



**LINCOLN-SMD 1 WASTEWATER AUTHORITY
MEETING AGENDA**

Regular Meeting of the Board of Directors

Lincoln City Hall, Third Floor Council Chambers
600 Sixth Street, Lincoln, CA 95648

May 10, 2024, at 10:00 a.m.

The public may also observe and participate in the meeting via Zoom at the following videoconferencing link:

https://us06web.zoom.us/webinar/register/WN_L2bYfOdARYiQxL2vDwckAQ

Board of Directors

COUNTY OF PLACER

Jim Holmes, Chair
Shanti Landon

CITY OF LINCOLN

Holly Andreatta, Vice Chair
Dan Karleskint

General Manager and Secretary

George Barber

Legal Counsel

Wes Miliband

PRELIMINARY MATTERS

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. PUBLIC COMMENT ON NON-AGENDA ITEMS

Any member of the public wishing to address the Board of Directors regarding items not on the Agenda within the Authority's subject matter jurisdiction should do so at this time. With respect to items on the Agenda, the Board will receive public comments at the time the item is opened for discussions, prior to any vote or other Board action. A three-minute time limit is requested. Please complete a speaker card and submit it to the General Manager at the meeting.

ACTION CALENDAR

- 1. APPROVAL OF MINUTES – 04/12/24 Regular Meeting & 04/12/24 Special Meeting
- 2. CONSENT ITEMS
 - 2.1 None



3. GENERAL MANAGER'S REPORT AND UPDATE – A written and verbal report will be provided.
4. OPERATIONS REPORT AND UPDATE – A written and verbal report will be provided.
5. INDUSTRIAL PRETREATMENT PROGRAM – Consider approval to include in the West Yost 24-25 Contract an additional \$60,000 to complete the Industrial Pre Treatment Program for LiSWA. A written and verbal report will be provided.
6. STATUS OF CONTRACTUAL DISCUSSIONS BETWEEN LiSWA AND JACOBS FOR THE OPERATION, MAINTENANCE AND MANAGEMENT OF LiSWA's WASTEWATER TREATMENT AND RECLAMATION FACILITIES – A verbal report will be provided.
7. 2024/25 BUDGET PRESENTATION– Third presentation of the proposed 2024/25 budget for Board review and comment.
8. LEGAL REPORT – Counsel will provide a verbal report if relevant legislative, case, or related developments have occurred.
9. DIRECTOR'S COMMENTS
10. CLOSED SESSION MATTERS: CONVENE TO CLOSED SESSION FOR MATTER(S) LISTED ON THE AGENDA
 - 10.1 THREAT TO PUBLIC SERVICES OR FACILITIES pursuant to Gov. Code § 54957–(a)
Consultation with: George Barber, General Manager and Jennifer Brown, City of Lincoln Chief Innovation and Technology Officer
 - 10.2 Public Employee Evaluation
(Government Code § 54957(b)(1))
Title: General Manager and Board Secretary

ADJOURNMENT

THE FOLLOWING INFORMATION IS PROVIDED TO ASSIST WITH PUBLIC PARTICIPATION:

Americans with Disabilities Act (ADA): In compliance with the ADA, if you need special assistance to participate in this meeting or other services in conjunction with this meeting, please contact the Lincoln City Clerk's Office at (916) 434-2490. The meeting room is wheelchair accessible and disabled parking is available. Notification at least 24 hours prior to the meeting or time when services are needed will assist staff in assuring reasonable arrangements can be made to provide accessibility to the meeting or service.

Agenda Availability: The main posting location of the LiSWA Agenda is on the public kiosk outside the entrance of Lincoln City Hall, 600 6th Street, Lincoln, California. Agenda Packets are available for review at the Lincoln City Clerk's Office, 600 6th Street, Lincoln, California.



**LINCOLN-SMD 1 WASTEWATER AUTHORITY
MEETING MINUTES**

Regular Meeting of the Board of Directors

April 12, 2024, at 10:00 a.m.

Board of Directors

COUNTY OF PLACER

Jim Holmes, Chair
Shanti Landon

CITY OF LINCOLN

Holly Andreatta, Vice Chair
Dan Karleskint

General Manager and Secretary

George Barber

Legal Counsel

Wes Miliband

PRELIMINARY MATTERS

- A. CALL TO ORDER - *The meeting was called to order at 10:03 am.*
- B. PLEDGE OF ALLEGIANCE-*The pledge was led by Chair Holmes.*
- C. ROLL CALL

Jim Holmes, Chair

Holly Andreatta, Vice Chair

Dan Karleskint, Director

Shanti Landon, Director

Staff present:

George Barber, General Manager and Board Secretary

Wes Miliband, Legal Counsel

- D. PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no public comments on non-agenda items.

ACTION CALENDAR

- 1. APPROVAL OF MINUTES – 03/08/24 Regular Meeting

Motion to approve by Director Andreatta, Second by Director Landon, Approved 4-0.

- 2. CONSENT ITEMS

- 2.1 APPROVAL AND AUTHORIZATION TO MOVE THE AUTHORITY WEBSITE TO GHD DIGITAL FOR WEBSITE HOSTNG AND WEB CONTENT MANAGEMENT.



Director Karleskint asked to remove the item from consent for discussion. Director Karleskint expressed concern that the proposal did not include web content management. After discussion, Director Karleskint moved for the approval and authorization to move the Authority website to GHD Digital for website hosting, second by Director Landon, Approved 4-0.

