



Proclamation

Railroad Safety Month

WHEREAS, the State of California is a leader in supporting safety programs at rail grade crossings; and

WHEREAS, during 2020 there were 253 trespassing casualties resulting in 136 fatalities and 117 injuries and there were 150 grade crossing incidents in the State of California with 45 fatalities; and

WHEREAS, such crossing crashes are more severe than highway collisions and are more likely to result in death and injury; and

WHEREAS, many of these crashes could have been prevented by increased public awareness of the crossing dangers and the appropriate driving safety laws; and

WHEREAS, Operation Lifesaver is the foremost public information and education program dedicated to preventing grade crossing crashes; and

WHEREAS, for the month of September and reaffirmed all Septembers following, all citizens are encouraged to observe added caution when approaching grade crossings; and

WHEREAS, this important observance should lead to greater safety awareness and reduction in rail grade crossing collisions;

NOW, THEREFORE, BE IT RESOLVED that I, Barbara Sally, Mayor of the City of Exeter do hereby proclaim September as "Railroad Safety Month" in the City of Exeter and encourage all citizens to participate in activities to reduce trespass casualties and crossing collisions.

Dated: August 24, 2021

Barbara Sally
Mayor

**EXETER CITY COUNCIL ACTION MINUTES
AUGUST 4, 2021**

A special meeting of the City Council, City of Exeter was held on Wednesday, August 4, 2021, at 1:00 p.m., via zoom and in the Exeter City Council Chambers, 137 North F Street, Exeter, California.

COUNCIL PRESENT: Barbara Sally; Frankie Alves; Dave Hails; Steve Garver; and Justin Mills

COUNCIL ABSENT: None

STAFF PRESENT: Adam Ennis, Julia Lew, Daymon Qualls, and Shonna Oneal

1. Call to Order Special Meeting

Mayor Sally called the Special Meeting to order at 1:08 p.m.

2. Public Comment Regarding Special Meeting

Mayor Sally requested those who wish to speak on matters listed on the Special Meeting Agenda to do so at this time.

No public comments were received.

3. Receive updated information regarding the proposed changes to the current landscape design for the Visalia Road Improvement Project and provide staff direction on the alternative design to further enhance water conservation and minimize future landscape maintenance – Public Works Director Daymon Qualls provided a report for Council’s review and consideration and presented a rendering of the proposed alternative landscape design. Chris Crawford of 4Creeks provided Council with photos that reflect examples of the proposed alternative landscape design. Council raised questions and City Administrator Adam Ennis, Mr. Qualls and Mr. Crawford provided responses thereto. Following discussion it was moved by Mayor Pro Tem Alves, seconded by Council Member Hails and carried 4-1 (Council Member Garver voting no) to approve the alternative landscape design with the tree spacing and bushes as presented and to use the California Gold Decomposed Granite in the medians and parkway strips.

7. Adjourn Special Meeting

Mayor Sally adjourned the Special Meeting at 1:53 p.m.

Shonna Oneal City Clerk

**EXETER CITY COUNCIL ACTION MINUTES
AUGUST 10, 2021**

A closed session of the City Council, City of Exeter was held on Tuesday, August 10, 2021, at 6:35 p.m., in the Exeter City Council Chambers, 137 North F Street.

COUNCIL PRESENT: Barbara Sally, Frankie Alves, Steve Garver, Dave Hails, and Justin Mills

COUNCIL ABSENT: None

STAFF PRESENT: Adam Ennis, Julia Lew, Shonna Oneal

A. CALL TO ORDER CLOSED SESSION

Mayor Sally called the closed session to order at 6:35 p.m.

B. PUBLIC COMMENTS REGARDING CLOSED SESSION MATTERS

Mayor Sally requested those who wish to speak on matters listed on the Closed Session Agenda to do so at this time.

There were no public comments presented.

C. ADJOURN TO CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION(S):

Mayor Sally adjourned to closed session at 6:35 p.m.

1. 54957.6 Conference with Labor Negotiators
Agency Negotiator: Adam Ennis
Employee Groups: All represented and unrepresented employees

A regular session of the City Council, City of Exeter was held on Tuesday, August 10, 2021, at 7:10 p.m., in the Exeter City Council Chambers, 137 North F Street.

COUNCIL PRESENT: Barbara Sally, Frankie Alves, Steve Garver, Dave Hails, and Justin Mills

COUNCIL ABSENT: None

STAFF PRESENT: Adam Ennis, Julia Lew, John Hall, Daymon Qualls, Rainbow Moore, Lisa Wallis-Dutra, Shonna Oneal, and Eekhong Franco

D. CALL TO ORDER REGULAR SESSION AND REPORT ON CLOSED SESSION ITEMS (if any)

Mayor Sally called the regular session to order at 7:10 p.m. City Attorney Julia Lew advised there were no actions to report.

E. PLEDGE OF ALLEGIANCE AND INVOCATION

The Pledge of Allegiance was given by Mayor Pro Tem Alves and an invocation was given by Pastor Jim Newman.

F. PUBLIC COMMENTS:

Mayor Sally requested those who wish to speak on matters that are not on the agenda that are within the jurisdiction of the Exeter Council, or to address or request a matter be pulled from the consent calendar to do so at this time. She also stated comments related to Individual Business or Public Hearing items that are listed on the agenda will be heard at the time that matter is addressed on the agenda.

Vicki Riddle addressed the Council to request an item be agendaized to have a legal review of the zoning ordinance pertaining to the downtown district because of concerns with a smoke shop on Pine Street.

Jacob Ortiz addressed the Council to express concerns with a smoke shop on Pine Street.

Jet Williams addressed the Council to express concerns with a smoke shop on Pine Street.

