COUNTY SERVICE AREA
42 (ORO GRANDE)
METER REPLACEMENT PROJECT

FUNDING OPPORTUNITY: BOR-DO-17-F011

Replacing 20-year old inaccurate analog mechanical Sensus SR1 meters (physical read) with new digital electronic Badger Meters with cellular and cloud reporting (AMI).

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EXECUTIVE SUMMARY

January 10, 2017

Executive summary of the Meter Replacement Project for County Service Area 42 (CSA 42) in the unincorporated Community of Oro Grande, San Bernardino County, California.

Project involves the purchase of all materials and labor required to replace 105 domestic and commercial water meters in the Oro Grande community from old and inaccurate low flow registering analog Sensus SR1 Meters with new Badger E-Series AMI cellular metering system to address potential water loss caused by customer low flow leaks (faucet drips, toilet tanks running, defective swamp cooler float valves, etc.) that are not currently being captured, identified and/or addressed. District is experiencing an estimated 40% water loss in this district due to the inability of capturing or reporting these potential customer leaks. CSA 42 has very limited resources due to its small size and other old infrastructure priority needs where this funding opportunity is needed and will be used specifically for meter and cell unit purchase and contracted installation in a one­time project. CSA 42 would be able to fund half, but not the complete project estimated at $149,973. Installation of the new meters with alert capabilities will allow CSA 42 to be notified when excessive use, leaks or continuous flows are detected in any 24-hour period where staff can contact customers to alert them of possible leaks or overuse thereby actively conserving water to meet the Federal and State drought mandates as part of this Funding requirement. In addition, this system will also allow customers to view their accounts and consumption or alerts on-line to better control their own daily water usage.

Project duration from grant award to installation and final implementation will be approximately 6 months with an estimated completion date by December 30, 2017.

The Project is not located on any Federal lands or facilities.
CSA 42 (ORO GRANDE)
WATER METER REPLACEMENT PROJECT
BACKGROUND DATA

General:

County Service Area 42 in the unincorporated area or Oro Grande, north of the City of Victorville, on National Trails Highway (old Historic State Route 66) maintains and operates 4 groundwater wells and two reservoirs that provides domestic water via ductile iron, steel and PVC piping to 136 residential and commercial customers in the community. See attached system map and data for pumping and consumption values. The District was established by Board of Supervisors Resolution dated April 26, 1976 granting the District Water, Sewer, Park and Street Lighting powers.

The centralized management of CSA 42 comes from the Special Districts Department, Water and Sanitation Division (WAS) with offices located in Victorville, CA. Here staff is used for engineering, maintenance, repair and operations, customer service to include account management and billing, meter read and all facets of systems management. The centralized management of CSA 42 and WAS responsibility of managing 6 other smaller water districts throughout the County, encompassing approximately 21,000 Square Miles, employing a cellular based meter read and data collection system versus a fixed network or radio based system was far more advantageous, cost effective and desirable. This system eliminates the need of costly and time consuming meter read drive time which also reduces Carbon Emissions from vehicle usage to physically and/or drive-by each meter location. WAS purchased and installed Waterscope Software with a Cloud based data collection system that can collect meter reads and maintain all of their districts and accounts while also giving customers read only access to view their own accounts on-line. Pilot studies along with cellular signal propagation studies were conducted and achieved a high rate of success of over 95% in all areas. Oro Grande received a 100% signal success rate.
CSA 42 is experiencing water quality issues with elevated Chromium Hexavalent XI in the water supply aquifer and a separate grant/loan is being sought through the State Water Resources Department to address future treatment needs. In addition, a recent inspection of one of the steel reservoirs indicated a structural failure and the reservoir was required to be taken off line. Due to these impending issues, the small district being located in a financially disadvantaged area is already experiencing revenue loss due to no growth and is financially challenged in maintaining the existing infrastructure.

In 2015, CSA 42 replaced approximately 1,200 linear feet of leaking steel water main and replaced 31 old meters and service lines with new Badger E-Series meters and Cellular MXU’s as a pilot program to determine cellular signal reception and reporting reliability. To date, all 31 units are reporting daily and have exhibited a 10% overall water loss reduction as a result of the new meters being installed. Several properties were found to have low flow leaks and customers were notified who then abated the leaks resulting in the water loss reduction.