3. **GENERAL MANAGER'S REPORT AND UPDATE** – A written and verbal report was provided discussing the operations contract process, an update on the appraisal process, the need for a Sewer Management Plan, and the Industrial Pretreatment Program. Direction was given to bring back the Industrial Pretreatment Program as an agenda item for consideration.
4. **OPERATIONS REPORT AND UPDATE** - A written and verbal report was provided by Gary Hengst, Chief Operator, Board questions were answered as he discussed projects and operations.
5. **OLD BUSINESS: WASTEWATER TREATMENT AND RECLAMATION FACILITY PLC REPLACEMENTS** - A written and verbal report was provided, updating the Board on new pricing and the successful pilot efforts. Motion to approve by Director Landon, second by Director Karleskint, Approved 4-0.
6. **CONSIDER THE CANCELLATION OF THE JULY 2024 BOARD MEETING AND SET A SPECIAL BOARD MEETING DATE** – After discussion of availability, a motion to cancel the regular July Board Meeting and set a special meeting for Monday, July 8, 2024 was made by Director Landon and a second by Director Andreatta and approved 4-0.
7. **WWTRF IMPROVEMENT PROJECT UV OPTIONS** – A written and verbal report was provided regarding the UV portion of the work for the upcoming WWTRF Improvement Project. It was moved by Director Landon and a second by Director Andreatta to direct the design engineer Stantec to plan for the replacement of the UV system with the same model and include walls as appropriate around the roof structure. The motion was approved 4-0.
8. **WASTE DISCHARGE REQUIREMENTS TENTATIVE ORDER, NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT CA0084476, FOR THE LiSWA WASTEWATER TREATMENT AND RECLAMATION FACILITY** – A verbal and written update was provided to the Board.
9. **CONSIDER ACCEPTING THE OPERATIONS CONTRACT AD HOC COMMITTEE RECOMMENDATION AND DIRECT STAFF AND LEGAL COUNSEL TO NEGOTIATE A FINAL CONTRACT FOR CONSIDERATION BY THE BOARD REGARDING THE OPERATION, MAINTENANCE AND MANAGEMENT OF LiSWA's WASTEWATER TREATMENT AND RECLAMATION FACILITIES** – Legal Counsel provided the following introduction:” Questions have arisen regarding this RFQ and its subsequent proposal process involving contractor licensing matters. We will be further investigating these issues when we proceed with negotiations but, in all events, a final contract will require applicable laws to be followed. To be clear, no contract is being awarded today. Further, no proposer has been deemed to date as unqualified. This process has and continues to be selection of a professional service provider to operate and maintain LiSWA's wastewater treatment and reclamation facility. Thank you”. Director Karleskint from the Board expressed appreciation for all of the proposer's efforts, recognized the ad hoc committee worked hard to review and discuss proposals, conduct interviews and formed a recommendation to the Board. He further discussed the various factors from expertise, staff synergy, cost proposals and the like lead the committee to recommend Jacobs be selected for staff to negotiate a contract with for the Board's review and potential approval at a later date. It was moved by Director Karleskint and a second by Director Andreatta



to direct staff to negotiate a contract for Board review and consideration. Motion was approved by 4-0 vote.

10. CONSIDER PROVIDING CONSENT TO TOTAL ENERGIES (THE POWER PURCHASE AGREEMENT HOLDER FOR LISWA) TO PARTICIPATE IN THE CALIFORNIA DEMAND SIDE GRID SUPPORT PROGRAM. – A written and verbal presentation was provided. After discussion and concerns regarding potential impacts to LiSWA, it was moved by Director Karleskint and seconded by Director Landon to provide conditional approval for consent, subject to satisfactory answers to follow up questions of the Board or staff. Motion was approved 4-0.
11. 2024/25 BUDGET PRESENTATION – Board provided input on the first presentation of the proposed 2024/25 budget and requested email updates at each iteration of the Budget.
12. LEGAL REPORT – Counsel had no report.
13. DIRECTOR'S COMMENTS – No comments.

The Board recessed the meeting for a Special Meeting of the Board of Directors at 11:24 am. The recess was ended at 11:27 am and the Board entered Closed Session.

14. CLOSED SESSION MATTERS: CONVENE TO CLOSED SESSION FOR MATTER(S) LISTED ON THE AGENDA
 - 14.1 THREAT TO PUBLIC SERVICES OR FACILITIES pursuant to Gov. Code § 54957 (a) Consultation with: George Barber, General Manager and Jennifer Brown, City of Lincoln Chief Innovation and Technology Officer
 - 14.2 Public Employee Evaluation
(Government Code § 54957(b)(1))
Title: General Manager and Board Secretary

The Board came out of closed session at 12:17 pm. Legal Counsel reported there was no reportable action.

ADJOURNMENT

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**LINCOLN-SMD 1 WASTEWATER AUTHORITY
MEETING MINUTES**

Special Meeting of the Board of Directors

April 12, 2024, at 11:00 a.m.

Board of Directors

COUNTY OF PLACER

Jim Holmes, Chair
Shanti Landon

CITY OF LINCOLN

Holly Andreatta, Vice Chair
Dan Karleskint

General Manager and Secretary

George Barber

Legal Counsel

Wes Miliband

PRELIMINARY MATTERS

- A. CALL TO ORDER - The meeting was called to order at 11:24 am.
- B. PLEDGE OF ALLEGIANCE- Completed during Regular Meeting.
- C. ROLL CALL

Jim Holmes, Chair

Holly Andreatta, Vice Chair

Dan Karleskint, Director

Shanti Landon, Director

Staff present:

George Barber, General Manager and Board Secretary

Wes Miliband, Legal Counsel

- D. PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no public comments on non-agenda items.

ACTION CALENDAR

- 1. CALIFORNIA SANITATION RISK MANAGEMENT AUTHORITY (CSRMA) – Consider joining CSRMA with potential approval of Resolution to join CSRMA. – A written and verbal report was provided. It was moved by Director Landon and a second was provided by Director Andreatta to approve Resolution No. 2024-03 approving and declaring LiSWA's intention to join the California Sanitation Risk Management Authority for the insurance need of LiSWA. The motion was approved by a roll call vote, 4-0.

ADJOURNMENT - The meeting was adjourned at 11:27 am.



Lincoln-SMD1 Wastewater Authority

Memorandum

To: Board of Directors
From: George Barber, General Manager
Date: 05/10/24 Regular Board Meeting

Agenda Item #3

SUBJECT: General Manager's Report

- I took some time off to celebrate a milestone birthday of my wife. I assisted with the negotiation process, answered critical emails, processed financial approvals, and worked on the budget while I was away.
- Lincoln Solar Star aka Totalenergies reached out to the state regarding the Demand Mitigation Program and its deadlines for enrolling. As I understand it, the April deadline was to be eligible for participating in May. You are able to enroll a site going forward but must enroll in the month prior to participation. I received no further questions to relay from the TAG. I sent an email on April 17th asking for further explanation on how they would make sure LiSWA is not harmed and our concerns that the shift in timing could require us to use more PGE the next day. I further asked for a better written description of how the system operates now and what would be done differently. I have not received a response.
- We were provided a wastewater Out-of-Service Agreement between the City, South Placer Municipal Utility District and Sierra College Partners from the City Attorney. We plan to work with all parties on an Assignment and Assumption Agreement similar to others that were developed in the establishment of LiSWA. We do not expect this needs to come to the Board for approval.
- The appraisers have provided the draft report and I have sent it out to City and County staff for review.
- I have been working with the Ad Hoc Committee for the Operations Contract and expect to bring a recommendation to the meeting. We made an additional request to the top two candidates, and we received their responses on April 4th. The Ad Hoc Committee will meet on April 10th. The top two candidates both spent a couple days at the WWTRF.
- LiSWA owns and operates the main sewer trunk line that leads to the WWTRF. I will be working to develop the Sewer System Management Plan.
- I have not yet resumed the development of the connection fee analysis, but I will work with the TAG and the Treasurer to seek input on the analysis when the WWTRU update work is complete.
- I am in regular communication with Gary about operations.

