

**BOARD OF DIRECTORS
SAN BENITO COUNTY WATER DISTRICT
Agenda For
October 29, 2025
Regular Meeting – 5:00 p.m.
30 Mansfield Road – Hollister, California 95023**

Assistance for those with disabilities:

If you have a disability and need accommodation to participate in the meeting, please call Barbara Mauro, Board Clerk, at (831) 637-8218, 48 hours prior to meeting for assistance so the necessary arrangements can be made.

Effective at the April 27, 2022, The Board of Directors is now allowing the public to attend in person at all meetings of the San Benito County Water District Board. We will also continue to offer the meeting via Zoom as well. Regarding virtual participation, members of the public are instructed to be on mute during the proceedings and to speak only when public comment is allowed, after requesting and receiving recognition from the Board President.

ZOOM LINK

<https://us06web.zoom.us/j/81739835326?pwd=Cp0P6W7rZPlxzeetpwkH2Ei8LrDhQ.1>

Meeting ID

817 3983 5326

Passcode:

262536

Dial Only:

Dial by your location

- +1 669 444 9171 US
- +1 720 707 2699 US (Denver)
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 719 359 4580 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US

If you plan to participate in the meeting and need assistance, please call
Barbara Mauro, Board Clerk, at (831) 637-8218, 48 hours prior to meeting.

CALL TO ORDER

- a. Pledge of Allegiance to the Flag
- b. Roll Call
- c. Speakers will be limited to 5 minutes to address the Board; rebuttal will be limited to 3 minutes; no new business agenda items will be heard after 8:00 p.m.
- d. Approval of Agenda
- e. Public Input: Members of the Public are Invited to Speak on any Matter not on the Agenda

CONSENT AGENDA:

(Consent items shall be considered as a whole and without discussion unless a particular item is removed from the consent agenda. Board member may discuss individual items or seek information from staff or legal counsel without removing the item from the Consent Agenda. A member of the public should seek recognition by the President if comment is desired. Approval of consent items shall be made by one motion.)

1. Approval of Minutes for: September 24, 2025 Regular Meeting
2. Allowance of Claims
3. Acknowledgement of Paid Claims prior to the October Board Meeting
4. On Call Contracts – Status Updates

REGULAR AGENDA

5. Consider Approval and Authorize General Manager to Execute a Contract amendment with Kennedy Jenks Inc. Consultants for Construction Management Services Related to West Hills Water Treatment Plant Expansion (NTE \$2,184,927 with 5% contingency of \$92,550)
6. Consider Authorizing the General Manager to Execute the Letter Agreement with Santa Clara Valley Water District (Valley Water) related to the Pacheco Reservoir Expansion Project
7. Consider Authorizing District staff to surplus:
 - a. 1999 Sterling Dump Truck (VIN#2FZHRJBA1XAA53038)
 - b. 2009 Chevrolet Silverado 2500 (VIN#1GCHK44K49F174056)
8. Consider Approval of ACWA JPIA's Commitment to Excellence Certificate and Authorizing the Board of Directors and the General Manager to sign on the District's behalf
9. Consider Approving the establishment of an Artificial Intelligence Appropriate Use Policy
10. Consider Approval of the Board Calendar for 2026
11. Committee/Agency Representative Reports:
 - a. San Luis and Delta-Mendota Water Authority (Tonascia/Jacobson)
 - b. Water Resources Association (Flores/Freeman)
 - c. Pacheco Reservoir Expansion Project Committee (Flores/Wright)
 - d. Personnel Committee (Flores/Tonascia)
12. Monthly Operations and Maintenance Report

13. General Manager's Report:
 - a. Reach 1 Operations
 - b. Zone 3 Operations
 - c. Zone 6 Operations
 - d. Accelerated Drought Response Project (ADRoP)
 - e. San Luis and Delta-Mendota Water Authority Activities
 - f. City of San Juan Bautista Water Supply Plan
 - g. B F Sisk Dam Raise Project
 - h. Sustainable Groundwater Management Act Compliance
 - i. Miscellaneous District items
14. **CLOSED SESSION:**
CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code § 54956.9: Two Cases
15. **CLOSED SESSION:** Conference with Labor Negotiator
Pursuant to Government Code Section § 54957.6
CONFERENCE WITH LABOR NEGOTIATOR
Agency designated representative: Jeremy T. Liem
Unrepresented Employee: General Manager
16. **OPEN SESSION:**
Report any action, if any, from Closed Session items
17. Adjournment

Adjournment - Unless there is a special meeting prior to that time, the next regular meeting of the Board will be Wednesday, November 19, 2025. Meetings are held at the District office, 30 Mansfield Road, Hollister, California. **LAST DAY TO FILE CLAIMS** against the District is the second Friday of each month, except in November and December. Usually meeting dates change in those months because of holidays. The Board may hold a closed session to discuss personnel matters, litigation or employee negotiations as authorized by the Ralph M. Brown Act, Evidence Code #950-962 or other appropriate State law.

All public records relating to an agenda item on this agenda are available for public inspection at the time the record is distributed to all, or a majority of all, members of the Board. Such records shall be available at the District office located at 30 Mansfield Road, Hollister, California.



Agenda

Item

1

September 24, 2025
Regular Meeting
5:00 p.m.

The Board of Directors of the San Benito County Water District convened in regular session on Wednesday, September 24, 2025 at 5:00 p.m. at the San Benito County Water District office at 30 Mansfield Road, Hollister, California. Members present were: President Doug Williams, Vice President Mark Wright and Directors Sonny Flores and John Freeman; Director Joe Tonascia was absent. Also present were General Manager Dana Jacobson, District Counsel Jeremy T. Liem, Assistant General Manager Brett Miller, Operations and Maintenance Manager Michael Craig, Senior Engineer David Macdonald, Water Conservation Program Manager Lundi Barroso-Osorio, Office Specialist I Shannon Darnall and Executive Assistant/Board Clerk Barbara Mauro.

CALL TO ORDER

President Williams called the meeting to order at 5:00 p.m.

- a. **Pledge of Allegiance to the Flag**
President Williams led the Pledge of Allegiance.
- b. **Roll Call**
Mrs. Mauro called roll. Members present were: President Williams, Vice President Wright and Directors Flores and Freeman; Director Tonascia was absent.
- c. **Speakers will be limited to 5 minutes to address the Board; rebuttal will be limited to 3 minutes; no new business agenda items will be heard after 8:00 p.m.**
- d. **Approval of Agenda**
With a motion by Director Freeman and a second by Director Flores, the Agenda was approved by 4 affirmative votes, Williams, Wright, Flores and Freeman and there was 1 absence, Tonascia.
- e. **Public Input: Members of the Public are Invited to Speak on any Matter not on the Agenda**
Mr. Jacobson introduced Lundi Barroso-Osorio as the District's new Water Conservation Program Manager.

CONSENT AGENDA:

- 1. **Approval of Minutes for: August 27, 2025 Regular Meeting**
- 2. **Allowance of Claims**
- 3. **Acknowledgement of Paid Claims prior to the September Board Meeting**
- 4. **On Call Contracts – Status Updates**

With a motion by Director Freeman and a second by Vice President Wright, the Consent Agenda was approved by 4 affirmative votes, Williams, Wright, Flores and Freeman and there was 1 absence, Tonascia.

REGULAR AGENDA

5. **Receive Information and Discuss potential for Golden Mussel Infestation in San Luis Reservoir and San Felipe Division facilities**

Mr. Jacobson introduced this item for the Board and stated a PowerPoint Presentation would be given by Santa Clara Valley Water District.

Using a PowerPoint Presentation, Atlasi Daneshvar on the golden mussel infestation in San Luis Reservoir. Following the presentation, discussion ensued about the treatment at the Pacheco Pumping Plant and whether measures were being considered for treatment of the conduit. Information was given on treatment underway at the plant, but Valley Water staff is waiting on data from the Department of Water Resources on treatment of the conduit.

6. **Consider Approval of the San Benito Urban Area Water Supply and Treatment Agreement and Authorize the Board President to execute agreement**

Mr. Jacobson reviewed this item for the Board. In the board packet, Mr. Jacobson stated they received the red-lined version, so the changes could be reviewed. He stated most changes had to do with noticing issues and clarification that any invoices paid late, would incur a 10% late charge. The one change, since the District's committee meeting, was a concern raised by Sunnyslope County Water District regarding the administration fee. The previous agreement didn't have a cap but now it will be limited to the current organization chart of SBCWD. Mr. Jacobson stated Sunnyslope approved the agreement on September 23, 2025 with a 4/1 vote, the City of Hollister will consider it on October 20th and the City of San Juan Bautista will consider it on October 21st.

With no questions from the Board or the public, a motion was made by Director Flores and seconded by Director Freeman, the Board of Directors approved of the San Benito Urban Area Water Supply and Treatment Agreement and Authorized the Board President to execute agreement by 4 affirmative votes, Williams, Wright, Flores and Freeman and there was 1 absence, Tonascia.

7. **Board Discussion on the Agreement for Advancement of Funds and Reimbursement for Costs of a New Turnout Facilities at West Hills Water Treatment Plant**

Mr. Jacobson reviewed this item for the Board and stated this was informational only. In 2021, the District and the COSJB agreed to an MOU that would provide water from the West Hills WTP to SJB. The District now has the design estimate from HDR for the turnout facility and staff is proposing using Overaa's current contract and using a change order for this facility. The design estimate is \$644,000 and SJB will have to approve the specifications and approve the reimbursement agreement. Once they have approved it, then the District will approve it. Discussion ensued about the cost and what the District is able to do to help with the costs. Mr. Jacobson stated he anticipates bringing this to the Board at the October meeting for approval.

8. **Consider Approval of a Contract with Todd Groundwater for the North San Benito Subbasin Groundwater Sustainability Plan Periodic Evaluation and Amendment in the amount Not to Exceed \$404,230 and Authorize the General Manager to execute contract**

Mr. Jacobson reviewed this item for the Board. The Sustainability Groundwater Management Act (SGMA) will need to be revisited as it will continue to be an on-going process. Todd Groundwater has submitted a proposal for the next steps, which is the periodic evaluation of the GSP as well as an Amendment. Using a PowerPoint presentation, Mr. Jacobson reviewed the milestones of SGMA, and the next steps. He also stated there appears to be a surplus from the GMF collected and that can be put toward the contract with Todd Groundwater. He also gave the reasons there was a surplus and how the future budget will be determined as well as how the assessment may change from a flat fee to a pumping fee. He further reported if the work is done correctly, the amendment shouldn't have to be done again and the 5 year review costs should also lessen. Discussion ensued about whether these were new tasks, which was confirmed, and how did these costs compare to the initial costs. Mr. Miller confirmed the original cost was approximately \$2 million, but the District offset some of this with grant funding.

With a motion by Director Flores and a second by Director Freeman, the Board of Directors approved a Contract with Todd Groundwater for the North San Benito Subbasin Groundwater Sustainability Plan Periodic Evaluation and Amendment in the amount Not to Exceed \$404,230 and Authorized the General Manager to execute the contract by 4 affirmative votes, Williams, Wright, Flores and Freeman and there was 1 absence, Tonascia.

9. **Consider Authorizing the Board President to Execute the Agreement for Temporary Transfer of Water with Blue Sky Farms and associated Escrow Documents and Execute the Water Transfer Agreement Between San Benito County Water District and Westlands Water District**

Mr. Jacobson reviewed this item for the Board. At the August board meeting, he let the Board know the District had a surplus of water and his intention was to transfer water once the District had used all that it could by filling San Justo Reservoir, storing in San Luis Reservoir and percolating. He further stated the District intended to recoup some revenue through this transfer. Because Blue Sky Farms will need to utilize Westlands Water District's CVP contract, there are agreements for both Blue Sky Farms and Westlands Water District. The transfer amount per acre foot will be \$181 but the net amount, after fees will be \$133/acre foot or approximately \$680,000.

With a motion by Vice President Wright and a second by Director Flores, the Board of Directors Authorized the Board President to Execute the Agreement for Temporary Transfer of Water with Blue Sky Farms and associated Escrow Documents and Execute the Water Transfer Agreement Between San Benito County Water District and Westlands Water District by 4 affirmative votes, Williams, Wright, Flores and Freeman and there was 1 absence, Tonascia.

10. **Consider Authorizing the General Manager to Amend the Contract with WBCP Inc. for the recruitment of the District Engineer to include additional direct expenses (NTE \$6,900)**

Mr. Miller reviewed this item for the Board. The District has been unsuccessful in filling this position and the recruiter would like to do a relaunch, but there would be some direct expenses needed for this.

Director Flores asked if there would be any changes. Mr. Miller stated yes, some incentives would be included. Mr. Jacobson added the District would like to take another shot at this and further added, the recruiter isn't paid unless a successful recruitment is achieved.

With a motion by Director Flores and a second by Director Freeman, the Board of Directors Authorized the General Manager to Amend the Contract with WBCP Inc. for the recruitment of the District Engineer to include additional direct expenses (NTE \$6,900) by 4 affirmative votes, Williams, Wright, Flores and Freeman and there was 1 absence, Tonascia.

11. **Consider Resolution Authorizing General Manager to Accept Interests in Real Property**

Mr. Liem reviewed this item for the Board. Recently, his office was attempting to record an easement for the ADRoP Project and it was rejected, although he hasn't encountered this before. The District could either approve them individually as they come up or his recommendation is to pass a resolution that allows the general manager to accept interest in easements. He added that easements such as these are generally part of a general project the Board has already approved but if not, the Board would have an opportunity to review and approve it.

With a motion by Vice President Wright and a second by Director Freeman, the Board of Directors approved Resolution #2025-16, *A Resolution of the Board of Directors of the San Benito County Water District Authorizing General Manager to Accept Interests in Real Property* by 4 affirmative votes, Williams, Wright, Flores and Freeman and there was 1 absence, Tonascia.

12. **Committee/Agency Representative Reports:**

- a. **San Luis and Delta-Mendota Water Authority (Tonascia/Jacobson)**
As per Mr. Jacobson, he will cover this under his manager's report.
- b. **Groundwater Sustainability Agency Committee (Williams/Flores)**
As per Directors Williams and Flores, this has already been covered.
- c. **Zone 6 Water Supply & Operations Committee (Tonascia/Wright)**
As per Director Wright, items were covered in agenda items, 6, 7 & 9.

13. **Monthly Operations and Maintenance Report**

Mr. Craig reviewed the complex repair the O & M staff had to do on Orchard Road. He explained the issue was due to an unusual outside diameter of the 30" pipe. He further reported staff will be working at Hernandez Reservoir for several weeks in October and work continues on the Paicines Canal. Also on their schedule, Mr. Craig reported the recycled water ponds need to be drained, allowed to dry and cleaned. October is generally a busy time of the year for the maintenance department.

14. **General Manager's Report:**

a. **Reach 1 Operations**

As per Mr. Jacobson, he had nothing to report at this time.

b. Zone 3 Operations

As per Mr. Jacobson, Mr. Craig has covered this item.

c. Zone 6 Operations

As per Mr. Jacobson, there will be an outage sometime in October.

d. Accelerated Drought Response Project (ADRoP)

As per Mr. Jacobson, all projects are going well. The Incidental Take Permit has finally been issued for the West Hills WTP Expansion. Discussion ensued about mitigation that will be needed. He further stated the two well contracts are going well, and the water sampling done on-site has been favorable. Specialty Construction is mobilizing materials and preparing to begin construction. Mr. Jacobson stated the total cost of the project is now approximately \$50.8 million, which is on target.

e. San Luis and Delta-Mendota Water Authority Activities

Utilizing a PowerPoint presentation, Mr. Jacobson reviewed the proposed fix for the subsidence issue. He stated it is a two phase approach and the goal would be to use grant money only. He further stated the canal is in bad shape and needs repair as it is an unsafe state. He added the canal is an important component for the B.F. Sisk Dam Raise Project.

f. City of San Juan Bautista Water Supply Plan

As per Mr. Jacobson, this has already been covered.

g. B F Sisk Dam Raise Project

As per Mr. Jacobson, due to staff issues at the Bureau there appears to be a scheduling issue. However, there are 2 bits of good news. First there is suitable mitigation from Contra Costa Water District and also, CalTRANS has changed how they will require the slope down for the highway, which will save approximately \$375 million. He added, now those involved are attempting to have CalTRANS put it in writing.

h. Sustainable Groundwater Management Act Compliance

As per Mr. Jacobson, he had nothing further to report at this time.

i. Miscellaneous District items

As per Mr. Jacobson, he had nothing to report at this time.

15. CLOSED SESSION:

Public Employee Performance Evaluation

Title: General Manager

Authority: California Government Code Section 54957

(The Board convened in Closed Session at 6:22 p.m.)

16. OPEN SESSION;

Report out any action, if any, taken in Closed Session

(The Board reconvened in Open Session at 6:54 p.m.)

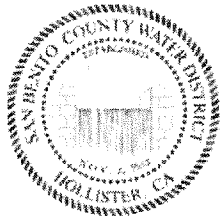
President Williams reported no action was taken in Closed Session.

17. **Adjournment**

With no further business to discuss, the meeting was adjourned at 6:55 p.m.

Doug Williams, President

Barbara L. Mauro, Executive Assistant/Board Clerk



San Benito County Water District

Check Register

Packet: APPKT00129 - Board Claims October 29, 2025

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
001866	Gutierrez Consultants	10/29/2025	EFT	0.00	22,797.50	3
000018	A-1 Services	10/29/2025	Regular	0.00	828.00	60368
005115	AAA Business Supplies LP	10/29/2025	Regular	0.00	649.26	60369
000040	ACWA/JPIA	10/29/2025	Regular	0.00	129,753.76	60370
000081	Alan Zeisbrich	10/29/2025	Regular	0.00	1,205.00	60371
000322	Association of California Water Agen-	10/29/2025	Regular	0.00	26,290.00	60372
000355	B&S Supply	10/29/2025	Regular	0.00	6,450.38	60373
000415	Before the Movie Inc	10/29/2025	Regular	0.00	438.00	60374
000561	Brigantino Irrigation	10/29/2025	Regular	0.00	38,885.79	60375
000600	C & N Tractors	10/29/2025	Regular	0.00	16,167.14	60376
000869	Cintas Corporation	10/29/2025	Regular	0.00	2,170.61	60377
000875	CivicPlus LLC	10/29/2025	Regular	0.00	722.14	60378
000905	CM Analytical Inc	10/29/2025	Regular	0.00	1,480.00	60379
001041	Dassel's Petroleum Inc	10/29/2025	Regular	0.00	61.86	60380
001043	Dataflow Business Systems Inc	10/29/2025	Regular	0.00	217.10	60381
001264	Don Chapin Company Inc	10/29/2025	Regular	0.00	524.45	60382
001375	Edges Electrical Group	10/29/2025	Regular	0.00	390.91	60383
001409	ELC Consulting	10/29/2025	Regular	0.00	15,828.77	60384
001481	Environmental Systems Research Ins	10/29/2025	Regular	0.00	460.00	60385
005116	EquipmentShare.com Inc	10/29/2025	Regular	0.00	378.17	60386
001553	Fastenal Company	10/29/2025	Regular	0.00	1,078.54	60387
001793	Golden State Portables	10/29/2025	Regular	0.00	450.00	60388
001813	GRAINGER	10/29/2025	Regular	0.00	1,096.16	60389
001822	Greenwood Chevrolet	10/29/2025	Regular	0.00	5,702.04	60390
001850	Grossmayer & Associates	10/29/2025	Regular	0.00	725.00	60391
001949	Hollister Auto Parts Inc	10/29/2025	Regular	0.00	299.26	60392
001988	ICONIX Waterworks Inc	10/29/2025	Regular	0.00	8,582.57	60393
001997	Independent Business Forms Inc	10/29/2025	Regular	0.00	87.00	60394
002423	Johnson Lumber Company	10/29/2025	Regular	0.00	961.82	60395
002699	Kennedy/Jenks Consultants Inc.	10/29/2025	Regular	0.00	178,672.45	60396
002766	Kronick, Moskovitz, Tiedemann & Gir	10/29/2025	Regular	0.00	6,345.00	60397
002783	Landscape Design by Rosemary Brid	10/29/2025	Regular	0.00	700.00	60398
003015	Mandego	10/29/2025	Regular	0.00	72.06	60399
003247	McKinnon Lumber, Inc.	10/29/2025	Regular	0.00	17.61	60400
003249	McMaster-Carr Supply Co	10/29/2025	Regular	0.00	344.41	60401
003399	Mission Village Voice Media LLC	10/29/2025	Regular	0.00	530.00	60402
003488	NEXGEN Asset Management	10/29/2025	Regular	0.00	19,500.00	60403
003614	Pat Davis Design Group, Inc.	10/29/2025	Regular	0.00	1,075.00	60404
005118	PeneCore Drilling	10/29/2025	Regular	0.00	18,125.00	60405
003752	Pitney Bowes	10/29/2025	Regular	0.00	912.14	60406
003760	Ponton Industries Inc.	10/29/2025	Regular	0.00	2,879.49	60407
003796	Raftelis	10/29/2025	Regular	0.00	9,218.75	60408
003878	Reserve Account	10/29/2025	Regular	0.00	1,000.00	60409
004265	San Benito County Farm Bureau	10/29/2025	Regular	0.00	225.00	60410
004292	San Luis & Delta-Mendota WA	10/29/2025	Regular	0.00	76,607.00	60411
004422	Shred-it	10/29/2025	Regular	0.00	741.10	60412
004218	SJ Electro Systems, Inc.	10/29/2025	Regular	0.00	9,435.00	60413
004456	Spurzem & Liem LLP	10/29/2025	Regular	0.00	2,777.00	60414
004554	Sunnyslope County Water District	10/29/2025	Regular	0.00	389,636.41	60415
004619	TechnoFlo Systems	10/29/2025	Regular	0.00	161,565.20	60416
004728	Todd Groundwater	10/29/2025	Regular	0.00	59,267.91	60417
004771	Toro Petroleum Corporation	10/29/2025	Regular	0.00	3,719.12	60418
004807	Tyler Technologies	10/29/2025	Regular	0.00	6,600.00	60419
004810	U.S. Bank Corporation	10/29/2025	Regular	0.00	14,592.36	60420

Check Register

Packet: APPKT00129-Board Claims October 29, 2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
004830	USA BlueBook	10/29/2025	Regular	0.00	953.31	60421
004854	Verdant Commercial Capital LLC	10/29/2025	Regular	0.00	239.81	60422
004935	WBCP, Inc	10/29/2025	Regular	0.00	5,246.00	60423
000604	C. Overaa & Co	10/29/2025	Bank Draft	0.00	625,100.00	160915979

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	133	56	0.00	1,232,880.86
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	625,100.00
EFT's	6	1	0.00	22,797.50
	140	58	0.00	1,880,778.36

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	10/2025	1,880,778.36
			<u>1,880,778.36</u>

Authorization Signatures

Board Claims Approval

STATE OF CALIFORNIA
COUNTY OF SAN BENITO

I DO HEREBY CERTIFY, UNDER THE PENALTY OF PERJURY AT HOLLISTER, CALIFORNIA, THAT THE FOREGOING DEMANDS ENUMERATED HAVE BEEN AUDITED; THAT THE SAME ARE ACCURATE AND JUST CLAIMS AGAINST THE DISTRICT; AND THAT THERE ARE FUNDS AVAILABLE FOR PAYMENT.

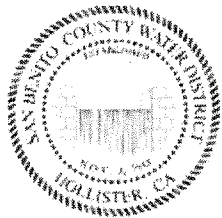


Dana Jacobson, General Manager



~~Brett Miller, Assistant General Manager~~ Cindy Paine

Doug Williams, Board President



San Benito County Water District

Payment Register

APPKT00129 - Board Claims October 29, 2025

01 - Vendor Set 01

Bank: AP - Accounts Payable

Vendor Number	Vendor Name					Total Vendor Amount
<u>000018</u>	A-1 Services					828.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<u>60368</u>			10/29/2025	828.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>123503</u>	Janitorial Services	10/01/2025	10/01/2025	0.00	828.00	

Vendor Number	Vendor Name					Total Vendor Amount
<u>005115</u>	AAA Business Supplies LP					649.26
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<u>60369</u>			10/29/2025	649.26	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>2454112-0</u>	Office Supplies	09/19/2025	09/19/2025	0.00	649.26	

Vendor Number	Vendor Name					Total Vendor Amount
<u>000040</u>	ACWA/JPIA					129,753.76
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<u>60370</u>			10/29/2025	129,753.76	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>1490</u>	Annual Liability Insurance	10/14/2025	10/14/2025	0.00	129,753.76	

Vendor Number	Vendor Name					Total Vendor Amount
<u>000081</u>	Alan Zeisbrich					1,205.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<u>60371</u>			10/29/2025	1,205.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>9-2025</u>	Contract Services	09/30/2025	09/30/2025	0.00	575.00	
<u>9-2025P</u>	Contract Services	09/30/2025	09/30/2025	0.00	630.00	

Vendor Number	Vendor Name					Total Vendor Amount
<u>000322</u>	Association of California Water Agencies					26,290.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<u>60372</u>			10/29/2025	26,290.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>093025</u>	2026 Membership Dues	09/30/2025	09/30/2025	0.00	26,290.00	

Vendor Number	Vendor Name					Total Vendor Amount
<u>000355</u>	B&S Supply					6,450.38
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<u>60373</u>			10/29/2025	6,450.38	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>2978</u>	Maintenance Supplies	09/01/2025	09/01/2025	0.00	1,140.00	
<u>2981</u>	Maintenance Supplies	09/09/2025	09/09/2025	0.00	5,118.71	
<u>2992</u>	Maintenance Supplies	09/24/2025	09/24/2025	0.00	81.67	
<u>2993</u>	Maintenance Supplies	09/25/2025	09/25/2025	0.00	110.00	

Vendor Number	Vendor Name					Total Vendor Amount
<u>000415</u>	Before the Movie Inc					438.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<u>60374</u>			10/29/2025	438.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>54220</u>	On-Screen Ad	10/01/2025	10/01/2025	0.00	438.00	

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Vendor Number	Vendor Name					Total Vendor Amount
<u>000561</u>	Brigantino Irrigation					38,885.79
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<u>60375</u>			10/29/2025	38,885.79	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>220000123421</u>	Maintenance Supplies	09/12/2025	09/12/2025	0.00	245.79	
<u>220000123526</u>	Maintenance Supplies	09/12/2025	09/12/2025	0.00	4,317.30	
<u>220000123638</u>	Maintenance Supplies	09/15/2025	09/15/2025	0.00	3,861.99	
<u>220000123873</u>	Maintenance Contracted Services	09/16/2025	09/16/2025	0.00	8,800.00	
<u>220000123875</u>	Maintenance Contracted Services	09/16/2025	09/16/2025	0.00	3,400.00	
<u>220000123879</u>	Maintenance Contracted Services	09/16/2025	09/16/2025	0.00	3,600.00	
<u>220000123890</u>	Maintenance Contracted Services	09/16/2025	09/16/2025	0.00	3,000.00	
<u>220000123953</u>	Maintenance Contracted Services	09/16/2025	09/16/2025	0.00	10,348.13	
<u>220000124029</u>	Maintenance Supplies	09/17/2025	09/17/2025	0.00	877.55	
<u>220000124461</u>	District Supplies	09/22/2025	09/22/2025	0.00	60.58	
<u>220000125160</u>	Maintenance Supplies	09/26/2025	09/26/2025	0.00	59.08	
<u>220000125269</u>	Maintenance Supplies	09/29/2025	09/29/2025	0.00	315.37	

Vendor Number	Vendor Name					Total Vendor Amount
<u>000600</u>	C & N Tractors					16,167.14
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<u>60376</u>			10/29/2025	16,167.14	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>16129</u>	Maintenance Equipment	10/22/2025	10/22/2025	0.00	16,167.14	

Vendor Number	Vendor Name					Total Vendor Amount
<u>000604</u>	C. Overaa & Co					625,100.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Bank Draft	<u>160915979</u>			10/29/2025	625,100.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>7</u>	Contracted Services	10/04/2025	10/04/2025	0.00	625,100.00	

Vendor Number	Vendor Name					Total Vendor Amount
<u>000869</u>	Cintas Corporation					2,170.61
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<u>60377</u>			10/29/2025	2,170.61	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>4244291493</u>	Weekly Service	09/23/2025	09/23/2025	0.00	214.05	
<u>4245039012</u>	Weekly Service	09/30/2025	09/30/2025	0.00	214.05	
<u>4245753404</u>	Weekly Service	10/07/2025	10/07/2025	0.00	214.05	
<u>4246505747</u>	Weekly Service	10/14/2025	10/14/2025	0.00	214.05	
<u>4247261956</u>	Weekly Service	10/21/2025	10/21/2025	0.00	214.05	
<u>9338280114</u>	District Uniforms	09/16/2025	09/16/2025	0.00	178.26	
<u>9338763265</u>	District Uniforms	09/19/2025	09/19/2025	0.00	809.83	
<u>9339763114</u>	District Uniforms	09/26/2025	09/26/2025	0.00	183.65	
<u>9339763119</u>	District Uniforms Credit	09/26/2025	09/26/2025	0.00	-71.38	

Vendor Number	Vendor Name					Total Vendor Amount
<u>000875</u>	CivicPlus LLC					722.14
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<u>60378</u>			10/29/2025	722.14	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>352293</u>	Municipal Code Updates	12/16/2025	12/16/2025	0.00	722.14	

