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May 24, 2017

Genie McNaughton  
Land Stewardship Committee  
Advisory to the Bolinas Community PUD  
geniemcnaughton@gmail.com

**RE: Proposed Scope of Work for Bolinas Erosion Assessment**

Dear Ms. McNaughton:

Thank you for contacting Balance Hydrologics (Balance) regarding assistance with erosion issues on the PUD parcel of land in Bolinas. You have asked us to present a scope of work to advise you, your committee, and the PUD on potential runoff reduction and/or erosion control avenues to pursue related to an existing unpaved bike path in Bolinas.

***Proposed scope of work***

Based on our phone conversation, we have developed a small scope of work of to provide a short consultation. Our staff would join you and others on your committee for a field meeting at the project site to view the erosion problem, brainstorm potential solutions. We expect this meeting to cover about a half-day. In addition, Balance would follow up with a short memorandum (approximately two pages) that would outline potential avenues to pursue for controlling runoff or otherwise reducing erosion at the site. We understand that one option that you are considering is hardening the path, and the memo would consider (at least in part) the potential benefits and drawbacks of that approach.

***Budget***

The anticipated budget for the tasks described above is \$2,400. If you would like us to conduct additional work after completion of the memo, we will scope those tasks separately.

***Schedule***

We would expect to schedule the field meeting on Friday, June 2, and would plan to complete the follow-up memorandum within two weeks of the field meeting.

***Assumptions***

The budget estimate above is based on the following assumptions:

- The above budget assumes a total of 6 hours for the field meeting (including travel time and mileage). We have included approximately one work day as follow-up to prepare the memo, and expect to present it as a final version. If there are follow-up questions or

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other items you would like us to address, we could provide these services under as separate scope.

- Due to the limited scope of this project, we would provide the services described above simply as a resource for your committee and the PUD. The scope does not include design services, hydrologic analysis or other calculations, or other detailed studies. Balance makes no guarantees that our services will lead to a satisfactory solution for erosion control.

### ***Proposed Project Team***

Depending on availability at the time of the scheduled field meeting, the proposed work would be conducted either by Zan Rubin or Krycia Skorko, both out of our Berkeley, California office. Mr. Rubin and Ms. Skorko are both Geomorphologist/Hydrologists, with experience in assessment hydrologic runoff control and erosion assessment.

### ***Closing***

Thank you again for requesting this proposed scope of work. We welcome the opportunity to meet with you to discuss your ongoing erosion problems and hope that we can provide resources toward a successful solution.

Please do not hesitate to contact Balance if you have any questions or comments related to this scope or the work approach suggested.

Sincerely,

BALANCE HYDROLOGICS, Inc.



Scott Brown, P.G.  
Senior Hydrologist / Geologist