Item	Status	Working with	Notes- Green Complete Yellow New
Current Projects			
Reclaimed Water Cost Study			
Connection Fee Analysis	In process		Discussed w/ TAG, developing
Operations RFQ	In process		Selection process continues
Phase I Improvements	In process		Engineering in process
Website	In process		Moved to LiSWA.com while getting .gov approval
Financial			
Develop and Approve Budget	Completed	Lincoln Finance	Completed
Develop process for paying bills with Placer County Treasurer/Auditor	Completed	Placer	Paying Invoices and Billing
Set Charge per WWTRU	Completed	Lincoln/Placer	Approved
Transfer Funds to County	Completed	Lincoln /Placer	Completed
West Yost Billing approval process	Completed		Approved through County Process
Select Municipal Financial Advisor	Completed		Contract on Agenda
Obtain Insurance	Completed		Delivery of Information ongoing
Property Transfers			
Wastewater Treatment Plant	Completed	Lincoln Admin/County Counsel	
Conservation Easement	Completed	Lincoln Admin/County Counsel	Agreement executed
Vehicles	Completed	Lincoln PW	Received form, DMV next..
Business Property	Completed	Lincoln Admin	Inventory list and Bill of Sale
Equipment	Completed	Lincoln PW	Inventory list and Bill of Sale
Fixtures	Completed	Lincoln PW	Inventory list and Bill of Sale
Supplies	Completed	Lincoln PW	Inventory list and Bill of Sale
Operations Transfers			
Stantec Operations Agreement	Completed	Lincoln Admin	
Solar Star Power Purchase Agreement	Completed	Lincoln Admin/County Counsel	
Solar Star Site Lease Agreement	Completed	Lincoln Admin/County Counsel	
Machado Recycled Water Agreement	Completed	Lincoln Admin/County Counsel	
Farm Management of Effluent Disposal Lands Auburn Ravine Ranch	Completed	Lincoln Admin/County Counsel	

Western Placer Waste Management Authority Agreement	Completed	Lincoln Admin/County Counsel	
Radmall Lease	Completed	Lincoln Admin/County Counsel	
Utility Services	Completed	Lincoln Admin	
Alarm systems	Completed	Lincoln Admin/County Counsel	
NPDES Permit	Renewal Completed		
Ensure proper transfer of SMD1 duties	Completed	Stantec/Placer	
Other			
City of Lincoln Admin/IT and Public Works services	Completed		Approved by the Board
Logo, Letterhead, etc.	Completed		
Policies and Procedures			
Debt Management Policy	Completed		Approved
Establish WWTRU Policy	Completed	Lincoln/Placer	Approved

April 2024 WWTRF Operations Report

5-15-24

Highlights

- 169.921 Million Gallons (MG) of influent, 4.339 MG was sent to reclamation and 147.178 MG of effluent flow was sent to Auburn Ravine.
- Lance Gillming retired 4-4-24 after 15 years of excellent service as the Maintenance Supervisor. See Photo 1.
- April 17th a truck ran into the barricade around the pivot riser at the corner of Fiddymont and Athens. No damage to vital infrastructure.
- April 19th the Regional Water Quality Control Board adopted our new NPDES permit.
- April 24th New ethernet runs were installed on the lime silo.
- Irrigation season started on April 29th with flow to Warm Springs fields.

Compliance

- No Compliance Issues
- First Quarter WET testing results were passing after two consecutive retests were within permit limits.

Major Equipment Out of Service

Equipment	Failure Date	Redundancy	Problem	Solution	Estimated Repair Cost	Estimated Return to Service Date
Centrifuge #1 Blended Polymer Flow Meter	2/5/24	1 of 2	Erratic readings >20% error	Meters are on order	Reduced from \$65,000 to \$25,000	5-15-24
Centrifuge #1 Solids Feed Flow meter	2-27-24	1 of 2	Meter has failed	Meters are on order		5-15-24
Influent Pump 2B	4-5-24	1 of 6	Motor windings failed.	Motor will be rewound and the pump rebuilt	\$25,000	7-15-24
Filter Feed Pump #2	3-25-24	1 of 4	Motor windings are broken down. Fails in wet weather.	Replace motor and pump to increase capacity.	TBD	TBD



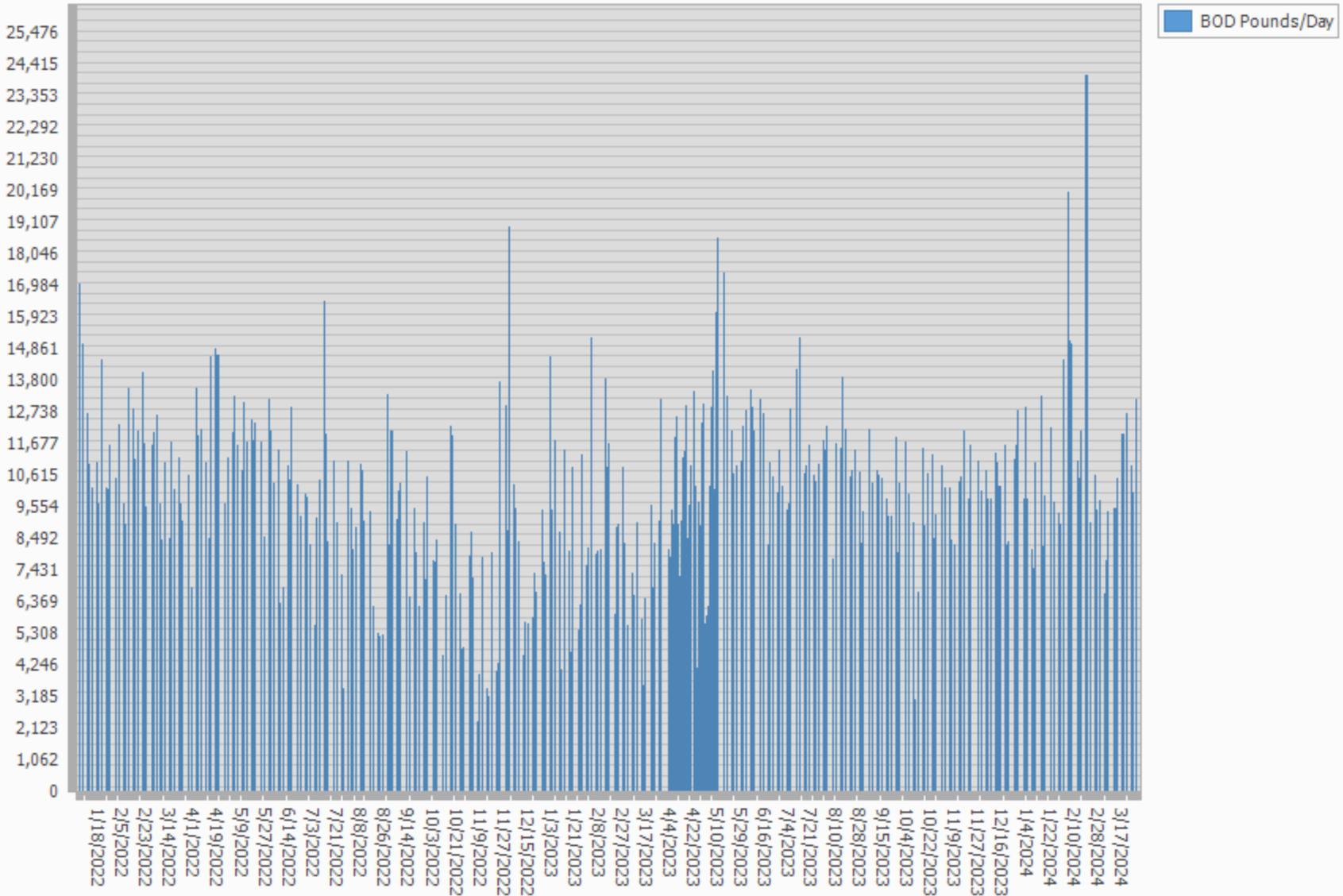
Photo 1.



