



POSTED 10-19-2019

Tom Fayram, President  
Lisa Palmer, Vice President  
Julie Kennedy, Secretary  
Mike Arme, Director  
Brian O'Neill, Director

**LOS OLIVOS COMMUNITY SERVICES DISTRICT**  
Board of Directors **SPECIAL MEETING**, October 23, 2019, 6:00 p.m.  
Los Olivos School, Room 602  
2540 Alamo Pintado Avenue, Los Olivos, CA 93441

### SPECIAL MEETING AGENDA

#### 1. CALL TO ORDER

#### 2. ROLL CALL

#### 3. PLEDGE OF ALLEGIANCE

#### 4. APPROVAL OF MEETING MINUTES

- a. Minutes of 10-9-2019 Regular Meeting

#### 5. DIRECTOR COMMENTS

Directors will give reports on any meetings that they attended on behalf of the District and/or choose to comment on various District activities.

#### 6. PUBLIC COMMENTS

Members of the public may address the Board on any items of interest within the subject matter and jurisdiction of the Board but not on the agenda today (Government Code - 54954.3).

Speakers are limited to 3 minutes. Due to the requirements of the Ralph M. Brown Act, the District cannot take action today on any matter not on the agenda, but a matter raised during Public Comments can be referred to District staff for discussion and possible action at a future meeting.

#### 7. INTERIM GENERAL MANAGER REPORT

Interim General Manager Report on current assignments and general District business.

#### 8. BUSINESS ITEMS

##### A. Funding Outline all phases/purposes

1. IGM Pike

##### B. Proposition 218 Assessment Process.

1. Review Updated Prop 218 Assessment Procedures (oral Presentation) by Lynn Takaichi, as a professional courtesy.
  - Consider Alternate funding methods for soft costs, or they can be included in the Prop 218 process.
  - Q&A
2. Consider Alternate funding methods for soft costs, or they can be included in the Prop 218 process.
3. Review, comment on and adopt schedule. (Reference Priveledged Attorney-Client memo)

##### **Simplified Milestones**

- The following *minimum* milestones (Board Actions) apply
  - i. **Order Engineer's Report**: Starts Process

Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 946-0431  
[losolivoscscd@gmail.com](mailto:losolivoscscd@gmail.com), [www.losolivoscscd.com](http://www.losolivoscscd.com)

- ii. **Receive Engineer's Report:** Can Be done within 1-2 months)
- iii. **Consider & Approve Engineer's Report:** Can Be done at Special or Regular Meeting
- iv. **Consider & Approve Resolution of Intent:** Can be done concurrent with iii.
- v. **Mail Notice of Public Hearing & Assessment Ballot:** *Must Observe noticing requirements*
- vi. **Public Hearing:** Can Be done at Special or Regular Meeting
- vii. **Tabulation of Ballots:** *after close of public hearing;* ballots remain sealed until this tabulation
- viii. **Adopt Resolution Levying the Assessment:** *after tabulation of results;* can occur at following meeting

**C. Update Flyer for District Residents**

1. Review, comment and approve for release to email subscribers and stakeholders.

**D. Project Work Plan and Financial Plan Progress and Planning:**

1. Review Plan.
2. Comments & discussion.
3. Take Action and direct next steps (see recommendations in Work Plan).
4. Possible items of discussion/action (below):
  - Note we have a Proposal from Paul Jenzen's to Develop A Local Agency Management Program for the Los Olivos Community Services District. (Attached), Rough Budgetary Cloacina Draft Proposal Based on 2016 AECOM Report. (Attached)
  - Review and potential action regarding Matteis Project Update and Plans.
  - RWQCB Support.
  - EHS Support
  - Funding and Grants
  - Report from Ad hoc Technical Committee – Report and Potential Action.
  - Report from Individual Board Members Regarding Project Assignments and Actions– Report and Potential Action.

