



**Hidden Valley Lake Community Services District
Finance Committee Meeting
June 16, 2022 – 12:30 p.m.
19400 Hartmann Road, Hidden Valley Lake, Ca.**

Attend in Person or Join by Teleconference

Masks are Required

To join the meeting by Teleconference, go to www.hvlcsd.org select the June 16, 2022, Finance Committee Meeting and select the Microsoft TEAMS link select Open Microsoft Teams select Join Now.

This meeting is being recorded for live streaming and broadcasting purposes.

- 1) **CALL TO ORDER**
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **ROLL CALL**
- 4) **APPROVAL OF AGENDA**
- 5) **DISCUSSION AND POSSIBLE RECOMMENDATION:** Monthly Financials
- 6) **DISCUSSION AND POSSIBLE RECOMMENDATION:** Review of the FY 2022-23 Budget
- 7) **DISCUSSION AND POSSIBLE RECOMMENDATION:** Projects Update
- 8) **DISCUSSION AND POSSIBLE RECOMMENDATION:** Earthquake Insurance Quote
- 9) **DISCUSSION AND POSSIBLE RECOMMENDATION:** Alliant Property Appraisal – Property Liability Coverage
- 10) **DISCUSSION AND POSSIBLE RECOMMENDATION:** North Shore Ct Sewer Repair – Award of Contract
- 11) **DISCUSSION AND POSSIBLE RECOMMENDATION:** Contract with CivicSpark Fellowship
- 12) **DISCUSSION AND POSSIBLE RECOMMENDATION:** Project Manager Salary Study
- 13) **PUBLIC COMMENT**
- 14) **BOARD MEMBER COMMENT**
- 15) **ADJOURN**

Public records are available upon request. Board Packets are posted on our website at www.hvlcsd.org/meetings. In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting, please contact the District Office at 987-9201 at least 48 hours prior to the scheduled meeting.

Members of the public shall be given the opportunity to comment on each agenda item before the Governing Board acts on that item, G.C. 54953.3. All other comments will be taken under Public Comment.

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 120 SEWER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1002	PETTY CASH REIMBURSEMENT			N		FUND TOTAL FOR VENDOR	117.10
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	2,356.80
01-111	JAMES DAY CONSTRUCTION, I			N		FUND TOTAL FOR VENDOR	944.00
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	265.48
01-1579	SOUTH LAKE REFUSE & RECYC			N		FUND TOTAL FOR VENDOR	267.53
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	18,257.77
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	5,519.56
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	753.35
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	581.96
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	6,525.06
01-2111	DATAPROSE, LLC			N		FUND TOTAL FOR VENDOR	1,535.20
01-2195	TELSTAR INSTRUMENTS			N		FUND TOTAL FOR VENDOR	1,992.61
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	102.50
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	240.25
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	758.18
01-2648	B & G TIRES OF MIDDLETOWN			N		FUND TOTAL FOR VENDOR	237.47
01-2672	ADTS, INC			N		FUND TOTAL FOR VENDOR	551.75
01-2680	BARRY SILVA			N		FUND TOTAL FOR VENDOR	173.56
01-2685	LAYNE PAVING & TRUCKING,			N		FUND TOTAL FOR VENDOR	206.63
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	1,157.00
01-2702	PACE SUPPLY CORP			N		FUND TOTAL FOR VENDOR	176.29
01-2744	ADVENTIST HEALTH ST HELEN			N		FUND TOTAL FOR VENDOR	144.02
01-2749	NAPA AUTO PARTS			N		FUND TOTAL FOR VENDOR	64.23
01-2788	GHD			N		FUND TOTAL FOR VENDOR	1,372.13
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	2,957.14
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	5,072.50
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 120 SEWER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	968.75
01-2842	COASTLAND CIVIL ENGINEERI			N		FUND TOTAL FOR VENDOR	52.50
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	1,755.00
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	100.00
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	499.25
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	139.57
01-2951	JENFITCH, LLC			N		FUND TOTAL FOR VENDOR	1,104.25
01-2990	REDWOOD COAST FUELS			N		FUND TOTAL FOR VENDOR	1,245.69
01-3018	HANNAH DAVIDSON			N		FUND TOTAL FOR VENDOR	12.98
01-3020	US STANDARD PRODUCTS			N		FUND TOTAL FOR VENDOR	1,474.04
01-3022	WELLS FARGO FINANCIAL LEA			N		FUND TOTAL FOR VENDOR	181.06
01-3050	ALESHIRE & WYNDER, LLP			N		FUND TOTAL FOR VENDOR	203.00
01-3054	SMALLCOMB, LISA			N		FUND TOTAL FOR VENDOR	62.31
01-3059	WENDY WETTENGEL			N		FUND TOTAL FOR VENDOR	1,500.00
01-3060	R&S TRUCKING			N		FUND TOTAL FOR VENDOR	700.13
01-3061	ODP BUSINESS SOLUTIONS, L			N		FUND TOTAL FOR VENDOR	167.88
01-8	AT&T			N		FUND TOTAL FOR VENDOR	140.85

*** FUND TOTALS ***

62,737.33

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1	MISCELLANEOUS VENDOR			N		FUND TOTAL FOR VENDOR	945.42
01-1002	PETTY CASH REIMBURSEMENT			N		FUND TOTAL FOR VENDOR	117.11
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	2,390.57
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	265.48
01-1579	SOUTH LAKE REFUSE & RECYC			N		FUND TOTAL FOR VENDOR	267.51
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	18,257.77
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	5,601.90
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	623.93
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	581.96
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	6,595.79
01-2111	DATAPROSE, LLC			N		FUND TOTAL FOR VENDOR	1,535.19
01-2195	TELSTAR INSTRUMENTS			N		FUND TOTAL FOR VENDOR	1,992.61
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	102.50
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	333.41
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	758.17
01-2648	B & G TIRES OF MIDDLETOWN			N		FUND TOTAL FOR VENDOR	237.47
01-2672	ADTS, INC			N		FUND TOTAL FOR VENDOR	551.75
01-2680	BARRY SILVA			N		FUND TOTAL FOR VENDOR	173.55
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	325.00
01-2702	PACE SUPPLY CORP			N		FUND TOTAL FOR VENDOR	6,497.99
01-2744	ADVENTIST HEALTH ST HELEN			N		FUND TOTAL FOR VENDOR	144.01
01-2749	NAPA AUTO PARTS			N		FUND TOTAL FOR VENDOR	64.23
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	4,520.89
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	650.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	968.75
01-2842	COASTLAND CIVIL ENGINEERI			N		FUND TOTAL FOR VENDOR	52.50

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	3,870.00
01-2878	BADGER METER			N		FUND TOTAL FOR VENDOR	744.04
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	100.00
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	499.25
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	139.58
01-2990	REDWOOD COAST FUELS			N		FUND TOTAL FOR VENDOR	1,245.69
01-3018	HANNAH DAVIDSON			N		FUND TOTAL FOR VENDOR	12.97
01-3020	US STANDARD PRODUCTS			N		FUND TOTAL FOR VENDOR	1,474.03
01-3022	WELLS FARGO FINANCIAL LEA			N		FUND TOTAL FOR VENDOR	181.06
01-3050	ALESHIRE & WYNDER, LLP			N		FUND TOTAL FOR VENDOR	203.00
01-3054	SMALLCOMB, LISA			N		FUND TOTAL FOR VENDOR	62.30
01-3059	WENDY WETTENGEL			N		FUND TOTAL FOR VENDOR	1,500.00
01-3060	R&S TRUCKING			N		FUND TOTAL FOR VENDOR	700.12
01-3061	ODP BUSINESS SOLUTIONS, L			N		FUND TOTAL FOR VENDOR	167.89
01-3062	KIMCO DEVELOPMENT INC			N		FUND TOTAL FOR VENDOR	1,400.00
01-8	AT&T			N		FUND TOTAL FOR VENDOR	140.85
*** FUND TOTALS ***							67,096.24
*** REPORT TOTALS ***			129,833.57				129,833.57

G / L EXPENSE DISTRIBUTION

ACCOUNT NUMBER ACCOUNT NAME AMOUNT

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 2075	AFLAC	139.57
120 2088	SURVIVOR BENEFITS - PERS	14.63
120 2090	PERS PAYABLE	2,846.88
120 2091	FIT PAYABLE	4,185.26
120 2092	CIT PAYABLE	1,855.71
120 2093	SOCIAL SECURITY PAYABLE	15.50
120 2094	MEDICARE PAYABLE	651.58
120 2095	S D I PAYABLE	494.34
120 2099	DEFERRED COMP - 457 PLAN	968.75
120 5-00-5020	EMPLOYEE BENEFITS	551.75
120 5-00-5025	RETIREE HEALTH BENEFITS	1,343.12
120 5-00-5060	GASOLINE, OIL & FUEL	1,305.97
120 5-00-5061	VEHICLE MAINT	3,108.83
120 5-00-5075	BANK FEES	925.00CR
120 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	100.00
120 5-00-5092	POSTAGE & SHIPPING	1,039.71
120 5-00-5121	LEGAL SERVICES	1,958.00
120 5-00-5122	ENGINEERING SERVICES	1,424.63
120 5-00-5123	OTHER PROFESSIONAL SERVICES	1,500.00
120 5-00-5130	PRINTING & PUBLICATION	556.94
120 5-00-5145	EQUIPMENT RENTAL	181.06
120 5-00-5148	OPERATING SUPPLIES	1,246.73
120 5-00-5150	REPAIR & REPLACE	5,309.80
120 5-00-5155	MAINT BLDG & GROUNDS	216.44
120 5-00-5156	CUSTODIAL SERVICES	1,157.00
120 5-00-5191	TELEPHONE	406.33
120 5-00-5193	OTHER UTILITIES	267.53
120 5-00-5194	IT SERVICES	1,257.43
120 5-00-5195	ENV/MONITORING	5,072.50
120 5-00-5311	EQUIPMENT - OFFICE	38.06
120 5-00-5315	SAFETY EQUIPMENT	1,474.04
120 5-00-5545	RECORDING FEES	100.00
120 5-10-5010	SALARIES & WAGES	378.69
120 5-10-5020	EMPLOYEE BENEFITS	6,414.24
120 5-10-5021	RETIREMENT BENEFITS	2,070.83
120 5-10-5090	OFFICE SUPPLIES	167.88
120 5-10-5170	TRAVEL MILEAGE	246.77
120 5-10-5179	ADM MISC EXPENSES	20.79
120 5-30-5010	SALARIES & WAGES	269.38
120 5-30-5020	EMPLOYEE BENEFITS	9,244.67
120 5-30-5021	RETIREMENT BENEFITS	1,592.72
120 5-30-5170	TRAVEL MILEAGE	373.15
120 5-30-5175	EDUCATION / SEMINARS	87.50
120 5-40-5010	DIRECTORS COMPENSATION	19.15
120 5-40-5020	DIRECTOR BENEFITS	6.75
120 5-40-5030	DIRECTOR HEALTH BENEFITS	1,981.72

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

	** FUND TOTAL **	62,737.33
130 1052	ACCTS REC WATER USE	945.42
130 2075	AFLAC	139.58
130 2088	SURVIVOR BENEFITS - PERS	15.13
130 2090	PERS PAYABLE	2,883.59
130 2091	FIT PAYABLE	4,249.08
130 2092	CIT PAYABLE	1,882.43
130 2093	SOCIAL SECURITY PAYABLE	15.50
130 2094	MEDICARE PAYABLE	660.98
130 2095	S D I PAYABLE	501.39
130 2099	DEFERRED COMP - PLAN 457 PAYAB	968.75
130 5-00-5020	EMPLOYEE BENEFITS	551.75
130 5-00-5025	RETIREE HEALTH BENEFITS	1,343.12
130 5-00-5060	GASOLINE, OIL & FUEL	1,305.96
130 5-00-5061	VEHICLE MAINT	3,108.82
130 5-00-5075	BANK FEES	925.00CR
130 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	100.00
130 5-00-5092	POSTAGE & SHIPPING	1,039.71
130 5-00-5121	LEGAL SERVICES	4,073.00
130 5-00-5122	ENGINEERING SERVICES	52.50
130 5-00-5123	OTHER PROFESSIONAL SERVICES	1,500.00
130 5-00-5130	PRINTING & PUBLICATION	556.93
130 5-00-5145	EQUIPMENT RENTAL	181.06
130 5-00-5150	REPAIR & REPLACE	10,743.38
130 5-00-5155	MAINT BLDG & GROUNDS	216.43
130 5-00-5156	CUSTODIAL SERVICES	325.00
130 5-00-5191	TELEPHONE	406.33
130 5-00-5193	OTHER UTILITIES	267.51
130 5-00-5194	IT SERVICES	2,001.46
130 5-00-5195	ENV/MONITORING	650.00
130 5-00-5311	EQUIPMENT - OFFICE	38.05
130 5-00-5315	SAFETY EQUIPMENT	1,474.03
130 5-00-5505	WATER CONSERVATION	1,407.50
130 5-00-5520	HYDRANT DEPOSIT REFUND	1,400.00
130 5-00-5545	RECORDING FEES	100.00
130 5-10-5010	SALARIES & WAGES	378.67
130 5-10-5020	EMPLOYEE BENEFITS	6,414.24
130 5-10-5021	RETIREMENT BENEFITS	2,070.73
130 5-10-5090	OFFICE SUPPLIES	167.89
130 5-10-5170	TRAVEL MILEAGE	246.75
130 5-10-5179	ADM MISC EXPENSES	20.79
130 5-30-5010	SALARIES & WAGES	278.57
130 5-30-5020	EMPLOYEE BENEFITS	9,244.66
130 5-30-5021	RETIREMENT BENEFITS	1,626.34
130 5-30-5170	TRAVEL MILEAGE	373.14
130 5-30-5175	EDUCATION / SEMINARS	87.50

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
130 5-40-5010	DIRECTORS COMPENSATION	19.10
130 5-40-5020	DIRECTOR BENEFITIS	6.75
130 5-40-5030	DIRECTOR HEALTH BENEFITS	1,981.72
	** FUND TOTAL **	67,096.24

** TOTAL **	129,833.57
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NO ERRORS

SELECTION CRITERIA

VENDOR SET: 01 Hidden Valley Lake
VENDOR: ALL
BANK: ALL
VENDOR CLASS(ES): ALL CLASSES

TRANSACTION SELECTION

REPORTING: PAID ITEMS ,G/L DIST

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES	: 5/01/2022 THRU 5/31/2022	0/00/0000 THRU 99/99/9999	0/00/0000 THRU 99/99/9999

PRINT OPTIONS

REPORT SEQUENCE: FUND
G/L EXPENSE DISTRIBUTION: YES
CHECK RANGE: 000000 THRU 999999

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2022

120-SEWER ENTERPRISE FUND
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>2,022,442.00</u>	<u>206,754.26</u>	<u>2,170,321.97</u>	<u>(147,879.97)</u>	<u>107.31</u>
TOTAL REVENUES	<u>2,022,442.00</u>	<u>206,754.26</u>	<u>2,170,321.97</u>	<u>(147,879.97)</u>	<u>107.31</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	814,276.00	29,866.44	1,047,452.83	(233,176.83)	128.64
ADMINISTRATION	445,691.00	35,657.54	409,496.99	36,194.01	91.88
FIELD	432,267.00	30,696.72	380,414.06	51,852.94	88.00
DIRECTORS	32,708.00	2,158.54	24,506.02	8,201.98	74.92
SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00
CAPITAL PROJECTS & EQUIP	<u>297,500.00</u>	<u>0.00</u>	<u>87,266.93</u>	<u>210,233.07</u>	<u>29.33</u>
TOTAL EXPENDITURES	<u>2,022,442.00</u>	<u>98,379.24</u>	<u>1,949,136.83</u>	<u>73,305.17</u>	<u>96.38</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	108,375.02	221,185.14	(221,185.14)	0.00

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2022

120-SEWER ENTERPRISE FUND
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 INSPECTION FEES	500.00	300.00	1,300.00 (800.00)	260.00
120-4036 DEVELOPER FEES SEWER	0.00	0.00	0.00	0.00	0.00
120-4040 LIEN RECORDING FEES	0.00	0.00	0.00	0.00	0.00
120-4045 AVAILABILITY FEES	5,500.00	0.00	5,007.30	492.70	91.04
120-4050 SALES OF RECLAIMED WATER	138,000.00	23,300.00	129,556.02	8,443.98	93.88
120-4111 COMM SEWER USE	61,985.00	7,183.90	60,288.84	1,696.16	97.26
120-4112 GOV'T SEWER USE	1,200.00	91.98	1,234.34 (34.34)	102.86
120-4116 SEWER USE CHARGES	1,634,882.00	140,745.91	1,497,260.41	137,621.59	91.58
120-4210 LATE FEE	22,000.00	2,241.45	29,112.30 (7,112.30)	132.33
120-4300 MISC INCOME	2,500.00	2.00	1,650.22	849.78	66.01
120-4310 OTHER INCOME	2,600.00	28,491.25	28,731.12 (26,131.12)	1,105.04
120-4320 FEMA/CalOES GRANTS	0.00	4,397.77	122,121.08 (122,121.08)	0.00
120-4325 GRANTS	0.00	0.00	293,856.56 (293,856.56)	0.00
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
120-4550 INTEREST INCOME	2,000.00	0.00	203.78	1,796.22	10.19
120-4580 TRANSFERS IN	151,275.00	0.00	0.00	151,275.00	0.00
120-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
120-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	2,022,442.00	206,754.26	2,170,321.97 (147,879.97)	107.31
	=====	=====	=====	=====	=====

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2022

120-SEWER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
120-5-00-5020 EMPLOYEE BENEFITS	0.00 (242.57)	0.00	0.00	0.00
120-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
120-5-00-5024 WORKERS' COMP INSURANCE	10,100.00	0.00	10,049.34	50.66	99.50
120-5-00-5025 RETIREE HEALTH BENEFITS	8,189.00	671.55	7,257.33	931.67	88.62
120-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
120-5-00-5040 ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00
120-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
120-5-00-5060 GASOLINE, OIL & FUEL	20,000.00	1,305.97	19,939.08	60.92	99.70
120-5-00-5061 VEHICLE MAINT	18,000.00	3,107.54	30,639.34 (12,639.34)	170.22
120-5-00-5062 TAXES & LIC	800.00	0.00	196.86	603.14	24.61
120-5-00-5074 INSURANCE	71,000.00	0.00	72,857.07 (1,857.07)	102.62
120-5-00-5075 BANK FEES	21,000.00	1,163.22	25,116.08 (4,116.08)	119.60
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	11,000.00	100.00	8,683.94	2,316.06	78.94
120-5-00-5092 POSTAGE & SHIPPING	7,000.00	1,038.71	6,721.33	278.67	96.02
120-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
120-5-00-5121 LEGAL SERVICES	12,000.00	1,958.00	14,980.75 (2,980.75)	124.84
120-5-00-5122 ENGINEERING SERVICES	50,000.00	1,424.63	43,217.53	6,782.47	86.44
120-5-00-5123 OTHER PROFESSIONAL SERVICE	20,000.00	1,500.00	6,395.52	13,604.48	31.98
120-5-00-5126 AUDIT SERVICES	7,500.00	0.00	5,950.00	1,550.00	79.33
120-5-00-5130 PRINTING & PUBLICATION	5,000.00	556.94	4,673.25	326.75	93.47
120-5-00-5135 NEWSLETTER	500.00	0.00	552.50 (52.50)	110.50
120-5-00-5140 RENTS & LEASES	0.00 (1,148.65)	0.00	0.00	0.00
120-5-00-5145 EQUIPMENT RENTAL	5,000.00	181.06	6,016.97 (1,016.97)	120.34
120-5-00-5148 OPERATING SUPPLIES	48,000.00	1,246.73	56,790.66 (8,790.66)	118.31
120-5-00-5150 REPAIR & REPLACE	149,900.00	5,306.27	161,507.84 (11,607.84)	107.74
120-5-00-5155 MAINT BLDG & GROUNDS	8,000.00	216.44	9,548.66 (1,548.66)	119.36
120-5-00-5156 CUSTODIAL SERVICES	16,500.00	1,157.00	11,292.50	5,207.50	68.44
120-5-00-5157 SECURITY	600.00	0.00	834.00 (234.00)	139.00
120-5-00-5160 SLUDGE DISPOSAL	45,000.00	0.00	32,779.63	12,220.37	72.84
120-5-00-5165 TERTIARY POND MAINTENANCE	50,000.00	0.00	50,000.00	0.00	100.00
120-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
120-5-00-5191 TELEPHONE	12,000.00	965.39	10,909.59	1,090.41	90.91
120-5-00-5192 ELECTRICITY	95,000.00	0.00	99,384.77 (4,384.77)	104.62
120-5-00-5193 OTHER UTILITIES	2,500.00	267.53	2,604.83 (104.83)	104.19
120-5-00-5194 IT SERVICES	38,000.00	1,257.43	32,238.86	5,761.14	84.84
120-5-00-5195 ENV/MONITORING	35,000.00	5,072.50	36,065.00 (1,065.00)	103.04
120-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
120-5-00-5198 ANNUAL OPERATING FEES	5,000.00	0.00	5,250.00 (250.00)	105.00
120-5-00-5310 EQUIPMENT - FIELD	1,200.00	1,148.65	1,148.65	51.35	95.72
120-5-00-5311 EQUIPMENT - OFFICE	3,000.00	38.06	352.81	2,647.19	11.76
120-5-00-5312 TOOLS - FIELD	1,500.00	0.00	918.51	581.49	61.23
120-5-00-5315 SAFETY EQUIPMENT	3,500.00	1,474.04	16,905.73 (13,405.73)	483.02
120-5-00-5510 SEWER OUTREACH	0.00	0.00	0.00	0.00	0.00
120-5-00-5545 RECORDING FEES	250.00	100.00	470.00 (220.00)	188.00
120-5-00-5580 TRANSFERS OUT	32,237.00	0.00	255,203.90 (222,966.90)	791.65
120-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
120-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
120-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2022

120-SEWER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5700 OVER / SHORT	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	814,276.00	29,866.44	1,047,452.83 (233,176.83)	128.64

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2022

120-SEWER ENTERPRISE FUND
ADMINISTRATION
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-10-5010 SALARIES & WAGES	292,584.00	26,494.46	278,601.75	13,982.25	95.22
120-5-10-5020 EMPLOYEE BENEFITS	84,855.00	6,656.81	70,554.26	14,300.74	83.15
120-5-10-5021 RETIREMENT BENEFITS	56,902.00	2,070.83	52,966.21	3,935.79	93.08
120-5-10-5063 CERTIFICATIONS	500.00	0.00	0.00	500.00	0.00
120-5-10-5090 OFFICE SUPPLIES	4,000.00	167.88	3,073.44	926.56	76.84
120-5-10-5170 TRAVEL MILEAGE	2,500.00	246.77	2,916.50 (416.50)	116.66
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	0.00	1,196.00	2,804.00	29.90
120-5-10-5179 ADM MISC EXPENSES	350.00	20.79	188.83	161.17	53.95
TOTAL ADMINISTRATION	445,691.00	35,657.54	409,496.99	36,194.01	91.88

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2022

120-SEWER ENTERPRISE FUND
FIELD
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	244,081.00	18,846.93	227,937.60	16,143.40	93.39
120-5-30-5020 EMPLOYEE BENEFITS	128,742.00	9,796.42	99,978.28	28,763.72	77.66
120-5-30-5021 RETIREMENT BENEFITS	50,444.00	1,592.72	47,272.02	3,171.98	93.71
120-5-30-5022 CLOTHING ALLOWANCE	2,000.00	0.00	2,501.97 (501.97)	125.10
120-5-30-5063 CERTIFICATIONS	1,500.00	0.00	488.53	1,011.47	32.57
120-5-30-5090 OFFICE SUPPLIES	1,000.00	0.00	197.16	802.84	19.72
120-5-30-5170 TRAVEL MILEAGE	500.00	373.15	1,588.75 (1,088.75)	317.75
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	87.50	449.75	3,550.25	11.24
TOTAL FIELD	432,267.00	30,696.72	380,414.06	51,852.94	88.00

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2022

120-SEWER ENTERPRISE FUND

DIRECTORS

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-40-5010 DIRECTORS COMPENSATION	3,000.00	269.15	2,960.65	39.35	98.69
120-5-40-5020 DIRECTOR BENEFITS	230.00	6.75	81.75	148.25	35.54
120-5-40-5030 DIRECTOR HEALTH BENEFITS	24,178.00	1,882.64	20,413.73	3,764.27	84.43
120-5-40-5170 TRAVEL MILEAGE	200.00	0.00	112.11	87.89	56.06
120-5-40-5175 EDUCATION / SEMINARS	1,500.00	0.00	937.78	562.22	62.52
120-5-40-5176 DIRECTOR TRAINING	3,600.00	0.00	0.00	3,600.00	0.00
TOTAL DIRECTORS	32,708.00	2,158.54	24,506.02	8,201.98	74.92

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2022

120-SEWER ENTERPRISE FUND
SPECIAL PROJECTS
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-60-6009 ACCESS RD	0.00	0.00	0.00	0.00	0.00
120-5-60-6010 LNU COMPLEX - A	0.00	0.00	0.00	0.00	0.00
120-5-60-6011 LNU COMPLEX - B	0.00	0.00	0.00	0.00	0.00
TOTAL SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2022

120-SEWER ENTERPRISE FUND
 CAPITAL PROJECTS & EQUIP
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-70-7201 REGULATORY COMPLIANCE	212,500.00	0.00	66,719.20	145,780.80	31.40
120-5-70-7202 DISASTER MITIGATION	40,000.00	0.00	20,547.73	19,452.27	51.37
120-5-70-7203 DISASTER RECOVERY	0.00	0.00	0.00	0.00	0.00
120-5-70-7205 RISK MANAGEMENT	45,000.00	0.00	0.00	45,000.00	0.00
120-5-70-7206 RECORDS RETENTION	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL PROJECTS & EQUIP	297,500.00	0.00	87,266.93	210,233.07	29.33
TOTAL EXPENDITURES	2,022,442.00	98,379.24	1,949,136.83	73,305.17	96.38
REVENUES OVER/(UNDER) EXPENDITURES	0.00	108,375.02	221,185.14	(221,185.14)	0.00

*** END OF REPORT ***

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2022

130-WATER ENTERPRISE FUND
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>2,763,600.00</u>	<u>254,282.43</u>	<u>2,848,215.05</u>	<u>(84,615.05)</u>	<u>103.06</u>
TOTAL REVENUES	<u>2,763,600.00</u>	<u>254,282.43</u>	<u>2,848,215.05</u>	<u>(84,615.05)</u>	<u>103.06</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	984,234.00	32,550.64	985,329.25	(1,095.25)	100.11
ADMINISTRATION	444,891.00	35,657.52	410,474.86	34,416.14	92.26
FIELD	432,867.00	31,694.81	373,989.45	58,877.55	86.40
DIRECTORS	34,108.00	2,158.47	24,505.36	9,602.64	71.85
SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00
CAPITAL PROJECTS & EQUIP	<u>867,500.00</u>	<u>0.00</u>	<u>462,918.58</u>	<u>404,581.42</u>	<u>53.36</u>
TOTAL EXPENDITURES	<u>2,763,600.00</u>	<u>102,061.44</u>	<u>2,257,217.50</u>	<u>506,382.50</u>	<u>81.68</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	152,220.99	590,997.55	(590,997.55)	0.00

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2022

130-WATER ENTERPRISE FUND
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	5,000.00	540.00	3,265.00	1,735.00	65.30
130-4036 DEVELOPER FEES WATER	0.00	0.00	0.00	0.00	0.00
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00
130-4039 WATER CONNECTION FEE	2,754.00	918.00	7,344.00 (4,590.00)	266.67
130-4040 LIEN RECORDING FEES	1,200.00	0.00	5,848.79 (4,648.79)	487.40
130-4045 AVAILABILITY FEES	22,000.00	0.00	20,149.20	1,850.80	91.59
130-4110 COMM WATER USE	126,948.00	6,659.80	63,660.33	63,287.67	50.15
130-4111 BULK WATER SALES	0.00	470.41	9,957.34 (9,957.34)	0.00
130-4112 GOV'T WATER USE	6,200.00	622.12	6,184.49	15.51	99.75
130-4115 WATER USE	2,462,899.00	209,075.41	2,270,661.04	192,237.96	92.19
130-4210 LATE FEE	32,000.00	3,023.57	41,918.18 (9,918.18)	130.99
130-4215 RETURNED CHECK FEE	200.00	50.00	750.00 (550.00)	375.00
130-4300 MISC INCOME	1,500.00	34.10	1,746.55 (246.55)	116.44
130-4310 OTHER INCOME	1,500.00	28,491.25	28,731.11 (27,231.11)	1,915.41
130-4320 FEMA/CalOES GRANTS	0.00	4,397.77	142,868.24 (142,868.24)	0.00
130-4325 GRANTS	0.00	0.00	58,496.00 (58,496.00)	0.00
130-4330 HYDRANT METER USE DEPOSIT	0.00	0.00	9,720.00 (9,720.00)	0.00
130-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
130-4550 INTEREST INCOME	4,052.00	0.00	312.91	3,739.09	7.72
130-4580 TRANSFER IN	97,347.00	0.00	176,601.87 (79,254.87)	181.41
130-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
130-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	2,763,600.00	254,282.43	2,848,215.05 (84,615.05)	103.06
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HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2022

130-WATER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
130-5-00-5020 EMPLOYEE BENEFITS	0.00	(564.27)	0.00	0.00	0.00
130-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
130-5-00-5024 WORKERS' COMP INSURANCE	10,100.00	0.00	10,049.34	50.66	99.50
130-5-00-5025 RETIREE HEALTH BENEFITS	8,189.00	671.57	7,257.42	931.58	88.62
130-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
130-5-00-5040 ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00
130-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
130-5-00-5060 GASOLINE, OIL & FUEL	20,000.00	1,305.96	19,939.00	61.00	99.70
130-5-00-5061 VEHICLE MAINT	12,500.00	3,107.54	19,908.12	(7,408.12)	159.26
130-5-00-5062 TAXES & LIC	1,200.00	0.00	224.86	975.14	18.74
130-5-00-5074 INSURANCE	71,000.00	0.00	72,857.07	(1,857.07)	102.62
130-5-00-5075 BANK FEES	21,000.00	1,163.18	25,123.28	(4,123.28)	119.63
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	28,000.00	100.00	27,194.94	805.06	97.12
130-5-00-5092 POSTAGE & SHIPPING	7,000.00	1,038.71	7,011.25	(11.25)	100.16
130-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
130-5-00-5121 LEGAL SERVICES	65,000.00	4,073.00	21,640.75	43,359.25	33.29
130-5-00-5122 ENGINEERING SERVICES	65,000.00	52.50	13,216.25	51,783.75	20.33
130-5-00-5123 OTHER PROFESSIONAL SERVICE	45,000.00	1,500.00	12,638.66	32,361.34	28.09
130-5-00-5124 WATER RIGHTS	0.00	0.00	4,574.18	(4,574.18)	0.00
130-5-00-5126 AUDIT SERVICES	7,500.00	0.00	5,950.00	1,550.00	79.33
130-5-00-5130 PRINTING & PUBLICATION	7,500.00	556.93	5,091.48	2,408.52	67.89
130-5-00-5135 NEWSLETTER	500.00	0.00	552.50	(52.50)	110.50
130-5-00-5140 RENT & LEASES	0.00	(1,148.65)	0.00	0.00	0.00
130-5-00-5145 EQUIPMENT RENTAL	10,000.00	181.06	60,807.29	(50,807.29)	608.07
130-5-00-5148 OPERATING SUPPLIES	5,000.00	0.00	3,659.85	1,340.15	73.20
130-5-00-5150 REPAIR & REPLACE	168,900.00	10,519.09	192,958.15	(24,058.15)	114.24
130-5-00-5155 MAINT BLDG & GROUNDS	12,000.00	216.43	9,153.11	2,846.89	76.28
130-5-00-5156 CUSTODIAL SERVICES	5,000.00	325.00	3,099.00	1,901.00	61.98
130-5-00-5157 SECURITY	5,000.00	0.00	456.00	4,544.00	9.12
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
130-5-00-5191 TELEPHONE	11,000.00	965.39	10,909.48	90.52	99.18
130-5-00-5192 ELECTRICITY	178,000.00	0.00	148,519.63	29,480.37	83.44
130-5-00-5193 OTHER UTILITIES	2,500.00	267.51	2,604.72	(104.72)	104.19
130-5-00-5194 IT SERVICES	40,000.00	2,001.46	42,973.25	(2,973.25)	107.43
130-5-00-5195 ENV/MONITORING	17,000.00	650.00	11,776.50	5,223.50	69.27
130-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
130-5-00-5198 ANNUAL OPERATING FEES	33,000.00	0.00	34,612.30	(1,612.30)	104.89
130-5-00-5310 EQUIPMENT - FIELD	1,000.00	1,148.65	1,148.65	(148.65)	114.87
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00	38.05	352.80	647.20	35.28
130-5-00-5312 TOOLS - FIELD	1,500.00	0.00	1,704.90	(204.90)	113.66
130-5-00-5315 SAFETY EQUIPMENT	3,000.00	1,474.03	16,901.61	(13,901.61)	563.39
130-5-00-5505 WATER CONSERVATION	5,000.00	1,407.50	3,427.78	1,572.22	68.56
130-5-00-5520 HYDRANT DEPOSIT REFUND	0.00	1,400.00	1,400.00	(1,400.00)	0.00
130-5-00-5545 RECORDING FEES	250.00	100.00	470.00	(220.00)	188.00
130-5-00-5580 TRANSFERS OUT	115,595.00	0.00	185,165.13	(69,570.13)	160.18
130-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
130-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
130-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2022

130-WATER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL NON-DEPARTMENTAL	984,234.00	32,550.64	985,329.25 (1,095.25)	100.11

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2022

130-WATER ENTERPRISE FUND
ADMINISTRATION
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	292,584.00	26,494.55	278,603.18	13,980.82	95.22
130-5-10-5020 EMPLOYEE BENEFITS	84,855.00	6,656.81	70,552.89	14,302.11	83.15
130-5-10-5021 RETIREMENT BENEFITS	56,902.00	2,070.73	52,965.68	3,936.32	93.08
130-5-10-5063 CERTIFICATIONS	200.00	0.00	0.00	200.00	0.00
130-5-10-5090 OFFICE SUPPLIES	4,000.00	167.89	3,789.61	210.39	94.74
130-5-10-5170 TRAVEL MILEAGE	2,000.00	246.75	2,998.66 (998.66)	149.93
130-5-10-5175 EDUCATION / SEMINARS	4,000.00	0.00	1,196.00	2,804.00	29.90
130-5-10-5179 ADM MISC EXPENSES	350.00	20.79	368.84 (18.84)	105.38
130-5-10-5505 WATER CONSERVATION	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	444,891.00	35,657.52	410,474.86	34,416.14	92.26

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2022

130-WATER ENTERPRISE FUND
FIELD
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	244,081.00	19,489.72	219,986.80	24,094.20	90.13
130-5-30-5020 EMPLOYEE BENEFITS	128,742.00	10,118.11	99,950.79	28,791.21	77.64
130-5-30-5021 RETIREMENT BENEFITS	50,444.00	1,626.34	46,124.19	4,319.81	91.44
130-5-30-5022 CLOTHING ALLOWANCE	2,000.00	0.00	2,501.95 (501.95)	125.10
130-5-30-5063 CERTIFICATIONS	600.00	0.00	290.00	310.00	48.33
130-5-30-5090 OFFICE SUPPLIES	1,000.00	0.00	197.16	802.84	19.72
130-5-30-5170 TRAVEL MILEAGE	2,000.00	373.14	2,713.56 (713.56)	135.68
130-5-30-5175 EDUCATION / SEMINARS	4,000.00	87.50	2,225.00	1,775.00	55.63
TOTAL FIELD	432,867.00	31,694.81	373,989.45	58,877.55	86.40

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2022

130-WATER ENTERPRISE FUND

DIRECTORS

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-40-5010 DIRECTORS COMPENSATION	3,000.00	269.10	2,960.10	39.90	98.67
130-5-40-5020 DIRECTOR BENEFITS	230.00	6.75	81.75	148.25	35.54
130-5-40-5030 DIRECTOR HEALTH BENEFITS	24,178.00	1,882.62	20,413.63	3,764.37	84.43
130-5-40-5080 MEMBERSHIP & SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00
130-5-40-5170 TRAVEL MILEAGE	200.00	0.00	112.11	87.89	56.06
130-5-40-5175 EDUCATION / SEMINARS	1,500.00	0.00	937.77	562.23	62.52
130-5-40-5176 DIRECTOR TRAINING	5,000.00	0.00	0.00	5,000.00	0.00
TOTAL DIRECTORS	34,108.00	2,158.47	24,505.36	9,602.64	71.85

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2022

130-WATER ENTERPRISE FUND
SPECIAL PROJECTS
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-60-6010 LNU COMPLEX - A	0.00	0.00	0.00	0.00	0.00
130-5-60-6011 LNU COMPLEX - B	0.00	0.00	0.00	0.00	0.00
TOTAL SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2022

130-WATER ENTERPRISE FUND
 CAPITAL PROJECTS & EQUIP
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-70-7201 REGULATORY COMPLIANCE	0.00	0.00	0.00	0.00	0.00
130-5-70-7202 DISASTER MITIGATION	30,000.00	0.00	20,857.71	9,142.29	69.53
130-5-70-7203 DISASTER RECOVERY	0.00	0.00	0.00	0.00	0.00
130-5-70-7204 RELIABLE WATER SUPPLY	837,500.00	0.00	442,060.87	395,439.13	52.78
130-5-70-7205 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
130-5-70-7206 RECORDS RETENTION	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL PROJECTS & EQUIP	867,500.00	0.00	462,918.58	404,581.42	53.36
TOTAL EXPENDITURES	2,763,600.00	102,061.44	2,257,217.50	506,382.50	81.68
REVENUES OVER/(UNDER) EXPENDITURES	0.00	152,220.99	590,997.55	(590,997.55)	0.00

*** END OF REPORT ***

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2022

215-RECA REDEMPTION 1995-2
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>293,494.00</u>	<u>0.00</u>	<u>157,022.57</u>	<u>136,471.43</u>	<u>53.50</u>
TOTAL REVENUES	293,494.00	0.00	157,022.57	136,471.43	53.50
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	<u>293,494.00</u>	<u>0.00</u>	<u>292,765.38</u>	<u>728.62</u>	<u>99.75</u>
TOTAL EXPENDITURES	293,494.00	0.00	292,765.38	728.62	99.75
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	(135,742.81)	135,742.81	0.00

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2022

215-RECA REDEMPTION 1995-2

REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
215-4525 PRO-RATA BOND PAYMENT FEE	1,994.00	0.00	0.00	1,994.00	0.00
215-4530 TAXES, ASSMT & BOND PROCEEDS	275,000.00	0.00	134,667.63	140,332.37	48.97
215-4540 DELINQUENT ASSESSMENTS	5,250.00	0.00	12,105.60 (6,855.60)	230.58
215-4541 DELINQ PENALTY & INTEREST	5,520.00	0.00	9,719.46 (4,199.46)	176.08
215-4542 DELINQ ASSMT MONTHLY PENALTY	4,530.00	0.00	0.00	4,530.00	0.00
215-4550 INTEREST INCOME	1,200.00	0.00	529.88	670.12	44.16
215-4580 TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	293,494.00	0.00	157,022.57	136,471.43	53.50
	=====	=====	=====	=====	=====

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2022

215-RECA REDEMPTION 1995-2
 NON-DEPARTMENTAL
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
215-5-00-5075 BANK FEES	0.00	0.00	0.00	0.00	0.00
215-5-00-5123 OTHER PROFESSIONAL SERVICE	8,263.00	0.00	7,534.38	728.62	91.18
215-5-00-5125 BOND PREMIUM	0.00	0.00	0.00	0.00	0.00
215-5-00-5522 INTEREST ON LONG-TERM DEBT	93,231.00	0.00	93,231.00	0.00	100.00
215-5-00-5580 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
215-5-00-5590 COST OF ISSUANCE	0.00	0.00	0.00	0.00	0.00
215-5-00-5599 PRINCIPAL PMT	192,000.00	0.00	192,000.00	0.00	100.00
215-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	293,494.00	0.00	292,765.38	728.62	99.75
TOTAL EXPENDITURES	293,494.00	0.00	292,765.38	728.62	99.75
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	(135,742.81)	135,742.81	0.00
	=====	=====	=====	=====	=====

*** END OF REPORT ***

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2022

218-CIEDEB REDEMPTION FUND
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>170,746.00</u>	<u>18,274.00</u>	<u>197,410.15</u>	(<u>26,664.15</u>)	<u>115.62</u>
TOTAL REVENUES	<u>170,746.00</u>	<u>18,274.00</u>	<u>197,410.15</u>	(<u>26,664.15</u>)	<u>115.62</u>
=====					
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	<u>170,746.00</u>	<u>0.00</u>	<u>170,416.23</u>	<u>329.77</u>	<u>99.81</u>
TOTAL EXPENDITURES	<u>170,746.00</u>	<u>0.00</u>	<u>170,416.23</u>	<u>329.77</u>	<u>99.81</u>
=====					
REVENUES OVER/(UNDER) EXPENDITURES	0.00	18,274.00	26,993.92	(26,993.92)	0.00

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2022

218-CIEDB REDEMPTION FUND
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
218-4030 WATER CAPACITY FEES	54,822.00	18,274.00	138,192.00 (83,370.00)	252.07
218-4115 WATER USE CIEDB	0.00	0.00	0.00	0.00	0.00
218-4550 INTEREST INCOME	400.00	0.00	189.54	210.46	47.39
218-4580 TRANSFERS IN	115,524.00	0.00	59,028.61	56,495.39	51.10
218-4596 USER/NEW DEVELOPMT PORTION	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	170,746.00	18,274.00	197,410.15 (26,664.15)	115.62
	=====	=====	=====	=====	=====

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2022

218-CIEDB REDEMPTION FUND
 NON-DEPARTMENTAL
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
218-5-00-5092 POSTAGE & SHIPPING	0.00	0.00	0.00	0.00	0.00
218-5-00-5522 INTEREST ON LONG-TERM DEBT	52,035.00	0.00	52,035.24 (0.24)	100.00
218-5-00-5580 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
218-5-00-5595 CIEDB LOAN ANNUAL FEE	4,816.00	0.00	4,485.80	330.20	93.14
218-5-00-5599 PRINCIPAL PMT	113,895.00	0.00	113,895.19 (0.19)	100.00
218-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	170,746.00	0.00	170,416.23	329.77	99.81
TOTAL EXPENDITURES	170,746.00	0.00	170,416.23	329.77	99.81
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	18,274.00	26,993.92 (26,993.92)	0.00
	=====	=====	=====	=====	=====

*** END OF REPORT ***

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2022

219-USDA SOLAR LOAN
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>32,250.00</u>	<u>0.00</u>	<u>32,244.94</u>	<u>5.06</u>	<u>99.98</u>
TOTAL REVENUES	32,250.00	0.00	32,244.94	5.06	99.98
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	<u>32,238.00</u>	<u>0.00</u>	<u>32,237.50</u>	<u>0.50</u>	<u>100.00</u>
TOTAL EXPENDITURES	32,238.00	0.00	32,237.50	0.50	100.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	12.00	0.00	7.44	4.56	62.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2022

219-USDA SOLAR LOAN
REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
219-4300 MISC INCOME	0.00	0.00	0.00	0.00	0.00
219-4550 INTEREST INCOME	12.00	0.00	7.44	4.56	62.00
219-4580 TRANSFERS IN	32,238.00	0.00	32,237.50	0.50	100.00
TOTAL REVENUES	32,250.00	0.00	32,244.94	5.06	99.98
	=====	=====	=====	=====	=====

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2022

219-USDA SOLAR LOAN
 NON-DEPARTMENTAL
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
219-5-00-5092 POSTAGE & SHIPPING	0.00	0.00	0.00	0.00	0.00
219-5-00-5522 INTEREST ON LONG-TERM DEBT	14,738.00	0.00	14,737.50	0.50	100.00
219-5-00-5523 INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00
219-5-00-5580 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
219-5-00-5599 PRINCIPAL PMT	17,500.00	0.00	17,500.00	0.00	100.00
TOTAL NON-DEPARTMENTAL	32,238.00	0.00	32,237.50	0.50	100.00
TOTAL EXPENDITURES	32,238.00	0.00	32,237.50	0.50	100.00
REVENUES OVER/ (UNDER) EXPENDITURES	12.00	0.00	7.44	4.56	62.00

*** END OF REPORT ***



Hidden Valley Lake Community Services District
Financial Activity, Cash and Investment Summary
As of May 31, 2022
(Rounded and Unaudited)

	Operating Checking	Money Market	LAIF	Bond Trustee	Total All Cash/Investment Accounts
	West America Bank 1010	West America Bank 1130	State Treasurer 1133	US Bank 1200	
Financial Activity of Cash/Investment Accounts in General Ledger [1]					
Beginning Balances	\$ 1,244,316	\$ 1,342,979	\$ 629,096	\$ 175,018	\$ 3,391,409
Cash Receipts					
Utility Billing Deposits	\$ 466,981	\$ -	\$ -	\$ -	
Electronic Fund Deposits	\$ -	\$ -	\$ -	\$ -	
Other Deposits		\$ 84	\$ -	\$ 1	
Total Cash Receipts	\$ 466,981	\$ 84	\$ -	\$ 175,019	
Cash Disbursements					
Accounts Payable Checks issued	\$ 98,397	\$ -	\$ -	\$ -	
Electronic Fund/Bank Draft Disbursements	\$ 32,324	\$ -	\$ -	\$ -	
Payroll Checks issued - net	\$ 67,955	\$ -	\$ -	\$ -	
Bank Fees	\$ 4,176	\$ -	\$ -	\$ -	
Other Disbursements	\$ -	\$ -	\$ -	\$ -	
Total Disbursements	\$ 202,853	\$ -	\$ -	\$ -	
Transfers Between Accounts					
Transfers In	\$ -	\$ -	\$ -	\$ -	
Transfers Out	\$ -	\$ -	\$ -	\$ -	
Total Transfers Between Accounts	\$ -	\$ -	\$ -	\$ -	
Ending Balances in General Ledger	\$ 1,508,444	\$ 1,343,062	\$ 629,096	\$ 175,019	\$ 3,655,621
Reconciling Adjustments to Financial Institutions [2]	\$ -	\$ -	\$ -	\$ -	
Financial Institution Ending Balances	\$ 1,516,129	\$ 1,343,062	\$ 629,096	\$ 175,019	\$ 3,663,306

Ending Balances General Ledger Distribution by District Funds

100 Operating	-	-	-	-	-
120 Wastewater Operating	367,918	2,422	72,667	-	443,007
130 Water Operating	982,128	17,470	108,294	-	1,107,892
140 Flood Enterprise	(675)	-	-	-	(675)
215 2016 Sewer Refinancing Bond	(657)	227,280	95,181	175,019	496,823
218 2002 CIEDB Loan	54,822	68,407	12,545	-	135,774
219 2012 USDA Solar COP	-	8,374	885	-	9,259
313 Wastewater Operating Reserve	104,907	11,305	59,193	-	175,406
314 Wastewater CIP	-	484,988	95,710	-	580,698
319 2012 USDA Solar COP Reserve	-	31,348	-	-	31,348
320 Water CIP	-	311,431	-	-	311,431
325 Water Operating Reserve	-	180,038	-	-	180,038
350 2002 CIEDB Loan Reserve	-	-	184,621	-	184,621
Total Ending Balances in General Ledger	1,508,444	1,343,062	629,096	175,019	3,655,621

[1] From General Ledger activity by Financial Institution accounts with District Fund accounts consolidated. Checking and Money Market accounts are with West America Bank, Local Agency Investment Account (LAIF) is held by the State Treasurer on behalf of the District and US Bank is the Bond Trustee for the the 2016 Refunding >>>>>>>. All cash accounts have been reconciled to the ending Financial Institution statements.

[2] See Reconciliation Detail Summary for details

COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1010 CASH - POOLED
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 5/01/2022 THRU 5/31/2022
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
BANK DRAFT:								
1010	5/06/2022	BANK-DRAFT	000721	AFLAC	171.21CR	CLEARED	A	5/10/2022
1010	5/06/2022	BANK-DRAFT	000722	CALIFORNIA PUBLIC EMPLOYEES RE	6,629.27CR	CLEARED	A	5/09/2022
1010	5/06/2022	BANK-DRAFT	000723	NATIONWIDE RETIREMENT SOLUTION	487.50CR	CLEARED	A	5/06/2022
1010	5/06/2022	BANK-DRAFT	000724	STATE OF CALIFORNIA EDD	2,018.84CR	CLEARED	A	5/06/2022
1010	5/06/2022	BANK-DRAFT	000725	US DEPARTMENT OF THE TREASURY	4,566.34CR	CLEARED	A	5/06/2022
1010	5/06/2022	BANK-DRAFT	000726	CALIFORNIA PUBLIC EMPLOYEES RE	216.03CR	CLEARED	A	5/23/2022
1010	5/06/2022	BANK-DRAFT	000727	STATE OF CALIFORNIA EDD	891.58CR	CLEARED	A	5/09/2022
1010	5/06/2022	BANK-DRAFT	000728	US DEPARTMENT OF THE TREASURY	2,334.15CR	CLEARED	A	5/06/2022
1010	5/23/2022	BANK-DRAFT	000729	AFLAC	107.94CR	OUTSTND	A	0/00/0000
1010	5/23/2022	BANK-DRAFT	000730	CALIFORNIA PUBLIC EMPLOYEES RE	6,275.55CR	CLEARED	A	5/23/2022
1010	5/23/2022	BANK-DRAFT	000731	NATIONWIDE RETIREMENT SOLUTION	1,450.00CR	CLEARED	A	5/20/2022
1010	5/23/2022	BANK-DRAFT	000732	STATE OF CALIFORNIA EDD	1,836.95CR	CLEARED	A	5/20/2022
1010	5/23/2022	BANK-DRAFT	000733	US DEPARTMENT OF THE TREASURY	4,220.97CR	CLEARED	A	5/20/2022
CHECK:								
1010	5/06/2022	CHECK	039168	ACWA/JPIA	1,163.92CR	CLEARED	A	5/11/2022
1010	5/06/2022	CHECK	039169	ALPHA ANALYTICAL LABORATORIES	1,400.00CR	CLEARED	A	5/11/2022
1010	5/06/2022	CHECK	039170	APPLIED TECHNOLOGY SOLUTIONS	998.50CR	CLEARED	A	5/16/2022
1010	5/06/2022	CHECK	039171	ARMED FORCE PEST CONTROL, INC.	205.00CR	CLEARED	A	5/19/2022
1010	5/06/2022	CHECK	039172	BADGER METER	744.04CR	CLEARED	A	5/16/2022
1010	5/06/2022	CHECK	039173	BARRY SILVA	347.11CR	CLEARED	A	5/19/2022
1010	5/06/2022	CHECK	039174	HANNAH DAVIDSON	25.95CR	CLEARED	A	5/17/2022
1010	5/06/2022	CHECK	039175	JAMES DAY CONSTRUCTION, INC.	944.00CR	CLEARED	A	5/10/2022
1010	5/06/2022	CHECK	039176	LAYNE PAVING & TRUCKING, INC.	206.63CR	CLEARED	A	5/10/2022
1010	5/06/2022	CHECK	039177	MEDIACOM	530.96CR	CLEARED	A	5/11/2022
1010	5/06/2022	CHECK	039178	PACE SUPPLY CORP	490.40CR	CLEARED	A	5/11/2022
1010	5/06/2022	CHECK	039179	SMALLCOMB, LISA	124.61CR	CLEARED	A	5/09/2022
1010	5/06/2022	CHECK	039180	STREAMLINE	200.00CR	CLEARED	A	5/11/2022
1010	5/06/2022	CHECK	039181	TYLER TECHNOLOGY	64.35CR	CLEARED	A	5/11/2022
1010	5/06/2022	CHECK	039182	US STANDARD PRODUCTS	2,948.07CR	CLEARED	A	5/10/2022
1010	5/06/2022	CHECK	039183	USA BLUE BOOK	604.05CR	CLEARED	A	5/11/2022
1010	5/06/2022	CHECK	039184	WELLS FARGO FINANCIAL LEASING	362.12CR	CLEARED	A	5/12/2022
1010	5/06/2022	CHECK	039185	ERICKSON, JORDAN & B	5.04CR	CLEARED	A	5/17/2022
1010	5/06/2022	CHECK	039186	SCHLINK, CHARLOTTE R	29.73CR	CLEARED	A	5/10/2022
1010	5/13/2022	CHECK	039187	ADVENTIST HEALTH ST HELENA - J	288.03CR	CLEARED	A	5/20/2022
1010	5/13/2022	CHECK	039188	ALPHA ANALYTICAL LABORATORIES	712.50CR	CLEARED	A	5/18/2022
1010	5/13/2022	CHECK	039189	AT&T	281.70CR	CLEARED	A	5/17/2022
1010	5/13/2022	CHECK	039190	B & G TIRES OF MIDDLETOWN	474.94CR	CLEARED	A	5/24/2022
1010	5/13/2022	CHECK	039191	BOLD POLISNER MADDOW NELSON &	5,625.00CR	CLEARED	A	5/18/2022
1010	5/13/2022	CHECK	039192	DATAPROSE, LLC	3,070.39CR	CLEARED	A	5/18/2022
1010	5/13/2022	CHECK	039193	GHD	1,372.13CR	CLEARED	A	5/23/2022
1010	5/13/2022	CHECK	039194	HARDESTER'S MARKETS & HARDWARE	573.66CR	CLEARED	A	5/18/2022
1010	5/13/2022	CHECK	039195	PETTY CASH REIMBURSEMENT	234.21CR	CLEARED	A	5/13/2022
1010	5/13/2022	CHECK	039196	REDWOOD COAST FUELS	2,491.38CR	CLEARED	A	5/18/2022

COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1010 CASH - POOLED
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 5/01/2022 THRU 5/31/2022
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1010	5/13/2022	CHECK	039197	SOUTH LAKE REFUSE & RECYCLING	535.04CR	CLEARED	A	5/17/2022
1010	5/13/2022	CHECK	039198	SPECIAL DISTRICT RISK MANAGEME	35,971.72CR	CLEARED	A	5/18/2022
1010	5/13/2022	CHECK	039199	SPECIAL DISTRICT RISK MANAGEME	543.82CR	CLEARED	A	5/18/2022
1010	5/13/2022	CHECK	039200	ESPIRIT DECOR, INC	14.84CR	CLEARED	A	5/18/2022
1010	5/13/2022	CHECK	039201	FIGLIO DELLA VITA LLC	41.64CR	OUTSTND	A	0/00/0000
1010	5/13/2022	CHECK	039202	LEUZINGER, PAUL	13.97CR	CLEARED	A	6/01/2022
1010	5/13/2022	CHECK	039203	SCHOSEK, KEVIN	18.88CR	CLEARED	A	5/25/2022
1010	5/13/2022	CHECK	039204	CARBONE, STEPHEN L	7.07CR	CLEARED	A	5/25/2022
1010	5/13/2022	CHECK	039205	ROBINSON, JUDITH	7.52CR	CLEARED	A	5/24/2022
1010	5/23/2022	CHECK	039206	ADTS, INC	1,103.50CR	CLEARED	A	5/31/2022
1010	5/23/2022	CHECK	039207	ALPHA ANALYTICAL LABORATORIES	1,500.00CR	CLEARED	A	5/31/2022
1010	5/23/2022	CHECK	039208	GARDENS BY JILLIAN	200.00CR	OUTSTND	A	0/00/0000
1010	5/23/2022	CHECK	039209	JENFITCH, LLC	1,104.25CR	CLEARED	A	6/02/2022
1010	5/23/2022	CHECK	039210	KIMCO DEVELOPMENT INC	1,400.00CR	OUTSTND	A	0/00/0000
1010	5/23/2022	CHECK	039211	MICHELLE HAMILTON	1,482.00CR	OUTSTND	A	0/00/0000
1010	5/23/2022	CHECK	039212	NAPA AUTO PARTS	125.89CR	CLEARED	A	6/01/2022
1010	5/23/2022	CHECK	039213	ODP BUSINESS SOLUTIONS, LLC	90.34CR	CLEARED	A	6/01/2022
1010	5/23/2022	CHECK	039214	PACE SUPPLY CORP	5,956.06CR	CLEARED	A	5/27/2022
1010	5/23/2022	CHECK	039215	R&S TRUCKING	1,400.25CR	CLEARED	A	6/01/2022
1010	5/23/2022	CHECK	039216	TELSTAR INSTRUMENTS	3,985.22CR	CLEARED	A	5/27/2022
1010	5/23/2022	CHECK	039217	USA BLUE BOOK	773.23CR	CLEARED	A	5/31/2022
1010	5/23/2022	CHECK	039218	ESPINOZA, JORGE GARC	177.77CR	CLEARED	A	6/02/2022
1010	5/23/2022	CHECK	039219	NEYLON, JENNIFER	10.46CR	CLEARED	A	6/01/2022
1010	5/23/2022	CHECK	039220	TOLEU, MICHELLE	20.56CR	CLEARED	A	6/01/2022
1010	5/23/2022	CHECK	039221	LUNA-FIREBAUGH, EIL	157.80CR	OUTSTND	A	0/00/0000
1010	5/27/2022	CHECK	039222	TYLER TECHNOLOGY	1,452.00CR	CLEARED	A	6/02/2022
1010	5/27/2022	CHECK	039223	CARDMEMBER SERVICE	7,478.03CR	CLEARED	A	6/03/2022
1010	5/27/2022	CHECK	039224	ALPHA ANALYTICAL LABORATORIES	2,110.00CR	CLEARED	A	6/02/2022
1010	5/27/2022	CHECK	039225	VOID CHECK	0.00	OUTSTND	A	0/00/0000
1010	5/27/2022	CHECK	039226	COASTLAND CIVIL ENGINEERING, I	105.00CR	OUTSTND	A	0/00/0000
1010	5/27/2022	CHECK	039227	ALESHIRE & WYNDER, LLP	406.00CR	CLEARED	A	6/01/2022
1010	5/27/2022	CHECK	039228	WENDY WETTENGEL	3,000.00CR	CLEARED	A	6/01/2022
1010	5/27/2022	CHECK	039229	ODP BUSINESS SOLUTIONS, LLC	245.43CR	CLEARED	A	6/03/2022
1010	5/27/2022	CHECK	039230	GONZALES, GERALD	107.74CR	OUTSTND	A	0/00/0000
1010	5/27/2022	CHECK	039231	POCHINI, ROBERT	55.56CR	CLEARED	A	6/02/2022
1010	5/27/2022	CHECK	039232	SOTO, JANIE	136.60CR	CLEARED	A	6/02/2022
1010	5/27/2022	CHECK	039233	DOOLEY, KEVIN	7.02CR	OUTSTND	A	0/00/0000
1010	5/27/2022	CHECK	039234	JENSEN, STEVEN	133.22CR	OUTSTND	A	0/00/0000
DEPOSIT:								
1010	5/02/2022	DEPOSIT		CREDIT CARD 5/02/2022	2,891.00	CLEARED	C	5/03/2022
1010	5/02/2022	DEPOSIT	000001	REGULAR DAILY POST 5/02/2022	178.03	CLEARED	C	5/03/2022
1010	5/02/2022	DEPOSIT	000002	CREDIT CARD 5/02/2022	3,915.09	CLEARED	C	5/04/2022
1010	5/02/2022	DEPOSIT	000003	REGULAR DAILY POST 5/02/2022	160.73	CLEARED	C	5/04/2022

COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1010 CASH - POOLED
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 5/01/2022 THRU 5/31/2022
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
1010	5/02/2022	DEPOSIT	000004	CREDIT CARD 5/02/2022	9,421.12	CLEARED	C	5/04/2022
1010	5/02/2022	DEPOSIT	000005	REGULAR DAILY POST 5/02/2022	150.65	CLEARED	C	5/04/2022
1010	5/02/2022	DEPOSIT	000006	CREDIT CARD 5/02/2022	674.02	CLEARED	C	5/03/2022
1010	5/02/2022	DEPOSIT	000007	CREDIT CARD 5/02/2022	290.24	CLEARED	C	5/04/2022
1010	5/02/2022	DEPOSIT	000008	CREDIT CARD 5/02/2022	3,356.48	CLEARED	C	5/03/2022
1010	5/02/2022	DEPOSIT	000009	CREDIT CARD 5/02/2022	199.47	CLEARED	C	5/04/2022
1010	5/02/2022	DEPOSIT	000010	CREDIT CARD 5/02/2022	2,555.31	CLEARED	C	5/05/2022
1010	5/02/2022	DEPOSIT	000011	REGULAR DAILY POST 5/02/2022	3,626.38	CLEARED	C	5/03/2022
1010	5/02/2022	DEPOSIT	000012	DAILY PAYMENT POSTING - ADJ	49.79CR	CLEARED	U	5/02/2022
1010	5/03/2022	DEPOSIT		CREDIT CARD 5/03/2022	3,576.88	CLEARED	C	5/04/2022
1010	5/03/2022	DEPOSIT	000001	REGULAR DAILY POST 5/03/2022	196.55	CLEARED	C	5/04/2022
1010	5/03/2022	DEPOSIT	000002	CREDIT CARD 5/03/2022	99.09	CLEARED	C	5/04/2022
1010	5/03/2022	DEPOSIT	000003	CREDIT CARD 5/03/2022	668.17	CLEARED	C	5/04/2022
1010	5/03/2022	DEPOSIT	000004	CREDIT CARD 5/03/2022	1,120.99	CLEARED	C	5/04/2022
1010	5/03/2022	DEPOSIT	000005	CREDIT CARD 5/03/2022	851.18	CLEARED	C	5/06/2022
1010	5/03/2022	DEPOSIT	000006	REGULAR DAILY POST 5/03/2022	1,858.42	CLEARED	C	5/04/2022
1010	5/04/2022	DEPOSIT		CREDIT CARD 5/04/2022	3,348.57	CLEARED	C	5/05/2022
1010	5/04/2022	DEPOSIT	000001	REGULAR DAILY POST 5/04/2022	406.24	CLEARED	C	5/05/2022
1010	5/04/2022	DEPOSIT	000002	CREDIT CARD 5/04/2022	973.18	CLEARED	C	5/05/2022
1010	5/04/2022	DEPOSIT	000003	CREDIT CARD 5/04/2022	366.58	CLEARED	C	5/05/2022
1010	5/04/2022	DEPOSIT	000004	CREDIT CARD 5/04/2022	634.87	CLEARED	C	5/09/2022
1010	5/04/2022	DEPOSIT	000005	REGULAR DAILY POST 5/04/2022	1,073.41	CLEARED	C	5/05/2022
1010	5/05/2022	DEPOSIT		CREDIT CARD 5/05/2022	3,250.16	CLEARED	C	5/06/2022
1010	5/05/2022	DEPOSIT	000001	REGULAR DAILY POST 5/05/2022	741.06	CLEARED	C	5/06/2022
1010	5/05/2022	DEPOSIT	000002	CREDIT CARD 5/05/2022	953.29	OUTSTND	C	0/00/0000
1010	5/05/2022	DEPOSIT	000003	CREDIT CARD 5/05/2022	238.07	CLEARED	C	5/06/2022
1010	5/05/2022	DEPOSIT	000004	CREDIT CARD 5/05/2022	1,248.60	CLEARED	C	5/10/2022
1010	5/05/2022	DEPOSIT	000005	REGULAR DAILY POST 5/05/2022	1,523.13	CLEARED	C	5/06/2022
1010	5/06/2022	DEPOSIT		CREDIT CARD 5/06/2022	3,564.96	CLEARED	C	5/09/2022
1010	5/06/2022	DEPOSIT	000001	CREDIT CARD 5/06/2022	1,067.03	CLEARED	C	5/09/2022
1010	5/06/2022	DEPOSIT	000002	CREDIT CARD 5/06/2022	215.57	CLEARED	C	5/09/2022
1010	5/06/2022	DEPOSIT	000003	CREDIT CARD 5/06/2022	1,001.11	CLEARED	C	5/11/2022
1010	5/06/2022	DEPOSIT	000004	REGULAR DAILY POST 5/06/2022	8,212.15	CLEARED	C	5/09/2022
1010	5/09/2022	DEPOSIT		CREDIT CARD 5/09/2022	2,651.90	CLEARED	C	5/10/2022
1010	5/09/2022	DEPOSIT	000001	REGULAR DAILY POST 5/09/2022	298.42	CLEARED	C	5/10/2022
1010	5/09/2022	DEPOSIT	000002	CREDIT CARD 5/09/2022	1,742.46	CLEARED	C	5/11/2022
1010	5/09/2022	DEPOSIT	000003	CREDIT CARD 5/09/2022	677.45	CLEARED	C	5/11/2022
1010	5/09/2022	DEPOSIT	000004	CREDIT CARD 5/09/2022	1,183.98	CLEARED	C	5/10/2022
1010	5/09/2022	DEPOSIT	000005	CREDIT CARD 5/09/2022	2,076.17	CLEARED	C	5/10/2022
1010	5/09/2022	DEPOSIT	000006	CREDIT CARD 5/09/2022	132.39	CLEARED	C	5/11/2022
1010	5/09/2022	DEPOSIT	000007	CREDIT CARD 5/09/2022	657.47	CLEARED	C	5/12/2022
1010	5/09/2022	DEPOSIT	000008	REGULAR DAILY POST 5/09/2022	16,983.81	CLEARED	C	5/10/2022
1010	5/09/2022	DEPOSIT	000009	DAILY PAYMENT POSTING	166.84	CLEARED	U	5/12/2022
1010	5/10/2022	DEPOSIT		CREDIT CARD 5/10/2022	6,032.56	CLEARED	C	5/11/2022

COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1010 CASH - POOLED
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 5/01/2022 THRU 5/31/2022
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
1010	5/10/2022	DEPOSIT	000001	REGULAR DAILY POST 5/10/2022	607.03	CLEARED	C	5/11/2022
1010	5/10/2022	DEPOSIT	000002	CREDIT CARD 5/10/2022	1,378.28	CLEARED	C	5/11/2022
1010	5/10/2022	DEPOSIT	000003	CREDIT CARD 5/10/2022	101.24	CLEARED	C	5/11/2022
1010	5/10/2022	DEPOSIT	000004	CREDIT CARD 5/10/2022	829.90	CLEARED	C	5/13/2022
1010	5/10/2022	DEPOSIT	000005	REGULAR DAILY POST 5/10/2022	60,859.27	CLEARED	C	5/11/2022
1010	5/11/2022	DEPOSIT		CREDIT CARD 5/11/2022	3,336.90	CLEARED	C	5/12/2022
1010	5/11/2022	DEPOSIT	000001	CREDIT CARD 5/11/2022	2,022.09	CLEARED	C	5/12/2022
1010	5/11/2022	DEPOSIT	000002	CREDIT CARD 5/11/2022	364.01	CLEARED	C	5/12/2022
1010	5/11/2022	DEPOSIT	000003	CREDIT CARD 5/11/2022	853.42	CLEARED	C	5/16/2022
1010	5/11/2022	DEPOSIT	000004	REGULAR DAILY POST 5/11/2022	7,408.60	CLEARED	C	5/12/2022
1010	5/11/2022	DEPOSIT	000005	CREDIT CARD 5/11/2022	3,293.38	CLEARED	C	5/12/2022
1010	5/11/2022	DEPOSIT	000006	CREDIT CARD 5/11/2022	878.82	CLEARED	C	5/13/2022
1010	5/11/2022	DEPOSIT	000007	CREDIT CARD 5/11/2022	160.48	CLEARED	C	5/13/2022
1010	5/12/2022	DEPOSIT		CREDIT CARD 5/12/2022	1,668.88	CLEARED	C	5/13/2022
1010	5/12/2022	DEPOSIT	000001	CREDIT CARD 5/12/2022	148.37	CLEARED	C	5/17/2022
1010	5/12/2022	DEPOSIT	000002	REGULAR DAILY POST 5/12/2022	8,621.23	CLEARED	C	5/13/2022
1010	5/13/2022	DEPOSIT		CREDIT CARD 5/13/2022	1,941.64	CLEARED	C	5/16/2022
1010	5/13/2022	DEPOSIT	000001	REGULAR DAILY POST 5/13/2022	275.40	CLEARED	C	5/16/2022
1010	5/13/2022	DEPOSIT	000002	CREDIT CARD 5/13/2022	1,326.84	CLEARED	C	5/16/2022
1010	5/13/2022	DEPOSIT	000003	CREDIT CARD 5/13/2022	146.46	CLEARED	C	5/16/2022
1010	5/13/2022	DEPOSIT	000004	CREDIT CARD 5/13/2022	159.73	OUTSTND	C	0/00/0000
1010	5/13/2022	DEPOSIT	000005	CREDIT CARD 5/13/2022	937.62	CLEARED	C	5/18/2022
1010	5/13/2022	DEPOSIT	000006	REGULAR DAILY POST 5/13/2022	6,959.41	CLEARED	C	5/16/2022
1010	5/13/2022	DEPOSIT	000007	DAILY PAYMENT POSTING - ADJ	152.00CR	CLEARED	U	5/13/2022
1010	5/13/2022	DEPOSIT	000008	DRAFT POSTING	17,336.29	CLEARED	U	5/16/2022
1010	5/13/2022	DEPOSIT	000009	DAILY PAYMENT POSTING	391.86	CLEARED	U	5/13/2022
1010	5/16/2022	DEPOSIT		CREDIT CARD 5/16/2022	3,599.36	CLEARED	C	5/17/2022
1010	5/16/2022	DEPOSIT	000001	CREDIT CARD 5/16/2022	18,488.94	CLEARED	C	5/18/2022
1010	5/16/2022	DEPOSIT	000002	REGULAR DAILY POST 5/16/2022	415.07	CLEARED	C	5/18/2022
1010	5/16/2022	DEPOSIT	000003	CREDIT CARD 5/16/2022	14,103.25	CLEARED	C	5/18/2022
1010	5/16/2022	DEPOSIT	000004	REGULAR DAILY POST 5/16/2022	529.51	CLEARED	C	5/18/2022
1010	5/16/2022	DEPOSIT	000005	CREDIT CARD 5/16/2022	901.27	CLEARED	C	5/17/2022
1010	5/16/2022	DEPOSIT	000006	CREDIT CARD 5/16/2022	162.73	CLEARED	C	5/18/2022
1010	5/16/2022	DEPOSIT	000007	CREDIT CARD 5/16/2022	534.52	CLEARED	C	5/18/2022
1010	5/16/2022	DEPOSIT	000008	CREDIT CARD 5/16/2022	1,574.30	CLEARED	C	5/17/2022
1010	5/16/2022	DEPOSIT	000009	CREDIT CARD 5/16/2022	2,237.98	CLEARED	C	5/19/2022
1010	5/16/2022	DEPOSIT	000010	REGULAR DAILY POST 5/16/2022	37,119.43	CLEARED	C	5/17/2022
1010	5/17/2022	DEPOSIT		CREDIT CARD 5/17/2022	4,001.38	CLEARED	C	5/18/2022
1010	5/17/2022	DEPOSIT	000001	REGULAR DAILY POST 5/17/2022	185.66	CLEARED	C	5/18/2022
1010	5/17/2022	DEPOSIT	000002	CREDIT CARD 5/17/2022	1,168.93	CLEARED	C	5/18/2022
1010	5/17/2022	DEPOSIT	000003	CREDIT CARD 5/17/2022	307.92	CLEARED	C	5/18/2022
1010	5/17/2022	DEPOSIT	000004	CREDIT CARD 5/17/2022	932.78	CLEARED	C	5/20/2022
1010	5/17/2022	DEPOSIT	000005	REGULAR DAILY POST 5/17/2022	3,833.48	CLEARED	C	5/18/2022
1010	5/18/2022	DEPOSIT		CREDIT CARD 5/18/2022	5,631.14	CLEARED	C	5/19/2022

COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1010 CASH - POOLED
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 5/01/2022 THRU 5/31/2022
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
1010	5/18/2022	DEPOSIT	000001	REGULAR DAILY POST 5/18/2022	182.60	CLEARED	C	5/19/2022
1010	5/18/2022	DEPOSIT	000002	CREDIT CARD 5/18/2022	776.82	CLEARED	C	5/19/2022
1010	5/18/2022	DEPOSIT	000003	CREDIT CARD 5/18/2022	286.89	CLEARED	C	5/19/2022
1010	5/18/2022	DEPOSIT	000004	CREDIT CARD 5/18/2022	450.42	CLEARED	C	5/23/2022
1010	5/18/2022	DEPOSIT	000005	REGULAR DAILY POST 5/18/2022	9,453.70	CLEARED	C	5/23/2022
1010	5/23/2022	DEPOSIT		CREDIT CARD 5/23/2022	5,459.25	CLEARED	C	5/20/2022
1010	5/23/2022	DEPOSIT	000001	REGULAR DAILY POST 5/23/2022	371.62	CLEARED	C	5/20/2022
1010	5/23/2022	DEPOSIT	000002	CREDIT CARD 5/23/2022	13,191.18	CLEARED	C	5/23/2022
1010	5/23/2022	DEPOSIT	000003	REGULAR DAILY POST 5/23/2022	680.23	CLEARED	C	5/23/2022
1010	5/23/2022	DEPOSIT	000004	CREDIT CARD 5/23/2022	8,309.41	CLEARED	C	5/24/2022
1010	5/23/2022	DEPOSIT	000005	REGULAR DAILY POST 5/23/2022	377.37	CLEARED	C	5/24/2022
1010	5/23/2022	DEPOSIT	000006	CREDIT CARD 5/23/2022	1,146.04	CLEARED	C	5/25/2022
1010	5/23/2022	DEPOSIT	000007	CREDIT CARD 5/23/2022	1,045.19	CLEARED	C	5/20/2022
1010	5/23/2022	DEPOSIT	000008	CREDIT CARD 5/23/2022	2,585.07	CLEARED	C	5/23/2022
1010	5/23/2022	DEPOSIT	000009	CREDIT CARD 5/23/2022	3,925.65	CLEARED	C	5/24/2022
1010	5/23/2022	DEPOSIT	000010	CREDIT CARD 5/23/2022	672.72	CLEARED	C	5/25/2022
1010	5/23/2022	DEPOSIT	000011	CREDIT CARD 5/23/2022	325.61	CLEARED	C	5/25/2022
1010	5/23/2022	DEPOSIT	000012	CREDIT CARD 5/23/2022	315.72	CLEARED	C	5/20/2022
1010	5/23/2022	DEPOSIT	000013	CREDIT CARD 5/23/2022	606.96	CLEARED	C	5/23/2022
1010	5/23/2022	DEPOSIT	000014	CREDIT CARD 5/23/2022	708.10	CLEARED	C	5/25/2022
1010	5/23/2022	DEPOSIT	000015	CREDIT CARD 5/23/2022	1,860.81	CLEARED	C	5/24/2022
1010	5/23/2022	DEPOSIT	000016	DAILY PAYMENT POSTING - ADJ	391.86CR	CLEARED	U	5/23/2022
1010	5/23/2022	DEPOSIT	000017	DAILY PAYMENT POSTING	391.86	CLEARED	U	5/23/2022
1010	5/23/2022	DEPOSIT	000018	CREDIT CARD 5/23/2022	2,568.88	CLEARED	C	5/26/2022
1010	5/23/2022	DEPOSIT	000019	REGULAR DAILY POST 5/23/2022	37,406.56	CLEARED	C	5/24/2022
1010	5/24/2022	DEPOSIT		CREDIT CARD 5/24/2022	1,063.22	CLEARED	C	5/25/2022
1010	5/24/2022	DEPOSIT	000001	CREDIT CARD 5/24/2022	1,415.11	CLEARED	C	5/25/2022
1010	5/24/2022	DEPOSIT	000002	CREDIT CARD 5/24/2022	465.97	CLEARED	C	5/27/2022
1010	5/24/2022	DEPOSIT	000003	REGULAR DAILY POST 5/24/2022	39,756.89	CLEARED	C	5/25/2022
1010	5/25/2022	DEPOSIT		CREDIT CARD 5/25/2022	1,125.37	CLEARED	C	5/31/2022
1010	5/25/2022	DEPOSIT	000001	REGULAR DAILY POST 5/25/2022	982.64	CLEARED	C	5/27/2022
1010	5/26/2022	DEPOSIT		CREDIT CARD 5/26/2022	328.23	CLEARED	C	6/01/2022
1010	5/26/2022	DEPOSIT	000001	REGULAR DAILY POST 5/26/2022	955.85	CLEARED	C	5/27/2022
1010	5/27/2022	DEPOSIT		CREDIT CARD 5/27/2022	693.17	CLEARED	C	5/26/2022
1010	5/27/2022	DEPOSIT	000001	CREDIT CARD 5/27/2022	779.86	CLEARED	C	5/27/2022
1010	5/27/2022	DEPOSIT	000002	REGULAR DAILY POST 5/27/2022	650.00	CLEARED	C	5/27/2022
1010	5/27/2022	DEPOSIT	000003	CREDIT CARD 5/27/2022	1,273.84	CLEARED	C	5/31/2022
1010	5/27/2022	DEPOSIT	000004	CREDIT CARD 5/27/2022	523.94	CLEARED	C	5/26/2022
1010	5/27/2022	DEPOSIT	000005	CREDIT CARD 5/27/2022	448.43	CLEARED	C	5/27/2022
1010	5/27/2022	DEPOSIT	000006	CREDIT CARD 5/27/2022	222.18	CLEARED	C	5/31/2022
1010	5/27/2022	DEPOSIT	000007	CREDIT CARD 5/27/2022	242.64	CLEARED	C	5/31/2022
1010	5/27/2022	DEPOSIT	000008	CREDIT CARD 5/27/2022	711.93	CLEARED	C	6/02/2022
1010	5/27/2022	DEPOSIT	000009	REGULAR DAILY POST 5/27/2022	9,488.58	CLEARED	C	5/31/2022
1010	5/31/2022	DEPOSIT		CREDIT CARD 5/31/2022	1,492.89	CLEARED	C	6/01/2022

COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1010 CASH - POOLED
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 5/01/2022 THRU 5/31/2022
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
1010	5/31/2022	DEPOSIT	000001	REGULAR DAILY POST 5/31/2022	163.43	CLEARED	C	6/01/2022
1010	5/31/2022	DEPOSIT	000002	CREDIT CARD 5/31/2022	1,586.01	CLEARED	C	6/02/2022
1010	5/31/2022	DEPOSIT	000003	CREDIT CARD 5/31/2022	688.58	CLEARED	C	6/02/2022
1010	5/31/2022	DEPOSIT	000004	REGULAR DAILY POST 5/31/2022	164.10	CLEARED	C	6/02/2022
1010	5/31/2022	DEPOSIT	000005	CREDIT CARD 5/31/2022	1,486.14	CLEARED	C	6/02/2022
1010	5/31/2022	DEPOSIT	000006	CREDIT CARD 5/31/2022	382.31	CLEARED	C	6/01/2022
1010	5/31/2022	DEPOSIT	000007	CREDIT CARD 5/31/2022	265.82	CLEARED	C	6/02/2022
1010	5/31/2022	DEPOSIT	000008	CREDIT CARD 5/31/2022	175.06	CLEARED	C	6/02/2022
1010	5/31/2022	DEPOSIT	000009	CREDIT CARD 5/31/2022	170.05	CLEARED	C	6/02/2022
1010	5/31/2022	DEPOSIT	000010	CREDIT CARD 5/31/2022	279.61	CLEARED	C	6/01/2022
1010	5/31/2022	DEPOSIT	000011	CREDIT CARD 5/31/2022	2,586.99	CLEARED	C	6/02/2022
1010	5/31/2022	DEPOSIT	000012	CREDIT CARD 5/31/2022	433.70	CLEARED	C	6/02/2022
1010	5/31/2022	DEPOSIT	000013	CREDIT CARD 5/31/2022	752.73	CLEARED	C	6/03/2022
1010	5/31/2022	DEPOSIT	000014	REGULAR DAILY POST 5/31/2022	3,437.76	CLEARED	C	6/01/2022
EFT:								
1010	5/20/2022	EFT	052022	VERIZON Apr 07 - May 06, 2022	261.64CR	CLEARED	G	5/23/2022
1010	5/20/2022	EFT	052023	VERIZON Apr 07 - May 06, 2022	856.48CR	CLEARED	G	5/23/2022
MISCELLANEOUS:								
1010	5/06/2022	MISC.		PAYROLL DIRECT DEPOSIT	32,146.82CR	CLEARED	P	5/06/2022
1010	5/06/2022	MISC.	000001	PAYROLL DIRECT DEPOSIT	5,873.92CR	CLEARED	P	5/06/2022
1010	5/20/2022	MISC.		PAYROLL DIRECT DEPOSIT	29,934.58CR	CLEARED	P	5/20/2022
SERVICE CHARGE:								
1010	5/04/2022	SERV-CHG		APRIL CHASE FEES	3,287.83CR	CLEARED	G	5/04/2022
1010	5/04/2022	SERV-CHG	000001	APRIL CHASE FEES POS	429.33CR	CLEARED	G	5/04/2022
1010	5/05/2022	SERV-CHG		APRIL AMX FEES	123.25CR	CLEARED	G	5/05/2022
1010	5/16/2022	SERV-CHG		MAY ACCOUNT ANALYSIS FEES	335.99CR	CLEARED	G	5/16/2022
TOTALS FOR ACCOUNT 1010				CHECK	TOTAL:	98,396.85CR		
				DEPOSIT	TOTAL:	482,644.07		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	67,955.32CR		
				SERVICE CHARGE	TOTAL:	4,176.40CR		
				EFT	TOTAL:	1,118.12CR		
				BANK-DRAFT	TOTAL:	31,206.33CR		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	98,396.85CR		
				DEPOSIT	TOTAL:	482,644.07		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	67,955.32CR		
				SERVICE CHARGE	TOTAL:	4,176.40CR		
				EFT	TOTAL:	1,118.12CR		
				BANK-DRAFT	TOTAL:	31,206.33CR		

Fiscal Year 2022-2023

Budget



Pending Approval June 21, 2022

Board of Directors:

Gary Graves, President

Claude Brown, Vice President

Jim Freeman

Jim Lieberman

Sean Millerick

General Manager:

Dennis White

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Introduction

The Hidden Valley Lake Community Services District (District) is an independent special district serving the Hidden Valley Lake Community in southern Lake County, California. The District, which consists of 15 full-time employees, and 1 part-time employee, provides municipal water to over 2,500 homes and 5 distinct businesses, and sewer services to nearly 1,500 within its three square mile service area.

