

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: May 13, 2025

Date: May 9, 2025

Agenda Title: Approval of Professional Services Agreement with EKI Environment and Water, Inc. for Environmental Services for the Pilarcitos Wellfield Replacement Project and the Pilarcitos Road Slide Repair Project

Recommendation/Motion:

Authorize the General Manager to enter into a professional service agreement with EKI Environment and Water, Inc. for environmental services for the Pilarcitos Wellfield Replacement Project and the Pilarcitos Road Slide Repair Project for a not-to-exceed amount of \$268,760.

Background:

EKI Environment and Water, Inc. (EKI) teamed with Environmental Science Associates (ESA) this past year to provide environmental support with the regulatory permitting efforts for the Pilarcitos Wellfield Replacement Project and the Pilarcitos Road Slide Repair Project.

The Wellfield Replacement Project will include replacing six wells “in kind” located in Pilarcitos Canyon. Note that 5 of the 6 existing wells were installed in the 1960’s and require ongoing significant and costly maintenance. Replacement of the wells will enable the District to optimize production allowed under the District’s water right license (1.5 cubic feet per second at any given time and up to 360 acre-feet total from November 1 through March 31.) The project includes constructing new wells using corrosion-resistant materials, associated concrete pads, piping, valves, and appurtenances, and connections to the raw water pipeline.

The District now intends to begin construction of the Pilarcitos Wellfield Replacement Project in the Fall, 2025 and requires the services of EKI and ESA to perform regulatory compliance and monitoring services during the construction duration.

The best management practices (BMPs) identified as part of the District's CEQA exemption memorandum and the Coastal Development Permit application require environmental awareness training, surveys for sensitive species and rare plants, and biological monitoring during well construction. The biological monitoring requirements provide for full-time monitoring during well construction, and the budget reflects up to 50 days of monitoring.

Concurrently, ESA will also be conducting rare plant surveys in anticipation of the Pilarcitos Road Slide Repair Project (planned for construction in Fiscal Year 2027/2028. The Pilarcitos Road Slide Repair Project entails culvert and slide repairs due to damage caused by the January 2023 storms.)

EKI will also contract with Avocet Research Associates (ARA) to conduct Marbled Murrelet surveys for the Slide Repair Project. Note that SFPUC has utilized ARA in conducting Marbled Murrelet surveys on the SFPUC watershed for the last 20+ years.

Given EKI's experience in managing past environmental work for the District including teaming with ESA, staff recommends that the Board authorize staff to enter into an agreement with EKI for these critical projects.

Fiscal Impact: \$213,850 charged to the Pilarcitos Wellfield Project and \$54,900 charged to the Pilarcitos Slide Repair Project.

9 May 2025

Mary Rogren
General Manager
Coastside County Water District
766 Main St.
Half Moon Bay, CA 94019

Subject: Proposal for Environmental Services for the Pilarcitos Wellfield Replacement Project and
Pilarcitos Road Slide Repair Project
(EKI B80108.48)

Dear Ms. Rogren:

EKI Environment & Water, Inc. (EKI) is pleased to provide this proposal to Coastside County Water District (District) for environmental services during construction related to the Pilarcitos Wellfield Replacement Project (Well Project) and biological field surveys to support the permitting strategy for the Pilarcitos Road Slide Repair Project (Slide Repair Project).

PROJECT UNDERSTANDING

As part of the Well Project design process, EKI teamed with Environmental Science Associates (ESA) to support the District with regulatory permitting efforts. Now that the District intends to construct the Well Project, EKI understands that the District is requesting support with environmental regulatory compliance and monitoring services during the anticipated construction duration.

Additionally, for the Slide Repair Project, ESA prepared a permitting strategy memorandum that identified the need to perform additional biological field surveys and coordinate with the regulatory agencies.