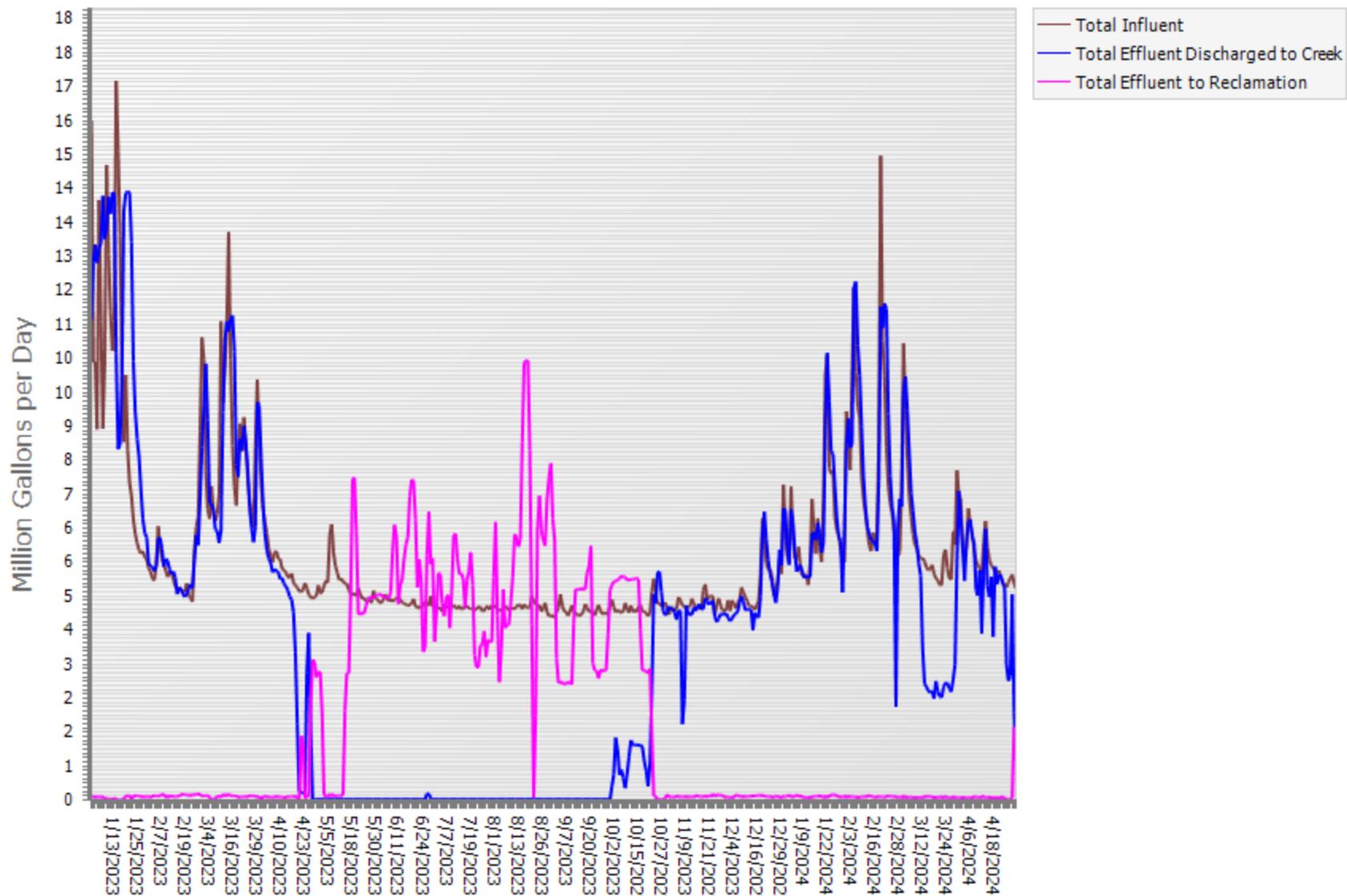
Photo 2.

