

**SAN JUAN WATER DISTRICT  
SPECIAL BOARD MEETING AGENDA  
9935 Auburn Folsom Road  
Granite Bay, CA 95746**

**August 19, 2020  
6:00 p.m.  
(just prior to the regular Board meeting)**

**This Board meeting will be conducted both in-person at the District's Boardroom at the address above, and via videoconference. Due to State guidelines on physical distancing in public gatherings, the Boardroom can accommodate a maximum of 10 members of the public at one time. The District recommends that members of the public participate in Board meetings via videoconference per the instructions below. Persons who do plan to attend the meeting in person are urged to contact the Board Secretary prior to the meeting. The contact information for the Board Secretary is:**

**Teri Grant  
(916) 791-6905  
tgrant@sjwd.org**

**For members of the public interested in viewing and having the ability to comment at the public meeting via GoToWebinar, an internet enabled computer equipped with a microphone and speaker or a mobile device with a data plan is required. There will be no call in line to the meeting so please make sure that your device provides audio for you, or plan to attend in person. To register to attend via videoconference, please use the following link:**

<https://attendee.gotowebinar.com/register/4060370406127309072>

[After registering, you will receive a confirmation email containing information about joining the webinar.](#)

**Your line will be muted. If you wish to make a public comment, you may use the "raise your hand" or "question" function to address the Board.**

**\*\*\*Important Notice: For any meetings that include a closed session, the webinar will be terminated when the Board adjourns into closed session. Members of the public who would like to receive the report out from closed session and time of adjournment from closed session into open session and adjournment of the meeting should provide a valid email address to the District's Board Secretary, Teri Grant, at: [tgrant@sjwd.org](mailto:tgrant@sjwd.org), before or during the meeting. No other business will be conducted after the Board adjourns from closed session into open session. Promptly after the meeting, the Secretary will email the written report to all persons timely requesting this information.**

**Whether attending via videoconference or in person, the public is invited to listen, observe, and provide comments during the meeting by any of the methods described above. The Board President will call for public comment on each agenda item at the appropriate time and all votes will be taken by roll call.**

The Board may take action on any item on the agenda, including items listed on the agenda as information items. The Board may add an item to the agenda (1) upon a determination by at least three Board members that an emergency situation exists, or (2) upon a determination by at least four Board members (or by three Board members if there are only three Board members present) that the need to take action became apparent after the agenda was posted.

The public may address the Board concerning an agenda item either before or during the Board's consideration of that agenda item. Public comment on items within the jurisdiction of the Board is welcome, subject to reasonable time limitations for each speaker. Upon request, agenda items may be moved up to accommodate those in attendance wishing to address that item. Please inform the General Manager if you have such a request to expedite an agenda item.

Documents and materials that are related to an open session agenda item that are provided to the District Board less than 72 hours prior to a regular meeting will be made available for public inspection and copying at the District office during normal District business hours.

If you are an individual with a disability and need assistance or accommodation to participate in this Board meeting, please call Teri Grant, Board Secretary, at 916-791-0115, or email Ms. Grant at [tgrant@sjwd.org](mailto:tgrant@sjwd.org).

***Please silence cell phones and refrain from side conversations during the meeting.***

**I. ROLL CALL**

**II. NEW BUSINESS**

1. Hinkle Reservoir Outage Planning Project – Operational Planning & Testing Services (W)

***Action: For authorization and approval of a professional services contract to Water Systems Consulting (WSC), Inc. for the Hinkle Reservoir Outage Planning Project – Operational Planning and Testing***

**III. ADJOURN**

**UPCOMING MEETING DATES**

Week of August 24<sup>th</sup> – 2<sup>nd</sup> Workshop TBD  
September 9, 2020 – Public Hearing #3  
September 23, 2020 – Regular Board Meeting  
October 14, 2020 – Public Hearing #4

I declare under penalty of perjury that the foregoing agenda for the August 19, 2020 special meeting of the Board of Directors of San Juan Water District was posted by August 18, 2020, on the outdoor bulletin boards at the District Office Building, 9935 Auburn Folsom Road, Granite Bay, California, and on the District's website at [sjwd.org](http://sjwd.org), and was freely accessible to the public.

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Teri Grant, Board Secretary

# STAFF REPORT

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To: Board of Directors

From: Tony Barela, PE  
Operations Manager

Date: August 19, 2020

Subject: Hinkle Reservoir Outage Operations Planning Project – Operational Planning and Testing

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## **Recommended Action**

Staff requests a Board motion to award a professional services contract to Water System Consulting (WSC), Inc. for engineering services related to the Hinkle Reservoir Outage Operations Planning Project – Operational Planning and Testing in the amount of \$89,510 and authorizing a total budget of \$98,500 (includes 10% contingency)

## **Background**

On June 26, 2019, the Board of Directors approved a contract with HDR Engineering, Inc. (HDR) to develop an operational plan for water treatment plant and Wholesale transmission operations during the replacement of the Hinkle Reservoir cover and liner currently scheduled for the winter of 2021/22. The project includes creating an updated Wholesale hydraulic model, determining what operational controls are needed to safely operate the system, and drafting operating procedures for use during the project.

The Project Manager, Jeff Lawrence, has left HDR and has moved to WSC. WSC was a Sub-Consultant to HDR, performing all of the hydraulic modeling for the project. Over the last year, the project Team has developed operational strategies, including the tanks currently being constructed at the District's main corp yard. The next phase of the project is putting the plans developed through the hydraulic model into physical operation. This next phase is heavily dependent on the knowledge of Mr. Lawrence and his team.

Although some of the work is included in the current contract with HDR, an amendment would be necessary to complete the project. The original contract did not anticipate extending to 2021/22 as the Hinkle Project was originally scheduled for Fall 2020. The additional effort includes the testing of the operational procedures which was not in the original HDR contract. I requested a proposal from both HDR and WSC for the remaining work. Not including any outstanding invoices, HDR currently has approximately \$67,600 remaining in their contract and they have estimated the need for an additional \$93,000 to complete the project, totaling \$160,600.

WSC also provided the District a proposal to complete the project. This includes all work not yet performed in the existing contract and the additional planning and testing to commission the project for operation. WSC estimates this effort to be \$89,510.

HDR has performed well throughout this project, however, to retain critical knowledge of the project and to save budget, Staff is recommending moving forward with WSC for the project completion. With this recommendation, HDR's contract will be cancelled upon delivery of the work items and documentation previously completed.

## **Budget Impact**

This budget is included in larger Hinkle Reservoir Outage Operational Planning Project budget for FY2020/21.