

**NOTICE AND CALL OF A SPECIAL MEETING:  
San Simeon Community Services**



I, Gwen Kellas, Chairperson of the San Simeon Community Services District Board of Directors, hereby call a Special Meeting of the Board of Directors, pursuant to California Government Code Section 54956. The Special Meeting will be held: October 28, 2020 at 3:00 pm.

**Internet Meeting Location**

Pursuant to Governor Gavin Newsom's Executive Order N-29-20 dated March 17, 2020 and the San Luis Obispo County Local Emergency Order and Regulation regarding COVID-19 dated March 18, 2020, this meeting shall occur as a virtual teleconference using the Zoom app.

**Join Zoom Meeting**

**<https://zoom.us/j/9270537206?pwd=RDNNcTErb2E1TmswRG51WGNEZVJLQT09>**

**Meeting ID:** 927 053 7206

**Password:** 114376

One tap mobile

+16699009128, 9270537206# US (San Jose)

+13462487799, 9270537206# US (Houston)

**NOTE:** On the day of the meeting, the virtual meeting room will be open beginning at 2:30 PM. If you are unable to access the meeting please contact the District office at (805) 927-4778 prior to the 3:00 PM meeting start time and staff can assist you in accessing the meeting. Should you have any questions related to the information on this agenda or if you wish to submit public comment in the written format you can email Cortney Murguia at [admin@sansimeoncsd.org](mailto:admin@sansimeoncsd.org). Members of the public can also contact the District office at (805) 927-4778 with any questions or concerns related to this agenda or accessing the meeting.

**The purpose of the Special Meeting is to discuss or transact the following business:**

**1. REGULAR SESSION: 3:00 PM**

A. Roll Call

**2. PUBLIC COMMENT**

This public comment period provides an opportunity for members of the public to address the Board on matters discussed during Agenda Item #3. If a member of the public wishes to speak at this time, Public Comment is limited to three (3) minutes.

### **3. BUSINESS ITEMS**

- A. Discussion and consideration related to moving the November 11, 2020 board meeting to November 10, 2020 because of Veterans' Day.**
- B. Discussion regarding CEQA review related to lifting the water service moratorium and direction to staff regarding proposals received from environmental consultants to conduct CEQA analysis.**
- C. Discussion on procedure and direction to staff, to fill the vacancy on the San Simeon Community Services District created by the resignation of Director John Russell; direction to staff to post notice of vacancy pursuant to Gov't Code 1780.**

### **4. CLOSED SESSION – The Board will adjourn to Closed Session pursuant to Government Code Section 54957(b) to consider the following:**

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
Title: District Counsel
- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
Title: General Manger Service

**\*\*\*\*RECONVENE TO OPEN SESSION\*\*\*\***

**Report on Closed Session**

### **5. ADJOURNMENT**

If requested, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. To make a request for a disability-related modification or accommodation, or to be able to participate in this Special meeting, please email Cortney Murguia at [cmurguia@graceenviro.com](mailto:cmurguia@graceenviro.com) and the District will work with you on your accommodation.



## **BUSINESS ACTION ITEM STAFF REPORT**

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### **Item 5.A. Discussion and consideration related to moving the November 11, 2020 board meeting to November 10, 2020 because of Veterans Day.**

#### Summary:

The next regular Board meeting is scheduled for Wednesday November 11, 2020 which falls on Veteran's Day, a nationally recognized Holiday. Staff is suggesting that the Board meeting be moved to a different day since the District office will be closed on this day.

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## **BUSINESS ACTION ITEM STAFF REPORT**

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### **Item 5.B. Discussion and consideration of the Request for Quotes (RFQs) received for California Environmental Quality Act (CEQA) compliance.**

#### Summary:

In February of 2020, the District prepared a Request for Proposal (“RFP”) soliciting firms to perform the CEQA analysis / review. Only one response was received from Oliveira Consulting. To ensure the District would obtain an environmental consultant at a competitive price, the Board reached a general consensus that in the best interest of the District round of RFPs.

On September 15, 2020 staff mailed a revised request for qualifications (RFQ) to 20 environmental planning agencies located throughout the state of California. The deadline for accepting responses was October 19, 2020. The two companies that provided responses to the RFQ were EMC Planning Group and Dudek. Staff is looking for direction from the Board.

Enc: EMC Planning Group RFQ  
Dudek RFQ

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*Planning for Success.*

October 15, 2020

Cortney Murguia, Office Manager  
San Simeon Community Services District  
111 Pico Avenue  
San Simeon, CA 93452

Re: Professional Consulting Services Environmental Planning  
Statement of Qualifications and Proposal

Dear Cortney:

Thank you for requesting a proposal and statement of qualifications from EMC Planning Group. Enclosed are three (3) copies for your review and consideration.

EMC Planning Group has been assisting public agencies on the California coast with California Environmental Quality Act (CEQA) compliance for 42 years. We also assist public agencies, as well as private developers, with obtaining coastal development permits. In addition to cities and counties, we also provide these services to special districts, including the Pebble Beach Community Services District, as well as several school districts that don't have staff experienced to conduct this analysis.

Our four decades of providing environmental planning services on the California central coast, as well as our location in Monterey, make us uniquely qualified to assist the District with CEQA compliance on projects with coastal and water supply issues. Our interdisciplinary team of environmental analysts, biologists, and archaeologists are available to begin assisting the District immediately.

EMC Planning Group staff have experience with assessing projects and determining whether a project is exempt from CEQA (categorically or statutorily), whether the project qualifies for a negative declaration or mitigated negative declaration, or whether an environmental impact report (EIR) is required.

EMC PLANNING GROUP INC.  
A LAND USE PLANNING & DESIGN FIRM

301 Lighthouse Avenue Suite C Monterey California 93940 Tel 831-649-1799 Fax 831-649-8399  
[www.emcplanning.com](http://www.emcplanning.com)

*Cortney Murguia, Office Manager  
San Simeon Community Services District  
October 15, 2020, Page 2*

EMC Planning Group has the required insurance and has the experience to provide all of the District's environmental and coastal planning needs. I look forward to the opportunity to assist you with your projects. Please don't hesitate to contact me at [wissler@emcplanning.com](mailto:wissler@emcplanning.com), (831) 649-1799 ext. 203 (office) or (831) 392-6900 (cell) if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Teri Wissler Adam", with a long, sweeping flourish extending to the right.

Teri Wissler Adam  
Vice-President and Senior Principal

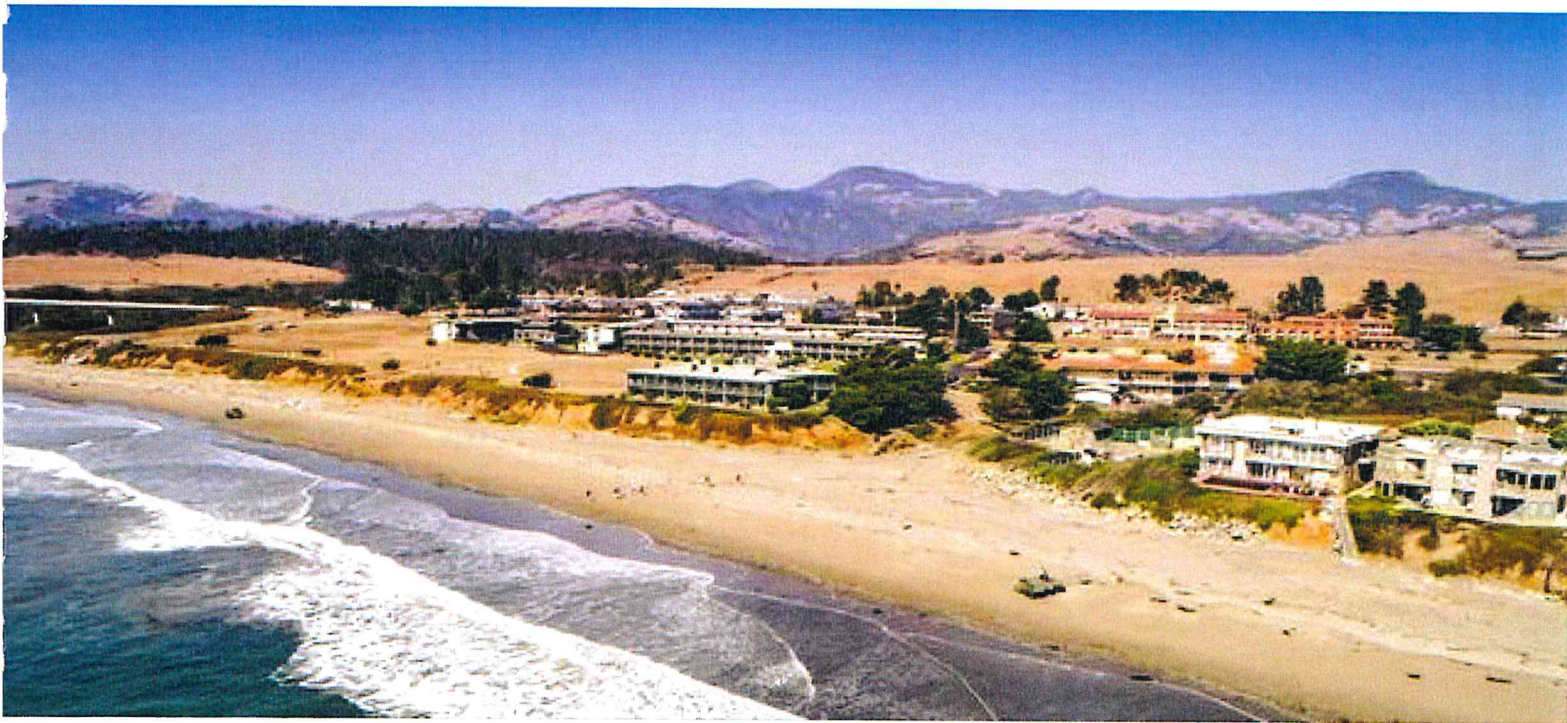
enc: Proposal/Statement of Qualifications (3 copies)



Statement of Qualifications and Proposal

# Professional Consulting Services Environmental Planning

October 15, 2020



Prepared by  
**EMC Planning Group**

**PROFESSIONAL CONSULTING SERVICES ENVIRONMENTAL PLANNING**  
**STATEMENT OF QUALIFICATIONS AND PROPOSAL**

**PREPARED FOR**

CITY OF SAN SIMEON  
CORTNEY MURGUIA, OFFICE MANAGER  
SAN SIMEON COMMUNITY SERVICES DISTRICT  
111 PICO AVENUE  
SAN SIMEON, CA 93452