**9. Next Regular Meeting:**

Wednesday, November 13, 2019, 6:00 p.m.  
 Los Olivos School, Room 602  
 2540 Alamo Pintado Avenue, Los Olivos, CA 93441

**10. ADJOURNMENT**

*The Los Olivos Community Services District is committed to ensuring equal access to meetings. In compliance with the American Disabilities Act, if you need special assistance to participate in the meeting or need this agenda provided in a disability-related alternative format, please call 805.946.0431 or email to losolivoscscsd@gmail.com. Any public records, which are distributed less than 72 hours prior to this meeting to all, or a majority of all, of the District's Board members in connection with any agenda item (other than closed sessions) will be available for public inspection at the time of such distribution at a location to be determined in Los Olivos, California 93441.*

**Tom Fayram, President**  
**Lisa Palmer, Vice President**  
**Julie Kennedy, Secretary**  
**Mike Arme, Director**  
**Brian O'Neill, Director**



## **10-23-2019 IGM Notes**

### **Informational Items**

- WATER RECYCLING FUNDING PROGRAM GUIDELINES -October 15, 2019. See attached Excerpts

### **Correspondence**

Funding Opportunities:

1. RWQCB Phone call from Howard Kolb acting for Jennifer Epp (On long-term leave)
  - a. Katie McNeill – Grant Coordinator affirmed limited opportunities for Grants because we are not an Economically Disadvantaged Community.
  - b. Proposition 1 is not a very viable option. Most \$ spoken for.
  - c. Strongly suggested we apply for an SRF Loan NOW, qualifies us for an “Intended Use Plan” for the 2020-21 Funding Cycle, gives us access to various SRF Pockets (includes Water Recycling Funding Program discussed at our October 9 meeting.
  - d. A Proposed Clean Water Bond in 2020 may open a new “pot of money”
2. CSDA Financing: Cathrine Lemaire, Program Manager, CSDA Finance Corporation, 1112 I Street, Suite 200, Sacramento, CA 95814 & Saul Rosenbaum of Prager & Co. who acts as municipal advisor for CSDA. CSDA Financing through I-Bank.
3. CRWA Financing: Dustin Hardwick and Marshall Locke. Can help with USDA Rural Guaranteed loans, Cooperative Bank Loans, 4% range

Professional Development Catalogue available at: [https://higherlogicdownload.s3.amazonaws.com/CSDA/b24702e8-8a42-4614-8c45-bc3cba37ea2c/UploadedImages/PDFs/2019\\_Pro\\_Dev\\_Catalog\\_Web\\_Version.pdf](https://higherlogicdownload.s3.amazonaws.com/CSDA/b24702e8-8a42-4614-8c45-bc3cba37ea2c/UploadedImages/PDFs/2019_Pro_Dev_Catalog_Web_Version.pdf)

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October 23, 2019

**SUBJECT: Funding Phases**

The following are the identified "Funding Phases" for the Los Olivos Community Wastewater Program Project:

Special Tax Phase:

- District establishment
- Administrative structure
- Preliminary Work
  - Project Description Development
  - Work Plan
  - Preliminary Schedule
  - Preliminary Budget
  - Preliminary Design
  - Limited Special Studies and Planning Documents

(Optional) Soft Cost Funding Phase

- Only applicable if supplemental funding or grants available
- May include just some or all of the soft costs
  - Local Lamp
  - Groundwater Monitoring Program

Proposition 218 Special Assessment Phase:

- Replaces and eliminates Special Tax
- Can Include Soft Costs
  - Planning Documents
  - Engineering Studies (Geotechnical)
  - Environmental Studies
  - Design
- Construction Costs
  - Advertising and Award
  - Construction Management
  - Environmental Permit Compliance
- "Administrative Infrastructure" Costs
  - Monthly billing costs for O&M (or defer to O&M monthly fees)
  - Some District Administration Costs (or defer to O&M monthly fees)
- Funding Amendment Vote if necessary

Operations and Maintenance Phase:

- Supplemental to Prop 218 Assessment.
- User Connection and Monthly Service Fees.
  - Plant Operation
  - Plant Maintenance

## Benefit Assessment Levies

The enabling legislation of the Los Olivos Community Services District (District) authorizes the District to levy benefit assessments to finance and construct public facilities and pay for their operation and maintenance. The process to establish the assessment is also prescribed by statute. This process includes authorizing, preparing and approving an Engineer's Report whose content is described by statute. The Engineer's Report provides the key information regarding amount and rationale of the assessment to each property owner and contains the following elements:

- The Financial Plan (Can be added scope, or by others). The funding and financing plan forms the basis for the Engineer's Report and is usually a separate document so potential grants and loans can be considered
- Plans and Specifications of the Improvements (by others). Although final plans are desirable if possible, these can be concept/preliminary plans with appropriate contingency. The idea is to eliminate risk where possible.
- Cost Estimates of the Improvements with reasonable contingency.
- Assessment Roll and Method of Assessment Spread, including Debt Limit Valuation.
- Annual Administrative Assessment. This can include the District's proposed local LAMP administration costs, District operations costs not collected monthly by connected sewer customers, however it can include the monthly invoicing costs.
- Diagram of the Assessment District
- Description of Facilities
- Operations and Maintenance costs generally collected in separate connection and monthly service fees. It can be done either way. O&M costs can be included in the assessment or collected in service charges. It's probably easier to collect in service charges in case unexpected O&M expenses occur.

The Engineer's Report should also describe the general and any special benefits of the improvements.

The role of the Assessment Engineer is to prepare the Engineer's Report and attend the Board meetings and public hearing to address any questions that may arise. The Assessment Engineer must be a registered professional engineer in California.

At the public hearing, a majority protest vote is conducted. If a majority protest is unsuccessful, the assessments are forwarded to the County for inclusion on the property tax bills.

**Tom Fayram, President**  
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October 23, 2019

**Dear Los Olivos Residents, Property Owners and Friends,**

The District has made significant progress on behalf of its residents and property owners toward our goal of providing economically viable and environmentally sound wastewater treatment and reclamation solutions for Los Olivos.

Since we last wrote to you in MONTH, here's a summary of the work we've done on your behalf:

- **Project Description Approved.** Following three community workshops, the Board approved a [Project Description](#) on August 14, 2019. Thanks to each of you who attended the workshops or submitted comments and suggestions.
- **Project Description Implementation Next Steps.** With an approved Project Description, our next steps are:
  - Determine funding sources and financial assistance opportunities to pay for Program Development, Construction and Operations. See the [Matrix of Funding Opportunities](#) that we've identified to date. The District's goal is to offset Program Development, Construction and Operations costs to the greatest extent possible using alternative funding sources.
  - Develop Residential Onsite Wastewater Treatment System (OWTS) Requirements.
  - Develop and implement a Local Groundwater Monitoring Program to measure existing and future nitrates in our groundwater.
  - Launch environmental studies for [Phased Collection and Treatment](#), with Phase 1 priority being the downtown core and small lots [LINK TO MAP? CALL OUT C-2 ZONING?]
- **Mattei's Tavern Discussions.** We continue to have discussions with owner representatives with the goal of developing a cooperative and mutually beneficial relationship with the District. Learn more about the Mattei's Tavern project status at the [County Planning and Development Website](#), or at the [Matteis Tavern Website](#).
- **Benefit Assessment District Creation Process.** Proposition 218 requires the District to replace our existing annual tax assessment with a Benefit Assessment District(s). The Benefit Assessment District will fund all project costs. Each parcel in the District will be assessed for the benefit it gets from having a new wastewater management system. For detailed info on Proposition 218 please read the [Proposition 218 Guide For Special Districts](#). The District initiated this process in MONTH 2019 and anticipates implementation in DATE RANGE 2020. [WE NEED TO DISCUSS/FINE TUNE THIS]

**Stay Informed:**

**Attend Public Board Meetings** - 2nd Wednesdays, 6pm, Room 602 at [Los Olivos School](#)

**Check the Website** - <https://www.losolivoscscd.com> - for [meeting](#) agendas

**Sign Up** - for [email updates](#)

**Contact the District** - Interim Part-Time General Manager Doug Pike; [losolivoscscd@gmail.com](mailto:losolivoscscd@gmail.com), (805) 500-4098.

We are so grateful for the continued engagement and participation of our residents and the entire community and hope you'll join us for future board meetings. If you can't join us, please give us a call or send us an email. We're always happy to hear your ideas or answer questions.