Robyn Stearns addressed the Council to express concerns with a smoke shop on Pine Street.

Heather Sanchez addressed the Council to express concerns with masking children and to ask parents be allowed to decide if their children should wear masks.

G. SPECIAL PRESENTATIONS (if any): None

H. CONSENT CALENDAR:

It was moved by Mayor Pro Tem Alves, seconded by Council Member Mills and unanimously carried that the items on the Consent Calendar be approved as presented.

1. Approve regular minutes of July 27, 2021
2. Payment of the Bills
3. Payroll: July 23, 2021
4. Adopt Resolution 2021-16 correcting Fiscal Year 2021/2022 Salary Schedule for all Regular and Part-Time Employees, City Council Members, and Seasonal/Temporary Employees.
5. Update of COVID-19 status and review the need to continue the state of emergency established by Resolution 2020-12 due to the Novel Coronavirus (COVID-19) for another 60 days.

I. INDIVIDUAL BUSINESS ITEMS

1. **A Public Hearing to consider the following for a project on 9.85 acres located on the west side of Filbert just north of the Sequoia Drive intersection (APN 138-200-001): Introducing and giving first reading of Ordinance 698 Amending Title 17 – Zoning, of the Exeter Municipal Code, pre-zoning the subject territory from Tulare County’s AE-20 district to Exeter’s R-1-6 district; Adopting Resolution 2021-17, initiating Annexation of 9.85 acres into the City of Exeter, Smees Homes; and Adopting Resolution 2021–18, adopting the initial study and Negative Declaration prepared for the project pursuant to CEQA.** Assistant City Planner Tristian Suire provided a PowerPoint presentation for Council’s review and consideration. Mayor Sally opened the public hearing at 7:44 p.m., and receiving no public comment, closed the public hearing at 7:44 p.m. Following discussion, it was moved by Council Member Mills, seconded by Mayor Pro Tem Alves and unanimously carried to give first reading of Ordinance 698 Amending Title 17 – Zoning, of the Exeter Municipal Code, pre-zoning the subject territory from Tulare County’s AE-20 district to Exeter’s R-1-6 district, adopt Resolution 2021-17 and 2021-18 as presented. City Attorney Julia Lew read Ordinance 698 by title only.
2. **Discussion and consideration, as requested by Manuel Cunha Jr. with the Nisei Farmers League, to provide letters of support to California State Senators to expand the employee definition of the Farm Workforce Modernization Act of 2021 to include employees of packing houses and processing facilities under the definition of “Agricultural Labor or Services”.** City Administrator Adam Ennis provided a report for Council’s review and consideration. Vicki Riddle addressed the Council recommending that the Council take a comprehensive approach to the letters of support instead of a piecemeal approach. Following discussion, it was moved by Council Member Garver, seconded by Council Member Mills and unanimously carried to provide letters of support as requested with the following revisions: 1) Delete the 3rd paragraph, which begins with “Dreamers must not..” and ends with “almost all occupations”; 2.) Modify the last sentence of the letter by deleting, “and that legislation for Dreamers be passed concurrently”.

J. CITY COUNCIL ITEMS OF INTEREST

Mayor Pro Tem Alves reported on an upcoming TCAG meeting. Council Member Garver encouraged the City consider training some of the employees as certified arborists. The Council suggested an item be brought back at a later date regarding this type of job task. City Administrator Adam Ennis advised staff could review how that would fit into the changes in the Public Works structure. Council Member Mills reported on attending the National Night Out Event. Mayor Sally reported on attending National Night Out and the upcoming ambassador’s lunch.

K. CITY ADMINISTRATOR/DEPARTMENT COMMENTS

City Administrator Adam Ennis provided a brief update on City projects.

L. ADJOURN REGULAR MEETING

Mayor Sally adjourned the regular meeting at 8:09 p.m.

