



Board Meeting Agenda

Russ Baggerly, Director
Mary Bergen, Director
Bill Hicks, Director

Pete Kaiser, Director
James Word, Director

CASITAS MUNICIPAL WATER DISTRICT

Meeting to be held at the
Casitas Board Room
1055 Ventura Ave.
Oak View, CA 93022
August 8, 2018 @ 3:00 P.M.

Right to be heard: Members of the public have a right to address the Board directly on any item of interest to the public which is within the subject matter jurisdiction of the Board. The request to be heard should be made immediately before the Board's consideration of the item. No action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of §54954.2 of the Government Code and except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under section 54954.3 of the Government Code.

1. Roll Call
2. Public comments (Items not on the agenda – three minute limit).
3. General Manager comments.
4. Board of Director comments.
5. Board of Director Verbal Reports on Meetings Attended.
6. Consent Agenda.
 - a. Minutes of the July 25, 2018 Board Meeting.
 - b. Minutes of the June 13, 2018 Board Meeting.
7. Review of District Accounts Payable Report for the Period of 7/19/18 - 8/01/18.

RECOMMENDED ACTION: Motion approving report.

8. General Manager's verbal report on Water Security Project status.

9. Recommend approval of an agreement and purchase order to Consulting West in the not to exceed sum of \$32,000 for the preliminary design of Rincon, Avenue 1, and Avenue 2 Pump Plant Electrical Generators.

RECOMMENDED ACTION: Motion approving recommendation

10. Recommend approval of an agreement and purchase order to Rincon Consultants, Inc. in the not to exceed amount of \$88,039.00 for Professional Environmental Consulting Services for the Preparation of an Initial Study and Mitigated Negative Declaration for Ojai Water System Improvements.

RECOMMENDED ACTION: Motion approving recommendation

11. Recommend authorizing the General Manager to sign the following task orders for professional engineering services for the Ojai Water System.
 - a. MKN Associates, Inc. for Cuyama, El Paseo, Topa Topa, South San Antonio, Crestview and Oak Creek Pipeline Replacement design services in the amount not to exceed \$208,951.00.
 - b. MNS Engineers, Inc. for Sunset Pipeline Replacement design services in the amount not to exceed \$53,930.00.
 - c. MNS Engineers, Inc. for Mutual Wellfield Pipeline design services in the amount not to exceed \$77,340.00.
 - d. Water Works Engineers, Inc. for West and East Ojai Avenue Pipeline Replacement design services in the amount not to exceed \$209,687.00.

RECOMMENDED ACTION: Motion approving recommendation

12. Recommend the Board reject all proposals for Design Build Services for the following projects:
 - a. Recommend the Board reject all proposals for Robles-Casitas Canal Rice Bridge Replacement Project and direct staff to re-evaluate the project.
 - b. Recommend the Board reject all proposals for Robles-Casitas Canal De La Garrigue Bridge Replacement Project and direct staff to re-evaluate the project.

RECOMMENDED ACTION: Motion approving recommendation

13. Letter of Intent and Request to Consolidate by Tico Mutual Water District.

RECOMMENDED ACTION: Direction to Staff

14. Information Items:
 - a. Water Resources Committee Minutes.
 - b. Metropolitan Water District Tour of State Water Project Facilities and the Sacramento-San Joaquin Delta September 21 – 23 and November 9-11.

15. Closed Session

- a. PUBLIC EMPLOYMENT (Gov. Code §54957(b)(1))

Title: General Manager

16. Adjournment.

If you require special accommodations for attendance at or participation in this meeting, please notify our office 24 hours in advance at (805) 649-2251, ext. 113. (Govt. Code Section 54954.1 and 54954.2(a)).



Minutes of the Casitas Municipal Water District
Board Meeting Held
July 25, 2018

A meeting of the Board of Directors was held July 25, 2018 at the Casitas Municipal Water District located at 1055 Ventura Ave. in Oak View, California. The meeting was called to order at 3:00 p.m. President Word led the group in the flag salute.

1. Roll Call

Directors Baggerly, Kaiser, Bergen, Hicks and Word were present. Also present were Steve Wickstrum, General Manager, Rebekah Vieira, Clerk of the Board, and Attorney, Robert Kwong. There were four staff members and nine members of the public in attendance.

2. Public comments (Items not on the agenda – three minute limit).

Gary Girod, retired Battalion Chief for Ventura County Fire Department spoke about water waste. I know water. My concern now is waste. I have been working with Mike Flood and he has been somewhat cooperative. A month ago I started calling about water waste and got no return call. I came into the office and spoke with Mike. Things started to happen. I have contacted him in the office once and by phone at least four times. He assures me something is going on. Water is flowing down a block into the culvert every other morning. I am getting upset about it. I don't know your protocols for contacting these people. Can people continue to let it flow? It is probably out of a broken sprinkler and I shouldn't have to contact you. It should have been taken care of a long time ago.

Mr. Wickstrum responded that Mike Flood has identified one of the leaks and the people have complied. Mr. Flood desires to work with Mr. Girod to identify additional areas and determine the address. It is a dry situation right now. It is a matter of when people irrigate, does it escape off the lawn into curb and gutter. It may be a better idea to approach the entire area. A lot of parcels still have turf in parkways and front yard. It is hard to keep water within those areas and we can ask them to check their systems. We will follow up with that. Mr. Girod added there are hundred of gallons flowing there and no one is doing anything about this? Director Hicks asked what department does this go to? Mr. Wickstrum responded Conservation. Mike and Cinnamon McIntosh have been addressing those. Director Kaiser added the public feels the sense of urgency. They see the sign and understand that but when they see the wasting and the

flow going down the gutter it is like gold. The urgency they see is we are not making it out there in a timely fashion. By the afternoon it has dried out. Perhaps we need to have volunteers in water conservation to have the public help us out. We could provide pamphlets and maybe the resident is unaware of what is happening. Director Bergen added we should be calling people back within a day. There should not be a situation where a report is not responded to.

Andrew Gillman mentioned that the Kevin Brown video is a good addition to the website. The more we can hear the agencies talking about it the better. Keep it up and I suggest the email newsletters to write about what is happening. He added that we are on for Sunday, September 30th and Steve has agreed to be on the panel. The Ojai Valley Inn and Chamber of Commerce are sponsoring it. Once we are closer to that date we will ask all of the agencies for a summary to include in the packet.

3. General Manager comments.

Mr. Wickstrum mentioned there are some things we can do to help the awareness. We all live in this community and we are trying to be responsive to get that accomplished. Water is lost and often people don't know that is occurring. We do have one leak on Ventura and Aliso in Ojai. It is a 1932 pipeline. We think it might be a packing in a valve. We may have to go to a valve replacement which may be a shutdown of a larger area. Staff are looking at this. It is a weep but is apparent in the gutter line of the street. Director Baggerly asked about the protocol for informing residents of the shutdown. Mr. Wickstrum replied we put out a phone call to the area and tags are hung in advance of the shutdown noting the date, time and duration. Director Baggerly suggested needing a bit of redundancy. Mr. Wickstrum added this area has a lot of 1932 pipe and the valves are not the best in that area. We will get on it with our valve machine to see if we can get successful shutdowns of the valves.

4. Board of Director comments.

Director Hicks suggested we make sure our trees are trimmed after an article in the Ventura County Star.

President Word mentioned that we have had requests from different people regarding access to the dam. We closed off access to the dam since 9/11. The Bureau wants it closed and secure. If there is interest, we might hold a one day tour for those that are interested in seeing the dam. We would not tour the treatment plant but we could open it to see what the lake looks like from the other side. We will try to work something out and get it announced.

Director Baggerly reported that the OBGMA meeting is tomorrow at 5:00 pm and we will present the final Groundwater Management Plan of 2018 and seek approval. It is now on the web site and it has a ton of information in it.

5. Board of Director Verbal Reports on Meetings Attended.

Director Baggerly reported that he attended the Ventura River Watershed Council and Julia Aranda, Po Chi Fung and Susan McMahon were also there.

President Word reported on his attendance at the AWA Special Issues meeting where John Lindquist, Sr. Hydrologist for United Water Conservation District spoke on most of Ventura County water basins with the exception of the Ojai basin. Most of the basins are in fair condition with the exception of Pleasant Valley and Oxnard plain. They are 140 – 180 feet below seawater and there is intrusion and are in critical overdraft condition. They are pumping 100,000 AF per year and the safe yield for those aquifers is 60,000. Drastic action will need to be taken in the near future. It will affect the Ag industry in the Oxnard Plain. There was also a full explanation on legislative reports for district to analyze and report back.

6. Consent Agenda.

ADOPTED

- a. Minutes of the June 27, 2018 Board Meeting.
- b. Recommend approval of a purchase order in the amount of \$42,425.01 to Cart-A-Way Systems for the purchase of a Concrete Batch Plant and Delivery Trailer. This is an unbudgeted expenditure.
- c. Recommend approval of a purchase order to Cortech Engineering in the amount of \$24,750 for Avenue 1 pump modification.
- d. Recommend approval of a purchase order to Spinitar in the amount of \$26,368.93 for Boardroom upgrades to record and broadcast meetings.
- e. Recommend approval of a purchase order in the amount of \$36,650 to Sedaru for professional GIS services.

Director Baggerly requested to discuss the timeline for item d. Mr. Wickstrum said we hope the timeline is in September.

The Consent Agenda was offered by Director Baggerly, Seconded by Director Kaiser and adopted by the following roll call vote:

AYES:	Directors:	Baggerly, Kaiser, Bergen, Hicks, Word
NOES:	Directors:	None
ABSENT:	Directors:	None

7. Review of District Accounts Payable Report for the Period of 6/21/18 - 7/18/18 and the Reimbursement Disclosure Report for Fiscal Year 2017/2018.

APPROVED

Director Hicks questioned the \$400,000 payment to CalPERS. Mr. Wickstrum said he will research that and get back to him.

On the motion of Director Baggerly, seconded by Director Hicks, the Accounts Payables were approved by the following roll call vote:

AYES:	Directors:	Baggerly, Kaiser, Bergen, Hicks, Word
NOES:	Directors:	None
ABSENT:	Directors:	None

8. General Manager's verbal report on Water Security Project status.

Mr. Wickstrum informed the board that proposals have been received and are being reviewed for the Matilija formation vertical exploratory well. We are not getting much assistance from the US Forest Service on the permits. Last week they sent an intern out to hike up to the locations and he found it too difficult to get into those areas. If we received no response by the end of next week we will move to the top.

On the State water intertie, I am uncertain when the CEQA documents are coming out. My understanding is around the 1st of September and the public will be able to comment. We will meet several times in August on the topic of state water. There is a meeting with Met on wheeling state water and financing for the California Water Fix. There is a potential for JPA formation for the CA Water fix. President Word added that my last conversation with the city was they thought they would have the documentation done by now. They underestimated the time and they hope to be digging by next summer.

Mr. Wickstrum informed the board that we are working very hard on the Ojai well field and reviewing that. We did some repairs on Well #6 that was good. We are close to balancing pumping out of that field with what is being used in the Ojai area. We are looking at what can we do to improve performance of the well fields that are part of the Ojai Water System.

9. Presentation and discussion on the Comprehensive Water Plan Request for Proposals/Qualifications.

Engineering Manager Julia Aranda introduced Virgil Clary as a newly hired Engineer to help implement projects.

Ms. Aranda then presented the draft Request for Proposals/Qualifications for a Comprehensive Water Plan. The plan is to look sources of water, dependency on lake and groundwater, and supply and demand evaluations. The outcome will be a tech memo to summarize the information and it will be prepared in a graphical format or matrix or a map. We will use that tech memo as a basis to look at water supply alternatives. Everything is on the table and feasibility, reliability, constraints will be looked at with the list of projects then being scored and ranked to determine which projects rise to the top as being realistic. Director Baggerly added a cost benefit analysis should also be included. The report we had in November of 2016 will be reviewed along with

plans prepared by others to obtain a complete picture of the water demand and use in the entire valley. We are also seeking stakeholder involvement from other agencies. Director Baggerly also suggested that we look at it in a water budget format. Ms. Aranda added that all of these projects will cost money and we will review alternative funding sources such as grants, loans, bonds, rates and other alternative funding sources. The timeline was also discussed. Director Hicks suggested a study of a small desalination plant in the Rincon area also be considered.

Bruce Kuebler spoke regarding the Urban Water Management Plan update that was supposed to be done in May and it did not meet the deadline. He suggested there be some statement in the document that explains how it relates to the Urban Water Management Plan. Director Baggerly added this was discussed yesterday at the Water Resources Committee. A one year extension was requested and it is currently being worked on. Mr. Aranda added the focus on the UWMP is to show how to reach 20% reduction by 2020. It is not meant to be a master planning roadmap to implement projects.

Richard Hajas commended the board on taking this step, it is important for the future. One suggestion is I hope you spend effort on reevaluating supply. Your assumptions about demand are dated. We use less water than we thought we needed 20 years ago and we may have less water than we think we had 20 years ago. You need a supply and demand analysis to get an idea of the scope of the problem. Suggest when you see supply and demand and you decide what level of risk you are willing to take. It is critical to determining how much water we have later on. Director Hicks responded that it is tough when you don't know what the federal government will do with the fish issue. They may be knocking on our door to let more water out. Mr. Hajas responded that you have to anticipate your risks and figure out a way to plan. You don't have a lot of control over those issues; you should assume some bad things will happen.

On the motion of Director Baggerly, seconded by Director Bergen, the Comprehensive Water Plan RFP/Q was approved by the following roll call vote:

AYES:	Directors:	Baggerly, Kaiser, Bergen, Hicks, Word
NOES:	Directors:	None
ABSENT:	Directors:	None

10. Update by Rincon Strategies on the Public Relations Action Plan.

Chris Collier with Rincon Strategies provided an update on the progress of the Casitas Water Security campaign. The Campaign components include a water security web site, fact sheets and a slide deck for community presentations. Digital outreach will include a social media program and e-newsletter. There will also be community outreach and engagement. There was discussion of the possibility of stakeholder tours or a tour of the dam. The

timeline is to have the fact sheet draft by August 1st and the slide deck by August 3rd. The board directed staff and the consultant to continue moving forward.

11. Resolution adopting the 2015 Ventura County Multi-Hazard Mitigation Plan. ADOPTED

The resolution was offered by Director Baggerly, seconded by Director Kaiser and adopted by the following roll call vote:

AYES:	Directors:	Baggerly, Kaiser, Bergen, Hicks, Word
NOES:	Directors:	None
ABSENT:	Directors:	None

12. Discussion regarding the hiring of temporary Human Resource Department Staff.

Direction was provided to staff to hire temporary assistance.

13. Recommend approval of the 2018-2019 Fiscal Year Annual Patchwork Contract, Specification 18-400 to BSN Construction Inc. in the amount of \$126,041.30. APPROVED

On the motion of Director Baggerly, seconded by Director Kaiser, the above recommendation was approved by the following roll call vote:

AYES:	Directors:	Baggerly, Kaiser, Bergen, Hicks, Word
NOES:	Directors:	None
ABSENT:	Directors:	None

14. Information Items:

- a. Recreation Area Report for May, 2018.
- b. Recreation Committee Minutes.
- c. Executive Committee Minutes.
- d. Quagga Committee Minutes.
- e. Finance Committee Minutes.
- f. Water Consumption Report.
- g. CFD No. 2013-1 (Ojai) Monthly Cost Analysis.
- h. Investment Report.

On the motion of Director Kaiser, seconded by Director Bergen, the information items were approved by the following roll call vote:

AYES:	Directors:	Baggerly, Kaiser, Bergen, Hicks, Word
NOES:	Directors:	None
ABSENT:	Directors:	None

15. Adjournment.

President Word adjourned the meeting at 4:36 p.m.

Mary Bergen, Secretary



Minutes of the Casitas Municipal Water District
Board Meeting Held
June 13, 2018

A meeting of the Board of Directors was held June 13, 2018 at the Casitas Municipal Water District located at 1055 Ventura Ave. in Oak View, California. The meeting was called to order at 3:00 p.m. President Word led the group in the flag salute.

1. Roll Call

Directors Baggerly, Kaiser, Bergen, and Hicks were present. President Word was absent. Also present were Steve Wickstrum, General Manager, Rebekah Vieira, Clerk of the Board, and Attorney, John Mathews. There were four staff members and 15 members of the public in attendance.

2. Public comments (Items not on the agenda – three minute limit).

John Johnston with the City of Ventura thanked Russ and Steve for all their efforts and for joining us at the council today. We are trying to get the facts on the table and get us all working together. I realize a lot of that is happening. The public has rumors, fear, and ignorance. They look at the lake and that is the symbol that our property values will be ruined. Fear is based on belief that one of the best opportunities available is the connection to state water because in the years when there is a surplus there would be opportunity to take delivery and wheel water. Because of the cost of that project and need for a consortium between Calleguas, and the Ojai Valley with Casitas and the City of Ventura there is a few that the window of opportunity is closing and we might be left out and then we risk being in stage 4 and 5 more frequently and the cost to remedy may be higher. People show up at our meetings and say why isn't someone doing something. At the meeting we dealt with an op-ed piece we were asked to join in on. We tried to recraft it to ask your board to make clear, by public declaration, the state water connection pipe that it is not just on the back burner. I encourage you to make some kind of statement that would get people to understand there is someone steering the ship.

Bill Weirick, speaking as an individual City of Ojai Council member told the board that people want more demonstration of leadership adding the public is looking for aggressive, clear policy actions, and policy decisions. A step in the issue of connection to state water supply, is getting the gears going as a lead agency with the connection to the Casitas water district. More clearly and

frequently communicate as a board and engage more aggressively in taking positions as a board. Mr. Weirick expressed that transparency is important and he is happy to see cameras in the room and he hopes that soon part of that access will be for people who can't make a day time meeting to be able to view the videos. Please accept the fact that you are on the front lines and concerns are increasing. Take measures to engender confidence that you are taking the leadership position.

3. General Manager comments.

Mr. Wickstrum reported that there was a visit from the Bureau of Reclamation inspecting hazardous materials at various facilities and they noted many good changes in the last 3-5 years. We expect to have mutual well # 6 up and running. This is part of the Ojai system we are working with to improve to achieve water balances in the Ojai area.

4. Board of Director comments.

Director Kaiser asked if it is possible to invite Susan Mulligan to one our meeting. Mr. Wickstrum will invite her.

Director Kaiser commented that there is no doubt the public may feel certain ways at times about what is coming out of this board and district. Ongoing negotiations are happening. We can't make a decision because of emotion because of the millions of dollars that would be spent; we would not be doing our duty for the entire people we serve, the 90,000 in the district. Director Kaiser went on to read the following quote.

"It is not the critic who counts; not the man who points out how the strong man stumbles, or where the doer of deeds could have done them better. The credit belongs to the man who is actually in the arena, whose face is marred by dust and sweat and blood; who strives valiantly; who errs, who comes short again and again, because there is no effort without error and shortcoming; but who does actually strive to do the deeds; who knows great enthusiasms, the great devotions; who spends himself in a worthy cause; who at the best knows in the end the triumph of high achievement, and who at the worst, if he fails, at least fails while daring greatly, so that his place shall never be with those cold and timid souls who neither know victory nor defeat." Theodore Roosevelt

Director Kaiser asked the public not to be guided by emotions but work with us and be part of this investment. Look at water security as a stool with many legs on it. We have to look closely and consider it financially. It takes all of these aspects to maintain water security in the valley.

Director Hicks added I live at the beach and we get all our water from Lake Casitas. I have not had one person from the beach ask what we are going

to do. We have no aquifers. You do have aquifers. You have 7,000 acre that hasn't been tapped. They get recharged. People at the beach don't have anything. This board is doing a lot to get this rectified. Steve is getting beat up every which way about this. We are not trying to be closed. We have not communicated well enough to make you feel at ease.

5. Board of Director Verbal Reports on Meetings Attended.

Director Baggerly attended Watershed Coalition of Ventura County meeting and discussed some amendments to our mission statement. I also attended the Steve Bennett and Monique Limon water group meeting. Traditional water worries were discussed and it was a lively meeting.

Director Kaiser attended the chamber meeting and they were appreciative of what Casitas is doing from the business owners perspective.

Director Hicks attended the meeting on the water bond. \$8.7 billion that is a lot of money. Matilija Dam will get 80 million of that. People in San Joaquin will get 750 million. It looks like something we should support.

6. Consent Agenda.

ADOPTED

- a. Minutes of the May 23, 2018 Board Meeting.
- b. Recommend approval of a purchase order to Legend Well and Pump Company in the not to exceed amount of \$22,415 for the purchase and installation of a new submersible pump and motor for Mutual Well #6.
- c. Recommend approval of authorization for the temporary placement of a storage shed by the Ventura County Comets at Lake Casitas Recreation Area.

On the motion of Director Kaiser with some minor changes to the minutes, seconded by Director Baggerly and adopted by the following roll call vote:

AYES:	Directors:	Baggerly, Kaiser, Bergen, Hicks
NOES:	Directors:	None
ABSENT:	Directors:	Word

7. Review of District Accounts Payable Report for the Period of 5/23/18 - 6/06/18.

APPROVED

On the motion of Director Bergen, seconded by Director Kaiser, the Accounts Payable Report was approved by the following roll call vote:

AYES:	Directors:	Baggerly, Kaiser, Bergen, Hicks
NOES:	Directors:	None
ABSENT:	Directors:	Word

8. Request of Lou Preiczzer for Water bill adjustment and removal of Conservation Penalty of \$320.00. DENIED

Lou Preiczzer stated I have a bill for \$495, \$146 was for water and \$320 for penalties. The bill was for 80 units. I didn't use that water. The next month the usage was expected to be three units. On both sides I have a unit in one month and three in the next month. I was told there was probably an error. I asked that it be looked at. There are no green spots in the yard. I have three bathrooms, a pool and a horse. The water usage does not change that much. Changes were made at the meter. The last meeting I had I found they changed something on the meter and took out the meter reading part. This was done without any knowledge to me. Transparency is very important. You made those changes and I cant check and that is wrong. I want to know policy and procedures. I would like to see the code of ethics and your mandates. If you can do this to me you can do this to everyone. Everyone is getting paid on Casitas payroll. When I was saying the pledge of allegiance I heard justice for all. How is there justice for someone that made a complaint and you are setting in judgment and you have a horse in the race. Transparency is important to the public. TV is important. In past career I spoke many times to the Board of Supervisors and to congress. This is wrong and I may have to pay it and it will not end there. I will be in front of the Board of Supervisors and if I have to pay a lawyer I will. You have screwed with the meter. I went on internet site and looked up meters. The company said they are notoriously wrong. You are telling me I have to pay this and this fine is wrong. I will have a lot of questions. When they come out to read meters are the wands calibrated? How often are water meters calibrated? Have you replaced water meters in the Ojai valley? If you do, why? I would request there be an independent board to review complaints, to be fair and equitable. More than anything as someone who uses your system and it is the only one in town there has to be something more equitable for people who have a problem. This does not look fair to me. It is wrong and outrageous. I appreciate the time to speak with you. You have a difficult job but there has to be a better system for this. I say I didn't get that water – you prove I got it. Fair and impartial justice for all.

Director Kaiser asked for a staff report and Mr. Wickstrum reported there was a high usage occurrence. There have been other peaks and valleys on water usage. There was 55 units in December, and dropped in January and was high in February at 80 then dropped to 2 and then 19. We bring that to the customers attention and put out an order in April to change out the register. Ms. Collin added we had it looked at to see if it was stuck and changed the register from 5/8 to 3/4. Director Baggerly added the water usage changed back to normal before the register was changed. Mr. Wickstrum continued that we had a customer at the beach who came in here and said he didn't use the water. We met with the caretaker and it was a toilet leaking that they were not aware of. Meters can get stuck and we have to replace them. This used to happen in the past because of lack of filtration or particles in the system. To explain a high use is more difficult as far as meter error. We rely on these to give us the measurements. I don't know any other read changes were made. Director Kaiser

asked when the register was changed and if there was anything noted as being faulty. Mr. Wickstrum replied it was in April and there was no report of that nature. Ms. Collin added he used 55 units in December but didn't have an allocation penalty in December because of the fires. Mr. Wickstrum added it was a high read so we sent out a customer service employee to see if there is a leak or meter spinning. They did not see a leak at the time they went out in April. Customer has high use in February and low usage in other months. The register does not affect flow.

Director Kaiser made a motion based on statements provided and information and existing policy to deny the appeal. This was seconded by Director Bergen and passed by the following roll call vote:

AYES:	Directors:	Kaiser, Bergen, Hicks
NOES:	Directors:	Baggerly
ABSENT:	Directors:	Word

9. Presentation by Connor Jones entitled "Slow it, Sink it, Store it."

Connor Jones provided his presentation on slow it, sink it, store it which discussed the advantages of implementing these strategies. Many of these things can be done on individual property owners land to assist in efficient use of water. It powers people to be better stewards of the water cycle.

Michelle Thomas suggested that she hopes in the future building codes we implement water saving measures, decreasing hardscape and recycle greywater and compostable toilets if they make sense. Anything you and Connor can do to educate and encourage water saving measures for Ag. I would love to have recycled grey water storage tank.

10. General Manager's verbal report on Water Security Project status.

Mr. Wickstrum informed the board that this morning we received confirmation from Poncho Smith to approve the application to put data collectors on the backside of the Matilija Formation. Bids are still being reviewed on an exploratory well.

On the State Water Interconnection, we had a meeting yesterday with Kennedy Jenks and has an update on CEQA. We are looking to have a draft EIR available to the City of Ventura by the 18th of August. We will bring it forward here when the City posts it. I had heard through the rumor bill that Oxnard was interested in this interconnection project. What was clarified is Oxnard has a line with a history of problems. They would like a turnout in case there is a problem in case the Oxnard pipe fails that would be another emergency connection. Kennedy Jenks is contacting property owners on the interconnection alignment. They are trying to go through farmlands in the area to entertain a pipeline easement in the ag lands. There are two more out of state property owners to

contact. Property owners have been open with this project. Kennedy Jenks is looking at the situation of how to move water east to west in the city of Ventura system and provide options to us. August 30th we are planning to meet with Metropolitan to have discussion on wheeling of state water.

- 11. Recommend approval of a Water Service Agreement with Ventura River Water District regarding water allocation assignments. APPROVED

On the motion of Director Baggerly, seconded by Director Kaiser the above recommendation was approved by the following roll call vote:

AYES:	Directors:	Baggerly, Kaiser, Bergen, Hicks
NOES:	Directors:	None
ABSENT:	Directors:	Word

- 12. Discussion regarding Request for Proposals to create a Comprehensive Water Plan.

The board discussed the need to have a comprehensive water plan and on the motion of Director Baggerly, seconded by Director Kaiser direction was provided to staff to obtain RFPs to create a Comprehensive Water Plan. This was approved by the following roll call vote:

AYES:	Directors:	Baggerly, Kaiser, Bergen, Hicks
NOES:	Directors:	None
ABSENT:	Directors:	Word

Bruce Gerber expressed that people are disturbed on the lack of progress and it seems to me most of the people there were in favor of the comprehensive three sisters plan. The alternative to that is desal plant which would cost billions and is a long term solution but so many people have said Richard Hajas should be consulted on this.

Cheryl Rooke explained that she spent some time looking at 2005, 2010, and 2015 management plans. In 2016 you authorized WREA to look at water security strategy and options to bring supplemental water into the valley. Is this the same kind of thing? To put together a plan? Director Baggerly responded yes.

- 13. Discussion regarding Ventura County Grand Jury Final Report on Independent Special Districts, April 26, 2018.

Mr. Wickstrum discussed the grand jury report and discussed the revision to the reserve policy that is being discussed at the Finance Committee and will be brought forward to the board for approval. A response to the grand jury will be done quickly.

14. Information Items:

- a. Lake Casitas Monthly Status Report for May, 2018.
- b. Water Resources Minutes.
- c. Recreation Committee Minutes.
- d. Finance Committee Minutes.
- e. Executive Committee Minutes.
- f. Contract approved with Rincon Strategies for Public Relations Consulting Services.
- g. Water Consumption Report.
- h. CFD No. 2013-1 (Ojai) Monthly Cost Analysis.
- i. Investment Report.

Director Hicks moved the meeting into closed session at 4:40 p.m.

15. Closed Session

- a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Subdivision (a) of Section 54956.9
Name of Case: Paula Suzanne Taylor v. Casitas Municipal Water District; Stephen E. Wickstrum and DOES 1 through 10, inclusive.
Civil Action No. 2:16-cv-7864-BRO-E.
- b. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (**Government Code** Section 54956.9) No. of cases: 8

Director Hicks moved the meeting back to open session at 6:05 p.m. with Mr. Mathews reporting that on the case of Taylor v. Casitas, the board met and on a four to nothing vote approved the settlement presented to them and authorized the Vice President of the Board to execute it on behalf of the district. On the anticipated litigation the board met with general counsel and discussed claims. No action was taken.

16. Adjournment.

Director Hicks adjourned the meeting at 6:06 pm.


Mary Bergen, Secretary

CASITAS MUNICIPAL WATER DISTRICT
Payable Fund Check Authorization
Checks Dated 07/19/18-08/01/18
Presented to the Board of Directors For Approval August 8, 2018

Check	Payee			Description	Amount
000822	Payables Fund Account	#	9759651478	Accounts Payable Batch 072518	\$56,440.84
000823	Payables Fund Account	#	9759651478	Accounts Payable Batch 080118	\$329,695.37
					\$386,136.21
000824	Payroll Fund Account	#	9469730919	Estimated Payroll 08/16/18	\$275,000.00
				Total	\$661,136.21

Publication of check register is in compliance with Section 53065.6 of the Government Code which requires the District to disclose reimbursements to employees and/or directors.

The above numbered checks, 000822-000824 have been duly audited is hereby certified as correct.



 Rebekah Vieira, Executive Administrator

 Signature

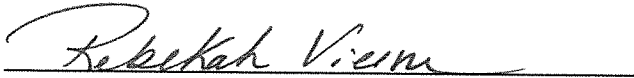
 Signature

 Signature

A/P Fund

Publication of check register is in compliance with Section 53065.6 of the Government Code which requires the District to disclose reimbursements to employees and/or directors.

000822	A/P Checks:	30846-30863
	A/P Draft to P.E.R.S.	
	A/P Draft to State of CA	
	A/P Draft to I.R.S.	
	Voids:	
000823	A/P Checks:	30864-30974
	A/P Draft to P.E.R.S.	000000
	A/P Draft to State of CA	000000
	A/P Draft to I.R.S.	000000
	Voids:	30868, 30924, 30925, 30926


Rebekah Vieira, Executive Administrator

Signature

Signature

Signature

CERTIFICATION

Payroll disbursements for the pay period ending 07/28/18
Pay Date of 08/02/18
have been duly audited and are
hereby certified as correct.