**Project Description:**

Due to State Drought and water conservation mandates, the District is struggling to maintain their conservation measures due to existing installed domestic and commercial water meters being old (over 25 years), with a high (over 25%) water loss detected and by not registering typical lower flows. District performed random bench tests on the old installed SR1 Sensus meters and found 3 out of 5 not registering low flows below 1.0 gpm or not registering accurately thereby contributing to the water loss percentage. Funding is for the replacement of the remaining 105 physical read Sensus meters with new cellular AMI ultrasonic low flow Badger E-Series meters to better regulate and capture lower flows. Since this AMI system allows for daily leak alerts, and daily on-line account viewing for current usage, daily leaks can be detected and customers notified to correct and abate the leaks much sooner. Initial Pilot study with 31 meters has been accomplished in this District with great results with 7 out 31 customers experiencing a 35% or greater loss due to leaks. Customers were notified and promptly abated the issues. This technology will increase overall water conservation methods and educate customers in efficient water consumption by being able to view daily consumption habits and identifying possible further water conservation methods. District has very limited funds and reserves for this type of project and would otherwise be required to take many more years to accomplish this project.

**Project Schedule:**

- Upon receipt of funding, full project can be completed within 10-16 weeks.
- Purchase and delivery of meters and Cellular AMI units: 8-12 weeks.
- Meters & AMI vendors have already been solicited, selected and are on Department PO’s.
- Contractor installation period: 2-4 weeks.
  
  Issuance of internal Work Orders by District to on-call contractors that have been solicited and are on contract are available to accomplish the work and have already performed over 2,000 satisfactory installations in other Districts, therefore no additional solicitation time would be required. Contractors can typically install/replace 12-17 meters/day per two-man crew.
- Inspection, billing change over and project management will be performed simultaneously by District staff.
• Badger E-35 (¾") with digital encoder meter - $207.00/Unit, 98 units needed, of which the majority will be Residential Units.
• Badger E-55 (1") with digital encoder meter - $239.00/Unit, 7 units needed.
• Innov8 VNr Cellular Unit with Register and external antenna - $366.00/Unit, 105 units needed. The VNr also includes a 10 year cellular Verizon Data Plan.

Other purchases include the purchase of 105 meter boxes at an estimated price of $50 each, for a total of $5,250. As well as various miscellaneous parts that include, but is not limited to, Meter Spuds (Tail Stock), valves, and reducers/bushings, for an estimated total of $4,820.

**Contractual/Construction:**

The project will require contracted services for the installation of 105 meters. A two-man crew, paid at State prevailing wage rates, with all tools necessary and one work truck will cost $395/unit, for a total of $41,475. The estimated time frame to complete this project is 2-4 weeks.

The department has current purchase order agreements with on-call vendors that were solicited through a competitive bidding process. The most qualified and cost-effective vendors were selected. The current rates are effective for three years.

**Environmental and Regulatory Compliance Costs:**

An estimated $3,600 is included to cover the cost of the environment, regulatory and Reclamation costs. The expenses will cover two notice of exemptions at a cost of $50 each. The environmental compliance activities will be done in-house at estimated cost of $500. $2,000 are budgeted for Reclamation activities, with a $1,000 reserve for other regulatory activities that may arise. We do not expect the expenses to exceed $3,600 as this project entails replacing current outdate meters with no additional disturbance to the habitat. The estimated total is approximately 2.4% of the total budget.

**Other Expenses-Contingency:**

We are including a 5% contingency to our budget for a total of $6,477 that will help us cover any unexpected cost or additional unanticipated needed materials.

**Indirect Costs:**

Our indirect rate cost of 10%, a total of $13,307 will cover all the overhead and administrative costs.

**Total Costs:**

The total project cost is $149,973, of which, we are requesting a grant for $74,986.50. The district will use its reserve funds to pay for the remaining 50%, $74,986.50.
E.1.1. Evaluation Criterion A—Planning Efforts Supporting the Project (35 Points)

Up to 35 points may be awarded based on the extent to which the proposed on-the-ground project is supported by an applicant’s existing water management plan, water conservation plan, System Optimization Review (SOR), or identified as part of another planning effort led by the applicant.