LiSWA WWTRF Operation and Maintenance Budget FY 2023-2024 Report Month: March		Current Period			Project to Date				Project to Date Total Annual Budget			
Month: # 9	Actual	Budgeted	Variance	Actual	Budgeted	Variance	% Budget	Actual	Budgeted	Budget Remaining	% Budget	
DIRECT PERSONNEL (Stantec O&M Labor)												
Reg Labor Direct (223.000)	275213.50	249255.25	25958.25	2216654.50	2243297.25	-26642.75	99%	2216654.50	2991063.00	774408.50	74%	
Over Time (223.001)	1637.50	4166.67	-2529.17	20580.75	37500.00	-16919.25	55%	20580.75	50000.00	29419.25	41%	
Standby Pay (223.006)	2016.00	1975.00	41.00	18648.00	17775.00	873.00	105%	18648.00	23700.00	5052.00	79%	
R&R Labor(223.007)		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00		
DIRECT PERSONNEL (Stantec Labor)		0.00		0.00								
Groundwater Testing Labor (223.004)	28.90	916.67	-887.77	7966.40	8250.00	-283.60	97%	7966.40	11000.00	3033.60	72%	
Permit, Planning & Reporting Eng Services (223.003 & 223.003.1 & 223.003.2 & 223.003.3 & 223.003.4)	20399.50	8333.33	12066.17	90021.50	75000.00	15021.50	120%	90021.50	100000.00	9978.50	90%	
Sub Total	299,295.40	264,646.92	34,648.48	2,353,871.15	2,381,822.25	27,951.10	99%	2,353,871.15	3,175,763.00	821,891.85	74%	
WWTRF DIRECT EXPENSES												
Operating Supplies	439.24	1916.67	-1477.43	8562.84	17250.00	-8687.16	50%	8562.84	23000.00	14437.16	37%	
Maintenance Supplies	2047.91	2083.33	-35.42	15607.40	18750.00	-3142.60	83%	15607.40	25000.00	9392.60	62%	
Chemicals	39415.99	41666.67	-2250.68	490568.80	375000.00	115568.80	131%	490568.80	500000.00	9431.20	98%	
Laboratory Supplies	471.92	666.67	-194.75	5656.27	6000.00	-343.73	94%	5656.27	8000.00	2343.73	71%	
Outside Lab Services	4310.00	6666.67	-2356.67	41166.76	60000.00	-18833.24	69%	41166.76	80000.00	38833.24	51%	
Safety Supplies	637.22	416.67	220.55	6336.69	3750.00	2586.69	169%	6336.69	5000.00	-1336.69	127%	
Repair Parts	39692.23	20833.33	18858.90	170720.08	187500.00	-16779.92	91%	170720.08	250000.00	79279.92	68%	
Outside Services	13277.35	29166.67	-15889.32	329745.12	262500.00	67245.12	126%	329745.12	350000.00	20254.88	94%	
Equipment Rental-Outside	0.00	125.00	-125.00	4705.38	1125.00	3580.38	418%	4705.38	1500.00	-3205.38	314%	
Telephone	350.00	416.67	-66.67	3150.00	3750.00	-600.00	84%	3150.00	5000.00	1850.00	63%	
Postage & Freight	0.00	83.33	-83.33	419.99	750.00	-330.01	56%	419.99	1000.00	580.01	42%	
Vehicle Expense/Mileage	1470.96	125.00	1345.96	7558.33	1125.00	6433.33	672%	7558.33	1500.00	-6058.33	504%	
Utilities/Plant Diesel Fuel	0.00	666.67	-666.67	31853.05	6000.00	25853.05	531%	31853.05	8000.00	-23853.05	398%	
Uniform Expense	1441.40	1500.00	-58.60	14711.27	13500.00	1211.27	109%	14711.27	18000.00	3288.73	82%	
Tools	0.00	250.00	-250.00	419.13	2250.00	-1830.87	19%	419.13	3000.00	2580.87	14%	
Taxes & Licenses	950.00	750.00	200.00	1155.50	6750.00	-5594.50	17%	1155.50	9000.00	7844.50	13%	
Training	0.00	500.00	-500.00	0.00	4500.00	-4500.00	0%	0.00	6000.00	6000.00	0%	
Computer Expense	0.00	291.67	-291.67	-0.05	2625.00	-2625.05	0%	-0.05	3500.00	3500.05	0%	
Ground Water Monitoring	3160.00	1500.00	1660.00	10901.00	13500.00	-2599.00	81%	10901.00	18000.00	7099.00	61%	
Biosolids Disposal	77754.47	66666.67	11087.80	632318.84	600000.00	32318.84	105%	632318.84	800000.00	167681.16	79%	
Membership & Certificates	770.26	416.67	353.59	770.26	3750.00	-2979.74	21%	770.26	5000.00	4229.74	15%	
UV Maintenance	0.00	8333.33	-8333.33	52915.94	75000.00	-22084.06	71%	52915.94	100000.00	47084.06	53%	
R&R Outside Labor and Expenses (223.007)	25631.51	57083.33	-31451.82	420709.89	513750.00	-93040.11	82%	420709.89	685000.00	264290.11	61%	
Contingency	0.00	8333.33	-8333.33	1247.61	75000.00	-73752.39	2%	1247.61	100000.00	98752.39	1%	
Sub Total	211,820.46	250,458.33	-38,637.87	2,251,200.10	2,254,125.00	-2,924.90	100%	2,251,200.10	3,005,500.00	754,299.90	75%	
WWTRF Total	\$ 511,115.86	\$ 515,105.25	-3,989.39	\$ 4,605,071.25	\$ 4,635,947.25	-30,876.00	99%	\$ 4,605,071.25	\$ 6,181,263.00	\$ 1,576,191.75	75%	

WWTRF Influent BOD Pounds/Day



Total Treatment Plant Flow





Lincoln-SMD1 Wastewater Authority

Memorandum

To: Board of Directors
From: George Barber, General Manager
Date: 05/10/24 Regular Board Meeting
Agenda Item #5
SUBJECT: Industrial Pretreatment Program

As was discussed at the last meeting, The LISWA NPDES permit requires the development and implementation of an Industrial Pretreatment Program (“IPP”). The IPP requires the identification of Significant Industrial Users that are required to install pretreatment before discharging to the sewer collection system. The program monitors these dischargers, and an annual report is developed. West Yost has been conducting the program for both the City of Lincoln and Placer County. I reviewed this issue with the TAG and they support the idea that LiSWA should be handling this program moving forward.

While each entity will be responsible for enforcement and non-compliance as they were earlier, the attached proposal will provide the support necessary for the program. The attached proposal explains the efforts West Yost would perform.

Staff Recommendation:

“Accept the proposal and provide for the work in the 2024-25 agreement with West Yost as an additional task to be tracked separately.”



1001 Galaxy Way
Suite 310
Concord CA 94520

925.949.5800 phone
530.756.5991 fax
westyost.com

May 6, 2024

SENT VIA: EMAIL

Mr. George Barber
General Manager
Lincoln – Sewer Maintenance District 1 Wastewater Authority (LiSWA)

SUBJECT: Proposal for Engineering Services for LiSWA to Provide Industrial Pretreatment Program Services for FYs 24/25 through 26/27

Dear George:

The purpose of this letter proposal is to provide the Lincoln-Sewer Maintenance District 1 (LiSWA) with a proposed scope of services and budget for assisting LiSWA with Industrial Pretreatment Program (IPP) services for industrial dischargers to the Lincoln Wastewater Treatment and Reclamation Facility (WWTRF). You have requested scope and budget for providing these services over a three-year period from Fiscal Year (FY) 2024/2025 through FY 2026/2027. The scope for each FY would be similar. West Yost staff hours each FY would also be similar, but budgets would change with West Yost rate annual increases. Therefore, the scope for each FY is provided with a firm budget for FY 24/25 and budgetary estimates for the other FYs assuming certain West Yost rate increases. Firm budgets for the subsequent two FYs can be provided closer to the start of each FY.