Signed: Rebekah Vieira
Rebekah Vieira

Signed: _____
Signature

Signed: _____
Signature

Signed: _____
Signature

8/01/2018 3:26 PM
 VENDOR SET: 01 Casitas Municipal Water D
 BANK: * ALL BANKS
 DATE RANGE: 7/19/2018 THRU 8/01/2018

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	8/01/2018			030868		
C-CHECK	VOID CHECK	V	8/01/2018			030924		
C-CHECK	VOID CHECK	V	8/01/2018			030925		
C-CHECK	VOID CHECK	V	8/01/2018			030926		

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	4	0.00		
VOID DEBITS		0.00		
VOID CREDITS		0.00		
		0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 01	BANK:	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			4	0.00	0.00	0.00
BANK:		TOTALS:	4	0.00	0.00	0.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00049	STATE OF CALIFORNIA							
I-T2 201807241382	State Withholding	D	8/01/2018	4.40		000000		
I-T2 201807301383	State Withholding	D	8/01/2018	12,493.48		000000		12,497.88
00128	INTERNAL REVENUE SERVICE							
I-T1 201807241382	Federal Withholding	D	8/01/2018	11.88		000000		
I-T1 201807301383	Federal Withholding	D	8/01/2018	33,615.92		000000		
I-T3 201807241382	FICA Withholding	D	8/01/2018	69.82		000000		
I-T3 201807301383	FICA Withholding	D	8/01/2018	39,721.18		000000		
I-T4 201807241382	Medicare Withholding	D	8/01/2018	16.32		000000		
I-T4 201807301383	Medicare Withholding	D	8/01/2018	9,541.40		000000		82,976.52
00187	CALPERS							
I-PBB201807301383	PERS BUY BACK	D	8/01/2018	150.08		000000		
I-PBP201807301383	PERS BUY BACK	D	8/01/2018	161.96		000000		
I-PEB201807301383	PEPRA EMPLOYEES PORTION	D	8/01/2018	5,983.52		000000		
I-PEM201807301383	PERS EMPLOYEE PORTION MGMT	D	8/01/2018	2,746.19		000000		
I-PER201807301383	PERS EMPLOYEE PORTION	D	8/01/2018	6,277.52		000000		
I-PRB201807301383	PEBRA EMPLOYER PORTION	D	8/01/2018	6,550.25		000000		
I-PRR201807301383	PERS EMPLOYER PORTION	D	8/01/2018	10,593.57		000000		32,463.09
00018	AT & T MOBILITY							
I-070618	PT Wildlife Biol Monthly Cell	R	7/25/2018	13.07		030846		13.07
02059	Berkadia G							
I-071918	Mira Monte Loan P&I	R	7/25/2018	18,837.50		030847		18,837.50
03207	BMI PacWest iNC.							
I-010876	HVAC Maintenance - LCRA	R	7/25/2018	1,149.00		030848		1,149.00
03612	Boot Barn Inc.							
I-IVC0142028	Safety Boots - EM	R	7/25/2018	164.85		030849		164.85
00061	COMPUWAVE							
I-SB02090257	HP Laserjet Printer - LCRA	R	7/25/2018	941.66		030850		941.66
00081	DELTA LIQUID ENERGY							
I-7764	Propane - LCRA	R	7/25/2018	249.48		030851		
I-7828	Propane - TP	R	7/25/2018	236.18		030851		485.66
00099	FGL ENVIRONMENTAL							
I-807329A	Nitrate Monitoring 6/5/18	R	7/25/2018	61.00		030852		
I-807661A	Nitrate Monitoring 6/12/18	R	7/25/2018	43.00		030852		
I-808431A	Lake Nutrient Monitoring 6/20	R	7/25/2018	1,288.00		030852		
I-808432A	Nitrate Monitoring 6/26/18	R	7/25/2018	43.00		030852		1,435.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01614 I-11725	FORBESS CONSULTING GROUP, INC Asbestos Air Sampling - PL	R	7/25/2018	760.00		030853		760.00
01280 I-7165645	FRY'S ELECTRONICS, INC. UPS Battery - LCRA	R	7/25/2018	149.77		030854		149.77
03691 I-071818	Kaas Family Trust Deposit Overpayment	R	7/25/2018	6,981.80		030855		6,981.80
02129 I-071818 I-072418	Tracy Medeiros Claim # 1102WC180000001 Workers Comp 1102WC180000001	R R	7/25/2018 7/25/2018	119.29 2,129.42		030856 030856		2,248.71
00912 I-13401	OJAI BUSINESS CENTER, INC Shipments - FISH/EM	R	7/25/2018	40.33		030857		40.33
00313 I-24097	ROCK LONG'S AUTOMOTIVE Oil Service - Unit 44	R	7/25/2018	115.28		030858		115.28
00215 I-072418a I-072418b	SOUTHERN CALIFORNIA EDISON Acct#2157697889 Acct#2266156405	R R	7/25/2018 7/25/2018	10,998.98 146.50		030859 030859		11,145.48
00216 I-072518a I-072518b	Southern California Gas Co. Acct#00801443003 Acct#18231433006	R R	7/25/2018 7/25/2018	141.37 23.38		030860 030860		164.75
02643 I-7601085 I-7604243	Take Care by WageWorks Reimburse Med/Dep Care Reimburse Med/Dep Care	R R	7/25/2018 7/25/2018	192.31 500.00		030861 030861		692.31
01283 I-9810261990a I-9810261990b I-9810262508	Verizon Wireless Monthly Cell Charges - DO Monthly Cell Charges - DO Monthly Cell Charges - LCRA	R R R	7/25/2018 7/25/2018 7/25/2018	2,672.77 996.98 618.72		030862 030862 030862		4,288.47
00536 I-3052-13	Water Resource Engr Associates Phase 3: VERBO - ENG	R	7/25/2018	6,827.20		030863		6,827.20
02587 I-46430	A&M LAWNMOWER SHOP Oil Filter - Unit 117	R	8/01/2018	8.55		030864		8.55
00010 I-9078179294 I-9078380525 I-9078468896 I-9954729349	AIRGAS USA LLC Oxygen Cylinder - PL Swaetshirts - PL Swaetshirts - PL Gas Cylinders - PL	R R R R	8/01/2018 8/01/2018 8/01/2018 8/01/2018	60.89 191.28 362.47 190.90		030865 030865 030865 030865		805.54

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00012	ALL-PHASE ELECTRIC SUPPLY CO.							
I-5665-640271	Conduit, Gloves, Gaskets - EM	R	8/01/2018	391.34		030866		
I-5665-640415	Connectors, Conduit, Gaskets- EM	R	8/01/2018	401.99		030866		793.33
03044	Amazon Capital Services							
C-1GMF-6R6M-PG6Cb	Accrue Use Tax	R	8/01/2018	6.97CR		030867		
C-1HRK-YHYR-G6HRb	Accrue Use Tax	R	8/01/2018	43.45CR		030867		
C-1XHD-364D-41VHb	Accrue Use Tax	R	8/01/2018	42.26CR		030867		
C-1XVD-DX31-YYTYb	Accrue Use Tax	R	8/01/2018	13.41CR		030867		
D-1GMF-6R6M-PG6Ca	Accrue Use Tax	R	8/01/2018	6.97		030867		
D-1HRK-YHYR-G6HRa	Accrue Use Tax	R	8/01/2018	43.45		030867		
D-1XHD-364D-41VHa	Accrue Use Tax	R	8/01/2018	42.26		030867		
D-1XVD-DX31-YYTYa	Accrue Use Tax	R	8/01/2018	13.41		030867		
I-1FPQ-T6XN-QFC3	Varidesk - TP	R	8/01/2018	423.64		030867		
I-1GMF-6R6M-PG6C	Pressure Washer Lance-Unit 117	R	8/01/2018	96.13		030867		
I-1HGM-DWMX-19MC	Dewalt Battery - MAINT	R	8/01/2018	181.25		030867		
I-1HRK-YHYR-G6HR	Steel Sink - ADM	R	8/01/2018	599.31		030867		
I-1XHD-364D-41VH	Steel Swing Faucet - ADM	R	8/01/2018	582.96		030867		
I-1XVD-DX31-YYTY	Arborist Rope - LCRA	R	8/01/2018	184.95		030867		2,068.24
00417	APPLIED INDUSTRIAL TECHNOLOGY							
I-7013952905	Seals - TP	R	8/01/2018	19.65		030869		19.65
00014	AQUA-FLO SUPPLY							
I-SI1234786	Adapter - TP	R	8/01/2018	6.69		030870		6.69
00840	AQUA-METRIC SALES COMPANY							
I-INV0070408	3" Omni - UT	R	8/01/2018	2,205.81		030871		2,205.81
01323	ARGO CHEMICAL INC							
I-1807002	Ammonia Solution - TP	R	8/01/2018	2,274.31		030872		2,274.31
01666	AT & T							
I-000011661919	Acct#9391035541	R	8/01/2018	495.36		030873		495.36
03429	AT&T							
I-3425613400	Acct#8310006908483	R	8/01/2018	1,075.73		030874		1,075.73
00021	AWA OF VENTURA COUNTY							
I-06-11025	CCWUC Luncheon 7/25/18	R	8/01/2018	70.00		030875		
I-073118	18-19 Membership	R	8/01/2018	150.00		030875		220.00
00030	B&R TOOL AND SUPPLY CO							
I-1900916399	Chisel & Cutter - PL	R	8/01/2018	130.77		030876		
I-1900916560	Adapter, Bit Set, Socket-MAINT	R	8/01/2018	195.22		030876		
I-1900916594	Impact Wrench - PL	R	8/01/2018	175.39		030876		
I-1900916595	Impact Wrench Battery - PL	R	8/01/2018	494.63		030876		
I-1900916756	Gloves, Glasses, Cutter - PL	R	8/01/2018	250.62		030876		
I-1900917409	Pump Flow Meter - MAINT	R	8/01/2018	553.41		030876		1,800.04

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02283	Mary Bergen							
I-April 18	Reimburse Mileage 4/18	R	8/01/2018	24.20		030877		
I-June 18	Reimburse Mileage 6/18	R	8/01/2018	16.13		030877		
I-May 18	Reimburse Mileage 5/18	R	8/01/2018	16.13		030877		56.46
03059	Brenntag Pacific Inc.							
I-BPI855424	Chlorine for Ojai Sys. - TP	R	8/01/2018	1,611.36		030878		1,611.36
00065	CALIFORNIA PARK & REC SOCIETY							
I-001867	CA Park&Rec Society Membership	R	8/01/2018	480.00		030879		480.00
00055	CASITAS BOAT RENTALS							
I-59560	JR Lifeguard Kayak Trip	R	8/01/2018	120.00		030880		120.00
01843	COASTAL COPY							
I-802717	Copier Usage - LCRA	R	8/01/2018	503.47		030881		
I-803163	Copier Usage - WHS	R	8/01/2018	50.70		030881		554.17
00061	COMPUWAVE							
I-SB02090374	Toners - ADM	R	8/01/2018	760.13		030882		
I-SB02090413	Battery - IT	R	8/01/2018	41.83		030882		
I-SB02090451	Keyboard & Mouse - WP	R	8/01/2018	80.44		030882		882.40
01131	COUNTY OF VENTURA							
I-070318	IRWM Program Services	R	8/01/2018	5,000.00		030883		5,000.00
03695	Briana Crikelair							
I-669104	Camping Reduction - LCRA	R	8/01/2018	60.00		030884		60.00
02722	D&H Water Systems							
I-I 2018-0702	Chlorinator Part - TP	R	8/01/2018	101.36		030885		101.36
00079	DANIELS TIRE SERVICE							
I-250092563	Rental Tractor Tire Replace	R	8/01/2018	1,119.33		030886		1,119.33
02480	David Taussig & Associates, In							
I-1806342	D18-00115 CFD Tax Admin	R	8/01/2018	5,743.28		030887		5,743.28
00740	DELL MARKETING L.P.							
I-10254896263	Dell Computer - ENG	R	8/01/2018	962.40		030888		
I-10256414837	Dell Computer - LCRA	R	8/01/2018	1,143.93		030888		2,106.33
10210	DIRECT TV							
I-34593002213	Payment for 7/1/17-6/30/17	R	8/01/2018	4,620.36		030889		4,620.36

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02667	Digital Telecommunications Cor							
I-31428	Phone CPU Replacement - LCRA	R	8/01/2018	1,744.86		030890		1,744.86
00086	E.J. Harrison & Sons Inc							
I-5556a	Acct#1C00053370	R	8/01/2018	159.28		030891		159.28
00086	E.J. Harrison & Sons Inc							
I-5576	Acct#1C00054230	R	8/01/2018	4,330.00		030892		4,330.00
00095	FAMCON PIPE & SUPPLY							
I-208393	Bushings,Fittings,Valves - PL	R	8/01/2018	7,043.11		030893		7,043.11
00093	FEDERAL EXPRESS							
I-6-236-25253	Shipments - ADM	R	8/01/2018	219.48		030894		219.48
00136	FEDEX OFFICE							
I-500300019646	Lamination - CONS	R	8/01/2018	33.87		030895		33.87
00099	FGL ENVIRONMENTAL							
I-808009A	Nitrate Monitoring 6/19	R	8/01/2018	43.00		030896		
I-808433A	Manganese Monitoring 6/20	R	8/01/2018	105.00		030896		
I-808731A	Nitrate Monitoring 7/3	R	8/01/2018	61.00		030896		
I-808977A	Nitrate Monitoring 7/10	R	8/01/2018	43.00		030896		252.00
02310	Flora Gardens							
I-201303	Plants - LCRA	R	8/01/2018	20.94		030897		20.94
02614	Fondriest Environmental Inc.							
I-60807	Data Logger&Transfer Device-TP	R	8/01/2018	1,761.11		030898		1,761.11
00103	FRANK'S ROOTER & PUMPING							
I-92504	Vault Pumping - LCRA	R	8/01/2018	522.50		030899		
I-92507	Vault Pumping - LCRA	R	8/01/2018	522.50		030899		1,045.00
00104	FRED'S TIRE MAN							
I-109670	Oil Change/Filters - Unit 46	R	8/01/2018	44.61		030900		
I-109699	Computer Balance/Tires-Unit 47	R	8/01/2018	858.99		030900		
I-109759	Balance/Tires - Unit 40	R	8/01/2018	240.70		030900		
I-109867	Oil Change/Filters - Unit 49	R	8/01/2018	44.61		030900		1,188.91
01280	FRY'S ELECTRONICS, INC.							
I-7174339a	Monitor & Cable - ENG	R	8/01/2018	177.31		030901		
I-7174339b	Cables - LCRA	R	8/01/2018	17.22		030901		
I-7178813	Monitors & Cables - ENG	R	8/01/2018	517.37		030901		
I-7185099	Battery - IT	R	8/01/2018	64.65		030901		
I-7185102	8 Port Gigabit Switch - CONS	R	8/01/2018	72.43		030901		848.98

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
03692	Galileo Galvez							
I-727142	Camping Cancellation - LCRA	R	8/01/2018	130.00		030902		130.00
01292	GEORGE YARDLEY CO							
I-865	Shower Repair Kit - LCRA	R	8/01/2018	307.27		030903		307.27
01898	Eric Grabowski							
I-072418a	Water Management Class	R	8/01/2018	334.16		030904		
I-072418b	T3 Certification Exam Fee	R	8/01/2018	100.00		030904		434.16
00115	GRAINGER, INC							
I-9847943876	Hard Hat Rack - LCRA	R	8/01/2018	16.88		030905		
I-9849131975	Chemical Resistant Gloves - WP	R	8/01/2018	97.71		030905		
I-9850324915	Rubber Boots - PL	R	8/01/2018	435.65		030905		
I-9850611782	Hip Boots & Rubber Boots - PL	R	8/01/2018	620.35		030905		
I-9851087503	Hip Boots - PL	R	8/01/2018	82.48		030905		
I-9851087511	Rubber Boots - PL	R	8/01/2018	145.21		030905		
I-9851752551	Chain Hoist - MAINT	R	8/01/2018	290.63		030905		
I-9854058899	Mailbox - DO	R	8/01/2018	868.73		030905		2,557.64
02217	Greg Rents							
I-1031	Cement Slurry - PL	R	8/01/2018	70.78		030906		
I-51275	Cement Slurry - PL	R	8/01/2018	206.46		030906		
I-51293	Cement Slurry - PL	R	8/01/2018	238.62		030906		515.86
00437	HERC RENTALS INC							
I-30114042-001	Scissor Lift Rental - MAINT	R	8/01/2018	655.77		030907		655.77
00596	HOME DEPOT							
I-7311607	Blade & Hole Saw Kit - EM	R	8/01/2018	81.75		030908		81.75
02288	Hopkins Technical Products, In							
I-3618300732	Pump & Spare Parts Set - TP	R	8/01/2018	2,402.39		030909		2,402.39
00894	HOSE-MAN, INC.							
I-5250797-0001-05	Strainer & Hose - PL	R	8/01/2018	397.14		030910		
I-5251105-0001-05	Coupler, Air Hose, Cable - PL	R	8/01/2018	350.96		030910		
I-5251107-0001-05	Hose - Unit 109	R	8/01/2018	304.40		030910		
I-5251108-0001-05	Gauge for Flow Test - UT	R	8/01/2018	237.13		030910		
I-5251151-0001-05	Hose - Unit 109	R	8/01/2018	544.62		030910		
I-5251286-0001-05	Bell Reducer & Adapters - PL	R	8/01/2018	523.96		030910		2,358.21
02914	IE Safety Services, LLC							
I-1251	Rigger Training - SAF	R	8/01/2018	1,146.45		030911		1,146.45

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00872	Irrisoft, Inc.							
I-6378	Weather Staton Signal	R	8/01/2018	79.00		030912		79.00
00131	JCI JONES CHEMICALS, INC							
I-762491	Chlorine - TP, CM 762569	R	8/01/2018	1,650.00		030913		
I-763625	Chlorine - TP, CM 763690	R	8/01/2018	1,650.00		030913		
I-764118	Chlorine - TP, CM 764118	R	8/01/2018	899.94		030913		
I-764119	Chlorine - TP, CM 764178	R	8/01/2018	1,650.00		030913		5,849.94
01022	KELLY CLEANING & SUPPLIES, INC							
I-45285841	Janitorial Services - LCRA	R	8/01/2018	280.00		030914		280.00
03693	Yael Kornfeld							
I-668088	Camping Reduction - LCRA	R	8/01/2018	3,020.00		030915		3,020.00
03147	John Lee							
I-674592	Camping Cancellation - LCRA	R	8/01/2018	85.00		030916		85.00
00360	LESLIE'S POOL SUPPLIES, INC							
I-142-001-9252	Bulk Chemicals - WP	R	8/01/2018	57.37		030917		
I-142-002-5478	Bulk Chemicals - WP	R	8/01/2018	788.35		030917		
I-142-002-6104	Bulk Chemicals - WP	R	8/01/2018	254.78		030917		1,100.50
03696	Austin Macias							
I-670066	Camping Cancellation - LCRA	R	8/01/2018	187.00		030918		187.00
03694	Leslie Manuel							
I-670904	Camping Cancellation - LCRA	R	8/01/2018	187.00		030919		187.00
03484	Mario Mariscal							
I-073018a	Water Calculation Class Fee	R	8/01/2018	138.00		030920		
I-073018b	T1 Certification Exam Fee	R	8/01/2018	65.00		030920		203.00
00329	MCMaster-CARR SUPPLY CO.							
I-68256755	Pressure Gauge - EM	R	8/01/2018	38.72		030921		
I-68626270	Air Filters - EM	R	8/01/2018	84.06		030921		122.78
03613	MCR Technologies, Inc.							
I-37368	Pressure Transducer - EM	R	8/01/2018	1,932.38		030922		1,932.38
00151	MEINERS OAKS ACE HARDWARE							
I-834532	Phone Holder - UT	R	8/01/2018	8.77		030923		
I-834636	Utility Cart - WP	R	8/01/2018	201.88		030923		
I-834822	Trash Bags, Clorox, Lysol-LCRA	R	8/01/2018	78.54		030923		
I-835044	Bolts & Screws - LCRA	R	8/01/2018	12.76		030923		
I-835200	Batteries - LCRA	R	8/01/2018	21.45		030923		
I-835223	Bolts, Screws, Hammer - LCRA	R	8/01/2018	24.13		030923		
I-835307	Nozzle, Bolts, Screws, Hose-UT	R	8/01/2018	26.96		030923		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-835780	Seal Tape,Batteries,Filters-TP	R	8/01/2018	70.40		030923		
I-835803	Bags, Gloves, Tape, Locks - WP	R	8/01/2018	113.91		030923		
I-835855	Conduit, Coupling, Adapters-EM	R	8/01/2018	21.99		030923		
I-835856	Conduit - EM	R	8/01/2018	4.68		030923		
I-835858	Concrete - EM	R	8/01/2018	30.01		030923		
I-835904	Shovel - MAINT	R	8/01/2018	21.46		030923		
I-835947	Screw Lid, Bucket, Bolts - TP	R	8/01/2018	18.52		030923		
I-835949	Bolts, Screws, Gloves - UT	R	8/01/2018	21.42		030923		
I-835950	Batteries - ENG	R	8/01/2018	14.63		030923		
I-836208	Hose, Bolts, Screws,Locks-LCRA	R	8/01/2018	76.73		030923		
I-836214	Keys - GAR	R	8/01/2018	21.36		030923		
I-836292	Fasteners & Gloves - IT	R	8/01/2018	7.99		030923		
I-836386	Gas Cylinder - LCRA	R	8/01/2018	17.55		030923		
I-836521	Pliers, Tape, Clorox - LCRA	R	8/01/2018	55.49		030923		
I-836578	Connector - WP	R	8/01/2018	6.34		030923		
I-837054	Hammer, Paint Brushes - UT	R	8/01/2018	54.11		030923		
I-837071	Fast Set Concrete Mix - MAINT	R	8/01/2018	48.33		030923		
I-837116	Bolts & Screws - MAINT	R	8/01/2018	11.54		030923		
I-837122	Bolts & Screws - MAINT	R	8/01/2018	5.59		030923		
I-837229	Yellow Jacket Traps - MAINT	R	8/01/2018	46.76		030923		
I-837231	Lumber - MAINT	R	8/01/2018	11.02		030923		
I-837241	Lumber - MAINT	R	8/01/2018	6.28		030923		
I-837284	Spraypaint, Level, Epoxy - UT	R	8/01/2018	16.56		030923		
I-837300	Insect Killer - EM	R	8/01/2018	10.93		030923		
I-837704	Spraypaint & Lube - UT	R	8/01/2018	24.53		030923		
I-837739	Insect Killer - MAINT	R	8/01/2018	39.96		030923		
I-837901	Respirator & Organizer - MAINT	R	8/01/2018	51.28		030923		
I-837988	Spring Snap - LAB	R	8/01/2018	16.58		030923		1,220.44
03444	Mission Linen Supply							
I-507774815	Uniform Pants - TP	R	8/01/2018	29.10		030927		
I-507817451	Uniform Pants - TP	R	8/01/2018	29.10		030927		
I-507873347	Uniform Pants - TP	R	8/01/2018	29.10		030927		
I-507920608	Uniform Pants - TP	R	8/01/2018	29.10		030927		116.40
00163	OFFICE DEPOT							
I-16297367001	Hanging Folders - ADM	R	8/01/2018	154.33		030928		
I-162975738001	Office Supplies - ADM	R	8/01/2018	621.29		030928		
I-165077507001	Office Supplies - DO	R	8/01/2018	69.69		030928		
I-167466754001	Office Chair - ENG	R	8/01/2018	267.04		030928		
I-167467631001	Chair Mat - ENG	R	8/01/2018	67.52		030928		1,179.87
01570	Ojai Auto Supply							
I-440036	Hose & Clamps - LCRA	R	8/01/2018	3.08		030929		3.08

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00165	OJAI LUMBER CO, INC							
I-1807-884213	Concrete Mix - UT	R	8/01/2018	9.20		030930		
I-1807-886113	Lumber - MAINT	R	8/01/2018	870.02		030930		
I-1807-886114	Lumber - LCRA	R	8/01/2018	2,146.64		030930		3,025.86
00602	OJAI TRUE VALUE							
I-51940	Mop & Bucket - LAB	R	8/01/2018	17.14		030931		17.14
02917	Ojai Valley Organics							
I-32930	Green Waste Pickup - MAINT	R	8/01/2018	23.00		030932		23.00
02495	Pacific Marine Repair Inc.							
I-737276	Plugs - Unit 138	R	8/01/2018	3.23		030933		
I-737282	Filters&Separator-Unit 135/219	R	8/01/2018	109.78		030933		113.01
00627	PORT SUPPLY							
I-2369	Plugs&Fittings-Unit 138/MAINT	R	8/01/2018	41.98		030934		
I-8305	Floataation Vest - TP	R	8/01/2018	107.73		030934		149.71
02833	Praxair, Inc							
I-83893580	Liquid Oxygen - TP	R	8/01/2018	2,266.03		030935		
I-83912148	Liquid Oxygen - TP	R	8/01/2018	2,197.44		030935		
I-83942839	Liquid Oxygen - TP	R	8/01/2018	2,287.81		030935		
I-83958767	Liquid Oxygen - TP	R	8/01/2018	2,315.61		030935		
I-83989222	Liquid Oxygen - TP	R	8/01/2018	2,204.39		030935		
I-84018158	Liquid Oxygen - TP	R	8/01/2018	2,285.03		030935		
I-84050559	Liquid Oxygen - TP	R	8/01/2018	2,163.61		030935		
I-84080132	Liquid Oxygen - TP	R	8/01/2018	2,282.71		030935		
I-84103202	Liquid Oxygen - TP	R	8/01/2018	2,224.32		030935		
I-84240260	Liquid Oxygen - TP	R	8/01/2018	2,256.76		030935		22,483.71
01439	PRECISION POWER EQUIPMENT							
I-2467	Repair Chain Saw - MAINT	R	8/01/2018	70.00		030936		
I-2468	Chain & Spark Plug - MAINT	R	8/01/2018	91.98		030936		161.98
10042	PSR ENVIRONMENTAL SERVICE, INC							
I-8783	Gas Tank Inspection - DO	R	8/01/2018	220.00		030937		
I-8784	Gas Tank Inspection - LCRA	R	8/01/2018	220.00		030937		
I-8808	Annual Leak Inspection - LCRA	R	8/01/2018	990.00		030937		1,430.00
00313	ROCK LONG'S AUTOMOTIVE							
I-24120	Filters,Fluids,Plugs-Unit 43	R	8/01/2018	939.01		030938		
I-24164	Filters,Tire Damage - Unit 51	R	8/01/2018	161.86		030938		
I-24165	Filter/Fluids/Diagnose-Unit 80	R	8/01/2018	413.65		030938		
I-24173	Filter/Fluids/Tires - Unit 42	R	8/01/2018	235.85		030938		1,750.37

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
03697	Sandi Rodriguez							
I-669992	Camping Reduction - LCRA	R	8/01/2018	170.00		030939		170.00
01037	SAF-T-FLO INDUSTRIES CORP.							
I-18-2123	SS Ball Valves - TP	R	8/01/2018	464.88		030940		464.88
01107	SAWYER PETROLEUM							
I-S122107	San Antonio Booster Oil - EM	R	8/01/2018	88.32		030941		88.32
02756	SC Fuels							
I-1200205-IN	Gas & Diesel - LCRA	R	8/01/2018	3,473.38		030942		
I-1208247-IN	Gas - DO	R	8/01/2018	3,951.28		030942		
I-1210046-IN	Gas & Diesel - LCRA	R	8/01/2018	2,723.60		030942		10,148.26
03653	Scelzi Equipment, Inc.							
C-F2398b	Accrue Use Tax	R	8/01/2018	10.88CR		030943		
D-F2398a	Accrue Use Tax	R	8/01/2018	10.88		030943		
I-F2398	Utility Box Shelves - Unit 58	R	8/01/2018	174.95		030943		174.95
01240	SENSUS USA							
I-ZA18009596	Software Support 9/18-9/19- UT	R	8/01/2018	1,949.94		030944		1,949.94
03655	Servpro Ventura							
I-2485	Water Damage - DO	R	8/01/2018	3,662.35		030945		3,662.35
02850	Sintra Group							
I-2018188	Background Investigation- LCRA	R	8/01/2018	2,842.50		030946		2,842.50
00725	SMART & FINAL							
I-065909	Vinegar & Distilled Water - TP	R	8/01/2018	48.31		030947		48.31
00215	SOUTHERN CALIFORNIA EDISON							
I-072518a	Acct#2237011044	R	8/01/2018	27.38		030948		
I-072518b	Acct#2312811532	R	8/01/2018	181.94		030948		
I-072818	Acct#2210507034	R	8/01/2018	13,263.13		030948		
I-073118	Acct#2210503702	R	8/01/2018	15,176.23		030948		28,648.68
02202	Stanley Pest Control							
I-059707	Monthly Pest Control - WP	R	8/01/2018	170.00		030949		170.00
01913	Step One POS, Inc.							
I-26122	Cash Drawer - LCRA	R	8/01/2018	272.39		030950		272.39

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02497 I-45699	Total Barricade Service, Inc. Traffic Cones & Delineators-PL	R	8/01/2018	2,635.13		030951		2,635.13
02527 I-28269 I-28270	Traffic Technologies LLC Traffic Cones & Deliniators-PL Sign Faces - LCRA	R R	8/01/2018 8/01/2018	882.47 50.64		030952 030952		933.11
01662 I-025-226278 I-025-226733	TYLER TECHNOLOGIES, INC. Incode Maintenance Contracts Monthly UB Online Fees	R R	8/01/2018 8/01/2018	3,392.11 153.00		030953 030953		3,545.11
01346 I-114-7009282	UNITED SITE SERVICES OF CA, INC Restroom Rental - LCRA	R	8/01/2018	1,819.70		030954		1,819.70
00436 I-90652656	United States Geological Surve Foster Park Gaging Station	R	8/01/2018	15,300.00		030955		15,300.00
00185 I-LA654055 I-LA656291 I-LA658472	Univar USA Inc Bulk Chemicals - WP Bulk Chemicals - WP Bulk Chemicals - WP	R R R	8/01/2018 8/01/2018 8/01/2018	2,666.91 2,638.33 1,904.93		030956 030956 030956		7,210.17
00254 I-B16667	VENTURA LOCKSMITHS Key Duplicates - LCRA	R	8/01/2018	26.94		030957		26.94
00257 I-073118a I-073118b	VENTURA RIVER WATER DISTRICT Acct#05-37500A Acct#03-50100A	R R	8/01/2018 8/01/2018	410.18 10.00		030958 030958		420.18
09955 I-232598 I-236506	VENTURA WHOLESALE ELECTRIC Bolt On Breaker - EM Adapters, Pipe Wrap, Metal -EM	R R	8/01/2018 8/01/2018	32.22 290.27		030959 030959		322.49
00663 I-77602574	WAXIE SANITARY SUPPLY Janitorial Supplies - DO	R	8/01/2018	1,046.14		030960		1,046.14
00270 I-071118	Wells Fargo Bank Vaporizer - Unit 287	R	8/01/2018	85.44		030961		85.44
00826 I-6192	STAN WHISENHUNT DBA Newsletter Design - CONS	R	8/01/2018	1,232.00		030962		1,232.00
01998 I-1593042	XM For Business XM Radio for Waterpark	R	8/01/2018	359.40		030963		359.40

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00270	Wells Fargo Bank							
I-071118a	Sight Glass - EM	R	8/01/2018	182.99		030964		
I-071118b	Fence Slats - MAINT	R	8/01/2018	355.94		030964		
I-071118c	Employment Ad - CONS	R	8/01/2018	800.00		030964		
I-071118d	Facebook Ad - CONS	R	8/01/2018	6.55		030964		
I-071118e	Facebook Ad - CONS	R	8/01/2018	0.91		030964		1,346.39
00124	ICMA RETIREMENT TRUST - 457							
I-CUI201807301383	457 CATCH UP	R	8/01/2018	230.77		030965		
I-DCI201807301383	DEFERRED COMP FLAT	R	8/01/2018	1,142.31		030965		
I-DI%201807301383	DEFERRED COMP PERCENT	R	8/01/2018	141.44		030965		1,514.52
00985	NATIONWIDE RETIREMENT SOLUTION							
I-CUN201807301383	457 CATCH UP	R	8/01/2018	230.77		030966		
I-DCN201807301383	DEFERRED COMP FLAT	R	8/01/2018	5,340.39		030966		
I-DN%201807301383	DEFERRED COMP PERCENT	R	8/01/2018	355.89		030966		5,927.05
00180	S.E.I.U. - LOCAL 721							
I-COP201807301383	SEIU 721 COPE	R	8/01/2018	40.00		030967		
I-UND201807301383	UNION DUES	R	8/01/2018	691.25		030967		731.25
1	KIM, MICHELLE & KWOA							
I-000201807311384	UB REFUND	R	8/01/2018	60.00		030968		60.00
1	ESCANDON, RICHARD							
I-000201807311385	UB REFUND	R	8/01/2018	68.14		030969		68.14
1	FAULCONER, MICHAEL G							
I-000201807311386	UB REFUND	R	8/01/2018	69.52		030970		69.52
1	GEHRT, COREY							
I-000201807311387	UB REFUND	R	8/01/2018	32.11		030971		32.11
1	COX, BONNIE							
I-000201807311388	Refund TS REFUND	R	8/01/2018	102.00		030972		102.00
1	DELATORRE, PETER E							
I-000201807311390	R TS REFUND	R	8/01/2018	42.00		030973		42.00
1	GEORGE, AMANDA/ROBER							
I-000201807311389	TS REFUND	R	8/01/2018	102.00		030974		102.00

8/01/2018 3:26 PM
 VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 7/19/2018 THRU 8/01/2018

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
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* * T O T A L S * *

NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS: 125	258,198.72	0.00	258,198.72
HAND CHECKS: 0	0.00	0.00	0.00
DRAFTS: 3	127,937.49	0.00	127,937.49
EFT: 0	0.00	0.00	0.00
NON CHECKS: 0	0.00	0.00	0.00
VOID CHECKS: 0	VOID DEBITS 0.00		
	VOID CREDITS 0.00		
	0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			128	386,136.21	0.00	386,136.21
BANK: AP	TOTALS:		128	386,136.21	0.00	386,136.21
REPORT TOTALS:			128	386,136.21	0.00	386,136.21

**Casitas Municipal Water District
 Reimbursement Disclosure Report (1)
 Fiscal Year 2017/18
 July 1, 2018-June 30, 2019**

<u>Date paid</u>	<u>Board of Director/Employee</u>	<u>Description</u>	<u>Amount Paid</u>
7/3/2018	Ken Grinnell	Reimburse Mileage	328.09
7/3/2018	Ken Grinnell	Conference Hotel	158.74
7/11/2018	Gerardo Herrera	English Composition Course Fee & Supplies	311.16
7/11/2018	Gerardo Herrera	Safety Boots	170.00
7/18/2018	Michael Gibson	PPE - Convertible Waders/Wading Boots	634.27
8/1/2018	Eric Grabowski	Water Management Course Fee	334.16
8/1/2018	Eric Grabowski	T3 Certification Exam Fee	100.00
8/1/2018	Mario Mariscal	Water/Wastewater Calculation Course Fee	138.00

1) Reimbursement Disclosure Report prepared pursuant to California Government Code 53065.5

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: STEVEN E. WICKSTRUM, GENERAL MANAGER

FROM: JULIA ARANDA, ENGINEERING MANAGER

SUBJECT: AUTHORIZE GENERAL MANAGER TO SIGN AN AGREEMENT FOR PROFESSIONAL ENGINEERING CONSULTING SERVICES FOR PRELIMINARY DESIGN OF RINCON, AVENUE 1, AND AVENUE 2 PUMP PLANTS ELECTRICAL GENERATORS

DATE: 8/3/2018

RECOMMENDATION:

It is recommended the Board of Directors authorize the General Manager to enter into an agreement for professional engineering consulting services with Consulting West, for the sum not to exceed \$32,000.00 for preliminary design of Rincon, Avenue 1, and Avenue 2 Pump Plants Electrical Generators.

