

## **STAFF REPORT**

**To:** Coastside County Water District Board of Directors

**From:** Mary Rogren, General Manager

**Agenda:** September 9, 2025

**Date:** September 5, 2025

**Agenda Title:** Approval of Amendment to a Professional Services Agreement with EKI Environment and Water, Inc. for Continued Environmental Services Related to the Pilarcitos Creek Road Culvert Replacement Project.

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### **Recommendation/Motion:**

**Authorize the General Manager to enter into an amendment to a professional service agreement with EKI Environment and Water, Inc. (dated October 9, 2024) for environmental services related to the Pilarcitos Creek Road Culvert Replacement Project for \$69,740.**

### **Background:**

During the storm event of December 2022/January 2023, the District sustained considerable damage in Pilarcitos Canyon to the existing road including multiple slides and damage to a culvert crossing. In October 2024, the District engaged EKI Environment and Water, Inc. ("EKI") and their subconsultant, Environmental Science Associates ("ESA") to develop an environmental permitting strategy (Task 1) for the Pilarcitos Road Stabilization Project including the Pilarcitos Slide Repairs and Culvert Replacement Projects. EKI and staff recommend pursuing the Culvert Replacement Project as the next phase of the Road Stabilization Project with the goal of completing the culvert repairs in 2026.

In the attached proposal (Exhibit A), EKI outlines additional environmental services with ESA focusing specifically on obtaining the necessary permitting for the Pilarcitos Road Culvert Replacement Project. Tasks to be completed include:

Task 2: Biological Resources Assessment

Task 3: Aquatic Resources Delineation Memorandum

Task 4: CEQA Exemption Memorandum

Task 5: Environmental Permitting

As part of the completion of these tasks, permit applications will be completed and submitted to the applicable agencies. EKI will provide project management, deliverables review, and coordination between the District, EKI and ESA.

**Fiscal Impact:** \$69,740

28 August 2025

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

Subject: Proposal Amendment for Environmental Services for the Pilarcitos Road Culvert Replacement Project  
(EKI B80108.43)

Dear Ms. Rogren:

EKI Environment & Water, Inc. (EKI) is pleased to provide this proposal amendment to Coastside County Water District (District) for continued environmental services related to the Pilarcitos Road Culvert Replacement Project (Project).

## PROJECT UNDERSTANDING

Environmental Science Associates (ESA) prepared a California Environmental Quality Act (CEQA) and permitting strategy memorandum for the Project. The Project was also previously studied as part of the Pilarcitos Pipeline Replacement Project's CEQA compliance process and by ESA as part of the Pilarcitos Wellfield Replacement Project. This proposal will reuse and build on previous efforts to provide CEQA and environmental regulatory permitting services to support the Project. Our proposed scope, schedule, and fee are presented below.

## PROPOSED SCOPE OF WORK

EKI proposes to continue to team with ESA to complete the following tasks as part of this scope of work. For each task, EKI will provide project management, including budget tracking, invoicing, preparation of progress reports, staff management, deliverable review, and coordination between the District, EKI, and ESA. This proposal amends the existing Project agreement which consisted of Task 1: Permitting Strategy Memorandum. The EKI team proposes the following tasks starting with Task 2.

### Task 2: Biological Resources Assessment

ESA will prepare a Biological Resources Assessment Memorandum to support the CEQA documentation that will be prepared under Task 4 and environmental permit applications that will be prepared under Task 5. The memorandum will summarize the biological resources of the area, based upon existing biological information provided by the District and compiled by ESA, including prior work completed for the 2019 Pilarcitos Pipeline Project, as well as ESA's prior research for the Pilarcitos Wellfield Replacement Project and Pilarcitos Slide Repairs Project (e.g., searches of the California Natural Diversity Database (CNDDB), California Native Plants Society rare plant inventory, Information for Planning and Consultation

(IPaC) report from the U.S. Fish and Wildlife Service, site reconnaissance, and the June 2025 rare plant survey). The assessment will address areas that could be affected by the proposed work (i.e., the Project footprint and 50-foot buffer), and document observed vegetation communities and wildlife habitat, along with any special-status plant or animal species or suitable habitat. The memorandum will include text, photographs, maps, and a table identifying special-status species reported in the project vicinity and their potential to occur on the project site.

Deliverables:

- Digital (PDF) copies of the Draft and Final Biological Resources Assessment Memorandum.

Assumptions:

- The Biological Resources Assessment Memorandum can be completed based on existing available information and no site visit will be required.

**Task 3: Aquatic Resources Delineation Memorandum**

Under this task, ESA will prepare an Aquatic Resource Delineation Memorandum based on the site information collected by ESA biologists in June 2025. The memorandum is a requirement of the California Department of Fish and Wildlife (CDFW) and the San Francisco Bay Regional Water Quality Control Board (RWQCB) application packages that will be prepared under Task 5. The memorandum will include discussion of the survey methods employed, a description of the site hydrology, soils, and vegetation, a summary of findings, and the regulatory environment of those features. The memorandum will also include photographs and maps of the identified aquatic resources and the datasheets supporting evaluation of the site.

Deliverables:

- Digital (PDF) copies of the Draft and Final Aquatic Resources Delineation Memorandum.

Assumptions:

- The Aquatic Resources Delineation Memorandum can be completed based on existing available information and no site visit will be required.

