



LIVE OAK CITY COUNCIL

REGULAR MEETING AGENDA NOVEMBER 2, 2022 6:00 PM

MEETING LOCATION
LIVE OAK COUNCIL CHAMBERS
9955 LIVE OAK BOULEVARD
LIVE OAK, CALIFORNIA 95953

MEMBERS OF THE COUNCIL

NANCY SANTANA, MAYOR
BOB WOTEN, VICE MAYOR
JERAMY CHAPDELAINE, COUNCILMEMBER
LAKHVIR GHAG, COUNCILMEMBER
J.R. THIARA, COUNCILMEMBER

AARON PALMER,
CITY MANAGER

NICOLE ROSSER,
CITY ATTORNEY

The Council may take up any agenda item at any time, regardless of the order listed. Action may be taken on any item on this agenda. Materials related to an item on this Agenda submitted to the Council after distribution of the agenda packet are available for public inspection at City Hall, 9955 Live Oak Boulevard, Live Oak, during normal business hours. Such documents are also available on the City of Live Oak's website at www.liveoakcity.org, subject to staff's availability to post the documents before the meeting.

In compliance with the Americans with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available. If you have a disability and need disability-related modifications or accommodations to participate in this meeting, please contact the City Clerk's office at (530) 695-2112 x107. Requests must be made at least 24 hours in advance.

- **Remote Viewing:**

- Members of the public can view a livestream of the meeting online at https://liveoakca.granicus.com/ViewPublisher.php?view_id=1.
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 - **Join by Electronic Device:**
<https://us02web.zoom.us/j/88604082753>
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1-669-900-6833 or 1-833-548-0282 (Toll Free)
Webinar ID: 886 0408 2753

- **Public Comment:** Members of the public can submit general public comments, as well as comment on specific agenda items in the following ways:
 - **Public Attendance:** Members of the public who attend in person may make comments from the Council Chamber podium.

- **Live Remote Public Comment:** Members of the public can submit a live remote public comment by:
 - *Joining the virtual Council meeting via the link below. When public comment is opened, raise your virtual hand and be called upon to speak for up to 3 minutes.*

<https://us02web.zoom.us/j/88604082753>
 - *Joining the virtual Council meeting by calling the phone number below. When public comment is opened, dial *9 to raise your hand and be called upon to speak for up to 3 minutes.*

1-669-900-6833 or 1-833-548-0282 (Toll Free)
Webinar ID: 886 0408 2753
 - **Email Public Comment:** Comments from the public on agenda items will be accepted until 1:00 pm on the date of the meeting, via email to the City Clerk at cmenchaca@liveoakcity.org. Comments will be distributed to Council prior to the meeting and attached to the minutes. Please note that emailed comments will NOT be read aloud by staff during the meeting.
 - **eComment Feature:** Comments from the public on agenda items will be accepted until 1:00 pm on the date of the meeting, via the eComment feature at https://liveoakca.granicus.com/ViewPublisher.php?view_id=1. Comments will be distributed to Council prior to the meeting and attached to the minutes. Please note that eComments will NOT be read aloud by staff during the meeting.
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CALL TO ORDER**ROLL CALL****PLEDGE OF ALLEGIANCE AND INVOCATION****CORRECTIONS AND/OR CHANGES TO THE AGENDA BY CITY MANAGER ONLY****PUBLIC COMMENT**

Any person wishing to address the City Council on general jurisdictional matters or consent calendar items may do so at this time. If you are commenting on an agenda item, your comments will be heard at the time that item is scheduled for discussion. The City Council adopted a time limit of three minutes per person. The Brown Act does not allow for Council discussion of items not on the agenda. Councilmembers may only a) refer the matter to staff; b) ask for additional information; c) request a report back; or d) provide a limited factual response for items not listed on the agenda.

CONSENT ITEMS

Consent Calendar is passed by one motion with exceptions and separate votes as noted.

1. City Council Meeting Minutes
Recommendation: Approve the October 19, 2022, City Council Regular Meeting minutes.
(Clarissa Menchaca, City Clerk)
2. Findings to Hold Virtual City Council, Commission, Committee, Board and Other City Bodies Meetings Under AB 361
Recommendation: Adopt resolution.
(Nicole Rosser, City Attorney)

BUSINESS ITEMS

3. Approval of an Agreement with Kjeldsen, Sinnock & Neudeck Inc. Engineering (KSN Engineers) for Preparation of Grant Application and Authorization of the Submittal of a Financial Assistance Application for Water System Improvement Planning Grant
Recommendation: 1) Approve agreement with KSN Engineers with the finding that there is an exigency need for the agreement and period of performance; and 2) Adopt resolution making the findings and determinations authorizing the City Manager or designee to file a Financial Assistance Application for Water System Improvement Planning Grant with the California State Water Resources Control Board.
(Aaron Palmer, City Manager)
4. Approval of an Agreement with Kjeldsen, Sinnock & Neudeck Inc. Engineering (KSN Engineers) for Preparation of Grant Application and Authorization of the Submittal of a Financial Assistance Application for Wastewater System Improvement Planning Grant
Recommendation: 1) Approve agreement with KSN Engineers with the finding that there is an exigency need for the agreement and period of performance; and 2) Adopt resolution making the findings and determinations authorizing the City Manager or designee to file a Financial Assistance Application for Wastewater System Improvement Planning Grant with the California State Water Resources Control Board.
(Aaron Palmer, City Manager)

ITEMS REMOVED FROM THE CONSENT AGENDA FOR COUNCIL CONSIDERATION AND ACTION

UPDATES AND ANNOUNCEMENTS FROM THE CITY ATTORNEY AND CITY MANAGER

COUNCILMEMBER COMMENTS (WRITTEN ONLY)

ADJOURNMENT



**City of Live Oak
Report to City Council**

Meeting Date: November 2, 2022

Title: City Council Meeting Minutes

Contact Information: Clarissa Menchaca, City Clerk

Recommendation: Approve the October 19, 2022, City Council Regular Meeting minutes.

Attachments:

[Minutes](#)



LIVE OAK CITY COUNCIL

REGULAR MEETING AGENDA OCTOBER 19, 2022 6:00 PM

MEMBERS OF THE COUNCIL

NANCY SANTANA, MAYOR
BOB WOTEN, VICE MAYOR
JERAMY CHAPDELAINE, COUNCILMEMBER
LAKHVIR GHAG, COUNCILMEMBER
J.R. THIARA, COUNCILMEMBER

AARON PALMER,
CITY MANAGER

NICOLE ROSSER,
CITY ATTORNEY

MEETING LOCATION
LIVE OAK COUNCIL CHAMBERS
9955 LIVE OAK BOULEVARD
LIVE OAK, CALIFORNIA 95953

CALL TO ORDER

Meeting called to order by Mayor Santana at Live Oak City Council Chambers, 9955 Live Oak Boulevard, Live Oak, CA at 6:03 pm.

ROLL CALL

Present: Councilmembers Thiara, Chapdelaine, Vice Mayor Woten, and Mayor Santana

Absent: Councilmember Ghag

PLEDGE OF ALLEGIANCE AND INVOCATION

Councilmember Thiara led the Pledge of Allegiance. Vice Mayor Woten delivered the invocation.

