



**CASTROVILLE  
COMMUNITY  
SERVICES DISTRICT**

P.O. BOX 1065  
OFFICE: 11499 GEIL STREET  
CASTROVILLE, CA 95012  
FAX (831) 633-3103

24-HOUR TELEPHONE: (831) 633-2560

President – Cosme Padilla  
Vice President – Ron Stefani  
Director – Glenn Oania  
Director – James R. Cochran  
Director – Greg MacMillan

General Manager – Eric Tynan  
Board Secretary – Lidia Santos

Website: [CastrovilleCSD.org](http://CastrovilleCSD.org)

**AGENDA  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
TUESDAY, JUNE 20, 2023 – 4:30 P.M.  
DISTRICT BOARD ROOM – 11499 GEIL STREET**

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*In compliance with the Americans with Disabilities Act, if special assistance is needed to participate in the Board meeting, please contact Lidia Santos, Board Secretary during regular business hours at (831) 633-2560. Notification received 48 hours before the meeting will enable the District to make reasonable accommodations.*

**CALL MEETING TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**ADDITIONS OR CORRECTIONS TO THE AGENDA**

**PUBLIC COMMENTS** – (Limited to three minutes per speaker within the jurisdiction of items not on the agenda. Public will have the opportunity to ask questions or make statements as the Board addresses each agenda item.)

**CONSENT CALENDAR:**

1. Approve the Budget & Personnel Committee Meeting, May 9, 2023 – **motion item**
2. Approve the Draft Minutes of the Regular Board Meeting, May 16, 2023 – **motion item**

**CORRESPONDENCE:**

1. None

**AGENDA, Page 2**  
June 20, 2023  
CASTROVILLE COMMUNITY SERVICES DISTRICT

**INFORMATIONAL ITEMS:**

1. 2022 Annual Water Quality Report available and posted at the following URL:  
[www.CastrovilleCSD.org/files/138715971.pdf](http://www.CastrovilleCSD.org/files/138715971.pdf)

**PRESENTATION:**

1. Monterey One Water proposed sewer billing change; community presentation and feedback – Mike McCullough, Director of External Affairs
2. California CLASS on investment opportunities for Castroville CSD – Bob Shull with Public Trust Advisors

**NEW BUSINESS:**

1. Approve "Castroville CSD Investment and Deposit Policy" for fiscal year 2022/2023 and 2023/2024 - **motion item**
2. Consider approving audit proposal with Fechter & Company Certified Public Accountants for three years of audit services: 2024, 2025 & 2026 – **motion item**
3. Consider approving MNS Engineers proposals for Professional Engineering Services - Washington Sewer Trunk Line Bypass Regulatory Permitting Support (\$19,622) and Washington Sewer Trunk Line Bypass Right-of-Way Acquisition (\$81,610) total \$101,232 – **motion item**
4. Consider approving MNS Engineers proposal for Professional Engineering Services-Moss Landing Wastewater System Rehabilitation Project Amendment Request No. 2 (\$59,014) – **motion item**
5. Consider approving Pedestrian Overpass Maintenance "Landscape" Agreement with Department of Transportation Referred to as "State", placed within State Highway right of way on State Route 156 as per Exhibit A – **motion item**
6. State Water Resources Control Board, Order WQ 2022-0103-DWQ, Statewide Waste Discharge Requirements, General Order for Sanitary Sewer Systems – Eric Tynan, General Manager
7. Consider approving the Castroville CSD's Water Shortage Contingency Plan – **motion item**
8. Approve attendance of Castroville CSD Board of Directors and General Manager to the CSDA Annual Conference & Exhibitor Showcase, Monterey, August 28-31 – **motion item**
9. The Board will take action to designate Eric Tynan, General Manager as labor negotiator for all employees for the District for purpose of (Gov. Code Sec. 54957.6 ) - **motion item**

**UNFINISHED BUSINESS:**

1. Update on Well levels – Eric Tynan, General Manager
2. Update on Asset Management and Maintenance Projects (Castroville Water Valves Project, contractor selected Monterey Peninsula Engineering) – Eric Tynan, General Manager
3. Update on the State of California Department of Transportation (Caltrans) projects: (1) Caltrans Merritt Street Beautification Project, (2) Pedestrian Bridge Enhancement/Improvement Project, (3) Castroville Boulevard Roundabout Project – Eric Tynan, General Manager
4. Update on status of grants/projects for Moss Landing-Sewer Zone 3 (Professional Engineering Services for **Moss Landing Wastewater System Rehabilitation Project**) land acquisition for Lift Station 1, Castroville-Sewer Zone 1 (**Washington Sewer Trunk Line Bypass**), Castroville-Water Zone 1 (**Emergency Deep Aquifer Supply and Storage Tank Project, Well No. 6**) for system upgrades and improvements, **DeSalter at Well Three and Castroville Landmark Sign at Highway 183** – Eric Tynan, General Manager

## AGENDA, Page 3

June 20, 2023

### CASTROVILLE COMMUNITY SERVICES DISTRICT

5. Resolution No. 23-04 Adopting the District Budget for FY 2023/2024 for Water (Castroville Zone 1), Sewer and Governmental (Castroville Zone 1), Sewer and Governmental (Moro Cojo, NMCHS, Monte Del Lago Mobile Park Zone 2) and Sewer (Moss Landing Zone 3) and CIP – **motion item**
  - Recommendation of the Budget & Personnel Committee (Directors: Stefani and MacMillan) to consider along with the annual income and operating budget for fiscal year 2023/2024:
    - Extended recreational services with North County Recreation & Park District,
    - Operation Department move up to the next Wage Step Program (varies from (3%-3.3%) percent salary increases. Effective July 13, 2023.
    - Administration Department move up to the next Wage Step Program 3% percent salary increase. Effective July 13, 2023.
    - Capital Improvement Projects

#### Closed Session:

1. Conference with Real Property Negotiations (Govt. Code Sec. 54956.8)  
Property: located at intersection of Castroville Blvd., Castroville bike path and Highway 156  
Agency Negotiations: Negotiator Eric Tynan, General Manager CCSD  
Negotiating Parties: CCSD and Property owner Mitchell, Wylie W. et al., agent Greg Findley  
Under Negotiation: Price and Terms
2. Pursuant to Government Code Section. 54957, Public Employee Performance Evaluation, Title: General Manager

#### ANNOUNCEMENT OF CLOSED SESSION ITEM: (if applicable):

The board will reconvene into open session prior to adjournment and shall announce any action taken during the closed session.

**BOARD OF DIRECTORS COMMUNICATION:** When needed, this time is reserved for the Board of Directors to communicate activity, educational classes, and/or Committee reports.

1. Update on Monterey One Water board meeting – Ron Stefani, Director and Eric Tynan, General Manager
2. Update on the Salinas Valley Basin Groundwater Sustainability Agency – Ron Stefani, Director
3. Update on other meetings/educational classes attended by Castroville CSD Directors

#### GENERAL OPERATIONS:

1. **General Manager's Report** – Compliance Update, Current Projects Update, Seminars Update, Staff Update, Suggestive Projects Discussions
2. **Operation's Report**
  - a) Water – Pumpage & Usage Update, Water Testing Update, Current Installation
  - b) Status Update, Current Contractor Work Update, Maintenance/Repair Update, Customer Service Update, Safety Issues
  - c) Sewer & Storm Drain – Jetting, Current Installation Status Update, Current Contractor Work Update, Maintenance/Repair Update, Customer Service Update, Safety Issues

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June 20, 2023

**CASTROVILLE COMMUNITY SERVICES DISTRICT**

3. **Customer/Billing Reports** – A/R Update, Water Sales, Water Usage
4. **Financial Reports** – Treasures Report-L.A.I.F., Quarterly Financial Statements\*\*Internal Report\*\* and Administration Update

**CHECK REGISTER** – Receive and file the Check Register for the month of May 2023 – **motion item**

**ITEMS FOR NEXT MONTHS AGENDA: Tuesday, July 18, 2023 at 4:30 p.m.**

**CLOSE:**

Adjournment to the next regular scheduled Board Meeting – **motion item**

All public records relating to an agenda item on this agenda are available for public inspection at the time the record is distributed to all, or a majority of all, members of the Board. Such records shall be available at the District office located at 11499 Geil Street, Castroville, California.

**Certification of Posting**

I certify that on June 16, 2023, I posted a copy of the foregoing agenda near the regular meeting place of the Board of Directors of the Castroville Community Services District, said time being at least 72 hours in advance of the meeting of the Board of Directors (Government Code Section 54954.2).

Executed at Castroville, California, on June 16, 2023.



Lidia Santos, Board Secretary

**BUDGET & PERSONNEL COMMITTEE MEETING MINUTES  
CASTROVILLE COMMUNITY SERVICES DISTRICT  
May 9, 2023**

The Budget & Personnel Committee meeting was held in the District board room.

Director Ron Stefani called the meeting to order at 10:05 a.m.

**ROLL CALL:**

**Directors Present:** Committee members: Ron Stefani and Greg MacMillan

**Absent:**

**Staff Present:** General Manager Eric Tynan and Office Manager Lidia Santos

**Guest:**

**PUBLIC COMMENTS**

None

1. Review of FY 2023/2024 Proposed Budget – General Manager Eric Tynan presented the preliminary budgets for Water (Castroville –Zone1), Sewer and Governmental (Castroville - Zone1), Sewer and Governmental (Moro Cojo, NMCHS, & Monte Del Lago Mobile Park –Zone 2), and Sewer (Moss Landing – Zone 3), which were all reviewed by the Budget Committee.
  
2. Recommendations for FY 2023/2024 Budget – The Budget Committee will be updating the Board at the regularly scheduled board meeting on May 16, 2023 on the budgets reviewed and their recommendations. All budget items were reviewed and discussed at this meeting and recommended changes made. Furthermore, there is no water rate increase as the 5 year water rate increase that was approved ended fiscal year 2020/2021. Castroville Zone 1-Sewer currently reflects \$100,000 of ad valorem property taxes to be transferred out to Castroville Zone1-Governmental in order to fund extended recreational services (\$100,000) for 2023-24. Ad valorem funds will need to be transferred out in this manner as done in the past to fund extended recreational services. Funding to be used for capital improvement projects (Sports Complex Improvements and Rehabilitation Project) is yet to be determined and to be discussed further at the regularly scheduled board meeting on May 16, 2023. The transfer out of funds was not done for several years since there were sufficient funds in the Castroville Zone 1-Governmental. Castroville Zone 1-Governmental no longer has sufficient monies in the fund to pay for extended recreational services, therefore ad valorem property tax monies will need to be applied to the Castroville Zone 1-Governmental as done in the 2022/2023 budget and in the past. NCRPD Finance & Administration Director Alex Lopez had submitted the request for extended recreational services, which is included with this board packet and can be viewed on page 14. For fiscal year 2023/2024 NCRPD in addition to requesting the \$100,000 for extended recreational services, they are also asking for \$322,000 for the Sports Complex Improvement and Rehabilitation project as the project came in substantially higher than anticipated at \$550,000. NCRPD is asking Castroville CSD to fund the difference for this CIP totaling \$322,000. The Budget & Personnel Committee will provide their recommendation to the full Board at the May 16, 2023 board meeting. This is only a discussion at this time and no action has been taken. Extended Recreational Services expense is now reflecting \$100,000. Changes were also made to Employees Wages, FICA and PERS Retirement Employer Contributions budget line items for Water, Sewer Zone 1, 2, and 3 to reflect a 3% not 5% increase. The cost of insurance coverage for PERS Platinum is currently \$17,338.75 monthly for all employees, which covers 90/10 for employees with CalPERS from until December 2023 and expected to increase for January 2024 to June 2024 fiscal year. The new rates for 2024 will not be disclosed until August of 2023. PERS Choice was dissolved as of December 2021. Director Ron Stefani stated that having good coverage is very important. The budget will be discussed further at the regular scheduled board meeting. Sewer and Governmental (Moro Cojo, NMCHS & Monte De Lago Mobile Park-Zone 2 will have no sewer rate increases as the last of the 5 year approved rate increase was for fiscal year 2020/2021 per Ordinance No. 67.

**BUDGET & PERSONNEL COMMITTEE MEETING MINUTES  
CASTROVILLE COMMUNITY SERVICES DISTRICT**

May 9, 2023

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3. Personnel-Staff Wage Increase – The Budget & Personnel Committee reviewed the Wage Step Program that was approved by the Board at the October 2018 board meeting for all hourly staff positions, which can be viewed on pages 43 of this board packet. Also, enclosed was a memorandum to the Board from General Manager Eric Tynan with option 1, 3% hourly rate increase for employees and option 2, 5% hourly rate increase for employees. The consumer price index for all items as of March 2023 reflect 5%. The General Manager position is salary and the most recent three year contract was executed July 1, 2021.
  
4. Recommendations for Staff Wage Increase- General Manager Eric Tynan informed the Budget & Personnel Committee that the preliminary budgets include a 5% hourly wage increase for employee, pending Board approval. He recommended all staff receive a 5% hourly wage increase. Per Director Ron Stefani, employee health care monthly premiums continue to rise annually and Castroville CSD pays 100% of the monthly health premium for employees and dependents, which is a valuable benefit. For this reason Directors Stefani and MacMillan recommend option 1 for all employees, a 3% hourly rate increase. The Budget & Personnel Committee will be making recommendations to the Board at the regularly scheduled board meeting on May 16, 2023, which will only be a discussion item.
  
5. Adjournment

**CLOSE:**

Meeting adjourned at 11:34 a.m.

Respectfully submitted by,

Approved by,

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Lidia Santos  
Secretary to the Board

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Cosme Padilla  
President

THE OFFICIAL MINUTES OF THE REGULAR BOARD MEETING OF  
CASTROVILLE COMMUNITY SERVICES DISTRICT  
May 16, 2023

President Cosme Padilla called the meeting to order at 4:33 p.m.

**ROLL CALL:**

**Directors Present:** President Cosme Padilla, Vice President Ron Stefani, Director James Cochran and Director Greg MacMillan

**Absent:** Director Glenn Oania (arrived at 4:46 p.m.)

**General Manager:** Eric Tynan

**Secretary to the Board:** Lidia Santos

**Staff Present:**

**Guest:** North County Recreation & Park District General Manager Alex Lopez as President Grant Leonard

**PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Office Manager Lidia Santos at the request of President Cosme Padilla.

A typographical correction was made to page 109 of the board packet, (checklist on Excel ) for check 1771, dated 4/20/2023. The payee should reflect Greg MacMillan.

**PUBLIC COMMENTS**

1. None

**CONSENT CALENDAR**

1. A motion was made by Ron Stefani and seconded by James Cochran to approve the minutes of the April 18, 2023 Regularly Scheduled Board Meeting. The motion carried by the following roll call votes:

AYES: 4 Directors: MacMillan, Stefani, Cochran, and Padilla  
NOES: 0 Directors:  
ABSENT/NOT

PARTICIPATING: 1 Directors: Oania

*Consent Calendar accepted as presented*

**CORRESPONDENCE:**

1. Memorandum from Monterey One Water to Castroville CSD regarding Memorandum of Understanding for Conducting Annual FOG Education Program.
2. Memorandum from General Manager Eric Tyan to Castroville CSD Board of Directors addressing the General Manager's annual performance evaluation and contract in June 2023.

*Correspondence Calendar accepted as presented*

**INFORMATIONAL ITEMS:**

1. *Washington Post* – El Niño is looming. Here's what that means for weather and the world
2. California Department of Water Resources – Current Reservoir Conditions as of May 12 2023
3. Terra Verde Energy – On April 28, the California Air Resources Board formally adopted the Advanced Clean Fleets Regulations which requires a swift shift away from conventional vehicles to Zero-Emission Vehicles for state and local fleets (including public water agencies) for medium- and heavy-duty fleet vehicles string in 2024.

*Informational items accepted as presented*

**PRESENTATIONS:**

1. None

**NEW BUSINESS:**

1. Request for extension of services outside of agency's jurisdictional boundaries at angle/corner of Struve Road in Moss Landing, APN: 413-061-042-000, APN: 413-012-014-000 and APN: 413-022-006-000 in order to relocate a sewer lift station – General Manager Eric Tynan reported to the Board that this request needs to be made for the extensions of services outside of Castroville CSD's boundaries to install a new sewer lift station and remove the existing lift station. The request to be submitted to LAFCO can be viewed on page 21 of this board packet. This project is part of the Moss Landing Wastewater Rehabilitation Project. A motion is made by Ron Stefani and seconded by Greg MacMillan to have General Manager Eric Tynan move forward with the request for extension of services outside of agency's jurisdictional boundaries at angle/corner of Struve Road in Moss Landing, APN: 413-061-042-000, APN: 413-012-014-000 and APN: 413-022 in order to install a new sewer lift station. The motion carried by the following roll call votes:

AYES:	4	Directors:	MacMillan, Stefani, Cochran, and Padilla
NOES:	0	Directors:	
ABSENT/NOT			
PARTICIPATING:	1	Directors:	Oania

2. North County Recreation and Park District request for funding, "Extended Recreation Services" for fiscal year 2023/2024 – General Manager Eric Tynan informed the Board that North County Recreation & Park District (NCRPD) has submitted their request for Extended Recreational Services and Capital Improvement projects for fiscal year 2023/2024, which can be viewed on page 22 of this board packet. This request was also previously reviewed by the Budget & Personnel Committee at the May 9, 2023 Budget & Personnel Committee meeting. NCRPD General Manager Alex Lopez stated that he respectfully asks for Capital Improvement funds for their Sports Complex Improvements and Rehabilitation project in the amount of \$322,000, in addition to the Extended Recreation Services funding of \$100,000. The project went out to bid using Gordian's JOC Procurement process and unfortunately, the project came in higher than anticipated at \$550,000. NCRPD is asking CCSD to fund the difference totaling \$322,000. The artificial turf needs to be replaced and the current artificial turf is over 12 years old. It has a life expectancy of 8-10 years and requires replacement to ensure proper performance and safety. Director James Cochran asked if NCRPD has applied for any other source of funding, such as grants, corporate sponsors or have they spoken to Supervisor Church to see what other options may be available as it is a lot of money NCRPD is asking of Castroville CSD. NCRPD General Manager Alex Lopez stated he has only asked Castroville CSD for this funding and has not pursued any other funding sources at this time. NCRPD President Grant Leonard stated that the Sports Complex Improvements and Rehabilitation project came in way over budget, but they still want to have a good quality park as it does get a lot of use by the community. Vice President Ron Stefani stated that the Castroville CSD has been getting a tremendous windfall of funds for property taxes. Fiscal year 2023/2024 for Sewer Zone 1, the District is estimating to bank \$346,000 in property tax revenues and thinks the Castroville CSD can afford to fund this project, which is important to the community. He will discuss it further under the next agenda item listed below for Preliminary 20213/24 Operating Budgets for Sewer Zone 1. **Director Glenn Oania arrives at 4:45 p.m.** Per President Cosme Padilla, Castroville CSD has been very supportive of the NCRPD but should also consider reaching out to big sponsors from the community to help fund this project too. President Cosme Padilla also stated that Directors Stefani and MacMillan were on this year's Budget & Personnel Committee and the Board should rely on their recommendations.



3. Preliminary 2023/24 Operating Budgets for Water (Castroville Zone 1), Sewer and Governmental (Castroville Zone 1), Sewer and Governmental (Moro Cojo, NMCHS, & Monte Del Lago Mobile Home Park Zone 2) and Sewer (Moss Landing Zone 3) – General Manager Eric Tynan and the Board reviewed and discussed all budget items for the different funds. However, the Budget & Personnel Committee: Directors Stefani and MacMillan had met on May 9, 2023 with the General Manager and discussed and reviewed the budgets and moving up staff to the next wage step increase. For the Operations Department wage increase (varies between 3%-3.3% for each position) per the Wage Step Program approved by the Board, October 2018. The Budget & Personnel Committee also discussed a 3% staff wage increase for the Administration Department and for the District to remain with PERS Platinum in 2024 for all employees monthly health care coverage. The Budget & Personnel Committee also discussed with the Board to consider approving the funding to the NCRPD \$100,000 for Extended Recreation Services and \$322,000 for Capital Improvement funds for their Sports Complex Improvement and Rehabilitation project. General Manager Eric Tynan reminded the Board that Castroville CSD has a lot of big projects coming up, such as the deep well (Well #6). CIP for this project is being projected at \$1.4 million but may easily come in at \$1.8 million and does not include treatment if it is needed. The District is looking for grants to fund these projects: Moss Landing Rehabilitation Project \$7.5 million, Washington Street Sewer Bypass Project \$3.5 million and Well Site 4 with a new tank \$8 million. However, grants funds are not secured and Castroville CSD will need to have funds available for these projects. General Manager Eric Tynan reviewed all the budgets along with capital improvements projects (CIP) slated for 2023/2024 and projected up until 2027. Vice President Ron Stefani asked the Board to review the Zone 1 Sewer & Storm Drain CIP on page 30, specifically operating revenues acquired for property taxes, which has gone up every year. When Castroville CSD first acquired these services, property taxes received were only about \$300,000 and it has now gained about \$600,000 in revenue. The Sewer Zone 1 has used around \$300,00 to fund sewer operations in the past. This CIP report lays out the anticipated total operating expenses and Capital Improvement Projects for each year and at the end it still leaves a surplus of funds due to the increase in property values. Also, when you look at funding a government agency on property taxes, if you don't need or use those property taxes, you are supposed to give them back. The State reviews property taxes received and when they see reserved property taxes, the State may shift these property taxes away from local governments and take it up to the State as the State had done in the past when it was in the hole. This year, the State is projected to be \$32 billion in the hole and there is a possibility this can happen again. The District should earmark all this property tax revenue for the community. Furthermore, the whole focus since he has been on the Castroville CSD has been water, sewer and utilities but the District has not been that community services district yet, which it needs to be. Per General Manager Eric Tynan he is aware that the NCRPD is not funded properly. NCRPD does fantastic work that is necessary for this community. Years back when NCRPD was in danger of cutting back on programs, Castroville CSD Board of Directors committed to \$100k annually to fund Extended Recreational Services and consider capital improvement projects, but did not envision a request for half a million dollars. In addition, the Sewer Master Plan show a lot of flat spots in Castroville that need to be upsized. Also, the District has been getting a lot of voids; all of a sudden where the road is giving way and you have a little whole at the top, requiring emergency repairs. President Cosme Padilla stated if there is any way Castroville CSD can legally help out the community through the NCRPD, it should as Castroville CSD is a community services district but NCRPD should also look at sponsors. This request needs to be looked at more deeply. Currently, the District does have a lot of CIP projects, applying for grants to fund some of these projects and also has a nice reserve that can quickly go up in smoke with a big project or emergency. A decision on the funding amount allocated for NCRPD will be made at next month's board meeting. Director Glenn Oania suggested, in his opinion Castroville allocate \$200k to NCRPD for fiscal year 2023/2024. NCRPD General Manager Alex Lopez stated that he was very appreciative of the funding NCRPD has received from Castroville CSD as it is very helpful to them and thanks the Board for their consideration as he is aware they are asking for a big amount. President Grant Leonard stated that they will review their funding request again and will revise their proposal and submit it for the June 20, 2023 board meeting. Per the Board, changes will be made to the draft preliminary 2023/24 Operating Budgets to reflect the recommendations made to the affected accounts at the June 20, 2023 board meeting. Draft budgets and data can be viewed on pages 23-46

Minutes of the Castroville Community Services District  
May 16, 2023 Regular Board Meeting  
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of this board packet (note some of the new recommendations discussed at this meeting are not yet reflected in these budgets ) Final adoption of the budgets will not be made until the June 20, 2023 regularly scheduled board meeting.

