



Hidden Valley Lake Community Services District

Special Meeting

DATE: May 29, 2019
TIME: 5:15 PM
PLACE: Hidden Valley Lake CSD
Administration Office, Boardroom
19400 Hartmann Road
Hidden Valley Lake, CA

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) DISCUSSION AND POSSIBLE ACTION – Approve the expenditure of budgeted funds to complete the Environmental portion of the Generator project HMGP subapplication, not to exceed \$23,840
- 6) PUBLIC COMMENT
- 7) BOARD MEMBER COMMENT
- 8) ADJOURNMENT

Public records are available upon request. Board Packets are posted on our website at www.hvicsd.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.

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.

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

DATE: May 29, 2019

AGENDA ITEM: Discussion and Possible Action: Approve the expenditure of budgeted funds to complete the Environmental portion of the Generator project HMGP subapplication, not to exceed \$23,840.

RECOMMENDATIONS: Approve expenditure to allow the subapplication process to move forward and on time. Once funded, these costs are 75% reimbursable.

FINANCIAL IMPACT: \$23,840.00

FUND/DEPARTMENT/ACCOUNT: Water CIP (Fund 320), to be expensed through account 130-5-70-7202.

Water CIP
\$140,406.35

BACKGROUND: Public assistance requests to repair damage from the wildfires occurring in November of 2018 generated the availability of Hazard Mitigation Funding for the entire state of California (DR-4407). The following represents the series of requests and submission deadlines that have led to this most recent request of funding.

- 3/15/19 HVLCSO submitted NOI for Generator project
- 4/22/19 Notice of eligibility, for Project 4407-0057 Generator Project
- 7/5/19 Generator Project subapplication deadline

Attachments

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on March 4, 2019 by the following vote:

- Ayes:
- Noes:
- Abstain:
- Absent

Secretary to the Board



Scope of Work
FEMA Site Information, Environmental Review,
and Checklist to Evaluate the Placement of Emergency Generators
at Four Existing Domestic Water Pump Stations Operated by the Hidden Valley Lake CSD
Hidden Valley Lake, California

May 21, 2019

The Hidden Valley Lake Community Services District (District) is applying for a grant from the Federal Emergency Management Agency (FEMA) to fund the construction and placement of emergency power generators at four existing pump stations within the District's water system. The generators would be used to maintain water service throughout the District during outages on the public power grid.

Based on our review of information provided by District staff, we anticipate that all construction would occur within paved or previously disturbed areas at four sites: two existing pump stations, the District's water treatment plant, and the well field supplying water to the District. The purpose of the project is to increase water supply reliability during emergencies such as wildfires or storms. No expansion of the District's service area or increased deliveries of treated water would result from implementation of the project.

FEMA is the federal lead agency for compliance with the National Environmental Policy Act (NEPA). As part of the application review process, FEMA requires that grant applicants complete a preliminary environmental review and screening checklist, and technical studies necessary to provide information regarding the requested project's effects on federally regulated environmental resources. This preliminary review is reported to FEMA in the agency's Site Information, Environmental Review, and Checklist (Checklist), and must be submitted with the District's grant application.

Should the grant be funded, the District would be the CEQA lead agency for project construction and operation.

SCOPE OF WORK

Task 1: Field Reconnaissance/Consultation with District

Environmental staff will conduct a reconnaissance field review of the four pump station sites to determine if any unusual environmental conditions exist. We will collaborate with the District to prepare a preliminary project description for their review. A single project description will be prepared that will include all four project components. The individual characteristics of each project component to the extent that they vary will be explicitly set forth in the consolidated project description. After review by the District, we will revise the Project Description in response to comments to support the technical studies to be conducted in Task 2.

Task 2: Technical Analyses of Biological and Cultural Resources

Environmental staff will complete reconnaissance field reviews, and conduct consultations and database research to determine if any sensitive resources for these environmental issues are located in the areas that would be affected by the construction of the proposed emergency generators.

For *Biological Resources*:

Literature Review. Consultant staff will conduct a literature review that will include a query of the California Natural Diversity Database (CNDDDB) and Biogeographic Information and Observation System (BIOS). Staff will request a species list from the U.S. Fish and Wildlife Service to determine the potential for federally listed species that could occur in the vicinity of the project component sites.