West Yost has been providing similar IPP services separately to the member agencies City of Lincoln (City) and Placer County (County) for the respective service areas since 2021 and is separately contracted to provide services through the end of FY 23/24 in June 2024. With formation of LiSWA, there is an opportunity to provide these parallel services under one contract, which would realize some efficiencies, particularly with regard to project management, annual report preparation and internal project coordination.

PROJECT UNDERSTANDING

LiSWA owns the WWTRF that receives wastewater from the City's service area, as well as the County Sewer Maintenance District 1 (SMD 1) service area. Discharges from the WWTRF are permitted under Waste Discharge Requirements Order R5-2018-0081, NPDES No. CA0084476 (NPDES Permit), which was adopted by the Central Valley Regional Water Quality Control Board (Regional Board) in December 2018. At the time the NPDES Permit was adopted, the City was the sole owner of the WWTRF. The NPDES Permit requires the City to develop and implement an IPP.

The IPP currently includes three industrial dischargers defined as Significant Industrial Users (SIUs). One of the SIUs discharges to the City's collection system, and two discharge to the County's collection system. West Yost recently developed renewed discharge permits for these discharges, which have the following expiration dates:

- Kracon Aircraft (City's SIU) permit expires April 30, 2026
- Morgan Advanced Materials (County's SIU) permit expires March 30, 2029
- Recology Auburn Placer (County's SIU) permit expires February 28, 2029

A Pretreatment Manual for the IPP – last updated in April 2019 – documents the IPP requirements and responsibilities of City and County IPP staff. Currently, the City implements and enforces the IPP within the City’s service area, and the County implements and enforces the IPP within the County’s service area.

The following general services related to the IPPs of the City and SMD 1 have been provided under the prior separate contracts:

- Review/develop industrial discharger permits issued under the IPPs.
- Review quarterly and semi-annual Self-Monitoring Reports (SMRs) submitted by the existing SIUs and determine an updated compliance status each period.
- Recommend and coordinate enforcement actions against SIUs.
- Communicate with SIUs, as needed, to clarify IPP and industrial discharge permit requirements.
- Conduct required annual inspections of existing SIUs and conduct annual SIU sample collection and analysis.
- Prepare one annual IPP report each year that summarizes IPP activities for both the City and SMD 1 through the prior year.

The Kracon and Recology dischargers both have quarterly SMR requirements. Morgan has a semi-annual SMR requirement.

SCOPE OF SERVICES

For each Fiscal Year of contracted services, West Yost will perform the following key tasks:

- Task 1. Review Quarterly SMRs
- Task 2. Site Inspections and Sampling Coordination
- Task 3. Prepare Annual IPP Report
- Task 4. As-Needed IPP Support
- Task 5. Project Management

Task 1. Review Quarterly SMRs

For each Fiscal Year contracted, West Yost will review quarterly SMRs for Kracon and Recology and semi-annual SMRs for Morgan. Following our review of the SMRs, West Yost will prepare an email summarizing our findings and provide recommendations for any follow-on activities.

The level of effort needed to develop the recommendations cannot reasonably be determined at this time. The scope of service under this task will be limited to services that can be completed within the available budget. All work will be performed on a time and materials basis, and monthly invoices will detail the efforts and costs.

Task 1 Assumption

- A total of ten SMRs will be reviewed each Fiscal Year.

Task 1 Deliverables

- West Yost will prepare quarterly emails summarizing our findings and recommendations for each quarterly period.

Task 2. Site Inspections and Sampling Coordination

For each Fiscal Year contracted, West Yost will conduct the following efforts as part of this task:

- Coordinate scheduling of inspections and sampling for all three SIUs;
- Conduct inspection of SIUs accompanied by City or County staff, as applicable; and
- Prepare draft and final Inspection Reports for each SIU inspection (three reports).

Task 2 Assumptions

- Inspections and sample collection will be limited to the three existing SIUs.
- LiSWA and/or the City and County will contract separately for analysis of collected samples.

Task 2 Deliverables

- West Yost will prepare draft and final Annual SIU Inspection Reports in electronic (PDF) format.

Task 3. Prepare Annual IPP Report

For each Fiscal Year contracted, West Yost will prepare an Annual IPP Report covering IPP activities for the prior year. Annual reports must be submitted to the Regional Board by February 28 each year.

West Yost will prepare the annual reports in accordance with the NPDES Permit requirements. The report will describe IPP activities and monitoring during the respective previous year based on IPP information collected by West Yost and IPP staff with the City and County.

The report will include the following related to each year's IPP activities, consistent with the NPDES Permit:

- Summary of analytical results from influent, effluent and biosolids pretreatment monitoring conducted at the WWTRF during the year;
- Discussion of upset, interference or pass-through incidents at the WWTRF, which the LiSWA agencies and/or WWTRF operator knows, or suspects were caused by non-domestic dischargers to the WWTRF;
- List of SIUs and description of any changes to the SIU list;
- Characterization of each SIU's compliance status;
- Summary of SIU inspection and sampling activities;
- Brief description of any programs implemented to reduce pollutants, such as Fats, Oils and Grease, from non-domestic users that are not classified as SIUs;
- Brief description of any significant changes in the IPP operations from the previous year;
- Summary of the annual IPP budget; and
- Summary of public information activities.

We will prepare a draft Annual IPP Report for LiSWA and IPP staff review. We will prepare a final report that incorporates comments on the draft report.

This task will also include an annual meeting with LiSWA and IPP staff prior to completing the draft report to discuss IPP activities for the prior FY.

Task 3 Assumption

- The annual meeting will be conducted virtually (e.g. MS Teams).

Task 3 Deliverables

- West Yost will prepare draft and final Annual IPP Reports in electronic (PDF) format.

Task 4. As-Needed IPP Support

Assistance under this task may include, but is not necessarily limited to, the following services:

- Maintain IPP records and database;
- Communicate with LiSWA SIUs to clarify IPP and industrial discharge permit requirements;
- Recommend and coordinate enforcement actions against LiSWA SIUs;
- Prepare draft notifications for City and/or County publication in a local newspaper if discharge limit violations indicate Significant Noncompliance has occurred;
- Review water use records to determine demands from existing industrial users;
- Review commercial/industrial waste surveys prepared by existing or proposed commercial/industrial users and provide comments to City and/or County regarding issuance of a business license; and
- Develop industrial discharger permits for new LiSWA SIUs.