**UNFINISHED BUSINESS:**

1. Update on Well levels – General Manager Eric Tynan reported to the Board that the well levels report can be viewed on page 47 of this board packet. Well levels have taken a nose dive since the farmers have started pumping. As mentioned last month, even though we have had all this rain and the well levels have gone up during winter time, they are nowhere near where they were a few years ago. He will continue working on considering alternate well sites, the desalter and the pipeline. The District continues to monitor the chloride levels of all the wells. Well #3 is not pumping and the motor is not hooked up. The static level is dropping for Well #3. A desalter is being considered for Well #3.
2. Update on Asset Management and Maintenance Projects (Castroville Water Valves Replacement Project and Maggiora Bros. Drilling Inc. for the Replacement of Well #4 Pump) - General Manager Eric Tynan reminded the Board as mentioned at last month's board meeting that Monterey Peninsula Engineering (MPE) was awarded the project, not to exceed \$121,000 for the Castroville Water Valves Replacement Project. He has met with an MPE representative for a preconstruction meeting of this project. MPE plans to start this project next month and it should be completed by no later than June 30, 2023. He believes MPE is currently busy working on the Pajaro levy.
3. Update on the State of California Department of Transportation (Caltrans) projects: (1) Caltrans Merritt Street Beautification Project, (2) Pedestrian Bridge Enhancement/Improvement Project, (3) Castroville Boulevard Roundabout Project– General Manager Eric Tynan reported that for project (1) Caltrans emailed maintenance agreements today for projects 1 and 2 that they want signed by Castroville CSD. He is reviewing these agreements and making some revisions as the maintenance of landscaping is included and should be omitted. The agreement should only say what Castroville CSD will be doing, which is provide maintenance of lighting and graffiti abatement. NCRPD will be taking care of landscaping and this should be in their agreement with Caltrans that they received and need to sign. The agreements will be presented to the Board at next month's board meeting for Board approval. They want the District to take care of the solar lighted bollards next to the Castroville sign. As mentioned at a previous board meeting, a Cooperation Agreement was signed and Caltrans will raise the valves and manholes at their cost. Caltrans will also be upgrading the lighting to a historical look. There might also be some hydrants moved at their cost, which is great for the District. Project (2) Caltrans also wants a maintenance agreement signed for the this project. Castroville CSD will take care of the solar lighting on the pedestrian bridge and graffiti abatement. For this project, Caltrans is planning to put a little parklet on either side of the pedestrian overpass. NCRPD will be taking the responsibility for the landscaping and the parklet, which is the agreement they will sign with Caltrans. General Manager (3) General Manager Eric Tynan stated as mentioned previously, Caltrans will cover the work for the Castroville Boulevard Roundabout Project 100% and CCSD 0% because of California S & HC 703. This project will start in 2028.
4. Update on status of grants for Moss Landing-Sewer Zone 3, Castroville-Sewer Zone 1 and Castroville-Water Zone 1 for system upgrades and improvements – **Moss Landing Sewer (Gantt Chart can be viewed on page 48 of this board packet):** Per General Manager Eric Tynan, as mentioned last month, CEQA is complete. The Coastal Development Permit application has been submitted to California Coastal Commission and we are waiting to receive feedback on permit application (30-day response timeframe). Per the Gantt Chart, the Coastal Development Permit applications should be completed by June 20, 2023. Also discussed prior, General Manager Eric Tynan reported to the Board that the pipeline under the bridge is still under the mitigated negative declaration and without the bike bridge being built by the County, Castroville CSD will have to do it on their own and build under the existing structure, which is right over the Elkhorn Slough, Marine Sanctuary and Harbor. General Manager Eric Tynan will pursue LAFCO of approval of an out-of-agency service extension and minor sphere of influence

amendment for wastewater services (CEQA: categorical exemption). MNS is finishing up the 60% design and the environmental is underway. MNS is to prepare a construction application following the 60% completion. Ortega (FINEPRO, LLC (seller) approved the sale for the easement for \$10,000 in Moss Landing and the District is still working on finalizing the sale of the easement pending LAFCO approval, which is required before acquiring the property. In addition, the Coastal Commission is requiring an arborist to analyze the trees. MNS has submitted a proposal for Native monitoring for MMRP to be done by the Rumsen Ohlone Tribe, cost estimate \$112,400 for the Moss Landing Wastewater Rehabilitation Project. General Manager Eric Tynan is still reviewing this cost estimate and considering other options.

**The Washington Bypass (Gantt Chart can be viewed on page 49 of this board packet):** Per General Manager Eric Tynan, as mentioned last month, CEQA is complete. 60% detailed design of this project is complete. The Coastal Development Permit application is in progress and is pending the land owner authorization. Castroville CSD still needs easement agreements and/or signed authorization from overlying landowners. Project permitting for jurisdictional permitting, Caltrans encroachment permit and County encroachment permit contracts are still pending. As previously mentioned, Castroville CSD applied for the \$3.5 million grant for this project and the State is saying Castroville CSD is good to go for this grant once the environmental review is completed. Castroville CSD approved the environmental proposal from MNS Engineers for this project, which is complete. MNS to submit the funding application for the next phase, spring 2023. The District has applied for a grant for finishing the design and construction, California Housing Community Development, Infill Infrastructure Grant. In addition, State Water Resources Control Board, SRF set aside for small disadvantaged communities, "The Small Community Clean Water Waste Water Funding Program. The proposal for Professional Engineering and Constructions Management Services-Washington Sewer Trunk Line Bypass Final Design and Construction (not to exceed \$498,141) is contingent on award of grant to Castroville CSD.

**Emergency Deep Aquifer Supply and Storage Tank (Gantt Chart can be viewed on page 50 of this board packet):** Per General Manager Eric Tynan as mentioned last month, the 30% design has been completed as of May 2022. The 60% design has been completed on the application for the construction. The District is still working on getting grant funds for the construction of the deep well and CEQA is complete. MNS to prepare a Future Grant Application if SCDR is a "no go". MNS also submitted a grant application on behalf of Castroville CSD for the SCDR grant. However, this grant is first come first serve and there are 55 applicants ahead of CCSD. Still, partial funding is a possibility.

**Desalter at Well Three:** Per General Manager Eric Tynan, as mentioned last month he is recommending to investigate the condition of well casing and perforations to evaluate use as brackish water supply for RO treatment and consider an appropriate response. There are alternatives to consider to mitigate the seawater intrusion of Well #3 by having the well investigated using a video.

**The Overhead Sign at Highway 183:** Board President Cosme Padilla stated he overheard an MNS engineer stating that the deadline for this project was June 30, 2023 and is concerned the deadline will not be met and asked the GM to explain. Per General Manager Eric Tynan it is supposed to be done by June 30, 2023 but Caltrans could not come to an agreement as to where the poles should be located but have finally come to a consensus. Jeremy with Signs by Van has assured him he can get the sign up in one day and will make the deadline. As mentioned previously, the Board approved the Cooperative Agreement and Maintenance Agreement with Caltrans for the Overhead Sign in October 2022. The State has also requested a traffic control plan and a storm water control plan which was prepared by MNS Engineers and sent to the state. MNS will be handling the administration for this project. Resolution No.2022-14, Engaging Signs By Van for the Design, Fabrication, and Installation of the Castroville Landmark Sign was approved. MNS to continue working with Signs By Van and draft a Project Management Professional (PMP), contract, encroachment permit. Castroville CSD received a check from Caltrans in the amount of \$127,955.28 February 2, 2023. The original placement of the post, will remain in the same spot as long as Castroville CSD Engineers say it is safe. Previously, Caltrans was telling Signs By Van where to put them and the locations that they want has a lot of underground utilities.

Current grants awarded are the Clean Water Small Communities Planning Grant (\$500,000) with State Waterboards for administration, preliminary engineering report, plans and specs for sewer in Moss Landing, project assigned to MNS Engineers. The IRWM Implementation Grant (\$395,000) is with DWR for the Deep Well (Well #6) and the use will be specified in the DWR/MCRWA agreement. The DAC Involvement Programs amount \$61,807 with DWR is for the design of the Washington Sewer Bypass for Castroville sewer is also assigned to MNS Engineers. Current funding efforts: Moss Landing sewer system improvements, Castroville emergency well replacement, Castroville water supply improvements and Castroville wastewater improvements.

**Closed Session: Board President Cosme Padilla announced the Board was going into closed session The Board entered closed session at 5:56 p.m.**

Conference with Real Property Negotiations (Govt. Code Sec. 54956.8)

Property: located at intersection of Castroville Blvd., Castroville bike path and Highway 156

Agency Negotiations: Negotiator Eric Tynan, General Manager CCSD

Negotiating Parties: CCSD and Property owner Mitchell, Wylie W. et al., agent Greg Findley

Under Negotiation: Price and Terms

**ANNOUNCEMENT OF CLOSED SESSION ITEM:** (if applicable):

The board will reconvene into open session prior to adjournment and shall announce any action taken during the closed session. **The Board reconvened into open session at 6.06 p.m.**

**There was no action taken.** The General Manager was directed to obtain three quotes for the services of property appraiser.

**BOARD OF DIRECTORS COMMUNICATION:** When needed, this time is reserved for the Board of Directors to communicate activity, educational classes, and/or Committee reports.

1. Update on Monterey One Water (M1W) board meeting – Director Ron Stefani stated that MIW is on the third year of their 5 year rate increase. Unfortunately, it appears they will need to go up for another rate increase. They big property owners of Monterey are against this rate increases. MIW is also reviewing employees pay rates.
2. Update on Salinas Valley Basin Groundwater Sustainability Agency (SVBGSA) meeting – Director Ron Stefani stated that the SVBGSA is working on their budgets. They are also looking at increasing their rates. Rates at \$2.97 per connection and will go up to \$12 a year per connection.
3. Update on meetings or educational classes attended by the Directors – President Cosme Padilla announced that he, along with Directors Ron Stefani and Greg MacMillan as well as General Manger Eric Tynan attended the Spring ACWA Conference & Exhibition Show in Monterey earlier this month. They all found it very informative and each attended sessions that they found beneficial. They all agreed that it was a great networking opportunity as well.

## GENERAL OPERATIONS

1. General Manager's Report – Compliance update, current projects update, meetings/seminars update, staff update, suggestive projects discussions
2. Operation's Report
  - a) Water – Pumpage & Usage Update, Water Testing Update, Current Installation
  - b) Water -Status Update, Current Contractor Work Update, Maintenance/Repair Update, Customer Service Update, Safety Issue
  - c) Sewer & Storm Drain – Jetting, Current Installation Status Update, Current Contractor Work Update, Maintenance/Repair Update, Customer Service Update, Safety Issues

Minutes of the Castroville Community Services District  
May 16, 2023 Regular Board Meeting  
Page 7

3. Customer /Billing Reports – Water Sales, Water Usage, A/R Update, Customer Service Update
4. Financial Reports – Treasures L.A.I.F. Report, Internal Report, Administration Update

*General Operations Reports were accepted as presented*

**CHECK LIST** – April 2023. A motion was made by Glenn Oania and seconded by Greg MacMillan to pay all bills presented. The motion carried by the following roll call votes:

AYES:	5	Directors:	MacMillan, Stefani, Cochran, Oania and Padilla
NOES:	0	Directors:	
ABSENT/NOT			
PARTICIPATING:	0	Directors:	

There being no further business, a motion was made by Glenn Oania and seconded by Ron Stefani to adjourn to the next scheduled Board meeting; the motion carried by the following roll call votes:

AYES:	5	Directors:	MacMillan, Stefani, Cochran, Oania, and Padilla
NOES:	0	Directors:	
ABSENT/NOT			
PARTICIPATING:	0	Directors:	

The meeting adjourned at 6:50 p.m. until the next scheduled meeting

Respectfully submitted by,

Approved by,

---

Lidia Santos  
Secretary to the Board

---

Cosme Padilla  
President

## ANNUAL DRINKING WATER QUALITY REPORT

We're pleased to present to you this year's Annual Water Quality Report. This report is designed to inform you about the quality of water and services we deliver to you every day. Our constant goal is to provide you with a safe and dependable supply of drinking water. We want you to understand the efforts we make to continually improve the water treatment process and protect our water resources. We are committed to ensuring the quality of your water. Our source water comes from 2 wells providing ground water from the 400 foot and 1 well from the 900 foot/deep aquifer.

A source water assessment was conducted for the CCSO System in December 2001. The source considered most vulnerable to the following activities associated with contaminants detected in the water supply is salt water intrusion. In addition, the source is considered most vulnerable to agriculture activities and sewer collection systems.

"While your drinking water meets the federal and state standard for arsenic, it does contain low levels of arsenic. The arsenic standard balances the current understanding of arsenic's possible health effects against the costs of removing arsenic from drinking water. The U.S. Environmental Protection Agency continues to research the health effects of low levels of arsenic, which is a mineral known to cause cancer in humans at high concentrations and is linked to other health effects such as skin damage and circulatory problems."



## INFORMATION

All drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that the water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline at 1-800-426-4791.

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity. Contaminants that may be present in source water before we treat it include:

- Microbial contaminants, such as viruses and bacteria, that may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.
- Inorganic contaminants, such as salts and metals, that can be naturally-occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.
- Pesticides and herbicides, which may come from a variety of sources such as agriculture, urban storm water runoff, and residential uses.
- Organic chemical contaminants, including synthetic and volatile organic chemicals, that are byproducts of industrial processes and petroleum production, and can also come from gas stations, urban storm water runoff, and septic systems.
- Radioactive contaminants, which can be naturally-occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, USEPA and the State Water Resources Control Board (State Board) prescribe regulations that limit the amount of certain contaminants in water provided by public water systems. Department regulations also establish limits for contaminants in bottled water that must provide the same protection for public health.

## CONTAMINANTS IN DRINKING WATER

Some people may be more vulnerable to contaminants in drinking water than the general population. Immunocompromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbial contaminants are available from the Safe Drinking Water Hotline (1-800-426-4791).

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines in home plumbing. Castroville Community Services District is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you do so, you may wish to collect the flushed water and reuse it for another beneficial purpose, such as watering plants. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/lead>.

## Castroville Community Services District

### 2022 Annual Water Quality Report



We test the drinking water quality for many constituents as required by State and Federal Regulations. This report shows the results of our monitoring for the period of January 1 - December 31, 2022.

This report contains important information about your drinking water. Translate I or speak with someone who understands it at (831) 633-2560, Monday-Friday 8 a.m. to 4 p.m.

Este informe contiene información muy importante sobre su agua de beber. Tradúzcalo o hable con alguien que lo entienda bien. Preguntas llame (831) 633-2560.

ATTENTION: Landlords and Apartment Owners  
Please share a copy of this notice with your tenants. It includes important information about their drinking water quality.

We invite you to attend any of our regular scheduled Board meetings, held on the third Tuesday of each month at 4:30 pm at the District office located at 11499 Geil Street, Castroville, CA 95012. For any questions on this report, contact General Manager Eric Tynan at (831) 633-2560 or email [eric@castrovillecsd.org](mailto:eric@castrovillecsd.org). Website: [CastrovilleCSD.org](http://CastrovilleCSD.org)



# USEFUL TERMS & DEFINITIONS

In this table you will find many terms and abbreviations you might not be familiar with. To help you better understand these terms we've provided the following definitions:

- **Non-Detects (ND)** - laboratory analysis indicates that the constituent is not present
- **Parts per million (ppm) or Milligrams per liter (mg/L)** - one part per million corresponds to one minute in two years or a single penny in \$10,000
- **Parts per billion (ppb) or Micrograms per liter (ug/L)** - one part per billion corresponds to one minute in 2,000 years or a single penny in \$10,000,000
- **Parts per trillion (ppt) or Nanograms per liter (nanograms/l)** - one part per trillion corresponds to one minute in 2,000,000 years or a single penny in \$10,000,000,000
- **Flocculants** - a measure of the reactivity in water
- **Millirems per year (mrem/yr)** - measure of radiation absorbed by the body
- **Million Filters per Liter (MFL)** - a measure of the presence of asbestos fibers that are no longer than 10 micrometers
- **Nephelometric Turbidity Unit (NTU)** - a measure of the cloudiness of water
- **Regulatory Action Level (RAL)** - the concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow
- **Maximum Contaminant Level (MCL)** - The level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLG as feasible using the best available treatment technology. Secondary MCLs are to protect the odor, taste, and appearance of drinking water
- **Maximum Contaminant Level Goal (MCLG)** - The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety
- **Maximum Residual Disinfectant Level (MRDL)** - The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

- **Maximum Contaminant Maximum Residual Disinfectant Level (MRDL) - The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.**
- **Maximum Residual Disinfectant Level Goal (MRDLG) - The level of drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.**
- **Primary Drinking Water Standard (PDWWS) - MCLs and MRDLs for contaminants that affect health along with their monitoring and reporting requirements and water treatment requirements.**
- **Public Health Goal (PHG) - The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California Environmental Protection Agency.**

The State allows us to monitor for some contaminants less than once per year because the concentrations of these contaminants do not change frequently. Some of our data though representative, are more than one year old.

Castroville Community Services District routinely monitors for contaminants in your drinking water according to Federal and State laws. This table shows the results of our monitoring for the period of the list of January to the 31st of December, 2022. We sample for over 112 contaminants but only those that show any detection are listed on the table. All detections were below regulatory action levels.

# WATER QUALITY DATA

Table 1 - sampling results showing the detection of coliform bacteria

Microbiological Contaminants	Highest No. of Detections	No. of months in violation	MCL	MCLG	Typical Sources of Contaminant
Total Coliform Bacteria 2022	1	0	More than 1 sample in a month with a detection	0	Naturally present in the environment
Fecal Coliform or E. coli 2022	0	0	In no one sample since a repeat sample collected each month and other samples also collect fecal coliform of E. coli	0	Human and animal fecal waste

Table 2 - sampling results showing the detection of Lead and Copper

Lead and Copper	No. of samples collected	90th percentile	No. of sites exceeding AL & No. of schools requesting testing	AL	MCLG	Typical Sources of Contaminant
Lead (ppm)-Sample Date 2019	20	0	0	15	2	Zeroing of household plumbing; eroding of natural deposits
Copper (ppm)-Sample Date 2019	20	1.22	0	0.3	0.3	Zeroing of household plumbing; erosion of natural deposits, leaching from wood preservatives.

Table 3 - sampling results for radium and barium

Chemical or Constituent (and secondary units)	Sample Date	Average Level Detected	Range of Detections	MCL (MCLG)	Typical Sources of Contaminant
Sodium (ppm)	Jan 2022	79	57-101	none	generally found in ground and surface water
Manganese (ppm)	Jan 2022	186	165-207	none	generally found in ground and surface water

Table 4 - detection of contaminants with a Primary Drinking Water Standard

Chemical or Constituent (and secondary units)	Sample Date	Average Level Detected	Range of Detections	MCL (MCLG)	Typical Sources of Contaminant
Nitrate (as NO <sub>3</sub> -N) (ppm)	Jan 2022	ND	ND	10	Leachate (leaching) from septic tanks, sewage erosion of natural deposits
Nitrite (NO <sub>2</sub> -N) (ppm)	Jan 2022	ND	ND	1	Fertilizer use, leaching from septic tanks, sewage, erosion of natural deposits
Cross Atrazine (pAtrA)	Feb 2020	3.69	3.49-3.89	15	Erosion of natural deposits
Uranium (ppm)	Feb 2020	1.0	1.2-2.6	20	Erosion of natural deposits
Chlorine (ppm)	Weekly	28	10-75	4	Disinfection
Arsenic (ppb)	Monthly 2022	6.6	5.0-9.5	10	Erosion of natural deposits
Fluoride (ppm)	Jan 2022	4.3	2-8	2.0	Erosion of natural deposits
Total Chromium (ppb)	Jan 2022	4.7	1.8-7.6	50	Leaching from natural deposits
Hexachloro Cyclopentadiene (ppb)	Sept 2022	ND	ND	NA	Byproduct of water disinfection
Total Trihalomethanes (ppb)	Sept 2022	4	4-4	80	Byproduct of water disinfection

Table 5 - detection of contaminants with a Secondary Drinking Water Standard

Chemical or Constituent (and secondary units)	Sample Date	Average Level Detected	Range of Detections	MCL (MCLG)	Typical Sources of Contaminant
Color units	Jan 2022	3	3-3	15	Naturally occurring organic materials
Chlorine (ppm)	Jan 2022	139	67-222	500	Leaching from natural deposits, seawater intrusion
Iron (ppb)	Jan 2022	30	30-80	300	Leaching from natural deposits, industrial wastes
Sulfate (ppm)	Jan 2022	19	12-26	500	Leaching from natural deposits, industrial wastes
Total Dissolved Solids (ppm)	Jan 2022	468	372-564	1000	Naturally occurring
Total Phosphorus (ppm)	Jan 2022	1	1-1	3	Naturally occurring
Turbidity (NTU)	Jan 2022	15	15-15	5	Soil runoff Specific
Zinc (ppm)	Jan 2022	667	597-913	1500	Leaching from natural deposits

# PROPOSED SEWER BILLING CHANGE

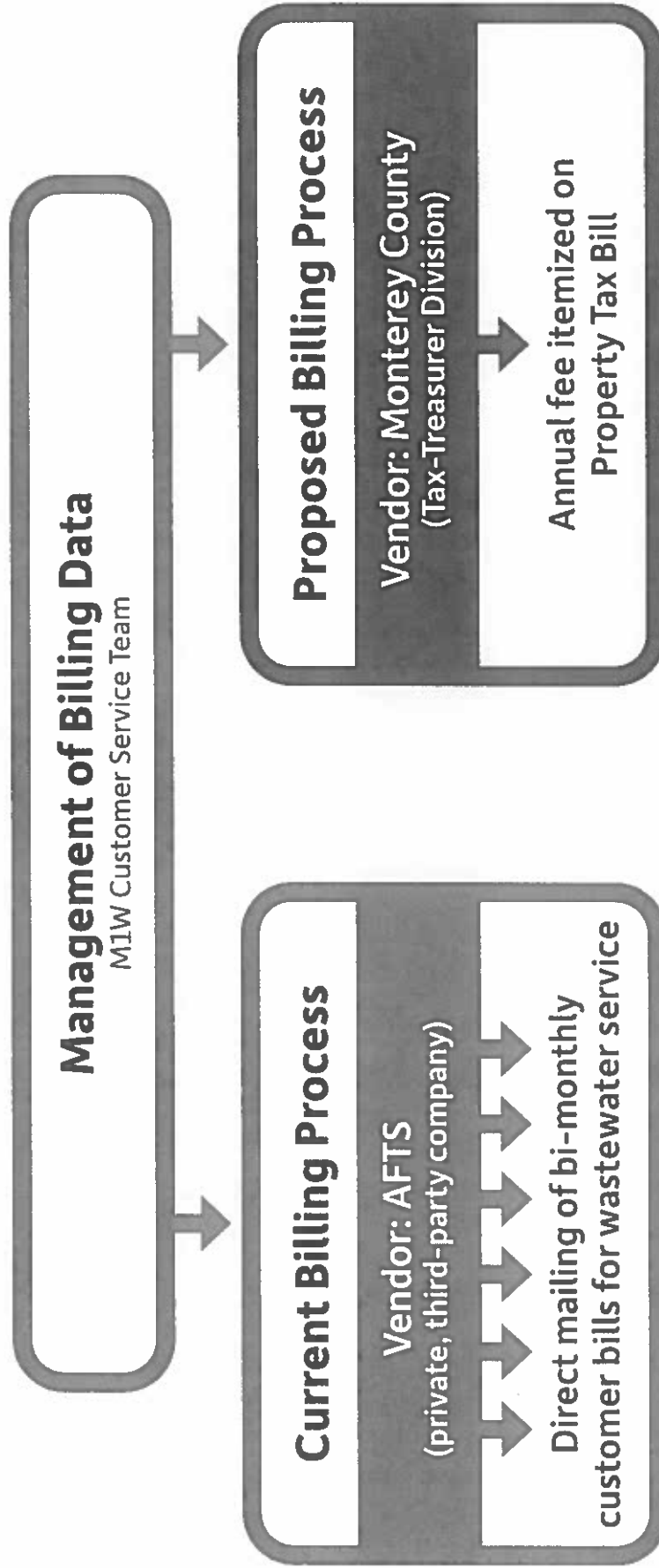
Community Presentation & Feedback





# Proposed Change

New Vendor & Process



# Why?

## Customer Experience

### Current Limitations:

- No paperless billing
- No online account access
- Vendor printing errors
- Product support ending