Biological Field Surveys. Consultant staff will conduct brief field surveys of all four sites to assess conditions and determine the potential for federally listed species or resources to occur on or in close proximity to the emergency generator sites. Staff will determine the potential for sensitive biological resources at each site and to gather information needed to complete the FEMA checklist. The probability of occurrence of listed species will be determined based on cover types occurring within each of the project component sites as well as habitat requirements and historic range of species potentially occurring in the area.

FEMA Checklist. Upon completion of literature review and surveys, consultant staff will complete the biological resource and site conditions questions on the FEMA Environmental Review Checklist and provide any necessary supporting information.

Although not required, the lead federal agency may request concurrence from the USFWS that the proposed action will have no effect on listed species or critical habitat. A Biological Assessment is typically used for Section 7 Consultation with the USFWS where concurrence with the effect determination is requested. This task does not include the preparation of a Biological Assessment and letter requesting USFWS concurrence with the “no effect” determination. If additional documentation is determined to be necessary, these items could be provided under a separate scope of work and additional cost.

For *Cultural Resources*:

The evaluation of cultural resources is designed to meet the requirements of Section 106 of the National Historic Preservation Act, as well as FEMA. Consultant staff will complete the following activities:

- Archival research at the Northwest Information Center, and at the offices of Tom Origer & Associates.
- Contact with the Native American Heritage Commission and local Native American tribes and individuals. This notification does not constitute formal consultation.
- Field study of 4 location in the Hidden Valley Lake area of which the total acreage is less than 5 acres. Preliminary documentation on DPR 523 forms will be completed if cultural resources are found.
- Preparation of a written report of findings that summarizes the preceding tasks and offers recommendations for the treatment of cultural resources.

Task 4: Complete FEMA Site Information, Environmental Review, and Checklist Form

Technical studies necessary to evaluate the Clean Air Act Conformity and whether the project would result in construction or operational emissions in excess of federal *de minimis* standards will be completed in this Task. The environmental analyses conducted in Task 2 will be supplemented to include additional required studies and exhibits to complete the FEMA checklist. The technical research completed in Task 2, as well as additional supporting information, will be appended to the

checklist form. A single checklist will be prepared for the four emergency generator project components. Completing the checklist will include addressing and documenting the following sections of the form and environmental issues:

- C. Project Description
- D. Project Coordination, Permits and Approvals
- E. Potential Environmental Impact
 - ▶ Physical Characteristics of site or vicinity
 - ▶ Biological Characteristics
 - ▶ Land Use and Socioeconomic Characteristics
 - ▶ Historic and Cultural Characteristics
 - ▶ Hazardous/Toxic Materials
 - ▶ Energy and Utilities
 - ▶ Public Services and Facilities
 - ▶ Transportation
 - ▶ Construction Activities
 - ▶ Alternatives Considered
 - ▶ CEQ Significance Factors
- F. FEMA Extraordinary Circumstances Review
- G. Part of a Larger Project Review
- H. Mitigation Measure Review

Task 4: Notice of Exemption

If the project is funded, and the results of Tasks 1, 2 and 3 determine that there are no unusual environmental or other conditions as defined by Section 15300.2(c) of the State CEQA Guidelines present in the project areas, consultant staff will prepare a single Notice of Exemption (NOE) for use by the District in its approval of the emergency generator project. The exemption package will be accompanied by a summary narrative discussing the results of the biological and cultural resource surveys, and an evaluation of the proposed project to the exceptions to the exemptions set forth in Section 15300.2 of the Guidelines. A preliminary review of exemption categories indicates that the consolidation projects would be exempt from CEQA under Section 15301, Existing Facilities, and/or 15302, Replacement or Reconstruction.

We will assist the District in filing the Notice with the Lake County Clerk and the State Clearinghouse. This filing would begin a 35-day statute of limitations period for the filing a legal challenge.

Note: This task would not be completed in the grant is not funded.

Task 5: Meetings and Administration

This task involves the typical project management and administrative tasks including attendance at meetings, preparation of invoices, budget tracking, and staff and other resource management.

COST

The cost information presented herein reflects Planning Partners' estimate of the work necessary to prepare the FEMA and CEQA environmental documentation for the proposed emergency generator project based on our proposed scope of work and our knowledge of similar projects.