**PREPARED BY**

EMC PLANNING GROUP INC.  
301 LIGHTHOUSE AVENUE, SUITE C  
MONTEREY, CA 93940  
TEL 831.649.1799  
FAX 831.649.8399  
TERI WISSLER ADAM, SENIOR PRINCIPAL  
WISSLER@EMCPLANNING.COM  
WWW.EMCPLANNING.COM

OCTOBER 15, 2020

## Table of Contents

|     |  |    |
|-----|--|----|
| 1.0 | Narrative.....   | 1  |
| 1.1 | EMC Planning Group Profile and Services .....                        | 1  |
| 1.2 | Key Personnel.....   | 2  |
| 1.3 | Meeting the District’s Environmental and Coastal Planning Needs..... | 3  |
| 1.4 | Standard Rate Sheet.....   | 4  |
| 1.5 | Coastal and Infrastructure Project CEQA Experience .....             | 6  |
| 2.0 | References .....   | 10 |
| 3.0 | Confirmation of Business Organization .....                          | 11 |

# 1.0 Narrative

## 1.1 EMC Planning Group Profile and Services

EMC Planning Group is a full-service interdisciplinary land use planning, environmental planning, and design firm located in Monterey, California. Since its inception in 1978, EMC Planning Group has been guided by exceptional commitment to clients and to client satisfaction. Our firm has earned a reputation for being responsive, attuned to client needs, skilled in developing and implementing strategies to meet client goals, and producing quality products. EMC Planning Group is a State of California certified small business, and a locally-certified green business. The firm has one office located in Monterey, California.

Over the course of 42 years in business, EMC Planning Group has gained rich experience in a broad range of planning and development disciplines. Our firm translates that experience into concrete, focused results in a time and cost-effective manner. EMC Planning Group's receipt of numerous awards and national recognition is one indicator that our clients and peers acknowledge our expertise.

EMC Planning Group's success and longevity are due in large part to the diversity, talents, and creativity of its team members. Our environmental planners, land use planners, biologists, archaeologists, and land use designers are skilled professionals with the ability to deliver practical, yet innovative solutions to land use planning, development design, environmental review, and regulatory compliance challenges.

The services presented below are representative of those EMC Planning Group delivers to its extensive public and private sector clients.

### Environmental Planning Services

- EMC Planning Group provides the following environmental planning services;
- CEQA and NEPA Compliance Services: initial studies, environmental assessments, environmental impact reports, environmental impact statements, noticing, and findings;
- Biological Resources: biological resources assessment, special-status species surveys, wetland delineations, habitat conservation plans, and compliance permitting; and
- Archaeology: archaeological surveys, testing, and monitoring, National Register eligibility assessments, preparation of cultural resources report in compliance with CEQA, NEPA, and National Historic Preservation Act (NHPA) Section 106 NEPA compliance.

EMC Planning Group's CEQA and NEPA compliance team has the experience necessary to assist our clients with simple projects to the most complex.

### **Coastal Planning Services**

- EMC Planning Group provides the following coastal planning services;
- Local Coastal Programs, Local Coastal Program Updates, and Local Coastal Program Amendments;
- Coastal Zoning Updates;
- Coastal Development Permit Applications;
- Coastal Land Use Feasibility Studies;
- Coastal Vulnerability Assessments;
- Sea Level Risk and Coastal Hazards Analysis;
- Coastal Hazards Planning and Adaptation Strategies;
- Coastal Habitat Assessments and Environmental Sensitive Habitat (ESHA) Mapping; and
- Regulatory Advisement.

EMC Planning Group's coastal team has the environmental and land use experience that is necessary to assist our clients with successful navigation through the complex coastal planning and permitting process.

## **1.2 Key Personnel**

### **Michael Groves, AICP, President/Senior Principal**

Mr. Groves founded EMC Planning Group in 1978. He oversees the firm's coastal planning efforts, acting as project manager and/or principal-in-charge. With his experience as a land use and policy planner, Mr. Groves has provided project management for over 750 planning projects, within more than 150 California cities, counties, and special districts, many within the coastal zone of California. Mr. Groves' full resume is included in Attachment A.

### **Teri Wissler Adam, Vice-President/Senior Principal**

Ms. Wissler Adam has been with the firm since 1991 and oversees the firm's CEQA and NEPA compliance projects. She has been responsible for a large variety of private projects, including residential, commercial, industrial, mixed-use, and large specific plan and general plan projects. She has also managed several projects for public facilities, such as recycled water projects, roadway projects, bikeway projects, bridge projects, elementary schools, high schools, and college campuses,

and other public facilities, such as health clinics, landfills, child development centers, and federal research facilities. She has represented public clients throughout Monterey County, San Benito County, Santa Clara County, Merced County, San Luis Obispo County, San Mateo County, Santa Cruz County, and as far south as Los Angeles County. Ms. Wissler Adam's full resume is included in Attachment A.

### **Janet Walther, MS, Principal Biologist**

Ms. Walther joined the firm in 2003 and has been working in the field of biology since 2000. She is responsible for performing botanical and wildlife surveys; wetland and waters of the U.S. determinations; data analysis; and reports in support of management agreements, permits, and mitigation monitoring. She assists clients in complying with the Federal Endangered Species Act, California Endangered Species Act, Sections 401 and 404 of the Clean Water Act, California Fish and Game Code, and local (county and/or city) regulations. Ms. Walther's full resume is included in Attachment A.

### **Gail Bellenger, MA, Registered Professional Archaeological**

Ms. Bellenger joined the firm in 2018 and has been working in the field of archaeology since 2004. She is responsible for conducting archaeological surveys, conducting database inquiries and Sacred Lands records searches, Native American consultation, archaeological testing, recommendations for listing through the California Register of Historical Resources and the National Register of Historic Places, and report preparation. She also prepares cultural resources sections of environmental documentation in compliance with CEQA and NEPA. Ms. Bellenger's full resume is included in Attachment A.

## **1.3 Meeting the District's Environmental and Coastal Planning Needs**

The District is seeking a qualified consultant to assist with CEQA compliance in general, and specifically, to prepare an initial study and associated documentation for the proposed removal of the District's water connection moratorium. This section provides a sample scope of work for an initial study and negative declaration process. A detailed scope of work and budget can be prepared upon request.

### **Preliminary General Scope of Work for Removal of Water Connection Moratorium**

- Obtain all documentation regarding measures taken to improve water quality and provide long-term supplemental water supplies;
- Prepare a project description and consult with District staff and other agencies, as may be appropriate;
- Review environmental and coastal issues that may be associated with the project;

- Prepare a draft initial study and mitigated negative declaration addressing all of the environmental issues in the CEQA checklist for review and approval by District staff;
- Prepare a mailing list and distribute the public review initial study and mitigated negative declaration for a 30-day comment period;
- Prepare response to public comments;
- Prepare all required CEQA noticing; and
- Prepare a mitigation monitoring and reporting program.

### **Preliminary General Scope of Work for Other Projects**

- Meet or teleconference with District staff to discuss the details of the project under consideration;
- Determine if the project under consideration is categorically or statutorily exempt from CEQA. If so, prepare the Notice of Exemption and findings and file with the County Clerk. If State funding is involved, file with the State Clearinghouse, as well;
- If the project under consideration is not exempt, conduct some preliminary analysis to determine if the project would qualify for a negative declaration, or whether an environmental impact report (EIR) is required. If the project qualifies for a negative declaration, a detailed scope of work and budget would be prepared for consideration by District staff;
- If the project qualifies for a negative declaration, a process similar to that presented above for removal of the water moratorium would be conducted; and
- An EIR is required when an adverse impact cannot be mitigated to a less than significant level. If an EIR is required, an EIR would be prepared, along with all of the required public noticing and participation. A detailed scope of work and budget would be prepared for consideration by District staff.

## **1.4 Standard Rate Sheet**

EMC Planning Group's standard rate sheet is presented on the following page.



*Planning for Success.*

## FEE SCHEDULE

(Effective January 1, 2020)

### Principals

### Hourly Billing Rate

|                        |          |
|------------------------|----------|
| Senior Principal ..... | \$250.00 |
| Principal .....        | \$225.00 |

### Planners

|                         |          |
|-------------------------|----------|
| Principal Planner ..... | \$200.00 |
| Senior Planner .....    | \$175.00 |
| Associate Planner ..... | \$150.00 |
| Assistant Planner ..... | \$125.00 |

### Biologists

### Monitoring Rate

|                           |          |            |
|---------------------------|----------|------------|
| Principal Biologist ..... | \$190.00 | (\$145.00) |
| Senior Biologist .....    | \$155.00 | (\$125.00) |
| Associate Biologist ..... | \$130.00 | (\$110.00) |
| Assistant Biologist ..... | \$115.00 | (\$95.00)  |
| Certified Arborist .....  | \$125.00 |            |

### Archaeologist

|   |          |
|---|----------|
| Registered Professional Archaeologist ..... | \$155.00 |
|---|----------|

### Support Staff

|                                |          |
|--------------------------------|----------|
| Desktop Publisher .....        | \$150.00 |
| Administrative Assistant ..... | \$115.00 |
| Office Assistant .....         | \$95.00  |

This fee schedule is exclusive of direct reimbursable expenses, such as word processing, editing, printing, copying, travel, lodging, dining, communications, supplies, equipment rental, etc. All expenses are billed at cost plus ten percent (10%) for administration. All outside services are billed at cost plus ten percent (10%) for administration. This fee schedule is subject to revision at any time.

A retainer of up to fifty percent (50%) of the approved contract amount may be required for new clients or projects. Invoices are due and payable within 30 days. Past due balances are subject to a service charge of one and one-half percent (1.5%) per month. Service charges are in addition to approved contract amount.

Expert witness services are provided at a 50 percent mark-up.