## Rate Structure

### Mandated Service:

- Service cannot be turned off
- Same fee every month—flat rate by type of use
- Common practice for required service

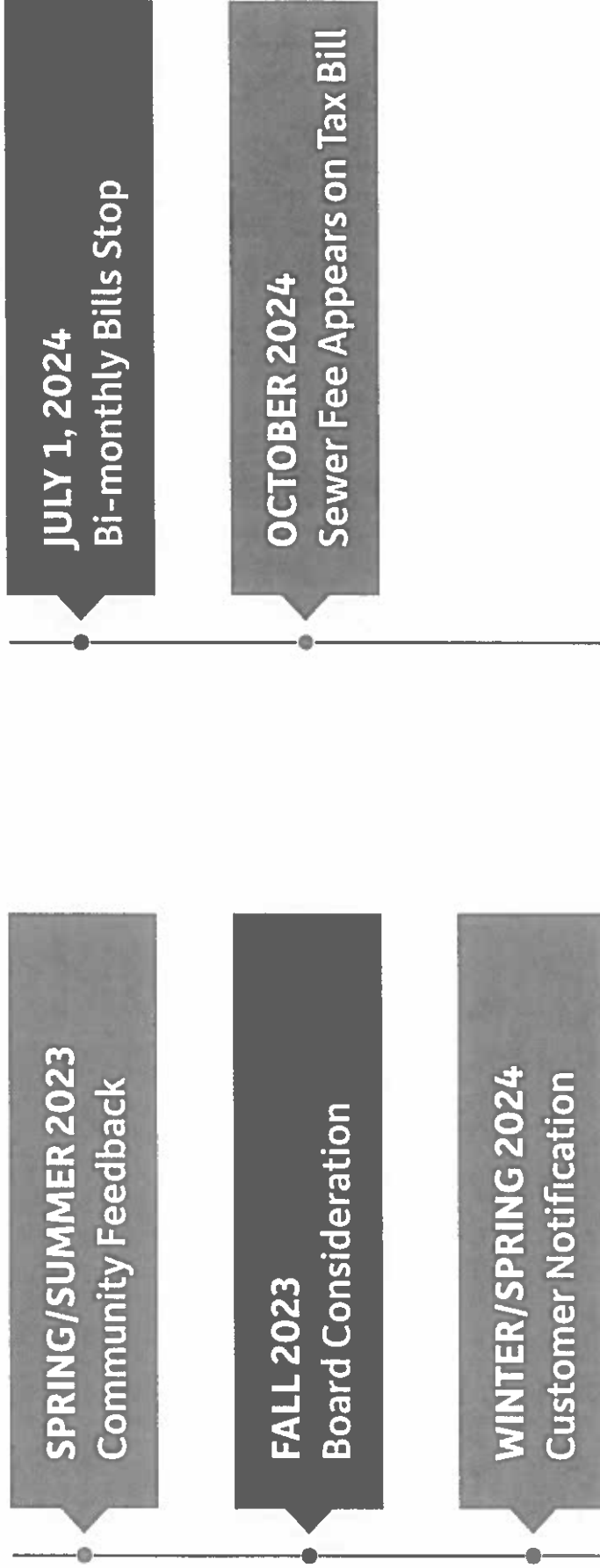
## Fiscal

### \$400,000 Annual Savings:

- Net savings from vendor change
- Expanded field survey program and billing accuracy

# Proposed Timeline

Effective July 1, 2024



# Program Changes

## Elimination of . . .

- Bi-monthly bills
- Monterey One Water Annual Lien Process
- Responsible Party Designation

## What's new . . .

- Annual billing to be paid over 1 or 2 payments  
*County is pursuing monthly payment option (Easy Smart Pay) to provide option to pay Tax Bill over 12 payments*



**Monterey One Water**  
Providing Cooperative Water Solutions  
P.O. Box 2109  
Monterey, California 93942-2109  
(831) 372-2335 • 419-8366 • 722-9259

### Payment Locations

**Monterey One Water**  
Providing Cooperative Water Solutions  
Now you can pay with a charge to your bank account or credit card for water service. Credit cards not accepted for sewer service.



CALL 1-866-514-6814

Click: Pay Your Bill Online at  
<http://www.montereyonewater.org>

\$1.00 per transaction fee  
Plus 3% for credit cards only

### MONTEREY

**Monterey One Water**  
5 Harris Court, Box D  
(one mile off Hwy 101)

### SEASIDE

**Art's Market**  
1284 Nacire Beach Street

Reinstate this portion for your records - See reverse side for terms and conditions • Make checks payable to MONTEREY ONE WATER



**Monterey One Water**  
Providing Cooperative Water Solutions  
P.O. Box 2109  
Monterey, California 93942-2109

### PAYMENT COUPON

Check box for address updates. Write changes on back.  
Save time and postage with auto payment service (see back)

ACCOUNT NUMBER

SERVICE ADDRESS

TOTAL AMOUNT DUE:  
BY DUE DATE:

FOR PROPER CREDIT PLEASE RETURN THIS PORTION.  
THE RETURN MAILING ADDRESS IS ON THE  
REVERSE SIDE OF THE PAYMENT COUPON.



# Commitment to Transparency

## What won't change . . .

### Rate Setting Process

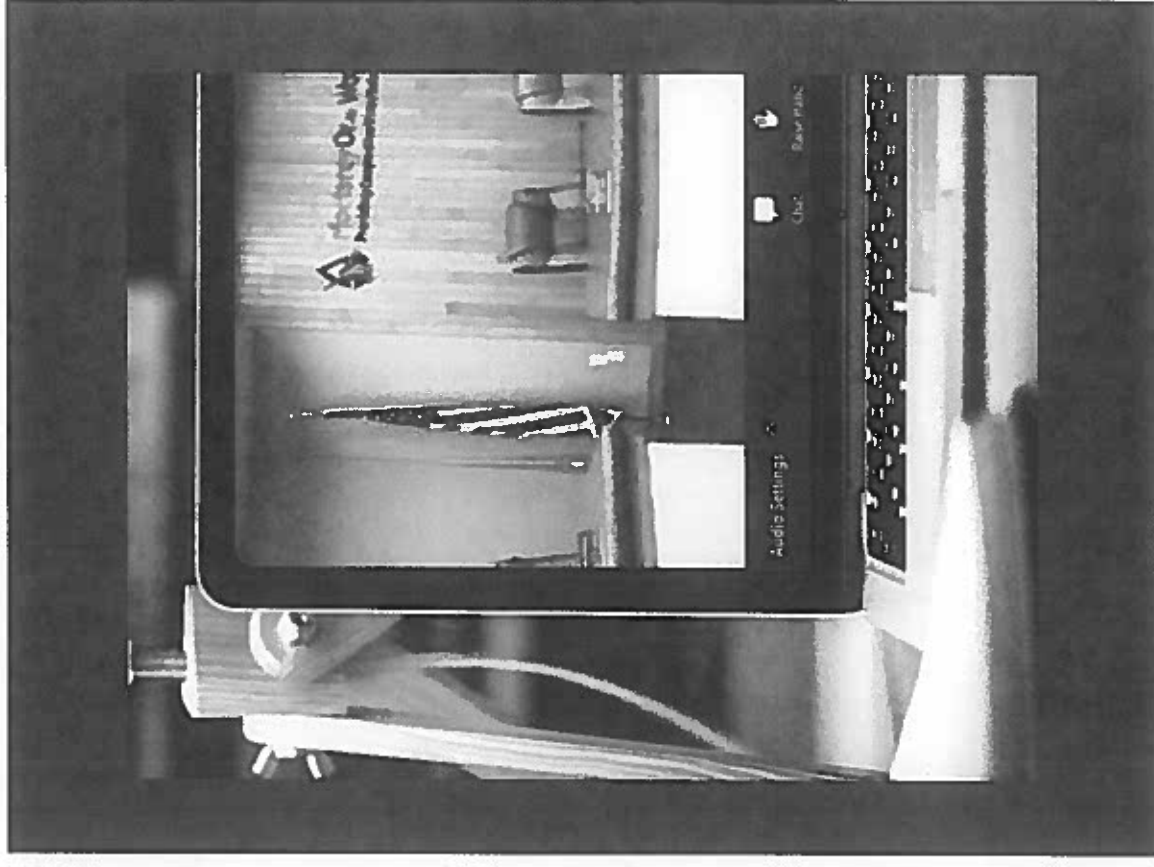
- Mailed notification + public hearing

### Budget Approval

- Annual process including public hearing

### Public Meetings

- Monthly Board of Directors Meetings are open to the public



# Residential Customer Assistance Program

Program evaluation underway . . .

## Considerations

- Available program funding
- Eligibility requirements
- Total credit per customer per year
- Opportunities to assist renters



# Future Outreach & Feedback

## COMMUNITY FORUMS

### Presentation and Discussion

- Virtually and in-person
- Details online and postcard to be sent to customers

**JULY 18**

**Tuesday, July 18 at 6:00 pm (English Only)**  
El Gabilan Library, Salinas

**JULY 20**

**Thursday, July 20 at 6:00 pm (Spanish Only)**  
El Gabilan Library, Salinas

**AUG 1**

**Tuesday, August 1 at 6:00 pm (English Only)**  
Marina Branch, Monterey County Free Libraries

**AUG 2**

**Wednesday, August 2 at 6:00 pm (Spanish Only)**  
Marina Branch, Monterey County Free Libraries

## SUBMIT FEEDBACK

### Share input on the proposed billing change

- Use our Online Form to submit your input

[montereynewwater.org/billing-update](http://montereynewwater.org/billing-update)



## CASTROVILLE COMMUNITY SERVICES DISTRICT INVESTMENT AND DEPOSIT POLICY

### BACKGROUND AND PURPOSE

State law requires that the District's Treasurer submit to the Board an annual statement of Investment Policy and periodic reports regarding investments and deposits. This document is the Annual Statement of Investment Policy for FY 2022/2023.

Pursuant to California Government Code Sections 61050(c) and 61053 (b) the Board of Directors ("Board") has appointed the General Manager to be the District Treasurer. Pursuant to Government Code Section 61053(a), the Board has established an alternative depository, other than the County of Monterey, for the District's funds.

Pursuant to California Government Code Section 53646(a)(2), regarding investments and deposits of District funds, the District deposits and investments shall be made by the District in accordance with this policy.

#### I. OVERALL POLICY

When investing, re-investing, purchasing, acquiring, exchanging, selling or managing public funds, the primary objective of the District shall be to safeguard the principal of the funds under its control. The secondary objective shall be to meet the liquidity needs of the District. The third objective shall be to achieve a return on the funds under the District's control. When depositing funds pursuant to Section 53630 et seq., the District's primary objective shall be to realize maximum return, consistent with prudent financial management.

The District shall maintain an operating fund with enough reserve to avoid borrowing because of routine disruptions in revenue. The District shall maintain a replacement fund with a reserve fund for the replacement of facilities which will avoid all or part of the cost of borrowing. A reserve fund element should be calculated for each physical asset. The District shall maintain a reserve fund to replace facilities lost due to catastrophic events and to pay for the defense of claims often associated with such losses.

#### II. APPLICABLE LAW

All references to code sections in this Statement, unless otherwise specified, are from the California Government Code. The District's investment policy is based on provisions of the California Government Code commencing with Section 53600 governing the investments of local agency funds and deposits of public monies. All references to code sections in this Statement, unless otherwise specified, are from the California Government Code.



The District's investment policy is based on provisions of the Section 53600 and following governing the investments of local agency funds and public monies. The District's deposit policy is based on the provisions Section 53630 and following governing the deposit of local agency funds and public monies.

All District funds will be invested in compliance with governing provisions of law Government Code Sections 53600 et seq. and this policy. All District deposits will be made in compliance with Sections 53630 and following and this policy. If there is any inconsistency or conflict between the applicable state laws and the policies expressed in this Statement, the statutory provision shall be the policy of the District.

In accordance with Section 53600.3, the District intends to invest prudently in order to safeguard the invested principal and maintain adequate cash availability for the anticipated needs of the District. In accordance with Section 53637, the District intends to make its deposits with the objective of realizing maximum return, consistent with prudent financial management. With respect to deposits made by the District, such deposits shall be made with As far as possible, all money belonging to or in the custody of the District, including money paid to the Treasurer or other official to pay the principal, interest, or penalties of bonds, shall be deposited for safekeeping in an institution as described in Section 53635.2.

### III. AVAILABILITY OF FUNDS

A. Funds For Immediate Expenditure. An amount approximately equal to the total of all District expenditures for an average three-month period shall be maintained in active deposits, as defined by Section 53644(a), such as the State Treasurer's Local Agency Investment Fund (LAIF). All Deposits (both active and inactive) shall be managed in accordance with Sections 53630 through 53686.

B. Funds Not Required for Immediate Expenditure. All funds in excess of the amount needed for immediate expenditure as described in paragraph A, shall either be a deposited as set forth in Section V, below with the objective of realizing maximum return, or invested in acceptable investment instruments as described in Section IV, below. Periodic analysis of cash flow during the fiscal year shall serve as the basis for determining when such funds should be made available for expenditure, so that an appropriate maturity date of deposits or investments may be fixed accordingly.

C. Earned Interest. In accordance with Section 53647, interest earned on all money deposited belongs to, and shall be paid quarterly into the general fund of, the District, unless otherwise directed by law. Notwithstanding this provision, the Board may direct such interest to be paid to the fund which contains the principal on which the interest accrued.

IV. ACCEPTABLE INVESTMENT INSTRUMENTS

The District's investment portfolio may include the following instruments subject to state law and subject to the constraints herein stated:

A. Negotiable certificates of deposits, subject to the limitations set forth in Section 53601(h) and Section 53638. Purchases of certificates of deposits shall not exceed thirty percent (30%) of the District's idle funds;

B. Deposits in the Local Agency Investment Fund (LAIF), subject to the provisions governing deposits which are set forth in Sections 53630 through 53686. No investment with the Local Agency Investment Fund may, by state regulation, exceed fifty million dollars (\$50,000,000);

C. Passbook savings accounts, subject to the provisions governing deposits which are set forth in Sections 53630 through 53686. In accordance with Section 53637, no funds shall be deposited into a credit union if a member of the Board or a District employee also serves on the board of directors or any committee of the credit union;

D. *Bonds and other evidences of indebtedness as set forth in Section 53601(a)-(e);*

E. Obligations issued by banks, and other participations and instruments as described in Section 53601(f);

F. Bankers acceptances as described in Section 53601(g);

G. Any other security or investment authorized by Section 53601(a)-(p).

V. DEPOSITS

A. All deposits shall be made in accordance with state law and are subject to the constraints stated herein:

1. The depository has received an overall rating of not less than "satisfactory" in its most recent evaluation by the appropriate federal financial supervisory agency in accordance with Section 53635.2;

2. The funds are available for withdrawal in accordance with Section 53644;

3. Security is provided for the deposits in accordance with Section 53652;

4. The deposits do not exceed the maximum deposit limitations set forth in Section 53638 and 53635.8;

5. The contract for deposit complies with Section 53649; and
6. All other requirements of state law are met.

B. Types of deposits authorized are:

1. Deposits in the Local Agency Investment Fund (LAIF), subject to the provisions governing deposits which are set forth in Sections 53630 through 53686. No investment with the Local Agency Investment Fund may, by state regulation, exceed fifty million dollars (\$50,000,000);
2. Passbook savings accounts, subject to the provisions governing deposits which are set forth in Sections 53630 through 53686. In accordance with Section 53637, no funds shall be deposited into a credit union if a member of the Board or a District employee also serves on the board of directors or any committee of the credit union;
3. Time deposits (sometimes referred to as non-negotiable certificates of deposit);  
and
4. Any other deposits allowed by law.

VI. INVESTMENT AUTHORITY AND REPORTING REQUIREMENTS

A. District Treasurer. The District General Manager shall perform the duties of "treasurer" under Sections 53630 through Sections 53686. District funds deposited in any account are deemed to be in the treasury of the District, pursuant to Section 53636. The District Treasurer is responsible for the safekeeping of money in his or her custody and shall enter into any contract with a depository relating to any deposit which in his or her judgment is to the public advantage, as provided by Section 53649. The District Treasurer is responsible for compliance with all state laws governing the day-to-day management of deposits as set forth in Sections 53630 through 53686.

B. Borrowing funds. In making any decision that involves borrowing in the amount of one hundred thousand (\$100,000) or more, the Board shall discuss, consider, and deliberate each decision as a separate item of business on the agenda of its meeting as prescribed in the Government Code, commencing at Section 54950.

C. Investment Committee. The Board Investment Committee shall meet periodically to review the cash flow requirements of the District and the compliance of its deposits and investments with this Statement.

D. Monthly report. As required by Section 53646, the District's Treasurer shall render a monthly report to the Board, the chief executive officer and the internal auditor, including the following information about each of the District's deposits and investments:

1. The type of deposit or investment, issuer, date of maturity par;

2. The total dollar amount invested in all securities, investments and moneys held by the District;
3. Description of any of the District's funds, investments or programs that are under the management of contracted parties, including lending programs. With respect to all of the District's securities that are under management of any outside party that is not also a local agency or LAIF, the report shall also include a current market value as of the date of the report, and shall include the source of this same valuation.
4. A statement of compliance of the portfolio to this Statement of Investment Policy, or, if the portfolio or any portion of it is not invested in accordance with this Statement of Investment, a clear and concise statement identifying the manner in which the portfolio is out of compliance with this Statement of Investment.
5. A statement denoting the ability of the District to meet its expenditures for the next six months, or provide an explanation as to why sufficient money shall, or may not be available.
6. A subsidiary ledger of deposits and investments may be used in the report in accordance with accepted accounting practices.
7. Whatever additional information the Board may require.

E. In-Lieu Statements. For District deposits and investments placed in the Local Agency Investment Fund, created by Section 16429.1, in National Credit Union Share Insurance Fund-insured accounts in a credit union, in accounts insured or guaranteed pursuant to Section 14858 of the Financial Code, or in Federal Deposit Insurance Corporation-insured accounts in a bank or savings and loan association, in a county investment pool, or any combination of these, the Treasurer may supply the most recent statement or statements received by the District from these institutions in lieu of the information required by paragraph D(1)-(7) above.

F. Annual Board Review. The Board shall meet annually to review the District Investment portfolio, monthly reports prepared pursuant to Section 53646 of the Government Code, and any other relevant information regarding anticipated cash requirements for the purpose of selecting deposit or investment instruments for District funds.

## CASTROVILLE COMMUNITY SERVICES DISTRICT INVESTMENT AND DEPOSIT POLICY

### BACKGROUND AND PURPOSE

State law requires that the District's Treasurer submit to the Board an annual statement of Investment Policy and periodic reports regarding investments and deposits. This document is the Annual Statement of Investment Policy for **FY 2023/2024**.

Pursuant to California Government Code Sections 61050(c) and 61053 (b) the Board of Directors ("Board") has appointed the General Manager to be the District Treasurer. Pursuant to Government Code Section 61053(a), the Board has established an alternative depository, other than the County of Monterey, for the District's funds.

Pursuant to California Government Code Section 53646(a)(2), regarding investments and deposits of District funds, the District deposits and investments shall be made by the District in accordance with this policy.

#### I. OVERALL POLICY

When investing, re-investing, purchasing, acquiring, exchanging, selling or managing public funds, the primary objective of the District shall be to safeguard the principal of the funds under its control. The secondary objective shall be to meet the liquidity needs of the District. The third objective shall be to achieve a return on the funds under the District's control. When depositing funds pursuant to Section 53630 et seq., the District's primary objective shall be to realize maximum return, consistent with prudent financial management.

The District shall maintain an operating fund with enough reserve to avoid borrowing because of routine disruptions in revenue. The District shall maintain a replacement fund with a reserve fund for the replacement of facilities which will avoid all or part of the cost of borrowing. A reserve fund element should be calculated for each physical asset. The District shall maintain a reserve fund to replace facilities lost due to catastrophic events and to pay for the defense of claims often associated with such losses.

#### II. APPLICABLE LAW

All references to code sections in this Statement, unless otherwise specified, are from the California Government Code. The District's investment policy is based on provisions of the California Government Code commencing with Section 53600 governing the investments of local agency funds and deposits of public monies. All references to code sections in this Statement, unless otherwise specified, are from the California Government Code.

The District's investment policy is based on provisions of the Section 53600 and following governing the investments of local agency funds and public monies. The District's deposit policy is based on the provisions Section 53630 and following governing the deposit of local agency funds and public monies.

All District funds will be invested in compliance with governing provisions of law Government Code Sections 53600 et seq. and this policy. All District deposits will be made in compliance with Sections 53630 and following and this policy. If there is any inconsistency or conflict between the applicable state laws and the policies expressed in this Statement, the statutory provision shall be the policy of the District.

In accordance with Section 53600.3, the District intends to invest prudently in order to safeguard the invested principal and maintain adequate cash availability for the anticipated needs of the District. In accordance with Section 53637, the District intends to make its deposits with the objective of realizing maximum return, consistent with prudent financial management. With respect to deposits made by the District, such deposits shall be made with As far as possible, all money belonging to or in the custody of the District, including money paid to the Treasurer or other official to pay the principal, interest, or penalties of bonds, shall be deposited for safekeeping in an institution as described in Section 53635.2.

### III. AVAILABILITY OF FUNDS

A. Funds For Immediate Expenditure. An amount approximately equal to the total of all District expenditures for an average three-month period shall be maintained in active deposits, as defined by Section 53644(a), such as the State Treasurer's Local Agency Investment Fund (LAIF). All Deposits (both active and inactive) shall be managed in accordance with Sections 53630 through 53686.

B. Funds Not Required for Immediate Expenditure. All funds in excess of the amount needed for immediate expenditure as described in paragraph A, shall either be a deposited as set forth in Section V, below with the objective of realizing maximum return, or invested in acceptable investment instruments as described in Section IV, below. Periodic analysis of cash flow during the fiscal year shall serve as the basis for determining when such funds should be made available for expenditure, so that an appropriate maturity date of deposits or investments may be fixed accordingly.

C. Earned Interest. In accordance with Section 53647, interest earned on all money deposited belongs to, and shall be paid quarterly into the general fund of, the District, unless otherwise directed by law. Notwithstanding this provision, the Board may direct such interest to be paid to the fund which contains the principal on which the interest accrued.