EKI proposes to team with ESA for biological training, monitoring, and preconstruction surveys for the Well Project and rare plant surveys for the Slide Repair Project. EKI will team with Avocet Research Associates (ARA) to conduct marbled murrelet (MAMU) surveys for the Slide Repair Project. Our proposed scope, schedule, and fee are presented below.

PROPOSED SCOPE OF WORK

The scope of work for Tasks 1 through 5 includes implementation of the best management practices (BMPs) developed during the design phase of the Well Project. The BMPs and protective measures were identified as part of the California Environmental Quality Act (CEQA) categorical exemption memorandum (CatEx memo) and the Coastal Development Permit (CDP) application. The Task 3 rare plant survey is required for both the Well Project and Slide Repair Project and will be performed simultaneously.

Tasks 6 and 7 include additional rare plant and MAMU surveys for the Slide Repair Project. Task 8 includes project management efforts.

Task 1: Worker Environmental Awareness Program Trainings (Well Project)

Prior to the commencement of the Well Project construction, ESA will prepare worker environmental awareness training materials for construction personnel in accordance with BMP-BIO-1. Instruction shall consist of a presentation by the designated Qualified Biologist that includes materials describing sensitive resources, resource avoidance, permit conditions, and possible fines for violation of state or federal environmental laws. Interpretation shall be provided for non-English speaking workers, and the same instruction shall be provided for any new workers prior to them performing any activities on-site.

Deliverables:

- Environmental training pamphlet to be provided to all training session attendees.

Assumptions:

- One in-person training by a CDFW-approved Qualified Biologist to Project personnel prior to the start of construction.
- Additional trainings can be provided on an as-needed basis concurrent with the site inspections performed under Task 4.

Task 2: Pre-Construction Surveys (Well Project)

Several measures in the Well Project BMPs require pre-construction surveys for sensitive species. To meet these requirements, ESA will perform the following tasks:

- Within seven (7) days prior to the start of construction, ESA will perform a pedestrian pre-construction surveys for California red-legged frogs (BMP-BIO 6), San Francisco dusky-footed woodrat (SFDW) (BPM-BIO 7), and nesting birds.

Deliverables:

- One (1) technical memorandum summarizing the results of the pre-construction surveys including specific avoidance and mitigation measures as appropriate.

Assumptions:

- A single site visit will be required. Additional surveys, which may be required as a result of project scheduling, will be conducted concurrently with full-time or spot-check monitoring performed under Task 4.

Task 3: Rare Plant Survey (Well and Slide Repair Projects)

Pursuant to BMP-BIO-5, ESA's Qualified Botanists will conduct a pre-construction survey within the Well Project boundaries for special-status species identified as having at least moderate potential to occur within the Well Project area. A rare plant survey memorandum will be prepared that describes the

methods and results of the surveys, including a map of any rare species locations. The Qualified Botanists will also evaluate the slide and culvert areas of the Slide Repair Project during the same site visit.

Deliverables:

- One (1) rare plant survey technical memorandum.

Assumptions:

- The plant survey will take one (1) day (in May/June) and be conducted by two botanists; no protected plants will be impacted by the Well Project.
- Plant mitigation is not included in this scope.

Task 4: Biological Monitoring (Well Project)

Under this Task, ESA will provide a Qualified Biologist to be on-site daily during the initial Well Project site disturbance, exclusion fence installation, and ground disturbance (including drilling) to document compliance with conservation measures to avoid or minimize impacts on sensitive species and their habitats in accordance with BMP-BIO-2. ESA's Qualified Biologist will perform a pre-construction survey immediately prior to the start of construction as required by BMP-BIO-6 and direct the contractor on where to install exclusion fencing. Once the exclusion fencing is in place, the ESA's Qualified Monitor will conduct daily inspections of the fenced areas prior to the commencement of heavy construction activities and notify the contractor if any repairs are necessary. The Qualified Biologist may decide to reduce monitoring to spot checks after completion of initial construction activities.

Deliverables:

- Daily log to be submitted to the District electronically.

