



**BOARD OF DIRECTORS
SAN LORENZO VALLEY WATER
DISTRICT
REGULAR MEETING
AGENDA
JANUARY 20, 2022**

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

Notice is hereby given that a meeting of the Board of Directors of the San Lorenzo Valley Water District will be held on **Thursday, January 20, 2022, at 5:30 p.m.**, via videoconference and teleconference.

There will not be any physical location for this meeting. Pursuant to AB 361 and San Lorenzo Valley Water District Resolution No. 4 (21-22) this meeting will be conducted by video/teleconference. Any person in need of any reasonable modification or accommodation in order to participate in the meeting may contact the District Secretary's Office at (831) 430-4636 a minimum of 72 hours prior to the scheduled meeting. The meeting access information is as follows:

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

Webinar/Public link:

<https://us02web.zoom.us/j/86886368323>

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Webinar ID: 868 8636 8323

Agenda documents are available on the District website at www.slvwd.com subject to staff's ability to post the documents before the meeting.

1. Convene Meeting/Roll Call
2. Additions and Deletions to Closed Session Agenda:

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

3. Oral Communications Regarding Items in Closed Session:

This portion of the agenda is reserved for Oral Communications by the public for items which are on the Closed Session portion of the Agenda. Any person may address the Board of Directors at this time, on Closed Session items. Normally, presentations must not exceed three (3) minutes in length, and individuals may only speak once during Oral Communications. No actions may be taken by the Board of Directors on any Oral Communications presented; however, the Board of Directors may request that the matter be placed on a future agenda. Please state your name and town/city of residence at the beginning of your statement for the record.

4. Adjournment to Closed Session

At any time during the regular session, the Board may adjourn to Closed Session in compliance with, and as authorized by, California Government Code Section 54956.9 and Brown Act, Government Code Section 54950. Members of the public will be given the opportunity to address any scheduled item prior to adjourning to closed session.

a. PUBLIC EMPLOYEE ANNUAL PERFORMANCE EVALUATION

Government Code Section 54957

Title: District Manager

Closed Session Note:

The Brown Act prohibits the disclosure of confidential information acquired in a closed session by any person present and offers various remedies to address willful breaches of confidentiality. These include injunctive relief, disciplinary action against an employee, and referral of a member of the legislative body to the grand jury. It is incumbent upon all those attending lawful closed sessions to protect the confidentiality of those discussions. Only the legislative body acting as a body may agree to divulge confidential closed session information; regarding attorney/client privileged communications, the entire body is the holder of the privilege and only a majority vote of the entire body can authorize the waive of the privilege.

5. Convene to Open Session at 6:30 p.m.

6. Report of Actions Taken in Closed Session

7. Re-Convene Meeting/Roll Call

8. Additions and Deletions:

Additions to the Agenda, if any, may only be made in accordance with California Government Code Section 54954.2 (Ralph M. Brown Act) which includes, but is not limited to, additions for which the need to take action is declared to have arisen after the agenda was

posted, as determined by a two-thirds vote of the Board of Directors (or if less than two-thirds of the members are present, a unanimous vote of those members present).

9. Oral Communications:

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

10. President's Report

No action will be taken and discussion may be limited at the Chairperson's discretion.

11. Unfinished Business:

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

- a. BOARD POLICY MANUAL
Discussion and possible action by the Board to approve previously discussed revisions to the Board Policy Manual for 2022.
- b. COMBINATION OF ENGINEERING AND ENVIRONMENTAL STANDING COMMITTEES
Discussion and possible action by the Board to adjust membership of the Engineering and Environmental Standing Committees, if proposal to combine these Committees is adopted in conjunction with revisions to the Board Policy Manual.
- c. REMOTE MEETING AUTHORIZATION UNDER AB 361
Discussion and possible action to ratify Resolution No. 4 (21-22) proclaiming an ongoing state of local emergency and authorizing remote meetings for another 30 days during the COVID-19 pandemic.

12. New Business:

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

- a. GLEN ARBOR BRIDGE MAINLINE PIPE REPLACEMENT - AWARD OF CONSTRUCTION BID
Discussion and possible action by the Board to approve the award of bid for construction of the mainline pipe replacement on Glen Arbor Bridge.

- b. GLEN ARBOR BRIDGE MAINLINE PIPE REPLACEMENT - AWARD OF CONSTRUCTION MANAGEMENT BID
Discussion and possible action by the Board to approve the award of bid for construction management on the mainline pipe replacement on Glen Arbor Bridge.
- c. BROOKDALE VIADUCT PIPELINE REALIGNMENT AWARD OF CONSTRUCTION PROJECT
Discussion and possible action by the Board regarding the Brookdale Pipeline award of construction contract.
- d. CAL FIRE'S FIRE PREVENTION GRANT RESOLUTION AND REPRESENTATIVE
Discussion and possible action by the Board regarding Cal Fire's Fire Prevention resolution and appointment of District representative for CalFire Forest Health Grant.
- e. STANDARD SPECIFICATIONS AND DETAILS POLICY
Review and discuss for possible action by the Board regarding adoption of the District's Standard Specifications and Details Policy.

13. Consent Agenda:

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

- a. BOARD OF DIRECTORS MEETING MINUTES 12.2.21
- b. BOARD OF DIRECTORS SPECIAL MEETING MINUTES 12.7.21

14. District Reports:

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

- DEPARTMENT STATUS REPORTS
Receipt and consideration by the Board of Department Status Reports regarding ongoing projects and other activities.
 - Engineering
 - Environmental
 - Finance
 - Legal
 - Operations
- COMMITTEE REPORTS
 - Future Committee Agenda Items
 - Committee Meeting Notes/Minutes
 - SMGWA Board Meeting Recap 11.17.21

- Environmental Committee Minutes 12.1.21
- Special B & F Committee Minutes 12.6.21
- Admin Committee Minutes 12.14.21
- Engineering Committee Minutes 12.21.12
- LADOC Minutes 1.11.22

15. Written Communication: None

16. Adjournment

Certification of Posting

I hereby certify that on January 14, 2022, I posted a copy of the foregoing agenda in the outside display case at the District Office, 13060 Highway 9, Boulder Creek, California, said time being at least 72 hours in advance of the meeting of the Board of Directors of the San Lorenzo Valley Water District (Government Code Section 54954.2). Executed at Boulder Creek, California on January 14, 2022.

Holly B. Hossack, District Secretary



NOSSAMAN LLP

Memorandum

TO: Board of Directors,
San Lorenzo Valley Water District

FROM: Gina R. Nicholls, District Counsel

DATE: January 20, 2022

RE: Board Policy Manual for 2022
502665-0001

SUMMARY:

During prior discussion of this item conducted during the special Board of Directors' meeting held on December 7, 2021, the Board reviewed a list of conceptual changes to the District's Board of Directors Policy Manual (Policy Manual) that were proposed by staff. The Board discussed the proposed changes and directed staff to prepare corresponding redline changes for review and possible approval by the Board.

In addition, the Board directed District Counsel to collect any additional conceptual changes requested by individual Board Members for further deliberations in connection with a subsequent Board meeting. This process was not completed over the holidays and will be addressed in an upcoming agenda.

RECOMMENDATION:

Review this memorandum and by motion of the Board, adopt the proposed Resolution (Attachment A), thereby adopting and approving the District's Board Policy Manual for 2022. Exhibit 1 to the proposed Resolution is a clean version of the Board Policy Manual for 2022.

Attachment B to this memorandum is a redline showing changes against the previously approved version of the Board Policy Manual for 2021.

BACKGROUND:

Section 27 of the Board Policy Manual provides that the Policy Manual "shall be reviewed at least annually and ratified by Resolution of the Board of Directors at a Board of Directors meeting, at least in January of each calendar year or as soon thereafter as reasonable."

Following is a list of the conceptual changes that were proposed by staff and discussed by the Board at the meeting conducted on December 7, 2021:

Memorandum
January 20, 2022
Page 2

1. Review and update Technological Conferencing procedures to reflect the District's plans to transition to hybrid meetings. (Section 10.)
2. Update the section on Minutes to reflect current practice. (Section 13.)
3. Combine the District's Engineering and Environmental Committees into a single committee. (Section 14.)
4. Reinstate the policy of holding regular Board meetings on the first (1st) and third (3rd) Thursday of every month including July, November, and December. (Section 9.A.)
5. Update the Order of Business to reflect current practice. (Section 9.J.)
6. Update the section on Investment Policy to reflect that typically the policy should be reviewed close to the end of each Fiscal Year. (Section 23.)
7. Clarify the start and end date for terms of Committee Members. (Section 14.)

ATTACHMENTS:

Attachment A – Proposed Resolution to Adopt the Board Policy Manual for 2022

Attachment B – Redline showing proposed changes against the Board Policy Manual for 2021

Attachment A

**SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. __ (21-22)**

SUBJECT: SAN LORENZO VALLEY WATER DISTRICT BOARD OF DIRECTORS
POLICY MANUAL FOR 2022

WHEREAS, on April 15, 2021, the Board of Directors (“Board”) of the San Lorenzo Valley Water District (“District”) reviewed the Board of Directors Policy Manual (“Policy Manual”) and adopted it for 2021 pursuant to Resolution No. 17 (20-21); and

WHEREAS, the proper functioning of the Board and Board meetings is critical to proper functioning of the District; and

WHEREAS, an adopted set of policies assist in the proper functioning of the Board.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the Board hereby adopts and approves the 2022 Board of Directors Policy Manual, a copy of which Policy Manual is attached hereto as Exhibit 1.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 6th day of January 2022, by the following vote of the members thereof:

AYES:
NOES:
ABSTAIN:
ABSENT:

Holly B. Hossack
District Secretary

Exhibit 1

2022 San Lorenzo Valley Water District
Board of Directors Policy Manual

[See Following Pages]

SAN LORENZO VALLEY WATER DISTRICT



BOARD OF DIRECTORS POLICY MANUAL 2022

ADOPTED

January 6, 2022

RESOLUTION NO. ___ (21-22)

MODIFICATIONS TO POLICY MANUAL SINCE LAST FULL BOARD APPROVAL

Reinstate policy of holding regular Board meetings on the first (1st) and third (3rd) Thursday of every month including July, November, and December. (Section 9.A.)

Update the Order of Business to reflect current practice. (Section 9.J.)

Update Technological Conferencing procedures to reflect the District's plans to transition to hybrid meetings. (Section 10.)

Update the section on Minutes to reflect current practice. (Section 13.)

Combine the District's Engineering and Environmental Committees into a single committee. (Section 14.)

Update the section on Investment Clarify the start and end date for terms of Committee Members. (Section 14.)

Policy to reflect that typically the policy should be reviewed close to the end of each Fiscal Year. (Section 23.)

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1. MISSION STATEMENT

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

Adopted by the Board of Directors of the San Lorenzo Valley Water District on June 2, 2000.

2. GOVERNING LAWS

The Board of Directors shall comply with and shall be guided by applicable provisions of Federal laws and State laws, including the [Water Code](#), [Government Code](#), Section [1090](#) of the Government Code, [Elections Code](#) and [Public Resources Code](#). It shall also be guided by this Policy Manual, other policies of the District, and the rules and regulations of the District as established by the motions, resolutions and ordinances enacted by the Board of Directors. Motions, resolutions and ordinances may be enacted by the Board in accordance with the Government Code, Water Code section [30523](#) and/or the [County Water District Law](#) as amended.

3. GOVERNMENTAL ETHICS AND AVOIDANCE OF CONFLICTS OF INTEREST

A) ETHICS TRAINING

Pursuant to California Government Code section [53234 et seq.](#) or as amended, all Directors shall receive two (2) hours of training in general ethics principles and ethics laws relevant to public service within one (1) year of election or appointment to the Board of Directors, and at least once every two (2) years thereafter. All ethics training shall be provided by entities whose curriculum has been approved by the California Attorney General and the Fair Political Practices Commission. The District Manager and any other employee(s) of the District designated by the Board of Directors shall also receive the ethics training specified herein. The District shall maintain records indicating the name of the entity that provided the training and the dates ethics training was completed. Records shall be maintained for a period of at least five (5) years after the date on which the training was received. These records are public records subject to disclosure under the California Public Records Act.

B) CONFLICT OF INTEREST CODE

Pursuant to provision of California Government Code section [81.000 et seq.](#), commonly known as the Political Reform Act, the District shall adopt and maintain a Conflict of Interest Code. The Conflict of Interest Code and any amendments thereto shall be adopted by resolution of the Board of Directors. The Board of Directors shall review the adopted Conflict of Interest Code on a bi-annual basis. At a regularly scheduled Board of Directors meeting in September of each even-numbered year, the Board of Directors shall review its Conflict of Interest Code and, if amendments are needed, shall submit said amendments to the Santa Cruz County Board of Supervisors in accordance with applicable

deadlines. If no amendments are needed, the Board of Directors shall submit a written statement saying that its Conflict of Interest Code is still accurate.

4. AUTHORITY OF BOARD

- A) The Board of Directors shall act only at properly noticed meetings, as provided by State Law.
- B) Individual Directors shall have no power to act for the San Lorenzo Valley Water District, or the Board of Directors, or to direct District staff, except as authorized by the Board of Directors.
- C) Until a quorum is present there can be no meeting of the Board of Directors. The presence of a minimum of 3 Directors is required to constitute a quorum of the Board of Directors.

5. CODE OF CONDUCT

The Board of Directors of the San Lorenzo Valley Water District is committed to providing excellence in legislative leadership that results in providing the highest quality services to its constituents. The Board of Directors is expected to maintain the highest ethical standards, to follow District policies and regulation, and to abide by all applicable local, state and federal laws. Board of Directors conduct should enhance the integrity and goals of the District. In order to assist in the governing of behavior between and among members of the Board of Directors, the following rules shall be observed:

- A) Directors are obligated to uphold the Constitution of the United States and the Constitution of the State of California. Directors will comply with applicable laws regulating their conduct, including without limitation conflict of interest, financial disclosure and open government laws.
- B) Directors will not use or permit the use of District-owned vehicles, equipment, telephones, materials or any other property or resources for personal benefit or profit. Directors will not ask or require District personnel to perform services for the personal benefit or profit of a Director or District personnel.
- C) Directors will not solicit political funds or contributions at District facilities. Directors will not solicit political contributions from District employees, officers, consultants or contractors. Directors will not use the District's logo, stationary or other indicia of the District's identity in any solicitations for political contributions contrary to state or federal law.
- D) Directors will not, without prior approval of the Board of Directors, disclose any confidential information of the District to anyone that is not authorized to receive it or make any unauthorized use of such information.
- E) A Director's interaction with public, press or other entities must recognize the limitation of the Director to speak for the Board of Directors or the District except to repeat explicitly stated Board decisions, while respecting the right of Directors to express individual opinions.

- F) The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to the District Manager and staff. Directors shall not be involved in the day-to-day operations of the District.
- G) A Director shall not seek to discipline any employee of the District. Any concerns regarding an employee's performance shall be communicated to the District Manager.
- H) If approached by District personnel concerning specific District policy, Directors should direct inquiries to the District Manager.
- I) Directors will not engage in personal attacks on other Directors or District personnel.
- J) In the performance of their official duties, Directors will strive to treat individuals fairly and avoid granting special consideration, treatment, or advantage to any person or group beyond what is available to other persons or groups in similar circumstances. Directors shall comply with anti-discrimination laws and policies.
- K) Directors should practice the following procedures:
 - 1. Directors should function as a part of the whole. Issues should be brought to the attention of the Board of Directors as a whole, rather than to individual members selectively.
 - 2. Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged.
 - 3. Differing viewpoints are healthy in the decision-making process. Individual Directors have the right to disagree with ideas and opinions, but without being disagreeable.
 - 4. Directors should develop a working relationship with the District Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
 - 5. In seeking clarification on informational items, Directors may directly approach the District Manager to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
 - 6. In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition, sale or development, finance, and programming, said concerns should be referred directly to the District Manager.
 - 7. In handling complaints or inquiries from residents and property owners of the District, said complaints should be referred to the District Manager and may be followed up by the Board of Directors.

8. When responding to constituent requests and concerns at Board meetings, the Board President's discretion determines the amount of time for comments. Specific questions or concerns will be directed to the District Manager for future action by the Board or staff. Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.
 9. In handling items related to safety concerns, hazards should be reported to the District Manager. Emergency situations should be dealt with immediately by seeking appropriate assistance.
- L) Sanctions for violations of this Code of Conduct shall be determined by the Board of Directors. The sanctions imposed shall depend upon the severity of the violation or violations.

6. ELECTION OF OFFICERS

There shall be two (2) officers: a President and a Vice-President, who shall be members of the District Board of Directors. Election of officers shall be held at a Board of Directors meeting in December of each calendar year. Officers will serve for a one (1) year term. Elections will conform to the applicable provisions of this Policy Manual.

7. BOARD POWERS, DUTIES AND FUNCTIONS

A) POWERS

The Board of Directors is responsible for the establishment of policy and general control of the District. This broad authority shall be exercised in accordance with all applicable federal, state and local laws and regulations. The Board of Directors may exercise any powers delegated by law to the District. Powers are exercised by the Board of Directors acting collectively as a legislative body, not by individual directors.

B) DUTIES

The primary duties of the Board of Directors are as follows:

1. Take action at properly noticed meetings of the Board.
2. Establish and periodically review written policies for District operation and administration.
3. Be responsible for all District finances.
 - a. Approve the fiscal budget.
 - b. Monitor budget spending and adjust the budget as necessary.
 - c. Approve or reject contracts or expenditures, to the extent decisions have not been delegated to staff.

- d. Approve or reject matters that commit the District to funds or facilities or expand the District's services, to the extent not delegated to staff.
- e. Approve the annual financial report.
4. Set rates, fees and charges for District services.
5. Personnel
 - a. Hire and discharge General Manager ("District Manager") and General Legal Counsel ("District Counsel").
 - b. Annually evaluate the District Manager and District Counsel.
 - c. Direct the District Manager regarding when to put the District Counsel contract out to bid, which typically should occur at least every five (5) years.
6. Establish written policy on how Board of Director's meetings are conducted.
7. Review and revise the Master Plan for the District.
8. Make committee appointments.
9. Establish Director compensation limits.

C) FUNCTIONS

The powers and duties of the Board of Directors include governance, executive and quasi-judicial functions of the District.

1. GOVERNANCE FUNCTIONS

To fulfill its responsibility, the Board of Directors is committed to establishing policies to govern District activities. The Board of Directors shall consider and approve or disapprove matters submitted to it by a Director, Staff or the public. The Board of Directors shall prescribe rules for its own governance which are consistent with its enabling code and other applicable laws and regulations.

2. EXECUTIVE FUNCTIONS

The Board of Directors is authorized to delegate any of its powers and duties to an officer or employee of the District. The Board of Directors; however, retains ultimate responsibility over the performance of those powers or duties so delegated.

3. QUASI-JUDICIAL FUNCTIONS

The Board of Directors desires that public complaints be resolved at the lowest possible administrative level. The method of resolving public complaints shall be as follows:

- a. The individual with a complaint shall first discuss the matter with the District Manager. If the individual registering the complaint is not satisfied with the disposition of the complaint by the District Manager, said complaint may be filed with the Board of Directors.
- b. The Board of Directors may consider the matter at a subsequent regular meeting or call a special meeting. The Board of Directors will expeditiously resolve the matter.
- c. This policy in no way prohibits or intends to deter a member of the public from appearing before the Board of Directors to present a verbal complaint or statement in regards to actions of the Board of Directors, District programs or services, or impending considerations of the Board of Directors.

8. ROLE OF INDIVIDUAL DIRECTORS

The Board of Directors is the unit of authority for the District. Apart from their normal function as a part of this unit, individual Directors may not commit the District to any policy, act or expenditure unless duly authorized by the Board of Directors. Directors do not represent any factional segment of the constituency, but are, rather, a part of the body which represents and acts for the constituency as a whole.

- A) Each Director has the right to place items on a subsequent Board of Directors Meeting agenda, subject to scheduling by the District Manager in consultation with the Board President. The deadline for submittal of an agenda item including any written backup material by a Director shall be the preceding Wednesday at 5:00 p.m. before the scheduled Board of Directors meeting date at the office of the District Secretary. Agenda item requests received after the submittal deadline for a specific agenda will be added to the next following regularly scheduled agenda, subject to scheduling by the Board President.
- B) Directors will make every effort to attend assigned Board of Directors and Committee meetings:
 1. To prepare adequately for each such meeting;
 2. To observe the rules of decorum as set forth herein; and
 3. Whenever any individual Directors will be absent or late for a Board of Directors or Committee meeting said Director shall notify the District Secretary or Board President at the earliest opportunity.
- C) When requesting information from staff, Directors shall contact the District Manager. When responding to constituent requests and concerns, Directors should reroute such inquiries to the District Manager.

- D) From time to time, an individual director may need to contact District Counsel directly regarding potentially sensitive legal matters; however, such individual contacts should be infrequent and limited to no more than a half hour in any month unless the District Manager approves additional time for a particular matter.
- E) Each Director shall decide individually on what contact information will be released by District staff to the general public. In order to accomplish this in an orderly and consistent manner, each Director shall provide the District Secretary with a completed and signed Director Contact Authorization Form. Directors shall be responsible for any and all updates and amendments to said Director Contact Authorization Form.
- F) Each Director will be provided with a “.slvwd.com” email address and shall use this email address for District business to help ensure compliance with the California Public Records Act. If a Director (or any other personnel affiliated with the District) uses other email accounts or electronic communications for District business, those accounts and/or electronic communications will be subject to document retention requirements, and possible collection and search.

9. BOARD OF DIRECTORS MEETINGS

A) TIME AND PLACE OF BOARD OF DIRECTORS MEETINGS

Regularly scheduled meetings of the Board of Directors shall be held on the first (1st) and third (3rd) Thursday of each month including July, November and December. For regular meetings, any Closed Session will start no earlier than 5:30 p.m. and Open Session will start at 6:30 p.m.; however, nothing herein precludes the Board of Directors from adjourning to Closed Session after the Open Session. In consideration of all attendees, including members of the public, staff, and Directors, the Chairperson is encouraged to conduct all regular meetings so that they are concluded by 8:30 p.m. or 9:00 p.m. at the latest, i.e. no more than 2-2.5 hours of Open Session meeting time. In-person meetings will be held at the District Operations Building, 13057 Highway 9, Boulder Creek, CA, unless otherwise specified by action of the Board of Directors. Special meetings of the Board of Directors, as that term or its successor terms are defined within the meaning of the Ralph M. Brown Act (California Government Code section [54950 et seq.](#), the “Brown Act”), may be duly authorized and held as deemed necessary by the President or a majority of the Board of Directors or the District Manager. Notice and location of special meetings shall be as prescribed by law. Emergency meetings of the Board of Directors, as that term or its successor terms are defined within the meaning of the Brown Act, may be duly authorized and held as deemed necessary by the District Manager or the Board President. Notice and location of emergency meetings shall be as prescribed by law.

B) PUBLIC NATURE OF MEETINGS

All meetings of the Board of Directors shall be open to the public, except when the Board is convened in Closed Session as authorized under provisions of the Brown Act.

C) QUORUM AND VOTING REQUIREMENTS

The presence of three (3) or more Directors shall constitute a quorum for the transaction of District business. No ordinance, resolution or motion shall be passed by the Board of Directors without a majority vote of the Board, unless otherwise required or prescribed by State law. (See for example, Government Code section [54954.2](#).)

A Director abstaining in a vote is considered absent for that vote. A Director abstaining due to a conflict of interest does not count toward a quorum.

D) BOARD ACTION

The Board of Directors may take action to exercise its powers formally by adopting or rejecting a resolution, ordinance, or motion. The Board of Directors may give directions that are not formal action. Such directions include the Board of Directors' directives and instructions to the District Manager, which shall be determined by a consensus of the Board of Directors at a properly noticed meeting and shall be stated by the Chairperson for clarification.

Except where action is taken by the unanimous vote of all Directors present and voting, the ayes and noes shall be taken upon the passage of all ordinances, resolutions or motions and shall be entered in the minutes. An ordinance does not require two readings at separate meetings unless otherwise prescribed by law. Unless otherwise provided by its own terms, all ordinances, resolutions and motions shall become effective upon adoption.

Any member of the Board of Directors, including the President, can make a motion. Motions require seconds. The President or Chairperson may vote on all motions unless disqualified or abstaining. The Chairperson shall not call for a vote on any motion until sufficient time has been allowed to permit all members of the Board of Directors to speak. Complex motions should generally be prepared in writing and read aloud to the members of the Board of Directors at the time the motion is made. If a motion is not in writing, and if it is necessary for full understanding of the matter before the Board of Directors, the Chairperson shall restate the question prior to the vote. Common motions may be stated in abbreviated form, and will be put into complete form in the minutes. Until the Chairperson states the question, the maker may modify their motion or withdraw it completely. However, after the Chairperson has stated the question, the motion may be changed only by a motion to amend which is passed by a majority vote of the Board of Directors.

E) PARLIAMENTARY PROCEDURES

Unless otherwise inconsistent with any provision stated herein, Parliamentary Procedure for Board of Directors meetings shall be based upon the current edition of Robert's Rules of Order Newly Revised. No action of the Board of

Directors shall be deemed invalid for the reason that said action was not in conformance with Robert's Rules of Order Newly Revised.

The Chairperson may at any time, during debate or otherwise, declare a recess. Any Director may, at any time, request that the Chairperson exercise his or her discretion to call a recess. Declaration of a recess by the Chairperson shall not be subject to any motions or debate.

F) ORDERLY DISCUSSION

In order to promote orderly discussion of the issues before the Board of Directors, for each item of business, the Chairperson shall typically conduct discussion in the following order: staff presentation, if any; followed by one opportunity for comment by each Director; public comments; an additional opportunity for comment by each Director; then a request by the Chairperson for a motion, if appropriate. A motion requires a second. A seconded motion will be followed by an additional opportunity for comment by the Board of Directors before the Chairperson calls for a vote. Each Director shall be recognized by the Chairperson before speaking. Notwithstanding any provision of this Policy, however, each Director shall have a right to be heard within reason on any issue before the Board of Directors. Each Director may seek information or comment by the staff on any question. However, the right of any Director to be heard is limited to the particular topic or item of business at issue. The Chairperson shall endeavor to confine debate to the question under discussion, and shall rule out of order any irrelevant or repetitive comments by Directors or members of the public to the extent permitted under the Brown Act.

G) CLOSED SESSION

Except as otherwise provided by law, all proceedings in Closed Sessions shall remain confidential.

H) MEETING AGENDAS

The District Manager, in consultation with the Board President, shall be responsible for the preparation of a written agenda for each regular meeting and/or special meeting of the Board of Directors as those terms or its successor terms are defined by the Brown Act. The District Manager and the Board President shall meet, annually, in January of each calendar year to identify recurring items of business that should be placed on written agendas at appropriate times during the coming year. The District Manager, in consultation with the President, shall be responsible for the preparation of a written agenda for each regular meeting and/or special meeting of "other legislative bodies," of the San Lorenzo Valley Water District, as those terms or its successor terms are defined by the Brown Act. The District Secretary shall be responsible for the posting of the appropriate notice and agenda for all meetings of the Board of Directors and/or "other legislative bodies."

A copy of the agenda for each regular meeting of the Board of Directors shall be posted and forwarded to each Director, at least three (3) days in advance of each regular meeting, together with copies of all applicable supporting documentation;

minutes to be approved; staff report; and other available documents pertinent to the meeting. Directors shall review agenda materials before each meeting. Individual directors may confer directly with the District Manager to request additional information on the agenda items.

I) ADDITIONAL REQUIREMENTS FOR MEETING MATERIALS

In the usual course of business, most meeting materials should be available when the agenda is posted and should be included in the agenda packet. If staff or consultant supporting materials are not available for inclusion in the agenda packet when the agenda is posted, the corresponding agenda item may be deleted from the agenda and placed on a subsequent meeting agenda at the discretion of the District Manager, in consultation with the President. Any public comment letters designated as such that miss the deadline will be included as Written Communications in a subsequent agenda packet.

In rare instances where staff or consultant supporting materials cannot be made available for inclusion in the agenda packet when the agenda is posted, any such materials to be presented at a regular meeting shall be provided to the District Secretary (or other designated staff member) by 5 p.m. two days before the meeting. Staff will arrange to have the materials posted to the District's website before the meeting. Any staff or consultant materials that miss this deadline will be posted to the District's website before the meeting if feasible, or will be posted following the meeting.

For other meetings of any "legislative body" of the District including Committee meetings, any staff or consultant materials that miss the applicable agenda packet deadline may be posted to the District's website before the meeting if feasible, or will be posted following the meeting.

This policy is intended to promote transparency and compliance with Government Code section [54957.5](#) by ensuring that Directors and the public have access to meeting materials. This policy does not apply to confidential Closed-Session materials.

J) ORDER OF BUSINESS

The following is a list of the normal order of business at regular meetings. The Board President or Chairperson may rearrange this order at any time. Introductory language for each agenda section may be modified by action of the Board of Directors from time to time.

1. Convene Meeting, Roll Call.
2. Additions and Deletions to Closed Session Agenda.
3. Public Comment related to items on the Closed Session Agenda.
4. Adjournment to Closed Session.
5. Reconvene to Open Session at 6:30 PM.

6. Report of Actions Taken in Closed Session.
7. Additions and Deletions to Open Session Agenda.
8. Public Comment on any topic within the jurisdiction of the District that is not on the Open Session Agenda.
9. President's Report
10. Unfinished Business.
11. New Business.
12. Consent Agenda.
13. District Reports.
 - a. District Manager Report.
 - b. Department Status Reports.
 - c. Committee Reports.
 - d. Director Reports.
14. Written Communications.
15. (If applicable) Informational Material.
16. (If applicable) Adjournment to Closed Session.
17. (If applicable) Reconvene to Open Session to Report Actions Taken in Closed Session.
18. Adjournment.

K) ADDITIONS AND DELETIONS TO AGENDA

Additions to the Agenda, if any, shall be made in accordance with California Government Code section [54954.2](#) or as amended (the Brown Act), which includes, but is not limited to, additions for which the need to take action is declared to have arisen after the agenda was posted, as determined by a two-thirds vote of the Board of Directors. If less than two-thirds of the members are present a unanimous vote of those members present is required. Deletions may be made at the discretion of the District Manager or the Chairperson, and do not require a vote unless a Director objects.

L) PUBLIC COMMENT

The Board of Directors encourages public participation in the governance of the District through public comment periods. In order to present, members of the public must first be recognized by the Chairperson.

1. If the Board meeting has a Closed Session agenda, members of the public may comment on or ask questions about the items which are on the Closed Session portion of each agenda. Comments or questions may be submitted in writing or orally. If in writing, the entire written communications will be placed in the minutes. If orally, members of the public may have to up to three (3) minutes (unless time is shortened by the President due to circumstances—e.g., in the event of a large number of people wishing to comment orally) to present to the Board of Directors. The President may extend this time at his or her discretion—e.g., in order to allow for a wrap up of the presentation. Oral comments will be summarized and included in the minutes if the member of the public provides his or her name at the beginning of their comment time.
2. Prior to the start of the Open Session agenda, members of the public may comment on or ask questions about topics which are within the jurisdiction of the District but are not on the Open Session portion of the agenda. It is the objective of the Board to have as close to a normal conversation with members of the public as possible while still conforming to the requirements of the Brown Act. This means that the Board cannot take action or discuss a topic or question in depth during this meeting (Brown Act, Gov. Code section [54954.3](#) or as amended). However, the Board can ask clarifying questions in order to make sure that it understands questions or comments, and a brief discussion of how to best handle them may be allowed. All questions will be answered either in real-time (by the Board or staff) or at a later time, unless the questions relate to confidential topics. If a question is answered in real-time, the Board President will ask if the question was answered and, if not, allow a short follow-up request for clarification. If a question cannot be answered in real-time, it will be answered and included in the minutes for that meeting, which will be published at a later time. In addition, the Board may agendize a public comment item for a future Board meeting, or the Board may send the item to Committee for follow-up and possible action. Comments and/or questions may be submitted in writing or orally. If in writing, the entire written communications will be placed in the minutes. If orally, members of the public may have to up to three (3) minutes (unless time is shortened by the Chairperson at his or her discretion due to circumstances—e.g., in the event of a large number of people wishing to comment orally) to present to the Board of Directors. The Chairperson may extend this time at his or her discretion—e.g., in order to allow for a wrap up of the presentation. Oral comments will be summarized and included in the minutes if the member of the public provides his or her name at the beginning of their comment time. In the interests of respecting everyone's time, members of the public are encouraged to (i) avoid repeating someone else's point—just indicate agreement—and add new content and (ii) to avoid repetition during their comments.
3. In addition, members of the public may address each agenda item prior to Board disposition of that item, including items on the Consent Agenda. Members of the public may have to up to three (3) minutes (unless time is shortened or extended by the Chairperson in his or her discretion) to present to the Board of Directors. The Chairperson may allow a second

round of public comment at his or her discretion. In order to present, members of the public must first be recognized by the Chairperson.

4. No member of the public shall approach the Board of Directors table while the Board is in session unless granted permission by the President or Chairperson. Proper decorum must be observed by Directors, staff, speakers and the audience at all times. The Chairperson shall preserve order and decorum, discourage personal attacks, and confine debate to the question under discussion. The President shall rule out of order any irrelevant, repetitive or disruptive comments. Please mute or turn off your electronic devices while the Board is in session.
5. It is the policy of the Board of Directors to invite all members of the public to participate in the governance of the District and to provide wide latitude for the free expression of all points of view. However, the Chairperson, or a majority of the board, may eject from a meeting any person who becomes disorderly, abusive, or disruptive, or who fails or refuses to obey a ruling of the Chairperson regarding a matter of order or procedure. In addition, as a last resort, per California Government code [54957.9](#): *In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the legislative body conducting the meeting may order the meeting room cleared and continue in session. Representatives of the press or other new media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the legislative body from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.*

M) CONSENT AGENDA

The purpose of a Consent Agenda is to minimize the time required for the handling of any routine and non-controversial matters, where documentation provided to the Board of Directors is adequate and sufficient for approval without inquiry or discussion. Typical matters for the Consent Agenda include approval of the minutes and other minor matters. Any item on the Consent Agenda will be moved to the regular agenda upon request from an individual Director or a member of the public. Items remaining on the Consent Agenda may be expedited by assuming unanimous consent of the members of the Board of Directors and having the Chairperson state that without objection the matter will stand approved.

N) STUDY SESSIONS

Study sessions or workshop meetings are for the purpose of discussing items that may come before the Board at a later time for official action. Study sessions provide a more informal forum for the Board of Directors, staff and the public to engage in open-ended discussion and share information on a particular subject. No formal action can be taken at a study session; direction can be given to staff

regarding preparation of an agenda item for discussion and possible action at a subsequent meeting. From time to time, study sessions may be duly authorized as deemed necessary by the President or a majority of the Board.

O) WRITTEN COMMUNICATIONS

The Written Communications portion of the agenda is established to act as a report of written materials received by the Board as a whole, but may also include items requested for inclusion by individual Directors or members of the public. Written Communications will always be presented in their entirety.

10. TECHNOLOGICAL CONFERENCING

Videoconferencing and/or teleconferencing may be used for all purposes in connection with any meeting within the subject matter jurisdiction of any legislative body of the District, and its use is encouraged to the extent permitted by law, including its use for public participation. "Teleconferencing" is defined as a meeting of a legislative body of the District, the members of which are in different locations, connected by electronic means, through either audio or video, or both. If a legislative body of the District elects to use teleconferencing, it shall comply with all applicable requirements of the Brown Act (Gov. Code section [54953](#), as amended in 2021 by Assembly Bill 361 in light of the ongoing COVID-19 state of emergency.)

The District currently conducts all meetings of the Board and Standing Committees remotely pursuant to AB 361. After the COVID-19 emergency, the District intends to transition to conducting hybrid meetings, i.e., meetings held in-person to the extent required by Gov. Code section [54953, while allowing for remote/virtual public participation as permitted by law.](#)

For telephonic and other remote or virtual regular Board meetings, meeting materials that are not posted to the District's website before the meeting should not be shown to the Board of Directors during the meeting.

11. PRESIDENT

The President shall sit as presiding officer (or "Chairperson") and conduct all meetings of the Board of Directors. The President shall have all the rights to discuss and vote on any issues before the Board of Directors. The President shall carry out the resolution and orders of the Board of Directors and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe; including the following:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Board of Directors in its proper order.
3. Enforce the Board of Directors policies and rules with respect to the order of business and the conduct of meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.

5. Explain what the effect of a motion would be if it is not clear to every member of the Board of Directors.
6. Restrict discussion to the question when a motion is before the Board of Directors.
7. Rule on parliamentary procedure.
8. Put motions to a vote, and state clearly the results of the vote.
9. Sign all instruments or acts of the Board of Directors (unless signature authority is properly delegated to staff), and carry out stated requirements and the will of the Board of Directors.
10. Consult with the District Manager on the preparation of the Board of Directors agendas. In addition, any Director shall have the right to place any matter on the agenda for any meeting in accordance with the provisions of this policy.
11. Make recommendations to the Board of Directors, as necessary, to establish or disband committees, or to appoint committee members, all subject to Board of Directors approval.
12. Call such meetings of the Board of Directors as deemed necessary, upon giving of notice as prescribed by the Brown Act.
13. Confer with the District Manager and/or District Counsel on matters that may occur between Board of Directors meetings.
14. Be responsible for the orderly conduct of all Board of Directors meetings.
15. Act as spokesperson for the Board of Directors.
16. Coordinate and prepare the Board of Directors annual evaluation of the District Manager and District Counsel.
17. Other duties as authorized by the Board of Directors.

12. VICE-PRESIDENT

When the President resigns or is absent or otherwise unable to carry out the duties of the President, the Vice President shall perform the President's duties. When the President disqualifies himself/herself from participating in an agenda item, the Vice-President shall perform the duties of the Chairperson.

13. MINUTES

All Board of Directors meetings and Committee meetings will be recorded by audiovisual and/or audio means and made available through the District's website. Said audiovisual and/or audio recordings shall be subject to inspection in accordance with State law, including the California Public Records Act.

In addition, the District Secretary shall record the minutes for Board of Directors meetings and Committee meetings, which shall also be posted on the District's website.

The minutes shall be of the form of summary minutes and will include the following information: the time the meeting was called to order, the names of the Directors (or, as appropriate, the Committee members) attending the meeting, the vote (roll call or voice) on each matter considered at the meeting, the time the Board of Directors began and ended any Closed Session, the names of the Directors and the names, and titles where applicable, of any other persons attending any Closed Session, a list of those members of the public who spoke on each matter if the speakers identified themselves, whether such speakers supported or opposed the matter, a brief summary of each Director's and public member's statement during the public comment period for each agenda item (if they identified themselves), and the time the meeting was adjourned. Any person speaking during a public comment period may supply written comments which shall be included in the minutes.

The officially adopted minutes shall be available for inspection and copying upon request no later than ten working days after the meeting at which the minutes are adopted, unless circumstances prevent meeting that goal in which case the minutes shall be available as soon as possible.

14. COMMITTEES

The Board shall organize committees that are advisory to the Board with regard to matters within their respective areas of responsibility.

The four District Standing Committees (or "Committees") are as follows: Administrative, Budget & Finance, Engineering & Environmental, and Lompico Oversight. Each standing committee shall have no power or authority to commit the District or to take any action on behalf of the Board of Directors. Standing Committees shall hold meetings at such times, frequency and locations as deemed necessary by consensus of the committee members. Committees are encouraged to meet at least monthly.

Committee appointments will be reviewed by the full Board at a Board of Director's meeting in December of each Calendar Year, or as soon thereafter as practical. Applications to serve as a Public Member will be available at the District's Office or on-line at the District's website (www.slvwd.com). The deadline for Public Member applications typically will be on or about November 26 of any given calendar year. Public Member applications will be reviewed by the full Board. Each committee member shall be appointed by a simple majority vote of the Board.

The terms of Public Member(s) of the Administrative, Budget & Finance, Engineering & Environmental Committees shall start on January 1 and end on December 31st of each year unless otherwise specified. The terms of Public Members of the Lompico Oversight Committee are established by the Committee's Charter. If a vacancy occurs at other times of the year, the Board of Directors may make an appointment to fill the vacancy after the District advertises the vacancy and makes applications available to the public.

Members of the public shall serve on no more than one Standing Committee at a time.

Administrative, Budget & Finance, and Engineering & Environmental Committees may have no more than two (2) Directors and at least one (1) Public Member but no more than three (3) Public Members. If more than one public member applies to serve on an individual Committee, the full Board shall vote to determine which public member shall be seated on that Committee for the year or may choose to appoint more than one public member to a Committee by adjusting the size of the Committee appropriately. At any time, the Board may also choose to appoint additional Public Members (up to 3 total) to any Standing Committee.

The Lompico Oversight Committee may have no more than five Public Members. Public Members serving on the Lompico Oversight Committee shall have a residential mailing address within Assessment District 2016-1.

Members of all committees serve at the pleasure of the Board of Directors. Each committee shall designate its own chairperson. For the Administrative, Budget & Finance, and Engineering & Environmental Committees the chairperson shall be a member of the Board of Directors. (The preceding sentence does not apply to the Lompico Oversight Committee, and a Public Member shall serve as its chairperson, because no Directors serve on that Committee). Each Committee may elect a vice-chairperson. The chairperson of a committee is its presiding officer and shall be responsible for communicating the recommendation of the committee to the Board of Directors. In the absence of the chairperson, the vice-chairperson shall perform the duties of the chairperson. The chairperson and vice-chairperson are not deprived of any of the rights and privileges of a committee member by reason of being the presiding officer.

Committees shall establish their own meeting schedules in consultation with the District Manager and District Secretary. Regular Committee meetings shall start no earlier than 8 a.m., and the chairperson shall make every effort to conclude meetings by 8:30 p.m., with an outside end time of 9 p.m.

All Committee meetings shall be held in accordance with the provisions of the Brown Act. In order to promote attendance by Directors at Committee meetings without inadvertently creating a violation of the Brown Act, Directors that are not members of a Committee are discouraged from attending but may attend as observers, and, if attending, shall not participate at the Committee's meeting. (The preceding sentence does not apply to the Lompico Oversight Committee because no Directors serve on that Committee, and to avoid Brown Act violations no more than two Directors may attend any Lompico Oversight Committee meeting.)

A majority of the members of each committee shall constitute a quorum for the transaction of business. Only members of the committee are entitled to make, second or vote on any motion or other action of the committee. Each committee member shall be entitled to one vote on all matters considered by the committee. A simple majority vote of the members of the committee shall designate approval of a motion.

During the first regular meeting after January 1st of each year, each Committee (except Lompico Oversight) shall review the District's current Strategic Plan and identify Strategic Plan Elements pertaining to said Committee. The Committee's findings regarding such Strategic Plan review shall be reported back to the Board at the next available regular Board Meeting for discussion and to allow the Board to provide

direction back to the committees regarding completion of identified Strategic Plan Elements.

All committee member absences will be considered by the majority of the committee members to determine whether or not the absence is without cause. Sickness, jury duty, vacation and/or bereavement will be considered excused absences. When three meetings in a row or a total of six meetings in one calendar year are missed the remaining committee members will consider removal of the individual from the committee. The removal must be voted upon and approved by the majority of the committee members with the exception of the committee member in question.

Vacancies shall be reported to the full Board as soon as practically possible.

A Committee has jurisdiction to consider and make a recommendation to staff, other committees and to the Board of Directors regarding any item of business within the responsibility of the Committee. Committee recommendations shall be communicated to the Board of Directors. A committee may consider other matters referred to it by the Board of Directors.

Each Standing Committee shall, as a minimum, be responsible for the following:

Administrative Committee

The Committee shall be responsible for matters of internal and external administrative matters including: communications, staffing and staff support; District's data gap grant programs; interagency relations; codes and policies, pending State and federal legislation; and other administrative programs.

Budget and Finance Committee

The Committee shall be responsible for the review of District finances including: rates, fees, charges and other sources of revenue; budget and reserves; audit; investments; insurance; and other financial matters.

Engineering and Environmental Committee

The Committee shall be responsible for the review matters of design, construction, replace and repair of the District facilities and property including: The Capital Improvement Program; Master Plans and other engineering, operational and planning related matters.

In addition, the Committee shall be responsible for matters of stewardship of the District's property including: Urban Water Management Plans; Water Conservation Programs; Classis Watershed Education Grants; Watershed Management; Resource Management and other environmental related matter.

Lompico Assessment District Oversight Committee

The Committee shall be responsible to fulfill its Charter as it relates to Assessment District 2016-1 projects. The Charter sets forth the purpose and mission of the Lompico

Oversight Committee, its procedures for establishing a meeting schedule, and the term of service of Committee members, among other things.

15. MEETING STIPENDS

Each Director may receive compensation as established by resolution of the Board of Directors. Pursuant to California Water Code section [30507](#), each Director may receive compensation in an amount not to exceed one hundred dollars (\$100.00) per day for each day's attendance at meetings of the Board, or for each day's service rendered as a Director by request or approval of the Board of Directors, not to exceed six hundred dollars (\$600.00) in any calendar month.

Consistent with California Water Code section [30507](#), by resolution of the Board of Directors, the District has established the following per day (daily meeting stipend) for each day's attendance at meetings, as defined herein. Such compensation is in addition to any approved reimbursement for meals, lodging, travel and other expenses consistent with the policies stated herein.

- A) To be entitled to a daily meeting stipend of one hundred dollars (\$100.00), the event in question must constitute one of the following:
 - 1. A regular meeting of the San Lorenzo Valley Water District Board of Directors within the meaning of California Government Code sections [54952.2\(a\)](#) and [54954\(a\)](#) as established by the Board of Directors in Section 9.A herein; or
 - 2. Any meeting attended or service provided on a given day at the formal request or approval of the Board of Directors, and for which the Board at a public meeting has approved payment of a daily meeting stipend.

- B) To be entitled to a daily meeting stipend of twenty five dollars (\$25.00), the event in question must constitute one of the following:
 - 1. A meeting, within meaning of California Government Code section [54952.2\(a\)](#), of a District standing committee within the meaning of Government Code section [54952\(b\)](#) and established herein. Only Directors appointed to the District's Standing Committees shall be entitled to said daily meeting stipend.
 - 2. A special or emergency meeting of the San Lorenzo Valley Water District Board of Directors within the meaning of California Government Code sections [54956](#) (special meeting) or [54956.5](#) (emergency meeting) that is not a regular meeting as defined in Section 15.A.1 above.

16. TRAINING, EDUCATIONAL PROGRAMS, CONFERENCES AND MEETINGS

The Board of Directors has determined that the following provisions shall be applicable to Director training, educational programs, conferences and meetings:

- A) Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation.

Directors may attend, on behalf of the District, such training, educational programs, conferences and meetings as have been approved by the Board of Directors.

- B) It is the policy of the District to encourage Board development and excellence of performance by reimbursing necessary and reasonable expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use of District credit cards for these purposes is not permitted. All reimbursement of actual and necessary expenses shall be pursuant to District policy on expenditure reimbursement as stated herein.
- C) Attendance by Directors at seminars, workshops, courses, professional organization meetings, and conferences etc. shall be approved by the Board of Directors at a public meeting prior to incurring any authorized reimbursable costs.
- D) The District Manager or designee is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. Per Diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the District Manager, together with validated receipts.
- E) To conserve District resources and keep Directors' reimbursement expenses for training, educational programs, conferences and meetings within community standards for public officials, reimbursement expenditures should adhere to the following guidelines. Expenses to the District for Board of Directors' training, education programs, conferences and meetings should be kept to a minimum by:
 - 1. Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.
 - 2. Traveling together whenever feasible and economically beneficial.
 - 3. Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.
- F) A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after the Director has announced a pending resignation, or if it occurs after an election in which it has been determined that a Director will not retain a seat on the Board of Directors. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.
- G) Whenever a Director who has not previously attended a particular conference or educational program is available to attend same, that Director shall have preference for attendance over a Director who has previously attended the same program.

- H) Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board of Directors, or make a verbal report during the next regular meeting of the Board of Directors. The report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.
- I) Nothing in this policy shall permit the conduct of business in violation of the Brown Act when more than three (3) Directors attend the same event.

17. EXPENDITURE REIMBURSEMENT

The purpose of this policy is to prescribe the manner in which members of the San Lorenzo Valley Water District Board of Directors may be reimbursed for expenditures related to approved District business. The District shall adhere to California Government Code sections [53232 through 53232.4](#) or as amended when dealing with issues of expenditure reimbursements for Directors. This policy shall apply to all members of the Board of Directors, and is intended to result in no personal gain or loss to a Director.

Directors may be reimbursed for out-of-pocket expenditure(s) relative to reasonable and necessary costs associated with appropriate District business. The Board of Directors must provide approval for said District business at a public meeting prior to incurring any authorized reimbursement costs.

Directors are eligible to receive reimbursements for travel, meals, lodging, and other reasonable and necessary expenses associated with approved District business. Reimbursement rates shall coincide with guidelines established herein, or rates set by Internal Revenue Service ("IRS") Publication 1542 or its successor publication(s), whichever are greater.

If lodging is in connection with a prior approved event, such lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor. If the published group rate is unavailable, Directors shall be reimbursed for comparable lodging at government or IRS rates.

If travel is in connection with a prior approved event, the most economical mode and class of transportation reasonably consistent with scheduling needs must be used, using the most direct and time-efficient route. Directors shall use government or group rates offered by the event provider of transportation when available. If the group rate is unavailable, Directors shall be reimbursed for comparable travel at government or IRS rates.

Directors shall submit their requests for reimbursement on a form approved by the District Manager. The reimbursement form shall include an explanation of the District-related purpose for the expenditure(s). Receipts documenting all expenditure are required to be submitted in conjunction with the expense report form. Failure to submit necessary receipts will result in denial of the reimbursement claim. Expense reports shall be submitted within a reasonable time, and at no time more than fourteen (14) calendar days after incurring the expense. The District Manager will review and approve reimbursement requests.

Any and all expenses that do not fall within the adopted travel reimbursement policy or the IRS reimbursable rates are required to be approved by the Board of Directors in a public meeting prior to the expense(s) being incurred. Expenses that do not adhere to the adopted travel reimbursement policy or the IRS reimbursable rates, and that do not receive prior approval from the Board of Directors in a public meeting prior to the expense being incurred, shall not be eligible for reimbursement.

State law provides criminal penalties for misuse of public resources, which includes falsification of expense reports. Penalties include fines, imprisonment, and restitution.

18. PERSONNEL POLICIES

A) PERSONNEL SYSTEM RULES AND REGULATIONS

San Lorenzo Valley Water District is committed to the provision of an orderly, equitable and uniform personnel system. The Board of Directors by resolution shall establish written rules and regulations for the administration of the personnel system. Personnel system rules and regulations shall be reviewed at a Board of Directors meeting in June of each calendar year or as soon thereafter as reasonable.

B) DISCRIMINATION, HARASSMENT, AND RETALIATION PREVENTION POLICY

The San Lorenzo Valley Water District is an equal opportunity employer. The District is committed to providing a professional work environment free from discrimination, harassment, and retaliation and disrespectful or other unprofessional conduct based on a protected category such as: race, color, sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned) and sexual orientation; religion or religious creed (including religious dress and grooming practices); national origin; ancestry; physical or mental disability; medical condition (including cancer); genetic information/characteristics; marital status/registered domestic partner status; age (40 years and older); veteran and/or military status; political affiliation; any other status protected by state or federal law. The District prohibits discrimination, harassment, disrespectful or unprofessional conduct whether based on those protected categories/characteristics, or based on a perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. In addition, the District prohibits retaliation against a person who raises complaints of discrimination or harassment or who participate in workplace investigations.

The Board of Directors by resolution shall establish a written discrimination, harassment, and retaliation prevention policy. The policy shall apply broadly to all persons involved in the operation of the District including but not limited to all employees, supervisors, managers, officers, Directors, and committee members of the District. The policy applies to Directors, and Directors should familiarize

themselves with it. The policy shall be reviewed at a Board of Directors meeting in December of each calendar year or as soon thereafter as practicable.

If an allegation made against a Director under the policy is found to be supported, the Board of Directors reserves the right to take such remedial action as is appropriate under all of the circumstances, including, if warranted, initiating an action for recall of such Director.

19. DIRECTOR RESIGNATIONS

Resignations by Directors shall be in writing, state the effective date and be submitted to the President of the Board of Directors and District Secretary. In the event the President of the Board of Directors resigns, the resignation shall be submitted to the Vice-President of the Board of Directors and the District Secretary.

20. DIRECTOR VACANCIES

Directors are expected to carry out their responsibilities to the best of their abilities. In order to accomplish this goal, Directors should be present for scheduled meetings or events whenever possible. California Government Code section [1770](#) specifies the events that result in a vacancy, including, without limitation, death, resignation, removal from office, ceasing to be an inhabitant of the District, ceasing "to discharge the duties of his or her office for the period of three consecutive months, except when prevented by sickness", or conviction of a felony or of any offense involving a violation of his or her official duties.

If such vacancy occurs, the Board of Directors will take action in accordance with California Government Code section [1780](#), which allows the Board of Directors to fill the vacancy within sixty (60) days by making an appointment or by calling an election. After 60 days, the County Board of Supervisors may make an appointment to fill the vacancy or order the District to call an election. If the number of Directors falls below a quorum, then at the request of a Director or the District Secretary, the County Board of Supervisors shall promptly make an appointment or may call an election to fill the vacancy.

In order to accomplish this in an orderly and consistent manner, when a vacancy of an elected Director occurs, the District Board of Directors, after discussion and consideration, shall when deemed appropriate, instruct staff to:

- A) Place a public notice advising that a vacancy has occurred in accordance with applicable provisions of law; and
- B) Said notice shall advise prospective candidates of the steps to take to apply for appointment; and
- C) The District's Board of Directors shall establish the closing date for the receipt of applications; and
- D) Applicants shall submit the following, by the date specified in the notice:
 - 1. a letter of interest, and

2. a resume, with particular emphasis on the applicant's knowledge of special districts, and
- E) Applicant(s) shall be interviewed at the next regularly scheduled meeting of the District's Board of Directors following the date of closure for applications; and
- F) The District's Board of Directors shall make the appointment without undue delay, but need not act at the same meeting.

21. INCONSISTENT, INCOMPATIBLE AND CONFLICTING EMPLOYMENT OR ACTIVITIES

Pursuant to the provision of the California Government Code section [1126](#), the Board of Directors of the San Lorenzo Valley Water District has determined that it would be inconsistent and incompatible for a Director to be a paid employee of the District. Therefore, based on this decision, a member of the Board of Directors shall not be a paid District employee.

22. DIRECTORS' LEGAL LIABILITIES

The District shall defend and indemnify Directors from any claim, liability or demand that arises out of a Director's performance of his or her duties or responsibilities as a Director or Officer of the District, as provided by California Government Code sections [825](#) and [995](#).

In the event that such claim, liability or demand involves an alleged conflict of interest on the part of the Director seeking defense or indemnification, prior to approving or disapproving any such request the District shall do all of the following:

- A) Consider any formal determination obtained from the California Fair Political Practices Commission (FPPC), or if no such determination was obtained, the reason(s) why not;
- B) Forward the Director's written request to the District's risk management entity or insurer for a coverage determination;
- C) Obtain a legal opinion from District Counsel and consider whether to obtain a second legal opinion.

To the maximum extent permitted by law, any decision to approve or grant such a request shall be made subject to a reservation of rights on the part of the District.

23. INVESTMENT POLICY

San Lorenzo Valley Water District is committed to the establishment of formal policies relative to the prudent investment of the District's unexpended cash. The Board of Directors by resolution shall establish written guidelines for the investment of all San Lorenzo Valley Water District funds or funds in the custody of the District, in a manner which conforms to all federal, state and local statutes governing the investment of public funds. Said guidelines shall provide for an optimal combination of safety, liquidity and yield. The District's Investment Policy and, any amendments thereto, shall be adopted

by resolution of the Board of Directors. The Investment Policy shall be reviewed at a Board of Directors meeting in June before the end of each fiscal year, or as soon thereafter as reasonable.

24. ANNUAL DISCLOSURE OF REIMBURSEMENTS

The District shall annually disclose any reimbursements paid by the San Lorenzo Valley Water District of at least one hundred dollars (\$100.00) for each individual charge for services or products received. The Board of Directors shall review said reimbursement information for the preceding fiscal year (July 1 - June 30) at a regularly scheduled Board of Directors meeting in September of each calendar year.

25. REVIEW OF ADMINISTRATIVE DECISIONS

The provisions of California Code of Civil Procedure section [1094.6](#) shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of Section [1094.5](#). The provision of Section 1094.6 shall prevail over any conflicting policy or regulation of the District. In accordance with Section 1094.6, the time to seek judicial relief shall be ninety (90) days following the date on which the Board of Directors' decision becomes final. Nothing in this policy shall be deemed to waive the claims filing requirements of the District when damages are sought.

26. GENERAL PROVISIONS

Any of the within policies not required by law may be altered, amended, or repealed by a majority of the Board at a duly authorized meeting.

27. ANNUAL REVIEW

This Board of Directors Policy Manual shall be reviewed at least annually and ratified by Resolution of the Board of Directors at a Board of Directors meeting, in January of each calendar year or as soon thereafter as reasonable.

*** END ***

Attachment B

Redline Version Showing Proposed Revisions against the
2021 San Lorenzo Valley Water District Board of Directors Policy Manual

[See Following Pages]

SAN LORENZO VALLEY WATER DISTRICT



BOARD OF DIRECTORS POLICY MANUAL 202~~2~~1

ADOPTED

January 6, 2022~~April 15, 2021~~

RESOLUTION NO. 17 (~~210-221~~)

57974940.v4

MODIFICATIONS TO POLICY MANUAL SINCE LAST FULL BOARD APPROVAL

Reinstate policy of holding regular Board meetings on the first (1st) and third (3rd) Thursday of every month including July, November, and December. (Section 9.A.)

Update the Order of Business to reflect current practice. (Section 9.J.)

Update Technological Conferencing procedures to reflect the District's plans to transition to hybrid meetings. (Section 10.)

Update the section on Minutes to reflect current practice. (Section 13.)

Combine the District's Engineering and Environmental Committees into a single committee. (Section 14.)

Update the section on Investment Clarify the start and end date for terms of Committee Members. (Section 14.)

Policy to reflect that typically the policy should be reviewed close to the end of each Fiscal Year. (Section 23.)

Revisions throughout.

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1. MISSION STATEMENT

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

Adopted by the Board of Directors of the San Lorenzo Valley Water District on June 2, 2000.

2. GOVERNING LAWS

The Board of Directors shall comply with and shall be guided by applicable provisions of Federal laws and State laws, including the [Water Code](#), [Government Code](#), Section [1090](#) of the Government Code, [Elections Code](#) and [Public Resources Code](#). It shall also be guided by this Policy Manual, other policies of the District, and the rules and regulations of the District as established by the motions, resolutions and ordinances enacted by the Board of Directors. Motions, resolutions and ordinances may be enacted by the Board in accordance with the Government Code, Water Code section [30523](#) and/or the [County Water District Law](#) as amended.

3. GOVERNMENTAL ETHICS AND AVOIDANCE OF CONFLICTS OF INTEREST

A) ETHICS TRAINING

Pursuant to California Government Code section [53234 et seq.](#) or as amended, all Directors shall receive two (2) hours of training in general ethics principles and ethics laws relevant to public service within one (1) year of election or appointment to the Board of Directors, and at least once every two (2) years thereafter. All ethics training shall be provided by entities whose curriculum has been approved by the California Attorney General and the Fair Political Practices Commission. The District Manager and any other employee(s) of the District designated by the Board of Directors shall also receive the ethics training specified herein. The District shall maintain records indicating the name of the entity that provided the training and the dates ethics training was completed. Records shall be maintained for a period of at least five (5) years after the date on which the training was received. These records are public records subject to disclosure under the California Public Records Act.

B) CONFLICT OF INTEREST CODE

Pursuant to provision of California Government Code section [81,000 et seq.](#), commonly known as the Political Reform Act, the District shall adopt and maintain a Conflict of Interest Code. The Conflict of Interest Code and any amendments thereto shall be adopted by resolution of the Board of Directors. The Board of Directors shall review the adopted Conflict of Interest Code on a bi-annual basis. At a regularly scheduled Board of Directors meeting in September of each even-numbered year, the Board of Directors shall review its Conflict of Interest Code and, if amendments are needed, shall submit said amendments to the Santa Cruz County Board of Supervisors in accordance with applicable

deadlines. If no amendments are needed, the Board of Directors shall submit a written statement saying that its Conflict of Interest Code is still accurate.

4. AUTHORITY OF BOARD

- A) The Board of Directors shall act only at properly noticed meetings, as provided by State Law.
- B) Individual Directors shall have no power to act for the San Lorenzo Valley Water District, or the Board of Directors, or to direct District staff, except as authorized by the Board of Directors.
- C) Until a quorum is present there can be no meeting of the Board of Directors. The presence of a minimum of 3 Directors is required to constitute a quorum of the Board of Directors.

5. CODE OF CONDUCT

The Board of Directors of the San Lorenzo Valley Water District is committed to providing excellence in legislative leadership that results in providing the highest quality services to its constituents. The Board of Directors is expected to maintain the highest ethical standards, to follow District policies and regulation, and to abide by all applicable local, state and federal laws. Board of Directors conduct should enhance the integrity and goals of the District. In order to assist in the governing of behavior between and among members of the Board of Directors, the following rules shall be observed:

- A) Directors are obligated to uphold the Constitution of the United States and the Constitution of the State of California. Directors will comply with applicable laws regulating their conduct, including without limitation conflict of interest, financial disclosure and open government laws.
- B) Directors will not use or permit the use of District-owned vehicles, equipment, telephones, materials or any other property or resources for personal benefit or profit. Directors will not ask or require District personnel to perform services for the personal benefit or profit of a Director or District personnel.
- C) Directors will not solicit political funds or contributions at District facilities. Directors will not solicit political contributions from District employees, officers, consultants or contractors. Directors will not use the District's logo, stationary or other indicia of the District's identity in any solicitations for political contributions contrary to state or federal law.
- D) Directors will not, without prior approval of the Board of Directors, disclose any confidential information of the District to anyone that is not authorized to receive it or make any unauthorized use of such information.
- E) A Director's interaction with public, press or other entities must recognize the limitation of the Director to speak for the Board of Directors or the District except to repeat explicitly stated Board decisions, while respecting the right of Directors to express individual opinions.

- F) The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to the District Manager and staff. Directors shall not be involved in the day-to-day operations of the District.
- G) A Director shall not seek to discipline any employee of the District. Any concerns regarding an employee's performance shall be communicated to the District Manager.
- H) If approached by District personnel concerning specific District policy, Directors should direct inquiries to the District Manager.
- I) Directors will not engage in personal attacks on other Directors or District personnel.
- J) In the performance of their official duties, Directors will strive to treat individuals fairly and avoid granting special consideration, treatment, or advantage to any person or group beyond what is available to other persons or groups in similar circumstances. Directors shall comply with anti-discrimination laws and policies.
- K) Directors should practice the following procedures:
 - 1. Directors should function as a part of the whole. Issues should be brought to the attention of the Board of Directors as a whole, rather than to individual members selectively.
 - 2. Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged.
 - 3. Differing viewpoints are healthy in the decision-making process. Individual Directors have the right to disagree with ideas and opinions, but without being disagreeable.
 - 4. Directors should develop a working relationship with the District Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
 - 5. In seeking clarification on informational items, Directors may directly approach the District Manager to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
 - 6. In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition, sale or development, finance, and programming, said concerns should be referred directly to the District Manager.
 - 7. In handling complaints or inquiries from residents and property owners of the District, said complaints should be referred to the District Manager and may be followed up by the Board of Directors.

8. When responding to constituent requests and concerns at Board meetings, the Board President's discretion determines the amount of time for comments. Specific questions or concerns will be directed to the District Manager for future action by the Board or staff. Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.
9. In handling items related to safety concerns, hazards should be reported to the District Manager. Emergency situations should be dealt with immediately by seeking appropriate assistance.

L) Sanctions for violations of this Code of Conduct shall be determined by the Board of Directors. The sanctions imposed shall depend upon the severity of the violation or violations.

6. ELECTION OF OFFICERS

There shall be two (2) officers: a President and a Vice-President, who shall be members of the District Board of Directors. Election of officers shall be held at a Board of Directors meeting in December of each calendar year. Officers will serve for a one (1) year term. Elections will conform to the applicable provisions of this Policy Manual.

7. BOARD POWERS, DUTIES AND FUNCTIONS

A) POWERS

The Board of Directors is responsible for the establishment of policy and general control of the District. This broad authority shall be exercised in accordance with all applicable federal, state and local laws and regulations. The Board of Directors may exercise any powers delegated by law to the District. Powers are exercised by the Board of Directors acting collectively as a legislative body, not by individual directors.

B) DUTIES

The primary duties of the Board of Directors are as follows:

1. Take action at properly noticed meetings of the Board.
2. Establish and periodically review written policies for District operation and administration.
3. Be responsible for all District finances.
 - a. Approve the fiscal budget.
 - b. Monitor budget spending and adjust the budget as necessary.
 - c. Approve or reject contracts or expenditures, to the extent decisions have not been delegated to staff.

- d. Approve or reject matters that commit the District to funds or facilities or expand the District's services, to the extent not delegated to staff.
- e. Approve the annual financial report.
- 4. Set rates, fees and charges for District services.
- 5. Personnel
 - a. Hire and discharge General Manager ("District Manager") and General Legal Counsel ("District Counsel").
 - b. Annually evaluate the District Manager and District Counsel.
 - c. Direct the District Manager regarding when to put the District Counsel contract out to bid, which typically should occur at least every five (5) years.
- 6. Establish written policy on how Board of Director's meetings are conducted.
- 7. Review and revise the Master Plan for the District.
- 8. Make committee appointments.
- 9. Establish Director compensation limits.

C) FUNCTIONS

The powers and duties of the Board of Directors include governance, executive and quasi-judicial functions of the District.

1. GOVERNANCE FUNCTIONS

To fulfill its responsibility, the Board of Directors is committed to establishing policies to govern District activities. The Board of Directors shall consider and approve or disapprove matters submitted to it by a Director, Staff or the public. The Board of Directors shall prescribe rules for its own governance which are consistent with its enabling code and other applicable laws and regulations.

2. EXECUTIVE FUNCTIONS

The Board of Directors is authorized to delegate any of its powers and duties to an officer or employee of the District. The Board of Directors; however, retains ultimate responsibility over the performance of those powers or duties so delegated.

3. QUASI-JUDICIAL FUNCTIONS

The Board of Directors desires that public complaints be resolved at the lowest possible administrative level. The method of resolving public complaints shall be as follows:

- a. The individual with a complaint shall first discuss the matter with the District Manager. If the individual registering the complaint is not satisfied with the disposition of the complaint by the District Manager, said complaint may be filed with the Board of Directors.
- b. The Board of Directors may consider the matter at a subsequent regular meeting or call a special meeting. The Board of Directors will expeditiously resolve the matter.
- c. This policy in no way prohibits or intends to deter a member of the public from appearing before the Board of Directors to present a verbal complaint or statement in regards to actions of the Board of Directors, District programs or services, or impending considerations of the Board of Directors.

8. ROLE OF INDIVIDUAL DIRECTORS

The Board of Directors is the unit of authority for the District. Apart from their normal function as a part of this unit, individual Directors may not commit the District to any policy, act or expenditure unless duly authorized by the Board of Directors. Directors do not represent any factional segment of the constituency, but are, rather, a part of the body which represents and acts for the constituency as a whole.

- A) Each Director has the right to place items on a subsequent Board of Directors Meeting agenda, subject to scheduling by the District Manager in consultation with the Board President. The deadline for submittal of an agenda item including any written backup material by a Director shall be the preceding Wednesday at 5:00 p.m. before the scheduled Board of Directors meeting date at the office of the District Secretary. Agenda item requests received after the submittal deadline for a specific agenda will be added to the next following regularly scheduled agenda, subject to scheduling by the Board President.
- B) Directors will make every effort to attend assigned Board of Directors and Committee meetings:
 1. To prepare adequately for each such meeting;
 2. To observe the rules of decorum as set forth herein; and
 3. Whenever any individual Directors will be absent or late for a Board of Directors or Committee meeting said Director shall notify the District Secretary or Board President at the earliest opportunity.
- C) When requesting information from staff, Directors shall contact the District Manager. When responding to constituent requests and concerns, Directors should reroute such inquiries to the District Manager.

- D) From time to time, an individual director may need to contact District Counsel directly regarding potentially sensitive legal matters; however, such individual contacts should be infrequent and limited to no more than a half hour in any month unless the District Manager approves additional time for a particular matter.
- E) Each Director shall decide individually on what contact information will be released by District staff to the general public. In order to accomplish this in an orderly and consistent manner, each Director shall provide the District Secretary with a completed and signed Director Contact Authorization Form. Directors shall be responsible for any and all updates and amendments to said Director Contact Authorization Form.
- F) Each Director will be provided with a “.slvwd.com” email address and shall use this email address for District business to help ensure compliance with the California Public Records Act. If a Director (or any other personnel affiliated with the District) uses other email accounts or electronic communications for District business, those accounts and/or electronic communications will be subject to document retention requirements, and possible collection and search.

9. BOARD OF DIRECTORS MEETINGS

A) TIME AND PLACE OF BOARD OF DIRECTORS MEETINGS

Regularly scheduled meetings of the Board of Directors shall be held on the first (1st) and third (3rd) Thursday of each month ~~including July, November and December except as follows: for the month of July there will be only one regular meeting held on the 3rd Thursday; for the month of November there will be only one regular meeting held on the 1st Thursday only; and for the month of December there will be only one regular meeting held on the 1st Thursday in odd-numbered years and on the second (2nd) Thursday in even-numbered years, all unless otherwise modified by the Board of Directors when setting the Board meeting calendar.~~ For regular meetings, any Closed Session will start no earlier than 5:30 p.m. and Open Session will start at 6:30 p.m.; however, nothing herein precludes the Board of Directors from adjourning to Closed Session after the Open Session. In consideration of all attendees, including members of the public, staff, and Directors, the Chairperson is encouraged to conduct all regular meetings so that they are concluded by 8:30 p.m. or 9:00 p.m. at the latest, i.e. no more than 2-2.5 hours of Open Session meeting time. In-person meetings will be held at the District Operations Building, 13057 Highway 9, Boulder Creek, CA, unless otherwise specified by action of the Board of Directors. Special meetings of the Board of Directors, as that term or its successor terms are defined within the meaning of the Ralph M. Brown Act (California Government Code section [54950 et seq.](#), the “Brown Act”), may be duly authorized and held as deemed necessary by the President or a majority of the Board of Directors or the District Manager. Notice and location of special meetings shall be as prescribed by law. Emergency meetings of the Board of Directors, as that term or its successor terms are defined within the meaning of the Brown Act, may be duly authorized and held as deemed necessary by the District Manager or the Board President. Notice and location of emergency meetings shall be as prescribed by law.

B) PUBLIC NATURE OF MEETINGS

All meetings of the Board of Directors shall be open to the public, except when the Board is convened in Closed Session as authorized under provisions of the Brown Act.

C) QUORUM AND VOTING REQUIREMENTS

The presence of three (3) or more Directors shall constitute a quorum for the transaction of District business. No ordinance, resolution or motion shall be passed by the Board of Directors without a majority vote of the Board, unless otherwise required or prescribed by State law. (See for example, Government Code section [54954.2](#).)

A Director abstaining in a vote is considered absent for that vote. A Director abstaining due to a conflict of interest does not count toward a quorum.

D) BOARD ACTION

The Board of Directors may take action to exercise its powers formally by adopting or rejecting a resolution, ordinance, or motion. The Board of Directors may give directions that are not formal action. Such directions include the Board of Directors' directives and instructions to the District Manager, which shall be determined by a consensus of the Board of Directors at a properly noticed meeting and shall be stated by the Chairperson for clarification.

Except where action is taken by the unanimous vote of all Directors present and voting, the ayes and noes shall be taken upon the passage of all ordinances, resolutions or motions and shall be entered in the minutes. An ordinance does not require two readings at separate meetings unless otherwise prescribed by law. Unless otherwise provided by its own terms, all ordinances, resolutions and motions shall become effective upon adoption.

Any member of the Board of Directors, including the President, can make a motion. Motions require seconds. The President or Chairperson may vote on all motions unless disqualified or abstaining. The Chairperson shall not call for a vote on any motion until sufficient time has been allowed to permit all members of the Board of Directors to speak. Complex motions should generally be prepared in writing and read aloud to the members of the Board of Directors at the time the motion is made. If a motion is not in writing, and if it is necessary for full understanding of the matter before the Board of Directors, the Chairperson shall restate the question prior to the vote. Common motions may be stated in abbreviated form, and will be put into complete form in the minutes. Until the Chairperson states the question, the maker may modify their motion or withdraw it completely. However, after the Chairperson has stated the question, the motion may be changed only by a motion to amend which is passed by a majority vote of the Board of Directors.

E) PARLIAMENTARY PROCEDURES

Unless otherwise inconsistent with any provision stated herein, Parliamentary Procedure for Board of Directors meetings shall be based upon the current edition of Robert's Rules of Order Newly Revised. No action of the Board of Directors shall be deemed invalid for the reason that said action was not in conformance with Robert's Rules of Order Newly Revised.

The Chairperson may at any time, during debate or otherwise, declare a recess. Any Director may, at any time, request that the Chairperson exercise his or her discretion to call a recess. Declaration of a recess by the Chairperson shall not be subject to any motions or debate.

F) ORDERLY DISCUSSION

In order to promote orderly discussion of the issues before the Board of Directors, for each item of business, the Chairperson shall typically conduct discussion in the following order: staff presentation, if any; followed by one opportunity for comment by each Director; public comments; an additional opportunity for comment by each Director; then a request by the Chairperson for a motion, if appropriate. A motion requires a second. A seconded motion will be followed by an additional opportunity for comment by the Board of Directors before the Chairperson calls for a vote. Each Director shall be recognized by the Chairperson before speaking. Notwithstanding any provision of this Policy, however, each Director shall have a right to be heard within reason on any issue before the Board of Directors. Each Director may seek information or comment by the staff on any question. However, the right of any Director to be heard is limited to the particular topic or item of business at issue. The Chairperson shall endeavor to confine debate to the question under discussion, and shall rule out of order any irrelevant or repetitive comments by Directors or members of the public to the extent permitted under the Brown Act.

G) CLOSED SESSION

Except as otherwise provided by law, all proceedings in Closed Sessions shall remain confidential.

H) MEETING AGENDAS

The District Manager, in consultation with the Board President, shall be responsible for the preparation of a written agenda for each regular meeting and/or special meeting of the Board of Directors as those terms or its successor terms are defined by the Brown Act. The District Manager and the Board President shall meet, annually, in January of each calendar year to identify recurring items of business that should be placed on written agendas at appropriate times during the coming year. The District Manager, in consultation with the President, shall be responsible for the preparation of a written agenda for each regular meeting and/or special meeting of "other legislative bodies," of the San Lorenzo Valley Water District, as those terms or its successor terms are defined by the Brown Act. The District Secretary shall be responsible for the posting of the appropriate notice and agenda for all meetings of the Board of Directors and/or "other legislative bodies."

A copy of the agenda for each regular meeting of the Board of Directors shall be posted and forwarded to each Director, at least three (3) days in advance of each regular meeting, together with copies of all applicable supporting documentation; minutes to be approved; staff report; and other available documents pertinent to the meeting. Directors shall review agenda materials before each meeting. Individual directors may confer directly with the District Manager to request additional information on the agenda items.

I) ADDITIONAL REQUIREMENTS FOR MEETING MATERIALS

In the usual course of business, most meeting materials should be available when the agenda is posted and should be included in the agenda packet. If staff or consultant supporting materials are not available for inclusion in the agenda packet when the agenda is posted, the corresponding agenda item may be deleted from the agenda and placed on a subsequent meeting agenda at the discretion of the District Manager, in consultation with the President. Any public comment letters designated as such that miss the deadline will be included as Written Communications in a subsequent agenda packet.

In rare instances where staff or consultant supporting materials cannot be made available for inclusion in the agenda packet when the agenda is posted, any such materials to be presented at a regular meeting shall be provided to the District Secretary (or other designated staff member) by 5 p.m. two days before the meeting. Staff will arrange to have the materials posted to the District's website before the meeting. Any staff or consultant materials that miss this deadline will be posted to the District's website before the meeting if feasible, or will be posted following the meeting.

For other meetings of any "legislative body" of the District including Committee meetings, any staff or consultant materials that miss the applicable agenda packet deadline may be posted to the District's website before the meeting if feasible, or will be posted following the meeting.

This policy is intended to promote transparency and compliance with Government Code section [54957.5](#) by ensuring that Directors and the public have access to meeting materials. This policy does not apply to confidential Closed-Session materials.

J) ORDER OF BUSINESS

The following is a list of the normal order of business at regular meetings. The Board President or Chairperson may rearrange this order at any time. Introductory language for each agenda section may be modified by action of the Board of Directors from time to time.

1. Convene Meeting, Roll Call.
2. Additions and Deletions to Closed Session Agenda.
3. Public Comment related to items on the Closed Session Agenda.

4. Adjournment to Closed Session.
5. Reconvene to Open Session at 6:30 PM.
6. Report of Actions Taken in Closed Session ~~report~~.
7. Additions and Deletions to Open Session Agenda.
8. Public Comment on any topic within the jurisdiction of the District that is not on the Open Session Agenda.

9. President's Report

9.10. Unfinished Business.

10.11. New Business.

11.12. Consent Agenda.

12.13. District Reports.

- a. District Manager Report.
- b. Department Status Reports.
- c. Committee Reports.
- d. Director Reports.

13.14. Written Communications.

14.15. (If applicable) Informational Material.

15.16. (If applicable) Adjournment to Closed Session.

16.17. (If applicable) Reconvene to Open Session to Report Actions Taken in Closed Session.

17.18. Adjournment.

K) ADDITIONS AND DELETIONS TO AGENDA

Additions to the Agenda, if any, shall be made in accordance with California Government Code section [54954.2](#) or as amended (the Brown Act), which includes, but is not limited to, additions for which the need to take action is declared to have arisen after the agenda was posted, as determined by a two-thirds vote of the Board of Directors. If less than two-thirds of the members are present a unanimous vote of those members present is required. Deletions may be made at the discretion of the District Manager or the Chairperson, and do not require a vote unless a Director objects.

L) PUBLIC COMMENT

The Board of Directors encourages public participation in the governance of the District through public comment periods. In order to present, members of the public must first be recognized by the Chairperson.

1. If the Board meeting has a Closed Session agenda, members of the public may comment on or ask questions about the items which are on the Closed Session portion of each agenda. Comments or questions may be submitted in writing or orally. If in writing, the entire written communications will be placed in the minutes. If orally, members of the public may have to up to three (3) minutes (unless time is shortened by the President due to circumstances—e.g., in the event of a large number of people wishing to comment orally) to present to the Board of Directors. The President may extend this time at his or her discretion—e.g., in order to allow for a wrap up of the presentation. Oral comments will be summarized and included in the minutes if the member of the public provides his or her name at the beginning of their comment time.
2. Prior to the start of the Open Session agenda, members of the public may comment on or ask questions about topics which are within the jurisdiction of the District but are not on the Open Session portion of the agenda. It is the objective of the Board to have as close to a normal conversation with members of the public as possible while still conforming to the requirements of the Brown Act. This means that the Board cannot take action or discuss a topic or question in depth during this meeting (Brown Act, Gov. Code section [54954.3](#) or as amended). However, the Board can ask clarifying questions in order to make sure that it understands questions or comments, and a brief discussion of how to best handle them may be allowed. All questions will be answered either in real-time (by the Board or staff) or at a later time, unless the questions relate to confidential topics. If a question is answered in real-time, the Board President will ask if the question was answered and, if not, allow a short follow-up request for clarification. If a question cannot be answered in real-time, it will be answered and included in the minutes for that meeting, which will be published at a later time. In addition, the Board may agendaize a public comment item for a future Board meeting, or the Board may send the item to Committee for follow-up and possible action. Comments and/or questions may be submitted in writing or orally. If in writing, the entire written communications will be placed in the minutes. If orally, members of the public may have to up to three (3) minutes (unless time is shortened by the Chairperson at his or her discretion due to circumstances—e.g., in the event of a large number of people wishing to comment orally) to present to the Board of Directors. The Chairperson may extend this time at his or her discretion—e.g., in order to allow for a wrap up of the presentation. Oral comments will be summarized and included in the minutes if the member of the public provides his or her name at the beginning of their comment time. In the interests of respecting everyone's time, members of the public are encouraged to (i) avoid repeating someone else's point—just indicate agreement—and add new content and (ii) to avoid repetition during their comments.

3. In addition, members of the public may address each agenda item prior to Board disposition of that item, including items on the Consent Agenda. Members of the public may have to up to three (3) minutes (unless time is shortened or extended by the Chairperson in his or her discretion) to present to the Board of Directors. The Chairperson may allow a second round of public comment at his or her discretion. In order to present, members of the public must first be recognized by the Chairperson.
4. No member of the public shall approach the Board of Directors table while the Board is in session unless granted permission by the President or Chairperson. Proper decorum must be observed by Directors, staff, speakers and the audience at all times. The Chairperson shall preserve order and decorum, discourage personal attacks, and confine debate to the question under discussion. The President shall rule out of order any irrelevant, repetitive or disruptive comments. Please mute or turn off your electronic devices while the Board is in session.
5. It is the policy of the Board of Directors to invite all members of the public to participate in the governance of the District and to provide wide latitude for the free expression of all points of view. However, the Chairperson, or a majority of the board, may eject from a meeting any person who becomes disorderly, abusive, or disruptive, or who fails or refuses to obey a ruling of the Chairperson regarding a matter of order or procedure. In addition, as a last resort, per California Government code [54957.9](#): *In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the legislative body conducting the meeting may order the meeting room cleared and continue in session. Representatives of the press or other new media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the legislative body from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.*

M) CONSENT AGENDA

The purpose of a Consent Agenda is to minimize the time required for the handling of any routine and non-controversial matters, where documentation provided to the Board of Directors is adequate and sufficient for approval without inquiry or discussion. Typical matters for the Consent Agenda include approval of the minutes and other minor matters. Any item on the Consent Agenda will be moved to the regular agenda upon request from an individual Director or a member of the public. Items remaining on the Consent Agenda may be expedited by assuming unanimous consent of the members of the Board of Directors and having the Chairperson state that without objection the matter will stand approved.

N) STUDY SESSIONS

Study sessions or workshop meetings are for the purpose of discussing items that may come before the Board at a later time for official action. Study sessions provide a more informal forum for the Board of Directors, staff and the public to engage in open-ended discussion and share information on a particular subject. No formal action can be taken at a study session; direction can be given to staff regarding preparation of an agenda item for discussion and possible action at a subsequent meeting. From time to time, study sessions may be duly authorized as deemed necessary by the President or a majority of the Board.

O) WRITTEN COMMUNICATIONS

The Written Communications portion of the agenda is established to act as a report of written materials received by the Board as a whole, but may also include items requested for inclusion by individual Directors or members of the public. Written Communications will always be presented in their entirety.

10. TECHNOLOGICAL CONFERENCING

Vide Conferencing and/or Teleconferencing may be used for all purposes in connection with any meeting within the subject matter jurisdiction of any legislative body of the District, and its use is encouraged to the extent permitted by law, including its use for public participation. "Teleconferencing" is defined as a meeting of a legislative body of the District, the members of which are in different locations, connected by electronic means, through either audio or video, or both. If a legislative body of the District elects to use teleconferencing, it shall comply with all applicable requirements of the Brown Act (Gov. Code section 54953, ~~or~~ as amended in 2021 by Assembly Bill 361 in light of the ongoing COVID-19 state of emergency.)

The District currently conducts all meetings of the Board and Standing Committees remotely pursuant to AB 361. After the COVID-19 emergency, the District intends to transition to conducting hybrid meetings, i.e., meetings held in-person to the extent required by Gov. Code section 54953, while allowing for remote/virtual public participation as permitted by law.

For telephonic and other remote or virtual regular Board meetings, meeting materials that are not posted to the District's website before the meeting should not be shown to the Board of Directors during the meeting.

11. PRESIDENT

The President shall sit as presiding officer (or "Chairperson") and conduct all meetings of the Board of Directors. The President shall have all the rights to discuss and vote on any issues before the Board of Directors. The President shall carry out the resolution and orders of the Board of Directors and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe; including the following:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Board of Directors in its proper order.

3. Enforce the Board of Directors policies and rules with respect to the order of business and the conduct of meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if it is not clear to every member of the Board of Directors.
6. Restrict discussion to the question when a motion is before the Board of Directors.
7. Rule on parliamentary procedure.
8. Put motions to a vote, and state clearly the results of the vote.
9. Sign all instruments or acts of the Board of Directors (unless signature authority is properly delegated to staff), and carry out stated requirements and the will of the Board of Directors.
10. Consult with the District Manager on the preparation of the Board of Directors agendas. In addition, any Director shall have the right to place any matter on the agenda for any meeting in accordance with the provisions of this policy.
11. Make recommendations to the Board of Directors, as necessary, to establish or disband committees, or to appoint committee members, all subject to Board of Directors approval.
12. Call such meetings of the Board of Directors as deemed necessary, upon giving of notice as prescribed by the Brown Act.
13. Confer with the District Manager and/or District Counsel on matters that may occur between Board of Directors meetings.
14. Be responsible for the orderly conduct of all Board of Directors meetings.
15. Act as spokesperson for the Board of Directors.
16. Coordinate and prepare the Board of Directors annual evaluation of the District Manager and District Counsel.
17. Other duties as authorized by the Board of Directors.

12. VICE-PRESIDENT

When the President resigns or is absent or otherwise unable to carry out the duties of the President, the Vice President shall perform the President's duties. When the President disqualifies himself/herself from participating in an agenda item, the Vice-President shall perform the duties of the Chairperson.

13. MINUTES

All Board of Directors meetings and Committee meetings will be audio-recorded by audiovisual and/or audio means, and made available through the District's website. Said audiovisual and/or audio recordings shall be subject to inspection in accordance with State law, including the California Public Records Act.

In addition, the District Secretary shall record the minutes for Board of Directors meetings and Committee meetings, which shall also be posted on the District's website.

The minutes shall be of the form of summary minutes and will include the following information: the time the meeting was called to order, the names of the Directors (or, as appropriate, the Committee members) attending the meeting, the vote (roll call or voice) on each matter considered at the meeting, the time the Board of Directors began and ended any Closed Session, the names of the Directors and the names, and titles where applicable, of any other persons attending any Closed Session, a list of those members of the public who spoke on each matter if the speakers identified themselves, whether such speakers supported or opposed the matter, a brief summary of each Director's and public member's statement during the public comment period for each agenda item (if they identified themselves), and the time the meeting was adjourned. Any person speaking during a public comment period may supply written comments which shall be included in the minutes.

The officially adopted minutes shall be available for inspection and copying upon request no later than ten working days after the meeting at which the minutes are adopted, unless circumstances prevent meeting that goal in which case the minutes shall be available as soon as possible.

14. COMMITTEES

The Board shall organize committees that are advisory to the Board with regard to matters within their respective areas of responsibility.

The four District Standing Committees (or "Committees") are as follows: Administrative, Budget & Finance, Engineering, & Environmental, and Lompico Oversight. Each standing committee shall have no power or authority to commit the District or to take any action on behalf of the Board of Directors. Standing Committees shall hold meetings at such times, frequency and locations as deemed necessary by consensus of the committee members. Committees are encouraged to meet at least monthly.

Committee appointments will be reviewed by the full Board at a Board of Director's meeting in December of each Calendar Year, or as soon thereafter as practical. Applications to serve as a Public Member will be available at the District's Office or on-line at the District's website (www.slvwd.com). The deadline for Public Member applications typically will be on or about November 26 of any given calendar year. Public Member applications will be reviewed by the full Board. Each committee member shall be appointed by a simple majority vote of the Board.

~~Regardless of the start date,~~ the terms of Public Member(s) of the Administrative, Budget & Finance, Engineering & Environmental Committees shall start on January

1 and end on December 31st of each year unless otherwise specified. The terms of Public Members of the Lompico Oversight Committee are established by the Committee's Charter. If a vacancy occurs at other times of the year, the Board of Directors may make an appointment to fill the vacancy after the District advertises the vacancy and makes applications available to the public.

Members of the public shall serve on no more than one Standing Committee at a time.

Administrative, Budget & Finance, and Engineering, & Environmental Committees may have no more than two (2) Directors and at least one (1) Public Member but no more than three (3) Public Members. If more than one public member applies to serve on an individual Committee, the full Board shall vote to determine which public member shall be seated on that Committee for the year or may choose to appoint more than one public member to a Committee by adjusting the size of the Committee appropriately. At any time, the Board may also choose to appoint additional Public Members (up to 3 total) to any Standing Committee.

The Lompico Oversight Committee may have no more than five Public Members. Public Members serving on the Lompico Oversight Committee shall have a residential mailing address within Assessment District 2016-1.

Members of all committees serve at the pleasure of the Board of Directors. Each committee shall designate its own chairperson. For the Administrative, Budget & Finance, and Engineering & Environmental Committees the chairperson shall be a member of the Board of Directors. (The preceding sentence does not apply to the Lompico Oversight Committee, and a Public Member shall serve as its chairperson, because no Directors serve on that Committee). Each Committee may elect a vice-chairperson. The chairperson of a committee is its presiding officer and shall be responsible for communicating the recommendation of the committee to the Board of Directors. In the absence of the chairperson, the vice-chairperson shall perform the duties of the chairperson. The chairperson and vice-chairperson are not deprived of any of the rights and privileges of a committee member by reason of being the presiding officer.

Committees shall establish their own meeting schedules in consultation with the District Manager and District Secretary. Regular Committee meetings shall start no earlier than 8 a.m., and the chairperson shall make every effort to conclude meetings by 8:30 p.m., with an outside end time of 9 p.m.

All Committee meetings shall be held in accordance with the provisions of the Brown Act. In order to promote attendance by Directors at Committee meetings without inadvertently creating a violation of the Brown Act, Directors that are not members of a Committee are discouraged from attending but may attend as observers, and, if attending, shall not participate at the Committee's meeting. (The preceding sentence does not apply to the Lompico Oversight Committee because no Directors serve on that Committee, and to avoid Brown Act violations no more than two Directors may attend any Lompico Oversight Committee meeting.)

A majority of the members of each committee shall constitute a quorum for the transaction of business. Only members of the committee are entitled to make, second or vote on any motion or other action of the committee. Each committee member shall be

entitled to one vote on all matters considered by the committee. A simple majority vote of the members of the committee shall designate approval of a motion.

During the first regular meeting after January 1st of each year, each Committee (except Lompico Oversight) shall review the District's current Strategic Plan and identify Strategic Plan Elements pertaining to said Committee. The Committee's findings regarding such Strategic Plan review shall be reported back to the Board at the next available regular Board Meeting for discussion and to allow the Board to provide direction back to the committees regarding completion of identified Strategic Plan Elements.

All committee member absences will be considered by the majority of the committee members to determine whether or not the absence is without cause. Sickness, jury duty, vacation and/or bereavement will be considered excused absences. When three meetings in a row or a total of six meetings in one calendar year are missed the remaining committee members will consider removal of the individual from the committee. The removal must be voted upon and approved by the majority of the committee members with the exception of the committee member in question.

Vacancies shall be reported to the full Board as soon as practically possible.

A Committee has jurisdiction to consider and make a recommendation to staff, other committees and to the Board of Directors regarding any item of business within the responsibility of the Committee. Committee recommendations shall be communicated to the Board of Directors. A committee may consider other matters referred to it by the Board of Directors.

Each Standing Committee shall, as a minimum, be responsible for the following:

Administrative Committee

The Committee shall be responsible for matters of internal and external administrative matters including: communications, staffing and staff support; District's data gap grant programs; interagency relations; codes and policies, pending State and federal legislation; and other administrative programs.

Budget and Finance Committee

The Committee shall be responsible for the review of District finances including: rates, fees, charges and other sources of revenue; budget and reserves; audit; investments; insurance; and other financial matters.

Engineering and Environmental Committee

The Committee shall be responsible for the review matters of design, construction, replace and repair of the District facilities and property including: The Capital Improvement Program; Master Plans and other engineering, operational and planning related matters.

Environmental Committee

In addition, the Committee shall be responsible for matters of stewardship of the District's property including: Urban Water Management Plans; Water Conservation Programs; Classis Watershed Education Grants; Watershed Management; Resource Management and other environmental related matter.

Lompico Assessment District Oversight Committee

The Committee shall be responsible to fulfill its Charter as it relates to Assessment District 2016-1 projects. The Charter sets forth the purpose and mission of the Lompico Oversight Committee, its procedures for establishing a meeting schedule, and the term of service of Committee members, among other things.

15. MEETING STIPENDS

Each Director may receive compensation as established by resolution of the Board of Directors. Pursuant to California Water Code section [30507](#), each Director may receive compensation in an amount not to exceed one hundred dollars (\$100.00) per day for each day's attendance at meetings of the Board, or for each day's service rendered as a Director by request or approval of the Board of Directors, not to exceed six hundred dollars (\$600.00) in any calendar month.

Consistent with California Water Code section [30507](#), by resolution of the Board of Directors, the District has established the following per day (daily meeting stipend) for each day's attendance at meetings, as defined herein. Such compensation is in addition to any approved reimbursement for meals, lodging, travel and other expenses consistent with the policies stated herein.

- A) To be entitled to a daily meeting stipend of one hundred dollars (\$100.00), the event in question must constitute one of the following:
 - 1. A regular meeting of the San Lorenzo Valley Water District Board of Directors within the meaning of California Government Code sections [54952.2\(a\)](#) and [54954\(a\)](#) as established by the Board of Directors in Section 9.A herein; or
 - 2. Any meeting attended or service provided on a given day at the formal request or approval of the Board of Directors, and for which the Board at a public meeting has approved payment of a daily meeting stipend.

- B) To be entitled to a daily meeting stipend of twenty five dollars (\$25.00), the event in question must constitute one of the following:
 - 1. A meeting, within meaning of California Government Code section [54952.2\(a\)](#), of a District standing committee within the meaning of Government Code section [54952\(b\)](#) and established herein. Only Directors appointed to the District's Standing Committees shall be entitled to said daily meeting stipend.

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2. A special or emergency meeting of the San Lorenzo Valley Water District Board of Directors within the meaning of California Government Code sections [54956](#) (special meeting) or [54956.5](#) (emergency meeting) that is not a regular meeting as defined in Section 15.A.1 above.

16. TRAINING, EDUCATIONAL PROGRAMS, CONFERENCES AND MEETINGS

The Board of Directors has determined that the following provisions shall be applicable to Director training, educational programs, conferences and meetings:

- A) Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Directors may attend, on behalf of the District, such training, educational programs, conferences and meetings as have been approved by the Board of Directors.
- B) It is the policy of the District to encourage Board development and excellence of performance by reimbursing necessary and reasonable expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use of District credit cards for these purposes is not permitted. All reimbursement of actual and necessary expenses shall be pursuant to District policy on expenditure reimbursement as stated herein.
- C) Attendance by Directors at seminars, workshops, courses, professional organization meetings, and conferences etc. shall be approved by the Board of Directors at a public meeting prior to incurring any authorized reimbursable costs.
- D) The District Manager or designee is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. Per Diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the District Manager, together with validated receipts.
- E) To conserve District resources and keep Directors' reimbursement expenses for training, educational programs, conferences and meetings within community standards for public officials, reimbursement expenditures should adhere to the following guidelines. Expenses to the District for Board of Directors' training, education programs, conferences and meetings should be kept to a minimum by:
 1. Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.
 2. Traveling together whenever feasible and economically beneficial.
 3. Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

- F) A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after the Director has announced a pending resignation, or if it occurs after an election in which it has been determined that a Director will not retain a seat on the Board of Directors. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.
- G) Whenever a Director who has not previously attended a particular conference or educational program is available to attend same, that Director shall have preference for attendance over a Director who has previously attended the same program.
- H) Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board of Directors, or make a verbal report during the next regular meeting of the Board of Directors. The report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.
- I) Nothing in this policy shall permit the conduct of business in violation of the Brown Act when more than three (3) Directors attend the same event.

17. EXPENDITURE REIMBURSEMENT

The purpose of this policy is to prescribe the manner in which members of the San Lorenzo Valley Water District Board of Directors may be reimbursed for expenditures related to approved District business. The District shall adhere to California Government Code sections [53232 through 53232.4](#) or as amended when dealing with issues of expenditure reimbursements for Directors. This policy shall apply to all members of the Board of Directors, and is intended to result in no personal gain or loss to a Director.

Directors may be reimbursed for out-of-pocket expenditure(s) relative to reasonable and necessary costs associated with appropriate District business. The Board of Directors must provide approval for said District business at a public meeting prior to incurring any authorized reimbursement costs.

Directors are eligible to receive reimbursements for travel, meals, lodging, and other reasonable and necessary expenses associated with approved District business. Reimbursement rates shall coincide with guidelines established herein, or rates set by Internal Revenue Service ("IRS") Publication 1542 or its successor publication(s), whichever are greater.

If lodging is in connection with a prior approved event, such lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor. If the published group rate is unavailable, Directors shall be reimbursed for comparable lodging at government or IRS rates.

If travel is in connection with a prior approved event, the most economical mode and class of transportation reasonably consistent with scheduling needs must be used, using the most direct and time-efficient route. Directors shall use government or group rates

offered by the event provider of transportation when available. If the group rate is unavailable, Directors shall be reimbursed for comparable travel at government or IRS rates.

Directors shall submit their requests for reimbursement on a form approved by the District Manager. The reimbursement form shall include an explanation of the District-related purpose for the expenditure(s). Receipts documenting all expenditure are required to be submitted in conjunction with the expense report form. Failure to submit necessary receipts will result in denial of the reimbursement claim. Expense reports shall be submitted within a reasonable time, and at no time more than fourteen (14) calendar days after incurring the expense. The District Manager will review and approve reimbursement requests.

Any and all expenses that do not fall within the adopted travel reimbursement policy or the IRS reimbursable rates are required to be approved by the Board of Directors in a public meeting prior to the expense(s) being incurred. Expenses that do not adhere to the adopted travel reimbursement policy or the IRS reimbursable rates, and that do not receive prior approval from the Board of Directors in a public meeting prior to the expense being incurred, shall not be eligible for reimbursement.

State law provides criminal penalties for misuse of public resources, which includes falsification of expense reports. Penalties include fines, imprisonment, and restitution.

18. PERSONNEL POLICIES

A) PERSONNEL SYSTEM RULES AND REGULATIONS

San Lorenzo Valley Water District is committed to the provision of an orderly, equitable and uniform personnel system. The Board of Directors by resolution shall establish written rules and regulations for the administration of the personnel system. Personnel system rules and regulations shall be reviewed at a Board of Directors meeting in June of each calendar year or as soon thereafter as reasonable.

B) DISCRIMINATION, HARASSMENT, AND RETALIATION PREVENTION POLICY

The San Lorenzo Valley Water District is an equal opportunity employer. The District is committed to providing a professional work environment free from discrimination, harassment, and retaliation and disrespectful or other unprofessional conduct based on a protected category such as: race, color, sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned) and sexual orientation; religion or religious creed (including religious dress and grooming practices); national origin; ancestry; physical or mental disability; medical condition (including cancer); genetic information/characteristics; marital status/registered domestic partner status; age (40 years and older); veteran and/or military status; political affiliation; any other status protected by state or federal law. The District prohibits discrimination, harassment, disrespectful or unprofessional conduct whether based on those protected

categories/characteristics, or based on a perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. In addition, the District prohibits retaliation against a person who raises complaints of discrimination or harassment or who participate in workplace investigations.

The Board of Directors by resolution shall establish a written discrimination, harassment, and retaliation prevention policy. The policy shall apply broadly to all persons involved in the operation of the District including but not limited to all employees, supervisors, managers, officers, Directors, and committee members of the District. The policy applies to Directors, and Directors should familiarize themselves with it. The policy shall be reviewed at a Board of Directors meeting in December of each calendar year or as soon thereafter as practicable.

If an allegation made against a Director under the policy is found to be supported, the Board of Directors reserves the right to take such remedial action as is appropriate under all of the circumstances, including, if warranted, initiating an action for recall of such Director.

19. DIRECTOR RESIGNATIONS

Resignations by Directors shall be in writing, state the effective date and be submitted to the President of the Board of Directors and District Secretary. In the event the President of the Board of Directors resigns, the resignation shall be submitted to the Vice-President of the Board of Directors and the District Secretary.