IV. ACCEPTABLE INVESTMENT INSTRUMENTS

The District's investment portfolio may include the following instruments subject to state law and subject to the constraints herein stated:

A. Negotiable certificates of deposits, subject to the limitations set forth in Section 53601(h) and Section 53638. Purchases of certificates of deposits shall not exceed thirty percent (30%) of the District's idle funds;

B. Deposits in the Local Agency Investment Fund (LAIF), subject to the provisions governing deposits which are set forth in Sections 53630 through 53686. No investment with the Local Agency Investment Fund may, by state regulation, exceed fifty million dollars (\$50,000,000);

C. Passbook savings accounts, subject to the provisions governing deposits which are set forth in Sections 53630 through 53686. In accordance with Section 53637, no funds shall be deposited into a credit union if a member of the Board or a District employee also serves on the board of directors or any committee of the credit union;

D. *Bonds and other evidences of indebtedness as set forth in Section 53601(a)-(e);*

E. Obligations issued by banks, and other participations and instruments as described in Section 53601(f);

F. Bankers acceptances as described in Section 53601(g);

G. Any other security or investment authorized by Section 53601(a)-(p).

V. DEPOSITS

A. All deposits shall be made in accordance with state law and are subject to the constraints stated herein:

1. The depository has received an overall rating of not less than "satisfactory" in its most recent evaluation by the appropriate federal financial supervisory agency in accordance with Section 53635.2;

2. The funds are available for withdrawal in accordance with Section 53644;

3. Security is provided for the deposits in accordance with Section 53652;

4. The deposits do not exceed the maximum deposit limitations set forth in Section 53638 and 53635.8;

5. The contract for deposit complies with Section 53649; and
6. All other requirements of state law are met.

B. Types of deposits authorized are:

1. Deposits in the Local Agency Investment Fund (LAIF), subject to the provisions governing deposits which are set forth in Sections 53630 through 53686. No investment with the Local Agency Investment Fund may, by state regulation, exceed fifty million dollars (\$50,000,000);

2. Passbook savings accounts, subject to the provisions governing deposits which are set forth in Sections 53630 through 53686. In accordance with Section 53637, no funds shall be deposited into a credit union if a member of the Board or a District employee also serves on the board of directors or any committee of the credit union;

3. Time deposits (sometimes referred to as non-negotiable certificates of deposit);  
and

4. Any other deposits allowed by law.

VI. INVESTMENT AUTHORITY AND REPORTING REQUIREMENTS

A. District Treasurer. The District General Manager shall perform the duties of "treasurer" under Sections 53630 through Sections 53686. District funds deposited in any account are deemed to be in the treasury of the District, pursuant to Section 53636. The District Treasurer is responsible for the safekeeping of money in his or her custody and shall enter into any contract with a depository relating to any deposit which in his or her judgment is to the public advantage, as provided by Section 53649. The District Treasurer is responsible for compliance with all state laws governing the day-to-day management of deposits as set forth in Sections 53630 through 53686.

B. Borrowing funds. In making any decision that involves borrowing in the amount of one hundred thousand (\$100,000) or more, the Board shall discuss, consider, and deliberate each decision as a separate item of business on the agenda of its meeting as prescribed in the Government Code, commencing at Section 54950.

C. Investment Committee. The Board Investment Committee shall meet periodically to review the cash flow requirements of the District and the compliance of its deposits and investments with this Statement.

D. Monthly report. As required by Section 53646, the District's Treasurer shall render a monthly report to the Board, the chief executive officer and the internal auditor, including the following information about each of the District's deposits and investments:

1. The type of deposit or investment, issuer, date of maturity par;



2. The total dollar amount invested in all securities, investments and moneys held by the District;
3. Description of any of the District's funds, investments or programs that are under the management of contracted parties, including lending programs. With respect to all of the District's securities that are under management of any outside party that is not also a local agency or LAIF, the report shall also include a current market value as of the date of the report, and shall include the source of this same valuation.
4. A statement of compliance of the portfolio to this Statement of Investment Policy, or, if the portfolio or any portion of it is not invested in accordance with this Statement of Investment, a clear and concise statement identifying the manner in which the portfolio is out of compliance with this Statement of Investment.
5. A statement denoting the ability of the District to meet its expenditures for the next six months, or provide an explanation as to why sufficient money shall, or may not be available.
6. A subsidiary ledger of deposits and investments may be used in the report in accordance with accepted accounting practices.
7. Whatever additional information the Board may require.

E. In-Lieu Statements. For District deposits and investments placed in the Local Agency Investment Fund, created by Section 16429.1, in National Credit Union Share Insurance Fund-insured accounts in a credit union, in accounts insured or guaranteed pursuant to Section 14858 of the Financial Code, or in Federal Deposit Insurance Corporation-insured accounts in a bank or savings and loan association, in a county investment pool, or any combination of these, the Treasurer may supply the most recent statement or statements received by the District from these institutions in lieu of the information required by paragraph D(1)-(7) above.

F. Annual Board Review. The Board shall meet annually to review the District Investment portfolio, monthly reports prepared pursuant to Section 53646 of the Government Code, and any other relevant information regarding anticipated cash requirements for the purpose of selecting deposit or investment instruments for District funds.



# CASTROVILLE COMMUNITY SERVICES DISTRICT

From the desk of  
Eric Tynan – General Manager

**TO:** CCSD Board of Directors

**DATE:** June 20, 2023

**RE:** Consider Approving Audit Proposal from Fechter & Company for 2024, 2025 & 2026

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## **RECOMMENDATION:**

Approve the proposal for audit services for 2024, 2025 & 2026

## **SUMMARY:**

In 2021, after a thorough investigation Castroville CSD contracted with Fechter & Company to provide the District's audit to the standard required by the Governmental Accounting Standards Board (GASB). Since that time they have shown themselves to be very knowledgeable and a resource to District staff.

The effort has resulted in clean audits, a reduced rate from the previous auditor and a seamless process that went both efficiently and professionally. After consulting with Staff, I conclude it would be a poor decision to try and research a new auditor and risk higher fees with a less efficient partnership when Fechter & Company has shown it has the experience and talent to provide the District competent, professional and most importantly, defensible financial oversight.

## **FISCAL IMPACT:**

The costs would be \$ 18,500, \$19,500 & \$20,500 respectfully for the next three years. The 2024 & 2025 cost are actually lower than the fees paid to our previous auditor. In addition, Fechter & Company has the ability to perform other financial reporting requirements, GASB 68 at a significant savings to the District.

For these reasons I hope the Board will approve the proposal for Auditing services from Fechter & Company for fiscal years 2024, 2025 and 2026.



Craig R. Fechter, CPA, MST  
(1976 - 2022)

May 10, 2023

Board of Directors and Lidia Santos, Office Manager  
Castroville Community Services District  
11499 Geil Street  
Castroville, CA 95012

Dear Ms. Santos,

Fechter & Company, Certified Public Accountants, is pleased to present our proposal to provide audit services to the Castroville Community Services District. At the conclusion of the upcoming audit for fiscal year ended June 30, 2023, we will have performed three years of audit services and agreed to in our initial proposal dated February 5, 2021. We anticipate continuing these same services, including financial statement preparation, GASB 68 and 75 calculations and adjustments, presentations to the Board, and preparation of the annual Financial Transactions Report required by the State Controller's Office.

Each year, there will be a new Engagement Letter to sign, which will satisfy the required communications with management and those charged with governance at the outset of an audit engagement. Each Engagement Letter will include the current language required by continuously evolving accounting principles generally accepted in the United States, but will adhere to the pricing terms set forth below:

	<u>2024</u>	<u>2025</u>	<u>2026</u>
Base Audit Fees	19,000	19,950	20,948
Less Multi-Year Discount	<u>(2,500)</u>	<u>(2,550)</u>	<u>(2,653)</u>
Total Discounted Audit Fees	16,500	17,400	18,295
Other Non-Attest Services:			
State Controller's Office Report Preparation	<u>2,000</u>	<u>2,100</u>	<u>2,205</u>
Total Service Fees	<u>\$ 18,500</u>	<u>\$ 19,500</u>	<u>\$ 20,500</u>

This proposal is an irrevocable offer valid for 90 days from the date of the proposal. I am authorized to represent and obligate our Firm contractually to Castroville Community Services District. The District is welcome to contact our office with any questions or clarifications regarding this proposal.

Board of Directors and Lidia Santos, Office Manager  
Castroville Community Services District  
May 10, 2023  
Page 2

We have enjoyed working with the District since 2021 and appreciate the continued opportunity to be of service. Thank you for considering our proposal.

Very truly yours,

A handwritten signature in black ink, appearing to read "Michael Fink", written in a cursive style.

Michael Fink, CPA,  
Shareholder  
Fechter & Company  
Certified Public Accountants



# CASTROVILLE COMMUNITY SERVICES DISTRICT

From the desk of

Eric Tynan – General Manager

**TO:** CCSD Board of Directors

**DATE:** June 20, 2023

**RE:** Consider Approving MNS Proposal to Perform Additional Permitting and Land

## **Washington Sewer Bypass:**

After serious discussion with MNS regarding confusion and performance issues regarding this project some clarification and additional direction has been given.

I believe these two proposals address those issues and I recommend approving the proposals.

- A revised MNS proposal to perform jurisdictional permitting (RWQCB and CDFW) for the drainage channel. This proposal is reduced from \$46,202 to \$19,622 as a result of removing the Caltrans archaeological report, and US Army Corps permit. This work is anticipated to be reimbursed under the construction grant.
- MNS proposal to provide land acquisition support, and Caltrans encroachment permitting (\$81,610). These services are critical path to the project to obtain permission for submittal of the coastal development permit application. This scope of work was previously submitted under an earlier unapproved proposal for comprehensive services to complete work on the project through construction, but is being expedited to advance the project. This work is anticipated to be reimbursed under the construction grant.

### **FISCAL IMPACT:**

The total costs would be \$101,232.



Committed to improving people's lives every day

May 26, 2023

Eric Tynan, General Manager  
Castroville Community Services District  
11499 Geil Street  
Castroville, CA 95012

**Subject: Proposal for Professional Engineering – Washington Sewer Trunk Line Bypass, Regulatory Permitting Support**

Dear Mr. Tynan:

Thank you for the opportunity to submit this amendment request for additional services for the Washington Sewer Trunk Line Bypass Project (Project) for the Castroville Community Services District (District). Following discussions with the District regarding environmental permitting, the District requested additional permitting assistance be included in the Project.

**Project Understanding**

MNS is currently providing services to the District for the Washington Sewer Trunk Line Bypass, a new 24-inch trunk sewer bypass main approximately 1,200 feet in length extending from the intersection of Washington Street and Merritt Street to the corner of Washington Street and Tembladera Street, then across undeveloped areas and under Highway 1 to the Monterey Regional Water Pollution Control Agency (MRWPCA) pump station; located at the south end of Watsonville Road (Project).

During the environmental permitting process, a drainage channel along Watsonville Road was identified which will be disturbed during the course of construction. Due to this disruption, additional jurisdictional permitting will be required from the Regional Water Quality Control Board (RWQCB) and California Department of Fish and Wildlife (CDFW). Our subconsultant, Rincon Consultants will apply for and obtain these required permits.

**Project Scope of Work**

Due to the changes to the scope of the Project, MNS proposes to facilitate additional support services by revising MNS Task 5. A brief description of tasks and responsibilities is described below.

**Task 5 – Environmental Review and Permitting Support**

**Subtask 5.2 – Jurisdictional Agency Permitting**

Rincon will apply for and obtain a RWQCB Water Quality Certification and CDFW Lake and Streambed Alteration Agreement permit application in support of the Project as detailed in Rincon’s amendment request, attached. MNS will coordinate Rincon’s work and provide design detail information as needed to support ongoing permitting efforts. We included budget to attend one added meeting with the agencies if required. MNS will also revise plans to incorporate up to one round of comments from each agency into the contract documents.

MNS will coordinate fee submittal by the District as required for permits.

We assume the District will pay all fees associated with the environmental permit applications.

**Assumptions**

- All permit fees will be paid by the District.

**Compensation**

MNS proposes to perform the services described herein for a not-to-exceed fee estimate of **\$19,622**. A detailed fee proposal spreadsheet is provided as an attachment. All fees are in accordance with the 2023 MNS Standard Fee Schedule, also included as an attachment.



Committed to improving  
people's lives every day

### Schedule

Due to unknown scheduling constraints associated with permitting, a firm schedule cannot be provided. The MNS team will maintain continuous forward progress and keep the District up to date with the progress of the work.

### Closing

Thank you for the opportunity to submit this amendment proposal. We are excited and look forward to continuing work with the District. This proposal is valid for six months from the date of submission. Please feel free to contact me with any questions you may have about our submittal at 805.722.2734 or npanofsky@mnsengineers.com. Thank you for your consideration.

Sincerely,  
**MNS Engineers, Inc.**

A handwritten signature in black ink, appearing to read "Nick Panofsky", is written over a light blue horizontal line.

**Nick Panofsky, PE**  
**Principal Engineer**

**Attachments:**

- MNS Fee Schedule**
- MNS Fee Spreadsheet**
- Rincon Amendment Proposal**



## 2023 STANDARD SCHEDULE OF FEES

### PROJECT/PROGRAM MANAGEMENT

Principal-In-Charge.....	\$325
Senior Project/Program Manager.....	310
Project/Program Manager.....	260
Assistant Project/Program Manager.....	245
Senior Project Coordinator.....	185
Project Coordinator.....	155

### ENGINEERING

Principal Engineer.....	\$290
Lead Engineer.....	255
Supervising Engineer.....	245
Senior Project Engineer.....	225
Project Engineer.....	200
Associate Engineer.....	180
Assistant Engineer.....	165

### SURVEYING

Principal Surveyor.....	\$265
Lead Surveyor.....	255
Supervising Surveyor.....	220
Senior Project Surveyor.....	200
Project Surveyor.....	175
Associate Project Surveyor.....	165
Assistant Project Surveyor.....	150
Party Chief (PW).....	180
Chainperson (PW).....	150
One-Person Survey Crew (PW).....	215

### CONSTRUCTION MANAGEMENT

Principal Construction Manager.....	\$315
Senior Construction Manager.....	275
Senior Resident Engineer.....	250
Resident Engineer.....	240
Structure Representative.....	235
Construction Manager.....	220
Assistant Resident Engineer.....	200
Sr. Construction Inspector (PW).....	175
Construction Inspector (PW).....	168
Office Administrator.....	130

### TECHNICAL SUPPORT

CADD Manager.....	\$200
Supervising Technician.....	170
Senior Technician.....	160
Engineering Technician.....	125

### ADMINISTRATIVE SUPPORT

Senior Management Analyst.....	\$185
Management Analyst.....	155
IT Technician.....	140
Graphics/Visualization Specialist.....	150
Administrative Assistant.....	100

### GOVERNMENT SERVICES

City Engineer.....	\$250
Deputy City Engineer.....	225
Assistant City Engineer.....	215
Plan Check Engineer.....	190
Permit Engineer.....	185
City Inspector.....	185
Senior City Inspector (PW).....	195
City Inspector (PW).....	185
Principal Stormwater Specialist.....	180
Senior Stormwater Specialist.....	170
Stormwater Specialist.....	160
Stormwater Technician.....	140
Building Official.....	220
Senior Building Inspector.....	235
Building Inspector.....	165
Planning Director.....	225
Senior City Planner.....	205
Assistant Planner.....	195
Senior Grant Writer.....	180
Grant Writer.....	170
Associate Grant Writer.....	150
Assistant Grant Writer.....	130

### DIRECT EXPENSES

Use of outside consultants as well as copies, blueprints, survey stakes, monuments, computer plots, telephone, travel (out of area) and all similar charges directly connected with the work will be charged at cost plus fifteen percent (15%). Mileage will be charged at the current federal mileage reimbursement rate.

### PREVAILING WAGE RATES

Rates shown with Prevailing Wage "(PW)" annotation are used for field work on projects subject to federal or state prevailing wage law and are subject to increases per DIR.

### ANNUAL ESCALATION

Standard fee rates provided for each classification are subject to 3.5% annual escalation or the most recent US Bureau of Labor Statistics Consumer Price Index, whichever is higher.

### OVERTIME

Overtime for non-exempt employees will be charged at 1.5 x hourly rate; overtime for exempt employees and other classification will be charged at 1 x hourly rate.



Castroville Community Services District  
 Washington Sewer Trunk Line Bypass Amendment 1



		ENGINEERING		SUBCONSULTANTS		MNS Resource Costs		Total Subconsultant Costs & All Reimbursable Expenses With 15% Markup		Total
		Principal Engineer (Panofsky)	Asstnat Engineer			Total Resource Hours	Total Hours* Rates	Total MNS Resource Costs	Total Subconsultant Costs & All Reimbursable Expenses With 15% Markup	Total
5 - Permitting Support	2022 Rate	\$290	\$165							
	Task 5	8	4			12	\$2,980	\$2,980	\$16,642	\$19,622
5.2 Jurisdictional Agency Permitting	Task 5.1	8	4			12	\$2,980	\$2,980	\$16,642	\$19,622
	Task 5 Subtotal	8	4			12	\$ 2,980	\$2,980	\$16,642	\$19,622
Sub-Total		8	4			12	\$ 2,980	\$2,980	\$16,642	\$19,622
		Cost	\$660							
Summary				SUBCONSULTANTS						
Task 5				Subconsultant Participation	Rincon	Total Subconsultant Costs				
Task 5.1				Task 5	Task 5.1	Task 5	Task 5.1	Task 5.1	Task 4 Subtotal	Total
Grand Total				Sub-Total	Sub-Total	Sub-Total	Sub-Total	Sub-Total	Sub-Total	Sub-Total



**Rincon Consultants, Inc.**

2511 Garden Road, Suite C-250  
Monterey, California 93940

831 333 0310

info@rinconconsultants.com  
www.rinconconsultants.com

Revised May 9, 2023  
Project No: 19-07855

Nick Panofsky, Supervising Engineer  
MNS Engineers, Inc.  
811 El Capitan Way, Suite 130  
San Luis Obispo, California 93401  
Via email: [npanofsky@mnsengineers.com](mailto:npanofsky@mnsengineers.com)

**Subject: Proposal to Provide Additional Services for the Washington Street Sewer Bypass Project, Castroville Community Services District, Monterey County, California**

Dear Mr. Panofsky:

Rincon Consultants, Inc. (Rincon) is submitting this revised proposal (Amendment Request No. 1) to augment our existing scope of work for providing environmental consulting services for the proposed Castroville Community Services District (District) Washington Street Sewer Bypass Project (project).

During our biological site survey, it was determined the agricultural drainage ditch on the eastern side of Watsonville Road is a jurisdictional feature. Rincon originally submitted this amendment request on November 4, 2022. The original amendment request included additional tasks for jurisdictional permitting and for preparation of a Historical Resources Compliance Report (HRCR) to address future anticipated California Department of Transportation (Caltrans) encroachment permit requirements.

On May 8, 2023, Rincon staff participated in a phone call with MNS and District staff. On the call, District staff directed Rincon to revise our scope of work to assume the project would qualify as exempt from United States Army Corps of Engineers (USACE) jurisdictional permitting requirements. As such, we have revised this proposal to remove USACE permitting support.

In addition, we have revised this proposal to remove the Caltrans HRCR task. Since Rincon submitted the original amendment request in November 2022, we have successfully submitted non-HRCR cultural resources reports for Caltrans review and approval on other projects. To conserve District budget, we recommend submitting the previously prepared Historic Properties Identification Report (HPIR) to Caltrans with the encroachment permit application. If Caltrans requires the HPIR be re-formatted to meet their specific formatting requirements, Rincon can submit a separate scope and cost in the future.

## Revised Scope of Work

This proposal does not modify the scope for existing Tasks 1 through 13 from the original proposal, nor does it modify Task 15. This proposal adds new Task 16 to the scope of work.

### Revised Task 14: Project Management

This proposal includes additional project management hours to account for the added scope and extended duration of environmental services.



## Additional Task 16: Regulatory Permitting

Rincon will be responsible for preparation of permit applications/notifications, agency coordination, and other tasks required for compliance with the Porter-Cologne Water Quality Control Act and California Fish and Game Code. Due to the small area of disturbance and simplicity of the site (channelized ditch with clear bed and banks), Rincon assumes a full jurisdictional delineation will not be required, and the mapping conducted during the reconnaissance site visit and aerial imagery will be sufficient for permitting. We expect the permit applications/notifications to include the following items at a minimum:

- Name of applicant
- Project description
- Location description
- Description of existing conditions and expected impacts
- Proposed fill/dredge volume and/or removal of vegetation
- Proposed measures to avoid and minimize impacts to natural resources

### USACE Nationwide Permit

On May 8, 2023, District staff directed Rincon to revise our scope of work to assume the project would qualify as exempt from USACE permitting requirements. As such, this amendment request does not include USACE permitting support.

### RWQCB Waste Discharge Requirements Permit

Due to the drainage qualifying as a water of the State, issuance of a Waste Discharge Requirements (WDRs) permit from the Regional Water Quality Control Board (RWQCB) is required to achieve compliance with the Porter-Cologne Water Quality Control Act (if applicable; dependent on final design). This task involves preparation and submittal of an application for WDRs permit. We will provide MNS/the District the completed application for review and, upon approval, will submit it to the RWQCB. In addition to the required permit application items identified above, the application will include all measures that will be employed to avoid and minimize water quality impacts from construction.

We assume MNS or the District will be responsible for submitting the application fee to the RWQCB with the complete application package.

### CDFW Lake and Streambed Alteration Agreement

The proposed project will also require issuance of a Lake and Streambed Alteration Agreement (LSAA) from the California Department of Fish and Wildlife (CDFW) pursuant to Section 1600 et seq. of the CFGC. The CDFW requires notification through submittal of a notification package that includes the required permit application items identified above and the CDFW LSAA notification form to the Environmental Permit Information Management System (EPIMS) online portal. This task includes the preparation and submittal of the notification for LSAA. The completed notification will be provided to MNS/the District for review, and, upon approval, Rincon will submit the application to the CDFW.

We assume MNS or the District will be responsible for submitting the notification fee to the CDFW with the complete notification package.



### Response to Agency Comments

While it is our intention to provide complete permit applications/notifications to the agencies, we may encounter one or more agencies that deem them incomplete. It is assumed that agency staff will require additional information or clarification, such that agency coordination will be ongoing post-submittal and resubmittals may be necessary. Upon receipt of any comments on completeness of the permit applications/notifications, Rincon will prepare for MNS/District review and then submit responses and/or resubmittals to agency staff. It is assumed that all supplemental information provided will be sufficient to have the applications/notifications deemed complete, such that a third submittal would not be required. Upon the determination of permit applications/notifications completeness, Rincon will coordinate with agency staff on the timing for issuance of the permits.

Rincon’s virtual participation at up to a total of two (2) meetings with MNS/District staff and/or the agencies is assumed in this subtask. Meeting or hearing attendance would be fielded by Rincon’s project manager or another member of the management team.

### Assumptions

We have made the following assumptions:

- A formal jurisdictional delineation will not be required.
- MNS will provide necessary design details.
- One round of consolidated comments from MNS/District and one round of minimal comments from each permitting agency will be addressed.
- MNS or the District will submit fees directly to the permitting agencies.

### Schedule

Under Task 16, draft permit applications will be completed within four weeks of written authorization of this amendment. Finalized permits are expected to take 9 to 12 months.