Best regards,

Tom Fayram, President  
On behalf of the Board of Directors

**LOS OLIVOS COMMUNITY SERVICES DISTRICT**  
**WW Treatment and Reclamation**  
**Work Plan**

**DRAFT**  
**10-9-2019**

**Authority:**

The District shall have those powers and responsibilities set forth in the Community Services District Law, Government Code section 61100 et seq .. to collect, treat, or dispose of sewage, wastewater, recycled water, and storm water, in the same manner as a sanitary district, formed pursuant to the Sanitary District Act of 1923, Division 6 (commencing with Section 6400) of the Health and Safety Code. All other powers of the District shall be considered latent and require LAFCO approval to become active.

**Goals:**

Implement **Project Description** (attached) for the first phase of a wastewater treatment and reclamation system for the Los Olivos CSD. This plan shall generally include analysis of options for appropriate treatment options for the urban and rural elements, planning elements, technical elements, financial impacts, regulatory agency input, environmental and permitting input, and public input, of the options. Determine Phasing, appropriate and available funding options, including the required Proposition 218 process for parcel assessments within the District. Develop a robust outreach and public participation program, and maintain visibility, and transparency in the decision-making process.

**Immediately Needed Products/Memos/Letter Reports Addressing:**

1. Table of Grants, Loans, Funding sources/programs incl. timeframes
2. Local LAMP.
3. Groundwater Monitoring Program Document.
4. Concept Collection System Routing.
5. Concept WWTP Siting.
6. Concept WWTP Configuration.
7. Concept Disposal System.
8. Prop 218 Schedule.
9. Project Schedule.
10. Integrate larger community projects proposed for private development.
11. Inventory & summary of existing studies - what's usable/applicable - identify gaps for additional study & define study scope.
12. Implement Groundwater Monitoring Program.
13. Regulatory Considerations (County Environmental Health, RWQCB).
14. Environmental Considerations (CEQA, NEPA and Permitting Agencies).

**LOS OLIVOS COMMUNITY SERVICES DISTRICT**  
**WW Treatment and Reclamation**  
**Work Plan**

**DRAFT**  
**10-9-2019**

Task	Description	Category	Cost/ Budget	ACTION	WHO	DEAD-LINE
1	<b>PROJECT DESCRIPTION DECISION PROCESS</b>					
<b>COMPLETE</b>						
2	<b>CONCEPT DEVELOPMENT (After Project Selection)</b>					
a	Obtain initial Regulatory Agency input to support funding and implementation of Local LAMP, funding, environmental scope	Regulatory Coord	Nom.	County EHS, RWQCB, County Planning/BOS	Tech Ad-hoc Comte or other ad-hoc committee	On-going/ in process
b	Investigate additional funding from County Health Department, Other County Funds, RWQCB	Financial Plan	Nom	Meetings with County, RWQCB	Board member Assignments, Ad hoc committees, IGM.	In Process, complete by November 2019
c	Refine budgetary estimates per Project Description for Grant Package. Draft Concept Collection System Routing, Concept WWTP Siting, Concept WWTP Configuration, Concept Disposal System. Integrate with Matteis	Financial Plan	\$5,000	Prepare concept collection system, treatment and effluent disposal system, refine project Budget	IGM, Tech. Ad-Hoc Comm	Present at October Meeting
d	Teaming meeting with RWQCB and EHS input on technical items	Financial Plan	Nom	Special Meeting	IGM, Board Pres.	November 1
e	Draft more compete Financial Plan for various options. Identify potential Funding sources (CEH, RWQCB, SWRCB, Other)	Financial Plan	Nom.	Assign to IGM or ad hoc committee. <b>Prop 218 Step</b>	IGM or Ad-Hoc Comte	In Process. Complete by Nov 2019
f	Pursue State <b>Planning</b> grants/loans, Presentation of Financing Options, Recommendations and Action Plan. Table of Grants, Loans, Funding sources/programs incl. timeframes. Pursue Capital Improvement Grants and Loans	Financial Plan	\$10,000	Prepare List of active grant options. <b>Prop 218 Step</b>	Tech Ad-hoc Comte/ other ad-hoc Comte.	2019
g	Prepare Los Olivos Local Agency Management Plan (LAMP) (Includes Advanced Groundwater Protection Management Program (AGPMP))	Regulatory Coord.	\$18,000	Proposal Obtained from Paul Jenzen and David Brummond.	Tech Ad-hoc Comte or other ad-hoc committee	Authorize Work by November. 2019
h	Prepare Los Olivos Groundwater Monitoring Plan	Regulatory Coord.	\$25,000	Proposal From Consultant (or in-house?)	Tech Ad-hoc Comte or other ad-hoc committee	Authorize Work by November. 2019
i	Develop Refined Project Schedule	Schedule	Nom	MS Project Master Schedule	IGM, Tech. Ad-Hoc Comm	On-going



