



**HUMBOLDT COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
REGULAR SCHEDULED MEETING**

AGENDA

DATE: Tuesday, August 27, 2024

TIME: 5:00 p.m.

LOCATION: 5055 Walnut Drive, Eureka, CA

The HCSD Boardroom is open to the public during open session segment(s) of the meeting. This meeting will also be held by Zoom video/teleconference, per Government Code Section 54953(b). If members of the public cannot attend in person and would like to speak on an agenda item including Public Participation, please join through the Zoom website (<https://zoom.us>) by entering Meeting ID 867 4479 5850 and Passcode 197244. Access may also be achieved via telephone only by dialing 1-669-900-9128.

A. ROLL CALL

Directors Benzonelli, Gardiner, Hansen, Matteoli, Ryan

B. PLEDGE OF ALLEGIANCE

C. CONSENT CALENDAR

1. Approval of August 27, 2024 Agenda
2. Approval of Minutes of the Regular Meeting of August 13, 2024

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Pgs 3-7*

D. CORRESPONDENCE

1. Local Area Formation Commission (LAFCo) RE: RESULTS – Independent Special District Election

Pgs 9

E. REPORTS

1. General Manager
 - a) District Update
2. Finance Department
 - a) July 2024 Budget Statement
 - b) 2024 2nd Quarter Investment Report
3. Engineering

Pgs 11-13

*Pgs 15-24
Pgs 25*

a) Update

Pgs 27-28

4. Planning

a) Update

Pgs 29

5. Legal Counsel

6. Director Reports

7. Other

F. PUBLIC PARTICIPATION **

**Members of the public will be given the opportunity to comment on items not on the agenda. Please use the information set forth above to participate via Zoom. The Board requests that speakers please state their name and where they are from, be clear, concise and limit their communications to 3 to 5 minutes. At the conclusion of all oral communications, the Board or staff may choose to briefly respond with information in response to comments; however, the Brown Act prohibits discussion of matters not on the published agenda. Matters requiring discussion, or action, will be placed on a future agenda.

G. NEW BUSINESS

1. Consideration of Awarding On-Call Engineering Agreements for the Two Year Period of September 1, 2024, through September 1, 2026: GHD Inc, Harper & Associates Engineering and Whitchurch Engineering Inc.
2. Draft Leak Relief Policy

Pgs 31-203

Pgs 205-207

H. ADJOURNMENT

Next Res: 2024-10

Next Ord: 2024-01

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Robert Christensen at (707) 443-4558, ext. 210 or by email at asm@humboldtcsd.org. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102 – 35.104 ADA Title II).

Pursuant to §54957.5(a) of the California Government Code, any public record writings relating to an agenda item for an open session of a regular meeting of the Board of Directors, not otherwise exempt from public disclosure, are available for public inspection upon request at the District offices located at 5055 Walnut Drive, Monday through Friday (holidays excepted) during regular business hours.

DRAFT - MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT

The Humboldt Community Services District Board of Directors met in Regular Session at 5:01 p.m. on Tuesday, August 13, 2024, at 5055 Walnut Drive, Eureka, California with public participation available via Zoom tele/video conference.

A. CALL TO ORDER AND ROLL CALL

Present upon roll call were Directors Benzonelli, Gardiner, Hansen, Matteoli and Ryan. Staff in attendance: General Manager Williams (GM), Finance Manager Montag (FM), Assistant Engineer Rawal (AE), Utility Services Planner McNeill (USP) and Maintenance Foreman Toland (FT).

Director Ryan noted that she is attending virtually due to symptoms of a contagious nature.

B. PLEDGE OF ALLEGIANCE

President Benzonelli invited those present to join in the Pledge of Allegiance.

C. CONSENT CALENDAR

1. Approval of August 13, 2024 Agenda
2. Approval of Minutes of the Regular Meeting of July 9, 2024

It was requested that Old Business Item F.1 be considered before reports so that a staff member in attendance may leave at the conclusion of the item.

DIRECTOR HANSEN MOVED, DIRECTOR RYAN SECONDED, TO ACCEPT AND APPROVE THE AUGUST 13, 2024 CONSENT CALENDAR AND TO CONSIDER OLD BUSINESS ITEM F.1 BEFORE REPORTS. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI RYAN
NOES: NONE

The Board of Directors proceeded to hear New Business Item F.1.

1. Consideration of Claim for Damages – 5986 Christopher Dr.

GM summarized the Claim for Damages. On July 11, the ratepayer utilized a plumber to remove a clog within the lower lateral and the sewer main. Maintenance responded the following day, investigated the issue, determined the residence was not producing adequate sewer flow, and recommended adding maintenance flow regularly to help push materials through the system. FT presented a video of the lower lateral and sewer main to demonstrate that there were no significant offsets or roots in the lateral or main that would create a blockage. FT stated that the District had responded three times in the past 36

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months due to a blockage in the customer's lateral and that the customer had been previously advised to regularly introduce maintenance flow to maintain the system.

The Board discussed the merits of the claim. Director Gardiner asked if the residence had received a written notice after the 2023 incident that explained that maintenance flow was necessary to remedy the issue in the future. FT stated that the rate payer was verbally advised and the District did not send a written notice. The Board discussed the District's policy which outlines the District and the Rate Payer's responsibilities in maintaining the system. Director Gardiner suggested that the District reimburse the ratepayer in the spirit of being a good neighbor and include written correspondence suggesting the ratepayer talk to the GM about what is necessary to avoid the issue in the future. Concern was raised about deviating from District policy and setting a precedent.

IT WAS THEN MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR MATTEOLI TO APPROVE THE CLAIM FOR DAMAGE for 5986 CHRISTOPHER DR. MOTION FAILS UPON THE FOLLOWING ROLL CALL VOTE:

AYES: GARDINER, MATTEOLI
NOES: BENZONELLI, HANSEN, RYAN

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR RYAN TO DENY THE CLAIM FOR DAMAGE FOR 5986 CHRISTOPHER DR. AND PROVIDE THE RATE PAYER WITH INFORMATION ABOUT THE NEED FOR MAINTENANCE FLOW. MOTION PASSES UPON THE FOLLOWING ROLL CALL VOTE.

AYES: BENZONELLI, HANSEN, RYAN
NOES: GARDINER, MATTEOLI

D. REPORTS

1. General Manager

a) District Update

GM reviewed historical data regarding the number of water main breaks since 2015. The data shows a general trend of increasing frequency of water main breaks. Most of the District's water main breaks occur in aged asbestos cement pipes. On August 3rd the District responded to two separate water main breaks. The first water break occurred at 5:00 p.m. on Walnut Dr. across from the Cal Courts Annex. The second break occurred at 8:00 p.m. at the intersection of

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Bret Harte Lane and Humboldt Hill Road. Seven District personnel returned to duty to complete emergency repairs with some delaying or returning from a planned vacation. Humboldt Hill Rd. received significant damage from the main break and is estimated to cost the district \$25,000 in road repair. On Monday, August 12, 2024, the District experienced an 8-inch asbestos cement water main break on Myrtle Ave. District forces responded to the main break and performed emergency repair work from 11:00 p.m.-5:00 a.m. A ratepayer that experienced significant property damage as a result of this main break has indicated that they will be submitting a claim to the District for repairs.

The District has been working to identify a common reason for the main breaks. It has been determined that the only consistency is that these main breaks have been in an asbestos cement pipe underneath a county road. All of the pipes that have broken are approximately 50 years old and near the end of service. When questioned about using the SCADA system to detect main breaks and shut off flow, the GM stated that the new SCADA system would measure the rate of change in tank levels and could potentially alert the system to shut off water flow to the main but that this might also shut off flow in the event of a firefighter using a hydrant to put out a fire and the outcome could be catastrophic.

2. Finance Department

a) July 2024 Check Register

FM affirmed standard expenditures during July and highlighted a number of purchases made in support of the new SCADA system. The District also made an annual payment for the Vac/Con loan. The interest rate on the Vac/Con loan is 2.5% and is lower than the interest earned on District funds held in investment.

b) June 2024 Budget Statement

The June 2024 Budget Statement reflects the final month of the Fiscal Year. The City of Eureka's Waste Water Treatment Plant cost-of-share billing for Fiscal Year 2024 is typically received three months after the end of the year. Montag reported that since joining the California Class JPA in April 2024, the District has earned \$122,000 in interest. FM will report on the District's investment performance at the August 27 meeting.

3. Engineering

a) Update

AE reported that in July that the Operations and Maintenance Department completed 920 feet of sewer filming. The District's new push camera allows the

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District to inspect smaller lateral lines; and improves the ability to identify offsets and defects. HCSD is soliciting bids for the rehabilitation of the Donna Drive Storage Tank. The project is scheduled to be completed by October 31, 2025. The District assessed all tanks in 2017-18 with a steel tank professional as part of the District's systemic water storage tank rehabilitation plan who recommended that the District's storage tanks be upgraded rather than replaced.

4. Planning

a) Update

USP reported that the planning department continues to respond to building and planning referrals and test water quality samples. District staff received first aid, CPR and AED training in July. The District performed a reconciliation of on-road and off-road diesel uses and will receive a refund on a portion of taxes paid on diesel fuel purchased in the past year. The County Department of Environmental Health performed its triennial inspection and the District was found to be in compliance.

5. Directors Reports

Director Benzonelli attended a meeting of the Redwood Region Economic Development Commission. A handout illustrated the economic wealth of the District compared to other parts of Humboldt County. Director Benzonelli also reported that the Redway CSD is seeking other small District's to collaborate in purchasing a vac/con truck.

E. PUBLIC PARTICIPATION

None

F. NEW BUSINESS

2. Consideration of Appointing an Ad Hoc to Conduct the General Manager Annual Performance Review

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR RYAN, SECONDED BY DIRECTOR HANSEN, TO APPOINT PRESIDENT BENZONELLI AND DIRECTOR MATTEOLI TO THE AD HOC TO CONDUCT THE GENERAL MANAGER ANNUAL PERFORMANCE REVIEW. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN

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NOES: NONE

G. ADJOURNMENT

There being no further business, IT WAS MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR RYAN, TO ADJOURN. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN
NOES: NONE

THE BOARD ADJOURNED ITS REGULAR MEETING OF AUGUST 13, 2024 AT 6:14 P.M.

Submitted, Board Secretary

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Date: August 16, 2024
To: Board of Directors of Independent Special Districts
From: Colette Santsche, Executive Officer
Subject: **RESULTS - Independent Special District Election**

Thank you to everyone who participated in the special district election and submitted a ballot. Heidi Benzonelli secured the majority of votes and will be seated as the new Regular Special District Member on LAFCo, serving a four-year term ending June 30, 2028. David Couch will be seated as the new Alternate Special District Member, serving the remaining unexpired term ending June 30, 2026, previously held by Heidi Benzonelli. Congratulations to both candidates!

The updated listing of special district members appointed to LAFCo is provided below:

Designation	Current Member	Term of Office (ends on June 30)
Regular Member	Heidi Benzonelli, Humboldt Community Services District	2024 - 2028
Regular Member	Troy Nicolini, Peninsula Community Services District	2022 - 2026
Alternate Member	David Couch, McKinleyville Community Services District	2022 - 2026

Election Summary: Previously, a request for nominations was sent to independent special districts on January 26, 2024. The nomination period ended on March 29, 2024, with two nominations received by the deadline. Subsequently, an official ballot was mailed on April 5, 2024, which provided each independent special district the opportunity to vote for one candidate. The deadline to return completed ballots was originally set for June 7, 2024. However, a quorum of ballots was not received by the deadline and the balloting period was extended with a final deadline of August 9, 2024. Tabulation of ballots was conducted on August 12, 2024, with a total of 25 out of 48 independent special districts submitting ballots. The ballot count results are provided below.

Election Results
Regular Special District Member
(For term ending June 30, 2028)

Candidate	District	Votes
Heidi Benzonelli	Humboldt Community Services District	21
David Couch	McKinleyville Community Services District	4
Total		25

Please contact LAFCo at (707) 445-7508 or info@humboldtlaoco.org if you have any questions.

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Humboldt Community Services District

Dedicated to providing high quality, cost effective water and sewer service for our customers

MEMORANDUM

TO: Board of Directors

FROM: Terrence Williams, General Manager

DATE: August 23, 2024

SUBJECT: General Manager Report for August 27, 2024 Board Meeting

Humboldt LAFCo

The District received communication earlier this month indicating that Director Heidi Benzonelli was selected by the voting special districts in the County to be the LAFCo Representative for Special Districts. Congratulations Heidi! The full letter from LAFCo is included in the correspondence section of this Board Packet.

Employee Assistance Program (EAP)

Recently, a District employee spoke with their supervisor and the District's Administrative Assistant for advice regarding accessing non-emergency mental health services. While the situation was not an emergency, it was urgent. Through advice from Anthem, the employee tried to access services through the local health clinic and through urgent care. Both places turned them away. Eventually, the situation became so urgent that the employee went to the emergency room.

After learning about all of the challenges that the District employee faced trying to access mental health services, the Administrative Assistant reached out to JPIA to discuss the District's options to improve accessibility for employees seeking mental health services. JPIA advised of a program that is designed to help place people in need of services into the care of the appropriate professional called the Employee Assistance Program (EAP). The cost to the District is minimal, less than \$800 per year, and the potential benefits to employees could be lifesaving so I signed the District up for the EAP. This benefit is in addition to the current District's health care program and is available to all covered personnel. A brochure describing the benefits is included in this Board Packet.

Assistant Engineer

During the February 27, 2024 Board meeting, the Board approved an updated expenditure control policy that removed the Superintendent and Community Services Manager and, and added the the Engineer and the Utility Services Planner. At that time, the District's Assistant Engineer was still brand new and so I indicated that he would not be expected to sign

purchase orders or checks until after the conclusion of his probationary period. The Assistant Engineer completed his probationary period and is now authorized to sign checks and purchase orders consistent with the expenditure control policy that was approved on February 27, 2024. Congratulations Kush!



Live your best life!

Take advantage of EAP's free resources and support.

Life can surprise you with its many ups and downs. That's why the Employee Assistance Program (EAP) is here for you – 24/7, 365 days a year. Whether you're struggling to find **child care**, plan for **retirement** or cope with **addiction**, we can help. EAP offers:



One-on-one counseling by phone, in-person and online.



Web-based tools and resources:

- Articles, checklists, quizzes and other educational materials
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- **Legal forms**, including **wills**, **living trusts** and **rental agreements**
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Legal and financial consultations.



Support on the go:

- The online and mobile **myStrength** program serves as a “health club for the mind,” connecting you to emotional health resources for managing **depression**, **anxiety**, **stress**, **substance use** and **sleep issues**.
- LiveHealth Online for virtual visits with a licensed therapist
- **The WellPost blog at anthemEAP.com**. Read about a wide range of work-life topics, written by experts in their fields.

Whatever life throws at you, remember that you're not alone. When you contact EAP, you'll reach a real person dedicated to your immediate needs.

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Just call (800) 999-7222 or visit anthemEAP.com and enter the company code. EAP services are available to you and members of your household for free. Everything you share is confidential and stays between you and EAP.*

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HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES
FOR ENTIRE DISTRICT

July 2024

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
OPERATING REVENUE							
Metered Water Sales	6,115,000	525,273	525,273	509,583	15,689	3.1	
Sewer Service Charges	8,315,000	639,968	639,968	692,917	(52,948)	(7.6)	
Water & Sewer Construction Fees	66,000	3,308	3,308	5,500	(2,192)	(39.9)	1
Account Fees	75,000	13,695	13,695	6,250	7,445	119.1	
Inspection Fees	700	-	-	58	(58)	(100.0)	1
Reimbursable Maintenance Fees	1,600	-	-	133	(133)	(100.0)	1
Miscellaneous	2,000	84	84	167	(83)	(49.6)	1
TOTAL OPERATING REVENUE	14,575,300	1,182,328	1,182,328	1,214,608	(32,281)	(2.7)	
NON-OPERATING REVENUE							
Capital Connection Fees	285,000	8,396	8,396	23,750	(15,354)	(64.6)	1
Interest/General	80,000	37,292	37,292	6,667	30,625	459.4	2
Discounts Earned	1,750	121	121	146	(25)	(17.1)	1
Sales: Fixed Assets/Scrap Metal	2,000	-	-	167	(167)	(100.0)	1
Bad Debt Recovery	3,000	50	50	250	(200)	(80.0)	1
Property Taxes & Assessments	450,000	-	-	37,500	(37,500)	(100.0)	1
TOTAL NON-OPERATING REVENUE	821,750	45,859	45,859	68,479	(22,620)	(33.0)	1
TOTAL DISTRICT REVENUE	15,397,050	1,228,187	1,228,187	1,283,088	(54,901)	(4.3)	
OPERATING EXPENSES							
Wages Direct	1,950,000	153,240	153,240	162,500	9,261	5.7	
Benefits: PERS	550,000	342,521	342,521	45,833	(296,688)	(647.3)	3
State Unemploy Ins	-	-	-	-	-	-	
Group Ins	1,265,000	87,653	87,653	105,417	17,763	16.9	
Workers Comp Ins	31,000	-	-	2,583	2,583	100.0	
FICA/Medicare	141,000	12,101	12,101	11,750	(351)	(3.0)	
Misc Benefits	640	(880)	(880)	53	933	1,750.0	
Total Wages and Benefits	3,937,640	594,635	594,635	328,137	(266,498)	(81.2)	3
Less: wages & ben charged to Capital Proj.	(300,000)	(13,012)	(13,012)	(25,000)	(11,988)	48.0	
Total Operating Wages and benefits	3,637,640	581,623	581,623	303,137	(278,486)		
Water Purchase HBMWD	1,175,000	94,379	94,379	97,917	3,538	3.6	
Water Purchase Eureka	850,000	61,891	61,891	70,833	8,942	12.6	
Sewage Treatment Operations & Maint.	1,900,000	168,480	168,480	158,333	(10,147)	(6.4)	
Water/Sewer Analysis	10,000	561	561	833	272	32.7	
Supplies/ Construction	160,000	12,551	12,551	13,333	782	5.9	
Supplies/ Office-Administration	15,000	1,073	1,073	1,250	177	14.1	
Supplies/ Engineering	1,500	-	-	125	125	100.0	
Supplies/ Maintenance	110,000	18,071	18,071	9,167	(8,905)	(97.1)	4
Invoicing	60,000	6,421	6,421	5,000	(1,421)	(28.4)	5
Temporary Labor	44,500	9,890	9,890	3,708	(6,181)	(166.7)	6
Repairs & Maintenance/Trucks	63,000	9,383	9,383	5,250	(4,133)	(78.7)	7
Equipment Rental	2,000	-	-	167	167	100.0	
Building & Grounds Maintenance	30,000	2,061	2,061	2,500	439	17.6	
Electrical Power	500,000	42,282	42,282	41,667	(615)	(1.5)	
Street Lights	105,000	6,532	6,532	8,750	2,218	25.3	
Telephone	16,000	1,078	1,078	1,333	255	19.2	
Postage	850	-	-	71	71	100.0	
Freight	1,000	305	305	83	(221)	(265.6)	8
Chemicals	12,000	2,626	2,626	1,000	(1,626)	(162.6)	9
Liability Insurance	100,500	2,278	2,278	8,375	6,097	72.8	
Legal	70,000	466	466	5,833	5,367	92.0	
Accounting	15,000	-	-	1,250	1,250	100.0	

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES
FOR ENTIRE DISTRICT

July 2024

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
Engineering	1,000	216	216	83	(133)	(159.2)	15
Other Professional Services	93,000	95	95	7,750	7,655	98.8	
Bank Service Charges	15,000	1,479	1,479	1,250	(229)	(18.3)	
Transportation	75,000	3,612	3,612	6,250	2,638	42.2	
Office Equip. Maintenance	4,300	1,488	1,488	358	(1,130)	(315.2)	10
Computer Software Maintenance	39,500	27,528	27,528	3,292	(24,236)	(736.3)	11
Memberships & Subscriptions	31,000	2,737	2,737	2,583	(154)	(5.9)	
Bad Debts & Minimum Balance Writeoff	32,000	-	-	2,667	2,667	100.0	
Conference & Continuing Ed	28,000	-	-	2,333	2,333	100.0	
Certifications	5,500	2,540	2,540	458	(2,082)	(454.2)	12
State/County & LAFCO Fees and Charges	57,500	-	-	4,792	4,792	100.0	
Hydraulic Water Model Maintenance	2,000	-	-	167	167	100.0	
Elections Expense	20,000	-	-	1,667	1,667	100.0	
Human Resources	25,500	1,903	1,903	2,125	222	10.4	
Miscellaneous	10,000	11	11	833	822	98.7	
Director's Fees	16,000	500	500	1,333	833	62.5	
TOTAL OPERATING EXPENSES	9,334,290	1,064,061	1,064,061	777,858	(286,203)	(36.8)	
LONG TERM DEBT PAYMENTS							
Safe Drinking Water Bond	-	-	-	-	-	-	
2012 CIP & Refi.	177,600	88,800	88,800	14,800	(74,000)	(500.0)	13
Davis-Grunsky Loan	6,050	-	-	504	504	100.0	13
VacCon Truck Loan	117,441	117,441	117,441	9,787	(107,654)	(1,100.0)	13
2014 Wastewater Revenue Bonds	486,575	-	-	40,548	40,548	100.0	13
TOTAL LONG TERM DEBT PAYMENTS	787,666	206,241	206,241	65,639	(140,602)	(214.2)	
CAPITALIZED EXPENDITURES							
Vehicles, Rolling Stock & Equipment	129,500	33,316	33,316	10,792	(22,524)	(208.7)	14
Building, Yard & Paving Improvements	395,000	2,423	2,423	32,917	30,494	92.6	
Capital Improvements Water	2,105,700	31,318	31,318	175,475	144,157	82.2	
Capital Improvements Sewer	2,096,500	39,493	39,493	174,708	135,216	77.4	
TOTAL CAPITAL EXPENDITURES	4,726,700	106,550	106,550	393,892	287,342	72.9	
OTHER							
City of Eureka Projects:							
Treatment Plant	698,000	-	-	58,167	58,167	100.0	
TOTAL City of Eureka Projects	698,000	-	-	58,167	58,167	100.0	
Interfund Transfers In	-	-	-	-	-	-	
Interfund Transfers Out	-	-	-	-	-	-	
BUDGET SURPLUS (DEFICIT)	(149,606)	(148,664)	(148,664)	(12,467)	(136,197)	(1,092.4)	

HUMBOLDT COMMUNITY SERVICES DISTRICT
SUMMARY BUDGETARY STATEMENT OF REVENUE AND EXPENSES
FOR ENTIRE DISTRICT

July 2024

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE & EXPENSES						
TOTAL OPERATING REVENUE	14,575,300	1,182,328	1,182,328	1,214,608	(32,281)	(2.7)
TOTAL OPERATING EXPENSES	(9,334,290)	(1,064,061)	(1,064,061)	(777,858)	(286,203)	(36.8)
NET SURPLUS/(DEFICIT) FROM OPERATIONS	5,241,010	118,267	118,267	436,751	(318,484)	(72.9)
NON-OPERATING REVENUE & EXPENSES						
TOTAL NON-OPERATING REVENUE	821,750	45,859	45,859	68,479	(22,620)	(33.0)
TOTAL LONG TERM DEBT SERVICE	(787,666)	(206,241)	(206,241)	(65,639)	(140,602)	(214.2)
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	5,275,094	(42,115)	(42,115)	439,591	(200,502)	(45.6)
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(4,726,700)	(106,550)	(106,550)	(393,892)	287,342	72.9
CITY of EUREKA PROJECT REIMBURSEMENT	(698,000)	-	-	(58,167)	58,167	100.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>(149,606)</u>	<u>(148,664)</u>	<u>(148,664)</u>	<u>(12,467)</u>	<u>(136,197)</u>	<u>(1,092.4)</u>

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES
Water Fund

July 2024

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Metered Water Sales	6,115,000	525,273	525,273	509,583	15,689	3.1
Water Construction Fees	45,000	3,287	3,287	3,750	(463)	(12.4)
Account Fees	40,000	7,806	7,806	3,333	4,473	134.2
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	1,400	-	-	117	(117)	(100.0)
Miscellaneous	1,000	48	48	83	(35)	(42.5)
TOTAL OPERATING REVENUE	6,202,400	536,413	536,413	516,867	19,547	3.8
NON-OPERATING REVENUE						
Water Capital Connection Fees	190,000	8,396	8,396	15,833	(7,437)	(47.0)
Interest/General	40,000	18,646	18,646	3,333	15,313	459.4
Discounts Earned	1,000	69	69	83	(14)	(17.3)
Sales:Fixed Assets/Scrap Metal	1,000	-	-	83	(83)	(100.0)
Bad Debt Recovery	2,000	29	29	167	(138)	(82.9)
FW/MR Assessment	-	-	-	-	-	-
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	234,000	27,139	27,139	19,500	7,639	39.2
TOTAL DISTRICT REVENUE	6,436,400	563,553	563,553	536,367	27,186	5.1
OPERATING EXPENSES						
Wages Direct	905,000	65,951	65,951	75,417	9,465	12.6
Wages & Benefits: Allocated	742,820	203,998	203,998	61,902	(142,096)	(229.6)
Benefits: PERS	130,000	7,930	7,930	10,833	2,903	26.8
Group Ins	360,000	27,073	27,073	30,000	2,927	9.8
Workers Comp Ins	17,000	-	-	1,417	1,417	100.0
FICA/Medicare	65,000	5,039	5,039	5,417	378	7.0
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	2,219,820	309,992	309,992	184,985	(125,007)	(67.6)
Less: wages & ben charged to Capital Proj.	(185,000)	(7,939)	(7,939)	(15,417)	(7,477)	48.5
Total Operating Wages and benefits	2,034,820	302,052	302,052	169,568	(132,484)	(78.1)
Water Purchase HBMWD	1,175,000	94,379	94,379	97,917	3,538	3.6
Water Purchase Eureka	850,000	61,891	61,891	70,833	8,942	12.6
Water Analysis	10,000	561	561	833	272	32.7
Supplies/ Construction	120,000	8,276	8,276	10,000	1,724	17.2
Supplies/Office-Administration	4,500	612	612	375	(237)	(63.2)
Supplies/ Engineering	500	-	-	42	42	100.0
Supplies/ Maintenance	52,500	8,096	8,096	4,375	(3,721)	(85.0)
Temporary Labor	22,250	5,637	5,637	1,854	(3,783)	(204.0)
Repairs & Maintenance/Trucks	35,000	3,351	3,351	2,917	(434)	(14.9)
Equipment Rental	1,000	-	-	83	83	100.0
Building & Grounds Maintenance	4,500	349	349	375	26	6.9
Electrical Power	280,000	26,777	26,777	23,333	(3,444)	(14.8)
Telephone	-	-	-	-	-	-
Postage	-	-	-	-	-	-
Freight	500	-	-	42	42	100.0
Chemicals	12,000	2,626	2,626	1,000	(1,626)	(162.6)
Engineering	-	123	123	-	(123)	-
Other Professional Services	25,000	-	-	2,083	2,083	100.0
Transportation	43,000	2,059	2,059	3,583	1,525	42.5
Office Equip. Maintenance	600	-	-	50	50	100.0
Computer Software Maintenance	21,000	15,599	15,599	1,750	(13,849)	(791.4)
Memberships & Subscriptions	1,500	1,560	1,560	125	(1,435)	(1,148.1)
Bad Debts & Minimum Balance Writeoff	10,000	-	-	833	833	100.0
Conference & Continuing Ed	10,000	-	-	833	833	100.0
Certifications	2,500	620	620	208	(412)	(197.6)
State/County & LAFCO Fees and Charges	30,000	-	-	2,500	2,500	100.0
Hydraulic Water Model Maintenance	2,000	-	-	167	167	100.0
Human Resources	2,500	57	57	208	151	72.6

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES
Water Fund

July 2024

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Miscellaneous	1,000	6	6	83	78	93.2
General & Admin Expense Allocation	295,300	15,433	15,433	24,608	9,176	37.3
TOTAL OPERATING EXPENSES	5,046,970	551,362	551,362	420,581	(130,781)	(31.1)
LONG TERM DEBT PAYMENTS						
Safe Drinking Water Bond	-	-	-	-	-	-
2012 CIP & Refi.	-	-	-	-	-	-
Davis-Grunsky Loan	6,050	-	-	504	504	100.0
TOTAL LONG TERM DEBT PAYMENTS	6,050	-	-	504	504	100.0
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building & Yard Improvements	-	-	-	-	-	-
Capital Improvements Water	2,105,700	31,318	31,318	175,475	144,157	82.2
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	2,105,700	31,318	31,318	175,475	144,157	82.2
INTERFUND TRANSFERS IN	-	-	-	-	-	-
BUDGET SURPLUS (DEFICIT)	(722,320)	(19,128)	(19,128)	(60,193)	41,066	68.2

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES
Sewer Fund

July 2024

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Sewer Service Charges	8,315,000	639,968	639,968	692,917	(52,948)	(7.6)
Sewer Construction Fees	21,000	22	22	1,750	(1,729)	(98.8)
Account Fees	35,000	5,889	5,889	2,917	2,972	101.9
Inspection Fees	700	-	-	58	(58)	(100.0)
Reimbursable Maintenance Fees	200	-	-	17	(17)	(100.0)
Miscellaneous	1,000	36	36	83	(47)	(56.7)
TOTAL OPERATING REVENUE	8,372,900	645,915	645,915	697,742	(51,827)	(7.4)
NON-OPERATING REVENUE						
Sewer Capital Connection Fees	95,000	-	-	7,917	(7,917)	(100.0)
Interest/General	40,000	18,646	18,646	3,333	15,313	459.4
Discounts Earned	750	52	52	63	(11)	(16.8)
Sales:Fixed Assets/Scrap Metal	1,000	-	-	83	(83)	(100.0)
Bad Debt Recovery	1,000	22	22	83	(62)	(74.2)
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	137,750	18,719	18,719	11,479	7,240	63.1
TOTAL DISTRICT REVENUE	8,510,650	664,634	664,634	709,221	(44,587)	(6.3)
OPERATING EXPENSES						
Wages Direct	565,000	48,165	48,165	47,083	(1,081)	(2.3)
Wages & Benefits: Allocated	742,820	203,998	203,998	61,902	(142,096)	(229.6)
Benefits: PERS	70,000	6,206	6,206	5,833	(372)	(6.4)
Group Ins	240,000	21,523	21,523	20,000	(1,523)	(7.6)
Workers Comp Ins	9,000	-	-	750	750	100.0
FICA/Medicare	41,000	3,680	3,680	3,417	(263)	(7.7)
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	1,667,820	283,571	283,571	138,985	(144,586)	(104.0)
Less: wages & ben charged to Capital Proj.	(65,000)	(3,004)	(3,004)	(5,417)	(2,412)	44.5
Total Operating Wages and benefits	1,602,820	280,566	280,566	133,568	(146,998)	(110.1)
Sewage Treatment: Operating & Maint.	1,900,000	168,480	168,480	158,333	(10,147)	(6.4)
Sewer Analysis	-	-	-	-	-	-
Supplies/ Construction	40,000	4,275	4,275	3,333	(942)	(28.3)
Supplies/ Office-Administration	4,500	462	462	375	(87)	(23.1)
Supplies/ Engineering	500	-	-	42	42	100.0
Supplies/ Maintenance	52,500	9,976	9,976	4,375	(5,601)	(128.0)
Temporary Labor	22,250	4,252	4,252	1,854	(2,398)	(129.3)
Repairs & Maintenance/Trucks	28,000	6,032	6,032	2,333	(3,698)	(158.5)
Equipment Rental	1,000	-	-	83	83	100.0
Building & Grounds Maintenance	2,500	263	263	208	(55)	(26.4)
Electrical Power	110,000	7,781	7,781	9,167	1,386	15.1
Telephone	-	-	-	-	-	-
Postage	-	-	-	-	-	-
Freight	250	305	305	21	(284)	(1,362.4)
Legal	-	-	-	-	-	-
Engineering	-	93	93	-	(93)	-
Other Professional Services	28,000	-	-	2,333	2,333	100.0
Transportation	32,000	1,553	1,553	2,667	1,114	41.8
Office Equip. Maintenance	200	-	-	17	17	100.0
Computer Software Maintenance	15,000	11,768	11,768	1,250	(10,518)	(841.4)

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES
Sewer Fund

July 2024

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Memberships & Subscriptions	1,500	1,177	1,177	125	(1,052)	(841.5)
Bad Debts & Minimum Balance Writeoff	22,000	-	-	1,833	1,833	100.0
Conference & Continuing Ed	10,000	-	-	833	833	100.0
Certifications	2,500	-	-	208	208	100.0
State/County & LAFCO Fees and Charges	7,500	-	-	625	625	100.0
Human Resources	2,500	43	43	208	165	79.4
Miscellaneous	1,500	4	4	125	121	96.6
General & Admin Expense Allocation	295,300	15,433	15,433	24,608	9,176	37.3
TOTAL OPERATING EXPENSES	4,182,320	512,463	512,463	348,527	(163,936)	(47.0)
LONG TERM DEBT PAYMENTS						
2014 Wastewater Revenue Bonds	486,575	-	-	40,548	40,548	100.0
2012 CIP & Refi.	177,600	-	-	14,800	14,800	100.0
VacCon Truck Loan	117,441	117,441	117,441	9,787	(107,654)	(1,100.0)
Debt Service: Allocated	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	781,616	117,441	117,441	65,135	(52,306)	(80.3)
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	17,500	15,145	15,145	1,458	(13,687)	(938.5)
Building, Yard & Paving Improvements	5,000	-	-	417	417	100.0
Capital Improvements Sewer	2,096,500	39,894	39,894	174,708	134,814	77.2
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	2,119,000	55,039	55,039	176,583	121,545	68.8
OTHER						
City of Eureka Projects:						
Treatment Plant	698,000	-	-	58,167	58,167	100.0
Martin Slough	-	-	-	-	-	-
TOTAL OTHER	698,000	-	-	58,167	58,167	100.0
BUDGET SURPLUS (DEFICIT)	729,714	(20,309)	(20,309)	60,809	(81,118)	133.4

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES
General Fund

July 2024

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Interest (will be allocated to w/s @ y/e)	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
TOTAL OPERATING REVENUE	-	-	-	-	-	-
NON-OPERATING REVENUE						
Property Taxes	450,000	-	-	37,500	(37,500)	(100.0)
Insurance Rebate	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	450,000	-	-	37,500	(37,500)	(100.0)
TOTAL DISTRICT REVENUE	450,000	-	-	37,500	(37,500)	(100.0)
OPERATING EXPENSES						
Wages Direct	480,000	39,123	39,123	40,000	877	2.2
Benefits: PERS	350,000	328,385	328,385	29,167	(299,219)	(1,025.9)
State Unemploy Ins	-	-	-	-	-	-
Group Ins	665,000	39,057	39,057	55,417	16,359	29.5
Workers Comp Ins	5,000	-	-	417	417	100.0
FICA/Medicare	35,000	3,382	3,382	2,917	(465)	(16.0)
Misc Benefits	640	(880)	(880)	53	933	1,750.0
Total Wages and Benefits	1,535,640	409,068	409,068	127,970	(281,098)	(219.7)
Less: wages & ben charged to Capital Proj.	(50,000)	(2,068)	(2,068)	(4,167)	(2,098)	50.4
Less: Allocated to Water and Sewer Funds	(1,485,640)	(407,996)	(407,996)	(123,803)	284,193	(229.6)
Total Unallocated Wages and Benefits	-	(996)	(996)	-	996	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,000	-	-	500	500	100.0
Supplies/ Engineering	500	-	-	42	42	100.0
Supplies/ Maintenance	5,000	-	-	417	417	100.0
Invoicing	60,000	6,421	6,421	5,000	(1,421)	(28.4)
Web Payment Portal	-	-	-	-	-	-
Temporary Labor	-	-	-	-	-	-
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	23,000	1,448	1,448	1,917	468	24.4
Electrical Power	110,000	7,724	7,724	9,167	1,442	15.7
Street Lights	105,000	6,532	6,532	8,750	2,218	25.3
Telephone	16,000	1,078	1,078	1,333	255	19.2
Postage	850	-	-	71	71	100.0
Freight	250	-	-	21	21	100.0
Liability Insurance	100,500	-	-	8,375	8,375	100.0
Legal Services	70,000	466	466	5,833	5,367	92.0
Accounting	15,000	-	-	1,250	1,250	100.0
Engineering	1,000	-	-	83	83	100.0
Other Professional Services	40,000	95	95	3,333	3,238	97.2
Bank Service Charges	15,000	1,479	1,479	1,250	(229)	(18.3)
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	3,500	1,488	1,488	292	(1,196)	(410.1)
Computer Software Maintenance	3,500	161	161	292	131	44.9
Memberships & Subscriptions	28,000	-	-	2,333	2,333	100.0
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	8,000	-	-	667	667	100.0

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES
General Fund

July 2024

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Certifications	500	1,920	1,920	42	(1,878)	(4,508.0)
State/County & LAFCO Fees and Charges	20,000	-	-	1,667	1,667	100.0
Elections Expense	20,000	-	-	1,667	1,667	100.0
Human Resources	20,500	1,803	1,803	1,708	(95)	(5.6)
Miscellaneous	7,500	1	1	625	624	99.9
Director's Fees	16,000	500	500	1,333	833	62.5
General & Admin Expense Allocation	(590,600)	(30,865)	(30,865)	(49,217)	(18,351)	37.3
TOTAL OPERATING EXPENSES	105,000	(744)	(744)	8,750	9,494	108.5
LONG TERM DEBT PAYMENTS						
2014 PGE Energy Efficiency Loan	-	-	-	-	-	-
2012 CIP & Refi	-	88,800	88,800	-	(88,800)	-
New Financing	-	-	-	-	-	-
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	-	88,800	88,800	-	(88,800)	-
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	112,000	8,765	8,765	9,333	568	6.1
Building, Yard & Paving Improvements	390,000	2,423	2,423	32,500	30,077	92.5
Engineering & Studies	-	-	-	-	-	-
District Design Standards	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	502,000	11,188	11,188	41,833	30,645	
INTERFUND TRANSFER OUT		-	-	-		
BUDGET SURPLUS (DEFICIT)	(157,000)	(99,244)	(99,244)	(13,083)	(86,160)	658.6

Humboldt Community Services District

Notes July 2024

Note 1 - Non Operating and Miscellaneous Revenue

Non-operating, Construction/Capacity Charges and Miscellaneous income occurs occasionally throughout the year, or at the very end of the fiscal year.

Note 2 - Interest Income

Increase in Interest Income due to improved performance with funds held in CA CLASS JPA investment pool.

Note 3 - Benefits - PERS

CalPERS UAL Payment submitted as lump sum instead of as monthly payments. Submitting annual PERS UAL payment as lump sum instead of in monthly installements provides the District with \$10,882.04 in cost savings.

Note 4 - Supplies - Maintenance

Primary source of cost over budget was for the necessary rebuilding of the scondary pump for Foxwood SLS to extend its usable life. Pump rebuild cost was \$9,249.06

Note 5 - Invoicing

Difference from budget due to billing for additional invoice cycle due to timing of billing cycles. Will be offset by

Note 6 - Temporary Labor

Increased use of temporary labor during summer months when District has incresed need for labor. Expected to decline in future months.

Note 7 - Repairs and Maintenance - Trucks

Bulk of cost over budget due to new tires for Unit 18 and repair to So Broadway SLS Generator

Note 8 - Freight

Primary source of freight charges is for shipping to return pumps to manufacturer for repair. Overage compared to budget is not expected to impact District finances.

Note 9 - Chemicals

Cost over budget due to purchase of larger quantity of santiation chemicals in order to ensure District has adequete supply on hand. Expecetd cost for full fiscal year expected to be within budgeted amount.

Note 10 - Office Equipment Maintenance

Cost over budget due to covnersion old District server into Backup Domain controller to ensure District computer system robustness

Note 11 - Computer Software Maintenance

Maintenance/Licencing fees for computer softwate is paid in one annual charge in July. Total expense for year is expected to be in line with annual budgeted amount.

Note 12 - Certifications

Cost in July due to CPR training for all District staff. Total cost for Fiscal Year is expected to be within budgeted amount.

Note 13 - Debt Service

Loan Payments are made throughout the year. The total expenditres by the end of the year will match budget amounts.

Note 14 - Vehicles, Rolling Stock & Equipment

Purchase of Sewer Push Camera and Truck Radio Repeater. Total cost of Vehicle and Equipment purchahses for Fiscal Year is expected to be within budgeted amount.

Humboldt Community Services District

Dedicated to providing high quality, cost effective water and sewer service to our customers

MEMORANDUM

For HCSD Board of Directors Regular Meeting of: August 27th 2024

AGENDA ITEM: E.2

TITLE: Investment Performance Report

PRESENTED BY: Michael Montag, Finance Manager/District Treasurer

HCSD currently invests 100% of its working capital, capital improvement reserves and debt payment reserves in FDIC insured demand deposit accounts at Umpqua Bank, US Bank, the County of Humboldt Investment Pool, and California CLASS JPA Investment Pool. As of June 30, 2024, the District had cash deposited in the following:

Umpqua Bank Checking Account:	\$ 433,594.04
U.S. Bank Checking Account:	\$ 2,359,598.77
County of Humboldt Investment Pool:	\$ 4,957,157.72
California CLASS JPA Investment Pool:	\$ 8,122,282.47

Interest earned for Fiscal Year (FY) 2024 are listed in the table below (checking accounts are not interest bearing). For comparison purposes, the State of California Local Agency Investment Fund (LAIF) rate is also included in the table.

While the measurement time period is relatively short, California CLASS JPA Investment Pool has performed significantly better compared to The County of Humboldt. If desired, staff can draft a recommendation for presentation at the next Board meeting to transfer additional funds from the County Investment Pool to the CA CLASS Investment Pool.

Investment Source	Beginning Balance	Investment Returns	# of months	% return (raw)	% Return (annual)
County of Humboldt	\$4,466,706.12	\$118,685.93	12	2.66%	2.66%
CA CLASS JPA	\$8,000,000.00	\$122,282.47	3	1.53%	6.11%
LAIF	N/A	N/A	N/A		4.55%

Per California Government Code Section 53646, I certify that the District's investments are in conformity with the District's investment policy and that there is sufficient cash flow liquidity to meet the next six months estimated expenditures.


Michael Montag
Finance Manager, Humboldt Community Services District

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Humboldt Community Services District

Dedicated to providing high-quality, cost-effective water and sewer service for our customers

ENGINEERING MEMORANDUM

To: Board of Directors
From: Kush Rawal, Assistant Engineer
Date: August 20, 2024
Subject: Assistant Engineer Progress Report for August 27, 2024 Board Meeting

The Construction Department is currently working to re-grade approximately 60% of the District office parking lot. The new grading design for the office parking lot aims to achieve the following objectives:

- 1) Replace scoured, damaged, or sinking asphalt
- 2) Replace any sinking or organic subgrade material
- 3) Redirect hydraulic flow around the new ADA parking stall to prevent premature erosion of the concrete pad and striping and to avoid slips and falls
- 4) Remove the previous ADA parking stall affectionately known as the "Ski Jump".
- 5) Improve transition from the asphalt parking lot to the concrete ADA stall
- 6) Improve the drainage flowline along the wooden border on the west side of the parking lot.

District Forces will complete the parking lot grading by August 29 in preparation for Hooven & Co. to follow and complete paving on August 30. Following paving completion, District forces will restripe the parking lot and reopen the closed section of the parking lot detailed in **Figure 1**. The parking lot section outlined in **Figure 1** is anticipated to be closed until Tuesday, September 3.

Notice of partial parking lot closure has been posted at the District entrance and appropriate signage will be installed at least 24 hours before the project begins. Additionally, the construction zone will be clearly marked with caution tape, cones, and barricades to avoid confusion or accidents. District Staff will use the yard to park personal vehicles to leave spaces for ratepayers to use during regular business hours. Regarding ratepayer parking, Humboldt Community Services District is committed to serving all residents regardless of ability. If you would like assistance to enter the facility, or require alternative assistance during business hours, please call (707) 443-4558 and we will make the necessary accommodations to ensure accessibility to our facility and/or services.

Humboldt Community Services District

Dedicated to providing high-quality, cost-effective water and sewer service for our customers

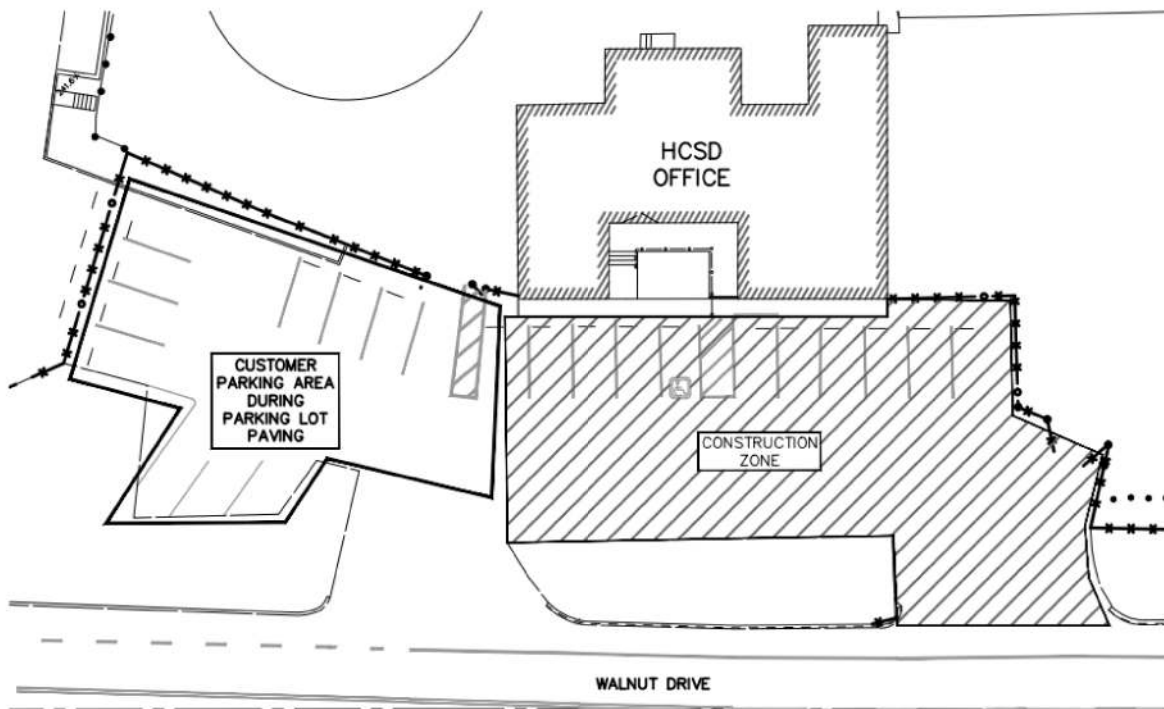


Figure 1: This drawing outlines the active construction zone for the parking lot that will be closed until paving and restriping is complete shown with the diagonal shading. The north side of the parking lot outlined with no shading will still be available to ratepayers

Humboldt Community Services District

Dedicated to providing high quality, cost effective water and sewer service for our customers

MEMORANDUM

TO: Board of Directors

FROM: Brian McNeill, Utility Services Planner

DATE: August 23, 2024

SUBJECT: Utility Services Planner Report for August 27, 2024 Board Meeting

The Planning Department continues to respond to numerous building and planning referrals received from the County. Recent referrals have included a proposed mini storage facility covering 37,000 square feet; the project includes demolishing multiple existing structures spanning over three existing parcels. The Planning Department has guided a customer in installing a new Water Backflow Prevention device. Staff also has been working with a customer who is looking to connect their existing home to the District's system. Numerous quotes have been sent out to various project proponents working within the District. Additionally, staff has performed sewer lateral inspections around our service area for completed projects.

August is a busy month for backflow testing in the District. A large percentage of customer backflow inspections occur in August; therefore, numerous reminder letters were sent out to District backflow customers. August is also when all District-owned backflow devices are tested. All District backflow device testing has been completed.

The District's meter replacement program has been paused due to a supply issue from Badger Meter. Badger Meter did send a pallet of Electronic Radio Transmitters (ERT's), and the water meters are slated to ship on September 18. Once the meters have been received, the District will resume the replacement program.

The District received a letter from the State Water Resources Control Board after they inspected the District's system. The letter indicates that the Water Board is requiring water quality sampling for asbestos, due to the presence of asbestos-cement pipe within the District's system. If results are below the MCL (maximum contaminant level), HCSD may apply to the State Board for a 3-year sampling waiver. The sampling has been completed and staff is awaiting the result. As always, weekly bacteriological water quality samples were collected throughout the District.

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Humboldt Community Services District

Dedicated to providing high quality, cost effective water and sewer service for our customers

AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: August 27, 2024

AGENDA ITEM: G.1

TITLE: Consideration of Awarding On-Call Engineering Services Agreements for the Two-Year Period from September 1, 2024 to August 30, 2026.

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Consider, discuss, and approve Engineering Services Agreements to GHD Inc., Whitchurch Engineering Inc., and Harper and Associates Engineering.

Summary:

The District retains On-Call Engineering Services to assist with grant writing/administration, engineering design, construction bidding administration and project management. The District solicits for Statements of Qualifications (SOQs) through a Request for Qualifications (RFQ). The recent solicitation was released on July 15, 2024 with SOQs due on Friday, August 16, before 2pm.

The Request for Qualifications (RFQ) was posted to the District's website for anybody to download and review. Advertisements regarding the RFQ was published in the Times Standard (Humboldt County's daily Newspaper of Record) and in the North Coast Journal for three weeks beginning July 18 through August 8, 2024. Additionally, District staff reached out to local engineering firms and firms we have worked with in the past to request that they submit SOQs. Finally, the Regional builder's exchanges were notified that the District was soliciting for On-Call Engineering SOQs.

Four firms responded to the District's RFQ; 4LEAF, GHD Inc., Harper and Associates (HAE), and Whitchurch Engineering Inc. (WEI). The SOQs submitted by these firms were independently reviewed by the members of the District's management team following the rubric presented in the RFQ. The results of the individual analyses for each firm were averaged and are presented in Table 1 below.

Table 1: The table shows the ranking of each of the firms that submitted SOQs for the On-Call Engineering Services Solicitation based on the rubric presented in the RFQ.