20. DIRECTOR VACANCIES

Directors are expected to carry out their responsibilities to the best of their abilities. In order to accomplish this goal, Directors should be present for scheduled meetings or events whenever possible. California Government Code section [1770](#) specifies the events that result in a vacancy, including, without limitation, death, resignation, removal from office, ceasing to be an inhabitant of the District, ceasing "to discharge the duties of his or her office for the period of three consecutive months, except when prevented by sickness", or conviction of a felony or of any offense involving a violation of his or her official duties.

If such vacancy occurs, the Board of Directors will take action in accordance with California Government Code section [1780](#), which allows the Board of Directors to fill the vacancy within sixty (60) days by making an appointment or by calling an election. After 60 days, the County Board of Supervisors may make an appointment to fill the vacancy or order the District to call an election. If the number of Directors falls below a quorum, then at the request of a Director or the District Secretary, the County Board of Supervisors shall promptly make an appointment or may call an election to fill the vacancy.

In order to accomplish this in an orderly and consistent manner, when a vacancy of an elected Director occurs, the District Board of Directors, after discussion and consideration, shall when deemed appropriate, instruct staff to:

- A) Place a public notice advising that a vacancy has occurred in accordance with applicable provisions of law; and
- B) Said notice shall advise prospective candidates of the steps to take to apply for appointment; and
- C) The District's Board of Directors shall establish the closing date for the receipt of applications; and
- D) Applicants shall submit the following, by the date specified in the notice:
 - 1. a letter of interest, and
 - 2. a resume, with particular emphasis on the applicant's knowledge of special districts, and
- E) Applicant(s) shall be interviewed at the next regularly scheduled meeting of the District's Board of Directors following the date of closure for applications; and
- F) The District's Board of Directors shall make the appointment without undue delay, but need not act at the same meeting.

21. INCONSISTENT, INCOMPATIBLE AND CONFLICTING EMPLOYMENT OR ACTIVITIES

Pursuant to the provision of the California Government Code section [1126](#), the Board of Directors of the San Lorenzo Valley Water District has determined that it would be inconsistent and incompatible for a Director to be a paid employee of the District. Therefore, based on this decision, a member of the Board of Directors shall not be a paid District employee.

22. DIRECTORS' LEGAL LIABILITIES

The District shall defend and indemnify Directors from any claim, liability or demand that arises out of a Director's performance of his or her duties or responsibilities as a Director or Officer of the District, as provided by California Government Code sections [825](#) and [995](#).

In the event that such claim, liability or demand involves an alleged conflict of interest on the part of the Director seeking defense or indemnification, prior to approving or disapproving any such request the District shall do all of the following:

- A) Consider any formal determination obtained from the California Fair Political Practices Commission (FPPC), or if no such determination was obtained, the reason(s) why not;
- B) Forward the Director's written request to the District's risk management entity or insurer for a coverage determination;
- C) Obtain a legal opinion from District Counsel and consider whether to obtain a second legal opinion.

To the maximum extent permitted by law, any decision to approve or grant such a request shall be made subject to a reservation of rights on the part of the District.

23. INVESTMENT POLICY

San Lorenzo Valley Water District is committed to the establishment of formal policies relative to the prudent investment of the District's unexpended cash. The Board of Directors by resolution shall establish written guidelines for the investment of all San Lorenzo Valley Water District funds or funds in the custody of the District, in a manner which conforms to all federal, state and local statutes governing the investment of public funds. Said guidelines shall provide for an optimal combination of safety, liquidity and yield. The District's Investment Policy and, any amendments thereto, shall be adopted by resolution of the Board of Directors. The Investment Policy shall be reviewed at a Board of Directors meeting ~~in June before the end of in-February~~ of each ~~fiscal~~calendar year ~~-~~or as soon thereafter as reasonable.

24. ANNUAL DISCLOSURE OF REIMBURSEMENTS

The District shall annually disclose any reimbursements paid by the San Lorenzo Valley Water District of at least one hundred dollars (\$100.00) for each individual charge for services or products received. The Board of Directors shall review said reimbursement information for the preceding fiscal year (July 1 - June 30) at a regularly scheduled Board of Directors meeting in September of each calendar year.

25. REVIEW OF ADMINISTRATIVE DECISIONS

The provisions of California Code of Civil Procedure section [1094.6](#) shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of Section [1094.5](#). The provision of Section 1094.6 shall prevail over any conflicting policy or regulation of the District. In accordance with Section 1094.6, the time to seek judicial relief shall be ninety (90) days following the date on which the Board of Directors' decision becomes final. Nothing in this policy shall be deemed to waive the claims filing requirements of the District when damages are sought.

26. GENERAL PROVISIONS

Any of the within policies not required by law may be altered, amended, or repealed by a majority of the Board at a duly authorized meeting.

27. ANNUAL REVIEW

This Board of Directors Policy Manual shall be reviewed at least annually and ratified by Resolution of the Board of Directors at a Board of Directors meeting, in January of each calendar year or as soon thereafter as reasonable.

*** END ***

MEMORANDUM

TO: Board of Directors
FROM: District Manager
SUBJECT: Membership of Engineering and Environmental Standing Committee
DATE: January 20, 2022

RECOMMENDATION:

It is recommended that the Board of Directors review this memorandum and by motion of the Board, establish who will be the members of a combined Engineering and Environmental Standing Committee and the total number of seats on the Committee for purposes of determining a quorum.

BACKGROUND:

This item has been proposed to adjust the membership of the Engineering and Environmental Standing Committees if the Board votes to approve proposed changes to the Board Policy Manual that would combine these Committees into a single Committee. If the Board does not approve this proposed change to the Board Policy Manual, then there would be no need to discuss this item.

For Brown Act reasons, a Standing Committee cannot have more than two members who are also Directors. Section 14 of the Board Policy Manual specifies that Committees must have at least one Public Member and no more than three Public Members.

Because the number of Public Members is variable, the Board must specify the number of seats on a Committee for purposes of determining what constitutes a quorum.



NOSSAMAN LLP

Memorandum

TO: Board of Directors,
San Lorenzo Valley Water District

FROM: Gina R. Nicholls, District Counsel

DATE: January 20, 2022

RE: Continuation of Remote Meeting Authorization Under AB 361 and San Lorenzo Valley Water District Resolution No. 4 (21-22)
502665-0001

SUMMARY:

Statewide legislation Assembly Bill (AB) 361 amended the Brown Act and thereby changed the manner in which local agencies such as the District may continue to conduct remote meetings during a declared state of emergency such as COVID-19, through January 1, 2024. On October 7, 2021, the Board of Directors of the District adopted Resolution No. 4 (21-22), which proclaims an ongoing state of local emergency and authorizes the District to hold remote meetings during the COVID-19 pandemic.

RECOMMENDATION:

By motion of the Board of Directors, ratify and re-adopt the attached Resolution No. 4 (21-22) so that it continues in effect for another thirty (30) days from today's date.

For administrative convenience, motions ratifying and re-adopting the Resolution will be documented in the Board meeting minutes. The District will not generate a new resolution each time this occurs, and the Resolution will continue to have the same number, Resolution No. 4 (21-22).

BACKGROUND:

In order for the District to continue conducting remote meetings (i.e., by Zoom, GoTo Meeting, or other video/teleconference platform) of the Board and Committees in compliance with the Brown Act, the Board must make appropriate findings consistent with AB 361. The specific findings required by AB 361 are as follows:

- a) A proclaimed state of emergency is in effect;
- b) State or local officials have imposed or recommended measures to promote social distancing; and
- c) As a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

The attached resolution contains the necessary findings. If re-adopted, the resolution would apply to all Board and Committee meetings of the District for another 30 days. The Board must reconsider and re-adopt the resolution every 30 days for it to continue in effect.

If the resolution is not re-adopted, then once it expires, District meetings subject to the Brown Act would need to comply with standard teleconference requirements as they existed “pre-pandemic”. “Pre-pandemic” requirements for remote meetings include: (1) a quorum of the Board or Committee must be physically present at designated meeting location(s) within the agency’s jurisdiction; and (2) in order for any Board or Committee member to participate in the meeting from a remote location:

- a) each remote location shall be identified in the posted meeting agenda;
- b) a copy of the meeting agenda must be posted for the requisite time period (usually 72 hours in advance) at each remote location; and
- c) each remote location shall be accessible to the public.

ATTACHMENTS:

Attachment A – Resolution No. 4 (21-22)

ATTACHMENT A

San Lorenzo Valley Water District Resolution No. 4 (21-22)

[See Following Pages]

**SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 4 (21-22)**

**SUBJECT: A RESOLUTION OF THE SAN LORENZO VALLEY WATER DISTRICT
PROCLAIMING AN ONGOING STATE OF LOCAL EMERGENCY AND
AUTHORIZING REMOTE MEETINGS DURING THE COVID-19 PANDEMIC**

WHEREAS, the San Lorenzo Valley Water District ("District") is committed to preserving public access and participation in meetings of the Board of Directors ("Board"), including meetings held during a proclaimed state of emergency; and

WHEREAS, all meetings of the District's legislative bodies including the Board and the District's standing committees are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend and participate; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, on March 4, 2020, the Governor declared a statewide emergency based on the COVID-19 pandemic, and the Governor's declaration of a state of emergency continues in effect; and

WHEREAS, state and local officials such as the California Department of Public Health, Cal/OSHA and Santa Cruz County Public Health continue to recommend social distancing measures; in particular, County Public Health recommends the use of face coverings indoors and moving activities and meetings outdoors to the greatest extent possible; and

WHEREAS, the Board of Directors does hereby find that the COVID-19 pandemic continues to imperil the health and safety of individuals, especially where individuals from multiple households gather indoors under circumstances and risks of exposure to COVID-19 cannot adequately be controlled through adherence to Cal/OSHA regulations and public health guidance, and accordingly the District desires to continue its proclamation of a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of the District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District, as follows:

1. The Board hereby proclaims that a local emergency continues to exist throughout the District, and Board and Committee meetings are likely to involve gathering individuals from multiple households indoors under circumstances where risks of exposure to COVID-19 cannot adequately be controlled through adherence to Cal/OSHA regulations and public health guidance; and

2. The Board hereby ratifies the Governor's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

3. The District Manager, District staff, and all legislative bodies of the District (including the Board and all standing Committees) are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public remote meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

4. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) 30 days from adoption of this Resolution, or such time the Board of Directors ratifies or re-adopts this Resolution (or a subsequent resolution) in accordance with Government Code section 54953(e)(3) to extend the time during which the

legislative bodies of the District may continue to conduct remote meetings without compliance with paragraph (3) of subdivision (b) of section 54953.

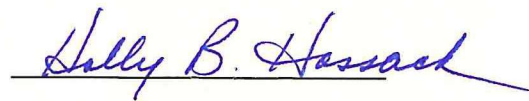
PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 7th day of October 2021, by the following vote of the members thereof:

AYES: G. Mahood, L. Henry, J. Ackemann, B. Fultz, M. Smolley

NOES:

ABSENT:

ABSTAIN:



Holly B. Hossack,
District Secretary

MEMORANDUM

TO: San Lorenzo Valley Water District Board of Directors

FROM: District Manager

PREPARED BY: Josh Wolff, P.E. District Engineer

SUBJECT: AWARD OF GLEN ARBOR BRIDGE PIPELINE CONSTRUCTION PROJECT

DATE: January 20, 2022

RECOMMENDATION

It is recommended that the Board of Directors instruct the District Manager to enter into negotiations with Monterey Peninsula Engineering (MPE) to finalize award of the GLEN ARBOR BRIDGE PIPELINE CONSTRUCTION PROJECT.

RECOMMENDED MOTION

District staff provide the following recommended Motion:

Moved that the San Lorenzo Valley Water District Board of Directors instruct the District Manger to enter into negotiations, as specified in the Request for Proposals for Glen Arbor Bridge Pipeline Construction, with Monterey Peninsula Engineering. The District Manager shall make every effort to enter into contract with Monterey Peninsula Engineering. to obtain complete and satisfactory replacement of the leaking water main and return said main to beneficial use by the District.

BACKGROUND

The District published a Request for Proposals (RFP) soliciting proposals to provide construction services as required to replace the leaking 6-inch water main crossing the Glen Arbor bridge (south) at CA-9. Rather than attempt to replace the main in its existing alignment through the box girder, plans were developed to suspend the new main alongside the bridge structure, below the existing walkway on the north side of the bridge. This was done to both reduce costs and simplify permitting through Santa Cruz County and Caltrans.

BIDDING DATA

The District received four proposals to provide construction services. Bids are summarized in the table below:

Bidder	Price	Exceptions to RFP
Anderson Pacific	\$346,643	NONE
Don Chapin	\$623,611	NONE
McGuire Hester	\$527,170	NONE
MPE	\$320,500	NONE

As shown in the table above, the low bidder is MPE; \$26,143 higher is the second low, Anderson Pacific. Both the low and second low bid are provided as attachments.

ATTACHMENTS

1. Bid provided by Anderson Pacific in response to RFP
2. Bid provided by MPE in response to RFP

SECTION 00010A

TITLE PAGE



SAN LORENZO VALLEY WATER DISTRICT 13060 CA-9

BOULDER CREEK, CALIFORNIA 95006

GLEN ARBOR BRIDGE PIPELINE REPLACEMENT PROJECT

NOVEMBER 9, 2021

BID DOCUMENTS VOLUME II OF II

BIDDING FORMS AND DOCUMENTS

APPROVED:

A handwritten signature in blue ink, appearing to read "Rick Rogers", written over a horizontal line.

**Rick Rogers District
Manager**

SECTION 00015A

CONTRACT BID FORMS TABLE OF CONTENTS

VOLUME II – CONTRACT BID FORMS

All Contract Bid Forms Due at Time of Bid

Section

00010A	Title Page
00015A	Contract Documents Table of Contents
00300	Bid Proposal
00404	List of Material and Equipment Manufacturers
00405	List of Subcontractors
00406	Contractor's Licensing Statement
00408	Contractor's Experience Statement
00410	Bid Security
00415	Bid Guaranty Bond
00420	Safety Compliance
00480	Non-Collusion Affidavit

SECTION 00300

BID PROPOSAL

San Lorenzo Valley Water District
13060 CA-9
Boulder Creek, CA 95006

Ladies and Gentlemen:

The undersigned hereby proposes to perform all Work for which a Contract may be awarded him/her and to furnish any and all plant, labor, services, materials, tools, equipment, supplies, transportation, utilities, water, and all other items and facilities necessary therefore as provided in the Contract Documents, and to do everything required therein for the Work as set forth in the documents entitled:

GLEN ARBOR BRIDGE PIPELINE REPLACEMENT PROJECT

Together with appurtenances thereto, all as set forth on the Bid Package and other Contract Documents; and he/she further proposes and agrees that, if this Bid is accepted, he/she will contract in the form and manner stipulated to perform all the Work called for by Specifications and other Contract Documents, and to complete all such Work in strict conformity therewith within the time limits set forth therein, and that he/she will accept as full payment therefore the prices set forth in the Bid Sheet(s) forming a part hereof.

It is understood and agreed that:

1. The undersigned has carefully examined all the Contract Documents which will form a part of the Contract; and all additions, deletions, modifications, appendices, and all Addenda as prepared prior to the date of bid opening setting forth any modifications or interpretations of any of said documents.
2. The undersigned has by investigation of the site of the Work and otherwise satisfied himself/herself as to the nature and location of the Work and has fully informed himself/herself as to all conditions and matters which can in any way affect the Work or the cost thereof;
3. The undersigned fully understands the scope of the Work and has checked carefully all words and figures inserted in the Bid and he/she further understands that SLVWD will in no way be responsible for any errors or omissions in the preparation of this Bid;
4. The undersigned will execute the Contract Agreement and furnish the required proof of insurance coverage within ten (10) work days (not including Sundays and holidays) after Notice of Award to him/her of acceptance of his/her Bid by SLVWD.
5. The undersigned Bidder further agrees that if he/she shall fail to complete the Work within the Contract Time and any authorized extension thereof, he/she shall pay liquidated damages of five hundred dollars (\$500) per calendar day to SLVWD for each calendar day of unauthorized delay in completion of the

Work, until the Work is completed unless another amount is agreed to and stated in the Contract Agreement.

6. The undersigned hereby certifies that this proposal 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 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.
7. In conformance with current statutory requirements of Section 1860, et seq., of the Labor Code of the State of California, the undersigned confirms the following as his/her certification; I am aware of the provision of Section 3700 of the Labor Code which require every employer to be insured against liability for workmen's compensation or to undertake self-insurance in accordance with the provisions before commencing the performance of the Work of this Contract.
8. SLVWD has obtained from the Director of the Department of Industrial Relations ("DIR") the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work in the locality in which the Public Work is to be performed for each craft, classification or type of workman needed to execute this Contract. (Copies of the wage determination are on file and may be obtained by interested parties at the office of SLVWD). The Contractor and all Subcontractors shall comply with all requirements and provisions of Section 1775 and 1776 of the California Labor Code. The Contractor shall forfeit, as a penalty to SLVWD, two-hundred dollars (\$200.00), for each calendar day, or portion thereof, for each worker paid less than stipulated prevailing rates for Work done under the Contract Agreement by him, or any Subcontractor under him, in violation of the provisions of the California Labor Code. Copies of these wage determinations shall be posted and maintained at the job site by the successful bidding Contractor.
 - a. Subject to the provisions of Section 1810 to 1815, inclusive, of the California Labor Code, the time of service of any laborer, workman, or mechanic employed on the Work shall be limited and restricted to eight (8) hours during any one (1) calendar day and forty (40) hours in any one (1) calendar week, except as otherwise provided in said sections, and the Contractor shall forfeit to SLVWD as a penalty, twenty-five

dollars (\$25.00) for each laborer, worker, or mechanic employed in the execution of the Work by him or any Subcontractor under him for each calendar day during which such laborer, worker, or mechanic is required or permitted to labor more than eight (8) hours in any one (1) calendar day and forty (40) hours in any one (1) calendar week in violation of provisions of the California Labor Code.

- b. The Contractor and all Subcontractors shall conform to all the requirements of Sections 1777.5 and 1777.6 of the California Labor Code concerning the employment of apprentices by the Contractor or any Subcontractor under him. The Contractor shall provide SLVWD with a copy of the contract award information at the time that information is submitted to the applicable apprenticeship program. Within sixty (60) work days after concluding the Work pursuant to this Contract, the Contractor shall submit, and require each Subcontractor under him to submit, to SLVWD and the apprenticeship program a verified statement of the journeyman and apprentice hours performed on the Contract.
 - c. Contractor and all Subcontractors shall comply with Sections 1776 and 1771.4(a)(3) of the California Labor Code, regarding payroll records, and shall be subject to penalties for violation thereof. The Contractor shall cause a clause identical to Section 00800CA, Paragraph K to be included in every subcontract for Work pursuant to this Contract.
 - d. Contractor shall not perform work with a Subcontractor who is ineligible to perform work on a public works project pursuant to Sections 1777.1 or 1777.7 of the California Labor Code.
9. In compliance with Section 1725.5 of the California Labor Code, Contractor must be, and must require all Subcontractors be, registered with the DIR prior to execution of the Contract Agreement. Contractor and all Subcontractors who bid or work on, and/or who are awarded the Contract Agreement, must be registered with and pay an annual fee to the DIR. Neither Contractor nor any Subcontractors may be listed on this Bid Proposal unless registered with the DIR pursuant to Section 1725.5 of the Labor Code. Neither Contractor nor any Subcontractors may be awarded the Contract Agreement unless registered with the DIR pursuant to Section 1725.5 of the Labor Code. This project is subject to compliance monitoring and enforcement by the DIR. Contractor shall submit proof of current DIR registration, and shall require all Subcontractors to submit proof of current DIR registration, to SLVWD prior to commencing work on this project.
10. In compliance with the provisions of Section 4100-4114 of the Public Contract Code of the State of California, and any amendments thereof, the undersigned Bidder has set forth below the name and the location of the place of business of each Subcontractor who will perform work or labor or render service to the Contractor in or about the construction of the Work to be performed under the Contract Documents in which this Bid is responsive, and where the portion of the Work which will be done by each Subcontractor for each subcontract is in excess of one-half of one percent (0.5%) of the Total Bid. The undersigned Bidder understands that if he/she fails to specify a Subcontractor for any portion of the Work or specifies more than one

subcontractor for any portion of the Work, he/she shall be deemed to have agreed to perform such portion himself/herself and that he/she shall not be permitted to sublet or subcontract that portion of the Work except in cases of public emergency or necessity, and then only after a finding is reduced to writing as a public record of SLVWD setting forth the facts constituting the emergency or necessity.

11. Receipt is hereby acknowledged of addenda number(s) 1 through _____.
12. The undersigned is licensed in accordance with the Laws of the State of California: License Number 245215
Class A, B, C-10, HAZ, Expiration Date 07/31/2022.
13. If the Bidder is a partnership, corporation, or joint venture, the undersigned certifies that he/she is entitled to execute and submit this Bid proposal on behalf of bidder.
14. In signing below, the Bidder certifies that its Total Bid includes funds sufficient to allow the Bidder to comply with all applicable local, state, and federal laws or regulations governing the labor or services to be provided under the Contract. Furthermore, the Bidder hereby indemnifies SLVWD for liabilities and penalties for violations of Section 2810 of the California Labor Code.

NOW: In compliance with all the provisions herein before stipulated, the undersigned, with full cognizance thereof, hereby proposes to perform the entire Work for the prices set forth in the attached Schedule(s) upon which Award of Contract is made. (A duly authorized officer of the company may sign on the president's behalf.)

Individual Name: _____

Contractor Address: _____

Partnership Name: _____

Business Address: _____

Phone No.: _____

By: _____, Partner

Other Partners: _____

Corporation: Name: Anderson Pacific Engineering Construction, Inc.

Business Address: 1370 Norman Avenue Santa Clara CA 95054

Business Address: 1370 Norman Avenue Santa Clara CA 95054

Phone No.: 408-970-9900
Name: Peter E. Anderson
Title: President

Organized under the laws of the State of California

Date: 12/7/21

(Place By:


Signature

Seal

Peter E. Anderson
(Print Name and Title)

Here)

**GLEN ARBOR BRIDGE PIPELINE
REPLACEMENT BID SCHEDULE**

ITEM NO.	ITEM/DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL COST
1	Mobilization/Demobilization	1	LS	11,883	11,883
2	Traffic Control	1	LS	8,000	8,000
3	Tap Existing Pipeline in Santa Cruz County ROW	1	EA	15,000	15,000
4	Tap Existing Pipeline in Caltrans ROW	1	EA	19,000	19,000
5	Buried 8-inch Ductile Iron Pipe	110	LF	716	78,760
6	Bridge Supported 8-inch Ductile Iron Pipe	260	LF	650	169,000
7	Air Relief Valve	2	EA	4,000	8,000
8	Abandon Existing 6-inch Pipeline	1	LS	3,000	3,000
9	Core Existing Retaining Wall in Santa Cruz County ROW	1	EA	4,000	4,000
10	8-inch Ductile Iron Pipe Flexible Connection	2	EA	15,000	15,000
TOTAL BID PRICE:				\$	346,643
Units: ALW=Allowance, CF=Cubic Foot, CY=Cubic Yard, DY=Day, HR=Hour, LF=Linear Foot, LS=Lump Sum, SF=Square Foot, SY=Square Yard, VLF=Vertical Linear Foot					

TOTAL BID (in words): three hundred forty six thousand six hundred forty three

END OF SECTION 00300

SECTION 00404

LIST OF MATERIAL AND EQUIPMENT MANUFACTURERS

The undersigned Bidder understands and agrees that SLVWD may consider this Bid incomplete and unresponsive unless the Bidder names a manufacturer for each item of material or equipment in the following list. The undersigned Bidder hereby agrees that, after submission of this Bid, he/she will not make any change in the following listing of manufacturers and will not award a contract or agreement of any kind to a manufacturer not listed below for the listed items of material or equipment unless such change, award, or agreement is first approved in writing by SLVWD according to the provisions of the Contract Documents pertaining to substitutions and equals. The Bidder hereby certifies that the manufacturers' names below produce the listed items of material or equipment which comply with the requirements of the Contract Documents, and the undersigned Bidder will furnish and install the complying material or equipment of the manufacturers' names in the following list.

The items identified in the table below are deemed mandatory and shall be completed by the Bidder; however, the listed items are not considered to be a complete listing of materials or equipment required for the Project. The Bidder shall provide additional items manufacturer and model for other items.

SCHEDULE OF MANUFACTURERS		
ITEM	MANUFACTURER	MODEL
Gate Valves	Mueller AFC Clow	2362 2600 2369
Ductile Iron Pipe Pipe Hangers	American Cast Iron Tripac Fasteners	Flex Ring Custom Fabricated
MJ & Flanged DI Fittings MJ Wedge Fitting Restraints	Sigma, Tyler, Star Pipe Sigma Ebaa	AWWA C153, AWWA C110 Onelok Megalug
Flexible Double Ball Connector	Ebaa	Flex-Tend

END OF SECTION 00404

SECTION 00405

LIST OF SUBCONTRACTORS

The Bidder is required to furnish the following information in accordance with the provisions of the California Subletting and Subcontracting Fair Practices Act, contained in Section 4100 to 4114, inclusive, of the Public Contract Code of the State of California and any amendments thereto, for each subcontractor performing more than one-half of one percent (0.5%) of the Total Bid. Do not list alternative subcontractors for the same work. The Contractor shall list only one subcontractor for each such portion of Work as is defined by the Contractor in his/her Bid. Contractor shall not substitute any person as subcontractor in the place of a subcontractor listed below, except as provided in the General Conditions.

The Bidder understands that if he/she fails to specify a subcontractor for any portion of the Work to be performed under the Contract, or specifies more than one subcontractor for the same portion of the Work, he/she shall be deemed to have agreed that he/she is fully qualified to perform that portion himself/herself and that he/she shall not be permitted to sublet or subcontract that portion of the Work, except as provided in the General Conditions.

Name Under Which Subcontractor is Licensed	License Number	Address and Telephone Number	Specific Description of Subcontract and Percent of Total Base Bid
<u>Bmi Bridge MASTER</u>	<u>842747 100000465</u>	<u>25290 Rachelor Ln Bend OR 97701 541-388-9992</u>	<u>Install Bridge supported ductile Iron Pipe 26 %</u>
_____	_____	_____	_____ %
_____	_____	_____	_____ %
_____	_____	_____	_____ %
_____	_____	_____	_____ %

END OF SECTION 00405

SECTION 00406

CONTRACTOR'S LICENSING STATEMENT

Contractors are required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within 10 years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826. (A duly authorized officer of the company may sign on the president's behalf.)

The undersigned is licensed in accordance with the laws of the State of California

providing for the registration of contractors:

License Number: 245215

Class: A, B, C-10, HAZ

Expiration Date: 07/31/2022

Name of Contractor's Firm: Anderson Pacific Engineering Construction, Inc.

Business Address and Telephone Number: 1370 Norman Avenue Santa Clara CA 95054
408-970-9900

The following owner swears under penalty of perjury under the laws of the State of California that the information provided is true and correct:

Name of individual owner (Print or Type):

Signature of owner _____

Or

The following partners swear under penalty of perjury under the laws of the State of California that the information provided is true and correct.

Signature, title, and address of members signing on behalf of the partnership:

Name _____ Title _____

Address _____

Name _____ Title _____

Address _____

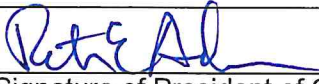
Name _____ Title _____

Address _____

Or

The following officers swear under penalty of perjury under the laws of the State of California that the information provided is true and correct.

Corporation organized under the laws of the State of California



Signature of President of Corporation

(Place Seal
Signature of Secretary of Corporation
Here)



For Owners, Partners or Corporation Officers:

This Contractor's Licensing Statement Form is executed at 1370 Norman Avenue
Santa Clara Ca 95054 (Location), California, on 12/7/21 (Date).

END OF SECTION 00406

SECTION 00408

CONTRACTOR'S EXPERIENCE STATEMENT

The following outline is a record of the undersigned Bidder's experience in construction of a type similar in magnitude and character to that contemplated under this Contract. The Bidder shall include in his/her outline the project name, owner, contact name and phone number, type of work and final cost of all similar type projects constructed in the past five (5) years. The Bidder shall also provide the name, work resume, and qualifications for the individual who will be the job superintendent during the performance of this Contract. The Bidder shall not reassign the designated superintendent without prior approval of SLVWD. Additional numbered pages outlining this portion of the Bid may be attached to this Bid.

Project Name / Date Completed	Owner Name / Address	Contact Name / Phone	Type of Work	Final Cost
2020 Pipeline Replacement 09/2021	San Lorenzo Valley Water District, 13060 CA-9, Boulder Creek	Darren Langfield 831-338-2153	The project consists of providing new water mains and residential water services in two streets with associated fittings, valves and hydrants. Provide 1870 LF of 6-inch ductile iron pipe water main and 28 residential water services within California Drive. Provide 1540 LF of 8-inch HDPE water main and 23 residential water services within Hillside Drive. Provide one new pressure reducing valve station in Fern Drive. Provide traffic control during the work and repaving of the streets.	\$1,331,266
Fifth Ave & Carpenter Street Storm Drainage Improvements - 01/2019	City of Carmel-by-the-Sea Box CC Carmel CA 93921	Robert Estrella 831-869-2470	Installation of storm drain pipeline, catch basins, manholes, rock-lined drainage swale, street restoration and overlay, thermoplastic pavement markings.	\$1,395,325
River Street Water Main Replacement 10/2018	City of Santa Cruz 212 Locust St, Ste C Santa Cruz CA 95060	David Kehn 831-420-5201	Work included installation of approximately 1,000 ft of 18" pipe, 1,600 feet of 12" pipe, 13 pipeline connections, 47 water service reconnection (3/4"-8") on a major arterial road; 1,110 feet of 8" pipe, 3 pipeline connections, 100 feet of slip lining, 16 water service reconnection's (3/4"-8") and 3 water service renewals on local road.	\$3,544,890
Scotts Valley Transit Center (LID) Retrofit Project - 04/2017	Scotts Valley Water District 2 Civic Center Dr Scotts Valley CA 95066	Elleen Streller 831-438-2363	Work Included piping pavement, curb, sidewalk, manholes, landscaping.	\$847,911

END OF SECTION 00408

****Bid Bond Provided****

SECTION 00410

BID SECURITY

(Check to accompany Bid)

(Note: The following form shall be used if check accompanies Bid)

Accompanying this proposal is a *Certified / *Cashier's check payable to the order of San Lorenzo Valley Water District, hereinafter referred to as "SLVWD," for

_____ Dollars (\$ _____), this amount being ten (10) percent of the total amount of the Bid. The proceeds of this check shall become the property of said SLVWD provided this proposal shall be accepted by the said SLVWD through issuance of a Notice of Award and the undersigned shall fail to execute a Contract and furnish the required Performance and Payment Bonds and Proof of Insurance Coverage within the stipulated time; otherwise, the check shall be returned to the undersigned. The proceeds of this check shall also become the property of SLVWD if the undersigned shall withdraw his/her Bid within the period of sixty (60) calendar days after the date set for the opening thereof, unless otherwise required by law, and notwithstanding the award of the Contract to another Bidder.

Bidder

*Delete the inapplicable word

NOTE: If the Bidder desires to use a bond instead of a check, the Bid Guaranty Bond form in Section 00415 shall be executed. The sum of this bond shall be not less than ten (10) percent of the total amount of this Bid.

END OF SECTION 00410

SECTION 00415

BID GUARANTY BOND

KNOW ALL MEN AND WOMEN BY THESE PRESENTS:

THAT Anderson Pacific Engineering Construction, Inc., hereinafter called Principal, and Liberty Mutual Insurance Company, hereinafter called the Surety, are jointly and severally held and firmly bound unto the San Lorenzo Valley Water District, 13060 CA-9, Boulder Creek, California 95006, hereinafter called SLVWD, in the penal sum of ten percent (10%) of the Bid of Principal for the Work described herein. This sum not to exceed Ten Percent of Total Bid Amount Submitted --- Dollars (\$10% of Total Bid) lawful money of the United States of America, for the payment whereof unto SLVWD, Principal and Surety jointly and severally bind themselves forever firmly by these presents, except said penal sum shall not exceed ten percent (10%) of the amount Bid by Principal for Work which is awarded to Principal by SLVWD.

WHEREAS, Principal is herewith submitting a Bid for the Work entitled:

GLEN ARBOR BRIDGE PIPELINE REPLACEMENT PROJECT


NOW, THEREFORE, the condition of this obligation is such that if Principal is awarded a Contract for the Work, and if Principal within the time specified in the Bid enters into, executes and delivers to SLVWD an agreement in the form provided herewith, and if Principal within the time specified in the Bid gives to SLVWD the performance bond and the payment bond on the forms provided herewith, and any other documents required by these Contract Documents, then this obligation shall be void. If, however, Principal shall fail or refuse to furnish, execute and deliver to SLVWD said agreement in the time stated in the Bid or should fail or refuse to furnish Performance Bond and Payment Bond or other required document in the time stated in the Bid, then Principal and Surety shall forfeit to SLVWD the penal sum hereof.

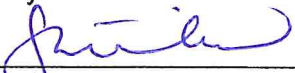
AND IT IS HEREBY DECLARED AND AGREED that Surety shall be liable under this obligation as Principal, and that nothing of any kind or nature whatsoever that will not discharge Principal shall operate as a release of liability of Surety.

IT IS HEREBY FURTHER DECLARED AND AGREED that this obligation shall be binding upon and inure to the benefit of Principal, Surety and SLVWD and their respective heirs, executors, administrators, successors and assigns.

SIGNED AND SEALED THIS 8th day of December, 2021.

Anderson Pacific Engineering Construction, Inc.

Principal
By: 
Signature Peter E. Anderson, President

Liberty Mutual Insurance Company
Surety
By: 
Signature

Patricia S. Arana, Attorney-In-Fact
175 Berkeley Street
Boston, MA 02116
(Surety's Mailing Address)
(617) 357-9500
(Telephone Number)

(Attach Notary Acknowledgement of Surety)

(NOTE: The standard printed bond form of any bonding company acceptable to SLVWD may be used in lieu of the foregoing approved sample bond form provided the security stipulations protecting SLVWD are not in any way reduced by use of the Surety Company's printed standard form.)

END OF SECTION 00415

CALIFORNIA ACKNOWLEDGMENT

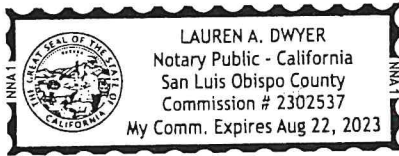
CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }
County of Santa Clara

On December 9, 2021 before me, Lauren A. Dwyer, Notary Public
Date Here Insert Name and Title of the Officer
personally appeared Peter E. Anderson
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



Place Notary Seal and/or Stamp Above

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature [Handwritten Signature]
Signature of Notary Public

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Bid Guaranty Bond

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____ Signer's Name: _____

Corporate Officer – Title(s): _____ Corporate Officer – Title(s): _____

Partner – Limited General Partner – Limited General

Individual Attorney in Fact Individual Attorney in Fact

Trustee Guardian or Conservator Trustee Guardian or Conservator

Other: _____ Other: _____

Signer is Representing: _____ Signer is Representing: _____

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

Civil Code § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

State of California)
) ss
County of Los Angeles)

On Dec. 8, 2021, before me, Natalie K. Trofimoff, Notary Public, personally appeared Patricia S. Arana, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



(Seal)

Signature:
Natalie K. Trofimoff, Notary Public



This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8204962-977459

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, C. K. Nakamura, E. S. Albrecht Jr., Jessica L. Rosser, Lisa L. Thornton, Maria Pena, Natalie K. Trofimoff, Noemi Quiroz, Patricia S. Arana, Tim M. Tomko

all of the city of Los Angeles state of CA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 4th day of March, 2021.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: David M. Carey
David M. Carey, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

State of PENNSYLVANIA ss
County of MONTGOMERY

On this 4th day of March, 2021 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 8th day of December, 2021.



By: Renee C. Llewellyn
Renee C. Llewellyn, Assistant Secretary

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

SECTION 00420
SAFETY COMPLIANCE

Contractors are required by law to comply with an established company Safety Program that includes an Injury Illness Prevention Plan (IIPP). The undersigned hereby proposes to follow their Contractor's Safety Program including all subcontractors while performing the work described as:

GLEN ARBOR BRIDGE PIPELINE REPLACEMENT PROJECT

Complete the following information (as applicable):

Person responsible for implementing your Safety Program / IIPP on this project:

Name (Print): Peter E. Anderson
Title: President
Phone No: 408-970-9900

Written Safety Program / IIPP: Yes No Dated: April 2020

Written Code of Safe Practices: Yes No Dated: April 2020

On-site Personal Protective Equipment (PPE) Requirements:

	Yes	No	Eye Protection
	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Hard Hats
	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Steel Toed Boots
	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Hearing Protection
	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Respirators
Training Requirements:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	Weekly Tailgate/Safety Training
	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Documented
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Site Safety Inspections:

	Yes	No	Regular Inspections
	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Documented
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Material Safety Data Sheets (MSDS): Yes No On-site (Specific)

Equipment:

	Yes	No	Manuals On-site (Specific)
	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Fire Extinguishers on Equipment
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

First Aid/CPR Trained Personnel On-site:

Yes No Name: Sam Duckworth

Name: _____

Equipped On-site:

- Yes No First Aid Kit
- Yes No Fire Extinguishers
- Yes No MSDS
- Yes No Emergency Phone Numbers

Subcontractors:

- Yes No Certificates of Insurance
- Yes No Prime Named as Additional Insured.

Workers' Compensation Experience Modification Rate (last 3 years):

Year: <u>2020</u>	Rate: <u>0.87</u>
Year: <u>2019</u>	Rate: <u>0.84</u>
Year: <u>2018</u>	Rate: <u>0.87</u>

OSHA Citations (within last 3 years): Yes No If yes, attach copy of citation.

Contractor/Subcontractor Training Requirements - Project Specific:

- | | |
|---|---|
| Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> OSHA 10 Hour | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Hazard Assessment |
| Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Welding | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Fall Protection |
| Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Electrical | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Confined Space |
| Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Forklifts | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Rigging / Slings |
| Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Demolition | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Tool Safety |
| Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Accident Prevention | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> PPE |
| Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Scaffolding | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Haz-Com / MSDS |
| Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Lock out /Tag out | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Trench / Shoring |
| Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Cranes | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Ladders |
| Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Traffic Control | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Asbestos/Lead/ Exposure |

Training Documentation/Certificates:

- Yes No Available Upon Request

END OF SECTION 00420

SECTION 00480

Failure to submit a Non Collusion Affidavit in this form shall constitute grounds for rejection of the Bid. This Affidavit to be fully executed.

NONCOLLUSION AFFIDAVIT

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

The undersigned declares:

I am the President Anderson Pacific Engineering of Construction, Inc., the party making the foregoing bid. The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. 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. All statements contained in the bid are true. 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, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 12/7/21 date, at 1370 Norman Avenue Santa Clara city, CA state.

Signature: 

Title: President

(Attach Notary Acknowledgement of Contractor)

END OF SECTION 00480

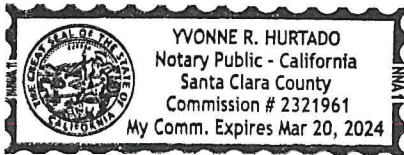
CALIFORNIA ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }
County of Santa Clara }
On 12/7/2021 before me, Yvonne R. Hurtado, Notary Public
Date Here Insert Name and Title of the Officer
personally appeared Peter E. Anderson
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



Place Notary Seal and/or Stamp Above

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Yvonne Hurtado
Signature of Notary Public

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

Corporate Officer – Title(s): _____

Partner – Limited General

Individual Attorney in Fact

Trustee Guardian or Conservator

Other: _____

Signer is Representing: _____

Signer's Name: _____

Corporate Officer – Title(s): _____

Partner – Limited General

Individual Attorney in Fact

Trustee Guardian or Conservator

Other: _____

Signer is Representing: _____

Glen Arbor Bridge Pipeline Replacement
December 1, 2021

Addendum No. 1A
00901-1

SECTION 00901

ADDENDUM NO. 1A

GENERAL

Scope

This addendum modifies the Contract Documents dated November 9, 2021, for the San Lorenzo Valley Water District Glen Arbor Bridge Pipeline Replacement Project, and the work shall be accomplished in accordance with such modifications. This Addendum includes three (3) pages and one (1) attachment. *Note that this Addendum #1A replaces Addendum #1, issued November 30, 2021, in its entirety.*

Note: The Bid Date is REVISED: Bids shall be accepted until 2:00 PM on December 28, 2021.

Acknowledgment

Bidders must acknowledge this addendum as part of the bid submission by completing bidder's acknowledgment of addenda (Section 00300). Failure to acknowledge the addendum may constitute grounds for rejection of the bid.

SPECIFICATION REVISIONS

Volume I of II of the RFP includes Bid Forms, pages 16 through and including 31, shall not be used. These pages are superseded by the entirety of Volume II of II of the RFP. *Bidders shall submit the entirety of Volume II of II as their Bid.*

The Bid Schedule presented in Section 0300 of RFP Volume II of II includes the following Bid Items:

- 1.0 Mobilization/Demobilization: The lump sum bid price for this item shall constitute full compensation for mobilization and demobilization including but not limited to equipment shipping and delivery, equipment set up, materials shipping and delivery, utility coordination, permitting including the Santa Cruz County Construction Permit, removal of equipment, and project closeout. The Mobilization/Demobilization bid item shall not be in excess of five percent (5%) of the total bid schedule. Twenty-five percent (25%) of the total Mobilization/Demobilization bid price shall be considered the cost of Demobilization and will not be paid until completion of the work.
- 2.0 Traffic Control: The lump sum bid price for this item shall constitute full compensation for all material, labor, equipment, tools, and services necessary to provide traffic control for the Work as required in the Contract Documents. Price shall include, but is not limited to, signage, flagmen, lights and barricades.
- 3.0 Tap Existing Pipeline in Santa Cruz County ROW: The unit price per hot tap shall constitute full compensation for all material, labor, equipment, tools, and services necessary to provide a 6-inch on 6-inch hot tap of the existing water main in Clear Creek Rd at Alta Via Dr. Price shall include, but is not limited to, tapping saddle, gate valve, 8-inch to 6-inch reducer, valve can, excavation, thrust restraint, backfill,

- compaction, repaving and all other work or appurtenances required for a complete installation.
- 4.0 Tap Existing Pipeline in Caltrans ROW: The unit price per hot tap shall constitute full compensation for all material, labor, equipment, tools, and services necessary to provide a 6-inch on 6-inch hot tap of the existing water main in CA-9 at Prospect Ave. Price shall include, but is not limited to, tapping saddle, gate valve, 8-inch to 6-inch reducer, valve can, excavation, thrust restraint, backfill, compaction, repaving and all other work or appurtenances required for a complete installation. Contractor shall be responsible for Encroachment Double Permit.
 - 5.0 Buried 8-inch Ductile Iron Pipe: The unit price per linear foot shall constitute full compensation for all material, labor, equipment, tools, and services necessary to provide buried 8-inch ductile iron water main. Price shall include, but is not limited to, pipe, fittings, thrust restraints, temporary caps or plugs, disinfection, pressure testing, final connection to system, excavation, backfill, compaction, repaving and all other work or appurtenances required for a complete installation.
 - 6.0 Bridge Supported 8-inch Ductile Iron Pipe: The unit price per linear foot shall constitute full compensation for all material, labor, equipment, tools, and services necessary to provide ENGINEERED 8-inch ductile iron water main suspended on Glen Arbor Road Bridge (South). **Acceptable products are limited to American Ductile Iron Pipe with Flex-Ring Joints or U.S. Pipe TR Flex Restrained Joint Pipe.** Installation shall include all materials, appurtenances, pipe, fittings, valves, support brackets, flexible connections, pipe laying, scaffolding, testing, disinfection, and all labor, equipment and transportation necessary to complete the project. Modification to the engineered pipe system, if required, shall be approved by the engineered pipe system provider and shall be limited to use of mechanical joint (MJ) fittings such as EBAA Iron Megalug or equal products approved by the Engineer.
 - 7.0 Air Relief Valve: The unit price per valve shall constitute full compensation for all material, labor, equipment, tools, and services necessary to provide a combination air-relief and vacuum breaker valve as shown on the Drawings. Price shall include, but not be limited to, tapping saddle, corporation stop, piping, concrete pedestal, valves, enclosure, excavation, backfill, compaction, repaving and all other work or appurtenances required for a complete installation.
 - 8.0 Abandon Existing 6-inch Pipeline: The lump sum bid price shall constitute full compensation for all material, labor, equipment, tools, and services necessary to abandon existing 6-inch Asbestos Cement water main as shown on the Drawings. Price shall include, but not be limited to, plugs, caps, fittings, grout, excavation, backfill, compaction, repaving and all other work or appurtenances required for a complete installation.
 - 9.0 Core Existing Retaining Wall in Santa Cruz County ROW: The unit price per coring shall constitute full compensation for all material, labor, equipment, tools, and services necessary to core through the existing retaining wall in Santa Cruz County ROW as shown on the Plans. Price shall include, but not be limited to, excavation,

Glen Arbor Bridge Pipeline Replacement
December 1, 2021

Addendum No. 1A
00901-3

drilling, grouting, sleeve material, shoring or bracing, backfill, compaction, repaving, and/or any other work required for a complete sleeve installation as shown on the Plans.

- 10.0 8-inch Ductile Iron Pipe Flexible Connection: The unit price per connection shall constitute full compensation for all materials, labor, equipment, tools, and services necessary to properly install the flexible connections shown on the Plans. Price shall include, but not be limited to, pipe, fittings, bracing, and all other work or appurtenances required for a complete installation. Product installed shall be EBAA Iron Flex-Tend or equal approved by Engineer.

PLAN REVISIONS

- 1.0 Detail 7 on Plan Sheet 2, Pipe Support Elevation, shows 18-foot pipe lengths. The Correct laying length is 20-feet. The attached exhibit shows revised vertical hanger spacing based on 20-foot laying length of pipe.
- 2.0 Detail 1 on Plan Sheet 2 calls for 45° angle fittings at each end of the Flex-tend located at the west end of the bridge. Due to a typographical error, Detail 1 on Plan Sheet 3 incorrectly identifies the same fittings as 15° angles. Detail 1 on Plan Sheet 2 is correct.

BID OPENING INVITATION

- A. The Bid Opening for this project will be held virtually. Meeting will be held at 2pm on December 28, 2021, as specified above. Meeting log-in location is below:
- a. <https://global.gotomeeting.com/join/250006421>
 - b. To dial in using your phone:
 - i. United States (Toll Free): 1 877 309 2073 or (646) 749-3129
 - 1. Access Code: 250-006-421

END OF SECTION 00901

SECTION 00010A

TITLE PAGE



**SAN LORENZO VALLEY WATER DISTRICT 13060 CA-9
BOULDER CREEK, CALIFORNIA 95006**

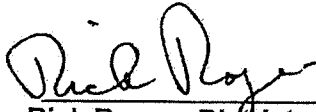
GLEN ARBOR BRIDGE PIPELINE REPLACEMENT PROJECT

NOVEMBER 9, 2021

BID DOCUMENTS VOLUME II OF II

BIDDING FORMS AND DOCUMENTS

APPROVED:



**Rick Rogers District
Manager**

SECTION 00015A

CONTRACT BID FORMS TABLE OF CONTENTS

VOLUME II – CONTRACT BID FORMS

All Contract Bid Forms Due at Time of Bid

Section

- 00010A Title Page
- 00015A Contract Documents Table of Contents
- 00300 ✓ Bid Proposal
- 00404 ✓ List of Material and Equipment Manufacturers
- 00405 ✓ List of Subcontractors
- 00406 ✓ Contractor's Licensing Statement
- 00408 ✓ Contractor's Experience Statement
- 00410 ✓ Bid Security
- 00415 ✓ Bid Guaranty Bond
- 00420 ✓ Safety Compliance
- 00480 ✓ Non-Collusion Affidavit

Glen Arbor Bridge Pipeline Replacement
December 1, 2021

Addendum No. 1A
00901-1

SECTION 00901

ADDENDUM NO. 1A

GENERAL

Scope

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SPECIFICATION REVISIONS

Volume I of II of the RFP includes Bid Forms, pages 16 through and including 31, shall not be used. These pages are superseded by the entirety of Volume II of II of the RFP. *Bidders shall submit the entirety of Volume II of II as their Bid.*

The Bid Schedule presented in Section 0300 of RFP Volume II of II includes the following Bid Items:

- 1.0 Mobilization/Demobilization: The lump sum bid price for this item shall constitute full compensation for mobilization and demobilization including but not limited to equipment shipping and delivery, equipment set up, materials shipping and delivery, utility coordination, permitting including the Santa Cruz County Construction Permit, removal of equipment, and project closeout. The Mobilization/Demobilization bid item shall not be in excess of five percent (5%) of the total bid schedule. Twenty-five percent (25%) of the total Mobilization/Demobilization bid price shall be considered the cost of Demobilization and will not be paid until completion of the work.
- 2.0 Traffic Control: The lump sum bid price for this item shall constitute full compensation for all material, labor, equipment, tools, and services necessary to provide traffic control for the Work as required in the Contract Documents. Price shall include, but is not limited to, signage, flagmen, lights and barricades.
- 3.0 Tap Existing Pipeline in Santa Cruz County ROW: The unit price per hot tap shall constitute full compensation for all material, labor, equipment, tools, and services necessary to provide a 6-inch on 6-inch hot tap of the existing water main in Clear Creek Rd at Alta Via Dr. Price shall include, but is not limited to, tapping saddle, gate valve, 8-inch to 6-inch reducer, valve can, excavation, thrust restraint, backfill,

compaction, repaving and all other work or appurtenances required for a complete installation.

- 4.0 Tap Existing Pipeline in Caltrans ROW: The unit price per hot tap shall constitute full compensation for all material, labor, equipment, tools, and services necessary to provide a 6-inch on 6-inch hot tap of the existing water main in CA-9 at Prospect Ave. Price shall include, but is not limited to, tapping saddle, gate valve, 8-inch to 6-inch reducer, valve can, excavation, thrust restraint, backfill, compaction, repaving and all other work or appurtenances required for a complete installation. Contractor shall be responsible for Encroachment Double Permit.
- 5.0 Buried 8-inch Ductile Iron Pipe: The unit price per linear foot shall constitute full compensation for all material, labor, equipment, tools, and services necessary to provide buried 8-inch ductile iron water main. Price shall include, but is not limited to, pipe, fittings, thrust restraints, temporary caps or plugs, disinfection, pressure testing, final connection to system, excavation, backfill, compaction, repaving and all other work or appurtenances required for a complete installation.
- 6.0 Bridge Supported 8-inch Ductile Iron Pipe: The unit price per linear foot shall constitute full compensation for all material, labor, equipment, tools, and services necessary to provide ENGINEERED 8-inch ductile iron water main suspended on Glen Arbor Road Bridge (South). **Acceptable products are limited to American Ductile Iron Pipe with Flex-Ring Joints or U.S. Pipe TR Flex Restrained Joint Pipe.** Installation shall include all materials, appurtenances, pipe, fittings, valves, support brackets, flexible connections, pipe laying, scaffolding, testing, disinfection, and all labor, equipment and transportation necessary to complete the project. Modification to the engineered pipe system, if required, shall be approved by the engineered pipe system provider and shall be limited to use of mechanical joint (MJ) fittings such as EBAA Iron Megalug or equal products approved by the Engineer.
- 7.0 Air Relief Valve: The unit price per valve shall constitute full compensation for all material, labor, equipment, tools, and services necessary to provide a combination air-relief and vacuum breaker valve as shown on the Drawings. Price shall include, but not be limited to, tapping saddle, corporation stop, piping, concrete pedestal, valves, enclosure, excavation, backfill, compaction, repaving and all other work or appurtenances required for a complete installation.
- 8.0 Abandon Existing 6-inch Pipeline: The lump sum bid price shall constitute full compensation for all material, labor, equipment, tools, and services necessary to abandon existing 6-inch Asbestos Cement water main as shown on the Drawings. Price shall include, but not be limited to, plugs, caps, fittings, grout, excavation, backfill, compaction, repaving and all other work or appurtenances required for a complete installation.
- 9.0 Core Existing Retaining Wall in Santa Cruz County ROW: The unit price per coring shall constitute full compensation for all material, labor, equipment, tools, and services necessary to core through the existing retaining wall in Santa Cruz County ROW as shown on the Plans. Price shall include, but not be limited to, excavation,

Glen Arbor Bridge Pipeline Replacement
December 1, 2021

Addendum No. 1A
00901-3

drilling, grouting, sleeve material, shoring or bracing, backfill, compaction, repaving, and/or any other work required for a complete sleeve installation as shown on the Plans.

- 10.0 8-inch Ductile Iron Pipe Flexible Connection: The unit price per connection shall constitute full compensation for all materials, labor, equipment, tools, and services necessary to properly install the flexible connections shown on the Plans. Price shall include, but not be limited to, pipe, fittings, bracing, and all other work or appurtenances required for a complete installation. Product installed shall be EBAA Iron Flex-Tend or equal approved by Engineer.

PLAN REVISIONS

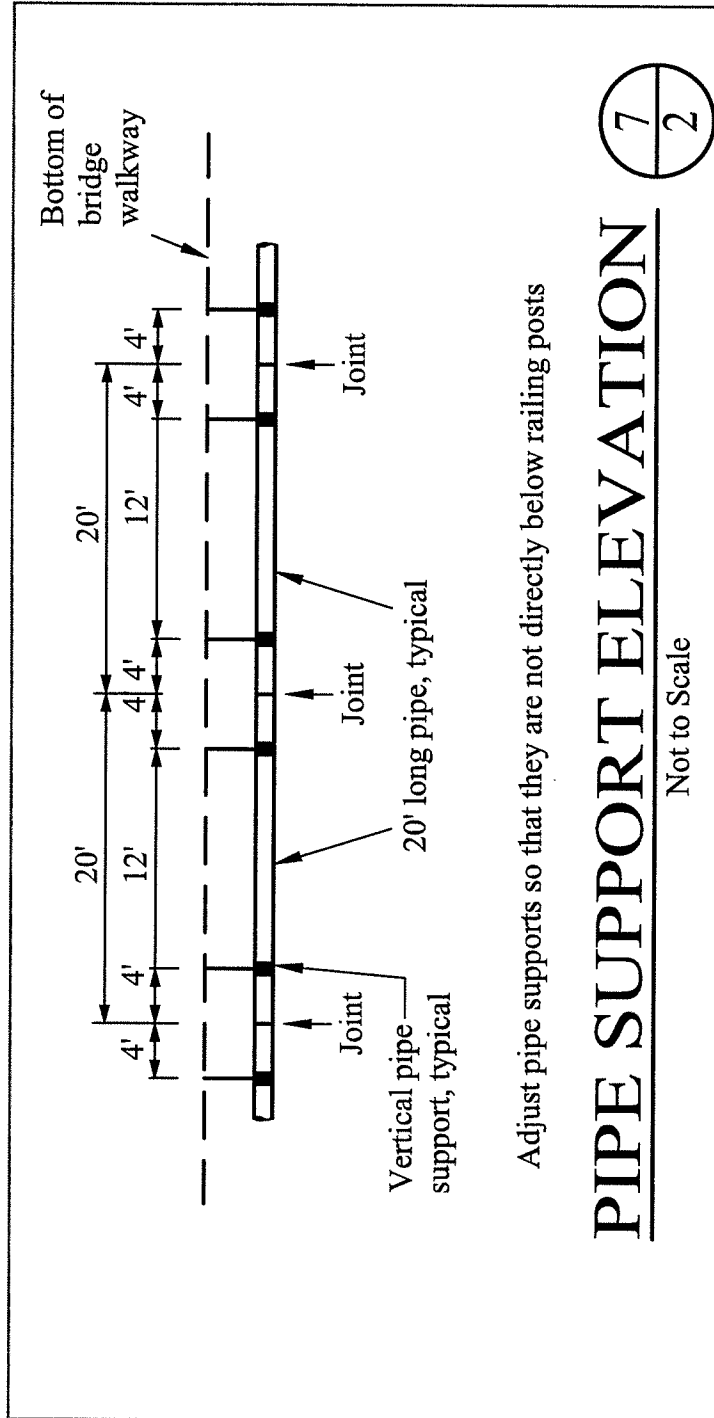
- 1.0 Detail 7 on Plan Sheet 2, Pipe Support Elevation, shows 18-foot pipe lengths. The Correct laying length is 20-feet. The attached exhibit shows revised vertical hanger spacing based on 20-foot laying length of pipe.
- 2.0 Detail 1 on Plan Sheet 2 calls for 45° angle fittings at each end of the Flex-tend located at the west end of the bridge. Due to a typographical error, Detail 1 on Plan Sheet 3 incorrectly identifies the same fittings as 15° angles. Detail 1 on Plan Sheet 2 is correct.

BID OPENING INVITATION

- A. The Bid Opening for this project will be held virtually. Meeting will be held at 2pm on December 28, 2021, as specified above. Meeting log-in location is below:
- a. <https://global.gotomeeting.com/join/250006421>
 - b. To dial in using your phone:
 - i. United States (Toll Free): 1 877 309 2073 or (646) 749-3129
 - 1. Access Code: 250-006-421

END OF SECTION 00901

ADDENDUM #1A
THIS EXHIBIT REPLACES DETAIL 7/SHEET 2 OF ORIGINALLY PUBLISHED
PLAN SET FOR GLEN ARBOR BRIDGE WATER MAIN REPLACEMENT



SECTION 00300

BID PROPOSAL

San Lorenzo Valley Water District
13060 CA-9
Boulder Creek, CA 95006

Ladies and Gentlemen:

The undersigned hereby proposes to perform all Work for which a Contract may be awarded him/her and to furnish any and all plant, labor, services, materials, tools, equipment, supplies, transportation, utilities, water, and all other items and facilities necessary therefore as provided in the Contract Documents, and to do everything required therein for the Work as set forth in the documents entitled:

GLEN ARBOR BRIDGE PIPELINE REPLACEMENT PROJECT

Together with appurtenances thereto, all as set forth on the Bid Package and other Contract Documents; and he/she further proposes and agrees that, if this Bid is accepted, he/she will contract in the form and manner stipulated to perform all the Work called for by Specifications and other Contract Documents, and to complete all such Work in strict conformity therewith within the time limits set forth therein, and that he/she will accept as full payment therefore the prices set forth in the Bid Sheet(s) forming a part hereof.

It is understood and agreed that:

1. The undersigned has carefully examined all the Contract Documents which will form a part of the Contract; and all additions, deletions, modifications, appendices, and all Addenda as prepared prior to the date of bid opening setting forth any modifications or interpretations of any of said documents.
2. The undersigned has by investigation of the site of the Work and otherwise satisfied himself/herself as to the nature and location of the Work and has fully informed himself/herself as to all conditions and matters which can in any way affect the Work or the cost thereof;
3. The undersigned fully understands the scope of the Work and has checked carefully all words and figures inserted in the Bid and he/she further understands that SLVWD will in no way be responsible for any errors or omissions in the preparation of this Bid;
4. The undersigned will execute the Contract Agreement and furnish the required proof of insurance coverage within ten (10) work days (not including Sundays and holidays) after Notice of Award to him/her of acceptance of his/her Bid by SLVWD.
5. The undersigned Bidder further agrees that if he/she shall fail to complete the Work within the Contract Time and any authorized extension thereof, he/she shall pay liquidated damages of five hundred dollars (\$500) per calendar day to SLVWD for each calendar day of unauthorized delay in completion of the

Work, until the Work is completed unless another amount is agreed to and stated in the Contract Agreement.

6. The undersigned hereby certifies that this proposal 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 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.
7. In conformance with current statutory requirements of Section 1860, et seq., of the Labor Code of the State of California, the undersigned confirms the following as his/her certification; I am aware of the provision of Section 3700 of the Labor Code which require every employer to be insured against liability for workmen's compensation or to undertake self-insurance in accordance with the provisions before commencing the performance of the Work of this Contract.
8. SLVWD has obtained from the Director of the Department of Industrial Relations ("DIR") the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work in the locality in which the Public Work is to be performed for each craft, classification or type of workman needed to execute this Contract. (Copies of the wage determination are on file and may be obtained by interested parties at the office of SLVWD). The Contractor and all Subcontractors shall comply with all requirements and provisions of Section 1775 and 1776 of the California Labor Code. The Contractor shall forfeit, as a penalty to SLVWD, two-hundred dollars (\$200.00), for each calendar day, or portion thereof, for each worker paid less than stipulated prevailing rates for Work done under the Contract Agreement by him, or any Subcontractor under him, in violation of the provisions of the California Labor Code. Copies of these wage determinations shall be posted and maintained at the job site by the successful bidding Contractor.
 - a. Subject to the provisions of Section 1810 to 1815, inclusive, of the California Labor Code, the time of service of any laborer, workman, or mechanic employed on the Work shall be limited and restricted to eight (8) hours during any one (1) calendar day and forty (40) hours in any one (1) calendar week, except as otherwise provided in said sections, and the Contractor shall forfeit to SLVWD as a penalty, twenty-five

- dollars (\$25.00) for each laborer, worker, or mechanic employed in the execution of the Work by him or any Subcontractor under him for each calendar day during which such laborer, worker, or mechanic is required or permitted to labor more than eight (8) hours in any one (1) calendar day and forty (40) hours in any one (1) calendar week in violation of provisions of the California Labor Code.
- b. The Contractor and all Subcontractors shall conform to all the requirements of Sections 1777.5 and 1777.6 of the California Labor Code concerning the employment of apprentices by the Contractor or any Subcontractor under him. The Contractor shall provide SLVWD with a copy of the contract award information at the time that information is submitted to the applicable apprenticeship program. Within sixty (60) work days after concluding the Work pursuant to this Contract, the Contractor shall submit, and require each Subcontractor under him to submit, to SLVWD and the apprenticeship program a verified statement of the journeyman and apprentice hours performed on the Contract.
 - c. Contractor and all Subcontractors shall comply with Sections 1776 and 1771.4(a)(3) of the California Labor Code, regarding payroll records, and shall be subject to penalties for violation thereof. The Contractor shall cause a clause identical to Section 00800CA, Paragraph K to be included in every subcontract for Work pursuant to this Contract.
 - d. Contractor shall not perform work with a Subcontractor who is ineligible to perform work on a public works project pursuant to Sections 1777.1 or 1777.7 of the California Labor Code.
9. In compliance with Section 1725.5 of the California Labor Code, Contractor must be, and must require all Subcontractors be, registered with the DIR prior to execution of the Contract Agreement. Contractor and all Subcontractors who bid or work on, and/or who are awarded the Contract Agreement, must be registered with and pay an annual fee to the DIR. Neither Contractor nor any Subcontractors may be listed on this Bid Proposal unless registered with the DIR pursuant to Section 1725.5 of the Labor Code. Neither Contractor nor any Subcontractors may be awarded the Contract Agreement unless registered with the DIR pursuant to Section 1725.5 of the Labor Code. This project is subject to compliance monitoring and enforcement by the DIR. Contractor shall submit proof of current DIR registration, and shall require all Subcontractors to submit proof of current DIR registration, to SLVWD prior to commencing work on this project.
 10. In compliance with the provisions of Section 4100-4114 of the Public Contract Code of the State of California, and any amendments thereof, the undersigned Bidder has set forth below the name and the location of the place of business of each Subcontractor who will perform work or labor or render service to the Contractor in or about the construction of the Work to be performed under the Contract Documents in which this Bid is responsive, and where the portion of the Work which will be done by each Subcontractor for each subcontract is in excess of one-half of one percent (0.5%) of the Total Bid. The undersigned Bidder understands that if he/she fails to specify a Subcontractor for any portion of the Work or specifies more than one

subcontractor for any portion of the Work, he/she shall be deemed to have agreed to perform such portion himself/herself and that he/she shall not be permitted to sublet or subcontract that portion of the Work except in cases of public emergency or necessity, and then only after a finding is reduced to writing as a public record of SLVWD setting forth the facts constituting the emergency or necessity.

11. Receipt is hereby acknowledged of addenda number(s) 1 through 1A.
12. The undersigned is licensed in accordance with the Laws of the State of California: License Number 972425
Class A. B. Haz, Expiration Date 04/30/22.
13. If the Bidder is a partnership corporation, or joint venture, the undersigned certifies that he/she is entitled to execute and submit this Bid proposal on behalf of bidder.
14. In signing below, the Bidder certifies that its Total Bid includes funds sufficient to allow the Bidder to comply with all applicable local, state, and federal laws or regulations governing the labor or services to be provided under the Contract. Furthermore, the Bidder hereby indemnifies SLVWD for liabilities and penalties for violations of Section 2810 of the California Labor Code.

NOW: In compliance with all the provisions herein before stipulated, the undersigned, with full cognizance thereof, hereby proposes to perform the entire Work for the prices set forth in the attached Schedule(s) upon which Award of Contract is made. (A duly authorized officer of the company may sign on the president's behalf.)

Individual Name: _____

Contractor Address: _____

Partnership Name: Monterey Peninsula Engineering

Business Address: 192 Healy Ave., Marina, CA. 93933

Phone No.: 831-384-4081

By: Peter J. Taormina, Manager, Partner

Other Partners: See Attached

Corporation: Name: _____

Business Address: _____

Business Address: _____

Phone No.: _____
Name: _____,
Title: _____,

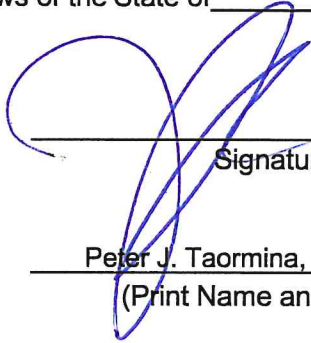
Organized under the laws of the State of _____.

Date: 12/28/21

(Place By:

Seal

Here)



Signature

Peter J. Taormina, Manager

(Print Name and Title)

Partnership Structure Outline

Monterey Peninsula Engineering, a California general partnership, is comprised of two partners - Monterey Peninsula Engineering, Inc., a California Corporation, and MPE Management Group, a California Corporation. For the most part, the business has been in operation on central coast with the same management team since the 1980's. In 2000, a restructuring took place for succession and tax planning purposes. At that time, the original corporation entered into partnership with a new entity comprised solely of three officers of the existing corporation.

The Monterey Peninsula Engineering, a partnership <<< The contracting entity
EIN 91-2080587
P.O. Box 2317
Monterey, CA 93942

Its Partners -

Monterey Peninsula Engineering, Inc. <The "original" March 1980 Corporation
50% Partner, EIN 94-2697245

Officers -

Bart J. Bruno, President James B. Bruno, Vice President
Peter J. Taormina, Vice President Paul B. Bruno, Secretary/Treasurer

MPE Management Group, Inc. <<< The "new" June 2000 management group
50% Partner, EIN 77-0554281

Officers -

Paul B. Bruno, President James B. Bruno, Vice President
Peter J. Taormina, Secretary/Treasurer

Bart J. Bruno -

President, 1980 - Current

Responsible for overseeing coordination of all business activities

Peter J. Taormina -

Manager, VP of Engineering & Estimating, 1987-Current

Responsible for overseeing operations related to engineering, estimating, and project management.

James B. Bruno -

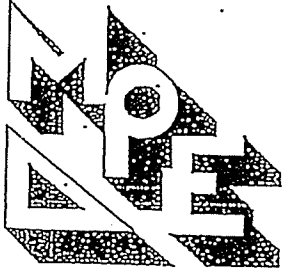
Manager, VP of Operations, 1981-Current

Responsible for all field operations, including project management and coordination. In charge of hiring, equipment acquisition and field safety issues.

Paul B. Bruno, CPA -

Manager, Chief Financial Officer, 1988-Current

Responsible for all finance, risk management and administrative duties. Oversees personnel matters and administers Company's safety program.



MONTEREY PENINSULA ENGINEERING

CONTRACTORS & ENGINEERS
P.O. BOX 2317
MONTEREY, CA 93942
(831) 384-4081

SIGNATURE AUTHORITY for PARTNERSHIP

Monterey Peninsula Engineering, a California general partnership, CSLB #972425, is comprised of two partners - Monterey Peninsula Engineering, Inc., a California Corporation, and MPE Management Group, a California Corporation.

Section 6, Other Matters, of the Statement of Partnership Authority filed with the California Secretary of State provides that:

"Any officer of either general partner, Monterey Peninsula Engineering, Inc, and MPE Management Group, Inc., may execute contracts on behalf of the Partnership in order to the conduct business and affairs of Monterey Peninsula Engineering, a general partnership."

The Officers of the two partner corporations are as follows –

Monterey Peninsula Engineering Inc.

Bart J. Bruno	President
James B. Bruno	Vice President
Peter J. Taormina	Vice President
Paul B. Bruno	Secretary/Treasurer

MPE Management Group, Inc

Paul B. Bruno	President
James B. Bruno	Vice President
Peter J. Taormina	Secretary/Treasurer

Any Officer listed above of either Partner entity sign on behalf of the Partnership and can act as a Manager of the partnership.

Attachments

- ✔ Statement of Partnership Authority filed with Secretary of State, March 21, 2002
- ✔ MPE Management Group Corporate Resolution of Signature Authority
- ✔ Monterey Peninsula Engineering Corporate Resolution of Signature Authority

MAR 26 2002 12:29 FR DATASEARCH

516 922 5199 TO 18317542811

P.02/02



State of California

Secretary of State

Bill Jones

Form GP-1

STATEMENT OF PARTNERSHIP AUTHORITY

IMPORTANT-- Read instructions on back before completing form.

1. NAME OF PARTNERSHIP
MONTEREY PENINSULA ENGINEERING

2. STREET ADDRESS OF CHIEF EXECUTIVE OFFICE
192 HEALY AVENUE

CITY/STATE/COUNTRY
MARINA, CA USA

ZIP CODE
93933

3. STREET ADDRESS OF A CALIFORNIA OFFICE, IF ANY

CITY
CA

ZIP CODE

4. A. LIST THE FULL NAMES AND MAILING ADDRESSES OF ALL PARTNERS (ATTACH ADDITIONAL PAGES, IF NECESSARY) OR: B. STATE THE FULL NAME AND MAILING ADDRESS OF AN AGENT APPOINTED AND MAINTAINED BY THE PARTNERSHIP WHO WILL MAINTAIN A LIST OF THE NAMES AND MAILING ADDRESSES OF ALL PARTNERS.

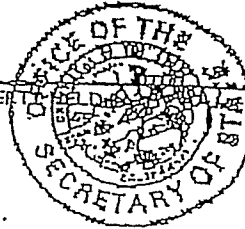
NAME: MONTEREY PENINSULA ENGINEERING, INC.
ADDRESS: 192 HEALY AVE
CITY: MARINA STATE/COUNTRY: CA ZIP CODE: 93933

NAME: MPE MANAGEMENT GROUP INC.
ADDRESS: 192 HEALY AVE
CITY: MARINA STATE/COUNTRY: CA ZIP CODE: 93933

NAME:
ADDRESS:
CITY:
STATE/COUNTRY:
ZIP CODE:

5. NAMES OF ALL PARTNERS AUTHORIZED TO EXECUTE INSTRUMENTS TRANSFERRING REAL PROPERTY OF THE PARTNERSHIP (ATTACH ADDITIONAL PAGES, IF NECESSARY)

PARTNER NAME: MONTEREY PENINSULA ENGINEERING, INC. PARTNER NAME:
PARTNER NAME: MPE MANAGEMENT GROUP INC. PARTNER NAME:
PARTNER NAME: PARTNER NAME:



6. OTHER MATTERS, IF ANY: (ATTACH ADDITIONAL PAGES, IF NECESSARY)

Any officer of either general partner, Monterey Peninsula Engineering, Inc. and MPE Management Group, Inc., may execute contracts on behalf of the Partnership in order to conduct the business and affairs of Monterey Peninsula Engineering, a general partnership.

7. NUMBER OF PAGES ATTACHED, IF ANY: NONE

8. I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT.

SIGNATURE OF PARTNER
MONTEREY PENINSULA ENGINEERING, INC.
BY BART J BRUNO, PRESIDENT
TYPE OR PRINT NAME OF PARTNER

3/3/19/02
DATE EXECUTED
MONTEREY COUNTY, CALIFORNIA
COUNTY AND STATE EXECUTED

SIGNATURE OF PARTNER
MPE MANAGEMENT GROUP INC.
BY TAVY V BRUNO, PRESIDENT
TYPE OR PRINT NAME OF PARTNER

3/3/19/02
DATE EXECUTED
MONTEREY COUNTY, CALIFORNIA
COUNTY AND STATE EXECUTED

9. RETURN TO:

NAME: LOMBARDO & GILLES
ADDRESS: 318 CAYUGA STREET
CITY: SAN FRANCISCO

For Secretary of State
302002085012
FILE #
DOCUMENT # 9575

ENDORSED-FILED
In the office of the Secretary of State
of the State of California

MAR 21 2002

BILL JONES, Secretary of State

CORPORATE RESOLUTION OF SIGNATURE AUTHORITY

Whereas MPE Management Group is a California corporation filed with California Secretary of State; and

Whereas, it is in the best interests of the corporation to enter into contracts and other legal documents as part of its regular business activities.

Now, therefore be it resolved, that any one of the following officers

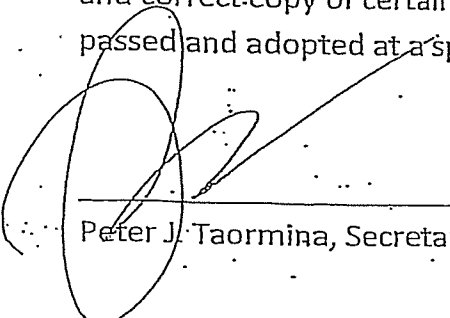
Paul B. Bruno	President
James B. Bruno	Vice President
Peter J. Taormina	Secretary/Treasurer

of the MPE Management Group be, and hereby is authorized, directed, and empowered for, and on behalf of, and in the name of this corporation by their signature to bind the corporation.

Resolved further, that a signature of an above named officer is hereby deemed to be conclusive evidence of such officer's authority to act on behalf of this corporation.

Resolved further, that this corporation hereby ratifies and confirms the acts of its officers, agents and employees in heretofore obligating this corporation.

I, Peter J. Taormina, Secretary of MPE Management Group, a corporation duly organized and existing under the laws of the State of California, do certify that the foregoing is a full, true, and correct copy of certain resolutions of the Board of Directors of said corporation, duly passed and adopted at a special meeting of the Board of Directors on May 22, 2017.



Peter J. Taormina, Secretary

5 / 22 / 17

CORPORATE RESOLUTION OF SIGNATURE AUTHORITY

Whereas Monterey Peninsula Engineering is a California corporation filed with California Secretary of State; and

Whereas, it is in the best interests of the corporation to enter into contracts and other legal documents as part of its regular business activities.

Now, therefore be it resolved, that any one of the following officers

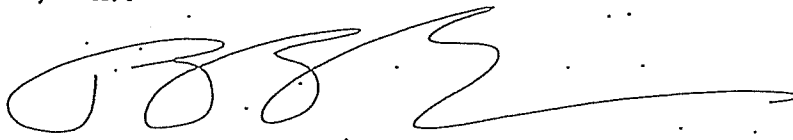
- | | |
|-------------------|---------------------|
| Bart J. Bruno | President |
| James B. Bruno | Vice President |
| Peter J. Taormina | Vice President |
| Paul B. Bruno | Secretary/Treasurer |

of the Monterey Peninsula Engineering be, and hereby is authorized, directed, and empowered for, and on behalf of, and in the name of this corporation by their signature to bind the corporation.

Resolved further, that a signature of an above named officer is hereby deemed to be conclusive evidence of such officer's authority to act on behalf of this corporation.

Resolved further, that this corporation hereby ratifies and confirms the acts of its officers, agents and employees in heretofore obligating this corporation.

I, Paul B. Bruno, Secretary of MPE Monterey Peninsula Engineering, a corporation duly organized and existing under the laws of the State of California, do certify that the foregoing is a full, true, and correct copy of certain resolutions of the Board of Directors of said corporation, duly passed and adopted at a special meeting of the Board of Directors on May 22, 2017.



Paul B. Bruno, Secretary

5/22/17

**GLEN ARBOR BRIDGE PIPELINE
REPLACEMENT BID SCHEDULE**

ITEM NO.	ITEM/DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL COST
1	Mobilization/Demobilization	1	LS	15,000-	15,000-
2	Traffic Control	1	LS	28,000-	28,000-
3	Tap Existing Pipeline in Santa Cruz County ROW	1	EA	10,000-	10,000-
4	Tap Existing Pipeline in Caltrans ROW	1	EA	60,000-	60,000-
5	Buried 8-inch Ductile Iron Pipe	110	LF	300-	33,000-
6	Bridge Supported 8-inch Ductile Iron Pipe	260	LF	525-	136,500-
7	Air Relief Valve	2	EA	6,000-	12,000-
8	Abandon Existing 6-inch Pipeline	1	LS	3,000-	3,000-
9	Core Existing Retaining Wall in Santa Cruz County ROW	1	EA	3,000-	3,000-
10	8-inch Ductile Iron Pipe Flexible Connection	2	EA	10,000-	20,000-
TOTAL BID PRICE:				\$ 320,500-	
Units: ALW=Allowance, CF=Cubic Foot, CY=Cubic Yard, DY=Day, HR=Hour, LF=Linear Foot, LS=Lump Sum, SF=Square Foot, SY=Square Yard, VLF=Vertical Linear Foot					

TOTAL BID (in words): THREE HUNDRED TWENTY THOUSAND FIVE HUNDRED DOLLARS & ZERO CENTS

END OF SECTION 00300

**SAN LORENZO VALLEY WATER DISTRICT
 Glen Arbor Bridge Pipeline Replacement Project
 List of Material**

SECTION 00404 LIST OF MATERIAL AND EQUIPMENT MANUFACTURERS

The undersigned Bidder understands and agrees that SLVWD may consider this Bid incomplete and unresponsive unless the Bidder names a manufacturer for each item of material or equipment in the following list. The undersigned Bidder hereby agrees that, after submission of this Bid, he/she will not make any change in the following listing of manufacturers and will not award a contract or agreement of any kind to a manufacturer not listed below for the listed items of material or equipment unless such change, award, or agreement is first approved in writing by SLVWD according to the provisions of the Contract Documents pertaining to substitutions and equals. The Bidder hereby certifies that the manufacturers' names below produce the listed items of material or equipment which comply with the requirements of the Contract Documents, and the undersigned Bidder will furnish and install the complying material or equipment of the manufacturers' names in the following list.

The items identified in the table below are deemed mandatory and shall be completed by the Bidder; however, the listed items are not considered to be a complete listing of materials or equipment required for the Project. The Bidder shall provide additional items manufacturer and model for other items.

SCHEDULE OF MANUFACTURERS		
ITEM	MANUFACTURER	MODEL
Buried Pipeline	US Pipe	CL50 Tyton Joint Field Lok Gasket
Exposed Pipeline	US Pipe	TR-Flex Pipe
Flex Tend	EBA Iron	Double Ball Flex Tend
Gate Valve	Clow Valve	RW Gate Valve

END OF SECTION 00404

SECTION 00405

LIST OF SUBCONTRACTORS

The Bidder is required to furnish the following information in accordance with the provisions of the California Subletting and Subcontracting Fair Practices Act, contained in Section 4100 to 4114, inclusive, of the Public Contract Code of the State of California and any amendments thereto, for each subcontractor performing more than one-half of one percent (0.5%) of the Total Bid. Do not list alternative subcontractors for the same work. The Contractor shall list only one subcontractor for each such portion of Work as is defined by the Contractor in his/her Bid. Contractor shall not substitute any person as subcontractor in the place of a subcontractor listed below, except as provided in the General Conditions.

The Bidder understands that if he/she fails to specify a subcontractor for any portion of the Work to be performed under the Contract, or specifies more than one subcontractor for the same portion of the Work, he/she shall be deemed to have agreed that he/she is fully qualified to perform that portion himself/herself and that he/she shall not be permitted to sublet or subcontract that portion of the Work, except as provided in the General Conditions.

Name Under Which Subcontractor is Licensed	License Number	Address and Telephone Number	Specific Description of Subcontract and Percent of Total Base Bid
<u>Darrel Varni Electric, Inc</u>	<u>735622</u>	<u>12 Parkwood Drive Watsonville, CA 95076</u>	<u>Loop Repair</u>
	<u>DIR#1000001000</u>	<u>831-970-3388</u>	<u>1.12 %</u>
			%
			%
			%
			%
			%

END OF SECTION 00405

SECTION 00406

CONTRACTOR'S LICENSING STATEMENT

Contractors are required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within 10 years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826. (A duly authorized officer of the company may sign on the president's behalf.)

The undersigned is licensed in accordance with the laws of the State of California

providing for the registration of contractors:

License Number: 972425

Class: A.B. Haz

Expiration Date: 04/30/2022

Name of Contractor's Firm: Monterey Peninsula Engineering

Business Address and Telephone Number: 192 Healy Ave. Marina, CA. 93933

(831) 384-4081

The following owner swears under penalty of perjury under the laws of the State of California that the information provided is true and correct:

Name of individual owner (Print or Type):

Signature of owner _____

Or

The following partners swear under penalty of perjury under the laws of the State of California that the information provided is true and correct.

Signature, title, and address of members signing on behalf of the partnership:

Name  Title Peter J. Taormina, Manager

Address 192 Healy Ave., Marina, CA. 93933

Name _____ Title _____

Address _____

Name _____ Title _____

Address _____

Or

The following officers swear under penalty of perjury under the laws of the State of California that the information provided is true and correct.

Corporation organized under the laws of the State of _____

Signature of President of Corporation

(Place Seal
Signature of Secretary of Corporation
Here)

For Owners, Partners or Corporation Officers:

This Contractor's Licensing Statement Form is executed at _____ Marina,

(Location), California, on _____ 12/28/21 _____ (Date).

END OF SECTION 00406

SECTION 00408

CONTRACTOR'S EXPERIENCE STATEMENT

The following outline is a record of the undersigned Bidder's experience in construction of a type similar in magnitude and character to that contemplated under this Contract. The Bidder shall include in his/her outline the project name, owner, contact name and phone number, type of work and final cost of all similar type projects constructed in the past five (5) years. The Bidder shall also provide the name, work resume, and qualifications for the individual who will be the job superintendent during the performance of this Contract. The Bidder shall not reassign the designated superintendent without prior approval of SLWWD. Additional numbered pages outlining this portion of the Bid may be attached to this Bid.

Project Name / Date Completed	Owner Name / Address	Contact Name / Phone	Type of Work	Final Cost
		See Attached		

END OF SECTION 00408

Jorge Avila

Superintendent

Monterey Peninsula Engineering | 831-277-6128 | jorgeavilampe@gmail.com

Role

- Involved in overseeing a crew to complete various phases of underground construction projects.
- Work experience includes building infrastructure such as water systems, sewer systems, and all associated work.
- Extensive experience in excavation and underground utilities.

Dates

4/28/2005 – Began work for MPE as a laborer

10/14/2011 – Advanced to Foreman role

Project Highlights

E. Dunne Avenue Water Main | City of Morgan Hill

July 2016 to October 2016

- Install 3,950 feet of 16-inch diameter PVC C905 piping from the East Dunne Booster Pumping Station to Flaming Oak Lane, 50 feet of 10-inch diameter PVC C900 piping, and approximately 230-feet of smaller diameter PVC piping at stub-outs and connections with the existing 8" ABS parallel piping.

Regional Water System Emergency Interties No. 2, 3 and 4 | San Lorenzo Valley Water District

December 2014 to December 2015

Installation of:

- 985 linear feet of 8-inch ductile iron potable water pipeline along Skypark Drive and Lockwood Lane and crossing Mount Hermon Road
- 1,500 linear feet of 12-inch HDPE potable water pipeline along a storage tank access road
- 14,700 linear feet of 12-inch ductile iron potable water pipeline along Graham Hill Road, Summit Avenue, Roaring Camp Road, East Zayante Road and West Zayante Road.
- 420 linear feet of 12-inch steel potable water pipeline attached to the Conference Road Bridge.
- A 350-gpm pump station adjacent to Skypark Drive near the intersection with Mt. Hermon Road.
- A 700-gpm pump station adjacent to Summit Avenue near the intersection with Graham Hill Road.

West Hills Water Treatment Plant | San Benito County Water District

January 2016 to May 2016

Treated Water Pipeline Improvements

- Improvements on drinking water pipeline approximately 9,550 feet long. The pipeline is 20-inch diameter except where it crosses the Nash Road Bridge, where the pipeline is reduced to 16-inch diameter.

MONTEREY PENINSULA ENGINEERING		AS OF			
JOB INVENTORY LIST - 2014--2020		28-Apr-21			
YEAR	JOB NAME	Customer	Contact Person	Phone #	FINAL/CONTRACT
2014	REGIONAL WATER SYSTEM INTERTIES NO 2,3 & 4 - HWY 9	SAN LORENZO VALLEY WATER DIST.	RICK ROGERS	831-338-2153	\$5,733,682.00
2015	CALIFORNIA CENTRAL COAST VETERANS CEMETARY	THE STATE OF CALIFORNIA	GORDON TESSMAN	559-896-1443	\$1,280,000.00
	SALINAS SOURCE WATER-IND WASTEWATER DIV PROJECT	MRWPCA	JENNIFER GONZALEZ	831-883-6172	\$1,165,000.00
	2015 MAIN REPLACEMENT PROJECT	CAL AMERICAN WATER	GARY HOFSCHEIER	(831) 646-3253	\$936,074.00
	2014 STREETS PROJECT PHASE II	CITY OF CARMEL	SHARON FRIEDRICHSEN	620-2000	\$641,120.00
	LODGE AREA UTILITY IMPROVEMENT PROJECT	PEBBLE BEACH COMM SERVICES	NICK BECKER	(831) 647-5605	\$2,026,610.00
	WEST HILL WATER TREATMENT PLANT - (BART)	SAN BENITO COUNTY WATER DISTRICT	DEAN BAILEY/JOHN WEST	(916) 924-0344	\$1,646,000.00
	VARIOUS ADA CURB RAMPS AND STORM DRAIN UPGRADE PROJECTS	CITY OF MONTEREY	MARYN MILLER	831-242-8773	\$288,756.00
2016	KING ELEMENTARY SCHOOL ELECTRICAL SERVICE REPLACEMENT	MPUSD	LOU BARTLETT	831-649-4642	\$925,000.00
	ALIANZA WATER TANK	PVUSD	ADAM LINT	831-786-2380	\$1,170,000.00
	OAK CANYON BOOSTER STATION REHABILITATION PROJECT	CITY OF MORGAN HILL	DAVID GITTLESON	408-778-6480	\$1,592,000.00
	CLARK AND COSKY LIFT STATION IMPROVEMENTS	MCWD	PATRICK BREEN	831-883-5951	\$1,192,325.00
	2016 STREET PROJECTS	CITY OF CARMEL BY THE SEA	SHARON FRIEDRICHSEN	831-620-2009	\$1,121,938.00
	LOVERS POINT WATERSHED STORM DRAINAGE & SANITARY SEWER IMPROVEMENTS	CITY OF PACIFIC GROVE	DANIEL GHO	831-648-5722	\$3,549,020.00
	8TH & INTER-GARRISON ROUNDABOUT CSUMB	CSUMB	REYOLA CARLISLE	831-582-3506	\$2,398,000.00
	GWTP RELOCATION FORT ORD	US ARMY	ROBERT LIFFLAND	619-372-9125	\$3,647,750.00
	EAST DUNNE AVENUE WATER MAIN PROJECT	CITY OF MORGAN HILL	DAVID GITTLESON	408-778-6480	\$1,475,400.00
	DEL MONTE BLVD & BEACH RD IMPROVEMENT PROJECT	CITY OF MARINA	EDRIE DE LOS SANTOS	831-884-1212	\$1,952,845.50
2017	W BROADWAY URBAN VILLAGE INFRASTRUCTURE IMPROVEMENTS	CITY OF SEASIDE	LESLIE LLANTERO	831-899-6832	\$5,999,895.00
	MPWSP MONTEREY PUMP STATION - LUZERN AT HILBY	CAL AM	CHRIS COOK	831-646-3241	\$2,839,200.00
	PUMP STATION 13 VALVE REPLACEMENT AND UPGRADES	MONTEREY ONE WATER	JERRY VALLADAO	831-646-3241	\$1,198,018.57
	N SEASIDE & CARMEL VALLEY WATER MAIN REPLACEMENTS	CAL AM	LESLEY SILVA	831-646-3225	\$2,092,600.01
	7TH AVE PARKING LOT IMPROVEMENTS	CSUMB	PAMELA LAPHAM	831-5824277	\$3,800,000.00
	HILBY AVE PAVEMENT RESTORATION AND CURB RAMP INSTALL	CAL AM	JAY DREWRY	619-446-4777	\$1,481,784.90
	SALINAS YARD IMPROVEMENTS	RYDER TRUCK RENTAL	ANDRES CARVALLO	305-500-5645	\$859,450.00
	HIGH MEADOWS & UPPER RANCHO FIESTA BOOSTER PUMP STATION IMPROV	CAL AM	LESLEY SILVA	831-646-3225	\$686,200.00
	EAST LAUREL & ST EDWARDS TRAFFIC IMPROVEMENT PROJECT	CITY OF SALINAS	MARCO BECERRA	831-758-7433	\$879,029.00
	MAIN AVE & MADRONE PIPELINE RESTORATION PROJECT	SANTA CLARA VALLEY WATER DISTRICT	JOEL JENKINS	408-265-2600	\$9,946,650.00
	PASEO DEL LAS ROSAS APARTMENTS	ZUMWALT CONSTRUCTION	ROBERT L MCKNIGHT	559-252-1000	\$1,906,750.00
2018	CITYWIDE ADA RAMPS & STREET RECONSTRUCTION PHASE 6	CITY OF MONTEREY	THOMAS KORMAN	(831) 646-3921	\$1,404,249.35
	FY 2017-18 PAVEMENT REHAB CARMEL	CITY OF CARMEL BY THE SEA	SHERMAN LOW	831-624-2110	\$1,981,820.00
	4TH ST INFRASTRUCTURE IMPROVEMENT PROJECT	CITY OF HOLLISTER	DAVID RUBCIC	831-636-4340	\$2,201,266.25
	FARMWORKER HOUSING WASTEWATER SERVICE EXTENSION PROJECT	MONTEREY ONE WATER	ALISON IMAMURA	831-372-3367	\$1,586,400.00
	RECYCLED WATER PUMP STATION IMPROVEMENTS, PROJECT NO 18-PW-245	SOUTH CNTY REG WASTEWATER AUTHORITY	SAEID VIZIRY	408-848-0480	\$2,580,000.00
	FIRST STREET WATER UTILITY IMPROVEMENTS	CITY OF GILROY	GIRUM AWOKO	408-846-0260	\$5,451,990.00
	CASTROVILLE PUMP STATION VFD AND PLC INSTALLATION	MONTEREY ONE WATER	JENNIFER GONZALEZ	831-883-6172	\$132,930.00
	REPLACEMENT OF US INLET & OUTLET PIPE	CITY OF SANTA CRUZ	TAYLOR RONNE	831-420-5186	\$639,100.00
	MANN PACKING GONZALES FACILITY (ASK PETER FOR CONTRACT DOCS)	MANN PACKING	JOE TORQUATO	831-801-9984	\$1,228,400.00
	2018 KING CITY STREET PROJECT	CITY OF KING CITY	OCTAVIO HURTADO	831-386-5927	\$475,250.50
	CITYWIDE ADA RAMPS AND STREET RECONSTR PHASE 7	CITY OF MONTEREY	SARAH SOUTH	831-242-8724	\$1,475,505.00
	MARINA HS NEW GYM	AVILA CONSTRUCTION	MIKE AVILA	831-372-5580	\$604,000.00
	SANITARY SEWER MAIN REPLACEMENT 14TH ST BTWN LIGHTHOUSE AVE & CENTR	CITY OF PACIFIC GROVE	DANIEL GHO	831-648-5722	\$550,880.00
	EQUIP WELL 7	CITY OF GONZALES	PATRICK DOBBINS	408-710-9866	\$917,740.00
	WATERFRONT PARKING LOT IMPROVEMENTS	CITY OF MONTEREY	LORI LYNN WILLIAMSON	831-242-8746	\$1,876,710.00
	RECLAMATION STORAGE FACILITIES IMPROVEMENT PROJECT	PEBBLE BEACH COMMUNITY SERVICES DIST	VINOD BADANI	510-652-1164	\$924,000.00
2019	UPGRADES FOR MILITARY ROSITA & DEL MONTE LIFT STATIONS	SEASIDE COUNTY SANITATION DISTRICT	SCOTT OTTMAR	831-899-6885	\$1,683,200.00
	SITE WORK AT BRANCFORTE SMALL SCHOOLS	SANTA CRUZ CITY SCHOOLS	RALPH LE ROUX	831-419-0791	\$648,000.00
	VACUUM TRUCK WASTE RECEIVING STATION PROJECT NO. 19-PW-252	S COUNTY REGIONAL WASTEWATER AUTH	SAEID VAZIRY	408-848-0480	\$1,080,000.00
	SAFETY PERIMETER FENCE AND SITE IMPROVEMENTS	PAJARO VALLEY SCHOOL DISTRICT	RYAN BLOCK	831-235-2201	\$640,000.00
	COLTON MIDDLE SCHOOL COURTYARD	MONTEREY PENINSULA UNIFIED SCH DIST	TOM MILLMAN	831-392-3918	\$625,000.00
	MONTEREY MAIN REPLACEMENTS 2019	CAL AM	LESLEY A SILVA	831-917-3224	\$1,631,650.00
	PUNTA DEL MONTE MAIN REPLACEMENTS	CAL AM	LESLEY A SILVA	831-917-3224	\$951,353.00
	SALINAS COMMUTER RAIL STATION PACKAGE 1	TRANSPORTATION AGENCY OF MONTEREY COUNTY	LAURIE WILLAMSON	831-775-4415	\$7,487,989.00
	SALINAS INTERMODAL TRANSPORTATION CENTER (ITC)				
	SANITARY SEWER & STORM DRAIN PIPELINE RELOCATION	CITY OF SALINAS	PATRICK FUNG	831-758-7433	\$849,705.00
	FREEDOM ELEMENTARY SCHOOL STUDENT DROP-OFF & SITE IMPROVEMENT PROJ	PAJARO VALLEY SCHOOL DISTRICT	DAN WELCH	831-786-2380	\$1,186,000.00
	CONGRESS AVE ROAD REHABILITATION PROJECT (CIP 19-6)	CITY OF PACIFIC GROVE	DANIEL GHO	831-648-5722	\$959,377.00
	SALINAS STORM WATER GRANT (PHASE 1A DRY WEATHER DIVERSION PROJECT)	MONTEREY ONE WATER	TOM KOURETAS	831-883-6178	\$1,648,000.00
	2019 CITYWIDE STREET REPAIR	CITY OF MARINA	EDRIE DELOS SANTOS	831-884-1212	\$1,473,687.50
	2019/20 OVERLAY PROGRAM BROADWAY CALIF ST & SOQUEL AVE PROJECT	CITY OF SANTA CRUZ	RICARDO VALDES	831-420-5160	\$670,569.90
2020	REC TRAIL ACCESS IMPROVEMENTS	CITY OF PACIFIC GROVE	DANIEL GHO	831-648-5722	\$479,150.00
	CAW CARMEL KNOLLS MAIN REPLACEMENT	CAL AM	LESLEY SILVA	831-917-3224	\$898,000.00
	CANYON DEL REY CMP SEWER MAIN REPLACEMENT	CITY OF SEASIDE	SCOTT OTTMAR	831-899-6885	\$1,368,180.00
	STREET REHABILITATION ON CENTRAL AND DAVID AVENUE	CITY OF PACIFIC GROVE	DANIEL GHO	831-648-5723	\$1,143,972.00
	PINE STREET 800 BLOCK STORM DRAINAGE IMPROVEMENTS	CITY OF MONTEREY	TONY HERNANDEZ	831-242-8724	\$623,948.00
	MAIN STREET STREETSCAPE IMPROVEMENTS PROJECT 9230	CITY OF SALINAS	PATRICK FUNG	831-758-7433	\$7,896,492.00
	SEASIDE HIGH SCHOOL FIELD PROJECT INCREMENT 1 #8242	MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT	RICHARD MICKEY	831-226-9578	\$6,098,500.00
	WET-DRY WEATHER STORM WATER CAPTURE AND DIVERSION PROJECT	CITY OF PACIFIC GROVE	DANIEL GHO	831-648-5722	\$3,585,260.00
	REGIONAL URBAN WATER AUGMENTATION PROJECT	MARINA COAST WATER DISTRICT	DON WILCOX	831-883-5935	\$8,821,665.00

SECTION 00410

BID SECURITY

(Check to accompany Bid)

(Note: The following form shall be used if check accompanies Bid)

Accompanying this proposal is a *Certified / *Cashier's check payable to the order of San Lorenzo Valley Water District, hereinafter referred to as "SLVWD," for

_____ Dollars (\$_____), this amount being ten (10) percent of the total amount of the Bid. The proceeds of this check shall become the property of said SLVWD provided this proposal shall be accepted by the said SLVWD through issuance of a Notice of Award and the undersigned shall fail to execute a Contract and furnish the required Performance and Payment Bonds and Proof of Insurance Coverage within the stipulated time; otherwise, the check shall be returned to the undersigned. The proceeds of this check shall also become the property of SLVWD if the undersigned shall withdraw his/her Bid within the period of sixty (60) calendar days after the date set for the opening thereof, unless otherwise required by law, and notwithstanding the award of the Contract to another Bidder.

Bidder

*Delete the inapplicable word

NOTE: If the Bidder desires to use a bond instead of a check, the Bid Guaranty Bond form in Section 00415 shall be executed. The sum of this bond shall be not less than ten (10) percent of the total amount of this Bid.

END OF SECTION 00410

**SAN LORENZO VALLEY WATER DISTRICT
Glen Arbor Bridge Pipeline Replacement Project
Bid Guaranty Bond**

SECTION 00415 BID GUARANTY BOND

KNOW ALL MEN AND WOMEN BY THESE PRESENTS:

THAT MONTEREY PENINSULA ENGINEERING, hereinafter called Principal, and

THE CONTINENTAL INSURANCE COMPANY, hereinafter called the Surety, are jointly and severally held and firmly bound unto the San Lorenzo Valley Water District, 13060 CA-9, Boulder Creek, California 95006, hereinafter called SLVWD, in the penal sum of ten percent (10%) of the Bid of Principal for the Work described herein. This sum not to exceed

Ten Percent of Amount Bid Dollars (\$ 10% of Amount Bid) lawful money of the United States of America, for the payment whereof unto SLVWD, Principal and Surety jointly and severally bind themselves forever firmly by these presents, except said penal sum shall not exceed ten percent (10%) of the amount Bid by Principal for Work which is awarded to Principal by SLVWD.

WHEREAS, Principal is herewith submitting a Bid for the Work entitled:

GLEN ARBOR BRIDGE PIPELINE REPLACEMENT

NOW, THEREFORE, the condition of this obligation is such that if Principal is awarded a Contract for the Work, and if Principal within the time specified in the Bid enters into, executes and delivers to SLVWD an agreement in the form provided herewith, and if Principal within the time specified in the Bid gives to SLVWD the performance bond and the payment bond on the forms provided herewith, and any other documents required by these Contract Documents, then this obligation shall be void. If, however, Principal shall fail or refuse to furnish, execute and deliver to SLVWD said agreement in the time stated in the Bid or should fail or refuse to furnish Performance Bond and Payment Bond or other required document in the time stated in the Bid, then Principal and Surety shall forfeit to SLVWD the penal sum hereof.

AND IT IS HEREBY DECLARED AND AGREED that Surety shall be liable under this obligation as Principal, and that nothing of any kind or nature whatsoever that will not discharge Principal shall operate as a release of liability of Surety

IT IS HEREBY FURTHER DECLARED AND AGREED that this obligation shall be binding upon and inure to the benefit of Principal, Surety and SLVWD and their respective heirs, executors, administrators, successors and assigns.

**SAN LORENZO VALLEY WATER DISTRICT
Glen Arbor Bridge Pipeline Replacement Project
Bid Guaranty Bond**

SIGNED AND SEALED THIS 1st day of December, 2021.

MONTEREY PENINSULA ENGINEERING

Principal

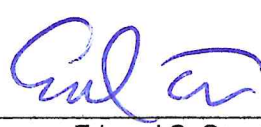
By: _____


Peter J. Taormina, Manager
Signature

THE CONTINENTAL INSURANCE COMPANY

Surety

By: _____


Edward C. Spector, Attorney-in-Fact

Signature

151 N. Franklin Street

Chicago IL 60606

(Surety's Mailing Address)

Ph: 415-932-7175

(Telephone Number)

(Attach Notary Acknowledgement of Surety)

(NOTE: The standard printed bond form of any bonding company acceptable to SLVWD may be used in lieu of the foregoing approved sample bond form provided the security stipulations protecting SLVWD are not in any way reduced by use of the Surety Company's printed standard form.)

