

**From:** [vhusen@housenassociates.com](mailto:vhusen@housenassociates.com)  
**To:** [Sofia Recalde](#)  
**Cc:** [Rob Bartoli](#)  
**Subject:** RE: EPA sanitary sewer capital improvement and operation plan  
**Date:** Friday, January 13, 2023 2:28:44 PM  
**Attachments:** [VW Housen SM LAFCO Contract 011323.s.pdf](#)

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Hi Sofia,

The agreement looked fine with the proposed changes. I have attached a signed pdf. The Scope/Attachment looked good also.

Thank you,  
Vivian

**Vivian Housen, P.E.**  
Principal | V. W. Housen & Associates

1777 N. California Blvd. Suite 330  
Walnut Creek, CA 94596

p: 925-518-3487  
[www.housenassociates.com](http://www.housenassociates.com)

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**From:** Sofia Recalde <[srecalde@smcgov.org](mailto:srecalde@smcgov.org)>  
**Sent:** Friday, January 13, 2023 10:41 AM  
**To:** [vhusen@housenassociates.com](mailto:vhusen@housenassociates.com)  
**Cc:** Rob Bartoli <[RBartoli@smcgov.org](mailto:RBartoli@smcgov.org)>  
**Subject:** RE: EPA sanitary sewer capital improvement and operation plan

Hi Vivian,

I am following up to see if you have had an opportunity to review and sign the contract for the peer review work. We included the unsigned contract in the Commission agenda packet that went out on Wednesday but will need the signed copy for the meeting. Please send it to us at your earliest convenience and let us know if you have any questions/concerns.

Thanks!

Sofia

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**From:** Sofia Recalde

**Sent:** Wednesday, January 11, 2023 12:21 PM  
**To:** [vhusen@housenassociates.com](mailto:vhusen@housenassociates.com)  
**Cc:** Rob Bartoli <[RBartoli@smcgov.org](mailto:RBartoli@smcgov.org)>  
**Subject:** RE: EPA sanitary sewer capital improvement and operation plan

Hi Vivian,

Resending the contract and Exhibit A with the highlights removed.

Thanks,

Sofia

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**From:** Sofia Recalde  
**Sent:** Wednesday, January 11, 2023 11:50 AM  
**To:** [vhusen@housenassociates.com](mailto:vhusen@housenassociates.com)  
**Cc:** Rob Bartoli <[RBartoli@smcgov.org](mailto:RBartoli@smcgov.org)>  
**Subject:** RE: EPA sanitary sewer capital improvement and operation plan

Hi Vivian,

Attached is the contract for signature with one edit. County counsel requested that the Section X - Arbitration be removed because as a government agency we are more likely to rely upon legal arguments where our liability is either 100% or 0%. Let us know if you have any questions; otherwise please accept the change, sign and return as soon possible as we will be including the contract in the January 18 mtg agenda packet that goes out this afternoon.

Thank you,

Sofia

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**From:** [vhusen@housenassociates.com](mailto:vhusen@housenassociates.com) <[vhusen@housenassociates.com](mailto:vhusen@housenassociates.com)>  
**Sent:** Thursday, January 5, 2023 11:31 PM  
**To:** Sofia Recalde <[srecalde@smcgov.org](mailto:srecalde@smcgov.org)>  
**Subject:** RE: EPA sanitary sewer capital improvement and operation plan

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Hi Sofia,

These changes are fine. Thank you!

Vivian

**Vivian Housen, P.E.**

Principal | V. W. Housen & Associates

1777 N. California Blvd. Suite 330

Walnut Creek, CA 94596

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**From:** Sofia Recalde <[srecalde@smcgov.org](mailto:srecalde@smcgov.org)>

**Sent:** Thursday, January 5, 2023 3:38 PM

**To:** [vhousen@housenassociates.com](mailto:vhousen@housenassociates.com)

**Subject:** FW: EPA sanitary sewer capital improvement and operation plan

Hi Vivian,

Apologies for following up so soon after my last email, but we are a little short on time. In order for this to be reviewed at our Commission meeting on January 18, we need Counsel to review and have both parties sign by Wednesday, January 11 (the date the agenda packet goes out). I would greatly appreciate it if you could review and respond with your approval to move forward or respond with edits/comments as soon as possible.

Thank you,

Sofia

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**From:** Sofia Recalde

**Sent:** Wednesday, January 4, 2023 4:45 PM

**To:** 'vhousen@housenassociates.com' <[vhousen@housenassociates.com](mailto:vhousen@housenassociates.com)>

**Cc:** Rob Bartoli <[RBartoli@smcgov.org](mailto:RBartoli@smcgov.org)>

**Subject:** RE: EPA sanitary sewer capital improvement and operation plan

Hi Vivian,

I added clarifying language around the contingency hours and edited Exhibit A to include virtual meeting participation as an optional Task 5. Let me know if these edits are ok, and I will send to Counsel for review. Thank you.

Sofia

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**From:** Sofia Recalde

**Sent:** Wednesday, January 4, 2023 11:07 AM

**To:** [vhousen@housenassociates.com](mailto:vhousen@housenassociates.com)

**Cc:** Rob Bartoli <[RBartoli@smcgov.org](mailto:RBartoli@smcgov.org)>

**Subject:** RE: EPA sanitary sewer capital improvement and operation plan

Hi Vivian,

Thank you and happy New Year to you, too. I will take a look and, if I don't have any questions, will send over to county counsel for his review.