Vendor Number	Vendor Name					Total Vendor Amount
<u>000905</u>	CM Analytical Inc					1,480.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<u>60379</u>			10/29/2025	1,480.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>85287</u>	Water Quality Testing	09/16/2025	09/16/2025	0.00	1,240.00	
<u>85523</u>	Water Quality Testing	10/13/2025	10/13/2025	0.00	240.00	

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Vendor Number	Vendor Name					Total Vendor Amount	
001041	Dassel's Petroleum Inc					61.86	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	60380					10/29/2025	61.86
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
10803297	Gas Can Fuel	09/25/2025	09/25/2025	0.00	61.86		
Vendor Number	Vendor Name					Total Vendor Amount	
001043	Dataflow Business Systems Inc					217.10	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	60381					10/29/2025	217.10
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
434874	Copier Maintenance /Supplies	10/06/2025	10/06/2025	0.00	217.10		
Vendor Number	Vendor Name					Total Vendor Amount	
001264	Don Chapin Company Inc					524.45	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	60382					10/29/2025	524.45
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
199667	Maintenance Supplies	09/03/2025	09/03/2025	0.00	338.32		
199682	Maintenance Supplies	09/04/2025	09/04/2025	0.00	186.13		
Vendor Number	Vendor Name					Total Vendor Amount	
001375	Edges Electrical Group					390.91	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	60383					10/29/2025	390.91
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
56548109.001	Structure Supplies	09/23/2025	09/23/2025	0.00	178.59		
56553754.001	Structure Supplies	09/30/2025	09/30/2025	0.00	64.26		
56553754.002	Maintenance Supplies	10/02/2025	10/02/2025	0.00	148.06		
Vendor Number	Vendor Name					Total Vendor Amount	
001409	ELC Consulting					15,828.77	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	60384					10/29/2025	15,828.77
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
10620	Monthly Service Agreement	10/01/2025	10/01/2025	0.00	6,897.00		
10621	Monthly Service Agreement	10/01/2025	10/01/2025	0.00	1,480.00		
10622	Monthly Service Agreement	10/01/2025	10/01/2025	0.00	100.00		
10649	Computer Equipment	10/15/2025	10/15/2025	0.00	1,420.25		
10655	Computer Equipment	10/15/2025	10/15/2025	0.00	2,840.50		
10656	FortiGate Renewal Agreement	10/15/2025	10/15/2025	0.00	596.51		
10657	Fortinet Service Agreement	10/15/2025	10/15/2025	0.00	459.73		
10659	Computer Equipment	10/15/2025	10/15/2025	0.00	1,420.25		
10661	Annual Microsoft 365 Back Up	10/15/2025	10/15/2025	0.00	614.53		
Vendor Number	Vendor Name					Total Vendor Amount	
001481	Environmental Systems Research Inst.					460.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	60385					10/29/2025	460.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
900107914	Engineering Software Renewal	10/03/2025	10/03/2025	0.00	460.00		
Vendor Number	Vendor Name					Total Vendor Amount	
005116	EquipmentShare.com Inc					378.17	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	60386					10/29/2025	378.17
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
HOL-5819109-0000	Equipment Rental	09/24/2025	09/24/2025	0.00	378.17		

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Vendor Number	Vendor Name					Total Vendor Amount	
001553	Fastenal Company					1,078.54	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	60387					10/29/2025	1,078.54
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
CAH0571445	Maintenance Supplies	09/08/2025	09/08/2025	0.00	142.03		
CAH0571664	Maintenance Supplies	09/19/2025	09/19/2025	0.00	254.05		
CAH0571686	Maintenance Supplies	09/30/2025	09/30/2025	0.00	526.65		
CAH0571798	Maintenance Supplies	09/30/2025	09/30/2025	0.00	104.88		
MN019970446	Maintenance Supplies	09/10/2025	09/10/2025	0.00	50.93		
Vendor Number	Vendor Name					Total Vendor Amount	
001793	Golden State Portables					450.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	60388					10/29/2025	450.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
59502	Portable Toilet Rental	10/01/2025	10/01/2025	0.00	450.00		
Vendor Number	Vendor Name					Total Vendor Amount	
001813	GRAINGER					1,096.16	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	60389					10/29/2025	1,096.16
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
9660596421	Personal Protection Equipment	10/01/2025	10/01/2025	0.00	997.33		
9664223311	Maintenance Supplies	10/03/2025	10/03/2025	0.00	98.83		
Vendor Number	Vendor Name					Total Vendor Amount	
001822	Greenwood Chevrolet					5,702.04	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	60390					10/29/2025	5,702.04
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
CVCB4941	Vehicle Body Repair #24	09/26/2025	09/26/2025	0.00	5,702.04		
Vendor Number	Vendor Name					Total Vendor Amount	
001850	Grossmayer & Associates					725.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	60391					10/29/2025	725.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
IVC3927	Consulting Services	10/15/2025	10/15/2025	0.00	725.00		
Vendor Number	Vendor Name					Total Vendor Amount	
001866	Gutierrez Consultants					22,797.50	
Payment Type	Payment Number					Payment Date	Payment Amount
EFT	3					10/29/2025	22,797.50
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
2018	Consulting Services	10/06/2025	10/06/2025	0.00	4,890.00		
2019	Consulting Services	10/06/2025	10/06/2025	0.00	2,610.00		
2020	Consulting Services	10/06/2025	10/06/2025	0.00	1,450.00		
2023	Consulting Services	10/13/2025	10/13/2025	0.00	9,642.50		
2024	Consulting Services	10/13/2025	10/13/2025	0.00	3,045.00		
2025	Consulting Services	10/13/2025	10/13/2025	0.00	1,160.00		
Vendor Number	Vendor Name					Total Vendor Amount	
001949	Hollister Auto Parts Inc					299.26	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	60392					10/29/2025	299.26
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
020399	Maintenance Supplies	09/24/2025	09/24/2025	0.00	28.39		
020545	Vehicle Supplies Truck #19	09/26/2025	09/26/2025	0.00	17.44		
022675	Maintenance - Heavy Equipment	10/17/2025	10/17/2025	0.00	253.43		

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Vendor Number	Vendor Name					Total Vendor Amount
<u>001988</u>	ICONIX Waterworks Inc					8,582.57
Payment Type	Payment Number				Payment Date	Payment Amount
Check	<u>60393</u>				10/29/2025	8,582.57
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>U2516039931</u>	Maintenance Supplies	09/25/2025	09/25/2025	0.00	541.35	
<u>U2516039932</u>	Maintenance Supplies	09/25/2025	09/25/2025	0.00	1,816.11	
<u>U2516040653</u>	Maintenance Supplies	09/30/2025	09/30/2025	0.00	4,854.27	
<u>U2516041727</u>	Maintenance Supplies	10/07/2025	10/07/2025	0.00	1,370.84	

Vendor Number	Vendor Name					Total Vendor Amount
001997	Independent Business Forms Inc					87.00
Payment Type	Payment Number					Payment Amount
Check	60394	10/29/2025				87.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
44213	Printing Services	09/29/2025	09/29/2025	0.00	87.00	

Vendor Number	Vendor Name					Total Vendor Amount	
002423	Johnson Lumber Company					961.82	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	60395					10/29/2025	961.82
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
287323	Maintenance Supplies	09/17/2025	09/17/2025	0.00	163.86		
287385	District Supplies	09/18/2025	09/18/2025	0.00	43.67		
287412	District Supplies	09/19/2025	09/19/2025	0.00	19.64		
287446	Maintenance Supplies	09/22/2025	09/22/2025	0.00	34.92		
287539	Maintenance Supplies	09/24/2025	09/24/2025	0.00	42.99		
287542	Maintenance Supplies	09/24/2025	09/24/2025	0.00	27.30		
287737	Maintenance Supplies	10/01/2025	10/01/2025	0.00	268.12		
287764	WRA Supplies	10/02/2025	10/02/2025	0.00	26.20		
287785	Maintenance Supplies	10/02/2025	10/02/2025	0.00	182.62		
287794	Maintenance Supplies	10/03/2025	10/03/2025	0.00	55.34		
287887	Maintenance Supplies	10/08/2025	10/08/2025	0.00	58.97		
288132	Maintenance Supplies	10/17/2025	10/17/2025	0.00	38.19		

Vendor Number	Vendor Name					Total Vendor Amount
<u>002699</u>	Kennedy/Jenks Consultants Inc.					178,672.45
Payment Type	Payment Number				Payment Date	Payment Amount
Check	<u>60396</u>				10/29/2025	178,672.45
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>181568</u>	Engineering Services	07/22/2025	07/22/2025	0.00	93,227.14	
<u>182382</u>	Engineering Services	08/25/2025	08/25/2025	0.00	11,556.00	
<u>182851</u>	Engineering Services	09/16/2025	09/16/2025	0.00	65,681.11	
<u>182933</u>	Engineering Services	09/18/2025	09/18/2025	0.00	8,208.20	

Vendor Number	Vendor Name					Total Vendor Amount
<u>002766</u>	Kronick, Moskovitz, Tiedemann & Girard					6,345.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check	<u>60397</u>				10/29/2025	6,345.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>30914792</u>	Legal Services	09/22/2025	09/22/2025	0.00	1,182.50	
<u>30914793</u>	Legal Services	09/22/2025	09/22/2025	0.00	5,074.50	
<u>30914794</u>	Legal Services	09/22/2025	09/22/2025	0.00	88.00	

Vendor Number	Vendor Name					Total Vendor Amount
002783	Landscape Design by Rosemary Bridwell CCN					700.00
Payment Type	Payment Number					Payment Amount
Check	60398					700.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
092225	Landscape Plan Review	09/22/2025	09/22/2025	0.00	700.00	

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Vendor Number	Vendor Name					Total Vendor Amount
<u>003015</u>	Mandego					72.06
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<u>60399</u>			10/29/2025	72.06	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>18850</u>	District Apparel	10/15/2025	10/15/2025	0.00	72.06	
Vendor Number	Vendor Name					Total Vendor Amount
<u>003247</u>	McKinnon Lumber, Inc.					17.61
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<u>60400</u>			10/29/2025	17.61	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>4E3FM</u>	Maintenance Supplies	10/09/2025	10/09/2025	0.00	17.61	
Vendor Number	Vendor Name					Total Vendor Amount
<u>003249</u>	McMaster-Carr Supply Co					344.41
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<u>60401</u>			10/29/2025	344.41	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>52781828</u>	Maintenance Supplies	09/29/2025	09/29/2025	0.00	344.41	
Vendor Number	Vendor Name					Total Vendor Amount
<u>003399</u>	Mission Village Voice Media LLC					530.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<u>60402</u>			10/29/2025	530.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>1391</u>	Monthly Print Ad	09/29/2025	09/29/2025	0.00	530.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>003488</u>	NEXGEN Asset Management					19,500.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<u>60403</u>			10/29/2025	19,500.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>5005</u>	Nexgen 811 Integration	09/22/2025	09/22/2025	0.00	19,500.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>003614</u>	Pat Davis Design Group, Inc.					1,075.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<u>60404</u>			10/29/2025	1,075.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>8400</u>	Website Maintenance	10/01/2025	10/01/2025	0.00	1,075.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>005118</u>	PeneCore Drilling					18,125.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<u>60405</u>			10/29/2025	18,125.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>25-2025477A</u>	Engineering Services	09/29/2025	09/29/2025	0.00	18,125.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>003752</u>	Pitney Bowes					912.14
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<u>60406</u>			10/29/2025	912.14	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>3107399984</u>	Mail System Rental -Quarterly	09/18/2025	09/18/2025	0.00	912.14	

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Vendor Number	Vendor Name					Total Vendor Amount
<u>003760</u>	Ponton Industries Inc.					2,879.49
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<u>60407</u>			10/29/2025	2,879.49	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>31915</u>	Restock Fee	06/11/2025	06/11/2025	0.00	2,879.49	
Vendor Number	Vendor Name					Total Vendor Amount
<u>003796</u>	Raftelis					9,218.75
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<u>60408</u>			10/29/2025	9,218.75	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>42218</u>	Consulting Services	10/16/2025	10/16/2025	0.00	9,218.75	
Vendor Number	Vendor Name					Total Vendor Amount
<u>003878</u>	Reserve Account					1,000.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<u>60409</u>			10/29/2025	1,000.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>100725</u>	Postage on Account	10/07/2025	10/07/2025	0.00	1,000.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>004265</u>	San Benito County Farm Bureau					225.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<u>60410</u>			10/29/2025	225.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>0207476</u>	Annual Mem. 048313-35-01-000	09/22/2025	09/22/2025	0.00	225.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>004292</u>	San Luis & Delta-Mendota WA					76,607.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<u>60411</u>			10/29/2025	76,607.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>INVWA1459</u>	B.F. Sisk Dam Raise Project	10/13/2025	10/13/2025	0.00	76,607.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>004422</u>	Shred-it					741.10
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<u>60412</u>			10/29/2025	741.10	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>8012154066</u>	Monthly Shredding Service	09/30/2025	09/30/2025	0.00	741.10	
Vendor Number	Vendor Name					Total Vendor Amount
<u>004218</u>	SJ Electro Systems, Inc.					9,435.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<u>60413</u>			10/29/2025	9,435.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>CD99585890</u>	Scada Support	08/28/2025	08/28/2025	0.00	9,435.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>004456</u>	Spurzem & Liem LLP					2,777.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<u>60414</u>			10/29/2025	2,777.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>64838</u>	Legal Services	10/01/2025	10/01/2025	0.00	2,777.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>004554</u>	Sunnyslope County Water District					389,636.41
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<u>60415</u>			10/29/2025	389,636.41	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>INV00419</u>	Plant Operations - West Hills	09/30/2025	09/30/2025	0.00	223,969.11	

Payment Register
APPKT00129 - Board Claims October 29, 2025

<u>INV00420</u>	Plant Operations -Lessalt	09/30/2025	09/30/2025	0.00	165,667.30
Vendor Number	Vendor Name	Total Vendor Amount			
<u>004619</u>	TechnoFlo Systems	161,565.20			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	<u>60416</u>	10/29/2025	161,565.20		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>51793</u>	Maintenance Contracted Services	09/11/2025	09/11/2025	0.00	2,655.14
<u>51905</u>	Meter and Delivery Project	09/25/2025	09/25/2025	0.00	79,396.33
<u>52098</u>	Meter and Delivery Project	10/13/2025	10/13/2025	0.00	79,513.73
Vendor Number	Vendor Name	Total Vendor Amount			
<u>004723</u>	Todd Groundwater	59,267.91			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	<u>60417</u>	10/29/2025	59,267.91		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>37658 925</u>	Engineering Services	09/08/2025	09/08/2025	0.00	1,095.00
<u>37661 1025</u>	Engineering Services	10/08/2025	10/08/2025	0.00	7,591.25
<u>37661 925</u>	Engineering Services	09/08/2025	09/08/2025	0.00	7,478.75
<u>37662 925</u>	Engineering Services	09/08/2025	09/08/2025	0.00	43,102.91
Vendor Number	Vendor Name	Total Vendor Amount			
<u>004771</u>	Toro Petroleum Corporation	3,719.12			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	<u>60418</u>	10/29/2025	3,719.12		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>C190922</u>	Vehicle Fuel	09/30/2025	09/30/2025	0.00	3,719.12
Vendor Number	Vendor Name	Total Vendor Amount			
<u>004807</u>	Tyler Technologies	6,600.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	<u>60419</u>	10/29/2025	6,600.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>025-529884</u>	Tyler Implementation	09/24/2025	09/24/2025	0.00	4,452.50
<u>025-531322</u>	Tyler Implementation	09/30/2025	09/30/2025	0.00	-810.00
<u>025-531323</u>	Tyler Implementation	09/30/2025	09/30/2025	0.00	900.00
<u>025-531591</u>	Tyler Implementation	09/30/2025	09/30/2025	0.00	130.00
<u>025-532252</u>	Tyler Implementation	10/08/2025	10/08/2025	0.00	1,202.50
<u>025-533073</u>	Tyler Implementation	10/16/2025	10/16/2025	0.00	725.00
Vendor Number	Vendor Name	Total Vendor Amount			
<u>004810</u>	U.S. Bank Corporation	14,592.36			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	<u>60420</u>	10/29/2025	14,592.36		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>092225BIM</u>	Monthly Statement	09/22/2025	09/22/2025	0.00	3,123.70
<u>092225BM</u>	Monthly Statement	09/22/2025	09/22/2025	0.00	3,800.31
<u>092225CP</u>	Monthly Statement	09/22/2025	09/22/2025	0.00	2,213.10
<u>092225DJ</u>	Monthly Statement	09/22/2025	09/22/2025	0.00	61.94
<u>092225MC</u>	Monthly Statement	09/22/2025	09/22/2025	0.00	5,393.31
Vendor Number	Vendor Name	Total Vendor Amount			
<u>004830</u>	USA BlueBook	953.31			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	<u>60421</u>	10/29/2025	953.31		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>INV00829195</u>	Maintenance Supplies	09/16/2025	09/16/2025	0.00	434.91
<u>INV00829220</u>	Maintenance Supplies	09/16/2025	09/16/2025	0.00	518.40

Payment Register

Vendor Number	Vendor Name	Total Vendor Amount			
004854	Verdant Commercial Capital LLC	239.81			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	60422	10/29/2025	239.81		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
905805936	Copier Lease	10/13/2025	10/13/2025	0.00	239.81

Vendor Number	Vendor Name	Total Vendor Amount			
004935	WBCP, Inc	5,246.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	60423	10/29/2025	5,246.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
7466	Consulting Services	10/01/2025	10/01/2025	0.00	5,246.00

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
AP	Manual Bank Draft	1	1	0.00	625,100.00
AP	Check	133	56	0.00	1,232,880.86
AP	EFT	6	1	0.00	22,797.50
Packet Totals:		140	58	0.00	1,880,778.36

Cash Fund Summary

Fund	Name	Amount
999	Pooled Cash	-1,880,778.36
Packet Totals:		-1,880,778.36

**San Benito County Water District
Agenda Transmittal**

Agenda Item: 3

Meeting Date: October 29, 2025

Submitted By: Leilani Vidal

Presented By: Dana Jacobson

Agenda Title: Acknowledgement of Paid Claims prior to the October 2025 Board Meeting

Detailed Description: This is a notification that the checks & wire transfers listed below were issued outside the normal claims process.

Payee	Check No./ Confirmation #	Amount	For	Issued Date
ACWA/JPIA	60338	\$11,270.40	Workers Comp Premiums	10/01/25

<i>Wire Transfers</i>				
Overaa	Wire Transfer	\$468,350.00	WHTP Expansion	09/26/25
USBR (pay.gov)	Wire Transfer	\$108,109.65	Water Payment (Oct Payment Recap)	10/15/25

Financial Impact: X Yes No

Funding Source/ Recap:
Fiscal Year Budget as approved

Material Included for Information/Consideration:
Copy of Wire Transfer Request

Action Required: _____ Resolution X Motion _____ Review

Board Action

_____ Resolution No. ____ Motion By _____ Second By _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Reagendized _____ Date _____ No Action Taken _____

SAN BENITO COUNTY WATER DISTRICT
30 MANSFIELD RD, HOLLISTER, CA 95023

VENDOR: 000040 ACWA/JPIA

DATE	INVOICE #	DESCRIPTION
10/1/2025	100125	Workers Comp Premiums

60338
10/01/2025
AMOUNT
11,270.40

CHECK TOTAL	11,270.40
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KW 10/1/25 CP 10/1/25

Wire Transfer Requested

9/26/2025

Release date

9/29/2025

Vendor	Invoice Date	Invoice no.	Description	GL Account no.	Amount
C. Overraa & CO	9/22/2025	6	ADRoP Construction 8/1/25-8/31/25	600-13510-C129-02	\$ 468,350.00
Total wire transfer					\$ 468,350.00

Daily wire activity total	\$ 468,350.00
---------------------------	---------------

Online entry by: [Signature]
Date 9/26/25

Approved for release online by: [Signature]
Date 9/26/25

Pay.gov payment requested

10/10/2025

Release date 10/14/2025

Vendor	Payment Recap date prepared	Invoice no.	Description	GL Account no.	Amount
Bureau of Reclamation (USBR-LA)	10/10/2025	101025	September prepaid 463 AF M&I	600-51140-0000-07	\$ (11,144.41)
Bureau of Reclamation (USBR-LA)	10/10/2025	101025	September prepaid 3,000 AF AG	600-51100-0000-07	\$ (57,300.00)
Bureau of Reclamation (USBR-LA)	10/10/2025	101025	September usage 1,858 AF M&I	600-51140-0000-07	\$ 44,722.06
Bureau of Reclamation (USBR-LA)	10/10/2025	101025	December prepay 2,728 AF AG	600-51100-0000-07	\$ 52,104.80
Bureau of Reclamation (USBR-LA)	10/10/2025	101025	September usage 1,858 AF M&I Restoration	600-52500-0000-07	\$ 49,552.86
Bureau of Reclamation (USBR-LA)	10/10/2025	101025	September usage 1,858 AF M&I Direct Pumping	600-52510-0000-07	\$ 25,231.64
Bureau of Reclamation (USBR-LA)	10/10/2025	101025	September usage 1,858 AF M&I Direct Pumping Other	600-52510-0000-07	\$ 5,128.08
Bureau of Reclamation (USBR-LA)	10/10/2025	101025	July usage 393 AF M&I Direct Pumping	600-52510-0000-07	\$ (5,336.94)
Bureau of Reclamation (USBR-LA)	10/10/2025	101025	July usage 3,073 AF AG Direct Pumping	600-52110-0000-07	\$ (56,358.82)
Bureau of Reclamation (USBR-LA)	10/10/2025	101025	July usage 393 AF M&I Direct Pumping Other	600-52510-0000-07	\$ (1,084.68)
Bureau of Reclamation (USBR-LA)	10/10/2025	101025	July usage 3,073 AF AG Direct Pumping Other	600-52110-0000-07	\$ (12,230.54)
Bureau of Reclamation (USBR-LA)	10/10/2025	101025	July usage 424 AF M&I Direct Pumping	600-52510-0000-07	\$ 5,757.92
Bureau of Reclamation (USBR-LA)	10/10/2025	101025	July usage 3,042 AF AG Direct Pumping	600-52110-0000-07	\$ 55,790.28
Bureau of Reclamation (USBR-LA)	10/10/2025	101025	July usage 424 AF M&I Direct Pumping Other	600-52510-0000-07	\$ 1,170.24
Bureau of Reclamation (USBR-LA)	10/10/2025	101025	July usage 3,042 AF AG Direct Pumping Other	600-52110-0000-07	\$ 12,107.16
			Total payment amount		\$ 108,109.65

Daily Pay.gov total \$ 108,109.65

Customer # 3000019331

Online entry by:

Date


10/10/25



Agenda

Item

4



Fiscal Year 2025 On-Call Contract Activity Report
MCC Controls dba Primex - *Control System Services (SCADA Services)
Contract #: PRIMEX-2024 OC
Board Meeting 10/29/25

**NTE Contract Amount	Task Order Status	Task Order Amount	Contract Amount Remaining	Task Order Number	Task Order Description	Task Order Issued Date	Payments to Date
\$ 813,000							
	Closed	\$ 30,000	\$ 783,000	1	Control System Services	8.27.24	\$ 29,894.75
	Closed	\$ 48,178	\$ 734,822	2	PLC install and system start up RTU 20	8.26.24	\$ 48,177.80
	Closed	\$ 46,348	\$ 688,474	3	PLC install and system start up RTU 9	8.27.24	\$ 46,347.80
	Closed	\$ 103,850	\$ 584,624	4	Replacement hardware for RTU 3/4/6/7/17	10.17.24	\$ 103,849.54
	Closed	\$ 47,058	\$ 537,566	5	RTU-6 and device upgrades	1.29.25	\$ 47,057.80
	Closed	\$ 48,228	\$ 489,338	6	RTU-7 and device upgrades	1.31.25	\$ 48,227.80
	Closed	\$ 46,298	\$ 443,041	7	RTU-3 and device upgrades	1.31.25	\$ 46,297.80
	Closed	\$ 47,758	\$ 395,283	8	RTU-4 and device upgrades	1.31.25	\$ 47,757.80
	Open	\$ 47,288	\$ 347,995	9	RTU-17 and device upgrades	1.31.25	\$ -
	Open	\$ 113,756	\$ 234,239	10	RTU 1,12,15,16,18 Hardware Upgrades	7.13.25	\$ -
	Open	\$ 30,000	\$ 204,239	11	RTU 17 PLC and Device Upgrades	8.14.25	\$ -
\$ 813,000		\$ 608,761	\$ 204,239				\$ 417,611.09

*SBCWD Board approved 7.31.24, Contract #PRIMEX-2024 OC
**Contract expires 7.31.27

**San Benito County Water District
Agenda Transmittal**

Agenda Item:

5

Meeting Date: October 29, 2025

Submitted By: Jeff Cattaneo

Presented By: Dana Jacobson

Agenda Title: Consider Approval and Authorize General Manager to Execute a Contract amendment with Kennedy Jenks Inc. Consultants for Construction Management Services Related to West Hills Water Treatment Plant Expansion (NTE \$2,184,927 with 5% contingency of \$92,550)

Detailed Description: With the adoption of the Urban Area Water Supply Master Plan (Master Plan) 2023 Update, and grant funding awarded to the project, the District has begun moving forward with the recommendations from the Master Plan for water supply reliability for the existing customers in the urban area.

The preferred project from the Master Plan for water supply reliability is the ADRoP, or Aquifer Storage and Recovery project. This project will take water in years that supply exceeds immediate demand and treat the water to drinking water standards and inject the water into the ground for future recovery during droughts. Originally constructed to treat up 4.5 million gallons per day of water, the addition of the ADRoP project will require an expansion of West Hills to treat up to 6.75 million gallons per day.

Funding for the project comes from a combination of the Water Supply Reliability Fee and grant funding. The Water Supply Reliability Fee was adopted by the District in January of 2023. The fee is applied to all Municipal and Industrial water sold through the District on a per acre foot of water delivered basis. In November of 2022, the District applied for and ultimately received three grants to help offset the cost of the project. Two of the grants totaling approximately \$13.5 million dollars came from DWR funding, and an additional \$6.7 million dollars came by way of a United States Bureau of Reclamation grant for Small Storage Projects. Total project cost is estimated to be approximately \$50 million including the associated conveyance pipelines and the injection/extraction wells.

As with any project of this magnitude, hiring a construction manager to not only manage and supervise the day-to-day construction operations and contractor, but also to complete a constructability review of the design plans prior to putting the project out to bid. The District went through the process of requesting proposals from construction management firms capable of providing the services for a project of this nature. Ultimately, the District chose Kennedy

Jenks as the construction management firm for the project based on the qualifications presented during the interviews.

At the time the original contract of \$1,850,997 for Kennedy-Jenks was awarded, the District was still in the process of negotiating an Incidental Take Permit (ITP) from California Fish and Wildlife Service (CDFW). The expectation was that because most of the site has been previously disturbed and constructed, minimal impact to listed species would be incurred. While that is still the position of District Staff, CDFW has taken a very different view. What was assumed to be a straightforward process to acquire the ITP, the District and District consultants worked for approximately 18 months to get the final ITP from CDFW. During the time the District was negotiating the ITP construction needed to continue requiring extensive monitoring to avoid a take of listed species not covered under an ITP. In the final iteration of the ITP there are several requirements that were never expected. Most notably, daily monitoring by a qualified biologist, and exclusion fencing around the perimeter of the site that requires that the qualified biologist inspect the site every morning prior to the commencement of work. Additionally, the final ITP has all the same monitoring and reporting requirements as the original ITP with additional requirements never expected.

In summary the issues driving the KJ contract amendment are as follows:

1. The original ITP for the construction had expired and required negotiation of a new ITP.
2. Extensive negotiations with CDFW required many hours of consultation to acquire the ITP.
3. Work performed prior to the issuance of the ITP required extensive monitoring by a qualified biologist to avoid a take of listed species not covered by an ITP.
4. The issued ITP contains all the same monitoring and reporting requirements with additional requirements not expected to be required.

Staff have reviewed the ITP and negotiated with KJ to minimize the budget increase while still ensuring the District does not violate the requirements of the ITP. Therefore, staff recommends the Board authorize the District Manager to execute a contract amendment with KJ to increase the KJ contract from \$1,850,997 to \$2,184,927 with the same contingency of \$92,550 bringing the authorized expenditures to \$2,227,427 under this contract.

Materials Included:

Original Contract

Contract Amendment

Fee Estimate for services, and related documents reviewed for consideration.

Financial Impact: X Yes No

Funding Source/ Recap: 600-1351-A219-151-02 – ADRoP

Recommendation: Authorize General Manager to Execute a Contract Amendment with Kennedy Jenks Inc . Consultants for Construction Management Services Related to West Hills Water Treatment Plant Expansion revised contract amount not to exceed \$2,184,927 , with a 5% contingency of \$92,550.

