STAFF REPORT

To:	**Coastside County Water District Board of Directors**
From:	**Mary Rogren, General Manager**
Agenda:	**November 10, 2026**
Date:	**November 6, 2026**
Agenda Title:	Approval of Professional Services Agreement with EKI Environment and Water, Inc. for Five Years of Post-Construction Environmental Monitoring and As-Needed Environmental Services

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Recommendation/Motion:

Authorize the General Manager to enter into a professional service agreement with EKI Environment and Water, Inc. for five years of post-construction environmental monitoring and as-needed environmental services for a not-to-exceed price of $164,900.

Background:

In Fiscal Year 2026, the District completed two projects – the Highway 92 Pipeline Replacement Project and the Pilarcitos Emergency Culvert Replacement Project – both of which were constructed in close proximity to Pilarcitos Creek. The permitting agencies for both projects require annual post-construction environmental monitoring for a period of five years.

Environmental Sciences Associates (ESA), which managed the original permitting for both projects, has proposed that its team perform the required annual monitoring, including conducting an annual site visit and preparing a monitoring report for each project, at the following costs:

- *Task 1 - Highway 92 Pipeline Replacement Project:* $6,500 per year ($32,500/5 years)
- *Task 2 - Pilarcitos Emergency Culvert Replacement Project*: $ 5,920 per year ($29,600/5 years)

In addition to the required monitoring, the District periodically needs biological monitoring and other environmental compliance support, sometimes on short notice.

Particularly during this El Niño year, the District may require environmental monitoring and support during an emergency. Accordingly, Tasks 3 and 4 of this proposal provide for "as-needed" services from ESA.

- *Task 3 – As-Needed Biological Monitoring & Reporting:* $12,300
- *Task 4 – As-Needed Environmental Compliance Support*: $49,500

Task 5 includes EKI's administration and project management of these environmental activities in an amount not-to-exceed $41,000.

The proposed amounts for Tasks 3, 4, and 5 will be expended only as needed, on a time and materials basis. In recent years, EKI , in collaboration with ESA, has successfully managed the District's environmental and permitting requirements for multiple projects. This proposal ensures timely completion of the required post-construction monitoring and provides access to environmental support when needed, including during emergencies.

Fiscal Impact: $164,900 – spent over Fiscal Year 2027 to Fiscal Year 2032

Attachments:

Exhibit A - EKI Environment and Water, Inc. Proposal

Exhibit A

Corporate Office
2001 Junipero Serra Boulevard, Suite 300
Daly City, CA 94014
(650) 292-9100
ekiconsult.com

26 October 2026

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

Subject: Proposal for Five Years of Post-Construction Environmental Monitoring and As-Needed Environmental Services
(EKI B80108.67)

Dear Ms. Rogren:

EKI Environment & Water, Inc. (EKI) is pleased to provide this proposal to Coastside County Water District (District) to provide five years of post-construction monitoring and reporting (through 31 December 2031), as-needed biological monitoring, and as-needed compliance support (Project). EKI is proposing to team with Environmental Sciences Associates (ESA) on this Project. The EKI team's proposed scope of work, schedule, and budget are presented below.

PROPOSED SCOPE OF WORK

Task 1 – Highway 92 Pipeline Replacement Project Site Monitoring and Reporting over Five Years

This task provides for five years of monitoring and reporting to support the District's compliance with the Highway 92 Pipeline Replacement Project's (Hwy 92 Project's) regulatory agency permit requirements. Under this task, the EKI team will conduct post-construction monitoring and prepare annual monitoring reports for submission to the National Marine Fisheries Service (NMFS). This task includes one site visit each year to observe site conditions over a five-year monitoring period (up to five site visits total). The first site visit will be conducted by up to three ESA staff: one senior hydrologist, one engineer, and one biologist. Subsequent site visits will be conducted by one ESA staff for budget efficiencies. Annual monitoring reports will include a brief assessment of the hydrology in the given monitoring year in the context of previously prepared assessments for the site. Each annual monitoring report will include a qualitative assessment of the channel stability conditions observed at the Hwy 92 Project site. A fish passage assessment will be included in the final monitoring report or in the year after a peak flow of at least 1,600 cfs is recorded at United States Geological Survey (USGS) Gage No. 11162630.

Deliverables:

- Up to five annual monitoring reports (Draft and Final) (electronic).

Assumptions:

- This task budget provides for one additional fish passage assessments over the five-year monitoring and reporting period in addition to assessment included in the final monitoring report.
- Each monitoring report will be submitted by 31 January in the year after the monitoring is conducted. The first annual site visit would be conducted in 2026, and the first monitoring report would be submitted by 31 January 2027. The final monitoring report will be submitted by 31 January 2031.
- The first annual site visit and monitoring report will have the greatest level of effort and subsequent site visits and monitoring reports in monitoring years 2-5 will require a lower level of effort. For budget efficiencies, site visits for Task 1 and Task 2 will be conducted on the same day.

Task 2 – Pilarcitos Emergency Culvert Replacement Project Monitoring and Reporting over Five Years

This task provides for five years of post-construction monitoring and reporting support to comply with the Pilarcitos Road Emergency Culvert Replacement Project's (Emergency Culvert Project's) regulatory permit requirements. Under this task, the EKI team will conduct post-construction monitoring and prepare annual monitoring reports for submission to the Regional Water Quality Control Board (RWQCB) and California Department of Fish and Wildlife (CDFW). This task includes one site visit each year to observe site conditions over a five-year monitoring period (up to five site visits total). The first site visit will be conducted by up to three ESA staff: one senior hydrologist, one engineer, and one biologist. Subsequent site visits will be conducted by one ESA staff for budget efficiencies. Annual monitoring reports will include a brief qualitative assessment of the channel stability conditions observed at the Emergency Culvert Project site. Annual monitoring reports will also include an assessment of the revegetated areas' progress towards meeting the performance and final success criteria in the District's emergency permit authorizations.