**EMC PLANNING GROUP INC.**  
A LAND USE PLANNING & DESIGN FIRM

301 Lighthouse Avenue Suite C Monterey California 93940 Tel 831-649-1799 Fax 831-649-8399  
www.emcplanning.com



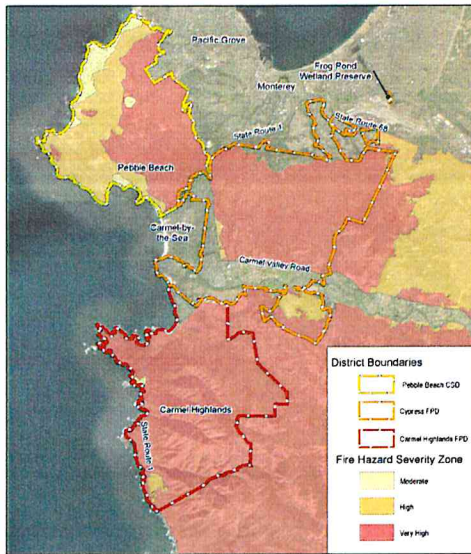
## 1.5 Coastal and Infrastructure Project CEQA Experience

### Facilities Improvements Initial Study, Pebble Beach Community Services District

EMC Planning Group prepared a CEQA initial study and mitigated negative declaration on proposed improvements at the district's existing facilities. The project required the following approvals: coastal development permit, tree removal permit, a lot line adjustment, a variance, and design approval. The district was the lead agency for environmental review in accordance with CEQA. Coastal development permits were required for the addition of 4,941 square feet of floor area and improvements to the administrative/maintenance/fire building on the existing facilities site, and the construction of a new 3,600 square-foot equipment storage building, construction of an 11,025 square-foot parking lot, and removal of 61 trees on the expansion site. A lot line adjustment would shift 2.2 acres of land between the two parcels comprising the project site. Design approval would be required prior to approval of the proposed project. Sensitive biological resources were the primary environmental concern with the project.

### Carmel Area Fire Defense Plans Initial Study, Pebble Beach Community Services District

EMC Planning Group prepared a CEQA initial study and mitigated negative declaration for the proposed Cypress Fire Protection District Fire Defense Plan, the Carmel Highlands Fire Protection District Fire Defense Plan, and an update to the Pebble Beach Community Services District Fire Defense Plan. Combined, the three plans represent a coordinated and consistent policy approach to maintain emergency access routes and provide standards for systematic fuel reduction programs within each district. fire clearance within each district consistent with the CALFIRE BEU. San Benito – Monterey Unit of CAL FIRE (CAL FIRE BEU) and goals set by stakeholders and California Fire Plan. Stakeholders include California State Parks, Caltrans, Monterey Peninsula Regional Parks District, and Monterey County. The fire district plans are policy documents that set forth standards for fire road maintenance and fuel management activities, and



the actions that are necessary to implement them. Hazardous fuel reduction activities include vegetation management and removal through the use of mechanized equipment, hand tools, herbicide applications, prescribed burns, and enhanced herbivory.

EMC Planning group also conducted reconnaissance-level biological surveys prior to the implementation of CAL FIRE/Neighborhood Association defensible space program activities within a portion of the Cypress Fire Protection District Boundary.

## **Well Replacement CEQA, Pajaro-Sunny Mesa Community Services District**

EMC Planning Group conducted environmental review and prepared findings for a categorical exemption for a project proposed by the Pajaro-Sunny Mesa Community Services District. The project was a replacement well, storage tank, and appurtenances on 13,650 square feet of Assessor's parcel number 413-014-001. The existing contaminated well of the Springfield Mutual Water Company was to be abandoned and a new well drilled. Moss Landing Middle School located on Parcel 16 also has an "at risk" well with water quality problems. This well is located in the southeast corner of Parcel 16. This well will be converted to an irrigation well, and potable water for the school will be provided from the new well. The 13,650 square foot site is located at the corner of a grass and dirt school athletic field, adjacent to concrete pad with utility equipment. School athletic fields and school buildings are located to the south and west; road and agricultural fields are located to the north and agricultural fields are located to the east.

## **Monterey Bay Aquarium Parking and Water Capacity Analysis, City of Monterey**

EMC Planning Group prepared an analysis of water supply and parking capacity for the Monterey Bay Aquarium for their Heritage Harbor complex in the coastal zone in Monterey. EMC Planning Group researched historic and present parking and water allocation for the Heritage Harbor complex and created a means for the Aquarium to monitor their remaining capacity in the future. The data gathered also established a baseline for potential future development of the upper site. The final product included two excel spreadsheets, one for each water and parking allocations. EMC Planning Group also acquired a letter from the water district establishing the water allocation for the property.

## **Monterey Bay Aquarium Bechtel Family Center for Ocean Education & Leadership, City of Monterey**

EMC Planning Group provided technical analysis and coastal development permit entitlement support to the Monterey Bay Aquarium for the development of their new \$30 million education center at 625 Cannery Row. The center, which is now open, was designed to house the aquarium's existing educational department and provide greater opportunities to visiting students. The 26,000-square-foot facility is four stories high with an event center located on the fourth floor, incorporates technological features for learning and teaching, and was constructed to U.S. Green Building Council LEED Gold standards. The design is respectful of the Cannery Row fishing heritage while providing a forward-looking modern twist. EMC Planning Group provided an analysis of the following coastal issues: sea level rise, air quality, greenhouse gas, visual, historic and biological analyses. The firm also assisted



with plan consistency review and analysis, including findings and evidence, which was included in the application package. This included consistency with the City's General Plan, Zoning Ordinance, Local Coastal Plan Land Use Plan, and the California Coastal Act.

### **South of Tioga Mixed-Use Project EIR, City of Sand City**

EMC Planning Group provided planning staff support and prepared an EIR for a 10-acre project consisting of two hotels and 420 residential units on a redevelopment, infill site, partially



located within the coastal zone, in Sand City. The site includes areas of sand dune habitat that is home to protected Monterey spineflower (*Chorizanthe pungens* var. *pungens*) and Monterey gilia (*Gilia tenuiflora* ssp. *arenaria*), as well as coast buckwheat (*Eriogonum latifolium*) that provides habitat for Smith's blue butterfly (*Euphilotes enoptes smithi*). Other issues addressed

in the EIR included aesthetics, air quality, greenhouse gas emissions, historic resources, soil contamination, noise, traffic, water demand, and wastewater.

### **Diablo Grande Specific Plan Water Supply Plan Supplemental EIR, County of Stanislaus**

EMC Planning Group prepared a supplemental EIR for the County of Stanislaus to provide an analysis of the significant environmental effects of the long-term supply of water for the Diablo Grande Specific Plan area, and identify possible sources of water to facilitate an adequate long-term water supply for 30,000 acres. The supplemental EIR provided environmental analysis of eight options in the Diablo Grande Water Plan. In each option the following components were discussed: water supply, water conveyance, consistency with applicable plans, policies and ordinances, cumulative impact report included impacts. The major environmental issues addressed in the EIR included water demand and supply, biotic resources, air quality, noise aesthetics and archaeological resources.

### **Recycled Water Distribution System EIR, Scotts Valley Water District**

EMC Planning Group prepared an environmental impact report for a recycled water distribution system for the Scotts Valley Water District. The proposed project included construction of the following facilities: a tertiary treatment plant, water distribution lines, a pump station and two storage tanks with access roads. The proposed project includes the sale of recycled water for irrigation uses. The tertiary treatment plant design is based on



the landscape demand in peak summer months which averages 436 acre-feet per year (AFY). The current (and near future) market demand is estimated to be about 350 AFY, leaving a capacity balance of approximately 86 AFY. Major environmental issues addressed in the EIR included geologic concerns, impacts to groundwater and surface water quality, biological resources, transportation/circulation, noise impacts, aesthetics, archaeological and paleontological resources, air quality impacts, perceived health hazards, and growth-inducing impacts. In addition to the environmental impact report, an initial study was prepared to determine potentially significant impacts to be addressed in the environmental impact report, prepared public noticing, and a project consideration package.

### **Penitencia Water Treatment Plant Expansion Initial Study, Santa Clara Valley Water District**

EMC Planning Group prepared CEQA and NEPA documentation for Penitencia Water Treatment Plant Expansion in the City of San Jose for the Santa Clara Valley Water District. The expansion included a Zinc Orthophosphate System, a Caustic Soda System, a Backup Generator System, a new Maintenance Building, Existing Operations Building Expansion, and a Filter Backwash Aid. The Filter Backwash Aid component was Federally-funded and therefore, the water district required a “NEPA-like” document, in addition to the CEQA documentation. Because the expansion was within the existing water treatment facility, the impacts were minimal and the project qualified for a mitigated negative declaration.

## 2.0 References

The following contacts are references for EMC Planning Group who would attest to our ability to complete projects on time and within budget.

### **Pebble Beach Community Services District**

Mike Niccum, General Manager  
(831) 647-5604  
mniccum@pbcasd.org

### **City of Sand City**

Charles Pooler, City Planner  
(831) 394-6700  
Chuck@SandCityCA.org

### **County of Monterey**

Carl Holm, Director  
Monterey County Resource Management Agency  
(831) 755-5103  
HolmCP@co.monterey.ca.us

### **City of Soledad**

Brent Slama, Community Development Director  
(831) 223-5043  
brent.slama@cityofsoledad.com

### **City of Gilroy**

Melissa Durkin, Planner  
(408) 846-0252  
Melissa.Durkin@ci.gilroy.ca.us

## 3.0 Confirmation of Business Organization

EMC Planning Group Inc. is a California S-Corporation and is a State of California certified small business, and a locally-certified green business. The corporate officers, contact information, and tax ID number are presented below.

Michael J. Groves, President and Treasurer  
Teri Wissler Adam, Vice President and Secretary

EMC Planning Group, Inc.  
301 Lighthouse Avenue, Suite C  
Monterey, CA 93940  
(831) 649-1799 (Phone)  
(831) 649-8399 (Fax)  
Tax ID Number: 770126607

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EMC Planning Group  
Staff Resumes

A

APPENDIX





## Michael J. Groves, AICP

PRESIDENT/SENIOR PRINCIPAL

### PROFESSIONAL EXPERIENCE

Mr. Groves founded EMC Planning Group in 1978. Through his leadership and commitment to excellence in client service and the hiring of highly qualified personnel, Mr. Groves has successfully established the firm as one of the leading land use and environmental planning firms in California.

Mr. Groves is involved in project management and coordination of a full range of planning projects completed by the firm. From 1995—1997, he served as project manager for the Fort Ord Reuse Plan, a national, award-winning policy document. His focus within the firm is on client representation for urban and regional planning projects; coastal planning efforts; conceptual design; real estate due diligence and site evaluation studies; land use planning and permitting efforts; and city, county, school district and special district planning and permitting. With his experience as a land use and policy planner, Mr. Groves has provided project management for over 750 planning projects, within more than 150 California cities, counties, and special districts.