END OF SECTION 00415

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

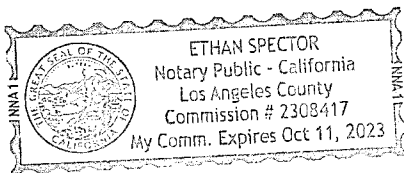
State of California

County of Los Angeles

On DEC 01 2021 before me, Ethan Spector, Notary Public, personally appeared Edward C. Spector who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/~~are~~ subscribed to the within instrument and acknowledged to me that he/~~she/they~~ executed the same in his/~~her/their~~ authorized capacity(ies), and that by his/~~her/their~~ signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature

A handwritten signature in black ink, appearing to be 'E Spector', written over a horizontal line.

Signature of Notary Public

Know All Men By These Presents, That The Continental Insurance Company, a Pennsylvania insurance company, is a duly organized and existing insurance company having its principal office in the City of Chicago, and State of Illinois, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Tracy Aston, Tom Branigan, Edward C Spector, Lisa K Crail, Simone Gerhard, B Aleman, K D Wapato, April Martinez, Samantha Fazzini, Marina Tapia, Donna Garcia, Rosa E Rivas, Individually

of Los Angeles, CA, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind them thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the insurance company and all the acts of said Attorney, pursuant to the authority hereby given is hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law and Resolutions, printed on the reverse hereof, duly adopted, as indicated, by the Board of Directors of the insurance company.

In Witness Whereof, The Continental Insurance Company has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 13th day of February, 2019.



The Continental Insurance Company

Paul T. Bruflat
Paul T. Bruflat Vice President

State of South Dakota, County of Minnehaha, ss:

On this 13th day of February, 2019, before me personally came Paul T. Bruflat to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is a Vice President of The Continental Insurance Company, a Pennsylvania insurance company, described in and which executed the above instrument; that he knows the seal of said insurance company; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said insurance company and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said insurance company.



My Commission Expires June 23, 2021

J. Mohr
J. Mohr Notary Public

CERTIFICATE

I, D. Johnson, Assistant Secretary of The Continental Insurance Company, a Pennsylvania insurance company, do hereby certify that the Power of Attorney herein above set forth is still in force, and further certify that the By-Law and Resolution of the Board of Directors of the insurance company printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said insurance company this _____ day of _____, 2021.



The Continental Insurance Company

D. Johnson
D. Johnson Assistant Secretary

SECTION 00420
SAFETY COMPLIANCE

Contractors are required by law to comply with an established company Safety Program that includes an Injury Illness Prevention Plan (IIPP). The undersigned hereby proposes to follow their Contractor's Safety Program including all subcontractors while performing the work described as:

GLEN ARBOR BRIDGE PIPELINE REPLACEMENT PROJECT

Complete the following information (as applicable):

Person responsible for implementing your Safety Program / IIPP on this project:

Name (Print): Paul B. Bruno
Title: Manager
Phone No: 831-384-4081

Written Safety Program / IIPP: Yes No Dated: 1/17/2020

Written Code of Safe Practices: Yes No Dated: 1/17/2020

On-site Personal Protective Equipment (PPE) Requirements:

Training Requirements:

<input checked="" type="checkbox"/> Yes	No <input type="checkbox"/>	Eye Protection
<input checked="" type="checkbox"/> Yes	No <input type="checkbox"/>	Hard Hats
<input checked="" type="checkbox"/> Yes	No <input type="checkbox"/>	Steel Toed Boots
<input checked="" type="checkbox"/> Yes	No <input type="checkbox"/>	Hearing Protection
<input checked="" type="checkbox"/> Yes	No <input type="checkbox"/>	Respirators
<input type="checkbox"/> Yes	No <input type="checkbox"/>	
<input checked="" type="checkbox"/> Yes	No <input type="checkbox"/>	Weekly Tailgate/Safety Training
<input checked="" type="checkbox"/> Yes	No <input type="checkbox"/>	Documented

Site Safety Inspections:

<input checked="" type="checkbox"/> Yes	No <input type="checkbox"/>	Regular Inspections
<input checked="" type="checkbox"/> Yes	No <input type="checkbox"/>	Documented

Material Safety Data Sheets (MSDS): Yes No On-site (Specific)

Equipment:

<input checked="" type="checkbox"/> Yes	No <input type="checkbox"/>	Manuals On-site (Specific)
<input checked="" type="checkbox"/> Yes	No <input type="checkbox"/>	Fire Extinguishers on Equipment

First Aid/CPR Trained Personnel On-site:

<input checked="" type="checkbox"/> Yes	No <input type="checkbox"/>	Name: <u>Supervisors/ Foreman</u>
---	-----------------------------	-----------------------------------

Name: _____

Equipped On-site:

- Yes No First Aid Kit
- Yes No Fire Extinguishers
- Yes No MSDS
- Yes No Emergency Phone Numbers

Subcontractors:

- Yes No Certificates of Insurance
- Yes No Prime Named as Additional Insured.

Workers' Compensation Experience Modification Rate (last 3 years):

Year: 2020 Rate: .60
Year: 2019 Rate: .68
Year: 2018 Rate: .83

OSHA Citations (within last 3 years): Yes No If yes, attach copy of citation.

Contractor/Subcontractor Training Requirements - Project Specific:

- | | | | | | |
|---|-----------------------------|---------------------|---|-----------------------------|-------------------------|
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> No | OSHA 10 Hour | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> No | Hazard Assessment |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> No | Welding | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> No | Fall Protection |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> No | Electrical | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> No | Confined Space |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> No | Forklifts | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> No | Rigging / Slings |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> No | Demolition | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> No | Tool Safety |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> No | Accident Prevention | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> No | PPE |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> No | Scaffolding | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> No | Haz-Com / MSDS |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> No | Lock out /Tag out | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> No | Trench / Shoring |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> No | Cranes | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> No | Ladders |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> No | Traffic Control | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> No | Asbestos/Lead/ Exposure |

Training Documentation/Certificates:

- Yes No Available Upon Request

END OF SECTION 00420

SECTION 00480

Failure to submit a Non Collusion Affidavit in this form shall constitute grounds for rejection of the Bid. This Affidavit to be fully executed.

NONCOLLUSION AFFIDAVIT

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

The undersigned declares:

I am the Manager of Monterey Peninsula Engineering, the party making the foregoing bid. The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. 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. All statements contained in the bid are true. 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, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 12/28/21 date, at _____

Marina city, California state.

Signature: _____

Title: _____

Peter J. Taormina, Manager

(Attach Notary Acknowledgement of Contractor)

END OF SECTION 00480

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Monterey)


On December 28, 2021 before me, Sandra L. Bruno, Notary Public
(insert name and title of the officer)

personally appeared Peter J. Taormina,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

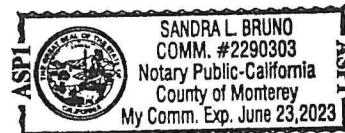
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature



(Seal)



MEMO

To: Board of Directors
From: District Manager
Prepared by: District Engineer
Subject: Recommended Award of Construction Management for Glen Arbor Bridge Pipeline Replacement Project
Date: January 20, 2022

Executive Summary:

Proposals were received on December 29, 2021 for construction management activities related to the Glen Arbor Bridge Pipeline Replacement project. District Staff recommend that the Board of Directors review this memo and by a motion of the Board ***direct the District Manager to enter into a contract with Sandis Civil Engineers Surveyors Planners (Sandis) for construction management activities related to the Quail Hollow Pipeline Replacement Project in conformance with the Sandis proposal in the amount of \$61,850 and dated December 29, 2021.***

Project Summary:

The RFP was prepared and published by District Staff and Freitas + Freitas Engineering & Planning Consultants, Inc.; the RFP presented plans, specifications, oversight expectations, reporting expectations, and proposing requirements for construction management activities related to the Glen Arbor Bridge Pipeline Replacement Project. Construction Management for this project will include daily oversight of construction activities, coordination of construction and inspection activities, reporting, documentation, interpretation of plans and specifications, and review of requests for information (RFI) and pay applications from the construction contractor.

Proposals Received:

The District received two (2) proposals for Construction Management activities for this project, tabulated below:

Proposing Firm	Total Cost
4Leaf, Inc.	\$82,548
Sandis Civil Engineers Surveyors Planners	\$61,850

As shown above, the low proposal is from Sandis, in the amount of \$61,850.

Analysis Procedure:

The proposals were reviewed by District Staff for completeness, in conformance with the RFP, and found to be complete. District Staff then ranked the two (2) proposals. Each proposal was scored in the following areas:

- Total cost
- Responsiveness of proposing firm to requirements of the RFP
- Demonstrated understanding of the project scope as reflected in each proposal
- Proposing firm's experience and references

Recommendation:

District Staff recommend award of the project to Sandis.

Attachments:

1. 4Leaf, Inc. proposal
2. Sandis proposal

DECEMBER 29, 2021

**PROPOSAL TO PROVIDE
PROFESSIONAL CONSTRUCTION
MANAGEMENT SERVICES**



**FOR THE
SAN LORENZO VALLEY WATER DISTRICT
GLEN ARBOR BRIDGE REPLACEMENT PROJECT
13060 HIGHWAY 9 BOULDER CREEK, CA 95006**



SUBMITTED BY:



4LEAF, INC.

ENGINEERING · CONSTRUCTION MANAGEMENT
PLAN CHECK · BUILDING INSPECTION · PLANNING

Proposal to Provide

*Professional
Construction
Management Services
for the Glen Arbor
Bridge Pipeline
Replacement Project*

On Behalf of the:

*San Lorenzo Valley
Water District*

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SECTION 1

Cover Letter



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

December 29, 2021

Subject: Proposal to Provide Professional Construction Management Services for the Glen Arbor Pipeline Replacement Project for the San Lorenzo Valley Water District.

Dear Mr. Wolff,

4LEAF, Inc. (4LEAF) is excited to have the opportunity to submit our proposal to provide Professional Construction Management (CM) services to the San Lorenzo Valley Water District (SLVWD). 4LEAF is committed and qualified to perform these services for the following reasons:

Project Experience

4LEAF has been providing CM and inspection services for numerous public and private clients in California for more than 20 years including:

- Alameda County Water District –Alvarado-Niles Road Pipeline Seismic Improvement Project.
- City of Pacifica – Wet Weather Flow Equalization Basin and Pipeline Conveyance Project.
- City of San Mateo – North Shoreview Flood Improvement Project.
- City of Pacifica - Balboa Way Repair and Underground Utility Upgrades Project.
- City of Sacramento – McKinley Water Vault and Pipeline Conveyance Project.
- City of Gilroy – First Street Waterline Replacement Project.
- City of Tracy – City-Side Zone 3 Pump Station and Tracy Hills Pump Station Projects at James Jones Water Treatment Plant.
- City of Mill Valley – Miller Avenue Streetscape and Underground Utility Improvement Project.
- City of Cupertino Apple Campus 2 Public Works Mitigation Improvement Projects.
- San Benito County On-Call Engineering Consultant Services for Various Public Works Projects.
- California Department of Parks and Recreation CM and Inspection Services.

Staff and Project Team Expertise

4LEAF is proposing **Tricia Baxter, P.E.** as our Construction Manager / Inspector. Tricia has extensive experience performing CM and Inspection services, and she has experience that is specific to SLVWD's needs. Tricia recently provided Project Management (PM) and CM services to **the Alameda County Water District on the Alvarado-Niles Road Pipeline Seismic Improvement Project**, which completed construction in July 2021.

Tricia's experience that is specific to SLVWD's needs on this Project, includes:

- Providing CM services for replacement waterlines.
- Conducting meetings and coordinating with design professionals, clients, and the contractor.
- Monitoring the contractor's compliance with approved submittals, baseline and look-ahead schedules, and processing and monitoring traffic control plans.
- Confirming that materials and installation methods used are those specified in approved submittals or the contract documents.

- Preparing written and photographic documentation of daily site activities.
- Reviewing the contractor's progress payment requests and providing recommendations regarding payment.
- Confirming the contractor is performing utility coordination.
- Confirming with the contractor that they are submitting certified payroll information to the State Department of Industrial (DIR) website.
- Preparing weekly statement of working days.
- Documenting any extra or force account work.
- Maintaining test reports and logs of any verification tests performed.
- Performing public relations and coordinating with nearby residents for scheduling and address complaints / inquiries.

Multi-Disciplined Team

4LEAF's proposed Team has worked on multiple pipeline replacement projects, many of which the proposed team for this Project worked together. 4LEAF's proposed Team includes **Construction Testing Services (CTS)**, to provide as-needed **Materials Testing and Special Inspections Services**. CTS was founded in 1994 and has provided full-service special inspections, geotechnical inspections and reports, material testing, and engineering for nearly \$10 billion in construction. 4LEAF and CTS have teamed up on more than 200 projects during our 20-year history.

4LEAF's proposal also includes our team firm, **Contractor Compliance and Monitoring, Inc. (CCMI)** to perform as-needed **Labor Compliance Services** for the contract to ensure adherence to all labor laws and specific requirements. CCMI is duly certified as a **Disadvantaged Business Enterprise (DBE) and Woman Business Enterprise (WBE)**, and CCMI was approved by the California Department of Industrial Relations in February 2003 as a Third-Party Labor Compliance Program Administrator. CCMI provides Labor Compliance Program (LCP) services to contractors, developers, and public agencies (school districts, water districts, cities, counties, other public agencies) from Yreka to Chula Vista and has provided labor compliance services to more than 100 public agencies.

We appreciate this opportunity to present our proposal. We received and reviewed Addendum #1. This letter has been signed by Gene Barry, P.E., QSD who is a Corporate Officer and Vice President with 4LEAF. Gene is authorized to contractually enter into and negotiate a contract with SLVWD. Gene may be reached at 4LEAF's Pleasanton Office at (925) 462-5959, or by email at gbarry@4leafinc.com.

Respectfully submitted,



Gene Barry, P.E.
Vice President
4LEAF, Inc.



SECTION 2

Project Description and Approach

SECTION 2: PROJECT DESCRIPTION AND APPROACH

PROJECT OBJECTIVE

4LEAF understands the SLVWD is looking for a consultant to provide CM and Inspection services for the **Glen Arbor Bridge Pipeline Replacement Project (Project)**. The Project includes replacing the existing potable water main pipeline crossing the Glen Arbor Bridge at the south intersection of Glen Arbor Road and State Route 9. The Project consists of providing 370 lineal feet of new 8-inch ductile iron water main, suspended from the existing bridge or buried, as appropriate; with associated fittings, valves, and appurtenances; and abandoning the existing 6-inch water main in place. The contractor will provide traffic control for the duration of the Project.

CONSTRUCTION MANAGEMENT APPROACH

This Project will include three distinct phases: *Pre-Construction*, *Construction*, and *Post-Construction*. The following represents the typical services 4LEAF will perform for the duration of the project.

Pre-Construction Phase

During Pre-Construction, the 4LEAF team will establish immediate and routine contact and communication with the project's team including SLVWD, the contractor, utility companies, and other project stakeholders. We will take steps to ensure successful collaborations with each of these entities. We have identified the following key tasks during the Pre-Construction phase of this Project:

Kick-off Meeting

Once we have reviewed the contract documents, we will meet with SLVWD for a kick-off meeting to discuss the schedule and scope of the project. We will discuss SLVWD's specific goals and challenges, as well as appropriate staging area locations that the contractor may use during construction.

Perform Pre-Construction Project Site Condition Inspection

Using digital and/or video cameras, the 4LEAF's Construction Manager / Inspector will record the existing conditions of the Project site and area(s) of new construction before the contractor starts work, during construction, and then again at the completion of construction activities. This documentation will be a useful tool in identifying and/or assigning ownership of any damage to existing District- or privately-owned facilities once work begins. We recommend that the contractor perform the same documentation (if it isn't already a contract requirement) to adequately protect SLVWD and themselves from outside influences on the areas that they will be performing their work.



Deliverables

- Photographs and videos of the Project site pre and post construction.

Document Review

The first order of work for 4LEAF's Construction Manager / Inspector will be to understand the project scope and site and review the confirmed set of contract documents, including the construction drawings and specifications, addenda, cost estimates and quantities, design reports and studies, resource agency permits, utility relocations plans, etc. If there are other projects under construction within proximity to the proposed Project, 4LEAF will gather available critical information on these projects, in particular scope, schedule, and project team contact information, to allow collaboration between the project teams and allow each project to meet its schedule while maintaining public safety within each project's limits.

Project Files

4LEAF will prepare a project documentation system capable of recording, logging, storing and retrieving information pertaining to all technical, financial, and administrative aspects of the project. 4LEAF has utilized a wide-variety of document control systems including the cloud-based systems Procore and Microsoft SharePoint.

Pre-Construction Meeting

4LEAF's CM / Inspector will conduct a pre-construction conference with the Project team including SLVWD staff, the contractor and subcontractors, and other interested parties. Some of the topics to be discussed at the pre-construction conference will include:

- Performing introductions and identifying roles/responsibilities.
- Discussing lines of communication and authority for SLVWD's, contractor's, and consultant's personnel.
- Identifying the status of notifications made to underground utilities and protocols for submitting notices to Underground Service Alert (USA).
- Coordination with other projects under construction within the area.
- Establish a collaborative role of every worker onsite as to maintaining the public's safety.
- Identifying construction phasing, scheduling, and staging information including where contractor may stage equipment and materials during the project.
- Discussing material inspection requirements and coordination.
- Discussing cooperation with the public, minimizing public traffic delays, allowable work hours and procedures for public work notices and any signage that will need to be installed along the project route.
- Discussing construction staking and traffic handling.
- Discussing the contractor's Baseline Schedule.
- Discussing required contractor submittals.
- Discussing procedures for submitting and approving contractor pay requests and anticipated dates pay requests are typically paid by SLVWD (e.g. 2nd Tuesday of every month, etc.).
- Discussing process for submitting requests for information (RFIs), change orders, submittals, etc.
- Discussing mobilization and any additional issues that need to be resolved before work commences.

Deliverables

- Meeting agendas and minutes.

Construction Phase

4LEAF's team will perform on-site inspections to check the quality and quantity of the work performed by all trades and guard SLVWD against defects and deficiencies in the work by the contractor. As necessary, the 4LEAF team will inspect and document construction means, methods, techniques, and sequences to evaluate the contractor's compliance with the intent of the construction documents and recommend necessary remedial action to the contractor as required.

Progress Meetings

4LEAF's Construction Manager / Inspector will schedule, prepare agendas for, chair, and provide minutes for all meetings including the weekly progress meetings, monthly meetings with SLVWD, as well as any additional stakeholder meetings that may be necessary to successfully complete the project.

The *weekly progress meeting* will be used to review the contractor's 3-week look ahead schedule (highlighting critical project activities, operations, and necessary coordination), open issues, status of submittals and open RFIs, deficient work, SWPPP concerns, and safety concerns.

Review Contractor Submittals

The contractor will be required to prepare detailed submittal items [such as emergency contacts, phased traffic control plans, baseline schedule, an Erosion Control Plan (ECP) or Stormwater Pollution Prevention Plan (SWPPP), etc. prior to the start of construction. 4LEAF will prepare and maintain a detailed submittal log and process all submittals as they are submitted by the contractor prior to either approving the submittal for use on the Project or forwarding them on to the designer of record for their review and approval. If a submittal needs to be reviewed and approved by the designer of record, our review prior to forwarding it to the designer of record will provide a “sanity check” of the submittal before the designer spends time reviewing the submittal. This will streamline the submittal process for all parties, preventing the designer of record from wasting their time reviewing a submittal that may not meet contract requirements. The submittal log will be tracked, and status will be updated at each weekly progress meeting with Ball in Court (BIC) status indicating whose action is required to move the submittal process along as efficiently as possible. These procedures will be followed for the RFI process as well.

Deliverables

- Logs for submittals and RFIs, including BIC identification.

Construction Management, Field Inspection, and Quality Assurance

4LEAF’s Construction Manager / Inspector will observe and monitor the progress of the work in accordance with the plans, specifications, and contract documents and in alignment with the construction schedule; including work that affects the SWPPP. Progress photos will be taken, and daily inspection reports will be prepared using the report format required or requested by SLVWD. The information on the daily reports will include but will not be limited to: weather, shift hours, traffic controls that are in place (both vehicular and pedestrian), SWPPP erosion control measure conditions, work activities, labor and equipment hours, work complete, quantities, and other related information and discussions.

4LEAF’s Construction Manager / Inspector will prepare Weekly Statement of Working Days (WSWD) reports each week providing a snapshot of the project progress including contract time elapsed, weather conditions, working and non-working days counted for the week, time extensions, computation of current Estimated Completion Date, and controlling operations progress made for the week. As controlling operations are performed, 4LEAF’s Construction Manager / Inspector will collect certificates of compliance, asphaltic concrete (AC) weight tags, concrete batch tags, and bills of lading for materials delivered to the site. Our Construction Manager / Inspector will then compare these documents to the approved submittals before allowing the materials to be used on the project. Although the 4LEAF team would not be contracted to be the project safety officers; we would make the contractor aware of any unsafe condition that we notice on the job site throughout the life of the project.

4LEAF’s Construction Manager / Inspector will do a thorough review of the contractor’s monthly progress payment requests to ensure SLVWD is only making payments for work completed each month. The monthly measurements and calculations will come from the quantities measured and reported on 4LEAF’s daily reports. Before the start of construction, 4LEAF and the contractor will develop a procedure that is acceptable to SLVWD for submitting and reviewing monthly progress payments and the final payment. We will review the contractor’s schedule of values for bid items and segregate them into a form that is acceptable to SLVWD for reimbursement. The 4LEAF team will review the contractor’s payment requests and will compare them to the quantities calculated and measured on the Quantity Data Sheets. If payment for materials on hand is allowed in this contract, we will verify the materials on the job site or coordinate with the contractor for source verification at the time of the payment request.

After 4LEAF and the contractor agree on the monthly progress payment amount, 4LEAF's Construction Manager / Inspector will prepare the final progress payment request using the form and procedure previously approved by SLVWD (showing work completed each month, work completed to date, percentage complete for each item, and any applicable deductions to the net payment) for approval and execution by SLVWD. Additionally, 4LEAF will provide a project progress summary in the monthly status report. This summary will include percent of budget spent and percent of working days used.

Deliverables

- Daily Inspection Logs.
- Weekly Statements of Working Days

Public Outreach

Although public works improvement projects will encounter standard construction issues, our experience and knowledge of how to address these types of issues places those in the manageable category and are inherit to the job. Completing the construction process alone is not enough to deliver a successful project. During construction, the project must minimize the impact to the community to gain their trust in meeting SLVWD's commitment to them. Public streets typically experience vehicular and pedestrian traffic. With our experience managing the construction of these types of projects, we understand the need to communicate effectively with the public, keep them informed of planned activities and when schedules change, and address their concerns in a timely manner. Public forums and other advanced notices are a great start for the community at large; however, once construction begins it becomes more of an individual effort as the residents will be more concerned with the direct impact to them as opposed to the community in general.



4LEAF's field staff can assist SLVWD with public outreach activities by making an initial site visit to each residence and provide them with contact information. Follow-up visits are in order once the contractor's 3-week look-ahead schedule is provided, and we know the exact dates of when work will directly impact their location. Individual residences need to know when they will be directly impacted and that we will listen to their concerns including that access to their residence will be maintained, traffic controls will be monitored and maintained throughout the project, construction noise will be minimized to the extent possible and only allowed during approved hours, access to parking will be maintained per the project's requirements, etc. They need to know we care about their concerns and will do whatever possible to minimize the impact.

Traffic Control

Traffic control is a key issue in maintaining safe conditions on any public works improvement project and keeping positive relations with the public. Our staff will not only provide sufficient notification to property owners of upcoming work and the work hours but will also ensure the contractor performs the work when scheduled.

4LEAF's on-site staff will continuously monitor the contractor's traffic control measures and ensure they are in place before the start of each workday, maintained throughout the workday, and in place at the end of each workday. This will include ensuring the contractor provides all the required notification signage and the appropriate number of flagmen. If necessary, 4LEAF will request police patrol to enforce safe traffic speeds during construction throughout the project limits.

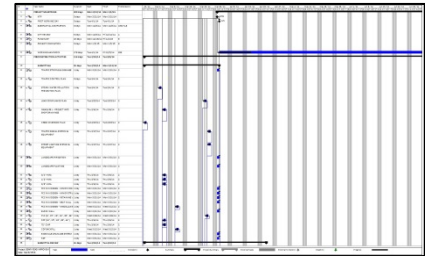


Schedule Management

The 4LEAF team will perform a detailed review of the contractor's baseline schedule to ensure all the controlling operation's durations, critical path, and order of work follow a logical sequence to the project completion. We will then monitor the contractor's progress throughout the project and compare it to their baseline schedule, so we can identify any deviations of the contract completion date as soon as possible; therefore, giving the contractor ample time to develop and present their plan on getting the project back on schedule.

To accomplish tasks in the time frame allotted and to further ensure the success of the project, we will do the following to provide good schedule management throughout the project:

- We will consistently review and monitor the project schedule to ensure the contractor is updating the schedule frequently and providing 3-week look-ahead schedules. We will request updates as appropriate and track delays or accelerations based on actual contractor operations.
- We will continually assess critical project items to assist in determining the best use of schedule float in the contractors' critical path method (CPM) schedules to avoid down time.
- We will coordinate regularly with SLVWD regarding all construction activities and impacts to the baseline and 3-week look-ahead schedules.
- We will recommend introducing various phasing options to deal with potential worst-case scenarios in scheduling for the project such as concurrent project delays, inclement weather delays, etc.
- We will include "what if" meetings as the project progresses; for example, what if we accelerate a portion of construction- how would that affect the overall CPM.



If schedule slippage occurs, we will immediately meet with the contractor to discuss ways in which to accelerate other portions of work. Another way to accommodate slippage in the schedule is to re-sequence work to make up for lost time.

Cost Management

Progress payments from the contractor will be reviewed, verified, and processed with recommendations for action. Payment requests, which must be returned to the Contractor, will be returned with a written explanation of any deficiencies in the payment request. *Other financial controls 4LEAF will provide include the following:*

- We will review the project budget continually, performing "what if" scenarios to better manage costs and cash flow as the project moves forward.
- We will establish, implement and maintain cost monitoring and control procedures.
- We will carefully document all information related to manpower, equipment, and time for extra or force account work.

Quality Assurance

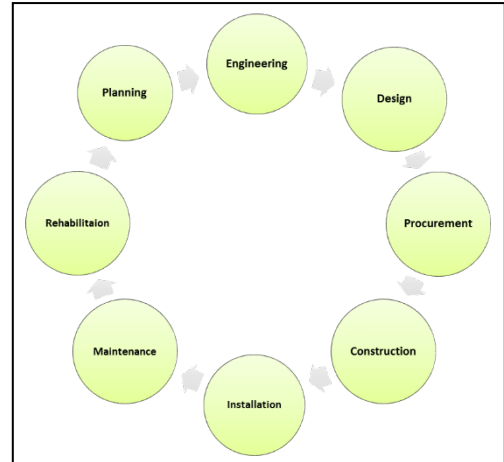
We understand that an effective **Quality Assurance (QA) / Quality Control (QC) Plan** is absolutely necessary in order to deliver a quality project - and that the plan has a place in each stage of the project's life. The accompanying graphic illustrates how Quality Assurance and Quality Control are at the heart of a project.

We believe that quality must be maintained as the ultimate priority of every person involved in a project. Without quality, the other elements of the project simply don't matter.

We agree with the definition of an effective Quality Management System as “not just one where good products and services are delivered” rather, an effective Quality Management System is one that continuously seeks to improve the products and services being delivered and the delivery processes used by the organization.

4LEAF’s commitment to SLVWD is we will work alongside you to implement project specific Quality Assurance and Quality Control procedures that will not only meet but will surpass project quality standards.

- We will ensure the contractor is in compliance with SLVWD’s QAP at all times.
- We will monitor and assist with QA deviations, and non-compliance actions until resolved.
- We will systematically and continually review inspection procedures and activities for compliance with procedures.
- We will implement and maintain effective procedures to ensure that all construction work complies with the requirements of the construction contract.
- Our QA program will emphasize both preventative and verification activities. We will conduct and formally document verification processes, including both daily and weekly review of documents and maintenance of checklists and/or logs for control of documentation.
- We will provide inventory control for any owner furnished equipment or materials, including logging in equipment, conducting inspections, verifying materials and quantities, material disbursement and equipment log out.
- We will oversee construction contractors' testing, including frequency of tests and retests, and we will verify that the results meet the applicable contract specifications and SLVWD’s QAP.
- We will maintain test reports and logs for verification of tests performed.
- We will maintain a non-compliance report (NCR)/log and verify resolution of all issues.



Quality Assurance Materials Testing

4LEAF will coordinate and schedule special inspections and materials testing with our team firm, CTS, for as-needed materials testing and special inspections. These inspections will be conducted per the Project’s or relevant District or other jurisdiction’s standard specifications and additional Project specific quality assurance requirements. 4LEAF will receive documentation for all tests, including retests, and observe and document the testing. We will notify the contractor immediately of any non-compliant test results and maintain test reports and logs of any verification tests performed.

Deliverables

- Testing results.

Contractor Compliance

4LEAF’s team firm, CCMI, will support our team by providing Labor Compliance for the Project. CCMI will review certified payroll for compliance with State and Federal regulations; monitor the subcontractors for compliance with the subcontractor listing; notify SLVWD if necessary; and monitor compliance of federal wage requirements, DBE requirements, etc.

Deliverables:

- Monthly Labor Compliance Reports for Contractor and Subcontractors

Contract Modifications, Extra Work, Change Orders, and Claims

4LEAF will meet with SLVWD to discuss utilizing any existing change order tracking systems that are currently in place as well as suggest protocols for use on the project. Using Caltrans standards, 4LEAF will provide SLVWD with assurances that the contractor is not presenting requests for change orders that are already included in the original scope of the contract. Our Construction Manager / Inspector will meet face-to-face with the contractor’s representative to gather more information on the nature of the potential change order. Quite often, a contractor only has a general knowledge of the plans and specifications and an item they feel is a change order may indeed be part of the plans and specifications that they were not aware of. We will ensure all potential changes and extra work requests to the contract have been reviewed and evaluated for cost and times impacts, and properly justify a response to the contractor. 4LEAF’s Construction Manager / Inspector will review requests for change orders and extra work requests from the contractor for contractual and technical merit and prepare independent cost estimates and schedule analysis for the proposed work. If directed by SLVWD, 4LEAF can negotiate change orders on behalf of SLVWD and prepare all required documents for execution by SLVWD and the contractor. 4LEAF’s Construction Manager / Inspector will keep SLVWD informed of the cumulative cost and time impacts to the contract through a CCO log that will be updated upon execution of each change order. 4LEAF will take no action without the review and approval from SLVWD.

We pride ourselves on maintaining positive working relationships with the contractors that we work with, resulting in addressing most issues early enough to avoid potential claims. There will be times, however, that mutual agreements on issue resolution cannot be achieved. At that point the contractor may issue a Notice of Potential Claim. If we become aware of a potential claim, 4LEAF will require the contractor to submit documentation supporting the claimed delay (including a time-impact analysis).

The 4LEAF team will compare the contractor’s initial baseline schedule, revised schedules, actual time of work activity, the contractor’s operational efficiencies, and the inspector’s daily reports to determine the source and contractual responsibility for all delay claims. If the analysis results in a resolution that favors the contractor’s stance on the issue, a CCO will be recommended. If this action does not adequately resolve the potential claim, 4LEAF’s Construction Manager / Inspector will generate and compile all backup data, copies of reports and correspondence that pertain to the Notice of Potential Claim on the issue. We will include this backup data in a claim settlement report package in case the contractor goes through a claim on the unresolved issue. All such packages will be forwarded to SLVWD with a cover letter with the facts as 4LEAF sees them and recommend actions, if any. A log of Notices of Potential Claims will be prepared and updated for discussion at regular SLVWD meetings and/or weekly progress meetings. We will work with the contractor on every unresolved issue throughout the life of the project with the goal of coming to a mutually agreeable resolution with the contractor prior to it escalating to higher levels of management.

CHANGE ORDER

Date: _____ Change Order No.: _____

[Contractor/Remodeler Name] is directed to make the following changes:

Reason for Change: _____

Cost for Change:

Original Contract Amount:	\$ _____
Total Prior Changes:	\$ _____
Total Amount of This Change:	\$ _____
Total Contract Amount With All Changes:	\$ _____

Time for Change:

Original Estimated Completion	_____
New Estimated Completion Date With All Change Orders	_____

[Contractor/Remodeler Name] _____

By: _____
 Its: _____
 [Owner] _____

Post-Construction Phase

The post-construction and contract closeout phases consist of three distinct closeout elements: physical closeout, document closeout, and fiscal closeout.

Physical closeout consists of a series of inspections performed to document that the work is complete to one of two levels: (1) Substantial Completion – when work, or a designated portion of the work, is sufficiently complete that the client or the public may utilize it; or (2) Final Completion – acceptance by the client that the project is

completed in full. Applicable certificates will be issued at each stage of completion, and punch lists will be updated during each inspection.

Document closeout is the process of assembling and transferring the required contract files from 4LEAF to the SLVWD when the contract is complete. Documents typically include punch list, project correspondence, change orders, change notices, RFIs, submittals, warranties, and claims. 4LEAF will prepare a completion report that includes all the necessary documents and provide a hard copy and electronic copy of the report to SLVWD. 4LEAF's Construction Manager / Inspector will compare the contractor's "as-builts" to his as-builts and will submit drawings to the designer.

Fiscal closeout includes the review of contract administration (submittal log, RFI log, punch lists, etc.), accounting, and financial functions to confirm they are coordinated with physical closeout functions to ensure that no outstanding financial liability is present after the final payments / retentions are made to the contractor.

Deliverables

- Closeout Documents: punchlist, project correspondence, change orders, RFIs, submittals, warranties, and claims.



SECTION 3

Identification of Prime Contract



SECTION 3- IDENTIFICATION OF PRIME CONSULTANT

4LEAF was established in 1999 and incorporated in 2001 by experienced engineers and seasoned managers with a focus on providing *Professional Engineering, CM, Plan Review, Inspection, Building Department Services, and Environmental Services* to public agencies, government, and private clients with the goal of setting the industry standard for excellent customer service. 4LEAF is a California “C” Corporation and as a small- to medium-sized business, we have approaches to working with clients that are very different from those you might find when working with a large corporation. Rather than trying to be the biggest firm doing everything, our philosophy is to strive to be the best firm providing our clients with outstanding customer service and first-rate engineering services.



Information Requested in RFP:

i.	Co. Name	4LEAF, Inc.
ii.	Legal Form	California “C” Corporation
iii.		N/A
iv.	Contact	Gene Barry, P.E, QSP Vice President 2126 Rheem Dr. Pleasanton, CA 94588 (925) 462-5959
v.	Project Team	Gene Barry, P.E., QSP: Principal in Charge / Project Manager Tricia Baxter, P.E. Construction Manager / Inspector
vi.	Firm Description	<i>See above and below table.</i>

During the past 20 years, 4LEAF’s reputation for technical excellence and corporate integrity has allowed us to grow our staff and expand our services into new geographic areas. We currently have multiple offices located throughout California, Nevada, and Washington and a staff of **more than 300 certified and licensed Engineers, Architects, Resident Engineers, Construction Managers, Inspectors, and Administrative staff** available to serve our clients.

During the past 5 years, 4LEAF has not filed for bankruptcy, has been terminated, in default, or had claims made against it that resulted in litigation or arbitration.



SECTION 4

Identification of Sub-Consultants

SECTION 4- IDENTIFICATION OF SUBCONSULTANTS

The ultimate success of any project depends on providing highly qualified staff that can work effectively in a team environment or individually. 4LEAF’s team firms on this Project include:

- **Construction Testing Services (CTS)** will provide as-needed materials testing and special inspections services.
- **Contractor Compliance and Monitoring, Inc. (CCMI)** will perform as-needed Labor Compliance Services.

Information requested in the RFP regarding 4LEAF’s subconsultants is included below.

Construction Testing Services

i.	Legal Name and Address	Construction Testing Services 2118 Rheem Dr., Pleasanton, CA 94588,
ii.	Contact name, title, address, Phone	Aaren McBride-Solice, Vice President, Business Development, 2118 Rheem Dr., Pleasanton, CA 94588; (925) 462-5151
iii.	Number of Staff; Discipline / Job Title of each	280+ Total Job Geotechnical Engineer, Project Engineer, Associate Geologist

iv. Description: CTS was founded in 1994 and has provided full-service special inspections, geotechnical inspections and reports, material testing, and engineering for nearly \$10 billion in construction. 4LEAF and CTS have teamed up on more than 200 projects during our 20-year history.

Bankruptcy Filings: None

Claims Made Against Firm: None



Contractor Compliance and Monitoring, Inc.

i.	Legal Name and Address	Contractor Compliance and Monitoring, Inc. 635 Mariners Island Blvd, suite 200 San Mateo, CA 94404
ii.	Contact name, title, address, Phone	Deborah E.G.Wilder, President 635 Mariners Island Blvd, suite 200; San Mateo, CA 94404; (650) 522-4403
iii.	No. of Staff and Discipline / Job Title of Each	19 Total Staff Relevant to 4LEAF Work / Sr. Analysts, Analysts

vi. Description: CCMI is duly certified as a **Disadvantaged Business Enterprise (DBE) and Woman Business Enterprise (WBE)**, and CCMI was approved by the California Department of Industrial Relations in February 2003 as a Third-Party Labor Compliance Program Administrator. CCMI provides Labor Compliance Program (LCP) services to contractors, developers, and public agencies (school districts, water districts, cities, counties, other public agencies) from Yreka to Chula Vista and has provided labor compliance services to more than 100 public agencies.

Bankruptcy Filings: None

Claims Made Against Firm: None

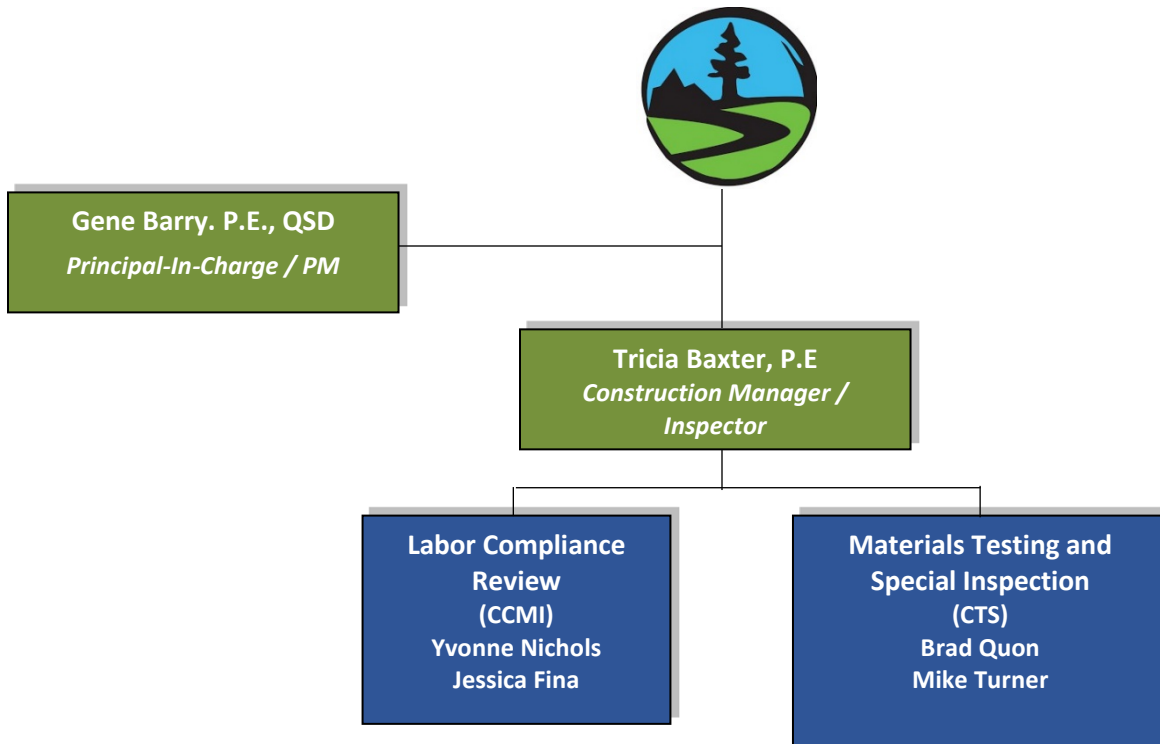


SECTION 5

Project Organization and Experience of the Project Team

SECTION 5: ORGANIZATION AND EXPERIENCE

The ultimate success of any project depends on providing highly qualified staff that can work effectively in a team environment or individually. 4LEAF is proposing **Gene Barry, P.E.** as our *Principal-in-Charge / Project Manager* and **Tricia Baxter, P.E.** as our *Construction Manager / Inspector*. 4LEAF's Team firms include **CTS** to provide *as-needed Materials Testing and Special Inspection Services* and **CCMI** to perform *as-needed Labor Compliance Services*. Resumes for Gene, Tricia, and members of our team firms are included in the Appendix.



PRINCIPAL-IN-CHARGE / PROJECT MANAGER

Gene is a California-registered Civil Engineer who has more than 25 years of engineering, Project Management (PM), and CM experience. He has experience as a construction manager, project manager, environmental engineer, field engineer, construction surveyor, soils tester, quality assurance inspector, design engineer, and serves as 4LEAF's Principal-in-Charge on numerous 4LEAF Capital Improvement Projects. He has extensive PM experience managing projects during the design and permitting phase; leading teams in developing effective public involvement; performing and leading staff for performing biddability and constructability (B&C) reviews; reviewing plans and specifications and their conformance to the project scope of work; developing and monitoring project schedules; establishing a project scope of work; performing bid evaluation and cost-benefit analyses; evaluating detailed cost estimates; and monitoring project budgets. Gene is a California Qualified SWPPP Developer (QSD), has extensive experience preparing storm-water pollution prevention plans (SWPPP), and is very knowledgeable regarding the State of California's General Construction Permit for stormwater discharges.

Construction Manager – general responsibilities include reviewing progress payments, submittals, request for information (RFIs), and potential contract change orders (PCCOs); coordinating field staff; reviewing / monitoring construction schedule; coordinating and running weekly meetings; communicating with Client, Stakeholders, and the Project Team; performing as-needed Public Outreach; coordinating special inspections as necessary.

Inspector – general responsibilities include monitoring and documenting daily site activities and ensuring the progress of the work is performed in accordance with the plans and specifications; verifying materials and quantities; performing as-needed public outreach; and assisting the construction manager for scheduling of special inspections as necessary.

Tricia Baxter, P.E – Construction Manager

Tricia is a California-registered Civil Engineer with more than 18 years of experience in program and project management and design, as well as CM and contract oversight in the transportation engineering field. As a project manager, she has provided the oversight for waterlines, roadway, pump stations, and underground utility improvement projects, serving as the focal point for communication and project coordination. Tricia is experienced in transportation engineering and design for roadways, underground utility, and major **Caltrans** highway improvement projects and has prepared Project Study Reports (PSR); Project Reports (PR); and Plans, Specifications, and Estimates (PS&E) for Caltrans design projects. She also has experience in preparing audit-proof documentation for federally funded projects.

Gene and Tricia have worked as an effective team on multiple projects. Some of these projects include:

<ul style="list-style-type: none"> Alameda County Water District Alvarado-Niles Pipeline Seismic Improvement Project 	<ul style="list-style-type: none"> City of Tracy City-Side Zone 3 Pump Station and Tracy Hills Pump Station Projects at JJWTP.
<ul style="list-style-type: none"> City of Cupertino Apple Campus 2 Public Works Mitigation Improvement Projects. 	<ul style="list-style-type: none"> City of Gilroy First Street Sewer Rehabilitation Project.
<ul style="list-style-type: none"> City of Pacifica Palmetto Avenue Streetscape Project. 	<ul style="list-style-type: none"> City of Gilroy Downtown Monterey Road Street Rehabilitation Project
<ul style="list-style-type: none"> City of Walnut Creek On-Call Inspection Services. 	<ul style="list-style-type: none"> City of San Bruno Crystal Springs Road Sewer Main Replacement Project

PROJECT MANAGEMENT APPROACH

As your consultant, we understand that **our role is to be an advocate on behalf of SLVWD** and represent **SLVWD’s** best interests. This project will be *managed out of 4LEAF’s Pleasanton office*, and our team will function as an extension of **SLVWD** staff, seamlessly integrating with the personnel and practices established by the City while adding the expertise, which 4LEAF can uniquely offer. 4LEAF staff can workday, nighttime, or weekends depending on the project’s schedule. 4LEAF will respond effectively in times of crisis and adapt to the needs of the Project if staffing needs change during the duration of construction. We offer the flexibility and cost savings in a project schedule by deploying staff when you need them, and our staff can perform multiple roles.

Progress Reports

We will submit a monthly **Budget Analysis Report** with our monthly invoice. These reports will be updated monthly, submitted to **SLVWD’s** designated Project Manager, and reviewed in a monthly update meeting, if necessary. The frequency of reporting/meeting and content of each report will be discussed in detail with **SLVWD** staff following contract award. The general content of the report is outlined as follows:

- Original Budget Amount
- Percent Complete
- Percent Expended
- Percent of Project Completed
- Amount Invoiced to Date
- Remaining Budget to Date
- Pertinent Comments
- Dates Performed

Status Updates

Keeping **SLVWD** informed of project/contract status is as important as physically doing the work. As such, 4LEAF will keep **SLVWD’s** designated Project Manager apprised of project status through regular progress and budget reporting. While work is under way, 4LEAF will communicate regularly with **SLVWD** to monitor progress. 4LEAF

will perform periodic audits to ensure our team is following both **SLVWD**'s and our procedures and that we are meeting your expectations.

We have learned that an essential component of our service is the ability to engage in direct and candid discussions. No one wants to be the "bearer of bad news"; however, 4LEAF believes that our role as a consultant is to present all information and data so that our client can make an informed decision.

FIRM WORKLOAD

A project schedule was not provided in the RFP, so it's difficult to commit 4LEAF's proposed staff to the Project. However, it is 4LEAF's intention to assign our proposed staff to this project if we were to enter into a contract with SRVWD.

WHY 4LEAF?

The 4LEAF Team have worked on multiple pipeline replacement projects, many of which the proposed team for this Project worked together. Having worked with many public agencies and private owners, we know how to accomplish the roles of project and construction managers and inspectors on projects of all sizes, durations, and complexities from conception to completion. We realize it's not an easy task. Procedures must be followed and documentation must be maintained in order to properly document and close out a project. We are not satisfied with just knowing how to do our job; we want to continue to improve our efficiency. 4LEAF is dedicated to improving the effectiveness of our methodology which will assist the SLVWD in achieving its goals. Once a project has gone through contract bidding and award phase, 4LEAF's Team will observe and monitor the progress of the work to ensure it is being constructed in accordance with the plans, specifications, and contract documents and confirm they are in alignment with the construction schedule; including work that affects any permits that have been issued for a project.



RESUMES

Gene Barry, P.E.

Principal-In-Charge

Experience

24 years

Registrations

Registered Civil Engineer, California,
No. 64174.

Registered Civil Engineer, Nevada,
No. 017520.

Education

B.S. Petroleum Engineering, 1986,
Montana College of Mineral
Sciences and Technology, Butte.

B.S., Physical Science/Physics, 1989,
Montana State University, Bozeman.

Certifications

California Qualified SWPPP Developer
(QSD) / Qualified SWPPP
Practitioner (QSP), No. 20145.

Experience Summary

Gene has more than 24 years of engineering and project management experience. He has experience as a project manager, construction manager, environmental engineer, field engineer, construction surveyor, soils tester, quality assurance inspector, and design engineer. He has extensive project management experience including reviewing plans and specifications and their conformance to the project scope of work, developing and monitoring project schedules, establishing a project scope of work, performing bid evaluation and cost-benefit analyses, preparing and evaluating detailed cost estimates, and monitoring project budgets. Gene is a California Qualified SWPPP Developer (QSD), has extensive experience preparing storm-water pollution prevention plans (SWPPP), and is very knowledgeable regarding the State of California's General Construction Permit for stormwater discharges.

Select Project Experience

City of Gilroy

First Street Water Main Replacement Project

Project Manager

Gene was 4LEAF's Principal-In-Charge for this \$6M waterline project that 4LEAF provided CM and Inspection services. First Street is a Caltrans-operated roadway, so considerable coordination was required with Caltrans to obtain an encroachment permit for construction. The project included:

- Installation of 8,050 l.f. of 24-inch waterline, valves, and fire hydrants, tie-in of new mains.
- Replacement of service laterals, water meters, and water meter boxes where appropriate.

Gene also led 4LEAF's team to perform a Biddability and Constructability (B&C) review of the 90% PS&E package for the project prior to construction.

City of Pacifica

Wet Weather Flow Equalization Basin Project

Project Manager

Gene was 4LEAF's Principal-In-Charge / Project Manager for this \$19 M project in which 4LEAF provided CM and inspection services for the construction phase. The project included:

- Construction of a 2.1-million-gallon wet weather equalization basin constructed to prevent discharge of untreated stormwater and sanitary sewer from the City's sanitary sewer collection and conveyance system during peak storm events
 - Construction of a perimeter 3-foot-wide slurry cutoff wall to between 60 and 70 feet below ground surface (bgs); excavation of 23,000 cyds of soil to 50 feet bgs; construction of a 2-ft-thick concrete inner liner wall; installation of 72 micropiles to 100-ft bgs; installation of all mechanical piping, electrical conduit and wiring, motor control center bldg. w/ PLC panel, discharge pumps, explosive-proof lighting, odor control piping, blowers, and GAC treatment vessel; restoration of parking lot including new sidewalks, lighting, and bio-retention basins for surface stormwater runoff.
- Installation of 1,400 feet of 24-inch HDPE pipe and construction of two diversion structures, and directional drilling HDPE piping through existing easements between two residential homes.

Tricia Baxter, P.E.

Construction Manager

Experience

18+ years

Education

M.B.A. Management Sciences Option,
California State University, Hayward

B.S. Civil Engineering, California State
University, Chico
Minor: Mathematics

Registrations

Professional Civil Engineer, State of CA
No. 64185

Professional Civil Engineer, State of NV
No. 26831

Affiliations

APWA
CMAA
ASCE

Experience Summary

Tricia is a registered Civil Engineer in California and Nevada with more than 18 years of experience in project and construction management, design, constructability review, and contract oversight and development in the transportation engineering field. Tricia has successfully managed numerous public works construction projects, and her duties have included all aspects of contract management, such as tracking submittals, equipment and materials, estimating, and scheduling.

Tricia is intimately familiar with the *Caltrans Local Assistance Procedures Manual (LAPM)* and brings experience in managing *federally-funded* roadway improvement projects. She is well-acquainted with documentation requirements and has successfully passed Caltrans audits. Tricia's past projects have included highly visible and politically sensitive streetscape, underground utility installation and relocation, and asphalt/concrete pavement projects.

Select Professional Experience

Alameda County Water District

Alvarado-Niles Pipeline Seismic Improvement Project

Project / Construction Manager

Tricia was 4LEAF's Project / Construction Manager for this \$12 million waterline replacement project along Smith Street and Alvarado Niles Road in the City of Union City. Phase 1 of this project consisted of furnishing and installing approximately 3.5 miles of 14-inch, 16-inch, and 18-inch diameter welded steel pipelines, as well as installing service laterals and meter boxes, air vacuum valves and assemblies, and a cathodic protection system. The project required close coordination with multiple stakeholders and permitting agencies including City of Union City (Union City), Union City Sanitary District (USD), Pacific Gas & Electric (PG&E), California Department of Transportation (Caltrans), Alameda County Flood Control & Water Conservation District (AFC&WCD), and Union Pacific Railroad (UPRR). The project was located along a heavily travelled roadway consisting of a downtown business district, private residences, an elementary school, and crosses both Union Pacific Railroad (UPRR).

City of Cupertino

Apple Campus 2 Public Works Mitigation Improvement Projects

Project Manager

Tricia was 4LEAF's Project Manager for the City of Cupertino on numerous Public Works improvements being performed in the City associated with the construction of the new Apple Campus. Improvements included installing new storm drain and sanitary sewer lines; relocating waterlines and other existing underground utilities; modifying and installing new traffic signals and streetlighting; and installing new landscaping, curb, gutter, sidewalk, bike lanes and asphalt concrete pavement.



Education

- BS, Civil Engineering, University of the Pacific, Stockton, 1998
- Geopier Soil Reinforcement Technical Training

Professional Registrations

- Professional Civil Engineer, State of California, No. C62900
- Geotechnical Engineer, State of California, No.2841

Certifications

- ACI Aggregate Testing Technician – Level 1, No. 01165517
- ACI Aggregate Base Testing Technician, No. 01165517
- ICC Soils Special Inspector, No. 8144930
- U.S. Army Corps of Engineers Contractor Quality Control
- Concrete Masonry Testing Technician, CMTT 6205
- F-Number Measurement using the Dipstick Floor Profiler
- CPN Radiation Safety Officer
- CPN Radiation Safety & Use of Nuclear Gauges
- Geopier Soil Reinforcement Technical Training

Years at CTS

17 (08/18/2004)

Started as inspector

2002

Professional Affiliation

- American Society of Civil Engineers (ASCE)

On-Call Contract Experience

- City of Berkeley, On-Call Engineering Services
- City of Vallejo, On-call Materials Testing and Inspection
- City of Sacramento, Geotechnical Investigation
- City of Fremont, On-Call Inspections and Materials Testing
- Sacramento Regional Transit On-Call Materials Testing and Geotechnical Consulting

Brad has more than 19 years of experience performing geotechnical engineering design and construction services for public works infrastructure related construction, including levees and flood control projects. His role on these has included performing field explorations, laboratory testing of soils, geotechnical engineering analysis (i.e. slope stability and seepage analyses using Geo-Slope software), and report preparation for over 100 projects. He has observed and inspected the geotechnical aspects of numerous projects during construction including roles as field technician, project engineer, resident engineer, and geotechnical engineer-of-record.

Over his career in the special inspections field, Brad has performed and/or supervised field explorations, field/ laboratory testing of soils, geotechnical engineering analysis, and foundation report/baseline reports/data reports for well over 100 projects. His expertise includes observing and inspecting foundations and earthwork operations, including performing oversight as Geotechnical Engineer-of-Record. Brad is CTS’ geotechnical engineer for company-wide projects. In this capacity, he performs geotechnical engineering and services clientele issues when needed. Brad is also responsible for CTS’ Sacramento laboratory. In his operational role, he provides technical support, oversight, training, geotechnical engineering services and project management.

His responsibilities also include performing quality control management of all laboratory testing and review of laboratory results, as well as summary reports for inspection services in the field to ensure conformance with project specific plans and specifications per California Building Code, Department of Transportations, American Society for Testing Materials and other various applicable jurisdictional codes.

Select Professional Experience - Bridges

City of West Sacramento, Tower Bridge Gateway Modifications, West Sacramento, CA

Brad was project manager for this \$6.5 million roadway project that involved field compaction for pavement subgrade, baserock, and asphalt. The materials were tested in accordance with Caltrans Test Methods. Brad reviewed daily reports from certified technicians and met with the project inspectors and resident engineers weekly to discuss testing and inspection protocol and interpretation results. (SF330 2008/2008)

City of West Sacramento, Patwin-Summerfield Bicycle Pedestrian Bridge, West Sacramento, CA

The 80-foot-long steel bridge will provide a direct connection between Patwin Park and Summerfield Park. CTS’ scope of services included concrete, soils, rebar, and steel fabrication shop inspections. Brad was the project engineer.



Education

- B.S. Geology, Humboldt State University, Arcata, CA, 2001

Professional Registration

- Registered Professional Geologist, California #8411, 2007
- Registered Certified Engineering Geologist, California #2500

Specialized Training

- 40-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER)

Areas of Expertise

- Quality Assurance
- Quality Control
- Geotechnical Investigation
- Drilling and Trenching
- Field Management
- Exploration Design
- Levee Evaluation
- Fault Investigation
- Geohazard Assessment
- Landslide Investigation
- Laboratory Program Design

Mike has extensive experience in the field of engineering geology and geohazard assessment. His expertise includes Quality Assurance, Quality Control, field coordination/management, field exploration, project planning, and team development. He has experience in planning and carrying out geotechnical and geohazard investigations for commercial, industrial, and residential structures along with flood control infrastructure; analysis of field and laboratory data; and development of design recommendations. He has experience in field management and construction oversight of soil- bentonite and soil-cement-bentonite slurry walls and foundation seismic retrofit for levees and dams using both conventional and in-situ deep mix methods.

His experience as a Contractor Quality Manager for multi-million-dollar projects has provided him a deep understanding of successfully managing subcontractors and meeting dynamic and complex projects specifications.

His wide-ranging experience in laboratory analysis gives him a deep understanding of soil and rock dynamics for the development of complex engineering design solutions. Mike is experienced in multi-faceted projects requiring geotechnical, geological, and environmental solutions.

Select Professional Experience- Transportation

California Department of Transportation (Caltrans) – I-5 Corridor Enhancement Project, Sacramento County, CA

The \$370M Interstate 5 (I-5) Corridor Enhancement Project in Sacramento County extends from 1.1 mile south of the Elk Grove Boulevard Overcrossing to the American River Bridge. The project will rehabilitate pavement, construct new High Occupancy Vehicle (HOV) lanes, replace a pedestrian overcrossing, construct sound walls, install new fiber optic lines, new ramp meters and extend various entrance and exit ramps. The project will improve access for carpools, vanpools and express bus services during peak period travel. The HOV lanes are needed because the I-5 corridor between Elk Grove Boulevard and the U.S. 50 interchange is experiencing recurring congestion during peak commute periods. As a member of the project team, Mike has conducted field visits to assess site conditions and determine soil classifications.

Bridges

Twelve Bridges, Lincoln, CA

Mike provided geotechnical exploration services for this project, including soil boring logging, further geotechnical consulting, site visits, and creating geotechnical reports. His team provided geotechnical input for design of the main village, commercial, residential and detention basin of this 5,000-acre, mixed-use project.



CONTRACTOR COMPLIANCE & MONITORING, INC.

www.ccmilcp.com

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CCMI STAFF RESUMES

CCMI prefers to permanently assign its staff to work with specific clients so that both the client and CCMI establish a relationship of trust and accountability. Brief descriptions of CCMI's proposed staff for the Project are included below. Additional CCMI staff are available and can be assigned as the need arises.

[Yvonne Nickles, Manager:](#)

Yvonne has been with CCMI since 2005. Her understanding of prevailing wage and public works contracting is extensive. Yvonne has worked with numerous agencies on bond funded projects and those with mixed funding where state bond funding and federal funding have created an overlap of prevailing wage compliance requirements. She has been the manager on numerous Caltrans related projects involving streets, roads and highways. CCMI and 4LEAF worked together on the \$2 million **City of Gilroy Downtown Monterey Road Rehabilitation Project** that was completed in 2020 and successfully passed a Caltrans audit.

Yvonne has a good rapport with contractors and is able to communicate concisely and effectively with agencies and contractors alike. This is particularly important when contractors, who are familiar with working on California prevailing wage projects, are confronted with additional requirements under the Davis-Bacon Act. Detailed reports to the client and the contractor are one of Yvonne's many strengths, including providing contractors clear direction as to missing or deficient items and providing the client with clear identification of potential problems and solutions.

[Jessica Finau, Manager](#)

Jessica is CCMI's longest tenured employee, starting with the company in 2003. She is one of CCMI's managers and has worked on many mixed funded and some of CCMI's most complicated projects. She has worked on projects with 175 subcontractors over a 3 year period and with projects requiring both California and federal prevailing wages. She has assisted clients through federal audits, conducted training for clients and contractors, and is one of CCMI's most knowledgeable and valued staff members.



SECTION 6

Experience and Past Experience

SECTION 6: EXPERIENCE AND PAST PERFORMANCE

Alvarado-Niles Pipeline Seismic Improvement Project
Alameda County Water District



4LEAF recently provided CM and Inspection Services for this **\$12M** waterline replacement project along Smith Street and Alvarado-Niles Road in the City of Union City. Phase 1 of this project consisted of furnishing and installing approximately 3.5 miles of 14-inch, 16-inch, and 18-inch diameter welded steel pipeline, as well as installing service laterals and meter boxes, air vacuum valves and assemblies, and a cathodic protection system. The scope of work also included performing all the associated pressure and leakage testing, disinfection, and installation of system connections (closures) to the existing water mains.

The project required close coordination with multiple stakeholders and permitting agencies including City of Union City (Union City), Union Sanitary District (USD), Pacific Gas & Electric (PG&E), California Department of Transportation (Caltrans),

Alameda County Flood Control & Water Conservation District (ACFC&WCD) and Union Pacific Railroad (UPRR). The project was located along a heavily travelled roadway consisting of a downtown business district, private residences, and an elementary school, and crosses both UPRR and I-880.



Services performed by 4LEAF included:

- Performing extensive public outreach and coordination.
- Providing daily inspections and daily report documentation of activities.
- Monitoring the contractor’s schedule and coordinating regularly with the District regarding all construction activities and impacts to the baseline and 3-week look-ahead schedules.
- Chairing and attending weekly meetings with the District, contractor, and various project stakeholders.
- Providing input to the District for change orders and extra work.
- Reporting all discrepancies requiring corrective actions to District staff.
- Collecting and maintaining digital photographs of all daily construction activities.
- Meeting with the contractor to review proposed work and schedule inspections.
- Monitoring the contractors’ daily storm water protection and coordinating special inspection and testing with the District’s third-party materials testing and special inspection firm.
- Monitoring and documenting the contractor’s work for adherence to contract plans and specifications.
- Reviewing and approving contractor monthly pay requests and make recommendations for payment.
- Reviewing contractor submittals for District-directed contract change order requests.
- Developing "punch list" items and following-up with corrective measures with the District’s staff.

Key Personnel:

Client Name Alameda County Water District
Client Contact: Chris Delp, Engineering Supervisor
Client Telephone: (510) 668-4422
Client Email: chris.delp@acwd.com
Orig. 4LEAF Fee: \$288k (Inspection Only)
Final 4LEAF Fee: \$630k (CM & Inspection)
Orig. Construction Budget: \$11,316,775
Actual Construction Cost: \$11,669,835

Tricia Baxter, P.E. – PM / CM
 Marty Alarcon – Construction Inspector
 Mark Thrailkill – Construction Inspector
Orig. Schedule: June 2019 – December 2020
Actual Schedule: June 2019 – August 2021

(District modified 4LEAF’s scope of services to include performing full-time CM and additional CM and Inspection to support Covid—related construction schedule extensions)

First Street Waterline Replacement Project

City of Gilroy



4LEAF provided CM and Inspection Services and B&C Review for this \$6M waterline replacement project. First Street is a Caltrans-operated roadway, so considerable coordination was required with Caltrans to obtain an encroachment permit for construction. The project consisted of the installation of 8,050 l.f. of 24-inch waterline, valves, and fire hydrants; tie-in of new mains to existing mains; replacement of service laterals up to existing water meters; and replacement of water meters and water meter boxes where appropriate. Permanent trench paving was completed using a special Caltrans specification, and inspections were performed per the 2015 Caltrans Standard Plans and Specifications.

Services performed by 4LEAF’s team included:

- Performing constructability review of 90% plans and specifications.
- Performing extensive Public outreach and coordination with local businesses and residents.
- Coordination w/ Caltrans for various permits.
- Providing daily inspections and daily report documentation of job-related activities.
- Continually monitoring the contractor’s traffic control to ensure compliance with the project’s traffic control plans.
- Chairing weekly meetings with the City, contractors, client, and various project stakeholders.
- Monitoring the contractors’ daily storm water protection.
- Monitoring and documenting the contractor’s work for adherence to contract plans and specifications.
- Collecting and maintaining digital photographs of all daily construction activities.
- Reporting all discrepancies requiring corrective actions to City staff.
- Meeting with the contractor to review proposed work and schedule inspections.
- Reviewing and making recommendations to the City for approval.
- Reviewing contractor submittals for City-directed contract change order requests.
- Negotiating with contractor for change orders.
- Developing "punch list" items and following-up with corrective measures with the City’s staff.



SUBCONSULTANTS:
 ✓ Construction Testing Services (CTS)

4LEAF utilized the cloud-based program Procore to all project documents (RFIs, submittals, change orders, schedules, project files, daily reports, and project photos).

Client Name: City of Gilroy
Client Contact: Faranak Mahdavi, P.E., Sr. Engineer
Client Address: 613 Old Gilroy Road, Gilroy, CA
Client Telephone: (408) 846-0256
Client Email: faranak.mahdavi@ci.gilroy.ca.us
Orig. 4LEAF Fee: \$340k
Final 4LEAF Fee: \$340k
Orig. Construction Budget: \$6M
Actual Construction Cost: \$6.5M (est.)

Key Personnel:
 Gene Barry, P.E. – PIC / B&C Review
 Mark Thrailkill – B&C Review
 Dan Mount – Construction Manager
 Anthony Fanucchi – Inspector
Orig. Schedule: April 2015 – May 2016
Actual Schedule: Feb. 2016 – May 2020

Outcome: Original B&C Review was completed on time in early 2016 but the project was delayed for two years to resolve design-related issues based on Caltrans requirements for double-containment of water line in their ROW.

Apple Campus 2 Public Works Mitigation Improvement Projects
City of Cupertino



4LEAF performed Resident Engineer (RE) and inspection services for the City of Cupertino on numerous Public Works improvement projects being performed in the City associated with the construction of the Apple Campus 2 Project. Improvements included installing new sanitary and storm drain lines, modifying traffic signals, relocating existing gas and potable and recycled waterline, intersection improvements, curb and gutter improvements, and new AC paving. Sanitary sewer improvements included installing 12 in. to 27 in. diameter sanitary sewers at depths between 7 and 20 feet. The project was inspected per Caltrans specifications.

Much of the work was performed in heavily congested sections of the City, and the contractor worked weekends and extended hours on weekdays to keep the project on schedule. Depending on the project location and level of commute traffic, there were more than 75 traffic control alternatives that our RE and inspection staff were required to inspect and ensure the contractors were implementing.

Services performed by 4LEAF included:

- Providing daily inspections and daily report documentation of job-related activities.
- Continually monitoring the contractor’s traffic control to ensure compliance with the project’s traffic control plans.
- Monitoring the contractors’ daily storm water protection.
- Attending weekly meetings with the City, contractors, client, and design engineers.
- Monitoring and documenting the contractor’s work for adherence to contract plans and specifications.
- Providing continual review of plans and specifications.
- Collecting and maintaining digital photographs of all daily construction activities.
- Reporting all discrepancies requiring corrective actions to City staff.
- Meeting with the contractor to review proposed work and schedule inspections.
- Developing "punch list" items and following-up with corrective measures with the City’s staff.

Client Name: City of Cupertino
Client Contact: Chad Mosley, P.E.
Client Address: 10300 Torre Ave, Cupertino, CA
Client Telephone: (408) 777-7604
Client Email: chadm@cupertino.org
Orig. Schedule: December 2013 - August 2018
Original 4LEAF Fee: \$3.8 Million
Final 4LEAF Fee: \$3.8 Million
Orig. Construction Budget: \$200+ Million
Actual Construction Cost: \$200+ Million

Key Personnel:
 Gene Barry, P.E. – Principal-in-Charge
 Tricia Baxter, P.E. – Project Manager
 Ryan Perry, P.E. – Resident Engineer
 Anthony Fanucchi – Construction Inspector
Final Schedule: December 2013 - August 2018



SECTION 7

Exceptions to this RFP

SECTION 7: EXCEPTIONS TO RFP

4LEAF has fully read the RFP and does not take exception to any portion of the RFP.



SECTION 8

Contractual Scope of Services

SECTION 8: CONTRACTUAL SCOPE OF SERVICES

CONSTRUCTION MANAGEMENT APPROACH

This Project will include three distinct phases: *Pre-Construction*, *Construction*, and *Post-Construction*. The following represents the typical services 4LEAF will perform for the duration of the project.

Pre-Construction Phase

During Pre-Construction, the 4LEAF team will establish immediate and routine contact and communication with the project's team including SLVWD, the contractor, utility companies, and other project stakeholders. We will take steps to ensure successful collaborations with each of these entities. We have identified the following key tasks during the Pre-Construction phase of this Project:

Kick-off Meeting

Once we have reviewed the contract documents, we will meet with SLVWD for a kick-off meeting to discuss the schedule and scope of the project. We will discuss SLVWD's specific goals and challenges, as well as appropriate staging area locations that the contractor may use during construction.

Perform Pre-Construction Project Site Condition Inspection

Using digital and/or video cameras, the 4LEAF's Construction Manager / Inspector will record the existing conditions of the Project site and area(s) of new construction before the contractor starts work, during construction, and then again at the completion of construction activities. This documentation will be a useful tool in identifying and/or assigning ownership of any damage to existing District- or privately-owned facilities once work begins. We recommend that the contractor perform the same documentation (if it isn't already a contract requirement) to adequately protect SLVWD and themselves from outside influences on the areas that they will be performing their work.



Deliverables

Videos of beginning and end of project limits.

Document Review

The first order of work for 4LEAF's Construction Manager / Inspector will be to understand the project scope and site and review the confirmed set of contract documents, including the construction drawings and specifications, addenda, cost estimates and quantities, design reports and studies, resource agency permits, utility relocations plans, etc. If there are other projects under construction within proximity to the proposed Project, 4LEAF will gather available critical information on these projects, in particular scope, schedule, and project team contact information, to allow collaboration between the project teams and allow each project to meet its schedule while maintaining public safety within each project's limits.

Project Files

4LEAF will prepare a project documentation system capable of recording, logging, storing and retrieving information pertaining to all technical, financial, and administrative aspects of the project. 4LEAF has utilized a wide-variety of document control systems including the cloud-based system Procore and Microsoft SharePoint.

Pre-Construction Meeting

The 4LEAF team will conduct a pre-construction conference with the project team including SLVWD staff, the contractor and subcontractors, and other interested parties. Some of the topics to be discussed at the pre-construction conference will include:

- Performing introductions and identifying roles/responsibilities.
- Discussing lines of communication and authority for SLVWD's, contractor's and consultant's personnel.
- Identifying the status of notifications made to underground utilities and protocols for submitting notices to Underground Service Alert (USA).
- Coordination with other projects under construction within the area.
- Establish a collaborative role of every worker onsite as to maintaining the public's safety.
- Identifying construction phasing, scheduling and staging information including where contractor may stage equipment and materials during the project.
- Discussing material inspection requirements and coordination.
- Discussing cooperation with the public, minimizing public traffic delays, allowable work hours and procedures for public work notices and any signage that will need to be installed along the project route.
- Discussing construction staking and traffic handling.
- Discussing the contractor's Baseline Schedule.
- Discussing required contractor submittals.
- Discussing procedures for submitting and approving contractor pay requests and anticipated dates pay requests are typically paid by SLVWD (e.g. 2nd Tuesday of every month, etc.).
- Discussing process for submitting requests for information (RFIs), change orders, submittals, etc.
- Discussing mobilization and any additional issues that need to be resolved before work commences.

Deliverables

- Meeting agendas and minutes.

Construction Phase

4LEAF's Construction Manager / Inspector will perform on-site inspections to check the quality and quantity of the work performed by all trades and guard SLVWD against defects and deficiencies in the work by the contractor. As necessary, the 4LEAF team will inspect construction means, methods, techniques, and sequences to evaluate the contractor's compliance with the intent of the construction documents and recommend necessary remedial action to the contractor as required.

Progress Meetings

4LEAF's Construction Manager / Inspector will schedule, prepare agendas for, chair, and provide minutes for all meetings including the weekly progress meetings, monthly meetings with SLVWD, as well as any additional stakeholder meetings that may be necessary to successfully complete the project.

The *weekly progress meeting* will be used to review the contractor's 3-week look ahead schedule (highlighting critical project activities, operations, and necessary coordination), open issues, status of submittals and open RFIs, deficient work, SWPPP concerns, and safety concerns.

Review Contractor Submittals

The contractor will be required to prepare detailed submittal items [such as emergency contacts, phased traffic control plans, baseline schedule, a SWPPP, etc.] prior to the start of construction. 4LEAF will prepare and maintain a detailed submittal log and perform a timely, thorough review of all submittals as they are submitted by the contractor prior to either approving the submittal for use on the project or prior to forwarding them on to the

designer of record for their review and approval. If a submittal needs to be reviewed and approved by the designer of record, our review prior to forwarding it to the designer of record will provide a “sanity check” of the submittal before the designer spends time reviewing the submittal. This will streamline the submittal process for all parties, preventing the designer of record from wasting their time reviewing a submittal that may not meet contract requirements. The submittal log will be tracked, and status will be updated at each weekly progress meeting with “Ball in Court” status indicating whose action is required to move the submittal process along as efficiently as possible. These procedures will be followed for the request for information (RFI) process as well.

Deliverables

- Logs for submittals and RFIs, including BIC identification.

Construction Management, Field Inspection, and Quality Assurance

4LEAF’s Construction Manager / Inspector will observe and monitor the progress of the work in accordance with the plans, specifications, and contract documents and in alignment with the construction schedule; including work that affects the SWPPP. Progress photos will be taken, and daily inspection reports will be prepared using the report format required or requested by SLVWD. The information on the daily reports will include but will not be limited to: weather, shift hours, traffic controls that are in place (both vehicular and pedestrian), SWPPP erosion control measure conditions, work activities, labor and equipment hours, work complete, quantities, and other related information and discussions.

4LEAF’s Construction Manager / Inspector will prepare Weekly Statement of Working Days (WSWD) reports each week providing a snapshot of the project progress including contract time elapsed, weather conditions, working and non-working days counted for the week, time extensions, computation of current Estimated Completion Date, and controlling operations progress made for the week. As controlling operations are performed, 4LEAF’s Construction Manager / Inspector will collect certificates of compliance, asphaltic concrete (AC) weight tags, concrete batch tags, and bills of lading for materials delivered to the site. Our Construction Manager / Inspector will then compare these documents to the approved submittals before allowing the materials to be used on the project. Although the 4LEAF team would not be contracted to be the project safety officers; we would make the contractor aware of any unsafe condition that we notice on the job site throughout the life of the project.

4LEAF’s Construction Manager / Inspector will do a thorough review of the contractor’s monthly progress payment requests to ensure SLVWD is only making payments for work completed each month. The monthly measurements and calculations will come from the quantities measured and reported on 4LEAF’s daily reports. Before the start of construction, 4LEAF and the contractor will develop a procedure that is acceptable to SLVWD for submitting and reviewing monthly progress payments and the final payment. We will review the contractor’s schedule of values for bid items and segregate them into a form that is acceptable to SLVWD for reimbursement. The 4LEAF team will review the contractor’s payment requests and will compare them to the quantities calculated and measured on the Quantity Data Sheets. If payment for materials on hand is allowed in this contract, we will verify the materials on the job site, or coordinate with the contractor for source verification at the time of the payment request.

After 4LEAF and the contractor agree on the monthly progress payment amount, 4LEAF’s Construction Manager / Inspector will prepare the final progress payment request using the form and procedure previously approved by SLVWD (showing work completed each month, work completed to date, percentage complete for each item, and any applicable deductions to the net payment) for approval and execution by SLVWD. Additionally, 4LEAF will provide a project progress summary in the monthly status report. This summary will include percent of budget spent and percent of working days used.

Deliverables

- Daily Inspection Logs.
- Weekly Statements of Working Days

Public Outreach

Although public works improvement projects will encounter standard construction issues, our experience and knowledge of how to address these types of issues places those in the manageable category and are inherent to the job. Completing the construction process alone is not enough to deliver a successful project. During construction, the project must minimize the impact to the community to gain their trust in meeting SLVWD's commitment to them. Public streets typically experience vehicular and pedestrian traffic. With our experience managing the construction of these types of projects, we understand the need to communicate effectively with the public, keep them informed of planned activities and when schedules change, and address their concerns in a timely manner. Public forums and other advanced notices are a great start for the community at large; however, once construction begins it becomes more of an individual effort as the residents will be more concerned with the direct impact to them as opposed to the community in general.



4LEAF's field staff can assist SLVWD with public outreach activities by making an initial site visit to each residence and provide them with contact information. Follow-up visits are in order once the contractor's 3-week look-ahead schedule is provided, and we know the exact dates of when work will directly impact their location. Individual residences need to know when they will be directly impacted and that we will listen to their concerns including that access to their residence will be maintained, traffic controls will be monitored and maintained throughout the project, construction noise will be minimized to the extent possible and only allowed during approved hours, access to parking will be maintained per the project's requirements, etc. They need to know we care about their concerns and will do whatever possible to minimize the impact.

Traffic Control

Traffic control is a key issue in maintaining safe conditions on any public works improvement project and keeping positive relations with the public. Our staff will not only provide sufficient notification to property owners of upcoming work and the work hours but will also ensure the contractor performs the work when scheduled.



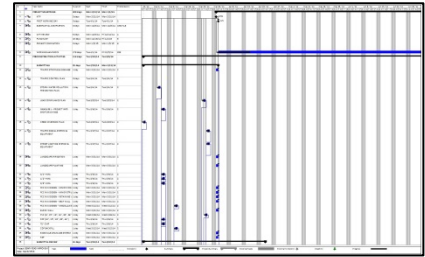
4LEAF's on-site staff will continuously monitor the contractor's traffic control measures and ensure they are in place before the start of each workday, maintained throughout the workday, and in place at the end of each workday. This will include ensuring the contractor provides all the required notification signage and the appropriate number of flagmen. If necessary, 4LEAF will request police patrol to enforce safe traffic speeds during construction throughout the project limits.

Schedule Management

The 4LEAF team will perform a detailed review of the contractor's baseline schedule to ensure all the controlling operation's durations, critical path, and order of work follow a logical sequence to the project completion. We will then monitor the contractor's progress throughout the project and compare it to their baseline schedule, so we can identify any deviations of the contract completion date as soon as possible; therefore, giving the contractor ample time to develop and present their plan on getting the project back on schedule.

To accomplish tasks in the time frame allotted and to further ensure the success of the project, we will do the following to provide good schedule management throughout the project:

- We will consistently review and monitor the project schedule to ensure the contractor is updating the schedule frequently and providing 3-week look-ahead schedules. We will request updates as appropriate, and track delays or accelerations based on actual contractor operations.
- We will continually assess critical project items to assist in determining the best use of schedule float in the contractors' critical path method (CPM) schedules to avoid down time.
- We will coordinate regularly with SLVWD regarding all construction activities and impacts to the baseline and 3-week look-ahead schedules.
- We will recommend introducing various phasing options to deal with potential worst-case scenarios in scheduling for the project such as concurrent project delays, inclement weather delays, etc.
- We will include "what if" meetings as the project progresses; for example, what if we accelerate a portion of construction- how would that affect the overall CPM.



If schedule slippage occurs, we will immediately meet with the contractor to discuss ways in which to accelerate other portions of work. Another way to accommodate slippage in the schedule is to re-sequence work to make up for lost time.

Cost Management

Progress payments from the contractor will be reviewed, verified, and processed with recommendations for action. Payment requests, which must be returned to the Contractor, will be returned with a written explanation of any deficiencies in the payment request. *Other financial controls 4LEAF will provide include the following:*

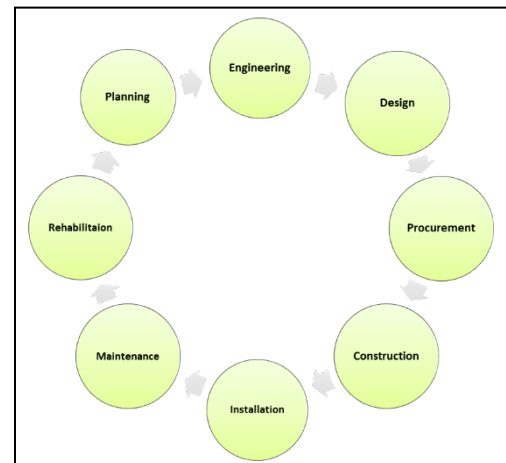
- We will review the project budget continually, performing "what if" scenarios to better manage costs and cash flow as the project moves forward.
- We will establish, implement and maintain cost monitoring and control procedures.
- We will carefully document all information related to manpower, equipment, and time for extra or force account work.

Quality Assurance

We understand that an effective **Quality Assurance (QA) / Quality Control (QC) Plan** is absolutely necessary in order to deliver a quality project - and that the plan has a place in each stage of the project's life. The accompanying graphic illustrates how Quality Assurance and Quality Control are at the heart of a project.

We believe that quality must be maintained as the ultimate priority of every person involved in a project. Without quality, the other elements of the project simply don't matter.

We agree with the definition of an effective Quality Management System as "not just one where good products and services are delivered" rather, an effective Quality Management System is one that continuously seeks to improve the products and services being delivered and the delivery processes used by the organization.



4LEAF's commitment to SLVWD is we will work alongside you to implement project specific Quality Assurance and Quality Control procedures that will not only meet but will surpass project quality standards.

- We will ensure the contractor is in compliance with SLVWD's QAP at all times.
- We will monitor and assist with QA deviations, and non-compliance actions until resolved.
- We will systematically and continually review inspection procedures and activities for compliance with procedures.
- We will implement and maintain effective procedures to ensure that all construction work complies with the requirements of the construction contract.
- Our QA program will emphasize both preventative and verification activities. We will conduct and formally document verification processes, including both daily and weekly review of documents and maintenance of checklists and/or logs for control of documentation.
- We will provide inventory control for any owner furnished equipment or materials, including logging in equipment, conducting inspections, verifying materials and quantities, material disbursement and equipment log out.
- We will oversee construction contractors' testing, including frequency of tests and retests, and we will verify that the results meet the applicable contract specifications and SLVWD's QAP.
- We will maintain test reports and logs for verification of tests performed.
- We will maintain a non-compliance report (NCR)/log and verify resolution of all issues.

Quality Assurance Materials Testing

4LEAF will coordinate and schedule special inspections and materials testing with our team firm, CTS, for as-needed materials testing and special inspections. These inspections will be conducted per the Project's or relevant District or other jurisdiction's standard specifications and additional Project specific quality assurance requirements. 4LEAF will receive documentation for all tests, including retests, and observe and document the testing. We will notify the contractor immediately of any non-compliant test results and maintain test reports and logs of any verification tests performed.

Deliverables

- Testing results.

Contractor Compliance

4LEAF's team firm, CCMI, will support our team by providing Labor Compliance for the Project. CCMI will review certified payroll for compliance with State and Federal regulations; monitor the subcontractors for compliance with the subcontractor listing; notify SLVWD if necessary; and monitor compliance of federal wage requirements, DBE requirements, etc.

Deliverables:

- Monthly Labor Compliance Reports for Contractor and Subcontractors

Contract Modifications, Extra Work, Change Orders, and Claims

4LEAF will meet with SLVWD to discuss utilizing any existing change order tracking systems that are currently in place as well as suggest protocols for use on the project. Using Caltrans standards, 4LEAF will provide SLVWD with assurance that the contractor is not presenting requests for change orders that are already included in the original scope of the contract. Our Construction Manager / Inspector will meet face-to-face with the contractor’s representative to gather more information on the nature of the potential change order. Quite often, a contractor only has a general knowledge of the plans and specifications and an item they feel is a change order may indeed be part of the plans and specifications that they were not aware of. We will ensure all potential changes and extra work requests to the contract have been reviewed and evaluated for cost and times impacts, and properly justify a response to the contractor. 4LEAF’s Construction Manager / Inspector will review requests for change orders and extra work requests from the contractor for contractual and technical merit and prepare independent cost estimates and schedule analysis for the proposed work. If directed by SLVWD, 4LEAF can negotiate change orders on behalf of SLVWD and prepare all required documents for execution by SLVWD and the contractor. 4LEAF’s Construction Manager / Inspector will keep SLVWD informed of the cumulative cost and time impacts to the contract through a CCO log that will be updated upon execution of each change order. 4LEAF will take no action without the review and approval from SLVWD.

CHANGE ORDER

Date: _____ Change Order No.: _____

[Contractor/Remodeler Name] is directed to make the following changes:

Reason for Change: _____

Cost for Change:

Original Contract Amount:	\$ _____
Total Prior Changes:	\$ _____
Total Amount of This Change:	\$ _____
Total Contract Amount With All Changes:	\$ _____

Time for Change:

Original Estimated Completion	_____
New Estimated Completion Date With All Change Orders	_____

[Contractor/Remodeler Name]

By: _____

Its: _____

[Owner]

We pride ourselves on maintaining positive working relationships with the contractors that we work with, resulting in addressing most issues early enough to avoid potential claims. There will be times, however, that mutual agreements on issue resolution cannot be achieved. At that point the contractor may issue a Notice of Potential Claim. If we become aware of a potential claim, 4LEAF will require the contractor to submit documentation supporting the claimed delay (including a time-impact analysis).

The 4LEAF team will compare the contractor’s initial baseline schedule, revised schedules, actual time of work activity, the contractor’s operational efficiencies, and the inspector’s daily reports to determine the source and contractual responsibility for all delay claims. If the analysis results in a resolution that favors the contractor’s stance on the issue, a CCO will be recommended. If this action does not adequately resolve the potential claim, 4LEAF’s Construction Manager / Inspector will generate and compile all backup data, copies of reports and correspondence that pertain to the Notice of Potential Claim on the issue. We will include this backup data in a claim settlement report package in case the contractor goes through a claim on the unresolved issue. All such packages will be forwarded to SLVWD with a cover letter with the facts as 4LEAF sees them and recommend actions, if any. A log of Notices of Potential Claims will be prepared and updated for discussion at regular SLVWD meetings and/or weekly progress meetings. We will work with the contractor on every unresolved issue throughout the life of the project with the goal of coming to a mutually agreeable resolution with the contractor prior to it escalating to higher levels of management.

Post-Construction Phase

The post-construction and contract closeout phases consist of three distinct closeout elements: physical closeout, document closeout, and fiscal closeout.

Physical closeout consists of a series of inspections performed to document that the work is complete to one of two levels: (1) Substantial Completion – when work, or a designated portion of the work, is sufficiently complete

that the client or the public may utilize it; or (2) Final Completion – acceptance by the client that the project is completed in full. Applicable certificates will be issued at each stage of completion, and punch lists will be updated during each inspection.

Document closeout is the process of assembling and transferring the required contract files from 4LEAF to the SLVWD when the contract is complete. Documents typically include punch list, project correspondence, change orders, change notices, RFIs, submittals, warranties, and claims. 4LEAF will prepare a completion report that includes all the necessary documents and provide a hard copy and electronic copy of the report to SLVWD. 4LEAF's Construction Manager / Inspector will compare the contractor's "as-builts" to his as-builts and will submit drawings to the designer.

Fiscal closeout includes the review of contract administration (submittal log, RFI log, punch lists, etc.), accounting, and financial functions to confirm they are coordinated with physical closeout functions to ensure that no outstanding financial liability is present after the final payments / retentions are made to the contractor.

Deliverables

- Closeout Documents: punchlist, project correspondence, change orders, RFIs, submittals, warranties, and claims.

PRELIMINARY CONSTRUCTION MANAGEMENT SCHEDULE

Task	2021		2022											
	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.
Advertise and Bid Project / Issue NTP to Contractor.	█	█												
Contractor Submits Baseline Schedule Within 10 Work Days of SLVWD Issuing NTP					█									
Review CM Proposals and Issue NTP to CM Firm.			█	█										
Pre-Construction Phase.														
Kick off Meeting with SLVWD					█									
Pre-Construction Project Site Inspection / Document Review					█									
Pre-Construction Meeting					█									
Construction Phase.														
Mobilization / Site Demolition.					█									
Traffic Control, Tap Existing Pipelines, Construction Burried 8-inch and Bridge Supported 8-inch Pipe					█	█								
Post-Construction Phase.														
Final Punch Inspections / Project Closeout.								█						
Contractor Demobilization.								█						
Document / Fiscal Closeout / Prepare Completion Report.								█						



SECTION 9

Insurance

SECTION 9: INSURANCE

4LEAF can meet the insurance requirements as described in this RFP.



SECTION 10

Total Professional Fee and Fee Schedule

**Estimated Fees to Provide Professional Construction Management Services
on the Glen Arbor Bridge Pipeline Replacement Project
on the behalf of the San Lorenzo Valley Water District**

Task	Sub Task	Task Description	PIC / Project Manager (4LEAF)	Construction Manager / Inspector - RT (4LEAF)	Construction Manager / Inspector - OT (4LEAF)	Public Works Inspector Apprenticeship	Total Hours Per Task	Cost Per Task	Notes
		Hourly Rate	\$185	\$153	\$207	\$92			See Notes (a), (b), & (c).
1		<u>Preconstruction Phase</u>	Hours	Hours	Hours		Hours		
	1a	Attend Teleconference Kickoff Meeting w/ Client.	2	2	0		4	\$676	
	1b	Perform Pre-Construction Project Site Condition Inspection.	0	8	0		8	\$1,224	
	1c	Review Project Documents.	0	8	0		8	\$1,224	See Note (d).
	1d	Prepare for and Attend Pre-Construction Meeting.	0	16	0		16	\$2,448	
	1e	Process Contractor Early Submittals.	0	16	0		16	\$2,448	
	1f	Project Management.	2	0	0		2	\$370	
		Task 1 Subtotal:	4	50	0		54	\$8,390	
2		<u>Construction Phase</u>	Hours	Hours	Hours		Hours		
	2a	Perform Construction Management & Inspections.	0	240	30		270	\$42,917	See Note (e).
	2b	Project Management.	2	0	30		32	\$6,567	
	2c	Materials Testing / Special Inspections (CTS).						\$12,688	
	2d	Contractor Compliance Monitoring (CCMI).						\$1,500	
	2e	Subconsultant Administrative Processing Fee (10%).						\$1,419	
		Task 2 Subtotal:	0	240	30		270	\$65,090	
3		<u>Post Construction Phase</u>	Hours	Hours	Hours		Hours		
	3a	Final Inspections, Red-Lined Drawings, and Project Closeout.	0	40	0		40	\$6,120	
	3b	Project Management.	4	0	0		4	\$740	
		Task 3 Subtotal:	4	40	0		44	\$6,860	
		Subtotal (4LEAF):	8	330	30		368	\$80,340	
5		<u>Public Works Inspection Apprenticeship (if Required)</u>	Hours	Hours	Hours	Hours	Hours		
	5a	Provide Public Works Inspection Apprentice	0	0	0	24	24	\$2,208	See Notes (a) and (b).
		Task 5 Subtotal (Apprentice Only)	0	0	0	24	24	\$2,208	
		TOTAL (4LEAF + Apprentice if required)	8	330	30	24	392	\$82,548	

Notes:

- (a) Assumes project will require compliance with California Prevailing Wage rate requirements under SB 854, and the Client will be required to file a PWC-100 Form to the California Department of Industrial Relations for the project.
- (b) Per the new requirements being enforced under SB 854 and because it is assumed that a PWC-100 Form will be filed by the Client to the CA DIR, 4LEAF is required to notify an authorized Apprenticeship Committee through submittal of a DAS-140 form. We are then required to make an official request to an authorized Apprenticeship Committee for an apprentice by submitting a DAS-142 form. We are not assured the apprenticeship committee will be able to provide a suitable / qualified apprentice for the project. Per the apprenticeship requirements, the hours worked by the apprentice must be in a ratio of 1:5 for apprentice to journeyman hours. Hours are included as a placeholder in the event that an apprenticeship for a public works inspector is required and dispatched by the apprenticeship committee. We have assumed the public works apprentice assigned to the project will be classified as a Period 1 Apprentice as defined by the DIR's Wage Determination dated 8/19. In the event that a higher classification apprentice is assigned to the project, we will contact the Client to request a change order for this line item.
- (c) 4LEAF staff will be supplied with typical tools of the trade to perform their daily tasks (e.g. cell phone, laptop computer, and PPE).
- (d) Not intended as a Biddability and Constructability Review. Only includes a review of the project plans, specifications, studies and reports for project staff to get up to speed with project prior to the Pre-Construction meeting.
- (e) At the time of preparation of this estimate, no construction schedule was available for review. 4LEAF assumed 8 hrs/day at regular time rate for CM / Inspector to provide CM and Inspection Services for 30 working days during construction phase with an anticipated construction start date in March / April 2022. Assumes 1 hour of OT per day during construction phase to ensure contractor sets up and takes down traffic control at the start and end of each day. Does not include any additional hours for overtime, weekend, holiday, or nighttime work. If additional overtime, weekend, holiday, overtime, or nighttime work are required, the requirements for these hours will be billed in accordance with California Prevailing Wage Law. If construction duration extends past 30 working days, 4LEAF will submit a budget amendment request and hours will be billed in accordance with 4LEAF's 2022 Standard Fee Schedule.



2022
SAN LORENZO VALLEY WATER DISTRICT
GLEN ARBOR BRIDGE PIPELINE REPLACEMENT PROJECT

Program Management Services*

Principal-in-Charge / PM \$185 per hour

Construction Management / Inspection Services*

Construction Manager / Public Works Inspector (Regular Time)	\$153 per hour
Construction Manager / Public Works Inspector (Overtime)	\$207 per hour (see Notes A, B, C, & D)
Public Works Inspector Apprentice	\$92 per hour (see Notes A, B, C, & D)

****All Fees Subject to Basis of Charges Notes E thru J except where noted. Rates shown are for January 1, 2022 through December 31, 2022 and are subject to an Annual Escalation of 3% starting on January 1, 2023.***

BASIS OF CHARGES

- A. Rates shown assume the projects will require compliance with California Prevailing Wage rate requirements and assumes the Client will be filing a PWC-100 Form to the California Department of Industrial Relations (DIR) for the projects.
- B. Rates for prevailing wage categories are subject to annual escalations in accordance with the bi-annual wage determinations from the California DIR. Rates based on California DIR's wage determinations dated August 2020.
- C. Per the new requirements being enforced under SB 854 and because it is assumed that a PWC-100 Form will be filed by the Client to the CA DIR for each project, 4LEAF is required to notify an authorized Apprenticeship Committee through submittal of a DAS-140 form. We are then required to make an official request to an authorized Apprenticeship Committee for an apprentice by submitting a DAS-142 form. We are not assured the apprenticeship committee will be able to provide a suitable / qualified apprentice for the project. Per the apprenticeship requirements, the hours worked by the apprentice must be in a ratio of 1:5 for apprentice to journeyman hours. 4LEAF will not know the labor classification of the Public Works Apprentice until an Apprentice is dispatched to the site; therefore, the rates for the five Periods listed under the California DIR's Wage determination for Building Construction Inspector issued August 2021 were used to determine the range of Calendar Year 2021 hourly rates for Public Works Inspector Apprentice.
- D. Pre-approved Overtime and Premium hours for labor categories subject to Prevailing Wage requirements will be charged per the following:

- Night time (work begun after 4PM or before 5AM)	1.125 x hourly rate
- Overtime (over 8 hour M-F or Saturdays)	1.35 x hourly rate
- Overtime (over 8 hours Sat or 1 st 8 hour Sun)	1.85 x hourly rate
- Overtime (over 8 hours Sun or Holidays)	2.35 x hourly rate
- E. All invoicing will be submitted monthly.
- F. All work with less than 8 hours rest between shifts will be charged the appropriate overtime rate.
- G. Subconsultant Invoices will be assessed a 10% Administrative Processing Fee.
- H. Project-related mileage for inspections will be billed at the allowable IRS Rate.
- I. Payment due on receipt. All payments over 30 days will be assessed a 1.5% interest charge.
- J. Client shall pay attorneys' fees, or other costs incurred in collecting delinquent amounts.
- K. Client agrees that 4LEAF's liability will be limited to the value of services provided. Client shall pay attorneys' fees, or other costs incurred in collecting delinquent amounts.
- L. Client agrees that 4LEAF's liability will be limited to the value of services provided.



PRELIMINARY ESTIMATE: QAP MATERIAL TESTING

DATE: 12/01/21
PROPOSAL No.: P20920
CLIENT: 4LEAF, INC. ATTN: GENE BARRY
PROJECT: PIPELINE REPLACEMENT IN GLEN ARBOR BRIDGE, CONTRACT N/A
LOCATION: BOULDER CREEK, CALIFORNIA, SANTA CRUZ COUNTY, CALIFORNIA

ITEM: I ONSITE TESTING & INSPECTIONS	ESTIMATED DAYS	ESTIMATED HOURS	UNIT PRICE	ESTIMATED TOTAL
GEOTECHNICAL SERVICES				
TRENCH BACKFILL/COMPACTION	6	4	\$125	\$3,000
A/C COMPACTION	2	4	\$125	\$1,000
PORTAL TO PORTAL MILEAGE FOR NUCLEAR GAUGE USE	8	3	\$125	\$3,000
PORTAL TO PORTAL TRAVEL TIME FOR NUCLEAR GAUGE USE	8	120	\$0.56	\$538
<i>Preliminary Sub-Total of Onsite Testing & Inspection (approx.)</i>				\$7,538

ITEM: III LABORATORY TESTING & ENGINEERING	ESTIMATED UNITS/HOURS	UNIT PRICE	ESTIMATED TOTAL
EARTHWORK/GEOTECHNICAL TESTING FOR SUBGRADE, SAND BED, CL 2 AGG			
MAXIMUM WET DENSITY (CT 216)	3	\$200	\$600
HOT MIX ASPHALT TESTING			
THEORETICAL MAX DENSITY (CT 309)	8	\$250	\$2,000
SAMPLE PICKUPS (TRIP CHARGE)	6	\$125	\$750
ENGINEERING REPORT REVIEW (HOURLY)	2	\$150	\$300
PROJECT MANAGEMENT (HOURLY)	2	\$150	\$300
FIELD SUPERVISION (HOURLY)	4	\$150	\$600
ADMINISTRATION (HOURLY)	4	\$150	\$600
<i>Preliminary Subtotal of Laboratory Testing & Engineering (approx.)</i>			\$5,150
Total Preliminary Estimated Fees			\$12,688

No contingency is budgeted by CTS for uncontrollable overtime, union or prevailing wage increases and unforeseen requirements that may arise in the specifications, as well as for work over the estimated hours. Owner should budget appropriate amount for budgetary purposes.
 Estimate based on APPROVED plans by FREITAS & FREITAS, dated SEPTEMBER 2021. No construction schedule was available at the time this estimate was prepared. See attached fee schedule for basis of charges.
 See attached fee schedule for basis of charges.
 The liability of Construction Testing Services (CTS) is limited to CTS's contract value.
 Estimate includes portal to portal travel time for nuclear gauge transport from laboratory per requirements of the CA Radiological Health Branch.