On-Call Engineering Services Evaluation					
Item	Maximum score	4LEAF	GHD	HEA	WEI
1) Cover Sheet	5	4.6	4.8	4.4	4.6
2) Overall experience and qualification of the firm conducting activities similar to those in the scope of services	40	24.4	36.8	32.2	34.2
3) Understanding and management of requested consulting services	30	21.6	25.2	23.4	24.8
4) Value and fee schedule	20	10.6	14.8	15.6	17
5) Other requirements	5	3.8	4.6	4.4	4.6
Total	100	65	86.2	80	85.2

As you can see from the data in Table 1, all but one firm scored over 80 percent based on the District’s scoring rubric. One firm scored below 80 percent (4LEAF) mostly because their SOQ shows that their core competencies are not aligned with the District’s needs. They presented themselves as a firm with a strong background in city planning and facilities development. This was a solicitation for engineering services from full-service firms with experience in water and wastewater infrastructure design, construction management, and grant writing/administration.

Staff’s recommendation is to award On-Call Engineering Services Agreements to GHD, HAE, and WEI.

Fiscal Impact:

None at this time.

QUALIFICATIONS TO PROVIDE

TO THE

ON-CALL CONSULTING
SERVICES

HUMBOLDT COMMUNITY
SERVICES DISTRICT



4LEAF, INC.

2235 MERCURY WAY, SUITE 120

SANTA ROSA, CA 95407

(707) 239-4640



AUGUST 16, 2024

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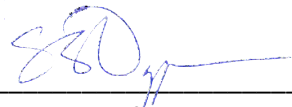
Attachment B

COVER SHEET

For use by Prospective Consultant for
On-Call Consulting Services
Bid No. 2024-01

Name of Person, Business or Organization:	4LEAF, Inc.
Type of Entity: (e.g. Sole Proprietorship, Partnership, Corporation, Non-Profit, Public Agency)	C Corporation
Federal Tax ID Number:	94-3393574
Contact Person - Name	Daniel Hortert, AICP
Contact Person - Address	2235 Mercury Way, Suite 120 Santa Rosa, CA 95407
Contact Person - Phone Number	(925) 999-6184
Contact Person - Email Address	DHortert@4leafinc.com

By signing this Cover Sheet I hereby attest that: I have read and understand all the terms listed in the RFQ; have read and understand all terms listed in this SOQ; I am authorized to bind the listed entity into this agreement; and that should this SOQ be accepted, I am authorized and able to secure the resources required to deliver against all terms listed within the RFQ as published by the Humboldt Community Services District, including any amendments or addenda thereto except as explicitly noted or revised in my submitted SOQ.



Signature of Authorized Representative

Kevin J. Duggan, President

Printed Name of Authorized Representative

08/15/2024
Date

Mailing: Post Office Box 158 • Cutten, CA 95534 • tel (707) 443-4558 • fax (707) 443-0818
Physical Address: 5055 Walnut Drive, Eureka, CA 95503

QUALIFICATIONS TO PROVIDE
ON-CALL CONSULTING SERVICES
TO THE
HUMBOLDT COMMUNITY SERVICES DISTRICT

SECTION 1

COVER LETTER



4LEAF, INC.

Humboldt Community Services District
5055 Walnut Drive
Eureka, CA 95503
Attn: Robert Christensen, Administrative Assistant

August 16, 2024

RE: Qualifications to Provide On-Call Consulting Services to Humboldt Community Services District

Dear Mr. Christensen,

4LEAF, Inc. (4LEAF), a California “C” Corporation, is pleased to present our qualifications to provide On-Call Consulting Services to the Humboldt Community Services District (District). 4LEAF is a full-service firm and we have been providing professional consulting services to over 350+ clients throughout California for more than 23 years. We expand our services organically as industry and client needs fluctuate and have built a qualified Planning team capable of providing strong, experienced, and professional Planning and Environmental services that will excel in meeting the District’s Planning needs. 4LEAF is the ideal firm of choice for the following reasons:

☑ Local Consultant

4LEAF has been providing Professional Planning Services to many clients located throughout Northern California. With a regional office located in the City of Santa Rosa, we have experienced planners near the Humboldt Community Services District that can address the District’s needs either on-site or remotely. Additionally, we are providing services for local clients, including:

- City of Santa Rosa
- City of Rancho Cordova
- City of Healdsburg
- City of Vacaville
- City of Yuba City
- City of Cotati
- City of Rohnert Park
- City of Cloverdale
- County of Mendocino
- County of San Mateo
- County of Lassen
- County of Sonoma

☑ Flexible Staffing Model

One of the biggest strengths of our team is in our depth and history of providing flexible-staffing options to our clients. By having 7 California offices and 500+ employees (including 50+ planners), 4LEAF has the dedicated resources to provide the appropriate levels of staffing to the task/work orders issued by the District. This positions our firm to provide a cost-efficient business model that allows our team to be budget-conscious while simultaneously serving each assignment. 4LEAF offers a comprehensive list of Planning personnel including:

- Principal Planners
- Senior Planners
- Associate Planners
- Assistant Planners
- Planning Technicians
- Housing Element Specialists

☑ On-Call Expertise

4LEAF is the most reliable provider of on-call, as-needed staff augmentation services for Current and Long-Range Planning including project processing support, technical analysis, specific development projects, preparation of various planning documents, planning counter support, General Plan Updates, Specific Plans, Housing Element Updates, Zoning Ordinances, Municipal Code, and Environmental review. Our highly

adaptable proprietary network of qualified professionals is consistently able to fulfill the unique, localized needs of our many municipal clients. We're committed to tackling staffing challenges head on, providing our clients with 24-hour turnaround staffing placement options and expedited on- and off-site services full- or part-time as needed.

Remote Work Capability

4LEAF's Planning team is fully equipped to work remotely, ensuring that all tasks can be performed efficiently without the need for on-site presence. Our team members are experienced in using various digital tools and platforms to conduct virtual meetings, review and comment on project documents electronically, and provide real-time updates to the District. This capability allows us to maintain productivity and communication regardless of location, providing flexibility and continuity in our services.

Leadership

The contract with the Humboldt Community Services District will be managed by Michael Renner, CBO and Daniel Hortert, AICP. Michael will handle all contractual details, project discussions, and staffing requests. Michael and Daniel have a proven record of success managing projects for cities and counties throughout California and will be available to the District for any needs involving this contract.

Tax ID Information

4LEAF, Inc.
94-3393574

Contact

Executive Project Manager	Project Manager / Director of Planning	4LEAF Local Office
Michael Renner, CBO Office: (707) 239-4640 Mobile: (925) 785-3581 Email: MRenner@4leafinc.com	Daniel Hortert, AICP Office: (707) 239-4640 Mobile: (925) 999-6184 Email: DHortert@4leafinc.com	2235 Mercury Way, Ste 120 Santa Rosa, CA 95407 Office: (707) 239-4640 Website: 4LEAFINC.COM

As President of 4LEAF, I am authorized to bind the firm. We appreciate this opportunity to submit our qualifications. Should you have any questions, please do not hesitate to reach out using the contact information provided above.

Respectfully submitted,



Kevin J. Duggan
President



Daniel Hortert, AICP
Project Manager/Director of Planning

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QUALIFICATIONS TO PROVIDE
ON-CALL CONSULTING SERVICES

TO THE

HUMBOLDT COMMUNITY SERVICES DISTRICT

SECTION 2

QUALIFICATIONS & EXPERIENCE



4LEAF, INC.

SECTION 2: QUALIFICATIONS & EXPERIENCE

4LEAF, Inc., is a California “C” Company which was established in 1999 and incorporated in 2001. Our extensive team of engineers and managers are fully equipped with training and experience to provide complete services including planning, plan check, inspection, permit technician assistance, code enforcement, professional development training, and other related professional and technical services to the City. Our goal is to set the industry standard for excellent customer service. Over the past 23 years, our firm has grown to over 400 personnel and ten (10) office locations throughout California, Washington, Nevada, Arizona, Hawaii, and New England, and are able to serve any full-time or part-time need the City may have, regardless of scope and duration.

4LEAF employs 50+ professional planners with a variety of skills and experience necessary to meet the City’s needs. 4LEAF approaches client relationships differently than what you might encounter with a large corporation. **The 4LEAF philosophy is to be the best firm by providing our clients with outstanding customer care and first-rate customer service**—we put our philosophy into action by building relationships and prioritizing the needs of our clients. This has led us to become the industry leader in providing planning services to public agencies.

Business Information

4LEAF, Inc. (Headquarters)

Kevin J. Duggan – President/CEO

2126 Rheem Drive

Pleasanton, CA 94588

Phone: (925) 462-5959

Fax: (925) 462-5958

Email: KDuggan@4leafinc.com

Management Contacts

Executive Project Manager –

Michael Renner, CBO

Phone: (925) 785-3581

Email: MRenner@4leafinc.com

Project Manager/Director of Planning –

Daniel Hortert, AICP

Phone: (925) 999-6184

Email: DHortert@4leafinc.com

Office Locations

Santa Rosa

2235 Mercury Way, Suite 120

Santa Rosa, CA 95407

Sacramento

8896 North Winding Way

Fair Oaks, CA 95628

San Diego

402 West Broadway, Suite 400

San Diego, CA 92101

Bay Area - Headquarters

2126 Rheem Drive

Pleasanton, CA 94588

Southern California

5140 Birch Street, Second Floor

Newport Beach, CA 92660

San Bernardino

424 Vanderbilt Way, Ste A

San Bernardino, CA 92408

Washington

1201 Pacific Avenue, Suite 600

Tacoma, WA 98402

4LEAF Consulting, LLC

125 E. Reno Ave., Suite 3

Las Vegas, NV 89119

New England

132 Central St., Suite 210

Foxboro, MA 02035

Professionals

Title	# of Staff	Title	# of Staff
Senior Planners	15	Principal Planners	7
Environmental Planners	7	AICP Accredited Planners	6
Planning Technicians	30+	Associate Planners	12+

4LEAF provides a complete range of Planning Services including Current Planning, Long-Range Planning, On-Call Planning, Specific Plans, General Plan Amendments, Updates of Housing and Safety Elements, and Environmental Compliance Review, and has worked with clients on Long-Range initiatives related to fire resiliency and disaster recovery.

We realize that budgets and staffing are a challenge, and that’s why 4LEAF is willing to explore cost-saving opportunities for our clients. We regularly partner with other consulting firms who share our philosophy. We are proud of our reputation as a collaborative team that is willing to jump in and do the work to deliver quality products on time and on budget. Our flexibility is key to providing our public agency clients with services that are truly responsive to their needs and their budgets. To this end, we welcome adjustments to our proposed approach. We believe the collaborative partnerships we foster with municipal staff and other consulting firms is the best approach to meet the requirements specific to the projects we undertake.

Our proposed Planning team for the City is composed of professionals with a management team whose members individually have many years of On-Call Planning, Housing and Environmental Review experience, including providing project and program levels services from both the public and private sector perspectives. This experience enables our team to provide insight to successfully manage our Planning and Environmental Review services to the City.

Planning	
<ul style="list-style-type: none"> • Current Planning • Phase I & II Environmental Assessment. • CEQA Review • Initial Studies • Environmental Impact Reports (EIR) • Emer. Ordinance & Policy Drafting • Review for Rebuilds and Temporary Housing • Housing & Safety Elements 	<ul style="list-style-type: none"> • Site Inspections • Application Processing • Developing Submittal Forms • Property Research • Land Use Applications • Design Review • Cannabis Regulations • Long-Range Planning

Key Personnel

As your consultant, we understand that our role is to be an advocate on behalf of the City and represent the City’s best interests. 4LEAF’s team will function as an extension of City staff, seamlessly integrating with City personnel and practices, adding perspective and expertise that only 4LEAF can offer. 4LEAF holds its employees in high regard and can ensure the City that all staff involved have the knowledge, training, experience, and competencies to fulfill the roles and responsibilities of their assigned positions. We are confident in the quality team we can provide to the City and guarantee high-quality service in conformity with the City and project standards. Our team members

are result- and detail-oriented and uphold the values of our company to the utmost extent—the success of which can be reviewed in the quality of past projects we have worked on. Our Planning team includes:

Management Team

Michael Renner, CBO – Executive Project Manager

Michael has successfully guided development department staff in Planning, Inspection, and Plan Review through all phases of complex and capital-intensive projects. He is experienced utilizing Planning and Development Department permitting software and directing all department responsibilities, including plan review, multi-discipline inspections, office and field supervision, regulatory compliance, code interpretation, and project acceptance. **Michael will assist the District with contractual or project needs.**



Office – (707) 239-4640 | Cell – (925) 785-3581 | Email – MRenner@4leafinc.com

Daniel Hortert, AICP – Project Manager / Director of Planning

Daniel has over 30 years of Planning and Development services experience including over 20 as a public servant for municipalities with populations ranging from 3,500 to over 3.5 million. Daniel’s experience covers a range of municipal planning and development functions including Planner, Senior Planner, Planning Manager/Principal Planner, and Department Director for municipal, county, and private sector agencies. He is experienced in land development, construction, community engagement/education, project management, project budget control and oversight, residential, commercial, and industrial site planning and compliance review, and entitlements from single-lots to large complex master-planned communities. **Dan will assist the District with any staffing and project needs.**



Office - (707) 239-4640 | Cell - (925) 999-6184 | Email - DHortert@4leafinc.com

Tonya Ward, AICP, MUP – Alternate Project Manager / Principal Planner

Tonya is a skilled Principal Planner with over 22 years of professional experience in the realm of current and long- range land use projects, environmental permitting, urban design, General Plan preparation and implementation, municipal code updates, economic development, historic preservation, and housing program implementation. She also has extensive public sector experience that progressed her management and processing of projects, leading her into a seasoned Principal role.

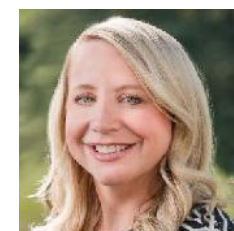


Office - (707) 239-4640 | Cell - (925) 667-0547 | Email - TWard@4leafinc.com

Supporting Staff

Kaitlin Roberts, J.D. – Principal Planner

Kaitlin is a skilled land use planner and environmental specialist with over 15 years of experience in document preparation, specializing in the management, research, and analysis of projects subject to compliance with the California Environmental Quality Act (CEQA). She serves in project management and project planner roles and provides analytical support for a diverse client base consisting of both public and private entities.



Office - (707) 239-4640 | Email – KRoberts@4leafinc.com

Alaina Helton, AICP – Senior Planner

Alaina has more than 9 years of Planning and Development services experience covering a range of municipal functions from Senior Planner to Director of Planning & Neighborhood Services. She is experienced in zoning code updates, land development, construction, community engagement/education, project management, project budget control and oversight, residential, commercial, and industrial site planning and compliance review, and entitlements from single-lots to large complex master planned communities. Alaina also supports the 4LEAF team in processing both ministerial commercial cannabis applications and discretionary use permits for cultivation.



Office - (707) 239-4640 | Email - AHelton@4leafinc.com

Jonathan Pacheco Bell – Senior Embedded Planner

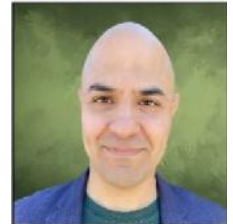
Jonathan Pacheco Bell is an urban planner with 20 years of professional experience in the public, private, and nonprofit sectors. His range of expertise includes community engagement, participatory planning and design, inclusive public space, General, Specific, Community and Vision Plans, code enforcement, zoning ordinances, planning studies, policy writing, and project management. He is known for the development of Embedded Planning, a practice to situate planning work on the street-level to increase equity and participation for historically marginalized populations harmed by inequitable planning. Jonathan is based in Pasadena, CA, and has extensive experience working in the unincorporated areas of Los Angeles as a former LA County regional planner.



Office - (707) 239-4640 | Email – JBell@4leafinc.com

Jose Torres, AICP – Associate Planner / GIS Specialist

Jose provides expertise in data analysis and visualization and direct experience with coastal planning amid sea level rises. His experience with the Georgia-Alabama Land Trust included actions to preserve and protect Gulf Coast wetlands from environmental degradation, and proactively mitigate against the growing implications of coastal changes. His expertise in creating compelling visuals supports public understanding of spatial research and complex geographic data.



Office: (707) 239-4640 | Email: JTorres@4leafinc.com

James Frank – Associate Planner

James is a skilled professional with over 18 years of Urban and Regional planning experience. His education and professional background have given him the knowledge and skills to excel in the areas of community engagement, transportation planning, GIS software, general, specific, community and vision plans, code enforcement, zoning ordinances, planning studies, policy writing, CEQA review, and project management.



Office: (707) 239-4640 | Email: JFrank@4leafinc.com

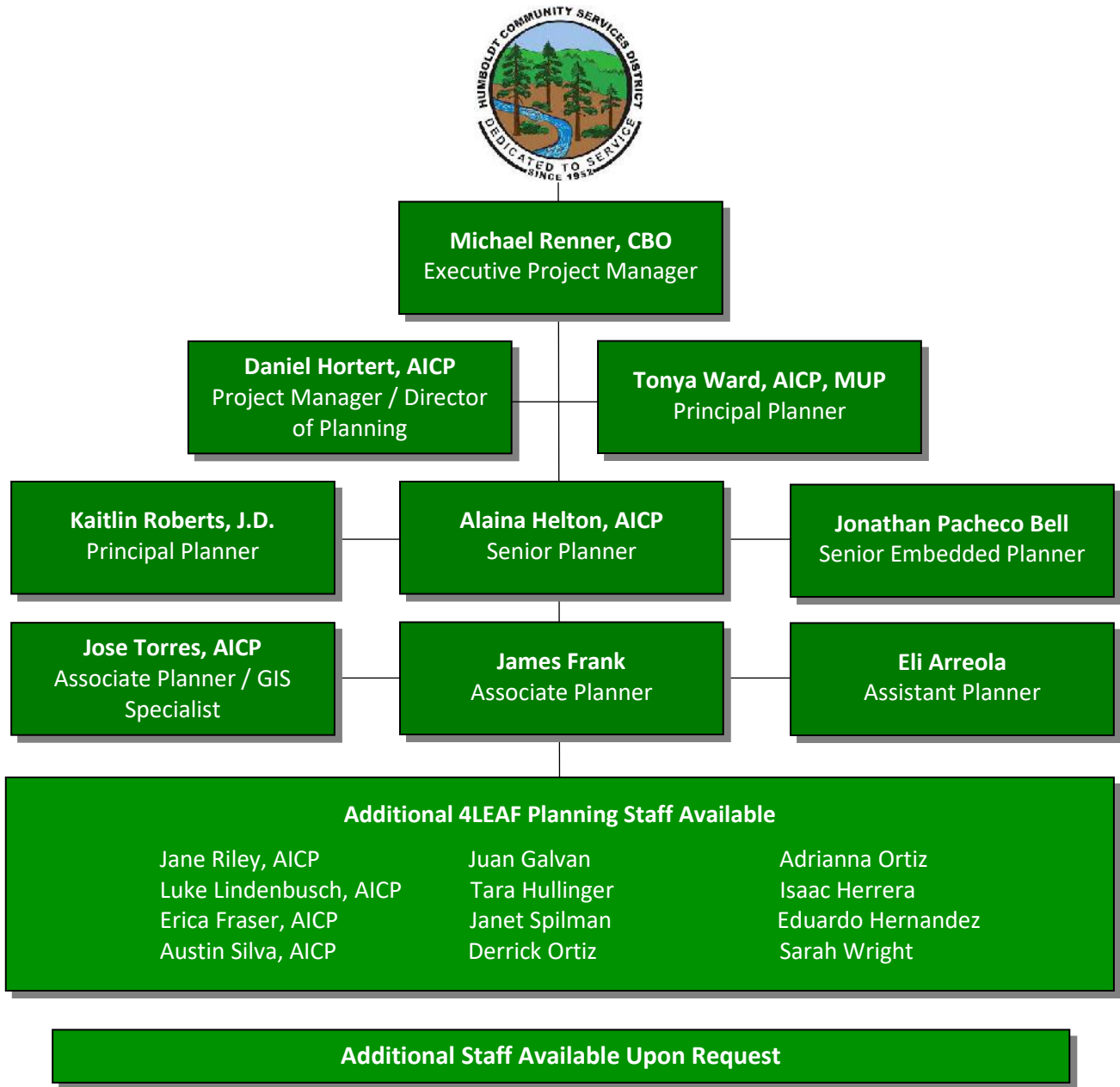
Eli Arreola - Assistant Planner

Eli is a recent Sonoma State graduate with a degree in Geography, Environment, and Planning. Driven by a passion for enhancing sustainability through urban design and planning, Eli’s work has included service to the City of Cotati. His direct ecological practice as an environmental crew leader providing fire fuels management and watershed restoration informs his support of complex climate resilience projects.



Office - (707) 239-4640 | Email - EARreola@4leafinc.com

4LEAF Organization Chart



Training

4LEAF planners will assess existing training protocols and manuals currently being utilized by the District and recommend necessary updates based on required legal statutes and best practices, if applicable. Planning and environmental training opportunities will be scheduled appropriately and on an as-needed basis as updates to the General Plan and Zoning Ordinance or as planning entitlements are being processed for public hearing reviews. 4LEAF anticipates that training to District staff, District Council and Planning Commission will be a customized approach based on timing of these specific updates or individual land use projects of special interest or as the District implements strategic planning goals. As to a broader approach of training efforts, the Project team will recommend and assist with the coordination of training materials, courses, webinars, or conferences that may better familiarize these parties with planning and environmental regulation, laws, and best practices.

Similar Experience

City of Santa Rosa – South Santa Rosa Specific Plan

4LEAF has been providing Planning services to the City of Santa Rosa for over 3 years. We are currently assisting in the development of the South Santa Rosa Specific Plan and Programmatic Environmental Impact Report (EIR) for a 1,900-acre lot in South Santa Rosa. The goal for the 4LEAF team is to develop a comprehensive community involvement strategy that will then help develop a vision for land use in this area. Assisting with this effort is 4LEAF's own Hana Michaelson. Hana provides the City with a variety of part-time planning services for a number of different community projects.

Client Name: City of Santa Rosa
Client Contact: Jessica Jones, Deputy Director of Planning
Project Manager: Jane Riley, AICP
Date of Service: 2019 - Present

City of Cotati Downtown Specific Plan Amendments – Comprehensive Planning

4LEAF prepared Amendments to the Cotati Downtown Specific Plan land use, zoning, and objective design guidelines to accommodate changes to State Housing Law. Concurrently, our team prepared an Addendum to the Environmental Impact Report for California Environmental Quality Act compliance. 4LEAF also provided one (1) Principal and one (1) Associate Planner to coordinate with City staff to scope and prepare the Downtown Specific Plan Amendments.

Client Name: City of Cotati
Client Contact: Noah Housh, Director of Community Development
Project Manager: Michael Renner, CBO
Date of Service: October 2022 – May 2023

Litigation History

4LEAF, Inc. has no pending nor prior arbitrations or litigations filed against them, or their subconsultants, within the last 10 years related to performance of a professional services agreement or participation on a project.

References

On-Call Building Inspection, Building Official, Permit Support, Planning, Plan Review, Code Enforcement

4LEAF is providing On-Call full Building & Community Development Department services for the City. We are providing on- and off-site plan review for all building codes, including architectural, structural, plumbing, mechanical, and electrical plan check. We currently staff positions including Permit Technicians, Inspectors, Plans Examiners, Planners, and Code Enforcement Officers, ensuring that all project deadlines are delivered as per the City's contract.



Scopes of work include:

- Providing on-call personnel to the Building Department including construction inspectors, building inspectors, building officials, permit technicians, on-site plans examiners/engineers, civil engineers, and code enforcement personnel.
- Providing Building and Civil Plan Review as needed.
- Provide on-call personnel to the Planning Department including Assistant Planners, Planning Technicians, Associate Planners, Senior Planners, Planning Managers, and Planning Directors.
- Reviewing plans and supporting documents submitted for projects.
- Checking for compliance with all applicable codes adopted by the City, including, but not limited to California Building, Mechanical, Plumbing, and Electrical Codes, Uniform Solar Energy Code, and any applicable adopted local amendments, State of California codes or regulations.
- Confirming building use, occupancy, and type of construction, and reviewing construction of buildings and structures to determine satisfaction of safety requirements.
- Coordinating building permit requirements and interfacing with City Departments and other agencies, including but not limited to the Public Works Department and Planning Division.
- Enforcing conditions of approval associated with discretionary permits regarding building and safety regulations, as adopted by the City.
- Providing special inspections by qualified inspectors and conduct investigations as directed by the City, including field and office research and the preparation of letters and/or documents.
- Preparing inspection logs, notice of violations and other documents of building and safety code violation cases for submittal to the City Attorney's office when prosecution action is necessary to obtain compliance with the above codes and regulations.
- Receiving, processing, and issuing building permits and coordinate the plan check and inspection process, including the tracking, routing and storage of building plans and the filing of building permit applications. Input information into the City's computer tracking system.

Agency Name: City of Vallejo
Client Contact: Christina Ratcliffe, Director
Client Telephone: (707) 648-4387
Address: 555 Santa Clara Street, Vallejo, CA 94590
Project Dates: 2021 – Present

4LEAF Inc. played a pivotal role in the Santero Way Specific Plan (SWSP) Update and Rezoning Project for the City of Cotati by utilizing Geographic Information Systems (GIS) in several key aspects of the project:



- **Establishment of SWSP Area Boundary:** At the project commencement, 4LEAF used GIS to establish the SWSP area boundary. This initial step involved the City providing project area data, mapping, infrastructure, and environmental documentation, which were integrated into GIS products.
- **Existing Conditions and Opportunities Map:** 4LEAF developed an existing conditions and opportunities map using both computerized methods (GIS) and on-the-ground evaluations. The GIS component included mapping various factors such as existing land use, physical conditions, environmental conditions, urban form, and circulation networks.
- **Preferred Alternative Development:** GIS data and analysis were instrumental in developing the Preferred Alternative Report. This report included community input and technical data, ensuring that the final land use and circulation plans were data-driven and community-focused.
- **Integration with Community Engagement:** GIS data and maps were used throughout the community engagement process to visually communicate project elements and collect feedback. This included creating maps for public workshops, the Technical Advisory Committee, and various community outreach events.

Through these applications, 4LEAF effectively utilized GIS to enhance project planning, improve community engagement, and support data-driven decision-making for the SWSP Update and Rezoning Project.

Contact Information:

Noah Housh, Director of Community Development
City of Cotati
201 West Sierra Avenue
Cotati, CA 94931
(707) 665-3635
nhoush@cotaticity.org

City of Santa Rosa – South Santa Rosa Specific Plan

4LEAF has been providing Planning services to the City of Santa Rosa for over 3 years. We are currently assisting in the development of the South Santa Rosa Specific Plan and Programmatic Environmental Impact Report (EIR) for a 1,900-acre lot in South Santa Rosa. The goal for the 4LEAF team is to develop a comprehensive community involvement strategy that will then help develop a vision for land use in this area. Assisting with this effort is 4LEAF's own Hana Michaelson. Hana provides the City with a variety of part-time planning services for a number of different community projects.

Client Name: City of Santa Rosa
Client Contact: Jessica Jones, Deputy Director of Planning
Client Telephone: (707) 543-3253
Address: 2235 Mercury Way, Suite 120, Santa Rosa, CA 95404
Date of Service: 2019 – Present

City of Newark – Planning & Building Department Services

4LEAF has been augmenting staff in the site plan and entitlement review of development projects, including environmental review and technical analysis. Our staff has provided review and processing services for dozens of development applications for specific projects, including project management, environmental review, policy and ordinance review, and staff reports. 4LEAF Planners assist the City by reviewing planning entitlement applications, Assessing conformance with the Newark Municipal Code, and review parcel maps, grading plans, and building permit plans.

Client Name: City of Newark
Client Contact: Art Interiano, Deputy Community Development Director
Client Telephone: (510) 578-4331
Address: 37101 Newark Blvd, Newark, CA 94560
Date of Service: 2019 – Present

City of Hollister – On-Call Building Department Services

4LEAF has been providing the City of Hollister with Planning, Building Official, Plan Review, Permit Technician, Code Enforcement, and Inspection Services since 2012. Currently, 4LEAF is providing the City with a **Senior Planner, Associate Planner, Assistant Planner, and Planning Technician** who assist in intake, transmittal, coordination, draft reporting for applicants, and attending Department Review Committee and Pre-Application meetings. Our Planning services include intake, process, and approval of applications for Planned Unit Developments, Site & Architecture, Conditional Use Permits, CEQA, General Plan, Climate Action Plan, Grants, Resolving Complex Code Enforcement Cases, Hiring and Interviewing to fill City Positions, and other tasks as needed.

Client Name: City of Hollister
Client Contact: Eva Kelly, Planner Manager
Client Telephone: (831) 636-4360
Address: 339 Fifth Street, Hollister, CA 95023
Date of Service: 2012 – Present

Experience

25+ years

Core Competencies

Technical Plan and Compliance Review
Project Management
Policy Development and Administration
Technical Writing and Presentations

Education

University of Cincinnati (1996-1998),
Master of Community Planning
(MCP)

University of Southern California
(1993- 1996), BS Planning and
Development (BS PLDV)

Grossmont Community College (1991-
1993), AA General
Studies/Architecture

Certificates & Achievements

American Institute of Certified Planners
#016957 (7/2001)

International Code Council certifications
(7) for residential and commercial
construction

Plan2040 Comprehensive Plan
Doña Ana County, NM
CNU27 Charter Award Winner

Professional Affiliations

American Institute of Certified
Planners (2001-Present)

American Planning Association
(1993-Present)

California Chapter (Current Chapter
International Economic Development
Council (2012-Present)

International City/County
Management Association # 749050

Experience Summary

Daniel has over 25 years of Planning and Development services experience including 20 as a public servant for municipalities with populations ranging from 3,500 to over 3.5 million. Daniel's experience covers a range of municipal functions including Planning Director, Senior Planner, Planning Manager/Principal Planner, and Community Development Department Director for public and private sector agencies. He is experienced in land development, construction, community engagement/education, project management, project budget control and oversight, residential, commercial, and industrial site planning and compliance review, and entitlements from single-lots to large complex master planned communities.

Daniel has extensive experience administering and managing regulatory document preparation including creating and updating land development ordinances, comprehensive and general plans, traditional and form-based coding, development agreement negotiations, and residential and commercial design guidelines. His recent planning assignments on behalf of 4LEAF include the cities of Sausalito, Larkspur, Pinole, Greenfield, and Jackson County, OR.

Select Professional Experience

4LEAF, Inc. - City of Larkspur & City of Sausalito **Project Manager / Director of Planning**

Daniel oversaw the Community Development Department for the cities of Larkspur and Sausalito, which included managing the Planning, Building, and Code Enforcement scopes. Additional responsibilities included providing information to the public regarding zoning regulations and permit procedures, active project proposals, and permit and property records.

4LEAF, Inc. - City of Greenfield, CA **Principal Planner**

Daniel was responsible for coordinating the development of the Community Development Policy & Procedure Guidelines for the department. Additional work included cannabis policy, development and cannabis deposit accounts, and development process flowcharts.

4LEAF, Inc. - City of Pleasant Hill, CA

Contract Project Planner

- Acted as project manager for five development applications.
- Client liaison to commissions, boards, and council.
- Performed design and compliance review with City standards.
- Tentative Maps.
- Master Sign Programs.
- General and Specific Plan Development/Amendments.
- Researched and assisted with grant funding application (SB 2).

4LEAF, Inc. - City of Pinole, CA

Contract Planning Manager

- Supervised Planning, Building, Code Enforcement, and Permit staff.
- Administered General Plan/Specific Plans, Zoning/Subdivision Ordinances, Design Guidelines, and CEQA Compliance.
- Advised at various councils, boards, commissions, and elected officials on planning-related issues
- Served as liaison and performed functions in support of the Planning Commission including project review, staff reports, recommendations, resolutions, and conditions of approval.
- Provided customer service to the public, internal and external departments, and agencies.
- Provided environmental reviews for development projects.

Doña Ana County, NM

Economic Development Manager/Director/Senior Planner

8/2011 - 1/2019

- Oversaw County Economic Development functions.
- Promoted, expanded, and retained business operations county-wide.
- Processed and administered Local Economic Development Act (LEDA) applications/contracts.
- Worked with area agencies to bring economic prosperity to each region.
- Directed Community Development Department consisting of 40+ employees including Current and Advance Planning, Building Services, Geographic Information/Mapping, Grants and Administration, and Animal Control/Code Enforcement Divisions.
- Fostered and encouraged team atmosphere amongst Community Development divisions as well as other county departments and external agencies/organizations.
- Developed department and County policies related to the efficiency of daily operations.

RBF Consulting - Phoenix and San Diego Offices

Senior Planner/Associate/Project Manager

6/2005 - 9/2010

- Successfully managed a variety of commercial and residential development project applications.
- Routinely interacted with City/County staff on submittal of complex planning projects.
- Coordinated various internal/external disciplines to ensure complete submittal packages.
- Managed complex planning studies, development applications, and reviewed proposals.

- Reviewed and processed complex general, master, and comprehensive plan amendments, rezoning requests, annexations, site plans, minor and major subdivision plats, CEQA compliance (CA only) including assisting with EIRs, Initial Studies, and Categorical Exemptions, and a Coastal Permit in Del Mar, San Diego County.
- Developed project budgets, verified contract expenditures and compliance.
- Conducted research and prepared reports on land use, physical, social, and economic issues.
- Provided professional planning assistance to member communities on varied land use projects.
- Performed field inspections.

Town of Chino Valley, AZ
Planning Manager/Director

3/2003 - 6/2005

- Oversaw Development Services Department including recruitment and staff evaluation.
- Developed organization-wide and department-wide goals, objectives, policies, and procedures.
- Reviewed and approved ministerial/minor application submittals (lot-splits, R-O-W dedications).
- Prepared division/department operations budget including revenues, expenditures, and staffing.
- Ensured that Town Boards and Commissions were fully informed on application submittals.
- Lead Planner during General Plan and Unified Development Ordinance rewrites.
- Lead author of the Town's Property Maintenance Code.
- Reviewed and approved all departmental reports and presentations to ensure that local state and federal regulations were complied with.
- Prepared grant applications for AZ Growing Smarter funding, procured two grants (\$10,000/\$2,500 for the 2003 General Plan Amendment).

Cranberry Township, PA
Planner/Code Enforcement Officer

1/2000 - 3/2003

- Managed multiple residential and commercial development project applications including building plan review, site plan review, approval of building plans, all aspects of residential and commercial site and structural inspections.
- Facilitated developer negotiations and drafted agreements for large development projects.
- Performed code enforcement duties for compliance with Township regulations including inspection, citation, and fines/court.
- Prepared written and oral reports for Township Boards and Commissions.

Butler Township, PA
Planner/Regulations Inspector

8/1998 - 1/2000

- Managed residential and commercial development project applications (Zoning and Subdivisions).
- Performed code enforcement duties.
- Performed residential and commercial building plan reviews.

Experience

25 years

Education

Master of Urban & Regional Planning
San Jose State University
B.A., Political Science
University of Missouri, St. Louis

Affiliations

American Institute of Certified Planners
American Planning Association, CA Chapter
International Code Council

Software

Microsoft Office Suite
GIS
Granicus
Accela
HDL
TRAKiT
Tyler Technologies

Experience Summary

Tonya has 25 years of professional planning experience in current and long-range land use projects, coastal and shoreline permitting, historic preservation, urban design, General Plan preparation and implementation, municipal code updates, local coastal program updates, economic development, and housing program implementation. She has extensive public sector experience that progressed her management and processing of projects, leading her into a seasoned Senior role.

Tonya's professional and academic experience contribute to her extensive knowledge of municipal planning and impressive presentation and public speaking skills. She is passionate about helping facilitate responsible initiatives that provide continuous opportunities for livable and equitable communities, and her ability to serve as a leader makes Tonya is an asset to any team, project, and work environment she is assigned.

Select Professional Experience

4LEAF, Inc.

Alternate Project Manager / Principal Planner

2022 - Present

Tonya contributes to 4LEAF's municipal Planning Department clients by:

- Working in regional program zones including natural and water resources, coastal zone management, community development, downtown revitalization, hazard planning, and more.
- Conducting research and organizing reports on land use, historical preservation, housing, open space, recreation, urban design, and environmental protection.
- Serving as a liaison and communicating reports and findings from inspections and research to staff, officials, Planning, Design and Historic Commissions, City Councils and County Board of Supervisors.
- Managing complicated Planning and environmental studies and development applications and examining proposals.
- Developing budgets, directing bidding processes, and verifying contract expenses and compliance.
- Completing field inspections to collect data related to development review processes and verifying that development projects comply with approved plans and entitlements.
- Providing Planning assistance to member communities on diverse land use projects.
- Supervising and mentoring junior planners.



City of Auburn

Senior Planner

2018 - 2022

- Planned, managed, organized, and oversaw operations and services of the Planning Department including current, advanced, and environmental planning; processing of all ministerial and discretionary planning entitlements and General Plan Updates; implementing Master Plans and entitlements associated with the City's Municipal Airport and Waste Treatment Plant; participated as a technical contributor for the City's Local Hazard Mitigation Plan and Airport Land Use Compatibility Plan; prepared and implemented CEQA and NEPA documents.
- Interacted with and assisted the public, development, and business community regarding the planning and/or building process.
- Managed consultants and negotiated professional service contracts.
- Reviewed and commented on Historic Resource Evaluations prepared by consultants and Historic Resource Determination Supplemental Applications and completed additional research as necessary.
- Provided comments on proposed projects for compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties and prepared appropriate environmental documentation.
- Developed policies and procedures; prepared and administered budgets and grants; provided responsible and complex staff support to the City Council, City Manager, Commissions and Committees, and coordinated activities with other City officials, departments/divisions, outside agencies, and organizations.
- Prepared, reviewed, attended, and present staff reports and various updates to the City Council, Planning Commission, Historical Design Review Commission, Placer County Transportation Planning Agency/ Airport Land Use Commission, California Housing and Community Development Department, Sacramento Area Council of Governments, and variety of community groups.
- Coordinated Population and Land Use forecast scenarios including assisting consultants with supply side updates, revising records for Area Plans and Development projects, and providing up-to-date information.
- Supported area plans, neighborhood plans, and other UPC Initiatives.
- Provided regular and timely transport, planning, design, public realm, spatial analysis, and mapping expertise to various master plans, neighborhood plans, and other revitalization projects.
- Reviewed transport aspects of development applications and used GIS for better integration of land use and transportation planning.

City of Millbrae

Community Development Director

2015 - 2018

- Planned, managed, oversaw, and directed all operations and services of the Community Development Department, including activities in the Planning, Building, Code Enforcement, Housing, and Economic Development divisions.
- Managed staff and consultants through direct and subordinate supervisors; developed department goals, policies, and procedures; prepared and administered budgets; provided responsible and complex staff support to the City Council, Planning Commission, City Manager,



and coordinated activities with other City officials, departments/divisions, outside agencies.

- Participated in establishing the strategic action plan for the Department including implementation of the organization's mission, vision, goals, and objectives, and participated in follow-through monitoring to assure accomplishment of established goals.
- Monitored and provided policy direction on complex development applications or activities including General Plan Update, Millbrae Area Station Specific Plan, Downtown Enhancement Plan, Housing Element implementation, Parks Master Plan Update, Community Center Restoration, Committee and Commission Reorganization, Grand Boulevard Initiative development, Capital Improvement Projects, grant administration, and modernization of computerized tracking systems, data, and fee schedules.

CSG Consultants, Inc.

Principal Land Use Consultant

2013 - 2015

- City of Millbrae, CA: Developed and implemented new planning and customer service processes for the Community Development Department; prepared environmental review; managed and trained planning staff; prepared staff reports and presented at public hearings; acted as liaison to the Planning Commission; reviewed and issued a variety of entitlements for consistency with applicable laws; reviewed, coordinated, assisted, and developed required ordinance revisions.
- City of Marina, CA: Prepared a Mitigated Negative Declaration for the ADA accessibility and habitat restoration of Dunes State Beach including parking and trail/walkway enhancements. Processed a Planned Development land use application and managed consultants.

City of Half Moon Bay

Associate Planner/Acting Planning Director

2004 - 2013

- Managed the Planning Department's work programs and activities including counter permit and fees, coordination of projects, and support to the Planning Commission, Historic Design Commission, City Council and California Coastal Commission, as applicable.
- Interpreted architectural and engineering plans and specifications; reviewed and approved building permit applications; assisted the City Engineer with the coordination of large and complex public works and/or capital facilities construction project(s).
- Surveyed historic properties, including noting architectural features, sketching site plans, taking photographs, and utilizing building permit software for GIS mapping of historical landmarks, properties, and objects within the City.
- Processed a significant number of building and discretionary permits for design review including new development, schools, civic buildings and multi-family housing affecting historic resources.
- Prepared and implemented CEQA and NEPA environmental assessment documents; interpreted and applied laws, ordinances, and regulations governing planning activities; analyzed and compiled technical and statistical information and reports to draft General Plan elements.
- Interacted with and assisted the general public and the development community regarding the planning and building process; responded to and resolved difficult and sensitive citizen inquiries and complaints; monitored and evaluated the efficiency and effectiveness of service delivery methods and procedures.
- Provided comments on proposed projects for compliance with the Secretary of the Interior's



4LEAF, INC.

Standards for the Treatment of Historic Properties and prepared nominations for local points of interest.

- Provided lead direction and supervision to consultants, technical, junior, and clerical staff; trained and assigned staff in areas of work including planning methods, procedures, and techniques.
- Managed project budgets, scope of work, schedule of performance, and regulatory compliance; prepared and evaluated Requests for Proposals/Request for Qualifications for site development and professional consultants; selected and managed consultants.

City of Walnut Creek

Assistant Planner

2001 - 2003

- Interacted with the general public and development community regarding the planning and/or building process; performed building plan checks and inspections; reviewed design and landscape improvements to the City's downtown revitalization plan; coordinated Planning and Building Department activities; issued business licenses and supported Code Enforcement staff.
- Processed planning assignments in accordance with environmental law; primary planner responsible for public inquiries regarding permit process; presented staff reports and recommendations to Committees, Zoning Administrator, and Planning Commission.
- Managed various projects and implemented Planning Department goals and objectives; drafted ordinances and resolutions and assisted in amendments to the City's General Plan and zoning ordinance.

Experience

15+ years

Education

B.S. Social Science, 2005, California Polytechnic State University, San Luis Obispo, CA

J.D., 2009, Lincoln Law School, Sacramento, CA

Certifications

State Bar of California 2010

Experience Summary

Land use planner and environmental specialist with 15 years' experience in document preparation, specializing in the management, research, and analysis of projects subject to compliance with the California Environmental Quality Act (CEQA). Serves in project management and project planner roles and provides analytical support for a diverse client base consisting of both public and private entities. Experienced in providing on-call environmental planning services and serving as a contract planning staff for Northern California and Bay Area municipalities including the Cities of Auburn, Rohnert Park, and Alameda.

Kaitlin possesses a strong analytic aptitude with a realistic approach to problem solving. Kaitlin is an excellent self-started and proactive asset that can identify voids in process and adapt to any team.

Select Professional Experience**4LEAF, Inc.****Principal Planner****2023 - Present**

Kaitlin helps contribute to the productivity of 4LEAF's Planning Department by:

- Serving as adjunct planning staff for Mendocino County processing ministerial and discretionary cannabis applications for the County's Cannabis Department. Coordinates with County staff, trustee agencies, applicants and their representatives. Assist with the processing of discretionary entitlements and ensures compliance with CEQA.
- Providing project management and serving in project planner roles for environmental review projects.
- Coordinating with technical team members, clients, project applicants and outside agencies.
- Reviewing development and architectural design plans for industrial, commercial, residential, and multi-family projects.
- Preparing staff reports, resolutions, and ordinances for recommendations for Design Review, Planning Commission, City Council, and Director Hearings.
- Processing parcel maps and subdivisions in compliance with the Subdivision Map Act.
- Providing California Environmental Quality Act (CEQA) review and documentation.

Dudek**Environmental Planner****2012 - 2022**

- Served in project management and project planner roles on a variety of environmental review projects. Coordinated with technical team members, clients, project applicants and outside agencies.
- Prepared environmental review documents including environmental impact reports (EIRs), mitigated negative declarations (MNDs), and categorical exemptions.
- Conducted complex impact analyses in the areas of aesthetics, agriculture and forestry resources, cultural resources, land use, population and housing, biological resources, geology, noise, and public services and utilities.
- Served as contract planning staff for local government agencies. Provided front counter assistance, processed development applications and permits, prepared general plan amendments and zoning ordinance updates, prepared technical memoranda, drafted staff reports and public notices, and presented at public hearings.
- Provided on-call environmental services for local government agencies. Prepared CEQA documents and conducted peer reviews of applicant-prepared reports and technical studies.

North Fork Associates**Environmental Planner****2007 - 2012**

- Served as assistant project manager for variety of environmental review projects subject to CEQA. Prepared environmental documents, reports, presentations, technical memoranda, and public notices.
- Provided support to on-call planning and environmental staff. Conducted research, site visits, document review, and document tracking.
- Prepared impact analyses in the areas of land use, biological resources, cultural resources, geology, noise, and public services and utilities.
- Assisted in the production of technical reports and biological permitting packages.

Experience

9+ years

Education

M.A. Public Administration

B.A. Criminal Justice

Stephen F. Austin State University

Certifications

CPM

AICP

Skills

ESRI ArcGIS Mapping

Adobe Acrobat Pro

Google Suite

Microsoft Suite

Experience Summary

Alaina has more than 9 years of Planning and Development services experience covering a wide range of municipal functions from Senior Planner to Director of Planning & Neighborhood Services. She is experienced in land development, construction, community engagement/education, project management, project budget control and oversight, residential, commercial, and industrial site planning and compliance review, and entitlements from single-lots to large complex master planned communities.

Alaina has extensive experience administering and managing regulatory document preparation including creating and updating land development ordinances, comprehensive and general plans, traditional and form-based coding, development agreement negotiations, and residential and commercial design guidelines.

Select Professional Experience

4LEAF Inc.

Senior Planner

2023 – Present

Alaina contributes to municipal Planning Departments on behalf of 4LEAF and her recent assignment includes the County of Mendocino’s program for ministerial Cannabis Cultivation Applications reviewing documentation versus ordinance requirements and determining documentation required, draft letters, and complete reviews of all permits are approved or processed. In addition, Alaina will review and approve site plans based on requirements, ensure setbacks and cultivation related activities are listed, and complete applications referrals to the Department of Environmental Health. In addition, Alaina’s responsibilities as a Senior Planner include:

- Complete Sensitive Species Reviews and review standards to DA Dept. of Fish and Wildlife
- Complete County AQMD Questionnaire and submit to District for approval.
- Complete Compliance Plan Agreements.
- Approve or deny based on final review process.
- Take direction from County for further reviews, as necessary.

Texas A&M Engineering Extension Service (TEEX), College Station, Texas

Project Specialist – Economic Development (Contract)

2019 – Present

Provided support for economic development projects and training activities in communities and regions throughout the State of Texas. Activities included, but were not limited to, proposal development and writing, meeting facilitation, market intelligence, marketing assistance, and plan development and documentation.



City of Nacogdoches, Texas

City Planner / Director of Planning & Neighborhood Services

2020 – 2021 / 2021 - 2023

- Directed, managed, planned, and coordinated operations of the Planning & Zoning division.
- Managed and oversaw Code Enforcement and Animal Service divisions.
- Oversaw planning, zoning, land use, and development regulations.
- Maintained comprehensive plan.
- Prepared operating and capital budgets and special reports.
- Provided staff support to elected and appointed boards and commissions.
- Supervised and maintained day-to-day operations.
- Managed development review process, zoning administration, and comprehensive planning efforts.
- Met with developers, architects, and engineers to facilitate pre-development meetings.
- Organized and facilitated neighborhood meetings between developers and residents.
- Managed and oversaw 2020 Census outreach efforts.

City of College Station, Texas

Senior Planner / Land Development Planning Administrator

2017 – 2019 / 2019 - 2020

- Supervised functions of current planning for the city, including planner-on-call, ordinance administration, land development, and technical review staff.
- Oversaw development review process.
- Prepared and implemented policies related to land development.
- Led various development code amendments for Texas communities.
- Acted as project manager for sensitive and complex planning projects.
- Assisted as a senior resource person for planning staff.
- Provided monthly reports on population estimates.
- Served as primary demographer and census liaison.

City of Frisco, Texas

Senior Planner

2015 – 2017

- Performed professional review of municipal planning applications and special projects.
- Served as project manager and primary contact for difficult and sensitive development projects.
- Prepared development related materials for developers, architects, and engineers.
- Prepared staff reports and gave presentations to neighborhood stakeholders and city boards.
- Made recommendations to the Planning & Zoning Commission and City Council

City of Lufkin, Texas

Assistant City Planner

2014 - 2015

- Assisted in the activities of the City Planner and Planning & Zoning Department.
- Helped prepare and maintain planning materials, including zoning ordinances, comprehensive plans, subdivision regulations, annexations, and others.
- Received and reviewed construction plans and proposed developments for compliance with zoning and city regulations.



Experience

20+ years

Education

M.A. Urban Planning

UCLA Luskin School of Public Affairs

Master of Library and Info Science

SJSU School of Information

B.A. Political Science

CSU Los Angeles

A.A. Architecture

East Los Angeles College

Affiliations

APA, Los Angeles Section

Planners Network

UCLA Latino Alumni Association

Experience Summary

Jonathan Pacheco Bell is an urban planner with 20 years of professional experience in the public, private, and nonprofit sectors. His range of expertise includes community engagement, participatory planning and design, inclusive public space, General, Specific, Community and Vision Plans, zoning ordinances, code enforcement, planning studies, policy writing, and project management. Jonathan is skilled at building meaningful partnerships with disadvantaged communities and other hard to reach populations. He is known for the creation of Embedded Planning, a practice to situate the work of planners on the street-level to increase equity and participation for historically marginalized communities harmed by inequitable planning.

Select Professional Experience

4LEAF, Inc. – Pleasanton, CA

Senior Embedded Planner

August 2023 - Present

Jonathan contributes to the productivity of 4LEAF's Planning Department by:

- Preparing Embedded Planning community engagement plans for housing studies, Housing Elements, Specific Plans, and other municipal projects.
- Developing Housing Elements, Specific Plans, and General Plan and Zoning amendments.
- Supervising project needs in response to requests from Community Development Directors and City Councils.
- Preparing staff reports, resolutions, and ordinances for recommendations for Design Review, Planning Commission, City Council, and Director Hearings.
- Evaluating and improving the City of Glendale Development Review Process and Zoning Code. Duties include: develop survey instrument, conduct stakeholder interviews with developers and staff, evaluate city review and public hearing processes, evaluate workplace culture, assess permit center counter and online portal including processes and public resources, assess zoning code for redundant or onerous code sections, identify themes and challenges, recommend streamlining and improvements to improve workplace culture and customer experience.
- Serving as invited speaker and Subject Matter Expert on Embedded Planning, community engagement, community planning, housing, community land trusts, and environmental justice. Presented at APA CA Fresno Conference 2023 session, "A Community Driven Vision and Plan."



