annual budgets for CIP projects.

TRUCK PURCHASES

Page 3

FINANCIAL SUMMARY

The financial impact of purchasing these three (3) trucks is \$84,117.82 including tax and title fees. An additional estimated \$15,000 will be spent to outfit the trucks with storage compartments, lights and accessories bringing the estimated total to just under \$100,000. The FY 2020-21 CIP approved budget for the truck purchases is \$135,000.

Respectfully submitted,

B. M. Cams las

BRUCE M. KAMILOS

ASSISTANT GENERAL MANAGER

Attachment

Attachment

NON-COLLUSION AFFIDAVIT

I, Bryan CLAYLIZ, being first duly sworn, depose and say that
I, Bryan CLANCIA, being first duly sworn, depose and say that am the Plant Mar. of Eth Grown Ford the party making the
attached bid; that the bid is not made in the interest of, or on behalf of, any undisclosed person,
partnership, company, association, organization, or corporation; that the bid is genuine and not
collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder
to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or
agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from
bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement,
communication, or conference with anyone to fix the bid price of the bidder or any other bidder,
or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to
secure any advantage against the public body awarding the contract of anyone interested in the
proposed contract; that all statements contained in the bid are true; and, further, that the bidder
has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the
contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee
to any corporation, partnership, company association, organization, bid depository, or to any
member or agent thereof to effectuate a collusive or sham bid.
I certify (or declare) under penalty of perjury under the laws of the State of
California that the foregoing is true and correct.
Name
Name
Signatura
Signature
Name T3ry Ar Clans
Title Fire-T MSY.
Dated 11/4/2010

PURCHASE ORDER FLORIN RESOURCE CONSERVATION DISTRICT

Purchase Order No.

GL#

Contractor:		- 1	District:			
Name EIR Grove Address 9645 Au	e Ford,	E	Elk Grove Water District			
Address 9645 Au	9	9257 Ell	Grove Blvd.			
City, State Zip & .C	CA 95757	757 Elk Grove, CA 95624				
Attn: BryAn CLARA Mark M			Mark Madison	Genera	al Manager	
Phone: 611 1/70 7040 Fav.					Fax:	916.685.5376
1	E-mail: bryanclarkallEgroraford. Com			916.685.3556		
E-mail: 6/44 ~ 2/67	Zaer-gro-t	E	E-mail:	mmadison@eg	gwd.org	
Project Information:	5	Ship To:				
		<u> </u>	9257 Elk Elk Grov	ve Water District of Grove Blvd. ve, CA 95624 rk Madison		
	Please forward all invo	ices to accou	ıntspaya	able@egwd.org		
Order Date	Delivery Date	Ship Via		FOB		Payment Terms
	per contract terms					Net 30 days of invoice

District and Contractor agree as follows:

MATERIAL, EQUIPMENT AND/OR SERVICES TO BE PROVIDED: Vendor shall furnish the material, equipment and/or services described below which is incorporated into and made part of this Purchase Order. In the event of any conflict between the language in this Purchase Order and the language in the Professional Services Agreement or Construction Contract, the language in the Professional Services Agreement or Construction Contract shall prevail over the language in this Purchase Order.

Description	Estimated	Unit	Ext. Price	Delivery
Item No.	Quantity	Price		Date
Ford F-150 XL in accordance with attached	2	25949	51898	90-120 Acg.
Specifications, Exhibit A1				
Ford F-250 XL in accordance with attached	1	26061	76061	90-120 day
Specifications, Exhibit A2				/
			- 60	
Total			77.959	

⁶ 6,041.82 7.75% Tax

[Attach Additional Sheets if necessary] 117 Title Fee @ \$39 ea.

[Signature page follows]

Florin Resource Conservation District	[Company Name] Eck Grove Ford
By: Mark J. Madison, P.E. General Manager	By: Name] [Position]
Attest:	
By: Stefani Philips District Clerk	
Approved as to Form:	
Approved as to Form:	
By: Richard E. Nosky, Jr. Attorney for Florin Resource Conservation D	District

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S	MEDIUM EARTH GR		425	50 STATE	EMISS	NC	
600A	PREF EQUIP PKG		512	SPARE TIR	E/WHL2	NC	
	.XL TRIM			TELE TT M	IR-PWR		No.
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996	.6.2L EFI V8 ENG	NC	TOTAL	BASE AND	OPTIONS	39325	
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A VINYL 40/20/40	NC	53B		
S MED DARK SLATE			SIRIUSXM RADIO	
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.XL SERIES		85A	POWER EQUIP GRP	1170
.17"SILVER STEEL			SP DLR ACCT ADJ	
99P 2.7L V6 ECOBST	1195		SP FLT ACCT CR	12:4
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TO: Chair and Directors of the Florin Resource Conservation District

FROM: Stefani Phillips, Board Secretary

SUBJECT: NOMINATIONS FOR MEMBERSHIP ON SACRAMENTO LOCAL AGENCY

FORMATION COMMISSION SPECIAL DISTRICT ADVISORY COMMITTEE

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors consider nominating a director for Sacramento Local Agency Formation Commission Special District Advisory Committee "Office B".

SUMMARY

Sacramento Local Agency Formation Commission (LAFCo) Special District Advisory Committee (SDAC) has seven (7) vacant seats for Office "B", which will serve a two (2) year term from January 2021 through December 2022. Nominations are being requested and new members will be selected by the SDAC Sub-committee, subject to confirmation by LAFCo.

By this action, the Florin Resource Conservation District (FRCD) Board of Directors (Board) may nominate a director for the LAFCo SDAC "Office B".

DISCUSSION

Background

The SDAC has 17 members, comprised of the two (2) LAFCo Special District Commissioners, the Alternate Special District Commissioner, and representatives from recreation and park, fire, water, flood control, cemetery, and other types of special districts. SDAC members serve two (2) year terms without compensation. SDAC meetings are held quarterly on the fifth Tuesday, or as needed.

Present Situation

SDAC's Office "B" has seven (7) vacant seats for the upcoming term, January 2021 through December 2022. Deadline of the SDAC Nomination Form is February 15, 2021.

Staff recommends the Board consider this item and provide direction.

NOMINATIONS FOR MEMBERSHIP ON SACRAMENTO LOCAL AGENCY FORMATION COMMISSION SPECIAL DISTRICT ADVISORY COMMITTEE

Page 2

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

Serving as committee members of the LAFCo SDAC is in accordance with the FRCD/Elk Grove Water District 2020-2025 Strategic Plan Strategic Goal 7 Water Industry Leadership.

FINANCIAL SUMMARY

There is no financial impact associated with this item at this time.

Respectfully Submitted,

STEFANI PHILLIPS, BOARD SECRETARY

AGENDA ITEM No. 8

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Patrick Lee, Finance Manager/Board Treasurer

SUBJECT: ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors adopt Resolution No. 11.17.20.02:

- 1. Amending the Elk Grove Water District Fiscal Year 2020-21 Operating Budget to reflect an appropriation from operating reserves to nonoperating expenses in the amount of \$1,709,239; and
- 2. Authorizing the General Manager to make an additional discretionary payment to CalPERS in the amount of \$1,709,239 to pay down the unfunded accrued liability as calculated by the June 30, 2019 CalPERS actuarial valuation for both the Classic and PEPRA plans.

SUMMARY

The Florin Resource Conservation District (District) is a participant in the Public Agency Cost-Sharing, Multi-Employer Defined Benefit Pension Plan (Plan) administered by the California Public Employees' Retirement System (CalPERS). The Plan provides service retirement and disability benefits, annual cost of living adjustments and death benefits to District employees upon retirement from the District after at least five (5) years of service.

Staff reviewed the June 30, 2019 actuarial valuations in conjunction with an analysis of the Districts reserves and has developed a funding plan to continue the prudent financial management of District resources and to achieve potential future cost savings.

DISCUSSION

<u>Background</u>

The District is a participant in the Plan administered by CalPERS. The Plan provides service retirement and disability benefits, annual cost of living adjustments and death benefits to District employees upon retirement.

ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS

Page 2

The Plan is evaluated annually by the CalPERS Actuarial Office to determine if the asset accumulated by the Plan are sufficient to pay for all benefits earned by employees upon retirement from the District. The District makes annual contributions to the Plan based on the required contributions calculated by CalPERS. These required contributions are necessary to accumulate enough assets to make these future benefit payments. Annual contributions to the Plan are divided into two (2) categories: 1) Normal Cost Rate - contributions to the Plan based on a percentage of actual payroll to fund the annual benefits earned by current active employees; and 2) Unfunded Accrued Liability (UAL) - contributions to the Plan to fund the unfunded benefits earned for prior years' service.

Based on the June 30, 2019 Actuarial Valuation, the projected contributions for FY 2021-22 are as follows:

	Normal Cost Rate	UAL
Classic Plan	10.34%	\$115,324
PEPRA Plan	7.59%	\$3,125

Present Situation

The District has reserve balances of approximately \$16.1 million as of October 31, 2020. The District's reserves continue to increase year over year, even without rate increases. The last time the District implemented a rate increase was January 1, 2018 and have since been able to defer any additional rate increases as a result of prudent financial management and cost control efforts. The District will continue to defer any rate increases through December 31, 2021.

As part of continuing to manage the District's finances in a prudent manner and identifying ways to maintain cost savings, staff has identified the District's UAL related to the Plan as a potential area for long term cost savings. An additional discretionary payment (ADP) to CalPERS could potentially result in interest savings on future contributions to the Plan.

As of the June 30, 2019 actuarial valuation published by CalPERS, the District's UAL is \$1,709,239 for both the Classic and PEPRA Plans. This UAL represents the difference between the assets that have been accumulated by the Plan and the present value of all benefits that have been earned by District employees, including the gains/losses as a result of plan changes, assumption changes, demographic changes and investment performance.

The UAL is comprised of prior year Plan performance gains/loss due to plan changes, assumption changes, demographic changes and/or investment performance. The

ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS_

Page 3

changes, referred to as amortization bases, are then amortized over a period of up to 30 years, as established by CalPERS. This creates a "smoothing" effect and eliminates volatility in future contributions due to major gains/losses.

Staff has evaluated the following four (4) scenarios and the financial impact each would have on the District if an ADP is made to paydown the UAL. Below is a summary of the analysis:

1. Interest Savings:

- a. Pro: The District's UAL of \$1,709,239 as of June 30, 2019 is set to be amortized over a period of up to 24 years. <u>Assuming</u> that for all years subsequent to June 30, 2019 there are no plan changes, assumptions changes, demographic changes and investment performance is in line with CalPERS 7.0% rate of return, by the time the District finishes paying off the UAL in 2043, the total amount paid to CalPERS would be approximately \$3,026,220, with approximately \$1,316,981 being attributed to interest costs. This translates into a potential interest saving of approximately \$1,316,981 over 24 years by making an ADP to CalPERS to pay off the UAL as of June 30, 2019.
- b. Con: Due to changing market conditions and the potential for CalPERS to make changes to the Plan, it is not possible to quantify the affect any future changes might have on the UAL. Future increases or decreases to the UAL will ultimately offset the estimated potential interest savings of \$1,316,981.