2021 FEE SCHEDULE - P20920 12/01/2021
PERSONNEL FEES AND BASIS OF CHARGES
INSPECTIONS, ENGINEERING & SPECIAL SERVICES

	Standard Rate/Hour	Discounted Rate/Hour
* FIELD INSPECTION AND LABORATORY SERVICE		
Steel Visual	\$225.00	
Nondestructive - UT, MT, PT	\$230.00	
Steel Visual/UT Combination	\$230.00	
Concrete ACI	\$225.00	
Concrete ICC	\$225.00	
Masonry	\$225.00	
Fireproofing	\$225.00	
Shear Wall Nailing/Framing/Hold Downs	\$225.00	
Soil Technician w/Nuclear Gauge and/or Sand Cone (<i>portal-to-portal</i>)	\$225.00	\$125.00
Asphalt Technician (<i>portal-to-portal</i>)	\$225.00	\$125.00
Shoring/Soldier Piers	\$225.00	
Roofing & Waterproofing	\$225.00	
Multi-Disciplined Inspector	\$225.00	
Inspector Requiring G1 Pay Grade	\$275.00	
Specialty Inspector or Where Formal Certification is Required	\$225.00	
Field Inspector with Special Enhancement	\$225.00	
Safety Manager/Safety Inspector/Jobsite Safety Accountability Supervisor (JSAS)	\$500.00	
Laboratory Technician	\$225.00	
Technician Typist	\$225.00	
**PROFESSIONAL ENGINEERING SERVICES		
Principal Engineer (Civil/Structural)	\$360.00	
Geotechnical Engineer	\$315.00	
Professional Geologist	\$300.00	
Consulting Engineer (Civil/Structural)	\$295.00	
Associate Engineer, Licensed	\$255.00	
Project Manager	\$225.00	
Staff Engineer	\$225.00	
Field Supervision	\$225.00	
ASNT Level III	\$275.00	
Drafting	\$160.00	
Quality Control Manager	QOR	
SPECIAL SERVICES		
Portable and Mobile Laboratories, NDT and Soils	QOR	
* Epoxy Bolt/Expansion Anchor - Installation Observation	\$225.00	
* Epoxy Bolt/Expansion Anchor Proof Load Testing (<i>portal-to-portal</i>)	\$225.00	
* Coring, 1 Person (including equipment) (<i>portal-to-portal</i>)	\$300.00	
* Coring, 2 Persons (including equipment) (<i>portal-to-portal</i>)	\$455.00	
* Asphalt Coring (<i>portal-to-portal</i>)	\$325.00	
Project Research	QOR	
Ultrasonic Testing for Non-Metallic Materials	QOR	
Pavement Rehabilitation Analysis Using Deflections	QOR	
Roof Moisture Survey	QOR	
Soil Drilling Equipment	QOR	
Geotechnical Site Investigations/Foundation Reports	QOR	
Pachometer, Schmidt Hammer, Windsor Probe, Skidmore - Equipment Fee \$115/Day (<i>portal-to-portal</i>)	\$300.00	
Ultrasonic Pulse Velocity Testing - Equipment Fee \$250/Day (<i>portal-to-portal</i>)	\$650.00	ASTM C597
Floor Flatness Testing FF/FL - Equipment Fee \$115/Day (<i>portal-to-portal</i>)	\$300.00	
Measuring Moisture Vapor Emission Rate (Calcium Chloride) - \$55/Kit (<i>portal-to-portal</i>)	\$300.00	ASTM F1869
Relative Humidity Testing - \$75/Kit (<i>portal-to-portal</i>)	\$300.00	ASTM F2170
Ferrosan - Equipment Fee \$115/day (<i>portal-to-portal</i>)	\$300.00	
GPR - Equipment Fee \$115/day (<i>portal-to-portal</i>)	\$375.00	
Administration, Secretarial, Special Projects, Notary, Certified Payroll	\$175.00	
Concrete/Grout/Mortar Mix Design Review (less than 48 hours notice - \$500)	\$350.00	
Welding Procedure Review (less than 48 hours notice - \$500)	\$350.00	
Procedure Qualification Record (PQR) - Standard Procedure (document fee)	\$500.00	
Welding Procedure Specification (WPS) - Standard Procedure (document fee)	\$500.00	
Welder Qualification Test Record (WQTR) - Standard Procedure (document fee)	\$500.00	
DSA Interim Reports	\$185.00	
Geotechnical Pad Letter (less than 48 hours notice - \$550)	\$350.00	
Final Letter (less than 48 hours notice - \$550)	\$350.00	
EXPERT WITNESS TESTIMONY		
Court appearance, per day	\$2,500.00	
Court appearance, per half day	\$1,500.00	

* Field inspection and laboratory technician services will be billed in accordance with minimums shown on Basis of Charges.
**Professional engineering services will be billed in two hour increments.



BASIS OF CHARGES

GENERAL

Fees for tests and inspection include cost of technician, normal equipment and regular reports. Engineering services will be charged at applicable rates and will require travel and mileage charges for equipment transport and storage per code (portal to portal) from the nearest CTS laboratory. Soils testing with nuclear gauge and/or sand cone equipment and inspections requiring equipment will require applicable travel and mileage charges for equipment transport and storage per code (portal-to-portal) from the nearest CTS laboratory. Fees for special projects, services overseas, or elsewhere in the United States, will be quoted on request. With prior notification to Client; charges are subject to change at any time. Construction Testing Services reserves the right to adjust the rates quoted in this contract based upon any Union or prevailing wage increases and/or changes in any industry requirements.

MINIMUM HOURLY CHARGES – INSPECTION

Technician personnel and the following minimum charges are contractual commitment:

One-half day or less	4 Hours
Over one-half day	8 Hours
Show-up time (less than 2 hours notice = 4 hour charge)	2 Hours

WORKING HOURS AND PREMIUM TIME

Regular workday is the first 8 hours between 6:00 am and 6:00 pm Monday through Friday. Premium time is as follows:

Overtime, Weekdays and Saturdays (first 8 hours)	1.5 x quoted hourly rate
Overtime Saturdays (over 8 hours) and Sundays (first 8 hours)	2 x quoted hourly rate
Overtime Sundays (over 8 hours) and Holidays	3 x quoted hourly rate
Shift differential, swing and graveyard - (Work performed between 2:00 pm and 4:00 am)	12.5%/hour additional to base or quoted rate.

MISCELLANEOUS CHARGES - Only Where Applicable

Notary Services Fee	\$40.00/each	
Facsimile Charges. Plus \$1.00/page (n/c for cover page)	\$7.00/minimum	
Wireless Router/Data Card for Jobsite Internet	\$135.00/day	
iPad Monthly Rental Fee	\$100.00/month	
Electronic Reporting Fees/Subscriptions (PlanGrid, BIM, etc.)	At Cost	
Parking Fees	At Cost	
Air Travel	Cost Plus 10%	
Outside Services	Cost Plus 20%	
Subsistence (per Union contract)	\$130.00/day	
Subsistence Premium: Meal Allowance (over 100 miles one way) (per Union contract)	\$30.00/day	
Subsistence Premium: Meal Allowance (over 150 miles one way) (per Union contract)	\$85.00/day	
Mileage	Standard Federal Rate	
Sample Pickup	\$30.00/each	\$125.00/trip
Weekend Sample Pickup	\$110.00/each	
Project Administration	15% of Monthly Invoice	Included in Rates
Samples Made by Others: Concrete Cylinders	\$130 + Test	
Samples Made by Others: All Other Tests	\$55.00 + Test	
Laboratory Sample Witness Fee	\$130.00	
Laboratory Sample Storage Fee (per sample)	\$120.00	
EZ Cure Boxes (Thermostatically Controlled Curing Boxes)	QOR	
Returned Check Fee	\$150.00	

TESTS

Testing fees shown include normal time for performing test. Samples requiring special preparation will be charged at the laboratory technician rate. Fees for tests not listed will be quoted upon request. There will be a minimum charge of \$100.00 for any engineering report. Please note some tests maybe tested by subconsultants. Samples delivered to the laboratory after 3:00pm or samples needing results within 24 hours will incur a 50% mark-up.

INSURANCE

The liability of Construction Testing Services (CTS) is limited to CTS's contract value.

PAYMENT

Invoices will be submitted monthly or bimonthly for services performed during the preceding month and are payable on receipt. Interest of 1.5% per month (but not exceeding the maximum rate allowable by law) will be payable on any amounts not paid within 30 days, payment thereafter to be applied first to accrued interest and then to the principle unpaid amount. Attorney's fees or other costs incurred in collecting any delinquent amount shall be paid by client. Visa, MasterCard and American Express payments are accepted however fees will apply. Visa and MasterCard payments require an additional 3% on top of the amount of the invoice being paid. American Express payments require an additional 4% on top of the amount of the invoice being paid.

CONCRETE AND MASONRY TESTS

		Standard Rate/Each
CONCRETE		
Compressive Strength of Cylindrical Concrete Specimens (6x12)	ASTM C39	\$85.00
Compressive Strength of Cylindrical Concrete Specimens (4x8)	ASTM C39	\$85.00
Compressive Strength of Cylindrical Concrete Specimens (Over 8000 PSI)	ASTM C39	\$150.00
Cylinder molds. 6" x 12" and 4" x 8"	ASTM C470	\$80.00
Compressive Strength of Lightweight Insulating Concrete	ASTM C495	\$100.00
Obtaining and Testing Sawed Beams and Drilled Cores of Concrete (Cores)	ASTM C42	\$125.00
Flexural Toughness of Fiber Reinforced Concrete (Round Panel)	ASTM C1550	\$500.00
Flexural Strength of Concrete (Using Simple Beam with Third-Point Loading)	ASTM C78	\$325.00
Flex Beams per Caltrans Test Methods	CT523 and CT524	\$325.00
Length Change of Hardened Hydraulic-Cement Mortar and Concrete (Shrinkage, 1 Sample)	ASTM C157	\$165.00
Shotcrete Nozzleman Qualification Letter (Per Nozzleman, Per Position)	ACI 506, ASTM C42 and C1140	\$450.00
Shotcrete Pre-Qualification Cores (Compression and Visual)	ACI 506, ASTM C42 and C1140	\$115.00
Shotcrete Production Cores	ASTM C1140	\$115.00
Coefficient of Thermal Expansion	AASHTO T336	\$540.00
Determining Density of Structural Lightweight Concrete (Cylinders)	ASTM C567	\$425.00
Standard Specification for Concrete Made by Volumetric Batching and Mixing	ASTM C685	\$975.00
Cement Quality Sampling	CBC 2010	\$675.00
Physical Testing of Gypsum, Gypsum Plasters and Gypsum Concrete	ASTM C472	\$60.00
Splitting Tensile Strength of Cylindrical Concrete Specimens	ASTM C496	\$265.00
Static Modulus of Elasticity and Poisson's Ratio of Concrete in Compression	ASTM C469	\$225.00
Grab Sample, Sealing and Storing in a Humidity and Temperature Controlled Room	CBC	\$155.00
Density of Hydraulic Cement	ASTM C188	\$200.00
Testing of Controlled Low Strength Material (CLSM) Test Cylinders	ASTM D4832	\$160.00
GFRC Pull Test	PCI	\$400.00
GFRC Flexural Test	PCI	\$400.00
Foaming Agents for Use in Producing Cellular Concrete Using Preformed Foam (Cell-Crete)	ASTM C796	\$550.00
MASONRY		
Compressive Testing of Grout (Masonry)	ASTM C1019	\$130.00
Compressive Strength of Hydraulic Cement Mortars Using 2" Cube Specimens	ASTM C109	\$130.00
Compressive Strength of Masonry Prisms	ASTM C1314	\$200.00
Testing Concrete Masonry Units and Related Units (Core Compression)	CBC 2105A.4	\$200.00
Compressive Strength of Molded Masonry Mortar Cylinders and Cubes (2" Sample)	ASTM C780 A7.6	\$130.00
Testing Concrete Masonry Units (CMU) and Related Units (Full Unit)	ASTM C140	\$200.00
Linear Drying Shrinkage of Concrete Masonry Units (Per Unit)	ASTM C426	\$300.00
Masonry Core Shear Testing	CBC 2105A.4	\$300.00
Testing Concrete Masonry Units (Absorption, Moisture Content, Unit Weight)	ASTM C140	\$375.00
Brick and Clay Tile (modulus of rupture, compression, saturation coefficient, suction rate, efflorescence)*		\$1,000.00
Mortar Molds. 2" x 4". Single Use	ASTM C67	\$130.00
Mortar or Grout, Stored and Cured, Not Tested (Including Mold)		\$130.00
AGGREGATES (SOILS AND CONCRETE)		
Determining Sieve Analysis of Fine and Coarse Aggregates (Coarse Only)	CT202/ASTM C136	\$235.00
Sieve Analysis of Fine and Coarse Aggregates (Fine Only)	CT202/ASTM C136	\$305.00
Sieve Analysis of Fine and Coarse Aggregates (Wash Included)	CT202/ASTM C117	\$385.00
Sieve Analysis of Fine and Coarse Aggregates (200 Wash Only)	ASTM C117/D1140	\$235.00
Standard Test Methods for Particle-Size Distribution (Gradation) of Soils Using Sieve Analysis	ASTM D6913	\$385.00
Evaluating Cleanness of Coarse Aggregate	CT227	\$385.00
Soundness of Aggregates by Use of Sodium Sulfate or Magnesium Sulfate	ASTM C88/CT214	\$300.00
Unit Weight of Aggregate	CT212	\$200.00
Clay Lumps and Friable Particles in Aggregates	ASTM C142	\$225.00
Flat Particles, Elongated Particles or Flat and Elongated Particles in Coarse Aggregate	ASTM D4791/CT235	\$400.00
Organic Impurities in Fine Aggregates for Concrete	CT213/ASTM C40	\$400.00
Density, Relative Density(Specific Gravity), and Absorption of Coarse Aggregate	ASTM C127/CT206	\$400.00
Density, Relative Density(Specific Gravity), and Absorption of Fine Aggregate	ASTM C128/CT207	\$400.00
Standard Test Methods for Specific Gravity of Soil Solids by Water Pycnometer	ASTM D854	\$400.00
Resistance to Degradation of Small Size Coarse Aggregate by Abrasion and Impact in the Los Angeles Machine	ASTM C131(535) and C211	\$550.00
Percentage of Crushed Particles/Standard Test Method for Determining the Percentage of Fractured Particles in Coarse Aggregate	ASTM D5821/CT205	\$425.00
Uncompacted Void Content of Fine Aggregate (as Influenced by Particle Shape, Surface Texture, and Grading)	ASTM C1252/AASHTO T304A	\$425.00
Sand Equivalent Value of Soils and Fine Aggregate	ASTM D2419/CT217	\$300.00
Durability Index (Fine)	ASTM D3744/CT229	\$425.00
Durability Index (Coarse)	ASTM D3744/CT229	\$425.00
Durability Index (Fine and Coarse)	ASTM D 3744/CT229	\$425.00
Lightweight Particles in Aggregate	ASTM C123/AASHTO T113	QOR
Resistance of Rock to Wetting and Drying	CRD-C169	\$600.00
Aggregate Moisture Content	ASTM C566	\$600.00

*Unusual sample preparation for brick specimen will be charged at the established hourly rate.



SOILS, AGGREGATE, ASPHALTIC CONCRETE SERVICES & TESTS

		Standard Rate/Each	Discounted Rate/Each
SOILS			
Direct Shear Test of Soils Under Consolidated Drained Conditions	ASTM D3080	\$550.00	
Consolidated Undrained Triaxial Compression Test for Cohesive Soils (per point)	ASTM D4767	\$1,000.00	
Consolidated Undrained Triaxial Compression Test for Cohesive Soils (added points)	ASTM D4767	\$225.00	
Consolidated Undrained Triaxial Compression Test for Cohesive Soils (single point)	ASTM D4767	\$350.00	
One-Dimensional Consolidation Properties of Soils Using Incremental Loading	ASTM D2435	\$325.00	
Caltrans Corrosivity Package		\$525.00	
Determining Field and Laboratory Resistivity and pH Measurements for Soil and Water	CT643	QOR	
Soils and Waters for Sulfate Content	CT417	QOR	
Soils and Waters for Chloride Content	CT422	QOR	
Particle-Size Analysis of Soils (with Hydrometer)	ASTM D422	\$600.00	
Pore Water Extraction and Determination of the Soluble Salt Content of Soils by Refractometer	ASTM D4542	\$650.00	
Standard Test Method for Particle-Size Analysis of Soils (without Hydrometer)	ASTM D422	\$550.00	
Liquid Limit, Plastic Limit, and Plasticity Index of Soils	ASTM D4318/CT204	\$550.00	
Laboratory Compaction Characteristics of Soil Using Modified/Standard Effort	ASTM D1557/D698	\$525.00	
Hydrometer Only	ASTM D422	\$550.00	
pH of Soils	ASTM D4972	\$500.00	
Relative Compaction of Untreated and Treated Soils and Aggregates	CT216	\$600.00	\$200.00
Determining the Resistance "R" Value of Treated and Untreated Bases, Subbases, and Basement Soils by the Stabilometer	ASTM D2844/CT301	\$600.00	
Laboratory Determination of Water(*moisture) Content of Soil and Rock by Mass	ASTM D2216/CT226	\$165.00	
Density of Soil in Place by the Drive-Cylinder Method	D2937	\$125.00	
Expansion Index of Soils	ASTM D4829	\$125.00	
Hydraulic Conductivity of Saturated Porous Materials Using a Flexible Wall Permeameter (Permeability)	ASTM D5084/CT220	\$575.00	
Lab Compaction Characteristics of Soil 1 Point Proctor (Check Point)	ASTM D698/D1557	\$350.00	
Maximum Index Density and Unit Weight of Soils Using a Vibratory Table	ASTM D4253	\$300.00	
Minimum Index Density and Unit Weight of Soils and Calculation of Relative Density	ASTM D4254	\$300.00	
Density of Hydraulic Cement	ASTM C188	\$375.00	
Volatile Organic Content	EPA 8260B	QOR	
Semi Volatile Organics by GC/Ms (Basic Target List)	EPA 8270C	QOR	
Total Organic Carbon	ASTM 2974/EPA 5310Bm	QOR	
ICP Metals Concentration	EPA 6020 - CAM/CCR 17	QOR	
Total Extractable Petroleum Hydrocarbons: TPH, MTBE, Benzene, Toluene, Ethylbenzene, Zylenes, %SS	EPA 8015B	QOR	
ICP Metals Concentration	EPA 6020	QOR	
pH	EPA 9045D	\$550.00	
Sequential Batch Extraction of Waste with Acidic Extraction Fluid	ASTM D5284	QOR	
Chromium Soluble	EPA 7196A	QOR	
Moisture, Ash and Organic Matter of Peat and Other Organic Soils (Organic Content)	ASTM D2974	\$300.00	
Universal Soil Classification System (USCS) Test	ASTM D2487	\$325.00	
California Bearing Ratio Test	ASTM D1883	\$385.00	
Unconfined Compressive Strength of Cohesive Soil	ASTM D2166/CT221	\$200.00	
ASPHALT			
Quantitative Extraction of Bitumen from Bituminous Paving Mixtures (Solvent)	ASTM D2172/CT310	\$750.00	
Determining Low Temperature Performance Grade (PG) of Asphalt Binders	ASTM 6816	QOR	
Thickness/Height of Compacted Bituminous Paving Mixture Specimens (Cores)	ASTM D3549/CT308	\$285.00	
Method of Prep of Bituminous Mixture Test Specimens	ASTM D6926/CT304	\$285.00	
Bulk Specific Gravity and Density of Compacted Bituminous Mixtures (LTMD)	ASTM D1188 and D2726/CT308	\$995.00	
Bulk Specific Gravity of Core	AASHTO T275	\$175.00	
Indirect Tensile (IDT) Strength of Bituminous Mixtures (TSR)	ASTM D6931/CT371	\$3,200.00	
Mechanical Size Analysis (Coarse and Fine) of Extracted Aggregate	ASTM D5444/CT202	\$410.00	
Marshall Stability and Flow of Bituminous Mixtures	ASTM D6927	\$995.00	
Theoretical Maximum Specific Gravity and Density (Rice)	ASTM D2041/CT309	\$425.00	\$250.00
Measuring the Permeability of Bituminous Pavements and Seal Coats	CT341	QOR	
Swell of Bituminous Mixtures	CT305	\$400.00	
Moisture Vapor Susceptibility of Bituminous Mixtures/Moisture or Volatile Distillates in Asphalt	ASTM D1461/CT307	\$950.00	
Stabilometer Value (1 sample)	CT366	\$400.00	
Determination of Asphalt Content of Bituminous Paving Mixtures by the Ignition Method	CT382/ASTM D6307	\$425.00	
Determination of Correction Factor of Bituminous Paving Mixtures by the Ignition Method	CT382/ASTM D6307	\$425.00	
Determination of Asphalt and Moisture Contents of Bituminous Mixtures by Microwave Oven	CT370	\$425.00	
Effect of Water on Compressive Strength of Compacted Bituminous Mixtures (Set of 6)	ASTM D1075	\$3,500.00	
Compressive Strength of Bituminous Mixtures	ASTM D1074	\$300.00	
Hamburg Wheel Track	AASHTO T324	\$3,750.00	
Moisture Susceptibility	AASHTO T283	\$3,750.00	
Air Voids		\$500.00	

* Unusual sample preparation (dried clays, saturated clays, etc.) and all other tests for treated or untreated soils, aggregate subbase and aggregate base will be charged at established rates for laboratory technician.

** Does not include sample preparation or sieve analysis



		Standard Rate/Each
MATERIALS MECHANICAL TESTS		
Mechanical Testing of Steel Products (General Tensile)	ASTM A370	\$500.00
Fillet Weld Break Test for Qualification (Welding)	AWS B4.0	\$225.00
Tension Testing of Metallic Materials, Tension Testing Wrought and Cast Aluminum and Magnesium-Alloy Products, (Welding Coupon Tensile)	ASTM E8, B557 and AWS B4.0	\$500.00
Mechanical Testing of Steel Products (Couplers)	ASTM A370	\$500.00
Impact Testing of Miniaturized Charpy V-Notch Specimens, Notched Bar Impact Testing of Metallic Materials	ASTM E2248 and ASTM E23	QOR
Testing, Practices, and Terminology for Chemical Analysis of Steel Products	ASTM A751	\$350.00
Mechanical Testing of Steel Products & Bend Testing of Material for Ductility; #3-#8	ASTM A370 and E290	\$400.00
Mechanical Testing of Steel Products & Bend Testing of Material for Ductility; #9-#11	ASTM A370 and E290	\$465.00
Mechanical Testing of Steel Products & Bend Testing of Material for Ductility; #14+	ASTM A370 and E290	QOR
Mechanical Testing of Steel Products, Standard Specification for Steel Wire, Plain, for Concrete Reinforcement	ASTM A370, A82 and A185	\$465.00
Guided Bend Test for Ductility of Welds, Mechanical Testing of Welds	ASTM E190 and AWS B4.0	\$300.00
Determining the Mechanical Properties of Externally and Internally Threaded Fasteners, Anchor Bolts Only (Tension and Yield)	ASTM F307, F1554 and F606	\$550.00
Rockwell Hardness of Metallic Materials	ASTM E18	\$165.00
Proof Test for Carbon and Alloy Steel (Nuts Only)	ASTM A194 or A563	\$350.00
Radiographic Examination of Metallic Castings/Weldments	ASTM E94, E1030 and E1032	QOR
Macroetching Metals and Alloys	ASTM E340, E381 and AWS	\$350.00
Determining the Mechanical Properties of Externally and Internally Threaded Fasteners, Washers, Direct Tension Indicators, and Rivets (HSB Assemblies)	ASTM F606	\$400.00
Mechanical Testing of Steel Products (Terminators Tensile)	ASTM A370	\$400.00
Strength for Sewn or Bonded Seams of Geotextiles	ASTM D4884	\$350.00
Tearing Strength of Fabrics by the Tongue (Single Rip) Procedure	ASTM D2261	\$350.00
Breaking Strength and Elongation of Textile Fabrics (Grab Test)	ASTM D5034	\$300.00
Tensile Properties of Fiber Reinforced Polymer Matrix Composite Bars	ASTM D3039	\$1,000.00
Steel Strand, Uncoated Seven-Wire for Prestressed Concrete (Set of 2)	ASTM A416 and A1061	\$1,500.00
FIREPROOFING		
Thickness and Density of Sprayed Fire-Resistive Material (SFRM)	ASTM E605	\$285.00
Cohesion/Adhesion of Sprayed Fire-Resistive Materials (Test Kit Only)	ASTM E736	\$80.00
CONTACT INFORMATION		
Headquarters: 2118 Rheem Drive • Pleasanton, CA 94588 • P 925.462.5151 • F 925.462.5183		
Peninsula: 50 California Street, Suite 1500 • San Francisco, CA 94111 • P 415.334.4747 • F 415.438.2357		
Oakland: 246 30th Street, Suite 101 • Oakland, CA 94601 • P 510.444.4747 • F 510.835.1825		
San Jose: 2033 Gateway Place, #500 • San Jose, CA 95110 • P 408.573.6992 • F 408.437.1201		
Stockton: 343 East Main Street, #711 • Stockton, CA 95202 • P 209.507.7555 • F 209.507.7554		
Rocklin: 4400 Yankee Hill Road • Rocklin, CA 95677 • P 916.419.4747 • F 916.419.4774		
Las Vegas: 3842 E. Post Road • Las Vegas, NV 89120 • P 702.257.4747 • F 702.257.4718		



CONTRACTOR COMPLIANCE & MONITORING, INC.

www.ccmilcp.com

635 MARINERS ISLAND BLVD, SUITE 200, SAN MATEO CA 94404 - P 650-522-4403

December 22, 2021

Tricia Baxter, PE
4Leaf
Sent via email

Re: Glen Arbor Bridge Replacement

Dear Ms. Baxter,

Set forth are our rates for this project:

\$95 Technician (Stacey Maloney, Erin Stous)
\$105-115 Analyst (Jell DeAlba, Richard Cordoba, Margary Thompson)
\$125 Sr. Analyst (Katherine Martins, Lynda Dubas, Heather Faulkner)
\$150 Manager (Yvonne Nickles, Jessica Finau)
\$450 Principal (Wilder)

We would anticipate a NTE price of \$1500

Sincerely,

Deborah E.G. Wilder



P R O P O S A L

DECEMBER 29, 2021

San Lorenzo Valley Water District

Professional Construction Management Services
Glen Arbor Bridge Pipeline Replacement Project

Sandis Civil Engineers Surveyors and Planners

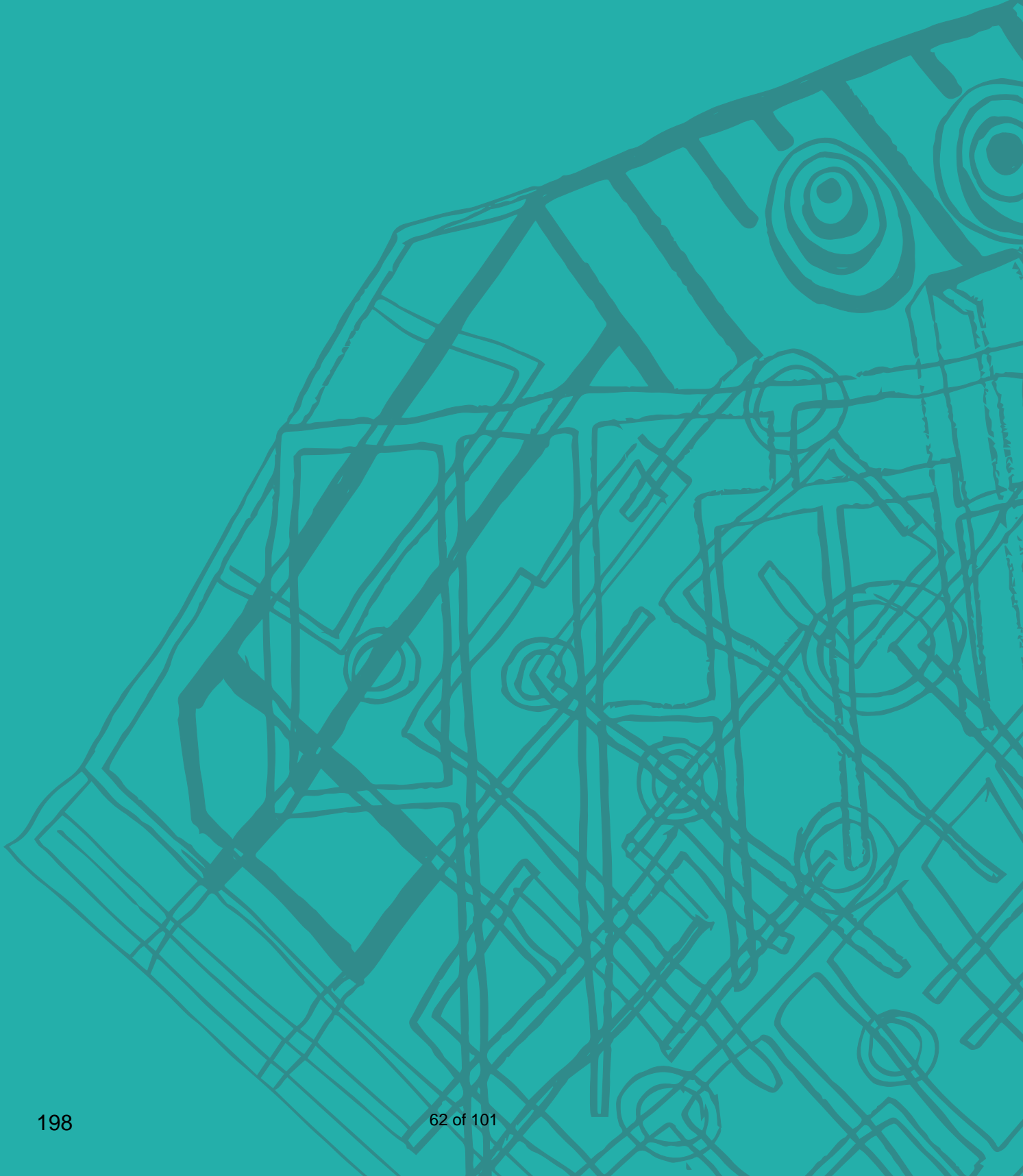
1700 S. Winchester Blvd., Suite 200, Campbell, CA 95008

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COVER LETTER





LETTER OF INTEREST

December 29, 2021

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

RE: Construction Management Services for the Glen Arbor Bridge Pipeline Replacement Project

Dear Josh,

We are pleased to present our proposal response for the Glen Arbor Bridge Pipeline Replacement Project, Construction Management Services. We have partnered with subconsultants **Haro Kasunich & Associates** for geotechnical testing, and **360psm** for Labor Compliance to complement our capabilities. Both firms have history working for the San Lorenzo Valley Water District (SLVWD) as well as the type of work required.

We are excited about the project with its inherent challenges as well as the opportunity to play a role in helping to improve SLVWD's systems for the community. We are passionate about building infrastructure and foresee a great balance of technical and organization management in the Construction Management role. Our **Principal-in-Charge, Chad Browning; Construction Manager/Project Manager, Steve Yazalina;** and additional engineering staff have the experience with pipeline construction required to advocate for SLVWD and ensure construction meets the requirements detailed in the final construction documents. We understand the unique project challenges, night work and affixing the pipeline to the underside of the bridge, and are prepared to meet those challenges. We will execute the project to organize our team, the Contractor, and the project stakeholders to make this project run smoothly and efficiently for SLVWD.

We know Sandis is the right team for the job given our proven track record and a staff deeply experienced in working closely with the District to provide exceptional service. We have read and acknowledge Addendum No. CM-1 dated December 1, 2021. Please feel free to contact me at 408.892.3792 or jsetera@sandis.net should you have any questions, require additional information, or would like to schedule an interview.

Sincerely,

Jeff Setera PE, QSD/P, LEED AP
President, QA/QC, Technical Lead
1800 S Winchester Blvd., #200
Campbell, CA 95008
408.892.3792 | jsetera@sandis.net

PROJECT DESCRIPTION & APPROACH



PROJECT UNDERSTANDING

The Glen Arbor bridge pipeline replacement project is a replacement pipeline project that provides a new crossing of the Glen Arbor Bridge over the San Lorenzo River at Highway 9 outside Felton, CA. The pipeline itself is approximately 370 lineal feet of 8-inch ductile iron pipe which is replacing an aging and deteriorating 6-inch water main for the improvement of the San Lorenzo Valley Water District (SLVWD) system. The pipeline replacement will be attached to the underside of an existing bridge on Glen Arbor Road, as well as a portion of the pipeline beyond the bridge, which will be constructed in traditional cut and cover fashion with appropriate valves fittings and appurtenances to make connection to the existing water mains in Glen Arbor Road and Hwy 9, respectively. Due to the location of the project, traffic controls and coordination with Caltrans and County of Santa Cruz is required. Additionally, because of the location of this work, Caltrans has required that construction activities occur at night.

PROJECT CHALLENGES

- Night work - visibility and working during normal sleep schedule
- Sensitive environment - adjacency to San Lorenzo River
- Traffic safety/safe work zone
- Installation of 8-inch DIP under bridge - drilled epoxy anchors
- Scheduling of materials and inspections well ahead - work occurs after normal business hours

PROJECT APPROACH

The duty of the project construction manager (CM) is to represent and advocate for the SLVWD and Engineer of Record (EOR) to ensure the project is executed meeting all of the requirements of the approved project plans and specifications as well as permits issued by Caltrans and County of Santa Cruz. As CM, we must know the project plans and details intimately and be ready to put our experience and judgment to work to solve issues and keep the project moving forward. The scope of the construction management role includes these primary tasks: management and organization; construction oversight, special inspections and testing, labor compliance; and communication and collaboration. We intend to break our services into three periods of work, each with distinct areas of focus: preconstruction period; construction period; and close out.

All CM services provided will be in compliance and with the knowledge of the construction contract documents and in particular General Condition Articles 8, 9, 10 and 13 of Volume I of the construction bid documents. Sandis is aware of and reviewed Addendum #1 of the Glen Arbor Construction RFP.



MANAGEMENT AND ORGANIZATION

Development and establishment of policies, protocols and templates in compliance with SLVWD standards and the construction contract.

CONSTRUCTION OVERSIGHT, SPECIAL INSPECTIONS AND TESTING, LABOR COMPLIANCE

Daily, scheduled and as needed observation, inspection, testing and related reporting to verify construction means, methods and resulting work in compliance with the approved project plans, SLVWD standards, Caltrans and/or applicable agency standards. Labor compliance provides oversight and reporting of contractor staff and trade compliance with local, state and federal regulation.

COMMUNICATION AND COLLABORATION

Protocols and organization to facilitate effective and timely communication between the Contractor, CM and EOR as required to ensure knowledge and information are shared and understood. Additionally, establishment of a "team" environment to collaborate and respond to each other to ensure a successful project outcome.

PRECONSTRUCTION PERIOD

Peer review, organization (procedures and document control templates), scheduling of project meetings and milestones particularly special inspections and testing. This phase is all about the preparation and setup for the active phase ahead. Communication is a primary focus during this phase.

CONSTRUCTION PERIOD

Daily observations and contractor oversight to ensure compliance with the approved project plans and specifications. Active management style, in depth knowledge of the project and its details are keys to success. Document control, schedule maintenance and proactive communication are additional areas of focus.

CLOSE OUT

Final observations to ensure project completion including any punch list items, communication with Caltrans, County and Utility Agencies. Final review with SLVWD: field, reports, final acceptance letters, etc.

PRELIMINARY PROJECT PLAN REVIEW COMMENTS

1. **Sheet 1:** Notes on General Plan (inset) are duplicative and possibly in conflict with other sheets in the plan set. Consider removing all notes.
2. **Sheet 2:** Spacing of vertical pipe supports must avoid rebar in bridge walkway. No direction to Contractor provided. Scanning of rebar required. Consider revision.
3. **Sheet 2:** Vertical pipe supports not coordinated/annotated to avoid pipe joints. Consider revision.
4. **Sheet 2:** Vertical pipe support spacing shown as both 12-inches and 12-feet on-center.
5. **Sheet 2:** Vertical pipe support detail 6/2: welding required with no specifications provided for project critical item.
6. **Sheet 2:** Vertical support details 4/2, 6/2: materials appear to be carbon steel, without protective coating. Consider all vertical support materials and fasteners to be Stainless Steel.
7. **Sheet 2:** Vertical support details 4/2, 6/2 rely on threaded rod with single nut for supporting loads. Consider adding a jam nut and washer at upper and lower locations.
8. **Sheet 2:** Vertical support detail 6/2: attachment plate anchor bolt spacing in conflict with concrete failure cone. Consider increasing plate size and anchor bolt spacing.
9. **Sheet 3:** East end pipe alignment includes many bends to avoid existing top of slope, power pole, guy anchor and traffic control equipment that make trenching and fit-up a challenge. Consider review and possible alignment.
10. **Sheet 4:** Contractor is required to prepare project specific traffic control plans. Detail 1 may create confusion. Consider deleting and add a note to clearly put responsibility on Contractor.
11. **Sheet 4:** General Note 18: work hours not in compliance with Caltrans project requirements.

Construction Management Daily Observation Checklist

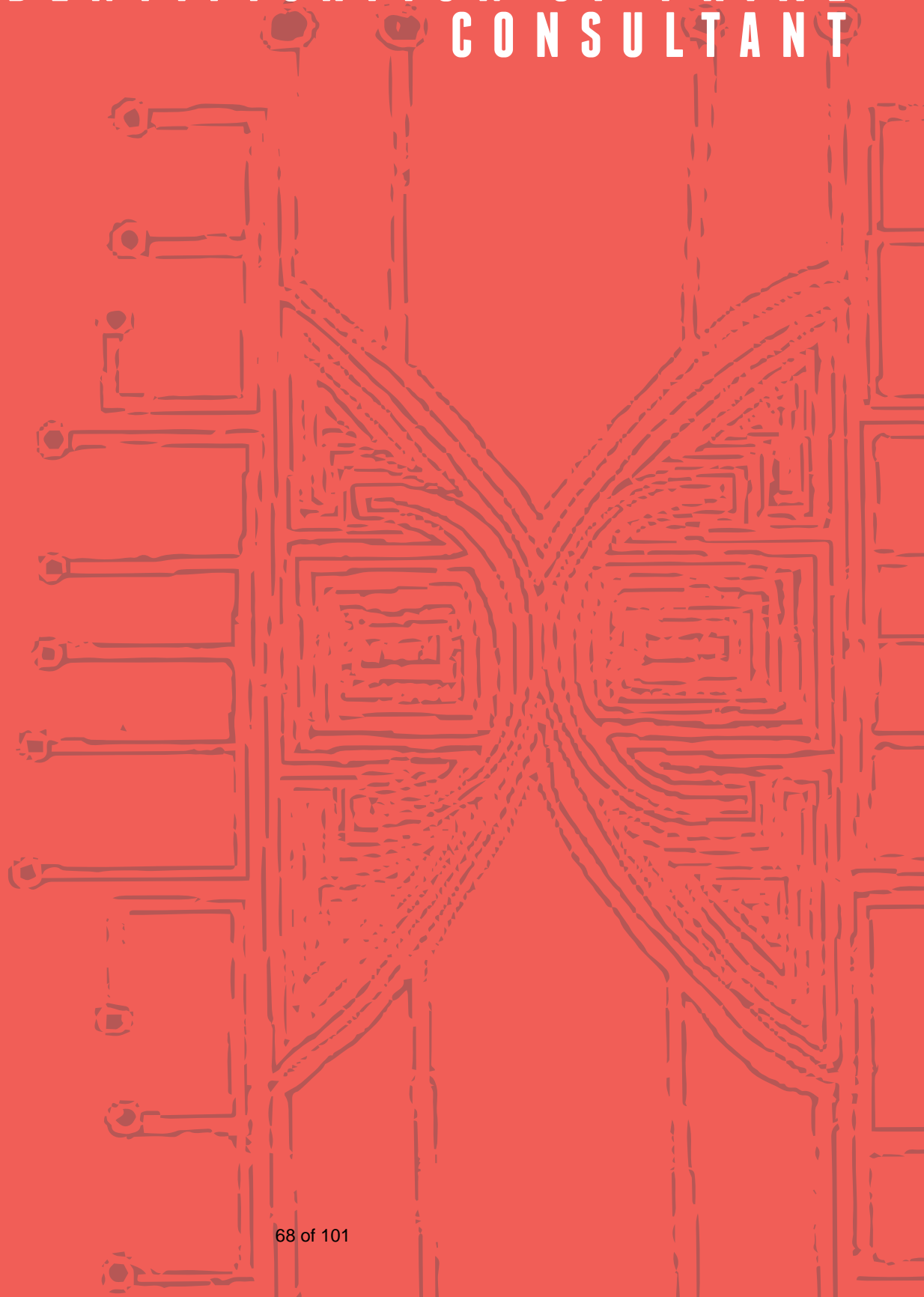
Agenda: 1.20.22
Item: 12b

Date:	
Time:	
Engineer:	
Weather Conditions:	
Temperature:	
Number of Contractor Personnel On Site:	

Construction Activities Planned:		
1.	Upon arrival discuss daily activities planned and ensure appropriate notifications if any have been made, e.g., geotechnical, or special inspections.	<input type="checkbox"/>
2.	Ensure daily tailgate safety meeting has been held.	<input type="checkbox"/>
3.	Take photos of construction operations and include appropriate notes.	<input type="checkbox"/>
Traffic Control and Safety Measures:		
1.	Traffic controls in accordance with approved traffic control plans are in place.	<input type="checkbox"/>
2.	All contractor staff are wearing appropriate PPE.	<input type="checkbox"/>
3.	Work site lighting is in place.	<input type="checkbox"/>
4.	Superintendent/Supervisor is on site.	<input type="checkbox"/>
5.	Lists of emergency contacts and phone numbers is at hand.	<input type="checkbox"/>
Environmental Controls:		
1.	Erosion/sediment controls, materials and equipment are in place to protect San Lorenzo River.	<input type="checkbox"/>
Materials:		
1.	Materials needed for construction activities are in place and ready for use.	<input type="checkbox"/>
Equipment:		
1.	Construction equipment required for construction activities is in place and ready for use.	<input type="checkbox"/>
Testing/Sampling:		
1.	Trench or pavement subgrade	<input type="checkbox"/>
2.	Trench backfill or pavement section	<input type="checkbox"/>
3.	Pipeline pressure testing	<input type="checkbox"/>
4.	Pipeline disinfection	<input type="checkbox"/>
Special Inspection:		
1.	Subgrade compaction/moisture content	<input type="checkbox"/>
2.	Backfill or pavement section compaction/moisture content	<input type="checkbox"/>
3.	AC pavement placement and compaction	<input type="checkbox"/>
4.	Pipe hanger install	<input type="checkbox"/>

Authority: CM does not have the authority to change approved project plans, materials, or construction methods. Should an alteration/change arise, consult with the project EOR and District Engineer to resolve. Document the details of the requested change, including photos, sketches, materials specs, dimensions as appropriate.

IDENTIFICATION OF PRIME CONSULTANT



Legal Name

Sandis Civil Engineers
Surveyors Planners

Legal Form

California Corporation

Headquarter Office

1700 S. Winchester Blvd.,
Suite 200
Campbell, CA 95008
P: 408.636.0900
F: 408.636.0999

Primary Contact

Chad Browning
Director of Engineering,
Principal-in-Charge
650.793.6642
cbrowning@sandis.net

Years in Business: 56

Founded 1965

Number of Employees: 120

Sandis' In-House Services

Traffic Engineering
Civil Engineering
Surveying and Mapping
3D Laser Scanning
QSP/QSD
Planning
Utility Locating

Bankruptcy Filings

Sandis has never filed for
Bankruptcy



FIRM BACKGROUND AND SERVICES

Sandis is a professional services firm specializing in civil engineering, traffic engineering, land surveying, stormwater management, QSP/D, utility locating, 3D laser scanning, construction staking, and planning. Established in Northern California in 1965, Sandis is a California Corporation comprised of 120 employees. Sandis employs the best and the brightest in our industry. We recruit well rounded individuals committed to innovation, excellence, leadership and environmental stewardship. Sandis' expertise is expansive. We service private and public clients in the public works, civic, academic, hospitality, healthcare, justice, corporate, and commercial sectors. Sandis' designs achieve economic, social and ecological sustainability.

PROJECT QUALIFICATIONS

Sandis has a working relationship with the District and has performed a variety of civil engineering and surveying services in the past year and a half, including emergency repair and restoration, pipeline and tank replacements, and construction management services. The team presented herein is backed by decades of successful civil engineering design services for a variety of projects and will use this experience to guide the District's work to completion.

CLAIMS, LITIGATION, ARBITRATION

Sandis has never been terminated from a contract for default or cause as a consultant or sub consultant, nor has Sandis ever filed for bankruptcy. Within the past five years, Sandis has had a claim with American River College for an issue with the tennis court pavement condition. Sandis is working directly with the Webcor/Watry and American River College to resolve the project. A resolution is expected in 2022.

Staff	Discipline/ Job Title	Role
Jeff Setera, PE, QSD/P, LEED AP	President	Technical Advisor, Quality Control
Chad Browning, PE, QSD/P, LEED AP	Director of Engineering	Principal-in-Charge
Steve Yazalina	Project Manager	Construction/Project Manager
Samir Patel	Project Engineer	Construction Project Engineer

IDENTIFICATION OF SUB CONSULTANTS

Legal Name

Haro, Kasunich and Associates

Headquarter Office

Haro, Kasunich and Associates
116 East Lake Ave.
Watsonville, CA 95076

Years in Business: 38

Founded 1984

Primary Contact

Moses E. Cuprill, P.E.
Principal Engineer
831-722-4175
mcuprill@harokasunich.com

Number of Staff: 18

Haro, Kasunich and Associates'

In-House Services

Geotechnical Engineering
Coastal Engineering
Earthwork Construction
Testing & Support
Civil Engineering
Forensic Engineering & Litigation
Laboratory & Field Testing Services

FIRM BACKGROUND AND SERVICES

Haro, Kasunich and Associates (HKA) is a professional consulting firm dedicated to providing quality geotechnical and coastal engineering services to private and public clients throughout the Central Coast of California.

HKA's staff consists of a team of professionals and technical specialists recognized for their expertise in the fields of geotechnical engineering, coastal engineering, earthwork construction testing and expert testimony. The firm offers a local presence with 35+ years experience and practice in Santa Cruz and Monterey Counties as prime and/or subconsultant's on over 12,000 projects.

HKA is a full capacity, geotechnical engineering consulting firm specializing in soil, foundation and coastal engineering for public works, industrial, commercial, water district, residential, highway, bridge and reservoir/dam developments. The range of public projects typically supported by HKA includes streets, bridges, water service infrastructure, parks, wastewater treatment facilities, schools, fire stations, and other buildings.

PROJECT QUALIFICATIONS

HKA staff has completed projects for both private and public clients, including landslide repairs, hillside improvement modifications, residential subdivisions, commercial buildings, parks, schools, hospitals and public infrastructure (including major bridges) projects. HKA has worked with the San Lorenzo Valley Water District on the Lyon Tank Access Road Landslide Repair, providing geotechnical design criteria to restore the roadway. HKA has been a reliable partner on SLVWD projects, and is a trusted sub consultant for the Sandis team.



Staff	Discipline/ Job Title	Role
Moses Cuprill, PE	Principal-in-Charge	Geotechnical Project Manager
Andrew Kasunich	Staff Engineer	Geotechnical Engineer

Bankruptcy Filings

Haro, Kasunich and Associates (HKA) has never filed for Bankruptcy

Legal Name

360PSM

Headquarter Office

360PSM

19024 Fieldstone Ct.
Salinas CA, 93908

Years in Business: 3

Founded 2018

Primary Contact

Catalina Ferreto

President

831-500-1263

Catalina@360PSM.com

Number of Staff: 1

360PSM's In-House Services

Monitoring Labor Compliance

Prevailing Wages

Document Control

Public Outreach

Monitoring Disadvantaged

Business Enterprise (DBE)

participation

Bankruptcy Filings

360PSM has never filed for

Bankruptcy

FIRM BACKGROUND AND SERVICES

360PSM serves government agencies by providing non-engineering services for monitoring Labor Compliance Prevailing Wages, Public Outreach, Document Control, and monitoring Disadvantaged Business Enterprise (DBE) participation to satisfy requirements of State and Federal grant funding.



360PSM is a State of California Certified Disadvantaged Business Enterprise (DBE #45909)

WMBE, WOSB, EDWOBS, MBE, HOBE founded in 2018 by Catalina Ferreto and is a Sole Proprietorship business. The company was created with the goal of assisting agencies on implementing infrastructure projects with support services. 360PSM helps agencies to supply non-engineering services such as public outreach, monitoring contractor compliance with all the applicable payment of prevailing wages and requirements of the contract provisions, document controls, and general management consulting services.

PROJECT QUALIFICATIONS

360PSM has provided the San Lorenzo Valley Water District with labor compliance services on the 2020 Pipeline replacement Project, as well as the Lompico Tanks Replacement Project, working alongside engineering partners to implement Labor Compliance Monitoring throughout the projects. 360PSM reviews daily reports, on-site verification of contractors, and ensures certified payrolls were turned in for the corresponding work week. 360PMS supports the creation and preparation of payroll record discrepancies and missing documents.

CLAIMS, LITIGATION, ARBITRATION

360PSM has never terminated a contract or subcontract in default, and the firm has no outstanding claims or litigation filed against it.

Staff	Discipline/ Job Title	Role
Catalina Ferreto	President	Labor Compliance Monitoring Officer

PROJECT ORGANIZATION & EXPERIENCE OF THE PROJECT TEAM



HARO KASUNICH & ASSOCIATES
Geotechnical Engineer

360PSM
Labor Compliance

Moses Cuprill, PE, GE
Geotechnical Project Manager

Catalina Ferreto
Labor Compliance Monitoring

Andrew Kasunich, PE, GE
Geotechnical Engineer

UNIQUE QUALIFICATIONS

Sandis has intimate knowledge and experience working for SLVWD giving us an understanding of the water system and improvement goals. We also possess vast experience in the design and oversight of construction of water system improvement projects. Our team is highly motivated to deliver success and we love to build. Most importantly, we know the SLVWD staff and we have strong professional relationships that will aid communication and problem solving during this project. The SLVWD system is the most vital infrastructure component in the San Lorenzo Valley and we gladly accept the responsibility to oversee the construction of this important system component.

PROJECT MANAGER AND TEAM EXPERIENCE

Steve Yazalina, Construction Manager/Project Manager has over 26 years of experience in civil engineering working on a range of public works and infrastructure projects. Steve is an invaluable part of the Sandis team, who works in step with agencies and clients to achieve project success. He brings his expertise in construction administration and management along with his balanced view of professional design services to every project. He often serves as the technical advisor/project manager for the construction phase of Sandis' engineering projects. With his passion for civil engineering and his talent in communicating with all stakeholders on a project, Steve will be a reliable anchor in providing CM services for the Glen Arbor project. His decades of experience allows him to foresee and mitigate any possible project risks to budget and schedule.

Steve will be supported by an exceptional team of principals, engineers, and surveyors who have worked together to provide construction management services for SLVWD, Martial Cottle, and the Mariposa Complex, amongst many other public agency projects.

Principal-in-Charge, Chad Browning, PE, QSD/P, LEED AP has over 23 years of engineering experience, including 16 years with Sandis. Chad has been an integral part of the Sandis team supporting SLVWD throughout several projects giving him the insight and knowledge necessary to provide the District with the best CM services for the Glen Arbor project. His dedication to his clients and the communities that he works within can only be demonstrated through the way he is able to guide a project and become partners with agency staff to resolve problems, provide solutions, and act as an extension to project managers.

Chad and Steve have worked side by side for more than a decade on significant public infrastructure and utility projects for municipalities, academic campuses, complex healthcare buildings, recreation districts, to name a few. In tandem, they have led a team of successful engineers supporting these projects who will be made available for the work required for this project. Samir Patel will support Chad and Steve on day-to-day construction management of the project.

PROJECT MANAGEMENT APPROACH

The key elements in our approach to project management are the following:

- Detailed understanding and familiarity of project plans, collaboration with EOR
- Thorough and regular review of construction plans
- Regular communication with the District
- Daily monitoring/weekly meetings on progress of schedule and project status
- Principal level involvement
- Total quality control

EFFECTIVE COMMUNICATION

The key elements in our approach to communication are the following:

- Dedicated construction management team
- Principal level involvement
- Regular progress meetings
- On site daily monitoring
- Weekly face to face project status and schedule meetings
- 3-week look ahead
- Change order review

RESOURCE MANAGEMENT

- Detailed construction management plan, including tasks subtasks and checklists
- Weekly review of construction progress
- Time tracking against tasks
- Construction schedule maintenance, update
- Ability to assess additional resources as needed

QUALITY CONTROL SYSTEM

The key elements in our approach to quality control are the following:

- Thorough understanding of project scope and construction phase implementation and management
- Studied knowledge of pipeline, design documents and construction plan
- Develop and establish policies, protocols and templates in compliance with SLVWD standards
- Daily, scheduled, accurate construction oversight and special inspections and testing
- Daily construction observation and contractor compliance checks

WORK LOCATION

- Campbell office support with dedicated on site CM staff
- Remote working staff located even closer to the District, within Santa Cruz County

CAPACITY TO PERFORM SERVICES

Sandis is powered by over 120 professional engineers and surveyors, spanning across six offices. Our team of experts, dispersed across the Bay Area, allow us to seamlessly perform our services for multiple clients simultaneously. LiquidPlanner has increased Sandis' ability to share project data, update project progress, and assign staff to necessary tasks. Our heightened form of communications have propelled the speed and quality of our services. Due to our well trained staff of professionals, adherence to regular communication, and use of technology, Sandis is well versed in managing concurrent complex and fast track contracts. Our extensive use of advanced technology allows us to: **have immediate and constant contact with field operations; adjust staffing based on project needs and productivity; utilize real time information.**

JEFF SETERA, PE, QSD/P, LEED AP

PRESIDENT, QA/QC, TECHNICAL ADVISOR

About

Jeff Setera is Principal and President of Sandis Civil Engineers Surveyors Planners and has been with the firm for 30 years. Jeff is state renown for his leadership in engineering design and project management of utility and infrastructure projects for public agencies, hospital, and educational facilities. His vision as President is to ensure Sandis' processes bring out high quality, technically competent and client-focused design solutions. Jeff has extensive experience working with Water Districts throughout Northern California. His familiarity and insights across a wide range of water and pipeline projects are invaluable on teams when facing complex project challenges.

Relevant Experience

SLVWD Foreman Intake to WTP Pipeline Santa Cruz, CA

Principal-in-Charge. Jeff has served as Principal and has played an integral role in working closely with the San Lorenzo Valley Water District to assist in the destroyed or heavily damaged parts of the District's water pipeline systems and storage tanks. For the Foreman Intake, Jeff provided engineering and construction management of 3,500 l.f. of pipeline to replace a surface mounted pipeline that was destroyed during the CZU fire of 2020. He provided rapid evaluation and assessment of damage, planning and design of replacement, inclusion of pipeline hardening/protections and alignment revision to provide pipeline accessibility. The new 12-inch and 8-inch lines were designed and installed in rapid fashion to meet the District demands (Pipeline feed raw water to WTP) immediately and long term. Jeff worked with the District within days of the fire to assist the District with complete turn-key services to replace the pipeline. Services were provided in a timely manner and on budget.

SLVWD Big Steel to Lyon Tank Interconnect Pipeline Santa Cruz, CA

Principal-in-Charge. QA/QC. Jeff has served as Principal throughout the District's water pipeline infrastructure repair and construction work. Jeff was part of the rapid assessment team providing critical engineering assessment and design of 1,200 l.f. of surface mounted pipeline destroyed during the CZU fire of 2020. Sandis provided turn-key services to assess damage, plan, design, and manage the reconstruction. Jeff has worked with the District, County and other agencies to overcome and solve project challenges such as high angle topography, fire damaged trees, and limited equipment access to make way for the repair and construction of the Big Steel Lyon Tank interconnect pipeline. Jeff quickly deployed a team of surveyors and engineers to develop a plan, work with a contractor to refine, and procure materials, as well as management of construction activities.

Additional Relevant Experience

Martial Cottle County Park Santa Clara County, CA

Aptos High School Storage Tank Replacement Aptos, CA

City of Napa Milliken Pipeline Improvements Napa, CA



30 Years of Experience
30 Years with Sandis

Professional Civil Engineer
CA #62793

**Qualified SWPPP Developer/
Practitioner (QSD/P)**
#340

BS, Civil Engineering
San Jose State University

LEED™ Accredited Professional,
USGBC

CHAD BROWNING, PE, QSD/P, LEED AP

PRINCIPAL-IN-CHARGE

About

Chad offers over 23 years of local engineering experience. As Principal-in-Charge, Chad has most recently worked with San Lorenzo Valley Water District's recovery of fire damaged pipeline systems. Chad has important understanding and knowledge of the aforementioned project and the operations and processes of how the District drives projects to completion.

In addition to his experience working with SLVWD projects providing civil engineering and construction management services, Chad has had extensive experience in a variety of construction management projects, including serving as the Principal-in-Charge for the Martial Cottle County Park, managing a multi-disciplinary team for a \$24 million project for the County of Santa Clara.

Relevant Experience

San Lorenzo Valley Water District Boulder Creek, CA

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

Martial Cottle County Park Santa Clara County, CA

Principal-in-Charge. The project consisted of the development of a 287-acre park that is jointly owned by the California State Park System and the County of Santa Clara. Chad managed a multi-discipline team consisting of civil engineers, land surveyors, landscape architects, mechanical, electrical and plumbing engineers, environmental engineers, geotechnical engineers, and structural engineers as well as crop consultants and biologists. Chad provided construction management services throughout the construction phase, working with stakeholders, contractors, and ensuring design was followed throughout to close-out.

Additional Relevant Experience

SLVWD Big Steel to Lyon Interconnect Pipeline Boulder Creek, CA

SLVWD Foreman Intake and Utility Corridor to Water Treatment Plant Boulder Creek, CA
County of Santa Clara Mariposa Complex, Malech Road San Jose, CA

UCSC Mount Hamilton SCU Fire Disaster Assessment & Repairs Mount Hamilton, CA

Santa Clara County Fleets and Facilities (FAF) On-Call Civil Engineering & Surveying Contract #1 Santa Clara County, CA



23 Years of Experience

16 Years with Sandis

Professional Civil Engineer

CA #68315

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

#00917

**Bachelor of Science, Civil
Engineering**

California State University, Long
Beach

**LEED™ Accredited Professional,
USGBC**

STEVE YAZALINA

PROJECT MANAGER

About

Steve Yazalina has over 26 years of experience in the engineering industry and has served as the Project Manager for hundreds of infrastructure projects for Sandis. Steve brings to the project his ability to manage a project efficiently and effectively with his open communication style. He partners with agency project managers and staff, contractors, and stakeholders to drive projects forward while maintaining quality, budget and schedule. Steve will work closely with the District and the consultants to ensure that the Glen Arbor Bridge Pipeline Replacement Project is carefully executed and constructed on time and on budget.

Relevant Experience

Martial Cottle County Park Santa Clara County, CA

Project Manager. Steve served as the main point of contact for the project, assisting the Sandis team in managing a multi-disciplinary team of civil engineers, land surveyors, landscape architects, mechanical, electrical and plumbing engineers, environmental engineers, geotechnical engineers, and structural engineers as well as crop consultants and biologists for the development of a 287 acre park.

1401 Shoreway Sanitary Sewer Construction Belmont, CA

Project Manager. Steve served as the Project Manager for Sandis' on the 1401 Shoreway Sanitary Sewer Construction work. As Project Manager, Steve played an integral role in Sandis' construction management and administration. Steve's responsibilities included project coordination, project review, meeting coordination and attendance, site review and report preparation/issuance, and site visits.

Apple Offsite Mitigations Cupertino, CA

Project Manager. Sandis joined the design and construction team for the region's largest development - the new 176 acre, 2,8000,000 s.f. Apple Campus. Our engineering department was extremely involved with many entitlement phases throughout the design process of multiple roadwork areas including, but not limited too, off-site improvements, environmental review, and stormwater management. As Project Manager, Steve was responsible for project coordination, meeting attendance, and overseeing construction management.

San Lorenzo Valley Water District Boulder Creek, CA

Project Manager. Steve provided project coordination for Sandis' initial work with the District in fire damage assessment during and after the CZU Lightning Complex fires. Steve has also played an integral role in the management of the engineering teams assisting with the District projects Sandis has been continuously involved with since the fires.



26 Years of Experience

26 Years with Sandis

Associates of Arts, Liberal Arts

Foothill-De Anza Community College

Technical Drafting

ITT Technical Institute

SAMIR PATEL

PROJECT ENGINEER

About

Samir is an experienced project engineer with a broad range of public, land development, mixed-use, educational, and residential projects. He supports Sandis civil engineering teams in stormwater design, utility design, grading and drainage, construction management, and AutoCAD. Samir works closely the engineering team and with regulatory agencies to ensure that Sandis' design drawings are accurately designed and documented to meet state, local, and federal regulations so that construction permits can be obtained on schedule.

Due to the night-work element of this project, Sandis is adding Project Engineer Samir Patel, who will be providing extra support for the team. Along with working on documentation and planning, Samir will be available on an on-call basis for Steve Yazalina and Chad Browning, ensuring that Sandis will always have a staff member on-site, and the SLVWD can rely on the presence and availability of the Sandis team.

Relevant Experience

Sandalwood Park Renovation Milpitas, CA
Menlo Country Club Menlo Park, CA
Dublin Imagine Playground Dublin, CA
Montague Park Santa Clara, CA
Milpitas Unified School District McCandles Dr Milpitas, CA
Meyerholz Elementary School Cupertino, CA
Menlo Atherton High School Atherton, CA
DeVargas Elementary San Jose, CA
Main Avenue Elementary Sacramento, CA
Woodside High School Woodside, CA
Carlmont High School Belmont, CA
Dena Elementary Los Angeles, CA
College of Marin Kentfield, CA
Stanford Kingscote Renovation Palo Alto, CA
Stanford District Work Center Palo Alto, CA
SAGE Centers Veterinary Care Redwood City, CA
350 11th Street Commercial Office Palo Alto, CA
Munchery Food Service South San Francisco, CA
Facebook Building 17 Menlo Park, CA
425 Page Mill Road Palo Alto, CA
Dental Plaza Palo Alto, CA
Brokaw Plaza San Jose, CA
33 Powell St. Palo Alto, CA



7 Years of Experience

2 Years at Sandis

BS, Civil Engineering

San Francisco State University

CATALINA FERRETO

LABOR COMPLIANCE MONITOR/ANALYST

About

360PSM was founded in 2018 by Catalina Ferreto and was created with the goal of assisting agencies on implementing the guidelines and procedures for local agencies to comply with labor compliance and associated provisions derived from the California Labor Code of Federal Regulations, regulations of the FHWA, the California Code of Regulations, and the United States Department of Labor. Catalina provides agencies with monitoring of contractor compliance including all applicable payment of prevailing wages and requirements of the contract provisions.

Catalina will serve as a 3rd party labor compliance sub consultant for the Sandis construction management team.

Relevant Experience

SLVWD Lompico Tanks Replacement Boulder Creek, CA

Labor Compliance Monitoring Officer. The project consisted on the replacement of several redwood water storage tanks in the Lompico Area of the District with modern steel water storage tanks. Existing tanks at the Kaski, Madrone and Lewis sites. The Lompico Tanks Project generally involves Installation of temporary tanks; Demolition of old tanks, buildings and piping; Site grading, the installation of storm drains and site electrical; Installation of new steel tanks.

San Lorenzo Valley Water District 2020 Pipeline Replacement Boulder Creek, CA

Labor Compliance Monitoring Officer. The 2020 Pipeline on this the San Lorenzo Valley Water District proposed approximately 1900 feet of 6-inch ductile iron water main on California Drive in Ben Lomond, approximately 1550 feet of 8-inch HDPE water main in Hillside and Reynolds Drive in Boulder Creek. The San Lorenzo Water District required Labor Compliance Monitoring during the project. Catalina provided the services of reviewed daily reports, creating spread sheets to verify Contractors and subcontractors were on the site, and ensured certified payrolls were turned in for the corresponding work week. Using the Department of Industrial Relations website to verify that each worker was paid the minimum prevailing wage, hours worked, overtime, holidays vacation etc., in addition to helping to file daily reports and certify payrolls. Creation and preparation of Payroll record discrepancies and missing documents.

Pajaro/Sunny Mesa Community Services District Critical Water Supply Improvements Mesa, CA

Labor Compliance Monitoring Officer. 360PSM and President Catalina Ferreto provided Pajaro/Sunny Mesa Community Services District with assistance on the first phase of the project with Labor Compliance and complying with all applicable provisions of Section 16100 of Title 8 of the California Code of regulations, which require the Contractor to keep accurate records of work performed as provided in Labor Code Section 1812, to allow Owner to inspect contractor's payroll records pursuant to Labor Code Section 1776 and Section 16400(e) of Title 8 of the California Code of Regulations, and to comply with all requirements imposed by law.



22 Years of Experience
3 Years at 360PSM

BA, Business Administration &
Global Marketing
Boston University



MOSES CUPRILL, P.E.

PRINCIPAL ENGINEER/PROJECT MANAGER

About

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

Mr. Cuprill, PE, will lead the team of geotechnical engineers brought on as sub-consultants for the Sandis team, assisting with any soil and compaction testing on an as-needed basis throughout the project.

Relevant Experience

Highland Way PM 3.25 Santa Cruz County, CA

Principal-in-Charge/ Project Manager, Geotechnical Engineering. Provided design recommendation and construction oversight for a 20 ft. high tieback soldier pile retaining wall to restore access through Highland Way.

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

Principal-in-Charge/ Project Manager, Geotechnical Engineering. Provided design criteria, recommendations, and construction oversight for engineered fill slopes, pier and lagging retaining walls, and site drainage.

Lyon Tank Access Road Landslide Repair Boulder Creek, CA

Principal-in-Charge/ Project Manager, Geotechnical Engineering. Landslide study of a broad soil mass that disconnected from the hillside undermining Madrone Road during the winter rain season of 2016/2017. Provided geotechnical design criteria to restore the roadway and stabilize the soil mass.



22 Years of Experience

15 Years at Haro, Kasunich & Associates, Inc.

BS, Civil and Environmental Engineering

California Polytechnic State University, San Luis Obispo

Professional Civil Engineer

CA #78901



ANDREW KASUNICH

STAFF ENGINEER/GEOTECHNICAL ENGINEER

About

Andrew has been working in the geotechnical consulting field at HKA for 5 years. His experience includes geotechnical site characterization, foundation design, retaining wall design, landslide slope stability, coastal bluff analysis, soil nail and tieback anchor design, and various civil/coastal engineering projects. Andrew is also responsible for management of both the design and construction observation phase of projects. He most recently managed the construction and oversight of the 100 Esplanade Seawall Rehabilitation Project in Pacifica, California. He prides himself on his ability to listen to his client's needs and develop engineered solutions that meet those needs.

Relevant Experience

323, 900 & 1220 Hopkins Gulch Road Slip Outs Boulder Creek, CA

Geotechnical Engineer. Provided repair alternatives, design criteria, and construction observation for various road slip-outs along Hopkins Gulch Road. Recommended repairs, included cantilever soldier pile, pin pile, and tieback walls.

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

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

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

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



22 Years of Experience

5 Years at Haro, Kasunich & Associates, Inc.

BS, Civil and Environmental Engineering

University of California, Davis



EXPERIENCE AND PAST PERFORMANCE



San Jose, CA
2011 - 2015

MARTIAL COTTLE PARK



Sandis provided engineering and surveying services for the development of Martial Cottle Park, a park jointly owned by the State of California and the County of Santa Clara. Sandis managed a multi-discipline team consisting of civil engineers, land surveyors, landscape architects, mechanical, electrical and plumbing engineers, environmental engineers geotechnical engineers and structural engineers as well as crop consultants and biologists. The project includes a roadway widening on Snell Avenue from four lanes to six lanes and signal modifications at the intersection of Branham Avenue and Snell Avenue. Storm drain solutions include the use of previous pavement, retention pond, infiltration wells, and bioswales. The project consists of the development of a 287-acre park that is jointly owned by the State of California and the County of Santa Clara. The park's vision includes 3 miles of trails, a visitor center, pavilion, maintenance facility, passive recreational uses, community gardens and small agricultural uses

Construction Management Services

Sandis coordinated with multiple agency stakeholders throughout the development of the park. Stakeholders included the City of San Jose Public Works California Department of Parks and Recreation, Army Corp of Engineers, and California Fish and Wildlife.

Sandis' services spanned from Design Development to Construction Administration. During the bidding phase, Sandis carefully reviewed all the Bids and gave recommendations to the County of completeness and who the apparent low bidder was. During the Construction Phase, Sandis had a full-time engineer located on-site at the job trailer. During construction, Sandis' engineer on site would respond to RFIs, review submittals, review Change Orders, and verify that the contractor built the project per the projects plans and specifications. Additionally, Sandis surveyors would periodically verify that the construction staking provided by the contractor was per plan prior to construction.

Sandis' Scope of Work

- Bidding and Construction Administration
- Boundary Surveys
- Capital Improvements
- Construction Notes and Details
- Construction Staking
- Design of Miscellaneous Facilities and Improvements
- Drainage Infrastructure Repair
- Emergency Responses
- Environmental Analysis
- Erosion Control and Repair
- Estimates

- Grading and Drainage
- Landscaping
- Pavement Rehab
- Pedestrian/Bicycle/Vehicular Access/ Pathways
- Preparation of Construction Plans and Specifications
- Pump House Design
- Review of Land Development Plans and Calculations
- Right of Way Mapping and Adjustments
- Roadway Design, Sidewalk, Parking
- Signalization
- Storm Water Management/SWPPP

Owner Co-owned by Santa Clara Country Parks & Recreation and state of California
Contact Alicia Flynn (with County of Santa Clara Parks & Rec Dept.), 408.355.2209, alicia.flynn@prk.sccgov.org

Project Size 287 Acres

Project Budget \$24M

Total Value of Completed Project \$24M

Budgeted Project Design Schedule

2011 - 2015

Total Time to Design Completion

2011 - 2015

Estimated Contract Costs \$3,412,151

Actual Contract Costs \$3,412,151

San Jose, CA
2008 - 2012

COUNTY OF SANTA CLARA MARIPOSA COMPLEX - MALECH ROAD WATER SUPPLY



Photo Credit: San Jose Spotlight

Sandis managed a multi-disciplined team of: civil engineers, drillers, electrical engineers, fire protection engineers, environmental engineers, geologists, and land surveyors in the analysis, design and implementation of \$3 million improvements to 5,560 l.f. of water supply to the Malech Road Complex.

Engineering Services included: an analysis of an existing water supply; initial project scoping and programming; erosion control; and demolition of the roadway, creek crossing and two culverts. Following the completion of the analysis and feasibility study, Sandis provided full plan and profile drawings for the new water main. The new water main scope included a new domestic and fire water booster pump station.

The 12 x 30 building, located within County ROW, provided domestic and fire duplex pumps, controls and MCC as well as primary emergency power. This phase of the project also included: domestic water line; survey of the pathway of the new water line; water modeling of the new system; cost estimates; new water line easements; and security measures (cameras and gates).

Sandis coordinated closely with the Great Oaks Water Company and regulatory agencies, including County of Santa Clara, County Roads and Airport and coordination with the Dept. of Fish & Game, Army Corps of Engineers, SCVWD, and the Regional Water Quality Control Board.

Construction Management Services

Sandis performed construction management of the project through construction administration and close-out. Working closely with contractors and subcontractors, Sandis attended and led weekly construction meetings, prepared agendas, and meeting notes to ensure smooth implementation of design as the project progressed through the construction phase. The Sandis team maintained and updated the overall construction schedule, frequently assessing any possible risks to schedule and project.

Sandis was on site daily to observe construction of the project with visits including:

- Verification that construction was in compliance with the plans and specifications
- Confirmation that the materials and installation conformed with the Contract Documents.
- Photographed the progress of daily work.

Sandis also prepared and maintained RFI logs and Submittal logs for review, including issue of RFI response and clarifications. Working collaboratively with the Contractor, Sandis provided assistance with coordinating work with PG&E and Great Oaks Water Company. As part of the CM services, Sandis reviewed and approved Contractor's Payment Requests, prepared Change Order Log and assisted the County to negotiate Change Orders. In the commissioning of the pipelines, Sandis reviewed test reports for the pipe installation and pump installation. For project close-out, Sandis prepared a Punch List and final acceptance from the County.

Owner County of Santa Clara

Contact Rudy Castelo, PE, County of Santa Clara Parks and Recreation Department, rudy.castelo@prk.cggov.org, 408.355.2212

Project Size 5,560 l.f. of water supply

Design Budget \$296,721

Total Value of Completed Design \$262,610

Budgeted Project Design Schedule

8 Months

Total Time to Design Completion

8 Months

Estimated Contract Costs \$3M

Actual Contract Costs \$3M

Boulder Creek, CA
2020-2020

SAN LORENZO VALLEY WATER DISTRICT BIG STEEL TO LYON INTERCONNECT PIPELINE



For the San Lorenzo Valley Water District, Sandis provided engineering services for the repair and replacement of 1,200 l.f. of surface mounted pipeline.

The Pipeline was destroyed during the CZU fire of 2020. Sandis provided turn-key services to assess damage, plan, design, and manage the reconstruction. High angle topography, fire damaged trees, limited equipment access and critical District demand outlines the challenges of the project. Sandis provided rapid deployment of surveyors and engineers to develop a plan, work with a contractor to refine, and procure materials, as well as management of construction activities.

Additional scope included large tree removal, agency permitting, electric and telecom system replacement and erosion controls to protect the work zone during the fast approaching winter season.

Construction Management Services

In support of the construction of the repair and replacement of the pipeline, Sandis attended and held weekly construction

meetings. The Sandis team prepared agenda and meeting notes to clearly communicate construction and project progress. In addition, Sandis prepared and maintained an RFI log, Submittal Log and overall construction schedule.

Sandis conducted daily site observation throughout the construction phase of the project. The site visits included:

- Verifying that the construction was in compliance with the plans and specifications
- Confirmed that the materials and installation was per the Contract Documents.
- Photographed the progress of daily work.

Sandis' construction management services also included issue of RFI response and clarifications and the review of test reports for the pipe installation. Sandis prepared a Punch List and final acceptance from the District for project close out.

Owner San Lorenzo Valley Water District

Contact Rick Rogers, San Lorenzo Valley Water District, 831.818.3207

Size 1,200 Linear Feet of Surface Mounted Pipeline

Design Budget N/A

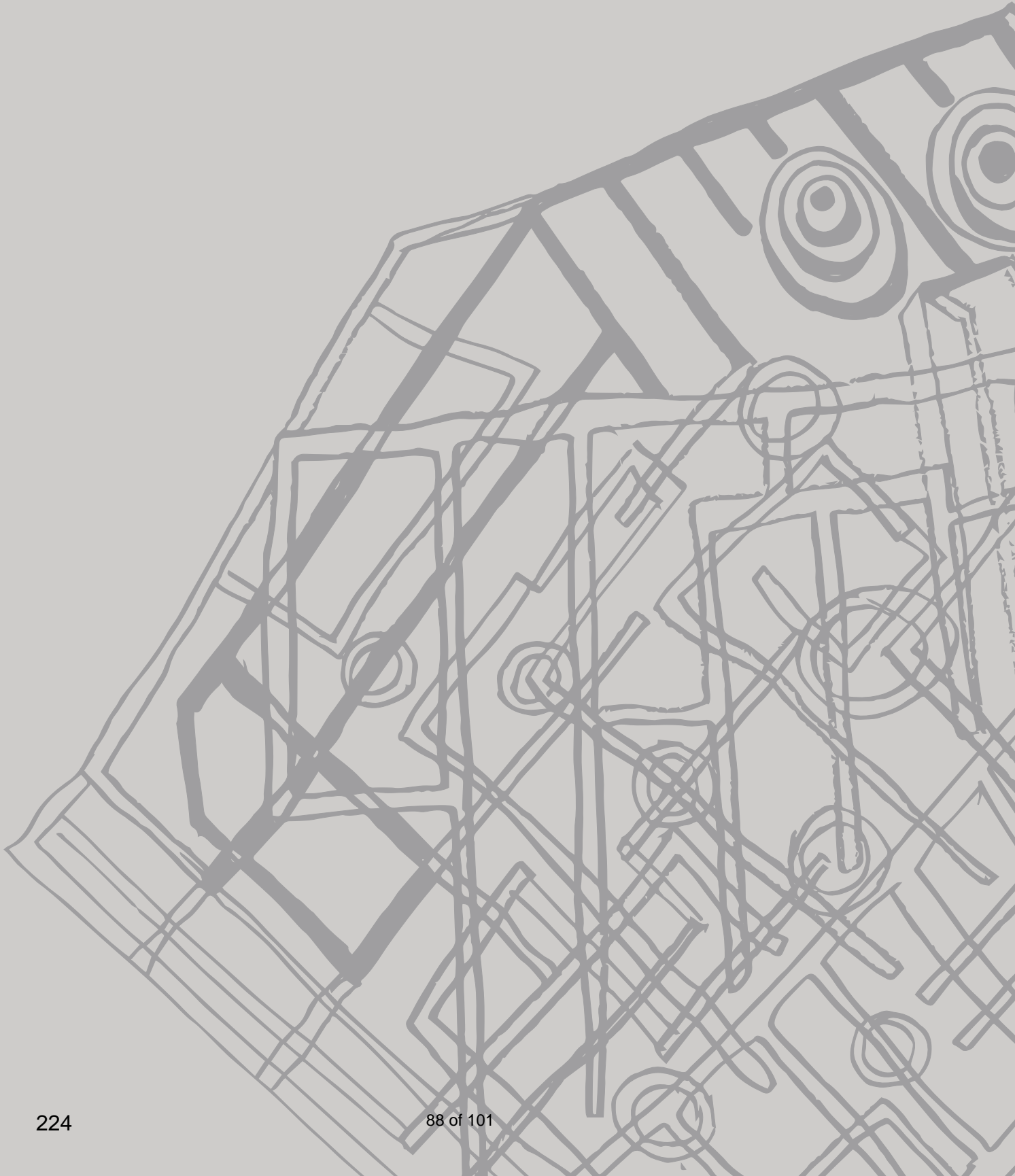
Total Value of Completed Design N/A
Emergency Repairs

Total Time to Design Completion 3 Months

Estimated Contract Costs \$400,000

Actual Contract Costs \$77,978 Billed

EXCEPTIONS TO THE RFP



Sandis has carefully read through the District's RFP and does not wish to make any exceptions or modifications to the RFP. Additionally, Sandis has reviewed the contract and accepts the document as-is.

CONTRACTUAL SCOPE OF SERVICES



CONTRACTUAL SCOPE OF SERVICES

The following scope of services combines the requirements of the RFP with additional items we determined are needed specific to the project type/location/scope. We therefore propose the following:

TASK 1: PRECONSTRUCTION PERIOD

- Schedule and conduct a preconstruction meeting.
- Establish and develop standards for: weekly meetings, RFI tracking, materials review tracking, field changes, traffic control setup/take down, meeting minutes/notes/follow-up required.
- Establish communication and professional relationship with the EOR (Fritas + Fritas).
- Schedule Weekly meetings: Contractor/Engineer/CM.
- Schedule Monthly meetings: District.
- Establish standards for contractor schedule and look ahead tasks reporting.
- Establish communication with Caltrans, County of Santa Cruz, and Utility agencies.
- Review Contractor traffic control plans prior to submission to Caltrans/County.
- Conduct a peer review of the approved Project Plans/Specifications and prepare comments and/or recommendations, as necessary.

TASK 2: CONSTRUCTION PERIOD: CM

- Conduct daily observation of construction activities and keep notes, photos, and reports to document project. Assumes minimum of two (2) hours, average of four (4) hours and maximum of eight (8) hours per workday based on activities planned.
- Issue clarifications and/or interpretations of the approved project plans/specifications as required. Regular communication with EOR may be required.
- Conduct weekly meetings with the Contractor and EOR. Key elements: progress against established schedule, project status, outstanding RFIs/material submittals, work zone safety issues, review of 3-week look ahead, agency/utility coordination issues, change order log review.
- Conduct monthly review/progress meetings with SLVWD.
- Track the submittal, review, and approvals of all material submittals.
- Track the submittal, review, and resolution of all RFIs.
- Observe construction methods and materials for compliance, check tags against material submittals.
- Oversee daily traffic control placement before lane closures as well as cleanup before reopening lanes for traffic.
- Review of Contractor payment requests.
- Review of Contractor Request for Change Order and include recommendation to approve or deny.
- Coordinate and assist Contractor to facilitate communication, inspection, etc. with PG&E, Comcast, AT&T, etc.
- Review, seek EOR approval all test reports: subgrade, backfill, AC pavement, special inspections.
- Conduct a final punch list and conduct site visit to verify. Coordinate effort with EOR.

TASK 2: CONSTRUCTION PERIOD: SPECIAL INSPECTION/TESTING

- The project requires special inspection and/or testing in the following areas: trench and pavement subgrade, trench backfill, AC pavement, pipe support for required bridge attachment, coring thru retaining walls.
- Perform visual inspection and compaction testing of trench invert, trench backfill and pavement subgrade.
- Perform visual inspection and temperature testing of AC pavement materials upon delivery, during spreading/placement.
- Monitor AC pavement material temperatures for deviations from Caltrans Specification.
- Monitor paving equipment type and usage to ensure completed AC pavement performance. Caltrans Specification as well as Asphalt Institute standards used for reference.
- Perform visual inspection and monitoring of pipe support on bridge. Drilling, cleaning of drilled holes, placement of epoxy.
- Possible load proofing at designated test location.

C O N T R A C T U A L S C O P E O F S E R V I C E S

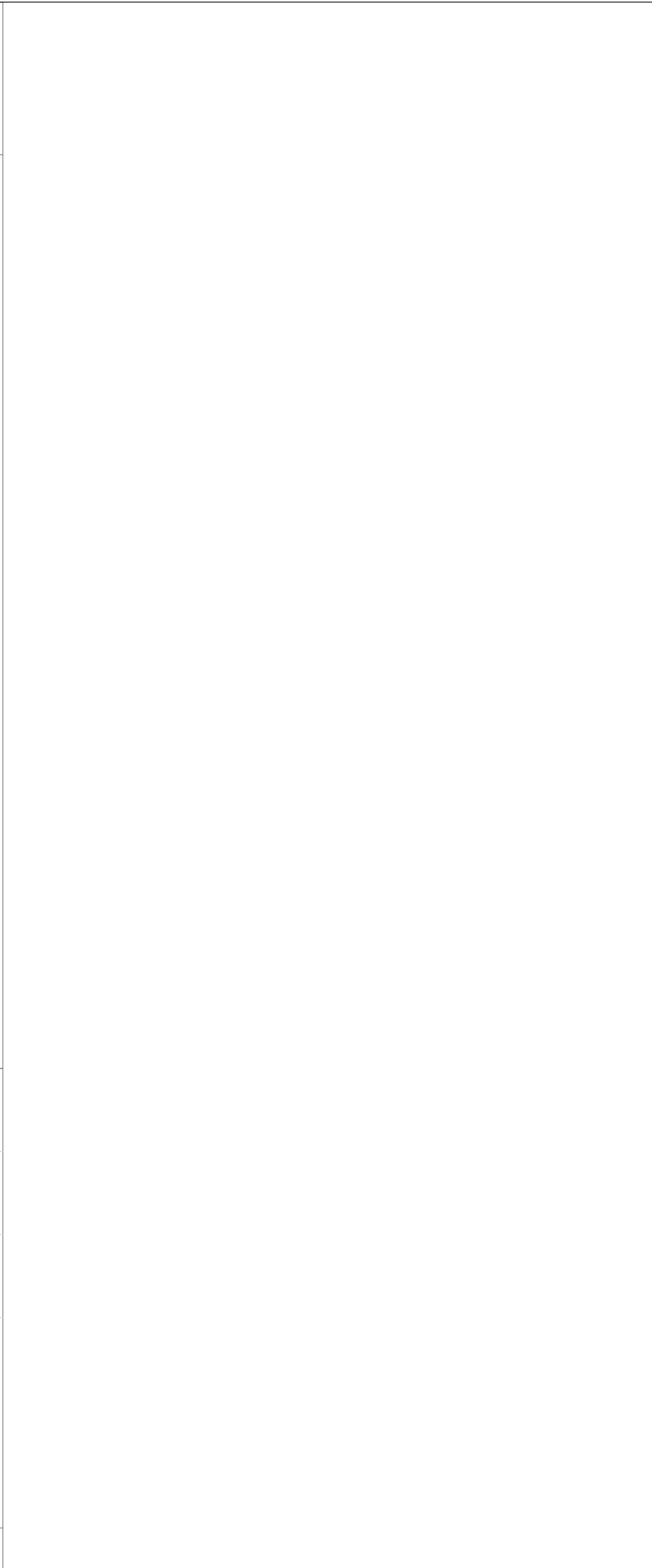
TASK 2: CONSTRUCTION PERIOD: LABOR COMPLIANCE

- The project requires oversight and reporting of labor compliance to meet SLVWD contract requirements.
- Perform interviews of construction staff during project and complete required reporting forms.
- Review monthly payment applications and certified payroll.
- Track hours by contractor staff and staff type.
- Prepare an end of project summary report.

TASK 3: CLOSE OUT

- Obtain letter of acceptance from the EOR and/or subconsultants.
- Obtain Record Drawings from EOR. EOR is responsible to incorporate any changes to plans during construction.
- Issue a final acceptance letter.

ID	Task Name	Duration	Start	Finish	1st Quarter	2nd Quarter	3rd Quarter
1	CM services kick off	1 day	Mon 1/10/22	Mon 1/10/22	Jan		
2	Preconstruction Services/Contractor	24 days	Tue 1/11/22	Fri 2/11/22	Jan		
3	Materials Ordered	60 days	Thu 1/27/22	Wed 4/20/22	Jan		
4	Construction Period	30 days	Thu 4/21/22	Wed 6/1/22	Apr		
5	Schedule Float	15 days	Thu 6/2/22	Wed 6/22/22	Jun		
6	Final Review & Punch List	5 days	Thu 6/23/22	Wed 6/29/22	Jun		
7	SLVWD Acceptance	2 days	Thu 6/30/22	Fri 7/1/22	Jun		Jul



Project: SLVWD Glen Arbor CM
 Date: Tue 11/23/21

Task Summary Legend:

- Task: Solid blue bar
- Split: Dotted blue bar
- Milestone: Diamond symbol
- Summary: Bracket symbol
- Project Summary: Blue bar with diamond
- Inactive Task: Dotted grey bar
- Inactive Milestone: Diamond symbol
- Inactive Summary: Bracket symbol
- Manual Task: Solid teal bar
- Duration-only: Teal bar with white fill
- Manual Summary Rollup: Teal bar with bracket
- Manual Summary: Grey bar with bracket
- Start-only: Teal bar with left bracket
- Finish-only: Teal bar with right bracket
- External Tasks: Teal bar with double brackets
- External Milestone: Diamond symbol
- Deadline: Green arrow pointing down
- Progress: Blue bar with white fill
- Manual Progress: Teal bar with white fill

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INSURANCE



PROFESSIONAL FEE

DECEMBER 29, 2021

San Lorenzo Valley Water District
Professional Construction Management Services
Glen Arbor Bridge Pipeline Replacement Project

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

Construction Management Services	Principal in Charge	SANDIS/HKA/360psm						Task Hours	Task Fee	
		Project Manager	Project Engineer	Design Engineer	Geotech PIC	Geotech Staff Eng	Geotech Field Tech			Labor Compliance
Task 1: Preconstruction Period										
	\$350	\$235	\$155	\$125	\$215	\$150	\$150	\$75		
CM Kick Off & Preconstruction Meeting	1	1	0	0	1	1	1	1	6	\$1,175
Project Peer Review + Traffic Control Review	2	6	6	4	1	2	0	0	21	\$4,055
Document Management (RFI/Materials Logs)	0	1	0	4	0	1	0	0	6	\$885
Contractor Coordination (Work Plan/Schedule)	0	2	2	0	0	1	0	1	6	\$1,005
Schedule Weekly + Monthly Meetings	0	2	2	0	0	0	0	0	4	\$780
Task 1: Subtotal										
Task 2: Construction Period										
Weekly Contractor/Owner/EOR Meetings	3	12	0	6	0	0	0	0	21	\$4,620
Monthly Owner Meetings	1	6	0	6	0	0	0	6	19	\$2,960
Daily Site Observation	8	30	30	30	0	2	0	0	100	\$18,550
Subgrade/Backfill Compaction Testing & Reporting	0	0	0	0	2	12	40	0	54	\$8,230
Bridge Anchor Special Inspection	10	0	0	0	0	0	0	0	10	\$3,500
RFI and Materials Document Controls	0	2	4	4	0	0	0	0	10	\$1,590
Pay Application Review + Change Order Management	0	4	4	4	0	0	0	0	12	\$2,060
AC Pavement Inspection	1	4	4	0	0	0	0	0	9	\$1,910
Punch List Preparation + Additional Confirmation Visit	2	4	4	4	0	0	0	0	14	\$2,760
Labor Compliance	0	6	0	0	0	0	0	64	70	\$6,210
Task 2: Subtotal										
Task 3: Close out										
Acceptance Letters	1	2	2	0	2	0	0	0	7	\$1,560
Record Drawing Review	0	0	0	0	0	0	0	0	0	\$0
Final SLVWD Acceptance	0	0	0	0	0	0	0	0	0	\$0
Task 3: Subtotal										
Total Staff Hours	29	82	58	62	6	19	41	72	369	\$61,850
										\$167.62

STANDARD HOURLY CHARGE RATES

Enforced: January 1, 2022 through December 31, 2022

ENGINEERING SERVICES / QSD & QSP SERVICES

Project Specialist/Clerical		\$105.00
Computer/Field/Engineer Technician	Level I	\$105.00
	Level II	\$115.00
	Level III	\$125.00
Sr. Engineer Technician		\$130.00
Design Engineer	Level I	\$120.00
	Level II	\$125.00
	Level III	\$130.00
Project Engineer/Traffic Engineer	Level I	\$150.00
	Level II	\$170.00
	Level III	\$180.00
Senior Engineer	Level I	\$190.00
Engineering Project Manager	Level I	\$195.00
	Level II	\$235.00
Associate Principal/Sr. Project Manager/Sr. Traffic Engineer		\$285.00
Principal		\$350.00
Forensic Review/Analysis/Claim Support		\$285.00

SURVEYING SERVICES / HIGH DEFINITION SCANNING/3-D MODELING SERVICES

Computer/Surveying/Scanning Technician	Level I	\$105.00
	Level II	\$110.00
	Level III	\$125.00
Project Surveyor/Scanning Specialist	Level I	\$135.00
	Level II	\$145.00
	Level III	\$175.00
Survey Project Manager	Level I	\$195.00
	Level II	\$235.00
Senior Field Survey Supervisor/AISC/Manager		\$285.00
Utility Locating Services 1-Person Crew		\$175.00
Utility Locating Services 2-Person Crew		\$256.00
Utility Locating Manager		\$165.00
1-Person Survey Crew		\$195.00
2-Person Survey Crew		\$325.00
2-Person Survey Crew with Apprentice		\$450.00
3-Person Survey Crew		\$500.00
Union Field Surveyor Official Travel		\$75.00

REIMBURSABLE COSTS: Printing, monuments, materials, outside services and consultants, courier/delivery services, express/overnight mail, travel/per diem, agency fees advanced, etc., at cost plus 10%.

OVERTIME: All overtime charges are invoiced on the basis of one and one-half times the above rates. Double time invoiced at two times above rates.

ESCALATION: Escalation for future years shall be at a minimum of 3.5% increase per year.

Sandis at its sole discretion may utilize its subsidiaries to perform the services presented in this proposal.

S U B C O N S U L T A N T F E E S C H E D U L E | H K A

HARO, KASUNICH AND ASSOCIATES, INC.

CONSULTING GEOTECHNICAL & COASTAL ENGINEERS

FEE SCHEDULE 15 October 2021

The following schedule presents the rates for professional services and laboratory tests. If desired, services other than construction observation and testing can be contracted on a negotiated fixed fee basis. Hours for professional and technical services are charged portal-to-portal from our office. Services during construction such as testing and observation of grading require both professional and technical services. Depending on the scope and duration of the construction project, budgets can be estimated. Minimum fee for any project is \$950.00.

PROFESSIONAL SERVICES

Principal Consultant	\$265.00 per hour
Principal Engineer	\$215.00 per hour
Coastal Engineer	\$205.00 per hour
Coastal Engineering Geologist	\$205.00 per hour
Senior Engineer	\$185.00 per hour
Staff Engineer	\$150.00 per hour
CAD Technician/Designer	\$115.00 per hour
Computer Technician/Engineer Assistant	\$108.00 per hour

Initial Project Research and Administration (IPRA) \$750.00

Expert Witness Fees including Preparation, Consultation, Arbitration, Deposition, Hearings and Court Appearance, including travel time to and from will be billed at one and half (1.5) times the hourly rates indicated above.

Consultation meetings and telephone consultation will be billed at the hourly rate indicated.

ENGINEER OVERTIME RATES

- Principal Engineer, Engineering Geologist, Senior Engineer, Staff Engineer
(In excess of 8 hours day and Saturdays, 1.5 times the stated rate)

- Principal Engineer, Engineering Geologist, Senior Engineer, Staff Engineer
(Sundays and Company Holidays, 1.8 times the stated rate)

PERSONNEL CHARGES

Technical Assistant	\$ 70.00 per hour
Clerical Administration	\$ 50.00 per hour
Field Technician	\$108.00 per hour
Prevailing Wage Field Technician (PWT) (Subject to DIR)	\$150.00 per hour

TECHNICIAN OVERTIME HOURLY WAGES

Weekdays (in excess of 8 hours/day 1.5 times)	\$165.00 per hour
Saturdays (initial 8 hours - 1.5 times)	\$165.00 per hour
Saturdays (in excess of 8 hours - 2.0 times)	\$215.00 per hour
Sundays and Holidays (2.0 times)	\$215.00 per hour

- Field services are billed portal-to-portal in accordance with the following minimum charges:
2 hours minimum charge for inspections, sampling, testing operations or show-up time;

- Per diem for all personnel will be billed cost plus 20% but not less than \$150.00/day per person.

OUTSIDE CONSULTANTS/CONTRACTORS

Outside Consultants and Contractors fees and costs are subject to a markup for handling, administration, coordination and management up to 10%.

MILEAGE AND INCIDENTAL EXPENSES

Auto Mileage	\$ 0.60/mile
--------------	--------------

Incidental expenses, such as consultant's fee, special services, equipment rental, aerial photographs, out-of-town travel, etc., are reimbursable at cost plus 15%.

116 EAST LAKE AVENUE • WATSONVILLE, CALIFORNIA 95076 • (831) 722-4175 • FAX (831) 722-3202

S U B C O N S U L T A N T F E E S C H E D U L E | H K A

DRILLING AND SAMPLING

Drilling rig, crawler or truck mounted with crew and engineer supervision basic rates:

Mobilization	
Straight Time (This includes portal to portal, yard prep, de-prep and tooling)	\$425.00 - \$460.00 per hour
Overtime	\$475.00 - \$540.00 per hour
Double Time (Holidays and Sundays)	On Request Cost Plus 15%
Prevailing Wage Drilling	\$560.00 - 680.00 per hour
Prevailing Wage Overtime	\$650.00 - \$800.00 per hour

Portable Drill Rigs

Stated Rate plus an additional \$65.00/hour for additional crew member.
Overtime Rate in excess of 8 hours = \$90.00 per hour for additional crew member.

Above charges are subject to change dependent upon engaged Drilling Company.

For portable rigs, crawler-mounted or rotary-wash type drilling rigs, and support equipment the rate is cost plus 15%. Drilling is charged at 5 hours minimum. Time is charged portal-to-portal from yard of engaged Drilling Contractor. Casing, Shelby Tubes and any special sampling or subcontract equipment and related support services will be charged at cost plus 15%.

FIELD TESTS

Plate bearing load, pile load and vane shear tests; piezometer and slope indicator installations; and other special tests will be charged at standard engineering and personnel rates plus cost of and including 15% surcharge for special equipment/personnel.

LABORATORY TESTS

Sample Preparation, per hour	\$ 100.00
Sieve Analysis, pit run with 200 wash, ASTM D-422, per test	\$ 150.00
Percent Passing #200 Sieve (wash)	\$ 100.00
Short Hydrometer Analysis (without Sp. Gr.) ASTM D-422	\$ 220.00
Specific Gravity (Sand and Gravel) ASTM D-854	\$ 120.00
Moisture Determination, ASTM D-2216	\$ 24.00
Unit Weight	\$ 44.00
Sand Equivalent	\$ 180.00
Atterberg Limits:	
a. Plasticity Index, ASTM D-4318 Wet	\$ 275.00
b. Plasticity Index, ASTM D-4318 Dry	\$ 231.00
Unconfined Compression, ASTM D-2166	\$ 110.00
Swell Test Shrink-Swell & Expansion Pressure	\$ 385.00
Direct Shear, per point ASTM D3080	\$ 180.00
Residual Direct Shear (Modified ASTM)	\$Quote
CU Modified ASTM per point	\$ 110.00
Consolidation full curve	\$ 495.00
R-Value	\$ 385.00
R-Value, Cement, Lime or other additives	\$Quote
Compaction Curve	
a. Modified, 4" mold, ASTM D-1557	\$ 300.00
b. Modified, 6" mold, ASTM D-1557	\$ 350.00
c. Impact, California State Highway	\$ 350.00
d. 1 Point Verification	\$ 150.00
Soil Corrosivity Tests (PH, Resistivity, Soluble Chloride & Sulfate)	\$ 330.00
Triaxial, permeability and other special tests at hourly rates or as quoted.	\$1,950.00

Notes: Consultation meetings will be billed at the hourly rates indicated. Field services are billed portal-to-portal with a 2-hour minimum charge. Hourly rates shown are for ordinary engineering services and include all payroll, office overhead, taxes, supplies and insurance. Higher rates are applicable for extra services such as special certifications and projects which require professional liability insurance, etc. Invoices will be prepared at the completion of work or at monthly intervals and are payable upon presentation. Invoices 30 days past due will be assessed a service charge of 1.5% per month.

Note: In the event consultant's fee schedule changes due to any increase of costs such as the granting of wage increases and/or other employee benefits to office employees due to the terms of any labor agreement, or rise in the cost of living, during the lifetime of the agreement, a percentage increase shall be applied to all remaining compensation.



360PSM

Fee Schedule

Fee Schedule

	Hourly Rate
Labor Compliance	\$75
President	\$150

Blueprint fees, copy fees, subconsultants or other direct costs not listed above are reimbursed at cost plus 10%
Hourly Rates effective January 1, 2021. Each subsequent year in January rate adjusted for inflation of 3%.

MEMORANDUM

TO: San Lorenzo Valley Water District Board of Directors

FROM: District Manager

PREPARED BY: Josh Wolff, P.E. District Engineer

SUBJECT: AWARD OF BROOKDALE VIADUCT PIPELINE CONSTRUCTION PROJECT

DATE: January 20, 2022

RECOMMENDATION

It is recommended that the Board of Directors instruct the District Manager to enter into negotiations with Reber Construction Co, Inc.(Reber) to finalize award of the BROOKDALE VIADUCT PIPELINE CONSTRUCTION PROJECT.

RECOMMENDED MOTION

District staff provide the following recommended Motion:

Moved that the San Lorenzo Valley Water District Board of Directors instruct the District Manger to enter into negotiations, with Reber, to enter into contract to obtain complete and satisfactory realignment of the existing water main and return said main to beneficial use by the District.

BACKGROUND

The District received notification from Caltrans of a viaduct extension project at Milepost 10.8 of CA-9 which conflicts with the existing water main alignment. In order to allow this work by Caltrans, the District is required to re-align approximately 224-LF of the existing pipeline to provide clearance for the proposed concrete pile and retaining wall. Plans for this project had been previously prepared, with the intention that the District would negotiate with the contractor selected by Caltrans to complete District work.

BIDDING DATA

The District was notified by phone on December 7, 2021 that Caltrans intended to begin work on the Viaduct on January 15, 2022. District Staff contacted Gordon N Ball, the contractor selected by Caltrans, and received an initial price for the District work of \$299,950, approximately \$1,313

per linear foot of pipe. District Staff determined that this price was excessive and made the decision to solicit additional bids.

In addition to the limited time allowed for bidding, District Staff negotiated with Caltrans to reduce the required scope, limiting removal of existing pipe and restoration of roadway, leading to a requirement that bidders make adjustments in limited time. The three (3) bids received reflect the limited timeframe and multiple changes to the scope as negotiations with Caltrans were completed.

The limited time allowed for bidding resulted in a non-standard bidding process, and no formal RFP was published. Bids were solicited from approximately ten (10) construction companies, three (3) provided bids, summarized in the table below:

Bidder	Price
Gordon N Ball	\$221,512
Granite Construction	\$215,000
Reber Construction Co, Inc.	\$166,00

As shown in the table above, the low bidder is Reber; \$166,000 Granite Construction, at \$215,000 is the second low.

ATTACHMENTS

1. Reber Bid
2. Granite Bid
3. Project Plan Set

REBER CONSTRUCTION CO., INC.

P.O. Box 273
Santa Cruz, CA 95061
Phone 831.429.9777
FAX 831.429.0102

Email: reberconstruction@comcast.net

DIR #1000012091

Small Business Certified #10596

Proposal

January 11, 2022

Job# 22-001

SLV Water District
RE: Brookdale Mile Post 10.8
Pipeline Realignment

ATTN: Josh Wolff

via email: jwolff@slvwd.com

SCOPE OF WORK / DESCRIPTION:

Reber Construction to supply all labor, tools and materials to realign approximately 225 feet of 6" DI watermain. Plan provided by Josh Wolff dated April 12, 2021.

Proposal based on daytime work hours.

TOTAL: \$ 166,000.00.

Our Proposal Does Not Include:

1. Bonds, engineering, fees, survey or as-builts.
2. Removal of on-site debris generated by others.
3. Any and all permits are not included.
4. All special inspection or concrete samples requested will be invoiced directly to owner
5. It is the owner's responsibility to notify all neighbors of the construction schedule.
6. Vandalism
7. Dewatering
8. This proposal is only applicable as specified and shall not be segregated into individual items.
9. Removal or relocation of existing utilities.

Thank you,

Jeff Reber
Reber Construction Co., Inc.