Assumptions:

- The same Qualified Monitor will conduct BMP-BIO-2 and BMP-BIO-6.
- For each of the six wells, up to one week of full-time monitoring for eight (8) hours of construction during regular working hours (30 days total).
- Up to twenty (20) weeks of spot check monitoring (assumed at 8-hours day per week or 20 days total).

Task 5: As-needed Additional Compliance Support (Well Project)

This task provides for additional environmental support services that may be required during Well Project construction. The type of services which may be performed under this task include, but are not limited to, coordination with the County or Coastal Commission for the coastal development permit, performing additional nesting bird surveys, supporting the District and contractor in responding to the discovery of a regulated resource (e.g., endangered species or archaeological site), performing additional construction monitoring, and participating in meeting with the District. The intent of this task is to provide the ability to immediately respond to any unforeseen conditions. ESA will utilize the budget under this task to

address any additional out-of-scope compliance support efforts. ESA will notify the District of any out-of-scope work prior to initiating the work.

Task 6: Protocol Rare Plant Surveys (Slide Repair Project)

The May/June Rare Plant Survey for the Slide Repair Project will be completed in conjunction with Task 3. If a bloom is not identified at a reference site(s), and the rare plant survey of the culvert and Slide Repair Project cannot be completed at the same time as the Well Project survey under Task 3, a protocol survey for the culvert and slide repair project will be conducted under this Task. Additionally, the Western Leatherwood protocol survey in November-March will be covered under this Task.

Task 7: Marbled Murrelet Surveys (Slide Repair Project)

ARA documented MAMU occupancy in the vicinity of the Slide Repair Project sites in 2021, 2022, and 2024. Per the United States Fish and Wildlife Services (USFWS) MAMU guidelines, once occupancy is established, occupancy should be presumed in subsequent years. There is precedent for USFWS approving similar project activities as the Slide Repair Project during the breeding season, with mitigation measures (e.g., noise, time of day, line of sight, months of work). Additional surveys may be helpful in determining appropriate mitigation measures but are unlikely to aid in establishing probable absence. Additional discussion with USFWS is required to determine whether and how many surveys will be needed.

Under Task 7, ARA will conduct up to five one-day “presence” surveys for MAMU or as otherwise directed by USFWS within the limits of the budget. ARA will conduct the surveys to detect MAMU “occupied behavior” in the Slide Repair Project vicinity. At such time that occupied behavior is determined, ARA will conclude surveys for the season or as directed by USFWS. This task also includes ongoing project coordination meetings/conference calls with EKI, ESA, and District staff, as well as coordination with USFWS. ARA will contact USFWS at least 15 days prior to starting the surveys and prepare a memorandum describing the MAMU survey and results for the regulatory agencies.

Deliverables:

- Draft and final MAMU survey memorandum.

Assumptions:

- Up to five (5) surveys by two Qualified MAMU Biologists will be required.

Task 8: Project Management

Under this task, EKI and its subconsultants will provide project management, including budget tracking, invoicing, preparation of progress reports, staff management, deliverable review, meetings and communications, and coordination between the District, EKI, and EKI’s subconsultants.

Deliverables:

- Monthly invoicing and progress reports.

Assumptions:

- Coordination meetings will be held virtually.

- EKI assumes up to five (5) meetings.

PROJECT SCHEDULE

The EKI team is prepared to commence work immediately upon execution of this task order. We will work with the Contractor's schedule to follow the deadlines as described within this proposal.

COMPENSATION FOR CONSULTING SERVICES

We propose that compensation for consulting services by EKI be on a time and expense reimbursement basis in accordance with our attached current Schedule of Charges, dated 1 January 2025. Based on the proposed Scope of Work described above, we propose a not-to-exceed budget of \$268,760 for the completion of Tasks 1 through 8 as shown by Task in Table 1, below.