Action Required: _____ Resolution _____ X Motion _____ Review _____

Board Action

_____ Resolution No. _____ Motion By _____ Second By _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Reagendized _____ Date _____ No Action Taken _____

AMENDMENT TO PROFESSIONAL SERVICES CONTRACT

The Professional Services Contract entered into on June 26, 2025 between the San Benito County Water District (District) and Kennedy/Jenks Consultants, Inc. (Consultant) is amended as follows:

1. The scope, completion schedule and compensation for Consultant's service as set forth in Exhibits A, B and C of the said Contract shall include negotiation of a new Incidental Take Permit (ITP), negotiations with California Department of Fish and Wildlife for the ITP and all additional monitoring and reporting requirements as needed for the ITP and is attached hereto as EXHIBIT "C" entitled "SCOPE OF CONSULTANT SERVICES – ADDITIONAL; COMPLETION SCHEDULE" and incorporated herein by reference.

2. Except as specifically amended herein, the above-referred Contract shall remain in full force and effect.

DISTRICT

DATED

By: _____
Dana Jacobson, General Manager

CONSULTANT, Kennedy/Jenks Consultants, Inc.

DATED

By: _____

Kennedy Jenks

Proposal/Job Number: _____ Date: 10.10.25

January 1, 2023 Rates																						
Classification:	Technical Advisor	Project Construction Manager	Resident Engineer	Inspector	Electrical Inspector	Start-up	Grant Funding Compliance	Safety Officer	Project Assistance		KJ	KJ	Sub	Sub	Sub	Sub	Sub	KJ	KJ	Sub	KJ	KJ
Hourly Rate:	\$309	\$276	\$191	\$312	\$331	\$309	\$273	\$248	\$143	Total	Fees	7%	Fees	Fees	Fees	Fees	Fees	10%	Fees	0%	Total Labor	Total Sube (incl Markup)
1.1 - Project Management		80							60	140	\$30,729	\$1,086						\$0	\$0	\$0	\$0	\$0
1.2 - Constructability Review		40			24					64	\$16,616	\$0			6,720	\$6,720	\$672	\$0	\$0	\$0	\$16,616	
1.3 - Construction Management (CM) Procedures Manual	2	24	16							42	\$10,319	\$0					\$0	\$0	\$0	\$0	\$0	
1.4 - Pre-Construction Survey		2	8							10	\$2,045	\$0					\$0	\$0	\$0	\$0	\$0	
1.5 - Pre-Construction Meeting		6	4	2						12	\$2,860	\$0					\$0	\$0	\$0	\$0	\$0	
1.6 - Safety Program	2	2	2					8		14	\$3,542	\$0					\$0	\$0	\$0	\$0	\$0	
Team 1 - Subtotal	4	154	30	2	24	0	0	8	60	282	\$68,111	\$1,086	-		\$0,720	\$672	\$0	\$0	\$0	\$0	\$0	
2.1 - Document Control		88	240						24	352	\$73,734	\$2,612			\$0		\$0	\$0	\$0	\$0	\$0	
2.2 - Construction Progress Meeting		120	192	96						408	\$90,246	\$3,201			\$0		\$0	\$0	\$0	\$0	\$0	
2.3 - Project Correspondence & Communication	8	68	120							216	\$49,787	\$1,764			5,000	\$5,000	\$500	\$0	\$0	\$0	\$51,551	
2.4 - Submittals / Shop Drawings	8	60	68			40				196	\$48,297			5,000	\$5,000	\$500	\$0	\$0	\$0	\$0	\$53,797	
2.5 - Requests for Information (RFI)	8	80	98							196	\$35,917	\$1,273			5,000	\$5,000	\$500	\$0	\$0	\$0	\$41,329	
2.6 - Construction Schedule	8	80	80							198	\$39,915	\$1,414					\$0	\$0	\$0	\$0	\$0	
2.7 - Change Management	6	80	80							168	\$38,915	\$1,414			5,800	\$5,800	\$580	\$0	\$0	\$0	\$41,329	
2.8 - Construction Observation and Quality Assurance		24	864	2486	332					3706	\$772,204	\$27,536					\$170,264	\$17,026	\$0	\$0	\$0	
2.9 - Specialty Inspection and Material Testing			8	24						32	\$8,632	\$235						\$0	\$0	\$0	\$0	
2.10 - Environmental Compliance Monitoring			4	8	16					28	\$8,038	\$214					\$30,000	\$3,000	\$0	\$0	\$0	
2.11 - Schedule of Values		16	8							24	\$5,865						\$0	\$0	\$0	\$0	\$0	
2.12 - Progress Payments		24	48	16						86	\$19,228	\$681					\$0	\$0	\$0	\$0	\$0	
2.13 - Labor Compliance		8	8							16	\$3,744	\$133			67,980	\$6,798	\$0	\$0	\$0	\$0	\$0	
2.14 - Grant Funding Coordination		16	24	6			96			144	\$36,973	\$979					\$0	\$0	\$0	\$0	\$0	
Team 2 - Subtotal	40	666	1,956	2,048	332	40	96	0	24	5702	\$1,233,687	\$41,457	170,264		30,000	\$288,024	\$28,902	\$1,000	\$0	\$0	\$1,725,143	
3.1 - Checkout and Start-up		16				160				304	\$82,894	\$4,854					\$0	\$0	\$0	\$0	\$0	
3.2 - Record Drawings		8	24	40	8						\$17,160	\$1,030					\$0	\$0	\$0	\$0	\$0	
3.3 - Warranty / O&M Manuals		8	40	40	4					92	\$19,297	\$1,159					\$0	\$0	\$0	\$0	\$0	
3.4 - Punch List	4	32	40	80	16					172	\$28,449	\$2,307					\$0	\$0	\$0	\$0	\$0	
3.5 - Final Completion		24	32	8						76	\$16,166	\$971					\$0	\$0	\$0	\$0	\$0	
Team 3 - Subtotal	4	88	164	208	69	180	0	0	12	724	\$171,985	\$10,319	-				\$0	\$0	\$0	\$0	\$0	
All Tasks Total	48	910	2,070	2,865	424	200	96	8	96	6798	\$1,471,814	\$52,865	170,264	67,980	30,000	\$2,520	\$289,744	\$29,974	\$1,000	\$0	\$1,624,879	
																					\$2,649,922	

October 2, 2025

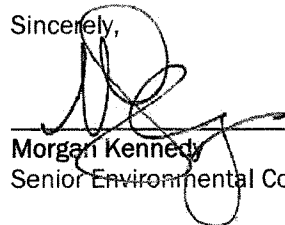
Kim Sloat
Kennedy Jenks
California
925.260.0727; KimSloat@kennedyjenks.com

**Subject: Task Order 03 - Continued Environmental Compliance Support Services During Construction:
2498011*00 SBCWD-CM for Implementation of Phase 1 of the Accelerated Drought Response
Project**

Dear Mr. Sloat:

Dudek is pleased to have this opportunity to continue to work with Kennedy Jenks (Client; KJ) and the San Benito Water District (SBWD; Applicant; Designated Representative [DR]), as well as the associated Project team organizations including HDR (Environmental Permitting Consultant) and Overaa (Contractor) for the Western Hills Water Treatment Plant (WHWTP) – Accelerated Drought Response Project- Phase 1 (ADRoP; Project). At the request of KJ, Dudek has compiled Task Order (TO-03) to provide coverage for continued environmental compliance services for the Project for the period of August 23, 2025, through December 31, 2026.

Sincerely,



Morgan Kennedy
Senior Environmental Compliance Manager

cc: Hannah Barner, Emma Dana, Keith Carwana (Dudek)

Services Overview

Task Order 01

Task Order 01 (TO -01, executed April 2025) outlined Dudek's role as a third-party environmental consultant supporting HDR in Project commencement, covering activities such as pre-construction surveys, daily monitoring, recordkeeping, and worker training, with other compliance responsibilities retained by HDR. The scope, based on the Final Environmental Impact Report (FEIR), Mitigation Monitoring and Reporting Program (MMRP), and U.S. Fish and Wildlife Service (USFWS) Biological Opinion, was capped at \$30,000.

Task Order 02

Task Order 02 (TO-02) was prepared to extend Dudek's environmental compliance services beyond the initial scope of TO-01 to address unforeseen compliance needs during the CDFW Incidental Take Permit (ITP) processing period (May through August 2025). TO-02 provided for continued pre-construction surveys, daily monitoring, and compliance documentation. Additionally, TO-02 incorporated Dudek's expanded responsibilities following receipt of the ITP (2081-2024-024-04) on August 28, 2025; including, but not limited to, preparation of a biological resume package, a Pre-Activity Survey and Memorandum (Memo), correspondence with CDFW through the Designated Representative (DR), coordination with HDR, and expanded Project management support through August 22, 2025. TO-02 was limited to services provided in good faith and fair dealing and capped at \$78,756.42. Note that while TO-02 it addressed several ITP support services, additional ITP conditions and associated funds are needed to fulfill the remaining obligations for the Project (see Task Order 03 below).

Task Order 03

This Task Order 03 (TO-03) builds directly on the services provided in the task order described above- providing continuity of environmental compliance coverage from August 22, 2025, through Project completion, which is estimated to be December 31, 2026 (16 months). This TO-03 will aid in ensuring all ITP conditions, BO requirements, and MMRP measures continue to be fully implemented during on-going Project construction. The Scope of Work (Scope) for TO-03 is outlined below in Table 1, *Scope of Work Summary for Continued Environmental Compliance Support Services*.

Scope of Work

This Scope covers the additional environmental compliance services under TO-03, beginning from the last billing period for TO-02 (August 22, 2025) and continuing through the remainder of the Project, which is anticipated to conclude on December 31, 2026.

Table 1. Task Order-03- Scope of Work Summary for Continued Environmental Compliance Support Services

Task Item	Task Description and Assumptions	Deliverables	Fee Estimate
1.9. Additional Pre-Construction Surveys	Dudek shall conduct pre-construction (i.e., pre-ground disturbance) biological resource surveys and/or San Joaquin Kit Fox (SJKF) and American Badger (AMBA) pre-construction pedestrian-level 'take-avoidance' survey in all off-road construction Project areas to the extent needed. Surveys will be conducted prior to ground-disturbing activities, with a focus on special-status species including California tiger Salamander (CTS), California red-legged frog (CRLF), SJKF, American AMBA. SJKF and AMBA surveys shall be completed between 14 and 30 days prior to mobilization activities. Pre-construction surveys are also intended to document site pre-Project conditions prior to exclusion (silt) fencing installation, and assess for all other special-status species (i.e., nesting, and migratory birds) every 15 days prior to new ground disturbance/work commencement etc. Pre-construction survey results documentation will be compiled into a digital (Dudek) form daily and then routinely uploaded to a ShareFile site for the Client. <u>Assumptions</u> ▪ Dudek assumes the survey can be completed by two (2) approved and qualified Biologists mobilization (i.e., agency approved Designated Biologist) within 1 (one) survey mobilization. ▪ Dudek assumes one pre-construction survey per month throughout the remainder of 2025 (September, October, November, and December), for a total of four (4) pre-construction surveys in 2025. ▪ Dudek has allotted time for an addition four (4) pre-construction surveys for 2026, assuming roughly one (1) every quarter.	▪ SJKF and AMBA Pre-Construction Survey Results Memo ▪ Pre-Construction Biological Survey Completion Memo	\$19,720.00

Table 1. Task Order-03- Scope of Work Summary for Continued Environmental Compliance Support Services

Task Item	Task Description and Assumptions	Deliverables	Fee Estimate
1.10. Additional Daily Biological Monitoring	▪ If construction activities cease at any point for more than five consecutive days, additional pre-construction surveys should be conducted prior to the resumption of activities. ▪ Dudek intends to complete pre-construction survey mobilization and work in tandem with biological resource monitoring to the maximum extent feasible. ▪ If additional surveys are needed outside what is provided under this task, then Dudek will provide an additional task order to cover services at the request of the Client. ▪ Dudek assumes the Client will coordinate and provide all necessary Project site access. An approved and/or qualified Dudek Biologist (DB)/Biological Monitor (BM) shall survey and monitor the Project area daily during construction covered activities to identify if any sensitive biological resources are present before equipment mobilizes. The BM shall be contacted, if special-status species are observed within the Project area by any on-site personnel, to relocate the species. Daily biological monitoring documentation will be compiled into a digital (Dudek) form daily and then routinely uploaded to a ShareFile site for the Client. <u>Assumptions</u> ▪ Dudek understands that only an agency-approved DB(s) is authorized to capture and handle listed species. ▪ Dudek assumes that full-time biological monitoring will be needed during initial mobilization, fence installation, and any new ground disturbing activities (i.e., vegetation removal, initial clearing, grubbing, and grading). Dudek assumes these initial ground disturbing activities will take approximately two (2) months to complete (i.e., September through October 2025), for a total of approximately 40 full monitoring days. ▪ In addition, Dudek then assumes per the ITP that after initial ground disturbance, biological monitoring and pre-construction sweeps will only be required one (1) day per week for the remainder of the Project by a California Department of Fish and Wildlife (CDFW) approved DB. Dudek will conduct one (1) biological monitoring and pre-construction sweep per week for the remainder of the Project- (November 2025 through December 2026) nine [14] months/56 monitoring days). Note, see items 'A' of assumptions under this task below. ▪ If the Client would like to get CDFW for a trained personnel lead from the Client team to be able to complete the one (1) day of weekly inspections, then Dudek will have to prepare and submit in coordination with the	▪ Daily biological monitoring digital field survey document	\$248,965.00 ^A \$98,600.00 ^B

Table 1. Task Order-03- Scope of Work Summary for Continued Environmental Compliance Support Services

Task Item	Task Description and Assumptions	Deliverables	Fee Estimate
	Designated Representative (DR) a variance to CDFW for approval. If CDFW approves the variance, the once per week monitoring from November 2020 through December 2026 (14 months/56 days of monitoring), would be delegated and the responsibility of the Client designated personnel (under the supervision of Dudek's DB). We assume the Client designated personnel, if approved by CDFW, will be required to contact the Project DB from Dudek if special status species are encountered. Variance compilation time would be charged to Task 1.13 below if needed. Note, see items 'B' of assumptions under this task below. ▪ (A) This task assumes a grand total of 101 full monitoring days, assuming no CDFW variance approval for Client monitoring sweep authorization. ▪ (B) This task assumes a grand total of 40 full time monitoring days, with the approval of a CDFW variance approval for Client personnel to perform weekly monitoring sweeps. ▪ Under this task, monitoring services provided are billed at a daily unit rate which includes- \$2,465.00/day. This daily rate covers monitoring per eight (8) hour day; three (3) hours of drive time at the GSA specified drive-time rate; mileage; daily per diem; lodging (as-needed and subject to Dudek Project manager approvals prior); daily documentation; resource team support for coordination with Client, Project team, and BMs for scheduling; and Dudek Manager Assistance. ▪ If additional monitoring is needed outside of what is provided under this task, Dudek has provided an optional contingency task under this scope. See task 1.14 below. Dudek will only activate this task upon request and written approval from the Client.		
1.11. Additional Project Biologist Resume Applications and Approvals	Dudek will continue to provide the Client team California (DFW) 820 Biological Resume Packages as needed. <u>Assumptions</u> ▪ Dudek understands the Client in coordination with the DR shall provide CDFW and the U.S. Fish and Wildlife Service (USFWS) this Biological Resume Package at least 15 days prior to surveys and monitoring. ▪ Additional submittals will be prepared only in case of staff shortages or to prioritize local, cost-effective personnel.	▪ Biological Resume Package(s)	\$5,000.00
1.12. Additional Environmental Compliance Reporting and Notifications	Dudek will coordinate with the Project DR to support additional notifications and reporting submittals for the Project as detailed in the CDFW ITP, USFWS BO, and MMRP including but not limited to:	▪ Six (6) total Quarterly Report, including Annual Status Reports 2025-2026	\$36,000.00

Table 1. Task Order-03- Scope of Work Summary for Continued Environmental Compliance Support Services

Task Item	Task Description and Assumptions	Deliverables	Fee Estimate
	▪ Notifications of Non-Compliance (if necessary) ▪ California Natural Diversity Database (CNDDB) observation and submittals ▪ Quarterly Reporting for Quarter (Q) 3 and Q4 of 2025; and Q1 through Q4 of 2026; for a total of six (6) Quarterly Reports. ▪ Dudek assumes the required Annual reporting can be combined with the end of year Q4 reports, as detailed above. ▪ Final Mitigation Reporting (required no later than 45 days after completion of all ITP mitigation measures) This task includes coordination with HDR to retrieve files and reports to ensure they are updated to meet the ITP requisites (e.g., Covered Species Mortality Reduction and Relocation Plan (MRRP); Covered Species Exclusion Fencing Plan). This task also includes time for regulatory agency correspondence and coordination.	▪ Final Mitigation Report ▪ Resubmittal of the Covered Species Mortality Reduction and Relocation Plan; Covered Species Exclusion Fencing Plan.	
1.13. Additional Project Management and Administrative Support	Daily Project management tasks during the construction monitoring will be primarily covered under the Biological Monitoring daily rate listed in task 1.11 above. This task is intended to cover attend Project management and administrative support executed by the Project PMs, providing a main point of contact for the Client and all other Project personnel. Dudek will be responsible for coordinating all environmental resource leads and field staff allowing for efficient communication and coordination between Project personnel, and regulatory agencies. Dudek understands the importance of being readily available throughout construction to maintain Project momentum. Regular communication with the Client and other construction management team members will be a key component to ensure that all aspects of the Dudek recognizes that construction schedules and approaches may change during the life of a Project and will therefore remain flexible in an adaptive management approach to the implementation of the compliance monitoring program. Dudek has developed an in-house tracking database and compliance matrix process that enables day-to-day monitoring audits from the field to be updated directly into a database export via excel that can be utilized for compliance status tracking and generating monthly and annual summary reports for the Client as needed. Dudek will provide environmental compliance management services during the remainder of the Project (approximately 16 months) at two (2) hours per week.	▪ Project management and documentation, including environmental compliance permit matrix and tracking.	\$22,480.00

Table 1. Task Order-03- Scope of Work Summary for Continued Environmental Compliance Support Services

Task Item	Task Description and Assumptions	Deliverables	Fee Estimate
1.14. Contingency Pre-Construction and Biological Monitoring Survey Support (Optional)	This optional contingency task is to cover additional monitoring and/or pre-construction surveys if all task budgets listed above have reached the fee limit. This contingency task can cover approximately 20 additional monitoring, survey days, and/or associated reporting/documentation. Dudek will only activate this task upon request and written approval from the Client.	▪ Daily biological monitoring digital field survey document. ▪ Pre-Construction Survey Memo.	\$49,300.00

TO: KIM SLOAT
SUBJECT: TASK ORDER 03- CONTINUED ENVIRONMENTAL COMPLIANCE SUPPORT SERVICES DURING
CONSTRUCTION: 2498011*00 SBCWD-CM FOR IMPLEMENTATION OF PHASE 1 OF THE ACCELERATED DROUGHT
RESPONSE PROJECT

Cost Summary

Cost Summary with Task 1.10 'A'

Dudek estimates that the Scope as described in Task Order 03 (for Tasks 1.9 through 1.13) can be completed on a time and materials basis for a fee of up to **\$332,165.00**.

Cost Summary with Task 1.10 'B'

Upon CDFW variance approval, Dudek estimates that the Scope as described in Task Order 03 (for Tasks 1.9 through 1.13) can be completed on a time and materials basis for a fee up to \$181,800.00.

Cost Summary for Optional Contingency Task 1.14

This task order includes an optional contingency task (Task 1.14) to be released with Client approval. The optional contingency task will be billed on a time and materials basis not to exceed \$49,300.00.

Dudek Environmental Services

9.30.25 r1

Budget/Scope Changes - Summary

Letter Date 10.2.25							
Task 01	Task 02	6/1-8/22/25	Task 03	8/22/25-12/31/26	Task 03 R1	a - 10.2.25	b - 10.2.25
\$30,000.00	1.6 Precon/Daily	\$ 68,671.42	1.09 Precon	\$ 19,720.00	\$ 19,720.00	\$ 19,720.00	\$ 19,720.00
	1.7 Biologist Approvals	\$ 1,995.00	1.10 Daily Monitoring	\$ 433,840.00	\$ 285,940.00	\$ 248,965.00	\$ 98,600.00
	1.8 PM/Mgt	\$ 8,090.00	1.11 Resumes Approval	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
			1.12 Quarterly Reports etc	\$ 42,000.00	\$ 42,000.00	\$ 36,000.00	\$ 36,000.00
			1.13 PM/Mgt	\$ 22,480.00	\$ 22,480.00	\$ 22,480.00	\$ 22,480.00
			1.14 Contingency Daily's	\$ -	\$ 152,830.00	\$ 49,300.00	\$ 49,300.00
		<u>\$ 78,756.42</u>		<u>\$ 523,040.00</u>	<u>\$ 527,970.00</u>	<u>\$ 381,465.00</u>	<u>\$ 231,100.00</u>
Spent and to be	Spent & Pending Budget Adjustment		Pending Budget Adjustments		\$ 375,140.00	\$ 332,165.00	\$ 181,800.00
					w/o Cont	w/o Cont	w/o Cont

SAN BENITO COUNTY WATER DISTRICT PROFESSIONAL SERVICES CONTRACT

THIS AGREEMENT, made and entered into this 26th day of June, 2024, by and between the San Benito County Water District, ("District,") and Kennedy/Jenks Consultants, Inc. ("Consultant").

- 1. Description of Project:** District desires to undertake a construction management services for the Implementation of Phase 1 of the Accelerated Drought Response Project (ADROP) ("the project") and to engage Consultant to provide the required professional services relating to the project.
- 2. Scope of Services - Basic; Completion:** Consultant shall perform those basic services in connection with the project as are set forth more particularly in EXHIBIT "A" entitled "SCOPE OF CONSULTANT SERVICES - BASIC, COMPLETION SCHEDULE" and shall complete said services in accordance with the completion schedule for them incorporated in said Exhibit.
- 3. Scope of Services - Additional, Completion Schedule:** It is understood by District and Consultant that it may be necessary, in connection with the project, for Consultant to perform or secure the performance of services other than those set forth in EXHIBIT "A". In each such instance, Consultant shall advise the District, in advance and in writing, of the need for such additional services, their cost and the estimated time required to perform them (if applicable). Consultant shall not proceed to perform any such required additional services until District has determined that such service is beyond the scope of the basic services to be provided, is required, and has given written authorization to perform or obtain it. Each additional service so authorized shall constitute an amendment to this Agreement, shall be identified and sequentially numbered as "Additional Consultant Service Order No. 1" and so forth, shall be subject to all of the provisions of this Agreement, and shall be attached as EXHIBIT "D" entitled "SCOPE OF CONSULTANT SERVICES - ADDITIONAL; COMPLETION SCHEDULE."
- 4. Changes to Scope of Work - Basic Services:** District may at any time and, upon a minimum of ten (10) days' written notice, modify the scope of basic services to be provided under this Agreement. Consultant shall, upon receipt of said notice, determine the impact on both time and compensation of such change in scope and notify District in writing. Upon agreement between District and Consultant as to the extent of said impacts to time and compensation, an amendment to this Agreement shall be prepared describing such changes. Execution of the amendment by District and Consultant shall constitute the Consultant's notice to proceed with the changed scope.
- 5. Compensation; Retention:** Consultant shall be compensated for services rendered to District pursuant to this Agreement periodically in the amounts, manner and in accordance with the payment schedule as set forth in EXHIBIT "B" entitled "COMPENSATION." Amounts due to Consultant from District for services rendered shall be evidenced by the submission to District by Consultant of an invoice, prepared in a form satisfactory to District, setting forth the amount

of compensation due for the period covered. Invoices, including the paid invoices of any subconsultants shall, at a minimum set forth the hours and hourly rates of each individual charged to the Project for the invoice period. Compensation shall not include the cost of executive, administrative and other personnel whose time is not directly identifiable to the Project. Each such invoice shall be forwarded to District so as to reach it on or before the fifteenth (15th) day of the month next following the month or months, or other applicable period, for which the services invoiced were provided. All such invoices shall be in full accordance with any and all applicable provisions of this Agreement. District will make payment on each such invoice within thirty (30) days of its receipt, provided however that if Consultant submits an invoice which is incorrect, incomplete, or not in accordance with the provisions of this Agreement, then District shall not be obligated to process any payment to Consultant until a correct and complying invoice has been submitted.

6. Responsibility of Consultant: By executing this Agreement, Consultant warrants to District that Consultant possesses, or will arrange to secure from others, all of the professional capabilities, experience, resources and facilities necessary to provide to District the services contemplated under this Agreement. Consultant further warrants that it will follow the current, generally accepted professional care, skill, diligence and practices to make findings, render opinions, prepare factual presentations, and provide professional advice and recommendations regarding this project for which services are rendered under this Agreement and that the Consultant shall, at no cost to the District, re-perform services which fail to satisfy the foregoing Standard of Care.

7. Responsibility of District: To the extent appropriate to the project contemplated by this Agreement, District shall:

7.1 Assist Consultant by placing at its disposal all available information pertinent to the project, including previous reports and any other relevant data.

7.2 Guarantee access to and make all provision for Consultant to enter upon public and private property as required for Consultant to perform its services.

7.3 Examine all studies, reports, specifications, proposals and other documents prepared and presented by Consultant, and render verbally or in writing as may be appropriate, decisions pertaining thereto within a reasonable time so as not to delay the progress of the work by Consultant.

7.4 Designate in writing a person to act as District's representative with respect to work to be performed under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define District's policies and decision with respect to materials, equipment, elements and systems pertinent to Consultant's services.

8. Indemnification: Consultant shall defend, indemnify, and hold harmless the District, its officers, boards and commissions, and members thereof, its employees (collectively "District") from the negligent acts, errors and omissions of Consultant arising out of its

performance of the services provided under this Agreement. To the extent that the claims against the District arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, the Consultant's duty to defend and indemnify the district shall be limited to the Consultant's proportional share of fault.

9. Insurance: During the term of this Agreement, Consultant shall maintain in full force and effect at its own cost and expense the following insurance coverage:

9.1 Workers' Compensation Insurance to cover its employees, and Consultant shall require all contractors and subcontractors similarly to provide Workers' Compensation Insurance as required by the Labor Code of the State of California for all of the subcontractors' employees. Each Workers' Compensation policy shall be endorsed with the provision that it will not be canceled or altered without first giving thirty (30) days prior notice to the District by certified or registered mail.

9.2 Public Liability Insurance including personal injury and property damage insurance for all activities of the Consultant and its contractors and subcontractors arising out of or in connection with this contract, written on a comprehensive general liability form including, but not limited to, Broad Form Property Damage, blanket contractual, products liability and completed operations, hazards, vehicle coverage and non-owned auto liability coverage in an amount not less than ONE MILLION DOLLARS (\$1,000,000) combined single limit personal injury and property damage for each occurrence.

9.3 Professional Liability Insurance Covering Errors and Omissions. The limits of coverage shall be no less than ONE MILLION DOLLARS (\$1,000,000) with a provision for no more than \$25,000 deductible. Consultant may not disclaim responsibility or avoid liability for the acts or omissions of its subcontractors or other professional consultants.

9.4 Certificates of Insurance and properly executed endorsements in a form acceptable to the District Counsel evidencing the coverage required by the clauses set forth above shall be filed with the District at the time of execution of this agreement. Each such policy shall be endorsed with the following language:

(1) The San Benito County Water District is named as additional insured for all liability arising out of the operations by or on behalf of the named insured, and this policy protects the additional insured, its officers, agents, and employees against liability for personal and bodily injuries, deaths or property damage or destruction arising in any respect, directly or indirectly, in the performance of the contract.

(2) The insurance provided is primary and no other insurance held or owned by the District shall be called upon to contribute to a loss.

(3) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured.

(4) The coverage provided by this policy shall not be canceled, non-renewed, or substantially reduced in amount or scope, without thirty (30) days prior to written notice given to the District by certified mail.

(5) All rights of subrogation are hereby waived against the District, its officers and employees when acting within the scope of their appointment or employment.

10. Confidentiality: All District information disclosed to Consultant during the course of performance of services under this Agreement shall be treated as confidential and shall not be disclosed to any other persons or parties except as authorized by District, or required by law.

11. Conflict of Interest: Consultant warrants that neither Consultant, nor any of its employees, agents or subcontractors, have a conflict of interest with respect to the work to be performed under this Agreement, nor shall such individuals, during this term of this Agreement, acquire any interest which would conflict in any manner with the performances of services hereunder.

12. Nondiscrimination: During the performance of this Agreement, Consultant will not discriminate against any employee or applicant for employment because of race, religion, creed, color, national origin, sex or age. Consultant will take affirmative action to insure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, creed, color, national origin, sex or age.

13. Independent Contractor: District and Consultant agree that the relationship between them created by this Agreement is that of an employer-independent contractor. Consultant shall be solely responsible for the conduct and control of the work performed under this Agreement. Consultant shall be free to render professional consulting services to others during the term of this Agreement, so long as such activities do not interfere with or diminish Consultant's ability to fulfill the obligations established herein to District.

14. Commencement of Services: Consultant shall proceed with the project upon execution of this Agreement by the parties.

15. Notice to Proceed; Progress; Completion: Upon execution of this Agreement by the parties, District shall give Consultant written notice to proceed with the work. Such notice may authorize Consultant to render all of the services contemplated herein, or such portions or phases as may be mutually agreed upon. In the latter event, District shall, in its sole discretion, issue subsequent notices from time to time regarding further portions or phases of the work. Upon receipt of such notices, Consultant shall diligently proceed with the work authorized and complete it within the agreed time period.