**Los Olivos Community Services District**  
**Los Olivos Phase 1 Wastewater Reclamation Project Budget**

<b>Task No.</b>	<b>Task Description</b>	<b>Schedule Need</b>	<b>Item Total Budget</b>	<b>Notes</b>
<b>SOFT COSTS &amp; GROUND WATER MONITORING PROGRAM</b>				
1	Local LAMP Document		\$ 18,000	District
2	Los Olivos Water Quality Monitoring Plan Document		\$ 25,000	RWQCB
3	Preliminary Geotechnical Work. Percolation chamber/injection, Sewer trench, depth to groundwater/perched shelf height		\$ 100,000	District
4	Impliment GWMP		\$ 500,000	EHS/RWQCB
5	Concept Design to support Environmental and Prop 218 efforts	11/1/2019	\$ 15,000	District
6	Profession Concept Exhibits to support Environmental and Prop 218 efforts	12/1/2019	\$ 7,500	District
7	Prop 218 Engineers Report incl. Financial Plan, Rate Study & Revenue Requirements, Construction Financing Plan	12/1/2019	\$ 25,000	District
8	Prop 218 Implimentation Costs - Legal		\$ 15,000	District
9	Environment Document, Assume Mitigated Negative Declaration. Studies to Include hydrologic, water quality, endangered species, reasonable potential analysis		\$ 75,000	District
10	Permitting		\$ 30,000	District
11	County Planning Fees, Various Agency Permit Fees		\$ 12,000	District
12	Grant Matching Funds		TBD	District
13	Contingency (20%)		\$ 164,500	District
		<b>TOTAL</b>	<b>\$ 987,000</b>	
<b>DESIGN COSTS</b>				
14	Design Criteria Data and Summary Report For Package Plant, Incl. any additional geotech, Phase 1 Loads, Siting Layout		\$ 12,000	District
15	Site Drainage Report, County Development Requirement		\$8,500	District
16	Collection System Design, Including specifying Lift Stations		\$ 75,000	District
17	WWTP Site Design, in coop. with WWTP Supplier		\$ 50,000	District
18	Contingency (20%)		\$ 29,100	District
		<b>TOTAL</b>	<b>\$ 174,600</b>	
<b>RIGHT-OF-WAY</b>				
19	Siting Exhibits		\$ 7,000	District
20	Land Purchase		\$ 350,000	District - TBD (Placekeeper) Value of Ave. .5 Acre SFR Lot Approx \$350,000. Assume Perc. Chambers/inject in County ROW
21	Contingency (20%)		\$ 71,400	District