Approved on 8/12/2021 for Payments Through 8/12/2021

Vendor Name	Description	Amount
AAA QUALITY SERVICES	POTTY RNTL 8/1-8/2/21	105.30
ADVENTIST HEALTH TULARE	AUGUST LAB FEES	361.00
AFLAC	JULY AFLAC PREMIUM	3,200.48
AMERICAN BUSINESS MACHINES	CHMF735- 8/13-9/12/2021	5.12
AT&T	JULY LIVE SCAN	405.83
BASIC	ONE TIME ARPA ADMIN FEE	150.00
BEN-E-LECT INC.	JULY CLAIMS 2021	8,264.66
CALIFORNIA BUSINESS MACHINES	CH-8/6-9/5/2021 BASE	50.56
CENTRAL CAL WATERWORKS, INC	AUGUST 2021 WWTP	6,233.33
CENTRAL VALLEY BUSINESS FORMS	WATER LABEL 3"X5"	135.76
CENTRAL VALLEY SWEEPING LLC	JULY STREET SWEEPING	3,350.00
CITY OF EXETER	06/18/21-07/18/21 AS	2,569.10
COLLINS & SCHOETTLER	JULY 2021 PLANNING	3,325.00
CRAIGS AUTO PARTS	NAPA MOTOR OIL	3,072.56
CULLIGAN	JULY PD WATER SERVICE	186.55
DELTA LIQUID ENERGY, ARRO AUTO	7/15/21 ALDRIDGE, G	232.37
DIAZ/ RALPH M	UB DEPOSIT REFUND	68.43
ELITE CORPORATE MEDICAL SERV	MEDICAL CLINIC FEES 52	1,222.00
EMD NETWORKING SERVICES, INC.	GIVING LAURIE ACCESS TO	224.44
EWING IRRIGATION PRODUCTS INC	NODE-200 2STA BATTERY	1,111.33
EXETER IRRIGATION & SUPPLY	205 ELECTRIC IN-LINE VA,	70.45
EXETER MOTORS, INC.	PUMP ASY-WAT	3,618.63
FERGUSON ENTERPRISES INC	1X60 K SOFT COP TUBE	15,610.33
FOOTHILLS SUN-GAZETTE	744-30, PUBLIC HEARING S	240.00
FP MAILING SOLUTIONS	08/08/21-11/07/21 POSTAG	110.93
FRONTIER CALIFORNIA INC.	5714-08/04-09/03/21	84.17
GOPHER GETTER	GOPHER CONTROL MNTHLY	660.00
GOVERNMENT REVENUE SOLUTIONS	STAR SALES TAX-1ST QTR	606.03
HAAKER EQUIP CO	COUPLER SOCKET	208.80
HAMPTON/ JUSTIN	TRIANING:RADAR/LIDAR	60.00
JACK GRIGGS INC	JULY 2021 GAS	9,138.12
LEAF CAPITAL FUNDING LLC	CH-KYOCERA TA 4002I	265.86
MID VALLEY DISPOSAL, LLC	JULY MID VALLEY	82,547.98
MOORE TWINING ASSOCIATES, INC	BOD[5] [10DAY]	361.00
OFFICE DEPOT	PAPER ROLL 21/4X130 SNGL	354.68
PACIFIC CREST EQUINE	EXAM +VACCINES -KING	168.54
PENA'S DISPOSAL INC	JULY CONCOLE PRIMAR SHRE	137.98
PRINCIPAL LIFE INSURANCE CO.	AUGUST PREMIUMS-32 MEMBE	4,458.84
PROPORCE	FML PANL + CARRIER+ TRMA	1,001.44
PRUDENTIAL OVERALL SUPPLY	8/5/21 INIFORM SERVIC	103.32
ROMAN CATHOLIC BISHOP	7/29/21 ARROYO DONATION	36.00
SIMMONS TIRE SERVICE	ST225/75R15/10 HERC	414.82
SOUTHERN CALIFORNIA EDISON	4631C-5/25-6/23/21	23,628.35
SOUTHERN CALIFORNIA GAS CO.	7144-07/01-08/01/2021	135.84
STANDARD INSURANCE CO.	AUGUST 2021 LIFE INSURAN	2,204.43
T-MOBILE USA INC	MOBILE SERV 6/21-7/21/21	183.31
TF TIRE AND SERVICE	245/55R18 FIREHAWK PURSU	573.73
TOWN & COUNTRY CAR WASH	JULY CAR WASH	5.00

Approved on 8/12/2021 for Payments Through 8/12/2021

Vendor Name	Description	Amount
TRANSUNION RISK & ALTERNATIVE	JULY PERSON SEARCH	75.00
UNIVAR SOLUTIONS USA INC	SOD HYPO 12.5%	3,978.86
VALLEY EXPETEC	AUGUST MONTHLY AGREEMENT	4,477.29
VALLEY GREEN LANDSCAPE	JULY CITY PARK	10,828.00
VAST NETWORKS	JULY 2021 UTILITY SYSTEM	2,000.00
VERIZON WIRELESS	PD-06/29/21-07/28/21	1,284.89
VOLLMER EXCAVATION, L.P.	TRANSFER LOAD OF CLASS	2,794.77
YARBS GRADING AND PAVING, INC.	VISALIA RD IMP PROJECT	745,514.66
4CREEKS, INC	CM VISALIA RD PRO	25,806.53

** Final Totals... 978,022.40

PERIOD 1 DATING 7/19/2021- 8/01/2021 CHECK DATE 8/06/2021
 DIRECT DEPOSIT IS TURNED ON

CHECK NUMBER	CHECK AMOUNT	EMPLOYEE/BANK/VENDOR NAME	CODE	CHECK SEQ
1175	63.69	CA STATE DISBURSEMENT UN	2	1 VENDOR CHECK
1176	280.34	TULARE COUNTY SHERIFF'S	10	1 VENDOR CHECK
1177	1,498.13	FELIX/ESTEVAN	704	1
1178	2,265.84	PHELPS/KEVIN M	429	1

TOTALS FOR CHECK FORM: CHEK

NEGOTIABLE CHECKS	COUNTS
3,763.97 *EMPLOYEE CHECKS	2
344.03 *VENDOR CHECKS	2
0.00 *BANK CHECKS	0
4,108.00 **TOTAL NEGOTIABLE CHECKS	4