Cal Poly Pomona Department of Urban and Regional Planning – Pomona, CA

Lecturer / Adjunct Professor

August 2021 - Present

Teach graduate and undergraduate courses in the Department of Urban and Regional Planning.

Enrollment ranges from 6 to 60 students. Courses:

- URP 5120: Planning Ideas and Action.
- URP 6901: MURP Client Project Capstone Preparation.
- URP 4200: Methods of Participation; Engagement, Negotiation, Mediation.
- URP 4210: Advocacy Planning, Community Organizing, & Social Change.
- URP 4620: Senior Project.
- URP 1051: Ethnic Communities, Places, & Urban Planning.

South Bay Cities Council of Governments – Torrance, CA

Senior Project Manager, Land Use & Housing

February 2022 - August 2023

- Manage four Regional Early Action Planning (REAP 1.0) housing acceleration projects with a combined \$634,000 budget: ADU Acceleration, Commercial Redevelopment into Housing, South Bay Housing Education Forum, and subregional SB 330 Protected Unit Form.
- Develop four grant applications for REAP 2.0 housing implementation projects with a combined \$1 million budget: South Bay Regional Housing Trust Formation, Commercial Redevelopment into Housing Implementation, Micro-mobility and Neighborhood Centers, and Micro-parking in Multifamily Residential Developments.
- Research and develop community engagement plan for grant funded Digital Equity Initiative funded by State of California LATA Grant.
- Collaborate with 16 cities to develop coherent housing policy meeting goals of state-accelerated housing production.
- Serve as invited speaker and Subject Matter Expert on community engagement, community planning, Embedded Planning, housing, environmental justice.

Sagecrest Planning + Environmental – San Juan Capistrano, CA

Planning Consultant / Associate Planner

May 2021 - February 2022

- Develop and implement residential canvassing and community engagement plan for Carson Street Specific Plan, a new residential development in City of Carson.
- Develop and implement residential canvassing and community engagement plan for industrial development project in rural San Bernardino County.
- Create community outreach assets including slide decks and flyers for Accessory Dwelling Unit Ordinance Update and workshops in City of Riverside.
- Conduct community engagement in diverse communities using methods such as neighborhood canvassing, public presentations, flyers, workshops, webinars.
- Design and write specialized planning studies on homelessness, Housing First Policy, and Accessory Dwelling Units in the City of Riverside, including research, staff interviews, data analysis and synthesis, and document design.



- Prepare and issue responses to RFP proposals for consultant services for Embedded Planning community engagement plans, private entitlements, CEQA, and municipal projects.

Los Angeles Neighborhood Land Trust – Los Angeles, CA

Program Manager

2020 - 2021

- Build partnerships in disadvantaged communities of color to advance green space equity.
- Manage external relations in seven coalitions across Los Angeles County.
- Develop and lead Embedded Planning engagement and participatory design programs at parks using the methods including canvassing, facilitated dialogs, surveys, dotmocracy, mapping.
- Write successful grant application securing \$2.4 million in Proposition 68 funding for renovation and redesign of 11th Avenue Family Park in South Los Angeles.
- Co-lead the Housing and Parks Work Group for the South LA Climate Commons Plan project to advance green space and housing development without displacement.
- Co-manage communications through social media accounts by creating engagement strategies, designing captivating content, and interacting meaningfully and consistently with followers.
- Deliver public presentations on LANLT’s equity mission and work in disadvantaged communities.
- Evaluate programs and services, gather feedback, recommend action for improvements.

Los Angeles County Department of Regional Planning – Los Angeles, CA

Regional Planner

2006 - 2020

- Create, develop, and grow Embedded Planning practice and methods.
- Develop and implement community engagement strategies for Florence-Firestone Community Plan, A Paseo Through Time in Florence-Firestone (creative placemaking book project), Step By Step LA County: Pedestrian Plans for Unincorporated Communities, 92nd Street Linear Park, East LA 3rd Street Specific Plan, & Safe Access to Alcohol & Food Establishments (SAAFE) Ordinance.
- Design and deliver presentations on community plans, community engagement, zoning code enforcement, and proposed ordinances to countywide community-based organizations.
- Implement Embedded Planning on-the-ground engagement to increase participation, gather, interpret and include more feedback, and build meaningful community partnerships.
- Conduct specialized planning study of industrial preservation overlay zones in 10 jurisdictions in support of General Plan 2035 and proposed inclusion in FFCP.
- Present ordinance amendments before Regional Planning Commission and Board of Supervisors.
- Research, design, co-author Alameda Street Survey, a specialized planning study examining code compliance at 236 industrial parcels in South LA. Present findings to Board of Supervisors.
- Write staff reports to Board of Supervisors, Regional Planning Commission, and Hearing Officers.
- Counsel clients at job sites, public spaces, front counter, by email and phone, with empathy.

Experience

5+ years

Education

M.A., Community Planning

Auburn University – Auburn, AL

M.Sc., Geography

Auburn University - Auburn, AL

B.A., Chinese Language & Literature

University of California Los Angeles

A.A., Spanish Literature

San Francisco State University

Languages

English

Spanish

Japanese

Mandarin Chinese

Affiliations

APA, Hazard Mitigation and Disaster

Recovery Planning Division

William Averette Anderson Fund

Experience Summary

Jose is a dynamic AICP-certified planner and Geographic Information Systems (GIS) specialist with extensive experience across diverse sectors. He is fluent in Spanish and brings a unique cultural perspective to his work, facilitating meaningful community engagement and public participation initiatives. His expertise encompasses advocacy for affordable housing, leading inclusive planning projects, and integrating GIS technology into urban development strategies. Jose's notable achievements include leading community-driven initiatives, managing conservation easements, and revitalizing urban spaces through participatory planning. He is dedicated to cultivating diverse, inclusive communities.

Select Professional Experience**4LEAF, Inc. – Pleasanton, CA****Associate Planner, AICP****2023 - Present**

- Assists in producing and managing building codes, land regulations, and construction ordinances.
- Manages and distributes permits and interprets zoning regulations for the public.
- Process Mendocino County cannabis cultivation permit applications, conduct environmental regulatory compliance review, support applicants, maintain records.
- Spanish translation for marketing materials, community outreach and engagement efforts.
- GIS mapping for Napa Sonoma Collaborative Housing Connect tool; AB2334 density bonus eligible tax parcels, SB4 religious institutions, and Transit Oriented Corridors.
- Developed site inventory analysis for the 6th Housing Element Planning Cycle, focusing on site identification, capacity analysis, and infrastructure requirements.

LandWatch Monterey County**Housing Advocate****April 2023 – December 2023**

- Oversaw advocacy efforts for housing elements across Monterey County during the 6th Regional Housing Needs Allocation (RHNA).
- Lead initiatives promoting affordable and fair housing, aligning zoning density with RHNA allocations, and integrating affordable housing into high-opportunity areas.
- Managed the LandWatch Public Data Viewer portal, providing essential resources for municipalities, including RHNA site inventory parcel data, administrative boundaries, land use and



zoning information, transportation data, emergency management details, census and demographic statistics, and facility locations.

City of Seaside Community Development Department

Associate Planner

- Administered the city's General Plan and Zoning Ordinance, reviewed development applications, and helped shape the future of the community.
- Led the development of a baseline GIS for the Planning and Building Department, streamlining permitting history from 2013 to 2022.
- Created an interactive web map to display Zoning and Land Use data, consolidating crucial land use information into one publicly accessible platform.
- Collaborated with Computer Science interns from California State University at Monterey Bay and established a GIS-based City of Seaside Building Permit Archive, ensuring accurate data management and standardization of building permit records.

City of Berkeley Public Works Department

Assistant Planner & Geographic Information Systems Specialist

- Led various projects aimed at enhancing infrastructure management and operational efficiency.
- Developed an ESRI Field Maps application for collecting sidewalk condition assessment data and established data formatting policies for consultant deliverables.
- Data manager and trainer for the implementation of the NEXGEN Enterprise Asset Management System for all Public Works Divisions assets.
- Oversaw street imagery and point cloud capture for the Cyclomedia project and assisted in the training and program implementation of a Global Positioning System (GPS) tracking software for the Public Works Zero Waste Division's service vehicles (Zero-Waste Division).

Georgia-Alabama Land Trust, Inc.

Geographic Information Systems Specialist & Regional Stewardship Manager

- Oversaw the management of conservation easements in the Chattahoochee River Region and ensured compliance and scheduled maintenance of land management activities.
- Rebuilt a geodatabase for conservation easements spanning over 400,000 acres of natural resources and contributed to the development of a GIS model for the Wetlands/In-Lieu Fee Mitigation program managed by the U.S. Army Corps of Engineers in Georgia

City of Culver City

CivicSpark Water Fellow

- Researched and planned for the revitalization of Ballona Creek in Culver City, California, utilizing GIS for data analysis and identifying maintenance areas.
- Developed a comprehensive three-lens framework focusing on Community, Environment, and Mobility to guide the restoration project.
- Mapped parcel ownership and multiple agencies' maintenance jurisdictions along the nine-mile stretch of the creek.
- Organized a meeting with over 50 major stakeholders, which led to the formation of the official Ballona Creek Task Force and the prioritization of projects and initiatives for improvement.

Experience

18+ years

Education

MS, Urban & Regional Planning

San Jose State University

B.A. Philosophy & Spanish

St. Louis University, St. Louis MO

Skills

MS Office Suite

ArcGIS

Project Management

Public Engagement

Customer Service

Research & Strategy

Language

English

Spanish

Japanese

Experience Summary

James is a skilled professional with over 18 years of Urban and Regional planning experience. His education and professional background have given him the knowledge and skills to excel in the areas of community engagement, transportation planning, GIS software, general, specific, community and vision plans, code enforcement, zoning ordinances, planning studies, policy writing, CEQA review, and project management.

James is an exceptional team member who takes initiative and brings extensive knowledge to each project he is involved in. He advocates a solution-based approach to problem solving and his ability to connect with professional architects, engineers, landscape architects, local agencies, analysts, and other design/construction professionals make him an exceptional team member to any project.

Select Professional Experience**4LEAF, Inc.****Associate Planner****2024 - Present**

James is ready to contribute to the productivity of Planning Department by:

- Supervise project needs in response to requests from the Community Development Director and the City Council.
- Review development and architectural design plans for industrial, commercial, residential, and multi-family projects.
- Prepare staff reports, resolutions, and ordinances for recommendations for Design Review, Planning Commission, City Council, and Director Hearings.
- Process parcel maps and subdivisions in compliance with the Subdivision Map Act.
- Provide California Environmental Quality Act (CEQA) reviews.
- Work on General Plan amendments.

Alta Planning + Design – Oakland, CA**Associate Transportation Planner****2022- 2024**

- Responsible for Active Transportation Plans and bike parking design guidelines as Project Manager.
- Coordinated with School communities to lead Safe Routes to School walk audits.
- Lead community engagement activities to make multi-modal transportation more equitable in West Oakland.



The City of Orinda, CA

Associate Planner

2021 - 2022

- Developed guidelines and reviewed applications for SB35 lot splits and dwellings.
- Conducted due diligence research of land use development proposals with community input.
- Reviewed applications to ensure compliance with CEQA.
- Interpreted zoning code and regulations for all land use entitlement applications and subdivisions.
- Managed building permit workflow from start to finish.

City of Berkeley, CA

Associate Transportation Planner/Associate Planner

2015 - 2021

- Managed and updated the Pedestrian Master Plan.
- Drafted active transportation and Safe Routes to School ATP Grants.
- Reviewed Caltrans streetscape improvement plans for the Gilman Interchange resulting in safer pedestrian and bike access to the Bay Trail.
- Provided public assistance with process applications, building permits, and ordinance questions.
- Reviewed land use entitlement applications for zoning completion and CEQA status; presenting staff recommendations to the Zoning Adjustments Board and preparing staff reports for City Council.
- Provided reviews for zoning conformance condominium conversions, lot line adjustments, mergers, and splits.

City of Millbrae, CA

Assistant Planner

2014 - 2015

- Coordinated and managed consultants for major revisions to the Millbrae Station Area Specific Plan.
- Processed applications for TOD Development at Millbrae BART Station, over 2 million sq.ft.
- Drafted staff reports and presented to Planning Commission.
- Gathered field data using GIS software to prepare new zoning maps used at the Planning Counter.

Society for Asian Art – San Francisco, CA

Office Manager

2006 – 2014

- Managed not-for-profit arts organization including workflow for over 800 public lectures and events and all print, administered \$3M budget, digital engagement for programs and events, and customer service.
- Launched new e-commerce website and provided membership and contractor oversight.

Experience

1+ years

Education

B.A. Geography, Environment, and Planning, Sonoma State, 2022

A.S. Natural Sciences, Santa Rosa College, 2020

Software

Bluebeam

ArcGIS

Microsoft Suite

Adobe Suite

Experience Summary

Eli is a highly motivated and eager professional. Eli is exceptionally talented at completing detail-oriented work in an efficient and timely manner. He is a cooperative asset to any project team, and Eli always ensures projects are completed with an extra measure of quality. Eli's recent experience has enabled him with unique insight and superb assessment skills. His professional experience working alongside expert-level planners has provided him with varied opportunities for extensive growth and development. Eli brings this accumulated knowledge to the forefront, and his background in environmental studies provides a sustainability lens to his project contributions.

Select Professional Experience

4LEAF, Inc. – Santa Rosa, CA

Assistant Planner

2024 – Present

- Assists in plan development through technical writing, data research, and public outreach.
- Develops draft level reports by compiling background information and synthesizing into relevant technical documents.

City of Cotati

Planning Technician

2023 – Present

- Assisted the public with planning related questions regarding zoning, land use, and the discretionary review process.
- Completed the Housing Element and General Plan Annual Reports by compiling the required information through research and coordinating interdepartmental input.
- Assisted in the implementation of Housing Element programs through outreach and research.

Circuit Rider Community Services

Crew Leader

2021 – 2023

- Led crews by providing guidance and support to ensure projects progressed efficiently while maintaining effective communication with crew members, project managers, and stakeholders.
- Provided ecological restoration services to clients around Sonoma County to improve resiliency of communities.

Experience

15+ years

Education

Building Inspection Technology Program
Butte College, California

Certifications

ICC Certified Building Official
ICC Residential Building Inspector
ICC Residential Mechanical Inspector
ICC Residential Combination Inspector
ICC Commercial Building Inspector
ICC Residential Plans Examiner
ICC Residential Plumbing Inspector
ICC Building Plans Examiner
ICC Residential Electrical Inspector
ICC Building Inspector
ICC Building Code Specialist
State of California Post Disaster Safety
Assessment Evaluator

Professional Affiliations

California Building Officials Assoc. of Ca.
East Bay Chapter, ICC
Yosemite Chapter, ICC
Peninsula Chapter, ICC
San Joaquin Chapter, ICC
Napa Solano Chapter, ICC
Sacramento Valley Assoc of Building
Officials
Green Building Council Assoc.
Served on Board for ICC East Bay Chapter

Experience Summary

Mr. Renner is a highly experienced development professional, with extensive administration and management experience. He has successfully guided development department staff in inspection and plan review through all phases of complex and capital-intensive projects. He is experienced utilizing development department permitting software and directing all department responsibilities, including plan review, multi-discipline inspections, office and field supervision, regulatory compliance, code interpretation, and project acceptance. Michael is a result-oriented leader and is regarded as a mentor to many junior staff members. With his customer-first attitude and approach, he makes a difference to those he works with through his skills in complaint resolution, problem solving and team building.

Michael's management approach focuses on mentoring his staff and improving department processes to ensure services are delivered with a high level of customer service. He is committed to serving the needs of our clients through strong leadership and an effective collaborative approach. Michael has knowledge of building and fire codes for local, state and federal ordinances – ICC, UMC, UPC, NFPA, NEC, OSHA, ADA and health regulations. Michael has managed several billion-dollar construction projects including:

- Sonoma County Resiliency Permit Center: \$5 Billion
- Town of Paradise, Paradise Fire Recovery: \$9.5 Billion

Select Project Experience

County of Sonoma, CA – Resiliency Permit Center (RPC) | 2019 - Present

Executive Project Manager

The 2017 Complex Fires resulted in the destruction of 3,000+ residential structures in unincorporated Sonoma County. The Resiliency Permit Center is an on-site disaster recovery center exclusively dedicated to the residential reconstruction permitting needs and offers a full range of development services to residents, contractors, and developers in Sonoma County. Michael serves as the Executive Project Manager and has overseen the RPC from staff recruitment, community outreach, the implementation of permitting procedures, plan review management, and building inspections, all while maintaining a cohesive partnership between the County of Sonoma and the 4LEAF, Inc.



Town of Paradise - Fire Recovery | 2019 - Present

Executive Project Manager

Michael is the Executive Project Manager responsible for the management of the Community Development Services to the Town of Paradise. This four-year contract was put into place and 4LEAF is to provide Permitting, Plan Review, Building Inspections, Public Works Inspections, Planning, Code Enforcement, Debris Removal Management, and Public Outreach for this **\$9.5 Billion rebuild** set to take place over the next 10 years. 4LEAF is assisting the Town with a post disaster recovery-centered office that offers permit intake and processing, record support, plan review, and inspections services for the peak rebuild during the next several years. This office will offer the full range of planning and building assistance to residents, contractors, and developers. In addition, 4LEAF provides outreach specialists to help provide education and outreach to the community on processes and progress of rebuilding. 4LEAF and its staff utilize the Accela software for permitting, building, and inspections and our staff currently include 15 personnel and will scale to 20 personnel by the end of 2019.



Calaveras County, CA – Butte Fire Recovery | 2016 - 2017

Interim Building Official

Michael acted as the Interim Building Official during the Butte Fire Recovery process. The Butte Fire burned over 70,000 acres and destroyed over 1,000 structures throughout the County. Michael oversaw the expedited redevelopment of the County.



California Energy Commission, CA – Carlsbad Energy Center | 2017 - 2018

Delegate Certified Building Official

Michael acted as the Delegate Building Official to the California Energy Commission for the construction of the Carlsbad Energy Center. Michael oversaw the plan review, inspections, safety, and quality control of this 527-MW simple-cycle gas-fired power facility.



West Coast Code Consultants, Inc., San Ramon, CA | 2016 - 2019

Regional Manager

Michael oversaw the North Bay, Sacramento, and Central California Region providing Project Management and Building Official services. He was responsible for the oversight, coordination and quality control of the various service lines to WC3's regional clients. Michael has recently served as the project manager for the Sonoma County Resiliency Permit Center, interim Building Official for the County of Calaveras, the County of Napa, the City of Parlier, and the City of Livingston.

Interwest Consulting Group, Stockton, CA | 2012 -2016

Building Official

Michael provided review services for residential and non-residential construction project plans for compliance with California Building, Plumbing, Mechanical, Electrical Codes, Energy Standards and California Accessibility Standards, state and local building codes, policies, amendments, and ordinances. He provided as-needed in-house plan review services for the County of Napa and the Town of Atherton.

Self-Employed, Modesto, CA | 2009- 2012

Consultant

Michael worked with various contractors in Northern California reviewing and inspecting construction projects for compliance with all State, Federal, and local policies and regulations.

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QUALIFICATIONS TO PROVIDE

ON-CALL CONSULTING SERVICES

TO THE

HUMBOLDT COMMUNITY SERVICES DISTRICT

SECTION 3

UNDERSTANDING & APPROACH



4LEAF, INC.

SECTION 3: UNDERSTANDING & APPROACH

Our Planners possess the technical writing and report preparation abilities needed to convey the greatest detail in a manner that is easy to understand with solid recommendations of findings rooted in the plans, policies, and codes that reinforce the District’s vision. We are dedicated to understanding the vision of a community and rigorously working towards that vision. We utilize application checklists as the foundation of our review and translate policies and regulations as they apply to planning development applications. We transpose our findings into informative, concise, and simple to understand staff reports and environmental compliance documentation. These endeavors cannot be accomplished in a vacuum and our staff are well-versed in project management and will work collaboratively with other District departments and agencies, including regional and state agencies, to ensure that the highest levels of review and feedback are achieved.



4LEAF Planners will arrive on-site with a positive attitude and will make every attempt to move projects forward to achieve successful outcomes. We are creative in our approach and can develop alternative methods to achieve the best outcome for the communities, agencies, and applicants. The Planning Division at 4LEAF is responsible for integrating staff seamlessly into District and county jurisdictions where we are routinely called upon to supplement vacancies and staff shortages. We also provide staff augmentation services when projects require focused processing and

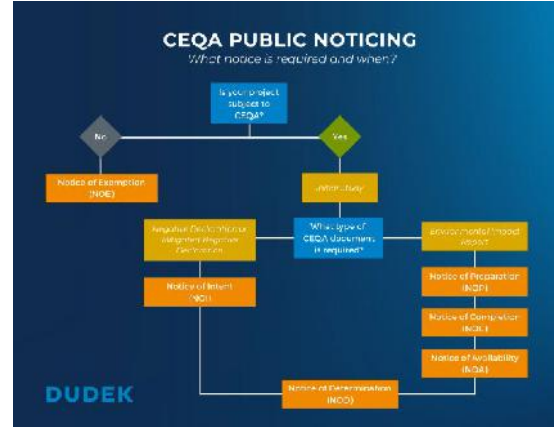
management of a variety of land use applications for compliance with land development codes and general, adopted area, and specific plans.

4LEAF’s Planning duties include the development of submittal forms to meet statutory requirements, responding to planning and zoning inquiries on an information hotline and front counter as applicable, and conducting site inspections and property research to support application processing and public meetings. Additionally, our team evaluates development proposals for the appropriate level of environmental review in accordance with the California Environmental Quality Act (CEQA).

Planning Review Process

Our Planning team members will come to the District informed by our prior experience processing a range of project types: from mixed use commercial and residential projects, hotels, commercial, industrial uses, energy permitting and environmental. Our housing project review experience includes new, rebuilding, and temporary housing. Our planners understand compliance with a range of new legislation adopted by the Governor since 2017 aimed at addressing the statewide housing shortage at the local level. 4LEAF understands the District is looking for experienced Planning personnel. 4LEAF provides qualified and knowledgeable staff to perform applicant-initiated applications as assigned, including conformance reviews, discretionary case processing, project management, staff report preparation, review of conditions of approval, and attendance at required meetings for the Environmental Review Board, Planning Commission, and District Council.





Our Planning Team provides project review such as:

- 4LEAF will conduct preliminary review of applications during the 30-days of application completeness review pursuant to the Permit Streamlining Act (Government Code Sections 65920, et seq.).
- During review of applications, assess project descriptions for CEQA determination whether adequate information is provided to allow an assessment of environmental effects consistent with the in applications for consistency with County requirements and notify the applicant.
- Projects deemed to have a complete application, which are not deemed Exempt from CEQA review, shall undergo preparation of the following CEQA documents, consistent with CEQA: Initial Studies (IS), Negative Declarations (ND), Mitigated Negative Declarations (MND), Environmental Impact Reports (EIR).
- Tasks may include 4LEAF peer review of Phase I & II Hazardous Substances reports, Stormwater Pollution and Prevention plans (SWPPP), Groundwater, Air Quality monitoring for both the Planning and Public Works departments.
- Provide responses to public inquiries via telephone, email, mail or in person regarding applications.
- Applicants will be notified of any additional information or studies required to ensure a complete project description is provided prior to the application being deemed complete.
- During initiation of project level environmental review, outreach will be conducted to adjacent local and responsible agencies for air quality, water quality, transportation planning, and tribal consultation as warranted.
- Peer review services will be provided by qualified 4LEAF staff and entail reviewing applicant prepared technical studies and tribal consultation letters submitted with project applications when needed. Depending on the environmental review scope, 4LEAF will partner with qualified experts to provide as needed technical studies.
- 4LEAF will provide ministerial review and usher entitlement reviews through discretionary review by decision makers. This review assesses project applications for the appropriate permits and plan amendments for compliance with the District’s General Plan and Housing Element, the Zoning Code, State housing requirements, the Subdivision Map Act, Design Guidelines, and applicable objective design guidelines or specific plan requirements.
- Confer with and provide information to property owners, contractors, developers, engineers, architects, and the public regarding conformance to standards, plans, specifications, and codes.

- Prepare staff reports, resolutions, ordinances, and conditions of approval and give oral presentations to the Environmental Review Board (ERB), Planning Commission, District Council, and various committees and commissions, and attend evening meetings as required.
- Analyze data for economic, social, environmental, and physical factors affecting land use and prepare environmental documents for public review and adoption.
- Perform project management duties including the maintenance of the development database and tracking of deadlines, application submittal requirements, and workload while maintaining quality work products, meeting timelines, and staying within budget.
- Process and review District permits, Plan Checks, Zoning Clearances, Master Sign Programs, Administrative Permits, Minor and Major Use Permits, Municipal Code, Design and Site Review, Variances, Tree Removal Permits, Tentative Maps, Land Use Maps, Zoning Map Amendments, and General Plan and Development Code Amendments.

Environmental Review Services

Our team evaluates the General Plan, Zoning, Subdivision regulations consistency and environmental impacts of private and public development proposals and coordinates with other divisions to ensure compliance with District standards are met with new development. 4LEAF will prepare the Project Description for review by the District and applicant. The Project Description is an important first step in the project as it defines the project for review for Exemption from environmental review, or whether an Initial Study should be prepared. The Initial Study technical analysis will assess the project’s potential effects on the environment and existing uses as compared to the existing baseline condition.



The Project Description is an important first step in the project as it defines the project for review in the Initial Study. It also provides an important opportunity to revise the project to address environmental issues. The Initial Study technical analysis will assess the potential for the proposed project and the potential effects on the environment and existing uses from the proposed project as compared to the existing baseline condition.

The purposes of an Initial Study, as detailed in the CEQA Guidelines § 15063(c)(2) (Initial Study) (Purposes), are to ensure:

- Provision to the Lead Agency [District] with information to use as the basis for deciding whether there is ample support in the public record to support a Negative Declaration (ND) or with mitigation to prepare a Mitigated Negative Declaration (MND).
- Enable an applicant or Lead Agency to modify the project, mitigating adverse impacts and thereby enabling the project to qualify for a ND as detailed in CEQA Guidelines, or
- Whether there is evidence in the entire project record that significant environmental effect(s) would result from implementation of the project and that an Environmental Impact Report shall be prepared.

4LEAF has broad experience managing a range of subconsultants providing technical studies to inform Environmental Review services for resource areas not provided in-house. These resource areas for example include biological resources, cultural and historic resources, and complex traffic and Vehicle Miles Travelled (VMT)

analyses. Our Planning team will coordinate with the District to ensure appropriate sub-consultants are identified for each project, either on the District’s Qualified Consultant’s List or our current partner firms who are qualified to be added to the District’s list. 4LEAF’s Planning Team is also experienced preparing both Requests for Proposals and Qualifications for technical planning subconsultants. Our Planning Team provides full environmental compliance services from beginning to completion. This encompasses site visits at project initiation and for monitoring for compliance with approved conditions of project approval and environmental mitigation reporting (MMRP), and at the request and authorization by the District.

Project Meeting and Committees

4LEAF recognizes the importance of clear and consistent communication and places a high value on ensuring mutual understanding throughout the project. To achieve this, the 4LEAF team will meet with District staff, including District Councilmembers, Planning & Transportation Commission, Environmental Review Board (ERB), Economic Development Advisory Commission, Zoning Administrator, Downtown Advisory Committee, various businesses and associations, and other committees necessary throughout the project to refine the scope of work as needed. Our Planning team will facilitate discussions with the District and organizations involved about project goals, potential outreach and engagement techniques, site opportunities and constraints, relevant background information and documents for site conditions, project schedule, and project management protocols. Community concerns relevant to the sites will be discussed, as well as community-based organizations and stakeholders.



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QUALIFICATIONS TO PROVIDE
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TO THE
HUMBOLDT COMMUNITY SERVICES DISTRICT

SECTION 4

FEE SCHEDULE



4LEAF, INC.

SECTION 4: FEE SCHEDULE

Per the RFQ for On-Call Consulting Services for Humboldt Community Services District, 4LEAF's Fee Schedule has been included as a PDF in a separate envelope.

We realize that budgets and staffing are a challenge, and that's why 4LEAF is willing to explore cost-saving opportunities for our clients. We regularly partner with other consulting firms who share our philosophy. We are proud of our reputation as a collaborative team that is willing to jump in and do the work to deliver quality products on time and on budget. Our flexibility is key to providing our public agency clients with services that are truly responsive to their needs and their budgets. To this end, we welcome adjustments to our proposed approach. We believe the collaborative partnerships we foster with municipal staff and other consulting firms is the best approach to meet the requirements specific to the projects we undertake.

Management of Resources

Due to the inconsistent demand of on-call services, 4LEAF takes a proactive approach to resource management. To offset any uncertainty, 4LEAF has implemented **three strategies** that allow a cooperative process between offices and the ability to scale up or scale down based upon activity. These strategies include:

- **Strong Mix of Full-time and Part-Time personnel** – 4LEAF employees over 50+ planners available “as-needed” to bolster our staffing capabilities. Our assortment of staff allows us to accommodate any immediate needs of the District without unnecessary expenses and/or delays. This allows 4LEAF to control costs and service our clients in the same fashion.
- **Overtime Staff Augmentation** – 4LEAF services a number of clients by providing optional expedited and overtime staff augmentation services. As required, 4LEAF can utilize our staff to quickly meet the sudden needs of our clients and pay them an over-time rate to do so. Although it is a greater expense to 4LEAF, this is utilized to ensure the District is able to meet project deadlines without needless setbacks.
- **Technology** – Our firm places immense value on technological aptitude, and our staff are fully trained with all industry-standard software, in addition to a number of documentation applications and our own proprietary scheduling system. Due to our extensive training, 4LEAF personnel are always ready to integrate with any Development Services Department and hit the ground running.

QUALIFICATIONS TO PROVIDE
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SECTION 5

REQUIRED STATEMENTS



4LEAF, INC.

SECTION 5: REQUIRED STATEMENTS

4LEAF has thoroughly read through the District's RFQ and sample Professional Services Agreement – 4LEAF **has** **no** exceptions or conflicts of interest that will impede our work with the District.

4LEAF guarantees that it has maintained and is operating under a legitimate business license (a copy can be provided if needed).

4LEAF is able to meet the District's Insurance Requirements per the RFQ and once awarded a contract, will issue an insurance certificate to the Humboldt Community Services District.

Please see the Cover Letter for signature by Kevin J. Duggan, President/CEO, who is an authorized representative of 4LEAF, Inc.

QUALIFICATIONS TO PROVIDE
ON-CALL CONSULTING SERVICES
TO THE
HUMBOLDT COMMUNITY SERVICES DISTRICT

APPENDIX

ADDENDUM



4LEAF, INC.

August 12, 2024

Terrence Williams, General Manager

**ADDEMDUM NO. 1
TO THE CONTRACT DOCUMENTS**

**Humboldt Community Services District
5055 Walnut Drive
Eureka, CA 95503
ON CALL ENGINEERING CONSULTANTS**

TO ALL PLAN HOLDERS

The following amendment is hereby made a part of the Contract Documents for the subject project, as fully and completely as if the same were set forth therein. This Addendum No. 1 consists of pages **AD1-1**.

QUESTIONS SUBMITTED:

Q1 Is there an incumbent in this role? If so, who is the incumbent?

Q2 Does the District intend to select more than one consultant?

Q3 The RFQ indicates that the District is not looking for teams of consultants, but also notes that inexperience in a particular task area won't preclude selection. Is the District open to submittals from consulting firms that provide a majority of the services requested but have subconsultants in mind to provide the other services as needed, even if not submitting as a team?

A1-3 Humboldt Community Services District solicited a Request for Qualifications for on call engineering consultants in 2023 and awarded agreements to multiple proposers. The District may award agreements to multiple proposers after reviewing the submitted Statements of Qualifications. The District uses a rubric, as outlined in the Request for Qualifications, to evaluate qualifications; all potential applicants are encouraged to submit a complete qualifications package to the best of their ability.

Statements of Qualifications submitted without these pages signed, dated, and attached may be rejected.

Received by:

Consultant: 4LEAF, Inc. Date: 08/14/2024

Signature: 

Sincerely,

Terrence Williams
General Manager

AD1-1



Statement of Qualifications

On-Call Consulting Services

Bid #2024-01

Humboldt Community Services District

August 16, 2024

→ The Power of Commitment



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August 16, 2024

Proposal No. 12647781

Robert Christensen
Administrative Assistant
Humboldt Community Services District
5055 Walnut Drive
Eureka, CA 95503

RE: Statement of Qualifications for On-Call Consulting Services | Bid# 2024-01

Dear Robert and Members of the Selection Committee:

GHD Inc. (GHD) is pleased to submit two (2) hard copies of our team's Statement of Qualifications (SOQ) for the Humboldt Community Services District (HCSD or District) On-Call Consulting Services. At GHD, we have an unparalleled track record in delivering critical infrastructure and resiliency projects including securing and administering funding for our clients from a variety of sources. We welcome the opportunity to continue to provide professional and responsive service to HCSD.

Project Understanding. GHD has been involved in water resources planning in the Eureka/Humboldt Area for many years and has gained an understanding of the permitting, implementation, and funding challenges that entities like HCSD face. The District takes pride in providing quality essential water distribution and sewer collection services to the community.

The District has an extensive customer service department including field crews, which are dedicated to providing efficient, friendly service. As a small organization with limited staff and funding, HCSD has expressed the need for quality professional consulting services through this Request for Qualifications (RFQ) to address aging infrastructure, support change and plan for a resilient water future. On-Call support is needed for funding, engineering, survey, planning, and environmental permitting, and development services in the areas of water, stormwater, wastewater, and energy. GHD's active engagement in securing funding and delivering projects across Humboldt County has helped us gain a firm understanding of the vulnerability of infrastructure in the community and the need for planning.

The GHD Team. We have assembled a strong team of experts and professionals to provide the requested services listed in the RFQ. GHD's in-house capabilities include grant funding, project planning, multi-disciplinary design, cost estimating, environmental compliance, permitting, construction management, inspection, and contract administration. GHD has over 40 professionals in our Eureka office available to HCSD in multiple aspects of project delivery, plus additional staff in California and globally.

Project Approach. We have thoughtfully assembled our team to deliver a variety of project types and provide the services HCSD is seeking. Our approach is founded on three key factors:

1. A committed and responsive project management team, led by **Rebecca Crow, PE and Michelle Davidson**. Rebecca has over 23 years of experience delivering infrastructure projects in Humboldt County. Michelle has been managing diverse infrastructure projects in the County over the last 7 years and is committed to providing valuable services to the District. Together, they will determine that each task order is appropriately staffed and moves forward according to the scope, schedule, and budget.
2. An exceptional team of professionals with the knowledge and capacity to get each task order done; and
3. A strategy that addresses risks and challenges that may arise, like availability of funding, rising construction costs, climate change, and environmental constraints.

GHD's Commitment. The GHD team is fully committed to performing the possible services listed in the RFQ. We understand HCSD's needs and the scope of work, and our goal is to provide HCSD with the highest quality services. GHD's core values of safety, teamwork, respect, and integrity guide our company and our employees' actions. We engage subconsultants for specialized services who maintain these same values. Our team has never failed to complete work for which a contract was issued. We have no pending civil or criminal actions and have never been disqualified or debarred from working for any public entity.

GHD's principal place of business and the location of the office proposing/sponsoring the work relative to this proposal is: GHD Inc., 718 Third Street, Eureka, CA 95501. Supporting offices include Santa Rosa, Redding, San Francisco, Concord, Irvine, and Phoenix (Arizona).

Ann Bechtel is authorized to represent GHD and is approved to contractually bind the firm. This proposal addresses all terms and conditions of the RFQ. Thank you very much for the opportunity to present our team, qualifications, and approach to provide On-Call Consulting Services for HCSD. GHD is excited to continue to work with HCSD, and we look forward to discussing your needs and GHD's capabilities with you. If you have any questions regarding our SOQ, please contact our Project Director, Rebecca Crow.

Regards,



Ann Bechtel, PE

Principal-in-Charge
(858) 244-6969
ann.becht@ghd.com

**Authorized representative to bind/sign
on behalf of GHD**



Rebecca Crow, PE

Project Director
(707) 267-2244
rebecca.crow@ghd.com

Primary point-of-contact



Michelle Davidson

Project Manager
(707) 267-2255
michelle.davidson@ghd.com

→ Addendum Acknowledgement

August 12, 2024

Terrence Williams, General Manager

**ADDEMDUM NO. 1
TO THE CONTRACT DOCUMENTS**

**Humboldt Community Services District
5055 Walnut Drive
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Q2 Does the District intend to select more than one consultant?

Q3 The RFQ indicates that the District is not looking for teams of consultants, but also notes that inexperience in a particular task area won't preclude selection. Is the District open to submittals from consulting firms that provide a majority of the services requested but have subconsultants in mind to provide the other services as needed, even if not submitting as a team?

A1-3 Humboldt Community Services District solicited a Request for Qualifications for on call engineering consultants in 2023 and awarded agreements to multiple proposers. The District may award agreements to multiple proposers after reviewing the submitted Statements of Qualifications. The District uses a rubric, as outlined in the Request for Qualifications, to evaluate qualifications; all potential applicants are encouraged to submit a complete qualifications package to the best of their ability.

Statements of Qualifications submitted without these pages signed, dated, and attached may be rejected.

Received by:

Consultant: GHD Inc. Date: 08/12/2024

Signature: *Ann Bechtel*

Sincerely,

Terrence Williams
General Manager

AD1-1

1.

→ Cover Sheet | Attachment B

Humboldt Community Services District

Dedicated to providing high quality, cost effective water and sewer service for our customers

Attachment B

COVER SHEET

For use by Prospective Consultant for
On-Call Consulting Services
Bid No. 2024-01

Name of Person, Business or Organization:	GHD Inc.
Type of Entity: (e.g. Sole Proprietorship, Partnership, Corporation, Non-Profit, Public Agency)	Corporation
Federal Tax ID Number:	98-0425935
Contact Person - Name	Rebecca Crow, PE
Contact Person - Address	718 Third Street, Eureka, CA 95501
Contact Person - Phone Number	(707) 267-2244
Contact Person - Email Address	rebecca.crow@ghd.com

By signing this Cover Sheet I hereby attest that: I have read and understand all the terms listed in the RFQ; have read and understand all terms listed in this SOQ; I am authorized to bind the listed entity into this agreement; and that should this SOQ be accepted, I am authorized and able to secure the resources required to deliver against all terms listed within the RFQ as published by the Humboldt Community Services District, including any amendments or addenda thereto except as explicitly noted or revised in my submitted SOQ.



Signature of Authorized Representative

Ann Bechtel, PE | Business Group Leader

Printed Name of Authorized Representative

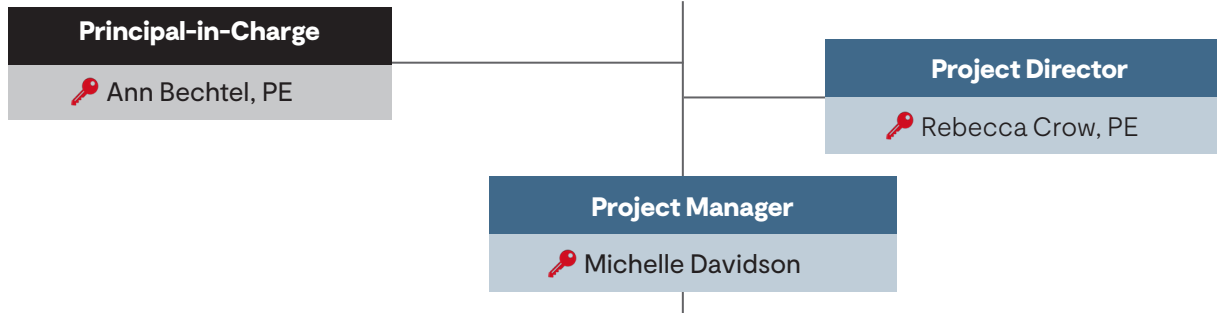
August 16, 2024

Date

2.

→ Qualifications of the Offeror

2a. Organizational Chart



PUBLIC WORKS/ENGINEERING	Electrical Engineer	DEVELOPMENT SERVICES	Wetland & Biological Services
Grant Funding Rebecca Crow, PE Kristen Orth-Gordinier 🔑 Jeremy Svehla, PE, QSD/P Linda Costa-Franklin Nicole Garza, CDT Crystal Prairie	🔑 Rick Guggiana, PE, LEED AP, CDT Chris Richards, PE, CDT Mechanical Engineer Terry Wong, PE, LEED AP Dan Reiter, PE Structural Engineer 🔑 Steve Burns, PE, SE, ME, LEED AP 🔑 Craig Camp Stephanie Gould, PE	GIS Amber Shows, GISP 🔑 Julia Clark, GISP Zach Powers Harrison Hummel Landscape Architecture Jonathan Linkus, AICP, LEED AP	🔑 Jane Cipra Kolby Lundgren Miles Hartnett Hydrogeology Ryan Crawford, PG, QSD Construction Services 🔑 Patrick Sullivan, PE Nick Black
Civil Engineer Steven Pearl, EIT 🔑 Nick Black Jordan King, PE, B-GC 🔑 Luke Halonen, PE 🔑 Matt Kennedy, PE, TE, ENV SP Casey Raines, PE, PACP, MACP Brett Vivyan, PE, QSD/P Nathan Stevens, PE	Corrosion Engineering Jeff Knauer, PE, ME, NACE CP Construction Management Patrick Sullivan, PE Jeff Bline, PE, QSD/P Steven Pearl, EIT	ENVIRONMENTAL SERVICES CEQA/NEPA/Permitting 🔑 Andrea Hilton Kristen Orth-Gordinier Kerry McNamee Brian Bacciarini	

* Our core Project Team will have the support of over 11,000 staff in 160 offices through GHD's globally connected network and seamless organization structure.

🔑 Key Team Member

2b. Firm Description

GHD is one of the world's leading engineering and environmental consulting companies. Established in 1928, GHD employs more than 11,000 people across five continents and serves clients in the global markets of environment, water, energy and resources, property and buildings, and transportation. Wholly owned by its people, GHD has more than 425+ local staff in California and have provided water services to cities, special districts, and municipalities throughout California for over 70 years.

As an employee-owned company, GHD is committed to sustainable development and improving the physical, natural, and social environments of the many communities in which we operate. We are guided by our workplace health, safety, quality and environmental management systems.

As evidenced throughout this response, the GHD team is uniquely qualified to fulfill elements of this RFQ. This experience comes directly from the personnel proposed for this program, bringing to the District a wealth of project delivery knowledge, technical experience, and lessons learned.



95+ years in operation

135+ countries served

160+ offices worldwide

1.8^(B) USD revenue 2023

5 global markets

11^(K) people

45+ service lines

→ **Providing engineering, environmental, advisory, architecture, digital, and construction services**

Repeat Business

The cornerstone of our business is a client-centered culture and teamwork-based approach known as “One GHD.” We are proud of our long tradition of repeat, local government clients. **A full 90% of our clients are agencies or government entities, and 75% of our work comes from repeat clients.** This illustrates not only our knowledge of specialized engineering disciplines, but our ability to listen and respond to client needs. Each of our project managers is an advocate for their client through planning, design, permitting, funding compliance, and construction.

Current Workload & Resources

With a large resource pool in Northern California, GHD has the resources to accomplish multiple tasks, including fast-track assignments on short notice involving many different disciplines. **Our key personnel typically work on multiple projects simultaneously and are adept at working with schedule deadlines and constraints.**

Our Eureka office is strategically located to provide services to the District on this important on-call contract. Our proposed project management team and support staff are local and fully available to HCSD for the duration of this contract.

GHD is at the forefront of the water industry, delivering sustainable water solutions across the globe. We assist water and wastewater utilities, and others who provide water services, to optimize infrastructure and adapt to environmental changes in ways that balance the needs of our communities.

History that's committed to a resilient tomorrow.

Change is inevitable – It's how we adapt to change that allows us to shape the future. We recognize having a rich and diverse history is powerful in cultivating a community culture. By leveraging the unique qualities of our predecessor companies, we can commit to the success of our clients and people.

1928

GHD is founded in Melbourne Australia.

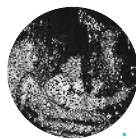


1956

Stearns & Wheeler is founded, focusing on water and wastewater throughout the Northeast USA.

1951

George S. Winzler Engineers is established and is eventually renamed Winzler & Kelly, providing multi-discipline engineering and environmental services to public and private clients throughout the West Coast and Pacific region.



1962

G.M. Sernas & Associates is established and eventually becomes The Sernas Group, providing services in municipal and water resources engineering, transportation, planning, and environmental consulting.

1976

Conestoga-Rovers & Associates (CRA) is founded in 1976 through the merger of Frank A. Rovers & Associates and Conestoga Engineering in Waterloo, Ontario.

2008

GHD opens an office in Markham, Canada and grows organically by leveraging our global Water talents to win work with regional municipalities.



2009

GHD joins forces with US firms, including RoseWater Engineering, the Arizona Engineering Company, CSA Engineering and Stearns & Wheeler. The Americas team grows to 350 people.

2011

Strong growth continues. GHD merges with Winzler & Kelly, CET and RobsonWoese.

2012

GHD and CRA merge to become a global leader in engineering, environmental consulting, architecture, and project management.



2016

GHD Advisory launches, giving clients access to services beyond the design and delivery of assets, such as asset management, infrastructure investment and economics, and risk, assurance, and regulation.

2017

Merger with Omni-Means, an award-winning, engineering business focused on the transportation market, based in California, USA.

2018

GHD celebrated 90 years of creating lasting community benefit. Launch of GHD Digital, delivering client services in digital strategy and transformation, smart technology services, cybersecurity and risk, innovation, and digital intelligence.

Today

your water company since 1928, charging forward, leveraging the power of a connected global network of 10,000+ team members, and operating as One GHD in North America and around the world.



2c. Key Personnel

GHD has been active in the design and development of many high visibility quality engineering projects for more than 70 years in the Eureka area. We are a recognized leader in the design of multidiscipline infrastructure projects, with a particular focus on municipal infrastructure and environmental planning services for public agencies. We are sensitive to public and agency interests and offer strong project management to keep projects on schedule and budget. GHD’s “total project” experience and service-oriented approach will be vital to the execution of work required for this On-Call Consulting Services contract.

Team Member Qualifications

We have organized this section by project roles. GHD is proposing project managers/key staff for the District to select from for various project types. Summaries of the key staff have been included in this section and detailed resumes for these staff can be found in the Appendix.

Staffing and Availability

Because of the experience and depth of our staff, we have a unique ability to quickly staff District projects with qualified personnel. GHD provides the largest capacity and resources available to the District in the area, however, we will not take on projects that we cannot staff with qualified and available professionals. Therefore, should a project arise that we’re not able to provide a high level of service for, we will notify the District as soon as possible so that the District may contact another consultant.

For this On-Call Consulting Services contract, we have identified our project staff based on qualifications and ability to serve HCSD.

The proposed team members have the demonstrated ability to work in a collaborative team environment that will serve as an extension of District staff. We recognize the need for a cohesive team approach that is consistent with the District’s goals. In addition to the staff listed in this section, GHD has the ability to call on international professionals across the globe for various specialty skills to bring innovative solutions to the District and enhance our capability on complex technical issues.

Other Services

During our time providing on-call engineering services for municipalities, we have learned the importance of flexibility and responsiveness. At times, GHD may be required to enlist the services of additional subconsultants to augment the strength and efficiency of our current team. These subconsultants could include surveyors, geotechnical engineers, or specialty construction inspectors. Our experience with on-call engineering has shown us that in most situations, GHD is fully staffed and capable of providing the required number of services to our clients in a timely fashion. In the event that we do require immediate, outside assistance, GHD will contract with appropriate subconsultants, but only after receiving approval from the District.

For this On-Call Consulting Services contract, we have identified our key project staff based on qualifications and ability to serve HCSD.



Ann Bechtel, PE | Principal-in-Charge (22 years, 1 w/GHD)

Ann has over 22 years of experience in program management leading large, complex programs for the California Department of Water Resources (DWR), Federal Emergency Management Agency (FEMA), and municipalities. She is a professional engineer with surface water and stormwater management experience. Her experience includes preparation of stormwater master plans, Hydrologic and Hydraulic (H&H) studies, floodplain studies, compliance with federal, state and regional regulatory requirements, policy development, plan checking, open channel design, detention basin design, alluvial fan delineation, levee risk analysis, building code development, and water quality planning and design projects.

Key Attributes:

- Extensive experience in providing infrastructure services to similar municipalities
- Successfully lead relevant complex programs



Rebecca Crow, PE | Project Director, Grant Funding (26 years, 23 w/GHD)

Rebecca has 26 years of experience in a broad range of environmental management and planning services: water and wastewater planning, water recycling, watershed and water quality modeling, regulatory compliance, funding assistance, and grant and contract management. She is adept at preparing applications for state and federal grant and loan programs and has secured over \$80 million dollars in grant funds for North Coast communities in the last 10 years.

Rebecca can provide assistance to the District with regard to project financing and administration, contract and risk management, outside agency support, and District advocacy. She will support our PM with her in-depth knowledge of local project history, climate and resilience focus, and

overall project planning support.

Key Attributes:

- Local team, geographically proximate to the District
- Funding Expert: Adept at preparing applications for numerous state and federal grant and loan programs



Michelle Davidson | Project Manager (7 years, 6 w/GHD)

Michelle is a staff engineer and project manager currently focused on water and wastewater planning and design, construction management, and grant writing and management. She is an organized detail oriented person who can support the District as a Project Manager. Michelle has served as project manager on planning, alternatives analysis, design, and construction projects throughout Northern California. She was selected as our Project Manager based on her familiarity with Humboldt Community Services District, depth of experience, effective communication, team-oriented management style, and ability to oversee multidisciplinary project teams. She will be accountable for planning and allocating resources, preparing budgets, monitoring progress, and

keeping the District informed and engaged throughout tasks or projects.

Key Attributes:

- Local team, geographically proximate to the District
- Clear communication skills to effectively work with District staff and subconsultants.



Jeremy Svehla, PE, QSD/P | Grant Funding (20 years, 19 w/GHD)

Jeremy is a professional engineer with over 20 years of experience in water resources engineering, encompassing a broad range of engineering design, project management, and construction management for large-scale wetland improvements, stream habitat restoration, and flood control projects, especially within the Coastal Zone of California. His skills range from geomorphic assessments, to pipeline and open channel hydraulic analyses, to hydrologic and stormwater runoff analyses, site development, surveying, and stream monitoring.