### EDUCATION

- B.A. University of California at Santa Barbara, Environmental Studies, 1977
- B.A. University of California at Santa Barbara, Geography, 1977

### PROFESSIONAL CERTIFICATION

AICP - American Institute of Certified Planners, Professional Certification, 1990-Present

### PROFESSIONAL ACHIEVEMENTS AND AWARDS

- Professional Certification, American Institute of Certified Planners, 1990-Present
- Initiative Author, Initiative Measure to Allow For a Recreational Vehicle Park and other Recreational Oriented Uses in the Vicinity of the Fort Ord National Monument, Laguna Seca Raceway and Recreation Area, and the Monterey Peninsula and Monterey Bay Region.
- Awards, *City of Salinas Economic Development Element*, 2014
  - Outstanding Planning Document-Association of Environmental Professional (2016)
  - Economic Planning and Development Award of Excellence-American Planning Association, California Chapter, Northern Section (2015)
  - Economic Planning and Development Award of Merit-American Planning Association California Chapter (2015)
- Award, *Fort Ord Reuse Plan Reassessment*, 2012
  - Best Practices Award of Merit-American Planning Association, California Chapter, Northern Section, 2013
- Award, *Fort Ord Reuse Plan and EIR*, 1997
  - Comprehensive Planning in a Small Jurisdiction - National Planning Award for Outstanding Planning, American Planning Association National Chapter

### PROFESSIONAL ASSOCIATIONS AND COMMUNITY INVOLVEMENT

- Member, American Planning Association
- Former Member, Monterey Peninsula Water Management District, Policy and Technical Advisory Committees
- Former Member, Sand City Habitat Conservation Task Force
- Member, Ventana Chapter, Sierra Club
- Head Coach, Monterey High School Baseball Program, 1980-Present
- President, Save Our Sports (SOS), Local Non-profit Supporting High School Baseball and Softball
- President, Foster Parent Association, Santa Cruz County
- Member, Child Welfare Services Systems Improvement Steering Committee
- Community Leadership Council - Ending Oppression Worldwide



## Teri Wissler Adam

VICE PRESIDENT/SENIOR PRINCIPAL

### PROFESSIONAL EXPERIENCE

Ms. Wissler Adam joined the firm in 1991 and has been a principal since 2001. Her area of expertise is in California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) compliance.

Ms. Wissler Adam directs the CEQA and NEPA compliance projects for the firm. She has been responsible for a large variety of private projects, including residential, commercial, industrial, mixed-use, and large specific plan and general plan projects. She has also managed several projects for public facilities, such as recycled water projects, roadway projects, bikeway projects, bridge projects, elementary schools, high schools, and college campuses, and other public facilities, such as health clinics, landfills, child development centers, and federal research facilities. She has represented public clients throughout Monterey County, San Benito County, Santa Clara County, Merced County, San Luis Obispo County, San Mateo County, Santa Cruz County, and as far south as Los Angeles County.

### EDUCATION

B.S. California Polytechnic State University at San Luis Obispo, Business Administration, Concentration in Environmental Management, 1991

### PROFESSIONAL ACHIEVEMENTS

- Presenter, CEQA Seminar, Lorman Education Services
- Presenter, CEQA Workshop, Association of Environmental Professionals
- Member, Association of Environmental Professionals
- Contributor, *Environmental Mitigation Handbook*, California's Coalition for Adequate School Housing, February 2009
- Past Director/President/Newsletter Editor, Monterey Bay Area Chapter, Association of Environmental Professionals

### PROFESSIONAL ASSOCIATION

- Member, Association of Environmental Professionals



## Janet Walther, MS

PRINCIPAL BIOLOGIST

### PROFESSIONAL EXPERIENCE

Ms. Walther joined the firm in 2003 and has been working in the field of biology since 2000. She is responsible for performing botanical and wildlife surveys; wetland and waters of the U.S. determinations; data analysis; and reports in support of management agreements, permits, and mitigation monitoring. She assists clients in complying with the Federal Endangered Species Act, California Endangered Species Act, Sections 401 and 404 of the Clean Water Act, California Fish and Game Code, and local (county and/or city) regulations.

Ms. Walther works with clients to design projects to avoid or minimize impacts to threatened and endangered species. Where impacts are unavoidable, she helps create mitigation strategies and the application documents necessary to obtain the required permits, including habitat conservation and land management plans.

In addition to her experience in biological survey and reporting, Ms. Walther is responsible for preparation of environmental documents in compliance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA). She produces a variety of graphics for use in environmental and natural resources documents and routinely works with ArcGIS, AutoCAD, and Adobe Illustrator/Photoshop.

In previous positions, Ms. Walther inventoried both native and non-native species in compliance with regulatory requirements, and assisted in preparing California Energy Commission Applications for Certification for four major power plant projects in California. She also conducted biological survey work in southern California and the High Desert and wetland and endangered species survey work in Nevada, Arizona, Georgia, and Florida.

### EDUCATION

- M.S. California State University Monterey Bay, Coastal Watershed Science and Policy, 2014
- B.S. California Polytechnic State University at San Luis Obispo, Ecology and Systematic Biology, 2000 - Concentration: Environmental Management

### CERTIFICATES AND TRAINING

- Biology and Management of California Tiger Salamander Workshop, Elkhorn Slough Coastal Training Program, 2007
- Biology and Management of California Red-legged Frog Workshop, Elkhorn Slough Coastal Training Program, 2007
- OSHA 40-hr HAZWOPER Certificate, 2001 and 8-hr Refresher Training, 2002-2007
- California Pesticide Application Certification, 2003/2004
- Army Corps of Engineers Wetland Delineation Training, 2002

### PROFESSIONAL ACHIEVEMENT

- Contributor, *Environmental Mitigation Handbook*, California's Coalition for Adequate School Housing, February 2009



## Gail Bellenger, M.A., RPA

REGISTERED PROFESSIONAL ARCHAEOLOGIST

### PROFESSIONAL EXPERIENCE

Ms. Bellenger joined the firm in 2018 and has been working in the field of archaeology since 2004. She is responsible for conducting archaeological surveys, conducting database inquiries and Sacred Lands records searches, Native American consultation, archaeological testing, recommendations for listing through the California Register of Historical Resources and the National Register of Historic Places, and report preparation. She also prepares cultural resources sections of environmental documentation in compliance with the California Environmental Quality Act and the National Environmental Policy Act.

As Principal Investigator, she has conducted numerous intensive-level archaeological surveys for projects in California; for roadway extensions for the Utah Department of Transportation; and for proposed trail construction clearances for the cities of Draper and Riverton in Utah. Additionally, in Nevada, she conducted Trust land cultural resource investigations for the Indian Health Services in Elko and Ely.

In addition, Ms. Bellenger has previously worked as a curatorial assistant in the Anthropology Department of the Nevada State Museum, where she identified and sorted human from faunal bone fragments to prepare the human remains for reburial according to the Native American Graves Protection and Repatriation Act. She also examined and identified clothing and artifacts from a historic burial stored at the Museum. Additionally, in coordination with the Anthropology Department at the University of Nevada, Reno, she recorded and accessioned Native American cordage fragments from a private collection turned over to the university.

### EDUCATION

- M.A. California State University, Northridge, Public Archaeology
- B.A. University of Nevada, Reno, Anthropology/Paleo-Archaeology
- B.S. University of Nevada, Reno, Environmental Resource Management/Conservation and Wildlife Biology

### REGISTRATIONS

- The Register of Professional Archaeologists (RPA)

### MEMBERSHIP

- Society of California Archaeology

### CERTIFICATES AND TRAINING

- Construction Management/BMPs, Utah Department of Transportation, 2016
- Plant Taxonomy, Nevada Department of Transportation, 2002
- 20 Hour NEPA/Section 4(f) Practical Project Development and Environmental Documentation Course, Salem, Oregon, 2001
- 14-day Pre-Celtic Excavation in the Balbithan Forest in Aberdeenshire Scotland

### PUBLICATIONS

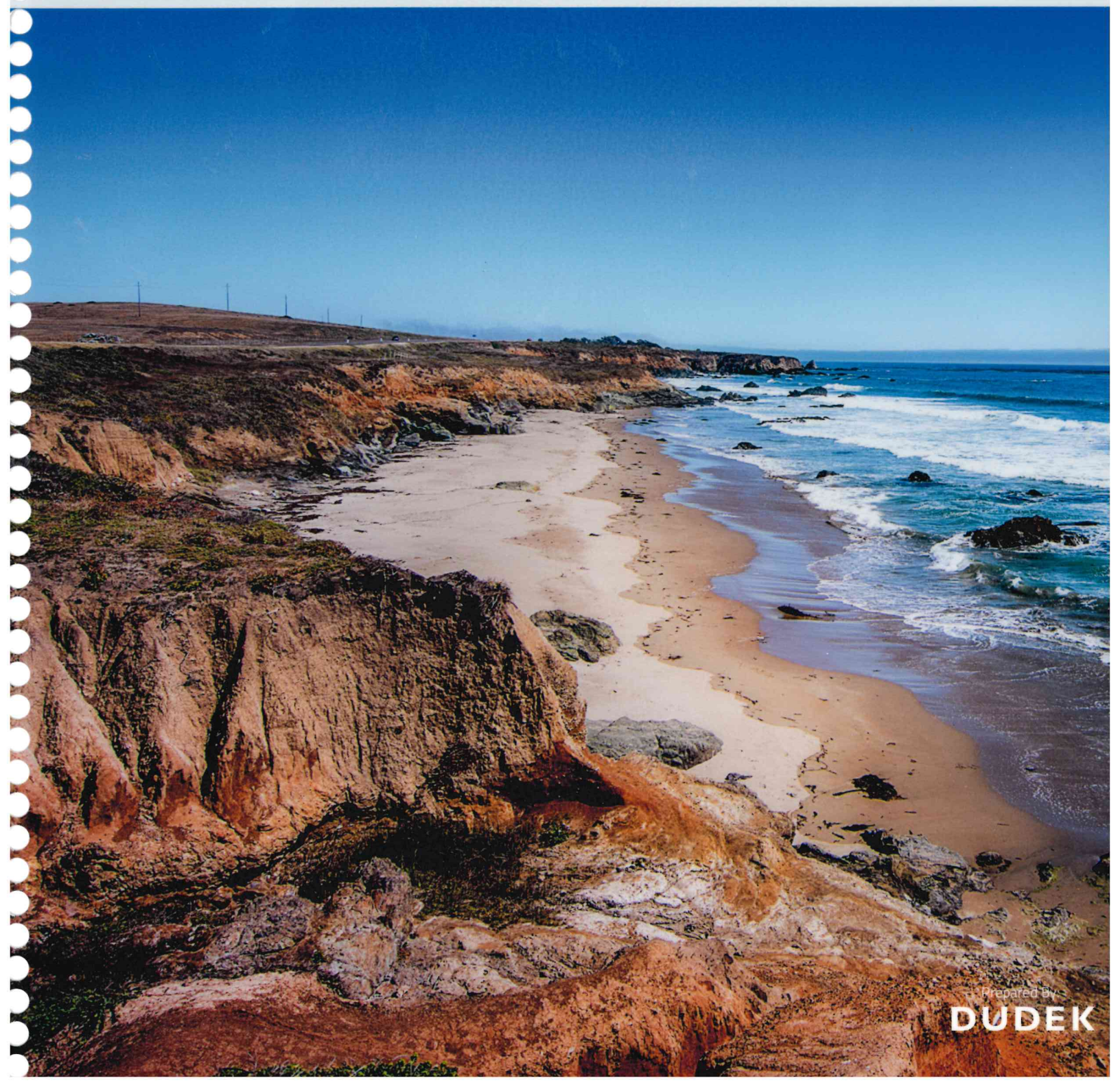
- Master's Thesis: Analysis and Interpretation of The Van Norman Archaeological Complex Orphan Collection. 2016. California State University, Northridge, Department of Anthropology