Planning Partners proposes to complete the work scope for a not-to-exceed price as shown in the table below without prior notice and agreement. The cost quoted includes all direct costs, such as telephone, travel, and reproduction. Requested additional incidental tasks and expenses not included in the fee proposal will be reimbursable on a time-and-materials basis at our standard billing rates.

Task	Cost
Task 1 Field Recon/Project Description	\$3,060
Task 2 Technical Studies	
Biological Resources	\$4,240
Cultural Resources	\$4,470
Task 3 FEMA Evaluation Form	\$9,310
Task 4 CEQA NOE	\$945
Task 5 Meetings/Administration	\$740
Direct Costs	\$1,075
Total	\$23,840

ASSUMPTIONS

In addition to the assumptions listed in the preceding scope of work, the scope, schedule, and cost provisions of this proposal are based upon several assumptions that are summarized below to further define the proposed scope of work. We recognize that these assumptions may be subject to change during the project. While such changes would not necessarily result in modification of the scope, schedule, or cost, Planning Partners must reserve the right to propose such modifications in the event of such changes.

- FEMA will be the lead agency for NEPA.
- The Hidden Valley Lake Community Services District will be the CEQA lead agency.
- The District will ensure that environmental field staff have access to all areas potentially affected by the project components.
- Issues to be addressed in the technical studies, FEMA checklist, and Notice of Exemption will be limited to those identified in this proposal. Issues that emerge after contract commencement are not now included in the proposed scope of work.
- The scope of work shall be considered entire for project review. Tasks not explicitly included in the scope of work are hereby excluded.
- There will be no alteration to the project description during the course of work once accepted by the District. Subsequent revisions to the project description may result in increased costs or a delay in project completion.
- District staff and other responsible agencies will cooperate with the consultant team promptly. Work will not be stopped or delayed by others outside of the environmental study team. Should work be stopped or delayed by others, Planning Partners shall have the right to renegotiate costs of work required after January 1, 2020, the beginning of Planning Partners' subsequent fiscal year.
- To assist in preparing a project description and completing technical analyses, Planning Partners will need the following information at project initiation:
 - ▶ Map showing the precise location of each site, and where proposed generators would be constructed
 - ▶ CAD, Shapefiles, or .kmz files indicating the project sites if available
 - ▶ Engineering drawings or site plans if available
 - ▶ Description of the proposed generators including type (mobile or fixed site), dimensions, any ancillary equipment, horsepower rating, engine air quality tier number, fuel type, and location within each site
 - ▶ Description of fuel storage facilities, including type (above or below ground), dimensions, capacity, and location within each site
 - ▶ Description of any other ancillary equipment, including uses, dimensions, and location within each site
 - ▶ Description of existing access routes to each site and any changes in access that would be necessary to construct and operate the proposed generators
 - ▶ Description of any grading or site preparation necessary to site generators and ancillary equipment
 - ▶ Anticipated length of construction period
 - ▶ Anticipated frequency of generator testing and duration of testing events
 - ▶ For operational events other than periodic testing, estimate the number of operations and their duration.

SIGNATURE CLAUSE

I hereby set forth that Environmental Planning Partners, Inc. offers the above services under the cited conditions to complete the environmental review for the Hidden Valley Lake CSD emergency generator project.

Environmental Planning Partners, Inc.

Hidden Valley Lake
Community Services District

Signature

Signature

Robert D. Klousner, Jr., President

Print Name

Its:

Signature

Robert D. Klousner, Jr., Secretary

May 23, 2019



Our team skills span a broad array of land use and environmental disciplines, with specialized expertise in the preparation of planning and technical studies, regulatory and planning policies, and environmental documents and technical studies pursuant to the requirements of both CEQA and NEPA. Our strength is in partnering with our clients to identify requirements and opportunities, collaborating to develop a workable strategy to address identified objectives, and implementing a joint plan to ensure long-term project success.

At Planning Partners, our guiding principle is to be of service to our clients - to join with them in identifying needs and goals, and in developing appropriate and lasting solutions. Our primary role is in forging strong team relationships with representatives of government, special districts, and the private sector. These vital relationships help our clients meet significant objectives, whether those be meeting a public need, providing public services, complying with state or federal law, or earning a return on investment. Our continuous services extend from the initial identification of a need or a problem to be solved, through the planning and permitting process, and into project implementation.