OTHER CHECKS

0.00 *MANUAL CHECKS	0
0.00 *CANCELLED CHECKS	0
4,108.00 **TOTAL FOR CHECK FORM	

NON-NEGOTIABLE CHECKS

0.00 *DIRECT DEPOSIT STUBS	0
0.00 *VENDOR DIR DEP STUBS	0

PERIOD 1 DATING 7/19/2021- 8/01/2021 CHECK DATE 8/06/2021
 DIRECT DEPOSIT IS TURNED ON

CHECK NUMBER	CHECK AMOUNT	EMPLOYEE/BANK/VENDOR NAME	CODE	CHECK SEQ
49180	144.00	CLOCEA	4	1 VENDOR STUB ONLY
49181	741.00	EXETER POLICE OFFICER AS	3	1 VENDOR STUB ONLY
49182	203.97	EXETER POLICE OFFICER AS	3A	1 VENDOR STUB ONLY
49183	4,558.66	ENNIS/ADAM	206	1 STUB ONLY
49184	2,674.10	ONEAL/SHONNA N	203	1 STUB ONLY
49185	1,196.48	TORRES/LAURIE	702	1 STUB ONLY
49186	1,045.77	CARTER/AMY JO	502	1 STUB ONLY
49187	1,347.40	CORREA/BIANCA	630	1 STUB ONLY
49188	1,364.95	HERNANDEZ/XOCHITL	306	1 STUB ONLY
49189	2,655.57	PARK MOORE/YUN GYUNG	703	1 STUB ONLY
49190	147.76	SANCHEZ/CESILIA	307	1 STUB ONLY
49191	1,955.10	FRANCO/EEKHONG	304	1 STUB ONLY
49192	1,402.15	CARRETERO/VANESSA	402	1 STUB ONLY
49193	974.86	CARRETERO/VANESSA	402	2 STUB ONLY
49194	1,922.81	CORREA/GABRIEL JR	436	1 STUB ONLY
49195	1,581.74	CULLUM/TRENT	444	1 STUB ONLY
49196	2,628.90	DURKEE/MARK	404	1 STUB ONLY
49197	1,579.41	ECHEVARRIA/TYLER J	443	1 STUB ONLY
49198	2,453.62	FERNANDEZ/CESAR	434	1 STUB ONLY
49199	12,685.96	FERNANDEZ/CESAR	434	2 STUB ONLY
49200	2,186.27	GIEFER/MICHAEL DAVID	438	1 STUB ONLY
49201	1,696.06	GUZMAN/TIMOTHY CHARLES	410	1 STUB ONLY
49202	3,353.50	HALL/JOHN T	406	1 STUB ONLY
49203	1,670.19	HAMPTON/JUSTIN	446	1 STUB ONLY
49204	2,480.68	INGLEHART/BRETT A	411	1 STUB ONLY
49205	1,079.56	MACLEAN/JANET L	413	1 STUB ONLY
49206	1,436.59	MORA/ANESSA	700	1 STUB ONLY
49207	2,185.10	PRIDEAUX/TRACI	448	1 STUB ONLY
49208	2,471.26	YARBER/ISABEL	422	1 STUB ONLY
49209	966.76	ALDRIDGE/GARY	618	1 STUB ONLY
49210	1,365.30	ARROYO/MARIE	623	1 STUB ONLY
49211	1,741.39	BRASSFIELD/TRAVIS	619	1 STUB ONLY
49212	1,899.33	ESPINOLA/DANIEL M	602	1 STUB ONLY
49213	38.06	GOLDSTROM/NORMAN	629	1 STUB ONLY
49214	1,591.46	HUGGINS/KYLE AARON	621	1 STUB ONLY
49215	2,918.98	QUALLS/DAYMON	607	1 STUB ONLY
49216	449.39	QUALLS/DAYMON	607	2 STUB ONLY
49217	1,605.13	RAMIREZ/JUAN	608	1 STUB ONLY
49218	732.50	WENDT/EDDIE	626	1 STUB ONLY
49219	928.27	MILLAN/MARCUS	622	1 STUB ONLY
49220	1,007.83	MILLER/JAMES	624	1 STUB ONLY
49221	259.12	MIRWALD/PHILIP	625	1 STUB ONLY
49222	1,224.97	QUIROZ/PATRICK P	512	1 STUB ONLY
49223	1,727.80	HAYES/CURTIS W	437	1 STUB ONLY

**City of Exeter
Agenda Item Transmittal**

Meeting Date: August 24, 2021

Agenda Item Number: H4

Wording for Agenda: Authorize the City Administrator to execute an Extra Work Authorization with the City's contract City Engineer firm – QK, in an amount not to exceed \$29,600 to update the City's Urban Water Management Plan (UWMP) to comply with current State requirements.

Submitting Department: Public Works
Contact Name: Daymon Qualls
Phone Number: 559.592.3318
Email: dqualls@exetercityhall.com

For action by:

City Council

Regular Session:

Consent Calendar

Regular Item

Public Hearing

Review:

**City Administrator
(Initials Required)**



Department Recommendation:

Staff recommends that Council authorize the City Administrator to execute an Extra Work Authorization with the City's contract City Engineer firm – QK, in an amount not to exceed \$29,600 to update the City's Urban Water Management Plan (UWMP) to comply with current State requirements.

Summary/Background:

Per California Water Codes (CWC) 10617 and 10620(b), an urban water supplier is one that provides water for municipal purposes to more than 3,000 customers (i.e., service connections) or supplies more than 3,000 acre-feet of water annually. The City of Exeter serves more than 3,000 customers and therefore is required to submit and maintain an Urban Water Management Plan (UWMP) and update it every 5 years.

The Department of Water Resources (DWR) has recently adopted their 2020 Urban Water Management Plans Guidebook for Urban Water Suppliers (Guidelines) and associated Methodologies for Calculating Baseline and Compliance Urban Per Capita Water Use (Methodology), which are the basis for the 2020 UWMP update cycle, where all urban water suppliers are required by law to update their UWMPs. Section 10621 of the California Water Code requires all urban water suppliers to submit a 2020 Urban Water Management Plan (UMWP) to the Department of Water Resources (DWR) by July 1, 2021.

The updated UWMP will support the City's long-term resource planning and ensure adequate water supplies are available to meet existing and future water demands. The plan will describe and evaluate existing and potentially available water supply sources, promote conservation, and develop strategies for responding to water shortages and drought conditions.

QK Engineering has submitted a proposal and cost estimate in the amount of \$29,600 to research, collect, and/or calculate all of the required data, and update the City's UWMP in compliance with DWR's current guidelines and methodology. As the City's contract City Engineering firm, QK was responsible for updating the City's 2015 UWMP and, in 2019, completed the City's Water Master Plan. Due to the elapsed deadline of

this requirement, and because QK is familiar with the City's water system, staff recommends having QK complete the City's pending UWMP update.

