

# Staff Report

for the Administrative Practices Committee meeting of September 1, 2020

**TO:** Board of Directors

**FROM:** Adrian Schneider, P.E., Senior Engineer  
Doug Roderick, P.E., Interim Engineering Manager

**DATE:** August 25, 2020

**SUBJECT:** Greenhorn Sediment Removal at Rollins Reservoir  
Approval of Task Order 5 (FATR #8515)

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## ***ENGINEERING***

### **RECOMMENDATION:**

Discuss Task Order 5 in the amount of \$11,834 for Janelle Nolan & Associates and advance a recommendation to the Board of Directors as appropriate.

### **BACKGROUND:**

The Greenhorn Sediment Removal at Rollins Reservoir (Project) includes the removal of sediment from the Greenhorn Arm of Rollins Reservoir. Due to the annual migration of aggregate from Greenhorn Creek into the project site, the Project will be ongoing with the ultimate goal of maintaining water storage capacity in Rollins Reservoir and regain recreation opportunities in the area.

In December 2016, the District contracted with Janelle Nolan & Associates (JNA) to create and submit an Environmental Impact Report (EIR) for the Project (Task Order 1). In February 2019, Task Order 2 was added to update the Draft EIR to follow the changes in the California Environmental Quality Act (CEQA) regulations.

Task Order 3 was approved in June 2019, to include a biological survey for special-status plants. In November 2019, Task Order 4 was approved to obtain permits for core sampling of the sediment.

Task Order 4 included obtaining permits for soil sampling to take place no earlier than August of this year. The soil sampling is to obtain sediment gradation data (size/percentage of sediment particles). The data can be used in future requests for quotes from contractors that may remove and process the sediment.

Proposed Task Order 5 is for the completion of pre-construction surveys and environmental training required by Measures BIO-2, BIO-3, BIO-4, and BIO-5 of the District's "Notification of Lake or Streambed Alteration" submitted to the California Department of Fish and Wildlife (CDFW) on March 9, 2020, and Measures 2.17, 2.4, 2.6, 2.7, 2.9, and 2.10 of the Lake or Streambed Alteration Agreement (LSAA) issued by CDFW.

NID Measure BIO-2 and CDFW Measure 2.4 require the District to submit the qualifications of a Designated Biologist to implement surveys and other biological measures to CDFW, at least ten days before initiation of the Project. JNA-Consulting will coordinate with the CDFW to obtain approval of the Designated Biologist for the Project.

Task Order	Date	Amount	Cumulative	Percent	Description
1	12/20/16	\$ 240,150	\$ 240,150	0	EIR Original Scope of Work
2	02/21/19	\$ 38,617	\$ 278,767	16.08%	Updating DEIR due to CEQA changes
3	06/26/19	\$ 7,096	\$ 285,863	19.03%	Adding Special Status Plant Surveys
4	11/05/19	\$ 8,971	\$ 294,834	22.78%	Core Sampling of Sediment - Permitting
5	08/17/20	\$ 11,834	\$ 306,668	27.70%	Requirements of LSAA

Per Procurement Policy 3080, Section 3080.6 G-4. (Purchase Process & Authority Levels) the total cumulative change orders with Task Order 5 exceeds 25% of the original contract amount, and is therefore a Level III change order that must be approved by the Board. Staff is bringing this item to the committee to highlight the language in Policy 3080.6. Staff's understanding that the intent of this section is to have varying levels of authority for the General Manager, the Administrative Practices Committee and the Board. However, as it is currently written, the General Manager and Administrative Practices Committee have the same authority for all contracts under \$1,200,000. Staff will be bringing this policy section 3080.6 G back to the Administrative Practices Committee in the near future be reviewed for clarity and revised as appropriate.

This project directly relates to Strategic Goal 4 of the Strategic Plan to strengthen reliability of the District's facilities.

Staff is requesting that the Administrative Practices Committee advance a recommendation to the Board to approve Task Order 5 for JNA in the amount of \$11,834.

**BUDGETARY IMPACT:**

The current budget for the Sediment Removal Program (10151-52914) is \$1,194,794. After this Task Order, the remaining balance will be \$1,182,960.

DR/AS