16. Ownership of Documents: Title to all documents, drawings, specifications, and the like with respect to work performed under this Agreement shall vest with District at such time

as District has compensated Consultant, as provided herein, for the services rendered by Consultant in connection with which they were prepared.

17. Designation of Key Personnel: The individuals specified in the attached EXHIBIT "C" shall provide the services set forth herein, and shall be the persons primarily in charge of such work. Prior to the provision of work by any other individuals on this project, such other individuals shall first be approved, in writing, by the District Manager or his designee.

18. Mistake of Fact: Each party understands that if any fact with respect to any matter covered by this Agreement is found hereafter to be other or different from the facts now believed by that party to be true, such party expressly accepts and assumes the risk of such possible differences in fact and agrees that this Agreement shall be in all respects effective and not subject to termination or rescission by reason of any such difference in facts.

19. Term; Termination: The term of this Agreement shall commence upon District's issuance to Consultant of a notice to proceed for all or a portion of the work, as herein above provided, and shall terminate upon District's acceptance and payment for all or such portion of the work as was authorized by such notice, including any and all retention. Notwithstanding the foregoing, District may, in its sole discretion, terminate this Agreement at any time and for any reason whatsoever by giving at least ten (10) days prior written notice of such termination to Consultant. In this latter event, Consultant shall be entitled to compensation for all services rendered and work performed for District to the date of such termination.

20. General Provisions:

20.1 Access to Records: Consultant shall maintain all books, records, documents, accounting ledgers, and similar materials relating to work performed for District under this Agreement on file for at least one (1) year following the date of final payment to Consultant by District. Any duly authorized representative(s) of District shall have access to such records for the purpose of inspection, audit and copying at reasonable times, during Consultant's usual and customary business hours. Consultant shall provide proper facilities to District's representative(s) for access and inspection. Consultant shall be entitled to reasonable compensation for time and expenses relate to such access and inspection activities, which shall be considered to be an additional service to the District, falling under the provisions of SECTION 4 herein above.

20.2 Assignment: This Agreement is binding on the heirs, successors, and assigns of the parties hereto and shall not be assigned by either District or Consultant without the prior written consent of the other. Any attempt by Consultant to so assign this Agreement or any rights, duties or obligations arising hereunder shall be void and of no effect.

20.3 Compliance with Laws, Rules, Regulations: All services performed by Consultant pursuant to this Agreement shall be performed in full compliance with all applicable federal, state, and District laws, including any rules, standards or regulations promulgated thereunder.

20.4 Exhibits Incorporated: All Exhibits referred to in this Agreement and attached to it are hereby incorporated in it by this reference.

20.5 Integration; Amendment: This Agreement represents the entire understanding of District and Consultant as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered in it. This Agreement may not be modified or altered except by amendment in writing sign by both parties.

20.6 Waiver/Validity: Consultant agrees that waiver by District of any one or more of the conditions of performance under this Agreement shall not be construed as waiver of any other condition of performance under this Agreement. The acceptance by the District of the performance of any work or services by Contractor shall not be deemed to be a waiver of any term or condition of this Agreement.

21. Jurisdiction: District and Consultant agree that the law governing this Agreement shall be that of the State of California. Any suit brought by either party against the other arising out of the performance of this Agreement shall be filed and maintained in the Municipal or Superior Court of the County of San Benito. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null, and void insofar as it is in conflict with said laws, but the remainder of the Agreement shall continue to be in full force and effect.

22. Attorney's Fees: In the event any dispute between the parties hereto arising from or relating to this Agreement shall result in litigation, the prevailing party shall be entitled to all reasonable costs, including, but not limited to, actual attorney's fees.

23. Notice: Any notices, required to be given pursuant to this Agreement, shall be deemed to have been given by their deposit, postage prepaid, in the United States Postal Service, addressed to the parties as follows:

- a. To District : San Benito County Water District
 30 Mansfield Road
 Hollister, CA 95023

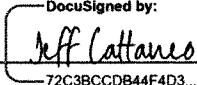
- b. To Consultant: Harold Glaser, Principal-in-Charge
 Kennedy/Jenks Consultants, Inc.
 212 North California Boulevard, Ste 810
 walnut Creek, CA 94596

Nothing hereinabove shall prevent either District or Consultant from personal deliver of any such notices to the other party.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written.

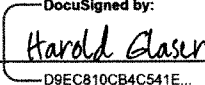
District:

CONSULTANT:

By: 
72C3BCCDB44F4D3...
Interim General Manager

Title
7/5/2024 | 1:40 PM PDT

Date

By: 
D9EC810CB4C541E...
Principal-in-Charge

Title
6/27/2024 | 2:25 PM PDT

Date



EXHIBIT A

SCOPE OF WORK



San Benito County Water District

Construction Management Services for the Implementation of Phase 1 of the Accelerated Drought Response Project (ADRoP)

Technical Proposal

Original | May 20, 2024

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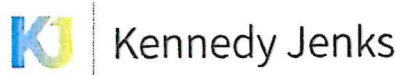
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Appendix A - Resumes



May 20, 2024

David Macdonald, PE | Senior Engineer
San Benito County Water District
30 Mansfield Road, Hollister, CA 95023

Subject: Construction Management Services for the Implementation of Phase 1 of the Accelerated Drought Response Project (ADRoP)

Dear David:

The San Benito County Water District (District) continues to be a steward of water resources in the County and is seeking to increase water reliability and resiliency by implementing Phase 1 of the ADRoP, consisting of expanding the treatment capacity at the existing West Hills Water Treatment Plant (WHWTP). Kennedy/Jenks Consultants, Inc. (KJ) offers a Construction Management (CM) Team that provides comprehensive project management, contract administration, and inspection services and is committed to the District's goal of minimizing the effects of drought and reduced allocations by enhancing your water management capabilities.

Proven CM Experience in WTP Expansions: Foreseeing Challenges for Seamless Project Execution

JD Brosnan, Construction Manager, has 24 years of CM experience delivering water infrastructure projects up to \$50M in construction value on time and on budget. Resident Engineer Lisa Vance and Lead Construction Inspector Lupe Silva will ably provide day-to-day CM as they have successfully done as a team on a water treatment plant upgrade for Tahoe City Public Utility District (TCPUD). JD is also supported by Todd Reynolds (Checkout & Start-Up), John Dahl (Technical Advisor and Constructability Review), and Wayne Dahl (Constructability Review), who completed projects for both of the District's water treatment plants, including the original construction of the WHWTP. **KJ's CM Team understands the intricacies of constructing upgrades to existing facilities and will anticipate and resolve issues before they become problems.**

Successful Working History with the District: Easy Collaboration and Deep Project Comprehension

Todd, John, and Wayne bring a working knowledge of the District's processes and preferences, having worked on projects at both the District's water treatment plants. Additionally, Todd worked with the WHWTP operators from the Sunnyslope Water District (Sunnyslope) during a tracer study for the Treated Water Storage Tank in 2020-21. Their expertise will provide insight and guidance, applying their previous WHWTP project experience to ensure all project considerations are reviewed thoroughly. **The KJ Team brings consistency and familiarity in working with the District and WHWTP operators to hit the ground running, providing the District with depth of understanding of the Project site and operations.**

Responsive and Proactive CM Plan to Stay on Schedule and Without Claims

KJ's CM plan includes a proactive approach that enables early identification and development of solutions to construction challenges to avoid costly delays and claims. Identifying and allowing time for resubmittals of long-lead time equipment in the baseline schedule provides a realistic timeline for when equipment is needed onsite. Constructability review by CM Team members, who are familiar with the WHWTP and its operations by Sunnyslope, will set guidelines following best practices with no unplanned outages. Our CM Team is accustomed to working with Design Engineers and streamlining communication to achieve timely responses to RFIs and submittals. Additionally, KJ is experienced in efficient use of staffing to match the timeline of construction activities. **The KJ team will engage early, respond quickly, and expand upon our working knowledge and relationships to successfully construct Phase 1 of ADRoP.**



In-Depth Understanding of Grant Funding: Effective Project Coordination

KJ understands that this project is being implemented using grants from the California Department of Water Resources (DWR) and potentially from the US Bureau of Reclamation (USBR). KJ's Grant Funding Coordinator, Meredith Clement, has helped our clients secure over \$142M in State and Federal grants. Meredith's funding knowledge extends from application to negotiation of grant and loan terms to compliance with state and federal funding requirements, including Build America Buy America (BABA) domestic preferences and applicable waivers. **Meredith will provide guidance in strategizing on how to secure grant funding and track compliance requirements.**

We appreciate the opportunity to work with the District on expanding the WHWTP (Phase 1) and ultimately installing ASR wells and pipelines (Phase 2), supporting your goals in providing sustainable water management practices. Harold Glaser is a KJ principal who is authorized to execute the District's professional services agreement, if selected for this project. If you have any questions regarding our proposal, contact JD at (925) 953-1513 or JDBrosnan@kennedyjenks.com.

Very truly yours,
[Kennedy/Jenks Consultants, Inc.](#)

A handwritten signature in blue ink, appearing to read 'Harold J. Glaser'.

Harold Glaser, PE
Principal-in-Charge

A handwritten signature in blue ink, appearing to read 'JD Brosnan'.

JD Brosnan, PE, QSP/D
Project Construction Manager

KJ is a 105-year-old, full-service, multi-disciplinary water/wastewater engineering consulting firm that has earned a reputation for excellence and innovation in planning, design, value engineering, constructability reviews, and construction management and inspection (CM&I) for water-related projects. KJ provides a full range of water treatment planning, design, and CM&I capabilities for surface water treatment plants and groundwater recharge basins and associated structures and pipelines. Your Project is enhanced by KJ's design capabilities during field problem resolution.

San Benito County Water District

Troy Sullivan

Qualified Team with Relevant Project Experience

Key Project Team Member	Role	Years of Experience	Relevant Project Experience																				
			Construction Management	Inspection	Constructability Review	Checkout & Start-Up	Schedule Review	Special Inspection & Material Testing	Change Orders/Claims	Maintenance of Plant Operations	Cost Estimating	Utility Coordination	Water Treatment Plant Expansion/Rehabilitation	Actiflo-Carb Pre-Treatment	Pump Station	Dual Media Filters	Solids Drying Beds	Pipelines	Chemical Facility	Water Wells	State & Federal Grant Coordination		
JD Brosnan, PE, QSD/QSP	Project Construction Manager	24	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•		
John Dahl	Constructability Review Technical Advisor	37	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•		
Lisa Vance, PE	Resident Engineer	7	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•		
Lupe Silva	Lead Inspector	19	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•		
Phil Sanders	Electrical Inspector	47	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•		
Todd Reynolds, PE, BCEE	Constructability Review	47	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•		
Todd Reynolds, PE, BCEE	Checkout & Start-Up	34	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•		
Meredith Clement	Grant Funding Compliance	26	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•		

Table 1. The District receives expert guidance and grant funding compliance from our team's experience with project elements relevant to the ADRoP.

Staff Resourcing to Keep Your Project on Schedule

KJ's CM Team understands that it is crucial to maintain the schedule of Phase 1 of the ADRoP to secure funding and to properly sequence the implementation of Phase 2. We have put together a well-resourced CM team, including backup resources as "support" staff in the event that a key team member has to go on vacation or is sick. Our centralized network for communication and knowledge sharing eliminates any disruptions for smooth hand-offs between team members. The backup resources are listed as follows:

- ▶ Resident Engineer: Daniel Melnik
- ▶ Inspector: Michael Godindo and Darel Hollenbeck
- ▶ Electrical and I&C Inspector: Jeff Train
- ▶ Checkout & Start-up: Laura Thomas
- ▶ Grant Funding Compliance: Jennifer Larsen

Team Continuity Improves Efficiency and Collaboration

Our cohesive team consisting of KJ staff members Lisa, Lupe, Laura, Jeff, and Phil, along with Dudek, has worked closely during the construction of the West Lake Tahoe Regional Water Treatment Plant for the Tahoe City Public Utility District, and will bring effective teamwork and continuity to the ADRoP project.

A Conversation with **JD Brosnan**, your Project Construction Manager



Q Describe one key element of this project and your approach?

A The ADRoP Phase 1 has some important benefits to water quality and resiliency as a part of the region's master plan. Because this project has grant funding, one key will be on-time performance.

As your Project Construction Manager, I will take an active role in the generation, review, and implementation of the Contractor's baseline schedule. By engaging with the Contractor and project team early, I can facilitate the creation of a schedule that will then be a roadmap to success. This starts with our constructability review, where we can use our direct experience at the WHWTP to tailor the Project's sequence and constraints for a realistic and efficient approach to the work.

Another important role is to use our resources efficiently and effectively. KJ has assembled a team that stands apart because of our involvement with the construction and commissioning of the WHWTP. Our advisors, John & Wayne Dahl played a key role in the construction of the facility, and Todd Reynolds helped to bring the plant online. My view is that we have assembled a great team and at the core of my approach to this or any construction project lies a commitment to collaboration.

Q What is your approach to engagement with operations staff?

A My approach to plant staff engagement is to make sure that their operations needs are being met first and foremost. I keep this in the front of my mind when making recommendations and managing the construction contract. Understanding that the Contractor activities will impact plant operations in some fashion, I communicate the Contractor's plan to the Operations staff early and often, especially if the plan has changed and when activities are completed.

Q How do you manage conflict resolution?

A My conflict resolution style is to make sure that items are resolved by team members who are at the level to best respond. I instruct my inspection staff to coordinate with the field level supervision (foreman/superintendent and craft labor) first. If they are not getting resolution on the issue, then escalate it to our resident engineer for discussion with the project engineers. If not addressed to satisfaction, then the issue is discussed during weekly progress meeting and noted in the minutes. If this continues to be an issue, a formal non-conformance report may be issued with a notice to repair the non-compliant work item. Using this empowering technique, our field team typically finds resolution at the first step and rarely do we have to escalate.



JD Brosnan, QSD/QSP

Years of Experience 24

Project Construction Manager

Role & Responsibilities

JD is the single point of contact for the District. Working closely with the District he will accomplish the following:

- Provide proactive daily communication and construction updates to the District
- Responsible for the Project scope, schedule, and budget
- Optimize staffing resources and District budget
- Directs and oversees CM work on all phases of the project
- Regular check-ins with John Dahl and John Bergen to resolve project challenges
- Daily check-ins with Resident Engineer and inspectors for construction updates, issues, and identify any communication that needs to be addressed with the District. Discussion on interpretation of plans and specifications if there are any discrepancies

Education

BS, Engineering Management, University of the Pacific, 2000

Registrations/Certifications

Professional Engineer - Civil - California (74559)
QSD | QSP California Storm-water Quality Association

Background

- Proven Construction and Project Manager delivering quality projects with up to \$50M in construction value, on-time and on-budget
- Faces challenges head-on, fosters collaborative solutions, and builds trust through accountability, attention to detail, and rigorous adherence to QA/QC
- Knows what issues to expect and proactively addresses problems before they occur, which minimizes claims and impacts on schedule and cost
- Available and committed for the duration of Phase 1 of ADRoP (July 2026)

Relevant Experience

- **Del Valle WTP Ozonation Project, Zone 7 Water Agency** | Construction & Project Manager
\$49M new ozone facility at the existing Del Valle WTP, consisting of an ozone generation building and ozone generators, with complex sequencing over two years of wet/dry seasons.
- **Recycled Water Facility Expansion Project, North Marin Water District** | Construction & Project Manager
\$12M rehabilitation of a recycled water storage tank; new and upgraded recycled water services; and installation of 5.8 miles of two PCV pipelines. Coordination of four separate contracts; utility, railway, and highway crossings; CEQA permitting for sensitive environmental compliance.
- **Driscoll Road Water Main Renewal, Alameda County Water District** | Construction Manager
Installation of ~ 7,400 feet of 12- and 16-inch welded steel pipeline, associated fittings, valves, water service laterals, and other appurtenances within right-of-way.



Education
BS, Business
Administration, North
Dakota State University,
1979

John Dahl Constructability Review; Technical Advisor

Years of Experience 37

Role & Responsibilities

John will leverage his CM experience and onsite knowledge to assist our Construction Manager in resolving technical challenges during construction..

Background

- Construction manager for numerous projects throughout California: water treatment plants, pump stations, pipelines, and groundwater recharge facilities

Relevant Experience

- West Hills WTP Construction, District | *Construction Manager*
- Lessalt WTP DBPs Reduction Improvements, District | *Construction Manager*
- Oasis In-Lieu Recharge Project, Coachella Valley Water District | *Constructability Review & Cost Estimator*



Education
BS & MS, Environmental
Engineering, California
Polytechnic State
University, San Luis
Obispo, 2016, 2017

Registrations
Professional Engineer -
Civil - California (92145)

Lisa Vance, PE Resident Engineer

Years of Experience 7

Role & Responsibilities

Lisa is responsible to assist in the field and provide overall CM of the project. She will work closely with JD to provide successful construction management by accomplishing the following:

- Daily construction administration, coordination, monthly progress payment, submittal and RFI coordination, progress meeting, shutdown/startup/ commissioning coordination services, and project closeout
- Daily check-ins with the Construction Manager and inspectors to provide construction update, issues, and identify any communication that needs to be addressed with the District. Discussion on interpretation of plans and specifications if there are any discrepancies

Background

- Design and CM experience in Northern California: water and wastewater treatment, pipelines, and pump stations

Relevant Experience

- West Lake Tahoe Regional WTP Construction, TCPUD | *Deputy Construction Manager*
- West Lake Tahoe Regional WTP Design, TCPUD | *Project Engineer*
- Cross Valley Pipeline Extension ESDC, Santa Clara Valley Water District | *Staff Engineer*



Certifications
ICC Structural
Masonry & ACI Field
Technician Grade
1 - Wilrick Inspection
Institute of Technology,
Sacramento, CA

Lupe Silva Lead Inspector

Years of Experience 19

Role & Responsibilities

As he has successfully provided in previous projects, Lupe will be your eyes and ears in the field, remaining one step ahead of the Contractor. He will ensure that contract documents are in place and plans and procedures are approved prior to work commencement. He is responsible for daily observation and inspection, daily reporting monthly payment verification, photo documentation, coordinating with material and specialty testing, startup, and testing. Lupe will accomplish the following:

- Make sure the Contractor and Subcontractor are utilizing approved submittals for construction
- Review Contractor's four-week look-ahead schedule
- Daily check-ins with CM and Resident Engineer to provide construction field activities update
- Review monthly record drawings update.
- Prepare preliminary and final punch list.

Background

- CM inspection and QA/QC services on a variety of construction projects throughout Northern California, including water and wastewater treatment plants and pipelines

Relevant Experience

- West Lake Tahoe Regional WTP Construction, TCPUD | *Inspector*
- WWTP UV Disinfection Replacement – CM&I, Mountain View Sanitary District | *Inspector*
- Collection System Rehabilitation CM Services, City of San Mateo | *Inspector*



**Registrations/
Certifications**
CA DIR Certified General
Electrician (E150135G)
Medium Voltage
Technician (MVCT-517)

Phil Sanders Electrical & I&C Inspector
Construtability Review

Years of Experience 47

Role & Responsibilities

Phil will facilitate electrical inspection activities while coordinating directly with Lupe and the Contractor to ensure those systems comply with the project Plans and Specifications.

Background

- Electrical construction and inspection experience in a variety of construction projects: water and wastewater treatment, pump stations, power plants, and substations
- Licensed electrical contractor experienced in low/medium voltage, underground utilities, fire alarms, on-site inspections, and equipment commissioning

Relevant Experience

- West Lake Tahoe Regional WTP Construction, TCPUD | *Electrical Inspector*
- Curtner Road Booster Station Upgrades, ACWD | *Electrical Inspector*
- High Desert Water Bank, AVEK | *Electrical/Instrumentation Inspector*

**Education**

BS, Nuclear Engineering,
MS, Environmental
Engineering, University
of California, Berkeley,
1989, 1995

Registrations

Professional Engineer -
Civil - California (59630)

Todd Reynolds, PE, BCEE Checkout & Start-Up

Years of Experience 34

Role & Responsibilities

Todd will leverage his water treatment and Actiflo-Carb experience, along with his on-site knowledge, to lead checkout and start-up efforts. Todd will coordinate with JD and Lisa on these efforts..

Background

- Leads KJ's Water Treatment Community of Practice and has evaluated/designed upgrades, retrofits, and/or replacements for over 26 treatment plants, 31 advanced treatment projects, and 15 pumping stations for 40+ municipalities

Relevant Experience

- West Hills WTP Construction, District | *Constructability Review; QA/QC; Startup & Commissioning*
- West Hills WTP Treated Water Storage Tank (TWST) Tracer Study | *Project Manager*
- West Lake Tahoe Regional WTP Construction, TCPUD | *Process Engineer; ESDC*
- Lessalt WTP DBPs Reduction Improvements, District | *Project Manager*

**Education**

BS, Environmental Policy,
Analysis and Planning,
University of California
at Davis, 1996

MS, City and Regional
Planning, California
Polytechnic State
University, 2000

MS, Transportation
Engineering, California
Polytechnic State
University, 2000

Meredith Clement Grant Funding Compliance

Years of Experience 26

Role & Responsibilities

Meredith will assist JD and Lisa with grant compliance:

- Identification of relevant compliance for State and Federal financing
- Development of BABA compliance strategy
- Application for BABA waivers

Background

- Extensive experience in grant and loan funding, including USBR grants and loans, with a strong grasp of Davis Bacon and BABA compliance requirements
- State and Federal grants funding expertise ranges from the initial application process to negotiating grant and loan terms to ensuring compliance with all public financing regulations

Relevant Experience

- Over \$142M in grants from DWR, the SWRCB, DDW, and the USBR and \$48M in loans for municipal clients throughout California

2 Subconsultants

Experienced Subconsultants Promote Efficiency and Quality

KJ has built teaming partnerships with the subconsultants below on similar projects in California. Our proven ability to communicate and collaborate results in successful on-time and on-budget project completion. We trust these proven subconsultants to provide high-quality, client-focused service.



Est. 1987

Closest Location
Citrus Heights, CA

Dahl Consultants Constructability Review; Technical Advisors

- Planning, design, and construction management experience for water resources facilities including canals, pipelines, pump stations, and treatment plants
- Multiple water conveyance projects in California involving construction phasing, alternatives evaluation, stakeholder coordination, and within existing facilities
- Additional expertise in hydraulics, groundwater management, dewatering, sediment transfer, scour, construction, cost estimating, environmental, structural, and electrical design



Est. 1980

Closest Location
Santa Cruz, CA

Dudek Environmental Compliance Monitoring

- 44 years of experience providing environmental and engineering services
- 800+ planners, scientists, civil engineers, contractors, and technical experts
- Their professionals find practical, project-specific approaches to help you achieve your project-specific and overall goals
- Staff distributed between five offices within short drive, including Oakland, Sacramento, Auburn, and Santa Cruz



Est. 1994

Closest Location
Pleasanton, CA

Construction Testing Services Specialty Inspection; Materials Testing

- 30 years of experience providing geotechnical engineering, materials testing and inspection services
- 200+ member staff includes licensed engineers, inspectors and technicians who are experienced in all types of construction
- Proactive, budget-conscious management style for cost-effectiveness while covering all aspects of required inspections



Est. 2014

Closest Location
Galt, CA

Silveira Consulting Labor Compliance

- Guides agencies, contractors, and subcontractors through state and federal prevailing wage laws and requirements
- Successfully managed labor compliance services on over half a billion dollars in construction efforts
- Worked with KJ on several projects since 2018

3 Scope of Work

Project Understanding

The District owns two surface water treatment plants (West Hills and Lessalt Water Treatment Plants) in the Hollister Urban Area that deliver drinking water to the Sunnyslope County Water District and the City of Hollister. The District also manages local and imported surface water through the San Benito River System and the San Felipe Distribution System.

The District is seeking a qualified CM&I firm for Phase 1 of the ADRoP, consisting of the expansion of the WHWTP from 4.5 to 6.75 mgd. The WHWTP expansion will include the following components:

- New Raw Water Pump Station
- New Auto Strainer
- New Pretreatment System (Actiflo-Carb)
- New Dual Media Filters
- New Drying Bed
- Chemical system improvements
- Associated piping, fitting, valve, and electric/instrumentation work for all of the above items

Phase 2 of the Project will include construction of up to 5 Aquifer Storage and Recovery (ASR) wells and associated pipelines. The Project is partially funded by State and potentially Federal grants. The District is planning to complete Phase 1 of the Project by July 31, 2026.

Our Team's Value in Accomplishing Your Project Goals

We understand that the primary role of our Construction Manager and Inspection Services on this Project is to represent the "best interest of the District" by protecting the District's investment, managing the project risks associated with change order costs and potential delays, and guiding the Contractor through the Checkout and Start-Up Process to satisfy six goals to provide a successful project:

- ✓ **On Time.** Manage the schedule so the Project is delivered within the planned timeframe, including any verified extensions, from breaking ground to plant commissioning and startup.
- ✓ **On Budget.** Manage the construction process and change orders to deliver the Project within the budget, the planned contingency, and without claims.
- ✓ **Quality.** Implement a Quality Assurance (QA) program, including detailed construction inspections that deliver constructed facilities meeting specified qualifications to deliver good workmanship, long-lasting value, and that are readily accepted by Operations staff.
- ✓ **Safely Built.** Deliver the Project constructed in a safe manner by the Contractor, with no recordable accidents for all Project participants.
- ✓ **Maintenance of Plant Operations (MOPO).** The WHWTP is an active plant that must remain in continuous and safe operations during construction. The Contractor must maintain dust-free, heated, and ventilated spaces in areas that are adjacent to construction. Key issues need to be prioritized by collaboratively developing specific MOPO Plans with the Contractor, the District, Design Engineer, and the CM that address coordinated construction activities with well-planned shutdowns and tie-ins.
- ✓ **Claims Avoidance.** Proactive identification and collaborative resolution will be used for potential construction issues that could result in interruptions of continuous and safe plant operations, as well as construction cost overruns and time delays that could result in claims by the Contractor.

Approach

Existing plant expansion projects are significantly different from greenfield projects; therefore, a team with CM experience at existing plants and a tailored CM approach are required. Often when buried facilities are excavated or structural, mechanical, or electrical demolition is performed, differing conditions and surprises arise. This requires a proactive, experienced CM staff and a nimble teamwork approach to develop solutions quickly to minimize delays and extra costs.

Our CM Team will be proactive in providing the leadership and experience that the District is seeking. We will create sound partnering with the District, Design Engineer, and Contractor to coordinate critical path project activities, promptly addressing field issues and facilitating successful project completion. We understand and know how to deliver. Members of our team (John Dahl, Wayne Dahl, and Todd Reynolds) have successfully completed the construction of the WHWTP in 2017 and are familiar with its operations.

Additionally, KJ has partnered with Dahl Consultants, Construction Testing Services, Silveira, and Dudek to successfully tackle the intricacies of your Project. We have prepared the following project approach focusing on these critical elements:



Managing Risks, Costs, and Claims



Schedule Control Management



Proven CM&I Methods to Accomplish the Work



Managing Risks, Costs, and Claims

We have reviewed the available documents and developed a solid understanding of the project requirements, constraints, and challenges. As your CM team, our responsibility is to minimize risk by providing solutions and mitigation assistance to the District and Design Engineer during construction. **The following table lists the challenges the CM team has identified thus far, along with solutions to manage risks and costs and to prevent construction delays and claims.**

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Potential Risks/Challenges	Approach/Solutions	Grant Funding Implementation and Timing	Construction of Hydraulic structures with complex piping tie-ins	Procurement of Pre-negotiated (Actiflo-Carb) and Long-Lead Time Equipment	Maintaining Existing Plant Operations During Construction
	• Thorough Constructability review with team familiar with WHWTP will result in a set of constraints that follows best practices and minimizes outages • Take an active role in the generation, review, and implementation of the Contractor's baseline schedule and monthly updates • Implement a BABA workshop with contractor and Design Engineer • Develop a BABA tracking spreadsheet that is updated regularly	• Excavation & Earthwork • Verify bottom slab grade and confirm foundation stability • Engage Geotechnical Engineer for soils observations and testing • Structural & Concrete • Develop pre-concrete pour check list • Thoroughly review construction design to prevent formation of ridges, fins, and offsets • Form ties shall have integral water stops • Form removal only when the concrete has developed sufficient strength • Form tie holes shall be coated with epoxy prior to filling • Waterstop shall be positioned so that it is centered on the joint • The trial batch meets specifications, and the batch plant is inspected during concrete placement • Cold and hot weather concrete placement per ACI 306 & 305, respectively • Conduct concrete testing per ASTM standards • Cold joints in floor slab, roof slab, and wall footings are not acceptable • Follow ACI 308.1 and provide moist curing methods for continuously wet concrete such as wet burlap or ponding • Make sure Contractor coordinates construction with Actiflow-Carb manufacturer for performance guarantee	• Upon NTP conduct procurement schedule review and develop a plan for addressing critical equipment • Detailed monthly schedule update reviews • Identify potential alternatives to named equipment (consistent with state and federal procurement rules and BABA, as applicable) • Identify and allow time for resubmittals of critical equipment in baseline schedule to show realistic timeline • Employ pre-submittal meetings • Weekly meetings standing agenda item • Confirm factory testing and certification • Detailed inspection upon delivery to the site • Enforce manufacturer shipping, handling, and storage, requirements	• Maintain utilities serviceable, functional, and operational • Maintain site security • Dust and noise mitigation • Provide temporary partitions and enclosures necessary to maintain dust-free, heated, and ventilated spaces in areas of the facility that are adjacent to construction • Prepare and distribute a list of 24-hour emergency contacts along with contingency plan • Maintain site cleanliness • Enforce SWPPP and dust control requirements • Monitor compliance with contractor shoring plans • Confirm proper pipeline and grade • Verify soil and AC compaction testing • Verify pipe leakage testing	
Benefit to the District	✓ No unplanned outages will minimize risk and avoids delays ✓ On time performance meets funding obligations ✓ Early identification of schedule delays or slippage allows time for recovery options	✓ Avoid re-work, delays, and claims ✓ Well-constructed facilities with water-tight joints and less potential for leaking and cracks in concrete	✓ Critical equipment is available onsite when needed ✓ Procurement keeps pace with construction needs to meet the schedule ✓ Avoid delays and claims	✓ Avoid delays and claims ✓ Provide continuing potable water service	

Managing Costs: The first key component of project commencement will be to review the Contractor’s schedule of values breakdown which reflects physical progress and quantities of work completed. Front loaded schedule of values is **NOT** acceptable.