CORRECTIONS AND/OR CHANGES TO THE AGENDA BY CITY MANAGER ONLY

There were no corrections and/or changes to the agenda.

PRESENTATIONS AND RECOGNITIONS

A. Proclamation Honoring the Life of Beatriz “Alma” Curiel

Mayor Santana presented the proclamation, and Alyssa and Emily Curiel accepted the proclamation.

B. Sutter County Office of Emergency Services Presentation – Zonehaven Software

Zachary Hamill, Sutter County Emergency Operations Manager, presented to the Council.

*Clerk's Note: Councilmember Ghag arrived at 6:13 pm.

PUBLIC COMMENT

Public Comment was opened and closed without any speakers.

CONSENT ITEMS

Consent Calendar is passed by one motion with exceptions and separate votes as noted.

MOTION: APPROVE THE CONSENT AGENDA.
(MOTION: SANTANA; SECOND: GHAG)

VOTE: MOTION PASSED UNANIMOUSLY

1. City Council Meeting Minutes
Clarissa Menchaca, City Clerk
Council action: October 5, 2022, City Council Regular Meeting minutes approved.
2. Findings to Hold Virtual City Council, Commission, Committee, Board and Other City Bodies Meetings Under AB 361
Nicole Rosser, City Attorney
Council action: Resolution No. 30-2022 adopted.
3. Government Finance Officers Association Award for Financial Reporting
James Ramsey, Finance Director
Council action: Received and filed.

BUSINESS ITEMS

4. Confirmation of Special Assessment Taxes for Fire Protection for Fiscal Year 2022-23
James Ramsey, Finance Director

James Ramsey, Finance Director, provided a report for the Council.

Public Comment was opened and closed without any speakers.

MOTION: ADOPT RESOLUTION.
(MOTION: THIARA; SECOND: SANTANA)

VOTE: MOTION PASSED UNANIMOUSLY

Reference Resolution No. 31-2022.

5. Approval of an Updated Statement of Investment Policy
James Ramsey, Finance Director

James Ramsey, Finance Director, provided a report for the Council.

Public Comment was opened and closed without any speakers.

MOTION: ADOPT RESOLUTION APPROVING THE STATEMENT OF INVESTMENT POLICY.
(MOTION: GHAG; SECOND: CHAPDELAINE)

VOTE: MOTION PASSED UNANIMOUSLY

Reference Resolution No. 32-2022.

ITEMS REMOVED FROM THE CONSENT AGENDA FOR COUNCIL CONSIDERATION AND ACTION

There were no items removed from the Consent Agenda for Council consideration and action.

UPDATES AND ANNOUNCEMENTS FROM THE CITY ATTORNEY AND CITY MANAGER

Aaron Palmer, City Manager, announced that City Hall will be closed on Friday, October 28, 2022, for a financial software update. Mr. Palmer further announced the upcoming Parks and Recreation events: Pumpkin Paint Night scheduled for October 27, 2022; Turkey Shoot scheduled for November 22, 2022; and the Small Town Holiday Stroll scheduled for December 16, 2022.

COUNCILMEMBER COMMENTS (WRITTEN ONLY)

There were no written councilmember comments.

ADJOURNMENT

Mayor Santana adjourned the meeting at 6:47 pm in memory of Eric Pomeroy.

Nancy Santana, Mayor

ATTEST:

Clarissa Menchaca, City Clerk



City of Live Oak Report to City Council

Meeting Date: November 2, 2022

Title: Findings to Hold Virtual City Council, Commission, Committee, Board and Other City Bodies Meetings Under AB 361

Contact Information: Nicole Rosser, City Attorney

Background: On March 17, 2020, Governor Gavin Newsom issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings completely telephonically or by other electronic means. As the City Council is well aware, this allowed City Council meetings to be conducted by Zoom with councilmembers and staff all joining from remote locations.

The suspension of certain provisions of the Brown Act was further extended by the Governor on June 11, 2021 by the issuance of Executive Order N-08-21 which continued to allow for complete virtual City Council (and other legislative body) meetings until September 30, 2021.

On September 16, 2021, Governor Newsom signed AB 361 to amend the Brown Act to allow legislative bodies to meet via teleconference during a proclaimed state of emergency in accordance with procedures established by AB 361 rather than under the Brown Act's more narrow standard rules. AB 361 allows legislative bodies to meet virtually, provided there is a state of emergency, and either (1) state or local officials have imposed or recommended measures to promote social distancing; or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees.

AB 361 preserves many of the provisions of the earlier executive orders, while also adding new requirements to the management of remote and teleconference public meetings in order to better achieve the levels of transparency that the Brown Act demands. Specifically, AB 361 imposes two new rules on remote public meetings:

1. Local governments and agencies hosting teleconference meetings in lieu of traditional in-person public meetings must permit direct public comment during the teleconference, and must leave open the opportunity for public comment until the comment period for a given item is closed during the

ordinary course of the meeting. The opportunity to make public comment must be of a sufficient duration so as to allow actual public participation.

2. Any action by the governing body during a public teleconference meeting must occur while the agency is actively and successfully broadcasting to members of the public through a call-in option or an internet-based service option. If a technical disruption within the agency's control prevents members of the public from either viewing the meeting of the public agency, or prevents members of the public from offering public comment, the agency must cease all action on the meeting agency until the disruption ends and the broadcast is restored. Action taken during an agency-caused disruption may be challenged as a violation of the Brown Act.

The City has been implementing the above stated requirements for conducting public meetings and is in full compliance with AB 361, thus there will be no change of the currently established procedures. Teleconference accessibility via call-in option or an internet-based service option (via the Zoom Webinars platform) is listed on the published agenda for each meeting as well as on the City's website and the City provides access for public comment opportunities in real time.

In order to continue to qualify for AB 361's waiver of in-person meeting requirements, the Council must adopt a resolution making the findings required by AB 361. This resolution will become a standing item on the City Council's agenda, it must be approved at every meeting until the proclaimed state of emergency is ended. The findings must include (a) state or local officials continue to recommend measures to promote social distancing, or that (b) an in-person meeting would constitute an imminent risk to the safety of attendees. The findings need not be in the form of a resolution, but a resolution is helpful in formalizing these findings.

The enclosed resolution makes the required findings under AB 361, and if adopted, it will allow the City to continue to offer teleconference accessibility for public meetings, to help mitigate the spread of COVID-19, as well as during other state-proclaimed emergencies where physical attendance may present a risk.

Lastly, it is important to note that having virtual meetings under the provisions of AB 361 is optional. If the Council wishes, it may meet in person or in a hybrid format.

Fiscal Impacts: None.

Recommendation: Adopt resolution.