**Task 4: CEQA Exemption Memorandum**

The project appears to qualify for one or more exemptions from CEQA. Under this task, ESA will prepare a draft and final CEQA Exemption Memorandum that contains a brief project description, avoidance and minimization measures to be implemented, and an explanation of whether, based on substantial evidence, the Project meets the requirements of one or more exemptions. The memorandum will consider whether any of the exceptions to the exemptions(s) (e.g., “unusual circumstances”) applies to the Project per CEQA Guidelines Section 15300.2. This analysis will include the results of the biological resources assessment prepared under Task 2, as well as the results of the cultural resources investigations performed for the Pilarcitos Wellfield Replacement and Slide Repairs Projects (i.e., records search of the Northwest Information Center’s California Historical Resources Information System and reconnaissance-

level site assessment by an ESA archaeologist). Assuming the project qualifies for a categorical or statutory exemption, ESA will complete a notice of exemption form to accompany the memorandum.

Deliverables:

- Digital (PDF) copies of the Draft and Final CEQA Exemption Memorandum.
- Digital (PDF) copies of the Draft and Final Notice of Exemption Form.

Assumptions:

- The final Notice of Exemption Form will be filed by the District.
- CEQA filing fees will be paid by the District.

**Task 5: Environmental Permitting Applications**

ESA will prepare and submit applications for approvals from CDFW and RWQCB for the following:

*California Department of Fish and Wildlife - Notification of Lake or Streambed Alteration (Fish and Game Code Section 1600)*

ESA will prepare a Section 1600 Notification of Lake and Streambed Alteration (LSA) information package for submission to CDFW via their online Environmental Permit Information Management System (EPIMS). The Section 1600 Notification will include a description of the project activities, potential project effects on CDFW regulated resources including bed, bank, and channel of stream, fish or wildlife resources, and vegetation; and measures proposed to avoid or minimize such impacts. The Biological Resources Assessment Memorandum prepared under Task 2, the Aquatic Resources Delineation Memorandum prepared under Task 3, CEQA Exemption Memorandum prepared under Task 4, and design plans will be submitted with this notification package.

*Regional Water Quality Control Board - General Waste Discharge Requirements Permit Application*

ESA will prepare the necessary General Waste Discharge Requirements (General WDRs) application materials ("Notice of Intent") for submittal to the RWQCB. The materials are expected to identify the property owner, site location and map, and provide information about potential discharge to waters of the state, including the Project design and jurisdictional impacts. The filed CEQA Notice of Exemption Form will be submitted with the RWQCB application materials to demonstrate compliance with CEQA requirements. The Biological Resources Assessment Memorandum prepared under Task 2, the Aquatic Resources Delineation Memorandum prepared under Task 3, filed CEQA Notice of Exemption Form prepared under Task 4, and design plans will be submitted with this notification package.

The proposed budget provides for participation in up to three (3) conference calls with the District and/or regulatory agencies to discuss information needs, comments on drafts, Project revisions, etc. during application preparation. Additionally, the budget assumes twenty-four (24) hours to support the District in responding to agency questions and information requests following the submittal of CDFW and RWQCB applications.

Deliverables:

- Digital (PDF) copies of the Draft and Final CDFW LSA Notification Application.
- Digital (PDF) copies of the Draft and Final RWQCB Notice of Intent Application of General WDRs coverage.

Assumptions:

- Up to three (3) virtual meetings with regulatory agencies.
- Up to twenty-four (24) hours to support post-application agency engagementThe final Notice of Exemption Form will be filed by the District.
- Application fees will be paid by the District.
- This task does not include biological monitoring during construction.
- The culvert replacement construction extent will be limited to only waters of the state.
- If compensatory mitigation is required by CDFW or RWQCB, ESA can support the District with satisfying those requirements as an additional service.
- The CDFW application will be submitted using EPIMS.
- The CDFW application materials provided to the District for review will be in the EPIMS upload format, to the extent practical.

**PROJECT SCHEDULE**

The EKI team is prepared to commence work immediately upon execution of this task order. We expect to submit the draft Memoranda to the District for review within four weeks after receiving notice to proceed and Project description information. The permit applications will be submitted the District for review within two (2) weeks after receiving comments on the draft memoranda. We expect to submit final versions of all deliverables within two (2) weeks of receiving District comments on the drafts. Timing of approvals is dependent on agency review, which is largely beyond the EKI Teams control. However, based upon experience with similar project, we would expect approvals within about four (4) to six (6) months.

**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 \$69,740 for the completion of Tasks 2 through 5 as shown by task in Table 1, below.

**Table 1. Proposed Cost by Tasks**

Task	Description	Task Total
2	Biological Resources Assessment Memorandum	\$16,550
3	Aquatic Resources Delineation Memorandum	\$9,710
4	CEQA Exemption Memorandum	\$9,920
5	Environmental Permit Applications	\$33,560
Total Estimated Budget		\$69,740

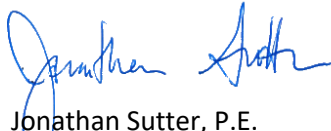
#### **TERMS AND CONDITIONS**

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.

Very truly yours,

EKI ENVIRONMENT & WATER, INC.



Jonathan Sutter, P.E.  
Principal Engineer

#### Attachments

EKI Schedule of Charges, dated 1 January 2025

**Proposal/Agreement Date: 28 August 2025**

**EKI Proposal/Project # B80108.43**

**SCHEDULE OF CHARGES FOR EKI ENVIRONMENT & WATER, INC.**

**1 January 2025**

<b><u>Personnel Classification</u></b>	<b><u>Hourly Rate</u></b>
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 fifteen percent (15%).

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.