		<b>TOTAL</b>	<b>\$ 428,400</b>	
<b>CONSTRUCTION TREATMENT PLANT &amp; ASSOCIATED FACILITIES</b>				
22	Power Supply Drop, Panels & Meter		\$ 35,000	District
23	Package Plant, in-place		\$ 1,600,000	District - Assume disinfected tertiary treatment, MBR technology
24	Headworks lift Station in-place		\$ 45,000	District
25	Sludge Slurry Storage Tank in-place		\$ 20,000	District - Partially Buried
26	Reclaimed Water Metering Tank in-place		\$ 20,000	District - Partially Buried
27	Plant Housing Structure		\$ 150,000	District
28	Percolation Chambers/Injection inc. pumps, infrastructure etc.		\$ 500,000	District
29	Upstream metering tank		\$ 40,000	District - Underground
30	Emergency Generator		\$400,000	District
31	CM/Inspection		\$ 144,600	District
32	Contingency (20%)		\$ 590,920	District
		<b>TOTAL</b>	<b>\$ 3,545,520</b>	
<b>CONSTRUCTION COLLECTION SYSTEM PHASE 1</b>				
33	Public Sewer Mains, Manholes, 8" D Main		\$ 4,500,000	District - Phases 1&2 - Downtown core (Includes small lot Residential. 10,000lf @ \$450/lf
34	Laterals Assume \$10,000/connection		\$750,000	District - Assume 75 Connections
35	Lift Stations (2), Incl. Power Drop, Panel, meter. Security (\$200,000 ea.)		\$ 400,000	Package Lift Station
36	Upstream metering tank		\$ 40,000	District - Underground
37	CM/Inspection		\$ 341,400	District
38	Contingency (20%)		\$ 1,206,280	District
		<b>TOTAL</b>	<b>\$ 7,237,680</b>	
<b>PLANNING TOTAL</b>			<b>\$ 12,373,200</b>	

Los Olivos Community Services District  
Wastewater Master Schedule  
DRAFT

ID	Task Name	Duration	Start	4/18	7/18	10/18	1/19	4/19	7/19	10/19	1/20	4/20	7/20	10/20	1/21	4/21	7/21	10/21	1/22										
1	<b>ADMINISTRATIVE ORGANIZATIONAL STEPS</b>	<b>186 days</b>	<b>Tue 5/1/18</b>																										
2	Vote and Initial Misc Set-up Costs	1 day	Tue 5/1/18																										
3	Interim Meeting Location, Brown Act Training,	30 days	Tue 5/1/18																										
4	Secure CSD Attorney Services	14 days	Wed 8/1/18																										
5	Secure CSD Interim General Manager	45 days	Wed 8/1/18																										
6	Complete "Dry Period Funding" Agreement with County	45 days	Wed 8/1/18																										
7	Obtain District Liability and Loss Insurance	30 days	Thu 8/16/18																										
8	Obtain CSDA Membership	30 days	Thu 8/16/18																										
9	Engage Chamber of Commerce																												
10	Complete Community Update/MailChimp Opt-In Contact Li	5 days	Thu 9/27/18																										
11	Organize Board Committees	90 days	Wed 9/12/18																										
12	Accounting and warrant issue services contract with County Auditor/Controller	30 days	Mon 10/1/18																										
13	IRWM Participation	30 days	Tue 10/9/18																										
14	Scrub Assessment Parcels for legal Exemptions	21 days	Wed 11/14/18																										
15	Develop new policies (Committees, Assessment Exemptior	21 days	Wed 11/14/18																										
16																													
17	<b>PROPOSITION 118 STEPS INTEGRATED WITH PLANNING, ENVIRONMENTAL, PRELIMINARY DESIGN, FINAL DESIGN AND CONSTRUCTION</b>																												
18	<b>PLANNING</b>	<b>555 days</b>	<b>Tue 10/9/18</b>																										
19	Complete LAFCO Extension Letter	43 days	Tue 10/9/18																										
20	Consider adequacy of existing studies.	191 days	Wed 1/16/19																										
21	Obtain initial Regulatory Agency input to support funding and implementation of Local LAMP, funding, environmental scope	221 days	Wed 12/5/18																										
22	Develop a funding and financing plan for the costs.	150 days	Wed 4/10/19																										
23	Pursue a State planning grants/loans. Determine County and RWQCB Resources	132 days	Thu 8/1/19																										
24	Pursue Capital Project Construction funding grants and loa	242 days	Thu 8/1/19																										
25	Initiate a Prop 218 public outreach program.	360 days	Wed 1/9/19																										
26	Prepare Local Lamp	150 days	Wed 10/9/19																										
27	Prepare Groundwater Monitoring Program	90 days	Wed 11/13/19																										
28	Impliment Groundwater Monitoring Program	180 days	Tue 3/17/20																										
29																													
30	<b>CONCEPT SELECTION</b>	<b>156 days</b>	<b>Wed 1/9/19</b>																										
31	Meet with the State Water Resources Control Board staff and County Environmental Health Staff to discuss the project	66 days	Wed 1/9/19																										
32	Option Selection Process Step 1. Suggest narrow to no more than 3 options based on existing studies, with some supplemental information.	45 days	Wed 3/13/19																										
33	Public Workshops	60 days	Wed 5/8/19																										
34	Option Selection Prepare and adopt Project Description.	11 days	Wed 7/31/19																										
35																													
36	<b>CONCEPT/PRELIMINARY DESIGN</b>																												
37	Prepare concept plans which develop the soft costs and capital and O&M costs that will form the basis of the assessment and financing.	30 days	Wed 11/13/19																										
38	30% Design, prepare estimates for total project costs	30 days	Wed 3/11/20																										