Describe how your project is supported by an existing planning effort.

The State of California has enacted water conservation and drought restrictions in response to the severe drought being experienced. The State, through its Department of Water Resources has enacted a 25-percent water conservation goal across the State as a target to lessen water usage. On May 9, 2016 the Governor of the State of California issued an Executive Order (B-37-16) requiring on-going statewide conservation efforts throughout the State. In addition, the State of California passed the Sustainable Groundwater Management Act and was approved by the California Water Commission in 2016 that included water conservation requirements and ongoing planning efforts. The Regional Water Authority – Mojave Water Agency (MWA) has enacted Urban Water Management Plans as of 2010 with periodic updates. The District is subject to those plans and is in process of complying with the requirements.

The County of San Bernardino passed a resolution (Resolution No. 2016-164) on August 9, 2016 declaring a Stage 1 Drought Level in individual districts to include CSA 42. This resolution further establishes requirements to meet the State and MWA water use reduction efforts. The groundwater basin that CSA 42 uses as its source is in an adjudicated area. The adjudication places MWA as the Watermaster and subjects local water users under their jurisdiction and their requirements under their Water Management Plan. The meter replacement project will meet the State, MWA and County requirements and goals for conservation efforts. The project will also meet the county’s Goal of ensuring the “development of a Well-Planned, Balanced and Sustainable County”. The meter replacement project will address and curtail uncontrolled customer water loss thereby increasing water conservation efforts and meeting the State, MWA and County mandates of overall decreased water usage.

- Does the proposed project implement a goal or address a need or problem identified in the existing planning effort?

The proposed project identifies the problem of water loss through poor metering, leaks or customer overuse and the inability of reaching a goal of water loss reduction to meet acceptable limits in conservation effort goals. This project will implement the sustainability goal of the County and meet the goals of State and MWA water conservation requirements.
• Explain how the proposed project has been determined as a priority in the existing planning effort as opposed to other potential projects/measures.

CSA 42 determined that a meter replacement project would be deemed as one of the priority projects in order to meet State and County water conservation and drought mandate requirements and goals of water loss reduction for groundwater sustainability. Reducing the water loss at the customer level first through the installation of more accurate low flow registering meters to determine what percentage may in-fact be customer loss versus District system loss or evaporation, may further identify and determine additional projects that would be needed to bring water loss down to acceptable limits.

E.1.2. Evaluation Criterion B—Project Benefits (35 points)

Up to 35 points may be awarded upon evaluation of the benefits that are expected to result from implementing the proposed project. This criterion considers a variety of project benefits, including improving the management of water supplies, the significance of the anticipated water management benefits, the public benefits of the project, and any expected environmental benefits.

• Describe the expected benefits and outcomes of implementing the proposed project.

The benefits of this project will directly impact and create decreased water use by identifying and abating unnecessary water leaks and customer over-use. Less leaks and decreased use translates to less production of water required from source aquifers thereby saving ground water and also conserving energy by not running electric pumps, wells and systems more to convey this water. Meter replacement could net 10-20% overall reduction in water loss. In addition, less carbon emissions and green-house gasses from staff vehicles required to drive and read the old meters would also be realized.

° What are the benefits to the applicant’s water supply delivery system?

Benefits to the CSA 42 water system will be that well and pump motors will have less use thereby prolonging equipment life. District will also see energy cost savings and allow better aquifer recharge potential due to decreased overall draws to the basin.

° If other benefits are expected explain those as well. Consider the following:

- Extent to which the proposed project improves overall water supply reliability

Less groundwater aquifer use will allow for increased natural recharge potential sooner and improve the overall groundwater sustainability, longevity and reliability. Possible improved water quality due to the deepening of the groundwater basin and allowing for more time for natural filtration to occur. Less wear and tear on system equipment will also extend equipment life and increase overall equipment reliability.
- The expected scope of positive impact from the proposed project (e.g., local, sub-basin, basin)
  Positive impact from the project would primarily be local to the groundwater basin, however, successful outcomes and network/sharing capabilities as a result of this project could spread the benefits to other water purveyors and managers to potentially gain similar benefits in other basin areas thereby expanding conservation efforts and other aquifer sustainability.