BACKGROUND AND DISCUSSION:

The District is pursuing a FEMA grant through California Office of Emergency Services (Cal OES) under the Hazardous Mitigation Grant Program (HMGP) for the installation of permanent generators at Rincon, Avenue 1, and Avenue 2 Pump Plants. To enhance and strengthen the grant application, preliminary design of the generator installation at each site is needed.

Consulting West has provided electrical engineering services to the District for several recent projects, including new switchgear at pump plants, and is currently designing the Rincon Pump Plant Electrical Upgrades (Specification No. 17-397) project. Consulting West will: develop schematic designs of transfer switches and interconnections to existing switchgear; provide recommendations for hardware, anchorage, and acoustic improvements; prepare site plans and budgetary construction estimates; and meet with staff as needed to finalize the preliminary design. Consulting West included structural and acoustical engineers on their team to augment the preliminary design.

The preliminary design documents and cost estimates will be included in the HMGP grant application, which is due September 4, 2018 to Cal OES.

BUDGET IMPACT:

The Fiscal Year 18-19 budget does not include a specific line item for this work. If the grant application is approved and funded by FEMA, this expenditure is reimbursable under the HMGP guidelines.



July 30, 2018

**Ms. Julia Aranda, P.E.
Engineering Manager
Casitas Municipal Water District
1055 Ventura Ave
Oak View, CA 93022**

Subject: AVE 1, AVE 2 AND RINCON PUMP PLANTS: SCHEMATIC DESIGN OF HIGH VOLTAGE EMERGENCY GENERATORS.

Dear Julia,

Consulting West Engineers are pleased to provide this proposal for engineering services specific to the schematic designs of (3) emergency power generators for the above subject pump stations.

1. SCOPE OF WORK

1. Load calculations.
2. Selection of high voltage power generators.
3. Schematic design of transfer switches and interconnection to existing switchgear.
4. Existing system analysis and priority determination.
5. Spare capacity recommendations.
6. Hardware recommendations (site by site).
7. Structural Engineer's anchorage and seismic restraints of generators.
8. Acoustical Engineer recommendations (site by site).
9. Preparation of site plans, schematic drawings, and documents (for budget purposes).
10. Budgetary estimates for each site.
11. Meeting with CMWD and drawing Presentation, Q & A.
12. Make final drawing revisions.

2. COMPENSATION: \$32,000

We will provide the design services described in this proposal for a total cost not to exceed thirty-two thousand dollars (\$32,000).

3. PROJECT DESIGN SCHEDULE:

Consulting West shall complete the schematic design of work within (3) weeks after receipt of Purchase Order.

4. INSURANCE COVERAGE:

Our current Insurance Coverage is as follows:

Commercial General Liability: \$2,000,000.

Professional Liability: \$2,000,000.

Automobile liability: \$1,000,000.

Worker's Compensation Liability: \$1,000,000.

Thank you for the opportunity to provide engineering design services for this project. I look forward to working with you and the team at Casitas Municipal Water District.

Sincerely,

A handwritten signature in black ink, appearing to read "Rod Vasquez". The signature is fluid and cursive, with a large initial "R" and "V".

Rod Vasquez, P.E.,
Principal
Consulting West

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: STEVEN E. WICKSTRUM, GENERAL MANAGER

FROM: JULIA ARANDA, ENGINEERING MANAGER

SUBJECT: AUTHORIZE GENERAL MANAGER TO SIGN AN AGREEMENT FOR PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES FOR PREPARATION OF AN INITIAL STUDY AND MITIGATED NEGATIVE DECLARATION FOR OJAI WATER SYSTEM IMPROVEMENTS

DATE: 8/3/2018

RECOMMENDATION:

It is recommended the Board of Directors authorize the General Manager to enter into an agreement for professional environmental consulting services with Rincon Consultants, Inc, for the sum not to exceed \$88,039.00 for preparation of an Initial Study and Mitigated Negative Declaration (IS/MND) for Ojai Water System (OWS) Improvements.

BACKGROUND AND DISCUSSION:

The Condition-Based Assessment and Water Master Plan for the OWS is currently in progress and is expected to be complete in September 2018. The District intends to implement a variety of capital improvement projects for the Ojai Water System based on the recommendations of the draft Water Master Plan. Engineering staff is currently working with several on-call consultants to implement the proposed improvements. A necessary step in project implementation is compliance with the California Environmental Quality Act (CEQA). Rather than prepare separate CEQA documentation for individual projects, consolidation of proposed improvements for the OWS in one CEQA document will be more cost-effective and comprehensive.

Rincon Consultants is currently listed as the environmental subconsultant for three of the five on-call consultants; they are also one of the firms on the District's on-call contract for Cultural Resources Monitoring services. Rincon Consultants has provided a proposal to prepare an IS/MND for Ojai Water System Improvements in the amount of \$88,039.00, which includes a \$7,500 contingency in the event an evaluation of built environmental resources is required. Specific technical analyses to be performed include: air quality, biological resources, cultural resources, greenhouse gas emissions, noise, paleontological resources, and transportation.

BUDGET IMPACT:

The Fiscal Year 18-19 budget includes separate line items for individual projects in the OWS funded from CFD-2013. If separate CEQA documentation was prepared for each project, the funding would come from each individual project's budget. A new project will be assigned for this contract to consolidate the CEQA compliance work with a budget of \$100,000.00 to cover this contract, filing fees, and other incidental costs.



Rincon Consultants, Inc.

180 North Ashwood Avenue
Ventura, California 93003

805 644 4455 OFFICE AND FAX

info@rinconconsultants.com
www.rinconconsultants.com

July 31, 2018
Project Number 18-06232

Julia Aranda
Engineering Manager
Casitas Municipal Water District
1055 Ventura Ave
Oak View, CA 93022
Via email: jaranda@casitaswater.com

Subject: Revised Rincon Proposal to Prepare Environmental Documentation for the Ojai Valley Water System Pipeline Upgrade Project for Casitas MWD

Dear Ms. Aranda:

Rincon Consultants, Inc. (Rincon) is pleased to submit this proposal to prepare an Initial Study-Mitigated Negative Declaration (IS-MND) for the Ojai Valley Water System Pipeline Upgrade Project to assist with compliance with the California Environmental Quality Act (CEQA) by Casitas Municipal Water District (Casitas MWD).

Rincon has performed CEQA support services for many water supply infrastructure projects in California, and we are well-poised to provide the requested services and to commence work immediately to meet the needs of Casitas MWD. This proposal describes our understanding of the Project, our proposed scope of work, our proposed schedule for completion of the project, and our cost proposal for the assignment.

UNDERSTANDING OF THE PROJECT

Casitas MWD is seeking a consultant to provide CEQA support for the Ojai Valley Water System Pipeline Upgrade Project (the Project). These services include preparation of environmental documentation and coordination with Casitas MWD as-needed. For the purposes of this scope and cost we have assumed an IS-MND is the appropriate level of documentation for the Project, particularly given the cultural resource sensitivity in the greater Ojai Valley area.

The Project would primarily involve trenching and replacement of segments of pipeline which are undersized and approaching the end of their service life. The general purpose of the Project is to improve fire flow and replace aging mains, not to increase pipeline capacity to serve additional customers.

SCOPE OF WORK

The work program described below identifies the tasks to prepare the required CEQA documentation for the proposed Project. The IS-MND for the Project will address all environmental issue areas identified in Appendix G of the State CEQA Guidelines, to satisfy CEQA requirements. Following is an overview of the tasks proposed under this scope of work, including assumptions for each task.



Task 1. Kickoff Meeting

For the purposes of this scope of work it is assumed the kickoff meeting for the work will consist of a one-hour meeting at the Casitas MWD offices to confirm Project details and go over the proposed deliverable schedule for the project and this will occur within a maximum of 3 days of receipt of Notice to Proceed. This kickoff meeting will also serve as a forum to achieve the following initial tasks:

- Share and discuss preliminary data requests (including, as necessary, to develop the Project Description described under Task 2)
- Establish an operational protocol
- Gather any technical studies not already delivered

Task 2. Project Description

Prior to initiating the environmental analysis, Rincon will prepare a draft project description for Casitas MWD review based on the materials provided. This will include descriptions of the project site and its location, Project characteristics relevant to the analysis, Project objectives, and required discretionary approvals. The project description will include textual, tabular, and graphic presentations.

Task 3. Initial Study-Mitigated Negative Declaration

Administrative Draft IS-(M)ND

Rincon will prepare an IS-(M)ND for the Project. This is considered an appropriate level of documentation for CEQA because it is anticipated all potential impacts will be successfully avoided or mitigated to a less than significant level. It is assumed the IS will lead to an (M)ND, which is a simple form to which the IS will be attached.

The CEQA analysis will discuss existing conditions, thresholds of significance for CEQA, methodology for impact assessment, Project-specific impacts and mitigation measures, cumulative impacts, and residual impacts for the proposed Project. The focus of the analysis will be to avoid or minimize potential impacts, and to propose appropriate mitigation where potential impacts may occur. Information will be gathered from the various online databases and other documents on file with Casitas MWD and other agencies.

Draft IS-(M)ND and Notice of Intent to Adopt a (M)ND

Rincon will respond to Casitas MWD comments on the Administrative Draft IS-(M)ND, and incorporate revisions as needed. This scope of work assumes we will respond to one round of comments on the Administrative Draft IS-(M)ND and comments from Casitas MWD will be provided as a consolidated set of comments in editable electronic format (i.e. as track changes in MS Word).

For the purposes of CEQA, Rincon will prepare a Notice of Intent (NOI) to Adopt the (M)ND for Casitas MWD to use to provide notice to all organizations and individuals who have expressed interest in receiving such notice. The NOI to Adopt the (M)ND may also function as the newspaper notice for public review; this scope of work assumes Casitas MWD is responsible for publishing the newspaper notice for public review. If preferred, Rincon can coordinate the publication of the newspaper notice at an additional cost, to be provided on request from Casitas MWD.

Rincon will provide an electronic version (PDF) of the IS-MND for posting on Casitas MWD's website and will produce up to 10 hard copies of the draft document. Rincon will coordinate delivery of the Draft IS-



MND to the County Clerk and/or State Clearinghouse (SCH) Office of Planning and Research. It is assumed Casitas MWD will be responsible for preparing and distributing all other required mailings via postal service. If preferred, Rincon can coordinate these mailings at an additional cost, to be provided on request from Casitas MWD.

Final IS-(M)ND and MMRP

During the public review period following publication of the Draft IS-(M)ND, public and agency comments will be collected on the Draft IS-(M)ND and Rincon will update the document to address these comments and incorporate revisions as necessary. Based on discussions with Casitas MWD and the nature of the Project, it is anticipated minimal revisions will be necessary between the draft and final versions of the document. Subsequent to collection of all comments on the Draft IS-(M)ND, Rincon will prepare and submit one copy of the draft responses to comments for Casitas MWD review, including any necessary added or substantially revised sections of the Draft IS-(M)ND. This scope of work assumes we will respond to one round of comments on the Administrative Final IS-(M)ND and comments from Casitas MWD will be provided as a consolidated set of comments in editable electronic format (i.e. as track changes in MS Word).

Upon receipt of Casitas MWD comments on the draft responses, Rincon will prepare the final responses for incorporation into the Final IS-(M)ND, as needed.

The Final IS-(M)ND will include a mitigation monitoring and reporting program (MMRP) in accordance with Casitas MWD requirements. The MMRP will be provided in an easily digestible format. Essentially this plan will take the form of a detailed table, which will compile all of the mitigation measures, as well as information necessary to monitor compliance with each measure. The program will include:

- Identification of persons/agencies responsible for monitoring compliance with each mitigation measure
- Timing when monitoring must occur
- Frequency of monitoring
- Criteria to be used to determine compliance with conditions

- Rincon will provide an electronic (PDF) version of the Final IS-(M)ND and MMRP, and up to 10 hard copies of the Final IS-(M)ND and MMRP. For CEQA, Rincon will complete a Notice of Determination (NOD) form for filing with the County Clerk's office upon certification of the document and Project approval. It is assumed Casitas MWD will be responsible for payment of the filing fees (although Rincon will be responsible for filing the NOD with the County Clerk and SCH).

Public Meetings/Hearings

Rincon's Project Manager and/or Principal in Charge will be available to attend up to one public meeting or hearing for the proposed Project related to the IS-(M)ND. Attendance will include oral presentations to the hearing body and graphic presentations, as desired by Casitas MWD. If needed, Rincon will attend additional hearings on a time-and-materials basis, in accordance with our standard fee schedule (provided as an attachment to this proposal).



AB 52 Consultation Assistance (Optional Task)

Under AB 52, Casitas MWD, as the lead agency, is required to begin consultation with California Native American tribes traditionally and culturally affiliated with the Project area prior to the release of a negative declaration, mitigated negative declaration, or environmental impact report. Under this optional task, Rincon will assist Casitas MWD with consultation for AB 52 by providing Casitas MWD with letter templates, checklists, and detailed instructions to ensure meaningful consultation with interested Native American groups can be completed in accordance with AB 52. This task does not include costs for meetings, outreach, or additional consultation by Rincon. Rincon may request an AB 52 consultation list from the NAHC on behalf of Casitas MWD should Casitas MWD choose to request such a list from the NAHC. Rincon will incorporate the results of AB 52 consultation into the tribal cultural resources section of the IS.

Task 4. Project Management and Coordination

This involves our internal quality control procedures, which include Principal review of submittals prepared under this work program. As a routine management task, we will also provide monthly progress reports with regard to the work scope and the budget. In addition, this task includes all clerical work and production of all submittals. We have also included this project management task to cover the time for client coordination.

Technical Analyses

Each of the environmental issue areas included in the Appendix G Checklist Form for the IS-(M)ND will be addressed at a level of detail sufficient to allow the appropriate determinations of significance. For most issue areas, the Project does not have the ability to substantially alter resources (such as agricultural and mineral resources), nor does it create or experience effects to the natural, built, or regulatory environments (e.g., geology and soils, land use, population and housing, and public services). The following are the issue areas where we anticipate a more detailed evaluation will be required to determine the level of impact.

Air Quality

The air quality analysis will be prepared in accordance with the methodologies and significance thresholds outlined in the Ventura County Air Pollution Control District's (VCAPCD) Air Quality Assessment Guidelines (2003). Analysis will include discussions of temporary construction impacts and long-term operational impacts. Criteria pollutant emissions associated with construction of the pipelines will be estimated using the California Emissions Estimator model (CalEEMod) and consistency with VCAPCD's construction-related rules and regulations will be evaluated. This analysis will include an assessment of dust generation associated with trenching, as well as emissions associated with heavy construction equipment and truck trips (soil hauling and material delivery, as applicable). We assume grading estimates, a general construction schedule, and a list of anticipated construction equipment will be provided to us (we can make assumptions about these items if such information is not available).

The air quality analysis will also qualitatively discuss potential long-term operational impacts associated with annual maintenance of the proposed pipeline, including an assessment of the Project's consistency with the latest Air Quality Management Plan (AQMP) and impacts related to odors. The AQMP consistency analysis will evaluate whether the Project would indirectly generate population, housing, or employment resulting in exceedances of the forecasts on which the AQMP is based. From the



information provided), it appears the Project would only strengthen the reliability of the water supply system and would not increase capacity within the Casitas MWD service area; therefore, we do not expect the Project to conflict with the AQMP. The odor analysis will discuss the fact that underground pipelines typically are not generators of substantial odors.

Mitigation measures will be developed to address potentially significant impacts, if any are identified.

Biological Resources

As part of the preparation for the field survey and a Biological Resources Letter Report, Rincon will conduct a search and review of the California Department of Fish and Wildlife (CDFW) California Natural Diversity Data Base (CNDDB) to determine if there are any recorded observations of special-status species, habitats, or other special-status biological resources in the vicinity (five miles) of the Project site. We will also review any readily available maps, photographs, and other relevant materials to better characterize the existing biological resources onsite and in the immediate vicinity. Additionally, we will review the United States Fish and Wildlife Service (USFWS) Critical Habitat Portal, California Native Plant Society (CNPS) Inventory of Rare and Endangered Vascular Plants of California, CDFW's Special Animals List, the Ventura County Locally Important Species List (2014), and relevant federal, state and local plans, ordinances, policies and regulations.

Rincon will perform a reconnaissance-level site visit to assess the habitat suitability for potential special-status species, map the existing vegetation, map any sensitive biological resources currently onsite, note the presence of potential jurisdictional waters or wetlands, document any wildlife connectivity / movement features, and record all observations of plant and wildlife species.

The survey will focus on areas where development is proposed and potential impacts to jurisdictional channels could occur (hereinafter referred to as the survey area), or a 50-foot buffer around the development footprint. The survey area will be photographed, and any significant findings onsite will be mapped. Rincon will identify all plant and wildlife species encountered, including special-status species and trees, and will assess the suitability of habitats onsite for special-status species. Based on our knowledge of the project area, we anticipate the key resource issues may include drainage crossings and protected native trees.

Please note the identification and mapping of potential special-status wildlife species or habitat will be based on a suitability analysis level only under this task and does not include definitive surveys for the presence or absence of the species. Definitive surveys for special-status plant and wildlife species often require specific survey protocols involving extensive field survey time to be conducted only at certain times of the year. Upon completion of the field survey, Rincon will recommend any additional species-specific or protocol level studies necessary. We will notify you immediately if we confirm a rare, threatened, endangered species is located within the survey area.

Rincon will present the findings of the literature review and field survey in a Biological Resources Letter Report, followed by an impacts analysis and recommended mitigation measures for impacts to protected biological resources resulting from the proposed Project. The findings of the report will also be summarized in the Biological Resources section of the CEQA document.

Cultural Resources

Upon notice to proceed (NTP), Rincon will request a CHRIS records search of the Project site and a 0.5-mile radius around the Project site at the South Central Coastal Information Center (SCCIC) located at



California State University, Fullerton. The primary purpose of the records search is to identify any cultural resources known to exist on or adjacent to the Project site. The records search will also reveal the nature and extent of any cultural resources work conducted in or near the Project site. We have assumed SCCIC direct expenses will not exceed \$8,000.

Rincon will then request a records search of the Sacred Lands File (SLF) from the Native American Heritage Commission (NAHC). The SLF search will indicate whether cultural resources important to Native Americans are present within the vicinity of the Project site. The NAHC will also provide a list of Native American contacts for the Project it believes should be contacted for additional information. Rincon will prepare and mail a letter to each of the NAHC-listed contacts, requesting they contact us if they know of any Native American cultural resources on or immediately adjacent to the Project site. This task does not include follow up phone calls or meetings with Native American contacts.

Following the data collection phase, Rincon will conduct a Phase I pedestrian survey of the approximately 1.25-mile total Project alignment. A Rincon archaeologist will conduct the survey using pedestrian transects spaced at maximum intervals of 10 meters over any unpaved areas within the Project site. All remaining areas will be surveyed via windshield survey. Transect accuracy will be maintained through use of a hand-held global positioning system (GPS) unit. For the purposes of this proposal and cost estimate, Rincon assumes the survey will be negative for cultural resources (i.e. no new or previously recorded resources will be identified on the Project site). Should any cultural resources be identified during the records search or survey, a scope and budget augmentation will be requested for the formal recordation or record updating will be requested. No testing or excavation will be conducted, nor will any artifacts, samples, or specimens be collected during the survey. Rincon assumes no built environment resources will require evaluation or recordation. Should built environment resources be identified, these are estimated to require \$1,500 per resource for evaluation as part of the CEQA document. We recommend establishing a contingency budget, to be authorized in writing in advance, of up to \$7,500 in the event that built environment resources are identified.

Upon completion of the records search and cultural resources survey, Rincon will prepare a cultural resources technical report. This technical report will document the results of the study, as well as provide management recommendations for cultural resources on or near the Project site. The report will include figures depicting the area surveyed and studied for cultural resources. The report will be prepared following the California Office of Historic Preservation's Archaeological Resource Management Report (ARMR) guidelines and in accordance with CEQA.

The report will include a map depicting the area surveyed for cultural resources and all required appendices including a summary of the records search results. An electronic draft copy of the report will be submitted to Casitas MWD for review. Rincon assumes one round of revisions to the report may be necessary following. Upon acceptance of the final report, Rincon will provide an electronic copy to the SCCIC. Upon completion of the technical report, Rincon will incorporate the findings into the Cultural Resources section of the IS-MND.

Greenhouse Gas Emissions

The greenhouse gas (GHG) emissions analysis will quantify GHG emissions from Project construction and operation (annual maintenance) using CalEEMod. The discussion will briefly describe the status of applicable regulations such as AB 32 (Global Warming Solutions Act of 2006), Senate Bill (SB) 97, and SB 32. To our knowledge Casitas MWD has not adopted a Climate Action Plan or GHG reduction plan, nor has the VCAPCD adopted quantitative GHG thresholds; therefore, emissions will be compared to South



Coast Air Quality Management District's interim recommended threshold. Mitigation measures will be developed to address potentially significant impacts, if any are identified.

Noise

The noise analysis will focus on evaluating temporary impacts associated with Project construction because long-term maintenance of the Project would not result in a substantial permanent increase in existing ambient noise. An ANSI Type II integrating sound level meter will be used to record up to eight 15-minute noise measurements along the various stretches of pipeline to characterize existing ambient noise within the Project area. The analysis of temporary noise and vibration impacts associated with construction will be based upon typical construction noise and vibration levels and standard noise and vibration attenuation factors and will utilize the Federal Highway Administration's Roadway Construction Noise Model. Noise and vibration levels associated with construction activities will be quantified and projected at the nearest sensitive receptors (primarily residences adjacent to the Project site). Construction noise analysis will also evaluate the temporary impacts associated with delivery and material truck trips on haul routes. Impacts associated with haul truck traffic will be assessed using HUD DNL or other applicable model. The exposure of nearby sensitive receptors to construction noise will be evaluated against relevant thresholds determined in consultation with Casitas MWD. Mitigation measures will be developed to address potentially significant impacts, if any are identified.

Paleontological Resources

Under this task, Rincon will conduct a paleontological resources assessment to identify the geologic units potentially impacted by Project development, determine the paleontological sensitivity of geologic units on the Project site, assess potential for impacts to paleontological resources from development of the proposed Project, and recommend mitigation measures to avoid or mitigate impacts to scientifically significant paleontological resources. The paleontological resource assessment will consist of a fossil locality/literature search, review of existing geologic maps, and review of primary literature regarding fossiliferous geologic units on the Project vicinity and region. Rincon assumes no fossils will be identified on the Project site by the literature search review; Rincon further assumes no paleontological field survey or stand-alone report will be required.

Transportation

This scope of work does not include a formal traffic study; instead the analysis will qualitatively describe impacts associated with traffic traveling to and from the site both during construction and operation. Increases in operation traffic are assumed to be associated with maintenance activities only and are expected to be minimal. Construction traffic will be estimated based on the anticipated construction schedule and type of construction equipment required, both of which are assumed to be provided by Casitas MWD.

ASSUMPTIONS

- In addition to the assumptions identified above, a number of assumptions have been utilized in characterizing this scope of work and associated budget. Should any of these assumptions need to be adjusted during execution of the Project, the scope and budget may need to be expanded.

Casitas MWD will provide a construction schedule and construction equipment information (with attention to heavy diesel-powered construction equipment).



The Transportation analysis will utilize construction traffic estimates provided by Casitas MWD along with standard construction traffic control measures; traffic modeling will not be conducted as part of this scope of work. Information required includes, but is not limited to, an estimate of the number of deliveries per day, average number of workers at the site per day and whether or not import or export of soil would be required. If needed, we can develop reasonable estimates for construction traffic based on previous experience assessing pipeline construction projects.

Computerized modeling such as to characterize drainage patterns and other existing physical conditions will not be conducted as part of the Project; rather, existing information including previously prepared maps and models will be utilized to the extent feasible.

Visual simulations will not be prepared as part of the Project, as impacts are anticipated to be limited to the construction period, and the Project would not result in substantial changes to the existing visual environment during the operation and maintenance period.

Rincon will be provided with a georeferenced digital base map of the Project design footprint.

No access issues will be encountered during any of the pedestrian surveys.

SCHEDULE

Upon receipt of NTP, we will sit down with Casitas MWD to prepare a schedule for completion of the CEQA process. Typically, an IS-MND requires approximately four to six months to complete and is dependent on the availability of the design information for use in the CEQA analysis.

COST

Rincon Consultants' not to exceed cost to prepare the IS-(M)ND in accordance with the scope outlined above is **\$80,539**, as shown in the cost spreadsheet at the end of this proposal. We also recommend establishing a \$7,500 contingency budget should evaluation of built environment resources be required. Rincon will bill the project on a time and materials basis.

All of the terms of this proposal are negotiable to meet the needs of Casitas MWD. This proposal is valid for a period of 30 days. Please direct questions to Jennifer Haddow, Principal. We look forward to the opportunity to work with you and welcome an opportunity to discuss this proposal at your convenience.

Sincerely,

RINCON CONSULTANTS, INC.

Jennifer Haddow, PhD
Principal Environmental Scientist



RINCON CONSULTANTS, INC.

Casitas Municipal Water District Ojai Valley Water System Upgrade Project IS-MND

Environmental Services Program

Tasks	Labor	Direct Expense	Budget
Task 1: Kickoff Meeting	\$1,520	\$131	\$1,651
Task 2: Project Description	\$3,715	\$111	\$3,826
Task 3: Administrative Draft IS-(M)ND	\$24,940	\$848	\$25,788
Task 4: Draft IS-(M)ND and Notice of Intent to Adopt	\$3,230	\$97	\$3,327
Task 5: Final IS-(M)ND and MMRP	\$5,500	\$165	\$5,665
Task 6: Public Meetings/Hearings	\$1,520	\$131	\$1,651
Task 7: Project Management and Coordination	\$3,520	\$106	\$3,626
Task 8: AB52 Consultation Assistance (Optional)	\$970	\$29	\$999
Task 9: TR - Biological Resources	\$12,280	\$638	\$12,918
Task 10: TR - Cultural Resources	\$11,280	\$9,808	\$21,088
TOTAL PROJECT BUDGET	\$ 68,475	\$ 12,064	\$ 80,539

Direct Cost Summary

Vehicle Costs	\$ 510
Standard Field Pack	\$ 200
Sound Level Metering Field Pack	\$ 100
Records Search	\$ 8,000
General and Administrative	\$ 1,200
Miscellaneous Expenses	\$ 2,054
Subtotal Additional Costs:	\$ 12,064

Summary

Professional Fees Subtotal	\$ 68,475
Direct Costs Subtotal	\$ 12,064
TOTAL PROJECT BUDGET	\$ 80,539
TOTAL PROJECT BUDGET W/ CONTINGENCY	\$ 88,039



RINCON CONSULTANTS, INC.

Standard Fee Schedule for Environmental Sciences and Planning Services

The Rincon Consultants fee schedule illustrates how professionals and support time is charged to projects. Direct costs associated with project labor are billed to the project as described under Reimbursable Expenses.

Professional, Technical & Support Personnel*	Hourly Rate
Principal II	\$230
Principal I	\$215
Senior Supervisor II	\$195
Supervisor I	\$185
Senior Professional II	\$165
Senior Professional I	\$150
Professional IV	\$135
Professional III	\$120
Professional II	\$105
Professional I	\$95
Environmental Technician/Field Aide III	\$90
Environmental Technician/Field Aide II	\$85
Environmental Technician/Field Aide I	\$80
Senior GIS Specialist	\$130
GIS/CADD Specialist II	\$115
GIS/CADD Specialist I	\$100
Graphic Designer	\$95
Technical Editor	\$105
Production Specialist	\$80
Clerical/Administrative Assistant I	\$75

*Professional classification includes: environmental scientists, urban planners, biologists, geologists, marine scientists, cultural resources experts and other professionals. Expert witness services consisting of depositions or in-court testimony are charged at the hourly rate of \$310.

Photocopying and Printing

Photocopies will be charged at a rate of \$0.16/copy for single-sided copies and \$0.32 for double-sided copies. Colored copies will be charged at a rate of \$1.50/copy for single-sided and \$3.00/copy for color, double-sided or 11"×17" copies. Oversized maps or display graphics will be charged at a rate of \$8.00/square foot.

Reimbursable Expenses

Reimbursable Expenses are costs associated with completing a project that are not include the hourly billing rates described above. Reimbursable expenses include, but are not limited to, the following:

1. Direct costs associated with the execution of a project are billed at cost plus 15% to cover General and Administrative services. Direct costs include, but are not limited to, laboratory and drilling services charges, subcontractor services, authorized travel expenses, permit charges and filing fees, printing and graphic charges, mailings and postage, performance bonds, sample handling and shipment, rental equipment and vehicles other than covered by the above charges, etc. Communications charges and miscellaneous office expenses (including PDAs, cell phones, phone, fax, and electronic data transmittals, digital cameras, photo processing, etc.) are billed at 3% of total labor.
2. Transportation fees; company-owned vehicles will be billed \$85/day for light-duty vehicles and trucks \$135/day for 4-WD/off road vehicles, plus \$0.65/mile for mileage over 50. Mileage rate of \$0.65/mile applies to all miles incurred in employee-owned vehicles.



RINCON CONSULTANTS, INC.