The monthly review of the Contractor payment requests by comparing them to actual physical progress and quantities of work completed. We will review the associated certified payrolls for labor compliance, which includes conducting labor interviews. Our CM team will develop a cash flow curve to provide an additional management tool for maintaining budget.

Proactively Managing Changes/Claims: We understand that this Project represents a significant capital commitment for the District; hence, effective cost control is critical. We will follow procedures as identified in Specification Section 01 26 00, Contract Modification Procedures to manage field orders, work directive, and change orders.

Our CM Team will identify, track scope, and manage cost changes throughout construction. The District will be kept fully informed of all potential cost changes; no action will be taken without approval. Our CM Team will develop and propose solutions to the District and will coordinate with the Design Engineer and Contractor as the potential for changes arise. The goal is to keep the Project on track with a minimal number of changes. Our CM Team will review the validity of each change order request to determine if the claim has merit. After validation, we will perform cost verification and time impact analyses. We will present our findings and recommendations to the District. We will also assist the District in negotiating the change order with the Contractor. After successful negotiation, we will prepare a change order package to the District for approval.

In addition, the Project also has a contingency allowance as identified in Specification Section 01 21 00. The allowance can only be authorized by the District. Our CM team will assist the District to complete allowance forms as requested by the District.

A Proven Change Management Process Results in Minimal Change Orders, Reduces Claims, and Mitigates Risk

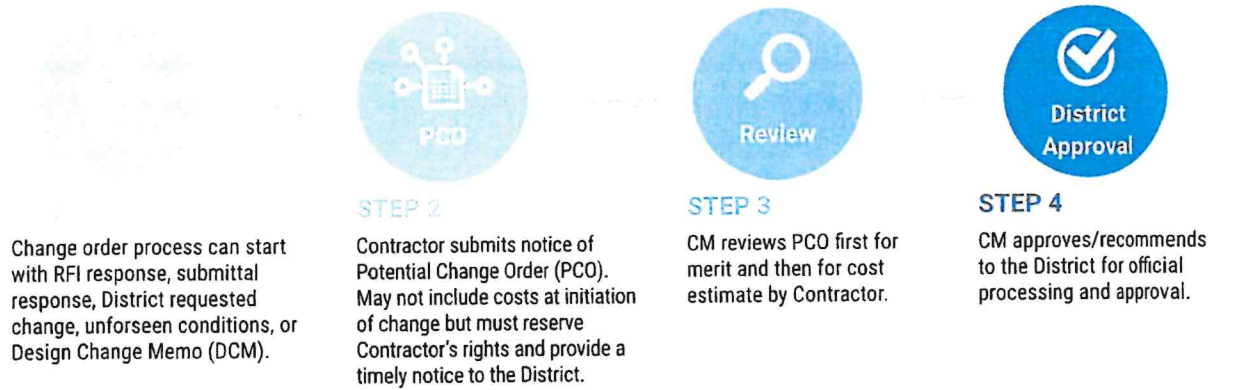


Figure 1. To mitigate potential impacts and risk from change conditions, it is necessary to implement a process that can allow for timely resolution of Contractor claims. Figure 1 summarizes the important aspects of KJ’s approach to change order management and claims mitigation.

Claims Dispute Resolution: One of the keys to a successful project is proactive conflict management and resolution. KJ has found success in establishing a conflict management/resolution decision ladder during the pre-construction meeting, identifying the parties involved in resolving issues (Figure 2). Four primary levels are established to resolve and manage conflicts.

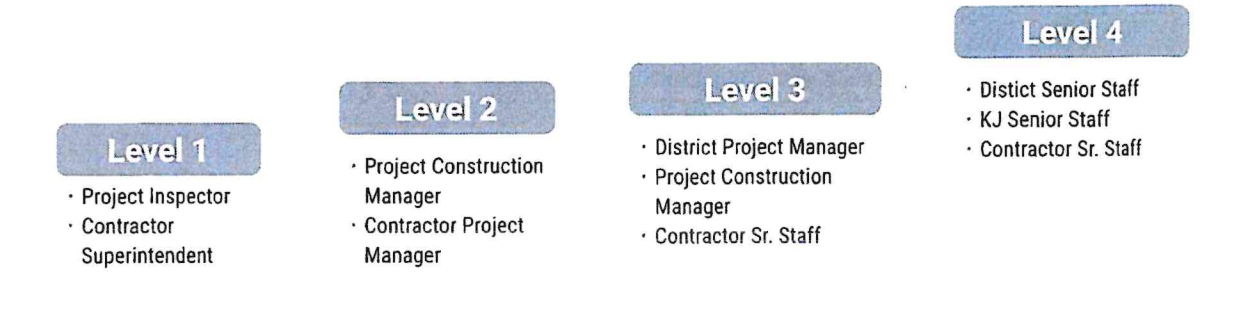


Figure 2. KJ’s successful approach to conflict resolution aims to resolve issues at the lowest level possible, in the spirit of collaboration, and to help move the Project forward to meet the District’s schedule goals.



Schedule Control Management

Our CM team will review the Contractor’s baseline schedule for conformance with the front-end documents and to verify the schedule’s reasonableness in allocating project resources such as activity durations, labor, and equipment.

In validating the key metrics of the Contractor’s baseline schedule, we will verify that the Contractor’s work plans will not unduly disrupt plant operations. The following key activities are included in the baseline schedule.

- Long lead time submittals
- O&M manual submittals
- Shutdown plan submittals and each shutdown activity
- Equipment manufacturer services including inspection, certification, training, and startup
- Checkout & Startup submittals and coordination meetings
- Substantial completion
- Project closeout and completion

The Contractor must start long lead time equipment procurement immediately after NTP. **The following list, verified by KJ staff during proposal preparation, summarizes long-lead time equipment requiring early procurement and close tracking.**

Long-Lead Time Equipment	Estimated Delivery Lead Time after Shop Drawing Approval
Transformers	59 to 63 weeks
Motor Control Center	59 to 63 weeks
Variable Frequency Drives	32 to 38 weeks
Check Valves	22 to 24 weeks
Butterfly Valves	22 to 24 weeks

The Contractor will be required to update the equipment delivery schedule during each monthly schedule update. The project schedule may not permit a resubmittal for long lead time equipment. We will proactively manage the above activities. We propose adding pre-submittal and submittal review progress meetings between the vendors, Contractor, District, and Design Engineer.

While the CM is not responsible for means and methods of the Contractor, the CM team helps manage the schedule by constantly reviewing for the following:

- ✓ Schedule completeness
- ✓ Compliance with the schedule specifications and milestones
- ✓ Correct logic ties
- ✓ Timely or late responses to RFIs and submittals
- ✓ Potential issues beyond the Contractor's control such as late equipment deliveries, differing site conditions, etc.
- ✓ Mitigation and corrective measures

Our CM will make sure the critical path predecessor activities are tracked and managed to avoid delays. In addition to reviewing each four-week lookahead schedule, we propose to add a critical path activity coordination item into the weekly progress meeting agenda to identify and resolve any issues early in the process and mitigate impacts to the schedule.

The areas of emphasis in coordinating the Contractor baseline schedule with contract documents and construction sequence include the following:

- ✓ A clearly defined Work Breakdown Structure (WBS) consistent with the contract documents
- ✓ Progression of the work in accordance with the construction sequence
- ✓ Shutdown constraints
- ✓ Verification of project critical path, or if there are multiple near-critical paths
- ✓ Confirm fair utilization of project float by verifying activity durations are not excessive
- ✓ Verify adequate time is allowed for deficiency correction, startup and testing, commissioning, and project close-out

Consistent and Timely Schedule Revisions are Keys to Schedule Management

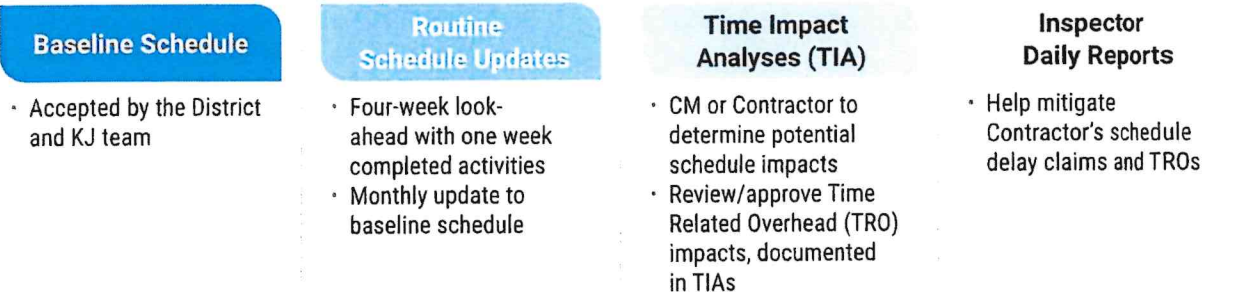


Figure 3. Proactive schedule management is the key to successful project delivery. KJ employs a proven multifaceted approach.

Our CM team has identified some of the key anticipated coordination activities and developed control measures that will help the Project to meet the construction schedule.

Activity	Control Measure	Benefit to the District
Daily construction work activities	Utilize four week look-ahead schedule to coordinate daily work activities	Avoid delays
Stockpile	Monitor stockpiles compliance with approved plan	Avoid stop work and delays
Shop Drawings and O&M Manuals	- Confirm applicability of BABA provisions - Coordinate timely submittal of long lead time equipment shop drawings with contractor. Conduct pre-submittal meetings - Review shop drawings for completeness and compliance with Contract Documents - Coordinate review comments from the District and the Design Engineer - Resolve potential conflicting comments before returning the shop drawing to the contractor - Identify review comments that could be a change order	Avoid delays, extra costs, and claims; streamline procurement
Onsite Permits	Monitor SWPPP, environmental monitoring plan for compliance	Avoid stop work and delays
Spare Parts & Special Tools	- Receive & turn over spare parts and special tools to the District in sturdy labeled boxes - Include location & contact of the nearest spare parts distributor information in the O&M manual	Easy access for O&M personnel
Storage and Handling	Equipment storage and handling per manufacturer's recommendation	Avoid delays & equipment premature failure
Certification of proper installation (COPI)	Coordinate with manufacturer's representative and Design Engineer	Avoid delays
Manufacturer's field services	- Coordinate manufacturer's field services for proper equipment installation, functional tests, performance tests, startup, and training - Coordinate on time submittal of checkout and startup procedures plan - Coordinate pre-demonstration period and demonstration period activities with contractor	Avoid delays
Checkout & Start-up Procedures	- Coordinate field performance and functional with contractor - Schedule pre-demonstration and demonstration activities well in advance - Do not place equipment in operation on Friday, Saturday, Sunday and holidays without approval from District	Avoid delays
Warranty	- Equipment warranties and extended warranties - Include all warranties in the final O&M manuals	Avoid future unnecessary O&M expenditure and maintain easy access for the O&M personnel



Proven CM&I Methods to Accomplish the Work

Our CM team is committed to providing you with a high-quality, fully functional, long lasting facility. The Contractor is required to employ the means and methods and quality control and assurance necessary to achieve the contractual quality requirements. Of critical importance is the role of our CM Team in the quality management process: we perform quality assurance of the construction services and activities to help the Contractor comply with the quality requirements of the Contract Documents.

Construction Management (CM) Procedures Manual: At the start of the project, our CM team will prepare a CM Procedures Manual (Manual) based upon our CM guidelines and augmented by the District's applicable construction policies, procedures, and forms. The Manual will serve as a guide for the overall CM team, summarizing project organization, communication protocols, roles and responsibilities for all project team members, and defining the project tracking/ reporting procedures. The Manual will include procedures for contract administration, reporting, documentation, filing, flowcharts, change order, field order, allowance template, and quality assurance used during construction.

Maintenance of Plant Operations (MOPO): During construction, the existing plant must remain in operations at all times except for coordinated the following key shutdowns.

- ✓ Construction of Raw Water Pump Station & Auto Strainer
- ✓ Construction of Pretreatment Basins and Equipment
- ✓ Construction of Filter Basin

The Contractor to submit each shutdown plan for approval not less than 30 days prior to proposed shutdown. The Contractor to notify at least 72 hours in advance for each shutdown. Our CM team will coordinate shutdown guidelines as identified in Specification Section 01 14 16. We will require the Contractor to show shutdowns in the baseline schedule. Our top priority is to make sure there are no hidden surprises during Contractor activity and that the shutdowns, tie-in connections, and commissioning are properly scheduled and coordinated.

Checkout and Start-up Procedures: Checkout and start-up activities are too often considered as an afterthought, which could lead to lost time, additional costs, and project delays. We will use a phased approach to checkout and start-up that will allow for the Contractor to efficiently move through the construction and start-up phases to final project acceptance by the District. The key activities for checkout and start-up, in the general order of execution, are as follows.

- Review Equipment Manufacturer O&M Manuals and O&M Lesson Training Plans approved by the Design Engineer
- Observe Equipment Manufactures' Installation Inspections, where specified
- Review Contractor approved COPI (Certificates of Proper Installation) from Manufacturers
- Observe Equipment Manufacturer Training Sessions
- Review Contractor checkout and start-up procedures submittal
- Oversee Equipment water testing: hydraulic testing, pump performance testing, etc.
- Review Contractor pre-start-up mechanical equipment test reports and installation checklists
- Review Contractor pre-start-up electrical equipment test reports and installation checklists loop checks, motor rotation checklists, etc.
- Oversee System Water Testing and functional testing of equipment and systems in local and remote
- Oversee pre-demonstration and demonstration period testing

Responsive to Grant Funding Requirements: It is understood that Phase 1 and Phase 2 have funding from the California Department of Water Resources and may receive funding from the US Bureau of Reclamation (USBR). To preserve the opportunity to utilize funding from the USBR, the District is asking the Contractor and CM team to assist with:

- BABA Domestic Preferences
- Davis-Bacon Wage Requirements
- Federal procurement rules for grantees (2 CFR Part 200 Subpart D)

KJ’s CM Team is familiar with compliance with both state and federal grant reporting requirements, procurement rules, and grant condition compliance. Recent past work has included developing reporting templates, performing quarterly and semi-annual state and federal grant reporting, developing protocols for verifying compliance with BABA, developing project and item specific waivers of BABA, developing the application for, and receiving approvals for, sole-source procurement of specialized equipment.

The RFP asks the CM team to specifically perform submittal review and tracking including review of submittals related to ‘Buy America’ provisions. Recently, USBR has issued broad BABA waivers for specific project types including drought response projects. If application for the BABA waiver is not successful, we will implement the following steps for BABA compliance:

Using the Master BABA Tracking log, KJ’s CM Team will monitor that materials/equipment/steel products subject to BABA have BABA certification before installation and keep BABA certifications in the project archive. The BABA waivers approved for the Project or specific materials should be provided by the District and will also be included in the archive.

Develop an initial BABA tracking log that includes:	Work with the Contractor to provide a materials/items list that includes:
» All materials/items to be used on the Project	» All materials/items to be used on the Project
» The design spec section and spec title for the material	» The design spec section and spec title for the material
» A description of the material	» A description of the material
» Whether or not the item is subject to BABA	» Whether or not the item is subject to BABA
» The preferred vendor for the item	
» Whether an item specific waiver will be sought	

Project Safety Oversight: Safety is a corporate priority of KJ and we are committed to protecting the health and safety of our CM team. While safety is the responsibility of the Contractor, our CM team will be an active participant in monitoring the Contractor’s compliance with their safety program. Particular construction safety considerations for the Project will consist of the following:

- ✓ Trench and temporary shoring safety for deep excavation
- ✓ Fall safety for elevated work
- ✓ Working around pressurized pipes
- ✓ Demolition activities
- ✓ Construction vehicle ingress and egress
- ✓ Electrical safety
- ✓ Working around water treatment plant equipment

The Attributes Needed to Perform Quality Assurance/Inspection: Our inspectors will coordinate daily with the Contractor’s field staff, enforce the Contract Documents, District Quality Assurance Program (QAP), and closely monitor the work. Our inspectors possess the essential traits required to verify compliance and will benefit your Project in the following ways:

Essential Traits	How Our Team's Traits Help MWA Maintain Compliance
Knowledge	✓ Detailed knowledge of the Contract Documents and codes for the work being inspected is important to verify the Contractor adheres to a comprehensive approach to quality construction.
Limits of Authority	✓ We will notify the contractor management team immediately if construction field staff do not adhere to construction standards.
Common Sense	✓ Ability to interpret contract documents to enforce their intent is invaluable.
Experience	✓ On-the-job experience gives our inspectors the ability to see and understand what they are looking at and recognize an incorrect condition quickly.
Documentation Skills	✓ Organizing job records is vital for the Project, serving as a valuable reference for construction progress and potential claims defense.
Teamwork, Communication, and Courtesy	✓ Close collaborations with the Contractor to promptly notify them of unsatisfactory conditions or deviations from contract documents, and if needed, enforce the contract ourselves.

Using the foregoing proven approach and serving as your dedicated agent, KJ’s experienced CM team will provide leadership to leverage proven relationships gained on similar complex water infrastructure projects to successfully deliver this Project.

Scope of Work

The comprehensive Scope of Services is presented below:

Task	Description	Deliverables
Task 1.1 – Project Management	This task includes the management responsibilities associated with proper construction management (CM) team coordination and scheduling, budget tracking and control, invoice preparation, subcontract management and invoice processing, and coordination.	Monthly submittal of invoices
Task 1.2 – Constructability Review	Review Contract Documents for constructability at the 95% design levels. Look for problem areas that could lead to delays, disputes, change orders, or potential document contradictions during construction.	Submit findings to District in a tabular format with critical items identified, recommendations, and a column for the District/Design Engineer responses
Task 1.4 – Construction Management (CM) Procedures Manual	The CM Procedures Manual will serve as a guide for the overall CM team, summarizing project organization, communication protocols, roles and responsibilities for all project team members, and defining the project tracking/ reporting procedures. The Manual will include procedures for contract administration, reporting, documentation, filing, flowcharts, change order, field order, allowance template, and quality assurance used during construction.	Project Specific CM Procedures Manual
Task 1.5 – Pre-Construction Survey	Perform a pre-construction site survey to document all preexisting site conditions with digital photographs	Site survey report including photographs
Task 1.6 – Pre-Construction Meeting	Coordinate the pre-construction meeting with all project partners. Meeting will be structured around safety, quality control, budget control, schedule control, communication protocols, and overall partnership between the City, Design Engineer, the Contractor, and our CM Team.	- Prepare and distribute meeting agenda - Prepare and distribute meeting minutes
Task 1.7 – Safety Program	The Contractor is contractually required to prepare and submit their safety program and a site-specific safety plan. KJ will develop a project-specific safety plan for our staff.	- Review the Contractor's safety program for completeness - Develop specific plan for KJ CM team
Task 2.1 – Document Control	Develop and maintain a document control system to manage and track all Project documentation, including, at a minimum, contract plans and specifications, correspondence, meeting agendas, meeting minutes, submittals, shop drawings, requests for information (RFIs), potential change orders, change orders, field directives, allowances, daily reports, and photographs. The document control system will be accessible by the District, Design Engineer, and the Contractor. The document control system will be capable of generating logs for submittals, RFIs, and change orders. The District will have access to daily logs, quality assurance and inspection reports, and documentation stored. Upon completion of the Project, all documentation uploaded to the document control system will be neatly organized in a project archive with a standard and uniform file naming convention and shall be transmitted in a format acceptable to the District.	- Project document system development and maintenance - Final document archive delivery
Task 2.2 – Construction Progress Meeting	Conduct construction progress with the District, Design Engineer, Contractor, and applicable project stakeholders. KJ will prepare the meeting agenda in advance of the meeting and transmit meeting minutes to all attendees.	- Prepare and distribute meeting agenda - Prepare and distribute meeting minutes
Task 2.3 – Project Correspondence & Communication	Establish a communication protocol with all project stakeholders at the commencement of the Project during the pre-construction meeting. Provide written correspondence to the Contractor as necessary to manage the Project in an efficient and timely manner and in accordance with the Contract Documents. All Project correspondence and documentation shall be issued through the electronic document control system.	Prepare and distribute correspondence
Task 2.4 – Submittals / Shop Drawings	Coordinate the submittal/shop drawing review process and route all transmittals to the appropriate reviewer(s) (e.g., District and Design Engineer). Maintain a log to track the status and review the action of all submittals. Verify that all submittals required by the Contract Documents have been submitted by the Contractor. KJ is responsible for reviewing the Contract Documents and identifying the submittals for which it is responsible for reviewing. Maintain a neatly organized electronic system with PDF copies of all submittals.	- Prepare and distribute submittal log during construction progress meeting - Prepare and distribute submittal review comments
Task 2.5 – Request for Information (RFIs)	Coordinate the RFI review process and route all RFIs to the appropriate reviewer (e.g., District and Design Engineer). Maintain a log to track the status of all RFIs.	- Prepare and distribute RFI response - Prepare and distribute RFI log during construction progress meeting
Task 2.6 – Construction Schedule	Review and approve the Contractor's Baseline Schedule, weekly look-ahead schedules, monthly schedule updates, recovery schedules, and time impact analyses (TIAs). Establish and implement a change management procedure, including management of the change order process, field orders, allowances. Reviewing, negotiating, and responding to proposed change orders (PCOs) from the Contractor. Implement a proactive approach to minimize change orders to the extent possible. Review Contractor's change order proposal. KJ will facilitate change order meetings with the District and the Contractor as needed for the review and negotiation of PCOs and preparation of change order packages. Responses to change order requests shall be provided in accordance with the Contract Documents. All negotiated change orders shall be reviewed and approved by the District's Project Manager. KJ will monitor and verify the performance of the authorized change order work.	- Prepare and distribute schedule review comments - Prepare field orders, allowances as directed by the District - Implement change management procedure - Review all Change Order requests by the general contractor
Task 2.7 – Change Management		

3 - 2009 10/11/11

Task	Description	Deliverables
Task 2.8 – Construction Observation and Quality Assurance	Observe, document, and determine the acceptability of construction work. Coordinate resolutions for issues encountered in the field without direction or extra cost. Monitor all aspects of the Project, including job site safety, construction activities, including personnel and equipment, and testing for compliance with Contract Documents. Perform onsite monitoring of construction work with respect to quality, schedule, plans and specifications, health and safety, and design intent. Document all changes of conditions, disputes, and extra work. Prepare daily inspection reports, track deficient work to correction and notify District and Contractor of corrective action required. Provide photo documentation. Coordinate, observe, and document all testing (pressure, leakage testing, performance).	- Daily project reports, including photo documentation, personnel, and equipment records - Document unsafe conditions - Coordinate testing and provide test results to the District and Contractor
Task 2.9 – Specialty Inspection and Material Testing	Provide material testing and specialty inspection services, including soil testing, welding inspection, concrete testing, coating inspection, electrical and controls inspection, masonry testing, adhesive anchor inspection, and reinforced steel testing as needed to verify materials are furnished and installed in accordance with the contract documents. Develop and maintain reports and results of inspection and material testing services to compliance with the contract documents.	Provide testing results to District and Contractor
Task 2.10 – Environmental Compliance Monitoring	Comply with all environmental permitting requirements. Verify the contractor implements and maintains SWPPP, BMP, and biological requirements.	- SWPPP / BMP submittal review. - Review BMP's daily. - Coordinate contractor corrections.
Task 2.11 – Schedule of Values	Review and approve the Schedule of Values submitted by the Contractor at the commencement of the Project. KJ will verify that the Schedule of Values contains sufficient detail to track the progress of the work and to facilitate approval of the Contractor's monthly progress payment applications.	Prepare and distribute schedule of values review comments
Task 2.12 – Progress Payment	Review and approve the Contractor's monthly progress payment requests. KJ will verify that all supporting documentation (redlined drawings and certified payrolls) and releases have been provided before transmitting the pay application to the District's Project Manager for review and approval.	Prepare and submit recommended monthly progress payment
Task 2.13 – Labor Compliance	Conduct monthly labor compliance interviews. The Contractor is responsible for submitting their certified payrolls to the DIT monthly. KJ will submit required records documenting inspector hours worked to the DIT monthly.	Conduct monthly Labor compliance interviews
Task 2.14 – Grant Coordination	Review submittals for Build America Buy America (BABA) compliance	Review compliance of BABA
Task 3.1 – Checkout and Start-up	Review Equipment Manufacturer O&M Manuals and O&M Lesson Training Plans approved by the Design Engineer. Observe Equipment Manufacturers' Installation Inspections, where specified. Review Contractor approved COP (Certificates of Proper Installation) from Manufacturers. Observe Equipment Manufacturer Training Sessions. Review Contractor checkout & start-up procedures submittal. Oversee Equipment water testing; hydraulic testing, pump performance testing. Review Contractor pre-start-up mechanical equipment test reports and installation checklists.	- Prepare and distribute start-up plan review comments - Coordinate and assist with Implementation of Contractor's training program
Task 3.2 – Record Drawings	Review Contractor pre-start-up electrical equipment test reports and installation checklists loop checks, motor rotation checklists. Oversee System Water Testing and functional testing of equipment and systems in local and remote. Oversee pre-demonstration and demonstration period testing. Review the Contractor's final redlined drawings to verify that the drawings are accurate and complete with all field changes. Transmit redlined drawings are transmitted to District or Design Engineer for incorporation into AutoCAD.	Transmit final redlined drawings to District or Design Engineer
Task 3.3 – Warranty / O&M Manual	Verify warranties are submitted by the Contractor as specified in the Contract Documents. Coordinate with the District to verify that proper operations and maintenance manuals and any training materials have been provided in accordance with the contract documents.	Deliver warranties and O&M manuals
Task 3.4 – Punch List	Coordinate with the District, Design Engineer, and the Contractor to prepare punch lists for outstanding items of work, including all documentation and submittals required by the contract documents, upon Substantial Completion of the Project. Review and advise on items to be completed or corrected with the issuance of a Certificate of Substantial Completion. Prepare Project punch list.	- Provide recommendation for substantial completion - Prepare punch list and perform final inspection to verify project completeness prior to contractor demobilization
Task 3.5 – Final Completion	Reconcile all contract Bid items, change order work and outstanding punch list items in the preparation of the final payment to the District. Transmit all project-related documentation to District's Project Manager. The project file will be neatly organized, and all files will be accurately titled and labeled to facilitate ease of access by District.	- Prepare and submit recommended final payment to District - Submit project file
Electronic Document Control	Optional Services Develop and maintain an electronic document control system (Procore) to manage and track all Project documentation including, at a minimum, contract plans and specifications, correspondence, meeting agendas, meeting minutes, submittals, shop drawings, requests for information (RFIs), potential change orders, change orders, field directives, allowances, daily reports, and photographs. The document control system will be accessible by District, the Design Engineers, and the contractor. Facilitate separate Procore one training session for District, design engineers, and the contractor. The document control system will be capable of generating logs for submittals, RFIs and change orders. Upon completion of the Project, all documentation uploaded to the document control system will be neatly organized in a project archive with a standard and uniform file naming convention and shall be transmitted in a format acceptable to District.	- Project document system (Procore) development and maintenance - Project document system (Procore) training - Final document archive delivery

4 Organization Qualifications

The District Can Trust Our CM Experience

KJ has designed, built, and managed the construction of thousands of water and wastewater facilities demonstrating our Team’s experience overcoming challenges similar to those faced by your project. KJ has completed dozens of successful CM and inspection services assignments. KJ’s CM experience is highlighted in the map below **Figure 4**. Our clients across California trust us to deliver accurate document control, change order management and submittal reviews, schedule analyses, independent cost estimating, and civil/ electrical/mechanical field inspections —our clients know us as their “one-stop-shop”. Our proven performance on these CM contracts provides the District with confidence that our team has the expertise to overcome challenges on similar projects to the ADRoP.