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SAN SIMEON  
COMMUNITY  
SERVICES  
DISTRICT

# Professional Consulting Services Environmental Planning

October 19, 2020



Prepared By  
**DUDEK**

# A. Letter of Transmittal

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October 19, 2020

Mr. Charles Grace, General Manager  
Ms. Cortney Murguia, Office Manager  
San Simeon Community Services District  
111 Pico Avenue  
San Simeon, California 93452

**Subject: Professional Consulting Services Environmental Planning**

Dear Mr. Grace and Ms. Murguia,

On November 13, 2019, the San Simeon Community Services District (SSCSD) took an important step toward considering the end of the 31-year ban on issuing new water connections. SSCSD is now evaluating the end of the water moratorium in accordance with the compliance requirements of the Regional Water Quality Control Board and Coastal Commission. San Simeon is a desirable place to live and work, creating a water demand of approximately 90,000 gallons of water per day. The SSCSD certification of the Community Water Tank Project Initial Study and Mitigated Negative Declaration (September 2019, prepared by SSCSD and Oliveira Environmental Consulting) paved the way for an updated water supply and storage system for the community. Furthermore, both of the approved 400,000 gallon water tanks bring new capacity to the community, but with them, the challenge to manage new growth potential.

Dudek has provided environmental and engineering services in California since 1980 and has had a Santa Barbara office since 1995. Dudek understands the challenges and opportunities faced by SSCSD. Dudek specializes in the evaluation, planning, design, construction, and operation of treatment facilities. Dudek will provide SSCSD with the following strengths:

**Right-Sized Firm for the Project.** Dudek has approximately 600 professionals across 16 nationwide offices, with the core project team based in our Santa Barbara office. We will provide all of our services under one roof without the need for subconsultants. Our team will be managed by Jessica Kinnahan, who is based in Santa Barbara and has more than 20 years' experience. She will be supported by our team of groundwater sustainability experts, coastal planners, engineers, and environmental analysts.

**California Environmental Quality Act (CEQA) Expertise.** Dudek's dedicated staff of task managers and technical experts have prepared CEQA and National Environmental Policy Act (NEPA) documents for both municipal and private projects throughout California. We apply practical knowledge of CEQA/NEPA to facilitate compliance with current laws, regulations, and case law. Our team expedites complex projects processing by designing and maintaining realistic document schedules, adhering to consistent communication protocol, leveraging our longstanding agency relationships, and anticipating potential issues.

**A Proven Technical Record.** Dudek’s experts understand and are well versed in housing, air quality, greenhouse gas (GHG) emissions, California Native American tribes, biological studies, hazards and hazardous materials, hydrology and water quality studies, noise analysis, land use and planning, public services, utility services, and transportation studies state requirements. Dudek has successfully completed more than 2,800 environmental documents for a range of projects, none of which has been successfully challenged.

**Coastal Planning.** Dudek’s team of dedicated coastal planners previously held staff positions with the California Coastal Commission and understands the nuances of coastal permitting. Carolyn Groves, who is also based in our Santa Barbara office and formerly with the Ventura office of the Coastal Commission, will lead the coastal permitting team.

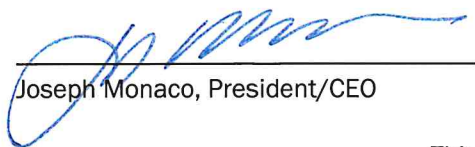
**Cultural Resource Expertise.** Dudek’s team of professional archaeologists and historians have performed hundreds of studies on the Central Coast and maintain strong relationships with Tribal representatives. Dudek’s cultural resource team offers services from basic constraints studies to complex mitigation and preservation plans. We are recognized leaders in professional and community outreach, and we use innovative, thorough approaches to respond quickly and appropriately to project tasks and resource discoveries.

**Fire Protection Planning.** Dudek’s forestry and wildfire professionals specialize in fire protection planning, fire hazard assessment, forest/woodland management, and fuel management in open space and wildland urban interface areas. We routinely assess fire and fuel hazard conditions, prepare wildfire protection plans, model fire hazards, and prepare technical reports and environmental review documents.

Our team has forestry, fire, biological, cultural, geographic information system (GIS), unmanned aerial vehicle (UAV), and CEQA expertise that can be valuable when evaluating water demand needs and future community planning efforts. We also have in-house marketing, editorial, graphics, and IT staff to provide additional resources for SSCSD.

Our proposal includes a narrative with information regarding Dudek’s Principal In Charge for this project (Joe Monaco/President and CEO) and description of the services that we will provide to SSCSD. We appreciate the opportunity to submit this proposal and look forward to discussing this project with you in greater detail. Please feel free to contact Jessica Kinnahan at 805.280.2339 or [jkinnahan@dudek.com](mailto:jkinnahan@dudek.com). We wish you success with this important process!

Sincerely,




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Joseph Monaco, President/CEO




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Jessica Kinnahan, Project Manager

*This proposal is valid for ninety (90) days.*



# B. Narrative

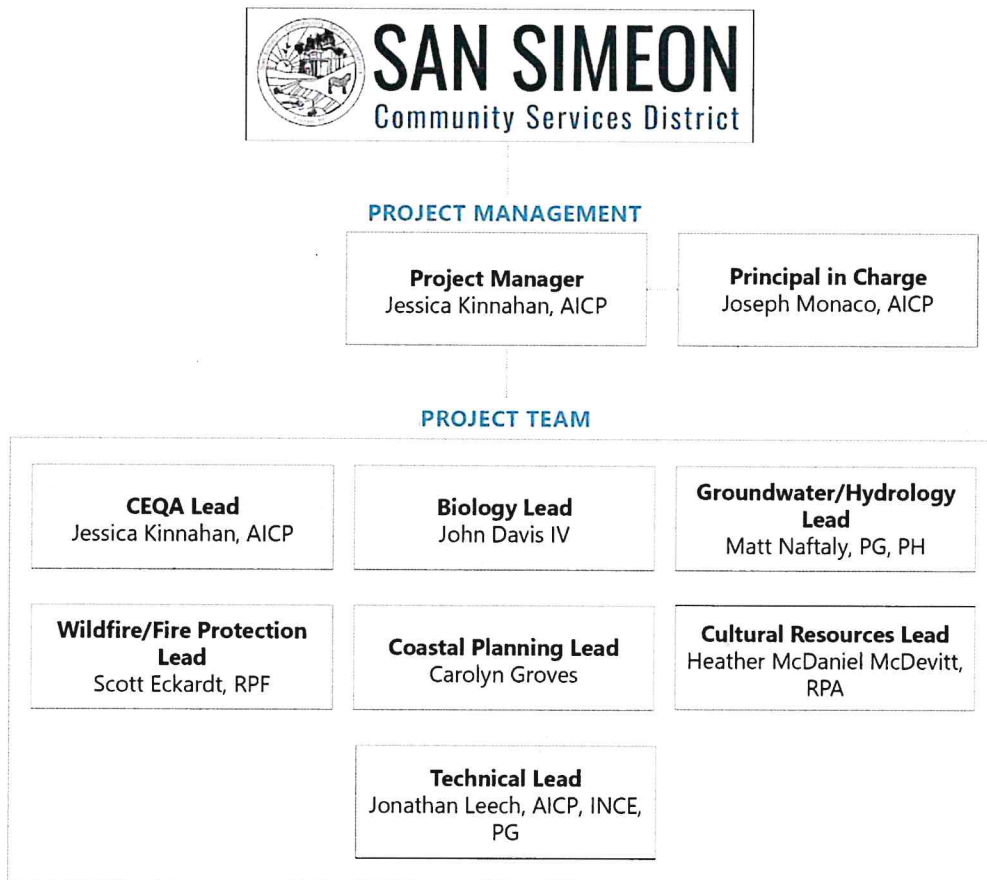
We are a California-based environmental firm with 16 offices (12 in California) and more than 600 planners, scientists, civil engineers, contractors, technical editors, graphic designers, and support staff. We are currently supporting over 300 public sector clients on a broad range of projects, specifically several water and wastewater providers. We can quickly assemble and mobilize the appropriate level of service to match the San Simeon Community Services District (SSCSD) needs and budget.

### Dudek at a Glance

- Multidisciplinary environmental and engineering services
- 12 California offices, including Santa Barbara
- 600+ employees
- Top 125 U.S. Environmental Firms (Engineering News-Record)
- 92% rating for reliability, timeliness, and responsiveness (Dun & Bradstreet 2016)
- More than 2,800 successful CEQA/NEPA documents prepared

## 1. Project Team

Dudek has assembled a team with local experience tailored to the SSCSD environmental needs. **Figure 1** depicts the Dudek team organization. **Table 1** provides professional biographies summarizing the key personnel team’s qualifications.