Please sign and return:

S/S SLV Water District _____

Date _____



GRANITE

SLVWD - Brookdale Viaduct Main Realignment

Schedule B

Building Value
Together



PROPOSAL SCHEDULE B



Date:	January 7, 2022
To:	San Lorenzo Valley Water District
From:	Granite Construction Company
Job Location:	Highway 9 near Ben Lomond – Post Mile 10.8

Scope of Work

1. Furnish and install 224LF of 6” Pressure Class 350 Ductile Iron Pipe. Trench to be backfilled with approximately 115CY of 8-Sack slurry to finished surface. Includes tying into existing system, testing, chlorination and flushing of new line.
2. Demo and remove approximately 70LF of 6” water main. Includes backfilling trench with 8-sack slurry to finish surface.
3. Abandon in Place with Slurry 140LF of (E) 6” water main.

Total\$215,000.00

Special Conditions / Clarifications

1. Price includes one mobilization in and out.
2. Price excludes removing any concrete surfacing that may be encountered while digging. If any concrete surfacing is found to conflict with new layout, concrete roadway can be removed on Time and Material basis.
3. Work is figured to be performed at night. Day closures allowed would result in shorter work windows and less productivity for crews.
4. We exclude soil testing, engineering, construction staking, inspections, fees, permits, testing, bond premiums, and “as-built” drawings.
5. Winter maintenance and/or erosion control are excluded.
6. If rock is encountered that cannot be ripped with machinery on site, giving economical production, the owner agrees to pay for necessary testing, drilling, and possible blasting and all costs involved in fracturing the rock so that it can be removed normally.
7. Price excludes over-excavation and/or re-compaction due to unsuitable ground conditions; this will be charged as extra work.
8. Handling and/or disposal of any type contaminated (hazardous) material.
9. The removal, replacement and/or processing of over-optimum materials and any over-excavation and/or re-compaction due to unsuitable ground conditions will be paid as extra work.
10. Granite is not responsible for damage to underground utilities that are not marked by line and depth prior to the beginning of work. We will USA the area prior to work commencing with Utility Companies; they will not locate any pipes or wiring installed by the property owners.
11. Removal and/or backfill of buried appurtenances not shown on the drawings or as outlined in this proposal.
12. Granite is not responsible for weed control or termite control.
13. Adjustment (raising/lowering) of drain inlets, valves, and/or manholes within/outside work areas.
14. Traffic control is included as part of this proposal.
15. Dewatering is excluded.

16. Water is to be furnished by the owner, on site and accessible to our equipment. If water is not available on site, there could be an added cost to the bid to furnish water to the site.
17. This proposal is good for 30 days.
18. Granite will not perform the below improvements:
 - a. Striping, marking and/or signs
 - b. Irrigation, landscaping, hydro mulching, and erosion control.
 - c. Water lines
 - d. Electrical, gas, telephone, and TV cable.
 - e. Concrete work.
 - f. Fencing and/or tree protection.

NOTES

Owner expressly acknowledges that Contractor is a licensed contractor authorized to perform the work provided for in this Contract and that Contractor is not an engineer or design consultant.

Proposals made by contractor with respect to work to be performed are made solely for the consideration of Owner and Owner's design engineer or consultant who shall be solely responsible for determining whether any such work proposed by Contractor is, or will be, adequate to satisfy the needs and/or purposes of Owner. Except as expressly provided for in this Contract, no warranty or representation of any kind or nature is made with respect to any such proposal. Warranty with respect to fitness for any purpose or use is expressly disclaimed to the fullest extent permitted by Law.

Contact Information

Contact Person:	Jose Melgoza
Phone:	408-315-9159
Email:	Jose.Melgoza@gcinc.com
Address:	580 West Beach Street, Watsonville CA 95076



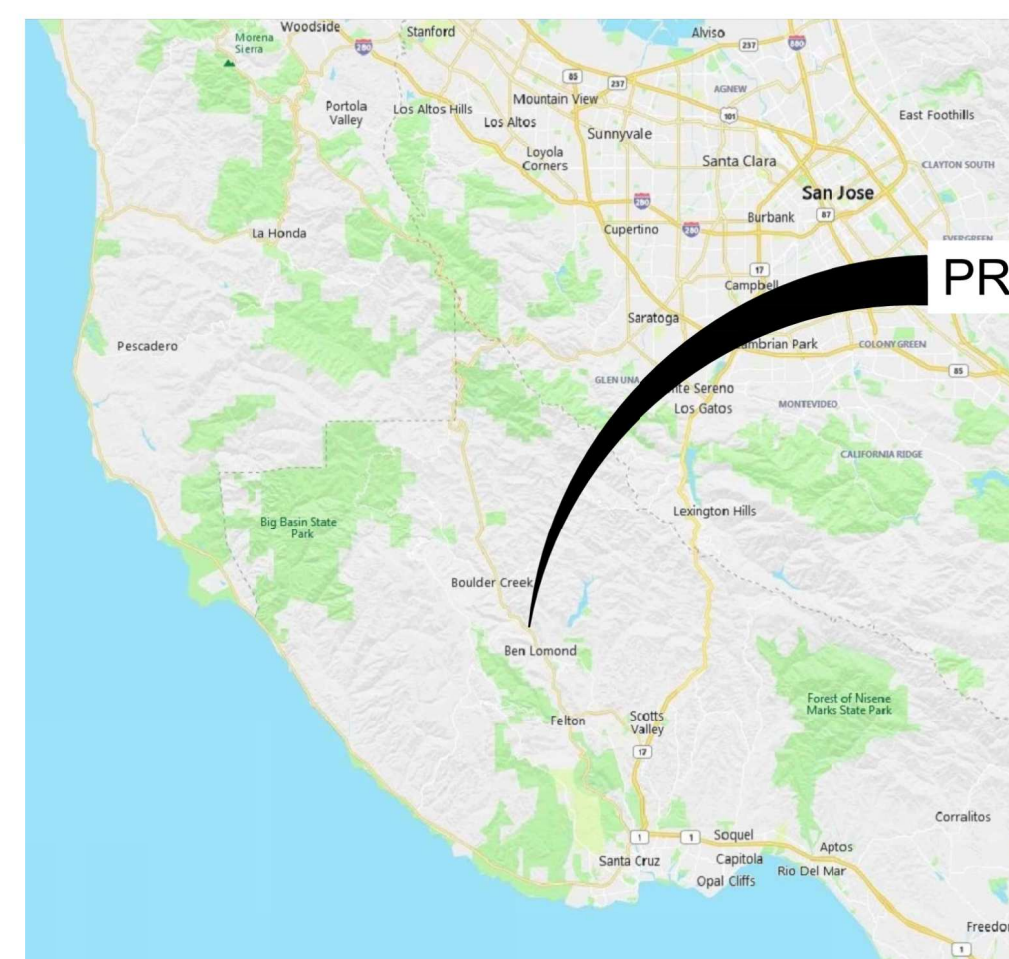
SAN LORENZO VALLEY WATER DISTRICT



CONSTRUCTION PLANS FOR HIGHWAY SR9 MP 10.8 REALIGNMENT OF WATER MAIN FOR CALTRANS SIDEHILL VIADUCT 05-1k060

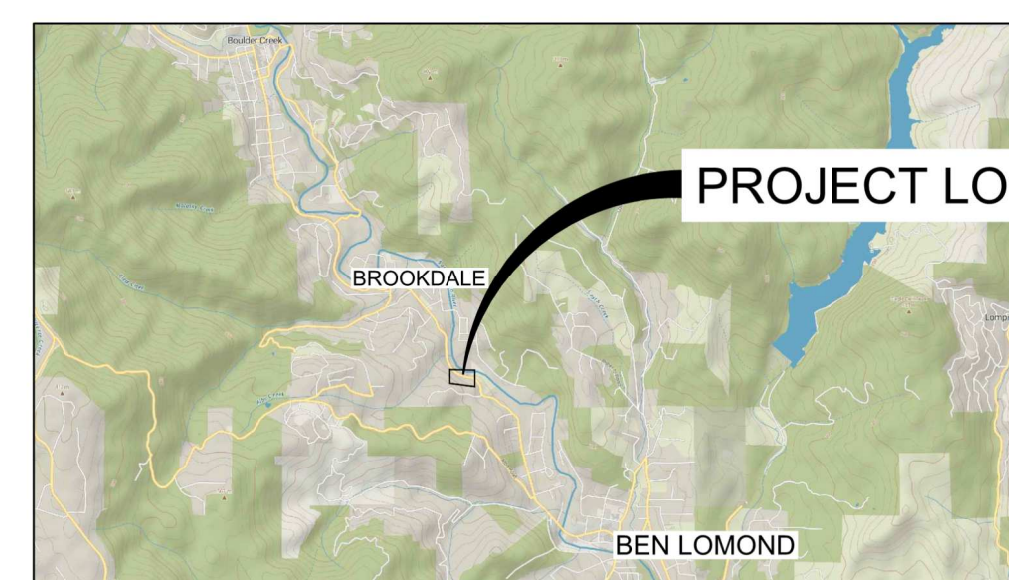
BOARD OF DIRECTORS

GAIL MAHOOD PRESIDENT
 LOIS HENRY VICE PRES
 BOB FULTZ DIRECTOR
 TINA TO DIRECTOR
 MARK SMOLLEY DIRECTOR



PROJECT LOCATION

VICINITY MAP
NO SCALE



PROJECT LOCATION

LOCATION MAP
NO SCALE

SHEET INDEX:

1. C 1.0 TITLE, LOCATION MAP, SHEET INDEX LEGEND AND ABBREVIATIONS
2. C 2.0 GENERAL AND CONSTRUCTION NOTES
3. C 3.0 PLAN
4. C 4.0 CONSTRUCTION DETAILS

ABBREVIATIONS:

APPROX. APPROXIMATELY
 AC ASPHALTIC CEMENT
 ACP ASBESTOS CEMENT PIPE
 DIP DUCTILE IRON PIPE
 DWG DRAWING
 EX EXISTING
 FLG FLANGED
 FH FIRE HYDRANT
 G.V. GATE VALVE
 HDPE HIGH-DENSITY POLYETHYLENE PIPE
 MJ MECHANICAL JOINT
 PP POWER POLE
 SD STORM DRAIN
 TEMP TEMPORARY
 WM WATER MAIN

LEGEND:

EXISTING	CONSTRUCT	
—	—	FOG LINE
— E —		OVERHEAD ELECTRICAL LINES
— SD —		STORM DRAIN
— W —	— W —	WATERLINE
⊗		WATER VALVE
⊕		WATER SERVICE
	45°	45 BEND
		BLIND FLANGE
	⊕	CONCRETE PLUG
⊙ PP		POWER POLE
▨		WALL
▩		CONCRETE
▨	▨	AC PAVING
---		SAWCUT
~~~~~		DEMO LINE

### UNDERGROUND SERVICE ALERT

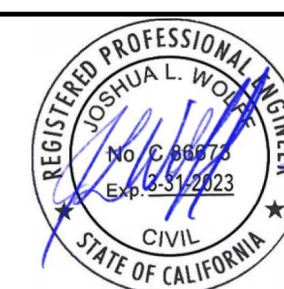


CALL: TOLL FREE  
 1-800-422-4133  
 TWO WORKING DAYS BEFORE YOU DIG

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DATE: 4/12/2021  
 SCALE: NTS  
 DRAWN BY: D.M.  
 APPROVED BY: J.W.  
 DRAWING NO.: 05-1K060



No.	REVISION/ISSUE	DATE	BY

TITLE, NOTES, and ABBREVIATIONS

Caltrans Sidehill Viaduct 05-1k060  
 BROOKDALE (SOUTH AT 10.8 MP)    CALIFORNIA

SHEET  
 C 1.0  
 SHEET 1 OF 4

# ENGINEER'S NOTES:

## GENERAL CONSTRUCTION:

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE CONTRACT DOCUMENTS; CALTRANS SPECIFICATIONS AND STANDARD DRAWINGS; AND SAN LORENZO VALLEY WATER DISTRICT'S (DISTRICT) STANDARD SPECIFICATIONS AND DRAWINGS.
2. ALL SPECIFICATIONS, DRAWINGS, AND DETAILS INCLUDED IN THE CONTRACT DOCUMENTS SHALL FULLY APPLY TO THE WORK WHETHER OR NOT SPECIFICALLY REFERENCED. IF CONFLICTS ARISE, THE MORE STRINGENT REQUIREMENTS APPLY.
3. UNLESS NOTED OTHERWISE, ALL WORK SHOWN IN THESE DOCUMENTS IS NEW AND TO BE PERFORMED UNDER THIS CONTRACT.
4. CONTRACTOR SHALL LIMIT CONSTRUCTION ACTIVITIES TO THE PUBLIC RIGHT-OF-WAY, PERMANENT AND TEMPORARY EASEMENTS AND DISTRICT OWNED PROPERTY.
5. THE CONTRACTOR IS RESPONSIBLE FOR SECURING HIS OWN STAGING AREA. ALL ASSOCIATED FEES SHALL BE INCLUDED IN THE BID ITEM FOR MOBILIZATION.
6. THE DISTRICT AND CALTRANS SHALL BE NOTIFIED IN CONFORMANCE WITH CALTRANS ENCROACHMENT PERMIT REQUIREMENTS PRIOR TO START OF CONSTRUCTION. CONSTRUCTION WILL NOT TAKE PLACE ON WEEKENDS OR HOLIDAYS UNLESS SPECIFICALLY APPROVED BY THE DISTRICT.
7. THE CONTRACTOR AGREES THAT HE SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR THE JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS REQUIREMENT SHALL APPLY CONTINUALLY AND NOT BE LIMITED TO NORMAL WORKING HOURS; AND THAT THE CONTRACTOR SHALL HOLD CALTRANS, THE DISTRICT, AND THE ENGINEER HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT.
8. DIMENSIONED DISTANCES SHALL GOVERN OVER SCALED DISTANCES.
9. MAINTAIN ON-SITE THE LATEST SIGNED CONSTRUCTION DRAWINGS AT ALL TIMES. MAINTAIN A COMPLETE AND ACCURATE RECORD OF ALL CHANGES IN CONSTRUCTION FROM THAT SHOWN ON THE PLANS AND SPECIFICATIONS FOR THE PURPOSE OF PROVIDING A BASIS FOR RECORD DRAWINGS. NO CHANGES SHALL BE MADE WITHOUT PRIOR WRITTEN APPROVAL FROM THE DISTRICT'S REPRESENTATIVE.
10. WORK SHALL BE DONE IN ACCORDANCE WITH THE APPROPRIATE CALTRANS ENCROACHMENT PERMITS.
11. CONTRACTOR SHALL VIDEO TAPE AND DOCUMENT THE PRE-EXISTING CONDITIONS OF THE JOBSITE AND PROPERTIES ADJACENT TO THE PROJECT, AND SUBMIT THE VIDEO ON DVD TO CALTRANS AND TO THE DISTRICT PRIOR TO THE START OF CONSTRUCTION. CONTRACTOR SHALL PROTECT EXISTING JOBSITE CONDITIONS AND ADJACENT PROPERTIES DURING THE WORK AND REPAIR DAMAGE TO LANDSCAPING, PAVING, IRRIGATION, STRUCTURES, ETC., CAUSED BY THE WORK.
12. CONTRACTOR SHALL MAINTAIN SAFE AND CONTINUOUS ACCESS TO ALL BUSINESSES, RESIDENCES, AND PUBLIC FACILITIES IN CONFORMANCE WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, LATEST EDITION.
13. DUST SHALL BE CONTROLLED AT ALL TIMES BY APPROVED METHODS.
14. IN ACCORDANCE WITH CALIFORNIA HEALTH AND SAFETY CODE SECTION 7050.5, THE CONTRACTOR SHALL NOTIFY THE COUNTY CORONER IF HUMAN REMAINS ARE DISCOVERED DURING THE COURSE OF THE WORK.
15. CONTRACTOR SHALL CONTROL ALL RUNOFF FROM CONSTRUCTION ACTIVITIES. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PLACEMENT AND MAINTENANCE OF ALL BMPS PRIOR TO ANY CONSTRUCTION ACTIVITIES OCCURRING AND THROUGHOUT THE DURATION OF THE PROJECT.
16. ALL DEBRIS, BRUSH, AND RUBBISH WITHIN THE WORK AREA SHALL BE REMOVED AND DISPOSED OF DAILY, EXCEPT AS OTHERWISE REQUIRED. SAID MATERIALS SHALL BE LEGALLY DISPOSED OF IN AN APPROVED OFFSITE LOCATION. WHERE REMOVAL OF SUBSURFACE OBSTRUCTIONS IS NECESSARY, CAVITIES CREATED BY THE REMOVAL SHALL BE CLEARED OF ALL LOOSE DEBRIS AND SOIL AND SHAPED TO PROVIDE ACCESS FOR BACKFILLING AND COMPACTION EQUIPMENT.

## UNDERGROUND FACILITIES:

1. ENGINEER HAS SEARCHED AVAILABLE KNOWN RECORDS FOR INFORMATION ABOUT UNDERGROUND FACILITIES INCLUDING FACILITIES PRESENTLY BEING DESIGNED IN THE VICINITY OF THE PROJECT. TO THE BEST OF THE ENGINEER'S ABILITY THOSE UNDERGROUND FACILITIES WHICH MAY AFFECT THE WORK ARE SHOWN ON THESE DRAWINGS. LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES SHOWN ON THESE DRAWINGS ARE BASED ON FACILITY DESIGN DRAWINGS AND ARE APPROXIMATE ONLY. CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE PRESENCE AND LOCATION OF ALL EXISTING FACILITIES BY POTHOLING OR OTHER POSITIVE METHODOLOGY.
2. AT LEAST 48 HOURS BEFORE COMMENCING ANY EXCAVATION, CONTRACTOR SHALL REQUEST UNDERGROUND SERVICE ALERT AND NON-MEMBER COMPANIES OR UTILITIES TO MARK OR OTHERWISE INDICATE THE LOCATION(S) OF THEIR SUBSURFACE FACILITIES.
3. PRIOR TO PIPELINE EXCAVATION CONTRACTOR SHALL EXCAVATE AND EXPOSE EXISTING FACILITIES (POTHOLE) IN LOCATIONS WHERE NEW FACILITIES ARE PROPOSED TO ESTABLISH THE EXACT LOCATION SIZE, AND DEPTH, AND DETERMINE IF THERE WILL BE AN INTERFERENCE WITH PROPOSED FACILITIES. CHANGES OR DELAYS CAUSED BY CONTRACTOR'S FAILURE TO PERFORM "POTHOLING" AND INTERFERENCE LOCATION WORK SHALL NOT BE ELIGIBLE FOR EXTRA WORK COMPENSATION OR TIME EXTENSION. UPON LEARNING OF THE EXISTENCE OR LOCATION OF ANY UNDERGROUND FACILITY OMITTED OR SHOWN INCORRECTLY ON THESE DRAWINGS, OR IMPROPERLY MARKED OR OTHERWISE INDICATED, CONTRACTOR SHALL IMMEDIATELY NOTIFY THE DISTRICT, PROVIDING FULL DETAILS AS DEPTH, LOCATION, SIZE, AND FUNCTION.
4. CONTRACTOR SHALL PRESERVE ALL SURVEY MARKERS AND MONUMENTATION IN PLACE. IF ANY EXISTING MONUMENTS REQUIRE REMOVAL TO PERFORM THE WORK, CONTRACTOR SHALL NOTIFY THE DISTRICT A LEAST 5 DAYS IN ADVANCE OF CONSTRUCTION.
5. USE EXTREME CAUTION WHEN WORKING NEAR OVERHEAD POWER OR OTHER UTILITIES SO AS TO SAFELY PROTECT ALL PERSONNEL AND EQUIPMENT. PROTECT FROM DAMAGE INCURRED DURING CONSTRUCTION ALL OVERHEAD UTILITY LINES WHETHER SHOWN OR NOT SHOWN ON THESE PLANS. NOTIFY UTILITY COMPANIES PRIOR TO ANY WORK IN OVERHEAD LOCATION. CONTRACTOR SHALL BE RESPONSIBLE FOR COST INCURRED.

## PIPELINE NOTES:

1. MINIMUM PIPE COVER SHALL BE 42" IN ALL AREA WITHIN THE ROW.
2. PIPELINES SHALL SLOPE UNIFORMLY BETWEEN INVERT ELEVATIONS. CONTRACTOR SHALL PROVIDE ALL SHORTS, SPOOLS, AND FITTINGS NECESSARY TO MEET DEPTHS SPECIFIED.
3. ALL HORIZONTAL OR VERTICAL CHANGES IN PIPE ALIGNMENT DELINEATED ON THE PLANS AS SHOWN WITHOUT BENDS SHALL BE INSTALLED IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS.
4. CONNECTIONS MADE BETWEEN DIFFERENT CLASSES OF PIPE SHALL BE MADE WITH MATERIALS RATED FOR THE HIGHER PRESSURE CLASS.
5. ALL NEW VALVES SHALL BE FLANGED DIRECTLY TO A TEE, CROSS OR OTHER FITTING. VALVES SHALL BE ACCESSIBLE FOR OPERATION WITH COMPLETE VALVE BOX PRIOR TO CONNECTION TO EXISTING WATER SYSTEM.
6. THE WATER SYSTEM SHALL BE HYDROSTATICALLY TESTED PRIOR TO PLACING COMPACTED BASE OR PAVEMENT.
7. A DISTRICT REPRESENTATIVE MUST BE PRESENT ON SITE TO WITNESS TIE-INS.
8. WATER PIPELINE CROSSINGS OVER UTILITIES MUST HAVE A 1-FOOT VERTICAL CLEARANCE BETWEEN WATER PIPE AND UTILITY, UNLESS APPROVED BY A DISTRICT REPRESENTATIVE. PIPELINES CROSSING OVER SEWER OR STORM LINES MUST MEET MINIMUM CLEARANCE REQUIREMENTS AND ANGLE OF APPROACH AS REQUIRED BY THE STATE WATER RESOURCE CONTROL BOARD DIVISION OF DRINKING WATER.
9. CONTRACTOR SHALL ADJUST ALL VALVE BOXES, FIRE HYDRANTS, BLOW OFFS, AIR VACS, ETC. TO FINISHED GRADE UNLESS OTHERWISE SHOWN OR DIRECTED.
10. FIRE HYDRANTS, METER BOXES, AIR VACS AND BLOW OFFS SHALL BE LOCATED NO CLOSER THAN 5 FEET FROM BEGINNING OF CURB RETURN, DRIVEWAY, OR ANY OTHER UTILITY. FINAL APPURTENANCE PLACEMENT TO BE DETERMINED IN THE FIELD BY A DISTRICT REPRESENTATIVE.
11. THE CONTRACTOR IS ALERTED THAT THERE IS ASBESTOS CEMENT PIPE (ACP) IN THE SYSTEM. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL ANCILLARY WORK REQUIRED, INCLUDING THE HANDLING AND DISPOSAL OF HAZARDOUS MATERIALS. ALL HANDLING, REMOVAL AND DISPOSAL SHALL BE IN ACCORDANCE WITH APPLICABLE LOCAL, STATE AND FEDERAL LAWS AND STANDARDS.
12. CONTRACTOR SHALL BE RESPONSIBLE TO PERFORM SAMPLING, DISINFECTION, AND DECHLORINATION TO THE SATISFACTION OF THE DISTRICT PRIOR TO MAKING CONNECTIONS BETWEEN NEW AND EXISTING FACILITIES.
13. ALL PIPELINE TO BE CONSTRUCTED USING PRESSURE CLASS 350 DUCTILE IRON PIPE (DIP) WRAPPED WITH PLASTIC PER CALTRANS STANDARD.

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DATE: 4/12/2021  
SCALE: NTS  
DRAWN BY: D.M.  
APPROVED BY: J.W.  
DRAWING NO.: 05-1K060



No.	REVISION/ISSUE	DATE	BY

GENERAL and CONSTRUCTION NOTES

Caltrans Sidehill Viaduct 05-1k060

BROOKDALE (SOUTH AT 10.8 MP)

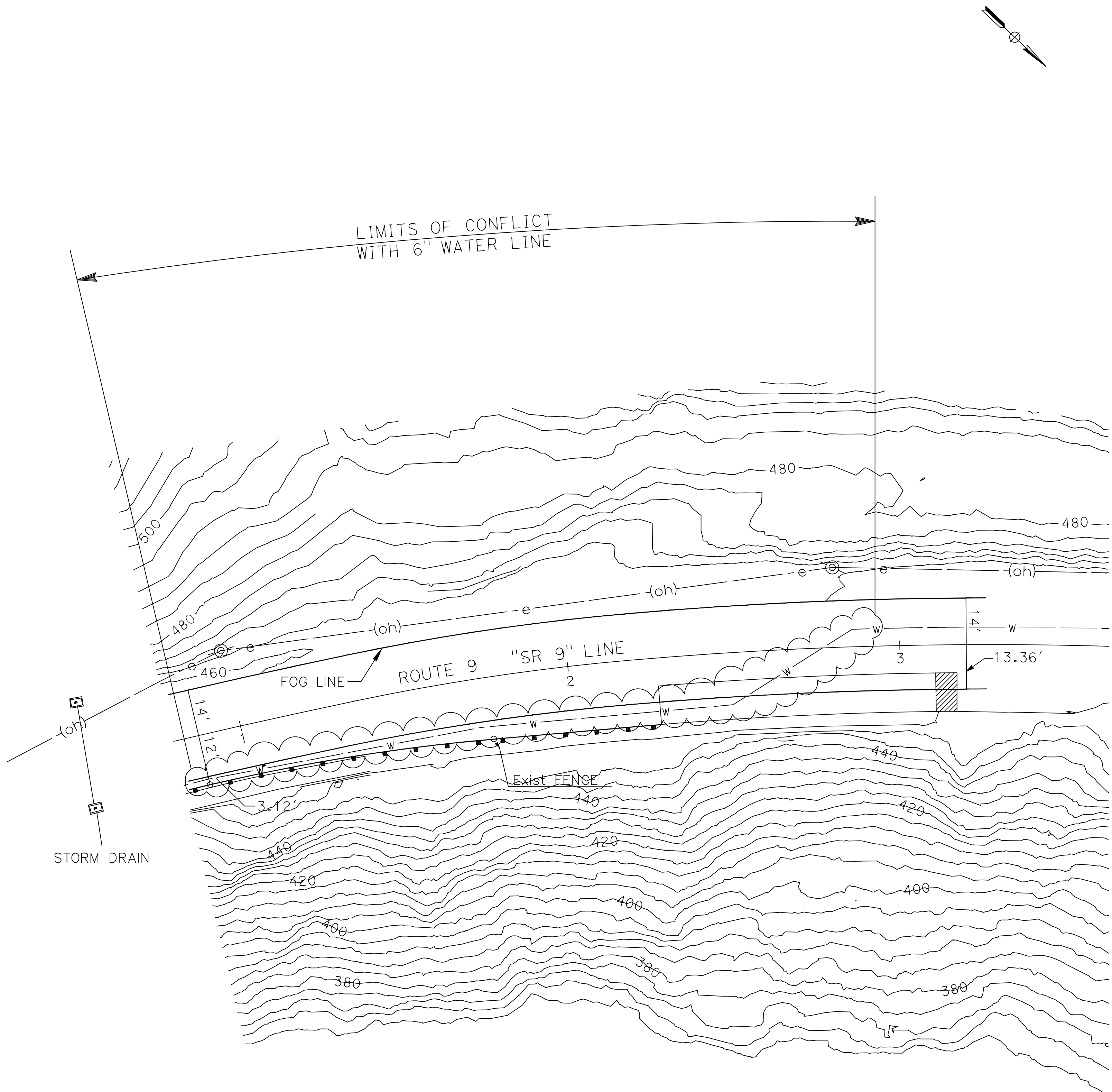
CALIFORNIA

SHEET

C 2.0

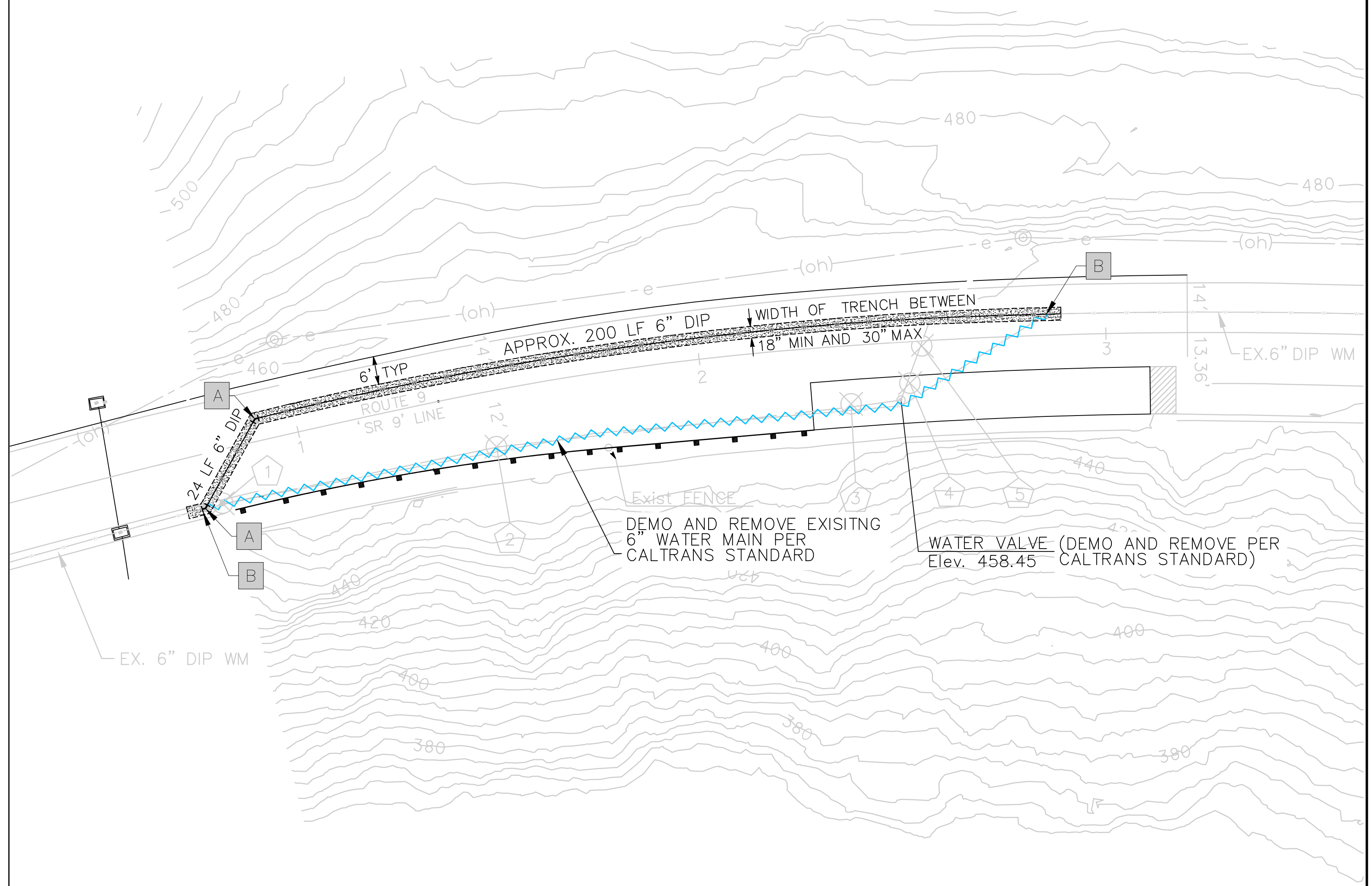
SHEET 2 OF 4

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TOPOGRAPHIC SURVEY AND EXISTING CONDITIONS

- CONSTRUCTION NOTES**
- [A] 45' (MJ x MJ) FITTING WRAPPED WITH PLASTIC PER CALTRANS STANDARD
  - [1] WATER LINE VERIFIED BY POTHOLING AT THIS LOCATION
  - [B] POINT OF CONNECTION TO EXISTING MAIN. CONNECTION SHALL BE BY CLASS 350 MJ-MJ AND SHALL BE WRAPPED WITH PLASTIC PER CALTRANS STANDARD



PROPOSED CONDITION



DATE: 4/12/2021  
SCALE: 1"=20'  
DRAWN BY: D.M.  
APPROVED BY: J.W.  
DRAWING NO.: 05-1K060



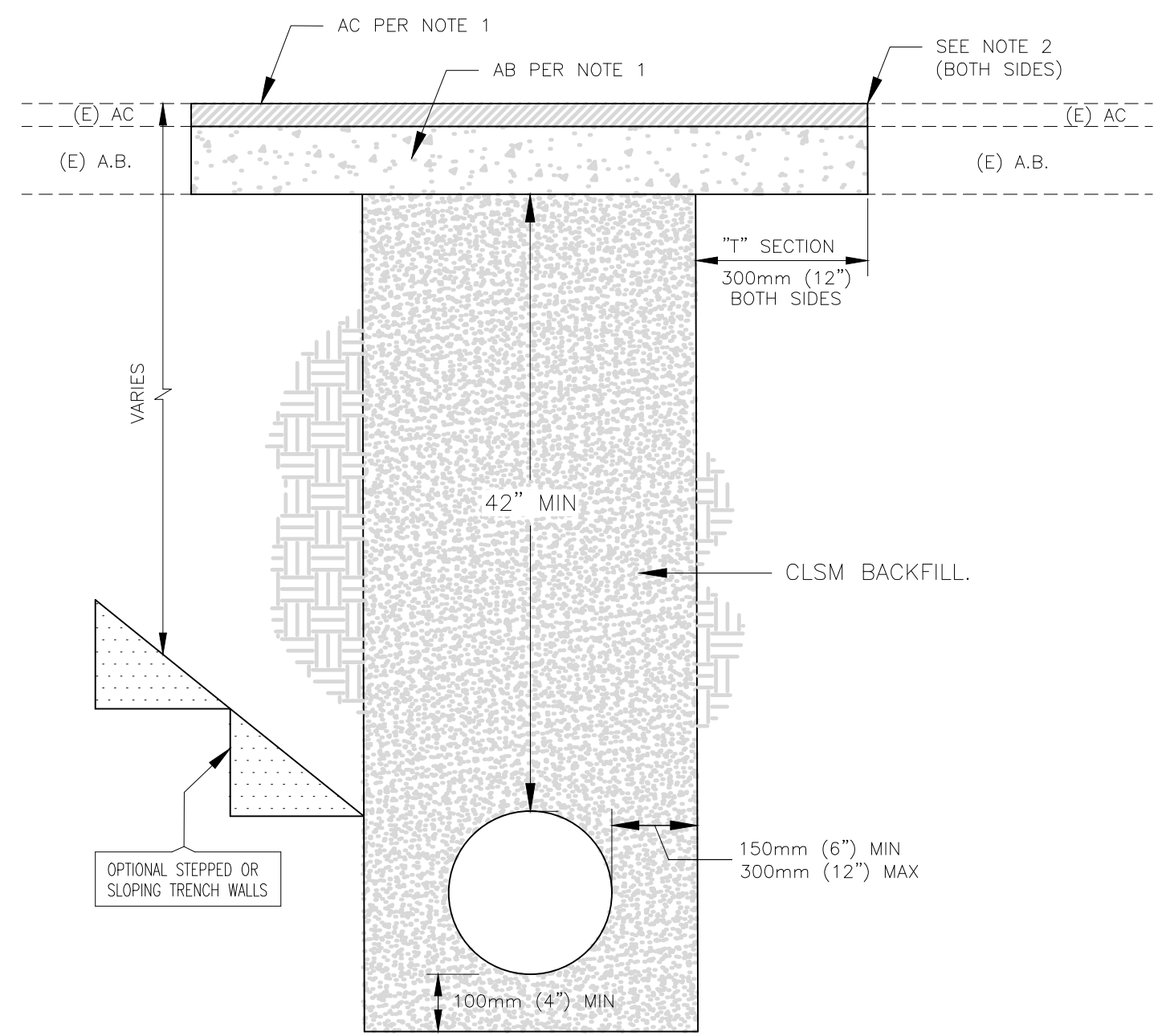
No.	REVISION/ISSUE	DATE	BY

**WATER MAIN RELOCATION**

Caltrans Sidehill Viaduct 05-1k060

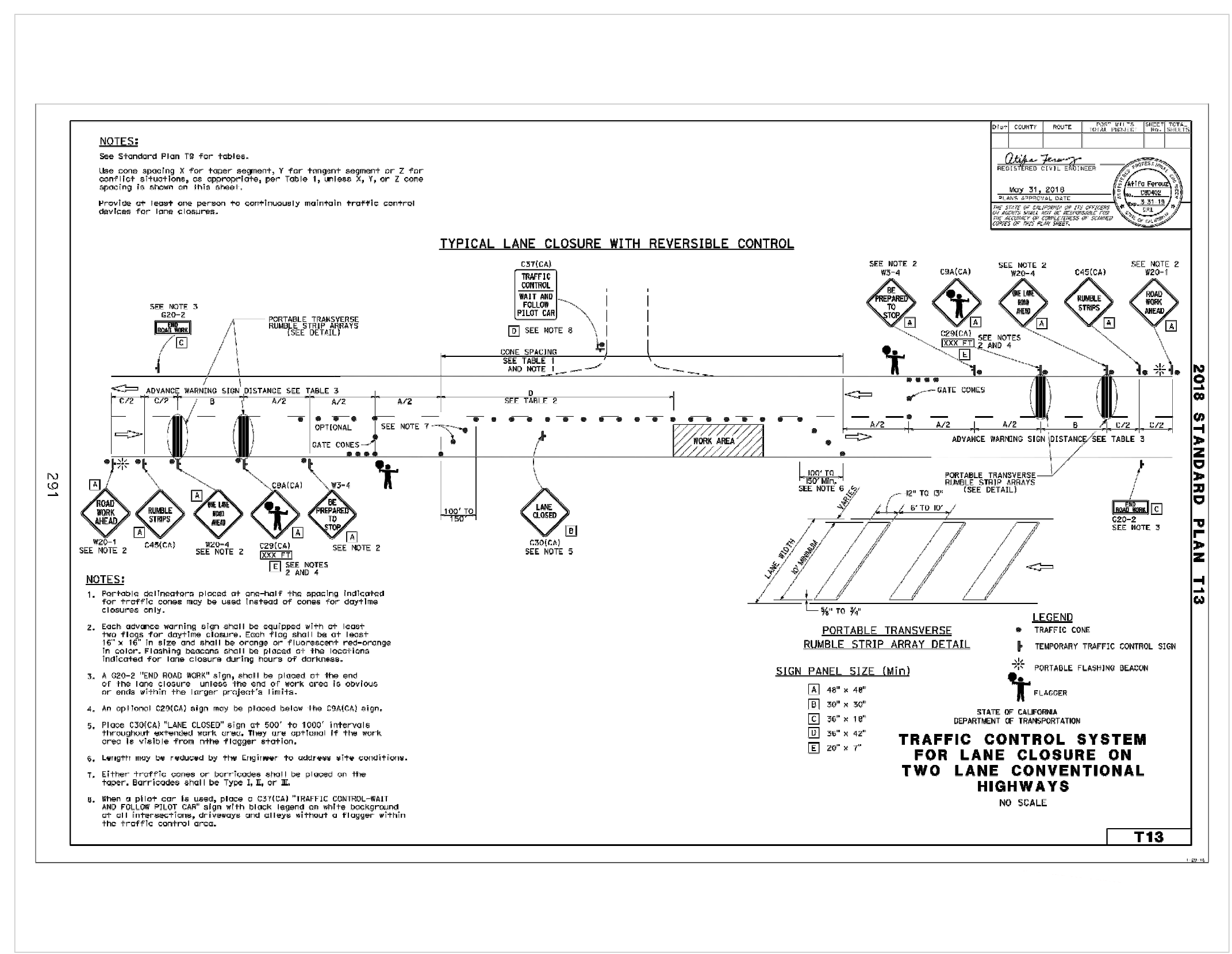
BROOKDALE (SOUTH AT 10.8 MP) CALIFORNIA

SHEET  
C 3.0  
SHEET 3 OF 4



- NOTES:
- 1) BACKFILL TRENCH WITH CONTROLLED LOW STRENGTH MATERIAL (CLSM), MIN 50 PSI COMPRESSIVE STRENGTH, MAX 100 PSI COMPRESSIVE STRENGTH PER APPENDIX H OF CALTRANS ENCROACHMENT PERMIT MANUAL.
  - 2) PAVEMENT SHALL BE REPLACED IN KIND (TYPE B AC), PER PRE-PROJECT POTHOLES, EXISTING AC THICKNESS IS 9".
  - 3) CUT EXISTING PAVEMENT TO PRODUCE A STRAIGHT VERTICAL FACE AGAINST WHICH TO BUTT THE TRENCH PAVEMENT.
  - 4) LONGITUDINAL TRENCHES WITHIN A PAVED AREA OR A ROAD RIGHT-OF-WAY SHALL BE BACKFILLED AS SHOWN ABOVE.
  - 5) AN INSPECTOR, APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE ON SITE DURING ALL COMPACTION WORK TO OBSERVE UNIFORM COMPACTION METHODS AND MATERIALS.
  - 6) IF THE EDGE OF THE ASPHALT TRENCH CAP IS WITHIN 600mm (2 FEET) OF THE EXISTING EDGE OF PAVEMENT OR LIP OF GUTTER, THE REMAINING PAVEMENT SHALL BE REMOVED AND THE TRENCH PAVING SHALL BE EXTENDED TO THE EDGE OF PAVEMENT OR LIP OF GUTTER.

1 LONGITUDINAL T-CUT AND TRENCH BACKFILL  
NOT TO SCALE



2 CALTRANS TWO LANE TRAFFIC CONTROL  
NOT TO SCALE

NO PART OF THIS DOCUMENT MAY BE REPRODUCED IN ANY FORM INCLUDING PHOTOCOPY, RECORDING OR ANY INFORMATION RETRIEVABLE AND STORAGE SYSTEM, WITHOUT PERMISSION IN WRITING FROM CALTRANS.



DATE: 4/12/2021  
SCALE: NTS  
DRAWN BY: D.M.  
APPROVED BY: J.W.  
DRAWING NO.: 05-1K060



No.	REVISION/ISSUE	DATE	BY

CONSTRUCTION DETAILS

Caltrans Sidehill Viaduct 05-1k060  
BROOKDALE (SOUTH AT 10.8 MP) CALIFORNIA

SHEET  
C 4.0  
SHEET 4 OF 4



## MEMO

To: Board of Directors

From: District Manager

Prepared by: Environmental Programs Manager

SUBJECT: CAL FIRE's Fire Prevention Grant Resolution and Representative Authorization

DATE: January 20, 2022

### Recommendation

It is recommended that the Board of Directors review this memo and approve the attached resolution on appointing a District representative to be the signatory and point of contact for the CALFIRE Fire Prevention Grant.

### Background

The District is currently seeking to submit proposals for the CALFIRE California Fire Prevention Grant Program. The California Fire Prevention Grant Program provides funding for fire prevention projects and activities in and near fire threatened communities that focus on increasing the protection of people, structures, and communities. Funded activities include hazardous fuels reduction, wildfire prevention planning, and wildfire prevention education with an emphasis on improving public health and safety while reducing greenhouse gas emissions.

A District representative needs to be assigned by the Board to be the signatory and point of contact. CALFIRE needs documentation, in the form of a resolution or letter, from the Board of Directors before completing the application process. The District Manager has been chosen as the District signatory and will direct communications with CALFIRE to the District's Environmental Programs Manager.

The District will pursue this funding to harden 14 pump stations, complete fuel reduction at 20 tank/infrastructure sites, and complete hazard tree removal along the 5-mile pipeline (Peavine section).

### FISCAL IMPACT:

None

**SAN LORENZO VALLEY WATER DISTRICT  
RESOLUTION NO. ___ (21-22)**

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**SUBJECT: AUTHORIZATION AND DELEGATION OF AUTHORITY FOR THE SAN LORENZO VALLEY WATER DISTRICT TO APPLY FOR THE CALIFORNIA CLIMATE INVESTMENT FIRE PREVENTION GRANT PROGRAM**

**WHEREAS**, the Governor of the State of California in cooperation with the California State Legislature has enacted State of California Climate Investment, which provides funds to the State of California and its political subdivisions for fire prevention programs; and

**WHEREAS**, the State Department of Forestry and Fire Protection (CAL FIRE) has been delegated the responsibility for the administration of the California Climate Investment Fire Prevention Grant Program (Program) within the State, setting up necessary procedures governing application by local agencies, non-profit organizations, and others under the Program; and

**WHEREAS**, the San Lorenzo Valley Water District (District) is seeking funding and assistance from the Program as an applicant; and

**WHEREAS**, applicants must enter into an agreement with the State of California to carry out the "San Lorenzo Valley Fuel Reduction and Hardening Critical Infrastructure Project" (Project); and

**WHEREAS**, the Board of Directors of the District recognizes the critical need for fuel reduction and hardening around infrastructure.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Lorenzo Valley Water District:

1. Authorizes District staff to file an application for the "California Climate Investment Fire Prevention Grant Program" approved and signed by the District Manager; and
2. Certifies that said applicant has or will have sufficient funds to operate and maintain the Project; and
3. Certifies that funds under the jurisdiction of the District are available to begin the Project upon its approval; and
4. Certifies that said applicant will expend grant funds prior to March 15, 2026; and
5. Authorizes and directs the District Manager to serve as the District's point of contact and signatory for the Fire Prevention Grant Program applications, agreements, and any related documents, and to conduct all negotiations and execute and submit all documents that may be necessary for the completion of the aforementioned

application.

* * * * *

**PASSED AND ADOPTED** by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 20th day of January 2022, by the following vote of the members thereof:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Holly Hossack, District Secretary  
San Lorenzo Valley Water District

## MEMO

To: Board of Directors  
From: District Manager  
Prepared by: District Engineer  
Subject: Recommended Adoption of Standard Specifications and Details  
Date January 20, 2022

### Recommendation:

District Staff recommend that the Board of Directors review this memo and approve the attached resolution adopting the attached Standard Specifications

### Background:

The District has historically operated without an adopted set of Standard Specifications. District Staff have developed these Standard Specifications in conformance with accepted engineering practices and relevant State, County, and Fire Codes. The Specifications, as developed, include standard detail drawings for commonly used facilities and installations. Staff anticipate that the Standard Specifications, once adopted, will be used by Designers, Homeowners, and Contractors to ensure that all new construction and/or rehabilitation of facilities within the District's purview is completed in compliance with current Codes and District requirements.

### Review of Standard Specifications:

The attached Standard Specifications have undergone internal review by the District Engineer, District Director of Operations, and the District Manager. In addition, these Specifications were presented to the Engineering Committee for review and comments. Subsequent to the presentation, District Staff addressed comments from the reviewers. The attached Standard Specifications address all comments and comprise the complete, final version.

**SAN LORENZO VALLEY WATER DISTRICT  
RESOLUTION NO. __ (21-22)**

**SUBJECT: RESOLUTION OF THE SAN LORENZO VALLEY WATER DISTRICT  
ADOPTING STANDARD SPECIFICATIONS FOR CONSTRUCTION OF  
WATER FACILITIES WITHIN THE DISTRICT**

WHEREAS, the San Lorenzo Valley Water District (District) requires a set of standard specifications to be used for construction of water facilities within the District (Standard Specifications); and

WHEREAS, the District Engineer has prepared, and the Engineering Committee has reviewed, the attached Standard Specifications, and the District Engineer and the Engineering Committee recommend their adoption by the Board of Directors and use by the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the Board hereby adopts the Standard Specifications, a copy of which are attached hereto.

*****

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 20th day of January 2022, by the following vote of the members thereof:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

---

Holly B. Hossack  
District Secretary

Q1



# **San Lorenzo Valley Water District Standard Specifications**

January 2022 Revision

## **Section 1**

### **Technical Specifications**

## **Section 2**

### **Material Specifications**

## **Section 3**

### **Standard Details**

San Lorenzo Valley Water District  
Engineering Department

13060 Highway 9  
Boulder Creek, CA 95006

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# Section 1 Technical Specifications

## 1 General Provisions

### 1.1 General

The Technical Specifications, Material Specifications and Standard Details herein are intended to cover the design, construction and testing of water distribution facilities owned by the San Lorenzo Valley Water District (SLVWD).

### 1.2 Scope

The purpose of Part I Standard Technical Specifications is to set forth the general criteria to be used in the design, construction and testing of water mains and appurtenances within SLVWD service area, or are owned by the District. Any deviation from these standards must be supported in writing and approved by the District Engineer.

SLVWD reserves the right to direct or deny use of installations that do not conform to the Standard Specifications set forth in these Technical Specifications, Material Specifications and Standard Details.

### 1.3 Conflict With Plans

In the event of a conflict between plans and/or specifications prepared for a specific project and these Standard Specifications and Details, these Standard Specifications and Details shall prevail unless otherwise instructed by the District Engineer in writing.

### 1.4 Definitions

Wherever the following words are used in these specifications, they shall have the following meanings.

Contractor	The person, firm, company, corporation or authorized agent of such who enters into an agreement with another person, firm, company, corporation, or the District to build infrastructure which will become the property of the District.
Contract Documents	All documents incorporated into the construction contract in whole or by reference which have been approved by the Engineer.
District	The San Lorenzo Valley Water District (SLVWD).
District Manager	The District Manager of the San Lorenzo Valley Water District
Engineer	The Engineering Manager of the San Lorenzo Valley Water District, acting as themselves or through authorized representatives.
Install	Provide complete in place; "furnish and install"
Maximum Density	The Density of backfill materials obtained by ASTM D1557.
Non Potable Line	Any pipe conveying sewage, treated sewage, storm drainage, recycled water, untreated water, any fuel including natural gas, or any hazardous fluid.

Relative Compaction    The percentage of the Maximum Density of backfill material as obtained by  
ASTM D1556 or ASTM D6938

## 1.5 Abbreviations

Wherever the following abbreviations appear in these specifications they shall refer to the following meanings.

AC	Asphalt Concrete	HORIZ	Horizontal
A-C	Asbestos Cement	IP	Iron Pipe
ACI	American Concrete Institute	IRR	Irrigation
ADU	Accessory Dwelling Unit	LTS	Length To Suit
ARV	Air Release Valve	MAX	Maximum
ASTM	American Society of Testing Materials	MG/L	Milligrams per Liter
AWWA	American Water Works Association	MIN	Minimum
CalTrans	California Department of Transportation	MIP	Male Iron Pipe
Bacti	bacteriological	MJ	Mechanical Joint
CI	Cast Iron	(N)	New
CIP	Cast Iron Pipe	No	Number
CL	Centerline, Class	NSF	National Sanitation Foundation International
CLSM	Controlled Low Strength Material	NTS	Not to Scale
COMP	Compression	OC	On Center
CONC	Concrete	OL	Open Left
Corp	Corporation	OR	Open Right
CTS	Copper Tube Size	OSHA	Occupational Safety and Health Administration
CY	Cubic yard	PL	Property Line
DCDA	Double Check Detector Assembly	PPM	Parts per Million
DEPT	Department	PRV	Pressure Reducing Valve
DIA, Ø	Diameter	PSF	Pounds per Square Foot
DI	Ductile Iron	PSI	Pounds per Square Inch
DIP	Ductile Iron Pipe	RES	Residential
DOM	Domestic	REQ'D	Required
(E)	Existing	RP	Reduced Pressure Principle Detector Assembly
EA	Each	RS	Riveted Steel
EW	Each Way	SD	Standard Detail
FIG	Figure	SLVWD	The San Lorenzo Valley Water District
FIP	Female Iron Pipe	SF	Square Feet
FLG	Flange	SFD	Single Family Dwelling
FS	Fire Service	STD	Standard
FT	Feet	TYP	Typical
GA	Galvanized	USA	Underground Service Alert
GP	General Physical	VERT	Vertical
HDPE	High Density Polyethylene	WS	Welded Steel

## 1.6 Specification References

All references to other specifications, standards, and details found in these specifications shall refer to the latest edition of that reference, unless noted otherwise.

Each section within Part I of these specifications implicitly refers to the applicable section(s) in Part II – Material Specifications.

The San Lorenzo Valley Water District Standard Specifications are specific clauses setting forth the general requirements for contracting for work with the SLVWD. The San Lorenzo Valley Water District Standard Details are supplementary to these specifications and are incorporated herein by reference.

In the event of a conflict between the San Lorenzo Valley Water District Standard Specifications and these project specific specifications, the requirements set forth in the project specific specifications shall prevail.

Wherever reference is made to the "State Standard Specifications" or to "Caltrans Specifications" reference shall be to the specifications entitled, "State of California, Department of Transportation, Standard Specifications,"

## 1.7 Standard Details

The San Lorenzo Valley Water District Standard Details are to be followed in the installation of water mains and appurtenances. The Standard Details are attached and available on the District website.

## 1.8 Pipe Sizing and Materials

### 1.8.1 Pipe Materials

Potable water mains shall be constructed of cement-lined ductile iron pipe conforming to the latest revision of ANSI/AWWA C150/A21.50 for a minimum 150 psi rated working pressure plus a 100-psi surge allowance. All fittings used shall match or exceed the pressure rating of the specified pipe.

Potable water service lines 1-inch or less in diameter shall be constructed of polyethylene tubing in conformance with SLVWD Standard Detail SD-4.

Raw water pipelines shall be constructed of high density polyethylene (HDPE) pipe conforming to AWWA C901-15 and/or AWWA C901-20. All fittings used shall match or exceed the pressure rating of the specified pipe.

### 1.8.2 Pipe Sizing

Potable water mains shall be a minimum of 8-inches in diameter. This may be reduced to 6-inches for mains serving five (5) or fewer residences and less than 1000-feet in total length. Design of new pipelines shall ensure that required minimum fire protection pressure and flow are maintained in all areas served by the new pipeline.

## 1.9 Water System Plans

Plans showing the size, type and location of infrastructure to be installed and other pertinent details shall be prepared for all water system improvement projects. All plans used for construction shall bear the seal and signature of a Professional Engineer registered in the State of California. Plans shall be approved by the Engineer prior to the start of actual construction.

If required by the Engineer, electronic copies of plans shall be submitted, conforming to the drafting standards provided by the Engineer. Plans and surveys shall be based on the North American Datum of 1983. Elevations shall be based on the North American Vertical Datum of 1988 or other as approved by the Engineer. The datum used shall be noted on the plans.

### **1.10 Development Plan Submittal Requirements**

Developments which require new water service, change of an existing service, relocation of existing water facilities, or which otherwise affect the water system shall be approved in advance by the Engineer.

A .PDF of the plans shall be submitted to the engineer for comments. Plans shall clearly show locations of all existing and proposed utilities and appurtenances, their material, class, diameter, and indicate depths at crossings and connection points. Engineer's markups shall be provided to the applicant in .PDF format.

Once plans have been approved by all applicable agencies, the developer shall submit one set of final plans on Mylar and a .PDF set of the same plans for SLVWD use.

### **1.11 Submittals**

Prior to construction, and with sufficient time to verify compliance, the Contractor shall submit a .PDF of cut sheets and specifications for all materials proposed to be used in the construction of the project or which will become the property of the District. The Engineer shall approve or reject the submittals in writing based upon conformance with these specifications and the specifications referenced herein. No material shall be used for construction which has not been approved by the Engineer.

### **1.12 Permitting Requirements**

Prior to the commencement of work on any District owned facility or within the public right-of-way, the Contractor shall obtain all applicable permits from regulatory agencies unless already obtained by the District.

### **1.13 Licenses**

The Contractor performing the work shall possess state issued contractors license(s) as required by law and shall furnish satisfactory proof to the Engineer, upon request, that such licenses are in effect during the entire period of construction.

The Contractor performing the work shall be experienced in the type of work to be performed. No work shall commence until the Engineer has approved the Contractor and all subcontractors.

### **1.14 Rights-of-Way**

Where the location of the facility is not in public property, the developer or the District, at the option of the District, shall obtain a right-of-way and the title shall be vested in the District.

### **1.15 Inspection**

All work done for the SLVWD or to SLVWD facilities shall be subject to rigid inspection. The Contractor shall provide safe access to all parts of the work as necessary for the Engineer to confirm compliance with these specifications and to record measurements. Work or materials that do not conform to the specifications may be rejected at any stage of the work. The Contractor shall remove and rebuild, at the Contractors expense, any part of the work that includes substandard materials or has been improperly executed.

## **1.16 Advance Notification and Scheduling**

The Contractor shall notify the Engineer not less than 48 hours prior to commencement of work. The Contractor shall keep the Engineer informed of the work schedule and alert the Engineer to any changes.

Whenever work done under these specifications is to be done on Saturday, Sunday or on holidays, the Contractor shall pay all costs to the District of such extra inspection. Prior approval by the District Manager must be obtained two working days in advance of such weekend or holiday work.

The Contractor should note that the District observes the following Holidays:

- New Year's Eve, December 31
- New Year's Day, January 1
- Martin Luther King Day, 3rd Monday in January
- President's Day, 3rd Monday in February
- Memorial Day, Last Monday in May
- Independence Day, July 4
- Labor Day, First Monday in September
- Veteran's Day, November 11
- Thanksgiving Day, Fourth Thursday in November
- Day after Thanksgiving
- Day before Christmas, December 24
- Christmas Day, December 25

## **1.17 Authority of Engineer**

On all questions concerning the acceptability of materials or equipment, the classification of material, the execution of the work and conflicting activities of Contractors performing related work, the decisions of the Engineer shall be final and binding on all parties.

## **1.18 Guarantee and Warranty Period**

The Contractor guarantees that any work performed by him/her under the agreement will be performed in the best manner; that any material furnished by him/her will be the best of its class; and, that both work and material will meet fully the requirements of these specifications.

The Contractor agrees that if, within a period of one year after final acceptance of the work done under the agreement, any part of said pipeline other structures or pavement constructed or installed by the Contractor or any subcontractor, fails to perform in accordance with these specifications, the Contractor will, without delay and with the least practical inconvenience and without further costs to the District, repair or replace defective or otherwise unsatisfactory parts of said facilities or pavement and install all additional materials if required, all to the satisfaction of the Engineer. Furthermore, the costs of any



damage resulting from a failure of the aforementioned nature within the one year guarantee period shall be borne entirely by the Contractor.

Should the Contractor fail to act promptly in accordance with this requirement, or should the circumstances of the case require repairs or replacement to be made before the Contractor can be notified or can respond to notification, the District may, at its option, make the necessary repairs or replacements or perform the necessary work. The Contractor shall pay to the District the actual cost of such repairs plus standard overhead charges.

The Contractor shall be responsible for the full expense incidental to making good any and all of the above guarantees and agreements. The above guarantees and agreements are covenants and performance of which shall be binding upon the Contractor and his/her sureties.

### **1.19 Lines, Grades, and Alignments**

The Contractor shall establish all lines, grades and alignments indicated by the Contract Documents, subject to inspection, review and approval of the Engineer.

### **1.20 Separation Requirements**

Water facilities shall be located at such distances from possible sources of contamination to protect public health and safety. Water facilities shall be located at such distances from possibly damaging objects to ensure future serviceability. Unless stated otherwise, all measurements prescribed in this section shall be made to the nearest outside edge of the facilities. All distances are minimum clearances measured from closest outside point of pipe, facility, or obstruction.

#### **1.20.1 Separation from Non Potable Lines and Hazardous Facilities**

New treated drinking water mains shall be constructed in compliance with The California Code of Regulations Title 22, Division 4, Chapter 16, Article 4, Section 64572.

If conditions require construction at clearances less than those prescribed by the above mentioned code, approval from the California Department of Public Health shall be obtained prior to construction.

Five feet clear horizontal distance shall be maintained between water service laterals and sanitary sewer laterals. Three feet clear distance shall be maintained between water service laterals and other utility lines.

Joint trenches with water lines and any other utility lines are prohibited.

Any potable water pipeline which cannot be located so as to maintain a minimum of one-foot vertical clearance above any other utility line shall be installed in conformance with SLVWD Standard Detail SD-9.

No new utilities of any type shall be constructed such that any of the above separation requirements are violated.

#### **1.20.2 Separation From Trees**

No water facility shall be installed within 5 feet from the trunk of any tree. Wherever roots two inches in diameter or greater are encountered during the course of construction, such roots shall be protected in place and the facility re-aligned if necessary. Where circumstances do not allow for minor re-alignment, roots may only be cut with the approval of the District. All roots two inches in diameter or larger that are exposed by construction activities shall be protected from damage and drying out.

No tree shall be planted such that above separation requirements are violated.

## **2 Site Conditions**

### **2.1 Site Safety**

All work shall be planned and conducted with full attention to the safety of drivers, bicyclists, pedestrians, the public, and workers. The Contractor shall institute controls and procedures for the control and safety of all persons at or passing through the job site. Continuous maintenance of the work area is required. Traffic control and safety devices shall be maintained at all times day and night on all work that is not safe for the public until such time as it is made safe. The Contractor shall provide safe access to all parts of the work as necessary for inspection to confirm compliance with requirements and record measurements.

It shall be the Contractor's responsibility to provide for the convenience and safety of District employees, the Contractor's employees, the subcontractor's employees, and the general public in connection with the Contractor's operations. The Contractor shall conform to the rules and regulations pertaining to safety established by the California Division of Industrial Safety. Furnished equipment, materials, and services shall comply with all OSHA standards and regulations and all applicable laws and orders. The Contractor shall provide and maintain throughout the course of construction all temporary public walks, traffic control measures, warning signs, barricades, and other protective means and methods as may be necessary for the protection of the public from injury.

Safety precautions, means, methods, techniques, sequences, or procedures and programs related to safety are the sole responsibility of the Contractor. The Contractor shall also be responsible for compliance with the safety requirements by its subcontractors. The District will not supervise, control, or direct Contractor's safety precautions or programs, or inspect for safety conditions on work site, or of persons thereon, whether Contractor's employees or others. However, the District may notify the Contractor if made aware of a violation of the contract from a safety perspective and may halt work if an imminently dangerous situation is observed. After receipt of such notice, the Contractor shall promptly take corrective action. The District may report the violation to Cal-OSHA or other regulatory agency with jurisdiction and may issue a stop work order for failure to comply with safety requirements. The Contractor shall not make time lost due to any stop order related to safety the basis of a claim for an extension of time or for extra costs or damages.

Until the formal acceptance of the work by the District, the Contractor shall have the charge and care of the work and of the materials used therein, and shall bear the risk of injury, loss, or damage to any part thereof by the action of the elements or from any other cause, whether arising from the execution or from the non-execution of the work. The materials to be used in the work include both those furnished by the District and those furnished by the Contractor, including materials for which the Contractor has received partial payment. Contractor shall protect both finished and unfinished work from damage due to adverse weather at all times at no additional cost to the District. Work that becomes damaged due to the effects of adverse weather prior to District acceptance of the contract work shall be replaced or repaired to the Engineer's satisfaction at no additional cost to the District.

### **2.2 Traffic Control and Site Access**

The Contractor shall provide traffic control as a part of all operations affecting or with the potential to affect any means of transportation utilized by the public, including pedestrian, bicyclist and motorist traffic. The Contractor shall provide all traffic control signage and devices required by these specifications, and provide a sufficient number of competent personnel to operate said devices.

The Contractor shall coordinate traffic control and construction operations such that traffic is monitored and controlled at all times, yet inhibited as little as practicable, and public inconvenience is minimized.

The Contractor may re-route traveled ways, including motor vehicle lanes, bicycle lanes, and sidewalks, only in accordance with a traffic control plan approved prior to construction by the Engineer, as well as Santa Cruz County or CalTrans, as appropriate.

The Contractor shall not close traveled ways, including motor vehicle lanes, bicycle or pedestrian routes without the prior approval of the District and Santa Cruz County or Caltrans, as appropriate; and five working days' advance public notification by means of signage and/or advertisement to the satisfaction of the Engineer.

### **2.2.1 Control Devices**

The Contractor shall control motorist, bicyclist and pedestrian traffic by placing signs, barricades, and pavement delineators conforming to the California Manual on Uniform Traffic Control Devices and these specifications.

If construction activities block the bike lane, the Contractor shall post "Bike Lane Closed" and "Share the Road" caution signs to warn motorists to slow down and watch for bicyclists and pedestrians. Construction activities or construction signs that block the bikeway should have sufficient sight distance, including night time visibility, to allow cyclists time to merge safely into the car lane. Whenever possible, construction warning signs shall be placed out of bicycle, pedestrian, and vehicular paths of travel.

If it is necessary to close a sidewalk, the Contractor shall install signs which inform pedestrians that the sidewalk is closed and direct pedestrians to a safe alternate route. Barriers in walkways shall include a portion low enough and solid enough to be easily discernible by a cane, guide dog or child. If construction activities or construction signs block pedestrian routes, the Contractor shall establish safe, well-signed detours for pedestrians, which are accessible for wheel chairs, strollers, carts, etc. Detours shall have sufficient warning to allow wheelchairs time to exit the walkway at a prior curb ramp.

If any component in the traffic control system is damaged, vandalized, stolen, displaced or ceases to operate or function as intended, from any cause during the progress of the work, the Contractor shall immediately repair said component to its original condition or replace said component and shall restore the component to its original location.

### **2.2.2 Trench Plates**

All holes, trenches, etc., in publicly traveled areas shall either be covered with steel trench plates, or backfilled and paved with temporary pavement or permanent pavement in accordance with the applicable sections of these specifications. Steel plates shall be maintained movement-free at all times with stakes, shims and welds. Plates shall have temporary asphalt compacted around the edges so that transitions are smooth. Temporary asphalt shall be regularly maintained to provide a surface free of potholes and resistant to the intrusion of water into the subgrade.

### **2.2.3 Site Access During Working Hours**

Vehicular and pedestrian access to all businesses, residences, and all property adjacent to the site shall be maintained at all times or provided as needed. If this requirement can be demonstrated to be the cause of extreme construction hardship, alternative coordination and provisions may be implemented with the approval of the Engineer. In general, work shall stop periodically and excavations shall be plated to allow access. Temporary approaches to, and crossings of, street intersections shall be provided and kept in good condition. The Contractor shall make way for emergency vehicles through the work area and to adjoining properties at all times as needed regardless of temporary closure or other traffic controls.

## **2.2.4 Site Access During Non-working Hours**

The Contractor shall keep all traveled ways open to the public during nights and weekends throughout the construction period, unless otherwise approved by the District, and Santa Cruz County or Caltrans, as appropriate; and five working days advance public notification is provided by means of signage and/or advertisement to the satisfaction of the Engineer.

## **2.3 Site Cleanliness**

The Contractor shall keep the construction site in a neat and sanitary condition at all times. All trash and excess excavated material shall be removed from the site as soon as possible and immediately at the request of the Engineer. On or before completion of the work, the Contractor shall remove all temporary structures and leave all areas in a condition satisfactory to the Engineer.

All traveled ways including streets, bikeways, and walkways, shall be swept by power or hand broom at the end of each workday and as needed while open for use by the public. Debris shall be cleared by the end of each workday. All areas accessible to the public shall be kept clean and free of debris at all times.

## **2.4 Site Restoration**

The Contractor shall replace in kind or otherwise restore all property damaged or affected by the construction, including street surfaces, sidewalks, striping, markings, signage, curbs, gutters, pipes, conduit, gas, water and other utilities, sewers, monuments, stakes, trees, shrubs, landscaping, and other public or private property to a condition equal to or better than the condition prior to construction. Restoration shall follow construction as the work progresses and shall be completed as soon as possible. Construction signs shall be promptly removed when construction pauses or ends. Final restoration that cannot be performed promptly due to adverse weather conditions may, upon written request that includes a proposed procedure and time schedule, be performed as approved by the Engineer.

## **2.5 Dust Control**

During the performance of all work, the Contractor shall assume all responsibility for dust control and shall furnish all labor, equipment, material, and means necessary to carry out proper measures wherever and whenever dust control is necessary to prevent the operations, stockpiles, and staging areas from producing nuisance dust to persons or property.

The District may notify the Contractor if made aware of nuisance dust. After receipt of such notice, the Contractor shall promptly take corrective action. The District may issue a stop work order for failure to comply with dust control requirements. If dust problems should continue, the District may halt construction until Contractor implements such means and methods as to abate all fugitive dust.

No compensation of any kind shall be provided to the Contractor by the District for construction delays due to stop orders related to dust. The Contractor shall not base any damage claims or time extension requests upon any stop order related to dust.

Any claims against the District resulting from fugitive dust shall be borne by the Contractor. Any fines levied to the District as a result of dust caused by the Contractor shall be borne by the Contractor. Such costs may be deducted by the District from any monies due or that will become due to the Contractor under the Contract.

## **2.6 Water Pollution Control**

The Contractor shall keep on site and ready at all times during construction all equipment and materials needed to be implemented to ensure the protection of all surface water bodies and sewer and storm drain

systems from runoff which may be contaminated by sediment, sawcut slurry or other pollution in the event of an emergency water facility breakage, trench dewatering activity, or wet weather event that may erode stockpiles or exposed soil areas. The Contractor shall prevent the transport of sediment to storm drains or receiving waters during open channel discharges containing sediment or having the potential to entrain sediments.

The Contractor shall ensure that no water is discharged containing concentrations of pollutants in excess of applicable water quality objectives, or containing substances in concentrations toxic to human, animal, plant, or aquatic life, or containing contaminated ground water. The Contractor shall ensure that no water containing measurable chlorine residual greater than or equal to 0.02 mg/L residual is discharged to any storm drainage system or surface water body.

The Contractor shall not increase the turbidity of receiving waters beyond the following limits: Where natural turbidity is between 0 and 50 Nephelometric Turbidity Units (NTU), increases shall not exceed 20 percent. Where natural turbidity is between 50 and 100 NTU, increases shall not exceed 10 NTU. Where natural turbidity is greater than 100 NTU, increases shall not exceed 10 percent.

Water from trench dewatering operations may be pumped into the sanitary sewer only with prior approval by the Owner of the facility. Such discharge shall not be allowed to cause overflow at any manhole, either upstream or downstream. The Contractor shall be responsible for monitoring of the sewer system during any approved discharge.

The Contractor shall immediately notify the District whenever a discharge of sediment or other pollutants occurs. The Contractor shall either document the discharge characteristics to the satisfaction of the Engineer or pay the District for the costs of monitoring. Upon discovery of an illicit discharge, the Contractor shall promptly take corrective action. The District may issue a stop work order for failure to comply with pollution control requirements. If the discharge should continue, the District may halt construction until Contractor implements such pollution controls.

No compensation of any kind shall be provided to the Contractor by the District for construction delays due to stop orders related to pollution. The Contractor shall not base any damage claims or time extension requests upon any stop order related to pollution caused by the Contractor.

Should the Contractor fail to provide water pollution controls as needed or be negligent in causing the water pollution, the District or other agency may implement emergency pollution control measures. Costs for such mobilization, implementation, materials, reporting, and clean-up shall be borne by the Contractor if responsible for the pollution. Such costs may be deducted by the District from any monies due or to become due to the Contractor under the Contract.

Any claims against the District resulting from pollution shall be borne solely by the Contractor. Any fines levied to the District as a result of pollution caused by the Contractor shall be borne by the Contractor. Such costs may be deducted by the District from any monies due or that will become due to the Contractor under the Contract.

## **2.7 Discovery of Archaeological Resources**

Construction activities may lead to the inadvertent discovery of archaeological resources within the project area. These resources may include but are not limited to historical objects, bottles, ceramics, shells, beads, flaked or ground stone tools, bones, human remains, village sites, remains of buildings, or old dump sites unearthed by Contractors in the course of their work activities.

Should the Contractor or subcontractor discover a suspected archaeological resource, the Contractor shall immediately stop excavation in the vicinity of the find, and notify the District. The portion of the excavation in which the discovery was made shall be secured until the discovery can be evaluated. The Contractor shall protect with steel plates and provide access to the discovery site as needed. Work shall not resume in that location until the Contractor receives authorization from the District.

Archaeologists, monitors, and Native American Observers may be retained by the District and may be present during ground disturbing activities associated with the project that occur within the areas determined by the District to be archaeologically sensitive and as needed. Native American observers may be on site during ground disturbing activities associated with the project that occur within probable burial or sacred sites. The contractor shall extend the same access and safety considerations to such archaeology related monitors as is required to be provided to the District inspector. The Contractor must stop excavation at the request of such monitor or District Inspector and shall not make time lost due to any stop request related to the evaluation of archaeological resources the basis of a claim for an extension of time or for extra costs or damages unless such delay exceeds 15 minutes in any one incident or more than 25 minutes in any single day's work.

## **3 Excavation**

### **3.1 General**

The Contractor shall perform all excavation indicated by the Contract Documents or the Engineer. The excavation shall include the removal and disposal of all materials, of whatever nature encountered, including groundwater, abandoned utilities and sub-surface obstructions.

### **3.2 Protection of Existing Facilities**

All construction activities in the vicinity of other utility lines, conduits, services, and other structures, or appurtenances thereto, shall be executed in such manner as not to interfere with their safe operation. Proper precautions shall be taken to prevent damage to other utilities.

The Contractor shall maintain access at all times to manholes, valves, poles, hydrants, panels and other utility controls to utility operators and emergency workers. No material or other obstruction shall be placed within 15 feet of any fire hydrant that is in service. If the Contractor can demonstrate that this requirement is the source of extreme construction hardship, special alternative provisions may be implemented with the approval of the District and the service owner/operator. The Contractor shall not interrupt any service without a minimum of three working days notice to the SLVWD, and 48 hours notice to any utility customers affected.

#### **3.2.1 Proper Precautions to Avoid Damage to Facilities**

The Contractor shall become familiar with all readily available sources of information regarding existing utilities. The Contractor is responsible for verifying the location, size and extents of all utilities shown on plans, marked on site, or otherwise inferred from surface features in order to reduce the possibility of damage during the course of construction.

The Contractor shall comply with Underground Service Alert procedures (USA). The Contractor shall excavate by hand digging when excavating within 24 inches of an existing facility. Markings depicting sub-surface facilities may be up to 24-inches horizontal from outside edge of actual location of facility and still be considered properly marked. Depth information will not necessarily be provided. It is the Contractor's responsibility to carefully locate the utility at whatever depth it exists. The Contractor will not be expected to hand dig through pavement. If a marked facility is not encountered within 24 inches of USA marks, the Contractor should immediately call USA and request re-mark. If the Contractor proceeds with non-hand dig excavation methods prior to re-mark, then any damage inflicted upon the facility, even if miss-marked, is the responsibility of the contractor.

Sanitary sewer laterals are typically owned by private individuals and will not necessarily be marked or otherwise located. Cleanouts may not exist or be available to help locate sewer laterals. Non-pressurized sanitary sewer and storm drain facilities in general are not required to be located by the regional notification center regulations. Contractor is responsible for all repairs to damaged non-pressurized sanitary sewer facilities, regardless of markings, if any.

Abandoned facilities are not required to be located per the regional notification center regulations. If an abandon facility is found, the Contractor should contact the suspected owner or operator of the facility in question to confirm abandonment and safety of the abandoned facility prior to removal. The Contractor shall not make adjustments to the locations or alignments of new facilities without the approval of the Engineer. It shall be the decision of the Engineer whether to re-align the new construction or remove the abandoned facility.

The Contractor shall verify the exact locations of underground facilities by "potholing" sufficiently in advance of sawcutting and excavation operations so that locations and alignments can be confirmed



or re-evaluated without delay. If the Contractor is forced to reconstruct or reinstall materials in order to make minor alterations to alignment, grade, or location due to existing utilities, such minor alterations shall be made at no expense to the District.

### **3.2.2 Repairs to Damaged Facilities**

Should the Contractor, disturb, disconnect, or damage any utility facility, the Contractor shall immediately notify the owner or operator of the facility. The owner of the damaged utility shall have the option to have the facility repaired by the Contractor, by a third party contractor of the utility's choice, or to perform the repair itself. If the Contractor is to repair the damaged facility, the repair shall be made within the time frame stipulated by the owner of the facility.

In the case where the facility has been damaged as a result of the Contractor's failure to comply with the notification requirements of the regional notification center (Underground Service Alert or USA), or the requirements of these specifications, and the owner or operator of the facility has complied with the regional notification center requirements, all costs for the repairs to the facility shall be borne by the Contractor. Any claims made against the District by the owner or operator of the facility shall be paid by the Contractor. Such costs may be deducted by the District from any monies due or that will become due to the Contractor under the Contract. No compensation of any kind shall be provided to the Contractor by the District for construction delays due to repairs to damaged facilities. The Contractor shall not base any damage claims or time extension requests upon any delay related to repairs to facilities damaged by the Contractor.

In the case where the owner or operator of the facility has failed to comply with the regional notification center system requirements, that owner or operator shall forfeit any claim for damages to the facility arising from an excavator who has complied with the requirements and to the extent damages were proximately caused by the owner or operator's failure to comply. Claims for damages or delays to construction caused by repairs to damaged facilities shall be made directly with the owner/operator of the facility, and not through the SLVWD, unless the SLVWD is the owner/operator.

### **3.3 Saw Cutting and Pavement Removal**

Where excavation is located within paved areas, the pavement shall be neatly saw cut and removed. Saw cuts shall be made beyond the limits of excavation, such that an appropriate "tee section" may be constructed conforming to SLVWD Standard Detail 10, or the requirements of the appropriate public works agency. Saw cutting for shall conform to the County of Santa Cruz Public Works Figures EP-1, EP-2, and EP-3.

If the saw cut limits are within two feet of edge of pavement, gutter lip or face of curb, the pavement shall be removed completely to that edge.

If saw cut edges become damaged during construction, the Contractor shall make a new saw cut so that edges are neat, vertical and follow straight lines, at no expense to the District.

Where excavation is located within concrete sidewalk, the Contractor shall neatly saw cut the sidewalk only on existing scores. The saw cut limits shall be approved by the District Engineer.

### **3.4 Trench Excavation**

Excavation of the trench shall follow lines parallel to and equidistant from the pipe centerline. This includes all pipelines, services and special location trenches that are excavated in conjunction with the project. Trenches in Santa Cruz County ROW shall conform to the County of Santa Cruz Public Works Trench Backfill Standards, Figures EP-1, EP-2, and EP-3. Trenches in Caltrans ROW shall conform to the trench restoration detail provided in the applicable Encroachment Permit. Trenches outside of Public ROWs shall conform to SLVWD Standard Detail SD-10.

Excavations shall be made to depths and widths required to accommodate construction of the pipeline and structures. In general, excavation shall be made to provide the standard depth of cover to finish grade of 36 inches over the top of the pipe. Similarly, standard depth of cover to valves shall be 36 inches over the top of the bonnet. Excavation shall be made to additional depth if indicated by the Contract Documents or required by the Engineer. Prior approval of the Engineer is required if pipe is to be installed with sub-standard cover.

### **3.5 Trench Base Preparation**

The trench bottom should be constructed to provide a firm, stable and uniform support for the full length of the pipe. Bell holes should be excavated at each joint to permit proper joint assembly and pipe support. Any part of the trench bottom excavated below grade should be backfilled to grade and should be compacted as required to provide firm pipe support. Where, in the opinion of the Engineer, material encountered at the bottom of the trench is found to be unsatisfactory for properly supporting the pipe, additional trench depth shall be excavated, and refilled with material approved by the Engineer. Where the water main is installed in fill areas, the bottom of the trench shall have been compacted to a minimum of 95% relative compaction before the pipe is installed.

### **3.6 Bell Holes**

Bell holes shall be excavated in the bottom of the trench at pipe joint locations of such size that the process of making joints and inspection can be carried on satisfactorily and so that the pipe barrel will bear evenly on the bearing base.

### **3.7 Blasting**

No blasting will be permitted for District projects.

### **3.8 Bracing and Shoring**

Excavations shall be adequately shored and braced so that the earth will not slide or settle, and so that all existing improvements and facilities will be fully protected from damage. All bracing and shoring shall comply with the State of California Construction Safety Orders of the Division of Industrial Safety, and OSHA excavation standards 29 CFR 1926, Subpart P, Trenching and Excavations. Any damage resulting from lack of or inadequate shoring and bracing shall be the responsibility of the Contractor, and all costs for repairs shall be borne by the Contractor. Any claims made against the District by the owner or operator of a damaged facility shall be borne by the Contractor. Such costs may be deducted by the District from any monies due or that will become due to the Contractor under the Contract. No compensation of any kind shall be provided to the Contractor by the District for construction delays due to repairs to damaged facilities. The Contractor shall not base any damage claims or time extension requests upon any delay related to repairs to facilities damaged by the Contractor. The Contractor shall bear all other expenses resulting from such damage.

### **3.9 Disposal of Excavated Materials**

All excavation spoils and demolished facilities shall be removed from the job site promptly and disposed of at a legal disposal site. No spoils or construction debris may be stockpiled within the Right-Of-Way overnight. Temporary stockpiles of materials shall not obstruct vehicular, pedestrian, or bicyclist traffic. Gutters and catch basins shall be maintained and protected from contamination by construction materials and debris at all times.

The Contractor is responsible for worker health and safety and instructing workers on the recognition and reporting of materials that may be hazardous. The Contractor shall provide and pay for testing and analysis by an approved laboratory of suspected impacted soils and groundwater and shall submit results

to the District. Any materials to be removed in the course of work that are found to contain hazardous substances as defined by California Health and Safety Code Section 25117 shall not be transported without prior notification and an approved plan of action. Contractor shall minimize delays by continuing performance of the work in areas not affected by hazardous materials operations.

The Contractor shall be responsible for the proper removal and disposal of asbestos-containing materials when necessary for the installation of new facilities or as called for in the course of work. Contractor shall comply with all current federal, state, and local laws, standards, and regulatory agency requirements concerning the handling of asbestos containing materials. Removal and disposal of existing asbestos materials shall be performed using means and methods as recommended by the American Water Works Association, as allowed by OSHA, and by employees who have been properly trained as required by OSHA. Contractor shall submit a copy of all relevant CAL/OSHA documentation, and documented worker training to District prior to handling any asbestos containing materials. Asbestos disturbance and or removal activities shall be conducted by properly trained, accredited, and licensed personnel using proper protective equipment. Such activity must be performed within a posted regulated area intended to keep unauthorized people out of the asbestos work area. Transite pipe shall be cut only with a snap type cutter and never with an abrasive saw. Field cut transite pipe ends shall not be re-beveled. Asbestos-containing materials must be kept wet and as intact as possible. Such materials must be promptly sealed leak tight in a six mil thick poly bag with labeling that meets OSHA requirements and hauled to a legal disposal facility that accepts asbestos-containing construction debris along with the appropriate waste manifest. The Contractor shall submit a copy of the waste manifest to the District in order to document proper disposal.

## **4 Installation of Ductile Iron (DI) and High-Density Polyethylene (HDPE) Piping**

### **4.1 General**

Ductile Iron water mains and water service laterals shall be installed in accordance with AWWA Standard C600, and these specifications. HDPE water mains shall be installed in accordance with AWWA Manual M55 and these specifications. PVC or other materials are not permitted.

### **4.2 Handling of Pipe and Accessories**

Proper implements, tools, and facilities satisfactory to the Engineer shall be provided and used by the Contractor for the safe prosecution of the work. All pipe, fittings, and valves shall be carefully lowered into the trench, piece by piece, by means of a crane, ropes or other suitable equipment, in such manner as to prevent damage to water main material, protective coating and lining. Under no circumstances shall water main materials be dropped into the trench.

### **4.3 Laying Pipe**

#### **4.3.1 Cleanliness**

Every precaution shall be taken to prevent foreign material from entering the pipe. If the pipe-laying crew cannot put the pipe into the trench and in place without getting earth or water into it, the Engineer may require that before lowering the pipe into the trench, a heavy, tightly woven canvas bag of suitable size shall be placed over each end and left there until the connection is to be made to the adjacent pipe. No debris, tools, clothing or other material shall be placed in the pipe. The contractor shall visually inspect each piece of pipe to verify cleanliness.

At times when pipe-laying is not in progress, the open ends of pipe shall be closed by a water-tight plug or other means approved by the Engineer. If water is in the trench, the seal shall remain in place until the trench is pumped completely dry.

If trench water enters the pipe during construction, or if in the opinion of the Engineer, the pipe has become contaminated, the Special Testing Procedures shall be followed in accordance with the pertinent sections of these specifications.

#### **4.3.2 Unsuitable Conditions for Laying Pipe**

No pipe shall be laid in water or when, in the opinion of the Engineer, trench conditions are unsuitable. Every precaution shall be taken against floating of the pipe, either in existing lines or in the new lines, due to water entering the trench. In case of such floating, the Contractor shall replace or re-lay the pipe at and make good any injury or damage which may have resulted at no expense to the District. All remedial work shall be executed in accordance with the pertinent sections of these specifications.

#### **4.3.3 Direction of Laying**

Pipe shall be laid with the bell ends facing in the direction of laying, unless directed otherwise by the Engineer.

#### **4.3.4 Polyethylene Encasement**

When indicated by the Contract Documents, or directed by the Engineer, the Contractor shall install DI pipe and fittings with polyethylene encasement in accordance with AWWA Standard C105, Section 4.4, Method A. Care shall be taken to prevent soil and foreign material from entering the space between the pipe and wrap.

### **4.4 Joints for Pipe and Fittings**

#### **4.4.1 Cutting Pipe**

The cutting of pipe for inserting valves, fittings or closure pieces shall be done in a neat and workmanlike manner without damage to the pipe or cement-mortar lining and so as to leave a smooth end at right angles to the axis of the pipe. The flame cutting of pipe by means of an oxyacetylene torch is prohibited.

#### **4.4.2 Cleaning Joint Surfaces**

All lumps, blisters and excess coal tar coating shall be removed from the ends of DI pipe. The outside of the spigot and the inside of the bell of DI pipe shall be wire brushed and wiped clean and dry and free from oil and grease before the joint connection is made.

The outside of the spigot and the inside of the bell of HDPE pipe shall be wiped clean and dry and free from oil and grease before the joint is made.

#### **4.4.3 Permissible Deflection at Joints**

Wherever it is necessary to deflect pipe from a straight line, either in the vertical or horizontal plane, to avoid obstruction or to plumb stems, or where long-radius curves are permitted, the deflection shall not exceed the manufacturer's recommendation. Bends shall be used whenever individual deflections exceed those specified by the manufacturer.

#### **4.4.4 Joint Types**

Joints between lengths of DI pipe shall be push-on rubber ring, bolted flange, or mechanical joint. Joints between lengths of HDPE pipe shall be fused, bolted flange, push-on rubber ring, or mechanical joint. Other joint types shall be approved by the Engineer.

All pipe joints shall be installed in accordance with the pipe manufacturer's instructions.

The pipe shall be marked a known distance from the end of the spigot, so that spigot embedment in the joint may be verified. Pipe spigots shall be evenly beveled and thoroughly de-burred. Pipe joint surfaces shall be wiped clean and gasket lubricant applied immediately prior to joint assembly to prevent dirt from becoming lodged in the gasket.

All uncoated areas of fittings and joint related hardware shall be completely covered in bitumastic coating by either brush or spray application to protect against corrosion.

#### **4.4.5 Restrained Joints**

Pipe joints shall be restrained at all fittings, all valves, and where required by the Engineer. In addition to the fitting joints themselves, a length of pipe, as measured along the pipe from the fitting, shall be restrained. The restrained length shall be determined from SD-13, or specified by the Engineer.

All joint restraint hardware shall be installed in accordance with the manufacturer's instructions. Bolts shall be tightened to the manufacturer-recommended torque. A torque wrench shall be used to tighten pipe-gripping joint restraints if the factory-provided break-away bolt heads are missing.

All uncoated joint restraint related hardware shall be completely covered in bitumastic coating by either brush or spray application to protect against corrosion.

In the event that it is infeasible to install restraining joints as described above, the Contractor shall install an unrestrained joint and thrust blocks or reverse anchors in accordance with the pertinent sections of these specifications and SD-13.

#### **4.5 Miscellaneous**

The Contractor shall install test stations, insulating fittings, joint bonds and other cathodic protection facilities as indicated by the Contract documents, or the Engineer.

## **5 Storage Tanks**

### **5.1 Materials and Construction**

New potable water storage tanks shall be designed and constructed in conformance with one of the following:

1. Welded steel per AWWA D100 and most recent County and State Building Codes; interior epoxy coated per NSF 61
2. Bolted steel per AWWA D103 and most recent County and State Building Codes; interior epoxy coated per NSF 61/372
3. Concrete cast-in-place per AWWA D115-17, D110-95, or D115-95; interior to be either NSF 61 compliant concrete or epoxy coating

Commercially available polyethylene tanks may be used for temporary installations; advance approval by the Engineer is required.

### **5.2 Foundations**

Tank foundation shall be concrete ringwall (Type 1) per AWWA D103-19 section 13.4.1 or granular berm with steel retainer ring (Type 5) per AWWA D103-19 section 13.4.5.

Temporary polyethylene tanks may be placed on a concrete slab or redwood platform as approved in advance and in writing by the Engineer on a case-by-case basis.

### **5.3 Access**

All tanks shall provide for a minimum of two (2) manways, minimum size 24-inch diameter; minimum one (1) roof hatch, minimum size 24-inches square. Roof hatch shall be equipped with a hasp to allow locking of hatch to prevent unauthorized access.

All tanks shall provide for both an interior ladder and exterior stairs for access to the roof. Exterior stairs and interior ladders shall conform to OSHA requirements; exterior stair shall include a lockable enclosure to control roof access.

Temporary polyethylene tanks are exempt from this section.

### **5.4 Site**

Tank sites shall be paved and provided with a minimum 8-foot wide paved connection to the nearest roadway. Paving shall conform to these Specifications. Route of connection shall be approved in advance by the Engineer, in writing.

Site shall be provided with a minimum 6-foot high chain link fence equipped with a lockable gate for vehicle access. Gate shall be minimum 8-foot in width when fully open.

Temporary polyethylene tanks are exempt from this section.

## **5.5 Overflow**

Provide steel internal and external overflow pipe, internal weir box, if required, and supports as shown on the plans.

Temporary polyethylene tanks are exempt from this section.

## **5.6 Venting**

Provide a central roof vent, minimum 48-inches in diameter. Vent screened area shall be minimum 12-inches high or as specified by the project plans and equipped with a watertight cover to prevent rain intrusion. Minimum roof to screen clearance is 8-inches, in conformance with EPA requirements.

Temporary polyethylene tanks are exempt from this section.

## **5.7 Level Indication**

Provide an exterior level indication system showing depth of water in the tank measured in feet.

Temporary polyethylene tanks are exempt from this section.

## **5.8 Sample Taps**

Smooth-nosed sampling tap(s) shall be provided to facilitate collection of water samples for both bacteriological and chemical analyses. The sample tap(s) shall be easily accessible. Invert of tank wall penetration shall be a minimum of 6-inch above the invert of the tank outlet.

## **5.9 Sizing**

All tank designs shall provide storage volume in conformance with local and State Fire District requirements. Designers shall provide documentation and/or calculations as required to demonstrate compliance.



## **6 Installation of Appurtenances**

### **6.1 Hot Tap Connections**

In the locations indicated by the Contract Documents or the Engineer, the Contractor shall install a hot tap connection in accordance with these specifications, and AWWA C600 or C605. No hot tap connections shall be made without the presence of the Engineer or Engineer's designated representative. The Contractor shall schedule inspection with SLVWD a minimum of two working days in advance of making any hot tap connection.

#### **6.1.1 Tap Location**

The Contractor shall expose the main for 24 inches on either side of the proposed tap location to confirm that no other taps, bells, or other fittings exist near the new tap. No taps shall be made within 18 inches of another tap, nor 24 inches from any fitting, bell, or other joint. Multiple taps in the same stick of pipe shall be staggered around the circumference of the pipe, at a minimum 30-degree stagger and a maximum 45-degree stagger.

#### **6.1.2 Tap Installation**

The Contractor shall clean the main and install the appropriate tapping saddle or sleeve. Direct taps are prohibited. The bit used to drill into the main shall be a hole-saw or shell bit unless approved otherwise by the Engineer. For services smaller than 4 inches, the diameter of the bit shall not be smaller than one eighth of an inch less than the size of the service. For services 4 inches and larger, the diameter of the bit shall not be less than one quarter of an inch less than the size of the service. The bit shall be equipped with a coupon-retention mechanism, such as a barbed pilot bit.

#### **6.1.3 Use of Purge Valve**

During the tapping operation, the Contractor shall maintain positive flow of water out of the main, such that cuttings are continuously flushed out. This may be achieved by opening the purge valve on the tapping equipment or tapping saddle or sleeve. If the tapping equipment does not have an integral purge valve, the Contractor shall install a temporary tee between the corporation stop and the tapping machine, and attach the purge valve to the tee.

#### **6.1.4 Polyethylene Encasement**

When a hot tap connection which utilizes brass and copper, is made to an iron or steel main, the brass tapping saddle shall be completely covered in bitumastic coating by either brush or spray application. The main, saddle and service line shall be encased in polyethylene wrap for a minimum distance of 3 feet from the hot tap connection.

When a hot tap connection is made to a main which is encased in polyethylene, the polyethylene shall be neatly cut back out of the way of tapping operations, and protected from damage. In accordance with AWWA C105, the finished hot tap connection, associated hardware and service line shall be encased in polyethylene wrap for a minimum of 3 feet along the service lateral from the encased pipe.

### **6.2 Installation of Valves**

The Contractor shall install valves at the locations indicated by the Contract Documents or where directed by the Engineer. Valves shall not be located in concrete sidewalks, aprons or gutters, unless approved by the Engineer. On mains smaller than 12 inches in diameter, the spacing between valves shall not exceed 1,000 feet. Four valves shall be installed at each cross. Two valves shall be installed on each

tee: one in the main flow direction and one on the leg branching from the main flow direction. Valves shall be installed directly on the cross or tee, unless directed otherwise by the Engineer.

Installation of valves shall conform to SD-2 and these specifications. For all valve installations where the top of valve nut is more than four feet below the ground surface, a valve nut extension shall be installed so that the operating nut is within 12 inches of the ground surface. Valve nut extension stems shall have a rust-inhibitive coating and be equipped with a circular spacer to ensure that the stem extension stays centered within the valve box.

Joints between valves and pipe or other fittings shall be restrained in accordance with the pertinent sections of these specifications for the applicable pipe type. Joints in pipe adjacent to valves shall be restrained in accordance with the pertinent sections of these specifications and SD-13.

Uncoated joint hardware, and areas on the valve body where coating has been damaged shall be completely covered in bitumastic coating by brush or spray on application to prevent corrosion.

The Contractor shall note that only SLVWD Personnel are authorized to operate valves on the existing system. The Contractor may operate valves on new construction that has not been connected to the existing SLVWD water system.

### **6.2.1 Valve Box Installation**

A valve box and lid shall be installed over operating nuts per SD-2. If valve boxes are exposed above the ground surface, they shall be protected from damage until completion and acceptance of the contract work.

Valves boxes shall be installed flush with finished grade and centered on the valve nut, such that the centerline of the riser is aligned with the axis of the operating nut. Valve boxes and risers which have shifted during backfill operations and are no longer aligned in this manner shall be re-excavated and realigned to the satisfaction of the Engineer.

Valve boxes and lids shall be inspected by the contractor prior to installation to ensure that the lid is silent when driven over by vehicles. Noisy gate valve boxes and/or lids shall be removed and replaced at no expense to the District, or shall be remedied in a manner acceptable to the Engineer.

### **6.2.2 Valve Box Adjustment**

Valve box rims shall be adjusted to be flush with the finished grade whenever paving is overlain or existing grades are changed. Adjustment shall be made by removing paving, concrete collar or redwood blocks, and affected backfill. Valve boxes with existing concrete collars shall be replaced with a new valve box. A new concrete collar shall be poured around the box per SD-2. Pavement or landscaping surrounding valve box shall be replaced in-kind. Use of grade rings is prohibited.

Damaged lids shall be replaced. Replacement lids shall be inspected by the contractor to ensure that the lid is silent when driven over by vehicles. Noisy gate valve boxes and/or lids shall be removed and replaced at no expense to the District, or shall be remedied in a manner acceptable to the Engineer.

## **6.3 Installation of Blow-Offs**

Where indicated by the Contract Documents or designated by the Engineer, the Contractor shall install either a temporary or permanent blow-off. A permanent blow-off is defined as one that will be left in place upon completion of the work. Permanent blow offs shall conform to SD-6 and these specifications. Temporary blow-offs shall be removed by the Contractor after testing has been completed and approved by the Engineer. The Contractor shall execute all work related to the installation and removal of blow-offs

in accordance with the pertinent sections of these specifications. Unless otherwise specified by the Engineer, the size of blow-offs shall be 2 inches. Blow-offs shall be installed on mains at low points, dead-ends and disinfection locations.

## **6.4 Air Valve Installation**

The Contractor shall install an air valve in accordance with these specifications and SD-7 at locations indicated by the Contract Documents or where required by the Engineer. Air valves are required at each high point in all transmission water mains. Air release valves shall be located so that the vent opening is above the 100-year flood level or the highest recorded water level, whichever is higher.

If indicated by the Contract Documents or the Engineer, the Air valve shall be installed in a below grade configuration per SD-7. Air valves may be installed in below grade configuration only with prior approval of the Engineer.

In locations where vandalism of the air valve is a concern, the Engineer may require that the Contractor install a locking steel enclosure. The enclosure shall be installed upon a reinforced concrete pad and shall be painted with "hunter green" enamel.

## **6.5 Fire Hydrants**

Fire hydrants are allowed for public fire protection purposes only. Private hydrants may be located on private property but shall be connected to a standard fire service with an approved backflow prevention device. Adequate water main size and point of connection shall be verified prior to installation. Water main replacement or extension may be required to provide adequate pressure and flows. The Contractor shall provide 48-hours' notice to the SLVWD to schedule inspections prior to construction. Out of service hydrants shall be bagged with a canvas or orange bag. The Engineer shall notify the local fire agency when hydrants are turned on or off.

### **6.5.1 Fire Hydrant Location Requirements**

Fire hydrant locations shall be approved by the Engineer and the local fire department prior to installation. The installer/developer shall notify the owners of all properties within 250 feet of the proposed hydrant location in writing a minimum of five working days before the hydrant is installed.

Fire hydrants shall connect only to water mains 6 inches and larger in diameter. Installation of hydrants on mains less than 6 inches in diameter shall be at the direction of the District Engineer only.

The standard location for fire hydrants is in the sidewalk with the center of hydrant set 9 inches back from the back of curb. Clear sidewalk width around fire hydrant, including protrusions, shall not be less than 3 feet. Where the sidewalk is less than 6 feet wide, the hydrant location shall be approved by the applicable public works agency, in addition to the Engineer and fire department.

No fire hydrant shall be located within 10 feet of a driveway approach. No fire hydrant shall be located within 3 feet of walls, poles, or any other vertical obstructions. Consideration shall be given to proximity of young shrubs. No fire hydrant shall be located within the drip line of existing mature trees. Consideration shall be given to the proximity of young trees.

The hydrant lateral length shall be minimized by locating the hydrant on the short side of the water main. Excess fittings shall be eliminated by using full lengths of pipe. Bends in the lateral are prohibited, subject to the discretion of the Engineer.

The hydrant location shall be selected to minimize impacts on neighborhood parking and aesthetics. Hydrants located mid-block shall be placed to straddle extended property lines, so that the hydrant is not located directly in front of one parcel.

If an easement is required for the hydrant location and clearances, the applicant shall prepare the easement using the District's format and language and obtain any necessary survey information. The District shall review and approve the easement before it is finalized.

### **6.5.2 Fire Hydrant Installation**

The Contractor shall install a new fire hydrant where indicated by the Contract Documents or the Engineer. Fire hydrants shall be installed per SD-3, and these specifications.

The fire hydrant shall connect to the water main via 6-inch diameter lateral pipe. The lateral piping shall consist of DI or HDPE pipe installed in accordance with the pertinent sections of these specifications. Every joint on the lateral shall be restrained. The hydrant lateral trench shall be constructed in accordance with SD-10. The minimum depth of cover is 36 inches. The Contractor shall install a thrust block per SD-8 at the base of the hydrant bury and behind the tee or tapping sleeve used to connect to the water main.

The hydrant and hydrant bury shall be installed plumb. The hydrant bury shall be properly sized such that the upper flange face of the check valve assembly is minimum 2-inches, maximum 4-inches above finished grade, and adequate clearance is provided to flange bolts. Flange bolts shall be installed with the bolt shaft pointing down.

Fire hydrants shall be installed with the large 4.5-inch diameter outlet facing the street. Fire hydrants shall be painted with "post international yellow" enamel.

Contractor shall install traffic bollards in accordance with SD-3 and these specifications at all hydrants.

All related work such as saw cutting, trenching, hot tapping, backfill and paving shall be executed in accordance with the pertinent sections of these specifications.

### **6.5.3 Fire Hydrant Relocation**

When indicated by the Contract Documents or the Engineer, the Contractor shall relocate a fire hydrant. The Contractor shall remove the existing hydrant, and install a new hydrant in accordance with all pertinent sections of these specifications. All new parts shall be used in the installation of said fire hydrant, unless approved otherwise by the Engineer.

## **6.6 Flexible Couplings and Repair Clamps**

With the approval of the Engineer, connections to existing water mains may be made with flexible couplings when the existing main is made of material which will not allow a restrained joint. Such couplings shall be installed in accordance with the manufacturer's recommendations. Care shall be taken to ensure that the pipes are in proper alignment and that smooth surfaces have been provided so that the couplings can be properly fitted. Attention shall be paid to the fact that flexible couplings are not restrained joints. Care shall be taken to not interrupt the required restrained length of an existing pipe in the act of repairing it.

Broken or leaking water mains may be repaired with stainless steel repair clamps. Such clamps shall be installed in accordance with the manufacturer's recommendations and the discretion of the Engineer.

All uncoated areas of flexible couplings, repair clamps, and any non-stainless steel hardware shall be completely covered in bitumastic coating by either brush or spray application to protect against corrosion.

## **6.7 Water Services**

When indicated by the Project Documents or the Engineer, the Contractor shall install a complete service line in accordance with these specifications and applicable Details. A water service shall consist of a hot tap connection to the main, lateral piping, installation of a meter box, all meter-related fittings and pipe, and a backflow prevention assembly where required by District regulations. All related work such as excavation, pavement removal and replacement shall be executed in accordance with the pertinent sections of these specifications.

Water services 1 inch and smaller in diameter shall be installed per SD-4. Water services 1.5 inch or 2 inches in diameter shall be installed per SD-5.

Services may be combined in certain instances with the approval of the Engineer. Combination fire and domestic services for single family dwellings shall be installed per Detail 4. Multiple 1-inch and smaller domestic and irrigation services may be combined per Detail 3.

All water meters, regardless of size, connected to the SLVWD system shall be purchased by and remain property of SLVWD. Under no circumstances shall anyone other than SLVWD personnel remove a water meter once the service has been inspected and approved, unless otherwise directed by SLVWD personnel. Customer-owned sub meters are allowed, if located on the customer's side of the District owned meter.

### **6.7.1 Service Lateral Installation**

The Contractor shall make a hot tap connection in accordance with the pertinent sections of these specifications and SD-4. No service taps shall be made within 18 inches of another service tap, nor within 24 inches of any fitting, bell, or other pipe joint. With the approval of the Engineer, the location of the tap may be offset up to 8 feet horizontally from the meter box location to avoid such obstacles.

The Contractor shall install a service line of size, material and in the alignment indicated by the Contract Documents or the Engineer. Service lines may be laid in an open cut trench or placed through a hole produced by a horizontal jacking or drilling tool. The Contractor shall minimize the number of joints in service lines by using full lengths of pipe.

Service lateral trenches shall be constructed in accordance to SD-10. The minimum cover for services is 24 inches.

Five feet clear horizontal distance shall be maintained between water service laterals and sanitary sewer laterals. Three feet clear distance shall be maintained between water service laterals and other utility lines. If there is no alternative but to install a sanitary sewer lateral within the minimum clear distance, the Engineer may allow the installation if the sanitary sewer lateral is encased in concrete. Water service laterals shall not be constructed in joint trenches with any other utility.

### **6.7.2 Disinfection**

Service laterals shall be disinfected if required by the Engineer. Disinfection and testing shall be executed in a manner approved in advance by the Engineer.

### **6.7.3 Meter Box Installation**

The Contractor shall install meter boxes in the locations indicated by the contract documents or the Engineer. Meter boxes shall be installed in accordance with SD-4 and these specifications.

All District-owned meter boxes shall be located within County Right-of-Way or in utility easement allowing installation and maintenance of water mains, laterals, and water meters. If an easement is required, the applicant shall prepare the easement using the County's format and language and obtain any necessary survey information. The District shall review and approve the easement before it is finalized.

#### **6.7.4 Meter Box Relocation or Service Retrofit**

Where indicated by the Contract Documents or the Engineer, the Contractor shall relocate and/or retrofit a service.

Meter boxes may be offset from the standard location (which is perpendicular to the main), up to 8 feet along the public road right of way. If a meter box must be relocated further than 8 feet from its original location, the service lateral shall be removed and a new service installed in accordance with pertinent sections of these specifications.

The Contractor shall schedule a service line shut down with the SLVWD a minimum of two working days in advance of the proposed relocation or retrofit. The Contractor shall expose the valve or corporation stop for SLVWD personnel to operate. Only SLVWD personnel may operate valves or corporation stops. Pipe freezing as a means of temporary shutdown of a service may be allowed at the discretion of the Engineer. In no instance shall service pipe be crimped.

The Contractor shall remove the old meter box, related fittings and lateral piping, and install a new meter box, related fittings and lateral piping in accordance with the pertinent sections of these specifications. The new service shall fully conform to the latest version of these specifications. The extents of lateral piping to be replaced shall be determined solely by the Engineer. All related work such as backfill, paving and site restoration shall be executed in accordance with the pertinent sections of these specifications, and the specifications of the applicable public works agency.

### **6.8 Installation of Backflow Prevention Assemblies**

The Contractor shall install a backflow prevention assembly in the location indicated by the Contract Documents or the Engineer. Backflow prevention assemblies shall be installed in accordance with SLVWD regulations, SD-15, and the pertinent sections of these specifications. Backflow prevention assemblies shall remain the property and responsibility of the parcel owner.

All backflow prevention devices or assemblies installed shall be models listed on the List of Approved Backflow Prevention Assemblies maintained by the Foundation for Cross-Connection Control and Hydraulic Research and the University of Southern California. A link to this list is provided on the District website: <https://www.slvwd.com/engineering>

Following acceptance of the installation, the assembly shall be performance tested on an annual basis at the owner's expense by a certified tester selected from the SLVWD approved list. Owner shall maintain test records documenting proper operation of the assembly for a minimum of 7 consecutive years, to include the most current test.