Benefits of the KJ CM Team

- ✔ **Familiarity** with the West Hills WTP the Sunnyslope operators, and the District for easy collaboration
- ✔ **Applied knowledge** from extensive experience with potable water CM and inspection services
- ✔ **Proven** CM processes and procedures for effective management of your project

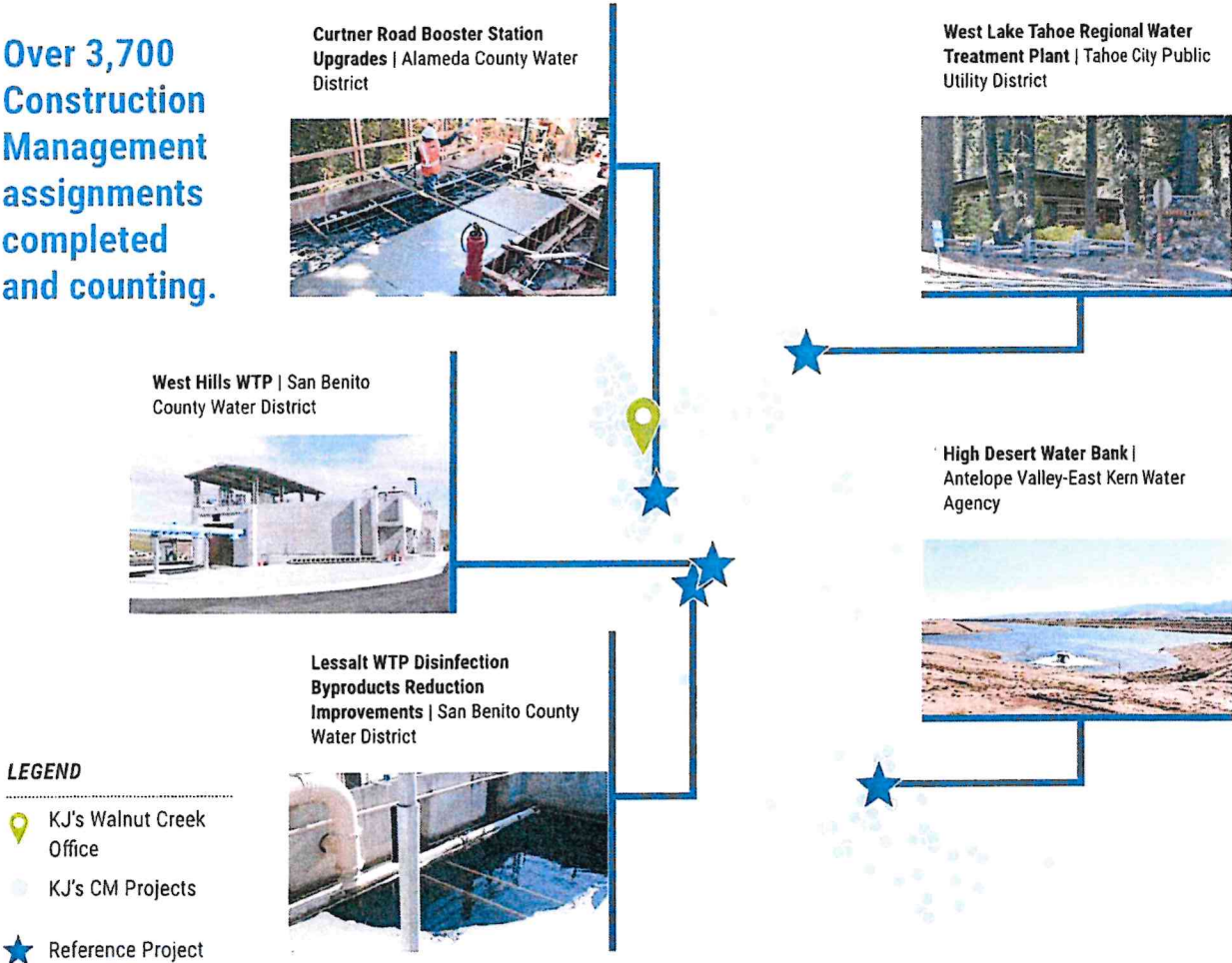


Figure 4. KJ’s proven performance on CM contracts similar to the District’s ADRoP.

San Diego County Water District

Relevant Project Services & Features

Construction Management Projects Client	Construction Management	Inspection	Constructability Review	Schedule Management	Costs/Claims Management	Cost Estimating	Environmental Compliance	Monitoring	Prevailing Wage Compliance	SWPPP	Materials Testing/Inspection	Cloud-Based Document Controls	Construction Safety	Startup and Commissioning	Utility/Agency Coordination	Outreach	Water Treatment Plant	Pipelines	Pump Stations	Groundwater Replenishment Infrastructure	Solids Drying Beds	Reservoirs/Tanks	Water Wells
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Reference Projects	West Hills WTP San Benito County Water District	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	West Lake Tahoe Regional Water Treatment Plant Tahoe City Public Utility District	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Curtner Road Booster Station Upgrades Alameda County Water District	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	High Desert Water Bank Antelope Valley-East Kern Water Agency	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Lessalt WTP Disinfection Byproducts Reduction Improvements San Benito County Water District	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•

	Alameda Reservoir Roof Replacement Project Alameda County Water District	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Lake Bard Water Filtration Plant Calleguas Municipal Water District	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Clearwell Bypass Project City of Poway	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Upper Reservoir Replacement Project City of San Fernando	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Adelanto R3 Pipeline Extension Project Mojave Water Agency	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Percolation Basins and Wastewater Treatment Plant Expansion Project Rosamond Community Services District	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Westside and Eastside Water Banks Antelope Valley-East Kern Water Agency	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Driscoll Road Water Main Renewal Alameda County Water District	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•

Table 2. KJ's experience with conducting CM services for projects similar to the ADRoP

West Hills Water Treatment Plant (WHWTP) Construction | San Benito County Water District, Hollister, CA



KJ and Dahl partnered to provide construction services for the new 4.5-mgd WHWTP, completed in the summer of 2017. KJ conducted QA/QC during construction; constructability review of the 95% design submittal; services during preconstruction; construction observation services, including onsite inspection for the construction of the plant facilities; and assistance with startup, testing, and commissioning. Dahl provided overall CM, including contract administration, inspection, startup assistance, and environmental mitigation monitoring and reporting services.

Project Features

- **Raw Water Pump Station and 20-inch Pipeline.** Connects the Hollister Conduit to the plant pretreatment facilities
- **New 4.5-mgd WTP (expandable to 9.0 mgd).** Includes Actiflo Carb pretreatment, gravity filtration, disinfection, and storage in a 0.5-mg prestressed concrete clearwell
- **Ancillary Facilities.** Includes chemical storage and feed equipment, wash water recovery basins, solids drying beds, yard piping, and an operations building
- **20-inch Treated Water Pipeline.** Connects clearwell to the City of Hollister's water distribution system

Relevant Team Members

- Todd Reynolds, Constructability Review, Construction QA/QC, Startup & Commissioning
- John Dahl, Construction Manager
- Wayne Dahl, Project Manager

Project Dates

2015–2017

Relevant Project Services

- Construction Management
- Inspection
- Constructability Review
- Schedule Management
- Costs/Claims Management
- Cost Estimating
- Environmental Compliance Monitoring
- Prevailing Wage Compliance
- SWPPP
- Materials Testing/Inspection
- Construction Safety
- Startup & Commissioning
- Utility/Agency Coordination

Treated Water Storage Tank (TWST) Tracer Study. KJ's Todd Reynolds is very familiar with the WHWTP, having not only participated in its construction but also supported the tracer study conducted in 2020-21 for the TWST. KJ provided engineering services during the tracer study, working with operators from Sunnyslope and District staff, to demonstrate that the TWST's baffling factor met acceptable hydraulic standards. This study ultimately resulted in obtaining approval of a higher baffling factor from the California Division of Drinking Water (DDW).

RELIEF TO THE DISTRICT: The KJ/Dahl partnership made for easy collaboration with the District, Sunnyslope, and the City of Hollister to maintain all three stakeholders' acceptance of the WHWTP's construction. Our familiarity with the District and the operations at the WHWTP allows our team to hit the ground running with an understanding of the Project conditions and anticipate any potential issues before they arise.

West Lake Tahoe Regional Water Treatment Plant (WLRWTP) Construction | Tahoe City

Public Utility District, Tahoe City, CA



The Tahoe City Public Utility District (TCPUD) is replacing an existing, temporary, and seasonal water treatment facility with the new, permanent, all-season WLRWTP, which has a capacity of 1 mgd and is expandable to 1.5 mgd. After completing the preliminary through final design services, KJ is providing ESDC and CM and inspection services as part of an integrated team assembled by TCPUD. KJ is supporting the Site Representative and TCPUD managers; leading the design team input during the construction process; and coordinating several subconsultants. KJ's CM services include contract administration, document management, change order review and negotiation, inspection, special inspection management, and subconsultant management.

Project Features

- **New 1.0-mgd WTP (expandable to 1.5 mgd).** Includes raw water virus inactivation, ultrafiltration (UF), ultraviolet (UV) light disinfection, and new water treatment plant building
- **Raw Water Pump Station.** Includes submersible pumps and replacement of water intake pipe in Lake Tahoe, construction of a pump station building, and installation of new pipelines from Lake Tahoe to the new treatment plant
- **Treated Water Storage and Pumping**
- **Various Chemical Feed and Residual Handling Systems.** New piping and modifications to existing site piping
- **Demolition of Existing, Temporary, Water Treatment Facilities**
- **8- to 12-inch Treated Water Pipeline**

GENERAL OF THE DISTRICT: KJ identified long-lead-time and critical equipment, conducted pre-submittal meetings, and prioritized submittal reviews to meet procurement needs and will use a similar approach to help the District meet project goals and milestones. The KJ team will use the same approach to the WHTP by bringing our detailed understanding of the facility and plant operation to the startup. We will do this by engaging the contractor, plant O&M staff, and HDR early to provide a smooth transition from construction to testing to the hand-off for operation of the new process equipment.

Relevant Team Members

- JD Brosnan, Technical Advisor
- Lisa Vance, Deputy Construction Manager
- Lupe Silva, Inspection
- Todd Reynolds, Process Engineer
- Phil Sanders, Electrical Inspector
- Jeff Train, Electrical Inspector
- Laura Thomas, Startup & Commissioning
- John Jindra, Safety
- Troy Sullivan, Project Assistant
- Dudek, Environmental Compliance Monitoring

Project Dates

2021 – 2024 (est.)

Relevant Project Services

- ESDC
- Construction Management
- Schedule Management
- Inspection
- SWPPP
- Environmental Compliance Monitoring
- Materials Testing/Inspection
- Document Control
- Construction Safety

Curtner Road Booster Station Upgrades | Alameda County Water District, Fremont, CA



KJ provided CM and inspection services for Alameda County Water District's (ACWD's) Curtner Road Booster Station upgrades for potable water. KJ's CM team worked with the Contractor and ACWD to expedite the procurement of long-lead-time electrical equipment to minimize project schedule impact. An additional schedule challenge was coordinating below-bank construction activities between April 15th and September 30th based on regulatory restrictions associated with the proximity to and operational connection with Agua Fria Creek. The following upgrades and services were completed for this project:

Project Features

- **Replacing Pump Station Pumps.** Includes discharge piping, valves, and associated appurtenances
- **Replacing Electrical Power Distribution Equipment.** Including the Motor Control Center (MCC), Switchboard, UPS, PLC, and other equipment
- **Regrading and Installing a New Driveway** and other site improvements
- **New Raised Electrical Equipment Pad** and a new cantilevered concrete structural addition
- **Pre-Procurement** of materials and equipment
- **Disinfection and Testing** of potable water facilities and pipelines
- **CEQA compliance**
- **Demolition and Replacement of Structural Components.** Includes concrete wall and roof, stairs, railings, and floors
- **Restoration of all Disturbed Areas.** Includes new trees and irrigation

Relevant Team Members

- Phil Sanders, Electrical Inspector
- John Bergen, Technical Advisor
- Jeff Train, Electrical & I&C Inspector
- Troy Sullivan, Project Assistance

Project Dates

2022–2023

Relevant Project Services

- Construction Management
- Inspection
- Schedule Management
- Costs/Claims Management
- Cost Estimating
- Prevailing Wage Compliance
- SWPPP
- Materials Testing/Inspection
- Document Control
- Construction Safety
- Startup and Commissioning
- Utility/Agency Coordination

BENEFIT TO THE DISTRICT: This project demonstrates KJ's CM experience and knowledge of managing complex rehabilitations, specifically related to potable water facilities, with coordination and mitigation of supply chain issues and minimizing impacts to the project schedule.

High Desert Water Bank (HDWB) | Antelope Valley-East-Kern Water Agency (AVEK), Palmdale, CA



AVEK partnered with the Metropolitan Water District to fund the \$210M High Desert Water Bank (HDWB), a groundwater storage and recovery project located in the Antelope Valley. The HDWB is a water supply storage project of up to 280,000 storage capacity with water recovery up to 70,000 AF over four (4) consecutive years on a 1,500-acre site adjacent to the East Branch of the California Aqueduct.

KJ is providing program management, construction management, and inspection for the HDWB program, including constructability review, construction management, inspection, biological and cultural monitoring coordination, SWPPP, prevailing wage compliance, cost and schedule management, and startup and commissioning..

Project Features

- Aqueduct turnout/turn-in facility with traveling screens
- Control building
- ~ 2.3 miles of water recharge pipeline (bi-directional flow)
- ~ 27 recharge wells
- ~ 780 acres of recharge basins
- Water quality treatment facility (Arsenic treatment)

Relevant Team Members

- Phil Sanders, Electrical / Instrumentation Inspector
- John Jindra, Safety
- Troy Sullivan, Project Assistance
- Meredith Clement, Compliance
- John Dahl, Change Order Management
- Wayne Dahl, Technical Advisor

Project Dates

Ongoing (est. 2025)

Relevant Project Services

- Construction Management
- Inspection
- Constructability Review
- Environmental Compliance Monitoring
- Schedule Management
- Costs/Claims Management
- Cost Estimating
- Prevailing Wage Compliance
- SWPPP
- Materials Testing/ Inspection
- Document Control
- Construction Safety
- Startup and Commissioning
- Utility/Agency Coordination

RELEVANT TO THE DISTRICT: Effective coordination with DWR by KJ's CM&I leadership supported AVEK's meeting DWR's construction requirements and achieved the 250-cfs turnout being operational in time to meet the project schedule. This project demonstrates KJ's CM experience and knowledge of managing complex water recharge and recovery project.

Lessalt WTP Disinfection Byproducts (DBPs) Reduction Improvements | San Benito County

Water District, Hollister, CA



Organics in the surface water, as well as iron and manganese, increased the levels of DBPs in the distribution system, requiring additional treatment processes at the 2-mgd Lessalt WTP to improve water quality and meet the Stage 2 Disinfection/DBP Rule. KJ conducted preliminary through final design and provided ESDC, including submittal review, RFI responses, and assistance in planning and conducting the plant startup testing. Dahl provided third-party CM services, including contract administration, inspection services, and startup assistance. KJ also trained plant and DDW staff regarding the facility improvements to assist the District with obtaining a permit amendment to begin operations and production of potable water. The following improvements were designed to efficiently fit into the limited space at the plant site, which contained an existing MF membrane system:

Project Features

- Oxidation, coagulation, and pressure filters for iron and manganese removal
- GAC filters for organics removal
- Treated water tank
- New distribution system pumps and pipeline
- Wash water handling system
- Chemical feed systems

Relevant Team Members

- Todd Reynolds, Project Manager
- John Dahl, Construction Manager
- Wayne Dahl, Technical Advisor

Project Dates
2010–2015

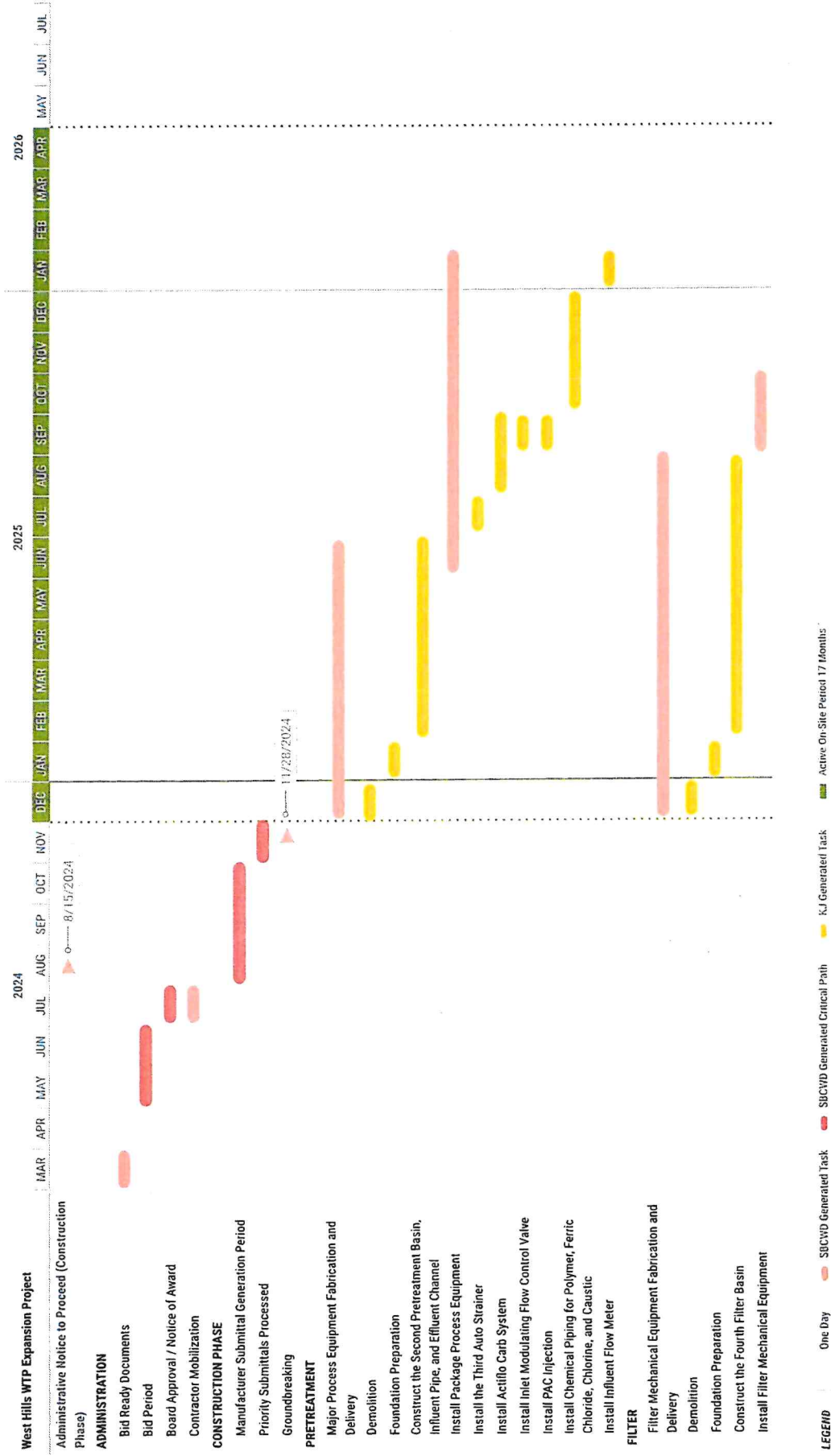
Relevant Project Services

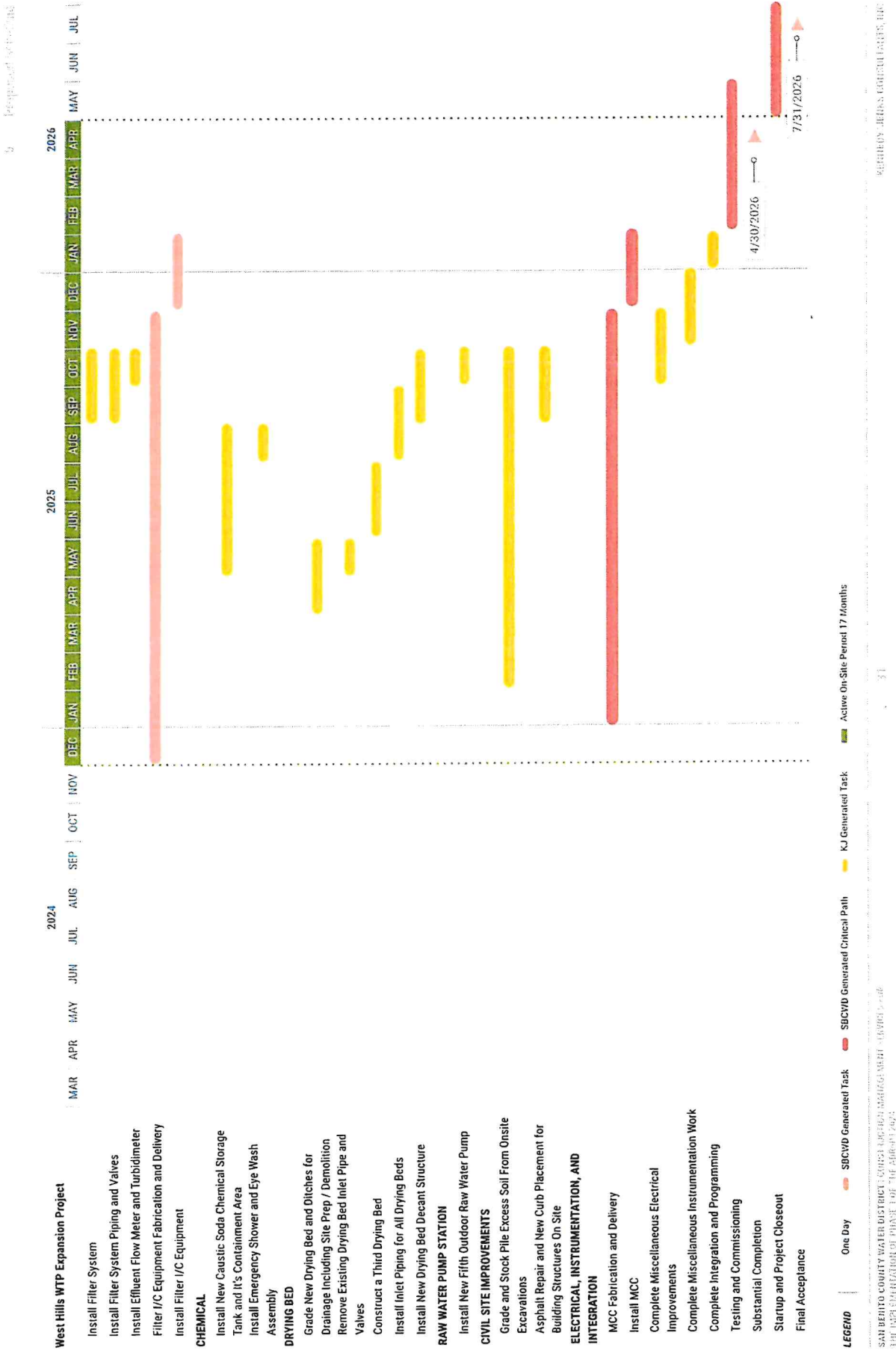
- ESDC
- Construction Management
- Startup & Commissioning
- Regulatory Coordination

RELEVANT TO THE DISTRICT: Our water treatment experience consists of another one of the District's WTPs, including CM services from Dahl, demonstrating our Team's ability to implement construction at an existing SBCWD WTP within a limited space. The successful completion of project demonstrated KJ/Dahl team ability to hit the ground running with an understanding of the Project conditions and any potential issues before they arise.

5 Proposed Schedule

Below is a detailed project schedule indicating a start date in July 2024 and completing in two years.





6 References

Trust Our Proven Performance. We invite you to contact the references listed below. These individuals will attest to the quality and responsiveness of our CM Team's services on our reference projects, discussed in Section 4.

- ▶ **West Hills WTP Construction** | District, Hollister, CA
Jeff Cattaneo, Interim General Manager | (831) 637-8218, jcattaneo@sbcwd.com
- ▶ **West Lake Tahoe Regional WTP Construction** | TCPUD, Tahoe City, CA
Sarah Hussong Johnson, Engineering Manager | (530) 580-6338, sjohnson@tcpud.org
- ▶ **Curtner Road Booster Station Upgrades** | Alameda County Water District (ACWD), Fremont, CA
Ryan Seidlitz, Project Engineer | (510) 668-4425, Ryan.Seidlitz@acwd.com
- ▶ **High Desert Water Bank** | Antelope Valley-East Kern Water Agency (AVEK), Palmdale, CA
Matthew Knudson, General Manager | (661) 943-3201, mknudson@avek.org
- ▶ **Lessalt WTP DBPs Reduction Improvements** | District, Hollister, CA
Jeff Cattaneo, Interim General Manager | (831) 637-8218, jcattaneo@sbcwd.com
- ▶ **Del Valle WTP Ozonation Project** | Zone 7 Water Agency, Livermore, CA
Brandon Woods, Assistant Principal Engineer | (925) 872-1670, bwoods@zone7water.com

Proposal Fee Estimate



Kennedy Jenks-

CLIENT Name: San Bento County Water District

PROJECT Description: Construction Management and Inspection Services for Phase 1 Accelerated Drought Response Project (ADROP)

Proposal/Job Number: _____ **Date:** 05/20/24

05/20/24

January 1, 2024 Rates		Classification:															
Hourly Rate:		Task															
Classification:		Task															
Task 1 - Subtotal		Task 2 - Subtotal															
Task 3 - Subtotal		Task 4 - Subtotal															
All Tasks Total		All Tasks Total															
Total Labor + Subtotal		Total Labor + Subtotal															
Total ODCs		Total ODCs															
Total Labor + Subtotal + Expenses		Total Labor + Subtotal + Expenses															



Client/Address: San Benito County Water District

Contract/Proposal Date: 5-20-2024

Schedule of Charges

Date: 5/20/2024

PERSONNEL COMPENSATION

Classification	Hourly Rate
Technical Advisor.....	\$309
Project Construction Manager	\$276
Resident Engineer	\$191
Inspector*	\$212
Electrical Inspector*	\$231
Start-up	\$309
Grant Funding Compliance	\$273
Safety Officer	\$248
Project Assistance	\$143

(*) Prevailing Wage (California) Note that M-F the employee is paid at straight time for up to 8 hours per day of work. Overtime hours are paid at 1.5 times that rate. Saturdays are paid at 1.5 times the straight time rate. Sundays are paid at 2.0 times the straight time rate.

Annual labor rate adjustment is 3% starting January 1, 2025.

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work, will be at cost items such as:

- Maps, photographs, 3rd party reproductions, 3rd party printing, equipment rental, and special supplies related to the work.
- Project specific telecommunications and delivery charges.
- Special fees, insurance, permits, and licenses applicable to the work.
- Outside computer processing, computation, and proprietary programs purchased for the work.

Reimbursement for direct expenses, as listed below, incurred in connection with the work, will be at cost plus ten percent for items such as:

- Subconsultants

Overtime for non-exempt employees will be billed at one and a half times the Hourly Rates specified above.

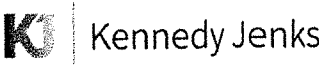
Rates for professional staff for legal proceedings or as expert witnesses will be at rates one and one-half times the Hourly Rates specified above.

Excise and gross receipts taxes, if any, will be added as a direct expense.

San Benito County Water District

Construction Management for the Implementation of Phase 1 of the
Accelerated Drought Response Project (ADRoP)

Appendix A | Resumes



JD Brosnan, PE, QSD/QSP

Project Construction Manager

PROFESSIONAL SUMMARY

JD Brosnan is a proven Construction and Project Manager with 24 years of experience completing successful public sector projects. JD has extensive experience managing complex public works projects' planning, construction, start-up, and testing. He demonstrates performance as a PM/CM, delivering quality, on-time, and on-budget projects. His attention to detail and rigorous adherence to QA/QC standards and practices have resulted in his successful management of projects from \$1 to \$50 million in construction value. He is proficient in complex scheduling, sequencing, and constraints at existing and new facilities. Experience encompasses water treatment, storage, conveyance, and distribution; wastewater collection, treatment, recycling; and recycled water distribution.

TOTAL YEARS OF
EXPERIENCE
24

EDUCATION

BS, Engineering
Management,
University of the
Pacific, 2000

REGISTRATIONS

Professional Engineer -
Civil - California
(74559)

CERTIFICATIONS

Qualified SWPPP
Developer, California
Stormwater Quality
Association

PROJECT EXPERIENCE

Del Valle Water Treatment Plant Ozonation Project, Zone 7 Water Agency, Livermore, CA |
Project Manager and Construction Manager

Construction Manager for this \$49 million Zone 7 Water Agency project to construct a new ozone facility at the existing Del Valle Treatment Plant. The Project included complex sequencing over two years of wet/dry seasons, and construction of an ozone generation building and ozone generators, a concrete ozone contactor structure(s) with fine bubble diffusion, 72-inch welded steel chlorine contact pipeline, new carbon dioxide and LOX tanks, modifications to existing chemical systems as necessary for the new ozone facility, all associated piping, ductworks and connections to the existing facilities. Startup and integration of new processes and new vendor systems in an operating treatment plant. The project also includes modifications to existing filters, including air scour addition, gravel-less underdrains retrofit, concrete rehabilitation/coating and new media configuration. Replacement of critical electrical facilities and upgrades to the agency's SCADA system to incorporate the new Ozone, LOX, CO2, standby generator, air scour blowers and make significant upgrades to the chemical and effluent controls. New carbon dioxide and LOX tanks, and modifications to existing chemical systems as necessary for the new ozone facility, all associated piping, ductworks and connections to the existing facilities. Startup and integration of new processes and new vendor systems in an operating treatment plant.