- Extent to which the proposed project will increase collaboration and information sharing among water managers in the region
  Special Districts as administrators of all County CSA’s are already contacted regarding the implementation of the cellular based meter AMI system (low flow meters with cellular transmission capability) and its reliability and accuracy from successful pilot tests conducted. On-going pilot study information is shared with some agencies that are seeking and evaluating similar systems in their districts for implementation.

- Any anticipated positive impacts/benefits to local sectors and economies (e.g., agriculture, environment, recreation, tourism)
  Positive benefits to all customers is that they can have access to their own water accounts to view them on-line and to track or evaluate their own water usage and/or leaks and make corrections or repairs to their system(s) as needed. This “instant” data availability for customers and the various tools and analysis capability that the Waterscope Program offers as part of the cellular meter interface, helps to educate customers on their own water use and habits that could also have positive conservation impacts. These types of meters are also being deployed in Regional Parks and other County facilities to better track water consumption and usage especially for irrigation and recycled water use.

E.1.3. **Evaluation Criterion C—Project Implementation (15 points)**

Up to **15 points** may be awarded based upon the extent to which the applicant is capable of proceeding with the proposed project upon entering into a financial assistance agreement. Applicants that describe a detailed plan (e.g., estimated project schedule that shows the stages and duration of the proposed work, including major tasks, milestones, and dates) will receive the most points under this criterion.

- Describe the implementation plan for the proposed project. Please include an estimated project schedule that shows the stages and duration of the proposed work, including major tasks, milestones, and dates.
  Project is “shelf ready” to implement immediately upon funding notification. This direct replacement project will have an estimated duration of less than 6-months from funding notification to project completion. No engineering was required as all standards, specifications and implementation processes for this replacement project are already established and would be re-used. The capability of purchasing the meters and cell units are established through the County and State purchasing procedures and blanket purchase orders with the vendors who supply these units are already in place. The vendors can deliver the materials in 6-12 weeks upon issuance of a request to purchase. Qualified contractors will be solicited via an informal solicitation process that would take less than 30 days. The entire project could be completed in less than 6 months from funding.
award to project closeout. Selected contractor would be required to adhere to Davis-Bacon prevailing wage requirements as part of their contract responsibilities in performing work on this project.

- Describe any permits that will be required, along with the process for obtaining such permits.
  No permits are required.

- Identify and describe any engineering or design work performed specifically in support of the proposed project.
  No engineering or design work is required as this is a direct replacement of existing meters and current standards and specifications are already developed.

- Describe any new policies or administrative actions required to implement the project.
  All existing policies and procedures would apply to this project and no new actions would be required. Future meter replacement rate changes may be necessary to better reflect actual meter and cell unit replacement costs due to vandalism or customer caused damage. Any fee increase approvals would need to be given and approved by the Board of Supervisors.

E.1.4. Evaluation Criterion D—Nexus to Reclamation (15 points)

This project is not tied to any known specific Reclamation project or activity with the exception of general western states drought assistance. Therefore, no direct nexus exists.
RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA

On motion of Supervisor Smith, duly seconded by Supervisor Mayfield, and carried, the following resolution is adopted:

The Board of Supervisors of the County of San Bernardino hereby resolves as follows:

SECTION 1. That park and recreation; water and sewer distribution and treatment; street lighting; and operation of rubbish disposal facilities shall be provided within the boundaries of County Service Area 42 during the fiscal year 1976-77, at the expense of County Service Area funds obtained from within the area during the said fiscal year.

SECTION 2. That the nature and extent of such services shall be as provided in Section 1 hereof, pursuant to Sections 25210 et seq. of the Government Code of the State of California.

SECTION 3. That the Advisory Commission shall on or before July 1, 1974, make an estimate of the cost of such services to be provided in said County Service Area and present a copy of the same to the County Auditor and to the Board of Supervisors.

SECTION 4. That the Clerk shall certify to the passage of this resolution and forward a copy thereof to the Officer mentioned in Section 3.