Mission Statement

“The mission of the Hidden Valley Lake Community Services District is to provide, maintain and protect our community’s water.”

History

The Stonehouse Mutual Water Company was established in 1968 and supplied water to the Hidden Valley Lake subdivision. The Hidden Valley Lake Community Service District was established in 1984. In the early 1990’s discussions of a merger between Stonehouse Mutual Water Company, and Hidden Valley Lake Community Services District began. It was evident that combining the two stand-alone providers into one utility company would result in a tremendous cost savings. The merge also provided additional protection to the community via State oversight as well as access to grants and low cost loans. With the passage of AB 1504, the merger of the two utilities was accomplished on January 1, 1993 at 12:01 am.

Board of Directors

The Board of Directors of the Hidden Valley Lake CSD consists of five elected officials who are tasked with representing the general interest of those in the Hidden Valley Lake community. Directors must live within the boundaries of the water or sewer district, ensuring that they fully understand the intricacies of the community and are enlisted in services provided. Each member serves a four year term. Elections are held in November of even numbered years, and Director terms are staggered to mitigate disruption.

The Board of Directors sets goals and creates policies that guide District operations. The Board appoints a General Manager to handle the day-to-day operations of the District and to carry out the goals and policies. It is the General Manager's responsibility to ensure that District procedures are in line with the District's mission. Beyond the General Manager, the Board also appoints legal counsel and financial auditors.

The HVLCSD Board of Directors is committed to transparency. Board meetings are held in accordance with the Brown Act and are noticed as such. Regular board meetings are held on the third Tuesday of the month at 7:00 p.m. at the District's business office, 19400 Hartmann Rd., Hidden Valley Lake. An exception was made during the height of the pandemic, where board meetings were held virtually in the interest of public, employee and director safety. The board also assigns standing and ad hoc committees that meet throughout the year to assist in the development of policy. Committee meetings are also held at the District's business office; times and dates vary by committee and can be found on the District website, www.hvllcsd.org. Each meeting ends with a call for public comment, and community members are encouraged to attend and voice concerns or share accolades.

Revenue and Expense Trends and Forecast

Water & Sewer Overview

Both the Water & Sewer Funds continue to improve. Now 18 months into the new 4.5 year rate structure, the District is experiencing water and sewer use revenues that are helping the recovery process from the fiscal shortfalls of years past. Nonetheless, District infrastructure challenges still remain. Extraordinarily damaging weather events during the previous 5-year rate structure eroded the reserves that the rates were designed to enhance. By simply surviving the natural disasters from 2015 – 2020, capital improvement projects were deferred, and the District's net worth suffered. The horizon to fully recover from these disasters is long, but we are moving in the right direction. We are taking the early steps towards resiliency and sustainability. Some major milestones contributing to this effort are 1) Productive collaboration between Directors and the General Manager, 2) Career growth opportunities for in-house staff, and 3) The continual search for and implementation of project funding to help off-set the costs of major improvements to our ratepayers. When we work together, and we like what we do, everyone wins.

Water Fund

Water demand has levelled out since the highs recorded in 2019 – 2020. Residents are adjusting to the new 5 -year rate structure, and consumption levels are therefore conservative. Conversely, the amount of new connections is up and rate revenue proceeds are healthy. These proceeds have gone right back into the infrastructure, replacing legacy water meters with an advanced metering infrastructure (AMI). Costly events for the Water Fund have been the water shut-off moratorium, and water main breaks. The arrearages imposed by this moratorium were as high as 1.11% of water revenues in the last fiscal year. The retail value of water lost over the last fiscal year was 1.11% of water revenues. Quantifying these costs only serves to underscore the urgent need for continued capital improvements.

A look to the future promises arrearages that extend no longer than 3 months, which establishes a much more manageable balance sheet for operations. The future of capital improvement is focused on water supply reliability. This theme of water supply reliability is the big picture. Together, we can bring resilience and sustainability back to the District. Every collaborative

decision made is a step closer to the big picture. In-house staff are working daily to improve infrastructure. Keeping expertise in-house builds work pride and reduces attrition costs. A commitment to its own workforce engenders loyalty and is an integral part of a sustainable future.

Sewer Fund

While sewer consumption figures have dropped slightly, rate revenue is in-line with the forecasts identified in the rate study adopted December of 2020. Similar to the Water Fund, these revenues are going straight back into the infrastructure that is in need of repair. Equipment purchases have been smaller and more customized to the specific needs of a District this size. Sewer revenues have also allowed for vast improvements in the mitigation of leaks and stormwater inflow. Cured-in-place pipelining, pipe bursting, and airtight HPDE manhole lids are some of the newer technologies being put to use in the sewer infrastructure. All of these improvements help prevent inundation events that devastate the wastewater treatment plant as evidenced by the flooding disasters of 2017 and 2019. In-house staff are able to capitalize on newer equipment to repair failures faster and cheaper. Preventative maintenance is on the upswing, further reducing the costly effects of failure.

Final Thoughts:

The District has presented a balanced budget for the 2022/2023 fiscal year. Projected revenues, operational expenses, and capital improvement needs continue to be a reflection of the 2020 NBS Rate Study that was fully vetted by District staff.

Rising costs of fuels and materials have been incorporated into the operational expense plan, as well as extended expected delivery dates for materials. During these tumultuous times of climactic risk such as fire and flood, this operational plan incorporates increased costs using the best data available. Despite the scarcity of surface water, groundwater levels remain stable and resilient. Given groundwater performance during previous drought years, and the recharge rate observed currently, drought surcharges are unlikely to be implemented in the upcoming fiscal year. The District is fortunate to have achieved success in managing operational expenses last

year, the first full year of the new rate structure. While expenses will inevitably continue to increase year to year, this balanced budget had made accommodations. Proper fiscal management of operations have, and will continue to illustrate how ratepayers water and sewer use fees have been put to the most beneficial use to “provide, maintain, and protect our community’s water” amidst relative uncertainty.

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**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
PROPOSED 2022-2023 BUDGET
SEWER ENTERPRISE FUND**

REVENUE	
120-4020 PERMIT & INSPECTION FEES	1,000
120-4045 AVAILABILITY FEES	5,500
120-4050 SALES OF RECLAIMED WATER	154,542
120-4111 COMMERCIAL SEWER USE	85,538
120-4112 GOVERNMENT SEWER USE	1,200
120-4116 SEWER USE CHARGES	1,836,418
120-4210 LATE FEE	22,000
120 4300 MISC INCOME	2,500
120-4310 OTHER INCOME	1,450
120-4550 INTEREST INCOME	500
TOTAL REVENUE	2,110,648

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
PROPOSED 2022-2023 BUDGET
SEWER ENTERPRISE FUND**

OPERATING EXPENDITURES

120-5010 SALARY & WAGES	568,698
120-5020 EMPLOYEE BENEFITS	216,772
120-5021 RETIREMENT BENEFITS	117,770
120-5022 CLOTHING ALLOWANCE	2,500
120-5024 WORKERS COMP INSURANCE	12,000
120-5025 RETIREE HEALTH BENEFITS	8,452
120-5030 DIRECTOR HEALTH BENEFITS	25,629
120-5040 ELECTION EXPENSE	2,500
120-5060 GASOLINE, OIL & FUEL	30,000
120-5061 VEHICLE MAINT	26,415
120-5062 TAXES & LICENSE	800
120-5063 CERTIFICATIONS	2,000
120-5074 PROPERTY/LIABILITY INSURANCE	104,000
120-5075 BANK FEES	30,000
120-5080 MEMBERSHIP & SUBSCRIPTIONS	11,000
120-5090 OFFICE SUPPLIES	5,000
120-5092 POSTAGE & SHIPPING	9,000
120-5121 LEGAL SERVICES	12,000

120-5122 ENGINEERING SERVICES	49,000
120-5123 OTHER PROFFESIONAL SERVICES	10,000
120-5126 AUDIT SERVICES	7,500
120-5130 PRINTING & PUBLICATION	6,000
120-5135 NEWSLETTER	1,000
120-5145 EQUIPMENT RENTAL	5,000
120-5148 OPERATING SUPPLIES	50,000
120-5150 REPAIR & REPLACE	180,000
120-5155 MAINT BLDG & GROUNDS	12,000
120-5156 CUSTODIAL SERVICES	17,500
120-5157 SECURITY	1,000
120-5160 SLUDGE DISPOSAL	35,000
120-5165 TERTIARY POND MAINT	50,000
120-5170 TRAVEL & MEETINGS	6,200
120-5175 EDUCATION/SEMINARS	10,500
120-5176 DIRECTOR TRAINING	3,600
120-5179 ADM MISC EXPENSE	350
120-5191 TELEPHONE	15,000
120-5192 ELECTRICITY	155,000
120-5193 OTHER UTILITIES	3,500

120-5194 IT SERVICES	35,000
120-5195 ENV/MONITORING	40,000
120-5198 ANNUAL OPERATING FEES	7,500
120-5310 EQUIPMENT - FIELD	1,200
120-5311 EQUIPMENT - OFFICE	1,200
120-5312 TOOLS - FIELD	1,500
120-5315 SAFETY EQUIPMENT	3,500
120-5317 COVID-19	7,500
120-5545 RECORDING FEES	250
120-5580 TRANSFER OUT – FUND 219 USDA SOLAR DEBT	32,205

TOTAL OPERATING EXPENDITURES	1,932,541
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**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
PROPOSED 2022-2023 BUDGET
WATER ENTERPRISE FUND**

REVENUE	
130-4035 RECONNECT FEES	5,000
130-4039 WATER CONNECTION FEE (METER)	3,290
130-4040 LIEN RECORDING FEES	1,200
130-4045 AVAILABILITY FEES	22,000
130-4110 COMMERCIAL WATER USE	144,786
130-4111 BULK WATER SALES	7,500
130-4112 GOVERNMENT WATER USE	6,500
130-4115 WATER USE CHARGES	2,848,200
130-4210 LATE FEE 10%	32,000
130-4215 RETURNED CHECK FEE	500
130-4300 MISC INCOME	1,500
130-4310 OTHER INCOME	100
130-4330 HYDRANT METER USE DEPOSIT	9,720
130-4550 INTEREST INCOME	1,800
TOTAL REVENUE	3,084,096

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
PROPOSED 2022-2023 BUDGET
WATER ENTERPRISE FUND**

OPERATING EXPENDITURES

130-5010 SALARY & WAGES	568,698
130-5020 EMPLOYEE BENEFITS	216,772
130-5021 RETIREMENT BENEFITS	117,770
130-5022 CLOTHING ALLOWANCE	2,500
130-5024 WORKERS' COMP INSURANCE	10,500
130-5025 RETIREE HEALTH BENEFITS	8,452
130-5030 DIRECTOR HEALTH BENEFITS	25,629
130-5040 ELECTION EXPENSE	2,500
130-5060 GASOLINE, OIL & FUEL	30,000
130-5061 VEHICLE MAINT	25,000
130-5062 TAXES & LICENSE	1,200
130-5063 CERTIFICATIONS	800
130-5074 PROPERTY/LIABILITY INSURANCE	104,000
130-5075 BANK FEES	30,000
130-5080 MEMBERSHIP & SUBSCRIPTIONS	28,000
130-5090 OFFICE SUPPLIES	5,000
130-5092 POSTAGE & SHIPPING	7,500

130-5110 CONTRACTUAL SERVICES	60,000
130-5121 LEGAL SERVICES	30,000
130-5122 ENGINEERING SERVICES	65,000
130-5123 OTHER PROFESSIONAL SERVICES	15,000
130-5124 GSA - GROUNDWATER SUSTAINABILITY	15,000
130-5126 AUDIT SERVICES	7,500
130-5130 PRINTING & PUBLICATION	7,500
130-5135 NEWSLETTER	1,200
130-5145 EQUIPMENT RENTAL	35,000
130-5148 OPERATING SUPPLIES	7,500
130-5150 REPAIR & REPLACE	225,000
130-5155 MAINT BLDG & GROUNDS	15,000
130-5156 CUSTODIAL SERVICES	5,000
130-5157 SECURITY	5,000
130-5170 TRAVEL & MEETINGS	6,200
130-5175 EDUCATION/SEMINARS	10,000
130-5176 DIRECTOR TRAINING	5,000
130-5179 ADM MISC EXPENSE	350
130-5191 TELEPHONE	15,000
130-5192 ELECTRICITY	200,000
130-5193 OTHER UTILITIES	3,600
130-5194 IT SERVICES	55,000

130-5195 ENV/MONITORING	20,000
130-5198 ANNUAL OPERATING FEES	40,000
130-5310 EQUIPMENT - FIELD	1,000
130-5311 EQUIPMENT - OFFICE	1,000
130-5312 TOOLS - FIELD	2,000
130-5315 SAFETY EQUIPMENT	5,000
130-5317 COVID-19	7,500
130-5505 WATER CONSERVATION	5,000
130-5545 RECORDING FEES	250
130-5580 TRANSFER OUT-218 CIEDB DEBT	96,979
130-5600 CONTINGENCY	30,000

TOTAL OPERATING EXPENDITURES	2,181,900
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Significant Changes

Salaries and Benefits

This fiscal year saw an increase in staffing from 12 to 15 employees. All employee pay rates continue to operate on a 7% lag of the DeLoach Salary Survey of 2020. Potential revisions of Other Post-Employment Benefits (OPEB) is under review. The District wishes to equitably reward employees for their years of service, while ensuring the fiscal health of the public agency.

Insurance

Liability insurance is under review. The District is verifying all appropriate District property is insured, and with the most palatable terms for premium and deductible. Earthquake insurance has not historically been a District choice for coverage, but is also under review.

GSA

This item has replaced the “Water Rights” line item in the budget. As the source water definition has transitioned from surface water diversion to percolating groundwater, the District will be investigating the steps necessary to become a Groundwater Sustainability Agency for the Coyote Valley Basin.

Repair/Replace

The Water and Sewer repair/replace budget has increased 33% and 20%, resp. due to rising costs of materials.

Contractual Services

The District has budgeted for the added capacity and project assistance that the CivicSpark Fellowship provides. Past experience has shown great results from this program, and staff anticipates additional project support needs in the Water Distribution category.

Office and Safety Equipment

This budget item only increased slightly despite significant overages in fiscal year 21/22. The rising cost of materials, and COVID-19 prevention and protection expenses were unanticipated. A separate line item for COVID-19 has been designed to closely track those specific expenses.

Electricity

Energy rates continue to increase, the District's grandfathered pricing has expired. This budget item for water and sewer electric charges has increased by 12% and 63%, resp.

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Capital Additions

The five (5) year Capital Improvement Plan adopted in December of 2020 remains in effect, with only slight revisions to project definitions. Instead of multiple names for a single project, the project names are now hierarchical in nature to better reflect the overall goals of the District.

Water

Regulatory Compliance: \$75,000

Construction Truck (\$75,000) – Given the EPA’s recent reinstatement of state authority to implement emissions standards, it is prudent to acquire a new construction truck to comply with these standards. This truck will be right-sized for the growing preventative maintenance responsibility of in-house staff. Maintenance is required for both water and sewer infrastructure, and the cost is therefore split between the two funds.

Disaster Mitigation: \$200,000

Generators (\$100,000) – Public Safety Power Shutoffs (PSPS) have been deemed necessary for the power utility to mitigate the effects of climactic events that pose a high fire threat. These shutoffs, however, are exceedingly expensive to the District. To lower the cost of service during these events, the placement of permanent generators at water pumping stations is needed. This annual allocation will help secure a permanent generator at one pumping station.

SCADA (\$100,000) – This project is designed to mitigate against disaster by fortifying the District’s Supervisory Control And Data Acquisition (SCADA) system. Funding is split between both the water and sewer fund as this system supports both. In its second year of development, the SCADA Master Plan has been newly adopted, and an implementation plan is soon to follow. The funding allocation reflects the effort required to develop the implementation plan as well as the beginning steps of implementation.

Reliable Water Supply: \$700,000

Unit 9 Tank (\$200,000) – The District seeks to maintain a reliable water supply by replacing a water storage tank in an area known as Unit 9. A significant additional benefit of this project is the resilience to wildfire. “Replace wooden tank” and “Wildfire Resilience” were part of the project’s previous nomenclature. This effort involves replacing the wooden 150,000 gallon water tank with two, 250,000 gallon steel-welded tanks. While having been awarded Federal funding in February of 2022, additional documentation is needed from the funding agency (FEMA HMGP) before project activities can begin. This fiscal year’s allocation is designed to account for procurement of Design Engineering and Construction bid support.

AMI (\$300,000) – The District seeks to maintain a reliable water supply by replacing legacy water meters with an advanced metering infrastructure (AMI). In its second year of implementation, additional materials are estimated to cost \$300,000 which is reflected in this year’s allocation.

Mainlines (\$200,000) – Clearly, developing and maintaining a reliable water supply depends on a number of factors. The water distribution system is made up of water storage tanks, water meters, and water mainlines, among other things. Under the umbrella of reliable water supply, the District is allocating funds towards water mainline rehabilitation. With significant efforts underway in the research area, this allocation represents the beginning of enactment towards rehabilitation.

Risk Management: \$50,000

Risk Management Plan (\$50,000) – Much like the Risk Management Plan (RMP) for wastewater treatment, a new plan will need to be developed for water treatment. This year’s allocation represents engineering support in this effort.

Records Retention: \$25,000

IT Upgrades (\$25,000) – In order to be current in the business computing environment, IT upgrades are warranted. By law, select documentation at a public agency must remain on-file for

several years. Increasing reliability of this computing environment will aid in records retention compliance.

Sewer

Regulatory Compliance: \$385,000

I&I Mitigation (\$310,000) – According to the District’s Waste Discharge Permit, “the bypass or overflow of untreated or partially treated waste is prohibited.” All efforts to reduce Infiltration and Inflow in the sewer collection system are to achieve regulatory compliance regarding the prohibition of overflow. The latest construction effort to reduce I&I is the rehabilitation of 619’ of sewer line. CCTV, assessment, and planning last year have led up to the final specifications of this project. Costs of this rehabilitation, as well as continued manhole lid replacements comprise this year’s allocation.

Construction Truck (\$75,000) - Given the EPA’s recent reinstatement of state authority to implement emissions standards, it is prudent to acquire a new construction truck to comply with these standards. This truck will be right-sized for the growing preventative maintenance responsibility of in-house staff. Maintenance is required for both sewer and water infrastructure, and the cost is therefore split between the two funds.

Disaster Mitigation: \$100,000

SCADA (\$100,000) - This project is designed to mitigate against disaster by fortifying the District’s Supervisory Control And Data Acquisition (SCADA) system. Funding is split between both the sewer and water fund as this system supports both. In its second year of development, the SCADA Master Plan has been newly adopted, and an implementation plan is soon to follow. The funding allocation reflects the effort required to develop the implementation plan as well as the beginning steps of implementation.

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

PROPOSED 2022-2023 BUDGET

CAPITAL PROJECTS

WASTEWATER PROJECT DESCRIPTION		
120-5-70-7201	REGULATORY COMPLIANCE	\$ 385,000
120-5-70-7202	DISASTER MITIGATION	\$ 100,000
120-5-70-7203	DISASTER RECOVERY	\$ -
120-5-70-7205	RISK MANAGEMENT	\$ 22,500
120-5-70-7206	RECORDS RETENTION	\$ 25,000
TOTAL CAPITAL WASTEWATER EXPENDITURES		\$ 532,500
WATER PROJECT DESCRIPTION		
130-5-70-7201	REGULATORY COMPLIANCE	\$ 75,000
130-5-70-7202	DISASTER MITIGATION	\$ 200,000
130-5-70-7203	DISASTER RECOVERY	\$ -
130-5-70-7204	RELIABLE WATER SUPPLY	\$ 700,000
130-5-70-7205	RISK MANAGEMENT	\$ 50,000
130-5-70-7206	RECORDS RETENTION	\$ 25,000
TOTAL CAPITAL WATER EXPENDITURES		\$ 1,050,000

Debt

1) Sewer Expansion and Wastewater Treatment Plant

Sewer System Reassessment District No. 1 Limited Obligation Refunding Improvements Bonds Series 2016, issued March 9, 2016 in the amount of \$3,650,000, payable in annual installments with an interest rate of 3.25-3.50% and maturity of September 2, 2032. The bonds were used to finance improvements to the sewer system. The bonds are secured by a pledge of reassessment of revenues.

2) Water Infrastructure Project

California Infrastructure and Economic Development Bank direct borrowing Loan, issued June 24, 2002 in the amount of \$3,000,000, payable in annual installments with an interest rate of 3.48% and maturity on February 1, 2032. The loan was used to finance the expansion and upgrade of the water system. Net system revenues and all amounts in the enterprise fund are pledged as collateral for the debt.

3) Solar Project

2012 Series direct borrowing Certificate of Participation Water Reclamation Plant Energy Sustainability Project issued October 1, 2012, in the amount of \$640,000, payable in annual installments with an interest rate of 3.0% and maturity on August 1, 2041. The certificates of participation were used to finance the sewer system solar project. Net revenues are pledged as collateral for debt.

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
PROPOSED BUDGET 2022-2023
DEBT**

DEBT REVENUE SOURCE		FUND	AMOUNT
1)	BOND SERIES 2016 - TAX ASSESMENT	215	\$ 295,368
2)	CIEDB LOAN - WATER INFRASTRUCTURE	130	170,075
3)	USDA LOAN - SOLAR PROJECT WWTP	120	32,205
TOTAL DEBT SERVICE REVENUE			\$ 497,648
DEBT SERVICE EXPENSE		FUND	AMOUNT
1)	BOND SERIES 2016 (PRINCIPAL)	215	\$ 199,000
	BOND SERIES 2016 (INTEREST)	215	86,728
	BOND ADMINISTRATION (ANNUAL FEE)	215	9,640
			\$ 295,368
2)	CIEDB (PRINCIPAL)	218	\$ 117,859
	CIEDB (INTEREST)	218	48,072
	CIEDB (ANNUAL FEE)	218	4,144
			\$ 170,075
3)	USDA SOLAR LOAN (PRINCIPAL)	219	\$ 18,000
	USDA SOLAR LOAN (INTEREST)	219	14,205
			\$ 32,205
TOTAL DEBT SERVICE EXPENSE			\$ 497,648

Disaster Reimbursements (Federal & State)						
Year of event	Disaster	Project	Description	Completion	Reimbursed?	Reimbursements
2017	4301	LHHVA01	Pump&Dump	100%	100%	\$ 214,133.04
2017	4301	LKHVB01	Repair&Labor	100%	100%	\$ 16,748.90
2017	4308	LKHVA81	Pump&Dump	100%	100%	\$ 390,533.63
2017	4308	LKHVB81	Repair&Labor	100%	100%	\$ 5,317.17
2017	4308	LKHVF83	Repair&Labor	100%	100%	\$ 652,310.53
2019	4434	100063	Pump&Dump	100%	100%	\$ 916,723.31
2019	4434	100118	Repair	100%	100%	\$ 13,101.71
2019	4434	100126	Repair&Labor	100%	100%	\$ 39,032.81
2019	4434	101502	Repair&Labor	100%	100%	\$ 33,321.19
2019	4434	100138	Repair: Chip seal the WWTP Access Road	100%	90%	\$ 140,207.20
2020	4482 COVID-19	138890	Materials: Purchased for disinfection, and infection prevention methods	100%	0%	\$ 11,095.33
2020	4558 LNU Complex Fire	Cat B 100% (FEMA)	Emergency protective measures -FireBreak	100%	100%	\$ 36,245.32
2020	4558 LNU Complex Fire	Cat B 75% (FEMA) 18.75% (CalOES) Changing to 90% (FEMA) 7.5% (CalOES)	Emergency protective measures -Chipping & Spreading	100%	96%	\$ 143,437.00
2020	4558 LNU Complex Fire	Cat B 100% (FEMA)	Continuity of Operations - Generators - Smoke Soot and Ash	100%	100%	\$ 20,747.18
2020	4558 LNU Complex Fire	Cat B 75% (FEMA) 18.75% (CalOES)	Continuity of Operations - Generators - Smoke Soot and Ash	100%	94%	\$ 44,690.95

Access Road

7/2 Requested update of closeout status of this project. Response: "The other projects are still being worked on by Cal OES Recovery Closeout team."

3/3/22 Received a request for clarification from the closeout team.

3/31/22 CalOES closeout team requested detailed cost breakdown on all items related to Access Road totalling \$140,207.20 (See attached)

5/11/22 Replied to a further clarification request for closeout total of \$140,207.20

6/10 Multiple messages exchanged regarding project closeout. Direct Administrative Costs (DAC) submitted 6/6/22

Firebreak

6/9 Received new Notice of Obligation for the firebreak. An addition \$3,937.50 will be issued to the District

Totals:	\$ 2,677,645.27
Actual:	\$ 2,677,645.27

Federally funded, non-disaster projects (HMGP)					
Related Disaster	Project	Description	Completion	Reimbursed?	Reimbursement
4344	512	LHMP: Writing the Plan	100%	100%	\$ 86,124.54
4382	112	Unit 9 Tank: Replacing this tank	0%	0%	\$ 1,300,000.00
4407/4431	57	Generators: Installing at Booster Stations	0%	0%	\$ 748,048.00
4558	398	Defensive Space, Ignition Resistant Construction (DSIRC)	0%	0%	\$ 1,400,000.00
4558	428	Water Mains Planning	0%	0%	\$ 500,000.00

Totals:	\$ 4,034,172.54
Actual:	\$ 86,124.54

LHMP

7/2 Inquired on the status of this project. Response: "This project is in FEMA closeout and with FEMA, so soon as we hear back – which can take a little time – we will let you know. In the meantime I will keep this on my radar."

4/15 Received Financial Reconciliation and Project Closure notification for \$8,795.54

5/27 Received final retention check \$8,795.54 (See attached)

Unit 9 Tank

2/9 Received FEMA approval letter

2/18 Welcome Call - Discussed procurement

2/23 Kick-off Call - Discussed procurement

3/11 Delay in obligation documentation

4/29 Developed RFP for design & plan specification

5/6 District counsel will assist with developing District policies that embody Federal procurement policies (2 CFR 200.317 - 200.326)

5/9 RFP and Professional Services Agreement for design & planning reviewed by Coastland

6/1 RFP and Professional Services Agreement for design & planning reviewed by Counsel

6/2 Received revised FEMA obligation notification

6/3 Submitted RFP

Generators

11/2 Responded to RFI

3/1 Responded to RFI

3/25 Responded to RFI

Defensive Space, Ignition Resistant Construction (DSIRC)

4/27 Submitted submitted re-written application and supporting documents in accordance with RFI

5/17 Submitted additional documentation on pre-award costs

Water Mains Planning

5/21 Submitted RFI response

9/27 Submitted RFI response

10/6 Confirmed Authorized Agent info

12/1 Notification of FEMA submission

State Funded projects (Prop 1, Prop 68, BIL)					
Funding Agency	Project	Description	Completion	Reimbursed?	Reimbursement
DWR/IRWM	206	I & I	75%	59%	\$ 375,000.00
DWR/IRWM	205	Unit 9 Tank	10%	0%	\$ 450,000.00
DWSRF	214	Mainlines	0%	0%	\$ 806,112.00
Totals:					\$ 1,631,112.00
Actuals:					\$ 222,375.00

I&I, Unit 9 Tank

3/4 **I & I:** On-site assessment of North Shore Ct easement by Coastland

4/1 **I & I:** Received design approach from Coastland

4/1 **I & I:** Updated timeline and budget to DWR Project Plan

4/29 **I & I:** Submitted progress report and reimbursement request for \$5,046.77

5/6 **I & I:** North Shore Ct easement repair design & plan specifications complete

5/13 **I & I:** North Shore Ct easement repair Notice of Invitation to Bid is agendized for Board of Director's approval (\$252,183)

5/18 **I & I:** North Shore Ct easement repair Notice of Invitation to Bid is publicly posted.

6/14 **I & I:** North Shore Ct bid deadline (See attached)

4/1 **Unit 9 Tank:** Updated timeline and budget to DWR Project Plan

4/15 **Unit 9 Tank:** Received confirmation that DWR has completed FAPP2 (Financial Assessment Policy & Procedure #2) on this project, which is also known as the CEQA review process

6/1 **Unit 9 Tank:** Received confirmation that RfP submittal is allowed prior to being removed from placeholder status.

Mainline Rehabilitation

5/5 Submitted General Application Package (GAP) - Planning to the Drinking Water State Revolving Fund (DWSRF) program

5/23 Submitted Environmental Application Package (EAP), Financial Security Package (FSP), and Technical Package (TP) except two attachments, T3 and T4.

6/14 GHD Task Order contract expected. Since attachments T3 and T4 require contracted engineering input, GHD is developing a new task order in our existing contract to cover this work.

AMI

3/3 AMI Town Hall presentation

3/4 Submitted request for Fiscal Recovery Funding for \$286,131.12

3/22 Received notification of shipment for replacement meters

3/28 Received email from Asm Aguiar-Curry's office regarding AMI project

5/13 Next phase of meters & radios to be ordered

6/2 Placed next order of meters & radios according to project plan and budget

FLASHES

3/11 Ad Hoc meeting scheduled

3/15 CPUC ex parte meeting, shared concerns of MIP criteria

3/21 Received notification of phase 2 multibenefit funding closure and phase 3 opportunity

3/31 IRWM Special Meeting to vote on set-aside for multi-benefit funding.

4/15 Discussed new funding opportunities offered by the Department of Energy

6/8 Virtual Ad Hoc meeting re-scheduled for in-person meeting 6/22

CalFire

1/20 Submitted request for Fire Prevention Grant tracking number

2/1 Received response to Partner Commitment letter

2/9 Submitted grant application for \$667,261.

4/2 Attended CalFire Open House in Middletown

6/1 Received denial letter from the California Climate Investments Wildfire Prevention Grant application program.

IRWM/DWR

2/2 Submitted Project Interest Form (PIF) to be added to the WestSideSAC IRWM project list.

3/9 \$2M Mainlines PIF accepted into WestSideSAC IRWM project list

5/11 \$60M FLASHES project accepted to project list

USDA

1/10 Submitted request to RDApplly program

1/21 Researching possible funding combination with DWR Drought relief.

Drought & COVID Relief Funding

3/4 Submitted request for Fiscal Recovery Funding for \$48,150.14
3/24 Met with Congressman Thompson & staff to discuss District needs & funding opportunities
3/25 Developed Hazard Pay policy
3/29 Met with Asm Aguiar-Curry staff to discuss District needs & funding opportunities
4/27 Met with Sen McGuire to discuss District needs & funding opportunities
6/8 Submitted request for update to letter sent 3/4/22 regarding Fiscal Recovery Funding. The county responded with a timeline estimate for review (See attached).

SCADA

2/17 SCADA Master Plan review meeting
3/29-30 Internal meetings to review SCADA Master plan draft
4/12 Met with GHD to review comments and recommendations
5/13 SCADA Master Plan agendaed to be approved & adopted by the Board of Directors.
6/3 GHD will move forward with a fee proposal for Phase 2

Other activities

2/3 Submittal of Moonridge Rd documents to SDRMA
2/22 Received revised sewer Ordinance
2/22 Reviewed SGA memorandum
3/18 Met internally to discuss new sewer Ordinance
3/21 Met with counsel on new sewer Ordinance
3/22 Wastewater Arrearages program paperwork submitted
3/31 Submitted District newsletter in printed bills and e-bills
4/14 Received finalized Ordinance from counsel
5/11 Received updated forecast information regarding bill opportunities
5/13 Wastewater Ordinance 60 agendaed to be approved & adopted by the Board of Directors

Potential projects (LHMP)					
Priority	Funding Agency	Project	Description	Costs	Notes
1	HMGP (FEMA)	SCADA	Technology refresh	\$ 1,000,000	Master Plan Adopted 5/17/22, Joined Demand Response program to qualify for rebates
1	HMGP (FEMA)	Tanks	Replace wooden tanks	\$ 5,400,000	Single tank replacement project awarded 6/2/22
1	HMPG (FEMA)	I & I	Pipe-bursting	\$ 1,000,000	Grant funds awarded for first pipe-bursting
1		RRP, ERP	Requirement of AWIA of 2018	\$ 200,000	Complete
1	HMGP (FEMA)	Water	Correlators, AirVacs, Lines, Meters	\$ 5,500,000	ESCOs can support energy savings projects, multiple applications underway
2		WMP	Water Master Plan	\$ 100,000	This is 20 years old. Is a reference document for grant applications
2	HMGP (FEMA)	WWTP	EQ Basin, Sludge Beds	\$ 6,000,000	Every flooding disaster in the last 4 years has damaged a portion of the WWTP. Possible developed contributions.
2		SWP	Stormwater Master Plan	\$ 200,000	This is 20 years old. Opportunity for regional benefits.
2		Stormwater	Implement Stormwater Master Plan Improvements	\$ 10,000,000	Phase 1 - Culverts in the Flood detention basin, previous NOI accepted for this activity
2	HMGP (FEMA)	Well	Drill a new well	4000000	Water Resilience, Contamination Mitigation, possible developer assistance
2	FMAG (FEMA)	Fuels Mitigation	Defensible Space, Concrete detention basin, masonry buildings	\$ 400,000	Application submitted 3/21
2	FMAG (FEMA)	Hydrants	Improvements	\$ 4,100,000	Previous NOI accepted for this activity
2	PDM (FEMA)	GIS	Fully develop database, O&M	\$ 400,000	Management, maintenance, and communications tool
3		PAP	Public Awareness Program	\$ 200,000	Disaster preparedness, response and recovery
3	HMGP (FEMA)	CL2 valve	Automatic shut-off valve	\$ 50,000	Operator Safety, RMP improvement list
3	HMGP (FEMA)	CL2 Analyzers	Chlorination Basin improvements	\$ 100,000	Flow-based treatment process will streamline WWTP
3	HMGP (FEMA)	Earthquake	Retrofits	\$ 5,000,000	
3		Levee	Certification	TDB	Opportunity for regional benefits, flood insurance
3		Dam	Inundation Mitigation	TDB	Infrastructure improvements



STATE OF CALIFORNIA

WARRANT NUMBER

61-635592

THE TREASURER OF THE STATE WILL PAY OUT OF THE IDENTIFICATION NO.

0000110458

FUND NO. 8087

FUND NAME FISCAL CONSOLIDATED PMT

0000

MO. DAY YR. 05 24 2022

90-1342/1211

61635592

TO: 635592

--- HIDDEN VALLEY LAKE COMMUNITY
SVCS DIST:; ATTN ALYSSA GORDON
19400 HARTMANN RD
HIDDEN VALLEY LAKE CA 95467-8

DOLLARS CENTS
\$****8795.54

Betty T. Yee
BETTY T. YEE



CALIFORNIA STATE CONTROLLER

⑆121113423⑆ 616355928⑈

DETACH ON DOTTED LINE
KEEP THIS PORTION FOR YOUR RECORDS

61-635592

ISSUE DATE: 05/24/2022
OFFICE OF EMERGENCY SERVICES
3650 SCHRIEVER AVE.
MATHER CA 95655
FOR QUESTIONS CONTACT ACCOUNTING DEPARTMENT AT 916/845-8340

VENDOR NAME VENDOR ID

HIDDEN VALLEY LAKE COMMUNITY 0000110458

VOUCHER ID INVOICE ID PO ID

00177797 TR-037635

AMOUNT PAID

\$8795.54

PAYMENT MESSAGE

FEMA PROJECT #: 15-P

ADDITIONAL PAYMENT MESSAGE

FEDERAL HAZARD MITIGATION GRANT - DR-4344

RECEIVED
MAY 27 2022
BY:

North Shore Court Sewer Rehabilitation Project

Plan Holders

Date	Company	Contact
5/23/22 8:30 am	Construction Bidboard, Inc. 11622 El Camino Real # 100 San Diego, CA	000 Plan Room Tel: 800-479-5314
5/23/22 8:31 am	Bay Area Builders Exchange 3055 Alverado St San Leandro, CA 94577	000 Plan Room Tel: 510-483-8880 Fax: 510-352-1509
5/23/22 8:32 am	Sacramento Builders Exchange 1331 T Street Sacramento, CA 95814	Plan Room Tel: 916-442-8991
5/23/22 8:33 am	Nevada County Contractors 149 Crown Point Ct Ste A Grass Valley, CA 95945	Plan Room Tel: 530-274-1919
5/23/22 8:33 am	Marin Builders Exchange 660 Las Gallinas Avenue San Rafael, CA 94903	000 Plan Room Tel: 415-462-1220
5/23/22 8:33 am	North Coast Builders Exchange 1030 Apollo Way Santa Rosa, CA 95407	000 Plan Room Tel: 707-542-9502
5/23/22 8:34 am	Placer County Builders Exchange 10656 Industrial Ave Suite 160 Roseville, CA 95678	Kellie Russell Tel: 916-771-7229
5/23/22 8:35 am	Stockton Builder's Exchange 7500 North West Lane Stockton, CA 95210	Jan Luna Tel: 209-478-1005
5/25/22 3:38 am	Dodge Data & Analytics 2860 S State Hwy 161 Ste 160 #501 Grand Prairie, TX 75052	Jayalakshmi L Other Tel: 413-376-7032 Fax: 609-336-2767
5/25/22 10:20 am	Argonaut Constructors 360 Sutton Place Santa Rosa, CA 95407	DAVID STANFORD Contract Administrator Tel: 7075424862 Fax: 7075424897

Date	Company	Contact
5/25/22 10:30 am	Piazza Construction 5200 Carroll Rd Petaluma, CA 94952	James Piazza Tel: 707-484-1614
5/25/22 12:20 pm	Kerex Engineering Inc. 93 Monte Cresta Ave. Pleasant Hill, CA 94523	Hector Barajas Project Engineer Tel: 9253878913 Fax: 9253870853
5/27/22 10:20 am	ConstructConnect 3825 Edwards Rd. Suite 800 Cincinnati, OH 45209	Michael Stubbs Sr. Editorial Content Lead Tel: 800-364-2059
6/2/22 10:24 am	Terracon Constructors, Inc PO BOX 276 HEALDSBURG, CA 95448	Steve Lydon Tel: 7074330323 Fax: 7074330322
6/2/22 1:17 pm	Insituform Technologies, LLC 10260 Matern Place Santa Fe Springs, CA 90670	Terry Henry Business Development Manager Tel: 562-413-1585
6/2/22 4:40 pm	WestPac Construction 1349 Lily St Healdsburg, CA 95448	Adam Felix President Tel: 7078069370
6/7/22 10:16 am	Koios Engineering Inc 1543 Sloat Blvd PO# 320217 San Francisco, CA 94132	Jonathan Reyes Tel: (650)826-7632 Fax: (415)449-3454

From: Matthew Rothstein <Matthew.Rothstein@lakecountyca.gov>
Sent: Wednesday, June 8, 2022 12:21 PM
To: Alyssa Gordon <agordon@hvlcsd.org>
Cc: Susan Parker <Susan.Parker@lakecountyca.gov>
Subject: RE: Local Coronavirus Fiscal Recovery Fund (LFRF) request

Good afternoon, Alyssa! (Cc: Susan)

Yes, Carol Huchingson retired at the end of April, and we are grateful Susan Parker agreed to become permanent CAO last month, after a period of time as Interim.

The County's ARPA/SLFRF Committee will be presenting allocation recommendations to the Board of Supervisors at an upcoming meeting, very probably in mid-July (*July 12/19*)

We anticipate sending letters to those that submitted funding requests ahead of that Board date, advising whether each request will be recommended for funding.

Hope this at least lends a sense of timeline, Alyssa.

--Matthew

Matthew T. Rothstein
Deputy County Administrative Officer
Public Information Officer
Matthew.Rothstein@lakecountyca.gov
916-544-8150 (cell phone)

**ACTION OF
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

DATE: June 16, 2022

AGENDA ITEM: Proposal for Earthquake Coverage for Mainlines and Property

RECOMMENDATION: Staff recommendation not pursuing Earthquake Coverage and consider funding a Mainline Replacement Program.

FINANCIAL IMPACT:

Andreini & Co

Parametric Earthquake Policy

Total Insured: Underground Piping

Limits: \$5,000,000 Aggregate Limit

Annual Premium: \$240,014.19

Deductible: None

Parametric Earthquake Insurance Coverage provides for the protection for loss due to an earthquake registering 6.0 or better on the Richter Scale with a Peak Ground Acceleration of 20% or better during a 31-day event period commencing on the event day.

SDRMA

Mainlines Earthquake Coverage Quote

Total Insured Value: \$22,300,029

Limits: \$5M/\$5M per occurrence/per aggregate

Annual Premium: \$137,425.75

Deductible: **5%** per unit subject to a minimum of \$25k

Total Insured Value: \$22,300,029

Limits: \$5M/\$5M per occurrence/per aggregate

Annual Premium: \$124,425.75

Deductible: **10%** per unit subject to a minimum of \$50k

Property Earthquake Coverage Quote (9/2021)

Total Insured Value: \$13,592,310

Limit: \$13,592,310

Premium: \$49,246.31

Deductible: 5% or \$25,000. per unit/structure

The quote covers assets on the 2021-22 SDRMA property inventory



Insurance Proposal

Prepared For

Hidden Valley Lake Community Service District



To Be Determined

License 0208825
www.andreini.com



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General Disclosure

IMPORTANT: This proposal is a general outline of the terms and conditions of the insurance proposed by the insurers, based on the information provided by your company. It does not include all of the terms, coverages, exclusions, limitations, and conditions of the actual policy contract language. One of the exclusions found in many policies is for Mold and Virus. This may directly impact your coverage as a result of a Pandemic such as COVID 19. **Your Insurance Policies must be read for the complete details.** If there are any questions please contact your Client Executive or assigned Account Manager. Additional limits may be available upon request.

This is not an insurance policy, the coverage information has been condensed. Please refer to your insurance policy for all the specific terms and conditions. Additional limits and coverages may be available upon request.



Mission Statement

OUR MISSION: Since 1951, delivering Peace of Mind to our clients through the use of Customized Insurance Solutions and a Superior Level of Customer Service built on Creativity, Persistence and Integrity.

andreiniADVANTAGE

CREATIVITY, PERSISTENCE & INTEGRITY

Privacy Statement

Our California Consumer Privacy Act (CCPA) policy can be found at <https://www.andreini.com/ccpa-ca-privacy-policy>.

If you are located in a state other than California, our Privacy Policy can be found at <https://www.andreini.com/privacy-policy>.

Andreini does not sell any information we collect to any third parties, nor do we target market products based on the data we gather. It is used for the sole purpose of obtaining insurance quotations and policies for the consumer.

This is not an insurance policy, the information has been condensed. Please refer to actual insurance policy for all the specific terms and conditions. Additional limits and coverages are available upon request. Information is Confidential and Proprietary to Andreini & Co.



HIDDEN VALLEY LAKE COMMUNITY SERVICE DISTRICT

Named Insured Schedule

Hidden Valley Lake Community Service District

Please check to ensure all appropriate entities are named. Any entity (including Partnerships, Corporations, Joint Ventures, Individuals, Trusts, LLCs, etc.) not listed above is not included as a Named Insured.

Schedule of Locations

Loc #	Bldg. #	Location Address	Nature of Business/ Description of Operations
01	01	Hidden Valley Lake Community, Hidden Valley Lake, CA	Community service district providing water and wastewater services

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Parametric Earthquake Policy

Policy Number: To Be Determined
Insurance Company: Fair American Select Insurance Company
A.M. Best Rating: A+: XV, Non-Admitted
Policy Term: Annual Policy Term

Parametric Earthquake Insurance Coverage: Provides for the protection for loss due to an earthquake registering 6.0 or better on the Richter Scale with a Peak Ground Acceleration of 20% or better during a 31 day event period commencing on the event day.

Limit of Insurance: \$ 5,000,000 Aggregate Limit

Property Insured: Underground Piping

Locations Covered: Hidden Valley Lake Community District – mailing address: 19400 Hartmann Road, Hidden Valley Lake, CA 95467

Covered Region: Lake County

Business Interruption Included

Covered Causes of loss: Magnitude 6.0 Earthquake resulting in Peak Ground Acceleration of 20% or more

Coinsurance: None

Deductible: \$ None

Valuation: For any Covered Event, the defined Loss Payout Table and maximum PGA (%g) will be used to determine the corresponding cumulative payout as a percent of the Covered Region aggregate limit:
(1) For the avoidance of doubt, if the maximum PGA (%g) within the Covered Region is less than 20.0%, then no Loss Payment Event exists. See Loss Payout Exhibit 'B'.

Exclusions: Upon issuance refer to policy for all exclusions

- Earthquakes registering below 6.0 on the Richter Scale
- Peak Ground Acceleration less than 20%

This is not an insurance policy, the coverage information has been condensed. Please refer to your insurance policy for all the specific terms and conditions. Additional limits and coverages may be available upon request.



HOW IT WORKS

SHAKE

STEP 1

Magnitude 6.0 Earthquake occurs anywhere in the region and affects covered territory (Covered Event) – event start date and event end date (12:00 am PST on the 31st day after event start date) are established.

STEP 2

USGS publishes a ShakeMap:
<https://earthquake.usgs.gov/data/shakemap/>

Created by an act of Congress in 1879, the U.S. Geological Survey (USGS) monitors volcanoes, and conducts targeted research to provide independent scientific reporting about natural hazards. USGS is called upon for its natural science expertise and its vast earth and biological data holdings. The USGS is the sole science agency for the Department of the Interior.



STEP 3

RMS (calculation agent) creates an event report that certifies the maximum Peak Ground Acceleration (PGA) by covered territory as released by the USGS ShakeMap.

STEP 4

Based on the RMS event report, the loss payment amount available for claims payments is the % of Limit related to the Maximum PGA.

STEP 5

The insured will prepare a proof of loss attesting to economic loss from the covered event and submit via the claims reporting process using the designated claims phone number or email provided in the policy.

STEP 6

The claims processor will verify the loss payment amount available based on the event report and the proof of loss attestation and will submit for claims payment to insured up to the maximum loss payment amount.

PAY

This is not an insurance policy, the coverage information has been condensed. Please refer to your insurance policy for all the specific terms and conditions. Additional limits and coverages may be available upon request.



LOSS PAYOUT TABLE EXHIBIT B

PGA (%g)	Payout %
20.0%	5.00%
21.0%	5.00%
22.0%	7.50%
23.0%	7.50%
24.0%	10.00%
25.0%	10.00%
26.0%	15.00%
27.0%	15.00%
28.0%	20.00%
29.0%	20.00%
30.0%	25.00%
31.0%	25.00%
32.0%	30.00%
33.0%	30.00%
34.0%	35.00%
35.0%	35.00%
36.0%	40.00%
37.0%	40.00%
38.0%	45.00%
39.0%	45.00%
40.0%	50.00%
41.0%	50.00%
42.0%	60.00%
43.0%	60.00%
44.0%	70.00%
45.0%	70.00%
46.0%	80.00%
47.0%	80.00%
48.0%	90.00%
49.0%	90.00%
50.0%	100.00%

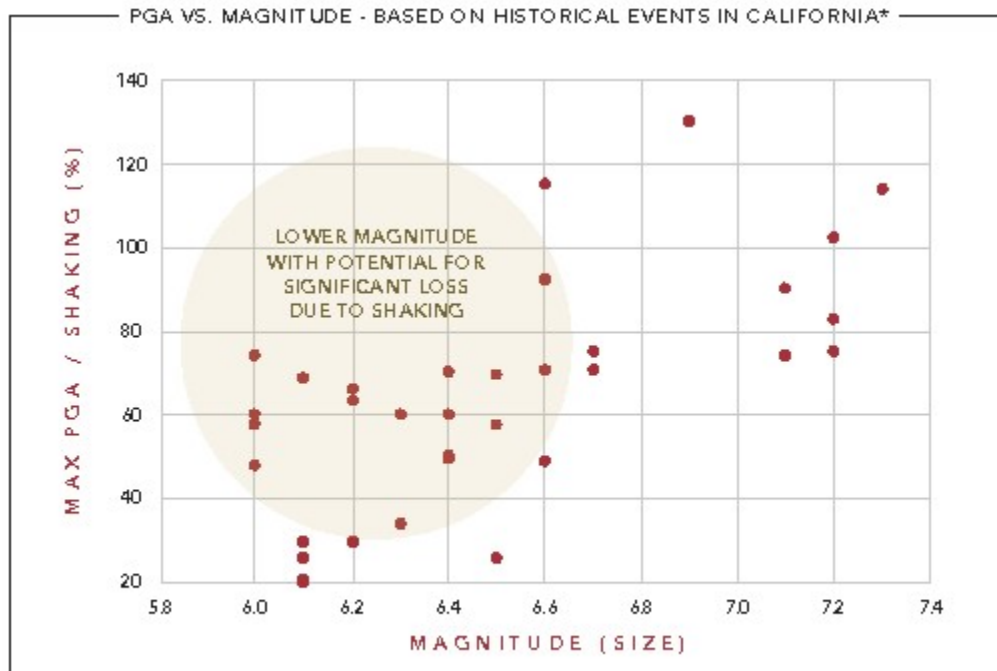
This is not an insurance policy, the coverage information has been condensed. Please refer to your insurance policy for all the specific terms and conditions. Additional limits and coverages may be available upon request.

WHAT IS PEAK GROUND ACCELERATION (PGA) AND WHY IS IT PREFERRED?

Peak Ground Acceleration (PGA) is an intensity measurement used to represent the shaking felt on the ground during an earthquake (refer to FAQ #2 for official definition).



It is important to understand that events with a lower magnitude (size) or events several hundred miles away can still cause significant loss (shaking) to an area.



*PGA and Magnitude data as provided through the USGS ShakeMap MetaData. <https://earthquake.usgs.gov/data/shakemap/>

This is not an insurance policy, the coverage information has been condensed. Please refer to your insurance policy for all the specific terms and conditions. Additional limits and coverages may be available upon request.



FAQ'S

DOES THE EPICENTER OF THE EARTHQUAKE NEED TO OCCUR IN MY COUNTY TO TRIGGER MY POLICY?

NO!!! A Magnitude 6.0 or greater earthquake can happen anywhere in your state or extended region. After the earthquake occurs, the policy loss payout amount is determined based on the Maximum Peak Ground Acceleration (PGA) as measured by the USGS ShakeMap in your county.

WHAT IS PEAK GROUND ACCELERATION (PGA)?

Peak ground acceleration (PGA) is an intensity measurement of actual ground shaking that occurs during an earthquake. PGA can be measured many miles from the epicenter of the earthquake and can be a better predictor of economic loss as experienced by the insured since it is being measured locally in your county.

WHY IS PGA THE DETERMINANT OF THE MAXIMUM PAYOUT INSTEAD OF THE MAGNITUDE OF THE EARTHQUAKE AT THE EPICENTER?

The epicenter of the earthquake can be several hundred miles from your location; even in a neighboring state. As a policyholder, the PGA intensity as measured in your county and the level of damages you experience are what is most important. As an example, if you live near a fault line and a high magnitude earthquake occurs 300 miles from your location, the ground shaking that you experience could still be severe in your county.

AVAILABLE LIMITS AND TERRITORIES

- Automated quoting and binding for limits between \$50,000 and \$5,000,000 within a single coverage region.
- Higher limits or for risks that include more than a single coverage region, underwriting referrals are available.

IS THE LIMIT OF INSURANCE CONNECTED TO THE TOTAL VALUE OF MY EXPOSURE?

NO!!! Unlike traditional insurance that attaches in excess of likely losses and is underwritten based upon the total exposure, Shake and Pay limits are determined based upon projected needs and budget.

WHO IS PROVIDING THE INSURANCE?

Various insurance companies securely rated by A.M. Best.

DO I HAVE TO HAVE TRADITIONAL INSURANCE TO PURCHASE SHAKE AND PAY?

This is not a requirement for purchase of the product.

WHAT IS SHAKEMAP?

ShakeMap is a product of the USGS Earthquake Hazards Program that provides near-real-time maps of ground motion and shaking intensity following significant earthquakes, which can be found here: <https://earthquake.usgs.gov/data/shakemap>.

WHO IS RMS?

Risk Management Solutions (RMS) is a leading catastrophe risk modeling company founded in 1989 to *"create a more resilient and sustainable global society through a better understanding of catastrophic events."*

This is not an insurance policy, the coverage information has been condensed. Please refer to your insurance policy for all the specific terms and conditions. Additional limits and coverages may be available upon request.



Premium Summary

Coverage	Premium
Parametric Earthquake Coverage	\$231,975.00
AmWins Broker Fee	\$ 500.00
Surplus Lines Taxes & Fees	\$ 7,539.19
Premium Total	\$240,014.19

Quotes are valid until 4/30/22.

*Indication of \$500,000 plus taxes and fees for traditional earthquake policy with a \$5,000,000 limit and 15% deductible.

The above policy premiums, surplus lines taxes and fees and/or additional carrier or broker fees are fully earned at policy inception.

Subjectivities to Bind:

- Signed and Completed Application
- Signed D-1 form
- Signed TRIA form
- Review and acceptance by insurance carrier

This is not an insurance policy, the coverage information has been condensed. Please refer to your insurance policy for all the specific terms and conditions. Additional limits and coverages may be available upon request.



PLEASE NOTIFY US WHEN.....

Any of the following occur:

- A change in the Contact Person handling your Insurance Program
- A change in Locations, permanent or temporary, including vacancy
- Substantial changes in Estimated Payroll or Receipts (up or down)
- A change in Corporate Structure or Ownership, including Mergers
- A change in your Business Plan, such as a New Product or Service
- You hire Employees in another State or Country
- You have New Vehicles or New Drivers of owned & non-owned autos
- There is a change in Value or Location of Stock/Equipment
- You are planning any construction, including Remodeling/Renovation
- You are considering signing a contract that might involve indemnity provisions (e.g., lease, supply, rental) of insurance in any way
- You become aware of any Claim, or potential Claim situation
- Any other material changes in your business

This is not an insurance policy, the coverage information has been condensed. Please refer to your insurance policy for all the specific terms and conditions. Additional limits and coverages may be available upon request.



Additional Coverage for Consideration

In our role as your Insurance Broker, we believe it is important to point out other coverages for your consideration that might not be included in this presentation that we would be pleased to obtain a quote as well as explain in greater detail to you. These coverages include, but are not limited to, the following:

Boiler & Machinery/Equipment Breakdown <ul style="list-style-type: none">• Hazardous Substance• Perishable Stock	Garage Keepers
Building Ordinance Insurance	Hired Auto Physical Damage
Business Income/Extra Expense/Loss of Rents	Increased limits for Umbrella/Excess
Crime/Employee Dishonesty	Kidnap, Ransom & Extortion Coverage
Cyber Insurance	Owned/Non-Owned Aircraft Liability
Directors & Officers Coverage	Owned Watercraft Liability
Drone Insurance	
Earthquake	Political Risk
Employment Practices Liability	Pollution Liability
Fiduciary Liability	Products Tampering, Contamination and Recall
Flood	Trade Credit Insurance
Foreign Coverage	Uninsured/Underinsured Motorists Coverage

This is not an insurance policy, the coverage information has been condensed. Please refer to your insurance policy for all the specific terms and conditions. Additional limits and coverages may be available upon request.



HIDDEN VALLEY LAKE COMMUNITY SERVICE DISTRICT

Insurance Acceptance/Rejection Form

This is not a policy.

The Insurance Coverage is based upon information obtained from you or your authorized representative. Please indicate your acceptance of it by checking the appropriate box below.

Please note: any changes to the coverages, terms and/or conditions listed within this proposal may result in re-rating of the coverage and/or withdrawal of the coverage offer.

Insurance Coverage is accepted as outlined

Insurance Coverage is accepted with the changes listed below:

Please bind coverage and provide written binders as soon as possible.

Insurance Coverage is rejected.

X _____
Insured Signature, Title **Date**
Hidden Valley Lake Community Service District

All values as presented in this proposal have been checked and are correct to the best of my knowledge and belief.

X _____
Insured Signature, Title **Date**
Hidden Valley Lake Community Service District

Policy documents will be delivered electronically unless requested differently.

This is not an insurance policy, the coverage information has been condensed. Please refer to your insurance policy for all the specific terms and conditions. Additional limits and coverages may be available upon request.



Andreini Online Access – CSR 24

Supporting Your Business Success

Our goal at Andreini & Company is to exceed your expectations. This means providing you service options to ensure that your business runs smoothly.

ACCESS DOCUMENTS ANYTIME – ANYWHERE

It is important for your business to have access to all types of information and receive Certificates of Insurance (COIs) in a timely manner. You can now access your information and requested documents instantly online, including:

- Auto ID Cards
- An up-to-date list of certificate holders
- Account contact information
- Certificate of Insurance (COIs)

OBTAIN CERTIFICATE OF INSURANCE OR AUTOMOBILE ID CARDS

With online access, you can reprint your Certificates of Insurance or Auto ID Cards. This service is available 24/7 from anywhere with Internet access. Both of these documents can be printed, emailed or faxed directly from the online access web page.

CUSTOMIZED USER ACCESS

Because each user is assigned a unique sign-on and password, you can designate one or more individuals in your office to have access to your insurance information. Based on your needs, Andreini Online can be tailored to provide a limited or broad amount of information for your users.

EXCEEDING YOUR SERVICE EXPECTATIONS

24/7 online access to your insurance information from any device results in faster service response, allowing you to provide documents to your clients and vendors quickly.

Contact your Service Account Team to learn how to get started using our online service options.

This is not an insurance policy, the coverage information has been condensed. Please refer to your insurance policy for all the specific terms and conditions. Additional limits and coverages may be available upon request.

**ACTION OF
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

DATE: June 16, 2022

AGENDA ITEM: Alliant Property Appraisal – Property Liability Coverage

RECOMMENDATIONS: Staff recommends eliminate coverage of property with minimal risk of damage.

BACKGROUND: At the Direction of the Board, Staff reviewed the report and recommend the following properties be excluded from coverage at this time. Significant damage to the items listed below would be due to a major disaster that would be reported to FEMA.

Site	Building
102	C - Transfer Pump Station 600-601
102	D - 1.2 MG EQ Basin and Lift Station
102	E - Effluent Storage Pond 130 MG Capacity
102	F – Sludge Drying Beds
107	Flood Control
111	AG Well
119	Flood Control Pump Station, Generator

Underwriting team can offer the \$100k deductible however it will apply to all liability and property coverages. They do not offer special deductibles on single lines of coverage. Also, since the CSD currently has a \$25k deductible imposed on both the auto and general liability, the credit will be less. As a package program, the rates aren't set up for "special deductibles", only standard deductibles that the program offers. When special deductibles are requested and approved, it will appear on the invoice as a credit/deduction from what the package cost. Credits are listed as a deduction on the invoice for taking the higher deductible. They will be as follows:

- Credit for \$100K deductible on property coverage: \$25,497
- Credit for \$100K deductible on mobile equipment: \$1,614
- Credit for \$100K deductible on auto liability: \$1,586
- Credit for \$100K deductible on general liability: \$6,007
- Total amount of the credit is \$34,704. Estimated total contribution is \$176,933.

FINANCIAL IMPACT: SDRMA estimates a 10% increase to the 2022-23 Property/Liability coverage,
 Building: \$18,050,456
 Content: \$1,629,287
 Total Insured: \$19,679,743
 Auto & Liability Deductible: \$25,000.00
 General Property Deductible: \$1000.00
 Estimated Annual Premium 2022-23: **\$209,290**

Deductible: \$100,000.00

Estimated Annual Premium: **\$176,933.**

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 101 ADMINISTRATION
Building: ADMINISTRATION
 19400 HARTMANN ROAD
 HIDDEN VALLEY LAKE, CA 95467

Year Built: 1992
Nbr. of Stories: 1
Square Footage: 2,925
Occupancy: OFFICES
Frame Type: C - MASONRY CONST/WOOD ROOF
ISO Class: 4
Fire Protection: Security: Burglar Alarm, Audible/Visual
Percent Sprinklered: 0 , ,
Distance to Hydrant: None noted

**GENERAL BUILDING CHARACTERISTICS****Exterior Walls:** Concrete Block**Roofing:** Med, Composite**Foundation:** Concrete Slab**Floor Finish:** Concrete, Tile**Ceiling Finish:** Suspended, Acoustical**Partitions:** Drywall**EQ Retrofit:****Services:** Electricity, Water, Sewer**Features:**

Notes: The administrative building for the district has a main lobby, offices, meeting rooms, break room, a server room and restrooms. Square footage updated from appraiser measurements (45' x 65'). The building also has an entrance canopy (included in valuation).

Site escort: Dennis White

VALUATION CONCLUSIONS

Replacement Cost New:	844,178
Exclusion Amount:	0
Replacement Cost Less Exclusions:	844,178

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 102 WATER RECLAMATION FACILITY
Building: A TREATMENT BUILDING
 18896 GRANGE ROAD
 MIDDLETOWN, CA 95461

Year Built: 1994
Nbr. of Stories: 1
Square Footage: 1,920
Occupancy: OFFICE / WATER TREATMENT
Frame Type: CB - CONCRETE BLOCK
ISO Class: 4
Fire Protection:
Percent Sprinklered: 0 , ,
Distance to Hydrant: None noted



GENERAL BUILDING CHARACTERISTICS

Exterior Walls: Concrete Block

Roofing: Low, Metal

Foundation: Concrete Slab

Floor Finish: Concrete, Vinyl composite tile

Ceiling Finish: Smooth

Partitions: Drywall, Concrete Block

EQ Retrofit:

Services: Electricity, Gas, Water, Sewer

Features:

Notes: EPA Facility ID:
100000231144

This Water Reclamation Facility has a reported capacity of 894,000 gallons. It is reported to annually produce an average of 320 acre-feet of reclaimed water to irrigate the Hidden Valley Lake Golf Course.

This valuation is for the Treatment Building at the Water Reclamation Facility. It has offices, meeting room, laboratory, blower room with three blowers, polymer pumps, air compressor (used for the filters), electrical

VALUATION CONCLUSIONS

Replacement Cost New:	947,080
Exclusion Amount:	0
Replacement Cost Less Exclusions:	947,080

Notes: controls, and repair shop with parts storage. It has a wet channel in the floor. Square footage updated from appraiser measurements and confirmed by client.

NOTE: The prior valuation on the contents line for this location of approximately \$6 million appears to be for multiple structures at the Water Reclamation Facility. All of the elements at the WRF are considered real property. Therefore the value on the contents line has been zeroed out.

Site escort: Dennis White

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 102 WATER RECLAMATION FACILITY
Building: B STORAGE BUILDING
18896 GRANGE ROAD
MIDDLETOWN, CA 95461

Year Built: 2004
Nbr. of Stories: 1
Square Footage: 1,440
Occupancy: STORAGE
Frame Type: S - ALL STEEL
ISO Class: 4
Fire Protection:
Percent Sprinklered: 0 , ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS

Exterior Walls: Metal

Roofing: Low, Metal

Foundation: Concrete Slab

Floor Finish: Concrete

Ceiling Finish: Exposed Beam

Partitions:

EQ Retrofit:

Services: Electricity

Features:

Notes: Storage building for parts and tools with three truck bays. Square footage updated from appraiser measurements (40' x 36')

Site escort: Dennis White



VALUATION CONCLUSIONS

Replacement Cost New:	199,642
Exclusion Amount:	0
Replacement Cost Less Exclusions:	<u>199,642</u>

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 102 WATER RECLAMATION FACILITY
Building: C TRANSFER PUMP STATION 600-601
 18896 GRANGE ROAD
 MIDDLETOWN, CA 95461

Year Built: 2004
Nbr. of Stories: 1
Square Footage: 0
Occupancy:
Frame Type: M - MIXED NON-COMB/COMB
ISO Class: 4
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS

Exterior Walls:

Roofing:

Foundation:

Floor Finish:

Ceiling Finish:

Partitions:

EQ Retrofit:

Services: Electricity

Features:

Notes: This location has been added as it was not found on the Statement of Values.

Open air pump station with two 75 HP vertical turbine pumps, piping and valves over a wet well. This pump station sends recycled water to the golf course.

Site escort: Barry Silva



VALUATION CONCLUSIONS

Replacement Cost New:	325,255
Exclusion Amount:	0
Replacement Cost Less Exclusions:	325,255

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 102 WATER RECLAMATION FACILITY
Building: D 1.2 MG EQUALIZATION BASIN AND LIFT STATION
 18896 GRANGE ROAD
 MIDDLETOWN, CA 95461

Year Built: 2004
Nbr. of Stories: 0
Square Footage: 27,000
Occupancy: EQUALIZATION BASIN / LIFT STATION
Frame Type: C - MASONRY CONST/WOOD ROOF
ISO Class: 4
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS

Exterior Walls: Concrete

Roofing:

Foundation: Concrete Slab

Floor Finish:

Ceiling Finish:

Partitions:

EQ Retrofit:

Services: Electricity

Features:

Notes: This location has been added as it was not found on the Statement of Values.

Concrete-lined equalization basin with a capacity of 1.2 million gallons. Also included is an adjacent lift station with two 10 HP pumps, a wet well and a meter vault. Square footage per appraiser satellite measurements.

Site escort: Barry Silva



VALUATION CONCLUSIONS

Replacement Cost New:	1,172,610
Exclusion Amount:	0
Replacement Cost Less Exclusions:	1,172,610

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 102 WATER RECLAMATION FACILITY
Building: E EFFLUENT STORAGE POND, 130 MG CAPACITY
 18896 GRANGE ROAD
 MIDDLETOWN, CA 95461

Year Built: 2004
Nbr. of Stories: 0
Square Footage: 1,295,000
Occupancy: EFFLUENT STORAGE POND
Frame Type: ZZ - (N/A)
ISO Class: 4
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS

Exterior Walls: Concrete

Roofing:

Foundation: Concrete Slab

Floor Finish:

Ceiling Finish:

Partitions:

EQ Retrofit:

Services: Electricity

Features:

Notes: This location has been added as it was not found on the Statement of Values.

Effluent Storage Pond, 400 acre-feet capacity (approximately 130 million gallons), of earthen and rock construction. Square footage per appraiser satellite measurements.

Note: Valuation is based on capacity. Therefore \$/ SF is not a meaningful metric for this item.

Site escort: Barry Silva



VALUATION CONCLUSIONS

Replacement Cost New:	8,621,271
Exclusion Amount:	0
Replacement Cost Less Exclusions:	8,621,271

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 102 WATER RECLAMATION FACILITY
Building: F SLUDGE DRYING BEDS
18896 GRANGE ROAD
MIDDLETOWN, CA 95461

Year Built: 2004
Nbr. of Stories: 0
Square Footage: 12,000
Occupancy: SLUDGE DRYING BEDS
Frame Type: C - MASONRY CONST/WOOD ROOF
ISO Class: 4
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS

Exterior Walls: Concrete

Roofing:

Foundation: Concrete Slab

Floor Finish:

Ceiling Finish:

Partitions:

EQ Retrofit:

Services:

Features:

Notes: This location has been added as it was not found on the Statement of Values.

Six concrete-lined sludge drying beds, each 2,000 SF per supplied documentation. The drying beds utilize fabric geotubes to facilitate drying (not included in valuation).

Site escort: Barry Silva



VALUATION CONCLUSIONS

Replacement Cost New:	247,560
Exclusion Amount:	0
Replacement Cost Less Exclusions:	<u>247,560</u>

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 102 WATER RECLAMATION FACILITY
Building: G CHLORINE ROOM
 18896 GRANGE ROAD
 MIDDLETOWN, CA 95461

Year Built: 2004
Nbr. of Stories: 1
Square Footage: 256
Occupancy: CHLORINE ROOM
Frame Type: CB - CONCRETE BLOCK
ISO Class: 4
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS**Exterior Walls:** Concrete**Roofing:** Low, Metal**Foundation:** Concrete Slab**Floor Finish:** Concrete**Ceiling Finish:** Exposed Beam**Partitions:****EQ Retrofit:****Services:****Features:****Notes:** This location has been added as it was not found on the Statement of Values.

The Chlorine Room is a separate building to the rear of the Treatment Building. It is used to store chlorine gas cylinders. Square footage per appraiser satellite measurements (16' x 16').

Site escort: Barry Silva

**VALUATION CONCLUSIONS**

Replacement Cost New:	93,659
Exclusion Amount:	0
Replacement Cost Less Exclusions:	93,659

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 102 WATER RECLAMATION FACILITY
Building: H HEADWORKS
 18896 GRANGE ROAD
 MIDDLETOWN, CA 95461

Year Built: 2004
Nbr. of Stories: 1
Square Footage: 288
Occupancy: HEADWORKS
Frame Type: S - ALL STEEL
ISO Class: 4
Fire Protection:
Percent Sprinklered: 0 , ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS**Exterior Walls:****Roofing:****Foundation:** Concrete Slab**Floor Finish:** Concrete**Ceiling Finish:****Partitions:****EQ Retrofit:****Services:** Electricity**Features:****Notes:** The Headworks for the WRF has one bar screen and was measured at 12' x 24'.

Site escort: Dennis White

**VALUATION CONCLUSIONS**

Replacement Cost New:	241,749
Exclusion Amount:	0
Replacement Cost Less Exclusions:	241,749

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 102 WATER RECLAMATION FACILITY
Building: I AERATION BASIN
 18896 GRANGE ROAD
 MIDDLETOWN, CA 95461

Year Built: 2004
Nbr. of Stories: 1
Square Footage: 9,700
Occupancy: AERATION BASIN
Frame Type: B - ALL REINFORCED CONCRETE
ISO Class: 4
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS

Exterior Walls: Concrete

Roofing:

Foundation: Concrete Slab

Floor Finish: Concrete

Ceiling Finish:

Partitions:

EQ Retrofit:

Services: Electricity

Features:

Notes: This location has been added as it was not found on the Statement of Values.

Aeration basins are used to circulate pumped air through the effluent to accelerate the progress of microorganisms that treat the wastewater. According to supplied documentation, the aeration basin has a capacity of 470,000 gallons. Square footage per appraiser satellite measurements.

Site escort: Dennis White



VALUATION CONCLUSIONS

Replacement Cost New:	3,794,319
Exclusion Amount:	0
Replacement Cost Less Exclusions:	3,794,319

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 102 WATER RECLAMATION FACILITY
Building: J SECONDARY CLARIFIER
 18896 GRANGE ROAD
 MIDDLETOWN, CA 95461

Year Built: 2004
Nbr. of Stories: 1
Square Footage: 1,100
Occupancy: SECONDARY CLARIFIER
Frame Type: B - ALL REINFORCED CONCRETE
ISO Class: 4
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS**Exterior Walls:** Concrete**Roofing:****Foundation:** Concrete Slab**Floor Finish:** Concrete**Ceiling Finish:****Partitions:****EQ Retrofit:****Services:** Electricity**Features:****Notes:** This location has been added as it was not found on the Statement of Values.

Clarifiers are used to separate the influent into liquids, solids and suspended solids. According to supplied documentation, the secondary clarifier has a 35' long weir and is 1,100 SF with an estimated 8' depth.

Site escort: Dennis White

**VALUATION CONCLUSIONS**

Replacement Cost New:	421,492
Exclusion Amount:	0
Replacement Cost Less Exclusions:	421,492

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 102 WATER RECLAMATION FACILITY
Building: K FILTER BASIN
 18896 GRANGE ROAD
 MIDDLETOWN, CA 95461

Year Built: 2004
Nbr. of Stories: 1
Square Footage: 648
Occupancy: FILTER BASIN
Frame Type: B - ALL REINFORCED CONCRETE
ISO Class: 4
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS

Exterior Walls: Concrete

Roofing:

Foundation: Concrete Slab

Floor Finish: Concrete

Ceiling Finish:

Partitions: Concrete

EQ Retrofit:

Services: Electricity

Features:

Notes: This location has been added as it was not found on the Statement of Values.

Filter basins use media such as sand, gravel and charcoal to percolate the liquid effluent to remove suspended and organic matter. Estimated at 16' x 36'.

Site escort: Dennis White



VALUATION CONCLUSIONS

Replacement Cost New:	325,189
Exclusion Amount:	0
Replacement Cost Less Exclusions:	325,189

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 102 WATER RECLAMATION FACILITY
Building: L CHLORINE CONTACT BASIN
 18896 GRANGE ROAD
 MIDDLETOWN, CA 95461

Year Built: 2004
Nbr. of Stories: 1
Square Footage: 648
Occupancy: CHLORINE CONTACT BASIN
Frame Type: B - ALL REINFORCED CONCRETE
ISO Class: 4
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS

Exterior Walls: Concrete

Roofing:

Foundation: Concrete Slab

Floor Finish: Concrete

Ceiling Finish:

Partitions: Concrete

EQ Retrofit:

Services: Electricity

Features:

Notes: This location has been added as it was not found on the Statement of Values.

Disinfection is achieved using a chlorine contact basin in which gaseous chlorine is injected into the liquid effluent to kill pathogens. The basin has a 78,500 gallon capacity with four mixer pumps. Square footage as measured.

Site escort: Dennis White

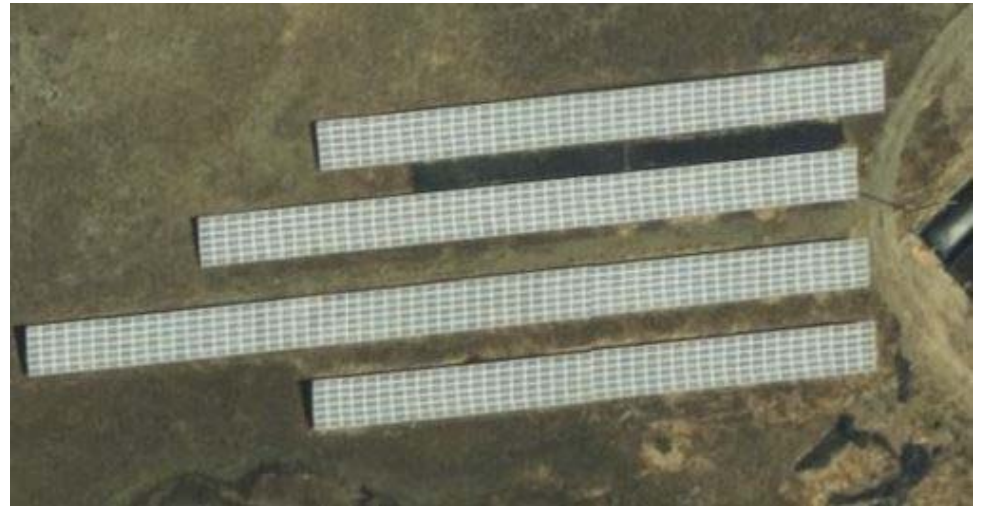


VALUATION CONCLUSIONS

Replacement Cost New:	211,763
Exclusion Amount:	0
Replacement Cost Less Exclusions:	211,763

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 102 WATER RECLAMATION FACILITY
Building: M SOLAR ARRAY
 18896 GRANGE ROAD
 MIDDLETOWN, CA 95461

Year Built: 2011
Nbr. of Stories: 1
Square Footage: 0
Occupancy: SOLAR ARRAY
Frame Type: ZZ - (N/A)
ISO Class: 4
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted



GENERAL BUILDING CHARACTERISTICS

Exterior Walls:

Roofing:

Foundation:

Floor Finish:

Ceiling Finish:

Partitions:

EQ Retrofit:

Services: Electricity

Features:

Notes: This location has been added as it was not found on the Statement of Values.

From the district's web site: In December 2011 the District completed a photovoltaic energy sustainability project. The project will meet power demands at the District's Water Reclamation Plant. Real Goods Solar, San Rafael, has installed 1176 Sharp 240W solar panels, covering 35,000 square feet. The panels are expected to produce 420,000 kWh per year (enough power to run approximately 75 residential units).

The cost of solar panel installations has decreased significantly in recent years. Original cost of this system

VALUATION CONCLUSIONS

Replacement Cost New:	474,163
Exclusion Amount:	0
Replacement Cost Less Exclusions:	474,163

Notes: reported as \$1,494,316.

Site escort: Dennis White

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 103 WATER PLANT
Building: D MAIN BOOSTER STATION FOR ZONES 1-4
 19400 HARTMANN ROAD
 HIDDEN VALLEY LAKE, CA 95467

Year Built: 2004
Nbr. of Stories: 1
Square Footage: 877
Occupancy: BOOSTER STATION
Frame Type: CB - CONCRETE BLOCK
ISO Class: 4
Fire Protection:
Percent Sprinklered: 0 , ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS**Exterior Walls:** Concrete Block**Roofing:** Med, Metal**Foundation:** Concrete Slab**Floor Finish:** Concrete**Ceiling Finish:** Exposed Beam**Partitions:****EQ Retrofit:****Services:** Electricity, Water**Features:**

Notes: This location is for the Zones 1-4 Booster Station. It includes a concrete block building measured at 864 SF (18' x 48') that contains three 60 HP vertical turbine pumps plus four 30 HP pumps, 16 valves and approximately 36 SF of electrical control panels. All of the above is considered real property and is included in this valuation. Therefore the amount on the contents line has been zeroed out.

Site escort: Dennis White

**VALUATION CONCLUSIONS**

Replacement Cost New:	764,133
Exclusion Amount:	0
Replacement Cost Less Exclusions:	764,133

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 104 WATER PLANT
Building: GREENRIDGE PUMP STATION
 18605 GREENRIDGE
 HIDDEN VALLEY LAKE, CA 95467

Year Built: 2004
Nbr. of Stories: 1
Square Footage: 429
Occupancy:
Frame Type: C - MASONRY CONST/WOOD ROOF
ISO Class: 4
Fire Protection:
Percent Sprinklered: 0 , ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS**Exterior Walls:** Concrete Block**Roofing:** Med, Metal**Foundation:** Concrete Slab**Floor Finish:** Concrete**Ceiling Finish:** Exposed Beam - Wood**Partitions:****EQ Retrofit:****Services:** Electricity, Water**Features:**

Notes: Pump station with three 60 HP pumps, three butterfly valves and three check valves, and approximately 25 SF of electrical control panels. All of the above is considered real property and is included in this valuation. Therefore the prior value on the contents line has been zeroed out. Square footage updated from appraiser measurements (16.5' x 26').