2. Reduction to Annual UAL:

- a. Pro: The District would be able to reduce future annual UAL payments (i.e. for FY 2021-22 the amount is \$118,449 and is estimated to go up to \$166,700 by FY 2026-27) to CalPERS by essentially "resetting" the UAL to zero (0) as of June 30, 2019. Any UAL created in subsequent years will continue to be amortized according to CalPERS, but the payments towards the new UAL should be less than the amount the District is currently paying.
- b. Con: The annual payment towards the current UAL is comprised of a blend of gains and losses as a result of plan changes and investment performance. If major losses are recognized in consecutive subsequent years as a result of assumption changes or poor investment performance, the District's UAL could again inflate to the same levels prior to the ADP.

ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS_

Page 4

3. Investment Yields:

- a. Pro: Approximately \$5.2 million of the District's available \$16.1 million in reserve funds are currently invested in government securities with a maturity date between three (3) and five (5) years and yields ranging from 0.47% to 1.82%. The remaining \$10.9 million is invested across multiple strategies including the Local Agency Investment Fund (LAIF), CalTRUST and the District's operating bank with yields ranging from 0.5% to 0.84%. Although CalPERS should not be viewed as an investment strategy, by making an ADP to pay down the UAL, the District is essentially moving monies from lower yielding investment strategies, to CalPERS, who over the past 20 years, has earned an average 5.5% return annually.
- b. Con: Changing market conditions make it impossible to predict investment performance. Market volatility is greater with CalPERS and the District would be subject to any major swings in investment performance.

4. Irrevocable Funds:

- a. Pro: An analysis of the District's reserve balances indicates that the District would be able to absorb the cost of an ADP to CalPERS, as well as any major capital projects as identified in the 2021-2025 Capital Improvement Plan, including the acquisition of a new administration building.
- b. Con: Contributions to CalPERS are irrevocable once made. Once an ADP is made to pay down the UAL, these funds cannot be returned to or withdrawn by the District for operating or capital improvement purposes.

Considering the potential for interest savings on future contributions to CalPERS, as well the ability to defer rate increases until December 31, 2021, all while the District's reserves continue to increase, staff is recommending that the Board amend the EGWD FY 2020-2021 Operating Budget to appropriate \$1,709,239 from operating reserves to nonoperating expenses and authorize the General Manager to make an ADP to CalPERS in the amount of \$1,709,239.

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS

Page 5

STRATEGIC PLAN CONFORMITY

The recommendations made in this staff report conform to the Fiscal Responsibility section of the District's 2020-25 Strategic Plan, with an objective to develop a funding plan to increase the funded ratio of retirement benefits.

FINANCIAL SUMMARY

The financial impact of this recommendation is an appropriation of \$1,709,239 from operating reserves to nonoperating expenses in the Fiscal Year 2020-21 Operating Budget to cover the ADP to CalPERS to pay down the District's UAL. If approved, the District's reserves would drop from approximately \$16.1 million to approximately \$14.4 million.

Respectfully Submitted,

PATRICK LEE

FINANCE MANAGER/TREASURER

RESOLUTION NO. 11.17.20.02

A RESOLUTION OF THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS AMENDING THE ELK GROVE WATER DISTRICT FISCAL YEAR 2020-2021 OPERATING BUDGET AND APPROVING AN APPROPRIATION FROM OPERATING RESERVES IN THE AMOUNT OF \$1,709,239 TO NONOPERATING EXPENSES AND AUTHORIZING THE GENERAL MANAGER TO ISSUE AN ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS IN THE AMOUNT OF \$1,709,239 TO PAYDOWN THE UNFUNDED ACCRUED LIABILITY

- **WHEREAS**, the Florin Resource Conservation District (District) is a Resource Conservation District organized pursuant to Division 9 of the California Public Resources Code, Sections 9001, et seq. (Resource Conservation Law); and
- WHEREAS, the District is formed for the purposes delineated in the Public Resources Code Section 9001 and all things necessary to carry out the provisions of the Resource Conservation Law and adopted District Bylaws; and
- **WHEREAS**, the District is a participant in the Public Agency Cost-Sharing, Multi-Employer Defined Benefit Pension Plan (Plan) administered by the California Public Employees Retirement System (CalPERS); and
- **WHEREAS**, CalPERS is reporting an unfunded accrued liability for the District totaling approximately \$1,709,239 as of the June 30, 2019 Actuarial Valuation; and
- **WHEREAS**, the District has established sufficient operating reserves to cover all major capital projects as identified in the 2021-2025 Capital Improvement Program; and
- WHEREAS, the District wishes to utilize a portion of the operating reserves to make an additional discretionary payment to pay down the unfunded accrued liability associated with the Plan; and
- WHEREAS, the Elk Grove Water District (EGWD) Fiscal Year 2020-2021 Operating Budget requires an amendment to appropriate an amount of \$1,709,239 from operating reserves to nonoperating expenses to make the additional discretionary payment to CalPERS; and
- **WHEREAS**, the District's Board of Directors authorizes the General Manager to issue an additional discretionary payment in the amount of \$1,709,239 to CalPERS to pay down the unfunded accrued liability as of June 30, 2019;

NOW, THEREFORE, THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS DOES HEREBY RESOLVE:

- SECTION 1. The Board of Directors hereby adopts the foregoing recitals as true and correct and incorporates them herein by reference.
- SECTION 2. The District's Board of Directors hereby adopts Resolution No. 11.17.20.02, amending the EGWD Fiscal Year 2020-2021 Operating Budget to appropriate an amount of \$1,709,239 from operating reserves to nonoperating expenses and authorizing the

General	Manager	to issue	an a	dditional	discretionary	payment to	o CalPERS	to pa	ıy down	the
unfunde	ed accrued	liability i	in the	amount o	of \$1,709,239.					

SECTION 3. The Board Secretary shall certify to the adoption of this Resolution.

SECTION 4. This Resolution shall take effect immediately upon its adoption.

	•	
PASSED, APPROVED AND ADO AYES: NOES:	DPTED this day of	, 2020.
ABSENT: ABSTAIN:		
	Tom Nelson Chair	
ATTEST:		
Stefani Phillips Board Secretary		
APPROVED AS TO FORM:		
Richard E. Nosky District Legal Counsel		

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Stefani Phillips, Human Resources Administrator

SUBJECT: FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER

DISTRICT ENGINEERING TECHNICIAN SERIES CLASSIFICATION

AND COMPENSATION STUDY

RECOMMENDATION

It is recommended that the Florin Resource Conservation Board of Directors adopt Resolution No. 11.17.20.03:

- 1. Accepting the Florin Resource Conservation District/Elk Grove Water District Engineering Technician Series Classification and Compensation Study;
- 2. Authorizing the creation of the Engineering Technician II and III classifications;
- 3. Amending the Elk Grove Water District Salary Schedule to incorporate the recommended salaries for Engineering Technician series I, II, and III classifications.

SUMMARY

In October of 2020, the Florin Resource Conservation District/Elk Grove Water District (District) retained Bryce Consulting to develop an Engineering Technician Series Classification and Compensation Study (Study) under supervision of the Assistant General Manager. The purpose of the Study (Attachment 1) is to create a series for the Engineering Technician classification (Attachment 2) that would create depth within the Technical Services Department and room for growth within the classification.

If approved, the Florin Resource Conservation District Board of Directors (Board) would create an Engineering Technician series classification and amend the salary schedule to incorporate the recommended salaries for the Engineering Technician I, II, and III classifications.

FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER DISTRICT ENGINEERING TECHNICIAN SERIES CLASSIFICATION AND COMPENSATION STUDY

Page 2

DISCUSSION

Background

In July 2020, the GIS Technician II position became vacant due to a promotion in the District. At that time, it was felt that backfilling the vacancy would be best suited with the Engineering Technician I classification.

In September 2020, the District held interviews for the Engineering Technician I position and unfortunately, was unsuccessful in acquiring a candidate. Staff subsequently reevaluated the needs of the Technical Services Department. It was concluded that establishing an Engineering Technician series classification would provide more depth within the department, allow growth within the classification series, and ultimately provide the potential of drawing in a more diverse candidate pool with a broader skillset and experience.

For the development of the proposed Engineering Technician series classification, the District retained Bryce Consulting in October 2020, who conducted an Engineering Technician Series Classification and Compensation Study. The series included the development of two (2) additional classifications, an Engineering Technician II, and III.

Present Situation

Bryce Consulting completed the Study and concluded that the compensation for the Engineering Technician series was predicated on the Engineering Technician II position because of the stability in data, since not every agency has an Engineering Technician I or an Engineering Technician III. The labor market median monthly maximum for the Engineering Technician II, obtained from the District's general labor market agencies, is \$6,694 not including benefits. The Study recommends setting the Engineering Technician I compensation 10% below the Engineering Technician II and setting the Engineering Technician III 15% above the Engineering Technician III. The recommendation for setting the compensation is consistent with the market and industry standards.

According to the compiled market data, the Engineering Technician II median should be set at a maximum monthly compensation of \$6,694 not including benefits; and with total compensation (health, Dental, vision, life and long-term disability insurance, social security, retiree health savings accounts, minus the amount the employee pays towards the employers cost of retirement) of \$9,520.

FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER DISTRICT ENGINEERING TECHNICIAN SERIES CLASSIFICATION AND COMPENSATION STUDY

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Based on the Study, the Engineering Technician I's current salary (grade 52), with a maximum monthly compensation of \$6,480.94, would need to be amended to meet the recommendation.

Bryce Consulting has reviewed comparable classifications and associated salaries with other organizations contained in the Study and is recommending that the salaries be set congruent with the Districts Salary Schedule (Attachment 3).

The recommendation made by Bryce Consulting for the proposed Engineering Technician series I, II, and III classification, would create a higher degree of depth and support in the Technical Services Department and enhance the potential to attract more candidates with greater skills and experience. For these reasons, staff is recommending the Board to approve the creation of the Engineering Technician II and III classifications.

Additionally, staff is recommending the Board amend the Florin Resource Conservation District/Elk Grove Water District Salary Schedule to incorporate the recommended salaries for the proposed Engineering Technician series I, II, and III classifications.

Proposed Engineering Technician series I, II, and III classification compensation is as follows:

Position Title	Classification District Maximum Salary Grade/Step 5	Base Salary	Total Compensation Including Salary and Benefits
Engineering Technician I	Grade 50	\$6,170.67	\$9,431.00
Engineering Technician II	Grade 53	\$6,740.93	\$9,958.94
Engineering Technician III	Grade 59	\$7,687.33	\$11,134.12

STRATEGIC PLAN CONFORMITY

Conducting the Engineering Technician Series Classification and Salary Study is in conformance with the Florin Resource Conservation District/Elk Grove Water District 2020-2025 Strategic Plan and in keeping with our Strategic Plan Strategic Goal 6 Employer of Choice as it provides growth opportunity within the classification.

FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER DISTRICT ENGINEERING TECHNICIAN SERIES CLASSIFICATION AND COMPENSATION STUDY

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FINANCIAL SUMMARY

If the salary schedule is amended to include the classifications, and if the District were to hire an Engineering Technician III at Grade 59, Step 5 (maximum salary and benefits), the potential fiscal impact on the District's Fiscal Year 2020-21 Operating Budget would be \$10,134.96. However, because the GIS II position has been vacant since July 1, 2020 resulting in an overall savings of \$41,158.15, in Salaries and Benefits, there will be no impact on the Fiscal Year 2020-21 Operating Budget.