The specific work efforts and deliverables under this task cannot reasonably be determined at this time, so the associated fee estimate presented in this letter proposal is based on West Yost's knowledge of the City and County's current IPP activities. The scope of work under this task will be limited to work that can be completed within the available budget and schedule for each contracted Fiscal Year. All work will be performed on a time and materials basis, and monthly invoices will detail the efforts and costs. Depending on the level of effort required, a scope and budget amendment may be necessary in the future. If the estimated fee is not expended in the timeframe anticipated for this scope of work, it may also be directed toward the completion of other efforts.

Task 4 Assumptions

- Work completed under this task will be limited to the budget available.
- While West Yost will recommend and coordinate enforcement actions, the respective LiSWA agencies will be responsible for completing the needed enforcement actions. (To date, significant enforcement actions have only been needed for the one City SIU.)

Task 4 Deliverables

- West Yost will provide deliverables for this task are dependent on the effort required, which cannot be accurately estimated at this time. Therefore, West Yost will coordinate deliverables for this task with City staff when services under this task are required.

Task 5. Project Management

This task includes project management related activities, including project initiation, general project coordination, and development and review of project invoices. Under this task, brief descriptions of services performed will be developed and included with monthly invoices.

Task 5 Deliverables

- West Yost will prepare monthly invoices and descriptions of services performed in electronic (PDF) format.

PROJECT BUDGET

West Yost’s proposed budget for each of the FY 24/25 tasks is shown in Table 1. West Yost will perform the scope of services described above on a time-and-expenses basis, at the billing rates set forth in West Yost’s attached 2024 Billing Rate Schedule, with a not-to-exceed budget of \$59,500 for FY 24/25. Any additional services not included in this scope of services will be performed only after receiving written authorization and a corresponding budget augmentation.

Task	Estimated Budget, dollars
Task 1. Review Quarterly SMRs	3,900
Task 2. Site Inspections and Sampling Coordination	18,700
Task 3. Prepare Annual IPP Report	16,600
Task 4. As-Needed IPP Support	16,000
Task 5. Project Management	4,300
Total Project Budget	\$59,500

Budgetary estimates for the subsequent two FYs are as follows:

- FY 25/26: \$63,600
- FY 26/27: \$66,800

These budgetary estimates assume a five percent increase year-over-year in West Yost’s billing rates, as well as an additional two percent contingency. A more accurate assessment of the scope of services and budget for these future years can be provided near the end of the prior FY.

Thank you for providing West Yost the opportunity to be of continued service to LiSWA and the member agencies. We look forward to working with you on this important project. Please call if you have any questions or require additional information.

Sincerely,
WEST YOST



Charles Hardy, PE
Principal Engineer

Attachment A: West Yost’s 2024 Billing Rate Schedule

Attachment A

West Yost 2024 Billing Rate Schedule



2024 Billing Rate Schedule

(Effective January 1, 2024, through December 31, 2024)*

POSITIONS	LABOR CHARGES (DOLLARS PER HOUR)
ENGINEERING	
Principal/Vice President	\$355
Engineer/Scientist/Geologist Manager I / II	\$335 / \$351
Principal Engineer/Scientist/Geologist I / II	\$302 / \$322
Senior Engineer/Scientist/Geologist I / II	\$272 / \$286
Associate Engineer/Scientist/Geologist I / II	\$226 / \$243
Engineer/Scientist/Geologist I / II	\$176 / \$205
Engineering Aide	\$106
Field Monitoring Services	\$131
Administrative I / II / III / IV	\$97 / \$121 / \$145 / \$160
ENGINEERING TECHNOLOGY	
Engineering Tech Manager I / II	\$349 / \$351
Principal Tech Specialist I / II	\$320 / \$331
Senior Tech Specialist I / II	\$293 / \$306
Senior GIS Analyst	\$265
GIS Analyst	\$251
Technical Specialist I / II / III / IV	\$187 / \$213 / \$239 / \$267
Technical Analyst I / II	\$134 / \$160
Technical Analyst Intern	\$108
Cross-Connection Control Specialist I / II / III / IV	\$140 / \$151 / \$170 / \$189
CAD Manager	\$211
CAD Designer I / II	\$164 / \$185
CONSTRUCTION MANAGEMENT	
Senior Construction Manager	\$338
Construction Manager I / II / III / IV	\$201 / \$215 / \$228 / \$289
Resident Inspector (Prevailing Wage Groups 4 / 3 / 2 / 1)	\$181 / \$201 / \$224 / \$232
Apprentice Inspector	\$164
CM Administrative I / II	\$87 / \$118
Field Services	\$232

- Hourly rates include charges for technology and communication, such as general and CAD computer software, telephone calls, routine in-house copies/prints, postage, miscellaneous supplies, and other incidental project expenses.
- Outside services, such as vendor reproductions, prints, and shipping; major West Yost reproduction efforts; as well as engineering supplies, etc., will be billed at the actual cost plus 15%.
- The Federal Mileage Rate will be used for mileage charges and will be based on the Federal Mileage Rate applicable to when the mileage costs were incurred. Travel other than mileage will be billed at cost.
- Subconsultants will be billed at actual cost plus 10%.
- Expert witness services, research, technical review, analysis, preparation, and meetings will be billed at 150% of standard hourly rates. Expert witness testimony and depositions will be billed at 200% of standard hourly rates.
- A finance charge of 1.5% per month (an annual rate of 18%) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.

* This schedule is updated annually

2024 Billing Rate Schedule

(Effective January 1, 2024, through December 31, 2024)*

Equipment Charges

EQUIPMENT	BILLING RATES
2" Purge Pump & Control Box	\$300 / day
Aquacalc / Pygmy or AA Flow Meter	\$28 / day
Emergency SCADA System	\$35 / day
Field Vehicles (Groundwater)	\$1.02 / mile
Gas Detector	\$80 / day
Generator	\$60 / day
Hydrant Pressure Gauge	\$10 / day
Hydrant Pressure Recorder, Impulse (Transient)	\$55 / day
Hydrant Pressure Recorder, Standard	\$40 / day
Low Flow Pump Back Pack	\$135 / day
Low Flow Pump Controller	\$200 / day
Powers Water Level Meter	\$32 / day
Precision Water Level Meter 300ft	\$30 / day
Precision Water Level Meter 500ft	\$40 / day
Precision Water Level Meter 700ft	\$45 / day
QED Sample Pro Bladder Pump	\$65 / day
Storage Tank	\$20 / day
Sump Pump	\$24 / day
Transducer Communications Cable	\$10 / day
Transducer Components (per installation)	\$23 / day
Trimble GPS – Geo 7x	\$220 / day
Tube Length Counter	\$22 / day
Turbidity Meter	\$30 / day
Turbidity Meter (2100Q Portable)	\$35 / day
Vehicle (Construction Management)	\$10 / hour
Water Flow Probe Meter	\$20 / day
Water Quality Meter	\$50 / day
Water Quality Multimeter	\$185 / day
Well Sounder	\$30 / day



Lincoln-SMD1 Wastewater Authority

Memorandum

To: Board of Directors
From: George Barber, General Manager
Date: 05/10/24 Regular Board Meeting
Agenda Item #7
SUBJECT: 2024/25 BUDGET PRESENTATION

Attached is the 2024/25 Budget for your review and input. The latest version of the draft budget incorporates comments and information from City and County staff. Since the new operations contract is yet to be ready for Board consideration, this item is still for review and comment. I anticipate bringing the budget for approval at the special meeting where the operations contract will be considered.