Attachments:

[Resolution](#)

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LIVE OAK MAKING FINDINGS AND DETERMINATIONS UNDER AB 361 FOR THE CONTINUATION OF VIRTUAL MEETINGS AND AUTHORIZING VIRTUAL CITY COUNCIL, COMMISSION, BOARD, AND OTHER CITY MEETINGS PURSUANT TO AB 361

The City Council of the City of Live Oak does hereby find, order and resolve as follows:

WHEREAS, all meetings of the Live Oak City Council are open and public, as required by the Ralph M. Brown Act (Cal. Gov't Code section 54950 et seq.), so that any member of the public may attend, participate and view the legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions and requirements; and

WHEREAS, Government Code section 54953(e) requirements include but are not limited to (1) the existence of a state of emergency declared by the Governor pursuant to Government Code section 8625 and (2) State or local officials have imposed or recommended measures to promote social distancing; and

WHEREAS, on March 4, 2020, Governor Gavin Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic and as of the date of this Resolution, the proclaimed state of emergency remains in effect; and

WHEREAS, on March 17, 2020, Governor Gavin Newsom issued Executive Order N-29-20, which suspended and modified the teleconferencing requirements under the Brown Act (California Government Code Section 54950 et seq.) to allow local legislative bodies to hold public meetings via teleconference; and

WHEREAS, on June 11, 2021, Governor Gavin Newsom issued Executive Order N-08021, which extended the provisions of N-29-20 concerning the conduct of public meetings through September 30, 2021, and the Governor subsequently signed legislation revising Brown Act requirements for teleconferenced public meetings (Assembly Bill 361, referred to hereinafter as "AB 361"); and

WHEREAS, to preserve public health and safety, the State Public Health Officer has issued various orders and guidance regarding COVID-19 prevention measures, which includes references and a statement of support for social distancing recommendations; and

WHEREAS, the California Department of Industrial Relations has issued COVID-19 Prevention regulations in Title 8 of the California Code of Regulations (Section 3205 et seq.); and

WHEREAS, based on the foregoing, the City Council finds that (1) the Governor's Proclaimed State of Emergency as a result of the COVID-19 pandemic is currently in effect and has not been terminated, and (2) State officials have imposed or recommended measures to promote social distancing; and

WHEREAS, the City Council has considered the circumstances of the state of emergency, including all information relate to this matter, the associated staff report; and

WHEREAS, in light of the foregoing, the City Council desires to continue to have the flexibility to meet via tele/video conference and the City Council finds that it and its legislative bodies shall be permitted to conduct their meetings by teleconferencing without compliance with Government Code section 54953(b)(3) pursuant to section 54953(e), and such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed by section 54953(e)(2).

NOW, THEREFORE BE IS RESOLVED, FOUND AND ORDERED by the Live Oak City Council as follows:

1. The facts set forth in the above recitals are true and correct and incorporated into this resolution by reference.
2. As a result of the continuing COVID-19 state of emergency declared by Governor Newsom, State officials continue to impose or recommend measures to promote social distancing based on the State Public Health Officer's guidance and recommendations supporting social distancing and the Department of Industrial Relations' issuance of COVID-19 Prevention regulations through Title 8 of the California Code of Regulations, section 3205 et seq. promoting social distancing in the workplace.
3. Under the present circumstances, the City Council by and through its City Manager, is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this resolution including conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.
4. This Resolution shall take effect immediately upon adoption and shall be effective until the earlier of (i) Thirty (30) days from adoption of this Resolution or (ii) such time as the City Council adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which its legislative bodies may continue to teleconference without compliance with Section 54953(b)(3).
5. If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the Resolution which can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The City Council hereby declares that it would have adopted this Resolution irrespective of the invalidity of any particular portion thereof.

PASSED AND ADOPTED by the City Council of the City of Live Oak this 2nd day of November, 2022, by the following vote:

AYES:

NOES:

ABSENT:

NOT VOTING:

Nancy Santana, Mayor

ATTEST:

Clarissa Menchaca, City Clerk



City of Live Oak Report to City Council

Meeting Date: November 2, 2022

Title: Approval of an Agreement with Kjeldsen, Sinnock & Neudeck Inc. Engineering (KSN Engineers) for Preparation of Grant Application and Authorization of the Submittal of a Financial Assistance Application for Water System Improvement Planning Grant

Contact Information: Aaron Palmer, City Manager

Location: City Wide

Background: In December 2009, the City completed a Water System Master Plan prepared by Eco:Logic Engineers and Consultants. The Master Plan identified water supply capacity, treatment, and piping projects to meet then current system deficiencies.

The California Standard for capacity is determined by the ability to meet maximum day demand with the largest well out of service and without use of stored treated water. The Master Plan identified a deficiency of 1220 gpm to meet then current maximum day demand. The Standard to meet maximum day plus fire flow allows all wells plus storage booster pumps to be utilized. The Master Plan identified a deficiency of 1435 gpm to meet maximum day plus fire flow demand. The Master Plan recommended the construction of 2000 gpm water supply well with treatment.

The 2009 Master Plan analyzed the existing water distribution system under then current conditions. The analysis included modeling under average and peak demand conditions. Fire flow was also modeled as part of the peak conditions. It was determined "that the existing system was reliable and provides adequate service during normal flow conditions. The system was well looped which increases flow and operational flexibility. However, the current fire flow requirements exceed the capacity of some portions of the existing water system." At that time, fire flow was not met along portions of Live Oak Boulevard and east side of Pennington Road.

Some of the 2009 Water Master Plan projects have been partially completed, for example:

- * Well 7 - 1000 gallons per minute with treatment. Master plan identified a need for 2000 gpm with treatment. A storage tank was not recommended at that time.

- * Portions of water line improvements along Live Oak Boulevard
- * First phase of pipeline from Well #7
- * Some pipeline improvements along Larkin Road

The California State Water Resource Control Board (SWRCB) is offering a Drinking Water Planning Grant program that could fund an update of the Live Oak Water Master Plan. The scope of the grant program will allow for initial planning, design and environmental work of Master Plan identified projects. The program accepts applications on a calendar year basis. Upon completion of the application, they begin review of the application and if approved issue a funding agreement. Once the packages are reviewed and approved by the SWRCB they will determine funding options ranging from not allowed, low or zero interest loan, and loan with full principal forgiveness (grant) for project expenses taking place after Final Package is approved. Live Oak is a Small Disadvantaged Community and therefore it may also be possible to receive reimbursement for costs associated with the application process. Reimbursement of expended costs prior to the Funding Agreement is not guaranteed.

KSN Engineers, the designer of the P Street Lift Station Project, has prepared the attached scope of work to complete the application package. The scope covers the process to submit an application for the Planning Grant. The Scope of Work does not include doing the planning work that will include engineering services such as: Updating water distribution system model for needed pipe improvements for fire flow and meeting peak demands, necessity of additional treated water storage, additional water supply, opportunities for improved water quality in particular how it impacts treated water quality and the wastewater treatment plant discharge limits, improved water system solids removal treatment processes to reduce impacts on the wastewater system. The intent of the planning process is to prepare sufficient details to complete environmental reviews and all necessary details for a future construction grant package.

The SWRCB reviews grant applications based on receipt within a calendar year. They will complete the review of all applications received in 2022 prior to starting review of applications received in 2023. The review and preparation of a funding agreement by the SWRCB is expected to take a minimum of six to nine months. If the application were to be received in 2023, it is not likely that the review period would begin review until the summer or fall of 2023. By submitting it in 2022, the SWRCB review may be completed by summer to fall of 2023.