#### **6.8.1 Location**

The backflow prevention assembly shall be located within 8 feet of the meter to which it is attached. If there is no meter on the service, or if the meter is integral with the assembly, the assembly shall be located within 8 feet of the right-of-way line. The assembly shall be installed such that the device is readily accessible for testing and maintenance. The location of all assemblies shall be approved by the Engineer prior to installation.

### **6.8.2 Assemblies**

Backflow prevention assemblies shall be greater than or equal to the diameter of the service designated by the Engineer. Two or more backflow prevention assemblies may be installed in parallel if a continuous water supply is desired during testing and repairs. In this case, the sum of the cross-sectional areas of the assemblies shall be at least equal to the cross-sectional area of the service connection.

### **6.8.3 Protective Cover or Cage**

If the assembly is installed where vandalism or damage due to freezing may be a problem, the unit should be protected and secured at owner's expense. Handles of valves may be removed to discourage tampering. Alternatively, a protective cage or cover can be installed over the unit.

In cases where the water meter is to be installed above-ground, integrated with the backflow prevention assembly, the water meter shall be protected with a locking enclosure approved in advance by the Engineer.

Cages shall be installed so that adequate clearance is available for maintenance and testing or that the cage is completely removable. The Contractor shall allow for any discharge from the relief valve to fully drain from the protective cage or cover.

## **6.9 Pipe Location Wire**

The installation of non-metallic water main or service shall include a coated, stranded 10-gauge copper wire taped directly on the pipe per SD-4 and these specifications.

The wire shall be taped to the top of the pipe using duct or similar tape at intervals not exceeding 20 feet. The interval may be decreased by the Engineer to ensure that the wire remains securely in place during backfill operations.

The copper wire shall be continuous. If continuity is not possible, the Engineer may allow wire to be spliced by soldering. Soldered joints shall be made in a workmanlike manner to ensure long term mechanical strength and electrical continuity. The wire shall be heated, flux applied, and the solder shall be melted by the hot wire, such that the solder flows readily into the wire strands. The joint shall not be moved until it has cooled. Joints that are cloudy in appearance shall be reheated so that they are shiny. The soldered joint shall be wrapped in vinyl electricians tape or heat-shrink tubing.

Pipe location wire shall be brought up on the outside of all valve box riser pipes, and held in place inside the valve box by wedging it securely between the valve box and the riser pipe or in a vertical slot cut in the top of the riser pipe per SD-4. Pipe locating wires shall not be installed in contact with metal valve key extensions or other metal pipes or appurtenances. Pipe location wires brought to grade at facilities other than valve boxes shall be secured to the facility where they reach grade wrapping and taping in a manner that can reasonably be expected to secure the wire, prevent inadvertent contact of the conductor with any other metal object, and protect the wire from incidental damage.

## **6.10 Chlorination Tap**

Where indicated by the Contract Documents or the Engineer, the Contractor shall install a chlorination tap per SD-11, and these specifications. The chlorination tap shall be centered in the meter box. Chlorination taps shall not be located further than 10 feet downstream of the beginning of the section to be chlorinated.

## **6.11 Pressure Regulating Station**

The Contractor shall install pressure regulating stations at the locations indicated by the Contract Documents or where directed by the Engineer. In saturated ground, the pressure regulating station vault shall be located in a shed of design approved by the Engineer. Pressure regulating stations installed below ground shall include a drain from the vault. The station vault shall be easily accessible with ladder rungs mounted in vaults deeper than 3 feet and spaced per OSHA requirements. The station shall have an H/20 load rating, vaulted, padlock-capable aluminum lid with a gooseneck type screened vent. All exposed pipe and fittings shall be painted with non-VOC epoxy paint or with 2 coats of rust preventative enamel.

## **6.12 Sample Station**

The Contractor shall install sample stations at the locations indicated by the Contract Documents or where directed by the Engineer. The stations shall be installed as indicated on SD-12. The station shall be easily accessible. All exposed pipe and fittings shall be painted with "hunter green" non-VOC epoxy paint or with 2 coats of rust preventative "hunter green" enamel.

## **6.13 Appurtenant Concrete Work**

The Contractor shall install plain and reinforced concrete required for construction of appurtenances where indicated by the Contract Documents, or the Engineer. Concrete work shall conform to current applicable ACI standards. Concrete for thrust blocks, reverse anchors, post embedment, and concrete collars may be hand mixed on site or delivered ready-mixed.

The ground against which concrete is to be placed shall be moistened previous to placement so that it will not absorb excessive moisture from the green concrete. Forms required shall be smooth, mortar tight and of sufficient strength to maintain shape during the placement of the concrete. Placement methods shall be such that the concrete will be placed in its final position without segregation. All concrete shall be rodded and spaded to ensure smooth surfaces along form lines and to eliminate rock pockets. The use of mechanical vibrators is not required on anchors and valve supports.

Concrete shall not be placed in free water. Pumping from the interior of any foundation enclosure shall be done in such a manner as to prevent the concrete from being carried away. No pumping will be permitted during the placing of concrete, or for a period of 24 hours thereafter, unless it is done from a suitable sump separated from the concrete. Water shall not be allowed to stand on any concrete until the concrete has attained its initial set.

### **6.13.1 Thrust Blocks and Reverse Anchors**

The Contractor shall install thrust blocks at all fittings where indicated by the Contract Documents or where required by the Engineer. Thrust blocks on fittings 10 inches in diameter and smaller shall be installed per SD-8. Thrust blocking on fittings larger than 10 inches in diameter, at depths less than 36 inches, or in poor soils shall be designed on a case-by-case basis in conformance with currently accepted practice. Designs shall be approved by the Engineer prior to construction.

## **6.14 Traffic Bollard Installation**

Where indicated by the Contract Documents or the Engineer, the Contractor shall install a traffic bollard per SD-15, and these specifications.

Traffic bollards shall be installed plumb and shall be four feet tall unless otherwise directed by the Engineer. The concrete foundation or paving at the base of the bollard shall be sloped away from the steel pipe such that water is prevented from ponding adjacent to the pipe. The traffic bollard shall be



painted with “post international yellow” enamel unless it is protecting a private fire hydrant or backflow device, in which case it may be painted to match the device. Traffic bollards shall have a 6-inch tall reflective strip placed near the top of the bollard after it is painted.

## 7 Backfill and Paving

### 7.1 General

Before backfilling, the trench shall be cleared of all debris and deleterious material such as wood blocks, grade stakes, paper, rope, rags, rocks and pavement chunks. Care shall be taken to ensure that the material used for backfilling is free from such debris.

Following completion and acceptance of the backfill, the area shall be paved in accordance with these specifications and Santa Cruz County Details EP-1, EP-2, and EP-3 or Caltrans Encroachment Permit requirements, as applicable to the location.

Unless otherwise approved by the Engineer, no more than 50 feet of trench shall be open and plated at the end of each work day.

### 7.2 Backfill

Backfill of trenches shall conform to the County of Santa Cruz Public Works Trench Backfill Standards, Figures EP-1, EP-2, and EP-3 or the requirements set forth in the Encroachment Permit, if applicable. This requirement applies to all pipelines, services and other excavations in conjunction with the project.

The Contractor shall in general, install pipe at the standard depth of 36-inches of cover, measured at the bell. Where there is no reasonable alternative but to install water main or water services 6-inches and larger with less than 36-inches of cover, a 12-inch thick arched concrete cap which transfers loading to competent soil on either side of the water main shall be constructed in place of standard backfill, and class 350 or better DI pipe shall be installed as described in Section 4 of these specifications. Approval of District Engineer is required for installation in this manner.

Backfill material shall not be placed over or around any fitting, thrust block, restrained joint, or cathodic protection system component until the object has been inspected and approved by the Engineer. After completion of the installation of the pipe and appurtenances to the satisfaction of the Engineer, the remainder of the trench shall be backfilled.

During the process of backfilling, any timbering, sheeting, shoring or sheet piling used to shore the excavation shall be carefully removed in such a manner as will result in a minimum of caving, lateral movement or flowing of the soil.

#### 7.2.1 Backfill Placement

Backfill in Santa Cruz County ROW shall be 2-Sack slurry per SD-10. Backfill in State ROW shall conform to the requirements of the Caltrans Encroachment Permit. Backfill in unpaved areas outside of the Santa Cruz County ROW shall be as follows:

The sand backfill immediately surrounding the pipe (pipe-zone) shall be brought up evenly on each side of the pipe and thoroughly tamped in place. Installation of HDPE pipe requires that the material from the bottom of the pipe to the spring line of the pipe (haunching) be hand-tamped to the satisfaction of the Engineer. Pipe-zone sand backfill shall cover the pipe by the depth indicated by the appropriate Detail or the Engineer. Pipe-zone sand shall be moisture conditioned and uniformly compacted to 90% relative compaction.

The remaining portion of the backfill extending from the top of the sand to the underside of the paving (trench zone) shall consist of Caltrans Class II aggregate base. Trench-zone aggregate base shall be moisture conditioned and uniformly compacted to 95% relative compaction.

Trench-zone backfill for service laterals shall be controlled low strength material (CLSM) unless approved otherwise in advance by the Engineer.

With approval of the Engineer, tunneling for short distances under existing facilities, sidewalks and pavement may be allowed. Tunneled sections shall be backfilled with CLSM.

The final lift of backfill material in trenches through unpaved areas shall consist of topsoil similar to that removed, or other material approved by the Engineer, compacted to 90% relative compaction.

### **7.2.2 Compaction Methods**

The Contractor shall compact backfill by mechanical means, using equipment approved by the Engineer. The maximum loose-placed lift thickness shall be 8-inches or as determined by the Engineer, based on the type of compaction equipment used, and the observed quality of the work. Native soils are generally not free draining; thus hydraulic compaction methods are prohibited.

### **7.2.3 Compaction Testing**

The Contractor shall verify the compaction of all backfill material installed. The number of tests required shall be determined by the length of the trench divided by 50 feet. However, the intervals between compaction tests, and the locations of the tests shall be as determined by the Engineer.

The Contractor shall provide the name, contact information and provide the qualifications of an independent Geotechnical Engineering Firm who is routinely engaged and fully qualified to conduct the confirmation tests specified. The laboratory shall be approved in writing by the Engineer prior to the start of any backfill operations. All costs of materials and confirmation testing shall be borne by the Contractor.

The maximum dry density of each type of backfill material shall be submitted to the Engineer as part of the materials submittal. Copies of the field test reports shall be submitted to the Engineer prior to paving, upon request of the Engineer, or upon acceptance of the work.

If indicated by the Contract Documents or the Engineer, The District will retain the services of a geotechnical engineering firm, and coordinate all compaction testing. In this case, The Contractor will not be relieved of the duty of providing work which complies with these specifications. The Contractor shall coordinate their work schedule with the Engineer such that the work is accessible to the District's compaction tester. No compensation will be provided to the Contractor for construction delays due to compaction testing. The Contractor shall not base any damage claims or time extension requests upon delay related to compaction testing. No compensation will be provided to the Contractor for work or materials that must be removed and replaced to provide proof of compliance with these specifications.

If any compaction test reveals sub-standard compaction, or if the Engineer observes evidence of sub-standard compaction, the Contractor shall replace and/or re-work the backfill material within the limits designated by the Engineer. The re-worked area shall be re-tested in the location(s) designated by the Engineer. All remedial work shall be done at no cost to the District.

## **7.3 Paving**

Following the Engineers acceptance of the backfill, roadway and/or sidewalk paving shall be replaced in kind wherever it has been removed. Paving which has been damaged by operations of the contractor shall be replaced in kind per these specifications at no expense to the District. The materials and methods used for paving shall conform to the specifications of the appropriate public works agency and shall be approved by the Engineer. The final surface attained shall be subject to the approval of the Engineer.

Permanent surfacing material shall be placed on the base as soon as possible after backfilling is accepted. Prior to replacing the pavement, the edges of the existing pavement shall be neatly saw cut to a vertical plane and in straight lines. If the existing pavement was previously saw cut and the condition of edges has deteriorated, the Contractor shall saw cut new edges at no expense to the District. The edges shall be thoroughly cleaned of all mud, dirt and dust before placing the surface material.

All traffic striping (centerlines, fog lines, lettering, etc.) shall be replaced in-kind. Thermoplastic striping shall be applied if required by the Engineer.

### **7.3.1 Asphalt Concrete Paving**

The roadway surfacing shall be replaced to a depth equal to the existing depth, but not less than 3 inches.

The edges of the existing pavement shall be completely coated with an asphaltic emulsion by spraying. Brushes or daubers shall not be used.

Proper asphalt temperature shall be maintained during paving operations. Hot mix asphalt shall come off the truck at a temperature greater than 275 degrees Fahrenheit. Spread and breakdown of the asphalt shall be completed before the asphalt cools below 200 degrees Fahrenheit. The paving shall be finished before the asphalt cools below 150 degrees Fahrenheit. Asphalt shall not be placed if the temperature of existing pavement adjacent to the area to be paved is less than 50 degrees Fahrenheit.

The completed surfacing shall be thoroughly compacted by power roller and shall be free from ruts, bumps, depressions or irregularities. A seal coat shall be applied if required to match the surface texture of the existing pavement. The final pavement surface shall transition smoothly to the existing pavement.

The Contractor shall fill all saw cuts with sand and seal with an asphalt crack sealant approved by the Engineer.

If there will be a delay in final paving, a temporary 1-inch thick asphaltic plant mix surface shall be placed immediately after backfilling has been completed and removed just prior to placing the permanent surfacing material. Until the permanent surfacing material is placed, the base rock or temporary asphaltic plant mix at the surface of the trench shall be maintained at all times at a grade level with the adjacent street.

### **7.3.2 Portland Cement Concrete Paving**

The edges of the existing pavement and the surface of the base material shall be thoroughly wetted just prior to placing new concrete.

Concrete paving shall be 6-inches minimum thickness unless specified otherwise by the Engineer. Concrete shall be placed to match all existing expansion joints and deep scores. Concrete shall be edged with a ¼ inch chamfer. Concrete paving shall be reinforced with #4 rebar dowels placed at 24 inches on center, each way. Reinforcing steel shall be centered vertically in the pavement section. Reinforcing steel shall be embedded a minimum of 6 inches into adjacent Portland cement concrete paving and epoxied in place. Concrete certification tickets shall be submitted to the Engineer.

## **8 Removal and Abandonment**

### **8.1 Valves**

Valves appurtenant to water mains which are to remain in service shall be removed in accordance with these specifications when no longer needed. In-place abandonment of valves attached to mains which will remain in service is not allowed. Valves appurtenant to water mains to be abandoned may be abandoned in place in accordance with these specifications.

#### **8.1.1 Valve Removal**

The water system shall be shut down in accordance with the pertinent sections of these specifications.

The Contractor shall remove the valve, valve box, lid, riser pipe, concrete collar, and associated components. If the valve is attached directly to a flanged or mechanical joint fitting or tapping sleeve, the valve shall be removed and replaced with a blind flange or mechanical joint plug. If the valve is inline, or attached to an unrestrained fitting, the pipe, fitting and valve shall be neatly cut out, removed completely, and replaced with a new section of pipe. The system shall be re-pressurized and the Engineer shall inspect for leaks prior to backfilling.

All related work such as saw cutting, trenching, pipe installation, backfilling, and paving shall be executed in accordance with the pertinent sections of these specifications. If tracer wire is present, care shall be taken to maintain its continuity. If tracer wire is not continuous, it shall be spliced in accordance with the pertinent sections of these specifications.

The water system shall be re-pressurized, flushed, and sampled in accordance with the pertinent sections of these specifications.

#### **8.1.2 Valve Abandonment**

The Engineer shall confirm that the valve is closed. The Contractor shall remove the valve box, lid, concrete collar, and associated components, leaving the riser pipe in place. The hole above the valve shall be filled with 2-sack slurry or concrete up to the bottom of the pavement section. All related work such as saw cutting and paving shall be executed in accordance with the pertinent sections of these specifications.

### **8.2 Pipeline Abandonment**

The Contractor shall plug the ends of all abandoned pipelines where they have been cut open by the Contractor. This requirement applies to pipelines that the Contractor abandons, and to existing abandoned pipelines that the Contractor has cut to make way for new facilities.

Abandoned pipelines shall be plugged with concrete. The concrete shall be compacted into the pipe so that it forms a complete seal around the entire circumference of the pipe. Pipes abandoned in areas of steep slope or excessive groundwater may require additional plugging or grouting at the discretion of the Engineer.

### **8.3 Fire Hydrant Removal**

The Contractor shall remove Fire Hydrants indicated for removal on the Contract Documents or by the Engineer. The fire hydrant buri shall be removed to a minimum 2 feet below grade and plugged with concrete. The concrete shall be compacted into the buri so that it forms a complete seal around the entire circumference of the pipe. Valves, valve boxes, paving and sidewalk shall be removed and/or

replaced in accordance with the pertinent sections of these specifications. Salvaged hydrants shall be delivered to the District at the Operations Building unless otherwise specified in writing by the Engineer.

The Engineer shall notify the local fire agency when hydrants are removed from or put into service.

#### **8.4 Service Abandonment**

The Contractor shall schedule a service line retirement with the SLVWD a minimum of two working days in advance of the proposed retirement. The Contractor shall expose the valve or corporation stop for SLVWD personnel to operate. Only SLVWD personnel may operate valves or corporation stops.

For service laterals attached to the main with a corporation stop, the service lateral shall be disconnected from the corporation stop by removal of the FIPxGrip Joint Adapter. The male iron pipe threads on the corporation stop shall be cleaned and prepared with tape and/or dope. A brass cap shall be tightened onto the corporation stop to prevent possible leakage. Older services that do not have MIP corporation stops shall be capped in another manner acceptable to the Engineer. The remaining service line shall be removed to a minimum depth of two feet.

For service laterals without corporation stops, the service lateral shall be disconnected from the valve, and the valve removed in accordance with the pertinent sections of these specifications. The remaining service line shall be removed to a minimum depth of two feet near the meter box and plugged with concrete in accordance with the pertinent sections of these specifications.

The meter box, related fittings and piping shall be removed. If the box is located in a sidewalk, the sidewalk shall be neatly saw cut and replaced at the nearest joint. All related work such as backfill, paving and site restoration shall be executed in accordance with the pertinent sections of these specifications, and the specifications of the applicable public works agency.

## **9 Pressure and Leakage Testing**

### **9.1 Pressure and Leakage Tests**

After the pipe has been laid and backfilled, the pipe, or any valve section thereof, shall be pressure tested in accordance with these specifications and applicable AWWA Standards.

Pressure and leakage tests shall not be performed until 72 hours have elapsed since the last concrete thrust block or reverse anchor has been cast, unless temporary blocking or other restraints have been provided to the Engineer's satisfaction.

Connections to the existing system, not included in the pressure and leakage tests shall be visually inspected for leakage while under pressure prior to being fully backfilled in accordance with the pertinent sections of these specifications.

### **9.2 Pressure Test Procedure**

The full extent of new piping and number of appurtenances to be tested at one time shall be determined by the Engineer. In the case of systems with new services, the pressure test shall include all service piping up to the angle meter stop.

The water main shall be slowly filled with water through a SLVWD provided hydrant meter or other backflow prevention device approved by the Engineer. Air shall be vented from all high points in the water main before making any pressure tests. Pipe shall be filled with water and pressurized at least 24 hours prior to testing to allow air to escape.

The test pressure shall be one and a half times the operating pressure at the average elevation, or 155 psi, whichever is greater. Where there are large changes in water main elevations, the test pressure will be determined by the Engineer.

The pressure shall be applied by means of a pump or backflow-protected jumper connection connected to the main in a manner satisfactory to the Engineer. The pressure shall be measured at the point(s) determined by the Engineer.

All materials and labor required for performing the pressure test shall be furnished by Contractor at no expense to District. The Engineer may check the test pressure by installing a SLVWD test gauge in place of or in addition to the Contractor's gauge. In case of a discrepancy between gauges, the Engineer's decision shall be final.

The hydrostatic pressure test shall be 2-hours duration. The allowable pressure drop is 5-psi, subject to the discretion of the Engineer.

With prior approval from the Engineer, the Contractor may at his convenience conduct a preliminary pressure test at any time prior to the SLVWD pressure test. The results of the preliminary test will not be considered by the Engineer.

### **9.3 Leakage Test Procedure**

A leakage test shall be performed if the pressure test reveals any observable pressure drop, or at the discretion of the Engineer.

The Contractor shall furnish the pump, pipe, connections and all other necessary apparatus and shall furnish all necessary assistance to conduct the test. The SLVWD may check the test pressure by installing a SLVWD test gauge in place of or in addition to the Contractor's gauge. In case of a

discrepancy between gauges, the Engineer's decision shall be final. The duration of the leakage test shall be 2 hours, and may be conducted at the same pressure as the pressure test. The pressure test and leakage test may be combined.

Leakage is defined as the quantity of water to be supplied into the newly-laid pipe, or any valved section thereof, necessary to maintain the specified leakage test pressure after the pipe has been filled with water and the air expelled. The Engineer shall measure the quantity of water added to maintain the specified leakage test pressure.

No pipe installation shall be accepted by the Engineer until the leakage is less than the number of gallons per hour as determined by the applicable formula.

$$L = \frac{ND\sqrt{P}}{7400} ; \quad \text{for HDPE Pipe}$$

$$L = \frac{ND\sqrt{P}}{3700} ; \quad \text{for DI Pipe}$$

In which  $L$  equals the allowable leakage in gallons per hour;  $N$  is the number of joints in the length of pipeline tested;  $D$  is the nominal diameter of the pipe in inches; and,  $P$  is the average test pressure during the leakage test in pounds per square inch gauge. Allowable leakage for other pipe materials will be to the discretion of the Engineer.

Leakage is typically measured by leaving the pump used to conduct the pressure test attached to the main. At the end of the required 2-hour duration, the calculated acceptable leakage volume is placed in the feed bucket for the pump. The main is then pumped back up to the pressure at which the test began. If the water in the bucket runs out before the test pressure is reached, the main fails. The District may provide a meter when small leakage quantities must be measured accurately.

#### **9.4 Test Failure**

Should the main fail either test, the Contractor shall, at no expense to the District, locate and repair defects in the work or materials until the pipe is able to pass both tests. All repair work shall be executed in accordance with the pertinent sections of these specifications.



## **10 Disinfection and Testing**

### **10.1 General**

All water mains shall be successfully disinfected, flushed and verified in accordance with these specifications prior to connection to the existing system and prior to making service connections. SLVWD personnel shall perform all flushing and disinfection operations. The Contractor shall provide safe site access to SLVWD personnel and maintain site conditions in accordance with the pertinent sections of these specifications. The first round of flushing, chlorination and testing operations will be completed at no expense to the Contractor.

The Contractor shall provide a minimum of 2-working days' advance notice to SLVWD when the main is ready for chlorination, unless approved in advance by the Engineer.

### **10.2 Disinfection of Mains**

The SLVWD shall disinfect, test, flush and re-flush new water lines in accordance with AWWA Standard C651, and these specifications. The Contractor shall not make any connections to the pipeline until the pipeline has passed all laboratory tests.

### **10.3 Disinfection of Services**

Service laterals shall be disinfected if required by the Engineer. Disinfection and testing shall be executed in a manner approved in advance by the Engineer.

#### **10.3.1 Chlorination of New Pipelines**

Water required for chlorination and flushing may be obtained from the existing system by use of a jumper connection. The jumper connection shall be equipped with a backflow prevention device.

The main shall be flushed prior to chlorination. The water velocity inside the pipe shall not be less than 2.5-feet per second.

The new main and appurtenances shall then be chlorinated. The method of application and precautions outlined in AWWA Standard C651 shall be followed, subject to the discretion of the Engineer. Chlorine shall be applied by the continuous feed method or slug method as outlined in AWWA Standard C651 except as modified by the SLVWD or the Engineer.

When the continuous feed method is used, chlorine solution shall be fed into the pipe and left in contact with the pipe for no less than 24-hours. The initial free chlorine concentration shall be no less than 25-ppm. The concentration of free chlorine at the end of the contact time shall not be less than 40% of the starting concentration

The chlorine solution shall be flushed from the water main. Super-chlorinated water shall be dechlorinated before being discharged to storm drains or waterways. Flushing shall continue until the chlorine residual is less than 1-ppm, or typical system residual at that location, and turbidity is less than 0.5-NTU.

#### **10.3.2 Urgent Disinfection**

If the Engineer deems it necessary to disinfect a pipeline which must be returned to service at the end of the day, such as in the case of an existing pipeline which has become contaminated during an existing system connection (tie-in), the Contractor shall suspend any construction activities requested

by the Engineer and coordinate with the Engineer to ensure that the contaminated water line is disinfected to the satisfaction of the Engineer before being returned to service. All disinfection procedures shall be executed as determined by the Engineer

If in the opinion of the Engineer, an urgent disinfection is necessary due to reckless, incompetent or unclean construction practices on the behalf of the Contractor, the actual cost of said urgent chlorination plus standard overhead may be deducted from payments due to the Contractor from the District. No compensation of any kind shall be provided to the Contractor by the District for construction delays due to urgent disinfection. The Contractor shall not base any damage claims or time extension requests on any delays due to urgent disinfection.

## **10.4 Disinfection Testing**

Following disinfection of the main, the SLVWD shall secure samples of the water from the water main for laboratory examination in accordance with AWWA Standard C651, and these specifications. Two sets of samples shall be collected, 24-hours apart.

Samples shall be taken from blow-offs or fire hydrants installed on the water main. Two samples for bacteriological (Bacti) testing and one sample for general physical (GP) testing shall be taken from each sampling point by the SLVWD. The sampling line may remain in place until testing produces satisfactory results or may be removed between samplings. If the sample pipe is left in place, the end of the pipe should be capped to prevent the entrance of dust or other contamination.

The SLVWD will notify Contractor of the results of the tests. Should either of the initial Bacti test samples indicate the presence of coliform bacteria or should any of the GP tests fail, flushing and sampling (both bacteriological and GP) shall be repeated once. If isolated sample points indicate coliform bacteria, flushing and re-sampling of only those points may be approved by the SLVWD. If satisfactory results are unachievable, the main must be re-chlorinated and re-sampled. After re-chlorination, if satisfactory results are still unachievable, the Contractor shall locate and remove the source of contamination. All remedial work shall be executed in accordance with the pertinent sections of these specifications.

If in the opinion of the Engineer, additional chlorination, flushing and testing is necessary due to reckless, incompetent or unclean construction practices on the behalf of the Contractor, the actual cost of said additional chlorination or flushing plus standard overhead may be deducted from payments due to the Contractor from the District. No compensation of any kind shall be provided to the Contractor by the District for construction delays due to these requirements. The Contractor shall not base any damage claims or time extension requests on any delays due to these requirements.

After the disinfection produces satisfactory results, all temporary taps shall be securely closed and all sampling pipes removed. See Section 12.3 of these Specifications.

### **10.4.1 Special Additional Testing Requirements**

If trench water enters the pipe during construction, or if in the opinion of the Engineer, the interior of the pipe is contaminated or excessively dirty, the Special Testing Procedures described in this section shall be followed.

The new main shall have been chlorinated and flushed by the SLVWD in accordance with these specifications. After final flushing and sampling, water shall be allowed to stand in the pipe for not less than 16 hours. After 16 hours have elapsed, samples of the water which stood in the pipe shall be taken at 200' intervals. The water main shall not be flushed out prior to this special sampling. Samples may be taken by attaching a meter to the outlet blow off, and taking one GP and two Bacti samples at each volume increment corresponding to 200' of pipe length.

If in the opinion of the Engineer, said Special Testing Procedures are required due to reckless, incompetent or unclean construction practices of the Contractor, the actual cost of said special testing plus standard overhead may be deducted from payments due to the Contractor from the District. No compensation of any kind shall be provided to the Contractor by the District for construction delays due to these special testing requirements. The Contractor shall not base any damage claims or time extension requests on any delays due to these requirements.

### **10.5 Contractor's Responsibility for Disinfection and Testing**

Notwithstanding anything contained herein, it shall be the sole responsibility of Contractor to construct a water main capable of passing the pressure and leakage tests. The fact that the SLVWD provides inspection during the construction and pressure testing, conducts the disinfection testing, and performs laboratory testing of the water mains shall not abrogate Contractor's responsibility in this regard.

It shall also be the responsibility of the Contractor to prevent the consumption of unsafe water by any person from a main which has not been determined to be safe by the SLVWD through disinfection and testing in accordance with these specifications. The Contractor shall indemnify and hold the SLVWD harmless from any suits, claims, or actions brought by any person or persons for or on account of any sickness or death sustained or arising from the consumption of water from any such main.

## **11 Work on the Existing System**

### **11.1 Advance Notice of Shut Down**

The Contractor shall request a system shut down at least 3 working days prior to the proposed commencement of any work which requires that the existing system be shut down. The Engineer shall determine the date, time and duration of the shutdown. If indicated by the Engineer or Contractor, SLVWD staff will hang notification tags on the front door of each affected dwelling or place of business 3 working days in advance of the shutdown. In general, shutdowns should be avoided but when necessary will be kept as short as possible and shall be made at times when there will be the least interference to the customers.

### **11.2 Operation of the Existing System**

SLVWD personnel shall close all valves in making a shutdown, open all valves in restoring pressure, and otherwise operate the existing system exclusively. The Contractor shall not operate any part of the existing system.

In the event that the Contractor operates the existing system and either directly damages the system, or in the opinion of the Engineer, causes indirect damage to the system, public or private property by causing the system to operate incorrectly, the costs for all repairs shall be borne by the Contractor. The Contractor shall pay the actual cost of repairs plus standard overhead. Such costs may be deducted by the District from any monies due or to become due to the Contractor under the Contract. No compensation of any kind shall be provided to the Contractor by the District for construction delays due to repair of the existing system by District forces. The Contractor shall not base any damage claims or time extension requests on any delays due to these requirements.

Any claims against the District and any fines levied to the District as a result improper system operation caused by the Contractor shall be borne by the Contractor. Such costs may be deducted by the District from any monies due or that will become due to the Contractor under the Contract.

### **11.3 Preparation**

When work requires a system shut down, the Contractor shall prepare for such work as much as possible in advance. This preparation shall include but not be limited to potholing to determine the exact diameter and location of existing facilities, and having on site all parts and equipment necessary to complete the work. The system will be shut down only when the Contractor has made such preparations to the satisfaction of the Engineer.

### **11.4 Dewatering Operations**

Prior to opening existing mains to make connections or repairs, mains shall be allowed to drain as much as possible through nearby hydrants or blow offs. The Contractor shall excavate a sump sufficiently deep to receive the residual water in the mains. Water shall be pumped out of the sump hole at a rate sufficient to prevent trench water from entering the mains. The Contractor shall ensure that pumps for trench dewatering are operational, primed, and otherwise properly set up and ready to begin pumping immediately at the moment of the main opening.

Water within the sump shall not be allowed to backflow into the water mains after it comes into contact with the trench. Should contaminated water flow into the system, the system shall be flushed and chlorinated as deemed necessary by the Engineer and in accordance with the pertinent sections of these specifications.

The Contractor shall prevent sediment laden trench water from being transported to storm drains or water bodies in accordance with the pertinent sections of these specifications. When practical, the Contractor may prevent the water flowing into the trench from coming in contact with the earth in the trench. This may be achieved by placing a bucket underneath the draining water main and pumping out of the bucket. Water which is isolated from the trench in this manner may be dechlorinated and discharged directly to gutters or storm drains.

## **11.5 Leakage Inspection**

Connections to the existing system and existing system repairs where proper pressure and leakage tests are not practical, shall be visually inspected by the Engineer for leakage while under pressure prior to being fully backfilled. Where conditions make such visual inspection unsafe, the Contractor shall install a temporary metallic pipe or conduit from all fittings to the ground surface to facilitate listening for leakage. Such temporary pipe shall be completely removed and the backfill recompacted prior to compaction testing and final paving

## **11.6 Tie-Ins**

Upon passing the Bacti and GP tests, the Contractor shall make permanent connections between the new main and the existing system at the locations indicated by the Contract Documents or the Engineer. Advance notice shall be given to all customers affected, the system shall be shut down, drained, and connections made in accordance with the pertinent sections of these specifications.

In general, connections between new and existing mains will be made while the system has been shut down in accordance with the pertinent sections of these specifications, unless the Contract Documents call for a hot tap connection.

### **11.6.1 Connection Procedure**

Where existing mains have been provided with fittings for the purpose of connecting to the new main, the Contractor shall remove any plugs or bulkheads, clean the ends, prepare them for connection to the new main and make the new joint in accordance with the pertinent sections of these specifications. Connections to existing mains shall be a minimum of 24 inches from other taps or fittings, as measured from outside edges.

All joints and fittings used in the connection shall be restrained in accordance with pertinent sections of these specifications, and SD-13. Flex couplings shall only be used in situations where restrained fittings cannot be used.

The Contractor shall install thrust blocks at all unrestrained fittings used in the connection in accordance with project plans or as specified by the District Engineer; such thrust blocks shall be installed in conformance with pertinent sections of these specifications and SD-8.

All pipe and fittings used to make the connection shall be cleaned and disinfected with a swab saturated with hypochlorite solution or by another means approved by the Engineer.

If possible, after the connection is complete and before backfilling, the connection shall be pressurized and the Engineer shall inspect all joints made during the system connection for leaks. If any leaks are found, they shall be repaired in accordance with pertinent sections of these specifications.

## Section 2 Material Specifications

### 1 General

#### 1.1 Scope

The purpose of Part II Material Specifications is to set forth the materials to be used in the construction of facilities which will become the property of the SLVWD. Any deviation from these standards must be approved by the Engineer.

All Materials in contact with potable water shall conform to the applicable AWWA Standard, and shall be certified by a ANSI accredited organization to be in compliance with NSF/ANSI 61.

#### 1.2 General

All Materials shall be new and unused. Contractor shall install all materials as indicated on the drawings and specifications and consistent with the project material submittals. All materials delivered to the job site shall be adequately housed and protected to ensure the quality of the project.

The Contractor shall furnish, at the request of the Engineer, without additional cost to the District, such quantities of construction materials required for test purposes.

The SLVWD reserves the right to direct or deny use of certain types of materials in specific circumstances.

#### 1.3 Pre-Approved Products

Some sections of these specifications list *Pre-Approved Products*. These products are listed to provide an example of a material or part which the SLVWD has found to meet the requirements of these specifications. No preference toward a particular brand, series or model is implied by the *Pre-Approved Product* listing.

## **2 Pipe**

### **2.1 Brass Pipe**

Brass pipe and nipples shall conform to AWWA C800 and these specifications and shall be certified by an ANSI accredited organization to be in compliance with NSF/ANSI 61. Brass parts shall consist of brass alloy having a lead content not more than 0.25 percent by weight. Brass shall meet the composition, chemical and mechanical requirements of C89520 or C89833 alloys as specified by the Copper Development Association, Inc.

Brass pipe shall be suitable for use at pressures not less than 150 psi.

#### **2.1.1 Joints**

Joints between brass pipe and adjacent fittings shall be iron pipe threaded. Soldered joints are prohibited.

### **2.2 Copper Pipe**

All below-ground copper pipe shall be type K annealed (soft) seamless copper tubing conforming to ANSI/ASTM B88M and AWWA C800. Copper pipe that is kinked or has walls which have buckled shall be rejected and removed from the site.

Copper pipe used for aboveground piping such as risers for backflow prevention devices shall be type K drawn (hard) seamless copper tubing.

#### **2.2.1 Joints**

Joints in copper pipe shall be made with brass CTS grip joint fittings conforming to pertinent sections of these specifications. Soldered or flare joints are prohibited.

### **2.3 Ductile Iron Pipe**

Ductile iron pipe shall conform to AWWA C151. The wall thickness of the ductile iron pipe shall be designed in accordance with AWWA C150. The class or nominal thickness, net weight without lining, and casting period shall be clearly marked on each length of pipe. Sticks of ductile iron pipe shall have standard lengths of 20-feet. Random lengths are not acceptable.

#### **2.3.1 Interior Lining**

The interior of ductile iron pipe shall be cement mortar lined and bituminous seal coated in accordance with AWWA C104.

#### **2.3.2 Exterior Coating**

The exterior of ductile iron pipe shall have an asphaltic coating conforming to AWWA C151.

#### **2.3.3 Polyethylene Encasement**

Polyethylene Encasement for wrapping DI pipe shall conform to AWWA C105. Polyethylene wrap shall be clearly marked ANSI A21.5 / AWWA C105. Polyethylene wrap shall be 10-mil thick and provided from the factory in tube form. Sheets may be allowed at the discretion of the Engineer for encasing appurtenances.

### 2.3.4 Joints

Joints in DI pipe and shall be push-on, mechanical, or flanged rubber gasket joints conforming to AWWA C111. Rubber gaskets and gasket lubricant shall be certified by an ANSI accredited organization to be in compliance with NSF/ANSI 61, and shall not impart taste or odor to water.

Push-on rubber gasket joints shall use the gasket provided by the factory for that particular joint or Field-lok gaskets if such are specified on the project plans. Swapping gaskets is not otherwise allowed.

Mechanical joint glands shall consist of ductile iron conforming to ASTM A536 and shall be protected from corrosion by a quality factory-applied coating. Nuts and bolts for mechanical joints and flanged joints shall either be stainless steel or protected against corrosion by a field-applied bitumastic coating approved by the Engineer.

#### *Pre-Approved Products:*

*Tyton Joint Pipe as manufactured by U.S. Pipe*

Mechanical Joint Pipe as manufactured by U.S. Pipe

## 3 Fittings

### 3.1 Bolted Sleeve Couplings (Flex Couplings)

Bolted sleeve couplings (flex couplings) shall conform to AWWA C219 and these specifications. Flex couplings shall consist of a carbon steel or stainless steel sleeve conforming to the material requirements of AWWA C200 or C220, respectively. The sealing mechanism at each end of the sleeve shall consist of a rubber gasket certified by an ANSI accredited organization to be in compliance with NSF/ANSI 61 and compressed by a stainless or carbon steel compression ring. The Compression ring shall be tensioned by a single nut and bolt which acts perpendicular to the pipe centerline. Sleeves larger than 12 inches may use two nuts and bolts to provide tension. All fasteners and washers shall consist of stainless steel.

Flex couplings shall provide for a minimum of 8 degrees of pipe deflection. Flex couplings shall have a working pressure of not less than 200 psi.

#### 3.1.1 Interior/Exterior Coating

All non-stainless steel components of flex couplings shall be protected from corrosion by a fusion-bonded epoxy coating conforming to AWWA C213, or another quality factory-applied coating approved by the Engineer.

#### *Pre-Approved Products:*

Hymax Couplings as manufactured by Total Piping Solutions, Inc.

### 3.2 Brass Fittings

Brass fittings shall conform to AWWA C800 and these specifications. Brass fittings shall consist of brass alloy having a lead content not more than 0.25 percent by weight. Brass shall meet the composition, chemical and mechanical requirements of C89520 or C89833 alloys as specified by the Copper Development Association, Inc.

Brass fittings shall be suitable for use at pressures not less than 150 psi.



### **3.2.1 Joints**

Joints between brass fittings and copper pipe shall be made with iron pipe thread to CTS grip joint adapters. Joints between brass fittings and brass pipe shall be iron pipe threaded. Soldered joints or flare fittings are prohibited.

*Pre-Approved Products:*

*Low-lead brass fittings as manufactured by James Jones Company marked "EBII" or "FD"*

No-lead brass fittings as manufactured by The Ford Meter Box Company, marked "NL"

### **3.3 Ductile Iron Fittings**

Ductile iron fittings shall conform to AWWA C110 or C153, in material, body thickness and radii of curvature with the exception of laying lengths.

#### **3.3.1 Interior Lining**

Ductile iron fittings shall be lined with a bituminous seal-coated cement mortar lining conforming to AWWA C104.

#### **3.3.2 Exterior Coating**

Ductile iron fittings shall be coated with an asphaltic coating conforming to AWWA C110, or with fusion bonded epoxy conforming to AWWA C116.

#### **3.3.3 Joints**

Joints in DI fittings shall be push-on, mechanical or flanged rubber gasket joints conforming to AWWA C111 or as specified on the project plans by the Engineer. Rubber gaskets and gasket lubricant shall be certified by an ANSI accredited organization to be in compliance with NSF/ANSI 61 and shall not impart taste or odor to water.

Push-on rubber gasket joints shall use the gasket provided by the factory for that particular joint unless Field-lok gaskets have been specified by the Engineer. Substitution of gaskets is otherwise not allowed.

DI fitting joints shall include joint restraints conforming to the applicable sections of these specifications.

## 4 Joint Restraints

### 4.1 Joint Restraints for DI Push-On Joints

Joint restraints for DI pipe push-on joints shall consist of bell restraint harnesses and/or rubber gaskets with embedded locking elements. Joint restraints shall be capable of restraining the thrust force created at two times the rated working pressure of the pipe or fitting to which they are attached.

Bell restraint harnesses for DI push-on joints shall consist of two split-ring harnesses manufactured from ductile iron conforming to ASTM A536. One split-ring harness shall bear upon the back of the pipe bell. The other split-ring harness shall grip the spigot end of the adjacent pipe with individual bolt-tightened wedges. The wedges shall have a Brinell hardness number not less than 370. Wedge-tightening bolts shall be provided from the factory with heads which break away when proper torque is reached. The split-ring harnesses shall be connected and tensioned by threaded rods and nuts. The split-ring harnesses shall be protected against corrosion with a high quality factory-applied coating. Nuts, bolts, and threaded rods shall be either stainless steel or protected against corrosion with a field-applied bitumastic coating approved by the Engineer.

Locking gaskets shall consist of a rubber gasket conforming to AWWA C111 embedded with stainless steel toothed gripping elements.

*Pre-Approved Products:*

*Series 1700 or 1100HD Bell Restraint Harness as manufactured by EBAA Iron, Inc.*

Field-Lok 350 gaskets as manufactured by U.S. Pipe

### 4.2 Joint Restraints for Mechanical Joints with DI Pipe

Joint restraints for DI Mechanical Joints with DI pipe shall be capable of restraining the thrust force created at two times the rated working pressure of the pipe or fitting to which they are attached.

Joint restraints for mechanical joints shall consist of a ductile iron mechanical joint gland conforming to ASTM A536. The gland shall conform to AWWA C111 and shall grip the spigot end of the pipe with individual bolt-tightened wedges. The wedges shall have a Brinell hardness number not less than 370. Wedge-tightening bolts shall be factory provided with heads which break away when proper torque is reached. The DI gland shall be protected against corrosion with a high quality factory applied coating. Nuts and bolts shall be either stainless steel or protected against corrosion with a field-applied bitumastic coating approved by the Engineer.

*Pre-Approved Products:*

Megalug Series 1100 or 1100SD as manufactured by EBAA Iron, Inc.

## 5 Valves

### 5.1 Air Valves

Air Valves shall conform to AWWA C512 and SD-7. The interior linkage parts and fasteners shall consist of brass or stainless steel. Floats shall be plastic or stainless steel. The interior surfaces of air valves shall be coated in conformance with AWWA C550. Air valves shall be watertight.

#### 5.1.1 Vacuum Relief Valve

Air/vacuum valves shall permit large volumes of air to exit or enter the pipe while the pipe is not under pressure.

*Pre-Approved Products:*

*S-1500 series Vacuum Relief Valve as manufactured by Apco Willamette Valve and Primer Corporation.*

#### 5.1.2 Air Release Valves

Air release valves shall permit release of small amounts of entrained air from the pipe, while the pipe is operating under pressure.

*Pre-Approved Products:*

*S-50 series or S-200A series Air Release Valve as manufactured by Apco Willamette Valve and Primer Corporation.*

#### 5.1.3 Combination Air Valves

Combination air valves shall perform the functions of both air/vacuum valves and air release valves. Valves smaller than 4" shall be self-contained in one unit, not a combination of two valves.

*Pre-Approved Products:*

*S-140c series as manufactured by Apco Willamette Valve and Primer Corporation.*

### 5.2 Backflow Prevention Assemblies

All backflow prevention devices or assemblies installed shall be models listed on the *List of Approved Backflow Prevention Assemblies* maintained by the Foundation for Cross-Connection Control and Hydraulic Research and the University of Southern California. A link to this list is provided on the District website: <https://www.slvwd.com/engineering>

Assemblies shall be shipped from the manufacturers in the fully assembled configuration. This includes bypass arrangements and shutoff valves. Assemblies received for installation not completely assembled are not approved. Field conversions of double check assemblies to a detector assembly, or vice versa, are not permitted.

### 5.3 Brass Valves

Brass valves shall conform to AWWA C800 and these specifications. Brass valves shall be certified by an ANSI accredited organization to be in compliance with NSF/ANSI 61. Brass valves shall consist of

brass alloy having a lead content not more than 0.25 percent by weight. Brass shall meet the composition, chemical and mechanical requirements of C89520 or C89833 alloys as specified by the Copper Development Association, Inc. Brass valves shall bear a mark from the manufacturer indicating that the fitting is composed of a no-lead or low-lead alloy.

Brass valves shall be suitable for use at pressures not less than 150 psi.

### **5.3.1 2-Inch Fire Service Gate Valves**

2-inch gate valves shall be of all bronze construction (including valve stem and handle), female iron pipe thread by female iron pipe thread, wheel handle valves.

*Pre-Approved Products:*

*Mueller A-2363 WGV*

### **5.3.2 Angle Meter Stops**

Angle meter stops shall be equipped with heads which allow the angle meter stop to be locked in the off position.

*Pre-Approved Products:*

*Ford BA43-444W-G-NL (1 inch)*

*Ford BFA13-666SLB-NL (1.5 inch)*

*Ford BFA13-777SLB-NL (2 inch)*

### **5.3.3 Corporation Stops**

Corporation stops shall be male iron pipe thread by male iron pipe thread. Connection to copper service line shall be made with an iron pipe thread to CTS grip joint adapter

*Pre-Approved Products:*

No-lead brass corporation stops as manufactured by The Ford Meter Box Company, marked "NL"

## **5.4 Check Valves**

### **5.4.1 Meter Check Valve**

Meter check valves for use with 5/8-inch bypass meters shall consist of low-lead brass, shall be female iron pipe threaded on both ends, and shall be suitable for use at pressures not less than 150 psi.

*Pre-Approved Products: HS11-333NL as manufactured by The Ford Meter Box Company, marked "NL"*

### **5.4.2 Backflow Devices**

See "Backflow Prevention Assemblies"

## 5.5 Fire Hydrants

Fire hydrants shall include a hydrant head, hydrant bury and break-away features conforming to AWWA C503, SD-3, and these specifications. Hydrants shall be equipped with a breakaway check valve in accordance with these specifications.

### 5.5.1 Hydrant Head

Hydrant heads shall be all bronze, 6-inch diameter, wet-barrel units. Hydrant heads shall be of the “steamer” variety, having two 2 ½-inch outlets and one 4 ½-inch outlet.

Hydrant outlets shall have National Standard hose threads. Hydrant outlet valves shall be operable by a pentagon shaped nut. Outlets shall be capped. Caps shall consist of either bronze or plastic and shall contain a rubber gasket. Hydrant caps shall not have chains attached. All hydrants and caps shall be painted with “post international yellow” enamel.

*Pre-Approved Products:*

*2060 as manufactured by the Clow Valve Company.*

### 5.5.2 Hydrant Bury

The hydrant bury shall consist of ductile iron. The hydrant bury shall be sized so that the face of the breakaway check valve upper flange is 2-4 inches above finished grade. The buried end of the hydrant bury shall be a mechanical joint conforming to AWWA C111. The interior and exterior of the hydrant bury shall be coated with fusion bonded epoxy which conforms to AWWA C116 and is certified by an ANSI accredited organization to be in compliance with NSF/ANSI 61.

*Pre-Approved Products:*

*Ductile Iron Hydrant Bury as manufactured by the Clow Valve Company*

### 5.5.3 Break Away Features

The hydrant head shall be attached to the bury with a breakaway check valve and stainless steel bolts and nuts.

One set of flange bolts shall be hollow break away bolts, having a combined ultimate strength less than the yield strength of the hydrant head or bury. This set of bolts shall be installed at the top flange of the breakaway check valve.

The breakaway check valve shall be Clow Hydrant Check Valve LP619. No other breakaway check valve may be used unless improved in writing by the Engineer.

## 5.6 Main Line Valves

Underground main line valves and service valves 4 inches and larger in diameter shall be iron body, resilient seated gate valves conforming to AWWA C509 or C515.

The wedge or “gate” of the valve shall consist of bronze or ductile iron completely encapsulated with sealing rubber. The sealing rubber shall be permanently bonded to the wedge. The waterway of the valve shall have a diameter equal to the nominal diameter of the valve and be smooth, unobstructed, and free of surface irregularities.

The stem stuffing box shall be serviceable with valve fully open and subjected to full rated working pressure.

Valves shall be equipped with a 2-inch square ductile iron operating nut, and the valve shall open when turned to the left (counter-clockwise). Valve stems shall not rise out of the body when the valve is operated. The operating nut shall be securely keyed into the stem at the factory, and shall be capable of withstanding repeated operation to the satisfaction of the Engineer.

All bolts on the valve shall consist of stainless steel. Valves shall be equipped with o-ring seals at all pressure retaining joints.

### **5.6.1 Interior/Exterior Coating**

All iron parts except the operating nut shall be coated with fusion bonded epoxy, conforming to AWWA C550 and certified by an ANSI accredited organization to be in compliance with NSF/ANSI 61.

### **5.6.2 Joints**

Valve ends shall be either flanged or restrained mechanical joints conforming to AWWA C111, and pertinent sections of these specifications.

*Pre-Approved Products:*

*Resilient Seated Gate Valve as manufactured by the Clow Valve Company*

*Resilient Wedge Gate Valve as manufactured by Mueller Water Products*

## 6 Appurtenances

### 6.1 Boxes and Lids

#### 6.1.1 Non Traffic Rated Meter Boxes

Meter boxes which will not be subjected to vehicle loading shall consist of precast reinforced concrete. Lids shall be solid reinforced concrete. "reading lids" are not allowed. Lids shall be imprinted with the applicable markings at the factory. Meter box and lid dimensions shall be identical to those of the Pre-Approved products listed below.

*Pre-Approved Products:*

*B16BOX (box) and B16D (lid) as manufactured by Christy Concrete Products, Inc.*

*B36BOX (box) and B36D (lid) as manufactured by Christy Concrete Products, Inc.*

#### 6.1.2 Traffic Rated Meter Boxes

Meter boxes which may be subjected to vehicle loads shall consist of precast reinforced concrete boxes with steel rims. Traffic rated meter boxes shall be capable of withstanding AASHTO H20 wheel loading. Box dimensions shall be identical to those of the Pre-Approved products listed below. Lids shall consist of a single continuous piece of steel tread plate, with reinforcements on the underside. "Reading lids" are not allowed. Lids shall be bolted to the box with stainless steel bolts. Lids shall be welded with markings per the applicable SLVWD Detail.

*Pre-Approved Products:*

*B1017BOX (box) and B1017-61JH (lid) as manufactured by Christy Concrete Products, Inc.*

*B1730BOX (box) and B1730-51JH (lid) as manufactured by Christy Concrete Products, Inc.*

#### 6.1.3 Valve Boxes

Valve boxes shall be precast reinforced concrete, with cast iron rims. Valve boxes shall be capable of withstanding H/20 vehicle loading. Valve box lids shall be cast iron, shall be properly fitting and shall not rattle when driven over by a vehicle.

Valve box and lid dimensions shall be identical to those of the Pre-Approved products listed below.

*Pre-Approved Products:*

*G05BOX (box) and G05C (lid) as manufactured by Christy Concrete Products, Inc.*

### 6.2 Aboveground Enclosures

#### 6.2.1 Air Valve Enclosures

Enclosures for aboveground air valve installations shall be cylindrical, and consist of steel solid sheet metal no thinner than 16-gauge. The size of the enclosure shall be as indicated by the Contract Documents, or approved in advance by the Engineer. Enclosures shall be protected from corrosion by a high quality factory applied coating, and shall be repainted with "hunter green" enamel. If

required by the Engineer, the enclosure shall consist of stainless steel. Enclosures shall provide for a SLVWD pad lock in a manner acceptable to the Engineer.

*Pre-Approved Products:*

*Steel Source Construction MX3000-FBE Enclosure*

### **6.2.2 Aboveground Meter Enclosures**

Enclosures for aboveground meter installations shall consist of solid steel sheet metal. Enclosures shall be protected from corrosion by a high quality factory applied coating approved by the Engineer, but may be repainted by the customer or property owner. For larger installations, the Engineer may approve the use of expanded sheet metal. If required by the Engineer, the enclosure shall consist of stainless steel. Enclosures shall provide for both a water-customer-supplied padlock and a SLVWD padlock to be attached and operated without interfering with the operation of the other, in a manner acceptable to the Engineer.

*Pre-Approved Products:*

*E1A Backflow Enclosure as manufactured by Placer Waterworks, Inc.*

## **6.3 Repair Clamps**

Repair clamps shall consist of a stainless steel band tensioned with stainless steel nuts and bolts. A water tight seal shall be provided by a waffled mat-type gasket certified by an ANSI accredited organization to be in compliance with NSF/ANSI 61.

*Pre-Approved Products:*

SS1, SS2, and SS3 – Stainless Seal as manufactured by Romac Industries, Inc.

## **6.4 Tapping Saddles and Tapping Sleeves**

Tapping saddles and sleeves shall conform to AWWA C800 and these specifications.

The subsections below are arranged in hierarchal order. Any tapping saddle or sleeve specified for a particular water main type may also be used on the water main types listed in the sections below it.

### **6.4.1 Tapping Sleeves for Steel Water Mains**

Tapping sleeves used to tap steel water mains shall consist entirely of stainless steel, and utilize all stainless steel hardware. Tapping sleeves for services smaller than 4 inches shall have female iron pipe threads. Sleeves for services larger than 4 inches shall be flanged in accordance with AWWA C111. A water tight seal against the main shall be provided by a waffled mat-type gasket certified by an ANSI accredited organization to be in compliance with NSF/ANSI 61.

*Pre-Approved Products:*

*SST, SSTIII Stainless Steel Tapping Sleeve as manufactured by Romac Industries, Inc.*

*FAST Tapping Sleeve as manufactured by The Ford Meter Box Company, Inc.*



#### **6.4.2 Tapping Saddles for A-C and CI Water Mains**

Tapping saddles used to tap A-C and CI water mains shall consist entirely of brass or bronze, and utilize all brass or bronze hardware. Tapping saddles shall have female iron pipe threads of the appropriate size. Tapping saddles shall have dual straps which connect to the saddle on both sides with bolts, and fully encircle the main. Watertight seal against the main shall be provided by a rubber gasket certified by an ANSI accredited organization to be in compliance with NSF/ANSI 61.

*Pre-Approved Products:*

202B as manufactured by *The Ford Meter Box Company, Inc.*

#### **6.4.3 Tapping Saddles for DI Mains**

Tapping saddles used to tap DI mains shall consist entirely of brass or bronze, and utilize all brass or bronze hardware. Tapping saddles shall have female iron pipe threads of the appropriate size. Straps shall not be hinged to the tapping saddle, but shall attach to the saddle on both sides with bolts, and fully encircle the main. Watertight seal against the main shall be provided by a rubber gasket certified by an ANSI accredited organization to be in compliance with NSF/ANSI 61.

*Pre-Approved Products:*

202B as manufactured by *The Ford Meter Box Company, Inc.*

#### **6.5 Wrapping Tape**

Pipe wrapping tape shall be 2" wide 10-mil polyvinyl tape.

*Pre-Approved Products:*

*Polyvinyl pipe tape as manufactured by Calpico, Inc.*

#### **6.6 Wood Blocking & Posts**

Wood shall be redwood or pressure treated fir.

## **7 Backfill & Pavement**

### **7.1 Backfill Material**

Backfill material shall conform to the requirements of the applicable public works agency. If that agency has no published or readily available standards, backfill material shall conform to the requirements listed in the following sections.

#### **7.1.1 Sand**

Sand shall be clean, free of clay, debris, and organic or deleterious material. Sand shall conform to the following grading requirements.

100% passing the No. 4 sieve.

80-95% passing the No. 8 sieve.

Not more than 5% passing the No. 200 sieve.

#### **7.1.2 Aggregate Base**

Aggregate base shall be clean, free of clay, debris, organic and deleterious material.

Aggregate base shall be Class 2 Aggregate Base,  $\frac{3}{4}$ " maximum conforming to Section 26 of the Caltrans Standard Specifications. Aggregate base shall conform to the following grading requirements.

100% passing the 1" sieve.

90-100% passing the  $\frac{3}{4}$ " sieve.

35-60% passing the No. 4 sieve.

10-30% passing the No. 30 sieve.

2-9% passing the No. 200 sieve.

#### **7.1.3 CLSM**

Controlled low strength material (CLSM) shall be 1-sack cement sand slurry with a slump of 7 to 9 inches and a 28-day unconfined compressive strength of 50 to 150 psi. CLSM shall be mixed in a transit mixer. Certification tickets shall be submitted at the request of the Engineer.

### **7.2 Pavement**

Pavement shall conform to the requirements of the applicable public works agency. If that agency has no published or readily available standards, Pavement shall conform to the requirements listed in the following sections.

#### **7.2.1 Asphalt Concrete**

Asphaltic concrete shall be Type B, or better, conforming to Section 39 of the Caltrans Standard Specifications. Type A asphaltic concrete may be substituted for Type B if it is required by another

agency, design engineer or is delivered to site instead of Type B. Gradations shall be per the specifications of the appropriate public works agency or Caltrans if no other public works agency has jurisdiction.

### **7.2.2 Portland Cement Concrete**

All concrete shall be Portland cement concrete and shall be composed of Type II or Type V portland cement conforming to ASTM C150, fine and coarse aggregates, water and admixtures. Portland cement concrete shall be proportioned and mixed as required to produce a smooth, workable mixture. It shall have a minimum ultimate compressive strength of 3,000 psi as determined by ASTM C873. The maximum size of aggregate shall be that which passes a 1" mesh screen. Concrete shall not contain less than 6 sacks (565 lbs) of cement per cubic yard.

### **7.2.3 Concrete Reinforcement**

Reinforcing bars shall conform to ASTM A615. All bars shall be deformed.

Welded wire mesh reinforcement is not allowed.

## **8 Miscellaneous**

### **8.1 Disinfection Materials**

Chlorine (bleach) used for disinfection may be either liquid chlorine or sodium hypochlorite solution. Calcium hypochlorite shall not be used unless approved in advance by the Engineer. Chlorine shall be certified by an ANSI accredited organization to be in compliance with NSF/ANSI 60.

All materials used for disinfection of water mains such as jumper hoses and fittings shall be certified by an ANSI accredited organization to be in compliance with NSF/ANSI 61.

Chlorine neutralizing material shall consist of ascorbic acid.

### **8.2 Temporary Materials**

Materials used for temporary facilities shall consist of materials which will safely perform their intended purpose for the duration of their intended life. Temporary materials are subject to the approval of the Engineer. Temporary materials which will contact potable water shall be certified by an ANSI accredited organization to be in compliance with NSF/ANSI 61.

## Section 3 Standard Details

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# SLVWD STANDARD DETAILS INDEX

- SD-1.....GATE VALVE
- SD-2.....VALVE BOX
- SD-3.....STEAMER HYDRANT
- SD-4.....1-INCH SERVICE
- SD-5.....1.5-2 INCH SERVICE
- SD-6.....BLOW-OFF VALVE
- SD-7.....AIR RELEASE VALVE
- SD-8.....THRUST BLOCKS
- SD-9.....WATER MAIN CASING
- SD-10.....UTILITY TRENCH
- SD-11.....CHLORINATION TAP
- SD-12.....WATER SAMPLING STATION
- SD-13.....JOINT RESTRAINT
- SD-14.....METER MANIFOLD
- SD-15.....BACKFLOW PREVENTION DEVICE
- SD-16.....WATER BAR
- SD-17.....FIBER ROLL
- SD-18.....DROP INLET



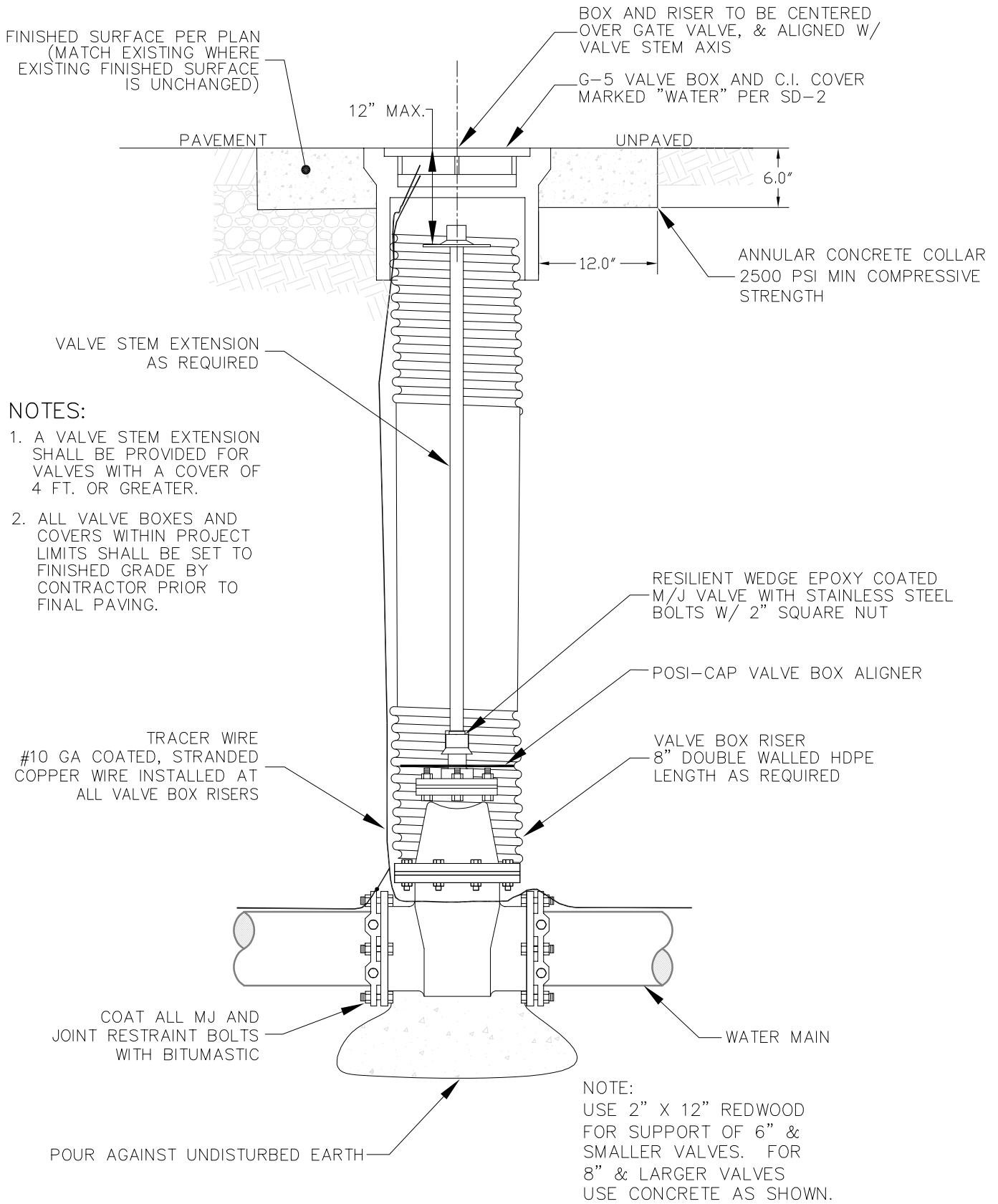
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SCALE: N/A  
DRAWN BY: JWS  
APPROVED BY: J.L.W.  
STD DWG

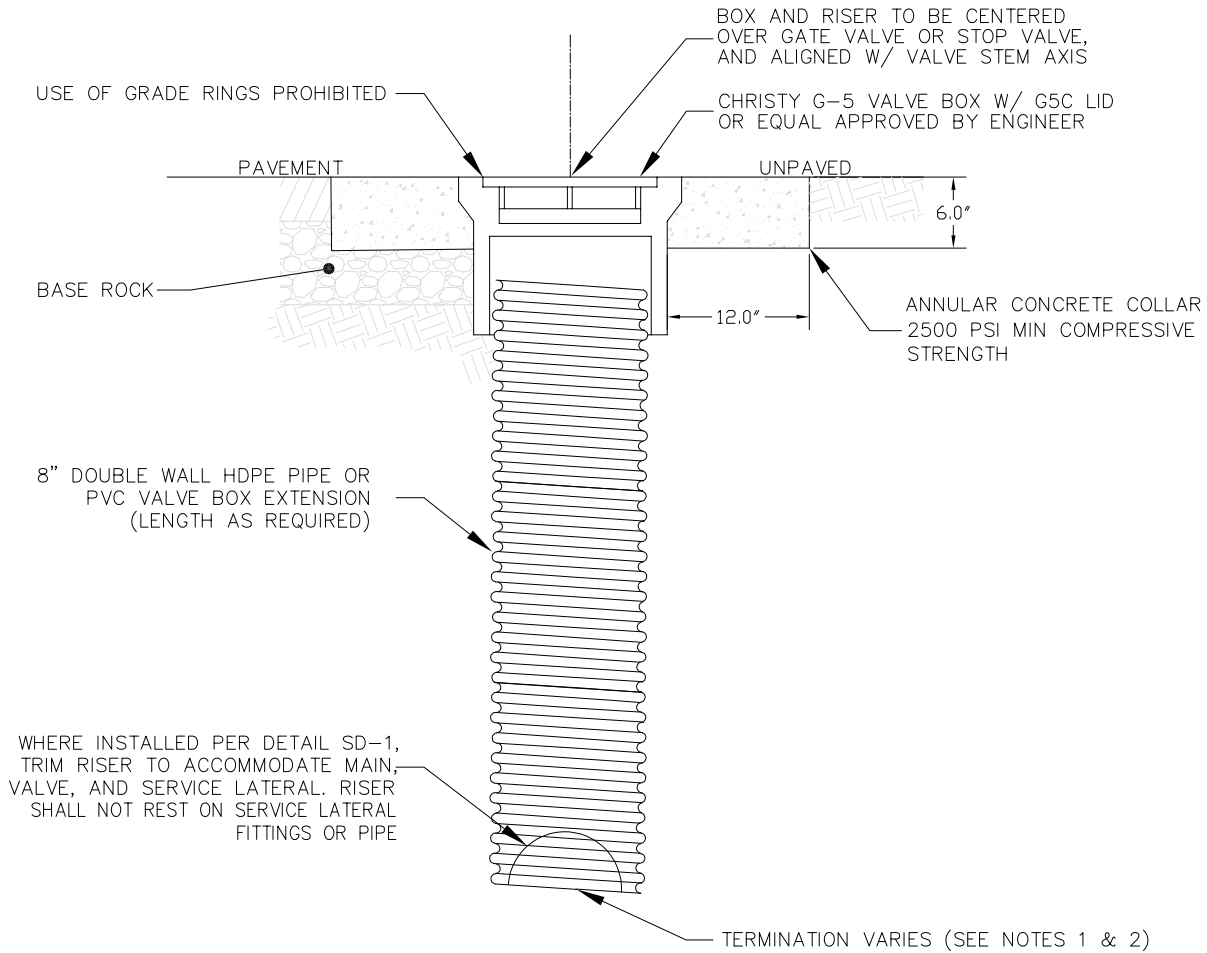
SHEET INDEX  
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13060 Hwy 9  
Boulder Creek, CA 95006  
(831) 338-2153

SHEET  
SD-0

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**NOTES:**

1. RISER TERMINATION FOR GATE VALVE INSTALLATION SHALL OCCUR AT VALVE FLANGE.
2. RISER TERMINATION FOR SERVICE CONNECTION (2" & SMALLER) SHALL OCCUR 1" BELOW CORP STOP.
3. VALVE BOX LID SHALL BE OILED PRIOR TO PAVING OR CLEANING TO ENSURE THAT LID MARKINGS ARE LEGIBLE.
4. INSTALL VALVE BOX LID FLUSH WITH FINAL PAVING OR GROUND SURFACE.



CONNECTION NOTES:

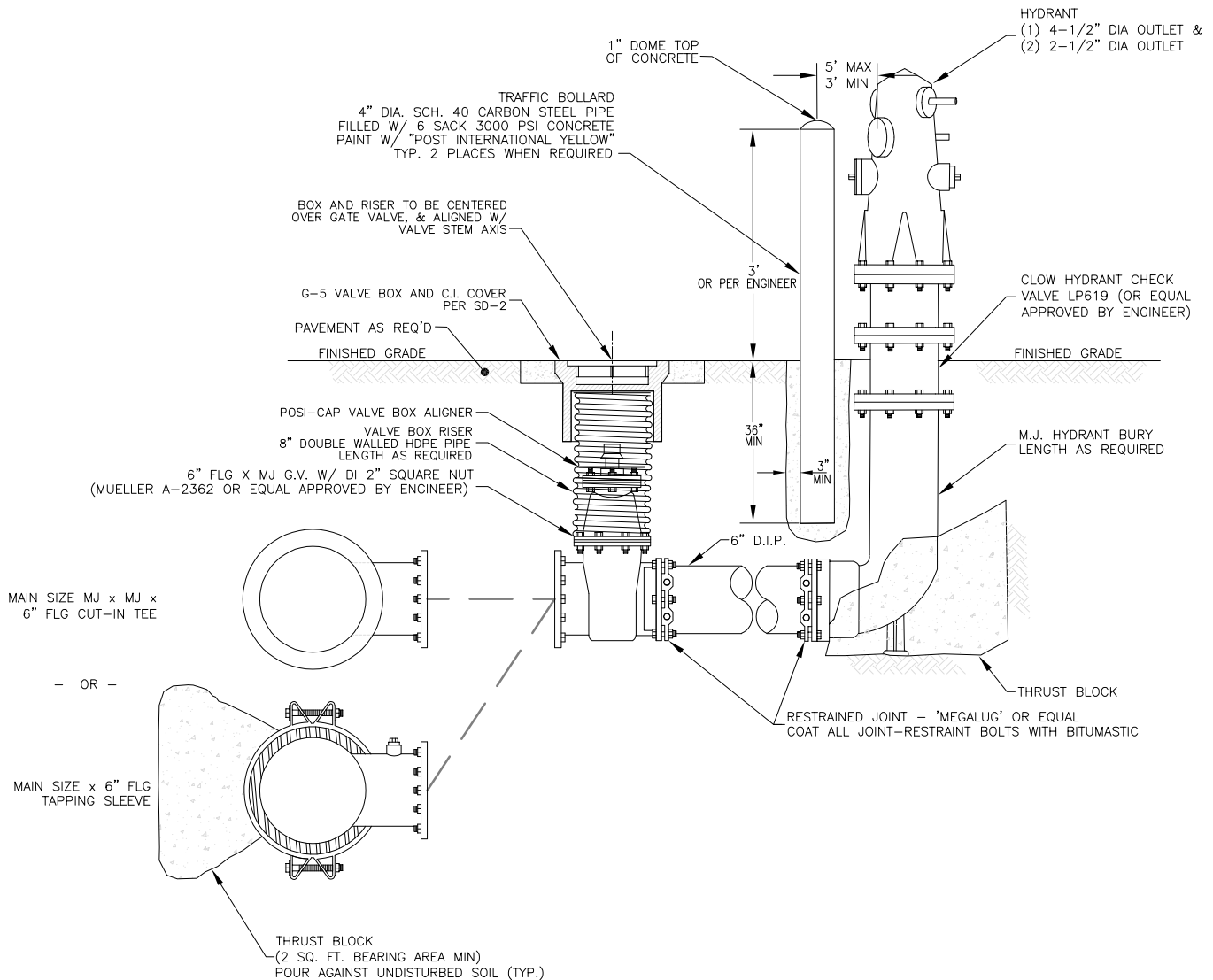
1. TEE SHALL MATCH PIPELINE MATERIAL AND PRESSURE CLASS.
2. TAPPING SLEEVE FOR DUCTILE IRON MAINS SHALL BE JCM 412 EPOXY COATED CARBON STEEL WITH ELECTROPLATED HARDWARE.
3. TAPPING SLEEVE FOR HDPE (IPS SIZES), WELDED STEEL, AND PVC MAINS SHALL BE JCM 422 EPOXY COATED CARBON STEEL WITH ELECTROPLATED HARDWARE.
4. DISTRICT INSPECTOR SHALL BE ON SITE DURING HOT TAP
5. SUBSTITUTIONS REQUIRE WRITTEN APPROVAL OF DISTRICT ENGINEER

HYDRANT NOTES:

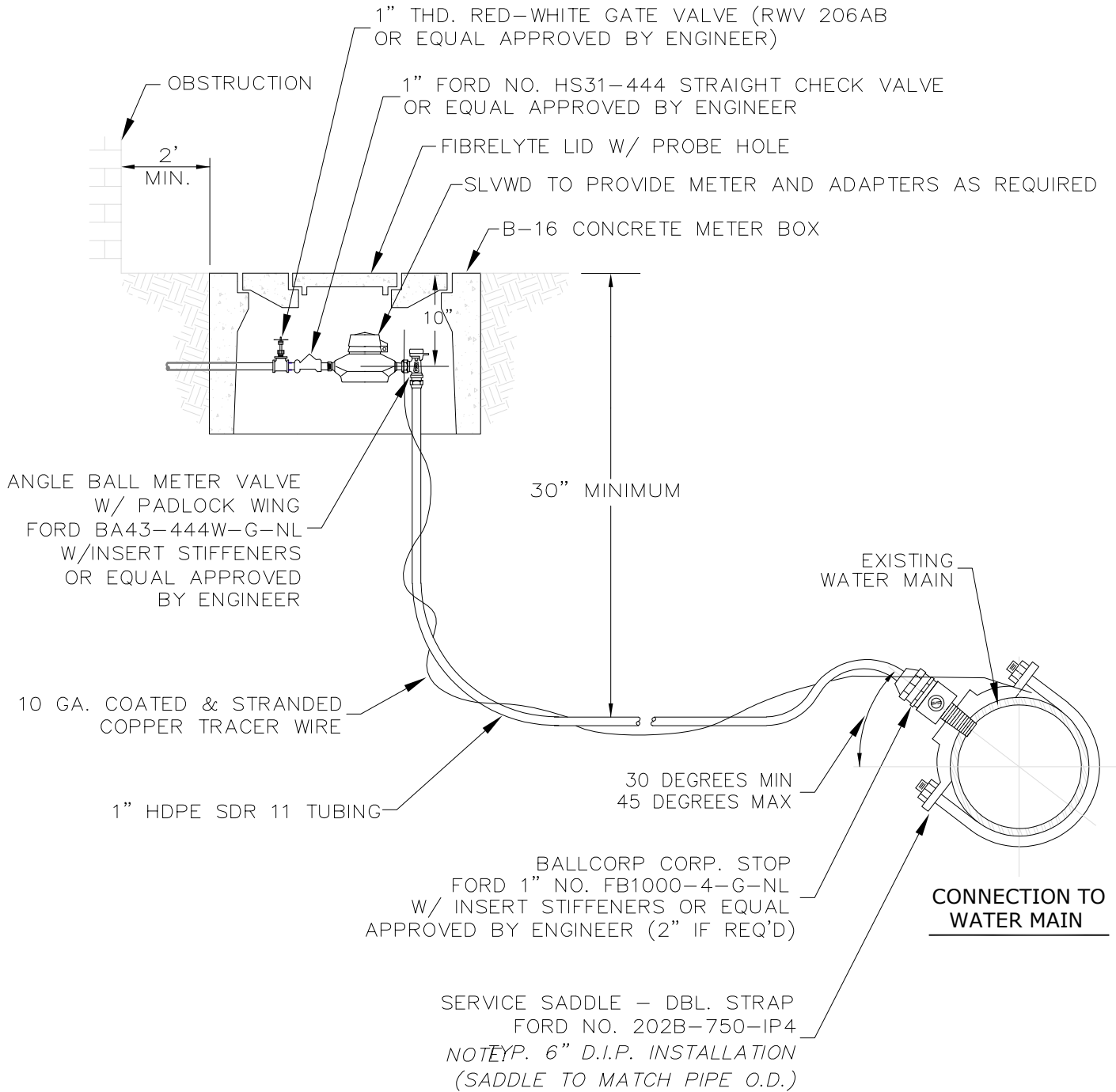
1. STEAMER HYDRANTS SHALL BE CLOW F900 SERIES MODEL 960 (FACTORY COATED YELLOW) OR EQUAL APPROVED BY ENGINEER (PAINTED CHROME YELLOW ON SITE).
2. FIRE HYDRANT SHALL BE FURNISHED WITH BURIES WITH INLETS THAT MAY BE MECH. JOINT OR RUBBER RING TYPE. HYDRANT SHALL HAVE HOSE CAP CHAINS. ALL HYDRANTS SHALL HAVE (1) 4-1/2" DIA. & (2) 2-1/2" DIA NATIONAL STANDARD HOSE THREAD OUTLETS.
3. FIRE HYDRANT SHALL BE COVERED WITH BURLAP SACK UNTIL HYDRANT IS PUT INTO SERVICE.
4. HYDRANTS INSTALLED WITHIN CALTRANS RIGHT-OF-WAY SHALL HAVE BOLLARDS CONFORMING TO CALTRANS STANDARD DRAWINGS AND SPECIFICATIONS, LATEST EDITION.

MARKING NOTES:

1. PAINT CURB RED FOR 20' CENTERED ON HYDRANT
2. IF NO CURB, PROVIDE METAL SIGN BEHIND HYDRANT VISIBLE FROM STREET: "NO PARKING, FIRE HYDRANT". SIGN TO BE MIN 12" WIDE 18" HIGH. PROVIDE RED LETTERS 2" HIGH ON REFLECTIVE WHITE BACKGROUND. BASE OF SIGN TO BE 7' ABOVE GRADE. POST SHALL BE GALVANIZED OR STAINLESS STEEL, SECURELY INSTALLED. MOUNT SIGN WITH MIN. 2 BOLTS.



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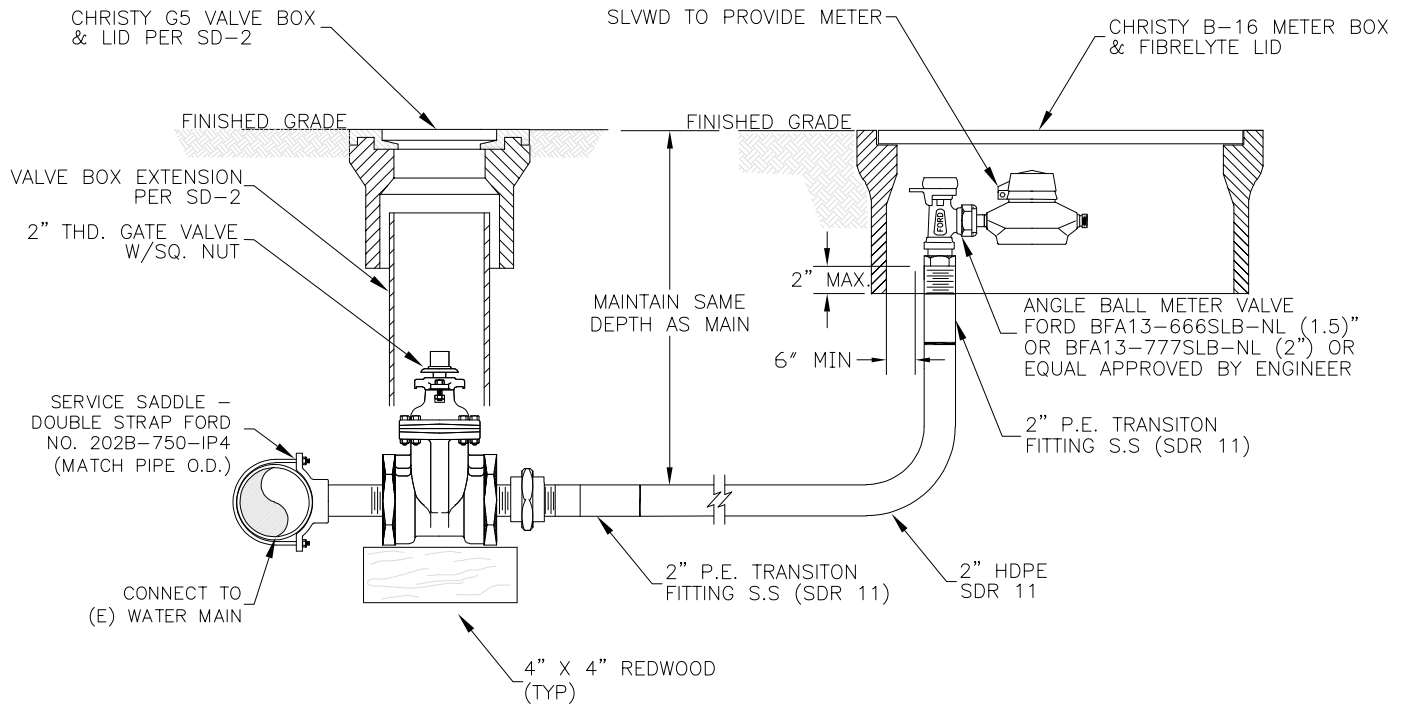
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APPROVED BY: J.L.W.  
STD DWG

STANDARD  
WATER SERVICE  
INSTALLATION FOR 1" METERS

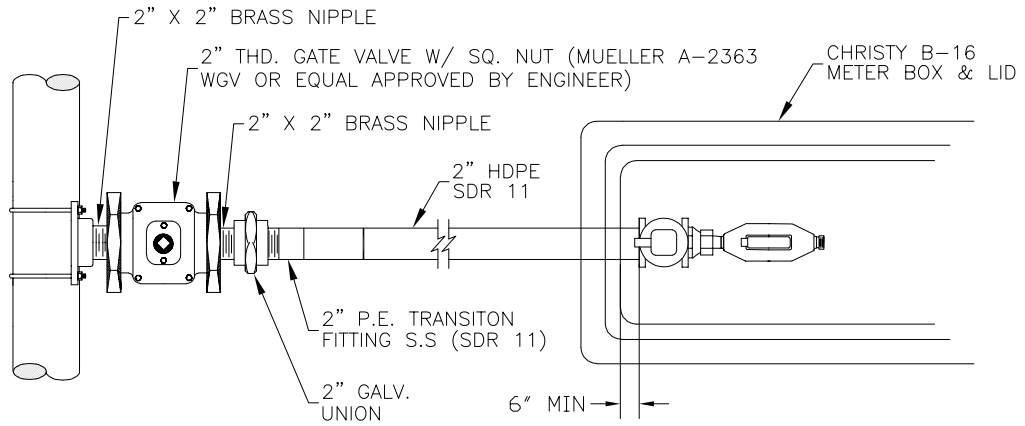
13060 Hwy 9  
Boulder Creek, CA 95006  
(831) 338-2153

SHEET  
SD-4

File: K:\0 SLVMD Drawings\SLVMD Standard Details\SLVMD Standard Details 2020.12.17.dwg Date: Dec 17, 2021 - 12:18pm, joshwolf



**PROFILE**



**PLAN**

NOTE: FOR 1.5" SERVICE LINE, ALL PIPES LABELED AS 2" ARE ASSUMED TO BE 1.5".



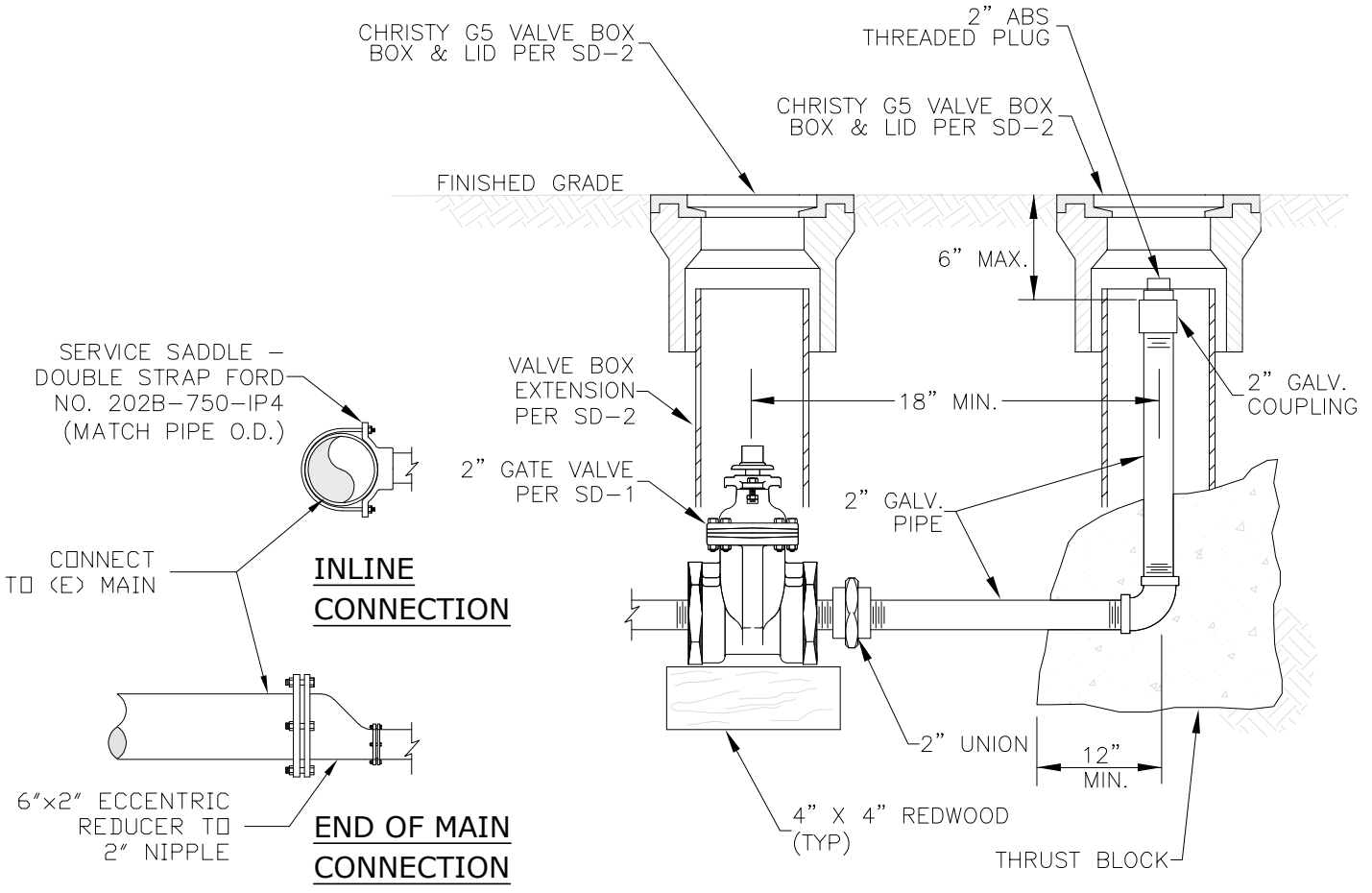
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DRAWN BY: JWS  
APPROVED BY: J.L.W.  
STD DWG

STANDARD  
1.5" OR 2" SERVICE LINE  
CONNECTION

13060 Hwy 9  
Boulder Creek, CA 95006  
(831) 338-2153

SHEET  
SD-5

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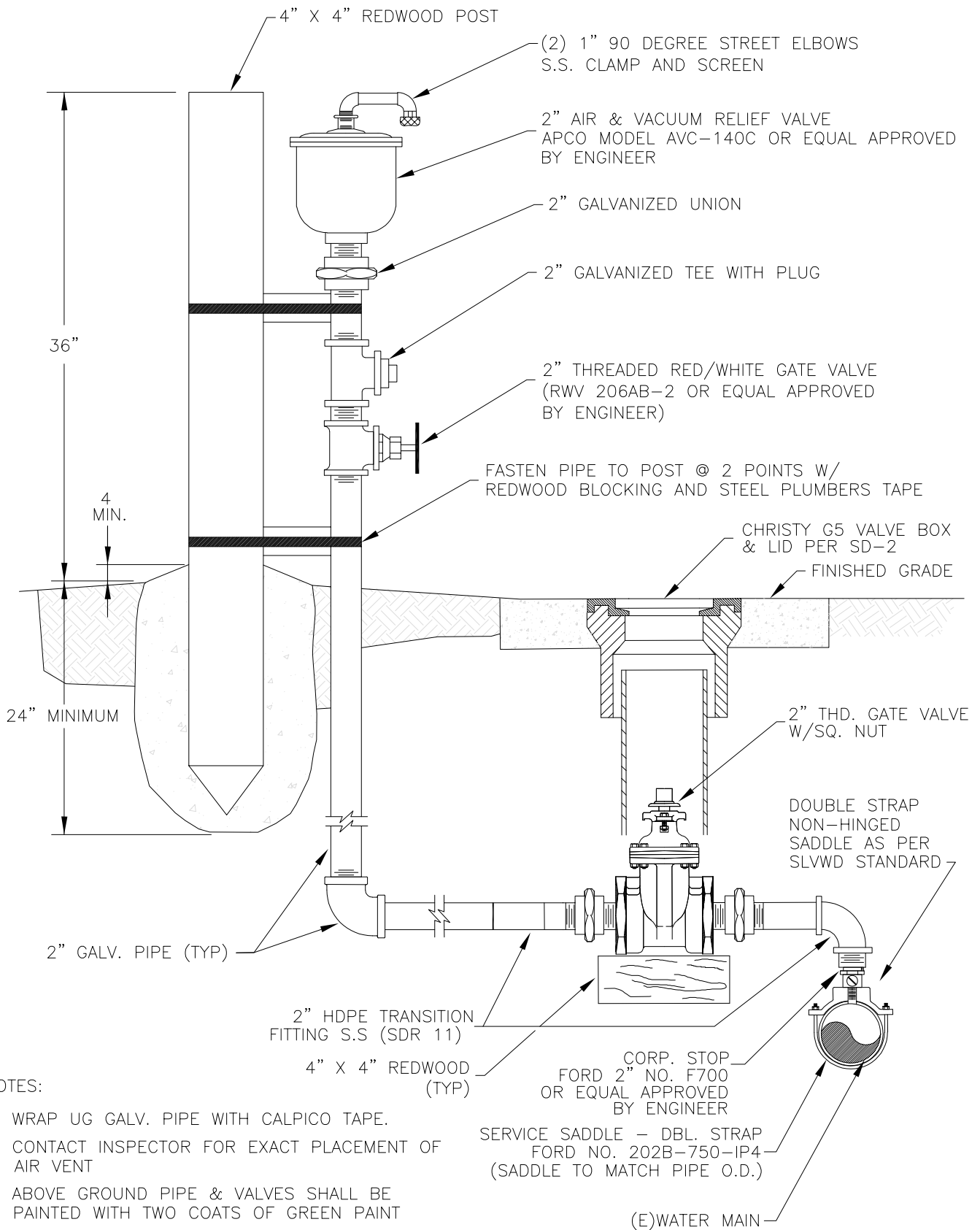
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DRAWN BY: JWS  
APPROVED BY: J.L.W.  
STD DWG

STANDARD  
2" BLOW OFF  
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13060 Hwy 9  
Boulder Creek, CA 95006  
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SHEET  
SD-6

File: K:\10 SLVWD Drawings\SLVWD Standard Details\SLVWD Standard Details 2020.12.17.dwg Date: Dec. 17, 2021 - 12:18pm, joshwlf



NOTES:

- 1) WRAP UG GALV. PIPE WITH CALPICO TAPE.
- 2) CONTACT INSPECTOR FOR EXACT PLACEMENT OF AIR VENT
- 3) ABOVE GROUND PIPE & VALVES SHALL BE PAINTED WITH TWO COATS OF GREEN PAINT



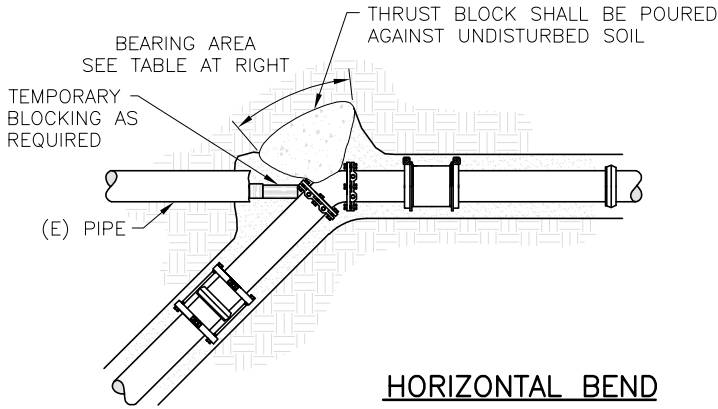
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SCALE: NTS  
DRAWN BY: JWS  
APPROVED BY: J.L.W.  
STD DWG

STANDARD  
2" AIR/VAC RELEASE  
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13060 Hwy 9  
Boulder Creek, CA 95006  
(831) 338-2153

SHEET  
SD-7

File: K:\0_SLVMD Drawings\SLVMD Standard Details\SLVMD Standard Details\SLVMD Standard Details\Dec 17, 2021 - 12:18pm, joshwolf

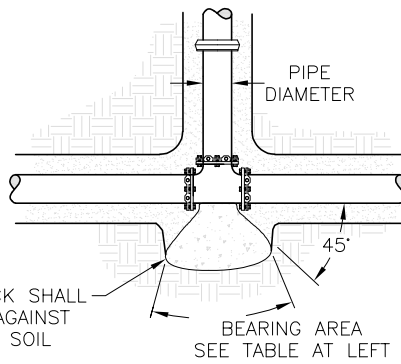


THRUST BLOCK BEARING AREA (SQUARE FEET)

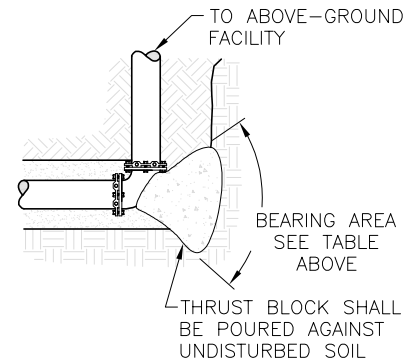
		FITTING DEFLECTION			
		11 1/4'	22 1/2'	45'	90'
PIPE DIAMETER	4"	1	1	2	2
	6"	1	1	2	4
	8"	1	2	4	7
	10"	2	3	6	11

**HORIZONTAL BEND**

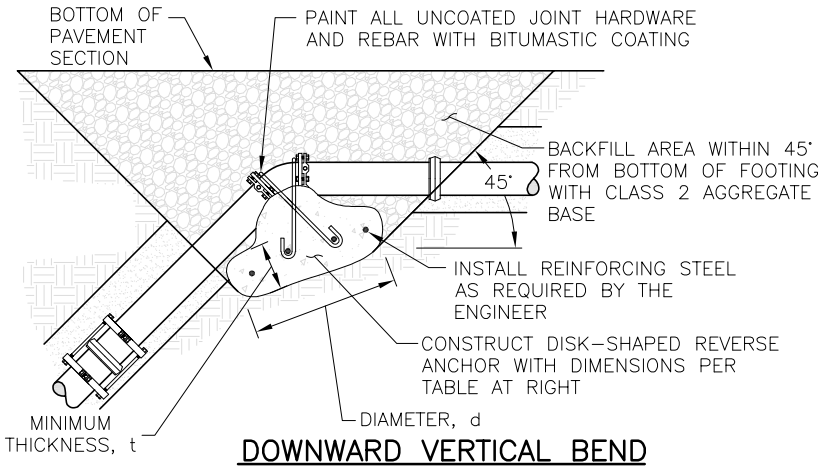
PIPE DIAMETER	BEARING AREA (SQUARE FEET)
4"	2
6"	3
8"	5
10"	8



**TEE**



**UPWARD VERTICAL BEND**



**DOWNWARD VERTICAL BEND**

MINIMUM REVERSE ANCHOR DIMENSIONS (FEET)

d / t		FITTING DEFLECTION	
		22 1/2'	45'
PIPE DIAMETER	6"	2 / 0.5	3 / 0.5
	8"	3 / 0.5	4 / 0.8
	10"	3 / 0.5	5.5 / 2

NOTES

1. CONCRETE THRUST BLOCKS SHALL BE INSTALLED WHEN INDICATED BY THE CONTRACT DOCUMENTS OR AT THE DISCRETION OF THE ENGINEER.
2. THRUST BLOCKING IS REQUIRED WHERE IT IS UNKNOWN IF PIPE IS RESTRAINED, SUCH AS AT A CONNECTION TO EXISTING PIPE.
3. ALL CONCRETE SHALL BE 3000 PSI MINIMUM 28 DAYS COMPRESSIVE STRENGTH.
4. FOR PIPELINES LARGER THAN 10" IN DIAMETER, PIPELINES INSTALLED AT DEPTHS LESS THAN 36 INCHES, OR IN POOR SOILS, THRUST BLOCK DESIGN SHALL BE APPROVED BY THE ENGINEER ON A CASE BY CASE BASIS.



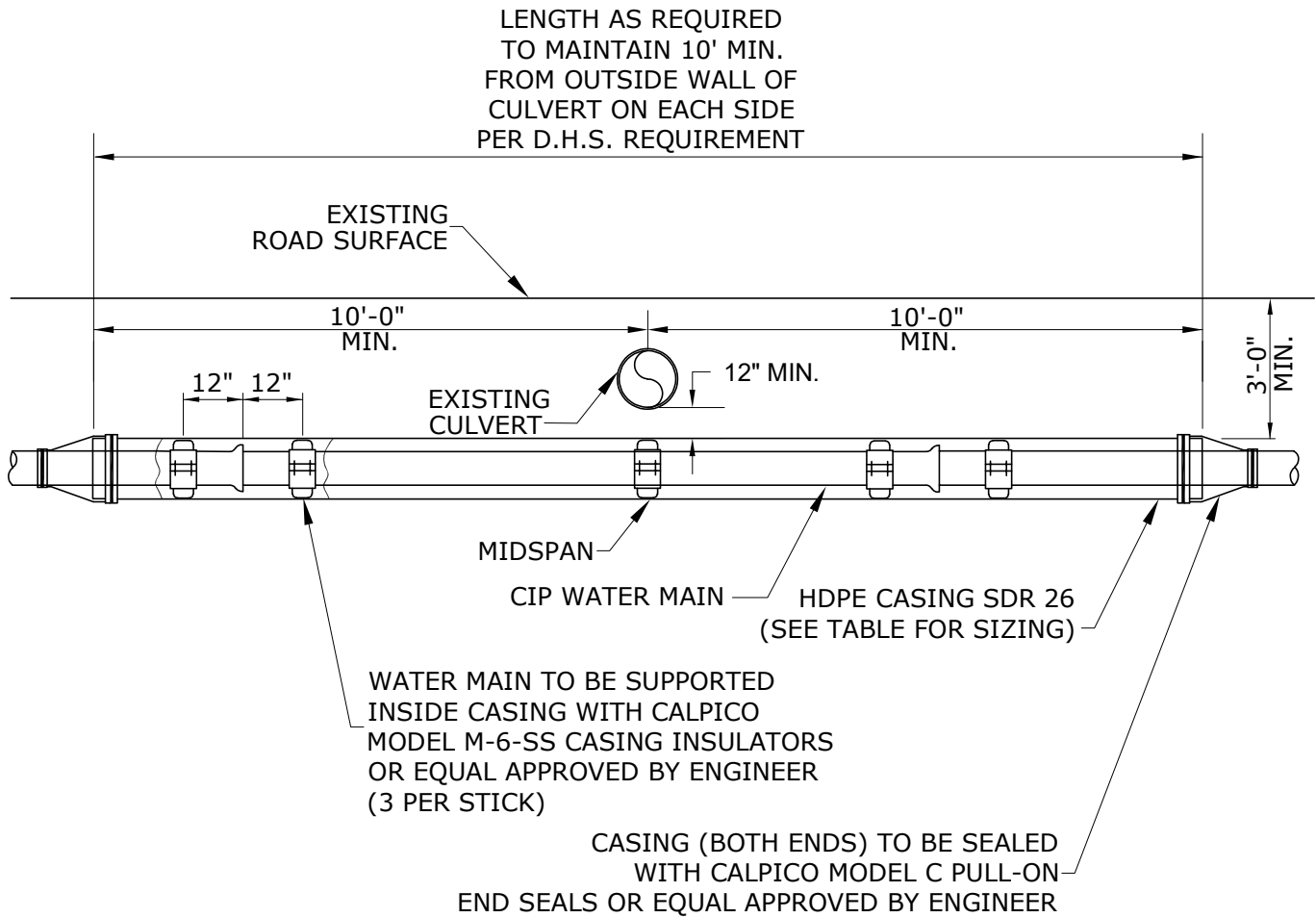
DATE: 7/26/2021  
SCALE: NTS  
DRAWN BY: JWS  
APPROVED BY: J.L.W.  
STD DWG

STANDARD THRUST BLOCK INSTALLATION

13060 Hwy 9  
Boulder Creek, CA 95006  
(831) 338-2153

SHEET  
SD-8

File: K:\0_SLVWD Drawings\SLVWD Standard Details\SLVWD Standard Details 2020.12.17.dwg Date: Dec 17, 2021 - 12:18pm, joshwulf



MAIN SIZE	SLEEVE SIZE
4"	10"
6"	12"
8"	14"
10"	16"
12"	18"
14"	20"



DATE: 7/26/2021  
SCALE: NTS  
DRAWN BY: JWS  
APPROVED BY: J.L.W.  
STD DWG

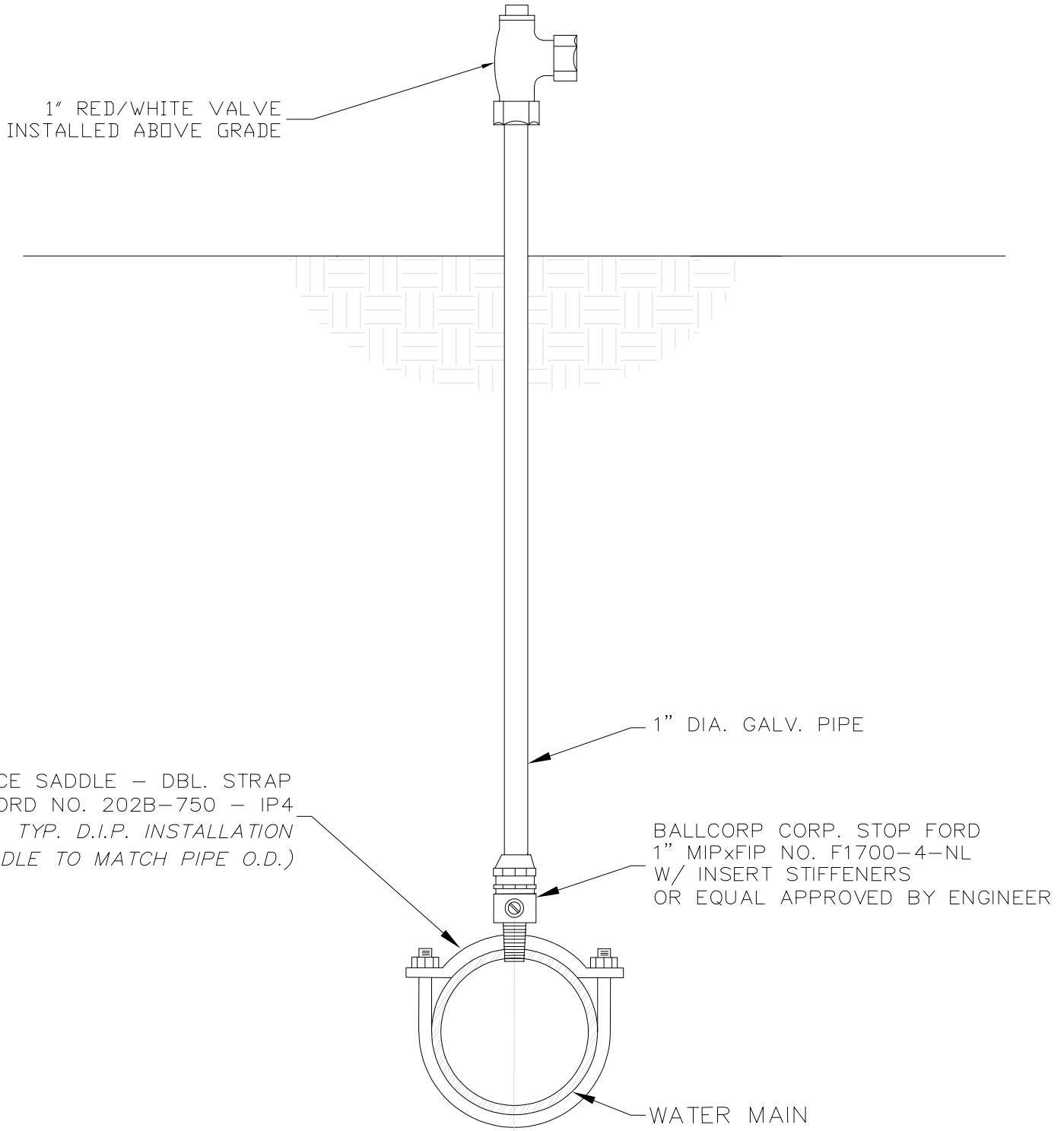
STANDARD  
WATER MAIN CASING  
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13060 Hwy 9  
Boulder Creek, CA 95006  
(831) 338-2153

SHEET  
SD-9



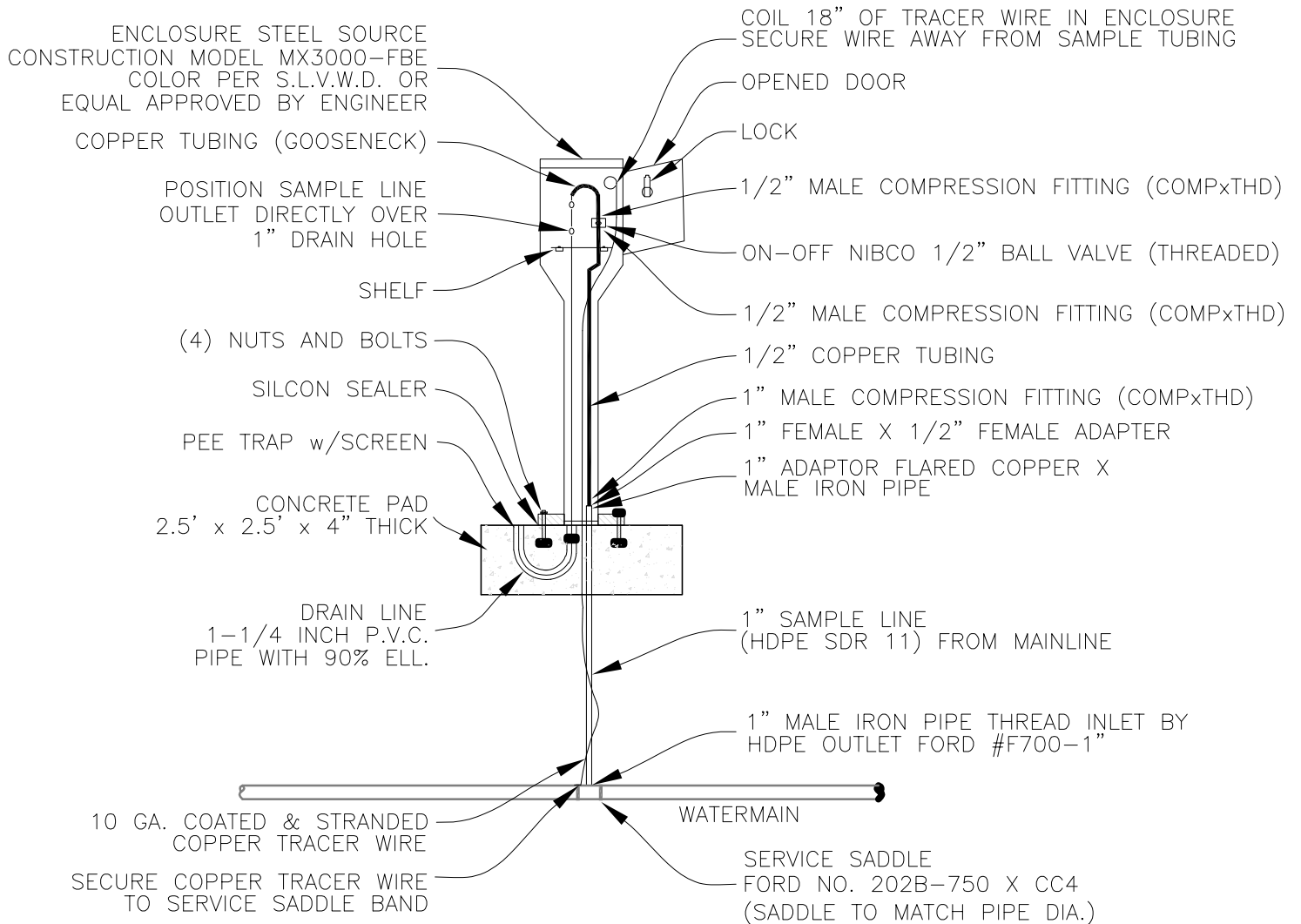




NOTE:

AFTER DISINFECTION, CLOSE CORP. STOP, REMOVE 1" GALV PIPE & RED/WHITE VALVE, THEN INSTALL 1" BRASS PLUG AT CORP. STOP.

File: K:\10 SLVMD Drawings\SLVMD Standard Details\SLVMD Standard Details 2020.12.17.dwg Date: Dec 17, 2021 - 12:18pm, joshwolf



**NOTES:**

- 1) WHEN INSTALLING WATER SAMPLER, 1" HDPE WILL BE APPROXIMATELY 6" ABOVE CONCRETE SLAB.
- 2) INSERT COPPER TUBING INTO GROOVED FOOTING, THE COPPER TUBING MAY NEED TO BE CUT TO FIT INSIDE THE WATER SAMPLER.
- 3) PLACE WATER SAMPLER CASE OVER BOTH THE COPPER TUBING AND THE 1" DRAIN HOLE.
- 4) ATTACH THE GOOSENECK COPPER TUBING AND COMPRESSION FITTINGS.
- 5) A SCREEN WILL BE PLACED MANUALLY IN THE PEE TRAP.



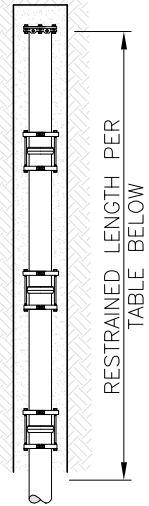
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STANDARD  
WATER SAMPLING STATION  
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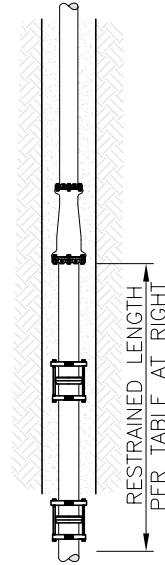
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SHEET  
SD-12

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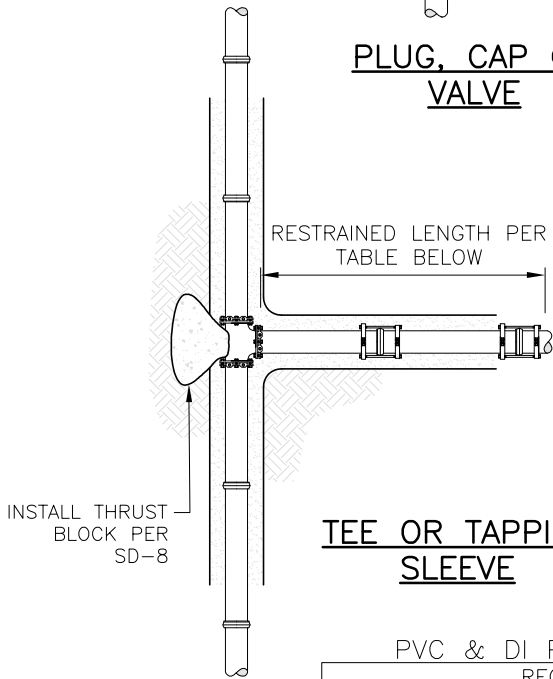


**PLUG, CAP OR VALVE**

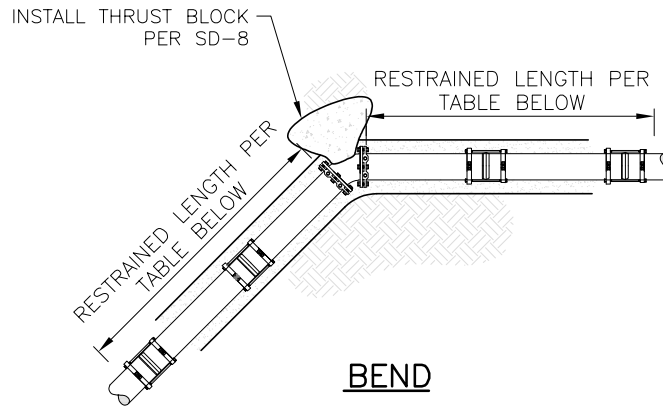


**REDUCER**

DIFFERENCE IN PIPE DIAMETER	REQUIRED RESTRAINT LENGTH (FT)
2"	25'
4"	50'
6"	65'



**TEE OR TAPPING SLEEVE**



**BEND**

**PVC & DI PIPE JOINT RESTRAINT SIZING TABLE**  
REQUIRED RESTRAINT DISTANCE (FT.)

PIPE DIA.	TEE BRANCH	PLUG, CAP, OR VALVE	VERTICAL BEND				HORIZONTAL BEND			
			11 1/4°	22 1/2°	45°	11 1/4°	22 1/2°	45°	90°	
4	20	35	5	10	15	5	5	10	15	
6	20	45	5	10	20	5	5	10	20	
8	20	60	10	15	25	5	10	15	30	
10	20	75	10	15	30	5	10	15	35	

**NOTES**

1. ALL UNCOATED JOINT RESTRAINT AND FITTING HARDWARE SHALL BE COATED WITH BITUMASTIC.
2. THRUST BLOCKING PER SD-8 IS REQUIRED.
3. RESTRAINED LENGTHS FOR PIPES LARGER THAN 10 INCHES IN DIAMETER SHALL BE DESIGNED BY THE ENGINEER.
4. SERVICE LATERALS SHALL BE FULLY RESTRAINED.



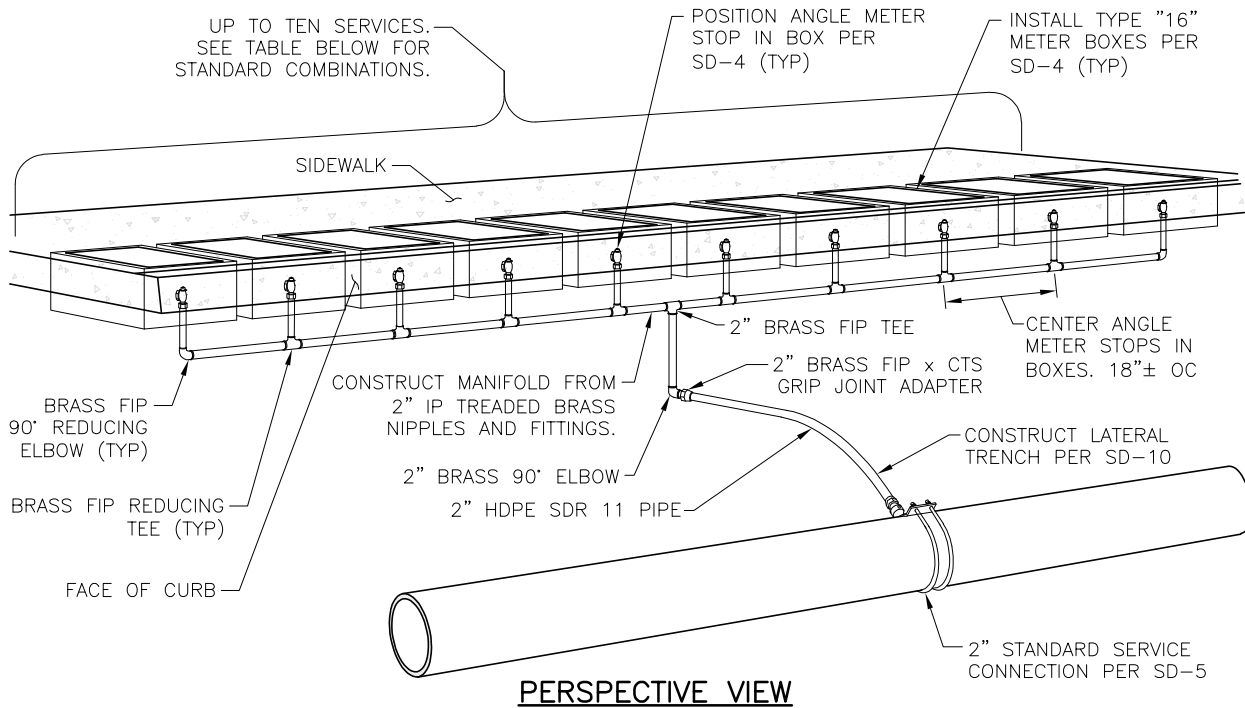
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**STANDARD JOINT RESTRAINT INSTALLATION**  
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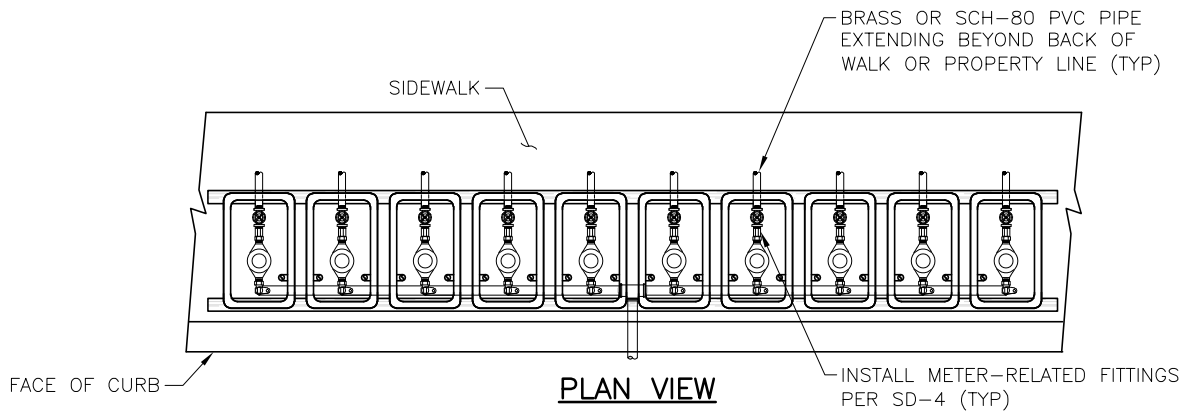
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SD-13

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**PERSPECTIVE VIEW**



**PLAN VIEW**

NUMBER OF 1-INCH SERVICES	0	1	2	3	4
MAXIMUM NUMBER OF 3/4-INCH SERVICES	10	7	5	2	0

**NOTES**

- BRASS FITTINGS, VALVES AND PIPE SHALL CONSIST OF LOW-LEAD BRASS ALLOY AND SHALL HAVE A MINIMUM WORKING PRESSURE OF 150 PSI.
- FIRE SERVICES SHALL NOT BE COMBINED WITH OTHER SERVICES IN THIS MANNER.
- PERMISSION TO INSTALL SERVICES IN OTHER CONFIGURATIONS NOT SHOWN HERE MAY BE GRANTED BY THE ENGINEER. IN THIS CASE, THE DEVELOPER SHALL SUBMIT CALCULATIONS WHICH DEMONSTRATE TO THE SATISFACTION OF THE ENGINEER THAT THE RESIDUAL PRESSURE IS GREATER THAN A SINGLE SERVICE WHEN ALL SERVICES ARE FULLY OPEN.



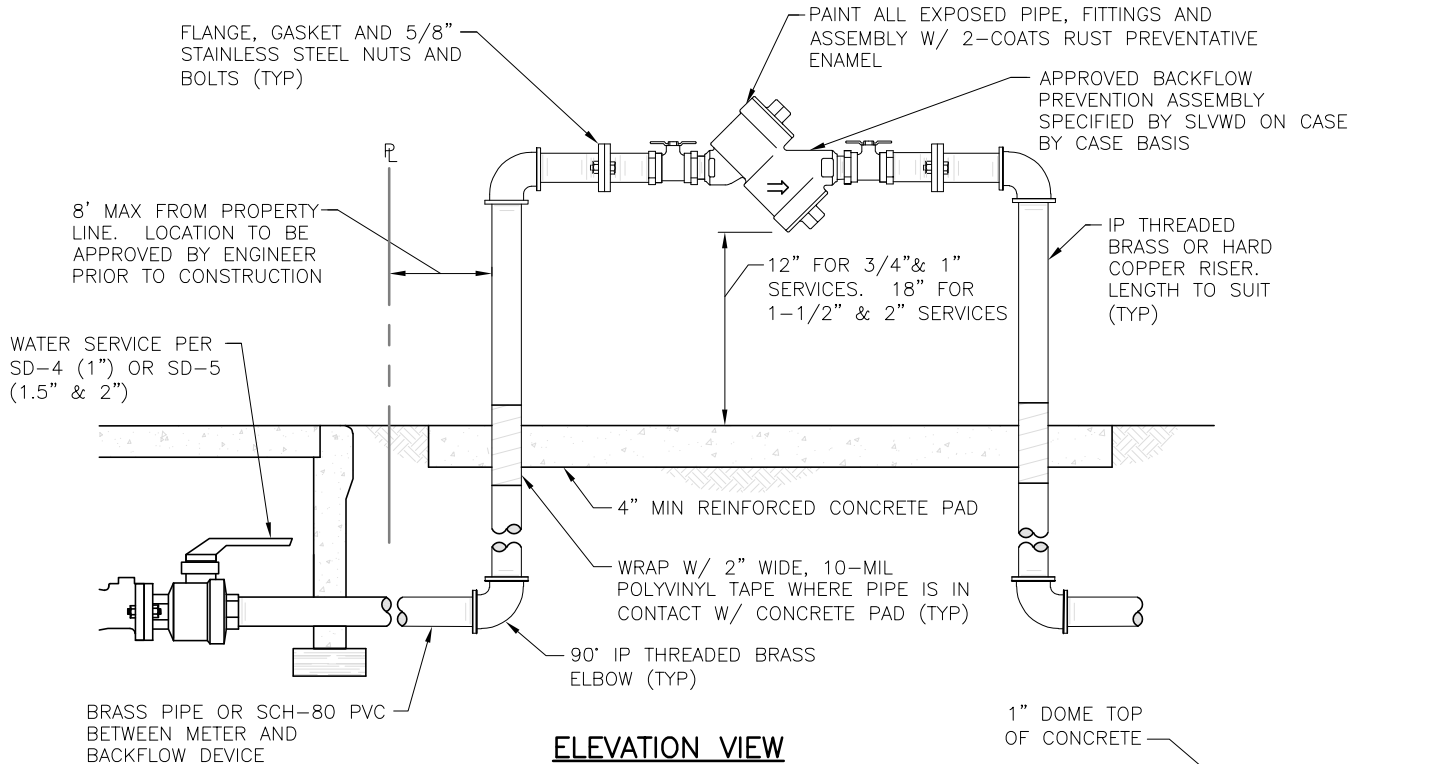
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**STANDARD  
METER MANIFOLD  
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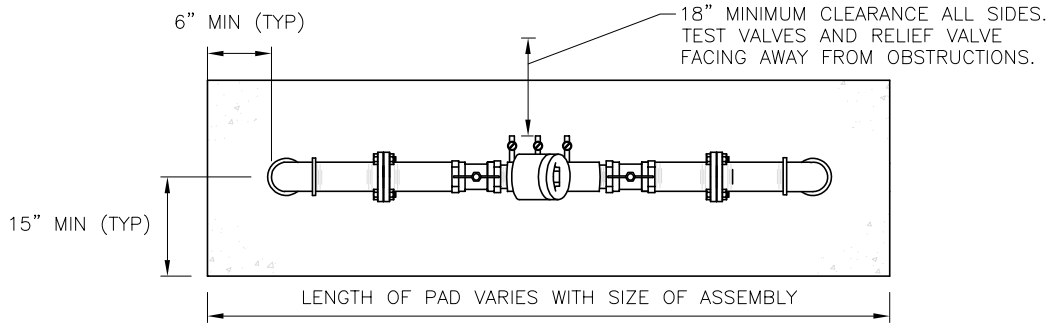
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**ELEVATION VIEW**



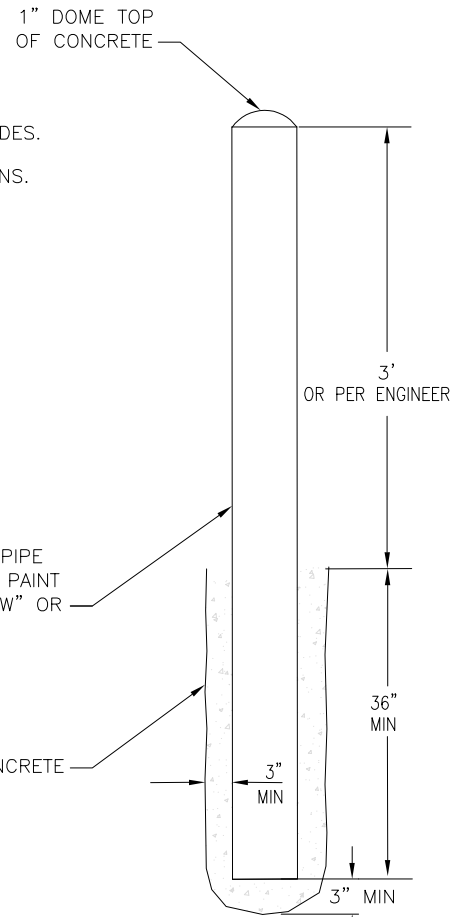
**PLAN VIEW**

**NOTES**

1. APPROVED BACKFLOW ASSEMBLY SHALL BE INSTALLED SUCH THAT IT IS READILY ACCESSIBLE FOR REPAIR AND INSPECTION.
2. BRASS FITTINGS, VALVES AND PIPE SHALL CONSIST OF LOW-LEAD BRASS ALLOY AND SHALL HAVE A MINIMUM WORKING PRESSURE OF 150 PSI.
3. BRASS OR PLASTIC PLUGS SHALL BE INSTALLED ON ALL TEST PORTS.
4. ALL ABOVE GROUND PIPE, FITTINGS AND ASSEMBLY SHOULD BE PAINTED WITH TWO COATS OF ENAMEL.
5. INSTALLER TO PROVIDE SLVWD APPROVED FROST PROTECTION.
6. OWNER TO PROVIDE ENCLOSURE OR REMOVE AND RETAIN VALVE HANDLES.
7. PROVIDE BOLLARDS AS NEEDED BETWEEN BFP AND TRAVELED WAY. BOLLARDS TO BE MIN. 2' FROM TRAVELED WAY, 4' O.C., MIN 2' FROM BFP. CONFORM TO ALL CALTRANS OR SANTA CRUZ COUNTY ENCROACHMENT PERMIT REQUIREMENTS, AS APPROPRIATE.

4" SCH 40 CARBON STEEL PIPE FILLED W/ 3KSI CONCRETE. PAINT POST "INTERNATIONAL YELLOW" OR "CHROME YELLOW"

1 CU. FT. (MIN) 3KSI CONCRETE



**BOLLARD DETAIL**



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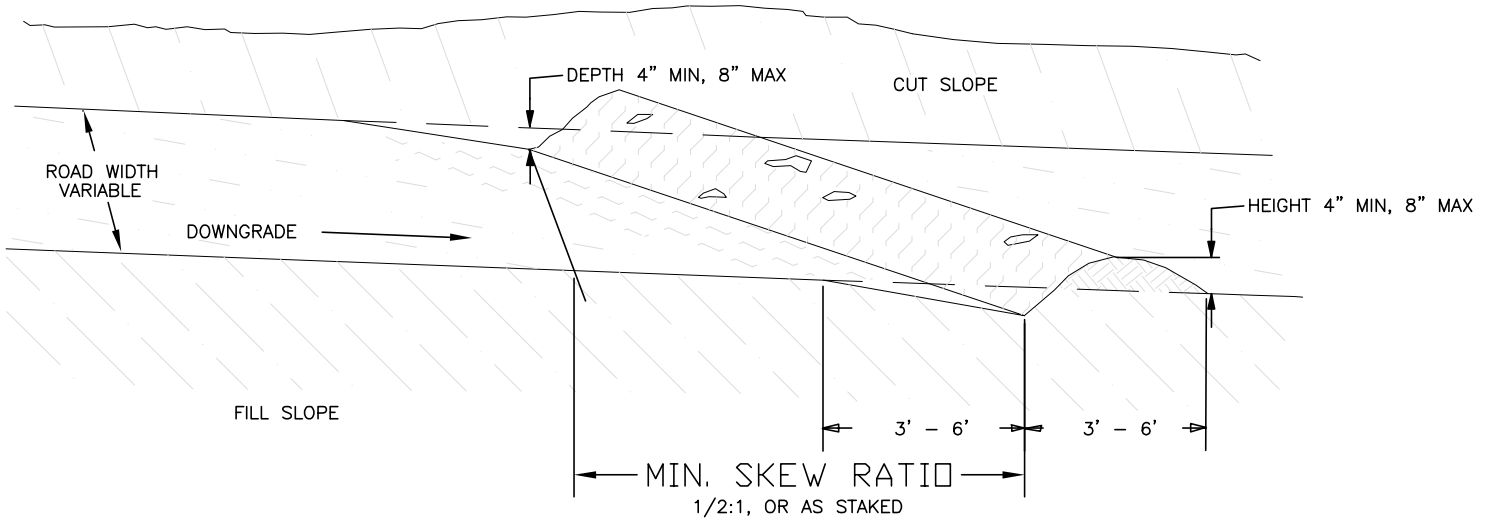
**STANDARD  
BACKFLOW PREVENTION  
ASSEMBLY**

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SD-15

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NOT TO SCALE



NOTES

1. ALL WATER BARS SHALL BEGIN AT THE INTERSECTION OF THE ROADBED AND CUT SLOPE AND RUN ACROSS THE ENTIRE WIDTH OF THE ROADBED.
2. ALL WATER BARS SHALL HAVE FREE FLOWING OUTLETS.
3. WHEN STAKES ARE USED, THEY DESIGNATE THE OUTLET LOCATION.
4. DETAIL BASED ON U.S. DEPARTMENT OF AGRICULTURE WALLOWA-WHITMAN NATIONAL FOREST, DETAIL#8.



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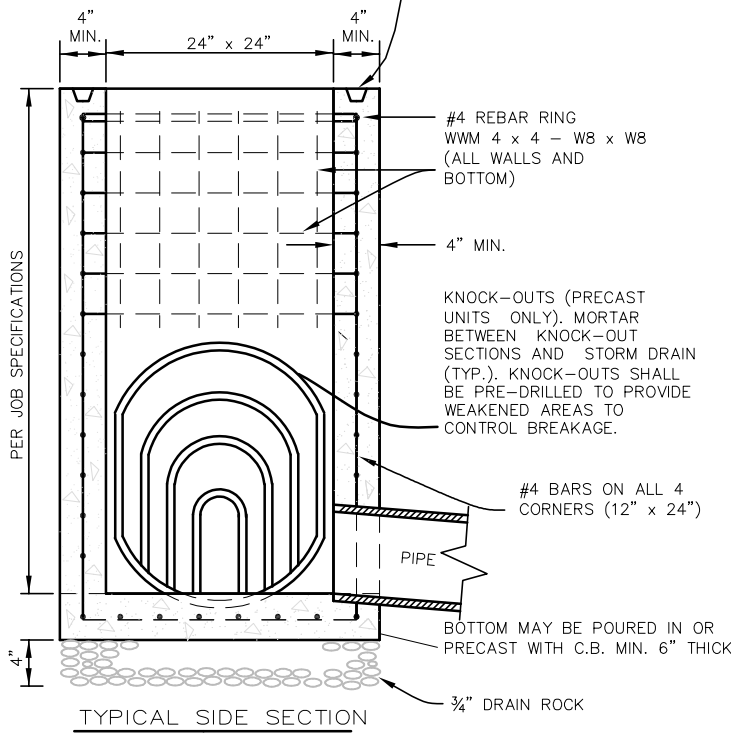
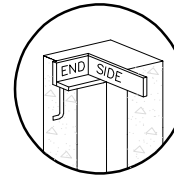
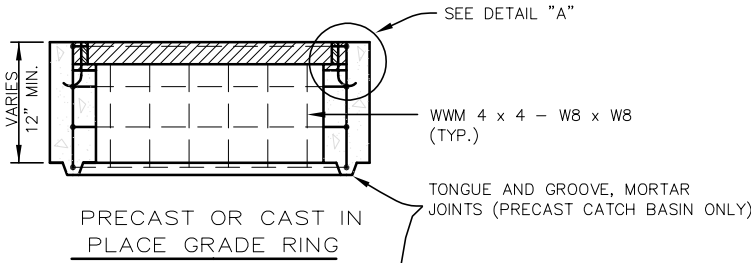
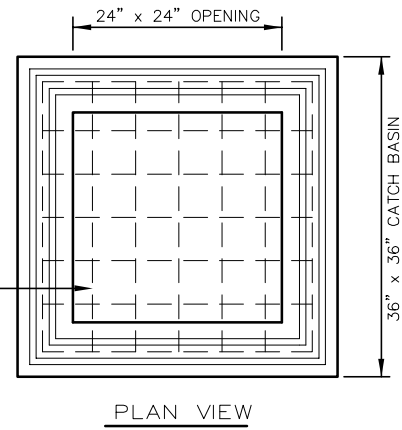
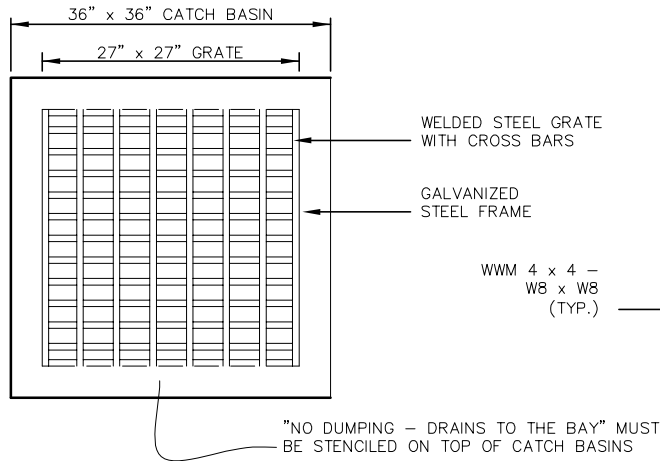
STANDARD  
WATER BAR  
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SD-16



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CAST-IN-PLACE CATCH BASIN  
POUR CONCRETE COLLAR AND  
INSTALL FRAME TO FINISH  
GRADE

GRATE FRAME SHALL BE MIN.  
4" x 3" x 3/16" GALVANIZED  
ANGLE IRON WITH ANCHOR  
BOLTS EMBEDDED IN CONCRETE

PRECAST CATCH BASIN SHALL BE  
FURNISHED WITH CAST-IN  
GALVANIZED FRAME

DETAIL "A"

GENERAL NOTES

1. DRAWING NOT TO SCALE.
2. ALL CONCRETE SHALL CONFORM TO SLVMD SPECIFICATIONS.
3. CONTRACTOR MAY USE EITHER PRECAST OR CAST-IN-PLACE CONCRETE CATCH BASINS CONFORMING TO ALL THE REQUIREMENTS SHOWN HEREIN.
4. FRAME AND GRATE SHALL BE GALVANIZED IN ACCORDANCE WITH A.S.T.M. SPECIFICATIONS A123-59. GRATE SHALL BE HEAVY DUTY AND RATED FOR H-20 LOADING AND ADA COMPLIANT.
5. ALL CATCH BASIN WALLS AND BASE SHALL HAVE WWM 4 x 4 - W8 x W8. WIRE MESH SHALL BE CONTINUOUS AND LAP A MIN. OF 12" AT CORNERS.
6. CATCH BASINS LESS THAN 4' DEEP SHALL BE CONTINUOUS WITH NO GRADE RINGS.
7. CONTRACTOR SHALL MINIMIZE NUMBER OF GRADE RINGS REQUIRED.
8. PRECAST CATCH BASINS MAY BE ORDERED WITH OR WITHOUT BOTTOM PER PROJECT PLANS.
9. APPROVED PRECAST CATCH BASINS INCLUDE  
A. OLDCASTLE 2'X2' BASIN - 4  
B. JENSEN PRECAST 24" X 24" DRAIN INLET



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STANDARD  
DROP INLET  
85 of 85

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SD-18





**BOARD OF DIRECTORS  
SAN LORENZO VALLEY WATER  
DISTRICT  
MINUTES  
DECEMBER 2, 2021**

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

**Thursday, December 2, 2021, at 5:30 p.m.**, via videoconference and teleconference.

**1. Convene Meeting/Roll Call**

Board Members Present:

Gail Mahood, President  
Lois Henry, Vice President  
Jayme Ackemann, Director  
Bob Fultz, Director  
Mark Smolley, Director

Staff Present:

Rick Rogers, District Manager  
Gina Nicholls, District Counsel  
Holly Hossack, District Secretary

**2. Additions and Deletions to Closed Session Agenda: None**

**3. Oral Communications Regarding Items in Closed Session: None**

**4. Adjournment to Closed Session 5:31 p.m.**

**5. Convene to Open Session at 6:30 p.m.**

**6. Report of Actions Taken in Closed Session**

The Board voted unanimously to give a satisfactory assessment of the performance of the District Manager for the FY 2020-2021.

**7. Re-Convene Meeting/Roll Call**

Board Members Present:

Gail Mahood, President  
Lois Henry, Vice President

Jayme Ackemann, Director  
Bob Fultz, Director  
Mark Smolley, Director

Staff Present:

Rick Rogers, District Manager  
Gina Nicholls, District Counsel  
Holly Hossack, District Secretary  
Kendra Reed, Acting Director of Finance  
James Furtado, Director of Operations  
Josh Wolff, Engineering Manager  
Carly Blanchard, Environmental Programs Manager

8. **Additions and Deletions:** None

9. **Oral Communications:** None

10. **President's Report**

President Mahood reported that at the 11.17.21 meeting of the Santa Margarita Groundwater Association the group voted unanimously to accept the final draft of the Groundwater Sustainability Plan. A major milestone for the SMGWA and the District.

11. **Old Business:** None

12. **New Business:**

a. ELECTION OF OFFICERS  
R. Rogers introduced this item.

G. Mahood said that she would entertain nominations for the President position.

M. Smolley nominated G. Mahood to continue as president.

L. Henry seconded the nomination.

Discussion by the Board regarding the nomination.

J. Mosher, Felton, supported the nomination of G. Mahood.

E. Fresco, supported the nomination of G. Mahood.

**ROLL CALL VOTE: MOTION PASSED**

AYES: G. Mahood, J. Ackemann, M. Smolley, L. Henry  
NOES: None  
ABSTAIN: B. Fultz

G. Mahood said that she would like to say that these are extraordinary times and she thinks that she is just getting comfortable in the President position. She would like to continue with everything as it is with L. Henry as the Vice President and the committee members to all stay the same with the exception of the SMGWA. She would like for she and J. Ackemann to be the representatives with M. Smolley as the alternate. She nominated L. Henry for Vice President.

M. Smolley seconded the nomination of L. Henry.

Discussion by the Board regarding G. Mahood's recommendations.

C. Dzendzel supported Pres. Mahood's suggestions.

J. Mosher agreed with C. Dzendzel.

E. Fresco questioned if there has ever been 4 Board positions up for re-election. (Research after the meeting confirmed that in 1941, at formation of the District, there were 5 open Board positions and in 1945 there were 5 open Board positions but after that there were either 2 or 3 open positions.)

**ROLL CALL VOTE: MOTION PASSED**

AYES: G. Mahood, L. Henry, J. Ackemann, M. Smolley

NOES: None

ABSTAIN: B. Fultz

b. BOARD OF DIRECTORS COMMITTEE APPOINTMENTS

G. Mahood reiterated that she suggests that all appointments stay the same except for representation on SMGWA. B. Fultz and J. Ackemann will serve on the Administration Committee, L. Henry and G. Mahood on Budget and Finance Committee, M. Smolley and L. Henry on Engineering Committee, M. Smolley and B. Fultz on the Environmental Committee, L. Henry will be the liaison to the LADOC, J. Ackemann and G. Mahood will be the representatives to the SMGWA with M. Smolley serving as the alternate.

G. Mahood made a motion to appoint committee members as just described.

L. Henry seconded.

**ROLL CALL VOTE: MOTION PASSED**

AYES: G. Mahood, L. Henry, J. Ackemann, B. Fultz, M. Smolley

NOES: None

ABSTAIN: None

- c. COMMITTEE APPOINTMENTS FOR PUBLIC APPLICANTS  
G. Mahood introduced this item. She made a motion for public members to standing committees be as follows:

A. DeJesus, M. Dolson, M. Martinez to Admin Comm - 5 members  
J. Hill, O. Kalinowska to B & F Comm - 4 members  
K. Lande, M. Murphy to Engineering Comm - 4 members  
A. Layng to Enviro Comm - 3 members  
N. Hageman, M. LoBalbo, J. Newton, T. Norton to LADOC-4 members

J. Ackemann seconded the motion.

**ROLL CALL VOTE: MOTION PASSED**

AYES: G. Mahood, L. Henry, J. Ackemann, B. Fultz, M. Smolley  
NOES: None  
ABSTAIN: None

- d. LOCAL AGENCY INVESTMENT FUND (LAIF) SIGNATURE CHANGE RESOLUTION  
R. Rogers introduced this item.

G. Mahood made a motion to adopt to the resolution (No. 7 (21-22)) that updates the signature authority to include Rick Rogers and Kendra Reed for the Local Agency Investment Fund.

B. Fultz seconded.

**ROLL CALL VOTE: MOTION PASSED**

AYES: G. Mahood, L. Henry, J. Ackemann, B. Fultz, M. Smolley  
NOES: None  
ABSTAIN: None

- e. DISCRIMINATION, HARASSMENT & RETALIATION POLICY 2022  
R. Rogers introduced this item.

M. Smolley made a motion to approve the Discrimination, Harassment & Retaliation Policy for 2022 and approve the resolution (No. 8 (21-22)).

B. Fultz seconded.

**ROLL CALL VOTE: MOTION PASSED**

AYES: G. Mahood, L. Henry, J. Ackemann, B. Fultz, M. Smolley  
NOES: None  
ABSTAIN: None

- f. REVENUE RATE STABILIZATION

K. Reed introduced this item and explained the requirements for the Revenue Rate Stabilization, expense reduction measures and the recommendation from staff to the Board to stop the Revenue Rate Stabilization and approve the Dist. Manager's proposed expense reduction measures.

L. Henry, chair of the Budget & Finance Committee explained that the committee recommends that the Board accept the District Manager's proposed expense reduction measures.

G. Mahood was glad to hear the Dist. Manager's proposed reduction measures. She noted that this is a regional issue. She clarified the recision process of the rate stabilization.

M. Smolley questioned if the open positions are canceled and possible meter replacement grants.

J. Ackemann appreciated that this is not the time for a rate stabilization rate increase. She questioned the reasons for the loss of usage.

B. Fultz questioned the Rate Stabilization time limit and future possibility of it coming up again. The amount of sales lost to the CZU fire was discussed. He also questioned the expectation of filling the open positions and operating expenses. He questioned operating vs. revenue.

Discussion by the Board and staff regarding money from the state for delinquent water bills due to pandemic, delinquent bills on the property tax roll, and the revenue neutral aspect. The funds will be dispersed to the District no later than Jan. 31, 2022.

Discussion by the Board on the direction to the District Manager to not implement the Rate Stabilization and to bring back a mid year budget adjustment. Is this a modification to the budget?

G. Mahood made a motion to direct the District Manager not to implement the Rate Stabilization rates at this time.

B. Fultz seconded.

**ROLL CALL VOTE: MOTION PASSED**

AYES: G. Mahood, L. Henry, J. Ackemann, B. Fultz, M. Smolley  
NOES: None  
ABSTAIN: None

13. **Consent Agenda:** Approved.

**14. District Reports:**

Discussion by Board and staff regarding CZU costs broken out, pay off of loan, conjunctive use update, and the State Health Inspection.

**15. Adjournment:** 8:11 p.m.



**MINUTES OF SPECIAL MEETING  
BOARD OF DIRECTORS  
SAN LORENZO VALLEY WATER  
DISTRICT**

*To hear the Board's full meeting, watch the video available at: [Government On-Demand – Community Television of Santa Cruz County \(communitytv.org\)](https://communitytv.org)*

**Tuesday, December 7, 2021**

**MINUTES**

**1. Call to Order**

The special meeting of the San Lorenzo Valley Water District Board of Directors was called to order by President Gail Mahood at 5:30 p.m. on Zoom.

**Roll Call**

Board Members Present:

Gail Mahood, President  
Lois Henry, Vice President  
Jayme Ackemann, Director  
Bob Fultz, Director  
Mark Smolley, Director

Staff Present:

Rick Rogers, District Manager  
Holly Hossack, District Secretary  
Gina Nicholls, District Counsel

**2. Additions and Deletions to Closed Session Agenda: None**

**3. Oral Communications Regarding Items in Closed Session: None**

**4. Adjournment to Closed Session: 5:31 p.m.**

**5. Reconvene to Open Session: 6:32 p.m.**

**6. Report of Actions Taken in Closed Session**

The Board voted unanimously to authorize the District Manager to sign a Water Rights Protest Resolution Agreement, subject to certain changes requested by the Board.

**7. Roll Call**

Board Members Present:

Gail Mahood, President

Lois Henry, Vice President  
Jayme Ackemann, Director  
Bob Fultz, Director  
Mark Smolley, Director

Staff Present:

Rick Rogers, District Manager  
Carly Blanchard, Environmental Programs Manager  
Kendra Reed, Acting Director of Finance and Business Services  
Holly Hossack, District Secretary  
Gina Nicholls, District Counsel

8. **Oral Communications:** None

9. **President's Report:** None

10. **New Business:**

a. DRAFT WATER SUPPLY COLLABORATION AGREEMENT

G. Nicholls, Dist. Counsel, presented this item to the Board. The District filed a protest with the City of Santa Cruz regarding the water rights permits being filed through the State Board. There are 2 specific issues:

1. To protect & insure the District's Loch Lomond contractual allotment
2. The City's proposed changes to the required instream flows in the San Lorenzo River at the Big Trees gauge

Board discussion included:

- L. Henry questioned flow requirements measurements
- M. Smolley questioned the timing of the State's initiation of legal proceedings
- G. Mahood is concerned about weak or passive language in the agreements
- R. Menard provided acknowledgement by the City regarding the contractual 313 acre feet per year of Loch Lomond water for SLVWD, drought or no drought