Site escort: Dennis White

**VALUATION CONCLUSIONS**

Replacement Cost New:	454,025
Exclusion Amount:	0
Replacement Cost Less Exclusions:	454,025

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 106
Building: MAINTENANCE BUILDING
 18896 GRANGE ROAD
 MIDDLETOWN, CA 95461

Year Built: 2006
Nbr. of Stories: 1
Square Footage: 5,360
Occupancy: MAINTENANCE SHOPS / OFFICES
Frame Type: CB - CONCRETE BLOCK
ISO Class: 5
Fire Protection:
Percent Sprinklered: 0 , ,
Distance to Hydrant: None noted



GENERAL BUILDING CHARACTERISTICS

Exterior Walls: Corrugated Metal

Roofing: Metal/Pitched

Foundation: Concrete Slab

Floor Finish: Vinyl, Carpeting, Concrete

Ceiling Finish: Standard Suspended (Office), Open Beamed (Maintenance Area)

Partitions: Drywall, Metal

EQ Retrofit: N

Services: Electricity, Gas, Water, Sewer

Features:

Notes: The maintenance building has a lower-height office section measured at 2,400 SF (40' x 60') and a shop section measured at 2,960 SF (40' x 74') for a total enclosed area of 5,360 SF. Valuation also includes an attached canopy measured at 2,240 SF (40' x 56'). Canopy included in valuation but not reported as building square footage.

The office section also has a break room and locker room. The shop section has three truck doors and a mezzanine for parts storage over offices

VALUATION CONCLUSIONS

Replacement Cost New:	1,029,604
Exclusion Amount:	0
Replacement Cost Less Exclusions:	1,029,604

Notes: Site escort: Dennis White

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 107 FLOOD CONTROL
Building: FLOOD CONTROL
 19963 MT. MEADOW SOUTH
 HIDDEN VALLEY LAKE, CA 95467

Year Built: 1986
Nbr. of Stories: 1
Square Footage: 925
Occupancy: WATER TREATMENT
Frame Type: C - MASONRY CONST/WOOD ROOF
ISO Class: 4
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS

Exterior Walls:

Roofing:

Foundation: Concrete

Floor Finish:

Ceiling Finish:

Partitions:

EQ Retrofit:

Services:

Features:

Notes: This valuation is for a concrete spillway, a sloped concrete retaining wall, and a footbridge measured at 4' wide x 40' long. Square footage updated as follows: 400 SF (20' x 20') for spillway and approximately 525 SF (15' x 35') for retaining wall.

Site escort: Barry Silva



VALUATION CONCLUSIONS

Replacement Cost New:	53,089
Exclusion Amount:	0
Replacement Cost Less Exclusions:	53,089

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 108 WATER TREATMENT
Building: WELL 2
 18963 GRANGE ROAD
 HIDDEN VALLEY LAKE, CA 95467

Year Built: 1985
Nbr. of Stories: 0
Square Footage: 0
Occupancy: WATER WELL
Frame Type: ZZ - (N/A)
ISO Class: 5
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted



GENERAL BUILDING CHARACTERISTICS

Exterior Walls:

Roofing:

Foundation:

Floor Finish:

Ceiling Finish:

Partitions:

EQ Retrofit:

Services: Electricity

Features:

Notes: This valuation is for a drinking water well with a 120' depth, a 30 HP, 700 GPM pump, piping, double check valve, air relief valve and electrical controls. Reported to have been rehabbed in 2009.

Site escort: Dennis White

VALUATION CONCLUSIONS

Replacement Cost New:	144,170
Exclusion Amount:	0
Replacement Cost Less Exclusions:	144,170

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 109 WATER TREATMENT
Building: WELL 4
 18963 GRANGE ROAD
 HIDDEN VALLEY LAKE, CA 95467

Year Built: 2003
Nbr. of Stories: 0
Square Footage: 0
Occupancy: WATER WELL
Frame Type: ZZ - (N/A)
ISO Class: 5
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS**Exterior Walls:****Roofing:****Foundation:****Floor Finish:****Ceiling Finish:****Partitions:****EQ Retrofit:****Services:** Electricity**Features:**

Notes: This valuation is for a drinking water well with a 206' depth, a 75 HP, 1,500 GPM pump, piping, valves, a 500 gallon booster tank, wet well, a chlorine room with a chlorinator pump in a 6' x 6' housing and electrical controls.

Site escort: Dennis White

**VALUATION CONCLUSIONS**

Replacement Cost New:	303,065
Exclusion Amount:	0
Replacement Cost Less Exclusions:	303,065

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 110 WATER TREATMENT
Building: WELL 3
 18953 GRANGE ROAD
 HIDDEN VALLEY LAKE, CA 95467

Year Built: 1991
Nbr. of Stories: 0
Square Footage: 0
Occupancy: WATER WELL
Frame Type: ZZ - (N/A)
ISO Class: 5
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted



GENERAL BUILDING CHARACTERISTICS

Exterior Walls:

Roofing:

Foundation:

Floor Finish:

Ceiling Finish:

Partitions:

EQ Retrofit:

Services: Electricity

Features:

Notes: This valuation is for a drinking water well with a 180' depth, a 30 HP, 600 GPM pump, piping, check valves and electrical controls. Reported to have been rehabbed in 2005.

Site escort: Dennis White

VALUATION CONCLUSIONS

Replacement Cost New:	162,148
Exclusion Amount:	0
Replacement Cost Less Exclusions:	162,148

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 111 WATER TREATMENT
Building: AG WELL
 18896 GRANGE ROAD
 HIDDEN VALLEY LAKE, CA 95467

Year Built:
Nbr. of Stories: 0
Square Footage: 0
Occupancy: WATER WELL
Frame Type: ZZ - (N/A)
ISO Class: 5
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS**Exterior Walls:****Roofing:****Foundation:****Floor Finish:****Ceiling Finish:****Partitions:****EQ Retrofit:****Services:** Electricity**Features:**

Notes: This valuation is for an agricultural irrigation well with a 30 HP pump of 535 gallons per minute capacity, electrical controls and a 12' x 6' sump (wet well).

For valuation purposes the well is estimated at 120' deep with an 18" bore.

Site escort: Dennis White

**VALUATION CONCLUSIONS**

Replacement Cost New:	130,492
Exclusion Amount:	0
Replacement Cost Less Exclusions:	130,492

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 112 WASTEWATER TREATMENT
Building: LIFT STATION AT HARDESTER'S
 19851 HARTMANN ROAD
 HIDDEN VALLEY LAKE, CA 95467

Year Built: 2015
Nbr. of Stories: 1
Square Footage: 0
Occupancy: LIFT STATION / BACKUP GENERATOR / PUMPS & VALVES
Frame Type: M - MIXED NON-COMB/COMB
ISO Class: 5
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS

Exterior Walls: Concrete

Roofing:

Foundation: Concrete Slab

Floor Finish: Concrete

Ceiling Finish:

Partitions:

EQ Retrofit:

Services: Electricity, Water, Sewer

Features:

Notes: This location was previously listed as a backup generator only. On inspection this site is a lift station and is valued accordingly.

It has the following elements (all considered real property and included in this valuation):
 10 kw Cummins backup generator in a sound-reducing housing; electrical control panels; 7' diameter wet well approximately 20' deep containing two submersible 7.5 HP pumps; check valve pit approximately 8.5' x 6.5', estimated at 4' deep.



VALUATION CONCLUSIONS

Replacement Cost New:	162,506
Exclusion Amount:	0
Replacement Cost Less Exclusions:	162,506

Notes: Site escort: Dennis White

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 113 WASTEWATER TEREATMENT
Building: LIFT STATION 7
 19239 NORTH SHORE COURT
 HIDDEN VALLEY LAKE, CA 95467

Year Built:
Nbr. of Stories: 1
Square Footage: 0
Occupancy: LIFT STATION / BACKUP GENERATOR / PUMPS & VALVES
Frame Type: M - MIXED NON-COMB/COMB
ISO Class: 5
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS

Exterior Walls: Concrete

Roofing:

Foundation: Concrete Slab

Floor Finish: Concrete

Ceiling Finish:

Partitions:

EQ Retrofit:

Services: Electricity, Water, Sewer

Features:

Notes: This location was previously listed as a backup generator only. On inspection this site is a lift station and is valued accordingly.

It has the following elements (all considered real property and included in this valuation): Fencing; 15 kw Cummins backup generator in a sound-reducing housing; electrical control panels; 8' x 8' wet well approximately 20' deep containing one submersible 7 HP pump; check valve pit approximately 5.5' x 5.5', estimated at 4' deep.



VALUATION CONCLUSIONS

Replacement Cost New:	130,859
Exclusion Amount:	0
Replacement Cost Less Exclusions:	130,859

Notes: Site escort: Dennis White

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 114 WASTEWATER TREATMENT
Building: LIFT STATION 6
 18932 NORTH SHORE COURT
 HIDDEN VALLEY LAKE, CA 95467

Year Built:
Nbr. of Stories: 1
Square Footage: 0
Occupancy: LIFT STATION / BACKUP GENERATOR / PUMPS & VALVES
Frame Type: M - MIXED NON-COMB/COMB
ISO Class: 5
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS

Exterior Walls: Concrete

Roofing:

Foundation: Concrete Slab

Floor Finish: Concrete

Ceiling Finish:

Partitions:

EQ Retrofit:

Services: Electricity, Water, Sewer

Features:

Notes: This location was previously listed as a backup generator only. On inspection this site is a lift station and is valued accordingly.

It has the following elements (all considered real property and included in this valuation):
 15 kw Cummins backup generator in a sound-reducing housing; electrical control panels; 10' x 7' wet well approximately 20' deep containing two submersible 5 HP pumps; check valve pit approximately 7' x 7', estimated at 4' deep.



VALUATION CONCLUSIONS

Replacement Cost New:	157,659
Exclusion Amount:	0
Replacement Cost Less Exclusions:	157,659

Notes: Site escort: Dennis White

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 115 WASTEWATER TREATMENT
Building: LIFT STATION 5
 18467 NORTH SHORE ROAD
 HIDDEN VALLEY LAKE, CA 95467

Year Built: 2015
Nbr. of Stories: 1
Square Footage: 0
Occupancy: LIFT STATION / BACKUP GENERATOR / PUMPS & VALVES
Frame Type: M - MIXED NON-COMB/COMB
ISO Class: 5
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS

Exterior Walls: Concrete

Roofing:

Foundation: Concrete Slab

Floor Finish: Concrete

Ceiling Finish:

Partitions:

EQ Retrofit:

Services: Electricity, Water, Sewer

Features:

Notes: This location was previously listed as a backup generator only. On inspection this site is a lift station and is valued accordingly.

It has the following elements (all considered real property and included in this valuation):
 60 kw Cummins backup generator in a sound-reducing housing; electrical control panels; wet well under roadway approximately 10' x 6' and 10' deep containing two submersible 10 HP pumps.

Site escort: Dennis White



VALUATION CONCLUSIONS

Replacement Cost New:	224,548
Exclusion Amount:	0
Replacement Cost Less Exclusions:	224,548

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 116 WASTEWATER TREATMENT
Building: LIFT STATION 4
18684 MARINE VIEW DRIVE
HIDDEN VALLEY LAKE, CA 95467

Year Built: 2015
Nbr. of Stories: 1
Square Footage: 0
Occupancy: LIFT STATION / BACKUP GENERATOR / PUMPS & VALVES
Frame Type: M - MIXED NON-COMB/COMB
ISO Class: 5
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS

Exterior Walls: Concrete

Roofing:

Foundation: Concrete Slab

Floor Finish: Concrete

Ceiling Finish:

Partitions:

EQ Retrofit:

Services: Electricity, Water, Sewer

Features:

Notes: This location was previously listed as a backup generator only. On inspection this site is a lift station and is valued accordingly.

It has the following elements (all considered real property and included in this valuation):
60 kw Cummins backup generator in a sound-reducing housing; electrical control panels; 9.5' diameter wet well approximately 24' deep containing two submersible 20 HP pumps; check valve pit approximately 6' x 6', estimated at 4' deep.



VALUATION CONCLUSIONS

Replacement Cost New:	251,054
Exclusion Amount:	0
Replacement Cost Less Exclusions:	<u>251,054</u>

Notes: Site escort: Dennis White

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 117 WASTEWATER TREATMENT
Building: LIFT STATION 3
 18183 GREEN POINT COURT
 HIDDEN VALLEY LAKE, CA 95467

Year Built: 2015
Nbr. of Stories: 1
Square Footage: 0
Occupancy: LIFT STATION / BACKUP GENERATOR / PUMPS & VALVES
Frame Type: M - MIXED NON-COMB/COMB
ISO Class: 5
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS

Exterior Walls: Concrete

Roofing:

Foundation: Concrete Slab

Floor Finish: Concrete

Ceiling Finish:

Partitions:

EQ Retrofit:

Services: Electricity, Water, Sewer

Features:

Notes: This location was previously listed as a backup generator only. On inspection this site is a lift station and is valued accordingly.

It has the following elements (all considered real property and included in this valuation):
 10 kw Cummins backup generator in a sound-reducing housing; electrical control panels; 7' diameter wet well approximately 20' deep containing two submersible 5 HP pumps; check valve pit approximately 7' x 7', estimated at 4' deep.



VALUATION CONCLUSIONS

Replacement Cost New:	153,651
Exclusion Amount:	0
Replacement Cost Less Exclusions:	153,651

Notes: Site escort: Dennis White

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 118 WASTEWATER TREATMENT
Building: LIFT STATION 2
 19963 MOUNTAIN MEADOW SOUTH
 HIDDEN VALLEY LAKE, CA 95467

Year Built:
Nbr. of Stories: 1
Square Footage: 0
Occupancy: LIFT STATION / BACKUP GENERATOR / PUMPS & VALVES
Frame Type: M - MIXED NON-COMB/COMB
ISO Class: 5
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS

Exterior Walls: Concrete

Roofing:

Foundation: Concrete Slab

Floor Finish: Concrete

Ceiling Finish:

Partitions:

EQ Retrofit:

Services: Electricity, Water, Sewer

Features:

Notes: This location was previously listed as a backup generator only. On inspection this site is a lift station and is valued accordingly.

It has the following elements (all considered real property and included in this valuation): 15 kw Cummins backup generator in a sound-reducing housing; electrical control panels; 7' diameter wet well approximately 28' deep containing two submersible 5 HP pumps; check valve pit approximately 6' x 6', estimated at 4' deep.

Site escort: Dennis White



VALUATION CONCLUSIONS

Replacement Cost New:	142,361
Exclusion Amount:	0
Replacement Cost Less Exclusions:	142,361

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 119 PUMP STATION AT FLOOD CONTROL
Building: FLOOD CONTROL PUMP STATION, GENERATOR
 19963 MOUNTAIN MEADOW SOUTH
 HIDDEN VALLEY LAKE, CA 95467

Year Built:
Nbr. of Stories: 1
Square Footage: 0
Occupancy: PUMP STATION, GENERATOR
Frame Type: M - MIXED NON-COMB/COMB
ISO Class: 5
Fire Protection:
Percent Sprinklered: 0 , ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS

Exterior Walls: Metal

Roofing: Low, Metal

Foundation: Concrete perimeter wall

Floor Finish: Concrete

Ceiling Finish: Exposed Beam

Partitions:

EQ Retrofit:

Services: Electricity

Features:

Notes: This valuation is for a flood control pump station consisting of a 160 SF metal building (12' x 14') containing a 150 KW Cummins diesel generator with a belly tank and electrical controls, plus a 60 HP vertical turbine pump and a backflow preventer.

Site escort: Barry Silva



VALUATION CONCLUSIONS

Replacement Cost New:	354,673
Exclusion Amount:	0
Replacement Cost Less Exclusions:	354,673

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 120
Building: 350 KW BACKUP GENERATOR AT LAB
 18896 GRANGE ROAD
 HIDDEN VALLEY LAKE, CA 95467

Year Built:
Nbr. of Stories: 1
Square Footage: 0
Occupancy: GENERATOR TYPE: BACKUP/STANDBY
Frame Type: S - ALL STEEL
ISO Class: 5
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS**Exterior Walls:****Roofing:****Foundation:** Concrete Slab**Floor Finish:****Ceiling Finish:****Partitions:****EQ Retrofit:****Services:** Electricity**Features:****Notes:** Cummins diesel backup generator, 150 KW output, with a belly tank.

Site escort: Barry Silva

**VALUATION CONCLUSIONS**

Replacement Cost New:	104,000
Exclusion Amount:	0
Replacement Cost Less Exclusions:	104,000

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 121 WATER PLANT
Building: 30,000 GALLON RESERVOIR TANK
19400 HARTMANN ROAD
HIDDEN VALLEY LAKE, CA 95467

Year Built:
Nbr. of Stories: 1
Square Footage: 0
Occupancy: WATER TANK
Frame Type: D - ALL COMB (WOOD FRAME)
ISO Class: 5
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS

Exterior Walls: Wood

Roofing:

Foundation:

Floor Finish:

Ceiling Finish:

Partitions:

EQ Retrofit:

Services:

Features:

Notes: The subject is a wooden reservoir tank, 30,000 gallons capacity.

Valued at replacement cost new as a welded steel tank.

Site escort: Dennis White



VALUATION CONCLUSIONS

Replacement Cost New:	225,090
Exclusion Amount:	0
Replacement Cost Less Exclusions:	<u>225,090</u>

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 122 WATER TREATMENT
Building: 500,000 GALLON RESERVOIR TANK
 DONKEY HILL (B)
 HIDDEN VALLEY LAKE, CA 95467

Year Built:
Nbr. of Stories: 1
Square Footage: 0
Occupancy: WATER TANK
Frame Type: S - ALL STEEL
ISO Class: 5
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS**Exterior Walls:** Metal**Roofing:****Foundation:** Concrete Slab**Floor Finish:****Ceiling Finish:****Partitions:****EQ Retrofit:****Services:****Features:****Notes:** Welded steel reservoir tank, 500,000 gallons, on a concrete base.

Site escort: Dennis White

**VALUATION CONCLUSIONS**

Replacement Cost New:	1,170,468
Exclusion Amount:	0
Replacement Cost Less Exclusions:	<u>1,170,468</u>

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 123 WATER TREATMENT
Building: 150,000 GALLON RESERVOIR TANK
DONKEY HILL (A)
HIDDEN VALLEY LAKE, CA 95467

Year Built:
Nbr. of Stories: 1
Square Footage: 0
Occupancy: WATER TANK
Frame Type: D - ALL COMB (WOOD FRAME)
ISO Class: 5
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS

Exterior Walls: Wood

Roofing:

Foundation:

Floor Finish:

Ceiling Finish:

Partitions:

EQ Retrofit:

Services:

Features:

Notes: The subject is a wooden reservoir tank, 150,000 gallons capacity. Valued at replacement cost new as a welded steel tank.

Site escort: Dennis White



VALUATION CONCLUSIONS

Replacement Cost New:	560,849
Exclusion Amount:	0
Replacement Cost Less Exclusions:	<u>560,849</u>

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 124 WATER TREATMENT
Building: 500,000 GALLON RESERVOIR TANK
 19245 DALLAS COURT (C)
 HIDDEN VALLEY LAKE, CA 95467

Year Built:
Nbr. of Stories: 1
Square Footage: 0
Occupancy: WATER TANK
Frame Type: S - ALL STEEL
ISO Class: 5
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS**Exterior Walls:** Metal**Roofing:****Foundation:** Concrete Slab**Floor Finish:****Ceiling Finish:****Partitions:****EQ Retrofit:****Services:****Features:****Notes:** Welded steel reservoir tank, 500,000 gallons, on a concrete base.

Site escort: Dennis White

**VALUATION CONCLUSIONS**

Replacement Cost New:	1,170,468
Exclusion Amount:	0
Replacement Cost Less Exclusions:	1,170,468

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 125 WATER TREATMENT
Building: 200,000 GALLON RESERVOIR TANK
19240 DALLAS COURT (B)
HIDDEN VALLEY LAKE, CA 95467

Year Built:
Nbr. of Stories: 1
Square Footage: 0
Occupancy: WATER TANK
Frame Type: D - ALL COMB (WOOD FRAME)
ISO Class: 5
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS

Exterior Walls: Wood

Roofing:

Foundation:

Floor Finish:

Ceiling Finish:

Partitions:

EQ Retrofit:

Services:

Features:

Notes: The subject is a wooden reservoir tank, 200,000 gallons capacity. Valued at replacement cost new as a welded steel tank.

Site escort: Dennis White



VALUATION CONCLUSIONS

Replacement Cost New:	637,755
Exclusion Amount:	0
Replacement Cost Less Exclusions:	<u>637,755</u>

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 126 WATER TREATMENT
Building: 150,000 GALLON RESERVOIR TANK
 19165 DALLAS COURT (A)
 HIDDEN VALLEY LAKE, CA 95467

Year Built:
Nbr. of Stories: 1
Square Footage: 0
Occupancy: WATER TANK
Frame Type: D - ALL COMB (WOOD FRAME)
ISO Class: 5
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS**Exterior Walls:** Wood**Roofing:****Foundation:****Floor Finish:****Ceiling Finish:****Partitions:****EQ Retrofit:****Services:****Features:**

Notes: The subject is a wooden reservoir tank, 150,000 gallons capacity. Valued at replacement cost new as a welded steel tank.

Site escort: Dennis White

**VALUATION CONCLUSIONS**

Replacement Cost New:	560,849
Exclusion Amount:	0
Replacement Cost Less Exclusions:	560,849

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 127 WATER TREATMENT
Building: 500,000 GALLON RESERVOIR TANK
 15605 LITTLE PEAK ROAD
 HIDDEN VALLEY LAKE, CA 95467

Year Built:
Nbr. of Stories: 1
Square Footage: 0
Occupancy: WATER TANK
Frame Type: S - ALL STEEL
ISO Class: 5
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS

Exterior Walls: Metal

Roofing:

Foundation: Concrete Slab

Floor Finish:

Ceiling Finish:

Partitions:

EQ Retrofit:

Services:

Features:

Notes: Welded steel reservoir tank, 500,000 gallons, on a concrete base.

Site escort: Dennis White



VALUATION CONCLUSIONS

Replacement Cost New:	1,170,468
Exclusion Amount:	0
Replacement Cost Less Exclusions:	1,170,468

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 128 WATER TREATMENT
Building: 200,000 GALLON RESEVOIR TANK
 16393 EAGLE ROCK ROAD UNIT 9
 HIDDEN VALLEY LAKE, CA 95467

Year Built:
Nbr. of Stories: 1
Square Footage: 0
Occupancy: UNIT 9 WATER TANK
Frame Type: D - ALL COMB (WOOD FRAME)
ISO Class: 5
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS**Exterior Walls:** Wood**Roofing:****Foundation:****Floor Finish:****Ceiling Finish:****Partitions:****EQ Retrofit:****Services:****Features:**

Notes: The subject is a wooden reservoir tank, 200,000 gallons capacity. Valued at replacement cost new as a welded steel tank.

Site escort: Dennis White

**VALUATION CONCLUSIONS**

Replacement Cost New:	637,755
Exclusion Amount:	0
Replacement Cost Less Exclusions:	637,755

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 130 WASTEWATER TREATMENT
Building: LIFT STATION 1
 18765 HORSESHOE DRIVE
 HIDDEN VALLEY LAKE, CA 95467

Year Built: 2010
Nbr. of Stories: 1
Square Footage: 0
Occupancy: LIFT STATION / BACKUP GENERATOR / PUMPS & VALVES
Frame Type: M - MIXED NON-COMB/COMB
ISO Class: 5
Fire Protection:
Percent Sprinklered: N/A, ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS**Exterior Walls:** Concrete**Roofing:****Foundation:** Concrete Slab**Floor Finish:** Concrete**Ceiling Finish:****Partitions:****EQ Retrofit:****Services:** Electricity, Water, Sewer**Features:****Notes:** This location was previously listed as a backup generator only. On inspection this site is a lift station and is valued accordingly.

It has the following elements (all considered real property and included in this valuation):
 150 kw Cummins backup generator with a belly tank; electrical control panels; 10' diameter wet well approximately 22' deep containing two 50 HP pumps; check valve pit approximately 8' x 7', estimated at 4' deep.

**VALUATION CONCLUSIONS**

Replacement Cost New:	377,908
Exclusion Amount:	0
Replacement Cost Less Exclusions:	377,908

Notes: Site escort: Dennis White

Entity: 899 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Site: 802 WATER TREATMENT
Building: UNIT 9 PUMP STATION
 16393 EAGLE ROCK
 HIDDEN VALLEY LAKE, CA 95467

Year Built: 1968
Nbr. of Stories: 1
Square Footage: 324
Occupancy: STRUCTURE, PUMPS AND VALVES
Frame Type: D - ALL COMB (WOOD FRAME)
ISO Class: 4
Fire Protection:
Percent Sprinklered: 0 , ,
Distance to Hydrant: None noted

GENERAL BUILDING CHARACTERISTICS

Exterior Walls: Wood

Roofing: Flat, Composite

Foundation: Concrete Slab

Floor Finish: Concrete

Ceiling Finish: Exposed Beam

Partitions:

EQ Retrofit:

Services: Electricity, Water

Features:

Notes: Wood pump station building, measured at 24' x 13.5', with three 25 HP vertical turbine pumps, three gate valves, three check valves, three butterfly valves and approximately 12 SF of electrical control panels. All of the above is considered real property and is valued here. Therefore the prior value on the contents line has been zeroed out.

Site escort: Dennis White



VALUATION CONCLUSIONS

Replacement Cost New:	275,992
Exclusion Amount:	0
Replacement Cost Less Exclusions:	275,992

Value Comparison Report

Appraisal Inspection Date 12/13/2021

Member Name HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

Appraiser Name: Richard Murphy

Description	Location Member's Location	Existing Real Property (Insured Value)	Updated Real Property (Insured Value)	Change in Real Property (\$/%) (Insured Value)	Existing Real Property per SF (Insured Value)	Updated Real Property per SF (Insured Value)	Existing Size (SF)	Updated Size (SF)	Notes
19400 HARTMANN ROAD HIDDEN VALLEY LAKE CA 95467 ADMINISTRATION OFFICES	101	\$ 550,915	\$ 844,178	\$ 293,263 53.23%	\$ 183.64	\$ 288.61	3,000	2,925	<p>The administrative building for the district has a main lobby, offices, meeting rooms, break room, a server room and restrooms. Square footage updated from appraiser measurements (45' x 65'). The building also has an entrance canopy (included in valuation).</p> <p>Valued as an office building of good construction quality.</p> <p>Site escort: Dennis White</p>
Location:		102							
18896 GRANGE ROAD MIDDLETOWN CA 95461 WATER RECLAMATION FACILITY TREATMENT BUILDING OFFICE / WATER TREATMENT	102 A	\$ 0	\$ 947,080	\$ 947,080 0.00%	\$ 0.00	\$ 493.27	2,600	1,920	<p>This valuation is for the Treatment Building at the Water Reclamation Facility. It has offices, meeting room, laboratory, blower room with three blowers, polymer pumps, air compressor (used for the filters), electrical controls, and repair shop with parts storage. It has a wet channel in the floor. Square footage updated from appraiser measurements and confirmed by client.</p> <p>NOTE: The prior valuation on the contents line for this location of approximately \$6 million appears to be for multiple structures at the Water Reclamation Facility. All of the elements at the WRF are considered real property. Therefore the value on the contents line has been zeroed</p>

Value Comparison Report

Appraisal Inspection Date 12/13/2021

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Appraiser Name: Richard Murphy

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									out.
18896 GRANGE ROAD MIDDLETOWN CA 95461 WATER RECLAMATION FACILITY STORAGE BUILDING STORAGE	102 B	\$ 117,625	\$ 199,642	\$ 82,017 69.73%	\$ 23,525.00	\$ 138.64	5	1,440	Site escort: Dennis White Storage building for parts and tools with three truck bays. Square footage updated from appraiser measurements (40' x 36')
18896 GRANGE ROAD MIDDLETOWN CA 95461 WATER RECLAMATION FACILITY TRANSFER PUMP STATION 600-601	102 C	\$ 0	\$ 325,255	\$ 325,255 0.00%	N/A	N/A			Site escort: Dennis White This location has been added as it was not found on the Statement of Values. Open air pump station with two 75 HP vertical turbine pumps, piping and valves over a wet well. This pump station sends recycled water to the golf course.
18896 GRANGE ROAD MIDDLETOWN CA 95461 WATER RECLAMATION FACILITY 1.2 MG EQUALIZATION BASIN AND LIFT STATION EQUALIZATION BASIN / LIFT STATION	102 D	\$ 0	\$ 1,172,610	\$ 1,172,610 0.00%	N/A	\$ 43.43		27,000	Site escort: Barry Silva This location has been added as it was not found on the Statement of Values. Concrete-lined equalization basin with a capacity of 1.2 million gallons. Also included is an adjacent lift station with two 10 HP pumps, a wet well and a meter vault. Square footage per appraiser satellite measurements.
									Site escort: Barry Silva

Value Comparison Report

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Appraiser Name: Richard Murphy

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18896 GRANGE ROAD MIDDLETOWN CA 95461 WATER RECLAMATION FACILITY EFFLUENT STORAGE POND, 130 MG CAPACITY EFFLUENT STORAGE POND	102 E	\$ 0	\$ 8,621,271	\$ 8,621,271 0.00%	N/A	\$ 6.66		1,295,000	This location has been added as it was not found on the Statement of Values. Effluent Storage Pond, 400 acre-feet capacity (approximately 130 million gallons), of earthen and rock construction. Note: Valuation is based on capacity. Therefore \$/ SF is not a meaningful metric for this item. Site escort: Barry Silva
18896 GRANGE ROAD MIDDLETOWN CA 95461 WATER RECLAMATION FACILITY SLUDGE DRYING BEDS	102 F	\$ 0	\$ 247,560	\$ 247,560 0.00%	N/A	\$ 20.63		12,000	This location has been added as it was not found on the Statement of Values. Six concrete-lined sludge drying beds, each 2,000 SF per supplied documentation. The drying beds utilize fabric geotubes to facilitate drying (not included in valuation). Site escort: Barry Silva
18896 GRANGE ROAD MIDDLETOWN CA 95461 WATER RECLAMATION FACILITY CHLORINE ROOM	102 G	\$ 0	\$ 93,659	\$ 93,659 0.00%	N/A	\$ 365.86		256	This location has been added as it was not found on the Statement of Values. The Chlorine Room is a separate building to the rear of the Treatment Building. It is used to store chlorine gas cylinders. Square footage per appraiser satellite measurements (16'

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									x 16').
18896 GRANGE ROAD MIDDLETOWN CA 95461 WATER RECLAMATION FACILITY HEADWORKS	102 H	\$ 0	\$ 241,749	\$ 241,749 0.00%	N/A	\$ 839.41	288		Site escort: Barry Silva The Headworks for the WRF has one bar screen and was measured at 12' x 24'.
18896 GRANGE ROAD MIDDLETOWN CA 95461 WATER RECLAMATION FACILITY AERATION BASIN	102 I	\$ 0	\$ 3,794,319	\$ 3,794,319 0.00%	N/A	\$ 391.17	9,700		Site escort: Dennis White This location has been added as it was not found on the Statement of Values. Aeration basins are used to circulate pumped air through the effluent to accelerate the progress of microorganisms that treat the wastewater. According to supplied documentation, the aeration basin has a capacity of 470,000 gallons. Square footage per appraiser satellite measurements.
18896 GRANGE ROAD MIDDLETOWN CA 95461 WATER RECLAMATION FACILITY SECONDARY CLARIFIER	102 J	\$ 0	\$ 421,492	\$ 421,492 0.00%	N/A	\$ 383.17	1,100		Site escort: Dennis White This location has been added as it was not found on the Statement of Values. Clarifiers are used to separate the influent into liquids, solids and suspended solids. According to supplied documentation, the secondary clarifier has a 35' long weir and is 1,100 SF with an estimated 8' depth.

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18896 GRANGE ROAD MIDDLETOWN CA 95461 WATER RECLAMATION FACILITY FILTER BASIN	102 K	\$ 0	\$ 325,189	\$ 325,189 0.00%	N/A	\$ 501.83	648	Site escort: Dennis White This location has been added as it was not found on the Statement of Values. Filter basins use media such as sand, gravel and charcoal to percolate the liquid effluent to remove suspended and organic matter. Estimated at 16' x 36'.	
18896 GRANGE ROAD MIDDLETOWN CA 95461 WATER RECLAMATION FACILITY CHLORINE CONTACT BASIN	102 L	\$ 0	\$ 211,763	\$ 211,763 0.00%	N/A	\$ 326.79	648	Site escort: Dennis White This location has been added as it was not found on the Statement of Values. Disinfection is achieved using a chlorine contact basin in which gaseous chlorine is injected into the liquid effluent to kill pathogens. The basin has a 78,500 gallon capacity with four mixer pumps. Square footage as measured. Site escort: Dennis White	
18896 GRANGE ROAD MIDDLETOWN CA 95461 WATER RECLAMATION FACILITY SOLAR ARRAY	102 M	\$ 0	\$ 474,163	\$ 474,163 0.00%	N/A	N/A		This location has been added as it was not found on the Statement of Values. From the district's web site: In December 2011 the District completed a photovoltaic energy sustainability project. The project will meet power demands at the District's	

Value Comparison Report

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									<p>Water Reclamation Plant. Real Goods Solar, San Rafael, has installed 1176 Sharp 240W solar panels, covering 35,000 square feet. The panels are expected to produce 420,000 kWh per year (enough power to run approximately 75 residential units).</p> <p>The cost of solar panel installations has decreased significantly in recent years. Original cost of this system reported as \$1,494,316. Valuation calculated using documented inputs at www.pvvalue.com.</p> <p style="text-align: right;">Site escort: Dennis White</p>
Subtotal:	102	\$ 117,625	\$ 17,075,752	\$ 16,958,127 14,417.11%	\$ 45.15	\$ 12.65	2,605	1,350,000	
19400 HARTMANN ROAD HIDDEN VALLEY LAKE CA 95467 WATER PLANT MAIN BOOSTER STATION FOR ZONES 1-4 BOOSTER STATION	103 D	\$ 190,786	\$ 764,133	\$ 573,347 300.52%	\$ 217.54	\$ 871.30	877	877	<p>This location is for the Zones 1-4 Booster Station. It includes a concrete block building measured at 864 SF (18' x 48') that contains three 60 HP vertical turbine pumps plus four 30 HP pumps, 16 valves and approximately 36 SF of electrical control panels. All of the above is considered real property and is included in this valuation. Therefore the amount on the contents line has been zeroed out.</p> <p style="text-align: right;">Site escort: Dennis White</p>

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18605 GREENRIDGE HIDDEN VALLEY LAKE CA 95467 WATER PLANT GREENRIDGE PUMP STATION	104	\$ 150,709	\$ 454,025	\$ 303,316 201.26%	\$ 274.02	\$ 1,058.33	550	429	<p>Pump station with three 60 HP pumps, three butterfly valves and three check valves, and approximately 25 SF of electrical control panels.</p> <p>All of the above is considered real property and is included in this valuation. Therefore the value on the contents line has been zeroed out. Square footage updated from appraiser measurements (16.5' x 26').</p> <p>Site escort: Dennis White</p>
18896 GRANGE ROAD MIDDLETOWN CA 95461 MAINTENANCE BUILDING MAINTENANCE SHOPS / OFFICES	106	\$ 785,521	\$ 1,029,604	\$ 244,083 31.07%	\$ 141.31	\$ 192.09	5,559	5,360	<p>The maintenance building has a lower-height office section measured at 2,400 SF (40' x 60') and a shop section measured at 2,960 SF (40' x 74') for a total enclosed area of 5,360 SF. Valuation also includes an attached canopy measured at 2,240 SF (40' x 56'). Canopy included in valuation but not reported as building square footage.</p> <p>The office section also has a break room and locker room. The shop section has three truck doors and a mezzanine for parts storage over offices</p> <p>Site escort: Dennis White</p>

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19963 MT. MEADOW SOUTH HIDDEN VALLEY LAKE CA 95467 FLOOD CONTROL WATER TREATMENT	107	\$ 59,996	\$ 53,089	\$ -6,907 -11.51%	\$ 149.99	\$ 57.39	400	925	This valuation is for a concrete spillway, a sloped concrete retaining wall, and a footbridge measured at 4' wide x 40' long. Square footage updated as follows: 400 SF (20' x 20') for spillway and approximately 525 SF (15' x 35') for retaining wall. Site escort: Barry Silva
18963 GRANGE ROAD HIDDEN VALLEY LAKE CA 95467 WATER TREATMENT WELL 2 WATER WELL	108	\$ 209,985	\$ 144,170	\$ -65,815 -31.34%	N/A	N/A			This valuation is for a drinking water well with a 120' depth, a 30 HP, 700 GPM pump, piping, double check valve, air relief valve and electrical controls. Reported to have been rehabbed in 2009. Site escort: Dennis White
18963 GRANGE ROAD HIDDEN VALLEY LAKE CA 95467 WATER TREATMENT WELL 4 WATER WELL	109	\$ 209,985	\$ 303,065	\$ 93,080 44.33%	N/A	N/A			This valuation is for a drinking water well with a 206' depth, a 75 HP, 1,500 GPM pump, piping, valves, a 500 gallon booster tank, wet well, a chlorine room with a chlorinator pump in a 6' x 6' housing and electrical controls. Site escort: Dennis White
18953 GRANGE ROAD HIDDEN VALLEY LAKE CA 95467 WATER TREATMENT WELL 3 WATER WELL	110	\$ 209,985	\$ 162,148	\$ -47,837 -22.78%	N/A	N/A			This valuation is for a drinking water well with a 120' depth, a 30 HP, 700 GPM pump, piping, double check valve, air relief valve and electrical controls. Reported to have been rehabbed in 2009.

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18896 GRANGE ROAD HIDDEN VALLEY LAKE CA 95467 WATER TREATMENT AG WELL WATER WELL	111	\$ 209,985	\$ 130,492	\$ -79,493 -37.86%	N/A	N/A			<p>Site escort: Dennis White</p> <p>This valuation is for an agricultural irrigation well with a 30 HP pump of 535 gallons per minute capacity, electrical controls and a 12' x 6' sump (wet well).</p> <p>For valuation purposes the well is estimated at 120' deep with an 18" bore.</p> <p>Site escort: Dennis White</p>
19851 HARTMANN ROAD HIDDEN VALLEY LAKE CA 95467 WASTEWATER TREATMENT LIFT STATION AT HARDESTER'S LIFT STATION / BACKUP GENERATOR / PUMPS & VALVES	112	\$ 71,995	\$ 162,506	\$ 90,511 125.72%	N/A	N/A			<p>This location was previously listed as a backup generator only. On inspection this site is a lift station and is valued accordingly.</p> <p>It has the following elements (all considered real property and included in this valuation): 10 kw Cummins backup generator in a sound-reducing housing; electrical control panels; 7' diameter wet well approximately 20' deep containing two submersible 7.5 HP pumps; check valve pit approximately 8.5' x 6.5', estimated at 4' deep.</p> <p>Site escort: Dennis White</p>

Value Comparison Report

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Appraiser Name: Richard Murphy

Description	Location Member's Location	Existing Real Property (Insured Value)	Updated Real Property (Insured Value)	Change in Real Property (\$/%) (Insured Value)	Existing Real Property per SF (Insured Value)	Updated Real Property per SF (Insured Value)	Existing Size (SF)	Updated Size (SF)	Notes
19239 NORTH SHORE COURT HIDDEN VALLEY LAKE CA 95467 WASTEWATER TEREATMENT LIFT STATION 7 LIFT STATION / BACKUP GENERATOR / PUMPS & VALVES	113	\$ 71,995	\$ 130,859	\$ 58,864 81.76%	N/A	N/A			This location was previously listed as a backup generator only. On inspection this site is a lift station and is valued accordingly. It has the following elements (all considered real property and included in this valuation): Fencing; 15 kw Cummins backup generator in a sound-reducing housing; electrical control panels; 8' x 8' wet well approximately 20' deep containing one submersible 7 HP pump; check valve pit approximately 5.5' x 5.5', estimated at 4' deep. Site escort: Dennis White
18932 NORTH SHORE COURT HIDDEN VALLEY LAKE CA 95467 WASTEWATER TREATMENT LIFT STATION 6 LIFT STATION / BACKUP GENERATOR / PUMPS & VALVES	114	\$ 71,995	\$ 157,659	\$ 85,664 118.99%	N/A	N/A			This location was previously listed as a backup generator only. On inspection this site is a lift station and is valued accordingly. It has the following elements (all considered real property and included in this valuation): 15 kw Cummins backup generator in a sound-reducing housing; electrical control panels; 10' x 7' wet well approximately 20' deep containing two submersible 5 HP pumps; check valve pit approximately 7' x 7', estimated at 4' deep. Site escort: Dennis White

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Description	Location Member's Location	Existing Real Property (Insured Value)	Updated Real Property (Insured Value)	Change in Real Property (\$/%) (Insured Value)	Existing Real Property per SF (Insured Value)	Updated Real Property per SF (Insured Value)	Existing Size (SF)	Updated Size (SF)	Notes
18467 NORTH SHORE ROAD HIDDEN VALLEY LAKE CA 95467 WASTEWATER TREATMENT LIFT STATION 5 LIFT STATION / BACKUP GENERATOR / PUMPS & VALVES	115	\$ 71,995	\$ 224,548	\$ 152,553 211.89%	N/A	N/A			<p>This location was previously listed as a backup generator only. On inspection this site is a lift station and is valued accordingly.</p> <p>It has the following elements (all considered real property and included in this valuation): 60 kw Cummins backup generator in a sound-reducing housing; electrical control panels; wet well under roadway approximately 10' x 6' and 10' deep containing two submersible 10 HP pumps.</p> <p>Site escort: Dennis White</p>
18684 MARINE VIEW DRIVE HIDDEN VALLEY LAKE CA 95467 WASTEWATER TREATMENT LIFT STATION 4 LIFT STATION / BACKUP GENERATOR / PUMPS & VALVES	116	\$ 119,991	\$ 251,054	\$ 131,063 109.23%	N/A	N/A			<p>This location was previously listed as a backup generator only. On inspection this site is a lift station and is valued accordingly.</p> <p>It has the following elements (all considered real property and included in this valuation): 60 kw Cummins backup generator in a sound-reducing housing; electrical control panels; 9.5' diameter wet well approximately 24' deep containing two submersible 20 HP pumps; check valve pit approximately 6' x 6', estimated at 4' deep.</p> <p>Site escort: Dennis White</p>

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18183 GREEN POINT COURT HIDDEN VALLEY LAKE CA 95467 WASTEWATER TREATMENT LIFT STATION 3 LIFT STATION / BACKUP GENERATOR / PUMPS & VALVES	117	\$ 71,995	\$ 153,651	\$ 81,656 113.42%	N/A	N/A			This location was previously listed as a backup generator only. On inspection this site is a lift station and is valued accordingly. It has the following elements (all considered real property and included in this valuation): 10 kw Cummins backup generator in a sound-reducing housing; electrical control panels; 7' diameter wet well approximately 20' deep containing two submersible 5 HP pumps; check valve pit approximately 7' x 7', estimated at 4' deep. Site escort: Dennis White
19963 MOUNTAIN MEADOW SOUTH HIDDEN VALLEY LAKE CA 95467 WASTEWATER TREATMENT LIFT STATION 2 LIFT STATION / BACKUP GENERATOR / PUMPS & VALVES	118	\$ 71,995	\$ 142,361	\$ 70,366 97.74%	N/A	N/A			This location was previously listed as a backup generator only. On inspection this site is a lift station and is valued accordingly. It has the following elements (all considered real property and included in this valuation): 15 kw Cummins backup generator in a sound-reducing housing; electrical control panels; 7' diameter wet well approximately 28' deep containing two submersible 5 HP pumps; check valve pit approximately 6' x 6', estimated at 4' deep. Site escort: Dennis White

Value Comparison Report

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Appraiser Name: Richard Murphy

Description	Location Member's Location	Existing Real Property (Insured Value)	Updated Real Property (Insured Value)	Change in Real Property (\$/%) (Insured Value)	Existing Real Property per SF (Insured Value)	Updated Real Property per SF (Insured Value)	Existing Size (SF)	Updated Size (SF)	Notes
19963 MOUNTAIN MEADOW SOUTH HIDDEN VALLEY LAKE CA 95467 PUMP STATION AT FLOOD CONTROL FLOOD CONTROL PUMP STATION, GENERATOR PUMP STATION, GENERATOR	119	\$ 143,990	\$ 354,673	\$ 210,683 146.32%	N/A	N/A			This valuation is for a flood control pump station consisting of a 160 SF metal building (12' x 14') containing a 150 KW Cummins diesel generator with a belly tank and electrical controls, plus a 60 HP vertical turbine pump and a backflow preventer. Site escort: Barry Silva
18896 GRANGE ROAD HIDDEN VALLEY LAKE CA 95467 350 KW BACKUP GENERATOR AT LAB GENERATOR TYPE: BACKUP/STANDBY	120	\$ 287,979	\$ 104,000	\$ -183,979 -63.89%	N/A	N/A			Cummins diesel backup generator, 150 KW output, with a belly tank. Site escort: Dennis White
19400 HARTMANN ROAD HIDDEN VALLEY LAKE CA 95467 WATER PLANT 30,000 GALLON RESERVOIR TANK WATER TANK	121	\$ 140,390	\$ 225,090	\$ 84,700 60.33%	N/A	N/A			The subject is a wooden reservoir tank, 30,000 gallons capacity. Valued at replacement cost new as a welded steel tank. Site escort: Dennis White
DONKEY HILL (B) HIDDEN VALLEY LAKE CA 95467 WATER TREATMENT 500,000 GALLON RESERVOIR TANK WATER TANK	122	\$ 500,363	\$ 1,170,468	\$ 670,105 133.92%	N/A	N/A			Welded steel reservoir tank, 500,000 gallons, on a concrete base. Site escort: Dennis White

Value Comparison Report

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Appraiser Name: Richard Murphy

Description	Location Member's Location	Existing Real Property (Insured Value)	Updated Real Property (Insured Value)	Change in Real Property (\$/%) (Insured Value)	Existing Real Property per SF (Insured Value)	Updated Real Property per SF (Insured Value)	Existing Size (SF)	Updated Size (SF)	Notes
DONKEY HILL (A) HIDDEN VALLEY LAKE CA 95467 WATER TREATMENT 150,000 GALLON RESERVOIR TANK WATER TANK	123	\$ 167,988	\$ 560,849	\$ 392,861 233.86%	N/A	N/A			The subject is a wooden reservoir tank, 150,000 gallons capacity. Valued at replacement cost new as a welded steel tank. Site escort: Dennis White
19245 DALLAS COURT (C) HIDDEN VALLEY LAKE CA 95467 WATER TREATMENT 500,000 GALLON RESERVOIR TANK WATER TANK	124	\$ 500,363	\$ 1,170,468	\$ 670,105 133.92%	N/A	N/A			Welded steel reservoir tank, 500,000 gallons, on a concrete base. Valued at replacement cost new. Site escort: Dennis White
19240 DALLAS COURT (B) HIDDEN VALLEY LAKE CA 95467 WATER TREATMENT 200,000 GALLON RESERVOIR TANK WATER TANK	125	\$ 200,385	\$ 637,755	\$ 437,370 218.26%	N/A	N/A			The subject is a wooden reservoir tank, 200,000 gallons capacity. Valued at replacement cost new as a welded steel tank. Site escort: Dennis White
19165 DALLAS COURT (A) HIDDEN VALLEY LAKE CA 95467 WATER TREATMENT 150,000 GALLON RESERVOIR TANK WATER TANK	126	\$ 167,988	\$ 560,849	\$ 392,861 233.86%	N/A	N/A			The subject is a wooden reservoir tank, 150,000 gallons capacity. Valued at replacement cost new as a welded steel tank. Site escort: Dennis White

Value Comparison Report

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Appraiser Name: Richard Murphy

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15605 LITTLE PEAK ROAD HIDDEN VALLEY LAKE CA 95467 WATER TREATMENT 500,000 GALLON RESERVOIR TANK WATER TANK	127	\$ 500,363	\$ 1,170,468	\$ 670,105 133.92%	N/A	N/A			Welded steel reservoir tank, 500,000 gallons, on a concrete base. Valued at replacement cost new. Site escort: Dennis White
16393 EAGLE ROCK ROAD UNIT 9 HIDDEN VALLEY LAKE CA 95467 WATER TREATMENT 200,000 GALLON RESEVOIR TANK UNIT 9 WATER TANK	128	\$ 200,385	\$ 637,755	\$ 437,370 218.26%	N/A	N/A			The subject is a wooden reservoir tank, 200,000 gallons capacity. Valued at replacement cost new as a welded steel tank. Site escort: Dennis White
18765 HORSESHOE DRIVE HIDDEN VALLEY LAKE CA 95467 WASTEWATER TREATMENT LIFT STATION 1 LIFT STATION / BACKUP GENERATOR / PUMPS & VALVES	130	\$ 190,654	\$ 377,908	\$ 187,254 98.22%	\$ 4,539.38	N/A	42		This location was previously listed as a backup generator only. On inspection this site is a lift station and is valued accordingly. It has the following elements (all considered real property and included in this valuation): 150 kw Cummins backup generator with a belly tank; electrical control panels; 10' diameter wet well approximately 22' deep containing two 50 HP pumps; check valve pit approximately 8' x 7', estimated at 4' deep. Site escort: Dennis White

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Appraiser Name: Richard Murphy

Description	Location Member's Location	Existing Real Property (Insured Value)	Updated Real Property (Insured Value)	Change in Real Property (\$/%) (Insured Value)	Existing Real Property per SF (Insured Value)	Updated Real Property per SF (Insured Value)	Existing Size (SF)	Updated Size (SF)	Notes
16393 EAGLE ROCK HIDDEN VALLEY LAKE CA 95467 WATER TREATMENT UNIT 9 PUMP STATION STRUCTURE, PUMPS AND VALVES	802	\$ 59,996	\$ 275,992	\$ 215,996 360.02%	\$ 199.99	\$ 851.83	300	324	Wood pump station building, measured at 24' x 13.5', with three 25 HP vertical turbine pumps, three gate valves, three check valves, three butterfly valves and approximately 12 SF of electrical control panels. All of the above is considered real property and is valued here. Therefore the prior value on the contents line has been zeroed out.
Site escort: Dennis White									

Member Total:		\$ 6,308,297	\$ 29,429,569	\$ 23,121,272 366.52%				
Total:		\$ 6,308,297	\$ 29,429,569	\$ 23,121,272 366.52%				

**ACTION OF
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

DATE: June 16, 2022

AGENDA ITEM: Recommend an Award of Contract for the North Shore Ct Sewer Rehabilitation Project

RECOMMENDATIONS: Recommend an Award of Contract for the North Shore Ct Sewer Rehabilitation Project

FINANCIAL IMPACT: \$252,183

BACKGROUND:

This is the second sewer line rehabilitation of the DWR funded I&I project, and this is the second step towards rehabilitation implementation. The deadline for submitting bids for this sewer rehabilitation work is 6/14. This will allow Coastland Engineering time to review bids for completeness, verify eligibility, and establish the lowest apparent bidder in time for the public notice requirements of the Board of Directors meeting (6/17/22). At the time of the finance committee packet generation, it appears that six individual engineering/construction firms have purchased plans.



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
HIDDEN VALLEY LAKE, CALIFORNIA

NOTICE TO CONTRACTORS

SPECIAL PROVISIONS, PROPOSAL AND CONTRACT

FOR

NORTH SHORE COURT SEWER REHABILITATION PROJECT

FOR USE IN CONNECTION WITH SPECIFIED
STANDARD SPECIFICATIONS AND STANDARD PLANS DATED 2018
OF THE CALIFORNIA DEPARTMENT OF TRANSPORTATION

AND

CURRENT GENERAL PREVAILING WAGE RATES AND
LABOR SURCHARGE AND EQUIPMENT RENTAL RATES
OF THE CALIFORNIA DEPARTMENT OF TRANSPORTATION

BID OPENING DATE:

June 9, 2022, at 11:00 a.m.

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
19400 Hartmann Rd
Hidden Valley Lake, CA 95467

NOTICE INVITING BIDS

NOTICE IS HEREBY GIVEN that Bids shall be uploaded electronically to the BPX Hidden Valley Lake Community Services District planroom via the “Submit Bid Docs” tab on the Project page until **11:00 a.m. on the 9th day of June, 2022** (no bids will be accepted after 11:00 a.m.) for the construction of the following project:

NORTH SHORE COURT SEWER REHABILITATION PROJECT

Complete bid packages, including project plans, technical specifications, bid forms and contract documents may be secured from BPX Printing by logging on to: <http://www.hvlcsdplanroom.com> or by calling 707-745-3593 or by email: Benicia@blueprintexpress.com. There is a non-refundable fee of \$40.00 per set for a printed package, plus shipping and handling. All bidders must purchase a complete set of the documents (hard copy or complete download) from BPX Printing to be considered responsive and to receive subsequent communications, such as addenda.

Bids shall be **uploaded electronically** to the BPX Hidden Valley Lake Community Services District planroom via the “Submit Bid Docs” tab on the Project page before **11:00 a.m., June 9th, 2022**. Guidelines for BPXpress Online Bidding Instructions are provided in Appendix A. Proposals will be timestamped by the website upon receipt and placed in a secure location by BPX Printing to be accessed only by a representative from Hidden Valley Lake Community Services District.

Bids will be publicly opened via an online Zoom meeting at 11:30 a.m. on June 9, 2022, at the link below:

Join Zoom Meeting

<https://us02web.zoom.us/j/83—968776597?pwd=RXo2MU1DK2piajJNcUprSXZTMHdIZz09>

Meeting ID: 839 6877 6597

Passcode: 099257

One tap mobile

+16699006833,,83968776597#,,,*099257# US (San Jose)

+13462487799,,83968776597#,,,*099257# US (Houston)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 839 6877 6597

Passcode: 099257

Find your local number: <https://us02web.zoom.us/j/83968776597>

After bid opening, all bids received will be posted to the Hidden Valley Lake Community Services District planroom website under the “Bid Results” tab.

Please note that bidders must be logged-in as a registered user in order to see the “Submit Bid Docs” tab. The “Submit Bid Docs” tab will only be available until the bid deadline, and all submitted bids are “sealed” and inaccessible until that time. After the bid deadline, the “Submit Bid Docs” tab will be unavailable on the Planroom platform to prospective bidders.

PLEASE NOTE THAT THIS PROJECT CONTAINS ONE (1) ELIGIBILITY CRITERIA BIDDERS MUST SATISFY TO BE ELIGIBLE FOR AWARD. BIDDERS ARE DIRECTED TO THE BIDDERS REPRESENTATION SECTION OF THE INSTRUCTIONS TO BIDDERS IN THE BID DOCUMENTS. BIDS SUBMITTED BY BIDDERS THAT DO NOT MEET THE ELIGIBILITY CRITERIA WILL BE CONSIDERED NON-RESPONSIVE AND WILL NOT BE CONSIDERED AND/OR THE BIDDER WILL BE DEEMED NOT RESPONSIBLE FOR PURPOSES OF THIS PROJECT.

In accordance with California Public Contract Code Section 3400, bidders may propose equals of products listed in the technical specifications or project plans by manufacturer name, brand or model number, unless the technical specifications or plans specify that the product is necessary to match others in use. Complete information for products proposed as equals must be submitted to the District for review at least 10 working days before the time specified for bid opening in accordance with the bidders instructions contained in the bid package.

In accordance with California Public Contract Code Section 20170, all bids must be presented under sealed cover and include one of the following forms of bidder’s security: cash, cashier’s check made payable to the District, certified check made payable to the District, or a bidder’s bond. The amount of bidder’s security provided must equal at least ten (10) percent of the total of the bid price for the base bid and the additive or deductive items listed in this notice. The successful bidder must submit to the District complete, executed copies of all required documents within ten (10) working days of receiving written notice of award of the project. Bidder’s security of any successful bidder that fails to do so will be forfeited to the District. Such required documents include, but are not limited to, a payment or labor and materials bond in an amount of at least 100 percent of the amount payable by the terms of the project contract and that satisfies the requirements of California Civil Code Section 9554, and a performance bond in an amount of at least 100 percent of the amount payable by the terms of the contract. All project bonds must be executed by an admitted surety insurer in accordance with applicable law and acceptable to the District.

Pursuant to the provisions of Section 1770 et seq. of the California Labor Code the Director of Industrial Relations for the State of California has ascertained the current general prevailing rate of wages for employer purposes, in Lake County, State of California. Not less than the general prevailing rate of per diem wages for work of a similar character in Lake County and not less than the general prevailing rate of per diem wages for holiday work fixed as provided in the California Labor Code shall be paid to all workers engaged in performing the project.

Pursuant to the provisions of Section 1771.1 of the California Labor Code, a contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in Chapter 1 of Part 7 of Division 2 of the California Labor Code, unless currently registered and qualified to perform public work pursuant to Civil Code Section 1725.5. *Please note: It is not a violation of Section 1771.1 for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided*

the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded. Any bids submitted without proof that Bidder and any listed subcontractor(s) are currently registered and qualified to perform public work, pursuant to Labor Code Section 1725.5, shall not be accepted by the District.

In accordance with the California Labor Code Section 1773.2, copies of the applicable determinations are available at the District office and may be reviewed upon request.

In accordance with California Civil Code Section 1771.4, the project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

In accordance with California Public Contract Code Section 3300, a valid class A California contractor's license is required to bid on the project.

In accordance with California Public Contract Code Section 22300, except where prohibited by federal regulations or policies, the successful bidder may, on request and at its expense, substitute securities in lieu of amounts withheld by the District from progress payments to ensure performance under the contract in accordance with the contract documents.

The District reserves the right to postpone the date and time for the opening of proposals at any time prior to the date and time announced in the advertisement in accordance with applicable law.

The District reserves the right to reject any and all bids or to waive any defects or irregularity in bidding in accordance with applicable law. In accordance with California Public Contract Code Section 20103.8, if the District elects to award a contract for performance of the project, the contract will be awarded in accordance with California Public Contract Code Section 20162 and other applicable law to the responsible bidder submitting a responsive bid with the lowest total bid price for the total base bid without consideration of the bid price for any additive or deductive items. The lowest responsive bidder and any listed subcontractors will be checked to ensure that they are clear from the Federal Procurement and Non-Procurement Program List. All bids will remain valid for 90 days after the bid opening. Except as permitted by law and subject to all applicable remedies, including forfeiture of bidder's security, bidders may not withdraw their bid during the 90 day period after the bid opening.

By order of
The General Manager of the Hidden Valley Lake Community Services District
Lake County, California.

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APPENDIX

A.	BPX Online Bidding Instructions
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INSTRUCTIONS TO BIDDERS

1. DEFINITIONS

- 1.1 Bid forms. The bid forms are the documents listed in the Bidder's Check List in the bid package Table of Contents as comprising the documents that must be submitted for each bid for it to be deemed complete.
- 1.2 Bid package. A complete bid package consists of the following documents: Notice Inviting Bids, Instructions to Bidders, Bidder's Check List, Proposal and Schedule of Bid Prices, Bid Bond, Contractor License Information, List of Proposed Subcontractors, Eligibility Criteria Form – CIPP-Lining, Workers Compensation Insurance Certification, Non-collusion Declaration, Debarment Certification, Debarment and Suspension Certification, Public Contract Code Section 10285.1, Public Contract Code Section 10162 Questionnaire, Public Contract Code Section 10232 Statement, Bidder's Questionnaire, if any, Bidder's Signature Page, Contract Check List, Contract, Performance Bond, Payment Bond, Contract Change Order, Maintenance Bond, Escrow for Security Deposit Agreement, General Provisions, Special Provisions, and the Project Plans.
- 1.3 Contract documents. The contract documents are all of the documents incorporated into the final Project contract as listed in the contract.
- 1.4 Project. The Project is the **NORTH SHORE COURT SEWER REHABILITATION PROJECT** described in the bid package.
- 1.5 Project Plans. The Project Plans are the primarily graphic detailed requirements concerning the Project contained in the bid package.
- 1.6 Technical Specifications. The Technical Specifications provide detailed requirements concerning the Project and are contained in Special Provisions in the bid package.

2. BIDDER'S REPRESENTATIONS

Each bidder by submitting a bid represents that:

- 2.1 The bidder has read and understands the bid package and the bid is in accordance with all of the requirements of the bid package and applicable law.
- 2.2 Neither the bidder nor any subcontractor included on the list of proposed subcontractors submitted with the bid is ineligible to perform work on public works projects pursuant to California Labor Code Sections 1777.1 or 1777.7.
- 2.3 The bidder understands that quantities of unit price items may vary from the estimates provided in the technical specifications.
- 2.4 Representatives of the bidder have visited the Project site and have familiarized themselves with the conditions under which the Project work is to be performed so as to ensure that the Project work may be performed for the amount bid.

- 2.5 The bidder has informed the District in writing no later than five (5) working days prior to the time specified for bid opening of any apparent conflicts, errors, or ambiguities contained in the bid package or between the contents of the bid package and the Project site.
- 2.6 To be eligible for award, all Bidders submitting bids for this project must meet the following eligibility criteria:
- a. The bidder must have a valid Class A contractor's license at the time of contract award.
 - b. The bidder, an employee of the bidder or a subcontractor of the bidder to be used for **cured-in-place pipe lining (CIPP lining)** for this project must have successfully completed similarly sized projects utilizing CIPP lining for sanitary sewer facilities in California within the past five (5) years.
 - c. The bidder must properly complete the **Eligibility Criteria Form –CIPP-Lining** provided in these bid documents and submit the properly completed Eligibility Criteria Forms with the bid. The information provided on the form must be accurate and complete (listing all sanitary sewer projects in California using the specified construction methods (CIPP-lining) performed by the bidder, an employee of the bidder or the bidder's subcontractor to be used for pipe installation for the project within the two years preceding the bid opening date), must provide certifications of individuals that will be responsible for conducting the work specified in the Eligibility Criteria Forms and must list current contact information for references that can be contacted to verify the information contained in the Eligibility Criteria Form.
 - d. The **CIPP-lining** installation crew proposed for use and that is actually used on the project, if awarded, must include a CIPP Field Supervisor and CIPP Technician that are certified in CIPP-lining with experience for similar-sized CIPP-lining projects for sanitary sewer facilities in California in the 5 years preceding the bid opening date.
 - e. If a bidder does not submit properly completed Eligibility Criteria Forms with the bid, the bid will be considered non-responsive and will not be considered. Additionally, if during the checking of references and reviewing the information submitted it is found that the bidder does not satisfy the requirements contained in this section, or that any information submitted is not complete and accurate, the submitted bid may be found to be non-responsive and be rejected, and/or the bidder may be found not responsible for purposes of this project

3. EXAMINATION OF PLANS, SPECIFICATIONS, CONTRACT, AND WORK SITE

- 3-1 The bidder shall examine carefully the work site, the Project Plans and Technical Specifications, and the entire Bid Package. The submission of a bid shall be conclusive evidence that the bidder has investigated and is satisfied as to the general and local conditions to be encountered, as to the character, quality and scope of work to be performed, the quantities of materials to be furnished and as to the requirements of the Contract Documents.
- 3-2 The submission of a bid shall also be conclusive evidence that the bidder is satisfied as to the character, quality and quantity of surface and subsurface materials or obstacles to be encountered insofar as this information was reasonably ascertainable from an inspection of the site and the records of exploratory work done by the District as shown in the bid documents, as well as from the Project Plans and Technical Specifications.

- 3-3 Where the District has made investigations of work site conditions including subsurface conditions in areas where Work is to be performed, or in other areas, that may constitute possible local material sources, bidders may, upon request, inspect the records of the District as to those investigations.
- 3-4 Where there has been prior construction by the District or other public agencies within the project limits, records of the prior construction that are currently in the possession of the District and that have been used by, or are known to, the designers and administrators of the project will be made available for inspection by bidders, upon request, subject to this Section 3. Such records may include, but are not limited to, as-built drawings, design calculations, foundation and site studies, project reports and other data assembled in connection with the investigation, design, construction and maintenance of the prior projects.
- 3-5 Inspection of the records of investigations and project records in the possession of the District may be made at the District Office.
- 3-6 When a log of test borings or other record of geotechnical data obtained by the District's investigation of surface and subsurface conditions is included with the Project Plans, it is furnished for the bidders' information and its use shall be subject to this Section 3.
- 3-7 In some instances, information considered by the District to be of possible interest to bidders has been compiled as "Materials Information." The use of the "Materials Information" shall be subject to the conditions and limitations set forth in this Section 3.
- 3-8 When cross sections are not included with the Project Plans, but are available, bidders may inspect the cross sections and obtain copies for their use, at their expense.
- 3-9 When cross sections are included with the Project Plans, it is expressly understood and agreed that the cross sections do not constitute part of the Agreement, do not necessarily represent actual site conditions or show location, character, dimensions and details of Work to be performed, and are included in the Project Plans only for the convenience of bidders and their use is subject to the conditions and limitations set forth in this Section 3.
- 3-10 When contour maps were used in the design of the project, bidders may inspect those maps, and if available, they may obtain copies for their use.
- 3-11 The availability or use of information described in this Section 3 is not to be construed in any way as a waiver of any of the provisions in this Section 3 and bidders are cautioned to make independent investigations and examinations as they deem necessary to be satisfied as to conditions to be encountered in the performance of the Work and, with respect to possible local material sources, the quality and quantity of material available from the property and the type and extent of processing that may be required in order to produce material conforming to the requirements of the Technical Specifications.
- 3-12 The District assumes no responsibility for conclusions or interpretations made by a bidder based on the information or data made available by the District. The District does not assume responsibility for representation made by its officers or agents before the execution of the

Agreement concerning surface or subsurface conditions, unless that representation is expressly stated in the Contract Documents.

- 3-13 No conclusions or interpretations made by a bidder from the information and data made available by the District will relieve a bidder from properly fulfilling the terms of the Agreement.

4. PRE-BID COMMUNICATION AND INTERPRETATION OF THE BID PACKAGE

- 4.1 Any bidder that discovers any apparent conflicts, errors, or ambiguities contained in the bid package or between the contents of the bid package and the Project site, or that has questions or requires clarification concerning the bid package or its intent must inform the District in writing as soon as reasonably possible, but no later than five (5) working days before the date specified for bid opening. Such notice to the District must be sent to the address specified in the Notice Inviting Bids for questions concerning the bid package or sent via electronic mail to: agordon@hiddenvalleylakecsd.com Questions received less than five (5) working days before the time specified for opening bids may not be answered.
- 4.2 Any interpretation, correction or change of the bid package prior to bid opening will be made by addendum signed by an authorized representative of the District and transmitted to all bid package recipients. No other interpretation or information concerning the bid package issued prior to the date specified for opening bids will be binding. All addenda signed by an authorized representative of the District and issued prior to the time and date specified for opening bids will form a part of the contract documents and must be acknowledged on the bid forms. Any changes, exceptions or conditions concerning the Project and/or the bid package submitted by any bidder as part of a bid may render that bid non-responsive.

5. PRE-BID ACCESS TO THE PROJECT SITE

- 5.1 Prior to submitting a bid, it will be the sole responsibility of each bidder to conduct any additional examination, investigation, exploration, testing, study or other inquiry and to obtain any additional information pertaining to the physical conditions (including surface, subsurface, and underground utilities) at or near the Project site that may affect the cost, progress, or performance of the Project, and that the bidder deems are necessary to prepare its bid for performance of the Project in accordance with the bid package and contract documents. Bidders seeking any such additional examination or other inquiries or information concerning the Project will do so at the bidder's sole expense.
- 5.2 Bidders seeking to conduct any additional examination or other inquiry at the Project site must request site access from the District at least two (2) working days in advance. The location of any excavation, boring or other invasive testing will be subject to approval on behalf of the District and any other agencies with jurisdiction over such testing. Bidders may not conduct tests at the Project site prior to obtaining District approval. The District may require bidders to execute an access agreement prior to approving testing at the Project site. Once approved testing is complete, Bidders must fill all trenches or holes, restore all pavement to match existing structural section, and otherwise clean up and restore the test site to its pre-test condition.

6. BIDDING PROCEDURE

- 6.1 Bid shall be **uploaded electronically** to the BPXpress Hidden Valley Lake Community Services District planroom via the “Submit Bid Docs” tab on the Project page no later than the time and date specified in the Notice to Bidders. Proposals will be timestamped by the website upon receipt and placed in a secure location by BPXpress to be accessed only by a representative from the Hidden Valley Lake Community Services District. Bids will be opened and read publicly via a Zoom meeting as indicated in the Notice to Bidders.
- 6.2 In accordance with California Public Contract Code Section 20170, Bids must be presented under sealed cover. Bids must be submitted using the bid forms furnished with the bid package. Bids must include all documents listed in the Bidder’s Check List completed in accordance with the bid package. Bids must bear the bidder’s legal name and be signed by a representative authorized to bind the bidder. Bids must be typed or written in ink. Corrections may be made if initialed by the individual signing the bid. No oral or telegraphic modifications of bids, including facsimile modifications, will be considered. Bids that are incomplete or that are not presented on the bid forms furnished with the bid package may be deemed non-responsive.
- 6.3 Each bid must give the full business address of the bidder. Bids of partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership, or by an authorized representative, followed by the printed name and title of the person signing. Bids of corporations must be signed with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the president, secretary or other person authorized to bind the corporation. The name of each person signing shall also be typed or printed below the signature. Upon request of the District, bidders will furnish satisfactory evidence of the authority of the person signing the bid. Bids of joint ventures must include a certified copy of the legal agreement constituting the joint venture.
- 6.4 No person, firm, corporation, partnership or legal joint venture may submit more than one bid for the Project. However, a person, firm, corporation, partnership or legal joint venture that has submitted a subcontract proposal to a bidder, or that has quoted prices on materials to a bidder may submit a subcontract proposal, quote prices to other bidders and submit its own bid.
- 6.5 In accordance with California Public Contract Code Section 20170, all bids must include one of the forms of bidder’s security specified in the Notice Inviting Bids in an amount of at least ten (10) per cent of the total of the bid prices for the base bid and those additive or deductive items specifically identified in the Notice Inviting Bids for the purpose of determining the lowest price bid. Bidders that elect to provide bidder’s security in the form of a bid bond must execute a bid bond using the form provided in the bid forms. The bidder’s security is tendered as a guarantee that the successful bidder, if awarded the Project contract, will execute and submit to the District all required bonds, certificates of insurance, completed contract forms and other documents listed in the Contract Check List and enter into a contract with the District within ten (10) working days of receipt of the notice of award. The bidder’s security of any successful bidder that fails to do so will be forfeited to the District. All bidders’ security not forfeited to the District will be returned once a successful bidder provides all required documents and enters a contract with the District in accordance with all applicable bid package requirements. Forfeiture of the bidder’s security to the District will not waive or otherwise limit any other remedy available to the District under applicable law.
- 6.6 In accordance with California Business and Professions Code Section 7028.15, Public Contract Code Section 20103.5, and as specified in the Notice Inviting Bids, all Project work must be performed by properly licensed contractors and subcontractors with active licenses in good

standing as of the date and time specified for bid opening, or, if the Project involves federal funds, no later than the time the Project contract is awarded. Bidders must verify their Contractor's License number and license expiration date on the proposal cover page under penalty of perjury. Bids that do not satisfy applicable licensing requirements will be considered non-responsive and rejected and may subject the bidder to criminal and/or civil penalties.

- 6.7 In accordance with California Civil Code Section 1771.1, the District shall accept bids only from bidders which (along with all listed subcontractors) are currently registered and qualified to perform public work pursuant to Civil Code Section 1725.5. The District may, however, accept a non-complying bid provided that bidder (and all listed subcontractors) are registered and qualified at the time of award.
- 6.8 If the bid forms include a bidder's questionnaire, all bids must include a completed bidder's questionnaire on the forms provided. By submitting a bid, bidders authorize District representatives to verify any and all information provided on the bidder's questionnaire and agree to indemnify, defend and hold harmless the District and its officials, officers, employees, agents and volunteers to full the extent permitted by law from and against any claims, liability or causes of action, including, without limitation, legal fees and costs, arising out of verification of the information provided on the bidder's questionnaire, and/or arising out of use of information provided in the bidder's questionnaire to determine, in accordance with applicable law, the qualification of the bidder for performing the Project.
- 6.9 Bids may be withdrawn prior to the time set for bid opening by a written request signed by an authorized representative of the bidder filed with the District. The bid security submitted with bids so withdrawn will be returned to the bidder. Bidders that have withdrawn their bid in accordance with this provision may submit a new bid prior to the time set for bid opening in accordance with all applicable bid package requirements. Bids may not be withdrawn during the ninety day period after the time set for bid opening except as permitted by law pursuant to California Public Contract Code Section 5100 and following. Any other bid withdrawal will result in forfeiture of the bidder's bid security to the District.

7. BID PROTESTS

Any protest of the proposed Project award must be submitted in writing to the District no later than 5:00 PM on the third business day following the date of the bid opening.

- 7.1 The protest must contain a complete statement of the basis for the protest.
- 7.2 The protest must state the facts and refer to the specific portion of the document or the specific statute that forms the basis for the protest. The protest must include the name, address, and telephone number of the person representing the protesting party.
- 7.3 The party filing the protest must concurrently transmit a copy of the protest to the proposed awardee.
- 7.4 The party filing the protest must have actually submitted a bid for the Project. A subcontractor of a party filing a bid for the Project may not submit a bid protest. A party may not rely on the bid protest submitted by another bidder, but must timely pursue its own protest.

7.5 The procedure and time limits set forth in these Instructions to Bidders are mandatory and are the bidders' sole and exclusive remedy in the event of a bid protest. Any bidder's failure to fully comply with these procedures shall constitute a waiver of any right to further pursue a bid protest, including filing of a challenge of the award pursuant to the California Public Contract Code, filing of a claim pursuant to the California Government Code, or filing of any other legal proceedings.

7.6 The District shall review all timely protests prior to award of the Project. The District shall not be required to hold an administrative hearing to consider any protests, but may do so at its option. At the time of the District's Board of Directors consideration of the Project award, the Board of Directors shall also consider the merits of any timely protests. The Board of Directors may either reject the protest and award to the lowest responsible bidder or accept the protest and award the bid to the next lowest responsible bidder. Nothing in this section shall be construed as a waiver of the Board of Directors right to reject all bids.

8. AWARD

8.1 In accordance with applicable law, the District reserves the right to reject any or all bids and to waive any informality in any bid. The District reserves the right to accept any portion of any bid, unless the bid package expressly provides that the award will be made as a whole. If the District elects to award a contract for performance of the Project, the contract will be awarded in accordance with California Public Contract Code Section 20162 and other applicable law to the responsible bidder submitting a responsive bid with the lowest total bid price for the base bid without consideration of the bid price for any additive or deductive alternate items. In accordance with the contract documents and other applicable law, the District may add or deduct items of work from the Project after the lowest responsible bidder is determined.

8.2 The successful bidder must submit to the District complete, executed copies of all documents specified in the Contract Checklist within ten (10) working days of receiving written notice of award of the Project. Bidder's security of any successful bidder that fails to do so will be forfeited to the District.

8.3 The successful bidder and any subcontractors and others engaged in performance of the Project must have valid local business license(s), as applicable, before commencing work on the Project.

8.4 Upon verifying that the successful bidder has provided complete, executed copies of all documents specified in the Contract Checklist an authorized District representative will execute the Project contract, and the District will issue to the successful bidder a notice to proceed specifying the Project commencement date. The number of days within which the Project must be complete begins to run on the Project commencement date.

9. PRICING

9.1 If an inconsistency exists between the amount listed for a unit price in a bid and the total listed for that bid item (e.g., if the total listed for a bid item does not equal the unit price listed in the bid multiplied by the quantity listed), subject to applicable law, the unit price will be deemed to accurately reflect the bidder's intent concerning the bid item and the intended total for the bid item will be deemed to be the unit price as listed in the bid multiplied by the quantity listed.

9.2 If the Project bid price is a lump sum total made up of smaller individual bid item prices and an inconsistency exists between the lump sum total bid price and any individual bid item price, subject to applicable law, the individual bid item prices as listed in the bid will be deemed to accurately reflect the bidder's intended bid for the Project and the intended lump sum total bid for the Project will be deemed to be the sum of the individual bid item prices as listed in the bid, even if that sum is different from the amount actually listed as the lump sum total bid for the Project.

9.3 Any federal, state, or local tax payable on articles to be furnished for the Project shall be included in the lump sum total bid price and paid by the Contractor under the contract.

10. QUANTITIES

10.1 Quantities, including but not limited to, material or labor quantities, that are provided in the bid package concerning the Project are estimates only and are provided solely as a general indication of the Project scope. The District does not warrant that such quantity estimates provided in the bid package represent the actual quantities required to perform the Project in accordance with the contract documents. Such quantity estimates do not bind the District, and bidders should not rely on them in preparing their bids. Each bidder is solely responsible for determining the quantities on which to base their bids in light of information contained in the bid package, bidder investigation and analysis of the Project and the Project site, and any other analysis or expertise of the bidder concerning the Project.

10.2 The District may amend, decrease or increase the Project work in accordance with the bidding package and the contract documents. If the District amends, decreases or increases the Project work prior to award of the Project each bidder will be solely responsible for determining the revised quantities, if any, on which to base their bid in light of information contained in the bid package and any amendments or addenda to the bid package, bidder investigation and analysis of the Project as amended, decreased or increased, the Project site, and any other analysis or expertise of the bidder concerning the Project.

11. SUBSTITUTION OF "OR EQUAL" ITEMS

11.1 In accordance with California Public Contract Code Section 3400, where the Technical Specifications or Project Plans list products by manufacturer's name, brand or model number such information indicates the quality and utility of the items desired and does not restrict bidders to that manufacturer's name, brand or model number, unless the Technical Specifications or Project plans specify that the listed product is necessary to match others in use on a particular public improvement either completed or in the course of completion. Except where the Technical Specifications indicate that a particular brand product is necessary to match others in use, when a manufacturer's name, brand or model number is listed, it shall be construed to be followed by the words "or equal" whether or not those words in fact follow the manufacturer's name, brand name or model number listed in the Technical Specifications or Project Plans. Unless the Technical Specifications or Project Plans indicate that a particular brand product is necessary to match others in use, bidders may propose equals of products listed by manufacturer name, brand name or model number.

11.2 Complete information for products proposed as equals must be submitted to the District for review by at least ten (10) working days before the time specified for opening bids. To be considered, proposals concerning products proposed as equals must include sufficient

information to permit the District to determine whether the products proposed as equals will satisfy the same performance requirements as products listed by manufacturer's name, brand or model number. Such performance requirements may include, but are not limited to, size, strength, function, appearance, ease of maintenance and repair, and useful life requirements. Proposals concerning products proposed as equals that are submitted later than ten (10) working days before the time specified for opening bids will not be considered. Failure to bid products specified by manufacturer name, brand name or model number where the Technical Specifications or Project Plans specify that a particular product is necessary to match others in use, or where no proposal concerning products proposed as equals has been submitted in accordance with this provision may render a bid non-responsive.

12. SUBCONTRACTING

12.1 Bids must be in accordance with the requirements of the Subletting and Subcontracting Fair Practices, Act, California Public Contract Code Section 4100 and following. Bids must include a completed list of proposed subcontractors on the form included in the bid package. In accordance with California Public Contract Code Section 4104, completed lists of proposed subcontractors must include the name, business location, the portion (type or trade), and dollar amount of the Project work to be subcontracted for each subcontractor that will perform a portion of the Project work (including special fabrication and installation of a portion of the work) valued in excess of one half of one percent of the total Project bid price. If the Project work includes construction of streets or highways, the completed list of proposed subcontractors must include the subcontractor name, business location, type of work and dollar amount to be subcontracted for each subcontractor that will perform a portion of the Project work (including special fabrication and installation of a portion of the work) valued in excess of one half of one percent of the total Project bid price, or ten thousand dollars (\$10,000), whichever is greater.