### Cost

The estimated additional cost to complete this work scope is \$14,471, which would increase our existing budget of \$117,590 to \$132,061. See cost table below.



### RINCON CONSULTANTS, INC.

Washington St Sewer Bypass Project - Amendment No. 1

#### Environmental Services Program

Tasks	Labor	Direct Expense	Budget
Task 14. Project Management	\$1,923		\$1,923
Task 16. Regulatory Permitting	\$12,548		\$12,548
AMENDMENT NO. 1 BUDGET	\$ 14,471	\$ -	\$ 14,471



## Closing

The proposed scope of work and cost estimate are fully negotiable to meet the needs of MNS and the District. This offer for professional services will remain in effect for a period of 30 days from the date of this proposal. All work would be performed in accordance with our existing contract dated July 29, 2022.

Any questions about the proposed scope can be directed to Amanda Antonelli, Project Manager, at [aantonelli@rinconconsultants.com](mailto:aantonelli@rinconconsultants.com).

Sincerely,  
**Rincon Consultants, Inc.**

*Amanda Antonelli*

Amanda Antonelli, MESM  
Senior Environmental Planner/Project Manager

*Megan Jones*

Megan Jones, MPP  
Principal



811 El Capitan Way, Ste 130 / San Luis Obispo CA 93401  
Ph. (805) 692-6921 / F. (805) 692-6931

May 26, 2023

Eric Tynan, General Manager  
Castroville Community Services District  
11499 Geil Street  
Castroville, CA 95012

**Subject: Proposal for Professional Engineering Services – Washington Sewer Trunk Line Bypass Right-of-Way Acquisition**

Dear Mr. Tynan:

Thank you for the opportunity to submit this proposal for Professional Engineering and Construction Management Services for final design and construction of the Washington Sewer Trunk Line Bypass Project (Project) for the Castroville Community Services District (District). MNS Engineers, Inc. (MNS) offers our qualified team to provide professional services for this Project.

**Project Understanding**

MNS recently completed 60% design documents for the Washington Sewer Trunk Line Bypass for a new 24-inch trunk sewer bypass main approximately 1,200 feet in length extending from the intersection of Washington Street and Merritt Street to the corner of Washington Street and Tembladera Street, then across undeveloped areas and under Highway 1 to the Monterey Regional Water Pollution Control Agency (MRWPCA) pump station located at the south end of Watsonville Road.

The District recently has received notice of award for a \$3.15M Small Community Funding Clean Water State Revolving Funding (CWSRF) grant for final design, permitting, and construction of the Project. It is our understanding the District would like to advance the Project thru the land easement acquisition process. MNS proposes to provide the following services to achieve this goal:

- Temporary Construction and Permanent Easement Acquisition Support

**Project Scope of Work**

MNS has tailored a scope of work to provide engineering services to advance the Project. Proposed services are limited to land acquisition support. A brief description of tasks and responsibilities are described below.

**Task 1 – Project Management, QA/QC, and Meetings**

This task includes Project Management, Quality Assurance/Quality Control (QA/QC), and Meetings associated with the detailed design of the Project.

**Subtask 1.1 – Project Management**

The Project Manager will provide ongoing coordination of the project team including the District and the MNS project team. He will also monitor the budget and serve as the main point of contact with the District. Frequent phone calls and e-mail updates will be sent from the MNS Project Manager to the District General Manager in order to keep the coordination open and up-to-date. The MNS Project Manager will submit monthly invoices with all supporting documentation in a format acceptable to the District.

The MNS Project Manager will be responsible for ensuring all deliverable deadlines are met, all internal quality control reviews are completed, and the final products meet the expectations of the District.

### **Subtask 1.3 – Meetings**

Over the course of the Project, MNS will facilitate and lead meetings and conference calls as required to move the Project forward and ensure the District is informed and in concurrence with the progress of the project. The Project Manager, as well as additional staff, will attend meetings as appropriate.

We anticipate participating in bi-weekly meetings over the course of the Project which is anticipated to last for 3 months. We have budgeted to attend 7 meetings. All meetings are anticipated to be virtual.

#### **Task 1 Deliverables**

- Meeting Action Items
- Monthly Invoices

### **Task 2 – Easement Acquisition Support**

MNS will support acquisition of three permanent easements for the project, as well as three temporary construction easements for construction and long-term access for the proposed improvements.

#### **Subtask 2.1 – Easement Acquisition Support**

MNS subconsultant, Associated Right of Way Services, Inc. (AR/WS), will provide easement acquisition support. Support services include appraisals, and negotiation/acquisition support services. A detailed scope of work for AR/WS is provided as an attachment. MNS will coordinate and support the work as needed.

#### **Subtask 2.2 – Easement Plat Maps and Legal Descriptions**

MNS will prepare legal descriptions and plat maps documenting the proposed temporary and permanent easements.

#### **Task 2 Deliverables**

- Easement Acquisition Documents per AR/WS Scope of Work
- Legal Descriptions and Plat Maps

### **Task 4 – Permitting Support**

MNS will assist the District to acquire an encroachment permit from Caltrans as described in the following section.

#### **Subtask 4.1 – Caltrans Encroachment Permit**

MNS will apply for, and obtain an encroachment permit for construction of sewer main within Highway 1 and in Merritt Street (Hwy 183) from Caltrans. MNS will prepare the TR-0100 form and attach the required supporting documents including a Location Map and Traffic Control Plans and submit them to Caltrans District 5 Encroachment Permits Office for processing. We will assist the District to prepare the letter of authorization, encroachment permit applications and the applicable fees. It is expected that Caltrans will consider the current project as projects-funded-by-others using the Oversight Project (OP) process as the anticipated improvements within the State highway right-of-way is less than \$1 million. MNS will review and address comments from the Caltrans District 5 Permit Department and update the application package.

MNS proposes to communicate the schedule and funding deadlines to the Caltrans permit engineer at the beginning of the Project. The key to expedited reviews is to include all required documentation with the Encroachment Application and meet with Caltrans to explain the proposed improvements within the State right of way, the purpose and need of the Project as well as Project constraints. Our Project schedule allows for two rounds of reviews from Caltrans and a comment resolution meeting before the Encroachment Permit is issued.

We assume the District will pay all fees associated with the Caltrans permit application.

### Project Team

MNS has assembled a qualified team with the skills and expertise to bring this project to completion in line with the District's goals. Detailed resumes for individual team members are available upon request. Project roles and responsibilities will be as follows:

- Project Manager – Nick Panofsky, PE
- Survey Lead – Shane Sobecki, EIT, PLS
- Right-of-way Acquisition Support – Associated Right of Way Services
- Caltrans Permitting Support – Martha Dadala, PE

Additional staff will be utilized on an as-needed basis to complete the work as described herein.

### Compensation

MNS proposes to perform the services described herein for a not-to-exceed fee estimate of **\$81,610**. A breakdown by task is provided in the following table. A detailed fee proposal spreadsheet is provided as an attachment. All fees are in accordance with the MNS Standard Fee Schedule, also included as an attachment.

Task	Fee
Task 1 – Project Management, QA/QC, and Meetings	\$4,640
Task 2 – Easement Acquisition Support	\$54,170
Task 4 – Permitting Support	\$22,900
<b>Total</b>	<b>\$81,610</b>

### Schedule

MNS will maintain continual forward progress to advance the project through land acquisition. Due to unknown scheduling constraints associated with land acquisition and permitting, a firm schedule cannot be provided. MNS will keep the District up to date with progress of the work.

### Closing

Thank you for the opportunity to submit this proposal. We are excited and look forward to working with the District. This proposal is valid for six (6) months from the date of submission. Please feel free to contact me with any questions you may have about our submittal at 805.722.2734 or npanofsky@mnsengineers.com. Thank you for your consideration.

Sincerely,  
MNS Engineers, Inc.



Nick Panofsky, PE  
Principal Engineer

Attachments:  
MNS Fee Schedule  
MNS Fee Spreadsheet  
AR/WS Proposal





## 2023 STANDARD SCHEDULE OF FEES

### PROJECT/PROGRAM MANAGEMENT

Principal-In-Charge.....	\$325
Senior Project/Program Manager.....	310
Project/Program Manager.....	260
Assistant Project/Program Manager.....	245
Senior Project Coordinator.....	185
Project Coordinator.....	155

### ENGINEERING

Principal Engineer.....	\$290
Lead Engineer.....	255
Supervising Engineer.....	245
Senior Project Engineer.....	225
Project Engineer.....	200
Associate Engineer.....	180
Assistant Engineer.....	165

### SURVEYING

Principal Surveyor.....	\$265
Lead Surveyor.....	255
Supervising Surveyor.....	220
Senior Project Surveyor.....	200
Project Surveyor.....	175
Associate Project Surveyor.....	165
Assistant Project Surveyor.....	150
Party Chief (PW).....	180
Chainperson (PW).....	150
One-Person Survey Crew (PW).....	215

### CONSTRUCTION MANAGEMENT

Principal Construction Manager.....	\$315
Senior Construction Manager.....	275
Senior Resident Engineer.....	250
Resident Engineer.....	240
Structure Representative.....	235
Construction Manager.....	220
Assistant Resident Engineer.....	200
Sr. Construction Inspector (PW).....	175
Construction Inspector (PW).....	168
Office Administrator.....	130

### TECHNICAL SUPPORT

CADD Manager.....	\$200
Supervising Technician.....	170
Senior Technician.....	160
Engineering Technician.....	125

### ADMINISTRATIVE SUPPORT

Senior Management Analyst.....	\$185
Management Analyst.....	155
IT Technician.....	140
Graphics/Visualization Specialist.....	150
Administrative Assistant.....	100

### GOVERNMENT SERVICES

City Engineer.....	\$250
Deputy City Engineer.....	225
Assistant City Engineer.....	215
Plan Check Engineer.....	190
Permit Engineer.....	185
City Inspector.....	185
Senior City Inspector (PW).....	195
City Inspector (PW).....	185
Principal Stormwater Specialist.....	180
Senior Stormwater Specialist.....	170
Stormwater Specialist.....	160
Stormwater Technician.....	140
Building Official.....	220
Senior Building Inspector.....	235
Building Inspector.....	165
Planning Director.....	225
Senior City Planner.....	205
Assistant Planner.....	195
Senior Grant Writer.....	180
Grant Writer.....	170
Associate Grant Writer.....	150
Assistant Grant Writer.....	130

### DIRECT EXPENSES

Use of outside consultants as well as copies, blueprints, survey stakes, monuments, computer plots, telephone, travel (out of area) and all similar charges directly connected with the work will be charged at cost plus fifteen percent (15%). Mileage will be charged at the current federal mileage reimbursement rate.

### PREVAILING WAGE RATES

Rates shown with Prevailing Wage "(PW)" annotation are used for field work on projects subject to federal or state prevailing wage law and are subject to increases per DIR.

### ANNUAL ESCALATION

Standard fee rates provided for each classification are subject to 3.5% annual escalation or the most recent US Bureau of Labor Statistics Consumer Price Index, whichever is higher.

### OVERTIME

Overtime for non-exempt employees will be charged at 1.5 x hourly rate; overtime for exempt employees and other classification will be charged at 1 x hourly rate.



**SCOPE OF WORK**

Associated Right of Way Services, Inc. (AR/WS) will provide right of way services to MNS Engineers, Inc. (Client) for the Castroville Community Services District’s (District) Washington Sewer Line Bypass Project.

The subject properties are identified as:

No.	APN	OWNER	ACQUISITION TYPE
1	030-141-022	Salvador Alvarez	Permanent Easement and TCE
2	030-141-023	Salvador Alvarez	Permanent Easement and TCE
3	133-143-016	Vegetable Ranches LLC	Permanent Easement and TCE

ASSUMPTIONS:

- Parcel Nos. 1 & 2 represent one larger parcel and will be included in one appraisal report.
- This project will not use federal funds.
- There are no impacts to existing buildings or structures, and only minor impacts to site improvements such as gravel and fencing.
- Acquisitions from Parcel Nos. 1 & 2 will not impact or require acquisition of any mobile homes.

PROJECT MANAGEMENT – GENERAL CONSULTATION

- Establish work process with Client and schedule, manage and coordinate all real estate functions.
- On-going consultation, meetings and recurring project management duties.
- Coordinate with Client, District, appraiser, property acquisition agent and legal counsel.
- Assistance with analyzing various courses of action. Work with Client and District to resolve problems and recommend solutions.
- Contract management, budget monitoring and control, and project reporting.
- Implementation and compliance with applicable state laws and regulations.
- Maintaining accurate records. Monitor work plan and work flow.

DELIVERABLES

- ✓ Project status report spreadsheets.

APPRAISAL

- Appraisals to be delivered to Client and District staff as directed.
- The initial appraisal budget assumes there are no damages to the subject remainder parcels due to the proposed acquisitions and/or the construction of the project. Should it be determined there are damages, additional services will be billed on an hourly basis following a discussion with the Client and amendment to our agreement.
- Appraisals to be prepared in accordance with California Eminent Domain Law, California Government Code Section 7260 et seq., and the Uniform Standards of Professional Appraisal Practice requirements, except as jurisdictionally exempt.
- The owner or a designated representative will be invited by the appraiser to accompany him/her during the inspection of the property.
- Appraisals to be prepared in an Appraisal Report format in accordance with Uniform Standards of Professional Appraisal Practice, Standard Rule 2-2.

- Appraisal is for the “Fair Market Value” of the property as per California Code of Civil Procedure, Section 1263.320.
- The appraiser will issue the necessary public acquisition informational brochure to all owners.
- The market value of the property taken will not include any increase or decrease in the value of the property that is attributable to any of the following:
  - The project for which the property is taken;
  - The eminent domain proceeding in which the property is taken;
  - Any preliminary actions of the acquiring authority relating to the taking of the property.
- If revisions are made to the property or assignment requirements during the appraisal process or upon completion of the report, appraisal time to address these revisions will be billed on an hourly basis in accordance with the AR/WS Fee Schedule. (Optional Service)

#### DELIVERABLES

- ✓ Draft Notice of Decision to Appraise for approval.
- ✓ Appraisal Report.

#### CLIENT/DISTRICT OBLIGATIONS

- Legal descriptions and plat maps.
- Design information and construction plans.
- Current title reports for each ownership.
- Environmental reports, if available.

#### NEGOTIATIONS / ACQUISITIONS

- AR/WS to prepare acquisition documents. Said documents include, but are not limited to: offer letter, appraisal summary statement and summary of the basis for just compensation, summary statement pertaining to the acquisition of real property or an interest therein, purchase agreement, deed, and public acquisition brochure. AR/WS will initiate and maintain individual acquisition files. All acquisition documents to receive District’s written approval as to form prior to use in the field.
- AR/WS will negotiate to acquire permanent easements and temporary construction easements as identified by the Client. We are assuming there will be negotiations with up to 2 property owners and no lessees.
- All discussions for the acquisition of property or an interest therein will be directed to result in the payment of just compensation.
- If settlement with owners is reached pursuant to the District approved appraisal or District approved administrative settlement, AR/WS will prepare a Memorandum of Settlement for transmittal to District, reviewing the issues. This memorandum will require District written approval before implementation of any settlement agreement.
- AR/WS will make every reasonable effort to acquire property on behalf of the District expeditiously through agreement with its owner and to avoid litigation. This may necessitate greater levels of effort in the negotiations phase and, where appropriate, should continue after eminent domain has been initiated. District will provide ongoing feedback to AR/WS as to authorization for settlements.
- AR/WS will establish a process of coordinating escrow closings and reviewing escrow instructions. Where there are escrow closings, preparation of escrow instructions will be completed by title company. Approval

of conditions of title and escrow instructions, including but not limited to, "subject to" title exceptions, will be done by District.

- If agreement with all owners cannot be reached, AR/WS will advise District that negotiations have reached an impasse. The District will consider scheduling of an action in eminent domain including the required public necessity hearing. AR/WS will provide condemnation support as needed and requested, budget allowing.

#### DELIVERABLES

- ✓ Draft Acquisition Documents for approval.
- ✓ Memorandum of Settlement and Signed Agreement (upon settlement).
- ✓ Notice that negotiations have reached an impasse (if needed).

#### CLIENT/DISTRICT OBLIGATIONS

- Written approval of all acquisition documents in a timely manner.
- Direction as to administrative settlements, negotiating authority and condition of title acceptance.
- Providing any formats to be used by AR/WS on District's behalf.
- Selection of title company.
- Review and approval of title company prepared escrow instructions.

**BUDGET ESTIMATE**

TASKS	BUDGET
1. <u>Project Management</u> <i>(Time Charged)</i>	\$4,200
2. <u>Appraisal Services</u> <i>(Lump Sum)</i>	\$17,850
3. <u>Negotiation/Acquisition Services</u> <i>(Time Charged)</i>	\$15,750
<b>Total</b>	<b>\$37,800</b>

**BUDGET NOTES**

A budget of **\$37,800** is requested. Appraisal services are billed lump sum. All other services are billed on an hourly basis in conformance with the attached AR/WS Fee Schedule. Estimated costs are based on preliminary information. Variables not known on the date of this estimate or additional project information may impact scope and fees.

AR/WS FEE SCHEDULE

CONSULTING CATEGORY	RATE
Principal Consultant	\$275.00
Managing Consultant	\$225.00
Consultant III	\$170.00
Consultant II	\$150.00
Consultant I	\$130.00
Right of Way Technician	\$105.00
Administrative Support	\$85.00
Appraisal Reports	Lump Sum
Appraiser III (MAI) (Hourly)	\$225.00
Appraiser II (Hourly)	\$205.00
Appraiser I (Hourly)	\$180.00
Subcontractors	Cost + 10%
Preparation for Court Appearances	\$300.00
Depositions, Court Appearances, Arbitrations / Mediations, Hearings, and Testimony	\$400.00

1. AR/WS estimated budget assumes timely assignment by Client of all appraisals, acquisition parcels and relocation cases. Deferring or "piece meal" assignments adds to level of effort and costs.
2. Client to provide written appraisal approval. Client to sign Offers of Just Compensation as reflected in the Appraisal Summary Statement(s). Client letterhead to be used for offers and significant correspondence, including Notices of Decision to Appraise and acquisition and relocation notices. Initiation of acquisition work assumes that Client has secured any required environmental certification as well as any federal or state approvals to begin right of way services.
3. All services to be provided pursuant to the Uniform Relocation Assistance and Real Property Acquisition Policies Act and applicable state and federal laws, related guidelines and regulations.
4. Client to provide adequate appraisal maps, plat maps, construction plans, mitigation measures, preliminary title reports, legal descriptions and deed sheets (*for easements*).
5. Unless noted otherwise, pre-acquisition activities for soliciting Permits to Enter for soils/testing/contract work, Rights of Entry, Agreements for Possession and Use are not included.
6. Except for appraisals, which are typically charged lump sum; this is a "time charged" contract in accordance with the AR/WS Fee Schedule. Material changes to the contracted Scope of Work after services begin will add to the original budget/contract amount. Material changes, for which AR/WS is not responsible, include, but are not limited to, addition of new parcels, schedule changes, new and revised legislation, regulations, statutes or ordinances by any public entity or legislature, extended negotiations, multiple vestings, title complications, relocation complications, hard to house households, unrecorded claims, extended site searches, eminent domain actions, design changes, revised or updated appraisals. This Agreement is not a guarantee of property rights requested or displacements completed for a fixed budget amount. Unless otherwise agreed, preparation for or attendance at depositions, relocation appeals, expert witness testimony or court appearances are not included in the budget.
7. Budget to be reviewed periodically. AR/WS may reapportion budget allocations among categories. Team composition may be adjusted by AR/WS.
8. Escrow costs and title reports shall be paid by Client. Escrow instructions to be prepared by Title Company with AR/WS coordination. Client to determine acceptable condition of title and what, if any, title exceptions to take "subject to". AR/WS to assist and consult as requested.
9. Upon written notice from Client, AR/WS will suspend, delay, or interrupt all or a part of its services. In such event, AR/WS will resume services upon written notice from Client. An extension of time and added costs will be mutually agreed upon within a reasonable time following re-initiation of all or any part of services.
10. Client will give prompt notice to AR/WS whenever Client observes or becomes aware of any development that affects the scope or timing of AR/WS' services, or any defect in the work of AR/WS.
11. Unless otherwise noted, preparation of Caltrans Right of Way Certification documents is not included in the Scope of Services.
12. AR/WS understands that construction and design plans are subject to some change. AR/WS will accommodate changes in the property requirements, including number or parcels, acquisitions and relocations. Changes in proposed acquisitions after appraisals have begun or negotiations/relocations have commenced will add time and expense to assignments. The parties acknowledge that such revisions may add to costs.
13. AR/WS reviews and adjusts billing rates and fees from time to time, generally as of January 1<sup>st</sup> of each year, but no more than once annually. Any rate adjustments will be reflected in the AR/WS monthly invoice.
14. Except for Client's obligations to pay for services rendered, no liability will attach to either AR/WS or Client from delay in performance or non-performance caused by circumstances or events beyond the reasonable control of the party affected, including, but not limited to, acts of God, fire, flood, explosion, war, request or intervention of a governmental authority, court order, labor relations, accidents, unanticipated delays or inability to obtain materials, equipment, fuel or transportation.
15. Once AR/WS has completed an appraisal, the fee for that appraisal is due and payable upon Client's receipt of invoice. If any formal or informal appraisal review requires additional appraisal services after AR/WS has completed an appraisal, these additional appraisal services will be billed on a time-charged basis in accordance with the AR/WS Fee Schedule.
16. AR/WS submits invoices on a monthly basis. If AR/WS is a sub-consultant to a prime consultant, that prime consultant agrees to bill its Client within thirty (30) calendar days of receipt of the AR/WS monthly invoice.





# CASTROVILLE COMMUNITY SERVICES DISTRICT

From the desk of  
Eric Tynan – General Manager

**TO:** CCSD Board of Directors

**DATE:** June 20, 2023

**RE:** Consider Approving MNS Proposal for Moss Landing Wastewater System Rehabilitation Project Amendment Request No. 2

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## **RECOMMENDATION:**

Approve Amendment Request No. 2 for the Moss Landing Wastewater System Rehabilitation Project for \$59,014.

## **SUMMARY:**

MNS has taken the Moss Landing Wastewater System Rehabilitation Project thru the 60% design stage, helped get a implementation grant for \$500,000 used towards creating the plans and documents necessary to apply for the full construction grant.

This cost amendment covers the completion of revisions to the technical studies and Administrative Draft Initial Study-Mitigated Negative Declaration as well as the increased cost of the cultural resources records search and out-of-scope work related to the presence of two known cultural resources within the Area of Potential Effect.

Additional Planning and Design Effort: The Project contract was based on the decision to replace Lift Station No. 2 force main in the existing alignment below the Elkhorn Slough Bridge. During the planning phase of the Project, a decision was made to construct the replacement for the force main on a planned pedestrian bridge being designed by the County of Monterey. The Project Preliminary Engineering Report (PER) was finalized based on this decision, and environmental permitting and design initiated. The County pedestrian bridge project subsequently was placed on hold due to external forces, and a decision was made to return to the original plan to replace the force main in the existing alignment below the Elkhorn Slough Bridge. This change resulted in a required revision to the Final PER, as well as redesign efforts to the Project plans. These changes resulted in additional coordination with the County of Monterey and the pedestrian bridge designer, additional planning efforts to develop an additional PER submittal, and changes to design document to realign the pipeline.