Recycled Water Facility Expansion Project Central Service Area, North Marin Water District, Novato, CA | *Project Manager, Construction Manager, and Public Outreach Coordinator*

Construction Manager and Public Outreach Coordinator for this \$12 million North Marin Water District project. The Project consisted of four separate contracts for the installation of two major PVC pipeline segments totaling 5.8 miles in length (16-inch, 12-inch, 8-inch diameters); rehabilitation of a recycled water storage tank; new and upgraded recycled water services; and six deep pipe crossings with steel casings, including one under Highway 101, one beneath the Sonoma-Marin Area Rail Transit railway, and several beneath joint utility trenches and/or large diameter reinforced concrete drain pipe. The installed pipelines crossed major intersections in Novato, traversed through the region's largest major retail development, and required significant potholing, existing utility identification and relocation, and traffic control. Served as the Agency's

JD Brosnan, PE, QSD/QSP

CEQA permit coordinator for the duration of the project, overseeing several permitted crossings through sensitive watersheds plus archaeological, biological and other compliance.

Driscoll Road Water Main Renewal Construction Management, Alameda County Water District, Fremont, CA | Construction Manager

The Project includes the installation of approximately 7,400 feet of 12-inch and 16-inch diameter cement-mortar lined and dielectric coated welded steel pipeline, associated fittings, valves, water service laterals, and other appurtenances along Driscoll Road, and a portion of Paseo Padre Parkway. The Driscoll Rd. main renewal is within the existing right-of-way, crosses multiple street intersections, and encroaches into Mission Boulevard, which is under Caltrans jurisdiction. The pipeline connects to an existing main outside of SFPUC right-of-way, crosses Mission Creek, which flows under the road in a concrete box culvert, and also crosses the City of Hayward 14-inch aqueduct pipeline on Mission Boulevard. The main intersects and runs parallel to a Kinder-Morgan (KM) 10-inch-high-pressure refined petroleum pipeline along Driscoll Road, requiring close coordination and communication with KM. KJ provides Project Management, Construction Management, and Document Control Services using the District's Procore platform.

Mission Boulevard Sanitary Sewer Relocation Project, Union Sanitary District, Fremont, CA | Construction Manager and Inspector

Construction Manager for this \$1.3 million project. The project was located at Mission Boulevard at I-680 (Southern Interchange) in Fremont, CA. Construction consisted of work within San Francisco Public Utilities Commission (SFPUC), City of Fremont, and Caltrans rights-of-way installing 1,300 lf of HPDE sanitary sewer ranging in size from 8-inch to 30-inch diameter, employing methods such as boring and open cut. Construction also included connection to and modification of three existing manholes, construction of six standard manholes, and abandonment of approximately 1,020 lf of 8-inch and 10-inch diameter sewer and associated appurtenances. Also, performed significant public outreach and acted as the Agency's CEQA permit coordinator for the project's duration, overseeing archaeological, biological, and other compliance.

Emergency Standby Power Upgrades Project, Union Sanitary District, Union City, CA | Project Manager and Construction Manager

Construction Manager for this \$25 million project to provide new standby power generation system for the Alvarado Wastewater Treatment Plant, including three new Emergency Standby Generators (each 2.5 MW), and construction of new pre-engineered building including drilled, cast-in-place, reinforced concrete piles. Coordinated with new PG&E 12kV Installation, Service Entrance Equipment & Switchgear. Site improvements including reinforced concrete ductbanks, storm drain and potable water improvements. Replacement of onsite substation with prefabricated enclosure. Associated electrical Upgrades included MCCs, VFDs, PLCs and ductbanks. Structural improvements and repairs, architectural improvements, painting and protective coatings, and site work. Project also included HVAC system upgrades.

John Dahl

CFO, Dahl Consultants Inc.



EDUCATION

B.S., Business Administration, North Dakota State University, 1979

BACKGROUND

Mr. Dahl has over 37 years of experience in construction management of pipelines, pumping plants, canals, levees, fish screens, spreading basins, regulating reservoirs, water treatment plants, and water wells. His responsibilities include preparing specifications, cost estimating, constructability review of drawings during design, reviewing contractor bid documents, project coordination with clients and contractors, construction quality assurance, construction cost control and scheduling, and preparing monthly progress payments and reports. He is also responsible for preparing operation and maintenance manuals, record drawings, and final reports of construction.

EXPERIENCE

West Hills Water Treatment Plant Project, San Benito County Water District, California. Mr. Dahl provided construction management for this project. The project consisted of a raw water pump station, a raw water pipeline, a 4.5 mgd water treatment plant, with 500,000-gallon concrete storage tank, and a treated water pipeline system.

Lessalt Water Treatment Plant DBP Reduction Improvements and Fairview Transmission Pipeline, San Benito County Water District, California. Mr. Dahl provided construction management for this project. The project consisted of improvements to the District's existing 2 mgd Lessalt Water Treatment Plant, including installation of 4,000 lf of 16-inch diameter PVC pipe.

Oasis In-Lieu Recharge Project, Coachella Valley Water District, California. Mr. Dahl provided cost estimating and constructability review for this project. This project will expand CVWD's irrigation system in the Oasis Area to supply up to about 30,000 acre-feet of water per year. The Oasis area, presently in agricultural use and irrigated with groundwater supplied by individual wells, will be converted to surface water. The project involves upgrading and expanding the current irrigation system.

Water Supply Enhancement and System Rehabilitation Project (WSESR), West Stanislaus Irrigation District, California. Mr. Dahl provided construction management for this project. The project consisted of the replacement of existing Pump Stations 1 and 2 along the District's Main Canal with a new 350 cfs pump station, including installation of 4,200 lf of 96-inch diameter reinforced concrete pressure pipe that replaced Reach 1 of the Main Canal. The project also consisted of the replacement of existing Pump Stations 5 and 6 along the Main Canal with a new 240 cfs pump station, including installation of 5,100 lf of 96-inch diameter reinforced concrete pressure pipe that replaced Reaches 5 and 6 of the Main Canal, and connected to the Delta-Mendota Canal.

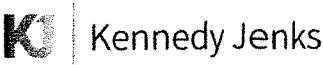
Highway 86 Transmission Main Extension and Pump Station, Coachella Valley Water District, California. Mr. Dahl provided construction support services for this project. Dahl took over the Highway 86 Transmission Main Extension and Pump Station Project, which has been completed to various levels of design by another design consultant. Using the previous consultant's work to the extent practicable in order to efficiently complete the project, Dahl provided services for final design and preparation of contract bid documents. Project elements included a booster station and 7 miles of 30-inch diameter transmission main.

Mid-Canal Storage Project, Coachella Valley Water District, California. Mr. Dahl is currently serving as CM for this project. He also prepared specifications, provided cost estimating and constructability reviews during design for this project which will provide up to 728 acre-feet of usable water storage to alleviate water storage deficiencies and increase water storage capacity, reliability, and efficiency within the CVWD water distribution system. The project consists of creating a single wide channel (inline reservoir) by joining two existing parallel canal channels, one the original earthen canal constructed in the 1940s, and the second concrete-lined canal constructed in 2005 as a part of the Coachella Canal Lining Project (CCLP). The project will also resolve an ongoing maintenance problem in the affected lined-canal segment caused by high-clay content that results in significant cracking of the concrete.

Whitewater Groundwater Replenishment Facility Intake Structures and Diversion Channels Design, Coachella Valley Water District, Palm Springs, California, Design Support Manager. Mr. Dahl provided cost estimating support for the Whitewater Project. The Project consists of a single intake/slucing structure to deliver water from the Whitewater River into the recharge facility, two diversion structures within the facility, 12,000 feet of an 800 and 400 cfs capacity conveyance channel, and the replacement of two new intake facilities at Ponds 1 and 10.

Check Structure at MP 120.8 Rehab and Replacement, Coachella Valley Water District, California. Mr. Dahl provided cost estimating and constructability review for this project. Dahl Consultants, Inc. (Dahl) provided an analysis of options for facilities to provide the required water level controls for the reach of the Coachella Canal between MP 118 and MP 120.8. Objectives of the evaluation included: (1) exploring options for addressing physical deficiencies (deterioration) for the MP 120.8 Check, (2) return the Coachella Canal to its original design capacity, and (3) provide sufficient water level control at Lateral 119.64 for reliable water deliveries through a full range of canal flows. Based on the analyses, a new gated check structure, located downstream of Lateral 119.64 Turnout, was required in order to maintain dependable deliveries to Lateral 119.64 for the full range of flows (low to high).

Coachella Canal Water Conveyance System Relocation - SilverRock, Coachella Valley Water District, California. Mr. Dahl provided cost estimating for the two alternatives being evaluated for the SilverRock Conveyance Project. The project involved designing and evaluating two alternatives to repair the restricted flow through the Coachella Canal near the SilverRock Resort. The alternatives included a 108-inch diameter pipeline or a canal reconstruction. As the selected alternative, design was completed for canal reconstruction.



Lisa Vance, PE
Resident Engineer

PROFESSIONAL SUMMARY

Lisa Vance is a Project Engineer with seven years of industry experience. She has experience with 6-inch to 84-inch pipeline projects via open trench, microtunneling, and other technologies for new water and sewer lines, and has worked on three pump station projects. She has expertise in WWTP Solids Handling projects, including rotary drum thickeners and rotary presses. Lisa presented at the 2021 NorCal PUG (Pipe Users Group) Seminar and the title of the presentation was "Just Another Bore-ing Water Main Crossing: How Preliminary Exploration Helped Deliver a Successful Project". Lisa also presented at the 2022 CA-NV AWWA Conference and the title of the presentation was "How to Hide a Pump Station in Plain Site".

TOTAL YEARS OF
EXPERIENCE
7

EDUCATION
BS, Environmental
Engineering,
California Polytechnic
State University, San
Luis Obispo, 2016

MS, Civil and
Environmental
Engineering,
California Polytechnic
State University, San
Luis Obispo, 2017

REGISTRATIONS
Professional Engineer -
Civil - California
(92145)

PROJECT EXPERIENCE

West Lake Tahoe Regional Water Treatment Plant (WLTRWTP) Construction, Tahoe City
Public Utility District, CA | Deputy Project Manager

KJ is providing engineering services during construction and construction management services as part of an integrated team assembled by TCPUD. KJ is supporting the site representative and TCPUD managers and leading the design team input during the construction process. We are coordinating several subconsultants to provide support. Construction management services include contract administration, document management, change order review and negotiation, inspection, special inspection management, subconsultant inspection management.

West Lake Tahoe Regional Water Treatment Plant Phase 2, Tahoe City Public Utility District,
CA | Project Engineer

KJ prepared preliminary design, environmental IS/MND, and supported the Tahoe City Public Utility District with the acquisition from California Tahoe Conservancy land to place a new 1-MGD membrane filtration WTP with expansion capability to 1.5-MGD. A decision matrix evaluation of six sites was conducted along with a detailed evaluation of three viable sites with selection of the preferred WTP lake intake site. The WTP includes raw and treated water pipelines, converting to a submersible lake intake with Lake Tahoe beach restoration; a new booster pump station building with pre-disinfection and standby power; membrane treatment; post disinfection using UV and sodium hypochlorite; underground treated contactor/ clearwell with booster pump station; backwash treatment using settling tanks and bag filters; and standby power. In addition, the project included the development of a monitoring well program to monitor groundwater for a year, obtaining DDW approval to construct buried contactor/ clearwell, and the oversight of TRPA, USF Placer County permitting efforts. Community benefits included the integration of the WTP building into residential McKinney Quail neighborhood and Chambers Landing Resort with screening and architectural features that gained neighborhood acceptance. KJ continues to provide funding support to the District to pursue SWRCB DWSRF funding, support the District with water rights efforts, and supports the District's public information program by attending community meetings and Board of Director meetings to present to the public project features and benefits.

Lisa Vance, PE

Cross Valley Pipeline Extension Engineering Services during Construction, Santa Clara Valley Water District, San Jose, CA | Staff Engineer

ESDC for 7,100 feet of 36-inch diameter steel pipeline primarily along rural roads

Bay Division Pipeline No. 4 (BDPL4) PCCP Rehabilitation, San Francisco Public Utilities Commission, San Francisco, CA | Project Engineer

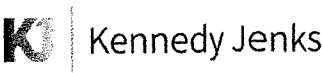
SFPUC owns and operates Bay Division Pipeline No. 4, an 84-in diameter potable water transmission pipeline to serve the San Francisco Peninsular area. The pipe was originally constructed in the early 1970s and has been in service for approximately 50 years. A reach of the pipe approximately 1.3-miles in length is located next to Edgewood Road. The pipe is Prestressed Concrete Cylinder Pipe (PCCP). SFPUC has experienced leaks on this reach of pipeline. As part of SFPUC's Regional PCCP Rehabilitation effort, the KJ team is assisting SFPUC with the project's Needs Assessment Report work. The work includes review of the PCCP electromagnetic inspection data, corrosion study, geotechnical reports, PCCP performance curves, operation data and maintenance data, Level of Service gap identification, abbreviated assessment of PCCP deterioration rates, assessing PCCP remaining useful life, brainstorming alternatives to improve the pipe reliability, alternative screening, and shortlisting the alternatives for further studies in Alternative Analysis Report. The KJ Team collaborated with SFPUC Operation and Maintenance team to identify system constraints and identify methods to improve pipeline reliability.

Water Main Replacement Under US-101, City of Mountain View, Mountain View, CA | Project Engineer

Project includes the installation of 600 lf of 12-inch fusible PVC water main pipe by an open trench method and the installation of 600 lf of 24-inch steel casing and 12-inch fusible PVC water main pipe under Highway 101 via jack and bore method. The project requires coordination with Caltrans and with a private company's onsite contractor since the utility easement travels through their active construction site.

Sewage Pump Station Immediate Repairs, City of Mountain View, Mountain View, CA | Project Engineer

The City of Mountain View's Sewage Pump Station collects approximately 85 percent of the City's wastewater and pumps it to the Palo Alto Regional Water Quality Control Plant. This project replacements four sets of steel discharge pipes, an inlet slide gate, HVAC upgrades, and electrical controls. This project included two temporary sewer bypass systems for the construction upgrades.



Phil Sanders

Electrical / I&C Inspector; Constructability Review

PROFESSIONAL SUMMARY

Phil Sanders has 47 years of experience in many facets of construction, including electrical, generation, transmission, civil, and structural. His electrical proficiencies encompass low-voltage, medium-voltage (120V to 69KV), industrial electrical, hydropower, electrical, instrumentation, network, piping and instrumentation diagram, underground utilities, fire alarms, onsite inspections, and equipment commissioning. He has proven excellent project and construction management skills with great attention to detail and the ability to effectively communicate with team members to achieve project specifications and planning while meeting project deadlines.

TOTAL YEARS OF
EXPERIENCE
47

REGISTRATIONS
CA DIR Certified General
Electrician
(E150135G)

Transportation Workers ID
Credential

International Brotherhood
of Electrical Workers
(CN-765047)

CERTIFICATIONS
Medium Voltage
Technician (MVCT-
517)

10 Hour OSHA
Construction Training
(36-004562127)

Confined Space Entry
Certificate

30-Hour Construction
Safety and Health (36-
601047481)

40-hour Hazwoper
Training

8-hour Hazwoper
Refresher Training

PROJECT EXPERIENCE

West Lake Tahoe Regional Water Treatment Plant (WLTRWTP) Construction, Tahoe City
Public Utility District, CA | *Electrical Inspector*

Supports construction submittal review and provides onsite inspection for the project's electrical infrastructure, including start-up, operational testing, and commissioning of all included electrical systems. The project constructs the new 1.0 mgd West Lake Tahoe Regional Water Treatment Plant, which includes submersible lake intake pumps; 1,500 LF of 12-inch raw water line; 300 LF of 36-inch raw water line; raw water lake intake pump station building; water treatment plant building; installation of owner-procured microfiltration and ultra-violet light disinfection systems; construction and installation of chemical feed systems, treated water pump station, above ground treated water clearwell tank, generators, motor control centers, PLC-based control system with a Wonderware SCADA System, associated piping, instrumentation, and electrical work; 1,200 LF of 8- and 12-inch treated water line; site improvements including, but not limited to, site grading, paving, drainage; demolition of existing water treatment facilities; and associated work.

Construction Management and Inspection Services for the Curtner Road Booster Station
Upgrades, Alameda County Water District, Fremont, CA | *Electrical Inspector*

KJ is providing CM and inspection services for the Curtner Road Booster Station Upgrade Project and Washington Booster Station Flow Meter Project. The Curtner Road Booster Station includes mechanical, plumbing, electrical and controls, site, and structural improvements. The upgrades of the Washington Booster Station flow meter include a new flow meter, flow meter vault, associated appurtenances, and electrical equipment. Provided electrical inspection during the demolition and installation of electrical equipment, instrumentation, and controls, specifically with the disconnecting and reconnecting power with PGE. Additionally, prepared for potential modifications to existing electrical equipment should there be a delay in the delivery of equipment to keep the project schedule on track.

High Desert Water Bank, Antelope Valley-East Kern Water Agency, Palmdale, CA |
Electrical/Instrumentation Inspector

Responsible for inspecting electrical equipment for the HDWB. His work included daily observation and inspection, daily reporting monthly payment verification, photo documentation, coordination with material and specialty testing, startup, and testing.

Phil Sanders

Aerial Lift And Scissor Lift
Training

NFPA 70E Certification

Construction Management for HTCWRF Design-Build Rehabilitation & Expansion, Elsinore Valley Municipal Water District, Lake Elsinore, CA | *Lead Electrical Inspector*

Responsible for inspecting electrical equipment and installation for the Clearwell Bypass project at the Horsethief Canyon Water Reclamation Facility. Ensured the project complied with code, was installed per specifications and contract documents, and met city standards. The project included new fine screens, a new membrane tank, a new dewatering building, a new MBR building, a new biofilter, a new bioreactor, a new chlorine contact tank, and new chemical tanks.

Construction Management for Wells and Mocho Groundwater Demineralization Plant Electrical Replacement, Zone 7 Water Agency, Livermore, CA | *Electrical Inspector*

Oversees all aspects of electrical switchgear/VFD replacement at numerous well sites in the Livermore area. Provides electrical and instrumentation oversight during construction, including 4160 MV equipment. Reviews contractor submittals and implements proper installation, start-up, testing, and commissioning of all new electrical systems involved with replacement. Keeps complete daily records of all construction activities onsite and compiles all findings for the owner. Coordinates and reviews all safety protocols which are to be implemented during construction. The project constructs and replaces electrical switchgear, motor starter, and Motor Control Center (MCC) at the Hopyard 6, Hopyard 9, Mocho 2, and Stoneridge wells. The Hopyard 6 and Stoneridge well sites utilize 4160V electrical services. Work also includes the replacement of seven VFDs at the Mocho Groundwater Demineralization Plant and one VFD each at the Chain of Lakes Wells 1 and 2.

Ultraviolet (UV) Light Disinfection Replacement Construction Management, Mt. View Sanitary District, Martinez, CA | *Senior Inspector*

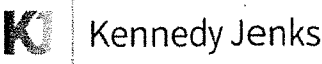
Replacement of the existing Ultraviolet Light (UV) disinfection equipment, including demolition of the current UV disinfection equipment and installation of new UV disinfection equipment for a peak wet weather flow of 10.9 mgd wastewater treatment plant. Removal of the existing bridge crane and support structure and installation of new bridge crane and support structure, channel structural modifications. Demolition of existing canopy and installation of new canopies, demolition of existing electrical power and distribution equipment, installation of new electrical power distribution equipment, installation of new process control instrumentation, and replacement of existing UV channel.

Construction Management & Inspection for Clearwell Bypass, City of Poway, Poway, CA | *Electrical/Instrumentation Inspector*

Responsible for inspecting electrical equipment and installation for the Clearwell Bypass project. Reviewed for code compliance, installation per specifications and contract documents, and city standards. The project consisted of two 1.4 MG storage tanks, a bypass pump station, a pressure control facility, and temporary and permanent bypass pipelines.

Hexavalent Chromium (CR6) Compliance Water System Project Engineering Support and Construction Services, Newman, City of, Newman, CA | *Senior Inspector*

KJ is the owner's representative for construction management, oversight, testing support, and engineering services. The project consists of a new Well 10 well pump system, a disinfection system, a 1-million-gallon water storage tank, booster pump station, onsite drain basin, standby generator, electrical controls and instrumentation, water transmission mains, water distribution pipelines (with water services), and site improvements. Performed witness testing, start-up, commissioning, and SCADA testing.



Lupe Silva

Lead Inspector

PROFESSIONAL SUMMARY

Guadalupe (Lupe) Silva has over 19 years of experience in the construction industry performing inspection and quality control and quality assurance services. He is detail-oriented, highly responsive, and experienced in interpreting building codes and reading construction plans. He is able to effectively communicate verbally or via written reports with all team members to ensure a streamlined project delivery. In addition, he brings 13 years of Journeyman HVAC installer and fabricator experience, which contributes to his well-rounded skill set and knowledge of the construction industry.

TOTAL YEARS OF
EXPERIENCE
19

CERTIFICATIONS

ICC Structural Masonry -
Wilrick Inspection
Institute of
Technology,
Sacramento, CA

ACI Field Technician
Grade 1 - Wilrick
Inspection Institute of
Technology,
Sacramento, CA

PROJECT EXPERIENCE

West Lake Tahoe Regional Water Treatment Plant (WLTRWTP) Construction, Tahoe City
Public Utility District, CA | *Inspector*

Inspector for the construction of the new 1.0 mgd West Lake Tahoe Regional Water Treatment Plant, which includes submersible lake intake pumps; approximately 1,500 LF of 12-inch raw water line; approximately 300 LF of 36-inch raw water line; raw water lake intake pump station building; water treatment plant building; installation of Owner procured microfiltration and ultra-violet light disinfection systems; construction and installation of chemical feed systems, treated water pump station, above ground treated water clearwell tank, generators, motor control centers, PLC-based control system with a Wonderware SCADA System, associated piping, instrumentation, and electrical work; approximately 1,200 lf of 8-inch/12-inch treated water line; site improvements including, but not limited to, site grading, paving, drainage; demolition of existing water treatment facilities; and associated work; all as shown and required on the drawings and as described in the contract documents.

WWTP UV Disinfection Replacement – CM&I, Mountain View Sanitary District, CA | *Inspector*

KJ provided CM and inspection services for the \$4M project to replace existing UV disinfection equipment for a 10.9 mgd peak wet weather flow wastewater treatment plant. KJ's approach assisted the contractor in monitoring the submittals and procurement of equipment, especially electrical, developing MOPs in a timely manner to minimize the impact on plant operations, coordinating with O&M to minimize impact on plant operations; and modifying construction and plant activities to match the delivery schedule of the equipment. This collaborative approach was effective because it mitigated impacts to the project schedule and plant operation from continual delays in the delivery of electrical equipment. The project included the demolition of existing and installation of new components, including: Class 3 water reuse pump station and hydro-pneumatic tank; electrical power and distribution equipment; UV disinfection equipment; bridge crane and support structure; canopies; UV channel and diversion Box A slide gates; and bank cleaning basin blower. New process control instrumentation was installed, and additional repairs and reconstruction of existing improvements and incidentals provided the District with a complete and usable facility.

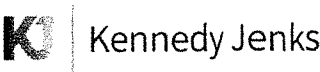
Lupe Silva

Collection System Rehabilitation, City of San Mateo, CA | *Inspector*

Constructability and construction management (contract administration and inspection) support services for the collection system portion of the \$950M City of San Mateo Clean Water Program. Located on the western shoreline of San Francisco Bay, project elements include replacing, upsizing or rehabilitating 260 miles of pipelines ranging from 6"- 39" in diameter and upgrading 24 sanitary sewer lift and pump stations.

Cosumnes Oaks High School/Elizabeth Pinkerton Middle School, Elk Grove, CA | *Assistant Project Inspector*

Inspected all underground utilities including irrigation and landscaping, grading, and paving. Inspections of bldgs HA, HB, SA, SB, and the construction of the football Stadium grandstands. Provided reports for all inspections performed.



Todd Reynolds, PE, BCEE

Checkout & Start-Up

PROFESSIONAL SUMMARY

Todd Reynolds brings a successful record in designing and managing advanced water treatment plant projects, excellent communication and organization skills, in-depth knowledge of regional water issues, and experience in all project phases. He understands big-picture issues that drive projects at different levels. Todd is KJ's Community of Practice Leader for water treatment; his technical expertise includes ozone, MF, RO and UV design, construction, startup and commissioning, and practical experience in the design and construction of complex, multi-discipline treatment plant projects. His background includes a broad range of project management, design, and construction management for municipal treatment facilities. He has served on a variety of advanced water treatment-related projects throughout California.

TOTAL YEARS OF EXPERIENCE

34

EDUCATION

BS, Nuclear Engineering,
University of
California, Berkeley,
1989

MS, Environmental
Engineering,
University of
California, Berkeley,
1995

REGISTRATIONS

Professional Engineer -
Civil - California
(59630)

CERTIFICATIONS

American Academy of
Environmental
Engineers

MEMBERSHIPS / AFFILIATIONS

American Water Works
Association

California Water Reuse
Association

PROJECT EXPERIENCE

West Hills WTP (WHWTP) Construction, San Benito County Water District, Hollister, CA |
Constructability Review, Construction QA/QC, Startup & Commissioning

For the construction of the new 4.5-mgd WHWTP, completed in the summer of 2017, KJ conducted QA/QC during construction; constructability review of the 95% design submittal; services during preconstruction; construction observation services, including onsite inspection for the construction of the plant facilities; and assistance with startup, testing, and commissioning. Construction of the WHWTP included a raw water pump station and 20-inch pipeline; Actiflo Carb pretreatment, gravity filtration, disinfection, and storage in a 0.5-mg prestressed concrete clearwell; chemical storage and feed equipment, wash water recovery basins, solids drying beds, yard piping, and an operations building; and 20-inch treated water pipeline.

Treated Water Storage Tank (TWST) Tracer Study for West Hills WTP (WHWTP), San Benito County Water District, Hollister, CA | Project Manager

The Sunnyslope County Water District (Sunnyslope) operates the WHWTP under a contract with the District. The WHWTP Treated Water Storage Tank (TWST) had been assigned a T10/T baffling factor of 0.2 by the California Division of Drinking Water (DDW). The WHWTP design engineer provided a memorandum that predicted a T10/T baffling factor for the TWST of 0.46, based on theoretical calculations. The DDW's assigned 0.2 baffling factor limited the operational volume in the TWST because more volume must be reserved for disinfection CT. This reduces the operational flexibility of the WTP and system at higher plant flow rates. A higher T10/T baffling factor for the TWST provides greater flexibility in operation of the TWST and possible chemical savings due to reduced chlorine use. To obtain DDW-approval of a higher baffling factor, a tracer study demonstrating the actual hydraulic performance of the TWST was required. KJ provided engineering services to work with Sunnyslope and District Staff to conduct a tracer study for the WHWTP TWST and to submit a letter to DDW for approval of a higher baffling factor.

Todd Reynolds, PE, BCEE

American Society of Civil
Engineers

American Membrane
Technology
Association

American Academy of
Environmental
Engineers

Lessalt WTP Disinfection Byproducts Reduction Improvements, San Benito County Water District, Hollister, CA | Project Manager

The Lessalt WTP treats surface water from the San Luis Reservoir and serves the Sunnyslope County Water District (SSCWD) and City of Hollister. Organics in the surface water had increased the levels of disinfection byproducts (DBPs) in the distribution system. KJ evaluated Actiflo-Carb, MIEX, GAC and low pressure NF treatment processes to reduce TOC and DBPs in the system. The project design included oxidation, coagulation and pressure filters for iron-and manganese removal, and GAC filters for organics removal, ahead of an MF membrane system. The new processes reliably and cost-effectively reduce DBPs to meet the Stage 2 D/DBP Rule. The improvements were designed to efficiently fit into the limited space on the existing 2-mgd water treatment plant site and to work within the existing hydraulic profile available. Disinfection contact time is provided with a highly efficient pipeline contactor.

West Lake Tahoe Regional Water Treatment Plant (WLTRWTP) Design and Construction, Tahoe City Public Utility District, Tahoe City, CA | Process Engineer, ESDC

Design, permitting, special environmental surveys with IS/MND document, land acquisition, water rights, securing SRF and other funding agency grant and loan funds, geotechnical investigation, backwash bag filter treatment pilot test, public outreach program, and ESDC services. The project design includes a submersible lake intake pump station and controls with a standby power generator, lake intake raw water pipeline, pre-, and post-chlorination with contact tank, membrane filtration, UV disinfection, bag filter backwash treatment process, and treated water storage underground clearwell and pump station.

Avenue Water Treatment Plant Membrane Filtration, City of San Buenaventura, Ventura, CA | Project Manager

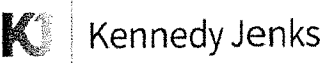
Project Engineer for the construction a new 10 mgd (expandable to 15 mgd) submerged UF filtration facility, a new chemical building, a new washwater recovery system with pressure filters to pre-treat the return water to meet the goals of the CA Cryptosporidium Action Plan, new sludge drying beds, new water supply wells and piping, and a public art component to enhance the City's historic administration building. Provided overall QA/QC of submittal reviews, Requests for Information, and Clarifications and coordination with Resident Engineer for the two-year construction phase of the project.