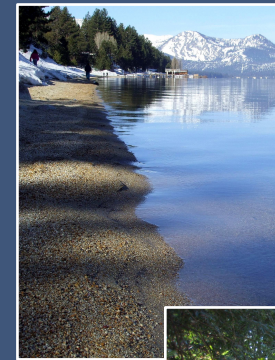


Who We Are

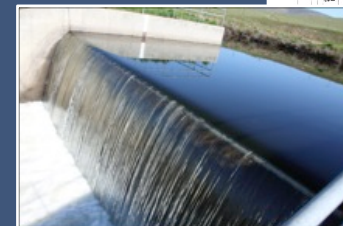
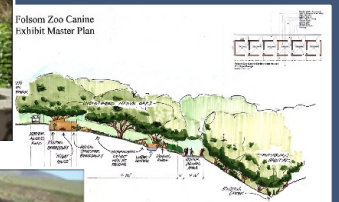
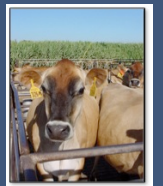
We are full-service environmental and land use consultants, specializing in environmental compliance documents, policy planning and regulatory program development, and project design and implementation for public agencies, institutions, and private businesses.

From our offices in metropolitan Sacramento, we offer consulting services within a primary area in northern and central California, as well as for clients from San Diego to Seattle, and west to Hawai'i.

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ENVIRONMENTAL PLANNING PARTNERS, INC.





General Environmental Documentation

We specialize in the drafting of environmental documents to meet all of the substantive and legal requirements of CEQA and NEPA, for a variety of project types throughout central and northern California.

- We have prepared literally hundreds of documents in our 22-year history
- Ranging from Notices of Exemptions to Joint EIRs/EISs
- With a focus on First-Tier, Program EIRs to streamline future project review.
- We also perform peer reviews, CEQA/NEPA consistency analyses, and the repair of deficient environmental documents.

Regulatory and Planning Policy Development

Working in concert with our clients, our team of experts develops regulatory and planning policies for local government agencies responding to state and federal mandates and changing community needs.

- Together with technical specialists, legal counsel, agency staff, the regulated community, and the public, we develop comprehensive regulations for managing industrial agricultural activities throughout the San Joaquin Valley, and regionally significant, multi-use recreational facilities in Marin County.
- We also work on cross-disciplinary planning teams to develop environmentally protective policies for local general plans and other planning documents to meet state mandates and public expectations.

Water Supply

Our team has extensive experience assisting clients with environmental compliance for water supply projects, ranging from the development of diversion structures, pump stations, and groundwater wells, to surface water treatment plants. In addition, we are currently assisting more than a dozen water districts and private applicants to complete the State Water Resources Control Board appropriative water right process, both for those seeking new water rights and for those looking to amend existing water rights.



Water and Wastewater Infrastructure

The firm's experience with water, wastewater, and flood control infrastructure begins with the planning and environmental compliance strategy for such facilities and extends to the environmental review processes under both CEQA and NEPA. Our environmental documents are crafted to meet the reporting requirements for many different scales of projects and multiple funding sources. These documents have ranged from Notices of Exemption for small, maintenance or replacement projects to joint EIS/EIR documents for complex projects involving federal funding.



Agriculture

We provide professional agricultural consulting services tailored to each individual client needs. Our staff professionals work with operators of farming operations, animal confinement facilities, agricultural support industries, and local agencies to develop innovative solutions to agricultural and environmental issues, particularly those issues related to water quality, air quality, nuisance insects, and land use compatibility. Our services extend from the development of programs to protect and enhance productive farmlands, to the preparation of environmental documents and studies for intensive agriculture projects, to permitting agricultural facilities with regional, state, and federal agencies.

When There Aren't Enough Hours in the Day...

We offer environmental and planning staff services to cities, counties, LAFCOs, and regional agencies. For these clients we act as both environmental and planning staff in the review of public and private projects that come before the agencies.

- We prepare staff reports, make recommendations, and represent our client agency before decision makers.
- We conduct environmental reviews, prepare environmental documents, oversee outside consultants, administer the environmental process, and enforce environmental laws and regulations.