Table 1. Proposed Cost by Tasks

Task	Description	Task Total
1	Worker Environmental Awareness Program Training (Well Project)	\$5,280
2	Pre-Construction Surveys (Well Project)	\$7,920
3	Rare Plant Survey (Well and Slide Repair Projects)	\$13,420
4	Biological Monitoring (Well Project)	\$141,900
5	As-Needed Additional Compliance Support (Well Project)	\$16,500
6	Protocol Rare Plant Surveys for Slide Repair Project (Slide Repair Project)	\$8,800
7	Marbled Murrelet Surveys (Slide Repair Project)	\$30,270
8	Project Management	\$44,670
Total Estimated Budget		\$268,760
Note: The portion of the total estimated budget associated with the Well Project is \$213,850, and the portion associated with the Slide Repair Project is \$54,900.		

TERMS AND CONDITIONS

Other than the scope of work, budget, and schedule herein, the work will be performed in accordance with our current Professional Services Agreement.

Thank you for the opportunity to work with the District on this project. Please contact Jonathan Sutter at 650-292-9100 with any questions.

Mary Rogren
Coastside County Water District
9 May 2025
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Very truly yours,

EKI ENVIRONMENT & WATER, INC.

A handwritten signature in blue ink, appearing to read 'Jonathan Sutter', written over the printed name and title.

Jonathan Sutter, P.E.
Principal Engineer

Attachments

EKI Schedule of Charges, dated 1 January 2025

Proposal/Agreement Date: 7 May 2025

EKI Proposal/Project # B80108.48

SCHEDULE OF CHARGES FOR EKI ENVIRONMENT & WATER, INC.

1 January 2025

<u>Personnel Classification</u>	<u>Hourly Rate</u>
Officer and Chief Engineer-Scientist	355
Principal Engineer-Scientist	343
Supervising I, Engineer-Scientist	333
Supervising II, Engineer-Scientist	319
Senior I, Engineer-Scientist	306
Senior II, Engineer-Scientist	295
Associate I, Engineer-Scientist	283
Associate II, Engineer-Scientist	267
Engineer-Scientist, Grade 1	248
Engineer-Scientist, Grade 2	234
Engineer-Scientist, Grade 3	215
Engineer-Scientist, Grade 4	193
Engineer-Scientist, Grade 5	170
Engineer-Scientist, Grade 6	148
Project Assistant	139
Technician	133
Senior GIS / Database Analyst	175
CADD Operator / GIS Analyst	152
Senior Administrative Assistant	167
Administrative Assistant	132
Secretary	111

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work will be at cost plus ten percent (10%) for items such as:

- a. Maps, photographs, reproductions, printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, drillers, laboratories, and contractors.
- c. Rented vehicles, local public transportation and taxis, travel, and subsistence.
- d. Special fees, insurance, permits, and licenses applicable to the work.
- e. Outside computer processing, computation, and proprietary programs purchased for the work.

A Communication charge for e-mail access, web conferencing, cellphone calls, messaging and data access, file sharing, local and long distance telephone calls and conferences, facsimile transmittals, standard delivery U.S. postage, and incidental in-house copying will be charged at a rate of 4% of labor charges. Large volume copying of project documents, e.g., bound reports for distribution or project-specific reference files, will be charged as a project expense as described above.

Reimbursement for company-owned automobiles, except trucks and four-wheel drive vehicles, used in connection with the work will be at the rate of sixty cents (\$0.60) per mile. The rate for company-owned trucks and four-wheel drive vehicles will be seventy-five cents (\$0.75) per mile. There will be an additional charge of thirty dollars (\$30.00) per day for vehicles used for field work. Reimbursement for use of personal vehicles will be at the federally allowed rate plus ten percent (10%).

CADD and other specialized software computer time will be charged at twenty dollars (\$20.00) per hour. In-house material and equipment charges will be in accordance with the current rate schedule or special quotation. Excise taxes, if any, will be added as a direct expense.

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

The foregoing Schedule of Charges is incorporated into the Agreement for the Services of EKI Environment & Water, Inc. and may be updated annually.