## **FISCAL IMPACT:**

Additional costs of \$59,014



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people's lives every day

June 16, 2023

Eric Tynan, General Manager  
Castroville Community Services District  
11499 Geil Street  
Castroville, CA 95012

**Subject: Professional Engineering Services – Moss Landing Wastewater System Rehabilitation Project  
Amendment Request No. 2**

Dear Mr. Tynan:

Thank you for the opportunity to submit this amendment request for additional services for the Moss Landing Wastewater System Rehabilitation Project (Project) for the Castroville Community Services District (District).

**Project Understanding**

MNS is currently providing services to the District for the Project, which includes proposed improvements to Lift Station No. 1 – Struve Road, Lift Station No. 2 – Little Baja, Lift Station No. 3 – Sandholdt Road, Lift Station No. 4 – Potrero Road, replacing/lining approximately 2,700 linear feet of existing 4-inch force main from Lift Station No. 2 crossing Elkhorn Slough along State Route 1, replacing an 8-inch gravity sewer main from manhole 36 to Lift Station 3 on Sandholdt Road, replacing a section of pipe from manhole 39 to manhole 38 on Sandholdt Road, and lining manholes 27-30 and 41-47.

Over the course of the Project, additional effort has been required, which was not included in the contracted Project scope. These costs are related to additional project management efforts, additional planning and design efforts, and additional environmental permitting work. Information documenting additional effort is provided as follows:

**Additional Project Management:**

The MNS team budgeted for four formal meetings over the course of the Project. During advancement of the work, the need for more frequent meetings was identified. To date, an estimated 40 meetings have been held to maintain forward progress on the Project.

**Additional Planning and Design Effort:**

The Project contract was based on the decision to replace Lift Station No. 2 force main in the existing alignment below the Elkhorn Slough Bridge. During the planning phase of the Project, a decision was made to construct the replacement for the force main on a planned pedestrian bridge being designed by the County of Monterey. The Project Preliminary Engineering Report (PER) was finalized based on this decision, and environmental permitting and design initiated. The County pedestrian bridge project subsequently was placed on hold due to external forces, and a decision was made to return to the original plan to replace the force main in the existing alignment below the Elkhorn Slough Bridge. This change resulted in a required revision to the Final PER, as well as redesign efforts to the Project plans. These changes resulted in additional coordination with the County of Monterey and the pedestrian bridge designer, additional planning effort to develop an additional PER submittal, and changes to design document to realign the pipeline.

During preparation of the Draft, Final, and Revised Final PER, Lift Station No. 1 was proposed to be relocated to an alternate location on the same private parcel as the existing lift station. Initial negotiations and a site visit were completed to review the lift station placement. Subsequent to the initial negotiations, during preparation of the 30% Design, it was decided to relocate Lift Station No. 1 to an alternative parcel, reinitiating negotiations for land acquisition.

**Additional Environmental Permitting Effort:**

MNS subconsultant, Rincon Consultants, Inc. (Rincon), is providing environmental services for the Project including preparation of an Initial Study and Mitigated Negative Declaration (ISMND) for the project. With District concurrence, the environmental was initiated based on the final PER. Following revision of the PER, a portion of the environmental work

811 El Capitan Way | Suite 130  
San Luis Obispo, CA 93401  
Main: 805 787 0326  
[WWW.MNSENGINEERS.COM](http://WWW.MNSENGINEERS.COM)

» CIVIL ENGINEERING  
» CONSTRUCTION MANAGEMENT  
» LAND SURVEYING



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needed to be revised based on the force main realignment discussed above. These revisions incurred additional costs. Rincon's amendment request associated with this change is provided as an attachment to this amendment request.

### Project Scope of Work

Due to the changes to the scope of the Project, MNS proposes to facilitate additional support services as described in the following tasks.

#### Task 2 – Preliminary Engineering Report

##### Subtask 2.1 – Project Management

MNS will provide additional project management and meetings associated with preparation of the PER. These additional services include up to 20 additional update meetings and preparation of meeting minutes/action items.

##### Subtask 2.2 – Preliminary Design Report

MNS will revise the Final Preliminary Engineering Report, and prepare a Revised Final Preliminary Engineering Report, incorporating the modifications discussed above.

#### Task 3 – Plans and Specifications

##### Subtask 3.1 – Project Management

MNS will provide additional project management and meetings associated with preparation of design documents. These additional services include up to 20 additional update meetings and preparation of meeting minutes/action items.

##### Subtask 3.6 – 30% Design

MNS will complete additional coordination with the County of Monterey and the pedestrian bridge designer, and revised design documents to realign the pipeline alignment. Additionally, MNS will coordinate with private landowners to locate and coordinate the design for Lift Station No. 1.

#### Task 4 – Environmental Documents

##### Subtask 4.2 – CEQA and Federal Cross Cutter Documentation

MNS subconsultant, Rincon, will update and revise environmental documents as required by the alignment change at the Elkhorn Slough Bridge. A detailed amendment request for Rincon's additional services is provided as an attachment.

### Compensation

MNS proposes to perform the services described herein for a not-to-exceed fee estimate of **\$59,014**. A detailed fee proposal spreadsheet is provided as an attachment. All fees are in accordance with the 2023 MNS Standard Fee Schedule, also included as an attachment.



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### Closing

Thank you for the opportunity to submit this amendment proposal. We are excited and look forward to continuing work with the District. Please feel free to contact me at 805.722.2734 or [npanofsky@mnsengineers.com](mailto:npanofsky@mnsengineers.com) with any questions you may have about this submittal. Thank you for your consideration.

Sincerely,  
**MNS Engineers, Inc.**

A handwritten signature in black ink, appearing to read "Nick Panofsky", written over a light grey rectangular background.

Nick Panofsky, PE  
Principal Engineer

Attachments:  
MNS Fee Schedule  
MNS Fee Spreadsheet  
Rincon Amendment Proposal



## 2023 STANDARD SCHEDULE OF FEES

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Party Chief (PW).....	180
Chainperson (PW).....	150
One-Person Survey Crew (PW).....	215

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Resident Engineer.....	240
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Construction Manager.....	220
Assistant Resident Engineer.....	200
Sr. Construction Inspector (PW).....	175
Construction Inspector (PW).....	168
Office Administrator.....	130

### TECHNICAL SUPPORT

CADD Manager.....	\$200
Supervising Technician.....	170
Senior Technician.....	160
Engineering Technician.....	125

### ADMINISTRATIVE SUPPORT

Senior Management Analyst.....	\$185
Management Analyst.....	155
IT Technician.....	140
Graphics/Visualization Specialist.....	150
Administrative Assistant.....	100

### GOVERNMENT SERVICES

City Engineer.....	\$250
Deputy City Engineer.....	225
Assistant City Engineer.....	215
Plan Check Engineer.....	190
Permit Engineer.....	185
City Inspector.....	185
Senior City Inspector (PW).....	195
City Inspector (PW).....	185
Principal Stormwater Specialist.....	180
Senior Stormwater Specialist.....	170
Stormwater Specialist.....	160
Stormwater Technician.....	140
Building Official.....	220
Senior Building Inspector.....	235
Building Inspector.....	165
Planning Director.....	225
Senior City Planner.....	205
Assistant Planner.....	195
Senior Grant Writer.....	180
Grant Writer.....	170
Associate Grant Writer.....	150
Assistant Grant Writer.....	130

### DIRECT EXPENSES

Use of outside consultants as well as copies, blueprints, survey stakes, monuments, computer plots, telephone, travel (out of area) and all similar charges directly connected with the work will be charged at cost plus fifteen percent (15%). Mileage will be charged at the current federal mileage reimbursement rate.

### PREVAILING WAGE RATES

Rates shown with Prevailing Wage "(PW)" annotation are used for field work on projects subject to federal or state prevailing wage law and are subject to increases per DIR.

### ANNUAL ESCALATION

Standard fee rates provided for each classification are subject to 3.5% annual escalation or the most recent US Bureau of Labor Statistics Consumer Price Index, whichever is higher.

### OVERTIME

Overtime for non-exempt employees will be charged at 1.5 x hourly rate; overtime for exempt employees and other classification will be charged at 1 x hourly rate.





Rincon Consultants, Inc.  
2511 Garden Road, Suite C-250  
Monterey, California 93940

831 333 0310

info@rinconconsultants.com  
www.rinconconsultants.com

August 10, 2022  
Project No: 20-10732

Nick Panofsky, PE, Lead Engineer  
MNS Engineers, Inc.  
811 El Capitan Way, Suite 103  
San Luis Obispo, California 93401  
Via email: [npanofsky@mnsengineers.com](mailto:npanofsky@mnsengineers.com)

**Subject: Proposal for Additional Services for the Moss Landing Wastewater System Rehabilitation Project, Castroville Community Services District**

Dear Mr. Panofsky:

Rincon Consultants, Inc. (Rincon) is submitting this proposal to augment our existing scope of work for providing environmental consulting services for the proposed Moss Landing Wastewater System Rehabilitation Project. Since initiation of our current scope of work and approval of the Project Description, the project design has been modified in two key ways:

1. The design plan for the Lift Station No. 2 Force Main has been modified from the original plan for attachment of a new pipeline to the County of Monterey's pedestrian bridge over Elkhorn Slough to replacement of the existing pipeline along its current alignment attached to the State Route 1 bridge over Elkhorn Slough.
2. Temporary dewatering activities during construction have been determined to be necessary at Lift Station Nos. 1, 3, and 4 and Pipe Repair P-1, which require some additional areas of disturbance and additional project activities not previously considered (e.g., groundwater discharge, use of a drill rig).

Prior to these design changes, Rincon had completed most of the analysis for the technical studies and Administrative Draft Initial Study-Mitigated Negative Declaration using the approved Project Description. As a result, revisions to the technical studies and Administrative Draft Initial Study-Mitigated Negative Declaration are necessary to account for these project design changes. In addition, the direct cost of the cultural resources records search from the Northwest Information Center increased from our original estimate of \$1,000 (\$1,150 with Rincon's standard 15 percent mark-up) to \$2,572 (\$2,958 with Rincon's standard 15 percent mark-up) due to the substantial number of previously completed cultural resources studies and previously recorded cultural resources and the need to provide the full records and maps for every resource within or adjacent to the project's area of potential effect to satisfy State Water Resources Control Board requirements. Furthermore, due to the presence of two known cultural resources within the Area of Potential Effect for the project, Rincon is required to update the Department of Parks and Recreation Series 523 forms for these resources and evaluate project impacts to these resources in the Historic Properties Identification Report for it to meet State Water Resources Control Board requirements.



This cost amendment covers the completion of revisions to the technical studies and Administrative Draft Initial Study-Mitigated Negative Declaration as well as the increased cost of the cultural resources records search and out-of-scope work related to the presence of two known cultural resources within the Area of Potential Effect. The estimated additional cost to complete this work scope is \$19,899, which would increase our existing budget of \$94,281 to \$114,180.

The proposed scope of work is fully negotiable to meet the needs of MNS and Castroville Community Services District. This offer for professional services will remain in effect for a period of 30 days from the date of this proposal. All work would be performed in accordance with our existing contract dated November 22, 2021.

Sincerely,  
**Rincon Consultants, Inc.**

*Annaliese Miller*

Annaliese Miller  
Senior Environmental Planner / Project Manager

*Megan Jones*  
Megan Jones  
Principal

You can authorize Rincon Consultants, Inc. to proceed with the additional services by signing below.

\_\_\_\_\_





**CASTROVILLE COMMUNITY  
SERVICES DISTRICT**

From the desk of  
Eric Tynan – General Manager

**TO:** CCSD Board of Directors

**DATE:** June 20, 2023

**RE:** Consider Approving Pedestrian Overpass Maintenance “Landscaping” Agreement with Department of Transportation Referred to as “State”

---

**RECOMMENDATION:**

Approve the agreement as written with bollards and other landscaping references deleted. The only services CCSD would be providing are mural maintenance, graffiti removal and existing lighting maintenance.

**SUMMARY:**

North County Park & Recreation District has agreed to take on most of the “Landscaping and Parklet Maintenance” as CCSD is ill equipped and does not have the time or resources to take on the additional aspects the State was asking for.

**FISCAL IMPACT:**

Costs of less than \$2,000

**PEDESTRIAN OVERPASS MAINTENANCE ( LANDSCAPE) AGREEMENT  
WITH THE CASTROVILLE COMMUNITY SERVICES DISTRICT**

THIS AGREEMENT is made effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between the State of California, acting by and through the Department of Transportation, hereinafter referred to as "STATE" and the Castroville Community Services District; hereinafter referred to as "CCSD" and collectively referred to as "PARTIES".

1. The PARTIES hereto mutually desire to identify the maintenance responsibilities of CCSD for newly constructed or revised improvements within STATE's right of way.
2. This Agreement addresses CCSD responsibility for the Clean California Project features lighting & graffiti including on bridge murals (collectively the "LANDSCAPING") placed within State Highway right of way on State Route 156, as shown on Exhibit A, attached to and made a part of this Agreement.
3. Maintenance responsibilities that include, but are not limited to, inspection, providing emergency repair, replacement, and maintenance, (collectively hereinafter "MAINTAIN/MAINTENANCE") of LANDSCAPING as shown on said Exhibit "A."
4. The degree or extent of maintenance work to be performed, and the standards, therefore, shall be in accordance with the provisions of Section 27 of the Streets and Highways Code and the then current edition of the State Maintenance Manual.
5. CCSD agrees, at CCSD expense, to do the following:
  - 5.1. CITY/COUNTY contractors will be required to obtain an Encroachment Permit prior to the start of any work within STATE's right of way.
  - 5.2. CCSD shall ensure that LANDSCAPED areas designated on Exhibit "A" are provided with adequate scheduled routine MAINTENANCE necessary to MAINTAIN a neat and attractive appearance.
    - 5.2.1. To expeditiously MAINTAIN, replace, repair or remove from service any LANDSCAPING system component that has become unsafe or unsightly.
  - 5.3. CCSD shall ensure LANDSCAPING within the Agreement limits provides for removal of dirt, debris, graffiti, and any deleterious item or material on or about the LANDSCAPING in an expeditious manner.
  - 5.4. To remove LANDSCAPING and appurtenances and restore STATE owned areas to a safe and attractive condition acceptable to STATE in the event this Agreement is terminated as set forth herein.

6. STATE may provide CCSD with timely written notice of unsatisfactory conditions that require correction by the CCSD. However, the non-receipt of notice does not excuse CCSD from maintenance responsibilities assumed under this Agreement.

7. STATE shall issue encroachment permits to CCSD and CCSD contractors at no cost to them.

8. LEGAL RELATIONS AND RESPONSIBILITIES:

8.1. Nothing within the provisions of this Agreement is intended to create duties or obligations to or rights in third parties not party to this Agreement, or affect the legal liability of either PARTY to this Agreement by imposing any standard of care respecting the design, construction and maintenance of these STATE highway improvements or CCSD facilities different from the standard of care imposed by law.

8.2. If during the term of this Agreement, CCSD should cease to MAINTAIN the LANDSCAPING to the satisfaction of STATE as provided by this Agreement, STATE may either undertake to perform that MAINTENANCE on behalf of CCSD at CCSD's expense or direct CCSD to remove or itself remove LANDSCAPING at CCSD's sole expense and restore STATE's right of way to its prior or a safe operable condition. CCSD hereby agrees to pay said STATE expenses, within thirty (30) days of receipt of billing by STATE. However, prior to STATE performing any MAINTENANCE or removing LANDSCAPING, STATE will provide written notice to CCSD to cure the default and CCSD will have thirty (30) days within which to affect that cure.

8.3. Neither CCSD nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by STATE under or in connection with any work, authority or jurisdiction arising under this Agreement. It is understood and agreed that STATE shall fully defend, indemnify and save harmless CCSD and all of its officers and employees from all claims, suits or actions of every name, kind and description brought forth under, including, but not limited to, tortious, contractual, inverse condemnation and other theories or assertions of liability occurring by reason of anything done or omitted to be done by STATE under this Agreement with the exception of those actions of STATE necessary to cure a noticed default on the part of CCSD.

8.4. Neither STATE nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by CCSD under or in connection with any work, authority or jurisdiction arising under this Agreement. It is understood and agreed that CCSD shall fully defend, indemnify and save harmless STATE and all of its officers and

employees from all claims, suits or actions of every name, kind and description brought forth under, including, but not limited to, tortious, contractual, inverse condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by CCSD under this Agreement.

#### 8.5. PREVAILING WAGES:

8.5.1. Labor Code Compliance- If the work performed under this Agreement is done under contract and falls within the Labor Code section 1720(a)(1) definition of a "public works" in that it is construction, alteration, demolition, installation, or repair; or maintenance work under Labor Code section 1771. CCSD must conform to the provisions of Labor Code sections 1720 through 1815, and all applicable provisions of California Code of Regulations found in Title 8, Chapter 8, Subchapter 3, Articles 1-7. CCSD agrees to include prevailing wage requirements in its contracts for public works. Work performed by CCSD'S own forces is exempt from the Labor Code's Prevailing Wage requirements.

8.5.2. Requirements in Subcontracts - CCSD shall require its contractors to include prevailing wage requirements in all subcontracts when the work to be performed by the subcontractor under this Agreement is a "public works" as defined in Labor Code Section 1720(a)(1) and Labor Code Section 1771. Subcontracts shall include all prevailing wage requirements set forth in CCSD's contracts.

9. INSURANCE - CCSD and its contractors shall maintain in force, during the term of this agreement, a policy of general liability insurance, including coverage of bodily injury liability and property damage liability, naming the STATE, its officers, agents and employees as the additional insured in an amount of \$1 million per occurrence and \$2 million in aggregate and \$5 million in excess. Coverage shall be evidenced by a certificate of insurance in a form satisfactory to the STATE that shall be delivered to the STATE with a signed copy of this Agreement.

10. TERMINATION - This Agreement may be terminated by timely mutual written consent by PARTIES, and CCSD's failure to comply with the provisions of this Agreement may be grounds for a Notice of Termination by STATE.

11. TERM OF AGREEMENT -This Agreement shall become effective on the date first shown on its face sheet and shall remain in full force and effect until amended or terminated at any time upon mutual consent of the PARTIES or until terminated by STATE for cause.

PARTIES are empowered by Streets and Highways Code Section 114 & 130 to enter into this Agreement and have delegated to the undersigned the authority to execute this

Agreement on behalf of the respective agencies and covenants to have followed all the necessary legal requirements to validly execute this Agreement.

IN WITNESS WHEREOF, the PARTIES hereto have set their hands and seals the day and year first above written.

THE CASTROVILLE COMMUNITY  
SERVICES DISTRICT

STATE OF CALIFORNIA  
DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_  
President of the Board

Initiated and Approved

By: \_\_\_\_\_  
District General Manager

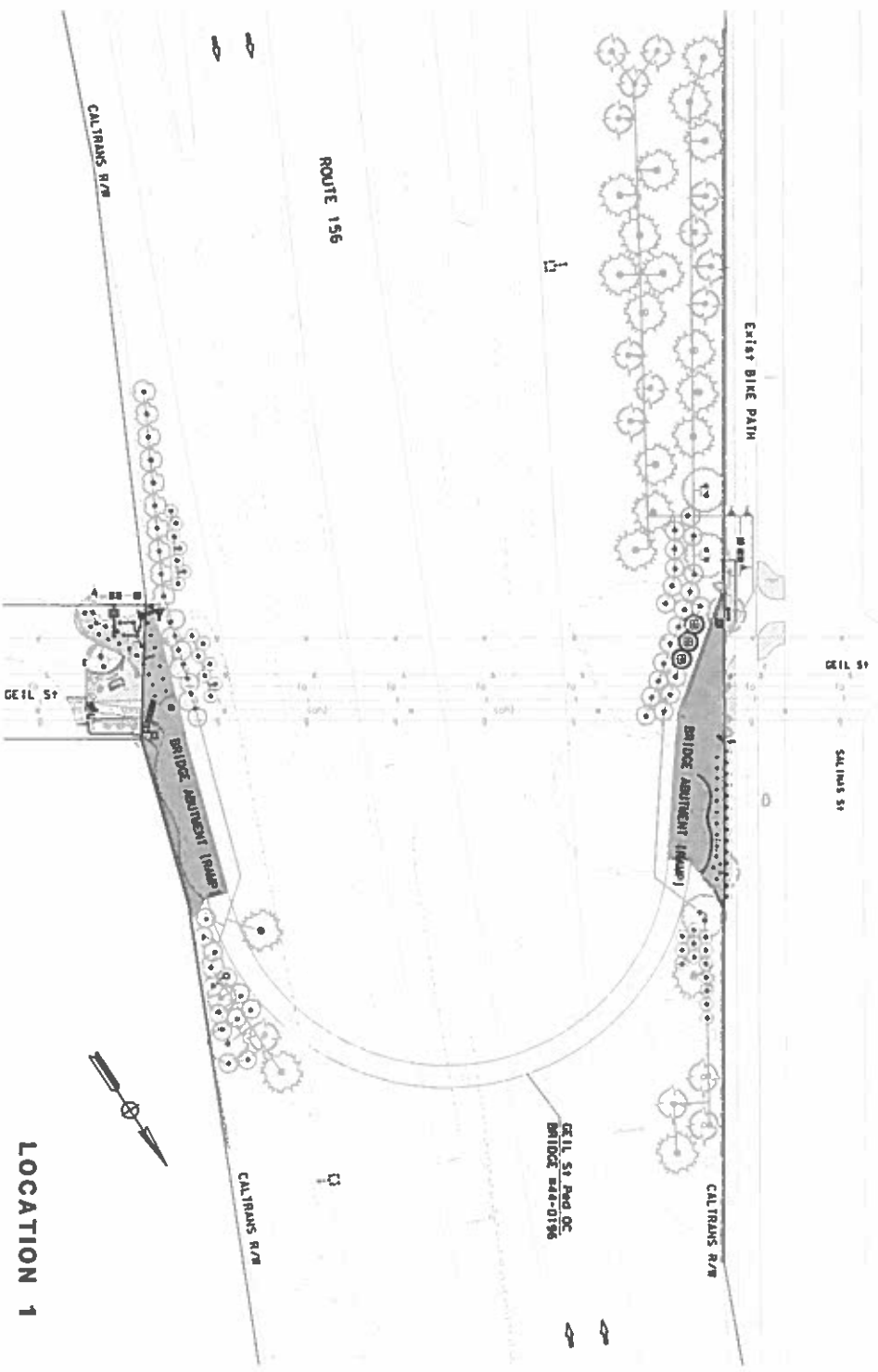
By: \_\_\_\_\_  
Deputy District Director  
Maintenance District 5

ATTEST:

By: \_\_\_\_\_  
Secretary to the Board

By: \_\_\_\_\_  
District Counsel

LANDSCAPE MAINTENANCE AGREEMENT  
 WITH CASTROVILLE COMMUNITY SERVICES DISTRICT  
 EXHIBIT "A"  
 GEIL ST PEDESTRIAN OC - SR 156



LOCATION 1

LEGEND:  
 AREA MAINTAINED BY CCSO

DIST	COUNTY	ROUTE	TOTAL PROJECT	PROJECT TOTAL
05	Mon	156	R1-A	2
				2

**Eric Tynan**

---

**From:** SanitarySewer@waterboards.ca.gov  
**Sent:** Friday, June 2, 2023 3:22 PM  
**To:** eric@castrovillecsd.org  
**Subject:** Sewer System Management Plan Certification Approved

Thank you for completing the Sewer System Management Plan certification.