Equipment Schedule for Environmental Sciences and Planning Services

Equipment	Day Rate
Environmental Site Assessment	
Brass Sample Sleeves, Bailers, Disposable Bailers	\$25
Water Level Indicator, DC Purge Pump	\$40
Hand Auger Sampler	\$55
Oil-Water Interface Probe	\$85
Four Gas Monitor or Photo-Ionization Detector	\$120
Soil Vapor Extraction Monitoring Equipment	\$140
Flame Ionization Detector	\$200
Natural Resources & Multi-Services Field Equipment	
Trimble GPS (sub-meter accuracy)	\$190
UAS Drone	\$250
Pettersson Bat Ultrasound Detector/Recording Equipment	\$150
Spotting or Fiberoptic Scope	\$150
Amphibian Survey Field Package: (digital camera, GPS, thermometer, decon chlorine, waders, float tube, hand net)	\$150
Remote Field Package, (digital camera, GPS, thermometer, binoculars, field computer and mifi, Delorme Satellite Beacon, 24-Hour Safety Phone)	\$125
Sound Level Metering Field Package: anemometer, tripod and digital camera.	\$100
Construction Monitoring Field Package: (digital camera, GPS, thermometer, binoculars, field computer, safety equipment)	\$95
Standard Field Package (digital camera, GPS, thermometer, binoculars, and botanic collecting equipment)	\$50
Minnow trap	\$85
Infrared Sensor Digital Camera or Computer Field Equipment	\$50
Scent Station	\$20
Laser Rangefinder/Altitude	\$10
Net, Hand/Large Seine	\$10/\$50
Pit-fall Traps, Spotlights, Anemometer, GPS Units, Sterilized Sample Jar	\$8
Mammal Trap, Large/Small	\$1.50/\$.50
Water & Marine Resources Equipment	
Refractometer (salinity) or Turbidity Meter	\$35
Multi Parameter Sonde (Temp, Cond, Turbidity, DO, pH) with GPS	\$200
Boat (20 ft. Boston Whaler or Similar)	\$300
Boat (27 ft. Wilson or Similar)	\$550
Side Scan or Single Beam Sonar	\$700
Underwater & Marine Sampling Gear includes: Photo/Video Camera, Dissolved Oxygen Meter, Temp-pH-Conductivity Meter, Tanks, BCD, Regulators, Binoculars, Tapes, Buoys, Floats, etc.	\$50
Marine Field Package: (Personal Flotation Devices (PFDs), 100 ft. Reel Tapes w/ Stainless Carabiners, Pelican Floats, Underwater Slates, Thermometer, Refractometer, Anemometer, various Field Guides)	\$50
Insurance, Hazard & Safety Fees	
L & H Dive Insurance	\$50 person
Hazard Premium (In or Underwater ONLY per/hour)	1.25 X hourly
Level C Health and Safety	\$60 person

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: STEVEN E. WICKSTRUM, GENERAL MANAGER

FROM: JULIA ARANDA, ENGINEERING MANAGER

SUBJECT: AUTHORIZE GENERAL MANAGER TO SIGN TASK ORDERS FOR PROFESSIONAL ENGINEERING SERVICES

DATE: 8/1/2018

RECOMMENDATION:

It is recommended the Board of Directors authorize the General Manager to issue the following Task Orders for professional engineering services for the Ojai Water System:

- MKN Associates, Inc. for Cuyama, El Paseo, Topa Topa, South San Antonio, Crestview, and Oak Creek Pipeline Replacement design services in the amount not to exceed \$208,951.00
- MNS Engineers, Inc. for Sunset Pipeline Replacement design services in the amount not to exceed \$54,930.00
- MNS Engineers, Inc., for Mutual Wellfield Pipeline design services in the amount not to exceed \$77,340.00
- Water Works Engineers, Inc. for West and East Ojai Avenue Pipeline Replacement design services in the amount not to exceed \$209,687.00

BACKGROUND AND DISCUSSION:

The Condition-Based Assessment and Water Master Plan for the Ojai Water System (OWS) is currently in progress and is expected to be complete in September 2018. The Fiscal Year (FY) 18-19 budget includes a list of hydraulic and pipeline projects in the OWS which were identified in the draft Water Master Plan. The District intends to implement a variety of capital improvement projects for the OWS based on the recommendations of the draft Water Master Plan. The projects included in these Task Orders are:

Project Name	Pipeline Length (feet)	Existing Diameter (inches)	Proposed Diameter (inches)
Cuyama, El Paseo, and Topa Topa Pipeline Replacement	3,515	4	8
South San Antonio, Crestview, and Oak Creek Pipeline Replacement	2,100	4	8
Sunset Place Pipeline Replacement	1,850	4	8
Mutual Wellfield Pipeline	620	8	12
West and East Ojai Pipeline Replacement	10,370	6,8	8

Authorize General Manager to Sign Task Orders
for Professional Engineering Services
August 1, 2018

Engineering staff have received letter proposals from several of the on-call engineering consultants previously approved for design of pipeline improvements. In general, the scope of work includes geotechnical investigation, topographic survey, permitting assistance, and preliminary and final design services. CEQA compliance will be delivered under separate contract with an environmental consultant. The deliverables are contract documents for public bidding purposes.

Operations staff requested enhancements to the scope of work for the Mutual Wellfield Pipeline including addition of pump-to-waste piping connections for five of the six wells. The topographic survey will include the perimeter fencing, as well as the pipeline alignment.

BUDGET IMPACT:

The FY 18-19 budget includes separate line items for individual projects in the OWS. These include:

Project Name	FY18-19 Budget	Design Proposals
Cuyama, El Paseo, Topa Topa Pipeline Replacement	\$168,000	\$208,951
South San Antonio, Crestview, and Oak Creek Pipeline Replacement	\$130,000	Combined w/Cuyama, et. al.
Sunset Place Pipeline Replacement	\$123,000	\$54,930
Mutual Wellfield Pipeline	\$40,000	\$77,340
West and East Ojai Pipeline Replacement	\$415,000	\$209,687

The fee for Mutual Wellfield Pipeline is higher than the budget due to the expanded scope of work.



P.O. Box 1604
Arroyo Grande CA 93421
805 904 6530 tel
www.mknassociates.us

July 24, 2018

Lindsay Cao, PE
Civil Engineer
Casitas Municipal Water District
1055 Ventura Avenue
Oak View, California 93022

RE: Proposal for Engineering Services - 2018 Water Main Replacement Projects: Topa Topa, South San Antonio, Cuyama, El Paseo, Crestview, and Oak Creek

Dear Lindsay,

Michael K. Nunley & Associates, Inc., (MKN) is pleased to submit this proposal for engineering services for Casitas Municipal Water District (District). This proposal includes the scope of work, budget and schedule anticipated for this project.

PROJECT UNDERSTANDING

The existing 4-inch cast iron water mains in the Ojai Water Service Area are not adequate to meet current demands, including fire flow. According to District records, the pipe was installed in the 1950s. Initial analysis from the District's pending Ojai Water System Master Plan includes recommendations to replace the existing mains with 8-inch PVC pipe. The project areas include Cuyama Road between Del Norte and Chico Road; Cuyama Road between Chico Road and El Paseo Road; El Paseo Road between Cuyama Road and Sierra Road; Topa Topa Drive between West Ojai Avenue and San Antonio Street; San Antonio Street south of Topa Topa Drive; Crestview Drive south of Santa Ana Street; and Oak Creek Lane.

Schedule is critical. Construction of all pipeline improvements along segments of San Antonio Street, Cuyama Road, and Crestview Drive must be completed before the City plans to repave streets in summer of 2019. Schedule for construction in Oak Creek Lane, which is not planned for repaving, will also be limited since it is a dead-end street accessed from Crestview Lane. Additionally, the District's project financing requires completion of construction by 2020.

SUMMARY OF PROPOSED ENGINEERING SERVICES

MKN will provide survey, geotechnical, environmental, and design services for the Project. Construction plans, specifications, and cost opinions will be prepared for the following pipeline segments. Approximately 5,615 lineal feet (lf) of water main will be designed as detailed below:

- Cuyama Road between Sierra and Chico Road: 750 lf of pipeline replacement
- Cuyama Road between Chico Road and El Paseo Road: 450 lf of new water main and 110 lf of pipeline replacement
- El Paseo Road between Cuyama Road and Sierra Road: 855 lf of pipeline replacement and 50 lf of new water main

- Topa Topa Drive between West Ojai Avenue and San Antonio Street: 1,300 lf of pipeline replacement
- San Antonio Street: 620 lf of pipeline replacement
- Crestview Drive: 1,100 lf of pipeline replacement
- Oak Creek Lane: 380 lf of pipeline replacement

SCOPE OF WORK

TASK Group 100 PRELIMINARY ENGINEERING

101 Project Kick-Off and Site Walk

MKN will attend a kick-off meeting with District staff to review project scope, schedule, responsibilities of project team members, project deliverables, known utility conflicts, easements, and any construction and operational concerns. Upon completion of the meeting a site walk will be attended by the project team to identify any specific concerns prior to the initiation of work. Kick-Off meeting minutes will be prepared and provided to the District to document meeting discussions and issues covered.

102 Information Review

MKN will review existing information and as-built drawings relevant to the master planned improvements. Existing information includes geographic information systems (GIS), aerial photography, water and sewer atlases, and existing record drawings (provided by District).

TASK GROUP 200 SURVEY AND MAPPING SERVICES

201 Survey

MKN's subconsultant, Encompass Consulting Group (ECG), will provide the following services:

- A. Perform field survey to locate pavement, curbs, drives, walks, fences, walls, planters, and visible surface utilities, together with topographic features such as tops, toes, flow lines, grade breaks, etc. and surface utilities immediately adjacent to the edge of pavement and/or sidewalks at the approximate edge of right-of-way within the project limits (see exhibits attached). Pavement and surface materials will also be identified. Trees larger than 4" in diameter will be located and shown on the map.
- B. Obtain available Ventura County Assessor GIS data and incorporate into topographic base maps. Due to the nature of the parcel creations around the project areas and lack of any maps of record, we propose to use the County parcel data to approximate the public rights of way. If design work appears to potentially encroach on private lots, additional boundary work can be considered and discussed as needed to support the construction efforts (temporary or permanent easements, etc.). These additional requests would be considered extra services and separate estimates provided as the details become evident. Note, this proposed approach is made to save a significant amount of time and money. Initial research with County resources show few to no recent maps of record for these areas, likely resulting in no boundary monuments to locate and utilize.

- C. Download and compute survey data, and prepare an AutoCAD drawing file. The mapping will be compiled at a scale of 1" = 10' with a 1-foot contour interval and a digital terrain model (DTM). Each surveyed feature will be clearly labeled or noted by symbol as identified in the field.

Deliverables will include AutoCAD drawing files via email, FTP or DVD as appropriate and a PDF signed and sealed digitally by a California Licensed Lands Surveyor.

202 Utility Research

MKN will send letters to utility companies to request record drawings and schematics. The Project Team will compare utility information provided on received record drawings with visible physical utility evidence during the site investigation. Utility information will be incorporated into the site survey and mapped where possible.

TASK GROUP 300 ENVIRONMENTAL COORDINATION

Permitting and California Environmental Quality Act (CEQA) documentation will be performed by the District's consultant, Rincon Consultants.

While the CEQA document has not yet been determined, MKN anticipates performing the following services:

- Attend kickoff meeting for environmental coordination
- Provide base mapping
- Provide preliminary layout
- Review administrative draft initial study (IS) and either negative declaration (ND), mitigated MND, or categorical exclusion (CE) for each project area.
- Review draft responses to comments from Rincon and provide engineering support for responses
- Attend one public hearing for the project

MKN has budgeted forty (40) hours will be adequate for environmental coordination. If the work effort exceeds this allowance, MKN will notify the District as soon as possible.

TASK GROUP 400 GEOTECHNICAL SERVICES

MKN's subconsultant, Yeh and Associates, Inc. (Yeh), will provide geotechnical services for the project. Yeh will prepare a *Geotechnical Report* for the design of the water line replacements. The geotechnical evaluation for preparation of the report will consist of a program of field exploration and laboratory testing to characterize subsurface conditions along the pipeline alignment, geotechnical analyses to evaluate the support and placement of the new pipe, and geotechnical considerations for design and construction of the project.

Yeh will perform the following services:

- A. Consult with MKN and the District to review the approach to providing geotechnical services, and request that any updated maps or plans be provided for use in planning a field

- exploration program for the project. Collect and review geotechnical data from previous reports and incorporate these data into baseline information to be used in the geotechnical evaluation for this project. Yeh will procure a City of Ojai encroachment permit prior to executing the field exploration program. Yeh assumes the borings can be drilled under their existing Ventura County blanket borehole permit, and assume that site access, any additional environmental permits, documents, or monitoring beyond the permits named above will be provided to us.
- B. Prepare a health and safety plan for the field work, visit the site to mark the locations of the planned explorations, and notify Underground Services Alert (USA) to contact utility companies to review the locations and mark any buried utilities at the site, and coordinate the field exploration program and site access with the District and subcontractors. Other than contacting USA, Yeh will not be responsible for locating utilities or buried structures or for damages resulting from encountering unmarked or improperly marked utilities.
- C. Yeh will provide up to a 1.5-day effort to drill up to 7 borings along the proposed alignments to depths up to 10 feet (about 2 times the anticipated trench depth). The borings will be drilled using a truck-mounted drill rig equipped with hollow stem augers. The borings will be sampled at selected intervals using driven samples and by taking cuttings from the auger flights. Borings will be backfilled with approved native fill. Yeh will measure the existing pavement section at each boring location, take samples for subsequent laboratory testing and log the subsurface conditions encountered. Excess cuttings will be removed from the site and spread along unpaved shoulder areas or stockpiled in a location designated by the District located within approximately 3 miles of the project site. Holes drilled in existing pavement areas will be patched with a rapid set concrete.
- D. Yeh will provide traffic control during the field exploration program. A lane may need to be closed during drilling and traffic will be routed past the work area with flagging.
- E. Laboratory testing will be performed on selected samples recovered from the field exploration program to characterize the geotechnical properties and classification of soil and rock materials encountered. Tests for moisture content, unit weight, classification, compaction, sand equivalent, strength, and corrosivity will be performed. The types and numbers of tests may vary depending on the subsurface conditions encountered.
- F. Yeh will summarize the data collected, perform geotechnical analyses and prepare a Geotechnical Report for the design of the project. A draft of the report will be prepared and issued in portable document file (PDF) format for review by the District and MKN. The report will provide logs of the explorations, laboratory test results, and a map showing the locations of the borings. The report will provide a discussion of the subsurface conditions encountered, and conclusions and recommendations regarding:
- Geologic setting;
 - Soil and groundwater conditions encountered;
 - Trench detail for use with District standards;
 - Suitability of excavated soil for reuse as bedding, pipe zone or trench backfill material;

- Foundation preparation and stabilization of the trench bottom and/or pit excavations;
- Material and compaction requirements for bedding, pipe zone and trench backfill;
- Existing pavement thicknesses encountered and a pavement structural section for trench patching;
- Thrust resistance for the pipe using thrust blocks, friction, or restrained joints;
- At-rest pressures, soil unit weight, and friction coefficients for estimating frictional resistance along the pipe; and
- Construction considerations for temporary excavations.

TASK GROUP 500 PRELIMINARY ENGINEERING MEMORANDUM

MKN will prepare a Preliminary Engineering Memorandum that incorporates the following information:

- Draft Geotechnical Engineering Report
- Survey and Base Map
- Environmental Review and CEQA Initial Study
- Preliminary layout of proposed improvements
- Recommended locations for potholing
- Cost opinion
- Project schedule
- Recommended temporary or permanent easements

A draft will be prepared for review, and after comments are received a final memorandum will be submitted.

TASK GROUP 600 POTHOLING SERVICES

MKN'S subcontractor, Travis AG, will excavate locations where critical utilities have been identified. Our surveyor, ECG, will locate the top of the utilities. Traffic control will be provided. It is assumed the potholes will be backfilled with cold-patch asphalt. A total of fifteen (15) potholes has been assumed. It is assumed no more than two mobilizations by our surveyor will be required.

TASK GROUP 700 CONSTRUCTION DOCUMENTS AND SPECIFICATIONS

MKN will prepare construction plans and specifications and provide three (3) progress submittals (60%, 95% and Final). It is assumed that the District will provide front-end documents to MKN for modification and inclusion into the bid package and that MKN will prepare technical specifications in CSI format. Plans will be prepared in AutoCAD. The District will review the contents of each submittal and provide comments for incorporation into the subsequent submittal. An opinion of probable construction costs will be prepared to accompany each submittal.

701 60 Percent Submittal

Submittal will include the following items (electronic copy in PDF format):

- Draft half-size (11" x 17") drawings
- Draft technical specifications (Divisions 02 to 43)
- Draft opinion of probable construction costs
- Identification of locations for potholing

702 95 Percent Submittal

Submittal will include the following items (electronic copy in PDF format):

- Revised half-size (11" x 17") drawings
- Draft front-end documents (Division 00 provided by District)
- Revised technical specifications (Divisions 02 to 43)
- Revised opinion of probable construction costs

703 Final Submittal

Submittal will include the following items (electronic copies in PDF, MS Word, and AutoCAD formats)

- Final half-size (11" x 17") drawings
- Final full-size (22" x 34") drawings
- Completed front-end documents (Division 00 provided by District)
- Final technical specifications (Divisions 02 to 43)
- Final engineer's estimate

704 Progress Meetings

MKN will attend two (2) design-phase progress meetings, one after the 60% and 95% design submittals to discuss District comments.

Anticipated Sheet List (20 Sheets):

- Cover Sheet and Index
- General Notes
- Cuyama Road between Sierra Road and Chico Road: Plan and Profile (2 Sheets)
- Cuyama Road between Chico Road and El Paseo Road: Plan and Profile (2 Sheets)
- El Paseo Road between Cuyama Road and Sierra Road: Plan and Profile (2 Sheets)
- Topa Topa Drive between West Ojai Avenue and San Antonio Street: Plan and Profile (3 Sheets)
- San Antonio Street: Plan and Profile (2 Sheets)
- Crestview Drive: Plan and Profile (2 Sheets)
- Oak Creek Lane: Plan and Profile (1 Sheet)
- Construction Details (4 Sheets)

705 Encroachment Permit Application and Negotiation

MKN will complete a draft encroachment permit application with construction plan exhibits. MKN will also determine City standard paving requirements and negotiate conditions with the City. It is assumed one meeting will be required, in addition to email and phone correspondence. One of the

challenges will be to schedule completion of the waterline in Cuyama Road, San Antonio Street, Crestview Drive, and Oak Creek Lane to prevent conflicts with the City's paving program.

TASK GROUP 800 PROJECT MANAGEMENT AND QUALITY CONTROL

MKN will provide the following services under this task group

801 Progress Reports

MKN will provide brief monthly progress reports, via email, with invoices.

802 Project Schedule

MKN will prepare a project schedule in Microsoft Project format and will maintain the schedule throughout completion of the project. Monthly updates will be provided to the District with invoices.

803 Decision Log

MKN will prepare and maintain a Decision Log that identifies action items and major decisions by the District and Project Team.

804 Quality Control

MKN will perform quality control reviews of all deliverables prior to submitting to the District. A Senior Engineer or Principal Engineer who is not involved in the day-to-day design effort will perform an independent review of the project.

ASSUMPTIONS

- The District will provide available as-built plan information for water facilities within the project area.
- Upfront contract documents will be provided by the District.
- MKN will negotiate the encroachment permit conditions with the City. All other permits will be obtained by the District
- District will pay any permitting fees to the City for potholing and no traffic plans will be required. If required by the City, traffic plans can be prepared as an additional service.
- At this time, a budget has not been developed for Engineering Support during construction, Construction Phase Administration, or Construction Observation Services. A budget for these services can be provided upon request.
- MKN shall be entitled to rely reasonably upon the accuracy of data and information provided by or through the District and will use good professional judgment in reviewing and evaluating such information. If MKN identifies any error or inaccuracy in data or information provided by or through the District, or determines that additional data or information is needed to perform the services, MKN shall promptly notify the District.
- District will provide and coordinate access to and around site as required to perform work.
- Existing rights of way are not more than 5 feet from the existing edge of pavement or back of walk.
- Mapping will not be required beyond existing walls, hedgerows, fences, etc., excepting meters and clean outs within approximate right of way.

- Easement mapping, easement exhibits, and negotiation are not included
- City of Ojai will allow us to work within right-of-way between 8:30 am and 4:30 pm.

SERVICES NOT INCLUDED

- Title Company reports, services and fees
- Sub-surface utility detection
- Permitting (other than encroachment permit negotiation with the City of Ojai) or environmental services
- Boundary research, compilation, surveys or filing maps or records of any kind with the County Surveyor
- Construction staking
- Services beyond those specifically listed in the Scope of Work above
- Engineering support during bid and construction phases

PROPOSED SCHEDULE

The anticipated design schedule is summarized in an attachment. It assumes District review periods of two weeks for all deliverables.

FEE SUMMARY

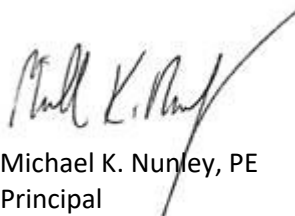
MKN proposes to complete this project on a time and materials basis, with a budget of \$208,951 that will not be exceeded without written authorization from the District. The budget is summarized below and a detailed breakdown is provided in the attached spreadsheet.

Thank you for providing Michael K. Nunley and Associates with the opportunity to provide professional engineering services for your project. If you have any questions regarding this proposal, please contact me at mnunley@mknassociates.us or by phone at (805) 904-6530.

Sincerely,



Eileen Shields, PE
Project Manager



Michael K. Nunley, PE
Principal

Attachments:

1. Fee Schedule
2. Budget
3. Subconsultant Proposal from Yeh
4. Subconsultant Proposal from ECG
5. Schedule



MKN & Associates, Inc.
PO Box 1604
Arroyo Grande, CA 93421
805 904 6530

FEE SCHEDULE FOR PROFESSIONAL SERVICES

ENGINEERS AND TECHNICAL SUPPORT STAFF

Principal Engineer	\$180/HR
Senior Project Engineer	\$170/HR
Project Engineer	\$150/HR
Water Resources Planner	\$138/HR
Assistant Engineer	\$127/HR
GIS Specialist	\$130/HR
GIS Technician	\$110/HR
Senior Design Technician	\$97/HR
Administrative Assistant	\$57/HR

Routine office expenses such as computer usage, telephone charges, office equipment and supplies, incidental postage, copying, faxes, etc., are included in the hourly rates.

DIRECT PROJECT EXPENSES

Outside Reproduction	Cost + 10%
Subcontracted or Subconsultant Services	Cost + 10%
Travel & Subsistence (other than mileage)	Cost
Auto Mileage	Current IRS Rate - \$.54/mi.

Title; 2018 Water Main Replacement Projects: Topa Topa, S San Antonio, Cuyama, El Paseo, Crestview, and Oak Creek

	Principal Engineer	Assistant Engineer	Drafter	Administrative Assistant	Total Hours (MKN)	Subtotal Labor (MKN)	ODCs (MKN)	Yeh (Subconsultant)	ECG (Subconsultant)	Travis AG (Subcontractor)	Total Cost
Task Group 100 Preliminary Engineering											
101 Project Kick off & Site Walk	4	6			10	\$ 1,482	\$ 200				\$ 1,682
102 Information Review	2	4			6	\$ 868	\$ 100				\$ 968
Subtotal	6	10	0	0	16	\$ 2,350	\$ 300	\$ -	\$ -	\$ -	\$ 2,650
Task Group 200 Survey & Mapping Services											
201 Survey	2	4	4		10	\$ 1,256			\$ 23,216		\$ 24,472
202 Utility Research	2	16	16		34	\$ 3,944	\$ 100				\$ 4,044
Subtotal	4	20	20	0	44	\$ 5,200	\$ 100	\$ -	\$ 23,216	\$ -	\$ 28,516
Task Group 300 Environmental Coordination											
Environmental Coordination	16	16	8		40	\$ 5,688	\$ 300				\$ 5,988
Subtotal	16	16	8	0	40	\$ 5,688	\$ 300	\$ -	\$ -	\$ -	\$ 5,988
Task Group 400 Geotechnical Services											
Geotechnical Services	2	4			6	\$ 868		\$ 21,439			\$ 22,307
Subtotal	2	4	0	0	6	\$ 868	\$ -	\$ 21,439	\$ -	\$ -	\$ 22,307
Task Group 500 Preliminary Engineering Memorandum											
Draft Memorandum	8	16		8	32	\$ 3,928					\$ 3,928
Final Memorandum	4	4			8	\$ 1,228					\$ 1,228
Subtotal	12	20	0	8	40	\$ 5,156	\$ -	\$ -	\$ -	\$ -	\$ 5,156
Task Group 600 Potholing Services											
Potholing Services (15 potholes assumed)	1	1	1		3	\$ 404			\$ 3,300	\$ 29,700	\$ 33,404
Subtotal	1	1	1	0	3	\$ 404	\$ -	\$ -	\$ 3,300	\$ 29,700	\$ 33,404
Task Group 700 Construction Documents & Specifications											
701 60% Submittal	40	150	160		350	\$ 41,770					\$ 41,770
702 95% Submittal	40	150	140		330	\$ 39,830					\$ 39,830
703 Final Submittal	20	32	40		92	\$ 11,544					\$ 11,544
704 Progress Meetings	6	6			12	\$ 1,842	\$ 600				\$ 2,442
705 Encroachment Permit Application and Negotiation	8	8	8		24	\$ 3,232	\$ 200				\$ 3,432
Subtotal	114	346	348	0	808	\$ 98,218	\$ 800	\$ -	\$ -	\$ -	\$ 99,018
Task Group 800 Project Management & Quality Control											
801 Progress Reports	8			8	16	\$ 1,896					\$ 1,896
802 Project Schedule	2	8			10	\$ 1,376					\$ 1,376
803 Decision Log	8				8	\$ 1,440					\$ 1,440
804 Quality Control	40				40	\$ 7,200					\$ 7,200
Subtotal	58	8	0	8	74	\$ 11,912	\$ -	\$ -	\$ -	\$ -	\$ 11,912
TOTAL BUDGET	213	425	377	16	1031	\$ 129,796	\$ 1,500	\$ 21,439	\$ 26,516	\$ 29,700	\$ 208,951

Billing Rates	\$/hr
Principal Engineer	180
Senior Project Engineer	170
Project Engineer	150
Water Resource Planner	138
Assistant Engineer	127
Drafter	97
Administrative Assistant	57

Mileage to be reimbursed at IRS rate



July 23, 2018

Proposal No. 218-303

Michael K. Nunley & Associates, Inc.
530 Paulding Circle, Suite B
Arroyo Grande, California 93420

Attn: Mr. Michael Nunley

Subject: Proposal for Geotechnical Services – Casitas Municipal Water District, Waterline Replacements along Cuyama and El Paseo Roads, Topa Topa Drive, South San Antonio Street, Crestview Drive, and Oak Creek Lane, Ojai, California

Dear Mr. Nunley:

Yeh and Associates, Inc. is pleased to submit this proposal to provide geotechnical services for the design of approximately 1.1 miles of waterline upgrades and replacements for the Casitas Municipal Water District (District) along four public streets in Ojai, California. This proposal was prepared in response to your request of June 29, 2018 and subsequent discussions. The purpose of our services will be to prepare a *Geotechnical Report* for the design of the water line replacements. The geotechnical evaluation for preparation of the report will consist of a program of field exploration and laboratory testing to characterize subsurface conditions along the pipeline alignment, geotechnical analyses to evaluate the support and placement of the new pipe, providing geotechnical considerations for design and construction of the project. This proposal presents our understanding of the project, scope of work, schedule and fee to provide the requested services.

Project Understanding:

The project site is located in a residential area just west of downtown Ojai, California. The terrain in the project vicinity is relatively flat to gently sloping ground. The proposed water line replacements are in existing streets along Cuyama and El Paseo Roads, Topa Topa Drive, South San Antonio Street, Crestview Drive, and Oak Creek Lane that are paved with asphalt. The existing pipelines are 4-inch diameter cast iron and will be replaced due to their age, insufficient capacity, and to provide increased fire flow. The approximate limits of the project segments were provided by MKN via email and are shown on a series of pages extracted from an undated document prepared by Water Systems Consultants with the heading *Draft Recommended Projects*.

The new pipeline will consist of 8-inch diameter polyvinylchloride (PVC) constructed with traditional open trench (cut and cover) methods with approximately 3 to 5 feet of cover. A total of approximately 5,615 linear feet (LF) of new pipeline will be designed for the following segments:

- Replace 750 linear feet (LF) along Cuyama Road between Sierra Road and Chico Road;
- Add or replace 560 LF along Cuyama Road between Chico Road and El Paseo Road;
- Replace 855 LF along El Paseo Road between Cuyama Road and Sierra Road;
- Add 50 LF along El Paseo Road to connect the loop to an existing pipe;
- Replace 1,300 LF along Topa Topa Drive between W. Ojai Avenue and San Antonio Street;
- Replace 620 LF along San Antonio Street south of Topa Topa Drive;
- Replace 1,100 LF along Crestview Drive; and
- Replace 380 LF along Oak Creek Lane.

Scope of Work:

1. Consult with MKN and the District to review the approach to providing geotechnical services, and request that any updated maps or plans be provided for use in planning a field exploration program for the project. Collect and review geotechnical data from previous reports and incorporate these data into baseline information to be used in the geotechnical evaluation for this project. Yeh will procure a City of Ojai encroachment permit prior to executing the field exploration program. Yeh assumes the borings can be drilled under their existing Ventura County blanket borehole permit, and assume that site access, any additional environmental permits, documents, or monitoring beyond the permits named above will be provided to us.
2. Prepare a health and safety plan for the field work, visit the site to mark the locations of the planned explorations, and notify Underground Services Alert (USA) to contact utility companies to review the locations and mark any buried utilities at the site, and coordinate the field exploration program and site access with the District and subcontractors. Other than contacting USA, Yeh will not be responsible for locating utilities or buried structures or for damages resulting from encountering unmarked or improperly marked utilities.
3. Yeh will provide up to a 1-day effort to drill up to 7 borings along the proposed alignments to depths up to 10 feet (about 2 times the anticipated trench depth). The borings will be drilled using a truck-mounted drill rig equipped with hollow stem augers. The borings will be sampled at selected intervals using driven samples and by taking cuttings from the auger flights. Borings will be backfilled with approved native fill. Yeh will measure the existing pavement section at each boring location, take samples for subsequent laboratory testing and log the subsurface conditions encountered. Excess cuttings will be spread along unpaved shoulder or landscape areas adjacent to boring locations. Holes drilled in existing pavement areas will be patched with a rapid set concrete.

Yeh will provide traffic control during the field exploration program. A lane may need to be closed during drilling and traffic will be routed past the work area with flagging. Yeh assumes the City of Ojai's encroachment permit will allow work hours in the public right of way between 8:30am and 4:30pm.

Laboratory testing will be performed on selected samples recovered from the field exploration program to characterize the geotechnical properties and classification of soil and rock materials encountered. Tests for moisture content, unit weight, classification, compaction, sand equivalent, strength, and corrosivity will be performed. The types and numbers of tests may vary depending on the subsurface conditions encountered.

4. Yeh will summarize the data collected, perform geotechnical analyses and prepare a *Geotechnical Report* for the design of the project. A draft of the report will be prepared and issued in portable document file (PDF) format for review by the District and MKN. The report will provide logs of the explorations, laboratory test results, and a map showing the locations of the borings. The report will provide a discussion of the subsurface conditions encountered, and conclusions and recommendations regarding:
 - Geologic setting;
 - Soil and groundwater conditions encountered;
 - Trench detail for use with District standards;



- Suitability of excavated soil for reuse as bedding, pipe zone or trench backfill material;
- Foundation preparation and stabilization of the trench bottom and/or pit excavations;
- Material and compaction requirements for bedding, pipe zone and trench backfill;
- Existing pavement thicknesses encountered and a pavement structural section for trench patching;
- Thrust resistance for the pipe using thrust blocks, friction, or restrained joints;
- At-rest pressures, soil unit weight, and friction coefficients for estimating frictional resistance along the pipe; and
- Construction considerations for temporary excavations.