Fiscal Impact: This project was not specifically budgeted for, but will be funded from the water enterprise expenditure account for professional services (105.461.021.000) which has sufficient funding for this project.

Prior Council/Board Actions: Over the years, there have been numerous actions pertaining to the City's Urban Water Management Plan. The most recent action was taken at the Council meeting of March 13, 2018, when the Exeter City Council held a public hearing and adopted Resolution No. 2018-06 accepting the City of Exeter's updated Urban Water Management Plan.

Attachments: QK's proposal and Extra Work Authorization

Environmental Clearance: Not applicable for this project.

<p>Recommended motion to be made by Council/Board: I move to authorize the City Administrator to execute an Extra Work Authorization with the City's contract City Engineer firm – QK, in an amount not to exceed \$29,600 to update the City's Urban Water Management Plan (UWMP) to comply with current State requirements.</p>
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901 East Main Street | Visalia, CA 93292

August 2, 2021

Mr. Daymon Qualls
Director of Public Works
City of Exeter
350 W. Firebaugh Avenue
Exeter, CA 93221

Subject: City of Exeter 2020 Urban Water Management Plan

Dear Daymon:

Quad Knopf, Inc. (dba QK) is pleased to provide the City of Exeter with a proposal to prepare its 2020 Urban Water Management Plan (UWMP). QK was involved in updating the City's 2015 UWMP and in recent years completed the City's Water Master Plan, and therefore, are familiar with the City's water system. This proposal contains the following sections: Background/Project Understanding, Scope of Services, Schedule, Fee Estimate, Exclusions and Assumptions, and Authorization of Services.

BACKGROUND/PROJECT UNDERSTANDING

Per California Water Codes (CWC) 10617 and 10620(b), an urban water supplier is one that provides water for municipal purposes to more than 3,000 customers (i.e., service connections) or supplies more than 3,000 acre-feet of water annually. The City of Exeter serves more than 3,000 customers and therefore is required to submit and maintain an UWMP and update it every 5 years.

It is important to note that the Department of Water Resources (DWR) has recently adopted their *2020 Urban Water Management Plans Guidebook for Urban Water Suppliers* (Guidelines) and associated *Methodologies for Calculating Baseline and Compliance Urban Per Capita Water Use* (Methodology), which are the basis for the 2020 UWMP update cycle, where all urban water suppliers are required by law to update their UWMPs.

SCOPE OF SERVICES

Given the above understanding, QK proposes the following scope of services.

TASK 1.0 2020 URBAN WATER MANAGEMENT PLAN (UWMP)

Utilizing the City of Exeter 2015 UWMP as a template, QK will prepare the 2020 UWMP update for the City of Exeter.

Subtask 1.1 Project Management and Kick-off Meeting

QK will provide project management and coordination of the various tasks identified in this scope of services. Project management responsibilities include:

- Oversee work items identified in this scope of services
- Coordinate and conduct project kick-off meeting
- Ensure completion of Quality Assurance and Quality Control (QA/QC) measures, ensuring the document is in conformance with applicable standards and policies: QK has an established QA/QC program currently in place
- Coordinate review submittals and approvals with the City
- Prepare and submit QK project invoices monthly

QK will schedule a virtual kick-off meeting with City staff to review and obtain any available information necessary to prepare the required UWMP and ordinance revision, discuss timing and the schedule for document preparation, obtain an understanding of the City's expectations, and provide an opportunity to discuss any other UWMP or ordinance-related matters. QK will facilitate this meeting. After the meeting, QK will provide meeting notes to all attendees noting any outstanding action items.

Deliverables:

- Meeting Notes
- Monthly invoices

Subtask 1.2 *Data Collection & Calculations*

QK will research, collect, and/or calculate all required data as the basis of the UWMP in compliance with DWR's finalized Guidelines and Methodology. Per the draft Guidelines, it is anticipated that this data will include the following:

- Climate information (average evapotranspiration, precipitation, and temperature within the City's boundaries using CIMIS station information);
- Actual and projected population estimates;
- Actual and projected retail uses of potable and raw water;
- Wholesale demands (if any) of potable and raw water;
- Actual and projected other uses of potable and raw water;
- Losses from potable and raw water system;
- Total water use;
- Passive savings (savings from codes, ordinances, or transportation and land use plans, if applicable);
- Projected lower income household water use;
- Gallons per capita per day (GPCD) for the average annual 10- or 15-year baseline and 5-year baseline;
- GPCD interim target (2021) and 2025 target;
- Purchased water;
- Groundwater volume pumped;
- Base water supply availability for average year, single-dry year, and multiple dry years (first, second, and third years);
- Supply and demand comparison for average year, single-dry year, and multiple dry years;
- Water supply conservation calculations; and
- Consumption reduction calculations.
- Water conservation ordinance

Subtask 1.3 *Water Conservation Ordinance Revision*

The UWMP requires every urban water supplier to prepare a water shortage contingency plan. This water shortage contingency plan should be incorporated into the City's ordinance. QK will review the City's current water conservation ordinance and update, if needed.

The purpose of the water conservation ordinance is to establish a water conservation plan that will reduce water consumption within the city through conservation, enable effective water supply planning, assure reasonable and beneficial use of water, prevent waste of water, maximize the efficient use of water within the city to avoid and minimize the effect and hardship of water shortage to the greatest extent possible, and meet any state laws or state regulations requiring water conservation. The City must establish Stages of Action in response to a water supply shortage, prohibition on end users, penalties, and consumption reduction methods.