To meet the deadline, staff determined that there was not sufficient time to solicit proposals for the preparation of the applications for submission in 2022. Solicitations would have resulted in delay of application submission to 2023 and delay of a funding agreement of at least six to nine months likely into 2024.

Further, City Council action and authorization will be required prior to acceptance of any loan or loan principal forgiveness documents associated

with the Planning Grant. If an agreement is approved by the SWRCB and the City Council, staff will solicit engineering firms to complete the study. City Council will approve all future engineering agreements.

Fiscal Impacts:

Agreement with KSN Engineers in the amount not-to-exceed \$45,560 plus a contingency of \$9,440 for a total of \$55,000. Contingency can be authorized by the City Manager based on unforeseen request by the SWRCB as part of the application process and required financial reports. Water Fund: 1200-5341 Professional Services, Total budget was approved at \$100,000.

To meet the deadline, staff determined that there was not sufficient time to solicit proposals for the preparation of the applications for submission in 2022. Solicitations would have resulted in delay of application submission to 2023 and delay of a funding agreement of at least six to nine months likely into 2024. Therefore, staff is requesting the sole sourcing of this item.

Recommendation:

1) Approve agreement with KSN Engineers with the finding that there is an exigency need for the agreement and period of performance; and 2) Adopt resolution making the findings and determinations authorizing the City Manager or designee to file a Financial Assistance Application for Water System Improvement Planning Grant with the California State Water Resources Control Board.

Attachments:

[Resolution](#)
[KSN Scope Water Planning Grant Application](#)

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LIVE OAK AUTHORIZING THE SUBMITTAL OF A FINANCIAL ASSISTANCE APPLICATION FOR WATER SYSTEM IMPROVEMENT PLANNING GRANT TO THE STATE WATER RESOURCES CONTROL BOARD

WHEREAS, the City of Live Oak (the "Entity") received a Water Master Plan Report evaluating the condition of the water system prepared by Eco:Logic Dated December 2009 ("the Study"); and

WHEREAS, the Study recommended certain system improvements and identified certain system deficiencies; and
WHEREAS, certain improvements have been made since the Study and the water system demands have changed since the Study it is appropriate to update the Water Master Plan to current conditions; and

WHEREAS, the City is a small disadvantaged community and financial assistance is required for the Water System Improvement Planning (the "Project").

NOW, THEREFORE, the City Council of the City of Live Oak does hereby resolve:

SECTION 1. The City Manager (the "Authorized Representative") or designee is hereby authorized and directed to sign and file, for and on behalf of the Entity, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of Water System Improvement Planning (the "Project").

SECTION 2. This Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

SECTION 3. The Authorized Representative, or his/her designee, is designated to represent the Entity in carrying out the Entity's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Entity and compliance with applicable state and federal laws.

PASSED AND ADOPTED by the City Council of the City of Live Oak this 2nd day of November, 2022, by the following vote:

AYES:

NOES:

ABSENT:

NOT VOTING:

APPROVED:

Nancy Santana, Mayor

ATTEST:

Clarissa Menchaca, City Clerk

**City of Live Oak
Planning Grant Application – Water System**

**Kjeldsen, Sinnock & Neudeck, Inc.
Scope of Services
October 11, 2022**

Approach

KSN will provide professional engineering services for the City of Live to submit a Drinking Water State Revolving Fund (DWSRF) Planning Grant Application for proposed water system improvements. The intent is to secure a planning grant to study and define the scope and cost of improvements to allow the City to secure a subsequent construction grant. The planning grant will focus on:

1. Identification of water system improvements necessary to be able to provide fire protection. A storage tank and possibly additional well and conveyance capacity are the expected recommended improvements to be studied. The planning scope is expected to include modeling of the distribution system and hydrant testing at strategic locations to identify potential tank locations, undersized pipelines, and other deficiencies.
2. Evaluation of raw water quality data trends over time, to determine if changes in operations, addition of new or additional treatment facilities, or addition of other water sources will be needed in the near future. The evaluation will also consider impacts the water is expected to have on wastewater discharge, especially with respect to compliance with CV salt regulations.
3. Alternatives for managing solids generated from existing arsenic treatment systems, with intent to reduce the load to the City's wastewater treatment plant. Currently all arsenic removed from well water is discharged to the sanitary sewer system, resulting in the sludge from the wastewater treatment plant being classified as hazardous waste instead of having beneficial use. The goal is to develop a plan to remove sufficient arsenic from the water treatment facilities to the point that the sludge tests below hazardous waste levels (arsenic need not necessarily be removed at each water production facility; space limitations are expected to make removal impractical at select facilities).

Task No. 1 – Project Management and Coordination

KSN will coordinate with City personnel and representatives to garner an understanding of City needs and objectives for water facilities improvements. During the grant application development and prior to submittal, KSN will communicate with the State regarding grant application requirements and expectations. Under this task, KSN will perform the following:

1. Attend kickoff meeting with City. The meeting will be held at City Hall and included a field visit to the City's primary water system facilities and locations that are of primary consideration for the planning studies.
2. Attend remote regular coordination meetings with City. KSN and City representatives as necessary will hold bi-weekly 1/2-hour meetings to facilitate flow of information and timely

compilation of required documents. (If KSN also develops an SRF wastewater planning grant application for the City, the meetings will be combined.)

3. Correspondence with State. KSN will serve as the primary point of contact with the State during development of the application. KSN will communicate regularly with the State's point of contact to better develop the application in accordance with State expectations.

Task No. 2 – Background Document and Data Review

KSN will produce a Technical Package (Planning) in accordance with the Financial Assistance Application Information and Instructions for each of the three components to be evaluated. The major focus will be on the requirements under Section 1 – Technical Information which include:

1. Description of the water system and facilities (Attachment T1)
2. Description of problems being addressed by the planning project and supporting documentation (Attachment T2)
3. Alternatives Analysis (Attachment T3)
4. Development of scope to be performed (Attachment T4) and the Engineering Reports to be produced (Attachment T7).

Task No. 3 Grant Application Production

KSN will produce a grant application that demonstrates the benefit of implementing City's objectives. In addition to compiling and submitting the miscellaneous attachments for the Technical Package, KSN will produce, with information provided by the City, the following:

1. Documents for Section II of the Technical Package, including attachments
 - T5a – Certification of Compliance with Water metering form
 - T6 – Water System Permit
 - T8 – Water Rights Documentation (if applicable)
 - T9 – Water Conservation Program (if applicable)
 - T10 – Memorandum of Understanding (if applicable)
 - T11 – Urban Water Management (if applicable)
2. Environmental Package (Planning) documents – expected to be a CEQA categorical exemption
3. Financial Security Package (Planning) Documents – KSN will coordinate with the City so they are completed in accordance with requirements including preparation of the funding resolution.

Task 3 Deliverable: Grant application documents uploaded to State FFAST website for City authorization

Task No. 4 – Application Follow-up with State

After the application has been submitted, KSN will communicate with the State to respond to inquiries, prepare updates, and clarify the application contents towards the goal of securing the grant. KSN will serve as the lead on communications and will route correspondence for City response as required.