**STATE WATER RESOURCES CONTROL BOARD**  
**1001 I Street, Sacramento, California 95814**  
**ORDER WQ 2022-0103-DWQ**  
**STATEWIDE WASTE DISCHARGE REQUIREMENTS**  
**GENERAL ORDER FOR SANITARY SEWER SYSTEMS**

This Order was adopted by the State Water Resources Control Board on December 6, 2022.

This Order shall become effective **180 days after the Adoption Date of this General Order**, on June 5, 2023.

The Enrollee shall comply with the requirements of this Order upon the Effective Date of this General Order.

This General Order does not convey any property rights of any sort or any exclusive privileges. The requirements prescribed herein do not authorize the commission of any act causing injury to persons or property, protect the Enrollee from liability under federal, state, or local laws, nor create a vested right for the Enrollee to continue the discharge of waste.

**CERTIFICATION**

I, Jeanine Townsend, Clerk to the Board, do hereby certify that this Order with all attachments is a full, true, and correct copy of the Order adopted by the State Water Board on December 6, 2022.

AYE:           Chair E. Joaquin Esquivel  
                  Vice Chair Dorene D'Adamo  
                  Board Member Sean Maguire  
                  Board Member Laurel Firestone  
                  Board Member Nichole Morgan

NAY:           None

ABSENT:       None

ABSTAIN:      None

*Courtney Tyler* for  
\_\_\_\_\_  
Jeanine Townsend  
Clerk to the Board



# STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

## 1. INTRODUCTION

This General Order regulates sanitary sewer systems designed to convey sewage. For the purpose of this Order, a sanitary sewer system includes, but is not limited to, pipes, valves, pump stations, manholes, siphons, wet wells, diversion structures and/or other pertinent infrastructure, upstream of a wastewater treatment plant headworks. A sanitary sewer system includes:

- Laterals owned and/or operated by the Enrollee;
- Satellite sewer systems; and/or
- Temporary conveyance and storage facilities, including but not limited to temporary piping, vaults, construction trenches, wet wells, impoundments, tanks and diversion structures.

Sewage is untreated or partially treated domestic, municipal, commercial and/or industrial waste (including sewage sludge), and any mixture of these wastes with inflow or infiltration of stormwater or groundwater, conveyed in a sanitary sewer system. Sewage contains high levels of suspended solids, non-digested organic waste, pathogenic bacteria, viruses, toxic pollutants, nutrients, oxygen-demanding organic compounds, oils, grease, pharmaceuticals, and other harmful pollutants.

For the purpose of this General Order, a spill is a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure. Sewage and its associated wastewater spilled from a sanitary sewer system may threaten public health, beneficial uses of waters of the State, and the environment.

This General Order serves as statewide waste discharge requirements and supersedes the previous State Water Resources Control Board (State Water Board) Order 2006-0003-DWQ and amendments thereafter. All sections and attachments of this General Order are enforceable by the State Water Board and Regional Water Quality Control Boards (Regional Water Boards). Through this General Order, the State Water Board requires an Enrollee to:

- Comply with federal and state prohibitions of discharge of sewage to waters of the State, including federal waters of the United States;
- Comply with specifications, and notification, monitoring, reporting and recordkeeping requirements in this General Order that implement the federal Clean Water Act, the California Water Code (Water Code), water quality control plans (including Regional Water Board Basin Plans) and policies;
- Proactively operate and maintain resilient sanitary sewer systems to prevent spills;
- Eliminate discharges of sewage to waters of the State through effective implementation of a Sewer System Management Plan;
- Monitor, track, and analyze spills for ongoing system-specific performance improvements; and
- Report noncompliance with this General Order per reporting requirements.

## STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

An Enrollee is a public, private, or other non-governmental entity that has obtained approval for regulatory coverage under this General Order, including:

- A state agency, municipality, special district, or other public entity that owns and/or operates one or more sanitary sewer systems:
  - greater than one (1) mile in length (each individual sanitary sewer system);
  - one (1) mile or less in length where the State Water Board or a Regional Water Board requires regulatory coverage under this Order; or
- A federal agency, private company, or other non-governmental entity that owns and/or operates a sanitary sewer system of any size where the State Water Board or a Regional Water Board requires regulatory coverage under this Order in response to a history of spills, proximity to surface water, or other factors supporting regulatory coverage.

For the purpose of this Order, a sanitary sewer system includes only systems owned and/or operated by the Enrollee.

## 2. REGULATORY COVERAGE AND APPLICATION REQUIREMENTS

### 2.1. Requirements for Continuation of Existing Regulatory Coverage

To continue regulatory coverage from previous Order 2006-0003-DWQ under this General Order, **within the 60-days-prior-to the Effective Date of this General Order**, the Legally Responsible Official of an existing Enrollee shall electronically certify the Continuation of Existing Regulatory Coverage form in the online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database. The Legally Responsible Official will receive an automated CIWQS-issued Notice of Applicability email, confirming continuation of regulatory coverage under this General Order. All regulatory coverage under previous Order 2006-0003-DWQ will cease on the Effective Date of this Order.

An Enrollee continuing existing regulatory coverage is not required to submit a new application package or pay an application fee for enrollment under this General Order. The annual fee due date for continued regulatory coverage from previous Order 2006-0003-DWQ to this General Order remains unchanged.

A previous Enrollee of Order 2006-0003-DWQ that fails to certify the Continuation of Existing Regulatory Coverage form in the online CIWQS database by the Effective Date of this Order is considered a New Applicant, and will not have regulatory coverage for its sanitary sewer system(s) until:

- A new application package for system(s) enrollment is submitted per section 2.2 (Requirements for New Regulatory Coverage) below; and
- The new application package is approved per section 2.2.2 (Approval of Application Package (For New Applicants Only)).

### 2.2. Requirements for New Regulatory Coverage

No later than 60 days prior to commencing and/or assuming operation and maintenance responsibilities of a sanitary sewer system, a duly authorized representative that

## STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

maintains legal authority over the public or private sanitary sewer system is required to enroll under this General Order by submitting a complete application package as specified below and as provided in Attachment B (Application for Enrollment Form) of this General Order.

Unless required by a Regional Water Board, a public agency that owns a combined sewer system subject to the Combined Sewer Overflow Control Policy (33 U.S. Code § 1342(q)), is not required to enroll, under this Order, the portions of its sanitary sewer system(s) that collects combined sanitary wastewater and stormwater.

### 2.2.1. Application Package Requirements

The Application for Enrollment package for new applicants must include the following items:

- **Application for Enrollment Form.** The form in Attachment B of this General Order must be completed, signed, and certified by a Legally Responsible Official, in accordance with section 5.1 (Designation of a Legally Responsible Official) of this General Order. If an electronic Application for Enrollment form is available at the time of application, a new applicant shall submit its application form electronically; and
- **Application Fee.** A fee payable to the "State Water Resources Control Board" in accordance with the Fee Schedule in the California Code of Regulations, Title 23, section 2200, or subsequent fee regulations updates.

The application fee for this General Order is based on the sanitary sewer system's threat to water quality and complexity designations of category 2C or 3C, which is assigned based on the population served by the system. The current Fee Schedule for sanitary sewer systems is listed under subdivision (a)(2) at the following website: [Fee Schedule](https://www.waterboards.ca.gov/resources/fees/water_quality/) ([https://www.waterboards.ca.gov/resources/fees/water\\_quality/](https://www.waterboards.ca.gov/resources/fees/water_quality/)).

### 2.2.2. Approval of Application Package (For New Applicants Only)

The Deputy Director of the State Water Board, Division of Water Quality (Deputy Director) will consider approval of each complete Application for Enrollment package. The Deputy Director will issue a Notice of Applicability letter which serves as approved regulatory coverage for the new Enrollee.

If the submitted application package is not complete in accordance with section 2.2.1 (Application Package Requirements) of this General Order, the Deputy Director will send a response letter to the applicant outlining the application deficiencies. The applicant will have 60 days from the date of the response letter to correct the application deficiencies and submit the identified items necessary to complete the application package to the State Water Board.

### 2.2.3. Electronic Reporting Account for New Enrollee

**Within 30 days after the date of the Approval of Complete Application Package for System Enrollment**, a duly authorized representative for the Enrollee shall obtain a CIWQS Sanitary Sewer System Database user account by clicking the "User Registration" button and following the directions on the [CIWQS Login Page](#)

## STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

### 4.3. Discharge of Sewage Creating a Nuisance

Any discharge from a sanitary sewer system that creates a nuisance or condition of pollution as defined in Water Code section 13050(m) is prohibited.

## 5. SPECIFICATIONS

### 5.1. Designation of a Legally Responsible Official

The Enrollee shall designate a Legally Responsible Official that has authority to ensure the enrolled sanitary sewer system(s) complies with this Order, and is authorized to serve as a duly authorized representative. The Legally Responsible Official must have responsibility over management of the Enrollee's entire sanitary sewer system, and must be authorized to make managerial decisions that govern the operation of the sanitary sewer system, including having the explicit or implicit duty of making major capital improvement recommendations to ensure long-term environmental compliance. The Legally Responsible Official must have or have direct authority over individuals that:

- Possess a recognized degree or certificate related to operations and maintenance of sanitary sewer systems, and/or
- Have professional training and experience related to the management of sanitary sewer systems, demonstrated through extensive knowledge, training and experience.

For example, a sewer system superintendent or manager, an operations manager, a public utilities manager or director, or a district engineer may be designated as a Legally Responsible Official.

The Legally Responsible Official shall complete the electronic CIWQS "User Registration" form (<https://ciwqs.waterboards.ca.gov/ciwqs/newUser.jsp>). A Legally Responsible Official that represents multiple enrolled systems shall complete the electronic CIWQS "User Registration" form for each system.

The Enrollee shall submit any change to its Legally Responsible Official, and/or change in contact information, to the State Water Board within 30 calendar days of the change by emailing [ciwqs@waterboards.ca.gov](mailto:ciwqs@waterboards.ca.gov) and copying the appropriate Regional Water Board as provided in Attachment F (Regional Water Quality Control Board Contact Information) of this General Order.

### 5.2. Sewer System Management Plan Development and Implementation

To facilitate adequate local funding and management of its sanitary sewer system(s), the Enrollee shall develop and implement an updated Sewer System Management Plan. The scale and complexity of the Sewer System Management Plan, and specific elements of the Plan, must match the size, scale and complexity of the Enrollee's sanitary sewer system(s). The Sewer System Management Plan must address, at minimum, the required Plan elements in Attachment D (Sewer System Management Plan – Required Elements) of this General Order. To be effective, the Sewer System Management Plan must include procedures for the management, operation, and maintenance of the sanitary sewer system(s). The procedures must: (1) incorporate the

## STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

prioritization of system repairs and maintenance to proactively prevent spills, and (2) address the implementation of current standard industry practices through available equipment, technologies, and strategies.

For an existing Enrollee under Order 2006-0003-DWQ that has certified its Continuation of Existing Regulatory Coverage, per section 2.1 (Requirements for Continuation of Existing Regulatory Coverage) of this General Order:

**Within six (6) months of the Adoption Date of this General Order:**

- The Legally Responsible Official shall upload the Enrollee's existing Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database.

For a new Enrollee:

**Within twelve (12) months of the Application for Enrollment approval date:**

- The governing entity of the new Enrollee shall approve its Sewer System Management Plan; and
- The Legally Responsible Official shall certify and upload its Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database.

### 5.3. Certification of Sewer System Management Plan and Plan Updates

The Legally Responsible Official shall certify and upload its Sewer System Management Plan and all subsequent updates to the online CIWQS Sanitary Sewer System Database.

### 5.4. Sewer System Management Plan Audits

The Enrollee shall conduct an internal audit of its Sewer System Management Plan, and implementation of its Plan, at a minimum frequency of once every three years. The audit must be conducted for the period after the end of the Enrollee's last required audit period. **Within six months after the end of the required 3-year audit period**, the Legally Responsible Official shall submit an audit report into the online CIWQS Sanitary Sewer System Database per the requirements in section 3.10 (Sewer System Management Plan Audit Reporting Requirements) of Attachment E1 of this General Order.

Audit reports submitted to the CIWQS Sanitary Sewer System Database will be viewable only to Water Boards staff.

The internal audit shall be appropriately scaled to the size of the system(s) and the number of spills. The Enrollee's sewer system operators must be involved in completing the audit. At minimum, the audit must:

- Evaluate the implementation and effectiveness of the Enrollee's Sewer System Management Plan in preventing spills;
- Evaluate the Enrollee's compliance with this General Order;
- Identify Sewer System Management Plan deficiencies in addressing ongoing spills and discharges to waters of the State; and

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

**Initial Audit Period for Transition from 2-Year Audit Required in Previous Order 2006-0003-DWQ to 3-Year Audit Required in this General Order**

	Audit Period	Audit Due Date
An Enrollee previously regulated by Order 2006-003-DWQ	A 3-year period starting from the end of last required 2-year Audit Period	Within six months after end of 3-year Audit Period
<i>Example</i>	<i>Last required Audit Period start date of August 2, 2021; Audit Period of August 2, 2021 through August 1, 2024</i>	<i>February 1, 2025</i>

**Three-Year Ongoing Audit Period**

	Audit Period	Audit Due Date
Each Enrollee	A 3-year period starting from the end of last required Audit Period	Within six months after end of 3-year Audit Period

**5.5. Six-Year Sewer System Management Plan Update**

At a minimum, the Enrollee shall update its Sewer System Management Plan every six (6) years after the date of its last Plan Update due date. (For an Enrollee previously regulated by Order 2006-0003-DWQ, the six-year period shall commence on the due date identified in section 3.11 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this Order. The Updated Sewer System Management Plan must include:

- Elements required in Attachment D (Sewer System Management Plan – Required Elements) of this Order;
- Summary of revisions included in the Plan update based on internal audit findings; and
- Other sewer system management-related changes.

The Enrollee’s governing entity shall approve the updated Plan. The Legally Responsible Official shall upload and certify the approved updated Plan in the online CIWQS Sanitary Sewer System Database in accordance with section 3.11 (Sewer System Management Plan Reporting Requirements) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order. During the time period in between Plan updates, the Enrollee shall continuously document changes to its Sewer System Management Plan in a change log attached to the Plan.



# CASTROVILLE COMMUNITY SERVICES DISTRICT

From the desk of  
Eric Tynan – General Manager

**TO:** CCSD Board of Directors

**DATE:** June 20, 2023

**RE:** Consider Approving the Castroville Community Services District's Water Shortage Contingency Plan

---

## **RECOMMENDATION:**

Approve the Castroville Community Services District's Water Shortage Contingency Plan.

## **SUMMARY**

In 2018 the State passed requirements. Water systems must meet to deal with water shortages brought on by the extended drought. In order to comply with Water Code 10632sub(a)-(i) the District developed the Water Shortage Contingency Plan mandated by the SWRCB. The plan lays out the triggers and responses various scenarios and triggers to deal with water supply shortages.

## **FISCAL IMPACT:**

Additional costs are undetermined at this time.

## CASTROVILLE COMMUNITY SERVICES DISTRICT WATER SHORTAGE CONTINGENCY PLAN

### 1.0 INTRODUCTION AND BACKGROUND

This Water Shortage Contingency Plan is developed in compliance with California Water Code Section 10632. Requirements of subsections (a)-(i) are identified below and are accompanied by the required elements and information.

The CASTROVILLE COMMUNITY SERVICES DISTRICT (CCSD) obtains its water supply from the Salinas Valley Groundwater Basin (SVGB). The SVGB is not adjudicated and provides water for growers, municipalities and other municipal and industrial uses in the Salinas Valley. Due to cumulative basin pumping, coastal aquifers are experiencing seawater intrusion. CCSD continues to work with Monterey County Water Resources Agency (MCWRA) in developing plans to coordinate and encourage preservation of the SVGB aquifers by all municipal and agricultural users.

In 2011, CCSD added Well # 5 has improved system-wide reliability, making maximum use of multiple aquifers.

CCSD is actively pursuing development of a Regional Water Supply Project, in partnership with the Monterey County Water Resources Agency (MCWRA) and California-American Water Company (CAWC). The Regional Project will develop desalinated water from the seawater-intruded portion of the SVGB. This supply will meet current water demands within the CAWC Monterey service area and future water demands within the SVGB. The wells to be installed within the intruded portions of the SVGB are intended to capture seawater along the coast before it can migrate to inland portions of the aquifer. The project also includes a recycled water component that will provide non-potable water for landscape irrigation within the MCWRA and CAWC service areas.

One other coordinated effort includes the Water Awareness Committee of Monterey County (WAC). Through the WAC, representatives from several agencies throughout Monterey County work together coordinating conservation and other water awareness efforts including education programs, information booths for special events and public understanding of Monterey County water challenges and opportunities.

***California Water Code Section 10632(c) Actions to be undertaken by the urban water supplier to prepare for, and implement during, a catastrophic interruption of water supplies, including but not limited to, a regional power outage, an earthquake or other disaster.***

The CCSD developed and adopted an Emergency Response Plan for emergency and disaster occurrences with guidelines and agreements for cooperative efforts with other State and local agencies, as required by the State Health Department. This Plan contains actions CCSD would initiate in the event of a catastrophic reduction in its water supply.

### 2.0 STAGES OF ACTION



*California Water Code Section 10632(a) Stages of action to be undertaken by the urban water supplier in response to water supply shortages, including up to a 50 percent reduction in water supply and an outline of specific water supply conditions which are applicable to each stage.*

The CCSD developed a five-stage Water Conservation Plan that includes two voluntary and three mandatory stages. Table 1 generally describes the various stages. Specific water supply conditions applicable to each stage, referred to as “triggering mechanisms” herein, are discussed in the next section.

**Table 1: Water Conservation Stages and Reduction**

<u>Stage</u>	<u>Demand Reduction Goal</u>	<u>Type Program</u>
Stage 1	10% reduction	Voluntary
Stage 2	15% reduction	Voluntary
Stage 3	25% reduction	Mandatory
Stage 4	35% reduction	Mandatory
Stage 5	50%+ reduction	Mandatory
<p><b>Priorities</b> for use of available water, based on California Water Code Chapter 3 are:</p> <ol style="list-style-type: none"> <li>1. Health and Safety - interior residential and fire fighting</li> <li>2. Commercial, Industrial, and Governmental - maintain jobs &amp; economic base</li> <li>3. Existing Landscaping - especially trees and shrubs</li> <li>4. New Demand - projects without permits when shortage declared</li> </ol>		

*California Water Code Section 10632(b) An estimate of the minimum water supply available during each of the next three water years based on the driest three-year historic sequence for the agency’s water supply.*

This requirement is oriented toward water supply systems that are primarily supplied via surface waters and therefore can be directly affected by short-term fluctuations in hydrology i.e., drought conditions. CCSD’s total current water supply is produced through groundwater pumping from the large SVGB. CCSD supply availability from this basin has not historically varied due to short-term hydrologic conditions. The minimum water supply available within the driest three-year sequence is expected to match demands as discussed in the Modified Urban Water Management Plan.

### 3.0 TRIGGERING MECHANISMS

The SVGB is currently the most important source of water for CCSD. In 2004, the CCSD’s groundwater withdrawals of about 780 acre-feet accounted for less than one percent (1%) of the estimated basin-wide annual extractions of roughly 550,000 acre-feet. Given this relatively small percentage, CCSD conservation and contingency management activities can play only a small part within the SVGB. The foremost concern in developing appropriate triggers is achieving the maximum practical protection of an adequate long-term water supply of acceptable quality for CCSD customers. To that end, triggering mechanisms should be tied to factors that, directly or indirectly, have the greatest potential effect on the quality and quantity of available groundwater.

Two general types of threats could cause CCSD to experience water shortages:

1. Unanticipated catastrophic system failure due to an earthquake, terrorist attack or sudden contamination of water supply, or
2. Chronic system shortage due to seawater intrusion reaching water supply wells in concentrations such that those wells would have to be removed from service.

In the case of a catastrophic failure, the CCSD would assess the nature and extent of the failure, and the General Manager would identify the appropriate Conservation Stage in accordance with the expected level of water supply shortage. Should shortages be anticipated in amounts beyond fifty percent of normal demands, emergency actions will be taken in accordance with the CCSD's Emergency Response Plan, including enacting emergency ordinances as may be required by CCSD Board of Directors.

The chronic system threat to CCSD's present water supplies is seawater intrusion, which has occurred along the coastal margin of the Salinas Valley in response to historic over-drafting of the basin. Contamination from arsenic has also affected CCSD Well #5 and could pose additional problems. Although seawater intrusion has not yet affected the deep zone (900-Foot Aquifer) of the SVGB (which is the source of supply for CCSD's Well No.5), it is possible that continued extractions in the 900-Foot Aquifer could ultimately lead to contamination of these water supplies by seawater. CCSD monitors the rate of seawater intrusion and plans to construct a new well in the deep aquifer and develop alternative water resources that would be insulated from intrusion. However, it is possible for intrusion to appear in a relatively short time span and reduce overall supplies available. Consequently, the CCSD has structured this Water Shortage Contingency Plan with the primary goal of reducing water supply demands to allow time for alternative water supply measures, including the drilling of alternate wells in areas unaffected by intrusion and/or contamination. A specific triggering mechanism for various levels of conservation is tied to concentrations of chlorides in CCSD wells. Chloride concentration is directly related to the seawater intrusion problem, and are related to the overall basin viability as a secure source of water supply.

Chloride concentration, which is the trigger for the most advanced stages of conservation, is also a key indicator of water quality degradation due to seawater intrusion. Tests for statistically significant changes in chloride concentrations assist in the detection of the earliest stages of intrusion and are appropriate indicators of a water supply emergency. In addition, CCSD currently is investigating desalting Well #3 which was our most efficient well until Chlorides exceeded 500 Mg/L.

**TRIGGERING MECHANISMS FOR CONSERVATION STAGES**

These Triggering mechanisms shall be interpreted as guidelines and are summarized in Table 2. The General Manager and/or Board of Directors may impose any of the following conservation stages based upon facts and circumstances which may not have been otherwise anticipated in this plan.

**Table 2 Conservation Level Triggering Mechanisms**

<b>Conservation Stage and Shortage Level</b>	<b>Triggering Mechanism</b>
Stage One 0-10% Voluntary	1) system malfunction resulting in up to 10% shortage 2) increase in chlorides which do not threaten to exceed drinking water quality standard
Stage Two >10-25% Voluntary	1) system malfunction resulting in greater than 10% shortage 2) increase in chlorides which may threaten to exceed drinking water quality standard
Stage Three >25-35% Mandatory	1) system malfunction resulting in greater than 25% shortage 2) increase in chlorides which are expected to exceed drinking water quality standard
Stage Four >35-50% Mandatory	1) system malfunction resulting in greater than 35% shortage 2) increase in chlorides which are expected to exceed drinking water quality standard
Stage Five >50% Mandatory	1) system malfunction resulting in greater than 50% shortage 2) increase in chlorides which are expected to exceed drinking water quality standard

**STAGE 1: Up to 10% - Voluntary**

Stage 1 conservation measures may be called for as a result of malfunction of all or portions of the water system that reduces supplies by up to 10% on a daily, peak seasonal or annual basis. It also may be called due to prolonged drought conditions and a need to focus public attention on water conservation.

Further triggering could also be based on:

- 1) detection of a statistically significant increase in chloride concentrations but where such concentrations do not threaten to exceed the CA DHS "Upper Level" secondary (aesthetics) drinking water standard currently set at 500 mg/l at the well(s) in question, or

**STAGE 2: >10% to 25% -Voluntary**

Stage 2 conservation measures may be called for due to malfunction or failure of all or portions of the water system that reduces supplies by greater than 10% on a daily, peak seasonal or annual

basis.