Key Attributes:

- Local team, geographically proximate to the District
- Experienced with nexus of project implementation and local permit requirements, bringing this experience to the future development of District projects



Nick Black | Civil Engineer (3 years, 3 w/GHD)

Nick is a staff engineer with three years of experience. He has experience with mathematical and hydraulic modeling and is developing a knowledge base in renewable energy. His project experience includes linear infrastructure, water and wastewater treatment plant design, composting facilities, flood protection and management, low impact development stormwater treatment systems, construction inspection, grant application assistance, preparation of construction drawings, specifications, cost estimates, bid documents, technical reports, and memoranda.

Key Attributes:

- Local team, geographically proximate to the District
- Currently working on other HCSD projects and brings a familiar face to the contract



Luke Halonen, PE | Civil Engineer (9 years, 9 w/GHD)

Luke is a licensed civil engineer with 9 years of experience in project management, water and wastewater system design, site design, stormwater management, and construction management of utility infrastructure projects. His professional area of focus is hydraulic design of utility infrastructure including design of associated site improvements. Luke’s experience includes water transmission, distribution, storage, and booster pump stations, stormwater conveyance and Low Impact Development (LID) stormwater treatment systems, and sanitary sewer conveyance systems including lift stations, site design and grading, and pedestrian facilities. He is adept at hydraulic modeling and analyses of utility infrastructure using Bentley and EPA software and similar, and design and construction plans development using Civil 3D and AutoCAD.

Key Attributes:

- Local team, geographically proximate to the District
- Understands how overall design affects site design to address potential conflicts during the design phase
- Prepares designs to minimize the potential for design changes during construction

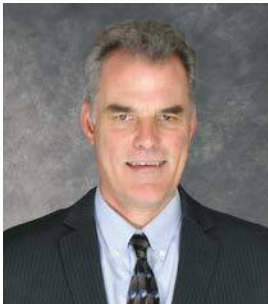


Matt Kennedy, PE, TE, ENV SP | Civil Engineer (20 years, 20 w/GHD)

Matt is a licensed civil and traffic engineer with 20 years of public sector project delivery experience. He is adept in the design and management of a broad range of civil infrastructure and multidisciplinary facility projects, including water, wastewater, recycled water, trenchless construction, grading, roadways, storm drainage and LID, and sustainable civil site design. His experience also includes a broad range of planning, modeling and analysis capabilities including master planning, feasibility studies, hydraulic analysis, and process design. One of Matt’s first projects at GHD was an update of HCSD’s water system hydraulic model.

Key Attributes:

- Familiar with the District Infrastructure
- Experienced with planning and implementation of large scale infrastructure projects



Rick Guggiana, PE, LEED AP, CDT | Electrical Engineer (34 years, 30 w/GHD)

Rick is well-versed in water treatment, storage, and pumping systems, wastewater collection and treatment systems, pumping controls, Supervisory Control and Data Acquisition (SCADA) systems, low- and medium-voltage power generation, microgrids, and electrical distribution. He has led large-scale coordination and arc flash studies, desk-top radio path modeling, photometric analyses, forensic studies, feasibility studies, condition assessments, construction cost estimates, and engineering services during construction. Rick will provide support to design projects that integrate with the District’s existing systems.

Key Attributes:

- Provides strong experience in electrical and controls design to support the District’s integration of future project into the existing system
- Can provide insights on a range of projects from a single pump station to complex systems



Steve Burns, PE, SE, ME, LEED AP | Structural Engineer (42 years, 22 w/GHD)

Steve is a professional engineer with over 42 years of experience in the design and analysis of building, civil and bridge structures. He has extensive experience with both new construction and repair/retrofit. In the building industry, he has performed new building design, as well as seismic retrofit for concrete, steel, masonry and wood structures.

Steve has experience working with small utilities on structural compliance for pump stations wet wells and other concrete structures, building design, and pipe force analysis.

Key Attributes:

- Interacts with owner representatives, regulators while collaborating with the design team to provide cost-effective, detailed structural designs
- Ability to provide efficient oversight of projects to confirm compliance with the most current state regulations



Craig Camp | Directional Drilling (40 years, 7 w/GHD)

Craig has 40 years of experience in underground construction. His experience encompasses multiple phases of trenchless construction methods including conceptual design reviews, preliminary design reports based on anticipated ground conditions, production estimates, specification reviews, drawing reviews, geotechnical baseline reports (GBR) reviews, project cost estimating, and resolution of project issues. For this project, Craig will review the existing site requirements, geotechnical information, and design and oversee the trenchless pipeline options.

Key Attributes:

- Involved in over 100 trenchless construction projects, installing over 250,000 feet of pipelines
- Over 40-year history of working on the construction management and client advocacy side of projects



Julia Clark, GISP | GIS (9 years, 9 w/GHD)

Julia is a spatial analyst with experience using GIS in multidisciplinary county, state, non-profit, and educational projects, often supporting environmental documentation, restoration, and a broad range of natural resources improvements and studies. She has supported digital data transformations and improved efficiency of field data collection efforts. Julia has conducted geoprocessing analysis and generated cartographic presentations and spatial models for a range of disciplines, benefiting grant applications and proposals, public and landowner outreach meetings and charrettes, and regulatory compliance.

Key Attributes:

- Local team, geographically proximate to the District
- Supports a team of over eight people who can provide multiple data collection, mapping, analysis, and other spatial tools to HCSD



Andrea Hilton | CEQA/NEPA/Permitting (19 years, 5 w/GHD)

Andrea is an environmental planner with 19 years of experience and an extensive technical background in hydrology and streamflow management, with an emphasis on management for special-status anadromous fish species. Her professional experience has focused on planning, implementing, and monitoring ecosystem restoration projects; collaborative resource management planning and negotiation; and regulatory oversight. Andrea frequently conducts regulatory permitting and California Environmental Quality Act (CEQA) for a wide variety of projects, including public access facilities, trails, and public infrastructure improvements, among others. She has prepared project permits, technical studies, and CEQA documents for numerous trail and rail trail projects, including an extension of the Eureka Waterfront Trail in the Elk River estuary.

Key Attributes:

- Local team, geographically proximate to the District
- Frequently conducts regulatory permitting and CEQA for a wide variety of projects, including public access facilities, trails, and public infrastructure improvements, among others
- Understands the ecological value and anthropogenic nature of the diverse features within the HCSD watersheds



Jane Cipra | Wetland & Biological Services (20 years, 2 w/GHD)

Jane is a biologist with diverse experience in plant identification, botanical surveys, ecological restoration, and wetland delineation. She is a specialist in performing biological evaluations and has written extensive guidance documents for navigating different jurisdictional requirements. Jane has managed field biologists and performed field surveys for utility projects and contributed to the Temblor Range Wildlife and Botanical Inventory for the Bureau of Land Management. In addition, she worked for the National Park Service for ten years, most recently serving as the Botanist at Death Valley National Park. At Death Valley, she contributed to environmental assessments, the Wilderness and Backcountry Management Plan, and wrote an Exotic Plant Management Plan. Jane also managed annual rare plant surveys and burned area restoration projects in Death Valley.

Key Attributes:

- Experience in environmental science and resource management in Northern California, which includes seven years of field experience in Humboldt County
- Local team that can assess sites as needed and in seasonally appropriate times



Patrick Sullivan, PE | Construction Services (25 years, 21 w/GHD)

Patrick is a California licensed civil engineer with over 25 years of experience as a design engineer and project manager, working with a wide range of clients, such as private landowners, special districts, Tribes, municipalities, and non-profit organizations, from project conception to completion. His in-depth experience has involved stream/wetland restoration design, hydrologic run-off analyses, open channel and pipeline hydraulic design, water treatment/distribution design, erosion and sediment control, bridge/culvert design, and construction management/oversight for related projects.

Key Attributes:

- Local team, geographically proximate to the District
- Spent significant time conducting construction management for the City of Eureka's system, and understands the constraints the HCSD is likely to come up against in pipeline replacement projects
- Understands the schedule needs of construction



2d. Experience

HCSD has the potential need for a wide variety of public works, engineering, and environmental services needs. Oftentimes these needs can be forecasted as is the case with the District’s Capital Improvement Plan (CIP), and other strategic plans and long-term improvement and compliance plans. However, there are times when emergency situations arise such as weather-related issues, earthquakes, acute infrastructure failure, and environmental, and social issues. GHD has the capabilities to collaborate with HCSD staff to help achieve long-term program objectives as well as to address emergencies. The following briefly highlights some of GHD’s capabilities. The following briefly highlights some of GHD’s capabilities.

Project Funding and Management

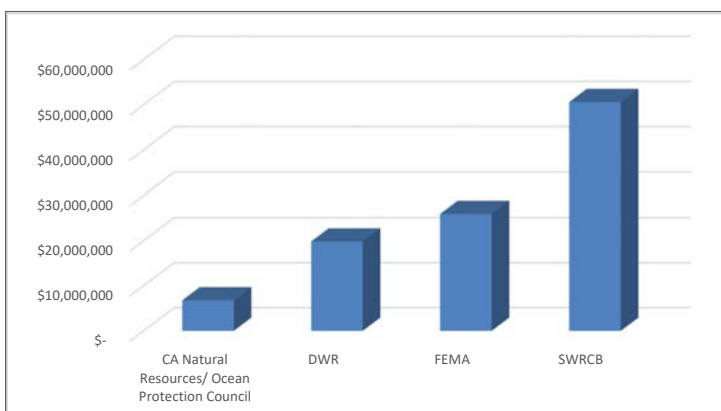
Stable project funding streams support the District’s goals and promote prosperity in the community. Funding comes from the District’s existing revenue streams including fees associated with water and wastewater service and property taxes and assessments. GHD has extensive experience securing grant and loan funding, administering projects in compliance with grant and loan requirements, and preparing audit-ready documentation. GHD can work with the District to cover upfront costs of funding

application development for future projects. Key team members **Rebecca Crow, Michelle Davidson, Jeremy Svehla**, and others have successfully assisted in obtaining over \$103 million in project funding for public agencies in Humboldt, Del Norte, and Mendocino Counties over the last 10 years as shown in the figure below.

Water Storage, Distribution, and Management

The District manages a well-developed potable water system relying significantly on water from the Humboldt Bay Municipal Water District (both directly and through a connection with the City of Eureka). Approximately 25% of the District’s water is supplied through wells located in the Humboldt Hill area. The State Water Resources Control Board through the Division of Drinking Water oversees drinking water regulations, permitting, and performance. The existing system requires regular repairs and replacements of the aging infrastructure, as well as improvements to maintain reliability.

The District’s CIP includes planning for upgrades to water storage tanks which have not been recently rehabilitated. The CIP also include multiple pump station upgrades, which provide an opportunity to add renewable energy



and improve system efficiency. The District maintains a complex water distribution system, in addition to pump stations, there may be opportunities to improve the intertie with the City of Eureka, including up-sizing pipelines. Team member **Jeff Knauer** has worked on multiple local corrosion projects and can support the District in implementing successful recoating projects through specifications and other design concepts. GHD's local experience with the Humboldt Bay Municipal Water District and familiarity with local infrastructure—combined with our project team's knowledge including **Luke Halonen, Nathan Stevens, and Patrick Sullivan**—will address long-term planning and design projects as well as emergency response.

Wastewater Collection

One of the main infrastructure systems the District provides is wastewater management. The District maintains 28 lift stations and conducts annual maintenance on the stations as well as tracking the condition of the many miles of collection system piping. Whether it is the upgrade of a single pump station or pipeline, or development of wastewater management strategies that adapt to future sea levels, the District can draw upon GHD to provide the experience. In recent years, engineers **Nick Black, Luke Halonen, Steve Burns**, and others have provided experience for local pump station upgrades, new wastewater mains, structural upgrades, and condition assessments.

State and Regional Board Permitting and Compliance

The State Water Resources Control Board oversees drinking water and wastewater system regulations, permitting, and performance. GHD has extensive experience working on the technical evaluation of system performance relative to requirements and the negotiation of rational and achievable compliance plans. GHD's local and global experience can assist the District throughout existing and future developments.

Climate Adaptation and Coastal and Waterfront Engineering

The HCSD service area includes many coastal properties built on a long stretch of Humboldt Bay. Humboldt Bay is projected to have the highest rates of sea level rise along the west coast due to vertical ground subsidence. Sea level rise can degrade the effectiveness of stormwater and wastewater collection systems, increase inflow and infiltration into piping, affect buildings and transportation systems, and affect other infrastructure and public service systems. Climate change can increase the severity and frequency of storms and, when coupled with sea level rise, this can lead to increased coastal erosion. As these

combined conditions worsen, so do the effects, and the District should prepare in advance to adapt to these changing conditions.

GHD continues to lead the region in developing innovative approaches to sea level rise adaptation planning that incorporate multi-scenario planning to determine adaptation thresholds based on varying rates of changes, impacts of wind and waves, change in geomorphology, and other factors.

GHD has extensive capabilities in coastal and waterfront engineering including planning, permitting, design, and construction oversight of erosion protection, seawall evaluations and design, protection against sea level rise, ramps, and other facilities. Team members including **Rebecca Crow, Jeremy Svehla, and Brett Vivyan**, among others, will support the District in the evaluation of options to protect gray infrastructure while maximizing opportunities to protect and expand naturally resilient areas.

Stormwater Management/SWPPP Compliance

Stormwater management has become a more significant issue over recent years from a RWQCB permitting aspect as well as a practical water management perspective. While the District does not manage the local stormwater compliance program the District's infrastructure interfaces with local utilities and drainage ways. Flooding in the Field Landing and King Salmon areas can impact sewer inflow and infiltration significantly. Construction and other projects can also require special permitting and compliance. Team members **Jeremy Svehla, Luke Halonen, Brett Vivyan, Amber Shows, and Patrick Sullivan** work together to address stormwater issues from both a practical and regulatory perspective and in consideration of climate change for the benefit of communities.

Construction Inspection and Management

Replacement, upgrade, and improvement projects often require construction and GHD can provide inspection and management that meets the inspection and documentation of funding program and prevailing wage requirements. GHD can review submittals, change orders, progress pay estimates, inspection reports, test reports, wage reports, and other project documentation. Our inspection services include construction observation as well as specialty inspections such as structural requirements, and commissioning of new electrical and mechanical systems. Our services can augment District staff, provide third party inspections of designs by others, and provide inspections of projects GHD designs for the District to provide turn-key services. GHD has a history of providing construction management and inspection services by staff members, including **Nick Black, Steven Pearl, and Patrick Sullivan**.

FEMA/OES Disaster Response and Recovery

The HCSD addresses routine threats from natural and man-made hazards, including earthquakes, floods, severe weather, fires, sea level rise, tsunamis, and hazardous materials, which can cause acute significant public safety and public service issues as well as environmental damage within the District. The District participated in the County's 2019 update to the Local Hazard Mitigation Plan, which included 11 action items related to improving the resilience of the water and sewer systems. The District understands the need to recover as quickly as possible to protect the public and restore services. GHD has extensive experience in working with local agencies, Cal OES, and FEMA on funding both pre-disaster mitigation projects as well as post-disaster repair projects. Eligibility for state and federal disaster declaration funding in part depends on properly documenting emergency project scope and costs during the initial debris removal and emergency protective measures phase. When disaster strikes the Eureka area, GHD can help the District stabilize and recover quickly. Team members **Rebecca Crow, Michelle Davidson, Jeremy Svehla, Nick Black,** and others can support the District when needed with the background understanding to efficient recover.

GHD has assisted communities in securing over \$103 million in state and federal funds.

Mechanical and Electrical Engineering

The District owns and operates a series of buildings as well as and pump stations with mechanical and electrical equipment and SCADA control systems. It is understood that the District is addressing many of the needed SCADA upgrades and have good in-house staff for support. As needed, GHD can work with local staff and architects on the evaluation of system needs and performance requirements and then develop options considering performance, cost, flexibility, compatibility, and life-cycle issues. Working with staff, we can then design systems meeting District needs. GHD also provides audit services to identify improved system efficiencies to reduce GHG emissions and electricity costs. Team member **Rick Guggiana**, with over 34 years of experience in water and wastewater electrical systems, as well as engineer **Jordan King** provide the District with the hands-on knowledge needed to address existing and future systems.

Structural Engineering

Structural engineering work for the District may be something as simple as the design of a foundation for a new light system to the structural retrofit of a building. With much existing infrastructure, a lot of the work may be upgrades or expansions. GHD's structural engineers are available to provide services from building retrofits to withstand earthquakes to waterfront bulkhead analysis and upgrades to accommodate sea level rise. Our structural engineering capabilities allow GHD to provide complete project services for analysis and design projects as well as focused structural designs. Team members **Steve Burns and Stephanie Gould** — out of the Eureka GHD Office — bring municipal structural engineering experience to the District.

Geotechnical and Soil Sciences

Many structure related projects require the consideration of supporting soils. For HCSD, this varies from bay muds and unconsolidated fills to firm soils. There are applications where full geotechnical analysis is needed to evaluate slope stability and GHD will often partner with specialty geotechnical firms on unique projects to provide analysis and recommendations for higher risk projects. GHD has strong working relationships with several firms who conduct work in the area to support projects as needed.

Site Development Design

The planning and design of the development of a project site is a critical part of realizing the benefits of a project. It is not simply the function of the structures on the site, but equally important how the site itself works. The consideration of the site includes placement of structures, vehicular and pedestrian traffic circulation, ADA parking and path of travel, deliveries and maintenance needs, site drainage, landscaping, utilities, and other site amenities. Site development also includes consideration of the parcel boundaries, encumbering easements and rights of way, existing uses or structures, possible site contamination, and other factors. Our goal is to make the best use of the site possible and to work with District Staff, as well as the project stakeholders to create the best approach to development. GHD also has the capability to develop 3D conceptual visuals of proposed changes to facilitate improved community understanding of site changes and impacts. Team members **Amber Shows and Zach Powers, in addition to aerial drone specialist Harrison Hummel,** can collect site data for quick visualizations. GHD engineers can use both drone and survey data to support the District site development design needs.

Capital Improvement Planning

Longer range planning and prioritizing are part of allocating funding and scheduling important projects. The District maintains a CIP based on evaluations of needs for each department, funding available, and capacity to deliver projects amongst other criteria. GHD can assist the District in developing planning level solutions and budgets for updating the CIP. By engaging GHD in the CIP process, we can help the District identify sources of funds early and actively seek grant funds to meet project implementation timelines. Team members **Rebecca Crow, Michelle Davidson, Jeremy Svehla, Jordan King, Steve Burns,** among others can support the District as needed in CIP.

GIS and Graphic Visualization

GHD can support the District in analysis and data management and has a background in and can provide support in Asset Management planning, high-accuracy GPS data collection, and system integration. In addition, geographic data can be used in the preparation of graphic visualizations, enhancing the context and relatability of the graphic. Graphic visualizations can range from static photo representations, both oblique and plan-view, of the before and after of potential and realized projects to more involved animated Google Earth based fly-bys of larger potential and realized project areas. GHD has experience in graphic visualization tools to generate meaningful representations, to portray options or project proposals to the public, key stakeholders, and District decision makers. Team member **Julia Clark** leads GHD's spatial analysis service line in the US West and local staff **Amber Shows, Zach Powers, and Harrison Hummel** will provide value in the experience and knowledge we can bring to the District.

Landscape Architecture and Design

Landscape architecture can enhance the quality of public spaces by the thoughtful integration of spatial environments, community needs, user behaviors, and aesthetics, including proper selection of plant materials, site furnishings, and outdoor structures. Landscape architects analyze complex site, social, cultural, and ecological information, and generate concepts to enhance outdoor spaces and build civic identity. Team member **Jonathan Linkus** works closely with our designers on practical applications for the interface between infrastructure and the environment.

CEQA/NEPA

GHD understands the environmental assessment, compliance and permitting process, and the importance of identifying the appropriate level of state and federal documentation based on the project and the issues. We integrate the CEQA, NEPA, and permit documentation efforts with planning and predesign activities. This early involvement is necessary because there are environmentally sensitive areas in many parts of Eureka including wetlands, riparian areas, creeks, sloughs, freshwater wetlands, coastal salt marsh, shorebird roosting habitat, and mudflats. The GHD team has an in-depth understanding of the species and sensitive habitats present within the District. We will manage our team's approach on each project to avoid and/or minimize impacts to these resources whenever possible, through an iterative process based on feedback from our engagement with regulatory agencies. We like to refer to this approach as "mitigation by design," which is in effect a combination of appropriate site sensitive design, low impact development techniques, environmental enhancements, and working through technical options that provide the intended design intent while minimizing environmental impacts. This integrated environmental and design approach reduces the need for mitigation and increases the likelihood of expediting permit approvals. GHD bring a local team of CEQA experts which includes **Andrea Hilton, Kerry McNamee,** and others who understand the data and legal framework of CEQA and NEPA.

Environmental and Coastal Permitting

GHD has extensive experience successfully permitting local projects by working with the Coastal Commission, Caltrans, Humboldt Bay Harbor, Recreation and Conservation District, North Coast Railroad Authority, US Army Corps of Engineers, California Department of Fish and Wildlife, and other regulatory agencies. Early consultation and coordination with the resource agencies is crucial to the successful implementation of what can otherwise be a long and tedious process. We have achieved our greatest success when bringing the resource agencies into the process early in the design stage and during development of a project's CEQA document, mitigation measures, and permit applications. This does three things:

- It starts the consultation process early, paralleling the CEQA process when applicable.
- This provides the client a head start on the path to approval, as well as budgetary and schedule efficiency.
- It also provides agencies the opportunity to express any issues and recommend potential solutions during the process.

This allows us to identify and clear any potential obstacles early along the way by developing mitigation measures that not only consider the District's project objectives, but also anticipates the agencies' expectations for impact avoidance and mitigation. Early engagement illustrates a willingness to walk with the agencies along this path, giving them a sense of inclusion in the project planning process and being part of a team. GHD's team will coordinate with and will build on their past success, experience, and trust with the regulatory agencies to confirm that future District projects are permitted in a timely fashion and with the District's best interests at heart. Team members **Jeremy Svehla and Andrea Hilton** have experience working with federal, state, and local permit agencies to implement projects.

Special Environmental Studies

The CEQA, NEPA, and permitting process may require special environmental studies including wetland delineations, biological studies, and sensitive species surveys. GHD's team of plant and animal scientists along with our soil scientists will prepare the necessary evaluations at the appropriate level of detail to support the project development and permitting process. The special studies are used during the design process to help mitigate by design by first avoiding potential impact areas and then minimizing unavoidable impacts. Team members **Jane Cipra, Kolby Lundgren, and Miles Hartnett** will lead our special studies team and commonly work with GHD engineers to confirm potential areas of affect are appropriately sized and to coordinate on avoidance of impacts as feasible.

Contaminated Soils and Groundwater

Although storage of fuels and other hazardous materials has improved significantly over the years and many sites have been cleaned up and closed, soil and groundwater contamination still exist. The development of District owned property may require Phase I and Phase II environmental site investigations and remediation activities for previous activities that contaminated the site. GHD has local and regional staff experienced in site investigation as well as a broad range of passive and active remediation strategies. We can bring this experience to District projects to clean sites and prepare them for District use. The GHD team can perform local inspection and testing, and our Industrial Hygiene Group has a deep bench of technical professionals to draw on as needed to address potential District issues.

Land Surveying

Many District projects require surveying services. To support District projects, GHD teams with local qualified surveyors to provide topographic and bathymetric mapping using conventional survey methods. Additionally, GHD provides a full range of drone (UAV) capabilities for rapid data collection and remote sensing. Team member **Harrison Hummel** (aerial drone expert) has experience in these areas and is available to support the District.

2e. Reference Projects

GHD's reference projects are included on the following pages.





District Engineering Services | Humboldt County, CA

Client

Humboldt Bay Municipal Water District (HBMWD)

Client Contact

John Friedenbach, General Manager
PO Box 95, Eureka, CA 95502
(707) 443-5018
friedenbach@hbmwd.com

Dates

Ongoing

Relevant Team Members

Jordan King, Energy/Electrical
Rick Guggiana, Sr. Electrical
Terry Wong, Mechanical
Julia Clark, GIS
Andrea Hilton, Environmental Planner

Description

GHD has been providing engineering and environmental services to HBMWD since 1956, and has served as District Engineer for the majority of that time. Today, GHD is supporting HBMWD in maintaining two water systems supplying water to more than 88,000 people, including HCSD. GHD has provided engineering studies, regulatory actions, community outreach, and construction management. GHD supports HBMWD's multi-million dollar CIP.

One of the first major funding projects GHD supported HBMWD in completing was replacement of the 18-inch Techite pipe along the Samoa Peninsula which services the Truesdale Pump Station and HCSD. GHD facilitated \$3.4 million grant funding for this project from FEMA's Hazard Mitigation Grant Program (HMGP). The next major HMGP project was the Blue Lake/Fieldbrook Mad River Crossing Pipeline Replacement. GHD partnered with HBMWD to obtain FEMA funding to design, permit, and oversee the construction of 2,000-feet of 18-inch diameter high density poly ethylene (HDPE) pipeline, directionally drilled under the Mad River. It was completed more than 20% under budget, with only one \$12,000 credit change order. GHD assisted in obtaining Proposition 85 grant from DWR to pay a 75% match to the HMGP project. **The project won the ASCE North Coast Branch and San Francisco Sections Water Project of the Year awards.**

Additionally, team member Jordan King is currently working with HBMWD on the installation of a \$2 million Tesla battery system funded by the State Grant Incentive Program in conjunction with the HBMWD switchgear upgrade (in part funded by an HMGP grant). In fact, GHD has assisted HBMWD in obtaining over \$15 million in grant funds through FEMA, SWRCB, and Department of Water Resources (DWR).



Water System Improvements | City of Rio Dell

Client

City of Rio Dell

Client Contact

Kyle Knopp, City Manager
675 Wildwood Ave, Rio Dell, CA 95562
(707) 764-3532
kknopp@riodellcity.com

Dates

1995 – Ongoing

Relevant Team Members

Rebecca Crow, Project Funding
Linda Costa-Franklin, Grant Manager
Jordan King, Energy/Electrical
Luke Halonen, Civil Engineer
Matt Kennedy, Water Systems
Nathan Stevens, Water Systems
Rick Guggiana, Senior Electrical Engineer
Terry Wong, Mechanical Engineering
Craig Camp, Directional Drilling
Stephanie Gould, Structural Engineer
Jeff Knauer, Corrosion Engineering
Amber Shows, GIS Analyst
Julia Clark, GIS Analyst
Zach Powers, GIS
Andrea Hilton, Environmental Planner

Water System Improvements

GHD has been supporting the City’s water system. In 2005, GHD obtained a \$5 million grant for the City and provided design and construction management of pipelines, water tanks (500,000 gallons and 100,000 gallons), pump stations, control systems, 32,000-foot of 6- and 10-inch water mains, 230 water service connections, and 22 fire hydrants.

GHD has continued to support multiple grant funded water projects including a \$1.8 million well rehabilitation project funded by USDA, SWRCB, and DWR. GHD supported the City in securing a \$12.8 million grant for final design and construction of a new 500,000 water tank, freeway waterline crossing replacement, and other distribution system upgrades. Additionally, GHD is supporting the City on a \$1.5 million grant to replace the water crossing under the Eel River.

Wastewater System Improvements

For over 25 years, GHD has provided wastewater management assistance to the City of Rio Dell, a small community roughly 25 miles south of Eureka, California. Historically, the City has faced compliance issues with the North Coast Regional Water Quality Control Board (NCRWQCB) regarding the discharge of effluent to seasonal percolation ponds on the Eel River.

GHD worked with the City to identify funding for final design, CEQA, permitting, and construction for the Solids and Disinfection Management Project. GHD crafted the project’s scope and schedule to take advantage of the American Recovery and Reinvestment Act (ARRA) funding (\$2.1 million) for shovel-ready project components. Permitting, design and bid period services were

completed in less than six months. The project notice of completion was filed in December 2010. Rebecca Crow assisted Rio Dell in securing a 50% grant and low interest loan from the State Board Division of Financial Assistance to fund completing the remainder of the \$12 million in upgrades to the treatment and disposal system. GHD's experience with wastewater design and the State Water Resources Control Board (SWRCB) funding programs was key to facilitating the Solids and Disinfection Management Project.

GHD continues to work with the City, and facilitated a \$1,664,775 Planning Grant through SWRCB to address inflow and infiltration issues with the collection system, as well as other minor wastewater compliance items.

GHD assisted the City in the evaluation of earthquake damage from the December 2022 event, and continues to support the City in funding improvements and emergency repairs and tracking.



Project Type	Sum of Grant Funding
Other	\$63,000
Roads	\$6,287,500
Stormwater	\$385,000
Trail	\$2,259,397
Wastewater	\$9,405,000
Water	\$24,183,140
Grand Total	\$42,583,037





Microgrid | McKinleyville, CA

Client

McKinleyville Community Services District (MCSD)

Client Contact

Patrick Kaspari, General Manager
1656 Sutter Road, McKinleyville, CA
(707) 839-3251
pkaspari@mckinleyvillecsd.com

Dates

2021 – 2022 (Construction support ongoing)

Relevant Team Members

Rebecca Crow, Project Funding
Jordan King, Senior Project Engineer
Rick Guggiana, Senior Electrical Engineer
Terry Wong, Mechanical Engineering

The challenge was to plan and support implementation of a net zero energy, behind-the-meter microgrid including a photovoltaics array, battery energy storage system, existing diesel generator, and microgrid controller at the community's Wastewater Management Facility, for the purpose of providing financial savings, grid resiliency, improved reliability, carbon emissions mitigation, and operational flexibility.

GHD supported the District to complete preliminary environmental assessments and conceptual design to secure funding for project implementation through the State Water Board's Clean Water State Revolving Fund. Once funds were secured, GHD worked with the consideration of design alternatives that were required to establish community acceptance of the proposed project. This included consideration of floating solar PV systems, car canopy mounted solar PV, and a number of ground mounted PV systems at various locations on site.

GHD supported the District in navigating challenges to get the project funded, permitted, designed, and moving through construction. GHD served as Owner's Representative during the bid solicitation, design, construction phases. GHD is providing construction management through completion of construction activities and system commissioning.

The District established the preferred project implementation methodology that would satisfy the District's goals. The District decided that the Design-Build, Energy Services Contracting implementation methodology would provide the greatest benefit and limit risk by establishing a requirement for the design-build contractor team to provide ongoing operation and maintenance support, as well as a guarantee of cost savings over what the facility would otherwise spend on electricity costs in the absence of the project (over the life of the project).

The project faced significant challenges caused in part by the COVID-19 pandemic, including subcontractor coordination issues, limited site access, and equipment procurement issues related to a global slow-down in supply chain.

2f. Litigation History

GHD trusts that HCSD will appreciate that due to the commercial sensitivity and confidentiality of any litigation in which GHD may have been involved, GHD is not at liberty to disclose specific information. However, we point out that as a component of our prudent risk management practices, GHD obtains high quality professional liability insurance in the world market, and domestically in the US, to provide coverage in the industries in which we operate. As a consequence of engaging in business, there are sometimes claims asserted which may or may not give rise to litigation. The details and progress of any such claims are by necessity commercially sensitive and remain in confidence. We are able to inform you that there have been claims notified in the normal course of business, none of which we believe are material to the services which are the subject of your Request for Qualifications (RFQ). There are presently no significant ongoing contract failures, no criminal matters, and there have been no judgments against GHD Inc. within the last ten years. GHD has not defaulted on any financial loan or financing agreement.



Western Lily

3.

→ Project Understanding and Management



Understanding of the Services to be Provided

Though the District is operating during challenging financial times, it continues to have infrastructure needs that must be attended to in order to continue to maintain the District’s high-quality system. The District has a diverse list of capital improvement projects. Historically, the District completed these projects utilizing in-house design teams supplemented with consultants when special experience was required and/or workload peaks dictated. In response to the need for efficiency, potential workload, and desire to have readily available resources and technical experience, the District intends to contract with consultants in an on-call capacity.

The District’s typical Capital Improvements Projects to be completed by consultants include projects in the areas of wastewater collection, water distribution, stormwater, renewable energy, and electric vehicle implementation, master planning, and specialty projects such as upgrades at the District’s operations facilities and system fire resilience projects. These assignments are ideally suited to GHD and our team of professionals.

Project Funding

The District funds its operations and capital projects through service fees and charges as well as property taxes and assessments. One of the greatest challenges is the continuing need to maintain the District’s water and sewer infrastructure. GHD brings experience in assisting communities with finding grant and loan funds to support project implementation. GHD has obtained over

\$103 million in grants for North Coast Communities in the last 10 years. We continuously track grant funding programs to be able to align known District needs with eligible grant funding programs. The District is eligible for many grant and loan programs including funding from the State Water Resources Control Board’s Clean Water and Drinking Water State Revolving Fund Programs, Department of Water Resources Integrated Regional Water Management Grant Program, and FEMA’s Hazard Mitigation Grant Program and Building Resilient Infrastructure (BRIC) funding. As HCSD participated in the Humboldt County Hazard Mitigation Plan, the District is ready to implement mitigation projects including new and/or retrofitted storage tanks, flood protection, and pipeline retrofits. Further, GHD is actively tracking funds from the infrastructure bill and is looking at how funds will filter into the State of California and into the hands of HCSD.

Project Management Approach

The District has a wide variety of potential needs relating to both planning and design and so both our technical approach and our project management approach is geared towards delivering the desired results. We adapt our project management approach to the specifics of each assignment.

First, **GHD has selected Michelle Davidson to serve as the project manager for the District.** She will serve as a regular contact person with the District and facilitate bringing the right resources together as a project team to serve the District on a project assignment. Michelle is supported by Rebecca Crow, Project Director ensuring someone is always available to the District. For each assignment, GHD will propose a project-specific manager to be confirmed with the District. The project-specific manager will be engaged with the District and our senior staff in the development of the scope, schedule, and budget to build consensus on the overall project goals and strategies. Our selected project-specific manager will be supported by a team selected for the assignment based on the needs of the project, staff technical skills, and availability to meet project schedules. The project-specific manager oversees scheduling, communication, and coordination of the project team as well as with District staff and key stakeholders.

Responsiveness to Stakeholder Input

Community and agency stakeholders can play an important role in managing and delivering projects. Productively engaging stakeholders to the appropriate degree can help improve project outcomes. GHD will work with District staff on a project-by-project basis to assess the best way to engage stakeholders on each assignment. Some projects may not warrant any stakeholder outreach at all, while

others may necessitate a significant stakeholder engagement process. In each case, GHD will develop the desired engagement process with the District during initial scoping. Planning for the project engagement is one of the techniques GHD uses to help manage schedules and budgets.

Project Schedule and Budget Adherence

GHD proposes to conduct a scoping and kick-off meeting with staff to obtain input at the start of each project assignment. The kick-off meeting/field walk will be used to achieve consensus and jump-start critical efforts. We will also involve stakeholders and project partners in the field walk as appropriate. By bringing multiple stakeholders to one location and presenting and addressing many concerns, issues are addressed early and decisions can be made quickly. In general, the cost of making decisions increases as projects progress into later phases of design. Making decisions at the preliminary stage of a project helps with time savings, and as a result, budget adherence; early coordination efforts often make the difference between success and something less.

Management of Large, Complex Projects

Our local GHD staff deliver projects both large and small within our local area and in locations across the west and the Pacific region. Our local staff are engaged in these larger projects because of our ability to identify stakeholder needs and client requirements and how to successfully navigate the complex multi-disciplinary nature of larger projects. These larger projects require coordination of many in-house staff and subconsultants, working effectively with numerous regulatory agencies, and collaborating and satisfying many stakeholders.

Management to Deliver High Quality Results

The local GHD offices operate under a North American Quality Management System. GHD's system is ISO 9001 Certified. The ISO system is based on eight fundamental principles starting with **Customer Focus** and including a systematic approach to managing quality. GHD's system includes processes for **Quality Assurance** (Setting up project management strategies to produce results meeting quality standards) and **Quality Control** (Formal checking of deliverables against quality standards). Our formal quality system is audited by independent third parties for compliance. Our **Quality Management System** is coupled with practical hands-on project management by our team members. The system itself provides the framework and the verification system, while our people deliver on the quality results.

We have produced the results that met the needs for quality and performance of our clients through our systems.

Our systems have been developed over the years and include the training of our staff, the use of software, and the application of reliable operating procedures that allow us to remain competitive and consistently produce high-quality engineering and environmental documents. Quality Assurance and Quality Control are essential elements of our Quality Management System. Quality Assurance is the planning and process of creating a high-quality deliverable, meeting client expectations. This is a proactive process designed to eliminate errors through a sound project execution process. Quality Control is the formal checking of the final deliverables before they are delivered to the District.

Managing to Deliver Cost Effective Services

When GHD undertakes a project, we take a comprehensive approach to management of costs. Cost management extends beyond providing cost-effective planning and design services. Cost management should consider overall life cycle costs of an overall project. When considering the management of the overall life cycle costs for a project, it is important to consider the following elements:

- Engineering Planning and Design Costs
- Permitting and Approval Costs
- Environmental Compliance Costs
- Administrative Costs
- Construction Costs
- Ongoing Operation and Maintenance Costs

These costs elements combine to represent the major components of the total life cycle cost of a project. At GHD, we strive to help our clients consider the overall life cycle costs and invest wisely during the engineering planning, environmental permitting, and design phase to help minimize the overall life cycle costs. The engineering planning and design costs are a small fraction of the overall life cycle costs, so careful investment and consideration of options up front can save significant money over the life of the project. It is important to

set and manage the engineering, environmental permitting, and design budget to stay on track during the project.

GHD must also manage the design process to result in projects that can be built within the allowable construction budget. The initial construction is a major component of the overall life cycle cost and so efficiency in design and developing useful opinions of potential construction cost is important for keeping projects on track. Part of GHD’s strategy for developing more realistic opinions of cost is to involve seasoned construction professionals in the development and review of designs and in the cost estimating process. Our strategy also involves different approaches for gathering existing field data to include in the design and to provide a more comprehensive design of construction conditions. We also work with our clients on developing bid alternates and additive and deductive bid items so that the owner can select from a menu of options for contract award.

Our overall Project Approach highlights our strategy of using a life cycle cost comparison approach when comparing alignment alternatives. This approach strives to consider project costs that could be encountered during the life of a project.

Managing to Meet Budgets

GHD has developed effective systems for managing the planning and design funds. We can deliver our work within budget starting with appropriate project planning and scoping with HCSD followed by effective technical execution strategies. It is important to note that cost control goals are closely related to our quality control goals and overall project risk management strategies. The strategies are based on up-front planning of integrated activities followed by regular check-ins and adjustments throughout the process.

Accurate cost estimating for the project will be critical to optimizing the project funds that are available.

GHD is proud of our continued success in developing project and engineer’s estimates that closely reflect the final bid results, as illustrated by these path projects in the table below.

Management through Planning and Reporting

The first critical step in accomplishing cost control goals is the development of the detailed scope, schedule, and budget with our client. This is based on collaborating with HCSD to refine and articulate the overall project goals, constraints, requirements, and opportunities.

GHD’s continued success in developing project and engineer’s estimates that closely reflect the final bid results.

Project	Engineer's Estimate	Low Bid or Bid Range
Depot Park ADA Improvements	\$145,000	\$111,000 (\$165,000-High)
Fieldbrook Glendale CSD 400,000-gal Water Tank	\$1,900,000	\$1,419,100 - \$1,599,400
Foster Avenue Extension/Trail	\$2,220,859	\$1,907,507 (\$2,317,686-High)
Rohnerville Road STIP/HSIP	\$2,244,911	\$2,082,706
Salt River Ecosystem Restoration (Phase 2014)	\$3,000,000	\$2,944,839
Salt River Ecosystem Restoration (Phase 2015)	\$2,100,000	\$1,882,311
Salt River Ecosystem Restoration (Phase 2019)	\$1,600,000	\$1,300,000 - \$1,900,000
SMART Trail (Hearn to Rodota)	\$1,200,000 (with Alta)	\$1,050,000 (with Alta)

These are translated into the written scope, schedule, and budget. Regular project progress and budget review with the project team and HCSD helps track the overall project so that adjustments can be made as needed to manage overall consulting budgets. Materials costs will be a major factor in planning future projects as raw and manufactured goods costs continue to increase, and infusions of funds in the economy from the infrastructure bill will only accelerate this trend.

An integral part of cost control is regular communication with our client. A Project Status Report will be prepared on a monthly basis and delivered along with the monthly invoice. Typically, a monthly status report will include the following:

- Items accomplished in the previous month
- Anticipated activities for the next month
- Budget status
- Schedule status
- Outstanding issues

Management through Technical Execution

GHD's approach to the technical execution of this project is based on developing the most cost-effective solution given the conditions, opportunities, and constraints. GHD specializes in planning, permitting, and design with extensive experience working on trail projects in the Humboldt Bay area. This experience base has led us to develop strategies for developing accurate opinions of probable cost for trail projects to help configure them to fit within their construction budgets.

During projects, the GHD team will notify the District of significant deviations from opinions of costs as the project proceeds. This allows us to work together with our client to implement value engineering solutions, funding strategies, and bidding strategies to help deliver the

finished construction project within available budget.

The ability of GHD to manage projects within the established engineering planning and design budgets and to create designs that can be implemented within available construction budgets is coupled with a sound record of schedule performance as discussed in the following section.

Management through Meeting Schedules

Management of the schedule is essential for coordinating overall project activities, keeping projects on track in terms of timelines, and in keeping projects on budget. Project schedule drives many other aspects of project success and so schedule control is of prime importance. At GHD, we use a variety of scheduling tools as further discussed below. The best approach for a project depends on the specific project characteristics; we prepare detailed and realistic project schedules at the beginning of each task. We monitor overall project development and construction schedules. We have found that setting, tracking, and updating schedules allows us to keep the overall process up-to-date and it becomes a driver for progress and aids in budget management. The result are projects that are completed on time, and in many cases, can be completed early when a client change requires an accelerated delivery of results.

Management through Being Audit Ready

Failure to properly document and confirm contract compliance with federal requirements can result in a finding of non-compliance being issued and the potential loss of funding. Therefore, it is critical that documentation is thorough and complete. Throughout the projects, GHD will administer, manage, and document activities to confirm that

the project complies with applicable requirements of project funding sources.

We have successfully assisted many local jurisdictions through audit processes and have been involved with successful audits from Caltrans, FHWA, CDBG, and other agencies. GHD will be available to assist the District during an audit to present project files and documentation and to answer auditor questions.

Managing Projects in Sensitive Areas

GHD's multi-disciplinary team of professionals clearly understand the current planning, compliance, and permitting environment in the Eureka and the coastal zone area regarding sensitive species and habitats. The relationships we have established with regulators and agencies allow us to work efficiently throughout the application process, to facilitate the timeliest project approvals. Effective management planning and design requires a solid basis in science, both to understand potential environmental impacts of management decisions and to form reliable partnerships with affected agencies. GHD's experience in terrestrial and aquatic ecology provides credible information targeted to meet the needs of each client. Our staff is especially recognized for knowledge and experience in plant ecology, wetlands, coastal environmentally sensitive habitats, ecology of amphibians, and a multi-species approach to habitat restoration/mitigation for special status species and regulated habitats.



4.

→ Value & Fee Schedule



4a. Value

The GHD team is providing a single point-of-contact supported by local staff that are familiar with HCSD's systems, infrastructure, and the community. Having a knowledgeable, local single point-of-contact for HCSD will establish that communication is personal, informed, timely, and effective.

The diversity within our team enables us to provide efficient, effective, timely, and cost-conscious services by teaming the HCSD up with our local project managers with experience meeting the HCSD's specific project needs. This multi-disciplinary experience in the local community will allow for cost-conscious, right-sized solutions that are a collaboration with HCSD's goals and cutting-edge industry techniques.

GHD will work with HCSD to develop the appropriate scope, schedule, and budget approved by the District. The budgets will be established to provide overall value to HCSD and be in balance with the scope and nature of the work. GHD will apply the ideal staff to complete the agreed upon work within the budget.

Overall, GHD is proud of the high-value proposition we are able to provide HCSD. GHD brings an unparalleled offering to HCSD including the resources of a world-class, ENR top engineering and environmental firm, with the personal touch, caring and long-term relationship and motivation that makes for highly successful projects and services. This combination is rare, and we are looking forward to the opportunity to work with HCSD on this on-call assignment.

4b. Fee Schedule (*under separate cover*)

GHD provides services over a broad range of geographies and markets, thus, our standard fee schedule provides typical ranges of billing rates for different staff classifications. Rates are customized to local market conditions and specific projects as negotiated along with the scope, schedule, and overall project budget.

As specified in HCSD's RFQ, GHD's Fee Schedule has been submitted in a separate, sealed envelope.

5.

→ Other Requirements

5a. Conflicts of Interest Statement

To the best of our knowledge, GHD Inc. does not have any past, ongoing, or potential conflicts of interest which would result from performing work under HCSD's contract for On-Call Consulting Services as outlined in this Request for Qualifications.

5b. Firm's Business License

GHD certifies its possession of all licenses required for the provision of services set forth in this RFQ. GHD Inc. is registered and in good standing with the Secretary of State to do business in California. GHD maintains current business licenses with all the local municipalities, including Humboldt County, as required to complete local projects.

5c. Certificate of Insurance Statement

GHD Inc. has reviewed HCSD's insurance requirements for this contract and can issue certificates of insurance in accordance with those requirements if selected to provide on-call services.

5d. Authorized Representative of the Offeror

Ann Bechtel, PE is the authorized representative who can sign on behalf of GHD Inc.



→ Proposed Contract Comments

GHD's legal department has reviewed the Sample Professional Services Agreement, and we would like to submit the following proposed contract comments:

14. Standard of Performance. Consultant must perform all the Services in a manner consistent with the standards of Consultant's profession **practicing in the same discipline and locality under similar circumstances**. If there is no professional standard applicable to the Services, Consultant must perform in a manner consistent with the standards applicable to Consultant or the type of work. All instruments of service, as defined by the American Institute of Architects, that Consultant delivers to District under this Agreement, must be prepared to comply with and conform to the standards of Consultant's type of work. All instruments of service become the sole and exclusive property of District upon delivery.

D. Deductibles and Self-Insured Retention. Any deductibles or self-insured retentions must be declared to **and approved by** the District and do not reduce the limits of liability. Policies containing any self-insured retention provision must provide or be endorsed to provide that the self-insured retention may be satisfied by either the named Insured or the District. At the option of the District, either: the insurer must reduce or eliminate the deductibles or self-insured retentions as respects the District, its officers, officials, employees and volunteers, or the Consultant must provide a financial guarantee satisfactory to the District guaranteeing payment of losses and related investigations, claim administration and defense expenses. The District reserves the right to obtain a full certified copy of any insurance policy and endorsements. Failure to exercise this right does not constitute a waiver of right to so exercise later.

E. Other Insurance Provisions.

1. The Commercial General Liability and Automobile Liability policies are to contain, or be endorsed to contain, the following provisions:

a. The District, its directors, officers, officials, employees and volunteers (the "Additional Insureds") are to be given **additional insured status** as respects: liability arising out of work or operations as performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations; or automobiles owned, leased, hired or borrowed by the Consultant.

G. Verification of Coverage. Consultant must furnish the District with certificates and amendatory endorsements effecting coverage required by this clause. The endorsements must conform to the District's requirements. All certificates and endorsements are to be received and approved by the District before work commences. ~~The District reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration pages and endorsements effecting the coverage required by these specifications at any time.~~

→ **APPENDIX** | Resumes





Ann Bechtel PE

Principal-in-Charge



Location

San Diego, CA

Experience

22 years

Qualifications/Accreditations

- BS, Environmental Engineering, San Diego State University
- BS, Ornamental Horticulture, University of Illinois
- Civil Engineer, CA #69329

Key technical skills

- Project Management
- Stormwater Infrastructure Design
- Open Channel Design
- Levee Risk Analysis

Memberships

- Floodplain Management Association, Director at Large, 2020-2022

Relevance to the project:

Ann has over 22 years of experience in program management leading large, complex programs for the California Department of Water Resources (DWR), Federal Emergency Management Agency (FEMA), and municipalities. She is a professional engineer with surface water and stormwater management experience, which includes preparation of stormwater master plans, Hydrologic and Hydraulic (H&H) studies, floodplain studies, compliance with federal, state and regional regulatory requirements, policy development, plan checking, open channel design, detention basin design, alluvial fan delineation, levee risk analysis, building code development, and water quality planning and design projects.

Contract Manager | Safe and Affordable Funding for Equity and Resilience (SAFER) Direct Technical Assistance Provider | State Water Resources Control Board | California | Assist small water systems serving Disadvantaged Communities infrastructure, management, and consolidation planning. Promote outcome to improve resiliency of water systems, minimize disproportionate environmental burdens on some communities, build/rebuild infrastructure, address water quality issues and consolidation of water systems.

Quality Assurance/Quality Control Program Lead | Small Water Suppliers Water Conservation Program | DWR | California | Assist DWR with the development and implementation of the Small Water Suppliers Water Conservation Program, including providing technical assistance for planning and direct install of water conservation measures for small communities. Promote outcome to provide more reliable/drought resilient water supplies for small communities, tracking of increased water conservation savings in small communities and implementation of water conservation measures.

Project Manager | Dominguez Channel Watershed Management Group Stormwater Services | South Bay Cities Council of Governments | Los Angeles County, CA | Assisted in the Dominguez Channel Watershed Management Group in fulfilling programmatic requirements for the Enhanced Watershed Management Program and Coordinating Integrated Monitoring Program. Member agencies include the cities of Los Angeles, Carson, El Segundo, Hawthorne, Inglewood, Lawndale, Lomita and County of Los Angeles and the Los Angeles County Flood Control District. Task orders completed under this contract include preparation of an Annual Report documenting progress towards Municipal Separate Storm Sewer System (MS4) permit requirements, review of the new MS4 Working Proposal and State Order.

Project Manager | 2020 San Diego Urban Water Management Plan | City of San Diego | San Diego, CA | Managed the development of a water demand forecast with a method developed to capture the major drivers and influencers of water use and includes coordination with the San Diego County Water Authority. The 2020 Urban Water

Management Plan is a mandatory reporting and forecasting document that is submitted to the Department of Water Resources following required guidelines of the State.