Deliverables:

- Up to five annual monitoring reports (Draft and Final) (electronic).

Assumptions:

- Each monitoring report will be submitted by 31 January in the year after the monitoring is conducted. The first annual site visit would be conducted in 2026, and the first monitoring report would be submitted by 31 January 2027. The final monitoring report will be submitted by 31 January 2031.
- The first annual site visit and monitoring report will have the greatest level of effort and subsequent site visits and monitoring reports in monitoring years 2-5 will require a lower level of effort. For budget efficiencies, site visits for Task 1 and Task 2 will be conducted on the same day.

Task 3 – As-Needed Biological Monitoring and Reporting

The District has frequent need for biological monitoring, which in many cases needs to be conducted on short notice. This task provides for additional monitoring and reporting services by ESA biologists at one or more locations within the District's service area. The budget for this task provides for up to 68 hours of ESA staff for the required biological monitoring and reporting.

Deliverables:

- Biological monitoring, daily monitoring logs, and final reporting.

Task 4 – As-Needed Environmental Compliance Support

This task provides for as-needed environmental compliance support. Given the recent history of slide and washout events in areas essential to the District's continued operation of services, the National Oceanic and Atmospheric Administration's (NOAA's) forecast for a strong El Niño year, and the Governor of California's recent emergency proclamation ahead of this winter, the District may need to undertake emergency action to protect its infrastructure this winter or in the coming years. This task provides for additional environmental support services requested by the District on an as-needed basis up to the allotted budget. The type of services which may be performed by the EKI team under this task budget include, but are not limited to, emergency environmental compliance consultation, guidance, documentation, and coordination with the regulatory agencies. The intent of this task is to provide the ability to immediately respond to any unforeseen conditions and provide additional compliance support efforts requested by the District. Should such services under this task be requested by the District, the EKI team would prepare a basic scope and fee estimate for District staff's review and approval. EKI will not use funds or initiate work under this task without prior written authorization by District staff. If any additional services are requested by the District that would exceed the task budget or intent of this task, EKI will prepare a separate scope and fee estimate for that work to amend this scope of work or be authorized under a different contract.

Deliverables:

- As-needed compliance support services including, but not limited to, emergency compliance consultations, general compliance recommendations, and emergency notifications, up to the task budget.

Task 5 – Project Administration and Meetings

This proposed budget provides for continued management and coordination for the Project tasks and up to four EKI team staff's participation in up to 10 virtual meetings, including those with RWQCB, CDFW, and NMFS staff. The proposal assumes a performance period through 31 December 2031.

Deliverables:

- Monthly invoices and project summary reports.

Assumptions:

- Extension of the schedule could require additional management or coordination.

PROJECT SCHEDULE

The EKI team is prepared to begin work immediately upon receipt of a notice to proceed. The performance period for the work described in this proposal is assumed to extend through 31 December 2031.

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 2026, and future Schedules of Charges over the 5-year performance period with rates assumed to increase by 3% annually. Based on the proposed Scope of Work described above, we propose a not-to-exceed budget of $164,900 for the completion of Tasks 1 through 5 as shown by task in Table 1.

Table 1. Proposed Cost by Tasks

Task	Description	Task Total
1	Highway 92 Pipeline Replacement Project Site Monitoring and Reporting over Five Years	$32,500
2	Pilarcitos Emergency Culvert Repair Monitoring and Reporting over Five Years	$29,600
3	As-Need Biological Monitoring and Reporting	$12,300
4	As-Needed Environmental Compliance Support	$49,500
5	Project Administration and Meetings	$41,000
	Total Estimated Budget	**$164,900**

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.

Very truly yours,

EKI ENVIRONMENT & WATER, INC.

Jonathan Sutter, P.E.
Principal Engineer

Attachments

EKI Schedule of Charges, dated 1 January 2026

Client/Address: **Coastside County Water District**
766 Main Street, Half Moon Bay, CA 94019

Proposal/Agreement Date: 10/27/2026 **EKI Proposal/Project # B80108.67**

SCHEDULE OF CHARGES FOR EKI ENVIRONMENT & WATER, INC. **1 January 2026**

Personnel Classification	Hourly Rate
Officer and Chief Engineer-Scientist	366
Principal Engineer-Scientist	353
Supervising I, Engineer-Scientist	343
Supervising II, Engineer-Scientist	329
Senior I, Engineer-Scientist	315
Senior II, Engineer-Scientist	304
Associate I, Engineer-Scientist	291
Associate II, Engineer-Scientist	275
Engineer-Scientist, Grade 1	255
Engineer-Scientist, Grade 2	241
Engineer-Scientist, Grade 3	221
Engineer-Scientist, Grade 4	199
Engineer-Scientist, Grade 5	175
Engineer-Scientist, Grade 6	152
Project Assistant	143
Technician	137
Senior GIS / Database Analyst	180
CADD Operator / GIS Analyst	157
Senior Administrative Assistant	172
Administrative Assistant	136
Secretary	114

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.