PASSED AND ADOPTED BY THE BOARD OF SUPERVISORS of the County of San Bernardino, State of California, by the following vote:

AYES: SUPERVISORS: MAYFIELD, HANSBERGER, TOWNSEND, SMITH
NOES: SUPERVISORS: NONE
ABSENT: SUPERVISORS: MIKESELL

* * * * *

STATE OF CALIFORNIA ) ss.
COUNTY OF SAN BERNARDINO)

I, LEONA RAPORORT, Clerk of the Board of Supervisors of San Bernardino County, California, hereby certify the foregoing to be a full, true and correct copy of the record of the action taken by said Board of Supervisors, by vote of the members present, as the same appears in the official minutes of said Board at its meeting of APR 28 1976.

Dated: APR 28 1976

LEONA RAPORORT
Clerk of the Board of Supervisors

By LEONA RAPORORT
Deputy
RESOLUTION NO. 2017-01

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SAN BERNARDINO, ACTING AS THE GOVERNING BODY OF BOARD GOVERNED COUNTY SERVICE AREA 42 (ORO GRANDE), APPROVING THE APPLICATION FOR BUREAU OF RECLAMATION, WATERSMART GRANT FUNDS FOR WATER METER REPLACEMENTS

On Tuesday January 10, 2017, on motion of Supervisor Hagman, duly seconded by Supervisor Ramos and carried, the following resolution is adopted by the Board of Supervisors of County Service Area 42 (CSA 42) San Bernardino County, State of California.

WHEREAS, the Department of Interior, Bureau of Reclamation (BOR) has been delegated the responsibility by Executive Order 12372, of the President of the United States for the administration of WaterSMART Grants setting up necessary procedures governing the application; and

WHEREAS, said procedures established by the Bureau of Reclamation, WaterSMART Grant Program, Small-Scale Water Efficiency Projects require the Applicant to certify by resolution the approval of application before submission of said application to BOR; and

WHEREAS, successful Applicants will enter into a contract with BOR to complete the Grant Scope project;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of San Bernardino acting as governing board of CSA 42, hereby:

Approves the filing of funding application for the Water Meter Replacement Project, and

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and

2. Certifies that if the project is awarded the Applicant has or will have sufficient funds to operate and maintain the project, and

3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions and Application Instruction contained in the contract and shown in the Funding Opportunity Announcement; and

4. Delegates the authority to the Chair of the Board of Supervisors, or Chief Executive Officer, or Director of Special Districts Department to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and

5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.
PASSED AND ADOPTED by the Board of Supervisors, as governing body of County Service Area 42, County of San Bernardino, State of California, by the following vote:

AYES: SUPERVISORS: Robert A. Lovingood, Janice Rutherford, James Ramos, Curt Hagman, Josie Gonzales

NOES: SUPERVISORS: None

ABSENT: SUPERVISORS: None

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STATE OF CALIFORNIA
COUNTY OF SAN BERNARDINO

I, LAURA H. WELCH, Clerk of the Board of Supervisors as governing body of County Service Area 42, County of San Bernardino, State of California, hereby certify the foregoing to be a full, true and correct copy of the record of the action taken by the Board of Supervisors, by vote of the members present, as the same appears in the Official Minutes of said Board at its meeting of January 10, 2017. Item 45 jill

LAURA H. WELCH
Secretary

By
Project Name: CSA 42 Meter Replacement Project (Oro Grande, CA)

CEC Number:

Cost Authority:

Date: December 6, 2016

Exclusion Category: 516 DM 14.5 D.1 - Maintenance, rehabilitation, and replacement of existing facilities which may involve a minor change in size, location, and/or operation.

Nature of Action: The project involves the replacement of 105 domestic and commercial analog water meters with new AMI cellular meters in the community of Oro Grande. Replacement requires a temporary shut-off of water service each property, removal of the existing equipment, re-installation of new meters, and reactivation of water service. The project will not take place on any federal lands or facilities, nor does it involve any actions of ground disturbance outside of the existing meter box area. Project duration from grant award to installation and final implementation will be approximately 6 months with an estimated completion date by December 30, 2017.