Respectfully submitted,

STEFANI PHILLIPS

HUMAN RESOURCES ADMINISTRATOR

Attachments

RESOLUTION NO. 11.17.20.03

RESOLUTION OF THE FLORIN RESOURCE CONSERVATION BOARD OF DIRECTORS APPROVING THE ENGINEERING TECHNICIAN SERIES CLASSIFICATION AND COMPENSATION STUDY, AUTHORIZING THE CREATION OF THE ENGINEERING TECHNICIAN II AND III CLASSIFICATIONS AND AMENDING THE ELK GROVE WATER DISTRICT SALARY SCHEDULE TO INCORPORATE THE RECOMMENDED SALARIES FOR ENGINEERING TECHNICIAN SERIES I, II, AND III CLASSIFICATIONS

WHEREAS, the District retained Bryce Consulting to perform a classification and compensation study for Engineering Technician series I, II, and III for the Florin Resource Conservation District/Elk Grove Water District; and

WHEREAS, Bryce Consulting has prepared the Florin Resource Conservation District/Elk Grove Water District Engineering Technician Series I, II, and III Classification and Compensation Study (Study) providing recommendations; and

WHEREAS, the Assistant General Manager and Human Resources Administrator have received and reviewed the Study; and

WHEREAS, based on their review of the Study and the organizational needs, the Assistant General Manager and Human Resources Administrator hereby recommends approval of the Study, authorization of the creation of the Engineering Technician II and III classifications, and amendment of the Elk Grove Water District Salary Schedule to incorporate the recommended salaries for the Engineering Technician series I, II, and III classifications.

NOW THEREFORE, THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS DOES HEREBY RESOLVE:

- SECTION 1. The Florin Resource Conservation District Board of Directors (Board) hereby adopts the foregoing recitals as true and correct and incorporates them herein by reference.
- SECTION 2. The Board hereby adopts Resolution No. 11.17.20.03, approving the Florin Resource Conservation District/Elk Grove Water District Engineering Technician Series Classification and Compensation Study;
- SECTION 3. The Board further authorizes the creation of the Engineering Technician II and III classifications; and
- SECTION 4. The Board further amends the Elk Grove Water District Salary Schedule to incorporate the recommended salaries for Engineering Technician series I, II, and III classifications.
 - SECTION 5. The Board Secretary shall certify to the adoption of this Resolution.
 - SECTION 6. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTE	D this 17th day of November 2020.
AYES: NOES: ABSENT: ABSTAIN:	
	Tom Nelson Chair
ATTEST:	
Stefani Phillips	
Board Secretary	
Approved as to form:	
Richard E. Nosky	
District Legal Counsel	



October 27, 2020

To: Stefani Phillips, Human Resources Administrator/Board Secretary

From: Shellie Anderson, Bryce Consulting

Subject: Florin Resource Conservation District/Elk Grove Water District Classification

and Compensation Study – Engineering Technician Series

The Florin Resource Conservation District/Elk Grove Water District (District) retained Bryce Consulting to develop a recommended classification series for an Engineering Technician, conduct a compensation study, and recommend a salary range for each level in the series. The District currently has a single level Engineering Technician I but has a need to create a career path with increasing responsibilities and expertise. By creating a series, the District will have flexibility in that they will be able to hire at different levels based on business needs and candidate qualifications.

Currently the District does not have an incumbent in the Engineering Technician I position; therefore, the consultant talked with the Human Resources Administrator and Assistant General Manager to discuss duties, requirements and needs. The consultant then drafted a job description consisting of Engineering Technician I, Engineering Technician II and Engineering Technician III. The Engineering Technician I is the entry level position that meets the educational requirements but requires a greater degree of supervision and onthe-job training. The Engineering Technician II is the journey level, requiring candidates to meet both educational and experience requirements and be able to perform the full scope of work independently. The Engineering Technician III is the advanced journey level, whereby the incumbent would perform the full scope of duties at the Engineering Technician II level, in addition to the more complex duties of project management and administering the District's Geographic Information Systems (GIS) program.

In addition to developing a job description for the Engineering Technician series, Bryce Consulting conducted a compensation study. Compensation studies use a combination of market data and internal relationships for determining salaries. The journey level is the level that typically results in the most stable data as not every agency will have an entry

level and/or advanced journey level or use them consistently. Therefore, the Engineering Technician II served as the benchmark. With data for the journey level, the industry standard is to set the journey level to the market and use internal relationships to set the entry and advanced journey levels so that the series is consistent and competitive with the market and consistent from an internal perspective. The compensation study included the District's general labor market agencies as provided in Table 1 below.

TABLE 1
SURVEY AGENCIES
Amador Water Agency
Carmichael Water District
El Dorado Irrigation District
Fair Oaks Water District
Nevada Irrigation District
Placer County Water Agency
Sacramento Suburban Water District

With respect to the labor market study, the median for maximum base salary is \$6,694. The labor market median for total cash (maximum base salary, the employee's portion of retirement paid by the employer, the agencies' contribution to deferred compensation, longevity pay at year 10 and certification pay) also happens to be \$6,694. The labor market median for total compensation (the elements of total cash plus the agencies' contribution to health, dental, vision, life and long term disability insurance, social security, the amount the agencies contribute to a retiree health savings account, minus the amount the employee pays towards the employers' cost of retirement) is \$9,520. The detailed datasheet can be found as Appendix A.

It is recommended that the Engineering Technician II be set to the market and that the Engineering Technician I be set 10% below the Engineering Technician II and the Engineering Technician III be set 15% above the Engineering Technician III. The recommendations are consistent with the market and industry standards.

APPENDIX A DETAILED DATASHEET

Appendix A

Expose when the protection of the control o	Surveyed Agency	Classification Title	Minimum Base Salary	Maximum Base Salary Rei	Employee's Employee's Minimum Maximum Portion of Portion of Base Salary Retirement Paid Retirement Paid Bettement Paid Portion of Portion of Base Salary Retirement Paid Retirement Paid Retirement Paid Portion (\$)		Deferred Compensation	Longevity (Year 10)	Certification/ Education Pay	Certification/ Education Pay Notes	Total Cash	Cafeteria Plan	Health (Most Cafeteria Plan Expensive Plan)	Dental	Vision	Life Insurance	S e Insurance LTD Insurance	Social Security/Medica Retiree Health re Savings Accoun	Retiree Health Savings Account	R Total Comp	Employer's Employer's Portion of Portion of Retirement Paid Retirement Paid by the Employee (%) Employee (5)		Total Compensation minus ER portion of retirement paid by EE	Comments
Moccompartible Class State Stat	ilk Grove Water District	Engineering Technician II	Market Check	Market Check							Market Check								٧	1arket Check			Market Check	
Clic Specialist S4,777 S5,808 O% S0 S152 S0 S0 S0 S0 S0 S0 S0 S	Amador Water Agency	No Comparable Class																					Pr Te	ofessional Level classes only; GIS/CAD echnician not budgeted
Figure Proper Part Part Part Part Part Part Part Par	Carmichael Water District	GIS Specialist	\$4,777	\$2,808	%0	\$0	\$152	\$0	\$0		\$5,960	0\$	\$2,932	\$115	\$29	\$27	\$13	\$444	\$0	\$9,520	%0	\$0	\$9,520	
No Comparable Class	l Dorado Irrigation District	Engineering Technician II	\$5,268	\$6,405	%0	0\$	\$0	\$0	\$0		\$6,405	\$0	\$1,814	\$136	\$18	\$3	0\$	\$490	\$0	\$8,866	%0	\$0	\$8,866	
Fugineering Technician II 55,547 56,694 0% 50 50 50 50 50 50 50	air Oaks Water District	No Comparable Class																					As	ssociate Engineer
Fingline Find Technician II \$6,035 \$7,702 0% \$0 \$193 \$0 \$193 \$0 \$193 \$0 \$193 \$0 \$0 \$193 \$0 \$193 \$0 \$0 \$193 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$	levada Irrigation District	Engineering Technician II	\$5,507	\$6,694	%0	\$0	\$0	0\$	\$0		\$6,694	\$0	\$1,876	\$123	\$16	\$61	\$1	\$97	\$0	\$8,867	%0	\$0	\$8,867	
Cis/IT Technician \$5,478 \$6,847 0% \$0 \$0 \$0 \$0 \$0 \$1,903 \$1,903 \$182 \$20 \$23 \$182 \$524 \$0 \$9,559 0% \$9,559 \$9,559 \$9,559 \$9,559 \$9,559 \$9,559 \$9,559 \$9,559 \$9,559 \$9,550	lacer County Water Agency	Engineering Technician II	\$6,035	\$7,702	%0	\$0	\$0	\$193	\$0		\$7,895	\$0	\$2,010	\$56	\$18	\$22	\$20	\$589	\$0	\$10,609	%0	\$0		AD/GIS Technician II is lower paid
Labor Market Median \$6,694 % Above or Below Labor Market Median # of Comparable Matches 5 # of Comparable Matches 5	acramento Suburban Water Jistrict	GIS/IT Technician	\$5,478	\$6,847	%0	\$0	\$0	\$0	\$43	25 cents per hour for cert	\$6,890	\$0	\$1,903	\$182	\$20	\$23	\$18	\$524	\$0	655,6\$	%0	\$0		IS Technician is paid more than Enginer rafter but also performs help desk func
% Abvoe or Below Labor Market Median \$4 of EGWD Salary Schedule would be comparable.		Labor Mar	ket Median	\$6,694							\$6,694												\$9,520	
# of Comparable Matches 5		% Above or Below Labor Mar	rket Median																				:	
		# of Comparat	ole Matches	2								54 of EGWD Sa.	alary Schedule w	ould be compar.	able.									

Attachment 2

FLORIN RESOURCE CONSERVATION DISTRICT/ ELK GROVE WATER DISTRICT JOB DESCRIPTION

POSITION: Engineering Technician I/II/III

DEPARTMENT: Technical Services

DIRECTLY REPORTS TO: Assistant General Manager

FLSA: Non-exempt

DIRECTLY SUPERVISES: N/A

ADDITIONAL DUTIES: Duties as assigned

JOB DESCRIPTION DATE:

JOB DESCRIPTION REVISION DATE:

Job Definition

To perform a variety of technical office and field duties involving drafting, surveying, mapping, and construction inspections; to develop and maintain the District's Geographic Information System (GIS); to update and maintain the Districts' asset management program; and to develop and maintain the District's water model.

Distinguishing Characteristics:

Engineering Technician I This is the entry level class in the Engineering Technician series. Positions in this class typically require little directly related work experience. The Engineering Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under close supervision while learning job tasks, progressing to relatively less supervision as procedures and processes of assigned area of responsibility are learned. Receives immediate supervision from the Assistant General Manager.

Engineering Technician II This is the journey level class in the Engineering Technician series. Employees at this level receive relatively less instruction or assistance and are fully aware of the operating procedures and policies within the work unit. Positions in this class are normally filled by advancement from the I level once the incumbent meets the qualification and performance standards of the II level, demonstrates an ability to perform all facets of the position, and meets any other assessment requirements to move to the II level. Receives general supervision from the Assistant General Manager.

Engineering Technician III This is the advanced journey level class in the Engineering Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including project management and administering the District' GIS activities. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility. Receives direction from the Assistant General Manager.