5. Yeh will issue the final *Geotechnical Report* after incorporating comments and input from the District and MKN team. One PDF of the final report will be submitted unless otherwise requested.

Schedule: Services will be coordinated with the District and MKN. Field work can typically be scheduled within about two weeks after receiving authorization to proceed, site access, and any permits. The draft *Geotechnical Report* can be submitted within about six weeks after the completion of the field work. This schedule assumes two weeks of lead time to coordinate and permit the field work. The final report can be submitted within about two weeks after receiving comments on the draft report.

Fee Estimate: Yeh will provide the geotechnical services for the scope of work described in this proposal for the lump sum fee shown on the attached fee estimate worksheet. Our estimated fee and rate schedule for the scope of services described in this proposal is attached. Yeh will not exceed the lump sum amount without prior authorization of the Client.

We appreciate the opportunity to be of service. Please contact Loree Berry (Lberry@yeh-eng.com) at (805) 440-0966 if you have questions or require additional information.

Sincerely,

YEH AND ASSOCIATES, INC.



Loree A. Berry, P.E.
Project Manager

Attachments: Estimate of Fees
2018 Fee Schedule



FEE ESTIMATE WORKSHEET

**Cuyama, El Paseo, Topa Topa, San Antonio, Crestview, Oak Creek Waterline Replacements
Geotechnical Services**

PREPARED BY: L Berry
PROJECT No.: 218-303

DATE: July 23, 2018
CLIENT: MKN, Inc.

WORK ACTIVITY	Principal Engineer or Geologist	Sr. Project Manager	Project Manager	Sr. Project Engineer or Geologist	Project Engineer or Geologist	Staff Engineer or Geologist	Admin/Eng Assistant	HOURS	COSTS
Geotechnical Services:									
1 Initiation and Review Existing Data			6					6	
2 Site access, utilities, USA coordination			2		12			14	
3 Field Exploration Program (Drilling)					12			12	
4 Laboratory Testing							24	24	
5 Draft - Geotechnical Report	6		12		24	8		50	
6 Final - Geotechnical Report	2		4		4			10	
SUBTOTALS	8	0	24	0	52	8	24	116	\$ 12,000
Other direct costs and unit charges									\$ 160
Subcontract Drilling Services									\$ 4,175
Outside laboratory testing									\$ 680
Traffic Control									\$ 2,475
Soil Disposal/Backfill of Borings									\$ -
SUBTOTAL - ODC's									\$ 7,490
RATE, PER HOUR (2018)	\$ 185	\$ 160	\$ 135	\$ 115	\$ 100	\$ 80	\$ 60		
ESTIMATED TOTAL FEE									\$ 19,490



STANDARD FEE SCHEDULE

EFFECTIVE JANUARY 2018

Professional Services:

<u>Classification</u>	<u>Basic Hourly Rate</u>
Principal.....	\$185
Senior Project Manager	\$160
Senior Project Specialist.....	\$145
Project Manager	\$135
Senior Project Engineer or Geologist	\$115
Project Engineer or Geologist	\$100
Staff Engineer or Geologist.....	\$80
Engineer or Geologist Intern.....	\$60
Resident Construction Engineer	\$145
Construction Manager	\$130
Construction Observer III	\$115
Construction Observer II	\$100
Construction Observer I	\$85
Technician Leader or Supervisor	\$100
Laboratory Supervisor.....	\$95
Technician III	\$80
Technician II	\$65
Technician I	\$50
CAD Designer	\$110
CAD Technician.....	\$65
Administrative Assistant	\$60

Overtime rates for Construction Inspection, Technicians and Office Staff is 1.5 x rates shown.
 Rates do not include prevailing wage rates for field services. Prevailing wages will be determined on a project-by-project basis.
 Laboratory tests are quoted on separate schedule or cost plus 15 percent for outside laboratory testing when applicable.
 Fees for expert witness preparation, testimony, court appearances, or depositions will be billed at the rate of \$350 per hour.

Other Direct Charges:

Subcontracted services, copying and rented equipment	Cost Plus 10%
Travel, subsistence, and expenses	Cost Plus 10%
Vehicle.....	\$ 80/day
Automobile Mileage.....	\$ 0.55/mile



**LABORATORY RATE SCHEDULE
EFFECTIVE JANUARY 1, 2018**

	<u>Rate</u>
Classification – Index Tests:	
Natural moisture content (ASTM D2216).....	\$ 10
Moisture content – dry unit weight, drive or core sample (ASTM D2937)	\$ 20
Moisture content – dry unit weight, chunk or block sample.....	\$ 50
Moisture content – dry unit weight, thin wall tube sample (ASTM D2937)	\$ 40
Atterberg limits with PL, PI, LL (ASTM D4318).....	\$ 75
Aggregate specific gravity.....	\$ 60
Grain size analysis (ASTM D-422, 6913):	
a) Eight standard sieve nest to #200 (per ASTM D2487 or AASHTO M-145)	\$ 75
b) Less than 3” max to #200 sieve with one split sieve.....	\$ add 50
c) Percent gravel (plus #4), sand (#4-#200), and #200 sieve with wash	\$ 50
d) Hydrometer analysis	\$ add 90
Manual USC classification (ASTM D2488), extrude, examine, photo, and describe	\$ 35
USC classification (ASTM D2487) sieve, #200 wash, Atterberg as-required	\$ 200
AASHTO classification (M-145) sieve, #200 wash, Atterberg as-required	\$ 200
Earthwork:	
Standard Proctor compaction (ASTM D-698).....	\$ 200
Modified Proctor compaction (ASTM D1557).....	\$ 250
R-value (ASTM D-2844, Cal 301), untreated soil*, **	\$ 350
CBR, per point (ASTM D1883)*, **	\$ 340
Resilient modulus (AASHTO T307)*, **	\$ 1,000
Remold sample to specified density or with admixture	\$ add 30
Corrosion Testing:	
pH of soil or water (D4972).....	\$ 30
Resistivity of soil or water, as received or saturated.....	\$ 45
pH and Resistivity of soil or water (Cal 643)	\$ 125
Soluble sulfates, soluble chlorides*	\$ 110
Volume Change Testing:	
Expansion index (ASTM D4829).....	\$ 175
Swell-collapse, 4 loads with wetting (ASTM D4546-A)	\$ 200
Swell-collapse, 1 load with wetting (ASTM D4546-B,C)	\$ 75
Incremental Consolidation, 12 loads (ASTM D2435)**	\$ 500
Constant strain rate (CSR) consolidation (ASTM D4186)**	\$ 425
Strength:	
Handheld torvane shear strength.....	\$ 10
Handheld pocket penetrometer.....	\$ 10
Point load index (ASTM D5731)**.....	\$ 75
Direct shear test (ASTM D3080), silty or clayey soil, per point**	\$ 145
Direct shear test (ASTM D3080), residual, per point**	\$ 195
Unconfined compressive strength, soil**	\$ 75
CU triaxial**	\$ 400
CU triaxial, multi-stage, 3 points**	\$ 800
UU triaxial.....	\$ 100
Flex-wall hydraulic conductivity, 1 point**	\$ 300

All rates are per sample or specimen unless otherwise noted. Corresponding AASHTO or Caltrans test methods can be performed at no additional charge when applicable.

Sample pickup, delivery or professional services will be charged at hourly rates per fee schedule.

Samples will be discarded at conclusion of testing unless otherwise agreed to.

*Estimated for approved outside laboratory testing on split or companion sample.

**Estimated for common test performed by an approved outside laboratory

Shipping charges may apply for outside laboratories.



333 North Lantana St.
Suite 287
Camarillo, CA 93010
(805) 322-4443

25115 Ave. Stanford
Suite A320
Santa Clarita, CA 91355
(661) 600-9367

Civil Engineering
Land Surveying
Land Planning

July 23, 2018

W.O. 0250.01

Mike Nunley
Mike K. Nunley & Associates, Inc.
P.O. Box 1604
Arroyo Grande, CA 93421

Subject: Casitas Municipal Water District Projects 3, 4 & 6 - Topographic Surveys

Dear Mike,

In response to your request, Encompass Consultant Group, Inc. (ECG) is pleased to submit this proposal to provide topographic mapping in support of three Casitas Municipal Water District (CMWD) projects located in Ojai, CA. These projects are described and outlined as CMWD Project 3, Project 4 and Project 6 in the PDF provided by email from Mike K. Nunley & Associates, Inc. (MKN) on June 29, 2018.

PROJECT UNDERSTANDING

It is our understanding that MKN will be designing for the placement of new 8" PVC water lines that connect to existing systems as well as replacing existing 4" cast iron water lines with new 8" PVC water lines.

Task 1 - The project limits for Project 3 are understood to be the extents of road improvements along Cuyama Road from Sierra Road to El Paseo Road and continuing along El Paseo Road to the west, to the westerly intersection with Sierra Road as shown on the attached exhibit. Project 3 encompasses approximately 2,000 linear feet of existing 4" cast iron pipe that is to be replaced and approximately 420 linear feet of new 8" PVC pipe that will be a new design.

Task 2 - The project limits for Project 4 are understood to be the extents of road improvements along Topa Topa Drive from West Ojai Avenue to South San Antonio Street and southerly from the intersection along South San Antonio Street approximately 620 linear feet as shown on the attached exhibit.

Task 3 - The project limits for Project 6 are understood to be the extents of road improvements along Crestview Drive extending approximately 1,100 linear feet southerly and easterly from the westerly intersection with Santa Ana Street and including approximately 350 linear feet of Oak Creek Lane southerly of Crestview Drive as shown on the attached exhibit.

To facilitate the design, you will require a Topographic Base Map. Our proposed scope of services and cost estimate are as follows:

SCOPE OF WORK

- Perform field survey to locate pavement, curbs, drives, walks, fences, walls, planters, and visible surface utilities, together with topographic features such as tops, toes, flow lines, grade breaks, etc. and surface utilities immediately adjacent to the edge of



pavement and/or sidewalks at the approximate edge of right-of-way within the project limits (see exhibits attached). Pavement and surface materials will also be identified. Trees larger than 4" in diameter will be located and shown on the map.

- Obtain available Ventura County Assessor GIS data and incorporate into topographic base maps. Due to the nature of the parcel creations around the project areas and lack of any maps of record, we propose to use the County parcel data to approximate the public rights of way. If design work appears to potentially encroach on private lots, additional boundary work can be considered and discussed as needed to support the construction efforts (temporary or permanent easements, etc.). These additional requests would be considered extra services and separate estimates provided as the details become evident. *Note, this proposed approach is made to save a significant amount of time and money. Initial research with County resources show few to no recent maps of record for these areas, likely resulting in no boundary monuments to locate and utilize.*
- Perform field surveys to record locations of potholed utilities. We've assumed 2 partial day mobilizations to collect the required data at 15 pothole excavations, and assume either traffic control will be provided, or that we will be locating the pothole patches. If ECG locates the patches, it is expected the contractor will either mark in the field, or provide by a separate report, the depths measured to the exposed utility at the time of excavation.
- Download and compute survey data, and prepare an AutoCAD drawing file. The mapping will be compiled at a scale of 1" = 10' with a 1-foot contour interval and a digital terrain model (DTM). Each surveyed feature will be clearly labeled or noted by symbol as identified in the field.
- Deliverables: AutoCAD drawing files via email, FTP or DVD as appropriate and a PDF signed and sealed digitally by a California Licensed Lands Surveyor. Hardcopies available upon request.

SERVICES NOT INCLUDED

The following services and all other services not specifically listed herein are excluded:

1. Title Company reports, services and fees.
2. Sub-surface utility detection or potholing services.
3. Boundary research, compilation, surveys or filing maps or records of any kind with the County Surveyor.
4. Construction staking.
5. Services beyond those specifically listed in the Scope of Work above.

ASSUMPTIONS

1. Client will provide and coordinate access to and around site as required to perform work.
2. Existing rights of way are not more than 5 feet from the existing edge of pavement or back of walk.



- 3. Mapping will not be required beyond existing walls, hedgerows, fences, etc., excepting meters and clean outs within approximate right of way.

PROPOSED FEE AND METHOD OF PAYMENT

Our proposed services will be performed on a fixed fee basis and shall be billed monthly as a percentage complete of our services. Materials (reimbursable expenses) are not included in the fixed fee. "Materials" include all reimbursable expenses, such as photocopies, postage, shipping/delivery, plots, prints, maps/documents, and outside consultant fees.

Payment is due upon receipt of statements (net 30 days). Unpaid account balances are subject to a finance charge which will be the lesser of one and one-half percent (1 ½ %) per month or a monthly charge not to exceed the maximum legal rate. This fee shall be applied to any unpaid balance commencing thirty days after the original billing. If an account is unpaid we may consider this as constructive notice to suspend work.

Based on our understanding of your requirements and our experience with similar projects, we estimate that the fee required for our services, not including reimbursable expenses, will cost as follows:

<u>Task</u>	<u>Service</u>	<u>Fee</u>
1.	Project 3	\$8,445
2.	Project 4	\$7,110
3.	Project 6	\$5,550
4.	Pothole locations	\$3,000

We reserve the right to reallocate budgets between the tasks listed above for actual work performed, but we will not exceed the total fee without written approval.

ADDITIONAL SERVICES

Services performed outside the scope of this agreement require written approval prior to performance of the work. Significant design changes after the start of work shall be considered additional services. Any work request that is outside the scope of this agreement will be identified by ECG as such, and a fixed fee or not-to-exceed amount will be agreed upon prior to the start of the additional work. Compensation for additional services shall be in accordance with the rates then in effect.

TIME OF PERFORMANCE

Based on our current workload, we estimate that we can begin scheduling and research upon receipt of your written authorization to proceed. We will make every effort to keep you informed



of our progress in accordance with a mutually acceptable schedule which will be arranged with you upon execution of appropriate contracts

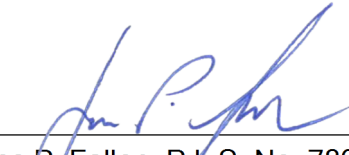
AUTHORIZATION

Should you require any additional information, or wish to discuss this proposal further, please contact me at (805) 416-8706, or via email at James.Fallon@ECGcivil.com. If this proposal is satisfactory, please contact us regarding the necessary agreement forms to begin work. Please note that this proposal is valid for a period of 30 calendar days.


Thank you for your consideration of ECG for this project.

Sincerely,

ENCOMPASS CONSULTANT GROUP, INC.



James P. Fallon, P.L.S. No. 7807, CA
Principal Surveyor
Phone: (805) 416-8706
James.Fallon@ECGcivil.com



Ben P. Hardin, P.L.S. No. 8552, CA
Senior Surveyor II
Phone: (805) 465-9097
Ben.Hardin@ECGcivil.com

Enclosures: ECG's Current Billing Rate Schedule

n:\projects\0250\01_projects_3-4\admin\02-proposals\pro_0250-01_survey.docx

EXHIBIT - Project 3



EXHIBIT - Project 4



EXHIBIT - Project 6





EXHIBIT A
BILLING RATES EFFECTIVE JANUARY 1, 2018

Engineering

Designer	\$95
Senior Designer.....	\$120
Assistant Engineer I	\$105
Assistant Engineer II	\$120
Associate Engineer	\$135
Senior Engineer I.....	\$150
Senior Engineer II.....	\$160
Principal Engineer	\$170

Geomatics (Surveying & Mapping)

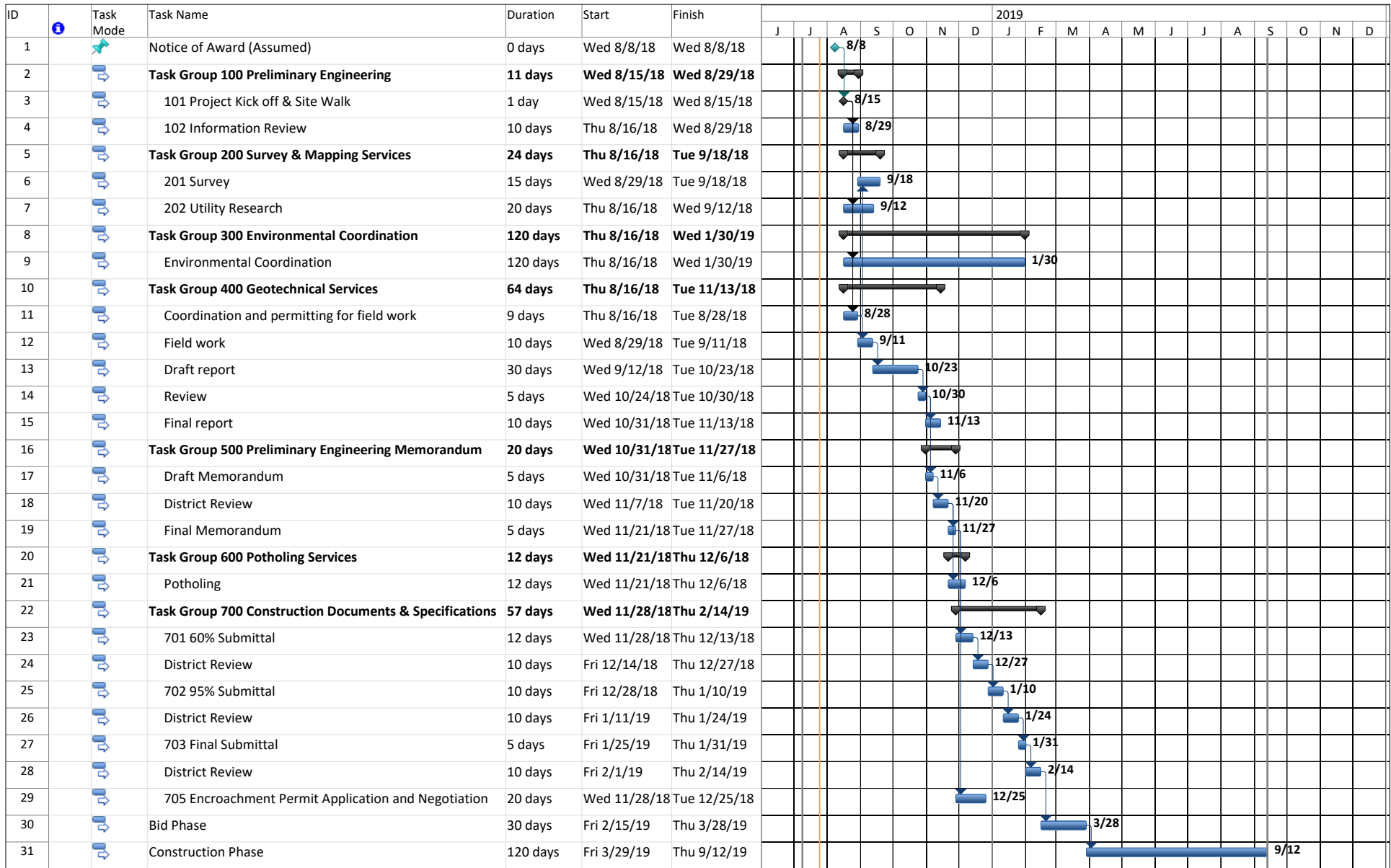
Assistant Surveyor I.....	\$105
Assistant Surveyor II.....	\$120
Associate Surveyor.....	\$135
Senior Surveyor I.....	\$150
Senior Surveyor II.....	\$160
Principal Surveyor	\$170
One-Man Survey Crew	\$150
Two-Man Survey Crew	\$220
Three-Man Survey Crew	\$290
One-Man Survey Crew (Prevailing Wage)	\$175
Two-Man Survey Crew (Prevailing Wage)	\$245
Three-Man Survey Crew (Prevailing Wage) ..	\$365

General

Technical/Clerical Support	\$65
Testimony (Trial or Deposition) .. 2.5 x Hourly Rate	
Special Consultant.....	\$175
<i>(Principal with specialized skills in engineering, geomatics or planning)</i>	
Outside Consultant.....	Cost + 10%
Reimbursable Expenses	Cost + 10%

Planning

Assistant Planner.....	\$100
Associate Planner.....	\$120
Senior Planner	\$135
Principal Planner	\$155



Project: 2018 CMWD Waterline Improvements Date: Wed 7/25/18	Task	External Tasks	Manual Task	Finish-only	Inactive Milestone
	Split	External Milestone	Duration-only	Deadline	Inactive Summary
	Milestone	Inactive Task	Manual Summary Rollup	Progress	Inactive Summary
	Summary	Inactive Milestone	Manual Summary	Start-only	Inactive Summary
	Project Summary	Inactive Summary	Manual Summary	Start-only	Inactive Summary

July 24, 2018

Casitas Municipal Water District
Attention: Lindsay Cao, Civil Engineer
1055 Ventura Avenue
Oak View, CA 93022

SUBJECT: Proposal for the Sunset Place Water Main Replacement Project

Dear Ms. Cao:

Thank you for the opportunity to submit this proposal for the Sunset Place Water Main Replacement Project (Project) for Casitas Municipal Water District (Casitas, District). MNS Engineers, Inc. (MNS) offers our qualified team to provide professional services for this Project.

Project Understanding

The existing 4-inch cast iron pipe along Sunset Place is undersized and approaching the end of its service life. This project will replace approximately 1,850 linear feet of existing 4-inch cast iron pipe with 8-inch polyvinyl chloride (PVC) in accordance with Casitas standards. The pipeline extends from the intersection of Sunset Place and Mountain View Avenue to the northern intersection of Sunset Place and Grandview Avenue. The remaining portion of the existing main on Sunset Place between Mountain View Avenue and Grandview Avenue has been omitted from the project due to recent roadway resurfacing, and will be replaced as part of a future project. The goal of the project is to improve fire flow and replace aging water mains. The existing water main will be abandoned in place.

A geotechnical study is not anticipated to be required as part of the project. Compliance with the California Environmental Quality Act (CEQA) will be completed separately, as a single environmental document for multiple projects within the Ojai Water System.

Scope of Work

MNS proposes to perform the Scope of Work described herein to provide engineering design services for the Sunset Place Water Main Replacement Project. A description of tasks and responsibilities are described as follows.

Task 1 – Project Management, Quality Assurance/Quality Control, and Meetings

This task includes project management, quality assurance/quality control (QA/QC), and meetings associated with the Project.

Subtask 1.1 – Project Management

The Project Manager, Nick Panofsky, will provide ongoing coordination of the project team including Casitas and the internal project team. Nick will monitor the budget and serve as the main point of contact with Casitas. Regular phone calls and e-mail updates will be sent from the Project Manager to the District's Project Manager to keep coordination open and up-to-date. The MNS Project Manager will submit monthly invoices with all supporting documentation in a format acceptable to Casitas.

The MNS Project Manager is responsible for ensuring all deliverable deadlines are met, all internal quality control reviews are completed, and the final products meet the expectations of Casitas.

Subtask 1.2 – Quality Assurance/Quality Control

In accordance with MNS company policy, all deliverables, calculations, recommendations, and other documentation will be reviewed by an experienced engineer, not otherwise associated with the project, prior to submittal to Casitas. Documents will be reviewed to ensure technical excellence, the goals and expectations of Casitas are being met,



and conformance with applicable design checklists and standards. For this project, all deliverables and other items requiring quality control reviews will be reviewed by John Mukhar, or another qualified engineer.

Subtask 1.3 – Meetings

Over the course of the project, MNS will facilitate and lead meetings and conference calls as required to move the project forward and ensure Casitas is informed and in concurrence with the progress of the project. For each meeting, MNS will develop a meeting agenda, and will submit meeting minutes Casitas within three business days. We anticipate three meetings, which will occur at Casitas' office:

- Project Kick-off Meeting
- 60% Design Review Meeting
- 90% Design Review Meeting

The MNS Project Manager and the Project Engineer will attend each meeting.

Task 2 – Utility Research

MNS will contact utility agencies with below-grade facilities in the project area to obtain atlas maps and other available information regarding the type, size, location, material, and depth of existing utilities. We assume Casitas will pay the fees associated with these requests, and will provide utility maps of Casitas owned facilities. Based on an initial design lookup through the Underground Service Alert DigAlert system, the following utility agencies may have facilities in the project area:

- AT&T
- Charter Communications
- City of Ojai
- Ojai Valley Sanitary District
- Southern California Edison
- Southern California Gas

Information received will be incorporated into the project base map and considered in the project design. Additionally, we will file an Underground Service Alert of Southern California ticket prior to the topographic survey in order to have existing utility locations marked in the project areas. We assume the District will provide any available drawings of existing facilities in the project area.

Task 3 – Topographic Survey

MNS will conduct a GPS based ground survey of the proposed water main alignment to obtain topographic information and develop a base map suitable for pipeline design. MNS will establish control on the NAD83, Epoch 2010.00 horizontal datum and NAVD88 vertical datum based on local benchmarks. The mapping will also extend to the back of walk or 5' past the existing curb. The survey mapping will include the following items:

- Hardscape, structures, walls, fences, trees, signage, and striping
- Observable utilities
- Locations and depths of existing sewer/storm drain manholes

MNS will prepare a base map in AutoCAD at a scale of 1"=20' with 1-foot contour intervals.

Suitable strategic control monuments will be set to be used for various surveying tasks and future construction staking.



The completed topographic map will include 1-foot surface contours and relevant surface features within the project area. Trees, fences, manhole rims, and observable utilities will be included in the survey.

Task 4 – Contract Document Development

MNS will develop a complete set of plans, specifications, and an accompanying Engineer’s Estimate of Probable Cost of Construction (PS&E) for the project. Design documents will be submitted at the 60%, 90%, and final design stages. Final design documents will be stamped by a Professional Civil Engineer registered in the State of California. We will submit electronic documents upon completion of the work. Electronic formats will include images prepared in Adobe PDF format and also electronic files compatible with Microsoft Word and Excel, and AutoCAD, if requested.

Plans

MNS will prepare detailed drawings for the project clearly defining the work to be completed. Plans will be prepared in the latest version of AutoCAD Civil 3D. The Plan and Profile (P&P) drawing will be prepared with a horizontal scale of 1”= 20’, with the vertical scales on profiles being drawn at a scale of 1”=4’. The pipeline alignment will consider the California Department of Public Health separation requirements from existing wastewater and non-potable water utilities in accordance with the current regulations issued in December 2017. Drawings will follow the District’s drafting standards.

An anticipated sheet list includes:

Sheet No.	Drawing No.	Description
1	Sheet G-01	Title Sheet
2	Sheet G-02	General and Construction Notes
3	Sheet G-03	Sheet Layout Plan
4	Sheet C-01	Sunset Place Plan and Profile STA 10+00 to 14+50
5	Sheet C-02	Sunset Place Plan and Profile STA 14+50 to 19+50
6	Sheet C-03	Sunset Place Plan and Profile STA 19+50 to 24+00
7	Sheet C-04	Sunset Place Plan and Profile STA 24+00 to 28+50
8	Sheet C-05	Miscellaneous and Connection Details

Specifications

We will prepare technical specifications using the District’s boilerplate Special Provisions template. Technical specifications for this project will be developed based on District Engineering Standards and the Standard Specifications for Public Works Construction (Greenbook). For work required, but not sufficiently specified in the District’s standard template, MNS will provide recommended specifications for products, materials, and construction requirements.

Engineer’s Estimate of Probable Cost of Construction

MNS will prepare an Engineer’s Estimate of Probable Construction Cost for the 60%, 90%, and final design submittals. We will base the estimate on recent projects of similar size and scope upon which we have worked and communicated with vendors and material suppliers.

Task 5 – Constructability Review

Based on the 90% draft project plan, MNS will conduct a constructability review of the project prior to the 90% design submittal. The goal of this review will be to highlight any special areas of concern from a constructability standpoint. Items typically in a design level constructability review include:

- Examination of the proposed alignment and anticipated equipment placement and constraints
- Disposal of water used for disinfection



- Identification of other potential sources of risk to Casitas

The constructability review will be completed by an experienced member of the MNS Construction Management team. The recommendations resulting from the constructability review will be considered in the proposed pipeline alignments, pipeline installation methods, and other refinements to the design in an effort to limit risk exposure and minimize change orders during construction; recommendations from these reviews will be incorporated into draft submittals prior to submittal for the District's review.

Task 6 – Encroachment Permit

The project will be located within the public right-of-way within the City of Ojai; an Encroachment Permit will be required. MNS will file for the permit and compose the necessary documentation for permit approval. We assume a traffic control plan will be prepared by the contractor.

Proposed Schedule

We are prepared to meet or exceed the schedule provided in the following table, assuming a Notice to Proceed date of July 23, 2018.

Project Kick-off	August 16, 2018
Site Survey and Utility Research	August 20 – September 7, 2018
60% Design Submittal	October 5, 2018
District Review	2 Weeks
90% Design Submittal	November 2, 2018
Casitas Review	2 Weeks
Final Design Submittal	December 5, 2018

Fees

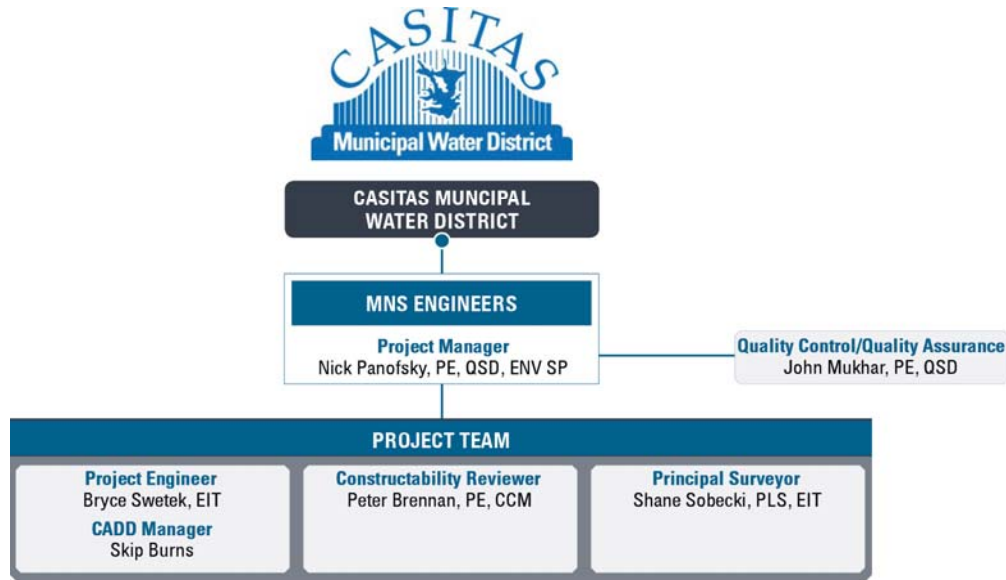
MNS proposes to perform the services described herein for a not-to-exceed fee estimate of **\$54,930**. A breakdown by task is provided in the following table. A detailed fee proposal spreadsheet is available on request. All fees are in accordance with the fee schedule included in the MNS O-Call Engineering Contract.

Task	Fee
Task 1 – Project Management, QA/QC, and Meetings	\$8,240
Task 2 – Utility Research	\$1,620
Task 3 – Site Survey	\$10,880
Task 4 – Contract Document Development	\$31,980
Task 5 – Constructability Review	\$900
Task 6 – Encroachment Permit	\$1,310
Total	\$54,930



Project Team

An organizational chart for key personnel on the project team is presented as follows.



MNS has assembled a qualified team with the skills and expertise to bring this project to completion in-line with Casitas' goals. Nick Panofsky will lead the team as Project Manager and Supervising Engineer, supported by Bryce Swetek as Project Engineer. John Mukhar will provide QA/QC reviews.

Closing

Thank you for the opportunity to submit this proposal. We are excited and look forward to working with Casitas. Please feel free to contact me with any questions you may have about our submittal at 805.592.2074 or npanofsky@mnsengineers.com. Thank you for your consideration.

Sincerely,
MNS Engineers, Inc.



Nick Panofsky, PE
Supervising Engineer



July 24, 2018

Casitas Municipal Water District
Attention: Lindsay Cao, Civil Engineer
1055 Ventura Avenue
Oak View, CA 93022

SUBJECT: Proposal for Casitas Mutual and Well Field Water Main Replacement and Pump-to-Waste Improvements Project

Dear Ms. Cao:

Thank you for the opportunity to submit this proposal for the Casitas Mutual and Well Field Water Main Replacement and Pump to Waste Improvements Project for Casitas Municipal Water District (Casitas, District). MNS Engineers, Inc. (MNS) offers our qualified team to provide professional services for this Project.