Deliverables:

- Draft Water Conservation Ordinance language, if needed
- Final Water Conservation Ordinance language, if needed

Subtask 1.4 *Prepare Urban Water Master Plan*

QK will prepare the draft UWMP based on the research and calculations developed for Task 1.2 for review and comment by the City. The draft UWMP will include all chapters as required by the draft Guidelines and will be structured based on the required table of contents outlined currently in DWR's draft Guidelines, and include all required tables and discussions outlined in the draft Guidelines. Per DWR's draft Guidelines, the UWMP will include, but not necessarily be limited to:

- Discussing the basis for preparing the UWMP and coordination and outreach efforts;
- Providing a general description of the City's service area and the service area's climate and population and demographics;
- Discussing the City's system's current water use by sector (single-family residential, multi-family, commercial, etc.), system water losses, water savings, and water use for lower income households;
- Defining average annual 10- to 15-year baseline as well as 5-year baseline for water use using GPCD calculations);
- Describing sources of water, including purchased water, groundwater, surface water, stormwater, wastewater or recycled water, exchanges or transfers, and future water projects, if applicable);
- Discussing reliability of water supply and water quality of the supply;
- Presenting the water shortage contingency plan, including stages of action, prohibitions and consumption reduction methods, revenue and expenditure impacts, and response to catastrophic supply interruptions;
- Discussing conservation programs that have been implemented, are currently being implemented, and are planned on being implemented; and
- Presenting information on requirements for public hearing, adoption of UWMP, and submittal process once adopted.

After the City has reviewed and provided comment on the draft UWMP, QK will revise and prepare a final UWMP for approval by the City. It is anticipated that only one round of revision based on the City's comments will be required to finalize the UWMP.

Deliverables:

- Draft UWMP in Word format
- Final UWMP in PDF format

Subtask 1.5 *Public Hearing, Adoption, and Submission Assistance*

QK will prepare all required public notices and will facilitate the required public hearing prior to the adoption of the final UWMP. As required by CWC 10621(b), the City must notice applicable cities and the county in which the City resides at least 60 days prior to the public hearing. The public must also be noticed per Government Code 6066. Government Code 6066 states:

Publication of notice pursuant to this section shall be once a week for two successive weeks. Two publications in a newspaper published once a week or oftener, with at least five days intervening between the respective publication dates not counting such publication dates, are sufficient. The period of notice commences upon the first day of publication and terminates at the end of the fourteenth day, including therein the first day.

QK will prepare a presentation for the public hearing to be held at a City Council meeting. QK will attend in-person and present for Council's consideration and adoption. Once the City has held a public hearing and adopted the final UWMP, the City is required to submit the final UWMP electronically to DWR, CD copy to the California State Library, and copies to applicable cities and the county in which the City resides within 30 days of the adoption date. QK will assist the City with submitting the final UWMP to these entities

Deliverables:

- Council presentation
- Notice to applicable cities and Tulare County
- Public notice in newspaper (likely The Sun Gazette)
- Electronic copy of final UWMP to DWR
- CD copy of final UWMP to California State Library
- Copies of final UWMP to cities and Tulare County

SCHEDULE

This work will commence with a kick-off meeting scheduled within 10 working days upon receipt of the signed work authorization and task order. A draft UWMP will be delivered to the City for review and comment within six weeks. QK anticipates two weeks for the City to review and provide comments. Upon receipt of a combined set of City comments, QK will revise and submit final UWMP to City within two weeks. QK will provide notice to Tulare County regarding the public hearing a minimum of 60 days prior to the public hearing on the adoption of the final UWMP by the City. QK will additionally provide the required notice to the City for publication in Exeter's local newspaper.

Task	Description	Duration
1.0	2020 Urban Water Management Plan (UWMP)	10 weeks
Total Duration		10 weeks

FEE ESTIMATE

Task	Description	Fee Type	Fee Amount
1.0	2020 Urban Water Management Plan (UWMP)	Fixed Fee	\$29,600.00
Total Fee			\$29,600.00

Notes:

1. Expenses for reproduction, mailing, mileage, etc. are included in the fixed fee above and billed per our attached Charge Rate Schedule.
2. Tasks billed by fixed fees will be invoiced monthly based on the percentage of work completed.
3. Additional services requested in writing and approved by the client will be provided on a time-and-materials basis.

ASSUMPTIONS/EXCLUSIONS

The cost to advertise the public notice in the newspaper is excluded. It is assumed any advertising costs will be paid by the City.

One virtual meeting, included in Subtask 1.1, has been assumed for this project. QK can attend additional meetings, if necessary, on a time-and-materials basis. QK will attend in-person and present to the City Council at the scheduled public hearing.

AUTHORIZATION OF SERVICES

To authorize services described herein, please sign the attached Work Authorization and Task Order and send it back to us. Typically, we can begin our services within 10 business days of the time authorization is received depending on client need and schedule constraints.

Thank you for your continued confidence with the QK team. If you have any questions or would like to discuss this proposal further, please contact Lisa Wallis-Dutra or Garth Pecchenino at (559) 733-0440. We look forward to beginning this work upon your approval.