Best,

Sofia

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**From:** [vhusen@housenassociates.com](mailto:vhusen@housenassociates.com) <[vhusen@housenassociates.com](mailto:vhusen@housenassociates.com)>

**Sent:** Wednesday, January 4, 2023 9:48 AM

**To:** Sofia Recalde <[srecalde@smcgov.org](mailto:srecalde@smcgov.org)>

**Cc:** Rob Bartoli <[RBartoli@smcgov.org](mailto:RBartoli@smcgov.org)>

**Subject:** RE: EPA sanitary sewer capital improvement and operation plan

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Hi Sofia,

Happy New Year! Attached is our contract template and we are fine with your standard as well.

Thank you,  
Vivian

**Vivian Housen, P.E.**

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**From:** Sofia Recalde <[srecalde@smcgov.org](mailto:srecalde@smcgov.org)>

**Sent:** Thursday, December 22, 2022 11:15 AM

**To:** Vivian Housen <[vhusen@housenassociates.com](mailto:vhusen@housenassociates.com)>

**Cc:** Rob Bartoli <[RBartoli@smcgov.org](mailto:RBartoli@smcgov.org)>

**Subject:** RE: EPA sanitary sewer capital improvement and operation plan

Hi Vivian,

Great! Our next step is to turn your scope and budget, including the as needed contingency hours, into an agreement that will be reviewed at our next Commission meeting on January 18, 2023. If you have a contract template that you would like us to use, please email it to us. If not, we can use a County template.

Thanks,

Sofia

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**From:** Vivian Housen <[vhousen@housenassociates.com](mailto:vhousen@housenassociates.com)>  
**Sent:** Wednesday, December 21, 2022 4:58 PM  
**To:** Sofia Recalde <[srecalde@smcgov.org](mailto:srecalde@smcgov.org)>  
**Cc:** Rob Bartoli <[RBartoli@smcgov.org](mailto:RBartoli@smcgov.org)>  
**Subject:** Re: EPA sanitary sewer capital improvement and operation plan

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Hi Sofia,

Yes would be no problem.

Vivian  
925-518-3487

On Dec 21, 2022, at 3:56 PM, Sofia Recalde <[srecalde@smcgov.org](mailto:srecalde@smcgov.org)> wrote:

Hi Vivian,

Thanks for taking the time to revise the scope and budget after our conversation last week. We are comfortable with the proposed budget not to exceed \$9,100 and were wondering if you would be open to including a few "as needed" contingency hours, potentially to participate in a future meeting. Please let us know if this would be amenable to you.

Thank you,

Sofia

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**From:** [vhousen@housenassociates.com](mailto:vhousen@housenassociates.com) <[vhousen@housenassociates.com](mailto:vhousen@housenassociates.com)>  
**Sent:** Thursday, December 15, 2022 11:52 PM  
**To:** Sofia Recalde <[srecalde@smcgov.org](mailto:srecalde@smcgov.org)>  
**Cc:** Rob Bartoli <[RBartoli@smcgov.org](mailto:RBartoli@smcgov.org)>

**Subject:** RE: EPA sanitary sewer capital improvement and operation plan

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Hi Sofia and Rob,

Thank you for these questions and the Freyer & Laureta memo. I have developed a tighter scope and associated cost that hopefully fits into your budget. Please review the attached proposal and let me know if you would like to discuss these items further.

Thank you,  
Vivian

**Vivian Housen, P.E.**  
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Walnut Creek, CA 94596

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**From:** Sofia Recalde <[srecalde@smcgov.org](mailto:srecalde@smcgov.org)>  
**Sent:** Thursday, December 15, 2022 11:34 AM  
**To:** Vivian Housen <[vhousen@housenassociates.com](mailto:vhousen@housenassociates.com)>  
**Cc:** Rob Bartoli <[RBartoli@smcgov.org](mailto:RBartoli@smcgov.org)>  
**Subject:** RE: EPA sanitary sewer capital improvement and operation plan

Hi Vivian,

Thank you for jumping on a call with us yesterday. We drafted some questions that we would like answered during the peer review of the City's capital improvement and operations plan.

**1. Capital improvements**

1. Does the City's capital improvement plan address the existing system capacity deficiencies and development related deficiencies?
2. Do the proposed capital improvements align with industry standards and best practices?
  1. Are the proposed surcharging conditions compatible with industry standards? Are there examples of other agencies applying similar surcharge conditions?
  2. The CCTV conducted by EPASD identified high priority pipeline

segments recommended for repair and replacement. Does the City's CIP timeline address the needed improvements in order of highest priority/urgency?

3. Budget:
  1. Do the assumptions made to develop probable project costs seem reasonable and align with best practices?
  2. Does the proposed budget support the costs associated with the suggested capital improvements?
4. Is the proposed timeline for capital improvements appropriate and/or realistic?

2. **Operations and maintenance plan**

1. Does the budget support the proposed operation and maintenance costs for the subsidiary district?
2. The City's proposal used West Bay Sanitary District's budget as a basis to develop the proposal's operation budget estimate. Are there other metrics or industry standards that could be used to estimate potential operations and maintenance costs?

Please let us know if you have any questions. We look forward to hearing back from you.

Best,

Sofia

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**From:** Vivian Housen <[vhousen@housenassociates.com](mailto:vhousen@housenassociates.com)>

**Sent:** Wednesday, December 14, 2022 3:29 PM

**To:** Sofia Recalde <[srecalde@smcgov.org](mailto:srecalde@smcgov.org)>

**Subject:** Re: EPA sanitary sewer capital improvement and operation plan

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Thanks!

Vivian  
925-518-3487

On Dec 14, 2022, at 4:07 PM, Sofia Recalde <[srecalde@smcgov.org](mailto:srecalde@smcgov.org)> wrote:

Hi Vivian,

Attached please find the CI and operation plan for review.

Sofia

Sofia Recalde  
Management Analyst  
San Mateo LAFCo  
(650) 363-1853  
[srecalde@smcgov.org](mailto:srecalde@smcgov.org)