12.2 In accordance with California Public Contract Code Section 4106, for any portion of the Project work with a value of more than one half of one percent of the total Project bid price for which no subcontractor is listed, or for which more than one subcontractor is listed, bidders certify by submitting their bids that they are qualified to perform that portion of the Project work and that they will perform that portion of the Project work with their own forces. Bidders may not substitute another subcontractor for a subcontractor listed in their bid except as permitted by the District in accordance with Section 4107 and following of the California Public Contract Code.

13. ASSIGNMENT

Bidders may not assign, sublet, sell, transfer, or otherwise dispose of their bid or any right, title or interest in their bid, or their obligations under their bid, without the written consent of an authorized representative of the District. Any purported assignment, subletting, sale, transfer or other disposition of a bid or any interest in a bid, or of any obligations under a bid without such written consent will be void and of no effect.

14. BONDS

14.1 The successful bidder must submit to the District a performance bond within ten (10) working days of receiving written notice of award. If the Project involves expenditures in excess of

twenty-five thousand dollars (\$25,000), the successful bidder must submit to the District a payment or labor and materials bond within ten (10) working days of receiving written notice of award. Prior to issuance of the final Project payment, the successful bidder must submit a maintenance bond. All bonds must be executed by corporate sureties who are admitted surety insurers in the State of California in accordance with applicable law and acceptable to the District. Individual sureties will not be accepted. All Project bonds must be executed using the forms provided in the bid package.

- 14.2 In accordance with California Civil Code Section 9554, the payment or labor and materials bond must be in the amount of one hundred percent of the total amount payable by the terms of the Project contract and guarantee payment to persons listed in California Civil Code Section 9100 for work performed and for charges for materials, supplies, and equipment provided under the Project contract (including amounts due under or subject to the Unemployment Insurance Code).
- 14.3 The performance bond must be in the amount of one hundred percent of the amount payable by the terms of the Project contract to guarantee the faithful performance of the Project work.
- 14.4 The maintenance bond must be in the amount of twenty percent of the final Project contract amount and guaranty the Project work against defects in materials, equipment, workmanship, or needed repair for one year from the District's acceptance of the Project work.

15. LABOR LAWS

- 15.1 Bidders must comply with applicable provisions of the California Labor Code.
- 15.2 In accordance with California Labor Code Section 1861, bids must include a workers compensation insurance certification on the form included in the bid package.
- 15.3 In accordance with California Labor Code Section 1771, not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the Project is to be performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed as provided in the California Labor Code shall be paid to all workers engaged in performing the Project.
- 15.4 In accordance with California Labor Code Section 1770 and following, the Director of Industrial Relations has determined the general prevailing wage per diem rates for work in the locality in which the Project is to be performed. In accordance with California Labor Code Section 1773, the District has obtained the general prevailing rate of per diem wages and the general rate for holiday and overtime work in the locality in which the Project is to be performed for each craft, classification or type of worker needed to perform the Project. In accordance with California Labor Code Section 1773.2, copies of the prevailing rate of per diem wages are on file at the District office and will be made available on request.
- 15.5 In accordance with California Labor Code Section 1777.1, contractors and subcontractors that are found guilty of willfully violating Chapter 1 of Part 7 of Division 2 of the Labor Code (except for Section 1777.5), or that are found guilty of such violations with intent to defraud, and entities in which such contractors or subcontractors have any interest, may be ineligible to bid on, be awarded, or perform Project work as a subcontractor.

BIDDER'S CHECK LIST

Did You:

- _____ Submit equal product proposals, if any, in accordance with the instructions to bidders included in the bid package at least 10 working days before the time specified for opening bids?
- _____ Include with your bid properly completed, accurate copies of the following documents in the following order using the forms included in the bid package:
 - _____ Bidder's check list?
 - _____ Proposal and Schedule of Bid Prices that state the bid as intended?
 - _____ If any, Copies of each addendum issued signed and dated on behalf of the bidder?
 - _____ Executed bid bond?
 - _____ Contractor license information?
 - _____ Contractor DIR registration information?
 - _____ List of subcontractors, including DIR registration information?
 - _____ Eligibility Criteria Form – CIPP-Lining?
 - _____ Workers compensation insurance certification?
 - _____ Signed and notarized Non-Collusion Declaration?
 - _____ Debarment certification?
 - _____ Bidder's questionnaire, if any?
 - _____ Executed bidder's signature page?
- _____ Arrange to have the sealed bid uploaded to the BPX Hidden Valley Lake Community Services District Planroom on or before the time specified for bid opening in the notice inviting bids?

PROPOSAL

For: Construction of the NORTH SHORE COURT SEWER REHABILITATION PROJECT

For the Hidden Valley Lake Community Services District, Lake County, California.

TO THE BOARD OF DIRECTORS
OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

The undersigned, as bidder, declares that it has carefully examined the work, the annexed proposed form of contract, and agrees that if this Proposal is accepted to contract with the Hidden Valley Lake Community Services District, under the form of contract annexed hereto, to provide all the necessary tools, apparatus, and other means of accomplishing the work as specified in the contract in the manner and time herein prescribed, and in accordance with the requirements of the District as therein set forth, and to take in full payment thereof the following prices of the work to be done completely performed to the satisfaction of the Hidden Valley Lake Community Services District, to-wit:

Contractor's Bid Proposal

Item No.	Item Description	Estimated Quantity	Unit of Measure	Unit Cost (in figures)	Total Cost (in figures)
1	Traffic Control System	1	LS		
2	Trench Shoring and Bracing	1	LS		
3	Sewer Flow Control	1	LS		
4	Rehabilitate 6-inch Sanitary Sewer Main by CIPP	438	LF		
5	Reinstate Lateral and Install Cured-in-Place Top Hat	7	EA		
6	CIPP Pre-Liner	100	LF		
7	Replace 6-inch Sanitary Sewer Main with 6-inch PVC by Open Cut Construction	181	LF		
8	Reconnect Laterals to new Sewer Main By Open Cut Construction	7	EA		
9	Asphalt Concrete Trench Paving (Permanent)	10	TON		
10	Mobilization	1	LS		

Total Bid: \$ _____

Dollars

Written Amount

The undersigned further agrees to deliver and to complete the work within **25 working days**, from the date of issuance, by the District, of instructions to proceed with the work, and within 10 days of the date of mailing of the notice of award, to enter into and execute and provide to the District the necessary contract with the necessary bonds and other required documents, and in case of default in executing the necessary contract within the time fixed by the Instructions to Bidders, the bidder's security accompanying this bid shall become the property of and be forfeited to the District.

Prime Contractor _____

License # _____ Expiration Date _____

DIR Registration # _____ Expiration Date _____

Contractor's License number and expiration date are herein stated under penalty of perjury.

By: _____ Title: _____

Dated this _____ day of _____, 20__

(Corporate Seal)

Corporate Signature

Address: _____

Phone No.: _____

President's signature _____

Secretary's signature _____

Corporation organized under the laws of the State of _____

Partnership Name: _____

Address: _____

Names of Co-Partners and Addresses: _____

Names of Individuals and Addresses: _____

NOTE: Sign in proper space above.

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

19400 Hartman Road
Hidden Valley Lake, California 95467

BID BOND

(NOTE: Bidders must use this form, use of any other bond form may render a bid non-responsive)

KNOW ALL MEN BY THESE PRESENTS:

That we, as PRINCIPAL, and _____, a (sole proprietorship/corporation/partnership/joint venture) organized and existing under and by virtue of the laws of the State of _____ and an admitted surety insurer authorized to do business in the State of California, as SURETY, are held and firmly bound unto the Hidden Valley Lake Community Services District, as OBLIGEE, in a penal sum equal to ten-percent (10%) the total bid price including the base bid and alternates specified in the proposal of the PRINCIPAL, to the OBLIGEE for the work described below, which penal sum is _____ (\$ _____) lawful money of the United States of America, for the payment of which sum well and truly to be made, we, and each of us, bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the PRINCIPAL has submitted the accompanying proposal dated _____, _____ to the OBLIGEE, for the **NORTH SHORE COURT SEWER REHABILITATION** (designated as the "Project") which proposal is hereby made a part hereof;

NOW THEREFORE, if the PRINCIPAL shall not withdraw said proposal within the ninety (90) day period following the opening of bids, and if the PRINCIPAL receives written notice that the Project is awarded to the PRINCIPAL and shall, within ten (10) calendar days of receiving such notice: enter into a written contract with the OBLIGEE in the form prescribed in the bid package issued by the OBLIGEE concerning the Project; and give insurance and bond with good and sufficient sureties guaranteeing the faithful performance and proper fulfillment of such contract and guaranteeing payment for labor and materials used for performance of the contract as required by law; and file with the OBLIGEE all required documents and do all other thing required in accordance with the bid package issued by the OBLIGEE concerning the Project for the contract between the PRINCIPAL and the OBLIGEE to become effective and for work to commence in accordance with the bid package issued by the OBLIGEE concerning the Project , or, in the event of withdrawal of the accompanying proposal within the ninety (90) day period following the opening of bids; or failure by the PRINCIPAL to enter into such contract with the OBLIGEE or to give the OBLIGEE such bonds or to file any other documents or to do any other things required in the bid package issued by the OBLIGEE for the Project, if the PRINCIPAL shall pay the OBLIGEE the difference between the total bid price in the accompanying proposal and the amount for which the OBLIGEE may procure the required performance, if the latter amount be in excess of the former, together with all costs incurred by the OBLIGEE in again attempting to let the Project, and if the said PRINCIPAL shall fully reimburse and save harmless the OBLIGEE from any damage sustained by the OBLIGEE through failure of the PRINCIPAL to enter into the written contract or to file the required performance or labor and material bonds, or to file any other required documents or to do any other things required for the contract between the PRINCIPAL and the OBLIGEE to become effective and the work to commence in accordance with the bid package issued by the OBLIGEE

concerning the Project, then this obligation shall be null and void; otherwise, it shall be and remain in full force and effect.

SURETY, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the bid or contract documents for the Project, or to the specifications included in the same, or to the work to be performed thereunder, or to the notice inviting bids, or to any other documents concerning the Project, shall in anywise affect SURETY's obligation under this bond, and SURETY hereby waives notice of any such change, extension of time, alteration or addition to such bid or contract documents.

In the event suit is brought upon this bond by the OBLIGEE and judgment is recovered, the SURETY shall pay all costs incurred by the OBLIGEE in such suit, including a reasonable attorney's fee to be fixed by the Court.

IN WITNESS WHEREOF, the above-bound parties have executed this instrument under their several seals this _____ day of _____, _____, the name and corporate seals of each corporate party being hereto affixed and these presents duly signed by their undersigned representatives, pursuant to authority of their governing bodies.

(Corporate Seal) PRINCIPAL _____
By _____

(Acknowledgement) Title _____
SURETY _____
(Corporate Seal)

By _____
(Attorney-in-fact)

(Acknowledgement) Title _____

(NOTE TO SURETY COMPANY: A certified copy of unrevoked resolution of authority for the attorney-in-fact must be submitted with and attached to the executed bid bond.)

CONTRACTOR LICENSE INFORMATION

The bidder acknowledges that a license is required for performance of Hidden Valley Lake Community Services District **NORTH SHORE COURT SEWER REHABILITATION**.

The bidder holds the following California Contractors License(s):

- 1. License No. _____, Class _____, Expiration Date _____
- 2. License No. _____, Class _____, Expiration Date _____
- 3. License No. _____, Class _____, Expiration Date _____
- 4. License No. _____, Class _____, Expiration Date _____
- 5. License No. _____, Class _____, Expiration Date _____
- 6. License No. _____, Class _____, Expiration Date _____
- 7. License No. _____, Class _____, Expiration Date _____
- 8. License No. _____, Class _____, Expiration Date _____
- 9. License No. _____, Class _____, Expiration Date _____
- 10. License No. _____, Class _____, Expiration Date _____

Bidder's Taxpayer Identification No. _____

LIST OF SUBCONTRACTORS

In accordance with the requirements of the Subletting and Subcontracting Fair Practices Act, California Public Contract Code Section 4100 and following, listed below are the name, business location, and the portion (type or trade) of the Project work to be subcontracted to each subcontractor that will perform a portion of the Project work (including special fabrication and installation of a portion of the work) valued in excess of one half of one percent of the total bid price. If the Project work includes construction of streets or highways, listed below are the name, business location, and the portion (type or trade) of the Project Work to be subcontracted to each subcontractor that will perform a portion of the Project work (including special fabrication and installation of a portion of the work) valued in excess of one half of one percent of the total Project bid price, or ten thousand dollars, whichever is greater. Also listed below are the proposed subcontract dollar amount and current California Contractor's License Number(s) for each proposed subcontractor. Bids that fail to include complete proposed subcontractor information in accordance with this form and Public Contract Code Section 4100 and following may be deemed non-responsive.

In accordance with California Public Contract Code Section 4106, for any portion of the Project work with a value of more than one half of one percent of the total bid price for which no subcontractor is listed, or for which more than one subcontractor is listed, the bidder certifies by submission of its bid that the bidder is qualified to perform that portion of the Project work and that the bidder will perform that portion of the Project work with its own forces. The penalties listed in California Public Contract Code Section 4111 will apply to any substitution of another subcontractor for a subcontractor listed below except as permitted by the District in accordance with Section 4107 and following of the California Public Contract Code.

1. Subcontractor Name _____
Business Location _____
Trade _____
Subcontract Amount _____
Current Contractor's License No.(s) _____
Current DIR Registration No. _____
2. Subcontractor Name _____
Business Location _____
Trade _____
Subcontract Amount _____
Current Contractor's License No.(s) _____
Current DIR Registration No. _____
3. Subcontractor Name _____
Business Location _____
Trade _____
Subcontract Amount _____
Current Contractor's License No.(s) _____
Current DIR Registration No. _____
4. Subcontractor Name _____
Business Location _____
Trade _____
Subcontract Amount _____
Current Contractor's License No.(s) _____
Current DIR Registration No. _____

5. Subcontractor Name _____
Business Location _____
Trade _____
Subcontract Amount _____
Current Contractor's License No.(s) _____
Current DIR Registration No. _____
6. Subcontractor Name _____
Business Location _____
Trade _____
Subcontract Amount _____
Current Contractor's License No.(s) _____
Current DIR Registration No. _____
7. Subcontractor Name _____
Business Location _____
Trade _____
Subcontract Amount _____
Current Contractor's License No.(s) _____
Current DIR Registration No. _____
8. Subcontractor Name _____
Business Location _____
Trade _____
Subcontract Amount _____
Current Contractor's License No.(s) _____
Current DIR Registration No. _____
9. Subcontractor Name _____
Business Location _____
Trade _____
Subcontract Amount _____
Current Contractor's License No.(s) _____
Current DIR Registration No. _____
10. Subcontractor Name _____
Business Location _____
Trade _____
Subcontract Amount _____
Current Contractor's License No.(s) _____
Current DIR Registration No. _____
11. Subcontractor Name _____
Business Location _____
Trade _____
Subcontract Amount _____
Current Contractor's License No.(s) _____
Current DIR Registration No. _____
12. Subcontractor Name _____
Business Location _____
Trade _____
Subcontract Amount _____
Current Contractor's License No.(s) _____
Current DIR Registration No. _____

**HIDDEN VALLEY COMMUNITY SERVICES DISTRICT
NORTH SHORE COURT SEWER REHABILITATION PROJECT
ELIGIBILITY CRITERIA FORM – CIPP-LINING**

Name of Contractor: _____

Contractor's License # _____ **Classification** _____ **Expiration:** _____

Name of Subcontractor to be used for pipe installation (if applicable) _____

Subcontractor's License # _____ **Classification** _____ **Expiration:** _____

Similar Sanitary Sewer CIPP-Lining Projects Completed in the last 5 years

(Please list all projects similar in size and nature [500 linear feet or more of CIPP-lining of 6-inch diameter sanitary sewer facilities in California] that your company or the subcontractor's company that you propose to use for pipe installation for this project has completed within the 5 years preceding the bid opening date. If necessary, please make copies of these sheets to provide a complete listing.)

Project Name: _____

Year Constructed: _____

Construction Contract Amount: \$ _____

Client Contact Name: _____

Client Contact Phone Number: _____

Approx. Linear Feet of CIPP Liner Installed: _____

Diameter of CIPP Liner Installed: _____

Brief Description of the Work Completed: _____

Project Name: _____

Year Constructed: _____

Construction Contract Amount: \$ _____

Client Contact Name: _____

Client Contact Phone Number: _____

Approx. Linear Feet of CIPP Liner Installed: _____

Diameter of CIPP Liner Installed: _____

Brief Description of the Work Completed: _____

Project Name: _____

Year Constructed: _____

Construction Contract Amount: \$ _____

Client Contact Name: _____

Client Contact Phone Number: _____

Approx. Linear Feet of CIPP Liner Installed: _____

Diameter of CIPP Liner Installed: _____

Brief Description of the Work Completed: _____

Project Name: _____

Year Constructed: _____

Construction Contract Amount: \$ _____

Client Contact Name: _____

Client Contact Phone Number: _____

Approx. Linear Feet of CIPP Liner Installed: _____

Diameter of CIPP Liner Installed: _____

Brief Description of the Work Completed: _____

Name of Employee to be used as CIPP Field Supervisor*: _____

Number of Similar Projects Employee has worked on: _____

Certifications held for CIPP Installation:** _____

*Note: The employee indicated above as CIPP Field Supervisor must be the individual used for the work associated with this project. CIPP Lining Project Supervisor must have installed at least 3,000 feet of 6-inch CIPP liner in sewer main pipelines as part of a lining crew, and overseen the installation of CIPP lining and Top Hat installation in sewer mainlines on at least four different projects, with a minimum of two of these projects involving 6-inch diameter pipe. No substitutions for this person will be allowed without submitting all required information for an equivalently experienced individual to the District and obtaining prior written consent from the District.

**Note: Please attached copies of all certifications for CIPP lining that this employee has obtained.

Name of Employee to be used as CIPP Technician*:** _____

Number of Similar Projects Employee has worked on: _____

Certifications held for CIPP Installation:** _____

***Note: The employee indicated above as CIPP Technician must be the individual used for the work associated with this project. CIPP Lining Technician must have installed at least 1,500 feet of 6-inch CIPP liner in sewer mainlines as part of a lining crew and installed Top Hats on at least two different projects involving 6-inch diameter pipe. No substitutions for this person will be allowed without submitting all required information for an equivalently experienced individual to the District and obtaining prior written consent from the District.

**Note: Please attached copies of all certifications for CIPP lining that this employee has obtained.

WORKERS COMPENSATION INSURANCE CERTIFICATION

By submitting its bid the bidder certifies as follows:

I am aware of the provisions of California Labor Code Section 3700, which require every employer to be insured against liability for workmen's compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and I will comply with such provisions before commencing performance of the work of this Contract.

**NON-COLLUSION DECLARATION
TO BE EXECUTED BY BIDDER
AND SUBMITTED WITH BID**

The undersigned declares:

I am the _____ of _____, the party making the foregoing bid. The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____[date], at _____[city], _____[state]."

DEBARMENT CERTIFICATION

By submitting its bid, the bidder certifies in accordance with California Public Contract Code Section 6109 that neither the bidder nor any subcontractor included on the list of proposed subcontractors submitted with the bid is ineligible to perform work on public works projects pursuant to California Labor Code Sections 1777.1 or 1777.7. In accordance with California Public Contract Code Section 6109, Contractors and subcontractors who are ineligible to perform work on public works projects pursuant to California Labor Code Sections 1777.1 or 1777.7 may neither bid on, be awarded or perform as a subcontractor on public works projects.

**TITLE 49, CODE OF FEDERAL REGULATIONS - PART 29
DEBARMENT AND SUSPENSION CERTIFICATION**

The bidder, under penalty of perjury, certifies that, except as noted below, he/she or any person associated therewith in the capacity of District, partner, director, officer, manager:

1. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; and
2. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal Agency within the past 3 years; and
3. Does not have a proposed debarment pending; and,
4. Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space:

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

PUBLIC CONTRACT CODE SECTION 10285.1 STATEMENT

In accordance with Public Contract Code Section 10285.1 (Chapter 376, Stats, 1986), The bidder hereby declares under penalty of perjury under the laws of the State of California that the bidder has _____, has not _____ been convicted within the preceding three years of any offenses referred to in that section, including any charge of fraud, bribery, collusion, conspiracy, or any other act in violation of any state or federal antitrust law in connection with the bidding upon, award of, or performance of, any public works contract, as defined in Public Contract Code Section 1100, including the Regents of the University of California or the Trustees of the California State University. The term "bidder" is understood to include any partner, member, officer, director, responsible managing officer, or responsible managing employee thereof, as referred to in Section 10285.1.

Note: The bidder must place a check mark after "has" or "has not" in one of the blank spaces provided.

The above Statement is part of the Proposal. Signing the Contractor's Proposal on the signature portion thereof shall also constitute signature of this Statement.

Bidders are cautioned that making false certification may subject the certifier to criminal prosecution.

PUBLIC CONTRACT CODE SECTION 10162 QUESTIONNAIRE

In accordance with Public Contract Code Section 10162, The Bidder shall complete, under penalty of perjury, the following questionnaire:

Has the bidder, any officer of the bidder, or any employee of the bidder who has a proprietary interest in the bidder, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or a safety regulation?

Yes _____ No _____

If the answer is "Yes", explain the circumstances in the following space.

PUBLIC CONTRACT SECTION 10232 STATEMENT

In accordance with Public Contract Code Section 10232, the Contractor hereby states under penalty of perjury that no more than one final unappealable finding of contempt of court by a federal court has been issued against the Contractor within the immediately preceding two year period because of the Contractor's failure to comply with an order of a federal court which orders the Contractor to comply with an order of the National Labor Relations Board.

BIDDER'S SIGNATURE PAGE

By signing this proposal the bidder certifies, under penalty of perjury under the laws of the State of California, that the information submitted with this proposal for the Hidden Valley Lake Community Services District **NORTH SHORE COURT SEWER REHABILITATION** ("Project"), which information includes, but is not limited to, the Bidder's Check List, Proposal and Schedule of Bid Prices, Bid Bond, Contractor License Information, List of Subcontractors, Workers Compensation Insurance Certification, Non-Collusion Declaration, Debarment Certification, Debarment and Suspension Certification, Public Contract Code Section 10285.1 Statement, Public Contract Code Section 10162 Questionnaire, Public Contract Code Section 10232 Statement and Bidder's Questionnaire, if any, is accurate, true and correct, and is submitted in accordance with the requirements of the bid package issued by the Hidden Valley Lake Community Services District concerning Project and applicable law. By signing this proposal the bidder representative specified below certifies that he or she is legally authorized to bind the bidder.

The bidder agrees to deliver and to complete the Project within **25 working days** from the date of issuance, by the District, of instructions to proceed with the Project, and within 10 days of the date of mailing of the notice of award, to enter into and execute and provide to the District the Project contract, bonds and all other documents specified in the Contract Check List included in the bid package, and in case of default in executing the Project contract within the time fixed by the Instructions to Bidders, the bidder's security accompanying this bid shall become the property of and be forfeited to the Hidden Valley Lake Community Services District.

Prime Contractor _____

By: _____ Title: _____

Dated this _____ day of _____, 20__

(Corporate Seal)

Corporate signature

Address: _____

Phone No.: _____

President's signature _____

Secretary's signature _____

Corporation organized under the laws of the State of _____

Partnership Name: _____

Address: _____

Names of Co-Partners and Addresses:

Names of Individuals and Addresses:

NOTE: Sign in proper space above.

Date: _____

(Typed or printed name)

(Signature)

(Bidder)

Bidder business address (street, city, state and zip code)

Bidder Business phone: () _____

Bidder Business fax: () _____

CONTRACT CHECK LIST

Complete, accurate, executed copies of the following documents must be submitted to the Hidden Valley Lake Community Services District in accordance with the bid package issued by the District within ten (10) working days of receiving written notice of award of the project. The bidder's security of any successful bidder that fails to do so will be forfeited to the District.

_____ Contract Check List

_____ Agreement

_____ Performance Bond

_____ Payment Bond

_____ Certificates of Insurance and Endorsements

_____ Escrow for Deposit Agreement, if applicable

_____ General Conditions

AGREEMENT

The Hidden Valley Lake Community Services District, (“District”) enters into this agreement, dated for reference purposes only, with _____ (“Contractor”).

RECITALS

- A. NOTICE INVITING BIDS. The District gave notice inviting bids to be submitted by _____ for the **NORTH SHORE COURT SEWER REHABILITATION** by published notice and/or posting in accordance with California Public Contract Code Section 20164 and other applicable law.
- B. BID OPENING. On _____, District representatives opened the bids for the **NORTH SHORE COURT SEWER REHABILITATION** and read the bids aloud.
- C. PROJECT AWARD. On _____, the District awarded the **NORTH SHORE COURT SEWER REHABILITATION** to the Contractor and directed District staff to send the Contractor written notice of award of the project. The District conditioned award of the project on the Contractor’s providing executed copies of all documents specified in the contract check list included in the bid package within ten (10) working days of receiving written notice of award of the project.
- D. REQUIRED DOCUMENTS. The Contractor has provided the District executed copies of all documents specified in the contract check list included in the bid package within ten (10) working days of receiving written notice of award.

AGREEMENT TERMS

The District and the Contractor agree as follows:

1. THE WORK. The Contractor shall furnish all equipment, tools, apparatus, facilities, material labor, and skill necessary to perform and complete in a good and workmanlike manner the **NORTH SHORE COURT SEWER REHABILITATION** (“Work”) as shown in the Technical Specifications and Project Plans in accordance with the Contract Documents and applicable law.
2. LOCATION OF WORK. The Work will be performed at the following locations:
Hidden Valley Lake, California
3. TIME FOR COMPLETION. The Contractor must complete the Work in accordance with the Contract Documents within **25 working days** from the date specified in the District’s Notice to Proceed (“Time for Completion”).
4. REMEDIES FOR FAILURE TO TIMELY COMPLETE THE WORK. If the Contractor fails to fully perform the Work in accordance with the Contract Documents by the Time for Completion, as such time may be amended by change order or other modification to this agreement in accordance with its terms, and/or if the Contractor fails, by the Time for Completion, to fully perform all of the Contractor’s obligations under this agreement that have accrued by the Time for Completion, the Contractor will become liable to the District for all resulting loss and damage

in accordance with the Contract Documents and applicable law. The District's remedies for the Contractor's failure to perform include, but are not limited to, assessment of liquidated damages of **\$3,200 per day** in accordance with California Government Code Section 53069.85 and Section 7-1.02 of the General Provisions, and/or obtaining or providing for substitute performance in accordance with the Contract Documents.

5. CONTRACT PRICE AND PAYMENT. As full compensation in consideration of completion of the Work in accordance with the Contract Documents and in consideration of the fulfillment of all of the Contractor's obligations under the Contract Documents, the District will pay the Contractor in lawful money of the United States the total price of \$ _____ (the "Contract Price") as specified in the Contractor's completed Bid Schedule dated _____, _____, and attached to and incorporated in this agreement. Payment to the Contractor under this agreement will be for Work actually performed in accordance with the Contract Documents and will be made in accordance with the requirements of the Contract Documents and applicable law. The District will have no obligation to pay the Contractor any amount in excess of the Contract Price unless this agreement is first modified in accordance with its terms. The District's obligation to pay the Contractor under this agreement is subject to and may be offset by charges that may apply to the Contractor under this agreement. Such charges include but are not limited to, charges for liquidated damages and/or substitute performance in accordance with the Contract Documents.

6. PREVAILING WAGES. In accordance with California Labor Code Section 1771, not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the Work is to be performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed as provided in the California Labor Code must be paid to all workers engaged in performing the Work. In accordance with California Labor Code Section 1770 and following, the Director of Industrial Relations has determined the general prevailing wage per diem rates for the locality in which the Work is to be performed. In accordance with California Labor Code Section 1773, the District has obtained the general prevailing rate of per diem wages and the general rate for holiday and overtime work in the locality in which the Work is to be performed for each craft, classification or type of worker needed to perform the project. In accordance with California Labor Code Section 1773.2, copies of the prevailing rate of per diem wages are on file at the office of Coastland Civil Engineering and will be made available on request. Throughout the performance of the Work the Contractor must comply with all provisions of the Contract Documents and all applicable laws and regulations that apply to wages earned in performance of the Work.

7. THE CONTRACT DOCUMENTS. This agreement consists of the following documents ("Contract Documents"), all of which are incorporated into and made a part of this agreement as if set forth in full. In the event of a conflict between or among the Contract Documents, precedence will be in the following order:
 - 7.1 This agreement and change orders and other amendments to this agreement signed by authorized representatives of the District and the Contractor.

 - 7.2 The General Provisions and change orders and other amendments to the General Conditions signed by authorized representatives of the District and the Contractor.

- 7.3 The Special Provisions, addenda to the Special Provisions signed by authorized representatives of the District and issued prior to bid opening, Equal Product Proposals accepted by the District and signed by authorized District representatives prior to bid opening, and change orders and other amendments to the Technical Specifications signed by authorized representatives of the District and the Contractor.
- 7.4 The Project Plans, addenda to the Project Plans signed by authorized representatives of the District and issued prior to bid opening, Equal Product Proposals accepted by the District and signed by authorized District representatives prior to bid opening, and change orders and other amendments to the Project Plans signed by authorized representatives of the District and the Contractor.
- 7.5 Notice Inviting Bids.
- 7.6 Instructions to Bidders.
- 7.7 The successful bidder's completed Proposal Form and Bidder's Sheet.
- 7.8 The successful bidder's completed Contractor License Information.
- 7.9 The successful bidder's completed List of Proposed Subcontractors.
- 7.10 The successful bidder's Workers Compensation Insurance Certification.
- 7.11 The successful bidder's completed Non-Collusion Declaration.
- 7.12 The successful bidder's Debarment Certification.
- 7.13 The successful bidder's completed Certificates of Insurance and Endorsements.
- 7.14 The successful bidder's executed Performance Bond.
- 7.15 The successful bidder's executed Payment Bond.
- 7.16 Executed Escrow for Deposit Agreement, if applicable.
- 7.17 Change Order Form.
- 7.18 The Maintenance Bond form included in the bid package that the Contractor must execute prior to release of final payment under the Contract.
- 7.19 The successful bidder's Qualification Statement, if any.
- 7.20 The successful bidder's signed Signature Form.

8. PROVISIONS INCORPORATED BY REFERENCE. Provisions or parts of provisions that are incorporated by reference and not set forth at length in any of the Contract Documents will only form a part of this Agreement to the extent the Contract Documents expressly make such provisions or parts of provisions a part of this Agreement. For example, published public works

agreement provisions, such as those of the State of California Department of Transportation Standard Specifications (known as the Standard Specifications) are only a part of this Agreement to the extent expressly incorporated in this Agreement by section number, and references in the Standard Specifications incorporated by reference to other Standard Specifications do not make such other Standard Specifications a part of this Agreement. When such published provisions are made a part of this Agreement, references in the published provisions to other entities, such as the State, the Agency, or similar references, will be deemed references to the District as the context of this Agreement may require.

- 9. INTERPRETATION OF CONTRACT DOCUMENTS. Any question concerning the intent or meaning of any provision of the Contract Documents, including, but not limited to, the Technical Specifications or Project Plans, must be submitted to the District, for issuance of an interpretation and/or decision by an authorized District representative in accordance with the requirements of the Contract Documents. Interpretations or decisions by any other person concerning the Contract Documents will not be binding on the District. The decision of an authorized District representative shall be final.

- 10. ASSIGNMENT PROHIBITED. The Contractor may not assign part or all of this agreement, or any moneys due or to become under this agreement, or any other right or interest of the Contractor under this agreement, or delegate any obligation or duty of the Contractor under this agreement without the prior written approval of an official authorized to bind the District and an authorized representative of Contractor's surety or sureties. Any such purported assignment or delegation without such written approval on behalf of the District and the Contractor's sureties will be void and a material breach of this agreement subject to all available remedies under this agreement and at law and equity.

- 11. CERTIFICATION RE CONTRACTOR'S LICENSE. By signing this Agreement the Contractor certifies that the Contractor holds a valid Type A license issued by the California State Contractors Licensing Board, and that the Contractor understands that failure to maintain its license in good standing throughout the performance of the Work may result in discipline and/or other penalties pursuant to the California Business and Professions Code, and may constitute a material breach of this agreement subject to all available remedies under this agreement and at law and equity.

- 12. SEVERABILITY. If any term or provision or portion of a term or provision of this Agreement is declared invalid or unenforceable by any court of lawful jurisdiction, then the remaining terms and provisions or portions of terms or provisions will not be affected thereby and will remain in full force and effect.

Executed on _____, _____, by

CONTRACTOR

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

By: _____

By: _____

Title: _____

Title: President, Board of Directors

[Attach Notary Page]

Attest:

By: _____

Title: Clerk of the Board

PERFORMANCE BOND

(NOTE: Bidders must use this form, use of any other bond form may render a bid non-responsive)

KNOW ALL MEN BY THESE PRESENTS:

WHEREAS the Board of Directors of the Hidden Valley Lake Community Services District has awarded to _____ (designated as the “PRINCIPAL”) a contract for the **NORTH SHORE COURT SEWER REHABILITATION**, which contract and all of the contract documents as defined therein (designated as the “Contract”) are hereby made a part hereof; and

WHEREAS, said PRINCIPAL is required under the terms of the Contract to furnish a bond for the faithful performance of the Contract;

NOW, THEREFORE, WE, the PRINCIPAL and _____ as surety (designated as “SURETY”), an admitted surety insurer authorized to do business in the State of California, are held and firmly bound unto the District (designated as “OBLIGEE”), in the penal sum of _____ dollars (\$ _____), lawful money of the United States for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, and administrators, and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that, if the above bound PRINCIPAL, his or its heirs, executors, administrators, successors, or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and agreements in the Contract and any alteration thereof made as therein provided, on his or their part to be kept and performed at the time and in the manner therein specified and in all respects according to their true intent and meaning, and shall defend, indemnify and save harmless the OBLIGEE, it’s officials, officers, employees, volunteers and agents, as therein stipulated, then this obligation shall become null and void, otherwise it shall be and remain in full force and virtue.

And the said SURETY, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract or to the work to be performed thereunder or to the specifications or the plans accompanying the same or to any other part of the contract documents, as defined therein, shall in any way affect said SURETY’s obligation on this bond, and the SURETY does hereby waive notice of any such change, extension of time, alteration or addition.

And the said SURETY, for value received, hereby stipulates and agrees that upon termination of the Contract for cause, the OBLIGEE reserves the right to refuse tender of the PRINCIPAL by the SURETY to complete the Contract work.

IN WITNESS WHEREOF, the above-bound parties have executed this instrument under their several seals this _____ day of _____, _____, the name and corporate seals of each corporate party being hereto affixed and these presents duly signed by their undersigned representatives, pursuant to authority of their governing bodies.

(Corporate Seal) PRINCIPAL _____

By _____

(Acknowledgment) Title _____

(Corporate Seal) SURETY _____

By _____
(Attorneys-in-fact)

(Acknowledgment) Title _____

(NOTE TO SURETY COMPANY: A certified copy of unrevoked resolution of authority for the attorney-in-fact must be submitted with and attached to the executed bond.)

PAYMENT/LABOR AND MATERIALS BOND

(NOTE: Bidders must use this form, use of any other bond form may render a bid non-responsive)

KNOW ALL MEN BY THESE PRESENTS:

WHEREAS the Board of Directors of the Hidden Valley Lake Community Services District has awarded to _____ (designated as the "PRINCIPAL") a contract for the **NORTH SHORE COURT SEWER REHABILITATION**, which contract and all of the contract documents as defined therein (designated as the "Contract") are hereby made a part hereof; and

WHEREAS, pursuant to California Civil Code Section 9550, the PRINCIPAL is required, before entering upon the performance of the Contract, to file a payment bond with and have such bond approved by the officer or public entity by whom the Contract is awarded; and

WHEREAS, pursuant to California Civil Code Section 9554, such payment bond must be in a sum not less than one hundred percent (100%) of the total amount payable by the terms of the Contract, and must satisfy the other requirements specified in that section; and

WHEREAS, the PRINCIPAL is required in accordance with the Contract to furnish a payment bond in connection with the Contract to secure payment of claims of laborers, mechanics and materialmen employed on work under the Contract in accordance with applicable law;

NOW, THEREFORE, THESE PRESENTS WITNESSETH:

That the PRINCIPAL and the undersigned _____, as surety (designated as "SURETY"), an admitted surety insurer authorized to do business in the State of California are held and firmly bound unto all laborers, material men, and all other persons named in California Civil Code Section 9100 in the sum of _____ Dollars (\$ _____), lawful money of the United States, being a sum not less than one hundred percent of the total amount payable by the terms of the Contract, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, or assigns, jointly and severally, by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that if the PRINCIPAL or any of the PRINCIPAL's subcontractors, or the heirs, executors, administrators, successors, or assigns of any, all, or either of them, shall fail to pay any persons named in California Civil Code Section 9100, or fail to pay for any labor, materials, provisions, provender, or other supplies used in, upon, for or about the performance of the work contracted to be done, or for any work or labor thereon of any kind, or fail to pay amounts due under the Unemployment Insurance Code with respect to such work or labor, or fail to pay for any amounts required to be deducted, withheld, and paid over to the Employment Development Department from the wages of employees of the PRINCIPAL or any subcontractors of the PRINCIPAL pursuant to Section 13020 of the Unemployment Insurance Code with respect to such work or labor, that the SURETY will pay for the same in an amount not exceeding the amount herein above set forth, and also, in case suit is brought upon this bond, will pay a reasonable attorney's fee to be awarded and fixed by the Court; otherwise this obligation shall be void.

It is hereby expressly stipulated and agreed by the said Surety, for value received, that this bond shall inure to the benefit of any and all of the persons named in Section 9100 of the California Civil Code so as to give a right of action to them or their assigns in any suit brought upon this bond.

It is hereby further expressly stipulated and agreed by the said Surety, for value received, that no change, extension of time, alteration or addition to the terms of the Contract or the specifications or drawings accompanying the same or to any other part of the contract documents, as defined therein, shall in any manner affect the obligations of the SURETY on this bond, and SURETY does hereby waive notice of any such change, extension, alteration, or addition.

IN WITNESS WHEREOF, the above-bound parties have executed this instrument under their several seals this _____ day of _____, _____, the name and corporate seals of each corporate party being hereto affixed and these presents duly signed by their undersigned representatives, pursuant to authority of their governing bodies.

(Corporate Seal) PRINCIPAL _____

By _____

(Acknowledgment) Title _____

(Corporate Seal) SURETY _____

By _____
(Attorneys-in-fact)

(Acknowledgment) Title _____

(NOTE TO SURETY COMPANY: A certified copy of unrevoked resolution of authority for the attorney-in-fact must be submitted with and attached to the executed bond.)

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

19400 Hartmann Rd., Hidden Valley Lake, CA 95467

ORDER NO
DATE
STATE California
COUNTY Lake

CONTRACT CHANGE ORDER

CONTRACT FOR NORTH SHORE COURT SEWER REHABILITATION

CONTRACT NO:

OWNER: Hidden Valley Lake Community Services District

CONTRACTOR:

CURRENT CONTRACT PRICE:

CURRENT CONTRACT TIME OF COMPLETION:

CURRENT NO. WORKING DAYS

TO:

(Contractor)

You are hereby requested to comply with the following changes from to the contract plans, specifications, or other contract documents:

Description of Changes (Supplemental Plans and Specifications Attached)	DECREASE in Contract Price	INCREASE In Contract Price
1)		
TOTALS	\$ -	\$ -
NET CHANGE IN CONTRACT PRICE		\$ 0.00

JUSTIFICATION:

The amount of the Contract will be (Decreased) (Increased) By The Sum Of:

\$ -

The Contract Total Including this and previous Change Orders Will Be:

The Contract Period Provided for Completion Will Be (Increased) (Decreased) (Unchanged): _____ Days
Contract
Completion Date

Upon execution by representatives authorized to bind the parties, this Change Order will become a part of the contract. The consideration specified in this Change Order (whether an adjustment of the contract price, an adjustment of time, and/or other consideration) is the full and sole compensation owed to the contractor as a result of the changes and issues described in this Change Order. Such consideration includes, but is not limited to, any and all direct and indirect costs incurred by the contractor as a result of the changes and issues described in this Change Order for any labor, equipment, materials, overhead (additional, extended, field and home office), profit, or time adjustments. By signing this Change Order the contractor waives and releases the owner from any and all claims for additional compensation concerning any of the changes and issues specified in this Change Order.

The undersigned, being the _____ (Title) of the Contractor, by signing this Changer Order declares under penalty of perjury under the laws of the State of California, and does personally certify and attest that: the undersigned has thoroughly reviewed the attached request for change order and knows its contents, and said request for change order is made in good faith; that it is supported by truthful and accurate data; that the amount requested and the additional time requested accurately reflect the allowable expenses that would be incurred, and the time necessary, to perform the change order; and further, that the undersigned is familiar with California Penal Code Section 72 and California Government Code Section 12650 et seq., pertaining to false claims, and further knows and understands that the submission or certification of a false claim may lead to fines, imprisonment, or other severe legal consequences.

Requested _____ (Owner) (Date)

Recommended _____ (Owner's Architect/Engineer) (Date)

Accepted _____ (Contractor) (Date)

Approved by Agency _____ (Name and Title) (Date)

925984

MAINTENANCE BOND

(NOTE: Bidders must use this form, use of any other bond form may render a bid non-responsive)

KNOW ALL MEN BY THESE PRESENTS:

WHEREAS the Board of Directors of the Hidden Valley Lake Community Services District has awarded to _____ (designated as the "PRINCIPAL") a contract for the **NORTH SHORE COURT SEWER REHABILITATION** which contract and all of the contract documents as defined therein (designated as the "Contract") are hereby made a part hereof; and

WHEREAS, the PRINCIPAL is required under the terms of the Contract to furnish a bond for the correction of any defects due to defective materials or workmanship in the work performed under the Contract.

NOW, THEREFORE, we the PRINCIPAL and the undersigned _____, as surety (designated as "SURETY"), an admitted surety insurer authorized to do business in the State of California, are held and firmly bound unto the Hidden Valley Lake Community Services District, (designated as the "OBLIGEE"), in the penal sum of _____ Dollars (\$_____), lawful money of the United States, being a sum not less than ten percent (10%) of the final Contract price, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH that if, during a maintenance period of one (1) year from the date of acceptance by the OBLIGEE of the contracted work, the PRINCIPAL upon receiving written notice of a need for repairs which are directly attributable to defective materials or workmanship, shall diligently take the necessary steps to correct said defects within seven (7) days from the date of said notice, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

If any action shall be brought by the OBLIGEE upon this bond, a reasonable attorney's fee, to be fixed by the Court, shall be and become a part of OBLIGEE's judgment in any such action.

No right of action shall accrue on this bond to, or for the use of, any person or corporation other than the OBLIGEE named herein or the heirs, executors, administrator or successor of the OBLIGEE.

IN WITNESS WHEREOF, the above bound parties have executed this instrument under their seals this _____ day of _____, the name and corporate seals of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

(Corporate Seal) PRINCIPAL _____

By _____

(Acknowledgment) Title _____

(Corporate Seal)

SURETY _____

By _____
(Attorneys-in-fact)

(Acknowledgment)

Title _____

(NOTE TO SURETY COMPANY: A certified copy of unrevoked resolution of authority for the attorney-in-fact must be submitted with and attached to the executed bond.)

**ESCROW AGREEMENT FOR
SECURITY DEPOSITS IN LIEU OF RETENTION**

This Escrow Agreement is made and entered into by and between the Hidden Valley Lake Community Services District, whose address is 19400 Hartmann Rd., Hidden Valley Lake, California 945467 hereinafter called "District", and _____, hereinafter called "Contractor", whose address is _____ and _____, whose address is _____, hereinafter called "Escrow Agent"

For consideration hereinafter set forth, the District, Contractor, and Escrow Agent agree as follows:

1. Pursuant to Section 22300 of the Public Contract Code of the State of California, Contractor has the option to deposit securities with Escrow Agent as a substitute for retention earnings required to be withheld by District pursuant to the Construction Contract entered into between the District and Contractor for the project entitled **NORTH SHORE COURT SEWER REHABILITATION** in the amount of _____ dated _____ (hereinafter referred to as the "Contract"). Alternatively, on written request of the Contractor, the District shall make payments of the retention earnings directly to the Escrow Agent. When Contractor deposits the securities as substitute for Contract earnings, the Escrow Agent shall notify the District within 10 days of the deposit. The market value of the securities at the time of the substitution shall be at least equal to the cash amount then required to be withheld as retention under the terms of the Contract between the District and Contractor. Securities shall be held in the name of _____ and shall designate the Contractor as the beneficial owner.
2. The District shall make progress payments to the Contractor for such funds which otherwise would be withheld from progress payments pursuant to the Contract provisions, provided that the Escrow Agent holds securities in the form and amount specified above.
3. When the District makes payment of retentions earned directly to the Escrow Agent, the Escrow Agent shall hold them for the benefit of the Contractor until such time as the escrow created under this contract is terminated. The Contractor may direct the investments of the payments into securities. All terms and conditions of this agreement and the rights and responsibilities of the parties shall be equally applicable and binding when the District pays the escrow agent directly.
4. Contractor shall be responsible for paying all fees for the expenses incurred by Escrow Agent in administering the Escrow Account and all expenses of the District. These expenses and payment terms shall be determined by the District, Contractor and Escrow Agent.
5. The interest earned on the securities or the money market accounts held in escrow and all interest earned on that interest shall be for the sole account of the Contractor and shall be subject to withdrawal by Contractor at any time and from time to time without notice to the District.
6. Contractor shall have the right to withdraw all or any part of the principal in the Escrow Account only by written notice to Escrow Agent accompanied by written authorization from District to the Escrow Agent that District consents to the withdrawal of the amount sought to be withdrawn by Contractor.
7. The District shall have a right to draw upon the securities in the event of default by the Contractor. Upon seven day's written notice to the Escrow Agent from the District of the default, the Escrow Agent shall immediately convert the securities to cash and shall distribute the cash as instructed by the District.

8. Upon receipt of written notification from the District certifying that the Contract is final and complete, and that the Contractor has complied with all requirements and procedures applicable to the Contract, Escrow Agent shall release to Contractor all securities and interest on deposit less escrow fees and charges of the Escrow Account. The escrow shall be closed immediately upon disbursement of all monies and securities on deposit and payments of fees and charges.
9. Escrow Agent shall rely on the written notifications from the District and the Contractor pursuant to Sections (4) to (6) inclusive, of this agreement and the District and Contractor shall hold Escrow Agent harmless from Escrow Agent's release and disbursement of the securities and interest as set forth above.
10. The names of the persons who are authorized to give written notice or to receive written notice on behalf of the District and on behalf of Contractor in connection with the foregoing, and exemplars of their respective signatures, are as follows:

On behalf of District:

Title: _____

Name: _____

On Behalf of Contractor:

Title: _____

Name: _____

On behalf of Escrow Agent:

Title

Name

Signature

Address

At the time the Escrow Account is opened, the District and Contractor shall deliver to the Escrow Agent a fully executed counterpart of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement by their proper officers on the date first set forth above.

District:

Contractor:

Title

Title

Name

Name

Signature

Signature

Address

Address

GENERAL PROVISIONS

SECTION 1 DEFINITIONS

The following terms as used in any agreement of which these General Provisions are a part are defined as follows:

- 1-1.01 Agreement:** The agreement between the District and Contractor concerning the Project, as evidenced by and comprised of the Contract Documents.
- 1-1.02 Base:** A layer of specified material of planned thickness placed immediately below the pavement or surfacing.
- 1-1.03 Base Material:** The material in excavation or embankments underlying the lowest layer of subbase, base, pavement, surfacing or other specified layer which is to be placed.
- 1-1.04 Bid Package:** All of the documents listed as comprising the entire Bid Package as specified in the Instructions to Bidders and representing the full set of documents made available to bidders on the Project.
- 1-1.05 Bridge:** Any structure, with a bridge number, which carries a utility facility, or railroad, highway, pedestrian or other traffic, over a water course or over or under or around any obstruction.
- 1-1.06 Caltrans:** The Department of Transportation of the State of California, as created by law.
- 1-1.07 Change Order:** Amendment to the Agreement, the Project Plans, Technical Specifications or other Contract Documents in accordance with Section 3, Control of Work and Material and Changes in Work, of the General Provisions.
- 1-1.08 District:** Hidden Valley Lake Community Services District.
- 1-1.09 Conduit:** A pipe or tube in which smaller pipes, tubes or electrical conductors are inserted or are to be inserted.
- 1-1.10 Contract Documents:** All those documents listed in the Project agreement as comprising the entire agreement between the District and the Contractor.
- 1-1.11 Contractor:** The successful bidder for the Project and party to the Project agreement with the District as specified in the Project agreement.

- 1-1.12 Culvert:** Any structure, other than a bridge, which provides an opening under a roadway for drainage or other purposes.
- 1-1.13 Days:** Unless otherwise specified in the Contract Documents, days mean working days.
- 1-1.14 Designer:** The person or persons so specified on the Technical Specifications and/or Project Plans.
- 1-1.15 Detour:** A temporary route for traffic around a closed portion of a road.
- 1-1.16 Divided Highway:** A highway with separated traveled ways for traffic, generally in opposite directions.
- 1-1.17 Engineer:** The District's authorized representative for administration and overall management of the Project agreement and Work. The Engineer is the official point of contact between the District and the Contractor.
- 1-1.18 Frontage Road:** A local street or road auxiliary to and located generally on the side of an arterial highway for service to abutting property and adjacent areas and for control of access.
- 1-1.19 Grading Plane:** The surface of the basement material upon which the lowest layer of subbase, base, pavement, surfacing or other specified layer is placed.
- 1-1.20 Highway:** The whole right of way or area which is reserved for and secured for use in constructing the roadway and its appurtenances.
- 1-1.21 Laboratory:** The established laboratory of the Materials and Research Department of the Department of Transportation of the State of California or laboratories authorized by the Engineer to test materials involved in the contract.
- 1-1.22 Manual on Uniform Traffic Control Devices:** The latest edition of the California Manual on Uniform Traffic Control Devices.
- 1-1.23 Median:** That portion of a divided highway separating the traveled ways for traffic in opposite directions including inside shoulders.
- 1-1.24 Office of Structure Design:** The Offices of Structure Design of the Department of Transportation. When the specifications require working drawings to be submitted to the Offices of Structure Design, the drawings shall be submitted to: Offices of Structure Design, Documents Unit, Mail Station 9-4/4I, 1801 30th Street, Sacramento, CA 95816, Telephone (916) 227-8252.
- 1-1.25 Pavement:** The uppermost layer of material placed on the traveled way or shoulders. This term is used interchangeably with surfacing.

- 1-1.26 Processing:** Any operation or operations of whatever nature and extent required to produce a specified material.
- 1-1.27 Project:** The **Wastewater Treatment Plant Access Road & Pond Levee Repairs** as described in the Technical Specifications and Project Plans.
- 1-1.28 Project Inspector:** The party or parties charged by the District with inspecting the Work for compliance with the requirements of the Contract Documents and applicable laws and regulations. The Project Inspector acts under the direction of the District and shall coordinate with the District as directed by the District in accordance with the Contract Documents.
- 1-1.29 Project Plans:** The primarily graphic detailed requirements concerning the Project contained in the Bid Package and any addenda to the Project Plans signed by authorized District representatives and issued prior to bid opening, Equal Product Proposals accepted by the District and signed by authorized District representatives prior to bid opening, and change orders and other amendments to the Project Plans signed by authorized representatives of the District and the Contractor in accordance with the requirements of the Contract Documents.
- 1-1.30 Roadbed:** The roadbed is that area between the intersection of the upper surface of the roadway and the side slopes or curb lines. The roadbed rises in elevation as each increment or layer of subbase, base, surfacing or payment is placed. Where the medians are so wide as to include areas of undisturbed land, a divided highway is considered as including 2 separate roadbeds.
- 1-1.31 Roadway:** That portion of the highway included between the outside lines of sidewalks, or curbs, slopes, ditches, channels, waterways, and including all the appertaining structures, and other features necessary to proper drainage and protection.
- 1-1.32 Shoulders:** The portion of the roadway contiguous with the traveled way for accommodation of stopped vehicles, for emergency use, and for lateral support of base and surface courses.
- 1-1.33 Special Provisions:** The special provisions set forth conditions or requirements peculiar to the Work and supplementary to the General Provisions.
- 1-1.34 Standard Specifications:** The directions, provisions and requirements contained in the Caltrans Specifications.
- 1-1.35 Subbase:** A layer of specified material of planned thickness between a base and the basement material.
- 1-1.36 Subcontractor:** A person, firm or corporation that is obligated as a party to a contract with the Contractor to perform part of the Project work. For purposes of

these General Provisions Subcontractors include, but are not limited to, those that are obligated as parties to a contract with the Contractor to specially fabricate and install a portion of the Project Work according to the Technical Specifications and/or Project Plans.

1-1.37 Subgrade: That portion of the roadbed on which pavement, surfacing, base, subbase, or a layer of any other material is placed.

1-1.38 Substructure: All that part of the bridge below the bridge seats, tops of piers, haunches of rigid frames, or below the spring lines of arches. Backwalls and parapets of abutments and wingwalls of bridges shall be considered as parts of the substructure.

1-1.39 Superstructure: All that part of the bridge except the bridge substructure.

1-1.40 Surfacing: The uppermost layer of material placed on the traveled way, or shoulders. This term is used interchangeably with pavement.

1-1.41 Technical Specifications: The detailed Project requirements contained in the Bid Package and any addenda to the Technical Specifications signed by authorized District representatives and issued prior to bid opening, Equal Product Proposals accepted by the District and signed by authorized District representatives prior to bid opening, and change orders and other amendments to the Technical Specifications signed by authorized representatives of the District and the Contractor in accordance with the requirements of the Contract Documents.

1-1.42 Traffic Lane: That portion of a traveled way for the movement of a single line of vehicles.

1-1.43 Traveled Way: That portion of the roadway for the movement of vehicles, exclusive of the shoulders.

1-1.44 Work: The furnishing of all equipment, tools, apparatus, facilities, material, labor and skill necessary to perform and complete in a good and workmanlike manner the Project as shown in the Technical Specifications and Project Plans in accordance with the Contract Documents and applicable law.

1-1.45 Written Notice: Will be deemed to have been duly served for purposes of these General Provisions and any agreement of which they are a part if delivered in person to the individual or to a member of the firm or to any office of the corporation for whom the notice is intended, or if sent by registered or certified mail to the last known business address known to the party giving notice. Unless otherwise specified in the Contract Documents, the last known address of the Contractor shall be that listed in the Contractor's completed Proposal and Schedule of Bid Prices.

SECTION 2

SCOPE OF WORK

2-1.01 Documents Furnished by District. The District will furnish to the Contractor, free of charge three (3) sets of prints of the Project Plans and Technical Specifications for execution of the Work. Throughout the performance of the Work the Contractor must keep one copy of the Project Plans and Technical Specifications in good order and available for review by the Engineer, the Designer, and any other District contractors or representatives.

2-1.02 Ownership of Documents Furnished by District. All documents furnished by the District, including, but not limited to, the Technical Specifications, Project Plans, and any copies, are the property of the District. Documents furnished by the District may not to be used on any other work. All documents furnished by the District must be returned to District upon completion of the Work.

2-1.03 Technical Specifications and Project Plans.

- a. The Technical Specifications and Project Plans are complementary and intended to mutually describe the Work necessary to complete the Project in accordance with the Contract Documents.
- b. In general, the Project Plans indicate dimensions, position and kind of construction, and the Technical Specifications indicate qualities and methods. Any Work indicated on the Project Plans and not mentioned in the Technical Specifications or vice versa must be furnished as though fully set forth in both. Work that is not particularly detailed, marked or specified shall be the same as similar Work that is detailed, marked or specified. The Contractor must furnish items necessary for the operation of equipment depicted in the Project Plans or specified in the Technical Specifications that are suitable to allow such equipment to function properly at no extra charge.
- c. The Contractor must notify the Engineer as soon as possible of any apparent errors or inconsistencies, including, but not limited to, typographical or notational errors in the Project Plans, Technical Specifications, and/or in work done by others affecting the Work. The Engineer will issue instructions concerning any such apparent errors or inconsistencies. If the Contractor proceeds with Work impacted by apparent errors or inconsistencies without instructions from the Engineer, the Contractor shall do so at its sole risk and shall have all of the obligations and the District shall have all of the rights and remedies specified in Section 9 concerning any resulting damage or defect.
- d. The General Provisions apply with equal force to all of the Work, including extra work authorized by the Engineer in accordance with the Contract Documents. The Contractor must submit any required shop diagrams and/or

drawings by the times and in the quantities indicated in the Technical Specifications. Any such shop diagrams and/or drawings must show completely the Work to be done, expanding on the Project Plans concerning details not previously shown, field conditions and the condition of the Work. Engineer review of such shop diagrams and/or drawings will concern conformance with the requirements of the Contract Documents only. The Engineer assumes no responsibility for the correctness or accuracy of the dimensions or any other contents of any shop diagrams and/or drawings submitted by the Contractor. The Contractor must check all dimensions at the Work site. Shop diagrams and/or drawings must be clearly marked with the name of the Project and the name of the Contractor, subcontractor or supplier making the submittal, and must be stamped and signed by the Contractor and submitted under a signed transmittal letter from the Contractor certifying that all dimensions have been checked at the Work site. These requirements are mandatory. The Engineer will not review shop diagrams and/or drawings that do not satisfy these requirements. The Contractor will be responsible for any and all discrepancies between dimensions of the actual Project site and/or Work and those shown on shop diagram and/or drawings submitted by the Contractor, and for any other errors contained in or resulting from such shop diagrams and/or drawings, including, but not limited to, errors in material and/or equipment quantities and any resulting errors, delays or additional cost in the performance of the Work. The Contractor will have all of the obligations and the District will have all of the rights and remedies that are specified in Section 9, Remedies and Disputes, concerning any discrepancies or errors in shop diagrams and/or drawings submitted by the Contractor, and concerning any resulting errors, delays or additional costs in the performance of the Work.

2-1.04 Pre-Construction Conference. Prior to the issuance of the Notice to Proceed, a pre-construction conference will be held at the Office of the District for the purpose of discussing with the Contractor the scope of work, Contract drawings, specifications, existing conditions, materials to be ordered, equipment to be used, and all essential matters pertaining to the prosecution of and the satisfactory completion of the project as required. The Contractor's representative at this conference shall include all major superintendents for the work and may include major subcontractors.

SECTION 3

CONTROL OF WORK AND MATERIAL AND CHANGES IN THE WORK

3-1.01 Engineer's Status. The Engineer will administer the Project in accordance with the Contract Documents. After execution of the agreement and issuance of the Notice to Proceed, all correspondence and/or instructions concerning the Project between the Contractor and/or District shall be forwarded through the Engineer. Except as otherwise provided in the Contract Documents, the Engineer will not be responsible for and will not have control or charge of construction means, methods, techniques, or procedures or for safety precautions in connection with the Work. The Engineer, however, will have authority to reject materials and/or workmanship that do not conform to the requirements of the Contract Documents. The Engineer will also have the authority to require inspection or testing of the Work.

3-1.02 Designer's Status. The Designer will advise the Engineer concerning decisions on all claims of the Contractor and all other matters relating to the execution and progress of the Work or the interpretation of the Contract Documents. The Designer will also advise the Engineer concerning Work that does not conform to the Contract Documents. Whenever, in the Designer's opinion, it is necessary or advisable in accordance with the Contract Documents, the Designer may recommend to the Engineer inspection or testing of the Work, whether or not such Work is then fabricated, installed or completed.

3-1.03 Inspection and Testing of Work and Material.

- a. The District, the Engineer, the Designer and their representatives will have access to the Work at all times wherever it is in preparation or progress. The Contractor must provide proper facilities for such access and for inspection. The Contractor shall furnish the Engineer a list of the Contractor's sources of materials and the locations at which those materials will be available for inspection. The list shall be furnished to the Engineer in sufficient time to permit inspecting and testing of materials to be furnished from the listed sources in advance of their use. Within three (3) business days of receipt of the list, the Engineer may inspect, sample or test materials at the source of supply or other locations, but the inspection, sampling or testing will not be undertaken until the Engineer is assured by the Contractor of the cooperation and assistance of both the Contractor and the supplier of the material. The Contractor shall assure that the Engineer or the Engineer's authorized representative has free access at all times to the material to be inspected, sampled or tested. Adequate facilities shall be furnished free of charge to make the necessary inspection. The District assumes no obligation to inspect materials at the source of supply. It is understood that the inspections and tests if made at any point other than the point of incorporation in the Work in no way shall be considered as a guaranty

of acceptance of the material nor of continued acceptance of material presumed to be similar to that upon which inspections and tests have been made, and that inspection and testing performed by the District shall not relieve the Contractor or the Contractor's suppliers of responsibility for quality control.

- b. The Contractor must inspect all materials as delivered and promptly return all defective materials without waiting for their rejection by the Designer or Engineer. The Contractor shall be responsible for controlling the quality of the material entering the Work and of the Work performed, and shall perform testing as necessary to ensure control. The test methods used for quality control testing shall be as determined by the Contractor and this Agreement. The results of the testing shall be made available to the Engineer upon request. These tests are for the Contractor's use in controlling the Work and will not be accepted for use as acceptance tests. Full compensation for performing quality control tests and making the results available to the Engineer shall be considered as included in the Contract Prices and no additional compensation will be allowed therefore.
- c. If the Engineer, the Technical Specifications, or any laws, ordinances, or any public authority require any Work to be tested or approved, the Contractor must give the Engineer timely notice of the Contractor's readiness for inspection. Inspections will be promptly made, and where practicable, at the source of supply. Any work subject to such testing that is covered up without timely notice to the Engineer or without the approval or consent of the Engineer must, if required by the Engineer, be uncovered for examination at the Contractor's expense. The Contractor will have all of the obligations and the District will have all of the rights and remedies that are specified in Section 9 concerning any work subject to testing that is covered up without timely notice to the Engineer and that is not uncovered for examination at the Contractor's expense if required by the Engineer.
- d. Tests of materials or qualification tests required by the Contract Documents must be made in accordance with the Technical Specifications and the requirements of the California Building Standards Code, where applicable, as adopted by the District, and other applicable law. Copies of all testing reports shall be distributed as required in the Technical Specifications. The laboratory or inspection agency shall be selected by the District. The District will pay for all laboratory inspection service direct, and not as a part of the contract. Materials of construction, particularly those upon which the strength and durability of the structure may depend, shall be subject to inspection and testing to establish conformance with specifications and suitability for uses intended.
- e. The District or its representatives may order re-examination of questioned Work. If ordered to do so, the Contractor must uncover such Work. If such Work is found to be according to the Contract Documents, the District shall pay the cost of uncovering and restoring the Work, unless such Work was subject to testing and covered up without timely notice to or approval of the Engineer.

If re-examined Work is found not in accordance with the Contract Documents, the Contractor must pay the cost of uncovering and restoring the Work. The Contractor will have all of the obligations and the District will have all of the rights and remedies that are specified in Section 9 concerning any re-examined Work not in accordance with the Contract Documents that the Contractor fails to uncover and restore at the Contractor's expense.

- f. The Contractor must replace or correct without charge any material or workmanship found not to conform to the requirements of the Contract Documents, unless the District consents to accept such material or workmanship with an appropriate adjustment in the Contract Price. The Contractor must promptly segregate and remove non-conforming material from the Work site. The Contractor will have all of the obligations and the District will have all of the rights and remedies that are specified in Section 9 concerning any failure by the Contractor to replace or correct without charge any material or workmanship that does not conform to the requirements of the Contract Documents and that the District has not consented to accept.
- g. Any work done beyond the lines and grades shown on the Project Plans or established by the Engineer, or any extra work done without written authority will be considered as unauthorized work and will not be paid for. Upon order of the Engineer unauthorized work shall be remedied, removed or replaced at the Contractor's expense.
- h. The inspection of the Work or materials shall not relieve the Contractor of any of the Contractor's obligations to fulfill the Agreement. Work and materials not meeting Agreement requirements shall be made good, and unsuitable Work or materials may be rejected, notwithstanding that the Work or materials have been previously inspected by the Engineer or that payment therefore has been given.
- i. Unless otherwise specified, all tests shall be performed in accordance with the methods used by Caltrans and shall be made by the Engineer or the Engineer's designated representative.
- j. The District has developed methods for testing the quality of materials and work. These methods are identified by number and are referred to in the Technical Specifications as California Tests. Copies of individual California Tests are available at the Transportation Laboratory, Sacramento, California, and will be furnished to interested persons upon request.
- k. Whenever the specifications require compliance with specified values for the following properties, tests will be made by the California Test indicated unless otherwise specified:

Properties	California Test
Relative Compaction	216 or 231
Sand Equivalent	217
Resistance (R-value)	301
Grading (Sieve Analysis)	202
Durability Index	229

- l. Whenever a reference is made in the Technical Specifications to a California Test by number, it shall mean the California Test in effect on the day the Agreement is signed on behalf of the District.
- m. Whenever the Technical Specifications provide an option between 2 or more tests, the Engineer will determine the test to be used.
- n. Whenever a reference is made in the Technical Specifications to a specification, manual or test designation either of the American Society for Testing and Materials, the American Association of State Highway and Transportation Officials, Federal Specifications or any other recognized national organization, and the number or other identification representing the year of adoption or latest revision is omitted, it shall mean the specification, manual or test designation in effect on the day the Agreement is signed on behalf of the District. Whenever the specification, manual or test designation provides for test reports (such as certified mill test reports) from the manufacturer, copies of those reports, identified as to the lot of material, shall be furnished to the Engineer. The manufacturer's test reports shall supplement the inspection, sampling and testing provisions in this Section, and shall not constitute a waiver of the District's right to inspect. When material which cannot be identified with specific test reports is proposed for use, the Engineer may, at the Engineer's discretion, select random samples from the lot for testing. Test specimens from the random samples, including those required for retest, shall be prepared in accordance with the referenced specification and furnished by the Contractor at the Contractor's expense. The number of the samples and test specimens shall be entirely at the discretion of the Engineer. Unidentified metal products, such as sheet, plate and hardware shall be subject to the requirements of Section 55-1.02A (6), "Unidentified Stock Material" of the Standard Specifications.
- o. When requested by the Engineer, the Contractor shall furnish, without charge, samples of all materials entering into the Work, and no material shall be used prior to approval by the Engineer, except as provided in Section 3-1.04, "Certificates of Compliance." Samples of material from local sources shall be taken by or in the presence of the Engineer; otherwise, such samples will not be considered for testing.

3-1.04 Certificates of Compliance.

- a. Certificates of Compliance shall be furnished prior to the use of any materials for which the Technical Specifications require that a certificate be furnished. In addition, when so authorized in the Technical Specifications, the Engineer may permit the use of certain materials or assemblies prior to sampling and testing if accompanied by a Certificate of Compliance. The certificate shall be signed by the manufacturer of the material or the manufacturer of assembled materials and shall state that the materials involved comply in all respects with the requirements of the Technical Specifications. A Certificate of Compliance shall be furnished with each lot of material delivered to the work and the lot so certified shall be clearly identified in the certificate.
- b. Materials used on the basis of a Certificate of Compliance may be sampled and tested at any time. The fact that material is used on the basis of a Certificate of Compliance shall not relieve the Contractor of responsibility for incorporating material in the Work which conforms to the requirements of the Project Plans and Technical Specifications, and any material not conforming to the requirements will be subject to rejection whether in place or not.
- c. The District reserves the right to refuse to permit the use of material on the basis of a Certificate of Compliance.
- d. The form of the Certificate of Compliance and its disposition shall be as directed by the Engineer.

3-1.05 Samples Furnished by the Contractor. The Contractor must furnish all samples for approval as directed in sufficient time to permit the Designer or Engineer to examine, approve and select samples before they are required by the progress of the Work. Portions of the Work for which samples are required and for which the Designer or Engineer has selected samples must be in accordance with such approved samples. Samples must be sent prepaid to the office of the Engineer or to such place as the Engineer may direct.

3-1.06 Materials and Substitutions.

- a. Materials used for the Work must be new and of the quality specified. When not particularly specified, materials must be the best of their class or kind. The Contractor must, if required, submit satisfactory evidence as to the kind and quality of materials.
- b. If the Contractor submitted complete information to the District for products proposed as equals in accordance with the bid package, and the District approved such products proposed as equals in writing, the Contractor may either furnish such products approved as equals, or furnish the products listed by manufacturer name, brand or model number in the Technical Specifications

or Project Plans. The District retains the right, in its sole discretion, to accept or reject any other proposed substitution. To be considered, proposals concerning products proposed as equals must include sufficient information to permit the District to determine whether the products proposed as equals will satisfy the same performance requirements as products listed by manufacturer's name, brand or model number. Such performance requirements may include, but are not limited to, size, strength, function, appearance, ease of maintenance and repair, and useful life requirements. If the District does not accept a proposed substitution, the Contractor must furnish the product specified in the Technical Specifications or Project Plans for the Contract Price, regardless of whether the product is specified by manufacturer's name, brand or model number, or otherwise.

3-1.07 Contractors Responsibility For The Work And Materials.

- a. Until the acceptance of the Work, the Contractor shall have the charge and care of the Work and of the materials to be used and shall bear the risk of injury, loss or damage to any part thereof by the action of the elements or from any other cause, whether arising from the execution or from the non-execution of the Work, except as provided in Sections 6-1.16, "Public Convenience," and 5-1.11, "Relief From Maintenance and Responsibility." The Contractor shall rebuild, repair, restore, and make good all injuries, losses or damages to any portion of the Work or the materials occasioned by any cause before its completion and acceptance and shall bear the expense thereof, except for those injuries, losses, or damages that are directly and proximately caused by acts of the Federal Government or the public enemy. Where necessary to protect the Work or materials from damage, the Contractor shall, at the Contractor's expense, provide suitable drainage of the roadway and erect those temporary structures that are necessary to protect the Work or materials from damage. The suspension of the Work from any cause whatever shall not relieve the Contractor of the responsibility for the Work and materials as herein specified. If ordered by the Engineer, the Contractor shall, at the Contractor's expense, properly store materials which have been partially paid for by the District or which have been furnished by the District. Storage by the Contractor shall be on behalf of the District and the District shall at all times be entitled to the possession of the materials, and the Contractor shall promptly return the materials to the site of the Work when requested. The Contractor shall not dispose of any of the materials so stored except on written authorization from the Engineer.
- b. During the performance of the Work, all materials must be neatly stacked, properly protected from the weather and other adverse impacts, and placed so as to avoid interference with efficient progress of the Work, with other activities of the District, or with the use of existing District facilities by the public. All materials must be delivered so as to ensure efficient and uninterrupted progress of the Work. Materials must be stored so as to cause no obstruction and so as

to prevent overloading of any portion of the Work. The Contractor will be responsible for damage or loss of materials delivered to and/or stored at the Work site due to weather or other causes. The Contractor must promptly remove from the Work site all materials rejected by the District or its representatives as failing to conform to the requirements of the Contract Documents, whether such non-conforming materials have been incorporated in the Work or not. If the District or its representatives so direct, the Contractor must promptly replace and re-execute Work performed by the Contractor and order the replacement and re-execution of Work performed by subcontractors using non-conforming materials with materials that satisfy the requirements of the Contract Documents without expense to the District. The Contractor will bear the expense of making good all Work destroyed or damaged by such removal. The Contractor will have all of the obligations and the District will have all of the rights and remedies that are specified in Section 9 concerning any failure by the Contractor to replace or re-execute Work using non-conforming materials, and/or to make good all work destroyed or damaged by such removal and/or execution.

3-1.08 Audit and Examination of Records. The District may examine and audit at no additional cost to the District all books, estimates, records, contracts, documents, bid documents, bid cost data, subcontract job cost reports and other Project related data of the Contractor, subcontractors engaged in performance of the Work, and suppliers providing supplies, equipment and other materials required for the Work, including computations and projections related to bidding, negotiating, pricing or performing the Work or contract modifications and other materials concerning the Work, including, but not limited to, Contractor daily logs, in order to evaluate the accuracy, completeness, and currency of cost, pricing, scheduling and any other project related data. The Contractor will make available all such Project related data at all reasonable times for examination, audit, or reproduction at the Contractor's business office at or near the Work site, and at any other location where such Project related data may be kept until three years after final payment under the Agreement. Pursuant to California Government Code Section 8546.7, if the amount of public funds to be expended is in excess of \$10,000, this Agreement shall be subject to the examination and audit of the State Auditor, at the request of the District, or as part of any audit of the District, for a period of three (3) years after final payment under the Agreement.

3-1.09 Advertising. No advertising signs of any kind may be displayed on the Work site, or on fences, offices or elsewhere adjacent to the Work site.

3-1.10 Project Schedule. Within 7 days of issuance of the Notice to Proceed, the Contractor must submit a schedule showing each task of Work, the sequence of each task, the number of days required to complete each task, and the critical path controlling the completion of the entire Work. The schedule must allow for the completion of the entire Work within the Time for Completion.

- a. District Review of Schedule. The District may review the Contractor's submitted schedule and may note any exceptions. The Contractor must correct any exceptions noted by the District within five (5) working days of being notified of the exceptions.
- b. Update of Schedule. After submission of a schedule to which the District has taken no exceptions, the Contractor must submit an updated schedule on a biweekly basis or as otherwise specified by the District until completion of the Work. The updated schedule must show the progress of Work as of the date specified in the updated schedule.
- c. Float. The schedule shall show early and late completion dates for each task. The number of days between these dates will be designated as "float". The Float will be designated to the Project and will be available to both the District and the Contractor as needed.
- d. Failure to Submit Schedule. If the Contractor fails to submit schedules within the time periods specified in this Section, or submit a schedule to which the District has taken uncorrected exceptions, the District may withhold payments to the Contractor until such schedules are submitted and/or corrected in accordance with the Contract Documents.
- e. Responsibility for Schedule. The Contractor will be solely and exclusively responsible for creating the schedule and properly updating it. The District may note exceptions to any schedule submitted by the Contractor. However, if the Contractor will be solely responsible for determining the proper method for addressing such exceptions and the District's review of the schedule will not place scheduling obligation on the District.

3-1.11 Construction Staking. Where the Contract Documents require, the Contractor shall employ a licensed Land Surveyor to perform construction staking. Stakes and marks will be set by the Surveyor as the Engineer determines to be necessary to establish the lines and grades required for the completion of the Work.

- a. The Contractor will be responsible for coordinating performance of the Work with the Surveyor and for all costs associated with construction staking and layout.
- b. Contractor shall provide "cutsheets" for the Engineer to review and use in checking grades. Finished grades shall be within 0.01 feet in elevation and 0.03 feet horizontal layout.
- c. Full compensation for Construction Staking shall be considered as included in the prices paid for the various items of Work involved, and no additional allowance will be made therefore.

3-1.12 Detours.

- a. The Contractor shall construct and remove detours and detour bridges for the use of public traffic as provided in the Special Provisions, or as shown on the Project plans or as directed by the Engineer. Payment for this Work will be made as set forth in the Special Provisions or at the contract prices for the items of Work involved
- b. The cost of repairing damage to detours caused by public traffic will be paid for as provided in this Section 3.
- c. When public traffic is routed through the Work, provision for a passageway through construction operations will not be considered as detour construction or detour maintenance, and this Work shall conform to and be paid for as provided in Section 6-1.16, "Public Convenience" unless otherwise specified in the Special Provisions.
- d. Detours used exclusively by the Contractor for hauling materials and equipment shall be constructed and maintained by the Contractor at the Contractor's expense.
- e. The failure or refusal of the Contractor to construct and maintain detours at the proper time shall be sufficient cause for suspending the Work until the detours are in satisfactory condition for use by public traffic.
- f. Where the Contractor's hauling is causing such damage to the detour that its maintenance in a condition satisfactory for public traffic is made difficult and unusually expensive, the Engineer shall have authority to regulate the Contractor's hauling over the detour.

3-1.13 District Directed Change Orders. The District may at any time during the progress of the Work direct any amendments to the Work or any of the Contract Documents, including, but not limited to the Technical Specifications, or Project Plans. Such amendments will in no way void the agreement, but will be applied to amend the Contract Price, if such amendments affect the Contract Price, the Project schedule, if such amendments affect the Project schedule, or any other provision of the Contract Documents based on a fair and reasonable valuation of the amendment in accordance with this Section 3.

3-1.14 Writing Requirement. Change orders and other amendments to the Technical Specifications, the Project Plans, or other Contract Documents may be made only by a writing executed by authorized representatives of the District and the Contractor.

3-1.15 Contractor Proposed Change Orders. Unless the Engineer otherwise authorizes or the District and the Contractor otherwise agree, change order proposals submitted by the Contractor must be submitted to the Engineer no later than the time of the proposed change. The Project Manager shall review the proposed change order and respond by acknowledging the contract change, supplying information and not acknowledging a change order, or recommending other action. If the Project Manager acknowledges the contract change, the Contractor shall submit a change order to the Project Manager as set forth in this Section. Each change order submitted by the Contractor shall be accompanied by the following certification executed by an officer of Contractor:

I, _____, being the _____ of _____ (Contractor), declare under penalty of perjury under the laws of the State of California, and do personally certify and attest that: I have thoroughly reviewed the attached request for change order and know its contents, and said request for change order is made in good faith; that it is supported by truthful and accurate data; that the amount requested and the additional time requested accurately reflects the allowable expenses that would be incurred, and the time necessary, to perform the change order; and further, that I am familiar with California Penal Code section 72 and California Government Code section 12650, et seq., pertaining to false claims, and further know and understand that submission or certification of a false claim may lead to fines, imprisonment, or other severe legal consequences.

3-1.16 All Change Orders. All proposed change orders must be submitted on completed Change Order forms provided in the Contract Documents. All such proposed change orders must itemize all cost impacts of the proposed change order and include a total price for that change order and the amended Contract Price that would become effective upon execution of the change order. All proposed change orders must specify any change in the Project schedule, or in any project milestone including, but not limited to, the Time for Completion, under the change order. It is understood that change orders that do not specify a change in any milestone, including, but not limited to, the Time for Completion, must be accomplished by the Time for Completion then in effect.

3-1.17 Change Order Pricing. Change order pricing for all change orders, whether, additive, deductive, or both, will be governed by the following:

- a. Prices specified in the Contract Documents will apply to cost impacts involving items for which the Contract Documents specify prices.
- b. Cost impacts involving items for which the Contract Documents do not specify prices may be paid on a lump sum basis as approved by the District.
- c. For cost impacts involving items for which the Contract Documents do not specify prices, and for which no lump sum amount has been approved by the

District, charges or credits for the Work will be paid on a time and materials basis in accordance with the following and subject to Caltrans Standard Specifications, provision 9-1.03, concerning allowable direct charges. The time and materials payment will be the sum of and limited to the direct and indirect costs for labor, materials, equipment and overhead calculated as follows:

1. Labor: The Contractor will be paid the cost of labor for the workers (including foremen when authorized by the Engineer), used in the actual and direct performance of the Work. The cost of labor utilized in performing the Work, whether the employer is the Contractor, a subcontractor or other entity engaged in the performance of the Work, will be the sum of the following:
 - Actual Wages: The actual wages paid will include any employer fringe benefit payments to or on behalf of the workers for health and welfare, pension, vacation and similar purposes. The actual wages and fringe benefits paid must be at the rates shown on the certified payroll documents submitted by the Contractor.
 - Labor Surcharge: The labor surcharge will be as set forth in the latest edition of the California Department of Transportation publication entitled "Labor Surcharge and Equipment Rental Rates". The labor surcharge will constitute full compensation for all payments imposed by State or Federal laws and for all other payments made to, or on behalf of, workers engaged in the performance of the Work, excluding the Actual Wages as defined above.
 - Fixed Markup: A fixed markup of 15% of the sum of the actual wages paid and the labor surcharge applicable to such actual wages, together with the actual wage and labor surcharge costs described in this provision will constitute full and complete compensation for all overhead, profit, incidentals, and any and all other direct or indirect expenses associated with furnishing all labor for the Work.
2. Materials: Materials costs will be the direct costs for materials actually exhausted, consumed or entering permanently into the Work, plus a fixed markup of 15% of such direct materials costs, which, together with the direct cost of materials as described in this provision will constitute full and complete compensation for all overhead, profit, incidentals, and any and all other direct or indirect expenses associated with furnishing all materials for the Work.
3. Equipment: All equipment used will be paid in accordance with the rates in subsection 9-1.04D (3) entitled "Equipment Rental" of the Standard

Specifications, plus a fixed markup of 10% of such equipment rates, which, together with the equipment rates as described in this provision will constitute full and complete compensation for all overhead, profit, incidentals, and any and all other direct or indirect expenses associated with furnishing all equipment for the Work.

