

## Horizon Drive Mainline Extension Project Task List

Task	Complete	Incomplete	In Progress	Notes
<b>District Board Collaboration</b>				
Board Discussion and Presentation	X			Board was presented with the project description, need for the project, engineers estimates for completion, Horizon Drive Septic issues and concerns, and project history
Board approval to proceed	X			Board provided direction for Staff to proceed with initiation of the project
<b>Community Outreach</b>				
Community Survey	X			The CSD completed a survey of residents along Horizon Drive and Stadium Way gauging the interest in sewer connection
Site visit			X	Initial site visits have been conducted for engineering purposes, staff site visits to understand the layout, visits with individual residents
Address resident concerns			X	Meet with concerned residents in person, phone conversation or electronic communication
Provide monthly updates			X	Staff has started a monthly mailing to residents providing project updates
Provide link on District website	X			A link has been posted on the District website, <a href="http://www.sycsd.com/2219/Horizon-Drive-Mainline-Extension">http://www.sycsd.com/2219/Horizon-Drive-Mainline-Extension</a> to provide project information
Board meeting updates			X	The Board is provided with a monthly update on the project status at their monthly Board meetings
<b>Engineering</b>				
Costs estimates	X			Engineer provided a cost estimate for the project to be completed
Drawings and Specs	X			Project drawings and specifications have been submitted at 100% completion
Bid Documents IFB		X		Bid documents are currently being compiled for presentation to the board at their March Board meeting
<b>Financing</b>				
Complete loan option comparisons	X			Staff compiled a listing of several loan options and presented them to the board for discussion
Complete CWSRF loan app	X			The CWSRF application was completed by Staff and submitted for review, prior to the December 31, 2020 deadline
Approved CWSRF Loan App			X	Waiting for the State Ranking and approval
Gather CSDA loan information		X		Staff has been in contact with CSDA financing regarding the loan options provided by them. Several loan options have been presented to the Board for discussion. A final quote is required when the time is right
<b>Easements</b>				
Selection of consulting firm	X			Hamner and Jewell was selected as the firm to represent the District in the easement procurement process
Complete survey of properties	X			Hamner and Jewell completed the property surveys, assessments, and appraisals for compilation of the offer packages. The three properties for the easements are the Lee, Hart, and Larson residences
Compilation of offer package	X			Offer packages were compiled and reviewed by staff and legal counsel. Communication was maintained ensuring all concerns and suggestions were included in the packages
Acceptance of offer package			X	The offer letters for easement procurements have been received by all three property owners
Signed acquisitions			X	Staff has received one signed easement and deed agreement
Completion of deed filing		X		The deed documents will be submitted once the project is awarded and financed, and payment will also be made at this time
<b>Construction</b>				
CEQA Documents filed with County and State	X			The CEQA documents have been approved by the Board and filed with the County and filed on the State website
Pre-construction work			X	The CSD had two groundwater monitoring wells constructed for monitoring. Any other pre-construction work will be communicated
Review and approval of bid documents		X		The bid documents will be completed and presented to the Board at their March 2021 Board meeting
Advertise invitation for bids		X		Once the bid documents are finalized they will be sent out for advertisement and posted as required
Selection of construction firm		X		Bid documents are due to the CSD by May 2021. All bids will be presented to the Board for awarding the project to the selected firm
Project management		X		Project management will be conducted regularly to ensure project remains on task and completed satisfactorily
Inspections		X		Inspections will be conducted as required
Construction completion		X		Final construction walk throughs, inspections, acceptances, and connections will be conducted
File Notice of Completion		X		Once the project is completed, a notice of completion will be filed
<b>Wrap-up community outreach</b>				
Survey letter to residents		X		At the completion of the project the CSD should send a letter to all residences requesting their input on satisfaction with the project
Survey on District website		X		A link can also be provided on the District website allowing the survey to be completed online
<b>District Board Wrap-Up</b>				
Project completion discussion with Board		X		The Board will be presented with the acceptance of the project