KSN Fee Estimate

KSN proposes to provide the above-described scope of services for an additional not to exceed fee of \$45,460. Attachment 1 summarizes our estimated level of effort for each task and fee to execute the scope and submit the grant. KSN will invoice work under this Agreement monthly for the project, not to exceed the Amendment/contract limit without prior authorization. Any additional services can be provided on a time and expense basis and will be charged according to our attached fee schedule.

	Planning Grant Application – Water Systems	
1	Project Management and Coordination	\$8,765
2	Background Document and Data Review	\$27,250
3	Grant Application Production	\$4,060
4	Application Follow-up with State	\$5,385
	TOTAL	\$45,460

Assumptions and Exclusions

Our proposal assumes the work will be executed consistent with the following:

1. Level of effort is estimated based on past experience. Effort to complete the services, especially those under Task 4, are beyond KSN control.
2. This scope of services excludes deliverables and services not described above including items like site survey.
3. The facilities and conditions for the water system will be consistent with those represented in planning reports and design documents.
4. The planning phase will be categorically exempt from CEQA (subsequent phases may not be categorically exempt).
5. The City will retain the services of a qualified economic planner to ensure comprehensive and accurate execution of the scope under the Financial Security Package for the application, or will directly provide the necessary data to KSN.
6. It is KSN's goal to produce and upload the grant documents for City approval by or before December 31, 2022.

Exhibit 1

City of Live Oak Drinking Water State Revolving Fund Planning Grant Application

TASK HOURS BREAKDOWN

		KJELDSSEN, SINNOCK & NEUDECK INC. HOURS					Staff Budget	OTHER DIRECT COSTS		Other Direct Costs Budget	TOTAL BUDGET (Rounded)
		Principal Engineer	Associate Engineer	Junior Engineer	GIS/CAD Technician II	Admin II		Direct Expenses	Mileage		
		Rates	\$285	\$260	\$165	\$140		\$95	110%		
PROJECT TASKS											
1.0	Project Management and Coordination	6	18	14	0	0	\$ 8,700	\$ -	\$ 65	\$ 65	\$ 8,765
1.1	Kickoff Meeting with City	4	4	4			\$2,840	\$0	\$65	\$65	\$2,905
1.2	Regular Coordination Meetings with City	1	6	6			\$2,835	\$0	\$0	\$0	\$2,835
1.3	Correspondence with State	1	8	4			\$3,025	\$0	\$0	\$0	\$3,025
2.0	Development of Planning Study Scopes, Budgets, and Schedules	10	37	76	16	0	\$ 27,250	\$ -	\$ -	\$ -	\$ 27,250
2.1	Description of Water System and Facilities (T1)	1	4	10	4		\$3,535	\$0	\$0	\$0	\$3,535
2.2	Description of Problems Addressed by Planning Project (T2)										
2.2a	Fire Protection Capacity Evaluation	1	3	6	4		\$2,615	\$0	\$0	\$0	\$2,615
2.2b	Water Quality Trend Evaluation	1	3	6	4		\$2,615	\$0	\$0	\$0	\$2,615
2.2c	Arsenic Equipment and Facilities Handling	1	3	6	4		\$2,615	\$0	\$0	\$0	\$2,615
2.3	Alternatives Analysis (T3)										
2.3a	Fire Protection Capacity Evaluation	1	4	8			\$2,645	\$0	\$0	\$0	\$2,645
2.3b	Water Quality Trend Evaluation	1	4	8			\$2,645	\$0	\$0	\$0	\$2,645
2.3c	Arsenic Equipment and Facilities Handling	1	4	8			\$2,645	\$0	\$0	\$0	\$2,645
2.4	Engineering Reports (T4, T7)										
2.4a	Fire Protection Capacity Evaluation	1	4	8			\$2,645	\$0	\$0	\$0	\$2,645
2.4b	Water Quality Trend Evaluation	1	4	8			\$2,645	\$0	\$0	\$0	\$2,645
2.4c	Arsenic Equipment and Facilities Handling	1	4	8			\$2,645	\$0	\$0	\$0	\$2,645
3.0	Grant Application Document Compilation and Submittal	0	4	16	0	4	\$ 4,060	\$ 160	\$ -	\$ 160	\$ 4,060
3.1	Upload of Technical Package Section I		1	4		1	\$1,015	\$0	\$0	\$0	\$1,015
3.2	Preparation and Upload of Technical Package Section II		1	4		1	\$1,015	\$0	\$0	\$0	\$1,015
3.3	Preparation and Upload of Environmental Package - Section I CEQA & Section II Gen Information		1	4		1	\$1,015	\$0	\$0	\$0	\$1,015
3.4	Compilation and Upload of Financial Security Package		1	4		1	\$1,015	\$0	\$0	\$0	\$1,015
4.0	Application Follow-up with State	1	12	12	0	0	\$ 5,385	\$ -	\$ -	\$ -	\$ 5,385
4.1	Regular Correspondence with State	1	12	12			\$5,385	\$0	\$0	\$0	\$5,385
PROJECT TOTALS		17	71	118	16	4	\$ 45,395	\$ 320	\$ 65	\$ 320	\$ 45,460



City of Live Oak Report to City Council

Meeting Date: November 2, 2022

Title: Approval of an Agreement with Kjeldsen, Sinnock & Neudeck Inc. Engineering (KSN Engineers) for Preparation of Grant Application and Authorization of the Submittal of a Financial Assistance Application for Wastewater System Improvement Planning Grant

Contact Information: Aaron Palmer, City Manager

Location: City Wide

Background: In November 2009, the City completed a Wastewater Collection System Master Plan prepared by Eco:Logic Engineers and Consultants. The Master Plan identified collection system recommendations for future storm season monitoring and pipe segments are surcharged during storm events. Surcharged pipelines can lead to sanitary sewer overflows. The 2009 Master Plan did not evaluate condition of the sewage lift stations in detail. The City Council has received a Report of Sewer Lift Station Evaluations dated July 15, 2019 prepared by Operations and Permitting Specialists, Bill Lewis Principal Engineer. The report evaluated the condition of each Lift Station and made recommendations for priorities and scope at each Lift Station. On September 7, 2022, the City Council authorized the submission of a construction grant application for the construction of the P Street Lift Station to the SWRCB. That application is in process of preparation for submission by December 31, 2022.

The 2009 Master Plan analyzed the existing wastewater collection system under then current conditions. The analysis included modeling under peak conditions of a once in ten-year six-hour storm event. The Master Plan identified several pipelines that were surcharged and flow full, primarily due to downstream bottle necks. Winter season monitoring of the collection system was recommended. It is not believed that the monitoring has taken place other than limited flow monitoring that took place during the P Street Lift Station design. This monitoring did not measure the pipeline capacity or upstream water surface elevations, only flow from the existing lift station was monitored. It is believed that flow into the station was limited due to upstream bottlenecks and that the pipelines were likely surcharged.

The SWRCB is offering a Clean Water Planning Grant program that could fund an update of the Live Oak Wastewater Master Plan. The scope of the

grant program will allow for initial planning, design, and environmental work of identified projects. The program accepts applications on a calendar year basis. Upon completion of the application, they begin review of the application and if approved issue a funding agreement. Once the packages are reviewed and approved by the SWRCB they will determine funding options ranging from not allowed, low or zero interest loan, and loan with full principal forgiveness (grant) for project expenses taking place after Final Package is approved. Live Oak is a Small Disadvantaged Community and therefore it may also be possible to receive reimbursement for costs associated with the application process. Reimbursement of expended costs prior to the Funding Agreement is not guaranteed.