Project Manager | Diamond Valley Lake Failure Inundation Analyses | Metropolitan Water District of Southern California | Riverside County, CA | Served as Project Manager responsible for providing developing multiple dam breach scenarios for five different dams part of or near Diamond Valley Lake using HEC-HMS and detailed FLO-2D hydraulic models of urban/rural areas with levees, channels, streets, hydraulic structures, and buildings. The model area was broken up into two 60 ft. model domains with 1.5 million cells each due to the large inundation area. Model results were used to generate hazard maps based on depth, velocity, time to peak, and inundation duration following the California Governor's Office of Emergency Services Dam Safety guidelines.

Quality Control | Pigeon Pass Dam Failure Inundation Analysis | Riverside County Flood Control & Water Conservation District | Riverside County, CA | Served as the quality control reviewer for providing data collection, field reconnaissance, and developing multiple dam breach scenarios using HECHMS and detailed HEC-RAS 2D hydraulic models of urban/rural areas with levees, channels, streets, hydraulic structures, and buildings. Model results were used to generate hazard maps based on depth, velocity, time to peak, and inundation duration following the California Governor's Office of Emergency Services Dam Safety guidelines.

Task Manager | Laguna Niguel Gateway Planning Study | City of Laguna Niguel | Laguna Niguel, CA | Served as Task Manager of H&H analysis for redevelopment of an urban area adjacent to Oso Creek. She reviewed previously prepared H&H analysis for the watershed and coordinated with Orange County Flood Control to develop an updated baseline H&H model that represented the channel reach from Galivan detention basin to the downstream confluence with Trabuco Canyon. The baseline condition report was then used in the preparation of three project alternatives including redirecting low flows within the detention basin to re-establish wetlands, widening the channel to maintain flood control while improving habitat and aesthetics, and covering a portion of the channel to provide secondary access for fire.

Project Manager | Strategic Stormwater Master Plan Phase 2 | San Diego International Airport | San Diego, CA | Served as Project Manager for the Strategic Stormwater Master Plan Phase 2, which builds on the 2015 Phase 1 Master Plan and associated SWMM modeling, to identify future stormwater management improvements on the San Diego International Airport based on the Airport Development Program. The Strategic Stormwater Master Plan Phase 2 includes the modeling existing and future conditions using

the XPSWMM model, as well as the consideration of the potential for and feasibility of onsite capture and reuse of stormwater, redeveloping the stormwater infrastructure, and impacts from climate change.

Project Engineer | BMP for Construction of Structures in Flood Prone Areas of the Central Valley, CA | Department of Water Resources | Central Valley, CA | Served as Project Engineer for the preparation of a handbook of non-structural BMP that demonstrated effective, practical, and cost-efficient floodproofing improvements. Despite the existence of flood management facilities, residual flood risk in the Central Valley remains among the highest in the nation. As a result, there is a demonstrated need for improvements with implementation of additional flood risk management projects and programs, and non-structural floodproofing continues to be an essential element in the flood risk equation. Non-structural floodproofing improvements are defined as permanent or contingent measures applied to a structure and/or its contents that prevent, or provide resistance to, damage from flooding.

Design Engineer | Skyline Drive Detention Basin | San Diego, CA | Served as Design Engineer for properly sizing and facilitating flows through an underground detention basin. The design minimized the impact of flooding by detaining post-developed condition increased flows while enhancing water quality.

Technical Engineer | City of San Diego Stormwater Pollution Prevention Plan (SWPPP) | City of San Diego | San Diego, CA | Responsible for helping create a new SWPPP template incorporating the Building Industry Association template and previously used formats. The purpose was to facilitate SWPPP implementation in the field by providing a more standardized and flexible document conducive to the varying construction phase needs.

Project Manager | Water Quality Planning | City of Laguna Beach Water Quality Management Plans | City of Laguna Beach | Laguna Beach, CA | Responsible for the review of Water Quality Management Plans, including considerations for site design, source control, pollutant treatment, BMP and hydromodification controls along with review of the project for compliance with applicable jurisdiction code requirements.



Rebecca Crow PE

Project Director | Grant Funding



Location

Eureka, CA

Experience

26 years

Qualifications/Accreditations

- BS, Environmental Resources Engineering, California State Polytechnic University, Humboldt
- Civil Engineer, CA #69994

Key technical skills

- Project Financing
- Regulatory Coordination
- Energy, Water, Wastewater, and Stormwater Planning

Memberships

- Rotary Club of Arcata Sunrise
- Society of Women Engineers

Relevance to the project:

Rebecca has 26 years of experience in a broad range of environmental management and planning services: water and wastewater planning, water recycling, watershed and water quality modeling, groundwater management, regulatory compliance, funding assistance, and grant and contract management. She has assisted numerous communities in the evaluation of cost impacts from projects, as well as the evaluation of economic and qualitative benefits resulting from project implementation. Rebecca has experience using both state and federal economic models in support of funding program development and has secured over \$100 million dollars in grant funds for communities across the United States. She has experience working with regulatory agencies on permit compliance for water, wastewater, recycled water, groundwater, and stormwater systems and understands the economic impacts project decisions can make on long- and short-term permit requirements.

Project Manager/Project Director | Technical Assistance for North Coast Region Disadvantaged Communities | North Coast Resource Partnership| Humboldt County, CA | Contributed professional assistance to project designed to provide transferable tools, training, and demonstration projects addressing the needs and building the capacity of small, economically disadvantaged water and wastewater system providers. Project involved coordination with state and federal funders, non-profit resources assistance agencies, and facilitation of training seminars.

Project Manager/Project Director | Eureka Area Watersheds SW Resources Plan | City of Eureka | Eureka, CA | Developed a Stormwater Resource Plan meeting the requirements of California Water Code section 10563 (c) requirement to receive Proposition 1 funding from the State. The SWRP development included an evaluation of the contributing watersheds, water quality, and natural resources. The evaluation included a multi-criteria analysis to identify suitable locations for Low Impact Development (LID) technologies to improve stormwater

management. The project included development of a PCSWMM model to evaluate stormwater improvement options through the urban area of the City of Eureka. The model incorporated predicted sea level rise to evaluate future predicted impacts to the City's infrastructure and natural environment. The final plan included a list of prioritized projects for implementation. As Project Manager, led the technical advisory committee oversaw the team that completed the evaluation, modeling, and final project analysis.

Project Manager/Funding Facilitator | McKinleyville Community Services District Generator Replacement | MCSD | McKinleyville, CA | Initiated a successful grant application to replace two aging and undersized generators that service the entire collection system. Served as Project Manager and Funding Facilitator to oversee project design, federal environmental compliance, permitting, project bidding, and construction management.

Project Manager | Big Rock Community Service District (CSD) Hillside Stabilization | Big Rock CSD | Hiouchi, CA | Work with Big Rock CSD on a funding package to implement a seismic retrofit project to replace the District's existing 100,000-gallon redwood tank constructed on top of an unstable soil fill prism. Funding included \$2,210,310 in FEMA Section 404 Hazard Mitigation funds, \$875,221 in California Proposition 84 funds, and another \$1.1 million in California State Revolving Funds. GHD oversaw funding coordination. The project was to retrofit through replacement the existing 100,000-gallon tank, including a new foundation and retaining wall, security features, and a radio antenna. The tank was expanded to 200,000 gallons using non-FEMA funds. The project included design, permitting, completion of a National Environmental Policy Act (NEPA) environmental assessment, as well as California environmental documents, bid assistance, and construction management. The project addressed naturally occurring asbestos at the site as well. Worked with the District to develop the 404 Hazard Mitigation Grant Program (HMGP) funding application and state funding applications. Oversaw environmental investigations, NEPA, state and federal permitting, design, bidding, and construction management.

Project Manager | Caltrans District 1 Climate Change Vulnerability Assessment | Humboldt County Association of Governments (HCAOG) | Humboldt County, CA | Served as Project Manager for a district-wide climate change vulnerability assessment and adaptation plan led by Caltrans and the HCAOG. The project involved performing climate change vulnerability assessments at four prototype sites in Del Norte, Humboldt, Mendocino, and Lake Counties. The GHD team developed an adaptation planning tool and then used it to develop adaptation strategies to mitigate the effects of climate change impacts, such as sea level rise, storm surges, and temperature change. Project funded in part by a \$200,000 grant from the Federal Highway Administration.

Funding Facilitator/Coordinator | Rohner Creek Flood Control and Habitat Improvement Study | City of Rohnert Creek | Rohner Creek, CA | The objective of the project is to analyze the Rohner Creek watershed and identify potential improvements to reduce the frequency of flooding events along the Rohner Creek channel. Flood reduction improvements include channel widening and terracing with habitat improvements. Assisted on obtaining \$3.5 million prop 1E grant stormwater and \$400,000 Prop 84 urban streams grant from Department of Water Resources (DWR). Worked to fast-track the shovel ready project through the application. Project was completed in 2020 and won the American Council of Engineering Companies (ACEC) San Francisco Section Flood Management Project of the Year.

Funding Facilitator | McKinleyville Community Services District (CSD) Wastewater Treatment Plant Microgrid | McKinleyville CSD | McKinleyville, CA | Initiated a successful grant application to fund a microgrid project which offsets 100% of the facility's annual electricity use using onsite solar photovoltaic energy generation, battery energy storage, and a microgrid management system. The microgrid project combines a 580 kW photovoltaic array, battery energy storage system, 500 kW diesel generator, along with a 480V net energy metering interconnection, controlled by Microgrid Management System software. Funded through a \$4 million grant/loan through State fund form Environmental Protection Agency's (EPA's) Clean Water State Revolving Fund Program. The system allows the District to operate independently of the local utility.

Funding Experience

- United States Department of Agriculture
- Federal Emergency Management Agency
 - Hazard Mitigation Grant Program
 - Building Resilient Infrastructures Communities Program
- Federal Maritime Administration
 - Port Infrastructure Development Program
- Federal Maritime Administration
 - Port Infrastructure Development Program
- California State Water Resources Control Board
 - Clean Water State Revolving Fund Planning, Design, and Construction Grants
 - Drinking Fund State Revolving Fund Planning, Design, and Construction Grants
 - Stormwater Grant Program
- California Department of Water Resources
 - Local Groundwater Assistance Program
 - Urban Streams Program
 - Integrated Regional Water Management Planning Program
- Ocean Protection Council Grant Program
- Various California Proposition Funded Grant Programs, including Propositions 204, 13, 50, 1E, 84, and 1



Michelle Davidson

Project Manager



Location

Eureka, CA

Experience

7 years

Qualifications/Accreditations

- BS, Civil Engineering, California State University, Chico
- Quality Control Manager Training, US Army Corps of Engineers
- Occupational Safety and Health Administration (OSHA) 10-Hour Training

Key technical skills

- Project Management
- Construction Administration and Management
- Civil and Structural Design
- Water and Wastewater Conveyance
- Emergency Power Generation
- Regulatory Permitting and Project Financing
- Public Outreach and Coordination
- Autodesk AutoCAD Civil 3D

Memberships

- American Society of Civil Engineers (ASCE), North Coast Branch, Director, Past President
- ASCE, North Coast Branch Younger Member Group, Past President

Relevance to the project:

Michelle has over seven years of experience in project management, engineering design, construction management and inspection, regulatory permitting coordination, bid package development, contracting, and project funding. Her experience includes a variety of water and sewer projects including emergency generator installation, pump stations, tanks, piping, treatment plants, and site work. She serves as project engineer on civil and structural design; energy analysis and solar design, often working on municipal projects. Michelle's project roles have included project manager, project engineer, field inspector, designer, construction manager, grant writer, and technical reviewer, and public outreach coordinator. Her experience also includes environmental monitoring and energy analysis and solar design.

Project Manager | College of the Redwoods Soil Reuse at White Slough | Humboldt County Resource Conservation District | Eureka, CA | This project included the development of an engineering design and bid package for College of the Redwoods Soil Reuse at White Slough. Michelle was responsible for the development of the engineering design and bid package for College of the Redwoods Soil Reuse at White Slough, bid period assistance, and construction management.

Construction Manager | Water Tank Replacement | Big Rock | Community Services District | Hiouchi, CA | This project included the replacement of a 100,000 gallon redwood water tank with a 200,000 gallon bolted steel tank. The project boundary had naturally occurring asbestos, and

Michelle confirmed that the contractors complied with the asbestos dust mitigation plan. The project also included improvements to the access road to the tank, the installation of a soil nail retaining wall, installation of a new pump house, and site drainage improvements. The construction cost for the project was \$1,862,324.

Project Manager/Project Engineer | Jedediah Way Road Improvements Project | Big Rock Community Services District | Hiouchi, CA | Project Manager and Project Engineer for the design replacement of Jedediah Way in Hiouchi CA. Prepared design package plans, specifications, and id package. Provided construction support services. The construction cost for the project was \$618,117.

Project Engineer/Construction Manager | SCADA Upgrade Project | Big Rock Community Services District | Hiouchi, CA | Project Engineer and Construction Manager for the SCADA Upgrade Project. Providing project RFI and submittal review, design change documentation, periodic on-site inspection.

Project Engineer | CR Construction Support Services | College of the Redwoods | Eureka, CA | Project Engineer for eight College of the Redwoods Projects. Managing construction documentation via Procore's online construction management software for eight projects.

Construction Manager | Elk River Wastewater Treatment Plant Secondary Clarifier Repair Project | City of Eureka, CA | Michelle managed the construction on a \$1,021,500 project. The project entailed repairing two secondary clarifiers, including the replacement of the bridge assembly, installation of a new drive unit, hazardous material abatement, recoating of some of the features, installation of a new fiberglass flocculate skirt, and improvements to the electrical features. The project required special coordination to confirm that there was always one clarifier in service and that the project was done before the heavy winter rain.

Construction Manager | Elk River Treatment Plant Odor Control Tower Repair Project | City of Eureka, CA | Construction Manager for the repair of the odor control tower. Repairs included hazardous material abatement in a confined space, concrete crack, snap tie, and spall repair, installation of new FRP beams and tower recoating.

Project Engineer | Huntington Beach Channel & Talbert Channel sheet Pile Repair Project | Orange County, CA | Project Engineer for the design and construction services for repair and/or replacement of portions of the existing steel sheet pile wall of two channels that are part of the Talbert Valley Channel System. Assisted with the development of civil plans and technical specifications. Assisted with project communication to keep the project on budget and schedule.

Project Engineer | Proposition 39 Projects | Multiple Schools | Humboldt County, CA | Michelle served as a project engineer to complete Proposition 39 energy related services for several schools in Humboldt County. Her responsibilities included performing energy audits; writing Energy Expenditure Plans; the preparation of solar and HVAC engineering plans, specifications, and estimates (PS&E package); and construction administration and management duties. Michelle completed these services for the following Humboldt County school districts:

- Jacoby Creek Solar PV Project, Jacoby Creek School District, Bayside, CA
- Blue Lake Solar PV Project, Blue Lake School District, Blue Lake, CA
- Peninsula Solar PV Project, Peninsula School District, Samoa, CA
- Freshwater Solar PV Project, Freshwater School District, Eureka, CA
- South Bay Elementary | South Bay Union School District | Eureka, CA
- Big Lagoon Elementary Solar PV Project | Big Lagoon Union Elementary School District | Trinidad, CA
- Redwood Coast Montessori Solar PV Project | Arcata Elementary School District | Manila, CA

Construction Inspector | Old Town Eureka Sewer Project | City of Eureka | Eureka, CA | As project engineer, Michelle was responsible for the construction inspection of the City of Eureka's first design build project for the installation of new sewer mains and laterals within Old Town Eureka. Her responsibilities included performing construction management tasks and oversight for the project.

Project Engineer | Gene Lucas Community Center | McLean Foundation | Fortuna, CA | Michelle served as project engineer for the development of the new Gene Lucas Community Center. Her responsibilities included construction management for the LID basin and detention pond construction.

Project Engineer | Hoopa Grocery Store Project | Hoopa Tribe | Hoopa, CA | Her responsibilities included assisting the engineer of record with parking lot design and drafting; existing infrastructure assessment and improvement; the preparation of the engineering plans, specifications, and estimates.

Project Engineer and Drafter | Community Futsal Project | Mad River Youth Soccer League | Arcata, CA | As project engineer, Michelle assisted with the preparation of the engineering plans, specifications, and estimates.



Jeremy Svehla PE, QSD/P

Grant Funding



Location

Eureka, CA

Experience

20 years

Qualifications/Accreditations

- BS, Environmental Resources Engineering, Humboldt State University
- Civil Engineer, CA #72169, OR #84314
- Qualified Stormwater Pollution Prevention Plan (SWPPP) Developer/Practitioner #00159

Key technical skills

- Coastal Resiliency
- Habitat Restoration Design
- Flood Management and Sea Level Rise (SLR) Adaptation
- Hydrology, Hydraulics and Geomorphology
- CEQA, NEPA, and Permitting
- Grant Writing
- Construction Management

Memberships

- American Society of Civil Engineers (ASCE), North Coast Branch, Past Director
- American Fisheries Society (AFS)
- City of Arcata, Wetlands and Creek Committee, 2014 - Present
- Humboldt State University Environmental Resources Engineering Department, ABET Accreditation Advisory Committee, 2010 - Present

Relevance to the project:

Jeremy is a professional engineer with over 20 years of experience in water resources and coastal engineering, encompassing a broad range of engineering design, project management, and construction management for large-scale multi-benefit projects related to habitat restoration, flood reduction, public access and coastal resiliency. This has involved managing the Eel River Restoration Program comprised of four projects including the Salt River Ecosystem Restoration Project, Centerville Slough Restoration Project, Ocean Ranch Restoration Project, and Cannibal Island Restoration Project. These have included restoration of 7.7-miles of Salt River, 2.5-miles of Centerville Slough, 1,500 acres of salt marsh and 40 acres of coastal dunes in the Eel River Estuary. His skills range grant writing, geomorphic assessments, shoreline assessments, 2D hydrodynamic modeling, riverine and estuarine habitat restoration design, and SLR adaptation planning. He has served as project director, project manager and engineer of record for the majority of our team's high-profile resiliency projects. As a testament to the quality of his service, Jeremy was named the ASCE San Francisco Section North Coast Branch "Engineer of the Year" in 2015.

Project Manager | SLR Adaptation Plan for Transportation Infrastructure in the Eureka Hydrologic Area | Humboldt County Department of Public Works | Humboldt Bay, CA
 | As part of a study to identify shoreline vulnerability and adaptation projects to address SLR, shoreline erosion, and sedimentation from coastal streams throughout a 3,000-acre study area—including the US Highway 101 corridor between Arcata and Eureka—is leading the project team to determine vulnerabilities to SLR impacts and adaptation measures that will reduce long-term risk. The study focuses on the geomorphic response to episodic storm

events and long-term increases in sea levels. Humboldt County Department of Public Works leads the project, partnered with Caltrans, Humboldt County Association of Governments (HCAOG), and City of Eureka. The project is funded through a Caltrans Sustainable Communities Grant Program.

Project Manager | Ongoing Technical Assistance for Dairies | HCRCD | Humboldt County, CA
 | Managed the application, planning, permitting, CEQA, design, and construction phase of the HCRCD Dairy Grant Program Projects in cooperation with the USDA-NRCS. The HCRCD Dairy Grant Program

is funded by the State Water Resources Board through Proposition 13 and Prop 50. The Dairy Grant Program provides cost share assistance for the implementation of projects located on Humboldt County dairies that will improve dairy management operations while protecting surrounding water resources. The HCRCD administers the Dairy Grant Program and provides application and technical assistance to eligible applicants in cooperation with the NRCS EQIP Program, and includes dairy facilities located in Humboldt County. Duties included attending scoping meeting with the HCRCD Staff, field visits to each applicant's dairy to discuss management and resource concerns with operators, development of design and opinion of probable construction cost, and construction oversight. Environmental and permitting involvement has included CEQA Mitigated Negative Declarations, California Coastal Commission Coastal Development Permits, Floodway Certifications, and County Building Permits.

Project Director | First Slough Fish Passage and Habitat Improvement Project | City of Eureka | Eureka, CA | Responsible for QA/QC of the technical studies, design plans and reporting, and the overall project timeline and budget. The project includes final design of fish passage and habitat improvements in the stream-estuary ecotone of First Slough/Cooper's gulch in the City of Eureka. The project is funded through CDFW Fisheries Restoration Grant Program.

Project Manager | Rohner Creek Flood Control and Habitat Improvement Project | City of Fortuna | Fortuna, CA | Served as Project Manager for this \$8 million urban stream restoration project through Fortuna's downtown district. Project objectives include removal of salmonid migration barriers, improvements to geomorphic stream function and reduced flooding. Responsibilities have included leading the project team through grant development, streamflow monitoring, hydrologic/hydraulic modeling, preliminary design, environmental review, final design, and construction management for this multi-phase project. Federal Emergency Management Agency (FEMA) has approved the Conditional Letter of Map Revision (CLOMR) and once completed the project remove approximately 150 properties from the FEMA regulated 100-year flood hazard zone.

Project Engineer | Cedar Creek Fish Passage and Stream Restoration Project | Pacific Coast Fish, Wildlife, and Wetlands Restoration | Del Norte County, CA | Served as Project Engineer for this stream restoration project that was awarded the 2007 project of the year award by ASCE. The project included initial scoping, grant writing, coordination with local watershed groups, California State Parks, and CDFG, topographic survey, geomorphic evaluation, hydrologic and hydraulic modeling, design of new crossing, obtaining necessary permits, preparation of plans and specifications to allow for construction within a limited

construction window due to Marbled Murrelet and Spotted Owl habitat, construction oversight to remove the culvert barrier and replace it with a natural channel bridge crossing to allow passage of juvenile and adult migrating salmonids, and post project monitoring.

Project Manager | Strongs Creek Flood Study and Fish Passage Improvement Project | City of Fortuna | Fortuna, CA | Served as Project Manager for this project which included a hydrologic and hydraulic analysis of Strongs Creek in the City of Fortuna and assessment of fish passage barriers. The objective of the study was to analyze the existing drainage system of the Strongs Creek watershed, identify current drainage deficiencies and fish passage barriers. The project included the final hydraulic modeling and fish passage design retrofits to the 120-foot by 10-foot by 20-foot concrete box culvert under Fortuna Boulevard. Responsibilities included grant writing, landowner outreach, design, floodplain modeling oversight and preparation of construction documents for this \$0.8 million project.

Project Manager | Fortuna Boulevard Low Impact Development (LID) Stormwater Project (Prop 84) | City of Fortuna | Fortuna, CA | Served as Project Manager for this Proposition 84 LID retrofit for Fortuna Boulevard. Assisted the City develop the project concept and grant application. The project aims to significantly improve stormwater management and promote LID within the City. Project components include bioswales, rain gardens, and landscape features.

Design Team Lead | Humboldt State University and Arcata High School Parking Lot LID Retrofit Project | City of Arcata, Humboldt State University and Arcata High School | Arcata, CA | As Design Team Lead, assisted with grant writing, preliminary and final design development for multiple parking lot LID retrofits. Various LID measures were incorporated into the final designs including rain gardens, permeable pavers, permeable pavement, porous concrete, vegetated swales, filter strips and Americans with Disabilities Act (ADA) compliance.



Nick Black

Civil Engineer



Location

Eureka, CA

Experience

3 years

Qualifications/Accreditations

- BS, Environmental Resource Engineering, Hydraulics and Renewable Energy, Humboldt State University

Key technical skills

- Mathematical and Hydraulic Modeling
- Drafting and Visual Design
- Technical Writing
- Construction Management and Inspection
- Cost Estimating

Relevance to the project:

Nick is a staff engineer with three years of experience. He has experience with mathematical and hydraulic modeling and is developing a knowledge base in renewable energy. His project experience includes linear infrastructure, water and wastewater treatment plant design, composting facilities, flood protection and management, low impact development stormwater treatment systems, construction inspection, grant application assistance, preparation of construction drawings, specifications, cost estimates, bid documents, technical reports, and memoranda.

Staff Engineer | HCSD South Broadway Forcemain Replacement Feasibility Study | HCSD | Eureka, CA |
 HCSD is an independent special district that provide essential water distribution and sewer collection services the unincorporated communities surrounding Eureka. The South Broadway Forcemain is a 5000-linear foot main that carries sewage from the southern communities of the district to the Elk River Wastewater Treatment Plant. The main is installed in a wetland area and is vulnerable to damage by sea level rise. Performed preliminary design of six different replacement alternatives and prepared a summary report for the district outlining the benefits and drawbacks of the different alignments as well as cost estimates for grant funding for each alternative.

Staff Engineer | HCSD Grant Application for Hoover Street Lift Station Flood Protection | HCSD | Eureka, CA |
 Performed preliminary hydraulic analysis of flooding at the District's Hoover Street Lift Station caused by sea level rise. Assisted with preliminary design of a flood protection structure for the Lift Station. Completed benefit-cost Analysis and report of California Governor's Office of Emergency Services (Cal OES) grant funding application.

Staff Engineer | Essex On-Site Hypochlorite Generation System | Humboldt Bay Municipal Water District (HBMWD) | Arcata, CA |
 The District produces approximately 10 MGD of potable drinking water that is chlorinated via chlorine gas. Due to concerns regarding chlorine gas safety and supply issues during COVID-19, the District desired to shift to producing their own sodium hypochlorite by installing a new on-site sodium hypochlorite generation system. Designed the new Sodium Hypochlorite drinking water disinfection system to replace the existing chlorine gas disinfection system. Improvements included demolition and disposal of existing system, tank and piping layout for the new system, integrating new improvements with existing treatment train infrastructure, new grading for improvements and coordination with local permitting agencies for the revised system waste stream.

Staff Engineer | Rio Dell Earthquake Damage Assessments | City of Rio Dell | Rio Dell, CA |
 The City of Rio Dell experienced a series of high magnitude earthquakes in 2021 that cause extensive damage to city infrastructure. Performed damage assessments for city tanks, treatment train infrastructure, wells and pipelines to assess the most feasible course of action for repairs. Developed grant

applications summarizing the scope of work and cost estimates to complete the repairs.

Staff Engineer | Marin Regional Biosolids Composting Feasibility Study | Las Gallinas Valley Sanitary District | Las Galinas, CA | Completed a feasibility study for implementing a regional Biosolids Composting Facility for Marin County to comply with the requirements of Senate Bill (SB)-1383. Performed preliminary site layout, facility loading rate calculations, Class 5 cost estimate, permitting considerations, and produced report summarizing the findings of the study.

Staff Engineer | Cathodic Protection – Soil Corrosivity Condition Assessments | HBMWD | Arcata, CA | Coordinated and designed a soil sampling study to assess the soil conditions around the ~17-mile Samoa Peninsula Pipeline. The existing Cathodic Protection was determined to have reached the end of its useful service life; the study was designed to assess if it would be necessary to upgrade the Cathodic Protection System in the future.

Staff Engineer | Hill & McCullens Pump Station Upgrades | City of Eureka | Eureka, CA | Project consisted of replacement and interior redesign of two wastewater pump stations in the Eureka. Designed interior piping and layout as well general project support for specifications and construction documents.

Staff Engineer | Samoa Peninsula 15-Inch Pipeline Replacement Concept Analysis | Humboldt Bay Municipal Water District (HBMWD) | Arcata, CA | Project consisted of a concept analysis for replacing a 5.0-mile Domestic Water pipeline on the Samoa Peninsula. Performed alternatives analysis, hydraulic modeling for various pipe sizes and pump station impacts and cost estimates of alternatives.

Staff Engineer | Collector 2 Lateral Rehabilitation | HBMWD | Arcata, CA | The HBMWD Collector Rainey Wells supply water to the larger Humboldt Bay region. The wells were originally installed in the 1950s, and the original screen laterals are reaching the end of their life. The project consisted of design new laterals to increase the district's water collection capacity. Performed bid period drafting support and Construction Inspection.

Staff Engineer | Six Acres Water Company Annexation to the City of Cloverdale | Six Acres Water Company | Arcata, CA | Six Acres Water Company is a small community on the outskirts of the City of Cloverdale with a separate drinking water system. The well source water has numerous violations for viral and bacterial contamination. The Community applied for a Drinking Water State Revolving Loan Fund Safe and Affordable Funding for Equity and Resilience Program (SAFER) Grant to gain funding to be connected to the City of Cloverdale water system. Assisted with construction document development, water modeling and grant documentation.

Staff Engineer | Sebastopol Parquet Street Water and Sewer | City of Sebastopol | Sebastopol, CA | Reviewed and updated City of Sebastopol's Standard details for water and sewer utilities.

Staff Engineer | Garberville Veterans Hall Demolition | Humboldt County Department of Public Works | Eureka, CA | Developed Demolition Plans and Specifications for the Garberville Veterans Hall. Assisted with coordinating utility disconnection, project permits and Construction Management.

Engineering Intern | 30th Street Improvement Project | City of Arcata | Arcata, CA | Perform construction management and inspection tasks, as well as acted as the City's Representative on the construction site.

Staff Engineer | Eureka Flood Reduction and Sea Level Rise Resiliency | City of Eureka | Eureka, CA | Wrote project description documents for California Environmental Quality Act (CEQA) and to bring new Staff members up to speed on the project. Assisted with CAD design of low impact development features.

Staff Engineer | Wickenburg Wastewater Treatment Plant Ultraviolet (UV) Disinfection System Upgrade | Town of Wickenburg | Wickenburg, AZ | Assisted in designing an upgrade to the Town of Wickenburg's UV disinfection system and effluent pump station for projected population growth. Performed hydraulic calculations for plant hydraulics and worked with Vendors to select hydraulic and treatment equipment. Completed design report for regulation review of the Upgrade.

Engineering Intern | Willow Creek Wastewater Treatment System | City of Willow Creek | Willow Creek, CA | Reviewed technical specifications for the design and construction of the treatment plant.



Luke Halonen PE

Civil Engineer



Location

Eureka, CA

Experience

9 years

Qualifications/Accreditations

- BS, Environmental Resources Engineering, Humboldt State University
- Civil Engineer, CA #89080

Key technical skills

- Hydraulic Design of Linear Infrastructure
- Planning, Design, Permitting, and Construction
- Water and Wastewater Conveyance Infrastructure
- Hydraulics, Site Layout and Design

Relevance to the project:

Luke is a licensed civil engineer with nine years of experience in delivering a variety of civil infrastructure projects. His professional area of focus is hydraulic design of linear infrastructure, including design of associated site improvements. Project types include water transmission, distribution, storage, and booster pump stations, wastewater collection systems including lift stations, stormwater conveyance and Low Impact Development (LID) stormwater treatment systems, and associated project site design and grading, and pedestrian and bicycle facilities. Projects involve planning, environmental compliance, design, permitting, and construction. Roles on project include project manager, project engineer, construction manager, discipline lead, and technical reviewer. His experience also includes a broad range of planning, hydraulic modeling, and analysis capabilities.

Project Manager | Elk River Wastewater Treatment Plant (WWTP) Improvements | City of Eureka | Eureka, CA |
 Serving as Project Manager for the Preliminary Design and Final Design phases of the Elk River WWTP Improvements project to increase the plant's treatment capacity from 12 Million Gallons per Day (MGD) to 24 MGD with the ability to attenuate peak events of up to 32 MGD. Project included a preliminary design evaluation and alternatives analysis of the treatment plant's primary and secondary treatment processes including the addition of a chemically enhanced primary treatment system or a third secondary clarifier, conversion of a facultative sludge lagoon to an equalization basin and upgraded pumping systems. Pump system upgrades includes replacement of the existing 10 MGD trickling filter pump station with a new 24 MGD pump station, two 8 MGD pump stations for flow transfer between the new equalization basin and secondary treatment processes, as well as upgrades of raw sewage sludge and waste sewage sludge pump systems. The preliminary design evaluation also included feasibility study for a municipal

wastewater disposal well system. Final design is ongoing for the recommended improvements.

Project Manager | Eureka Pump Station Pump Upgrades - Washington Street, Hill Street, and McCullens Street - Evaluation, Design, and Construction Support Services | City of Eureka | Eureka, CA |
 Serving as Project Manager for the ongoing multiphase project to upgrade the City's three wastewater pump stations on their Cross-Town Interceptor. The first phase of the project included a detailed hydraulic evaluation of three in-series pump stations. The evaluation included hydraulic modeling and calibration of the pumps and discharge force main, selection of replacement pumps, and summary recommendation of findings. The second phase of the project included the design and construction management assistance for the Washington Street Pump Station. The design included retrofitting the existing vertical shaft driven dry pit pumps with horizontally single-body centrifugal Flygt type NZ pumps on service carts, replacement of the existing suction and discharge piping, retrofitting a new beam and electric hoist into the

dry well to facilitate pump removal to be accessed by the ground floor hoist, integration of the new pump equipment into the previously upgraded motor control centers, and associated auxiliary pump station modifications, such as removal of the seal water pump system. Construction management support was provided as-requested which included contractor submittal and Request for Information (RFI) reviews, on-site assistance, and closeout assistance including record drawing development. The third phase of the project is ongoing which includes the Hill Street and McCullens Street pump station upgrades. The upgrade designs have been completed following the same the approach that was used at the Washington Street location, and the project is currently in the preconstruction stage. Construction management support will also be provided.

Project Engineer | First Slough Fish Passage Improvement Project | City of Eureka | Eureka, CA | Served as Project Engineer to support the sewer collection system modifications for the First Slough Fish Passage Improvement project for an area of creek in Eureka, which has previously been cut off hydraulically which has blocked passage for spawning of local fish populations within the reach. This project involved the design of two structural plated aluminum culverts, creek and alcove grading for fish refuge, habitat log structure design, and a sewer main and lift station modifications.

Civil Engineer | Atascadero State Hospital Sewer and WWTP Improvements | California Department of General Services | Atascadero, CA | The Atascadero State Hospital is designing a new wastewater conveyance system from the Atascadero State Hospital to the City of Atascadero's WWTP and decommissioning the existing WWTP at Atascadero State Hospital. The improvements included existing sewer main rehabilitation, a new screening facility, a new pump station, and approximately 7,000 feet of new force main. Designed the sewer collection system rehabilitations which included 360 feet of pipe replacements and repairs, 200 feet of pipe bursting, and 600 feet of cured-in-place pipe lining, as well as approximately 50 sewer manhole replacements and rehabilitations including manhole lining.

Project Engineer | City of Rio Dell Sanitary Sewer Evaluation Study | City of Rio Dell | Rio Dell, CA | The objective of this study is to identify the sources of Infiltration/Inflow (I/I) and determine at what level it is cost effective to reduce I/I versus conveying and treating it and what is necessary to prevent future sanitary sewer overflows due to collection system capacity issues. Contributed by analyzing pump station data to determine maximum sewer flow, prepared the project technical memorandum, managed communication between Rio Dell and GHD, and performed background research on the existing sewer collection system.

Civil Engineer | Leachate and Potable Water Storage Tank Replacement Project | County of Sonoma | Sonoma County, CA | Serving as Civil Engineer reviewer for the project, located in Sonoma County, California, for the design of six 200,000-gallon stainless steel landfill leachate storage tanks at three different landfill sites, as well as the design of three 200,000-gallon stainless steel potable water storage tanks at three different sites in Healdsburg. The project includes site grading, demolition of the existing tanks, site restoration and instrumentation and electrical design. The project will allow for additional storage of landfill leachate which will reduce hauling costs, as well as the replacement of three deficient redwood water tanks.

Civil Engineer | Wastewater System Infrastructure Improvement Project | Redway Community Services District | Redway, CA | Serving as lead Civil Engineer Responsible for planning and preliminary design for Redway Community Services District's collection system and WWTP in support of a Clean Water State Revolving Fund planning grant. Collection system improvements include lift station evaluations and retrofits for replacement pumps. Treatment plant improvements include upgrades to the effluent pump station and forcemain with replacement pipe bridge for the WWTP's increased flow capacity as part of the WWTP improvements.

Civil Engineer | Bethel Church Collyer Campus Lift Station | Bethel Church | Redding, CA | Serving as lead Civil Engineer for the design of a new sewer collection system for Bethel Church's new campus. Prepared hydraulic evaluation of sewer collection system. Designed gravity collection system including packaged pump station and forcemain to intertie to City sewer collection system. Prepared sewer system design plans to be included in overall campus development plan.

Civil Engineer | Central Avenue Water & Sewer Main Rehabilitation Project | McKinleyville Community Services District | McKinleyville, CA | A priority project in the District's Capital Improvement Program is replacing/rehabilitating approximately 2,700 linear feet of 6- and 8-inch Asbestos Cement (AC) sewer main and approximately 2,200 linear feet of 16-inch Asbestos Cement (AC) water main. Provided technical guidance on development of the alternatives analysis and preliminary design report for the project and is currently providing quality reviews in the development of final design plans and specifications for cured-in-place pipe lining of the sewer mains and installation of a new water main via open-cut trenching.



Matt Kennedy PE, TE, ENV SP

Civil Engineer



Location

Santa Rosa, CA

Experience

20 years

Qualifications/Accreditations

- MS, Environmental Engineering, University of Massachusetts
- BS, Environmental Resources Engineering, Humboldt State University
- Civil Engineer, CA #68304, OR #83450, NM #23032, HI #18171, GU #1337, CNMI #528
- Traffic Engineer, CA #2385
- Envision Sustainability Professional (ENV SP)

Key technical skills

- Environmental Compliance
- Design Engineering
- Permitting and Construction

Memberships

- American Society of Civil Engineers (ASCE)
- American Water Works Association (AWWA)
- Society of American Military Engineers

Relevance to the project:

Matt is a principal engineer with 20 years of experience in delivering a wide variety of civil infrastructure projects. Project types include water and recycled water, sewer, drainage, traffic/transportation, buildings, and sustainable site development. He is adept in the management and design of multi-discipline projects with medium to large teams and numerous stakeholders and including construction management. Projects involve planning, environmental compliance, design, permitting and construction. Project elements include water tanks, wells, water transmission/distribution, sewer collection, pump stations, stormwater conveyance, Low Impact Development (LID), grading and drainage, civil site design, traffic signals, roadways, retaining walls, pedestrian and bicycle facilities, and traffic control. His experience also includes a broad range of planning, modeling and analysis capabilities, including utility master planning, hydrologic and hydraulic modeling, water and wastewater process design, traffic and parking studies, and circulation studies. He is also experienced in land surveying and construction management.

Project Engineer | HCSD Water System Hydraulic Model Update | HCSD | Humboldt County, CA | Served as Project Engineer responsible for the update and calibration of the water system hydraulic model of the HCSD water supply system. The model was developed using Bentley's WaterCAD V8i hydraulic modeling software and the District's comprehensive system-wide water maps, which are in AutoCAD format. The system mapping was used as a background layer and the model pipe network was "traced" over the background to create the skeleton model. Water storage tanks, pump stations and Pressure Reducing Valves (PRVs) were added to the model, along with nodes or junctions where pipes meet or change size. Water storage tanks were defined from records of tank diameters, heights and known or estimated working volumes. Pump stations were defined from published pump curves, and PRV settings were assigned as pressures from known or

estimated pressure settings. Elevations were assigned to the junctions, tank bottoms, pump stations and PRVs using available topographic data, including US Geological Survey maps, the District's aerial surveyed elevation contours, and field surveyed data. Because the District's system mapping was not spatially located on a recognized horizontal coordinate system, Geographic Information System (GIS) spatial analysis was used to adjust the horizontal location of the model elements (pipes, valves, nodes, tanks pumps, etc.) to the NAD83 California State Plane Coordinate System, Zone 1. The data in the model was verified using the District's water mapping and record drawings to confirm pipe lengths, sizes, materials, and other important data affecting hydraulic calculations and results. Flow and pressure data were collected at various pump stations to define specific pump curves. Water demands were assigned to the model using GIS spatial analysis. Daily

average water billing data (three-year record) received was geocoded to the parcels served. Thiessen Polygons were developed, whose sides bisect the distance between nodes, to identify the nodes for which each parcel water demand and portions of those parcel's water demands are assigned. The average daily water demands for each parcel or parcel portion were finally assigned to the nearest nodes in the model. Historical fire flow test data was obtained from the fire department, and additional fire flow tests were performed. This data consisted of static and residual pressures and hydrant flows and was used to calibrate the model.

Project Engineer | Ranney Collector Well Rehabilitation | Humboldt Bay Municipal Water District | Arcata, CA |
Prepared the plans and specifications for the pilot test rehabilitation of one of the District's Ranney collector wells in the Mad River.

Project Engineer | City of Fortuna Water System Master Plan | City of Fortuna | Fortuna, CA | GHD prepared the current Water System Master Plan for the City of Fortuna in Humboldt County, CA in 2005. For this project, a WaterCAD hydraulic model of the City's entire water system was developed, calibrated, and validated. The system includes five tanks and reservoirs, seven booster pump stations and a well field in eight separate pressure zones. Estimated demands at various critical nodes were calculated using customer use records and projected for the General Plan build-out level. A demand analysis was also completed comparing estimated demands with water production to assess system-wide water losses. The adequacy of the existing water transmission, distribution, storage, and pumping systems was assessed using the calibrated and validated model, including fire flow analysis. The results of the analysis were used to develop capital improvement projects to improve system supply and efficiency. Improvements included construction of new and parallel mains, and installation and replacement of storage facilities. Recommended improvements were prioritized into a Capital Improvement Program. A planning level cost estimate for the improvements was completed to bring the existing water system up to recommended standards as development in the City occurs. GHD completed this Water System Master Plan on schedule and 15% under budget.

Project Manager, Civil Engineer of Record | Field of Dreams Well #8 | City of Sonoma | Sonoma, CA | Responsible for this well project for the City of Sonoma. The project includes a feasibility study, basis of design, preparation of a mitigated negative declaration, and development of detailed construction documents for bidding and construction. The project converts an existing 8-inch irrigation well for the Field of Dreams Park into a new municipal potable water supply well. The well is situated in the northwest corner of the park, directly adjacent to the Montini Open Space Preserve and near General Vallejo's

historic home. The potential to encounter culturally significant materials during construction is a key project issue, and provisions are incorporated into the construction documents addressing required mitigation measures should such materials be encountered. The project includes improvements to the existing well head to bring it into compliance with State Division of Drinking Water requirements. Other elements of the project include a new CMU control and chlorination building with metal roof, fire suppression system, HVAC system, new Variable Frequency Drive (VFD) controlled well pump, Arden TriChlor tablet chlorination system, water quality testing instrumentation, underground piping connecting to the City's distribution system, gravel access road, and grading and drainage improvements to the surrounding site. The project also relocates the baseball scoreboard controls, ball field lighting controls and irrigation controls to the new building, a new PG&E electrical service, and Supervisory Control and Data Acquisition (SCADA)/telemetry improvements. The project meets CalGreen and Title 24 energy requirements.

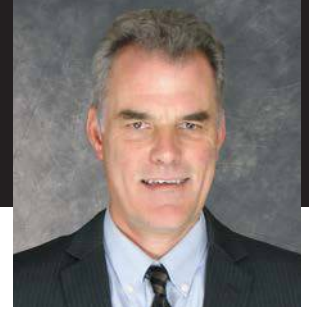
Project Manager, Civil Engineer of Record | Mt. Vernon Road Intertie | Placer County Water Agency | Auburn, CA | Responsible for the design of an interconnection between Placer County Water Agency's water distribution system and the Nevada Irrigation District water system. The purpose of the interconnection is to improve water system reliability by providing an additional source of emergency water supply for both water suppliers. Elements of the project include geotechnical investigations to confirm subsurface conditions, topographic survey, development of pipeline plans/profiles, pressure reducing station grading and site improvements, details and traffic control plans, creation of technical specifications and an engineer's opinion of probable construction cost. Bid and construction services were also provided.

Project Manager, Civil Engineer of Record | Replacement Well #4 and New Well #9 | City of Ukiah | Ukiah, CA | Responsible for the planning and design of two wells for the City of Ukiah. This project replaces existing and failing Well #4 with a new well, chlorination and control building, and related site improvements, and constructs new Well #9. Well #4 is located on a parcel in a residential neighborhood. It was constructed in 1957 and has historically been one of the City's best producing wells. Recent well casing failures and risk of losing the well entirely have prompted the City to move forward with the construction of a new replacement well and abandonment of the existing well. New Well #9 is located on a private parcel in northern Ukiah just outside City limits. Pilot testing performed by the City indicates the Well #9 site has good water production potential.



Rick Guggiana PE, LEED AP, CDT

Electrical Engineer



Location

Santa Rosa, CA

Experience

34 years

Qualifications/Accreditations

- BS, Electrical Engineering Technology, California State Polytechnic University, Pomona
- Electrical Engineer, CA #15580, AZ #34069, CO #34471, IL #062-053426, TX #86009, WA #36259
- Leadership in Energy and Environmental Design Accredited Professional (LEED AP), US Green Building Council
- Construction Documents Technologist (CDT), Construction Specifications Institute

Key technical skills

- Electrical, Controls, and Instrumentation Fields
- Water Treatment, Storage, and Pumping Systems, Wastewater Collection and Treatment Systems, Pumping Controls, Supervisory Control and Data Acquisition (SCADA) Systems

Memberships

- Institute of Electrical and Electronics Engineers

Relevance to the project:

Rick is a licensed electrical engineer with over 34 years of experience in the electrical, controls, and instrumentation fields, for federal, military, municipal, and private industrial clients. He has extensive experience with water treatment, storage, and pumping systems, wastewater collection and treatment systems, pumping controls, SCADA systems, low and medium-voltage power generation, microgrids, and waterfront electrical distribution. Rick has led large-scale coordination and arc flash studies, desk-top radio path modeling, photometric analyses, forensic studies, feasibility studies, condition assessments, construction cost estimates, and engineering services during construction. He has also written design-build Requests for Proposal (RFPs) and has served as the client's representative, as well has served as the lead electrical engineer on contractor-led design-build teams. Rick was involved in the design and construction management of a 115 kV substation project, which won a merit award from the Consulting Engineers and Land Surveyors of California (CELSOC).

Electrical Engineer | Lake Berryessa Resort Improvement District Water Storage and Pump Station Improvements | Napa County Public Works | Napa, CA | Served as Electrical Engineer for project to replace two leaking redwood tanks with two 100,000+ gallon steel water storage tanks, along with mechanical and electrical improvements at two pump station sites. Project included replacement of corroded MCCs (for booster pumps) tank level instrumentation, and chlorine injection equipment. The project added flow metering, and tank mixing (for trihalomethane reduction). A two-wire tank level control system was upgraded to a PLC-based system with 150MHz radio telemetry.

Electrical Engineer | Metropolitan Wells Redevelopment | City of Rio Dell | Rio Dell, CA | Served as Electrical Engineer for project to rehabilitate two existing drinking water wells. Improvements include VFD-controlled submersible well

pumps, VFD-controlled clearwell pumps, a pressurized filter vessel control panel, carbonic acid generation system for pH adjustment, pH adjustment booster pump, backwash reclaim transfer pump, flowmeters, and backwash tank level instrumentation. Process status and alarm signals were integrated into the City's existing Data Flow Systems SCADA system.

Electrical Engineer | City of Ukiah Replacement Well #4 and New Well #9 | City of Ukiah | Ukiah, CA | Served as Electrical Engineer for the planning and design of two wells for the City of Ukiah. This project replaces existing and failing Well #4 with a new well, chlorination and control building, and related site improvements, and constructs new Well #9. Well #4 features a 150hp pump, and Well #9 a 100hp pump. Elements of the project include a new CMU control and chlorination building with metal roof,

new utility services, VFD controlled well pump, fire alarm system, lighting control panel, Heating, Ventilation, and Air Conditioning (HVAC) system, Arden TriChlor tablet chlorination system, turbidity and chlorine residual analyzers, flow metering, and Allen-Bradley PLC with a 900MHz spread spectrum radio link to the water treatment plant. The PLC controls and monitors well process functions, except for control of the Arden TriChlor system, which has its own dedicated controller.

Electrical Engineer | City of Sebastopol Well #7 Water Treatment System | City of Sebastopol | Sebastopol, CA | Electrical Engineer for this well treatment system project for the City of Sebastopol to reduce the level of naturally occurring arsenic in the well's output. Improvements include a new pressurized filter vessel control panel, carbonic acid generation system for pH adjustment, pH adjustment booster pump, backwash reclaim transfer pump, flowmeters, and backwash tank level instrumentation. Process status and alarm signals were integrated into the City's Alerton building management system.

Electrical Engineer | San Francisco Public Works Non-Potable Water Re-Use System | San Francisco Public Works | San Francisco, CA | Served as Electrical Engineer for the engineering report and design for a 25,000 GPD non-potable water re-use system. The system collects foundation underdrainage from adjacent buildings and treats it via media and membrane filtration and disinfects for re-use in street-sweeping and fountain make-up supply, off-setting potable water use by over five million gallons per year. A significant design challenge was to fit new equipment into an underground vault with existing equipment that needed to remain in place. Electrical scope included modifications to an existing equipment vault power distribution, Motor Control Center (MCC) expansion, with new instrumentation and PLC-based SCADA system. The project also provided power distribution to receptacles at the above-ground plaza. Receptacles and associated breakers were mounted in vandal-resistant pedestals for use by farmers-market vendors. Electrical scope included voltage drop and conduit fill calculations.

Project Engineer | Davenport County Sanitation District Recycled Water System | Davenport County Sanitation District | Davenport, CA | Served as Project Engineer for the District's recycled water system improvements project located in Davenport, Santa Cruz County. The design included upgrades to the treatment plant's processes to attain disinfected tertiary effluent status under Title 22 of the California Code of Regulations. Improvements included design of a recycled water storage pond, pumping station wet well and pumps, recycled water transmission line, chemical metering pumps and valves, and reclaimed water truck filling station. In addition, redundancy was added to the plant's alarms and treatment processes to confirm

treated water not meeting recycled water specifications could be recirculated to the secondary treatment lagoon. Responsibilities included preparation of engineering design, construction drawings, specifications, project cost estimate, and engineering report.

Electrical/Controls Engineer | St. Helena Wastewater Treatment Plant (WWTP) and Reclamation Plant Improvement Feasibility Study | St. Helena Public Works Department | Saint Helena, CA | Served as Electrical Engineer for feasibility study and master plan for improvements to a 3 mgd (peak wet weather flow) secondary WWTP. Scope included qualitative assessment of current conditions of electrical equipment, mechanical equipment, buildings, and irrigation systems. The study included recommendations and a schedule for implementation of the recommendations to refurbish existing equipment and facilities, as well as assessment and recommendations for additional improvements to meet future capacity, treatment, storage, and disposal requirements.

Electrical Engineer | Newport Coast Sewer Lift Station Rehabilitation Project | Irvine Ranch Water District | Newport Beach, CA | Served as Electrical Engineer for the complete rehabilitation design of the 500-gpm regional Newport Coast sewer lift station that includes the replacement of the existing electrical distribution system, including new service entrance switchboard, MCC, pump controls, instrumentation, SCADA, and lighting. The project also includes constructing a new concrete masonry unit (CMU) block electrical control building with the new PLC and MCC equipment, and a new chemical odor control system.