4. Unless approved in writing in accordance with provision 3-1.14 of this Contract in advance of performance of the Work, any and all other cost impacts (including, but not limited to profit, bond premiums or fees, insurance premiums or fees, superintendent labor, clerical expenses, home office expenses, Work site office expenses, utility costs, permit costs, and licensing costs) involving items for which the Contract Documents do not specify prices, and for which no lump sum amount has been approved by the District, will constitute incidentals, full compensation for which will be deemed included in the markups for labor, material, and equipment specified above, and no additional compensation for such cost impacts will be allowed.

3-1.18 Liability Under Unapproved Change Orders. The Contractor will be solely responsible for any and all losses, costs, or liabilities of any kind incurred by the Contractor, any subcontractor engaged in the performance of the Work, any party supplying material or equipment for the Work or any third party that are incurred pursuant to Contractor-proposed change orders prior to issuance of an approved change order executed in accordance with this Section 3. The Contractor will have all of the obligations and the District will have all of the rights and remedies that are specified in Section 9 concerning any work or resulting losses, costs, or liabilities pursuant to a Contractor proposed change order before issuance of an approved change order executed in accordance with this Section 3.

3-1.19 Changes Subject to Contract Documents. Any changes in the Work and/or the Contract Documents pursuant to change orders and any other amendments issued in accordance with the Contract Documents, including this Section 3, will in all respects be subject to all provisions of the Contract Documents, including, but not limited to, the Technical Specifications and the Project Plans, except as modified by such change orders or amendments.

3-1.20 Change Order Disputes.

- a. Disputed District Directed Change Orders. If the Contractor disputes a District directed change order following a reasonable effort by the and the Contractor to resolve the dispute including, at a minimum, a meeting between appropriate representatives of the Contractor and the District, the Contractor must commence performing the Work consistent with the disputed change order within five (5) working days of the last meeting between representatives of the Contractor and the District to resolve the dispute, or within the time specified in the disputed District directed change order, whichever is later. In performing Work consistent with a disputed District-directed change order pursuant to this

provision the Contractor will have all of the Contractor's rights concerning claims pursuant to the Contract Documents and applicable law.

- b. Disputed Contractor Proposed Change Orders. If the District disputes a Contractor proposed change order, the District and the Contractor will use reasonable efforts to resolve the dispute including, at a minimum, holding a meeting between appropriate representatives of the Contractor and the District. Regardless of and throughout any such efforts to resolve the dispute the Contractor must continue performing the Work irrespective of and unmodified by the disputed change order. In continuing to perform the Work, the Contractor will retain all of the Contractor's rights under contract or law pertaining to resolution of disputes and protests between contracting parties. Disputes between the District and the Contractor concerning any Contractor-proposed change order or other amendment do not excuse the Contractor's obligation to perform the Work in accordance with the Contract Documents excluding such Contractor-proposed change order or other amendment by the Time for Completion or waive any other Project milestone or other requirement of the Contract Documents.

**SECTION 4
TRENCHING AND UTILITIES
AND
PROJECT FACILITIES**

4-1.01 The Construction Safety Orders of the Division of Occupational Safety and Health shall apply to all excavations.

- a. Detailed plans of protective systems for which the Construction Safety Orders require design by a registered professional engineer shall be prepared and signed by an engineer who is registered as a Civil Engineer in the State of California, and shall include the soil classification, soil properties, soil design calculations that demonstrate adequate stability of the protective system, and any other design calculations used in the preparation of the plan.
- b. No plan shall allow the use of a protective system less effective than that required by the Construction Safety Orders.
- c. If the detailed plan includes designs of protective systems developed only from the allowable configurations and slopes, or Appendices, contained in the Construction Safety Orders, the plan shall be submitted at least 5 days before the Contractor intends to begin excavation. If the detailed plan includes designs of protective systems developed from tabulated data, or designs for which design by a registered professional engineer is required, the plan shall be submitted at least 3 weeks before the Contractor intends to begin excavation.

4-1.02 Excavation More Than Four Feet Deep. In accordance with California Public Contract Code Section 7104, if the Work involves excavation more than four feet deep the Contractor must promptly notify the District in writing before disturbing: any material that the Contractor believes may be hazardous waste, as defined in Section 25117 of the Health and Safety Code, that is required to be removed to a Class I, Class II or Class III disposal site in accordance with provisions of existing law; any subsurface or latent physical conditions at the Work site differing from those indicated; or any unknown physical conditions at the Work site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the Contract Documents. The District will promptly investigate any such conditions for which notice is given. If the District finds that the conditions do materially differ, or involve hazardous waste, and would cause a decrease or increase in the cost or time of performance of the Work, the District will issue a change order pursuant to Section 3 of these General Provisions. If a dispute arises between the District and the Contractor concerning whether the conditions materially differ, or involve hazardous waste, or cause a decrease of increase in the cost or time of performance, the Contractor will not be excused from any completion date provided in the Contract Documents, but shall proceed with all Work to be performed. The

Contractor will retain all rights under contract or law pertaining to resolution of disputes and protests between contracting parties.

4-1.03 Excavation of Five Feet or More. In accordance with California Labor Code Section 6705, contractors performing contracts exceeding \$25,000 in cost and involving excavation five or more feet deep must submit for the District's acceptance, prior to excavation, a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during excavation. The detailed plan shall include any tabulated data and any design calculations used in the preparation of the plan. Excavation shall not begin until the detail plan has been reviewed and approved. If the plan varies from the shoring system standards, it must be prepared by a registered civil or structural engineer.

4.1.04 Utility Relocation Costs.

- a. In accordance with California Government Code Section 4215, the District assumes the responsibility for the timely removal, relocation or protection of existing main or trunkline utility facilities located on the Work site if such utilities are not identified by the District in the Technical Specifications and/or Project Plans. The District will compensate the Contractor for the costs of locating, repairing damage not due to the Contractor's failure to exercise reasonable care, and removing or relocating existing main or trunkline utility facilities located at the Work site and not identified with reasonable accuracy in the Technical Specifications and/or Project Plans. The District will also compensate the Contractor for the cost of equipment on the Project necessarily idled during such work. The Contractor will not be assessed liquidated damages for Work completion delays caused by the District's failure to provide for removal or relocation of such main or trunkline utility facilities.
- b. Nothing in this provision or the Contract Documents will be deemed to require the District to indicate the presence of existing service laterals or appurtenances whenever the presence of such utilities on the Work site can be inferred from the presence of other visible facilities, such as buildings, meter and junction boxes, on or adjacent to the Work site; provided, however, that nothing in this provision or the Contract Documents shall relieve the District from identifying main or trunklines in the Technical Specifications and/or Project Plans.
- c. Nothing in this provision or the Contract Documents will preclude the District from pursuing any appropriate remedy against the utility for delays which are the responsibility of the utility.
- d. Nothing in this provision or the Contract Documents will be construed to relieve the utility from any obligation as required either by law or by contract to pay the cost of removal or relocation of existing utility facilities.

- e. If the Contractor while performing the Work discovers utility facilities not identified by the District in the Technical Specifications and/or Project Plans, the Contractor must immediately notify the District and utility in writing.
- f. Either the District or the utility, whichever owns existing main or trunkline utility facilities located on the Work site, shall have sole discretion to effect repairs or relocation work or to permit the Contractor to perform such repairs or relocation work at a reasonable price.

4-1.05 Utility and Non-Highway Facilities

- a. The Contractor shall protect from damage utility and other non-highway facilities that are to remain in place, be installed, relocated or otherwise rearranged.
- b. It is anticipated that some or all of the utility and other non-highway facilities, both above ground and below ground, that are required to be rearranged (as used herein, rearrangement includes installation, relocation, alteration or removal) as a part of the highway improvements comprising part of the Work will be rearranged in advance of construction operations. Where it is not anticipated that the rearrangement will be performed prior to construction, or where the rearrangement must be coordinated with the Contractor's construction operations, the existing facilities that are to be rearranged will be indicated on the Project Plans or in the Special Provisions. Where a rearrangement is indicated on the Project Plans or in the Special Provisions, the Contractor will have no liability for the costs of performing the work involved in the rearrangement.
- c. The right is reserved to the District and the owners of facilities, or their authorized agents, to enter upon the highway right of way for the purpose of making those changes that are necessary for the rearrangement of their facilities or for making necessary connections or repairs to their properties. The Contractor shall cooperate with forces engaged in this Work and shall conduct operations in such a manner as to avoid any unnecessary delay or hindrance to the Work being performed by the other forces. Wherever necessary, the work of the Contractor shall be coordinated with the rearrangement of utility or other non-highway facilities, and the Contractor shall make arrangements with the owner of those facilities for the coordination of the Work.
- d. Attention is directed to the possible existence of underground main or trunk line facilities not indicated on the Project Plans or in the Special Provisions and to the possibility that underground main or trunk lines may be in a location different from that which is indicated on the Project Plans or in the Special Provisions. The Contractor shall ascertain the exact location of underground main or trunk lines whose presence is indicated on the Project Plans or in the

Special Provisions, the location of their service laterals or other appurtenances, and of existing service lateral or appurtenances of any other underground facilities which can be inferred from the presence of visible facilities such as buildings, meters and junction boxes prior to doing Work that may damage any of the facilities or interfere with their service.

- e. If the Contractor cannot locate an underground facility whose presence is indicated on the Project Plans or in the Special Provisions, the Contractor shall so notify the Engineer in writing. If the facility for which the notice is given is in a substantially different location from that indicated on the Project Plans or in the Special Provisions, the additional cost of locating the facility will be paid for as provided in Section 3.
- f. If the Contractor discovers underground main or trunk lines not indicated on the Project Plans or in the Special Provisions, the Contractor shall immediately give the Engineer and the Utility Company written notification of the existence of those facilities. The main or trunk lines shall be located and protected from damage as directed by the Engineer, and the cost of that work will be paid for as extra work as provided in Section 3. The Contractor shall, if directed by the Engineer, repair any damage which may occur to the main or trunk lines. The cost of that repair work, not due to the failure of the Contractor to exercise reasonable care, will be paid for as provided in Section 3. Damage due to the Contractor's failure to exercise reasonable care shall be repaired at the Contractor's cost and expense.
- g. Where it is determined by the Engineer that the rearrangement of an underground facility is essential in order to accommodate the highway improvement and the Project Plans and Technical Specifications do not provide that the facility is to be rearranged, the Engineer will provide for the rearrangement of the facility by other forces or the rearrangement shall be performed by the Contractor and will be paid for as provided in Section 3.
- h. When ordered by the Engineer in writing, the Contractor shall rearrange any utility or other non-highway facility necessary to be rearranged as a part of highway improvements comprising part of the Work, and that Work will be paid for as provided in Section 3.
- i. Should the Contractor desire to have any rearrangement made in any utility facility, or other improvement, for the Contractor's convenience in order to facilitate the Contractor's construction operations, which rearrangement is in addition to, or different from, the rearrangements indicated on the Project Plans or in the Special Provisions, the Contractor shall make whatever arrangements are necessary with the owners of the utility or other non-highway facility for the rearrangement and bear all expenses in connection therewith.

- j. The Contractor shall immediately notify the Engineer of any delays to the Contractor's operations as a direct result of underground main or trunk line facilities which were not indicated on the Project Plans or in the Special Provisions or were located in a position substantially different from that indicated on the Project Plans or in the Special Provisions, or as a direct result of utility or other non-highway facilities not being rearranged as herein provided (other than delays in connection with rearrangement made to facilitate the Contractor's construction operations or delays due to a strike or labor dispute). Compensation for the delay will be determined in conformance with the provisions in Section 3.

4-1.06 Work Site Offices. Any Work site office facilities used by the Contractor and/or its privities must conform to all applicable codes, ordinances and regulations. The cost of such Work site office facilities shall be paid from and included in the Contract Price.

4-1.07 District Rights of Access and Ownership. The District and its authorized representatives will at all reasonable times while such office facilities are located at the Work site (including, at a minimum, all times during which the Work is performed), have access to any such Work site office facilities used by the Contractor and/or its privities. With respect to the right of access of the District and its authorized representatives, neither the Contractor nor its privities shall have a reasonable expectation of privacy pursuant to the Fourth Amendment to the Unites States Constitution or other applicable law concerning such Work site office facilities used by the Contractor and/or its privities. Without exception, any and all Project related materials located at such Work site facilities will be deemed at all times to be District property subject to inspection and copying by the District and its authorized representatives at all reasonable times while such facilities are located at the Work site (including, at a minimum, all times during which the Work is performed). Any interference by the Contractor or its privities with the District's rights of access and/or ownership pursuant to this Section 4 will constitute a material breach of the Agreement subject to any and all remedies available pursuant to the Contract Documents and at law and equity.

SECTION 5

PROSECUTION AND PROGRESS OF THE WORK

5-1.01 Beginning of Work.

- a. The Contractor shall begin Work within 10 calendar days after receiving notice to proceed from the District, and shall diligently prosecute the same to completion within the Time for completion specified in the Agreement.
- b. Should the Contractor begin Work in advance of receiving notice that the Agreement has been approved as above provided, any Work performed by the Contractor in advance of the date of approval shall be considered as having been done by the Contractor at the Contractor's own risk and as a volunteer unless the Agreement is approved.
- c. The delivery to the District for execution and approval of the Agreement properly executed on behalf of the Contractor and surety and provision of all other required documents in accordance with the Agreement shall constitute the Contractor's authority to enter upon the Work site and to begin operations, subject to the Contractor's assumption of the risk of the disapproval of the Agreement, as above provided, and subject also to the following:
 1. The Contractor shall, on commencing operations, take all precautions required for public safety and shall observe all the provisions in the Contract Documents.
 2. In the event of disapproval, the Contractor shall at the Contractor's expense do that work that is necessary to leave the site in a neat condition to the satisfaction of the Engineer. If the Work done affects any existing road or highway, the Contractor shall at the Contractor's expense restore it to its former condition, or the equivalent thereof, to the satisfaction of the Engineer.
 3. All Work done according to the Agreement prior to its approval, will, when the Agreement is approved, be considered authorized Work and will be paid for as provided in the Agreement.
 4. The Contractor shall not be entitled to any additional compensation or an extension of time for any delay, hindrance or interference caused by or attributable to commencement of Work prior to the date on which the Agreement was approved by the District.

5-1.02 Liquidated Damages. Time is of the essence in the Agreement. The District and the Contractor agree that it will be difficult and/or impossible to determine the actual damage which the District will sustain in the event of the Contractor's failure

to fully perform the Work or to fully perform all of the Contractor's obligations that have accrued pursuant to the Agreement by the Time for Completion. Accordingly, the District and the Contractor agree in accordance with California Government Code Section 53069.85 that the Contractor will forfeit and pay to the District liquidated damages in the sum of **\$3,200 per day** for each and every calendar day completion of the Work and/or performance of all of the Contractor's obligations that have accrued pursuant to the Agreement is delayed beyond the Time for Completion. The District and the Contractor further agree in accordance with California Government Code Section 53069.85 that the liquidated damages sum specified in this provision is not manifestly unreasonable under the circumstances existing at the time the Agreement was made, and that the District may deduct liquidated damages sums in accordance with this provision from any payments due or that may become due the Contractor under the Agreement.

5-1.03 No Damage for Delay Beyond District and Contractor Control. The Contractor will not be held responsible for delays in performance of the Work caused by delay beyond the control of both District and Contractor, such as by strikes, lockouts, or labor disturbances that are not within the control of the Contractor to resolve, lack or failure of transportation, or acts of other government entities. This provision will not apply where the delay would not have occurred but for a previous Contractor caused delay in the prosecution of the Work. The District will not be liable to the Contractor, any subcontractor or other entity engaged in the performance of the Work, any supplier, or any other person or organization, or to any surety or employee or agent of any of them, for damages arising out of or resulting from (i) delays beyond the control of the District and the Contractor including but not limited to fires, floods, epidemics, abnormal weather conditions, earthquakes and acts of God or acts or neglect by utility owners or other contractors performing other work, or (ii) delays caused by the District, its officials, officers, employees, agents, or volunteers, or delays caused by the Engineer or the Designer or Engineer, which delays are reasonable under the circumstances involved and/or are within the contemplation of the District and the Contractor. An extension of the Time for Performance in an amount equal to the time loss due to such delay(s) will be the Contractor's sole and exclusive remedy for such delay(s).

5-1.04 No Damage for Contractor Caused Delay. Contractor shall not be entitled to additional compensation for extended field or home office overhead, field supervision, costs of capital, interest, escalation charges, acceleration costs or other impacts for any delays to the extent such delays are caused by the failure of the Contractor or any subcontractor or other entity engaged in performance of the Work to perform the Work in accordance with the Contract Documents. Contractor may be eligible for additional compensation in excess of the Contract Price for delays caused by the District and/or its privities.

5-1.05 No Damage for Other Delay. Contractor will not be entitled to damages for delay to the Work caused by the following, which the District and Contractor agree will be deemed for purposes of California Public Contract Code Section 7102 either not

caused by the District, and/or within the contemplation of the District and the Contractor, and/or reasonable under the circumstances:

- a. Exercise of the District's right to sequence the Work in a manner that would avoid disruption to the District and other contractors based on: the failure of the Contractor or any subcontractor or other entity engaged in the performance of the Work to perform the Work in accordance with the Contract Documents, enforcement by the District or any other governmental agency of competent jurisdiction of any government act or regulation, or enforcement by the District of any provisions of the Agreement.
- b. Requests for clarification or information concerning the Contract Documents or proposed change orders or modifications to the Contract Documents, including extensive and/or numerous such requests for clarification or information or proposed change orders or modifications, provided such clarifications or information or proposed change orders or modifications are processed by the District or its representatives in a reasonable time in accordance with the Contract Documents.

5-1.06 Delays Caused by the District and/or Its Privities. Either the District or the Contractor may propose a change in the Time for Completion for delays that are purported to be caused by the District and/or its privities and that are not reasonable under the circumstances involved and/or that are not within the contemplation of the District and the Contractor. Such proposed changes in the Time for Completion will constitute change order proposals subject to Section 3. In accordance with Section 3, the District and the Contractor may agree upon pricing for the cost impacts, if any, resulting from such delays. If such pricing is in anticipation of cost impacts that may, but have not yet occurred, the District will be obligated to pay the Contractor for such anticipated impacts in accordance with the Agreement and any applicable, approved change orders only to the extent the Contractor actually incurs the anticipated cost impacts. Notwithstanding anything to the contrary in Section 3, the District and the Contractor may agree to a daily rate or cap or lump sum that will apply to the cost impacts, if any, resulting from delay purportedly caused by the District and/or its privities subject to this provision. However, if such daily rate or cap or lump sum is in anticipation of cost impacts that have not yet occurred, the District will be obligated to pay such daily rate or cap or lump sum only to the extent the Contractor actually incurs such cost impacts.

5-1.07 Weather Delays. Extensions of the Time for Completion will not be allowed for weather conditions that are consistent with the historical rain days reflected in historical weather data of the National Oceanographic and Atmospheric Administration (NOAA) of the U.S. Department of Commerce for the record station that is nearest or most applicable to the Work site. Extensions of the Time for Completion for delays due to adverse weather will be allowed only if the number of rain days exceeds those that can be anticipated based on the NOAA data and the Contractor can verify to the District's reasonable satisfaction that such

adverse weather caused actual delay in the timely completion of the Work. No extensions of the Time for Completion will be granted for rain days that exceed those that can be anticipated based on the NOAA data and that merely result in delays that do not or would not, themselves, result in failure to complete the Work by the Time for Completion.

5-1.08 Delay Claims. Whenever the Contractor claims a delay for which the Time for Completion may be extended, the Contractor must request an extension of time within five (5) days of the start of the delay. The request must be in writing and describe in detail the cause for the delay, and, if possible, the foreseeable extent of the delay.

5-1.09 Contractor Coordination of the Work.

- a. The District reserves the right to do other work in connection with or in the vicinity of the Project by contract or otherwise, and Contractor shall at all times conduct the Work so as to impose no hardship on the District, others engaged in the Work or other contractors working at the Work site. The Contractor will adjust, correct and coordinate the Work with the work of others so that no delays result in the Work or other work at or near the Work site.
- b. If any part of the Work depends for proper execution or results upon the work of the District or any other contractor, the Contractor will, before proceeding with such Work, promptly report to the District any apparent discrepancies or defects in such other Work. Failure of the Contractor to promptly report any apparent discrepancy or defect will be deemed an acceptance of the District's or other contractor's Work as fit and proper.
- c. The Contractor will anticipate the relations of the various trades to the progress of the Work and will ensure that required anchorage or blocking is furnished and set at proper times. Anchorage and blocking necessary for each trade shall be part of the Work except where stated otherwise.
- d. The Contractor will provide proper facilities at all times for access of the District, the Engineer, Designer, and other authorized District representatives to conveniently examine and inspect the Work.
- e. Should construction be under way by other forces or by other contractors within or adjacent to the limits of the Work specified or should work of any other nature be under way by other forces within or adjacent to those limits, the Contractor shall cooperate with all the other contractors or other forces to the end that any delay or hindrance to their work will be avoided. The right is reserved to perform other or additional work at or near the site (including material sources) at any time, by the use of other forces.

- f. When 2 or more contractors are employed on related or adjacent work, or obtain materials from the same material source, each shall conduct their operations in such a manner as not to cause any unnecessary delay or hindrance to the other.
- g. Each contractor shall be responsible to the other for all damage to Work, to persons or property caused to the other by their operations, and for loss caused the other due to unnecessary delays or failure to finish the work within the time specified for completion.

5-1.10 Differing Site Conditions.

- a. During the progress of the Work, if subsurface or latent physical conditions are encountered at the site differing materially from those indicated in the Agreement or if unknown physical conditions of an unusual nature, differing materially from those ordinarily encountered and generally recognized as inherent in the Work, are encountered at the site, the Contractor shall promptly notify the District in writing of the specific differing conditions before they are disturbed and before the affected work is performed.
- b. Upon written notification, the Engineer will investigate the conditions, and if the Engineer determines that the conditions materially differ and cause an increase or decrease in the cost or time required for the performance of any Work, an adjustment, excluding loss of anticipated profits, will be made and the Agreement modified in writing accordingly. The Engineer will notify the Contractor of the Engineer's determination whether or not an adjustment of the contract is warranted.
- c. No Agreement adjustment that results in a benefit to the Contractor will be allowed unless the Contractor has provided the written notice required in this Section 5-1.10.
- d. Any Agreement adjustment warranted due to differing site conditions will be made in accordance with the provisions in Section 3, "Changes in Work," except as otherwise provided.

5-1.11 Relief From Maintenance And Responsibility.

- a. Upon the request of the Contractor, the District may relieve the Contractor of the duty of maintaining and protecting certain portions of the Work as described below, which have been completed in all respects in accordance with the requirements of the Agreement and to the satisfaction of the Engineer, and thereafter except with the Contractor's consent, the Contractor will not be required to do further Work thereon. In addition, such action by the District will relieve the Contractor of responsibility for injury or damage to those completed portions of the Work resulting from use by public traffic or from the

action of the elements or from any other cause but not from injury or damage resulting from the Contractor's own operations or from the Contractor's negligence.

- b. However, nothing in this Section 5-1.11 providing for relief from maintenance and responsibility will be construed as relieving the Contractor of full responsibility for making good any defective Work or materials found at any time before the formal written acceptance of the entire Agreement by the District.

SECTION 6

CONTRACTOR RESPONSIBILITIES

6-1.01 Eligibility. By executing the Agreement, the Contractor certifies that the Contractor is not ineligible to perform work on public works projects pursuant to California Labor Code Sections 1777.1 or 1777.7. In accordance with California Public Contract Code Section 6109(a), contractors who are ineligible to perform work on public works projects pursuant to California Labor Code Sections 1777.1 or 1777.7 may neither bid on, be awarded or perform the Work. To the full extent permitted by law the Contractor shall hold harmless and indemnify the District from and against any and all damages, costs, and liability arising from or as a consequence of any violation of Public Contract Code Section 6109.

6-1.02 Supervision of the Work. The Contractor will be solely responsible for the performance of the Work, including portions of the Work to be performed by subcontractors. The Contractor is charged with ensuring that all orders or instructions from the District, Engineer or Designer are disseminated to and followed by all subcontractors engaged in performance of the Work. The Contractor will supervise the Work using the Contractor's best skill and attention. At any time during the progress of the Work, the District, the Engineer, or the Designer may require the Contractor and/or subcontractors engaged in performance of the Work to attend a project meeting and the Contractor will attend, and ensure the attendance of any subcontractors whose attendance is required by the District and/or advisable in light of the matters to be addressed at the meeting.

6-1.03 Contractor's Superintendent. The Contractor will keep on the Work, throughout its progress, a competent superintendent and any necessary assistants, all satisfactory to the District. The Contractor shall designate in writing before starting Work the superintendent who shall have the authority to represent and act for the Contractor. The authorized representative shall be present at the site of the Work at all times While work is actually in progress. When Work is not in progress and during periods when Work is suspended, arrangements acceptable to the Engineer shall be made for any emergency Work that may be required. Whenever the Contractor or the Contractor's authorized representative is not present on any particular part of the Work where it may be desired to give direction, orders will be given by the Engineer, which shall be received and obeyed by the superintendent or foreman who may have charge of the particular Work in reference to which the orders are given. Any order given by the Engineer, not otherwise required by the specifications to be in writing, will on request of the Contractor, be given or confirmed by the Engineer in writing. The superintendent may not be changed without the consent of the District. The superintendent will represent the Contractor and all directions given by the District to the superintendent will bind the Contractor in accordance with the Agreement. Superintendent time included in Contractor's completed bid schedule and/or in approved change orders, if any, must be included in Contractor's approved overhead rate and may not be charged as a direct cost.

6-1.04 Competent Employees. The Contractor must at all times enforce strict discipline and good order among the Contractor's employees and may not employ on the Work any unfit person or anyone not skilled in the Work assigned, or anyone incompetent or unfit for the duties of that person. When the District determines that a Contractor employee does not satisfy the requirements of this provision, upon notice from the District, the Contractor must ensure that employee performs no further Work and is no longer present at the Work site. Any such Contractor employee may not again be employed on the Work without District approval. If any subcontractor or person employed by the Contractor shall appear to the Engineer to be incompetent or to act in a disorderly or improper manner, they shall be discharged immediately on the request of the Engineer, and that person shall not again be employed on the work.

6-1.05 Items Necessary for Proper Completion of the Work. Except as otherwise noted in the Contract Documents, the Contractor will provide and pay for all labor, materials, equipment, permits, fees, licenses, facilities and services necessary for the proper execution and timely completion of the Work in accordance with the Contract Documents.

6-1.06 Construction Reports. The Contractor must submit daily construction logs detailing the daily progress of the Work to the Engineer on a weekly basis.

6-1.07 Subcontracting.

- a. By executing the Agreement, the Contractor certifies that no subcontractor included on the list of proposed subcontractors submitted with the Contractor's bid is ineligible to perform work on public works projects pursuant to California Labor Code Sections 1777.1 or 1777.7. In accordance with California Public Contract Code Section 6109(a), subcontractors who are ineligible to perform work on public works projects pursuant to California Labor Code Sections 1777.1 or 1777.7 may neither bid on, be awarded or perform as a subcontractor on the Work. In accordance with California Public Contract Code Section 6109(b), any contract on a public works project entered into between a contractor and a debarred subcontractor is void as a matter of law. The Contractor will ensure that no debarred subcontractor receives any public money for performing the Work, and any public money that may have been paid to a debarred subcontractor for the Work is returned to the District. The Contractor will be responsible for payment of wages to workers of a debarred subcontractor who has been allowed to perform the Work.
- b. The Agreement and the performance of the Work are subject to the requirements of the Subletting and Subcontracting Fair Practices Act codified at California Public Contract Code Section 4100 and following. If the Contractor fails to specify a subcontractor or specifies more than one subcontractor for the same portion of the Work in excess of one-half of 1

percent of the Contractor's total bid, the Contractor agrees that the Contractor is fully qualified to perform that portion of the Work with the Contractor's own forces, and that the Contractor will perform that portion of the Work with the Contractor's own forces. If after award of the Agreement the Contractor subcontracts, except as provided for in California Public Contract Code Sections 4107 or 4109, any such portion of the Work, the Contractor will be subject to the penalties set forth in California Public Contract Code Sections 4110 and 4111, including cancellation of the Agreement, assessment of a penalty of up to 10 percent of the amount of the subcontract, and disciplinary action by the Contractors State License Board.

- c. No contractual relationship exists between the District and any subcontractor engaged in performance of the Work.
- d. Incorporation of Contract Documents. The Contractor must incorporate the Contract Documents in each contract with a subcontractor engaged in the performance of the Work. The Contractor will be solely responsible for any delay or additional costs incurred as a result of its failure to provide adequate or accurate project information to a subcontractor that results in improper submittals and/or work, or time or other impacts is the sole responsibility of the Contractor. The Contractor will have all of the obligations and the District will have all of the remedies that are specified in Section 9 concerning any subcontracted work. Subcontracts shall also contain certification by the subcontractor that the subcontractor is experienced in and qualified to do, and knowledgeable about, the subcontracted Work. Copies of subcontracts shall be available to the Engineer upon written request, and shall be provided to the Engineer at the time any litigation against the District concerning the project is filed.
- e. Coordination of Subcontract Work: The Contractor is responsible for scheduling the Work of subcontractors so as to avoid delay or injury to either Work or materials.
- f. The Contractor shall give personal attention to the fulfillment of the contract and shall keep the work under the Contractor's control.
- g. The Contractor shall perform, with the Contractor's own organization, contract work amounting to not less than 50 percent of the original total contract price, except that any designated "Specialty Items" may be performed by subcontract and the amount of any designated "Specialty Items" performed by subcontract may be deducted from the original total contract price before computing the amount of Work required to be performed by the Contractor with the Contractor's own organization. When items of work in the Engineer's Estimate are preceded by the letters (S) or (S-F), those items are designated as "Specialty Items." Where an entire item is subcontracted, the value of Work subcontracted will be based on the Agreement item bid price. When a portion of an item is

subcontracted, the value of Work subcontracted will be based on the estimated percentage of the Agreement item bid price, determined from information submitted by the Contractor, subject to approval by the Engineer.

- h. Before work is started on a subcontract, the Contractor shall file with the Engineer a written statement showing the work to be subcontracted, the names of the subcontractors and the description of each portion of the Work to be subcontracted.
- i. Pursuant to the provisions of Section 6109 of the Public Contract Code, the Contractor shall not perform Work on a public works project with a subcontractor who is ineligible to perform Work on the public works project pursuant to Section 1777.1 or 1777.7 of the Labor Code.
- j. When a portion of the Work which has been subcontracted by the Contractor is not being prosecuted in a manner satisfactory to the District, the subcontractor shall be removed immediately on the request of the District and shall not again be employed on the Work.
- k. The roadside production of materials produced by other than the Contractor's forces shall be considered as subcontracted. Roadside production of materials shall be construed to be production of aggregates of all kinds with portable, semiportable or temporary crushing or screening, proportioning and mixing plants established or reopened for the purpose of supplying aggregate or material for a particular project or projects. The erection, establishment or reopening of the plants and the operation thereof in the production of materials for use on the Work shall conform to the requirements relating to labor set forth in these General Provisions and in the Special Provisions.

6-1.08 Insurance.

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

- a. All required insurance shall be provided in the form of “occurrence”-type policies underwritten by admitted insurers in the State of California with a rating of A:VII or better from the current year Best Rating Guide. All policies must be issued at the expense of the Contractor and must be maintained at the Contractor’s expense throughout the performance of the Work.
- b. The Contractor and any subcontractors engaged in performance of the Work must secure payment of workers compensation in accordance with California

Labor Code Section 3700 and other applicable law. The Contractor must verify that all Subcontractors comply with this requirement.

- c. Within ten working days following notice of award the Contractor must submit to the Agency along with executed copies of all other documents specified in the Contract Check List certificates of insurance and endorsements evidencing that the Contractor has in effect and will maintain throughout the performance of the Work the following kinds and amounts of insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors:

Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. **Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insurance would be invalid under Subsection (b) of Section 2782 of the Civil Code.**

Minimum Limits of Insurance

Contractor shall maintain limits no less than:

1. General Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage **including operations, products and completed operations**. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$2,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the District. At the option of the District, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the District, its officers, officials, employees and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the District guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Other Insurance Provisions

The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The District, its officers, officials, employees, and volunteers are to be covered as additional insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the contractor; and with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General and auto liability coverage can be provided in the form of an endorsement to the Contractor's insurance, or as a separate owner's policy.
2. For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the District.
4. **Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subsection (b) of Section 2782 of the Civil Code.**

Waiver of Subrogation

The worker's compensation policy is to be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights against the District, its officers, officials, employees and volunteers for losses paid under the terms of this policy which arise from the work performed by the named insured for the District.

Verification of Coverage

Contractor shall furnish the District with original certificates and amendatory endorsements as approved by the District effecting coverage required by this clause. The endorsements should be on forms provided by the District or on other than the District's forms, provided those endorsements or policies conform to the requirements. All certificates and endorsements are to be received and approved by the District before work commences. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

Subcontractors

Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage's for subcontractors shall be subject to all of the requirements stated herein.

- d. For each insurance policy required under the Agreement (except for the required workers compensation insurance policy) the Contractor must provide endorsements that add the District, its officers, officials, employees and volunteers as an additional insured. Such endorsements must: provide that the insurance required to be furnished by the Contractor will be primary as regards the Agency, and that the Agency's insurance will be excess of and not contribute to the insurance required to be furnished by the Contractor; that the Agency will receive 30 day written notice of any reduction or cancellation of such insurance required to be furnished by the Contractor; and include a severability of interest clause acceptable to the Agency. Said endorsement shall be at least as broad as Insurance Services Office form number CG2010 (Ed. 11/85).

6-1.09 Indemnities.

- a. The Contractor will take all responsibility for the Work, and will bear all losses and damages directly or indirectly resulting to the Contractor, any subcontractors engaged in performance of the Work, the District, its officials, officers, employees, agents, volunteers and consultants, and to third parties on account of the performance or character of the Work, unforeseen difficulties, accidents, or occurrences of other causes predicated on active or passive negligence of the Contractor or of any subcontractor engaged in performance of the Work. To the fullest extent permitted by law the Contractor will indemnify, defend and hold harmless the District, its officials, officers, employees, agents, volunteers and consultants from and against any or all loss, liability, expense, claims, costs (including costs of defense), suits, and damages of every kind, nature and description (including, but not limited to, penalties resulting from exposure to hazards in violation of the California Labor Code) directly or indirectly arising from the performance of the Work ("Claims").
- b. The Contractor will indemnify, defend and hold harmless the District, the District's officials, officers, employees, volunteers, agents and the Engineer and Designer for all liability on account of any patent rights, copyrights, trade names or other intellectual property rights that may apply to the Contractor's performance of the Work. The Contractor will pay all royalties or other charges as a result of intellectual property rights that may apply to methods, types of construction, processes, materials, or equipment used in the performance of the Work, and will furnish written assurance satisfactory to the District that any such charges have been paid.

- c. The Contractor assumes all liability for any accident or accidents resulting to any person or property as a result of inadequate protective devices for the prevention of accidents in connection with the performance of the Work. The Contractor will indemnify, defend, and hold harmless the District and its officials, officers, employees, agents, volunteers and consultants from such liability.
- d. Approval of the Contractor's certificates of insurance and/or endorsements does not relieve the Contractor of liability under Sections 6-1.08 or 6-1.09. The Contractor will defend, with legal counsel reasonably acceptable to the District, any action or actions filed in connection with any Claims and will pay all related costs and expenses, including attorney's fees incurred. The Contractor will promptly pay any judgment rendered against the District, its officials, officers, employees, agents, volunteers or consultants for any Claims. In the event the District, its officials, officers, employees, agents, volunteers or consultants is made a party to any action or proceeding filed or prosecuted against Contractor for any Claims, Contractor agrees to pay the District, its officials, officers, employees, agents, volunteers and consultants any and all costs and expenses incurred in such action or proceeding, including but not limited to, reasonable attorneys' fees.
- e. In accordance with California Civil Code Section 2782(a), nothing in the Agreement will be construed to indemnify the District for its sole negligence, willful misconduct, or for defects in design furnished by District. In accordance with California Civil Code Section 2782(b), nothing in the Agreement will be construed to impose on the Contractor or to relieve the District from liability for the District's active negligence. By execution of the Contract Documents the Contractor acknowledges and agrees that the Contractor has read and understands the insurance and indemnity requirements of the Contract Documents, which are material elements of consideration.

6-1.10 Licenses/Permits. The Contractor must, without additional expense to the District, obtain all licenses, permits and other approvals required for the performance of the Work.

6-1.11 California Labor Code Requirements.

- a. In accordance with California Labor Code Section 1810, eight (8) hours of labor in performance of the Work shall constitute a legal day's work under the Agreement.
- b. In accordance with California Labor Code Section 1811, the time of service of any worker employed in performance of the Work is limited to eight hours during any one calendar day, and forty hours during any one calendar week, except in accordance with California Labor Code Section 1815, which provides that work in excess of eight hours during any one calendar day and forty hours

during any one calendar week is permitted upon compensation for all hours worked in excess of eight hours during any one calendar day and forty hours during any one calendar week at not less than one-and-one-half times the basic rate of pay.

- c. The Contractor and its subcontractors will forfeit as a penalty to the District \$25 for each worker employed in the performance of the Work for each calendar day during which the worker is required or permitted to work more than eight (8) hours in any one calendar day, or more than forty (40) hours in any one calendar week, in violation of the provisions of California Labor Code Section 1810 et seq.
- d. In accordance with California Labor Code Section 1773.2, the District has determined the general prevailing wages in the locality in which the Work is to be performed for each craft or type of work needed to be as published by the State of California Department of Industrial Relations, Division of Labor Statistics and Research, a copy of which is on file in the office of Coastland Civil Engineering and shall be made available on request. The Contractor and subcontractors engaged in the performance of the Work shall pay no less than these rates to all persons engaged in performance of the Work.
- e. In accordance with California Labor Code Section 1775, the Contractor and any subcontractors engaged in performance of the Work must comply with Labor Code Section 1775, which establishes a penalty of up to \$200 per day for each worker engaged in the performance of the Work that the Contractor or any subcontractor pays less than the specified prevailing wage. The amount of such penalty shall be determined by the Labor Commissioner. The Contractor or subcontractor shall pay the difference between the prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the prevailing wage rate. If a subcontractor worker engaged in performance of the Work is not paid the general prevailing per diem wages by the subcontractor, the Contractor is not liable for any penalties therefore unless the Contractor had knowledge of that failure or unless the Contractor fails to comply with all of the following requirements:
 - 1. The contract executed between the Contractor and the subcontractor for the performance of part of the Work must include a copy of the provisions of California Labor Code Sections 1771, 1775, 1776, 1777.5, 1813, and 1815.
 - 2. The Contractor must monitor payment of the specified general prevailing rate of per diem wages by the subcontractor by periodic review of the subcontractor's certified payroll records.

3. Upon becoming aware of a subcontractor's failure to pay the specified prevailing rate of wages, the Contractor must diligently take corrective action to halt or rectify the failure, including, but not limited to, retaining sufficient funds due the subcontractor for performance of the Work.
 4. Prior to making final payment to the subcontractor, the Contractor must obtain an affidavit signed under penalty of perjury from the subcontractor that the subcontractor has paid the specified general prevailing rate of per diem wages employees engaged in the performance of the Work and any amounts due pursuant to California Labor Code Section 1813.
 5. In accordance with California Labor Code Section 1771.4, the project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. In accordance with California Labor Code Section 1776, the Contractor and each subcontractor engaged in performance of the Work, must keep accurate payroll records showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed in performance of the Work. Each payroll record must contain or be verified by a written declaration that it is made under penalty of perjury, stating that the information contained in the payroll record is true and correct and that the employer has complied with the requirements of Sections 1771, 1811, and 1815 for any work performed by the employer's employees on the public works project. The payroll records required pursuant to California Labor Code Section 1776 must be certified and must be available for inspection by the District and its authorized representatives, the Division of Labor Standards Enforcement, and the Division of Apprenticeship Standards of the Department of Industrial Relations and must otherwise be available for inspection in accordance with California Labor Code Section 1776. In addition, in accordance with California Labor Code Section 1771.4, the Contractor and its subcontractor(s) shall furnish the records specified in California Labor Code Section 1776 directly to the Labor Commissioner at least monthly (or more frequently if specified in the Contract Documents); and in a format prescribed by the Labor Commissioner.
 6. In accordance with California Labor Code Section 1771.4, the Contractor shall post job site notices, as prescribed by regulation.
- f. By executing the Agreement, in accordance with California Labor Code Section 1771(a), the Contractor represents that it and all of its Subcontractors are currently registered and qualified to perform public work pursuant to Labor Code Section 1725.5. The Contractor covenants that any additional or substitute Subcontractors will be similarly registered and qualified.

- g. In accordance with California Labor Code Section 1777.5, the Contractor, on behalf of the Contractor and any subcontractors engaged in performance of the Work, will be responsible for ensuring compliance with California Labor Code Section 1777.5 governing employment and payment of apprentices on public works contracts.
- h. In case it becomes necessary for the Contractor or any subcontractor engaged in performance of the Work to employ on the Work any person in a trade or occupation (except executive, supervisory, administrative, clerical, or other non manual workers as such) for which no minimum wage rate has been determined by the Director of the Department of Industrial Relations, the Contractor must pay the minimum rate of wages specified therein for the classification which most nearly corresponds to Work to be performed by that person. The minimum rate thus furnished will be applicable as a minimum for such trade or occupation from the time of the initial employment of the person affected and during the continuance of such employment.

6-1.12 Laws and Ordinances. The Contractor and all subcontractors engaged in the performance of the Work must conform to the following specific rules and regulations as well as all other laws, ordinances, rules and regulations that apply to the Work. Nothing in the Technical Specifications or Project Plans is to be construed to permit Work not conforming to these codes:

- National Electrical Safety Code, U. S. Department of Commerce
- National Board of Fire Underwriters' Regulations
- California Building Standards Code as adopted by the District
- Manual of Accident Prevention in Construction, latest edition, published by A.G.C. of America
- Industrial Accident Commission's Safety Orders, State of California
- Regulations of the State Fire Marshall (Title 19, California Code of Regulation) and Applicable Local Fire Safety Codes
- Labor Code of the State of California - Division 2, Part 7, Public Works and Public Agencies.

6-1.13 Guaranty. The Contractor guarantees all of the Work for one year from the date the District accepts the Work. Upon receiving written notice of a need for repairs which are directly attributable to defective materials or workmanship the Contractor must make good any defects arising or discovered in any part of the Work by diligently commencing the necessary repairs within seven (7) days from the date of notice from the District. If the Contractor fails to make good any defects in the Work in accordance with this provision, in addition to any other available remedy under the contract or at law or equity, the District may make good or have made good such defects in the Work and deduct the cost from amounts that may be due or become due the Contractor, and/or call on the Contractor's maintenance bond for the cost of making good such defects and for the District's reasonable legal costs, if any, of recovering against the bond. The Contractor will remain

responsible for repairing any Work found to be defective regardless of when such defect is discovered by the District.

6-1.14 Safety.

- a. In accordance with generally accepted construction practices and applicable law, the Contractor will be solely and completely responsible for conditions of the Work site, including safety of all persons and property during performance of the Work. This requirement will apply continuously and not be limited to normal working hours. For purposes of California Labor Code Section 6400 and related provisions of law, the Contractor and the Contractor's privities and any other entities engaged in the performance of the Work will be "employers" responsible for furnishing employment and a place of employment that is safe and healthful for the employees, if any, of such entities engaged in the performance of the Work. Neither the District nor its officials, officers, employees, agents, volunteers or consultants will be "employers" pursuant to California Labor Code Section 6400 and related provisions of law with respect to the Contractor, the Contractor's privities or other entities engaged in the performance of the Work.
- b. Review and inspection by the District, the Engineer, the Designer or Engineer, and/or other representatives of the District of the Contractor's performance of the Work will not constitute review of the adequacy of the Contractor's safety measures in, on, or near the Work site. Such reviews and inspections do not relieve the Contractor of any of the Contractor's obligations under the Contract Documents and applicable law to ensure that the Work site is maintained and the Work is performed in a safe manner.
- c. The Contractor will be solely responsible for the implementation and maintenance of safety programs to ensure that the Work site is maintained and the Work is performed in a safe manner in accordance with the Contract Documents and applicable law.
- d. Within ten (10) working days following notice of award the Contractor must submit to the District a copy of the Contractor's Safety Plan.
- e. The Contractor must furnish and place proper guards and systems for the prevention of accidents, including, but not limited to, those systems required pursuant to Title 8, Section 1670 and following of the California Code of Regulations concerning safety belts and nets. The Contractor must provide and maintain any other necessary systems or devices required to secure safety of life or property at the Work site in accordance with accepted standards of the industry and applicable law. The Contractor must maintain during all night hours sufficient lights to prevent accident or damage to life or property.

6-1.15 Load Limitations.

- a. Unless expressly permitted in the Special Provisions, construction equipment or vehicles of any kind which, laden or unladen, exceed the maximum weight limitations set forth in Division 15 of the Vehicle Code, shall not be operated over completed or existing treated bases, surfacing, pavement or structures in any areas within the limits of the project.
- b. After application of the curing seal, no traffic or Contractor's equipment will be permitted on cement treated base or lean concrete base for a period of 72 hours. After 72 hours, traffic and equipment operated on the base shall be limited to that used in paving operations and placing additional layers of cement treated base. No traffic or Contractor's equipment will be permitted on treated permeable base except for that equipment required to place the permeable base and the subsequent layer of pavement. Trucks used to haul treated base, portland cement concrete, or asphalt concrete shall enter onto the base to dump at the nearest practical entry point ahead of spreading equipment. Empty haul trucks shall exit from the base at the nearest practical exit point. Entry and exit points shall not be more than 1,000 feet ahead of spreading equipment except in locations where specifications prohibit operation of trucks outside the area occupied by the base or where steep slopes or other conditions preclude safe operation of hauling equipment. In those locations, entry and exit points shall be established at the nearest point ahead of spreading equipment permitted by specifications and allowing safe operation of hauling equipment. Damage to curing seal or base shall be repaired promptly by the Contractor, at the Contractor's expense, as directed by the Engineer.
- c. Within the limits of the project and subject to the control of the Engineer, and provided that the Contractor, at the Contractor's expense, shall provide such protective measures as are deemed necessary by the Engineer and shall repair any damage caused by the operations, the Contractor will be permitted to:
 1. Make transverse crossings of those portions of an existing public road or street that are within the highway right of way, with construction equipment that exceeds the size or weight limitations set forth in Division 15 of the Vehicle Code.
 2. Make transverse crossings of treated bases, surfacing or pavement which are under construction or which have been completed, with construction equipment which exceeds the size or weight limitations set forth in Division 15 of the Vehicle Code.
 3. Cross bridge structures that are not open to public traffic and that are designed for HS20-44 Live Loading (culverts and pipes excluded), with construction equipment which exceeds the size or weight limitations set forth in Division 15 of the Vehicle Code, but not exceeding the load

limitations hereinafter specified, provided that the Contractor furnishes to the Engineer the dimensions and maximum axle loadings of equipment proposed for use on bridge structures:

- A. The maximum loading on bridge structures due to pneumatic-tired truck and trailer combinations shall not exceed (1) 28,000 pounds for single axles, (2) 48,000 pounds for tandem axles, nor (3) 60,000 pounds total gross load for single vehicles or 110,000 pounds total gross load for truck and trailer or semi-trailer combinations.
- B. The loading on bridge structures due to 2 and 3 axle pneumatic-tired earthmovers shall not exceed that shown in the following table.

Allowable Construction Loading On Bridges For 2 and 3 Axle Earthmovers

Spacing of Bridge Girders (center to center in feet)	Maximum Axle Loading (in pounds)
4	28,000
5	29,000
6	30,0
7	32,000
8	34,000
9	37,000
10 and over	40,000

Minimum axle spacing:

For 3-axle earthmovers

Axles 1 to 2 = 8 feet

Axles 2 to 3 = 20 feet

For 2-axle earthmovers

Axles 1 to 2 = 20 feet

- 4. Move equipment within the limits of the project over completed or existing base, surfacing, pavement and structures, whether or not open to the public.
- d. Within the limits of the project and subject to the condition that the Contractor shall repair, at the Contractor's expense, any damage caused thereby, the Contractor will be permitted to cross culverts and pipes with construction equipment that exceeds the size or weight limitations set forth in Division 15 of the Vehicle Code in accordance with the conditions set forth on the Project Plans.
- e. Should the Contractor desire to increase the load carrying capacity of a structure or structures which are to be constructed as a part of the Agreement, in order to facilitate the Contractor's own operations, the Contractor may request the Engineer to consider redesigning the structure or structures. Proposals by the Contractor to increase the load carrying capacity of structures above 130,000

pounds per single axle or pair of axles less than 8 feet apart, or above 330,000 pounds total gross vehicle weight, will not be approved. The request shall include a description of the structure or structures involved and a detailed description of the overloads to be carried, the date the revised plans would be required, and a statement that the Contractor agrees to pay all costs involved in the strengthening of the structure or structures, including the cost of revised plans, and further that the Contractor agrees that no extension of time will be allowed by reason of any delay to the work which may be due to the alteration of the structure or structures. If the Engineer determines that strengthening the structure or structures will be permitted, the Engineer will inform the Contractor of the estimated cost of the alterations, including engineering, and the date that revised plans could be furnished. If the cost and date are satisfactory to the Contractor, the Engineer will prepare a change order providing for the agreed upon alterations.

6-1.16 Public Convenience.

- a. The Contractor shall so conduct operations as to offer the least possible obstruction and inconvenience to the public and shall have under construction no greater length or amount of Work than can be prosecuted properly with due regard to the rights of the public.
- b. Unless otherwise provided in the Special Provisions, all public traffic shall be permitted to pass through the Work with as little inconvenience and delay as possible. Where possible, public traffic shall be routed on new or existing paved surfaces.
- c. Spillage resulting from hauling operations along or across any public traveled way shall be removed immediately by the Contractor at the Contractor's expense.
- d. Existing traffic signals and highway lighting shall be kept in operation for the benefit of the traveling public during progress of the Work, and other forces will continue routine maintenance of existing systems.
- e. Construction operations shall be conducted in such a manner as to cause as little inconvenience as possible to abutting property owners.
- f. Convenient access to driveways, houses, and buildings along the line of the Work shall be maintained and temporary approaches to crossings or intersecting highways shall be provided and kept in good condition. When the abutting property owner's access across the right of way line is to be eliminated, or to be replaced under the contract by other access facilities, the existing access shall not be closed until the replacement access facilities are usable.

- g. The Contractor may be required to cover certain signs which regulate or direct public traffic to roadways that are not open to traffic. The Engineer will determine which signs shall be covered.
- h. Roadway excavation and the construction of embankments shall be conducted in such a manner as to provide a reasonably smooth and even surface satisfactory for use by public traffic at all times; sufficient fill at culverts and bridges to permit traffic to cross shall be placed in advance of other grading operations; and if ordered by the Engineer roadway cuts shall be excavated in lifts and embankments constructed part width at a time, construction being alternated from one side to the other and traffic routed over the side opposite the one under construction. Culvert installation or culvert construction shall be conducted on but one-half the width of the traveled way at a time, and that portion of the traveled way being used by public traffic shall be kept open and unobstructed until the opposite side of the traveled way is ready for use by traffic.
- i. Upon completion of rough grading at the grading plane, or placing any subsequent layer thereon, the surface of the roadbed shall be brought to a smooth, even condition free of humps and depressions, satisfactory for the use of public traffic.
- j. After the surface of the roadbed has been brought to a smooth and even condition for the passage of public traffic as above provided, any work ordered by the Engineer for the accommodation of public traffic prior to commencing subgrade operations will be paid for as extra work as provided in Section 3. After subgrade preparation for a specified layer of material has been completed, the Contractor shall, at the Contractor's expense, repair any damage to the roadbed or completed subgrade, including damage caused by the Contractor's operations or use by public traffic.
- k. While subgrade and paving operations are underway, public traffic shall be permitted to use the shoulders and, if half-width paving methods are used, shall also be permitted to use the side of the roadbed opposite the one under construction. When sufficient width is available, a passageway wide enough to accommodate at least 2 lanes of traffic shall be kept open at locations where subgrade and paving operations are in active progress.
- l. When ordered by the Engineer, the Contractor shall furnish a pilot car and driver and flaggers for the purpose of expediting the passage of public traffic through the Work under one-way controls. At locations where traffic is being routed through construction under one-way controls and when ordered by the Engineer, the movement of the Contractor's equipment from one portion of the Work to another shall be governed in accordance with the one-way controls.

- m. Water or dust palliative shall be applied if ordered by the Engineer for the alleviation or prevention of dust nuisance.
- n. In order to expedite the passage of public traffic through or around the work and where ordered by the Engineer, the Contractor shall install signs, lights, flares, temporary railing (Type K), barricades and other facilities for the sole convenience and direction of public traffic. Also where directed by the Engineer, the Contractor shall furnish competent flaggers whose sole duties shall consist of directing the movement of public traffic through or around the Work. The cost of furnishing and installing the signs, lights, flares, temporary railing (Type K), barricades, and other facilities, not to be paid for as separate contract items, will be paid for as provided in Section 3.
- o. The Contractor will be required to pay the cost of replacing or repairing all facilities installed for the convenience or direction or warning of public traffic that are lost while in the Contractor's custody, or are damaged by reason of the Contractor's operations to such an extent as to require replacement or repair, and deductions from any moneys due or to become due the Contractor will be made to cover the cost.
- p. Whenever a section of surfacing, pavement or the deck of a structure has been completed, the Contractor shall open it to use by public traffic if the Engineer so orders or may open it to use by public traffic if the Engineer so consents. In either case the Contractor will not be allowed any compensation due to any delay, hindrance or inconvenience to the Contractor's operations caused by public traffic, but will thereupon be relieved of responsibility for damage to completed permanent facilities caused by public traffic, within the limits of that use. The Contractor will not be relieved of any other responsibility under the contract nor will the Contractor be relieved of cleanup and finishing operations.
- q. Except as otherwise provided in this Section 6.1-16 or in the Special Provisions, full compensation for conforming to the provisions in this Section 6.1-16 shall be considered as included in the prices paid for the various contract items of work and no additional compensation will be allowed therefore.

6-1.17 Public Safety.

- a. It is the Contractor's responsibility to provide for the safety of traffic and the public during construction.
- b. Whenever the Contractor's operations create a condition hazardous to traffic or to the public, the Contractor shall, at the Contractor's expense and without cost to the District, furnish, erect and maintain those fences, temporary railing (Type K), barricades, lights, signs and other devices and take such other protective

measures that are necessary to prevent accidents or damage or injury to the public.

- c. Fences, temporary railing (Type K), barricades, lights, signs, and other devices furnished, erected and maintained by the Contractor, at the Contractor's expense, are in addition to any construction area traffic control devices for which payment is provided for elsewhere in the Agreement.
- d. The Contractor shall also furnish such flaggers as are necessary to give adequate warning to traffic or to the public of any dangerous conditions to be encountered.
- e. Signs, lights, flags, and other warning and safety devices and their use shall conform to the requirements set forth in Chapter 6 of the MUTCD. Signs or other protective devices furnished and erected by the Contractor, at the Contractor's expense, as above provided, shall not obscure the visibility of, nor conflict in intent, meaning and function of either existing signs, lights and traffic control devices or any construction area signs and traffic control devices for which furnishing of, or payment for, is provided elsewhere in the Agreement. Signs furnished and erected by the Contractor, at the Contractor's expense, shall be approved by the Engineer as to size, wording and location.
- f. The installation of general roadway illumination shall not relieve the Contractor of the responsibility for furnishing and maintaining any of the protective facilities herein before specified.
- g. Construction equipment shall enter and leave the highway via existing ramps and crossovers and shall move in the direction of public traffic. All movements of workmen and construction equipment on or across lanes open to public traffic shall be performed in a manner that will not endanger public traffic.
- h. The Contractor's trucks or other mobile equipment which leave a freeway lane, that is open to public traffic, to enter the construction area, shall slow down gradually in advance of the location of the turnoff to give following public traffic an opportunity to slow down.
- i. When leaving a Work area and entering a roadway carrying public traffic, the Contractor's equipment, whether empty or loaded, shall in all cases yield to public traffic.
- j. Lanes, ramps and shoulders shall be closed in accordance with the details shown on the plans, and as provided in the Special Provisions.

- k. The Contractor shall notify the Engineer not less than 18 days and not more than 90 days prior to the anticipated start of an operation that will change the vertical or horizontal clearance available to public traffic (including shoulders).
- l. Pedestrian openings through falsework shall be paved or provided with full width continuous wood walks and shall be kept clear. Pedestrians shall be protected from falling objects and curing water for concrete. Overhead protection for pedestrians shall extend not less than 4 feet beyond the edge of the bridge deck. All pedestrian openings through falsework shall be illuminated.
- m. When vertical clearance is temporarily reduced to 15 feet, or less, low clearance warning signs shall be placed in accordance with Chapter 2 of the MUTCD and as directed by the Engineer. Signs shall conform to the dimensions, color, and legend requirements of the MUTCD, and these specifications except that the signs shall have black letters and numbers on an orange retroreflective background. W12-2P signs shall be illuminated so that the signs are clearly visible.
- n. No material or equipment shall be stored where it will interfere with the free and safe passage of public traffic, and at the end of each day's Work and at other times when construction operations are suspended for any reason, the Contractor shall remove all equipment and other obstructions from that portion of the roadway open for use by public traffic.
- o. Temporary facilities which the Contractor uses to perform the Work shall not be installed or placed where they will interfere with the free and safe passage of public traffic.
- p. Temporary facilities which could be a hazard to public safety if improperly designed shall comply with design requirements specified in the Agreement for those facilities or, if none are specified, with standard design criteria or codes appropriate for the facility involved. Working drawings and design calculations for the temporary facilities shall be prepared and signed by an engineer who is registered as a Civil Engineer in the State of California and shall be submitted to the Engineer for approval. The submittals shall designate thereon the standard design criteria or codes used. Installation of the temporary facilities shall not start until the Engineer has reviewed and approved the drawings.
- q. Should the Contractor appear to be neglectful or negligent in furnishing warning devices and taking protective measures as above provided, the Engineer may direct attention to the existence of a hazard and the necessary warning devices shall be furnished and installed and protective measures taken by the Contractor at the Contractor's expense. Should the Engineer point out the inadequacy of warning devices and protective measures, that action on the part of the Engineer

shall not relieve the Contractor from responsibility for public safety or abrogate the obligation to furnish and pay for these devices and measures.

- r. Provision for the payment for signs, lights, flares, temporary railing (Type K), barricades, and other facilities as provided in Section 6-1.16, "Public Convenience," or by contract item, shall in no wise relieve the Contractor from the responsibility as provided in this Section 6-1.17.
- s. Except as otherwise provided in this Section 6-1.17 or in the special provisions, full compensation for conforming to all of the provisions in this Section 6-1.17 shall be considered as included in the prices paid for the various contract items of Work and no additional compensation will be allowed therefore.

6-1.18 Preservation of Property.

- a. Roadside trees, shrubs and other plants that are not to be removed, and pole lines, fences, signs, markers and monuments, buildings and structures, conduits, pipelines under or above ground, sewer and water lines, all highway facilities and any other improvements or facilities within or adjacent to the highway shall be protected from injury or damage, and if ordered by the Engineer, the Contractor shall provide and install suitable safeguards, approved by the Engineer, to protect the objects from injury or damage. If the objects are injured or damaged by reason of the Contractor's operations, the objects shall be replaced or restored at the Contractor's expense. The facilities shall be replaced or restored to a condition as good as when the Contractor entered upon the Work, or as good as required by the Agreement, if any of the objects are a part of the Work. The Engineer may make or cause to be made those temporary repairs that are necessary to restore to service any damaged highway facility. The cost of the repairs shall be borne by the Contractor and may be deducted from any moneys due or to become due to the Contractor under the contract.
- b. The fact that any underground facility is not shown upon the Project Plans shall not relieve the Contractor of the responsibility under Section 4-1.05, "Utility and Non-Highway Facilities." It shall be the Contractor's responsibility, pursuant thereto, to ascertain the location of those underground improvements or facilities which may be subject to damage by reason of the Contractor's operations.
- c. Full compensation for furnishing all labor, materials, tools, equipment, and incidentals, and for doing all the Work involved in protecting or repairing property as specified in this Section 6-1.18, shall be considered as included in the prices paid for the various contract items of Work and no additional compensation will be allowed therefore.

6-1.19 Sound Control Requirements. The Contractor shall comply with all local sound control and noise level rules, regulations and ordinances which apply to any Work

performed pursuant to the Agreement. Each internal combustion engine, used for any purpose on the job or related to the job, shall be equipped with a muffler of a type recommended by the manufacturer. No internal combustion engine shall be operated on the project without the muffler.

6-1.20 Disposal Of Material Outside The Right Of Way.

- a. If the Contractor elects to dispose of materials at locations other than those where arrangements have been made by the District, or, if material is to be disposed of and the District has not made arrangements for disposal of the material, the Contractor shall make arrangements for disposing of the materials outside the highway right of way and shall pay all costs involved. Arrangements shall include, but not be limited to, entering into agreements with property owners and obtaining necessary permits, licenses and environmental clearances. Before disposing of any material outside the highway right of way, the Contractor shall furnish to the Engineer satisfactory evidence that the Contractor has entered into agreements with the property owners of the site involved and has obtained the permits, licenses and clearances.
- b. When any material is to be disposed of outside the highway right of way, and the District has not made arrangements for disposal of the material, the Contractor shall first obtain written authorization from the property owner on whose property the disposal is to be made and the Contractor shall file with the Engineer the authorization or a certified copy thereof together with a written release from the property owner absolving the District from any and all responsibility in connection with the disposal of material on the property. Before any material is disposed of on the property, the Contractor shall obtain written permission from the Engineer to dispose of the material at the location designated in the authorization. When material is disposed of as above provided and the disposal location is visible from a highway, the Contractor shall dispose of the material in a neat and uniform manner to the satisfaction of the Engineer.
- c. Where the District has made arrangements with owners of land in the vicinity of a project for the disposal of materials on an owner's property, the arrangements are made solely for the purpose of providing all bidders an equal opportunity to dispose of the materials on the property. Bidders or Contractors may, upon written request, inspect the documents evidencing the arrangements between property owners and the District. The Contractor may, if the Contractor so elects, exercise any rights that have been obtained, which may be exercised by a Contractor under the arrangements, subject to and upon the conditions hereinafter set forth.
- d. Such arrangements are not a part of the Agreement and it is expressly understood and agreed that the District assumes no responsibility to the Contractor whatsoever in respect to the arrangements made with the property owner to dispose of materials thereon and that the Contractor shall assume all risks in connection with the use of the property, the terms upon which the use shall be made, and there is no warranty

or guaranty, either express or implied, as to the quantity or types of materials that can be disposed of on the property.

- e. In those instances in which the District has compiled "Materials Information" as referred to in Section 3, "Examination of Plans, Specifications, Contract, and Site of Work," of Instructions to Bidders, the compilation will include the documents setting forth the arrangement made with some of the property owners for the disposal of material on those owners' properties. The inclusion of the documents therein shall not in any respect operate as a waiver of any of the provisions in this Section 6-1.20 concerning the documents.
- f. The Contractor is cautioned to make such independent investigation and examination as the Contractor deems necessary to be satisfied as to the quantity and types of materials which may be disposed of on the property and the rights, duties and obligations acquired or undertaken under the arrangement with the property owner.
- g. Notwithstanding that the Contractor may elect to dispose of materials on any such property owner's property, no material may be disposed of on that property unless the Contractor has first either:
 - 1. Executed a document that will guarantee to hold the owner harmless from all claims for injury to persons or damage to property resulting from the Contractor's operations on the property owner's premises and also agree to conform to all other provisions set forth in the arrangement made between the District and the property owner. The document will be prepared by the Engineer for execution by the Contractor, or
 - 2. Entered into an agreement with the owner of the disposal site on any terms mutually agreeable to the owner and the Contractor; provided that the Contractor shall furnish to the Engineer a release, in a form satisfactory to the Engineer, executed by the owner, relieving the District of any and all obligations under the District's arrangement with the owner.
- h. If the Contractor elects to dispose of material under (1), the use of the site shall be subject to the terms, conditions and limitations of the arrangement made between the property owner and the District and the Contractor shall pay those charges that are provided for in the arrangement made by the District with the property owner, and deductions will be made from any moneys due or that may become due the Contractor under the contract sufficient to cover the charges for the material disposed of.
- i. If the Contractor elects to dispose of material under (2), the Contractor shall pay those charges that are provided for in the agreement between the owner and the

Contractor and deductions will not be made from any moneys due or that may become due the Contractor under the contract to cover the charges.

- j. The Engineer may require the Contractor to submit written evidence that the owner of the disposal site is satisfied that the Contractor has satisfactorily complied with the provisions of either - (1), the arrangement between the Department and the owner, or (2), the agreement between the owner and the Contractor, as the case may be.
- k. Full compensation for all costs involved in disposing of materials as specified in this Section 6-1.20, including all costs of hauling, shall be considered as included in the price paid for the contract item of work involving the materials and no additional compensation will be allowed therefore.

6.1-21 Assignment of Unfair Business Practice Claims. In accordance with California Public Contract Code Section 7103.5, the Contractor and any subcontractors offer and agree to assign to the District all rights, title, and interest in and to all causes of action the Contractor or any subcontractors may have under Section 4 of the Clayton Act (15 U.S.C. § 15) or under the Cartwright Act (Chapter 2 (commencing with § 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services or materials pursuant to this contract. This assignment shall be made and become effective at the time the District tenders final payment to the Contractor, without further acknowledgement by the parties.

6-1.22 Notice of Potential Claim

- a. If for any reason the Contractor deems that additional compensation is due for Work or materials not clearly provided for in the Agreement, Project Plans or Technical Specifications or previously authorized extra work, a Notice of Potential Claim shall be made. The Contractor shall give the Engineer a written Notice of Potential Claim concerning such additional compensation before Work begins on the items on which the claim is based. The notice shall set forth the reasons for which the Contractor believes additional compensation will or may be due and the nature of the costs involved. Any Notice of Potential Claim submitted to the District by the Contractor shall have attached the following certification executed by an officer of the Contractor:

I, _____, being the _____ of _____ (Contractor), declare under penalty of perjury under the laws of the State of California, and do personally certify and attest that: I have thoroughly reviewed the attached claim and know its contents, and said claim is made in good faith; that it is supported by truthful and accurate data; that the amount requested accurately reflects the contract adjustment for which the Contractor believes the District is liable; and further, that I am familiar with California Penal Code section 72 and California Government Code section 12650, et seq., pertaining to false claims, and

further know and understand that submission or certification of a false claim may lead to fines, imprisonment, or other severe legal consequences.

- b. The Contractor shall afford the Engineer every opportunity and facility for keeping records of actual cost of the work. The Contractor shall keep records of the disputed work in accordance with Section 3-1.17, Change Order Pricing.
- c. If such notification is not given or the Engineer is not afforded proper opportunity by the Contractor for keeping strict account of actual cost as required, then the Contractor hereby agrees to waive any claim for such additional compensation. Such notice by the Contractor and the fact that the Engineer has kept account of the cost of the Work shall not in any way be construed as proving or substantiating the validity of the claim. When the Work on the which the claim for additional compensation is based has been completed, the Contractor shall within 10 calendar days of completion submit the Contractor's written claim to the Engineer, who will present it to the District for consideration in accordance with the Agreement, including, but not limited to Section 11-1.03 of the General Provisions and applicable law.
- d. Any claim for overhead type expense or costs, in addition to being certified as stated above, shall be supported by an audit report of an independent Certified Public Accountant. Any claim for overhead shall also be subject to audit by the District at its discretion.
- e. Any costs or expenses incurred by the District in reviewing or auditing any claims that are not supported by the Contractor's cost accounting or other records shall be deemed to be damages incurred by the District within the meaning of the California False Claims Act.

SECTION 7 MEASUREMENT AND PAYMENT

7-1.01 F.O.B. All shipments must be F.O.B. destination to the Work site and/or other sites indicated in the Contract Documents. The Contract Price is all-inclusive (including sales tax). There shall be no additional compensation paid for containers, packing, unpacking, drayage or insurance. The Contract Prices includes full compensation for all taxes which the Contractor is required to pay, whether imposed by Federal, State or local government, including, without being limited to, Federal excise tax. No tax exemption certificate nor any document designed to exempt the Contractor from payment of any tax will be furnished to the Contractor by the District, as to any tax on labor, services, materials, transportation, or any other items furnished pursuant to this Agreement.

7-1.02 Payment.

- a. On or about the first day of each calendar month the Contractor will submit to the Engineer a verified application for payment and schedule of values supported by a statement showing all materials actually installed during the preceding month and the cost of labor actually expended in the performance of the Work. Unless otherwise provided in the Contract Documents, no allowances or payments will be made for material or equipment not placed at the Work site. Each invoice shall contain the following certification executed by a duly authorized officer of the Contractor:

I, _____, being the _____ of _____ (Contractor), declare under penalty of perjury under the laws of the State of California, and do personally certify and attest that: I have thoroughly reviewed the attached application for payment and know its contents, and said application is made in good faith; that it is supported by truthful and accurate data; that the amount requested accurately reflects the costs incurred during the period covered by this application; and further, that I am familiar with California Penal Code section 72 and California Government Code section 12650, et seq., pertaining to false claims, and further know and understand that submission or certification of a false claim may lead to fines, imprisonment, or other severe legal consequences.

- b. To be eligible for payment, the Contractor's applications for payment must include certified payroll reports prepared in accordance with California Labor Code Section 1776 and the Agreement for each employee of the Contractor and any subcontractors engaged in the performance of the Work during the preceding months. Applications for payment will not be processed without certified payroll reports.

- c. In accordance with California Public Contract Code Section 20104.50, the District will review applications for payment as soon as practicable after receipt. Any application or part of an application that is determined to be improper will be returned to the Contractor as soon as practicable, but no later than seven days after receipt by the District, along with a written description of the reasons why the application is improper. The Contractor's failure to submit a schedule in the time specified in Section 3-1.10 or its submission of a schedule to which the District has taken any uncorrected exception, shall serve as a basis for returning an application for payment in its entirety.
- d. Unless the Contractor has elected to post securities in lieu of retention in accordance with California Public Contract Code Section 22300 and the Agreement, and the Contractor and the District have executed an escrow agreement in accordance with Public Contract Code Section 22300 and the Agreement, the District will make progress payments to the Contractor in accordance with applicable law in the amount of ninety five (95) percent of the value of the labor actually performed and the material incorporated in the Work as specified in Contractor's verified application for payment upon approval by the District's authorized representative(s). Payment of progress payments will not be construed as acceptance of the Work performed. If the Contractor has elected to post securities in lieu of retention in accordance with Public Contract Code Section 22300 and the Agreement and the Contractor and the District have executed an escrow agreement in accordance with Public Contract Code Section 22300 and the Agreement, the District will make payments to the Contractor or the Contractor's escrow agent in accordance with such escrow agreement.
- e. The District will pay the Contractor's final invoice in accordance with applicable law and this Section 7 following acceptance of the Work provided that:
 - 1. The Contractor has furnished evidence satisfactory to the District that all claims for labor and material have been paid, or the time for filing valid stop notices has passed and no stop notices have been filed, or all stop notices filed have been released by valid release or release bond acceptable to the District.
 - 2. No claim has been presented to the District by any person based upon any acts or omissions of the Contractor or any subcontractor engaged in the performance of the Work.
 - 3. No other claim or dispute exists under the Agreement or applicable law concerning payment of the Contractor's final invoice and/or release of the Agreement retention.
 - 4. The Contractor has filed with the District the Maintenance Bond provided in the Contract Documents with duly notarized signatures of an authorized representative of the Contractor and an attorney-in-fact of an admitted surety

insurer acceptable to the District and such Maintenance Bond binds the Contractor as Principal and the Surety in accordance with its terms in the amount of 10% of the final Contract Price.

- f. In accordance with California Public Contract Code Section 20104.50, if the District fails to make a progress payment within thirty (30) days of receipt of an undisputed, properly submitted application for payment, the District will pay the Contractor interest equivalent to the legal rate set forth in subdivision (a) of California Code of Civil Procedure Section 685.010. The number of days available to the District to make a payment without incurring an interest obligation pursuant to this provision and California Public Contract Code Section 20104.50 will be reduced by the number of days, if any, by which the District has delayed return of an application for payment beyond the seven day return requirement set forth in Section 7-1.02.

7-1.03 Non-Allowable Direct Charges. The following costs are not allowable direct charges under the Agreement. The following costs may only be paid under the Agreement, if at all, as part of any allowance for Contractor overhead and/or profit established under the Agreement.

- a. Labor costs in excess of applicable prevailing wages pursuant to the Agreement and applicable law, liability and workers compensation insurance, social security, retirement and unemployment insurance and other employee compensation and benefits pursuant to bona fide compensation plans in effect at the time specified for the opening of Project bids for Contractor and subcontractor employees engaged in the performance of the Work. However, in no event will allowable direct labor charges under the agreement include employee bonuses, employee vehicles or vehicle allowances, employee telephones or telephone allowances, or employee housing or housing allowances, whether or not such benefits are part of a bona fide compensation plan in effect at the time specified for the opening of Project bids.
- b. Superintendent labor and clerical labor.
- c. Bond premiums.
- d. Insurance in excess of that required under Section 6-1.08.
- e. Utility costs.
- f. Work Site office expenses.
- g. Home office expenses.

7-1.04 Retention. The District or its agent may, in accordance with the Contract Documents and applicable law, withhold any payment of monies due or that may become due the Contractor because of:

- a. Defective work not remedied or uncompleted work.
- b. Claims filed or reasonable evidence indicating probable filing of claims.

- c. Failure to properly pay subcontractors or to pay for material or labor.
- d. Reasonable doubt that the Work can be completed for the balance then unpaid.
- e. Damage to another contractor.
- f. Damage to the District.
- g. Damage to a third party.
- h. Delay in the progress of the Work, which, in the District's judgment, is due to the failure of the Contractor to properly expedite the Work.
- i. Liquidated damages or other charges that apply to the Contractor under the Agreement.
- j. Any other lawful basis for withholding payment under the contract.

7-1.05 Securities in Lieu of Retention.

- a. In accordance with Public Contract Code Section 22300, except where federal regulations or polices do not permit substitution of securities, the Contractor may substitute securities for any moneys withheld by the District to ensure performance of the Work. At the Contractor's request and expense, securities equivalent to the amount withheld will be deposited with the District, or with a state or federally chartered bank in California as the escrow agent, who will then pay those moneys to the Contractor under the terms of an Escrow for Security Deposit agreement. The Escrow for Security Deposit agreement is provided in the Contract Documents. Upon satisfactory completion of the Work, the securities will be returned to the Contractor.
- b. Alternatively, at the Contractor's request and expense, the District will pay retentions earned directly to the escrow agent. At the Contractor's expense, the Contractor may direct investment of the payments into securities. Upon satisfactory completion of the Work, the Contractor will receive from the escrow agent all securities, interest, and payments received by the escrow agent from the District pursuant to this provision and the terms of the Escrow for Security Deposit agreement. The Contractor will, within 20 days of receipt of payment, pay to each subcontractor the respective amount of interest earned, less costs of retention withheld from each Subcontractor, on monies withheld to ensure the Contractor's performance of the Work.
- c. Securities eligible for investment in accordance with this provision include those listed in Government Code Section 16430, bank or savings and loan certificates of deposit, interest bearing demand deposit accounts, standby letters of credit, or any other security mutually agreed to by the Contractor and the District.
- d. The Contractor will be the beneficial owner of any securities substituted for moneys withheld and will receive any interest thereon.

SECTION 8

PROJECT ACCEPTANCE AND CLOSEOUT

8-1.01 Occupancy. The District reserves the right to occupy or use any part or parts or the entire of the Work before the Work is fully performed. Subject to applicable law, exercising this right will in no way constitute acceptance of any part of the Work so occupied or used or acceptance of the entire Work, nor will such occupancy or use in any way affect the times when payments will become due the Contractor, nor will such occupancy or use in any way prejudice the District's rights under the Agreement, any Agreement bonds, or at law or equity. Occupancy or use shall not waive the District's rights to assess liquidated damages in accordance with Section 5 after the date of such occupancy or use.

8-1.02 Work Completion and Final Inspection. When the Contractor considers the Work is completed, the Contractor will submit written certification to the Engineer specifying that: the Contract Documents have been reviewed; the Work has been inspected for compliance with the Contract Documents; the Work has been completed in accordance with the Contract Documents; and that equipment and systems have been tested in the presence of the District's representative and are operational. The District and/or the District's authorized representatives will make an inspection to verify that the Work is complete and will notify the Contractor in writing of any incomplete or deficient Work. The Contractor will take immediate steps to remedy the stated deficiencies and give notice of correction to the Engineer. Upon receiving a notice of correction, the District or the District's authorized representatives will re-inspect the Work. The Contractor must correct all punch list items within 15 working days after the issuance of the punch list. Before acceptance of the Work the Contractor must submit: one set of the Project Record Drawings (As-Built), and any equipment operating and maintenance instructions and data, warranties.

8-1.03 Work Acceptance.

- a. All finished Work will be subject to inspection and acceptance or rejection by the District, the Engineer, and the Designer or other government agencies having jurisdiction over the Work. Final acceptance of the Work will be at the discretion of the District.
- b. The District will accept the Work in writing only when the Work has been completed to the District's reasonable satisfaction. Progress payments will in no way be construed as acceptance of any part of the Work

- c. In evaluating the Work, no allowance will be made for deviations from the Technical Specifications, Project Plans or other Contract Documents unless already approved in writing in accordance with the requirements of Section 3, above.

- d. The fact that the Work and materials have been inspected from time to time and that progress payments have been made does not relieve the Contractor of the responsibility of replacing and making good any defective or omitted work or materials in accordance with the requirements of the Contract Documents.

SECTION 9 REMEDIES AND DISPUTES

9-1.01 Failure to Correct Work. Within ten (10) working days of receiving written notice from the District describing Work that is defective or that is otherwise not in accordance with the requirements of the Agreement and/or applicable law and directing that such Work be corrected, the Contractor and/or the Contractor's sureties must give the District written notice of the intent of the Contractor and/or the Contractor's sureties to correct such Work and commence correction of such Work in accordance with the District's notice and the Agreement. If the Contractor and/or the Contractor's sureties do not give the District written notice of intent to correct such Work and commence correction of such Work within ten (10) working days of receipt of the District's notice, then the District may correct such work and/or have such work corrected for the account and at the expense of the Contractor and/or its sureties, and the Contractor and/or its sureties will be liable to the District for any resulting excess cost. The District may, in addition to all other remedies that the District may have under the Agreement and at law or equity, deduct any such excess cost of completing the Work from amounts that are due or that may become due the Contractor.

9-1.02 Termination.

- a. In accordance with California Public Contract Code Section 7105, in addition to all other available remedies that the District may have under the Agreement, and at law or equity, the District may terminate the Agreement:
 1. If the Contractor or any of its subcontractors engaged in the performance of the Work fails to timely perform the Work and/or any of the Contractor's material obligations under the Contract Documents, including but not limited to submission of an acceptable schedule, that have accrued except for those due to reasons beyond the control of the Contractor pursuant to the Contract Documents.
 2. If the Contractor is adjudged bankrupt, or if it should make a general assignment for the benefit of creditors, or if a receiver should be appointed on account of its creditors.
 3. If the Contractor or any of the subcontractors engaged in the performance of the Work persistently or repeatedly refuses or fails to supply enough properly skilled workmen or proper materials for the timely completion of the Work.
 4. If the Contractor fails to make prompt payment to subcontractors engaged in the performance of the Work or for material or labor used in the

performance of the Work in accordance with the Contract Documents and applicable law.

