

BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT

FIRST QUARTERLY PROGRESS REPORT

May 1, 2022 – July 31, 2022

Bolinas Well Treatment Drought Relief Project

DWR Grant Agreement No. 4600015472

Submitted on December 18, 2023



PROJECT STATUS

This First Quarterly Progress Report for the Bolinas Well Treatment Drought Relief Project (the “Project”) covers work performed during the time period beginning May 1, 2022 through July 31, 2022.

PROJECT INFORMATION

- *Legal Matters*

N/A

- *Engineering Evaluations*

Prior to the period covered by this First Quarterly Progress Report, the civil engineering and hydrogeologic evaluations and reports for the Project were completed by the district’s consulting engineer, Allan Richards of Stetson Engineers and the district’s consulting hydrogeologist, Robert M. Gailey, as part of the Bolinas Community Public Utility District (“BCPUD”)’s Water Supply Permit Amendment Applications submitted to the State Water Resources Control Board (“SWRCB”)’s Division of Drinking Water (“DDW”) on August 20, 2021 to request permission to add two existing groundwater wells (the Resource Recovery Well and the Wharf Road Well) as emergency sources of water supply to the BCPUD’s water system in response to then on-going drought (the “Project”).

No additional engineering evaluations were conducted during the period covered by this First Quarterly Progress Report.

- *Environmental Matters*

Prior to the period covered by this First Quarterly Progress Report, the BCPUD filed CEQA Notices of Exemption for the Project (June 9, 2021); copies of the stamped and posted Notices of Exemption are available upon request.

No additional environmental matters arose during the period covered by this First Quarterly Progress Report.

Subsequent to the period covered by this First Quarterly Progress Report, the BCPUD engaged WRA Environmental Consultants (June 7, 2023) to determine the applicable requirements (including any environmental requirements) for, and submit to the Marin County Community Development Agency, coastal development permits for the Project.

- *Status of permits, easements, rights-of-way, right of entry, and approvals as may be required by other State, federal and/or local agencies*

During the period covered by this First Quarterly Progress Report, the SWRCB's DDW (District 25) approved the full Project on July 20, 2022. (Please see the next bullet point of this report for a more detailed explanation.) Finalization of the BCPUD's water supply permit amendment application will occur after installation of the Project.

Subsequent to the period covered by this First Quarterly Progress Report, the district will submit coastal development permit applications for the installation of the Project to the County's Community Development Agency (the anticipated submittal date is no later than December 29, 2023).

- *Major accomplishments during the quarter (i.e., tasks completed, milestones met, meetings held or attended, press releases, etc.)*

During the period covered by this First Quarterly Progress Report:

On May 17, 2022, the BCPUD, its consulting engineer, Allan Richards, and its consulting hydrogeologist, Rob Gailey, met on-site with SWRCB's DDW staff (District 25) to discuss concerns raised by the DDW staff about the proposed conversion of the existing Resource Recovery Well (constructed as an irrigation well) to a drinking water well. *(Please note: DWR originally did not include the Resource Recovery Well in the BCPUD's approved scope of grant funding due to DDW concerns).*

On May 23, 2022, the BCPUD, its consulting engineer, Allan Richards, and its consulting hydrogeologist, Rob Gailey, participated in a remote meeting with DDW staff to further discuss DDW staff concerns about the Resource Recovery Well.

On July 20, 2022, the SWRCB's DDW staff approved the full Project and advised DWR that its concerns about including the Resource Recovery Well in the scope of the Project had been resolved.

On July 29, 2022, the BCPUD submitted a request for a funding increase to DWR (Project Manager Kenneth Karcher and Senior Engineer Kandasamy Naventhan) seeking to include the costs to connect the Resource Recovery Well to the BCPUD's water system in the Funding Agreement.

Subsequent to the period covered by this First Quarterly Progress Report, as will be detailed in subsequent Quarterly Progress Reports, DWR approved the BCPUD's request for a funding increase to include the costs to connect the Resource Recovery Well to the BCPUD's water system in the DWR Funding Agreement. The Funding Agreement between DWR and the BCPUD was executed on September 18, 2023.