**Table 1: Dudek Staff for the SSCSD Professional Consulting Services Environmental Planning Proposal**

| Name/Role  | Education/Licenses  | Qualifications  |
|--|---|---|
| Joseph Monaco, AICP<br>Principal in Charge             | San Diego State University<br>MCP, City Planning<br>University of California,<br>Los Angeles<br>BA, Geography/<br>Business Emphasis<br>AICP   | Joseph Monaco has 32 years' experience managing complex CEQA/NEPA compliance projects and building multi-agency consensus for California's natural resource development and conservation projects. Mr. Monaco serves as Dudek's President. He has experience providing integrated planning, development of policy and regulatory framework, feasibility studies, permit strategies, and environmental documentation. He has managed the preparation, coordination, oversight, and processing of all types of CEQA/NEPA documents, master plans, habitat conservation plans, technical reports, resource agency permits, and resource protection studies.  |
| Jessica Kinnahan, AICP<br>Project Manager/CEQA<br>Lead | University of Oklahoma<br>MBA in Energy<br>University of California,<br>Santa Barbara<br>BA, Environmental Studies<br>AICP<br>Land Surveyor in Training,<br>No. 7239                                | Jessica Kinnahan is a senior project manager with 22 years' project management experience specializing in land use and environmental permitting, including CEQA/NEPA document preparation and associated technical studies. Ms. Kinnahan has facilitated permit applications through various federal, state, regional, and local agencies, such as the U.S. Army Corps of Engineers; Bureau of Land Management; U.S. Forest Service; U.S. Fish and Wildlife Service; California Public Utilities Commission; California Department of Fish and Wildlife; California Coastal Commission; and Counties of Santa Barbara, San Luis Obispo, and Ventura. She has authored CEQA/NEPA documents with focus on energy, land use and planning, population and housing, utilities, and geological resources sections.  |
| Jonathan Leech, AICP,<br>INCE, PG<br>Technical Lead    | University of California,<br>Santa Barbara<br>BA, Environmental<br>Studies/Geology<br>Pennsylvania State<br>University<br>Coursework in Graduate<br>Acoustics<br>Program<br>AICP<br>PG, CA No. 6398 | Jonathan Leech is a senior project manager and environmental specialist with 35 years' environmental planning experience, including environmental research, hazardous materials and environmental impact assessment, condition compliance and mitigation monitoring, and land use analysis. Mr. Leech has contributed to more than 200 CEQA and NEPA environmental documents, including environmental assessments, environmental impact reports, mitigated negative declarations, and policy documents for numerous local agencies within California. He has also authored mitigation monitoring and reporting plans and environmental quality assurance plans to ensure adherence to required conditions during project implementation, and has served as project manager and/or on-site environmental coordinator for the implementation of such plans. |

**Table 1: Dudek Staff for the SSCSD Professional Consulting Services Environmental Planning Proposal**

| Name/Role  | Education/Licenses  | Qualifications   |
|--|---|--|
| <p>John Davis IV<br/>Biology Lead</p>                      | <p>California Polytechnic State University, San Luis Obispo<br/>MS, Biology<br/>San Diego State University<br/>BS, Ecology<br/>USFWS 10(A) Recovery Permit<br/>No. TE-110095-1</p> <ul style="list-style-type: none"> <li>• California Red-Legged Frog (<i>Rana draytonii</i>)</li> <li>• Listed Vernal Pool Branchiopods</li> <li>• Morro Shoulderband Snail (<i>Helminthoglypta walkeriana</i>)</li> <li>• CDFW Scientific Collecting Permit SC 008527</li> <li>• Focused Floristic Surveys</li> <li>• Herpetological Surveys</li> <li>• Small Mammal Trapping</li> </ul> <p>ESA Certified Ecologist<br/>SEATAC Qualified Biologist</p> | <p>John Davis IV is a senior biologist with 23 years' experience, specializing in biological resource assessments; special-status plant and wildlife species surveys; habitat restoration; and environmental regulations, permitting, and compliance. Mr. Davis' expertise is in identification and risk management of potential biological constraints for land use projects, including energy, infrastructure, residential, commercial, and restoration projects. He has assisted clients with project design and agency negotiations, produced defensible biological technical reports, and managed and coordinated the biological resources sections of CEQA and NEPA documents. Mr. Davis represents Dudek on several qualified biologist lists, including the Counties of San Luis Obispo, Santa Barbara, and Riverside, and he is recognized as a qualified biologist by the Significant Ecological Area Technical Advisory Committee for Los Angeles County.</p> |
| <p>Matt Naftaly, PG, PH<br/>Groundwater/Hydrology Lead</p> | <p>University of California, Santa Barbara<br/>BA, Geological Sciences<br/>PG, CA No. 9839<br/>PH, No. 13-H-5003</p>  | <p>Matt Naftaly is a hydrologist with 29 years' experience in groundwater management, surface water allocation, State Water Project administration, regional water conservation programs, and drought response. Mr. Naftaly has overseen and coordinated significant water-related projects and programs with water districts; cities; and local, state, and federal agencies. He is currently implementing the requirements of the Sustainable Groundwater Management Act (SGMA) as a project manager and technical expert. Mr. Naftaly has SGMA experience as both an agency manager and consultant. He has a range of technical skills, including groundwater basin analyses, reservoir reoperation, hydrologic data collection systems, and hydrologic analyses.</p>   |

**Table 1: Dudek Staff for the SSCSD Professional Consulting Services Environmental Planning Proposal**

| Name/Role   | Education/Licenses   | Qualifications   |
|---|--|--|
| <p>Heather McDaniel<br/>McDevitt, RPA<br/>Cultural Resources<br/>Lead</p> | <p>California State University,<br/>Northridge<br/>MA, Public Archaeology<br/>MA, GIS (ABT)<br/>BA, Anthropology<br/>RPA, AEP<br/>GIS Professional Certificate<br/>HAZWOPER Training</p>   | <p>Heather McDaniel McDevitt is an archaeologist and cultural resources lead with 14 years’ cultural resource management experience throughout North and Central America with an emphasis in California and Baja California. Ms. McDevitt serves as Dudek’s lead archaeologist for our Santa Barbara and Los Angeles offices and is a seasoned professional with extensive experience as a principal investigator, project manager, and laboratory director for complex regional projects as well as local nuanced projects. She is an expert in the facilitation of all manner of cultural resource investigations conducting surveys, testing, site significance evaluations and recordation, data recovery, and laboratory analysis. Her education encompasses archaeology, biological anthropology, and GIS analysis and predictive modeling.</p>  |
| <p>Scott Eckardt, RPF<br/>Wildfire/Fire<br/>Protection Lead</p>           | <p>California State University,<br/>Long Beach<br/>MA, Geography<br/>California Polytechnic State<br/>University,<br/>San Luis Obispo<br/>BS, Forestry and Natural<br/>Resources Management<br/>RPF, No. 2835<br/>Certified Arborist,<br/>No. WE 5914A<br/>Association for Fire Ecology<br/>Certified Wildland Fire<br/>Professional</p> | <p>Scott Eckardt is a project manager and licensed forester with 20 years’ professional experience in the natural resource management field, specializing in forest resource and fire management issues in open-space and wildland–urban interface (WUI) areas throughout California. Mr. Eckardt’s project experience includes assessment and inventory of woodlands and forests; monitoring of woodland and forest resources on development sites; assessment of fire and fuel hazard conditions; WUI inspections for local fire departments; preparation of fire protection plans and community wildfire protection plans; GPS mapping; environmental monitoring; and preparation of assessment reports, oak woodland management, preservation plans, and CEQA technical documents. In addition, he routinely utilizes GIS data and aerial imagery in mapping, analysis of resource data, preparation of project plans, conducting project impact analyses, evaluating mitigation opportunities, and modeling fire behavior and wildfire hazard conditions.</p> |
| <p>Carolyn Groves<br/>Coastal Planning Lead</p>                           | <p>University of Miami<br/>MPS, Marine Conservation<br/>Duke University<br/>BS, Environmental Science</p>  | <p>Carolyn Groves is a coastal planner with 2 years’ experience specializing in planning and permitting, California Coastal Act compliance, CEQA/NEPA compliance, and local coastal program development and implementation. Ms. Groves works with clients to identify and mitigate environmental concerns, address climate change issues, and efficiently navigate the regulatory permitting process. Additionally, she is fluent in written and verbal Spanish.</p>   |

## 2. Description of Services/Scope of Work

Dudek understands that SSCSD has experienced frequent water-quality issues when sea water intrudes into the SSCSD's wellfield, and a limited water supply from the 50-year-old, 150,000-gallon underground water reservoir or tank. Those problems are exacerbated by the area's frequent dry spells and droughts (San Luis Obispo Tribune, December 3, 2019: "*San Simeon CSD has banned new water hookups for 31 years. This study could change that.*"). These challenges led to the approval of Ordinance No. 66 and reaffirmed in Ordinance No. 102 to establish a moratorium on water connections that has been in effect for 31 years. Given the SSCSD strong focus on environmental compliance, Dudek understands that the SSCSD objectives of this project include the following:

- Determine the project status as it relates to CEQA.
- Complete an Initial Study (IS).
- Perform and complete tasks determined necessary by the IS.
- Provide project services that may arise after CEQA filings.

Dudek has provided certain general project assumptions. Additional task assumptions are included in the respective task.

### General Project Assumptions

- In light of the COVID-19 health crisis, meetings are assumed to be virtual via Dudek's Zoom platform (or other SSCSD virtual platform). Meeting costs associated with a particular task are included in the total task hours.
- Deliverables (e.g., technical memorandum, figures, draft and final documents [IS]) will be provided in electronic format, either via a shared file server or via email. It is assumed that SSCSD will address document reproduction and distribution.
- Dudek's schedule assumptions are based on receipt of studies and report plans sufficient for environmental review.
- Dudek has assumed preparation of a CEQA IS; however, given the potential for growth-inducing impacts related to the availability of water, an environmental impact report (EIR) may be required for CEQA compliance. This scope of work does not include the cost for an EIR as the level of analysis will be dependent on the conclusions of the IS.
- SSCSD will provide the following:
  - Access to previous studies and field records;
  - Review and comment on Dudek's recommendations;
  - Access to the project-related facilities if needed;
  - SSCSD facilities for hosting meetings; and
  - General direction to Dudek.
- This scope excludes assistance for condition compliance, which would be subject to an additional scope and fee.