Electrical Engineer | Buena Creek Pump Station Electrical Improvements | City of Vista | Vista, CA | Served as Electrical Engineer for project to provide upgrades to existing pump station. Improvements included replacing wet well lighting and the hazardous gas detection system, as well as adding site lighting and a security/access control system.

Electrical Engineer | US Coast Guard Training Center WWTP Project Proposal Report | US Coast Guard | Petaluma, CA | Served as Electrical Engineer for a report to study the conversion of an undersized secondary treatment process to a tertiary treatment process with expanded flow, storage, and disposal capacity. The existing plant consisted of a simple headworks structure, three aeration ponds (one with floating aerators), a chlorination facility, an irrigation pump station, and a minimal SCADA system for monitoring. The proposed new plant facilities would include screening and headworks, grit removal, aeration/clarification/digestion, filtration, ultraviolet disinfection, sludge dewatering, chemical injection, and various effluent pumping systems.



Steve Burns PE, SE, ME, LEED AP

Structural Engineer



Location

Santa Rosa, CA

Experience

42 years

Qualifications/Accreditations

- MS, Structural Engineering, University of California, Berkeley
- BS, Engineering, San Francisco State University
- Civil Engineer, CA #51369
- Structural Engineer, CA #4229
- Mechanical Engineer, CA #26600
- Leadership in Energy and Environmental Design Accredited Professional (LEED AP), US Green Building Council
- Construction Documents Technologist (CSI)

Key technical skills

- Design and Analysis of Building, Civil, and Bridge Structures

Memberships

- Structural Engineers Association of Northern California

Relevance to the project:

Steve is a professional engineer with over 42 years of experience in the design and analysis of building, civil, and bridge structures. Steve has extensive experience with both new construction and repair/retrofit. In the building industry, he has performed new building design, as well as seismic retrofit for concrete, steel, masonry, and wood structures.

Senior Structural Engineer | Reservoirs Seismic Retrofit | Humboldt Bay Municipal Water District | Eureka, CA |
 As Senior Structural Engineer, designed seismic retrofits for three welded steel tank reservoirs: a 1 Million-Gallon (MG) tank at Korblex, a 2 MG tank at Korblex, and a 1 MG tank on the Samoa Peninsula. Reservoirs were evaluated and retrofits were designed in accordance with the AWWA D100-11 document. Also, designed a roof replacement for the 1-MG tank on the Samoa Peninsula. The two 1-MG tanks did not meet AWWA D100-11 overturning requirements for anchorage and the existing tanks foundation system consisted of a containment ring that was offset from the tank and served only to confine the oiled sand beneath the reservoirs and could not be utilized to support anchor bolts. The most cost-effective solution consisted in providing helical screw anchors connected to the tanks with anchor chairs using the screw anchors to replace conventional anchor bolts. The 2-MG tank did not meet AWWA D100-11 hoop stress requirements for the lower two courses of steel plate. The most cost-effective solution was to provide a reinforced concrete jacket around the tank with horizontal reinforcement used to supplement the tanks steel plates.

Senior Structural Engineer | Tank 4A Replacement Project | North Marin Water District | Inverness, CA |
 As Senior Structural Engineer, performed structural design for a 125,000-gallon reinforced cast-in-place concrete water tank. Tank was 32 feet in diameter with a 21-foot operating depth. Tank roof was supported by the perimeter tank shell and one central concrete column. The exterior surface of the tank was board formed in order to match the aging redwood tank it was replacing. Analysis was performed using SAP 2000 in accordance with the Code Requirements for Environmental Engineering Concrete Structures (ACI 350-06 and 350.3-06) and included inertial, impulsive, and convective forces due to sloshing. A site-specific response spectrum was used in the analysis.

Senior Structural Engineer | City of Healdsburg Recycled Water | City of Healdsburg | Healdsburg, CA |
 As Senior Structural Engineer, designed an aerial bridge crossing for a 12-inch welded steel water line over the City's Dry Creek stream bed. Bridge was a cable suspension type with a span of 500 feet between supporting towers. Bridge main and anchor cables were two-inch and 2.5-inch diameter bridge

strand respectively meeting American Society for Testing and Materials (ASTM) A586 requirements. Bridge suspender cables were 5/8-inch diameter rope cable meeting ASTM A603 requirements. Towers were H-style ordinary concentric braced frames composed of wide flange and hollow structural section shapes. Tower footings consisted of conventional concrete spread footings. Cable anchor blocks consisted of mass concrete dead men. Design was accomplished meeting the more restrictive requirements of either the 2007 California Building Code (2007 CBC) or the AASHTO Standard Specifications for Structural Supports for Highway Signs, Luminaries and Traffic Signals, 4th Edition. Design was unique in that a low profile of less than 30 feet from centerline of pipe to top of tower was required for aesthetic reasons. Also, supervised the design of pipe supports for eight-inch and 12-inch recycled water lines to be supported from existing vehicular traffic bridge structures. Pipe supports consisted of bracket type gravity and seismic supports composed of steel channels and steel angle shapes wedge anchored along bridge span. Thrust loads were accommodated using thrust collars where pipes went below grade. Existing bridges were composed of reinforced concrete.

Senior Structural Engineer | Dry Creek Bridge Modification | City of Healdsburg | Healdsburg, CA | As Senior Structural Engineer, designed modifications to an existing cable type suspension pipe bridge to add two 14-inch diameter pipelines to an existing 12-inch diameter pipeline bridge. Bridge spanned 500 feet over Dry Creek, City of Healdsburg, California. The bridge modifications were designed in accordance with the 2013 California Building Code and the AASHTO Standard Specifications for Structural Supports for Highway Signs, Luminaries and Traffic Signals 6th edition. Modifications included redesign of Anchor, main and support cables, pipe supports, foundations and tower retrofit. Bridge main and anchor cables were four-inch and 3.5-inch diameter bridge strand respectively meeting ASTM A586 requirements. Bridge suspender cables were 1-inch diameter rope cable meeting ASTM A603 requirements. Towers were H-style ordinary concentric braced frames composed of wide flange and hollow structural section shapes. Foundation retrofit included the addition of a cast-in-place pile foundation system.

Senior Structural Engineer | Los Cerritos Creek Sub-Basin 4 Regional Best Management Practices (BMP) and Diversion | City of Signal Hill | Signal Hill, CA | As Senior Structural Engineer, designed a 67,000-square-foot subterranean stormwater capture facility and a 5,500-square-foot diversion structure. The project was unique in that the capture facility was located adjacent to a Long Beach Airport runway, and therefore, design included live loads from Boeing 737-800 aircraft. Additionally, the capture facility was buried under approximately 12 feet of fill. The diversion structure cut into and replaced

an approximately 135-foot section of the Los Cerritos channel open culvert. The culvert modifications included an access ramp for maintenance vehicles. The design of the capture facility was completed in accordance with the AASHTO LRFD Bridge Design Specification, 6th edition. The diversion structure modifications were in accordance with the 2016 California Building Code and the County of Los Angeles Flood Control District Structural Design Manual, dated April 1982.

Senior Structural Engineer | Marine Corps Logistics Base Barstow Water System Improvements | Marine Corps Logistics Base Barstow | San Bernardino County, CA | As Senior Structural Engineer, performed seismic evaluations and wrote specifications for the replacement of two water reservoirs: the Yermo tank (S-581) to replace the current 500,000-gallon elevated water storage tank with a new 500,000-gallon, 194-foot-tall, elevated water storage tank meeting current seismic standards; and the Nebo tank (S-72) a 1,000,000-gallon, 44-foot-diameter welded steel flat bottom water tank to replace the current concrete tank at the same site.

Senior Structural Engineer | Lawrence Berkeley National Laboratory Sitewide Water Distribution Upgrade | Lawrence Berkeley | Berkeley, CA | As Senior Structural Engineer, performed construction administration services for the upgrade of two existing 200,000-gallon welded steel water storage tanks and construction of a new 200,000-gallon welded steel water tank. Project was unique in that the new water tank was supported on a drilled pier foundation system. The piers acted as cantilevered columns to support the tank for lateral loads. Additionally, tanks were anchored in accordance with AWWA D100-96 and 2002 California Building Code requirements.

Senior Structural Engineer | Kelseyville-Finley Water System Upgrade Systems | County of Lake | Lake County, CA | As Senior Structural Engineer, designed foundations for an 81-foot-diameter, 1,000,000-gallon welded steel water tank. Tank was anchored in accordance with AWWA D100-96 and 2002 California Building Code requirements. Also performed structural design for single-story 240-square-foot booster pump station. Pump station consisted of concrete masonry and wood construction.

Senior Structural Engineer | Sebastopol Well Number 7 | City of Sebastopol | Sebastopol, CA | As Lead Senior Structural Engineer performed structural engineering for modifications to an existing well, Sebastopol, California. Modifications included the design of a 210-square-foot reinforced concrete below grade tank foundation a 10,000 gallon below grade back wash tank and various pipe supports. Design was performed in accordance with the 2013 California Building Code.



Craig Camp

Directional Drilling



Location

Irvine, CA

Experience

40 years

Qualifications/Accreditations

- BS, Mining Engineering, University of Idaho

Key technical skills

- Project Manager
- Cost Estimator
- Drill and Blast Tunneling
- Trenchless Methods for New Pipeline Installation
- Pipe Bursting and Trenchless Pipeline Replacement
- Trenchless Pipeline Rehabilitation
- Geotechnical Data and Interpretive Reports
- Prepare Geotechnical Baseline Report
- Shaft Design and Construction

Memberships

- Construction Management Association of America (CMAA)
- North American, Society for Trenchless Technology (NASTT)
- American Society of Civil Engineers (ASCE)
- Society of American Military Engineers (SAME)
- Society of Mining Engineers (SME of AIME)
- Western Chapter of NASTT (WESTT)

Relevance to the project:

Craig has over 40 years of experience in underground construction. His experience encompasses multiple phases of microtunneling and other trenchless construction methods including conceptual design reviews, preliminary design reports based on anticipated ground conditions, production estimates, specification reviews, drawing reviews, Geotechnical Baseline Reports (GBR) reviews, project cost estimating, and resolution of project issues. He has been involved in over 100 trenchless construction projects installing over 250,000 feet of pipelines throughout North America, including Miami International Airport in FL; JFK International Airport in New York; Nimitz Reconstructed Sewer in Honolulu, Hawaii; and Novelty Hill Sewer in Seattle, Washington. Craig has worked with contractors, engineers, and owners in both the public and private sector markets to assist in the resolution of project issues.

Trenchless Technical Expert | Recycled Water Program
 – Segment 1 Pipeline Final Design | Jurupa Community Services District | Jurupa Valley, CA | This project involved the Final Design for the District’s Recycled Water Program – Segment 1 Pipeline consisting of over 21,000 linear feet of pipeline ranging from 18 to 24 inches. Project components included horizontal directional drilling designs for difficult crossings, encroachment permits from San Bernardino County Flood Control District, Orange County Public Works, Riverside County Flood Control and Water Conservation District, and Southern California Edison, coordination with two private property owners, field investigations, traffic control design, and Plans, Specifications, and Estimate (PS&E) development.

Trenchless Technical Expert | Third Street Light Rail Transit Ductbanks at Mission Creek and Islais Creek Project | San Francisco Municipal Railway; San Francisco Public Utilities Commission (SFPUC) | San Francisco, CA
 | Served as Technical Expert for trenchless final design and construction of 5 undercrossings located below groundwater and containing various combinations of high-voltage (230kV), mid-voltage (15kV), and communication ducts: 1) one 194-foot undercrossing of Union Pacific Railroad (UPRR) twin track using 54-inch Outside Diameter (OD) steel casing, 2) two 115-foot undercrossings of twin SFPUC light rail track using 36-inch OD steel casing, 3) one 45-foot undercrossing of single UPRR rail track using 36-inch OD steel casing, 4) three 160-foot undercrossings of single UPRR rail track and twin stormwater reinforced

concrete boxes using 36-inch OD steel casing, and 5) one 160-foot undercrossing of twin SFPUC light rail track and single stormwater reinforced concrete boxes using 36-inch OD steel casing. Scope of work included finalizing included plans, specifications, soils report, and revising proposed trenchless construction method of microtunneling with Pilot Tube Method (PTM) plus Horizontal Anger Boring (HAB) and HAB with dewatering due to rock fill in the tunnel alignment.

Trenchless Technical Expert | Golden Triangle Sewer Project | Eastern Municipal Water District | Perris, CA | Served as Technical Expert for trenchless design review for 36-inch OD steel casing to accommodate 24-inch Inside Diameter (ID) bell and spigot Vitrified Clay Pipe (VCP) gravity sewer under Interstate 15 in the City of Murrieta, California. reviewed a preliminary design report, geological reports, and final design drawings for the final alignment of 664 feet of gravity sewer within the Caltrans right-of-way using HAB. Recommendations included increasing the casing pipe size as reflected in the final design and placing the entire reach of sewer pipe inside steel casing resulting in a single reach of encased gravity sewer across the right-of-way.

Trenchless Technical Expert | Sky Canyon Sewer Project | Eastern Municipal Water District | Perris, CA | Served as Technical Expert for trenchless design review for 36-inch ID VCP gravity sewer. Reviewed two potential undercrossings - arterial surface street and seasonal creek. Street crossing is for 240 linear feet of a 60-inch steel casing for the gravity sewer with shafts of 26 and 20 vertical feet. Creek crossing is for 67 linear feet of a 60-inch steel casing for the gravity sewer with shafts of 14 and 20 vertical feet. Review included plans, specifications, soils report, and proposed trenchless construction method of HAB.

Project Engineer, Horizontal Directional Drilling (HDD) Specialist | Ørsted HDD Landfalls | Ørsted | Delaware, New York, Rhode Island, Massachusetts | Served as HDD Specialist for HDD feasibility study for five projects for a total of 12 sites. Prepared conceptual design, reviewed HDD staging area configurations, siting, equipment requirements, and casing layouts.

Trenchless Technical Expert | Capuchino High School Vicinity Sewer Capacity Upgrade | City of Millbrae | Millbrae, CA | Served as Trenchless Technical Expert for Millbrae's Capuchino High School Vicinity Sewer Capacity Upgrade project located in a residential neighborhood in the South San Francisco community. Reviewed design documents including geotechnical investigation for pipe bursting constructability. Project included replacement of approximately 3,030 feet of 6- and 8-inch diameter sewer main with new High Density Polyethylene (HDPE) pipe. Contractor proposed a change in method to pipe reaming, a replacement technique that removes rather

than structurally failing pipe. Reviewed the contractor's submittals for compliance with the contract requirements. Successful low bidder was approximately \$1,147,475.

Trenchless Technical Expert | XUMU 17-1098B1 2018 Coast Road Culvert Repair | Vandenberg Air Force Base | Vandenberg Village, CA | Developed technical concept to remove failing Corrugated Metal Pipe (CMP) storm drain buried in man-placed earthen fill. CMP was failing with joint separation, buckling, and failed invert leading to two sinkholes with one sinkhole preventing use of a critical road. Developed contract documents for CMP replacement using tunneling including specifications, drawings, and engineer's estimated cost of construction. Reviewed contractor's submittals including work plan, proposed design changes, and tunneling construction equipment. Project required construction of approximately 240 feet of 12-foot rib and lag circular tunnel with seven-foot ID concrete storm pipe grouted in-place. Revised alignment removed existing grade breaks using a 4.87% downgrade. Alignment included a 110-foot radius with an arc length of 94 feet. Design included shield abandonment 55 feet below existing ground surface at an underground concrete bulkhead.

Trenchless Design Review Technical Expert | Moulton Niguel Water District Regional Force Main Replacement | Moulton Niguel Water District | Laguna Niguel, CA | Served as Trenchless Design Review Technical Expert for 20- and 24-inch parallel Techite pressure pipelines with each over 7,320 feet in length (total of 14,640 feet). Scope of work was limited to reviewing five creek undercrossings using HAB to install 72-inch steel casing for two 24-inch ID by 28.0-inch OD HDPE pipe. The first undercrossing is 135 linear feet with shafts of 22 and 25 vertical feet. Second and third drives use a common center shaft. The drives are 235 and 185 linear feet with shafts of 28, 27, and 31 vertical feet. The fourth undercrossing is 90 linear feet with shafts of 21 and 22 vertical feet. The fifth undercrossing is 160 linear feet with shafts of 33 and 25 vertical feet. Review included Preliminary Design Report (PDR), plans, specifications, soils report, and proposed trenchless construction method of HAB.

Trenchless Expert | Water Facilities Plan Check for the I-405 Improvement | City of Westminster | Westminster, CA | Served as Trenchless Expert for the City of Westminster for Caltrans' I-405 Improvement project includes the widening of the San Diego Freeway between SR 73 and I-605. The City of Westminster has 12 bridges that will be impacted along a reach of 5.3 miles between the Bolsa Chica Road and Magnolia Street Bridges. The bridges that will be reconstructed require significant utility relocations and replacements during construction.



Julia Clark GISP

GIS



Location

Eureka, CA

Experience

9 years

Qualifications/Accreditations

- BS, Environmental Science (Geospatial Science), California State Polytechnic University, Humboldt
- Geographic Information Systems (GIS) Professional, GIS Certification Institute
- Esri ArcGIS Online Administration Specialty Certification
- Esri ArcGIS Desktop Professional Certification

Key technical skills

- Geographic Information System (GIS)
- Digital Data Collection
- Web GIS Management

Memberships

- North Coast GIS Users Group
- Urban and Regional Information Systems Association (URISA)
- Women in GIS (WiGIS)

Relevance to the project:

Julia is a location intelligence analyst with experience using GIS in multidisciplinary county, state, non-profit, and educational projects. She has administered multiple web GIS environments for clients using ArcGIS Online, supported digital data transformations for improved efficiency of field data collection efforts, conducted multi-criteria analysis for site selections, and has generated cartographic presentations for a wide range of disciplines. Her work has often supported environmental documentation and permitting, natural resources improvements and studies, grant applications and proposals, as well as public and landowner outreach meetings and charrettes.

Lead GIS Analyst | Russ Creek and Centerville Slough Restoration Project | Natural Resources Conservation Service - Humboldt County Resource Conservation District | Eureka, CA | Supported field data collection, conducted change analysis between proposed conditions and current conditions for both habitats and wetlands, generated cartographic products for environmental restoration project on the Eel River.

Lead GIS Analyst | Eel River Groundwater Management Plan | Humboldt County Department of Public Works | Eureka, CA | GHD provided the appropriate data, analysis, modeling, planning, and documentation to satisfy the specific requirements under the Sustainable Groundwater Management Act for the Eel River basin. Assisted the Eel River Valley Basin Groundwater Sustainability Agency, led by the County, to develop a Groundwater Sustainable Management Plan that was technically defensible and that met the Department of Water Resources (DWR) components and reporting requirements.

Lead GIS Analyst | Centerville Road Storm Damage Repair | Humboldt County Department of Public Works | Centerville, CA | A section of Centerville Road experienced storm damage due to its susceptible location. The project involved addressing the site's vulnerability and restoring the existing roadway to withstand a 25-year flood event. Provided spatial analysis and mapping for environmental reporting and support field data collection efforts.

Lead GIS Analyst | Humboldt Bay Sea Level Rise Adaptation Plan | Humboldt County Department of Public Works | Eureka, CA | Compiled data from various sources to provide detailed background information on potential extents of sea level rise compounding with other hydraulic factors of the study area, and the potential impacts on critical infrastructure and various zoning types in the area. Provided detailed graphics for public meetings, and informed design decisions of the adaptation plan.

Lead GIS Analyst | Ocean Ranch Restoration Project | Ducks Unlimited | Humboldt, CA | Developed a comprehensive data management system to compile datasets from various sources, track current and outdated versions during major and minor adjustments, and confirm accurate data was prepared for spatial analysis. Conducted spatial change analysis for the Environmental Impact Report that included both an existing conditions assessment, and potential impacts of the proposed project on habitat, vegetation, and wetlands. Generated cartographic products to appropriately demonstrate the results of the analysis.

GIS Analyst | Manila Highway SR 255 Shared-Use Path | Humboldt County, Department of Public Works | Manila, CA | Provided GPS support for field data collection and developed cartographic products to support site assessment reports and permit applications.

GIS Analyst | Marin, Sonoma, Mendocino, and Humboldt Counties Trail Mapping | Alta Planning | Northern California | Developed a large-scale cartographic map detailing a trail corridor running between Marin and Humboldt Counties. The map displayed geographic information of the surrounding areas and highlighted relevant features. This map product provided the visual support needed to discuss the trail in public meetings.

GIS Analyst | Humboldt County Association of Governments Transportation Mapping | Humboldt County Association of Governments | Eureka, CA | Utilized cartographic design principles and data version management to assist in updating the Regional Transportation Plan and Regional Bike Plan maps.

Environmental Scientist, GIS Analyst | Eureka Stormwater Resource Plan | HCSD | Eureka, CA | Conducted smoke-testing of sewer networks to identify potential leaks in connections to residential units; collected field data for stormwater resource locations using sub-meter GPS receiver and ArcGIS Collector.

GIS Analyst | Humboldt Bay Trail South | County of Humboldt | Eureka, CA | Provided mobile GPS data collection resources and support to field biologists and botanists conducting environmental surveys. Managed data versioning and transfers between engineering plan sets and GIS. Assisted in the development of permitting and report map sets.

GIS Analyst | Agricultural Regulatory Compliance | Multiple Clients | Humboldt County, CA | Provided GIS analysis for agricultural regulatory compliance projects in Humboldt County. Performed remote sensing analysis, extensive data management, mobile data collection management, and cartographic map design.

Lead GIS Analyst | Dune Vulnerability and Adaptation Study | Friends of the Dunes | Humboldt County, CA | Conducted shoreline analysis for a portion of the coast of Humboldt County. Georectified historic aerial imagery, generated shoreline features, and analyzed the extent of shoreline change for dune vulnerability assessment.

GIS Analyst | Salt River Ecosystem Restoration | Humboldt County Resource Conservation District | Humboldt, CA | Provided GIS analysis for the Salt River Ecosystem Restoration project. Produced supporting figures for landowner outreach meetings, design plans, and property owner analysis.

Spatial Sciences Undergraduate | Global Habitat Suitability | Humboldt State University | Arcata, CA | Developed a global habitat suitability model for specific vegetation species. Estimated movement of suitable habitat based on global climate change data and accounting for spatial uncertainty.

Lead GIS Analyst | Eel River Estuary and Centerville Slough Enhancement Project | City of Eureka | Eureka, CA | Analyzed habitat change, conducted agricultural impacts analysis, and generated cartographic products for an environmental restoration project on the Eel River.

GIS Analyst | Low Impact Development (LID) and Stormwater Outfall Improvement | Tolowa Dee-ni' Nation | Smith River, CA | Provided GIS analysis for a grant proposal for conducting LID for the Tolowa Dee-ni' Nation. Performed data management and map design.

GIS Analyst | City of Trinidad LID Planning and Construction | City of Trinidad | Trinidad, CA | Provided GIS analysis for a grant proposal for conducting LID for the City of Trinidad. Performed data management and map design.

GIS Analyst | City of Rio Dell Water Infrastructure Improvements | City of Rio Dell | Rio Dell, CA | Assisted the City of Rio Dell in improving upon their existing water utility infrastructure database by developing a comprehensive schema format, cross-checking, and supplementing datasets with information from historic engineering reports, digitizing previously undocumented features, and validating system connections. Developed a database that can easily be exported into modeling software and can be maintained as an asset management system.



Andrea Hilton

CEQA/NEPA/Permitting



Location

Eureka, CA

Experience

19 years

Qualifications/Accreditations

- MS, Natural Resources (Watershed Management), Humboldt State University
- BA, Environmental Studies, Bard College, Dutchess County, NY

Key technical skills

- Regulatory Permitting
- California Environmental Quality Act (CEQA)
- Section 7 Endangered Species Act (ESA) and California Endangered Species Act (CESA) Consultation
- Coastal Act Permitting
- Clean Water Act Section 404/401 and California Department of Fish and Wildlife (CDFW) Permitting

Relevance to the project:

Andrea is an environmental planner with 19 years of experience and an extensive technical background in hydrology and streamflow management, with an emphasis on management for special-status anadromous fish species. Her professional experience has focused on planning, implementing, and monitoring ecosystem restoration projects; collaborative resource management planning and negotiation; and regulatory oversight. Her portfolio of restoration projects includes channel rehabilitation designs implemented on the Trinity River, fish passage improvement on Trinity basin streams, landscape-scale restoration planning on the Klamath River in both Oregon and California, coastal wetland and salt marsh enhancement, and wetland and cultural restoration in Humboldt Bay and the Eel River estuary. Andrea frequently conducts regulatory permitting, CEQA, and National Environmental Policy Act (NEPA) support for a wide variety of projects, including public access facilities, trails, and public infrastructure improvements, among others. She has prepared project permits, technical studies, and CEQA documents for numerous trail and rail trail projects. Her trail and rail trail projects include an extension of the Eureka Waterfront Trail in the Elk River estuary, the Manila Shared Use Pathway along Highway 255, the City of Eureka Bay to Zoo Trail, a public access trail in the Mad River Estuary, Humboldt Bay Trail South, and the Little River Trail, a coastal trail south of Trinidad, California. Andrea is also experienced working with Caltrans District 1 on a variety of Local Assistance projects and is very familiar with the Local Assistance Procedures Manual (LAPM) guidelines and requirements. She has taken the Caltrans training for Federal Environmental Requirements for Local Agency Transportation project "OFF" the State Highway System.

Project Manager | Felt Ranch Fisheries Restoration | Thomas Gast & Associates and Buckeye Conservancy | Freshwater, CA | Provided regulatory compliance support for the Felt Ranch environmental enhancement effort on Wood Creek, including development of the project description, CEQA Initial Study/Mitigated Negative Declaration (IS/MND), technical studies, and permits. The project will restore fish passage and result in fish habitat improvement and habitat restoration in a tributary to Freshwater Creek and Humboldt Bay.

Project Manager | Mad River Floodplain and Public Access | California Trout | McKinleyville, CA | Developed a Project Description and permits for a floodplain restoration project to convert percolation ponds used by the McKinleyville Community Services District into a perennially backwatered off-channel habitat for salmonids in the Mad River estuary. The project also includes trails and viewing facilities for public access enhancement. Prepared project permits to the California Coastal Commission, Humboldt County, California, Department of Fish and Wildlife, State

Lands Commission, Regional Water Quality Control Board (RWQCB), and US Army Corps of Engineers (USACE).

Environmental Planner | Hiller Lift Station Improvement Project | McKinleyville Community Services District | McKinleyville, CA | Prepared a CEQA Categorical Exemption and Coastal Development Permit application to support necessary upgrades to a sewer lift station.

Environmental Planner | Cardiff Dunes Living Shoreline Drainage Study | City of Encinitas | Encinitas, CA | Applied the rational method to stormwater runoff to develop and evaluate design scenarios to address unexpected small-scale drainage impacts to the recently construction living shoreline.

Environmental Project Manager | Little River Trail Project Approval/Environmental Documentation (PA/ED) | Redwood Community Action Agency | Little River, CA | Managed environmental support activities for GHD and subcontractors, including the Preliminary Environmental Stud (PES), biological, wetland, cultural resource, visual resource, and various other technical studies, as well as CEQA and National Environmental Policy Act (NEPA) documentation. Worked in close coordination with project management and environmental Caltrans District 1 staff.

Project Manager | Rohnerville Road Fire Station | Fortuna Fire Protection District | Fortuna, CA | Prepared a project description and CEQA document (IS/MND) for construction of a proposed fire station on Rohnerville Road in Fortuna. The project is coordinated with planning staff at the City of Fortuna, as the City is the lead agency for the project.

Environmental Team Lead | Old Arcata Road Rehabilitation and Pedestrian/Bikeway Improvements | City of Arcata | Arcata, CA | Served as Environmental Team Lead for Caltrans District 1 Local Assistance project. Prepared a project description and CEQA IS/MND for road rehabilitation, upgraded bicycle lanes, extended pedestrian walkway, cross walks, curbs and gutters, speed humps, and a new roundabout. Facilitated client and Caltrans review of related project documents, including cultural resource investigations (Archaeology Survey Report and Historic Resources Evaluation Report – among others), Visual Impact Assessment, and the Natural Environment Study (NES). Project includes wetland impacts and requisite compensatory mitigation.

Environmental Team Lead | Manila Highway 255 Shared Use Pathway | Humboldt County | Manila, CA | Prepared permits for a shared use pathway along California Highway 255 through the rural community of Manila. Work included finalization of the Habitat Mitigation and Monitoring Plan required for mitigating wetland impacts.

Environmental Team Lead | Highway 101 Sewer Crossing Retrofit | McKinleyville Community Services District | McKinleyville, CA | Coordinated preparation of biological, botanical, wetland, and cultural resources technical studies. Prepared CEQA IS/MND and lead NEPA support conducted by California Governor's Office of Emergency Services (Cal OES) and Federal Emergency Management Agency (FEMA).

Environmental Planner | Hiller Lift Station Improvement | McKinleyville Community Services District | McKinleyville, CA | Prepared a CEQA Categorical Exemption and Coastal Development Permit application to support necessary upgrades to a sewer lift station.

Environmental Team Lead | Highway 101 Kenmar Road Interchange | City of Fortuna | Fortuna, CA | Served as Environmental Team Lead for Caltrans District 1 Local Assistance project. Managed environmental support activities for GHD and subcontractors, including the PES, biological, wetland, cultural resource, visual resource, and various other technical studies, as well as CEQA and NEPA documentation. Worked in close coordination with project management and environmental staff at Caltrans District 1.

Environmental Team Lead | Briceland Water System Improvements | Briceland Community Services District | Briceland, CA | Coordinated preparation of biological, botanical, wetland, and cultural resources technical studies. Prepared CEQA IS/MND and led NEPA support conducted by US Department of Agriculture (USDA).

Environmental Planner | Wastewater Regulatory Support | City of Eureka | Eureka, CA | Provided technical and regulatory support to ongoing National Pollutant Discharge Elimination System (NPDES) permitting for the City's wastewater effluent disposal, focusing on evaluation of required enhancement activities in the Elk River estuary.

Environmental Planner | Humboldt Bay Eureka Slough Sea Level Rise Planning | County of Humboldt | Eureka, CA | Developed a sea level rise adaptation plan for the Eureka Slough hydrologic unit. Effort focused on existing regulatory constraints and development of proposed projects prioritized to increase sea level rise resiliency.

Environmental Planner | Hanson Ponds Russian River Floodplain Restoration | Endangered Habitats Conservancy | Windsor, CA | Developed 30% Basis of Design Report for large-scale Russian River fisheries restoration project. Prepared regulatory project description and Conditional Use Permit for the Sonoma County Planning Department.



Jane Cipra

Wetland & Biological Services



Location

Eureka, CA

Experience

20 years

Qualifications/Accreditations

- MA, Biology, Humboldt State University
- BS, Zoology, Weber State University, Ogden, UT

Key technical skills

- Rare plant surveys, Sensitive Natural Community and Environmentally Sensitive Habitat Area mapping
- Aquatic Resource Delineation
- Habitat restoration and enhancement plans
- Permitting and regulatory compliance

Memberships

- California Native Plant Society

Relevance to the project:

Jane is a biologist with diverse experience in botanical surveys, ecological restoration, wetland delineation, environmental permitting, and compliance on projects including large-scale restoration, infrastructure, and private development. Jane is experienced in obtaining Clean Water Act Section 401 and 404 permits, Lake and Streambed Alteration Agreements, and Coastal Development Permits. Jane has written and contributed to California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) compliance documents including Initial Study/Mitigated Negative Declarations, Environmental Impact Reports, Environmental Assessments, and land management plans. She has managed teams of field biologists performing rare plant surveys, invasive plant management, and burned area restoration.

Botanist | Humboldt Bay Municipal Water District Coastal Development Permit and Environmental Impact Report (EIR) | Humboldt Bay Municipal Water District | Manila, CA | Performed rare plant surveys, wetland delineation, Sensitive Natural Community and Environmentally Sensitive Habitat Area Analysis. Wrote the vegetation section of the Biological Resource Report and the Wetland Delineation for this maintenance project on 3.5 linear miles of coastal dunes and wetlands in Humboldt County. Wrote a Biological Assessment for impacts to federally threatened and endangered species in the project area.

Botanist | Manila Drainage Project | Manila Community Services District | Manila, CA | Performed rare plant surveys, wetland delineation, Sensitive Natural Community and Environmentally Sensitive Habitat Area analysis. Wrote the vegetation section of the Biological Resource Report and the Wetland Delineation Report for this extensive project in Manila, Humboldt County, California.

Botanist | “We Are Up” Community Project | M. Keehn | McKinleyville, CA | Performed rare plant surveys and wrote a Botanical Memorandum of findings on 16 acres of coastal prairie in Humboldt County.

Botanist | Humboldt Bay Natural Shoreline | Humboldt County Department of Public Works | Eureka, CA | Wrote the revegetation and monitoring plan for the restoration of native salt marsh habitat to protect the transportation corridor.

Botanist | Felt Ranch Restoration Project | Buckeye Conservancy | Freshwater, CA | Performed rare plant surveys, mapped Sensitive Natural Communities, and wrote a Biological Resources Report and Wetland Delineation report for the restoration of tidal influence and drainage into 40 acres of coastal pasture in Humboldt County. Wrote a Habitat Mitigation and Monitoring Plan and a Revegetation Plan for restoration.

Botanist | Russ Creek EIR | Humboldt County Resource Conservation District | Eureka, CA | Wrote the Biological chapter for the EIR for this wetland restoration and sea level rise resiliency project.

Botanist | Agricultural Conservation Easement Program – Wetland Reserve Easements | Humboldt County Resource Conservation District | Eureka, CA | Compiled a Biological Report summarizing nine years of botanical surveys and wetland delineations on the Eel River Estuary Preserve and private ranch lands in support of the Agricultural Conservation Easement Program – Wetland Reserve Easements in Humboldt County. Performed rare plant survey and wetland delineation on an expansion of the study boundary.

Botanist | Riverside Ranch Public Access Trail | Humboldt County Dept. of Public Works | Eureka, CA | Performed preconstruction rare plant surveys for a trail, boat access, parking, fencing, and signage at California Department of Fish and Wildlife’s Riverside Ranch wildlife refuge in the Eel River estuary.

Botanist | Humboldt Bay Trail Elk River to College of the Redwoods | Humboldt County | Eureka, CA | Conducted an initial survey and wrote an Environmental Constraints Analysis for project planning and permitting for a trail connecting Eureka to a community college.

Botanist | Humboldt Bay Trail South Project | Humboldt County | Eureka, CA | Conducted pre-construction rare plant surveys, flagged sensitive areas for avoidance, and selected environmentally suitable locations for rare plant seed dispersal.

Botanist | Manila Trail 255 Shared Use Path | County of Humboldt | Manila, CA | Monitored the implementation of the Habitat Mitigation and Monitoring Plan. Interpreted plans and confirmed correct species and quantities of plants were used.

Botanist | Annie & Mary Trail | Humboldt County | Eureka, CA | Wrote the Natural Environment Study for Caltrans permitting for a community trail in Arcata, California.

Botanist | Bay to Zoo Trail | Humboldt County | Eureka, CA | Wrote the Natural Environment Study for Caltrans permitting for a community trail in Eureka, California.

Botanist | Rio Dell-Eel River Trail | City of Rio Dell | Humboldt County, CA | Performed botanical survey, Sensitive Natural Community mapping, and wetland delineation. Wrote the Biological Memorandum, Wetland Delineation Report, and the Habitat Mitigation and Monitoring Plan in support of this project.

Biologist and Project Coordinator | Digital 299 Broadband Project – Transcon Environmental | Transcon Environmental | Humboldt County, CA; Trinity County, CA | Completion of the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) compliance for the installation of fiber optic cable from Eureka to Cottonwood, California. Contributed to the post construction monitoring and restoration plan. Managed the administrative record for the project.



Patrick Sullivan PE

Construction Services



Location

Eureka, CA

Experience

25 years

Qualifications/Accreditations

- MS, Environmental Engineering, University of Vermont
- BS, Environmental Resources Engineering, Humboldt State University
- Civil Engineer, CA #69599
- Occupational Safety and Health Administration (OSHA) 40-Hour Hazardous Site Worker Training

Key technical skills

- Stream/Wetland Restoration Design
- Hydrologic Run-Off Analyses
- Open Channel and Pipeline Hydraulic Design, Water Treatment/Distribution Design, Erosion, And Sediment Control
- Bridge/Culvert Design and Construction Management

Memberships

- American Society of Civil Engineers, North Coast Branch

Relevance to the project:

Patrick is a California-licensed civil engineer with over 25 years of experience as a design engineer and project manager, working with a wide range of clients, such as private landowners, special districts, Tribes, municipalities, and non-profit organizations, from project conception to completion. These two decades have broadly involved stream/wetland restoration design, hydrologic run-off analyses, open channel and pipeline hydraulic design, water treatment/distribution design, erosion and sediment control, bridge/culvert design, and construction management/oversight for related projects. As Hydrogeology Service Line Coordinator for GHD's West Coast, he specializes in water resources with an emphasis in numerical modeling (air, hydraulic, and hydrogeologic), mathematical optimization, and applied geostatistics. Pat has served the Environmental Protection Agency (EPA), Department of Defense, Department of Energy, local municipalities, and private clients in air, surface water, hydrology and hydraulic analysis, groundwater, environmental monitoring, river/wetlands restoration, and fish passage. Pat led hydraulic/hydrologic modeling on the Bay Meadows and Pacific Shores portions of Border Coast Regional Airport Authority's (BCRAA's) Runway Safety Area (RSA) Improvements and Habitat Restoration project, which involved construction oversight, hydrological analysis, groundwater investigations, soil moisture studies, and post-construction hydrologic monitoring. He is also currently lead hydrologist for the Salt River Ecosystem Improvement project, within the Coastal Zone of Humboldt County.

Project Engineer | Eel River Mixing Zone Study | City of Fortuna, CA | The City of Fortuna wastewater facility discharges to Strongs Creek, which then discharges to the Eel River within 1,000 feet. This mixing zone analysis was performed assess the compliance with discharge requirements. The study focused on low flow time periods when the discharge from the treatment plant comprises a higher percent of the total flow (natural plus discharge). The mixing zone in the Eel River was analysed using the EPA supported mixing zone model, CORMIX.

Project Engineer | Wastewater Effluent Mixing Zone Study | City of Rio Dell, CA | The effluent from the Rio Dell Wastewater treatment plant is discharged to the Eel River during the winter and spring high flow periods and into infiltration basins on the gravel river bar during the summer and fall low flow periods. This study evaluated an alternative to infiltrate the effluent in the river deposits, in an effort to eliminate the discharge to the river. This study evaluated the infiltration rates and the hydrogeologic connection to the river as well as advective and dispersive diffusion

of the effluent into the river. The mixing zone in the Eel River was analysed using the EPA supported mixing zone model, CORMIX.

Project Engineer | Coos Bay Effluent Mixing Zone Study | Port of Coos Bay, OR | This project evaluated the mixing zone of wastewater effluent from an outfall into Coos Bay. The study evaluated the modification of the outlet structure to increase the diffusion properties. The modifications included relocating the outfall structure and type of diffusors. The mixing zone in the tidal exchange reign of Coos Bay was analysed using the EPA supported mixing zone model, CORMIX.

Project Engineer | Rio Dell Wastewater Effluent Infiltration Pilot Study | City of Rio Dell, CA | Patrick designed, constructed and performed a pilot study for the infiltration of treated wastewater into point bar sediments. This project included developing a groundwater model to simulate the injection, mounding, and flow field to assess the impacts on the Eel River and groundwater.

Construction Manager | Rohner Creek Habitat Improvement | Project | City of Fortuna, CA | Patrick served as Construction Manager for this \$8 million urban stream restoration project through Fortuna's downtown district.

Project Engineer/Construction Manager | Trinidad ASBS Stormwater Project | City of Trinidad, CA | Project Engineer and Construction Management for a storm water project to reduce polluted discharges to Trinidad Bay, which was listed as an Area of Special Biological Significance (ASBS). GHD conducted planning, design, and construction oversight. During the site investigation stage of the project Patrick led the hydrology and hydrogeology studies. Studies included installing 20 groundwater wells, geologic field mapping, geophysical imaging (seismic refraction/reflection and electrical resistance), and geotechnical slope stability modeling. The project design included the use LID stormwater design with swales, rain gardens, treatment, and infiltration chambers. The design required the development of hydrology, hydraulics, 3-D groundwater, and slope stability models. Patrick's roles on this project were lead modeler, design engineer, and construction oversight.

Construction Inspector | Mad River Pipeline Project | City of Eureka, CA | Project Engineer and Construction Management for the City of Eureka's upgrade of the water delivery system from Humboldt Bay Municipal Water District. The project installed more than a mile of water force main 24" ductile iron pipe, four inter-ties to the existing system, and multiple air release and blow-off valves. The pipeline alignment runs through the Humboldt County and City of Eureka right-of-way. Work on this project required both day and night work, due to heavy traffic patterns. This project was completed in 2017.

Construction Inspector | Water Treatment Plant Upgrades | City of Trinidad, CA | Project Engineer and Construction Management for the City of Trinidad's water treatment plant upgrade including installation of flocculation mixer and settling basin to reduce the turbidity prior to the raw source water entering the filters. chlorine contact chamber to allow contact time, and an emergency generator. Patrick was the lead inspector, and the project was completed in 2015 and has functioned well since completion.

Project Engineer/Construction Manager | Ranney Well Lateral Replacement | Humboldt Bay Municipal Water District | Arcata, CA | Project Engineer and Construction Management for Humboldt Bay Municipal Water District groundwater extraction from the Mad River Basin. With 5 Ranney lateral well collectors, 50 years old, Patrick assisted in evaluating improvements including: a groundwater study, installing soil borings and monitoring wells, seismic refraction geophysical study, 3D groundwater model, alternative design and analysis, design plans and specifications, construction bidding, and construction oversight.

Project Manager | Ocotillo Windpower Project Hydrology and Hydraulic Study | Imperial County, CA | Project Manager for this hydrologic and hydraulic study which included the development of a HEC-HMS and HEC-RAS model. A comprehensive ACOE HEC-HMS model was developed to determine flow rates associated with various precipitation recurrence events at various locations within the Project Site. Utilizing the computed flow rates and topographic survey information, a HEC-RAS hydraulic model was developed to determine flooding extents during peak rainfall events. The determined flooding extents were then used to identify suitable locations for wind generators.

Project Engineer | Eureka Waterfront Revitalization Project | North Coast Regional Water Control Board | Eureka, CA | Patrick was the primary investigator in Phase I and II investigations of several water front properties. He developed a guidance document to aid waterfront property owners/responsible parties through the regulatory process. This guidance document was specific to sites with groundwater that could meet the drinking water standard due to salt water intrusion from Humboldt Bay.

Project Engineer | 3rd and Y Sewer and Pump Station Project | City of Eureka, CA | Performed watershed flow analysis based on using a GIS base to input water billing records to determine base flows. Evaluated run time meters on pump stations coupled with rainfall data to statistically generate probable pump station operations under wet weather conditions. The results were used in developing the final force and gravity main sizes and alignment as well as the pump station capacity, as well as future Old Town sewer improvements points.

Humboldt Community Services District

Dedicated to providing high quality, cost effective water and sewer service for our customers

Attachment B

COVER SHEET

For use by Prospective Consultant for
On-Call Consulting Services
Bid No. 2024-01

Name of Person, Business or Organization:	Krista Harper Harper & Associates Engineering Inc.
Type of Entity: (e.g. Sole Proprietorship, Partnership, Corporation, Non-Profit, Public Agency)	Corporation
Federal Tax ID Number:	33-0783911
Contact Person - Name	Krista Harper
Contact Person - Address	1240 E. Ontario Ave. Corona CA 92881
Contact Person - Phone Number	(951) 372-9196
Contact Person - Email Address	krista@harpereng.com

By signing this Cover Sheet I hereby attest that: I have read and understand all the terms listed in the RFQ; have read and understand all terms listed in this SOQ; I am authorized to bind the listed entity into this agreement; and that should this SOQ be accepted, I am authorized and able to secure the resources required to deliver against all terms listed within the RFQ as published by the Humboldt Community Services District, including any amendments or addenda thereto except as explicitly noted or revised in my submitted SOQ.


Signature of Authorized Representative

Krista Harper
Printed Name of Authorized Representative

8/13/2024
Date

Mailing: Post Office Box 158 • Cutten, CA 95534 • tel (707) 443-4558 • fax (707) 443-0818
Physical Address: 5055 Walnut Drive, Eureka, CA 95503

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HARPER & ASSOCIATES
ENGINEERING, INC.



Engineering Services Section: On-Call Consulting Services Bid# 2024-01

PREPARED BY:

Krista Harper
Harper & Associates Engineering, Inc.
Vice President
1240 E. Ontario Ave., Suite 102
Corona, CA 92881

PRESENTED TO:

Humboldt Community Services District
5055 Walnut Drive Eureka, CA 95503
August 16, 2024

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COVER LETTER

Thank you for the opportunity to submit the following comprehensive Statement of Qualifications for Engineering Section Services: On-Call Consultant Services. We are confident our firm offers Humboldt Community Services District an exceptional opportunity to take advantage of our engineering services with an outstanding array of technical talent and expertise.

The cost estimate, terms, and conditions of this Proposal are valid for ninety (90) days from receipt of Proposal. HAE will provide and maintain in full force and effect, while operating under an agreement with the District, a Comprehensive Liability insurance policy which shall include bodily injury and property damage coverage of \$4,000,000 combined single limit, Automobile Liability insurance with limits of \$2,000,000, Worker's Compensation insurance with limits of coverage as prescribed by law, and an Errors and Omissions Professional Liability policy with a minimum limit of coverage of \$2,000,000. The insurance certificates will state "Humboldt Community Services District is an additional insured."

Please contact me at our office at 1240 E. Ontario Avenue, Suite 102, Corona, CA 92881 or (951) 372-9196, via FAX at (951) 372-9198, or e-mail at Krista@HarperEng.com regarding any questions or if additional information is required.

Respectfully submitted,
HARPER & ASSOCIATES ENGINEERING, INC.

A handwritten signature in blue ink that reads "Krista Harper". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Krista Harper, P.E.
Vice President



FIRM DESCRIPTION

40 years of specialty experience

Harper & Associates Engineering, Inc. (HAE) is a corrosion and tank structural consulting engineering firm specializing in the rehabilitation of water tanks, water and wastewater facilities, pipelines, and the design of new water storage reservoirs operating since 1979. HAE would be considered a small business in comparison to many larger firms, but the decision was made early on to be a small firm that specializes in this unique field of engineering. By specializing, HAE has developed a comprehensive understanding of this field and the needs within the water and wastewater industry. The desire is to provide our clients with exceptional knowledge, high quality workmanship, and personalized service on all projects. The fact that HAE has successfully specialized in this unique field for over 40 years speaks well of the firm's reputation in the industry, integrity, financial stability, and resources to successfully accomplish projects.

As a firm that specializes in services for reservoirs and treatment plant structures, we can provide turnkey projects for our clients from the initial evaluation and detailed report, to preparation of comprehensive technical specifications and plans, bid documents, and customized bidding and construction assistance, and if requested finish the project with quality control inspection. The following are advantages which distinguish HAE from other engineering firms.

- Twenty-five years ago, HAE established a diving team for the evaluation of water storage tanks and the lead diver of the team, Andre Harper, is a graduate engineer. Since the inception of the team, it has met or exceeded all Cal/OSHA regulations, AWWA standards, and safety requirements. The team has investigated over a thousand tanks. By having our own diving crew led by an engineer, we can guarantee our evaluations are thorough and all aspects of tank rehabilitation are carefully considered.

- HAE can accomplish evaluations by drained, dive, and float methods. These evaluations have helped our team develop expertise regarding coatings in treatment structures and reservoirs, their modes of failure, and the corrosion-related structural damage caused by coating failures. Our team has also developed a thorough knowledge of Cal/OSHA regulations, seismic regulations, and AWWA standards needed to bring a reservoir into compliance with current codes.
- HAE prepares detailed reports for all evaluations. The reports include corrosion observations, Cal/OSHA safety deficiencies, and structural observations with references to the photographic surveys included in the report; conclusions regarding the mode of failures found; and detailed recommendations to rehabilitate the structures and provide the client with another 20 to 25 years of service. All reports include estimated costs for recommendations based on HAE's numerous similar projects completed in the last two years.
- When requested, by teaming with Kelsey Structural, HAE can provide our clients with seismic evaluations of their reservoirs and designs services for new reservoirs and pump stations. HAE's decades of experience in water reservoirs gives us a unique understanding of the areas within a reservoir that are most susceptible to failure during a seismic event. Even if a client has previously accomplished a seismic evaluation, HAE/Kelsey may make recommendations for upgrades or modifications, based on our many years of experience witnessing failures occurring in similar reservoirs.
- Converse Consultants will provide the geotechnical engineering for the team. They are a geotechnical engineering, environmental and groundwater science firm founded in 1946 and HAE has used them exclusively for our design projects for over 15 years.
- CALVADA will provide the land surveying services for the team. CALVADA is a professional land surveying and aerial photogrammetry mapping firm operating since 1989, and HAE has used them exclusively for our design projects for over 15 years. They can provide the latest in land surveying technology, including high definition surveying (HDS), also known as 3D laser scanning and drone surveying.
- HAE has developed the most comprehensive technical specifications in the industry for coating and painting of reservoirs and treatment structures. Our specifications have been expanded to specifically address the areas within the structures where the coatings are most prone to failure.

- HAE can provide our clients with lower engineering costs for their projects. Our knowledge, comprehensive technical specifications and plans, and customized bidding and construction assistance have been created in a way that is more productive, as we are not spending hours researching means and methods for each individual project.
- HAE's vast experience in this industry has also enabled us to provide each client with quick and efficient review of submittals, procedures, and RFI's, which keeps our management costs down. In addition, because of our efficient services, progress meetings are kept to a minimum, which saves the client's personnel time to work on other pressing matters.
- In 1979, HAE was the first engineering firm in Southern California to provide full-time quality control coating and paint inspection. In addition, our founder, William Harper, was a member of the original committee that formulated the NACE coating inspection program and testing. Since the beginning, HAE has been diligent in hiring highly qualified inspectors. Our inspectors not only have NACE certifications, but have field experience in coating and painting, with many of our inspectors being either past foremen or superintendents for coating contractors. It was determined early on that this field experience is crucial for them to completely understand the requirements needed for a coating and paint system to achieve a 20 to 25 year successful service life.