Avenue Water Treatment Plant-Foster Park Master Plan, City of San Buenaventura, Ventura, CA | Project Engineer

Evaluated improvement alternatives for 15-mgd Avenue WTP including ozone, direct filtration and membrane filtration to meet existing and proposed state and federal water quality regulations. Studied alternatives for washwater handling and recovery, alternative disinfection strategies and TOC and taste and odor reduction.

Pressure Filtration Evaluation, Humboldt Bay Municipal Water District, Eureka, CA | Project Engineer

Evaluated treatment process alternatives for a new 21-mgd surface water treatment plant. Process alternatives included contact clarification/filtration, high-rate direct filtration and pressure filtration.



Meredith E. Clement

Grant Funding Compliance

PROFESSIONAL SUMMARY

Meredith Clement leads our Funding Specialist Group and has helped our clients secure over \$142M in grants from DWR, the SWRCB, DDW, and the USBR, and \$48M in loans for our clients in California. Meredith's funding knowledge extends from application to negotiation of grant and loan terms and compliance with terms and conditions of public financing. Meredith is currently the Grant Manager for the Chino Basin Desalter Authority. She manages four separate USBR grants and has developed close working relationships with USBR. She was also the Project Manager for LVMWD's Urban Water Management Plan Update, and Grant Writer for several other projects, including Grant Funding Assistance for Recycled Water Storage and Demineralization Project for the San Elijo Joint Powers Authority, Proposition 1 Water Recycling Grant and SRF Loan Application Assistance for Padre Dam Municipal Water District, and As-needed Grant Support for Western Municipal Water District.

Meredith has provided funding expertise for clients throughout California seeking to obtain grants and loans for critical water, wastewater, and recycled water projects. She has worked on grant administration since the first round of Prop 50 grants and was instrumental in the development of KJ's Web portal. Meredith will provide input on potential funding opportunities that may become available based on siting considerations.

TOTAL YEARS OF
EXPERIENCE
26

EDUCATION
BS, Environmental Policy,
Analysis and
Planning, University of
California at Davis,
1996

MS, City and Regional
Planning, California
Polytechnic State
University, 2000

MS, Transportation
Engineering,
California Polytechnic
State University, 2000

MEMBERSHIPS /
AFFILIATIONS

American Public Works
Association (APWA),
Member

Association of
Environmental

PROJECT EXPERIENCE

Grant Administration and Application Assistance, United Water Conservation District,
Oxnard, CA | *Project Manager*

Assisted United Water Conservation District (United) with successful application to the 2017 Sustainable Groundwater Planning (2017 SGWP) grant program for the development of the Groundwater Sustainability Plan for the Fillmore-Piru Basins (\$1.5M). Later assisted the agency with successful \$7.5M application to the 2022 Sustainable Groundwater Implementation Program for Critically Overdrafted Basins.

Grant Admin Services 2016/23, Rancho California Water District, Temecula, CA | *Grant Manager*

Manage up to 10 active federal and state grants for Rancho California Water District for projects and programs related to conservation activities and infrastructure construction. Management includes handling of Reclamation, California Department of Water Resources, and FEMA grants. Track invoices, reimbursement requests, and project progress, and insured timely submittal of grant deliverables to insure prompt grant disbursements.

State Revolving Fund Application and Management of SRF Funds, Western Municipal Water District, Riverside, CA | *Project Manager*

Prepared a State Revolving Fund application for a non-point source pollution cleanup and abatement program being implemented by a multi-agency joint powers authority in the Inland Empire. Funding for non-point source cleanup is a new program for the State Revolving Funding and it was necessary to work closely with client, project engineers and State Water Resources Control Board staff to develop application materials. Assisting Western with

Meredith E. Clement

Professionals,
Member

management of SRF funds, including developing language to be included in bid documentation, Buy American Iron and Steel and prevailing wage requirements.

American Water Works
Association (AWWA),
Member

**Proposition 84 Grant Management, Arlington Basin, Western Municipal Water District,
Riverside, CA | *Project Manager***

Prepared successful Proposition 84 Integrated Regional Water Management Plan implementation grant application (grant awards of \$2.5 million) and successful US Bureau of Reclamation WaterSMART grant applications (\$5.5 million award).

**Integrated Regional Water Management Plan Prop 84 Grant Application, Santa Clarita Valley
Water Agency, Santa Clarita, CA | *Project Scientist***

Assisted in the preparation of a final Proposition 84 Integrated Regional Water Management (IRWM) Implementation Grant Proposal Solicitation Package to gain grant funding to implement projects outlined in the Agency's IRWM plan. Preparation of the grant application included information collection, workshops with stakeholders and the preparation of work plan to adopt the IRWM plan's goals and objectives.

Grant Administration Support, County of Ventura, Ventura, CA | *Grant administrator*

Acting as grant administrator for 11 project proponents that successfully competed for Proposition 50 Integrated Regional Water Management Plan funding. Assist project proponents with contract negotiations, coordination of deliverables, regulatory compliance for projects, preparation of invoices, and progress reports. Act as contact for the 11 projects with the State Water Resources Control Board. As part of grant administration, assisted with the design and development.

**Integrated Regional Water Management Plan - Prop 84, Implementation Grant Administration,
County of Santa Barbara, Santa Barbara County, CA | *Project Manager***

Assisted in grant administration for an agreement between the County of Santa Barbara and the Department of Water Resources. Tasks include interfacing with the Department of Water Resources and seven project proponents to prepare grant reimbursement requests, tracking grant requirements, and maintaining database of grant deliverables.

Grant Support Services, City of Camarillo, Camarillo, CA | *Grant Writer*

Responsible for the preparation of grant application for the Clean Water State Revolving Fund (CWSRF) Project Priority List for several of the City's projects including Stormwater Trash TMDL implementation, Pleasant Valley Road Reclaimed Water Main Phase II, Wastewater Treatment Plant Diversion Discharge to Camrosa, and the Sewer Main Replacements per the Sewer System Upgrade Plan.

**Funding Strategy Development, United Water Conservation District, Santa Paula, CA |
*Funding Coordinator***

Reviewed United Water Conservation District's Capital Improvement Plan and developed a funding strategy for the District that included a mix of state and federal grants. Prepared a timeline for grant activities and other actions necessary to make sure District projects are grant competitive. Prepare monthly grant "look-ahead" to help the District position for grants. Assisted with grant applications to the California Office of Emergency Services and the Federal Emergency Management Agency.



Contact Information

JD Brosnan, PE, QSP/D
Project Construction Manager
(925) 953-1509
JDBrosnan@kennedyjenks.com

Walnut Creek Office
2121 North California Blvd., Suite 810
Walnut Creek, CA 94596

7 Fee Schedule

KJ has proposed a highly qualified team with optimized staffing, inspectors, and technical advisors for construction management services. The team is equipped with the necessary skills and expertise to ensure the successful completion of the Project. As a design professional providing construction management and inspection services, KJ takes no exceptions to the District's standard Professional Services Agreement and can execute the agreement.

Proposal Fee Estimate

PROJECT Description: Construction Management and Inspection Services for Phase 1 Accelerated Response Project (ABRP)									
Proposed Job Number: _____ Date: _____ 05/20/22									
Classification:	Technical Advisor	Project Construction Manager	Resident Engineer	Inspector	Electrical Inspector	Start-up	Grant Funding Compliance	Safety Officer	Project Assistance
Hourly Rate:	\$309	\$372	\$193	\$212	\$321	\$309	\$273	\$248	\$143
1.1 - Project Management	60								60
1.2 - Constructability Review	40				24				
1.3 - Construction Management (CM) Procedures Manual	2	24	16						
1.4 - Pre-Construction Survey	2	8							
1.5 - Pre-Construction Meeting	5	4	2						
1.6 - Safety Program	2	2	2						
Task 1 - Subtotal									
2.1 - Document Control	4	154	30	2	24	0	0	0	60
2.2 - Construction Progress Meeting	120	192	96						24
2.3 - Project Correspondence & Communication	6	68	120						
2.4 - Schematic / Shop Drawings	6	60	68			40			
2.5 - Request for Information (RFI)	6	60	68						
2.6 - Construction Schedule	8	60	60						
2.7 - Change Management	8	60	60						
2.8 - Construction Observation and Quality Assurance	24	664	2486	312					
2.9 - Specialty Inspection and Material Testing	4	8	16						
2.10 - Environmental Compliance Monitoring	10	6							
2.11 - Selection of Values	24	48	16						
2.12 - Progress Reports	6	8							
2.13 - Labor Compliance	16	24	8						
2.14 - Grant Funding Compliance	16	24	8			56			
Task 2 - Subtotal									
3.1 - Check-out and Start-up	16	48	40	40	160				
3.2 - Recent Drawings	8	24	40	0					
3.3 - Warranty / O&M Manuals	0	40	40	4					
3.4 - Punch List	4	32	40	80	16				
3.5 - Final Completion	4	32	8						
Task 3 - Subtotal									
4.0 - 8.0 - 16.0 - 20.0 - 28.0 - 42.0 - 2.00 - 96 - 96 - 67.00 - 1147.814 - 552.865 - 1102.664 - 62.660 - 20.000 - 22.500 - 1285.244 - 329.574 - 11.000 - 140 - 1123.4279 - 3235.318 - 11.000 - 1123.427									



**San Benito County Water District
Agenda Transmittal**

Agenda Item: 6
Meeting Date: October 29, 2025
Submitted By: Dana Jacobson
Presented By: Dana Jacobson

Agenda Title: Consider Authorizing the General Manager to Execute the Letter Agreement with the Santa Clara Valley Water District (Valley Water) Related to the Pacheco Reservoir Expansion Project

Detailed Description:

The San Benito County Water District's (District) 2008 Water and Wastewater Master Plan identified a need for additional water storage to meet the needs of future urban development in the County. The District then began evaluating a number of water supply and water storage alternatives. At the time, one of the more promising options appeared to be the development of groundwater banking, which could help moderate the variability of the District's Central Valley Project supplies. To test this concept, in 2011 the District entered into the Agreement Between Santa Clara Valley Water District and San Benito County Water District for the Exchange and Banking of Water in Semitropic Water Storage District. Through this agreement, the District transferred 5,000 acre-feet (AF) of its CVP supplies to Valley Water for storage in Semitropic, which resulted in a storage credit for the District of 4,500 AF after a loss of 10% was applied. This water has not yet been returned to the District due to the internal demands of Valley Water during prior drought periods, which precluded recovery by the District. Since 2011 the District has been obligated to pay for its share of Semitropic O&M charges and has reimbursed Valley Water a total of \$862,316 for this program.

In 2018, Valley Water received funding from the California Water Commission's (CWC) Water Storage Investment Program (WSIP) and began evaluating the viability of expanding the existing reservoir on the North Fork of Pacheco Creek. A storage project in this area has also been identified in the District's Master Plan because it could provide benefit to San Benito County. Also in 2018, the District decided to partner with Valley Water in its evaluation and executed the Memorandum of Understanding for a Proposed Pacheco Reservoir Expansion Project (MOU). Under the MOU, the District would be responsible for 2.5% of the costs to develop environmental documentation for the project.

The MOU contemplated the development of an Allocation Plan and Operations Agreement to determine a final cost split. However, these documents were never finalized, and an alternative

cutoff date needed to be identified. The deadline established by the CWC for WSIP projects to develop a Draft Environmental Impact Report and an updated Feasibility Report was January 1, 2022. Therefore, the District is obligated for its share of the costs for development of these documents through December 31, 2021, which is \$732,318.72.

In lieu of the District making a direct payment, Valley Water has agreed to accept the transfer of beneficial ownership of 3,500 AF of the water the District has stored in Semitropic. This transfer will fully satisfy the District's financial obligation under the MOU and the District will continue to have 1,000 AF stored on its behalf. The attached Letter Agreement documents this arrangement.

Prior Committee or Board Action:

October 21, 2025 Pacheco Reservoir Expansion Project Committee Meeting

Financial Impact: _____ Yes _____ X No

Funding Source/ Recap: N/A

Materials included:

1. Pacheco Reservoir Expansion Project Committee Recommendation
2. Letter Agreement

Recommendation: Staff and the Pacheco Reservoir Expansion Committee recommend the Board Authorize the General Manager to Execute the Letter Agreement with the Santa Clara Valley Water District (Valley Water) Related to the Pacheco Reservoir Expansion Project.

Action Required: ____ Resolution _____ X Motion _____ Review

Board Action

Resolution No. _____ Motion By _____ Second By _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Reagendized _____ Date _____ No Action Taken _____

BOARD AGENDA MEMO

DATE: October 21, 2025

TO: Board of Directors

FROM: Pacheco Reservoir Expansion Project Committee
(Flores/Wright)

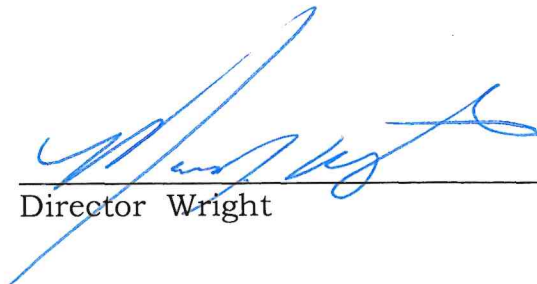
SUBJECT: Committee Recommendation that the Board Approve authorizes the General Manager to execute the letter agreement with Santa Clara Valley Water District (Valley Water) related to the Pacheco Reservoir Expansion Project.

The Pacheco Reservoir Expansion Project Committee met on October 21, 2025 and staff reviewed the draft Letter Agreement with the Santa Clara Valley Water District (Valley Water) Related to the Pacheco Reservoir Expansion Project.

The Pacheco Reservoir Expansion Project Committee agreed to recommend the Board authorize the General Manager to execute the letter agreement with Santa Clara Valley Water District (Valley Water) related to the Pacheco Reservoir Expansion Project.



Director Flores



Director Wright



October 14, 2025

VIA EMAIL & U.S. MAIL

Dana Jacobson
General Manager
San Benito County Water District
30 Mansfield Rd
Hollister, CA 95023

Dear Mr. Jacobson,

This letter will confirm and memorialize the parties' agreement that San Benito County Water District (San Benito) may fully satisfy its 2.5% Pacheco Reservoir Expansion Project cost-share obligation to Valley Water (Memorandum of Understanding, Section 6) through financial consideration to Valley Water equivalent to \$732,318.72. Further, San Benito and Valley Water agree that Valley Water will be released from its obligation to return or purchase 3,500 AF of water owed to San Benito pursuant to the February 18, 2011 Agreement between Santa Clara Valley Water District and San Benito County Water District, as amended in 2022 ("Agreement") in full satisfaction of San Benito's obligation to reimburse Valley Water \$732,318.72. This will mean that Valley Water will now have an obligation to return a remaining balance of 1,000 AF of water owed to San Benito pursuant to the Agreement.

Please sign below to indicate San Benito's agreement.

Sincerely,

Melanie Richardson
Interim Chief Executive Officer

IT IS SO AGREED:

SAN BENITO COUNTY WATER DISTRICT

By: _____
Dana Jacobson
General Manager



**San Benito County Water District
Agenda Transmittal**

Agenda Item: 7
Meeting Date: October 29, 2025
Submitted By: Brett Miller
Presented By: Brett Miller

Agenda Title: Consider Authorizing District staff to surplus:

- a. 1999 Sterling Dump Truck (VIN#2FZHRJBA1XAA53038)
 - b. 2009 Chevrolet Silverado 2500 (VIN#1GCHK44K49F174056)
-

Detailed Description:

In 2016, District management extended the threshold for vehicle replacement of the District's fleet from 100,000 miles to 150,000 miles, but also agreed that high mileage vehicles would be monitored regarding maintenance expense, fuel efficiency and safety in order to determine if replacement prior to the threshold of 150,000 was warranted.

The Board approved replacing the 1999 Sterling Dump Truck in 2023, because it was out of compliance, but this vehicle has yet to be surplus.

Vehicle #17, 2009 Chevrolet Silverado 2500, was recently evaluated at a repair shop, and it was determined the necessary repairs outweighed the overall value of the vehicle.

The District has surplus vehicles at GOV.DEALS in the past, and staff would like to use them again to surplus these two vehicles.

Prior Committee or Board Action: N/A

Financial Impact: _____ Yes X No

Funding Source/ Recap: N/A

Materials included: None

Recommendation:

Staff is recommending the Board authorize District staff to advertise the two vehicles, the 1999 Sterling Dump Truck and the 2009 Chevrolet Silverado 2500 through GOV.DEALS and surplus them.

Action Required: ____ Resolution X Motion _____ Review

Board Action

Resolution No. _____ Motion By _____ Second By _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Reagendized _____ Date _____ No Action Taken _____

**San Benito County Water District
Agenda Transmittal**

Agenda Item:

8

Meeting Date: October 29, 2025

Submitted By: Brett Miller

Presented By: Brett Miller

Agenda Title: Consider Approval of ACWA JPIA's Commitment to Excellence Certificate and Authorize the Board of Directors and the General Manager to sign on the District's behalf

Detailed Description:

Since the most frequent and costly losses come from incidents associated with operating vehicles, infrastructure failures, construction activities, employment practices, workplace ergonomics, tripping or falling hazards, and wildfires, the JPIA is encouraging members to implement programs and practices that can reduce these types of risks. The JPIA Commitment to Excellence Program (C2E) is a partnership effort to meet that goal by helping members reduce the frequency and severity of liability, workers' compensation, and property losses. JPIA provides this program and additional resources to member agencies to help them establish policies and protocols to maximize safety on the job. The ACWA JPIA Commitment to Excellence Best Practices has been developed for each loss reduction category. Included are loss reduction focus elements, "best practices menus", and explanations for each menu item. Best Practices are reviewed with member districts during risk assessment visits and discussed in the JPIA Source newsletter. JPIA members can select from the menu of best practices items they wish add or enhance to their existing loss reduction programs. The District's current safety and risk management program is robust and meets or exceeds the requirements of the C2E program (see Attachment). The signed certification by the Board of Directors demonstrates their support and commitment to staff in our work to implement the best practices in the program, which will help to reduce losses. By signing this commitment certification, the District will also qualify to apply for grants through the JPIA's Risk Control Grant Program. Staff recommends that the Board sign the commitment certification to countify this support.

Prior Committee or Board Action: No

Financial Impact: _____ Yes X No

Funding Source/ Recap: N/A

Material Included:

ACWA JPIA Commitment to Excellence Certificate

Recommended Action:

Staff requests a Board motion to approve the signing of the ACWA Joint Power Insurance Authority's (JPIA) Commitment to Excellence (C2E) certification (See Attachment), denoting San Benito County Water District's (SBCWD) commitment to safety and operational "best practices" to enhance the District's existing loss reduction programs.

Action Required: _____ Resolution X Motion _____ Review

Board Action

_____ Resolution No. _____ Motion By _____ Second By _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Reagendized _____ Date _____ No Action Taken _____



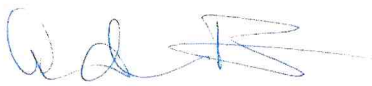
Commitment to Excellence

San Benito County Water District

and the ACWA JPIA in mutual support for ensuring the most consistent, cost effective, and broadest possible affordable insurance coverage and related services, and in partnership with all JPIA members, and in the interest of reducing **San Benito County Water District's** insurance costs, commit to a program of excellence that through the implementation of "best practices" reduces the potential and frequency of:

- **Vehicle Losses**
- **Infrastructure Related Losses**
- **Construction Related Losses**
- **Employment Practices Claims**
- **Ergonomic (Musculoskeletal) and Fall Injuries**
- **Wildfire Prevention**

and fully support the goal of implementing effective preventative measures that work to achieve these loss reductions.



Signature (CEO, ACWA JPIA)

Signature (General Manager)

Signature (Board Member)

Signature (Board Member)

Signature (Board Member)

Signature (Board Member)

Signature (Board Member)



JPIA Commitment to Excellence

JPIA In-Person or Virtual Classes
which support claims focus areas



Construction Related Losses

- Accident Investigation
- Confined Space Entry
- Electrical Safety
- Emergency Response
- Fall Protection
- Hazard Communication (GHS)
- Hazard ID
- Heat Illness Prevention
- Injury Illness Prevention
- Lock-out/Tag-out
- Respiratory Protection
- Risk Transfer
- Silica
- Traffic Control & Flagger
- Trench & Excavation

Vehicle Operations

- Accident Investigation
- Defensive Driver
- Drug & Alcohol Reasonable Suspicion
- Emergency Response
- Hiring Practices
- New Employee Orientation
- Policies & Procedures



Employment Practices

- Communication
- Discrimination & Harassment
- Documenting
- Drug & Alcohol Reasonable Suspicion
- Hiring Practices
- Injury Illness Prevention
- Job Descriptions
- Performance Appraisals
- Effective Performance Feedback
- Performance Management
- Policies & Procedures
- Return to Work
- Sexual Harassment Prevention

Ergonomics & Fall Injuries

- Accident Investigation
- Ergonomics
- Fall Protection
- Hazard ID
- Job Descriptions
- Return to Work
- Workers' Comp



Infrastructure

- Accident Investigation
- Confined Space Entry
- Documenting
- Electrical Safety
- Emergency Response
- Hazard ID
- Injury Illness Prevention
- Lock-out/Tag-out
- Policies & Procedures
- Risk Transfer
- Silica
- Traffic Control & Flagger
- Trench & Excavation

San Benito County Water District

Agenda Transmittal

Agenda Item: 9

Meeting Date: October 29, 2025

Submitted By: Brett Miller

Presented By: Brett Miller

Agenda Title: Consider Approving the establishment of an Artificial Intelligence Appropriate Use Policy

Detailed Description:

SBCWD recognizes the increasing role of generative artificial intelligence (AI) in enhancing efficiency, creativity, and service delivery. While AI provides many benefits, it also raises concerns around security, privacy, and responsible use.

The proposed policy outlines:

- **Acceptable Use:** Research, drafting content, process improvements, creative purposes, and customer/member support.
- **Unacceptable Use:** Direct integration without approval, inputting confidential or personal data into public platforms, use in decision-making, or any unlawful/malicious activity.
- **Employee Responsibility:** Maintain accountability, safeguard confidential information, adhere to security protocols, and seek training.
- **Manager Responsibility:** Ensure ethical usage, provide guidance, and address misuse.
- **Security Vetting:** General Manager or Assistant General Manager must review and approve any AI tool before use.

Prior Committee or Board Action: No

Financial Impact: Yes _____ No X

No direct fiscal impact is anticipated. Any potential costs will be limited to training or approved technology procurement, as authorized by management.

Funding Source/ Recap: N/A

Recommendation:

That the Board of Directors review and approve the proposed Artificial Intelligence Appropriate Use Policy.

Action Required: _____ Resolution _____ X Motion _____ Review _____

Board Action

_____ Resolution No. _____ Motion By _____ Second By _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Reagendized _____ Date _____ No Action Taken _____

Artificial Intelligence Appropriate Use Policy for San Benito County Water District

Generative Artificial Intelligence (AI) is a set of relatively new technologies that leverage large amounts of data, along with some machine learning techniques to create content such as images, videos, or text, without being explicitly programmed to do so. While it is a tool that can assist with everyday tasks, responsibility for the final product is still on the employee not the tool.

There are a variety of benefits that result from using AI systems, but there must be guidelines in place for them to be used responsibly. Employees are encouraged to explore and experiment with AI as agreed upon with their manager. The District is committed to utilizing AI technologies responsibly and ethically to improve processes, enhance District services, and support employees to do their best work.

This policy outlines the acceptable and unacceptable uses of AI. It is intended to promote safe and responsible use within the District, while also protecting privacy and security.

Acceptable Use

Employees are permitted to use AI for work-related purposes, including but not limited to:

- Providing support to members by answering their questions and providing information.
- For research purposes, such as generating new ideas or for general knowledge, meant to enhance your understanding of a work-related topic.
- For artistic or creative purposes, such as drafting original content for marketing campaigns or advertising.
- Creating and reviewing content such as articles, reports, and documents.
- Improving internal processes and workflows.
- Other legitimate business purposes as approved by your manager.

Unacceptable Use

- Enabling direct integration of any AI program into work applications (such as Microsoft Word) without prior approval of your Manager and the IT Manager.
- Using any copyrighted information, images, or data for a final work product of any kind. It can be used for generating drafts or ideas, which will be transformed and edited by the user prior to consumption.
- Inputting confidential business information – including member data - or personally identifiable information on individuals (i.e. personal email, telephone number, home address, medical information etc.) into a public AI platform.
- AI tools must not be used for any illegal, harmful, or malicious activities. This includes activities that perpetuate unlawful bias, automate unlawful discrimination, and produce other harmful outcomes.

- AI must not be used for decision-making processes, such as determining eligibility for employment, personnel decisions, or financial services.
- AI must not be used to generate content that violates the District's standards of conduct, ethics policies, or laws.

Employee Responsibility

You are expected to use AI tools responsibly and in accordance with this policy to ensure that AI is used to enhance, not replace, human decision-making. You are to maintain accountability for your work. You must safeguard confidential information when using AI, adhere to data security protocols and report any misuse or issues with AI systems. Additionally, you should seek training to stay informed on the ethical and effective use of AI in your role.

Manager Responsibility

Managers are responsible for ensuring that their teams use AI tools ethically, effectively, and in alignment with District policies. They should provide guidance on appropriate AI usage and ensure that AI tools are not used to replace critical human judgment. It is also the manager's duty to ensure that staff are properly using AI technologies and to address any misuse promptly.

Security Vetting

IT must review and approve the use of AI tools prior to employees using them. This includes reviewing the tool's security features, terms of service, and privacy policy. The IT team will verify the reputation of the tool developer and any third-party services used by the tool.

**San Benito County Water District
Agenda Transmittal**

Agenda Item: 10
Meeting Date: October 29, 2025
Submitted By: Barbara Mauro
Presented By: Barbara Mauro

Agenda Title: Consider Approval of Board Calendar for 2026

Detailed Description:

It has been the District's past practice to set the Board meeting dates for upcoming calendar year at the October Board meeting. Often, the meeting dates for September, November and December are moved due to conflicts with the San Benito County Fair and the holidays in November and December. In 2026, staff is also recommending moving the meeting dates in January and April as well. January's board meeting conflicts with the annual Mid Pacific Water Users Conference and April's meeting, Mr. Miller and I will be out of town on that date.

For your reference, I have included 2026 monthly calendars for January, April, September, November and December. I have marked the last Wednesday of each month, which would be the normally scheduled date (in orange) and the proposed rescheduled date (in red).

The Board action would be moving:

January's Regular Board Meeting to:	January 21, 2026
April's Regular Board Meeting to:	April 22, 2026
September's Regular Board Meeting to:	September 23, 2026
November's Regular Board Meeting to:	November 18, 2026
December's Regular Board Meeting to:	December 16, 2026

Prior Committee or Board Action: None

Financial Impact: _____ Yes X No

Funding Source/ Recap: N/A

Materials included:

2026 Monthly calendars for January, April, September, November and December

Recommendation: Staff recommends the Board move the regular monthly Board meetings to the dates proposed by staff for January, April, September, November and December 2026, so the calendar can be finalized and posted on the website in January.

Action Required: ___ Resolution ___ X Motion ___ Review

Board Action

Resolution No. _____ Motion By _____ Second By _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Reagendized _____ Date _____ No Action Taken _____

January 2026

January 2026							February 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
Dec 29		30		31		Jan 1, 26		2	
5		6		7		8		9	
12		13		14		15		16	
19		20		21		22		23	
				5:00pm Board Meeting--Proposed date					
26		27		28		29		30	
				5:00pm Board Meeting--Regular Date (Mid Pacific Water Users Conference)					

April 2026

April 2026							May 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
Mar 30		31		Apr 1		2		3	
6		7		8		9		10	
13		14		15		16		17	
20		21		22		23		24	
				5:00pm Board Meeting--Proposed Date					
27		28		29		30		May 1	
				5:00pm Board Meeting--Regular Date (Asst. GM/Board Clerk-Out of the office)					

September 2026

September 2026							October 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
Aug 31		Sep 1		2		3		4	
7		8		9		10		11	
14		15		16		17		18	
21		22		23		24		25	
				5:00pm Board Meeting---Proposed Date					
28		29		30		Oct 1		2	
				5:00pm Board Meeting---Regular Date (Week of the SBC Fair)					

November 2026

November 2026							December 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	13	14	15	16	17	18	19
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
Nov 2		3		4		5		6	
9		10		11		12		13	
16		17		18 5:00pm Board Meeting--Proposed Date		19		20	
23		24		25 5:00pm Board Meeting--Regular Date (Day before Thanksgiving)		26		27	
30		Dec 1		2		3		4	

December 2026

December 2026							January 2027						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
Nov 30		Dec 1		2		3		4	
7		8		9		10		11	
14		15		16 5:00pm Board Meeting--Proposed Date		17		18	
21		22		23		24		25	
28		29		30 5:00pm Board Meeting- Regular Date (Office Closure for holidays)		31		Jan 1, 27	