- *Issues/concerns that have, will or could affect the schedule or budget, with a recommendation on how to correct the matter*

During the period covered by this First Quarterly Progress Report, it became apparent that the cost of the Project will be higher than originally budgeted due to the additional engineering and hydrogeology consulting work needed to address concerns raised by the SWRCB's DDW staff concerning the proposed conversion of the existing Resource Recovery Well (constructed as an irrigation well) to a drinking water well *(please see detailed explanation above)*.

Subsequent to the period covered by this First Quarterly Progress Report, the BCPUD was advised by the County of Marin's Community Development Agency on March 23, 2023 that coastal developments permits are required for the Project. As a result, additional engineering, hydrogeology and environmental consulting costs above those budgeted have been incurred by the BCPUD for this purpose. The BCPUD has paid for these costs in the interest of minimizing delays to the original Project Schedule. The BCPUD is evaluating the additional costs incurred and whether to submit a Funding Agreement Amendment request to DWR.

- *Describe differences between the work performed and the work outlined in the Overall Work Plan, including change orders*

N/A

- *Demonstrate financial ability to pay local cost share of Eligible Project Costs required to complete the Project*

As detailed in the BCPUD's grant application to DWR's Small Communities Drought Relief Program, the local cost share for the Project is \$91,400 and this reflects consulting costs (engineering and hydrogeology), equipment costs and BCPUD's labor/administrative costs already incurred and paid by the BCPUD as of November 30, 2021.

- *Estimate the percentage completion of the overall project*

As of July 31, 2022, at the end of the period covered by this First Quarterly Progress Report, the project was estimated to be 5% complete.

- *Identify key issues to that need to be resolved*

As noted above, the BCPUD has engaged WRA Environmental Consultants to determine the requirements for and submit coastal development permits to Marin County's Community Development Agency for the Project.

- *Photos documenting progress*

N/A

COST INFORMATION

- *Provide a list showing all project costs incurred during the time period covered by the report by the Grantee and each contractor working on the Project and which of these costs are Eligible Project Costs*

The Project costs incurred by the district's consulting engineer, Allan Richards of Stetson Engineers, during the period covered by this First Quarterly Progress Report total \$2,666.25; all of these costs are Eligible Project Costs.

The Project costs incurred by the district's consulting hydrogeologist, Rob Gailey, during the period covered by this First Quarterly Progress Report total \$3,996.15; all of these costs are Eligible Project Costs.

With regard to Project costs incurred by BCPUD staff during the period covered by this First Quarterly Progress Report, those costs are estimated to be approximately \$2,000.00; all of these

costs are Eligible Project Costs. Detailed cost estimates will be prepared and submitted at later date in connection with the BCPUD's first request for reimbursement.

- *A discussion on how the actual budget is progressing in comparison to the project budget included in the Overall Work Plan*

Please see the response above under Project Information, sixth bullet point, and the response below under Schedule Information, first bullet point.

- *A list of any changes approved to the budget in accordance with the Funding Agreement and a revised budget, by task, if changed from latest budget in the Overall Work Plan.*

N/A. No changes to the Project budget have been approved by DWR as of the date of this First Quarterly Progress Report. For the reasons noted above, however, the BCPUD is evaluating whether to submit a revised budget, by task, to DWR for consideration in connection with a request to amend the Funding Agreement to increase the amount of grant funding for the Project.

- *A discussion of whether there have been any changes of the Grantee's finance plan for payment of the Grantee's share of Eligible Project costs*

N/A

SCHEDULE INFORMATION

- *A schedule showing actual progress versus planned progress*

During the period covered by this First Quarterly Progress Report, issues potentially impacting the Project schedule had started to develop, but the extent of the impact was not known at that time. A detailed Project Schedule depicting actual vs. planned progress will be provided in the Second Quarterly Progress Report.

- *A discussion on how the actual schedule is progressing in comparison to the original or last reported schedule*

At the time of submittal of this First Quarterly Progress Report, the BCPUD anticipates that it is likely to submit requests for a revised Project Budget and revised Project Schedule to DWR for approval in light of unanticipated Project cost increases and schedule impacts.

- *A list of any changes approved to the Schedule in accordance with the Funding Agreement and a revised schedule, by task, if changed from latest reported schedule*

No changes to the Project Schedule have been approved by DWR during the period covered by this First Quarterly Progress Report.

Submitted by:

Jennifer Blackman
General Manager
Bolinas Community Public Utility District
December 18, 2023