As can be seen in the references provided, many clients have used our engineering services exclusively for their reservoir and treatment plant rehabilitation projects and new tank design projects for many decades. HAE offers an exceptional opportunity for the client to take advantage of our years of experience. The primary assurance is the fact that all work will be done by highly qualified and experienced engineers with an outstanding array of technical talent and expertise and who are uniquely familiar with the rehabilitation of water structures.

CURRENT WORKLOAD

HAE currently has six projects in various phases of design, including the following:

- Moulton Niguel Water District: Aliso Viejo RW Reservoir Rehabilitation
- City of Ventura: Foothill Tank 1 and 2 Rehabilitation
- Coachella Valley Water District: New Design of Reservoir 5514-2
- Lakeside Water District: El Monte Reservoir Rehabilitation
- Golden State Water Company: Design of the Goldmedal and Southern Bolted Tank replacements
- City of Glendale: Cooks Canyon and Emerald Isle Reservoirs Rehabilitation

Also, HAE has fourteen projects currently in various phases of construction, including the following:

- City of Thousand Oaks: La Granada Reservoir Rehabilitation complete December 2024
- Sonoma Water Authority: Cotati #1 Rehabilitation complete November 2024
- Golden State Water Company:
 - La Serena No. 2 Tank complete January 2025
 - Saxon Tank complete October 2024
 - Agarita Tank complete September 2024
 - Holabird East Tank complete February 2025
 - Calle Cordoniz Tank complete October 2024
 - El Campo No. 1 Tank complete January 2025
- Santa Margarita Water District:
 - Reservoir Safety Upgrades Project complete June 2025
 - Chiquita Treatment Plant Various Structures complete September 2024
 - Nichols Treatment Plant complete September 2024
- Laguna Beach County Water District: Rim Rock Reservoir complete September 2024
- Western Municipal Water District: Hillside Tank No. 2 complete November 2024
- City of Poway: Reservoir R-4 and R-7 complete February 2025

As noted above, because of our knowledge, comprehensive specifications and plans and customized bidding and construction assistance, we can be more productive during the design phase and the construction phase since we are not spending hours researching for individual design projects and can provide quick and efficient services during bidding and construction phases.

SERVICES & QUALIFICATIONS

Due to our many decades of experience and as a firm that has specialized in the unique field of engineering within the water and wastewater industry, HAE has a comprehensive understanding of the overall consulting services needed by the District for their water and wastewater facilities and reservoirs. We can provide turnkey projects for water and wastewater facilities and reservoirs for our clients from initial evaluation through construction management and quality control inspection. The following are the services HAE can provide to the District for their various project needs as a part of the on-call engineering services.

A. PROJECT COORDINATION

HAE will assign a project manager as the main point of contact and coordinate all communication with the District's staff. HAE will attend a kick-off meeting with the District staff and key HAE team members and subconsultants to clarify understanding of scope and parameters of each project. A project management plan will be prepared within 15 calendar days of the issued Notice to Proceed for each project with detailed information, including coordination with District's, milestones, and task breakdown to ensure compliance and completion of the PS&E package.

Sound engineering will be administered throughout each project and all calculations performed on the project will be checked for accuracy. HAE will provide weekly project updates to discuss schedule and budget, and revise/update as required due to changes. HAE will meet with the District as necessary to review Preliminary Design Report, submittals, and progress of the project and exchange ideas and information, including preparing meeting agendas prior to each meeting and preparing minutes after each meeting. We will provide monthly reports summarizing the project budget and schedule. We will also provide the QA/QC for the project and review all major deliverables before being delivered to the District.

B. EVALUATION OF STRUCTURES & RESERVOIRS

The objective of this item is to determine the condition of the structures related to corrosion factors, including coatings, paint, and cathodic protection and to recommend corrective and preventive measures. To accomplish this objective, HAE can inspect the structures either with them drained or by diving method. HAE fully complies with all the safety procedures in accordance with Cal/OSHA Title 8, General Industry Safety Orders, Group 26, Articles 152, 153, 6050-6056 for both drained and diving inspections. Prior to any field evaluation, all available records, reports, and plans will be reviewed by HAE and a plan formulated.

A detailed report will be prepared for each project with conclusions, recommendations, and cost estimates including cause(s) and extent of deficiencies, life expectancy, recommended repairs within the structure or reservoir, and additional items to enhance maintenance and safety compliance. Surfaces would be photographed and entered into a Photographic Survey which would be included in the report. Two hard copies and a pdf copy of the PDR will be submitted for review by the District and all revisions determined necessary by the District will be made for the Final Design Report.

C. STRUCTURAL/SEISMIC EVALUATION AND NEW STRUCTURE DESIGN (KELSEY STRUCTURAL)

The objective of structural/seismic evaluation is to determine the condition of the reservoirs for seismic and structural reliability, related operating parameters, and to recommend corrective and preventive measures. Stress calculations will verify whether existing static conditions meet current reservoir standards. All seismic design load calculations will be based upon current ASCE/SE, CBC, and seismic Zone 4, as set forth in AWWA Standard D100.

The structural engineer would also prepare the design calculations and parameters for new reservoirs or structures. All new designs would be prepared based on current AWWA, CBC, and ASME Standards and Cal/OSHA Regulations.

D. GEOTECHNICAL (CONVERSE CONSULTANTS)

For each project requiring geotechnical work, the existing documents would be reviewed including, but not limited to, geotechnical investigation reports, state and local agencies geology and seismic hazard maps, groundwater information, liquefaction hazard map, and other pertinent documents. Field reconnaissance would be accomplished to verify existing conditions (erosion, drainage, and slope stability) and subsurface exploration accomplished as determined needed for each project. Laboratory testing of soil samples obtained during exploratory drilling will be tested in the laboratory to evaluate their engineering properties. Engineering analysis and a Geotechnical Report would be prepared, including site description, project background, discussion on the stability of existing slopes, geologic setting of the site, and discussion on the secondary effects of earthquake site coefficient (per 2019 CBC Standards). If needed, the report would also include anticipated horizontal acceleration, based on 10% probability in 50 years, response spectra at 0.5%, 2%, 5%, and 10% damping including spectral velocity curves and allowable soils bearing capacity (if available), lateral earth pressure, and foundation subgrade preparation recommendations.

E. LAND SURVEYING (CALVADA SURVEYING, INC.)

For each project requiring land surveying, the site will be surveyed as needed and the site plan will be prepared with all existing aboveground and underground facilities. The State Plane Coordinates system will be the basis of the survey. These values will be acquired by performing GPS Static observations throughout several points within the area of work. The horizontal datum shall be NAD 83 and the vertical datum shall be NAVD 88.

Additional services can be provided upon request, such as ALTA/NSPS land title, aerial topographic, drone, high definition, right-of-way, and boundary surveys, and earthwork volumes and site plans.

F. LABORATORY ANALYSIS

The objective of this item is to take samples and have them tested to determine the levels of heavy metals within the coating and paint to assist in planning the work to ensure all personnel health and safety measures and environmental controls are implemented.

G. SPECIFICATIONS, PLANS, AND COST ESTIMATES

After the report has been finalized, the objective of this item is to prepare detailed plans, technical specifications, and cost estimates (PS&E) for the rehabilitation of existing water and wastewater structures or design of new reservoirs. This could include, but not be limited to, technical specification covering interior coating and exterior painting, technical specifications and CADD drawings for safety and health structural upgrades and new reservoirs, and preparation of the special provisions for the project. PS&E will be prepared in accordance with the District's standards and the latest edition of applicable standards and regulations. The PS&E shall be submitted to the District for 30%, 60%, and final review. Upon final review by the District and corrections made by HAE, a final PS&E package ready for bid shall be submitted, this will include being signed and stamped by HAE's licensed professional engineer. If requested plans can be plotted on bond or velum paper. HAE is experienced in using Bluebeam for plan checks through out a project.

H. CATHODIC PROTECTION

Cathodic protection engineering services can be provided, including monitoring and evaluating existing impressed current and galvanic cathodic protection systems on pipelines or reservoirs for effectiveness, remaining useful life, and operation. In addition, HAE can design new impressed current or galvanic systems for pipelines and reservoirs and prepare the technical specifications and plans as discussed in G. above.

I. BIDDING AND CONSTRUCTION SUPPORT SERVICES

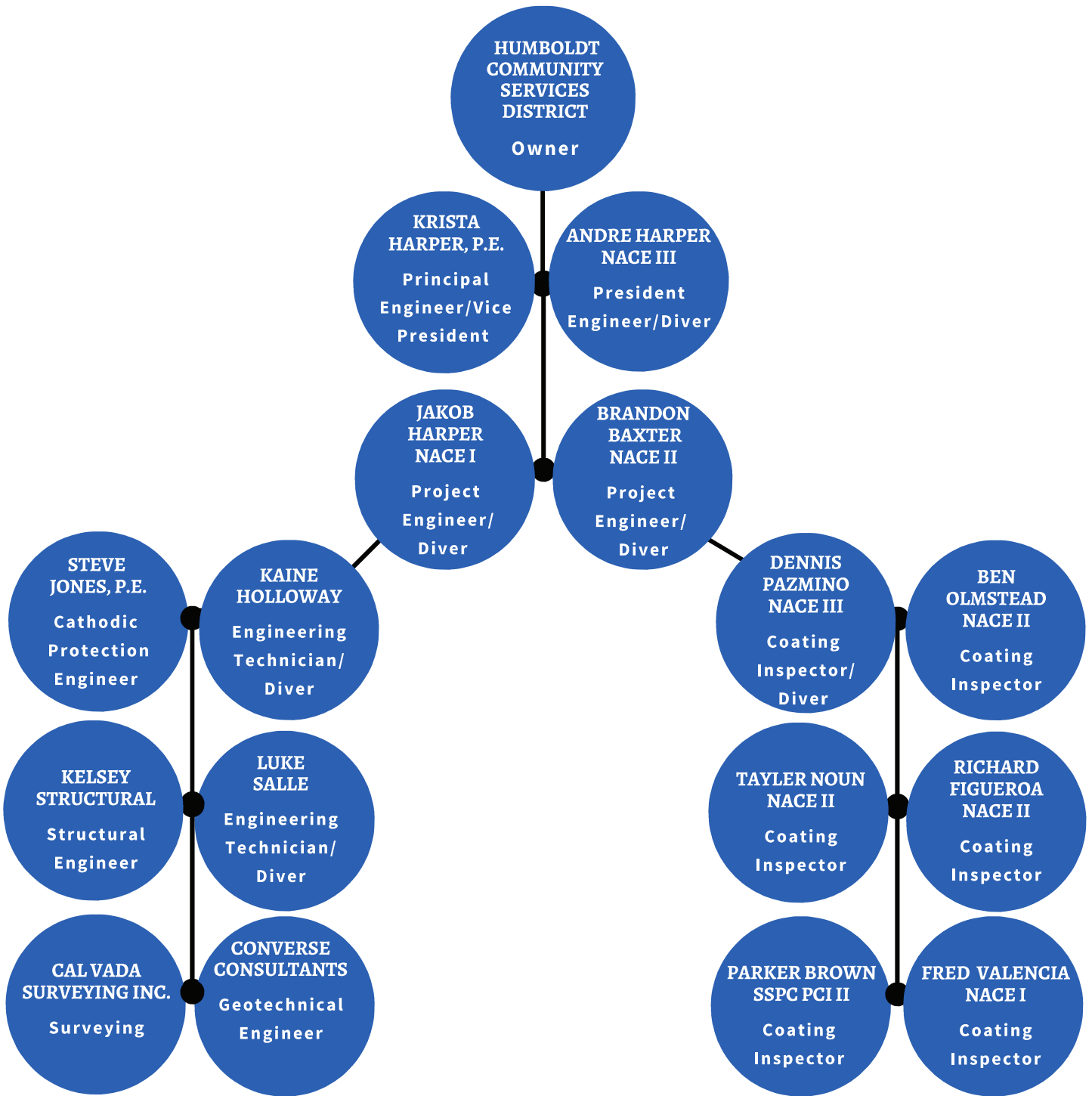
The objective of this item is to assist the District in the overall coordination, planning, and control of the projects during the bidding and construction phases. These services include, but are not limited to, conducting pre-bid meeting, responding to Request for Information (RFI's) during the bidding phase and preparation of addenda, responding to RFI's during the construction phase and preparation of change orders, conducting the preconstruction meeting, and periodic field reviews to ensure projects are completed in accordance with the specifications and plans. HAE's proactive approach to bidding and construction support surfaces ensures projects stay on time and within budget by troubleshooting and resolving issues before they impact the project. At the end of the project, as-built plans will be prepared and submitted to the District.

J. QUALITY CONTROL INSPECTION

The objective of this item is to provide inspection of the contractor's coating and painting operations to verify the work is being accomplished in accordance with the specifications and plans. Without full-time quality control inspection, the coating and paint systems may not reach their 20 to 25 year life expectancy.

K. STRUCTURAL INSPECTION

The objective of this item is to provide welding inspection services, which will help guarantee projects are completed in accordance with the specifications and plans and to expedite the services as to not impact the project schedules. As a firm that specializes in new reservoir construction and structure rehabilitation, HAE has a thorough understanding of welding procedures and requirements to provide a successful project.



ORGANIZATION CHART

The following personnel will be the team for District projects. Detailed qualifications are referenced in the Resumes.

PROJECT TEAM

Krista Harper, P.E., Principal Engineer

Ms. Harper, as Principal Engineer, will be responsible for QA/QC and will be the Project Manager. Ms. Harper is a Registered Civil Engineer in the State of California (C71280). For the past 25 years, Ms. Harper has been Senior Project Manager for HAE, working extensively in both corrosion and structural evaluations and rehabilitation engineering projects, primarily related to storage tanks, water treatment structures, and wastewater treatment structures.

Andre Harper, President and Lead Diver

Mr. Harper will accomplish the field evaluation of the reservoirs and prepare reports. Mr. Harper holds a degree in engineering from California State Polytechnic University, Pomona, and is NACE Level III certified (55395). Mr. Harper has worked with HAE for the past 25 years, performing the diving inspections of hundreds of tanks and drained inspections of water and wastewater treatment structures for the evaluation of coating, painting, and seismic/structural projects. Mr. Harper is a Project Manager for HAE and supervises all field operations for the firm.

Brandon Baxter, Project Engineer and Diver

Mr. Baxter has been an Engineer and Diver for Harper & Associates Engineering, Inc. since 2014. He graduated from California Baptist University with his degree in Civil Engineering. He provides NACE level II coating and painting inspection for water tanks and wastewater treatment plants. In addition, Mr. Baxter is a lead diver for HAE's dive team and has logged nearly 200 dives. Mr. Baxter conducts field evaluations and prepares technical reports and photo surveys for corrosion evaluations of water tanks, wastewater treatment plants, pipelines, and pressure vessels.

Jakob Harper, Project Engineer and Diver

Mr. Harper has been an Engineer and Diver for HAE since 2021. He is a graduate of California Baptist University. Mr. Harper will be a Project Engineer who will assist with the field inspections, preparing the reports, technical specifications, and AutoCAD plans. Mr. Harper conducts field evaluations and prepares technical reports and photo surveys for corrosion evaluations of water tanks, wastewater treatment plants, pipelines, and pressure vessels. Mr. Harper is part of our dive team and NACE certified.

Steve Jones, P.E., Cathodic Protection Engineer

Mr. Jones is a Registered Corrosion Engineer (CR 298) and NACE Certified Corrosion Specialist (2134) with over 50 years of experience. Mr. Jones will be responsible for the evaluation of the existing systems and cathodic protection design. Mr. Jones has been the Cathodic Protection Engineer for HAE for 30 years.

Guy Kelsey, P.E., S.E., Structural Engineer, Kelsey Structural

Mr. Kelsey has over 10 years of experience in structural engineering, designing both new and retrofit projects for various types of structures including infrastructure, military, commercial, and water/wastewater. Mr. Kelsey has performed extensive seismic analysis, evaluation, and condition assessments for existing buildings, infrastructure, military, and water/wastewater structures throughout California.

REFERENCES

**GOLDEN STATE
WATER COMPANY
CLIENT SINCE: 1995**

**MR. KIRK PHILLIPS, P.E.
PROJECT ENGINEER
KIRK.PHILLIPS@GSWATER.COM
(909) 305-5427**



HAE has provided engineering services to Golden State Water Company (GSWC) for the past 26 years in Northern and Southern California. HAE just finished a project with GSWC in 2022 to prepare the technical specifications and plans for the rehabilitation of 10 water storage reservoirs. For years, HAE has worked on all aspects of their projects creating a turnkey process for this client. Past projects have included dive investigation of interiors and investigation of exteriors for structural and corrosion protection; testing for lead and heavy metals; preparation of reports with recommendations and cost estimates; preparation of technical specifications for coating, paint, cathodic protection, and safety structural upgrades; preparation of bid packages; project management; and quality control inspection. As a subconsultant, Kelsey Structural has accomplished seismic evaluation for 16 tanks and design for three new tanks.

**EAST VALLEY
WATER DISTRICT
CLIENT SINCE: 1994**

**MR. JASON WOLF, P.E.
PROJECT ENGINEER
JWOLF@EASTVALLEY.ORG
(909) 888-8986**



HAE has completed project for EVWD for over two decades. These projects have included rehabilitations of reservoirs, evaluations of reservoirs, and inspection of coating reservoirs. The most recent project, completed in 2021, was an evaluation and seismic study of 18 Reservoirs. This project included interior and exterior evaluation of all 18 reservoirs. Reports detailing findings and seismic evaluation was made for each reservoir. In 2018 HAE also accomplished an interior and exterior evaluation of nine reservoirs. This project also included a prioritization of all nine reservoirs. Other projects include a full rehabilitation of Reservoir 39-1 for the District in 2019 and Plant 108 in 2020.

**SANTA MARGARITA
WATER DISTRICT
CLIENT SINCE: 2016**

**MS. TRICIA BUTLER
PROJECT ENGINEER
TRICIAB@SMWD.COM
(949) 459-6554**



HAE's projects for Santa Margarita have been numerous for many years. A recent project on their groundwater treatment plant was a corrosion evaluation of a buried clarifier. The assessment was performed, then a full report and photo survey were given. Many different projects have been accomplished at the Chiquita Water Reclamation Plant, including current quality control inspection for recoating. Another project currently in process for the District is a full rehabilitation of their Plano A and B Reservoirs, this including evaluation, specifications, bidding assistance, and quality control inspection. This project started in 2023 and is on-going.

**INLAND EMPIRE UTILITIES
AGENCY
CLIENT SINCE: 2017**

**MR. JAMES SPEARS, P.E.
PROJECT ENGINEER
JSPEARS@IEUA.ORG
(909) 993-1851**



HAE accomplished an Agency-wide chemical containment structures evaluation in 2019. The project spanned many different sites within their groundwater and wastewater treatment plants. In addition, HAE provided the construction assistance and inspection for a multi-year (2020-2022) RP-4 Treatment Plant rehabilitation project which included grit chamber, aeration basins, and an influent well. HAE has also provided warranty evaluations and repair work inspection for the District following this project. HAE is currently in the quality control inspection phase of a full reservoir rehabilitation for the Agency's 1299 Reservoir.



**ANDRE
HARPER**

PRESIDENT



OVERVIEW

Mr. Harper, President of Harper & Associates Engineering, Inc., has been working for the past 25 years extensively in corrosion and tank structural engineering projects, primarily related to steel and concrete tank evaluations and rehabilitation. Mr. Harper is a Project Engineer for HAE responsible for overseeing all field operations and is the lead diver for diving inspections for the evaluation of coating, painting, and seismic/structural projects. Mr. Harper has performed over a thousand inspections of steel and concrete water tanks, wastewater treatment plants, elevated tanks, pressure vessels, and pipelines.

EDUCATION

BSCE, Construction Engineering
California State Polytechnic
University, Pomona

Cal/OSHA Confined Space Certified
Dive Certified
CPR Certified

MEMBERSHIPS

American Water Works Association

**National Association of Corrosion
Engineers**

Inland County Water Association

**Southern California Water Utility
Association**

32

**YEARS
EXPERIENCE**

**CERTIFIED
#55395**

**NACE LEVEL
III**

RECENT PROJECT EXPERIENCE

2023 - Inland Empire Utilities Agency - Quality Control Inspection for 1299 Reservoir Project

2020 - City of Vernon - Evaluation, Cleaning, and Prioritization of Six Reservoirs

2019 - Cucamonga Valley Water District - Evaluation, Cleaning, and Prioritization of 35 Tanks

2017 - Moulton Niguel Water District - Quality Control Inspection of Bear Brand Reservoir No. 2



KRISTA HARPER, P.E.

VICE PRESIDENT



OVERVIEW

Ms. Harper, Vice President and Principal Engineer of Harper & Associates Engineering, Inc., has been working for the past 25 years extensively in corrosion and tank structural engineering projects, primarily related to steel and concrete tank evaluations and rehabilitation. Ms. Harper is responsible for quality assurance/quality control for all aspects of the firm including analysis of corrosion problems, preparation of specifications and plans, construction management, maintenance programs, inspection, and coordination with clients.

EDUCATION

BSCE, Construction Engineering
California State Polytechnic
University, Pomona

2019 Inductee into the
School of Engineering
Hall of Fame

30

**YEARS
EXPERIENCE**

C
71280

**REGISTERED
CIVIL
ENGINEER**

MEMBERSHIPS

American Water Works Association
Past Chairman of the Tanks,
Reservoirs, Structures,
Maintenance Committee and Past
Chairman of the Corrosion Control
Committee

**National Association of Corrosion
Engineers**

Inland County Water Association

**Southern California Water Utility
Association**

RECENT PROJECT EXPERIENCE

2023 - Golden State Water Company - El Campo No. 2 Tank Design and Inspection

2021 - East Valley Water District - 18 Reservoir Seismic Evaluations and Reports

2020 - Coachella Valley Water District - Update 64 Tank Prioritization Report originally prepared in 2016

2019 - East Valley Water District - Evaluation and Prioritization of 23 Tanks



BRANDON BAXTER

**ENGINEER
NACE II INSPECTOR
CERTIFIED DIVER**



OVERVIEW

Mr. Baxter has been a Engineer and Diver for Harper & Associates Engineering, Inc. since 2014. He provides coating and painting inspection for water tanks and wastewater treatment plants. In addition, Mr. Baxter is a lead diver for HAE's dive team and has logged nearly 200 dives. Mr. Baxter assists in conducting field evaluations and preparing and editing technical reports and photo surveys for corrosion evaluations of water tanks, wastewater treatment plants, pipelines, and pressure vessels.

EDUCATION

BSE, Engineering
California Baptist University

NACE II Certified

REGISTRATIONS

**NACE Level II Certified Coating
Inspector**

Confined Space Entry Certified

CPR Certified

Open Water Dive Certified

10

**YEARS
EXPERIENCE**

**CERTIFIED
#55401**

**NACE LEVEL
II**

RELATED PROJECT EXPERIENCE

2024 - Cucamonga Valley Water District - Rehabilitation of Reservoir 1B-1 & 1B-2

2023 - Inland Empire Utilities Agency - 1299 Rehabilitation

2022 - Golden State Water Company - Dive and Clean 49 Reservoirs



JAKOB HARPER

ENGINEER
NACE I
CERTIFIED DIVER



OVERVIEW

Mr. Harper has been an Engineer for Harper & Associates Engineering, Inc. since 2020. He provides engineering services for water tanks and wastewater treatment plants. In addition, Mr. Harper is one of the engineers part of HAE's dive team. Mr. Harper assists in conducting field evaluations and preparing and editing technical specifications and plans for a variety of projects including water tanks, wastewater treatment plants, pipelines, and pressure vessels.

EDUCATION

BSE, Engineering
California Baptist University

NACE I Certified



YEARS
EXPERIENCE



NACE LEVEL
I

REGISTRATIONS

OHSA/Confined Space Entry
Certified

CPR Certified

Open Water Dive Certified

American Water Works
Association

PAST RELATED PROJECT EXPERIENCE

2024 - Laguna Beach County Water District - Rimrock Rehabilitation

2023 - Golden State Water Company - Timberline Reservoir Rehabilitation

2022 - Long Beach Water District - Alamitos 6 Rehabilitation

2020 - City of Riverside- Dive Evaluation and Cleaning 5 Reservoirs



STEVE JONES P.E.

CATHODIC PROTECTION
ENGINEER

OVERVIEW

Mr. Jones is a Registered Corrosion Engineer and NACE Certified Corrosion Specialist with over 50 years of experience. His specialty is corrosion mitigation with cathodic protection of water storage reservoirs and tanks, water transmission and distribution pipelines, wastewater and reclaimed water facilities, buried storage tanks and associated piping, oil and gas pipelines, docks, piers, and pilings, and related structures. He also performs field testing of existing cathodic protection systems including troubleshooting rectifier and sacrificial anode problems, underground shorts to foreign piping, dielectric insulator testing, and complete reporting with recommendations.

EDUCATION

BSEE, Electrical Engineering,
Kansas State University

Graduate Work at University of
Washington

50

YEARS
EXPERIENCE

CR
298

REGISTERED
CORROSION
ENGINEER

#2134

NACE
CERTIFIED

MEMBERSHIPS

American Water Works Association

National Association of Corrosion
Engineers since 1970

Past Chairman of NACE LA Section

Past Chairman of Western Corrosion
Seminar, Cal Poly Pomona

Steel Structures Painting Council

Past Chairman of Southern California
Cathodic Protection Committee, Los
Angeles, CA

I.E.E.E.



Guy Kelsey, PE, SE

Principal Structural Engineer

Mr. Kelsey has over 13 years of experience in structural engineering, designing both new and retrofit projects for various types of structures including infrastructure, military, commercial, and water/wastewater facilities. Mr. Kelsey has performed extensive seismic analysis, evaluation and condition assessments for existing buildings, infrastructure, military and water/wastewater structures throughout California. He has a passion for creative engineering design while providing efficient, cost-effective solutions for his clients.

Education/Professional Registration

BS, Structural Engineering, 2008, UCSD
 MS, Structural Engineering, 2012, UCSD
 Civil Engineer in California, 2011, No. 77675
 Structural Engineer in California, 2014, No. 6099

Relevant Project Experience

P159 Camp Wilson 1 MG Reservoir and Infrastructure Upgrades, Twentynine Palms, CA - Mr. Kelsey provided the structural design for a \$25M design-build project at Camp Wilson Military Base located in Twentynine Palms, CA. The project included the design of an above grade 83' diameter x 33' tall 1MG AWWA D110 prestressed concrete circular tank with an interior cast-in-place concrete wall separating the tank into 2 equal compartments. Design of the reservoir required a unique solution to provide two separate water compartments, utilizing concentric circular tanks with an inner cast-in-place concrete wall and an outer prestressed concrete wall with high-strength concrete mix and high-performance curing admixtures used throughout the design to minimize member thicknesses and cracking under high wind conditions during construction.

City of Oceanside 2.0 MG SLRWF Recycled Water Tank, Oceanside, CA - Mr. Kelsey provided the structural design and served as the Structural Engineer of Record for a new semi-buried 2.0 MG circular prestressed tank for the City of Oceanside San Luis Rey Water Reclamation Facility. Design included D110 tank core wall and prestressing, seismic cables, two-way roof slab and columns, and foundation slab designed to accommodate differential settlements across the radius of the tank. Design considerations were made for soil subgrade preparation due to liquefaction potential at the site. Supplemental design recommendations were provided to enhance the structural performance and longevity of the tank beyond the minimum design requirements typically provided by a tank manufacturer. The tank design was based on AWWA D110-13, CBC 2016 and ACI 350-06 code requirements.

Replace Reservoir Roof 43210 & 43610, Marine Corps Base Camp Pendleton, Oceanside, CA - Mr. Kelsey provided the structural design for the seismic upgrade and replacement of existing roof structures at two rectangular shaped reinforced concrete hopper bottom reservoirs for the Marine Corps Base Camp Pendleton located in Oceanside, CA. The existing steel roof framing had sustained corrosion by marine weather conditions and were supported on inadequate concrete foundations. The new roof covers consisted of aluminum space truss geodesic dome structures that spanned 84' and were supported by new concrete pedestals at truss bearing points designed to resist large uplift forces provided by the roof cover manufacturer. New continuous reinforced concrete shear walls were provided to resist seismic lateral loads and the top of wall height was determined to meet current code freeboard requirements.

PDMWD Five Reservoirs Retrofit Program - Blossom Valley Reservoir, Santee, CA - Mr. Kelsey served as Project Engineer and provided the structural design for the seismic upgrade and roof replacement of a 203' x 288' x 28.5' deep hopper bottom, concrete rectangular reservoir for the Padre Dam Municipal Water District. The new roof consists of an aluminum framing system supported by stainless steel columns over new concrete footings. Reinforced concrete shear walls were added at each side of the tank to resist the roof seismic loads. The new column footings were designed to withstand wind uplift forces from the aluminum roof cover. The design was based on the CBC and included environmental factors per ACI 350.

City of San Diego Assessment of Potable Water Reservoirs, San Diego, CA - Mr. Kelsey assisted in the condition assessments, structural analysis, and technical report development for the City of San Diego Assessment of Potable Water Reservoirs. Project work included structural inspection, structural and seismic analysis, life cycle cost analysis, and retrofit recommendations. Mr. Kelsey assisted in performing both a floating and dry observation of the interior along with an exterior observation to assess the overall condition, and identify areas in need of repair or retrofit.

Hashmi Quazi, PhD, PE, GE

Principal-in-Charge / Project Director



Dr. Quazi has over 36 years of experience providing geotechnical engineering services and has earned a reputation for providing quality work in an honest and ethical manner, on time and within budget. Dr. Quazi provides quality control, budget oversight, and technical assistance on various types of projects, including water treatment, wells, reservoirs, storm drains and other related projects.

Relevant Experience

John Garthe Reservoir, Santa Ana, CA. Principal in Charge.

Provides technical and budget oversight, resource allocation and contract management for the geotechnical investigation. The project consisted of conducting a seismic and structural assessment of the existing southernmost 5.0-MG prestressed concrete potable water reservoir at the John Garthe site in Santa Ana, California. The reservoir has a diameter of 165 feet and height of 35 feet. The reservoir is supported on reinforced concrete ring wall foundation.

Lacy Neighborhood Water Main, Santa Ana, CA. Principal in Charge. Provided technical and budget oversight, resource allocation, and contract management for the geotechnical investigation. The project included design and construction of approximately 15,000 linear feet of water main replacement along 20 city streets in the City of Santa Ana. The pipelines will be 8-inch to 12-inch diameter polyvinyl chloride (PVC).

Flower Street Sewer Main, Santa Ana, CA. Principal in Charge. Provided technical and budget oversight, resource allocation and contract management for the geotechnical investigation. The project included design and construction of approximately 4,500 linear feet of sewer main (15", 12" and 8" diameter pipes) and sewer related appurtenances including manholes and sewer laterals along Flower Street, 17th Street and Greenleaf Street.

6th Street and Lacy Street Park, Santa Ana, CA. Principal in Charge. Provided resource and budget oversight, technical review and contract management for geotechnical investigation and water infiltration testing. The project involved building a park at the 0.42 acre site at the southwest corner of 6th Street and Lacy Street in Santa Ana, California. The project included a children's playground, active lifestyle classes and a community garden.

Memory Lane Park, Santa Ana, CA. Principal in Charge. Provided quality control and technical oversight of the geotechnical investigation. The site was located at the Memory Lane in Santa Ana, California. The proposed improvements to the park included shade structures, picnic area, bike and equestrian paths, playground, river rock dry stream, irrigation system, walkways, monument signs, fencing and exercise fitness area.

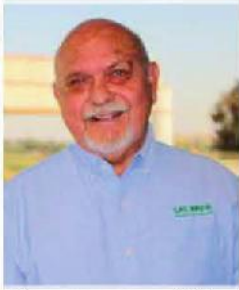
Santa Ana Medical Office Building, Santa Ana, CA. Principal in Charge. Provided budget and technical oversight for the geotechnical investigation and foundation plan review. The project was located in Santa Ana, California and included construction of a one-story, approximately 5,800 square foot medical office building. The building was a sprinklered 3-ply built-up roofing system and founded on shallow footing with slab on grade. Associated with the development was access roads, parking stalls, above and underground utilities and landscaping.

EDUCATION

- Ph.D., Civil Engineering, University of Arizona, 1987
- M.S., Civil Engineering, Arizona State University, 1982
- B.S., Bangladesh Engineering University, 1978

REGISTRATIONS/CERTIFICATIONS

- California, Civil Engineer, #46651
- California, Geotechnical Engineer, #2517



Armando DuPont, PLS

Principal | Director of Survey

EDUCATION

- A.A. Civil Engineering, Fullerton College, Fullerton, California
- Land Surveying, California State Polytechnic University, Pomona

LICENSES/CERTIFICATIONS

- Professional Land Surveyor, State of California,
- P.L.S. No. 7780

YEARS OF EXP.

- Total: 42
- With Firm: 31

Mr. Dupont started his career in the surveying industry in 1977. As President and founding member of CAL VADA, he is responsible for all business activities of the company including executive management of technical, field, engineering, design and land survey personnel.

His project experience includes topographic mapping, boundary surveying and analysis, ALTA/ACSM Land Title Surveys, construction and control surveying, preparation of tract and parcel maps, earth work calculations and quantities, and targeting and control for photogrammetry observations.

Mr. Dupont is fluent in managing commercial, industrial and governmental as well as private sector projects. He leads a team of professionals at CAL VADA providing insight and leadership based on his years of experience as a Party Chief, Project Surveyor and Project Manager on a wide array of projects. He has provided work for a number of industries, including providing services to the engineering, telecommunications, transportation, environmental and real estate industries.

RELEVANT PROJECT EXPERIENCE

METRO ESOC | Los Angeles, CA | HDR | Moshik Mah | Associate - P: 213-239-5843 | Moshik.Mah@hdrinc.com

Mr. DuPont served as the lead surveyor for the topographic survey for Design Purposes of METRO Owned Maintenance Facility located at 898 Ducommun Street, Los Angeles, CA 90012. The project required an as-built base map survey to send out in their future RFP's for the design & construction phase. Calvada provided Professional Land Surveying Services including Topographic Surveys, Boundary Mapping, Utility Survey and Survey Control.

SR-60/I-605 PA&ED | Pico Rivera, South El Monte, Industry, El Monte, Baldwin Park, Whittier and unincorporated areas within the County of Los Angeles

HDR - Tony Rahimian, PE | Vice President | P: 949-463-2441 | Hamid.Rahimian@hdrinc.com

Mr. DuPont served as the Lead Surveyor for the topographic survey for engineering purposes. Supplemental topographic surveys were completed along the 14 miles of the I-605, SR-60 and I-10 freeways within the following cities Pico Rivera, South El Monte, Industry, El Monte, Baldwin Park, Whittier and unincorporated areas within the County of Los Angeles. The Topographic Survey also included detailed cross sections of Beverly Boulevard and I-605 SB Lane.

Plans, Specifications & Estimate (PS&E) for I-5 North Managed Lanes | Stevenson Ranch

Jacobs (Formerly CH2M) - Thomas Ionta, PE | P: 714-454-5929 | Thomas.Ionta@jacobs.com

Mr. DuPont served as the lead surveyor for the topographic survey for engineering purposes. A highly detailed topographic survey of 10 miles of the I5 freeway near Stevenson Ranch, CA was performed. The shoulders, first lanes, far lanes, various slopes, visible utilities and bridges crossings were surveyed. The map included 50' cross sections along the 10 miles and detailed contours and surfaces throughout the sloped areas of the project area. The survey had to be surveyed conventionally due to the nature of the accuracy that was required and an aerial survey would not suffice.

Barham Blvd Street Improvements | Los Angeles, CA | Langan | Fred Irianto | Senior PM | P: 714-864-7139 | rfiirianto@langan.com

Mr. DuPont served as the lead surveyor for the topographic survey for Design Purposes 5,500 linear feet along Barham Boulevard (From the 101 Freeway to Forest Lawn Drive in the City of Los Angeles. The survey was used as the base map for future street improvement designs. The Topographic Survey included detailed cross section of Barham Boulevard and also included topographic information of all the curbs, gutters, flow lines, sidewalks and all visible utilities. Record utilities were also shown on the map. The topographic survey also included a Civil 3D surface that was utilized by the design group to aid in the design. Project also consisted of researching and plotting the record boundary with the respective Assessor's Parcel Number for each adjacent property.

Department of Public Works BOE Los Angeles-BOE-TOS-1-Complete Streets - La Brea Ave, from Coliseum St to Adams Blvd

Tetra Tech | Nate Schreiner, PE | Project Manager - P: 949-809-5177 | nate.schreiner@tetrattech.com

Mr. DuPont served as the lead surveyor for the topographic survey of a detailed topographic survey of La Brea Ave. (7,300 linear feet) for design purposes. This included detailed cross sections of the major streets surrounding the site. It also included topographic information of all the curbs, gutters, flow lines, sidewalks and all visible utilities. The topographic survey also included contours that were utilized by the design group to aid in the design. Project also included boundary analysis based on record maps.

Attachment B

COVER SHEET

For use by Prospective Consultant for
On-Call Consulting Services
Bid No. 2024-01

Name of Person, Business or Organization:	Whitchurch Engineering, Inc.
Type of Entity: (e.g. Sole Proprietorship, Partnership, Corporation, Non-Profit, Public Agency)	S Corporation
Federal Tax ID Number:	68-0482707
Contact Person - Name	Darren Tully, PE
Contact Person - Address	716 Harris Street, Eureka, CA 95503
Contact Person - Phone Number	(707) 444-1420
Contact Person - Email Address	dpt@whitchurchengineering.com

By signing this Cover Sheet I hereby attest that: I have read and understand all the terms listed in the RFQ; have read and understand all terms listed in this SOQ; I am authorized to bind the listed entity into this agreement; and that should this SOQ be accepted, I am authorized and able to secure the resources required to deliver against all terms listed within the RFQ as published by the Humboldt Community Services District, including any amendments or addenda thereto except as explicitly noted or revised in my submitted SOQ.



Signature of Authorized Representative

Darren Tully

Printed Name of Authorized Representative

7/23/2024

Date

Mailing: Post Office Box 158 • Cutten, CA 95534 • tel (707) 443-4558 • fax (707) 443-0818
Physical Address: 5055 Walnut Drive, Eureka, CA 95503

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August 14, 2024
Robert Christensen
Humboldt Community District
5055 Walnut Drive
Eureka, CA 95503
asm@humboldtcsd.org
Phone: (707) 443-4550

RE: Statement of Qualifications
On-Call Consulting Services

Mr. Christensen,

Thank you for the opportunity to provide the Humboldt Community Services District (HCSD) with our Statement of Qualifications for On-Call Consulting Services. Whitchurch Engineering, Inc (WEI) has reviewed the RFQ and is interested in providing our services to HCSD. WEI has been working in Humboldt County since 1996 and is locally owned and operated. We take pride in completing projects on time and under budget.

WEI has compiled an experienced civil engineering design team with a commitment to providing buildable solutions. Our talent pool has expanded over the years to include a Licensed Architect, Mechanical, Electrical & Plumbing (MEP) engineers, and one of our engineers also hold a California Contractors license. WEI has partnered with Mad River Properties, LLC, as most work today typically requires a biological review prior to work. WEI can be found in two locations; 1) our home office located at 610 9th Street in Fortuna and, 2) our branch office located at 716 Harris Street in Eureka.

With our decades of work experience and broad team of professionals, we can provide HCSD with efficient, cost-effective designs and solutions that work in Eureka and Humboldt County. We have partnered with many of Humboldt County's construction firms on projects throughout the region and beyond.

Our team is eager to be involved with HCSD's coming projects and we look forward to assisting you in your goals.

Sincerely,


Darren Tully
Eureka Engineering Manager
716 Harris St.
Eureka, CA 95503
Office: (707) 444-1420
Fax: (707) 725-2959
Email: dpt@whitchurchengineering.com

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Qualifications of Whitchurch Engineering, Inc.

Organizational Chart

See Attachment 1 for Whitchurch Engineering Organizational chart. The organizational chart provided shows the internal structure of the company, and includes our subconsultant Mad River Properties Inc (Mike Atkins, Owner).

Specialty Subconsultant – Mad River Properties, Inc.

WEI and Mad River Properties have been working on projects together since 2012. We have cooperated on projects ranging from Department of Fish and Wildlife 1600 stream alteration permits to biological assessments for large industrial parcels, to planting plans with the California Coastal Commission and PG&E.

Firm Descriptions

Whitchurch Engineering, Inc. (WEI)

716 Harris St

Eureka, CA 95503

(707)-444-1420 – phone

(707)-725-2959 – fax

admin@whitchurchengineering.com

Our Engineering services include Civil, Structural, Mechanical, Electrical, and Plumbing engineering. Besides engineers, our staff includes a licensed Architect. We specialize in Land Development, Structural Engineering, Building Permit Assistance, Architectural Building Design, Topographic Surveys, Storm Water Pollution Prevention Plans and Inspections, Grading and Drainage, Erosion Control, Construction Inspections, Coastal Development Permit Assistance, Residential/Commercial/Industrial/Municipal planning and development.

History

Whitchurch Engineering, Inc. started business in 1996 in Fortuna, California. WEI's services initially ranged from residential remodel and structures to commercial fuel stations and theater remodels. As our experience has grown, so has the company. Near the end of the 2000's, Leonard Whitchurch was hired to assist with the PGE Humboldt Bay Power Plant Decommissioning project. In a few years the company had grown from about 6 to 25 employees. In 2012, we assisted Humboldt Community Services District with the design and construction of the facility on South Bay Depot Road in Field's Landing. In 2018, we celebrated the opening of our Eureka office, and our services at PG&E Humboldt Bay Power Plant ended in 2022.

Offices

WEI has two offices for support of your District. The Eureka office will provide the main support for On-Call services which is located at 716 Harris Street, Eureka, California. The Eureka office is headed up by Engineering Manager, Darren Tully, P.E. Rebecca Morris is the Administrative Assistant and Receptionist and ensures the day-to-day processes are handled. The Eureka office staff includes; Darren Tully, , Zach Johnson, Leonard Cox, Flynn Manetta-Tomlinson, Jared Meeks, Matthew Buck, Aidan Wilson, and Rebecca Morris. WEI Headquarters office is located at 610 9th Street, Fortuna and will be available for staffing assistance as needed.

Should the need arise, individuals shall be recognized and approved with HCSD staff for any replacement workers required.

Mad River Properties, Inc. (Specialty Subconsultant)

2660 Clay Road

McKinleyville, CA 95519

Office: 707-496-0054, Fax – N/A

Email: mike@madriverpropertiesinc.com

History

Mad River Properties Inc., is an environmental and resource management consultant and was established in 2011. The owner Michael Atkins is a Licensed Registered Professional Forester with 33 years of experience preparing and facilitating environmental, biological and resource management projects.

Current Eureka Office Workload

Due to our experience and the range of engineering services we provide, we have a wide variety of clients and project which are in progress. Below we have provided descriptions of our current substantial projects for the Eureka office:

Humboldt County Accessibility Projects

Whitchurch Engineering, Inc. Eureka office currently has a contract with Humboldt County for providing accessibility barrier removal for various projects throughout the County. We provided design for the Ferndale Veterans Hall for a grading and accessibility barrier removal as well as some interior remodel barrier removal items, and this project is almost complete. The Big Lagoon Day Use and Camping area project will be starting construction early this fall. The Big lagoon project includes accessibility barrier removal for some of the camping sites, the restrooms, the day use picnic area as well as lighting. We started work on the Big Lagoon project in December of 2022.

United Indian Health Services

WEI Eureka office is currently providing construction support services for the remodel of two commercial buildings into clinics. The projects are at the final stages of work and almost complete. A third project with UIHS at the Potawat Village in Arcata will be starting construction and is mainly supported by the Fortuna office. This project includes a partial remodel and addition to the existing clinic.

Hoopa Valley Tribe

WEI is currently finishing a design for phase 1 of the K'ima:w Medical Residential project in Hoopa. The design includes infrastructure, a cul-de-sac design, and 3 residential structures. The project includes, design, bidding, construction assistance, and project closeout. We are expecting to be complete by Fall of 2025.

Meeting the Needs

WEI has enough resources and is flexible with our scheduling to allow for emergent work. Any work obtained from the HCSD would be prioritized. WEI values and recognizes the services provided by HCSD, as well as the amount of people affected by those services provided. Prioritizing these needs is important to us.

Key Personnel

The WEI Eureka office will provide: contracting, project management, majority (if not all) plan and design production, and communications with the HCSD contact. Please see Organizational Chart (Attachment 1) and resumes (Attachment 2).

WEI's key personnel for HCSD On-Call work will include:

Main Point of Contact

Darren Tully, P.E. Eureka Office Engineering Manager

Backup: Jeffrey Laikam, P.E. Fortuna Office Engineering Manager

Civil Engineering Project Manager

Zach Johnson, P.E. Civil Engineer and Project Manager

Backup: Flynn Maneta-Tomlinson, E.I.T. Civil and project Manager

Civil-Structural Project Manager

Brett Whitchurch, P.E. Structural Engineering

Backup: Ruben Ochoa, E.I.T

Environmental Project Manager

Mike Atkins, R.F. Subconsultant for Biological, and Wetland studies

Experience

WEI's experience in the last 5 years includes a vast array of work. We have performed site investigations for feasibility, soils reports, septic investigations, percolation testing, septic design, residential/commercial/industrial structural designs, utility main extensions and reroutes, HCSD sewer main reroute designs, grading and drainage designs including Low Impact Development, Fire Water Main Upgrades, Stormwater Detention/Retention designs, Mechanical/Electrical/Plumbing designs and investigations, Stormwater Pollution Prevention Plans and Inspections, Erosion control plans, lighting designs, Architectural design, and American Disability Act investigations and designs. In the past 5 years the local cannabis industry came online and there were many projects we provided engineering to that included the work above, as well as navigating the everchanging cannabis development laws.

We have partnered with Mad River properties, LLC, who can provide biological services for project developments that require such services. The biological component of today's development process is extremely important for understanding the area to be developed, as well as setting up timelines for project completion. We have worked with Mad River Properties on many projects from cannabis farms to commercial development to subdivisions that all required a biological component to the development.

WEI is an experienced full-service engineering firm with few limitations in the work we have done.

Reference Projects

Pacific Gas and Electric (PGE) Humboldt Bay Power Plant (HBPP) Decommissioning Project

1000 King Salmon Way

Eureka, CA

Reference Contact:

Joseph Leppek

PG&E - Construction Manager Specialist,

PMP Email: j511@pge.com

Phone: (707) 672-2162

Starting in 2009 until completion in 2022, WEI worked on and off site as the Civil Engineering lead for the decommissioning of the Humboldt Bay Power Plant, a nuclear facility. For this project, WEI provided civil and structural engineering support such as; designed containment structures and shipping boxes for radioactive waste, designed the radiological analysis lab, provided demolition engineering, infrastructure design, and obtained local governmental permits for this \$1 billion dollar project. The existing plant was not only located in a seismically active area (and over a fault line) but its proximity to the ocean and wetland required us to working closely with the

California Coastal Commission and a multitude of other State & Federal agencies. Because of its unique characteristics and engineering solutions, visitors from around the world made on-site visits to review the engineering related projects. Below is a list of utility infrastructure and restoration projects related to the Plant performed by members of WEI's staff.

Staffing: Leonard Whitchurch, Brett Whitchurch, Darren Tully, Aaron Bennett, Jeffrey Laikam, P. Michael Gent, Derek Long, Zach Johnson, Terry O'Reilly, Leonard Cox, Matthew Buck, Rebecca Morris, Mad River Properties, Inc.

Fire Water Main Header Reroute

Project execution required extensive coordination of site access and multiple work groups to abandon multiple portions of the existing fire water loop and reconfigure associated valves, hydrants and post indicator valves while maintaining an active system to support decommissioning work and meet future activities planned at the neighboring Humboldt Bay Generating Station.

Domestic & Firewater Line Remove/Replace

Project execution required extensive coordination of site access and multiple work groups to abandon and replace 400' of 3" and 6" water main, Post indicator valve, back flow preventers and fire hydrants serving both domestic and fire water systems with 1600' of 3" and 6" C-900 piping material.

Cold and Dark Infrastructure Modification

Began the decommissioning effort by removing all electrical, demineralized water, domestic water, and service air supply systems to all structures proposed for decommissioning and rerouting entirely new versions of these utilities into all buildings. This effort required extensive modification and adaptation of existing structures to accommodate the utility rearrangement and permitted unimpeded abandonment and extraction of active systems proposed for decommissioning while preserving overall functionality of vital amenities required for habitation.

Sewer Lift Station Replacement

Resizing and reconfiguration of (2) existing sewer lift stations serving all of the HBPP site, the secure ISFSI area, and the adjacent Humboldt Bay Generating Station (HBGS). To accomplish the elimination of costly inflow to the effluent system and reestablish compliance with the Humboldt Community Services District (HCSD) permit specifications, pumps and all associated electrical systems were resized and replaced. The upgraded systems included the addition of flow meters and multiple sensors. Executed at a critical moment in the licensing effort, this project was viewed as success both by HBPP and HCSD.

Installation of the Filtration Ion Exchange System (FIXS)

WEI provided all the engineering services required to install the entire radioactive effluent filtration system within an existing building which involved substantial building modifications to supply the new (FIXS) system with multiple commodities including radioactive waste lines, electrical and telecom.

Final Site Restoration

WEI worked with PGE staff, Stillwater Design and Mad River Properties to establish a final site restoration design for the PGE site. This work included developing Coastal Commission approved;

- final site utility infrastructure plans
- final site grading and road infrastructure
- stormwater runoff detention
- planting plans,
- wetland mitigation areas,
- and more!

Valley of the Moon Water District
Valley of the Moon

P.O. Box 280
El Verano, CA 95433
Reference Contact:
Brian Larson
Water System Manager
Email: blarson@vomwd.org
Phone: (707) 996-1037 xt x6

WEI was awarded the contract for upgrading Valley of the Moon Water District’s Fire Water for the Chestnut Tank Service Area. This project required a survey of the tank, existing services, the road alignment, and all potential interferences. The team obtained and reviewed all record drawings and interviewed District Staff as part of the information gathering process. As part of the design scope, the team modeled existing flows, and calculated the required fire flows. The line was upgraded from 4” to an 8” service, for approximately 1500 linear feet, including 8 domestic service replacements and a new Fire Hydrant. All improvement plans, profiles, standard details, and calculations were performed by WEI Staff. This project was completed in June of 2023.