Sincerely,



Lisa Wallis-Dutra, PE, TE, PTOE, RSP
Director of Quality



Garth Pecchenino, PE, PLS
VP of Technical Services

Enclosures: Work Authorization and Task Order
Charge Rate Schedule

cc: Spencer Supinger, QK

P210652
LMWD/GP

**CITY OF EXETER
 WORK AUTHORIZATION AND TASK ORDER
 2020 Urban Water Management Plan
 QK Job No. _____**

QK Project #:	Phase #:	Task#:
Project Title: Exeter 2020 Urban Water Management Plan		
Project Description: Provide the Exeter 2020 Urban Water Management Plan (UWMP).		
Scope of Work: Provide project management and engineering services for the project as described in the attached proposal letter dated August 2, 2021.		
Period of Performance: 10 weeks (70 calendar days) from Notice to Proceed and executed Work Authorization and Task Order.		
Budget: The total fixed fee amount for this work \$29,600.00.		
Special Terms and Conditions: All the terms and conditions of the Agreement between City of Exeter and Quad Knopf, Inc. dba QK dated January 13, 2015, and Amendment No. 1 dated February 28, 2017, are incorporated by reference as if fully set forth herein.		
Invoicing Requirements:		
<ul style="list-style-type: none"> ▪ Payment Terms: Net 30 Days ▪ Contract Type: <input type="checkbox"/> Time & Materials _____ <input checked="" type="checkbox"/> Fixed Fee \$29,600 _____ ▪ Invoice Frequency: Monthly 		
Quad Knopf, Inc. dba QK		Client Name
By: _____ Signature	By: _____ Signature	
Name: <u>Garth Pecchenino, PE, PLS</u>	Name: _____	
Title: <u>VP of Technical Services</u>	Title: _____	
Date: _____	Date: _____	

Charge Rate Schedule



2021 CHARGE RATE SCHEDULE

Current

TECHNICAL SERVICES	
Project Assistant	\$69 / hour
Project Administrator	\$92 / hour
Assistant CADD Technician/Designer /GIS Technician	\$87 / hour
Associate CADD Technician/Designer /GIS Analyst	\$102 / hour
Senior Associate CADD Technician/Designer/ GIS Analyst	\$118 / hour
Senior CADD Technician/Designer /GIS Analyst	\$133 / hour
Landscape Architect Technician	\$102 / hour
PROFESSIONAL SERVICES	
Engineering	
Assistant Engineer	\$115 / hour
Associate Engineer	\$145 / hour
Senior Associate Engineer	\$170 / hour
Senior Engineer / City Engineer / District Engineer	\$199 / hour
Principal Engineer	\$250 / hour
Planning / Environmental / Landscape Architecture	
Assistant Environmental Scientist	\$80 / hour
Assistant Planner	\$90 / hour
Associate Planner/Environmental Scientist	\$105 / hour
Senior Associate Environmental Scientist	\$130 / hour
Senior Associate Planner	\$130 / hour
Senior Environmental Scientist	\$155 / hour
Senior Planner/ Landscape Architect	\$155 / hour
Principal Planner/Environmental Scientist	\$170 / hour
Senior Principal Planner/Environmental Scientist	\$195 / hour
Construction and Project Management	
Field Construction Observer	\$118 / hour
Senior Field Construction Observer	\$138 / hour
Assistant Construction/Project Manager	\$110 / hour
Associate Construction/Project Manager	\$129 / hour
Project Manager	\$133 / hour
Senior Associate Construction/Project Manager	\$148 / hour
Senior Construction/Project Manager	\$170 / hour
Principal Construction/Project Manager	\$185 / hour
Surveying	
Assistant Surveyor	\$102 / hour
Associate Surveyor	\$116 / hour
Senior Associate Surveyor	\$145 / hour
Senior Surveyor	\$170 / hour
One-Person Survey Crew	\$140 / hour
Two-Person Survey Crew	\$225 / hour
Three-Person Survey Crew	\$275 / hour
UAV Pilot	\$156 / hour
UAV Flight Observer	\$116 / hour

Fees are based on the median hourly pay rate for employees in each classification, plus indirect costs, overhead, and profit.

EXPENSES	
Plotting, Printing and Reproduction, Equipment Rental, Postage and Shipping	1.15 x Cost
Transportation and per diem (QK will provide documented evidence of business travel, travel outside of work areas shall be pre-approved by Client)	1.15 x Cost
Mileage	\$0.67 / mile
Other Expenses – Including Subconsultants & Purchased Services through Subcontracts	1.15 x Cost

Rates are effective through December 31, 2021. If contract assignment extends beyond that date, a new rate schedule may be added to the contract. Expert Witness/ Litigation support will be billed as quoted.

Rates based on "Prevailing Wage" (PW) for Construction Surveying will be determined by project and County per California law.

12/23/2020

**City of Exeter
Agenda Item Transmittal**

Meeting Date: August 24, 2021

Agenda Item Number: H5

Wording for Agenda: Adopt Resolution 2021-19, authorizing the City Administrator to sign and file, for and on behalf of the City of Exeter, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of a Sludge Dewatering Improvement Project.

Submitting Department: Public Works
Contact Name: Daymon Qualls
Phone Number: 559.592.3318
Email: dqqualls@exetercityhall.com

For action by:

City Council

Regular Session:

Consent Calendar
 Regular Item
 Public Hearing

Review:

**City Administrator
(Initials Required)**



Department Recommendation:

Staff recommends that the Council adopt Resolution No. 2021-19, authorizing the City Administrator to sign and file, for and on behalf of the City of Exeter, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of a Sludge Dewatering Improvement Project.

Summary/Background:

The Public Works Department seeks to acquire grant funding from the Clean Water State Revolving Fund (CWSRF) to improve the sludge dewatering capabilities at the City's wastewater treatment facility. Assistance in the application process will be provided by the California Rural Water Association, which the City is a member. As part of the application process, the State Water Resources Control Board's Department of Financial Assistance requires that the entity seeking funding designate an "Authorized Representative" to represent and sign on behalf of the entity.

Overview of the Funding Process:

Financial assistance through the CWSRF program can fund a wide variety of water quality protection efforts, including wastewater treatment plant construction and improvement. Funding is typically a two-part process:

1. Initial project funding via Planning Application (**current part of process**) – The Planning Application must first be submitted to the SWRCB clearly outlining the need for the project, as well as the estimated cost and time schedule. Once approved, the grant-seeking entity receives an initial portion of the grant to pay for the Planning Study, engineering services, environmental studies, design drawings (etc.).