Project Understanding

The goal of this project is to replace approximately 620 linear feet of an existing undersized and deteriorating main which conveys water from three wells on the west side of San Antonio Creek to the east side of the creek and through iron and manganese treatment, which then discharges into an onsite 500,000 gallon storage tank. The existing main is 8-inches; the planned pipeline is tentatively sized as 12 inches, but may change based on the hydraulic model being prepared by Water Systems Consulting. The pipe crosses San Antonio Creek on the south side of the Grand Avenue Bridge. Existing pipe supports across the bridge may be reused. Grand Avenue is the border between Ventura County on the north side of the road and the City of Ojai on the south side of the road. Grand Avenue is maintained by the County of Ventura (County).

The project will also include the addition of pump-to-waste connections for five of the six onsite wells. Pump-to-waste connections for Well No. 5 (350 feet) and Well No. 4 (150 feet) on the west side of San Antonio Creek will tie into the existing pump-to-waste connection for Well No. 6. Pump-to-waste connections for the wells on the east side of San Antonio Creek will most likely be combined into a single new waste discharge line, discharging to the existing onsite infiltration pond at the south side of the site via a new air gap and discharge box. This includes San Antonio Well No. 1 (450 feet), San Antonio Well No. 3 (30 feet), and the Gorham Well No. 1 (240 feet). Alternatively, the pump-to-waste connection for San Antonio Well No. 1 may discharge separately to the adjacent smaller onsite infiltration pond if it has sufficient storage capacity.

A figure documenting the proposed scope of work is included as an attachment.

A geotechnical study is not anticipated to be required as part of the project. Compliance with the California Environmental Quality Act (CEQA) will be completed separately, as a single environmental document for multiple projects within the Ojai Water System.

Scope of Work

MNS proposes to perform the Scope of Work described herein to provide engineering design services for the Casitas Mutual and Well Field Water Main Replacement and Pump-to-Waste Improvements Project. A description of tasks and responsibilities are described as follows.

Task 1 – Project Management, Quality Assurance/Quality Control, and Meeting

This task includes project management, quality assurance/quality control (QA/QC), and meetings associated with the Project.



Subtask 1.1 – Project Management

The MNS Project Manager, Nick Panofsky, will provide ongoing coordination of the project team including Casitas and the internal project team. He will monitor the budget and serve as the main point of contact with Casitas. Regular phone calls and e-mail updates will be sent from the Project Manager to the District's Project Manager to keep coordination open and up-to-date. The MNS Project Manager will submit monthly invoices with all supporting documentation in a format acceptable to Casitas.

The MNS Project Manager is responsible for ensuring all deliverable deadlines are met, all internal quality control reviews are completed, and the final products meet the expectations of Casitas.

Subtask 1.2 – Quality Assurance/Quality Control

In accordance with MNS company policy, all deliverables, calculations, recommendations, and other documentation will be reviewed by an experienced engineer, not otherwise associated with the project, prior to submittal to Casitas. Documents will be reviewed to ensure technical excellence, the goals and expectations of Casitas are being met, and conformance with applicable design checklists and standards. For this project, all deliverables and other items requiring quality control reviews will be reviewed by John Mukhar or another qualified engineer.

Subtask 1.3 – Meetings

Over the course of the project, MNS will facilitate and lead meetings and conference calls as required to move the project forward and to ensure Casitas is informed and in concurrence with the progress of the project. For each meeting, MNS will develop a meeting agenda and submit meeting minutes to Casitas within three business days.

Over the course of the project, we anticipate four meetings, which will occur at Casitas' office:

- Project Kick-off Meeting
- Preliminary Design Memo Meeting
- 60% Design Review Meeting
- 90% Design Review Meeting

The MNS Project Manager and Project Engineer will attend each meeting.

Task 2 – Utility Research

MNS will contact utility agencies with below-grade facilities in the project area to obtain atlas maps and other available information regarding the type, size, location, material, and depth of existing utilities. We assume Casitas will pay the fees associated with these requests. Based on an initial design lookup through the Underground Service Alert (DigAlert) system, the following utility agencies may have facilities in the project area:

- AT&T
- Ojai Valley Sanitary District
- Southern California Edison
- Southern California Gas
- Ventura County Transportation Department

Information received will be incorporated into the project base map and considered in the project design. Additionally, we will collect locations of Underground Service Alert of Southern California marked utilities as a result of District potholing activities. The District has provided available drawings of existing District facilities in the project area.



Task 3 – Topographic Survey

MNS will conduct a ground survey of the well field site including the properties known as APN 028-0-080-050 and APN 028-0-111-020 (approximately 42,000 square feet) to obtain topographic information and to develop a base map suitable for pipeline design. Suitable strategic control monuments will be set and be used for various surveying tasks and future construction staking. The completed topographic map will include 1-foot surface contours and relevant surface features within the project area. MNS will establish control on the NAD83, Epoch 2010.00 horizontal datum, and NAVD88 vertical datum based on local benchmarks. The mapping will extend to the perimeter fence surrounding each property, as well as the portion of the pipeline alignment within Grand Avenue. The survey mapping will include the following items:

- Hardscape, structures, walls, fences, trees, signage, and striping
- Bottom and top elevations on each of the three infiltration basins
- Observable utilities (including underground utilities if marked)
- Pothole locations (10 pothole estimate)

MNS will prepare a base map in AutoCAD at a scale of 1"=20' with 1-foot contour intervals. Boundary or easement retracement is not included in this scope of work.

While specific conflicts with existing utilities have not been identified, it is anticipated potential conflicts may exist within the proposed project area. Casitas plans to conduct utility potholing to expose water piping in critical areas to verify the depths, sizes, and locations of existing utilities. During the design process, MNS will coordinate with the District to identify locations where potholing should be completed.

Task 4 – Preliminary Design Technical Memorandum

MNS will prepare a Preliminary Design Technical Memorandum (TM) to document the proposed project, review alternatives, and develop a conceptual design as a basis for the detailed design. Topics to be addressed in the TM will include:

- Project summary, photos, and figures as appropriate
- Proposed pipeline alignments
- Documentation of existing onsite basin capacities
- Well capacity and recommended waste discharge capacity
- Hydraulic analysis of well pump curves and recommended pump-to-waste discharge capacity
- Sizing of pipelines to convey required pump-to-waste flow rates
- Bridge crossing method replacement
- Permitting requirements including stormwater, encroachment and tree removal, if required
- Construction cost estimate

We assume the District will provide operating points and pump curves for each well pump.

The TM will be submitted to the District for review and comment. Following receipt of the District's consolidated comments, we will revised the TM to final. The final version will be stamped and signed by a Professional Civil Engineer registered in the State of California.

Task 5 – Contract Document Development

MNS will develop a complete set of plans, specifications, and an accompanying Engineer's Estimate of Probable Cost of Construction (PS&E) for the project. PDF versions of design documents will be submitted at the 60%, 90%, and final design stages. Final design documents will be stamped by a Professional Civil Engineer registered in the



State of California. We will submit electronic documents upon completion of the work including documents in Adobe PDF format and also electronic files compatible with Microsoft Word and Excel, and AutoCAD, if requested.

Plans

MNS will prepare detailed drawings for the project clearly defining the work to be completed. Plans will be prepared in the latest version of AutoCAD Civil 3D. The Plan and Profile (P&P) drawing will be prepared with a horizontal scale of 1"=20', with the vertical scales on profiles being drawn at a scale of 1"=4'. Drawings will follow the District's drafting standards.

An anticipated sheet list includes:

Sheet No.	Drawing No.	Description
1	Sheet G-01	Title Sheet
2	Sheet G-02	General and Construction Notes
3	Sheet G-03	Sheet Layout Plan
4	Sheet C-01	Well Discharge Line Plan and Profile STA 10+00 to 14+50
5	Sheet C-02	Well Discharge Line Plan and Profile STA 14+50 to 16+20 and Bridge Crossing Details
6	Sheet C-03	Well #5 Pump-To-Waste Plan and & Profile STA 10+00 to 13+50 and Details
7	Sheet C-04	Well #4 Pump-To-Waste Plan and Profile STA 10+00 to 11+50 and Details
8	Sheet C-05	San Antonio #1 Pump-To-Waste Plan and Profile STA 10+00 to 14+50
9	Sheet C-06	San Antonio #3 Pump-To-Waste Plan and Profile STA 10+00 to 10+30 and Gorham #1 Pump-To-Waste Plan and Profile STA 10+00 to 12+40
10	Sheet C-07	Air Gap, Miscellaneous, and Connection Details

Specifications

We will prepare technical specifications using the District's boilerplate Special Provisions template. Technical specifications for this project will be developed based on District Engineering Standards and the Standard Specifications for Public Works Construction (Greenbook). For work required, but not sufficiently specified in the District's standard template, MNS will provide recommended specifications for products, materials, and construction requirements.

Engineer's Estimate of Probable Cost of Construction

MNS will prepare an Engineer's Estimate of Probable Construction Cost for the 60%, 90%, and final design submittals. We will base the estimate on recent projects of similar size and scope upon which we have worked and communicated with vendors and material suppliers.

Task 6 – Constructability Review

Based on the 90 percent draft project plan, MNS will conduct a constructability review of the project prior to the 90 percent design submittal. The goal of this review will be to highlight any special areas of concern from a constructability standpoint. Anticipated review items in a typical design level constructability review include:

- Examination of the proposed alignments and anticipated equipment placement and constraints
- Disposal of water used for disinfection



- Identification of other potential sources of risk to Casitas

The constructability review will be completed by an experienced member of the MNS Construction Management team. The recommendations resulting from the constructability review will be considered in the recommendation of the proposed pipeline alignments, pipeline installation methods, and in other refinements to the design in an effort to limit risk exposure and minimize change orders during construction; recommendations from the constructability review will be incorporated into the draft submittal prior to the District’s review.

Task 7 – Encroachment Permit

A portion of the project will be located within City public right-of-way; an Encroachment Permit will be required. MNS will file for the permit and compose the necessary documentation for permit approval. It is assumed a traffic control plan will be prepared by the contractor.

Proposed Schedule

We are prepared to meet or exceed the schedule provided in the following table, assuming a Notice to Proceed date of July 30, 2018.

Project Kick-off	Week of August 6, 2018
Site Survey	August 8 - 31, 2018
Preliminary Design Memo Draft Submittal	September 14, 2018
Casitas Review	Two Weeks
Preliminary Design Memo Final Submittal	October 5, 2018
60% Design Submittal	November 2, 2018
Casitas Review	2 Weeks
90% Design Submittal	December 7, 2018
Casitas Review	2 Weeks
Final Design Submittal	January 4, 2019

Fees

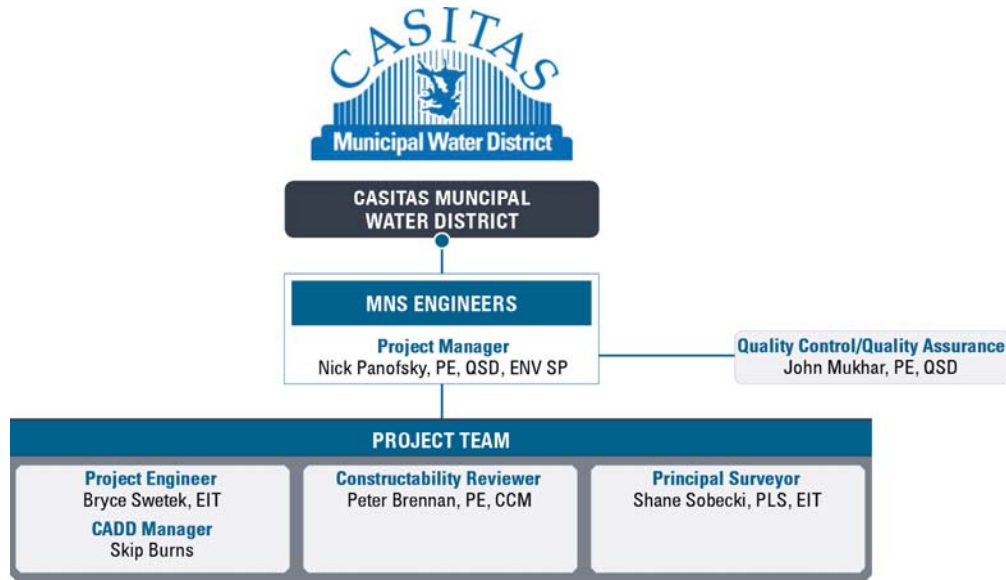
MNS proposes to perform the services described herein for a not-to-exceed fee estimate of **\$77,930**. A breakdown by task is provided in the following table. A detailed fee proposal spreadsheet is available upon request. All fees are in accordance with the fee schedule included in the MNS on-call engineering services contract.

Task	Fee
Task 1 – Project Management, QA/QC, and Meetings	\$8,050
Task 2 – Utility Research	\$1,620
Task 3 – Design Grade Survey	\$15,200
Task 4 – Preliminary Design Memo	\$7,980
Task 5 – Contract Document Development	\$42,400
Task 6 – Constructability Review	\$1,090
Task 7 – Encroachment Permit	\$1,000
Total	\$77,340



Project Team

An organizational chart for key personnel on the project team is presented as follows.



MNS has assembled a qualified team with the skills and expertise to bring this project to completion in-line with Casitas goals. Nick Panofsky will lead the team as Project Manager and Supervising Engineer, supported by Bryce Swetek as Project Engineer. John Mukhar will provide QA/QC reviews.

Closing

Thank you for the opportunity to submit this proposal. We are excited and look forward to working with the District. Please feel free to contact me with any questions you may have about our submittal at 805.592.2074 or npanofsky@mnsengineers.com. Thank you for your consideration.

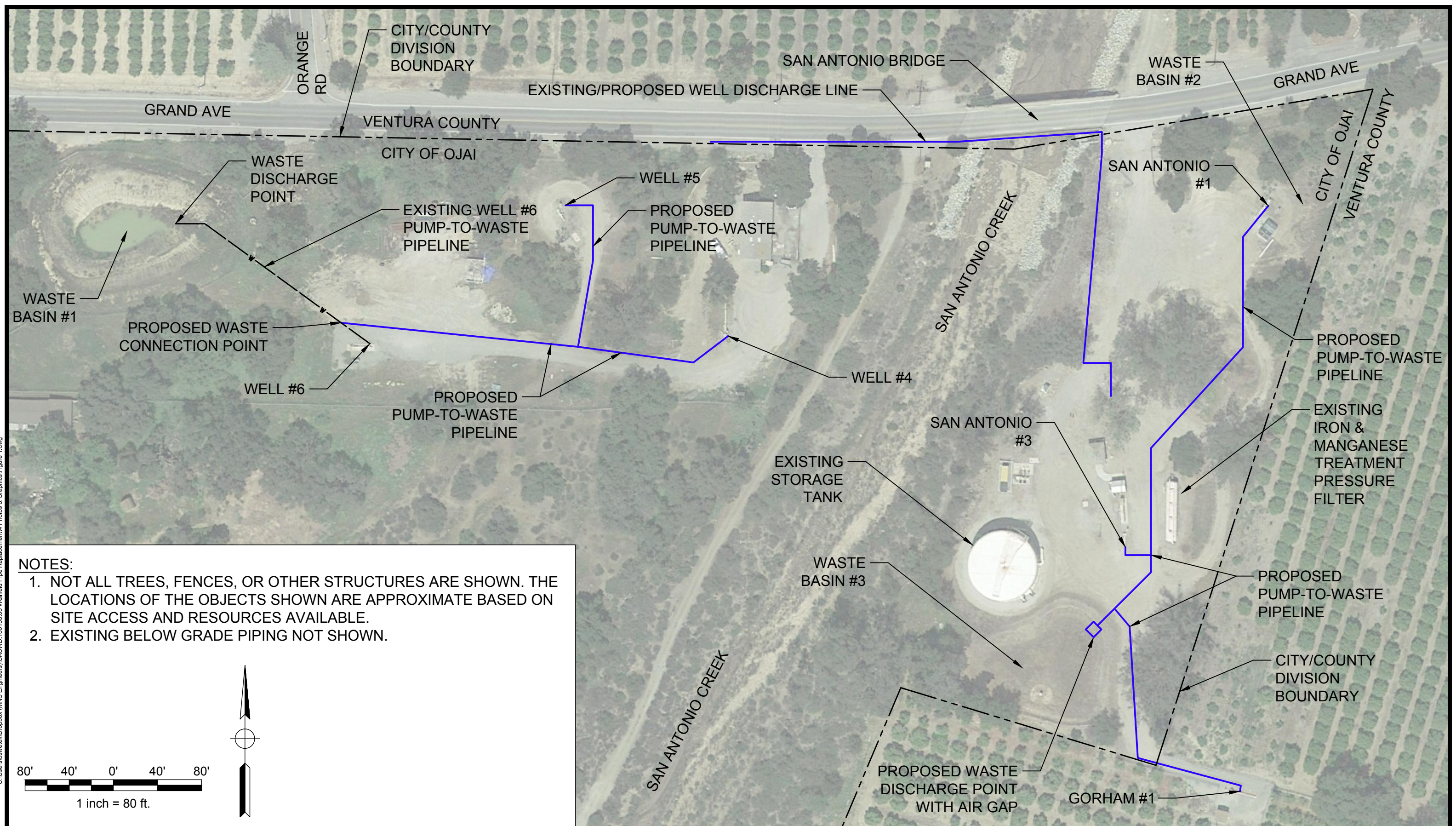
Sincerely,
MNS Engineers, Inc.



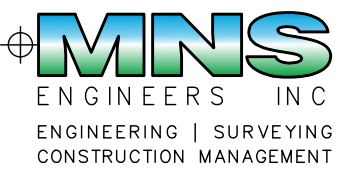
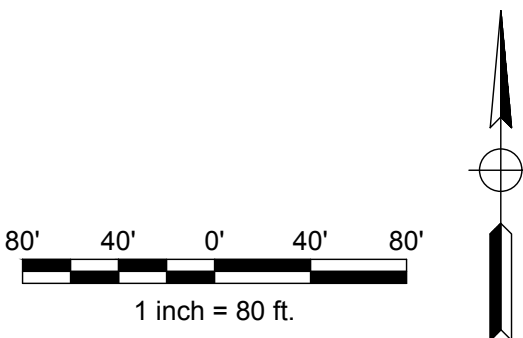
Nick Panofsky, PE
 Supervising Engineer



C:\Users\bswalek\Dropbox (MNS Engineers)\CAS\WD-180163.06 Wellfield Pipe Replacement\4 Photos & Graphics\Figure 1.dwg
Thu 19 Jul 18 02:44:58 PM



- NOTES:**
1. NOT ALL TREES, FENCES, OR OTHER STRUCTURES ARE SHOWN. THE LOCATIONS OF THE OBJECTS SHOWN ARE APPROXIMATE BASED ON SITE ACCESS AND RESOURCES AVAILABLE.
 2. EXISTING BELOW GRADE PIPING NOT SHOWN.



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CASITAS MUTUAL AND WELL FIELD WATER MAIN REPLACEMENT AND PUMP TO WASTE IMPROVEMENTS PROJECT OVERVIEW

FIGURE 1

JULY 2018

TASK ORDER NO. 1
July 25, 2018

Water Works Engineers and Casitas Municipal Water District

Ojai Avenue Pipeline Replacement Project

This Task Order is issued by Casitas Municipal Water District (herein referred to as CLIENT) and accepted by Water Works Engineers (herein referred to as ENGINEER) pursuant to the mutual promises, covenants and conditions contained in the most current Engineering Services Agreement between Casitas Municipal Water District and Water Works Engineers.

PROJECT DESCRIPTION

The project specifics are as follows:

Location	Ojai, California
Facility Name	West and East Ojai Avenue Pipelines
Facility Type	Potable Water Mains
Facility Capacity	TBD (8-inch pipeline replacements according to Draft Water Master Plan)
Existing Facility or Site Description	<ul style="list-style-type: none"> • <u>West Ojai Avenue Pipeline (1,130-LF; Bristol Rd. to Canada St.)</u> <ul style="list-style-type: none"> ○ Existing undersized and aged 6-inch cast iron main • <u>East Ojai Avenue Pipeline (4,395-LF; Ventura St. to Oak Glen Ave.)</u> <ul style="list-style-type: none"> ○ Existing aged 6-inch and 8-inch cast iron leaking, tuberculated main
Improvements	<ul style="list-style-type: none"> • <u>West Ojai Avenue Pipeline (1,130-LF; Bristol Rd. to Canada St.)</u> Perform the following to improve fire flow and minimize main leaks <ul style="list-style-type: none"> ○ Replace 1,130-LF of 6-in. CIP with 8-in. PVC • <u>East Ojai Avenue Pipeline (4,395-LF; Ventura St. to Oak Glen Ave.)</u> Perform the following to improve fire flow and minimize main leaks <ul style="list-style-type: none"> ○ Replace 375-LF of 8-in. CIP with 8-in. PVC (Ventura St. to Signal St.) ○ <u>Does NOT</u> include 880-LF (Signal St. to Montgomery St.) ○ Replace 4,470-LF of 6/8-in. CIP with 8-in. PVC (Montgomery St. to Oak Glen Ave.)
Project Objectives	<ul style="list-style-type: none"> • Utilize existing CMWD Master Plan for sizing water main and pressure class; • Evaluate alternative alignments within Ojai Ave. to mitigate utility conflicts, traffic control issues, minimize construction disruption to the area, and minimize shutdowns to the businesses/residents during working/waking hours; • Provide design survey including high resolution photo background; • Research and coordinate with other utility providers to avoid and/or mitigate conflicts; • Provide potholing of select potential conflicting utilities to locate and confirm elevations for design;

	<ul style="list-style-type: none"> • Develop switch over (tie-in) strategy/plan to support logical and efficient construction phasing and maintenance of potable water service to the customers; • Provide initial “desktop” geotechnical investigation to inform the preliminary design, followed by more in depth geotechnical investigation (including borings) to support final design; • Identify, coordinate with, and submit encroachment permit applications for City of Ojai and Caltrans; • Design quality public bid construction documents on schedule and within budget • Maintain water supply to businesses/residents during construction to extent practical
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SCOPE

The following services will be provided by ENGINEER for the detailed design of the Ojai Avenue Pipeline Replacement Project. This Task Order has been split into subtasks as follows:

Subtask	Title
1	Project Management
2	Preliminary Engineering
3	Final Design and Contract Documents – (60%, 90%, and 100% Design Submittals)
4	Engineering Assistance During Bidding
5	Engineering Services During Construction
6	Permitting Support

Subtask 1 – Project Management

Under this subtask, ENGINEER will monitor and track the project budget and schedule to ensure that all deadlines are met and that the project budget is not exceeded. ENGINEER will coordinate with the project team to address items such as project schedule, project budget, and current issues of concern. ENGINEER will also monitor progress and coordinate the activities being performed by all sub-consultants associated with the project, and submit monthly progress reports to the CLIENT. The following will be performed under this subtask:

- 1) Project Kickoff Meeting (to be conducted at Project site or CLIENT’s office)
 - a) ENGINEER introductions to CLIENT staff
 - b) Familiarize ENGINEER with all project facilities
 - c) Gather operational data
 - d) Agree on Project Objectives
 - e) Agree on Project Components

- 2) Project Communication and Control
 - a) Coordination of all project team activities
 - b) Communication of project progress and issues to CLIENT staff
 - c) Project schedule maintenance and control of project tasks to keep project schedule on track
 - d) Cost tracking of all engineering activities and active cost control of fees.
- 3) Quality Assurance/Quality Control
 - a) Plan and implement Quality Assurance/ Quality Control Policy with the entire project team
 - b) Ensure QA/QC procedures are being followed at each step in the design process

Meetings	<ul style="list-style-type: none"> • Project Kickoff Meeting
Deliverables	<ul style="list-style-type: none"> • Monthly Progress Reports (by email)

Subtask 2 – Preliminary Engineering

Subtask 2.1 – Research, Field Studies, and Constraints Assessment

Subtask 2.1.1 – Review Available Information and Conduct Site Reconnaissance

ENGINEER shall complete preliminary field investigations and research necessary to complete initial feasibility and pipeline routing analysis. The results of this task will be presented to the CLIENT for discussion and consensus on approved alternatives that will be developed in more detail under the subsequent preliminary design task(s). During initial review and reconnaissance, ENGINEER will catalogue available existing planning and design documents from CLIENT and review prior to site reconnaissance. ENGINEER will facilitate site reconnaissance of likely pipeline routing alternatives. It is anticipated that key members of ENGINEER’s team (as well as select CLIENT staff) will be present during site reconnaissance to identify and discuss key areas of concern and constraints and likely design alternatives and feasibility.

Subtask 2.1.2 – Geotechnical “Desktop” Assessment

ENGINEER’s geotechnical engineering subconsultant, Bajada Geosciences, Inc. (BAJADA), will be performing the following geotechnical “desktop” assessment.

2.1.2.1 - Data Compilation:

BAJADA will compile selected available geotechnical and geologic data that are pertinent to the proposed project. Those data include geotechnical and geoenvironmental studies that have been performed along Ojai Avenue along or near the project alignments.

In addition, geoenvironmental data (contamination, hazardous materials, etc.) will be obtained for the project area through a search of Environmental Data Resources database. That search will identify potential areas where subsurface exploration related to possible environmental contamination assessments have been performed. This will provide an indication of where hazardous material and contaminant constraints may be encountered in soil and/or groundwater along the alignment(s) and will provide a basis for records search within Ventura County Environmental Health Department to obtain those data.

As part of our services, we will walk the project alignment and perform reconnaissance-level geologic mapping to help identify the geologic units through which the project alignment will extend. If topographic maps, preliminary plans, and preliminary profiles for the proposed pipeline are available, we request they be provided to us in PDF format for our use.

2.1.2.2 - Data Analysis:

Data compiled and reviewed in Subtask 2.1.2.1 will be used to evaluate preliminary potential design and construction constraints for the proposed alignments. Those constraints will include:

- The presence of geologic hazards such as liquefaction, lateral spreading, faulting, expansive soils, and regional subsidence;
- Approximate depths to groundwater;
- Approximate depths and thicknesses of the compressible soils;
- General consistency and thicknesses of artificial fill;
- General variations in consistency of soils along pipeline alignment alternatives;
- Approximate concentrations and sizes of oversize clasts such as cobbles and boulders;
- Estimated depths to underlying bedrock;
- Preliminary geotechnical design recommendations for the proposed pipeline alignments and any identified potential realignments;
- Geotechnical constructability issues; and
- Potential geoenvironmental (hazardous materials and contaminants) issues that could be encountered during construction.

2.1.2.3 – Preliminary (Desktop) Geotechnical Reporting:

The results of the preliminary geotechnical analyses will be presented in a Preliminary (Desktop) Geotechnical Data Report. That report will include:

- References compiled and reviewed;
- A description of geologic and seismic setting and preliminary engineering properties (i.e., composition and consistency) of soils along the alignment with a description of geologic hazards such as liquefaction, landsliding, fault rupture, ground shaking and 2016 CBC seismic design parameters;
- An estimate regarding depths to groundwater and bedrock;
- Anticipated soil types and soil consistency along the alignment;
- Provide preliminary recommendations for trenching excavation, anticipated ground behavior, suitability of native soil as trench backfill, flexible and rigid pipeline external loading, E'c for flexible pipe design, and manhole bearing capacity; and
- Provide recommendations for design-level geotechnical services for future phases of the proposed project.

Meetings	<ul style="list-style-type: none"> • None
Deliverables	<ul style="list-style-type: none"> • Preliminary (Desktop) Geotechnical Report (Draft and Final; electronic; .PDF)

Subtask 2.1.3 – Existing Property Boundary, Easement Research, and Preliminary Route Survey

Survey Subconsultant, WM Surveys, Inc., (WMS) will provide surveying services required to complete design of pipeline. The site will be surveyed in order to provide relative location and elevation data as required for the design and installation of the facilities planned in the Basis of Design Workshop. Survey will be tied into benchmark system as requested by CLIENT (NAD 27, NAD 86, etc.). Survey services assume the pipeline alignment is as presented herein. Pipe alignment alterations will significantly affect pipeline survey services; so, these have been separated into subtasks (2.1.3 and 2.2.3) that allow for phased field and office survey work as needed to support design.

WMS will provide the following Phase 1 Survey Services under this Subtask:

- 1) Provide Land Net along alignment to indicate R/W, identify APNs, easements, readily available boundary information in County and City records
- 2) Aerial Mapping including high resolution photo background (key to Caltrans permitting and indicating stripping requirements)

Meetings	<ul style="list-style-type: none"> • None
Deliverables	<ul style="list-style-type: none"> • Site Survey CADD Files and high-resolution background photo files

Subtask 2.1.4 – Utility Coordination “A” Letters

ENGINEER will send “A” Letters to all utility providers that may be present in the project corridor. We will coordinate with utility provides, not only on existing conditions, but also future master plan build out facilities as well. Information gathered during this phase of work will assist in identifying potential conflicts and constraints, as well as service for utility needs (i.e. electrical, stormwater, etc.) Results will be used in the project feasibility analysis and Basis of Design Workshop development.

Subtask 2.1.5 – Project Constraints / Preliminary Design Feasibility Workshop

ENGINEER will collect and review results of preliminary records research; geotechnical; easement and property boundary; and utility coordination information; and combined with site reconnaissance information to analyze the feasibility of the project alternative, with particular emphasis on identifying “fatal flaws” and constraints and confirming alternatives and design criteria necessary to complete the Basis of Design Workshop for the pipeline. ENGINEER will facilitate a workshop discussion involving CLIENT staff to review the results and confirm project next steps. ENGINEER will prepare a Workshop Presentation including:

- 1) Project Location (Map of project location and key areas of concern)
- 2) Construction Constraints, summary of preliminary analysis (geotechnical, environmental, existing utilities, right-of-way, easement, encroachment, concerns of key stakeholders, permitting, land-use);
- 3) Facility Sizing / Design Criteria;
- 4) Pipeline Planning (Connections/transition between existing and new pipe segments, alignment, pipe materials, pipeline construction methods);
- 5) Recommended alternatives for further analysis in Basis of Design Workshop;
- 6) Schedule confirmation (confirm critical path items for planning and design, environmental processing, permit processing, right-of-way/easement procurement construction phasing,)
- 7) Preliminary Cost Estimate (30-40% contingency level)

Meetings	<ul style="list-style-type: none"> • Preliminary Design Feasibility Workshop
Deliverables	<ul style="list-style-type: none"> • Workshop Presentation (PowerPoint) • Workshop Meeting Minutes (Draft and Final; elec., .PDF)

Subtask 2.2 – Preferred Alignment Design Support Services

Subtask 2.2.1 – Geotechnical Design Services

ENGINEER’s geotechnical engineering subconsultant, Bajada Geosciences, Inc. (BAJADA), will be performing the following design-level geotechnical services:

2.2.1.1 – Pre-Exploration:

Prior to subsurface exploration, BAJADA will mark proposed drill hole locations and contact Underground Service Alert (USA) to assist in identifying potential buried utility conflicts. BAJADA will also obtain drilling permits from Ventura County Environmental Health Division. In addition, encroachment permits from the City of Ojai and Caltrans will be obtained for work within Ojai Avenue.

2.2.1.2 – Subsurface Exploration:

We propose to advance up to 8 drill holes (industry norm at 750-ft interval + 1 boring at large storm drain crossings) along the proposed pipeline alignments. Drill holes will be advanced to depths up to 15 feet using 8.25-inch diameter hollow-stem auger drilling methods. Sampling will be performed at 5-foot depth increments or less using a California modified split spoon (CM) or Standard Penetration Test (SPT) sampler.

CM and SPT samplers will be driven using a 140-pound auto trip hammer in accordance with standard test method ASTM D1586-11. SPT samples will be collected in a sample bag, labeled, and transported to our laboratory for testing. California modified split-spoon samples will be collected in 2.5-inch diameter by 6-inch long brass or stainless-steel sleeves. Those sleeves will be capped, labeled, and transported to our laboratory in foam-cushioned boxes.