Examples of Essential Duties:

Duties may include, but are not limited, to the following:

- Prepare, update, and revise engineering maps and drawings related to a variety of public capital improvement projects; perform preliminary engineering design work and calculations, including preparation of plans, charts, diagrams, graphs, tables, and sketches.
- Calculate quantities and cost estimates for assigned construction projects; obtain vendor/contractor price quotes, produce requisitions, and sign off on purchase orders for equipment, materials and supplies related to work assignment.
- File and retrieve engineering and related plans, maps, exhibits and various documents; update files and maintain document reference and retrieval systems.
- Produce maps, tables and graphs for internal and external use; determine and execute the appropriate sequence of data processing tasks; use established Geographic Information System (GIS) to query data and produce documents.
- Use Global Positioning System (GPS) equipment to acquire and record GIS positional and attribute data.
- Update and maintain GIS databases according to District's policies and procedures; assist in cleaning up data and making corrections in response to changes and additional data sets integrated into GIS.
- Perform quality control checks to ensure the integrity of GIS data and applications; review and resolve conflicts in data; evaluate currency, usefulness, and completeness of data; participate in planning.
- Provide a variety of ad hoc queried data to departments and outside agencies.
- Conduct field inspections for District facilities including commercial/residential development and capital improvement projects, involving the inspection of pipelines, pumping stations, and treatment facilities, and other District projects; review and inspect construction plans to ensure compliance with approved plans, specifications.
- Maintain and update the District's asset management program on an ongoing basis.
- Use water modeling software to analyze the District's water system. Establish and maintain effective
 working relationships using principals of good customer service to interact with developers and/or
 contractors, assisting them with District processes and procedures and receiving, researching and
 responding to their questions and/or concerns.
- At the III level:
 - o Serve as project manager, assisting with the bid process, selection and oversight of internal project staff and outside consultants, and project monitoring.
 - Develop and design databases related to GIS database mapping functions and mapping layers.
 Develop and document procedures for use of GIS functionalities; prepare related protocols; provide related training to a variety of GIS users.
 - o Monitor GIS database performance against established standards; detect and troubleshoot problems.
- Perform related duties as assigned.

Qualifications:

Engineering Technician I

Knowledge of:

- Terminology, methods, practices and techniques used in technical engineering work, including drafting, surveying, mapping and construction inspection.
- Principles of algebra, geometry, and trigonometry.

- Environmental Systems Research Institute (ESRI)-based ArcGIS and Autodesk Auto Computer Aided Drafting (CAD).
- Scale representation on maps.
- Applicable equipment and instruments used in drafting, surveying, and mapping.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.

Ability to:

- Perform a variety of technical office and field engineering work involving, drafting, surveying, mapping and inspections.
- Know and understand all aspects of the job; intermittently analyze work papers, reports and special
 projects; identify and interpret technical and numerical information including engineering calculations;
 observe and problem solve operational and technical policy and procedure; and explain regulations and
 procedures to others.
- Use CAD, GIS, GPS devices and other computer applications related to technical engineering work.
- Research sources of geographic data and collect, interpret and integrate cartographic data from different sources to prepare maps and reports.
- Effectively use water modeling software and its applications.
- Compile and analyze technical information and prepare technical documents and reports related to area of assignment.
- Perform mathematical calculations with speed and accuracy.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate, use and care for drafting, mechanical and modern office equipment and technology, including computer instruments and applicable software.
- Utilize appropriate safety procedures and practices for assigned duties.
- Contribute effectively to the accomplishments of District goals, objectives and activities.

Engineering Technician II

In addition to the qualifications for the Engineering Technician I:

Knowledge of:

- Principles and practices of algebra, geometry and trigonometry as applied to the computation of angles, areas, distances and traverses.
- Practices of database design, maintenance and administration.
- Principles and practices of construction methods and techniques.
- Equipment and procedures used in digital map production, GIS mapping, and surveying.
- Proper inspection techniques to examine construction workmanship and materials for defects and faults.
- Policies and regulations related to construction, extension, and maintenance of a variety of public works and utility systems and facilities.

- Principles and practices of technical report writing and data presentation.
- Engineering maps and records.
- Construction materials and methods.

Ability to:

- Independently perform technical engineering duties.
- Use CAD, GIS, GPS devices and other computer applications at an intermediate skill level related to technical engineering work.
- Reduce, interpret and apply field notes in performing drafting work.
- Competently use relevant software, programs, and computer applications; import and export data; and use other data management tools.
- Maintain and develop geodatabases associated with the GIS base mapping and subsequent map layers.
- Compile and analyze technical information; problem-solve complicated engineering issues and identify alternatives and make related recommendations.
- Perform inspections of construction projects and enforce District standards.
- Perform technical GIS work involving quality assurance and control, data loading, editing and analysis.
- Assess vendor/contractor services, related equipment, and associated costs.
- Perform engineering and mathematical calculations with speed and accuracy.

Engineering Technician III

In addition to the qualifications for the Engineering Technician II:

Knowledge of:

- Principles and practices of project management.
- Principles and practices of construction methods and techniques related to underground utilities, including tools and materials used in construction.
- Applicable Federal, State, and local laws, regulations, codes, and District policies governing the construction of assigned projects.

Ability to:

- Use CAD, GIS, GPS devices and other computer applications at an advanced skill level related to technical engineering work.
- Perform highly complex engineering and mathematical calculations with speed and accuracy.
- Perform database management tasks related to area of assignment.
- Prepare complete plans and cost estimates of a variety of public works improvement projects.
- Effectively manage construction projects.

Physical Requirements:

- Perform simple grasping and fine manipulation
- Carry, push, reach, and lift weight up to 10 pounds.
- Bend, squat, kneel, twist, or climb while performing field work.
- Walk on uneven terrain.

- Sit for extended periods of time.
- Hear and see within normal ranges; use telephone and write or use keyboard

Required Certifications and Licenses:

• Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Required Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Engineering Technician I

Possession of the equivalent to an associate degree from an accredited college or university with major coursework in engineering, mathematics, GIS or another field of study applicable to the responsibilities and requirements of this job class.

Engineering Technician II

Two (2) years of progressively responsible technical engineering experience that involved the use of GIS and AutoCAD comparable to the District's Engineering Technician I, and

Possession of the equivalent to an associate degree from an accredited college or university with major coursework in engineering, mathematics, GIS or another field of study applicable to the responsibilities and requirements of this job class. A bachelor's degree is desirable.

Engineering Technician III

Four (4) years of progressively responsible experience performing technical engineering duties that involved the use of GIS and AutoCAD comparable to the District's Engineering Technician II, and

Possession of the equivalent to an associate degree from an accredited college or university with major coursework in engineering, mathematics, GIS or another field of study applicable to the responsibilities and requirements of this job class. A bachelor's degree is desirable.

	Grade	Step I	Step II	Step III	Step IV	Step V
	1	\$ 18,449.60	\$ 19,364.80	\$ 20,300.80	\$ 21,340.80	\$ 22,401.60
		\$ 1,537.47	\$ 1,613.73	\$ 1,691.73	\$ 1,778.40	\$ 1,866.80
		\$ 709.60	\$ 744.80	\$ 780.80	\$ 820.80	\$ 861.60
		\$ 8.87	\$ 9.31	\$ 9.76	\$ 10.26	\$ 10.77
1.025 of Grade 1	2	\$ 18,886.40	\$ 19,843.20	\$ 20,841.60	\$ 21,860.80	\$ 22,984.00
		\$ 1,573.87	\$ 1,653.60	\$ 1,736.80	\$ 1,821.73	\$ 1,915.33
		\$ 726.40	\$ 763.20	\$ 801.60	\$ 840.80	\$ 884.00
		\$ 9.08	\$ 9.54	\$ 10.02	\$ 10.51	\$ 11.05
1.05 of Grade 1	3	\$ 19,364.80	\$ 20,300.80	\$ 21,340.80	\$ 22,401.60	\$ 23,545.60
		\$ 1,613.73	\$ 1,691.73	\$ 1,778.40	\$ 1,866.80	\$ 1,962.13
		\$ 744.80	\$ 780.80	\$ 820.80	\$ 861.60	\$ 905.60
		\$ 9.31	\$ 9.76	\$ 10.26	\$ 10.77	\$ 11.32
1.025 of Grade 3	4	\$ 19,843.20	\$ 20,841.60	\$ 21,860.80	\$ 22,984.00	\$ 24,107.20
		\$ 1,653.60	\$ 1,736.80	\$ 1,821.73	\$ 1,915.33	\$ 2,008.93
		\$ 763.20	\$ 801.60	\$ 840.80	\$ 884.00	\$ 927.20
		\$ 9.54	\$ 10.02	\$ 10.51	\$ 11.05	\$ 11.59
1.05 of Grade 3	5	\$ 20,300.80	\$ 21,340.80	\$ 22,401.60	\$ 23,545.60	\$ 24,689.60
		\$ 1,691.73	\$ 1,778.40	\$ 1,866.80	\$ 1,962.13	\$ 2,057.47
		\$ 780.80	\$ 820.80	\$ 861.60	\$ 905.60	\$ 949.60
		\$ 9.76	\$ 10.26	\$ 10.77	\$ 11.32	\$ 11.87
1.025 of Grade 5	6	\$ 20,841.60	\$ 21,860.80	\$ 22,984.00	\$ 24,107.20	\$ 25,334.40
		\$ 1,736.80	\$ 1,821.73	\$ 1,915.33	\$ 2,008.93	\$ 2,111.20
		\$ 801.60	\$ 840.80	\$ 884.00	\$ 927.20	\$ 974.40
		\$ 10.02	\$ 10.51	\$ 11.05	\$ 11.59	\$ 12.18
1.05 of Grade 5	7	\$ 21,340.80	\$ 22,401.60	\$ 23,545.60	\$ 24,689.60	\$ 25,937.60
		\$ 1,778.40	\$ 1,866.80	\$ 1,962.13	\$ 2,057.47	\$ 2,161.47
		\$ 820.80	\$ 861.60	\$ 905.60	\$ 949.60	\$ 997.60
		\$ 10.26	\$ 10.77	\$ 11.32	\$ 11.87	\$ 12.47
1.025 of Grade 7	8	\$ 21,860.80	\$ 22,984.00	\$ 24,107.20	\$ 25,334.40	\$ 26,582.40
		\$ 1,821.73	\$ 1,915.33	\$ 2,008.93	\$ 2,111.20	\$ 2,215.20
		\$ 840.80	\$ 884.00	\$ 927.20	\$ 974.40	\$ 1,022.40
		\$ 10.51	\$ 11.05	\$ 11.59	\$ 12.18	\$ 12.78
1.05 of Grade 7	9	\$ 22,401.60	\$ 23,545.60	\$ 24,689.60	\$ 25,937.60	\$ 27,248.00
		\$ 1,866.80	\$ 1,962.13	\$ 2,057.47	\$ 2,161.47	\$ 2,270.67
		\$ 861.60	\$ 905.60	\$ 949.60	\$ 997.60	\$ 1,048.00
		\$ 10.77	\$ 11.32	\$ 11.87	\$ 12.47	\$ 13.10
1.025 of Grade 9	10	\$ 22,984.00	\$ 24,107.20	\$ 25,334.40	\$ 26,582.40	\$ 27,913.60
		\$ 1,915.33	\$ 2,008.93	\$ 2,111.20	\$ 2,215.20	\$ 2,326.13
		\$ 884.00	\$ 927.20	\$ 974.40	\$ 1,022.40	\$ 1,073.60
		\$ 11.05	\$ 11.59	\$ 12.18	\$ 12.78	\$ 13.42