Staffing: Jeffery Laikam, Derek Long, Nicholas Notthoff, Eric Allen, Flynn Manetta-Tomlinson

Elk Valley Casino

Elk Valley Rancheria, California
2332 Howland Hill Road
Reference Contact:
Crista D. Stewart
Tribal Administrator/Tribal Historic Preservation Officer
Crescent City, CA 95531
Office: 707-465-2620

Whitchurch Engineering, Inc. worked with a local architect and were the structural and civil engineering lead for the new casino expansion. We provided topographical survey, roadway design, utility extension evaluations and design, grading design, foundation design, exterior and interior structural engineering, wetland expansion, and storm water management. We worked with the Tribe to provide design plans for the Coastal Commission, Army Corps of Engineers, and other regulators to review and comment. In our civil design we provided the Tribe with opportunities for wildlife viewing trails at the borders of the wetland commercial use interfaces. We started design in June of 2017, with completion of the Casino in April of 2022.

Staffing: Leonard Whitchurch, Brett Whitchurch, Darren Tully, Jeffrey Laikam, Zach Johnson, Flynn Manetta-Tomlinson

Litigation History

WEI does not have any completed, ongoing, or pending litigation or arbitration.

Understanding and Management of Requested Consulting Services

WEI understands HCSD is looking for qualifications for on-call professional services. Our team can provide Civil Engineering, Mechanical/Electrical/Plumbing Engineering, Structural Design, Project Management, Environmental permitting and compliance, topographic surveying, and other related fields needed for infrastructure design and more.

We have understanding that HCSD will issue requests for proposals or issue task orders to the qualified on-call consultant list on an as needed basis. Our team is prepared to be ready and flexible to receive these requests and provide HCSD with our proposals, scopes, and costs. Our team is prepared to assume full responsibility for all services and activities we offer. We relish in being the sole point of contact with regards to contracts including payments or any and all charges resulting from the contract.

We have provided the following schematic approach to completing a typical project:

1. Preliminary information gathering
2. Configuration decision making based on preliminary information gathering
3. Preparation of Preliminary Drawings
4. Preparation of Schematic Design Drawings
5. Client confirmation review (approx. 1 week duration) (30%)
6. Preparation of 60% construction documents which includes structural calculations and drawings as well as mechanical, electrical and plumbing calculations and drawings.
7. Client confirmation review (approx. 1 week duration) (60%)
8. Preparation of 90% final design construction documents
9. Submittal of 90% final design construction documents to Building Department
10. Plan check response
11. Resubmittal of 100% final design construction documents
12. Issuance of Building Permit/ Bidding
13. Construction begins

After the preliminary drawing information is gathered and configuration decisions are confirmed, creation of the schematic design drawings will be conducted. This set of drawings should be at approximately 30% of the design and will be submitted to the client and the Designers for comments, corrections and changes. Once the schematic design documents have been accepted the final design construction documents will be initiated.

At the 60% level of completion, each discipline will submit its drawing set to the Project Manager to confirm design intent and verify client design requirements are satisfied. This review of drawings by the Project Manager should be allocated one week of review time to maintain the schedule. After the review of the 60% drawings, comments will be addressed and the final design construction drawings will be taken to the 90% level of completion and submitted to the building department.

Plan check comments will be addressed and resubmitted to the jurisdiction. Final design construction documents will be issued with the permit (100%).

Upon completion of plan check phase, Construction Documents, including Project Manual, if necessary, containing bid documents, reports, and technical specifications, shall be issued to at least 3 bidding general contractors who shall be prequalified by Client. Specifications shall be based or shall list at least two (2) equals where a specific manufacturer is identified. Engineer shall review and respond to Contractor RFI's and issue addendums to bid documents as needed. Consultant shall attend 1 mandatory pre-bid site visit. Consultant shall receive sealed bids and assist client and Tenant in evaluation of bids and selection of General Contractor to be awarded project. Value Engineering, if needed, to be performed on an hourly basis.

Value and Fee Schedule

Value

WEI intends to provide HCSD with efficient, effective, timely and cost-conscious services. We will provide that value by;

- adhering to engineering standard principles,
- providing and maintaining work schedules, and
- provide designs with flexibility that work with locally available products and contractors.

Fee Schedule

See Separate Sealed Envelope marked as Whitchurch Engineering, Inc. Fee Schedule for HCSD On-Call Consulting Services, August 16th, 2024.

Other Requirements

Conflict of Interest Statement

Whitchurch Engineering, Inc. (WEI), along with its subcontractors for the related project, do not have a financial, business, or relationship directly or indirectly that would conflict in any manner or degree with the performance required or impact upon the outcome of the services outlined under this proposal. Further, WEI shall neither contract with nor employ any subconsultants or person(s) having any such interest.

Legitimate Business License Statement

WEI maintains business licenses for both the City of Eureka (license #7410) and City of Fortuna (license number #0892).

Insurance Certificate Statement

WEI's General Liability, Auto and Workers Comp coverages meet the project requirements. Our Professional Liability coverages will be increased, if required, and endorsements as additional insured for all insurances will be added upon project award. Current insurance certificates are available upon request.

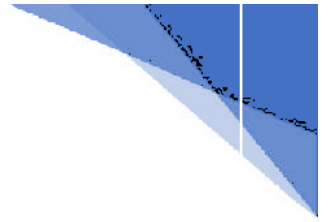
Authorized Representative Signature

I, Darren Tully, am an authorized representative of Whitchurch Engineering, Inc, and have applied my signature to this Statement of Qualifications (see Cover Sheet).

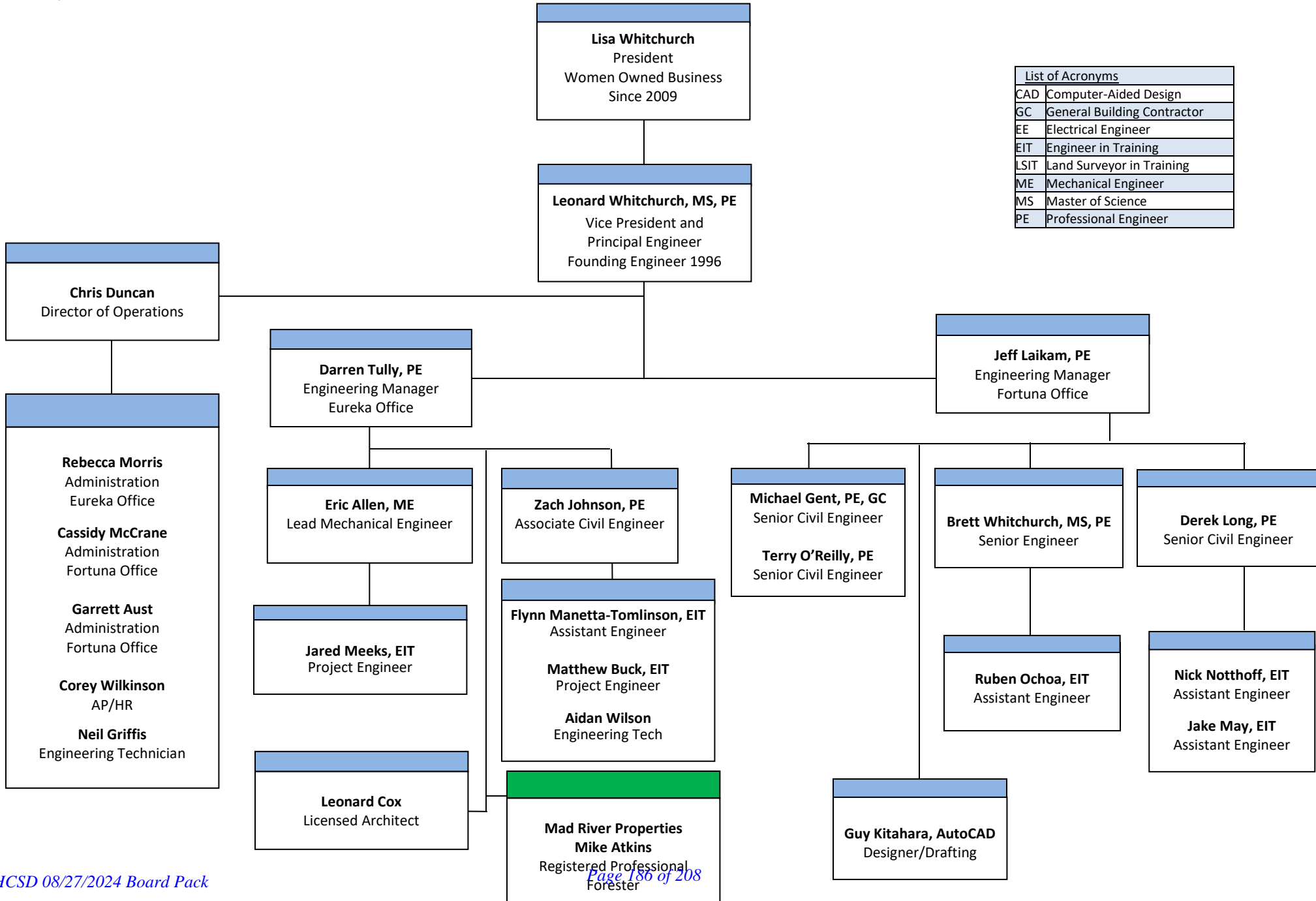
Conclusion

Whitchurch Engineering Inc, values our clients and the commitments we share. We have the knowledge, understanding and experience to assist HCSD to produce an exceptional project. WEI owners and staff all live in Humboldt County and we care about the area we live in. We feel that we will be your best candidate for the On-Call Consulting services, and look forward to working with you.

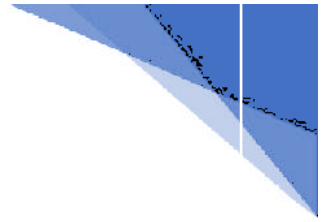
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Attachment 1 - Organizational Chart



List of Acronyms	
CAD	Computer-Aided Design
GC	General Building Contractor
EE	Electrical Engineer
EIT	Engineer in Training
LSIT	Land Surveyor in Training
ME	Mechanical Engineer
MS	Master of Science
PE	Professional Engineer



Attachment 2 - Resumes



Darren Tully, Civil Engineer, Engineering Manager

Darren started work for WEI in 2003 as an engineer-in-training and acquired his professional license in 2010. In a managerial role, Darren assists project engineers with code compliance, project scheduling, budgeting, permit assistance and contract management for all aspects of residential, commercial, municipal, and industrial projects. Darren has been the designer of record for many large and small scale projects, consistently provides buildable solutions and excels in managing contracts and client communications. He also provides Quality Assurance / Quality Control for our branch office. Darren provides assistance and training for the newer employees for construction inspections and design development, as well as continues to practice engineering.

EDUCATION

B.S., Environmental Engineering, California State University, Humboldt

REGISTRATIONS

Licensed Professional Engineer
CA No. 73755 PE
QSD/QSP - #00614

AREAS OF EXPERTISE

- Project Stakeholder Coordination
- Schedule Development & Optimization
- Civil Design & Review
- Hydrology Studies
- Soils Reports
- Septic Design
- Accessibility Design
- Technical & Contract Oversight

TOTAL YEARS EXPERIENCE

20 years



SELECT PROJECT EXPERIENCE

Hampton Inn & Suites Multi-Story, 82-units
Arcata

Campbell Creek Apartments Multi-Story, 60-units
Arcata

Juvenile Hall – Muti-Story Housing
County of Humboldt

Redwood Community Action Agency – Multi-Duplex Reconstruction
McKinleyville

Blue Lake Rancheria – Multi-Story 20,000 sq ft facility
Blue Lake

Eureka Co-Op (Remodel)
Eureka

Humboldt County Big Lagoon Parks Rehabilitation of Day Use and Camping (In progress)
Trinidad

SISU Extracts Hazardous Facility
Eureka

United Indian Health Services Office to Medical Clinic Remodel
Eureka

United Indian Health Services Office to Dental Clinic Remodel
Eureka

Dazey’s Supply Warehouse
Redway

Ferndale Veteran’s Hall Accessibility Upgrades
Ferndale

Hoopa Valley Tribe Medical Residential Development
Hoopa

PGE Humboldt Bay Generating Station 120 kv Transformer Proejct
Eureka



Jeff Laikam, Professional Engineer

Mr. Laikam has over 2 decades of experience, including a combined twenty-one years with Whitchurch Engineering with eight years serving as Senior Design Engineer and Engineering Supervisor for the Humboldt Bay Power Plant (HBPP) nuclear decommissioning project. Managing the Fortuna Office engineering staff, his expertise includes contract and project management, land development, work planning and scheduling, development of proposals, client development and project budget, schedule and scope management. He also serves as Scotia Community Services District Engineer.

SELECT PROJECT EXPERIENCE

EDUCATION

B.S., Environmental Resources Engineering
Humboldt State University

REGISTRATIONS

Licensed Professional Engineer
CA 68586

Qualified Stormwater Pollution Prevention Plans (SWPPP) Developer and Practitioner
CA 23928

AREAS OF EXPERTISE

Project Management

Contract Management

Budget Control/Analysis

Proposal Review

Land Development

Permit Assistance

Project Scheduling

TOTAL YEARS EXPERIENCE
25 years



Scotia Community Services District District Engineer
Scotia

Kreations AutoBody – Commercial Remodel, Addition, Tenant Improvements 13,026 sq ft
Fortuna

PG&E, Humboldt Bay Power Plant Building Remodel from laboratory/shipping to office space
Eureka

Blue Lake Rancheria, New 20,000 sq ft facility with 80,000 parking area
Blue Lake

Fortuna Senior Center – New 7,700 sq ft Building
Fortuna

New Commercial Structure, 10,000 sq ft including 6,000 outpatient medical facility
Oroville

Moorpark, Multi-Family Development 11-Structures including community building and covered parking
Moorpark

Fortuna Fire Department – New 6,380 sq ft Commercial Structure
Fortuna

Commercial Tenant Improvements, building design for 1,600 sq ft addition
Eureka

Ferndale Deputy City Engineer
Ferndale

Scotia Community Services District, Scotia Museum, Remodel and Accessibility Improvements
Scotia

Orr Creek Commons Multi-Story Affordable Senior Housing Development Phases I & II, 80-Units
Ukiah

The Plateau - Multi-Story Housing Project – 23 Senior Units, 20 Supportive Housing Units, 25 Family Townhomes
Fort Bragg

Eureka Natural Foods – Dining Area Expansion
Eureka

Sunset Apartments - Multi-Story, Multi-Phased, 43-units Phase 1
Eureka

Oak Valley Villas – Site Civil Engineering for New Multi-family Residential Housing
Clear Lake

The Cottages at Rigby – 26 Residential Housing Units Plus Common Use Building & Laundry Facility, Site Civil, Structural, Construction Inspections
Rio Dell

County of Humboldt – Veterans Hall Accessibility Modifications / Upgrades
Ferndale



Zach Johnson, Professional Engineer

Since starting with Whitchurch Engineering, Inc. Zach has moved from an engineer-in-training to leading the permitting and inspection process for a number of major projects. Zach’s attention to detail, organization, excellent communication skills and knowledge of Civil Engineering allow him to provide valuable support services with public jurisdictions and clientele. Additionally, Mr. Johnson has managed a wide variety of development projects including commercial buildings, fueling stations and subdivisions.

EDUCATION

B.S., Environmental Resources Engineering, Humboldt State University

REGISTRATIONS

Licensed Professional Engineer
CA No. 92416 PE

American Concrete Institute (ACI) – Concrete Field-Testing Technician – Grade 1

AREAS OF EXPERTISE

Renewable Energy Systems

Solar Thermal Engineering

Water Resources Planning/Management

Low Impact Development (LID)

Stormwater Mitigation

Accessibility Design

TOTAL YEARS EXPERIENCE

10 years

SELECT PROJECT EXPERIENCE

Arcata Bay Crossing 30-Apartment Structure for Humboldt Bay Housing Development Corporation
Arcata

Orr Creek Commons Multi-Story Affordable Housing Development Phases I & II
Ukiah

Multi-Story Housing Project – 2,3 and 4-story Structures, Community Buildings and Covered Parking
Moorpark, CA

Sunset Apartments - Multi-Story, Multi-Phased, 43-units Phase 1
Eureka

Mixed Use Multi-Family, Commercial, Retail Building
Eureka

Blue Lake Rancheria – Multi-Story 20,000 sq ft facility
Blue Lake

Renner Petroleum-New Fueling Station
Cloverdale, CA

Proposed Fueling Station Carwash, South State Street
Ukiah

Humboldt Petroleum Arcata Station
Arcata

Blue Lake Rancheria, New 20,000 sq ft facility with 80,000 parking area
Blue Lake

Mendocino Animal Hospital Tenant Improvements - Mechanical
Ukiah

Market Expansion, Tenant Improvements, Addition, Commercial Kitchen, South State Street
Ukiah

Proposed Tire Shop, South State Street
Ukiah

Fortuna Senior Center – New 7,700 sq ft Building
Fortuna

PG&E, Humboldt Bay Power Plant Building Remodel from laboratory/shipping to office space
Eureka

RCHCD Emergency Electrical Power Systems calculations and design
Ukiah





Flynn Manetta-Tomlinson, Design Engineer

Since starting with Whitchurch Engineering, Inc. Flynn has lead the design, permitting and inspection process for a number of major projects. Flynn’s attention to detail, organization, excellent communication skills and knowledge of Civil Engineering allow him to provide valuable support services with public jurisdictions and clientele. Additionally, Mr. Manetta-Tomlinson has managed a wide variety of development projects including commercial buildings and subdivisions. Flynn designs and assists our junior engineers and inspections, surveying, grading and detailing for accessibility projects.

SELECT PROJECT EXPERIENCE

EDUCATION

B.S., Environmental Resources Engineering, Cal Poly Humboldt

REGISTRATIONS

CA Engineer-In-Training
CA No. 162781

American Concrete Institute (ACI) –
Concrete Field-Testing Technician – Grade 1

AREAS OF EXPERTISE

- Permit Assistance
- Building Design
- Site Civil
- Water Resources Planning/Management
- Project Management
- Nuclear Decommissioning
- Stormwater Mitigation
- Accessibility Design
- Qualified Stormwater Practitioner (QSP)
- Surveying

TOTAL YEARS EXPERIENCE

6 years

Nuclear Decommissioning Projects (4-Years Experience)

Commissioning Engineer and Site Preparation Specialist for Toronto Project Management Organization and Canadian Nuclear Laboratories

Orr Creek Commons Multi-Story Affordable Housing Development Phases I & II

Ukiah

Multi-Story Housing Project – 2,3 and 4-story Structures, Community Buildings and Covered Parking

Moorpark, CA

Sunset Apartments - Multi-Story, Multi-Phased, 43-units Phase 1

Eureka

Mixed Use Multi-Family, Commercial, Retail Building

Eureka

Kuda– Multi-Story Cannabis Project 10,000 sq ft facility

Eureka

Smith Lane Subdivision for ACGC

Fortuna

SWPPP QSP Inspections

Various projects throughout Humboldt

United Indian Health Services Dental Remodel/Addition

Eureka

United Indian Health Services Medical Remodel

Eureka

Blue Lake Rancheria, New 20,000 sq ft facility with 80,000 parking area

Blue Lake

Emerald Family Farms Cannabis Permitting and design for structures, zoning, change of use

Willow Creek

Market Expansion, Tenant Improvements, Addition, Commercial Kitchen, South State Street

Ukiah

Fortuna Senior Center – New 7,700 sq ft Building

Fortuna

Frito Lay Warehouse Design and permitting

McKinleyville

A Street Cannabis Building Upgrades

Eureka

DANCO – 30 Acre / 22 Lot Single Family Residential Subdivision

Clearlake

Hoopa Valley Tribe – Pooky’s Park and Tish Tang Upgrades

Hoopa



Eric Allen, Professional Mechanical Engineer

Eric has both professional and practical experience as a mechanical engineer. He has spent most of his career working within electrical and mechanical processes for stand-alone systems as well as utility connected infrastructure. He has also obtained the professional designation as a licensed Mechanical Engineer. His experience with the hands on and design functionality MEP systems allows him move projects to completion through optimization and diagnostic efficiency. Eric specializes in electrical, HVAC, water, controls, and useful energy systems.

EDUCATION

B.S., Mechanical Engineering
University of Chico

Ashworth College Continuing
Education – Heating and Air
Conditioning

College of the Redwoods
Continuing Education –
Electricity and Electronics,
Master CAM

REGISTRATIONS

Licensed Professional
Mechanical Engineer
CA 41001

AREAS OF EXPERTISE

Code and Jurisdiction
Compliance

Schedule Development &
Optimization

Mechanical HVAC Design

Electrical Design

ACAD Design Master
Drafting

Energy Systems Design

System Trouble Shooting

Water Systems and Boiler
System Design

Control System Design

TOTAL YEARS EXPERIENCE

13 years

SELECT PROJECT EXPERIENCE

Blue Lake Rancheria, New 20,000 sq ft facility with 80,000 parking area
Blue Lake

Mendocino Animal Hospital Tenant Improvements - Mechanical
Ukiah

Orr Creek Commons Multi-Story Affordable Housing Development Phases I & II
Ukiah

The Plateau - Multi-Story Housing Project – 23 Senior Units, 20 Supportive Housing Units, 25 Family Townhomes
Fort Bragg

Pine Hill, Multi-Story, Multi-Phased Affordable Housing
Eureka

4 Story Mixed Use Multi-Family, Commercial, Retail Building, 31,000 sq ft
Eureka

Moorpark, Multi-Family Development, 200 Unit, 11-Structures including community building and covered parking
Moorpark

City of Fortuna, Police Facility, 6,980 sq ft, Full MEP design
Fortuna

City Of Ukiah, Waste Water Treatment Plant, 7300 sq ft, HVAC remodel for office and lab facility
Ukiah

New Commercial Structure, 10,000 sq ft including 6,000 outpatient medical facility
Oroville

Market Expansion, Tenant Improvements, Addition, Commercial Kitchen, South State Street
Ukiah

PG&E, Humboldt Bay Power Plant Building Remodel from laboratory/shipping to office space
Eureka

Scotia Community Services District, Scotia Museum, Remodel/Mechanical and Accessibility Improvements
Scotia

Resident Owned Parks – Electrical Distribution Upgrade
Eureka

United Indian Health Service, Medical Facility, 44,000 sq ft, HVAC, Hydronic Electrical, lighting and Plumbing retrofit and new construction addition incorporation
Arcata

Agricultural electrical power plan, 18,080 sq ft, 1,600 Amp, multi-phase construction
Blue Lake

City of Ukiah, 21,000 sq ft, Electrical engineering and service department facility improvement full MEP design
Ukiah

City Of Ukiah, Water Treatment Plant, 3,000 sq foot scope, HVAC remodel for offices, lab, and equipment rooms
Ukiah



Brett Whitchurch, Professional Engineer

Brett is an experienced senior civil engineer with a Master’s degree focused on structural engineering. Brett has been part of the Whitchurch Engineering structural design team for just under a decade. His structural expertise is utilized regularly for a wide variety of projects with a focus on multi-story commercial structures and multi-family housing developments. Brett’s experience includes response, project management and coordination with a variety of governing jurisdictions, 3rd party plan check companies, and private Subject Matter Expert (SME) reviewers. He specializes in agency response and has navigated complex regulations to secure project permitting throughout California.

EDUCATION

B.S., Civil Engineering,
Emphasis in Structural,
University of California,
Davis

M.S., Civil Engineering,
Emphasis in Structural,
University of California,
Davis

REGISTRATIONS

Licensed Professional
Engineer
CA No. 90914

AREAS OF EXPERTISE

Structural Design and
Review

Technical Writing

Engineering Evaluations

RISA-3D Advanced
Structural Modeling and
Dynamic Analysis
Modeling

TOTAL YEARS EXPERIENCE

8 years



SELECT PROJECT EXPERIENCE

**Eureka Mall Space #33 7,968 sq ft
Merchant/Retail Conversion to Office
Space**
Eureka

**PG&E, Humboldt Bay Power Plant
Building Remodel from
laboratory/shipping to office space**
Eureka

**Blue Lake Rancheria, New 20,000 sq ft
facility with 80,000 parking area**
Blue Lake

**Orr Creek Commons
Multi-Story Affordable Senior Housing
Development Phases I & II, 80-Units**
Ukiah

**Willow Terrace - Multi-Story, 38-Unit
Supportive Housing Development**
Ukiah

**The Plateau - Multi-Story Housing
Project – 23 Senior Units, 20 Supportive
Housing Units, 25 Family Townhomes**
Fort Bragg

**Mixed Use Multi-Family, Four Story,
Commercial, Retail Building**
Eureka

**Sunset Apartments - Multi-Story, Multi-
Phased, 43-units Phase 1**
Eureka

**Elk Valley Casino, 43,160 sq ft and
Associated Development Improvements**
Crescent City

**Southern Trinity Health Services, Tenant
Improvements converting an old
hardware store to a medical & dental
clinic**
Scotia

**Frito Lay New 7,283 sq ft Distribution
Center including Warehouse, Offices, &
Conference Room**
Blue Lake

**Market Expansion, Tenant
Improvements, Addition, Commercial
Kitchen, South State Street**
Ukiah

**Harbers Insurance Office Remodel and
Addition, 4,158 sq ft**
Fortuna

**Kreations AutoBody – Commercial
Remodel, Addition, Tenant
Improvements 13,026 sq ft**
Fortuna

**Moorpark, Multi-Family Development
11-Structures including community
building and covered parking**
Moorpark



BACKGROUND

Mr. Whitchurch is the Vice President, CFO, and Principal Engineer for the company which he created in 1996. Leonard has more than 34 years project management, structural, seismic and civil design experience in the heavily regulated coastal communities and highly seismic region of Northern California. With his engineering/project management experience along with expertise in project coordination of architectural, civil, structural, mechanical and electrical engineering disciplines Mr. Whitchurch was utilized for the Nuclear Decommissioning of PG&E's Humboldt Bay Power Plant (HBPP) in Eureka, CA and the Nuclear Decommissioning of Canadian Nuclear Lab's nuclear facility in Whiteshell, Manitoba. Both projects had budgets over \$1 billion.

EXPERIENCE

Whitchurch Engineering Inc. | Fortuna/Eureka CA | April 1996 – Present

SBWRS Site Improvement Engineering Manager/Project Manager and Commissioning Team Leader for AECOM Canada for CNL's Nuclear Decommissioning | Whiteshell, Manitoba | May 2020 – May 2024

- Responsible for commissioning First-of-a-Kind (FOAK) equipment to remove radioactive contaminated waste. Duties include preparing overall commissioning plan and staff oversight of six engineers. Oversee preparation of independent structural analysis of frame and lifting system for 800-ton FOAK equipment.
- SBWRS Site Improvement Engineering Manager/Project Manager is responsible for civil engineering site preparation of the FOAK equipment to operate at Whiteshell. This includes road improvements, lay down area preparation, new structures, and ground structural improvements to support equipment. Also included is transportation, geotechnical, hydrology/hydraulic, civil, structural, heavy civil and building engineering. In charge of onsite CNL engineers and outside engineering vendor companies out of Winnipeg Manitoba including AECOM, Golder and KGS.

PG&E's Nuclear Decommissioning at HBPP | King Salmon, CA

May 2015 – October 2019 - Engineering Manager for CB&I

April 2009 – May 2015 – Civil/Structural Engineering Supervisor

Continuation of responsibilities as Civil/Structural Engineering Supervisor from April 2009 – May 2015 and in charge of staff of over 30 (at peak) from various companies to manage the following departments:

- Engineering (Civil, Mechanical, Electrical, Field)
- Corrective Action Program
- Document Control/Record
- Work Control/Planning

Responsible for all structural/civil modifications for the \$1.1B decommissioning of the nuclear reactor at HBPP. Provided structural/civil design and approved all structural/civil designs of onsite staff (approximately 12 engineers) as well as all outside consultants including URS, Kiewit, CB&I, Parsons, Enercon, Jacobs Engineering, Energy Solutions, SNS, Westinghouse and all local consultants. This project had extensive building and site civil modifications along with the construction of elaborate cranes and monorail systems.

Penfold Engineering | Eureka, CA | June 1994 – April 1996

Oscar Larson & Associates | Eureka, CA | November 1992 – June 1994

CA Department of Water Resources – Pipelines & Structures – Sacramento, CA | January 1991 – November 1992

EDUCATION

- B.S. Civil Engineering | University of California – Davis | June 1991
- M.S. Civil Engineering with emphasis in Structures | University of California – Davis | March 1993

LICENSING & CERTIFICATION

- California, PE | RCE #52920 | July 1994
- Oregon, PE | RCE #66931 | May 2001

Michael A. Atkins, RPF# 2613
Mad River Properties, Inc.
Environmental and Resource Management Services
2660 Clay Road
McKinleyville, CA 95519
Office: 707-496-0054
Email: mike@madrivpropertiesinc.com

Michael A. Atkins, RPF Lic. #2613.
Mad River Properties Inc.
Environmental and Resource Management Services

Michael Atkins is an environmental and resource management consultant and a Licensed Registered Professional Forester with 32 years in preparing and facilitating environmental, biological and resource management projects. He has extensive professional experience including CEQA/ NEPA document preparation, over site of biological and botanical survey design and implementation, preparing and facilitating technical assistance to facilitate site operations with supervising agencies, developing and facilitating biological and botanical mitigations, supervising equipment and land management operations within areas designated as sensitive to ensure compliance with operational mitigations, monitoring and reporting, prepare site restoration plans and planting plans as well as Mining permitting and operational oversight.

His areas of expertise also include erosion control plans, restocking plans, species inventory, wetland surveys, forest management, watershed analysis, reviewing and implementing final site reclamation and restoration projects, stream classification, forest pathogens and silvicultural treatments, conservation easements, project oversight and management.

Current project experience consists of:

Preparation of Environmental Assessment (ISMND/ NEPA) for Orleans Water District.

Preparation of Environmental Assessment (EA) for Yurok Tribe housing Authority.

Preparation of Reclamation Plans for mining activities at sites operated by Eureka Ready Mix, Tosten Bear Buttes Quarry and Wallen Quarry

Conservation Easement Preparation of a large ranching ownership in the Petrolia area of Humboldt County.

Coordinate Appraisals and Facilitate timberland property sale to a conservation organization for a private ownership in Southern Humboldt.

Prepare a Timberland Conversion THP and prepare the environmental studies for a development property north of Eureka in Humboldt County.

Professional Credentials:

- Licensed Registered Professional Forester (R.P.F. # 2613)
- California State University, Humboldt Arcata, California BS, Forestry
- Certificate of achievement by the USDA for the Rangeland Watershed Program Ranch Water Quality Planning

- Certificate of Training in Wetland Delineation
- Certified Spotted Owl Expert (SOE) with CALFIRE
- American Tree Farm System Inspector
- Certificate of training by the California Department of Forestry and Fire Protection and California Licensed Forester associated in Archaeological Training for The Resource Professional

Contact Information:

Phone: (707) 496-0054
 Email: mike@madrivertpropertiesinc.com
 Address: Mad River Properties Inc.
 2660 Clay Road
 McKinleyville, CA 95519

Relevant Project Experience:

- Permitting and Environmental Specialist, Humboldt Bay Power Plant
- Environmental and Permitting Lead Consultant, Eureka Ready Mix, Bear Buttes Quarry, Leland Rock Quarry, Polasik Quarry, Bear Buttes Quarry and Wallen Quarry
- Preparation of Environmental Assessment (EA) for Hoopa Housing Authority and Yurok Housing Authority
- Project Manager, Federal Safe Harbor Agreement with the NMFS and FWS, Arcata Ca.
- Project Consultant on the initial study and Environmental Documentation and Surveys for several Housing Developments.
- As supervising Forester for timber harvest, re-forestation, and restoration operations was responsible for the supervision of new road construction and decommissioning of existing roads, installation of permitted stream crossings including culverts, rocked fords and bridges. Identified and documented mitigations sites, prescribed corrections and supervised repair.
- Authored California Cooperative Forest Management Plan with the Natural Resources Conservation Service emphasizing native forest restoration prescriptions and road re-construction and repair.
- As a California Professional Forester, I have authored numerous environmental documents to include: California non-Industrial timber management plans, timber harvest plans, California Department of Fish and Wildlife stream bed alteration application, North Coast Regional Water Quality Control Board waste water discharge permits and have performed all the required monitoring requirements of the aforementioned permits.

Additional Overview of Company Services:

- Conservation Easement design, valuations and facilitating applications to third parties.
- Biological, Botanical and Wetland Studies
- Regional Water Quality Projection Plans and 401 permits
- Lake and Stream Bed Alteration Permits (California Department of Fish and Wildlife)
- Wetland Delineation and United State Army Corps of Engineers 404 permits
- Surface Mining and Reclamation Act Permits (SMARA)
- Environmental Restoration Services and Project Coordination
- Preparation of State of California Timber Harvest Documents:
- Non-Industrial Timber Management Plans
- Timber Harvest Plans
- Less Than 3 Acre Timber Conversion Exemptions
- Emergency Timber Harvest Exemptions
- Fuel Wood Reduction Exemptions
- Preparation of Joint Timber Management Plans

References:

Joshua McKnight

Owner, Trinity Valley Consulting Engineers

Licensed Engineer

67 Walnut Way

Willow Creek, CA 95573

(530) 629-3000

Relationship to Parties: Work Associate/ Client

Professional Services Performed:

Biological and Botanical Studies, Environmental Assessments and Stream Restoration, Development of CEQA and NEPA, Forestry

Services included:

Mr. McKnight has worked with me on several land use and restoration issues to include: development of Biological and Botanical Studies for Tribal and Private Development and Forest Management Issues.

Lane DeVries

Sun Valley Floral Farms

3160 Upper Bay Rd.

Arcata, CA 95521

(707) 845-7717

Relationship to Parties: Client

Professional Services Performed:

Forest Management, Environmental Assessments

Services include:

Resource management including forest management timber stand inventory, re-forestation Botanical and Biological Surveys and Timber and Timberland Appraisal

Trenton Dunn

Diamond D Ranch

P.O. Box 151

Fortuna, CA 95540

(707) 362-1156

Relationship to Parties: Client

Professional Services Performed:

Management of rural timberland and ranch land projects in Humboldt Counties.

Services include:

Resource management including forest management timber stand inventory and re-forestation, Timber and Timberland Appraisal, Consultation regarding a ranch conservation easement (Completed August 2020)

Rob McLaughlin
Eureka Ready Mix
4945 Boyd Road
Arcata Ca 95521

Relationship to Parties: Client

Professional Services Performed:

Operation Management and Environmental Permitting for Annual Gravel Extraction Activities and the Mad River, Eel River and Van Duzen River extraction sites. Consult on Environmental Compliance at Processing Facilities.

Services Include:

Annual Permitting, Reclamation Plan Renewal, Provide Consulting Services and Facilitate Environmental Compliance at Glendale processing facility, Prepare annual DOC and County Reporting.

Richard Smith
Harland Law Firm LLP
622 H Street
Eureka, CA 95501
(707) 444-9281

Relationship to Parties: Consulting Attorney/ Client

Professional Services Performed:

Represented Harland Law Firm LLP client as an expert witness in Humboldt County Court.

Services Include:

Mr. Smith has worked with me on several land use issues to include: development projects, land sales, title evaluations, taxes assessments and conservation easements.

AREAS OF EXPERTISE

Biological Research, Biological Field Surveys, Project Management, Crew Leader, Field Course Teaching, Biological & Environmental Resource Compliance, Environmental Science, Technical Research, Report Writing, Biological Reports, Mitigation Plans, Constraints Analyses, Existing Conditions Memos, CEQA/NEPA, CWA, MBTA, CFGC, FESA, Focused Species Surveys, Vegetation Mapping, Clean Water Act Permits, Terrestrial Ecology, Client Communication, Project Navigating, Field Work, Field Protocol Development, Surface Water Ambient Monitoring Program (SWAMP) Bioassessment Surveys

Microsoft Office: Word, Excel, Outlook, PowerPoint, Access, SharePoint, Arc Collector

EDUCATION & CERTIFICATIONS

Masters of Science in Biology | Humboldt State University

Bachelors Degree in Environmental Studies | University of California, Santa Cruz

Wilderness First Responder | NOLS
Adult/Child CPR, AED & Airway Management | NOLS
Epinephrine Auto-injector | NOLS

ACCOMPLISHMENTS

- 2015 Winner of the Milton J. Boyd Outstanding Graduate Teaching Associate Award
- 2015 Winner of the Biological Graduate Student Association Master's Student Grant
- 2016 Winner of the Roelofs Humboldt Fisheries Fund Scholarship Award
- 2nd Place Poster Presentation Winner at the 2017 American Fish Society Conference in Eureka, CA
- 2017 Winner of the California Chapter of the Society of Freshwater Science Student Travel Grant

PROFESSIONAL SUMMARY

Principal Biologist offering well-developed skills in consulting, research, analytics, and management. Recognized for creating, delivering, and implementing solutions that align with environmental regulations, business strategies and objectives, improve business performance, and development practices.

Highly accomplished in conducting research, building relationships, leading teams, and executing instructional programs. Adept in strategic and tactical planning, teaching, mentoring, course development, wildlife biology, and goal-oriented development.

PROFESSIONAL EXPERIENCE

Principal Biologist/Owner | Naiad Biological Consulting | January 2019 – Present

- Directs, schedules, and provides guidance to 8 subcontracted biological specialists.
- Manages a 150+ clientele base, building and nurturing business relationships, ensuring environmental and biological regulatory needs are met.
- Oversees biological and environmental compliance monitoring, that conduction of wildlife, plant, biological and botanical surveys, and wetland delineations.
- Conducts preconstruction clearance surveys, monitoring compliance with applicable State and Federal laws, regulations, and management policies for project specific permit conditions.
- Fosters and develops business relationships with project teams and outside vendors, handling project management tasks while engaging in regular field work.
- Coordinates, develops, and manages preparation and technical sections for environmental assessments, management plans, and other environmental studies and documents.
- Interfaces across cross functional teams to strategize and develop research programs essential to clients' needs.
- Company Website: www.naiadbiological.com

Lead Instructor | Wildlands Studies | July 2017 – January 2022

- Oversees the International Field Course, teaching throughout the California Channel Islands, Colorado, and New Zealand.
- Develops and implements itinerary, logistics and curriculum, as well as instructs 6-week New Zealand Island Ecosystem Field Ecology Course for 15+ university students.
- Provides guidance, technical direction, and evaluation of student progress.
- Serves as Subject Matter Expert (SME) on island ecosystems, island biogeography, climate change, and wildlife.
- Displays consistent professional leadership while remaining flexible and mission focused during rapidly changing requirements.
- Co-Teaches 2-Week Channel Islands Wildlife Recovery course and Colorado course focused on Climate Change and Wildlife.
 - New Zealand Course: <https://www.wildlandsstudies.com/new-zealand>
 - Santa Cruz Island Course: <https://www.wildlandsstudies.com/channel-islands>

Contracted Wildlife Biologist | The Nature Conservancy | September 2011 – April 2022

- Monitors Island Fox population density, overseeing crew of 3 technicians in trapping, pit tagging, and GPS collaring.
- Develops, implements, and analyzes wildlife surveys.
- Establishes efficient and effective strategies for conducting animals checks, blood draws, and vaccinations.
- Holds current wildlife permit to handle Island Fox.
- Leads, trains, and supervises employees in survey methods, habitat assessment procedures, predator control, and GPS equipment use.

Research Scientist | Humboldt State University River Institute | May 2017 – May 2020 (Currently teaching field course)

- Provided oversight of 6 field technicians, conducting stream geomorphology surveys on behalf of the California State Water Resource Control Board.
- Delineated site locations in GIS based on slope and drainage.
- Gathered geomorphological data to aid in developing stream classification system to regionalizing instream flow requirements.
- Developed and nurtured relationships with land owners to gain permission for access.
 - Project description: <http://www2.humboldt.edu/riverinstitute/research/geomorph.html>
- Assisted in the creation of a long-term monitoring plan for the Rush Creek bottomlands in Mono County, CA.
- Aided in the development of field methods for analyzing riparian tree vigor and stream channel geomorphic change with correlation to different water year types.
- Analyzed, interpreted, and communicated data in annual reports.
 - Project description: <http://www2.humboldt.edu/riverinstitute/research/mono.html>
- Develops and implements itinerary, logistics and curriculum, as well as co-instructs 2-week Klamath Basin Ecology and Restoration Field Course for 10+ university students.
- Serves as Subject Matter Expert (SME) on Klamath Basin ecology, natural history, restoration, and field survey methods.
 - Klamath Basin Field Course: <https://extended.humboldt.edu/extended-education/course/klamath-basin-field-course>
 - Deep In The Klamath (Course Promotional Video): <https://www.youtube.com/watch?v=0VVd42ErYz0>

ADDITIONAL EXPERIENCE AND IDEPENDENT CONSULTING

Fisheries Technician | USDA, Forest Service Pacific Southwest Research Station | June 2017 – November 2017

Teaching Assistant | Humboldt State University | August 2015 – June 2016

Native Plant Program Coordinator | The Bureau of Land Management | April 2014 – June 2015

Wildlife Field Technician | The Nature Conservancy | Seasonally from September 2011 – July 2017

Restoration Technician | The Mattole Restoration Council | January 2013 – August 2013

Fisheries Field Technician | The Mattole Salmon Group | January 2013 – March 2013

Agro-ecological Pest Management Research Assistant | Universidad De Los Andes | May 2011 – August 2011

Interpretive Park Ranger | U.S. Department of the Interior, National Park Service | June 2010 – October 2010

PUBLICATIONS & PRESENTATIONS

London, Mason S., "A comparison of benthic macroinvertebrate assemblages between perennial and intermittent headwater streams of the Mattole River in northern California, USA" (2017). HSU theses and projects. 78.
<https://digitalcommons.humboldt.edu/etd/78>

Moreno, C. R., London, M. S., & Gliessman, S. R. (2016). Influence of a Native *Solanum tuberosum* ssp. *andigenum* Potato Variety on Management of the Guatemalan Potato Moth in the Venezuelan Andes. *American Journal of Potato Research*, 1-7.

London, M. S. (2011, August 3). Life and Times in the Venezuelan Paramo. from
<http://venezuelanalysis.com/images/6399?b=1Scientific/> Professional Presentations:

“Use of Jacksons County Community Justice Crew in post fire reseeding restoration: review of methods and project success”
Mason London 2015 Native Seed Conference, Santa Fe, NM

“Comparison of benthic macroinvertebrate assemblages in perennial and intermittent headwater streams of the Mattole River in Northern California, USA” 2017 California Chapter of Society of Freshwater Science conference in Davis, CA

JAMES REGAN

OBJECTIVE To provide essential botanical, biological, and wetland services necessary to secure and facilitate land use and development permitting.

SKILLS & ABILITIES Botanical Survey and Reporting
Plant Identification
Wetland and Watercourse Classification, Determination, and Delineation
Development of Mitigation Measures
Creation of Restoration, Enhancement, and Planting Plans
Effective Communication and Coordination with Project Proponents and Reviewing Agencies

EXPERIENCE **Biological Survey Technician, UNITED STATES FOREST SERVICE**
2002
Conducted botanical survey of high Sierra meadow and grassland sites

Botanical Technician- Botanist, PACIFIC LUMBER COMPANY
2003-2008
Botanical Survey, Hydrological Technician, Forestry Technician, Wetland Delineator

Lead Botanist, HUMBOLDT REDWOOD COMPANY LLC.
2008-Present
Botanical Survey and Development of Mitigation Measures for Timber Management Projects. Prepare project level and department level reports. Maintain project database. Create and maintain GIS records of survey activities. Train and supervise seasonal survey technicians.

Consulting Biologist, J REGAN CONSULTING
2008-Present
Wetland Delineation, Botanical Survey, Vegetation Assessment, and Development of Mitigation Measures for various projects including; gravel extraction, timber harvest, construction, and development; especially in and around wetland and watercourse features.

EDUCATION **HUMBOLDT STATE UNIVERSITY, BA BOTANY 2001**
Wetland Delineation Training (WTI) 2005; Wetland Soils Workshop (CNPS) 2012;
Vegetation Mapping Tech 2016 (CNPS); Revegetation with Native Plants 2010 (Oregon)

DOT); Forest Pathology Workshop 2013(Jepson, UC Berkeley), Trained as Hydrology Technician, Trained as Forestry Technician, Trained in road assessment and erosion void measurements and reporting, Trained in timber marking and plot based assessment of stand conditions (PALCO and HRC).

COMMUNICATION

Responsible for communication with project proponents and contractors as well as various agency representatives. Worked effectively with US Army Corps of Engineers, California Dept. of Fish and Wildlife, Water Quality Control Boards, US Fish and Wildlife Service, Humboldt County and City Planners and others.

Responsible for yearly companywide training presentations as well as individual survey technician training at Humboldt Redwood Company.

Presenter and panel member: California Licensed Forester Association Conference on Botanical Issues in Timber Harvest Plans November 2022.

Second Author: Response of *Montia howellii* (Howell's montia) to Road Management in California Coastal Timberlands, 2011

Poster Presentation: Case Study: *Erythronium revolutum* (coast fawn lily) Response to Herbicide Treatment of Tan Oak and California Bay Laurel in North California Coastal Mixed Conifer and Oak Woodland, 2016.

LEADERSHIP

President and Captain of Humboldt State Men's Rugby Football Club 2000 and 2001.

Train and oversee seasonal botanical technicians for Pacific Lumber Co and Humboldt Redwood Co.

REFERENCES

REFERENCES AVAILABLE ON REQUEST

August 12, 2024

Terrence Williams, General Manager

**ADDEMDUM NO. 1
TO THE CONTRACT DOCUMENTS**

**Humboldt Community Services District
5055 Walnut Drive
Eureka, CA 95503
ON CALL ENGINEERING CONSULTANTS**

TO ALL PLAN HOLDERS

The following amendment is hereby made a part of the Contract Documents for the subject project, as fully and completely as if the same were set forth therein. This Addendum No. 1 consists of pages **AD1-1**.

QUESTIONS SUBMITTED:

Q1 Is there an incumbent in this role? If so, who is the incumbent?

Q2 Does the District intend to select more than one consultant?

Q3 The RFQ indicates that the District is not looking for teams of consultants, but also notes that inexperience in a particular task area won't preclude selection. Is the District open to submittals from consulting firms that provide a majority of the services requested but have subconsultants in mind to provide the other services as needed, even if not submitting as a team?

A1-3 Humboldt Community Services District solicited a Request for Qualifications for on call engineering consultants in 2023 and awarded agreements to multiple proposers. The District may award agreements to multiple proposers after reviewing the submitted Statements of Qualifications. The District uses a rubric, as outlined in the Request for Qualifications, to evaluate qualifications; all potential applicants are encouraged to submit a complete qualifications package to the best of their ability.

Statements of Qualifications submitted without these pages signed, dated, and attached may be rejected.

Received by:

Consultant: Darren Tully, PE Date: 8/14/2024

Signature: 

Sincerely,

Terrence Williams
General Manager

AD1-1

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Humboldt Community Services District

Dedicated to providing high quality, cost effective water and sewer service for our customers

AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: August 27, 2024

AGENDA ITEM: G.2

TITLE: Consideration of Revisions to District Water Leak Relief Policy

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Consider, discuss, and approve the Ad Hoc Committee's revisions to the District Leak Relief Policy and authorize the General Manager to move forward with a public hearing and public notification process to establish an ordinance codifying the revisions.

Summary:

During the January 9 Board meeting, the Board of Directors appointed Directors Hansen and Ryan to an Ad Hoc committee to assist with revisions to the District's Water Leak Relief policy. A draft policy is included with this Board Packet for review. The differences between the existing policy and the proposed draft are listed below:

- Leak adjustment eligibility level reduced from 300% to 200% of the ratepayer's average usage.
- Draft policy describes the process for requesting leak relief from the District including where to access necessary forms.
- Ratepayers must provide proof that the leak has been repaired; either through repair receipts or by demonstrating curtailed usage.
- Average usage is defined as the average from the same period during the previous year.
- Eligible duration for leak relief is increased from one month's usage to two months.
- Leak relief frequency eligibility is increased from once every five years (60 months) to once every three years (36 months).
- Draft policy requires that the ratepayer's account must either be current or the ratepayer must have a payment plan that is in good standing to be eligible for water leak relief.
- Draft policy allows a ratepayer to receive a water leak adjustment and potentially be eligible for additional leak relief within the 36-month period if a larger leak occurs.
- Draft policy caps the maximum amount of leak relief available within a 36-month period to \$1,000.

Fiscal Impact:

Unknown.

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Existing Policy

7.08.020 Adjustments to High Water Bills Caused by Customer Leaks.

In the event that a customer has an excessive bill at least 300% of their average usage that is due to a leak at the customer's service, the customer may request an adjustment to their billing. The General Manager or his/her designee is then authorized to adjust the charges on the customer's billing. The adjustment shall be no greater than half the difference between the amount of billing in dispute and the average charge from a three-month period of water use from the prior year as determined by the General Manager. No more than one adjustment of this type shall be made for a customer or specific service connection in any 5 (five) year period. (Ord. 96-04, §1, 1996)

Proposed Policy

7.08.020 Adjustments to High Water Bills Caused by Customer Leaks.

In the event that a ratepayer has an excessive bill of at least 200% of their average usage, due to a leak at the ratepayer's service, the ratepayer may request an adjustment to their billing by completing a Water Leak Adjustment Form. The ratepayer will need to provide proof that the leak was repaired, either by providing receipts for the repair or by demonstrating water use curtailment at a subsequent meter read. Forms are available at the HCSD office at 5055 Walnut Drive, Cutten, CA, 95503, and on the District's website. The General Manager, or designee, is then authorized to adjust the charges on the customer's billing.

Adjustment calculations will result in a credit of 50% of the difference between the actual water charges for the maximum of a two consecutive month period of the leak and the average monthly charges based on a three-month average from the previous year or the longest period of the customer's use, if less than three months.

No more than one adjustment of this type shall be made for a customer or specific service connection in a 36-month period. The maximum amount of a single credit shall not exceed \$1,000.00. To be eligible for a water leak adjustment, the account must be current or enrolled in a payment agreement. If the ratepayer experiences a second, larger leak inside of the 36-month period after a water leak adjustment has been authorized, the ratepayer may be eligible for the difference between the previous leak adjustment and the larger leak, at the General Manager's discretion. If a second leak adjustment is authorized, the ratepayer will not be eligible for an adjustment for the following 36 months from the date of adjustment.

The approval or denial of a leak credit by the General Manager or designated staff shall be final; should the Board President deem there to be good cause for exception, the matter may be presented to the Board of Directors for review and ultimate decision.

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