2. Full project funding via Construction Application – Once the Planning Study is complete, the entity must then submit a Construction Funding Application to receive the full amount of funding for project construction.

Overview of the Sludge Dewatering Improvement Project:

The WWTP's ability to properly dewater waste sludge is impeded by a shortage of area used for sludge drying.

Currently, the ten (10) sludge drying beds are filled to near-full capacity at all times. As a result, the sludge generally does not get adequate time to dry (dewater) before being hauled offsite. Since the City is charged by the ton for sludge hauling, the cost of hauling is significantly higher than when proper dewatering occurs.

In addition to the negative impact on the City's sludge hauling costs, the lack of adequate drying bed space is also having a harmful impact on the treatment plant process. In particular, the ability to waste the proper amount of sludge from the activated sludge process is impeded when the drying bed areas are at near-full capacity. The insufficient amount of wasting has led to higher-than-normal sludge concentrations in both the oxidation ditch and secondary clarifier. In turn, this results in a lower overall level of treatment to the waste stream and negatively impacts the quality of the effluent discharge.

The City's 2016 budget included \$311,000 for capital improvements to the sludge drying beds. However, during that time only two (2) of the four (4) drying beds were completed before construction was halted due to the funding being exhausted. As a result, construction on the drying beds was abandoned, leaving two partially completed beds. These two drying beds did have feed piping installed, however, no decant piping was installed, nor was there any completion of the lining.

Because some preliminary work has already been performed on the study area, completing these sludge drying beds is likely the most effective option, both from cost and operational standpoints. The planning portion of this project will explore alternatives to confirm the most cost effective option.

Possible alternatives to the project include the installation of sludge dewatering equipment such as centrifuges, belt filter presses, or screw presses.

Fiscal Impact: There is no fiscal impact related to this item. There will also be no fiscal impact related to the CWSRF funding, as Exeter, for the purpose of this particular grant funding, may be considered a "disadvantaged community" and could therefore be eligible for full grant funding (does not require repayment). If it's determined that the City does meet the criteria for a "disadvantaged community" and is not eligible for full grant funding, staff will not proceed with this project until such time as an appropriate funding source can be secured, or the project is encumbered as part of the City's capital improvement budget.

Prior Council/Board Actions: None

Attachments: None

Environmental Clearance: Not applicable for this project.

Recommended motion to be made by Council/Board: I move to adopt Resolution No. 2021-19, authorizing the City Administrator to sign and file, for and on behalf of the City of Exeter, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of a Sludge Dewatering Improvement Project.

RESOLUTION 2021-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER AUTHORIZING THE CITY ADMINISTRATOR TO SIGN AND FILE, FOR AND ON BEHALF OF THE CITY OF EXETER, A FINANCIAL ASSISTANCE APPLICATION FOR A FINANCING AGREEMENT FROM THE STATE WATER RESOURCES CONTROL BOARD FOR THE PLANNING, DESIGN, AND CONSTRUCTION OF A SLUDGE DEWATERING IMPROVEMENT PROJECT

WHEREAS, the City of Exeter may be eligible to receive full State grant funding for wastewater treatment improvement projects; and

WHEREAS, certain agreements need to be executed with the State Water Resources Control Board before such funds can be claimed; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Exeter, State of California, that the Council does hereby authorize the City Administrator (the “Authorized Representative”) to sign and file, for and on behalf of the City of Exeter, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of a Sludge Dewatering Improvement Project (the “Project”).

This Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative, or his/her designee, is designated to represent the City of Exeter in carrying out the City’s responsibilities under the financing agreement, including certifying disbursement requests on behalf of the City and compliance with applicable state and federal laws.

The foregoing resolution was adopted upon a motion of Council Member _____, and seconded by Council Member _____, and carried by the following vote at the City Council meeting held on August 24, 2021.

AYES:
NOES:
ABSTAIN:
ABSENT:

Barbara Sally, Mayor

ATTEST:

Shonna Oneal, City Clerk

ORDINANCE 698

AN ORDINANCE OF THE CITY OF EXETER STATE OF CALIFORNIA AMENDING TITLE 17 - ZONING, OF THE EXETER MUNICIPAL CODE, PRE-ZONING REAL PROPERTY FROM TULARE COUNTY'S AE-20 (EXCLUSIVE AGRICULTURE, 20 ACRE MINIMUM) DISTRICT TO EXETER'S R-1-6 (SINGLE-FAMILY RESIDENTIAL, ONE UNIT PER 6,000 SQUARE FEET) DISTRICT.

The City Council of the City of Exeter does ordain as follows:

Section 1. The City Council of the City of Exeter hereby pre-zones real property, located generally on the west side of North Filbert Road and north of Sequoia Drive, containing 9.85 acres; the Assessor's Parcel Number (APN) for the subject property is 138-200-001; and

Section 2. This pre-zoning has been processed consistent with Section 17.48.12 of the Exeter Zoning Ordinance; and

Section 3. All ordinances and parts thereof of the City of Exeter in conflict herewith are hereby repealed; and

Section 4. This ordinance shall take effect (30) days after passage. Prior to the expiration of fifteen (15) days from the passage hereof, this Ordinance shall be published once in a local paper of general circulation and delivered within Exeter, together with the names of the members of the City Council voting for and against the matter.

The foregoing ordinance was adopted by the City Council of the City of Exeter upon a motion of Council member _____, second by Council member _____ at a regular meeting of the Exeter City Council on the 10th of August, 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Mayor

ATTEST:

City Clerk