	Grade	Step I	Step II	Step III	Step IV	Step V
1.05 of Grade 9	11	\$ 23,545.60	\$ 24,689.60	\$ 25,937.60	\$ 27,248.00	\$ 28,579.20
		\$ 1,962.13	\$ 2,057.47	\$ 2,161.47	\$ 2,270.67	\$ 2,381.60
		\$ 905.60	\$ 949.60	\$ 997.60	\$ 1,048.00	\$ 1,099.20
		\$ 11.32	\$ 11.87	\$ 12.47	\$ 13.10	\$ 13.74
1.025 of Grade 11	12	\$ 24,107.20	\$ 25,334.40	\$ 26,582.40	\$ 27,913.60	\$ 29,307.20
		\$ 2,008.93	\$ 2,111.20	\$ 2,215.20	\$ 2,326.13	\$ 2,442.27
		\$ 927.20	\$ 974.40	\$ 1,022.40	\$ 1,073.60	\$ 1,127.20
		\$ 11.59	\$ 12.18	\$ 12.78	\$ 13.42	\$ 14.09
1.05 of Grade 11	13	\$ 24,689.60	\$ 25,937.60	\$ 27,248.00	\$ 28,579.20	\$ 30,014.40
		\$ 2,057.47	\$ 2,161.47	\$ 2,270.67	\$ 2,381.60	\$ 2,501.20
		\$ 949.60	\$ 997.60	\$ 1,048.00	\$ 1,099.20	\$ 1,154.40
		\$ 11.87	\$ 12.47	\$ 13.10	\$ 13.74	\$ 14.43
1.025 of Grade 13	14	\$ 25,334.40	\$ 26,582.40	\$ 27,913.60	\$ 29,307.20	\$ 30,763.20
		\$ 2,111.20	\$ 2,215.20	\$ 2,326.13	\$ 2,442.27	\$ 2,563.60
		\$ 974.40	\$ 1,022.40	\$ 1,073.60	\$ 1,127.20	\$ 1,183.20
		\$ 12.18	\$ 12.78	\$ 13.42	\$ 14.09	\$ 14.79
1.05 of Grade 13	15	\$ 25,937.60	\$ 27,248.00	\$ 28,579.20	\$ 30,014.40	\$ 31,532.80
		\$ 2,161.47	\$ 2,270.67	\$ 2,381.60	\$ 2,501.20	\$ 2,627.73
		\$ 997.60	\$ 1,048.00	\$ 1,099.20	\$ 1,154.40	\$ 1,212.80
		\$ 12.47	\$ 13.10	\$ 13.74	\$ 14.43	\$ 15.16
1.025 of Grade 15	16	\$ 26,582.40	\$ 27,913.60	\$ 29,307.20	\$ 30,763.20	\$ 32,302.40
		\$ 2,215.20	\$ 2,326.13	\$ 2,442.27	\$ 2,563.60	\$ 2,691.87
		\$ 1,022.40	\$ 1,073.60	\$ 1,127.20	\$ 1,183.20	\$ 1,242.40
		\$ 12.78	\$ 13.42	\$ 14.09	\$ 14.79	\$ 15.53
1.05 of Grade 15	17	\$ 27,248.00	\$ 28,579.20	\$ 30,014.40	\$ 31,532.80	\$ 33,092.80
		\$ 2,270.67	\$ 2,381.60	\$ 2,501.20	\$ 2,627.73	\$ 2,757.73
		\$ 1,048.00	\$ 1,099.20	\$ 1,154.40	\$ 1,212.80	\$ 1,272.80
		\$ 13.10	\$ 13.74	\$ 14.43	\$ 15.16	\$ 15.91
1.025 of Grade 17	18	\$ 27,913.60	\$ 29,307.20	\$ 30,763.20	\$ 32,302.40	\$ 33,945.60
		\$ 2,326.13	\$ 2,442.27	\$ 2,563.60	\$ 2,691.87	\$ 2,828.80
		\$ 1,073.60	\$ 1,127.20	\$ 1,183.20	\$ 1,242.40	\$ 1,305.60
		\$ 13.42	\$ 14.09	\$ 14.79	\$ 15.53	\$ 16.32
1.05 of Grade 17	19	\$ 28,579.20	\$ 30,014.40	\$ 31,532.80	\$ 33,092.80	\$ 34,756.80
		\$ 2,381.60	\$ 2,501.20	\$ 2,627.73	\$ 2,757.73	\$ 2,896.40
		\$ 1,099.20	\$ 1,154.40	\$ 1,212.80	\$ 1,272.80	\$ 1,336.80
		\$ 13.74	\$ 14.43	\$ 15.16	\$ 15.91	\$ 16.71
1.025 of Grade 19	20	\$ 29,307.20	\$ 30,763.20	\$ 32,302.40	\$ 33,945.60	\$ 35,630.40
		\$ 2,442.27	\$ 2,563.60	\$ 2,691.87	\$ 2,828.80	\$ 2,969.20
		\$ 1,127.20	\$ 1,183.20	\$ 1,242.40	\$ 1,305.60	\$ 1,370.40
		\$ 14.09	\$ 14.79	\$ 15.53	\$ 16.32	\$ 17.13

	Grade	Step I	Step II	Step III	Step IV	Step V
1.05 of Grade 19	21	\$ 30,014.40	\$ 31,532.80	\$ 33,092.80	\$ 34,756.80	\$ 36,504.00
		\$ 2,501.20	\$ 2,627.73	\$ 2,757.73	\$ 2,896.40	\$ 3,042.00
		\$ 1,154.40	\$ 1,212.80	\$ 1,272.80	\$ 1,336.80	\$ 1,404.00
		\$ 14.43	\$ 15.16	\$ 15.91	\$ 16.71	\$ 17.55
1.025 of Grade 21	22	\$ 30,763.20	\$ 32,302.40	\$ 33,945.60	\$ 35,630.40	\$ 37,398.40
		\$ 2,563.60	\$ 2,691.87	\$ 2,828.80	\$ 2,969.20	\$ 3,116.53
		\$ 1,183.20	\$ 1,242.40	\$ 1,305.60	\$ 1,370.40	\$ 1,438.40
		\$ 14.79	\$ 15.53	\$ 16.32	\$ 17.13	\$ 17.98
1.05 of Grade 21	23	\$ 31,532.80	\$ 33,092.80	\$ 34,756.80	\$ 36,504.00	\$ 38,313.60
		\$ 2,627.73	\$ 2,757.73	\$ 2,896.40	\$ 3,042.00	\$ 3,192.80
		\$ 1,212.80	\$ 1,272.80	\$ 1,336.80	\$ 1,404.00	\$ 1,473.60
		\$ 15.16	\$ 15.91	\$ 16.71	\$ 17.55	\$ 18.42
1.025 of Grade 23	24	\$ 32,302.40	\$ 33,945.60	\$ 35,630.40	\$ 37,398.40	\$ 39,291.20
		\$ 2,691.87	\$ 2,828.80	\$ 2,969.20	\$ 3,116.53	\$ 3,274.27
		\$ 1,242.40	\$ 1,305.60	\$ 1,370.40	\$ 1,438.40	\$ 1,511.20
		\$ 15.53	\$ 16.32	\$ 17.13	\$ 17.98	\$ 18.89
1.05 of Grade 23	25	\$ 33,092.80	\$ 34,756.80	\$ 36,504.00	\$ 38,313.60	\$ 40,248.00
		\$ 2,757.73	\$ 2,896.40	\$ 3,042.00	\$ 3,192.80	\$ 3,354.00
		\$ 1,272.80	\$ 1,336.80	\$ 1,404.00	\$ 1,473.60	\$ 1,548.00
		\$ 15.91	\$ 16.71	\$ 17.55	\$ 18.42	\$ 19.35
1.025 of Grade 25	26	\$ 33,945.60	\$ 35,630.40	\$ 37,398.40	\$ 39,291.20	\$ 41,246.40
		\$ 2,828.80	\$ 2,969.20	\$ 3,116.53	\$ 3,274.27	\$ 3,437.20
		\$ 1,305.60	\$ 1,370.40	\$ 1,438.40	\$ 1,511.20	\$ 1,586.40
		\$ 16.32	\$ 17.13	\$ 17.98	\$ 18.89	\$ 19.83
1.05 of Grade 25	27	\$ 34,756.80	\$ 36,504.00	\$ 38,313.60	\$ 40,248.00	\$ 42,265.60
		\$ 2,896.40	\$ 3,042.00	\$ 3,192.80	\$ 3,354.00	\$ 3,522.13
		\$ 1,336.80	\$ 1,404.00	\$ 1,473.60	\$ 1,548.00	\$ 1,625.60
		\$ 16.71	\$ 17.55	\$ 18.42	\$ 19.35	\$ 20.32
1.025 of Grade 27	28	\$ 35,630.40	\$ 37,398.40	\$ 39,291.20	\$ 41,246.40	\$ 43,305.60
		\$ 2,969.20	\$ 3,116.53	\$ 3,274.27	\$ 3,437.20	\$ 3,608.80
		\$ 1,370.40	\$ 1,438.40	\$ 1,511.20	\$ 1,586.40	\$ 1,665.60
		\$ 17.13	\$ 17.98	\$ 18.89	\$ 19.83	\$ 20.82
1.05 of Grade 27	29	\$ 36,504.00	\$ 38,313.60	\$ 40,248.00	\$ 42,265.60	\$ 44,366.40
		\$ 3,042.00	\$ 3,192.80	\$ 3,354.00	\$ 3,522.13	\$ 3,697.20
		\$ 1,404.00	\$ 1,473.60	\$ 1,548.00	\$ 1,625.60	\$ 1,706.40
		\$ 17.55	\$ 18.42	\$ 19.35	\$ 20.32	\$ 21.33
1.025 of Grade 29	30	\$ 37,398.40	\$ 39,291.20	\$ 41,246.40	\$ 43,305.60	\$ 45,468.80
		\$ 3,116.53	\$ 3,274.27	\$ 3,437.20	\$ 3,608.80	\$ 3,789.07
		\$ 1,438.40	\$ 1,511.20	\$ 1,586.40	\$ 1,665.60	\$ 1,748.80
		\$ 17.98	\$ 18.89	\$ 19.83	\$ 20.82	\$ 21.86