5. If the Contractor or any subcontractors engaged in the performance of the Work persistently disregards laws or ordinances applicable to the performance of the Work, or the instructions of the District, the Engineer, the Designer, or other authorized representatives of the District.
 6. For any reason or for no reason, at the District's sole discretion.
- b. If the District intends to terminate the Contractor's control of the Work for any of the reasons specified in Section 9-1.02(a) 1 through 5, above, the District will immediately serve written notice to the Contractor and its sureties in accordance with the Contract Documents. Notice of the District's intent to terminate the Agreement will be given by registered or certified mail and specify the grounds for termination, the required cure and the time by which the cure must be effected. Upon receipt of notice of the District's intent to terminate the Agreement for any of the reasons specified in Section 9-1.02(a) 1 through 5, the Contractor will have ten (10) days from receipt of the notice or a longer time specified in the notice to cure its default. If the Contractor does not effect the required cure by the time specified in the notice, the District will issue a written notice of termination to the Contractor and its sureties by registered or certified mail. The notice of termination will specify: that upon receipt of the notice the Contractor's right to perform or complete the Work, including on behalf of the Contractor's sureties, is terminated; that the Contractor's sureties will have the right to take over and complete the Work and perform all of the Contractor's remaining obligations that have accrued under the Agreement; and that if the Contractor's sureties do not both give the District written notice of their intention to take over and perform the Agreement and commence completion of the Work and performance of all of the Contractor's remaining obligations that have accrued under the Agreement within ten (10) days after receipt of notice of termination that the District may declare the Contractor's sureties in default and take over the completion of the Work or have the Work completed for the account and at the expense of the Contractor and its sureties, and the Contractor and its sureties will be liable to the District for any resulting excess cost. The District may, in addition to all other available remedies that the District may have under the Contract Documents and at law or equity, deduct any such excess cost of completing the Work from amounts that are due or that may become due the Contractor.
- c. Upon termination of the Contractor's control of the Work for any of the reasons specified in Section 9-1.02(a) 1 through 5, the Contractor will, if so directed by the District, immediately remove from the Work site any and all materials and personal property belonging to the Contractor which have not been incorporated in the Work and the Contractor and its sureties will be liable upon their bond

for all damages caused the District by reason of the Contractor's failure to complete the Work.

- d. Upon termination of the Contractor's control of the Work for any of the reasons specified in Section 9-1.02(a) 1 through 5, above, the District reserves the right to refuse tender of the Contractor by any surety to complete the Work.
- e. If the District completes or has completed any portion of, or the whole of the Work, following termination of the Contractor's control of the Work for any of the reasons specified in Section 9-1.02(a) 1 through 5, above, the District will neither be liable for nor required to account to the Contractor or the Contractor's sureties in any way for the time within which, or the manner in which such Work is performed, or for any changes made in such Work or for the money expended in satisfying claims and/or suits and/or other obligations in connection with completing the Work. If, following termination of the Contractor's control of the Work for any of the reasons specified in Section 9-1.02(a) 1 through 5, above, the unpaid balance of the Contract Price exceeds the expense of completing the Work, including compensation for additional legal, managerial and administrative services and all other amounts due for the completion of the Work and/or satisfaction of claims of the District and/or others arising out of the Agreement and any other charges that apply to the Contractor under the Agreement, the difference will be paid to the Contractor. If such expenses of completing the Work exceed the unpaid balance of the Contract Price, the Contractor or its sureties will pay the difference to the District.
- f. If the Agreement or Contractor's control of the Work is terminated for any reason, no allowances or compensation will be granted for the loss of any anticipated profit by the Contractor.
- g. In accordance with California Government Code Section 4410, in the event a national emergency occurs, and public work being performed by contract is stopped, directly or indirectly, because of the freezing or diversion of materials, equipment or labor, as the result of an order or a proclamation of the President of the United States, or of an order of any federal authority, and the circumstances or conditions are such that it is impracticable within a reasonable time to proceed with a substantial portion of the Work, then the District and the Contractor may, by written agreement, terminate the Agreement. In accordance with California Government Code Section 4411, such an agreement will include the terms and conditions of the termination of the Contract and provision for the payment of compensation or money, if any, which either party will pay to the other or any other person, under the facts and circumstances in the case. Compensation to the Contractor will be determined on the basis of the reasonable value of the Work done, including preparatory Work. As an exception to the foregoing, in the case of any fully completed separate item or portion of the Work for which there is a separate contract price, the Contract

Price shall control. The parties may in any other case adopt the Contract Price as the reasonable value of the Work or any portion of the Work done.

9-1.03 Disputes.

9-1.03.01 Definitions

For purposes of this section, the following Definitions shall apply:

- A. “Disputed Work” - Work that Contractor contends is outside the scope of the Contract Documents or in violation of the terms of the Contract Documents, resulting from any decision, determination, order, direction, instruction, notice, action, or omission of the District being otherwise incorrect or improper. Disputed Work includes any claims or potential claims regarding loss of productivity, delays, impacts, arising or occurring during the Work, that Contractor may assert resulted from acts or omissions of the District that were outside the requirements of the Contract Documents.
- B. “Good Faith Negotiations” means the successive, tiered negotiations of Disputed Work, each with increasing levels of documentation and substantiation, starting at the Project level and escalating to the Authorized Representative level, then the Executive level, prior to Contractor filing a Final Claim.
- C. “Claim” or “statutory claim” is defined in Public Contract Code section 9104, and means “a separate demand by the contractor sent by registered mail or certified mail with return receipt requested, for one or more of the following:
 - a. A time extension, including, without limitation, for relief from damages or penalties for delay assessed by a public entity under a public works contract.
 - b. Payment by the District of money or damages arising from work done by, or on behalf of, the Contractor pursuant to the contract for a public work and payment for which is not otherwise expressly provided or to which the claimant is not otherwise entitled.
 - c. Payment of an amount that is disputed by the public entity.
- D. Final Claim means the certified Final Claim prepared and submitted by Contractor if Good Faith Negotiations fail to result in settlement of the claim.

9-1.03.02 Requirements of Good Faith Negotiations

A. Introduction

- a. At any time during the Good Faith Negotiations defined in this Section, Contractor may serve a statutory claim pursuant to Public Contract Code section 9204. Upon receipt of a claim pursuant to that section, the District will conduct a reasonable review of the claim and, within a period not to exceed 45 days, shall provide Contractor a written statement identifying what portion of the claim is disputed and what portion is undisputed. Upon receipt of a claim, the District and Contractor may, by mutual agreement,

extend the time period provided in this subdivision. Contractor shall furnish reasonable documentation to support the claim.

- b. Notwithstanding the service of a statutory claim, Contractor must comply with the Good Faith Negotiations procedures defined in this Section. Failure to so comply shall operate as a waiver of Contractor's claims.

B. Notification of Disputed Work Required.

- a. Contractor shall promptly, and before commencing Disputed Work, notify The District's Authorized Representative in writing before proceeding with such Work. Contractor's written notification shall state the objection and the basis of the objection ("Disputed Work").
- b. If Contractor proceeds with the Disputed Work without complying with the written notice requirement, Contractor will be deemed to have assented that the Work is within the Contract's requirements, and shall waive its rights to further right to a protest or Claim.
- c. Contractor shall provide written notice of Disputed Work concurrently with Contractor's incurring any costs it may claim are the responsibility of the District.

C. Contemporaneous Records

- a. Beginning with the first day on which any Disputed Work is performed, and each following Day, Contractor shall maintain detailed hourly records of labor, construction equipment, and services, and itemized records of materials and equipment used each Day in the performance of the Disputed Work. Such records must be of a form acceptable to the District, shall be signed by Contractor, copies provided to the District daily, and are subject to verification by the District.

D. Initial Substantiation (within ten (10) Days after Contractor's first knowledge of the Disputed Work.)

- a. Within ten (10) Days after Contractor's first knowledge of the Disputed Work, Contractor shall provide the District with a written statement of dispute ("Dispute") that includes a preliminary cost proposal for the Disputed Work stating clearly and in detail its objection and reasons for contending the Disputed Work is outside or in breach of the requirements of Contract Documents. The preliminary cost proposal must provide a good faith preliminary estimate of the labor (workers, crews), equipment and/or materials involved, and a corresponding good faith preliminary estimate of cost. It is the responsibility of Contractor to substantiate that the Disputed Work is in fact a change from the base scope of Work.
- b. The written Dispute must identify the subcontractors, vendors, suppliers affected, if any, sufficient for the District to visit the Site to inspect the work and/or conduct a telephonic interview of the persons involved, and/or to photograph the work in question. Contractor shall provide by email digital photographs of the Disputed Work and provide District with contact

information for all involved subcontractors and/or suppliers of any tier to facilitate prompt “in person” review at the next job site meeting.

E. First Negotiation: At Project Level. (No later than twenty-one (21) Days after Contractor’s first knowledge of the Dispute).

- a. The written notice and preliminary cost proposal for Disputed Work must be placed, by Contractor, as either a specific discussion item on the Agenda for the next weekly meeting, or to occur immediately before or following the weekly meeting. Both Owner and Contractor shall then make a good-faith effort to review the Disputed Work. It is expected that discussions will occur no later than twenty-one (21) Days after Contractor’s first knowledge of the Dispute.

F. Updated Dispute Substantiation (no later than thirty (30) days of Contractor’s first knowledge of Disputed Work).

- a. In the event negotiations at the next job site meeting do not result in resolution of the Dispute, and in any event no later than thirty (30) days of Contractor’s first knowledge of Disputed Work, Contractor must update its Dispute (“Updated Dispute”) to meet the following requirements.
- b. Contractor shall submit the Updated Dispute documentation in the following format:
 1. Introduction and Issue Identification
 2. Background
 3. Chronology
 4. Contractor's Position (Reason for County's potential liability)
 5. Supporting documentation of merit
 6. Supporting documentation of damages
 7. Schedules (if appropriate)
 8. Productivity exhibits (if appropriate)
- c. Contractor shall explain, cite by reference to Contract Documents and documents from the Project record and/or submit photocopies of documents supporting the merit of its position.
- d. Contractor shall explain, cite by reference to, and/or submit photocopies of documents supporting damages. Contractor must submit substantial supporting documentation with this Updated Dispute documentation; categories and amounts not identified and justified, will be deemed waived. Contractor may not assert, subsequently, new or different categories or amounts of damages.

G. Second Negotiation: At Project Representative Level. (No later than forty-five (45) Days after Contractor’s first knowledge of the Dispute).

- a. If District and Contractor do not resolve the Disputed Work at their first meeting, then Contractor shall submit its Updated Dispute and shall

calendar the matter for discussion with Contractor's Representative and Owner's Representative to occur within twenty (20) Days of the weekly meeting and no later than forty-five (45) Days after Contractor's first knowledge of the Dispute.

- b. The District's Representative will consider the information provided by Contractor and from District's resources, and will provide a decision in writing. If Contractor disputes the written decision, then Contractor's remedy is to file a Notice of Potential Claim meeting the requirements below.
- c. If for any reason Owner should fail to act or provide a decision on a Dispute or Updated Dispute, all within the required forty-five (45) Days, then the Dispute and Updated Dispute shall be deemed denied by Owner's Representative on the forty-sixth (46th) Day.

H. Notice of Potential Claim (no later than fifty-five (55) Days after Contractor's first knowledge of the Dispute).

- a. If, after receiving District's Representative's decision, Contractor disagrees with it or still considers the Disputed Work required of it to be outside the requirements of the Contract Documents, then Contractor shall so notify District in writing within ten (10) Days after receiving the decision by submitting a Notice of Potential Claim ("NOPC") stating that it will issue a formal claim.

I. Third Negotiation: Meeting of Executives.

- a. Upon receipt of Contractor's NOPC, Contractor and District shall negotiate the claim between and among the Contractor's Representative and Owner's Representative. Negotiations in response to the NOPC will not extend the time to file the Formal Claim.

J. FINAL CLAIM AND CERTIFICATION (Within seventy-five (75) Days of Contractor's first knowledge of a Dispute, or within thirty (30) Days of Owner's written decision on Contractor's Dispute and Updated Dispute.)

- a. Within seventy-five (75) Days of Contractor's first knowledge of a Dispute, or within thirty (30) Days of District's written decision on Contractor's Dispute and Updated Dispute, Contractor shall file with District its formal claim(s), in the form specified in this Section. For each NOPC Contractor intends to pursue as a formal claim, Contractor shall include all arguments, justification, cost or estimates, schedule analysis, and detailed documentation supporting Contractor's position. Contractor is encouraged to designate its Final Claim and Certification as its statutory claim.
- b. Claim Documentation. Contractor's Claim documentation shall conform to generally accepted auditing standards (GAAS). Contractor shall submit the Claim in the following format:
 - 1. Introduction
 - 2. General Background Discussion

3. Summary of Issues and Damages
 4. Index of Issues
 5. For Each Issue (Begin each issue on a new page)
 - a. Background
 - b. Chronology
 - c. Contractor's Position (Reason for County's potential liability)
 - d. Supporting Documentation of Merit
 - e. Supporting Documentation of Damages
 - f. Schedules (if appropriate)
 - g. Productivity exhibits (if appropriate)
- A. Contractor shall explain, cite by reference to, and/or submit photocopies of, documents supporting the merit of its position. Supporting documentation may include, but not be limited to, General Conditions, General Requirements, Technical Specifications, Drawings, correspondence, conference notes, Shop Drawings and other Submittals, Submittal Logs, survey books, inspection reports, delivery schedules, test reports, daily reports, subcontracts, fragmentary Critical Path method schedules, photographs, technical reports, Requests for Information, field instructions, and other related records necessary to support the merit of Contractor's position.
- B. Contractor shall explain, cite by reference to, and/or submit photocopies of, documents supporting damages. Supporting documentation may include, but not be limited to, any or all documents related to the preparation and submission of the Bid; Subcontractor, Supplier or vendor files and cost records; certified payroll reports, materials, equipment, and construction equipment and services costs; purchase orders; invoices; project as planned and as built costs; Subcontractor and Supplier payment documentation; quantity reports; other related records; general ledger and any other accounting materials necessary to support the Contractor's position.

K. CLAIMS SHALL BE CALCULATED IN THE SAME MANNER AS CHANGE ORDERS PER SECTION 01 26 00 (CONTRACT MODIFICATION PROCEDURES). NO SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES MAY BE CLAIMED, REQUESTED OR RECOVERED.

9-1.03.03 SUBCONTRACTOR CLAIMS.

- A. Contractor shall require each Subcontractor, sub-Subcontractor and supplier to comply with the claims procedure set forth in this Document 00 73 83 to provide Contractor with timely notice and documentation of all claims. Contractor shall present as its claims, all Subcontractor, sub-Subcontractor and supplier claims of any type, and prove them under the terms of the Contract Documents. Owner shall not be directly liable to any Subcontractor, any supplier, or any other person or

organization, or to any surety for or employee or agent of any of them, for damages or extra costs of any type arising out of or resulting from the Project.

9-1.03.04 WRITTEN DECISION AND ACTION ON CLAIMS

Time frames and procedures Decisions on statutory claims and formal claims follow the same procedures stated In Public Contract Code Section 9104:

- a. "Upon receipt of a claim pursuant to this section, the District shall conduct a reasonable review of the claim and, within a period not to exceed 45 days, shall provide the claimant a written statement identifying what portion of the claim is disputed and what portion is undisputed. Upon receipt of a claim, the District and Contractor may, by mutual agreement, extend the time period provided in this subdivision.
- b. If the District needs approval from its governing body to provide the claimant a written statement identifying the disputed portion and the undisputed portion of the claim, and the District does not meet within the 45 days or within the mutually agreed to extension of time following receipt of a claim sent by registered mail or certified mail, return receipt requested, the District shall have up to three days following the next duly publicly noticed meeting of the governing body after the 45-day period, or extension, expires to provide the claimant a written statement identifying the disputed portion and the undisputed portion.
- c. If the claimant disputes the District's written response, or if the District fails to respond to a claim issued pursuant to this section within the time prescribed, the claimant may demand in writing an informal conference to meet and confer for settlement of the issues in dispute. Upon receipt of a demand in writing sent by registered mail or certified mail, return receipt requested, the District shall schedule a meet and confer conference within 30 days for settlement of the dispute.
- d. Within 10 business days following the conclusion of the meet and confer conference, if the claim or any portion of the claim remains in dispute, the District shall provide the claimant a written statement identifying the portion of the claim that remains in dispute and the portion that is undisputed. Any payment due on an undisputed portion of the claim shall be processed and made within 60 days after the public entity issues its written statement. Any disputed portion of the claim, as identified by the Contractor in writing, shall be submitted to nonbinding mediation, with the District and the claimant sharing the associated costs equally. The District and claimant shall mutually agree to a mediator within 10 business days after the disputed portion of the claim has been identified in writing. If the parties cannot agree upon a mediator, each party shall select a mediator and those mediators shall select a qualified neutral third party to mediate with regard to the disputed portion of the claim. Each party shall bear the fees and costs charged by its respective mediator in connection with the selection of the neutral mediator. If mediation is unsuccessful, the parts of the claim remaining in dispute shall be subject to applicable procedures outside this section.
- e. For purposes of this section, mediation includes any nonbinding process, such as neutral evaluation or a dispute review board, in which an independent third party or board assists the parties in dispute resolution through negotiation or by

issuance of an evaluation. Any mediation utilized shall conform to the timeframes in this section.

- f. Unless otherwise agreed to by the District and the Contractor in writing, the mediation conducted pursuant to this section shall excuse any further obligation under Section 20104.4 of the Public Contract Code to mediate after litigation has been commenced.
- g. Failure by the District to respond to a claim from a Contractor within the time periods described in this subdivision or to otherwise meet the time requirements of this section shall result in the claim being deemed rejected in its entirety. A claim that is denied by reason of the District's failure to have responded to a claim, or its failure to otherwise meet the time requirements of this section, shall not constitute an adverse finding with regard to the merits of the claim or the responsibility or qualifications of the claimant.
- h. Amounts not paid in a timely manner as required by the negotiations required under Public Contract Code section 9204 shall bear interest at 7 percent per annum."

9-1.03.05 CLAIM UPDATES AND WAIVER

- A. Claim Updates Required. If Disputed Work persists longer than a single calendar month, then for each quarter until the Disputed Work ceases, Contractor shall submit to District a document titled "Claim Update" that shall update and quantify all elements of the Claim as completely as possible. Contractor's failure to submit a Claim Update or to quantify costs every quarter shall result in waiver of the Claim for that period. Claims or Claim Updates stating that damages, total damages (direct and indirect), schedule impact and/or any time extension will be determined at a later date shall not comply with this subparagraph and shall result in Contractor waiving its claim(s). Contractor shall also maintain a continuing "claims log" that shall list all outstanding claims and their value, and provide such log to Owner quarterly.
- B. Waiver. If the initially required notice of Dispute, Updated Dispute, Notice of Potential Claim and Final Claim, are not issued within the time period required herein, or if Contractor proceeds with the disputed Work without first having given the notice of the Disputed Work, Contractor shall be deemed to have waived its rights to further claim on the specific issue.

9-1.03.06 GOVERNMENT CODE SECTION 930.2

- A. The procedures, negotiations, record keeping, documentation and Final Claim, if negotiation efforts prove unsuccessful, as required in this Section, are intended to constitute a mandatory administrative remedy and part One of a two-step claim procedure by agreement under California Government Code Section 930.2. Step One is compliance with the Good Faith Negotiations and Claim Requirements. Step Two is filing a Government Code Section 910 Claim in with the County following statutory procedures and identifying Claims submitted, negotiated and not settled.

- B. Should Contractor fail to timely comply with the procedures set forth in this Section, Contractor may have rights to apply for consideration of late claims following the procedures in Government Code Section 930.4. This Section defines the limits of authority of District's representative to consider late claims and the basis therefore.

9-1.03.07 WAIVER AND SUBSTANTIAL COMPLIANCE

- A. If Contractor fails to comply with this Section as to any claim or Disputed Work, then Contractor shall waive its rights to such claim. All claim(s), Disputed Work items or issue(s) not raised in a timely notice, timely notice of potential claim and then timely claim submitted under this Section, may not be asserted in any subsequent arbitration (if subsequently agreed), litigation or legal action, and any award (or portion thereof), judgment or verdict contrary to this preclusion shall be vacated to the extent contrary.
- B. Contractor may request an extension of time to comply with the claims procedure herein, but must do so in advance of time periods expiring and District must give its approval in writing (which approval may be withheld in District's discretion.) As to any other feature of the claim procedure herein (and its claims waiver feature), it may not be waived or altered absent a written Change Order signed by both parties and accepted as to form by their legal counsel (for the District, the Office of the District Attorney.)
- C. The District, in its sole discretion, may consider Contractor's substantial compliance with the required initial notice and written Dispute, provided Contractor demonstrates good faith and a manifest lack of prejudice to District from late written notice, for example, contemporaneous District/Contractor discussions and review of Disputed Work with full opportunity to investigate and verify costs and work performed. Under no circumstances may substantial compliance be considered when the required written notice is more than twenty-one (21) calendar days late.
- D. The District shall not be deemed to waive or alter any provision under this Section, if at District's sole discretion; a claim is administered in a manner not in accord with this Section.
- E. Compliance with the foregoing shall not be a prerequisite to any Claim that is based solely on differences in measurement or errors of computations as to Contract quantities.

9-1.03.07 CLAIMS UNDER \$375,000

- A. The provision of Public Contract Code §20104 set seq. relating to the resolution of construction claims of three hundred seventy-five thousand dollars (\$375,000) or less which arise between a contractor and the District are hereby incorporated in this Contract and are *italicized* for ease of use.
- B. Documentation that is necessary to substantiate Claims submitted pursuant to this section must comply with the format requirements set forth in this Section.

- a. Claims for \$375,000 or below, as provided by Public Contract Code - §20104 (a)-(d), Application of article; provisions included in plans and specifications:
 - (a) (1) *This article applies to all public works claims of three hundred seventy-five thousand dollars (\$375,000) or less which arise between a contractor and local agency.*
 - (2) *This article shall not apply to any claims resulting from a contract between a contractor and a public agency when the public agency has elected to resolve any disputes pursuant to Article 7.1 (commencing with §10240) of Chapter 1 of Part 2.*
 - (b) (1) *"Public work" means "public work contract" as defined in Section 1101 but does not include any work or improvement contracted for by the state or the Regents of the University of California.*
 - (2) *"Claim" means a separate demand by the contractor for (A) a time extension, (B) payment of money or damages arising from work done by, or on behalf of, the contractor pursuant to the contract for a public work and payment of which is not otherwise expressly provided for or the claimant is not otherwise entitled to, or (C) an amount the payment of which is disputed by the local agency.*
 - (c) *The provisions of this article or a summary thereof shall be set forth in the plans or specifications for any work which may give rise to a claim under this article.*
 - (d) *This article applies only to contracts entered into on or after January 1, 1991.*

- C. Claims for \$375,000 or below, as provided by Public Contract Code - §20104.2 (a)-(f), Claims, requirements, tort claims excluded:

For any claim subject to this article, the following requirements apply:

- (a) *The claim shall be in writing and include the documents necessary to substantiate the claim. Claims must be filed on or before the date of Final Payment. Nothing in this subdivision is intended to extend the time limit or supersede notice requirements otherwise provided by contract for the filing of claims.*
- (b) (1) *For claims of less than fifty thousand dollars (\$50,000), the local agency shall respond in writing to any written claim within 45 days of receipt of the claim, or may request, in writing, within 30 days of receipt of the claim, any additional documentation supporting the claim or relating to defenses to the claim the local agency may have against the claimant.*
- (2) *If additional information is thereafter required, it shall be requested and provided pursuant to this subdivision, upon mutual agreement of the local agency and the claimant.*

(3) The local agency's written response to the claim, as further documented, shall be submitted to the claimant within 15 days after receipt of the further documentation or within a period of time no greater than that taken by the claimant in producing the additional information, whichever is greater.

(c) (1) For claims of over fifty thousand dollars (\$50,000) and less than or equal to three hundred seventy-five thousand dollars (\$375,000), the local agency shall respond in writing to all written claims within 60 days of receipt of the claim, or may request, in writing, within 30 days of receipt of the claim, any additional documentation supporting the claim or relating to defenses to the claim the local agency may have against the claimant.

(2) If additional information is thereafter required, it shall be requested and provided pursuant to this subdivision, upon mutual agreement of the local agency and the claimant.

(3) The local agency's written response to the claim, as further documented, shall be submitted to the claimant within 30 days after receipt of the further documentation, or within a period of time no greater than that taken by the claimant in producing the additional information or requested documentation, whichever is greater.

(d) If the claimant disputes the local agency's written response, or the local agency fails to respond within the time prescribed, the claimant may so notify the local agency, in writing, either within 15 days of receipt of the local agency's response or within 15 days of the local agency's failure to respond within the time prescribed, respectively, and demand an informal conference to meet and confer for settlement of the issue in dispute. Upon a demand, the local agency shall schedule a meet and confer conference within 30 days for settlement of the dispute.

(e) Following the meet and confer conference, if the claim or any portion remains in dispute, the claimant may file a claim as provided in Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of Part 3 of Division 3.6 of Title 1 of the Government Code. For purposes of those provisions, the running of the period of time within which a claim must be filed shall be tolled from the time the claimant submits his or her written claim pursuant to subdivision (a) until the time that claim is denied as a result of the meet and confer process, including any period of time utilized by the meet and confer process.

(f) This article does not apply to tort claims and nothing in this article is intended nor shall be construed to change the time periods for filing tort claims or actions specified by Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of Part 3 of Division 3.6 of Title 1 of the Government Code.

D. Claims for \$375,000 or below, as provided by Public Contract Code - § 20140.4(a)-(c), pertaining to Civil action procedures; mediation and arbitration; trial de novo; witnesses:

The following procedures are established for all civil actions filed to resolve claims subject to this article:

- (a) *Within 60 days, but no earlier than 30 days, following the filing or responsive pleadings, the court shall submit the matter to nonbinding mediation unless waived by mutual stipulation of both parties. The mediation process shall provide for the selection within 15 days by both parties of a disinterested third person as mediator, shall be commenced within 30 days of the submittal, and shall be concluded within 15 days from the commencement of the mediation unless a time requirement is extended upon a good cause showing to the court or by stipulation of both parties. If the parties fail to select a mediator within the 15-Day period, any party may petition the court to appoint the mediator.*
- (b) (1) *If the matter remains in dispute, the case shall be submitted to judicial arbitration pursuant to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, notwithstanding Section 1141.11 of that code. The Civil Discovery Act (Title 4 commencing with Section 2016.010 of Part 4 of the Code of Civil Procedure) shall apply to any proceeding brought under this subdivision consistent with the rules pertaining to judicial arbitration.*
 - (2) *Notwithstanding any other provision of law, upon stipulation of the parties, arbitrators appointed for purposes of this article shall be experienced in construction law, and, upon stipulation of the parties, mediators and arbitrators shall be paid necessary and reasonable hourly rates of pay not to exceed their customary rate, and such fees and expenses shall be paid equally by the parties, except in the case of arbitration where the arbitrator, for good cause, determines a different division. In no event shall these fees or expenses be paid by state or county funds.*
 - (3) *In addition to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, any party who after receiving an arbitration award requests a trial de novo but does not obtain a more favorable judgment shall, in addition to payment of costs and fees under that chapter, pay the attorney's fees of the other party arising out of the trial de novo.*
- (c) *The court may, upon request by any party, order any witnesses to participate in the mediation or arbitration process.*

E. Claims for \$375,000 or below, as provided by Public Contract Code - §20140.6 (a)-(b), Payment on undisputed portion of claim; interest on arbitration awards or judgments:

- (a) *No local agency shall fail to pay money as to any portion of a claim which is undisputed except as otherwise provided in the contract.*
- (b) *In any suit filed under Section 20104.4, the local agency shall pay interest at the legal rate on any arbitration award or judgment. The interest shall begin to accrue on the date the suit is filed in a court of law.*

SECTION 10
SPECIAL PROVISIONS



TECHNICAL SPECIFICATIONS
(Special Provisions)

for

NORTH SHORE COURT
SEWER REHABILITATION PROJECT

May 2022

Prepared By:

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5/6/2022

Date



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SECTION 10 SPECIAL PROVISIONS

10-1 GENERAL

10-1.01 Description of Work

The work in general consists of sanitary sewer rehabilitation including traditional open-cut sewer pipe replacement, cured-in-place pipe lining, sanitary sewer manhole chimney repair and such other items of work as required to complete the project.

The estimate of the quantities of work to be done is approximate only, being as a basis for the comparison of bids, and the District does not expressly or by implication agree that the actual amount of work will correspond therewith, but reserves the right to increase or decrease the amount or any portion of the work as directed by the District Engineer.

Incidental items of construction necessary to complete the whole work in a satisfactory and acceptable manner as shown on the Plans and as provided for in the specifications and not specifically referred to in this section, shall be understood to be furnished by the Contractor.

10-1.02 Construction Limitations

The Contractor will be expected to conduct his operations in a manner which creates a minimum damage to the natural vegetation and landscaping, paving, concrete and gravel areas. Care shall be exercised to avoid hazards that may cause injury to persons, animals or property either during working hours or after work hours, which will include dust control, backfilling trenches or placement of steel plates and temporary fencing as required.

Equipment will be restricted to the immediate area of construction and trenches will be backfilled as soon as possible.

Receptacles for construction residue, including oil, cleaning fluids and litter, will be covered. Such residues will be disposed of in a proper manner.

Mufflers and/or baffles will be required on all construction equipment.

Construction activity within the existing right-of-way will be scheduled to minimize traffic inconvenience and safety hazards to motorists, pedestrians and cyclists.

10-1.03 Order of Work

Order of work shall be in accordance with Section 5, "Control of Work," of the Standard Specifications and these Special Provisions.

Attention is directed to Section 10-03, "Traffic Control" of these Special Provisions.

10-1.04 Storm Water Pollution Prevention

Attention is directed to the provisions in Section 13, "Water Pollution Control," of the Standard Specifications and these Special Provisions.

The Contractor shall exercise every reasonable precaution to protect streams, lakes, reservoirs, bays, and coastal waters from pollution with fuels, oils, bitumens, calcium chloride and other harmful materials and shall conduct and schedule his operations so as to avoid or minimize muddying and silting of said streams, lakes, reservoirs, bays and coastal waters. Care shall be exercised to preserve roadside vegetation beyond the limits of construction.

Water pollution control work is intended to provide prevention, control and abatement of water pollution to streams, waterways, and other bodies of water, and shall consist of constructing those facilities which may be shown on the Plans, specified herein or in the Special Provisions, or directed by the Engineer.

Before starting any work on the project, the Contractor shall submit, for acceptance by the District Engineer, a program to control water pollution effectively during construction of the project. Such program shall show the schedule for the erosion control work included in the contract and for all water pollution control measures which the Contractor proposes to take in connection with construction of the project to minimize the effects of his operation upon adjacent streams and other bodies of water. The Contractor shall not perform any clearing and grubbing or earthwork on the project, other than that specifically authorized in writing by the Engineer, until such program has been accepted.

The District Engineer will notify the Contractor of the acceptance or rejection of any submitted or revised water pollution control program not more than 5 working days.

10-1.05 Temporary Erosion Control

Temporary erosion control shall consist of, but not be limited to, constructing such facilities and taking such measures as are necessary to prevent, control and abate water, mud, and erosion damage to public and private property as a result of the construction of this project.

Conformance with the requirements of this section shall in no way relieve the Contractor from his responsibilities, as provided in Section 13, "Water Pollution Control," Section 5-1.36, "Property and Facility Preservation," and Section 5-1.39, "Damage Repair and Restoration," of the Standard Specifications.

Temporary erosion control features as are necessary to prevent damage during the winter season shall be constructed and functioning. The Contractor shall construct such supplementary temporary erosion control facilities as are necessary to protect adjacent private and public property.

Temporary erosion control measures shall conform to the current edition of ABAG manual of

standards for erosion and sediment control measures and includes, but not limited to the following:

1. The Contractor shall conduct his operations in such a manner that storm runoff will be contained within the project or channeled into the storm drain system which serves the runoff area. Storm runoff from one area shall not be allowed to divert to another runoff area.
2. The roadway shall be kept swept, and spoils from grinding, sawcutting, trenching, etc. and silt, shall be removed daily or as often as needed to prevent spoils and silt from entering the storm drain system and roadside ditches.

10-1.07 Public Safety

The Contractor shall at all times conduct his work in accordance with Construction Safety Orders of the Division of Industrial Safety, State of California, to ensure the least possible obstruction to traffic and inconvenience to the general public, and adequate protection of persons and property in the vicinity of the work.

No access way shall be closed to the public without first obtaining permission of the Engineer.

Should the Contractor fail to provide public safety as specified or if, in the opinion of the Engineer, the warning devices furnished by the Contractor are not adequate, the District may place any warning lights or barricades or take any necessary action to protect or warn the public of any dangerous condition connected with the Contractor's operations and the Contractor shall be liable to the District for all costs incurred including, but not limited to, administrative costs.

Nothing in this section shall be construed to impose tort liability on the District or Engineer.

10-1.08 Water for Construction and Dust Control

Construction and testing water shall conform to Section 10-6, "Watering," of the Standard Specifications and these Special Provisions. The Contractor shall be responsible for providing all water necessary for construction and testing and disposing of all water needed for testing.

During the performance of the work called for under these Specifications, or any operations appurtenant thereto, the Contractor shall furnish all labor, equipment and means required, and as often as necessary, to prevent his operations from producing dust in amounts damaging to property or causing a nuisance to persons living nearby or occupying buildings in the vicinity.

The Contractor may use fire hydrants with temporary meters obtained from District to supply water. The Contractor will be required to complete a hydrant meter application and obtain a fire hydrant flow meter and will be responsible for paying all applicable deposits and fees for use of the meter and water. The Contractor may obtain a fire hydrant flow meter at the District office located at 19400 Hartmann Rd, Hidden Valley Lake, CA, 95467. Contractor shall coordinate with the District for all water necessary for construction and testing and disposing of all water needed for testing.

10-1.09 Protection of Existing Facilities and Property

The Contractor shall notify Underground Service Alert (USA) for marking the locations of existing underground facilities.

The Contractor shall take all necessary measures to avoid injury to existing surface and underground utility facilities in and near the site of the work. No error or omission of utility mark outs shall be construed to relieve the Contractor from his responsibility to protect all underground pipes, conduits, cables or other structures. The Contractor shall indemnify the District and hold it harmless from any and all claims, demands, or liability made or asserted by any person or entity on account of or in connection with any damage to such surface or underground facilities caused by the Contractor or any of his agents or subcontractors.

The existing underground facilities in the area of work may include telephone, television, fiber optic communication and electrical cables, water mains, sewer pipe and drainage pipe. The various utility companies shall be notified before trenching begins and at such other times as required to protect their facilities. Underground facilities shall be located and exposed ahead of trenching to prevent damage to the facilities, and to determine the depth and character of all facilities that cross or infringe on the trench prism. The Contractor shall immediately notify the District Engineer of any facilities found. If damage should occur to the existing facilities, the utility company and the District shall be notified immediately and repairs acceptable to the utility company shall be made at the Contractor's expense. Contractor shall protect existing utility markers and remove and replace markers as required.

The Contractor shall preserve and protect survey monuments and benchmarks per State of California Business and Professions Code Section 8771.

Attention is directed to the provisions in Section 5-1.36, "Property and Facility Preservation," of the Standard Specifications, which section is hereby incorporated in these Special Provisions as if set forth in full, and these Special Provisions.

Existing trees, shrubs, and other plants, that are not to be removed and are injured or damaged by reason of the Contractor's operations, shall be replaced by the Contractor in accordance with the requirements in Section 5-1.36, "Property and Facility Preservation," and Section 20-3.01C(4), "Replacement Plants," of the Standard Specifications.

10-1.10 Obstructions

Attention is directed to Sections 5-1.36D, "Non-Highway Facilities," and 15, "Existing Facilities," of the Standard Specifications, which sections are hereby incorporated in these Special Provisions as if set forth in full, and these Special Provisions.

Attention is directed to the existence of overhead and underground power, telephone, and television cable poles, underground sewer mains and laterals, and underground water mains and laterals within the area in which construction is to be performed.

Prior to starting work, the Contractor shall (a minimum of 2 working days in advance) call Underground Service Alert (USA), at 811 or (800) 642-2444 and provide USA with all necessary data relative to the proposed work. For emergency situations, after hours and on Saturdays, Sundays and holidays, the Contractor shall contact the organization owning the affected facility. Upon notification, agencies having facilities in the area of the proposed excavation will mark their locations in the field using USA standard colors and codes to identify the facility.

Any delays claimed by the Contractor as a direct result of the utility facilities not being rearranged as provided will not be recognized nor will any delays be considered right-of-way delays within the meaning of Section 8-1.07, "Delays," of the Standard Specifications, except that any such delays will entitle the Contractor to an extension of time as provided in Section 8-1.10, "Liquidated Damages," of the Standard Specifications. The Contractor shall immediately notify the Engineer of such delays.

The Contractor will be required to work around public and private utility facilities and other improvements that are to remain in place within the construction area and he will be held liable to the owners of such facilities or interference with service resulting from his operations.

10-1.11 Hours of Work

The Contractor shall restrict his hours of work to 7:00 a.m. to 5:00 p.m. Monday through Friday. Deviations from these hours may be requested and approved in writing by the Engineer.

10-1.12 Dust Control

Dust control shall conform to the provisions in Section 14-11.04, "Dust Control," of the Standard Specifications, which section is hereby incorporated in these Special Provisions as if set forth in full, and these Special Provisions.

10-1.13 Preconstruction Conference

Prior to beginning any work, the Contractor shall provide the Engineer and affected agencies with a list of key and responsible personnel and how they may be reached at any time. The Contractor shall designate a person or persons as an emergency contact. A preconstruction conference shall be scheduled at least 72 hours prior to construction, at which time the Contractor shall be required to present his proposed work schedule, information of offsite yards, subcontractors, location of disposal and stockpile areas, and traffic control plans. All such schedules shall be subject to the approval of the Engineer and the applicable agencies.

10-1.14 Referenced Specifications and Standards

All contract work will be in accordance with the recognized District Standards set forth by Eastern Municipal Water District. All other terms of this contract including, but not limited to, these Special Provisions, and applicable law. Provisions of the 2018 State Standards and the 2018 Standard Specifications will only apply to and be a part of this contract to the extent such provisions are expressly incorporated in these Special Provisions.

10-1.15 Construction Staking

Attention is directed to Section 3-1.11 of the General Provisions for information on Construction Staking.

10-1.16 Tests and Inspections

Attention is directed to Section 3-1.03 of the General Provisions for information on materials testing and inspections.

10-1.17 Quality Control

- A. Site Investigation and Control: The Contractor shall verify all dimensions in the field and shall check all field conditions continuously during construction. The Contractor shall be solely responsible for any inaccuracies built into the work.
- B. Submittals: Submittals shall be submitted by the Contractor for review and approval by the District prior to delivery to the job site.
- C. Inspection of The Work:
 - 1. The work shall be subject to inspection by representatives of the District to assure strict compliance with the requirements of the Contract Documents.
 - 2. The authorized representative of the Engineer on the project site shall be the Project Engineer acting directly and through various inspectors at the site. The presence of the Inspectors, however, shall not relieve the Contractor of the responsibility for the proper execution of the Work in accordance with all requirements of the Contract Documents. Compliance is distinctly a duty of the Contractor and said duty shall not be avoided by any act or omission on the part of the inspector(s).
 - 3. All materials and articles furnished by the Contractor shall be subject to rigid inspection and no material or articles shall be used in the Work until it has been inspected and accepted by the Engineer or the District.
 - 4. Testing and employment of a testing agency or laboratory shall not relieve the Contractor of the obligation to perform Work in accordance with requirement of Contract Documents.
 - 5. Re-testing or re-inspection required because of non-conformance to specified requirements shall be performed by same independent firm on instructions by the Engineer. Payment for re-testing or re-inspection will be charged to the Contractor by deducting testing charges from the Contract Sum/Price.
- D. Defective Materials to Be Removed: All materials not conforming to the requirements of

these Specifications shall be considered as defective; and all such materials, whether in place or not, shall be rejected and shall be removed immediately from the site of work at the Contractor's expense.

Quality Control Plan: The Contractor shall develop and submit a quality control procedure for the project. Approval of the quality control plan by the Engineer does not relieve the contractor of responsibility for quality control or work methods.

10-1.18 Payment

Full compensation for conforming to the provisions of this section shall be considered as included in the contract price paid for various other items of work and no additional allowance will be allowed.

10-2 MOBILIZATION

10-2.01 General

Mobilization shall conform to the provisions in Section 9-1.16D, “Mobilization,” of the Standard Specifications, and shall consist of preparatory work and operations including, but not limited to, those necessary for the movement of personnel, equipment, supplies incidental to the project site, for the establishment of all offices, staging areas, buildings and other facilities necessary for work on the project and for all other work and operations which must be performed or for project costs incurred prior to beginning work on the various Contract items.

Temporary utility connections to any of the Contractor’s facilities will be the responsibility of the Contractor at no additional cost to the District. Mobilization shall include the furnishing of and providing regular maintenance for sanitary unit(s) on the job for the duration of the project. Failure to comply with this requirement will result in withholding of mobilization payments in the amount deemed appropriate by the Engineer.

10-2.02 Property Owner Notification

The Contractor shall furnish all affected property owners and businesses written notification that describes the proposed work and schedule at least 5 business days in advance of the start of work by the Contractor. The notices shall be in writing, placed on doors and shall indicate the Contractor’s name and phone number, type of work, locations of work, day(s) and time when work will occur, and, if service disruption is anticipated, to avoid water usage during the specified time that their sewer lateral may be out of service. Notice shall be reviewed and approved by the Engineer prior to being posted.

On the day prior to the beginning of work being conducted, the Contractor will provide personal contact and attempted written notice to affected property owners, notifying them of the duration of time that they should avoid water usage while their sewer lateral is out of service.

The Contractor will provide personal contact with any home that cannot be reconnected within the time stated in the written notice.

Access restrictions shall be posted 48 hours in advance along the affected construction areas.

10-2.03 Emergency Service Providers Notifications

The Contractor shall furnish the name and phone number of a representative that can be contacted in the event of an emergency. Said information shall be reported to the District, Hidden Valley Lake Association, emergency service providers, and updated as necessary to maintain 24-hour phone access.

10-2.04 Measurement and Payment

Mobilization will be paid for at the contract **lump sum** price, which price shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals and for doing all the work required for mobilization including Property Owner Notifications, as specified herein and in Section 9-1.16D of the Standard Specifications and no additional allowance will be made therefor.

10-3 TRAFFIC CONTROL

10-3.01 General

The Contractor shall prepare and submit a Traffic Control Plan to the District Engineer for review and approval at least two (2) calendar weeks prior to commencing construction which will affect existing traffic. The Traffic Control Plan shall depict the details of all proposed lane and/or street closures.

For each closure, the Contractor shall submit a detailed drawing showing placement of delineators, barricades, construction signing, flagmen, etc. and shall indicate the reasons for each closure and the duration of each closure. Access for emergency vehicles shall be allowed whenever necessary.

The Contractor shall cooperate with, and advise as to the current schedule, the Hidden Valley Lake Association and all emergency service providers, forty-eight (48) hours in advance of the start of work on any street.

The Contractor shall submit a Traffic Control Plan and adhere to the Traffic Control Plan as approved by the Engineer.

One-way local access for vehicular traffic shall be provided at all times. Unless otherwise specified by the District Engineer, the full width of traveled way shall be open for use by the public prior to 8:30 AM and after 4 PM, Monday through Friday, all day on Saturday and Sunday, all day on designated legal holidays (unless noted otherwise in the Special Provisions provided for the project), and when construction operations are not actively in progress. (The District Engineer may specify certain conditions on specific aspects of the Traffic Control Plan which may alter the hours of closure from those identified above.) When not in use, all components of the traffic control system shall be removed from the traveled way and shoulder.

Construction operations shall be conducted in such a manner as to cause as little inconvenience as possible to abutting property owners. Safe, adequate, continuous and unobstructed pedestrian and vehicular access shall be maintained to residences unless other arrangements satisfactory to the owners have been made. Vehicular access to residential driveways shall be maintained except when necessary construction precludes such access for reasonable periods of time.

If a closure is not reopened to public traffic by the specified time, work shall be suspended in conformance with the provisions in Section 8-1.05, "Temporary Suspension of Work," of the Standard Specifications. The Contractor shall not make any further closures until the Engineer has accepted a work plan, submitted by the Contractor that will ensure that future closures will be reopened to public traffic at the specified time. The Engineer will have 2 working days to accept or reject the Contractor's proposed work plan. The Contractor will not be entitled to any compensation for the suspension of work resulting from the late reopening of closures.

10-3.02 Construction Area Signs

Construction area signs are required for the direction of public vehicle and pedestrian traffic through or around the work during construction.

Construction area signs shall be furnished, installed, maintained and removed when no longer required in accordance with the provisions in Section 12, "Temporary Traffic Control," of the Standard Specifications and to these Special Provisions. Sections 7-1.03, "Public Conveniences," and 7-1.04, "Public Safety," of the Standard Specifications set forth the Contractor's responsibilities for public convenience and public safety are hereby incorporated in these Special Provisions as if set forth in full and are considered to be part of the contract requirements.

10-3.03 Measurement and Payment

Traffic Control System will be paid for at the contract **lump sum** price, which price shall include full compensation for furnishing all labor (including flagging costs), materials (including signs), Maintaining Traffic, Traffic Control Plan, Construction Area Signs, tools, equipment, and incidentals and for doing all the work involved in placing, removing, storing, maintaining, and moving to new locations, replacing, and disposing of the components of the traffic control system as specified in the Standard Specifications and these Special Provisions, and as directed by the Engineer. The total cost of furnishing all flaggers will be borne solely by the Contractor.

10-4 EXISTING FACILITIES

10-4.01 Description

The work performed in connection with various existing highway facilities shall conform to the provisions in Section 15, "Existing Facilities," of the Standard Specifications and these Special Provisions.

10-4.02 Removal of Miscellaneous Items

Various items shown on the Plans to be removed will be completely removed and disposed of.

No separate payment shall be made for the various items to be removed unless specified and listed in the Bid Schedule. Full compensation for conforming to the requirements of this section shall be considered as included in the contract prices paid for the various contract items of work and no additional compensation will be allowed.

10-4.03 Sawcut Pavement

Where no joint exists in concrete or asphalt concrete to be removed and concrete or asphalt concrete to remain in place, the concrete or asphalt concrete shall be cut in neat lines to a minimum depth of 0.17 foot with a power-driven saw before the concrete or asphalt concrete is removed. Where asphalt concrete is removed by grinding, sawcutting of asphalt to remain will not be required if the grinder can achieve a neat line in the asphalt to remain.

Full compensation for sawcutting shall be considered as included in the contract prices paid for the various contract items of work requiring sawcutting and no additional compensation will be allowed.

10-4.04 Remove Concrete

Existing concrete shown on the Plans to be removed shall be completely removed and disposed of in accordance with Section 15-1.03, "Removing Concrete," of the Standard Specifications and these Special Provisions.

Adjacent facilities damaged during concrete removal shall be repaired to a condition satisfactory to the Engineer or shall be removed and replaced if ordered by the Engineer. Repairing or removing and replacing damaged facilities shall be at the Contractor's expense and no additional compensation will be allowed.

Concrete as shown on the Plans to be removed, shall be completely removed and disposed of in accordance with Section 5-1.20B(4) "Contractor-Property Owner Agreement," of the Standard Specifications.

Reinforcing or other steel may be encountered in portions of the concrete. No additional compensation will be allowed for the removal of concrete containing reinforcing or steel.

Full compensation for the cutting, removal and disposal of concrete shall be considered as included in the prices paid for various contract items of work and no additional compensation will be allowed.

10-4.05 Remove Asphalt Concrete and Aggregate Base

Attention is directed to Section 10-12.05 “Trench Excavation, Backfill and Resurfacing” of these Special Provisions for the removal and disposal of asphalt concrete and aggregate base.

10-4.06 Remove & Replace Existing Brick & Mortar Chimney with New Grade Rings

A. Description

Existing manhole brick and mortar chimney shall be removed where shown and per detail on Plans. New concrete grade rings shall be installed per manufacturer’s recommendations. Existing frames and covers, shall be adjusted to grade, complete and in place in accordance with the Plans and these Special Provisions.

Prior to removal of an existing manhole frame, a platform shall be placed in the manhole above the top of the sewer. The platform shall remain in place until all work on the manhole has been completed and the asphalt concrete has been placed around the manhole, all dirt and debris shall be removed.

B. General:

1. All material removed from the project site shall become the property of the Contractor. All waste material and spoils shall be disposed of in accordance with federal, state and local laws, regulations and requirements.
2. The Contractor shall be responsible for recycling all bituminous pavement, concrete and reinforcement.
3. Precautions must be taken to prevent debris from entering the manhole during the entire removal and construction process.

Remove all brick and mortar to the top of the concrete cone. Trimming of manhole cones (tapered section) will not be permitted.

Clean and inspect the top surface of the concrete cone. The surface should be ground smooth and free of bumps and pits that may prevent a good water tight seal. Grind the surface as needed to remove protrusions. Utilize compressed air to blow dust and debris from the surface after grinding. Utilize hydraulic cement, according to manufacturer’s recommendations to fill in depressions.

Existing brick and mortar removed materials shall be completely removed and disposed of in accordance with Section 5-1.20B(4) "Contractor-Property Owner Agreement," of the Standard Specifications. Existing brick and mortar has been approved for disposal on District property. The Contractor shall coordinate with the District for disposal of the brick and mortar.

C. Materials:

1. Concrete Collar- Concrete collars shall be quick set concrete, mixture to be approved by the Engineer.

Concrete used in construction of the concrete collar shall be so proportioned and mixed as to meet a 4,000 psi compression test after 28 days. There shall be a minimum of six sacks of cement per cubic yard of concrete. Aggregate shall be 3/4 inch.

2. Manhole Covers and Frames- The District will provide new (airtight) manhole cover and frame.
3. Manhole Adjusting Rings- All manholes shall utilize concrete grade rings.

D. Execution:

1. All manhole castings shall be adjusted to meet existing elevation.
2. Installation of Concrete Adjusting Grade Rings shall be per manufacturer's recommendations.
3. Clean the concrete cone for top slab with a whisk broom or clean compressed air. Ensure a flat seating surface free of rocks, gravel, blacktop, protruding concrete or debris.
4. Smooth the top of the concrete cone with a chisel or grind the surface as needed to remove protrusions. Utilize compressed air to blow dust and debris from the surface after grinding.
5. Where the top of the concrete cone is very rough, use non-shrink non-shrink grout, according to manufacturer's recommendations, to fill in depressions and smooth the concrete cone. Grinding and grouting shall be done when required to:
 - a) Remove any protrusions over 1/4 inch.
 - b) Make the manhole ring stable without any rocking prior to foaming.
6. Concrete Collars shall be installed to the following:
 - a) No backfilling, except with concrete, will be permitted, except over excavated areas may be filled with CLSM. Seal all sawcut grooves beyond the edge of concrete.

- b) Concrete collars shall be quick set concrete, mixture to be approved by the Engineer.
- c) The surface elevation of the finished concrete shall be per Plans.
- d) Contractor shall let the concrete collar cure for 24 hours prior to traffic loading. Cover manhole with steel plate.

Full compensation for the removal of the existing brick and mortar chimney and replacing with concrete grade rings per Plans shall be considered as included in the prices paid for “Replace 6-inch Sanitary Sewer Main with 6-inch PVC Pipe by Open Cut Construction” and no additional compensation will be allowed.

10-5 CONCRETE DRIVEWAY

10-5.01 General

Section 10-5 includes general specifications for repair of concrete driveways.

10-5.02 Minor Concrete

Concrete driveways shall be constructed in accordance with Section 73, "Concrete Curbs and Sidewalks," of the Standard Specifications, and the details shown on the Plans. Concrete used to construct the driveway shall be minor concrete in accordance with Section 90-2, "Minor Concrete," of the Standard Specifications. The Portland Cement Concrete shall contain no less than 505 pounds of cementitious material per cubic yard and have a minimum compressive strength of 3,000 psi.

Attention is directed to Section 10-1.09, "Protection of Existing Facilities and Property," of these Special Provisions with regard to damage to existing improvements and landscaping.

All soft or spongy subgrade material within sidewalk areas shall be removed and replaced with suitable material as required by the Engineer.

Where new concrete is joining existing concrete, the new concrete shall align and conform to adjacent elevations. New concrete driveway shall be attached with doweling to existing driveway with #3 rebar as shown on the Plans.

10-5.03 Measurement and Payment

Full compensation for installation of concrete driveways shall be considered as included in the prices paid for "Replace 6-inch Sanitary Sewer Main with 6-inch PVC Pipe by Open Cut Construction" and no additional compensation will be allowed.

10-6 AGGREGATE BASE

10-6.01 Description

This work shall consist of furnishing, spreading, and compacting aggregate base in conjunction with backfill for trenches in accordance with the District Standard SB-158, the Standard Specifications, these Special Provisions. Class 2 aggregate base shall be compacted to a minimum of 95% relative compaction under paving and within the HOA right of way, and 90% relative compaction in unpaved areas.

10-6.02 Quality Requirements

Aggregate for Class 2 aggregate base shall conform to the grading requirements for ¾-inch maximum grading, and shall conform to the quality requirements of the Standard Specifications, Section 26.

The minimum sand equivalent shall be 31 for any individual test.

10-6.02 Compacting

Aggregate base compaction shall comply with the District Standard and these additional requirements. The surface of the finished aggregate base shall be firm and unyielding. Any visible movement vertically or horizontally of the aggregate base under the action of construction equipment or other maximum legal axle loads shall be considered as evidence that the aggregate base does not meet this requirement.

Compaction shall commence immediately after spreading of the damp material and before the material has dried sufficiently to allow separation between the fine and coarse particles. If the Engineer determines that the aggregate base has dried excessively before compaction can be achieved, the aggregate base shall be removed and replaced, or moisture conditioned prior to resumption of compaction effort at the Engineer's direction and the Contractor's expense.

10-6.03 Measurement and Payment

Full compensation for aggregate base associated with trench backfill, paving, and any other work shall be considered as included in the prices paid for "Replace 6-inch Sanitary Sewer Main with 6-inch PVC Pipe by Open Cut Construction" and no additional compensation will be allowed.

10-7 ASPHALT CONCRETE

10-7.01 Description

Asphalt concrete improvements shall conform to the following Special Provisions and the Standard Specifications. Where work is performed in the right of way, asphalt concrete improvements and the placing thereof shall conform to these Special Provisions and the District Standards.

Attention is directed to Section 10-3, "Traffic Control" of these Special Provisions.

A minimum of two weeks prior to the placement of any Asphalt Concrete, the Contractor shall notify the Engineer of which asphalt plant will be used to supply the mix. For any job, Asphalt Concrete shall be supplied from a single plant.

10-7.02 Asphalts

Asphalt binder to be mixed with aggregate for Asphalt Concrete surface, leveling or open graded courses shall be liquid asphalt binder shall be PG 64-16 conforming to the latest published provisions in Section 92, "Asphalt Binders," of the Standard Specifications.

Liquid anti-stripping agent (LAS) shall be added to the asphalt binder at a rate of 0.5% by weight of asphalt binder. The LAS shall be AD-here LOF 65-00 or equivalent, and shall be stored, measured, and blended with the asphalt binder in accordance with the anti-stripping agent manufacturer's recommended practice. The LAS can be added at the asphalt plant or at the refinery. When added at the asphalt plant, the equipment shall indicate and record the amount of LAS added. If added at the refinery, the shipping ticket from the refinery shall certify the type and amount of LAS added.

No trucks or other rubber tired construction equipment are allowed on the subgrade at any time. No trucks or other rubber tired construction equipment are allowed on newly placed asphalt concrete base until the day after the asphalt concrete base is placed.

The Contractor shall use asphalt spreading machinery with automated controls. The Contractor shall also furnish a grade setter to insure that the asphalt concrete base and asphalt concrete surface paving conforms to the lines and grades of the plans.

10-7.03 Aggregate

The aggregate grading shall be Type A -1/2" maximum, medium for the asphalt concrete surface course.

The asphalt concrete mixture shall conform to the following requirements:

Minimum tensile strength ratio (TSR) of 70, and a minimum dry tensile strength of 65 pounds per square inch, based on California Test Method 371.

At any time during the first 12 months from the time of placement of the asphalt concrete, the surface shall be visually inspected by the District. If signs of stripping of binder from aggregate or loss of aggregate is apparent, the District shall core the asphalt concrete surface. The core samples shall be tested for TSR. Asphalt concrete with a TSR less than 70 shall be remediated as required by the District.

10-7.04 Tack Coat

A tack coat, Type SS-1, shall be applied to all mating surfaces at conforms to existing pavement and concrete prior to placement of new asphalt concrete, and shall conform to Section 94 “Asphaltic Emulsions” of the Standard Specifications.

10-7.05 Haul Vehicles

Prior to loading Asphalt Concrete, the bed of the haul vehicle shall be clean and free from all soil, sand, gravel and other deleterious substances.

All haul vehicles shall be equipped with tarps which are in working order. Tarps shall be used on haul vehicles unless prior approval is obtained from the Materials Laboratory.

When spraying parting agents in the bed of the haul vehicle, the minimum amount necessary to moisten the surface shall be used. In no instance will the parting agent be allowed to accumulate in the bed of the vehicle.

Sufficient vibratory plates and hand tampers shall be provided to assure their immediate availability when placing asphalt concrete around planters, inside corners, or irregular areas. Torches for heating cold joints or making repairs shall be available during every paving operation. Lack of such hand equipment shall be cause to prevent paving from starting or continuing.

10-7.06 Asphalt Concrete Trench Paving

Asphalt concrete trench paving and the placing thereof shall conform to the requirements of these Special Provisions, the District Standards and the Standard Specifications.

Asphalt thickness and limits for trench paving shall conform to the District Standard SB-158 and per the Plans.

Temporary paving on all trenches shall include 2" hot mix **placed each day** which shall be removed for final reconstruction and paving.

Asphalt thickness for trench paving shall be a minimum of 0.25' or match the existing asphalt concrete thickness.

10-7.06 (A) Spreading Equipment

When trench width is three feet or less, the asphalt concrete used for trench paving may be deposited directly from the haul vehicle into the trench. The asphalt shall then be raked smooth prior to compaction.

10-7.06(B) General Requirements

The Contractor shall provide compaction of backfill and base material as the job progresses, each day. Temporary paving (2" minimum) shall be placed each day over the work, leaving not more than 25 feet unpaved. The balance of the trench shall be covered with resistant steel plates (with a coefficient of friction of 0.35 or greater per CTM342), capable of sustaining normal (H2O) traffic loads without shifting or bouncing, and shall be secured per Caltrans requirements. Temporary A.C. paving shall be placed around all edges of steel plates to provide a smooth transition to existing pavement. The Contractor shall have sufficient steel plates available on-site for immediate use to cover the full balance of unpaved trench.

Permanent trench paving shall not be placed on any roadbed until all utility construction beneath the roadbed has been completed and sewer lines have been tested. The surface course of Asphalt Concrete shall not be placed until final utility connections have been made, unless otherwise permitted by the Engineer.

The Contractor shall provide sufficient manpower and manual compacting equipment to perform all handwork compaction in unison with the initial compaction rolling. If the handwork compaction begins to lag for whatever reason, the Contractor shall cease paving operations until the handwork compaction is caught up with the rest of the paving operation.

Areas of hand work at joints and miscellaneous structures shall match the smooth surface texture of all other areas of the new pavement.

Upon placement of the last lift of Class 2 aggregate base as shown in the District Standard and per the Plans, the Contractor shall cut the edges of pavement in a neat manner to the locations shown.

Finished asphalt trench paving shall be even, smooth riding, and have an appearance that closely matches the surrounding surface, unless prior written approval has been provided by the Engineer.

Trench paving shall be installed in accordance with District Standard SB-158 and meet existing grade.

10-7.07 Measurement and Payment

Full compensation for furnishing and installing temporary trench paving asphalt shall be considered as included in the prices paid for the various contract items of work and no additional allowance will be made therefor.

Asphalt Concrete Trench Paving (Permanent) shall be paid for at the contract price per **ton**, which price shall include full compensation for furnishing all labor, materials, tools, equipment and doing all work involved in placing permanent asphalt concrete trench paving, including tack coat, and removal and disposal of existing asphalt concrete pavement, and no additional allowance will be made therefor. The estimated quantity of Asphalt Concrete Trench Paving (Permanent) is for bidding purposes only. This quantity may be increased, decreased, or eliminated in its entirety based on field condition evaluation by the Engineer, and no adjustment in the contract bid price or other contract items will be made therefor.

In the event of an increase or a decrease in the amount of the Engineer's estimated quantity of Asphalt Concrete Trench Paving (Permanent), such increase or decrease shall not be considered an alteration in excess of the 25 percent of the contract amount of such items under provisions of Section 9-1.06 of the Standard Specifications and no adjustment of the contract price for Asphalt Concrete Trench Paving (Permanent) will be made by reason of such increase or decrease.

10-8 SEWER FLOW CONTROL

10-8.01 General

- A. Flow control of existing sewer flows is required for the method of construction specified. It shall be the Contractor's responsibility to maintain at all times the sewer flows throughout the Project site and from the adjacent properties
- B. To the extent possible, Contractor shall schedule work so that all sewer flow control is performed during dry weather periods. Bypass pumping during rain storms will not be allowed.
- C. Coordinate directly with residents and business to minimize wastewater flows during the scheduled work.
- D. The Contractor may work with residents and businesses to minimize discharge to the sewer and may utilize temporary plugging or flow stoppage from the laterals during the work period if no adverse back up of sewage occurs at connected building, otherwise the Contractor shall actively bypass pump from lateral connections and/or cleanouts.

10-8.02 Submittal

- A. Submit bypass pumping and/or diversion plans for review by the Engineer at least 10 working days prior to the work.
- B. Plan for bypass pumping shall be approved by the Engineer before the Contractor will be allowed to commence bypass pumping.
- C. Notify the Engineer two working days prior to commencing with the bypass pumping operation.
- D. Submit shop drawings that identify the bypass pumping locations and methods with sufficient detail to assure that the work can be accomplished without sewage spill. The bypass pumping plan shall include an emergency response plan to be followed in the event of a failure of the bypass pumping system.

10-8.03 Plugging, Blocking, and Pumping

- A. Provide bypass pumping and/or diversion when required for acceptable completion of the sewer installation. Bypass pumping shall consist of furnishing, installing, and maintaining all power, plugs, primary and standby pumps, appurtenances and bypass piping required to maintain existing flows and services.

- B. Engine generator systems shall be enclosed with a sound attenuated enclosure and shall produce noise emissions less than 60 decibels as measured 60 feet away, if bypass pumping is allowed between the hours of 6 PM and 7 AM.
- C. Bypass pumping shall be done in such a manner as not to damage private or public property or create a nuisance or public menace. The sewage flow control piping shall be completely leak free that is adequately protected from traffic and shall be redirected into the sanitary sewer system. Dumping, leaks or free flow of sewage on private property, gutters, streets, sidewalks, or into storm sewers is prohibited.

10-8.04 Monitoring

- A. Contractor shall provide monitoring of flow levels and pump operation to assure continued operation of bypass pumping.
- B. Take all necessary precautions including constant monitoring of bypass pumping to ensure that no private residences, businesses or school facilities are subjected to a sewage backup or spill.

10-8.05 Damages

The Contractor shall be liable for all cleanup, damages, and resultant fines in the event of a spill, or any damage that may result from the Contractor's negligence, inadequate or improper installation, maintenance and operation of bypassing system including mechanical or electrical failures.

10-8.06 Measurement and Payment

Sewer Flow Control will be measured and paid for at the **lump sum** contract price, which price shall include full compensation for furnishing all labor, materials, tools, equipment and incidentals, and for doing all the work involved in preparing a sewer bypass plan, installing, maintaining, monitoring, and removing bypass pumping equipment, and for conducting the bypass of all sewer flows required to perform the work in accordance with the Project Specifications, and no additional compensation will be allowed. No additional compensation will be allowed for bypass pumping rates that exceed the flow estimates provided in the Project Plans.

10-9 TRENCH SHORING AND BRACING

10-9.01 General

This section covers the work necessary to furnish all tools, equipment, materials, supplies, and labor for trench shoring and bracing.

The Contractor shall design, furnish, install, and maintain a system of temporary supports, including all bracing and associated items, to retain excavations in a safe manner and to control ground movements.

Trench shoring and bracing shall conform to the provisions in Section 7-1.02K(6)(b), "Excavation Safety," of the Standard Specifications and these Special Provisions.

The Contractor shall obtain any necessary permits from the State of California, Division of Industrial Safety. The Contractor shall pay all costs in connection with said permits and proof of such permits shall be submitted to the Engineer prior to commencing the trench work.

The Contractor shall take all necessary measures to protect the workmen and adjacent areas and structures from the hazards of the trenching or excavation operations

10-9.02 Measurement and Payment

Trench Shoring and Bracing will be measured and paid for on a **lump sum** basis. The lump sum price paid for Trench Bracing and Shoring shall include full compensation for furnishing all labor, materials, tools, equipment and incidentals and for doing all the work involved in shoring and bracing as specified in these Special Provisions and shall include the removal and disposal of all material required to accomplish the work.

The adjustment provisions in Section 4-1.05, "Changes and Extra Work," of the Standard Specifications, shall not apply to the item of trench shoring and bracing. Adjustments in compensation for trench shoring and bracing will be made only for increased or decreased trench shoring and bracing required by changes ordered by the Engineer, and will be made on the basis of the cost of the increased or decreased trench shoring and bracing necessary. Such adjustment will be made on a force account basis as provided in Section 9-1.04, "Force Account," of the Standard Specifications for increased work and estimated on the same basis in the case of decreased work.

10-10 SANITARY SEWER REHABILITATION BY CURED-IN-PLACE PIPE LINING

10-10.01 Description

The Contractor shall furnish all labor, equipment and materials necessary to rehabilitate existing gravity flow sewer lines as stated herein by the cured-in-place pipe (CIPP) lining method.

This Contract shall include the preparation of the construction site, including cleaning, flushing and pre-television inspection of sewer mains to be lined; protection of existing conditions during installation work, existing lateral location, identification and marking, infiltration repairs and other point repairs as needed prior to lining, pre-liner and/or liner installation, lateral reinstatement, grouting of lateral reinstatements as required, pipe sealing at manholes, final television inspection and testing as required, and other incidentals as required for the proper installation; protection of the site during the life of the contract, including protection of inspection personnel, warning lights, barricades, and dust control as required; the cleanup of the work site, including maintenance and replacement of features such as paving, curb and gutter, landscaping including hardscapes, if damaged.

When formed, the liner shall extend over the length of each pipe run in a continuous, tight fitting, smooth, hard, strong, chemically inert, and watertight pipe-within-a-pipe closely following the contours of the host pipe. The liner shall be installed using "Trenchless Technology", i.e., no excavation is anticipated to be necessary for this item of work except for that potentially required to gain access at diameter constrained manholes.

The CIPP liner shall be designed assuming a fully deteriorated pipe at each location.

The Contractor is advised that this lining project is required due to the deterioration of the existing sewer lines and shall be prepared to respond to complications due to pipe deterioration and issues associated with obstructions, roots and infiltration.

The Contractor's attention is directed to the Project Plans for clarification of site locations, limitations and work specifics. Although the plans are based on record information, they may not match existing conditions entirely.

This work consists of the cured-in-place (CIPP) lining of various sizes of sanitary sewer main as specified herein and where shown on the Project Plans, and various related items as specified herein. All segments shall be lined from manhole to manhole, unless otherwise shown.

The conditions noted here may not be a complete list or match conditions entirely as they are found in the field. It shall be the Contractor's responsibility to perform a complete review and inspection of each site and pipe to verify existing conditions and to locate all features of each segment to be lined, including footage lengths and pipe diameters, prior to ordering, fabrication or lining.

10-10.02 Quality Assurance

Work performed under this Section shall conform to the Drawings and Specifications and shall comply with all standards, rules and regulations, laws and ordinances of the District and all other authorities having jurisdiction, as amended. That which is necessary to make the work comply with the above requirements shall be provided without additional cost to the District.

10-10.02(A) Eligibility Requirements

The Contractor shall have the following minimum qualifications:

1. **Field Supervisor Experience:** The lining field supervisor (defined as the person who is supervising in the field during all phases of the lining) must have the following experience:
 - a. **CIPP Lining:** Installed at least 3,000 feet of 6-inch CIPP lining in sewer mainlines as part of a lining crew (includes both nonsupervisory and supervisory work).
 - b. **CIPP Lining Project Supervision:** As lining field supervisor, installed CIPP lining in sewer mainlines on at least four different projects, a minimum of two of these projects involving 6-inch diameter pipe.
 - c. **Sewer Lateral “Top Hat” Installation:** As lining field supervisor, installed top hats on at least four different projects, a minimum of two of these projects involving 6-inch diameter pipe.
2. **Technician Experience:** At least one of the crew members must have the following experience:
 - a. **CIPP Lining:** Installed at least 1,500 feet of 6-inch CIPP lining in sewer mainlines as part of a lining crew.
 - b. **Sewer Lateral “Top Hat” Installation:** Installed CIPP top hats in sewer mainlines on at least two different projects involving 6-inch diameter pipe as part of a lining crew.

The final decision to accept or reject the product, manufacturer, and/or installer lies solely with the District. The named Manufacturer, Field Superintendent, CIPP Installer, and Lateral “Top Hat” Installer, must be employed to perform the work, unless changes are specifically authorized by the District.

10-10.02(B) Quality Control

Correction of failed liner or liner pipe deemed unacceptable, as a result of the post video inspection and/or test reports for structural values, thickness, chemical resistance, etc., shall be the responsibility of the Contractor, at no extra cost to the District. Method of correction/repair shall be approved by the District with prior field demonstration, if required.

Once corrections/repairs are completed a new video inspection will be required at the Contractor’s expense.

The finished liner shall be continuous over the entire length of runs (from manhole to Manhole or as shown on Plans) and shall be free from visual defects. The finished liner shall meet or exceed the requirements of this specification.

The Contractor shall televise the pipe after the liner has been installed, all laterals have been reinstated, all sewer reconnections have been made, and manhole work has been completed as necessary. The original television inspection video tape shall be provided to the Engineer. The Contractor shall repair all damage found during the reviewing of these final TV inspection video tapes. Damage shall be defined as any leaks, cracks, loose joints, visual defects, and other defects which in the opinion of the Engineer are not acceptable and would impair the serviceability of the new piping system.

10-10.02(C) Warranty

All materials and work supplied under this section shall be warranted for a period of two years by the manufacturer and the Contractor. Warranty period shall commence upon written notice of completion by the District. The materials shall be warranted to be free from defects in workmanship, design, and materials. If the materials should fail during the warranty period, it shall be replaced or restored to service at no expense to the District.

10-10.03 Submittals

After award of the Contract and before any sewer system materials are delivered to the job site, the Contractor shall submit to the Engineer a complete list of all materials proposed to be furnished and installed. The Contractor shall not permit any sewer lining component to be brought onto the job site until the following has been reviewed and approved by the Engineer:

1. Contractor Eligibility Requirements per Special Provisions Section 10-10.02(A).
2. Information on all CIPP materials, liner thickness, and resins.
3. Pre-liner description, pre-liner splicing recommendations, and identification of supplier as required.
4. Certificate of Compliance from the Manufacturer certifying compliance with the applicable specifications and standards. The manufacturing date of lining materials shall be included in the certification. The batch number of the resin to be used shall also be included in this submittal. Certification shall be signed by an authorized agent of the manufacturer.
5. Technical data sheets from resin manufacturer. Technical data sheets to include quality control values for viscosity and gel time. Technical data sheets also to include average values for flexural modulus, flexural strength.
6. Certified copies of quality control resin batch test reports. Report to include measured values for viscosity and gel time.
7. Manufacturer's installation instructions and product data.
8. RESIN:
 - a. FOR HEAT CURE RESIN: The proposed heating equipment and boiler management operational safety systems for use with the cure process of CIPP along with proof of ownership or executed lease agreements that cover the

duration of the contract term. A list of certified boiler technicians approved as operators by the manufacturer or an independent testing agency.

- b. FOR LIGHT CURE RESIN: Technical information on the proposed light cure system equipment.
9. Thermocouple sensors and cable that will allow for temperature to be measured at least every twenty (20) feet along liner during the curing process.
10. Certification from the manufacturer that the resin/catalyst and tube material complies with the required application, meets the intended service condition and the physical requirements set forth in this specification.
11. Methods, materials, equipment, and procedures to stop existing infiltration into the host pipe prior to lining.
12. Methods, materials, equipment, and procedures to seal annular space between the CIPP and the existing pipe at the manholes (also referred to as the “end seal”) and at all internally reinstated services connections. End seals are required at every manhole including the manholes that are lined through. If a different product is used at manholes that are lined through, submit information on this product also.
13. Sampling procedures and locations for obtaining representative samples of the finished liner.
14. Literature and background information on the independent third party testing laboratory proposed for testing the physical properties of the installed pipe.
15. Spill Contingency Plan outlining the steps the contractor will take and the equipment that will be used in the event of a sewage spill during bypass activities.

10-10.04 Product Handling

Liner pipes shall be properly stored and handled to prevent damage in accordance with the manufacturer’s recommendations and as approved by the Engineer. Damage includes, but is not limited to, gouging, abrasion, flattening, cutting, puncturing, or ultraviolet (UV) degradation. All damaged materials and pipe rejected by the Engineer shall be promptly removed from the project site at the Contractor’s expense and disposed of in accordance with current applicable regulations.

Protection: The Contractor shall use all means necessary to protect sewer lining materials before, during and after installation and to protect the installed work and materials of all other trades.

Replacement: In the event of damage, the Contractor shall immediately make all repairs and/or replacements necessary to the satisfaction of the Engineer, at no additional cost to the District.

10-10.05 Cured-In-Place Pipe Lining Materials

The liner pipe material shall be designed for use in gravity sanitary sewers and shall be in strict conformance with all applicable sections of ASTM F1216 specifications. All materials and

procedures used in the cured-in-place pipe rehabilitation process shall be equal to or exceed the manufacturer's standards.

Pre-liner Tube: Contractor shall use a pre-liner tube sized to fit host pipe in areas where active infiltration is present. Pre-liner tube must be composed of 3-ply laminate sheet combining two layers of polyethylene film and high strength nylon cord grid formed into a tube sized to fit host pipe and must be continuous for the entire length of host pipe.

Liner Tube: The tube shall be fabricated to meet the requirements of ASTM F1216 or ASTM F1743, Section 5 and the performance requirements as specified herein. The tube shall be constructed to withstand installation pressures, have sufficient strength to bridge missing pipe, and be capable of stretching to fit irregular pipe sections. Two different types of systems shall be considered for CIPP: Fiber Felt Tube System or Fiberglass Mat System or approved equivalent. The Engineer shall make any determination of equivalency after being presented with relevant documentation published by the manufacturer of proposed substitution materials.

- a. The tube shall have a uniform thickness that when compressed at installation pressures will meet or exceed the Design thickness.
- b. The tube shall be free of tears, holes, cuts, foreign materials, abrasions or other defects and will be subject to inspection by the District.
- c. Contractor shall determine the minimum tube length necessary to effectively span the designated run between manholes, unless otherwise specified. Contractor shall field verify the lengths in the field prior to impregnation of the tube with resin, to insure that the tube will have sufficient length to extend the entire length of run.
- d. The minimum length of the flexible tube shall have allowance for proper stretching or shrinkage due to pressure or expansion.
- e. Due to corrosion or pipe defects, the existing pipes may have an irregular shape. Before ordering the liner materials, the Contractor shall measure the inside diameter of the existing pipelines in the field so that the liner tube can be custom fabricated to be installed in a tight-fitted condition in the existing pipes. The liner tube shall be sized so as to stretch to fit irregular pipe sections and negotiate bends.
- f. The tube shall be homogeneous across the entire wall thickness containing no intermediate or encapsulated elastomeric layers. No material shall be included in the tube that may cause delamination in the cured CIPP. No dry or unsaturated layers shall be evident. It shall not be possible to separate any layers with a probe or knife blade such that the layers separate cleanly or the probe or knife blade moves freely between the layers.
- g. The outside of the tube shall be marked for distance at regular intervals along its entire length, not to exceed 5 ft. Such markings shall include the Manufacturers name or identifying symbol.
- h. Fiber Felt Tube System
 1. The felt tube shall be a sewn thermoplastic polyester or acrylic tube consisting of one or more layers of flexible needled felt or an equivalent woven and/or non-woven

material capable of carrying resin, and with sufficient needling and crosslapping and strength to withstand the installation pressures and curing temperatures. The felt tube to be furnished shall be compatible with the resin and catalyst systems to be utilized.

2. The finished lining shall consist of an inner polyurethane and an outer polyester felt layer (or layers) impregnated with a thermosetting resin and fabricated to fit tight against the existing pipe wall. An allowance shall be made for circumferential stretching during inversion.
3. The tube shall be sewn to a size that when installed will tightly fit the internal circumference and length of the original pipe. Allowance should be made for circumferential stretching during inversion. Overlapped layers of felt in longitudinal seams that cause lumps in the final product shall not be utilized.
4. The outside layer of the tube (before wetout) shall be coated with an impermeable, flexible membrane that will contain the resin and facilitate monitoring of resin saturation during the resin impregnation (wetout) procedure.
5. Seams in the tube shall be stronger than the non-seamed felt.

OR

i. Fiberglass Mat System

1. The tube shall be composed of a high strength, fiberglass mat system capable of retaining resin, contained within a system of polyethylene film. The tube shall have sufficient needling and cross lapping to yield a minimum burst strength of 800 pounds per square inch in transverse directions (hoop stress), and strength to withstand the installation pressures and curing temperatures. The tube shall be free from tears, holes cuts, foreign materials and other defects, and will be subject to inspection by the District.

End Seals: The manhole connection shall be sealed with a compression hydrophilic end seal gasket compatible with the installed CIPP liner. When the hydrophilic gasket comes in contact with water it must swell to create a 360 degree compression seal between the host pipe and the newly installed CIPP liner at the manhole connection. The swelling that occurs to create the seal between the liner and the host pipe shall not in any way deform the liner in such a manner that, in the opinion of the Engineer, an obstruction in the flow is created.

End Seals shall be Insignia End Seal Sleeves or an approved equivalent. End Seals shall be installed in accordance with the Manufacturer's recommendations.

Top Hats: Top Hats shall be compatible with liner system and installed to seal each lateral connection to a CIPP-lined sewer main. Top Hats shall have one-piece construction designed such that:

- A. When expanded shall tightly fit both "T" and "Y" connections at interface between mainline and lateral pipe.
- B. Shall provide a minimum of a 3-inch overlap inside the mainline and shall extend inside the lateral pipe a minimum of 10 inches.

C. Designed for either “T” or “Y” fittings and able to accommodate either condition without wrinkles or folds when installed.

D. Provide a watertight connection between service connection and mainline.

Top Hats shall be by AMerik Supplies, Inc., TOP HAT System, or approved equal.

Resin/Catalyst: The resin system shall be a corrosion resistant polyester, vinyl ester, or epoxy and catalyst system that when properly cured within the tube composite meets the requirements of ASTM F1216 and ASTM F1743, the physical properties herein, and those which are to be utilized in the Design of the CIPP for this project. The resin shall produce CIPP which will comply with the structural and chemical resistance requirements of this specification.