Further triggering could also be based on:

- 1) detection of a statistically significant increase in chloride concentrations where such concentrations may threaten to exceed the CA DHS "Upper Level" secondary (aesthetics) drinking water standard currently set at 500 mg/l at the well(s) in question, or

### **STAGE 3: >25% to 35% - Mandatory**

Stage 3 conservation measures may be called for due to malfunction or failure of all or portions of the water system that reduces supplies by greater than 25% on a daily, peak seasonal or annual basis.

Further triggering could also be based on:

- 1) detection of an increase in chloride concentrations where such concentrations are expected to exceed the CA DHS "Upper Level" secondary (aesthetics) drinking water standard currently set at 500 mg/l at the well(s) in question, or

### **STAGE 4: >35% to 50% - Mandatory**

Stage 4 conservation measures may be called for due to malfunction or failure of all or portions of the water system that reduces supplies by greater than 35% on a daily, peak seasonal or annual basis.

Further triggering could also be based on:

- 1) detection of an increase in chloride concentrations where such concentrations are expected to exceed the CA DHS "Upper Level" secondary (aesthetics) drinking water standard currently set at 500 mg/l at the well(s) in question, or

### **STAGE 5: >50% - Mandatory**

Stage 5 conservation measures may be called for due to in malfunction or failure of all or portions of the water system that reduces supplies by 50 % or more on a daily, peak seasonal or annual basis.

Further triggering could also be based on:

- 1) detection of an increase in chloride concentrations where such concentrations are expected to exceed the short term primary drinking water standard of 600 mg/l at the well(s) in question, or

## **4.0 CONSERVATION REQUIREMENTS AND APPEAL PROCEDURES**

The following are CCSD's conservation requirements by customer type and stage and the appeal procedures. These requirements and procedures are adopted as part of CCSD's Water Shortage Contingency Plan.

**STAGE 1: Up to 10% - Voluntary – Minimal Conservation Requirement**

CCSD shall:

- notify all customers of the water shortage
- mail information to every customer and reasonably available potential water user explaining the importance of significant water use reductions
- provide technical information to customers on ways to improve water use efficiency
- conduct media campaign to remind consumers of the need to save water
- publicize the showerhead, toilet rebate and other efficiency programs
- enforce mandatory restrictions on water waste as provided in CCSD Code, Chapter 21

**STAGE 2: >10% to 25% -Voluntary – Moderate Conservation Requirement**

In addition to the actions listed in Stage 1, CCSD shall call for voluntary reductions of up to 25% for each connection based on the average use during a base period proposed by the Water Conservation Commission and adopted by CCSD's Board of Directors.

**STAGE 3: >25% to 35% - Mandatory – Severe Conservation Requirement**

In addition to the actions listed in Stage 1 and 2, CCSD shall establish mandatory annual allotments for each connection based on the average use during a base period proposed by the CCSD's Board of Directors. When Stage 3 use reduction becomes necessary, administration and enforcement of water conservation rules becomes the major focus of CCSD. If necessary, additional temporary personnel may be hired and special meetings Board of Directors may be scheduled.

1. Each water service connection shall receive an allotted quantity of water, typically specified in hundred cubic feet (hcf) units per billing cycle, as calculated by the General Manager.
2. The Board of Directors may pass an emergency ordinance increasing the usage rate for potable water in order to ensure stable revenues for operation and maintenance of CCSD.
3. As individual customers are notified of allotments, it is expected that many requests for special consideration will be received. These petitions must be processed rapidly, efficiently and fairly. Every application for waiver must be heard, evaluated and acted upon by the District General Manager as rapidly as possible. Every action by the General Manager shall be referred to CCSD's Board of Directors for consideration. The procedures for appeal are defined, below.
4. No building permits will be issued or meters installed for new accounts that had not received building permits before the "Severe Shortage" was declared.
5. The following water use restrictions shall be imposed.

Stage	Type Use	Restriction
3	Landscape Irrigation for Existing Landscapes, including Public Parks	Landscape watering shall be subject to the following limits: <ol style="list-style-type: none"> <li>(1) Landscape watering using sprinkler or irrigation systems is permitted only two days per week. Addresses ending in even numbers (0,2,4,6,8) may water on Mondays and Thursdays. Addresses ending in odd numbers (1,3,5,7,9) may water on Tuesdays and Fridays. If there is no street address, or if more than one street address is associated with a contiguous property, the irrigation days are Wednesday and Saturday.</li> <li>(2) Manual landscape watering with a soaker hose, handheld hose or watering can/bucket is allowed on any day.</li> </ol>
3	Landscape Irrigation for New Landscapes, including Public Parks	Landscape watering shall be subject to the following limits: <ol style="list-style-type: none"> <li>(1) Landscape watering is permitted to maintain adequate growth on newly installed landscapes, for a period generally up to five (5) weeks. Property owners must notify the District of the address where new landscape is installed and the date of installation.</li> <li>(2) Following the initial establishment period, landscape watering using a sprinkler or irrigation system is permitted only on the days associated with the current conservation stage in effect.</li> </ol>
3	Golf Courses, Athletic Fields	Landscape watering shall be subject to the following limits: <ol style="list-style-type: none"> <li>(1) All landscape out-of-play areas such as may be found around a clubhouse or entryway shall follow the general landscape irrigation restrictions.</li> <li>(2) All in-play areas may be irrigated during the standard watering hours (before 10:00 a.m. or after 5:00 p.m.).</li> <li>(3) Course operators shall implement a ten (10) percent reduction in irrigation water use.</li> </ol>
3	Hotels, motels and bed and breakfasts	Hotels, motels and B&B's must offer and clearly notify guests of a "limited linen/towel exchange" program.
3	Swimming pools, hot tubs	Initially filling new and existing swimming pools prohibited. Draining and refilling existing swimming pools permitted only if repairing a pool leak or repairing, maintaining or replacing a pool component that has become hazardous. All pools and tubs shall be covered when not in use to reduce evaporation.
3	Industrial and Commercial	Reduction of water use by any means is encouraged. Compliance with mandatory demand reduction measures is required for outdoor water uses including landscape irrigation, swimming pools, and vehicle washing.

Stage	Type Use	Restriction
3	Vehicle and Equipment Washing	Non-commercial washing of vehicles and mobile equipment (e.g., washing vehicle at a residence) is permitted only on assigned landscape watering days during landscape watering hours (before 10:00 a.m. or after 5:00 p.m.).  Fleet managers are encouraged to only wash those vehicles as is necessary for health and safety.
3	Heavy Construction	The use of potable water for dust control shall be reduced to the greatest extent possible.

**STAGE 4: >35% to 50% - Mandatory – Critical Conservation Requirement**

In addition to the actions listed in the previous stages, CCSD shall establish allotments based upon a 35% -50% curtailment of water use. All new and previous appeals for waiver shall be evaluated by field audit and shall be reheard by the Water Conservation Commission, if necessary, upon recommendation of CCSD staff. Water rates may be increased by the Board of Directors.

The following water use restrictions shall be imposed.

Stage	Type Use	Restriction
4	Landscape Irrigation for Existing Landscapes, including Public Parks	Landscape watering shall be subject to the following limits:  (1) Landscape watering using sprinkler or irrigation systems is permitted only one day per week. Addresses ending in numbers 0 or 1 may water on Mondays. Addresses ending in numbers 2 or 3 may water on Tuesdays. Addresses ending in numbers 4 or 5 may water on Wednesdays. Addresses ending in numbers 6 or 7 may water on Thursdays. Addresses ending in numbers 8 or 9 may water on Fridays. If there is no street address, or if more than one street address is associated with a contiguous property, the irrigation day is Wednesday.  Manual landscape watering with a soaker hose, handheld hose or watering can/bucket is allowed on any day.
4	Landscape Irrigation for New Landscapes, including Public Parks	The installation of new landscapes irrigated with potable water is discouraged.  Landscape watering shall be subject to the following limits:  (1) Landscape watering is permitted three (3) days a week to maintain adequate growth on newly installed landscapes, for a period generally up to five (5) weeks. Watering days for new landscapes are Tuesday, Thursday and Saturday. Property owners must notify the District of the address where new landscape is installed and the date of installation.  Following the initial establishment period, landscape watering

Stage	Type Use	Restriction
		using a sprinkler or irrigation system is permitted only on the days associated with the current conservation stage in effect.
4	Golf Courses / Athletic Fields	Landscape watering shall be subject to the following limits: (1) All landscape out-of-play areas such as may be found around a clubhouse or entryway shall follow the general landscape irrigation restrictions. (2) All in-play areas may be irrigated during the standard watering hours (before 10:00 a.m. or after 5:00 p.m.). Course operators shall implement a twenty (20) percent reduction in irrigation water use.
4	Hotels, motels and bed and breakfasts	Hotels, motels and B&B's must limit linen/towel changes to once every two (2) nights or for the entire stay, whichever is shorter, except for health and safety.
4	Swimming pools, hot tubs	Initially filling new and existing swimming pools prohibited. Draining and refilling existing swimming pools permitted only if repairing a pool leak or repairing, maintaining or replacing a pool component that has become hazardous. All pools and tubs shall be covered when not in use to reduce evaporation.
4	Vehicle and Equipment Washing	Non-commercial washing of vehicles and mobile equipment (e.g., washing vehicle at a residence) is permitted only on assigned landscape watering days during landscape watering hours (before 10:00 a.m. or after 5:00 p.m.). Fleet managers are encouraged to only wash those vehicles as is necessary for health and safety.
4	Industrial and commercial	Reduction of water use by any means is encouraged. The Board of Directors may establish mandatory use reduction targets, if needed. Compliance with mandatory demand reduction measures is required for outdoor water uses including landscape irrigation, swimming pools, and vehicle washing.
4	Heavy Construction	The use of potable water for dust control shall be reduced to the greatest extent possible.

**STAGE 5: >50% - Mandatory – Emergency Conservation Requirement**

Appropriate 50% water shortage allotments shall be calculated and noticed to customers. Appropriate administration and enforcement of this stringent program shall be the highest priority of CCSD activity. All resources of CCSD will be directed toward improvement and increase of water supply to the system. Water rates may be further increased by the Board of Directors.

The following water use restrictions shall be imposed:



Stage	Type Use	Restriction
5	Landscape Irrigation for Existing Landscapes, including Public Parks	Landscape watering shall be subject to the following limits: Landscape watering with potable water is prohibited.
5	Landscape Irrigation for New Landscapes, including Public Parks	Landscape watering shall be subject to the following limits: The installation of new landscapes irrigated with potable water is prohibited during Conservation Stage 5. New landscapes installed prior to declaration of Conservation Stage 5 may water two (2) days a week to maintain adequate growth on newly installed landscapes, for the remainder of the initial five (5) week establishment period. Watering days for new landscapes are Tuesday and Friday. Property owners must notify the District of the address where new landscape is installed and the date of installation
5	Golf Courses / Athletic Fields	Landscape watering with potable water shall be subject to the following limits:  (3) All landscape out-of-play areas such as may be found around a clubhouse or entryway shall follow the general landscape irrigation restrictions.  (4) All in-play areas may be irrigated during the standard watering hours (before 10:00 a.m. or after 5:00 p.m.).  Course operators shall implement a thirty (30) percent reduction in irrigation water use.
5	Hotels, motels and bed and breakfasts	Hotels, motels and B&B's must limit linen/towel changes to once every three (3) nights or for the entire stay, whichever is shorter, except for health and safety.
5	Swimming pools, hot tubs	Filling new swimming pools and/or draining and refilling existing swimming pools is prohibited. All pools and tubs shall be covered when not in use to reduce evaporation. Contact District conservation staff if an existing swimming pool must be repaired and refilled during Conservation Stage 5.
5	Vehicle and Equipment Washing	Non-commercial washing of vehicles and mobile equipment is prohibited. Only commercial facilities with water recycling systems may be used.
5	Industrial and commercial	Reduction of water use by any means is encouraged. The Board of Directors may establish mandatory use reduction targets, if needed.  Compliance with mandatory demand reduction measures is required for outdoor water uses including landscape irrigation, swimming pools, and vehicle washing.
5	Heavy Construction	The use of potable water for dust control shall be reduced to the greatest extent possible. The District may establish mandatory construction water budgets, if needed.

**Appeals Procedure**

1. Any person who wishes to appeal a customer classification or allotment shall do so in writing by using the forms provided by CCSD.
2. Appeals will be reviewed by the General Manager and staff. Site visits may be scheduled if required.
3. A condition of granting an appeal shall be that all plumbing fixtures or irrigation systems be replaced or modified for maximum water conservation.
4. Examples of appeals that may be considered are as follows:
  - a. Substantial medical requirements.
  - b. Commercial/Industrial/Institutional accounts where any additional water supply reductions will result in unemployment or inappropriate hardship, after confirmation by the CCSD staff that the account has instituted all applicable water efficiency improvements.
5. In the event an appeal is requested for irrigation of trees or vegetation, CCSD staff may use the services of a qualified consultant in determining the validity of the request. Costs for such consulting services shall be paid by the party or parties making the request.
6. The General Manager shall refer all appeals to the Water Conservation Commission. The Water Conservation Commission may refer appeals to CCSD's Board of Directors.
7. If the General Manager and the applicant are unable to reach accord, then the appeal shall be heard by the CCSD Board of Directors, who will make the final determination.
8. All appeals shall be reported monthly to the Board as a part of the Water Supply Report.

**5.0 MANDATORY PROHIBITIONS ON WATER USE**

*California Water Code Section 10632(d). Additional, mandatory prohibitions against specific water use practices during water shortages, including, but not limited to, prohibiting the use of potable water for street cleaning. Section 10632(e) Consumption reduction methods in the most restrictive stages. Each urban water supplier may use any type of consumption reduction methods in its water shortage contingency analysis that would reduce water use, are appropriate for its area, and have the ability to achieve a water use reduction consistent with up to a 50 percent reduction in water supply.*

The CCSD adopted a "Water Waste/Water Conservation" Ordinance (Ordinance No. 20) in April of 1990, which prohibits water waste and promotes water conservation. Since the initial adoption, revisions were adopted by the Board of Directors on April 14, 1992 and October 4, 1993. The ordinance has most recently been revised on and now appears as Chapter 3.36 of CCSD Code. Section 3.36.030, Mandatory Restrictions on Water Waste, details the applicable prohibitions of use. These prohibitions are in force at all times. Additional water use reduction methods available to water users or CCSD to adopt in order to comply with use reductions during the more restrictive stages of water shortages (Stages 4 and 5) include, but are not limited to, the following:

- a) elimination of turf irrigation with potable supplies;
- b) restriction of landscape watering to shrubs and trees by hand or drip irrigation only;
- c) elimination of vehicle washing except in car washes that have water recirculation systems;
- d) prohibition on filling or topping off of swimming pools where damage to pumping equipment will not result;
- e) elimination of water served in food service establishments unless requested;
- f) elimination of the issuance of construction meters;
- g) shut-off of dedicated landscape irrigation meters; and
- h) moratorium on provision of new supply meters.

If water use reductions called for in Stages 3-5 are not achieved, the CCSD may amend this Water Shortage Contingency Plan to make any of the above available conservation tactics mandatory.

**6.0 PENALTIES OR CHARGES FOR EXCESSIVE USE**

*California Water Code Section 10632(f) Penalties or charges for excessive use.*

Section 3.36.050 of CCSD Code provides for a system of violations and notices. Violation of provisions of this Water Shortage Contingency Plan shall be enforced under Section 3.36.050 of CCSD Code.

**7.0 REVENUE AND EXPENDITURE IMPACTS**

*California Water Code Section 10632(g) – An analysis of the impacts of each of the actions and conditions described in subdivisions (a) to (f), inclusive, on the revenues and expenditures of the urban water supplier, and proposed measures to overcome those impacts, such as the development of reserves and rate adjustments.*

Enforcement of the Water Shortage Contingency Plan is assumed to be covered by enhanced revenues from application of excess use charges and penalties. CCSD reserves may be used temporarily should revenues remain below expectations. CCSD’s rate structure is based upon adopted rate ranges and allows for modification of rates on short notice within those ranges. CCSD retains the ability to modify rates to meet all legitimate CCSD needs. Revenue impacts from water sales losses are estimated as follows, based upon Tier 2 rates of \$2.35/hcf in.

**Table 3: Potential Revenue Impacts of Implementation of WSCP**

	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5
Assumed Reduction	10 percent	20 percent	30 percent	40 percent	50 percent
Water Sales Loss	\$ 45,466	\$ 90,929	\$136,399	\$ 181,865	\$ 227,332
Revenue Source: Pumping savings at \$135/af	\$ 5,356	\$ 10,713	\$ 16,070	\$ 21,427	\$ 26,784
Net Revenue Reduction	\$ 40,109	\$ 80,219	\$120,328	\$ 160,438	\$ 200,547
Percent of Total Annual Water System Revenue	5%	11%	16%	21%	27%

\* Table based on FY2018-2019 water sales, \$1,160,973 for 770 acre-feet

## 8.0 WATER SHORTAGE CONTINGENCY PLAN IMPLEMENTATION

*California Water Code Section 10632 (h) A draft water shortage contingency resolution or ordinance.*

CCSD Board of Directors adopt the Water Shortage Contingency Plan in Resolution No. 15-1, which enables implementation of the Plan upon advice of staff based in part on the triggering mechanisms discussed herein. The resolution is attached as Appendix A to this Plan.

## 9.0 WATER USE MONITORING PROCEDURES

*California Water Code Section 10632 (i) A mechanism for determining actual reductions in water use pursuant to the urban water shortage contingency plan.*

### **Normal Monitoring Procedure:**

In normal water supply conditions, production figures are recorded daily by CCSD O&M personnel. Totals are reported monthly to the General Manager. Production figures are reported in the Annual Report to the Drinking Water Program, which is submitted to the California Department of Health Services each year.

### **Stage 1 and 2 Water Shortages**

During a Stage 1 or 2 water shortage, daily production figures will be reported to the Senior Operator and General Manager. The General Manager compares the weekly production to the

target weekly production to verify that the reduction goal is being met. Monthly reports are forwarded to the General Manager, the Water Conservation Commission and the CCSD Board of Directors. If reduction goals are not met, the General Manager may notify the Board of Directors so that corrective action can be taken.

### **Stage 3 and 4 Water Shortages**

During a Stage 3 or 4 water shortage, the procedure listed above will be followed, with the addition of a daily production report to the General Manager and weekly reports to the Water Conservation Commission and Board of Directors. Special meetings may be called for administration of the Water Shortage Contingency Plan.

### **Stage 5 Water Shortage**

During a Stage 5 shortage, production figures will be reported to the O&M Superintendent and the General Manager daily. Reports will also be provided to CCSD's Board of Directors, the Monterey County Office of Emergency Services, and land use jurisdictions located within CCSD's service territory.



# Attendee Registration Form

## Hotel Reservations *Marriott and Portola Hotel & Spa*

CSDA room reservations within the CSDA Room Block for the Annual Conference and Exhibitor Showcase are available at the Marriott and Portola Hotel & Spa starting at the rate of \$229 plus tax. The room reservation cut-off is August 5, 2023; however, space is limited and may sell out before this date. Information regarding hotel reservations and links to book in the CSDA room block will be emailed to the attendee only (not the individual registering the attendee) within 24 hours of registration.

## Full Conference Registration Fees Include:

- ▶ President's Reception with the Exhibitors
- ▶ Keynote Sessions
- ▶ Continental Breakfast with the Exhibitors
- ▶ Lunch with the Exhibitors
- ▶ Mix and Mingle in the Exhibit Hall
- ▶ SDRMA Full Plated Breakfast
- ▶ Legislative Update Luncheon
- ▶ All Breakout Sessions
- ▶ "Taste of the City" Reception
- ▶ Closing Breakfast

## Three Ways to Register

- 1 ONLINE** by visiting the CSDA Annual Conference website at [conference.csdanet.net](http://conference.csdanet.net).
- 2 FAX** your registration form to 916-520-2465. (All faxed forms must include payment)
- 3 MAIL** to CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814 (please include registration form along with payment. Check should be made payable to: California Special Districts Association).

Name:		Title:		
District:				
Address:				
City:		State:	Zip:	
Phone:		Fax:		
Email:		Website:		
Special Needs (include dietary):				
Emergency Contact:				
Conference Registration Fees		Early Bird (on/before August 5, 2023)	Regular (after August 5, 2023)	SUBTOTAL
<input type="checkbox"/> CSDA Member - Full Conference	<i>Aug 29-30 Tuesday &amp; Wednesday</i>	\$ 675.00	\$750.00	
<input type="checkbox"/> Non-member - Full Conference	<i>Aug 31 Thursday 10:00 AM</i>	\$ 1,010.00	\$ 1,125.00	
<input type="checkbox"/> Guest of a Member - Full Conference (Cannot be from a district/company)	<input type="checkbox"/> Vegetarian	\$ 350.00	\$ 425.00	
<input type="checkbox"/> Guest of a Non-member - Full Conference (Cannot be from a district/company)	<input type="checkbox"/> Vegetarian	\$ 525.00	\$ 635.00	
<input type="checkbox"/> CSDA Member - One-day registration	<input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday	\$ 375.00 each day	\$ 400.00 each day	
<input type="checkbox"/> Non-member - One-day registration	<input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday	\$ 560.00 each day	\$ 600.00 each day	
Separate Registration Fees		Member	Non-member	SUBTOTAL
<input type="checkbox"/> Pre-Conference Workshop: SDLA Module 1: Governance Foundations - Aug. 28		\$ 250.00	\$ 375.00	
<input type="checkbox"/> Pre-Conference Workshop: So, You Want to Be a General Manager? - Aug. 28		\$ 100.00 CSDA Member/Non-member		
<input type="checkbox"/> SDLF Scramble for Scholarships Golf Tournament - Aug. 28		\$ 110.00 (includes lunch)		
<input type="checkbox"/> Pre-Conference Tour: Elkhorn Slough Safari Boat Tour and Moss Landing Harbor District Tour - Aug. 28		\$ 50.00 CSDA Member/Non-member		
<input type="checkbox"/> Young Professionals Pre-Conference Tour: Elkhorn Slough Kayak Tour and Moss Landing Harbor District - Aug. 28		\$ 90.00 CSDA Member/Non-member		
<input type="checkbox"/> "Taste of the City" Reception (Guests only) - Aug. 30		\$ 80.00	\$ 120.00	
<input type="checkbox"/> Karaoke After Party - Aug. 30		\$ 25.00 CSDA Member/Non-member		
<b>TOTAL</b>				
Payment Information				
Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover				
Account name:		Account Number:		
Expiration date:	CVC:	Authorized Signature:		

**Cancellations/Substitution Policy:** Cancellations must be in writing and received by CSDA no later than Saturday, August 5, 2023. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after August 5, 2023. Substitutions are acceptable and must be done in writing no later than August 18, 2023 at 5:00 p.m. Please submit any cancellation notice or substitution request to [jennifers@csdanet.net](mailto:jennifers@csdanet.net) or fax to 916-520-2465.

**Consent to Use Photographic Images:** Registration and attendance at, or participation in, CSDA meeting and other activities constitute an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

**Anti-Discrimination and Harassment Policy:** CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at [www.csdanet.net/about-csda/who-we-are](http://www.csdanet.net/about-csda/who-we-are)