Dudek’s description of services/scope of work would include the following tasks:

### Task 1: Project Status Determination

As a first critical step, Dudek proposes a kickoff meeting with SSCSD staff to discuss the project and ensure alignment of objectives, goals, schedule, opportunities, and constraints. Ideally, SSCSD would make available any existing studies, reports, and evaluations related to the project through a data room or other digital method prior to the meeting so that Dudek can present additional data needs at the meeting. Otherwise, such data needs will be presented in a spreadsheet format to SSCSD within two (2) weeks after materials are made available to Dudek.

Dudek is unique in having a coastal planning team that dedicates 100% of their time to successfully navigating the California Coastal Act and Coastal Development Permit application requirements for a variety of projects and clients, including desalination plants and other coastal power plants. Dudek also has assisted other clients with the Central Coast Regional Water Quality Control Board NPDES and Clean Water Act 401 permits and the U.S. Army Corps of Engineers Nationwide Permit. Dudek’s coastal planning team would be closely involved in Task 1 to help assess the necessary Coastal Act permit process.

Guidance for the project status’ relationship to CEQA can be taken from Section 15064 of the CEQA Guidelines. Growth-inducing impacts can be a direct physical change in the environment and an indirect physical change “which is not immediately related to the project, but which is caused indirectly by the project” and may include a project that removes an obstacle to growth, such as the establishment of an essential public service. By removing the moratorium, and as noted in the San Luis Obispo Tribune article, the additional water availability may enable development that otherwise would be constrained by lack of water. As such, an assessment of the potential for additional physical growth within SSCSD boundaries would necessarily occur. A pending projects list would be developed in consultation with SSCSD and using any available cumulative project list maintained by San Luis Obispo County. A desktop level analysis of potential water demand for the pending projects list would be developed. The potential impacts of physical growth would be considered in Task 2, Initial Study.

#### Deliverables

- Data needs spreadsheet
- Cumulative project figure for pending projects within SSCSD boundaries
- Water demand estimate presented in a spreadsheet format

### Task 2: Initial Study

Dudek will prepare a project-level IS for the proposed project that is consistent with the procedural and substantive provisions of CEQA Guidelines Sections 15063 and 15072 and Appendices C and G. The IS will be prepared by Dudek’s technical experts based on the project description prepared by SSCSD with support from Dudek. The IS will include the following sections:

- Purpose and Need for Project
- Project Description/Project Details
- Environmental Setting
- Environmental Impact Assessment of the following resource areas:
  - Aesthetics
  - Agricultural Resources
  - Air Quality
  - Biological Resources
  - Mineral Resources
  - Noise
  - Population and Housing
  - Public Services

- Cultural Resources
- Geology, Soils, and Seismicity
- Hazards and Hazardous Materials
- Hydrology and Water Quality
- Land Use and Planning
- Energy
- Greenhouse Gas Emissions
- Mandatory Findings of Significance
- Recreation
- Transportation
- Utilities and Service Systems
- Cumulative Impacts
- Growth-Inducing Impacts
- Tribal Cultural Resources
- Wildfire

Certain resource areas are anticipated to require a greater level of analysis given their potential for environmental impacts. These sections are addressed in more detail below.

**Land Use.** The elimination of the water moratorium could potentially create the opportunity for additional development. The land use section will evaluate the San Luis Obispo County General Plan land use designations and zoning districts within the SSCSD boundary in relationship to potential land development proposals using information developed in Task 1. If water availability is determined to be an impediment to growth, the IS would note the potential impact.

*Dudek has prepared more than 2,800 CEQA/NEPA documents, none of which have been successfully challenged.*

**Hydrology and Water Quality.** Dudek will evaluate the hydrology and water quality impacts associated with project activities. Increased growth potential from the removal of the moratorium could potentially increase demand on ground and surface water. Dudek’s hydrology and water quality staff have prepared groundwater sustainability plans and evaluated surface water availability and would incorporate SSCSD data into the analysis.

The IS will summarize the results of any available technical studies and analyses made available to Dudek. The main purpose of the Administrative Draft IS will be to thoroughly and accurately analyze the environmental impacts of the proposed project. The document will be as free as possible of jargon so that the information it contains is accessible to SSCSD and the public. The methodology and criteria used for determining the impacts of the project will be clearly and explicitly described in the IS, including any assumptions, models, or modeling techniques used in the analysis.

Depending on the conclusions of the IS, a Notice of Preparation may be required. Dudek has budgeted for this activity.

**Deliverables**

- Administrative Draft IS
- Public Draft IS

**Assumptions**

- One (1) round of comments on the Administrative Draft IS
- One (1) round of comments on the Public Draft IS

At this time, tasks beyond the scope of the IS are not included due to the lack of detail available to adequately provide a scope of work and cost. Dudek will prepare a subsequent proposal and cost estimate to address these additional tasks.

### 3. Dudek's Standard Rate Sheet

**DUDEK  
2020 STANDARD SCHEDULE OF CHARGES**

**ENGINEERING SERVICES**

|  |             |
|--|-------------|
| Project Director.....                    | \$290.00/hr |
| Principal Engineer III.....              | \$270.00/hr |
| Principal Engineer II.....               | \$260.00/hr |
| Principal Engineer I.....                | \$250.00/hr |
| Program Manager.....                     | \$235.00/hr |
| Senior Project Manager.....              | \$235.00/hr |
| Project Manager.....                     | \$230.00/hr |
| Senior Engineer III.....                 | \$225.00/hr |
| Senior Engineer II.....                  | \$215.00/hr |
| Senior Engineer I.....                   | \$205.00/hr |
| Project Engineer IV/Technician IV.....   | \$195.00/hr |
| Project Engineer III/Technician III..... | \$185.00/hr |
| Project Engineer II/Technician II.....   | \$170.00/hr |
| Project Engineer I/Technician I.....     | \$155.00/hr |
| Senior Designer.....                     | \$175.00/hr |
| Designer.....                            | \$165.00/hr |
| Assistant Designer.....                  | \$160.00/hr |
| CADD Operator III.....                   | \$155.00/hr |
| CADD Operator II.....                    | \$145.00/hr |
| CADD Operator I.....                     | \$130.00/hr |
| CADD Drafter.....                        | \$120.00/hr |
| CADD Technician.....                     | \$110.00/hr |
| Project Coordinator.....                 | \$135.00/hr |
| Engineering Assistant.....               | \$115.00/hr |

**ENVIRONMENTAL SERVICES**

|                            |             |
|----------------------------|-------------|
| Project Director.....      | \$245.00/hr |
| Senior Specialist IV.....  | \$230.00/hr |
| Senior Specialist III..... | \$220.00/hr |
| Senior Specialist II.....  | \$200.00/hr |
| Senior Specialist I.....   | \$190.00/hr |
| Specialist V.....          | \$180.00/hr |
| Specialist IV.....         | \$170.00/hr |
| Specialist III.....        | \$160.00/hr |
| Specialist II.....         | \$145.00/hr |
| Specialist I.....          | \$130.00/hr |
| Analyst V.....             | \$120.00/hr |
| Analyst IV.....            | \$110.00/hr |
| Analyst III.....           | \$100.00/hr |
| Analyst II.....            | \$90.00/hr  |
| Analyst I.....             | \$80.00/hr  |
| Technician V.....          | \$100.00/hr |
| Technician IV.....         | \$90.00/hr  |
| Technician III.....        | \$80.00/hr  |
| Technician II.....         | \$70.00/hr  |
| Technician I.....          | \$60.00/hr  |
| Compliance Monitor.....    | \$95.00/hr  |

**DATA MANAGEMENT SERVICES**

|                         |             |
|-------------------------|-------------|
| GIS Programmer I.....   | \$185.00/hr |
| GIS Specialist IV.....  | \$160.00/hr |
| GIS Specialist III..... | \$150.00/hr |
| GIS Specialist II.....  | \$140.00/hr |
| GIS Specialist I.....   | \$130.00/hr |
| Data Analyst III.....   | \$100.00/hr |
| Data Analyst II.....    | \$90.00/hr  |
| Data Analyst I.....     | \$80.00/hr  |
| UAS Pilot.....          | \$100.00/hr |

**CONSTRUCTION MANAGEMENT SERVICES**

|                                     |             |
|-------------------------------------|-------------|
| Principal/Manager.....              | \$195.00/hr |
| Senior Construction Manager.....    | \$180.00/hr |
| Senior Project Manager.....         | \$165.00/hr |
| Construction Manager.....           | \$155.00/hr |
| Project Manager.....                | \$145.00/hr |
| Resident Engineer.....              | \$145.00/hr |
| Construction Engineer.....          | \$140.00/hr |
| On-site Owner's Representative..... | \$140.00/hr |
| Construction Inspector III.....     | \$130.00/hr |
| Construction Inspector II.....      | \$120.00/hr |
| Construction Inspector I.....       | \$110.00/hr |
| Prevailing Wage Inspector.....      | \$135.00/hr |

**HYDROGEOLOGY/HAZWASTE SERVICES**

|   |             |
|---|-------------|
| Project Director.....                     | \$285.00/hr |
| Principal Hydrogeologist/Engineer II..... | \$265.00/hr |
| Principal Hydrogeologist/Engineer I.....  | \$250.00/hr |
| Sr. Hydrogeologist IV/Engineer IV.....    | \$235.00/hr |
| Sr. Hydrogeologist III/Engineer III.....  | \$220.00/hr |
| Sr. Hydrogeologist II/Engineer II.....    | \$205.00/hr |
| Sr. Hydrogeologist I/Engineer I.....      | \$190.00/hr |
| Hydrogeologist VI/Engineer VI.....        | \$175.00/hr |
| Hydrogeologist V/Engineer V.....          | \$165.00/hr |
| Hydrogeologist IV/Engineer IV.....        | \$155.00/hr |
| Hydrogeologist III/Engineer III.....      | \$145.00/hr |
| Hydrogeologist II/Engineer II.....        | \$135.00/hr |
| Hydrogeologist I/Engineer I.....          | \$125.00/hr |
| Technician.....                           | \$100.00/hr |