Location: The meter replacements will occur within the boundaries of County Service Area 42, Oro Grande to service existing customers in that district. Oro Grande is located approximately 3 miles northwest of Interstate 15, north of the city of Victorville. The legal description for the project is in Sections 18, 19, 20, 29, and 30, T06N, R04W M.D.M

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<tr>
<th>CEC Criteria</th>
<th>Determination</th>
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<tr>
<td>1. This action would have a significant effect on the quality of the human</td>
<td>No ___ Uncertain ____</td>
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<td>environment (40 CFR 1502.3).</td>
<td>Yes ___</td>
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<td>2. This action would have highly controversial environmental effects or</td>
<td>No ___ Uncertain ____</td>
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<td>involve unresolved conflicts concerning alternative uses of available</td>
<td>Yes ___</td>
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<td>resources (NEPA Section 102(2)(E) and 43 CFR 46.215(c)).</td>
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<td>3. This action would have significant impacts on public health or safety</td>
<td>No ___ Uncertain ____</td>
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<td>(43 CFR 46.215(a)).</td>
<td>Yes ___</td>
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<td>4. This action would have significant impacts on such natural resources and</td>
<td>No ___ Uncertain ____</td>
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<td>unique geographical characteristics as historic or cultural resources; parks</td>
<td>Yes ___</td>
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<td>recreation, and refuge lands; wilderness areas; wild or scenic rivers;</td>
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<td>national natural landmarks; sole or principal drinking water aquifers;</td>
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<td>prime farmlands; wetlands (EO 11990); flood plains (EO 11988); national</td>
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<td>monuments; migratory birds; and other ecologically significant or critical</td>
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<td>areas (43 CFR 46.215 (b1)).</td>
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<td>5. This action would have highly uncertain and potentially significant</td>
<td>No ___ Uncertain ____</td>
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<td>environmental effects or involve unique or unknown environmental risks</td>
<td>Yes ___</td>
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<td>(43 CFR 46.215(d)).</td>
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<td>6. This action would establish a precedent for future action or represent</td>
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<td>a decision in principle about future actions with</td>
<td>Yes ___</td>
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potentially significant environmental effects (43 CFR 46.215 (e)).

| 7. This action would have a direct relationship to other actions with individually insignificant but cumulatively significant environmental effects (43 CFR 46.215 (f)). | No ___ Uncertain ___ Yes ___ |
| 8. This action would have significant impacts on properties listed, or eligible for listing, on the National Register of Historic Places as determined by Reclamation (in coordination with a Reclamation cultural resources professional, LND 02-01)(43 CFR 46.215 (g)). | No ___ Uncertain ___ Yes ___ |
| 9. This action would have significant impacts on species listed, or proposed to be listed, on the List of Endangered or Threatened Species, or have significant impacts on designated critical habitat for these species (43 CFR 46.215 (h)). | No ___ Uncertain ___ Yes ___ |
| 10. This action would violate a Federal, tribal, State, or local law or requirement imposed for protection of the environment (43 CFR 46.215 (i)). | No ___ Uncertain ___ Yes ___ |
| 11. This action would affect ITAs (to be completed by Reclamation official responsible for ITAs) (512 DM 2, Policy Memorandum dated December 15, 1993). | No ___ Uncertain ___ Yes ___ |
| 12. This action would have a disproportionately high and adverse effect on low income or minority populations (EO 12898) (43 CFR 46.215 (j)). | No ___ Uncertain ___ Yes ___ |
| 13. This action would limit access to, and ceremonial use of, Indian sacred sites on Federal lands by Indian religious practitioners or significantly adversely affect the physical integrity of such sacred sites (EO 13007, 43 CFR 46.215 (k), and 512 DM 3)). | No ___ Uncertain ___ Yes ___ |
| 14. This action would contribute to the introduction, continued existence, or spread of noxious weeds or non-native invasive species known to occur in the area or actions that may promote the introduction, growth, or expansion of the range of such species (Federal Noxious Weed Control Act, EO 13112, and 43 CFR 46.215 (l)). | No ___ Uncertain ___ Yes ___ |

**NEPA Action Recommended:**  Categorical Exclusion ___  EA ___  EIS ___

**Environmental commitments, explanation, and/or remarks:**
Prepared by: Erin Opliger  
District Services Coordinator  
Date: 12/6/16

Recommended: ___________________________  
Date: ____________________

Concurrence: ___________________________  
Date: ____________________

Approved: ___________________________  
Date: ____________________