The scope of work requested to be funded by the planning grant includes:

- * Replacement of the Pennington Lift Station. This lift station was identified the next highest priority after P Street Lift Station in the 2019 report. The lift station is in the sidewalk area just west of Live Oak Middle School.
- * Identification of major sources of sewer system inflow and infiltration. The collection system model will also be updated to current conditions.
- * Upgrades to Peach, Ash, Kola, and Musgrave Lift Stations as identified in the 2019 report.
- * The wastewater treatment plant has been in service for 11 years. The scope will request planning funds for improvements including equipment upgrades to optimize operations where possible reduce operational expenses.

Due to the scope of the requests, it is possible that there will be more than one application. During the application process, communication with the SWRCB staff will determine the best way to present the planning grant applications for most likely beneficial outcome. KSN scope also includes up to \$10,000 funding to support P Street Lift Station construction grant application that City Council previously approved. The approval did not authorize any funding for that application.

KSN Engineers, the designer of the P Street Lift Station Project, has prepared the attached Scope of Work to complete the application package. The scope covers the process to submit an application for the Planning Grant. The Scope of Work does not include doing the planning work that will include engineering services described above. The intent of the planning process is to prepare sufficient details to complete environmental reviews and all necessary details for a future construction grant package.

The SWRCB reviews grant applications based on receipt within a calendar year. They will complete the review of all applications received in 2022 prior to starting review of applications received in 2023. The review and preparation of a funding agreement by the SWRCB is expected to take a minimum of six to nine months. If the application were to be received in 2023, it is not likely that the review period would begin review until the summer or fall of 2023. By submitting it in 2022, the SWRCB review may be completed by summer to fall of 2023.

To meet the deadline, staff determined that there was not sufficient time to

solicit proposals for the preparation of the applications for submission in 2022. Solicitations would have resulted in delay of application submission to 2023 and delay of a funding agreement of at least six to nine months likely into 2024.

Further, City Council action and authorization will be required prior to acceptance of any loan or loan principal forgiveness documents associated with the Planning Grant. If an agreement is approved by the SWRCB and the City Council, staff will solicit engineering firms to complete the study. City Council will approve all future engineering agreements.

Fiscal Impacts:

Agreement with KSN Engineers in the amount not-to-exceed \$80,000 plus a contingency of \$12,000 for a total of \$92,000. Contingency can be authorized by the City Manager based on unforeseen request by the California State Water Resources Control Board (SWRCB) as part of the application process and required financial reports. Sewer Fund: 1300-5341 Professional Services. Total budget was approved at \$215,000.

Recommendation:

1) Approve agreement with KSN Engineers with the finding that there is an exigency need for the agreement and period of performance; and 2) Adopt resolution making the findings and determinations authorizing the City Manager or designee to file a Financial Assistance Application for Wastewater System Improvement Planning Grant with the California State Water Resources Control Board.

Attachments:

[Resolution](#)

[Wastewater Plan Grant Scope KSN](#)

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LIVE OAK AUTHORIZING THE SUBMITTAL OF A FINANCIAL ASSISTANCE APPLICATION(S) FOR WASTEWATER SYSTEM IMPROVEMENT PLANNING GRANT TO THE STATE WATER RESOURCES CONTROL BOARD

WHEREAS, the City of Live Oak (the "Entity") received a Wastewater Master Plan Report evaluating the condition of the wastewater collection system prepared by Eco:Logic dated November 2009 and Report of Sewer Lift Station Evaluations prepared by Operations and Permitting Specialists dated July 15, 2019 ("the Studies"); and

WHEREAS, the Studies recommended certain system improvements and identified certain system deficiencies; and

WHEREAS, certain improvements have been made since the Studies and the wastewater system storm flows have not been reviewed since the Studies it is appropriate to update the Wastewater Master Plan to current conditions; and

WHEREAS, the City is a small disadvantaged community and financial assistance is required for the Wastewater System Improvement Planning (the "Project").

NOW, THEREFORE, the City Council of the City of Live Oak hereby resolve:

SECTION 1. The City Manager (the "Authorized Representative") or designee is hereby authorized and directed to sign and file, for and on behalf of the Entity, a Financial Assistance Application or Applications for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of Wastewater System Improvement Planning (the "Project").

SECTION 2. This Authorized Representative, or their designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

SECTION 3. The Authorized Representative, or their designee, is designated to represent the Entity in carrying out the Entity's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Entity and compliance with applicable state and federal laws.

PASSED AND ADOPTED by the City Council of the City of Live Oak this 2nd day of November, 2022, by the following vote:

AYES:
NOES:
ABSENT:
NOT VOTING:

APPROVED:

Nancy Santana, Mayor

ATTEST:

Clarissa Menchaca, City Clerk

City of Live Oak
Clean Water Planning Grant Application – Wastewater System

Kjeldsen, Sinnock & Neudeck, Inc.
Scope of Services
October 25, 2022

Approach

KSN will provide professional engineering services for the City of Live Oak to submit a Clean Water State Revolving Fund (CWSRF) Planning Grant Application for proposed wastewater system studies and improvements. The intent is to secure a planning grant to study and define the scope and cost of improvements to allow the City to secure subsequent construction grant(s). The planning grant application(s) will be prepared in accordance with the *Instructions for Completing the Wastewater Planning Applications* (July 2022) and *Wastewater Planning Application* (November 2021) by the State Water Resources Control Board. The scope for the application(s) will focus on the following, with highest priorities listed below first:

1. Replacement of the Pennington Lift Station. Major issues are the existing lift station in a location that is a potential public hazard, the station is in poor condition, maintenance results in raw sewage spilling towards public areas, and the station lacks a redundant pump and flowmeter.
2. Collection System Master Plan Update Phase 1. The intent of this planning study is to focus on identifying major sources of inflow and infiltration (I/I) to reduce flows to lift stations and the wastewater treatment plant (WWTP). The primary study methods are to perform smoke testing of sewers and inspections of manholes where staff believes there are significant sources of I/I, plus select CCTV inspection of suspected degraded pipeline. After evaluation, a priority upgrade/replacement list with projected costs and an implementation schedule will be developed. Flow monitoring will be scoped for select locations to facilitate update of the collections system hydraulic model.
3. WWTP Upgrades. The scope will include an evaluation of existing processes to identify equipment and process upgrades and replacement to optimize operations and where possible reduce operational costs.
4. Upgrades to the Peach Lift Station. Major issues include outdated controls, no redundant pump and the spare for the lag pump is undersized, wet well needs recoating, and the station lacks a flowmeter.
5. Upgrades to the Ash Lift Station. Major issues include outdated controls, no redundant pump and the spare for the lag pump is undersized, wet well needs recoating, and the station lacks a flowmeter.
6. Upgrades to the Kola Lift Station. Major issues include outdated controls, no redundant pump with electrical and control upgrades required for an additional pump, and flowmeter needs refurbishment or replacement.