**DISTRICT MANAGEMENT & OPERATIONS**

|                                       |             |
|---------------------------------------|-------------|
| District General Manager.....         | \$195.00/hr |
| District Engineer.....                | \$185.00/hr |
| Operations Manager.....               | \$160.00/hr |
| District Secretary/Accountant.....    | \$120.00/hr |
| Collections System Manager.....       | \$135.00/hr |
| Grade V Operator.....                 | \$125.00/hr |
| Grade IV Operator.....                | \$110.00/hr |
| Grade III Operator.....               | \$100.00/hr |
| Grade II Operator.....                | \$75.00/hr  |
| Grade I Operator.....                 | \$70.00/hr  |
| Operator in Training.....             | \$65.00/hr  |
| Collection Maintenance Worker II..... | \$75.00/hr  |
| Collection Maintenance Worker I.....  | \$65.00/hr  |

**CREATIVE SERVICES**

|                           |             |
|---------------------------|-------------|
| 3D Graphic Artist.....    | \$180.00/hr |
| Graphic Designer IV.....  | \$160.00/hr |
| Graphic Designer III..... | \$145.00/hr |
| Graphic Designer II.....  | \$130.00/hr |
| Graphic Designer I.....   | \$115.00/hr |

**PUBLICATIONS SERVICES**

|                                  |             |
|----------------------------------|-------------|
| Technical Editor III.....        | \$145.00/hr |
| Technical Editor II.....         | \$130.00/hr |
| Technical Editor I.....          | \$115.00/hr |
| Publications Specialist III..... | \$105.00/hr |
| Publications Specialist II.....  | \$95.00/hr  |
| Publications Specialist I.....   | \$85.00/hr  |
| Clerical Administration.....     | \$90.00/hr  |

**Forensic Engineering** – Court appearances, depositions, and interrogations as expert witness will be billed at 2.00 times normal rates

**Emergency and Holidays** – Minimum charge of two hours will be billed at 1.75 times the normal rate

**Material and Outside Services** – Subcontractors, rental of special equipment, special reproductions and blueprinting, outside data processing and computer services, etc., are charged at 1.15 times the direct cost.

**Travel Expenses** – Mileage at current IRS allowable rates. Per diem where overnight stay is involved is charged at cost

**Invoices, Late Charges** – All fees will be billed to Client monthly and shall be due and payable upon receipt. Invoices are delinquent if not paid within 30 days from the date of the invoice. Client agrees to pay a monthly late charge equal to 1% per month of the outstanding balance until paid in full.

**Annual Increases** – Unless identified otherwise, these standard rates will increase 3% annually.

The rates listed above assume prevailing wage rates does not apply. If this assumption is incorrect Dudek reserves the right to adjust its rates accordingly.



## C. References

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### San Miguel Community Services District

**Client:** Kelly Dodds, District Manager, 805.467.3388 ext. 206, kelly.dodds@sanmiguelcsd.org

**Dates:** 2020 to Present

Dudek is preparing technical studies and a mitigated negative declaration in support of the San Miguel Community Services District Wastewater Treatment Facility expansion. The district is expanding the wastewater treatment facility to address certain water quality requirements set forth by the Regional Water Quality Control Board. Anticipated completion date is end of 2020.

### Water Banking Program Initial Study and Negative Declaration

**Client:** Nick Turner, General Manager, Montecito Water District, 805.453.2078, nturner@montecitowater.com

**Dates:** 2017

The Montecito Water District purchased 4,500 acre-feet of groundwater storage capacity within the Stored Water Recovery Unit (SWRU) of the Semitropic Water Banking and Exchange Program. The project involved conjunctive use of surface and groundwater through iterative exchanges through the San Luis Reservoir and Semitropic SWRU and delivery through the existing state water delivery system. Dudek prepared an IS and ND for the project.



### Montecito Water District Emergency Technical Support

**Client:** Adam Kanold, Engineering Manager, Montecito Water District, 805.969.2271, akanold@montecitowater.com

**Dates:** 2018 to Present

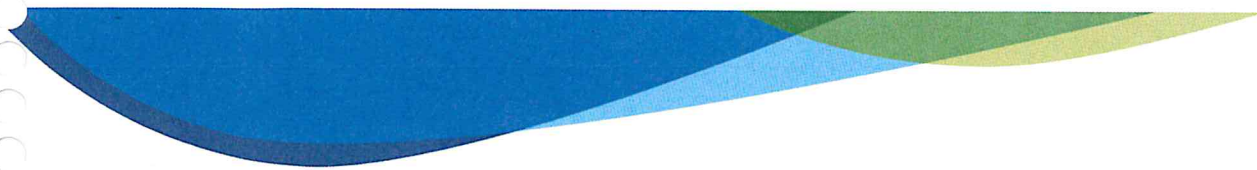
Dudek has performed multiple CEQA and NEPA planning and review services in support of various Montecito Water District projects. Commencing January 9, 2018, Dudek conducted emergency technical services, including cultural intensive ground survey and a site inventory, as well as emergency U.S. Fish and Wildlife consultation, Federal Emergency Management Agency (FEMA)/NEPA processing, and U.S. Army Corps of Engineers permitting in conformance with emergency permit applications related to Montecito Water District's repair of water pipes destroyed or damaged by the catastrophic mudslides. The purpose of the cultural investigation was to document cultural resources that may have been affected by the emergency repairs already completed and ongoing. The study tasks for this undertaking were carried out in a manner consistent with FEMA's regulatory responsibilities under Section 106 of the National Historic Preservation Act (36 CFR Part 800). Additional services include permit coordination support and services related to the issuance of permits from the following agencies: U.S. Army Corps of Engineers, Central Coast Regional Water Quality Control Board, and the California Department of Fish and Wildlife. Dudek was able to respond immediately (same day) to the District's request and was able to complete a full site inventory, field survey, and assessment letter report in conformance with emergency permit applications within five (5) business days. Most recently, Dudek completed an IS and Mitigated Negative Declaration documents for the District's Ocean View Avenue Waterline Repair project located within unincorporated Carpinteria.

## Santa Barbara Police Station Technical Studies (Cota Commuter Lot)

**Client:** Sarah Izah, City of Santa Barbara, Engineering Division, 805.564.5377, sizah@santabarbaraca.gov

**Dates:** 2019 to Present

Dudek is preparing technical studies and expertise to assist the Santa Barbara Police Station Project team in the development of the project design at the Cota Commuter Parking Lot (Cota Lot) with the ultimate goal of avoiding all significant impacts. The technical studies would further support the CEQA preliminary review/IS and decision on the type of CEQA documentation required for the police station building and parking structure. The City's Preliminary Environmental Review of the Cota Lot Alternative identified three potentially significant impacts to biological resources (58 trees), archaeological resources (historic resources), and noise. The remaining environmental impacts were considered less than significant or a less-than-significant impact, with standard measures. The city recognizes that the project design and CEQA review measure could further reduce the effects to air quality (GHG), energy consumption, and drainage/water quality (tier 3 stormwater management). Based on these findings, the city council selected the Cota Lot as the preferred site to continue with the design and environmental review. The city acknowledges that the conclusions of the preliminary environmental review may change due to the results of the technical studies requested by the City and proposed herein; however, Dudek will provide creative solutions to the project team to reduce impacts to the greatest extent feasible. Dudek is conducting the requested technical studies, and working collaboratively with the project team to further reduce any project impacts during the next phase of project design, and produce defensible technical reports to support the selected CEQA documentation and review, again, with the goal of avoiding significant impacts. The city has requested two phases of the work: Phase 1, studies to be conducted concurrent with design; and Phase 2, studies to be conducted after design is substantially complete.



# D. Confirmation of Business Organization

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**Firm Name:** Dudek  
**Business Address:** 605 Third Street  
Encinitas, California  
92024  
**Business License:** C1210012  
**Federal Tax ID:** 95-3873865  
**Phone:** 760.942.5147  
**Fax:** 760.632.0164

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## **BUSINESS ACTION ITEM STAFF REPORT**

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**Item 5.C. Discussion on Procedure to Fill the Vacancy on the San Simeon Community Services District Board Created by the Resignation of Director John Russell Direction to Staff to Post Notice of Vacancy pursuant to Gov't Code 1780; Schedule meeting at which candidates will be considered and the appointment made.**

Summary:

With the resignation of John Russell on October 14, 2020, the Board will need to make a decision to either hold elections, or appoint a new director. As in previous similar situations, holding an election for the replacement of one Board member would be a costly procedure for the District largely in part because the deadline has passed to add a candidate to the ballot for the November 3, 2020 election.

Staff is requesting the Board follow the appointment process to fill the vacant director position, and direct Staff to post notice of the vacancy. The notice of vacancy can also be mailed to members of the public who reside in San Simeon. The new Board member would be sworn in at the January 13, 2020 Board meeting or a special meeting could be scheduled to allow more.

Enc: Resignation letter from John Russell

OCT 14 2020

BY: CAM

It seems to me that the Board now has three significant issues to consider now and in the near future:

1. Lifting or altering the building moratorium
2. Finding a site for the new waste-water treatment plant
3. Deciding whether to extend the contract with Grace Environment Services or request proposals from other firms, or to change to the more common model of hiring our own general manager and the other required personnel.

All three issues must require considerable discussion by the board and the community. Unfortunately, I cannot participate in any discussions or votes for the first two, the moratorium and the site for our new waste-water plant. As the owner of 5 acres of which more than 2 acres are either clear or mostly clear, I have a clear conflict of interest between the community's and my own personal interests, and by law I must recuse myself from any and all discussions and votes for both issue.

I moved to San Simeon in January of 2004, and was elected to serve on the Board in November of that same year. Since then, of these 16 years, I have been on the Board for 11 ½ years.

Board meetings these days are very different from Board meetings during most of my years on the Board. The Board packet for today's meetings contains 131 pages.

*John K Russell*  
Oct. 14, 2020

OCT 14 2020

BY:

CAM

These days, it doesn't make sense to print out 131 pages. The better alternative is to email the agenda and attach the board packet, and for the Board members to move the packet to a laptop or iPad.

I am now over 83 years old, and to my great sorrow not as sharp and energetic as I once was. At my age, learning something new is really very difficult, and thus making notes or moving quickly around 131 pages in a computer seems to be beyond me.

It also seems to me that because the Board must tackle some big issues and I cannot participate, it would be best for me to leave the Board to make room for someone who hopefully will have the required interest and ability to contribute to the community as a Board member.

Therefore, I now announce that I am retiring as a Board member, effective immediately.

John K Russell  
Oct. 14, 2020