	Grade	Step I	Step II	Step III	Step IV	Step V
1.05 of Grade 29	31	\$ 38,313.60	\$ 40,248.00	\$ 42,265.60	\$ 44,366.40	\$ 46,571.20
		\$ 3,192.80	\$ 3,354.00	\$ 3,522.13	\$ 3,697.20	\$ 3,880.93
		\$ 1,473.60	\$ 1,548.00	\$ 1,625.60	\$ 1,706.40	\$ 1,791.20
		\$ 18.42	\$ 19.35	\$ 20.32	\$ 21.33	\$ 22.39
1.025 of Grade 31	32	\$ 39,291.20	\$ 41,246.40	\$ 43,305.60	\$ 45,468.80	\$ 47,736.00
		\$ 3,274.27	\$ 3,437.20	\$ 3,608.80	\$ 3,789.07	\$ 3,978.00
		\$ 1,511.20	\$ 1,586.40	\$ 1,665.60	\$ 1,748.80	\$ 1,836.00
		\$ 18.89	\$ 19.83	\$ 20.82	\$ 21.86	\$ 22.95
1.05 of Grade 31	33	\$ 40,248.00	\$ 42,265.60	\$ 44,366.40	\$ 46,571.20	\$ 48,921.60
		\$ 3,354.00	\$ 3,522.13	\$ 3,697.20	\$ 3,880.93	\$ 4,076.80
		\$ 1,548.00	\$ 1,625.60	\$ 1,706.40	\$ 1,791.20	\$ 1,881.60
		\$ 19.35	\$ 20.32	\$ 21.33	\$ 22.39	\$ 23.52
1.025 of Grade 33	34	\$ 41,246.40	\$ 43,305.60	\$ 45,468.80	\$ 47,736.00	\$ 50,128.00
		\$ 3,437.20	\$ 3,608.80	\$ 3,789.07	\$ 3,978.00	\$ 4,177.33
		\$ 1,586.40	\$ 1,665.60	\$ 1,748.80	\$ 1,836.00	\$ 1,928.00
		\$ 19.83	\$ 20.82	\$ 21.86	\$ 22.95	\$ 24.10
1.05 of Grade 33	35	\$ 42,265.60	\$ 44,366.40	\$ 46,571.20	\$ 48,921.60	\$ 51,355.20
		\$ 3,522.13	\$ 3,697.20	\$ 3,880.93	\$ 4,076.80	\$ 4,279.60
		\$ 1,625.60	\$ 1,706.40	\$ 1,791.20	\$ 1,881.60	\$ 1,975.20
		\$ 20.32	\$ 21.33	\$ 22.39	\$ 23.52	\$ 24.69
1.025 of Grade 35	36	\$ 43,305.60	\$ 45,468.80	\$ 47,736.00	\$ 50,128.00	\$ 52,644.80
		\$ 3,608.80	\$ 3,789.07	\$ 3,978.00	\$ 4,177.33	\$ 4,387.07
		\$ 1,665.60	\$ 1,748.80	\$ 1,836.00	\$ 1,928.00	\$ 2,024.80
		\$ 20.82	\$ 21.86	\$ 22.95	\$ 24.10	\$ 25.31
1.05 of Grade 35	37	\$ 44,366.40	\$ 46,571.20	\$ 48,921.60	\$ 51,355.20	\$ 53,913.60
		\$ 3,697.20	\$ 3,880.93	\$ 4,076.80	\$ 4,279.60	\$ 4,492.80
		\$ 1,706.40	\$ 1,791.20	\$ 1,881.60	\$ 1,975.20	\$ 2,073.60
		\$ 21.33	\$ 22.39	\$ 23.52	\$ 24.69	\$ 25.92
1.025 of Grade 37	38	\$ 45,468.80	\$ 47,736.00	\$ 50,128.00	\$ 52,644.80	\$ 55,286.40
		\$ 3,789.07	\$ 3,978.00	\$ 4,177.33	\$ 4,387.07	\$ 4,607.20
		\$ 1,748.80	\$ 1,836.00	\$ 1,928.00	\$ 2,024.80	\$ 2,126.40
		\$ 21.86	\$ 22.95	\$ 24.10	\$ 25.31	\$ 26.58
1.05 of Grade 37	39	\$ 46,571.20	\$ 48,921.60	\$ 51,355.20	\$ 53,913.60	\$ 56,617.60
		\$ 3,880.93	\$ 4,076.80	\$ 4,279.60	\$ 4,492.80	\$ 4,718.13
		\$ 1,791.20	\$ 1,881.60	\$ 1,975.20	\$ 2,073.60	\$ 2,177.60
		\$ 22.39	\$ 23.52	\$ 24.69	\$ 25.92	\$ 27.22
1.025 of Grade 39	40	\$ 47,736.00	\$ 50,128.00	\$ 52,644.80	\$ 55,286.40	\$ 58,032.00
		\$ 3,978.00	\$ 4,177.33	\$ 4,387.07	\$ 4,607.20	\$ 4,836.00
		\$ 1,836.00	\$ 1,928.00	\$ 2,024.80	\$ 2,126.40	\$ 2,232.00
		\$ 22.95	\$ 24.10	\$ 25.31	\$ 26.58	\$ 27.90

	Grade	Step I	Step II	Step III	Step IV	Step V
1.05 of Grade 39	41	\$ 48,921.60	\$ 51,355.20	\$ 53,913.60	\$ 56,617.60	\$ 59,446.40
		\$ 4,076.80	\$ 4,279.60	\$ 4,492.80	\$ 4,718.13	\$ 4,953.87
		\$ 1,881.60	\$ 1,975.20	\$ 2,073.60	\$ 2,177.60	\$ 2,286.40
		\$ 23.52	\$ 24.69	\$ 25.92	\$ 27.22	\$ 28.58
1.025 of Grade 41	42	\$ 50,128.00	\$ 52,644.80	\$ 55,286.40	\$ 58,032.00	\$ 60,944.00
		\$ 4,177.33	\$ 4,387.07	\$ 4,607.20	\$ 4,836.00	\$ 5,078.67
		\$ 1,928.00	\$ 2,024.80	\$ 2,126.40	\$ 2,232.00	\$ 2,344.00
		\$ 24.10	\$ 25.31	\$ 26.58	\$ 27.90	\$ 29.30
1.05 of Grade 41	43	\$ 51,355.20	\$ 53,913.60	\$ 56,617.60	\$ 59,446.40	\$ 62,441.60
		\$ 4,279.60	\$ 4,492.80	\$ 4,718.13	\$ 4,953.87	\$ 5,203.47
		\$ 1,975.20	\$ 2,073.60	\$ 2,177.60	\$ 2,286.40	\$ 2,401.60
		\$ 24.69	\$ 25.92	\$ 27.22	\$ 28.58	\$ 30.02
1.025 of Grade 43	44	\$ 52,644.80	\$ 55,286.40	\$ 58,032.00	\$ 60,944.00	\$ 64,001.60
		\$ 4,387.07	\$ 4,607.20	\$ 4,836.00	\$ 5,078.67	\$ 5,333.47
		\$ 2,024.80	\$ 2,126.40	\$ 2,232.00	\$ 2,344.00	\$ 2,461.60
		\$ 25.31	\$ 26.58	\$ 27.90	\$ 29.30	\$ 30.77
1.05 of Grade 43	45	\$ 53,913.60	\$ 56,617.60	\$ 59,446.40	\$ 62,441.60	\$ 65,540.80
		\$ 4,492.80	\$ 4,718.13	\$ 4,953.87	\$ 5,203.47	\$ 5,461.73
		\$ 2,073.60	\$ 2,177.60	\$ 2,286.40	\$ 2,401.60	\$ 2,520.80
		\$ 25.92	\$ 27.22	\$ 28.58	\$ 30.02	\$ 31.51
1.025 of Grade 45	46	\$ 55,286.40	\$ 58,032.00	\$ 60,944.00	\$ 64,001.60	\$ 67,184.00
		\$ 4,607.20	\$ 4,836.00	\$ 5,078.67	\$ 5,333.47	\$ 5,598.67
		\$ 2,126.40	\$ 2,232.00	\$ 2,344.00	\$ 2,461.60	\$ 2,584.00
		\$ 26.58	\$ 27.90	\$ 29.30	\$ 30.77	\$ 32.30
1.05 of Grade 45	47	\$ 56,617.60	\$ 59,446.40	\$ 62,441.60	\$ 65,540.80	\$ 68,827.20
		\$ 4,718.13	\$ 4,953.87	\$ 5,203.47	\$ 5,461.73	\$ 5,735.60
		\$ 2,177.60	\$ 2,286.40	\$ 2,401.60	\$ 2,520.80	\$ 2,647.20
		\$ 27.22	\$ 28.58	\$ 30.02	\$ 31.51	\$ 33.09
1.025 of Grade 47	48	\$ 58,032.00	\$ 60,944.00	\$ 64,001.60	\$ 67,184.00	\$ 70,553.60
		\$ 4,836.00	\$ 5,078.67	\$ 5,333.47	\$ 5,598.67	\$ 5,879.47
		\$ 2,232.00	\$ 2,344.00	\$ 2,461.60	\$ 2,584.00	\$ 2,713.60
		\$ 27.90	\$ 29.30	\$ 30.77	\$ 32.30	\$ 33.92
1.05 of Grade 47	49	\$ 59,446.40	\$ 62,441.60	\$ 65,540.80	\$ 68,827.20	\$ 72,259.20
		\$ 4,953.87	\$ 5,203.47	\$ 5,461.73	\$ 5,735.60	\$ 6,021.60
		\$ 2,286.40	\$ 2,401.60	\$ 2,520.80	\$ 2,647.20	\$ 2,779.20
		\$ 28.58	\$ 30.02	\$ 31.51	\$ 33.09	\$ 34.74
1.025 of Grade 49	50	\$ 60,944.00	\$ 64,001.60	\$ 67,184.00	\$ 70,553.60	\$ 74,048.00
		\$ 5,078.67	\$ 5,333.47	\$ 5,598.67	\$ 5,879.47	\$ 6,170.67
		\$ 2,344.00	\$ 2,461.60	\$ 2,584.00	\$ 2,713.60	\$ 2,848.00
		\$ 29.30	\$ 30.77	\$ 32.30	\$ 33.92	\$ 35.60