7. Upgrades to the Musgrave Lift Station. Major issues include outdated controls, no redundant pump, and the station lacks a flowmeter.

Based on correspondence with the State and City, multiple applications may be submitted to maximize chances of success in obtaining planning funding. At least one application will be submitted by December 31, 2022; subsequent applications may be submitted by June 30, 2023 to maximize the chances of successful applications and the City's ability to manage the resulting workload.

Task No. 1 – Project Management and Coordination

KSN will coordinate with City personnel and representatives to garner an understanding of City needs and objectives for wastewater facilities improvements. During the grant application development and prior to submittal, KSN will communicate with the State regarding grant application requirements and expectations. Under this task, KSN will perform the following:

1. Attend kickoff meeting with City. The meeting will be held at City Hall and included a field visit to the City's primary wastewater system facilities and locations that are of primary consideration for the planning studies.
2. Attend remote regular coordination meetings with City. KSN and City representatives as necessary will hold bi-weekly 1/2-hour meetings with follow-up correspondence to facilitate flow of information and timely compilation of required documents. A total of 8 meetings are assumed over the duration of the application process. (If KSN also develops an SRF water planning grant application for the City, the meetings will be combined.)
3. Correspondence with State. KSN will serve as the primary point of contact with the State during development of the application. KSN will communicate regularly with the State's point of contact to better develop the application in accordance with State expectations. Coordination during application development is assumed to be six remote conferences with follow-up correspondence.

Task No. 2 – Plan of Study Scope, Budget, and Schedule Development

KSN will prepare the application for the City to sign and submit, lead the process for preparing documents consistent with State requirements and expectations, develop the Technical Exhibits, and coordinate with the City on the preparation of Financial Exhibits. In developing the scope to be implemented for each facility, a schedule including major milestones such as completion of the study and completion of the "CEQA-plus" environmental package required for most projects under the program will be developed. KSN will prepare the following Exhibits for each facility:

1. Plan of Study (Attachment T1)
2. Certification for Compliance with Water Metering Form (Attachment T2)
3. Water Conservation & Water Management Certification Form (Attachment T3)
4. RWQCB Requirements and/or Official Communication (Attachment T4)
5. Income Study (Attachment T5) or suitable substitute
6. Rate Study (Attachment T6).

The City will provide KSN with the data necessary to complete Attachments T2, T3, T5, and T6.

The City will complete the following Financial Attachments:

1. Audited Financial Statements (Three Years) (Attachment F1)
2. Budget Projections (Two Years) (Attachment F2)
3. Authorizing Resolution (Attachment F3)
4. Rate Adoption Documentation (Attachment F4)
5. Agreements (Relevant Service, Management, Operating or Joint Powers Agreements) (Attachment F5)
6. New Special Tax, Assessment District, or Service Charge Projections (Attachment F6)
7. School District Certification of Interim Report (Attachment F7)
8. Debt Schedule (Attachment F8)
9. Debt Documentation (Attachment F9)
10. No Debt Letter (Attachment F10).

KSN will coordinate with the City to facilitate production of the financial attachments by:

- leading a 2-hour initial meeting with City personnel to identify and review the required documents
- leading up to two 1-hour follow on meetings to review progress and plan completion should documents information be incomplete
- reviewing each Attachment from the City for completeness and accuracy before submittal.

For all Technical and Financial Attachments above except for the Plan of Study T1, it is assumed that the forms need only be completed once and can be used for any subsequent applications.

Task No. 3 Grant Application Document Compilation and Submittal

KSN will compile grant application documents prepared under Task 2 for upload and submittal to the State Water Resources Control Board's on-line application platform FFAST. The documents to be compiled and uploaded under this task include the following developed under Task 2:

- General Application Sections I-VI
- Technical Attachments T1-T6
- Financial Attachments F1-F10.

KSN will communicate with the City so facilitate accurate and complete upload of all attachments.

Task 3 Deliverable: Grant application documents uploaded to State FFAST website for City authorization

Task No. 4 – Application Follow-up with State

After the application has been submitted, KSN will communicate with the State to respond to inquiries, prepare updates, and clarify the application contents towards the goal of securing the grant. KSN will serve as the lead on communications and will route correspondence for City response as required.

Under this task, KSN has assumed an effort for coordination and to respond to SWRCB inquiries of up to 41 engineering hours, led primarily by the project manager and supporting project engineer.

Task No. 5 – P Street Lift Station Construction Grant Application As-Needed Support

The City is currently leading the effort to submit a construction grant application for the P Street Lift Station. It is expected that the City will request assistance to help complete the application; the primary services include engineering analysis, creation of figures, and engineering drafting. This task provides 54 total hours for various professionals to provide support upon request by the City.

Task No. 6 –Additional Planning Package Applications (Optional Tasks)

6.1 Reserved

6.2 Additional Planning Packages

Based on input from the State, the City may decide that submitting multiple applications is the preferred course of action. For example, the lift stations might be grouped into a single application so the Plan of Study scope is more consistent. Submitting each separate applications will result in a slightly increased effort. This task provides the budget to submit up to 2 additional (3 total) applications.

KSN Fee Estimate

KSN proposes to provide the above-described scope of services for an additional not to exceed fee of \$77,564. Attachment 1 summarizes our estimated level of effort for each task and fee to execute the scope and submit the grant. KSN will invoice work under this Agreement monthly for the project, not to exceed the Amendment/contract limit without prior authorization. Any additional services can be provided on a time and expense basis and will be charged according to our attached fee schedule.

Task	CWSRF Planning Grant Application – Wastewater Systems	Fee
1	Project Management and Coordination	\$10,994
2	Plan of Study Scopes, Budgets, and Schedules Development	\$39,135
3	Grant Application Document Compilation and Submittal	\$4,250
4	Application Follow-up with State	\$8,785
5	P Street Lift Station Grant Application As-needed Support	\$10,000
6	Additional Planning Package Applications (Optional)	\$4,490
	TOTAL	\$77,654

Assumptions and Exclusions

Our proposal assumes the work will be executed consistent with the following:

1. Level of effort is estimated based on past experience. Effort to complete the services, especially those under Task 4, are beyond KSN control.
2. This scope of services excludes deliverables and services not described above including items like site survey.
3. The facilities and conditions for the wastewater system will be consistent with those represented in planning reports and design documents.

4. The planning phase will be categorically exempt from CEQA (subsequent phases may not be categorically exempt) but Planning Efforts for a successful grant may include “CEQA-plus” to satisfy program requirements.
5. The City will retain the services of a qualified economic planner to ensure comprehensive and accurate execution of the scope for the Financial Attachments for the application(s), or will directly provide the necessary data to KSN.
6. It is KSN’s goal to produce and upload the grant documents for City approval by or before December 31, 2022, but input from the State and City decision may indicate spreading the grant requests scope over multiple applications is preferred, thus applications for scope in this proposal may be submitted by June 30, 2023.