- The City and SLVWD have very different growth environment
- Amendment to the collaboration agreement

Public comment was given by R. Moran and J. Mosher.

It was moved and seconded that the Board authorize the District Manager to work to modify the water supply collaboration agreement to include language about the timing of our use of the Loch



Lomond allotment of 313 acre feet per year not restricted in a drought situation. The motion was adopted unanimously.

b. DRAFT ANNUAL FINANCIAL REPORT FY 2020-21 (CAFR)

K. Reed, Acting Finance & Business Services Director, introduced this item to the Board. It is recommended that the Board of Directors review and receive the presentation by Fedak & Brown LLP. She then introduced Andy Beck, with Fedak & Brown LLP, who presented the report.

It was moved and seconded to accept the San Lorenzo Valley Water District Financial statements for fiscal year 2020/21, with typographical changes made to the document noted by the Budget & Finance Committee.

Discussion by the Board included:

- B. Fultz requested that the Organizational Chart change be added to the typographical changes

The motion was adopted unanimously.

c. GRANT APPROVAL FUNDING

R. Rogers, District Manager, introduced this item.

Discussion by the Board included:

- B. Fultz questioned the original grant funding request amount and amount awarded by the grant.
- Possible repayment of funds if project is completed.
- Boundaries between Board and staff work
- Grant manager has been assigned to facilitate
- How and when grant payments are made
- Uncertainty in grant process, time sensitivity

G. Mahood tried to restate the issue. She said that she sees two components to the recommendation. The first part seems low risk, to incur legal and grant writing expenses within the Dist. Manager's authority to get started. The second part is difficult and needs more discussion.

Discussion continued:

- Board's responsibility to question processes

It was moved and seconded to direct the District Manager to proceed with water system consolidation with Forest Springs & Bracken Brae Mutuals, including authorization to incur legal and grant-writing expenses within the

amount of the District Manager's purchasing authority and to develop RFPs for CEQA permits and engineering studies.

Public comment was made by R. Moran.

The motion was adopted unanimously.

d. BOARD POLICY MANUAL FOR 2022

G Nicholls, District Counsel, introduced the 2022 Board Policy Manual and the process for revision.

G. Mahood described the process for this item.

Discussion by the Board included:

- Combination of Engineering and Environmental Committees

It was moved and seconded to combine the 2022 Engineering and Environmental Committees into one committee.

Public comment was given by R. Moran.

**ROLL CALL VOTE: MOTION PASSED**

AYES: Mahood, Henry, Ackemann, Smolley

NOES: Fultz

ABSTAIN: None

Discussion by the Board:

- Board meetings scheduled for the 1st and 3rd Thursday of every month

It was moved and seconded to re-instate the policy for having regular Board meetings on the 1st and 3rd Thursdays of every month, including July, November, and December.

**ROLL CALL VOTE: MOTION PASSED**

AYES: Mahood, Henry, Ackemann, Smolley

NOES: Fultz

ABSTAIN: None

**11. Old Business:**

a. REMOTE MEETING AUTHORIZATION UNDER AB 361

It was moved and seconded that the Board re-adopt and ratify Resolution #4 (21-22) to continue in effect for another 30 days. The motion was adopted unanimously.

## 12. Adjournment

President Mahood adjourned the meeting at 8:58 p.m.

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Minutes approved

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Holly B. Hossack, District Secretary

DRAFT

## MEMO

To: District Manager  
From: Engineering Manager  
Subject: District Projects Update  
Date January 20, 2022

### Recommendation:

It is recommended that the Board of Directors review and file the Engineering Department Status Report.

### Engineering Calendar:

The Engineering calendar continues to be updated monthly.

### District Projects:

***Redwood Park Tank Project:*** District Staff are developing plans for the new pipeline needed to replace the existing redwood Swim tanks with a new bolted steel tank, to be called the Redwood Park tank. An RFP for construction will be prepared subsequent to completion of the plans. Development of plans and specifications for the new Redwood Park tank is expected to take place in the Spring; Staff will prepare RFPs for design and construction of the tank once a completion date for the pipeline is determined. Conditions in the area require that the pipeline contractor be allowed to stage materials and equipment at the new tank site, necessitating a phased approach to the replacement of the existing Swim tanks.

***Felton Heights Tank Project:*** District Staff have completed acquisition of necessary property and easements for this project. Staff will coordinate survey and subsequent design of the new tank over the winter; construction of the new tank will follow as quickly as can be arranged.

***Lyon Pipeline Replacement Project:*** Schaaf & Wheeler's subconsultant, Keir & Wright, has completed survey field work for this project. Schedule for the design process is under development, pending delivery of survey files.

***2021 CIP Pipeline Replacement Project:*** Sandis has completed survey of the various locations throughout the District which will see improvements under this project. Sandis is currently working on design documents, preliminary plans are anticipated by the end of January 2022.

***2021 FEMA Pipeline Replacement Project:*** Sandis has completed survey of the various locations throughout the District which will see improvements under this project. Sandis is currently working on design documents, preliminary plans are anticipated by the end of January 2022.

***Cross County Pipelines:*** Freyer & Laureta presented to the Engineering Committee on progress to date and preliminary conclusions on December 21, 2021. Presentation to the full Board is on the January 6, 2022 Agenda.

***Alta Via Drive and Monan Way Pipelines:*** Staff have published RFPs for construction and separately for construction management of this project. Drawings were completed in house. Construction bids are due January 4, 2022; construction management proposals are due January 3, 2022. Staff anticipate recommendation of award at the January 20, 2022 Board meeting, pending Engineering Committee review.

***Lyon Slide:*** Sandis has completed the feasibility study and determined the proposed road alignment to be feasible. Sandis is currently engaged in development of construction documents for this proposed alignment. Staff intend to present construction documents and feasibility study to relevant public agencies for consideration as an acceptable alternate to the previously proposed \$15M retaining wall systems designed to support the existing road alignment.

***Glen Arbor Bridge South Pipeline:*** Staff have received bids for construction of the proposed new bridge crossing, a separate memo has been submitted recommending award.

***Foreman Intake and Pipeline:*** Freyer & Laureta, the consultant for this design project, has received the completed Geotechnical report and is developing plans for stabilization of the existing conditions. F&L and Staff have coordinated closely to develop multiple stabilization methodologies; current work involves determination of which methodologies should be applied in each location. Staff anticipate receipt of the completed plan set by the end of January, 2022.

***Quail Hollow Pipeline Replacement:*** Construction contract was awarded to Granite Rock Construction and contract has been executed. Materials are currently delayed by approximately 120-days; Staff and Contractor hope to begin construction in early Spring. Construction Management was awarded by the Board to MME.

***Huckleberry Island Main:*** MME Civil + Structural Engineers have completed survey and other preliminary design work related to the re-alignment of the HUD main at the San Lorenzo River crossing. This project will eliminate the existing underwater crossing of the San Lorenzo River and move the 12-inch main to a

more conventional crossing of the river suspended from the Pacific Street bridge. Current efforts are focused on delineation of required easements and obtaining same.

*California Department of Transportation:*

***Sidehill Viaduct 1K060:*** Caltrans notified the District on December 7, 2021 that their project had been awarded to Gordon Ball, Inc. District Staff reached out to Gordon Ball to discuss completion of the required main line realignment. Gordon Ball provided a bid of \$295, 992 to provide realignment of approximately 224-LF of pipeline; a cost exceeding \$1,313 per linear foot. District staff are currently pursuing additional bids. This effort is complicated by a proposed start date for the Caltrans work of January 15, 2022, leaving very little time to procure bids and get a contractor on site. District Staff are exploring options.

***CA-9 Bridges 05-1H470:*** MME has submitted proposed details of bridge hangers for the proposed main relocations to Caltrans, no response has been received.

*Regulatory Requirements:*

***Emergency Response Plan:*** District Staff reviewed and certified the ERP developed by Sandis in conformance with AWIA requirements on December 8, 2021; State self-certification deadline was December 31, 2021.



Josh Wolff, P.E.  
District Engineer

M E M O

TO: Board of Directors  
FROM: District Manager  
PREPARED BY: Environmental Programs Manager  
SUBJECT: Environmental Department Status Report  
DATE: January 20, 2022

**RECOMMENDATION:**

It is recommended that the Board of Directors review and file the Environmental Department status report for November 2021.

**GRANTS (ONGOING)**

FIRE/FUEL REDUCTION GRANTS

Information on grants related to fire management and fuel reduction/hardening can be found in the “FIRE MANAGEMENT PLANNING” section of this report.

SEE GRANT TRACKING TABLE AT END OF REPORT FOR FURTHER INFORMATION ON DISTRICT GRANTS

**WATER RIGHTS (On-going)**

WATER RIGHT PETITION PROTEST – CITY OF SANTA CRUZ

District legal counsel reached a resolution on the protests submitted by the District on the City of Santa Cruz’s water rights petition.

**ENVIRONMENTAL COMPLIANCE - CAPITAL IMPROVEMENT PROGRAM (ONGOING)**

CIP PROJECT PERMITTING

Staff is working to secure permits for the following Projects:

- Lyon Treatment Plan Access Road Slide (FEMA funded - 2023)
  - Engineering staff in final stages of alternative route plans
  - Permitting process to kick-off once alternative route approved
- 5-mile pipeline
  - Feasibility study in process
- Quail Hollow Pipeline

- Quail Hollow environmental monitoring contract awarded
- Work slated to begin in Spring 2022
- HUD pipeline replacement
  - Environmental consultant contract awarded

## **WATERSHED MANAGEMENT/ STEWARDSHIP**

### CONJUNCTIVE USE

Draft conjunctive use plan, Initial Study Mitigated Negative Declaration (IS-MND), and public comments brought to the BOD meeting. BOD directed staff to bring more information to the December Environmental Committee meeting and amend Rincon Environmental Consulting's contract in an amount not to exceed the District Manager's purchasing power.

### FIRE MANAGEMENT PLANNING

The ~\$480,000 grant funding through CALFIRE's Forest Health Grant mapped for future ground-truthing by Registered Professional Forester.

Fuel reduction work was completed at 4 sites and the remaining 3 sites are in progress as part of the \$200,000 grant through the Coast Conservancy's Wildfire Resilience Grant program.

The District is working with Panorama Environmental to complete a Forest Management Plan funded through CAL FIRE's California Forest Improvement Program (\$6,822.00). Staff and Panorama are in the final stages of the plan with it set to be submitted to CAL FIRE in December.

### PG&E

PG&E is interested in mitigation for Santa Cruz County forested lands on District properties. Staff shared an outline of potential reforestation projects and mapping to be considered for PG&E's mitigation needs in October.

PG&E's mitigation project to restore riparian habitat and remove invasive plant species in the Olympia watershed kicked off in November. The acacia slash was removed as part of phase 1. Phase 2, planting and invasive removal will take place in January 2022.

### OLYMPIA PATROL (ONGOING)

Staff met with Land Trust staff on November 9 to review bike trespassing damage and discuss additional signage to discourage trespassing.

Contract with the Land Trust is currently expired and work will be completed/billed month to month until new contract is established in January 2022.

### MOUNTAIN BIKERS OF SANTA CRUZ



Staff was approached by the Mountain Bikers of Santa Cruz to discuss potential trails through District land. Potential for income, maintenance, and liability protection for this project would be fully supported by the Mountain Bikers of Santa Cruz. Further discussions planned future Environmental Committee meeting.

## WATER CONSERVATION (ONGOING)

### RAIN UPDATE

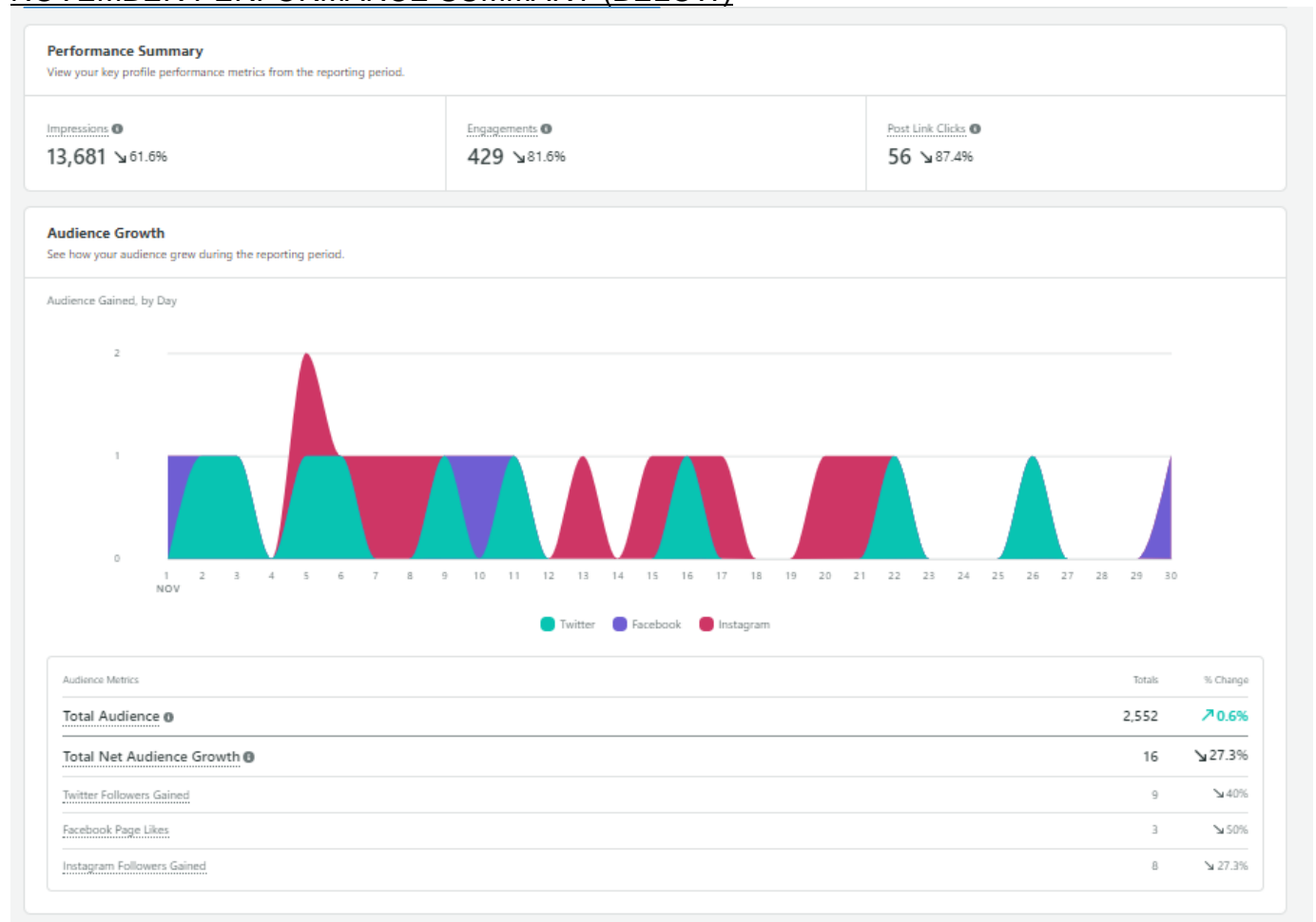
Water year 21/22 (October 1, 2021 – September 30, 2022) totals in downtown Boulder Creek thus far are approximately 22.26 inches. For current rainfall totals visit <https://www.slvwd.com/about-us/pages/local-weather-rainfall>

## PUBLIC OUTREACH

### BUZZ PR

Buzz is working with staff on outreach through daily updates, distributing information to press, social media sites, and print sources.

### NOVEMBER PERFORMANCE SUMMARY (BELOW)



**Facebook & Instagram crashed in this reporting period unlinking from Sprout Social causing the analytics to drop significantly.*

NOVEMBER OUTREACH:

Master plan meeting  
Committee openings and applications  
BOD meeting  
Rain update  
Water conservation  
Customer service info.  
CIP info.  
Ken Moore memorial video  
Zayante woody debris project video  
Master plan facts  
FAQ  
Request for interested contractors  
Rate increase  
Bill pay  
Autopay  
Emergency preparedness  
Subscribe to newsletter

OCTOBER OUTREACH:

HUD Line press release  
Stop/Start Service  
Water conservation  
Drought updates  
Hiring ads  
PSPS  
Zayante Woody Debris Project video  
After hours' emergency contact info.  
Fire preparedness  
BOD meetings  
FAQs  
Auto-pay

SEPTEMBER OUTREACH:

HUD line break & request for water conservation  
Hiring Ads  
PSPS  
Rate assistance  
"In the news"  
Water conservation  
Fire preparedness  
BOD & committee meetings  
San Lorenzo Valley 35th Annual River & Road Cleanup  
Emergency repair update

FAQs  
Newsletter sign-up  
811 call before you dig

## **NETWORKING & COLLABORATIONS**

### AMERICORPS

The District submitted an AmeriCorps application with Camp Harmon as a co-sponsor for an AmeriCorps team in 2022. Due to emergency response, SLV will not receive an AmeriCorps team in Spring 2022.

### COUNTY OF SANTA CRUZ'S 2021 WATER STATUS REPORT UPDATE

Staff completed the annual water status report update for the County of Santa Cruz in November.

### GREEN BUSSINESS PROGRAM

In 2017 the District was certified as a Santa Cruz County Green Business. Staff is working with Green Business certifiers to complete certification for 2021-2022.

### SANTA CRUZ NATURAL HISTORY MUSEUM EARTH STEWARDSHIP PROGRAM (NOVEMBER 2021)

Kick-off on November 4 & 5 with 15 Ben Lomond high school students at the Kirby water treatment plant. Invasive weed removal completed in solar panel portion of property. Future collaboration is planned for February 2022.

M E M O

TO: Board of Directors  
FROM: District Manager  
PREPARED BY: Director of Finance & Business Services  
SUBJECT: FINANCE & BUSINESS SERVICES STATUS REPORT  
DATE: January 20, 2022

RECOMMENDATION:

It is recommended that the Board of Directors review and file the Finance & Business Services Department Status Report.

BACKGROUND:

**AUDIT**

The audit has been completed and been accepted by the Board of Directors at the 12/7/21 Special Board Meeting. The next item will be the single audit, which is required by law for any nonprofit or governmental organization with federal expenditures in excess of \$750,000. This is relevant to the District because we incurred more than \$750,000 in expenses that we are submitting to FEMA for grant reimbursement. This is for FY2021. This is anticipated to start in the month of January.

**CUSTOMER SERVICE SUPPORT**

- Monthly Consumption by Customer Class
- Customer Service Dept Summary
- Weekly Call Log

**REVENUE STABILIZATION RATE ANALYSIS**

This packet contains the current consumption as compared to the prior 3 year averages for the revenue rate stabilization. As of the October 2021 consumption, the cumulative consumption is 11% below the baseline. The Revenue Rate Stabilization was brought to the 12/02/21 Board Meeting as the September 2021 consumption, dropped us below the baseline. The Board voted to stop the Revenue Stabilization Rate from going into affect, so the District will continue to monitor consumption levels and bring back to the Board if there are any significant changes.

## **RATE ASSISTANCE PROGRAM**

There is now a section in the monthly Customer Service Dept Summary to track this.

## **PAST DUES**

There was an 11% decrease from September past dues. In relation to past due accounts, we are applying for the California Water Arrearage Payment Program grant through the State Water Resources Control Board. The funding will cover water debt from residential and commercial customers accrued between March 4, 2020 and June 15, 2021. This should provide relief to customers that have unpaid bills related to the pandemic and bring these past due balances down. Our funding that was approved was for \$170,156.61 for past due accounts and \$5,104.70 for administrative costs for a total of \$175,261.31. The administrative portion will be time consuming as we have to send letters to all 230 customers that received funding and also refund to the SWRCB any monies that were not allocated to customer accounts. The funds will be dispersed by 01/31/2022. The next round of the Arrearages Payment Program will be for Wastewater Arrearages. The program guidelines is in the development stage and should be released in February 2022.

## **FINANCIAL SUMMARY**

This package contains October financial package. Please continue to read for more details.

- Overall Operating Revenue: October revenue was 5% higher than the prior year mainly due to the rate increase & Fire Recovery Surcharge that went into effect.
  - Overall Operating Revenue excluding Fire Recovery Surcharge was \$1M for October, or 3% lower than prior year. This is due to decrease in water sales, offset by the rate increase.
- Operating Expenses: October expenses were 20% lower than prior year, mainly due to the fact that last October we were hit with higher expenses due to the CZU fire. The Director of Finance position and GIS/CAD Specialist position is also vacant as of October.
- Operating Income (loss): October operating income was \$483k, which is in line with this time of the year.
  - Operating Income (loss) excluding Fire Recovery Surcharge was \$400k for October.
- Overall Outlook: The numbers are slightly lower than expectations mainly due to decrease in consumption. We will continue to monitor consumption trends for any significant shifts from expectations.

	October		Full Year	
	Current Month	YTD	Budget	<i>% of Budget</i>
Operating Revenue	\$ 1,085,679	\$ 4,013,198	\$ 13,000,542	31%
Operating Expenses	\$ 602,224	\$ 2,882,629	\$ 9,150,675	32%
Operating Income	\$ 483,455	\$ 1,130,569	\$ 3,849,867	29%

**CUSTOMER SERVICE DEPT SUMMARY**

These statistics are meant to show some of the trends and fluctuations in utility billing related items. Management will use these to look for abnormalities or seasonal trends that can impact staff time. For example, the cut in/out process is typically correlated to the real estate market.

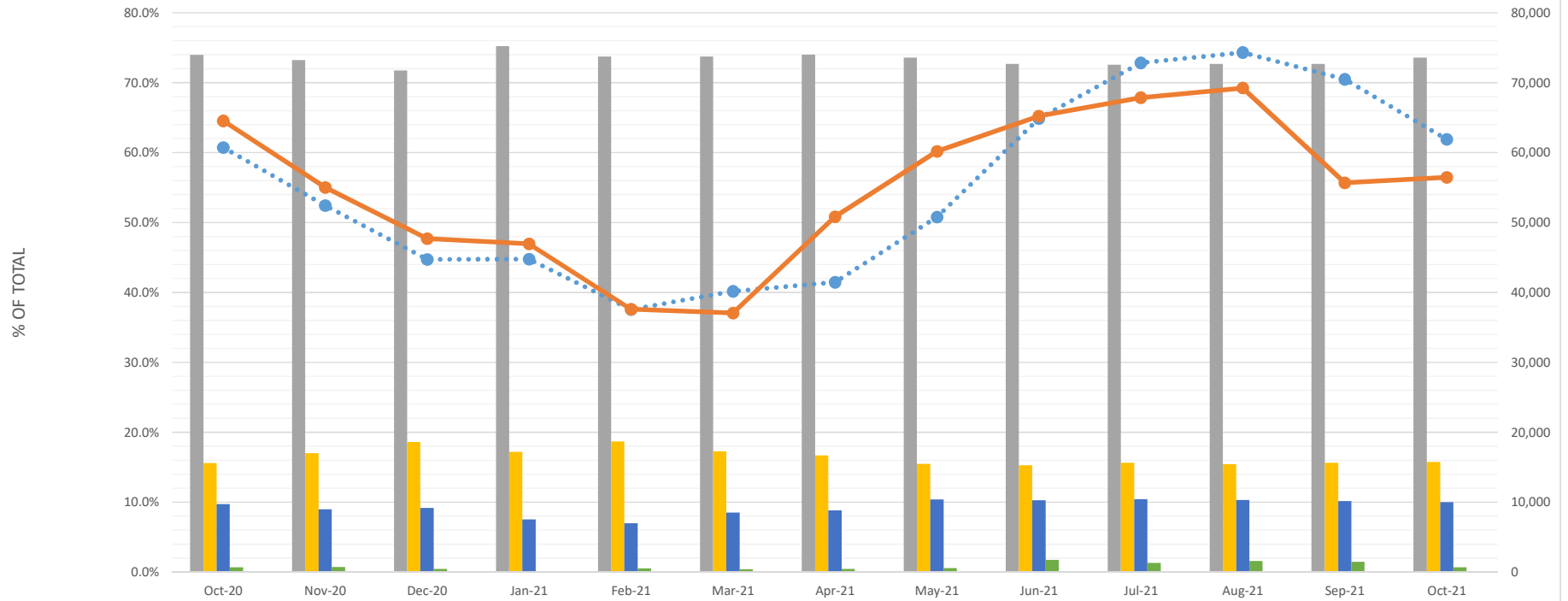
Monthly Stats:	Oct-21	Sep-21	Aug-21	Jul-21	Jun-21	May-21	Apr-21	Mar-21	Feb-21	Jan-21	Dec-20	Nov-20
Cut In/Outs	80	71	90	78	72	66	52	47	59	45	77	53
# Past Due Accounts	1,328	1,187	1,231	1,433	1,374	1,430	1,359	1,255	1,637	1,532	1,581	1,660
# Receiving IVR	968	920	963	959	1,017	1,073	1,004	927	1,089	1,045	1,038	1,129
# Late Penalties	756	744	772	944	837	717	779	826	764	874	903	853
Past Due Balances (30+ Days) [1]	\$ 316,921	\$ 354,465	\$ 381,520	\$ 370,693	\$ 376,308	\$ 375,276	\$ 367,812	\$ 371,874	\$ 368,298	\$ 366,591	\$ 358,000	\$ 349,779
<b>Rate Assistance Program (RAP)</b>			[2]									
Approved Applications	66	64	57	59	61	61	58	57	55	40	30	29
Pending Applications	3	2	4	9	9	8	8	8	9	7	6	5
<b>Online / Going Green</b>			[3]									
As of 12/20/2021												
Online Sign-ups	4,507	4,370	4,232	5,996	5,844	5,781	5,726	5,637	5,603	5,533	5,453	5,366
E-Bills	2,037	1,986	1,886	2,548	2,470	2,437	2,413	2,345	2,320	2,286	2,235	2,195
Auto Pay	3,137	3,076	2,998	3,787	3,643	3,607	3,575	3,515	3,487	3,447	3,367	3,321

[1] New to this report is referring to the past due balances as anything 30+ days past due

[2] Decrease in approved applications is due to customer's closing accounts and decrease in pending applications is due to customers failing to provide us with backup documentation needed for approval.

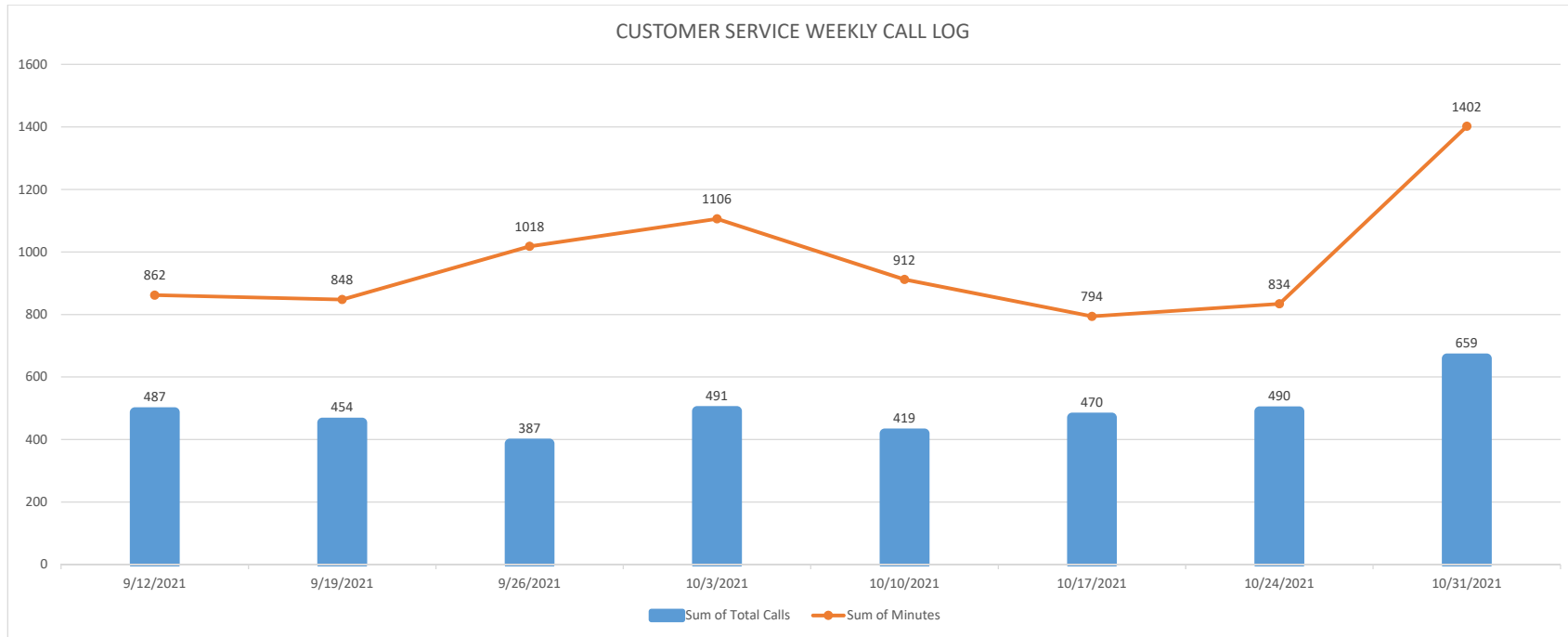
[3] Decrease in numbers is due to the District starting to only report on Active accounts to give a more accurate number of active online sign ups. The large drop in numbers is due to prior months including closed accounts, as some customers typically leave their online account active for a while after moving out for their own personal records.

### 13 MONTH CONSUMPTION TRENDS



	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21
Residential	74.0%	73.2%	71.7%	75.2%	73.7%	73.7%	74.0%	73.6%	72.7%	72.6%	72.7%	72.7%	73.6%
Multi Residential	15.6%	17.0%	18.6%	17.2%	18.7%	17.3%	16.7%	15.5%	15.3%	15.7%	15.4%	15.7%	15.8%
Commercial	9.7%	9.0%	9.2%	7.5%	7.0%	8.5%	8.8%	10.4%	10.3%	10.4%	10.3%	10.2%	10.0%
Bulk Water	0.7%	0.7%	0.5%	0.0%	0.5%	0.4%	0.5%	0.6%	1.7%	1.3%	1.6%	1.5%	0.7%
Other Systems	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
BUDGETED UNITS	60,739	52,427	44,723	44,756	37,566	40,164	41,472	50,779	64,858	72,854	74,317	70,478	61,894
ACTUAL UNITS	64,547	55,021	47,697	46,950	37,588	37,065	50,838	60,205	65,232	67,878	69,234	55,672	56,474





Week Ending	Total Calls		Incoming Calls		Outgoing Calls	
	# Calls	Minutes	# Calls	Minutes	# Calls	Minutes
9/12/2021	487	862	324	711	163	151
9/19/2021	454	848	304	704	150	144
9/26/2021	387	1018	273	826	114	192
10/3/2021	491	1106	336	767	155	339
10/10/2021	419	912	267	674	152	238
10/17/2021	470	794	318	681	152	112
10/24/2021	490	834	300	589	190	246
10/31/2021	659	1402	478	1213	181	188

Weekly Notes
Holiday, Main Break: 775 Scenic Way, 360 Blueridge Dr., 208 Blackstone Dr., 12870 Hwy 9.
Main Break: 200 Azalea Cir., 13230 Hwy 9, 344 Fairview Ave., 485 Wood Dr., 240 Keller Dr.
Main Break: Dundee Ave., Redwood Christian Camp, 8055 Hermosa Ave., 8297 Hermosa Ave., 13266 Hwy 9.
Main Break: Backside of 1615 Jackson Ave., 13505 Hwy 9, 530 Scenic Way, 722 Valley View Rd., 1350 Dundee Ave., 360 Blue Ridge Dr., 141 Monte Vista Ln., Redwood Christian Park, 404 Manzanita Rd., 14444 West Park Ave., Scenic Way, 333 Azela Ave.
Main Break: 222 Camino Sunuoso, 9999 Hwy 9, Glenwood Rd., Larkspur Rd., 251 Gleenwood Dr., 611 Redwood Dr., 620 Robinhoods Hollow, 515 Middleton Dr., 13780 West Park, 155 Buena Vista, 300 Old Big Trees Rd.
Main Break: 6123 Hwy 9, 120 Elmwood Dr., 10004 Lake Blvd., 136 Grove St. 8185 Grove St., 110 Mountain St.
Main Break: 150 Azalea Cir, 360 Blue Ridge, 1041 Short St. 1595 River Rd., 9801 hwy 9, 10285 E.Zayante Rd., 319 Quail Terrace, Nina before Elsea Mae.
Main Break: 420 Park Dr., 9340 Newell Creek Rd, 12120 Coleman Ave., 12235 Volver Ave., 485 High St., 10839 West Dr., Owner/Tenant Transition

## REVENUE STABILIZATION RATE ANALYSIS FY21-22

*In accordance with the District's Revenue Stabilization Rates Policy & Procedures, the District Manager shall provide the Board of Directors with the average units of water sales (by month) for the rolling previous three years, which will serve as the baseline against which current annual sales to date will be compared. If the District Manager determines that budget-year water sales (in units) to date, and corresponding revenue, is more than 10% below expected year-to-date levels (based on monthly averages over the previous three years), the District Manager shall notify, at a public meeting, the Board of Directors of this determination at or before the next regularly scheduled Board meeting. For more information, please refer to the District's full Policy & Procedures.*

### MONTHLY CONSUMPTION IN UNITS BY FISCAL YEAR (BASELINE)

	July	August	September	October	November	December	January	February	March	April	May	June	TOTAL
FY1819	69,843	76,594	70,487	62,230	58,962	47,684	44,397	37,442	37,870	41,646	52,584	56,456	<b>656,195</b>
FY1920	69,511	70,199	70,935	61,797	58,008	49,614	45,215	40,031	44,903	47,195	56,904	64,133	<b>678,447</b>
FY2021	75,312	78,208	67,686	64,547	55,021	47,697	46,950	37,588	37,065	50,838	60,205	65,232	<b>686,348</b>
<b>3 YR AVERAGE (BASELINE)</b>	<b>71,555</b>	<b>75,000</b>	<b>69,703</b>	<b>62,858</b>	<b>57,330</b>	<b>48,332</b>	<b>45,521</b>	<b>38,354</b>	<b>39,946</b>	<b>46,560</b>	<b>56,564</b>	<b>61,941</b>	<b>673,663</b>

### ACTUAL FY2122 CONSUMPTION

FY2122	67,878	69,234	55,672	56,472									<b>249,256</b>
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### CUMULATIVE ANALYSIS

% Above or Below Average	-5%	-8%	-20%	-10%									
<b>Cumulative %</b>	<b>-5%</b>	<b>-6%</b>	<b>-11%</b>	<b>-11%</b>									

### NOTES:

As of October 2021 consumption, the cumulative consumption is 11% below the baseline. The District will continue to implement the expense reduction measures as presented to the Board at the 12/02/21 Board Meeting. We will continue to monitor the usage and update as necessary.

**SAN LORENZO VALLEY WATER DISTRICT - PAST DUE ANALYSIS - OCT 2021**

<b>CYCLE 1</b>						
	Bal Fwd	Bal Under 30	Bal 30 to 60	Bal 60 to 90	Bal 90 to 120	Bal Over 120
OWNER	\$ 282,612	\$ 118,995	\$ 25,266	\$ 20,347	\$ 12,352	\$ 105,653
TENANT [1]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 282,612	\$ 118,995	\$ 25,266	\$ 20,347	\$ 12,352	\$ 105,653

**IVR/PAST DUE INFORMATION:**

PAST DUE PRIOR TO IVR	620		
# RECEIVING IVR	450	73%	% signed up for IVR
FINAL PAST DUE	319	51%	% from initial past due

<b>PRIOR MONTH SEPTEMBER COMPARISON</b>						
	Bal Fwd	Bal Under 30	Bal 30 to 60	Bal 60 to 90	Bal 90 to 120	Bal Over 120
	\$ 184,058	\$ 61,402	\$ 25,839	\$ 11,181	\$ 9,180	\$ 76,456
	\$ 48,783	\$ 13,302	\$ 6,125	\$ 4,168	\$ 4,276	\$ 20,912
	\$ 232,840	\$ 74,704	\$ 31,965	\$ 15,349	\$ 13,456	\$ 97,368

<b>CYCLE 2</b>						
	Bal Fwd	Bal Under 30	Bal 30 to 60	Bal 60 to 90	Bal 90 to 120	Bal Over 120
Owner	\$ 297,896	\$ 144,592	\$ 32,515	\$ 22,173	\$ 14,257	\$ 84,359
Tenant [1]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 297,896	\$ 144,592	\$ 32,515	\$ 22,173	\$ 14,257	\$ 84,359

**IVR/PAST DUE INFORMATION:**

PAST DUE PRIOR TO IVR	708		
# RECEIVING IVR	518	73%	% signed up for IVR
FINAL PAST DUE	437	62%	% from initial past due

<b>PRIOR MONTH SEPTEMBER COMPARISON</b>						
	Bal Fwd	Bal Under 30	Bal 30 to 60	Bal 60 to 90	Bal 90 to 120	Bal Over 120
	\$ 246,506	\$ 93,334	\$ 34,790	\$ 17,933	\$ 15,753	\$ 84,696
	\$ 53,777	\$ 10,621	\$ 7,567	\$ 4,987	\$ 4,825	\$ 25,777
	\$ 300,282	\$ 103,955	\$ 42,357	\$ 22,920	\$ 20,578	\$ 110,473

<b>TOTAL DISTRICT</b>						
<b>BILLS SENT IN OCTOBER</b>						
	Bal Fwd	Bal Under 30	Bal 30 to 60	Bal 60 to 90	Bal 90 to 120	Bal Over 120
Owner	\$ 580,508	\$ 263,587	\$ 57,781	\$ 42,520	\$ 26,609	\$ 190,012
Tenant [1]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 580,508	\$ 263,587	\$ 57,781	\$ 42,520	\$ 26,609	\$ 190,012
						*
# Owners		1,657	487	321	247	271
# Tenants[1]		-	-	-	-	-
Total		1,657	487	321	247	271

BALANCE OF ACCOUNTS  
30+ DAYS PAST DUE 316,921

**IVR/PAST DUE INFORMATION:**

PAST DUE PRIOR TO IVR	1,328		
# RECEIVING IVR	968	73%	% signed up for IVR
FINAL PAST DUE	756	57%	% from initial past due

**LT PAYMENT PLANS** 16 \$ 19,787

**LIEN INFORMATION:**

# ACTIVE LIENS	101		
TOTAL BALANCE	\$ 145,852	77%	% collateralized of Owner Bal Over 120

<b>PRIOR MONTH SEPTEMBER COMPARISON</b>						
	Bal Fwd	Bal Under 30	Bal 30 to 60	Bal 60 to 90	Bal 90 to 120	Bal Over 120
	\$ 430,564	\$ 154,736	\$ 60,629	\$ 29,114	\$ 24,933	\$ 161,152
	\$ 102,559	\$ 23,922	\$ 13,693	\$ 9,155	\$ 9,101	\$ 46,689
	\$ 533,123	\$ 178,658	\$ 74,322	\$ 38,269	\$ 34,034	\$ 207,840
						*
# Owners		1,225	425	273	230	238
# Tenants		211	110	70	61	52
Total		1,436	535	343	291	290

354,465

-11%  
% change from prior month

* Lien amount may be larger than 120+ day bucket due to the fact it will include their entire balance.

[1] Tenant accounts were closed out as of 10/01/21. On the next reports, we will no longer be reporting owner & tenant balances as all water bills are now in the owner's name.

## OPERATING ANALYSIS - OCTOBER 2021

### REVENUE BY CATEGORY

**DESCRIPTION**

WATER USAGE  
BASIC CHARGES  
FIRE RECOVERY SURCHARGE  
METERS, PENALTIES & OTHER  
SEWER CHARGES

**TOTAL OPERATING REVENUE**

**REVENUE COMMENTS**

DESCRIPTION	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
WATER USAGE	\$ 693,458	63.9%	\$ 752,102	\$ (58,645)	-8%	8%	\$ 8,231,387	64%
BASIC CHARGES	287,537	26.5%	272,712	14,825	5%	8%	3,459,600	27%
FIRE RECOVERY SURCHARGE	82,307	7.6%	-	82,307	0%	9%	916,667	7%
METERS, PENALTIES & OTHER	7,955	0.7%	1,560	6,395	410%	6%	137,560	1%
SEWER CHARGES	14,422	1.3%	12,015	2,407	20%	8%	173,021	1%
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 1,085,679</b>	<b>100.0%</b>	<b>\$ 1,038,390</b>	<b>\$ 47,289</b>	<b>5%</b>	<b>8%</b>	<b>\$ 12,918,235</b>	<b>100%</b>

Water Usage: Water usage decreased in October, compared to prior year.

### EXPENSES BY CATEGORY

**DESCRIPTION**

SALARIES & BENEFITS  
CONTRACT/PROF. SERVICES  
OPERATING EXPENSES  
MAINTENANCE  
FACILITIES  
GEN. & ADMIN.

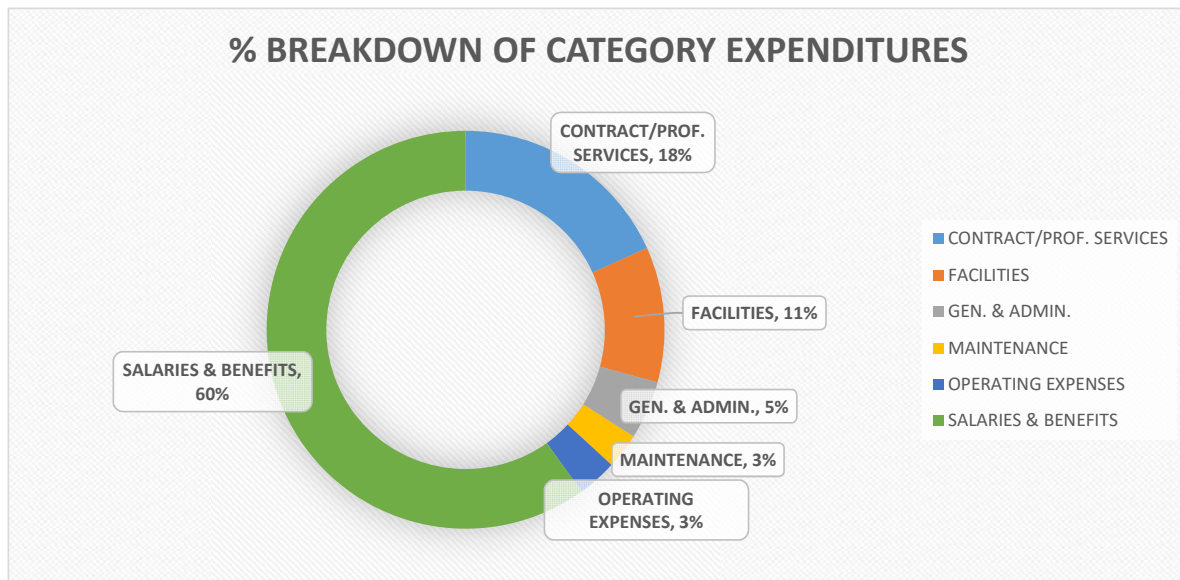
**TOTAL OPERATING EXPENSES**

**EXPENSE COMMENTS**

DESCRIPTION	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
SALARIES & BENEFITS	\$ 360,749	59.9%	\$ 412,021	\$ (51,272)	-12%	6%	\$ 6,262,422	68%
CONTRACT/PROF. SERVICES	109,965	18.3%	183,726	(73,761)	-40%	10%	1,100,283	12%
OPERATING EXPENSES	19,316	3.2%	37,574	(18,259)	-49%	4%	446,700	5%
MAINTENANCE	17,456	2.9%	22,486	(5,030)	-22%	9%	198,300	2%
FACILITIES	66,150	11.0%	70,157	(4,007)	-6%	10%	685,050	7%
GEN. & ADMIN.	28,588	4.7%	23,144	5,444	24%	6%	457,920	5%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 602,224</b>	<b>100%</b>	<b>\$ 749,109</b>	<b>\$ (146,885)</b>	<b>-20%</b>	<b>7%</b>	<b>\$ 9,150,675</b>	<b>100%</b>

Salaries & Benefits: Director of Finance & GIS/CAD Specialist position vacant.

Operating Expenses: Prior year had increased CZU costs, a lot of the invoices came in October of prior year.



**OPERATING ANALYSIS - YTD FY21-22 (JULY-OCTOBER)**

**REVENUE BY CATEGORY**

**DESCRIPTION**  
WATER USAGE  
BASIC CHARGES  
FIRE RECOVERY SURCHARGE  
METERS, PENALTIES & OTHER  
SEWER CHARGES  
**TOTAL OPERATING REVENUE**  
**REVENUE COMMENTS**

	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
WATER USAGE	\$ 2,558,315	63.7%	\$ 2,552,502	\$ 5,813	0%	31%	\$ 8,231,387	64%
BASIC CHARGES	1,116,435	27.8%	1,074,506	41,929	4%	32%	3,459,600	27%
FIRE RECOVERY SURCHARGE	246,447	6.1%	-	246,447	0%	27%	916,667	7%
METERS, PENALTIES & OTHER	34,315	0.9%	4,330	29,985	692%	25%	137,560	1%
SEWER CHARGES	57,685	1.4%	48,063	9,622	20%	33%	173,021	1%
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 4,013,198</b>	<b>100.0%</b>	<b>\$ 3,679,401</b>	<b>\$ 333,797</b>	<b>9%</b>	<b>31%</b>	<b>\$ 12,918,235</b>	<b>100%</b>

YTD revenues are slightly higher due to the rate increase & Fire Recovery Surcharge, and the start of late fees again compared to prior year. Sewer revenues are tracking according to budget.

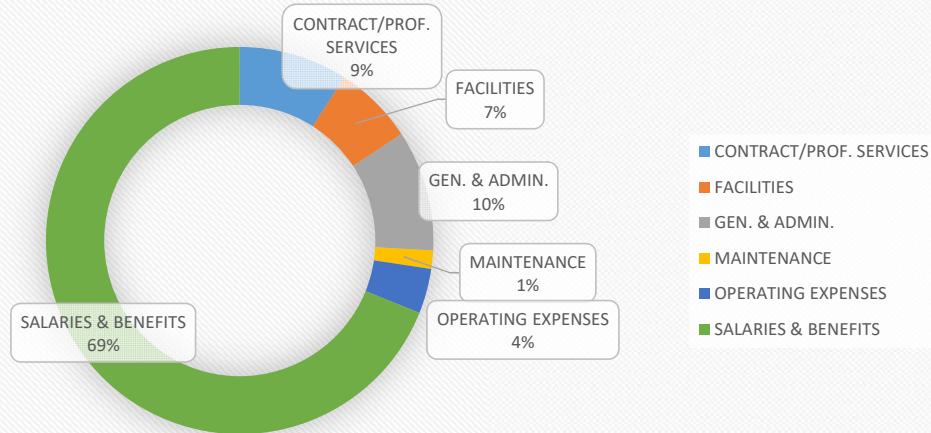
**EXPENSES BY CATEGORY**

**DESCRIPTION**  
SALARIES & BENEFITS  
CONTRACT/PROF. SERVICES  
OPERATING EXPENSES  
MAINTENANCE  
FACILITIES  
GEN. & ADMIN.  
**TOTAL OPERATING EXPENSES**  
**EXPENSE COMMENTS**

	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
SALARIES & BENEFITS	\$ 1,986,093	68.9%	\$ 2,003,078	\$ (16,985)	-1%	32%	\$ 6,262,422	68%
CONTRACT/PROF. SERVICES	261,619	9.1%	317,056	(55,437)	-17%	24%	1,100,283	12%
OPERATING EXPENSES	107,944	3.7%	128,842	(20,898)	-16%	24%	446,700	5%
MAINTENANCE	44,366	1.5%	51,590	(7,224)	-14%	22%	198,300	2%
FACILITIES	192,159	6.7%	196,747	(4,588)	-2%	28%	685,050	7%
GEN. & ADMIN.	289,999	10.1%	261,246	28,752	11%	63%	457,920	5%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 2,882,180</b>	<b>100%</b>	<b>\$ 2,958,561</b>	<b>\$ (76,380)</b>	<b>-3%</b>	<b>31%</b>	<b>\$ 9,150,675</b>	<b>100%</b>

Expenses are tracking according to budget.

**% BREAKDOWN OF CATEGORY EXPENDITURES**



## OPERATING ANALYSIS - YTD TREND FY21-22

### REVENUE BY CATEGORY

DESCRIPTION	JULY	AUGUST	SEPTEMBER	OCTOBER	YTD	BUDGET	% OF BUD.
WATER USAGE	367,255	838,454	659,149	693,458	2,558,315	8,231,387	31%
BASIC CHARGES	268,937	278,675	281,286	287,537	1,116,435	3,541,907	32%
FIRE RECOVERY SURCHARGE	-	81,991	82,150	82,307	246,447	916,667	27%
METERS, PENALTIES & OTHER	9,990	8,470	7,900	7,955	34,315	137,560	25%
SEWER CHARGES	14,426	14,418	14,418	14,422	57,685	173,021	33%
<b>TOTAL OPERATING REVENUE</b>	<b>660,608</b>	<b>1,222,008</b>	<b>1,044,903</b>	<b>1,085,679</b>	<b>4,013,198</b>	<b>13,000,542</b>	<b>31%</b>

### EXPENSES BY CATEGORY

DESCRIPTION	JULY	AUGUST	SEPTEMBER	OCTOBER	YTD	BUDGET	% OF BUD.
SALARY & BENEFITS	896,704	359,571	369,340	360,749	1,986,365	6,262,422	32%
CONTRACT/PROF. SERVICES	43,510	31,339	76,978	109,965	261,792	1,100,283	24%
OPERATING EXPENSES	29,491	36,971	22,170	19,316	107,948	446,700	24%
MAINTENANCE	1,880	10,212	14,819	17,456	44,366	198,300	22%
FACILITIES	12,653	46,039	67,317	66,150	192,159	685,050	28%
GEN. & ADMIN.	227,091	16,885	17,435	28,588	289,999	457,920	63%
<b>TOTAL OPERATING EXPENSES</b>	<b>1,211,329</b>	<b>501,017</b>	<b>568,059</b>	<b>602,224</b>	<b>2,882,629</b>	<b>9,150,675</b>	<b>32%</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(550,722)</b>	<b>720,992</b>	<b>476,844</b>	<b>483,455</b>	<b>1,130,569</b>	<b>3,849,867</b>	<b>29%</b>

### COMMENTS

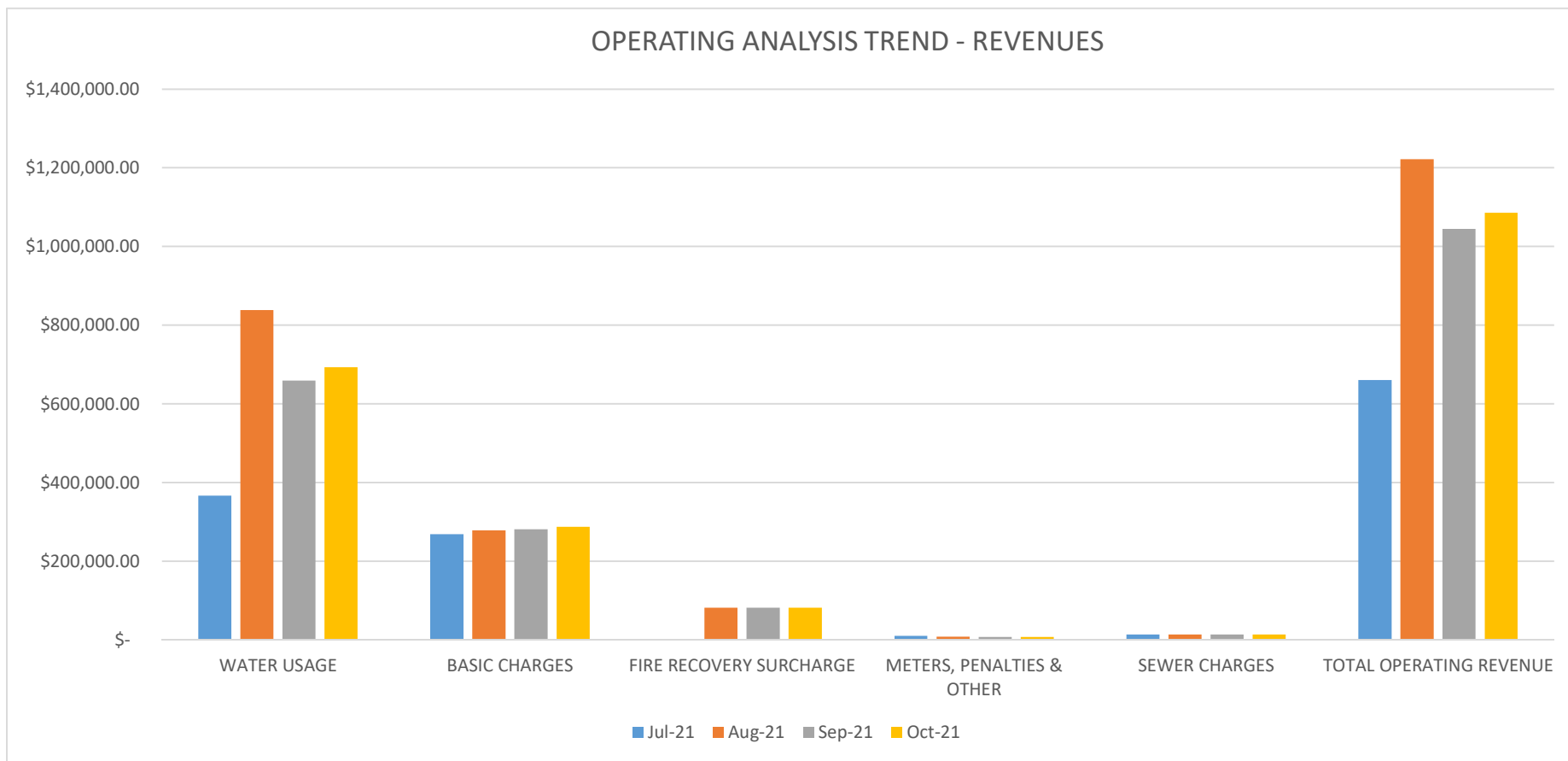
#### REVENUE/EXPENSES:

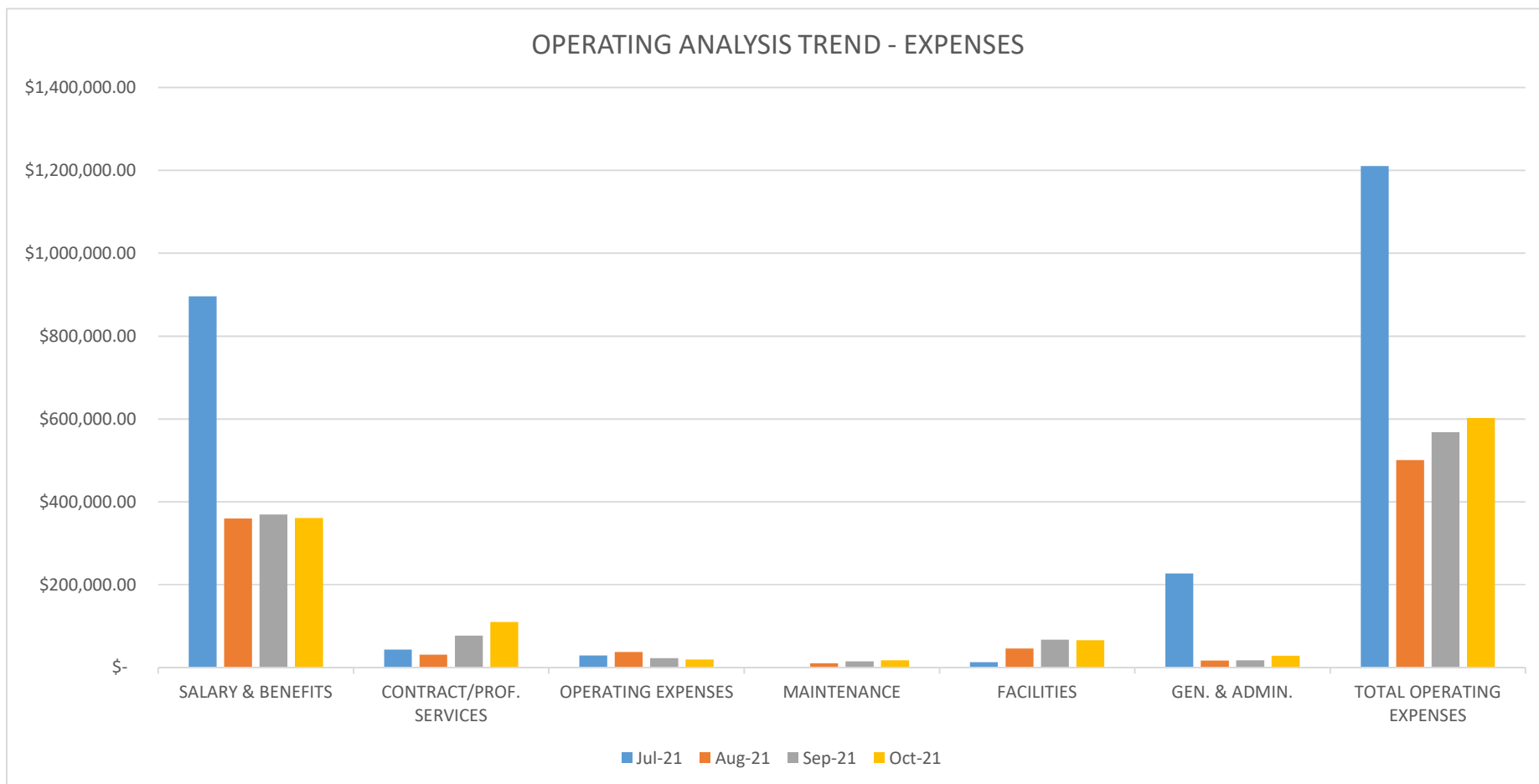
Please refer to the current month analysis for any further detail on revenue or expenses.

#### GENERAL/PROCESS:

There are annual/one-time expenses paid upfront that could cause individual months to appear skewed or accrual based accounting that will impact June/July more so. An example of this would be some insurances are paid in July, this causes July expenses to appear higher than other months. The District operates on an annual budget and performs accrual based accounting procedures for a hard year end close, this is typical for governmental accounting.

Data is continuously being reviewed, so it is not un-common for a prior report balance to change slightly throughout the year as accounts are reconciled.



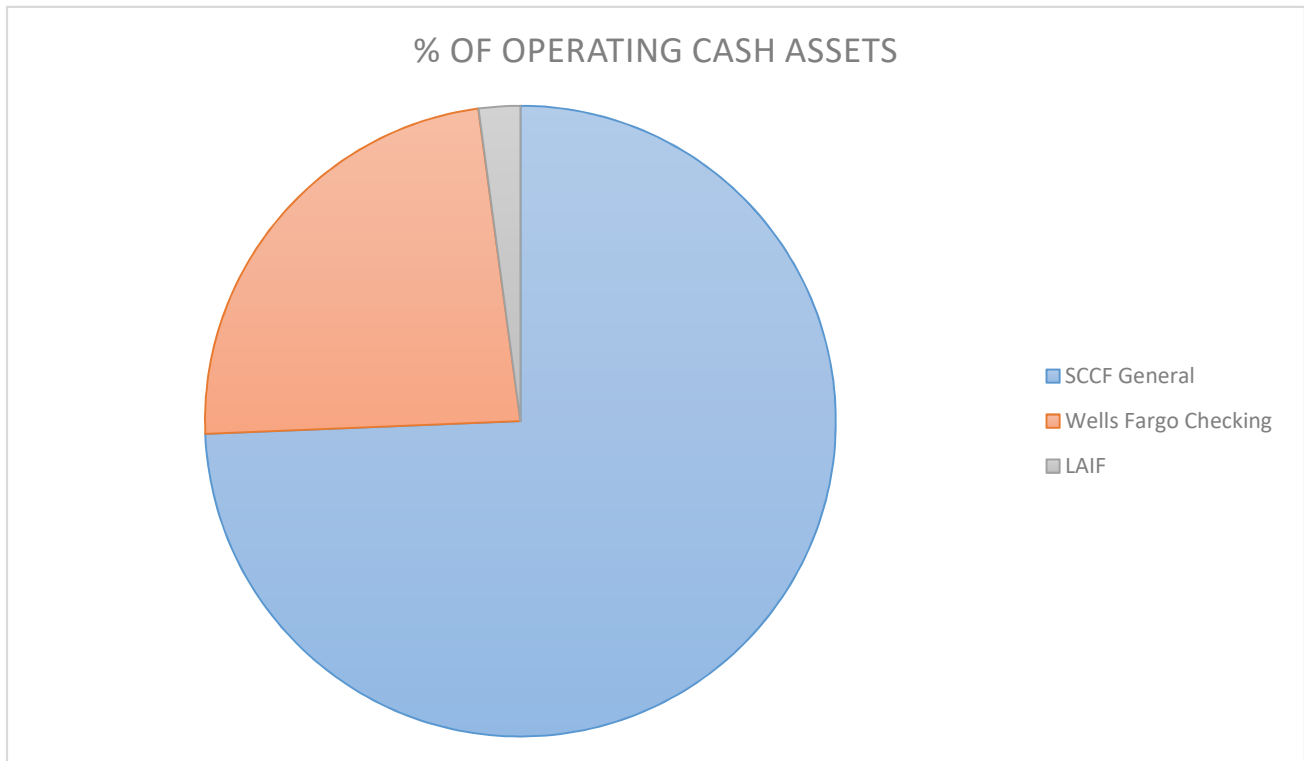




**CASH BALANCES AS OF**

**10/31/2021**

	<b>CASH BALANCE</b>	<b>Ave Interest Rate</b>	<b>Maturity Date</b>
<b>OPERATING ACCOUNTS</b>			
Wells Fargo Checking	\$ 927,937	0.25%	N/A
LAIF	\$ 84,039	0.32%	N/A
SCCF General	\$ 2,935,049	0.37%	N/A
<b>OPERATING BALANCE</b>	<b>\$ 3,947,025</b>		
<b>RESTRICTED ACCOUNTS</b>			
SCCF Lompico Assessment District	\$ 234,926	0.37%	For AD Projects
SCCF Olympia Assessment District	\$ 82,768	0.37%	For Debt Repayment
SCCF \$15M CoBank Loan Proceeds	\$ 13,302,705	0.37%	Loan Proceeds
SCCF \$14.5M COP Proceeds	\$ 10,310,038	0.37%	Loan Proceeds
Watershed Endowment	\$ 11,368	0.25%	Watershed maint.
CB&T Escrow Fund SRF	\$ 114,502	0.09%	For Debt Repayment
CB&T Escrow Fund DOWR	\$ 184,396	0.09%	For Debt Repayment
Fire Recovery Surcharge	\$ 160,092	0.25%	For CZU Fire Related Expenses
<b>RESTRICTED BALANCE</b>	<b>\$ 24,400,794</b>		



# Accounts Payable

## Checks by Date - Detail by Check Number

User: KendraNegro  
Printed: 12/22/2021 12:54 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
ACH	00178	CALPERS	12/01/2021		
	DEC2021.1	HEALTH INS_ADMIN			2,552.88
	DEC2021.2	HEALTH INS_FINANCE			13,301.70
	DEC2021.3	HEALTH INS_ENGINEERING			2,440.92
	DEC2021.4	HEALTH INS_OPS			19,861.78
	DEC2021.5	HEALTH INS_ENVIRON			813.64
	DEC2021.6	HEALTH INS_RETIREE			1,200.00
	DEC2021.7	HEALTH INS_WTP			13,932.86
	DEC2021.8	HEALTH INS_ADMIN FEE			152.78
	DEC2021.9	HEALTH INS_DEPENDENTS			2,529.69
		Total for this ACH Check for Vendor 00178:		0.00	56,786.25
ACH	00080 2132746	GRANITE CONSTRUCTION CO PAVING_LEAK REPAIR SPOTS	12/02/2021		370.60
		Total for this ACH Check for Vendor 00080:		0.00	370.60
ACH	00124 108388	BRUCE BARTON PUMP, INC RIVERSIDE GROVE PUMP TEST	12/02/2021		228.96
		Total for this ACH Check for Vendor 00124:		0.00	228.96
ACH	00450 L0598846 L0599387 L0600582 L0601095	EUROFINS WATER ANALYSIS WATER ANALYSIS WATER ANALYSIS WATER ANALYSIS	12/02/2021		95.00 150.00 225.00 40.00
		Total for this ACH Check for Vendor 00450:		0.00	510.00
ACH	00493 007801	SPRINGBROOK HOLDING COMPANY I MONTHLY CIVICPAY TRANS FEES	12/02/2021		1,770.50
		Total for this ACH Check for Vendor 00493:		0.00	1,770.50
ACH	00505 10526820602	DELL MARKETING LP DELL OPTIPLEX 7090 TOWER	12/02/2021		1,628.14
		Total for this ACH Check for Vendor 00505:		0.00	1,628.14
ACH	00711 P862311A P862311B P862311C P862311D P862311E P862311F P862311G P862311H P863282	R&B A CORE & MAIN COMPANY NIPPLE GALV 2" X 0" ELL 90 GALV 1" TEE GALV 2" NIPPLE GALV 1-1/2" X 0" GATE VALVE 3/4" REPAIR CLAMP 2" X 3" FLANGE METER GASKET 1/1/2" FULL CIRCLE 3.96-4.25 7.50" 10" MEGA LUG GLAND PACK	12/02/2021		24.52 16.35 89.64 13.73 142.05 67.30 7.13 181.45 185.01

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	P906808	BLUE PAINT WATERBASE #3620			65.74
	P911941A	REPAIR CLAMP 2OD" X 3"			94.54
	P911941B	REPAIR CLAMP 4OD" X 3"			104.97
	P921876	COUPLING 2" HDPE PIPE VICTOLIC 905			615.26
		Total for this ACH Check for Vendor 00711:		0.00	1,607.69
ACH	10205	RED WING BUSINESS ADVANTAGE AC	12/02/2021		
	20211110033845A	BOOT PURCHASE			442.72
	20211110033845B	BOOT PURCHASE			246.08
		Total for this ACH Check for Vendor 10205:		0.00	688.80
ACH	10295	PANORAMA ENVIRONMENTAL INC.	12/02/2021		
	101633A	TASK 4 - PROJECT MANAGEMENT			82.50
	101633B	TASK 7 - GRANTS & FUNDING ASSIST			288.75
	101636	TASK 5.1-FOREST MGMT PLAN_#2451			5,894.76
		Total for this ACH Check for Vendor 10295:		0.00	6,266.01
ACH	10310	THE BUZZ PR, LLC	12/02/2021		
	11696	MARKETING			3,560.50
		Total for this ACH Check for Vendor 10310:		0.00	3,560.50
ACH	10005	MISSIONSQUARE RETIREMENT	12/01/2021		
	651851	PP ENDING 11/17/2021			5,585.00
		Total for this ACH Check for Vendor 10005:		0.00	5,585.00
ACH	00183	SDRMA	12/10/2021		
	PD1920008591	BEAR CREEK DEDUCTIBLE			25,000.00
		Total for this ACH Check for Vendor 00183:		0.00	25,000.00
ACH	00493	SPRINGBROOK HOLDING COMPANY I	12/10/2021		
	TM4680	PS ACCOUNT PROJECT			492.25
		Total for this ACH Check for Vendor 00493:		0.00	492.25
ACH	00609	BALANCE HYDROLOGICS, INC	12/10/2021		
	221018-1121	WY2021 STREAMFLOW MONITORING			1,862.07
		Total for this ACH Check for Vendor 00609:		0.00	1,862.07
ACH	00768	USA BLUEBOOK	12/10/2021		
	774198	OPERATING SUPPLIES			423.16
		Total for this ACH Check for Vendor 00768:		0.00	423.16
ACH	00944	PDNC, INC.	12/10/2021		
	7636	MONTHLY SERVER SUPPORT			562.68
		Total for this ACH Check for Vendor 00944:		0.00	562.68
ACH	10287	ICONIX WATERWORKS	12/10/2021		
	U2116053958A	BELL REDCR GALV 2" X 1-1/4"			27.69
	U2116053958B	NIPPLE GALV 1-1/2" X 4"			14.80
	U2116053958C	NIPPLE GALV 2" X 3"			16.74
	U2116055877A	NIPPLE GALV 1/2" X 2"			3.07
	U2116055877B	NIPPLE GALV 3/4" X 5"			6.67
	U2116055877C	GATE VALVE 2"			341.78

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	U2116055877D	THREADING COMPOUND RECTOR SEAL			113.67
	U2116058383	ELL 45 GALV 2"			51.86
	U2116058697	METER BOX LID B9 -BADGER ORION			1,807.50
Total for this ACH Check for Vendor 10287:				0.00	2,383.78
ACH	10308	SANDIS	12/10/2021		
	2110036A	2021 CIP PIPELINE REPLACE_#2180			560.50
	2110036B	2021 CIP PIPELINE REPLACE_#2181			560.50
	2110036C	2021 CIP PIPELINE REPLACE_#2182			560.50
	2110036D	2021 CIP PIPELINE REPLACE_#2183			560.50
	2110036E	2021 CIP PIPELINE REPLACE_#2184			560.50
	2110037A	2021 FEMA PIPELINE PROJECT_#1923			1,205.00
	2110037B	2021 FEMA PIPELINE PROJECT_#1953			1,205.00
	2110239A	2021 CIP PIPELINE REPLACE_#2180			111.00
	2110239B	2021 CIP PIPELINE REPLACE_#2181			111.00
	2110239C	2021 CIP PIPELINE REPLACE_#2182			111.00
	2110239D	2021 CIP PIPELINE REPLACE_#2183			111.00
	2110239E	2021 CIP PIPELINE REPLACE_#2184			111.00
	2110240A	2021 FEMA PIPELINE PROJECT_#1923			230.00
	2110240B	2021 FEMA PIPELINE PROJECT_#1953			230.00
	2110336A	TASK 1:GEOTECHNICAL REPORT#549			4,150.00
	2110336B	TASK 3:FEASIBILITY STUDY#549			2,267.50
	2110342	ERP PREPARATION & TESTING			3,445.00
	2110359	TASK 1:GEOTECHNICAL REPORT#549			5,132.50
	2110360A	2021 CIP PIPELINE REPLACE_#2180			85.10
	2110360B	2021 CIP PIPELINE REPLACE_#2181			85.10
	2110360C	2021 CIP PIPELINE REPLACE_#2182			85.10
	2110360D	2021 CIP PIPELINE REPLACE_#2183			85.10
	2110360E	2021 CIP PIPELINE REPLACE_#2184			85.10
	2111056	TASK 3:FEASIBILITY STUDY#549			1,513.75
Total for this ACH Check for Vendor 10308:				0.00	23,161.75
ACH	00080	GRANITE CONSTRUCTION CO	11/19/2021		
	2121032	BASE ROCK			318.64
	2125289	KASKI TANK WALL			103.07
	2126072	QUAIL BINS			65.47
Total for this ACH Check for Vendor 00080:				0.00	487.18
ACH	00145	BATTERIES PLUS	11/19/2021		
	P44351781	CHARLIES TANK RTU BATTERY			73.98
	P44889747	CELL PHONE SCREEN			49.33
	P45012357	PHONE SCREEN			128.03
	P45162281	VEHICLE BATTERY_VE-232			162.34
	P45177519	LEWIS TANK_BATTERY			323.83
	P45177612	MCCLOUD TANK_BATTERY			323.83
	P45177750	MADRONE TANK_BATTERY			323.83
	P45177865	ECHO TANK_BATTERY			317.61
	P45177953	SWIM TANK_BATTERY			317.61
Total for this ACH Check for Vendor 00145:				0.00	2,020.39
ACH	00220	BAY BUILDING JANITORIAL,INC	11/19/2021		
	35093	MONTHLY JANITORIAL			579.48
Total for this ACH Check for Vendor 00220:				0.00	579.48
ACH	00273	CORELOGIC, INC.	11/19/2021		
	30572829	MONTHLY REALQUEST SERVICES			218.55

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
Total for this ACH Check for Vendor 00273:				0.00	218.55
ACH	00450	EUROFINS	11/19/2021		
	L0597890	WATER ANALYSIS			190.00
	L0598850	WATER ANALYSIS			385.00
	L0598900	WATER ANALYSIS			100.00
	L0598910	WATER ANALYSIS			150.00
Total for this ACH Check for Vendor 00450:				0.00	825.00
ACH	00493	SPRINGBROOK HOLDING COMPANY I	11/19/2021		
	007270.A	ANNUAL MAINTENANCE			29,458.00
	7644	SPRINGBROOK CLOUD UPGRADE			61,006.77
	CM204	CREDIT FROM PRORATION			-2,777.72
	CM205	CREDIT FOR INV#2720.A			-27,258.00
Total for this ACH Check for Vendor 00493:				0.00	60,429.05
ACH	00609	BALANCE HYDROLOGICS, INC	11/19/2021		
	220019-1021	OPERATIONAL GAUGING			4,750.89
	221018-1021	STREAMFLOW_TEMP MONITOR			7,280.62
Total for this ACH Check for Vendor 00609:				0.00	12,031.51
ACH	00711	R&B A CORE & MAIN COMPANY	11/19/2021		
	P792515	REPAIR CLAMP 6OD" X 6"			359.93
	P800149A	COMPRESSION COUPLING 1" G/T			141.39
	P800149B	METER ADAPTER 1" X 1 1/4"			78.41
	P818871	FULL CIRCLE 6.56-6.96 7.50"			105.61
Total for this ACH Check for Vendor 00711:				0.00	685.34
ACH	00727	ULINE SHIPPING SUPPLIES	11/19/2021		
	140445587	SUPPLIES			858.28
Total for this ACH Check for Vendor 00727:				0.00	858.28
ACH	00768	USA BLUEBOOK	11/19/2021		
	763572	LAB SUPPLIES			312.86
	774162	CHEMICAL PUMP_FEED LINE REPAIRS			3,825.01
	774304	CHEMICAL PUMP_FEED LINE REPAIRS			852.54
	774309	SAFETY GLASSES			30.52
	775853	CHEMICAL PUMP_FEED LINE REPAIRS			185.68
	783479	FLEX-PRO A2 METERING PUMP			2,796.69
Total for this ACH Check for Vendor 00768:				0.00	8,003.30
ACH	00944	PDNC, INC.	11/19/2021		
	7524	EXPLORE MIGRATION TO CLOUD			600.00
Total for this ACH Check for Vendor 00944:				0.00	600.00
ACH	10025	BADGER METER, INC	11/19/2021		
	1465616	METER 3/4"X3/4" BADGER MODEL 35			1,505.20
	80083929	MONTHLY BEACON SERVICES			1,883.80
Total for this ACH Check for Vendor 10025:				0.00	3,389.00
ACH	10350	FREYER & LAURETA, INC.	11/19/2021		
	21-607	DESIGN SERVICES_FOREMAN_#1927			11,065.78
	21-608	5-MILE PIPELINE STUDY_#1930			34,424.68

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for this ACH Check for Vendor 10350:	0.00	45,490.46
ACH	10351 3519509	VALIN CORPORATION LYON TANK_PRESSURE TRANSDUCER	11/19/2021		988.18
			Total for this ACH Check for Vendor 10351:	0.00	988.18
ACH	00054 1121_365802406A 1121_365802406B 1121_365802406C 1121_365802406D 1121_3992121596	PACIFIC GAS AND ELECTRIC UTILITIES_ADMIN UTILITIES_OPS UTILITIES_WTP UTILITIES_BCWW UTILITIES_OPS	12/13/2021		603.84 9,901.00 20,760.57 212.11 10.57
			Total for this ACH Check for Vendor 00054:	0.00	31,488.09
ACH	00080 2141663 2142499 2146038 2148417	GRANITE CONSTRUCTION CO QUAIL BINS BASEROCK_CONCRETE RECYCLE FEE HOT MIX PAVING OPERATING SUPPLIES_#2503	12/16/2021		80.57 154.46 181.59 579.06
			Total for this ACH Check for Vendor 00080:	0.00	995.68
ACH	00145 P46438245 P46556758 P46677686	BATTERIES PLUS BATTERY_VE-260 PHONE SCREEN REPAIR UPS BATTERY	12/16/2021		153.09 79.01 172.79
			Total for this ACH Check for Vendor 00145:	0.00	404.89
ACH	00273 30579753	CORELOGIC, INC. MONTHLY REALQUEST SERVICES	12/16/2021		218.55
			Total for this ACH Check for Vendor 00273:	0.00	218.55
ACH	00336 7-2095	LAND TRUST OF SANTA CRUZ COUN PATROLS OF OLYMPIA	12/16/2021		155.29
			Total for this ACH Check for Vendor 00336:	0.00	155.29
ACH	00398 7518172	WATSONVILLE METAL CO.,INC TRASH BINS OLY	12/16/2021		600.00
			Total for this ACH Check for Vendor 00398:	0.00	600.00
ACH	00450 L0602269 L0602270 L0603519 L0603945 L0603947 L0604094	EUROFINS WATER ANALYSIS WATER ANALYSIS WATER ANALYSIS WATER ANALYSIS WATER ANALYSIS WATER ANALYSIS	12/16/2021		20.00 160.00 400.00 1,000.00 1,650.00 600.00
			Total for this ACH Check for Vendor 00450:	0.00	3,830.00
ACH	00493 7879 8038	SPRINGBROOK HOLDING COMPANY I SPRINGBROOK IVR SUBSCRIPTION MONTHLY CIVICPAY TRANS FEES	12/16/2021		11,410.00 1,720.00
			Total for this ACH Check for Vendor 00493:	0.00	13,130.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
ACH	00505 10526601482A 10526601482B	DELL MARKETING LP COMPUTER TOWER_WTP COMPUTER TOWER_OPS	12/16/2021		1,628.14 1,628.15
Total for this ACH Check for Vendor 00505:				0.00	3,256.29
ACH	00711 P991547A P991547B	R&B A CORE & MAIN COMPANY COLLAR LEAK CLAMP 2" X 7.5" REPAIR CLAMP 1" X 3"	12/16/2021		173.47 103.22
Total for this ACH Check for Vendor 00711:				0.00	276.69
ACH	00768 795180	USA BLUEBOOK CHEMICAL PUMP_FEED LINE REPAIRS	12/16/2021		680.17
Total for this ACH Check for Vendor 00768:				0.00	680.17
ACH	00944 7660A 7660B 7660C 7660D 7660E 7660F	PDNC, INC. 2 YEAR EXTENDED SERVER WARRANTY 2 YEAR EXTENDED SERVER WARRANTY 2 YEAR EXTENDED SERVER WARRANTY 2 YEAR EXTENDED SERVER WARRANTY 2 YEAR EXTENDED SERVER WARRANTY 2 YEAR EXTENDED SERVER WARRANTY	12/16/2021		455.21 455.21 455.21 455.21 455.20 455.21
Total for this ACH Check for Vendor 00944:				0.00	2,731.25
ACH	01039 991780	ERA - A WATERS COMPANY SOURCE WATER MICROBE_CAT#078	12/16/2021		168.67
Total for this ACH Check for Vendor 01039:				0.00	168.67
ACH	10025 80086121	BADGER METER, INC MONTHLY BEACON SERVICES	12/16/2021		1,882.62
Total for this ACH Check for Vendor 10025:				0.00	1,882.62
ACH	10246 R-47565	OVISS LABS INCORPORATED DVR CLOUD SERVICE	12/16/2021		257.24
Total for this ACH Check for Vendor 10246:				0.00	257.24
ACH	10269 19523-19 21769-01	AKEL ENGINEERING GROUP, INC. 2019 WATER MASTER PLAN#1518 MODELING DATA_WO#2182	12/16/2021		6,978.00 1,955.00
Total for this ACH Check for Vendor 10269:				0.00	8,933.00
ACH	10308 2110360.1A 2110360.1B 2110360.1C 2110360.1D 2110360.1E	SANDIS 2021 CIP PIPELINE REPLACE_#2180 2021 CIP PIPELINE REPLACE_#2181 2021 CIP PIPELINE REPLACE_#2182 2021 CIP PIPELINE REPLACE_#2183 2021 CIP PIPELINE REPLACE_#2184	12/16/2021		0.60 0.60 0.60 0.60 0.60
Total for this ACH Check for Vendor 10308:				0.00	3.00
ACH	10350 21-659 21-660	FREYER & LAURETA, INC. 5-MILE PIPELINE STUDY#1930 FOREMAN PIPELINE TRAIL#1927	12/16/2021		32,933.08 16,117.17

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
Total for this ACH Check for Vendor 10350:				0.00	49,050.25
ACH	10351	VALIN CORPORATION	12/16/2021		
	3521247	LYON PLANT PRESSURE SWITCH			421.20
	3522124	LYON PLANT PRESSURE SWITCH			370.53
Total for this ACH Check for Vendor 10351:				0.00	791.73
ACH	00711	R&B A CORE & MAIN COMPANY	12/17/2021		
	P983519	CHECK VALVE_OLY 3			970.14
Total for this ACH Check for Vendor 00711:				0.00	970.14
ACH	10354	CALIFORNIA DEBT & INVESTMENT A	12/17/2021		
	28987	REPORTING FEE			3,750.00
Total for this ACH Check for Vendor 10354:				0.00	3,750.00
ACH	10158	NOSSAMAN, LLP	12/17/2021		
	527709A	PROFESSIONAL FEES_09/30/21			21,708.00
	527709B	DISBURSEMENTS_09/30/21			44.18
	528952A	PROFESSIONAL FEES_10/31/21			10,989.00
	528952B	DISBURSEMENTS_10/31/21			1.96
Total for this ACH Check for Vendor 10158:				0.00	32,743.14
21861	00309	AT&T IP SERVICES	11/22/2021		
	3751736601	NEW PHONE SYSTEM KIRBY PLANT			392.31
Total for Check Number 21861:				0.00	392.31
21862	00037	CO. OF SANTA CRUZ DEPT OF PUBLIC	11/22/2021		
	41023A	TOILET REBATE			23.00
	41023B	SITE CLEAN UP			130.50
Total for Check Number 21862:				0.00	153.50
21863	00397	FERGUSON ENTERPRISES, INC	11/22/2021		
	1661002	MTR VLV COPR-MTR STRT 3/4X5/8"			517.39
	1661005	AIR RELIEF VALVE 1"			763.61
	1670852	CORP PIPE-COPPER IP 1"			404.39
	1670852A	COUPLING 4" VICTOLIC			462.16
	1670852B	GATE VALVE 1"			152.06
	1670852C	GATE VALVE 2"			359.10
	1670852D	GATE VALVE 4"			970.94
	1670852E	MTR CPLG PIPE-MTR FEM 3/4" X 5/8"			177.12
	1670852F	METER FLANGE BRONZE 1-1/2"			213.60
	1670852G	NIPPLE BRASS 1" X 0"			18.31
Total for Check Number 21863:				0.00	4,038.68
21864	UB*00903	Ingrid Lanoue	11/22/2021		
		Refund Check			15.31
		Refund Check			4.19
Total for Check Number 21864:				0.00	19.50
21865	UB*00904	LORAN WHITE	11/22/2021		
		Refund Check			1.56
		Refund Check			10.79
		Refund Check			132.89



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 21865:	0.00	145.24
21866	00788 111921_0196346A 111921_0196346B	COMCAST INTERNET_WTP INTERNET_OPS	11/23/2021		1,868.30 1,711.03
			Total for Check Number 21866:	0.00	3,579.33
21867	00057 NOV2021_DUES	AFSCME COUNCIL 57 NOVEMBER DUES	12/02/2021		1,360.29
			Total for Check Number 21867:	0.00	1,360.29
21868	00729 1113906	ALPHA ANALYTICAL LABS WASTEWATER MANAGEMENT	12/02/2021		474.00
			Total for Check Number 21868:	0.00	474.00
21869	00055 1121_8313355273	AT&T FELTON ACRES PHONE	12/02/2021		101.35
			Total for Check Number 21869:	0.00	101.35
21870	00309 3777246600A 3777246600B 3777246600C	AT&T IP SERVICES IP SERVICES_ADMIN IP SERVICES_OPS IP SERVICES_WTP	12/02/2021		401.15 401.14 401.14
			Total for Check Number 21870:	0.00	1,203.43
21871	00686 1121_834287386A 1121_834287386B	AT&T LONG DISTANCE LONG DISTANCE_ADMIN LONG DISTANCE_WTP	12/02/2021		1,102.82 53.92
			Total for Check Number 21871:	0.00	1,156.74
21872	10113 DEC2021_10113A DEC2021_10113B	BANK MIDWEST SOLAR LOAN_INTEREST SOLAR LOAN_PRINCIPAL	12/02/2021		544.41 2,705.49
			Total for Check Number 21872:	0.00	3,249.90
21873	00034 120121_34	DAVE BASLER CALPERS RETIREE	12/02/2021		75.00
			Total for Check Number 21873:	0.00	75.00
21874	00099 120121_99	JOEL BUSA CALPERS RETIREE	12/02/2021		125.00
			Total for Check Number 21874:	0.00	125.00
21875	00415 DEC2021_415	CA BANK & TRUST/GOV SVC DEPT_10 FELTON BOND PAYMENT	12/02/2021		93,400.00
			Total for Check Number 21875:	0.00	93,400.00
21876	10302 DEC2021_10302	CA BANT & TRUST/GOV SVC DEPT_57 OLYMPIA LOAN PAYMENT	12/02/2021		52,200.00
			Total for Check Number 21876:	0.00	52,200.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
21877	10239	CDTFA	12/02/2021		
	L0012523977	WATER RIGHTS_094-020224			1,423.60
	L0012524926	WATER RIGHTS_094-018330			310.10
	L0012539845	WATER RIGHTS_094-018350			327.82
	L0012550242	WATER RIGHTS_094-018349			329.12
	L0012551902	WATER RIGHTS_094-018346			403.85
	L0012565370	WATER RIGHTS_094-023893			301.67
	L0012592544	WATER RIGHTS_094-018348			349.90
	L0012644888	WATER RIGHTS_094-018331			310.10
		Total for Check Number 21877:		0.00	3,756.16
21878	00363 NOV2021_363	CINCINNATI LIFE INSURANCE CO 2021 INS PREMIUMS	12/02/2021		28.00
		Total for Check Number 21878:		0.00	28.00
21879	01050 4377735-1113197	COLONIAL LIFE 2021 INS PREMIUM	12/02/2021		425.72
		Total for Check Number 21879:		0.00	425.72
21880	00172 120121_172	JOSEPH F. CONE CALPERS RETIREE	12/02/2021		175.00
		Total for Check Number 21880:		0.00	175.00
21881	00703 322724	DATAFLOW BUSINESS SYSTEMS, INC CONTRACT SERVICES_TASKALFA	12/02/2021		441.47
		Total for Check Number 21881:		0.00	441.47
21882	00312 08052021_312	DOCTORS ON DUTY DR VISIT	12/02/2021		325.00
		Total for Check Number 21882:		0.00	325.00
21883	00236 3095355724	IDEXX DISTRIBUTION CORP LAB SUPPLIES	12/02/2021		2,093.90
		Total for Check Number 21883:		0.00	2,093.90
21884	UB*00905	RORY KOSHLAYCHUK Refund Check Refund Check Refund Check Refund Check	12/02/2021		10.00 18.26 48.24 59.70
		Total for Check Number 21884:		0.00	136.20
21885	00208 120121_208	LEONARD KUHNLEIN CALPERS RETIREE	12/02/2021		125.00
		Total for Check Number 21885:		0.00	125.00
21886	00610 M21-164	MAGGIORA BROS DRILLING OLY 2_REPLACE PUMP & MOTOR	12/02/2021		21,062.00
		Total for Check Number 21886:		0.00	21,062.00
21887	00296 1021042	MESITI-MILLER ENGINEERING,INC CA-9 BRIDGE MAIN DESIGN+#2436	12/02/2021		415.80

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 21887:	0.00	415.80
21888	00662 120121_662	JAMES A. MUELLER CALPERS RETIREE	12/02/2021		50.00
			Total for Check Number 21888:	0.00	50.00
21889	00027 355165	NORTH BAY FORD SERVICE_VE-200	12/02/2021		311.88
			Total for Check Number 21889:	0.00	311.88
21890	00775 904614802	NORTHERN SAFETY CO.,INC. SAFETY VESTS	12/02/2021		243.60
			Total for Check Number 21890:	0.00	243.60
21891	00350 120121_350	HOWARD OLIPHANT CALPERS RETIREE	12/02/2021		175.00
			Total for Check Number 21891:	0.00	175.00
21892	10130 2122ASSESSMENT	SANTA CRUZ COUNTY PARKS,OPEN S COUNTY PARKS PARCEL TAX	12/02/2021		204.00
			Total for Check Number 21892:	0.00	204.00
21893	00569 3105137406	PITNEY BOWES GLOBAL FIN.LLC QTRLY MAIL MACHINE LEASE	12/02/2021		462.87
			Total for Check Number 21893:	0.00	462.87
21894	10314 36237 36636	PRESS BANNER ADS_COMMITTEE MEMBERS_11/12/2021 ADS_COMMITTEE MEMBERS_11/19/2021	12/02/2021		252.00 252.00
			Total for Check Number 21894:	0.00	504.00
21895	00050 08402317	CO. OF SANTA CRUZ RECORDER'S OF LIEN DISCHARGE_084-023-17	12/02/2021		20.00
			Total for Check Number 21895:	0.00	20.00
21896	00102 112221_102	ANDY ROBUSTELLI D3 CERTIFICATION RENEWAL	12/02/2021		90.00
			Total for Check Number 21896:	0.00	90.00
21897	00001 7719-1011511	ROYAL WHOLESALE ELECTRIC RIVERSIDE BOOSTER STARTER	12/02/2021		1,062.66
			Total for Check Number 21897:	0.00	1,062.66
21898	00142 61-0193338 61-0193626	SAN LORENZO LUMBER OVERFLOW PIPE_EL SOLYO CLA-VAL_SERVICE	12/02/2021		1.75 29.40
			Total for Check Number 21898:	0.00	31.15
21899	00125 3363 381198	SCARBOROUGH LUMBER POST HOLE TOOL PVC PARTS_KIRBY	12/02/2021		47.47 137.39

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	381592	OPERATING SUPPLIES_KIRBY			14.35
	381615	OPERATING SUPPLIES_SPRING TANK			70.64
	609915	OPERATING SUPPLIES			17.46
			Total for Check Number 21899:	0.00	287.31
21900	00168 26811	SCOTTS VALLEY SPRINKLER OPERATING SUPPLIES	12/02/2021		216.68
			Total for Check Number 21900:	0.00	216.68
21901	00047 1110071 1110072 1110200	SOIL CONTROL LAB WATER ANALYSIS WATER ANALYSIS WATER ANALYSIS	12/02/2021		39.00 117.00 145.00
			Total for Check Number 21901:	0.00	301.00
21902	00369 120121_369	CAROLE TRIANTAFILLOS CALPERS RETIREE	12/02/2021		125.00
			Total for Check Number 21902:	0.00	125.00
21903	00011 9892815518A 9892815518B 9892815518C 9892815518D 9892815518E	VERIZON WIRELESS CELL PHONE_ADMIN CELL PHONE_FINANCE CELL PHONE_ENGINEERING CELL PHONE_OPS CELL PHONE_WTP	12/02/2021		48.44 78.85 61.13 336.66 448.86
			Total for Check Number 21903:	0.00	973.94
21904	00011 9892815519A 9892815519B 9892815519C 9892815519D	VERIZON WIRELESS CELL PHONE_ADMIN CELL PHONE_FINANCE CELL PHONE_OPS CELL PHONE_WTP	12/02/2021		21.77 52.51 357.92 94.92
			Total for Check Number 21904:	0.00	527.12
21905	00399 111921_399A 111921_399B 111921_399C 111921_399D 111921_399E 111921_399F	VISION SERVICE PLAN - (CA) VISION_ADMIN VISION_FINANCE VISION_ENGINEERING VISION_OPS VISION_ENIVIRON VISION_WTP	12/02/2021		28.44 204.22 28.44 251.26 11.14 240.68
			Total for Check Number 21905:	0.00	764.18
21906	10152 DEC2021_10152A DEC2021_10152B	WESTAMERICA BANK TRUCK LOAN_INTEREST TRUCK LOAN_PRINCIPAL	12/02/2021		39.91 2,060.77
			Total for Check Number 21906:	0.00	2,100.68
21907	10277 17001100034356A 17001100034356B	GE DIGITAL LLC ANNUAL SOFTWARE FOR SCADA ANNUAL SOFTWARE FOR SCADA	12/02/2021 VOID		4,382.00 4,382.00
			Total for Check Number 21907:	8,764.00	0.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
21908	00589 8151	ALLARD'S SEPTIC SERVICE KIRBY PLANT PUMP OUT X 9 MONTHS	12/10/2021		350.00
Total for Check Number 21908:				0.00	350.00
21909	10177 LABOR W/H_#1208 LABOR W/H_#1209 LABOR W/H_#1210	ANDERSON PACIFIC ENGINEERING LOMPICO TANK REPLACEMENT_#1208 LOMPICO TANK REPLACEMENT_#1209 LOMPICO TANK REPLACEMENT_#1210	12/10/2021		5,000.00 5,000.00 5,000.00
Total for Check Number 21909:				0.00	15,000.00
21910	10254 30622	AQUA VIDEO ENGINEERING TANK DIVING REPAIR SERVICES	12/10/2021		4,250.00
Total for Check Number 21910:				0.00	4,250.00
21911	00096 7001971048	AWWA ANNUAL MEMBERSHIP_2/2022-1/2023	12/10/2021		875.00
Total for Check Number 21911:				0.00	875.00
21912	00216 164991	BOULDER CREEK AUTO PARTS WASHER FLUID_VE-155	12/10/2021		10.88
Total for Check Number 21912:				0.00	10.88
21913	10353 ADV_10353	SCOTT BRUCE EMPLOYEE ADVANCE	12/10/2021		1,160.00
Total for Check Number 21913:				0.00	1,160.00
21914	00265 3021_112921	COMMUNITY TELEVISION OCTOBER BOARD COVERAGE	12/10/2021		806.00
Total for Check Number 21914:				0.00	806.00
21915	00133 194909REVISED 194917REVISED	DASSEL'S REGULATOR_REVISED INVOICE REGULATOR_REVISED INVOICE	12/10/2021		195.11 452.54
Total for Check Number 21915:				0.00	647.65
21916	00076 887422	ERNIE'S AUTO CENTER PARTS_VE-242	12/10/2021		20.86
Total for Check Number 21916:				0.00	20.86
21917	00204 757084038	FEDERAL EXPRESS CORP FREIGHT FOR SENSUS	12/10/2021		85.58
Total for Check Number 21917:				0.00	85.58
21918	00397 1649480-1 1654875CM 1661002-1	FERGUSON ENTERPRISES, INC METER BOX LID B16 -BADGER ORION HANDLING CREDIT #1654875 MTR VLV PIPE-MTR ANG 3/4X5/8"	12/10/2021		2,581.12 -50.00 190.83
Total for Check Number 21918:				0.00	2,721.95
21919	00210 5164576	FISHER SCIENTIFIC INCUBATOR TIMER	12/10/2021		55.93

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 21919:	0.00	55.93
21920	UB*00906	MARY FUREY	12/10/2021		
		Refund Check			0.80
		Refund Check			2.93
		Refund Check			6.95
			Total for Check Number 21920:	0.00	10.68
21921	10352 16086	GIERLICH MITCHELL, INC. MISSION RADIO UPGRADE	12/10/2021		2,735.00
			Total for Check Number 21921:	0.00	2,735.00
21922	00329 9121349543	GRAINGER OPERATING EXPENSES	12/10/2021		27.68
			Total for Check Number 21922:	0.00	27.68
21923	00615 112821_8423	HOME DEPOT CREDIT SERVICES GENERATORS X 5	12/10/2021		3,814.95
			Total for Check Number 21923:	0.00	3,814.95
21924	00058 06497	IHWY MONTHLY WEBHOSTING	12/10/2021		25.00
			Total for Check Number 21924:	0.00	25.00
21925	00367 202908A 202908B	INFOSEND, INC MAILING FEES POSTAGE FEES	12/10/2021		1,005.49 2,596.31
			Total for Check Number 21925:	0.00	3,601.80
21926	00233 78507	LADD'S AUTO BODY & TOWING TOWING_VE-485	12/10/2021		300.00
			Total for Check Number 21926:	0.00	300.00
21927	10249 120621_10249	BRAD MACDONALD OT MEALS X 2	12/10/2021		27.92
			Total for Check Number 21927:	0.00	27.92
21928	00610 M21-186 M21-187	MAGGIORA BROS DRILLING PUMPS/MOTORS_OLYMPIA#1223 PUMPS/MOTORS_PASO#5_#2468	12/10/2021		14,850.00 19,460.00
			Total for Check Number 21928:	0.00	34,310.00
21929	00296 1121001 1121002	MESITI-MILLER ENGINEERING,INC ENGINEERING CONSULTANT_#2422 ENGINEERING CONSULTANT_#2422	12/10/2021		8,807.50 9,350.00
			Total for Check Number 21929:	0.00	18,157.50
21930	10337 10254	PACIFIC CREST ENGINEERING, INC. GEOTECH INVESTIGATION_WO#1921	12/10/2021		652.50
			Total for Check Number 21930:	0.00	652.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
21931	00695 120121_695	PAUL JENSEN PROFESSIONAL LAND S SURVEY WORK FOR KASKI EASEMENT	12/10/2021		550.00
				Total for Check Number 21931:	0.00 550.00
21932	10214 2314	MIKE PODLECH AS NEEDED FISHERIES SUPPORT	12/10/2021		1,080.00
				Total for Check Number 21932:	0.00 1,080.00
21933	10348 2021-03_1121	POWERS FORESTRY LLC PROFESSIONAL FORESTER_#2382	12/10/2021		6,375.00
				Total for Check Number 21933:	0.00 6,375.00
21934	00142 61-0192045	SAN LORENZO LUMBER OPERATING SUPPLIES	12/10/2021		7.80
				Total for Check Number 21934:	0.00 7.80
21935	00566 1076811222021A 1076811222021B	SANTA CRUZ ANSWERING SERVICE ANSWERING SERVICE_OPS ANSWERING SERVICE_WTP	12/10/2021		372.04 372.04
				Total for Check Number 21935:	0.00 744.08
21936	00125 3418A 3418B 381744 381786 381855 382058 382238 609997 610302	SCARBOROUGH LUMBER SUPPLIES_ADMIN SUPPLIES_OPS OPERATING SUPPLIES OPERATING SUPPLIES LYON PLANT SUPPLIES OPERATING SUPPLIES SHOVELS KIRBY PLANT SUPPLIES METER TOOL BATTERY	12/10/2021		12.61 12.60 11.05 76.59 63.81 86.43 53.93 53.69 6.79
				Total for Check Number 21936:	0.00 377.50
21937	10233 35030	SCHAAF & WHEELER, CONSULTING C CONSTRUCTION SUPPORT_#1234	12/10/2021		2,712.50
				Total for Check Number 21937:	0.00 2,712.50
21938	00047 1110400 1110562	SOIL CONTROL LAB WATER ANALYSIS WATER ANALYSIS	12/10/2021		145.00 145.00
				Total for Check Number 21938:	0.00 290.00
21939	10231 8575006	TIAA COMMERCIAL FINANCE, INC. 5 YR LEASE NEW COPIER	12/10/2021		253.45
				Total for Check Number 21939:	0.00 253.45
21940	10119 120521_10119	TAYLOR TOCCALINO OT MEALS	12/10/2021		15.00
				Total for Check Number 21940:	0.00 15.00
21941	10217 113021_7268A	UMPQUA BANK DAVIS INSTRUMENTS_RENEWAL	12/10/2021		180.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	113021_7268B	AMERICAN WATER COLLEGE_TRAINING			49.99
	113021_7268C	ALL AROUND INDUSTRIAL_KIRBY FAN			97.27
	113021_7268D	DHG CORP_COMMUNICATION MODULES			784.28
	113021_7268E	FELTON PIT STOP_ICE FOR WATER SAMPL			5.79
	113021_7268F	TAQUERIA LOS AMIGOS_MEETING			30.08
	113021_7268G	REDWOOD SANDWICH_MEETING			29.00
	113021_7268H	BROWN & CALDWELL_ADVERTISING			100.00
	113021_7268I	BROWN & CALDWELL_ADVERTISING			100.00
	113021_7268J	AMAZON_OFFICE SUPPLIES			59.94
	113021_7268K	AMAZON_OFFICE SUPPLIES			16.34
	113021_7268L	AMAZON_CREDIT_ITEM NOT RECEIVED			-9.79
	113021_7268M	STAPLES_OFFICE SUPPLIES			76.19
	113021_7268N	STAPLES_OFFICE SUPPLIES			140.65
	113021_7268O	LINKEDIN_TRAINING			29.99
	113021_7268P	LINKEDIN_ADVERTISING			307.27
	113021_7268Q	INDEED_ADVERTISING			2.32
	113021_7268R	INDEED_ADVERTISING			460.18
	113021_7268S	ZOOM_MEETINGS			14.99
	113021_7268T	MAILCHIMP_MARKETING			62.99
			Total for Check Number 21941:	0.00	2,537.48
21942	00599	WEX BANK	12/10/2021		
	76432676A	FUEL_ADMIN			140.10
	76432676B	FUEL_FINANCE			656.46
	76432676C	FUEL_OPS			3,413.46
	76432676D	FUEL_WTP			3,104.17
			Total for Check Number 21942:	0.00	7,314.19
21943	10322	JOSH WOLFF	12/10/2021		
	113021_10322	MILEAGE			56.00
			Total for Check Number 21943:	0.00	56.00
21944	00729	ALPHA ANALYTICAL LABS	12/16/2021		
	1115321	WASTEWATER MONITORING			1,134.00
			Total for Check Number 21944:	0.00	1,134.00
21945	10177	ANDERSON PACIFIC ENGINEERING	12/16/2021		
	#16	LOMPICO TANK REPLACEMENT_#1210			17,152.45
			Total for Check Number 21945:	0.00	17,152.45
21946	10320	AQUA-METRIC SALES CO.	12/16/2021		
	85744	METER CONTROLLER REPAIR			120.84
			Total for Check Number 21946:	0.00	120.84
21947	00055	AT&T	12/16/2021		
	12219607360489A	PHONE_ADMIN			104.65
	12219607360489B	PHONE_OPS			3,464.66
	12219607360489C	PHONE_WTP			992.35
	12219607360489D	PHONE_BCEWW			311.36
			Total for Check Number 21947:	0.00	4,873.02
21948	00309	AT&T IP SERVICES	12/16/2021		
	9086436601A	IP SERVICES_ADMIN			257.09
	9086436601B	IP SERVICES_OPS			257.08
	9086436601C	IP SERVICES_WTP			257.09



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 21948:	0.00	771.26
21949	00687 1221_137458730	AT&T U-VERSE UVERSE_13057 HWY 9	12/16/2021		85.60
			Total for Check Number 21949:	0.00	85.60
21950	10145 21795	BFP FIRE PROTECTION, INC KIRBY ANNUAL INSPECTION	12/16/2021		660.00
			Total for Check Number 21950:	0.00	660.00
21951	10228 02191266	BIOTIC RESOURCES GROUP TASK 1_FIELD VISITS_#2422	12/16/2021		652.50
			Total for Check Number 21951:	0.00	652.50
21952	UB*00907	CENTRAL SIERRA ENTERPRISE Refund Check Refund Check	12/16/2021		64.71 72.00
			Total for Check Number 21952:	0.00	136.71
21953	10207 120721_2535	CITI CARDS_COSTCO JURASIC PARLIAMENT_TRAINING	12/16/2021		57.00
			Total for Check Number 21953:	0.00	57.00
21954	00037 41177A 41177B	CO. OF SANTA CRUZ DEPT OF PUBLIC TOILET REBATES SITE CLEAN UP	12/16/2021		23.00 295.22
			Total for Check Number 21954:	0.00	318.22
21955	00312 120421_516625	DOCTORS ON DUTY MEDICAL SERVICES	12/16/2021		160.00
			Total for Check Number 21955:	0.00	160.00
21956	00409 1221_4537	EASYPERMIT POSTAGE POSTAGE METER MACHINE	12/16/2021		450.00
			Total for Check Number 21956:	0.00	450.00
21957	00343 98122	ERNIE'S SERVICE CENTER SMOG_VE-249	12/16/2021		44.78
			Total for Check Number 21957:	0.00	44.78
21958	00016 5781991	GREENWASTE RECOVERY,INC MONTHLY DUMPSTER SERVICE	12/16/2021		433.73
			Total for Check Number 21958:	0.00	433.73
21959	00550 12773879 12776023	HACH COMPANY WTP SUPPLIES WTP SUPPLIES	12/16/2021		1,475.71 179.69
			Total for Check Number 21959:	0.00	1,655.40
21960	00181 168360	LAS ANIMAS CONCRETE SLURRY_WO#2503	12/16/2021		1,522.14

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 21960:	0.00	1,522.14
21961	10245 1208599202	LOGMEIN USA, INC, MONTHLY AUDIO SERVICE	12/16/2021		180.00
			Total for Check Number 21961:	0.00	180.00
21962	00610 M21-188	MAGGIORA BROS DRILLING BACKUP SUBMERSIBLE PUMP/MOTOR_QI	12/16/2021		6,385.00
			Total for Check Number 21962:	0.00	6,385.00
21963	00441 1057914	MISSION COMMUNICATIONS,LLC ANNUAL SERVICE_ECKLY BOOSTER	12/16/2021		563.40
			Total for Check Number 21963:	0.00	563.40
21964	00283 9069	MOUNTAIN MECHANICS SERVICE_VE-264	12/16/2021		1,156.42
			Total for Check Number 21964:	0.00	1,156.42
21965	00775 904623487 904624280	NORTHERN SAFETY CO.,INC. CLIPBOARDS SAFETY VESTS	12/16/2021		54.24 181.15
			Total for Check Number 21965:	0.00	235.39
21966	10151 19	OSCAR RODAS MONTHLY BLDG MAINTENACE	12/16/2021		250.00
			Total for Check Number 21966:	0.00	250.00
21967	00168 26993	SCOTTS VALLEY SPRINKLER OLY_PLUMBING	12/16/2021		32.24
			Total for Check Number 21967:	0.00	32.24
21968	00047 1110668 1120034	SOIL CONTROL LAB WATER ANALYSIS WATER ANALYSIS	12/16/2021		145.00 510.00
			Total for Check Number 21968:	0.00	655.00
21969	00555 53545623	STORDOK, INC. SHREDDING SERVICES	12/16/2021		55.00
			Total for Check Number 21969:	0.00	55.00
21970	00722 WD-0190138	SWRCB - ELAP ANNUAL PERMIT FEE_458190	12/16/2021		3,326.00
			Total for Check Number 21970:	0.00	3,326.00
21971	00722 WD-0190174	SWRCB - ELAP ANNUAL PERMIT FEE_458226	12/16/2021		8,917.00
			Total for Check Number 21971:	0.00	8,917.00
21972	00129 200585287-001	UNITED RENTALS (NORTH AMERICA) 5 YARD DUMP TRUCK	12/16/2021		3,340.31

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 21972:	0.00	3,340.31
21973	00721 114-12659688	UNITED SITE SVCS.,INC SANITARY SERVICES	12/16/2021		277.74
			Total for Check Number 21973:	0.00	277.74
21974	00767 212860459	ANTHEM BLUE CROSS MEDICARE RX_01/01/22-01/31/22	12/17/2021		85.30
			Total for Check Number 21974:	0.00	85.30
21975	00309 8019307607	AT&T IP SERVICES PHONE_13060 CENTRAL AVE	12/17/2021		28.50
			Total for Check Number 21975:	0.00	28.50
21976	00309 6303486608	AT&T IP SERVICES KIRBY PHONE SYSTEM	12/17/2021		369.94
			Total for Check Number 21976:	0.00	369.94
21977	00687 1221_132182018	AT&T U-VERSE UVERSE_345 QUAIL TERRACE	12/17/2021		80.25
			Total for Check Number 21977:	0.00	80.25
21978	00687 1221_132166881	AT&T U-VERSE UVERSE_MANANA WOODS	12/17/2021		112.35
			Total for Check Number 21978:	0.00	112.35
21979	00750 113021_750	FEDAK & BROWN, LLP AUDIT SERVICES_NOV21	12/17/2021		3,690.00
			Total for Check Number 21979:	0.00	3,690.00
			Report Total (173 checks):	8,764.00	796,847.51

## EFT & DIRECT CHECK TRANSACTIONS

Nov-21



<b>Date</b>	<b>Check No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11/2/2021	EFT	BLUE FIN	BANK FEES	\$ 5,818.63
11/12/2021	EFT	WELLS FARGO	BANK FEES	\$ 719.36
11/16/2021	EFT	T-TECH	BANK FEES	\$ 1,151.44
11/3/2021	EFT	PAYCHEX	ADMIN & DELIVERY FEES	\$ 258.10
11/3/2021	EFT	PAYCHEX	PAYROLL	\$ 114,189.14
11/3/2021	DIRECT CHECK	PAYCHEX	PAYROLL	\$ 7,047.92
11/17/2021	EFT	PAYCHEX	ADMIN & DELIVERY FEES	\$ 274.60
11/17/2021	EFT	PAYCHEX	PAYROLL	\$ 109,657.78
11/17/2021	DIRECT CHECK	PAYCHEX	PAYROLL	\$ 8,330.50
11/12/2021	EFT	PAYCHEX	PAYCHEX INVOICE	\$ 405.39
11/3/2021	EFT	CALPERS	CALPERS 11/03/2021 PR	\$ 20,595.92
11/17/2021	EFT	CALPERS	CALPERS 11/17/2021 PR	\$ 19,997.34
11/30/2021	EFT	FSA	NOVEMBER FSA REIMBURSEMENTS	\$ 1,693.21
<b>TOTAL EFT TRANSACTIONS</b>				<b>\$ 290,139.33</b>



**TO:** Board of Directors,  
San Lorenzo Valley Water District

**FROM:** Gina R. Nicholls, District Counsel

**DATE:** January 20, 2022

**RE:** Legal Department Status Report  
502665-0001

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I have been asked by the San Lorenzo Valley Water District (“District”) to provide information about the District’s legal expenditures in a format that is suitable for public disclosure.¹ Since the last legal department status report dated December 2, 2021, the most significant broad categories of expenses arise from providing legal advice and support in the following areas, listed in descending order of their approximate significance in terms of cost to the District:²

- COVID and personnel issues
- Water rights
- Board meetings
- Policies and procedures
- Proposed consolidations
- Environmental review (e.g., CEQA compliance)
- Contracts and real property
- Other

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¹ Legal work performed for the District is confidential and privileged. Accordingly, the information provided herein is written in broad and general terms to avoid waiver and any disclosures that might compromise the District’s interests in pending or future legal matters.

² List includes general and special counsel work by Nossaman and other law firms, if any, representing the District; however, it excludes any such work performed by counsel appointed and paid by the District’s insurance providers (i.e., counsel not paid by the District).

Memorandum  
January 6, 2022  
Page 2

The most significant areas of effort over the next month are likely to include the following:

- COVID and personnel issues
- Proposed consolidations
- Policies and procedures
- Board meetings
- Environmental review (e.g., CEQA compliance)
- Contracts and real property

## SAN LORENZO VALLEY WATER DISTRICT PRODUCTION COMPARRISON

Source	November-21	October-21	November-13	Difference This Year To 2013
<b>North System</b>				
<b>Surface Water Sources</b>				
Foreman Creek	16,685,000	0	1,370,000	
Peavine Creek + Hydro	0	0	1,729,000	
Clear Creek	0	0	2,850,600	
Sweetwater Creek	0	0	1,900,400	
<b>Sub-Total (Streams)</b>	<b>16,685,000</b>	<b>-</b>	<b>7,850,000</b>	112.55%
<b>Wells (North)</b>				
Olympia No. 2	322,000	4,967,000	7,905,000	
Olympia No. 3	-	6,129,000	5,559,000	
Quail Well No. 4-A	1,836,000	8,352,000	9,156,000	
Quail Well No. 5-A	1,294,700	4,548,800	5,727,000	
<b>Sub Total North Wells</b>	<b>3,452,700</b>	<b>23,996,800</b>	<b>28,347,000</b>	-87.82%
<b>South System Wells</b>				
Pasatiempo 5A	2,955,100	7,612,400	N/A	
Pasatiempo 6	-	-	8,724,000	
Pasatiempo 7	804,000	1,820,000	2,344,000	
Pasatiempo 8	2,285,900	5,606,860	N/A	
<b>Sub Total Pasatiempo Wells</b>	<b>6,045,000</b>	<b>15,039,260</b>	<b>11,068,000</b>	-45.38%
<b>North South All Sources Combined</b>	<b>26,182,700</b>	<b>39,036,060</b>	<b>47,265,000</b>	-44.60%
<b>Felton System - Surface Water</b>				
Fall Creek	10,069,235	5,747,642	7,636,860	
Bennett Spring	2,119,084	1,941,060	3,140,800	
Bull 1 & 2	1,751,816	1,351,636	0	
<b>Total Felton System Sources</b>	<b>13,940,135</b>	<b>9,040,338</b>	<b>10,777,660</b>	29.34%
<b>Manana Woods System</b>				
Well 1	-	-	684,534	
<b>Total Manana Woods Sources</b>	<b>-</b>	<b>-</b>	<b>684,534</b>	
<b>Sub - Total Production</b>				
<b>North / Felton / Manana</b>	<b>40,122,835</b>	<b>48,076,398</b>	<b>58,727,194</b>	-31.68%
<b>Surface</b>	<b>30,625,135</b>	<b>9,040,338</b>	<b>18,627,660</b>	64.41%
<b>Wells</b>	<b>9,497,700</b>	<b>39,036,060</b>	<b>40,099,534</b>	-76.31%
<b>Total Surface Water Percentage</b>	<b>76.33</b>	<b>18.80</b>	<b>31.72</b>	140.64%
<b>Total Wells Percentage</b>	<b>23.67</b>	<b>81.20</b>	<b>68.28</b>	-65.33%

**SAN LORENZO VALLEY WATER DISTRICT  
PRODUCTION BY SYSTEM  
+/- INTERTIES  
November 2021**

<b>North System All Sources</b>	<b>26,182,700</b>
<b>Interties IN +</b>	<b>4,203,792</b>
<b>Interties OUT -</b>	<b>3,072,182</b>
<b>TOTAL NORTH SYSTEM</b>	<b>27,314,310</b>
<b>Felton Water system All Sources</b>	<b>13,940,135</b>
<b>Interties IN +</b>	<b>1,788,607</b>
<b>Interties OUT -</b>	<b>3,505,854</b>
<b>TOTAL FELTON SYSTEM</b>	<b>12,222,888</b>
<b>Manana Woods System</b>	
<b>Manana Woods Well 1</b>	<b>0</b>
<b>Interties IN +</b>	<b>0</b>
<b>TOTAL MANANA WOODS</b>	<b>0</b>



## SAN LORENZO VALLEY WATER DISTRICT INTERTIE USAGE November 2021

**INTERTIE 2**

SLVWD to SVWD 0

SVWD to SLVWD 0

**INTERTIE 3**

SLV SOUTH to SLV NORTH 697,938

SLV NORTH to SLV SOUTH -

**INTERTIE 4**

SLVWD to MHWD 0

MHWD to SLVWD 0

**INTERTIE 6**

SLV NORTH to SLV FELTON 1,788,607

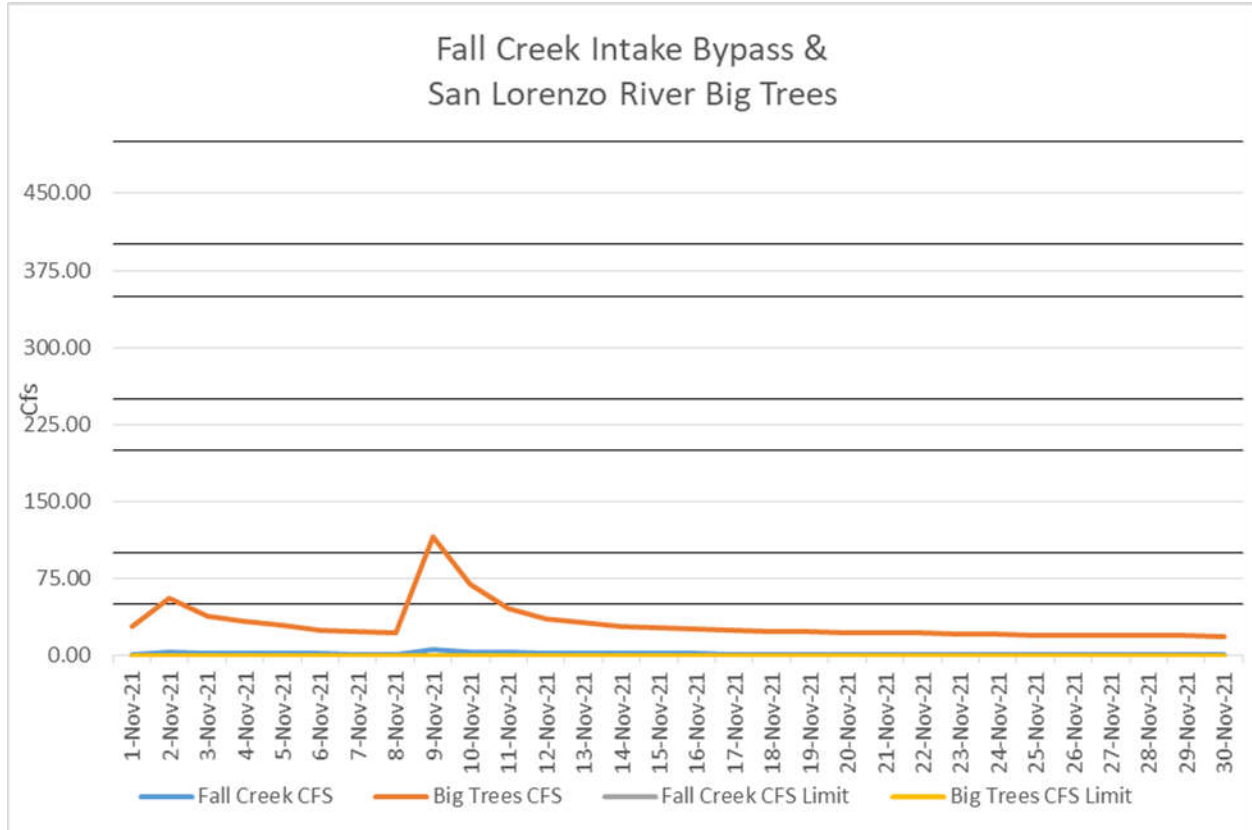
SLV FELTON to SLV NORTH 3,505,854

**LOMPICO INTERTIE**

SLV NORTH to LOMPICO 1,283,575

Leak Type	Location - NORTH SYSTEM	Town	Gallons Lost
400 MAIN LEAKING	110 LORENZO AVE	BEN LOMOND	480
400 MAIN LEAKING	1235 GREEN BANK DR.	BEN LOMOND	100
400 MAIN LEAKING	380 RAILROAD AVE	BEN LOMOND	720
400 MAIN LEAKING	TOP OF CRESTA BEFORE UPPER RD.	BOULDER CREEK	2,880
400 MAIN LEAKING	CRESTA ST & CIRCLE DR.	BOULDER CREEK	1,440
400 MAIN LEAKING	500 BERNSTEIN DR.	BOULDER CREEK	1,800
400 MAIN LEAKING	320 BLUE RIDGE DR.	BOULDER CREEK	5,760
420 HYDRANT LEAK/REPAIRS	BROOK LN & 236 BRIDGE	BOULDER CREEK	500
400 MAIN LEAKING	HWY 9 & WESTERN AVE.	BROOKDALE	1,440
400 MAIN LEAKING	OLY 1	ZAYANTE	500
Total North			15,620
<b>FELTON SYSTEM</b>			
412 TANK LEAKING	605 SAN LORENZO AVE.	FELTON	3,600.00
Total Felton			3,600
<b>LOMPICO</b>			
Total Lompico			-
<b>SCOTTS VALLEY</b>			
Total Scotts Valley			-
<b>Total All Systems</b>			<b>19,220</b>

## Fall Creek Intake November 2021



### Normal Rainfall Fall Creek Intake Bypass Requirements

April 1 through October 31                      1.0 cubic feet per second

November 1 through March 31                      1.5 cubic feet per second

### Dry Conditions Fall Creek Intake Bypass Requirements

April 1 through October 31                      0.5 cubic feet per second

November 1 through March 31                      0.75 cubic feet per second

Number of Days in month 0.75 cfs or below, ZERO days

### *San Lorenzo River USGS Big Trees Flow Requirements*

September                                              11 cubic feet per second

October                                                      26 cubic feet per second

November 1 through May 31                      21 cubic feet per second

June - August                                              No Requirements

## Fall Creek Intake November 2021

For the protection of fish and wildlife, during the period: (a) April 1 through October 31 bypass a minimum of 0.5 cfs; (b) November 1 through March 31 bypass a minimum of 1.5 cfs past the Fall Creek point of diversion. The natural streamflow shall be bypassed whenever it is less than 1.5 cfs; provided, however, that during a dry year, the bypass requirement shall be reduced from 1.5 to 0.75 cfs. A dry year is defined on a monthly basis of cumulative runoff beginning October 1 of each season in the San Lorenzo River at the USGS gage at Big Trees. These runoff figures are based on approximately 50 percent of normal runoff as the dividing level between normal and dry year runoff and are as follows:

- November 1 for the month of October 500 af
- December 1 for October-November, inclusive 1,500 af
- January 1 for October-December, inclusive 5,000 af
- February 1 for October-January, inclusive 12,500 af
- March 1 for October-February, inclusive 26,500 af

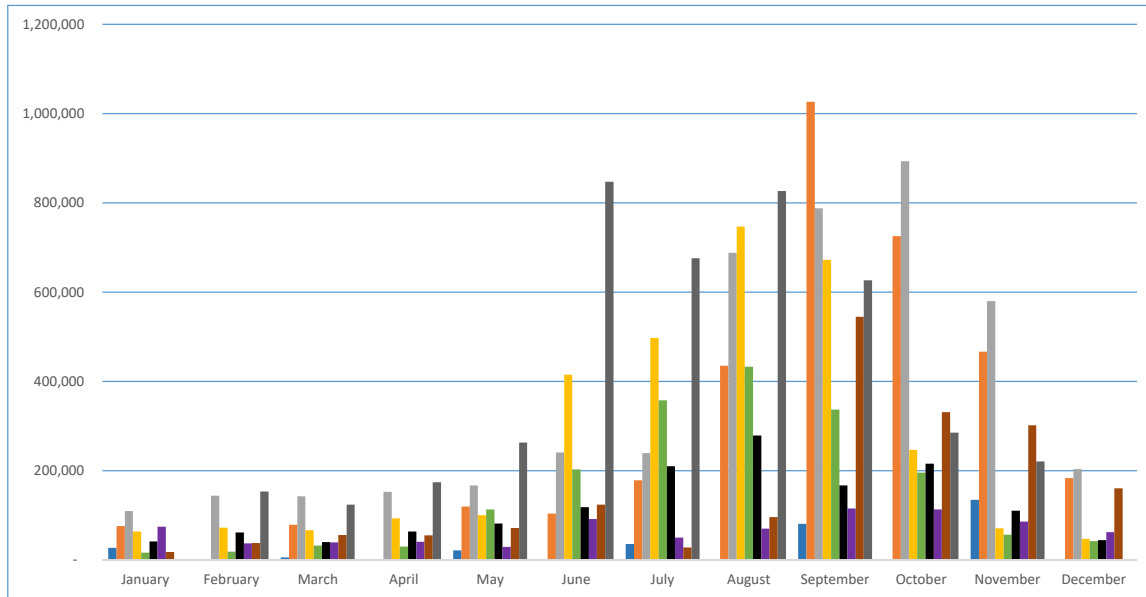
## Fall Creek Weir Measurement

Agenda: 1.20.22

Item: 14.5

Month:	November	Year:	2021	Big Trees > 26,500 Acre-ft Oct-Feb Normal Year <input checked="" type="checkbox"/>			Big Trees <26,500 Acre-ft Oct-Feb Dry Year <input type="checkbox"/>				
Date	Time	Initials	Pump #	Fall Cr. GPM into Kirby plant	Weir Board Height (inches)	Fall Creek Bypass (CFS)	Big Trees Bypass (CFS)	Rainfall (Felton gauge)	Met Fall Cr, Bypass Requirement: Normal Year April 1 - Oct 31 1.0 cfs; Nov 1 - March 31 1.5 cfs Dry Year April 1- Oct 31 0.5 cfs Nov. 1 - March 31 0.75 cfs (yes/no)	Met Big Trees Requirement Nov-May 20cfs Sept 10 cfs Oct 25 cfs (yes/no)	Notes
1	800	KM	2	232	25	1.603	28.50	0.02	yes	yes	
2	1030	TH	2	249	25	3.930	55.40	1.17	yes	yes	
3	800	KM	2	254	25	2.952	38.20	0.01	yes	yes	
4	800	KM	2	273	25	2.678	34.00	0.11	yes	yes	
5	1045	KM	2	244	25	2.141	30.20	0	yes	yes	
6	945	KM	2	250	25	1.867	24.90	0	yes	yes	
7	820	TH	2	215	25	1.701	23.10	0	yes	yes	
8	800	KM	2	189	25	1.574	22.20	0	yes	yes	
9	830	KM	2	205	25	6.481	116.00	1.85	yes	yes	
10	740	TH	2	246	25	4.000	69.80	0.15	yes	yes	
11	645	KM	2	240	25	3.118	46.00	0	yes	yes	
12	800	KM	2	250	25	2.942	36.40	0	yes	yes	
13	1100	KM	2	315	25	2.268	31.80	0	yes	yes	
14	900	KM	2	308	25	2.239	29.20	0	yes	yes	
15	940	JG	2	272	25	2.150	27.30	0	yes	yes	
16	830	KM	2	175	25	2.229	25.80	0	yes	yes	
17	745	TH	2	297	25	1.740	24.90	0	yes	yes	
18	800	KM	2	306	25	1.623	24.00	0	yes	yes	
19	745	TH	2	319	25	1.642	23.10	0	yes	yes	
20	1015	JG	2	326	25	1.643	22.60	0	yes	yes	
21	745	JG	2	282	25	1.513	22.20	0	yes	yes	
22	800	TH	2	273	25	1.574	22.20	0	yes	yes	
23	730	JG	2	225	25	1.533	21.70	0	yes	yes	
24	830	KM	2	241	25	1.535	21.30	0	yes	yes	
25	830	TH	2	182	25	1.564	20.40	0	yes	yes	
26	1255	TH	2	187	25	1.535	20.00	0	yes	yes	
27	915	TH	2	155	25	1.632	20.00	0	yes	yes	
28	845	TH	2	190	25	1.535	19.60	0	yes	no	
29	800	KM	2	159	25	1.593	19.60	0	yes	no	
30	800	KM	2	166	25	1.564	19.20	0	yes	no	
31											

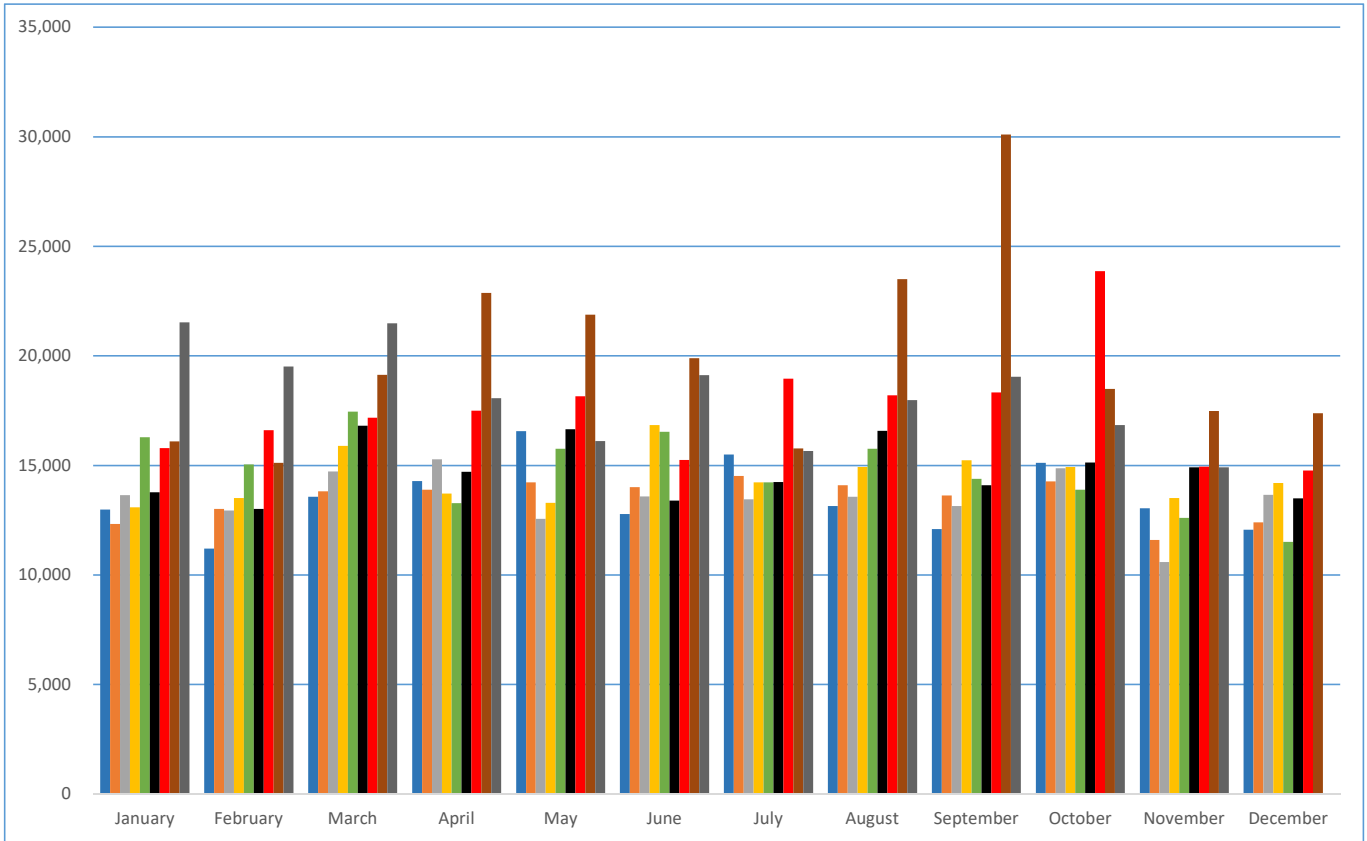
SAN LORENZO VALLEY WATER DISTRICT  
BULK WATER SALES  
GALLONS  
November 2021



<u>Month</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
January	26,928	76,296	109,965	63,850	16,456	41,888	74,800	17,952	1,496
February			144,364	72,556	18,700	61,366	37,400	38,148	153,340
March	5,984	78,540	142,868	66,572	32,164	40,392	39,644	56,100	124,168
April			152,592	93,500	29,920	63,580	41,140	55,352	174,284
May	21,692	119,680	166,804	100,232	112,948	81,532	29,172	71,808	263,296
June		103,972	240,983	415,140	203,179	118,184	92,004	124,168	847,484
July	35,904	178,772	239,360	497,420	357,544	210,188	50,116	27,676	676,192
August		435,336	688,160	746,504	433,092	279,004	70,312	95,744	826,540
September	81,352	1,026,256	787,644	672,183	336,570	166,804	115,192	544,544	626,076
October		725,560	893,112	246,840	195,976	215,424	112,948	331,364	284,988
November	134,640	466,752	579,700	71,060	56,848	110,704	86,020	301,444	220,660
December		183,260	203,456	47,124	42,636	44,132	62,084	160,820	
<b>Totals</b>	<b>306,500</b>	<b>3,394,424</b>	<b>4,349,008</b>	<b>3,092,981</b>	<b>1,836,033</b>	<b>1,433,198</b>	<b>810,832</b>	<b>1,825,120</b>	<b>4,198,524</b>

Water Quality Complaint List										
Date Received	Type Of Complaint							Address	Conclusion	System
	Taste/ Odor	Color	Turbidity/ Particles	Worms/ Other Visible Organisms	Pressure (High/Low)	Illness (Waterborne)	Other (Specify)			
11/5/2021		X					Customer stated that yellow colored water was running throughout house.	220 Ridge Dr	Upon investigation by SLVWD staff, water quality results appeared normal and within range at a nearby sample station, Free chlorine was 0.4 mg/L, turbidity was 0.68 NTU and no color was observed. Water also ran clear at customers front hose bib. A hydrant had been hit by a car in the vicinity within the last 24 hours of complaint, which most likely stirred up sediment in the main. Customer was provided with results and explanation and was satisfied.	SLVWD

**SAN LORENZO VALLEY WATER DISTRICT**  
**VEHICLE MILEAGE**  
**November 2021**

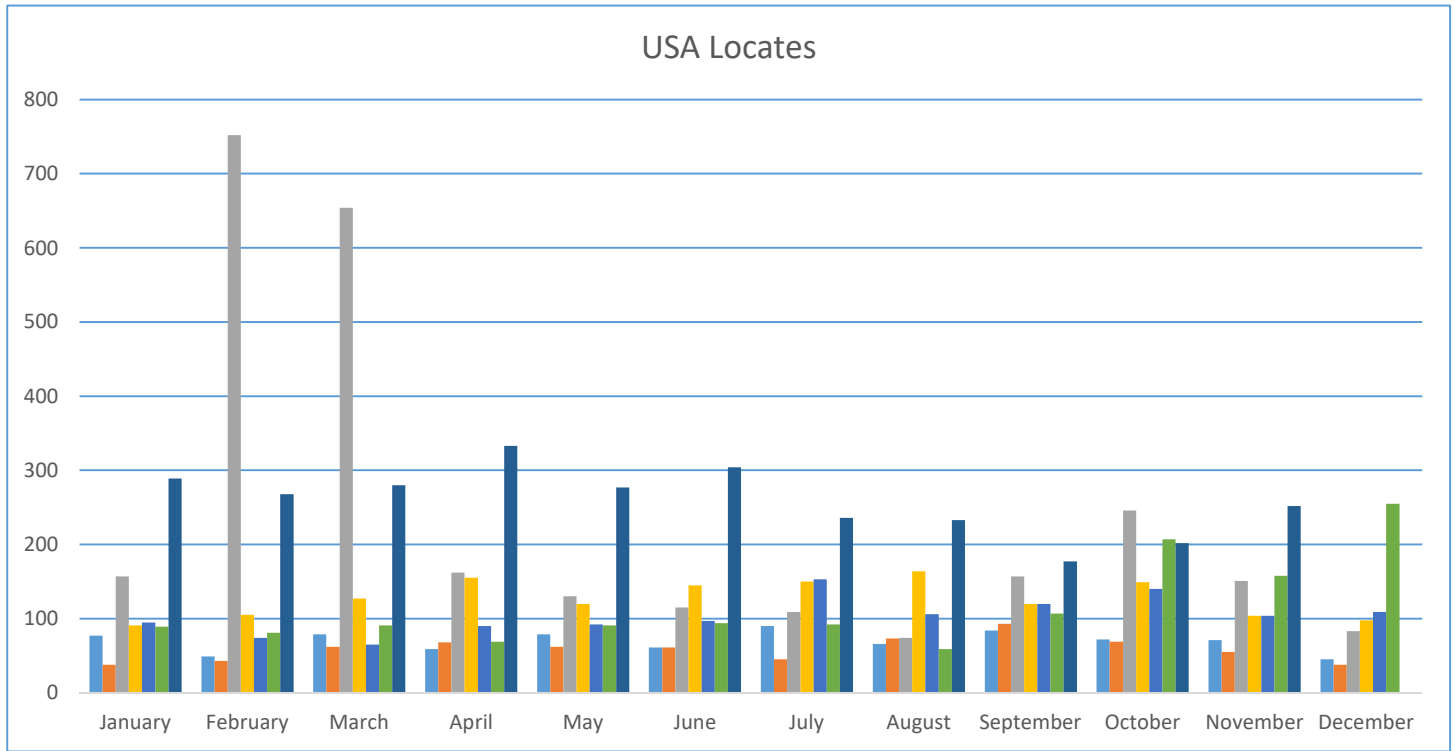


Month	2013	2014	2015	2016	2017	2018	2019	2020	2021
January	12,976	12,317	13,633	13,082	16,286	13,763	15,790	16,088	21,532
February	11,201	13,015	12,934	13,505	15,045	13,003	16,599	15,113	19,513
March	13,558	13,817	14,714	15,882	17,451	16,809	17,167	19,132	21,481
April	14,283	13,883	15,279	13,704	13,270	14,711	17,488	22,868	18,068
May	16,560	14,228	12,550	13,290	15,757	16,646	18,156	21,879	16,099
June	12,780	14,000	13,582	16,841	16,534	13,390	15,249	19,882	19,108
July	15,497	14,519	13,441	14,228	14,229	14,242	18,955	15,775	15,653
August	13,136	14,096	13,569	14,923	15,761	16,576	18,194	23,496	17,973
September	12,087	13,622	13,137	15,229	14,388	14,094	18,321	30,095	19,039
October	15,120	14,261	14,868	14,924	13,880	15,126	23,864	18,486	16,831
November	13,046	11,594	10,591	13,510	12,598	14,908	14,942	17,473	14,914
December	12,060	12,394	13,648	14,187	11,512	13,492	14,763	17,372	
<b>Totals</b>	<b>162,304</b>	<b>161,746</b>	<b>161,946</b>	<b>173,305</b>	<b>176,711</b>	<b>176,760</b>	<b>209,488</b>	<b>237,659</b>	<b>200,211</b>



**SAN LORENZO VALLEY WATER DISTRICT**  
**OPERATIONS DEPARTMENT**  
**November 2021**

Agenda: 1.20.22  
 Item: 14.5



<u>Month</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
January	77	38	157	91	95	89	289
February	49	43	752	105	74	81	268
March	79	62	654	127	65	91	280
April	59	68	162	155	90	69	333
May	79	62	130	120	92	91	277
June	61	61	115	145	97	94	304
July	90	45	109	150	153	92	236
August	66	73	74	164	106	59	233
September	84	93	157	120	120	107	177
October	72	69	246	149	140	207	202
November	71	55	151	104	104	158	252
December	45	38	83	98	109	255	
<b>Total to Date</b>	<b>832</b>	<b>707</b>	<b>2,790</b>	<b>1528</b>	<b>1245</b>	<b>1393</b>	<b>2851</b>



**Know what's below.**  
**Call before you dig.**



## MINUTES OF ENVIRONMENTAL COMMITTEE MEETING

Responsible for matters of stewardship of the District's property including: Urban Water Management Plans; Water Conservation Programs; Classis Watershed Education Grants; Watershed Management; Resource Management and other environmental related matter.

Wednesday, December 1, 2021, 9:00 am via video/teleconference.

### MINUTES

1. **Convene Meeting/Roll Call:** 9:06 a.m.

Committee Members Present:

Mark Smolley, Chair

Bob Fultz

Alina Layng

Kevin O'Connor - absent excused

Staff Present:

Rick Rogers, District Manager

Carly Blanchard, Environmental Planner

Holly Hossack, District Secretary

2. **Oral Communications**

R. Moran, Ben Lomond, addressed the Committee regarding Santa Cruz County meetings regarding tiny house regulations.

Discussion by the Committee regarding staff availability to attend these meetings.

3. **Old Business:**

A. FUEL REDUCTION UPDATE

C. Blanchard introduced this item.

Discussion by the Committee and staff regarding continued maintenance.

R. Moran, Ben Lomond, is happy to see this project is being done.

4. **New Business:**

A. CONJUNCTIVE USE PLAN

C. Blanchard introduced and explained this item.

Discussion by the Committee and staff regarding costs, timeframe, emergency use, data on impact to San Lorenzo River, more specific data is needed, political issues, strategy for moving forward with an EIR, Big Trees intake use, injection wells, and Board expectations.

Revisit this item again at the January Committee meeting.

Update Board in the Environmental Status Report.

- B. KEN MOORE MEMORIAL VIDEO
- C. Blanchard introduced this item.

5 **Adjournment** 10:04 a.m.



## Board Meeting Recap: November 2021

### Groundwater Sustainability Plan adopted

Santa Margarita Groundwater Agency held a board meeting Wednesday, Nov. 17, via all-remote, web- and phone-based access due to the coronavirus prevention guidelines. At the meeting, the Board of Directors adopted the [Groundwater Sustainability Plan \(GSP\)](#) and will submit the GSP to the state Department of Water Resources for review and approval.

A key responsibility of the [Santa Margarita Groundwater Agency](#) is to develop, adopt and submit a GSP for the Santa Margarita Groundwater Basin (Basin), as required by California’s Sustainable Groundwater Management Act. SMGWA member agency staff, with support from technical experts and input from Basin stakeholders, prepared the draft GSP, which was first presented at the SMGWA’s Board of Directors meeting in July and subsequently opened for a two-month public comment period to solicit feedback from Basin stakeholders and the general public. A total of 39 public comments were received.

“All the hard work, long meetings and late nights paid off with a great plan for water sustainability,” said SMGWA Board Chair Chris Perri. “But the real win was bringing together all these different communities, cooperating with good hearts and minds for the greater good!”

Informed by the public comments, the final GSP will guide long-term management of the groundwater basin to ensure a reliable and resilient water supply for community needs and the environment. The plan provides the basis for ongoing management of the Basin by SMGWA to achieve sustainability in a 20-year planning horizon and maintain sustainability over a 50-year implementation horizon, as specified by the Sustainable Groundwater Management Act.

The Basin forms a roughly triangular area between Felton, Ben Lomond and Scotts Valley. This Basin is a source of drinking water for Scotts Valley Water District, San Lorenzo Valley Water District, over a dozen small water systems and approximately 1,100 parcels served by private wells. Additionally, the groundwater table influences the surface water in the San Lorenzo River, a primary drinking water source for the city of Santa Cruz and home to endangered species.

SMGWA’s effort on groundwater sustainability is increasingly important as the region, similarly to the whole state, experiences another drought. The Basin’s GSP must be submitted to the California Department of Water Resources by Jan. 31, 2022.

The December SMGWA board meeting has been canceled. The board will next meet in January 2022. To learn more about the Santa Margarita Groundwater Agency and upcoming events, visit our website at [www.smgwa.org](http://www.smgwa.org).



SCOTTS VALLEY  
WATER DISTRICT



## MINUTES OF SPECIAL BUDGET & FINANCE COMMITTEE MEETING

Responsible for the review of District finances including: rates, fees, charges and other sources of revenue; budget and reserves; audit; investments; insurance; and other financial matters.

Monday, December 6, 2021, 1:30 pm, via video/teleconference.

1. **Convene Meeting/Roll Call** 1:36 p.m.

Committee Members Present:

Lois Henry  
Gail Mahood  
Jeff Hill  
Stephanie Winegarden 1:38 p.m.

Staff Present:

Kendra Reed, Acting Director of Finance and Business Services  
Rick Rogers, District Manager  
Holly Hossack, District Secretary

2. **Oral Communications:** None

3. **Unfinished Business:** None

4. **New Business:**

A. DRAFT ANNUAL FINANCIAL REPORT FY2020-21 (CAFR)

K. Reed introduced this item and presented the Draft Annual Financial Report.

G. Mahood noted typos to the title of the document and the term expirations for J. Ackemann and M. Smolley.

Discussion by the Committee and staff regarding the increase in operating expenses, FEMA costs, the net position of the District, and operating expenses in relation to the stabilization rates.

The Budget and Finance Committee recommends to the full Board acceptance of the audit after fix of minor typographical errors noted by G. Mahood.

5. **Adjournment:** 2:09 p.m.



## MINUTES OF ADMINISTRATION COMMITTEE MEETING

Covering Policy, Administration and Community  
Relations/Communications

Tuesday, December 14, 2021, 9:00 am, via video/teleconference.

### MINUTES

1. **Convene Meeting/Roll Call** 9:01 a.m.

Committee Members Present:

Bob Fultz, Chair  
Jayme Ackemann  
Amanda DeJesus (left at 9:30)  
Mark Dolson

Staff Present:

Rick Rogers, District Manager  
Holly Hossack, District Secretary

2. **Oral Communications:** None

3. **New Business:** None

4. **Unfinished Business:**

A. ONBOARDING PROGRAM

B. Fultz, Committee chair, introduced and explained this item.

Discussion by the Committee included the following points:

- Changes to the best practices to mirror the Board Policy Manual
- Add listing of related trade organizations for Board and Committee members
- Item 11 inclusions
  - Budget*
  - Annual Report*
  - LAFCO Sphere Review*
  - Board Policy Manual*
  - Policy Docs
  - Rules and Procedures
  - Strategic Plan
  - Ordinances

- Rate Study
  - Urban Water Management Plan
  - Water Master Plan
  - Map of the District & Facilities
  - Quality Report
  - Organization Chart
- List minimum for Board & Committees*
  - List specifics for Committees

B. RECORDS RETENTION POLICY

R. Rogers introduced this item to the Committee.

Discussion by the Committee regarding the possibilities for record retention:

- Compatibility with current systems
- Cloud based services for permanent, forever storage
- Searchable documents-OCR scan
- Everything is retained expect Personal/Professional Identifiable Information
- Legal recommendation for possible destruction
- Historical Documents
- Uniform labeling/categories

Support from Committee for further researching this option. Change all information to permanent.

5. **Adjournment:** 9:53 a.m.



## MINUTES OF ENGINEERING COMMITTEE MEETING

Covering Design, Construction, Capital Improvement,  
Master Plan and other Engineering, Operational and  
Planning Related Matters

Tuesday, December 21, 2021, 2:00 pm, via video/teleconference.

### MINUTES

1. **Convene Meeting/Roll Call 2:00 p.m.**

Committee Members Present:

Mark Smolley  
Lois Henry  
Mike Murphy

David Ladd - absent  
Ken Lande - absent

Staff Present:

Josh Wolff, Engineering Manager  
Joel Scianna, Assistant Engineer  
Weston Locke, GIS/CAD Specialist  
Chelsea Sladwick, Customer Service  
Rick Rogers, District Manager

2. **Oral Communications: None**

3. **New Business:**

A. ALTERNATIVES FOR CROSS-COUNTRY PIPELINE REPLACEMENT

Josh Wolff introduced this item.

Jeff Tarantino with Freyer & Laureta presented the Cross-Country Pipeline Replacement with assistance from Justin Semion, WRA, Mark Meyers, CE&G, and Aaron Smud, Alpine Summit Development.

Discussion by the Committee, staff, presenters, and public included the following:

- Alternative options, success vs. risk
- Cultural resources permitting issues
- Requirements for cutting down Redwood trees
- The number of trees that need to come down
- Creek crossing of pipe
- Buried pipe depth



- Relative costs analysts' ranking. Most expensive to least expensive.
- Consideration of a better route
- ROI potential calculation
- CEQA permitting
- Finalizing the written report at a public hearing
- Number of creek crossings visible to the public
- The consulting team worked very well with staff
- Depth of pipes for heat reduction
- An idea of the costs to be presented to the Board

The Committee concurred that the low grade HDPE in the existing alignment is the Committee's recommended alternative for replacing the pipelines.

B. STANDARD SPECIFICATIONS AND DETAILS

Josh Wolff introduced this item.

Discussion by the Committee and staff regarding this item including the following points:

- Plans approved by a *Professional* Engineering from Civil Engineer
- Another set of eyes on this item
- General statement to which holds precedence

Committee recommends that these Standard Specification and Details move ahead to the Board for use on future projects.

4. **Unfinished Business:**

A. ENGINEERING PROJECT SUMMARIES AND CALENDAR

Josh Wolff introduced this item.

Discussion by the Committee and staff regarding this item including the following:

- Fall Creek Fish Ladder RFPs timeframe for response and interest in bidding this project
- High water in Fall Creek due to rain, link to video of flow during construction
- Felton Acres failing pressure tanks, testing removal
- Huckleberry Island easements with residents of island

5. **Adjournment:** 4:12 p.m.



## MINUTES OF SPECIAL LOMPICO ASSESSMENT DISTRICT OVERSIGHT COMMITTEE MEETING Workshop

Responsible for review of matters of revenue and expenses directly  
Related to Assessment District 2016-1 projects.  
To serve as liaison between the Lompico Assessment District  
Customers and the District.

Tuesday, January 11, 2022 at 6:00 pm, via video/teleconference.

### MINUTES

1. **Convene Meeting/Roll Call:** 6:12 p.m.

Committee Members Present:

Toni Norton, chair  
Maryann LoBalbo  
Jaime Newton  
Lois Henry, Board Liaison

Norm Hagen was absent

Staff Present

Holly Hossack, District Secretary (for convening and adjourning only)

2. **Oral Communications:** None

3. **Unfinished Business:**

4. **New Business:** None

A. 2021 ANNUAL REPORT WORKSHOP

The committee discussed plans for the upcoming publication of the 2021 Annual Report which will primarily focus on the achievement of final completion of all Lompico Tank replacement projects.

We also discussed the information provided by Kendra Reed, SLVWD Acting Finance Manager regarding the loan funding for several District Infrastructure projects, including the three Lompico tank projects.

5. **Adjournment:** 6:55 p.m.