BAJADA personnel will log the soils and rocks exposed in the explorations, and will obtain samples for visual examination, classification, and laboratory testing. Logging of soils will be performed using the Unified Soil Classification System (USCS). Traffic control, consisting of cones and signage, will be utilized at each drill hole location. We will estimate exploration locations using a compass and tape measure from known geographic control points on the property and by the use of a handheld Global Position System (GPS) receiver.

All drill holes will be backfilled to the ground surface with Portland cement grout or bentonite chips. Asphaltic concrete will be patched using quick-set concrete dyed black to blend in with the pavement. Cuttings from drilling operations will be barreled, tested to evaluate for the presence of no hazardous materials are present, then disposed of at an approved location.

2.2.1.3 – Laboratory Testing:

Soil samples obtained during Subtask 2.2.1.2 will be delivered to BAJADA’s laboratory for testing. It is anticipated that the following laboratory tests will be performed during the course of this study:

Test	Standard Test Method	Number of Tests
In-Situ Moisture Density	ASTM D2937	30
Grain-Size Distribution	ASTM D422	6
Atterberg Limits	ASTM D4318	6
Direct Shear	ASTM D3080	3
Soil Chemistry (for soil disposal)	Can 17, VOC, etc.	1
Maximum Density/Optimum Moisture	ASTM D1557	2

The actual types and numbers of tests that will be performed cannot be estimated until after the field exploration has been performed.

2.2.1.4 – Geotechnical Analysis:

Upon completion of the above-noted tasks, BAJADA will perform geotechnical evaluations for the project. Those evaluations will include the following:

- Subsurface soil and rock profiles;
- Excavatability of the on-site soils and rocks;
- Evaluation of groundwater depths and distribution; and
- 2016 CBC seismic design parameters.

2.2.1.5 – Geotechnical Reporting:

Results of the field investigation, laboratory tests, and engineering analyses will be summarized and concluded in a geotechnical report. That report that will contain, at a minimum, the following:

- A description of the proposed project including plans showing the approximate locations of the explorations advanced for this study;
- A description of select, existing, available data collected, reviewed, and utilized during this study;
- A description of the site surface and subsurface conditions encountered at the time of our field investigation;
- 2016 CBC seismic design parameters;
- Recommendations related to geotechnical aspects of:
 - Potential reuse of on-site soils as select backfill materials;
 - Pipe and trench zone backfill and compaction;
 - Modulus of soil reaction (E') for native soils, backfill soils, CLSM, and composites for pipeline design;
 - Allowable passive pressures for thrust resistance;
 - Coefficients of friction for soil materials;
 - Recommendations for bore and jack pipe installation, if required;
 - Temporary cut slope inclinations;
 - Temporary excavations and shoring;
- An appendix presenting a summary of the field investigation including exploration logs denoting sampling intervals and laboratory test results; and
- An appendix presenting the results of our laboratory testing.

Meetings	<ul style="list-style-type: none"> • None
Deliverables	<ul style="list-style-type: none"> • Geotechnical Report (Draft and Final; electronic, .PDF)

Subtask 2.2.2 – Potholing

Water Works Engineers will compare proposed alignments with utility coordination maps, records research and field reconnaissance data, to identify potential points of conflict between proposed pipe alignments and other utilities. Water Works Engineers will prepare a list of requested pothole locations (“soft excavation”) and present that list to CLIENT for review.

Water Works Engineers, with the assistance of potholing subcontractor, VCI Construction, will perform the following at a minimum:

- Documentation of key utility locations and missing data information
- Notification of USA’s “Dig Alert”
- Field Survey
- Obtaining required permits for traffic control and setting up traffic control
- Excavating, backfilling and repairing pavement
- Incorporation of the “pothole” information into the contract documents.

Meetings	<ul style="list-style-type: none"> • None
Deliverables	<ul style="list-style-type: none"> • Pothole Plan (Draft and Final)

Subtask 2.2.3 – Design Survey

Survey Subconsultant, WM Surveys, Inc., (WMS) will provide the design level surveying for the Project. The site will be surveyed in order to provide relative location and elevation data as required for the design and installation of the facilities planned in the Basis of Design Workshop. Survey will be tied into benchmark system as requested by CLIENT (NAD 27, NAD 86, etc.). Survey services assume the pipeline alignment is as presented herein. Pipe alignment alterations will significantly affect pipeline survey services; so, these have been separated into subtasks (2.1.3 and 2.2.3) that allow for phased field and office survey work as needed to support design.

WMS will provide the following Phase 1 Survey Services under this Subtask:

- 3) Ground Survey
- 4) Design-level Mapping in which the aerial and ground survey will be combined with the ROW records search data

Meetings	<ul style="list-style-type: none"> • None
Deliverables	<ul style="list-style-type: none"> • Site Survey CADD Files, including high resolution background photo files

Subtask 2.2.4 – Basis of Design Workshop

ENGINEER shall hold a Basis of Design Workshop summarizing the preferred alignment analysis and selection process and define the design criteria for the project. It may include the following information:

- Summary of the preferred alignment analysis and selection process
- Operational objectives and constraints (current and future improvements)
- Design criteria/constraints from Initial Research and Field Studies
- Pipe Design Criteria:
 - Size
 - Material
 - Depth

- Alignments (easement needs, tie-in location)
- Capacity
- Construction Methodology
- Appurtenances (corrosion, valves, blow-offs, ARVs, etc.)
- Site access and preliminary traffic control
- Construction sequencing
- Permitting requirements
- Preliminary construction schedule
- 30% Drawings - Plan (and Profile if needed to convey design intent at specific crossings)
- Preliminary cost estimate (30% contingency)

The Pipeline Basis of Design Workshop shall present a succinct, clear, and concise set of design criteria. ENGINEER will incorporate questions and comments from Preferred Alignment Selection Workshop into the BOD Workshop Presentation. The BOD Workshop is intended to serve as the foundation for detailed design as follows:

- Identify engineering issues and constraints and recommended resolutions;
- Provide detailed guidance for effective and efficient execution of final design;
- Describe clear procedures for maintaining existing service and access during construction;
- Illustrate tie-in requirements and expectations so CLIENT can confirm; and
- Provide a detailed project description for use with permit application.

Meetings	None
Deliverables	Basis of Design Workshop Presentation and Meeting Minutes (Draft and Final), 3 hardcopies + PDFs

Subtask 3 – Final Design and Contract Documents

ENGINEER will prepare the necessary contract documents (construction plans, typical details, specifications, and cost estimates) for the project, based on the design criteria and recommendations included in the Basis of Design Workshop, input from CLIENT staff, and in conformance with CLIENT’s standards and specifications for equipment preferences. If provided, ENGINEER will use CLIENT standard front end (Division 0) contractual documents (Contract, General Conditions, Special Project Conditions, Bid Form, etc.) If none provided, ENGINEER will use readily available ENGINEER provided Division 0 bid documents. The preparation of contract documents will be completed in three submittals: 60%, 90% and Final Bid Documents. Prior to each submittal, the work product will be reviewed through ENGINEER’s QA/QC process and, upon submittal to the CLIENT, will have been reviewed and revised in accordance with the QA/QC plan. Submittal of the 60% and 90% review documents will occur 2-weeks prior to the Project Review Workshops, providing the CLIENT a 2-week review period. The review period is intended to allow the CLIENT to familiarize themselves with the deliverable, review the contents, and develop questions for the Project Team to discuss during the Project Review Workshops. The contents of the submittal will be reviewed with the CLIENT to go over design thought process behind the work, discuss questions that the CLIENT and ENGINEER have, and direct the Project as it moves forward to the next stage. Following the Project Review Workshop, the ENGINEER will submit Draft and Final Meeting Minutes capturing important discussion items and decisions made during the Workshop.

The design will include drawings and technical specifications necessary for public bid, include the following major components of the pipeline project as identified in the Basis of Design Workshop:

- General Sheets / Hydraulic Profile / Process Schematic
- Civil - Demolition, Staging, Ingress/Egress, Plan and Profile
- Mechanical - Appurtenance Details (ARV, Blow-off, Valves, etc.)
- Creek or “Special” Crossings (Traditional or Trenchless)
- Pipeline Trench and Bedding
- Surface Rehabilitation and/or Restoration
- Permit Compliance Mitigation
- Construction Schedule
- Cost Estimate

ENGINEER estimates the Plans will include the following:

- | | |
|--|-----------------|
| • General (Cover, Abbreviations, Legends, Notes) | 9 Sheets |
| • Plan and Profile (1”=20’) | 11 Sheets |
| • Connection Details | 5 Sheets |
| • Right of Way and Traffic | <u>7 Sheets</u> |

Estimated Total: 32 Sheets

Subtask 3.1 60% Design Submittal

The 60% design submittal will communicate to the CLIENT the project design so that meaningful discussion can take place and the core project decisions can be made as a group. ENGINEER will use a combination of design drawings, 3-dimensional CADD models, manufacturers’ information and other communication tools to allow the CLIENT an opportunity for significant input into the design process. The following deliverables will be provided by ENGINEER with this submittal:

- 1) Drawings:
 - a) Plan & Profile
 - b) Trench Detail
 - c) Trenchless Crossing Detail (if any)
 - d) Basic mechanical layout of air release valves, service connections, etc.
- 2) Technical Specifications:
 - a) Outline of Technical Specifications
- 3) Construction Cost Estimate
- 4) Construction Schedule

Meetings	<ul style="list-style-type: none"> • 60% Design Review Meeting
Deliverables	<ul style="list-style-type: none"> • 60% Design Drawings (11x17), 3 hardcopies + PDFs • 60% Specifications, Cost Estimate and Schedule, 3 hardcopies + PDFs

Subtask 3.2 90% Design Submittal

In general, the 90% Design Submittal will be a complete project package, with all design drawings, details and specifications completed. The period between 90% and 100% should solely be dedicated to minor interdisciplinary coordination and final QA/QC checking of all documents. In the 90% submittal, 2-dimensional plan and section drawings are incorporated with 3-dimensional isometrics to clearly show how complex piping systems are to be constructed. In addition to the items listed for the previous submittal, the following will be provided with this submittal:

- 1) Drawings (update 60% and add):
 - a) Cover Sheet
 - b) Notes
 - c) Details
- 2) Completion of all technical specifications, including draft CLIENT Division 0 and 1 “front-end” documents (if available) or ENGINEER Standard.
- 3) Final Geotechnical Report (as outlined previously)

Meetings	<ul style="list-style-type: none"> • 90% Design Review Meeting
Deliverables	<ul style="list-style-type: none"> • 90% Design Drawings (11x17), 3 hardcopies + PDFs • 90% Specifications, Cost Estimate and Schedule, 3 hardcopies + PDFs

Subtask 3.3 Bid Documents Submittal

The Final Bid Documents Submittal incorporates comments provided by the CLIENT at the 90% design stage and/or QA/QC comments generated by ENGINEER’s QA/QC review team, with particular emphasis on formatting and clean-up to ensure clear and legible reproduction.

Meetings	<ul style="list-style-type: none"> • None
Deliverables	<ul style="list-style-type: none"> • Bid Documents (Plans and Specifications) <ul style="list-style-type: none"> ○ PDF – electronically stamped and signed for reproduction ○ Hard Copy - Wet stamped and signed <ul style="list-style-type: none"> ▪ 5 copies - 11 x 17 Drawings ▪ 3 copies - 22 x 34 Drawings ▪ 3 copies - Division 0-16 Specifications – bound as deemed appropriate ○ AutoCAD Drawings ○ MS Word Specifications

Subtask 4 – Engineering Assistance During Bidding

ENGINEER will provide the following Engineering Assistance During Bidding:

- 1) Conduct Pre-bid Conference
- 2) Respond to contractor inquiries during bid advertisement
- 3) Assist CLIENT in the preparation of addenda to bidders, as required

Meetings	<ul style="list-style-type: none"> • Pre-Bid Conference
Deliverables	<ul style="list-style-type: none"> • Addenda as Required

Subtask 5 – Engineering Services During Construction (Assumes 8 Month Construction Schedule)

ENGINEER will provide the following Engineering Services During Construction

- 1) RFI review, documentation and tracking (up to 10; 1-hr. per RFI)
- 2) Change Order Request review, documentation and tracking (up to 5; 2-hrs. per COR)
- 3) Production of Record Drawings
- 4) Participation in monthly Project Conference Calls

Meetings	<ul style="list-style-type: none"> • Monthly Conference Calls
Deliverables	<ul style="list-style-type: none"> • RFI Answers (up to 10) • Change Order Review (up to 5) • Record Drawings

Subtask 6 – Permitting Support

Provide support to CLIENT in submitting plans and supporting documentation for CLIENT’s use in obtaining the following permits, as indicated:

1) Caltrans

a) Standard Encroachment Permit (Form TR-0100), requiring:

i) Plans

- (1) Typical plan set content (e.g., plan and profiles, sections, notes, etc.)
- (2) Boundary Survey – Limited to area within Caltrans ROW
- (3) Assumptions:

(a) The following items are not included in the plan set to be submitted, as they are deemed not applicable during the proposal development:

- (i) Electrical Plans – No electrical improvements in the Project
- (ii) Drainage Plan; Hydrology Map and Calculations; Storm Drain Plans, Profiles, and Details; – Project does not include modifications to site drainage
- (iii) Planting and Irrigation Plans
- (iv) Signal and Lighting Plans
- (v) Signal Warrant Studies
- (vi) Street Improvement Plan
- (vii) Structural Plans and Calculations

(b) Provided by Contractor

- (i) Shoring Plans
- (ii) Steel Plating
- (iii) Traffic Control Plan
- (iv) Traffic Management Plan (Detour)

ii) Supporting Documents

(1) Assumptions:

(a) The following items are not included in the supporting documents to be submitted, as they are deemed not applicable during the proposal development:

- (i) Drainage Report; Erosion and Sediment Control Plan / BMP – Project does not include modifications to site drainage
- (ii) Traffic Study Report – Subsurface utility modifications; No above ground modifications influencing traffic

- (b) Provided by Contractor, as deferred submittal for permit issuance
 - (i) Storm Water Pollution Prevention Plan (SWPPP)
 - (ii) Water Pollution Control Plan (WPCP)
- iii) Bonds/Insurance – To be provided by CLIENT
- iv) Permit Fees – To be provided by CLIENT

2) City of Ojai – Public Works

- a) Single Event Encroachment Permit, requiring:
 - i) Plans – utilize subset of documents required by Caltrans (as listed above)
 - ii) Supporting Documents - utilize subset of documents required by Caltrans (as listed above)
 - iii) Bonds/Insurance – To be provided by CLIENT
 - iv) Permit Fees – To be provided by CLIENT

Meetings	<ul style="list-style-type: none"> • Assumes total of three (3) 2-hr Meetings for each Agency
Deliverables	<ul style="list-style-type: none"> • As Required for permitting, as summarized above

ASSUMPTIONS

The following assumptions have been made in the development of this scope and fee. Additional Task Orders would be required in order to perform any of the work which is not listed in this scope or has been specifically identified as out of scope in the assumptions below:

1. Environmental Permitting (CEQA) assumptions:
 - a. CLIENT to provide all environmental study and permitting services; Not in scope
 - b. CLIENT anticipates a Notice of Exemption (NOE) will suffice for the Project
2. Encroachment Permitting assumptions:
 - a. No permanent easements will be required for the Project.
 - b. The cost of permits will be paid for by CLIENT and all permits will be applied for with CLIENT as the applicant.
 - c. If re-submittal for encroachment permitting approval is required, Final Bid Documents shall be used for this purpose and shall address review comments. Re-submittals to address new comments (if any) on Final Bid Documents shall be considered additional services.
3. Geotechnical Engineering assumptions:
 - a. These services have been scoped in this project based on preliminary site and alignment alternatives. Should the preferred site and/or alignment require additional geotechnical investigations beyond those defined herein, those shall be completed as additional services.
 - b. By contacting USA regarding utility locations on-site, ENGINEER will have performed the standard of care and due diligence required to avoid encountering buried utilities during exploration. If mislocated or unlocated utilities are encountered during exploration, ENGINEER cannot be held responsible for the adverse effects caused by encountering those utilities.
 - c. No night work will be involved during design-level studies
4. Surveying and potholing assumptions:
 - a. These services have been scoped in this project based on preliminary site and alignment alternatives. Should the preferred site and/or alignment require additional survey and field potholing investigations beyond those defined herein, those shall be completed as additional services.

- b. Surveyor will utilize the temporary easement permit(s) and traffic control provided by the geotechnical subconsultant (for the geotechnical boring investigation) to complete survey work in the ROW. This assumption is provided to minimize permitting costs to the CLIENT.
- 5. Project Funding assumptions:
 - a. CLIENT is handling all project funding. If a project funding source has specific contractual requirements, CLIENT shall inform ENGINEER and ENGINEER will address those requirements in the development of the design.
- 6. Project Bid Packaging assumptions:
 - a. The Project will be packaged as one project (West and East Ojai Avenue Pipelines). Splitting the project into multiple bid packages shall be considered additional services.
- 7. Construction Management assumptions:
 - a. The duration of construction and level of on-site Engineering Services During Construction specifically defined in the scope will be adequate for all parties (accommodating Contractor schedule, Regulatory Agency requirements, City requirements, etc.). Additional project duration or requirements for Services During Construction will require additional scope.
 - b. This scope of services assumes that Construction Management Services (Quality Control, Inspection and documentation of construction, Contract Management, Negotiations and Payment of Change Orders, Contractor correspondence coordination, etc.) will be provided separately by CLIENT personnel, under a separate consultant services agreement, or as an additional service to this consultant services agreement.
- 8. Project Start-up – The following scope items are excluded from the scope of work:
 - a. Conduct Testing and Start-up planning meeting with Contractor and OWNER
 - b. Start-up commissioning assistance (assumes 5 days of start-up/commissioning assistance for two engineers)
 - c. Final Punch List review and close-out
 - d. Final Acceptance Letter
- 9. Performed by Others:
 - a. SWPPP development and implementation (Deferred permit submittal by Contractor)
 - b. Traffic Control Plans for construction and associated permitting (Deferred permit submittal by Contractor)
 - c. Construction Permitting
 - i. General construction permit(s)
 - ii. Temporary construction easements
 - d. Startup and Testing
 - e. Public outreach by CLIENT

SCHEDULE

The project schedule will be as shown in the attached CPM Project Schedule.

PAYMENT

Payment for Subtasks 1 through 6 will be on a Time and Expense basis and invoiced in accordance with the Hourly Wage Rates in the following table.

Classification	Title	Hourly Rate
AA	Administrative	\$99
E1	Staff Engineer	\$123
E2	Associate Engineer	\$151
E3	Project / Structural Engineer	\$170
E4	Senior Project Engineer / Manager	\$196
E5	Principal Engineer	\$228
T1	CADD Tech 1	\$84
T2	CADD Tech 2	\$112
T3	CADD Tech 3	\$137

Notes:

1. A markup of 10% will be applied to all project related Direct Costs and Expenses.
2. An additional premium of 25% will be added to the above rates for Expert Witness and Testimony Services.
3. Rate effective through December 31, 2018. A 3% increase will be added for any services performed in each year thereafter.

Total Budget for each task will be as follows:

Subtask	Title	Budget
1	Project Management	\$10,004
2.1	Preliminary Eng. – Research, Field Studies, and Constraints Assessment	\$25,090
2.2	Preliminary Eng. – Preferred Alignment Design Support Services	\$85,848
3.1	Final Design – 60% Design Submittal	\$31,196
3.2	Final Design – 90% Design Submittal	\$23,914
3.3	Final Design – Bid Document Submittal	\$9,529
4	Engineering Assistance During Bidding	\$1,725
5	Engineering Services During Construction	\$9,159
6	Permitting Support	\$13,221
	Project Total	\$209,687

ATTACHMENTS

Attached to this Scope for reference are the following:

1	Project Schedule
2	Fee Basis Spreadsheet

EFFECTIVE DATE

IN WITNESS WHEREOF, duly authorized representatives of the parties have executed this Task Order with the effective date being the last date written below.

CLIENT

ENGINEER

By: _____

By: _____

Name: _____

Name: Sami Kader, PE

Title: _____

Title: Principal

Address: _____

1405 Victor Ave, Suite A
Address: Redding, CA 96001

Date: _____

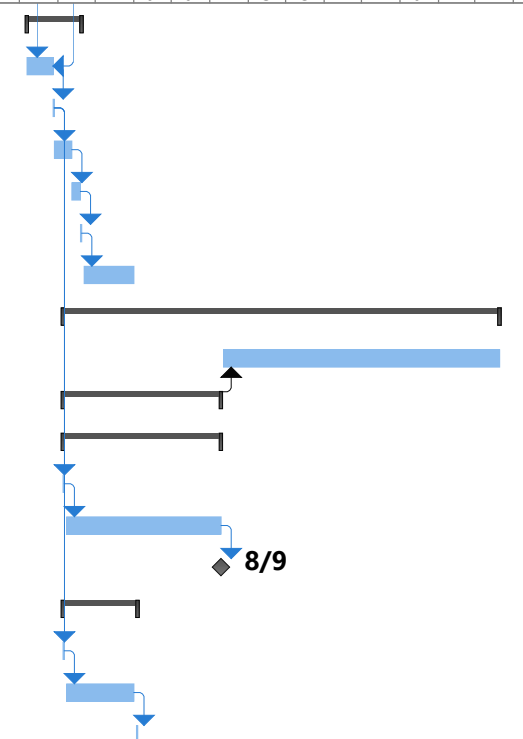
Date: _____

20-3148271
Employer I.D. No.

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Notes	Half 2, 2018							Half 1, 2019					Half 2, 2019					Half 1, 2020					Half					
								J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J		
1		Total Project Duration	494 days	Wed 7/25/18	Mon 6/15/20																														
2																																			
3		Planning and Design	494 days	Wed 7/25/18	Mon 6/15/20																														
4		Submit Proposal	0 days	Wed 7/25/18	Wed 7/25/18																														
5		Notice to Proceed	3 days	Wed 7/25/18	Fri 7/27/18	4																													
6		Task 1 - Project Management	491 days	Mon 7/30/18	Mon 6/15/20	5	Entire Project																												
7		Kickoff Meeting	6 days	Mon 7/30/18	Mon 8/6/18																														
8		Kickoff Meeting Preparation	5 days	Mon 7/30/18	Fri 8/3/18	5																													
9		Kickoff Meeting	1 day	Mon 8/6/18	Mon 8/6/18	8																													
10		Task 2 - Preliminary Engineering	73 days	Mon 7/30/18	Wed 11/7/18																														
11		Subtask 2.1 - Research, Field Studies, and Constraints Assess	33 days	Mon 7/30/18	Wed 9/12/18																														
12		2.1.1 - Review Data and Site Reconnaissance	3 days	Mon 8/6/18	Wed 8/8/18	5FS+5 days																													
13		2.1.2 - Geotechnical "Desktop" Assessment	30 days	Mon 7/30/18	Fri 9/7/18	5																													
14		2.1.3 - Ext. Boundary, Easement Research, Prelim. Survey	20 days	Mon 8/6/18	Fri 8/31/18	5FS+5 days																													
15		2.1.4 - Utility Coordination "A" Letters	15 days	Mon 8/13/18	Fri 8/31/18	12FS+2 days																													
16		2.1.5 - Project Constraints/Prelim. Design Workshop	1 day	Wed 9/12/18	Wed 9/12/18	13FS+2 days,14																													
17		Subtask 2.2 - Preferred Alignment Design Support Services	40 days	Thu 9/13/18	Wed 11/7/18																														
18		2.2.1 - Geotechnical Design Services	40 days	Thu 9/13/18	Wed 11/7/18	16																													
19		2.2.2 - Potholing	20 days	Thu 9/20/18	Wed 10/17/18	16FS+5 days																													
20		2.2.3 - Design Survey	25 days	Thu 9/13/18	Wed 10/17/18	16																													
21		2.2.4 - Basis of Design (BOD) Workshop	26 days	Thu 9/27/18	Thu 11/1/18																														
22		Prepare BOD Workshop Presentation	15 days	Thu 10/11/18	Wed 10/31/18	16,18FF-5 days																													
23		Prepare 30% Drawings	20 days	Thu 9/27/18	Wed 10/24/18	22FF-5 days																													
24		BOD Workshop	1 day	Thu 10/25/18	Thu 10/25/18	23																													
25		CMWD BOD Workshop Presentation and MInutes Review	5 days	Fri 10/26/18	Thu 11/1/18	24																													
26		Task 3 - Final Design	126 days	Fri 10/26/18	Fri 4/19/19																														
27		Subtask 3.1 - 60% Design Submittal	72 days	Fri 10/26/18	Mon 2/4/19																														
28		60% Design Plan Preparation	40 days	Fri 10/26/18	Thu 12/20/18	21FS-5 days																													
29		Submit 60% Design	1 day	Fri 12/21/18	Fri 12/21/18	28																													
30		CMWD 60% Design Review	10 days	Mon 12/24/18	Fri 1/4/19	29																													
31		60% Design Review Meeting	1 day	Mon 1/7/19	Mon 1/7/19	30																													
32		Over the Counter Agency Review (Caltrans and City)	15 days	Tue 1/15/19	Mon 2/4/19	31FS+5 days																													
33		Subtask 3.2 - 90% Design Submittal	62 days	Tue 1/8/19	Wed 4/3/19																														
34		90% Design Plan Preparation	30 days	Tue 1/8/19	Mon 2/18/19	31,32FF-10 day																													
35		Submit 90% Design	1 day	Tue 2/19/19	Tue 2/19/19	34																													
36		CMWD 90% Design Review	10 days	Wed 2/20/19	Tue 3/5/19	35																													
37		90% Design Review Meeting	1 day	Wed 3/6/19	Wed 3/6/19	36																													
38		Over the Counter Agency Review (Caltrans and City)	15 days	Thu 3/14/19	Wed 4/3/19	37FS+5 days																													

Project: CMWD_Ojai Pipeline SC Date: Wed 7/25/18	Task		Project Summary		Manual Task		Start-only		Deadline	
	Split		Inactive Task		Duration-only		Finish-only		Progress	
	Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
	Summary		Inactive Summary		Manual Summary		External Milestone			

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Notes	Half 2, 2018				Half 1, 2019				Half 2, 2019				Half 1, 2020				Half	
								J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N
39	→	Subtask 3.3 - 100% Design (Bid Documents) Submittal	32 days	Thu 3/7/19	Fri 4/19/19																				
40	→	100% Design Plan Preparation	15 days	Thu 3/7/19	Wed 3/27/19	37,38FF-10 day																			
41	→	Submit 100% Design	1 day	Thu 3/28/19	Thu 3/28/19	40																			
42	→	CMWD 100% Design Review	10 days	Fri 3/29/19	Thu 4/11/19	41																			
43	→	Prepare Bid Documents	5 days	Fri 4/12/19	Thu 4/18/19	42																			
44	→	Submit Bid Documents	1 day	Fri 4/19/19	Fri 4/19/19	43																			
45	→	Task 4 - Eng. Assistance During Bidding	30 days	Mon 4/22/19	Fri 5/31/19	44																			
46	→	Construction Services	251 days	Fri 4/5/19	Fri 3/20/20																				
47	→	Task 5 - Eng. Services During Constr.	160 days	Mon 8/12/19	Fri 3/20/20	48																			
48	→	Task 6 - Permitting	91 days	Fri 4/5/19	Fri 8/9/19																				
49	→	Caltrans	91 days	Fri 4/5/19	Fri 8/9/19																				
50	→	Submit Std Encr. Permit Form (TR-0100) and Assoc. Docs.	1 day	Fri 4/5/19	Fri 4/5/19	41FS+5 days																			
51	→	Caltrans TR-0100 Processing (2 submittals assumed)	90 days	Mon 4/8/19	Fri 8/9/19	50																			
52	→	Caltrans TR-0100 Approval	0 days	Fri 8/9/19	Fri 8/9/19	51																			
53	→	City of Ojai	42 days	Fri 4/5/19	Mon 6/3/19																				
54	→	Submit Single Event Encr. Permit Form and Assoc. Docs.	1 day	Fri 4/5/19	Fri 4/5/19	41FS+5 days																			
55	→	City Permit Processing (2 submittals assumed)	40 days	Mon 4/8/19	Fri 5/31/19	54																			
56	→	City Permit Approval	1 day	Mon 6/3/19	Mon 6/3/19	55																			



Project: CMWD_Ojai Pipeline SC Date: Wed 7/25/18	Task		Project Summary		Manual Task		Start-only		Finish-only		Manual Progress		External Milestone	
	Split		Inactive Task		Duration-only		External Tasks		Manual Progress		External Milestone			
	Milestone		Inactive Milestone		Manual Summary Rollup		External Milestone							
	Summary		Inactive Summary		Manual Summary		External Milestone							

Water Works Engineers Fee Estimate

Client Casitas Municipal Water District
 Project Ojai Avenue Pipeline Replacement Project
 Task Order No 1
 Prepared by A. Borgic
 Date 7/25/2018



Hours and Fee

		Subtask 1		Subtask 2.1		Subtask 2.2		Subtask 3.1		Subtask 3.2		Subtask 3.3		Subtask 4		Subtask 5		Subtask 6	
		2019		2018		2018		2018		2019		2019		2019		2019		2019	
		Project Management		Prelim. Eng. Research, Field Studies, and Constraints Assessment		Prelim. Eng. Preferred Alignment Design Support Services		60% Design		90% Design		Bid Documents		Engineering Assistance During Bidding		Engineering Services During Construction		Permitting Support	
		hrs	fee	hrs	fee	hrs	fee	hrs	fee	hrs	fee	hrs	fee	hrs	fee	hrs	fee	hrs	fee
Water Works Engineers	2018																		
Classification	Title																		
AA	Administrative		\$99																
T1	Drafter/Jr. Technician	2	\$204			36	\$3,024	70	\$5,880	70	\$6,056	36	\$3,115			24	\$2,076	20	\$1,730
T2	Designer/Sr. Technician							54	\$6,048	18	\$2,076	8	\$923						
T3	Senior Designer							4	\$548	4	\$564	4	\$564						
E1	Staff Engineer																		
E2	Associate Engineer			20	\$3,020	72	\$10,872	90	\$13,590	72	\$11,198	20	\$3,111			16	\$2,027	20	\$3,111
E3	Project Engineer															20	\$3,111	30	\$4,666
E4	Senior Project Engineer	48	\$9,690	20	\$3,920	16	\$3,136	20	\$3,920	18	\$3,634	6	\$1,211	8	\$1,615	8	\$1,615	24	\$4,845
E5	Principal Engineer																		
Expenses																			
	WWE Expenses		\$100		\$1,600		\$1,700		\$1,100		\$350		\$550		\$100		\$300		\$1,800
Subconsultants																			
	Survey - WM Surveys				\$8,500		\$14,760												
	Geotechnical - Bajada				\$6,400		\$31,600												
	Potholing - VCI						\$14,500												
Subconsultant/Expense Markup	10%		\$10		\$1,650		\$6,256		\$110		\$35		\$55		\$10		\$30		\$180
Annual Increase for WWE rates of	3%																		
Subtask Totals		50	\$10,004	40	\$25,090	124	\$85,848	238	\$31,196	182	\$23,914	74	\$9,529	8	\$1,725	68	\$9,159	74	\$13,221

Project Total	
Hours	Fee
858	\$209,687

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: STEVE WICKSTRUM, GENERAL MANAGER
FROM: LINDSAY CAO, CIVIL ENGINEER
SUBJECT: ROBLES-CASITAS CANAL RICE BRIDGE REPLACEMENT PROJECT,
PROJECT 18-401
DATE: AUGUST 8, 2018

RECOMMENDATION:

It is recommended the Board of Directors reject all proposals for Design Build Services for Robles-Casitas Canal Rice Bridge Replacement Project and direct staff to re-evaluate the project.

BACKGROUND AND DISCUSSION:

The Rice Bridge is a timber bridge over the Robles-Casitas Canal. The original bridge was destroyed in August 1985 and the District re-built the bridge thereafter. The bridge was once again destroyed during the Thomas Fire in December 2017. This project will replace the bridge with a steel or other type of metal bridge.