- a. The resin used shall be resistant to abrasion from solids, grit, and sand and be compatible with the rehabilitation process used, and designed for a wastewater environment. The resin shall be able to cure in the presence or absence of water, and the initiation temperature for cure shall be as recommended by the resin manufacturer and approved by the Engineer. The resin shall have sufficient properties to obtain non-draining characteristics when impregnated into the fiber fabric.
- b. The Engineer shall also be informed in advance, for verification and inspection of the resin material at the "wet out" of the tube. The inspection shall be at the discretion of the Engineer, which shall not relieve the Contractor of his responsibilities. The wet-out procedure shall utilize the resin and catalyst in sufficient quantities to ensure complete impregnation of the liner and provide the properties specified herein.
- c. If resin enhancers are used, the Contractor shall provide testing data to indicate that the enhanced resins meet the requirements for the project. The Engineer can disallow the use of enhancers at no additional cost to the District.
- d. The catalyst system shall be compatible with the resin and other materials to be utilized in the rehabilitation process. Quantity and type of catalyst shall be selected based on the curing conditions and recommendations of the resin manufacturer.
- e. The chemical resistance of the resin system selected shall have been tested by the resin manufacturer in accordance with ASTM C 581. Exposure to the chemical solution listed below shall result in a loss of not more than twenty percent of the initial physical properties when tested in accordance with ASTM C 581 for a period of not less than one year.

CHEMICAL SOLUTION	CONCENTRATION, %
Tap Water (pH 6-9)	100
Nitric Acid	5
Phosphoric Acid	10
Sulfuric Acid	10
Gasoline	100
Vegetable Oil	100
Detergent	0.1
Soap	0.1

- f. The resin system shall be manufactured by a company selected by the CIPP supplier. Only polyester and vinyl ester resins complying with the following requirements shall be used.
1. Polyester Resin. A resin created by reaction products between isophthalic/terathalic acid, maleic anhydride, and a glycol characterized by reactive unsaturation located along the molecular chain. This resin is compounded with a reactive styrene monomer and reacted together with initiators/promoters to produce cross-linked copolymer matrices.
 2. Vinyl Ester Resin. A resin created by reaction products of epoxy resins with methacrylic acid and characterized by reactive unsaturation located in terminal positions of the molecular chain. This resin is compounded with a reactive styrene monomer and reacted together with initiators/promoters to produce cross-linked copolymer matrices.
- g. The initiation temperature or UV exposure intensity and duration for cure shall be as recommended by the resin manufacturer. Temperature monitoring devices shall be installed at all exposed portions of the pipe (beginning and end of run) for each inversion or run of installed liner pipe between the host pipe and the CIPP liner. The resin shall have sufficient thixotropic properties to obtain non-draining characteristics when impregnated into the fiber fabric.
- h. The catalyst system shall be compatible with the resin and other materials to be utilized in the rehabilitation process. Quantity and type of catalyst shall be selected based on the curing conditions and recommendations of the resin manufacturer.
- i. The wet-out procedure for the tube shall utilize the resin and catalyst in sufficient quantities to ensure complete impregnation of the liner and provide the properties as specified in this Specification.

CIPP Liner Design Thickness: Contractor shall specify the CIPP Liner Design Thickness that meets the requirements of Section 10-10.06 and meets all other requirements and assumptions stated in this Section.

10-10.06 Finished and Cured Liner Properties

1. Minimum service life of 50 years.
2. The layers of the cured CIPP shall be uniformly bonded. It shall not be possible to separate any two layers with a probe or point of a knife blade so that the layers separate cleanly or the probe or knife blade moves freely between the layers. If separation of the layers occurs during testing of field samples, new samples will be cut from the work. Any reoccurrence may cause rejection of the work.
3. The finished cured-in-place pipe liner shall fit tightly and neatly against the existing pipe walls.
4. The liner shall be fabricated from materials which, when cured, will be suitable for continuous service in sewerage environments containing hydrogen sulfide, carbon monoxide, carbon dioxide, methane, dilute (10%) sulfuric acid at an average wastewater temperature of 80°F, dilute (10%) phosphoric acid, petroleum hydrocarbons, gasoline, vegetable oil, tap water (pH 6.5 - 9), up to 1 hour per day exposure to 5 percent sodium hydroxide up to a pH of 11, moisture saturation, and external exposure to soil bacteria and chemical attack which may be due to materials in the surrounding ground or sewage within.
5. The physical properties of the cured liner shall meet the minimum chemical resistance requirements of ASTM F1216, shall conform to the structural standards as listed in Section 76-2.01 D, and with the minimum standard physical properties as follows:

MINIMUM PHYSICAL PROPERTIES

PROPERTY	REFERENCE	MINIMUM VALUE	
		Short Term	Long Term
Wall Thickness	ASTM D 2122	As calculated	N/A
Flexural Strength	ASTM D 790	4,500 psi (polyester) 5,000 psi (vinyl ester)	N/A
Flexural Modulus of Elasticity	ASTM D 790	250,000 psi (polyester) 300,000 psi (vinyl ester)	125,000 psi (polyester) 150,000 psi (vinyl ester)

6. Liner shall be homogeneous throughout and free of:
 - a. Serious abrasion, cutting, or gouging of the outside surface extending to more than 10 percent of the wall thickness in depth.
 - b. Cracks
 - c. Kinking (generally due to excessive or abrupt bending)
 - d. Flattening
 - e. Holes
 - f. Blisters
 - g. Other injurious defects

7. Liner shall be uniform in color, opacity, density, and other physical properties. Any lining not meeting these criteria shall be repaired to the satisfaction of the Engineer or rejected at the Engineer's option.
8. Liner Color: Liner shall conform to the following:
 - a. Inside: The interior of the liner shall be light in color. Light blue is acceptable.
 - d. Sewer Lateral Liner: Existing sewer laterals connecting to main pipelines to be CIPP lined shall be lined with T-Liner where called out on Project Plans. Product shall conform to ASTM F2561-11.

10-10.07 Execution

This section is intended to provide the Contractor with general guidance on the methods to be used to install the sewer pipe using the CIPP liner method. Nothing contained herein shall relieve the Contractor from completing the pipe rehabilitation in the most feasible, efficient and safe manner, using required materials to the lines and grades shown on the plans and to the requirements of these specifications.

10-10.07(A) Existing Conditions

Site Review: Prior to ordering any lining materials, fabrication of any lining materials, the commencement of bypass pumping operations, or the commencement of lining any pipes, the contractor shall perform a site review and CCTV video inspection per Special Provisions Section 10-12, and measure the internal diameter of the existing pipeline to verify existing field conditions prior to lining.

Contractor shall confirm that the liner shall be fabricated to a size which, when installed, will neatly fit the internal circumference of the conduit shown on the Plans. Allowance for circumference expansion during installation shall be made.

Contractor shall verify that the sewer line shall be installed in strict accordance with all pertinent codes and regulations, the original design, the referenced standards and the manufacturer's recommendations.

Discrepancies: In the event of discrepancy, the Contractor shall immediately notify the Engineer. The Contractor shall not proceed with the installation in areas of discrepancy until all such discrepancies have been fully resolved with the Engineer and noted in that day's log.

Field Measurements: The Contractor shall make all necessary measurements in the field to ensure precise fit of items in accordance with the drawings.

10-10.07(B) Preparation

The following installation procedures shall be adhered to unless otherwise approved by the Engineer.

Safety: The Contractor shall carry out his operations in strict accordance with all OSHA and manufacturer's safety requirements. Particular attention is drawn to those safety requirements working with hazardous/combustible materials, scaffolding and entering confined spaces.

Cleaning of Sewer Line: Prior to pipe rehabilitation and after the bypass system has been set up, the Contractor shall perform an initial sewer cleaning of all debris, roots and other materials that would prevent the proper installation of the liner. Several passes, if necessary, with a piece of high-pressure jet cleaning equipment shall be performed until all debris is removed from the pipe. If roots are present, root cutters or mechanical brushes shall be attached to the jet nozzle and sent through the line to remove all root intrusions. All spoils removed from the pipe shall be properly disposed of by the Contractor at the District's Wastewater Treatment Plant.

Inspection of Pipelines: After bypass pumping has been set up, the Contractor shall provide experienced personnel trained in locating breaks, obstacles and service connections by closed circuit color television. The interior of the pipelines shall be carefully inspected to determine the location of any condition which may prevent the proper installation of the liner into the pipeline. It shall be verified in writing to the District so that these conditions can be corrected. A DVD and suitable legible log shall be kept for later reference by the District. See Section 10-12 of these Special Provisions.

Bypassing flow: See Section 10-8 of these Special Provisions.

Line Obstruction: It shall be the responsibility of the Contractor to clear the line of obstructions or collapsed pipe that will prevent the insertion of the liner or closed circuit television camera. If inspection reveals an obstruction that cannot be removed by conventional sewer cleaning equipment or by remotely performed point repair methods acceptable to the Engineer, then the Contractor shall make a point repair excavation to uncover and remove or repair the obstruction. Before any point repair excavation is pursued, the Contractor shall give the Engineer three (3) working days notice. Point repair excavation shall proceed only with the Engineer's written authorization.

Protruding laterals shall be removed either internally with a hydro jet cutter or by external point repair. The District may direct additional point repair and obstruction removal based on the pre-installation television inspection above. Point repairs and obstruction removal directed by the District will be paid for as extra work.

Manhole Protection: The Contractor shall protect the manholes to withstand forces generated by equipment, water or air pressure used while inserting the liner. The Contractor shall be fully responsible for any damages to existing utilities caused by the Contractor's operations.

Lateral Connections: The Contractor shall be responsible for confirming the locations of all lateral connections prior to installing the pipe liner. The Contractor shall make every effort to maintain active sewer connections throughout the duration of the project. In the event that a service will be temporarily out of service, the contractor shall notify all affected properties whose service lateral will be affected per Section 10-2.02, "Owner Notification".

10-10.07(C) Delivery, Storage, and Handling

If the flexible tube is impregnated with resin at the factory, it shall be transported, installed, and cured before expiration of the shelf life.

Impregnated tube shall be stored and transported under refrigerated, ultraviolet light-free conditions. Light-cure CIPP shall be transported in a manner that does not allow for premature curing before installation is performed.

No cuts, tears, or abrasions shall occur during handling. The Engineer may inspect the tube before it is placed into the host pipe.

10-10.07(D) Installation

1. The Contractor shall be an approved manufacturer's licensed installer of the proposed pipe liner system.
2. The liner shall be installed through the existing manholes, in accordance with the manufacturer's recommendations and procedures. The finished pipe on mainline reaches shall be continuous over the entire length between manholes as shown on the Project Plans, and be as free as commercially practical from visual defects such as foreign inclusions and pin holes. The ends of the pipe lining shall be cut flush at the outlet point in the manhole by using a rotary cutter, and the ends shall be sealed to the rehabilitated pipeline. The sealing material shall be compatible with the pipe liner pipe and shall provide a watertight seal.
3. CIPP installation shall be in accordance with ASTM F1216, Section 7, or ASTM F1743, Section 6, with modifications as outlined in this specification.

10-11.07(E) Pre-liner Installation (as required)

A preliner tube will be installed in every segment where infiltration (weeper or greater) is observed during the pre-lining CCTV inspection. Preliner tubes complying with these Special Provisions must be used to protect against uncontrolled infiltration and to control resin loss, liner thickness, and prevent blocked laterals. For long segments, several sections of preliner tube may be spliced together under preliner manufacturer's recommendations to form a tube of adequate length.

If the Contractor fails to install the required preliner tube over the entire segment as required by the Engineer (regardless of physical tests and thickness test results), he must remove the CIPP from the host pipe and dispose of it at his own cost.

10-10.07(F) Preparation and Protection of Existing Facilities

The outside diameter of the tube being inserted shall be properly sized to allow for expansion so that the CIPP liner can fit tightly against the host pipe. The tube shall be installed through the existing manholes, in accordance with the manufacturer's recommendations and procedures. The

Contractor shall protect the manholes to withstand forces generated by equipment, water, or air pressures used while installing the tube.

The Contractor shall protect all existing landscaping, roadways, piping, and any other existing feature of the work area from damage. Any and all required repairs will be made by the Contractor at no additional cost to the District.

The Contractor shall provide insulation protection from boiler hoses. In particular, where boiler hoses are in contact with grass or other landscaping the hoses shall be insulated, elevated, or separated in a manner such that the vegetation will not be damaged by the heat.

10-10.07(G) Wet Out

Wet out shall be done off-site with the fully impregnated liner trucked to the site. Contractor shall comply with all District and County road ordinances and requirements related to roadway maximum bearing capacity and weight limits.

The fiber-felt tube shall be fully impregnated with resin by vacuum. The resin and catalyst systems that are compatible with the requirements of the method shall be used. The quantity of resin used for tube impregnation shall be sufficient to fill the volume of air voids in the tube with additional allowance for polymerization shrinkage and the loss of resin through cracks and irregularities in the original pipe wall.

The impregnated liner bag shall be transported to and stored at the site as needed and stored in such a manner that it will not be damaged, exposed to heat and/or direct sunlight, or result in any public safety hazard. All materials shall be subject to inspection and review prior to installation. The impregnated liner bag must be installed prior to exceeding the resin pot life.

10-10.07(H) Installation of Temperature Measuring Sensors

Temperature monitoring devices shall be installed at all exposed portions of the pipe (beginning of run, end of run, and intermediate manholes) for each inversion or run of installed liner pipe between the host pipe and the CIPP liner.

10-10.07(I) Liner Insertion

The impregnated tube shall be inserted through an existing manhole or other access approved by the Engineer by means of the installation process. The application of hydrostatic head, compressed air, or other means shall fully extend the tube to the next designated manhole or termination point and inflate and firmly adhere the liner to the pipe wall.

The liner shall be installed at a rate less than 10 feet per minute at all times.

Where water is used for the liner installation method, the Contractor is responsible for obtaining and paying for the water used.

10-10.07(J) Curing

After placement is completed, a suitable heat source and distribution equipment shall be provided. The equipment shall be capable of circulating hot water, air, and/or steam throughout the section by means of a pre-strung hose which has been perforated in accordance with the manufacturer's recommendations or other methods acceptable by the Engineer to raise the temperature uniformly above the temperature required to affect a resin cure. This temperature shall be determined by the manufacturer based on the resin/catalyst system employed. The curing of the CIPP must take into account the existing pipe material, the resin system, and the ground conditions (temperature, moisture level, and thermal conductivity of the soil). Where water is used for the liner curing method, the Contractor is responsible for obtaining and paying for the water used.

The heat source piping shall be fitted with continuous monitoring thermocouples to gauge the temperature of the incoming and outgoing water, steam, and/or air supply. Water, steam, or air temperature during the cure period shall meet the requirements of the resin manufacturer as measured at the heat source inflow and outflow return lines. At the direction of the Engineer, the Contractor shall provide standby equipment to maintain the heat source supply. The temperature during the cure shall be in accordance with the manufacturer's recommendation.

The initial cure shall be deemed to be completed when inspection of the exposed portions of the CIPP appear hard and sound and the remote temperature sensors indicate that an exotherm has occurred. The cure period shall be of duration recommended by the resin manufacturer during which time the recirculation of the water and cycling of the heat exchanger continuously maintain the required temperature.

Temperature shall be maintained during the curing period as recommended by the resin manufacturer, and shall follow the heating schedule supplied by the manufacturer and reviewed by the Engineer. During the cure process, the Contractor shall keep logs, charts, and/or graphs of the liner temperatures at the specified locations to insure that proper temperatures and cure times have been achieved. The documents may be required by the District at any time during and after the cure process.

10-10.07(K) Cool Down

The hardened CIPP shall be cooled to a temperature below 100 degrees F before relieving the static head or pressure in the lined pipe and returning normal flow back into the system. The cool down may be accomplished by introducing cool water into the CIPP. Cool down shall be at a uniform and steadily declining rate. Care shall be taken in the release of the static head or pressure so that a vacuum will not develop which could damage the newly installed CIPP.

At the manhole walls, an end-seal shall be applied per Special Provisions Section 10-10.09 and in accordance with manufacturer specifications and approved by the Engineer.

10-10.07(L) Finished Pipe

The finished product shall be continuous over the length of the pipe reconstructed and be free from dry spots, delamination, and lifts. If these conditions are present, the Contractor shall remove and replace the CIPP at his own expense.

The Contractor shall install the liners to provide a smooth interior surface that is wrinkle free. No circumferential wrinkles, wrinkles greater than one-half inch in height, or wrinkles pointing against flow direction shall be allowed. If wrinkles are detected in the installed liner, the Contractor shall provide photographs and dimensions of the wrinkle including height and direction. The Engineer will determine on a case by case basis if replacement or repair of the CIPP liner is required. If replacement and/or repair are deemed necessary by the Engineer, the Contractor shall complete the repair or replacement at his own cost.

10-10.08 Reinstate Sewer Laterals and Install Top Hats to CIPP-Lined Sewer Main

Internal reinstatement of lateral after sewer main lining shall be accomplished using a pivot-head CCTV camera to locate the service connection from inside the lined sewer main pipe and a remote cutting tool for cutting a hole matching the lateral connection configuration and diameter. Contractor shall provide a nearly full-diameter hole, free from burrs or projections and with a smooth and crack-free edge. The hole shall be 95 percent minimum and 100 percent maximum of the original lateral connection diameter. The invert of the sewer lateral connection reinstatement opening shall match the invert of the existing sewer lateral. All edges of the reinstatement opening shall be smooth. Other remote methods will require submittal for approval by the Engineer.

Top Hat Installation: Each active lateral to be reinstated shall have a top hat installed in accordance the manufacturer's instruction. Laterals that have been previously capped on the existing sewer main shall not be reinstated after installation of the CIPP.

The top hat shall be completely installed via remote device without excavation. The interface seal between the lateral liner and the mainline sewer pipe shall be compatible with the mainline liner and the lateral pipe.

The top hat shall be properly expanded to tightly fit the lateral interface. A full protocol for time and temperature shall be completed and documented for the proper curing of the seal.

10-10.09 Sealing Liner at Manholes

The beginning and end of the CIPP shall be cut flush at the inlet and outlet points in the manhole, or to the rim of a cleanout, and the ends shall be permanently sealed to the rehabilitated pipeline to prevent any infiltration between the CIPP and the host pipe, this shall also include the springline of the manhole base where the lining is to be cut out when the CIPP lining passes through the manhole.

The manhole connection shall be sealed with a compression hydrophilic end seal gasket compatible with the installed CIPP liner. When the hydrophilic gasket comes in contact with

water it must swell to create a 360 degree compression seal between the host pipe and the newly installed CIPP liner at the manhole connection. The swelling that occurs to create the seal between the liner and the host pipe shall not in any way deform the liner in such a manner that, in the opinion of the Engineer, an obstruction in the flow is created. End Seals shall be installed in accordance with the Manufacturer's recommendations. Due to potential inconsistencies during the application of chemical grout, hydrophilic caulks or hydrophilic paste, these sealing methods shall not be considered an acceptable alternative.

10-10.10 Restore Manhole Bottom and Invert

If, due to a broken or offset pipe at the manhole wall, the liner fails to make a tight seal, the Contractor shall apply a seal at that point. The seal shall be a resin mixture compatible with the liner material. The cost for furnishing all labor, materials, tools, equipment and incidentals, and for doing all work involved in providing a water tight seal between the liner and the manhole shall be considered as included in the contract prices paid for sanitary sewer main pipe liner installation and no additional compensation will be allowed therefore.

10-10.11 CCTV Inspection of Completed Work

Submit to the Engineer a color CCTV video showing completed work (electronic format) in accordance with Section 10-12, "Closed-Circuit Television Inspection" of these Special Provisions.

Correction of failed CIPP or CIPP deemed defective by the Engineer from post-installation television inspection shall be repaired at no extra cost to the District. Method of repair, which may require field or workshop demonstration, shall be approved by the Engineer.

If the liner fails to install properly, the Contractor shall remove the failed liner and replace it with a new liner. This work shall be performed at the Contractors expense without additional cost to the District. The new liner shall also meet the testing requirements as specified herein.

Any defects which will affect, in the foreseeable future or warranty period, the integrity or strength of the liner shall be repaired at the Contractor's expense. Allowance shall be given for the excess pipe when the cross-sectional area has been reduced due to offset joints, partial collapse, out-of-round sections, etc.

10-10.11 Testing of Sewers

Testing of all sewers rehabilitated by CIPP lining will be conducted in accordance with Section 10-13, "Sanitary Sewer Testing" of these Special Provisions.

10-10.12 Repair Procedures

The Engineer must accept the Contractor's repair plan before he makes any repair. Repair plan must include information adequate to describe repair methods in the same way as described in

pre-installation information submittal. The Contractor may use the following repair methods or submit his own repair method for review and approval by the Engineer:

1. If concentrated ridges fall outside the 120-degree invert arc and the Contractor demonstrates that grinding does not compromise CIPP structural integrity or reduce CIPP thickness below submitted calculated minimum thickness, he may grind concentrated ridges to required tolerance. After grinding to required tolerance, coat the ground area with manufacturer's approved resin. At the end of each work day dispose of any residue generated from grinding.
2. If the Engineer approves, Contractor may make internal spot repairs to CIPP. Internal spot repairs may be made using the approved fabric and resins compatible with CIPP to restore strength and integrity.
3. If CIPP does not fit tightly against host pipe at termination point, fill space between CIPP and host pipe with any of these:
 - a. Quick-set epoxy mortar
 - b. High viscosity epoxy
 - c. Hydrophilic vulcanized expansive rubber strip
4. If the Engineer orders, the Contractor must use repair methods in Table 2 at his own expense:

Table 2

Defect	Repair Method
Wrinkles or ridges exceeding 5% and up to 8% of pipe diameter outside of 120 degree invert arc. Wrinkles or ridges exceeding 2% and up to 8% of pipe diameter inside of 120 degree invert arc (except corrugations in CMP).	Grind to required tolerance. Grind to required tolerance within the lower 120 degrees of pipe to remove and point repair where needed to maintain minimum thickness, or else use procedure in accepted repair plan. If wrinkles or ridges exceed 8% of pipe diameter, you must remove CIPP.
Holes, tears, soft spots, and lifts up to 6 inches in major dimension. Delaminated areas up to 12 inches in major dimension; blistering or bubbling of the coating on CIPP surface present over a maximum of 5% of surface area.	Make point repair under manufacturer's recommendations. If defect covers a larger area, you must remove CIPP.
CIPP thickness less than calculated minimum thickness.	You must remove CIPP. If groundwater conditions allow, you may install a second CIPP within the first CIPP that produces a similar dimension ratio to the first CIPP, or else use procedure in accepted repair plan.
Annular space at lateral connection or at end of CIPP or infiltration at lateral opening.	Seal with quick-set epoxy mortar, high viscosity epoxy or a hydrophilic vulcanized expansive rubber strip.

10-10.13 Measurement and Payment

Rehabilitate 6-inch Sanitary Sewer Main by CIPP will be measured from inside of structure to inside of structure or existing main connection point.

Rehabilitate 6-inch Sanitary Sewer Main by CIPP will be paid for at the contract price **per lineal foot**, which price shall include full compensation for furnishing all labor, materials, tools, equipment and incidentals, and for doing all the work involved in sewer rehabilitation by liner including: installation of liner and pre-liner, cleaning, obstruction removal, CCTV inspection, bypass pumping, testing and no additional compensation will be allowed.

Reinstate Lateral and Install Cured-in-Place Top Hat will be measured and paid for at the contract price **each**, which price shall include full compensation for furnishing all labor, materials, tools and equipment and doing all the work involved in reinstating existing active sewer laterals and installing top hats, including:

- all efforts required to locate laterals and verify whether active or non-active,
- reinstating each active lateral connection,
- installation of top-hat seal at each active lateral connection,
- protection of the pipe from damage during other phases of the work,

and any other items necessary to place the laterals not specifically enumerated in the Plans or these Specifications, and no additional compensation will be allowed.

CIPP Pre-Liner will be measured and paid for at the contract **per lineal foot**, which price shall include full compensation for furnishing all labor, material, tools and equipment and incidentals, and for doing all the work involved in the installation of the pre-liner as specified in these Special Provisions, and as directed by the District Engineer and no additional compensation will be allowed.

The estimated quantity of **Pre-liner** is for bidding purposes only. This quantity may be increased, decreased or eliminated in its entirety based on field conditions. In the event of an increase or a decrease in the amount of the Engineer's Estimated quantity of Pre-liner, such increase or decrease shall not be considered an alteration in excess of the 25 percent of the contract amount of such items under provisions of Sections 4-1.05 and 9-1.06 of the Standard Specifications and no adjustment of the contract price for Pre-liner will be made by reason of such increase or decrease.

10-11 SANITARY SEWER REPLACEMENT BY OPEN-CUT METHOD

10-11.01 General

This section includes sanitary sewer mains to be replaced by open-cut construction. Sanitary sewer main and related appurtenances shall be constructed as shown on the Plans in accordance with the District Standards and these Special Provisions.

The Contractor shall promptly remove and properly dispose of all water from any source entering the trench excavations. The Contractor's attention is directed to the Section 10-12.05 "Trench Excavation, Backfill and Resurfacing" of these Special Provisions.

The Contractor's attention is directed to Section 10-9, "Trench Shoring and Bracing" of these Special Provisions.

The Contractor shall provide a closed-circuit television (CCTV) inspection and pressure testing of the new sewer mains prior to acceptance of the project. The Contractor's attention is directed to Section 10-13, "Closed-Circuit Television Inspection" and Section 10-14 "Testing of Sewer Systems" of these Special Provisions.

The Contractor shall furnish all equipment necessary to install and inspect pipe installation. Proper implements, tools and facilities satisfactory to the District shall be provided and used by the Contractor for safe, convenient and workmanlike prosecution of the work.

10-11.02 Pipe Materials

Sewer main for conventional open trench construction shall be Polyvinyl Chloride (PVC) SDR 26 pipe conforming to ASTM D3034. Pipe shall have bell and spigot joints conforming to ASTM D3212 and gaskets conforming to ASTM F477, District Standards and these Special Provisions.

Active sewer laterals shall be permanently reconnected to the replaced sewer main via a PVC sewer wye (tee connections are not allowed), 4-inch PVC SDR 26 pipe and a stainless steel-banded adjustable repair coupling with rubber gaskets.

Pipe fittings shall be manufacturer's standard, gasketed PVC with joints conforming to ASTM D3212 using elastomeric seals conforming to ASTM F477. Joints shall be assembled using only manufacturers recommended lubricant. All pipes shall have a home mark to indicate full penetration of the spigot when the joint is made.

10.11.03 Materials Handling and Inspection

Sewer pipes shall be properly stored and handled to prevent damage in accordance with the manufacturer's recommendations and as approved by the Engineer. Damage includes, but is not limited to, gouging, abrasion, flattening, cutting, puncturing, or ultraviolet (UV) degradation. All damaged materials and pipe rejected by the Engineer shall be promptly removed from the project site at the Contractor's expense and disposed of in accordance with current applicable regulations.

In the event of damage, the Contractor shall immediately make all repairs and/or replacements necessary to the satisfaction of the Engineer, at no additional cost to the District.

10-11.04 Asbestos Cement Pipe

The Contractor is cautioned that records indicate that asbestos cement (AC) pipe may be present. All cutting, handling and disposal of asbestos cement pipe shall be done in compliance with the Contractor's State Licensing Law and all applicable laws and regulations.

AC pipe materials are not anticipated to be friable. Disturbances and/or removal of asbestos-containing materials may be subject to the requirements of Cal-OSHA (Section 1529 of the Construction Safety Orders, and Section 5208 of the General Industry Safety Orders), and of the Health and Safety Code, Section 25915, et seq. Contractor shall meet all notification and training requirements for working with asbestos.

Contractor shall submit the Asbestos Notification Form to the Lake County Air Quality Management District at least fourteen (14) days prior to any construction activities involving AC pipe. The Asbestos Notification form can be found using the following link: <https://www.lcaqmd.net/mt-content/uploads/2021/09/asbestos-notification-form.pdf> or via the Lake County Air Quality Website <https://www.lcaqmd.net>.

Contractor shall be responsible for the removal from the site and the proper disposal of any AC pipe encountered in accordance with all federal, state and local regulations. A licensed Contractor certified in asbestos abatement may be required to perform the work if friable asbestos is encountered.

Additional information on the disposal of asbestos-containing materials may be available from the following agencies:

Cal-OSHA
(707) 576-2388

Lake County Air Quality Management District
2617 S Main St.
Lakeport, CA 95453
(707) 263-7000

Compensation for compliance with the provisions of this section shall be considered included under the appropriate items of work and no additional payment will be made therefore.

10-11.05 Trench Excavation, Backfill and Resurfacing

Excavation and backfill shall conform to the provisions in Section 19-3 of the Standard Specifications, District Standards, and these Special Provisions.

Attention is directed to Section 10-3, "Traffic Control" of these Special Provisions.

The trench shall be opened sufficiently ahead of the pipe laying operations to reveal obstructions. Trenches shall be kept open only long enough to properly install the pipe and backfill. Trench plates with skid resistant coating shall be provided until which time a suitable, level driving surface is provided.

Trench crossings shall be provided as necessary to accommodate public travel and to provide convenient access to adjacent properties. Flow shall be maintained in any sanitary sewers, storm drains, water lines, or water courses encountered in trenching.

If trench water is encountered, the Contractor shall immediately notify the District. The Contractor shall remove **all water** which accumulates in the excavation during the progress of work until the pipe or other structures are installed and until backfilling has progressed to a sufficient height to anchor the work against possible flotation or leakage. At all times, the Contractor shall have sufficient pumping machinery available for immediate use.

Water accumulated in excavations shall be discharged to the sanitary sewer. The discharge shall be monitored to verify the lack of contamination. Periodic samples shall be analyzed by the District's testing laboratory to confirm the acceptability of the discharge. **If any odor, sheen or other visual discrepancy is noted during excavation or discharge, stop pumping and immediately notify the Engineer.** Prior to disposal of any contaminated water into the sewer system, the water shall be filtered through a Baker tank so that contaminants in the water do not exceed permitted levels. Said water shall be disposed of in a manner as to cause no injury to public or private property, or be a menace to public health. Sediment shall be removed from water to be disposed of prior to discharge.

Pumped groundwater will not be allowed into any watercourse or storm drain system. Trench water shall not be permitted to enter any of the new sewer facilities. At times when pipe laying is not in progress, the open ends of any pipe which have been laid shall be capped watertight.

The Contractor shall maintain awareness of potential signs of soil and groundwater contamination throughout the project limits and shall notify the District immediately upon discovery of any contaminated materials. Indicative conditions may be either visual (staining in soil, sheen on water surface) or olfactory (petroleum odor).

Contractor shall be responsible for constructing, operating and maintaining all necessary features to complete the work including furnishing, installing and maintaining all pumping and other equipment required to dewater any trenches containing water as may be encountered during performance of the work. Dewatering plan for each occurrence shall be approved by the Engineer prior to implementation. At the permanent conclusion of dewatering operations, all dewatering equipment shall be removed from the job site.

10-11.05(A) Subgrade Stabilization

The pipeline trench subgrade shall consist of undisturbed native soils, properly compacted trench zone backfill materials, or rock. The Contractor shall notify the District Engineer when unstable materials are encountered. If trench subgrade is found to be loose, soft, saturated, unstable or in any other way unfit such that there is inadequate pipe support, the material shall be removed for the full width of the trench and to a minimum depth of 24 inches. The over-excavated material shall be replaced with thoroughly compacted Class 2 aggregate as Directed by the District Engineer.

10-11.05(B) Trench Shoring and Bracing

Trench bracing and shoring shall conform to Section 10-9, "Trench Shoring and Bracing" of these Special Provisions.

10-11.05(C) Bedding, Backfill and Resurfacing

Trench shall be in conformance with the requirements of District Standards SB-157 (Class "C") and SB-158, in addition to the requirements herein and as shown on the Plans.

Bedding material shall be free from vegetable material and shall not contain high concentrations of contaminants or other deleterious substances and shall be so placed that the pipe will not be displaced or damaged. Limits of bedding shall be as shown on the District Standards.

All loose materials resulting from trench excavation shall be removed from the trench bottom prior to placing pipe bedding material. Bedding material up to the bottom of the pipe shall be placed in uniform layers not to exceed 6" in thickness and shall be compacted, by mechanical equipment, to 90% relative compaction. The pipe shall be uniformly bedded throughout its length. No wedging or blocking of pipe will be permitted. Pipe bedding from bottom of pipe to spring line of pipe shall be placed and compacted after pipe has been placed and joined and compacted to 90% relative compaction. Pipe bedding from the spring line of the pipe to the crown of the pipe shall be placed and compacted to 90% relative compaction. Pipe bedding from the crown of the pipe shall be placed and compacted to 90% relative compaction in 8-inch lifts. Compaction methods shall not damage pipe or joints.

Limits of trench backfill shall be as shown on the District Standards. Trench backfill shall be placed in lifts not to exceed 8-inches.

Existing surfacing disturbed by pipe installation shall be restored as specified herein and includes the restoration of existing street and road surfacing including driveways, shoulders, pavement, the restoration of surfacing in easements and any other surfaces at locations where pipes and appurtenances are installed.

Asphalt concrete paving shall conform to the requirements of the section 10-8, "Asphalt Concrete Trench Paving" of these Special Provisions. All trenches shall be paved in accordance with the with District Standard SB-158.

Driveways, walkways and other locations where concrete, gravel or other materials are present shall be replaced in kind and appearance. Attention is directed to Section 10-5 "Concrete Driveway" of these Special Provisions for concrete driveways and walkways replacement.

Earth surfacing shall be soil similar to the native soil in the surrounding area in which the work is being done. Compaction for each type of soil shall be equal to the compaction of the native soil surrounding the area being restored, where originally earth surfaced. Topsoil material shall be mounded slightly over the restoration as shown on the District Standard and where directed.

Material Specifications:

Well graded crushed rock be used as bedding under pipe per District Std. SB-157, shall ne 100% crushed and conform to the following grading:

1"	3/4"	3/8"	#4	#8
100	90-100	20-55	0-10	0-5

Pipe bedding and trench backfill shall be free of asphaltic material.

Pipe bedding for slopes less than or equal to 8% shall have a minimum sand equivalent value of 30 and shall conform to the following grades:

1"	3/4"	3/8"	#4	#200
100	90-100	65-100	30-100	0-15

Pipe bedding for slopes greater than 8% shall have a minimum sand equivalent value of 30 and shall conform to the following grades:

1"	3/4"	3/8"	#4	#30	#200
100	90-100	65-100	30-100	10-100	0-15

Trench backfill shall be aggregate base.

Aggregate base shall conform to the requirements of Section 10-6 of these Special Provisions. Asphalt concrete shall conform to the requirements of Section 10-7 of these Special Provisions.

Compaction Requirements:

Crushed rock shall be consolidated with a surface vibrator.

Pipe bedding material used to grade the trench shall be consolidated with a surface vibrator when it is placed over drain rock or when depth is greater than 6 inches.

Trench backfill shall be compacted to 90% relative compaction prior to placing base rock or subgrade material over the trench. Backfill will be compacted using an equipment mounted head shaker.

Trench backfill may not be compacted by jetting.

Daily compaction tests will be provided by the Contractor at approximately every 200 feet and every 3rd service. Exact locations will be determined by the project Inspector.

Control Density Fill:

Control density fill (CDF) where required per Plans, shall be a mixture of Portland cement, sand and 1" maximum coarse aggregate, air entraining agent and water, batched by a ready-mixed concrete plant and delivered to the jobsite by means of transit mixing trucks. Control density fill may also contain Class F pozzolan (fly ash). Control density fill shall be free of asphaltic material.

Cement shall meet the standards as set forth in ASTM C-150, Type II cement.

Fly ash shall meet the standards as set forth in ASTM C-618, for Class F pozzolans. The fly ash shall not inhibit the entrainment of air.

Aggregate Size: 1" max.
Sand Equivalent: 31 min.

The mix proportions shall be determined by the producer of the control density fill to produce a flowable fill mixture which will not segregate. Each yard shall contain not less than 50 pounds of Portland cement and not less than a total of 100 pounds of cementitious material. The Contractor shall supply a mix design two weeks prior to any use of control density fill.

Compressive Strength: 75-200 psi @ 28 days
Slump: 3-9 inches

The consistency of the CDF shall be such that all trench voids are filled with minimum rodding or vibrating but not so wet as to cause excessive shrinkage.

Permanent pavement may be placed directly upon the CDF as soon as it has consolidated for the surface to withstand the process of paving without displacement. The surface of the control density fill shall be firm and unyielding. Any visible movement vertically or horizontally of the control density fill under the action of construction equipment or other maximum legal axle loads shall be considered as evidence that the control density fill does not meet this requirement. The Contractor shall provide trench plates to allow traffic flow for all locations until CDF is ready to be paved.

10-11.05(D) Disposal of Materials

Excess material from excavation shall become the property of the Contractor and shall be disposed of immediately and to the satisfaction of the Engineer. Prior to disposal of any materials or operation of any equipment on sites provided by the Contractor for disposal of excess trench excavation owned by him, the Contractor shall submit to the Engineer written authorization for such disposal of materials and entry permission signed by the owners of the disposal site and required permits.

Excavated material shall be removed as it is generated, and at no time shall the Contractor place excavated material at the work site.

10-11.06 Protection of Existing Facilities

Construction operations shall be conducted in such a manner that will not disturb existing facilities; the line and grade of existing utilities shall not be altered.

Existing storm drains shall be protected and supported in place during construction. CDF shall be installed at storm drain crossings per Plans where shown.

Existing water and irrigation lines shall be protected and supported in place with service maintained during construction. Any water services damaged during construction shall be repaired by the Contractor within one hour at the Contractor's expense.

Existing landscaping and private improvements shall be protected from damage. Any damage shall be repaired to the satisfaction of the Engineer.

Existing sewer lines shall be supported in place with service maintained during construction. The Contractor shall be responsible for damage to sewer lines during construction and any damage resulting from improper backfilling.

The Contractor shall incur all costs associated with repairs needed, in the opinion of and to the satisfaction of the District, by any such damage due to their operations. Any leakage caused in existing utilities by reason of the Contractor's operations shall be immediately repaired at the Contractor's expense.

10-11.07 Sewer Installation

Sewer pipe shall be installed on the alignment and grade as shown on the Plans and in accordance with the Standard Specifications, or as directed by the Engineer. Sewer pipe shall be laid in straight lines and on uniform rates of grade between points where changes in alignment or grade are shown on the Plans. The interior of the pipe shall be free of foreign matter before lowering into the trench.

The pipe manufacturer's written instructions covering the installation of his pipe shall be closely followed unless otherwise directed by the Engineer or these Special Provisions. The trench shall not be backfilled until authorized by the Engineer. Pipe laying shall proceed upgrade with the spigots pointing in direction of flow. Electro-optical grade setting devices must be used and shall be operated by a person proficient in its operation.

Any section of pipe found to be defective, which has had grade, or joints disturbed shall be re-laid by the Contractor at his expense.

Proper implements, tools and facilities satisfactory to the Engineer shall be provided and used by the Contractor for the safe and efficient execution of the work. All pipe, fittings and accessories shall be carefully lowered into the trench by means of derrick, ropes, or other suitable equipment

in such a manner as to prevent damage to pipe and fittings. Under no circumstances shall pipe or accessories be dropped or dumped into the trench. The pipe and accessories shall be inspected for visible defects prior to lowering into trench. Any visibly defective or unsound pipe shall be replaced.

10-11.08 Sewer Laterals

The estimated locations of the existing laterals are shown on the Plans based on television inspection. The Contractor shall have the sole responsibility for determining the exact location of all existing laterals. Active sewer laterals are to remain in service at all times and shall be connected to the new sewer main as the main is being constructed. Laterals that have been previously capped shall not be reconnected to the rehabilitated sewer main. The Contractor shall promptly notify the Engineer if they encounter an active sewer lateral not depicted on the Project Plans. Inactive laterals shall not be reconnected to the sewer main.

Contractor's attention is directed to "Owner Notification" of these Special Provisions. Active sewer laterals are to remain in service at all times except where necessary for the work.

Suitable means for redirecting flows from active sewer laterals shall be employed while replacing sewer mains. Plastic flex piping or other approved means shall be used for temporary connections between active sewer laterals and the new wyes as the mainline is being constructed. The flex pipe shall be the same size as the existing lateral pipe and shall be connected to the new wye and the existing lateral by means of a Fernco coupling, or an approved equal. **Squeezing the flex pipe and inserting it into the cut end of the existing lateral or into the lateral opening of the wye will not be allowed.**

Temporary sewer lateral connections shall be replaced with permanent laterals after installation of the sewer mainline is completed for each site, or at a maximum of 20 calendar days, whichever is sooner.

All live and active laterals encountered during sewer main construction shall be reconnected by the end of the workday in accordance with the details shown on the Plans.

10-11.09 Connection of Sanitary Sewers to Manholes

New sanitary sewer mains shall be connected to existing manholes in accordance with the detail on the Plans and as directed by the Engineer.

The Contractor shall make modifications to existing manholes to accept new sewer mains, including reshaping of flow channels in existing manholes to match the size of new main with a smooth trowel finish.

Full compensation for connection of sanitary sewers to manholes, including installation of manhole adaptor, concrete collar, modification of concrete channel, manhole repair shall be considered as included in the contract prices paid for Sewer Main Construction by Open-Cut Methods and no additional allowance will be made therefor.

10-11.10 CCTV Inspection

After pipe installation and placement and compaction of backfill, but prior to placement of pavement, all pipe shall be cleaned and CCTV inspected in accordance with Section 10-12, "Closed-Circuit Television Inspection" of these Special Provisions.

10-11.11 Testing of Sewers

Testing of all sewers replaced by open-cut construction will be conducted in accordance with Section 10-13, "Sanitary Sewer Testing" of these Special Provisions.

10-11.12 Measurement and Payment:

Replace 6-inch Sanitary Sewer Main with 6-inch PVC Pipe by Open Cut Construction will be measured **per lineal foot** from inside of structure to inside of structure or existing main connection point.

Replace 6-inch Sanitary Sewer Main with 6-inch PVC Pipe by Open Cut Construction will be paid for at the contract price **per lineal foot** of the various sizes and types, which price shall include full compensation for furnishing all labor, materials, tools, equipment and incidentals, and for doing all the work involved in remove and replace sewer main including:

- removal of asphalt concrete and Portland cement concrete,
- removal of existing sewer and installing new sewer main, complete in place and ready for use,
- testing,
- pre- and post-CCTV inspection,
- excavation,
- dewatering,
- stockpiling of trench spoils,
- bedding material,
- backfill,
- aggregate base,
- asphalt concrete trench paving (temporary),
- compaction,
- concrete saddles,
- removing structures,
- plugging and abandoning in place of existing inactive laterals,
- all aspects of connections to existing manholes, including sealing of penetrations and pipe restraints,
- modifications to existing manholes to accept new sewer mains,
- replacing brick and mortar rings with concrete rings of existing manhole where indicated,
- connecting to existing sewer mainlines, fittings, other required appurtenances,
- replacing any existing pavement damaged by construction,
- disposal of removed asbestos-cement pipe,

- restoring all surfaces including driveways, curbs, dikes, gutters, median, pavement striping and markings,
- restoring existing facilities including landscape and irrigation, and any other items as necessary to remove and replace sewer main not specifically enumerated in the Plans or these Special Provisions, no additional compensation will be allowed.

Reconnect Lateral to New Sewer Main by Open Cut Construction will be paid for at the contract price **each**, of the various sizes and types, which price shall include full compensation for furnishing all labor, materials, tools and equipment and doing all the work involved in reconnecting existing active sewer laterals, including:

- all efforts required to locate laterals and to verify that laterals are active or inactive,
- removal of asphalt concrete and Portland cement concrete,
- abandoning or removing and disposing of existing laterals,
- installing and removing temporary laterals,
- extension of existing laterals including tying-in to the existing laterals and installing flexible couplings,
- adjustment in the location of the new lateral from that indicated on the Plans as directed by the Engineer,
- excavation,
- bedding,
- backfill,
- compaction,
- asphalt concrete trench paving (temporary),
- protection of the pipe from damage during other phases of the work,
- bypass pumping (if needed),
- restoring all surfaces including driveway, curbs, dikes, gutters, median, pavement striping and markings,
- restoration/reconstruction of landscaping, irrigation, and fences,

and any other items necessary to reconnect all active laterals not specifically enumerated in the Plans or these Special Provisions, and no additional compensation will be allowed.

10-12 CLOSED-CIRCUIT TELEVISION INSPECTION

10-12.01 Description

All replaced or repaired sanitary sewer mains shall have post-construction closed-circuit television (CCTV) inspections in accordance with these Special Provisions.

During this inspection, the Contractor shall be present to observe the televising inspection. Acceptance of any portion of the sanitary sewer work shall not be given in the field at the time of televising.

Upon receipt of the completed CCTV inspection video discs and written logs, the Engineer requires 7 working days to review the video records and logs before giving written notice of acceptance and/or deficiencies of the lines to the Contractor.

Deficiencies revealed by the television inspection, in the opinion of the Engineer, shall be repaired by the Contractor to the satisfaction of the Engineer. After all required repairs are completed the areas of repair shall be televised again at the Contractor's expense.

10-12.02 Notification

When all sanitary sewer main reconstruction has been completed and inspected, except as otherwise noted in these Special Provisions, the Contractor shall notify the Engineer in writing 2 working days in advance of the date for television inspection. The Engineer or their authorized representative shall be given the opportunity to be present during the inspection.

10-12.03 Independent CCTV Contractor

The Contractor shall hire an independent television inspection service to perform the CCTV inspection.

The Contractor shall supply plans and specifications for this work to the CCTV contractor with manhole numbers, street names, addresses and any other information required to facilitate the work.

The CCTV contractor is responsible for all stuck, broken, or lost equipment and any damage to sanitary sewer facilities due to their operations and shall bear all necessary costs to retrieve or replace said equipment and make required repairs to sanitary sewer facilities.

10-12.04 Preparation

The following conditions shall exist prior to the television inspection:

1. All sanitary sewer lines shall be installed, backfilled and compacted.
2. All structures shall be in place, all channeling complete and all pipelines accessible from structures.

3. All other underground facilities, utility piping and conduit shall be installed and accepted by the Engineer.
4. Mainlines to be inspected shall be balled/high pressure flushed and mandrel tested.
5. Laterals to be inspected shall be flushed.
6. The final air or water test on lines shall have been completed.

10-12.05 Flushing/Cleaning

Prior to televising, all lines shall be flushed clean with a high-pressure commercial sewer flusher unit or by balling. If required to televise an existing line, it may be necessary to remove roots, grease or other obstructions prior to flushing per these Special Provisions. The equipment shall be appropriate for the type of obstruction being removed and shall not damage the pipe in any way. All debris shall be trapped at the first downstream manhole and removed. Debris will be hauled to an appropriate disposal site at the Contractor's expense.

After flushing and prior to televising, an approved source of water will be discharged into the upstream manhole or mainline cleanout until water flows out of the downstream manhole. This is to be done no more than 24 hours before the video inspection takes place. **High pressure flushing of the line is not to be considered as a substitute for this requirement.** This shall be done to insure that all dips or sags are filled before televising, if the sanitary sewer has live flow, the Engineer may waive this requirement. Live flows that are greater than the depth of the gauge shall be temporarily plugged upstream and bypass pumped to allow for proper televising.

10-12.06 CCTV Equipment Requirements

A pan and tilt color camera shall be used for all video inspection of main lines and shall be one specifically designed and constructed for such inspections. The camera shall be mounted on adjustable skids or a tractor to keep it in the center of the pipe. Lighting for the camera shall be supplied by a lamp on the camera, capable of being dimmed or brightened remotely from the control panel. The lighting system shall be capable of lighting the entire periphery of the pipe. The camera shall be operative in 100% humidity conditions and shall have a minimum of 330 lines of resolution. The camera equipment shall produce a continuously monitored color picture, which will have the resolution capability to discern small hairline cracks and other minor and major defects in the sanitary sewer line. The camera equipment shall be capable of producing digital still pictures for permanent record as required. The camera shall be self-propelled or pulled by a cable winch from the downstream manhole, through the line along the axis of the pipe, at a uniform rate of 1/2 foot per second maximum.

Measurement for location of defects shall be at ground level by means of a metering device. Markings on the cable, or the like, which would require interpolation for depth of manhole or lateral cleanout will not be allowed. Measurement meters will be accurate to plus or minus one foot in a thousand and must show on video. A one-inch depth gauge pulled or pushed in front of the camera is required for all main lines up to and including 12 inch. For any line larger the Contractor shall verify required gauge size with the Engineer prior to scheduling television inspection. Measurement of laterals must be recorded on video and written log from bottom of cleanout to main and bottom of cleanout to connection at existing lateral.

10-12.07 CCTV Inspection Requirements

Where infiltration in the sanitary sewer line is suspected, the camera shall be stopped for at least 30 seconds in the area of question and the camera shall pan and/or tilt as needed to ascertain that infiltration is occurring and the possible cause. The camera shall stop at all lateral connections, defects, sags, etc for a period of at least 10 seconds and the camera shall pan and/or tilt as needed so that all portions of the connection or defect that is visible from within the main line can be completely inspected.

Each pipe run between manholes being inspected may be required to be isolated from the remainder of the line by the use of a line plug to insure total viewing of the inside periphery of the pipe. The inspection shall be performed in a forward and/or backward direction according to line conditions at the time of the inspection. Every effort shall be made by the Contractor to televise in the same direction as the flow, especially during live flow conditions. The Engineer must approve any video inspection that goes against the flow.

Telephones, sound, power, communication systems, or other suitable means of communication shall be set up between the winch at the downstream manhole and the monitor control and operations van unless camera tractor is used.

10-12.08 DVD Records and Reports

The televising of all lines shall be recorded on DVD non re-writable discs in a format that can be played on any DVD player without installation of special software. The discs and written logs shall become the property of the District. Every televised run (manhole to manhole, manhole to mainline cleanout) shall be recorded as a separate video file, with the name of the file being the manhole and/or mainline cleanout numbers for the main.

The Contractor shall keep a copy of the written logs on site that clearly show the exact location, in relation to the starting manhole/mainline cleanout or lateral cleanout, of each following item discovered during the television inspection; infiltration points, lateral locations, cracks, open/pulled joints, roots, broken or collapsed sections, grease, debris, location of dips (*starting and ending footage plus depth*), and any other discernible features. In addition to the items noted, the video and written logs shall also note; name of project, general contractor, date, line size, length of section, manhole condition and live flow.

10-12.09 Defects Requiring Correction

The following inspection observations shall be considered defects in the construction of the sewer pipelines and will require corrections prior to acceptance:

- a. Off grade - 0.08 foot, or over, deviation from grade
- b. Joint separations - over 3/4";
- c. Offset joints;
- d. Chips in pipe ends - none more than 1/4" deep;

- e. Cracked or damaged pipe or evidence of the presence of an external object bearing upon the pipe (rocks, root, etc.);
- f. Infiltration;
- f. Debris or other foreign objects;
- h. Other obvious deficiencies when compared to Approved Plans and Specifications, these Standards and Standard Drawings.

10-12.10 Correction of Defects

If while conducting the initial television inspection for reconstructed sewers, the Contractor discovers areas that need correction, these corrections shall be made and the area televised again prior to submitting the logs to the Engineer for review. If footage of video that is not required for inspection, such as; areas known to need repair, stationary video footage in sanitary sewer lines other than where required and footage not of sanitary sewer facilities, the submittal will be rejected.

Any damage to facilities or obstruction to service caused by the televising operations shall be corrected immediately by the Contractor at no cost to the District.

10-12.11 Payment

No separate measurement or payment will be made for cleaning or CCTV inspection. Full compensation for furnishing all labor, materials, tools, equipment and incidentals, and for doing all the work involved will be considered as included in the price for various items of work and no additional allowance will be allowed.

10-13 TESTING OF SEWER SYSTEMS

10-13.01 GENERAL

Testing of all portions of the sewer will be required.

10-13.02 LEAKAGE TESTING OF PIPING

For either exfiltration or infiltration test, the maximum leakage shall not exceed 50 gallons per inch of pipe diameter per mile per 24 hours as measured over a period of 30 minutes minimum. Should the leakage exceed the maximum allowable rate, the Contractor shall repair, overhaul, or rebuild the defective portion of the sewer line to the satisfaction of the District at no additional cost to the District. After repairs have been completed by the Contractor, the line shall be retested as specified above, all at no cost to the District.

The test shall be performed after the line has been laid and all backfill placed and compacted as specified elsewhere in these specifications. The Contractor, at his option, may test the line at any time during construction. However, the final test for acceptance shall be made only after all backfill is in place and compacted.

In the event that the exfiltration test prescribed above is impractical due to wet trench conditions, these portions of the sewer line where such conditions are encountered will be tested for infiltration. The Engineer shall determine whether the exfiltration or infiltration test will be used. Even though the test for leakage is within the prescribed limits, the Contractor shall repair any obvious leaks.

10-13.03 AIR TESTING OF PIPING

Low pressure air testing may be used in lieu of water testing at the option of the Contractor. The following procedure shall be used for air testing.

1. Clean pipe to be tested by propelling a snug fitting inflated rubber ball through the pipe with water. Remove any debris.
2. Plug all pipe outlets with suitable test plugs. Brace each plug securely.
3. If the pipe to be tested is submerged in ground water, Inspector may require that gauge pressures be increased to compensate for groundwater hydrostatic pressure.
4. Add air slowly to the portion of the pipe installation under test until the internal pressure is raised to 4.0 psig.
5. Check exposed pipe and plugs for abnormal leakage by coating with a soap solution. If any leakage is observed, bleed off air and make necessary repairs.
6. After an internal pressure of 4.0 psig is obtained, allow at least two minutes for air temperature to stabilize, adding only the amount of air required to maintain pressure.
7. After the two-minute period, disconnect the air supply.

8. When pressure decreases to 3.5 psig start stopwatch. Determine the time in seconds that is required for the internal air pressure to reach 3.0 psig. The minimum allowable time in seconds shall be based on the diameters and lengths of pipe under test. The Contractor will be allowed to manually bleed air as required to drop the internal pressure to 3.5 psig to start test.
9. The minimum test time (minutes:seconds) considered acceptable is indicated on the Air Test Table:

Minimum Test Time for 1 PSI Pressure Drop		
Pipe Diameter, inches	Test Time, seconds/ft x feet	Minimum Test Time, minutes:second
4	0.380	3:46
6	0.854	5:40
8	1.520	7:33
10	2.374	9:26
12	3.418	11:20
15	5.342	14:10

10-13.04 MEASUREMENT AND PAYMENT

No separate measurement or payment will be made for testing of sanitary sewer systems. Full compensation for furnishing all labor, materials, tools, equipment and incidentals, and for doing all the work involved will be considered as included in the price for various items of work and no additional allowance will be allowed.

APPENDIX A:
BPX ONLINE BIDDING INSTRUCTIONS



BPX Online Bidding Instructions

Submitting a bid

Once you decide to submit a bid, you can go to the Submit Bid tab for the project. This tab is only available if the bid deadline has not yet passed. We recommend that you upload your bid at least one hour before the time of the bid opening.

The bid submission form will ask you to provide your contact information. This is pre-populated with your registered planroom user account details, and can be modified for the particular bid submission if needed.

You then attach your completed, signed bid documents. You can attach multiple files to include supplemental documents like a bid bond certificate, or licensing/insurance documentation.

All bid forms, bid bonds, and any additional forms required for this bid should be attached.

Bid documents
Max filesize 100MB

Drag and drop or [click here](#) to attach your documents

Bid form - signed.pdf
1.4 MB

Attached
tap to undo

Bond certificate.pdf
715 KB

Attached
tap to undo

You will receive an immediate email confirmation with a reference number for your bid.



Bid #1357 has been successfully submitted

We sent a confirmation email to **ryan@acmeconstruction.com**

<p>Ryan Hedge ACME Construction</p> <p>📍 123 S Main St Ste 4 Chicago, IL 12345</p> <p>📞 555-666-7777</p> <p>✉ ryan@acmeconstruction.com</p>	<p>Documents Attached</p> <ul style="list-style-type: none">📄 Bid form - signed.pdf📄 Bond certificate.pdf
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Retracting your bid

At any point prior to the bid deadline, you can retract your bid as well as resubmit, if needed. To do this make sure you log in to the planroom using the exact same account you used when you submitted the bid.

Return to the project, and you'll see that you have a My Bid tab. Here, you can review the bid you submitted and optionally retract it.

Yourtown High School

Phase 2 rehabilitation project, north wing renovations

Details

Plans

Specs

Plan Holders

My Bid

Bid #1357

Submitted Friday March 27 at 4:10pm

You may retract this at anytime prior to April 7 12:00pm EDT.

If you need to modify your bid you must first retract it and then submit a new one.

 Retract Bid

Ryan Hedge

ACME Construction


 123 S Main St Ste 4 Chicago, IL 12345

 555-666-7777

 ryan@acmeconstruction.com

Documents Attached

 Bid form - signed.pdf

 Bond certificate.pdf

If you click the button to Retract Bid you will be asked to confirm by entering your unique bid reference number. This is permanent and cannot be reversed.

Retracting bid #1357

Retracting your bid is permanent. This CANNOT be undone.

To confirm please enter your bid number in the box and click confirm.

Confirm

If you are retracting so that you can resubmit, make sure there is still plenty of time left before the bid deadline.

PROJECT PLANS FOR :

NORTH SHORE COURT

SEWER REHABILITATION

MAY 2022

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

LAKE COUNTY, CALIFORNIA



VICINITY MAP

NOT TO SCALE

INDEX OF SHEETS

- No. Sheet Title
- 1 COVER SHEET
 - 2 GENERAL NOTES, LEGEND AND ABBREVIATIONS
 - 3 PLAN & PROFILE – NORTH SHORE COURT

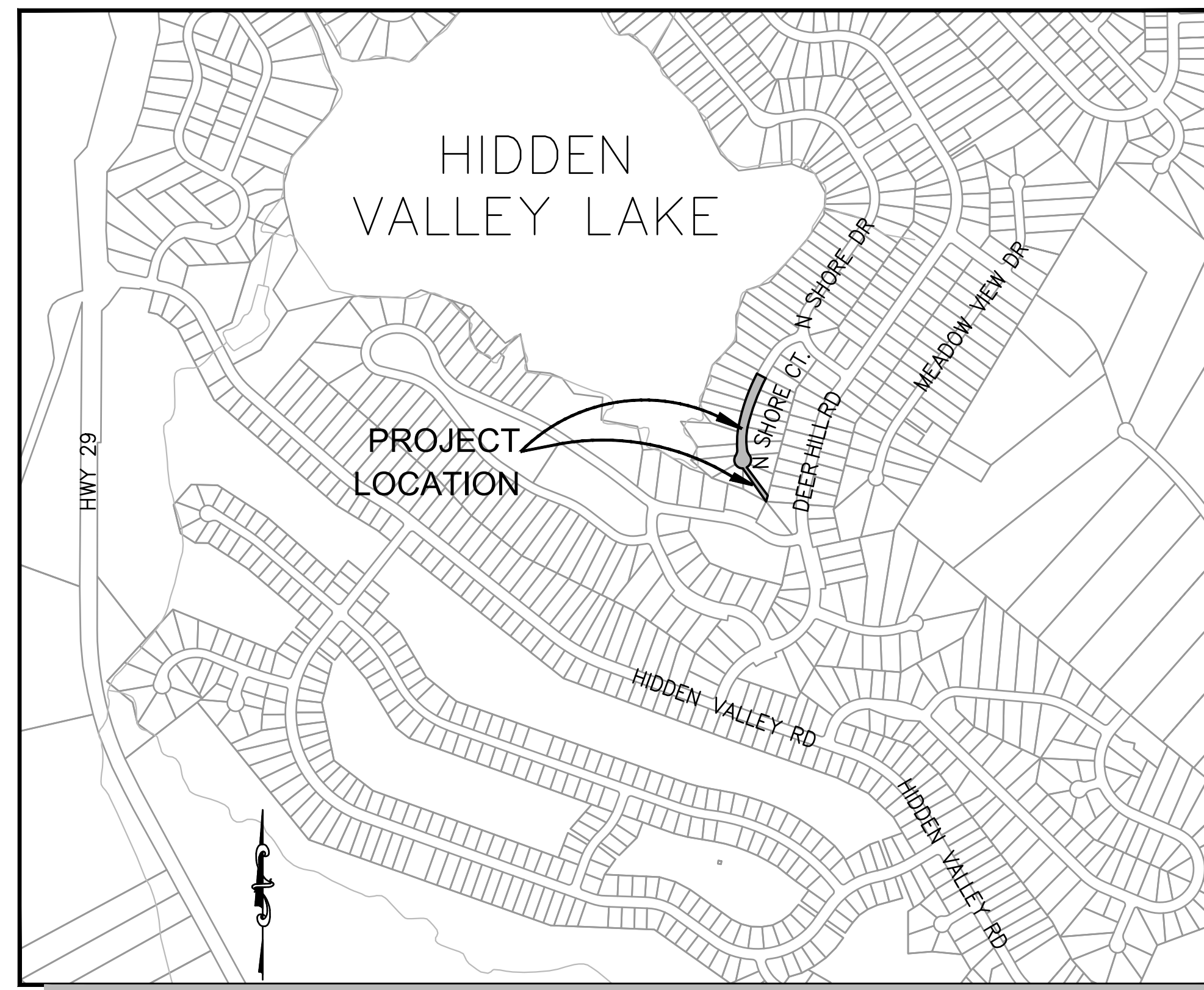
UTILITY CONTACTS

HIDDEN VALLEY LAKE CSD
(707) 987-9201

AT&T
(415) 433-4900

PG&E
(877) 743-7782

MEDIACOM
(845) 490-3326



LOCATION MAP

NOT TO SCALE

GENERAL NOTES

1. EXCAVATIONS OVER FIVE FEET (5') DEEP REQUIRE AN EXCAVATION PERMIT FROM THE STATE DEPARTMENT OF INDUSTRIAL SAFETY.
2. CONTRACTOR SHALL CALL "USA NORTH" AT (800) 227-2600 AT LEAST ONE (1) WEEK PRIOR TO START OF CONSTRUCTION FOR LOCATING UNDERGROUND UTILITIES.
3. CONSTRUCTION CONTRACTOR AGREES THAT IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, CONSTRUCTION CONTRACTOR WILL BE REQUIRED TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THE PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS REQUIREMENT SHALL BE MADE TO APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS, AND CONSTRUCTION CONTRACTOR FURTHER AGREES TO DEFEND, INDEMNIFY AND HOLD DESIGN PROFESSIONAL HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE DESIGN PROFESSIONAL.
4. UNAUTHORIZED CHANGES & USES: THE ENGINEER PREPARING THESE PLANS WILL NOT BE RESPONSIBLE FOR, OR LIABLE FOR, UNAUTHORIZED CHANGES TO OR USES OF THESE PLANS. ALL CHANGES TO THE PLANS MUST BE IN WRITING AND MUST BE APPROVED BY THE PREPARER OF THESE PLANS.
5. NOTICE TO CONTRACTORS: THE CONTRACTOR IS REQUIRED TO TAKE DUE PRECAUTIONARY MEASURES TO PROTECT THE UTILITY LINES SHOWN AND ANY OTHER LINES NOT OF RECORD OR NOT SHOWN ON THESE PLANS. OVERHEAD UTILITIES ARE NOT SHOWN ON THE PLANS. AS A PART OF THEIR PRE-BID INSPECTION, BIDDERS SHALL NOTE THE TYPE AND LOCATION OF OVERHEAD UTILITIES IN THE WORK AREA AND SHALL INCLUDE PROVISIONS FOR WORKING IN THOSE AREAS. NO ADDITIONAL COMPENSATION WILL BE ALLOWED.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGES TO CITY OR PRIVATE PROPERTY OR OTHER UTILITIES CAUSED BY HIS OPERATIONS. ALL IRRIGATION LINES AND COMPONENTS DISTURBED BY CONSTRUCTION SHALL BE REPAIRED AND RESTORED TO WORKING CONDITION. ANY DAMAGED LAWN OR LANDSCAPING SHALL BE REPLACED.
7. THE CONTRACTOR SHALL MAINTAIN REASONABLE ACCESS TO THE SITE AND ALL DRIVEWAYS DURING CONSTRUCTION. MAIL SERVICE SHALL BE MAINTAINED THROUGHOUT THE COURSE OF THIS PROJECT. THE U.S. POSTAL SERVICE SHALL HAVE UNINTERRUPTED ACCESS TO MAILBOXES AT ALL TIMES.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE LEGAL OFF-SITE DISPOSAL OF ALL PAVEMENT, CONCRETE AND REINFORCEMENT, SEWER MATERIALS AND SPOILS NOT NEEDED FOR BACKFILL AS REQUIRED BY THE ENGINEER AND PER THE SPECIFICATIONS.
9. THE CONTRACTOR SHALL POSSESS A VALID CLASS "A" LICENSE AT THE TIME THE CONTRACT IS AWARDED.
10. ANY DAMAGE RESULTING FROM SEWAGE OVERFLOW AND SPILLAGE SHALL BE BORNE BY THE CONTRACTOR. CONTRACTOR IS CAUTIONED THAT THE SANITARY SEWER, MANHOLES, AND OTHER APPURTENANCES ARE PART OF AN OPERATING WASTE WATER UTILITY. THESE FACILITIES RUN CONTINUOUSLY AND MUST MEET STATE AND FEDERAL PERMIT REQUIREMENTS. IF AN OVERFLOW, SPILL, DISCHARGE, OR LEAK OCCURS BECAUSE OF THE CONTRACTOR'S OPERATION OR NEGLIGENCE, THE CONTRACTOR SHALL NOTIFY THE DISTRICT IMMEDIATELY AND THE CONTRACTOR SHALL BE SOLELY LIABLE FOR THE DAMAGES (INCLUDING FINES).
11. ALL EXCAVATIONS OR TRENCHES IN PAVED AREAS SHALL REQUIRE SAW CUTTING IN A NEAT AND UNIFORM MANNER.
12. ALL STREETS, ALLEYS, VEHICULAR WAYS, SIDEWALKS, AND HAUL ROUTES SHALL BE KEPT CLEAN AND CLEAR OF DEBRIS, DIRT, AND DUST IN A MANNER ACCEPTABLE TO THE CITY. AT A MINIMUM, THESE AREAS SHALL BE CLEANED AT THE END OF EACH WORK DAY. FAILURE TO DO SO WILL RESULT IN A STOP WORK NOTICE. SAID NOTICE WILL NOT BE RELEASED UNTIL THE AREA HAS BEEN ADEQUATELY CLEANED. NO ADDITIONAL COMPENSATION WILL BE ALLOWED FOR THIS WORK.
13. ACTIVE SEWER LATERALS ARE TO REMAIN IN SERVICE AT ALL TIMES AND SHALL BE CONNECTED TO THE NEW SEWER MAIN AS THE MAIN IS BEING CONSTRUCTED. THE LOCATIONS OF SEWER LATERALS ARE BASED ON CCTV INSPECTION DATA AND ARE APPROXIMATE. CONTRACTOR SHALL PROMPTLY NOTIFY THE ENGINEER IF THE SEWER LATERALS ARE ENCOUNTERED THAT ARE NOT DEPICTED ON PROJECT PLANS. THE CONTRACTOR SHALL LOCATE ACTIVE LATERALS THAT CONNECT TO THE REHABILITATED SEWER LINES AND RECONNECT THE LATERALS AS DESCRIBED ON THE DRAWINGS AND THE SPECIFICATIONS.
14. CONTRACTOR SHALL NOT REINSTATE CAPPED LATERALS FOR CIPP-LINED SEWER MAIN (I.E. SHALL NOT CUT OUT LINER AT THE LATERAL CONNECTION).
15. CONTRACTOR SHALL POTHOLE AND LOCATE ALL UTILITIES WITHIN THREE (3) FEET OF SANITARY SEWER TO BE REPLACED BY OPEN-CUT METHODS. ANY UTILITY CROSSING DAMAGED SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
16. MANHOLE DEPTHS ARE APPROXIMATE. SEWER MAIN DEPTHS MAY DIFFER FROM THE DEPTH SHOWN ON THE PLANS.



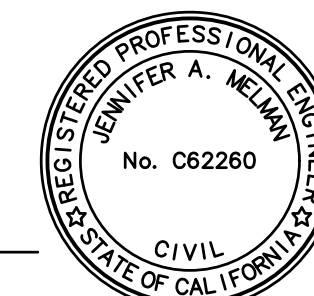
Coastland Civil Engineering, Inc.

1400 Neotomas Avenue, Santa Rosa, CA 95405
707.571.8005 707.571.8037 Fax

Jennifer A. Melman

JENNIFER A. MELMAN, RCE C62260
EXP: 9/30/2023

5/6/2022
DATE



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
APPROVED DATE 5/6/2022
John L. Wanger
JOHN L. WANGER
DISTRICT ENGINEER

PROJECT NUMBER
99-4798
DRAWING DATE
MAY 2022
DRAWING NUMBER
1 OF 3

FOR REDUCED PLANS, THE ORIGINAL SCALE IS IN INCHES

3
2
1
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 FOR REDUCED PLANS, THE ORIGINAL SCALE IS IN INCHES

LEGEND

DESCRIPTION OF LINETYPE	PROPOSED	EXISTING
PROPERTY LINE	N/A	---
FLOWLINE	N/A	---
CENTERLINE/CONTROL LINE	N/A	---
FENCE	N/A	-x-x-
WATER MAIN PIPE	N/A	-w-
SANITARY SEWER PIPE	6" SS	-ss-
STORM DRAIN PIPE	N/A	-sd-
CONCRETE	[Pattern]	[Pattern]
WATER MAIN GATE VALVE	N/A	⊕
FIRE HYDRANT	N/A	⊕
SANITARY SEWER CLEANOUT	N/A	⊕
SANITARY SEWER MANHOLE	N/A	⊕
STORM DRAIN DROP INLET (TOP OPENING)	N/A	⊕

ABBREVIATIONS:

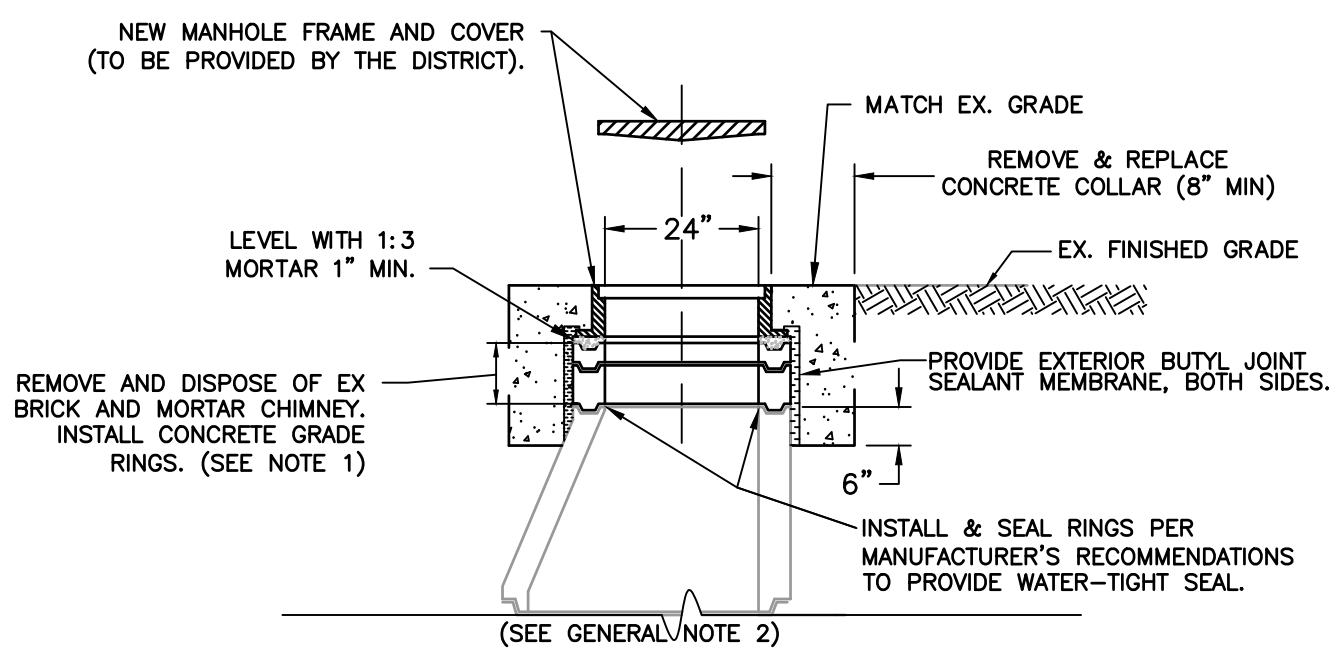
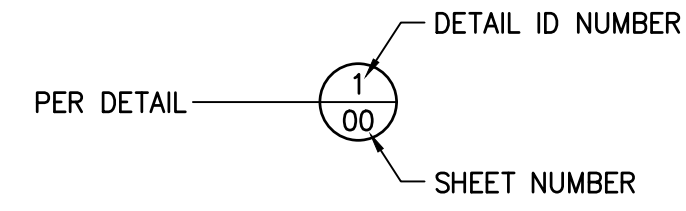
AB	AGGREGATE BASE	SD	STORM DRAIN
AC	ASPHALT CONCRETE	SS	SANITARY SEWER
ACP	ASBESTOS CEMENT PIPE	SSFM	SANITARY SEWER FORCE MAIN
APPROX	APPROXIMATE	SSLS	SANITARY SEWER LIFT STATION
CDP	CONTROLLED DENSITY FILL	SSMH	SANITARY SEWER MANHOLE
CIPP	CURED-IN-PLACE PIPING	STA	STATION
CMP	CORRUGATED METAL PIPE	STD	STANDARD
CO	CLEANOUT	SST	STAINLESS STEEL
ELEV	ELEVATION	W	WATER SERVICE
EMWD	EASTERN MUNICIPAL WATER DISTRICT		
EX	EXISTING		
LF	LINEAR FEET		
MH	MANHOLE		
O.C.	ON CENTER		
PVC	POLY VINYL CHLORIDE		

CONSTRUCTION NOTE DESIGNATIONS

- (R1) = ROADWAY AND RELATED ITEMS CONSTRUCTION NOTES.
- (S1) = SANITARY SEWER AND RELATED ITEMS CONSTRUCTION NOTES.

DETAIL CALLOUTS

DETAILS:

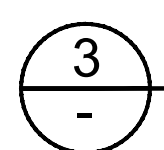


- NOTES:**
- HEIGHT OF ADJUSTMENT RINGS TO BE FIELD VERIFIED.
 - CLASS "A" CONC. COLLAR TO MATCH EXISTING ELEVATION.

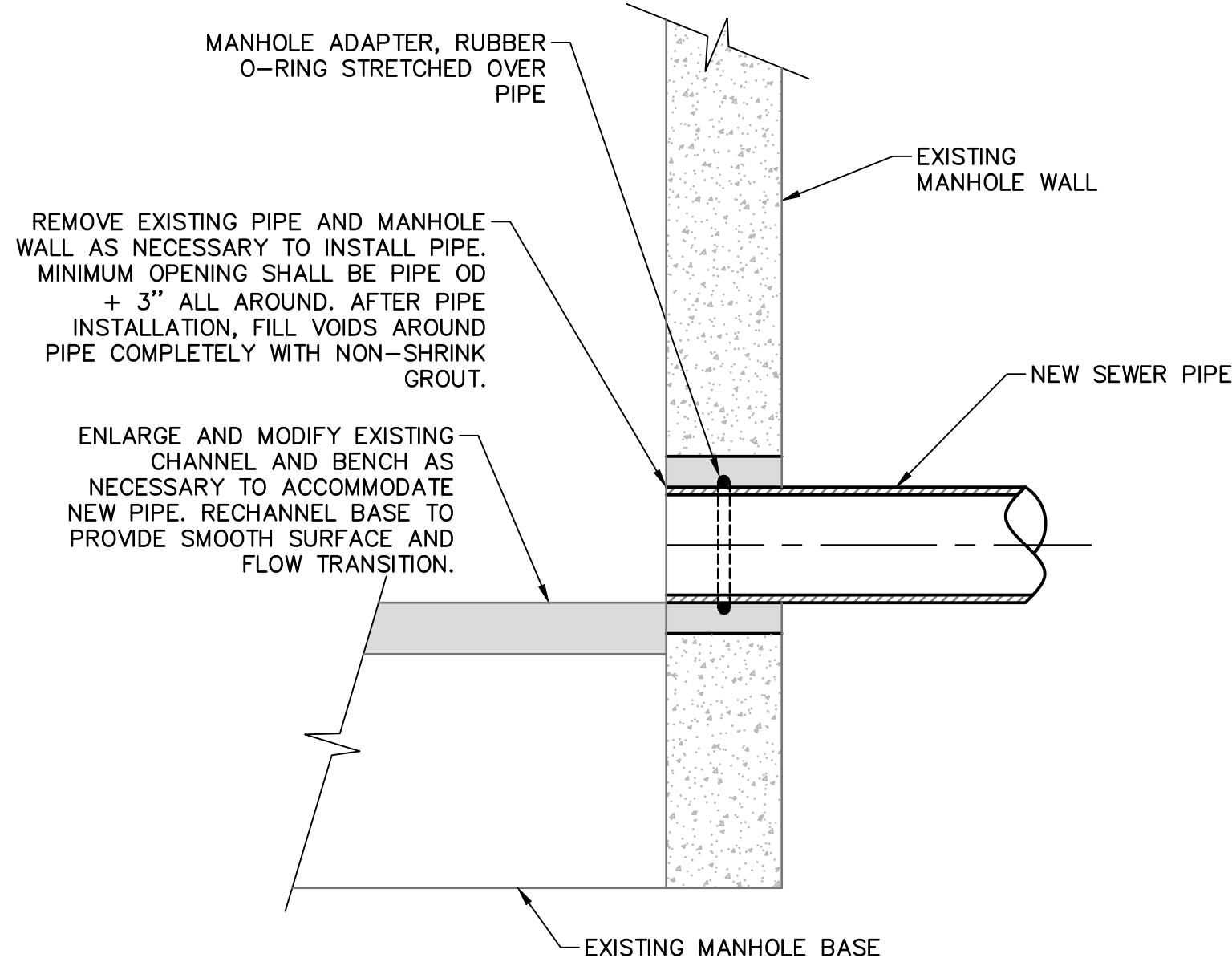
GENERAL NOTES:

- CONTRACTOR SHALL LET 8" CONCRETE COLLAR CURE FOR 24 HOURS PRIOR TO TRAFFIC LOADING. COVER MANHOLE WITH STEEL PLATE.
- CONTRACTOR SHALL BE LIABLE FOR ALL FALLEN DEBRIS IN THE SEWER MANHOLE FROM THEIR DEMOLITION ACTIVITY. IF CLOGGING OF SEWER SYSTEM OCCURS DUE TO CONTRACTOR NEGLIGENCE, THE CONTRACTOR SHALL BE LIABLE FOR ALL COSTS THAT OCCURRED AND SHALL BE HELD FULLY RESPONSIBLE FOR SUBSEQUENT COSTS OF SEWER BACK UPS.