City of Live Oak
Clean Water State Revolving Fund Wastewater Planning Grant Application

TASK HOURS BREAKDOWN

		KJELSDSEN, SINNOCK & NEUDECK INC. HOURS					Staff Budget	EQUIPMENT					Equipment Budget	OTHER DIRECT COSTS			Other Direct Costs Budget	TOTAL BUDGET (Rounded)
		Principal Engineer	Associate Engineer	Junior Engineer	GIS/CAD Technician II	Admin II		3D Print Cloud	GPS Equip (1-rec)	Robotic Total Station	HDS Scanner	Boat		Direct Expenses	Mileage	Sub-consultants		
		Rates	\$285	\$260	\$165	\$140		\$95	\$25	\$25	\$35	\$150		\$55	110%	0.62		
PROJECT TASKS																		
1.0	Project Management and Coordination	6	24	18	0	0	\$ 10,920	0	0	0	0	0	\$ -	\$ -	\$ 74	\$ -	\$ 74	\$ 10,994
1.1	Kickoff Meeting with City	4	4	4			\$2,840						\$0	\$0	\$74	\$0	\$74	\$2,914
1.2	Regular Coordination Meetings with City	1	8	8			\$3,685						\$0	\$0	\$0	\$0	\$0	\$3,685
1.3	Correspondence with State	1	12	6			\$4,395						\$0	\$0	\$0	\$0	\$0	\$4,395
2.0	Plan of Study Scope, Budget, and Schedule Development	15	47	110	28	6	\$ 39,135	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,135
2.1	Completion of Application for Sections I-VI for City Submission	1	4	20	4	2	\$5,375						\$0	\$0	\$0	\$0	\$0	\$5,375
2.2	Plan of Study (T1)																	
2.2a	Pennington Lift Station Replacement	1	3	6	4		\$2,615							\$0	\$0	\$0	\$0	\$2,615
2.2b	Collection System Master Plan Update Phase 1	2	8	16	4		\$5,850							\$0	\$0	\$0	\$0	\$5,850
2.2c	WWTP Upgrades & Replacements	3	12	24	4		\$8,495							\$0	\$0	\$0	\$0	\$8,495
2.2d	Peach Street Lift Station Rehabilitation	1	3	6	4		\$2,615							\$0	\$0	\$0	\$0	\$2,615
2.2e	Ash Street Lift Station Rehabilitation	1	3	6	4		\$2,615							\$0	\$0	\$0	\$0	\$2,615
2.2 f	Kola Lift Station Rehabilitation	1	3	6	2		\$2,335							\$0	\$0	\$0	\$0	\$2,335
2.2g	Musgrave Lift Station Rehabilitation	1	3	6	2		\$2,335							\$0	\$0	\$0	\$0	\$2,335
2.3	Completion of Attachments T2 through T6 (with City Input as Required)	2	4	10		2	\$3,450							\$0	\$0	\$0	\$0	\$3,450
2.4	Completion of Financial Attachments F1-F10 (with City Input as Required)	2	4	10		2	\$3,450							\$0	\$0	\$0	\$0	\$3,450
3.0	Grant Application Document Compilation and Submittal	0	4	16	0	6	\$ 4,250	0	0	0	0	0	\$ -	\$ 160	\$ -	\$ -	\$ 160	\$ 4,250
3.1	Upload of General Application Sections I-VI		2	8		4	\$2,220						\$0	\$0	\$0	\$0	\$0	\$2,220
3.2	Upload of Technical Attachments T1-T6		1	4		1	\$1,015						\$0	\$0	\$0	\$0	\$0	\$1,015
3.3	Upload of Financial Attachments F1-F10		1	4		1	\$1,015						\$0	\$0	\$0	\$0	\$0	\$1,015
4.0	Application Follow-up with State	1	20	20	0	0	\$ 8,785	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,785
4.1	Regular Correspondence with State	1	20	20			\$8,785						\$0	\$0	\$0	\$0	\$0	\$8,785
5.0	P Street Lift Station Grant Application As-needed Support	4	12	24	10	4	\$ 10,000	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
5.1	Support for Construction Application	4	12	24	10	4	\$10,000						\$0	\$0	\$0	\$0	\$0	\$10,000
PROJECT TOTALS		26	107	188	38	16	\$ 73,090	0	0	0	0	0	\$ -	\$ 320	\$ 74	\$ -	\$ 320	\$ 73,164
OPTIONAL TASKS																		
6.0	Additional Planning Package Applications	0	6	12	0	10	\$ 4,490	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,490
6.1	(Reserved)						\$0						\$0	\$0	\$0	\$0	\$0	\$0
6.2	Package/Prepare Additional Planning Applications		6	12		10	\$4,490						\$0	\$0	\$0	\$0	\$0	\$4,490
OPTIONAL TASKS TOTALS		0	6	12	0	10	\$ 4,490	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,490
GRAND TOTALS		26	113	200	38	26	\$ 77,580	0	0	0	0	0	\$ -	\$ 320	\$ 74	\$ -	\$ 320	\$ 77,654

General Note: This costs allocation represents our best estimate at this time and may change subject to future developments during the project. It is possible that some of the estimated manpower requirements for specific task items may increase while others may not require the entire anticipated effort. Charges to this project will be made for actual time spent on the project and will be charged as per the attached Fee Schedule.



Stephen K. Sinnock, P.E.
 Christopher H. Neudeck, P.E.
 Neal T. Colwell, P.E.
 Barry O'Regan, P.E.

**2022 FEE SCHEDULE
 PREVAILING WAGE PROJECTS
 Effective May 1, 2022**

Position	Rate
Principal Engineer	\$ 285.00
Associate Engineer	\$ 260.00
Senior Engineer	\$ 230.00
Engineer II	\$ 210.00
Engineer I	\$ 195.00
Junior Engineer	\$ 165.00
Senior Surveyor	\$ 235.00
Surveyor	\$ 205.00
Assistant Surveyor	\$ 170.00
Field Crew-One Man & Vehicle	\$ 230.00
Field Crew-Two Man & Vehicle	\$ 345.00
Inspector	\$ 180.00
Inspector & Vehicle	\$ 235.00
Senior Project Manager	\$ 255.00
Project Manager	\$ 225.00
Assistant Project Manager II	\$ 210.00
Assistant Project Manager I	\$ 195.00
Grant Manager	\$ 170.00
GIS Specialist	\$ 165.00
GIS/CAD Technician III	\$ 160.00
GIS/CAD Technician II	\$ 140.00
GIS/CAD Technician I	\$ 110.00
Project Accountant	\$ 153.00
Administrative III	\$ 120.00
Administrative II	\$ 105.00
Administrative I	\$ 90.00

Equipment	Hourly Rate
3D Point Cloud Work Station	\$ 25.00
GPS Receivers-Per Receiver Per Hour	\$ 25.00
Robotic Total Station	\$ 35.00
HDS Scanner	\$ 150.00
Boat	\$ 55.00

Expenses	
Auto Mileage per current Federal Rates	
Special Consultants	Cost Plus 10%
Reimbursable Expenses	Cost Plus 10%
(Printing, Photos, Copies, Travel, Telephone, Fax, Survey Materials, etc.)	

Additional charges may apply for overtime services.

Fees are due and payable within 30 days from the date of billing. Fees past due may be subject to a finance charge computed on the basis of 1 1/2% of the unpaid balance per month.

Hourly rates are subject to review and adjustment January 1st and July 1st of each year.