Staff Recommendation:

Review and provide input.

LiSWA FYE 2025 BUDGET- DRAFT									
		Estimated	Final	Proposed					
ASSUMPTIONS		FY Amount	Budget	Budget	Projected	Projected	Projected	Projected	Projected
3% increase annually		2023-24	2023-24	2024-25	2025-2026	2026-27	2027-28	2028-29	2029-30
EXPENDITURES	Notes	FY Amount	Budget	Budget	Projected	Projected	Projected	Projected	Projected
		FYE 2024	FYE 2024	FYE 2025	FYE 2026	FYE 2027	FYE 2028	FYE 2029	FYE 2030
COMMUNICATION	Web Hosting	16,000	12,000	2,000	2,060	2,122	2,185	2,251	2,319
INSURANCE		335,000	330,000	275,000	283,250	291,748	300,500	309,515	318,800
FLEET MAINTENANCE		20,000	20,000	20,000	20,600	21,218	21,855	22,510	23,185
MEMBERSHIP DUES		1,000	1,000	1,000	1,030	1,061	1,093	1,126	1,159
CONSULTANT SERVICES									
GM Services - West Yost Full Year (Assumes including Industrial Pre-Treatment Program)		485,000	531,000	575,000	592,250	610,018	628,318	647,168	666,583
Accounting/Audit- Placer County	Placer County Controller Assistance and Audit	5,000	50,000	100,000	77,250	79,568	81,955	84,413	86,946
IT Consulting Services Contract	IT assistance not provided by contractor			120,000					
Sonitrol		20,000	20,000	20,000	20,600	21,218	21,855	22,510	23,185
LEGAL FEES - Atkinson, Andleson, Loya, Ruud & Romo		-	100,000	100,000	103,000	106,090	109,273	112,551	115,927
TECHNICAL SERVICES			100,000	160,000	164,800	169,744	174,836	180,081	185,484
Operations Contract (one Month Stantec, 11 Months New Contractor)		5,400,000	5,496,263	5,661,151	5,830,986	6,005,915	6,186,093	6,371,675	6,562,826
Engineering		100,000	100,000	100,000	103,000	106,090	109,273	112,551	115,927
City Of Lincoln IT and Public Works Services		70,000	100,000	100,000	103,000	106,090	109,273	112,551	115,927
RENTS AND LEASES - PROPERTY		57,400	57,400	64,000	65,920	67,898	69,935	72,033	74,194
Western Placer Waste Management Authority									
LiSWA Board members (\$200/member/mtg/mo)	Budget for Full Board	-	9,600	9,600	9,888	10,185	10,490	10,805	11,129
ADVERTISING/OUTREACH	Community Information	7,500	7,500	7,500	7,725	7,957	8,195	8,441	8,695
UTILITIES (Includes PGE and Solar)		1,691,000	1,745,000	1,797,350	1,851,271	1,906,809	1,964,013	2,022,933	2,083,621
PG&E									
City of Lincoln Water									
Total Energies - Lincoln Solar Star				12,000	14,000	16,000	16,500	16,995	17,505
City of Lincoln - Solid Waste									
Cyber security/VPN		10,000	10,500	10,500	10,815	11,139	11,474	11,818	12,172
REGULATORY FEES		85,000	90,000	90,000	92,700	95,481	98,345	101,296	104,335
TOTAL O & M EXPENDITURES-----		8,302,900	\$ 8,780,263	\$ 9,225,101	9,354,144	9,636,348	9,925,459	10,223,223	10,529,919
CAPITAL PROJECTS		600,000	785,000	930,000	500,000	500,000	500,000	500,000	500,000
Investment Advisor and Bond Counsel									
Stantec Design Engineering & Project cost \$35 million borrowing		475,000		2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
DEBT (Phase 1 & 2, Scenario 1)		-	-	-	-	-	-	-	-
DEBT PGE Loan		86,300	205,200	205,200	205,200	205,200	205,200	205,200	205,200
TOTAL CAPITAL/DEBT EXPENDITURES-----		\$ 1,161,300	\$ 990,200	\$ 3,635,200	\$ 3,205,200				
ESTIMATED REVENUES-----									
BILLING TO PARTNERS									
WWTRU Estimated Growth					1850	2775	3625	4475	5325
WWTRU Estimate			30,532	31,200	33,050	35,825	39,450	43,925	49,250
Operations Charge per WWTRU			23.47	\$ 24.18	\$ 24.90	\$ 25.65	\$ 25.65	\$ 25.65	\$ 25.62
Capital/Debt Charge per WWTRU			11.09	\$ 11.42	\$ 11.77	\$ 12.12	\$ 12.12	\$ 12.12	\$ 12.12
Operations Charge			\$ 8,599,032	\$ 9,052,992	\$ 9,875,340	\$ 11,026,935	\$ 12,142,710	\$ 13,520,115	\$ 15,141,420
Capital/Debt Charge			\$ 4,063,199	\$ 4,275,648	\$ 4,667,982	\$ 5,210,388	\$ 5,737,608	\$ 6,388,452	\$ 7,162,920
OTHER									
Reclaimed Water Charges									
Agriculture Rents				\$ 101,090.00	\$ 101,090.00	\$ 101,090.00	\$ 101,090.00	\$ 101,090.00	\$ 101,090.00
TOTAL REVENUES-----			\$ 12,662,231	\$ 13,429,730	\$ 14,644,412	\$ 16,338,413	\$ 17,981,408	\$ 20,009,657	\$ 22,405,430
Projected Operational Balance-----			\$ (181,231)	\$ (71,019)	\$ 622,286	\$ 1,491,677	\$ 2,318,341	\$ 3,397,982	\$ 4,712,591
Projected Capital/Debt Balance-----			\$ 3,072,999	\$ 640,448	\$ 1,462,782	\$ 2,005,188	\$ 2,532,408	\$ 3,183,252	\$ 3,957,720