Los Olivos CSD WWTP Project  
Date: Mon 9/9/19

Summary Task Manual Milestone Manual Progress

Los Olivos Community Services District  
Wastewater Master Schedule  
DRAFT

ID	Task Name	Duration	Start	4/18	7/18	10/18	1/19	4/19	7/19	10/19	1/20	4/20	7/20	10/20	1/21	4/21	7/21	10/21	1/22
39	Prepare Draft Environmental Exhibits (i.e Area of Potential Impact (APE) map, simplified exhibit maps as needed for Environmental Studies)	30 days	Wed 3/11/20									■							
40																			
41	<b>ENVIRONMENTAL DOCUMENT</b>	179 days	Wed 3/11/20									■	■	■					
42	Hire professional environmental services consultant.	30 days	Wed 3/11/20									■							
43	Prepare preliminary Environmental Assessment and determine appropriate environmental Document to pursue.	7 days	Tue 4/21/20									■							
44	Prepare CEQA compliance document, distribute for review, hold public hearing and certify.	150 days	Tue 4/21/20									■	■	■					
45																			
46	<b>FINAL DESIGN</b>	120 days	Mon 11/16/20																
47	Complete 95% design plans, Specifications and Estimates. 100% pending agency permit completion.	120 days	Mon 11/16/20																
48																			
49	<b>PERMITTING</b>	120 days	Mon 11/16/20																
50	Prepare, submit, negotiate and obtain Environmental Agency Permits: RWOCB, County Encroachment Permit, Possible ACOE, CADFWL.	120 days	Mon 11/16/20																
51																			
52	<b>PROP 118 STEPS REMAINING</b>	214 days	Wed 1/8/20																
53	Adopt a preliminary District budget.	30 days	Wed 1/8/20									■							
54	Enact a Resolution of Intent to levy the assessment, authorize the Engineer's Report, and set the date for a	30 days	Wed 3/11/20									■							
55	Prepare an Engineer's Report to allocate the costs to each	90 days	Wed 3/11/20									■	■	■					
56	Provide notice of the public hearing.	45 days	Tue 7/14/20										■						
57	Conduct a public hearing and majority protest vote.	7 days	Wed 9/16/20																
58	Board vote for approval to levy the assessment.	7 days	Wed 10/14/20																
59	Report the amount of each assessment to the County Assessor's Office so that they can be incorporated into the next property tax roll.	7 days	Fri 10/23/20																
60																			
61	<b>ADVERTISE AND AWARD FOR CONSTRUCTION</b>	30 days	Fri 4/30/21																
62	Select CM/Inspection Services Consultant	14 days	Fri 4/30/21																
63	Advertise Minimum of two weeks with three published announcements in three publications with two having regional circulation. (Usually advertise 21-28 days)	30 days	Fri 4/30/21																
64	Bid Opening, bid evaluation, Board action for award & execution of Contract.	1 day	Thu 6/10/21																
65																			
66	<b>CONSTRUCTION</b>	240 days	Thu 6/10/21																
67	Noticing	7 days	Thu 6/10/21																
68	Construction	240 days	Thu 6/10/21																
69																			
70	<b>START-UP AND OPERATIONS</b>	14 days	Wed 5/11/22																
71	Plant Start-up	14 days	Wed 5/11/22																
72	Operations and Maintenance Phase	1 day	Mon 5/30/22																
73																			
74																			
75																			
76																			
77																			
78																			