	Grade	Step I	Step II	Step III	Step IV	Step V
1.05 of Grade 49	51	\$ 62,441.60	\$ 65,540.80	\$ 68,827.20	\$ 72,259.20	\$ 75,878.40
		\$ 5,203.47	\$ 5,461.73	\$ 5,735.60	\$ 6,021.60	\$ 6,323.20
		\$ 2,401.60	\$ 2,520.80	\$ 2,647.20	\$ 2,779.20	\$ 2,918.40
		\$ 30.02	\$ 31.51	\$ 33.09	\$ 34.74	\$ 36.48
1.025 of Grade 51	52	\$ 64,001.60	\$ 67,184.00	\$ 70,553.60	\$ 74,048.00	\$ 77,771.20
		\$ 5,333.47	\$ 5,598.67	\$ 5,879.47	\$ 6,170.67	\$ 6,480.93
		\$ 2,461.60	\$ 2,584.00	\$ 2,713.60	\$ 2,848.00	\$ 2,991.20
		\$ 30.77	\$ 32.30	\$ 33.92	\$ 35.60	\$ 37.39
1.05 of Grade 51	53	\$ 65,540.80	\$ 68,827.20	\$ 72,259.20	\$ 75,878.40	\$ 79,684.80
		\$ 5,461.73	\$ 5,735.60	\$ 6,021.60	\$ 6,323.20	\$ 6,640.40
		\$ 2,520.80	\$ 2,647.20	\$ 2,779.20	\$ 2,918.40	\$ 3,064.80
		\$ 31.51	\$ 33.09	\$ 34.74	\$ 36.48	\$ 38.31
1.025 of Grade 53	54	\$ 67,184.00	\$ 70,553.60	\$ 74,048.00	\$ 77,771.20	\$ 81,681.60
		\$ 5,598.67	\$ 5,879.47	\$ 6,170.67	\$ 6,480.93	\$ 6,806.80
		\$ 2,584.00	\$ 2,713.60	\$ 2,848.00	\$ 2,991.20	\$ 3,141.60
		\$ 32.30	\$ 33.92	\$ 35.60	\$ 37.39	\$ 39.27
1.05 of Grade 53	55	\$ 68,827.20	\$ 72,259.20	\$ 75,878.40	\$ 79,684.80	\$ 83,657.60
		\$ 5,735.60	\$ 6,021.60	\$ 6,323.20	\$ 6,640.40	\$ 6,971.47
		\$ 2,647.20	\$ 2,779.20	\$ 2,918.40	\$ 3,064.80	\$ 3,217.60
		\$ 33.09	\$ 34.74	\$ 36.48	\$ 38.31	\$ 40.22
1.025 of Grade 55	56	\$ 70,553.60	\$ 74,048.00	\$ 77,771.20	\$ 81,681.60	\$ 85,758.40
		\$ 5,879.47	\$ 6,170.67	\$ 6,480.93	\$ 6,806.80	\$ 7,146.53
		\$ 2,713.60	\$ 2,848.00	\$ 2,991.20	\$ 3,141.60	\$ 3,298.40
		\$ 33.92	\$ 35.60	\$ 37.39	\$ 39.27	\$ 41.23
1.05 of Grade 55	57	\$ 72,259.20	\$ 75,878.40	\$ 79,684.80	\$ 83,657.60	\$ 87,838.40
		\$ 6,021.60	\$ 6,323.20	\$ 6,640.40	\$ 6,971.47	\$ 7,319.87
		\$ 2,779.20	\$ 2,918.40	\$ 3,064.80	\$ 3,217.60	\$ 3,378.40
		\$ 34.74	\$ 36.48	\$ 38.31	\$ 40.22	\$ 42.23
1.025 of Grade 57	58	\$ 74,048.00	\$ 77,771.20	\$ 81,681.60	\$ 85,758.40	\$ 90,043.20
		\$ 6,170.67	\$ 6,480.93	\$ 6,806.80	\$ 7,146.53	\$ 7,503.60
		\$ 2,848.00	\$ 2,991.20	\$ 3,141.60	\$ 3,298.40	\$ 3,463.20
		\$ 35.60	\$ 37.39	\$ 39.27	\$ 41.23	\$ 43.29
1.05 of Grade 57	59	\$ 75,878.40	\$ 79,684.80	\$ 83,657.60	\$ 87,838.40	\$ 92,248.00
		\$ 6,323.20	\$ 6,640.40	\$ 6,971.47	\$ 7,319.87	\$ 7,687.33
		\$ 2,918.40	\$ 3,064.80	\$ 3,217.60	\$ 3,378.40	\$ 3,548.00
		\$ 36.48	\$ 38.31	\$ 40.22	\$ 42.23	\$ 44.35
1.025 of Grade 59	60	\$ 77,771.20	\$ 81,681.60	\$ 85,758.40	\$ 90,043.20	\$ 94,536.00
		\$ 6,480.93	\$ 6,806.80	\$ 7,146.53	\$ 7,503.60	\$ 7,878.00
		\$ 2,991.20	\$ 3,141.60	\$ 3,298.40	\$ 3,463.20	\$ 3,636.00
		\$ 37.39	\$ 39.27	\$ 41.23	\$ 43.29	\$ 45.45

	Grade	Step I	Step II		Step III	Step IV	Step V
1.05 of Grade 59	61	\$ 79,684.80	\$ 83,657.60	\$	87,838.40	\$ 92,248.00	\$ 96,844.80
		\$ 6,640.40	\$ 6,971.47	\$	7,319.87	\$ 7,687.33	\$ 8,070.40
		\$ 3,064.80	\$ 3,217.60	\$	3,378.40	\$ 3,548.00	\$ 3,724.80
		\$ 38.31	\$ 40.22	\$	42.23	\$ 44.35	\$ 46.56
1.025 of Grade 61	62	\$ 81,681.60	\$ 85,758.40	\$	90,043.20	\$ 94,536.00	\$ 99,257.60
		\$ 6,806.80	\$ 7,146.53	\$	7,503.60	\$ 7,878.00	\$ 8,271.47
		\$ 3,141.60	\$ 3,298.40	\$	3,463.20	\$ 3,636.00	\$ 3,817.60
		\$ 39.27	\$ 41.23	\$	43.29	\$ 45.45	\$ 47.72
1.05 of Grade 61	63	\$ 83,657.60	\$ 87,838.40	\$	92,248.00	\$ 96,844.80	\$ 101,670.40
		\$ 6,971.47	\$ 7,319.87	\$	7,687.33	\$ 8,070.40	\$ 8,472.53
		\$ 3,217.60	\$ 3,378.40	\$	3,548.00	\$ 3,724.80	\$ 3,910.40
		\$ 40.22	\$ 42.23	\$	44.35	\$ 46.56	\$ 48.88
1.025 of Grade 63	64	\$ 85,758.40	\$ 90,043.20	\$	94,536.00	\$ 99,257.60	\$ 104,228.80
		\$ 7,146.53	\$ 7,503.60	\$	7,878.00	\$ 8,271.47	\$ 8,685.73
		\$ 3,298.40	\$ 3,463.20	\$	3,636.00	\$ 3,817.60	\$ 4,008.80
		\$ 41.23	\$ 43.29	\$	45.45	\$ 47.72	\$ 50.11
1.05 of Grade 63	65	\$ 87,838.40	\$ 92,248.00	\$	96,844.80	\$ 101,670.40	\$ 106,745.60
		\$ 7,319.87	\$ 7,687.33	\$	8,070.40	\$ 8,472.53	\$ 8,895.47
		\$ 3,378.40	\$ 3,548.00	\$	3,724.80	\$ 3,910.40	\$ 4,105.60
		\$ 42.23	\$ 44.35	\$	46.56	\$ 48.88	\$ 51.32
1.025 of Grade 65	66	\$ 90,043.20	\$ 94,536.00	\$	99,257.60	\$ 104,228.80	\$ 109,449.60
		\$ 7,503.60	\$ 7,878.00	\$	8,271.47	\$ 8,685.73	\$ 9,120.80
		\$ 3,463.20	\$ 3,636.00	\$	3,817.60	\$ 4,008.80	\$ 4,209.60
		\$ 43.29	\$ 45.45	\$	47.72	\$ 50.11	\$ 52.62
1.05 of Grade 65	67	\$ 92,248.00	\$ 96,844.80		101,670.40	\$ 106,745.60	\$ 112,091.20
		\$ 7,687.33	\$ 8,070.40	\$	8,472.53	\$ 8,895.47	\$ 9,340.93
		\$ 3,548.00	\$ 3,724.80	\$	3,910.40	\$ 4,105.60	\$ 4,311.20
		\$ 44.35	\$ 46.56	\$	48.88	\$ 51.32	\$ 53.89
1.025 of Grade 67	68	\$ 94,536.00	\$ 99,257.60		104,228.80	109,449.60	\$ 114,899.20
		\$ 7,878.00	\$ 8,271.47	\$	8,685.73	\$ 9,120.80	\$ 9,574.93
		\$ 3,636.00	3,817.60		4,008.80	4,209.60	4,419.20
		\$ 45.45	\$ 47.72	-	50.11	\$ 52.62	\$ 55.24
1.05 of Grade 67	69	\$ 96,844.80	\$ 101,670.40		106,745.60	112,091.20	\$ 117,707.20
		\$ 8,070.40	\$ 8,472.53	\$	8,895.47	\$ 9,340.93	\$ 9,808.93
		\$ 3,724.80	\$ 3,910.40	\$	4,105.60	\$ 4,311.20	\$ 4,527.20
		\$ 46.56	\$ 48.88	\$	51.32	\$ 53.89	\$ 56.59
1.025 of Grade 69	70	\$ 99,257.60	104,228.80		109,449.60	114,899.20	120,660.80
		\$ 8,271.47	\$ 8,685.73	\$	9,120.80	\$ 9,574.93	\$ 10,055.07
		\$ 3,817.60	\$ 4,008.80	\$	4,209.60	\$ 4,419.20	\$ 4,640.80
		\$ 47.72	\$ 50.11	\$	52.62	\$ 55.24	\$ 58.01

	Grade	Step I	Step II	Step III	Step IV	Step V
1.05 of Grade 69	71	\$ 101,670.40	\$ 106,745.60	\$ 112,091.20	\$ 117,707.20	\$ 123,593.60
		\$ 8,472.53	\$ 8,895.47	\$ 9,340.93	\$ 9,808.93	\$ 10,299.47
		\$ 3,910.40	\$ 4,105.60	\$ 4,311.20	\$ 4,527.20	\$ 4,753.60
		\$ 48.88	\$ 51.32	\$ 53.89	\$ 56.59	\$ 59.42
1.025 of Grade 71	72	\$ 104,228.80	\$ 109,449.60	\$ 114,899.20	\$ 120,660.80	\$ 126,692.80
		\$ 8,685.73	\$ 9,120.80	\$ 9,574.93	\$ 10,055.07	\$ 10,557.73
		\$ 4,008.80	\$ 4,209.60	\$ 4,419.20	\$ 4,640.80	\$ 4,872.80
		\$ 50.11	\$ 52.62	\$ 55.24	\$ 58.01	\$ 60.91
1.05 of Grade 71	73	\$ 106,745.60	\$112,091.20	\$ 117,707.20	\$ 123,593.60	\$ 129,771.20
		\$ 8,895.47	\$ 9,340.93	\$ 9,808.93	\$ 10,299.47	\$ 10,814.27
		\$ 4,105.60	\$ 4,311.20	\$ 4,527.20	\$ 4,753.60	\$ 4,991.20
		\$ 51.32	\$ 53.89	\$ 56.59	\$ 59.42	\$ 62.39
1.025 of Grade 73	74	\$ 109,449.60	\$ 114,899.20	\$ 120,660.80	\$ 126,692.80	\$ 132,995.20
		\$ 9,120.80	\$ 9,574.93	\$ 10,055.07	\$ 10,557.73	\$ 11,082.93
		\$ 4,209.60	\$ 4,419.20	\$ 4,640.80	\$ 4,872.80	\$ 5,115.20
		\$ 52.62	\$ 55.24	\$ 58.01	\$ 60.91	\$ 63.94
1.05 of Grade 73	75	\$ 112,091.20	\$ 117,707.20	\$ 123,593.60	\$ 129,771.20	\$ 136,260.80
		\$ 9,340.93	\$ 9,808.93	\$ 10,299.47	\$ 10,814.27	\$ 11,355.07
		\$ 4,311.20	\$ 4,527.20	\$ 4,753.60	\$ 4,991.20	\$ 5,240.80
		\$ 53.89	\$ 56.59	\$ 59.42	\$ 62.39	\$ 65.51
1.025 of Grade 75	76	\$ 114,899.20	\$ 120,660.80	\$ 126,692.80	\$ 132,995.20	\$ 139,672.00
		\$ 9,574.93	\$ 10,055.07	\$ 10,557.73	\$ 11,082.93	\$ 11,639.33
		\$ 4,419.20	\$ 4,640.80	\$ 4,872.80	\$ 5,115.20	\$ 5,372.00
		\$ 55.24	\$ 58.01	\$ 60.91	\$ 63.94	\$ 67.15
1.05 of Grade 75	77	\$ 117,707.20	\$ 123,593.60	\$ 129,771.20	\$ 136,260.80	\$ 143,083.20
		\$ 9,808.93	\$ 10,299.47	\$ 10,814.27	\$ 11,355.07	\$ 11,923.60
		\$ 4,527.20	\$ 4,753.60	\$ 4,991.20	\$ 5,240.80	\$ 5,503.20
		\$ 56.59	\$ 59.42	\$ 62.39	\$ 65.51	\$ 68.79
1.025 of Grade 77	78	\$ 120,660.80	\$ 126,692.80	\$ 132,995.20	\$ 139,672.00	\$ 146,660.80
		\$ 10,055.07	\$ 10,557.73	\$ 11,082.93	\$ 11,639.33	\$ 12,221.73
		\$ 4,640.80	\$ 4,872.80	\$ 5,115.20	\$ 5,372.00	\$ 5,640.80
		\$ 58.01	\$ 60.91	\$ 63.94	\$ 67.15	\$ 70.51
1.05 of Grade 77	79	\$ 123,593.60	\$ 129,771.20	\$ 136,260.80	\$ 143,083.20	\$ 150,238.40
		\$ 10,299.47	\$ 10,814.27	\$ 11,355.07	\$ 11,923.60	\$ 12,519.87
		\$ 4,753.60	\$ 4,991.20	\$ 5,240.80	\$ 5,503.20	\$ 5,778.40
		\$ 59.42	\$ 62.39	\$ 65.51	\$ 68.79	\$ 72.23
1.025 of Grade 79	80	\$ 126,692.80	\$ 132,995.20	\$ 139,672.00	\$ 146,660.80	\$ 153,982.40
		\$ 10,557.73	\$ 11,082.93	\$ 11,639.33	\$ 12,221.73	\$ 12,831.87
		\$ 4,872.80	\$ 5,115.20	\$ 5,372.00	\$ 5,640.80	\$ 5,922.40
		\$ 60.91	\$ 63.94	\$ 67.15	\$ 70.51	\$ 74.03