A Request for Proposals (RFP) was advertised through F.W. Dodge and on the District's web site. Six potential bidders completed the mandatory pre-proposal walk. One firm submitted a proposal. The results are as follows:

FIRM	AMOUNT
Dekon Construction Corp.	\$507,140

This project does not have a specific line item in the FY 18-19 budget and is included in a request for reimbursement from FEMA related to the Thomas Fire. A potential reason for the high cost is the requirement to complete the construction before the end of October. Staff will review the project documents to determine if there is a more cost-effective solution, pending FEMA grant approval and land conservancy's decision on its contribution.

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: STEVE WICKSTRUM, GENERAL MANAGER
FROM: LINDSAY CAO, CIVIL ENGINEER
SUBJECT: ROBLES-CASITAS CANAL DE LA GARRIGUE BRIDGE REPLACEMENT PROJECT, PROJECT 18-398
DATE: AUGUST 8, 2018

RECOMMENDATION:

It is recommended the Board of Directors reject all proposals for Design Build Services for Robles-Casitas Canal De La Garrigue Bridge Replacement Project and direct staff to re-evaluate the project.

BACKGROUND AND DISCUSSION:

De La Garrigue Bridge is a timber bridge over the Robles-Casitas Canal. The bridge provides access to several parcels otherwise isolated by the canal. The bridge was originally constructed by the Bureau of Reclamation as part of the Ventura River Project. The bridge was partially rebuilt in 1990, and damaged deck boards were replaced in 2011 and 2014. Additional deck boards show signs of termite/dry rot damage. This project will replace the bridge with steel or other materials.

A Request for Proposals (RFP) was advertised through F.W. Dodge and on the District's web site. Six bidders completed the mandatory pre-proposal walk. One firm submitted a proposal. The results are as follows:

FIRM	AMOUNT
Dekon Construction Corp.	\$742,140

The FY 2018-19 Capital Budget includes \$75,000 to complete the replacement of this bridge. The proposal is significantly over budget based on the proposal. One potential reason for the high cost is the requirement to complete the construction before the end of October. Staff will review the project documents to determine if there is a more cost-effective solution and apply this year's budget to design services. It is anticipated construction will be budgeted and completed next fiscal year.

MEMORANDUM

TO: Board of Directors
From: Steven E. Wickstrum, General Manager
RE: Letter of Intent and Request to Consolidate by Tico Mutual Water District
Date: August 3, 2018

RECOMMENDATION:

It is recommended that the Board of Directors direct staff to set meetings with Tico representatives to address unresolved issues, determine financing options, and a priority for an agreement resulting in the consolidation.

BACKGROUND:

As represented by the attached letter of intent and request to consolidate, the Tico Mutual Water Company (Tico) has decided to move toward to consolidation of the Tico's water system with that of the Casitas Municipal Water District.

Over the course of the past year Casitas staff has met with members of the Tico Board of Directors to discuss options for consolidation. Most of these discussions have been surrounding the physical changes to the water system that will be required for the consolidation. A preliminary cost estimate was developed for Tico's understanding of the scope of changes and cost impact to Tico's forty customers. The unresolved issue for the consolidation was the financing of the physical changes. A copy of the information provided to Tico is attached to this memorandum for the Casitas board's understanding of the scope of work and service area.

The priority and progression of the consolidation will have to be considered in light of the current workload of the District.

RECEIVED JUL 27 2018

TICO MUTUAL WATER COMPANY

1790 S. Rice Road, Ojai, CA 93023 ~ (805)798-4567

July 17, 2018

Steve Wickstrom, General Manager
Mike Flood, Assistant General Manager
Casitas Municipal Water District
1055 N. Ventura Avenue
Ventura, CA 93001

Re: Letter of Intent and Request to Consolidate

Dear Messrs. Wickstrom and Flood:

Thank you for your continuous and thoughtful guidance these past months as we have explored the future of Tico Mutual Water Company. After careful consideration, on June 14, 2018, at its annual meeting of shareholders, the Tico Board reached a unanimous decision to move towards consolidation with Casitas Municipal Water Company.

This letter will serve as both a letter of intent by Tico Mutual Water Company and formal request to the Board of Directors of Casitas Municipal Water Company to move towards consolidation under the State Water Resources Control Guidelines for Consolidation Projects.

At your convenience, we would like to schedule a meeting with you to discuss the particulars of moving forward. Again, we are grateful for your time, flexibility, professional expertise and willingness to work with us. We will do everything we can to assist in facilitating a smooth transition when the time comes.

Please contact me so that we can set up a meeting. I can be reached via cell (805)798-4567 or email Kathy@bigredcrane.net. In the alternative, you may contact any one of the other Board members.

Very truly yours,



Kathy Dawson, President

TICO MUTUAL WATER COMPANY

October 23, 2017

TICO MUTUAL WATER COMPANY

The Board of TMWC has approached both Casitas MWD and Ventura River WD regarding a transition to either system. TMWC has stated that there are significant issues and TMWC cannot continue to operate as a water company.

TMWC has two service areas referred here to as North and South.

Ventura River WD and Casitas have water lines in the vicinity of TMWC. TMWC is deciding on the best, or least expensive, manner to serve each area.

As with any transition to Casitas, the cost burden for the transition is that burden of those benefitting from the transition – in this case TMWC. Below is a summary of the positions and limitation that Casitas could take in a negotiated transition of the TMWC water system:

SOUTH SERVICE AREA

The South service area is directly east of State Highway 33 and ranging between westerly streets of Barbara Street and Wiley Street. There are nine (9) residential parcels and three business parcels in this area. The house with the highest elevation is approximately 710' AMSL. TMWC has a 3" water line placed in a common conduit (water and gas) under State Highway 33, location to be verified by TMWC. Water served here is delivered by 5" drill pipe from the TMWC well located near State Highway 150.

Casitas has a 39" Oak View Main, running north-south along the westerly side of State Highway 33. Casitas has two turnouts, each serving Barbara Street and Wiley Street. The static pressure at Wiley Street is approximately 63 psi.

Ventura RWD has a higher pressure waterline running down Encino Drive, east of this area, with one parcel between the area and the waterline. Ventura RWD also has a water line west of State Highway 33 and a service lateral to the U Haul Rental parcels (Freddy Fast Gas).

TMWC board member stated that the Casitas fire hydrants on the west side of State Highway 33 are adequate, no need for addition hydrants in the area – this should be checked out with VCFPD when considering a pipeline extension.

Position: The south area is difficult for Casitas to serve due to the elevations of some parcels exceed the available pipeline pressure, no existing and usable common pipe to each parcel, and the need to get a water lateral across State Highway 33. The installation of a community system with a pump is not favored as it adds to the cost of business to the district and an initial high cost for the property owners. Placing meters along the east edge of State Highway 33 is not advisable. This was expressed to TMWC board members on 10/19/17.

If the common conduit under State Highway 33 is not adequate, a jack and bore will be required to extend the pipeline(s). Caution is needed to avoid a conflict with the existing Skyline Drain the runs north-south on east edge of Hwy 33.

Conclusion: This area may be best served by VRWD from Encino Drive or Barbara Street.

NORTH SERVICE AREA

The North service area is bound to the north by State Highway 150, to the east by Rice Road, to the south by parcels along Woodland Avenue and the east by the Ojai Villa Mobile Home Park. There are thirty (30) residential parcels in this service area.

TMWC has one primary well, one very small secondary well that is not in use, and one 30,000 gallon storage tank. Parcel water use is individually metered. The old water pipeline is composed primarily of 5" drill pipe. Parcels that front along Rice Road are served from a private road to the east where the 5' drill pipe traverses north-south, and then run private plumbing through neighboring property. The 5" pipe is not satisfactory for continued use in the transition to Casitas.

Fire protection is primarily from Casitas or VRWD hydrants.

TMWC recently installed a run of 6" C900 PVC blending line between the primary well and the storage tank. This pipeline may be acceptable for continued service to existing customers.

Casitas has the 21" Santa Ana Main traversing east-west, and crossing TMWC lines near the middle of this service area. There are several turnouts on the Casitas water main from which a connection could be made to serve the area.

VRWD has a transmission main that runs north-south in Rice Road. VRWD serves water to the west side of Rice Road and may serve this area with a pipeline extension in parallel to Casitas' Santa Ana Main. VRWD would also have to annex the service areas to their district boundaries, LAFCO

Position: The North area can be served with a few water system improvements and negotiation of transition elements as follows:

- 1) The interconnection of the TMWC 6" C900 line to the Casitas Santa Ana Main
- 2) Casitas Service laterals and meters installed for all parcels, extended only to the location of private plumbing at the 5" drill pipe location – no extensions.
- 3) Pipeline extension (550 LF) from Woodland Avenue/Rice Road north to 1924 Rice Road.
- 4) Abandonment of the 5" drill pipe, removal of existing meters
- 5) Abandonment of the storage tank – possible discussion of tank value to Casitas, if any, demolition and removal costs, relocation costs. Tank has no value to the transitioned system.
- 6) Abandonment of the TMWC secondary well – this well may have had water quality issues.
- 7) Transfer the primary well to Casitas and install a pipeline extension (550LF) between the TMWC primary well and the Mira Monte Well Blending Pipeline, addition of control panel and programming for blending.

- 8) Removal of the 2" metered service from Casitas – the 8 AF of allocation covers a portion of TMWC's water use in addition to the well production.

Conclusion: This area may be served equally by Casitas or VRWD with some differences between the two methods and cost of service.

PRELIMINARY COST ESTIMATE

The following is not a bid for the transition. For the purpose of discussion without the benefit of a detailed engineering analysis and with many unknowns in the South Area, the following are the preliminary cost estimates for each area:

SOUTH AREA	Quantity	Units	Unit Price	
Interconnection to Wiley Street	1	ea	6,000	6,000
Service Lateral (10 LF) and Meter on Hwy 33 – one location	10	ea	1,500	15,000
Jack/Bore under Hwy 33 w/Pipeline Extension – 6"	80	LF	600	48,000
Abandon 3" Pipe/meters –in place		LS	2000	2,000
Subtotal				71,000
Construction Admin/Easement – 10%				7,100
Estimated Total				78,100
Cost per parcel	10	parcel		7,810

The South Area estimate does not include a lateral extension to the parcels or any required pumping facilities that may be necessary for any one or more parcels – again, Casitas' existing line pressure is not adequate to serve all parcels. Parcels may have to install individual plumbing and pumping facilities. The crossing of State Highway 33 is assumed to be a jack and bore, and may be lessened if, and only if an existing conduit is appropriate for use by Casitas (*appropriate in that there is space for the water line, no encumbrances or limitations for its use, accessible and in good condition for use more than fifty years*).

NORTH AREA	Quantity	Units	Unit Price	
Interconnection to Santa Ana Main	1	ea	6,000	6,000
Service Lateral (10 LF) and Meter	30	ea	1,500	45,000
Pipeline Extension Woodland – 6"	550	LF	200	110,000
Pipeline Extension –Well Blend – 6"	550	LF	200	110,000
Abandonment of 5" Pipe/meters		LS	2000	2,000
Abandonment of Secondary Well		LS	10,000	10,000
Remove 2" meter/service		LS	400	400
Subtotal				283,400
Construction Admin/Easement – 10%				28,340
Estimated Total				311,740
Cost per parcel	30	parcel		10,391

The above estimate does not consider the value of the storage tank, if any, or whether Casitas agrees to purchase, remove and relocate the tank, or if the tank is otherwise disposed of by TMWC. The value of the tank to Casitas is a topic to be considered and negotiated.

A rough estimation for the transition should be refined if TMWC decides to move toward Casitas service and negotiations are completed.

TMWC Board is interested in some sort of loan program that may be arranged to finance the transition. Casitas may consider a loan program that is tied by property deed to each parcel or other options may include looking into State loans for consolidation. It is understood that the cost of the transition does not reflect in the rates of other Casitas customers.

CASITAS MUNICIPAL WATER DISTRICT

MINUTES

Water Resources Committee

DATE: July 24, 2018
TO: Board of Directors
FROM: General Manager, Steve Wickstrum
Re: Water Resources Committee Meeting of July 24, 2018

RECOMMENDATION:

It is recommended that the Board of Directors receive and file this report.

BACKGROUND AND OVERVIEW:

1. **Roll Call.**

Director Mary Bergen
Director Russ Baggerly
General Manager, Steve Wickstrum
Assistant General Manager, Michael Flood
Engineering Manager, Julia Aranda

Public – Brian Stark, Ojai Valley Land Conservancy

2. **Public Comments.** None.

3. **Board Comments.** None

4. **Manager Comments.**

The General Manager reported that staff had received one bid for the replacement of the Rice-Canal bridge replacement. Staff will be recommending the rejection of the bid and will reconsider the scope of work contained in the bid package.

5. **Requests for Water System Consolidation with Casitas Municipal Water District – Tico Mutual Water Company and Casitas Mutual Water Company.**

The General Manager provided an update on the two inquiries to consolidate. A member of the Tico Board of Directors has stated that a letter of request to consolidate will be provided to the District.

The management of the Casitas Mutual Water Company has made an initial inquiry, no further discussions have occurred with District staff.

6. **Discussion of Casitas Urban Water Management Plan for 2020.**

Julia Aranda presented information regarding the current development of the 2018 Urban Water Management Plan, as a result of the addition of the Ojai water system acquisition, and suggested possible directions to follow for the 2020 Plan. Julia Aranda explained the differences between the State's requirement and purpose for the Urban Water Management Plan and the District's current effort to develop a comprehensive water plan.

7. **Discussion of a grant to the Ojai Valley Land conservancy native plant nursery in relation to District fisheries at the Robles Fish Passage Facility.**

Director Baggerly suggested that the urban forest is being greatly impacted by climate change and there are opportunities to partner with other agencies and non-profit groups to restore urban forests, suggesting a partnership with the Ojai Valley Land Conservancy to reach for grants to fund urban forest restoration. The General Manager suggested that given the potential for changes at the Robles Facility as a result of the Matilija Dam decommissioning, this may not be the time to move forward with any native plantings at the Robles Facility. The partnership suggested is highly recommended.

Metropolitan Water District Tour of State Water Project Facilities and the Sacramento-San Joaquin Delta

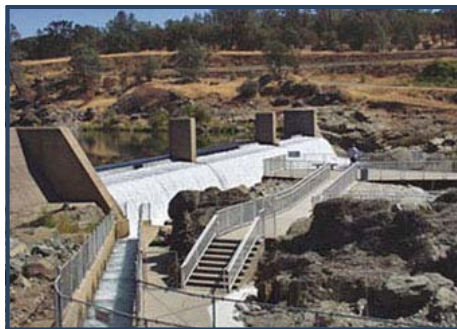
Friday, September 21 to Sunday, September 23, 2018 or
Friday, November 9 to Sunday, November 11, 2018

hosted by Steve Blois, Calleguas MWD's Representative
on the Metropolitan Board of Directors

We will learn about California water issues by visiting:



Lake Oroville



Feather River Fish Hatchery



Delta



Sacramento



WaterFix Facility Locations



Banks Pumping Plant



Central Valley Farm



San Luis Reservoir



Lake Pyramid Visitor Center

If you wish to attend, please contact Kara Wade ASAP at
kwade@calleguas.com or (805) 579-7111.

Fair Political Practices Commission (FPPC) Reporting and Gifts (SWP 2018)

Travel expenses paid by Metropolitan for inspection trips may be reportable under California's Fair Political Practices Act.

Participants that are required to file a California Statement of Economic Interests, Form 700 should report their share of the travel costs, but the costs are not subject to the statutory annual gift limit (which is \$470 in 2018).

The travel costs for a spouse or significant other traveling with the participant are typically reportable as a gift to the participant and subject to the annual gift limit. To stay within the gift limit, the participant should reimburse Metropolitan the difference between the cost of the trip for the spouse and the gift limit within 30 days of the start of the trip.

For planning purposes, the average value of this type of trip is \$800. Metropolitan will provide the actual pro rata cost for participants within 30 days of the first day of travel.

See attached documents from Metropolitan legal counsel and the FPPC for additional information. Participants should check with their legal advisor or the FPPC for guidance on how to report this gift of travel.



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

*Office of the General Counsel
Office of Ethics*

Date: March 21, 2016
To: Board of Directors
From: Marcia L. Scully, General Counsel
Deena R. Ghaly, Ethics Officer
Subject: Reporting Travel Costs for Metropolitan Inspection Trips

The following information on reportable travel costs for Metropolitan-sponsored inspection trips is provided to assist you in preparing for the 2016-17 inspection trip season. The information is based on informal assistance and other communications from the California Fair Political Practices Commission (FPPC) regarding provisions in the Political Reform Act (Act). It should not be interpreted as legal counsel from Metropolitan staff. Inspection trip guests are advised to consult with their legal advisors on individual reporting requirements and gift limit considerations.

Program Authorization

The Inspection Trip Program is authorized in [Metropolitan's Administrative Code](#) Sec. 2610 et seq. Funding for the program is approved as part of Metropolitan's biennial budget.

Travel Costs for Directors and Personal Guests

In Part A of the Analysis section in the attached FPPC letter dated May 15, 2015, the FPPC considered questions regarding gifts from Metropolitan to its directors.

With program authorization in the Administrative Code and funding approved in the district's biennial budget, Metropolitan has determined that the directors' travel expenses for inspection trips, including expenses for personal guests, are lawful expenditures. Such lawful expenditures are not considered gifts for the purposes of the Act.

Travel Costs for Local Public Officials not affiliated with Metropolitan

In Part B of the Analysis section in the attached FPPC letter dated May 15, 2015, the FPPC considered questions regarding gifts from Metropolitan to local public officials not affiliated with Metropolitan. Under Government Code Sec. 89506(a)(2), Metropolitan's travel expenditures for local officials are not subject to annual gift limits. However, the expenses are considered a gift to the official for the purposes of reporting and determining conflict of interest. In addition, in limited situations, in instances where an official can verify that the official is attending the inspection trip within the performance of his or her official duties for education,

Board of Directors

March 21, 2016

Page 2

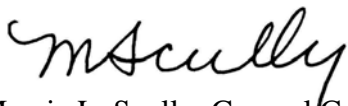
training or other inter-agency programs or purposes, under FPPC Regulation 18950(c), the inspection trip costs are not a gift and are not reportable on the Form 700. The FPPC narrowly applies the gift exception in FPPC Regulation 18950(c) on a case-by-case basis.

With limited exceptions, the travel expenditures for a companion of a local official are attributable as a gift to the public official for reporting and conflict of interest purposes and are subject to annual gift limits (\$460 for 2015-2016). The gift may only be accepted if all the gifts from Metropolitan to the official during the calendar year do not exceed the annual gift limit. Travel expenses that are reimbursed to Metropolitan (including paying down the value to below the gift limit) within 30 days of receipt are not reportable.

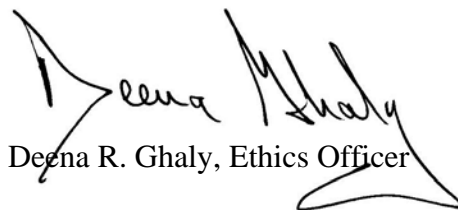
The FPPC provided additional guidance on gift of travel receipt/acceptance dates:

- The receipt/acceptance date for the gift of travel is the date the local official accepts the invitation if the official is faced with a decision affecting Metropolitan prior to the inspection trip. (Government Code Sec. 87103) The official may be disqualified from acting on the matter if the value of the travel (including the value for a companion traveling with the official) exceeds the statutory annual gift limit. If the trip is cancelled or the official does not participate in the trip or the official transfers the invitation to another person, no gift has been made or received. (Title 2 of the California Code of Regulations, Section 18946.1(a))
- If the official is not considering a decision affecting Metropolitan, the receipt/acceptance date is the date of travel (when the official boards the inspection trip coach or Metropolitan provides the airline boarding pass). This starts the 30-day period for disclosure or paying down the value of the travel expenditures. (Title 2 of the California Code of Regulations, Section 18941)

Metropolitan will provide a brief description of reportable travel costs and a cost estimate for the inspection trip invitation to the Member Agency Inspection Trip Coordinator as part of the pre-trip planning process. The final reportable cost will be provided upon request within 30 days of date of travel to inspection trip guests and/or the Member Agency Inspection Trip Coordinator.



Marcia L. Scully, General Counsel



Deena R. Ghaly, Ethics Officer

Attachment

cc: Member Agency Managers
Member Agency Inspection Trip Coordinators



STATE OF CALIFORNIA
FAIR POLITICAL PRACTICES COMMISSION
428 J Street • Suite 620 • Sacramento, CA 95814-2329
(916) 322-5660 • Fax (916) 322-0886

May 15, 2015

Deena R. Ghaly
Ethics Officer
Metropolitan Water District
of Southern California
P O Box 54153
Los Angeles, CA 90054-0153

Re: Your Request for Informal Assistance
Our File No. I-15-077

Dear Ms. Ghaly:

This letter responds to your request for advice on behalf of the Metropolitan Water District of Southern California ("MWD") regarding gift of travel provisions of the Political Reform Act (the "Act").¹ Additionally, this letter is based on the facts presented. The Fair Political Practices Commission does not act as a finder of fact when it provides advice. (*In re Oglesby* (1975) 1 FPPC Ops. 71.) We offer no opinion on the application of laws other than the Act. Because your questions are general in nature and not about specific payments or officials, we are treating your request as one for informal assistance.²

FACTS

MWD regularly conducts educational field inspection trips of its water facilities for the purpose of providing leading citizens and other interested persons with firsthand knowledge of the MWD's operations. Participants often include legislators, city council members, water board members and other public officials.

MWD provides transportation to the facilities being viewed, usually by charter bus, and food for attendees, and provides lodging if the inspection requires an overnight stay. Additionally MWD may pay for commercial airfare to and from the beginning and ending points of the inspection trip.

MWD's board both authorizes these trips and obligates each of its members (directors) to periodically sponsor them. For each trip, the sponsoring director must select or help select guests on behalf of his or her member agency and MWD. Per MWD's administrative code, the sponsoring

¹ The Political Reform Act is contained in Government Code Sections 81000 through 91014. All statutory references are to the Government Code, unless otherwise indicated. The regulations of the Fair Political Practices Commission are contained in Sections 18110 through 18997 of Title 2 of the California Code of Regulations. All regulatory references are to Title 2, Division 6 of the California Code of Regulations, unless otherwise indicated.

² Informal assistance does not provide the requestor with the immunity provided by an opinion or formal written advice. (Section 83114; Regulation 18329(c)(3).)

director may be accompanied by one family member. In addition, MWD directors attending a trip hosted by another director sometimes are accompanied by a family member or other guest of their choosing. Public officials who participate are also sometimes accompanied by a colleague, family member, or friend of their choosing. In some cases, the invitation to attend a trip expressly encourages the primary invitee to bring a guest of his or her choosing.

In July 2009, the Commission responded to a request for advice from the City of Burbank about the application of the Act's gift provisions to its public officials participating on a MWD inspection trip. There, MWD had invited and paid the travel costs for both the officials and their spouses who accompanied them. The *Scott* Advice Letter, No. A-09-148 drew two conclusions:

1. MWD's payments for the officials' spouses did not constitute a gift to the officials. At that time, Regulation 18944 specified that a public official receives a direct personal benefit from a gift whenever he or she exercised discretion and control over who would use it. Because MWD's offer of the trip went directly to the officials' spouses, the letter concluded that there was no gift to the officials; and

2. The travel payments qualified for the exception in Section 89506(a) for education-related travel offered to public officials. As such, they were not subject to the gift limit but were reportable on officials' economic disclosure statements.

You also noted that in late 2011, the Commission adopted Regulation 18943 to replace Regulation 18944. The provisions of former Regulation 18944 stated that when a public official exercises discretion and control over disposition of a gift the official receives a "gift" under the Act. In its place, Regulation 18943 applied a different standard based on whether there is an established working or social relationship between the donor and the official's family or evidence to suggest that a donor is trying to influence the public official through gifts to his or her family members.

On its face, you stated, the amendment seems intended wholly to replace the prior standard (including its "discretion and control" proxy for personal benefit). However, the staff memorandum accompanying the change stated, "[t]his version does not eliminate any of the principals [sic] contained in the current version." Thus, you believe that under current law, it is unclear whether a public official exercising "discretion and control" by inviting a second guest of his or her choosing to attend a MWD inspection trip as encouraged or allowed by MWD or its member agencies is enough for the guest's travel costs to be considered a gift to the public official.

ANALYSIS

A. Questions Regarding gifts from MWD to MWD directors.

1. Are travel costs (transportation, lodging and food) paid for by the MWD for inspection trips that a MWD director attends considered "gifts" to him or her?

Your question concerns payments by a government agency to members of that agency's board of directors. With few exceptions, the Act does not regulate an agency's proper use of public funds. However, other laws prohibit the misuse of public funds and property for political or

personal use. (See e.g., Penal Code Section 424; see also, *Vargas v. City of Salinas* (2012) 200 Cal. App. 4th 1331; *Stanson v. Mott* (1976) 17 Cal.3d 206; *League of Women Voters v. Countywide Crim. Justice Coordinating Com.* (1988) 203 Cal.App.3d 529.)

In this case, the question of whether the proposed expenditures are lawful expenditures of public moneys is outside the scope of the Act. In addition, you have provided no indication that a private donor has made payments to the agency to fund the proposed expenditures. Assuming that the expenditures are lawful and not directly or indirectly paid by a private donor, the payments are not considered gifts for purposes of the Act.

For purposes of the Act's gift provisions, payments made to an official that *are not* lawful expenditures of public moneys are personal gifts to the officials from the city under Regulation 18944.3. In addition, in some circumstances, where money is actually received from a private donor and given to the city as a means to benefit certain officials, it may still be considered a gift to those officials. (See Regulation 18944.)

2. MWD's directors are expected to sponsor inspection trips, including choosing or participating in choosing the guests for the trips. Does the directors "control over invitations make the guests" travel costs attributable to the directors as gifts?

3. What if a MWD director invites a family member as a personal guest on the trip? Are the guest's travel costs attributed as a gift to the director?

4. What if a public official guest is another MWD director and brings a travel companion of his or her choosing?

2 - 4. As stated above, with limited exceptions, the Commission does not regulate the use of agency funds nor determine whether it is permissible to use agency funds for travel expenses of an agency official and/or a personal guest. Moreover, the fact that the MWD member selects the recipient does not change this conclusion. It is the agency's responsibility to determine whether or not the expenditure is lawful in consideration of the circumstances surrounding the expenditure. So long as the payments are lawful expenditures, the payments are not gifts.

B. Questions Regarding gifts from MWD to local public officials not affiliated with MWD.

5. Inspection trip participants include local public officials not affiliated with MWD. Do they have to report the travel costs associated with the inspection trips?

The Commission does not generally respond to requests about an official's duties submitted by third parties. Generally, only the receiving official and his or her authorized representative are able to request advice. However, we note that MWD has obligations under the Act with respect to the making of gifts. Section 89521 provides: "Any person who *makes or receives* an honorarium, gift, or expenditure in violation of this chapter is liable in a civil action brought by the Commission for an amount of up to three times the amount of the unlawful honorarium, gift, or expenditure." Therefore, we can provide general assistance on your questions.

Yes. Under Section 89506(a)(2) the payments for an inspection trip to officials not affiliated with MWD are reportable but not subject to limits. Section 89506 is an exception to the gift limits of the Act, however, the payment is still considered a gift to the official for purposes of reporting and disqualification. In order for a travel payment to qualify under Section 89506 the receiving official must meet two requirements:

“(a) The travel must be reasonably related to a legislative or governmental purpose, or to an issue of state, national, or international public policy, and

“(b) The travel must be provided by a government, a governmental agency, a foreign government, a governmental authority.”

The payment in question appears to meet the requirements of the statute. Accordingly, the payments must be reported by officials not affiliated with MWD on their statement of economic interests but are not subject to the \$460 per year gift limits.

You have not provided sufficient facts to demonstrate that the nonaffiliated official is attending the “inspection” in performance of his or her official duties, or are that the tour is otherwise connected to the receiving official’s agency. These facts would be required to determine if the exception for certain *inter-agency* payments for travel in Regulation 18950(c)(2) applies or the exception for “informational material” in Regulation 18942.1.

“Informational material” means any goods or service that serves primarily to convey information and that is provided to the official for the purpose of assisting him or her in the performance of his or her official duties or the duties of the elective office he or she seeks. Informational material may include on-site demonstrations, tours, or inspections. Transportation provided to or in connection with an on site demonstration, tour, or inspection is also considered “informational material” when any of the following apply: (1) the transportation serves as the means by which the information is conveyed and is integral to the conveyance of the information, such as an aerial tour over an area; (2) the transportation is provided solely at the site of a demonstration, tour, or inspection, including to and from an area of that site that is legally inaccessible to the public; or (3) the transportation is to or from a site when there is no reasonable, publicly-available commercial transportation available to that site and the transportation provided is limited to the segment for which public transportation is not available. (Regulation 18942.1(c).)

Of course application of these exceptions is fact dependent and cannot be applied based on generalities. You may want to contact us for further advice about specific trips as they arise.

6. Directors sometimes allow public official guests (local public officials not affiliated with MWD) to bring a travel companion of their choosing. If a guest is a public official and chooses to bring a travel companion, are the travel costs for the companion attributable as a gift to the public official?

Generally, Regulation 18941(a) provides that a gift is both “received” and “accepted” by an official when the official knowingly takes actual possession of the gift or is provided the benefit of the gift, or takes any action exercising direction or control over the gift, such as redirecting the gift

to another individual. Thus, when an official is allowed to invite along a second person, the travel costs for the companion are attributable as a gift to the public official.

You also mentioned invitations made directly to a spouse of the receiving official (where the receiving official did not exercise discretion and control over the gift). Regulation 18943 provides:

“[A] payment provided to or for the use of a family member is a gift to the official under either of the following conditions:

“(1) There is no established working, social, or similar relationship between the donor and the family member that would suggest an association between the donor and the family member suitable or appropriate for making the type of payment provided to the family member.

“(2) There is evidence to suggest the donor had a purpose to influence the official. Evidence to suggest the donor had a purpose to influence the official exists in any of the following circumstances:

“(A) The payment is made to a family member of a state agency official by a donor who is a lobbyist, lobbying firm, lobbyist employer, or other person required to file reports under Chapter 6 (commencing with Section 86100) of the Act and who is registered to lobby the official’s agency.

“(B) The payment is made to a family member of a state or local government agency official by a donor, or the donor’s agent, if the donor is involved in an action or decision before the official’s agency, in which the official will reasonably foreseeably participate or in an action or decision in which he or she has participated within the last 12 months.

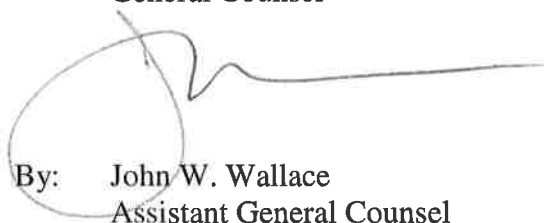
“(C) The payment is made to a family member by a person who has a contract with the official’s agency or by a person who engages in a business that regularly seeks contracts with or comes before the agency for the purpose of receiving a license, permit, or other entitlement and the official may reasonably foreseeably make or participate in a governmental decision, as defined in the Act’s conflict of interest regulations (Regulation 18702 et seq.), related to the person, or has participated in any decision related to the person within 12 months of the time the gift is made. . . .”

Under your facts, MWD would have no established working, social, or similar relationship with the spouse of the receiving official that would suggest an association between MWD and the spouse suitable or appropriate for making the type of payment provided to the family member. Therefore, the gift to the spouse is treated as a gift to the receiving official for reporting and conflict of interest purposes. Acceptance of the gift is only permissible if all the gifts from that source to the official during the calendar year are \$460 or less.

If you have other questions on this matter, please contact me at (916) 322-5660.

Sincerely,

Hyla P. Wagner
General Counsel

A handwritten signature in black ink, appearing to read "John W. Wallace". The signature is written over the typed name and title of the signatory.

By: John W. Wallace
Assistant General Counsel
Legal Division

JWW:jgl