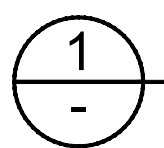
SANITARY SEWER MANHOLE -NEW FRAME, COVER, GRADE RINGS & CONCRETE COLLAR



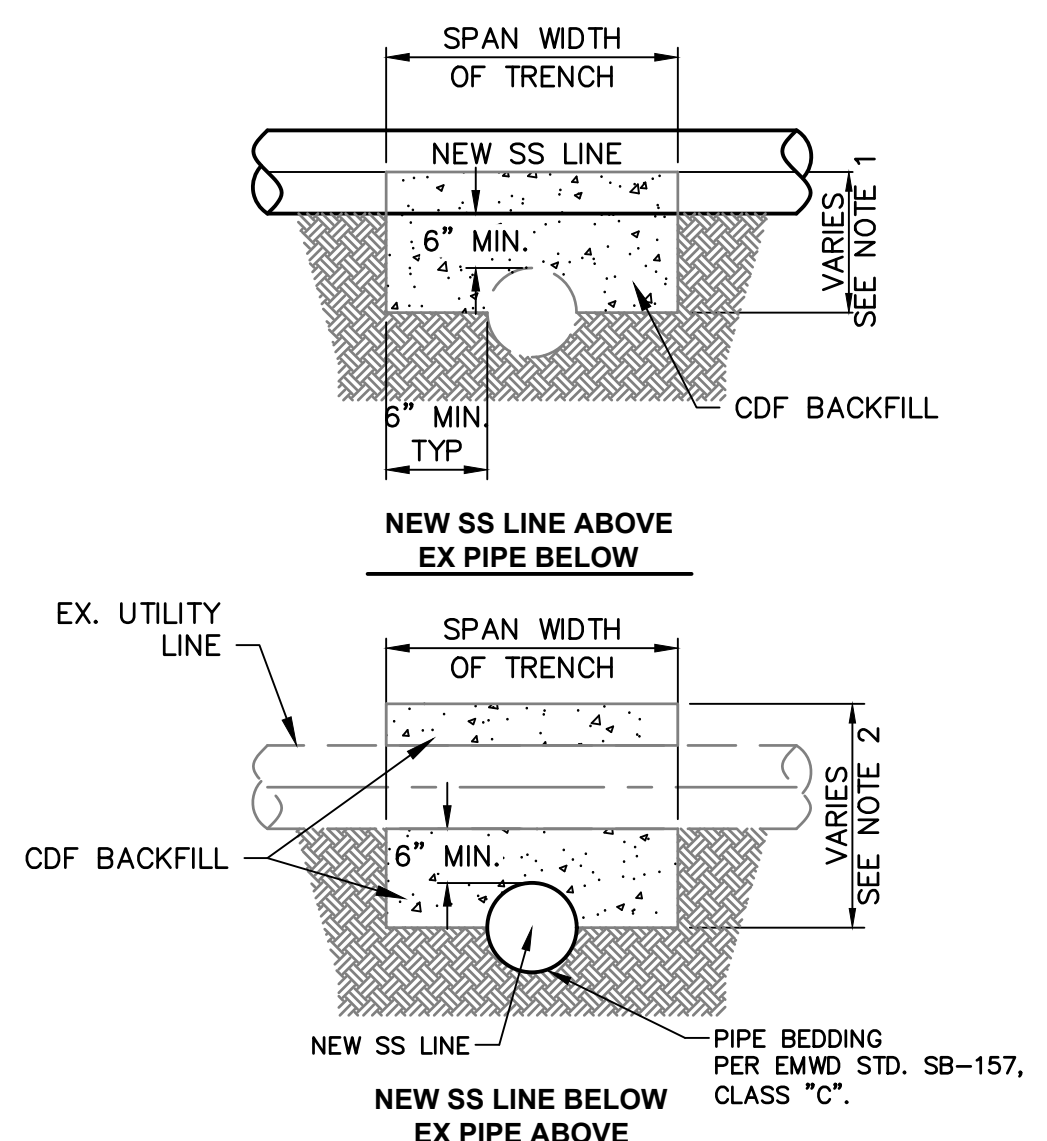
NOT TO SCALE



OPEN-CUT CONNECTION AT EXISTING MANHOLE

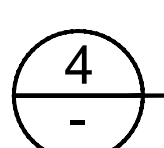


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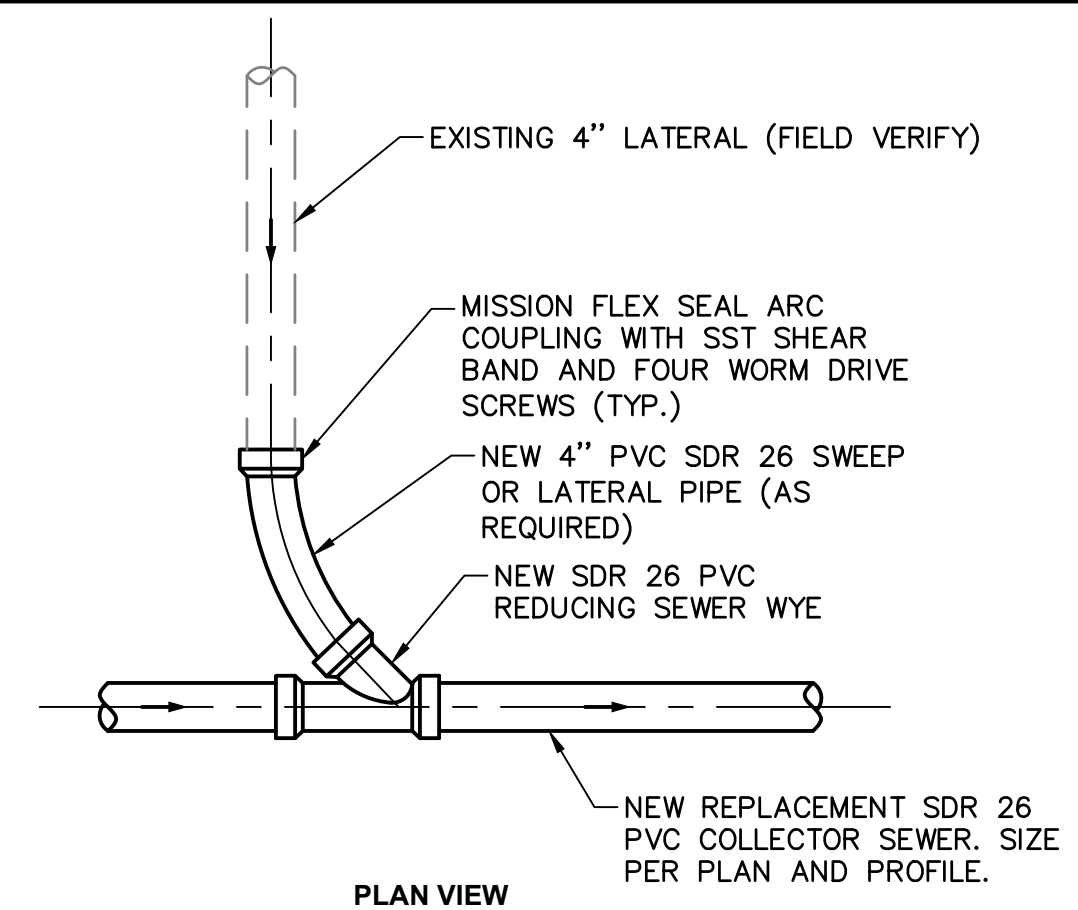
NOTES:

- INSTALL CDF BACKFILL SPRINGLINE TO SPRINGLINE.
- INSTALL CDF BACKFILL FROM NEW SANITARY SEWER SPRINGLINE TO 6-INCHES ABOVE THE TOP OF THE EXISTING PIPE.
- PROVIDE PROPER SUPPORT OF EXISTING PIPE ABOVE NEW SANITARY SEWER MAIN.
- INSTALL 1/2" STYROFOAM WHERE CONCRETE COMES IN CONTACT WITH PIPE.



CDF SADDLE

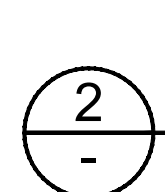
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PLAN VIEW

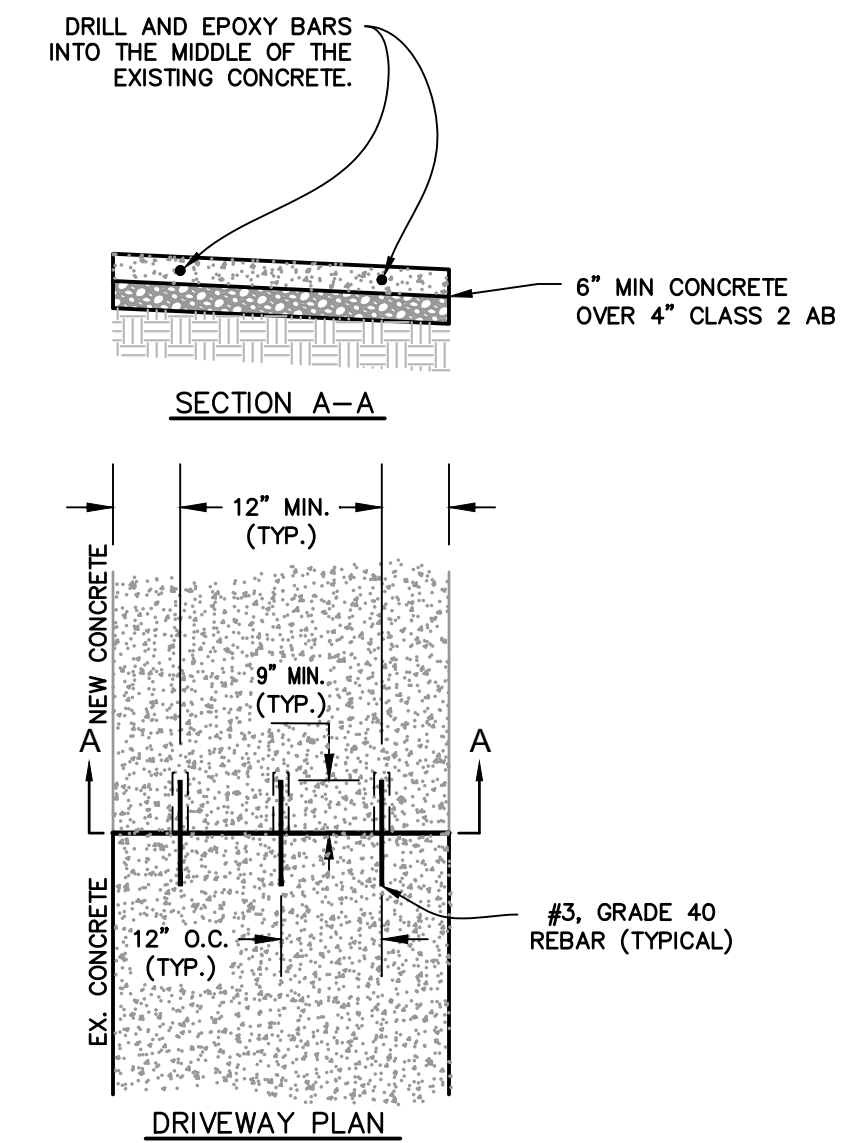
NOTES:

- EXTEND PORTION OF NEW LATERAL AS REQUIRED TO CONNECT TO EXISTING LATERAL AT SOUND PIPE.
- ALL JOINTS ON SEWER LATERAL PIPE SHALL BE COMPRESSION OR GASKET BELL AND SPIGOT TYPE UNLESS NOTED OTHERWISE.
- LATERAL PIPE AND FITTINGS SHALL MATCH SAME MATERIAL AND CLASS AS MAIN SEWER.
- THIS DETAIL IS DIAGRAMMATIC. MATCH EXISTING LATERAL CONFIGURATION.
- CONTRACTOR SHALL FIELD VERIFY EXISTING SEWER PIPE MATERIAL PRIOR TO PURCHASE OF COUPLING ADAPTERS.
- LATERAL SLOPE WILL BE A MINIMUM OF 2%.



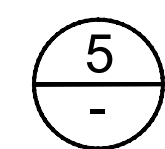
TYPICAL SEWER LATERAL CONNECTION

NOT TO SCALE



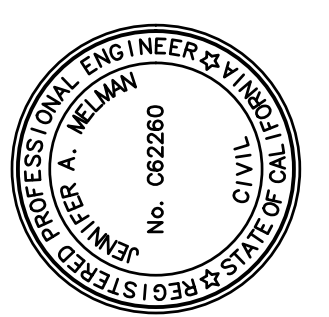
NOTES:

- IN CONCRETE REPAIR AREAS, ALL SOFT OR SPONGY SUB-GRADE MATERIAL SHALL BE REMOVED AND REPLACED WITH SUITABLE MATERIAL AS REQUIRED BY THE DISTRICT ENGINEER.
- REINFORCING BARS SHALL BE MINIMUM GRADE 40 AND SHALL CONFORM TO SECTION 52, "REINFORCEMENT" OF THE CALTRANS STANDARD SPECIFICATIONS.
- EPOXY USED FOR BONDING REINFORCING BARS TO EXISTING CONCRETE SHALL CONFORM TO THE REQUIREMENTS OF SECTION 95, EPOXY AND SECTION 95-2.03, "EPOXY RESIN ADHESIVE FOR BONDING NEW CONCRETE TO OLD CONCRETE" OF THE CALTRANS STANDARD SPECIFICATIONS.
- DRIVEWAY SHALL BE SAWCUT IN A NEAT LINE TO A MINIMUM DEPTH OF 0.17 FOOT WITH A POWER-DRIVEN SAW BEFORE THE CONCRETE IS REMOVED.



CONCRETE DRIVEWAY REPAIR

NOT TO SCALE



PREPARED UNDER THE DIRECTION OF
 Jennifer A. Melman
 JENNIFER A. MELMAN, RCE C62260 DATE 5/6/2022
 DESIGNED BY SF
 DRAWN BY SF
 REVIEWED BY JAM



Coastland Civil Engineering, Inc.
 1400 Neotomas Avenue, Santa Rosa, CA 95405
 707.571.8003 Fax

NORTH SHORE COURT
 SEWER REHABILITATION
 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
 CALIFORNIA

GENERAL NOTES, LEGEND AND ABBREVIATIONS

PROJECT NUMBER 99-4798

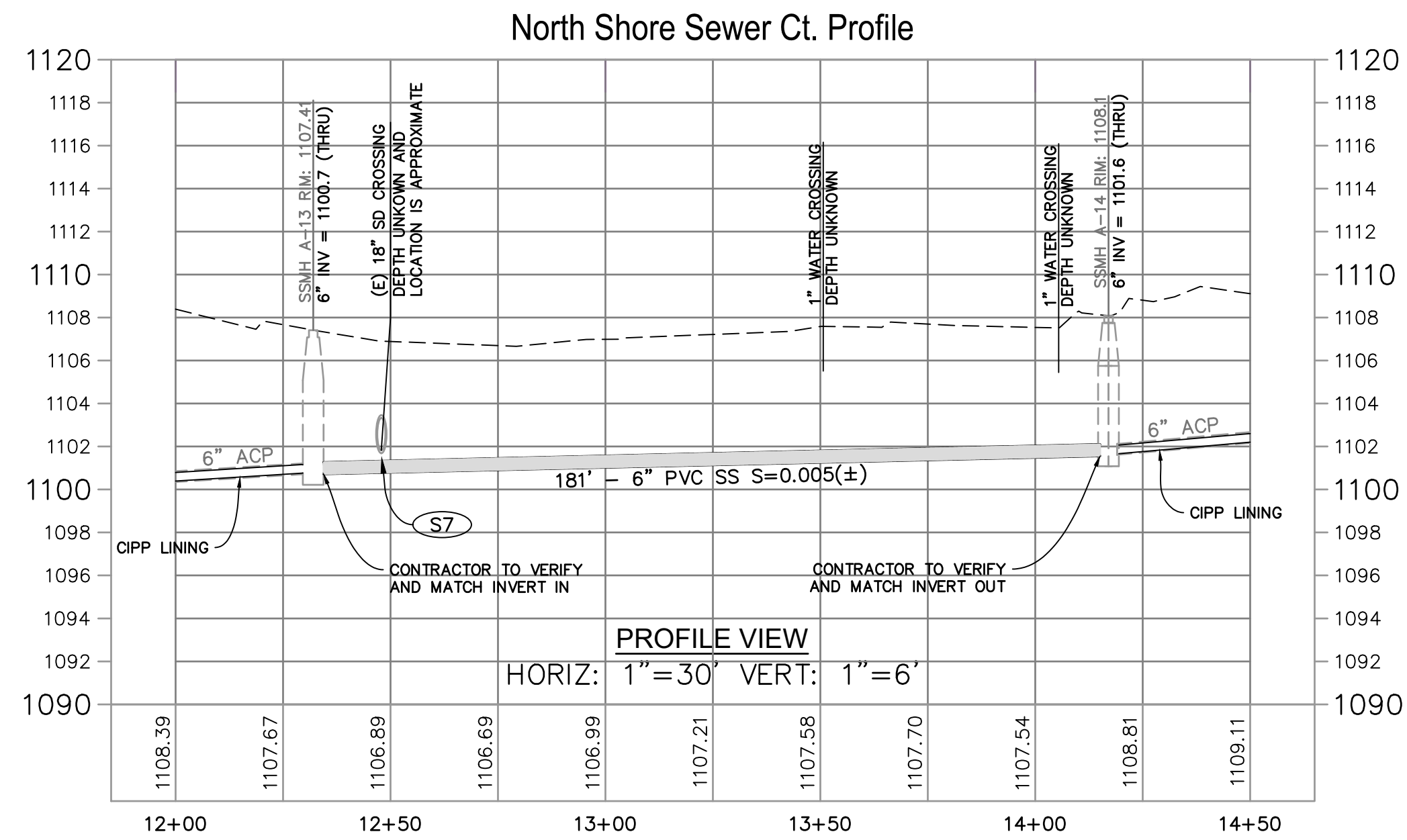
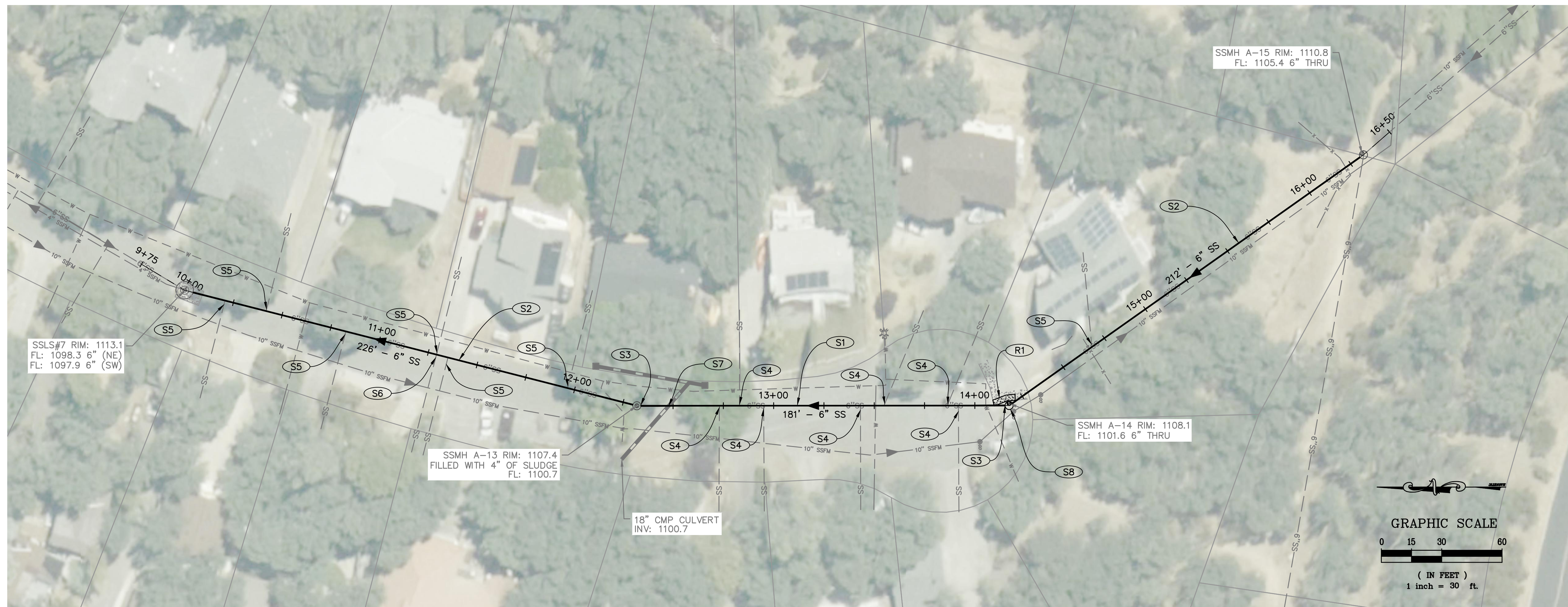
DRAWING DATE MAY 2022

SHEET NUMBER 2 OF 3

FOR REDUCED PLANS, THE ORIGINAL SCALE IS IN INCHES

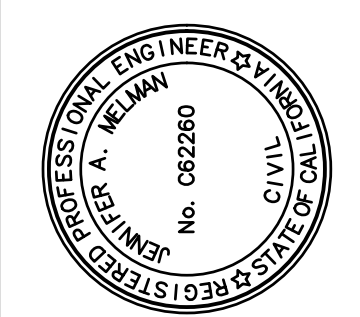
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ORIGINAL PLOT DATE: MAY 2022



CONSTRUCTION NOTES

- (R1) SAWCUT & REPLACE CONCRETE DRIVEWAY AS REQUIRED TO INSTALL NEW SANITARY SEWER. DOWEL NEW CONCRETE TO EXISTING DRIVEWAY PER DETAIL (5/2)
- (S1) REPLACE EXISTING 6" ACP SANITARY SEWER WITH 6" PVC PIPE. PROVIDE PIPE BEDDING PER EMWD STD SB-157, CLASS "C" AND TRENCH BACKFILL PER STD SB-158, 3" MINIMUM AC OVER 6" AB. (1/2)
- (S2) CIPP-LINE EXISTING 6" ACP SANITARY SEWER, FROM MANHOLE TO MANHOLE USING END SEALS PER SPECIFICATIONS. (1/2)
- (S3) CONNECT NEW SANITARY SEWER TO EXISTING MANHOLE PER DETAIL CONTRACTOR TO VERIFY INVERT PRIOR TO EXCAVATION. (2/2)
- (S4) RECONNECT ALL ACTIVE SEWER LATERALS TO REHABILITATED SEWER MAIN WITH NEW SANITARY WYE AND STAINLESS STEEL-BANDED RUBBER COUPLERS PER DETAIL (2/2)
- (S5) INSTALL A CIPP TOP HAT AT EACH ACTIVE LATERAL PER SPECIFICATIONS. (4/2)
- (S6) PRIOR TO CIPP-LINING, CONTRACTOR TO VERIFY THAT SEWER LATERAL IS CAPPED. CONTRACTOR SHALL NOT REINSTATE SEWER LATERALS THAT HAVE BEEN PREVIOUSLY CAPPED. (3/2)
- (S7) IF VERTICAL CLEARANCE IS LESS THAN 1 FOOT, PROVIDE A CDF SADDLE PER DETAIL (4/2)
- (S8) REMOVE EXISTING MANHOLE FRAME, COVER AND BRICK AND MORTAR MANHOLE CHIMNEY AND REPLACE PER DETAIL (3/2)



PREPARED UNDER THE DIRECTION OF
Jennifer A. Melman
 JENNIFER A. MELMAN, RCE C62260 DATE 5/6/2022
 DESIGNED BY JAM DRAWN BY SF REVIEWED BY SF
 JAM

Coastland Civil Engineering, Inc.
 1400 Neotomas Avenue, Santa Rosa, CA 95405
 707.571.8003 Fax 707.571.8037

NORTH SHORE COURT
 SEWER REHABILITATION
 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT CALIFORNIA
PLAN & PROFILE
 NORTH SHORE COURT

PROJECT NUMBER 99-4798
DRAWING DATE MAY 2022
SHEET NUMBER 3 OF 3

Hidden Valley Lake Community Services District

Engineer's Estimate of Construction Cost

North Shore Court Sewer Rehabilitation Project

May 2022

Item No.	Item Description	Estimated Quantity	Unit of Measure	Unit Cost	Item Total
1	Traffic Control System	1	LS	\$ 7,500.00	7,500.00
2	Trench Shoring and Bracing	1	LS	\$ 5,000.00	5,000.00
3	Sewer Flow Control	1	LS	\$ 10,000.00	10,000.00
4	Rehabilitate 6-inch Sanitary Sewer Main by CIPP	438	LF	\$ 100.00	43,800.00
5	Reinstate Lateral and Install Cured-in-Place Top Hat	7	EA	\$ 1,800.00	12,600.00
6	CIPP Pre-Liner	100	LF	\$ 5.00	500.00
7	Replace 6-inch Sanitary Sewer Main with 6-inch PVC by Open Cut Construction	181	LF	\$ 435.00	78,735.00
8	Reconnect Laterals to new Sewer Main By Open Cut Construction	7	EA	\$ 2,000.00	14,000.00
9	Asphalt Concrete Trench Paving (Permanent)	10	TON	\$ 750.00	7,500.00
10	Mobilization	1	LS	\$ 18,000.00	18,000.00

Construction Cost	197,635.00
Contingency (10%)	19,764.00
Total Construction	217,399.00

Construction Management and Inspection (16%)	34,784.00
Total Cost	252,183.00

**ACTION OF
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

DATE: June 16, 2022

AGENDA ITEM: Recommend the General Manager to Enter into a Contract with CivicSpark Fellowship

RECOMMENDATIONS: Recommend the General Manager to Enter into a Contract with CivicSpark Fellowship

FINANCIAL IMPACT: \$58,000

BACKGROUND:

The CivicSpark Fellowship has served the District quite well in the past. In 2017/2018 fellows were able to assist after the flooding events of early 2017. Fellows kept the District in compliance by helping in the remediation efforts demanded by the Regional WaterBoards in their Notice of Violation. In 2018/2019, another flood year, fellows built a sewer infrastructure database using newer tools of GIS and Flow Monitors to help combat Infiltration and Infrastructure (I&I). In 2019/2020, fellows assisted in the development of the LHMP, a key element in the path towards procuring Federal Funding. Great strides were also made in building capacity as I & I opportunities for improvement expanded quickly. In 2021/2022, our single fellow, has single-handedly managed the AMI project recently adopted in the capital improvement plan.

These fellows come to the District as freshly minted graduates hoping to apply what they have learned and make a difference in the work world. The program is subsidized by CivicWell's parent company, AmeriCorps. This subsidy makes the cost of this 11-month fellowship quite attractive to the District.

The 2022/2023 fellowship (Sept 2022 – August 2023) opportunity lands squarely on improvements to the Water infrastructure. The District is committed to Water Supply Reliability in the form of SCADA

improvements, Water Storage Improvements, and Water Mainline Rehabilitation. CivicSpark fellows can help with that. The SCADA and Water Storage projects are underway. Fellows will help move these two projects along with meeting facilitation & scribe, vendor coordination, and grant administration. The mainline rehabilitation project is in the discovery phase, where the fellows can also provide needed capacity. Tools and technologies best suited for this project are still being discovered. Funding opportunities continue to become available, and sometimes existing applications need updating. Fellows are uniquely qualified to keep this project moving forward with research, documentation, and implementation.

The enclosed contract has been reviewed by counsel. The scope of work content found on page 9 (of 15) was developed by District staff.

Encl: 22-23 CivicSpark Service Agreement

AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR

THIS AGREEMENT (“Agreement”) is made and entered into as of **7/1/2022** (“Effective Date”) by and between **Hidden Valley Lake Community Services District**, (“Partner”) and CivicWell (formerly, Local Government Commission), a California nonprofit public benefit corporation.

Commented [1]: PLEASE ADD INFORMATION IN ALL YELLOW HIGHLIGHTED SECTIONS.

MAKE SURE LGC STAFF HAVE AN OPPORTUNITY TO REVIEW BEFORE SIGNING.

COMMENTS ARE FOR GUIDANCE ONLY AND SHOULD BE DELETED BEFORE FINAL EXECUTION.

RECITALS

- A. CivicWell administers the CivicSpark program as part of the federal AmeriCorps program. The CivicSpark Program provides capacity building services to local organizations through project implementation activities performed by CivicWell teams, CivicWell staff and CivicSpark Fellows (“Fellows”). Fellows can only work on contracted and allowable service activities. CivicSpark will provide this service to the Partner by conducting assessments, implementing planning or action projects, engaging volunteers, and transferring knowledge to Partner’s staff.
- B. Partner desires to engage CivicWell to provide certain services through the CivicSpark program. CivicWell desires to provide those services and to be compensated accordingly.
- C. Partner and CivicWell enter into this Agreement in order to memorialize the terms concerning CivicWell's performance of the services and Partner's obligations with respect thereto.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual agreements set forth herein, Partner and CivicWell hereby covenant and agree as follows:

AGREEMENT

- 1. CivicWell’s Scope of Services. During the term of this Agreement, CivicWell agrees to perform the services described in Exhibit B - Scope of Services, (“Services”) attached hereto and incorporated herein. The project for which the services are provided must align with the performance measures and may not involve any of the prohibited activities set forth in Exhibit A – Contracted Performance Measures and Prohibited Activities attached hereto and incorporated herein.
- 2. Partner’s Responsibilities. During the term of this Agreement, Partner agrees to perform the responsibilities and roles as described in Exhibit C – Partner Responsibilities, attached hereto and incorporated herein, as such responsibilities and roles relate to Partner’s participation in the CivicSpark program.
- 3. Compensation; Reimbursable Expenses.
 - (a) For the Services provided by CivicWell under this Agreement, Partner shall pay CivicWell the compensation set forth in Exhibit D - Compensation, attached hereto and incorporated herein.
 - (b) CivicWell shall be entitled to reimbursement for out-of-pocket expenses incurred in the performance of this Agreement limited to those expenses listed in Exhibit E - Reimbursable Expenses, attached hereto and incorporated herein, up to the maximum amount set forth in Exhibit E.- Reimbursable Expenses. Upon receipt of CivicWell’s invoice, Partner shall notify CivicWell if it has any exceptions to CivicWell’s invoice. When CivicWell and Partner are in agreement on the terms of CivicWell’s invoice, Partner shall submit the invoice for payment. Partner shall reimburse CivicWell within thirty (30) days of receiving the invoice.
- 4. Term. The term of this Agreement shall commence and CivicWell's duties and responsibilities under this Agreement shall begin as of the date first written above and shall continue, as agreed to in the timeline defined in

Exhibit F (“Term”). This Agreement is subject to earlier termination as provided herein, until the services are complete and all compensation and reimbursable expenses are paid to CivicWell.

5. Termination. This Agreement may be terminated prior to the end of the Term upon the bankruptcy or insolvency of either party or upon 30 days’ written notice by the terminating party to the non-terminating party.

If either party defaults in the performance of this Agreement or materially breaches any of its provisions, the non-breaching party may terminate the Agreement by giving written notice to the breaching party. Termination will take effect immediately on receipt of notice by the breaching party or five days after mailing of notice, whichever occurs first. For purposes of this provision, material breach of this Agreement includes, but is not limited to, the following: (a) Partner’s failure to pay CivicWell any compensation due within 30 days after written demand for payment; (b) CivicWell’s failure to perform the Services as provided in this Agreement; or (c) either party’s material breach of any representation or agreement contained in this Agreement.

5. Excuse of Performance. CivicWell’s obligation to perform the services specified in this Agreement shall be excused if the performance is prevented or substantially delayed due to circumstances not caused, in whole or in part, by CivicWell, including any such circumstances caused by Partner.

6. Independent Contractor. It is the express intention of the parties that CivicWell is an independent contractor and not an employee, agent, joint venturer, or partner of Partner. Nothing in this Agreement shall be interpreted or construed as creating or establishing an employer-employee, employer or joint employer relationship of employer and employee between Partner and CivicWell or any employee or agent of CivicWell. Both parties acknowledge that CivicWell may retain the services of others to assist it but that such persons as CivicWell’s employees are not Partner employees for any purpose. CivicWell further agrees that it shall be exclusively responsible for payment of compensation and benefits to any employee it retains and shall be liable for all taxes required to be reported and remitted to appropriate tax authorities.

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7. Insurance. CivicWell agrees to maintain: (1) commercial general liability insurance with minimum limits of \$1,000,000, written on an occurrence form basis and \$3,000,000 general aggregate, protecting it from claims for personal injury (including bodily injury and death) and property damage which may arise from or in connection with the performance of CivicWell’s Services hereunder or from or out of any act or omission of CivicWell, its officers, directors, agents, subcontractors or employees; (2) professional liability insurance with minimum limits of \$2,000,000; (3) worker’s compensation insurance as required by law; and (4) hired and non-owned auto insurance with minimum limits of \$1,000,000 for each accident. If requested, CivicWell shall provide a certificate of said insurance and an additional insured endorsement to Partner within 10 days of the execution of this Agreement.

8. Indemnification. To the extent limited by applicable law, each party to this Agreement (“Indemnitor”) shall defend, indemnify, defend and hold harmless the other party (“Indemnitee”) and its directors, officers, agents, contractors, volunteers, and employees, from and against any and all liabilities and claims, including attorney’s fees and other legal expenses, arising directly or indirectly from any act or failure by the Indemnitor of or in any way related to the Indemnitor’s performance of this Agreement or representations made in this Agreement. In addition to the foregoing, CivicWell shall defend, indemnify, defend and hold harmless Partner and its directors, officers, agents, contractors, volunteers, and employees, from and against any and all liabilities and claims, including attorney’s fees and other legal expenses, arising directly or indirectly from any employment claims of CivicWell employees and its volunteers. This provision shall survive the termination of this Agreement.

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9. Ownership of Documents. Ownership of any designs, plans, maps, reports, specifications, drawings, and other information or items produced by CivicWell while performing Services under this Agreement will be assigned to and owned jointly by CivicWell and Partner. The original of all reports, memoranda, studies, plans,

specifications, drawings, materials, exhibits, maps or other similar or related documents prepared by CivicWell in the performance of the Services for Partner shall be the joint property of CivicWell and Partner.

10. Notices. All notices or other communications required or permitted to be given hereunder shall be in writing and shall be deemed to have been given when delivered if personally delivered, or three (3) business days after mailing if mailed by certified mail, postage prepaid, return receipt requested, and shall be addressed as follows:

To Partner:

Alyssa Gordon
Hidden Valley Lake Community Services District
19400 Hartmann Road
Hidden Valley Lake, CA 95467
707-987-9201
707-987-3237
agordon@hvlcsd.org

To CivicWell:

Lare Bloodworth
CivicWell
980 9th Street, Suite 1700
Sacramento, CA 95814-2736
916-448-1198 x302
916-448-8246 fax
lbloodworth@civicwell.org

Either party may change its address by giving written notice thereof to the other party.

11. Attorneys' Fees. The party prevailing in any action at law or in equity necessary to enforce or interpret the terms of this Agreement shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which that party may be entitled.

Commented [AG2]: Our counsel has suggested rejecting the attorney's fees provisions.

12. Governing Law. This Agreement shall be governed by the laws of the State of California, ~~Washington or Colorado~~.

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13. Entire Agreement: Amendments. This Agreement contains all of the agreements of the parties hereto with respect to the matters contained herein and no prior or contemporaneous agreement or understanding, oral or written, pertaining to any such matters shall be effective for any purpose. No provision of this Agreement may be amended or added to except by an agreement in writing signed by the parties hereto or their respective successors in interest. In particular, neither party may vary the scope of services described in Exhibit B – Scope of Services or responsibilities in Exhibit C – Partner Responsibilities except as expressly agreed to in writing by the other party. The budgets for direct labor and expenses are based on the Services described in Exhibit B – Scope of Services and any modification may affect direct labor costs and project expenses and must be approved in writing by Partner

14. Headings. The headings of this Agreement are for purposes of reference only and shall not limit or define the meaning of the provisions of this Agreement.

15. Severability. If, for any reason, any provision or partial provision of this Agreement is held invalid, such invalidity shall not affect the remainder of such provision or any other provision of this Agreement not so held invalid, and each other provision, or portion thereof, shall, to the full extent consistent with law, continue in full

force and effect.

16. Waiver. The waiver of any breach of any provision hereunder by any party hereto shall not be deemed to be a waiver of any preceding or subsequent breach hereunder.

17. Warranty of Authority. Each of the undersigned hereby warrants that he/she has authority on behalf of his or her principal to execute this Agreement and to bind such principal to the terms hereof.

18. Counterparts. This Agreement may be executed by electronic or hard-copy signature and in counterparts, each of which shall be deemed to be one and the same instrument. The exchange of executed copies of this Agreement by facsimile, email or other electronic transmission will constitute effective execution and delivery of this Agreement for all purposes. Signatures of the parties transmitted by such methods will be treated in all respects as having the same effect as an original signature.

Dated as of the Effective Date set forth above.

PARTNER:

[Hidden Valley Lake Community Services District]

By _____
[Dennis White, General Manager]

CIVICWELL;

CIVICWELL, a California nonprofit public benefit corporation

By _____
Lare Bloodworth, Chief Financial Officer

Exhibit A
Contracted Performance Measures and Policies

CivicWell has contracted with AmeriCorps to implement CivicSpark as an AmeriCorps program. **Fellows can only work on service outlined in performance measures approved by AmeriCorps and must abide by Federal guidelines for AmeriCorps program implementation.** Performance measures define how CivicSpark will provide service to Partner by: conducting assessments; implementing planning, research or implementation projects; engaging volunteers; and transferring knowledge to Partner staff. The project scope in Exhibit B must align with the measures below:

- 1) **Capacity Building for Local Public Organizations** – Fellows’ direct service hours should be spent building capacity for local service recipients to address their relative needs with regard to specific issues (e.g., climate, water, housing etc.). Fellows will address these needs by assisting one or more local service recipients to develop or implement projects that they would otherwise not be able to complete. Capacity building will be delivered in 3 stages, including: (1) gap assessments; (2) research, planning, and implementation service projects; and (3) transition of knowledge.
- 2) **Volunteer Engagement** – All Fellows should have the opportunity to build further capacity by engaging, recruiting, and supporting volunteers. Volunteers may be engaged as either one-time volunteers (e.g., – volunteers to assist for a specific event such as Earth Day or service activities) or as on-going volunteers such as interns).
- 3) **Training and Professional Development for Fellows** – Fellows can spend up to 20% of their service year (340 of their 1700 total hours) on training. Training includes the one-week orientation at the start of the service year, mid-year gathering, continued monthly trainings, and professional development and networking opportunities. Training hours ensure that Fellows have the training and tools they need to succeed in their service work and to grow as professionals.

The majority of the work provided by CivicSpark to Partner via direct service only involves the first measure (Capacity Building). The second and third measure is predominantly met through training, service and professional development activities provided to the Fellows by CivicWell. Some activities that occur while working with local government beneficiaries or other project partners may be considered training and professional development, such as networking events and trainings conducted by or attended in partnership with Partner.

Prohibited Activities: Federal guidelines further restrict certain activities, which cannot be engaged in by CivicSpark Fellows or Supervisors while charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the CivicSpark program or AmeriCorps, this includes direct fundraising or grant writing which are not allowable activities in CivicSpark. **In addition to only working on contracted performance measure service activities, the following activities are prohibited** (see 45 CFR § 2520.65):

- (1) Attempting to influence legislation;
- (2) Organizing or engaging in protests, petitions, boycotts, or strikes;
- (3) Assisting, promoting, or deterring union organizing;
- (4) Impairing existing contracts for services or collective bargaining agreements;
- (5) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- (6) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- (7) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities

devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;

- (8) Providing a direct benefit to—
 - (i) A business organized for profit;
 - (ii) A labor union;
 - (iii) A partisan political organization;
 - (iv) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - (v) An organization engaged in the religious activities described above, unless AmeriCorps assistance is not used to support those religious activities;
- (9) Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive;
- (10) Providing abortion services or referrals for receipt of such services; and
- (11) Such other activities as AmeriCorps may prohibit.

Fellows, like other private citizens, **may** participate in the above listed activities **on their own time, at their own expense, and on their own initiative**. However, the AmeriCorps logo **must not** be worn while doing so.

Reasonable Accommodations: Per Federal Guidelines and CivicWell policies, the CivicSpark programs and activities must follow equal opportunity employment requirements and be accessible to persons with disabilities by providing reasonable accommodation. In support of this:

- (1) CivicWell and Partner will comply with Equal Opportunity Employment guidelines.
- (2) CivicWell and Partner will endeavor to make reasonable accommodations to known physical or mental limitations of qualified AmeriCorps members with disabilities unless the accommodation would impose an undue hardship on the program operations.
- (3) CivicWell and Partner will endeavor to accommodate the sincere religious beliefs of AmeriCorps Members to the extent such accommodation does not pose an undue hardship on the Organization's operations.
- (4) CivicWell and Partner will not allow any form of retaliation against individuals who raise issues of equal employment opportunity or reasonable accommodation.

Non-Duplication and Non-Displacement: Federal guidelines further restrict engagement of CivicSpark Fellows to duplicate or displace staff (see 45 CFR § 2540.100(e)-(f))

(1) Nonduplication. AmeriCorps assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph (f) of this section are met, AmeriCorps assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

(2) Nondisplacement.

- (i) An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving AmeriCorps assistance.
- (ii) An organization may not displace a volunteer by using a participant in a program receiving AmeriCorps assistance.
- (iii) A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.

(iv) A participant in a program receiving AmeriCorps assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.

(v) A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that—

1. Will supplant the hiring of employed workers; or
2. Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

(vi) A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any—

- i. Presently employed worker;
- ii. Employee who recently resigned or was discharged;
- iii. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
- iv. Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
- v. Employee who is on strike or who is being locked out.

Non-Harassment and Civil Rights Policy:



Program Non-Harassment and Civil Rights Policy – March 18, 2021

AmeriCorps (the Corporation for National and Community Service adopted the operating name "AmeriCorps" as of September 29, 2020) has zero tolerance for unlawful harassment of any individual or group of individuals engaged in national service. AmeriCorps is committed to treating all persons with dignity and respect. Our agency prohibits all forms of discrimination and harassment based on race, color, national origin, gender, age (40 and over), religion, sexual orientation, disability (mental or physical), gender identity or expression, political affiliation, marital or parental status, pregnancy, reprisal, genetic information (including family medical history), or military service. All programs administered by or receiving federal financial assistance from AmeriCorps must be free from all forms of discrimination and harassment.

Harassment may include slurs and other verbal or physical conduct relating to an individual's gender, race, ethnicity, religion, sexual orientation, or any other legally-protected status when such behavior has the purpose or effect of interfering with service performance or creating an intimidating, hostile, or offensive service environment. Examples of harassing conduct include but are not limited to: explicit or implicit demands for sexual favors; pressure to engage in a romantic relationship or for dates; deliberate touching of another person without consent, leaning over, or cornering a person; repeated offensive teasing, jokes, remarks, or questions; unwanted letters, emails, or phone calls; distribution or display of offensive materials; offensive looks or gestures; gender, racial, ethnic, or religious baiting; physical assaults or other threatening behavior; and demeaning, debasing, or abusive comments or actions that intimidate.

AmeriCorps does not tolerate harassment from anyone, including any AmeriCorps employee or supervisor; a project or site employee or supervisor; a non-employee (e.g., client); a co-worker; a national service participant. Any discrimination or harassment, when identified, will result in immediate corrective action, up to and including, removal or termination of any individual engaging in such misconduct.

All recipients receiving AmeriCorps financial or volunteer assistance, including individuals, organizations, programs, and/or projects are subject to this zero-tolerance policy. Recipients must take immediate corrective action to investigate and rectify any complaints of any discrimination or harassment. Any AmeriCorps awardee permitting discrimination or harassment in violation of this policy will be subject to a finding of non-compliance, which may result in termination of federal financial assistance.

Harassment based on upon race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, pregnancy, reprisal, genetic information, or military service is unacceptable in AmeriCorps' offices or campuses, in other service-related settings such as training sessions or service sites, and at service-related social events. I expect supervisors and managers of AmeriCorps programs and projects, when made aware of alleged discrimination or harassment by employees, national service participants, or any other individuals, to investigate and take prompt action to effectively address any discrimination or harassment. AmeriCorps prohibits any retaliatory action against a person who raises any discrimination or harassment concerns.

If you believe you have been discriminated against in violation of any civil rights laws, regulations, or this policy, or have been subject to retaliation for opposing discrimination or participating in discrimination complaint proceedings (e.g., as a complainant or witness) in any AmeriCorps program or project, contact the AmeriCorps Equal Opportunity Program (EOP). The EOP may be reached at (202) 606-7503 or eo@cns.gov.

The EOP manages national service participant civil rights and harassment concerns. You must contact the EOP within 45 calendar days of an occurrence of discrimination or harassing conduct. You are not required to use a program, project, or sponsor dispute resolution procedure before contacting the EOP. If you choose to pursue another dispute resolution procedure, it does not suspend the 45-day time limit requirement to contact the EOP. Discrimination and harassment claims brought to the attention of the EOP outside 45 calendar days of an occurrence may not be accepted for investigation in a formal complaint of discrimination.

Mal Coles
Acting Chief Executive Officer
AmeriCorps

Exhibit B
Scope of Services

CivicWell will perform the following services:

- 1) General Program Responsibilities
 - a. Provide clear guidelines to Fellows regarding AmeriCorps regulations and expectations.
 - b. Recruit and train Fellows to provide capacity building services for the region.
 - c. Work to provide support and guidance for Fellows, addressing any concerns that might develop during the service year.
 - d. Hold Fellows accountable for the desired service results and work with Fellows on their professional development and behavior.
 - e. Manage local government beneficiary and/or other partner service contracts.
 - f. Share outcomes from service with Partner.
- 2) Fellow Responsibilities
 - a. Pass a state, national, and National Sex Offender Public Website (NSOPW) background check before starting their service year.
 - b. Participate in a 1-week program orientation and complete at least 100 hours of training through dedicated Fellow training, development, and service days.
 - c. Serve an average of 37 hours per week for 11 months, serving a minimum of 1700 total hours, with at least 1300 hours dedicated to Partner project activities (see below).
 - d. Comply with guidelines for performance measures and abide by regulations on prohibited activities described in Exhibit A above.
 - e. Complete accurate project reporting in a timely manner as required by AmeriCorps, including: assessments, implementation, hours served, volunteers recruited and supported, and transition of knowledge to local governments.
 - f. Avoid participation in prohibited activities.
 - g. Identify as a Fellow and wear AmeriCorps lapel pins or gear during service hours.
 - h. Participate in days of national service including, but not limited to: Martin Luther King, Jr. Day of Service; State Day of Service, and AmeriCorps week Service Day.
- 3) Project Specific Scope of Work
 - a. Research, planning and implementation - Mainline Rehabilitation project
 - i. In support of the Mainline Rehabilitation project, a plan for replacing 31 miles of underground infrastructure will be developed. This is an approved capital project and planning activities are underway. The fellow will assist in the vetting and finalization of this plan by helping prioritize areas of most significant concern. Once finalized, the fellow will help in the rehabilitation effort in the prioritized areas. Anticipated implementation activities will include documentation, forecasting, and technology review of necessary software and materials.
 - ii. In support of the Mainline Rehabilitation project, the fellow will assist in the leveraging of existing tools, personnel and capital planning efforts to help capture the evolving needs of the project.
 - iii. Public outreach of the District's progress in this project will be facilitated by fellow participation, and is likely to include public presentations and District newsletter content.
 - b. Research, planning and implementation – SCADA project
 - i. In support of the Supervisory Control And Data Acquisition (SCADA) project, a plan to improve the existing SCADA system will be developed. This is an approved capital project with a recently adopted Master Plan. The fellow will assist in

- formalizing the improvement recommendations into an implementation plan. The fellow will participate in meetings with design engineers and District staff, and assist with scheduling and obligations. A phased approach to improvements will lead the District to submitting Requests for Proposals (RFP), and Notice Inviting Bids (NIB), in which the fellow will provide assistance.
- ii. In support of the SCADA project, the fellow will assist in the leveraging of existing tools, personnel and capital planning efforts to help capture the evolving needs of the project.
 - iii. Public outreach of the District's progress in this project will be facilitated by fellow participation and is likely to include public presentations and District newsletter content.
- c. Planning and implementation – Water Storage Reliability project
- i. In support of the Water Storage Reliability (aka Unit 9 Tank) project, design engineering and construction are anticipated to occur during the service year. This is an approved capital project with secured funding. The fellow will assist in the facilitation of design by coordinating, participating in and documenting topographical, geotechnical, and environmental investigations. Construction planning can potentially begin during the service year, which will necessitate fellow support with the development of bid plans and specifications and advertisement.
 - ii. In support of the Water Storage Reliability project, the fellow will assist in the leveraging of existing tools, personnel and capital planning efforts to help capture the evolving needs of the project.
 - iii. Public outreach of the District's progress in this project will be facilitated by fellow participation and is likely to include public presentations and District newsletter content.
- d. This project will include: (1) an initial gap assessment conducted by the Fellow, (2) a volunteer engagement component, and (3) a transitional support activity.
- i. Minor changes to the scope following the requisite gap assessment process may be needed.
 - ii. The project will comply with AmeriCorps service guidelines including prohibited activities described in Exhibit A – Contracted Performance Measures and Prohibited Activities.

Commented [3]: THIS SECTION IS PART OF THE SCOPE AND SHOULD NOT BE REMOVED.

Exhibit C
Partner Responsibilities

Partner will perform the following services:

- (1) Support Responsibilities
 - (a) Support Fellow recruitment by advertising your open placement through appropriate channels and networks (e.g., websites, newsletters, social media, job boards, etc.)
 - (b) Identify one staff member to act as the "Site Supervisor" for the project, and point person for both the Fellow and CivicSpark staff.
 - (c) Site Supervisor shall support project implementation and professional development by:
 - (i) Setting aside at least 1 hour/week to check in with each Fellow and provide assistance for each approved project.
 - (ii) Familiarizing Fellows to the host organization (including safety procedures and protocols), resources, and project scope.
 - (iii) Completing an initial performance assessment of each Fellow (survey and goal setting) within 1 month of the start of the service year; conducting a mid-year performance review; and completing a final performance review survey prior to the end of the service year.
 - (iv) Seeking opportunities to integrate Fellows' professional goals into project activities.
 - (v) As appropriate, facilitating Fellows' transition at the end of their service year by introducing Fellows to relevant colleagues and networks.
 - (vi) Provide adequate professional workspace for Fellows (e.g., desk, computer, phone), and ensure that site and workplace are accessible to individuals with disabilities if needed.
 - (vii) If needed due to shelter-in-place requirements, be able to support remote service for Fellows (e.g., remote access to files, plans for remote check-in and support, technology support for remote work)
 - (d) Develop defined project scope(s) and identify goals to be completed in agreed upon timeframe.
 - (i) Ensure key staff for each defined project completes a pre-service capacity assessment survey before the start of the service year and a post-service capacity assessment towards the end of the year.
 - (ii) Ensure key staff for each defined project participates in a project interview early on in the service year (within the first 2-3 weeks), a part of the CivicSpark gap assessment process.
 - (e) Support implementation of project(s) consistent with scope above and in line with CivicSpark program goals (including supporting volunteer engagement activities and participating in transitional event)
 - (f) Keep Regional Coordinators and/or other CivicWell staff apprised of project developments and/or challenges, and working to redefine project scope(s) and goals as necessary.
 - (g) If challenges arise (related to professionalism, work products, etc.) provide specific written feedback to the Fellow and share with CivicWell staff in a timely manner so CivicWell staff can assess the challenges and intervene as needed.
 - (h) Assist with occasional site visits to Partner by CivicWell staff.
 - (i) Not displace Partner staff or volunteers through the use of CivicSpark Fellows, nor have CivicSpark Fellows perform any services or duties that would supplant the hiring of employed workers.
 - (j) Not offer the CivicSpark Fellow part-time work that is substantially similar to their CivicSpark scope of work, nor offer them full time employment with a start date prior to the service year-end date.
- (2) Reporting Responsibilities

Commented [4]: This was initiated in response to COVID-19 and we will maintain this option into the 2021-22 service term as needed.

- (a) Complete applications for CivicSpark projects, identifying:
 - (i) Total hours desired for service work;
 - (ii) Identification of at least 2 projects for at least 1 beneficiary per fellow (or 1 project for 2 or more beneficiaries).
 - 1. Beneficiaries can be individual departments within a single local government or even individual staff members within the same department.
 - 2. Specific eligibility requirements are provided here: <http://civicspark.lgc.org/join-civicspark/project/>
- (b) Ensure a staff person involved in the project from each local government beneficiary completes a pre-service capacity assessment survey before the start of the service year and a post-service capacity assessment towards the end of the year. The pre-service survey defines goals for the project and establishes a baseline perspective on issues relevant to the specific project issue (i.e., climate, water, housing, mobility, etc.). The post-service survey evaluates the degree to which the Fellows' work made progress toward the goals and baselines established in the pre-service capacity assessment survey.
- (c) Ensure a staff person involved in the project from each local government beneficiary participates in a project interview early on in the service year (within the first 2-3 weeks), a part of the CivicSpark gap assessment process.
- (d) Submit Fellow performance assessments on time, as described above.
- (e) Complete any additional project reporting defined as necessary.
- (f) Allow CivicSpark to share results of all reporting with the state service commission and AmeriCorps, for required grant reporting.

Commented [AG5]: Link does not work

**Exhibit D
Compensation**

Costs, total project hours¹, additional prep-hours and travel budget for support options on a per-Fellow basis are defined below.

Commented [AG6]: Typo in footnote "LGC"

CivicWell will receive no more than \$58,000, for 2 Fellows for performing the services set forth in this Agreement.

Per Fellow Benefits	
Costs	\$29,000/Fellow
Project Support	11 Months, 1,300+ project hours

Work completed under this contract will be performed by CivicSpark AmeriCorps Fellows.

Installment Billing

Invoices will be the total amount of the contract divided into **4 equal installments**, billed over the Fellow(s)' term of service with the **first installment due at contract signing**. CivicWell will bill the Partner for the full installment amount regardless of Fellow activity during any given period. If for some reason CivicWell is unable to provide services for the full contract duration (e.g., a Fellow leaves the program for medical or personal reasons and a suitable replacement cannot be provided), Partner is only responsible for the portion of the contract amount for the hours of service actually provided. Partner must inform CivicWell prior to the project start if they need invoices to include specific format, tasks, billing codes, or other details. Partner must also provide clear instructions to CivicWell about how time should be tracked and reported, if necessary.

¹ Note that project hours include all project related activities as well as basic administrative tasks related to CivicSpark service (e.g., completing timecards, progress reports, project related communications with LGC staff, etc.).

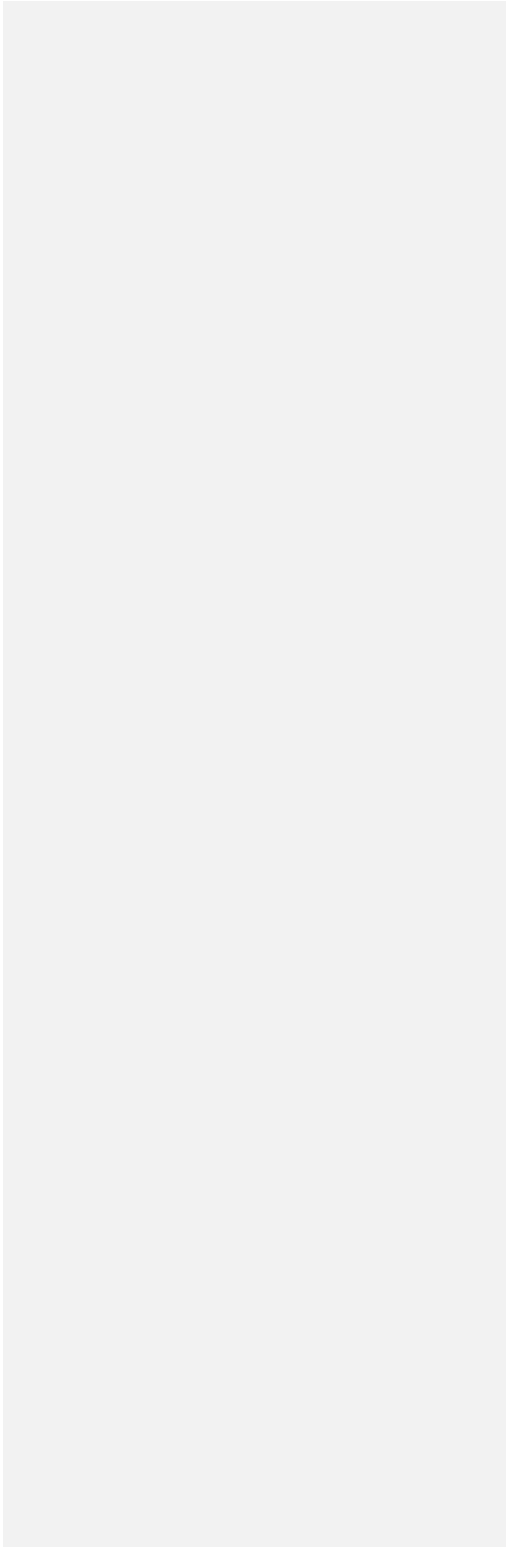
Exhibit E
Reimbursable Expenses

CivicWell does not cover project-related expenses related to the service project. All project-related expenses are the responsibility of the Partner.

Should Partner wish to have a Fellow incur project-related expenses, those expenses shall be submitted to Partner in writing for approval prior to Partner being charged for reimbursement for an expense incurred during the completion of activities outlined in the Scope of Service (Exhibit B”).

**Exhibit F
Timeline**

All tasks enumerated in Exhibit B – Scope of Services are to start on September 12, 2022 and should be completed by December 31, 2023.



**ACTION OF
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

DATE: June 16, 2022

AGENDA ITEM: Review and Discuss Salary Range for Project Manager

RECOMMENDATIONS: Staff is recommending the Committee consider a 9% increase for the Project Manager Position.

BACKGROUND: The Project Manager position is a crucial and necessary position in order to continue to acquire both State and Federal funding and Grants for Capital Projects. In 2020 when the Project Manager position was established a salary survey was not conducted, the salary was based on the Water Resources Specialist II salary. Alyssa was at Step E at the time of the transition and therefore, received no increase for taking on the Project Manager position.

During the April 13, Finance Committee meeting, it was recommended staff have an outside salary study completed. Staff worked with Wendy Wettengel, HR Outsourcing Services, and received the completed study on 5/10/2022. Attached for your review.

Fiscal Impact: \$104,000.00 has been considered in the FY 2022-23 Budget to support this recommendation.



Hidden Valley Lake Community Services District:

Project Manager Wage Study



5/10/2022

Prepared by:

Wendy Wettengel

HR Outsourcing Services

1706 E Valencia Rd

Fort Mohave, AZ 86426

wwetten@gmail.com

Overview

Wage Analysis for the Project Manager position at Hidden Valley Lake Community Services District based on comparison of similar positions within similar environments within Sonoma, Lake, and Mendocino Counties.

Considerations

Population Centers within target region include:

Sonoma County: Santa Rosa, Petaluma, Rohnert Park, Windsor, Healdsburg, Sonoma, Sebastopol, Gueneville, Forestville

Mendocino County: Fort Bragg, Mendocino, Ukiah, Willits

Lake County: Clearlake, Hidden Valley Lake, Lakeport, Lucerne, Lower Lake, Clearlake Oaks, Clearlake Riviera, Kelseyville

In determining compatibility for the Project Manager position at HVLCSD the following criteria were assessed:

- Qualifications required-
 - Education
 - experience,
 - field of study.
- Scope of work
 - Water and Wastewater as opposed to Water or Wastewater or included with Public Works
 - Administrative vs Technical/Engineering
- Hierarchy/Accountability Level (Director, Manager, Supervisor)
- Size of the Service Area and Services provided

Within this tri-county region, each population area is as unique in governmental structure as the platforms in which they provide water services and manage wastewater. Cities have the budgetary capacity to manage utilities internally and tend to have strong management and support staff teams. Smaller communities were more likely to outsource some or all of their services- often purchasing water from other sources like Sonoma County, Golden State, or California Water Co. Employees in the smaller or more rural areas tend to fulfill several roles.

Wages of positions that most closely match the hiring criteria, functions, scope, services, and size of those for the HVLCSD Project Manager will have the strongest consideration.

Findings

Large Service Districts

In the population dense area of Sonoma County along the 101 corridor, the Project Manager position is common. In its largest city, Santa Rosa; Project Management roles are assigned to specific departments like Parks, Public Works, or Water and Wastewater. Additionally, some roles focus on planning, whereas others are on implementation. The Utilities Project Development Manager role is the only project management role specifically assigned to water and waste water; its focus is on seeking out potential projects and determining the feasibility and benefits of pursuing them. In this respect, there is a great deal of functional overlap between the positions. Unfortunately, the service area size and cost of living are significant hindrances to making a strong connection on the wages for this position to that of the Hidden Valley Lake CSD Project Manager. Petaluma, Rohnert Park, and Windsor also have specific Project Manager roles, but in each, the positions are relegated to both Public Works and Water and Wastewater Treatment projects. Rohnert Park offers several positions granting more flexibility; Project Manager and Project Coordinator are permanent positions. Part time positions are used for temporary roles on specific projects. Adjustments for cost of living and the larger departmental scope of projects will be necessary.

Within these large service districts, the annual salary range of the permanent positions begins at \$88,294 and reaches \$128,442 on the high end. Based purely on cost of living adjustments, that would translate to Hidden Valley Lake wages of \$70,635-102,635. Bestplaces.com conservatively highlights the overall cost of living at Hidden Valley Lake is 19.9% less expensive- indicating that the median home price is the primary factor. Median home costs in 2022 are 47% less expensive in Hidden Valley than in Santa Rosa (bestplaces.net). Other sites calculate the cost of living as much higher between 37 and 47% higher than in Hidden Valley Lake. Additionally, positions with these cities indicate higher experience levels requirements or multiple fields of knowledge (Petaluma, Windsor, Rohnert Park). In several instances, positions were not entry level and required experience within the department (Santa Rosa, Rohnert Park).

Large Service Districts Table

Location	2022 Population or Pop. Served	Most Comparable Position(s)	Salary Range Provided
Santa Rosa	176,762 Serves 230,000	Utilities Project Development Manager (Water & Wastewater Dept)	\$101,539-128,442
Petaluma	56,602	Project Manager (Public works and utilities; more engineering ; less admin)	\$92,622-112,590
Rohnert Park	42,136	Part Time General Plan Project Manager (temp positions)	\$41-50/hr
		Project Coordinator	\$88,294-107,323
		Project Manager	\$99,897-121,426
Windsor	25,205	Project Manager (Public works and utilities)	\$94,161-117,603

Populations are provided by the US Census via worldpopulationreview.com for all charts.

Mid-Sized Service Districts

With the mid-sized districts or service areas, the job titles become less consistent as the functions of the position increase. In Ukiah for example, the Management Analyst- Public Works oversees projects in both water, wastewater, and public works, but requires less education/experience than similar positions. In Sonoma, the Water Supervisor takes on the day to day as well as projects. Lakeport has a Project Coordinator and Willits has a Project Manager II. In both Lakeport and Willits, the position is assigned to the Public Works Departments, but both indicate that water and wastewater projects are included in the scope. The Lakeport Projects Coordinator aligns very closely to HVLCS D in both functions and required experience, education, and skills. Fort Bragg's Administrative Analyst has less accountability, but seems to be strongly aligned with the functions and requirements of the Program Manager's role at HVLCS D. It is worth mentioning that Lake County lists a Deputy County Administrative Officer- Projects and Grants. The county is divided into Special Districts, each with its own administrative and technical staff. While

none of the Special Districts listed a Project Manager or any similar role, it is likely that the Deputy provides support.

Mid-Size Districts Table

Location	2022 Est.Population	Most Comparable Position(s)	Salary Range
Ukiah	15,527 pop.	Management Analyst-Public Works (close fit- public works, water and wastewater projects)	STEPS: \$5,451 \$5,723 \$6009 \$6310 \$6625
Sonoma	10,618 pop.	Water Supervisor - daily and projects related to water and wastewater	STEPS \$6593 6922 7268 7632 8013
Fort Bragg	7,179pop.	Associate Planner (comparable functions, less accountability)	STEPS \$ 31.53 33.11 34.77 36.51 38.34
Hidden Valley Lake	5,539 est. pop	Project Manager	
Lakeport	5,166pop.	Projects Coordinator	STEPS \$4,709 4,944 5,191 5,451 5,724 6,010
Willits	4,785pop.	Project Manager II	<u>Step 1:</u> \$67,234
Lake County Special Districts	Several CSAs (?)	Deputy County Administrative Officer- Projects and Grants (larger scope; functions and qualifications strong fit)	\$91,128-110,760

Small Districts and Districts with Non-Comparable Positions

The following table provides support information for the Districts and areas not included and the justifications. In some cases, the wage information is shared within another summary.

Location	2022 Population	Most Compatible Position(s)	Salary Range
Clearlake	15,003 pop.	Highlands Water Company and Knoncti no comparable Golden State Water- no local comparables. City of CL:Public Works Supervisor (day to date focused,not-water/waste)	\$5,877-7,1443 Poor match
Healdsburg	11,152 pop.	Doesn't utilize PMs in Utilities, public works, or water/wastewater Water Operations Foreman and Wastewater Operations Foreman (not directly comparable)	\$99,723-121,683 Poor comparisons
Cloverdale	8,754pop.	No comparable position (PM within scope of Public Works Director role)	NA
Sebastopol	7,356pop.	No comparable position, Public Works Management Analyst Scope too broad/functions differ	NA
Forestville	3,000+ water ~1,400 waste	Not comparable; 6 staff. GM is Plant Operator, 2 admin, 3 technicians.	NA
Kelseyville	1360 connections	See Lake County (CSA # 3)	NA
Lucerne and Upper Region	4008 connections	Water: California Water Service Company; Redwood Valley District Golden State	NA See Lake County

		No local comparables Waste: Northwest Regional Wastewater system	Special Districts
Nice	2,527pop.	Water: Non-profit corp Waste: Northwest Regional Wastewater, Lake County	Water: Nice Mutual Water Company See Lake County Special Districts
Clearlake Oaks	2,265	No comparable position	

Populations are provided by the US Census via worldpopulationreview.com for all charts.


Summary

Wage Comparisons By Relevance

The following chart summarizes positions with the highest quantity and degree of matching criteria for the Project Manager position. Posted wages are converted to hourly rates in the third column. Column four weighs them as higher or lower than the Project Manager role in skill, experience, job qualifications, work function difficulty, responsibility level, accountability level, range of scope, and market size of service area. A plus sign indicates that the position is likely at a higher level, whereas the negative sign indicates a lower level role. In the last column, wages are adjusted up or down based on its correlation to the Project Manager of HVLCSO. For example, look at a position with higher qualification requirements or a higher degree of accountability than the HVLCSO Project Manager. The wage is to be adjusted down to the level of the Project Manager using the established criteria for comparisons as a guide. The adjusted wages are then averaged at the bottom of the last column providing the average starting wage for the Project Manager position at HVLCSO based on comparable positions within the Lake, Mendocino, and Sonoma County region.

Wage Comparisons Table

Location	Title	Conversion to Hourly	Comp. Score	Reasoning	Adjusted
Lakeport	Project Coordinator	27.17	90-	Very closely aligned functions and qualifications- scope Public Works not exclusively Water/Wastewater	30.19
Fort Bragg	Administrative Analyst of Public Wks	25.68	85-	+Functions -Lower qualifications -less accountability	30.21
Willits	Project Manager II	32.32	100~	Closely aligned	32.32
Ukiah	Management Analyst of Public Works	31.45	95-	Closely aligned	33.11
Sonoma	Water Supervisor	38.04	90+	Wider scope- technical and admin. Qualifications more technical skills based; less administrative	34.23
Lake County	Deputy Co. Admin. Officer: Projects and Grants	43.81	80 +	Hierarchy/accountability level, service size significantly larger/higher	35.04
Santa Rosa	Utilities Project Development Manager	48.81	85+	Similar scope, accountability Higher qualification requirements, much larger service area	41.49
Rohnert Park	Project Coordinator	42.45	95+	Counterbalance Accountability lower, qualifications, service higher	40.33
Wage for comparable positions when averaged:					34.94



The actual wage range for the positions considered to be comparable with those of the Project Manager position \$25.68/hr to \$48.81/hr. Because each city or water district is unique, matching positions required a good deal of creative interpretation to increase the sampling. Wages of the comparable positions were then adjusted proportionally by the amount of variance from the Program Manager Job Description provided. This narrowed our acceptable wage range for the position to \$30.19 to 41.49 with the average starting wage of \$34.94.

Hidden Valley Lake Community Service District Project Manager wage range is \$30.19 to 41.49 with the average starting wage of \$34.94.

Summary Chart of Position and Wage Findings

A summary of findings are outlined below.

Location	2022 Estimated Population*	Like Position(s)	Salary Range
Markets Significantly Larger			
Santa Rosa	176,762 pop. Serves 230,000	Project Development Manager (W and WW specific; preplanning) UtilityProject Manager (Public works and utilities)	\$101,539-128,442 \$100,539-128,442
Petaluma	56,602 pop.	Project Manager (Public works and utilities)	\$92,622-112,590
Rohnert Park	42,136 pop.	Part Time General Plan Project Manager (hire for specific project) Project Coordinator Project Manager	\$41-50/hr \$88,294-107,323 \$99,897-121,426
Windsor	25,205 pop.	Project Manager (Public works and utilities)	\$94,161-117,603
Ukiah	15,527 pop.	Management Analyst-Public Works (close fit- public works, water and wastewater projects)	<u>STEPS:</u> \$5,451 \$5,723 \$6009 \$6310 \$6625
Clearlake	15,003 pop.	Highlands Water Company and Knoncti no comparable Golden State Water- no local comparables. City of CL:Public Works Supervisor (day to date focused,not-water/waste)	\$5,877-7,1443 Poor match
Healdsburg	11,152 pop.	Doesn't utilize PMs in Utilities,	\$99,723-121,683

		public works, or water/wastewater Water Operations Foreman and Wastewater Operations Foreman (not directly comparable)	
Sonoma	10,618 pop.	Water Supervisor - daily and projects related to water and wastewater	STEPS \$6593 6922 7268 7632 8013
Cloverdale	8,754pop.	No comparable position (PM within scope of Public Works Director role)	NA
Sebastopol	7,356pop.	No comparable position, Public Works Management Analyst Scope too broad/functions differ	NA
Fort Bragg	7,179pop.	Between A and B A. Associate Planner (comparable functions, less accountability) B. Operations Manager and Assistant Director of Engineering (general functions similar; scope larger PW and W & WW; knowledge/certifications higher)	STEPS \$ 31.53 33.11 34.77 36.51 38.34 \$75,046-91,208
Hidden Valley Lake	5,539 est. pop	Project Manager	
Lakeport	5,166pop.	Projects Coordinator	STEPS \$4,709 4,944 5,191 5,451 5,724 6,010
Willits	4,785pop.	Project Manager II	<u>Step I</u> \$67,234
Lake County Special Districts	Several Services Areas	Deputy County Administrative Officer- Projects and Grants (larger scope; functions and qualifications strong fit) Several CSAs	\$91,128-110,760

Forestville	3,000+ water ~1,400 waste	Not comparable; 6 staff. GM is Plant Operator, 2 admin, 3 technicians.	NA
Kelseyville	1360 connections	See Lake County (CSA # 3)	NA
Lucerne and Upper Region	4008 connections	Water: California Water Service Company; Redwood Valley District Golden State No local comparables Waste: Northwest Regional Wastewater system	NA See Lake County Special Districts
Nice	2,527pop.	Water: Non-profit corp Waste: Northwest Regional Wastewater, Lake County	Water: Nice Mutual Water Company See Lake County Special Districts
Clearlake Oaks	2,265	No comparable position	

*Source: US Census Annual Estimate. 2022 estimates calculated via linear projections of previous estimates.

Resources: Links to All Data Provided

General Information

<https://www.bestplaces.net/cost-of-living/santa-rosa-ca/hidden-valley-lake-ca/90000>

<https://worldpopulationreview.com/us-cities/by-first-letter/california#L>

Santa Rosa

<https://www.governmentjobs.com/careers/srcity/classspecs/757622?keywords=project&pagetype=classSpecifications>

<https://www.governmentjobs.com/careers/srcity/classspecs>

<https://www.governmentjobs.com/careers/srcity/classspecs/757622?keywords=project&pagetype=classSpecifications>

<https://www.bestplaces.net/cost-of-living/santa-rosa-ca/hidden-valley-lake-ca/90000>

Rohnert Park

<https://www.governmentjobs.com/careers/rohnertpark>

<https://www.governmentjobs.com/careers/rohnertpark/classspecs>

Petaluma

<https://cityofpetaluma.org/departments/join-our-petaluma-team/>

<https://www.governmentjobs.com/careers/petaluma/jobs/3523743/project-manager?keywords=project%20manager&pagetype=jobOpportunitiesJobs>

Fort Bragg

<https://www.city.fortbragg.com/departments/human-resources/job-openings>

<https://www.city.fortbragg.com/home/showpublisheddocument/2356/637726015061370000>

<https://www.city.fortbragg.com/home/showpublisheddocument/2250/637726012061170000>

<https://www.city.fortbragg.com/home/showpublisheddocument/2336/637869379800479964>

<https://www.city.fortbragg.com/home/showpublisheddocument/2246/637726012051630000>

<https://www.city.fortbragg.com/home/showpublisheddocument/2328/637726014765730000>

<https://www.city.fortbragg.com/home/showpublisheddocument/2226/637869349255522677>.

Willits

<https://cityofwillits.org/246/Pay-Schedules>

Ukiah

<http://www.cityofukiah.com/salary-schedules-3/>

<http://www.cityofukiah.com/NewWeb/wp-content/uploads/2014/03/Management-Analyst-Public-Works-1.pdf>

<http://www.cityofukiah.com/salary-schedules-3/>

Lakeport

https://www.cityoflakeport.com/human_resources/salary_schedule_and_mou_s.php

<https://files4.revize.com/lakeportca/Master%20Salary%20Schedule%20by%20Alpha%20rev.%2010.5.21.pdf>

<https://files4.revize.com/lakeportca/44%20Projects%20Coordinator.pdf>

<https://files4.revize.com/lakeportca/Master%20Salary%20Schedule%20by%20Alpha%20rev.%2010.5.21.pdf>

Lake County

<https://www.governmentjobs.com/careers/lakecountyca/classspecs?keywords=project>

<https://www.governmentjobs.com/careers/lakecountyca/classspecs/1383201?keywords=project%20manager&pagetype=classSpecifications>

Healdsburg

<https://www.governmentjobs.com/careers/healdsburgca/classspecs?page=10>

<https://www.governmentjobs.com/careers/healdsburgca/classspecs?page=11>

Sonoma

<https://www.sonomacity.org/documents/water-supervisor/>

<https://docs.google.com/viewerng/viewer?url=https://storage.googleapis.com/proud-city/sonomaca/uploads/2021/01/July-2-2021-Salary-Sched-PDF.pdf>

Geurneville

<https://www.sweetwatersprings.com/>

<https://www.calwater.com/>

<https://docs.google.com/viewerng/viewer?url=https://storage.googleapis.com/proud-city/sonomaca/uploads/2021/01/July-2-2021-Salary-Sched-PDF.pdf>

Cloverdale

<https://www.cloverdale.net/DocumentCenter/View/2082/PW-Director-City-Engineer-1011?bidId=>

<https://www.cloverdale.net/329/Job-Descriptions>

Sebastopol

<https://ci.sebastopol.ca.us/Connect-With-Us/City-Staff-Directory>

Forestville

<https://www.forestvillewd.com/about-us>

Nice

<https://www.nicemutualwatercompany.info/>

Lucerne

<https://www.calwater.com/>



**Hidden Valley Lake
Community Services District**

Project Manager

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

SALARY RANGE

Reports to: General Manager Status: Exempt Current: Approved 12/2020	Hourly Salary				
	Step A	Step B	Step C	Step D	Step E
	\$34.28	\$36.00	\$37.80	\$39.69	\$41.67

Proposed	\$37.37	\$39.24	\$41.20	\$43.26	\$45.42
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DEFINITION:

The Project Manager develops, plans, organizes, coordinates, and administers assigned projects for the District and performs administrative and budgeting duties.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the General Manager.

ESSENTIAL FUNCTIONS: *(but are not limited to the following)*

- Collects compiles, analyzes, and reports statistical information relating to programs and administrative matters.
- Develops budgets and provides operational and budgetary oversight of the District Capital Improvement Plan and other specified programs. Develops reporting requirements and associated documents.
- Performs community outreach, liaisons and develops partnerships with community groups, businesses, governmental agencies, and other community organizations such as, but not limited to, IRWM, DWR, DDW, RCAC, ACWA, CRWA, CWA.
- Develops grant applications and program proposals to obtain state and federal funding. Administers and oversees specially funded programs(s) and/or functions(s).
- Reviews program proposals/plans such as, but not limited to, Local Hazard Mitigation Plan, Strategic Plan to determine timeframes, funding limitations. Develops recommendations for accomplishing program objectives, outcome indicators, performance measures, staffing requirements and allotment of funds to various program components.
- Negotiates with service providers such as, but not limited to GHD, Coastland, regarding procedures, costs, and other contract matters. Oversees and monitors contracts.
- Represents the District before the Board of Directors, District Committees, in public meetings, and to other government agencies in specific areas of assignment. Serves on and/or is the staff person assigned to committees and groups involved in specific program assignments.
- Coordinates the provision of services with other program elements.

- Evaluates program needs and ensures effective program delivery.
- May supervise an administrative and/or program staff directly or through subordinate supervisors.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS:

The following are minimal qualifications necessary for entry into the classification.

Education and/or Experience:

Three years of increasing responsibility at the professional level, with public or private sector administrative experience involving fiscal, operational, and/or legislative analysis.

Bachelor’s degree is required from an accredited college or university, preferably in Business Administration, Public Administration, Economics, Political Science, Environmental Science, or closely related field.

Licenses/Certificates:

A Project Manager Professional (PMP) certification is desirable.

KNOWLEDGE/SKILLS/ABILITIES:

The following are a representative sample of the KSA’s necessary to perform essential duties of the position.

Knowledge of:

- Supervisory principles and practices including work planning, assignment, work review, employee development and evaluation.
- Administrative principles and practices including basic budgeting, program planning, development and evaluation of grants, contracted services, and funding report requirements;
- Analytical techniques including data collection and presentation methods.
- Principles, practices, procedures, laws, and regulations related to the assigned project/department.

Ability to:

- Plan, and conduct analytical studies related to specific assignments.
- Review and install changes in work methods, systems, and procedures, understand, interpret, and explain laws, regulations and policies governing program operations. Organize complex information into manageable parts.
- Communicate effectively both verbally and in writing to individuals and clearly and effectively in public speaking. Prepare spreadsheets and documents.
- Understand program objectives in relation to departmental goals and procedures.
- Prepare funding proposals and narrative and statistical reports.
- Secure cooperation and teamwork among a variety of groups and individuals within and outside the District.
- Organize and prioritize work assignments.
- Research regulations, procedures and/or technical reference materials.
- Interpret political and administrative direction and incorporate into District policy and procedures.

Other Duties:

Project Manager

Perform other related duties as requested by the General Manager.

Pending Review and Approval



Project Manager

Hidden Valley Lake Community Services District

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

SALARY RANGE

Reports to: General	Hourly Salary				
Status: Exempt	Step A	Step B	Step C	Step D	Step E
Current: Approved 12/2020	\$34.28	\$36.00	\$37.80	\$39.69	\$41.67

DEFINITION:

The Project Manager develops, plans, organizes, coordinates, and administers assigned projects for the District and performs administrative and budgeting duties.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the General Manager.

ESSENTIAL FUNCTIONS: *(but are not limited to the following)*

Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.

- Collects, compiles, analyzes, and reports statistical information relating to programs and administrative matters.
- Develops budgets and provides operational and budgetary oversight of the District Capital Improvement Plan and other specified programs. Develops reporting requirements and associated documents.
- Performs community outreach, liaisons and develops partnerships with community groups, businesses, governmental agencies and other community organizations such as, but not limited to, IRWM, DWR, DDW, RCAC, ACWA, CRWA, CWA.
- Develops grant applications and program proposals to obtain state and federal funding. Administers and oversees specially funded programs(s) and/or functions(s).
- Reviews program proposals/plans such as, but not limited to, Local Hazard Mitigation Plan, Strategic Plan to determine timeframes, funding limitations. Develops recommendations for accomplishing program objectives, outcome indicators, performance measures, staffing requirements and allotment of funds to various program components.
- Negotiates with service providers such as, but not limited to GHD, Coastland, regarding procedures, costs, and other contract matters. Oversees and monitors contracts

- Represents the District before the Board of Directors, District Committees, in public meetings, and to other government agencies in specific areas of assignment. Serves on and/or is the staff person assigned to committees and groups involved in specific program assignments.
- Coordinates the provision of services with other program elements.
- Evaluates program needs and ensures effective program delivery.
- May supervise an administrative and/or program staff directly or through subordinate supervisors.

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- Secure cooperation and teamwork among a variety of groups and individuals within and outside the District.
- Organize and prioritize work assignments.
- Research regulations, procedures and/or technical reference materials.
- Interpret political and administrative direction and incorporate into District policy and procedures.

Other Duties:

Perform other related duties as requested by the General Manager.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Employer Signature

Date