	Grade	Step I	Step II	Step III	Step IV	Step V
1.05 of Grade 79	81	\$ 129,771.20	\$ 136,260.80	\$ 143,083.20	\$ 150,238.40	\$ 157,747.20
		\$ 10,814.27	\$ 11,355.07	\$ 11,923.60	\$ 12,519.87	\$ 13,145.60
		\$ 4,991.20	\$ 5,240.80	\$ 5,503.20	\$ 5,778.40	\$ 6,067.20
		\$ 62.39	\$ 65.51	\$ 68.79	\$ 72.23	\$ 75.84
1.025 of Grade 81	82	\$ 132,995.20	\$ 139,672.00	\$ 146,660.80	\$ 153,982.40	\$ 161,699.20
		\$ 11,082.93	\$ 11,639.33	\$ 12,221.73	\$ 12,831.87	\$ 13,474.93
		\$ 5,115.20	\$ 5,372.00	\$ 5,640.80	\$ 5,922.40	\$ 6,219.20
		\$ 63.94	\$ 67.15	\$ 70.51	\$ 74.03	\$ 77.74
1.05 of Grade 81	83	\$ 136,260.80	\$ 143,083.20	\$ 150,238.40	\$ 157,747.20	\$ 165,609.60
		\$ 11,355.07	\$ 11,923.60	\$ 12,519.87	\$ 13,145.60	\$ 13,800.80
		\$ 5,240.80	\$ 5,503.20	\$ 5,778.40	\$ 6,067.20	\$ 6,369.60
		\$ 65.51	\$ 68.79	\$ 72.23	\$ 75.84	\$ 79.62
1.025 of Grade 83	84	\$ 139,672.00	\$ 146,660.80	\$ 153,982.40	\$ 161,699.20	\$ 169,769.60
		\$ 11,639.33	\$ 12,221.73	\$ 12,831.87	\$ 13,474.93	\$ 14,147.47
		\$ 5,372.00	\$ 5,640.80	\$ 5,922.40	\$ 6,219.20	\$ 6,529.60
		\$ 67.15	\$ 70.51	\$ 74.03	\$ 77.74	\$ 81.62
1.05 of Grade 83	85	\$ 143,083.20	\$ 150,238.40	\$ 157,747.20	\$ 165,609.60	\$ 173,888.00
		\$ 11,923.60	\$ 12,519.87	\$ 13,145.60	\$ 13,800.80	\$ 14,490.67
		\$ 5,503.20	\$ 5,778.40	\$ 6,067.20	\$ 6,369.60	\$ 6,688.00
		\$ 68.79	\$ 72.23	\$ 75.84	\$ 79.62	\$ 83.60
1.025 of Grade 85	86	\$ 146,660.80	\$ 153,982.40	\$ 161,699.20	\$ 169,769.60	\$ 178,256.00
		\$ 12,221.73	\$ 12,831.87	\$ 13,474.93	\$ 14,147.47	\$ 14,854.67
		\$ 5,640.80	\$ 5,922.40	\$ 6,219.20	\$ 6,529.60	\$ 6,856.00
		\$ 70.51	\$ 74.03	\$ 77.74	\$ 81.62	\$ 85.70
1.05 of Grade 85	87	\$ 150,238.40	\$ 157,747.20	\$ 165,609.60	\$ 173,888.00	\$ 182,603.20
		\$ 12,519.87	\$ 13,145.60	\$ 13,800.80	\$ 14,490.67	\$ 15,216.93
		\$ 5,778.40	\$ 6,067.20	\$ 6,369.60	\$ 6,688.00	\$ 7,023.20
		\$ 72.23	\$ 75.84	\$ 79.62	\$ 83.60	\$ 87.79
1.025 of Grade 87	88	\$ 153,982.40	\$ 161,699.20	\$ 169,769.60	\$ 178,256.00	\$ 187,158.40
		\$ 12,831.87	\$ 13,474.93	\$ 14,147.47	\$ 14,854.67	\$ 15,596.53
		\$ 5,922.40		\$ 6,529.60	\$ 6,856.00	\$ 7,198.40
		\$ 74.03	\$ 77.74	\$ 81.62	\$ 85.70	\$ 89.98
1.05 of Grade 87	89	\$ 157,747.20	\$ 165,609.60	\$ 173,888.00	\$ 182,603.20	\$ 191,734.40
		\$ 13,145.60	\$ 13,800.80	\$ 14,490.67	\$ 15,216.93	\$ 15,977.87
		\$ 6,067.20	\$ 6,369.60	\$ 6,688.00	\$ 7,023.20	\$ 7,374.40
		\$ 75.84	\$ 79.62	\$ 83.60	\$ 87.79	\$ 92.18
1.025 of Grade 89	90	\$ 161,699.20	\$ 169,769.60	\$ 178,256.00	\$ 187,158.40	\$ 196,539.20
		\$ 13,474.93	\$ 14,147.47	\$ 14,854.67	\$ 15,596.53	\$ 16,378.27
		\$ 6,219.20	\$ 6,529.60	\$ 6,856.00	\$ 7,198.40	\$ 7,559.20
		\$ 77.74	\$ 81.62	\$ 85.70	\$ 89.98	\$ 94.49

General Manager Salary Annual, Monthly, Bi-Weekly & Hourly Wage As of July 1, 2020

General Manager									
GM	\$	205,567							
	\$	17,131							
	\$	7,906							
	\$	98.83							

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Mark J. Madison, General Manager

SUBJECT: OUTSIDE AGENCY MEETINGS REPORT

RECOMMENDATION

This item is presented for information only. No action by the Florin Resource Conservation District Board of Directors is proposed at this time.

SUMMARY

The Outside Agency Meetings Report is a standing item on the regular board meeting agenda. Staff and Florin Resource Conservation District (FRCD) Board of Directors (Board) attended numerous outside agency meetings since the last regular Board meeting. This report is intended to inform the Board of any substantive content included in those meetings that potentially affects the Elk Grove Water District (EGWD).

DISCUSSION

Background

Each month, staff reports on the outside agency meetings that occurred since the previous Board meeting. This report has been designed to list the notable meetings attended, by either staff or Board members, and the report will be given orally by staff or Board members in attendance.

Present Situation

The notable outside agency meetings attended since October 20, 2020 were as follows:

- 10/21 Regional Water Authority (RWA) Advocacy Program Monthly Meeting (Franklin)
- 10/30 Association of California Water Agencies (ACWA) Legislation Committee Meeting (Madison, Franklin)
- 11/2 Sacramento Central Groundwater Authority (SCGA) Budget Subcommittee Meeting (Madison, Kamilos)
- 11/12 RWA Regular Board Meeting (Nelson, Kamilos)

OUTSIDE AGENCY MEETINGS REPORT

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- 11/12 SCGA South American Subbasin Groundwater Sustainability Plan (GSP) Working Group Meeting (Madison)
- 11/12 Water Forum Plenary Meeting (Madison)

Staff will orally present the major content items addressed in these meetings during the regular Board meeting.

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

Participating and actively engaging in outside agency meetings conforms with Strategic Goal No. 7, Water Industry Leadership, of the Strategic Plan 2020-2025.

FINANCIAL SUMMARY

There is no financial impact associated with this report.

Respectfully submitted,

MARK J. MADISON GENERAL MANAGER TO: Chair and Directors of the Florin Resource Conservation District

FROM: Travis Franklin, Program Manager

SUBJECT: LEGISLATIVE UPDATE AND POTENTIAL DIRECTION TO STAFF

RECOMMENDATION

This item is presented as information although the Florin Resource Conservation District Board of Directors may provide an action to authorize staff to respond to a legislative item.

SUMMARY

The Association of California Water Agencies (ACWA) approved a position of support for water theft legislation while the California Special Districts Association (CSDA) decided to not support Board Member compensation legislation.

DISCUSSION

Background

The Florin Resource Conservation District (FRCD) Board of Directors (Board) is periodically updated on legislative and regulatory issues.

Present Situation

On October 30th, the ACWA held a State Legislative Committee Meeting. During this meeting the District's water theft legislation proposal was discussed and ACWA approved a position of support for the 2021 Legislative session. This is the same position ACWA took in the 2020 legislative session. Staff has reached out to Assemblyman Jim Cooper's office about getting a firm answer if he would like to author the bill this year. At this moment Assemblyman Cooper has been noncommittal about this bill and the FRCD/Elk Grove Water District (District) does not want to wait on the sidelines.

On November 6th, the Regional Water Authority and CSDA held a Legislative Committee meeting during which the proposed Board Member compensation legislation was discussed. CSDA took the position to not support this legislation, this is the same position taken in the 2020 legislative session. Unfortunately, the District was not made aware of this meeting and was unable to have discussion with CSDA members before this topic

LEGISLATIVE UPDATE AND POTENTIAL DIRECTION TO STAFF

Page 2

was brought up to determine CSDA's position. Staff will continue to look for avenues to advance this legislation.

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

Tracking active legislation complies with the District's Water Industry Leadership goals of the 2020-2025 Strategic Plan.

FINANCIAL SUMMARY

There is no direct financial impact associated with this report.

Respectfully submitted,

TRAVIS FRANKLIN PROGRAM MANAGER